



Leigh-on-Sea Town Council

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Chairman: Cllr. Carole Mulroney
Vice Chairman: Cllr. Caroline Parker
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE ALLOTMENTS COMMITTEE HELD ON WEDNESDAY 21st NOVEMBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Paul Lawrence (Chairman), Mark Bromfield, Geoff Crawford, Jerry Holden, Pat Holden (from Min 44) and Carole Mulroney
Allotment representatives: Ashley Hitchcock, Ron Bates, David Hammond, Anne Scobie

In attendance: Cllr Donald Fraser, Paul Beckerson (Town Clerk), Gerald Brazier (Until Min 51)

The meeting opened at 7.32pm

40. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and advised that there were still large numbers of plots without numbers.

41. APOLOGIES FOR ABSENCE

Cllrs Caroline Parker, Patsy Ryan and Andrew Lewin (LA)

42. DECLARATION OF MEMBERS' INTERESTS

Cllrs Mark Bromfield, Jerry Holden, Pat Holden and Paul Lawrence each declared a non-pecuniary interest as plot holders on the Manchester Drive site.

43. MINUTES OF THE PREVIOUS MEETINGS

Minutes of the meeting of 19th September 2012 were agreed as a correct record and signed by the Chairman.

Cllr Pat Holden joined the meeting

44. TRIMMING OF TREE ON PLOT 207 MDA SITE

The Committee **RESOLVED** that MDAS be permitted to trim the branches in consultation with David Hammond.

45. REVIEW OF ALLOTMENT TENANCY CATCHMENT AREA

It was **RESOLVED** that the Waiting List Rules be amended to - Firstly to residents who live within the LTC area, secondly to residents who live within 3 miles of the LTC boundary

46. AMENDMENT TO ALLOTMENT RULE 2

The Committee **RESOLVED** to agree the revised Rule 2 Rents to read:

These become due on the 29th September each year. There is a 50% reduction for persons over the age of 60 years and for the registered unemployed. A deposit is payable on all new lettings at a rate set annually in September.

It was **noted** that the contracts would also need revising.

47. ESTIMATE FOR CONTINUATION OF FENCE ON NORTHERN PERIMETER

It was **RESOLVED** to accept the estimates provided for 93m of 2m Palisade Fencing and to earmark this year's remaining Capital budget and add to next year's subject to there being sufficient in the Budget when it is finalised. The work would be carried out in March and April 2013.

AA Fencing Supply (£28.85/m) and Delivery (£250)	£2933.05
Mr Fencing (£16.00/m) install only	£1488.00
Total	<u>£4421.05</u>

48. REPORTS FROM REPRESENTATIVES

Marshall Close – The provision of a communal compost bin was requested. The Committee declined the request.

MDAS – A discussion took place regarding extending the Car Park with the loss of two plots – The Committee were not in agreement with this proposal preferring to investigate alternative schemes such as drainage. This would be referred to the Infrastructure Working Party to investigate. It was agreed to look into fencing on the western boundary of the Car Park and the possible provision of another post.

The representatives' reports were **noted**. (Attached as Appendix 1 to the agenda)

49. PURCHASE OF NEW PADLOCK FOR MARSHALL CLOSE & 25 SECURITY KEYS

The Committee **RESOLVED** to purchase the padlock and keys costing £160 from the Equipment Budget.

50. PAYMENT FOR GRASS CUTTING ON MDA SITE

The Committee **RESOLVED** to reimburse MDAS the £100 expended on grass cutting from the Miscellaneous Budget.

51. 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 11 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

The representatives of Marshall Close (Anne Scobie) and MDAS (Ashley Hitchcock) left the meeting

Start of confidential business

52. DEVOLUTION OF ALLOTMENTS MAINTENANCE (Confidential Report circulated to Councillor Members)

The Vice Chairman Cllr Jerry Holden introduced the report. A member questioned as to what provision had been made regarding Public Liability Insurance, Health and Safety and Training. The Vice Chairman said that agreement in principle was being sought at this stage and that comprehensive service agreements would be drawn up subsequently. The view was expressed that this should have been undertaken prior to it coming to Committee and that the Council had a responsibility to ensure that legal requirements were carried out. The Chairman commented that legal advice would be sought.

On being asked for clarification the Town Clerk stated that clearly the agreement should require that the work is carried out within the current legislative framework and that this would be part of the agreement, but it was not the job of the Council to ensure compliance, this would be the responsibility of the person undertaking the work.

Since these issues could also have financial implications, the Vice Chairman stated that further negotiation would be required. As the Chairman and Vice Chairman were not prepared to conduct

further negotiations, alternative negotiators were sought from the Committee members - no one was forthcoming.

As further negotiation was required, the Vice Chairman proposed that the report be withdrawn and this was agreed by the Committee.

Cllr Jerry Holden tendered his resignation as Vice Chairman.

53. REPORT AND DECISION FROM DISPUTES WORKING PARTY (Complaint by Tenant against another Tenant) – Confidential Report available for viewing by Committee members at the office on request.

Noted

End of confidential business

54. BUDGET 2012/13

Report 2127/Allot (Attached as Appendix 2 to the agenda) was **noted** with the addition of the £460 virement from Plot Clearance to Maintenance.

55. BUDGET 2013/14 (Appendix 3 to the agenda)

As a result of the withdrawal of the Devolution proposal a revised Budget was presented to the Committee for consideration.

Sheet 4

2nd draft of allotments budget 2013/14 21-11-12

Heading	B/F 2012/13	Income	Expenditure
Rents			
Manchester Drive		8,340	
Leigh		4,180	
Marshall Close		440	
MDAS Commission			690
Plot clearance			500
Rubbish clearance			650
Equipment			500
Water Rates			4,300
Staff Costs			6,446
Maintenance			1,000
Miscellaneous			375
Training			1,000
Vehicle			2,600
Hedge Cutting			950
Capital improvements*			2,500
Grass Cutting			1,300
Keys			0
Plot Letting LA			200
Totals		£12,960	£23,011
Nett cost (exp - inc)		£10,051	

The Committee **RESOLVED** to recommend the budget to F&GPC for adoption.

56. CORRESPONDENCE

There was none.

The meeting closed at 9.12pm