

HARWICH TOWN COUNCIL
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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Tuesday 23rd July 2019 at 7pm

Present:	Councillors Fay, Chant, Davidson, Richardson and D Smith
In the Chair:	Councillor Todd
Clerk:	Michelle Townsend
Also present:	Site Representatives Mr Edmunds and Mrs Feaviour One member of the public and no members of the press

PUBLIC QUESTION TIME:

None

A15/19	<u>APOLOGIES FOR ABSENCE</u> Apologies received from: Cllrs G Calver, I Henderson and P Morrison Site Representative Nick Botterill
A16/19	<u>DECLARATIONS OF MEMBERS' INTEREST</u> Cllr D Smith, in relation to Item 8 as his property backs on to the site.
A17/19	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the minutes of the Allotments meeting held on 6 th June 2019 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
A18/19	<u>MATTERS ARISING FROM THE MINUTES</u> A09/19 – Tree Liabilities – Following a discussion with the Clerk with regards to completion of tree works as identified, Tree Planning Solutions have advised that moving the inspection frequency to 24 months would be acceptable. A11/19 – Plot holders will be made aware of the rent increase with the invoices sent out in September 2019. A12/19 – Member Site Visits – Took place on 9 th July 2019. A13/19 – Posters have been designed and displayed at Boatswains Call allotment site promoting the collection of surplus produce for the Foodbank.

A19/19	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></p> <p>Redoubt Hedge and Footpath – Investigation regarding ownership of the Redoubt site is being 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.</p> <p>A31/18 – The Estate Supervisor will continue to monitor the stumps at Abdy Avenue which have been injected with weed killer.</p>										
A20/19	<p><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></p> <p>The Clerk advised members of the following:</p> <ul style="list-style-type: none"> • 27 people on the waiting list (most are waiting for specific sites or plots) • 2 vacant plots • 1 NTQ issued since the last meeting (BC14) due to non-cultivation 										
A21/19	<p><u>SITE REPRESENTATIVE REPORTS</u></p> <p>Mrs Feaviour – With assistance, Joan has dismantled the old bench/arbour on the boundary by plot 4. Clerk agreed to write to plot 4 and ask him to remove debris.</p> <p>Mr Edmunds – There are a couple of plots at present which are not being cultivated and one in particular where the weeds have gone to seed. The office has contacted all relevant plot holders.</p>										
A22/19	<p><u>REQUEST TO INSTALL A SMALL POND</u></p> <p>Following the committee’s inspection of existing ponds, members considered the request for a pond on BC41.</p> <p>RESOLVED: Approval given for a pond to be installed on BC41.</p>										
A23/19	<p><u>BUDGET UPDATE</u></p> <p>The Clerk briefed members on the current financial position of the allotments budget:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Allotments Maintenance Budget -</td> <td style="text-align: right;">£2000</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total expenditure to date (not including expenditure agreed at this meeting)</td> <td style="text-align: right;">£188.70</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Balance</td> <td style="text-align: right;">£1811.30</td> </tr> </table> <p>The clerk made members aware that asbestos has been found on Dunns Meadow allotment site. This has been packaged, sealed and removed (in accordance with government regulations) from the site. It is hoped that the licenced contractors undertaking work at the Hill School site will dispose of the asbestos however there may be an additional cost.</p>	Allotments Maintenance Budget -	£2000			Total expenditure to date (not including expenditure agreed at this meeting)	£188.70			Balance	£1811.30
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A24/19	<p><u>MATTERS RECEIVED IN THE POST, BE REPORTED OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> •Purchase of saw blade to trim tree – Dunns Meadow Site - £4.58 •Purchase of duct tape - £4.12 										

	<ul style="list-style-type: none"> •Following a complaint, ivy has been removed from the boundary of BC23A by the Estate Supervisor and plot holder •Cllr D Smith raised concerns over bonfires on the allotments, causing a nuisance to residents, particularly during this warm weather spell. Clerk agreed to forward the council's guidance to plot holders with their annual invoices in September.
A25/19	<p><u>TO RESOLVE TO PERMIT SITE REPRESENTATIVES TO REMAIN IN THE MEETING DURING CONFIDENTIAL BUSINESS</u></p> <p>RESOLVED: Not to permit Site Representatives to remain in the meeting during confidential business.</p>
A26/19	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee will be held at 7pm on a Thursday 7th November 2019, at the Guildhall, Church Street, Harwich, CO12 3DS</p>

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

CHAIRMAN:

DATE: