

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held on
Tuesday 1st November 2022 at 7.01pm
 at
The Guildhall, Church Street, Harwich, Essex, CO12 3DS

Present:	Councillors Calver, Fay , Morrison, Powell, Richardson and D Smith
In the Chair:	Councillor Todd
Clerk:	Mrs Marie Snell
Also present:	Site Representatives Robert Bayford, Ben Chamberlain, Agnieszka Chudy, and Joan Feaviour. Estate Supervisor Andy Wells. No members of the public

PUBLIC QUESTION TIME:

None

A025/22	<u>APOLOGIES FOR ABSENCE</u> Cllrs Chant, Fowler and I Henderson Site Representatives Peter Day
A026/22	<u>DECLARATIONS OF MEMBERS' INTEREST</u> None
A027/22	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: The Minutes, Extraordinary Minutes and Confidential Minutes of the Allotments meetings held on 27 th July and 24 th August 2022 (previously circulated) were APPROVED by the committee and signed by the Chairman as a true record.
A028/22	<u>MATTERS ARISING FROM THE MINUTES</u> <ul style="list-style-type: none"> • A027/22 – Clerk provided update regarding the successful and complete clearance of Plots 31 and 32 at The Redoubt Allotment Site and that new plot holders have begun tenancy. • A018/21 – Clerk provided update regarding electronic invoicing.
A029/22	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
A030/22	<u>DISCOUNT REQUEST</u> Members discussed the request sent into HTC for a consideration to offer a disability discount to plot holders for the rental invoice of the tenancies. This matter was discussed at length with considerations given to the current rental costs which were deemed by members as very considerate given the much higher rate of rental in other towns. A future project could be considered to make some allotment plots more accessible to those with disabilities.

	RESOLVED to not offer a further reduced rate for plot holders and for clerk to update the enquirer of the Council's decision.								
A031/22	<p><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></p> <p>The Clerk advised members of the following:</p> <ul style="list-style-type: none"> • 36 people on the waiting list (most are waiting for specific sites or plots) • 0 vacant plots • 0 NTQs issued since the last meeting. 								
A032/22	<p><u>SITE REPRESENTATIVE REPORTS</u></p> <p>Abdy Avenue – Reports that plots are looking great after a long hot summer. King Georges Avenue – Lots going on at the site and work is regular. Long Meadows – Informed that all is well. The Redoubt/Tower Hill – Reports that all is well at The Redoubt. Informed Estate Supervisor that the tap by the entrance is lose.</p>								
A033/22	<p><u>BUDGET UPDATE AND PROPOSED UPDATE FOR MUNICIPAL YEAR 2023/24</u></p> <p>Members were updated on budgets spent year to date and expenditure due to be incurred with proposed budgets for 2023/24.</p> <p>RESOLVED TO RECOMMEND: Budget for the Municipal Year 2023/24</p> <table style="margin-left: 40px;"> <tr> <td> GROUNDS MAINTENANCE</td> <td style="text-align: right;">2550</td> </tr> <tr> <td> MANAGEMENT OF VACANT PLOTS</td> <td style="text-align: right;">300</td> </tr> <tr> <td> WATER RATES</td> <td style="text-align: right;">2500</td> </tr> <tr> <td> MAINTENANCE RESERVE FUND</td> <td style="text-align: right;">4000 (transfer in 2640)</td> </tr> </table>	GROUNDS MAINTENANCE	2550	MANAGEMENT OF VACANT PLOTS	300	WATER RATES	2500	MAINTENANCE RESERVE FUND	4000 (transfer in 2640)
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A034/22	<p><u>REQUEST FOR POND</u></p> <p>The clerk confirmed that the this request has now been withdrawn.</p>								
A035/22	<p><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> • Clerk reported of a request for tree trimming (Walnut Tree) on Abdy Avenue Allotment site. Cllr G Calver declared interest in this item but did not leave the room. Having sought advice from NSALG, Clerk can contact the local resident where the tree occupies. Concerns raised regarding the precedent set for future allotment plots regarding trees around all sites within the area that if HTC retrieves quotes for such work, many others may expect the same. Queries raised as to the boundary on the Abdy Avenue site and whether it is of worth to investigate boundary damage. Members considered the need to investigate if the resident's tree in question is regularly inspected for safety, concerns raised whether insurance is held in case of disease and potential collapse causing damage to HTC's Allotment site. RESOLVED to instruct Clerk to contact resident with regards to trim the tree shadowing over the relevant allotment plot and to provide update on next Allotments Committee Meeting. • Estate Supervisor confirmed to committee that he will turn the water off end of January until March of 2023. • Cllr M Fowler has recently made the clerk aware regarding the hedge leading up to The Redoubt Allotment site was trimmed by Harwich Society. Tendring District Council are responsible for this work for future reference. 								

A036/22

TIME AND DATE OF NEXT MEETING

The next meeting of the Allotments Committee will be held at **7.00pm** on **Tuesday 1st March 2023** at **The Guildhall, Church Street, Harwich Essex.**

The Chairman closed the meeting at 7.37pm.

CHAIRMAN:

DATE: