



**To all members of the Allotment Working Group  
of Westgate-on-Sea Town Council**

**You are hereby invited to attend the meeting of the  
Allotment Working Group**

**on Thursday 19<sup>th</sup> August 2021 commencing at 6.30pm**

**at the Town Council Offices, 78 St Mildreds Road, Westgate-on-Sea CT8 8BL for  
the purposes of considering and passing such recommendations as may be  
deemed necessary or desirable in respect of the matters contained within the  
Agenda.**

Signed:

  
Finance Assistant

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Allotment Working Group Members: Mr T Whiting (Chairperson); Mrs S Stewart (Vice Chairperson); Cllr P O'Connor; Mr N Sinclair-Jones; Mrs Longley; Mrs Gibbs

- 1. To receive and accept apologies for absence and substitutes**
- 2. Minutes**  
To receive and approve the minutes of the meeting held on Tuesday 1<sup>st</sup> June 2021  
(Copy attached – Appendix A)
- 3. Town Council Update**  
Chloe Wheatley to update on:  
A – The Waiting List / Allocation of empty plots  
B – Actions from the previous Allotment Working Group Meeting  
D- Update on the upcoming Allotment renewals
- 4. Allotment Inspection Update**  
Report on the Allotment inspection which took place on 4<sup>th</sup> August 2021.
- 5. Water Charges**  
Report on the water charges for 2019-2021.
- 6. Green Flag Award**  
Introduction to the Green Flag Award for the Allotment Gardens

- 7. New Tenant Allotment Handbook**  
Feedback on draft Allotment Handbook

**Next Meeting: TBC**