

**HARWICH TOWN COUNCIL**  
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**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Thursday 21<sup>st</sup> April 2016 at 7pm**

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

**PUBLIC QUESTION TIME:**

None

<b>A73/15</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies were received from: Councillors Carr and Morrison Site Representative Mick Button
<b>A74/15</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Councillors Calver and J Brown declared a non-pecuniary interest in relation to item 14 on the agenda.
<b>A75/15</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> that the minutes of the Allotments meeting held on 3 <sup>rd</sup> February 2016 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
<b>A76/15</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> • <b>A70/15 - Cleats at The Redoubt</b> . Work has been completed by TDC. ~ <b>A68/15 – Allotment Association Hut</b> – No legal fees incurred as Deed of Surrender was compiled by the Clerk. It had been signed by the tenant and keys have been returned. ~ <b>A69/15 – Redoubt Hedging</b> – TDC have confirmed that they have no suitable hedging which HTC could utilise. ~ <b>A69/15 – Redoubt Hedging</b> . Seven warning signs have been ordered and delivered. Four have been installed on site, the remaining will be installed once the work has been completed to the hedge/fencing.

A77/15	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>  <b>~Closure of footpath no. 5 – Access to King Georges Allotment Site</b> . An update will be received from the contractor after the 28<sup>th</sup> April 2016.</p>
A78/15	<p><b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b>  The Clerk advised members of the following:  ~16 people on the waiting list (most are waiting for specific sites or plots)  ~10 vacant plots  ~No NTQs issued since the last meeting</p>
A79/15	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b>  <b>Mr Crowther</b> – Still waiting for the public footpath to be resurfaced.  <b>Mr Edmunds</b> – Redoubt site is looking good now that the cleats have been addressed.  <b>Mrs Steward</b> – Nothing to report.  <b>Mr McCoy</b> – Plots 8 and 16 require letters as they are not being cultivated and are becoming overgrown.  <b>Miss Clark</b> – As the plot holder for WW08 has injured himself, plot holders from the site have covered the plot with carpet in order suppress growing weeds. Clerk has agreed to contact plot holder.</p>
A80/15	<p><b><u>REPLACEMENT OF GATE AT BOATSWAINS CALL ALLOTMENT SITE</u></b>  Estate Supervisor has met with the Site Representative to assess the condition of the gate and is of the opinion that it does not need replacing at this stage.  <b>RESOLVED:</b> No further action required.</p>
A81/15	<p><b><u>PLOT 23 – BOATSWAINS CALL ALLOTMENT SITE</u></b>  Councillor J Henderson updated members following her meeting with the Estate Supervisor and local resident to determine the boundary. Due to the 3 foot drop into the adjoining land, it was suggested that once responsibility for the boundary has been determined, the new fencing would require 3 gravel boards to support the difference in ground level.  <b>RESOLVED:</b> Clerk to liaise with resident to establish responsibility for the boundary and gain confirmation that the resident concurs with the boundary measurements as detailed on the plans drawn up by the Estate Supervisor.  <b>FURTHER RESOLVED:</b> To recommend to either F&amp;GP Committee or Full Council, whichever is soonest, to consider approval for the established boundary and to determine responsibility for the boundary.</p> <p>Members consider the request to allocate plot 23 rents free to house a bee hive.  <b>RESOLVED:</b> Further details required confirming the number of bee hives.</p>
A82/15	<p><b><u>MATTERS TO BE REPORTED</u></b>  <b>Redoubt Allotment Site</b>  ~Damaged tap . replacement undertaken by the Estates Supervisor  ~No parking on Tuesday 3<sup>rd</sup> May 2016 due to official opening of the new roadway  <b>Boatswains Call Allotment Site</b>  ~Dangerous Silver Birch Tree . emergency work carried out . cost - £80</p>
A83/15	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b>  •The Chair thanked the Clerk for the work undertaken in order to produce the necessary quotations/information for this meeting.  ~Members thanked both the Clerk and Estates Supervisor for their work undertaken during the last year.</p>

<b>A84/15</b>	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b>  The next meeting of the Allotments Committee will be held at the <b>Guildhall, Church</b> at <b>7pm</b> on a date to be confirmed.</p>
<b>A85/15</b>	<p><b>EXCLUSION OF PUBLIC AND PRESS</b>  Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business:</p> <p>~Allotment Association Hut  ~Fence/Hedging Surrounding the Redoubt Fort  ~Pathway at the Redoubt</p> <p><b>RESOLVED:</b> To permit the Site Representatives to remain in the meeting during confidential business.</p>

The Chairman closed the public part of the meeting at 7.55pm

**CHAIRMAN:**

**DATE:**