

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held on
Tuesday 13th June 2023 at 7.03pm
 at
The Guildhall, Church Street, Harwich, Essex, CO12 3DS

Present:	Councillors Calver, Davidson, Fay, Morrison, Powell, Richardson, D Smith and Wade
In the Chair:	Councillor Todd
Clerk:	Mrs Marie Snell
Also present:	Site Representatives Agnieszka Chudy, Robert Bayford, Joan Feaviour and Peter Day. No members of the public

PUBLIC QUESTION TIME:

None

A001/23	<u>APOLOGIES FOR ABSENCE</u> Cllr Fowler Site Representative Ben Chamberlain
A002/23	<u>DECLARATIONS OF MEMBERS' INTEREST</u> None
A003/23	<u>ELECTION OF VICE-CHAIR</u> Members RESOLVED: to elect Cllr D Smith as Vice-Chair for the Allotments Committee for the 2023/24 Municipal Year.
A004/23	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: The Minutes, Extraordinary Minutes and Confidential Minutes of the Allotments meeting held on 1 st March 2023 (previously circulated) were APPROVED by the committee and signed by the Chairman as a true record.
A005/23	<u>MATTERS ARISING FROM THE MINUTES</u> None
A006/23	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> • A046/22 – Clerk confirmed the reimbursement plan to HTC for previous tenant's clearance costs at Dunns Meadow.
A007/23	<u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: • 40 people on the waiting list (most are waiting for specific sites or plots) • 0 vacant plots • 0 NTQs issued since the last meeting.
A008/23	<u>SITE REPRESENTATIVE REPORTS</u> Abdy Avenue – Thanks to the clerk for enquiring to the resident for tree trimming causing shading to an allotment plot, this has been actioned and improvements have been made to the shading issues on the plot.

	<p>King Georges Avenue – Generally all is well, there seems to be a consistent lack of work on a particular plot which the clerk is aware of and regularly liaises with plot holders to ensure their plots are in satisfactory conditions or will face termination of tenancy.</p> <p>Long Meadows - Some plots are not being entirely tended to but clerk and Estate Supervisor are following this up with the relevant plot holders.</p> <p>The Redoubt/Tower Hill – Site is generally looking good. Peter alluded to a slight problem with footpaths being cleared, some are messy and overgrown. Site Rep asked for this to be noted in the minutes for plot holders to be reminded and to arrange site visit with Estate Supervisor. Also of note is the car park is covered in heavy stone and causing difficulty to pedestrians and vehicles. Clerk to enquire and report back findings on next meeting. Cllr. Calver declared a personal interest that he is a member of the Harwich Society where this query is in relation to.</p>														
A009/23	<p><u>BUDGET UPDATE</u></p> <p>The Assistant Clerk briefed members on the current financial position of the allotments budget:</p> <table> <tr> <td>Allotments Maintenance Budget</td> <td>£2550.00</td> </tr> <tr> <td>Vacant plots budget (if applicable)</td> <td>£300</td> </tr> <tr> <td>Grounds Maintenance Outgoings</td> <td>£34.00</td> </tr> <tr> <td>Total income to date</td> <td></td> </tr> <tr> <td>Tenant rate and Water rates</td> <td>£118.08</td> </tr> <tr> <td>Black plastic ground cover</td> <td>£22.00</td> </tr> <tr> <td>Budget Remaining</td> <td>£2516.00</td> </tr> </table>	Allotments Maintenance Budget	£2550.00	Vacant plots budget (if applicable)	£300	Grounds Maintenance Outgoings	£34.00	Total income to date		Tenant rate and Water rates	£118.08	Black plastic ground cover	£22.00	Budget Remaining	£2516.00
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A010/23	<p><u>DUNNS MEADOW PLOTS 8 AND 14A</u></p> <p>Members were briefed by the clerk that there is still some bamboo growing through following the clearance. This was advised to Harwich Town Council by the contractor at time of clearance and the new tenants are actively managing this. RESOLVED to offer one year's free tenancy (rent only) for the plots in thanks for their efforts on these plots. Clerk to write to tenants and inform them of the decision.</p>														
A011/23	<p><u>REQUEST FOR POND</u></p> <p>Sizing, depth and safety measures for the proposed pond at LM06 confirmed to the committee. Members agreed the plot request is reasonable.</p> <p>RESOLVED to grant permission for the pond to be put in following the dimensions and safety measures explained by plot holder.</p>														
A012/23	<p><u>REVIEW OF CURRENT TENANCY AGREEMENT</u></p> <p>Members discussed of a need to review the current tenancy agreement and RESOLVED to not conduct a review as the Tenancy Agreement was updated in 2021.</p>														
A013/23	<p><u>ALLOTMENT RENTS</u></p> <p>The meeting was briefed on the current allotment fees and those which had been agreed to be implemented in September 2023.</p> <p>RESOLVED: A further increase of 50p per rod (£5.50 per rod) from September 2024 and to keep the discount for those in receipt of state pension at 25%.</p>														
A014/23	<p><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></p>														

	<p>Cllr Todd informed the meeting of a recent incident at the Boatswains Call site concerning a fire at BC13. Members discussed this matter at length and offered to advise the plot holder that so long as there is no evidence to suggest that the plot holder had any involvement in causing the fire, the tenancy is not in jeopardy.</p> <p>To await further information of the clearance, and to add as an agenda item at the next meeting.</p>
A015/23	<p><u>TIME AND DATE OF NEXT MEETING</u> The next meeting of the Allotments Committee is Tuesday 25th July 2023 at The Guildhall, Church Street, Harwich.</p>

The Chairman closed the meeting at 7.29pm

CHAIRMAN:

DATE: