

LISKEARD TOWN COUNCIL

AT A MEETING of the **PROPERTY and PLOTHOLDERS COMMITTEE** held in the Council Chamber on Tuesday 14 October 2014 at 7.30 pm there were present:

The Mayor - Councillor Phil Seeva - Ex-officio

Councillor Ian Goldsworthy - in the Chair

Councillors: Adam Hodgkins, Sally Hawken, Hella Tovar, and Christina Whitty

Town Clerk - Mr Steve Vinson

Minute Clerk - Mr Stuart Houghton

Members of the Public - Plottolders: C. Martin, D. Turner, H. Vine, A. Vine, T. Robinson, K. Ball and D. Cory

The Chairman advised those present of Housekeeping matters

345/14 PLOTHOLDERS MEETING

a. Welcome to Plottolders

The Chairman welcomed the plottolders to the meeting and asked them what items they wished to discuss.

b. Plottolders comments

In response to a question, the Chairman responded that the overall condition of the allotments could be improved, some plots could be improved and letters had been sent to inform the relevant plottolders of this.

Plottolders responded that although the office was sending letters they did not continue to monitor the identified plots, there was a "three strikes and you are out rule" for the duration of the tenancies; this was not being applied by the Council. They thought that the Council should make monthly inspections of the plots, it was not the Association's job to inform the Council of problems.

It was also suggested that the Council should make an inspection of a plot soon after a new tenant took it on to ensure it was being worked.

The Chairman stated that there would be regular monitoring of the plots and that the hedges would be cut before the start of the next growing period. The Council had received a request from Mr Gander to erect a 8'0 x 8'0 green house on his plot, and had also asked for advice for the removal of couch grass.

No objections were raised for the erection of the greenhouse; the only way to remove the couch grass was to dig it out, this was a problem over the whole site.

No objections were expressed to the Plotholders request to tile the footpaths between the allotments, they were requested to send an e-mail to the Office giving details of the proposal for consideration.

c. Presentation of Cups

The award of Best Raised Bed was made to Mrs Cory, who could not attend tonight; the Mayor presented the cup to Mr Cory.

The Mayor also presented the cup for the Best Kept Allotment to Mr. Martin.

346/14 APOLOGIES

Apologies were received from the Deputy Mayor, Councillor Jane Pascoe and Councillors Sue Pike and Tony Powell.

347/14 DECLARATIONS OF INTEREST

No declarations of interest were made.

348/14 MINUTES OF MEETING HELD ON 9 SEPTEMBER 2014

The Chairman proposed, Councillor Tovar seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 9 September 2014 were **APPROVED**.

349/14 ALLOTMENTS

The Chairman introduced the discussion of the three draft letters that had been circulated to inform plotholders that the care of their plots needed improvement. It was suggested that the first letter should be moderated as there might be extenuating circumstances relating to the plot by including "please contact the office to discuss the situation" or something similar.

The Chairman proposed, Councillor Tovar seconded and the Committee **RESOLVED** that the draft letters be adopted with the first letter being modified as indicated above.

Councillor Whitty stated that she would continue to meet with Mr Vine on a regular basis and provide reports concerning the condition of the plots to the Office.

350/14 TOWN CLERKS REPORT FOR INFORMATION

The Town Clerks report had been circulated.

The Clerk reported that the market stall details had been passed to NAMBA for

inclusion on their Website and that other sources were being investigated. He had been informed that the stalls needed to be moved from their current storage location and that Councillor Goldsworthy had agreed to store them until next spring. They would be difficult to move due to the size and shape of the frames.

The Town Clerk also reported that he had contacted Cornwall Council about a longer lease for the Rapsons multi use play area, the adjoining grass park and lorry car park. As we have enquired about a longer lease for the play area, this and the request for the additional areas had been referred to Jon Alford. Costs for these proposals had also been requested.

351/14 BUDGET REPORT TO 30 SEPTEMBER 2014

The budget report, as circulated, was discussed.

The Chair said that the superannuation budget overspend was due to the change in staff, and them joining the scheme, which had not been budgeted for last year. The overspend shown against the Museum lighting repairs was misleading, as a grant had been received for this, but it had not been shown in the report.

It was stated that the % shown against some items was not correct.

352/14 CORRESPONDENCE

As reported in the Plotolders meeting a request to erect a greenhouse had been received from Mr Gander.

The Chair proposed, Councillor Tovar seconded and the Committee **RESOLVED** that Councillor Whitty, Councillor Hodgkins and the Town Clerk would inspect the plot tomorrow before making a decision concerning the greenhouse.

353/14 4 THE ARCADE

The Town Clerk reported that following the removal of the asbestos containing materials the fractured down pipe had been replaced and the handyman was making good and renovating the room.

354/14 BUDGET 2015

The Chairman reported that nothing had yet been fixed and requested that ideas be presented at next month's Committee meeting. He proposed that the list of items should remain live, to be added to, on an ongoing basis.

The Town Clerk added that other Committees were identifying items for inclusion that might be allocated to this Committee.

355/14 PUBLIC ROOMS

The Town Clerk reported on the meeting held earlier this evening. The Sub Committee had agreed to adopt the Terms of Reference proposed by the Town Clerk and discussed;

- They should work on a 2 to 3 year plan
- The building could be used for weddings
- The Cornwall Council car park on the site of the old Avon Farmers garage could be taken over
- Disabled access and the provision of a lift should be considered
- The kitchen facilities could be improved
- Cutlery and crockery could be provided
- Online booking for the Hall could be considered

A comment was made that the charging periods for equipment shown as per session could be changed to per booking.

PART II

356/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed the Press and Public be excluded from the meeting for the following item of Business.

357/14 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

To receive a report and to select the next tenant for Unit 4 The Arcade.

358/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Public Bodies (admission to meetings) Act 1960 the members of the Press and Public are re-admitted to the Meeting.

The Chair proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** The lease for 4 The Arcade be offered to Mr. J. Bond.

The Committee also **RESOLVED** that the Town Clerk would review the current lease and to design an appropriate application form.

359/14 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday 11 November 2014.

**Property and Plholders Committee - 14th October 2014 –
Additional Information**

Clerk's Report Agenda Item 6 – update on actions and works

Meeting	Action	Update	Who responsible	When
P July	Asbestos Works Unit 4 Arcade	Works Complete	Facilities Manager	Early Oct
P Sept	Public Hall working group to consider use and potential improvements	Public Hall working group established	TC	First meeting 14 Oct
P Sept	Ownership of bus shelters and potential for advertising agency adoption to be considered	Ownership of majority established three further to be identified	TC	P in Nov
P Sept	Work to piano in preparation for the 2015 concert season. When off site will our piano be covered by the insurance of the person undertaking the works?	Yes – when off site it will be covered by the insurance if the person undertaking the work.	TC	P in Oct
P Sept	Disposal of Market Stalls	Due to specialist nature of items advice sought from N.A.B.M.A otherwise advert on e-bay	TC and relevant staff	P in Jan 15
		.5.		156/14

P Sept	Multi Use Games Area Rapsons lease renewal but with a longer than 7 year lease and Neighbour issue	Cornwall Council 11th Sept site visit to consider issues (TC – Chairman – Facilities Manager. 3rd Oct meeting Cornwall Council and neighbour to consider lease and neighbour issues. Longer lease for grant purposes and potential other Rapsons land referred to senior manager in Cornwall Council.	TC and Facilities Manager	P in Jan
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Agenda Item 5 – Allotments – Draft Letters

Following discussions about the condition of some plots on the allotments, the Committee asked that at a meeting be held to consider addressing the issues raised. This has happened and the meeting asked that three draft letters be prepared and put to the next meeting of the Property and Plot holders Committee for consideration and adopted.

These are attached.

Pengover Allotment – Plot Reference

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I am writing to you as a recent inspection of plots has indicated that there is work required on your plot that you have not yet carried out.

I would remind you that the terms of the agreement require the plots to be actively used and maintained. The agreement does state:

- 7.2 The tenant will keep the allotment garden clean, tidy, well manured and in a good state of cultivation and fertility. Cultivated plants should be

maintained in active healthy growth and measures taken to minimise the growth of invasive or noxious weeds.

I would appreciate it if you could ensure that the plot is maintained in accordance with the agreement. If you are finding it difficult to maintain the plot please consider whether it might be better for you to consider giving the plot up as we do have a waiting list of people who wish to have a plot.

Yours sincerely

Dear

Pengover Allotment – Plot Reference

With reference to our previous correspondence on the condition of your plot a recent inspection has shown that you have not yet undertaken any work on the plot. Could you contact the office and indicate when you intend to carry out these works. I would ask you to note that under the terms of your agreement:

15.9 If a Tenant fails to keep an Allotment Garden assigned to them in a good state of cultivation, a “Notice of Non-Cultivation” shall be served giving the Tenant twenty eight days to comply with the Allotment Garden Rules. Failure to comply will result in termination of the agreement.

We hope we will not have to submit a “Notice of Non-Cultivation”. Alternatively, if you are unable to undertake this work we can discuss whether it is appropriate for you to give up the plot.

Yours sincerely

Dear

Pengover Allotment – Plot Reference

I am writing to you in connection with your ongoing failure to maintain your plot in accordance with the agreement that you entered into.

As I have previously indicated we have a waiting list of members of the public who wish to have a plot on this allotment.

Consequently I am serving on you the necessary notice (which is attached) to give you 28 days to improve your plot or your agreement with us will be terminated.

Yours sincerely

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Yours sincerely

LISKEARD TOWN COUNCIL

ALLOTMENTS ACT 1908 - 1950

NOTICE TO QUIT

I, the undersigned, for and on behalf of Liskeard Town Council HEREBY GIVE you notice to quit and deliver up possession of allotment garden number (relevant plot number) on the allotment site at Pengover, which you hold as tenant of the said Council, by the (relevant date) on the ground that you have contravened the provision of clause 1(c) of the tenancy agreement made between yourself and the said Council by not keeping the allotment site in a neat tidy condition.

Dated this (relevant date)