



**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



21<sup>st</sup> May 2018

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Tuesday 29<sup>th</sup> May 2018 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

---

Councillors: Cllrs D Sperring, C Stanley, E Dray, Mrs M Spencer, J Lawmon (ex-officio)  
and Mrs J Lumley (ex-officio)

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

### **AGENDA**

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

To receive nominations for the election of a Sub Committee Chairman for the ensuing municipal year.

2. ELECTION OF SUB-COMMITTEE VICE CHAIRMAN

To receive nominations for the election of a Sub Committee Vice Chairman for the ensuing municipal year.

3. DECLARATIONS OF INTEREST

Members to Declare an Interest on items on this agenda.

4 TERMS OF REFERENCE

Members to consider the Terms of Reference for the Allotments Sub Committee (attached)

5 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.

6 APOLOGIES FOR ABSENCE

To be reported to the Town Council prior to the meeting. Apologies received from Mr R Dray, Lower Wyburns Allotment Representative.

7 SUBSTITUTES

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

8 NON-COMMITTEE COMMITTEE MEMBERS ATTENDING

9 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 6<sup>th</sup> February 2018. To receive and sign the minutes as a correct record.

10 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 is one ½ plot vacant at present and there are 2 people on the waiting list.

11 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.

**c) Waiting List**

At present there is 1 vacant plot half plot and there are 5 on the waiting list.

#### **d) Boundary Fence**

Further to minute no 56.4 of the Allotment Sub Committee meeting held on 6<sup>th</sup> February 2018 members to note it has been reported that the rear boundary fence at a property in Langdon Road has been replaced and a verbal report will be given at the meeting.

### 12 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 letters have been sent to tenants who have uncultivated plots. As a result of this one plot has been relinquished.

#### **c) Waiting List**

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

#### **d) Manure**

Further to min no. 57.7 of the Allotment Sub Committee meeting held on 6<sup>th</sup> February 2018, members to note that a quote was received for £300 to install herris fencing in two compartments to house the manure and chipping. The Town Council office has requested further quotes for housing, however to date there has been no response. Members to discuss whether to investigate further. A site inspection was held with the Sub Committee Chairman, Site Representative, Contractor and Committee Clerk present following a complaint from a tenant about the recently laid pathway.

#### **e) Pathways/Water Troughs**

Members to note that the new water trough at Lower Wyburns has been installed, however the levelling of the three troughs still needs to be scheduled. Phase 1 of the pathway at Lower Wyburns has been completed. Members to discuss whether Phase 2, which is the laying of Type 1b pathway, can go ahead for a further 17m, prices to be re-confirmed from existing contractors.

#### **f) Drainage**

Further to min.no. 57.4 of the Allotment Sub Committee meeting held on 6<sup>th</sup> February 2018, members to note that a quote was received for drainage work on the rear of the allotments at a cost of £500. The work, to date, still has not been completed. A verbal report will be given. Members to receive advice from Elm Horticultural, who is the Woodland Contractor.

### 13 SWEYNE PARK ALLOTMENT SITE

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

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

#### **d) Uncultivated Plots**

A site inspection has been carried out prior to the meeting and a verbal report will be given. Members to note that the Town Council terminated one tenancy due to the plot not being cultivated and this plot has now been taken over by a new tenant.

#### **e) Waiting List**

Members to note that there are 2 vacant full plots which are out for offer and there are currently 4 on the waiting list.

#### **14 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.

The contractor has strimmed the entrance and car parking area at Sweyne Park Allotment Site.

A Litter Pick took place at Lower Wyburns Woodland in March and litter was discovered being disposed of by allotment tenants in the woodland.

#### **15 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2018**

Members to note that the date for judging the Allotments Competition is being decided and posters and a copy of the judging criteria will be displayed on the notice boards at all sites. The Competition will be judged by Cllrs J Lawmon and C Stanley during June.

#### **16 SHEDS/PATHWAYS/FENCING**

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

#### **17 RAYLEIGH GARDEN TRAIL**

Members to note that the Friends of Holy Trinity Garden Trail will take place over the August Bank Holiday weekend. The allotment representatives of Kenilworth Gardens, Sweyne Park and Lower Wyburns have been contacted to find out if they are willing to participate this year. A verbal report will be given.

#### **18 WATER BILLS**

Members to note that the Town Council office have been dealing with the water bills for all four sites with the new supplier. The supplier has been instructed to issue two bill per site per year, (April and August). The Town Council will read the meters at the sites prior to the bills being received.

#### **19 DATE FOR NEXT MEETING**

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