

1.

**Report of the Allotment Sub-Committee meeting held at the Allotment Site, Llantwit Major at 10:30am on Tuesday 2<sup>nd</sup> July, 2014.**

Present; Councillor J. Evans – Chairman.  
Councillor Mrs S. Geary.  
Councillor Mrs P Lancaster.

Apologies; Councillor Mr G Ingram

Councillor Mrs S Geary declared a special dispensation that she is unable to discuss matters relating to Tenancy & Rental Agreements.

**To discuss inspection by Allotment Sub Committee held on 2<sup>nd</sup> July 2014 at 9:30pm**

Committee members inspected and discussed each plot on the Allotment site. Following the inspection Committee members at the meeting recommended the following:

**Recommended:**

- 1) The Deputy Town Clerk to write first warning letters to the following plot holders 29A©, 11B(b), 8A(b), 6A(a) informing them that their Allotments have not been worked on recently and are not up to the standard required under point 2.3 of the tenancy agreement.
- 2) The Deputy Town Clerk to write letters to plots holders 27A, 20B, 13A, & 15A stating small areas of their plots need rubbish removing from/ or have overgrown bushes that need tidying up.
- 3) The Deputy Town Clerk to keep an updated diary detailing all plot holders correspondence received and responded to.

**Information only – alternative quotes for clearing rubbish of the Allotment Site.**

Committee members discussed the alternative cost of employing a company to clear rubbish from the Allotment site. The verbal figure quoted by the alternative company was a minimum of £192.00, dependent on what type of material requires moving. Committee members believed the hiring of Skip is still the best option available. Noted.

2.

**Update on Quotation for installing double taps on all water points on the site.**

Deputy Town Clerk informed Committee members that tender letters had been sent to local Plumbing companies to quote for putting double headed taps on all Allotments taps on the site. She confirmed that tenders were to be returned by 8<sup>th</sup> July 2014 at 12:00pm and quotes will be brought to July's Full Town Council Meeting. Noted.

**To agree Terms of Reference for the Allotment Sub Committee**

Committee members were circulated with the proposed Terms of Reference for the Allotment Sub Committee. Noted.

**To discuss Tenancy Agreement point 3.5 'Determination by re-entry on default' and to clarify the procedures Allotment Committee should follow**

Committee members were circulated with copies of warning letters and notice to quit letters detailing breach of conditions or rules affecting the cultivation of Allotments. The Deputy Town Clerk informed the Committee that she had been in touch with the Vale of Glamorgan Legal Department to discuss the procedures for sending out warning letters/notice to quit letters. The circulated copies were recommended by the Vale Legal Team as the correct format to coincide with the Tenancy Agreement.

**Recommended:** That subject to minor amendments that 2 warning letters and 1 'notice to quit' letters be approved and sent to Tenants that breach Tenancy Agreement point 3.5. The procedures for sending letters will be as follows:-

- 1) Plot neglected – 1<sup>st</sup> Warning Letter sent – Give 1 month to resolve
- 2) No response to request and no action taken – 2<sup>nd</sup> and final warning letter sent – 1 month given to resolve breach of tenancy agreement
- 3) Still no response or action taken – Notice to quit letter sent. 1 month notice given. No further communication will be sent unless Council incur costings for clearing/tidying plot prior to new tenant taking over the specified plot.

**To discuss and respond to letters received from Allotment tenant Mr Alun Robson**

The Committee were circulated with a letter received from Mr Alun Robson dated 7/5/2014 detailing queries and complaints regarding Allotment procedures/protocol. The Committee discussed the letter fully.

**Recommended :** That the Deputy Town Clerk respond in writing to Mr Alun Robson answering all queries fully. A copy of the Tenancy Agreement is to be enclosed to clarify further the procedures to follow.

3.

**To discuss letter received from Allotment Tenant Mr Tony Meakin**

Committee were circulated with a letter from Mr Tony Meakin dated 17<sup>th</sup> June 2014 detailing a complaint about an Allotment Plot.

**Recommended:** That the Deputy Town Clerk write a letter to Mr Tony Meakin stating that the Committee noted his complaints and the matter is being actioned.

**To discuss Tenancy Application received from Mr J Helitt**

Committee were circulated with an Application letter from Mr J Helitt requesting to be put on the waiting list for an alternative Allotment Plot as he would like a bigger area to cultivate. The Committee discussed Tenancy procedures regarding this matter.

**Recommended:** That the format to follow when requesting an Alternative plot for an existing Tenant are as follows:

- 1) The tenant completes an Application Form and is placed on the bottom of the waiting list.
- 2) When his/her name reaches to the top of the waiting list the Tenant will be offered the next vacated plot.
- 3) If the Tenant does not want to take up this vacated plot he/she will go to the bottom of the waiting list.

Further

**Recommended:** Due to outstanding issues with Mr Helitt plot he will not be put on bottom of waiting list until these matters are resolved.