

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 16th October 2018 in the Town Council Office at 7.00pm.		
Present:	Cllr J Langley in the chair	Cllr C Giles
	Cllr O White	Cllr V Dixon
	Cllr N Allingham	Cllr Cllr AKJ Pickernell
	Cllr B Dance	Cllr M Giles
Representative:	Garden Club: Sarah Pollard	
Absent:	Cllr J Hollis	
	<u>Agenda Item</u>	<u>Action</u>
65/18-19	1. Apologies – none	
66/18-19	2. Declaration of Interest – none.	
67/18-19	3. Minutes - of the previous meeting had been circulated and approved at 9 th October 2018 Full Town Council. Cllr O White mentioned that the sign is to go back up in Car Park Cllr B Dance and Cllr M Giles will look into this.	Cllr B Dance and Cllr M Giles
68/18-19	<p>4. Allotments – Allotment renewal evening date - discussed by committee and decided on Wednesday 12th December at 7.00pm, to be held at the Scouts Hall. Admin to invite plot holders. Water turn off date - discussed by committee to be turned off by Cllr B Dance on Wednesday 14th November after next inspection.</p> <p>Bell Street - a) Allotment review Cllr V Dixon gave review of allotments, admin to write relevant letters to plot holders requiring 1st or 2nd warnings.</p> <p>b) Update on new allotments rented and waiting list – 1 on waiting list, 4 plot holders wanting second plots, these future tenancy decisions will be made on the review of the plot currently let to them.</p> <p>c) 6A – Admin informed the committee of the recent correspondence with plot holder. Admin is to write letter to 6a requesting plot holder’s concerns on matters to be replied to LTC in writing.</p> <p>d) – Admin informed committee of recent anti-social behaviour at Bell Street and that PCSO was informed. It was decided by committee that any anti-social behaviour is to be reported to the police.</p> <p>e) – The gate will be shut after the new bollard is installed, this was agreed by committee to be within the first two weeks of November.</p> <p>Dewey’s Lane – a) Allotment Review – Cllr V Dixon gave review of allotments, admin to write relevant letters to plot holders. Plot holders with relevant red marks on review will receive 1st or 2nd warning letters</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>

	<p>and eviction letters.</p> <p>b) Update on new allotments rented and waiting list – Admin informed committee there are a number of plots soon to be available being plots 4 and 4a people. The top two people on waiting list request half plots so will have plot 4 and 4a, third on list will have plot 17 leaving one person remaining on waiting list. Admin to contact relevant people on waiting list informing of this. There are 3 current plot holders on waiting list requesting second plots, these future tenancy decisions will be made on the review of the plot currently let to them. Cllr AKJ Pickernell and Cllr M Giles have viewed and measured plot 34, Cllr M Giles stated the site would be impossible to cultivate as it is full of tree roots however this is a plot that has been paid for. Cllr AKJ Pickernell explained that after an investigation into Land Registry that the site be fenced with a gate for LTC access. Admin to get quotes.</p> <p>Cllr M Giles left the room at 7.50pm.</p>	<p>Admin</p> <p>Admin</p>
69/18-19	<p>5. Grass cutting on allotments – Cllr J Langley reported the quote for next year for eight cuts at £752.00, it was agreed to forward this to Finance and Policy for ratification and added to 2019 budget.</p>	
70/18-19	<p>6. Clearing allotments after allotment holder has gone and has been left in a state – Cllr J Langley discussed what LTC can do if a plot holder vacates a plot with little to no warning and leaves plot in a poor state, AKJ Pickernell stated it is LTC’s responsibility to make sure the plot is let out in a reasonable state as well as handed back to LTC in a reasonable state. Cllr M Giles returned to the meeting at 7.55pm. Cllr V Dixon suggested increasing deposit for plot holders to £50 on the basis that more and more plot holders are leaving sites in a poor state and LTC are incurring hefty costs in order to clear site for future plot holders. Cllr O White suggested plots need to be inspected once notice has been given by plot holder. Cllr O White stated plots should be inspected on beginning tenancy and on ending tenancy with photographic evidence. Committee all agreed on this matter, admin to alter 2019 rules. It was also requested for Cllr J Hollis to bring back plot posts after painting.</p>	<p>Admin</p> <p>Cllr J Hollis</p>
71/18-19	<p>7. Jubilee Garden – a) Anti-Social behaviour problems – Anti-social behaviour has been reported by a resident regarding the breaking of fence in order to enter Jubilee Garden. At the time of reporting admin informed PCSO and added to ASB spreadsheet. Cllr AKJ Pickernell suggested investigating the possibility of installing a security fence to prevent, Cllr M Giles to give measurements to admin who will then get quotes.</p>	<p>Admin</p>
72/18-19	<p>8. Centenary Garden – The work on the garden continues.</p>	
73/18-19	<p>9. Car Park/Toilets – Fly tipping – This continues to be an issue and was discussed by committee. Any fly tipping found in car park must be inspected for address or details of culprit, reported to Wiltshire Council and LTC to dispose. Disabled Parking – It was brought to the committee’s attention that the disabled parking space at the Crown Inn is being used by users not holding a blue badge. It was suggested that The Crown pub be informed of this misuse of the space however the</p>	

	user may not be using the pub for their parking. Committee to be observant of this use of parking space in the future.	
74/18-19	<p>10. Cemetery - a) Completed flyer Committee agreed the flyer and admin is to then send copies to local funeral directors.</p> <p>b) Headstone inspections – In line with the cemetery rules admin is to investigate possible inspectors suitable for this work.</p> <p>c) CCTV sign – Committee discussed and agreed to purchase relevant CCTV signs from Homebase, clerk to buy.</p> <p>d) Levelling graves – Quote was read by Cllr J Langley regarding levelling of 12 graves at cemetery costing £246.24. To be forwarded to F+P for ratification.</p>	Admin Clerk
75/18-19	11. War Memorial/Planters – On going work on planters by Cllr V Dixon.	
76/18-19	12. Christmas Lights around trees – Following recent advice from Tree Technique the Christmas lights cannot be loosened and it was advised to have them cut off. Committee discussed and decided no further action is needed.	
77/18-19	13. Budget – With discussions on extra work needed for the potential of a fence plus gate at Deweys Lane allotments and security fence at end of Jubilee Gardens. These items are to be added to budget for 2019.	Admin/clerk
78/18-19	13. Agenda points to be discussed for next month – None	

There being no further business to discuss the meeting closed at 8.15pm. The date of next meeting will be 20th November 2018.

Signed.....Date.....