

**MINUTES of the Remote Meeting of the ALLOTMENTS COMMITTEE**  
 held on  
**Thursday 18th March 2021 at 7.02pm**

<b>Present:</b>	Councillors Calver, Chant, Fay, Richardson, D Smith and Saunders
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Lucy Ballard
<b>Also present:</b>	Site Representatives Mrs Feaviour, Mr Chamberlain and Mr Day Estates Supervisor Andy Wells One member of the public and no members of the press

**PUBLIC QUESTION TIME:**

None

<b>A37/20</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies received from: Cllrs Davidson, I Henderson and Cllr P Morrison (sub Cllr Saunders) Site Representative Mr Robert Bayford (LM) and Boterill
<b>A38/20</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> None
<b>A39/20</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> That the minutes and confidential minutes of the Allotments meeting held on 5 <sup>th</sup> November 2020 (previously circulated) be approved by the committee and signed by the Chairman as a true record. <b>FURTHER RESOLVED:</b> That the minutes and confidential minutes of the Extraordinary Allotments meeting held on 11 <sup>th</sup> January 2021 (previously circulated) be approved by the committee and signed by the Chairman as a true record.
<b>A40/20</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> <b>A36/20 – FOR INFORMATION ONLY</b> - Non-Payment of Costs Incurred by the Council for Clearance of a Plot Following the Termination of the Tenancy – Debt has now been paid. SF – fantastic job by Michelle.
<b>A41/20</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> <b>Redoubt Hedge and Footpath</b> – Finance & General Purposes Committee agreed to enter into negotiations with Tendring District Council about land ownership of all allotment land managed by Harwich Town Council. Currently awaiting a response from Tendring District Council. <b>A11/20 – Installation of second tap – Long Meadows</b> – Tap has been installed under the supervision of the Estate Supervisor

A42/20	<p><b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b></p> <p>The Clerk advised members of the following:</p> <ul style="list-style-type: none"> <li>• 41 people on the waiting list (most are waiting for specific sites or plots)</li> <li>• 0 vacant plots</li> <li>• No NTQs issued since the last meeting</li> </ul>
A43/20	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b></p> <p><i>Mrs Feaviour</i> – Everything is looking good and ploholders are working well.</p> <p><i>Mr Day</i> – A lot of people were working their plots at the weekend so things progressing well. As new reps, he and Mr Chamberlain have been liaising with plot holders and providing advice.</p> <p><i>Mr Chamberlain</i> – The good weather brings the plot holders out.</p>
A44/20	<p><b><u>BUDGET UPDATE</u></b></p> <p>The Clerk provided members with an update on expenditure from the allotments budget for the year to date. She reported additional expenditure of petrol (for the lawn mower) as well as the purchase of a new Padlock and keys for the KGA site, which would be expended in this financial year.</p>
A45/20	<p><b><u>SIGNAGE AT REDOUBT ALLOTMENT SITE</u></b></p> <p>Members considered options for relocating some signage to be more visible, one of which would come at a cost of approximately £30 for the purchase of a new post and some concrete. Members discussed the proposed new location of the signage and it was suggested that whilst communications were underway in relation to the ownership of the allotment sites, that HTC doesn't take any action that alters the site, and instead just move the sign further along the fence.</p> <p><b>RESOLVED:</b> To relocate existing signage with no cost to the council.</p>
A46/20	<p><b><u>REQUEST TO REPLACE POND ON BC19A</u></b></p> <p>Members considered a request to install a pond on BC19A. The Clerk confirmed that presently there is a pond on site which will be filled in. Peter Day asked if an inspection would be carried out for safety. The clerk confirmed that if members were content with the proposal then the Estates Supervisor could check that it's installed in connection with that proposal.</p> <p><b>RESOLVED:</b> To grant the request.</p>
A47/20	<p><b><u>AMENDMENTS TO ALLOTMENT TENANCY AGREEMENT</u></b></p> <p>Members considered suggested amendments to the Allotment Tenancy Agreement (previously circulated) when they should be effective from and whether to re-issue full tenancy agreements to all plot holders. The Clerk advised that the proposed new clause was excluded from the considerations as the validity of this is still being investigated and as such suggested that any amendments are not effective until this issue is resolved. Cllr Calver suggested that the remaining amendments be made, leaving the new clause in abeyance and once that is resolved and any amendments made, send out an entire new tenancy agreement. Members understood this could come at a possible cost of around £130 for postage.</p> <p>Cllr Todd suggested the changes are displayed on the notice boards in the meantime.</p> <p><b>RESOLVED:</b> To proceed with amending the tenancy agreement with changes 1 and 2 immediately and once the new clause issue is resolved, reissue an entire new tenancy agreement to plot holders at a possible estimated cost of around £130.</p>
A48/20	<p><b><u>MATTERS RECEIVED IN THE POST, BE REPORTED OR RAISED BY MEMBERS</u></b></p>

	<p>• <b>Tidy Up Initiative at the Redoubt Allotment site</b> – Cllr Todd discussed a suggestion with the committee. Part 1 - to have all the metal moved to one area where it will be removed free of charge and then Part 2, to accumulate the wood for burning once dried. An intended date hasn't yet been set but the suggestion was to offer a window of time for plot holders to collate the items for removal/burning. Cllr Calver referred to the absence of Asst. Clerk, Michelle Townsend, and asked for the best wishes of the committee to be sent to her. The clerk said she would take care of that.</p>
A49/20	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b> The next meeting of the Allotments Committee will be held at <b>7pm</b> on a <b>date to be agreed</b>.</p>
A50/20	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b> 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> <li>• <b>Tree Liabilities</b></li> </ul>

The Chairman closed the public part of the meeting at 7.33pm

**CHAIRMAN:**

**DATE:**