



Leigh-on-Sea Town Council

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



MINUTES OF THE ALLOTMENTS SUB-COMMITTEE HELD ON WEDNESDAY 1st APRIL 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Paul Lawrence (Chairman), Margaret Cotgrove, Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden and Carole Mulroney

Allotment representatives: Alan Ashdown (LA), David Hammond (Orchard), Ashley Hitchcock (MDAS), Ron Bates, Anne Scobie (MC)

In attendance: Paul Beckerson (Town Clerk), Barbara Ashdown, Sheila Brazier, Tony and Carol Wilson

The meeting opened at 7.30pm

68. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting. He thanked the Societies volunteers and plot holders for all the work they had done to maintain and improve the sites.

69. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox

70. DECLARATION OF MEMBERS' INTERESTS

Cllrs Jerry Holden, Pat Holden and Paul Lawrence each declared a non-pecuniary interest as plot holders on the Manchester Drive site and ordinary members of MDAS and LOSALGA. Cllr Paul Lawrence declared a non-pecuniary interest as a plot holder at Marshall Close.

71. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting of 21st January 2015 were agreed as a correct record and signed by the Chairman.

72. REVISED TERMS OF REFERENCE – Appendix 1

An amendment was proposed that in clause (1) the word 'Council's' be inserted between 'the' and 'administration'. Proposed Cllr Carole Mulroney; seconded Cllr Richard Herbert

There was a proposal that clauses 8, 9, 10 and 11 be deleted as they were no longer relevant. Proposed Cllr Richard Herbert as there was no seconder the amendment failed.

The clauses needed amending to reflect the Sub-Committee's new status; revised wording will be presented to the next Environment and Leisure Committee.

As Councillor Involvement was now limited (no longer able to instruct or make decisions that would be deemed ultra-vires) the question of emergency contact was raised. The Town Clerk suggested that a phone could be purchased to receive emergency calls and be monitored by staff on a rota basis.

The Sub-Committee **RECOMMENDED** the revised Terms of Reference to E&LC.

73. VACANCY FILLED BY COUNCILLOR CAROLINE PARKER

The Committee **noted** the appointment.

74. CRITERIA FOR PERMISSION TO INSTALLATION OF STRUCTURES IN EXCESS OF 2m by 1.2m

A lengthy and detailed discussion took place over what would constitute a structure and whether cages would come under this category. The Sub-Committee came to the consensus that it would be any structure that was opaque in nature. There was a debate as to whether a maximum size should be applied to the permission criteria; SBC apply a 3m by 2.4m limit.

A proposal was put that, when permission is applied for, the Allotments Officer should consult with the appropriate Allotment Society and Adjacent Plot Holders and that no opaque structure should be more than 2m by 3m by 2m. It was further proposed that the height limit should be 2m.

Proposed Cllr Paul Lawrence; Seconded Cllr Donald Fraser.

The Sub-Committee **RECOMMENDED** the proposed procedure to E&LC for adoption.

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

The company who installed the gate at Marshall Close had agreed to install a replacement for the original gate which they had mistakenly removed.

It was agreed that the Town Clerk would notify the Police of the vandalism to the bollards and that South Essex Homes would be contacted to confirm that they had given permission for the bollards and discuss the way forward.

76. WRITTEN REPORTS FROM SITE REPRESENTATIVES (Appendix 2 to the agenda)

Marshall Close – There was erosion of the bank in the brook. It was **agreed** that an Arboriculturist be consulted regarding the trees hanging over and into the brook.

LOSALGA – It was **agreed** that, during the summer, a stopcock should be installed at the start of the branch of the water pipes supplying each of the two tracks thus enabling the supply to the toilets only to be left on. It was agreed that advice be sought regarding 'Ash die back' from SBC Arboriculturist.

MDAS – Vacant Allotment plots – It was **agreed** to advertise plots at the LCC, on the notice boards and in the new LTC newsletter.

Orchard – All was proceeding well.

The Sub-Committee **noted** that the bonfire dates would be 25th, 26th April, 26th, 27th September and 7th, 8th November.

The reports were **noted**.

77. BUDGET – Report 2499/Allot 24th March 2015 (Appendix 3 to the agenda)

The Sub-Committee **RECOMMENDED** to E&LC that any underspend (approx. £2,159), with the exception of salaries, be carried forward as a Capital Improvements earmarked reserve. Proposed Cllr Jerry Holden; Seconded Cllr Donald Fraser.

78. CORRESPONDENCE

There was none.

The meeting closed at 9.00pm

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 Council's 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 Sub-Committee that cannot be resolved by the two Sub-Committees, the matter shall be referred to E&LC for arbitration and E&LC's decision on the matter shall be final.
9. Where the Sub-Committee proposes actions or policies outside of agreed E&LC policy, it shall make recommendations to the Committee.
10. Refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to E&LC 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 Sub-Committee's budget is referred to E&LC for consideration of the financial implications of such a change.