

RAYLEIGH TOWN COUNCIL
MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING
HELD ON 6th February 2018 at 9.30am at
THE PAVILION, KING GEORGE V PLAYING FIELD,
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, C Stanley, Mrs C Callis, Mrs M Spencer, J Lawmon

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

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

The Committee were informed that the former site representative of Sweyne Park, Mr Alan Blake had passed away in December. The Chairman stated that Mr Blake was an exemplary site representative and tenant and always had an outstanding display of crops on his plot.

49 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.

Cllr Mrs M Spencer declared a non-pecuniary interest in all matters relating to Anglia in Bloom by virtue of being a judge.

50 PUBLIC FORUM

There were no members of public present

51 APOLOGIES FOR ABSENCE

Members noted that apologies had been received from Cllr Mrs C Pavelin, C Lumley and E Dray.

52 SUBSTITUTES

Cllr Mrs C Callis was the substitute for Cllr E Dray.

53 NON-COMMITTEE MEMBERS

There were no non-committee members present

54 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 26th September 2017

RESOLVED to sign the minutes as a correct record.

55 GROVE ROAD ALLOTMENT SITE

55.1 Site Representative's Report

Members received a verbal report from site representative which included health and safety matters. He did state that the recently planted pyracantha had suffered wind damage and required stronger supports. The Town Council informed the site representative to go ahead with purchase of stronger wooden stakes and cable ties for the plants.

RECOMMENDED that the site representative purchase stronger wooden stakes and cable ties for the pyracantha.

55.2 Uncultivated Plots

Members received a report on uncultivated plots and noted the contents.

RECOMMENDED that the above information be noted.

55.3 Waiting List

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

RECOMMENDED that the above information be noted.

56 KENILWORTH GARDENS ALLOTMENT SITE

56.1 Site Representative's Report

Members received a verbal report from site representative, who thanked the Town Council for providing the recently laid pathway on the site and stated that it was greatly appreciated.

RECOMMENDED that the above information be noted.

56.2 Uncultivated Plots

Members noted that all plots are being cultivated at this time

RECOMMENDED that the above information be noted.

56.3 Waiting List

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

RECOMMENDED that the above information be noted.

56.4 Boundary Fence with property in Langdon Road

Members were informed that there was no further development regarding the rear boundary fence of the property in Langdon Road and the situation would be monitored at future site inspections.

RECOMMENDED that the rear boundary fence of the property in Langdon Road is monitored at future site inspections.

57 LOWER WYBURNS ALLOTMENT SITE

57.1 Site Representative's Report

Members received a verbal report from site representative which included health and safety matters. Mr Bartlett stated that dust had dropped from the old shed roof onto the floor and he suspected it may be asbestos. It was agreed to investigate, as a professional contractor had previously reported that there is no asbestos present in the roof.

Mr Dray mentioned that the main allotment gate entrance gets very muddy and requested that chipping is laid to alleviate the problem.

RECOMMENDED that a) further investigations regarding the shed roof are conducted and ii) chipping is laid by the entrance to the main allotment gate

57.2 Uncultivated Plots

Members received a report on uncultivated plots and noted the contents.

RECOMMENDED that the above information be noted.

57.3 Waiting List

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

RECOMMENDED that the above information be noted.

57.4 Drainage

Further to min no. 42 of the Allotments Sub Committee meeting held on 26th September 2017, members noted that liaison with the Payback Team had resumed and that they are keen to assist in any projects we may have for them, although toilet facilities are still required. Members were informed that, due to the farmer's consent to the use of their toilet facilities, quotes for temporary toilet blocks for use during this work were not needed.

The farmer's son cannot supply casual labour with his digger

A member suggested that the Woodland Contractor, Elm Horticultural is contacted and asked whether they can assist or advise in the drainage project.

RECOMMENDED to contact Woodland Contractor, Elm Horticultural for advice or assistance on Drainage project.

57.5 Pathways/Water Troughs

Members noted that works scheduled at Lower Wyburns before the end of February/March (weather permitting) 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

RECOMMENDED that the above information be noted.

57.6 Security

Members noted that 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.

RECOMMENDED to remove the bollards.

57.7 Manure

Members noted that the relocation of the manure mound has been suggested and were given a verbal report. Members agreed for Cllr J Lawmon to liaise with the site representative, Mr Bartlett and the Woodland contractor, Elm Horticultural to discuss the new proposed area and protection of fence.

RECOMMENDED to arrange site visit for new manure mound positioning.

58 SWEYNE PARK ALLOTMENT SITE

58.1 Site Representative's Report

Members noted that Mr Grist had recently taken over as the site representative at Sweyne Park allotment site. The recent site inspection conducted by the committee clerk was carried out with Mr Grist present.

RECOMMENDED that the above information be noted.

58.2 Uncultivated Plots

Members were informed that there is one uncultivated plot which is causing concern to neighbouring tenants. The Town Council office is liaising with the tenant.

RECOMMENDED that Town Council office liaise with the tenant regarding their uncultivated plot.

58.3 Waiting List

Members noted that there are 7 people on the waiting list and 3 vacant plots, the plots are currently under offer.

RECOMMENDED that the above information be noted.

58.4 Gate

Members noted that the work to the entrance gate has been carried out at a cost of £395.

RECOMMENDED that the above information be noted.

59 GENERAL MAINTENANCE

Ward members were reminded to inspect sites in between Town Council office visits. Following a report from the Sweyne Park Allotment representative on his inspection with an officer, it was agreed that all representatives be informed of when an inspection is scheduled and they can attend.

Site representatives were reminded again that uncultivated plots must be reported, alongside any fly tipping and health & safety issues to the Town Council immediately. Site representatives were informed that any chippings or manure at Lower Wyburns allotment site is available for all plot holders. Letters have been sent to all tenants at Lower Wyburns Allotment site regarding rubbish in the adjacent Woodland.

Further to min no. 44 of the Allotment sub-committee meeting held on 26th September 2017, Cllr C Stanley has not numbered the plots at Lower Wyburns. The work will be done within a month.

RECOMMENDED that i) site representatives to be informed of scheduled allotment inspections and ii) the rest of the information be noted.

60 SHEDS/PATHWAYS/FENCING

Site representatives provided a verbal report regarding the condition of sheds, pathways and fencing. The site representative at Grove Road stated that the shed needs repainting and that he would do it. The site representative will buy the equipment needed and was thanked for the offer.

RECOMMENDED for the site representative to paint the shed at Grove Road.

61 NEW TENANTS

Further to min. no. 46 of the Allotments sub-committee meeting held on 26th September 2017, members received a document for new tenants and a factual flyer for perspective tenants and agreed that both are given to prospective/new tenants.

RECOMMENDED to issue information to prospective/ new tenants.

62 RAYLEIGH IN BLOOM 2018 – ALLOTMENTS COMPETITION

Further to min. no. 47 of the Allotment Sub Committee meeting held on 26th September 2017, judging criteria was received from Cllr C Stanley and Mr S Skinner. Members noted that Cllr C Stanley and Mrs M Spencer will finalise a version of the judging criteria, created by the Town Council, which is to be circulated to Sub Committee members and site representatives for review.

RECOMMENDED that i) the Town Council devise a draft version of the judging criteria, as submitted by Mr S Skinner and Cllr C Stanley, ii) Cllr C Stanley and Mrs M Spencer to make final copy, iii) copy circulated to Sub committee members and site representatives for review.

63 WATER USE

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

RECOMMENDED that the above information be noted.

64 TENENACIES/RELINQUISHED PLOTS

Further to minute no 102.2 of the Environment Committee Meeting held on 9th October members noted that the plot rents had increased by 2.5% to the nearest whole pound and that the majority of plot rents have been received with 8 relinquished plots.

RECOMMENDED that the above information be noted.

65 DATE FOR NEXT MEETING

Members agreed that the next Sub Committee meeting would be held in May 2018

RECOMMENDED to hold the next Sub Committee meeting in May 2018.

Meeting closed at 10.25am

Chairman

SignatureDate.....