

RAYLEIGH TOWN COUNCIL
MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING
HELD ON 3rd December 2019 at 9.30am at
THE PAVILION, KING GEORGE V PLAYING FIELD,
BULL LANE, RAYLEIGH

PRESENT

Councillors: D Sperring, R Milne (arrived 9.40am), E Dray 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

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

20 DECLARATIONS OF INTEREST

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

21 PUBLIC FORUM

There were no members of public present.

22 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs C Callis, Mrs J Lumley, J Lawmon, C Stanley and site representative K Cadman.

23 SUBSTITUTES

There were no substitutes present.

24 NON-COMMITTEE COMMITTEE MEMBERS ATTENDING

There were no non sub committee members present.

25 MINUTES OF THE ALLOTMENTS SUB COMMITTEE MEETINGS held on 24th September 2019. Mr S Skinner, site representative of Kenilworth Gardens referred to min. no. 15 regarding the Allotment Competition for Rayleigh in Bloom and informed members that the discussion on entry for allotment tenants had been omitted. It was agreed at the meeting that all tenants would be sent an entry form for the competition,

instead of all plots being judged. Members agreed to add this to the minutes of 24th September 2019 meeting and send out entries in the Spring 2020.

RESOLVED to amend minutes to say that all tenants would be sent an entry form for the Rayleigh in Bloom Allotment competition and the minutes be approved and sign as a correct record.

26 GROVE ROAD ALLOTMENT SITE

i) Site Representative's Report

Members received a report from the site representative and were informed that mole holes have been appearing in the pathway. Members were told that tenants were adhering to the instruction on the noticeboard to lock the gate on exit of the site.

ii) Waiting List

Members noted that a plot was on offer and that there were 3 people on the waiting list.

RECOMMENDED that the above information is noted.

27 KENILWORTH GARDENS ALLOTMENT SITE

i) Site Representative's Report

Members received a verbal report from the site representative and noted the contents.

ii) Waiting List

Members noted that at present there are no vacant plots and there are 4 people on the waiting list.

RECOMMENDED that the above information is noted.

28 LOWER WYBURNS ALLOTMENT SITE

i) Site Representative's Report

Members received a verbal report from the site representative. Members noted that the new shed required individual spacing for tenants. It was agreed that the site representatives liaised with tenants to resolve.

ii) Waiting List

Members noted that at present there are no vacant plots and there are 3 people on the waiting list.

iii) Pathways

Further to min. no. 12 d) from the Allotments Sub Committee meeting held on 24th September 2019, members noted correspondence received, with reference to weeds appearing in the pathway from the contractor and agreed to contact S Magee to discuss work involved.

iv) Land rear of Allotments

Further to min. no. 46.5 from the Allotments Sub Committee meeting held on 11th March 2019 and 12 e from the Allotment Sub Committee meeting held on 24th September 2019, members noted 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 received a verbal report and a quote for work to be done. Members were informed that 2 other quotes have been asked for, however to date there has been no response. Members agreed to recommend the acceptance of quote A, however if the 2 other quotes were received before the end of the year, all 3 quotes will be presented at the Environment Committee meeting in January 2020.

v) Marestail

Further to min.no. 12 f) from the Allotments Sub Committee meeting held on 24th September 2019, members received comments on marestail from organisations offering advice on how to treat/deter and agreed that treatment would take place in Spring 2020 and a site visit would be arranged.

RECOMMENDED that i) contact S Magee to discuss work on pathways ii) to forward all quotes on drainage to next Environment Committee meeting in January 2020. iii) liaise with contractor in Spring time for treatment on marestail and iv) the rest of the information be noted.

29 **SWEYNE PARK ALLOTMENT SITE**

i) Site Representative's Report

Members received a verbal report from site representative. Members noted that the screws in the water trough tap are loose. It was agreed to inform the plumber of the issue. Members were informed that the car park adjacent to the allotment plots has developed deep puddles and it was agreed for the site representative to liaise with the contractor to have Type1 base laid as this has been effective on the road into the allotment site.

ii) Waiting List

Members noted that there are no vacant plots at present and there are 9 people on the waiting list.

Members noted that the District Council's Tree officer has been contacted to inspect the trees surrounding the allotment site, however, to date, no response has been received. Members were informed that a tree is encroaching onto the allotment site shed. The site representative requested that he be contacted when an inspection had been arranged so he can be present when work is carried out.

RECOMMENDED that i) Type1b is laid in pot holes in allotment car park ii) the District Council are contacted to arrange an inspection of the trees and the site representative is informed of the date iii) the rest of the information be noted.

30 GENERAL MAINTENANCE

Ward members were reminded to inspect sites when available in between Town Council office visits. A member requested that if site visits with contractors are arranged that the site representative is invited.

Members were informed of a couple of tenants that had not been cultivating their plots, even after they had been asked to attend to them, and agreed that any tenant who was not working their plot to expected levels, would be written to and appropriate action would be taken. Site representatives were reminded again that uncultivated plots must be reported, alongside any fly tipping, to the Town Council immediately. Representatives requested notification of all new tenants taking on a plot.

Members noted comments from other councils and organisations regarding their rules on ponds/water features on allotment sites.

Further to minute no. 53 of the Allotments Sub-Committee meeting held on 11th March 2019 members agreed that there was to be no amendment to the decision made.

RECOMMENDED to i) inform the site representatives of any new tenants starting, ii) inform and invite site representatives to any site meetings and iii) the rest of the information be noted.

31 SHEDS/PATHWAYS/FENCING

A verbal report was received from the site representative at Sweyne Park regarding the condition of the shed. Members were informed that the shed roof was leaking. It was agreed to arrange a site visit to inspect. Members were informed that some site sheds had 'abandoned' equipment stored within. It was agreed that a letter was sent to relevant sites requesting that all tenants mark their equipment inside the shed and anything unmarked by 1st March 2020 will be disposed of.

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

RECOMMENDED that i) a site visit is arranged to inspect shed at Sweyne Park ii) a letter is sent to tenants at relevant sites with sheds asking them to identify all property

iii) All unmarked equipment will be disposed of by the Town Council by 1st March 2020.

32 DATE FOR NEXT MEETING

Members agreed that the next meeting will take place Tuesday 3rd March 2020 at 9.30am.

Meeting closed at 10.58am

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