

RAYLEIGH TOWN COUNCIL

MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING  
HELD ON 6<sup>th</sup> June 2017 at 9.30am at  
THE PAVILION, KING GEORGE V PLAYING FIELD,  
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, Mrs M Spencer, C Lumley, C Stanley (arrived at 9.50am) and J Lawmon

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

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

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

Cllr J Lawmon proposed and Cllr Mrs M Spencer seconded that Cllr D Sperring be Chairman of the Allotments Sub-Committee for the ensuing municipal year.

RESOLVED that Cllr D Sperring is the Chairman of the Allotments sub-committee for the ensuing municipal year.

2. ELECTION OF SUB-COMMITTEE VICE CHAIRMAN

Members agreed not to elect a Vice-Chairman.

RESOLVED not to elect a Vice-Chairman

3. 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 an interest in Anglia in Bloom as she is a judge.

4. TERMS OF REFERENCE

Members noted and agreed the Terms of Reference for the Allotments Sub Committee. (annex attached)

RECOMMENDED that this information is noted

5. PUBLIC FORUM

None present.

6 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs C Pavelin, E Dray and Mrs S Howell, Sweyne Park Allotment Representative.

7 SUBSTITUTES

There were no substitutes.

8 NON COMMITTEE MEMEMBERS ATTENDING

None.

9 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 28<sup>th</sup> February 2017

RESOLVED to sign the minutes as a correct record.

10 GROVE ROAD ALLOTMENT SITE

**i) Site Representative's Report**

Members were informed that a dog has been present on the site, with its owner, and has damaged a few crops. Members were told that the tenant has been contacted and reminded of his tenancy agreement regulations and the situation would be monitored closely.

**ii) Uncultivated Plots**

A site inspection has been carried out prior to the meeting and letters have been sent to two tenants who have uncultivated plots.

**iii) Waiting List**

Members noted that there are two ½ plots vacant at present and there are 5 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 noted that 8 further pyracantha have been ordered, however delivery and installation will not be for a couple of months.

11 KENILWORTH GARDENS ALLOTMENT SITE

**i) Site Representative's Report**

Members were informed by the site representative that although plot 1 had been strimmed due to the tenant relinquishing the plot there is a large bramble bush that should be removed before it is offered to a new tenant. Members agreed for this to be removed by the contractor.

**ii) Uncultivated Plots**

Members were informed that a site inspection has been carried out prior to the meeting. The tenant of the uncultivated plot had received a letter and as a result have relinquished their plot.

### **iii) Waiting List**

Members noted that at present there is 1 vacant plot and there are 5 on the waiting list.

### **iv) Boundary Fence**

Members noted 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 assess the situation at the monthly site visits and the Sub-Committee Chairman requested that the Site Representative inform the Town Council office if there is a change in the situation. The Town Council may consider installing a fence adjacent to the boundary to prevent access to the site.

### **v) Parking**

Members noted that tenants had been parking their cars on the area of land adjacent to Station Avenue. 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. It was agreed that the use of this land may continue and that the Site Representative will inform the Town Council office if the use of this land is being abused.

RECOMMENDED that i) the bramble bush located on plot 1 be removed before a new tenant takes up the tenancy ii) to continue to monitor the two properties located in Langdon Road and the installation of the rear boundary fence. The Town Council may consider installing fencing adjacent to the boundary to prevent access to the site iii) tenants may continue to use the area of land adjacent to Station Avenue as an unofficial car parking space and the Site Representative will inform the Town Council office if the use of the land is being abused and iv) the rest of the information be noted.

## 12 LOWER WYBURNS ALLOTMENT SITE

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

Members received a verbal report from site representative.

### **ii) Uncultivated Plots**

Members noted that 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.

### **iii) Waiting List**

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

### **iv) Manure**

Further to minute no 31 d of the Allotment Sub Committee meeting held on 28<sup>th</sup> February 2017 members noted that, following a request from the farmer, the manure drop is now on the first Wednesday of the month commencing 10<sup>th</sup> May 2017. A member stated that a few bricks were in the manure drop and the farmer has been requested to remove them.

**v) 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 advised that the work has been completed.

**vi) Flooding**

Further to minute no 12 of the Environment Committee meeting held on 15<sup>th</sup> May 2017, members noted that a proposed drainage project for the rear plots/woodland at Lower Wyburns has been deferred. Members noted the suggestion that any proposal should wait until the winter to see how the drainage has been in the wetter months, however it was decided to ask the Payback team to re-look at deepening the existing channels at side of plots. Members agreed that this was a temporary measure until the winter showed how much excess water is present.

Members noted that due to reports that the rear plots are incurring weeds and more mareetail, which would encroach upon adjacent 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 was carried out week commencing 29<sup>th</sup> May 2017 at a cost of £390.00.

**vii) Water**

Members noted that 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 the maintenance contractor and are waiting for a quote to level the trough. Members agreed that when the water is turned off in October, it would be a better time to inspect all existing troughs and get quotes for bases to be put in wherever necessary.

Tenants have requested that an additional trough is installed at the far right hand rear corner of the site. Members received a price for a new trough kit, however the installation cost is still to be received. Once an overall price is received the quote is to be forwarded to the next Environment meeting.

**viii) Flood Alleviation Scheme**

Further to minute no 31 f) of the Allotment Sub Committee meeting held on 28<sup>th</sup> February 2017 members received information regarding an update from Southend Council in relation to the Flood Alleviation Scheme and noted its contents.

RECOMMENDED that i) the Payback Team is contacted to dig at rear of Lower Wyburns Allotments on existing ditches ii) chase contractor quote to lay base for leaking trough and for installation cost for new trough at Lower Wyburns and iii) delay getting quotes for bases for damaged existing troughs until October, when water is turned off and iv) the rest of the information be noted.

13 SWEYNE PARK ALLOTMENT SITE

**i) Site Representative's Report**

Members noted that Mr Grist attended the meeting in place of Mrs Howell, Site Representative and welcomed him to the meeting. The following points were raised: -

- **Water Trough**  
It was noted that there had been a leaking water trough and that the plumber had attended the site on the afternoon of 5<sup>th</sup> June to rectify the problem. Mr Grist would inform the Town Council office if the problem had not been fixed.
- **Trees**  
It was noted that the trees were overgrowing from Sweyne Park Open Space. Rochford District Council would be contacted to arrange for these to be cut back once the nesting season was over (March-July).
- **Wood Chip Deliveries**  
Mr Grist had been co-ordinating a delivery of free wood chip to the site and for tenants to use. It was agreed that this could continue providing the delivery and access to site is supervised and chippings are used on plots immediately.
- **Approach Way**  
It was reported that the approach way had a number of small potholes and members agreed to obtain quotes to fill these with type 1 pathway.

#### **ii) Uncultivated Plots**

Members were informed that a site inspection has been carried out prior to the meeting. A tenant of one of the uncultivated plots had received a letter and as a result decided to relinquish their plot.

#### **ii) Waiting List**

Members noted that there are 4 full plots and there are currently 4 on the waiting list. A tenant had advised they were relinquishing their plot the morning of the meeting.

RECOMMENDED that a) Rochford District Council would be contacted to arrange for the overgrowing trees from Sweyne Park Open Space to be cut back b) Mr Grist to continue to co-ordinate the free deliveries of wood chip providing access and deliver to site is supervised and chipping are used on plots immediately c) to obtain quotes to fill in pot holes on the approach way with type 1 pathway and d) the rest of the information be noted.

#### 14 GENERAL MAINTENANCE

Member noted that Ward members are reminded to inspect sites when available inbetween Town Council office visits and that Site representatives inform the Town Council office about uncultivated plots, fly tipping, water leaks, health & safety and any other issues. It was also agreed that if tenancy of plots is not taken up membrane should be laid over the plot following strimming to prevent weed growth.

A member suggested that a 'Points for Beginners' list should be made to give to new tenants. Site Representatives were asked to send in their points to the office and a Points List would be processed and issued.

It was noted that the contractor has strimmed the perimeter fence boundary at Kenilworth Gardens and the approach way to Sweyne Park.

RECOMMENDED that the above information be noted.

#### 15 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2017

Members noted that Cllrs J Lawmon and C Stanley will be judging the allotment competition between 19<sup>th</sup> and 20<sup>th</sup> June 2017. It was agreed that certificates could be awarded to plot holders stating they had achieved gold, silver, bronze standard, however only one winner would be awarded a prize per site and it would remain to have only one overall winner.

RECOMMENDED that i) to award plot holders with certificates with gold, silver and bronze standard and ii) the rest of the information be noted.

16 SHEDS/PATHWAYS/FENCING

Members noted there were no reports received from Site representatives in relation to the condition of sheds, pathways and fencing. Representatives were reminded to ensure that the noticeboards are always up to date and are displaying the Allotment Tenancy Agreement.

RECOMMENDED that the above information be noted.

17 RAYLEIGH GARDEN TRAIL

Members noted that the Friends of Holy Trinity Garden Trail will take place the weekend of 22<sup>nd</sup>/23<sup>rd</sup> July 2017. There will not be an open day on that weekend on any of the allotment sites.

RECOMMENDED that the above information be noted.

18 DATE FOR NEXT MEETING

It was agreed that the next meeting will be held in August and members would be advised in due course.

RECOMMENDED that the above information be noted.

Meeting closed at 10.43am.

Chairman Signature ..... Date.....