

RAYLEIGH TOWN COUNCIL
MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING
HELD ON 28th August 2018 at 10.00am at
THE PAVILION, KING GEORGE V PLAYING FIELD,
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, C Stanley, Mrs J Lumley, Mrs C Callis

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

Also in Attendance Mrs P Allard – Committee Clerk
Miss K Gaiger – Committee Clerk

20 DECLARATIONS OF INTEREST

Cllrs D Sperring, C Stanley and Mrs J Lumley declared a non-pecuniary interest as members of Rochford District Council.

Cllr Mrs J Lumley declared a non-pecuniary interest in matters relating to ECC by virtue of being a member of that Council and being involved with Community Initiative Funding.

21 PUBLIC FORUM

There were no members of public present.

22 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Lawmon and Mrs M Spencer. Cllr E Dray was absent.

23 SUBSTITUTES

There were no substitutes present.

24 NON-COMMITTEE COMMITTEE MEMBERS ATTENDING

There were no non sub committee members present.

25 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 29th May 2018.

Site representatives stated that they had not received minutes from the sub committee meeting held on 29th May 2018 and requested that minutes are sent in advance for any future allotment meeting. Site representatives were informed that minutes are always available to read on the Town Council website.

RESOLVED to sign the minutes as a correct record and send minutes to site representatives after they have been agreed.

26 GROVE ROAD ALLOTMENT SITE

26.1 Site Representative's Report

Members received a positive report from the site representative including health and safety matters.

RECOMMENDED that the above information be noted.

26.2 Uncultivated Plots

Members noted that a site inspection has been carried out prior to the meeting and that a letter has been sent to one tenant.

RECOMMENDED that the above information be noted.

26.3 Waiting List

Members noted that there are 1½ plots vacant at present and there is no one on the waiting list. The site representative expressed an interest in the vacant plot and was informed that it would have to be offered to everyone waiting on all four sites, first, before a decision could be made.

RECOMMENDED that the above information be noted.

27 KENILWORTH GARDENS ALLOTMENT SITE

27.1 Site Representative's Report

Members received a positive report from the site representative including health and safety matters.

RECOMMENDED that the above information be noted.

27.2 Uncultivated Plots

Members noted that a site inspection has been carried out prior to the meeting. One tenant has been contacted regarding the condition of their plot.

RECOMMENDED that the above information be noted.

27.3 Waiting List

Members noted that at present there are no vacant plots and there are 5 on the waiting list.

RECOMMENDED that the above information be noted.

27.4 Boundary Fence

Members noted that a temporary fence is in place at the rear of the property in Langdon Road and will be continued to be monitored while building work continues.

RECOMMENDED that the above information be noted.

28 LOWER WYBURNS ALLOTMENT SITE

28.1 Site Representative's Report

Members received a positive report from the site representative which included health and safety matters.

RECOMMENDED that the above information be noted.

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

Members were informed that a tenant had expressed an interest in an uncultivated plot and it was agreed that, if it is relinquished, it would have to be offered to everyone on the waiting list first, before a decision could be made.

28.3 Waiting List

Members noted that there are no vacant plots and that there are three people on the waiting list.

RECOMMENDED that the above information be noted.

28.4 Manure

Further to min no. 12.4 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 noted 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. Members also noted 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.

A member informed the Town Council that the price of sleepers has risen and advised that all previously quoted prices should be re confirmed.

RECOMMENDED to confirm price of sleepers for the quote for the manure box.

28.5 Pathways/Water Troughs

Members noted that the levelling of the three troughs and Phase 1 of the pathway at Lower Wyburns has been completed. Members discussed whether Phase 2 and 3, which is the laying of Type 1b pathway is eligible for the Community Initiatives Fund, reference agenda item 15 and agreed to re confirm prices from existing contractors to submit request to CIF.

RECOMMENDED to re confirm prices from existing contractors to submit request to CIF for pathway

28.6 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 noted 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.

RECOMMENDED that the above information be noted.

28.7 Gate

Members noted that the farm had notified the Town Council that the gate is not being shut on occasions and that correspondence has been sent to the Rayleigh Horticultural Shop and Lower Wyburns's site representatives to inform all tenants. Members agreed that noticeboards should be checked to see whether the notice to "shut and lock the gate" is being displayed. The Town Council will provide a notice for the noticeboards and gates if required.

The site representative reported that the inner gate had dropped and it was agreed for the Town Council officer to check gate during the wetter weather.

RECOMMENDED that i) purchase small noticeboard for all relevant allotment main gates if required ii) Town Council to check the gate positioning during the wetter weather and iii) the rest of the information be noted.

28 SWEYNE PARK ALLOTMENT SITE

29.1 Site Representative's Report

Members received a report from the site representative regarding untidy plots and areas that require work.

The site representative reported that he wished to purchase some bags of shingle to fill in holes on the driveway at the entrance to the site. Members agreed.

RECOMMENDED that the Site Representative purchase bags of shingle to fill in holes on the driveway to the entrance of the site.

29.2 Uncultivated Plots

Members noted that a site inspection has been carried out prior to the meeting and two tenants will be contacted regarding the condition of their plots. It was noted that plot 1 has recently been relinquished by the tenant and the tenant at number 9 will move location by October.

RECOMMENDED that the above information be noted.

29.3 Waiting List

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

RECOMMENDED that the above information be noted.

30 GENERAL MAINTENANCE

Ward members were reminded to inspect sites when available in between Town Council office visits.

Site representatives were 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 site representative from Kenilworth Gardens mentioned that the padlocks needed replacing because they were becoming difficult to unlock/lock. It was agreed that all padlocks be checked at all four allotment sites by the Town Council officers.

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

RECOMMENDED that i) all padlocks are checked at all four allotment sites and ii) the rest of the above information be noted.

31 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2018

Members received a list of allotment winners from the Town Council's Rayleigh in Bloom judging competition and noted its contents. Members were asked whether early notification of the judging criteria could be sent as soon as possible and that the criteria be reviewed to simplify what is required.

Following an indepth discussion on the judging, members agreed that the judge's comments would be sent to all site representatives to display on the noticeboard to encourage future entries in the competition, site representatives would accumulate and send all suggestions to add to the criteria. It was suggested that the competition should be changed to individual entry rather than all plot holders being unknowingly entered and judged. It was agreed that the judge's comments, judging criteria and entry form be included in the December rent letters.

RECOMMENDED that i) that the judge's comments would be sent to all site representatives to display on the noticeboard to encourage future entries in the competition ii) that the judge's

comments, judging criteria and entry form be included in the December rent letters and iii) the rest of the above information be noted.

32 SHEDS/PATHWAYS/FENCING

Site representatives provided a verbal report regarding the condition of sheds, pathways and fencing. The site representative from Grove Road allotment informed members that the shed had been repainted. The site representative for Sweyne Park asked whether he could purchase some wood paint for the shed on the site and offered to apply it to the shed himself, all agreed.

RECOMMENDED that i) Sweyne Park site representative purchase wood treatment/paint for the shed and ii) and the rest of the information be noted.

33 RAYLEIGH GARDEN TRAIL

Members noted that the Friends of Holy Trinity Garden Trail took place over the August Bank Holiday weekend. The allotment representative for Sweyne Park site informed members that the allotment open day was successful and that the site had over 20 visitors, although he mentioned that for next year it would be better to host viewing in the afternoon. All visitors were enlightened as to how allotments work and were given samples of produce to taste. The Town Council has had several enquiries from the visitors to go on the allotment waiting list. The Friends of Holy Trinity Garden Trail sold over 30 programmes at the Wednesday market on 22nd August.

RECOMMENDED that the above information be noted.

34 PROJECTS FOR CIF APPLICATION

Members discussed schemes that could qualify for Community Initiative funding at any of the four allotment sites and the following projects were suggested that could benefit from funding

- Self composting toilets on larger sites
- New pathways at Sweyne Park and Lower Wyburns
- Additional noticeboards for Lower Wyburns and Sweyne Park
- Solar Panel generated water supply (Cllr C Stanley to provide a specification with costs) and/or water troughs (site representatives to advise)

The Town Council officers would research all costs and forward to the next Policy and Finance committee meeting. The Chairman informed all site representatives to notify the Town Council offices of any other ideas as soon as possible.

RECOMMENDED that i) all schemes are researched for specifications and costs and ii) the rest of the information be noted.

35 WATER BILLS

Members noted 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.

RECOMMENDED that the above information be noted.

36 DATE FOR NEXT MEETING

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

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

Meeting closed at 11.09am

Chairman

Signature Date

DRAFT