

HARWICH TOWN COUNCIL
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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Thursday 28th September 2017 at 7pm

Present:	Councillors Ashley, J Brown, Calver, Fay, McLeod, F Powell, C Powell and Morrison
In the Chair:	Councillor Todd
Clerk:	Michelle Townsend
Also present:	Site Representatives Mr Crowther, Mr Edmunds and Mrs Feaviour No members of the public and no members of the press
Absent	Site Representative Sean O'Hara

PUBLIC QUESTION TIME:

None

The Clerk advised members that the yearly allotment maintenance budget of £3000 was overspent by approximately £100 and that any further expenditure agreed during this municipal year would be paid from the allotment reserve fund.

A30/17	<u>APOLOGIES FOR ABSENCE</u> Apologies received from Councillor J Henderson
A31/17	<u>DECLARATIONS OF MEMBERS' INTEREST</u> Cllr Calver declared an interest regarding item 8 - Trustee of the Harwich Society
A32/17	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the minutes of the Allotments meeting held on 19 th July 2017 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
A33/17	<u>MATTERS ARISING FROM THE MINUTES</u> A23/17 – Thank you letter has been sent to Mick Button who resigned as Boatswains Call Site Representative. A25/17 – Amendments to Tenancy Agreement – Agreement has been updated on the database and a copy of the amendments have been dispatched with the annual invoices. Cost - £50 – paid from the IT budget. A26/17 – Tap and Gate Deposits – Increase in fees have been promoted on notice boards and supplementary information sent out with invoices.

A34/17	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None</p>
A35/17	<p><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following:</p> <ul style="list-style-type: none"> •14 people on the waiting list (most are waiting for specific sites or plots) •17 vacant plots •8 NTQs issued since the last meeting – WW01, WW08, TR38, TH43, TH50, KG02, BC36A, DM27 – due to lack of clearance and cultivation <p>The Clerk advised members that Willow Way site has only one tenant. New promotional posters have been displayed at all sites and community notice boards. Councillor F Powell kindly agreed to deliver promotional flyers to the estate by Heron Way.</p>
A36/17	<p><u>SITE REPRESENTATIVE REPORTS</u> <i>Mr Crowther</i> – Everything is okay at King Georges Avenue.</p> <p><i>Mr Edmunds</i> – Brian advised members that a few sheds were broken in to last Friday and that the incident has been reported to the police. Members discussed the advantages and disadvantages of further CCTV. The consensus was that plot holders should be encouraged to purchase shed alarms.</p> <p><i>Mrs Feaviour</i> – Nothing to report at Abdy Avenue.</p>
A37/17	<p><u>LEYLANDII TREE LOCATED ON TR45</u> Members reviewed the agreement between the Council and Harwich Society along with correspondence from Harwich Society detailing the cost to remove the Leylandii tree. The Clerk provided background on the concerns raised by a local resident and the feedback received from the Tendring District Council’s Tree Officer. RESOLVED: To pay 50% of the cost to remove the tree up to a maximum of £360.</p>
A38/17	<p><u>VOLUNTARY POSITION OF SITE REPRESENTATIVE FOR BOATSWAINS CALL ALLOTMENT SITE</u> The Clerk confirmed that following the advertisement for a Site Representative on the above site, no volunteers have come forward.</p>
A39/17	<p><u>VACANT PLOTS</u> RESOLVED: To delegate the decision to purchase black plastic and pegs to the Clerk, in consultation with the Estates Supervisor and Chairman, to be utilised to cover overgrown plots, up to a maximum of £300.</p>
A40/17	<p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> •Redoubt Hedge and Footpath – A couple of quotes have been sourced but the Clerk and Estates Supervisor will continue to source further quotations. •Purchase of keys - £131.25.
A41/17	<p><u>TO RESOLVE TO PERMIT SITE REPRESENTATIVES TO REMAIN IN THE MEETING DURING CONFIDENTIAL BUSINESS</u> RESOLVED: To permit Site Representatives to remain in the meeting during confidential business.</p>

A42/17	<p><u>TIME AND DATE OF NEXT MEETING</u> The next meeting of the Allotments Committee will be held at the Guildhall, Church Street, Harwich, on Thursday 23rd November 2017 commencing at 7pm.</p>
A43/17	<p><u>EXCLUSION OF PUBLIC AND PRESS</u></p> <p>Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting is closed to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> • Willow Way Boundary Hedge • Ivy Clearance – Boatswains Call

The Chairman closed the public part of the meeting at meeting at 7.35pm

CHAIRMAN:

DATE: