



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



Notice is hereby given that the next meeting of the **Allotments Committee** of the Leigh-on-Sea Town Council will take place on **Wednesday 21<sup>st</sup> May 2014, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, at 7.30pm**, when it is hoped to transact the following business:

## Agenda

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
3. CHAIRMAN'S OPENING REMARKS
4. APOLOGIES FOR ABSENCE
5. DECLARATION OF MEMBERS' INTERESTS
6. TO APPROVE MINUTES OF THE MEETING ON 19<sup>th</sup> MARCH 2014
7. TO REVIEW ALLOTMENT TENANCY AGREEMENT (Appendix 3)
8. TO AWARD CONTRACT FOR INSTALLATION OF FENCING TO SOUTH PERIMETER 40lm.
9. WRITTEN REPORTS FROM SITE REPRESENTATIVES ON ITEMS NOT COVERED ABOVE – (Appendix 1)
  - a) Marshall Close
  - b) Leigh Allotments
  - c) Manchester Drive
  - d) Orchard
10. BUDGET – Report 2359/Allot Final Outturn 2013/14 (Appendix 2)
11. CORRESPONDENCE
12. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960  

That in view of the confidential nature of the business to be transacted in item 14 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (Legal)
13. TO RECEIVE REPORT OF TENANCY APPEAL.

Paul Beckerson  
Town Clerk  
15<sup>th</sup> May 2014

**Any member who is unable to attend the meeting should send their apologies before the meeting.**

## Marshall Close Allotment Report for May 2014

Not very much to report at the moment, with the changeable weather making hard work of much needed spring digging.

That said, all vacant plots are now let, with all new plot holders pleased with the smaller size of plots, and keen to get cracking.

First cut of pathways has now been completed, with necessary cutting back of blackberries etc. to be completed next weekend.

Unfortunately, due to foot surgery, the planned changes to pathways and tidying up of plot boundaries has not happened, but all new plot holders have been made aware of the planned maintenance and are prepared to 'muck in'.

Anne Scobie  
14<sup>th</sup> May

**LOSALGA**

Leigh on Sea Allotment

Association

and Leisure Garden

REPORT 8<sup>th</sup> May 2014

Another growing season is now underway and most plots are being worked on.

There are a few however that are not even started, but hopefully this will change over the coming weeks.

The tracks and car parks have been mown and are in good order, although there are some ruts and dips that's need further attention. A water butt has still to be moved as agreed.

The oak tree in the wildlife area has been pruned as agreed and the bramble alongside has been cut back to enable access. Also a great deal of bindweed and ivy has been removed from both the tree and surrounding area. The pathway through the wildlife area has been cleared and rotavated and chippings laid. A motorised chipper has been purchased and is being put to good use.

An 8 yard skip is on site for rubbish the weekend of 10<sup>th</sup> & 11<sup>th</sup> May. We hope it will be well used. We have a short waiting list and are hoping for more plots to become available to satisfy this.

A couple of fence panels have come adrift on the eastern boundary, and are being dealt with by LTC, thank you. (Assistance is available if required)

Another successful barbecue was held at the Greenhouse, the profits will fund a new Gazebo, (3 now) and 3 new parasols.

We will be holding a mini open day on 28th June with various stalls and attractions. This will be a first for us and hope for good weather and support. Time will tell!

A brand new weatherproof notice board has been bought and erected adjacent to our main gate. The old ones will be skipped.

A.Ashdown,  
Chairman of Losalga.

## MDAS

### REPORT

Well at last the winter is past, everything is moving on at a fast pace. Our News News-letter has gone out to all plot holders and we have produced a booklet entitled "Shop Stuff Explained" which shows how to use fertilizers correctly, what products there are in the shop and how to use them wisely crop rotation. A very informative booklet to be given to all new plot holders, copies in the shop for existing plot holders. We have purchased six new tables, so that we do not have to scour the town every time we need them. Our Meet and Greet run by Sheila Brazier and Lynn Robinson, to whom we owe a big thank you for all their hard work is very successful. The gathering has continued right through the winter discussing various topics, ideas and suggestions to improve the site. We held a St Georges day which went exceedingly well over 30 attended. The 5mph signs are up. Because of the long term problems we have had with the padlock we are changing to a new one on the 1<sup>st</sup> June, notices have been up at all the gates for some time. Keys can be purchased from the shop at a reasonable cost. This padlock should be more people friendly. We ask that no new keys should be given out by LTC as the toilet block is now open all the time. A First Aid kit is to be put up in the toilet block to be used when the shop is closed if needed. We would like to thank LTC for putting up the new fence at Randolph close so quickly it was very much appreciated. That hopefully will stop anyone getting on to the site. The café has been refurbished and looks clean and fresh, we thank all those who spent time in the work of getting it the high standard it now is. The café has been inspected and we have been issued with a Health and Safety certificate from the Health and Safety council. Life on the MDAS site is looking good..

ASA

### REPORT

The mowing contract has been renewed for 2014/5. We wish to place two new water tanks at the top of the site as there are no facilities for water up there, we ask whether LTC would help contribute to the cost of doing this. A grab lorry has cleared the rubbish at the top of the site except the tyres as they cost money to dispose of. They constitute a problem. Two skips have been hired and filled with other rubbish at the top of the site. The wood, rubbish along the ditch by the front gate was put into a pile on the empty plot which has made an enormous difference to that corner. A large bonfire was had, which disposed the lot. We are concerned about the drainage in the car park and lower plots which have been under water most of the winter. We have looked at the problem and have ideas, but would welcome LTC's advice if they have any as to how we approach the problem, we do have quotes for costings to do a job but there may be other ways. Maintenance is ongoing on the site and we thank those plot holders plus our committee members who have given of their time to work on the maintenance. This of course is ongoing.

A.Hitchcock (Chairman)

## ***LEIGH ALLOTMENTS ORCHARD GROUP***

### **Orchard Report, May 2014**

During the last week in March we held a work party on the orchard to give the trees the benefit of clearing the grass from around the trunks and then applying their annual dose of fertiliser.

The pear trees were already coming up to flower by then and they were soon followed, much earlier than usual, by the apple trees. With one or two exceptions they blossomed well and did not seem to have been affected by the lack of really cold weather during the winter. Now we wait to see how much fruit results.

We have had two trees donated recently by supporters, first a quince and then a Morello cherry, both of which will add a bit of diversity to the orchard. Both trees produced some blossom in May.

Butterflies are already around: I have seen small whites, a comma and a speckled wood on the orchard in the last two or three weeks. The few daffodils, celendines and cowslips have now finished and they will be followed shortly by ox-eye daisies.

David Hammond  
11 May 2014

Heading	2012/13 B/F	Income Budget	Income to Date	Expenditure Budget	Spend to Date	Commitments	Balance	% Spent
Rents								
Manchester Drive		7,650	7286.32				363.68	95.25
Leigh		4,180	3704.75				475.25	88.63
Marshall Close		440	494.50				-54.5	112.39
Grants			0.00					
Other Income			640.00					
Affiliations				0	55.00		-55.00	
Water Rates				4,300	2,445.12		1,854.88	56.86
Staff Costs				4,834	4,861.33		-27.33	100.57
Waste Clearance	1,469			0	£670.00		799.00	45.61
Maintenance	250			1,000	113.12		1,136.88	9.05
Miscellaneous					82.50		-82.50	
Training					0.00		0.00	
Hedge Cutting				950	825.00		125.00	86.84
ASA - LA				1,600	1,600.00		0.00	100.00
ASA - MDAS				3,000	3,000.00		0.00	100.00
ASA - MC				500	500.00		0.00	100.00
Capital improvements*	2,750			2,500	5,256.62		-6.62	100.13
Keys			250.00	0	94.98		155.02	
<b>Totals</b>	<b>4,469</b>	<b>12,270</b>	<b>12375.57</b>	<b>18,684</b>	<b>19503.67</b>		<b>3,899.33</b>	<b>104.39</b>
Nett cost (exp - inc)		6,414			7128.1		3,755	
Revenue		-920			-2,989.85			
Capital*		2,500			5,256.62			
Tenancy Deposits			1677.50		48.00		1629.50	



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP  
Tel: 01702 716288



## Allotment Tenancy Agreement

Full Name of Tenant..... Site.....

Address..... Plot Number.....

..... Size of Plot.....

.....

Telephone Number.....

Date of Birth (if under 18 or over 60) .....

e-Mail Address.....

Leigh-on-Sea Town Council (the Council) let and the above-named Tenant (the Tenant) takes as yearly tenant from the ..... day of ..... 20..... the allotment garden (the Plot) described above at the yearly rent currently fixed by the Council in respect of allotment gardens, together with the appropriate water rate, payable yearly in advance on the 29<sup>th</sup> September in each year. In addition a deposit of £..... has been paid by the Tenant, which is refundable by Leigh Town Council at the end of the tenancy, subject to the plot being clear of all rubbish.

The tenant shall not be entitled to repayment of any part of the rent paid in advance on the determination of the tenancy.

**The tenancy is subject to and the Tenant agrees to observe**

- a) the provisions of the Allotment Acts 1908 to 1950 including compensation
- 4 the conditions attached to this Agreement
- 5 any regulations made by the Council in respect of allotment gardens

**The tenancy shall expire**

- a) one month after the death of the Tenant
- 4 when the Council determines the tenancy

**The tenancy may be determined**

- a) by either party giving to the other twelve months' notice in writing expiring on or before 6th April or on or after 29th September in any year
- b) by re-entry by the Council under any of the powers contained in Section 1 of the Allotments Act, 1922
- c) by re-entry by the Council after one month's notice to the Tenant if any part of the rent remains unpaid for 28 days or if the Tenant has broken any of the conditions of the tenancy.

I have read and undertake to comply with the agreement and conditions, and to heed the information and advice given.

Signature of Tenant.....

For & on behalf of LTC .....

Date .....

Date.....

# Leigh-on-Sea Town Council Allotment Tenancy Agreement

## Conditions

### The Tenant shall

- a) maintain the Plot in a good state of cultivation
- b) keep adjoining paths maintained and free from rubbish
- c) shut and lock the gates on arrival and when leaving the Site
- d) inform the Council and the Manchester Drive Allotment Society Secretary, as appropriate, immediately in writing of a change of address or termination of tenancy
- e) provide a minimum width of 9 inches from the edge of the Plot to the centre of the adjacent division paths between the Plot and the adjoining plots on all sides
- f) permit authorised Officers of the Council and the Chairman and Vice Chairman of the Allotments Committee to enter on and inspect the Plot
- g) provide and maintain a plot identification number

### The Tenant must not

- a) obstruct, encroach upon or cultivate any path on the Site
- b) use barbed wire or glass on the plot
- 5 erect any building or structure other than those permitted\* without the previous written consent of the Council
- 6 take any dogs on to the Site unless on a lead and kept on the Plot and must ensure that dog faeces are removed from the Site in a hygienic manner
- 7 have a bonfire without the prior written consent of the Council
- g) grow any crop for commercial purposes or conduct a trade or business
- h) keep livestock on the Plot without prior written consent
- i) assign, sub-let or part with possession of the Plot without the prior written consent of the Council
- j) cause nuisance or annoyance
- k) deposit rubbish on the Site (paths, hedgerows, uncultivated areas, etc)
- l) exceed the 5 MPH speed limit when bringing a vehicle onto the Site and must not obstruct paths
- m) use a hose
- n) use the water tanks for cleaning tools and equipment and must ensure that containers used for obtaining water from the tanks are not contaminated by any chemicals, mud or plants

\* see Allotment Tenancy Agreement – Information and Advice

# Leigh-on-Sea Town Council

## Allotment Tenancy Agreement

### INFORMATION AND ADVICE

1. **Applications for plots and inquiries** can be made:

- in person at the Council office 71-73 Elm Road, Leigh-on-Sea. Enquiries should be made Monday to Friday between 10am and 4pm. For telephone inquiries phone 01702 716288.

- in writing to the following address:

Town Clerk  
Leigh-on-Sea Town Council  
71-73 Elm Road  
Leigh-on-Sea  
Essex SS9 1SP

- for the Manchester Drive Allotments site, at the Manchester Drive Allotment Society (MDAS) shop on Saturday and Sunday mornings between 10am and 12 noon (except January)

2. **Rents**

These become due on the 29<sup>th</sup> September each year. There is a 50% reduction for persons over the age of 60 years and for the registered unemployed.

3. **Plot Size**

All plots are taken as seen and are charged at a rate agreed with the Tenant prior to the tenancy commencing. There are three rates of charge:

**Starter; Half Plot; Full Plot**

4. **Cultivation**

At least two checks on the state of cultivation will be made each year in May and September. Failure to keep a plot adequately will result in termination of the tenancy after due warning. A period of six weeks will be allowed for cultivation following a warning and the improvement must be sustained.

5. **Representation**

Tenants are represented through the Council's Allotments Committee. If a tenant feels that he/she has a matter for consideration by the Committee, they should write to the Town Clerk at the address above.

If required, the Town Council operates a complaints procedure. Any complaints should be sent in writing to the Town Clerk and will be considered in strict confidence under that procedure.

6. **Buildings and other structures**

The Council permits the erection of huts, sheds or tool lockers up to 6ft by 4ft in size and of a non-permanent construction. For larger structures permission must first be sought in writing from the Town Clerk at the address above. The positioning of a shed should ensure that it does not interfere unreasonably with adjacent plots (e.g. by shading), it should not be within 1ft of the boundary and should have guttering collecting the rainwater.

7. **Compost Heaps**

All suitable waste should be composted. A compost heap, if made of suitable material free from weed seeds and under the right conditions, is a valuable acquisition to an allotment. However, this should be properly constructed and well sited on the plot, at least 1ft from the plot boundaries to avoid possible obstruction of the paths. Rubbish which is unsuitable for composting should be removed from the Site.

8. **Paths**

The Council will maintain the main paths which have a width of at least 8ft. No material (including



vegetation) shall be deposited on main paths other than suitable stones and hardcore where needed to improve the condition of the path; if in doubt, ask either the Council or MDAS. The current width of paths between plots is 18 inches split equally between the adjacent plots. This width will increase to 24 inches as plots are re-let.

**9. Vehicular Access**

Vehicular travel on the site should be kept to a minimum and a 5 MPH speed limit applies across the Site. Vehicles should not obstruct paths and should preferably be left in recognised parking areas. Main paths may be closed during adverse weather conditions to reduce damage.

**10. Allotment Gates and Keys**

The Allotment Site gates must be kept shut and locked at all times. If you have deliveries, make sure you are there and you are responsible for ensuring no damage is done. Keys may not be given to deliverers.

A refundable deposit is required for a key when the Plot is let; lost keys may be replaced for an additional charge.

**11. Personal Equipment**

The Town Council is not liable for any personal equipment left on the Allotment Site. Tenants are reminded that they should look after their tools in a responsible way to avoid injury and misuse. Tools should be labelled with the plot number.

**12. Vandalism, Theft or Damage**

Any incidents of vandalism, theft or damage must be reported to the Police and the Town Council as soon as possible.

**13. Infrastructure Flora**

All hedge lines adjacent to plots must be preserved. These may be maintained by the tenant or by the Council if required. No trees on common ground may be cut or pruned without prior written consent from the Council on each occasion.

**14. Trees**

Fruit trees only may be grown on plots and should not excessively overshadow and thereby harm the use of an adjacent plot. Fruit trees should be grown from dwarfing root stock.

**15. Insurance**

The Town Council has public liability insurance, but this does not cover injury caused by ploholders or property and crops owned by ploholders.