

# LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 20 <sup>th</sup> June 2017 in the Town Council Office at 19-00pm		
<b>Present:</b>	Cllr J Langley in the Chair,	Cllr B Cordery
	Cllr O White	Cllr M Giles
	Cllr C Giles	Cllr N Allingham
	Cllr B Dance	Cllr V Dixon
	Cllr AJ Pickernell	
<b>Representative:</b>	Mr J Hollis (Garden Club)	

	<u>Agenda Item</u>	<u>Action</u>
13/17-18	<b>1. Apologies</b> - None.	
14/17-18	<b>2. Declaration of Interest</b> – None.	
15/17-18	<b>3. Minutes</b> - of the previous meeting had been approved at 13th June 2017 full Town Council meeting.	
16/17-18	<p><b>4. Allotments - Allotment holders not to talk to contractors</b> – The caretaker has had allotment holders coming up to him and complaining about works that he should be doing. Cllr AJ Pickernell stated that if anyone had any complaints about works that need doing then they should take their complaint to the Ludgershall Town Council office not the contractor. Mr. J Hollis has put this statement in the garden club newsletter.</p> <p><b>Bell Street – a) Monthly report</b> – Plot 1 is being handed back to LTC in the next few weeks. Admin assistant to send first warning letters to plots 12, 18, 26, 36a and 39. Plot 21 and 22 to be repossessed and let out to the next residents on the waiting list. Committee to monitor plot 20. <b>b) Plot marker for Plot 35a</b> – LTC has no more plot markers left, Mr J Hollis stated that he has one and will bring it in to the LTC offices. <b>c) Charges for clearing plot 29a</b> – The resident who wants to take over the plot has asked that LTC clears the plot first. LTC has looked into this and it maybe a while before LTC can get this done. The resident has been told that they could wait for the next available plot but it may be in the same state. LTC to wait to hear from resident on their decision.</p> <p><b>Dewey's Lane – a) Monthly report</b> – Plot 21a has been handed back and will be let out. Plot 23 has been in contact regarding their plot, and has advised they have had weed killer put down and will be clearing. The</p>	<p>Admin Assistant</p> <p>Mr J Hollis</p> <p>Admin</p>

	committee decided to wait to see if it has improved by the next inspection. Admin assistant to send first warning letters to plots 12a, 14, 25 and 33. Plots 4 and 4a have been scored 2s for the past few inspections and nothing has improved, the committee agreed for the admin assistant to send 1 <sup>st</sup> warning letters to them. Plot 29 has a wooden frame 11ft x 8ft on their plot, this is bigger than the rules state is allowed, admin assistant to send letter stating this isn't allowed. Admin Assistant to sort rent and insurance charge for Garden Club Shed.	Assistant
17/17-18	<b>5. Jubilee Garden – a) Anti-Social behaviour problems</b> – Since the Jubilee gardens have been opened, almost every day there has been issues in the gardens regarding alcohol, drugs, rubbish and motorcycle tracks. LTC have a meeting with the PSCO on Friday to discuss the issues and the committee agreed that LTC will have to close the gardens until Further notice. Clerk stated that we are looking into having CCTV put up, quotes are being acquired. Mr. J Hollis suggested that we put a notice up on the gates and put on social media why we have had to close the gardens, admin assistant to do this. <b>b) Damage to fence at the bottom right of the garden</b> – Cllr O White has put Hawthorne bushes in front of the damaged fence to deter people accessing through the gardens that way.	Admin Assistant
18/17-18	<b>6. Rose Garden</b> – none.	
19/17-18	<b>7. Car Park/Toilets – a) Repair of overflow pipe</b> – Beechfields who clean the toilets noticed that there was a leak from the overflow pipe above the sink in the cupboard, it doesn't need to be fixed straight away but will eventually need to be looked at. Cllr O White to have a look. <b>b) Works to be done regarding carpark surroundings</b> – The grass verges are getting long. Admin assistant has contacted Gavin Jones to do the works as stated in their contract.	Cllr O White
20/17-18	<b>8. Cemetery - a) Cemetery Notice board – Update</b> – This has now been completed and looks very good. <b>b) Plot reservation paving slabs</b> – Admin assistant stated that we have no more slabs left for reserving graves, and that if anyone has any leftover preferably 300mm x 300mm then to bring them into the office. The committee agreed that we could buy some if and when we needed them. <b>c) Check if trees lining entrance road need removing</b> – Admin Assistant has contacted Gavin Jones to check the trees in the cemetery as they did last year, and to report back if any need removing. <b>d) Caretaker works</b> – The caretaker has asked why the headstone boarder works he used to complete has been taking of him. Cllr O White stated that this isn't the case, we had Gavin Jones to re-bark, re-edge and create two new headstone border rows but still require the Caretaker to weed these and maintain as stated in his contract. Admin assistant to let the caretaker know this.	Admin Assistant
21/17-18	<b>9. War Memorial - a) Grant update</b> – Admin assistant stated that we have been awarded a grant for up to 75% of the cost for cleaning the war memorial. LTC would roughly have to pay £455.00 to go towards the	

	cleaning. Admin assistant has been in contact with the company that has given LTC the quote to see if we could get it cleaned before the Freedom parade in October and has asked if the committee are happy to go ahead with this, as LTC would have to pay the company upfront and then claim the grant monies once the works are completed. Cllr J Langley proposed, Cllr C Giles seconded, the committee agreed. <b>b) Rota for watering the plants</b> – Cllr J Langley stated that the plants in the war memorial, rose garden and planters need to be watered at least 3-4 times a week in hot conditions. Cllr J Langley asked that the committee members could put their names down to help out with this. Admin assistant created a weekly rota for the watering of the plants.	
<b>22/17-18</b>	<b>10. <u>Committee Involvement</u></b> – Cllr J Langley asked that if we ever need any volunteers to do any small jobs around Ludgershall then Cllr J Langley would appreciate that the committee members would help and get involved in doing this.	
<b>23/17-18</b>	<b>11. <u>Review of Terms for Reference</u></b> - The terms of reference was sent out to everyone to have a look. The clerk stated that part of number 2, this hasn't been done this year and will need to be looked at clerk to put on agenda for next month. The clerk asked that because the admin assistant is away on maternity in August that under paragraph 3 it states that it is optional to have a meeting in August, if LTC could not have one. The committee agreed. Cllr V Dixon stated that under paragraph 2 it should read a maximum of two representatives from Ludgershall Garden Club. Cllr V Dixon stated that Under 1 should read the LTC complete monthly checks between March and October.	
<b>24/17-18</b>	<b>12. <u>Agenda points to be discussed for next month</u></b> (For information only) <ul style="list-style-type: none"> <li>• Beechfields who clean for LTC emailed in a complaint about the clutter in the store cupboard as its wasting them time to clear it up before they can work. Cllr O white will have a look at this. Clerk to put on the agenda for the next meeting.</li> </ul>	

There being no further business to discuss the meeting closed at 7.55pm. The date of next meeting will be Tuesday 18<sup>th</sup> July 2017.

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