

## CLEVEDON TOWN COUNCIL

## ALLOTMENTS COMMITTEE

Minutes of the Meeting of the Allotments Committee in the Council House, 44 Old Street, Clevedon, at 7.30pm on Wednesday, 15 August 2007.

Present: Cllr C Wring ( Committee Chairman) in the Chair Cllrs C Arnold, C Hall, D Jones, J Middleton

Tenants Reps: Mr D Beynon-WA, Mrs L Knott-CH, Mr K Santo-ML, Mr R Thackery-VR

Apologies: Cllr P McNeill, Mrs A Lockyer-CEM, Mr W Rowlinson-ML

AL/07/65 MINUTES of the Allotments Committee meeting held on 2 July 2007 were APPROVED as a TRUE RECORD and SIGNED by the Chairman

AL/07/66 DECLARATIONS OF INTEREST

Mr Thackery declared an interest in CH120 (tenant is a family member).

PART 2 ITEMS – ACTIONS TAKEN BY THE COMMITTEE UNDER THEIR DELEGATED POWERS		
AL/07/67	<u>FINANCIAL REPORT</u>	
67.1	REPORT was provided (attached as appendix B) and was noted.	
67.2	INVESTMENTS Cllr Hall asked about investment arrangements of the Committee's bank balances, he offered to make investigations into whether better returns could be obtained.	Cllr Hall
AL/07/68	<u>ALLOTMENT TENANCY AGREEMENT</u> The Committee was asked to consider and formally agree to the insertion of Part 5, Para 2 of the tenancy agreement " <i>The Tenant agrees to his personal details: name, address and/or telephone number being given to members of the Committee</i> " <b>RESOLVED:</b> To formally approved this addition to the tenancy agreement and to add a clause to the invoice reply slip for existing tenants agreement..	Allot Clerk
AL/07/69	<u>FOOTPATH SURVEY</u> – AL/07/53 CEM148 – No recent work to paths (see also 76.6 below)	
AL/07/70	<u>ANNUAL TENANTS' MEETING &amp; BEST GARDEN AWARDS</u>	
70.1	<u>Video Diary</u> – Roger Thackery and Linda Knott have almost completed the filmed diary of the allotment year ready for the Tenants' Meeting.	R Thackery & L Knott
70.2	<u>Site Reports to the Meeting</u> – Cllr Reps were reminded to prepare a brief, general report.	All Cllr Reps
70.3	<u>Items to be Reported</u> – It was agreed the following items would be highlighted: 1. <u>Data Protection Act</u> – advise existing tenants of the request on the invoice slip for details of email addresses and phone nos. is for use by the Cttee in the management of the allotments and no personal details will be disclosed to other persons or organisations. 2. <u>Cultivation</u> and tidying of gardens must be completed within 12 months of taking on the tenancy, that is; not partially worked, then leaving the remainder to go to weed etc. Emphasis gardens must be worked, kept clean, tidy and free of weeds or the Cttee will start the warning procedure. 3. <u>South gate padlock</u> on Church Hill – tenants must remember to lock the padlock and turn the numbers on the lock to prevent 'strangers' accessing the allotment. 4. <u>Bins/sheds/storage containers</u> must NOT be sited on adjacent boundary areas, also tenants must move any such structures back within their own garden boundaries.	Chairman
AL/07/71	<u>BOUNDARY MAINTENANCE CONTRACT</u> The Committee NOTED the next visit, for grass cutting on CEM only, would take place on the week starting 20 August and for general maintenance of all other sites included on the contract on the week starting 17 Sept 07.	
AL/07/72	<u>CHURCH HILL SITE</u> - Consideration of the issues raised at the site meeting on 26 July 08. The Tenants' Reps were very impressed with the amount of work undertaken by Keith Santo since that meeting and expressed their thanks.	
72.1	<u>Gate Designations</u> - to make communication easier it was agreed to formally designate a 'South Gate' (SG) & 'North Gate' (NG) and appropriate signage will be arranged.	Clerk
72.2	<u>SG notice board</u> has already been removed and a new notice board is required and will be sited adjacent to the gate.	Clerk
72.3	<b>RESOLVED:</b> To arrange signs for both gates and notice board in 2008/9 budget. <u>Boundary wall</u> on allotment side of 221 Old Church Rd (SG) is seriously eroded and it was <b>RESOLVED:</b> To write to the resident requesting the wall is inspected and made safe.	Allot Clerk
72.4	<u>Japanese Knot weed</u> - great concern at clump growing into the allotment from resident's garden boundary (SG). It looks as if it has been sprayed but <b>RESOLVED:</b> Request the Maint. Contr. regularly sprays the knot weed on allotment side until destroyed and keep the clump in the resident's garden under review.	Clerk and Site Reps

cont.... 72.5	<u>Footpaths</u> – Major project required to remark all footpaths, to widen and repair, many need shuttering and infilling to be made safe. Survey of site needed to locate particular problem areas. Endeavour to plan this for Jan/Feb 08 before the busy planting time.	<b>Page 584</b> Next Agenda
72.6	<u>Bins &amp; sheds</u> (CH130 & 112) must be moved off boundary areas onto tenant's own plot.	
72.7	<u>Shrubs</u> along middle section, along boundary with residential properties, to be cut back.	
72.8	<u>NG tap</u> should be moved from current position against cottage wall to middle of site.	
72.9	<u>SG tap</u> supporting post is completely rotten and urgently needs replacing.	
72.10	<u>Trees</u> overhanging untenanted gardens CH131, 132 & 133 may need to be trimmed back before re-tenancing after fence works. Dead trees in vicinity of 118 & 117 need removing.	
72.11	<u>Fenceworks</u> - date for work to commence has not yet been received from the contractor.	
AL/07/73	<b>TENANTS REQUESTS/CONCERNS</b>	
73.1	<u>CH120</u> (newly tenanted) has a very untidy path and boundary area. Original boundary footpath ran 6-8' from fence but the adjacent resident erected a new boundary fence, removing an old hedge, leaving a clear access along the fence and making a better footpath. Tenant asks if she should incorporate old path/boundary area into her garden? It was recalled this area has many years of rubbish, including a buried cold frame complete with broken glass which is coming up to the surface and is quite dangerous. <b>RESOLVED:</b> 1. Reps will inspect and mark out new footpath alongside fence. 2. Tenant to then incorporate old footpath/boundary area into her plot. 3. When the skip is arranged, if possible help will be given to clear area.	Reps Tenant Allot Clerk
73.2	<u>ML43 &amp; CH105</u> – request permission for a 6' x 4' sheds <b>RESOLVED</b> Approved subject to current guidelines.	Allot Clerk
AL/07/74	<u>COLERIDGE VALE SITE</u> No response yet received from North Somerset Council.	Noted
AL/07/75	<b>TENANT'S APPEALS AGAINST WARNINGS</b>	
75.1	<u>CH104</u> appealed against termination, but advised would not be able to work for a few weeks <b>RESOLVED:</b> 1. Not to accept the Appeal and to re-enter the garden on 30 August. 2. To write suggesting she adds her name back on the waiting list which, as it is currently about 18-24 months, would suit her current situation.	Allot Clerk
75.2	<u>ML32</u> – No work or response to WPC1 <b>RESOLVED:</b> WPC2. If no work/appeal, determine (Chairman's discretion) in due course	Allot Clerk
AL/07/76	<b>SITE &amp; MAINTENANCE REPORTS</b>	
76.1	<u>MOOR LANE</u> – ML47b Very little work - send WPC1.	Allot Clerk
76.2	<u>HIGHDALE AVENUE</u> – HA64 has terminated with effect from 31 Dec 07. Considered dividing the garden into 2x2.5 perch gardens. Currently contains 1x3.0, 1x3.5 & 9x5 perch <b>RESOLVED:</b> To divide HA64 into 2 x 2.5 perch gardens. HA68 – still has problems with trespassers using the site as a shortcut – options suggested.	Reps Next agenda
76.3	<u>VICTORIA ROAD</u> – No concerns.	
76.4	<u>WESTBOURNE AVENUE</u> – NS Housing has the gate on their list of non-urgent work (to be done within a six month period) and should be done by November.	
76.5	<u>CHURCH HILL</u> 1. CH107 - Very poor. CH126 - Garden untidy and water butt uncovered. Send WPC1's 2. CH128 - Keep under review – tenant has badly injured leg and is working a poor site as well as can be expected.	Allot Clerk Allot Clerk
76.6	<u>CEMETERY</u> 1. CEM140 – work started and is OK. CEM143 - Keep under review. 2. CEM148 & CEM156 - little work done. Send WPC1 3. CEM136 shed obstructing gate – tenant has agreed to move shed in Autumn, but Cllrs felt the new gate is rather large and suggested replacing with two smaller gates. 4. Back Wall – an extra fence panel obtained to stop access and is awaiting installation. 6. Boundary wall with Cemetery - Chairman reports at two points there is concern: the bulging wall adjacent CH138 (Cemetery wall) and a rock fall adjacent to 145 <b>RESOLVED:</b> Write to NS Council requesting they repair the Cemetery wall urgently	Allot Clerk Review at next meeting K Santo Allot Clerk
AL/07/78	<u>SITE INFORMATION</u> – The Committee NOTED Agenda Item 14– Tenancy Information	

APPROVED AS A TRUE RECORD

CHAIRMAN .....

Meeting finished at 9.10pm.

DATE: .....