

**MINUTES of the Meeting of the ALLOTMENTS COMMITTEE**  
 held on  
**Tuesday 23<sup>rd</sup> July 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, Ben Chamberlain, Joan Feaviour and Susan Meadows. Estate Supervisor Andy Wells<br>No members of the public |

**PUBLIC QUESTION TIME:**

None

|                |   |
|----------------|---|
| <b>A022/24</b> | <b><u>APOLOGIES FOR ABSENCE</u></b><br>Site Representative Agnieszka Chudy and Peter Day. Cllr Fay was absent.  |
| <b>A023/24</b> | <b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b><br>None   |
| <b>A024/24</b> | <b><u>MINUTES OF THE LAST MEETING</u></b><br><b>RESOLVED:</b> The Minutes and the Confidential Minutes of the Allotments meeting held on 13 <sup>th</sup> June and the Extraordinary Minutes and Confidential Minutes of 1 <sup>st</sup> July 2024 (previously circulated) were <b>APPROVED</b> by the committee and signed by the Chairman as a true record.   |
| <b>A025/24</b> | <b><u>MATTERS ARISING FROM THE MINUTES</u></b><br><b>A021/24 Dunns Meadow Clearance – DM33</b> - The clerk reported the successful clearance of DM33 and inform members of recharge actions. Cllr Todd thanked Andy Wells of all his efforts. Cllr Calver advised this is where it gets difficult with the office recovering the costs.   |
| <b>A026/24</b> | <b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b><br>None   |
| <b>A027/24</b> | <b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b><br>The Clerk advised members of the following:<br><ul style="list-style-type: none"> <li>• 36 people on the waiting list (most are waiting for specific sites or plots)</li> <li>• 1 vacant plot</li> <li>• 0 NTQs issued since the last meeting though inspections have been conducted this week and there will be some administrative actions to follow.</li> </ul> |
| <b>A028/24</b> | <b><u>SITE REPRESENTATIVE REPORTS</u></b><br><b>Abdy Avenue</b> – The tap is shared at the site by most users and has recently sprung leaks, this has been fixed and the plot holders shared the cost. All has been well.<br><b>Dunns Meadow</b> – There are two plots that have not been worked and the new plots that have just been taken over are being worked.   |

|  |  |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
|--|--|--------------------------------------|--------------|--|--|-------------------------------|-----|-----------------------------|--|-----------------------------|------|----------------------------|-----|-------------------------|--------------|
|  | <p><b>King Georges Avenue</b> – Update by clerk that new plots will take some work due to the condition started in.</p> <p><b>Long Meadows</b> – A problem plot has been covered with little intentions of works doing, another plot is slacking on works.</p> <p><b>The Redoubt</b> – Ben Chamberlain says things are going ok, a few plots that clerk has close inspection on and is aware of. Problems with tap at site and Peter Day has used cable ties to fix for now but likely to need a new tap. Andy Wells to investigate and assess for future use. Some upcoming events at the Redoubt that an idea if the users can keep entrances clear which can make access difficult. Cllr Calver declared personal interest as a trustee of the Harwich Society.</p> |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| <b>A029/24</b>                             | <p><b><u>ALLOTMENT CLEARANCE RECHARGES</u></b></p> <p>Clerk informed members of a vacated tenants leaving plots in unsatisfactory condition and associated costs.</p>  |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| <b>A029/24</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><b>Allotments Maintenance Budget</b></td> <td><b>£2550</b></td> </tr> <tr> <td>Vacant plots budget spends (if applicable)</td> <td>£1600 (to be recovered from vacating tenant)</td> </tr> <tr> <td>Grounds Maintenance Outgoings</td> <td>£48</td> </tr> <tr> <td><b>Total income to date</b></td> <td></td> </tr> <tr> <td>Tenant rate and Water rates</td> <td>£403</td> </tr> <tr> <td>Black plastic ground cover</td> <td>£21</td> </tr> <tr> <td><b>Budget Remaining</b></td> <td><b>£2502</b></td> </tr> </table>  | <b>Allotments Maintenance Budget</b> | <b>£2550</b> | Vacant plots budget spends (if applicable) | £1600 (to be recovered from vacating tenant) | Grounds Maintenance Outgoings | £48 | <b>Total income to date</b> |  | Tenant rate and Water rates | £403 | Black plastic ground cover | £21 | <b>Budget Remaining</b> | <b>£2502</b> |
| <b>Allotments Maintenance Budget</b>       | <b>£2550</b>   |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| Vacant plots budget spends (if applicable) | £1600 (to be recovered from vacating tenant)   |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| Grounds Maintenance Outgoings              | £48  |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| <b>Total income to date</b>                |  |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| Tenant rate and Water rates                | £403   |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| Black plastic ground cover                 | £21  |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| <b>Budget Remaining</b>                    | <b>£2502</b>   |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| <b>A030/24</b>                             | <p><b><u>BEE POLICY</u></b></p> <p>Members reviewed the current HTC adopted Bee Policy (previously circulated). Cllr Morrison asked Rob Bayford (Bee-Keeper at Long Meadows) about the associated administration regarding becoming a bee- keeper and he advised of the necessary insurances and certificates. <b>RESOLVED</b> to readopt the policy.</p>  |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| <b>A031/24</b>                             | <p><b><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></b></p> <p>Andy Wells asked the reps if they go around their plots and if any do not have plot number signage to let him know and he will make some more.</p>   |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |
| <b>A032/24</b>                             | <p><b><u>TIME AND DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Allotments Committee is <b>Tuesday 29<sup>th</sup> October 2024 at The Guildhall, Church Street, Harwich.</b></p>  |                                      |              |  |  |                               |     |                             |  |                             |      |                            |     |                         |              |

The Chairman closed the meeting at 7.18pm.

**CHAIRMAN:**

**DATE:**