**HARWICH TOWN COUNCIL**
Guildhall, Church Street, Harwich, Essex CO12 3DS
Tel: 01255 507211
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Clerk: Mrs Michelle Townsend

A meeting of the
**Allotments Committee**
To be held at
**The Guildhall, Church Street, Harwich**
**on Thursday 28th March 2019 at 7pm**

## AGENDA

**Public Question Time:**
15 minutes will be available for members of the public to ask questions in relation to items on the agenda only

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| **1** | **Apologies for Absence**<br>To receive apologies for absence |
| **2** | **Declarations of Members' Interests**<br>To receive any 'pecuniary' or 'personal' interests relating to items on the agenda |
| **3** | **Minutes of the Last Meeting**<br>•To approve as a correct record the minutes of the Allotments Committee meeting held on 22nd November 2018<br>•To approve as a correct record the confidential minutes of the Allotments Committee meeting held on 22nd November 2018 |
| **4** | **Matters Arising From the Minutes**<br>To discuss and act upon information received following previous actions in relation to the following items:<br>**A31/18** – Following the clearance of the hedging, two small stumps remain which could be trip hazard. The Estate Supervisor has cordoned off the area and injected the stumps with weed killer. All plot holders have been made aware and this area will be regularly monitored.<br>**A47/18** – Repair work to Abdy Avenue brick wall is due to commence by the end of March. |
| **5** | **Matters Arising From Previous Minutes**<br>To discuss and act upon information received following previous actions in relation to the following items:<br>•**Redoubt Hedge and Footpath** – Investigation regarding ownership of the Redoubt site has been carried out under the allotment key priority and that on completion this will be passed to the Finance & General Purposes Committee to determine what needs to be achieved regarding asset management. |
| **6** | **Vacant Plots/Waiting List/Notices to Quit** |
| **7** | **Site Representative Reports** |
| **8** | **Tree Liabilities**<br>To receive information from the Clerk following advice received from Zurich |

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| **9** | **Matters Received in the Post, be Reported or Raised by Members**<br>•Weed killer purchased - £53.82<br>•Boatswains Call allotment site – Finance & General Purposes Committee resolved to register all council-owned land at the Boatswains Call allotment site at a nominal value of £600 and agreed to associated legal costs up to a value not expected to exceed £700. Land registry fees (£30) to be expended from the Allotment Key Priority EMR and legal fees (£450 plus disbursements) to be expended from the External Support Contingency Fund.<br>•National Allotment Society are now offering liability insurance for individual members as part of their membership fee. Posters have been displayed at all sites. |
| **10** | **To Resolve to Permit Site Representatives to Remain in the Meeting During Confidential Business** |
| **11** | **Time and Date of Next Meeting**<br>The next meeting of the Allotments Committee is **at 7pm,** on **a date to be confirmed** at **the Guildhall, Church Street, Harwich, CO12 3DS** |
| **12** | **Exclusion of Public and Press**<br>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:<br><br>•Tree by main gate at Boatswains Call allotment site<br>•Site Representative – King Georges Avenue |
| **13** | **Tree by Main Gate at Boatswains Call Allotment Site**<br>To review quotations received and consider any necessary action |
| **14** | **Voluntary Site Representative Position – King Georges Avenue**<br>To acknowledge the resignation of current Site Representative and consider the letter of interest received for the voluntary position at King Georges Avenue allotment site |

**Dated: 20th March 2019**

**Mrs Michelle Townsend**
**Assistant Clerk to the Council**

Michelle Townsend