

1.

**Report of the Allotment Sub-Committee meeting held in the Heritage Centre, Town Hall, Llantwit Major at 09:00am Wednesday 15th. January, 2014.**

Present;

Councillor J. Evans – Chairman.

Councillor Mrs P Lancaster

Councillor M. Mason

Councillor G Ingram.

There were no Councillors Declaration Of Interest Forms received.

**To discuss proposed letters to be sent to Allotment tenants re clearing of hazardous materials from Allotment Site**

Committee Members had previously been circulated with three draft letters which had been reviewed by our Health and Safety Representatives:

**Letter 1** – Letter to all tenants confirming that low risk Asbestos has been identified on Allotment site. Tenants to be informed they will be written to individually if further action is required. Clarification given to the Tenant that there is no need for undue concern.

**Letter 2** - Letter to those tenants confirming that Asbestos has been found on the roof of their shed/on their boundary fence. Advise tenant that the material is safe as it is undamaged and firmly secured. Confirm to tenant there is no need for undue concern and the material does not need to be removed from the Allotment site.

**Letter 3** – Letter to those tenants advising loose cement sheets containing Asbestos found on their plot. Advise tenant that the Town Council have decided to employ a Waste Management Company to remove cement sheets from their plot. If any tenant has an objection to this they must write to Town Council within 14 days of letter being posted.

**Recommended:**

Committee Members agreed format of all letters to be sent to Tenants. Deputy Town Clerk to post appropriate letters to Tenants with their Annual Invoices within the next 7 days.

2.

**To discuss Quotations for removal of hazardous materials from Allotment site**

Committee Members had previously been circulated with two Quotations for the removal of hazardous materials from the Allotment site. Committee Members discussed quotations and agreed the importance of removing this material quickly.

**Recommended:**

1) If no response in 14 days, to letters sent to tenants, Deputy Town Clerk given permission to contact City Environmental Services and accept their quotation price of £275.00 for removal of all loose cement sheets from Allotment Site.

Further

**Recommended:**

1) Deputy Town Clerk to ensure City Environmental Services provide Town Council with Certificate of Safe Removal of hazardous materials.

**To discuss Allotments Annual rent Increase for 2014 financial year.**

Committee Members discussed the rent charged at Llantwit Major Allotment site in comparison to other Local Council Allotment sites.

**Recommended:**

Committee Members agreed that a 10% increase on Annual Allotment fees for 2014 financial year is fair and acceptable. Committee Members agreed to Annual Invoices being sent to Tenants once fee increase finalised by Finance Committee on 16<sup>th</sup> January 2014.

**Date of Next Meeting:**

Next meeting will be held in late February 2014. The date to be confirmed.

An Inspection of the Allotment Site by Councillors and Deputy Town Clerk will be organised for end of March 2014. The date to be confirmed.