

HARWICH TOWN COUNCIL

Guildhall, Church Street, Harwich, Essex CO12 3DS

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MINUTES of the Meeting of the ALLOTMENTS COMMITTEE

held on

Wednesday 4th March 2026 at 7.00pm

at

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

Present:	Councillors
In the Chair:	Councillor Todd
Clerk:	Ms Maree Ratcliffe – Assistant Clerk to the Council
Also present:	Site Representatives: Sue Meadows, Paul Gale, Agnes Chudy, Rob Bayford, Ben Chamberlain and Peter Day No members of the public Yazmin Hornsby-Fry – Admin Assistant

PUBLIC QUESTION TIME:

None

A036/25	<u>APOLOGIES FOR ABSENCE</u> Cllrs Richardson Site Representatives
A037/25	<u>DECLARATIONS OF MEMBERS' INTEREST</u> None
A038/25	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: The Minutes and Confidential Minutes of the Allotments meeting held on 30 th October 2025 (previously circulated) were APPROVED by the committee and signed by the Chairman as a true record.
A039/25	<u>MATTERS ARISING FROM THE MINUTES</u> MIN A018/25 Wildlife Friendly Fencing The clerk updated members regarding Wildlife Friendly Fencing. Contact was made with The National Allotment Society. Cattle fencing is a good option as a deterrent, however chicken wire to cover the picket fence would be sufficient. There have not other reported cases of any deer being trapped in any fencing.
A040/25	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
A041/25	<u>VACANT PLOTS/WAITING LIST/NOTICES TO QUIT</u> The Clerk advised members of the following: <ul style="list-style-type: none">• 47 people on the waiting list (most are waiting for specific sites or plots)• 4 vacant plots currently – BC13A, BC19A, BC42A and BC44, BC48A• No NTQ issued

A041/25	<p><u>SITE REPRESENTATIVE REPORTS</u></p> <p>Long meadows – All sites are looking good.</p> <p>Dunns Meadow –</p> <p>The Redoubt –</p> <p>Abdy Avenue -</p>																				
A042/25	<p><u>BUDGET UPDATE</u></p> <p>Members noted a budget update from the Clerk in respect of financial activity during 2025/2026:</p> <table data-bbox="264 533 1054 987"> <tr> <td>Allotments Budget</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Expenditure to Date</td> <td></td> </tr> <tr> <td>Grounds Maintenance</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Water Rates</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Management of vacant plots (if applicable) (to be recovered from vacating tenant)</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Income to date</td> <td></td> </tr> <tr> <td>Allotment Clearance</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Tenant rate and Water rates</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Black plastic ground cover</td> <td style="text-align: right;">£</td> </tr> <tr> <td>Budget Remaining</td> <td style="text-align: right;">£</td> </tr> </table>	Allotments Budget	£	Expenditure to Date		Grounds Maintenance	£	Water Rates	£	Management of vacant plots (if applicable) (to be recovered from vacating tenant)	£	Income to date		Allotment Clearance	£	Tenant rate and Water rates	£	Black plastic ground cover	£	Budget Remaining	£
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A042/25	<p><u>MATTERS RECEIVED IN THE POST, TO BE REPORTED OR RAISED BY MEMBERS</u></p>																				
A043/25	<p><u>EXCLUSION OF PUBLIC AND PRESS</u></p> <p>RESOLVED: 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> <p>Update on Dunns Meadow Plot 3 and Plot 4 – Update on issues on site</p> <p>Cost Recovery Update – Provide update on recovery of costs</p>																				
A043/25	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>The next meeting of the Allotments Committee is scheduled to be held at 7pm on Wednesday TBC at The Guildhall, Church Street, Harwich.</p>																				

Public meeting closed at . insert time first meeting finished

CHAIRMAN:

DATE: