



MINUTES OF ALLOTMENTS COMMITTEE MEETING

Monday 25th September 2017 at 6.30pm at Carnegie House Council Chamber

Present:	Cllr Ceri Evans Cllr Steven Bletsoe Cllr Stuart Baldwin Ex-Officio (Mayor)	Mr W. Carlyon (Dunraven) Mr D. Williams(G.W.A) Mr. R. Hearse (Coychurch Rd) Mrs. M. Phillips (Jubilee) Mr K Burke & Mr A Mordecai (Waunscil)
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1. To receive Apologies for Absence:

Apologies were received from: Cllr Freya Bletsoe, Cllr Angela Morelli (work), Cllr Lyn Walters (away), Cllr Nicole Burnett (work), Mr C. Rowland (Coychurch Rd – ill health), Mr N. Lloyd (Waunscil – ill health)

2. To receive Declarations of Interests (if any) of Members in respect of business to be transacted.

A Declaration of Interest from Cllr S Bletsoe was recorded in the Declarations of Interests register.

3. To Confirm and sign Minutes of Allotments Committee Meeting held on Monday 3rd July 2017

The minutes of the Allotment Committee meeting held on Monday 3rd July 2017 were passed as a true record and duly signed.

4. To Consider Matters Arising from the Allotments Committee Meeting held on Monday 3rd July 2017.

Page 2. Town Clerk referred to the resolution to use easement money to fund the purchase of a new communal shed at Jubilee Road allotment site. She explained that she had received a telephone call from a tenant on Jubilee road allotment site to ask if she could send a letter to all tenants on the site to officially inform them about the decision.

RESOLVED: Town Clerk to liaise with site rep Mrs Maria Phillips to decide the size of the communal shed and make appropriate arrangements to purchase the shed.

Page 3. Town Clerk referred to the resolution to research the boundary of the Coychurch Road allotment site and the ownership of the hedge. She advised that she had spoken to several people and was unable to clarify for certain if the hedge was owned by BTC or BCBC. Site rep Maria Philips advised that many years ago, BTC was awarded £8,000 grant funding from a European fund and used the money to plant the hedges.

Member highlighted that as the hedges were planted by BTC, the Allotments Committee could grant permission for tenants of the site to trim the hedges where necessary.

RESOLVED: To grant permission for tenants of the Coychurch Road Allotment site to trim the hedges and for Site Rep Reg Hearse to inform the tenants.

5. To consider the Town Clerks Report of the Allotment Inspection of 8th August 2017.

Town Clerk reported that during the month of August a review of Bridgend Town Council allotments was conducted. It was reported that Bridgend Town Council have 118 allotments over five allotment sites and there are 62 people in on the waiting list.

Allotment Waiting list

No. on waiting list within BTC wards	25
No. on waiting list outside BTC wards	37
Total	62

Town Clerk also reported that an allotment inspection took place on 8th August 2017. The inspection highlighted a number of issues and Breach of Tenancy Agreement letters were subsequently issued to tenants. Most of the issues have now been resolved.

Offer letters for vacant allotment plots have been issued and some responses have been received.

Judges from the National Vegetable Society judged the annual allotment competition and awards for competition winners will be distributed at the ceremony following the meeting.

6. To consider Reports on the following Allotment Sites:

a) Jubilee

- Site rep reported that Mare's Tail is creeping into the allotments from the proposed Hafod Housing development land. Town Clerk advised that work on this development would be starting in the next couple of weeks.
- It was noted that the tenant on plot 2 would be erecting a 8" x 6" shed.
- Site rep reported that several successful community events had been held at the allotment site over the summer months.
- Site rep stated that tenants at the site had reported concern regarding the site visit made by the Chair of the Allotments Committee, Cllr Freya Bletsoe. She highlighted the perceived conflict of interest arising from the site visit and the comments made to existing tenants regarding Cllr Freya Bletsoe's intentions regarding a specific plot. It was suggested that this behaviour was not appropriate for the Chair of the Allotments Committee.
- Town Clerk stated that the issue had been raised previously and had been dealt with.
- Deputy Chair of the Allotment Committee, Cllr Steven Bletsoe advised that although he had declared an interest regarding his wife's allotment he would like to clarify that the concerns expressed by the site rep did not appear to be a true account of the comments made at the site.
- Town Clerk advised that she had received a telephone call from a tenant at the site regarding the use of the easement money granted by Hafod Housing. She stated that she had explained the current situation regarding the communal shed and had offered to provide further information to the tenants when the size of the shed had been agreed.

b) Great Western Avenue

- Site rep reported a continuing problem with Mare's Tail at the far end of the site which is entering the site from the electricity sub-station.

RESOLVED: Town Clerk to write to the electricity company to request financial assistance towards the removal of Mare's Tail.

- Site rep requested that enough plastic sheeting or tarpauling is purchased to cover the vacant plot near the potential future car parking area.

RESOLVED: To purchase enough plastic sheeting or tarpauling to cover one plot. This can be used throughout the site to cover vacant plots to prevent weed growth whilst they are under offer.

- Site rep stated that he felt one tenant on the site was being unfairly targeted by another tenant on the site it was noted however that no further damage had been carried out since the last reported incident.
- Vice Chair of the Allotment Committee explained that without proof of the culprit, no action could be taken by the Town Council and stated that such matters should be reported to the police.
- It was suggested that unless evidence is provided and the police convict a fellow tenant, BTC will not take further action.
- Town Clerk availed members of a letter from Mr Rees regarding the role of Site Rep at Great Western Avenue allotment site.
- Members discussed the issues at Great Western Avenue allotment site and considered whether to split the site and introduce two site reps; one for each end of the site.
- Site Rep at Jubilee Road Allotment Site, Mrs M Phillips, highlighted that due to the large size of the site historically GWA had had two site representatives.
- Members discussed the issues at GWA Allotment site and agreed that having two site reps at the site could alleviate some of the issues previously reported..

RESOLVED: To agree that two representatives are required for the Great Western Avenue Allotment site and for the Town Clerk to prepare a role description and write out to site tenants to request expressions of interest for the role.

- Site Rep reported that there had been an increase in fly tipping at the site and therefore the Town Clerk had agreed to install a combination lock on the allotment gates. He stated that the combination lock was small and suggested a larger lock would be more convenient.

RESOLVED: To source a chain and larger lock for the gates of GWA allotment site.

c) Dunraven

Site rep reported that trees from the neighbouring Police land were still encroaching on the allotment site.

RESOLVED: Town Clerk to write to the Police to request that they cut back the trees.

d) Coychurch Road

- Site representative, Mr Reg Hearse, expressed disappointment about the state of plot 10, of which the Chair of the Allotment Committee, Councillor Freya Blesoe is the tenant. He explained that although some work had been carried out on the plot, the plot is still not up to an acceptable standard to meet with the tenancy agreement and contains panes of glass and timber with nails in it.
- The Site Rep explained that he had received comments from other tenants on the site and suggested that as Chair of the Allotment Committee, Cllr Freya Bletsoe should set an example for other allotment tenants. He highlighted that this situation had been ongoing for around 18 months.
- The Vice Chair of the Allotments Committee highlighted that he had made a Declaration of Interest as the plot referred to is leased by his wife.
- The Town Clerk stated that the matter had been addressed with the Chair of the Allotment Committee.
- Site rep asked if a non-cultivation letter should be issued. The Vice Chair agreed that a letter should be sent.
- Members discussed the situation and stated that there is a clear conflict of interest in the Chair of the Allotment Committee also being a tenant on a BTC allotment site.
- Member stated that as Chair of the Allotment Committee, Cllr Freya Bletsoe should expect a greater degree of scrutiny and should adhere to the terms of the tenancy agreement in the same way as other tenants.

RESOLVED: That a non-cultivation letter should be issued to the tenant of Plot 10 to explain that the plot does not meet with the terms of the tenancy agreement.

e) Waunscil Avenue

- Representatives reported that a skip is required for the site

RESOLVED: To approve the hire of a skip to remove waste at Waunscil allotment site.

- Representatives enquired whether the vacant plots at the site had been offered. Town Clerk confirmed that they had been offered to the next person on the waiting list however they had declined so further offer letters would be sent.

7. To consider items of any other Business

- Representatives for the Waunscil Avenue allotment site stated that the site would benefit from a community shed to house large machinery used on the site.
- Vice Chair of the Allotment Committee explained that the committee would be willing to consider a proposal for a community shed and suggested that a site meeting could be arranged to consider the size and location of a shed.

RESOLVED: Town Clerk to arrange a site meeting with representatives for Waunscil allotment site to consider the possibility of arranging a communal shed.

- Members spoke of the need to build a strong sense of community spirit on the allotment sites. Site rep for Coychurch Road allotment site suggested that the committee could consider installing notice boards on each allotment site in order to improve communication with tenants.
- Vice Chair explained that any request for funding for noticeboards would need to be submitted to the BTC Finance Committee for the precept budget for 2018-19.

RESOLVED: Town Clerk will investigate costs for notice boards and submit them to the Finance Committee for consideration.

- Vice Chair of the Allotments Committee stated that although he recognised the legal obligation of the Town Council to provide allotments, he was very concerned about the staff time required to administer the allotments. He referred to personal issues that had occurred in the past and stated that in future these do not need to be brought to the attention of the allotment committee or the Clerk.
- The Vice Chair addressed allotment representatives and clarified what the Town Council can and cannot assist with.

9. To confirm the Date of next Meeting

- Town Clerk advised that she would schedule a meeting for the last Monday in January 2018.

The meeting concluded at 7.00pm

Signed
Allotment Committee Chair

Date

Addendum:

The Allotment Growers Competition Presentation took place following the meeting with Horticultural lecturer, Ivor Mace presenting award prizes to the Category winners shown below:

SITE	CATEGORY	WINNER	1st PLACE	2nd PLACE	3rd PLACE
	Best Kept Site	Jubilee Rep. Maria Phillips			
Dunraven	Overall Best Kept Allotment from all 5 sites (Mel Saunders Award)	P. Carroll Dunraven Plot 1A			
Jubilee	Best Kept Poly-Tunnel or Greenhouse on site	Maria Phillips Plot 2			
Jubilee	Best kept Allotment on Site		Plot 2 Maria Phillips	Plot 7 Glyn Doster	Plot 15 Kevin Hawke
Jubilee	Organic Gardener: Nets, water barrels, compost, rain water off sheds	Jane & Andrew Ore Plot 1			
Jubilee	Raised Beds	Jane & Andrew Ore Plot 1			
Coychurch	Best Kept Poly-Tunnel or Greenhouse on site	Mair Ap Griffith & W Evans Plot 3			
Coychurch	Best kept Allotment on Site		Plot 2 Clive Rowlands	Plot 1 Reg Hearse	Plot 13 Chris Champion
Coychurch	Organic Gardener: Nets, water barrels, compost, rain water off sheds	Mair Ap Griffith Mair Ap Griffith & W Evans Plot 3			
Coychurch	Disabled Raised Bed	Raised bed 3 Mr & Mrs Jury			
Dunraven	Best Kept Poly-Tunnel or Greenhouse on site	P. Carroll Plot 1A			
Dunraven	Best kept Allotment on Site		Plot 1A P Carroll	Plot 8 C Jennings & R Paine	Plot 3 R Jones
Dunraven	Organic Gardener: Nets, water barrels, compost, rain water off sheds	No Allotment plot qualified			

SITE	CATEGORY	WINNER	1st PLACE	2nd PLACE	3rd PLACE
Dunraven	Raised Beds	Plot 8 C Jennings & R Paine			
Waunscil	Best Kept Poly-Tunnel or Greenhouse on site	A Mordecai Plot 10			
Waunscil	Best kept Allotment on Site		Plot 3A M Bryant	Plot 7A M Froley	Plot 11 D P Urwin & Walt
Waunscil	Organic Gardener: Nets, water barrels, compost, rain water off sheds	Plot 3A M Bryant			
Waunscil	Raised Beds	Plot 3A M Bryant			
Great Western	Best Kept Poly-Tunnel or Greenhouse on site	W Thomas Plot 10			
Great Western	Best kept Allotment on Site		Plot 11 R Lewis	Plot 23 M Morgan	Plot 47 J Foord
Great Western	Organic Gardener: Nets, water barrels, compost, rain water off sheds	Plot 47 J Foord			
Great Western	Raised Beds	M Scales Plot 29			