

## MINUTES

### Allotment Committee Meeting

Monday 30th January 2017 at Carnegie House Council Chamber

<b>Present:</b>	Cllr. O. Byrne (Chair)	<b>Apologies:</b>	Cllr. R. Morgan
	Cllr. B. Parish		Cllr. A. John
	Cllr. E. Hughes		Cllr. R. Marsh
	Cllr. H. Morgan		
<b>Outside Representatives:</b>		<b>Apologies:</b>	
	Mr. N. Lloyd		Mrs. M. Phillips
	Mr. B. Carlyon		Mr. C. Rowland
	Mr. R. Hearse		
	Mr. D. Williams		

**\* Notes of meeting taken by Nigel Kinsey:**

**1.0 Apologies:**

As above

**2.0 Minutes of the last Meeting 26<sup>th</sup>. September 2016:**

2.1 The previous minutes were passed as a true record and duly signed.

**3.0 Matters Arising:**

3.1 There were no matters arising.

**4.0 Reports:**

a) ***Great Western Avenue:***

Site representative reported that:

- Brambles are encroaching onto the allotment site from Dainton's Storage Yard. Clerk reported that he had e-mailed the company about the matter and that they had replied stating that they would address the matter. However, it appears that some work had been started at clearing the brambles but the work has not been completed. Clerk to chase the matter up with Dainton's.
- There is overgrowth between some plots and the rear fences of Great Western Avenue. Representative to notify tenants to cut back overgrowth.
- Bulb planting has been successfully carried out and representative expressed his thanks to BTC for providing the bulbs.
- Concern was expressed that the tenant of Plot 30 has not cultivated his plot to the standard required under the Allotment Tenancy Agreement despite having a number

of letters sent to him by the Clerk last year. Members moved and seconded that Clerk should write to the tenant stating that assurance is required that the plot will be cultivated to the required standard; if no assurance is received the tenancy of the plot will not be renewed.

- Clerk read out a letter received from the tenant of Plot 39A complaining that as a “Blue Badge” card holder with health problems, she finds it difficult to walk the long distance from the car park to her plot and then to carry out her work on the plot. After lengthy discussion it was moved and seconded that “Blue Badge” card holders will be allowed to park in the “turning circle” which is sited midway along the allotment site. This parking concession is to be included in the 2017-18 Allotments Tenancy Agreement.

b) ***Dunraven:***

- Site representative reported that the rubbish and allotment waste which was located on the car park has now been cleared by the tenants.
- Site representative requested that the Committee allow him to sub-divide his plot into two equal halves and offer one half to a new tenant. Members agreed to this request.

c) ***Coychurch Road:***

- Site representative reported that he had received a request from the tenant of Plot 11 to re-site his shed on his plot. However, the re-siting would mean that a submerged stop-cock would be covered by the shed. Representative stated that the stop-cock is never used and has been overgrown for some time; the water supply to the site can be controlled by a second stop cock situated off site. Members agreed to allow tenant to re-site his shed; representative to notify tenant.
- He reported that the tenant on Plot 8 who took over the plot which was infected by Mare’s Tail, has done an excellent job cultivating it and has eradicated the weed. However, Plot 9 is once again overgrown with Mare’s Tail. Clerk reported that the tenant of the plot has been notified that his plot has been forfeited due to not being cultivated.
- Clerk reported that he has received a request from a tenant who currently has a plot at the GWA site who would like to re-locate to the Coychurch Road site which is nearer to his home; he is an experienced allotment grower. It was suggested that he be offered the tenancy of Plot 9, as an experienced gardener would be desirable to tackle the infestation of Mare’s Tail on the plot prior to cultivation. Members discussed this matter and concluded that although the Committee had refused requests in the past from tenants to move sites, this particular case has extenuating circumstances, i.e. the Mare’s Tail problem and that the tenant should be offered the opportunity to take on Plot 9. Clerk to action.

d) **Jubilee:**

- Clerk reported that the site representative had sent her apologies and was unable to attend the meeting. However, she expressed concerns about Hafod Housing's intention to carry out sewer easement works through the car park of the Jubilee Site, to service the new development on the adjacent land to the site. She is concerned that the current services cannot cope with any further increase to the sewer system.
- Members unanimously agreed that this is not a matter for the Allotments Committee and any concerns should be addressed to Hafod Housing and BCBC Property section.
- Clerk reminded Members that HAFOD Housing has offered the sum of £2,000 to BTC for use by the Jubilee Tenants to offset any inconvenience caused during the works. Member suggested that the money could be used to create "disabled" users growing beds. Members agreed to defer this subject to the next meeting when the site representative will be in attendance.

e) **Waunscil Avenue:**

- Site representative requested that the tenants of Plots 1B and 2 swap plots. Members agreed to this request.
- He reported that Plot 1A needs to be monitored as the tenant did not tend his plot regularly last season. Tenant to be monitored.
- Clerk advised Members that he had received a request from the tenant of Plot 5 to reduce the plot into two equal halves as the current plot is too large for her to cultivate. The new plots to be re-numbered 5a & 5b. Members agreed to this request
- Site representative recommended that the newly created Plot 5B should become a designated "disabled" plot. Members agreed to this recommendation.
- Site representative advised that the vacant Plot 16 is too large a plot to cultivate and recommended that it be split into two equal halves creating Plots 16a and 16b; he would measure the plot to divide into two. Members agreed to this course of action.
- Site representative advised that the tenants of Plot 9b, currently the charity "The Wallich", have not cultivated the plot satisfactorily for a number of years. He requested that a letter is sent to the charity stating that an assurance is required that the plot will be cultivated to the required standard as per the Tenancy Agreement; if no assurance is received the tenancy will not be renewed. Members agreed to this.
- Site representative advised that the tenants of Plots 14, 10 and 12b did not prepare their plots for winter and that the plots need to be monitored. Failure to cultivate the plots as required by the Tenancy Agreement will lead to forfeiture of the plots. Site representative to monitor.
- Site representative advised that the gate to the site was damaged when a load of manure was delivered to the site. Clerk to action contractor to repair gate.

- Clerk reported that the tenant of Plot 12a had advised the Council that she is terminating her contract. In her letter she expressed her disappointment as to the quality of the soil on the plot. Site representative advised that like all the plots on the site, the soil needs “working on” but that it is not an impossible task; the other tenants have achieved workable plots.

**5. Amendments for Allotments Agreement 2017, if required:**

- Clerk advised that the Allotments Tenancy Agreement 2017-2018 will need to include two amendments:
  - a) the size of sheds allowed on plots will be increased from 6’ x 4’ to 8’ x 6’
  - b) “Blue Badge” card holders will be allowed to park in the “turning circle” which is sited midway along the Great Western Avenue allotment site
- Members moved and seconded to include these amendments in the Allotments Tenancy Agreement for 2017-2018

**6. “Wartime Bridgend” – Town Centre Event, June 2017; “Dig for Victory Stall”:**

- Deputy Clerk reported that a “Wartime Bridgend” event is to be held in the Town Centre on 10<sup>th</sup> June 2017. She availed Members on the nature of the event and stated that it is intended to have a “Dig for Victory” stall on the day. She asked if site representatives would be prepared to man the stall and to provide produce etc. which would have been typical of the time.
- Members were very keen to participate; and it was agreed to discuss the project in greater detail at the next Allotments Committee meeting.

**7.0 Any other Business.**

**7.1 Allotment Rentals 2018-2019:**

- Clerk reported that at the Finance and Personnel Meeting held on 4<sup>th</sup>. November, it was passed by the Committee to increase the Allotment Rentals for 2018-2019 to £1.00 per 25m<sup>2</sup>; which is the same increase as that for the Financial Year 2017/2018.
- He stated that this increase is necessary to cover the general costs of running the allotments and to try to redress the income to the expenditure.
- Tenants to be notified of this increase when they receive their 2017 -2018 Tenancy Agreement Renewals.

**8.0 Date for next Meeting: 10<sup>th</sup>. April 2017**

**Meeting Closed at 8:15 pm**