

Allotment Committee Council Minutes

of the Meeting of Harwich Town Council
held at
The Guildhall, Church Street, Harwich
on
Tuesday 16th June 2026 at 7.01pm

Present:

Cllrs Calver, Davidson, Fay, Morrison, Powell, Richardson and Smith

In the Chair: Councillor Todd

Clerk: Ms Maree Ratcliffe

Also Present: Clerk to the Council Lucy Ballard, Admin. Assistant Yazmin Hornsby-Fry

Site Representatives: Agnes Chudy, Peter Day, Paul Gale, Susan Meadows

PUBLIC QUESTION TIME:

None

A001/26 Apologies for Absence

Apologies received from Rob Bayford, Site Representative Long Meadows and Ben Chamberlain, Site Representative, The Redoubt.

A002/26 Declarations of Members' Interests

None

A003/26 Election of Vice-Chair

Members **RESOLVED** to elect Cllr Smith as Vice Chair for the 2026-27 Municipal Year.

A004/26 Minutes of the Last Meeting

The Minutes of the Allotments meeting held on 4th March 2026 (previously circulated) were **APPROVED** by the committee and signed by the Chairman as a true record.

A005/26 Matters arising from Previous Minutes

A042/25 The committee discussed the possibility of splitting larger plots into smaller more manageable plots to fit in with modern day living. The clerk advised members that this would be beneficial for new tenants but also for current tenants who are struggling with larger plots. Consideration was given to the following:

10 rods could be split into 4 plots – 2.5 rods each

5 rods could be split into 4 plots – 1.25 rods each

However this could vary dependent on the size of plots as not all are 5 or 10 rods.

Cllr Calver proposed that this was sanctioned and that the re-sizing of plots was left for the office staff to assess on a case-by-case basis. However, any concerns or misgivings would be brought back to the committee.

Cllr Morrison asked the site reps for their views. The consensus was that some tenants are struggling and a smaller plot would be a lot easier to manage. It was suggested that something was put into the newsletter to inform current tenants of the possibility of splitting a plot if they felt it would help.

RESOLVED: The committee agreed that plots for new tenants and current tenants could be resized going forward and the office staff to assess and manage this along with the Chair.

A006/26 Matters arising from previous minutes

None

A007/26 Vacant Plots/Waiting Lists/ Notices to Quit

The Clerk advised members of the following:

- 48 people on the waiting list (most are waiting for specific sites or plots)
- 3 vacant plots – BC42A, BC44 and DM35
- 1 NTQ issued since the last meeting (Redoubt). Tenancy ceased on 7th May, has been reallocated.

A008/26 Site Representative Reports

Abdy Avenue – Paul Gale informed members about a small pond that had been installed at Abdy Avenue. Discussion took place and it was agreed that this met the requirements and therefore no further action is required. The site is in good order and everyone is happy.

Dunns Meadow – Sue Meadows informed members that the site is looking very good at the moment, there is only one plot that needs following up.

King Georges Avenue – Agnes Chudy informed members that the site looks okay. One plot is in need of work, however it is a very large plot and she believes the tenant maybe struggling with the size. The clerk advised the site representative to ask the tenant to call the office and discuss resizing. The entrance gate still has a lot of heavy ivy growing over the gate, the Clerk will liaise with the Estate Supervisor regarding this. A neighbour has had been in discussion with the Site Representative regarding overgrowth of bushes in between the allotment land and their property. Even though this isn't within the remit of Harwich Town Council, the Clerk will liaise with the Estate Supervisor to have a look.

Boatswains Call – Currently no Site Representative

Long Meadows – Site Representative not present

The Redoubt – Peter Day informed members that there are a lot of tenants working their plots, however some tenants who have had warnings are only doing a small amount and are not returning until another warning is issued. Plots within close proximity are being affected. The clerk advised that inspections would be carried out

this week. He also informed members that a theft from a fruit tree on site had taken place. The tenant doesn't wish to take further action.

Cllr Davidson reported that this has also been occurring on Boatswains Call. Intruders have entered the site and stripped everything from a tenant's fruit trees. He suggested installation of a security light to act as a deterrent and CCTV stickers to be displayed around the site. The clerk advised the committee that CCTV warning signs should only be displayed if accompanied with the installation of a CCTV system.

The committee agreed for the clerk to investigate potential security lighting for Boatswains Call and report back at the next meeting of the Allotments Committee.

It was agreed that a letter is sent out to all plot holders regarding theft of produce on allotments, and also to be placed on noticeboards at sites.

A009/26 Budget Update

The Assistant Clerk briefed members on the current financial position of the allotments budget:

Allotments Maintenance Budget	£5,100.00
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Expenditure to Date

Grounds Maintenance Outgoings	£0.00
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Water Rates	£0.00
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Management of vacant plots (if applicable) to be recovered from vacating tenant)	£0.00
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Total income to date	£200.00
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Tenant rate and Water rates	£67.00
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Black plastic ground cover	£41.00
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Budget Remaining	£5,100.00
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A010/26 Allotment Rents

The committee were briefed on the current allotment fees and those which had been agreed to be implemented in September 2026.

RESOLVED: Agreed to increase of 50p per rod (£7.00 per rod) from September 2027. Also agreed to keep the discount for those in receipt of the state pension at 25%, however only for those tenants residing within the parish of Harwich and Dovercourt.

A011/26 Matters Received in the Post, or to be Reported or Raised by Members

- Members noted expenditure of £25 under delegated authority to clear door frame and broken glass from plot at The Redoubt, expended from the Grounds Maintenance budget.

A012/26 Date of Next Meeting

The next meeting of the Allotments Committee will be held on **Thursday 23rd July 2026** at **The Guildhall, Church Street, Harwich** at **7.00pm**.

A013/26 Exclusion of Public and Press

Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED:** to close the meeting to the press and public for the transaction of the under-mentioned business and for the Site Representatives to remain:

- **Cost recovery update**

The Chairman closed the public part of the meeting at 7.48pm

Site Representative, Paul Gale left the meeting

Chairman

Date