

25<sup>th</sup> November 2019

Dear Member

I write to inform you that a meeting of the Allotments Sub-Committee will be held on Tuesday 3<sup>rd</sup> December 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,

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, 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      **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.

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 MEETINGS held on 24<sup>th</sup> September 2019. To receive and sign the minutes as a correct record.

7 GROVE ROAD ALLOTMENT SITE

**a) Site Representative's Report**

Members to receive a verbal report from site representative (to include health and safety matters). Further to min.no.10a of the Allotment Sub Committee meeting held on 24<sup>th</sup> September 2019, members to note that letters have been sent to all relevant tenants reminding them of the tenancy agreement rules and regulations regarding dogs on plots.

**b) Waiting List**

Members to note that there is 1 vacant plot at present and there are 4 people on the waiting list.

8 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) Waiting List**

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

9 LOWER WYBURNS ALLOTMENT SITE

**a) Site Representative's Report**

Members to receive a verbal report from site representatives (to include health and safety matters). Members to note that further to min.no. 12 a) from the Allotment Sub Committee meeting held on 24<sup>th</sup> September 2019 that the site representative has reported that he could not find any broken post.

**b) Waiting List**

At present there are no vacant plots and there are 3 people on the waiting list.

**c) Pathways**

Further to min. no. 12 d) from the Allotment Sub Committee meeting held on 24<sup>th</sup> September 2019, members to note that the contractor was contacted for advice and to find attached correspondence received from contractor.

**d) Land rear of Allotments**

Further to min. no. 46.5 from the Allotment Sub Committee meeting held on 11<sup>th</sup> March 2019 and 12 e from the Allotment Sub Committee meeting held on 24<sup>th</sup> September 2019, members to note that a site visit was conducted with a contractor to seek advice on drainage and the vacant areas with marestail and weeds on the rear allotment plots. Members to receive a verbal report and quote.

**e) Marestail**

Further to min.no. 12 f) from the Allotment Sub Committee meeting held on 24<sup>th</sup> September 2019, members to receive comments on marestail from organisations offering advice on how to treat/deter.

10 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 no vacant plots at present and there are 9 people on the waiting list.

Members to note further that the RDC Tree officer has been contacted and a date will be given for inspection.

11 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.

Members to note that other councils were contacted regarding their rules on ponds/water features on allotment sites. A verbal report will be given.

12 SHEDS/PATHWAYS/FENCING

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

Members to note that the new shed roof at Lower Wyburns has been re-felted at a cost of £475.

14 DATE FOR NEXT MEETING

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