



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field,
Bull Lane, Rayleigh, Essex, SS6 8JD



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20th August 2018

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Tuesday 28th August 2018 at 10.00am 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, Mrs C Callis, 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 **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.

5 NON-COMMITTEE COMMITTEE MEMBERS ATTENDING

6 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETING held on 29th May 2018.
To receive and sign the minutes as a correct record.

7 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 1½ plots vacant at present and there is no one on the waiting list.

8 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. One tenant has been contacted regarding the condition of their plot.

c) Waiting List

At present there are no vacant plots 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 29th May 2018 members to receive an update on the rear boundary fence adjacent to the property in Langdon Road.

9 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. Further to min no. 12.2 of the Allotments sub-committee meeting held on the 29th May 2018, members to note that the foliage growing through the fence from the woodland has been removed. The Town Council have received a note from a tenant who is concerned about the amount of mares tail that is appearing on plots on the site. Members to note the work scheduled for September to put boarding up at the rear of the allotment adjacent to vacant plots.

c) Waiting List

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

d) Manure

Further to min no. 12 d of the Allotment Sub Committee meeting held on 29th May 2018 and min no 41 of the Environment meeting held on 25th June 2018, members to note that a site visit took place in Lower Wyburns allotment car park with the contractor whose quote had been accepted for providing a housing for manure and wood chip. The housing for the manure and chipping has been delayed until the Autumn due to the fact that the temporary lamp columns would have been removed for the Christmas Lights event and the housing can then be installed as it is to be housed in the left-hand corner of the car park. The columns will be laid in the right-hand corner of the car park when returned.

e) Pathways/Water Troughs

Members to note that the levelling of the three troughs has been completed. Phase 1 of the pathway at Lower Wyburns has been completed. Members to discuss whether Phase 2 and 3, which is the laying of Type 1b pathway is eligible for the Community Initiatives Fund, reference agenda item 15, prices to be re-confirmed from existing contractors.

f) Drainage

Further to min.no. 12.6 of the Allotment Sub Committee meeting held on 29th May 2018 and min no.41 of the Environment committee meeting held on 25th June 2018, members to note that the contractor whose quote had been accepted for strimming and providing correx board on the rear fence adjacent to vacant plots is due to start work in September. The allotment contractor has been contacted to provide more pegs, sufficient membrane and to keep the surrounding area strimmed.

g) Gate

Members to note that the farm has notified the Town Council that the gate is not being shut on occasions. Correspondence has been sent to the Rayleigh Horticultural Shop and Lower Wyburns's site representatives to inform all tenants. The Town Council will check noticeboard to see if previous notice is being displayed and members to decide whether to install a notice on main gate.

10 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 has been carried out prior to the meeting and a verbal report will be given. Members to note that plot 1 has recently been relinquished by the tenant.

c) Waiting List

Members to note that there are no vacant plots at present and there are currently 7 on the waiting list.

11 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, and all outside gates must be locked when leaving the site. The Town Council will provide a notice for the noticeboards and gates.

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

12 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2018

Members to receive a list of allotment winners from the Town Council's Rayleigh in Bloom judging competition.

13 SHEDS/PATHWAYS/FENCING

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

14 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 representative for Sweyne Park site has agreed to show visitors around the allotment site. The Friends of Holy Trinity Garden Trail will be selling programmes at the Wednesday market on 22nd August.

15 PROJECTS FOR CIF APPLICATION

Members to discuss projects that could qualify for Community Initiative funding at any of the four allotment sites.

16 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 and to date there have been no leaks reported. The supplier has been instructed to issue two bills per site per year, (April and August). The Town Council will read the meters at the sites prior to the bills being received. Further to min. no. 18 from the Allotment sub-committee meeting held on 29th May 2018, the troughs at Grove Road and Sweyne Park which were reported leaking have now been repaired and sealed.

17 DATE FOR NEXT MEETING

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