

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the (remote) Meeting held on 15 February 2021

PRESENT: Councillors Mrs S Partridge (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, Mrs K Callaghan, J Ceiriog-Hughes and R Grevett

F Spanton (Rustington Horticultural Association)

In attendance: Ms R Costan (Deputy Clerk) and Mrs C Ward (Clerk of the Council)

Prior to the commencement of the formal business of the Meeting, the Chairman advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. She said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at its next Monthly Meeting.

The Chairman also reminded the Committee that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

The Deputy Clerk then advised the Committee that the Chairman would manage the Meeting with clear instructions and requests to Members. She said that Members should indicate their desire to speak on any item, by clicking on the 'raised hand' icon in Teams. This would ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

1/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Cooper (Personal Commitment), Street (Personal Commitment) and M Kempson (Rustington Horticultural Association). These apologies were accepted by the Committee.

2/21 DECLARATIONS OF INTEREST BY MEMBERS

Councillor Bennett declared a personal interest in Minute 5/21. He remained in the Meeting during consideration of this item and took no part in the discussion thereon.

Councillor Mrs Callaghan declared a prejudicial and pecuniary interest in Minute 6/21. She remained in the Meeting during consideration of this item, but took no part in the discussion or vote thereon.

3/21 MINUTES

The Minutes of the Meeting held on 5 October 2020 were signed by the Chairman as a correct record.

4/21 UPDATE ON ALLOTMENT MANAGEMENT DURING THE COVID-19 LOCKDOWN OCTOBER 2020-JANUARY 2021

The Committee considered a Report that had been previously circulated, detailing activities in connection with the Allotments Sites that had taken place during the period 1 October 2020-31 January 2021. The Deputy Clerk

advised that, at the present time, there were 4 vacant plots all of which were being progressed, with 23 Rustington residents and 18 residents of other Parishes on the Waiting List.

The Deputy Clerk explained that, despite the challenges of remote working, the Council Personnel had ensured that the renewals process had been completed without inconvenience to Plot Holders and that the Team had worked well together to guarantee its success.

The Deputy Clerk then referred to Minute 14/20 and confirmed that the replacement entrance gates at the Conbar Avenue Site had now been installed and new signage fitted.

The Committee NOTED this information and expressed its gratitude to the Council's Personnel for their hard work in ensuring that the provision and management of the Allotments remained unaffected by the impact of the National Lockdowns.

A copy of the Report is attached and forms a part of these Minutes.

(Prior to consideration of the following item Councillor Bennett had declared a personal interest, in his capacity as a Member of the Arun District Council)

5/21 PEST CONTROL SERVICE CONTRACT

The Deputy Clerk explained that the Council had, for many years, contracted its Pest Control Service directly from Arun District Council, but advised that the District Council had made the decision at its Cabinet Meeting held on 13 January 2020 to Tender for a new external Service Provider and that its in-house operation should cease.

The Deputy Clerk added that the invitation to Tender had been due to take place in 2020 but, as a result of the Covid-19 Pandemic, the appointment of a new Service Provider had been delayed. She further explained that the District Council had now completed the process and its Pest Control Service had been awarded to "AGS One" with effect from 1 March 2021. She said that the Council's requirements in respect of Pest Control would, therefore, be being carried out by AGS One with effect from 1 March 2021.

The Committee NOTED this information.

(Prior to consideration of the following item Councillor Mrs Callaghan had declared a prejudicial and pecuniary interest, as her partner was an Allotment Tenant)

6/21 ANNUAL PROVISION OF SKIPS AT PENFOLD LANE AND CONBAR AVENUE

The Deputy Clerk explained that the Council had, for several years, provided skips, free of charge, at the Penfold Lane and Conbar Avenue Allotment Sites over the Easter Weekend. She added that due to the Covid-19 Pandemic the provision of skips in 2020 had been re-scheduled to the August Bank Holiday Weekend when some of the first lockdown restrictions had been lifted. She explained that two 4 Yard Skips were provided at the Penfold Lane Site and one 6 Yard Skip at the Conbar Avenue Site at a cost of £624.00 plus VAT.

The Deputy Clerk explained that as a result of three Lockdowns and some Plot Holders having to shield, several plots at the Penfold Lane Site had become very overgrown. She further advised that many of the Tenants were keen to get their plots back into good shape, as the Covid Restrictions eased and the Vaccination Programme was rolled out, but that they may potentially struggle to be able to remove all of the green waste. She was, therefore, suggesting that for 2021 only, a third skip is ordered for the Penfold Lane Site, for which the total cost would then equate to £670.00 plus VAT for three 4 Yard Skips and one 6 Yard Skip.

Following a brief discussion, the Committee RECOMMENDED that an additional skip be hired for the Penfold Lane Site to be in situ over the Easter Bank Holiday Weekend.

7/21

DATE OF NEXT MEETING

The Chairman reminded the Committee that the next scheduled Meeting would be held on Monday 12 April 2021 at 6.00 pm.

There being no further business the Meeting concluded at 5.10 pm.

Chairman: Date:

10. Penfold Lane Site Activity: October 2020-January 2021

New Tenancies: Plot 4
 Plot 5
 Plot 6
 Plot 8a
 Plot 20
 Plot 23a
 Plot 37a

Tenancies Terminated: Plot 4
 Plot 5
 Plot 6
 Plot 8a
 Plot 20a
 Plot 23a
 Plot 28/28a
 Plot 31a/32

Tenancy Transferred: Plot 26

11. Worthing Road Site Activity: October 2020-January 2021

There has been no change at the Worthing Road Site with all tenants renewing their tenancies for a further year.

12. The Committee's consideration of the information contained within this Report is requested.

3 February 2021

Deputy Clerk of the Council