

8th August 2016

Dear Sir/Madam

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Tuesday, 16th August 2016 at 9.30am at the Pavilion, King George V Playing Field, Bull Lane, and Rayleigh when the following business will be transacted.

Yours faithfully,

Mrs K Cumberland
Town Clerk

Councillors: Cllrs D Sperring, C Stanley, E Dray, Mrs M Spencer, C Lumley, J Lawmon, Mrs C Pavelin (ex-officio), Mrs C Callis (ex-officio).

Allotment Representatives: Mrs S Howell - Sweyne Park
Mr S Skinner - Kenilworth Gardens
Mr R Dray - Lower Wyburns
Mr Fred Bartlett- Lower Wyburns
Mr A Wilson - Grove Road

AGENDA

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

To receive nominations for the election of a Sub Committee Chairman for the ensuing municipal year.

2. ELECTION OF SUB-COMMITTEE VICE CHAIRMAN

To receive nominations for the election of a Sub Committee Vice Chairman for the ensuing municipal year.

3 **DECLARATIONS OF INTEREST**

Members to Declare an Interest on items on this agenda.

4 **TERMS OF REFERENCE**

Members to agree the Terms of Reference for the Allotments Sub Committee (attached)

5. **PUBLIC FORUM**

The meeting shall be adjourned for a maximum of 15 minutes to allow any members of the public present to speak on matters relating to this agenda only. Each member of the public shall speak for two minutes only.

6. **APOLOGIES FOR ABSENCE**

To be reported to the Town Council prior to the meeting. Site representative, Mr R Dray has given his apologies.

7. **SUBSTITUTES**

To be reported to the Town Council prior to the meeting.

8. **MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS** held on 23rd February 2016. To receive and sign the minutes as a correct record. (copy attached)

9 **SITE REPRESENTATIVES**

To discuss the role of site representatives and to confirm whether they wish to continue for the municipal year.

10 **GROVE ROAD ALLOTMENT SITE**

a) Site Representative's Report

Members to receive a verbal report from site representative (to include health and safety matters)

b) Uncultivated Plots

A site inspection will be carried out prior to the meeting and a verbal report will be given.

c) Waiting List

Members to note that there are 2 ½ vacant plots and at present there is one person on the waiting list.

d) Perimeter Fence

Further to minute no. 39.2 of the Environment Committee meeting held on the 29th June 2015, members to note, that vandals have damaged the fence whilst gaining access to the allotment site. (park side) . Members to receive and consider quotations for a new palisade fence to be installed, as this is not the first time this chain link fencing has been vandalised.

e) Shed

Members to note that timber paint has been purchased to treat the new shed, however treatment has not yet been applied.

f) Fly Tipping

Further to minute no 28 (vi) of the Allotments sub committee meeting held on 23rd February 2016, members to note that more fly tipping had occurred in the copse area, adjacent to the allotment site. A further letter has been sent to Grove Road tenants informing them that this will not be tolerated and requesting that if anyone has knowledge of this activity to report to the Town Council immediately. Members to consider whether an additional charge should be added to the tenants rents covering the cost of removal of the fly tipping. A tenant contacted RTC to state that it was the previous tenant who had left rubbish on the site. Members to note that his deposit was kept and tenancy was terminated immediately.

g) Garden Trail

Site representative, Mr Alan Wilson, was present at Grove Road allotment site on Sunday 24th July between 1.00 - 5.00pm to show visitors around the site as part of the Garden Trail. Mr Wilson has stated that he will not volunteer next year and requested another site to come forward.

11 KENILWORTH GARDENS ALLOTMENT SITE

a) Site Representative's Report

Members to receive a verbal report from site representative (to include health and safety matters)

b) Uncultivated Plots

A site inspection will be carried out prior to the meeting and a verbal report will be given.

c) Waiting List

All plots are allocated and at present there are 4 on the waiting list.

d) Kenilworth Gardens Allotment Association

Further to minute no 29 iv) of the Allotment Sub Committee held on 23rd February 2016 members to note that a site visit took place to assess the proposed delivery access to the site. A quote is being provided for the necessary ground works and hard standing by the proposed delivery access gate. Letters have been sent to all site tenants for their response to this proposal. A verbal report will be given at the meeting.

e) Boundary Fence

Members to note that, following reports from tenants, it has been noted that a property in Langdon Road no longer has a rear boundary fence in place. The Town Council received advice from its solicitor who advises that it would be difficult for the Town Council to enforce the neighbour to erect a rear fence.

Members to note that a tenant has reported to the Town Council office that a small number of crops and tools have been taken from their plot. There is no evidence that entry has been gained via the property in Langdon Road . All tenants should be

reminded that they should remove valuable tools from site or lock them away securely and not to take crops from other plots without the necessary permission.

12. LOWER WYBURNS ALLOTMENT SITE

a)Site Representative's Report

Members to note that Mr R Dray and Mr F Bartlett have agreed to take on the role of Site Representatives for Lower Wyburns allotments. Members to receive a verbal report from site representative (to include health and safety matters)

b) Uncultivated Plots

A site inspection will be carried out prior to the meeting and a verbal report will be given.

c) Waiting List

Members to note that there is ½ plot vacant and at present there are no people on the waiting list.

d) Manure

Members to note that for the last six months manure has been dropped by the farmer on the last Sunday of the month and, as requested, the tenants are clearing the manure on the same day as delivery.

e)Mares tail

Further to minute no 30 (vii) of the Allotment sub committee meeting held on 23rd February 2016, the District Council has been contracted to treat the marestail with three more applications. One application has been applied to date. Members to note that the mares tail is spreading to an adjacent plot. A verbal report will be given.

f)Perimeter fence

Following a recent site inspection it was noted that a couple of tenants were storing their garden tools etc against the perimeter fence. A letter has been sent to the tenants asking for immediate removal.

13. SWEYNE PARK ALLOTMENT SITE

a)Site Representative's Report

Members to receive a verbal report from site representative (to include health and safety matters)

b) Uncultivated Plots

A site inspection will be carried out prior to the meeting and a verbal report will be given.

c) Waiting List

Members to note that there is one full plot which is out for offer and there are currently 3 on the waiting list.

d) Approach Way and Car Park

Further to minute no 31 (vi) of the Allotment Sub Committee meeting held on 23rd February 2016 members to note that a quote has been requested to level out the approach way to the site.

14 GENERAL MAINTENANCE

Members to suggest and discuss any maintenance required at the four sites. It has been suggested that any committee councillors that live near sites should have a key for emergency entry and regular inspections.

Further to minute no. 32 (ii & iii) site representatives are reminded again that uncultivated plots must be reported, alongside any fly tipping, to the Town Council immediately.

15 WATER USE

Members to note that the water at each site is turned off from the end of October to the end of March due to possible leaks. Members to note that water bills have been received from Essex & Suffolk Water (table attached).

16 TREES

Members to note quote has been received of £225.00 to conduct a tree survey at three sites (Sweyne Park, Keilworth Gardens and Grove Road)

17 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2016

Members to note that the Anglia in Bloom Judges visited Rayleigh on 5th July 2016 and were shown the town's floral and horticultural achievements. The results of the campaign will be known on 6th September 2016. Site representatives have been requested to display 1st, 2nd and 3rd placing in the Town Council Allotment competition on their site notice boards.

18 SHEDS/PATHWAYS/FENCING

Site representatives to provide a verbal report regarding the condition of sheds, pathways and fencing.

19 GLASS ON ALLOTMENTS

Further to minute no. 188.2 of the Environment Committee meeting held on 7th March 2016 (attached), members to note that most tenants have modified their cold frames to house safety glass. There are still some greenhouses remaining on sites with glass in. Members to consider adding a removal charge to tenant's rent if a green house has not been removed or changed to safety standards by December 2016.

20 FLY TIPPING/RELINQUISHED PLOTS

Members to note that the current policy for new tenants is to pay a £25 plot deposit. Tenants are informed when they sign the agreement that, if they do not leave the plot tidy they will lose their deposit. More established tenants, i.e. over five to six years have not paid a deposit and therefore could leave their plot in a poor cultivated state and it would be left to the Town Council to pay a contractor to remove all rubbish on the plot before it is let out to the next tenant.

Members to consider increasing the deposit to £50 on all future plot lettings and to charge existing plot holders, and those who have never paid a deposit, the same (inclusive of key deposit of £5).

21 ALLOTMENT PLOT VACANCY

Members to note that waiting lists have reduced at all sites and to consider advertising on Town Council Website and Rayleigh Review to create an interest to residents. Another option is to offer vacant plots to schools or charities, who may wish to use the areas, for a fixed term of 1 year in case demand from residents increases.

22 TENANCY AGREEMENT

Members to consider any changes to the Tenancy Agreement. (attached). Members to receive a site plan of all allotments. (attached)

23 DATE FOR NEXT MEETING

Members to agree the date for the next meeting of the Allotments Sub Committee.