

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE ALLOTMENT MANAGEMENT
SUB-COMMITTEE MEETING
HELD AT GROVE HOUSE ON 11th AUGUST 2015**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.54 pm

PRESENT: Councillors Clive Darke (Chairman) (part attendance), Clive Webb, Roger Bailey, Len Purnell, Richard Tucker and Robert Payne, together with non-voting co-opted members: George Raines (Chairman of the Allotment Club) and allotment site representatives: Tony French and Kevin Pearce (Hutton Moor), Mike Phillips (Kewstoke), Clive Wall (Rectors Way) and Mike Tansley (Redpits)

IN ATTENDANCE: Rob Thurston (Grounds Manager), Theresa Donald (Amenities Officer) and Jennifer Lawley (Committee Officer)

99.	<p>Election of a Chairman for the Year 2015/2016</p> <p>The Officer of the meeting invited nominations for the position of Chairman.</p> <p>Members of the committee were advised that due to prior commitments, Councillor Darke was unable to join the meeting until 8.00 pm. However, Councillor Darke had agreed that he would stand as Chairman for the year 2015/16 if nominated.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Len Purnell</p> <p>RESOLVED: That Councillor Clive Darke be elected Chairman of the Allotment Management Sub-Committee for the year 2015/16.</p>
100.	<p>Election of a Vice-Chairman for the Year 2015/2016</p> <p>Variation of order of business (Standing Order No:10) was put to the committee due to the Chairman's absence and the necessity for a Vice-Chairman to be elected to chair the meeting. No objections were received.</p> <p>The Officer of the meeting invited nominations for the position of Vice-Chairman.</p> <p>PROPOSED BY: Councillor Len Purnell SECONDED BY: Councillor Clive Webb</p> <p>RESOLVED: That Councillor Roger Bailey be elected Vice-Chairman of the Allotment Management Sub-Committee for the year 2015/16.</p> <p>The Vice-Chairman took the chair and thanked members for nominating him as Vice-Chairman.</p>
	<p><i>Councillor Robert Payne joined the meeting at 7.04 pm.</i></p>

<p>101.</p>	<p>Apologies for Absence and Notification of Substitutes</p> <p>There were no apologies for absence received.</p>
<p>102.</p>	<p>To receive and record Declarations of Interest</p> <p>There were no declarations of interest received.</p>
<p>103.</p>	<p>To consider and approve the accuracy of the Minutes of the previous Meeting held on the 25th March 2015</p> <p>The Minutes of the meeting had been previously circulated with the agenda.</p> <p>The Chairman of the Allotment Club informed that minute number 411.1 Bonfires should include the word '<i>not</i>' in the following sentence and the date end should read '<i>30th September</i> and not <i>31st October</i>': <i>The Chairman of the Allotment Club advised that bonfires were not allowed between the 30th April and 30th September, and that due consideration was given to residents</i>'.</p> <p>RESOLVED: That with the amendments the minutes be approved and signed by the Chairman.</p>
<p>104.</p>	<p>Distribution of Minutes</p> <p>The Chairman of the Allotment Club proposed that the minutes of the Allotment Management Sub-Committee should be distributed a week after the meeting rather than a week before. If a resolution required action, the resolution and reminder was only apparent on receipt of the minutes. The Vice-Chairman saw no issue with this request but members were reminded that the minutes were draft until approved at the next meeting. The Vice-Chairman was informed that the timeline for completing the minutes by the Committee Officer was 5 working days but that on occasions there might be a delay due to other workload commitments.</p> <p>RESOLVED: That the draft minutes be forwarded to allotment site representatives within a week of the meeting or alternatively if the minutes are delayed, the applicable resolutions be forwarded to site representatives and the Allotment Club Chairman.</p>
	<p><i>Tony French the site representative for Hutton Moor Allotments joined the meeting at 7.12 pm</i></p>
<p>105.</p>	<p>To receive verbal reports form Allotment Site Representatives:</p> <p>The Vice-Chairman in welcoming everyone to the meeting, proposed that members introduce themselves. The 2015/16 committee included not only members from 2014/15 but new members.</p> <p>Rectors Way (Clive Wall)</p> <p>Members were informed that there were no issues to report.</p> <p>Redpits (Mike Tansley)</p> <p>A resident from Church Road whose property adjoins the allotment had requested that the trees in front of her property, located on allotment land, be felled. The trees were in fact to the left hand side and not directly in front of the resident's property. The site</p>

representative had, however, assured the resident that he would bring her request to the next meeting of the Allotment Management Sub-Committee meeting. The Grounds Manager gave surety that where there were clear circumstances, the Town Council would support the site representative. It was confirmed that the Town Council had not received a direct request from the resident.

RESOLVED: That the resident/residents be advised by the site representative to contact the Town Council directly on any issues arising with Redpits allotments.

Another issue identified was that of fly-tipping and litter being thrown over the boundary fence at Redpits allotments. The presence of vermin was also a problem and the site representative had received a complaint. In response to the vermin issue and ways of eradicating them from the area, consideration was given to the disposal of household waste over the boundary fence as a possible cause for the presence of rats.

Measures to be taken to address all the aforementioned scenarios were considered which included signage, 'Fly-tipping Prohibited' and contacting specific residents directly. Members recognised that fly-tipping was an illegal act.

RESOLVED: That the Grounds Manager circulates a letter to local residents in Wayside and Spring Hill to advise on fly tipping and/or litter thrown over the boundary fence at Redpits allotments.

A request to the Town Council had been received from a resident in Church Road about the overgrowth of branches and shrubbery in a lane running between two properties. The request was passed on to the site representative who arranged for the brambles to be cut down, and a plot holder had strimmed both sides of the lane along the extent of the two properties. Arrangements for further and regular strimming of both sides of the lane had been arranged.

RESOLVED: That the outcome of the Church Road resident's request be noted.

Several allotment boundary fence panels had collapsed. There appeared to be no need for their repair or replacement as the resident had erected their own fencing. A request for their removal had been submitted to the Town Council's Grounds Team but the Allotment Club Chairman envisaged that the panels could be recycled, and proposed that the Allotment Club undertake the removal of the panels.

RESOLVED: The removal of several boundary fencing panels at Redpits allotments be undertaken by the Allotment Club.

Kewstoke (Mike Phillips)

One allotment plot had been re-let and another was available to let.

Hutton Moor (Tony French)

There were currently 11 plots to let. The site representative advised that an allotment management survey undertaken every month often drew attention to plots that did not appear worked. If it was felt necessary a letter with a 14 day response deadline was sent to the plot holder to ascertain the situation.

<p>Members were advised of the 21 ton of rubbish cleared from the site and how this had been achieved. The allotments at Hutton Moor border the land owned by TOWENS. The company had given permission for the removal of some fencing to enable a skip on TOWENS land to be accessed from the allotments. This negated the hazard the main entrance presents with the subsidence caused by badgers. However, this course of action could not be revisited as TOWENS had since built a large boundary wall as a result of Health & Safety issues with dust pollution being identified by a monitoring station. The Chairman of the Allotment Club confirmed that vegetation had often been covered in fine dust and informed that he would be interested in the monitoring station's analysis. It was suggested that Environmental Health be contacted to acquire this information.</p> <p>RESOLVED: That the Grounds Manager contacts North Somerset Council to acquire the analysis of recent environmental health monitoring undertaken in the vicinity of Hutton Moor allotments and the company TOWENS.</p> <p>Bournville (George Raines in the absence of Cheryl Puttman)</p> <p>There were a few plots vacant. One plot was overgrown and a letter had been sent to the plot holder.</p> <p>There had been recent vandalism. A shed was set ablaze and unfortunately other sheds succumbed to the flames. The Chairman of the Allotment Management Sub-Committee would report further on this later in the meeting.</p> <p>Old Mill Way (George Raines in the absence of Jane Loveridge)</p> <p>Two further plots had been marked out at Old Mill Way which totalled 42 plots, far more plots than the 24 originally envisaged.</p> <p>The Allotment Club Chairman reiterated the site representative's request in the minutes of 4th February 2015, that mature trees be planted at Old Mill Way as a screen to protect the greenhouses. It had been resolved that the Grounds Manager would contact the Town Clerk on the use of Section 106 funding to purchase the trees. The Grounds Manager confirmed that permission had been granted to access the Persimmon Section 106 fund. In terms of Section 106 it was appropriate use of funding. However, the logistics for ordering and purchasing the trees required debate.</p> <p>The planting of the trees would now be best served in November and debate ensued on the purchase of the trees with a proposal that the Allotment Club orders the trees and the supplier sends the invoice directly to the Town Council.</p> <p>RESOLVED:</p> <ol style="list-style-type: none">1. Permission be granted for the use of the Persimmon Section 106 funding for the purchase of mature trees for planting at Old Mill Way allotments.2. That the logistics for ordering the trees be explored in conjunction with the Town Council's Financial Regulations.
<p><i>Councillor Clive Darke, the Chairman of the Allotment Management Sub-Committee joined the meeting at 7.45 pm.</i></p>

106.	<p>Hutton Moor Update</p> <p>The Chairman took the chair and thanked the Vice-Chairman for his assistance in chairing the meeting.</p> <p>The Chairman had been extremely positive about the progress of the alternative access road at the last meeting of the Allotment Management Sub-Committee in March and the route it would take. However, since that time delays and difficulties had arisen. Various alternative routes had been proposed due to the quotes for North Somerset Council's original route being very high. Members were informed, however, that North Somerset Council's original route had now been revisited with a lower specification and the hope was for a more favourable quote for its completion. Planning permission would have to be sought for the road and the Drainage Authorities had established that the rhine was a living rhine and that bridging should not inhibit its flow. The Town Council's surveyor was progressing these two items. Members were assured that although the specification had been reduced, the issues of badger proofing had been encompassed.</p> <p>RESOLVED: The outcome of the planning application for the proposed alternative access road to Hutton Moor allotments and the Internal Drainage Board with the bridging of the rhine be put to a future meeting of the Allotment Management Sub-Committee.</p> <p>A meeting had been arranged by the Town Clerk for discussions on the terms of the devolved management of the Allotment Club. The Chairman of the Allotment Club who had been invited to attend the meeting enquired as to whether any councillors would be in attendance. The Chairman of the Allotment Management Sub-Committee advised that he would not be able to attend due to a prior engagement. Debate ensued during which it was established that the meeting was intended as an opportunity to review and clarify the terms of devolved management.</p> <p>The Allotment Club Chairman questioned whether the review of devolved management was a direct response to the consequences of the asbestos found and the cost for its disposal? In response, the Chairman of the Allotment Management Sub-Committee acknowledged that although he had not wished to be drawn on the subject, debate was required for clarity of responsibility. It was a Health & Safety issue with legislation which if not adhered to could find the Town Council facing legal action. However well intended, the asbestos used to infill the potholes in the road had repercussions. He considered that it was the responsibility of the Allotment Club and not the Town Council to pay for the removal of the asbestos. The Chairman suggested that the contribution so kindly offered by the Allotment Club towards the cost of the new access road could be diverted to cover the costs for the removal of the asbestos. Going forward, members were advised that the Town Council would offer asbestos training, arrangements for which were currently being explored. Members were also informed that a service for the disposal of domestic asbestos was offered by North Somerset Council.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The terms of devolved management of the Allotment Club be further considered at a future meeting of the Allotment Management Sub-Committee. 2. That asbestos training be arranged by the Town Council. 3. That consideration be given to the £5000 offered by the Allotment Club towards the costs of the new access road to be used instead for the costs for the removal of
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	<p>asbestos from the potholes in the track at the Hutton Moor allotments.</p> <p>As previously reported under agenda item 7, there had been recent vandalism at the Bournville allotments with a shed being set a light, and unfortunately other sheds had succumbed to the flames. The Chairman advised that the fencing between Bournville allotments and Network Rail had been identified as the point of access to the site. The erection of more robust fencing needed to be explored and to that end Network Rail had been contacted. Network Rail finally responded to Councillor Darke's request to meet for discussions with a meeting arranged for the 18th August 2015.</p> <p>RESOLVED: That the outcome of the meeting with Network Rail be put to a future meeting of the Allotment Management Sub-Committee.</p>
<p>107.</p>	<p>Old Mill Way – Section 106 Agreement</p> <p>The Section 106 accounts had been previously circulated with the agenda.</p> <p>Debate ensued during which it was established that the balance available in the Section 106 account for Old Mill Way was £11,726 for allotment maintenance and £12,801 for the maintenance of the nature reserve. It was noted that some dates on the accounts were inaccurate.</p> <p>The Allotment Club were requesting a lorry container for use as a safe place to keep tools for the maintenance of the Nature Reserve. The Chairman agreed that this was good use of the funding.</p> <p>PROPOSED BY: Councillor Clive Webb SECONDED BY: Councillor Roger Bailey</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That approval be given for the purchase of a storage container for the provision of storing equipment required for the maintenance of the Nature Reserve at Old Mill Way. 2. That the purchase of the storage container be funded through the Persimmion Section 106 funds Nature Reserve element
<p>108.</p>	<p>To receive and consider details of the current Allotment Waiting List</p> <p>The allotment waiting list was tabled.</p> <p>RESOLVED: That the allotment waiting list be noted.</p>
	<p>There being no further business, the Chairman closed the meeting at 8.54 pm</p>

Signed.....
 Chairman

Dated.....