

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 17th September 2019 in the Town Council Office at 7.00pm.

Present:			
	Cllr J Langley in the Chair		Cllr J McConnell
	Cllr O White		Cllr B Dance
	Cllr C Giles		Cllr M Giles
	Cllr AKJ Pickernell		
	<u>Agenda Item</u>		<u>Action</u>
035/19-20	1. Apologies – from Cllr B Cordery and Cllr N Allingham. The committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.		
036/19-20	2. Declaration of Interest - none		
037/19-20	3. Minutes of previous meeting held 20/08/19 – these were ratified at the Full Town Council meeting held on 10th September 2019, no further comments were made.		
038/19-20	4. Allotments – The rent for 2021 was discussed as a full year's notice needs to be given to tenants of any increase due. The Committee discussed and agreed that from January 2021 the rent will increase from £38.50 for a full plot to £45 and £19.25 for a half plot to £22.50. The office will notify tenants when they are invited to renew tenancies for 2020. Bell Street a) Inspection Reports – Cllr B Dance had carried out the inspections this month with Cllr J McConnell (who took lots of photos) and they appraised the Committee of their findings. It was noted that many properties have made an entrance onto the allotments (either from Maple Crescent side or from Andover Road). Those people need to have letters to advise that they have no right of way over LTC privately owned land. Office to send out letters. The office have issued the appropriate letters to tenants following the inspections (if required). b) Update on new allotments rented and waiting list - Cllr J Langley updated the Committee with the relevant information as provided by the Admin Assistant. c) Plot 16 – Grass hardstanding – permission to use artificial grass – discuss – the Committee agreed that the use of artificial grass as requested by the tenant is OK. Admin to notify tenant. d) Plot 20 – removal of rubbish – discuss – the Committee agreed that the rubbish needs to be removed and Admin will ask a Contractor to do this asap. e) Letters sent re: access onto allotments – update – ties in with findings of allotment inspections (see point a) above. Admin had written out to a few addresses – no response from one and another had been sent to the	Admin/Clerk	Admin/Clerk
		Admin	Admin

	<p>wrong address and a written apology issued. f) Plot 15 – removal of stones from hardstanding – question from tenant – discuss. The Committee considered a letter from the tenant who has been asked to remove a hardstanding that was made without permission. The Committee advised Admin to write back to the tenant with their reply.</p> <p>Deweys Lane - a) Inspection reports – Cllr B Dance had carried out the inspections this month with Cllr J McConnell and they appraised the Committee of their findings. Admin has sent the necessary warning letters (if required). b) Update on new allotments rented and waiting list - Cllr J Langley updated the Committee with the relevant information as provided by the Admin Assistant. c) Plot 34 Quotes received for tree works – Admin advised the Committee of the quotes received. These were considered and Tree Technique have quoted £525 + VAT which the Committee wish to proceed with. Admin to instruct Tree Technique once agreed through the Finance Committee. d) Plot 11 – size and dimension of structures and livestock – Admin showed the Committee some photos of the structures on the plot and asked if someone can go and measure the plot and the structures as they should not be more than 30% of the total plot size. There also looked to be a Rooster being kept – which is against the Rules. Cllr J Langley advised she will take a look and report back. e) Gate damaged while alongside container – discuss – The Committee looked at some photos of the damaged gate (from the vehicle entrance to Dewey’s Lane that was taken off some time ago). Admin to ask Beechfields to confirm if the fence post has been fixed. There are other options – leave the gate off or add a barrier. Admin to report back next month. f) Hedge cut back – report – Admin showed the Committee photos of the hedge alongside the allotments which was cut by Gavin Jones at their request. All agreed it looked much better. The Committee then asked Admin to chase up the Insurance premium due from the Garden Club and confirmation from them that they are no longer using it so LTC can decide how to utilise it moving forward.</p>	<p>Admin</p> <p>Admin</p> <p>Cllr J Langley</p> <p>Admin</p> <p>Admin</p>
039/19-20	<p>5. Jubilee Garden - This has remained closed due to anti-social behaviour. Cllr J McConnell felt this was a terrible waste of an asset that should be for the benefit of the town due to the poor behaviour of a few. Admin reported that the Grounds Maintenance company have been doing a good job of its upkeep (coming to collect keys to gain access). The Committee would like to have it unlocked again for a month’s trial but felt this should be agreed by the full Council. Admin to add to FTC agenda for October. It was also discussed whether the front hedge should be removed – Admin to obtain quotes from Tree Technique and Gavin Jones and report back.</p>	<p>Clerk/Admin</p> <p>Admin</p>
040/19-20	<p>6. Car Park/Toilet – a) Bike rack – discuss putting one in – the Committee considered a request to add a bike rack to the toilet block in the Car Park (or anywhere else). It was felt that there was not anywhere practical for it to be located, so the answer is no. b) Paint</p>	

	gates in front of toilet doors and attend to fascias/soffits – discuss – Admin advised that Beechfields felt this needs attention and the Councillors agreed. Admin to obtain quotes for this work.	Admin
041/19-20	7. Cemetery – a) Gates in front of skip/container – The Committee looked at the quote provided by Kingsdown Joinery. It is still very expensive. Admin to contact the timber company on Ludgershall Business Park and ask them to meet onsite to discuss our requirements. b) CCTV Cameras – update – Admin advised that Committee that the cameras have been installed on the Container in the cemetery and the appropriate signage put up. c) Dog mess – The office has received several reports of the Cemetery being littered with dog mess. The Committee discussed this at length and the possibility of banning dogs from the Cemetery. It was agreed that there will be more signs put up. There will also be posts added to Facebook and Ludgershall Shout Out to advise that the Council has the power to fine offenders who do not pick up after their dog. The office will also get in touch with the Dog Warden and ask them to pay us a visit. d) Quote from Gavin Jones to turf graves and add headstone border – discuss – the Committee agreed that this work needs to be done and felt the quote from Gavin Jones for £387.58 + VAT is very reasonable. Admin to instruct them to proceed once agreed through the Finance Committee.	Admin
042/19-20	8. Anti-social behaviour – There has been no anti-social behaviour this month.	
043/19-20	9. War Memorial – a) update re: repair – Admin advised that the Contractor has advised that the repair will be complete in time for the Remembrance Day Service. Admin will chase up the start date.	Admin
044/19-20	10. Budgets for 2020/2021 - £320 for the 4G CCTV router needs to be added to the budget. The main focus is on the devolved services that will be passed over from Wiltshire Council. The Committee want to discuss this again after the meeting with Cllr C Williams of Wiltshire Council (due to be held 24 th September 2019).	
045/19-20	11. Agenda Points for Next Month – Dewey's Lane allotment shed – obtain the key and assess what maintenance is needed. Painting of the Container. Potholes in Car Park.	

There being no further business to discuss the meeting closed at 8.02pm. The date of next meeting will be **Tuesday 15th October 2019**.

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