

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE ALLOTMENT MANAGEMENT
SUB-COMMITTEE MEETING
HELD AT GROVE HOUSE ON 7TH DECEMBER 2016**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.00 pm

PRESENT: Councillors Roger Bailey (Chairman), Ray Armstrong, Robert Cleland, Len Purnell, Richard Tucker and Clive Webb. Non-Voting cop-opted members: George Raines, (Chairman of the Allotment Club) and allotment representatives: Mike Phillips (Kewstoke), Clive Wall (Rectors Way), Mike Tansley (Redpits), Jenny Nichols (Old Mill Way) and Kevin Pearce.

IN ATTENDANCE: Rob Thurston (Officer of the meeting/Grounds Manager) and Jennifer Lawley (Committee Officer)

209.	<p>Apologies for absence and notification of substitutes</p> <p>There were no apologies for absence received. However, due to a prior commitment, the Chairman, Councillor Roger Bailey, had advised that he would be joining the meeting at approximately 7.30 pm. Councillor Robert Cleland, Vice-Chairman had, therefore, been asked to chair the meeting.</p>
210.	<p>Declarations of interest</p> <p>There were no declarations of interest received.</p>
211.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on the 14th September 2016 had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Ray Armstrong SECONDED BY: Councillor Len Purnell</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p>
212.	<p>Devolved Management Agreement</p> <p>Two copies of the Management Agreement were provided at the meeting. Both copies had already been signed by the Town Clerk.</p> <p>The Chairman of the Allotment Club referred to point 2.9.1 of the Agreement. He wished a comma to be added for clarification, and with the Committee's approval, and in order not to delay the approval of the Agreement, it was requested that this be included and written in by hand on both copies.</p> <p>The item initially read as follows: The Council will... 2.9.1 Maintain such boundary fencing entrances and gates as are reasonably required.</p> <p>PROPOSED BY: Councillor Clive Webb SECONDED BY: Councillor Len Purnell</p>

	<p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That a comma be added so that point 2.9.1 read as follows: <i>The Council will ... 2.9.1 Maintain such boundary fencing, entrances and gates as are reasonably required.</i></p> <p>The Devolved Allotment Agreement having been signed by Malcolm L Nicholson the Town Clerk on the 7th December 2016 and embossed with the Town Council's seal, was further signed by George Raines the Chairman of the Allotment Club and Clive Wall the Treasurer of the Allotment Club in the presence of members of the Allotment Management Sub-Committee and witnessed and signed by Councillor Ray Armstrong on the 7th December 2016.</p>
213.	<p>Allotment Performance Indicators</p> <p>The Town Council's Annual Performance Plan provided performance indicators for all the services of the Town Council. Currently Allotment performance indicators were based on percentage occupancy which dated back to 2010 and had been recorded as 100% each year since that time. At the last Expenditure & Governance Committee meeting, members requested more meaningful Allotment performance indicators. There were no measurable indicators recorded that indicated whether waiting lists were falling, rising or static in the period of a year. The Chairman of the Allotment Club felt that the Town Council were already in possession of measurable indicators through the WAC Allotment summary, issued every Allotment Management Sub-Committee meeting. The summary indicated the number of individual residents requesting allotment plots at all six sites, including second plot requests, with verbal updates on the number of plots available from allotment site representatives. A member felt that the performance indicators should denote the efficient management of the allotments and highlight the year on year success of the Club's administration in meeting allotment requests and the needs of the town.</p> <p>There being no firm resolution or recommendation, the Vice-Chairman suggested that this item be deferred to the next meeting in order to give members the opportunity to explore further ways of recording measurable performance indicators.</p> <p>RESOLVED: That the agenda item, Allotment Performance Indicators, be deferred to the next meeting of the Allotment Management Sub-Committee.</p>
214.	<p>Hutton Moor Tracks</p> <p>In response to the Grounds Manager's verbal update regarding the track, the Chairman of the Allotment Club advised members that potholes had appeared in the track. He assumed these had occurred from subsidence owing to past badger activity. He questioned whether the weight limit was still in force as the signage was still in place. The Grounds Manager confirmed that the weight limit was no longer in force.</p> <p>The issue of the curbstones and their hindrance was raised once again. The Grounds Manager advised that he would need to look at costs for their removal and budget available.</p> <p>RESOLVED:</p>

	<ol style="list-style-type: none"> 1. That the Grounds Manager contacts the Grounds Team Supervisor regarding the repair of the potholes. 2. That the Chair of the Allotment Club takes down the weight limit signage. 3. That the issue of the curbstones be deferred to the next Allotment Management Sub-Committee meeting. <p><i>The Chairman of the Allotment Management Sub-Committee, Councillor Roger Bailey, joined the meeting at 7.20 pm.</i></p> <p>The Chairman indicated that he was happy for the Vice-Chairman to remain as Chair for the duration of the meeting. The Vice-Chairman was in agreement.</p> <p>Owing to the Chairman not having been present during debate on performance indicators, further debate ensued. The Chairman's overarching view was that the indicators should translate and send out the message to other councillors that the Allotment Club were doing a 'good job'. The Grounds Manager agreed that there were challenges and the indicators needed to be something along the lines of trend analysis.</p>
215.	<p>Tree Inspections</p> <p>The Grounds Manager in his verbal report advised that all site inspections were underway and that in the next few days the work would be completed. All remedial work would be prioritised and risk identified.</p>
216.	<p>Risk Assessments</p> <p>A meeting regarding risk assessments as resolved at the last meeting had not transpired. However, it was noted that the Town Clerk had fulfilled his 'duty of care' in passing over the risk assessments to the Chairman of the Allotment Club. The Grounds Manager reiterated that it was about informing plot holders of the possible risks on site. The site representative for Old Mill Way had already circulated the risk assessment to all new tenants and had asked for signatures in confirmation that they had read and understood the risk assessment.</p>
217.	<p>To receive verbal reports from allotment site representatives:</p> <p>Rectors Way – Clive Wall</p> <ul style="list-style-type: none"> • Nothing to report as all plots were let and there were no issues. <p>Redpits – Mike Tansley</p> <ul style="list-style-type: none"> • Had put the scree down and all plots had been let. • Has had to take one plot off site as it was on the side of a hill. Following the heavy rain the soil had slipped and it was now basically solid rock. • Not many on the waiting list and the site representative believed one tenant was leaving and would know more by April. <p>Kewstoke – Mike Phillips</p> <ul style="list-style-type: none"> • Two members of the Town Council's grounds' staff had erected fencing and

	<p>had done a really good job.</p> <ul style="list-style-type: none"> • One plot to re-let. <p>Hutton Moor – George Raines (in the absence of the site representative)</p> <ul style="list-style-type: none"> • Holes had appeared at the entrance the size of manholes which was thought to be subsidence. • Fencing completed. • Had met tree inspector on the Bournville. Not many trees on sites as mainly overhanging trees. • There were a few plots vacant. • Twelve on the waiting list. <p>Bournville – George Raines (in the absence of the site representative)</p> <ul style="list-style-type: none"> • The site representative had now left and a new site representative would be joining. • Drive on mower had been for sale but not worth the price. • The Vice-Chairman advised that he would like to see Councillors visit the site as it was good practice. <p>Old Mill Way – Jenny Nichols</p> <ul style="list-style-type: none"> • Meeting had taken place with RT and Steve Clark. The previous site representative had wanted trees planted on the bank as protection against anti-social behaviour. However, this would be hard to implement due to the banks comprising of gravel and bramble. Suggestion made to dig out trench and plant in compost a row of ten poplars. There was a time factor involved and this needed to be progressed asap. • Suggestion put forward to install dummy CCTV cameras as an anti-social behaviour deterrent which would do no harm and could be sourced from S106 funding. • Significant flooding was being experienced on the site which needed addressing. <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the planting of ten poplar trees be progressed and that they be ordered and planted before March 2017. 2. That costs for a dummy CCTV camera be established. 3. That engineer costs be established to address the flooding at Old Mill Way. 4. That the remaining figure of S106 funding be made available at the next meeting. <p>Members acknowledged that there had been a considerable amount of rain recently which had resulted in many allotments experiencing flooding.</p>
<p>218.</p>	<p>To receive and consider details of the current Allotment Waiting List</p> <p>The Chairman of the Allotment Club advised that the allotment waiting list changed</p>

daily and that the document tabled was as of 6th December 2016.

WAC Allotment summary

No of individual residents requesting allotment plots	31	Second Plot Requests
Total Plot requests	53	10
HUTTON	12	3
CLARKES	13	0
REDPITS	9	4
KEW/S	7	0
BOURN	5	2
LOCKING/C	7	2

RESOLVED: The number of individual residents requesting allotment plots be noted.

The Allotment Club Chairman wished to ascertain who held the keys to enable the utilities such as electricity etc., and also emergency services to gain access to allotment sites.

RESOLVED: That this would be established and the Chairman of the Allotment Club advised.

219. There being no further business, the Chairman closed the meeting at 8.00 pm.

The next meeting was scheduled for Wednesday the 15th March 2017 at 7.00 pm.

Signed..... Dated.....
Chairman