

HARWICH TOWN COUNCIL
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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE
 held on
Tuesday 5th March 2025 at 7.00pm
 at
The Guildhall, Church Street, Harwich, Essex, CO12 3DS

Present:	Councillors Calver, Davidson, Fay, Powell, Richardson and Smith.
In the Chair:	Councillor Todd
Clerk:	Ms Lucy Ballard
Also present:	Site Representatives Rob Bayford, Ben Chamberlain, Peter Day, Joan Feaviour and Susan Meadows. Estate Supervisor Andy Wells No members of the public.

PUBLIC QUESTION TIME:

None

A048/24	<u>APOLOGIES FOR ABSENCE</u> Cllrs Morrison and Wade. Site Representative
A049/24	<u>DECLARATIONS OF MEMBERS' INTEREST</u> None
A050/24	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: The Minutes and the Confidential Minutes of the Allotments meeting held on 29 th October 2024 (previously circulated) were APPROVED by the committee and signed by the Chairman as a true record.
A051/24	<u>MATTERS ARISING FROM THE MINUTES</u> MIN A047/24 – Members received confirmation that repayment of allotment clearance re-charges has commenced.
A052/24	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
A053/24	<u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: <ul style="list-style-type: none"> • 22 people on the waiting list (most are waiting for specific sites or plots) • 0 vacant plots • 0 NTQs issued since the last meeting.
A054/24	<u>SITE REPRESENTATIVE REPORTS</u> Abdy Avenue – Dunns Meadow – King Georges Avenue – Long Meadows – The Redoubt –

A055/24	<p><u>BUDGET UPDATE</u></p> <p>Members noted a budget update from the Clerk in respect of financial activity during 2024/2025:</p> <table border="0"> <tr> <td>Allotments Budget</td> <td style="text-align: right;">£6050</td> </tr> <tr> <td colspan="2">Expenditure to Date</td> </tr> <tr> <td>Grounds Maintenance</td> <td style="text-align: right;">£666</td> </tr> <tr> <td>Water Rates</td> <td style="text-align: right;">£9797</td> </tr> <tr> <td>Management of vacant plots (if applicable) (to be recovered from vacating tenant)</td> <td style="text-align: right;">£1820</td> </tr> <tr> <td colspan="2">Income to date</td> </tr> <tr> <td>Allotment Clearance</td> <td style="text-align: right;">£1460</td> </tr> <tr> <td>Tenant rate and Water rates</td> <td style="text-align: right;">£7775</td> </tr> <tr> <td>Black plastic ground cover</td> <td style="text-align: right;">£236</td> </tr> <tr> <td>Budget Remaining</td> <td style="text-align: right;">£2585</td> </tr> </table>	Allotments Budget	£6050	Expenditure to Date		Grounds Maintenance	£666	Water Rates	£9797	Management of vacant plots (if applicable) (to be recovered from vacating tenant)	£1820	Income to date		Allotment Clearance	£1460	Tenant rate and Water rates	£7775	Black plastic ground cover	£236	Budget Remaining	£2585
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A056/24	<p><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> • To note expenditure of £30.80, authorised by delegated authority, for the purchase of posts and post mix to repair the noticeboard at Dunn’s Meadow Allotment site, to be expended from the Allotments Grounds Maintenance budget. • Councillor Todd to report on rental payment method query. • To notify consideration of replacing key locks with combination locks (Boatswains Call, Dunns Meadow and Abdy Avenue) • The Clerk relayed a request from the Estate Supervisor that Site Reps notify him of any plots on their respective sites which have missing plot markers, so these can be replaced. 																				
A057/24	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee is TBC at 7.00pm at The Guildhall, Church Street, Harwich.</p>																				

The Chairman closed the public part of the meeting at 7.23pm.

CHAIRMAN:

DATE: