

HARWICH TOWN COUNCIL
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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held at
The Guildhall, Church Street, Harwich
 on
Thursday 22nd November 2018 at 7pm

Present:	Councillors J Brown, Calver, Fay, J Henderson, McLeod, C Powell and F Powell
In the Chair:	Councillor Todd
Clerk:	Michelle Townsend
Also present:	Site Representatives Mr Crowther, Mr Edmunds and Mrs Feaviour One member of the public and no members of the press

PUBLIC QUESTION TIME:

None

A32/18	<u>APOLOGIES FOR ABSENCE</u> Apologies received from: Cllr Morrison
A33/18	<u>DECLARATIONS OF MEMBERS' INTEREST</u> None
A34/18	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the minutes of the Allotments meeting held on 19 th July 2018 (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 19 th July 2018 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
A35/18	<u>MATTERS ARISING FROM THE MINUTES</u> A23/18 – Handover of Willow Way allotment site and keys took place on 23 rd July 18. A24/18 – Posters detailing changes to water usage have been displayed at each site and revised tenancy agreement incorporating this amendment has been issued to all allotment tenants. A25/18 – Following the request made by the committee, the doors have now been removed from the large compost bin located on Dunns Meadow. A30/18 – D W Maintenance have supplied and fitted fencing to the right hand boundary at Long Meadows. A31/18 – Mark Halls has cleared and removed the overgrowth at Abdy Avenue allotment site and Tendring Weed Control have now treated the area.

A36/18	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></p> <p>•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.</p>								
A37/18	<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) • 8 vacant plots • 1 NTQ issued for non-payment of rent 								
A38/18	<p><u>SITE REPRESENTATIVE REPORTS</u></p> <p>Mrs Feaviour – There has been a big tidy up in readiness for the repair work to the wall which is due to be carried out.</p> <p>Mr Crowther –Very quiet time of year.</p> <p>Mr Edmunds – Peter is doing an excellent job of cutting the grass.</p> <p>The Chairman thanked the Site Representatives for their assistance and commitment over the past year.</p>								
A39/18	<p><u>BAMBOO LOCATED ON DUNNS MEADOW ALLOTMENT SITE</u></p> <p>Following receipt of a few verbal complaints, Harwich Town Council sought advice via the Legal Adviser from The National Allotment Society in respect of growing bamboo on allotment sites.</p> <p>RESOLVED: It is the committee’s opinion that the plot holder is acting within the terms of the tenancy agreement and therefore no action is required.</p>								
A40/18	<p><u>PEST CONTROL</u></p> <p>RESOLVED: To approve the pest control policy.</p>								
A41/18	<p><u>REQUEST TO KEEP CHICKENS</u></p> <p>Members considered the request submitted by LM08A to erect a chicken coop and keep no more than 7 chickens.</p> <p>RESOLVED: To give permission for the erection of a coop no larger than 16ft x 10ft and 6ft in height, to house no more than 7 chickens. The coop is to be located at least 2 feet away from any boundary.</p>								
A42/18	<p><u>BUDGETS FOR MUNICIPAL YEAR 2019/20</u></p> <p>The Chairman and Clerk provided members with an update on budgets spent year to date and expenditure due to be incurred for 2018/19. Members discussed possible future projects and proposed budgets for 2019/20.</p> <p>Members considered the clerk’s recommendation to create a separate budget with a £100 credit balance to allow for clearer management of the gate and tap key expenditure.</p> <p>Members were advised that the year to date spend of the Allotment Key Priority Reserve Fund managed by the F&GP Committee was £1190 (costs incurred for relinquishing the management of the Willow Way site)</p> <p>RESOLVED TO RECOMMEND: Budget for the Municipal Year 2019/20</p> <table style="margin-left: 40px;"> <tr> <td> GROUNDS MAINTENANCE</td> <td style="text-align: right;">2000</td> </tr> <tr> <td> WATER RATES</td> <td style="text-align: right;">2500</td> </tr> <tr> <td> MAINTENANCE RESERVE FUND</td> <td style="text-align: right;">500</td> </tr> <tr> <td> GATE & TAP KEYS</td> <td style="text-align: right;">100</td> </tr> </table>	GROUNDS MAINTENANCE	2000	WATER RATES	2500	MAINTENANCE RESERVE FUND	500	GATE & TAP KEYS	100
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A43/18	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> •2 wasp nests – Dunns Meadow and Redoubt – total cost £76.80 •Signage for the gate on Boatswains Call driveway was approved by F&GP Committee and has been displayed- £56 •Large mining bee colony on plot BC04. The plot holder has taken on another plot at Long Meadows and is slowly moving items and crops. •Tenancy agreement has been reviewed, revised, and sent to all plot holders to be signed and returned. <p>Chairman gave thanks to Cllr Calver, and staff for there assistance with reviewing the tenancy agreement.</p>
A44/18	<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>
A45/18	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee will be held at 7pm on 28th March 2019 at the Guildhall, Church Street, Harwich, CO12 3DS</p>
A46/18	<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"> •Abdy Avenue Brick Wall •Black Polythene Sheeting and Pegs

The Chairman closed the public part of the meeting at 7.50pm.

CHAIRMAN:

DATE: