

FACILITIES MANAGEMENT COMMITTEE MEETING - 16 NOVEMBER 2021

REPORT ON ALLOTMENT INSPECTION ON 13 OCTOBER

Plots waiting to be re-let: 7

Number on waitlist: 13

Improvement Letters: 12

Warning Letters: 0

Notices to Quit: 0

Outstanding renewals: 15

Maintenance Items:

- Picket Gate and fence adjacent to plot 36 – gate and fence broken and unsafe and need to be replaced. Suitable hedging should also be planted as part of an allotment improvement programme.
- Gates next to plot 1, between plots 1A/2A and plot 70 – all gates have dropped due to size of gate putting strain on gateposts. At least two of these gates are broken and need to be replaced. Metal “farm” gates are suggested as these are more robust.
- A gap in the hedge at the rear of plots 56/57 has created an access way and possible security issue. Gap to be blocked with post & wire fencing.
- Overgrown hedge at rear of plots 54/55 to be cut back.
- Overgrown hedge and fallen tree at rear of plot 48. This is completely overgrown with possible fly-tipping of garden waste from adjacent garden. This is several days’ work and it is recommended an external contractor is employed to cut back and remove all debris.
- There are several plots that have been given up where dead or overhanging trees need to be removed.
- All taps were tested and in good working order.

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REPORT ON CEMETERY INSPECTION ON 13 OCTOBER 2021

Items were removed from 9 graves.

One item was a large container with dead plants that was removed from a child's grave as it was too large to fit on the plinth and with the grass being cut that morning the decision was made to remove it to avoid it being broken.

Unfortunately the family visited the grave that evening before a letter could be written advising them that the container had been removed and stored in the office. This resulted in emails and telephone calls from distressed relatives who thought the item had been stolen. These have all been responded to and the container has now been collected.

As a result of this incident it has been decided that items (with the exception of glass containers) will not be removed until a letter has been sent and relatives given time to collect them from the grave. More frequent checks will therefore be needed, possibly on a monthly basis, and it is planned to start these from February 2022 as the rules are relaxed over Christmas and the following month when additional items are permitted.

On a more positive note, an email was sent to the parent of a small baby buried in the cemetery saying how lovely the grave looked and how pleased we were to note how well-kept it always looked. This was well received and is something we will continue to do if appropriate.

The car park and entrance to the cemetery looks very bare and uninviting and it is suggested that some planting of suitable shrubs and spring bulbs should be carried out to add some colour and interest to this area.

The raised beds in the Garden of Remembrance are also becoming overgrown and lack colour and would benefit from some new shrubs or seasonal plants.