

RAYLEIGH TOWN COUNCIL  
MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING  
HELD ON 24<sup>th</sup> September 2019 at 9.30am at  
THE PAVILION, KING GEORGE V PLAYING FIELD,  
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, C Stanley, R Milne (left at 10.30am), E Dray, J Lawmon and Mrs M Spencer

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

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

1. ELECTION OF SUB-COMMITTEE CHAIRMAN

Cllr Mrs M Spencer nominated Cllr D Sperring to be the Sub Committee Chairman, seconded by Cllr R Milne.

RESOLVED that Cllr D Sperring would be nominated to be the Allotments Sub Committee Chairman for this municipal year.

2. ELECTION OF SUB-COMMITTEE VICE CHAIRMAN

Members agreed not to elect a Vice Chairman for this Committee

RESOLVED not to elect a Vice Chairman for this Committee.

3. DECLARATIONS OF INTEREST

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

Cllr Mrs M Spencer declared a non-pecuniary interest as an Anglia in Bloom judge.

4. TERMS OF REFERENCE

Members agreed the terms of reference for the Allotments Sub Committee Sub Committee as per the annex of the meeting

RECOMMENDED to approve the Terms of Reference (Annex to minutes)

5 PUBLIC FORUM

There were no members of public present.

6 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs C Callis. Cllr Mrs J Lumley was absent.

7 SUBSTITUTES

There were no substitutes present.

8 NON-COMMITTEE COMMITTEE MEMBERS ATTENDING

There were no non sub committee members present.

9 MINUTES OF THE ALLOTMENT SUB COMMITTEE MEETINGS held on 11<sup>th</sup> March 2019.

RESOLVED to sign the minutes as a correct record.

10 GROVE ROAD ALLOTMENT SITE

**a) Site Representative's Report**

Members received a verbal report from the site representative which included health and safety matters. The site representative reported that the edging of the pathway was beginning to wear and was loose in places.

Members agreed to arrange a site visit to inspect path. A member suggested a metal siding to the pathway, which could provide a more durable and protective edging to the pathway. It was agreed to obtain quotes.

The site representative reported that there had been a number of dogs seen on some of the plots at Grove Road. It was agreed to send letters to relevant tenants reminding them of the tenancy agreement rules and regulations regarding dogs on plots.

Members were informed that the gate was not being locked by some tenants. It was agreed that a sign reminding tenants to lock the gate should be put on the gate.

**b) Uncultivated Plots**

A site inspection has been carried out prior to the meeting it was noted that there was one half plot uncultivated. A letter has been sent to the tenant.

**c) Waiting List**

Members noted that there are 4 people on the waiting list.

**d) Fence**

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

RECOMMENDED to i) send letters to relevant tenants reminding them of the tenancy agreement rules and regulations regarding dogs on plots and ii) the rest of the information be noted.

11 KENILWORTH GARDENS ALLOTMENT SITE

**a) Site Representative's Report**

No report given

**b) Uncultivated Plots**

A site inspection was carried out and it was agreed to send letters to the tenants of the 6 uncultivated plots.

**c) Waiting List**

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

RECOMMENDED to i) send letters to the tenants of the uncultivated plots and ii) the rest of the information be noted.

12 LOWER WYBURNS ALLOTMENT SITE

**a) Site Representative's Report**

Members received a verbal report from site representative which included health and safety matters. Members were informed that articles were being placed at the side of the new shed, which was encroaching onto the walkway. The representative informed the committee that he had put up a sign stating that if any items were remaining after one week, they would be removed; this alleviated the problem. The committee were informed of a broken concrete post on the site, the Town Council officer will investigate.

Members noted that further to min.no. 46.1 from the Allotment Sub-committee meeting held on 11<sup>th</sup> 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**

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

**c) Waiting List**

At present there are 4 people on the waiting list.

**d) Pathways**

Members noted that the pathway at the rear of the allotment site has now been completed. Members were informed that the surface was not flat and that weeds were growing through it. Town Council officer to inspect and contact contractor for advice.

**e) Land rear of Allotments**

Members noted that further to min. no. 46.5 from the Allotment Sub Committee meeting held on 11<sup>th</sup> March 2019 it was recommended that a site visit was arranged to discuss the drainage problem. 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 discussed various proposals and propose any alternative solutions. Members were informed that the flooding is still detrimental to plots and it was agreed to arrange a site visit with committee members, an excavational expert and the Town Council officer to discuss drainage, before any other solutions or suggestions were investigated.

**f) Marestail**

Members noted that tenants on the newer allotment plots have informed the Town Council that marestail is appearing on the woodland/car park side through the fence onto their plots. Members considered action and received an estimate from a contractor to fulfil the work. It was agreed that there was no easy way to eliminate the marestail, and that advice would be sought from organisations on how the best way to treat it is. All information would be compiled together and put on the noticeboards of all relevant sites.

RECOMMENDED to i) officer to check broken post at site ii) Town Council officer to inspect pathway and contact contractor for advice iii) arrange a site visit with committee members, an excavational expert and the Town Council officer to discuss drainage iv) ask organisations if they have solution on the best way to treat marestail and v) the rest of the information be noted.

13 **SWEYNE PARK ALLOTMENT SITE**

**a) Site Representative's Report**

Members were informed by the site representative that there were several tree branches encroaching onto plots and the shed for Sweyne Park open space and outside areas. It was agreed to liaise with the District Council Tree officier to get these inspected and trimmed. Members were told that the pot holes in the approach

driveway had been filled, however the representative stated that the work conducted would alleviate the problem during the winter months and would monitor the situation.

#### **b) Uncultivated Plots**

Members noted that a site inspection has been carried out prior to the meeting that there were 6 uncultivated plots and tenants would be sent letters. Members further noted that the Town Council terminated one tenancy due to the plot not being cultivated and that the plot had been taken over by a new tenant.

#### **c) Waiting List**

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

RECOMMENDED that i) to contact RDC Tree Officer to inspect and get the trees trimmed located in Sweyne Park Open Space and outside areas ii) the site representative monitor the pot holes in the approach way to the allotment site and iii) the rest of the information be noted.

### 14 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. Following the report about gates not being locked, a member informed the committee about a type of magnetic locking system. It was agreed to investigate and take prices obtained to the next allotment sub committee meeting in December.

On recent site visits it was noticed that ponds had been installed on a few plots. The committee discussed the subject of ponds, health & safety and new generation needs. It was agreed to approach other councils regarding their rules on ponds/water features on allotment sites. All information gathered will be included on the next Allotment sub committee meeting in December and recommendations would be forwarded to the next Full Council meeting.

RECOMMENDED to i) to gain quote for the magnetic locking system for the next meeting in December ii) gather information from other Councils regarding their rules on ponds/water features for the next Committee meeting in December and iii) the rest of the information be noted.

### 15 RAYLEIGH IN BLOOM – ALLOTMENTS COMPETITION 2019

Members noted that 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 17<sup>th</sup> June 2019 and following discussions raised on how the judging was

carried out, it was agreed to invite a member from the Essex Guild or from an Allotment Society to judge all future allotment competitions and that all tenants would be sent an entry form for the competition, instead of all plots being judged. Entries would be sent in the Spring 2020.

Members noted 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.

RECOMMENDED to i) invite a member from the Essex Guild or from an Allotment Society to judge all future allotment competitions ii) send entry form to all tenants instead of all plots being judged and iii) the rest of the information be noted.

#### 16 SHEDS/PATHWAYS/FENCING

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

Further to min.no 50 from the Allotment Sub Committee meeting held on 11<sup>th</sup> 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 and it was agreed to accept the quote and organise for work to be done.

RECOMMENDED to accept quote and organise for work to be done.

#### 17 RAYLEIGH GARDEN TRAIL

Members noted that the Friends of Holy Trinity Garden Trail took place over the August Bank Holiday weekend and were informed that it raised over £3000. The allotment representative from Sweyne Park participated this year, however only 4 couples visited over the duration of 6 hours.

RECOMMENDED that the above information be noted.

#### 18 NOTICEBOARDS

Members noted that further to minute no 67 from Full Council meeting on 1<sup>st</sup> October 2018, 148.1 from Full Council meeting held on 8<sup>th</sup> April 2019 and 114 from Policy and Finance meeting held on 29<sup>th</sup> March 2019, the site representatives have informed the Town Council that it is not essential that additional noticeboards are installed at the site.

RECOMMENDED that the above information be noted

#### 19 DATE FOR NEXT MEETING

Members agreed that the next meeting would take place Tuesday 3<sup>rd</sup> December 2019 at 9.30am.

Meeting closed at 10.58am

Chairman Signature ..... Date .....