



**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 13<sup>th</sup> April 2023 commencing at 6.30pm**

**at the Town Council Offices, 78 St Mildreds Road, Westgate-on-Sea CT8 8RF 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:   
Deputy Town Clerk

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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 16<sup>th</sup> November 2022 (**Copy attached – Appendix A**)
3. **Town Council Update**  
Deputy Clerk to update members on allotment waiting list.
4. **Allotment Association Update**  
Chair of the Allotment Association to update on the Association Meeting.
5. **Water and Tap maintenance**  
Deputy Clerk to update members on the maintenance of the taps and water switch on.
6. **Accessible and Quarter Plots**  
Continued discussion on creating accessible/quarter plots on plot 8a.
7. **Allotment Rules**  
Review of Allotment Rules.
8. **Public Participation Session**  
The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.
9. **Next Meeting**  
TBC

