

**WESTON-SUPER-MARE TOWN COUNCIL  
NOTES OF THE ALLOTMENT MANAGEMENT  
SUB-COMMITTEE MEETING  
HELD AT GROVE HOUSE ON 25<sup>TH</sup> SEPTEMBER 2018**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8.13 pm

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

Non-Voting co-opted members: George Raines, (Chairman of the Allotment Club) and allotment managers: Clive Wall (Rectors Way), Kevin Pearce and Steven Ellis (Allotment Club members).

**IN ATTENDANCE:** Rob Thurston (Grounds Manager), Samantha Bishop (Committee Officer) and Zoe Scott (Community and Grounds Administrator).

<b>136</b>	<p><b>Election of Chairman</b></p> <p>The Grounds Manager invited nominations for the position of Chairman.</p> <p><b>PROPOSED BY:</b> Councillor Clive Webb <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That Councillor Cleland be elected Chairman of the Allotment Management Sub Committee for the year 2018-2019.</p> <p>Councillor Cleland took his place as Chairman of the meeting.</p>
<b>137</b>	<p><b>Apologies for absence and notification of substitutes</b></p> <p>Apologies of absence were received from Councillors Ray Armstrong, Len Purnell and Richard Tucker and allotment managers Mike Tansley, Mike Philips and Jenny Nichols.</p>
<b>138</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:</b> Councillor Clive Webb <b>SECONDED BY:</b> Councillor Robert Cleland</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That Councillor Roger Bailey be elected Vice Chairman of the Allotment Management Sub Committee for the year 2018-2019.</p>
<b>139</b>	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest received.</p>

140	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the meeting held on the 21<sup>st</sup> March 2018 had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Clive Webb  <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p><b>RESOLVED:</b> That the minutes be approved and signed by the Chairman.</p>
141	<p><b>Grounds Manager update</b></p> <p><b>Tree Inspections</b>  The Grounds Manager advised since the previous meeting in March the tree inspections had shown a Poplar tree at Hutton Moor was loose in the ground. There was no significant issue currently and the tree inspector would visit again with the site rep in more severe weather conditions.</p> <p>Inspections took place in March 2018. The operational tasks were still being established however should commence between the months of December 18 – February 19.</p> <p><b>Hutton Moor Allotments</b>  No significant issues with the access track and a member informed the sub-committee that a pot hole had been filled. The Grounds Manager agreed ongoing monitoring was important.</p> <p><b>Flooding on Old Mill Way</b>  This was still an ongoing issue. The drainage board had responded to say it was not their responsibility. There had been no response from the initial contact made with a specialist drainage engineer. The Grounds Manager had contacted the surveyor to make some progress in finding another specialist who could advise.</p> <p>A member site rep? advised that a new water trough would be installed and would ensure that a quote on headed paper was sent to the Town Council so as to comply with financial regulations.</p> <p><b>Bournville Allotments</b>  Alliance homes were happy for a fence to be erected but did not agree initially to any further security measures. They had now agreed for barbed wire to be added on top of the fence so long as warning signs were also in place. A member informed the sub-committee that barbed wire was now in place.</p> <p><b>Kewstoke Allotments</b>  There was no damage to the entrance track from a recent play area refurbishment on Lynch Farm. It was reported that a fence had been broken however on inspection by the senior Groundsman this could not be found. A member explained that a fence was indeed broken and when the senior Groundsman visited the site he was shown incorrectly by a plot holder. A “makeshift” temporary fix was in place using some pallets however would need a permanent solution.</p> <p><b>Rectors Way Allotments</b>  It was felt the budget for year 2019/20 could accommodate the rhine dredging and the Town Council was seeking suitable contractors.</p>

	<p>The Town Council had been approached by the Horticultural Society regarding the trading hut. They were losing money and were no longer able to run it. Ideally they would like to find another organisation to take it on. They had until April 2019 to do so before the lease ran out. The allotment society would not want to take it on and ideally would like it removed. It was susceptible to vandalism and large quantities of asbestos sheeting in the roof. The Grounds Manager asked if the presence of asbestos had been reported to the Town Council for recording. The Community and Grounds Administrator explained that it was inspected yearly along with all other Town Council properties. Debate ensued as to whether the hut posed any real issue if it was to be left in place.</p> <p>A site rep raised concern over the slippage in some works being actioned. Whilst he understood the amount which needed to be done he felt they were unable as site representatives to offer answers when questions.</p> <p>The Grounds Manger explained that he only works part time and that there were always going to be limitations to a programme of works. Not many items had slipped and everything was being progressed as quickly as possible.</p> <p>Another member felt that there was no communication from the Town Council when decisions were made and letting the site reps know. It was frustrating that the last meeting was cancelled which again had hindered communication between the Council and Allotment site reps.</p> <p>The Community and Grounds Administrator offered a solution moving forward to send a minimum of monthly updates to the site reps with any progress and would also compile an action list which could be sent to all members of the sub-committee after each meeting.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That a monthly update be sent to the site reps by the Community and Grounds Administrator.</li> <li>2. That an action list as a result of any future meeting be sent to site reps</li> </ol>
142	<p><b>Allotment Club website update</b></p> <p>The Grounds Manager explained as a result of the Allotment Club website being down, the Town Council had received numerous phone calls regarding contact details. Site reps explained that the website had been hacked and that they were working on getting it back up and running. They requested that people be given the number for the Chairman of the Allotment Club when they called in. The Community and Grounds Administrator offered to send across some options which may help them with their website issues.</p>
143	<p><b>To receive verbal reports from allotment site managers:</b></p> <p><b>Rectors Way – Clive Wall</b> To the right of the entrance at the main gate, a 5ft stone wall was starting to crumble. The Grounds Manager would speak to the Deputy Town Clerk about including this on the Planned Maintenance Programme.</p> <p><b>Redpits – George Raines</b> 3 vacant plots</p>

	<p><b>Kewstoke – Mike Phillips</b> James McCarthy from North Somerset would be visiting to examine some overhanging trees. An elder tree still had not been inspected since the last meeting.</p> <p><b>Hutton Moor – George Raines</b> A plot holder had contacted the Town Council directly after receiving a letter from the Allotment Association saying they must give up their plot due to not cultivating it for some time. Multiple warning letters had previously been issued. After the plot holder spoke to the Town Clerk directly, the Allotment Association had been asked to compromise and give them until the end of November to show progress. It was felt this decision undermined the authority of the Allotment Association. The Grounds Manager expressed that he had spoken to the Town Clerk on the matter and advised that the Allotment Association were following the correct procedure.</p> <p><b>Bournville – George Raines</b> A plot holder was keeping ducks. It clearly stated in the tenancy agreement that only chickens and rabbits could be kept on an allotment plot. Discussion ensued.</p> <p><b>PROPOSED BY:</b> Councillor Roger Bailey <b>SECONDED BY:</b> Councillor Clive Webb</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the Allotment Association enforce the terms and conditions within the tenancy agreement that only Chickens and Rabbits could be kept.</p> <p><b>Old Mill Way – Kevin Pearce</b> 1 vacant plot, 1 plot hopefully to be transformed into a Disability Friendly plot. Work was starting on the water trough in October and the possibility of a manure heap container was being explored.</p>
144	<p><b>Bournville Allotments</b></p> <p>The Grounds Manager advised that the ad hoc play area posed concern and requested an update on the situation. Site reps explained that that it had been arranged for a risk assessment to be carried out on it. The play area consisted of a swing and a small climbing frame.</p> <p>The Grounds Manager advised that it did pose a problem as all Town Council play areas had to comply with standards and regular visual, operational and independent annual inspections. Everything was recorded and a clear audit trail in place. Having worked for an organisation that had experienced fatalities, this was not a topic to be taken lightly and highlighted the importance of personal and public liability insurance.</p> <p>Discussion ensued regarding who was allowed to access to the play area and who was responsible for any incidents which could occur. A member insisted that the Council must ensure it protected itself in respect of public liability.</p> <p>The Chairman of the Allotment Association confirmed that they had public liability insurance in place.</p> <p><b>PROPOSED BY:</b> Councillor Clive Webb <b>SECONDED BY:</b> Councillor Roger Bailey</p>

	<p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the Grounds Manager contacted the Town Clerk to confirm who was responsible for the public liability of the play area and consults Ellis Whittam to include the site as part of the annual inspections carried in October.</p> <p>A member drew attention to the gate entrance at Hutton Moor and how it still needed widening and the curbs moved. The gate at Hutton Moor and Kewstoke had also dropped and needed adjusting.</p>																																				
<p>145</p>	<p><b>To receive and consider details of the current Allotment Waiting List</b></p> <p>Details of the current waiting lists were circulated at the meeting.</p> <p>The Chairman of the Allotment Association informed that the numbers had changed slightly since the generation of the list.</p> <table border="1" data-bbox="318 722 984 1268"> <thead> <tr> <th colspan="2">WAC Allotment summary</th> <th colspan="2">24 Sep 2018</th> </tr> </thead> <tbody> <tr> <td>No of individual residents requesting allotment plots</td> <td>27</td> <td>Second Plot Requests</td> <td></td> </tr> <tr> <td><b>Total Plot requests</b></td> <td><b>57</b></td> <td></td> <td><b>9</b></td> </tr> <tr> <td><b>HUTTON</b></td> <td>9</td> <td></td> <td>2</td> </tr> <tr> <td><b>CLARKES</b></td> <td>12</td> <td></td> <td>0</td> </tr> <tr> <td><b>REDPITS</b></td> <td>9</td> <td></td> <td>4</td> </tr> <tr> <td><b>KEW/S</b></td> <td>7</td> <td></td> <td>0</td> </tr> <tr> <td><b>BOURN</b></td> <td>13</td> <td></td> <td>2</td> </tr> <tr> <td><b>LOCKING/C</b></td> <td>7</td> <td></td> <td>2</td> </tr> </tbody> </table> <p><i>This summary will automatically update when changes are made in the Waiting List sheet ands 2nd Plot requests.</i></p> <p><b>RESOLVED:</b> That he number of individual residents requesting allotment plots be noted.</p>	WAC Allotment summary		24 Sep 2018		No of individual residents requesting allotment plots	27	Second Plot Requests		<b>Total Plot requests</b>	<b>57</b>		<b>9</b>	<b>HUTTON</b>	9		2	<b>CLARKES</b>	12		0	<b>REDPITS</b>	9		4	<b>KEW/S</b>	7		0	<b>BOURN</b>	13		2	<b>LOCKING/C</b>	7		2
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	<p>There being no further business, the Chairman closed the meeting at 8.13pm.</p>																																				

Signed.....  
Chairman

Dated.....