

30th May 2017

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Tuesday 6th June 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 (ex-officio) and Mrs C Pavelin (ex-officio)

Allotment Representatives: Mrs S Howell - Sweyne Park
Mr S Skinner - Kenilworth Gardens
Mr R Dray - Lower Wyburns
Mr F 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.

7. SUBSTITUTES

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

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

9. 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 two ½ plots vacant at present and there are 5 people on the waiting list.

d) Perimeter Fence

Further to minute no. 29 (iv) of the Allotment sub-committee meeting held on 28th February 2017, members to note that 8 further pyracantha have been ordered, however delivery and installation will not be for a couple of months.

10 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. Following an inspection in May letters were sent to tenants of uncultivated plots and as a result one plot has been relinquished

c) Waiting List

At present there is 1 vacant plot and there are 5 on the waiting list.

d) Boundary Fence

Further to minute no 30 e) of the Allotment Sub Committee meeting held on 28th February 2016 members to note that building work continues to take place at two properties 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.

e) Parking

Further to minute no 164 of the Environment Committee meeting held on 10th April 2017 members to consider if tenants should continue to use the adjacent land close to Station Approach as car parking space. The Town Council were made aware that this area of land was being used as an unofficial parking space during the recent consultation in relation to the disposal of land to the 1st Rayleigh Scouts.

11 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 letters have been sent to tenants who have uncultivated plots. As a result of this one plot has been relinquished.

c) Waiting List

At present there are no vacant plots and no one on the waiting list.

d) Manure

Further to minute no 31 d of the Allotment Sub Committee meeting held on 28th February 2017 members to note that, from a request from the farmer the manure drop will be on the first Wednesday of the month from 10th May 2017.

e) Perimeter fence

Following a recent site inspection, it was noted that the woodland hedges were encroaching onto the allotment through the fence on the right hand side of the site. The contractor has informed us that the work has been completed.

f) Flooding

Further to minute no 12 of the Environment Committee meeting held on 15th May 2017, members to note that a proposed drainage project for the rear plots/woodland at Lower Wyburns has been deferred. A tenant was asked whether the drainage, which was put in a few years ago, was working and he stated that he had had no problems on average, however he did suggest that any proposal should wait until the Winter to see how the drainage has been in the wetter months.

Due to reports that the rear plots are incurring weeds and more marestail, which would encroach upon fellow cultivated plots, a quote to curb the growth by strimming the weeds and laying membrane material has been approved by the Environment and Allotment sub committee Chairmen. This work is due to commence week commencing 29th May 2017.

g) Water

The site representative had reported that one of the troughs is leaking, this is due to a slight subsidence in the ground, causing the trough to tilt and one corner to rust. The Town Council office has been in liaison with their maintenance contractor and are waiting for a quote to level the trough.

Tenants have requested that an additional trough is installed at the far right hand rear corner of the site. Quotes to be reported.

h) Flood Alleviation Scheme

Further to minute no 31 f) of the Allotment Sub Committee meeting held on 28th February 2017 members to receive information regarding an update from Southend Council in relation to the Flood Alleviation Scheme.

12 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. Following an inspection in May letters were sent to tenants of uncultivated plots and as a result one plot has been relinquished

c) Waiting List

Members to note that there are 3 full plots and there are currently 4 on the waiting list.

13 GENERAL MAINTENANCE

Ward members are reminded to inspect sites when available inbetween Town Council office visits.

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

The contractor has strimmed the perimeter fence boundary at Kenilworth Gardens and the approach way to Sweyne Park.

14 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2017

Further to minute no 36 of the Allotment Sub Committee meeting held on 28th February 2017 members to note the Cllrs J Lawmon and C Stanley will be judging the allotment competition on 19th June 2017.

15 SHEDS/PATHWAYS/FENCING

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

16 RAYLEIGH GARDEN TRAIL

Members to note that the Friends of Holy Trinity Garden Trail will take place the weekend of 22nd/23rd July 2017. The allotment representatives of Kenilworth Gardens, Sweyne Park and Lower Wyburns have been contacted to find out if they are willing to participate this year. A verbal report will be given.

17 DATE FOR NEXT MEETING

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