

HARWICH TOWN COUNCIL
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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Wednesday 15th April 2015 at 7.00pm

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

PUBLIC QUESTION TIME:

None

The Chairman announced that an emergency item would be included in the agenda: no. 5a . Resignation of Site Representative . King Georges Avenue.

A78/14	<u>APOLOGIES FOR ABSENCE</u> Apologies received from: Councillors Todd, Day and Thompson Site Representatives Mr O'Hara, Mr McCoy and Mr Button
A79/14	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
A80/14	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the minutes of the Allotments meeting held on 19 th February 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
A81/14	<u>MATTERS ARISING FROM THE MINUTES</u> Boatswains Call . Repair has been carried out to fencing surrounding the Old Health Centre
A82/14	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
A83/14	<u>RESIGNATION OF SITE REPRESENTATIVE – KING GEORGES AVENUE</u> The Chairman informed members that the Site representative for King Georges Avenue has tendered his resignation. Members acknowledged Mr Meshers invaluable support and knowledge over the years. RESOLVED: Letter of thanks to be sent to Mr Mesher. FURTHER RESOLVED: Voluntary position to be advertised at the allotment site. If only one letter of interest is received, authority to appoint new Site Representative to be delegated to the Assistant Clerk. If more than one letter of interest is received, applications will be reviewed at the next Allotments Committee.

A84/14	<p><u>VACANT PLOTS/ WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: ~16 people on the waiting list (most are waiting for specific sites or plots) ~no NTQs issued since the last meeting ~no vacant plots Should there become a time when there are no suitable residents on the waiting list for a plot which has become available, the Clerk agreed to seek assistance from the local newspaper to promote HTCø allotments.</p>
A85/14	<p><u>SITE REPRESENTATIVE REPORTS</u> Mr Edmunds . The Redoubt is still experiencing problems with local residents walking their dogs on the site. Mrs Steward – Site is looking tidy with the exception of two plots and asked for a letters to be sent to plots 2 and 6. Miss Clark – Nothing to report.</p>
A86/14	<p><u>BEE HIVES LOCATED AT THE REDBOUBT</u> Report outstanding so item has been deferred to the next meeting.</p>
A87/14	<p><u>SIGNAGE</u> Members reviewed existing signage, quotation received and agreed upon content and numbers required. RESOLVED: Clerk to order 13 gate notices and 15 safety notices. A3 size made out of 3mm aluminium composite supplied with generic Harwich Town logo and digitally printed crest. All signs to be laminated with anti-graffiti film for added protection. Order to be placed with Auto Art at a cost of no more than £500.00. FURTHER RESOLVED: Authorisation given for payment pertaining to the above expenditure in accordance with FR 5.2 and FR 5.3.</p>
A88/14	<p><u>SHED ALARMS GIFTED BY THE CRIME PREVENTION PANEL</u> The Crime Prevention Panel have very kindly gifted 41 shed alarms to the Council solely for the purposes of providing these to Harwich & Dovercourt allotment plot holders. RESOLVED: Clerk to acknowledge gift and send letter of thanks. FURTHER RESOLVED: Poster to be displayed on each site notice board giving plot holders 28 days notice to register their interest for an alarm. Names to be drawn out to determine who will receive them.</p>
A89/14	<p><u>CUTTING OF GRASS PATHWAY – THE REDOUBT ALLOTMENT SITE</u> Members reviewed the quotation received for the future upkeep of the grass pathway. RESOLVED: To approve a 3 year contract with Mr B Edmunds to carry out the work at a fixed cost of £300 per year. FURTHER RESOLVED: Authorisation given for payment pertaining to the above expenditure in accordance with FR 5.2 and FR5.3.</p>
A90/14	<p><u>FOOTPATH ADJACENT TO BOATSWAINS CALL ALLOTMENT SITE</u> The Clerk confirmed that the Community Payback Team is now in a position to proceed with the work subject to a risk assessment being carried out. Following a notice updating allotment holders of the intended work, one letter of concern has been received. A suitable plot has been identified to store the overgrowth whilst drying out but unfortunately no offers of assistance have been received from plot holders. RESOLVED: Clerk to proceed with instructing the Community Payback Team to carry out the clearance work.</p>
A91/14	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> ~Closure of footpath no. 5 . access to King Georges Allotment Site . approximate closure date of May 2015 - noted. ~DeansqLandscape Suppliers . 10% discount offer poster to be displayed on notice boards.</p>

	<p>The Chairman reiterated the importance for Site Representatives to post the approved minutes of the previous meeting on the notice board.</p> <p>Bonfire Notice . Several complaints received . new bonfire notice to be displayed on the notice board.</p> <p>The Chairman gave his thanks to the Clerk, Estates Supervisor, members and Site Representatives for their input and work over year.</p>
A92/14	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee is to be confirmed.</p>

The Chairman closed the meeting at 8.11pm

CHAIRMAN

DATE