



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**VAT Number: 830 7558 23**



14<sup>th</sup> August 2017

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on **Tuesday 22<sup>nd</sup> August 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

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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 Mrs M Spencer.

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 6<sup>th</sup> June 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)

**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, however the plots in question are mature and are not for beginners. There are 3 people on the waiting list.

**d) Perimeter Fence**

Further to minute no. 29 (iv) of the Allotment sub-committee meeting held on 28<sup>th</sup> February 2017, members to note that 8 pyracantha have been ordered, and will be delivered in the next couple of weeks.

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).

**b) Uncultivated Plots**

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

At present there are no vacant plots and there are 2 on the waiting list.

**c) Boundary Fence**

Further to minute no 11 b) of the Allotment Sub Committee meeting held on 16<sup>th</sup> August 2016 members to note that the rear boundary fences at two properties located in Langdon Road have not been re-installed to date. The Town Council received advice from its solicitor who advised that it would be difficult for the Town Council to enforce the neighbour to erect a rear fence. Members to receive a copy correspondence from an allotment tenant regarding the removal of these fences and to decide if quotes should be obtained to erect temporary fencing at these locations (attached).

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)

**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 no vacant plots and no one on the waiting list.

**d) Marestail**

Members to note that membrane has been laid on the rear plots of the allotment site and the marestail has been curbed. The District Council's representative has advised that more membrane needs to be laid as there appears to be gaps and the marestail has found its way through.

**e) Water**

Members to note that a contractor has advised that three troughs at the site need to be removed and levelled to prevent leakage. New concrete feet would be supplied and fitted and all pipe work would have to be adapted to fit the new height, which would be lower than the existing set up. An estimate has been received at a cost of £610.00 inclusive of all works.

However, following a recent site inspection and further to minute no. 12 (vii) of the Allotments sub-committee meeting held on 6<sup>th</sup> June 2017, it was noticed that the site could probably benefit from two more water troughs, following another request from a tenant. A verbal report will be given.

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).

**b) Uncultivated Plots**

A site inspection will be carried out prior to the meeting and a verbal report will be given.

**c) Waiting List**

Members to note that there are 3 full plots and there are currently 2 people on the waiting list, however they are not in a position to accept a plot at this time. A press release has been sent to advertise that 3 plots are available immediately at this site.

**d) Approachway**

Further to minute no 13 d) of the Allotment Sub Committee meeting held on 16<sup>th</sup> August 2016 member agreed that the contractor would continue to fill in any potholes on the approachway. A site visit will take place with the Sub-Committee Chairman to assess if a new surface is required and quotes will be considered for the budget in 2017/2018.

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.

Members to note that theft of tools and produce have been reported at Sweyne Park and Kenilworth Gardens Allotment Sites. Tenants are reminded to lock the gates and secure the site when they leave.

13 SHEDS/PATHWAYS/FENCING

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

14 NEW TENANTS

Further to min. no. 14 of the Allotments sub-committee meeting held on 6<sup>th</sup> June 2017, members to note that the "Points for Beginners" list has not been received to date from the site representatives.

15 RAYLEIGH IN BLOOM 2017 – ALLOTMENTS COMPETITION

Members to note that all judging has been completed and winners have been informed. All silver and bronze winners have been sent a certificate and site representatives are to receive a winners list to display on the noticeboards.

16 DATE FOR NEXT MEETING

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