

**HARWICH TOWN COUNCIL**  
 Guildhall, Church Street, Harwich, Essex CO12 3DS  
 Tel: 01255 507211  
 email: [info@harwichtowncouncil.co.uk](mailto:info@harwichtowncouncil.co.uk)

**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Thursday 15<sup>th</sup> March 2018 at 7pm**

<b>Present:</b>	Councillors Brown, 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, Mr Crowther 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>A60/17</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies received from; Councillors Ashley, J Henderson and Fay
<b>A61/17</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> None
<b>A62/17</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> That the minutes of the Allotments meeting held on 23 <sup>rd</sup> November 2017 (previously circulated) be approved by the committee and signed by the Chairman as a true record. <b>FURTHER RESOLVED:</b> That the minutes of the extraordinary Allotments meeting held on 11 <sup>th</sup> December 2017 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
<b>A63/17</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>A64/17</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> <b>A39/17 – Vacant Plots</b> – As the Estate Supervisor is not in a position to carry out the work at present, not all vacant plots are covered in black plastic. <b>A44/17 – Willow Way Boundary Hedge</b> – Contractor has been advised that they may no longer be required to carry out this work, but the Clerk will confirm before the end of March. <b>A45/17 – Ivy Clearance</b> – Second application has been carried out.

	<p>•<b>Redoubt Hedge and Footpath</b> – Quotations have been sourced and will be discussed at the next meeting along with other possible courses of action.</p>
A65/17	<p><b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b>  The Clerk advised members of the following:</p> <ul style="list-style-type: none"> <li>•18 people on the waiting list (most are waiting for specific sites or plots)</li> <li>•5 vacant plots (not including the 7 on Willow Way)</li> <li>•No NTQs issued since the last meeting</li> </ul>
A66/17	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b>  <i>Mr Edmunds</i> – All very quiet due to the time of year.</p> <p><i>Mrs Feaviour</i> - Nothing to report.</p> <p><i>Mr Crowther</i> – Nothing to report.</p>
A67/17	<p><b><u>WILLOW WAY ALLOTMENT SITE</u></b>  The Clerk advised that Tendring District Council (TDC) was advised that at a meeting of Harwich Town Council (HTC) held on 16<sup>th</sup> January 2018, it was decided that HTC would no longer operate the Willow Way site as part of its overall allotment stock and enclosed a report giving reasons for this decision. As the land is owned by TDC, HTC will be relinquishing the management of this land and at present, HTC is in the process of clearing the land. Negotiations regarding clearance, water supply and handover date are in the early stages and the Clerk has offered assistance to TDC should it be their intension to deregister this land as allotment land. The Clerk and Estate Supervisor have met with the remaining plot holder on Willow Way and are assisting with the transfer to a vacant plot on Long Meadows allotment site. The Clerk made members aware that the plot holders on Long Meadows have made the new tenant feel very welcome and offered assistance. Members thanked the Clerk and Estate Supervisor for the work carried out which has enabled a smooth transition.</p>
A68/17	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• On behalf of members, Cllr Morrison gave thanks to the chairman and Clerk for their work throughout the year. The Chairman further extended thanks to the Site Representatives for their invaluable work and time given.</li> <li>• Councillor Calver confirmed that Harwich Town Council has again, identified ‘allotments’ as a key priority for the coming year.</li> <li>• Members past on their congratulations to Mr Crowther on his recent marriage.</li> </ul>
A69/17	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b>  The next meeting of the Allotments Committee will be held at <b>The Guildhall, Church Street, Harwich</b> on a date to be confirmed</p>

The Chairman closed the meeting at meeting at 7.15pm

**CHAIRMAN:**

**DATE:**