

MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held on
Tuesday 31st October 2023 at 7.01pm
 at
The Guildhall, Church Street, Harwich, Essex, CO12 3DS

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

PUBLIC QUESTION TIME:

None

A029/23	<u>APOLOGIES FOR ABSENCE</u> Cllrs Fowler, Morrison and Smith. Site Reps Robert Bayford and Peter Day.
A030/23	<u>DECLARATIONS OF MEMBERS' INTEREST</u> None
A031/23	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: The Minutes of the Allotments meeting held on 25 th July 2023 (previously circulated) were APPROVED by the committee and signed by the Chairman as a true record.
A032/23	<u>MATTERS ARISING FROM THE MINUTES</u> Clerk provided update regarding recent implementation of electronic invoicing for September 2023 annual invoicing period that it was successful and went very smoothly with minimal errors or complications.
A033/23	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
A034/23	<u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: <ul style="list-style-type: none"> • 40 people on the waiting list (most are waiting for specific sites or plots) • 1 vacant plot – due to be taken on. • 3 NTQs issued since the last meeting.
A035/23	<u>SITE REPRESENTATIVE REPORTS</u> <p>Abdy Avenue – Joan Feaviour reported quiet time is beginning at the site, sewing of winter veg is visible and people are working hard, and use is being made of the winter months.</p> <p>King Georges Avenue –. Agnieszka Chudy reported site is tidy. Plots are looking good and being tidied.</p> <p>The Redoubt – Ben Chamberlain stated that all is well at the site. Queried the future of the hedge surrounding the redoubt. Cllr Calver declared an interest as a member of Harwich Society but was happy to report should members approve; this matter is already a topic known within the public domain. Cllr Todd as Chair expressed an</p>

	<p>update would be helpful and allowed for this. Cllr Calver explained that Harwich Society has two grant applications to National Lottery Community Fund and Historic England's Heritage Grant for the removal of the hedge surrounding the Redoubt. If successful, the hedge will be removed and replaced with suitable fencing resulting. Currently, the hedge roots are impacting the moat wall and causing significant damage. It is hoped for that notification regarding grant application is to be published end of November. Ben Chamberlain voiced his concerns regarding habitats of wildlife of that hedge should it be removed, Cllr Calver advised this is a District Council issue.</p>								
A036/23	<p><u>BUDGET UPDATE</u></p> <p>Members were updated on budgets spent year to date and expenditure due to be incurred with proposed budgets for 2024/25.</p> <p>RESOLVED TO RECOMMEND: Budget for the Municipal Year 2024/25</p> <table> <tr> <td> GROUNDS MAINTENANCE</td> <td>2550</td> </tr> <tr> <td> MANAGEMENT OF VACANT PLOTS</td> <td>300</td> </tr> <tr> <td> WATER RATES</td> <td>3200</td> </tr> <tr> <td> MAINTENANCE RESERVE FUND</td> <td>4000 transfer in 1650</td> </tr> </table>	GROUNDS MAINTENANCE	2550	MANAGEMENT OF VACANT PLOTS	300	WATER RATES	3200	MAINTENANCE RESERVE FUND	4000 transfer in 1650
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A037/23	<p><u>ALLOTMENT CLEARANCE FOLLOWING END OF TENANCY</u></p> <p>Members discussed an appropriate course of action for clearance of vacant plots at the end of a tenancy and associated recharges to the vacating tenant. Cllr Richardson stated the proposed administrative action is reasonable. Members RESOLVED to charge £25 per rod to vacating tenants if the plot is not in a satisfactory condition and needs to be cleared by HTC's Estate Supervisor. To charge £25 per rod if the plot is left in an unsatisfactory condition but if the new plot holder is willing to take on as it is, offer new plot holder one year rent free. To charge the vacating tenant whatever charge a contractor quotes if necessary.</p>								
A038/23	<p><u>CHICKEN COUP REQUEST</u></p> <p>Members considered chicken coup request for BC19. Cllr Richardson voiced concerns regarding potential bird flu outbreak in the future. Estate Supervisor informed members the office receive alerts regarding bird flu, the Tenancy Agreement states that the rules regarding keeping live stock and these must be complied with. Other sites that have livestock is fully responsible for water provisions, and with water being turned off through the winter months, this must be sourced in an alternative manner.</p> <p>RESOLVED to grant permission with the specification provided and make plot holder aware of provisions.</p>								
A039/23	<p><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></p> <p>Asst. Clerk informed members of a letter received on behalf of three members of the Dunns Meadow site referencing their disappointment and desired action to be taken by the Allotments Committee. Asst Clerk informed members that having liaised with the Allotments Chairman, the office is consistent with the day to day management of the allotment plots and carries out necessary administrative duties to ensure that plots are maintained to a satisfactory condition or are relinquished back to HTC.</p>								
A040/23	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee is Wednesday 6th March 2024 at The Guildhall, Church Street, Harwich.</p>								

The Chairman closed the public part of the meeting at 7.22pm

CHAIRMAN:

DATE: