

RAYLEIGH TOWN COUNCIL

MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING  
HELD ON 22<sup>nd</sup> August 2017 at 9.30am at  
THE PAVILION, KING GEORGE V PLAYING FIELD,  
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, C Stanley, E Dray, J Lawmon and Mrs C Pavelin

Allotment Representatives: Mr R Dray – Lower Wyburns  
Mr F Bartlett – Lower Wyburns  
Mr A Wilson – Grove Road  
Mr S Skinner – Kenilworth Gardens  
Mrs S Howell – Sweyne Park

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

19 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.

20 PUBLIC FORUM

There were no members of public present

21 APOLOGIES FOR ABSENCE

Members noted that apologies had been received from Cllr Mrs M Spencer and Cllr C Lumley

22 SUBSTITUTES

There were no substitutes

23 NON-COMMITTEE MEMBERS

There were no non-committee members present

24 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 6<sup>th</sup> June 2017

RESOLVED to sign the minutes as a correct record.

25 GROVE ROAD ALLOTMENT SITE

**i) Site Representative's Report**

Members received a verbal report from the site representative who reported that the top of the front perimeter hedge was slightly overgrown, otherwise there were no problems. The contractor would be asked to trim before the Autumn.

**ii) Uncultivated Plots**

Members noted that a site inspection had been conducted and two tenants were sent a letter regarding the condition of their plot.

**iii) Waiting List**

Members noted 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.

**iv) Perimeter Fence**

Further to minute no. 29 (iv) of the Allotment sub-committee meeting held on 28<sup>th</sup> February 2017, members were informed that the pyracantha had been delivered and planted.

RECOMMENDED that i) the contractor is informed that the top of the front perimeter hedge needed strimming and ii) the rest of the information be noted.

26 KENILWORTH GARDENS ALLOTMENT SITE

**i) Site Representative's Report**

Members received a report from the site representative who raised concerns over the condition of two of the plots. One plot had just been taken over and the other was due to receive a letter regarding the cultivation of their plot.

**ii) Uncultivated Plots**

Members were informed that a site inspection had been conducted and four tenants would be sent a letter regarding the condition of their plots.

**iii) Waiting List**

Members noted that at present there are no vacant plots and there are 2 on the waiting list.

**iv) Boundary Fence**

Further to minute no 11 b) of the Allotment Sub Committee meeting held on 16<sup>th</sup> August 2016 members noted that the rear boundary fence at one of the properties located in Langdon Road has installed a replacement fence. The other property is still under construction and it will be monitored in relation to the installation of a rear boundary fence.

The Town Council received advice from its solicitor who advised that it would be difficult for the Town Council to enforce the neighbouring resident to erect a rear fence. Members requested that the site representative keep the Town Council informed of any progress or issues relating to this matter. The Town Council will only erect a temporary fence if it becomes necessary.

RECOMMENDED that i) the site representative to keep the Town Council informed of any progress or issues relating to the rear boundary fence of the property in Langdon Road and ii) the rest of the information be noted.

## 27 LOWER WYBURNS ALLOTMENT SITE

### **i) Site Representative's Report**

Members received a verbal report from the site representative and were informed that there was a prickly hedge on left hand side at beginning of old site of the allotments that needed cutting back, as it could be a hazard to fellow tenants walking by.

### **ii) Uncultivated Plots**

Members noted that a site inspection had been carried out prior to the meeting and that two tenants were sent letters, however the site representative pointed out another plot that was uncultivated and requested a letter be sent to them.

### **iii) Waiting List**

Members noted that there were no vacant plots and no one on the waiting list at present.

### **iv) Mares tail**

Members noted that membrane has been laid on the rear plots at the allotment site and the mares tail has been curbed. Members were informed that the District Council's representative had advised that more membrane needed to be laid, as there appears to be gaps and the mares tail has found its way through. A quote to clear a 2 feet area both sides of the rear fence, strim weeds remaining and cover all areas with membrane, would cost £120. Members recommended that this price is accepted. The site representative raised the issue of drainage on the rear plots and requested that it was reviewed. It was suggested that a working party re-lay the pipe work of existing drainage in the far-right hand corner ditch leading into the woodland.

### **v) Water**

Members noted 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. Further quotes have been received since the meeting and will be forwarded to the next Environment meeting.

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 benefit from two more water troughs, following requests from tenants. Following a site visit, it was proposed that one trough be installed this current budget year, and another one earmarked in the budget 2018/2019. Only one quote has been received to date, therefore, further quotes will be forwarded to the next Environment meeting.

RECOMMENDED that i) the Town Council accept a quote to strim both sides of rear fence at Lower Wyburns and cover all areas with remaining weeds at a cost of £120 ii) refer quotes for levelling three water troughs to next Environment meeting, iii)

refer quotes for installing a new water trough to next Environment iv) earmark a second water trough for budget for 2018/2019, v)the Town Council to arrange for a working party to re-lay the pipe work of existing drainage in the far right hand corner ditch leading into the woodland and vi) the rest of the information be noted.

28 SWEYNE PARK ALLOTMENT SITE

**i) Site Representative's Report**

Members were informed by the site representative that the entry gate to the site is in need of attention as it becomes difficult to open during the wetter weather conditions. The Town Council office will arrange for a contractor to visit the site and provide a quote for realigning the gate.

**ii) Uncultivated Plots**

Members noted that a site inspection was conducted prior to the meeting and that three plots holders will be sent letters regarding the condition of their plots.

**iii) Waiting List**

Members noted that the 3 full plots have been allocated and there are currently 2 people on the waiting list. A press release was sent to advertise the vacant plots and for residents to apply to be on the waiting list for any site.

**iv) Approachway**

Further to minute no 13 d) of the Allotment Sub Committee meeting held on 16<sup>th</sup> August 2016 members 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 2018/2019.

RECOMMENDED that i) that quotes are obtained to realign the entrance gate at Sweyne Park ii) a site visit will be conducted with the Sub-Committee Chairman to assess if a new surface is required and quotes will be considered for the budget in 2018/2019 and iii) the rest of the information be noted.

29 GENERAL MAINTENANCE

Ward members were reminded to inspect sites in between Town Council officer visits.

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

Members noted 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.

It was suggested that the contractor for the water troughs should check all the ball cock connections on existing troughs at all sites when the water is turned off in October.

Members were informed that Lower Wyburn allotment plots were difficult to identify as the numbers have faded. Cllr C Stanley volunteered to re-number the plots.

RECOMMENDED that i) all ball cocks on water troughs are checked by the contractor when the water is turned off, ii) Cllr C Stanley re-number the allotment plots at Lower Wyburns site and iii) that the rest of the above information is noted.

### 30 SHEDS/PATHWAYS/FENCING

Site representatives provided a verbal report regarding the condition of sheds, pathways and fencing. Representatives stated that uncut pathways between the plots could be trip hazards and requested that all tenants were reminded in the renewal letter to cut their pathways, as stated in Tenancy Agreement number 15.

The rear pathway at Lower Wyburns has become hazardous where areas are uneven and overgrown and it was suggested that a pathway was put in. Members were informed that it was proposed that the first area from Plot 55 to end of plot has type 1 (cinder pathway, which measures 17 ½ m, as the first phase of this project. Quotes to be received and forwarded to the next Environment meeting. Quotes to be received for the remaining sections and earmarked in the budget for 2018/2019.

RECOMMENDED that i) quotes are forwarded to next Environment meeting for first phase of rear pathway at Lower Wyburns, ii) Renewal letter includes a reminder requesting that all tenants trim their pathways around and in between plots, and iii) the rest of the information be noted.

### 31 NEW TENANTS

Further to min. no. 14 of the Allotments sub-committee meeting held on 6<sup>th</sup> June 2017, members noted the “Points for Beginners” supplied by the Town Council and the representative of Kenilworth Gardens. It was agreed for an informal meeting to be held on 26<sup>th</sup> September 2017 at 9.30am to discuss this matter in order to produce a standard document. This would be issued to new tenants and displayed on the Town Council website.

RECOMMENDED that an informal meeting is held on 26<sup>th</sup> September 2017 at 9.30am to discuss the points for new beginners to produce one standard documents.

### 32 RAYLEIGH IN BLOOM 2017 – ALLOTMENTS COMPETITION

Members noted 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. Gold Winners have been invited to attend the Rayleigh in Bloom Presentation on 11<sup>th</sup> October 2017. The Overall Winner will be announced on the evening.

Several points were raised by site representatives and members regarding the current judging criteria and awarding of gold, silver and bronze. Members agreed to discuss further at an informal meeting on 26<sup>th</sup> September 2017 at 9.30am.

RECOMMENDED to discuss the judging criteria and awarding of gold, silver and bronze awards at an informal meeting on 26<sup>th</sup> September 2017 at 9.30am

33 DATE FOR NEXT MEETING

Members agreed to hold an informal meeting on 26<sup>th</sup> September 2017 at 9.30am to discuss the points for new beginners and the Rayleigh in Bloom Judging Criteria and Awards.

RECOMMENDED that an informal meeting will be held on 26<sup>th</sup> September 2017 at 9.30am to discuss the points for new beginners and the Rayleigh in Bloom Judging Criteria and Awards

Meeting closed 10.37am

Chairman's signature..... Date .....