

HARWICH TOWN COUNCIL
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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Wednesday 3rd February 2016 at 7pm

Present:	Councillors J Brown, C Powell (substituting for Cllr Calver), McLeod, Carr, Fay, Smith and J Henderson
In the Chair:	Councillor Todd
Clerk:	Michelle Townsend
Also present:	Site Representatives Mr Crowther, Mr Edmunds, Mrs Steward Mr McCoy and Mr Button No members of the public and no members of the press
Absent:	Site Representatives Miss Clark and Mr O'Hara

PUBLIC QUESTION TIME:

None

A61/15	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from: Councillors Calver (being substituted by Cllr C Powell), Morrison and B Brown
A62/15	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
A63/15	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the minutes of the Allotments meeting held on 1 st December 2015 (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 1 st December 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record. FURTHER RESOLVED: that the minutes of the Allotments meeting held on 14 th December 2015 (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 14 th December 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
A64/15	<u>MATTERS ARISING FROM THE MINUTES</u> Willow Way Hedge . Reduction of hedge complete. Redoubt Hedge - Following Full Council's approval to offer £1200 as full and final settlement to the first contractor, Harwich Town Council's offer has been accepted. The reduction in height has been completed by Liverton Ltd.

A65/15	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u> ~Closure of footpath no. 5 – Access to King Georges Allotment Site . Contractors are waiting for a commencement date from Taylor Wimpey Homes.</p>
A66/15	<p><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: ~14 people on the waiting list (most are waiting for specific sites or plots) ~4 vacant plots (plus an additional 2 at the end of February) ~2 NTQs issued since the last meeting - KG02 . plot not being worked in accordance with tenancy agreement - DM18 . non payment of rent</p>
A67/15	<p><u>SITE REPRESENTATIVE REPORTS</u> Mr Crowther – There has been a couple of small bonfires reported during the daytime. Mr Edmunds – A couple of plot holders have complained about the cleats in the pathway. Mrs Steward – Nothing to report. Mr Button – He notified the committee that due to two recent hospital procedures, he has not been in a position to visit the site over the last couple of months. Trees have been taken down on the boundary of plot 23 and a property in Manor Lane. No fencing has been erected which could leave the site unsecure. The Clerk agreed to arrange for the Estate Supervisor to investigate. Mr McCoy – Nothing to report.</p>
A68/15	<p><u>ALLOTMENT ASSOCIATION HUT</u> The Clerk informed members that the tenant no longer wishes to continue with the lease. Advice provided by John Fowlers Solicitors was reviewed and consideration was given for the future use of the Association Hut. RESOLVED: Approval granted for tenant to surrender the lease subject to any outstanding rent payments being made up to the end of December and the payment of any solicitor fees incurred to action the request. FURTHER RESOLVED: Clerk to obtain quotes to demolish the association hut and obtain further quotations to remove the concrete base and bring the area back to the necessary standard so that it may be used as an allotment plot.</p>
A69/15	<p><u>FENCE/HEDGE SURROUNDING THE REDOUBT FORT</u> Following the reduction in height and width of the hedge, members considered the implications to health and safety where areas of a barbed wire fence are exposed. Some existing signage is in place and the difficulty in removing the wire in the sections where it runs through the hedging was highlighted. The Clerk made members aware of the council's obligations under the Occupiers Liability Act 1957 and Occupiers Liability Act 1984. RESOLVED: Clerk to obtain quotations to install chain link fencing directly in front of the barbed wire by the exposed areas. FURTHER RESOLVED: To contact TDC and ask if they have any suitable hedging which HTC could utilise. FURTHER RESOLVED: To purchase 7 warning/danger signs from Auto Art at a cost of £18 per sign.</p>
A70/15	<p><u>MATTERS TO BE REPORTED</u> Boatswains Call Allotment Site •Notification of fly-tipping . cost incurred £32.28 ~Request to split two 10 rod plots . BC09 and BC49 ~Request received to replace one of the gates at Boatswains Call allotment site. Estate Supervisor will review and quotations will be presented at the next meeting.</p>

	<p>Willow Way Allotment Site ^Water leak . repair undertaken by Estate Supervisor</p> <p>Redoubt Allotment Site ^To address the cleats on the footpath created by bad weather conditions and heavy machinery, TDC has reviewed the damage and expenditure of £200 has been approved by the Clerk to rectify the problem due to health and safety issues (cost to be reported at the meeting). ^Repair work to vehicular access road to the Redoubt Allotment site will commence Monday 4th April 2016 for 5 days. Pedestrian accesses will still be available.</p>
A71/15	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> ^The Chairman asked the Clerk to arrange members site visits for the end of March.</p>
A72/15	<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 21st April 2016 at 7pm.</p>

The Chairman closed the meeting at 7.52pm

CHAIRMAN

DATE