

# LUDGERSHALL TOWN COUNCIL



<b>Minutes of the Allotments, Cemetery &amp; Car Park committee held on Tuesday 21<sup>st</sup> August 2018 in the Town Council Office at 19-00pm.</b>		
<b>Present:</b>	Cllr J Langley in the chair	Cllr M Giles
	Cllr O White	Cllr V Dixon
	Cllr N Allingham	Cllr B Dance
	Cllr J Hollis	Cllr C Giles
<b>Representative:</b>	Mrs H Walkling (Garden Club)	

	<u>Agenda Item</u>	<u>Action</u>
<b>40/18-19</b>	<b>1. Apologies</b> – Cllr AKJ Pickernell (holiday) - accepted	
<b>41/18-19</b>	<b>2. Declaration of Interest</b> – none.	
<b>42/18-19</b>	<b>3. Minutes</b> - of the previous meeting had been circulated and approved at 14th August 2018 Full Town Council.	
<b>43/18-19</b>	<p><b>4. Allotments – Discuss increase fees for 2019 &amp; privacy agreements</b> – 10% increase to allotment rent was approved. Proposed by Cllr C Giles, seconded by Cllr Dance, carried. Admin to write to allotment holders with information. Review of Allotment Privacy Notice – Para 5 needs to clarify ‘whilst an allotment holder, contact details need to be held for the individual so LTC can contact them as needed’. Once an allotment is given up, the individual has the right for their contact details to be erased. Clerk to alter and put to F &amp; P.</p> <p><b>Bell Street - a) Allotment Review</b> – The office has received communication from several of the plot holders that had been sent letters after last month’s review. First letters to go out to plots 1, and 31 (letter needs to refer to the rubbish which has been brought onto the plot in breach of the rules), second letters to plots 4 &amp; 12 (taking in to account serious illness) plot 10 will get a final letter with ultimatum.</p> <p><b>b) Update on new allotments rented and waiting list</b> – The office has tried several times to contact the next person on the waiting list without success. It was agreed to move onto the second person on the waiting list.</p> <p><b>c) Quote for installation of new bollard</b> – Price of the installation of new bollard is £80 committee accepted, admin to accept quote.</p> <p><b>d) Request from full plot holder to change to half plot</b> – Plot 18 would like to give up his plot and go onto the waiting list for a half plot. He will also be using the half plot when he gets it to help cubs/scouts to get their gardening badge. Admin to contact plot holder and ask to clear as</p>	<p>Admin</p> <p>Clerk</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>

	<p>per the rules when surrendering a plot, and let office know when done then office will put plot holder on list. Once confirmation is received Plot 34 would like to swap to Plot 18. It was suggested that if he has crops in Plot 34 he keep that plot so as to harvest his crops and keep the plot until the end of the year in order to do this. As Plot 18 has already been paid for, he would not be charged rent until 2019 renewal. Admin to contact plot 34 holder to explain the above points to avoid further confusion.</p> <p><b><u>Dewey's Lane</u> – a) Allotment Review</b> – Plot 4 and 4a are in poor condition and as such need to be cleared before re-letting them. If the plot holder is unable to clear, a letter should be sent stating any charges incurred will be passed onto them. Plots 15, 24, 27 are to receive first warning letters.</p> <p><b>b) Update on new allotments rented and waiting list</b> – Two people at the top of the waiting list have requested half plots, therefore plot 4 and 4a are ear marked.</p> <p><b>c) Update on rubbish on plot 12a</b> – The plot holder of Plot 12a has incurred a cost for the removal of left over rubbish on their plot. It is not LTC policy to offer compensation, as a good will gesture the tenant will be offered the plot rent free for 2019. Admin to confirm with plot holder.</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p>
44/18-19	<p><b>5. Jubilee Garden</b> – a) <b>Anti-Social behaviour problems</b> – No problems since the gardens have been locked.</p> <p>b) <b>Bin</b> – whilst garden shut not relevant.</p>	
45/18-19	<p><b>6. Rose Garden</b> – Nothing to report.</p>	
46/18-19	<p><b>7. Car Park/Toilets</b> – a) <b>Barrier claim – update</b> – insurers have agreed quote, Clerk can go ahead and get repaired, LTC required to pay £125 excess.</p> <p>b) <b>Amount/type of rubbish being left in car park</b> – rubbish was reported to Wiltshire Council as fly tipping amount continually increasing. Cllr Dixon looked through the bags, address was found, which is to be photographed and left where found. Wiltshire Council due to come out and investigate, it is unknown when the rubbish is to be removed.</p> <p>c) <b>Quote for TMV for disabled toilet</b> – Cllr Dance agreed to cut off the pipe in the disabled toilet. Clerk to agree quote for service of TMC in office.</p>	<p>Clerk</p> <p>Clerk</p>
47/18-19	<p><b>8. Cemetery</b> - a) <b>Completed flyer for new graves &amp; decision on when/how to remove items that are not compliant to the flyer from existing graves</b> – discuss decision at next meeting.</p> <p>b) <b>Headstone inspections</b> – Ongoing</p> <p>c) <b>Quote for installation of new bollards</b> – Price of the installation is £80 each, committee accepted, admin to accept quote.</p> <p>d) <b>Privacy agreement for pre-booking plots</b> - Whilst pre-booking a plot, contact details need to be held for the individual so LTC can contact them as needed. This policy comes into effect in line with GDPR so it is not being imposed retrospectively.</p>	<p>Admin</p>

<b>48/18-19</b>	<b>9. <u>War Memorial/Planters</u> – a) Plants for Autumn, agree budget</b> – A budget of max £250 was agreed. Cllrs V Dixon & J Langley to liaise with Clerk.	Clerk
<b>49/18-19</b>	<b>10. <u>Tree Survey</u></b> – work to be completed by six months from date of survey – Clerk to get quotes as before and add together with RLE’s selection.	Clerk
<b>50/18-19</b>	<b>11. <u>Trade Skilled Contractors List</u></b> – Any recommendations to be passed to office.	
<b>51/18-19</b>	<b>12. <u>Agenda points to be discussed for next month</u></b> – Second container site suggestion Dewey’s Lane allotment. Put on F+P and FTC agenda.	Clerk

There being no further business to discuss the meeting closed at 8.04pm. The date of next meeting will be 18<sup>th</sup> September 2018.

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