

## HARWICH TOWN COUNCIL

Guildhall, Church Street, Harwich, Essex CO12 3DS

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### MINUTES of the Meeting of the ALLOTMENTS COMMITTEE

held on

Tuesday 22<sup>nd</sup> July 2025 at 7.00pm

at

The Guildhall, Church Street, Harwich, Essex, CO12 3DS

<b>Present:</b>	Councillors Calver, Morrison, Powell, Richardson, Smith, and Wade
<b>In the Chair:</b>	Councillor Todd
<b>Clerk:</b>	Ms L Ballard – Clerk to the Council
<b>Also present:</b>	Site Representatives: Joan Feaviour and Susan Meadows. No members of the public

#### PUBLIC QUESTION TIME:

None

<b>A015/25</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Davidson and Fay  Site Representatives – Ben Chamberlain and Peter Day (The Redoubt); Rob Bayford (Long Meadows); Anges Chudy (KGA).
<b>A016/25</b>	<b><u>DECLARATIONS OF MEMBERS' INTEREST</u></b> None
<b>A017/25</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> The Minutes and Confidential Minutes of the Allotments meeting held on 12 <sup>th</sup> June 2025 (previously circulated) were <b>APPROVED</b> by the committee and signed by the Chairman as a true record.
<b>A018/25</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b>  <b>MIN A008/25</b> – The clerk reported on advice received from the NSALG regarding wildlife-friendly fencing. It's advised that solid fencing is used to minimise the risk of wildlife getting caught in between panels and that should the fencing which was referred to at the previous meeting, have been erected by a plot holder, then it was reasonable to ask them to change/remove it. She suggested a possible audit of each site. Dunns Meadow Site rep, Susan, reported a limping deer had been seen at the site and after a brief period of monitoring, appeared to be back to full health. Some of the neighbours' boundary fences may be trickier to address and there is link fencing at the boundary with Lime Court. There was a suggestion that this issue was discussed further at the next meeting although it was ultimately agreed to address the immediate issue which was raised by the Redoubt site rep and if erected by the plot holder then we could ask them to change the fence. If found to be under the responsibility of the council then the clerk would liaise with the chairman over necessary action. It was agreed to conduct an audit of boundary fences on the site and discuss the findings at the next meeting.  <b>MIN A008/25</b> – The clerk reported that she was unable to source any written policy on hosepipe use however the National Allotment Society had published a Water Wise leaflet on good water management, which would be circulated to tenants. The

	<p>chairman mentioned there is a clause within the tenancy agreement, specifically on water consumption and the committee agreed that there was therefore no need to create a specific policy but to address the matter directly with anyone not adhering to the terms.</p> <p><b>MIN A014/25</b> – The clerk confirmed that Cost Recovery for Allotment Clearance Recharges for plots on The Redoubt and King George’s sites had commenced.</p>																		
<b>A019/25</b>	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b></p> <p>None</p>																		
<b>A020/25</b>	<p><b><u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u></b></p> <p>The Clerk advised members of the following:</p> <ul style="list-style-type: none"> <li>• 37 people on the waiting list (most are waiting for specific sites or plots)</li> <li>• No vacant plots currently –</li> <li>• No NTQs issued since the last meeting.</li> </ul>																		
<b>A021/25</b>	<p><b><u>SITE REPRESENTATIVE REPORTS</u></b></p> <p><b>Abdy Avenue</b> – They are all experienced plot holders and all looks good with no problems. The rain has been very welcome.</p> <p><b>Dunns Meadow</b> – All is going well with the exception of the one plot that is still not being worked. There is a slight issue with the tap nearest DM08A which has a slight leak although it’s not too bad currently. The clerk will report this to the Estate Supervisor for monitoring and action when necessary.</p> <p><b>King Georges Avenue</b> – None</p> <p>Long Meadows – A written report was received that two plots on the site need some attention and asked if these could be kept an eye on. The clerk will liaise with the Estate Supervisor in advance of the next site inspections.</p> <p><b>The Redoubt</b> – None</p> <p>No site rep currently for Boatswains Call.</p>																		
<b>A022/25</b>	<p><b><u>BUDGET UPDATE</u></b></p> <p>The Clerk briefed members on the current financial position of the allotments budget:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Allotments Maintenance Budget</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td colspan="2"><b>Expenditure to Date</b></td> </tr> <tr> <td>Grounds Maintenance Outgoings</td> <td style="text-align: right;">£84.00</td> </tr> <tr> <td>Water Rates</td> <td style="text-align: right;">£1315.00</td> </tr> <tr> <td>Management of vacant plots (if applicable) to be recovered from vacating tenant)</td> <td style="text-align: right;">£310.00</td> </tr> <tr> <td colspan="2"><b>Total income to date</b></td> </tr> <tr> <td>Tenant rate and Water rates</td> <td style="text-align: right;">£78.00</td> </tr> <tr> <td>Black plastic ground cover</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td><b>Budget Remaining</b></td> <td style="text-align: right;"><b>£4,291.00</b></td> </tr> </table>	Allotments Maintenance Budget	£6,000	<b>Expenditure to Date</b>		Grounds Maintenance Outgoings	£84.00	Water Rates	£1315.00	Management of vacant plots (if applicable) to be recovered from vacating tenant)	£310.00	<b>Total income to date</b>		Tenant rate and Water rates	£78.00	Black plastic ground cover	£0.00	<b>Budget Remaining</b>	<b>£4,291.00</b>
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<b>A023/25</b>	<p><b><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Members noted expenditure of £240, authorised under delegated authority, for clearance of rubbish from a plot on the Tower Hill site, to be expended from the</li> </ul>																		

	<p>Management of Vacant Plots budget and which has been recovered from the former tenant.</p> <ul style="list-style-type: none"> <li>• Members noted expenditure of £67 with a further possible £135, authorised under delegated authority, for cost recovery measures in relation to clearance recharges on a plot on the Dunns Meadow site, to be expended from the Management of Vacant Plots budget and recovered from former tenant.</li> <li>• The clerk reported that the Boatswain’s Call site rep had tendered their resignation from the role. A poster has been displayed on the site to advertise the vacancy.</li> <li>• The clerk reported on some correspondence received in relation to bonfires on the King George’s site which are occurring outside of the prescribed times. The clerk confirmed she would liaise with tenants on that site to reinforce the rules.</li> </ul>
<b>A024/25</b>	<p><b><u>TIME AND DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Allotments Committee is scheduled to be held at <b>7pm on Thursday 30<sup>th</sup> October 2025 at The Guildhall, Church Street, Harwich.</b></p>
<b>A025/25</b>	<p><b><u>Exclusion of Public and Press</u></b></p> <p>Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 it was <b>RESOLVED:</b> to close the meeting to the press and public for the transaction of the under-mentioned business and for the Site Representatives to remain:</p> <ul style="list-style-type: none"> <li>• <b>Voluntary Site Representative Vacancy – Abdy Avenue</b></li> </ul>

The chairman, on behalf of the committee, thanked Joan Feaviour for her time, energy and hard work in representing the council on the Abdy Avenue site and attending the meetings.

He then closed the public part of the meeting at 7.21 pm.

**CHAIRMAN:**

**DATE:**