

20th February 2017

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Tuesday, 28th February 2017 at 9.30am at the Pavilion, King George V Playing Field, Bull Lane, and Rayleigh when the following business will be transacted.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

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 DECLARATIONS OF INTEREST

Members to Declare an Interest on items on this agenda.

2. 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.

3. APOLOGIES FOR ABSENCE

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

4. SUBSTITUTES

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

5. MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 16th August 2016. To receive and sign the minutes as a correct record.

6 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 has been carried out prior to the meeting and a verbal report will be given.

c) Waiting List

Members to note that there is one ½ plot vacant at present and there are 3 people on the waiting list.

d) Perimeter Fence

Further to minute no. 10.vi of the Allotment sub-committee meeting held on 16th August 2016, members to note that three panels of the perimeter fence have been replaced. Further to min.no.100.1 of the Environment committee meeting held on 24th October 2016, members to further note that 8 extra pyracantha has been planted in the surrounding area of the new fence and near copse entrance.

e) Shed

Members to note that the timber paint has been purchased to treat the new shed, and has been applied twice by the tenants.

7 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 has been carried out prior to the meeting and a verbal report will be given.

c) Waiting List

At present there are 2 vacant plots (one full and one half plots) and there are 7 on the waiting list.

d) Kenilworth Gardens Allotment Association

Further to minute no 11 d) of the Allotment Sub Committee held on 16th August 2016 members to note that the Kenilworth Gardens Allotment Association have informed that they will not be proceeding with their proposal to create a delivery drop off point adjacent plot number 1.

e) Boundary Fence

Further to minute no 11 e) of the Allotment Sub Committee meeting held on 16th August 2016 members to note that building work continues to take place at the property in Langdon Road and to date a rear boundary fence has not been installed. The Town Council will continue to monitor at the regular site inspections.

8. LOWER WYBURNS 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 has been carried out prior to the meeting and a verbal report will be given.

c) Waiting List

Members to note that the rear plots at the allotment site are vacant and there are 2 people on the waiting list.

d) Manure

Members to note that manure continues to be 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. However, the farmer has been asked to unload the manure on the corner grass area adjacent to car park by bollards.

e) 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.

f) Flooding

Members to note that recently a tenant has complained about the waste land (rear vacant plots) adjacent to his plot and the poor drainage, making the surrounding ground uneven. This is an ongoing complaint with the tenants adjacent to the rear plots.

Members to receive quotes for a new Type 1 pathway to be laid and to discuss updating the drainage system already laid. Quotes to be obtained.

g) Marestail

With reference to the marestail, The District Council have been approached to give a quote to rotavate the plots, as sufficient applications have been applied to the marestail, and therefore should be ready to offer to people on the waiting list.

9. 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 has been carried out prior to the meeting and a verbal report will be given.

c) Waiting List

Members to note that there are 2 full plots and there are currently 6 on the waiting list.

10 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 min. no. 20 of the Allotment sub- committee held on 16th August 2016, site representatives are reminded again that uncultivated plots must be reported, alongside any fly tipping, to the Town Council immediately.

11 WATER USE

Members to note that the water will be turned on at the end of March. Current water bills have been received for three of the sites to date and a comparison table is attached

12 TREES

Members to receive details of a tree survey carried out at Kenilworth Gardens, Grove Road and Sweyne Park. Further to min no. 131 of Environment committee meeting held on 21st November 2016, members to note that the tree work will be carried out week commencing 27th February 2017.

A tenant from Lower Wyburns requested that an Ash Tree be removed from his plot and Rochford District Council have confirmed removal week commencing 27th February 2017.

13 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2017

Members to note that the Spring Launch for Rayleigh in Bloom will be held on 2nd April 2017 and competition forms will be available. Members to consider a suggestion that has been made to ask a member of the subcommittee and a site representative to do the judging this year.

14 SHEDS/PATHWAYS/FENCING

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

15 GLASS ON ALLOTMENTS

Members to note that there is one tenant at Kenilworth Gardens who has a number of window panes stored behind his shed. A quote is being requested to remove these items. A verbal report will be given. Non safety glass at the other sites has been removed as instructed.

16 TENANCY AGREEMENTS/RELINQUISHED PLOTS

Further to min.no.22 of the Allotment subcommittee meeting held on 16th August 2016, members to note that all tenants that had not paid a deposit for their plot and key have complied to the additional payment on their Annual Rent for 2017 and all rents are paid.

17 ALLOTMENT PLOT VACANCY

Members to note that waiting lists have increased slightly

18 SITE REPRESENTATIVES

Members to receive confirmation from site representatives that they have keys to the notice boards and that they are keeping them up to date with adding/removal of papers.

19 DATE FOR NEXT MEETING

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