



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



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**VAT Number: 830 7558 23**

4<sup>th</sup> March 2019

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Monday 11<sup>th</sup> March 2019 at 10.30am at the Pavilion, King George V Playing Field, Bull Lane, 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

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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 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. Members to note that Mr F Bartlett has relinquished his plot at Lower Wyburns so will no longer be a Site Representative.

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 28<sup>th</sup> August 2018. To receive and sign the minutes as a correct record.

7 ALLOTMENT RENTS

Members to note that all rents have been paid and 11 plots were relinquished at this time. All relinquished plots have been inspected and are currently being offered out to those on the waiting list.

8 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 2 half plots vacant at present and there is no one on the waiting list.

**d) Fire Damage**

Members to note that a fire was reported at Grove Road allotments on the perimeter fence and tree. The District Council's tree officer was consulted and it was confirmed that the tree and fence were in the jurisdiction of Rayleigh Town Council. An inspection found minimal damage to the fence and tree. No further action has been taken.

9 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 are 4 vacant plots and these are being offered to those on the waiting list. There are currently 2 on the waiting list.

d) Boundary Fence

Members to note that during a recent site inspection it was noted that the all boundary fences have been replaced that back on to the site from Langdon Road.

10 LOWER WYBURNS ALLOTMENT SITE

a) Site Representative's Report

Members to receive a verbal report from site representative (to include health and safety matters). Members to consider whether to recruit a new representative to assist Mr R Dray.

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. Waiting List

c) Waiting List

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

d) Manure

Further to min.no 28.4 of the Allotment sub committee meeting held on 28<sup>th</sup> August 2018, members to note that the housing for the wood chip and manure has been completed. All debris has been removed from the old manure site by the farm.

e) Drainage

Further to min.no. 12.6 of the Allotment Sub Committee meeting held on 29<sup>th</sup> May 2018 and min no.41 of the Environment committee meeting held on 25<sup>th</sup> June 2018, members to note that the contractor has installed correx board on the rear fence adjacent to vacant

plots and that the allotment contractor has provided more pegs, sufficient membrane and has been instructed to keep the surrounding area strimmed.

11 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.

c) Waiting List

Members to note that there are 2 vacant plots at present and these are currently being offered to those on the waiting list. There are currently 4 on the waiting list.

d) Water Trough

Members to note a request has been received from tenants to install an additional water trough near to plots 8 and 9.

12 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. Notices are on gates and must be adhered to.

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

13 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2019

Members to note the judging of allotment plots for 2019 Competition was discussed at the Rayleigh in Bloom Sub Committee Meeting held on 4<sup>th</sup> February 2019 and it was agreed that all plots will be judged without the need to complete an entry form. It was noted that the Town Council decided several years ago that tenants were required to submit an entry form, however due to forms not being submitted by tenants, plots were not judged.

14 SHEDS/PATHWAYS/FENCING

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

15 RAYLEIGH GARDEN TRAIL

Members to note that the date of the Friends of Holy Trinity Garden Trail 2019 will be Sunday 25<sup>th</sup> August 2.00pm to 6.00pm and Monday 26<sup>th</sup> August 10.00am to 5.00pm. Site Representative to volunteer to open the site on these days for visitors. Swayne Park and Grove Allotment sites have participated in previous years.

16 PROJECTS FOR CIF APPLICATION

Further to minute no 34 of the Allotment sub committee meeting held on the 28<sup>th</sup> August 2018 minute no 153 of the Environment Committee meeting held on 21<sup>st</sup> January 2019, members to note that to date information on the CIF grants application has not been received. A up date will be provided at the meeting if additional information is received. A grant application was submitted for pathways at Lower Wyburns, however members to note that suggested self-composting toilets and solar panel generated water supply would not be feasible at this time.

17 TENANCY AGREEMENT

Members to consider the following

At a recent site inspection, it has been noted that a tenant has recently installed a small pond on their plot. The tenant had been informed that a surrounding fence would not be sufficient and she has further suggested a netting over the top with stones surrounding (see attached). Members to note that there is no mention of ponds in the tenancy agreement, however ,this issue does pose a health and safety risk. Members to decide whether to add no ponds/water features to the tenancy agreement.

18 DATE FOR NEXT MEETING

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