

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 2 October 2023

PRESENT: Councillors Mrs S Partridge, Mrs C Broomfield, M Broomfield, R Grevett and J Ceiriog-Hughes

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

19/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Work), Cooper (Personal) and Ms Revell (Personal). These apologies were accepted by the Committee.

20/23 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest by Members.

21/23 MINUTES

The Minutes of the Meeting held on 21 August 2023 were signed by the Chairman as a correct record.

22/23 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 1 AUGUST - 22 SEPTEMBER 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 1 August to 22 September 2023. The Deputy Clerk advised that, at the present time, there were three vacant plots available, with 27 Rustington residents and 22 residents from other Parishes on the Waiting List.

She explained that the most recent inspection, covered by the reporting period, had taken place on 30 August 2023 and that there were eight plots of concern at the Penfold Lane Site, seven plots of concern at the Conbar Avenue Site and two 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 erection of new fencing on the western boundary had now been completed. Members expressed their gratitude to Hargreaves Management Limited for funding and co-ordinating these works.

The Deputy Clerk added that further works to level the roadway entrance into the Conbar Avenue Site had been undertaken, free of charge, by Contractors who had been working on the Site, undertaking drainage tests on the behalf of West Sussex County Council.

She then advised that the Rialtus Allotment Management Software training had taken place on 5/6 September 2023. She added that it was already proving most beneficial in terms of streamlining the administration of the Allotments.

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

The Committee NOTED this information.

23/23

INCOME AND EXPENDITURE FOR 2022/23, 2023/2024 and 2024/25

The Committee considered a Report previously circulated by the Clerk of the Council.

Following a brief discussion, it was RECOMMENDED that the Allotments Committee Income and Expenditure requirements for 2023/2024 and 2024/2025 be as shown in the attached.

The Committee reviewed the present rents levied and RECOMMENDED that there should be an increase of 25p per rod to £8.00 made in respect of the rent for the year commencing 1 January 2025.

24/23

CONSTRUCTION OF SOUTHERN BOUNDARY WALL, CONBAR AVENUE

The Committee expressed its concern regarding the incredibly slow progress of the construction of the new southern boundary wall at the Conbar Allotment Site. The Committee AGREED that the Contractor concerned should be contacted and a deadline for completion of the works should be set as the 30 November 2023.

25/23

DATE OF NEXT MEETING

The Deputy Clerk advised the Committee that the suggested dates for the 2024 Meetings would be included as part of the 2024 Diary Dates for the Council's consideration at its Meeting on 23 October 2023.

There being no further business the Meeting concluded at 5.41 pm.

Chairman:

Date:

RUSTINGTON PARISH COUNCIL

Allotments Committee - 2 October 2023

Allotment Management - 1 August - 22 September 2023

1. A total of 9 applications for Allotment plots were received between 1 August and 22 September 2023. The Waiting List, to date, stands at 49 which includes 27 Rustington residents and 22 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, one inspection has taken place on the 30 August 2023.
I can report that there were 8 plots of concern at the Penfold Lane Allotment Site, 6 at the Conbar Avenue Allotment Site and 4 at the Worthing Road Allotment Site. The majority of these are to be "checked next time".
3. I am pleased to report that the new western boundary fence at Penfold Lane has now been replaced. These works were funded by Hargreaves Management Limited and installed by RJ Meaker Fencing Limited to a very high standard. All tenants were written to prior to the works commencing.
4. The Rialtus Allotment Management Software has now been installed and both Nicky Cook and I have undertaken initial training. Nicky has made great progress in regard to the transfer all of the existing records onto the new Allotments Package. It is our aim that the new Software will be used to fully facilitate the imminent Renewal Process in early November.
5. I was contacted by a Drainage Project Manager from West Sussex County Council in relation to a longstanding drainage issue on Conbar Avenue itself. Members will be aware that there is a low spot in Conbar Avenue that floods on a frequent basis affecting access to several properties. In order to design a solution properly WSCC needed to undertake some soakaway tests within the immediate area and to avoid digging up the actual street asked if an area on the Allotment Site could be utilised.

I agreed to this, and a test involving the excavation of a large pit, filled with water to assess for the drainage speed and subsequent reinstatement of the ground took place on the 8 September 2023. All Tenants of the Allotment Site were advised of the works prior to the test being undertaken.

In return for the Council's permission to utilise the Allotments the Contractor kindly undertook some levelling works of the vehicle entrance way to the Allotment Site using their own heavy plant. This was completed free of charge and will helpfully make a difference to vehicular access over the Winter months.

6. Conbar Avenue Site Activity

August

Tenancy Terminated:

Plot 32

Non Deposit Refund Letter: Plot 32

September

Tidy Up Letters: Plot 17
Plot 21
Plot 34
Plot 34A

Tenancy Terminated: Plot 27

Deposit Refund Letter: Plot 27

New Tenancies: Plot 27

Plot 32

7. Penfold Lane Site Activity

August

Tidy Up Letters: Plot 4A
Plot 6
Plot 7A
Plot 8
Plot 35A

Final Warning Letter: Plot 6
Plot 7A
Plot 8

September

Tenancy Terminated: Plot 35A

8. Worthing Road Site Activity

August

Tenancy Terminated: Plot 5

New Tenancy: Plot 5

September

Nothing to report

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

22 September 2023

Deputy Clerk of the Council

ALLOTMENTS COMMITTEE

EXPENDITURE	2022/23 Revised Estimate	2022/23 Actual	2023/24 Estimate	2023/24 Revised Estimate	2024/25 Estimate
Water Supply	1,500.00	729.03	1,750.00	1,200.00	1,750.00
Miscellaneous/Contingencies	6,500.00	9,482.77	5,000.00	5,000.00	5,750.00
Tree Works - General	400.00	400.00	750.00	500.00	1,000.00
Improvements	6,500.00	6,400.00	1,000.00	1,000.00	1,000.00
TOTAL EXPENDITURE	14,900.00	17,011.80	8,500.00	7,700.00	9,500.00

INCOME	2022/23 Revised Estimate	2022/23 Actual	2023/24 Estimate	2023/24 Revised Estimate	2024/25 Estimate
Rents/Miscellaneous	5,600.00	5,795.93	5,600.00	5,700.00	5,900.00
TOTAL INCOME	5,600.00	5,795.93	5,600.00	5,700.00	5,900.00
NET EXPENDITURE	9,300.00	11,215.87	2,900.00	2,000.00	3,600.00