

**Report of the Allotment Sub-Committee Meeting held at the Allotment Site,  
Llanmaes Road, Llantwit Major at 10:00am on Friday 18<sup>th</sup> May 2018.**

Present; Councillor Mr G Wilkie (Acting Chair)  
Councillor Mrs S Hanks  
Councillor Mrs J Norman

Apologies: Councillor Mr J Evans (Chair)

Councillor G Wilkie took the Chair as Councillor J Evans unable to attend Meeting.

There were no Declarations of Interest received.

**Report of the last meeting held on 29<sup>th</sup> March 2018 and ratified at Full Town Council  
Meeting on 26<sup>th</sup> April 2018**

Committee members were previously circulated with the Report of the last meeting held on 29<sup>th</sup> March 2018, ratified at the Full Town Council Meeting held on 26<sup>th</sup> April 2018. Noted.

**To discuss inspection of the Allotment Site at 10:00am on 18<sup>th</sup> May 2018 by all Allotment  
Sub Committee Members**

The Deputy Town Clerk, Councillor Mrs J Norman, Councillor Mr S Hanks and Councillor G Wilkie inspected the Allotment Site at 10:00am on the 18<sup>th</sup> May 2018. They reported their findings back as follows:

**Recommended:** That letters be written to Plot Holders 62, 67 and 81 requesting that the Tenants tidy up their Allotment Plots.

Further

**Recommended:** That a letter be written to Plot Holder 33 requesting information on what project is being planned for the area around the shed. Note the large collection of paving slabs.

Further

**Recommended:** That a letter be written to Plot Holder 72 noting that no work has been undertaken on the plot since it changed ownership in December 2017.

Further

**Recommended:** That first warning letters be written to Plot Holders 8 & 42.

Further

**Recommended:** That a letter be written to Plot Holder 11 noting the excellent work undertaken to clear and create an additional area on his plot. Thank him for all his work so far.

Further

**Recommended:** That a Notice be put on the Allotment Board informing tenants that plot holder's are responsible for strimming the edges of their plots. Confirm to tenants that the Town Council Handy Man will mow all the path ways during the growing season but it is the responsibility of the tenant to trim around their individual plots. A letter detailing this be attached to the Annual Invoices when sent out in January 2019.

Further

**Recommended:** That the Deputy Town Clerk produce a map for the Committee Members detailing plot holders numbers and names.

**To discuss Quotation re the removal of Asbestos Sheets from Plot 37**

Committee Members had previously been circulated with a Quotation detailing the removal of 15m<sup>2</sup> of Asbestos Sheets from plot 37. Committee members further discussed this matter.

**Recommended:** That the Quotation from Asguard Ltd for £645 exc. vat be recommended to remove the asbestos sheets from the site.

Further

**Recommended:** That a letter be written to the Tenant of Plot 37 (if permission granted by Town Council) confirming that the Town Council will employ Asguard Ltd at a cost of £645 exc. vat) to remove 15m<sup>2</sup> of Asbestos Sheets from Plot 37. Clarify that it is then the tenant's responsibility to re border/fence the area following the removal of the sheets. The Town Council will provide no additional monies for replacing the fence once removed.

**To discuss cutting back the hedgerow along the boundary wall by the new path / car park area**

Committee Members had previously been circulated with an Agenda Brief detailing cutting back the hedgerow along the boundary wall by the new path / car park area. The Deputy Town Clerk updated Committee Members that Edenvale Garden Services had been approached and, if permission was granted, would include this additional job with their final hedge cut of the year under the Town Councils existing maintenance contract. Edenvale Gardens Services confirmed that there would be no additional cost for this work.

**Recommended:** That permission be granted for Edenvale Garden Services to cut back the hedgerow along the boundary wall by the new path / car park area in in late Summer /Autumn 2018 when the final contracted hedge cut of the year is undertaken by the company.

**Date and Time of next meeting**

The next Allotment Sub-Committee Meeting will be at 10:00am on the 13<sup>th</sup> July 2018 at the Allotment Site.