

**HARWICH TOWN COUNCIL**  
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**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Tuesday 29<sup>th</sup> May 2018 at 7pm**

<b>Present:</b>	Councillors J Brown, Calver, Fay, J Henderson, McLeod, F Powell, C Powell, and Morrison
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Michelle Townsend
<b>Also present:</b>	Site Representatives Mr Crowther and Mrs Feaviour No members of the public and no members of the press

**PUBLIC QUESTION TIME:**

None

<b>A01/18</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> None received.
<b>A02/18</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> None.
<b>A03/18</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> <b>RESOLVED:</b> To appoint Councillor Dave McLeod as vice-chair of the Allotments Committee.
<b>A04/18</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> That the minutes of the Allotments meeting held on 15 <sup>th</sup> March 2018 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
<b>A05/18</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None.
<b>A06/18</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> • <b>Redoubt Hedge and Footpath</b> – Investigation regarding ownership of the Redoubt site has been undertaken under the allotment key priority and that on completion this will be passed to the Finance & General Purposes Committee to determine what is needed to be achieved regarding asset management. Quotations regarding the cutting of the Redoubt hedge and footpath will be discussed during the confidential part of business.

A07/18	<p><b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b></p> <p>The Clerk advised members of the following:</p> <ul style="list-style-type: none"> <li>•21 people on the waiting list (most are waiting for specific sites or plots)</li> <li>•8 vacant plots (not including the 7 on Willow Way)</li> <li>•No NTQs issued since the last meeting</li> </ul>
A08/18	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b></p> <p><i>Mrs Feaviour</i> - The new plot holder is making very quick progress with the clearance of his plot.</p> <p><i>Mr Crowther</i> – Nothing to report.</p>
A09/18	<p><b><u>WILLOW WAY ALLOTMENT SITE</u></b></p> <p>The Clerk advised that HTC staff had spent several days clearing items to one side which had been left on the site, burning wood, strimming the site and taking down sheds and a green house. Unfortunately, the amount of rubbish and items left on the site was under estimated and it is now felt that 3 x 8-yard skips (£270 per skip) would be required, along with additional assistance from staff and members. Members reviewed a quotation from Veolia to clear and take away the items.</p> <p><b>RESOLVED:</b> To instruct Veolia to remove all items from the site at a cost of £750.00. To be paid from the Allotment Key Priority EMR.</p> <p>Old carpet and heavy duty black plastic is still present and will be taken up in the next fortnight. Should there be possible existence of wildlife, advice has been sought from Bobbitt's Hole Nature Reserve who have confirmed that they have a suitable habitat to accommodate any wildlife and have given advice regarding relocation.</p> <p>The water supply has been capped off however we have now been informed by Affinity that the quarterly standing charge will still apply (even though the water is not being used). Responsibility for this charge would be passed to TDC when the land is passed back to them.</p> <p><b>RESOLVED:</b> To instruct Affinity to disconnect the water supply. Authority delegated to the Clerk in consultation with the Chairman to instruct the work with costs approved up to the level as delegated to the committee. To be paid from the Allotment Key Priority EMR.</p> <p>Members thanked Peter, Shannon and Michelle for the clearance work undertaken.</p>
A10/18	<p><b><u>ALLOTMENT RENTS</u></b></p> <p>The Clerk briefed members on the current allotment fees and those which had been agreed to be implemented in September 2018.</p> <p><b>RESOLVED:</b> A further increase of 40p per rod (£3 per rod) from September 2019 and to keep the discount for those in receipt of state pension at 25%.</p>
A11/18	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>•Purchase of mesh fencing for repairs - £42.72</li> <li>•The Chairman advised members that the Site Representative for Dunns Meadow allotment site has made the decision to step down. Posters have been displayed notifying plot holders and inviting others to consider undertaking the voluntary position. To date, no letters of interest have been received. The Clerk agreed to write to Mr O'Hara thanking him for his dedication and support.</li> </ul>

A12/18	<p><b><u>TO RESOLVE TO PERMIT SITE REPRESENTATIVES TO REMAIN IN THE MEETING DURING CONFIDENTIAL BUSINESS</u></b></p> <p><b>RESOLVED:</b> To permit Site Representatives to remain in the meeting during confidential business.</p>
A13/18	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Allotments Committee will be held at <b>7pm on Thursday 19<sup>th</sup> July 2018</b> at the <b>Guildhall, Church Street, Harwich, CO12 3DS</b></p>
A14/18	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b></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"> <li>•Redoubt Hedge and Footpath</li> </ul>

The Chairman closed the public part of the meeting at 7.25pm

**CHAIRMAN:**

**DATE:**