

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 19th September 2017 in the Town Council Office at 19-00pm		
Present:	Cllr J Langley in the chair	Cllr C Giles
	Cllr O White	Cllr V Dixon
	Cllr N Allingham	Cllr A Pickernell
	Cllr M Giles	Cllr B Dance
	Cllr B Cordery	
Representative:		

	<u>Agenda Item</u>	<u>Action</u>
35/17-18	1. Apologies – none.	
36/17-18	2. Declaration of Interest – (Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest) none.	
37/17-18	3. Minutes - of the previous meeting had been approved at 18th July 2017.	
38/17-18	<p>4. Allotments - a) Rules Amendment – Cllrs had viewed the rules and the clerk read out any queries/changes, the committee discussed and decided the following:- under point 5 an additional point should be added to say ‘ Not use electric fences’ – under point 6 an additional point needs to be added to say ‘ that the number of structures placed on a plot cannot take up more than 30% of the surface area’ – under point 6 iv) the word minimum should be changed to maximum. Clerk to update rules.</p> <p>b) Splitting of plots – Plot 2 Dewey’s Lane and Plot 6 Bell Street – the committee agreed that both plots could be split, clerk to arrange.</p> <p>c) Deposits for new plot holders – the clerk explained that this would be possible with LTC’s accounting system but of course only for future plot holders. Although in the rules it states that the plot holders should leave the plot in a good state of repair this rarely happens and therefore, is a cost to LTC. By charging a small deposit this may deter people but if not at least LTC would have monies to use for these purposes. The committee discussed and decided that £25 would be a fair deposit. The Clerk to add</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>this to the renewal letters so that the existing tenants know.</p> <p><u>Bell Street</u> – a) Monthly report – the committee discussed, letters will be going out to plot holders who have contravened the rules. The committee will in future be having the inspection report sent with the agenda. Cllrs have a plan which is marked with structures on each plot, so that when structures are requested in the future the council will know who has what. A request for a green house on plot 22 Bell Street was discussed, the committee were disappointed that the plot holder had installed without waiting for permission. It is within the rules so was approved, clerk to confirm but let plot holder know they should adhere to rules in future.</p> <p>b) Trees down side of track – Update - Wiltshire Council Planning have approved the reduction of the trees – Clerk to get quotes from the previous contractors and Gavin Jones. Cllrs have noticed that Plot holders have been throwing rubbish/stones etc. in to the hedges, Clerk to put on rent renewal letter. c) Missing plot numbers – Cllr O White has a pattern, will bring to office and Clerk to formally ask Men’s Shed to prepare some for us. d) Clearance of end of Bell Street – the committee discussed at length and decided to get completely cleared, Clerk to get a quote and then ensure LTC’s caretaker keeps the area clear. e) Gate at Bell Street end needs repairing – it is the fence not the gate that needs repairing, it needs a proper piece of chain link fence, Clerk to get a quote to repair.</p> <p><u>Dewey’s Lane</u> – a) Monthly report – the committee discussed, letters will be going out to plot holders who have contravened the rules.</p> <p>b) Boundary Line – Cllrs will be marking out LTC territory and ensuring that residents acknowledge this is council property.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr O White & Clerk</p> <p>Clerk</p> <p>Clerk</p>
39/17-18	<p>5. <u>Jubilee Garden</u> – a) Anti-Social behaviour problems – Update as the Jubilee Gardens have been shut there has been none reported by the caretaker. However the clerk did report that a resident has reported both to the office and police that youths had been accessing the Jubilee Gardens via her garden fence. She has asked if the chain link fence that is by the gardens can be repaired to stop this happening, but doesn’t know whose this is. Cllr J Langley will take a look and advise clerk. b) CCTV – Update – Clerk informed the committee that the installation is starting on 2nd October 2017. c) Wildflower planting - after a request from a resident for a wild flower area in the rec being put to the committee that the Jubilee gardens was a better area for this. The committee decided this was not an appropriate area either.</p>	<p>Cllr J Langley</p>
40/17-18	<p>6. <u>Rose Garden</u> – Great War Commemoration Group – proposals. The Committee discussed at length. Cllr O White had provided a drawing of the garden. The Committee asked the clerk to contact the GWCG and give them a copy of the drawing and ask for their ideas for the garden remembering that we need wheel chair access and easy maintenance. And that the Christmas tree and electricity have been marked and cannot be moved. Cllr O White also mentioned that LTC do still have a budget for a Pillar Clock and this would be an ideal place for it to go.</p>	<p>Clerk</p>
41/17-18	<p>7. <u>Car Park/Toilets</u> – a) Signs – clerk to contact ‘Core’ on business park.</p> <p>b) Car park needs clearing – committee decided a working party was</p>	<p>Clerk</p>

	needed on 5th October at 10am, those available put in diaries. c) Lamp on top of toilets needs replacing – fitment needs replacing, needs to be done by certified electrician Cllr B Dance will give Clerk a couple of local contacts. d) Clearing of gutters – after storms gutters were in need of clearing Beechfields have been asked to clear at the usual cost of £40.	Cllrs Cllr B Dance
42/17-18	8. Cemetery - a) Trees lining entrance road – Update – Clerk to put on next month’s agenda. b) Dogs in cemetery – completed to come off agenda. c) Levelling of graves – Quote received from Gavin Jones earlier in the year for £415.80 to level 14 grave plots, discussed by committee, Clerk to accept and send works order. d) Memorial Stone request – has been processed within the cemetery rules.	Clerk Clerk
43/17-18	9. War Memorial - a) Cleaning update- Clerk has a date of the 26th September for the Cleaning Contractors to start however, paperwork from Wiltshire Planning Office has not been received as yet so this may be held up. If this gets too close to the Freedom Parade it will be put off till later in the year. b) Planting of planters and memorial garden – Winter plants have been ordered - some bulbs have been received by Cllr Dixon however the garden ready ones are coming later. Due to the memorial clean Cllr’s will wait till this is done before clearing and replanting.	
44/17-18	10. Fixed Penalty Notices – the Clerk explained that LTC have the authority to issue and enforce Fixed penalty notices for littering, graffiti, fly-posting and dog control offences (under its own Dog Control Orders), under various pieces of legislation. The committee discussed and felt it may be a contentious issue and also hard to prove, but something that could be looked into further. Clerk to put on Finance & Policy Agenda.	Clerk
45/17-18	11. Budget for 2018/2019 – the committee first thoughts on budgets were to think about if another ‘sink hole’ occurs in the carpark, maintenance for the new Rose Garden and commemorative trees, also hygiene bins for toilets – clerk to get some ideas of costs.	Clerk
46/17-18	12. Agenda points to be discussed for next month (For information only) none.	

There being no further business to discuss the meeting closed at 9.02pm. The date of next meeting will be Tuesday 17th October 2017.

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