

**MINUTES of the Remote Meeting of the ALLOTMENTS COMMITTEE**  
 held on  
**Thursday 5<sup>th</sup> November 2020 at 7pm**

<b>Present:</b>	Councillors Calver, Chant, Davidson, Fay, Morrison, Richardson and D Smith
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Michelle Townsend
<b>Also present:</b>	Site Representative Mrs Feaviour No members of the public and no members of the press

**PUBLIC QUESTION TIME:**

None

<b>A19/20</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies received from: Site Representative Nick Botterill Cllr I Henderson
<b>A20/20</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> None
<b>A21/20</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> That the minutes of the Allotments meeting held on 20 <sup>th</sup> August 2020 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
<b>A22/20</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> <b>A11/20 – Installation of second tap – Long Meadows</b> – Due to be installed within the next month under the supervision of the Estate Supervisor. <b>A12/20 – Additions to HTC's Allotment Tenancy Agreement</b> – Database has been updated and the additions to the schedule were issued with the annual invoices. <b>A13/20 – Annual Water Charge</b> – Plot holders were advised of the change of calculation via the Allotment Newsletter sent out with the annual invoices.
<b>A23/20</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> <b>Redoubt Hedge and Footpath</b> – At the last meeting of the Finance & General Purposes Committee, members agreed to enter into negotiations with Tendring District Council about land ownership of all allotment land managed by Harwich Town Council. <b>A09/19 – Tree Liabilities</b> – Next inspection is due March 2021.



A29/20	<p><b><u>MATTERS RECEIVED IN THE POST, BE REPORTED OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>•Annual invoices were calculated and sent out to plot holders early September and are now all paid.</li> <li>•An allotment newsletter was produced this year and distributed with the annual invoices. Members congratulated the Clerk for the professional but informative newsletter produced this year.</li> </ul>
A30/20	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b></p> <p>The next remote meeting of the Allotments Committee will be held at <b>7pm</b> on <b>Thursday 25th March 2021.</b></p>
A31/20	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b></p> <p>Members <b>RESOLVED:</b> That Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> <li>• <b>Voluntary Site Representative Vacancies</b></li> </ul>

The Chairman closed the public part of the meeting at 7.55pm

**CHAIRMAN:**

**DATE:**