

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 3 June 2024

PRESENT: Councillors Mrs V Allen, Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes and Mrs S Partridge

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

6/24 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.

7/24 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.

8/24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Personal), Cooper (Other Associated Business), Grevett (Personal), Ms L Lloyd (Personal) and Ms M Revell (Personal). These apologies were accepted by the Committee.

9/24 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest by Members.

10/24 MINUTES

The Minutes of the Meeting held on 19 February 2024 were signed by the Chairman as a correct record.

11/24 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 1 FEBRUARY 2024 - 20 MAY 2024

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 February 2024 to 20 May 2024. The Deputy Clerk advised that, at the present time, there was no vacant plots available, with 19 Rustington residents and 22 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 on 8 May 2024. She confirmed that there had been 6 plots of concern at the Penfold Lane Site, 7 at the Conbar Avenue Site and 3 at the Worthing Road Site.

The Deputy Clerk added that the recently purchased Mobile Allotment Inspection App had been implemented for the first time during the May inspection and explained that this had been a lengthy process whilst all plots were integrated during the initial setting up of the software. She confirmed that it had proved to have saved significant time in administrative terms when uploading the completed Inspection Data.

The Deputy Clerk confirmed that The Oak Community Project had relinquished the Plot at the Worthing Road Allotment Site after nearly twenty years. She added that sincere thanks and appreciation had been received from the Assistant Day Opportunity Manager at The Laurels, Susan Flook, for all of the help and support that the Parish Council had given over the years.

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

The Committee NOTED this information and expressed thanks to the Council Personnel who directly assisted in the delivery of the Council's Allotment Operation.

12/24 DATE OF NEXT MEETING

The Deputy Clerk reminded the Committee that the next Meeting was scheduled for 7 October 2024, commencing at 5.30 pm.

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

Chairman: **Date:**

RUSTINGTON PARISH COUNCIL

Allotments Committee - 3 June 2024

Allotment Management - 1 February - 20 May 2024

1. A total of 17 applications for Allotment plots were received between 1 February and 20 May 2024. The Waiting List, to date, stands at 41 which includes 19 Rustington residents and 22 from other Parishes. This is a decrease of 6 since the last Report.
2. 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.

The most recent Inspection took place on the 8 May 2024.

I can report that there were 6 plots of concern at the Penfold Lane Allotment Site, 7 at the Conbar Avenue Allotment Site and 3 at the Worthing Road Site. The majority of which have been issued Tidy Up Letters with the remaining plots noted as Check Next Time or are New Tenants.

3. The Mobile Inspection App, to compliment the Rialtus Allotment Software, was purchased in April and used for the first time during the May Inspection. The new App enables photos and details to be added electronically whilst on Site. The initial implementation of the App was slower than had been anticipated but it is hoped that with regular use the Inspection process will be enhanced, and all of the post Inspection related administration condensed.
4. A total of 7 plots were vacated during this reporting period, and are as follows:
 - 4 at Conbar Avenue
 - 1 at Penfold Lane
 - 2 at Worthing Road.

All except one plot, namely 34A Conbar Avenue which is under offer, have now been re-let.

5. I am sad to convey that one of the vacated plots was, after many successful years, that of The Oak Project. The following communication was received from the Assistant Day Opportunity Manager, Susan Flook:

We have had a several conversations as a Senior Team and with our new Manager Elizabeth. We are unable to give the allotment the attention it needs to use it to its full potential.

This is not what we would like to be saying but unfortunately it is the situation currently. Since the end of the Covid pandemic we are supporting a very different group of individuals.

We really appreciate the years of support you have given the Oaks service and ourselves at The Laurels.

I hope the patch will have a new owner who can use it wonderfully.

Thank you again for the support you have shown us over the years.

6. **Conbar Avenue Site Activity**

February

No formal inspection

New Tenancy: Plot 19A

Polytunnel Request Letter Plot 19A

March

No formal inspection

Internal Pathway Condition All Tenants

April

Tidy Up Letter: Plot 5A

Plot 10

Plot 33

2nd Tidy Up Letter: Plot 21

Tenancies Terminated: Plot 15

Plot 20B

Plot 21

New Tenancy: Plot 20B

Polytunnel Request Letter Plot 12

May

New Tenancies: Plot 15

Plot 21

Tidy Up Letter: Plot 11A

2nd Tidy Up Letter: Plot 10

Plot 33

Tenancy Terminated: Plot 34A

7. **Penfold Lane Site Activity**

February

No formal inspection

Nothing to Report

March

No formal inspection

Internal Pathway Condition All Tenants

New Tenancy: Plot 36

April

Tidy Up Letter: Plot 4A
Plot 6
Plot 39
Tenancy Terminated: Plot 27A

May

New Tenancy: Plot 27A
Tidy Up Letter: Plot 5
Plot 7A
Plot 27
2nd Tidy Up Letter: Plot 4A

8. Worthing Road Site Activity

February

No formal inspection
Nothing to Report

March

No formal inspection
Tenancy Terminated: Plot 5
New Tenancy: Plot 5

April

Tidy Up Letter: Plot 3

May

2nd Tidy Up Letter: Plot 3
Tenancy Terminated: Plot 14
New Tenancy: Plot 14

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

20 May 2024

Deputy Clerk of the Council