

**Worth Parish Council**  
**Minutes of the Allotments Sub Committee Meeting**  
**March 17<sup>th</sup> 2021 at 10.00am**

**Present:** Cllr Cruickshank (Chairman) Cllr Anscomb (Vice Chairman)  
Cllr Coote Cllr Webb  
Mrs Cruickshank (Deputy Clerk) 1 member of the public

**1 Election of Vice Chairman**

Cllr Cruickshank proposed Cllr Anscomb; this was seconded by Cllr Coote and agreed by all present.

Cllr Anscomb was duly elected as Vice Chairman of the Allotment Sub Committee.

**2 Public Question Time**

Cllr Stewart attended the meeting as a member of the public.

**3 Apologies for absence**

Apologies: None

**4 Declarations of Interest**

Cllr Cruickshank declared an interest as his wife is an allotment holder.

**5 Minutes**

It was proposed by Cllr Anscomb, seconded by Cllr Coote and agreed by all present that the Minutes of the Allotments Sub-Committee meeting held on 13<sup>th</sup> August 2019 were a true and correct record.

**6 Chairman's Announcements**

The Chairman had no announcements.

**7 Allotments**

Review of administrative processes and management.

The administrative processes were discussed;

It was agreed any future correspondence to allotment tenants would be made via email unless this was not possible.

Tenancy agreements will only be issued at the start of the tenancy or if a change is made to the agreement, they will no longer be sent annually. This was proposed by Cllr Cruickshank, seconded by Cllr Webb and AGREED by all.

It was agreed cash would no longer be taken as a form of payment, with Bank Transfers being the preferred method of payment although payment by cheque will still be accepted. The Deputy Clerk advised that the RFO had investigated setting up Direct Debit payments with NatWest and had been advised this was not possible.

The idea of taking deposits was discussed and dismissed. Instead, quarterly inspections will take place to ensure plots are being properly maintained, this should mitigate the need to employ waste services to clear plots which have been untended and vacated.

Cllr Cruickshank advised the 28 day rule for renewal payments should be enforced.

### Revised Allotment Agreement

There will be no change to the Allotment Tenancy Agreement.

### To confirm the price increase for 2021/2022

The committee discussed the cost of the Crawley Down allotments. Cllr Cruickshank noted Worth Parish Council allotments are among some of the cheapest in the country. A 0.05 pence per square meter increase was proposed by Cllr Webb, seconded by Cllr Anscomb and AGREED by all. This will be taken to the next GP & Finance meeting for approval.

### Gate Licences

The Deputy Clerk explained she had received a request for a gate license from a new resident in Vicarage Road.

It was AGREED by all that the resident asking for a new gate licence be allowed as the gate was already in place and the resident was on the allotment waiting list. The Deputy Clerk will contact the resident and explain they are not permitted access to the allotments until a plot becomes available to them.

Cllr Anscomb was not in favour of allowing non allotment tenants gate licences.

It was AGREED by all that any future licence requests would not be allowed unless the applicant was an allotment tenant.

### Presentation of allotment shields

It was AGREED by all that the Deputy Clerk would notify the winner and Cllrs Anscomb and Cruickshank would present the shields.

### General matters

Cllr Stewart wished to join the Allotment Sub-Committee.

## **8 Consideration of items for inclusion on future agendas**

There were none.

## **9 Date of the next meeting**

To be called when necessary

*Meeting closed at 10.43 hrs*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_