

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 17th December 2019 in the Town Council Office at 7.00pm.		
Present:	Cllr J Langley in the Chair	Cllr J McConnell
	Cllr O White	Cllr N Allingham
	Cllr C Giles	Cllr M Giles
	Cllr AKJ Pickernell	Cllr B Dance
	<u><i>Agenda Item</i></u>	<u>Action</u>
065/19-20	1. Apologies – from Cllr B Cordery received after the meeting as the Clerk had received these but forgot to relay to Admin prior to the meeting. These apologies will be recorded under the LGA 1972 Section 99 and Sch 12 para 40.	
066/19-20	2. Declaration of Interest - none	
067/19-20	3. Minutes of previous meeting held 19/11/19 – The minutes were ratified at FTC on 10 th December 2019. Several points were addressed under this section: Plot 34 Dewey’s Lane – a date needs to be set to burn the remaining tree waste on the plot. Cllr M Giles advised this is tricky due to the very wet weather of late, but as soon as there are a few dry days this can be done (must be before 13/1/20 when the new fence is being fitted). The office will be informed so letters can be sent to nearby residents. Cllr M Giles will also take photos of the fallen tree waste that needs to be dealt with by the neighbour and bring them into the office to send on for clarification. It was also agreed that the request to leave a gap for a gate to the rear of the plot acceptable with certain stipulations. Admin to advise the tenant accordingly. The Jubilee Gardens were also discussed as it had previously been agreed to have the front hedge removed, however Cllr J White had said she thought that the hedge may have been a Planning Permission requirement. Office/Cllr O White to investigate before work can be instructed. No other comments were made regarding the minutes.	Cllr M Giles/Office Admin Admin/Cllr O White
068/19-20	4. Allotments – Updating of Rules and & Guidelines – The office had previously sent to the Committee a copy of the new proposed combined Rules and Guidelines. These were proposed for acceptance by Cllr B Dance, seconded by Cllr J Langley, all in favour. Admin to issue to all tenants renewing tenancies for 2020. Software to help with management – Cllr J Langley advised that there is a software system for allotment management offered by Rialtas (who administer the Accounting system used by LTC) and for a fee of £124 per annum LTC could have a specific system for managing all aspects of the allotments.	Admin

	<p>Of interest is the inspection sheet which should make life easier for the Committee. Admin advised that this cost has already been budgeted for. There will need to be training from Rialtas and we need to establish what criteria will generate a warning letter. Admin to establish and report back next month. i) Bell Street - a) Update on new allotments rented and waiting list – Cllr Langley read out the report prepared by the Admin Assistant; 2 plots have been re-let, another 2 are available from 31/12/19. There are 4 people on the waiting list. Plots 33 and 39 have been offered to the top two people on the waiting list. The Committee discussed the rubbish on Plot 20 that needs removing (LTC have been trying to get this done since late summer) as the Contractor cannot move it due to licensing issues. There are also 4 wheels and tyres on Plot 21 that need removing. Cllr M Giles suggested a local company that can remove the waste for approximately £250 – Admin will contact them and take them to site to show them what needs to be disposed of. This was proposed by Cllr J Langley, seconded by Cllr AKJ Pickernell, all in favour. b) Rear access from gardens onto allotments – Responses have been received from residents who received a letter regarding rear access onto the allotments. The Committee discussed and asked Admin to write back to those residents with further clarification. This is private land as specified on the Land Registry deeds however LTC will allow pedestrian access onto the site but at the residents own risk. Admin then advised that that another letter has been drafted to go to a resident of Maple Crescent that is using a shed with a rear access gate to take motorbikes through the allotments. The Committee advised Admin to go ahead and send the letter. c) Request to inspect plot with deep trench around due to relatives falling into it – Admin advised that an email had been received from a plot holder regarding a dangerous channel that had been dug by a former tenant. The email advised that several of their family members had fallen into it and requests something is done urgently to prevent a serious accident. The Committee discussed and advised that it is the responsibility of the new tenant to make this safe as they took the plot on in that condition. Admin to advise the new tenant. ii) Deweys Lane – a) Update on new allotments rented and waiting list – Cllr Langley read out the report prepared by the Admin Assistant; 2 plots have been re-let. 3 people are on the waiting list. Admin advised that she has received a request from the new tenant at Plot 23 asking for a large pile of rubbish (which dates back 2 tenants) to be removed by us. The Committee asked this to be included in the collection by the local company that will be collecting from Bell Street. Admin to arrange contact. b) Gate – request from allotment holder – The Clerk and Admin received a verbal request at the Allotment renewal evening to put the vehicle access gate back and they were asked to put the request in writing, but this hasn't been forthcoming. The Committee agreed that as they had previously decided to leave the gate off this decision will remain, but it can be put back on the agenda</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>
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	to be discussed again in six months' time. Admin to add to June 2020 agenda.	Admin
069/19-20	5. Jubilee Garden – this was discussed under the minutes of the previous meeting – see agenda item 3.	
070/19-20	6. Car Park/Toilet – a) Electric charge point for Car Park (update) – Admin provided the Committee with further details obtained in connection with providing a Charge Point in the public Car Park. After discussion it was agreed by the Committee that there is no need for Ludgershall to provide one as no requests have been received therefore LTC will not proceed at this time. b) Barrier damage update – Admin advised that the matter has now been resolved; Cllr N Allingham explained the previous confusion regarding how many concrete pillars were replaced in October 2018 upon installation and what is being done with the repair to go ahead now. The Insurers have paid the claim and Admin has instructed the works to go ahead. The Committee asked if anyone has come forward in response to the Facebook appeal for information on the driver of the vehicle that caused the damage? Admin advised that there had been no response. The Committee asked Admin to investigate getting an ANPR camera fitted and to report back with costs next month.	
071/19-20	7. Cemetery – Admin reported that there have been several recent burials. Also, the Committee agreed that the new gates look much better.	
072/19-20	8. Anti-social behaviour reports – Cllr J Langley advised that there have been no reports made since 11 th November 2019.	
073/19-20	9. Agenda Points for Next Month – none	

There being no further business to discuss the meeting closed at 7.55pm. The date of next meeting will be **Tuesday 21st January 2020.**

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