

WESTON-SUPER-MARE TOWN COUNCIL

NOTES OF THE ALLOTMENT MANAGEMENT SUB-COMMITTEE MEETING

HELD AT GROVE HOUSE ON 14th SEPTEMBER 2016

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.00 pm

PRESENT: Councillors Roger Bailey (Chairman), Ray Armstrong 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 Jenny Nichols (Old Mill Way)

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

111.	<p>Apologies for absence and notification of substitutes</p> <p>Apologies for absence were received from Councillors Len Purnell and Robert Cleland together with Kevin Pearse (site representative).</p> <p>Councillor Richard Tucker was not in attendance.</p>
112.	<p>Declarations of interest</p> <p>There were no declarations of interest received.</p>
113.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on the 28th June 2016 had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Clive Webb SECONDED BY: Councillor Ray Armstrong</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p>
114.	<p>Proposed Devolved Management Agreement</p> <p>Two copies of the Devolved Management Agreement had been brought to the meeting for signing. The Grounds Manager informed that all adjustments had been made to the agreement by the Town Clerk. It was noted, however, that there was one further amendment. This was a date change from 2015 to 2016. The Chairman of the Allotment Club wanted to read the agreement through again. Therefore, it was agreed that an interim meeting would be arranged with the Town Clerk to sign the agreement before the next Allotment Management Sub-Committee meeting.</p> <p>RESOLVED: That an interim meeting with the Town Clerk for the Devolved Management Agreement to be signed be scheduled before the next Allotment Management Sub-Committee meeting.</p>

	<p>The Chairman advised that he had not been aware that the Allotment Club paid for water as there were problems with the water feeders on Rectors Way Allotments.</p> <p>RESOLVED: That the Allotment Club would attend to the water feeders at Rectors Way allotment site.</p>
115.	<p>Hutton Moor Allotments and Access Track</p> <p>The Grounds Manager informed that the work to exclude the badgers had been completed. On clearing the foliage it was discovered that the bank profile was very shallow. Because of this only the steeper area where the badgers were active was meshed right around. In other more shallow areas mesh was placed in a vertical trench alongside the track.</p> <p>The access track had now been completed and to-date there had been no more subsidence. Monitoring of the situation would, however, be long term and if any further subsidence followed stone would be added and it would then need to be compacted. Additional stone had been added to the edge of the road which had made it wider. In relation to the curbstones, the Allotment Club's chairman informed that although they had been grateful at the time, the curbstones had become a nuisance when trying to pass. There was a wooden post that if taken away might help. The Grounds Manager advised that perhaps a visit was needed.</p> <p>During works to the track over two days, tenants had been unable to access the allotments for only a few hours.</p> <p>The Grounds Manager informed that he had the opportunity to look at any further damage caused by the badgers. On this basis it was proposed that the boundary fencing alongside the track which had become loose through undermining should be repaired.</p> <p>In response to questions, members were informed that the plastic barriers had been removed and that SM Babbage Building Contractors had been employed to clear the ground. By using a slewing machine the work had been completed in two days. The Grounds Manager was expecting the costs to come in at £6000 to £7000 which was very reasonable. The Chairman agreed. Costs were far less. He was referring to past plans and the high quotes that had previously been received. The Grounds Manager reiterated that because of the lower costs, this was an opportunity to address any further damage caused by the badgers. Members were also informed that the bank would be seeded to stop any slippage and that the mesh was not visible.</p> <p>The Chairman thanked officers for their work and the positive outcome in resolving the repair of the track and the issues with the badgers.</p>
116.	<p>Tree Inspections</p> <p>The Grounds Manager had met with Steve Clark the Tree Specialist who had already walked around the outside of Hutton Moor to get a feel for the site. The key reason for the inspection was to complete the council's assessment of trees that were on council land. It was envisaged that the number of directly owned /</p>

	<p>managed trees would be relatively small and the exercise would help to discharge the council's responsibility to ensure that its tree stock was managed safely. In respect of criteria for Steve to follow the Grounds Manager had agreed that trees within the site should be inspected but not fruit trees (unless dangerous). Boundary trees not owned by the council would be checked but only those causing concern would be highlighted.</p> <p>In response, the Allotment Club's Chairman advised that often nothing could be done on boundaries where 'no man's' land existed. However, the trees that overhang the allotments could actually be cut back and the cuttings thrown back over the fence. There were huge Willows pollarded 3 years ago by North Somerset Council. In 3 years the pollarded trees which were 2ft 6 inches in diameter had grown 4 times in size but as bushes and not trees. He was of the understanding that North Somerset Council would not come out because of cost and would not come even if it was a danger.</p> <p>The Grounds Manager advised that the tree inspection was akin to a Risk Assessment and organising how the Tree Specialist approaches and manages his inspections. The Grounds Manager did not expect anything too major but it meant that a process would be completed.</p> <p>Tree inspections would commence at the beginning of October.</p>
117.	<p>Risk Assessments</p> <p>The Grounds Manager informed that it had been the intention to meet to discuss Allotment Risk Assessments with the Chairman of the Allotment Club. The Town Council had produced the Risk Assessments relative to the individual allotments. The Allotment Club Chairman was, however, apprehensive and questioned whether the Allotment Club were qualified to evaluate Risk Assessments and whether the onus and responsibility would fall upon them. In response the Grounds Manager highlighted that it was the Town Council's duty of care for the Club and tenants to be made aware of any hazards. It was helpful for the Club to have a process, and whether the Risk Assessments were signed by plot holders or not, that would be down to them. A signature would only indicate that they had read the document. The Grounds Manager gave an example of a Risk Assessment's value. As a result of a school contacting the Town Council wishing to visit the Water Park, the site Risk Assessment was sent to the school to highlight possible hazards such as slips, trips and falls. The Grounds Manager had not expected the Risk Assessment to be signed. However, in sending the Risk Assessment the Town Council had fulfilled its duty of care.</p> <p>RESOLVED: That a meeting be scheduled to further discuss Allotment Risk Assessments.</p>
118.	<p>To receive verbal reports from allotment site representatives:</p> <p>Rectors Way – Clive Wall</p> <ul style="list-style-type: none"> • Trees required pollarding in the car park. • All plots had now been let. • A couple of tenants were causing concern, otherwise, there were no

problems.

Redpits – Mike Tansley

- There were no major problems.
- He needed to organise the delivery of stone.
- All plots had now been let.

Kewstoke – Mike Phillips

- One plot had been relet.
- The condition of fencing and the need for its repair had been reported 18 months ago but was still outstanding. Originally it was minor but now four fence panels were broken and fully down. A strong wooden fence would be preferable but the existing fencing was repairable. The original fencing had been erected by the Town Council's Grounds Team.
- The representative had sent an email to the Grounds Manager but this had not been received.
- Some plots were 'dodgy' and plot holders had been approached.

RESOLVED:

1. That the email address of Mike Phillips be forwarded to the Grounds Manager.
2. That repair of the fencing be undertaken by the Town Council's Grounds Team.

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

- It was the end of the year so allotment plots were looking untidy. Plots should still be maintained, however, but it was acknowledged that some people had day jobs and did not have the time.
- There were 4 'dodgy' plots. The plot holders had been contacted either by email, letter or verbally and it was hoped that there would be a positive outcome. Everything at the allotment was otherwise fine.

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

- The Chairman of the Allotment Club had not heard from the site representative for a while and would contact her to find out what was happening at the Bournville site.

Old Mill Way – Jenny Nichols

- The ragwort had now been burnt. The presence of the ragwort had been reported to the Town Clerk by the Allotment Management Sub-Committee's Chairman rather than to the Allotment Club's Chairman who requested that in future he be contacted directly about any issues. He was uncomfortable that he had been told of the presence of ragwort by the Town Clerk and the need for its removal.
- Plots that were not being used had been taken back but it was anticipated that the 2 plots would be gone by the end of the week.

	<ul style="list-style-type: none">• Most tenants were doing well.• As a result of a meeting and the realisation that rubber tyres released acid into the ground, the policy of no tyres on plots was written in to the Allotment Agreement. All but one plot holder were complying with the request to dispose of tyres. The one plot holder was being very difficult and obstructive about the removal. The Chairman of the Allotment Club would contact the plot holder to resolve the issue.• The Grounds Manager advised that it would be a good idea to plant the requested trees in the period late November through to March. The Town Council would pay for them but he would require details and needed to know what species. Jenny Nichols said that she would plant and manage them but needed guidance. The Grounds Manager agreed to assist. A date needed to be arranged for a site visit.• The representative said that the cost of fuel in managing the conservation area for the strimmer etc., was coming out of her own pocket. <p>RESOLVED:</p> <ol style="list-style-type: none">1. That the Chairman of the Allotment Club liaises with the Amenities Officer regarding the species of trees to be ordered.2. That Jenny Nichols liaises with the Amenities Officer, Theresa Donald, to organise reimbursement of costs incurred in the maintenance of the conservation area.																											
119.	<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 10th September 2016.</p> <table><tr><td>No of individual residents requesting allotment plots</td><td>38</td><td>Second Plot Requests</td></tr><tr><td></td><td></td><td></td></tr><tr><td>HUTTON</td><td>10</td><td>3</td></tr><tr><td>CLARKES</td><td>13</td><td>0</td></tr><tr><td>REDPITS</td><td>13</td><td>4</td></tr><tr><td>KEW/S</td><td>11</td><td>0</td></tr><tr><td>BOURNVILLE</td><td>7</td><td>2</td></tr><tr><td>LOCKING/C</td><td>12</td><td>2</td></tr><tr><td>TOTAL PLOT REQUESTS:</td><td>66</td><td>11</td></tr></table> <p>RESOLVED: The number of individual residents requesting allotment plots be noted.</p>	No of individual residents requesting allotment plots	38	Second Plot Requests				HUTTON	10	3	CLARKES	13	0	REDPITS	13	4	KEW/S	11	0	BOURNVILLE	7	2	LOCKING/C	12	2	TOTAL PLOT REQUESTS:	66	11
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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 December 2016 at 7.00 pm.</p>																											

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