

Minutes of the Allotments Management Committee

**Meeting held on Wednesday 17th April 2019 at 19.00hrs in the
Hullbridge Parish Council Office**

Present: Plot holders: I. Burrell (Chair), J. Delasalle, Ms D Gant, Cllr D Jeffery, Cllr D East,
T. Rees, R. Wilden and Mrs Mullett (Admin)

1. Apologies

1.1. None

2. Approval of Minutes

2.1 Minutes of the meeting held on **19th September 2018** were approved and adopted previously by the Full Council. Chairman signed the minutes.

3. Declarations of Interest - None

4. Public Participation - No public attended.

5. Allotment Plot Holder Changes / Inspection and Competition

5.1 Committee Members noted the recent plot changes and numbers on our waiting list.

5.2 Committee Members agreed several plot holders will be sent initial letters and these plots will be re-inspected on 7th May 2019 along with some other plots which are being monitored.

ACTION: Admin to send out letters and print out updated inspection reports/map for follow-up inspection and advise Ian Burrell once letters have been issued.

5.3 Committee Members noted Competition date of Tuesday 2nd July 2019 at 10am. New judge is Mr. Clive Emberson. Poster is already erected on noticeboard.

ACTION: Admin to email Mr Emberson advising him to meet Ian Burrell at Allotment site at 10am on day of competition.

5.4 Date for Allotment competition Pre-judging 11th & 12th June 2019.

ACTION: Admin to put up poster advising allotment holders to notify the Parish Office if they do not wish for their plot to be entered in the competition.

6. Allotment site

6.1 Ditch and Culvert issues have been raised with Essex County Council Highways. Admin advised Committee Members that we believed that part of the problem with the ditches overflowing was due to the fact that the base level of the ditch was at the same level as the culvert and we were led to believe that the ditches needed to be dug down a bit deeper to ensure the ditch level was lower than the base of the culvert. Committee Members disagreed with this and advised to put any further works on hold at present. It was mentioned that the drains nearby were not installed at the correct level which is adding to the problem.

ACTION: On Hold.

6.2 Fence Panels leaning into Allotment site – Committee Members noted that although some work had been done to rectify the problem, due to bad weather the fence panels have started to lean again.

ACTION: Admin to advise landowner by letter that problem still persists and request to rectify.

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6.3 Broken Gate – Committee Members noted that the entrance gate has now been fixed.

6.4 Committee Members noted that there are no vacant plots.

6.5 Bonfire Concern – The clerk had received an email to ask if the bonfire was being kept under control. Committee Members noted that the bonfire was being kept under control.

6.6 Tree outside HGA Shop - Committee Members noted that the HGA agreed for the tree to be cut down which has been done by the HPC Maintenance team.

6.7 Key holders – Committee Members noted the number of plot holders who have keys to open/close the allotment gate.

7. **Requests for permission for Sheds / Greenhouses / Poly Tunnels**

7.1 Sheds / Greenhouses/Poly Tunnel - Plot 85 (shed), Plots 26a/b and 84 (greenhouse). Members agreed to these requests.

ACTION: Admin to advise plot holders that all requests have been approved.

8. **Administration**

8.1 Committee Members agreed to decide on a date for the Working Party at the next Allotment Committee Meeting on Wednesday 19th June 2019.

9. **Next meeting:**

9.1 Plot Re-Inspections Tuesday 7th May 2019, the Plot Inspections will be carried at 10am.

9.2 Future meetings Wednesday 19th June 2019, Wednesday 18th September 2019, Wednesday 15th April 2020, starting at 19.00hrs at the Parish Council Office.

9.3 Future Allotment Inspections: Tuesday 11th and Wednesday 12th June 2019, Tuesday 10th and Wednesday 11th September 2019, Tuesday 7th and Wednesday 8th April 2020.

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Meeting Closed at 20.00hrs

Julie Mullett
Admin Assistant

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