

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 September 2016 at 7pm

Present:	Councillors, McLeod, Morrison, Fay, J Brown, C Powell (substituting for Cllr Calver), J Henderson and F Powell
In the Chair:	Councillor Todd
Clerk:	Michelle Townsend
Also present:	Site Representatives Mr Crowther and Mr Edmunds No members of the public and no members of the press

PUBLIC QUESTION TIME:

None

A26/16	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from: Councillors Ashley and Calver Site Representatives Miss Clark and Mr McCoy
A27/16	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
A28/16	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the minutes of the Allotments meeting held on 20 th July 2016 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
A29/16	<u>MATTERS ARISING FROM THE MINUTES</u> A21/16 – New posters designed and displayed at all sites promoting vacant plots. Article produced and promoted in the local newspaper. A23/16 – New payment arrangements for 2017 have been communicated to allotment tenants via their renewal invoices in September 2016.
A30/16	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> • Closure of Footpath no. 5 – Access to King Georges Allotment Site – work complete. • 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. The lease has been signed by all parties but HTC is waiting for clarification of contents expected to be stored in the hut.

	<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 now erected a suitable fence.</p>
A31/16	<p><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following:</p> <ul style="list-style-type: none"> •12 people on the waiting list (most are waiting for specific sites or plots) •14 vacant plots •3 NTQs issued since the last meeting
A32/16	<p><u>SITE REPRESENTATIVE REPORTS</u> <i>Mr Crowther</i> – Nothing to report. <i>Mr Edmunds</i> – A handful of problems plots which are being dealt with via the office.</p>
A33/16	<p><u>REQUEST TO HALF A 10 ROD PLOT</u> RESOLVED: To divide plot BC36 (10 rods) into 2, 5 rod plots.</p>
A34/16	<p><u>BOUNDARY PLOT MARKERS</u> The committee discussed a suggestion under which the Council will mark the boundaries of each plot in order to make it easier to identify boundaries. RESOLVED: To approve a budget up to £300 to cover the cost of batons (to be 400mm in length), paint and stencils and proceed with the installation of markers as a trial on one site, Dunns Meadow. Decision on materials to be used was delegated to the Assistant Clerk, in consultation with the Estates Supervisor and the Chairman.</p>
A35/16	<p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> •Cost to draw up the new lease for the association hut - £200 plus VAT •Removal of 5 wasps nests – awaiting invoices •Change of date for the next committee meeting – 15th November 2016 •Abdy Avenue Site Representative vacancy – Clerk to send a letter of thanks from the committee •Replacement lock, chain and keys – Abdy Avenue
A36/16	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> The Chairman advised members that budgets will be discussed at the next committee meeting and asked for all to consider future projects and maintenance.</p>
A37/16	<p><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 15th November 2016.</p>

The Chairman closed the meeting at 7.50pm

CHAIRMAN:

DATE: