

**HARWICH TOWN COUNCIL**  
 Guildhall, Church Street, Harwich, Essex CO12 3DS  
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**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held on  
**Tuesday 14<sup>th</sup> June 2022 at 7.03pm**  
 at  
**The Guildhall, Church Street, Harwich, Essex, CO12 3DS**

<b>Present:</b>	Councillors Calver, Chant, Fay, Morrison, Powell, Richardson and D Smith
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Mrs Marie Snell
<b>Also present:</b>	Lucy Ballard Town Clerk, Site Representatives Agnes Chudy and Joan Feaviour. No members of the public

**PUBLIC QUESTION TIME:**  
None

<b>A001/22</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs I Henderson and M Fowler, Site Representatives, Bayford, Chamberlain and Day.
<b>A002/22</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> Cllr D Smith declared a personal interest, property backs onto allotments which affects item 10 on the agenda and would not partake in discussions or voting regarding this item.
<b>A003/22</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> Members <b>RESOLVED:</b> to elect Cllr D Smith as Vice-Chair for the Allotments Committee for the 2022/23 Municipal Year.
<b>A004/22</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> The Minutes and Confidential Minutes of the Allotments meeting held on 24 <sup>th</sup> March 2022 (previously circulated) were <b>APPROVED</b> by the committee and signed by the Chairman as a true record.
<b>A005/22</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> <ul style="list-style-type: none"> <li>• <b>A47/21</b> – Assistant Clerk provided members with an update following discussions about <b>water conservation</b> that Cllr B Davidson had sought to acquire water butts from a local company but was unsuccessful in this.</li> <li>• <b>A51/21</b> – Assistant Clerk reported on the successful <b>removal of Cherry Tree</b> from plot TR27.</li> <li>• <b>A56/21</b> – Assistant Clerk reported on quotations received in relation to <b>The Redoubt hedge cutting</b> and actions relating to these quotations. A local company has been tasked with the work on the completion of a site-specific risk assessment relating to the nesting season of birds in this area.</li> </ul>

A006/22	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None.</p>																						
A007/22	<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>• 35 people on the waiting list (most are waiting for specific sites or plots)</li> <li>• No vacant plots</li> <li>• 2 NTQs issued since the last meeting.</li> </ul>																						
A008/22	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b></p> <p><b>Abdy Avenue</b> - reports the site is growing well at all is looking good with the plentiful rain and sunshine we have recently had.</p> <p><b>King Georges Avenue</b> - reports everything at King Georges site is doing well. Plot holders have enquired about water containers, her husband is looking to source them for site. Padlock for gate went missing, she has replaced with coded padlock and has created a WhatsApp group for plot holders which is proving to be a great success.</p>																						
A009/22	<p><b><u>BUDGET UPDATE</u></b></p> <p>The Assistant Clerk briefed members on the current financial position of the allotments budget:</p> <table data-bbox="264 931 1150 1408" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Allotments Maintenance Budget</td> <td style="text-align: right;">£2000.00</td> </tr> <tr> <td>Vacant plots budget (if applicable)</td> <td style="text-align: right;">£300.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total expenditure to date</td> <td></td> </tr> <tr> <td>Cherry Tree Removal</td> <td style="text-align: right;">£250.00</td> </tr> <tr> <td><b>Balance</b></td> <td style="text-align: right;"><b>£2050.00</b></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total income to date</td> <td></td> </tr> <tr> <td>Tenant rate and Water rates</td> <td style="text-align: right;">£160.20</td> </tr> <tr> <td>Black plastic ground cover</td> <td style="text-align: right;">£60.20</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£220.40</b></td> </tr> </table>	Allotments Maintenance Budget	£2000.00	Vacant plots budget (if applicable)	£300.00			Total expenditure to date		Cherry Tree Removal	£250.00	<b>Balance</b>	<b>£2050.00</b>			Total income to date		Tenant rate and Water rates	£160.20	Black plastic ground cover	£60.20	<b>Total</b>	<b>£220.40</b>
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A010/22	<p><b><u>REVIEW OF BONFIRE POLICY</u></b></p> <p>Members considered a request to amend the time of day when bonfires can occur to include February in the winter months, which was because of the dark hours of the current time of day. Site representatives were asked what the consensus is on allotment sites for bonfire times. Abdy Avenue site rep commented that plot holders are keen to bring the timing forward. Cllr G Calver questioned if there is a need to update the tenancy agreement, Assistant clerk confirmed she can update plot holders in a less official capacity.</p> <p><b>RESOLVED</b> to bring forward the time to light any bonfires in the winter months to 1500hrs between the months of October and February.</p>																						
A011/22	<p><b><u>ALLOTMENT RENTS</u></b></p> <p>The Clerk briefed members on the current allotment fees and those which had been agreed to be implemented in September 2022.</p> <p><b>RESOLVED:</b> A further increase of 50p per rod (£5.00 per rod) from September 2023 and to keep the discount for those in receipt of state pension at 25%.</p>																						
A012/22	<p><b><u>ALLOTMENTS KEY PRIORITY</u></b></p>																						

	Members considered the possibility of electronic invoicing, suggesting this is a good idea for saving money on stamps and time resources. Cllr P Morrison queried how plot holders without email addresses would be invoiced, Assistant Clerk informed members that usual form of invoicing can be an exception for those plot holders. Cllr S Richardson sought comment from site representatives who expressed feelings that this should have been the process a long time ago. <b>RESOLVED:</b> to instruct the Assistant Clerk to proceed with the investigations required to establish whether this form of invoicing is likely to be achievable with a view to initiating by September 2023. Assistant Clerk to report back at next meeting following investigations.
<b>A013/22</b>	<b><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></b> None
<b>A014/21</b>	<b><u>TIME AND DATE OF NEXT MEETING</u></b> The next meeting of the Allotments Committee will be held at <b>7.00pm on Wednesday 27<sup>th</sup> July 2022 at The Guild Hall, Church Street, Essex.</b>

The Chairman closed the meeting at 7.37pm

**CHAIRMAN:**

**DATE:**