

## RUSTINGTON PARISH COUNCIL

### ALLOTMENTS COMMITTEE

**MINUTES:** of the Meeting held on 3 April 2023

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

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

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#### **7/23 APOLOGIES FOR ABSENCE**

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

#### **8/23 DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest by Members.

#### **9/23 MINUTES**

The Minutes of the Meeting held on 20 February 2023 were signed by the Chairman as a correct record.

#### **10/23 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 31 JANUARY - 24 MARCH 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 31 January to 24 March 2023. The Deputy Clerk advised that, at the present time, no plots remained vacant, with 18 Rustington residents and 18 residents from other Parishes on the Waiting List.

She explained that the most recent inspection had taken place on 14 March 2023 and that this had been lengthy as it was the first inspection following the introduction of the revised Tenancy Agreement. She added that the majority of allotment plots were in good order and that it was envisaged those that still required cultivation, 19 in total, would be progressed by the time of the next inspection in April. She confirmed that an additional Removal of Glass letter had been issued in relation to Plot 24A at the Conbar Avenue Allotment Site.

She then advised that following repeated requests to return the new Tenancy Agreement, one plot holder did not return the required document and therefore the Tenant concerned had been issued with a Notice to Quit.

The Deputy Clerk then referred to Conbar Avenue Allotment Site and stated that she had instructed the Council's Grounds Maintenance Contractor, Barcombe Landscapes Limited, to supply and consolidate four tonnes of materials to address the large depressions in the vehicular access way and parking area. She confirmed that the cost for these works totalled £650.00 plus VAT.

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

The Committee NOTED this information.

11/23

**DATE OF NEXT MEETING**

The Deputy Clerk explained that the next Meeting of the Committee was scheduled for 17 July 2023, commencing at 5.30 pm. She asked that in advance of the possible re-scheduling of the July Leisure and Amenities Committee Meeting, to August, if the Allotments Committee would be prepared to reschedule its July Meeting also.

Following a brief discussion, the Committee AGREED to change the next scheduled Meeting of the Allotments Committee to Monday 21 August 2023 with a commencement time of 5.30 pm.

**There being no further business the Meeting concluded at 5.42pm.**

**Chairman:** ..... **Date:** .....

## RUSTINGTON PARISH COUNCIL

### Allotments Committee - 3 April 2023

#### Allotment Management - 31 January - 24 March 2023

1. A total of 5 applications for Allotment plots were received between 31 January and 24 March 2023. The Waiting List, to date, stands at 35 which includes 17 Rustington residents and 18 from other Parishes. This is an increase of 1 since the last Report. All recent applications were made via the Parish Council Website.
2. Throughout the period covered by this Report, one inspection has taken place.

This Inspection took place in March and was the first detailed visit following the deadline for tenants to accept the Terms of the Revised Tenancy Agreement.

I can report that there were 12 plots of concern at the Penfold Lane Allotment Site, 6 at the Conbar Avenue Allotment Site and 1 at the Worthing Road Site. The majority of these are to be "checked next time" in relation to the percentage area of the plot currently being cultivated. It is anticipated that the majority will have shown improvement by the April inspection as the planting season will be underway.

3. With regard to the Revised Tenancy Agreement I can confirm that only one plot holder of the eleven previously reported, did not return their Agreement and that their plot had subsequently been repossessed and re-let.
4. Hargreaves Management Limited, the landowner of the adjacent housing estate, have acknowledged ownership and responsibility of the dilapidated eastern boundary fence at the Penfold Allotment Site. Quotations are currently being sought by Hargreaves Management Limited for the replacement of the fence.

#### 5. Conbar Avenue Site Activity

##### February

Tenancy Terminated: Plot 23C

##### March

Tidy Up Letter: Plot 2

Plot 5A

Removal of Glass Letter: Plot 6

Plot 24A

New Tenancy: Plot 23C

#### 6. Penfold Lane Site Activity

##### February

New Tenancies: Plot 5

Plot 10

Plot 19

Plot 19A

Plot 27

Plot 41

Tenancies Terminated: Plot 19

Plot 19A

Deposit Refund: Plot 19

Plot 19A

**March**

Shed Request Letter: Plot 5

Polytunnel Request: Plot 1

Tidy Up Letters: Plot 4A

Plot 33A

**7. Worthing Road Site Activity**

**February**

New Tenancy: Plot 8

**March**

No Action taken

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

**27 March 2023**

**Deputy Clerk of the Council**