



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 Sub-Committee** of the Leigh-on-Sea Town Council will take place on **Wednesday 1st April 2015, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, at 7.30pm**, when it is hoped to transact the following business:

Agenda

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING ON 21st JANUARY 2015
5. REVISED TERMS OF REFERENCE – Appendix 1

The Terms of Reference have been revised in the light of changes to the management arrangements of the allotments with the introduction of the Service Level Agreements and information that arose from the Councillor and Staff training provided by EALC, namely that making decisions or issuing instructions cannot be delegated to any individual Councillor.

The Sub-Committee is **asked** to adopt the revised Terms of Reference.

6. VACANCY ON ALLOTMENTS SUB-COMMITTEE

To note that Cllr Caroline Parker has been elected to fill the vacancy on the Allotments Sub-Committee.

7. CRITERIA FOR PERMISSION FOR INSTALLATION OF STRUCTURES IN EXCESS OF 2m by 0.8m – Officer Report

The Allotments Officer under her delegated powers decides in consultation with the managing Allotment Society and the Town Clerk whether permission should be granted or not, in the event the issue cannot be decided through this process it will be brought to the Allotments Sub-Committee for a decision. The criteria used are mainly overshadowing of Allotment Plots and the aesthetic of the proposed structure.

The Sub-Committee is **requested** to confirm the present arrangements.

8. INSTALLATION OF NEW 2m PALISADE GATE ON MARSHALL CLOSE AND BOLLARDS IN THE NORTHERN SERVICE ROAD, RANDOPH CLOSE – Officer's Information Report

The bollards and Fire Brigade lock have been purchased at a cost of £298.58 and should be installed within the week. The gate has been installed at a cost of £796.00 although unfortunately the existing gate was removed when the intention was to retain it. The company have informed the Council that they will be supplying a replacement.

The Sub-Committee is **requested** to note the information report.

9. WRITTEN REPORTS FROM SITE REPRESENTATIVES ON ITEMS NOT COVERED ABOVE – (Appendix 2)

- a) Marshall Close
- b) Leigh Allotments
- c) Manchester Drive
- d) Orchard

10. BUDGET – Report 2499/Allot 24th March 2015 (Appendix 3)

11. CORRESPONDENCE



Paul Beckerson
Town Clerk
26th March 2015

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

TR8 ALLOTMENTS SUB-COMMITTEE (ASC) (6 MEMBERS including the Chairman of E&LC, plus non-Council co-opted representatives from each of the three allotment sites and other non-Council co-opted members as required by the sub-committee) – at all times there must be a majority of Council members.

Co-opted members have no voting rights on matters affecting finance or policy.

The Terms of Reference of ASC are as follows:

1. To oversee the administration, management and maintenance of the allotments by the Allotments Officer under delegated powers and the Allotment Societies under their service agreements, in line with Council policy and within budget.
2. To recommend rental levels and tenancy arrangements to E&LC and Council.
3. To make recommendations to E&LC on the formulation of any policy or strategy in relation to the discharge of the allotments function
4. To promote the responsible use and advancement of the allotments in Leigh
5. To promote the use of allotments by young people
6. To consider correspondence relevant to its Terms of Reference.
7. To recommend an annual proposed budget and a report of any over or under spends from the current year's budget to E&LC to ensure it is considered by P&RC by not later than 1st September. The Sub-Committee Chairman shall draft the Budget for presentation to the Committee and may liaise with the RFO and the Chairmen of E&LC and P&RC in its preparation.
8. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to P&RC for arbitration and P&RC's decision on the matter shall be final.
9. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
10. Refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to P&RC which shall make recommendations to the Council on the matter.
11. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to P&RC for consideration of the financial implications of such a change.

MARSHALL CLOSE ALLOTMENTS

REPORT MARCH 2015

Two plots are currently untenanted, although hopefully they will be occupied before the next meeting. Most plots are looking well-tended, with progress noticeable across the whole site.

The new gate is now in use, and is a great improvement in appearance and security, although the old gate and post were removed, both of which will hopefully be returned as a preventative to rubbish dumping in the entrance.

Our poly tunnel erected without permission has been removed this week, and permission has been sought for a further two on site.

Anne Scobie

25th March 2015

LOSALGA

LOSALGA REPORT 24/03/15

The Leigh site is still quite boggy at the moment but is gradually drying due to a little sun and persistent winds. Plots are starting to be worked on and the site is looking quite good considering we are still only in March.

The tracks have had their first mowing of the season and large amounts of scalplings have been added to the tracks including areas which have never been treated before. This will be continuing until we run out of scalplings.

A leak was reported to the Council and I was asked to investigate. It appeared to be coming from the bottom of the water butt adjacent to the standpipe. As any leaks above ground are the society's responsibility (ASA) I duly emptied the water butt and disconnected it to affect a repair but found that it was not in fact the butt as water was still flowing from the ground. After digging a hole 4 feet deep the leak was found to be a broken fitting at the base of the standpipe, which I was then able to repair after renewing some pipes and fittings. I then had to refill the hole, in all about 3 full days work.

An issue arose whilst doing this work was that in turning off the water on the Leigh side it also turns the water off to the MDAS café and toilets. A solution to this problem needs to be sought

With council permission another water butt has been moved away from our western track by approx. 18 inches which has straightened and widened the track at that point.

The Greenhouse is now open for breakfasts at weekends and our first event of the season was well attended.

Losalga are aware that the willow tree adjacent to the orchard is a matter of discussion at the moment. To cut to the chase, we believe the simple answer is that the tree should be pollarded. A simple prune as required would then keep this prolific tree in check.

Last year a tree had to be cut and removed because it had fallen onto a shed and damaged it, luckily it did little damage but it could have injured someone if they had been in its way when it fell.

My point is that the council should be more pro-active and not re-active in relation to trees on the allotments.

Whilst on the subject of trees, could the committee in the light of 'Ash die back' and also the Council's tenancy agreement, please give a view on Ash trees being cultivated on certain allotments?

Alan Ashdown,

Losalga chairman.

MDAS

Over the past few weeks four new water tanks have been installed at the top of the site. They are plumbed in ready to go but there is still infill of the soil to be done. This is being held back to make sure that all joints on piping are water tight. By installing these tanks it will assist the plot holders at the top of the site from having to walk a great distance to collect water.

On March 21/22 nd we will be holding our seed and potato swap. Anyone who has seeds they do not wish for or too many of one sort of potato can bring them along and swap for something of their choosing. This worked very well last year.

Our Meet and Greet has resumed after the winter with between 12/15 attending on a Wednesday between 11 and 1 o'clock. A warm welcome awaits anyone who wishes to attend plus fresh homemade cake and hot drinks. The café also is now open at weekends.

With regard to plots; at the moment we have 1 starter; 5 half and 2 whole plots available to rent out. These however should be taken up as the season progresses. We would appreciate LTC advertising that we have these plots for rent.

Still big trouble with water. The car park and 3 adjacent plots to it are flooded and have been most of the winter. We have shut off part of the car park so as not to churn the area up.

Track maintenance is ongoing ,in lieu of scalpels we are considering purchasing road aggregate.

Though this is more expensive it is more durable.

We have had problems during the winter with persons gaining entry onto the site. Several sheds were broken into. Bolt cutters had been used to cut the fence on the Prittlewell brook pathway. The holes have been repaired but the fence is weak along that boundary. The Hawthorn will help as it gets bigger. Something stronger is needed to protect the fence line. We are considering using some sort of road grill to reinforce the vulnerable spots as this is much harder to cut. These grills cost approx £18 for a size of 6x8 feet sheet. This would be used to repair damaged sections. We believe that 7 sheets in all would be needed but are going to trial 1 to see the impact and durability. This will be discussed at the next GP meeting of the society on the 8th April. In reality it would be great to have a proper metal palisade fence as we have now at the top of the site but as this is unrealistic we shall content ourselves with trying any method we can to repel boarders.

MDAS REPORT A. Hitchcock (Chairman)

LEIGH ALLOTMENTS ORCHARD GROUP

Orchard Report, March 2015

Spring is in the air and things are moving on the orchard. Pear blossom is almost ready to open and although the apples are not so far advanced the buds are fattening up.

A work party was held on a pleasant Sunday morning at the beginning of March to apply fertiliser and top dressing to the trees, and the opportunity was taken to also carry out some general tidying up.

Spring flowers are out, including primroses and cowslips, plus a few native daffodils. Frogs are active with several bunches of spawn in the pond.

So, at the moment it is all looking good for the new season.

David Hammond
23 March 2015

Heading	2013/14 B/F	Income Budget	Income to Date	Expenditure Budget	Spend to Date	Commitments	Balance	% Spent
Rents								
Manchester Drive		5,294	5837.23				-543.2297	110.26
Leigh		2,301	2473.00				-172	107.48
Marshall Close		308	363.00				-55	117.86
Grants			0.00					
Other Income	1,500							
MDAS Agency Fee 12.5%				662	729.65			
Affiliations				55	55.00		0.00	100.00
Water Rates		2,564	1855.50	2,700	2,460.59		239.41	91.13
Water Rates Rebate				950				
Staff Costs				5,250	3,918.79		1,331.04	74.65
Waste Clearance	2,299			0	£633.34		1,765.99	26.40
Maintenance				1,000	1,097.08		2.92	99.73
Miscellaneous				5	0.00		5.00	0.00
Training					0.00		0.00	
Hedge Cutting				1,000	925.00		75.00	92.50
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*			1685.00	2,500	3,926.63		258.37	93.83
Keys			190.00	0	274.62		-84.62	
Totals	3,799	10,467	12403.73	19,222	19120.70		3,493.11	82.70
Nett cost (exp - inc)		8,755			6716.97		5,937	
Revenue		4,955			556.55			
Capital*								
Tenancy Deposits	1,622.50		1350.00		365.00		2607.50	