

## RUSTINGTON PARISH COUNCIL

### ALLOTMENTS COMMITTEE

**MINUTES:** of the Meeting held on 19 February 2024

**PRESENT:** Councillors Mrs S Partridge (Chairman), Mrs V Allen, 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) and Councillor G Lee

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#### **1/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bennett (Other Associated Business), Ceiriog-Hughes (Personal) and Cooper (Other Associated Business). These apologies were accepted by the Committee.

#### **2/24 DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest by Members.

#### **3/24 MINUTES**

The Minutes of the Meeting held on 2 October 2023 were signed by the Chairman as a correct record.

#### **4/24 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 23 SEPTEMBER 2023 - 31 JANUARY 2024**

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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 23 September 2023 to 31 January 2024. The Deputy Clerk advised that, at the present time, there was one vacant plot available, with 21 Rustington residents and 24 residents from other Parishes on the Waiting List.

She explained that the most recent full site inspection, covered by the reporting period, had taken place at the end of October, prior to the start of the Tenancy renewal period. She confirmed that three shorter monthly inspections had taken place over Winter to assess the progress of any plots of concern that had been highlighted during the October inspection, as well as to survey any plots, that the Council was notified of as being terminated as part of the renewal process.

The Deputy Clerk added that the introduction of the Rialtus Allotment Software had been highly beneficial to streamlining the administration related to the renewal process and the issuing of invoices, using only this software, had been a success.

The Deputy Clerk confirmed that works to level the entry to the access road adjacent to the Worthing Road Site had been undertaken by the Leisure and Amenities Officer. She explained that a further representation, from a local resident, had been received regarding a longer-term solution for the surface of the access road and confirmed that this matter was included on the Leisure & Amenities Committee Agenda for consideration at its Meeting on 19 February 2024.

The Deputy Clerk referred to Minute 24/23 and confirmed that the construction of the southern boundary wall at the Conbar Avenue Site had been completed by 30 November 2023, the deadline as set by the Committee.

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

Councillor Mrs Partridge expressed her gratitude, on behalf of Members, for the work undertaken by the Council's Personnel in ensuring that the Council's Allotment Service continued to run effectively and that the recently purchased Rialtus Software had been implemented with great success.

The Committee NOTED this information.

**5/24                    DATE OF NEXT MEETING**

The Deputy Clerk explained a proposal to change the Schedule of 2024 Committee Meetings, which included the cancellation of the Meeting programmed for 8 April 2024, and the rearrangement of the 1 July 2024 Meeting to 3 June 2024 to ensure a more even time span between Meetings.

Following a brief discussion, the Committee RECOMMENDED that the Revised Schedule of Allotment Committee Meeting dates for 2024 should be as follows:

8 April 2024 - CANCELLED

1 July 2024 to be brought forward to 3 June 2024 commencing at 5.30 pm

7 October 2024 - No change

**There being no further business the Meeting concluded at 5.48 pm.**

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

## RUSTINGTON PARISH COUNCIL

### Allotments Committee - 19 February 2024

#### Allotment Management - 23 September 2023 - 31 January 2024

1. A total of 15 applications for Allotment plots were received between 23 September 2023 and 31 January 2024. The Waiting List, to date, stands at 47 which includes 23 Rustington residents and 24 from other Parishes. This is a decrease of 2 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 using the recently purchased Rialtus Allotment Software.
3. Throughout the period covered by this Report, two inspections have taken place. Inspections are now undertaken by Nicola Cook with assistance from the Leisure and Amenities Officer, Jim Burch. I have also continued to attend all Sites on an ad-hoc basis enabling the Council to respond rapidly to any concerns raised by plot holders.

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

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

The majority have now been re-let, with the remaining 2 under offer.

5. A representation had been received from a resident who lives adjacent to the Worthing Road Allotment Site asking if the potholes in the access road at the rear of their property could be addressed. I can confirm that the Council's Leisure and Amenities Officer has undertaken the works to rectify the situation.
6. I am pleased to be able to report that the construction of the wall, on the southern boundary, at the Conbar Allotment Site was finally completed in November as requested by the Committee in Minute 24/23.

#### 7. Conbar Avenue Site Activity

##### September

Check Next Time:	Plot 23B
	Plot 26A
Tenancy Terminated:	Plot 12A
2 <sup>nd</sup> Tidy Up Letter:	Plot 34
	Plot 34A

## October

Tenancies Terminated: Plot 10  
Plot 34A

New Tenancies: Plot 10  
Plot 12A

Raised Beds Request Letter: Plot 12A

Shed Request Letter: Plot 27

Tidy Up Letter: Plot 35

Check Next Time: Plot 23  
Plot 26A  
Plot 34

## November

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

Tenancy Terminated: Plot 15

New Tenancies: Plot 34A  
Plot 15

## December

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

Greenhouse Request Letter: Plot 35

Tenancies Terminated: Plot 26A  
Plot 23

## January

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

New Tenancies: Plot 23  
Plot 26A

There is currently one vacant plot, 19A which has been offered to an applicant and we are awaiting a decision in this regard.

## 8. Penfold Lane Site Activity

### September

Tenancy Terminated: Plot 35A

Check Next Time: Plot 4A  
Plot 6  
Plot 8  
Plot 33A

## **October**

Tenancies Terminated: Plot 7A  
Plot 4  
New Tenancies: Plot 4  
Plot 7A  
Plot 35A  
Tidy Up Letter: Plot 33A  
Plot 39  
Check Next Time: Plot 4A  
Plot 6  
Plot 8  
Plot 37A  
Plot 38

## **November**

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

Tenancy Terminated: Plot 27A

## **December**

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

Tenancy Terminated: Plot 36

## **January**

New Tenancy: Plot 27A

There is currently one vacant plot (36) which has been offered to an applicant and we are awaiting a decision in this regard.

## **9. Worthing Road Site Activity**

### **September**

Tidy Up Letter: Plot 3  
Check Next Time: Plot 5  
Plot 8  
Plot 9

### **October**

Tidy Up Letter: Plot 9  
2<sup>nd</sup> Tidy Up Letter: Plot 3  
Check Next Time: Plot 5  
Plot 14

**November**

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

Nothing to report

**December**

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

Tenancies Terminated: Plot 6

Plot 9

**January**

New Tenancy: Plot 6

There is currently one vacant plot (9) which has been offered to an applicant and we are awaiting a decision in this regard.

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

**31 January 2024**

**Deputy Clerk of the Council**