

**HARWICH TOWN COUNCIL**  
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**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Thursday 23<sup>rd</sup> November 2017 at 7pm**

<b>Present:</b>	Councillors Calver, Fay, J Henderson, McLeod, F Powell, C Powell and Morrison
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Michelle Townsend
<b>Also present:</b>	Site Representatives Mr Edmunds and Mrs Feaviour One member of the public and no members of the press
<b>Absent</b>	Site Representative Sean O'Hara

**PUBLIC QUESTION TIME:**

None

<b>A46/17</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies received from; Councillors Ashley and J Brown Site Representative Mr Crowther
<b>A47/17</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> None
<b>A48/17</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> That the minutes of the Allotments meeting held on 28 <sup>th</sup> September 2017 (previously circulated) be approved by the committee and signed by the Chairman as a true record. <b>FURTHER RESOLVED:</b> That the confidential minutes of the Allotments meeting held on 28 <sup>th</sup> September 2017 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
<b>A49/17</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> <b>A35/17 – Promotion of Vacant Plots</b> – Councillor F Powell has delivered promotional flyers to the estate by Heron Way. <b>A37/17 – Leylandii Tree Located on TR45</b> – Tree has now been removed. <b>A39/17 – Vacant Plots</b> – As the Estate Supervisor is not able to carry out the work at present, the black plastic has not been purchased yet. <b>A44/17 – Willow Way Boundary Hedge</b> – Work instructed and will be carried out in March 2018.

	<p><b>A45/17 – Ivy Clearance</b> – Work instructed and first application carried out. Second application due in 4 weeks (free of charge). A third application may be required in spring to ensure that the ivy is completely exterminated but there will be an additional cost for this.</p>						
<b>A50/17</b>	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>  <b>Redoubt Hedge and Footpath</b> – A couple of quotes have been sourced but Clerk and Estate Supervisor will continue to source further quotations. Still in progress.</p>						
<b>A51/17</b>	<p><b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b>  The Clerk advised members of the following:  •18 people on the waiting list (most are waiting for specific sites or plots)  •15 vacant plots  •3 NTQs issued since the last meeting: WW07– due to lack of clearance and cultivation, DM26 and TR01A due to non payment of rent</p>						
<b>A52/17</b>	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b>  <b>Mr Edmunds</b> – Redoubt is looking good   <b>Mrs Feaviour</b> - Nothing to report</p>						
<b>A53/17</b>	<p><b><u>BUDGET FOR MUNICIPAL YEAR 2018/19</u></b>  The Chairman and clerk provided members with an update on budgets spent year to date and expenditure due to be incurred for 2017/18. Members discussed possible future projects and proposed budgets for 2018/19. The Clerk reaffirmed the decision made at the extraordinary Full Council meeting held on 7<sup>th</sup> November 2017 where members approved an earmarked budget of £5000, Allotment ‘Key Priority’ Support, for one off solutions.  <b>RESOLVED TO RECOMMEND:</b> Budget for the Municipal Year 2018/19</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>          RESERVE FUND</td> <td style="text-align: right;">0</td> </tr> </table>	GROUNDS MAINTENANCE	2000	WATER RATES	2500	RESERVE FUND	0
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<b>A54/17</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b>  None</p>						
<b>A55/17</b>	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b>  The next meeting of the Allotments Committee will be held at the <b>Guildhall, Church Street, Harwich, on Thursday 18<sup>th</sup> January 2018</b> commencing at <b>7pm</b>.</p>						

The Chairman closed the meeting at meeting at 7.18pm

**CHAIRMAN:**

**DATE:**