

Minutes of the Allotments Management Committee
Meeting held on Wednesday 19th September 2018 at 19.00hrs in the
Hullbridge Parish Council Office

Present: Plot holders: J. Delasalle (Chair), J. Baker, Ms D Gant, B. Hayes, Cllr D Jeffery, T. Rees and Mrs Mullett (Admin)

19. Apologies

19.1. I Burrell and R. Wilden sent their apologies which were accepted.

20. Approval of Minutes

20.1 Minutes of the meeting held on **20th June 2018** were approved and adopted previously by the Full Council. Chairman signed the minutes.

21. Declarations of Interest - None

22. Public Participation - No public attended.

23. Allotment Plot Holder Changes / Inspection and Competition

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

23.2 Committee Members agreed several plot holders will be sent initial letters and these plots will be re-inspected on 9th October 2018 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.

23.3 Committee Members noted winners of Allotment Competition: 1st place – 91/92, 2nd place – 32, 3rd place – 33

23.4 Mr Rees raised the question “Are the plot inspections carried out by the Allotment Sub Committee independent to the inspection the Clerk does”. It was confirmed that it is and that this was resolved by the Clerk via e-mail after the last meeting.

23.5 Plot holder 34 was sent a letter stating the plot was unacceptable and needed attention. A further letter to be sent as no part of the plot has not been maintained.

24. Allotment site

24.1 Ditch and Culvert issues have been raised with Essex County Council Highways. Letter received from ECCH requesting us to clear the ditches, counter letter sent to advising them the culvert is blocked and falls under Highways to remedy and is not in HPC's remit to repair. Awaiting response from ECCH.

ACTION: Admin to chase.

24.2 Damaged Tree to front of boundary of Allotment Site – Committee Members noted that the damaged tree had previously been removed by a Tree Contractor and the remaining trees are being monitored.

- 24.3 Viewing Platform Plot 31b – Committee Members noted that the viewing platform had been removed but the posts remain and are outside of the boundary line as are the bins on the neighbouring plot 32. Committee Members agreed the Clerk's request to erect posts and wire fencing to reinstate the boundary line on the proviso that once the posts are installed a notice is put up advising plot holders of the new fencing, giving one month's notice before the wire fencing is erected.

ACTION – Clerk to arrange installation of fence posts.

- 24.4 Fence panels leaning into the Allotment Site – Committee Members advised and agreed that the land owner is waiting for some wetter weather in order to rectify the fencing as the ground is currently too hard to adjust the fencing.

- 24.5 Members discussed a rota for opening and closing of the allotment gate and times. This was not agreed as Committee Members could not make a commitment to certain days or times and a suggestion was made that the Parish Council Maintenance Staff take on this role each morning.

ACTION – Clerk to respond.

- 24.6 Committee Members agreed for Parish Maintenance Officer Martin Bowers to fix the broken gate as soon as possible and for the lock to be attached to a chain that is fixed to the gate so it cannot be lost.

ACTION – Clerk to arrange repairs.

- 24.7 Entrance gate keys – Distribution of keys to the entrance gate was discussed and it was agreed the allocation would be managed by the Parish Office.

- A charge of £5 which is refundable on relinquishing of their plot/key would be made and all funds be held by the Parish Council.
- Currently there are 13 keys, 2 held by plot 109, 1 by Parish Council, rest to plot holders.
- The Committee agreed that there would not be a restriction on the number of keys distributed.
- It was agreed a poster will be put up offering a key to plot holders.

- 24.8 Committee Members agreed that the rents remained the same for the coming allotment year and renewals are sent. It was clarified the payment deadline is 31st October 2018 with a 1st October 2018 renewal date.

- 24.9 Committee Members noted that asbestos specialists have confirmed that suspected asbestos sheets at the allotment site were not asbestos and as a gesture of goodwill removed the sheets from the site.

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

- 25.1 Sheds / Greenhouses/Poly Tunnel - None requested.

26. **Administration**

26.1 Committee Members noted the update status for the new Tenancy Agreement.

26.2 Committee Members discussed the Working Party weekend on 19th/20th October 2018 and agreed that the weekend would consist of a general tidy up and to build a bonfire.

27. **Next meeting:**

27.1 Plot Inspections 9th April 2019, the Plot Inspections will be carried at 10am.

27.2 Future meetings 17th April 2019 starting at 19.00hrs at the Parish Council Office.

27.3 Working Party 19/20th October 2018

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Meeting Closed at 20.00hrs

Julie Mullett
Admin Assistant

Chairman _____

Date _____