

**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Thursday 30<sup>th</sup> July 2015 at 7.00pm**

<b>Present:</b>	Councillors Calver, J Brown (from 7.15pm), B Brown, McLeod, Carr, Smith, and J Henderson
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Michelle Townsend
<b>Also present:</b>	Site Representatives Miss Clark, Mr Edmunds, Mr Crowther, Mr Button, Mr McCoy and Mrs Steward 3 members of the public and no members of the press

**PUBLIC QUESTION TIME:**

Mr Wood asked for an update following the members' site visit to Boatswains Call allotment site. The Clerk confirmed the following issues were highlighted: fly-tipping by the old health centre gate, a tree which requires lopping, and three plots which do not have an acceptable level of cultivation and seeding weeds.

<b>A19/15</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies were received from councillors Fay and Morrison. The Clerk confirmed that due to a prior engagement, Councillor J Brown would be arriving late.
<b>A20/15</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>A21/15</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> that the minutes of the Allotments meeting held on Thursday 25 <sup>th</sup> June 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
<b>A22/15</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> <b>"Closure of footpath no. 5 – Access to King Georges Allotment Site .</b> work planned for the beginning of September 2015. <b>"Site Visits .</b> Undertaken on 8 <sup>th</sup> July 2015. <b>"Signage .</b> New signage fitted to gates on each - invoice paid. <b>"Bee Hives .</b> The Bee Specialists provided a verbal update confirming that the two hives located at The Redoubt had no reported issues and were doing well. They have propagated 4 times (swarmed). Because of this, the Bee Specialists has not collected any honey this year. <b>"Allotment Rents .</b> Notification will be sent with invoices in September. <b>"Footpath Adjacent to BC .</b> The date for clearance of the path has now been moved to 24 <sup>th</sup> August 2015. The Site Representative made members aware that other plot holders have started to fly tip on the plot. Clerk to investigate.
<b>A23/15</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None

A24/15	<p><b><u>NATIONAL SOCIETY OF ALLOTMENT AND LEISURE GARDENERS LTD</u></b></p> <p>Members welcomed Mr Jeff Barber from the NSALG and Peter Fowler, Treasurer, Eastern Region Panel (Essex . Brightlingsea), who gave a presentation to provide information on the formation and running of an allotment association.</p> <p>In line with the NSALG's values to promote, protect and preserve allotments, Mr Barber was pleased to see HTC's policy regarding allotment land in this parish and is fully aware that managing allotment sites is a service provided by local authorities which does not pay its way. An overview was given on the formation of allotment associations and the different models which incorporate variations of responsibilities and management between the council and association which can be developed to suit local conditions. Site Representatives would need to be accountable and democratic, with a code of conduct in place. Examples were given of projects which have benefited associations which include a discount seed scheme, grant funding for toilets, equipment and CCTV. The next meeting of the NSALG will be held in October and Mr Barber was happy to provide any further guidance or information required.</p>
A25/15	<p><b><u>VACANT PLOTS/ WAITING LIST/NOTICES TO QUIT</u></b></p> <p>The Clerk advised members of the following:</p> <ul style="list-style-type: none"> <li>~17 people on the waiting list (most are waiting for specific sites or plots)</li> <li>~No NTQs issued since the last meeting</li> <li>~3 vacant plots which are being considered by residents on the waiting list</li> </ul>
A26/15	<p><b><u>FENCE REPAIR – DUNNS MEADOW ALLOTMENT SITE</u></b></p> <p>The Clerk provided quotations for thicker mesh fencing and agreed to raise the issue of delivery with the Estates Supervisor.</p> <p><b>RESOLVED:</b> In consultation with the Chairman and Estates Supervisor, the Clerk to order required supply of heavy duty fencing up to a cost of £91.</p>
A27/15	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>~Wasp nest removed from BC37 at a cost of £38 plus VAT.</li> <li>~Following an incident on Long Meadows allotment site, Site Representatives were provided with notices detailing HTC's Zero Tolerance policy on inappropriate behaviour to be displayed in the notice boards.</li> </ul>
A28/15	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Allotments Committee will be held at <b>The Guildhall, Church Street, Harwich on Tuesday 6<sup>th</sup> October 2015 at 7pm.</b></p>

The Chairman closed the meeting at 8.10pm

**CHAIRMAN**

**DATE**