

Minutes of the Allotments Management Committee

**Meeting held on Wednesday 18th September 2019 at 19.00hrs in the
Hullbridge Parish Council Office**

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

21. Election of Chairman

21.1 RESOLVED. Roy Wilden was elected Chairman and was proposed by Cllr. D. Jeffery and seconded by Cllr. D East. There was no other nominations.

22. Election of Vice Chairman

22.1 RESOLVED. John Baker was elected Vice Chairman. Cllr D. East proposed Ian Burrell for Vice Chairman, however Ian Burrell declined. John Baker forwarded himself and other committee members agreed.

23. Apologies

23.1. None. Barbara Hayes is no longer a Committee Member due to relinquishing her plots.

24. Approval of Minutes

24.1 Minutes of the meeting held on **19th June 2019** were approved and ratified previously by the Full Council. New Chairman; Roy Wilden signed the minutes.

25. Declarations of Interest - None

26. Public Participation - No public attended.

27. Allotment Plot Holder Changes / Inspection/Competition

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

27.2 It was suggested that a holding fee be introduced for new plot holders that is either refundable in full if the plot is relinquished and left in good condition so that it is more appealing for a new potential plot holder. If the plot is left in a poor condition then the holding fee is not refunded. Members would like this to be added to the next meeting's Agenda.

ACTION- To add suggestion to April 2020 Agenda for discussion.

27.3 Committee Members agreed several plot holders will be sent initial letters or telephoned and these plots will be re-inspected on 30th September 2019.

ACTION- Admin to send out letters and/or make telephone calls and print out updated inspection reports/map for follow-up inspection and advise Roy Wilden once letters have been issued/calls have been made.

27.4 Committee Members were not aware that letters were being sent to plot holders who had rubbish and/or hazardous objects on their plots if this was the only observation on their plot. Julie (Admin) requested Committee Members to advise what the items of rubbish and/or hazardous objects are on the inspection report and to note this on future reports. Committee Members disagreed, however they agreed that a sensible solution would be to add a note to the plot holder's letter for plot holders to obtain clarification from a Committee Member if they are unsure of what the rubbish/hazardous objects are on their plot(s).

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- 27.5 Committee Members agreed that plots should still maintain a high standard of condition.
- 27.6 Competition - Committee Members noted the competition winner and runner ups. 1st place plot 33, 2nd place plot 27/28, 3rd place plot 8/9.
- 27.7 Rent Renewals - Committee Members noted that we had received payments from 41 plots.
28. **Allotment site**
- 28.1 Fence Panels leaning into the site. Committee Members noted that recent photos submitted to the Parish Office show the leaning fence panels have not been fully rectified. Roy Wilden confirmed that the fencing had worsened since the photos recently taken.
ACTION: Admin to send letter and photos to resident to rectify.
- 28.2 Committee Members agreed that vacant plots that are strimmed by Hullbridge Parish Council Maintenance Staff is working well and agreed that this should continue.
- 28.3 Allotment Water bill. Committee Members noted that after an investigation into why the Water Bill was much higher than normal there doesn't appear to be any leaks or improper use of the water meter/pipework. Committee Members noted that the bill will now be paid.
- 28.4 Committee Members noted that there were no objections to plot 59b becoming a wild meadow and Roy Wilden had sown the seeds and that it was a success to date.
- 28.5 Members suggested and agreed for a notice to be erected on the Notice board to ask plot holders to report any broken or damaged water tanks to Committee Members or the Parish Office. Committee Members noted that the water tank 2 was leaking and that a new one needs to be ordered
ACTION: Julie to put up notice on Notice board to this effect, Clerk to order new water tank.
29. **Requests for permission for Sheds / Greenhouses / Poly Tunnels**
- 29.1 Sheds / Greenhouses/Poly Tunnel - None
30. **Administration**
- 30.1 Committee Members noted that the GDPR forms were signed by J. Baker.
31. **Next meeting:**
- 31.1 Plot Re-Inspections Monday 30th September 2019 and Tuesday 1st October 2019, the Plot Inspections will be carried at 10am.
- 31.2 Future meetings Wednesday 15th April 2020, starting at 19.00hrs at the Parish CouncilOffice.
- 31.3 Future Allotment Inspections: Tuesday 7th and Wednesday 8th April 2020.

Meeting Closed at 20.00hrs

Julie Mullett
Admin Assistant