



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



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16th September 2019

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Tuesday 24th September 2019 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,

PP Mrs K Cumberland
Town Clerk

Councillors: Cllrs D Sperring, Mrs C Callis, C Stanley, E Dray, Mrs M Spencer, J Lawmon, R Milne (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 K Cadman - 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. Cllr Mrs C Callis has given her apologies.

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 11th March 2019. 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 are no vacant plots at present and there are 4 people on the waiting list.

d) Fence

Further to min. no 44.1 from the Allotment Sub-committee meeting held on 11th March 2019 and 139.2 from the Full Council meeting held on 8th April 2019, members to note that a section of chain link fencing was installed on Wednesday 14th August 2019.

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 are no vacant plots at present and there are 6 people on the waiting list.

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)

Members to note that further to min.no. 46.1 from the Allotment Sub-committee meeting held on 11th March 2019, the Town Council have elected a second representative to Lower Wyburns Allotments. The elected tenant, Mr K Cadman will oversee the newer section of the allotments.

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 three plots have been relinquished.

c) Waiting List

At present there are no vacant plots and there are 4 people on the waiting list.

d) Pathways

Members to note that the pathway at the rear of the allotment site has now been completed.

e) Land rear of Allotments

Further to min. no. 46.5 from the Allotment Sub Committee meeting held on 11th March 2019 it was recommended that a site visit was arranged to discuss the drainage problem. However a suggestion to install a communal Polytunnel on the wasteland at the rear of the allotment site has been raised.

This land has been dormant for over two years, in which time, plots have been offered and refused and the vacant areas have been treated over a period of two years for marestail, which is starting to appear again. Members to discuss and propose any alternative solutions.

f) Marestail

Members to note that tenants on the newer allotment plots have informed the Town Council that marestail is appearing on the woodland/carpark side through the fence onto their plots. Members to consider action and receive an estimate from a contractor to fulfil the work.

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).

g) 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.

h) Waiting List

Members to note that there no vacant plots at present and there are 7 people 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.

15 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2019

The Competition was judged by Cllrs J Lawmon and C Stanley during the month of June. Further to min. no. 11 from the Rayleigh in Bloom Sub-committee meeting held on 17th June 2019, it was agreed to invite a member from the Essex Guild or from an Allotment Society to judge all future allotment competitions. Members to note that all winners have been notified and a winners list for the Rayleigh in Bloom Allotments competition has been sent to site representatives to display on the noticeboards.

16 SHEDS/PATHWAYS/FENCING

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

Further to min.no 50 from the Allotment Sub Committee meeting held on 11th March 2019, members to note that the new shed at Lower Wyburns was investigated and the necessary repair conducted. The contractor advised that the roof did require a re-felt at a cost of £475.

17 RAYLEIGH GARDEN TRAIL

Members to note that the Friends of Holy Trinity Garden Trail took place over the August Bank Holiday weekend. The allotment representative from Sweyne Park participated this year. A verbal report will be given.

18 NOTICEBOARDS

Members to note that further to min. nos 67 from Full Council meeting on 1st October 2018 , 148.1 from Full Council meeting held on 8th April 2019 and 114 from Policy and Finance meeting held on 29th March 2019, the site representatives have informed the Town Council that it is not essential that additional noticeboards are installed at the site.

19 DATE FOR NEXT MEETING

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