

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Thursday 7th November 2019 at 7pm

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

PUBLIC QUESTION TIME:

None

A29/19	<u>APOLOGIES FOR ABSENCE</u> Apologies received from: Cllr I Henderson Site Representative Brian Edmunds
A30/19	<u>DECLARATIONS OF MEMBERS' INTEREST</u> Cllr D Smith - in relation to item 8 as his property backs on to the site.
A31/19	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the minutes of the Allotments meeting held on 23 rd July 2019 (previously circulated) be approved by the committee and signed by the Chairman as a true record. FURTHER RESOLVED: That the confidential minutes of the Allotments meeting held on 23 rd July 2019 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
A32/19	<u>MATTERS ARISING FROM THE MINUTES</u> A23/19 – Estate Supervisor has inspected all sites for concrete asbestos sheeting. Any asbestos found has been removed, awaiting collection by a licenced contractor. Members expressed their thanks to the Estate Supervisor. A24/19 – Bonfire guidance was sent out with the annual invoices. A27/19 – Recommended work to trees highlighted within the tree survey has been completed by Marvan's Tree & Landscape Services & Supplies.
A33/19	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> Redoubt Hedge and Footpath – Investigation regarding ownership of the Redoubt site is being carried out under the allotment key priorities and on completion, will be passed to the Finance & General Purposes Committee to determine what needs to

	<p>be achieved regarding asset management.</p> <p>A09/19 – Tree Liabilities – Tree Planning Solutions has agreed to move the inspection frequency to 24 months. Next inspection is due March 2021.</p>																																				
A34/19	<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"> • 17 people on the waiting list (most are waiting for specific sites or plots) • 6 vacant plots • 3 NTQs issued since the last meeting (BC49A, DM10A and BC49) due to non-cultivation 																																				
A35/19	<p><u>SITE REPRESENTATIVE REPORTS</u></p> <p><i>Mrs Feaviour</i> – All going very well.</p> <p><i>Mr Botterill</i> – One plot is half cultivated. The Guildhall staff are in contact with the plot holder.</p>																																				
A36/19	<p><u>REQUEST TO KEEP CHICKENS</u></p> <p>The request has been withdrawn by the plot holder.</p>																																				
A37/19	<p><u>VACANT PLOT MAINTENANCE</u></p> <p>The Clerk advised members that the Estate Supervisor will no longer be continuing with the task of strimming and covering very overgrown plots which have been left vacant for some time.</p> <p>RESOLVED: To create a separate budget account of £300 (to be transferred from the Allotment Maintenance Budget) to allow the Clerk, in consultation with the Chairman, to instruct necessary work on long standing, vacant, overgrown plots to avoid delay and additional weed growth.</p>																																				
A38/19	<p><u>BUDGET UPDATE AND PROPOSED BUDGET FOR MUNICIPAL YEAR 2020/21</u></p> <p>The Clerk briefed members on the current financial position of the allotments maintenance budget:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;">BUDGET £2000</th> <th style="text-align: center;">EXPENDITURE</th> <th style="text-align: center;">BALANCE</th> </tr> </thead> <tbody> <tr> <td>Reduction of tree –</td> <td></td> <td style="text-align: right;">£180.00</td> <td></td> </tr> <tr> <td>Boatswains Call</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bowsaw Blade</td> <td></td> <td style="text-align: right;">£ 4.58</td> <td></td> </tr> <tr> <td>Duct Tape</td> <td></td> <td style="text-align: right;">£ 4.12</td> <td></td> </tr> <tr> <td>Tree Surgery –</td> <td></td> <td style="text-align: right;">£400.00</td> <td></td> </tr> <tr> <td>Redoubt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10M Mesh Fencing</td> <td></td> <td style="text-align: right;">£ 40.38</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td style="text-align: right;">£629.53</td> <td style="text-align: right;">£1370.47</td> </tr> </tbody> </table> <p>The Chairman and Clerk provided members with an update on budgets spent year to date and expenditure due to be incurred for 2019/20. Members discussed possible future projects and proposed budgets for 2020/21.</p>		BUDGET £2000	EXPENDITURE	BALANCE	Reduction of tree –		£180.00		Boatswains Call				Bowsaw Blade		£ 4.58		Duct Tape		£ 4.12		Tree Surgery –		£400.00		Redoubt				10M Mesh Fencing		£ 40.38		TOTAL		£629.53	£1370.47
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	<p>RESOLVED TO RECOMMEND: Budget for the Municipal Year 2020/21</p> <table> <tr> <td> GROUNDS MAINTENANCE</td> <td>1700</td> </tr> <tr> <td> MANAGEMENT OF VACANT PLOTS</td> <td>300</td> </tr> <tr> <td> WATER RATES</td> <td>2100</td> </tr> <tr> <td> MAINTENANCE RESERVE FUND</td> <td>3450 (transfer in 0)</td> </tr> </table>	GROUNDS MAINTENANCE	1700	MANAGEMENT OF VACANT PLOTS	300	WATER RATES	2100	MAINTENANCE RESERVE FUND	3450 (transfer in 0)
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A39/19	<p><u>MATTERS RECEIVED IN THE POST, BE REPORTED OR RAISED BY MEMBERS</u></p> <p>•10M chain link fencing purchased - £40.83</p>								
A40/19	<p><u>ASSOCIATION HUT</u></p> <p>Members reviewed the report provided by the Estate Supervisor and agreed that due to the current deteriorating condition of hut, it would not be cost effective to carry out repairs.</p> <p>Although there is no budgetary provision in this financial year to cover the cost of this project, members agreed that the work needed to be undertaken as a matter of priority due to the condition of the hut and to minimise disruption to plot holders during the growing season. It was agreed that the vacant plot in front of the hut could be utilised by the contractors and would therefore not be offered to prospective new tenants on the site.</p> <p>RESOLVED: To proceed with the demolition of the association hut within this current financial year on condition that the funding can be identified from existing resources. Quotations sourced to be considered under the confidential part of the meeting.</p>								
A41/19	<p><u>TO RESOLVE TO PERMIT SITE REPRESENTATIVES TO REMAIN IN THE MEETING DURING CONFIDENTIAL BUSINESS</u></p> <p>RESOLVED: To permit Site Representatives to remain in the meeting during confidential business.</p>								
A42/19	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee will be held at 7pm on Tuesday 24th March 2020, at the Guildhall, Church Street, Harwich, CO12 3DS</p>								
A43/19	<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> <p>•Association Hut – review quotations sourced for demolition and consider any necessary action</p>								

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

CHAIRMAN:

DATE: