

**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held on  
**Thursday 13<sup>th</sup> June 2024 at 7.00pm**  
 at  
**The Guildhall, Church Street, Harwich, Essex, CO12 3DS**

<b>Present:</b>	Councillors Calver, Davidson, Morrison, Powell, Richardson, Smith and Wade.
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Mrs Marie Snell
<b>Also present:</b>	Site Representatives Rob Bayford, Agnieszka Chudy, Peter Day, Joan Feaviour and Susan Meadows No members of the public

**PUBLIC QUESTION TIME:**

None

<b>A001/24</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Fay, Site Representative Ben Chamberlain
<b>A002/24</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> None
<b>A003/24</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> Members <b>RESOLVED</b> to elect Cllr Smith as Vice Chair for the 2024-25 Municipal Year.
<b>A004/24</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> The Minutes and the Confidential Minutes of the Allotments meeting held on 6 <sup>th</sup> March and the Extraordinary Minutes and Confidential Minutes of 7 <sup>th</sup> May 2024 (previously circulated) were <b>APPROVED</b> by the committee and signed by the Chairman as a true record.
<b>A005/24</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>A006/24</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None
<b>A007/24</b>	<b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b> The Clerk advised members of the following: <ul style="list-style-type: none"> <li>• 38 people on the waiting list (most are waiting for specific sites or plots)</li> <li>• 1 vacant plot – due to be taken on Friday 14<sup>th</sup> June.</li> <li>• 3 NTQ issued since the last meeting.</li> </ul>
<b>A008/24</b>	<b><u>SITE REPRESENTATIVE REPORTS</u></b> <b>Abdy Avenue</b> – Currently no problems, it has been a brilliant growing season so far with lots of rain and warmer weather. <b>Dunns Meadow</b> – Cllr Todd welcomed Susan Meadows to the committee as Site Representative. Reports that the site is looking good on the whole, one or two plots

	<p>not being cared for. Queries from plot holders regarding taps at one end suggesting that no ones' keys seem to be working. Clerk will look into.</p> <p><b>King Georges Avenue</b> – Everything looking good apart from two plots in question, that clerk is aware of, the clerk is aware of these plots and confirmed one is now vacant so will be covered until a new plot holder takes over.</p> <p><b>Long Meadows</b> – A new starter has made good initial progress. One plot has seen to be not doing anything, and recent reports from LM10 of overgrown trees from neighbouring garden, clerk to discuss with Estate Supervisor about process regarding residents' trees.</p> <p><b>The Redoubt</b> – Site is generally looking good, a few plots letting the site down but overall the effort on the site is great and hopefully inspire other plot holders to improve their plots. A recent inspection shown overgrown plots but hopes for lots of improvement.</p>														
<b>A009/24</b>	<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> <tr> <td>Allotments Maintenance Budget</td> <td>£2550</td> </tr> <tr> <td>Vacant plots budget spends (if applicable)</td> <td>£1000 (to be recovered from vacating tenant)</td> </tr> <tr> <td>Grounds Maintenance Outgoings</td> <td>£0</td> </tr> <tr> <td><b>Total income to date</b></td> <td></td> </tr> <tr> <td>Tenant rate and Water rates</td> <td>£266</td> </tr> <tr> <td>Black plastic ground cover</td> <td>£21</td> </tr> <tr> <td><b>Budget Remaining</b></td> <td><b>£2550</b></td> </tr> </table>	Allotments Maintenance Budget	£2550	Vacant plots budget spends (if applicable)	£1000 (to be recovered from vacating tenant)	Grounds Maintenance Outgoings	£0	<b>Total income to date</b>		Tenant rate and Water rates	£266	Black plastic ground cover	£21	<b>Budget Remaining</b>	<b>£2550</b>
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<b>A010/24</b>	<p><b><u>POND REQUEST</u></b></p> <p>Members considered a request from DM13a to install a pond and <b>RESOLVED</b> to grant permission in accordance with the specification provided.</p>														
<b>A011/24</b>	<p><b><u>PONDS</u></b></p> <p>Members considered delegating HTC officers to authorise ponds and Cllr Calver recalled that the reason these ponds came to committee was to give officers protection. Members agreed for HTC officers to take on this role if they are content to do so. <b>RESOLVED</b> to authorise officers to hold the delegated authority for the decision on a case-by-case basis if mindful to refuse based on specification concerns, for the committee to make final decision. This delegation in accordance with minute reference A38/21 and the rules contained within the current Tenancy Agreement to authorise the installation of ponds.</p>														
<b>A012/24</b>	<p><b><u>ALLOTMENT CLEARANCE RECHARGE – DM14A</u></b></p> <p>Clerk provided update on the clearance recharge of DM14a, in considering next steps of action members <b>RESOLVED</b>: That Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> <li>• <b>Allotment Clearance Recharge – DM14a</b></li> </ul>														
<b>A013/24</b>	<p><b><u>ALLOTMENT CLEARANCE RECHARGE – DM33</u></b></p> <p>Following a site visit, Chairman provided update on the clearance of DM33 and that though it is now clear of rubbish, there are still further works to be carried out involving vegetation on the plot to be able to begin a tenancy with a new plot holder.</p>														

	<p>The pond has been filled in by Estate Supervisor. Cllr Wade suggested to give the plot a free tenancy to a new plot holder of which was advised this is standard process for the council (in charging the vacated tenant £25 per rod for leaving the plot in an unsatisfactory condition) and whilst in support of Cllr Wade's suggestion, Cllr Calver felt it would be unlikely for someone to happily to take this on free and if that proves unachievable, the decision to have it cleared should be in place. Cllr Morrison questioned if there is anyone on the waiting list, which the clerk confirmed there are. Cllr Richardson suggested to get a quote to see how much for the plot to be cleared and a definitive figure before being able to progress further. Members <b>RESOLVED</b> to instruct the clerk to obtain quotations for such works and to report back to the committee.</p>
<b>A014/24</b>	<p><b><u>ALLOTMENT RENTS</u></b>  The meeting was briefed on the current allotment fees and those which had been agreed to be implemented in September 2025.  <b>RESOLVED:</b> A further increase of 50p per rod (£6.00 per rod) from September 2025 and to keep the discount for those in receipt of state pension at 25%.</p>
<b>A015/24</b>	<p><b><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></b>  Cllr Smith has stated lots of upset regarding the letters sent to Manor Road regarding rubbish being thrown onto the allotments. Clerk advised this was just sent as a polite reminder to residents to deter from any future issues.</p>
<b>A016/24</b>	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b>  The next meeting of the Allotments Committee is <b>Thursday 25th July 2024</b> at <b>The Guildhall, Church Street, Harwich.</b></p>

The Chairman closed the public part of the meeting at 7.33pm.

**CHAIRMAN:**

**DATE:**