

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Tuesday 19th February 2015 at 7.00pm

Present:	Councillors Todd, Brown, King, Thompson, C Powell, Morrison, J Henderson and Fowler
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:	Site Representative Mr Meshier

PUBLIC QUESTION TIME:

None

A68/14	<u>APOLOGIES FOR ABSENCE</u> Apologies received from Site Representative Mr O'Hara Councillor Calver (substituted by Cllr Morrison), Councillor F Powell (substituted by Cllr Fowler) and Councillor Day
A69/14	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
A70/14	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the minutes of the Allotments meeting held on 16 th December 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 16 th December 2014 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
A71/14	<u>MATTERS ARISING FROM THE MINUTES</u> ~ A60/14 – Footpath No 5: Essex County Council has undertaken an ad-hoc cut/clearance of overgrowth. ~ A61/14 – Review of Allotment Rent Receipts - F&GP Committee received and accepted recommendations made by the Allotments Committee. ~ A66/14 – Notice Board – Abdy Avenue . A new notice board has been delivered and erected. ~ A67/14 – Fencing – Long Meadows . New fencing has been erected.
A72/14	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> • Site Representative Reports– Abdy Avenue . 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 actions.

	<ul style="list-style-type: none"> •Allotment Database . Modifications have been made. •Long Meadows Gate . New gate painted and installed.
A73/14	<p><u>VACANT PLOTS/ WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: ~20 people on the waiting list (most are waiting for specific sites or plots) ~no NTQs issued since the last meeting ~1 vacant plot which is being viewed at the weekend</p>
A74/14	<p><u>SITE REPRESENTATIVE REPORTS</u> Mr Button . A small section of fencing surrounding the Old Heath Centre has come down. The Clerk confirmed that the Estate Supervisor was investigating and has written to the developers. Mr Edmunds . Nothing to report. Mr McCoy . Nothing to report. Mrs Steward – There has been a big improvement on the site. Miss Clark – Nothing to report.</p>
A75/14	<p><u>FOOTPATH ADJACENT TO BOATSWAINS CALL ALLOTMENT SITE</u> The Clerk attended a meeting with the Community Payback Team who have offered their assistance with the clearance of the overgrowth in the pathway at the rear of properties in Manor Road, adjacent to the allotment site. As the team are unable to facilitate the removal of the overgrowth, it has been agreed that the Site Representative will identify a suitable plot for the waste to be stored on with the intention of enlisting assistance from other plot holders to burn the overgrowth once dried out. RESOLVED: Clerk to arrange for the Community Payback Team to assist with the clearance of the overgrowth and arrange for the necessary risk assessments and procedures to be put in place. FURTHER RESOLVED: Expenditure of up to £20 approved from the Allotments Maintenance Budget to cover associated costs.</p>
A76/14	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> ~Replacement lock has been purchased for Abdy Avenue gate and keys have been issued to plot holders. ~Members agreed that a signage audit of all sites would be of benefit so that signage can be discussed at the next Allotments Committee.</p>
A77/14	<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 Wednesday 15th April 2015 at 7pm.</p>

The Chairman closed the meeting at 7.15pm

CHAIRMAN

DATE