

HARWICH TOWN COUNCIL
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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Wednesday 20th July 2016 at 7pm

Present:	Councillors, Calver, McLeod, Morrison, J Henderson and F Powell
In the Chair:	Councillor Todd
Clerk:	Michelle Townsend
Also present:	Site Representatives Mr Crowther, Mr Edmunds, Mr O'Hara, Miss Clark, Mrs Steward and Mr McCoy No members of the public and no members of the press

PUBLIC QUESTION TIME:

None

A14/16	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from: Councillors Fay, J Brown, Carr and Ashley Site Representatives Mr Button
A15/16	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
A16/16	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the minutes of the Allotments meeting held on 26 th May 2016 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
A17/16	<u>MATTERS ARISING FROM THE MINUTES</u> ~ A09/16 . Plot TR28 has been divided and is in the process of being issued to a new tenant. • A11/16 . 30 mild steel angled fence posts purchased, of which 26 have been installed.
A18/16	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> ~ Closure of Footpath no. 5 – Access to King Georges Allotment Site . work has now started on the installation of the new surface and should be complete by the end of the week. ~ A68/15 – Allotment Association Hut . Following Full Council's approval to lease the hut on the terms put forward, the Clerk has been liaising with solicitors and the lease is due to be signed by all parties no later than 31 st July 2016.

	<p>~A81/15 – Boatswains Call Boundary - Full Council accepted the boundary as marked out by the Estates Supervisor, and agreed by the landowner of Capital House. The owners of Capital House have started work to erect a suitable fence. The committee gave thanks to Cllr J Henderson, the Assistant Clerk and the Estate Supervisor for their work and time given to this matter.</p> <p>•A87/15 – Fence/Hedging Surrounding Redoubt Fort . After initial problems with the clearance and planting, this work is now complete, wire fencing in place and the bollards installed.</p>
A19/16	<p><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></p> <p>The Clerk advised members of the following: ~13 people on the waiting list (most are waiting for specific sites or plots) ~15 vacant plots ~4 NTQs issued since the last meeting for lack of cultivation</p>
A20/16	<p><u>SITE REPRESENTATIVE REPORTS</u></p> <p>Mr Crowther –A couple of plots not being worked. The office is aware of them. Mr Edmunds – There are still problems with dog walkers on the site who are not clearing up after their dogs and requested to review the CCTV at the Redoubt. Mr O’Hara – The vacant plots are the main issue as weeds are waste height. Miss Clark – Nothing to report. Mr McCoy – Plot 9 and 10 are a problem. Miss Steward –The office is aware of a couple of problem plots which are not being worked.</p>
A21/16	<p><u>VACANT PLOTS</u></p> <p>Members agreed that a poster should be designed promoting the very low annual cost for an average sized allotment plot. RESOLVED: Clerk to arrange for the new poster to be promoted throughout the town and an article to be sent to the local newspaper. FURTHER RESOLVED: HTC to retain the 1 person, 1 plot policy.</p>
A22/16	<p><u>WAITING LIST</u></p> <p>Members discussed criteria for a policy for existing plot holders who wish to be re-registered on the waiting list, following the issue of a Notice to Quit, in order to assist with administration efficiencies and have clear administration procedures. RESOLVED: Anyone who has been the subject of an enforced NTQ cannot apply to go on to the waiting list until 12 months from the date of enforcement and any subsequent letting will be subject to a 2 year probationary period during which time the Council may terminate the tenancy with immediate effect if the plot holder is considered by the Council, to not be meeting their obligations under the tenancy agreement.</p> <p>Members considered a plot holders request to be re-registered to the waiting list. RESOLVED: The request from the previous plot holder of TR48 was declines.</p>
A23/16	<p><u>MATTERS TO BE REPORTED</u></p> <p>•Additional cost of £80 to install 26 fence posts due to breakages during the removal of the wire fence. •At the Finance & General Purposes Committee held on 31st May 2016, it was resolved to proceed with permitting cash/chq/bank transfer payment options for the 2016 renewals and to withdraw the cash and cheque facility (i.e. bank transfer only) for renewals from 2017. New tenants will still be permitted to pay their initial payment by either cash or cheque. This will be communicated to allotment tenants via site posters and notification with their renewal invoices in September 2016.</p>

A24/16	<u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> None
A25/16	<u>TIME AND DATE OF NEXT MEETING</u> The next meeting of the Allotments Committee will be held at the Guildhall, Church at 7pm on Tuesday 20 th September 2016.

The Chairman closed the meeting at 7.50pm

CHAIRMAN:

DATE: