

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE ALLOTMENT MANAGEMENT
SUB-COMMITTEE MEETING
HELD AT GROVE HOUSE ON 28th JUNE 2016**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.00 pm

PRESENT: Councillors Roger Bailey, 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) and Kevin Pearce.

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

32.	<p>Election of Chairman</p> <p>The Officer of the meeting invited nominations for the position of Chairman.</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 Councillor Roger Bailey be elected as Chairman of the Allotment Management Sub-Committee.</p> <p>Councillor Roger Bailey was invited to take the chair.</p>
33.	<p>Apologies for absence and notification of substitutes</p> <p>An apology for absence was received from Cheryl Puttnam (Bournville).</p>
34.	<p>Declarations of interest</p> <p>There were no declarations of interest received.</p>
35.	<p>Election of Vice-Chairman</p> <p>The Chairman invited nominations for the position of Vice Chairman.</p> <p>PROPOSED BY: Councillor Clive Webb SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That Councillor Robert Cleland be elected Vice-Chairman of the Allotment Management Sub-Committee.</p>

<p>36.</p>	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on the 16th March 2016 had been previously circulated with the agenda.</p> <p>Another election for a new Chairman within a space of a few months was raised and the Chairman explained that it was now a new financial year.</p> <p>In response to the question of written confirmation being received from Councillor Clive Darke regarding his resignation as Chairman, members were advised that the Town Clerk had received verbal notification. It was suggested, however, that Councillor Clive Darke may still be interested in returning as a member of the committee. All committee members agreed with the Chairman that Councillor Darke had accomplished a tremendous amount for the sub-committee.</p> <p>PROPOSED BY: Councillor Roger Bailey SECONDED BY: Councillor Clive Webb</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p>
<p>37.</p>	<p>Proposed Devolved Management Agreement and Allotment Rent Increases</p> <p>The report of the Town Clerk had been previously circulated with the agenda.</p> <p>Following discussions between Weston-super-Mare Town Council and Allotment Club representatives, the Town Clerk provided a revised Management Agreement which was provided to the Allotment Club to consider in more detail.</p> <p>The Grounds Manager advised that it was for this committee to look at the summary, processes, responsibilities and recommendations set out in the Town Clerk's report and:</p> <ol style="list-style-type: none"> 1. consider the response of the Allotment Club and 2. conclude as to whether the revised Management Agreement should be taken forward. <p>Debate ensued during which the issue of setting allotment rents was raised. Committee members were in agreement that the rents should be set by the Allotment Club and not the Policy & Finance Committee. The Grounds Manager reiterated that the setting of rents had become something of a contentious issue occurring over the past few years. However, if desired the committee now had the opportunity to resolve this issue.</p> <p>The committee's views were sought on the revised Management Agreement which had been drafted by the Town Clerk together with the additional requests of the Allotments Club as follows:</p> <ol style="list-style-type: none"> 1. The Club would like the rent for the plots to be set solely by the Allotment Club and not by the Town Council. They point out that under devolved arrangements the Club retain and spend all of the rent money. 2. The Club also request amendments to the termination clause. As stated it would

	<p>give the Town Council the right to terminate the management agreement on 12 months' notice. The Club request that they too have the reciprocal right to terminate the agreement on 12 months' notice.</p> <p>3. The Club have also asked for the right to renew the agreement by giving 6 months notice to the Town Clerk for a further term of 5 years at a time.</p> <p>Debate ensued during which it was noted that there were 6 allotments and not 7 as stated in the report.</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the revised Allotment Management Agreement be approved with the additional three clauses:</p> <ol style="list-style-type: none"> 1. That the rent for the allotment plots will be set solely by the Allotment Club and not by the Town Council. 2. That the Town Council has the right to terminate the management agreement on 12 months' notice and that the Allotment Club have the reciprocal right to terminate the agreement on 12 months' notice. 3. That the Allotment Club has the right to renew the agreement by giving 6 months' notice to the Town Clerk for a further 5 years at a time. <p>In response to the Chairman's request, the Allotment Club's Chairman confirmed that the approval of the Allotment Management Agreement as it now stood would be relayed to all allotment site representatives at the next meeting of the Allotment Club. In pointing out that there had been no mention of 'asbestos', the Chairman in conclusion expressed his hope that committee members were indeed happy with the final draft of the Devolved Management Agreement.</p>
38.	<p>Hutton Moor allotments and Access Track</p> <p>Members were advised that the licence for the removal of the badgers at Hutton Moor allotments had been applied for and communication with Adrian Coward the Badger Consultant continued. A site meeting was being arranged to ascertain the practicalities and management of the site in readiness of the licence's anticipated issue in July with the immediate commencement of work. Members were reminded of the estimated timescales and the projected work. The expectation was that the access road would be closed for 2 to 3 days with a very clear programme to adhere to. It was suggested that Mike Phillips attend the site meeting at Hutton Moor allotments which was scheduled for Monday the 4th July 2016 at 2.00 pm. The Grounds Manager also extended the invitation to councillors, advising that it was going to be an operational meeting.</p> <p>In relation to the clearing of the rhyne, the question of who owned the land on the other side of the rhyne, on the sports' hall side, was raised. It was suggested that the Town Council enquire as to its ownership.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That ownership of land on the opposite side of the rhyne at Hutton Moor

	<p>allotments, on the Sports' Hall side be investigated and reported back to the Committee.</p> <p>2. That the verbal report be received and noted.</p>
<p>39.</p>	<p>Risk Assessments</p> <p>The Allotment Club Chairman proposed that a meeting be arranged very soon between him and the Grounds Manager to ascertain the requirements of the Risk Assessments.</p> <p>Debate ensued regarding the reasons and need for Risk Assessments. It was about risk awareness and what risks people might encounter, an example given being the pond at Old Mill Way allotments; another example was that of asbestos awareness.</p> <p>RESOLVED: That a meeting be scheduled between the Chairman of the Allotment Club and the Grounds Manager to ascertain the requirements for the completion of the Risk Assessments.</p>
<p>40.</p>	<p>To receive verbal reports from allotment site representatives:</p> <p>Rectors Way – Clive Wall</p> <ul style="list-style-type: none"> • Two difficult tenants were currently being dealt with but other than that all was going well. • The roadway was all in hand. <p>Redpits – Mike Tansley</p> <ul style="list-style-type: none"> • Two requests on the waiting list and two plots available but the plots needed to be cleared of weeds; apart from that, all was going well. • It was noted at this stage that the ratio of male and female allotment holders had changed to 50% to 50%, except for Kewstoke which was all male plot holders. The trend of 50% to 50% appeared to be going this way. • Members were reminded of the tree issues when residents felled some trees and erected a fence. The trees had grown again. An email had been received relating to this situation which would be forwarded to the Town Council if it had not already been deleted. <p>RESOLVED: That the Site Representative forwards an email to the Grounds Manager and Amenities Officer regarding the regrowth of trees on the allotment which were located at the foot of a number of residents' gardens.</p> <p>Kewstoke – Mike Phillips</p> <p>All was well with the site. However, the fence at the far end of the site was broken. Also, a visit had been promised for the inspection of the trees overlooking the site. The Grounds Manager verified that an inspector was due to visit but the investigation had been delayed by the inspector. The inspections had now been rescheduled for September. The Grounds Manager advised that in the meantime if there were immediate issues he should be contacted and informed by email.</p>

RESOLVED: That the Grounds Manager's email address be forwarded to the Site Representative for Kewstoke.

Hutton Moor – George Raines (in the absence of the site representative)

- There were 9 people on the waiting list; 4 plots to let; 3 plots overgrown and 3 people who had not paid their rent.
- There were 4 Poplar trees but there were now only 3, 1 having blown down, crashing down on a shed. North Somerset Council had cut up the fallen tree and taken it away and the allotment had the chippings. North Somerset Council had inspected the other 3 trees and had decided to review it this year and perhaps take them out next year. The Chairman of the Allotment Club raised his concerns. In response to the question of whether the trees were dangerous, members were informed that there was no immediate threat but the Allotment Club Chairman felt that the Town Council should be aware.
- The barriers on the side of the road had been thrown to the other side and the blocks were on the other side, across the bridge. Police had been informed and the plot holders had returned the barriers and blocks.
- Stone had been requested but road planings were considered really successful and recommended instead.

RECOMMENDATION: That road planings be used as an alternative to stone.

- **Asbestos Removal:** The Chairman of the Allotment Club was not convinced that the price given for the removal of the asbestos at Hutton Moor Allotments was justified for the work that had been carried out. The Grounds Manager reiterated that the Town Council had a duty to procure a qualified and approved contractor who specialised in the removal of asbestos. The Town Council had already paid the invoice but the Chairman of the Allotment Club insisted on a breakdown of the costs before the Allotment Club would pay the £5000. The Allotment Club had also taken photographs. Debate ensued.

RESOLVED:

1. That the Chairman of the Allotment Management Sub-committee contacts the Chairman of the Allotment Club to further discuss the asbestos issues and if necessary a meeting be scheduled with the Town Clerk and the Grounds Manager.
2. That the photographs taken at Hutton Moor Allotment of the work carried out by approved contractors in the removal of the asbestos be forwarded to the Town Clerk and that the Committee Officer is copied into the email.

Bournville – George Raines (in the absence of the site representative)

- 2 plots overgrown, 2 vacancies and 2 plots let this week.

Old Mill Way – George Raines (in the absence of the site representative)

	<ul style="list-style-type: none"> • The brush cutter had arrived. • All plots had been taken. • The question was raised whether a time limit was imposed on S106 funding. The Grounds Manager advised that the Town Council already had the funding. • Trees had been promised through S106 and the Amenities Officer informed that she was awaiting contact from the Site Representative. Jane Loveridge was no longer the Site Representative and Jenny Nichols had taken on the position. The Grounds Manager reported that the trees would be best planted between September and November. <p>RESOLVED: That the new Old Mill Way Representative is to contact the Amenities Officer regarding the trees as requested through S106 funding.</p>																								
<p>41.</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 daily and that the document tabled was as of 27th June 2016.</p> <table border="1" data-bbox="451 856 1281 1272"> <thead> <tr> <th>No of individual residents requesting allotment plots</th> <th>35</th> <th>Second Plot Requests</th> </tr> </thead> <tbody> <tr> <td>HUTTON</td> <td>9</td> <td>1</td> </tr> <tr> <td>CLARKES</td> <td>9</td> <td>0</td> </tr> <tr> <td>REDPITS</td> <td>6</td> <td>4</td> </tr> <tr> <td>KEW/S</td> <td>6</td> <td>0</td> </tr> <tr> <td>BOURN</td> <td>7</td> <td>2</td> </tr> <tr> <td>LOCKING/C</td> <td>9</td> <td>2</td> </tr> <tr> <td>TOTAL PLOT REQUESTS:</td> <td>46</td> <td>9</td> </tr> </tbody> </table> <p>RESOLVED: The number of individual residents requesting allotment plots be noted.</p>	No of individual residents requesting allotment plots	35	Second Plot Requests	HUTTON	9	1	CLARKES	9	0	REDPITS	6	4	KEW/S	6	0	BOURN	7	2	LOCKING/C	9	2	TOTAL PLOT REQUESTS:	46	9
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	<p>There being no further business, the Chairman closed the meeting at 8.00 pm.</p> <p>The next meeting was scheduled for Wednesday the 7th September 2016 at 7.00 pm.</p>																								

Signed.....
Chairman

Dated.....