

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, 23 May 2007.

Present: Cllr R Garner (Council Chairman) in the Chair to AL/07/28 (then left the meeting)
Cllr C Wring in the Chair from AL/02/29 Cllrs C Arnold, D Jones, J Middleton
Tenants Reps: Mr D Beynon-WA, , Mrs A Lockyer-CEM (from 7.50pm), Mr W Rowlinson-ML, Mr K Santo-ML,
In Attendance: Mr D Horobin-CH
Apologies: Cllr C Hall, R Thackery-VR

7.30pm INFORMAL BUSINESS

Mr R G Elwin, 179 Old Church Rd, requested permission to enter Church Hill allotment site to access the rear fence of his property for maintenance purposes. Free access was previously available but the gate is now padlocked. He also requested a galvanized tank located very close to his fence be moved to give him access to that part of the fence. His final request was for the notice board, sited behind his fence but protruding above it, be altered from portrait to landscape style which would be more visually pleasing from his garden.

The Chairman thanked Mr Elwin and assured him that he had a right to access for maintenance (on request), his other requests would be discussed and he would be advised of the Committee's decisions.

AL/07/28 ELECTION OF ALLOTMENT COMMITTEE CHAIRMAN FOR THE COUNCIL YEAR 2007/2008

Cllr Garner called for nominations for Committee Chairman:

COUNCILLOR C S WRING was nominated and there being no other nominations

DECLARED: Cllr C S Wring duly ELECTED as Allotments Committee Chairman for the Council Year 2007/2008.

AL/07/29 ELECTION OF ALLOTMENT COMMITTEE VICE CHAIRMAN FOR THE COUNCIL YEAR 2007/2008

RESOLVED: To defer the election of a Vice Chairman of the Allotments Committee for the Council Year 2007/2008 until a full complement of Committee members had been appointed.

AL/07/30 REAFFIRMATION OF TENANTS' REPRESENTATIVES

RESOLVED: The following be REAFFIRMED Tenants' Representatives on the Committee

MOOR LANE	Keith Santo & Will Rowlinson
WESTBOURNE AVE	Dave Beynon
CEMETERY	Angela Lockyear

AL/07/31 APPOINTMENT OF COUNCILLORS AS SITE REPRESENTATIVES – 2007/08

There being two vacancies for Councillors on the Committee it was

RESOLVED: That the ELECTED members are to be site representatives as follows:

MOOR LANE	Cllr J Middleton	VICTORIA ROAD	Cllr C Arnold
WESTBOURNE AVE	Cllr D Jones	CEMETERY	Cllr C Hall

AL/07/32 MINUTES The minutes of the Allotments Committee meeting held on 14 March 2007 were APPROVED as a TRUE RECORD and SIGNED by the Chairman.

AL/07/33 DECLARATIONS OF INTEREST – Cllr C Wring declared an interest in the Flower Show Min AL/07/36

Min No		Action
Part 2 items – ACTIONS TAKEN BY THE COMMITTEE UNDER THEIR DELEGATED POWERS		
AL/07/34	<u>FINANCIAL REPORT</u> – provided and attached as appendix A.	Noted
AL/07/35	<u>FOOTPATH SURVEY</u> – AL/07/20	
35.1	ML30 – Looking good. ML34 – Recovering very slowly.	
35.2	CEM 148 – reported the path was untidy	1 & 2 Reps
35.3	Cemetery Cottage Wall – Chairman to inspect.	3.Chmn
AL/07/36	<u>CLEVEDON FLOWER SHOW</u> – AL/07/22	
36.1	Copies of Flower Show Schedule received and a small supply for tenants will be held.	
36.2	A poster to encourage more tenant participation in the competition has been prepared by D Beynon for putting up on each of the site notice boards. He will also provide an A5 version to go with the Newsletter.	2. Ten Reps & D Beynon
36.3	Reproduce poster or similar as advert in Newsletter along with feature.	3.Allot Clerk
36.4	Display – to use part of the display space this year to promote the council.	
36.5	Theme – members to put forward at next meeting ideas for the theme to be used at this year Show – ie low maintenance, drought etc.	5. All

AL/07/37	<u>RESIDENT'S REQUEST</u> Following the requests from Mr Elwin as stated in Informal Business it was RESOLVED: To write advising that access for maintenance to his fence would be allowed, on request, to enable the gate to be opened each time access is required. 2. The owner of the galvanized tank to be asked to move it onto his garden. 3. The notice board will be removed as it is no longer in use.	1. Allot Clerk 2. Allot Clerk 3. K Santo
AL/07/38 38.1 38.2	<u>TENANTS' REQUESTS</u> CH104 – Requests return of deposit following termination of tenancy on 24. June 2006, but as a WPC1 had been issued prior to his termination and the length of time elapsed, it was RESOLVED: To refuse the return of deposit. VR71 & VR82a – Each tenant requested permission to erect a 6'x4' shed on their garden. RESOLVED: To approve the requests subject to current policy guidelines.	1. Allot Clerk 2. Allot Clerk
AL/07/39	<u>BEST GARDEN AWARDS – 1ST JUDGING SHEETS</u> Judging sheets were given out for the judging over 25-27 May. Chairman to visit, at the end of the meeting, Highdale site to advise on how to complete the forms for the new Site Reps.	Chairman
AL/07/40	<u>BOUNDARY MAINTENANCE CONTRACT</u> Work due two days before; ML have yet to see any evidence of any work being carried out but spraying would not show yet. CEM report mowing and boundary work well done. CH grass has been mown.	
AL/0741 41.1 41.2 41.3 41.4	<u>WARNINGS</u> ML14 - WPC1 (sent 2.5.07) – work done and garden ready for planting. ML32 - WPC1(sent 2.5.07) – Grass has been cut. Site Rep to inspect 13 June. ML43 - WPC1 (sent 28.3.07) – Work done and garden tidy. CH121a - LC (sent 14.4.07) – No response. Check correctly numbered – past query noted	2. Site Rep 4. Allot Clerk
AL/07/42 42.1 42.2 42.3	<u>KEEP UNDER REVIEW</u> VR78a & CH104 - WPC1 (sent 28.3.07) - Work ongoing CH107 & CH126 – LC (sent 29.3.07) - Work ongoing CH127 & CH128 – Work is ongoing but trees & bushes need removing.	Allot Clerk Reps
AL/07/43 43.1 43.2 43.3 43.4 43.5	<u>SITE & MAINTENANCE REPORTS</u> MOOR LANE - Potholes in the roadway are slowly being in-filled. VICTORIA ROAD – No concerns. WESTBOURNE AVENUE - Allot Clerk reported North Somerset Housing have accepted responsibility for the gate and will inspect it in the next 2 weeks to program in the work. CHURCH HILL – No other concerns. There was a discussion on the need for a skip. To perhaps send a flyer to CH tenants with the newsletter, to enquire about arrangements/help. CEMETERY - Trees have still not been lopped, despite our being advised in May 2006 that the work was on the NSC work list, and are causing considerable concern. CEM158 has been refused by two potential tenants because of this one problem. RESOLVED: 1. To write to NSC stating if the trees are not trimmed back by July, the Allotments Ctte will arrange for the work to be done and the brash returned over the wall on NSC cemetery land. 2. K Santo to inspect the trees and submit a quote for the work needed.	43.4 Allot Clerk 43.5 (2) K Santo
AL/07/44 44.1 44.2 44.3 44.4	<u>TENANTS' NEWSLETTER – AUGUST EDITION</u> Items to be included are; 44.1 Highlight tenants requested to read the newsletter as it contains important information. 44.2 Lack of personal response to warnings & letters of concern wastes so much time - include a request for tenants to contact the office or return the reply slip if in receipt of such a letter. 44.3 Include an article emphasizing that there is a special list kept for tenants who would like to transfer to a smaller plot. 44.4 Emphasis the need for boundary areas to be kept clear of containers, tools and rubbish which make the maintenance of the boundary areas so difficult.	Allot Clerk (this year to be sent out end June)
AL/07/45	<u>SITE INFORMATION</u> – The Committee NOTED Agenda Item 12 – Tenancy Information	
APPROVED AS A TRUE RECORD CHAIRMAN		
Meeting finished at 9.05pm. DATE:		