

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Thursday 25th June 2015 at 7.00pm

Present:	Councillors Calver, J Brown, B Brown (from 7.20pm), McLeod, Carr, Fay, Smith, and J Henderson
In the Chair:	Councillor Todd
Clerk:	Michelle Townsend
Also present:	Site Representatives Miss Clark, Mr Edmunds, Mr Crowther and Mr McCoy 1 members of the public and no members of the press

PUBLIC QUESTION TIME:

New members of the Allotments Committee were introduced following a request made by Mr Wood.

A01/15	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor Morrison and Site Representatives Mr O'Hara and Mr Button.
A02/15	<u>ELECTION OF VICE-CHAIR</u> RESOLVED: To appoint Cllr J Henderson as Vice-Chair of the Allotments Committee.
A03/15	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
A04/15	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the minutes of the Allotments meeting held on 15 th April 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
A05/15	<u>MATTERS ARISING FROM THE MINUTES</u> • Site Representative – King Georges Avenue . letter of thanks has been sent to Mr Meshier. Following promotion of the vacancy, one letter of interest was received. New Site Representative appointed . Malcolm Crowther. ~ Cutting of Grass Pathway – Redoubt Allotment Site . 3 year contract set up with Mr B Edmunds. ~ Closure of footpath no. 5 – access to King Georges Allotment Site . work still incomplete. Clerk will continue to chase.
A06/15	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
A07/15	<u>VACANT PLOTS/ WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following:

	<p>~19 people on the waiting list (most are waiting for specific sites or plots) ~1 NTQ issued since the last meeting . BC42A . plot not being worked in accordance with tenancy agreement. ~2 vacant plots which are being considered by residents on the waiting list</p>
A08/15	<p><u>SITE REPRESENTATIVE REPORTS</u> Mr Edmunds . nothing to report other than a recent incident. Miss Clark – plot 8 have started clearing their plot. Mr McCoy – a couple of untidy plots which the office is aware of. Mr Crowther . nothing to report.</p>
A09/15	<p><u>SITE VISITS</u> RESOLVED: Members agreed to undertake the visits on 8th July starting at The Redoubt site . 10am.</p>
A10/15	<p><u>SIGNAGE</u> The Clerk highlighted the VAT cost error detailed on the quotation from Autoart which members used to calculate and agree the required budget. RESOLVED: To approve additional budget of £4 for the purchase of the signs and approval to pay invoice.</p>
A11/15	<p><u>REQUEST TO HALF PLOTS – KING GEORGES AVENUE</u> Members considered the request to half two plots on King Georges Avenue. RESOLVED: Approval granted to half KG01 (one 4 rod plot and one 6 rod plot) and to half KG02 (two 5 rod plots).</p>
A12/15	<p><u>BEE HIVES LOCATED AT THE REDBOUBT</u> Report outstanding so item has been deferred to the next meeting. RESOLVED: Clerk to write to Bee Specialist and request either a verbal or written update.</p>
A13/15	<p><u>SHED ALARMS GIFTED BY THE CRIME PREVENTION PANEL</u> The Clerk confirmed that 16 alarms have been gifted to HTC plots holders with 25 remaining. RESOLVED: Clerk to issue the remaining alarms on first come first served basis.</p>
A14/15	<p><u>ALLOTMENT RENTS</u> RESOLVED: To increase allotment rents in September 2016 by 30p per rod and maintain the discount for plot holders in receipt of state pension. Plot holders to be informed of the increase wit their invoice/rent requests in September 2015.</p> <p>The Chairman made members aware of a possible future additional charge should the Committee wish to consider setting up an Allotment Association. The Clerk agreed to arrange for a representative from National Society of Allotment and Leisure Gardens to come and talk at the next meeting.</p>
A15/15	<p><u>FENCE REPAIR – DUNNS MEADOW ALLOTMENT SITE</u> The Clerk notified members of the damage carried out to the mesh fencing at Dunns Meadow. RESOLVED: Clerk to liaise with Estates Supervisor and order a supply of heavy duty mesh fencing. £40 budget set aside.</p>
A16/15	<p><u>FOOTPATH ADJACENT TO BOATSWAINS CALL ALLOTMENT SITE</u> The Clerk confirmed that the risk assessment had now been carried out and the proposed date for the Community Payback Team to undertake the clearance is 3rd August 2015. All overgrowth will be stored on plot BC42A with a view to burning it once it has dried out. This plot has been issued to a new plot holder rent free until Sept 16 and they have been made aware of the above arrangements. Poster to be displayed on the notice board informing plot holders of the proposed date.</p>
A17/15	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> ~The Chairman made members aware of an incident on the Redoubt Site where the Assistant</p>

	Clerk had felt intimidated by a plot holder during a discussion. The Assistant Clerk confirmed that in consultation with the Clerk, the matter was being addressed and it was agreed that in future, no HTC officer will attend a site unaccompanied.
A18/15	<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 29th July 2015 at 7pm .

The Chairman closed the meeting at 7.45pm

CHAIRMAN

DATE