

**WESTON-SUPER-MARE TOWN COUNCIL  
NOTES OF THE ALLOTMENT MANAGEMENT  
SUB-COMMITTEE MEETING  
HELD AT GROVE HOUSE ON 14<sup>th</sup> JUNE 2017**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.15 pm

**PRESENT:** Councillors Roger Bailey (Chairman), Ray Armstrong, Robert Cleland, Richard Tucker and Clive Webb.

Non-Voting co-opted members: George Raines, (Chairman of the Allotment Club) and allotment managers: Mike Tansley (Redpits), Mike Philips(Kewstoke), Jenny Nichols (Old Mill Way), Kevin Pearse.

**IN ATTENDANCE:** Rob Thurston (Grounds Manager), Theresa Donald (Amenities Officer) and Tricia Brabham (Committee Officer)

<b>47</b>	<p><b>Election of a Chairman</b></p> <p>The Officer of the meeting invited nominations for the position of Chairman.</p> <p><b>PROPOSED BY: Councillor Clive Webb</b> <b>SECONDED BY: Councillor Richard Tucker</b></p> <p>A vote was taken and carried. Accordingly it was:</p> <p><b>RESOLVED:</b> 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>
<b>48</b>	<p><b>Apologies for absence and notification of substitutes</b></p> <p>There were no apologies received.</p> <p>Councillor Len Purnell was not in attendance.</p>
<b>49</b>	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest received.</p>
<b>50</b>	<p><b>Election of Vice-Chairman</b></p> <p>The Chairman invited nominations for the position of Vice Chairman.</p> <p><b>PROPOSED BY: Councillor Clive Webb</b> <b>SECONDED BY: Councillor Roger Bailey</b></p> <p>A vote was taken and carried. Accordingly it was:</p> <p><b>RESOLVED:</b> That Councillor Robert Cleland be elected Vice-Chairman of the Allotment Management Sub-Committee</p>
<b>51</b>	<p><b>Minutes of the last meeting</b></p>

	<p>The minutes of the meeting held on the 15<sup>th</sup> March 2017 had been previously circulated with the agenda.</p> <p>Minute number 3.04 of the last meeting referred to an ‘elber’ tree, this should read ‘elder’ tree.</p> <p>Minute number 3.04 also stated that the Section 106 funding was for providing water, but the funding was for the site not for providing water.</p> <p><b>PROPOSED BY:</b> Councillor Ray Armstrong  <b>SECONDED BY:</b> Councillor Robert Cleland</p> <p><b>RESOLVED:</b> That the amendment be noted and the minutes be approved and signed by the Chairman.</p>
52	<p><i>7.07pm Councillor Richard Tucker joined the meeting.</i></p> <p><b>Allotment Tree Survey Report</b></p> <p>The tree survey report from the Grounds Manager was tabled at the meeting.</p> <p>The Grounds Manager advised that Tree Specialist Steve Clark had assessed trees on Town Council property and identified potential risks and the urgency with which action was needed. The vast majority of risk that had been identified had been classed as low or very low. The data would be transferred to the PSS live system along with geo-location of each tree.</p> <p>The Grounds Manager confirmed that a plan had been drawn up based on the risk and urgency identified in the report. Trees on boundary lines that posed a risk had also been identified, and would be reported to North Somerset Council.</p> <p>The Chairman of the Allotment Club reported that North Somerset Council had recently undertaken a tree survey of those trees surrounding the Hutton Moor Allotment Site.</p> <p>The Grounds Manager advised that the tree survey had cost about £2,000 but this was the first time that it had been carried out on the allotment sites so costs and frequency of reporting would be reduced as work was carried out.</p> <p><b>RESOLVED:</b> That the report be received and noted.</p>
53	<p><b>Performance Indicators</b></p> <p>The report of the Grounds Manager had been previously circulated with the agenda.</p> <p>The Grounds Manager advised that for performance indicators, the number of individual residents requesting allotments on a per year basis would be easiest to use for reporting purposes as the data was already produced and comparable.</p> <p>Debate ensued. A member expressed concern that the information provided showed a data trend not a performance indicator.</p> <p>The Grounds Manager advised that the Expenditure and Governance Committee had requested that the Allotment Sub-Committee manage the relationship between the Town Council and the Allotment Club and that there would be an agenda item to this</p>

	<p>effect for each meeting. Members expressed concern that this would be duplication of information reported in the site updates.</p> <p><b>RESOLVED:</b> The Grounds Manager to discuss appropriate wording on the agenda for managing the relationship between Town Council and Allotment Club.</p>
54	<p><b>To receive verbal reports from allotment site managers:</b></p> <p><b>Rectors Way – George Raines in the absence of the site manager</b></p> <ul style="list-style-type: none"> <li>• The roadway was not very good.</li> <li>• One member who had not been maintaining the allotment for a number of years had now agreed to give up the plot.</li> </ul> <p><b>Redpits – Mike Tansley</b></p> <ul style="list-style-type: none"> <li>• There were no current problems.</li> <li>• Every plot let and rents paid.</li> </ul> <p><b>Kewstoke – Mike Phillips</b></p> <ul style="list-style-type: none"> <li>• Trees were overhanging, the tree by the bottom plot is hanging over half the plot and a branch is hanging down.</li> <li>• The trees are overhanging the path but are outside the boundary of the allotment site. The Grounds Manager agreed to visit the site with the site rep to look at ownership and condition of the trees.</li> </ul> <p><b>Hutton Moor – George Raines</b></p> <ul style="list-style-type: none"> <li>• 1 plot owner had not yet paid rent but this was due to ill health.</li> <li>• There was a couple of vacant plots that would be let shortly.</li> <li>• Contact had been made with North Somerset Council regarding a tree that had branches breaking off. In addition there are trees growing over the path, that had been pollarded a few years back but causing issues now. North Somerset Council had accepted responsibility for the trees.</li> <li>• A poplar tree in the middle of the site was cause for concern. The Grounds Manager agreed to speak to the tree specialist about the tree.</li> <li>• The entrance was an issue as it caused traffic to back up on the road. Taking out curbstones to widen the entrance had been previously discussed. Rob and Theresa agree to inspect the site and report back.</li> <li>• The work to one pylon had been completed, but the other one had not yet been completed. The brambles had been cut down for access.</li> </ul> <p><b>Bourneville – George Raines in the absence of the site manager.</b></p> <ul style="list-style-type: none"> <li>• The gate is currently holding the fence up. Alliance Homes had previously been out and sorted the other end of the fence but the remaining fence was being held up by the gate post. The Amenities Officer had been in contact with Alliance Homes.</li> </ul> <p><b>Old Mill Way – Jenny Nichols</b></p> <ul style="list-style-type: none"> <li>• All plots were let and only 2 rents left to pay.</li> <li>• A letter had been received from a concerned allotment holder regarding rats, a situation made worse by chicken feed being stored on plots.</li> </ul>

	<ul style="list-style-type: none"> <li>Flooding is a concern and the allotment representative requested the Grounds Manager visit the site next time there was flooding, as half the site becomes inaccessible when it happens. The Grounds Manager advised that the surveyor had contacted the consultant engineer when the issues was reported previously, however the Grounds Manager had not been at the last Allotment Sub Committee meeting, but he had been advised that the committee had agreed that the course of action was not going to be pursued. The Grounds Manager agreed to discuss with the surveyor. The Amenities Officer agreed to investigate section 106 funding.</li> <li>The site rep reported an issue with a family that had been kicked off site and become quite aggressive. The Committee agreed that she should not deal with them by herself anymore and the Allotment Club Chairman would provide support.</li> </ul>		
55	<b>To receive and consider details of the current Allotment Waiting List</b>		
	<b>No of individual residents requesting allotment plots</b>	<b>36</b>	<b>Adjustment @14<sup>th</sup> June 2017</b>
	<b>Total Plot Requests</b>	<b>54</b>	<b>9</b>
	<b>Hutton</b>	<b>12</b>	<b>2</b>
	<b>Clarkes</b>	<b>19</b>	<b>0</b>
	<b>Redpits</b>	<b>7</b>	<b>4</b>
	<b>Kewstoke</b>	<b>4</b>	<b>0</b>
	<b>Bourneville</b>	<b>8</b>	<b>2</b>
	<b>Locking Castle</b>	<b>4</b>	<b>5</b>
	<p><b>RESOLVED:</b> The number of individual residents requesting allotment plots be noted.</p>		
	<p>There being no further business, the Chairman closed the meeting at 8.15 pm.</p> <p>The next meeting was scheduled for Wednesday the 13<sup>th</sup> September 2017 at 7.00 pm.</p>		

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