

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 20 February 2023

PRESENT: Councillors Mrs S Partridge (Chairman), Mrs C Broomfield, M Broomfield and R Grevett

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

1/23 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Ceiriog-Hughes (Personal), Mrs Cooper (Personal), Ms Revell (Holiday), Tyler (Personal) and Mr Kempson (Rustington Horticultural Association). These apologies were accepted by the Committee.

2/23 **DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest by Members.

3/23 **MINUTES**

The Minutes of the Meeting held on 3 October 2022 were signed by the Chairman as a correct record.

4/23 **UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD
FROM 24 SEPTEMBER 2022 - 30 JANUARY 2023**

The Committee considered a Report which had been previously circulated, detailing activities, in connection with the Allotment Sites, that had taken place during the period 24 September 2022 to 30 January 2023. The Deputy Clerk advised that, at the present time, no plots remained vacant, with 17 Rustington residents and 19 residents from other Parishes on the Waiting List.

She explained that the most recent inspection had taken place on 17 January 2023 to establish the return of deposits in relation to plots that had been returned to the Council during the recent renewal process. The Deputy Clerk confirmed that twelve plot holders had given notice during the renewal process.

She then advised that three Tenancy Agreements still were not returned and therefore the Tenants concerned could be issued with a Notice to Quit if Members were in agreement.

Following a brief discussion, the Committee AGREED that the Notice to Quit process be instigated for the aforementioned three Tenancies.

The Deputy Clerk then referred to the Penfold Lane Allotment Site and stated that she had received confirmation from Hargreaves Management Limited that a quotation for a replacement eastern boundary had been sought. The works would include an estimated fifteen new fence posts and twenty fence panels.

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

The Chairman expressed her thanks and appreciation to Nicola Cook for her hard work and efforts in overseeing the completion of the annual renewal process so efficiently.

The Committee NOTED this information.

5/23

ALLOTMENT COMPETITION

Councillor Mrs Broomfield asked if the Committee would consider the introduction of a small-scale Competition for new plot holders. The Deputy Clerk referred to Minute 5/22 at which the Committee had agreed that the Competition should be reviewed in February 2024.

Following a detailed discussion, it was AGREED that, in advance of the February 2024 Meeting, a survey to establish the desire for a reintroduction of an Allotment Competition, by plot holders, be undertaken as part of the renewal process in November 2023.

6/23

DATE OF NEXT MEETING

The Chairman reminded the Committee that the next Meeting was scheduled for 3 April 2023, commencing at 5.30 pm.

There being no further business the Meeting concluded at 5.45pm.

Chairman: **Date:**

RUSTINGTON PARISH COUNCIL

Allotments Committee - 20 February 2023

Allotment Management - 24 September 2022 - 30 January 2023

1. A total of 10 applications for Allotment plots were received between 24 September 2022 and 30 January 2023. The Waiting List, to date, stands at 34 which includes 15 Rustington residents and 19 from other Parishes. This is a decrease of 13 since the last Report. All recent applications were made via the Parish Council Website.
2. Nicola Cook continues to provide invaluable administrative support in relation to the management of the Allotments and has ably fulfilled the fundamental role of administrating the renewal process, tenancy terminations and reallocation of plots.
3. Throughout the period covered by this Report, two inspections have taken place. Council personnel, including the Leisure and Amenities Officer, have also continued to attend all Sites on an ad-hoc basis enabling the Council to respond to any concerns raised by plot holders.

The most recent Inspection took place in January with the main purpose being to establish whether recently vacated plots had met the criteria for the refund of deposits.

4. A total of 12 plots were vacated during the renewal process, and are as follows:
 - 2 at Conbar Avenue
 - 7 at Penfold Lane
 - 3 at Worthing Road.

The majority have now been re-let.

5. The revised Tenancy Agreement was issued to all tenants in early November with a deadline of 31 December 2022 for the signed documents to be returned. As of the date of this report, eleven remain unreturned but all of the Tenants concerned have been sent reminder letters with a cut off date, and each have been advised that their Tenancy is now at risk.
6. A representation has been received from a plot holder at Penfold Lane regarding the deteriorating condition of the eastern boundary fence. The ownership of the fence in question is unclear and I have therefore subsequently met, on site, with a representative from Hargreaves Management Limited the landowner of the adjacent housing estate. Following this meeting it would appear that the fence repairs are not the responsibility of the Council, but this is yet to be officially confirmed.
7. Following concerns raised at the last meeting of the Allotments Committee regarding the vehicular entrance to the Conbar Avenue Site (Minute 34/22) I can confirm that the Council's Grounds Maintenance Contractor has been asked to undertake works to rectify the situation.

8. Conbar Avenue Site Activity

September

New Tenancy:

Plot 12

October

New Tenancies:	Plot 23
	Plot 23A
2 nd Tidy Up Letter:	Plot 21
Shed Request Letter:	Plot 23
Check Next Time:	Plot 5A
	Plot 9
	Plot 11A
	Plot 13
	Plot 17
	Plot 20A
	Plot 20B
	Plot 23B
	Plot 23C
	Plot 25
	Plot 32
	Plot 33
	Plot 34
	Plot 34A
	Plot 36

November

No formal inspection as renewals issued. Plots of concern in dormant Winter condition.

December

Tenancy Terminated:	Plot 25
New Tenancy:	Plot 35A

January

New Tenancies:	Plot 20
	Plot 25
Polytunnel Request Letter:	Plot 7
Shed Request Letter:	Plot 35A
Raised Beds Request Letter:	Plot 20

There are no vacant plots currently.

9. Penfold Lane Site Activity

September

Nothing to report

October

Tidy Up Letter: Plot 41
2nd Tidy Up Letter: Plot 4
Check Next Time: Plot 4A
Plot 8
Plot 20
Plot 27
Plot 31
Plot 32
Plot 32A
Plot 33A
Plot 37
Plot 41

November

Tenancy Terminated: Plot 25

December

Tenancies Terminated: Plot 7A
Plot 10
Plot 11A
Plot 26
Plot 27
Plot 41

January

New Tenancies: Plot 7A
Plot 10 (awaiting return of paperwork & payment)
Plot 11A
Plot 25
Plot 25A (awaiting return of paperwork & payment)
Plot 26
Plot 27A

There are two vacant plots (5 & 27) both of which have been offered to tenants and we are awaiting a decision in this regard.

10. Worthing Road Site Activity

September

Nothing to report

October

Check Next Time: Plot 8
Plot 14

November

Nothing to report

December

Tenancies Terminated: Plot 3
Plot 8
Plot 9

January

New Tenancies: Plot 3
Plot 9
Shed Request Letter: Plot 3

There is currently one vacant plot which is under offer.

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

31 January 2023

Deputy Clerk of the Council