

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 21 August 2023

PRESENT: Councillors Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Ms M Revell and Mrs S Partridge

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

12/23 ELECTION OF CHAIRMAN

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

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

13/23 ELECTION OF VICE-CHAIRMAN

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

The Committee RESOLVED that Councillor Mrs Broomfield be elected Vice-Chairman for the ensuing year.

14/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Other Associated Business), Grevett (Holiday) and Tyler (Indisposition). These apologies were accepted by the Committee.

15/23 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest by Members.

16/23 MINUTES

The Minutes of the Meeting held on 3 April 2023 were signed by the Chairman as a correct record.

17/23 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 25 MARCH - 31 JULY 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 25 March to 31 July 2023. The Deputy Clerk advised that, at the present time, there were no vacant plots available, with 24 Rustington residents and 20 residents from other Parishes on the Waiting List.

She explained that the most recent inspection had taken place on 28 July 2023 and that there were seven plots of concern at the Penfold Lane Site, five plots of concern at the Conbar Avenue Site and four of concern at the Worthing Road Site. She added that these related, in the main, to a lack of cultivation.

The Deputy Clerk confirmed that the construction of a wall, at Conbar Avenue, on the southern boundary had finally begun and that whilst on site, with a mini digger, the Contractor had been asked to further level the road way access onto the Site.

She then advised that, unfortunately, the Rialtus Allotment Management Software training scheduled for 16 August 2023 had been cancelled at very short notice, she confirmed that the session had been rescheduled to take place on 5/6 September 2023. She added that it was hoped that the 2024 Renewal Correspondence would be issued, in early November, using the new Software.

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

The Committee NOTED this information.

18/23 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next Meeting was scheduled for 2 October 2023, commencing at 5.30 pm.

There being no further business the Meeting concluded at 5.37 pm.

Chairman: **Date:**

RUSTINGTON PARISH COUNCIL

Allotments Committee - 21 August 2023

Allotment Management - 25 March - 31 July 2023

1. A total of 16 applications for Allotment plots were received between 25 March and 31 July 2023. The Waiting List, to date, stands at 42 which includes 22 Rustington residents and 20 from other Parishes. This is an increase of 7 since the last Report. All recent applications were made via the Parish Council Website.
2. Throughout the period covered by this Report, four inspections have taken place with the most recent being 28 July 2023.
I can report that there were 7 plots of concern at the Penfold Lane Allotment Site, 5 at the Conbar Avenue Allotment Site and 4 at the Worthing Road Site. The majority of these are to be "checked next time".
3. I can confirm that two plot holders were issued with a Notice to Quit, these plots were repossessed and re-let.
4. There has been an increase in rodent activity at both the Conbar Avenue and Worthing Road Allotment Sites. The Council's Pest Control Contractor has been very responsive and carried out additional inspections.
5. The Rialtus Allotment Management Software has now been installed and both Nicky Cook and I have undertaken a full day's training. Work will now continue, in-house, to transfer all of the existing records onto the new Allotments Package and it is hoped that this will be completed in readiness for the Renewal Process in the Autumn.

6. Conbar Avenue Site Activity

April

Tidy Up Letters:	Plot 34
	Plot 34A
Tenancy Terminated:	Plot 36A

May

Tidy Up Letters:	Plot 2
	Plot 21
	Plot 33
Final Warning Letters:	Plot 34
	Plot 34A

June

Nothing to report

July

Tenancy Terminated:	Plot 36
Non Deposit Refund Letter:	Plot 36
New Tenancy:	Plot 36
Tidy Up Letters:	Plot 10
	Plot 28
	Plot 32

7. Penfold Lane Site Activity**March**

Raised Beds Request Letter:	Plot 41
Polytunnel Request Letter:	Plot 41

April

Greenhouse Request Letters:	Plot 19
	Plot 25A
Raised Beds Request Letter:	Plot 27
Tidy Up Letters:	Plot 6
	Plot 33
	Plot 37
	Plot 39
Final Warning Letter:	Plot 33A

May

Deposit & Rent Refund Letter:	Plot 11A
Deposit Refund Letter:	Plot 39
New Tenancies:	Plot 11A
	Plot 39
Tidy Up Letters:	Plot 1
	Plot 4
	Plot 4A
	Plot 7A
	Plot 37A
Notice to Quit:	Plot 33A

June

New Tenancy:	Plot 33A
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Tidy Up Letters:	Plot 5
	Plot 6
	Plot 27
Final Warning Letter:	Plot 4
Inappropriate Disposal of Green Waste Letter:	
	Plot 18

July

Tenancies Terminated:	Plot 27
	Plot 37
Deposit Refund Letter:	Plot 37
50% Deposit & Raised Beds Deposit Refund Letter:	
	Plot 27
New Tenancies:	Plot 27
	Plot 37
Raised Beds Request Letter	Plot 37

8. Worthing Road Site Activity

April

Tidy Up Letter:	Plot 5
Shed Request Letter:	Plot 8
Greenhouse Request Letter:	Plot 8
Raised Beds Request Letter:	Plot 8

May

Final Warning Letter:	Plot 5
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June

Tidy Up Letter:	Plot 8
Notice to Quit	Plot 5

July

Tidy Up Letter:	Plot 3
New Tenancy:	Plot 5

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

31 July 2023

Deputy Clerk of the Council