

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Committee Meeting held on 11 October 2010

PRESENT: Councillors Mrs C Broomfield (Chairman), A Akbar, A Cooper and Mrs F Harrison
P Ayling (Rustington Horticultural Association)

20/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jones (Personal Commitment), Mrs Lines (Personal Commitment), Warren (Personal Commitment). These apologies were accepted by the Committee.

An apology was also received from Mr F Spanton (Rustington Horticultural Association).

21/10 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest recorded by Members.

22/10 MINUTES

The Minutes of the Meeting held on 5 July 2010 were signed by the Chairman as a correct record.

23/10 SITE INSPECTIONS

The Clerk advised the Committee that a Site Inspection of all three sites had taken place on 6 September 2010, at which Councillors Akbar, Mrs Broomfield, Cooper, Mrs Harrison and Warren, Mrs Collins (Administrative Officer) and Mr Spanton (Rustington Horticultural Association) had been in attendance.

She reported that during the inspection, those present had made the following observations and, accordingly, the agreed actions had been progressed:-

Conbar Avenue

Plot 34 - "Tidy up" Letter

Penfold Lane

Plot 19 - "First Warning" Letter

Plot 24A - "First Warning" Letter

The Committee NOTED this information.

24/10 VACANT PLOTS - CURRENT POSITION

The Clerk reported that whilst there was one vacant plot available at Conbar Avenue, it was currently under offer to a prospective tenant. She said that there continued to be an extensive waiting list for all three Sites.

The Committee NOTED this information.

25/10

CONBAR AVENUE ALLOTMENT SITE

The Committee considered a letter received from Mrs N Willoughby expressing her concern in respect of the way in which the Committee had dealt with the poor cultivation of Plot Nos. 8 and 9, which was in breach of the Tenancy Agreement, and with the Plot Tenant in particular.

The Clerk then reported a subsequent letter, addressed to the Chairman of the Council from the Plot Tenant, Mrs P Childs, also expressing concern at the way in which this matter had been dealt with both in respect of the service received from Members of the Council's personnel in the Council Offices, and also the treatment she had received from the Chairman of the Committee, Chairman of the Council, Mr Spanton, Mrs Collins and Mrs Ward at a Meeting held on the Plot concerned on the afternoon of 5 July 2010.

Following a detailed discussion, the Committee RECOMMENDED that:-

- (a) A response be sent to Mrs Willoughby, advising that her concerns had been noted by the Committee
- (b) The Chairman of the Committee, together with the Chairman and Vice-Chairman of the Council, be AUTHORISED to APPROVE a suitable response as prepared by the Clerk, to Mrs Childs, a copy of which should be circulated to all Members of the Committee
- (c) A blank copy of the up-to-date Tenancy Agreement be sent to all Allotment Tenants when the Rent Request letters were sent out in March 2011, for information and as a reminder of the Terms and Conditions of the Agreement.

26/10

DATE OF NEXT MEETING

The Chairman reminded the Committee that the next Meeting was scheduled for 6 December 2010, but that the next Site Inspection would be held on 1 November 2010.

The Clerk said that she would ensure that a letter confirming the date and time of the next Site Inspection was sent out to all Members and Co-opted Members prior to 1 November 2010.

Chairman: **Date:**