

**HARWICH TOWN COUNCIL**  
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**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Wednesday 19<sup>th</sup> July 2017 at 7pm**

<b>Present:</b>	Councillors Ashley, J Brown, Calver, Fay, C Powell, Fowler (sub for McLeod), and Morrison
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Michelle Townsend
<b>Also present:</b>	Site Representatives Mr Crowther, Mr Edmunds and Mrs Feaviour One member of the public and no members of the press
<b>Absent</b>	Site Representative Sean O'Hara

**PUBLIC QUESTION TIME:**

None

<b>A17/17</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies received from J Henderson, F Powell and McLeod (sub Fowler)
<b>A18/17</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> Cllr Calver declared an interest regarding item 9 (A25/17) as his spouse is an allotment holder.
<b>A19/17</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> That the minutes of the Allotments meeting held on 25 <sup>th</sup> May 2017 (previously circulated) be approved by the committee and signed by the Chairman as a true record. <b>FURTHER RESOLVED:</b> That the confidential minutes of the Allotments meeting held on 25 <sup>th</sup> May 2017 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
<b>A20/17</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> <b>A11/17</b> – Site visits took place on 24 <sup>th</sup> June and 1 <sup>st</sup> July 2017.  <b>A15/17 – Review of Notice Boards</b> - Notice boards have been renovated and/or purchased and are now in situ.  <b>A16/17 – Trees on BC19A</b> – The trees have been removed to ground level and the stumps poisoned to prevent regrowth.

A21/17	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None</p>
A22/17	<p><b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b> The Clerk advised members of the following:</p> <ul style="list-style-type: none"> <li>•11 people on the waiting list (most are waiting for specific sites or plots)</li> <li>•13 vacant plots</li> <li>•1 NTQ issued since the last meeting – KG02A – lack of clearance and cultivation</li> </ul> <p>The Clerk advised members that 54 letters of concern have been sent to tenants since the end of May 2017. Chairman agreed for this to be put on to the next agenda, for consideration and further discussion.</p>
A23/17	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b> <i>Mr Crowther</i> – There are currently two problem plots on the site which are being dealt with in consultation with the Clerk. Everything else is good. <i>Mr Edmunds</i> – There has been two counts of theft on the Redoubt allotment site, where vegetables have been stolen. <i>Mrs Feaviour</i> – With the Clerk’s assistance, all plots are now being worked, large water container has been removed from the site and all looks good.</p> <p>Chairman advised that Mick Button has resigned as Site Representative and members wished to thank him for his services.</p>
A24/17	<p><b><u>MATTERS TO BE REPORTED</u></b> •<b>Cutting of Willow Way boundary hedge</b> – Clerk updated members with the background and recent discussions with a neighbour. Following discussions with the Clerk and Estate Supervisor, it has been agreed that due to the height of the hedge, it is not possible to insist that plot holders undertake cutting back and reducing in height of the boundary hedge, on health and safety grounds. The Clerk confirmed that quotations will be sourced to undertake the work 1-2 times a year, ready for discussion at the next committee meeting.</p>
A25/17	<p><b><u>AMENDMENTS TO TENANCY AGREEMENT FOR ALLOTMENT GARDENS</u></b> <b>RESOLVED:</b> To approve the suggested amendments with the following alterations:</p> <p>10m - The tenant will be responsible for all items on the plot, both planted, deposited or built on the site. Trees – All fruit trees on allotment sites should not be more than 4 metres in height and should not cause inconvenience to neighbouring plots. No new trees should be planted without prior consent of the council.</p> <p>Members requested for the cost of relevant amendments to the database to be paid from the IT budget and for a copy of the amendments to be given to each plot holder when the invoices are dispatched.</p>
A26/17	<p><b><u>TAP AND GATE KEY DEPOSITS</u></b> The Clerk made members aware of the ongoing administrative/security issues caused by changes to the cost of subsequent orders for key cutting and lack of keys returned to the Council following the termination of a tenancy. <b>RESOLVED:</b> To increase the deposit fee to £10 per key, as of 1<sup>st</sup> October 2017.</p>

A27/17	<p><b><u>CHANGES TO ADMINISTRATION PROCEDURES</u></b>  <b>RESOLVED:</b> To amend the date for issuing annual invoices to mid September each year.</p>
A28/17	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b>  On the behalf of Jo Henderson, Cllr Fowler raised concerns over the unauthorised trailers stored on The Redoubt allotment site. The Clerk advised that action has been taken.</p>
A29/17	<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 Street, Harwich, on Thursday 28<sup>th</sup> September 2017</b> commencing at <b>7pm</b>.</p>

The Chairman closed the meeting at 7.52 pm

**CHAIRMAN:**

**DATE:**