

**HARWICH TOWN COUNCIL**  
 Guildhall, Church Street, Harwich, Essex CO12 3DS  
 Tel: 01255 507211  
 email: [info@harwichtowncouncil.co.uk](mailto:info@harwichtowncouncil.co.uk)

**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Tuesday 15<sup>th</sup> November 2016 at 7pm**

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

The Chairman welcomed Councillor Struth and provided formal introductions.

**PUBLIC QUESTION TIME:**  
None

<b>A38/16</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies were received from: Councillors Calver and Ashley Site Representatives Mr O'Hara and Mr McCoy
<b>A39/16</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>A40/16</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> that the minutes of the Allotments meeting held on 20 <sup>th</sup> September 2016 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
<b>A41/16</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> • <b>A33/16</b> – BC36 has been halved- vacant half awaiting a new tenant. • <b>A34/16</b> – Total costs for purchase of plastic markers, stencils and paint for plot markers at Dunns Meadow allotment site - £155.58
<b>A42/16</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> • <b>A68/15</b> – <b>Allotment Association Hut</b> – Lease commenced and periodic inspections will be carried out by the Estate Supervisor.
<b>A43/16</b>	<b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b> The Clerk advised members of the following:

	<ul style="list-style-type: none"> <li>•9 people on the waiting list (most are waiting for specific sites or plots)</li> <li>•11 vacant plots</li> <li>•No NTQs issued since the last meeting</li> </ul>						
<b>A44/16</b>	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b></p> <p><i>Mr Crowther – nothing to report</i></p> <p><i>Mr Edmunds – nothing to report</i></p> <p><i>Mr Button – Everyone was happy but there are a couple of plots not being fully worked including BC03, but at present it wasn't causing any problems to other plot holders.</i></p>						
<b>A45/16</b>	<p><b><u>HALVING OF 10 ROD PLOTS</u></b></p> <p><b>RESOLVED:</b> To delegate to HTC Officers, the authority to approve a request to half a 10 rod plot.</p>						
<b>A46/16</b>	<p><b><u>THE ROLE OF THE SITE REPRESENTATIVE</u></b></p> <p>The Chairman updated members following the productive meeting held with the Site Representatives to discuss the role and any suggested improvements for the process undertaken to manage the allotment sites. Cllr McLeod suggested each site should be allocated an appointed Councillor to assist with inspections and become a point of contact for the Representative but the Site Representatives felt that the process detailed in the draft document would allow for the management of sites to be undertaken effectively.</p> <p><b>RESOLVED:</b> To approve the agreed role of the Site Representative.</p>						
<b>A47/16</b>	<p><b><u>BUDGET FOR MUNICIPAL YEAR 2017/18</u></b></p> <p>The Chairman and clerk provided members with an update on budgets spent year to date and expenditure due to be incurred for 2016/17. Members discussed possible future projects and proposed budgets for 2017/18.</p> <p><b>RESOLVED TO RECOMMEND:</b> Budget for the Municipal Year 2017/18</p> <table style="margin-left: 40px;"> <tr> <td>          GROUNDS MAINTENANCE</td> <td style="text-align: right;">3000</td> </tr> <tr> <td>          WATER RATES</td> <td style="text-align: right;">1800</td> </tr> <tr> <td>          RESERVE FUND</td> <td style="text-align: right;">2000</td> </tr> </table>	GROUNDS MAINTENANCE	3000	WATER RATES	1800	RESERVE FUND	2000
GROUNDS MAINTENANCE	3000						
WATER RATES	1800						
RESERVE FUND	2000						
<b>A48/16</b>	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <ul style="list-style-type: none"> <li>•<b>Willow Way Site Representative Vacancy</b> – Clerk has sent a thank you letter on behalf of the Committee.</li> <li>•<b>Purchase of strimmer</b> - approved at Full Council.</li> </ul>						
<b>A49/16</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <p>The Chairman gave thanks to the Site Representatives for their invaluable help and time given over the past year and further thanks were given to members, staff and the Chairman.</p>						
<b>A50/16</b>	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Allotments Committee will be held at the <b>Guildhall, Church</b> at <b>7pm on Thursday 26<sup>th</sup> January 2017.</b></p>						

The Chairman closed the meeting at 7.25pm

**CHAIRMAN:**

**DATE:**