



**RAYLEIGH TOWN COUNCIL**

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

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You are hereby summoned to a meeting of the **Allotments Sub Committee** to be held on **Thursday 19<sup>th</sup> June 2025 at 10.30am** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD (entry via Websters Way) for the transaction of business as set out below

The public and press are welcome to attend the meeting

The following agenda is issued for the committee to make decisions as required

You are expected to consider this agenda and any related documents in advance of the meeting

**Please address any questions to the Town Clerk by Tuesday 17<sup>th</sup> June 2025**

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ann C Wood'.

Miss Ann C Wood  
Locum Town Clerk  
13<sup>th</sup> June 2025

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Councillors: N Gallop, L Knell, S-J Page, C Stanley and M Vernon

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

**AGENDA**

**A01/25     To Elect a Chairman of the Sub Committee for the 2025/2026 Year**

**A02/25     To Elect a Vice Chairman of the Sub Committee for the 2025/2026 Year**

**A03/25     Those present and apologies for absence**

**Motion.** The subcommittee to record and accept apologies for absence

**A04/25     Declarations of interests**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to

paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest

**A05/25 Substitutes**

To be advised in advance to the Town Clerk

**A06/25 Non-Committee Members Present**

To note any non-committee members present at the meeting

**A07/25 Code of Conduct**

This meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy with all participants expected to behave in a professional and constructive manner

**A08/25 Public forum**

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

**A09/25 Minutes of the last meeting.**

**Motion.** To approve the minutes of the Allotments Subcommittee meeting held on 23<sup>rd</sup> August 2024 as true record

**A10/25 To consider a recommendation that the unspent 2024/2025 budget is carried over into the 2025/2026 budget**

**Motion** – To recommend to the Communities Committee that the budget is carried forward from the 2024/2025 year and added to the 2025/2026 year

**A11/25 To consider the re-introduction of plot inspections**

To receive a verbal report and discuss the possibility of reintroducing plot inspections on all sites

**Motion** – To make a recommendation to the Communities Committee that regular plot inspections are re-introduced on all sites

**A12/25 Lower Wyburns**

To discuss general site issues and conditions

To discuss and consider dealing with the Mare's Tail and the overhanging trees on the site

**A13/25 Grove Road Allotments**

To discuss general site issues and conditions

To discuss and consider the hedgerow cutting

**A14/25 Kenilworth Gardens Allotments**

To discuss general site issues and conditions

**A15/25 Sweyne Park Allotments**

To discuss general site issues and conditions

To discuss and consider the tree roots damaging the garage and to consider demolition of the garage