



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880 email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT Number: 830 7558 23**



18<sup>th</sup> September 2017

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on **Tuesday 26<sup>th</sup> September 2017** 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: 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 **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. Apologies have been received from Cllr E Dray.

4 SUBSTITUTES

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

6 NON-COMMITTEE MEMBERS

To note non-committee members attending.

7 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 22<sup>nd</sup> August 2017. To receive and sign the minutes as a correct record.

8 GROVE ROAD ALLOTMENT SITE

**a) Site Representative's Report**

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

9 KENILWORTH GARDENS ALLOTMENT SITE

**a) Site Representative's Report**

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

10 LOWER WYBURNS ALLOTMENT SITE

**a) Site Representative's Report**

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

11 SWEYNE PARK ALLOTMENT SITE

**a) Site Representative's Report**

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

12 GENERAL MAINTENANCE

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

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

13 SHEDS/PATHWAYS/FENCING

Site representatives to provide a verbal report regarding the condition of sheds, pathways and fencing. Members to receive a quote for first phase of rear pathway at Lower Wyburns, which measures 17 1/2m. Members to note that further quotes for the remaining sections are to be received and earmarked in the budget for 2018/2019.

14 NEW TENANTS

Further to min. no. 31 of the Allotments sub-committee meeting held on 22<sup>nd</sup> August 2017, members to discuss the points for new beginners to produce one standard document. (see attached)

15 RAYLEIGH IN BLOOM 2017 – ALLOTMENTS COMPETITION

Further to min.no.32 of the Allotments sub-committee meeting held on 22<sup>nd</sup> August 2017, members to discuss the judging criteria and awarding of gold, silver and bronze awards for the Rayleigh in Bloom Allotments competition. (see attached)

16 DATE FOR NEXT MEETING

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

