

1.

**Report of the Allotment Sub-Committee Meeting held at the Allotment Site, Llantwit Major at 10:00am on Monday 26<sup>th</sup> September 2016.**

Present; Councillor Mrs P Lancaster – Acting Chairperson.  
Councillor Mrs S Geary  
Councillor M Mason.

Apologies: Councillor Mr J Evans

There were no Declaration of Interests received.

**Report of the last meeting held on 22<sup>nd</sup> August 2016 and ratified at Full Town Council Meeting on 29<sup>th</sup> September 2016**

Committee members were previously circulated with the Report of the last meeting held on 22<sup>nd</sup> August 2016, ratified at the Full Town Council Meeting held on 29<sup>th</sup> September 2016.  
Noted.

**To discuss inspection of Allotment by Councillor Mrs P Lancaster & the Deputy Town Clerk held on 17<sup>th</sup> September 2016 at 10:00am**

Councillor Mrs P Lancaster and the Deputy Town Clerk inspected and discussed each plot on the Allotment Site. Councillors agreed to hold one final inspection at the end of October where all Committee Members will attend. Committee Members recommend the following:

**Recommended:** That first warning letters be sent to Plot Holders 18, 47 and 79.

Further

**Recommended:** That second warning letters be sent to Plot Holders 45, 63 & 77.

Further

**Recommended:** That a letter be written to Plot Holder 21 & 58 stating their plots have become over grown and request that they are tidied up.

Further

**Recommended:** That Councillor Mrs P Lancaster personally visit Plot Holder 39 to ask if they wish to relinquish their plot due to ill health.

Further

**Recommended:** That a letter be written to the family of the deceased plot holder 30 requesting a new Tenancy Agreement be signed due to the change of ownership.

2.

**Verbal Update regarding Skip hire held on 17<sup>th</sup> September 2016**

The Deputy Town Clerk updated Committee Members of the success of the Skip Hire held on 17<sup>th</sup> September 2016. The Skip arrived at 7:45am and was full by 8:30am. The Deputy Town Clerk confirmed that most tenants felt the Skip was a good idea and would like to have a skip on the site each year. Some tenants stated they would accept an increase in the Annual rent to allow for a skip to be hired or to provide improvements to the site.

Committee Members discussed the fact that the Allotment Site does not make any profit and therefore, on an annual basis, could not commit to hiring a skip. Committee Members discussed what yearly revenue and expenditure is obtained from the Allotment Site.

**Recommended:** That the Deputy Town Clerk produce an Agenda Brief to be brought to the next Allotment Sub Committee meeting in October detailing the Annual Income & Expenditure costs of the Allotments Site. This should include costs of cutting hedges, water rates and the Town Councils Handyman's hourly rates for cutting all the paths and edges.

**Date and Time of next meeting**

The date and time of the next meeting will be on Monday 31<sup>st</sup> October 2016 at 10:00am. All Committee Member will meet at the Allotment Site to undertake a monthly inspection, followed by a meeting in the Heritage Centre.