

RAYLEIGH TOWN COUNCIL

MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING
HELD ON 28th February 2017 at 9.30am at
THE PAVILION, KING GEORGE V PLAYING FIELD,
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, Mrs M Spencer, C Lumley, E Dray, J Lawmon and C Stanley

Allotment Representatives: Mr R Dray – Lower Wyburns
Mr A Wilson – Grove Road
Mr S Skinner – Kenilworth Gardens

In attendance: Mrs P Allard – Committee Clerk
Miss K Gaiger – Committee Clerk

24 DECLARATIONS OF INTEREST

Cllrs D Sperring and C Stanley declared a non-pecuniary interest in all matters relating to Rochford District Council by virtue of being members of that Council.

Cllr Mrs M Spencer declared an interest in Anglia in Bloom as she is a judge.

25 PUBLIC FORUM

There were no members of public present

26 APOLOGIES FOR ABSENCE

Cllrs Mrs C Callis and Mrs C Pavelin gave their apologies

27 SUBSTITUTES

There were no substitutes

28 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 16th August 2016. A site representative requested if minutes could be sent earlier rather than with the current agenda. He was informed that minutes could only be sent after they have been ratified at Full Council.

RESOLVED to approve and sign the minutes

29 GROVE ROAD ALLOTMENT SITE

i) Site Representative's Report

Members received a verbal report from the site representative and there were no issues regarding health and safety. The site representative stated that the new tenants had made good progress within a short period of time.

ii) Uncultivated Plots

Members noted that a site inspection had been carried out and there was ½ plot vacant. The site representative was informed that the tenant on Plot 15 had requested to decrease to ½ a plot and would be cultivating the area nearest the shed.

iii) Waiting List

Members noted that there were two ½ plots vacant and that there was one person on the waiting list.

iv) Perimeter Fence

Further to minute no. 10.vi of the Allotment sub-committee meeting held on 16th August 2016, members noted 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 noted further that 8 extra pyracantha has been planted in the surrounding area of the new fence and near copse entrance.

v) Shed

Members noted that the timber paint has been purchased to treat the new shed and has been applied twice by the tenants. The Chairman thanked the site representative for his assistance in these matters.

RECOMMENDED that the above information is noted.

30 KENILWORTH GARDENS ALLOTMENT SITE

a) Site Representative's Report

Members noted the Site Representative's views on the land adjacent to the allotment site regarding the width of the public footpath if a new fence is installed. The representative was informed that his concerns would be noted and that this matter will not be discussed at this committee meeting and would be deferred to Full Council.

b) Uncultivated Plots

Members noted that a site inspection had been carried out prior to the meeting and that all occupied plots were being cultivated.

c) Waiting List

At present there are 3 vacant plots (two full plots and one half plot) and there are 7 on the waiting list. These plots are being offered out to those on the waiting list.

d) Kenilworth Gardens Allotment Association

Members noted that the Kenilworth Gardens Allotment Association had informed that they will not be proceeding with their proposal to create a delivery drop off point adjacent plot number 1. It was further noted that the Kenilworth Gardens Allotment Association is no longer operating and Cllr Sperring stated that they had achieved their main objective with the installation of a new perimeter fence at the site.

e) Boundary Fence

Members noted 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. The site representative mentioned that a fence panel was missing at another neighbouring property and this will be monitored at the next monthly site visit. The Town Council may consider installing temporary fencing if necessary.

RECOMMENDED that a) the site representative's views on the land adjacent to the allotment site regarding the width of the public footpath if a new fence is installed to be forwarded to the next Full Council meeting b) the boundary fences are checked at the monthly site visits and to consider installing temporary fencing if necessary b) the rest of the information be noted.

31. LOWER WYBURNS ALLOTMENT SITE

a) Site Representative's Report

Members received a verbal report from site representative (to include health and safety matters) and noted that he requested that more notice is given regarding agendas.

b) Uncultivated Plots

Members noted that a site inspection has been carried out prior to the meeting and all plots were cultivated.

c) Waiting List

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

d) Manure

Members noted that manure continues to be dropped by the farmer on the last Sunday of the month and that the farmer has been asked to unload the manure on the corner grass area adjacent to car park by bollards in future.

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 and that a letter has been sent to the tenants asking for immediate removal.

f) Flooding

Members noted concerns about the waste land (rear vacant plots) and the poor drainage, making the surrounding ground uneven. A member raised the Flood Alleviation Scheme in the surrounding Woodland and the Chairman informed members that it was in the hands of Southend Council (who are in partnership with the Environment Agency for this scheme) and they should be contacted to get an update on their plans.

Members discussed factors that were involved regarding preparing the rear plots for cultivation:

- Poor Drainage
- Uneven ground
- Feasibility of new pathway

- Exploration of wet area at back of Allotments/Woodland
- Elimination of Mares tail

All agreed that a site visit should be arranged to discuss all options at the Allotment site and to make a decision whether to pursue making new plots. It was agreed that Cllrs C Stanley, J Lawmon and Chairman, Cllr D Sperring, would be present and Rochford District Council's Mr Richard Tatton-Bennett would be invited to attend.

Members were informed of quotes for a new Type 1 pathway to be laid and agreed that other possibilities should be explored further.

RECOMMENDED that i) update of Flood Alleviation Scheme is requested from Southend Council ii) a site visit is organised to review rear allotment plots at Lower Wyburns, with Rochford District Council's Mr Richard Tatton-Bennett and iii) the rest of the information is noted.

32. SWEYNE PARK ALLOTMENT SITE

a) Site Representative's Report

Members noted that the site representative for Sweyne Park was not present.

b) Uncultivated Plots

Members noted that a site inspection had been carried out prior to the meeting and that all occupied plots were being cultivated.

c) Waiting List

Members noted that there are 4 full plots and there are currently 6 people on the waiting list. These plots are being offered out to those on the waiting list.

RECOMMENDED that the above information is noted.

33 GENERAL MAINTENANCE

Members discussed any maintenance matters at the four sites, and the site representative from Grove Road requested some more pyracantha shrubs for the copse area.

Cllrs D Sperring and J Lawmon confirmed having a key for the allotment sites that was near them and Cllr C Stanley volunteered to hold a key for emergency access at Sweyne Park.

RECOMMENDED that i) Cllr C Stanley is given an allotment key to visit Sweyne Park in emergencies and ii) more pyracantha is purchased for Grove Road allotment site.

34 WATER USE

Members noted that the water will be turned on at the end of March and received a water bill comparison table

RECOMMENDED that the above information is noted.

35 TREES

Members noted that Rochford District Council conducted the tree survey at Kenilworth Gardens and Grove Road Allotment sites and that further to min no. 131 of Environment committee meeting held on 21st November 2016 the work had commenced on 27th February 2017. The site representative of Kenilworth Gardens raised concerns regarding the felling of trees and was informed that it was due to the recommendation of the Tree Officer at Rochford District Council. The Kenilworth Gardens Site Representative requested a copy of the tree survey.

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.

RECOMMENDED that the above information is noted.

36 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2017

Members noted that the Spring Launch for Rayleigh in Bloom will be held on 2nd April 2017 and competition forms will be available. Members considered a suggestion that has been made to ask a member of the sub committee and a site representative to judge this year and all agreed that just councillors would judge.

RECOMMENDED that Cllr J Lawmon and C Stanley be nominated as judges for the Allotment Competition at all four sites.

37 SHEDS/PATHWAYS/FENCING

Site representatives reported no problems regarding the condition of sheds, pathways and fencing.

RECOMMENDED that this information is noted.

38 GLASS ON ALLOTMENTS

Members noted that there is one tenant at Kenilworth Gardens who has a number of window panes stored behind his shed and that a quote has been requested to remove these items. Members were informed that all non safety glass at the other sites has been removed as instructed.

RECOMMENDED that the above information is noted.

39 TENANCY AGREEMENTS/RELINQUISHED PLOTS

Further to min.no.22 of the Allotment sub committee meeting held on 16th August 2016, members noted 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. Members noted that waiting lists have increased slightly as a result of relinquished plots from the Annual Rents due.

RECOMMENDED that the above information is noted

40 SITE REPRESENTATIVES

Members received 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 information.

RECOMMENDED that the above information is noted.

41 DATE FOR NEXT MEETING

Members agreed to hold the next meeting on Tuesday 6th June 2017 at 9.30am.

RESOLVED that the next Allotment meeting is held on Tuesday 6th June at 9.30am.

Chairman

Signature

Date