

1.

**Report of the Allotment Sub-Committee Meeting held at the Allotment Site, Llantwit Major at 9:30am on Monday 12<sup>th</sup> October, 2015.**

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

There were no Declaration of Interests received.

**To discuss inspection by Allotment Sub Committee held on 12<sup>th</sup> October 2015 at 9:30am**

Committee members inspected and discussed each plot on the Allotment site.

Committee members noted the overgrown hedges and brambles along the back wall of the Horticultural Building.

Following the inspection Committee members at the meeting recommended the following:

**Recommended:**

- 1) The Deputy Town Clerk to write a letter to plot holder 19a© issuing 1<sup>st</sup> warning letters regarding tidying their plot and the unstable plastic shed situated on the site.
- 2) The Deputy Town Clerk to write a first warning letter to plot holder 4B(a) to request work is undertaken on their plot which has become very overgrown.
- 3) The Deputy Town Clerk to write letters to plot holders 18A and 16a requesting that their areas are tidied up and cleared of all over grown weeds.
- 4) That the Deputy Town Clerk contact the Legal Officer of the South Wales Fire and Rescue Services to follow up our request for them to trim the overgrown hedges and brambles along the wall behind the Horticultural Society Building.

**To discuss proposed renumbering Site Plan**

Committee members were circulated with a Site Plan on the re numbering system planned to come into effect from January 2016. Committee members agreed the system would be much easier to manage. Councillor Evans confirmed he was still progressing new numbered plaques for each Allotment Plot. Committee members discussed putting a Notice Board on the Allotment Site to display the new site plan and useful information for the Allotment Tenants.

2.

**Recommended:**

- 1) That the re numbering of the Allotment Plots be effective from January 2016.
- 2) That the Deputy Town Clerk has permission to look at costings for a Notice Board on the Allotment Site and bring costings back to the next Allotment Sub-Committee Meeting.
- 3) That Councillor Evans continue to investigate plaque signs for each Allotment Plot and bring his findings back to the next Allotment Sub Committee Meeting.

**To discuss Agenda Brief to replace the two damaged water point boxes on the Allotment Site**

Committee members were circulated with an Agenda Brief detailing possible alternative solutions to replace the two damaged water points on the Allotment Site.

Committee members discussed the importance of insulating the taps and pipes prior to the Winter.

**Recommended:** That the Committee review if the Town Council have any surplus stock of pipe insulation cover and tap insulating cover. If there is no surplus stock the Deputy Town Clerk purchases three set of insulating pipe and tap covers.

**To discuss letter from Mr J L Rees re keeping of Honey Bees on Allotment site**

Committee members were circulated with a letter from Mr J L Rees requesting permission when he becomes a tenant to be allowed to keep Honey Bees on the Allotments Site.

Committee members discussed the Tenancy Agreement regulations regarding this matter.

**Recommended:** That the Deputy Town Clerk to write a letter to Mr J L Rees stating the Committee are in support of his action into trying to help prevent the decline of the Honey Bee but unfortunately the Allotment Committee are unable to give you permission to keep Honey Bees on an Allotment Plot. The Tenancy Agreement was re issued in November 2011 and under section 2.14 'Livestock' the Town Council took a ruling that no livestock will now be permitted to be kept on Allotment plots.

**Date and Time of next meeting**

The date and time of the next meeting will be on Monday 18<sup>th</sup> January 2016 at 9:30am at the Allotment Site.