

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Committee Meeting held on 7 July 2008

PRESENT: Councillors Mrs C Broomfield, J Ceiriog-Hughes, T Field, Mrs F Harrison and Mrs S Lines
Mrs C Ellis (Senior Administration Officer) and F Spanton (Rustington Horticultural Association)

10/08 **ELECTION OF CHAIRMAN**

It was proposed that Councillor Mrs Lines be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Mrs Lines be elected Chairman for the ensuing year.

11/08 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Warrington (Work Commitment). This apology was accepted by the Committee.

An apology was also received from P Ayling (Rustington Horticultural Association).

12/08 **DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest recorded by Members.

13/08 **MINUTES**

The Minutes of the Meeting held on 11 February 2008 were signed by the Chairman as a correct record.

14/08 **VACANT PLOTS - CURRENT POSITION**

The Clerk reported that there were no vacant plots at the present time and that there was a waiting list for any available plots.

The Committee NOTED this information.

15/08 **2008 ALLOTMENTS COMPETITION**

The Committee AGREED that the following be prize winners in the 2008 Allotments Competition:-

Overall Winner (Una Maywood Cup)	-	Plot Number 8	-	Miss J Gibbs
Site Winner - Penfold Lane (Eddie Leonard Cup)	-	Plot Number 8	-	Miss J Gibbs
Site Winner - Conbar Avenue (Fred Lee Cup)	-	Plot Number 27	-	Mr & Mrs J Donovan
Site Winner - Worthing Road (Eric Ilett Cup)	-	Plot Number 8	-	Mr G Frostick

It was also AGREED that the Cliff Pryor Cup for outstanding effort and achievement during the year be awarded to Plot Number 25A Penfold Lane - Mr A Klinger

It was further AGREED that Certificates of Commendation be awarded to the following:-

<u>Penfold Lane</u>	Plot 4	-	Mr R Frostick
	Plot 5	-	Mr B Cooper
	Plot 6	-	Mr M Marshall
	Plot 15	-	Mr S Connelly
	Plot 18	-	Mr K Kressner
	Plot 21	-	Mr M Kempson
	Plot 22	-	Mr & Mrs M Minton
	Plot 30	-	Mr & Mrs A Hyatt
	Plot 38	-	Mr A Simpson
	Plot 41	-	Mr J Cox

<u>Conbar Avenue</u>	Plot 7	-	Mr & Mrs J Donovan
	Plot 11A/B	-	Mr & Mrs P Harbord
	Plot 12	-	Mr P Bellamy
	Plot 20	-	Mr L Bradley
	Plot 28	-	Mr E P Sims
	Plot 33	-	Mr J Blakemore

<u>Worthing Road</u>	Plot 13	-	Mr P Ayling
	Plot 14	-	Oak Community Project

The Committee then proceeded with a further inspection and RECOMMENDED the following courses of action:-

Penfold Lane

Plot 7	-	Letter to be sent to tenant regarding absence of any maintenance and cultivation since taking over plot in May 2008
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Conbar Avenue

Plot 21	-	“Tidy up” letter to be sent
Plot 31	-	“Tidy up” letter to be sent
Plot 34	-	First Warning letter to be sent
Plot 34A	-	First Warning letter to be sent

16/08 PENFOLD LANE - INSTALLATION OF FENCING - EASTERN BOUNDARY

The Clerk referred to Minute 7/08 and reported that a Meeting had been held on site with representatives from both the owners of the land in question and R J Meaker Fencing. She said that, unfortunately, to date no further progress had been made with regard to the landowners being prepared to undertake the necessary vegetation clearance/tree works.

She then suggested that in order to progress the installation of the fencing in question, R J Meaker Fencing should be approached with a view to installing the fencing inside of the existing boundary fencing, thereby avoiding the need for the aforementioned vegetation clearance/tree works to be carried out.

Following further discussion, during which Mrs Ellis reported the receipt of a further representation from a plot holder, expressing concern at the damage being caused through unauthorised access to the Allotment Site from the eastern boundary, the Committee RECOMMENDED that:-

- (a) R J Meaker Fencing be approached with a view to installing the fencing inside of the existing boundary fencing
- (b) following receipt of positive confirmation in this regard from R J Meaker Fencing, a Meeting be arranged with the Chairman, Mr Spanton and the affected tenants, to advise them of the situation, the problems encountered in respect of the vegetation clearance/tree works, and the proposed way forward
- (c) the fencing works to be undertaken as soon as practicably possible following the aforementioned courses of action.

17/08 CONBAR AVENUE - REPLACEMENT FENCING - NORTH WEST BOUNDARY

The Clerk referred to Minute 6/08 and reminded Members that it had been previously agreed that this matter be deferred pending the completion of the installation of the eastern boundary fencing at the Penfold Lane Site.

The Committee NOTED this information.

18/08 PLOT DEPOSIT

The Clerk said the deposit paid by new Tenants when entering into an Allotment Tenancy Agreement had not been reviewed since its introduction several years before. She said that the current £20.00 deposit was no longer a realistic figure, as plots were often in need of major clearance and maintenance work when vacated by tenants. She confirmed that she had discussed this matter with the Chairman and Mrs Ellis and it was suggested that a £50.00 deposit would be a more realistic figure, which could, if necessary, cover the cost of clearance and maintenance works when Tenancy Agreements were terminated by either the Tenant or the Council.

Following a further discussion, the Committee RECOMMENDED that the deposit paid by new Tenants when entering into an Allotment Tenancy Agreement with the Council, should be increased from £20.00 to £50.00 with effect from 1 August 2008.

19/08 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next Meeting was scheduled for 13 October 2008, but that Site Inspections would be held on a monthly basis with effect from March throughout the growing season.

Chairman: **Date:**