

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held on
Tuesday 1st March 2023 at 7.01pm
 at
The Guildhall, Church Street, Harwich, Essex, CO12 3DS

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

PUBLIC QUESTION TIME:

None

A037/22	<u>APOLOGIES FOR ABSENCE</u> Cllrs I Henderson, Fay and Fowler. Site Representatives Robert Bayford and Peter Day.
A038/22	<u>DECLARATIONS OF MEMBERS' INTEREST</u> None
A039/22	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: The Minutes, Extraordinary Minutes and Confidential Minutes of the Allotments meeting held on 1 st November 2022 (previously circulated) were APPROVED by the committee and signed by the Chairman as a true record.
A040/22	<u>MATTERS ARISING FROM THE MINUTES</u> <ul style="list-style-type: none"> • A035/22 – Clerk provided update regarding the overhanging tree on the Abdy Avenue site that the resident has been written to but no action has been taken by the resident. Site representative had informed the clerk that the resident may not be the owner of the property, clerk will make further enquiries to have the tree managed which is causing disturbance on the allotment site.
A041/22	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
A042/22	<u>TREE SURVEY</u> Clerk reported to members the findings from the tree survey conducted in January 2023 and informed the committee of recommendations for Boatswains Call. The surveyor had reported this work is considered a low priority recommendation and can be reviewed following the next survey.
A043/22	<u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: <ul style="list-style-type: none"> • 37 people on the waiting list (most are waiting for specific sites or plots) • 0 vacant plots • 1 NTQs issued since the last meeting.

A044/22	<p><u>SITE REPRESENTATIVE REPORTS</u></p> <p>Abdy Avenue – The site is looking good, warming weather is encouraging for plot holders and hopes for the growing season ahead.</p> <p>King Georges Avenue – Nothing much to report with the cold winter, hoping for work to begin across more plots soon. There are a number of seemingly neglected plots but hopeful that the weather warming up will be encouraging for plot holders.</p> <p>The Redoubt/Tower Hill – Reports that generally the site is looking good with work beginning in readiness for the growing season. Queried TR32 does not seem to be being worked on yet, clerk updated committee on the regular communications with new plot holders across all sites. Ben Chamberlain asked if the clerk could informally report to site reps following Estate Supervisor videos and inspections. Clerk to action following forth coming inspections.</p>														
A045/22	<p><u>BUDGET UPDATE</u></p> <p>The Assistant Clerk briefed members on the current financial position of the allotments budget:</p> <table border="0" data-bbox="264 734 1158 1059"> <tr> <td>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;">£5500.00</td> </tr> <tr> <td>Grounds Maintenance Outgoings</td> <td style="text-align: right;">£1505.00</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;">£6138.00</td> </tr> <tr> <td>Black plastic ground cover</td> <td style="text-align: right;">£330.00</td> </tr> <tr> <td>Budget Remaining</td> <td style="text-align: right;">£495.00</td> </tr> </table>	Allotments Maintenance Budget	£2000.00	Vacant plots budget (if applicable)	£5500.00	Grounds Maintenance Outgoings	£1505.00	Total income to date		Tenant rate and Water rates	£6138.00	Black plastic ground cover	£330.00	Budget Remaining	£495.00
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A046/22	<p><u>DUNNS MEADOW PLOTS 8 AND 14A</u></p> <p>Clerk informed the committee that the two plots have now been cleared and new tenancies have begun. The reimbursement of funds to clear the plots has not yet been paid the vacated tenant and the clerk confirmed the case is ongoing.</p>														
A047/22	<p><u>REQUEST FOR POND</u></p> <p>Sizing, depth and safety measures for the proposed pond at DM08 confirmed to the committee. Members agreed the plot request is reasonable. Queries raised as to wood chips being laid on the plot, the benefits and disadvantages of using wood chips on allotment plots and that there is potential to cause nuisance to neighbouring plot as they can move in bad weather. Clerk to inform plot holder that this is not encouraged.</p> <p>RESOLVED to grant permission for the pond to be put in following the dimensions and safety measures explained by plot holder.</p>														
A048/22	<p><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></p> <p>Cllr. Calver thanked chairman and clerk for their hard work on the allotments committee and Chairman thanked committee, site representatives and HTC staff for all their efforts throughout this municipal year.</p>														
A049/22	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee is TBC</p>														

The Chairman closed the meeting at 7.20pm.

CHAIRMAN:

DATE: