

**Minutes of the Allotments Management Committee
Meeting held on Wednesday 20th June 2018 at 19.00hrs in the
Hullbridge Parish Council Office**

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

10. Apologies

10.1 Cllr D. East, I. Burrell and B Hayes sent their apologies which were accepted.

11. Approval of Minutes

11.1 Minutes of the meeting held on **18th April 2018** were approved and adopted previously by the Full Council. Chairman signed the minutes.

12. Declarations of Interest - None

13. Public Participation

13.1 No public attended.

14. Allotment Plot Holder Changes / Inspection and Competition

14.1 Committee Members noted the recent plot changes and numbers on our waiting list (5).

14.2 Committee Members viewed and discussed the new format of the plot inspections and agreed several plot holders will be sent initial letters and these plots will be re-inspected on 10th July 2018 along with some other plots which are being monitored.

ACTION: Clerk to forward Terms of Reference and clarification of Allotment Inspection process.

14.3 Mr Rees raised the question “Does the Clerk of The Parish Council have faith in the Allotment Committee to carry out Allotment Inspections.

ACTION: Clerk to respond.

14.4 Committee Members noted Plot Holders 2 and 54 did not wish for their plots to be entered in the Allotment Competition.

14.5 A request from Plot Holder 34 to have the full plot split into two half plots was rejected by Committee Members as they agreed that we have enough half plots already on the allotment site.

ACTION: Letter to be sent to plot holder.

14.6 Members agreed for a poster for the noticeboard for comments and suggestions.

15. Allotment site

15.1 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.

Cont.: 06.2018

15.2 Damaged trees to the front of the site. Tree Contractor has removed one of the trees. The Committee asked if the remaining trees had been inspected as they appear to have an empty space at the base where the soil was being washed away.
ACTION: Admin to investigate.

15.3 Plot 31b – Viewing Platform – Committee Members noted that the Plot Holder will be notified of further action.

15.4 Fence panels leaning into the Allotment Site – Committee Members noted that a letter has been sent to land owner requesting that the fence panels are rectified.

15.5 Manure Disposal – Letter sent to TJ Cottis requesting no more manure is left at site. Committee members confirmed that no more manure was being left on site.

15.6 Committee Members noted that The Parish Office is in contact with asbestos specialists to arrange a site visit to establish if asbestos is present on the Allotment Site.

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

16.1 Sheds / Greenhouses/Poly Tunnel - Plot 42b has requested a shed, Plots 65 and 83b have requested a greenhouse and the Committee agreed these subject to the size /position as per the agreement.

17. **Administration**

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

18. **Next meeting:**

18.1 Plot Inspections 11th September 2018 / 9th April 2019, the Plot Inspections will be carried at 10am.

18.2 Future meetings 19th September 2018 / 17th April 2019 starting at 19.00hrs at the Parish Council Office.

18.3 Working Party 19/20th October 2018

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Meeting Closed at 20.00hrs

Julie Mullett
Admin Assistant

Chairman _____

Date _____

