

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Tuesday 16th December 2014 at 7.00pm

Present:	Councillors Todd, Brown, Calver, King, Thompson, C Powell and F Powell
In the Chair:	Councillor D McLeod
Clerk:	Michelle Townsend
Also present:	Site Representatives Mr McCoy, Miss Clark, Mr Edmunds, Mr Button and Mrs Steward No members of the public and no members of the press
Absent:	Councillor J Henderson

PUBLIC QUESTION TIME:

None

The Chairman expressed his thanks to all the Site Representatives for their assistance throughout the year and presented them with a small gift following a collection amongst Council staff and Councillors.

A53/14	<u>APOLOGIES FOR ABSENCE</u> Apologies received from Site Representatives Mr Meshier and Mr O'Hara and Councillor Day
A54/14	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
A55/14	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the minutes of the Allotments meeting held on 29 th October 2014 (previously circulated) be approved by the Committee and signed by the Chairman as a true record. FURTHER RESOLVED: that the confidential minutes of the Allotments meeting held on 29 th October 2014 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
A56/14	<u>MATTERS ARISING FROM THE MINUTES</u> <ul style="list-style-type: none"> •Site Representative Reports– Abdy Avenue . A site meeting has taken place and relevant plot holders have been asked to bring their plots up to an acceptable standard. Following a re-inspection, there are still a couple of plots which require further action. •Footpath Adjacent to Boatswains Call Allotment Site . Letters have been hand delivered to the relevant residents of Manor Road of which 3 have contacted the Guildhall. The Clerk is continuing to investigate other possible options available to assist with clearing the footpath. •Request to Half a 10 Rod Plot . BC19 has been halved and issued out to a new tenant. •Allotment Database . Awaiting meeting with contractor to design improvements. •Long Meadows Gate . New gate delivered . awaiting painting and installation. Councillors expressed their thanks to the Estates Supervisor for painting the gate.
A57/14	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None

A58/14	<p><u>VACANT PLOTS/ WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: ~22 people on the waiting list (most are waiting for specific sites or plots) ~2 NTQs issued since the last meeting ~no vacant plots</p>
A59/14	<p><u>SITE REPRESENTATIVE REPORTS</u> Mr Button . nothing to report. Mr Edmunds . nothing to report. Mr McCoy . nothing to report. Mrs Steward – Action to improve the tidiness of the site is underway. The new tenant is doing a good job. Miss Clark – nothing to report.</p>
A60/14	<p><u>FOOTPATH NO. 5 LEADING TO KING GEORGES AVENUE ALLOTMENT SITE</u> Following investigations, the Clerk confirmed that the Section 106 Agreement between TDC, ECC and Ardencrest Ltd in relation to planning application 07/00942/DETAIL details works to this footpath which includes widening to 3 metres together with provision of a metalled surfaced and system of street lighting. Essex County Highways confirmed Taylor Wimpey's intention to surface the pathway and although a start date is currently unknown, they are chasing their planning team so the works can get underway. Under the responsibility as the Highway Authority, ECC is responsible for maintaining this path at a condition that is considered safe/suitable for legitimate use. As part of the Annual Cutting Programme, one full cut will be carried out each year with any complaints received concerning an overgrown path being dealt with on an ad-hoc basis. RESOLVED: Clerk to write to ECH and request an ad-hoc cut/clearance of overgrowth on Footpath No. 5.</p>
A61/14	<p><u>REVIEW OF ALLOTMENT RENT RECEIPTS</u> The Chairman confirmed that the working party has reviewed the current practice and considered suggestions to improve service and efficiencies and asked the Committee to consider that the following recommendations are submitted to F&GP Committee for approval:</p> <p>New tenants: 1st payment for the plot to be made via cheque or cash to the office. Existing Tenants: To be given the option of 3 payment methods when the rent requests are sent out in September 2015 . cheque, cash or electronic payment directly into HTC's bank account.</p> <p>Promotion/encouragement of cheque/electronic payment as the preferred method of payment over cash.</p> <p>No alternation is required to either the tenancy agreement or Financial Regulations.</p> <p>RESOLVED: To refer the recommendations above to the Finance & General Purposes Committee for consideration and approval.</p>
A62/14	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> None</p>
A63/14	<p><u>TO RESOLVE TO PERMIT SITE REPRESENTATIVES TO REMAIN IN THE MEETING DURING CONFIDENTIAL BUSINESS</u> RESOLVED: To permit the Site Representatives to remain in the meeting during confidential business.</p>
A64/14	<p><u>TIME AND DATE OF NEXT MEETING</u> The next meeting of the Allotments Committee will be held at The Guildhall, Church Street, Harwich on Thursday 19th February 2015 at 7pm.</p>

A65/14	<u>EXCLUSION OF PUBLIC AND PRESS</u> Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business: " To review and act upon quotations for a notice board at Abdy Avenue " To review and act upon quotations for fencing at Long Meadows

The Chairman closed the public part of meeting at 7.25pm

CHAIRMAN

DATE