

29th January 2018

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on **Tuesday 6th February 2018** at 9.30am at the Pavilion, King George V Playing Field, Bull Lane, 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 (ex-officio) and Mrs C Pavelin (ex-officio)

Allotment Representatives: Mr Geoff Grist - Sweyne Park
Mr Steve Skinner - Kenilworth Gardens
Mr Richard Dray - Lower Wyburns
Mr Fred Bartlett - Lower Wyburns
Mr Alan Wilson - Grove Road

AGENDA

1 DECLARATIONS OF INTEREST

Declaration of interests by members for any 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. Apologies received from Cllr Mrs C Pavelin.

4 SUBSTITUTES

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

5 NON-COMMITTEE MEMBERS

To note non-committee members attending.

6 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 26th September 2017. To receive and sign the minutes as a correct record.

7 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 are 7 people on the waiting list and there are 2 ½ vacant plots, which are under offer.

8 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

Members to note that there are 4 people on the waiting list and a that there is one vacant full plot and a half plot which has recently been created due to a tenant wishing to reduce the size of their plot. These will be offered to people on the waiting list.

d) Boundary Fence with property in Langdon Road

Members to receive a verbal report regarding the rear boundary fence of the property in Langdon Road.

9 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 there are 5 people on the waiting list and there are 2 plots vacant. The rear plots at the allotment site are still covered with membrane to prevent an influx of weeds in the growing season. This may be a project for the Payback to Team to dig over the four areas.

d) Drainage

Further to min no. 42 of the Allotments Sub Committee meeting held on 26th September 2017, members to receive quotes to hire a mini digger and temporary toilet facilities for use during this work.

Members to note that liaison with the Payback Team has resumed and they are keen to assist in any projects we may have for them, although toilet facilities are still required. The farmer has stated that if they are low risk offenders, their facilities can be used.

e) Pathways/Water Troughs

Members to note that works scheduled at Lower Wyburns before the end of February are as follows:

- Levelling of 3 x water troughs
- Installation of Water Trough on Plot 1
- Laying of Type 1b pathway for part of rear pathway

f) Security

Several tenants had suggested that the small wooden bollards in front of the allotment gate be removed to stop youths climbing the fence and gaining access to the allotment plots. The Town Council has asked a contractor to remove the bollards.

g) Manure

Members to note that the relocation of the manure mound has been suggested. A verbal report will be given.

10 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 7 people on the waiting list and 3 vacant plots, the

plots are currently under offer.

d) Gate

Further to minute no 43 of the Allotment Sub Committee meeting held on 26th September 2017 members to note that the work to the entrance gate has been carried out at a cost of £395

11 GENERAL MAINTENANCE

Ward members are reminded to inspect sites in between Town Council office visits.

Site representatives are reminded again that uncultivated plots must be reported, alongside any fly tipping and health & safety issues to the Town Council immediately.

Further to min no. 44 of the Allotment sub-committee meeting held on 26th September 2017, members to note that all plots have been numbered at Lower Wyburns site by Cllr C Stanley.

12 SHEDS/PATHWAYS/FENCING

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

13 NEW TENANTS

Further to min. no. 46 of the Allotments sub-committee meeting held on 26th September 2017, members to receive a document for new tenants and a factual flyer for perspective tenants.

14 RAYLEIGH IN BLOOM 2018 – ALLOTMENTS COMPETITION

Further to min. no. 47 of the Allotment Sub Committee meeting held on 26th September 2017, members to note that Cllr J Lawmon and C Stanley are still working on a modified version of the judging criteria, which is to be circulated to Sub Committee members and site representatives for reviewing.

15 WATER USE

Members to note that the water will be turned on at the end of March. Current water bills have been received for two sites and members to note there is a new provider. The Town Council is in liaison with the current provider regarding transfer issues. A comparison table will be issued at the next meeting.

16 TENENACIES/RELINQUISHED PLOTS

Further to minute no 102.2 of the Environment Committee Meeting held on 9th October members to note that it was agreed to increase plots rents by 2.5% to the nearest whole pound. The majority of plot rents have been received and there have been 8 relinquished plots. An update will be provided at the meeting.

17 DATE FOR NEXT MEETING

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