

RAYLEIGH TOWN COUNCIL
MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING
HELD ON 11th March 2019 at 10.30am at
THE PAVILION, KING GEORGE V PLAYING FIELD,
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, C Stanley, E Dray, Mrs C Callis

Allotment Representatives: Mr G Grist – Sweyne Park
Mr A Wilson – Grove Road
Mr S Skinner – Kenilworth Gardens (arrived at 10.35am)
Mr R Dray – Lower Wyburns

Visitor Jennifer Milne – Wyburns Primary School (left at 10.40am)

Also in Attendance Mrs P Allard – Committee Clerk
Miss K Gaiger – Committee Clerk
Miss L Clifton – Administration Assistant

37 DECLARATIONS OF INTEREST

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

38 PUBLIC FORUM

Jennifer Milne, teacher from Wyburns Primary School attended the meeting to inform members that the school are looking to re-establish their allotment plot and enquired as to the possibility of any allotment tenants assisting or giving their expertise. It was suggested that a poster is produced by the school to be displayed at the four allotment sites and for volunteers to contact the school directly regarding assistance they can provide.

RECOMMENDED that the above information be noted.

39 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Lawmon, Mrs J Lumley and Mrs M Spencer. Members to note that Mr F Bartlett has relinquished his plot at Lower Wyburns and so will no longer be a Site Representative.

40 SUBSTITUTES

There were no substitutes present.

41 NON-COMMITTEE COMMITTEE MEMBERS ATTENDING

There were no non committee members present.

42 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETING held on 28th August 2018.

RESOLVED to sign the minutes as a correct record.

43 ALLOTMENT RENTS

Members noted 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.

RECOMMENDED that the above information be noted.

44 GROVE ROAD ALLOTMENT SITE

44.1 Site Representative's Report

Members received a verbal report from the site representative which included health and safety matters. Members were informed that there had been vandalism at the site including a broken shed window and disappearance of tools. The site representative informed members that he had put a wooden panel in the shed window. The site representative notified members that part of the rear fence by the ditch had been damaged and would require repairing or replacing. Members were given a quote to replace the damaged section; one with chain link material and the other with palisade fencing. Members agreed that the palisade fencing would be the best replacement, however due to the quoted cost it was agreed to get two more quotes and report all quotes to Full Council on 8th April 2019. The site representative stated that he would temporarily secure the area.

RECOMMENDED that two more quotes are obtained to replace the damaged fence .

44.2 Uncultivated Plots

Members noted that a site inspection had been carried out prior to the meeting and there were no uncultivated plots.

RECOMMENDED that the above information be noted.

44.3 Waiting List

Members noted that there are 2 half plots vacant at present and there is no one on the waiting list.

RECOMMENDED that the above information be noted.

44.5 Fire Damage

Members noted 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.

RECOMMENDED that the above information be noted.

45 KENILWORTH GARDENS ALLOTMENT SITE

45.1 Site Representative's Report

Members noted that the site representative did not have any issues to report.

RECOMMENDED that the above information be noted.

45.2 Uncultivated Plots

Members noted that a site inspection has been carried out prior to the meeting and at the time there were no uncultivated plots.

45.3 Waiting List

Members noted that there is currently 1 vacant plot which is out for offer and there are currently 2 on the waiting list.

RECOMMENDED that the above information be noted.

45.4 Boundary Fence

Members noted that during a recent site inspection it was noted that all boundary fences have been replaced at the property adjacent to the site on Langdon Road.

RECOMMENDED that the above information be noted.

46 LOWER WYBURNS ALLOTMENT SITE

46.1 Site Representative's Report

Members received a verbal report from site representative which included health and safety matters. Members considered whether to recruit a new representative to assist Mr R Dray and it was agreed to send a letter to tenants from the new site asking them if they wished to be a representative.

RECOMMENDED that a letter be sent to the tenants on the newer site asking for a site representative.

46.2 Uncultivated Plots

Members noted a site inspection had been carried out prior to the meeting and that letters have been sent to tenants who have uncultivated plots.

RECOMMENDED that the above information be noted.

46.3 Waiting List

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

RECOMMENDED that the above information be noted.

46.4 Manure

Further to min.no 28.4 of the Allotment sub committee meeting held on 28th August 2018, members noted 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.

RECOMMENDED that the above information be noted.

46.5 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 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. The site representative mentioned the poor drainage on the rear plots and that the issue had not been resolved. It was agreed that a site visit would be arranged to discuss the drainage problem.

RECOMMENDED that a site visit to discuss the drainage problem.

47 SWEYNE PARK ALLOTMENT SITE

47.1 Site Representative's Report

Members received a report from the site representative who highlighted two plot numbers where tenants had not been seen for sometime. The plot numbers were given to the relevant officer who made a note to inspect on the next site visit. The representative reported that during wet weather conditions there had been a large puddle around the gate entrance to the site. The Town Council will obtain quotes to fill these areas with shingle.

RECOMMENDED to i) inspect the highlighted plots on the next site inspection and ii) obtain quotes for shingle to fill in the hole around the gate area to the site.

47.2 Uncultivated Plots

Members noted that a site inspection has been carried out prior to the meeting and at this time there were no uncultivated plots.

RECOMMENDED that the above information be noted.

47.3 Waiting List

Members noted that there are no vacant plots at this site and there are currently 4 on the waiting list.

RECOMMENDED that the above information be noted.

47.4 Water Trough

Members noted a request has been received from tenants to install an additional water trough near to plots 8 and 9 a site meeting will be conducted and quotes obtained for the installation.

RECOMMENDED to i) conduct a site visit ii) obtain the quotes for installation of the trough and iii) the rest of the information be noted.

48 GENERAL MAINTENANCE

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

Site representatives were reminded 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.

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 the above information be noted

49 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2019

Members noted the judging of allotment plots for 2019 Competition was discussed at the Rayleigh in Bloom Sub Committee Meeting held the on 4th 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.

Site Representatives were asked to contact the Town Council office if they had any questions or required clarification in relation to the judging criteria that was sent to all tenants with their allotment rent notifications.

RECOMMENDED that the above information be noted.

50 SHEDS/PATHWAYS/FENCING

Members noted that a report had been received this morning for a tenant at Lower Wyburns that the roof of the shed had become damage following the windy weather conditions. This matter would be investigated and the necessary repair conducted.

RECOMMENDED that the damage to the shed roof is viewed and the necessary repair conducted.

51 RAYLEIGH GARDEN TRAIL

Members noted that the date of the Friends of Holy Trinity Garden Trail 2019 will be on Sunday 25th August 2.00pm to 6.00pm and Monday 26th August 10.00am to 5.00pm and that the Sweyne Park Representative agreed to open the site on Monday 26th August , 10.00am to 4.00pm.

RECOMMENDED that the Sweyne Park Site representative will open the allotment site for the Friends of Holy Trinity Garden Trail on Monday 26th August 2019, 10.00am to 4.00pm.

52 PROJECTS FOR CIF APPLICATION

Further to minute no 34 of the Allotment sub committee meeting held on the 28th August 2018 minute no 153 of the Environment Committee meeting held on 21st January 2019, members noted that to date information on the CIF grants application has not been received. Members were informed that noticeboards did not match the criteria, however a grant application was submitted for pathways at Lower Wyburns. Members were informed that suggested self-composting toilets and solar panel generated water supply would not be feasible at this time.

RECOMMENDED that the above information be noted.

53 TENANCY AGREEMENT

Members received information regarding a small pond that had recently been installed on a plot at Grove Road allotment site. It was agreed that plots are for the cultivation of crops only and for safety reason the pond should be removed immediately. The Tenancy Agreement will be amended to state no ponds/water features are permitted.

RECOMMENDED that i) the tenant removes the pond immediately from their plot and ii) the tenancy agreement will be amended to state no pond/water features are permitted.

54 DATE FOR NEXT MEETING

The date for the next meeting will be arranged in due course.