



To Chairman and Members of the **Amenities Committee:**

Councillors: **Christine Payne MBE** (Chair) (CP), **Helen Coote (HC)**, **Howard Coote (HC)**, **Sally Morris (SM)**, **Ian Nisbet (IN)**, **John Pritchett BEM(JP)**, **Ryan Weedon (RW)**.

(With copies to other Members for information).

You are summoned to a meeting of the **AMENITIES COMMITTEE** to be held on
Monday 2nd September 2024 at 7.30pm
at the Willingdon Library Hub, Coppice Avenue, Willingdon.

Signed: *N. Williamson*

28th August 2024

Nicola Williamson (Clerk to Willingdon and Jevington Parish Council)

The public have a right and are welcome to attend.

The press and public are reminded that they must contact the Parish Clerk if they wish to attend, they should remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).

AGENDA

1. Apologies, Councillors not present and notification of substitutes.
2. To accept the minutes from the meeting held on 28th May 2024.
3. Declarations of interest: To receive notices of declaration, personal & prejudicial, in respect of items on this agenda.
4. Public question time - to deal with any questions from members of the public, relating to items on this agenda.
5. To Consider the Clerks Report.
6. Floral Planting.
7. Bus Shelters.
8. Library Hub.
 - i) Update & Works to be.
 - ii) Minutes of the last Hub Trust Meeting.
9. Foulride Green.
10. Allotments
11. Budgetary Controls.
 - i) Income and expenditure to date.
12. Risk management – to consider the effects (if any) arising from items on the agenda.
13. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee / sub-committee.
14. Date of next meeting: 25th November 2024.



The minutes of the **AMENITIES COMMITTEE** held on **Tuesday 28th May 2024.**

At The Trinity Hall, Coppice Avenue, Willingdon.

Present: Cllrs Christine Payne MBE (Chair), Ian Nisbet (IN), Fran Pritchett (FP), John Pritchett BEM (JP), Ruth Sheppard (RS), Ryan Weedon (RW).

In Attendance: Nicola Williamson – Parish Clerk (NW). Two Members of Public.

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
A24/16	<u>Apologies, Councillors not present and notification of substitutes</u> There were apologies from Cllrs Helen and Howard Coote who were away.. There were apologies from Cllr S Morris who was away. These were NOTED and ACCEPTED .	
A24/17	<u>To sign the minutes of the meeting held on Monday 19th February 2024.</u> RESOLVED: To accept the minutes of the meeting held on Monday 19 th February 2024 as an accurate and true record and were signed by Chair Christine Payne MBE.	
A24/18	<u>Declarations of interest</u> There were no declarations of interest.	
A24/19	<u>Public Question Time</u> – to deal with any questions received from members of the public relating to items on this agenda. <i>*The Chair suspended standing orders at 7.34pm*</i> One of the members of the public wanted to speak to the PC about the carparking area in Green Lane that the PC own. He thanked the PC for the works which had been carried out to the car park already. Unfortunately stones and hard core have been placed there making it difficult and dangerous to park a park or for cars turning around. There also has been a ditch dug behind it which is a trip hazard. The Members AGREED for Dave Miles to carry out the works to the car park to make it safe by removing the stones and filling in the small ditch that someone had dug. NW to keep the members of public up to date with the works. NW to get some signage to put at the car park to show it is W&JPC land. <i>*The Chair reinstated standing orders at 7.40pm*</i>	NW
A24/20	<u>To consider the Clerk's report</u> The Clerk's report which had been circulated with the agenda was NOTED . i) Dave Miles and other works Cllr Weedon asked if it was expensive to remove the graffiti NW reported that Dave Miles is able to remove it and repaint it so the costs are minimal. Cllr Weedon asked about the Community School painting a mural in the subway, NW reported that rules and regulations	NW

	from ESCC for painting was so difficult the school decided against this. Members asked if it was possible to put a dummy CCTV/CCTV by the subway, NW reported that this had been looked into but wasn't feasible the moment. Cllr Payne MBE asked if this could be put on the agenda for the next meeting to discuss it further. ii) Repairs to the bridge at the Triangle NW reported that the ESCC legal team are in the process of preparing the licence/deed for the ownership of the bridge from ESCC to the PC. They estimate it will be ready late summer. iii) Benches Dave Miles is continuing with his bench maintenance plan this month. Cllr Weedon asked if the broken bench in Jevington Recreation was the PC's responsibility. NW confirmed that it wasn't, but it was a possibility that a grant could be applied for to repair the bench.	<u>NW</u> <u>NW</u>
A24/21	<u>Floral Planting</u> Dave Miles will be replanting the floral planter outside the office in the next couple of weeks. Southern Land Services will be installing the floral troughs around the village before Music in the Park. Cllr Sheppard asked if the planter at the library could be planted up as sometimes this gets forgotten, NW confirmed that it will get done this year. Cllr Payne suggested that troughs could be placed in front of the Willingdon and Lower Willingdon signs on the Eastbourne Road towards Polegate. NW said she would look into this.	<u>NW</u> <u>NW</u>
A24/22	<u>Bus Shelters</u> ESCC have confirmed that the two bus shelters can have electronic bus timetables as they are on ESCC electronic bus timetable roll out plans for delivery in the next 6 months, fully funded by the ESCC BSIP. Members AGREED this was good news. A resident has contacted the office to request a bus shelter opposite the Parish Office and Children with Cancer office and/or an electronic bus timetable there. I contacted ESCC Highways for advice as by the bus stop are parking spaces for CWC and the Barbers shop. They have advised me that neither is possible as vehicles use the immediate area to access the parking area. There are also no plans to install an electronic bus timetable there. There is a paper timetable there as well as a QR code to track the buses. NW to contact the resident with the update.	<u>NW</u>
A24/23	<u>Library Hub</u> i) Update & Works to be carried out Members NOTED the previously circulated report. Asbestos Inspection –this has now been completed. I have been in discussions with ESCC about the condition of the asbestos when the library was handed over. The report showed it was safe. I also contacted the Head of Estates Property Business Services to enquire about the PC purchasing the library, but they currently report that the property is not currently on their disposal programme but will let us know if this changes. Electrical Works – Works are now scheduled to commence on Monday 10th June for four Mondays. ii) Minutes of the last Hub Trust Meeting The notes of the last Hub Trust meeting were NOTED. Cllr Nisbet reported that on Saturday 8th June it is the library's 5 Year Anniversary and a celebration will be held at the	

	library.	
A24/24	<u>Foulride Green</u> Nothing to report at this time.	
A24/25	<u>Allotments</u> NW reported that she had now completed the allotment course and found it very useful. NW also reported that it is a good time to start to put together the rules and regulations for the allotments as well as an expression of interest form, to send out to applicants. NW had circulated the rules and regulations from Herstmonceux Parish Council which Members thought was very comprehensive. Members discussed whether to have livestock on the allotments and AGREED that the PC should not allow any livestock at this time. This could be re-visited a later date if necessary. NW to circulate any Herstmonceux allotment documentation to the Committee.	<u>NW</u>
A24/26	<u>Budgetary Controls</u> The Clerk's report was NOTED . i) Income and expenditure to date The Clerk's report was NOTED .	<u>NW</u>
A24/27	<u>Risk Management</u> – to consider the effects (if any) arising from items on the agenda. None	
A24/28	<u>Urgent Matters</u> – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee. Cllr F Pritchett asked if the Commentative 80 th D. Day flag had been ordered. NW confirmed it had.	<u>NW</u>
A24/29	Date of next meeting - Monday 2 nd September 2024 at 7.30pm.	<u>NW</u>

Meeting closed at 8.43 pm.

Signed Committee Chair.....

Date.....



Clerk's Report for Amenities Committee Meeting on Monday 2nd September 2024

Agenda Item 5. To consider the Clerk's Report

i) Maintenance Person Works

Car park at Green Lane Jevington – drainage works to be carried out.

Bridge at the Triangle – minor repairs to be carried out.

New noticeboard at Wannock Village Hall to be replaced.

Hedges to be cut at the Triangle.

ii) The bridge at the Triangle

ESCC legal team are in the process of preparing the licence/deed for ownership of the bridge from ESCC to the PC. They were estimating that this will be ready late summer, but I have now been advised that this will be wintertime due to staffing changes.

iii) Benches

Dave Miles is to put a new bench in Tott Yew Recreation Ground.

Agenda Item 6. Floral Planting

Any ideas for some additional planting this autumn?

Dave Miles will be replanting the floral planter with autumnal plants in the Autumn.

Floral troughs – this year they have flowered all through the summer with great feedback from residents. These will now be removed in the next week.

Agenda Item 7. Bus Shelters

ESCC have confirmed that the two bus shelters can have electronic bus timetables as they are on ESCC electronic bus timetable roll out plans for delivery in the next 6 months, fully funded by the ESCC BSIP – dates to be confirmed.

Cllr S Shing has been emailed by a resident asking for a bin outside the bus stop by Trinity Church. We have a bin across the road already. The cost of a new bin is £833 + VAT and £275 + VAT for collection.

I have been contacted by Adept Civil and Structural Engineers (advised by ESCC Highways) regarding the type of bus shelters required by the Parish Council opposite the BP garage and the bus stop that is being moved on Eastbourne Road.

Agenda Item 8. Library Hub

i) Update & any works to be carried out.

The library committee have purchased (out of library funds) a motorised AV screen for parish council meetings and have also agreed to pay to have the remaining lights converted to LED bulbs.

(ii) Minutes of the last Hub Trust Meeting – Minutes are attached for July and August.

LW – Linda Wilkinson, **JF** – Jo Fitzpatrick, **AM** – Anne Mandy, **DL** – Di Lyon, **LF** – Lesley Fryer.

Agenda Item 9. Foulride Green

Nothing to report on this currently.

Agenda Item 10. Allotments

The office have been putting together some allotment paperwork for Members to look at, add or change and to agree. Paperwork attached.

Allotment Layout (15) – one plot per household, and/or half plots to be offered?

Expression of interest form – we have fifteen households on the list and eight on the cancellation list. If we send an official form out to the interested parties, we can have a serious idea of numbers allocated on a first come first served basis.

Application to erect any structures – The PC will be putting a shed on each plot. There could be greenhouses, fruit cages or polytunnels (no glass) so we know exactly what is on each plot.

Fees – a nominal fee can be charged. A deposit and an annual rent.

Eastbourne charge £65 deposit and charge £71.19 annually.

Herstmonceux charge £35 annually.

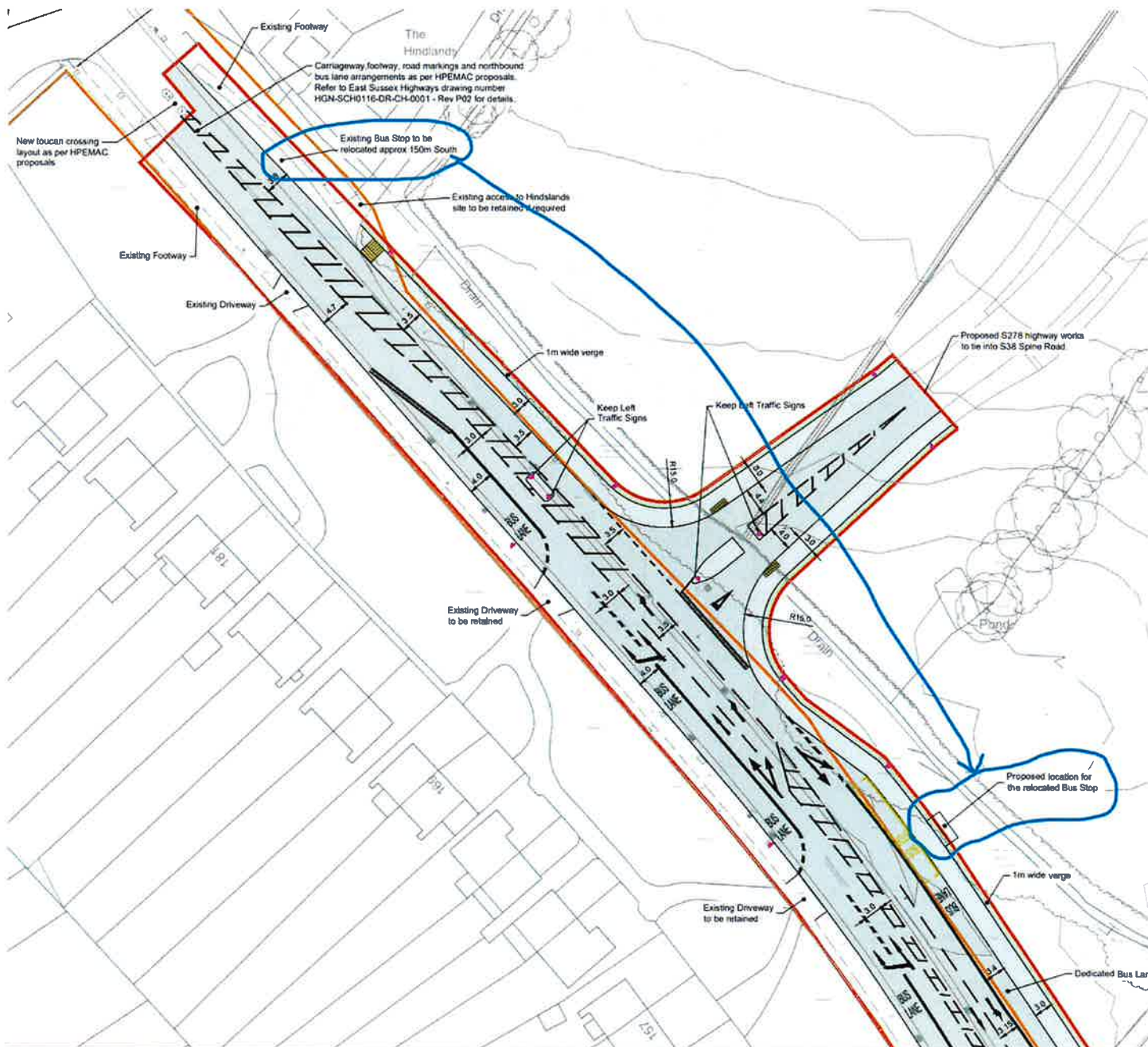
Plot Leases– this can be reviewed Annually, Short Term 7 years or Full Term 10 to 25 years.

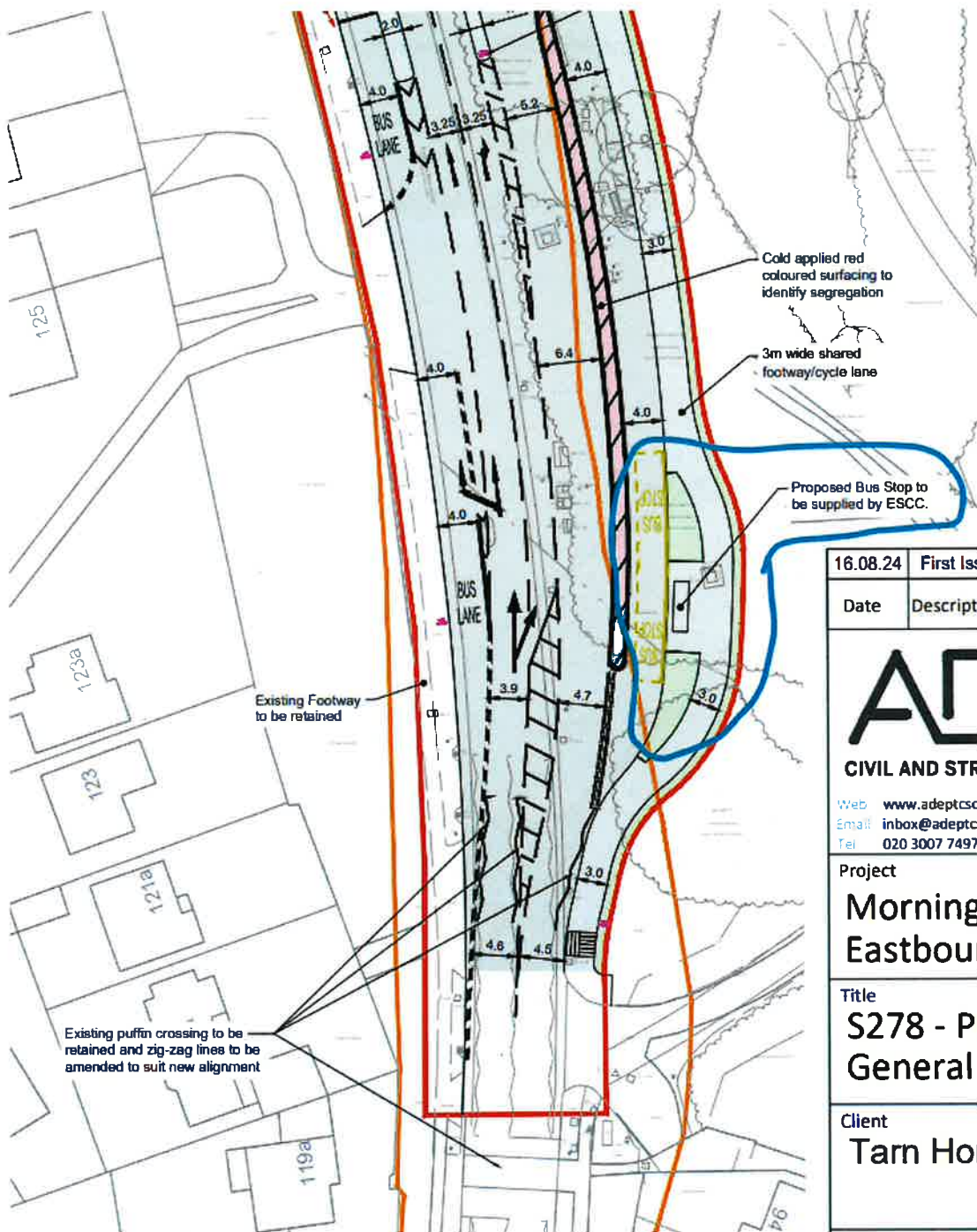
Agenda Item 11. Budgetary Controls

i) Income and Expenditure to date – attached.

Good morning Nicola,

Jack is currently in a meeting but until he gets back, please see below where I highlighted the Bus Stop Relocation and also the new one we're proposing.





16.08.24 First Iss

Date Descript



CIVIL AND STR

Web www.adeptcsce.com

Email inbox@adeptcsce.com

Tel 020 3007 7497

Project

**Morning
Eastbou**

Title

**S278 - P1
General**

Client

Tarn Hor

Kind Regards,

ADEPT
CIVIL AND STRUCTURAL
CONSULTING ENGINEERS

Evren Portioglu – BSc MCIHT
Principal Civil Engineering Technician
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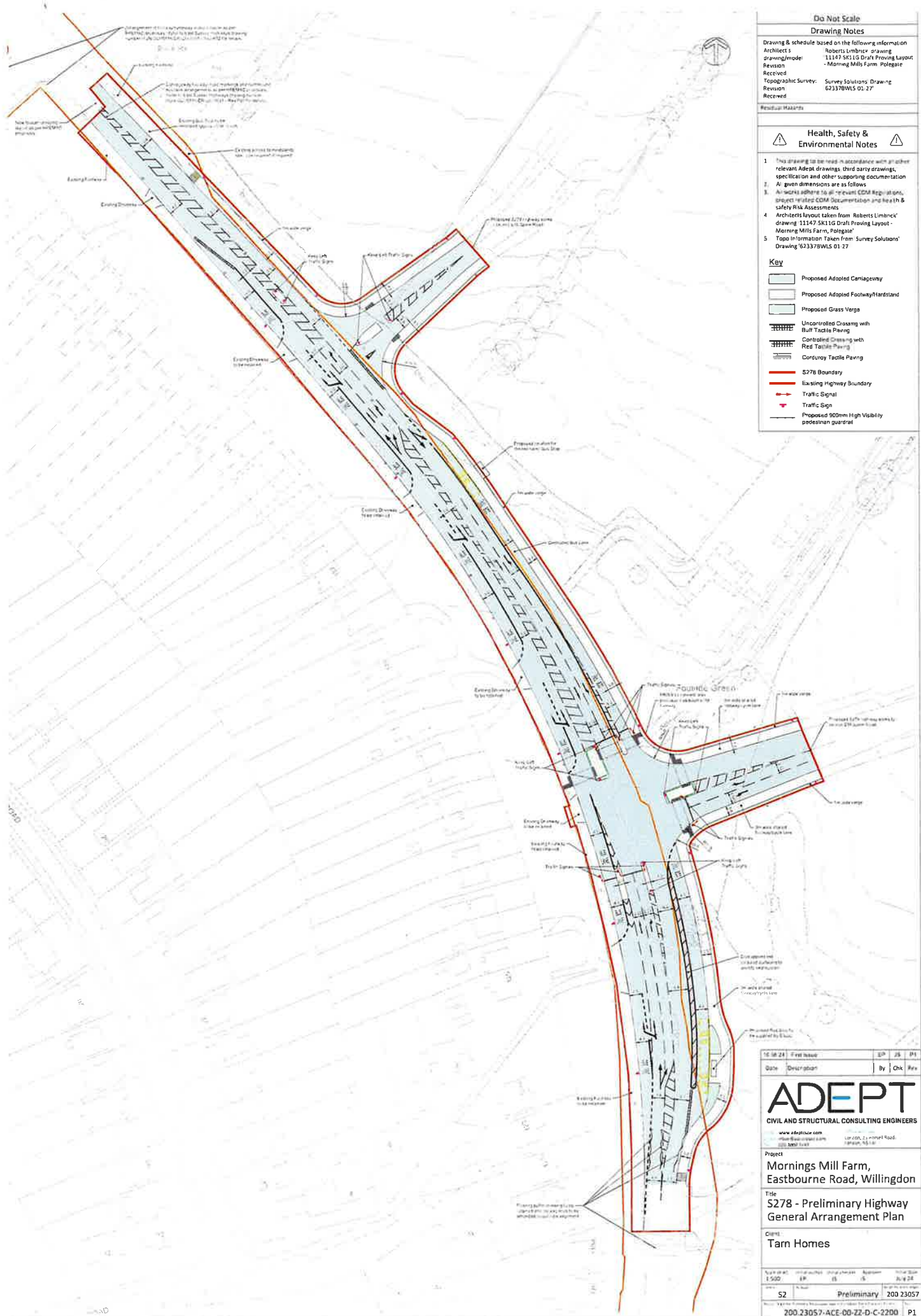
Manchester 7 St James Square, 4th Floor, Manchester, M2 6DN

Sheffield Courtwood House, Silver Street Head, Sheffield, S1 2DD

Adept Consulting Engineers Ltd - Registered in England No. 6029802

Registered Office: 1912 Mill, Sunny Bank Mills, Farsley, LS28 5UJ

[Link to Email Disclaimer](#)



Management Group Meeting Monday Aug 12th 2024 12.00

Minutes

Apologies: LW, JF

Action

All July Actions completed

Kathryn Palawan to be invite her back for a farewell thank you. AM ✓

JW requested 2 further new blinds to match the ones recently purchased. Action AM ✓

Willingdon Primary School Storytelling sessions – WPS would like to attend on Oct 23rd 13.30-14.00 and 14.00-14.30. AM ✓

JW requested 2 further new blinds to match the ones recently purchased. Action AM ✓

Curtain rail supporting the wall hanging needs shortening. AM to ask PM AM ✓

Air conditioning needs testing – intermittent problem. JF to follow up JF

The PC have requested a drop down AV screen be purchased. AM to check with PC about their requirements AM ✓

AM to ask Dion for a quote to update existing ceilings lights to LED AM ✓

Business:

Motorised AV screen to be purchased at PC informed, and light upgrade agreed by management group. PC informed Action AM

Reduction in feedback tariff from 15p to 8p implications. The committee agreed to raise the cost of the clubs to £2.00 but leave the Hub rental charge the same.

Stool behind counter. The group decided that this would be a health and safety hazard due to the limited space behind the counter and need for clear access to the door in the event of a fire. The request was declined.

AM reported that the BBC had contacted her about access to young adults using the Hub and to potentially interview them to explore their thoughts on how the Hub had impacted on them. JF to contact all past DoE students to see if they are interested in this opportunity. AM will feed back to the BBC. Action JF/AM

Air conditioning needs testing – intermittent problem. JF to follow up JF

1. Updates from role leaders

a. **Di Lyon:** Clubs – all fine. Book club is considering moving to Monday PM and will confirm. New Friday morning pilates session will commence on September 6th.

b. **Jo Fitzpatrick:** General updates. Rhyme time will have a change of lead however, Jo, Lesley and Francine believe they can cover it until a new leader is found. Summer challenge – large number of participants and running well.

Ziffit books raised £125. – We have agreed to increase our monthly budget from £30 a month to £50 to buy new stock. **Action JF**

Second first aid course to run on 19th Oct 1pm -needs advertising. **Action LW**

AM noted that recent newsletters from Mr Shing and WillRa did not have any reports from the Hub. AM sent Cheryl an email address for the WillRa newsletter and will contact Stephen Shing for publication dates.

c **Linda Wilkinson:** Events update: The Morris men invoice is now complete. East Sussex Wildlife were not well supported at our event due to a clash with another fund raising event. They have been invited back on Sat 26th Oct.

The summer quiz did not attract a lot of interest as it's the summer. It will be rescheduled for the Autumn/Winter.

d. **Lesley Fryer:** Finance update provided

2. **Date and time of next meeting Monday Sept 16th 12.00**

Management Group Meeting Monday July 15th 2024 12.00

Minutes

Apologies:

Action

Fire inspection and lighting testing actions from the June meeting have been completed. Internal windows have been cleaned. Rear door emergency lighting is not lit and possibly needs re-testing. **Action ?**

Business:

1. Review of Summer Event -LW has thanked all the businesses and people who contributed to the raffle and the event. Thank you email has been sent to Waitrose, CS Roofing and Paul Watson. The event was a huge success and attracted a lot of interest from the Morris Men dancers. We received many compliments from visitors. The Morris Men enjoyed their session with us and would be happy to return. The payment process for the Morris Men is still outstanding as we have not been provided with payment details. **Action LW**
2. Art Club successes – have been forwarded to Cheryl for publicising.
3. Banking payments in –Due to a change of facilities at the Metro Bank, Lesley will now pay in cash via the Post Office. LF and AM have completed paperwork to set up this facility.
4. Update on Kathryn Palawan -Kathryn has now completed her volunteering experience with us and will be finishing her degree in the summer. She was very popular amongst the volunteers and we have propose to invite her back for a farewell thank you. **AM**
5. General communication – AM acknowledged that at times working with the community can be stressful, and that we should all be sensitive to others needs.
6. Willingdon Primary School Storytelling sessions – WPS would like to attend on Oct 23rd 13.30-14.00 and 14.00-14.30. This will result in Knit and Natter being delayed by 30 mins. **AM**

1. Updates from role leaders

a. **Di Lyon:** Clubs Kiah -new art group withdrawn, Judith Russell new pilates class to commence on Fridays from 09.10-10.00 from 06.09.24. Italian class will only commence when there are 8 interested people, currently there are 3. Book club wishes to change to a quitter day. JF to approach Gina Pellett about them attending on Monday afternoons. **JF**

b. **Jo Fitzpatrick:** General updates. JW requested 2 further new blinds to match the ones recently purchased. **AM**

Curtain rail supporting the wall hanging needs shortening. AM to ask PM **AM**

Air conditioning needs testing **JF**

We propose to purchase an AV screen which will be useful for the PC meetings and guest speakers. AM to check with PC about their requirements **AM**

AM to ask Dion for a quote to update existing ceilings lights to LED

AM

Current volunteers need to be informed that the new volunteer Pam needs support in her role and is unsuitable for kitchen duties.

c **Linda Wilkinson:** Events update – rest the years events are now confirmed. An updated events list needs to put up on the notice board. The Pilates teacher needs to be asked to put up one of her posters with information about her classes.

d. **Lesley Fryer:** Finance update provided

2. **Date and time of next meeting Monday Aug 12th 12.00**



VACANT PLOTS AVAILABLE

Willingdon and Jevington Parish Council have a long-term lease on a site at the Meadowburne Estate to provide allotment plots for the Parish.

The site constitutes 15 plots and will only be allocated to applicants residing within the Parish of Willingdon. A waiting list operates should all plots be rented at any one time. The tenancy list is fluid with plots being vacated for many reasons and at any time in the year.

Please do contact the office by sending an email to the Allotment Manager mary.hammill@willingdonandjevingtonparishcouncil.co.uk if you wish to find out more.

Currently, the annual rent is £xx per full sized plot, which may be reviewed by the Parish Council in accordance with the Allotments Act 1907-1950.

Administration Officer
The Parish Office, The Triangle
Lower Willingdon
East Sussex BN20 9PJ



Office Hours 9 am to 1 pm
Monday to Friday

Telephone : 01323 489603
email: mary.hammill
@willingdonandjevingtonparishcouncil.co.uk

www.willingdonandjevington.org.uk

Date added to Waiting List

Dear Allotment Waiting List Resident

General Data Protection 2018 – Personal Data – Willingdon and Jevington Parish Council – Contents of Information Notice – Lawful Processing

I am writing to let you know about the data that the Parish Council holds about you whilst you are on the Allotment Waiting List for Residents. The Parish Council is the Data Controller.

The Parish Council fully adheres to the General Data Protection Regulation (GDPR) 2018. The Council also believes that protecting personal/business information is very important.

The processing of your personal data is necessary for the purposes of exercising obligations or the rights of the Data Controller (Willingdon and Jevington Parish Council), under the terms of the tenancy that you have with the Council. The information that the Council holds for you includes your name, address, telephone number, and if applicable, your email address.

Legally, I have to advise you that you can withdraw your consent at any time. However, by doing this it would make it very difficult for the Parish Council to continue to retain your details on the Allotment Waiting List for Residents. Anyone has the right to ask for a copy of the information held by the Council in its records about them. They also have the right to request any correction of inaccuracies in the Council's information. Any breaches of the GDPR must be reported to the Council within 72 hours of the breach. The Council will only report the alleged breach to the individual/s concerned if there is a potential high-risk breach (i.e. if actual damage could be caused, reputational or otherwise).

Thank you for your co-operation. Please contact the Parish Office if you have any queries.

Many thanks.

Kind regards,

Willingdon and Jevington Parish Council



Expression of Interest in Allotment Gardens **on the Meadowburne Estate, Willingdon**

Part 1

Thank you for your interest in applying to become a tenant of an allotment plot garden. Willingdon and Jevington Parish Council operate a waiting list for the allotments. You will be contacted when a plot becomes vacant and you will be invited to view the vacant allotment garden, prior to accepting the offer of that plot.

To be added to our waiting list, please return this completed Allotment Expression of Interest to the Parish Office at the address above.

In the event of all plots having tenants, a cancellation list will be run based on the parish electorate and based on the receipt of a fully completed Expression of Interest form which should be sent by email to the Allotment Manager at the Parish Council mary.hammill@willingdonandjevingtonparishcouncil.co.uk

Tenants must reside within the Parish of Willingdon and are able to add their name to one waiting list on their chosen allotment site. Should a tenant move outside of Willingdon, then they will be served 12 months' notice of tenancy termination as they are no longer a resident of Willingdon. The Council will consider each case individually. Where a person is under the age of 18 years then the tenancy agreement will be signed by the parent or guardian on behalf of the allotment tenant.

Part 2

Willingdon and Jevington Parish Council Privacy Statement:

Willingdon and Jevington Parish Council take the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

Disclosure of personal information

If we request your contact details, this is for the purposes of providing a service to existing and potential customers. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request.

Access to personal information

Individuals can find out if we hold any personal information by making a "subject access request" under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;

- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via email to:

nicola.williamson@willingdonandjevingtonparishcouncil.co.uk

mary.hammill@willingdonandjevingtonparishcouncil.co.uk

or by post to:

Nicola Williamson, The Parish Clerk, Willingdon & Jevington Parish Council, The Parish Office, The Triangle, Lower Willingdon, East Sussex, BN20 9PJ.

Mary Hammill, Allotment Manager, Willingdon & Jevington Parish Council, The Parish Office, The Triangle, Lower Willingdon, East Sussex, BN20 9PJ.

If at any time you feel that we have failed to meet these standards, then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns

I agree that I have read and understand Willingdon and Jevington Parish Council's Privacy Notice. I agree by signing below that in applying to join the allotments waiting list my contact details may be shared with the Allotments Association and that the Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Print Name:

Date:

Administration Officer
The Parish Office, The Triangle
Lower Willingdon
East Sussex BN20 9PJ



Office Hours 9 am to 1 pm
Monday to Friday

Telephone : 01323 489603
email: mary.hammill
@willingdonandjevingtonparishcouncil.co.uk

www.willingdonandjevington.org.uk

Part 3

I apply to be considered for tenancy of an Allotment Plot at Willingdon & Jevington Parish Council's Allotment site situated at the Meadowburne Estate, Willingdon. I understand that my details will be added to the Council's Allotment Waiting List, and that the allocation of plots will be allocated in order of application, with preference given to applicants residing within the parish of Willingdon and Jevington.

FULL NAME:

ADDRESS:

POSTAL CODE:

HOME TELEPHONE NUMBER:

MOBILE TELEPHONE NUMBER:

EMAIL:

SIGNED: DATE:

IF SPECIFIC PLOT REQUEST – PLOT NUMBER:



APPLICATION FOR AN ALLOTMENT

Title	Miss/Mrs/Mr	Other
Name		
Address		
Post Code		
Telephone Number		
Mobile Number		
Email		

Allotments are only available to people living within the Parish of Willingdon.

The Parish Council maintains a database for all allotment gardens/plots under its administration. Applicants are selected from a waiting list on a first come, first served basis, preventing any undue preferences. Your gender, age, race, cultural background, sexual orientation, religion or health is not a barrier to you renting an allotment garden/plot.

The Parish Office manages the allotment sites administration on behalf of the Parish Council.

The Council is not obliged to accept as a tenant a person whom it considers is unlikely to observe the tenancy agreement and rules.

How to apply for more information - contact the Allotment Manager at the Parish Council
mary.hammill@willingdonandjevingtonparishcouncil.co.uk

For office use only

Date Application Received	
Date Contact Made	
No Answer/Message Left/Spoken To/Emailed/Letter Sent	
Response	
Date of Viewing	

Please briefly outline how you intend to use your plot.

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Cultivating a plot can be hard work. On average during the growing season (March to October) people spend at least 5 and 12 hours per week working their plot, whilst from November to February it is between 2 and 6 hours per week. These figures are based on maintaining a well-kept plot.

Willingdon & Jevington Parish Council expect the plot to be 25% cultivated within 6 months of taking on a tenancy, 50% within 12 months, and 100% within 2 years.

Plot inspections are carried out regularly and continued non-cultivation of a plot can lead to termination of tenancy.

I am over 18 years of age and undertake to use the allotment plot allocated to me for my own personal use, solely for the purpose of non-commercial horticulture, and that all produce grown will be for my own use. I agree to abide by the rules* set out by Willingdon and Jevington Parish Council.

Signed		Dated	
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*Available on request or to view on our website. A set of rules will be given to all new tenants.

www.willingdonandjevingtonparishcouncil.co.uk



Rules and Guidelines for Allotment Plot Tenants

Effective as from xx

Location

The allotments are sited at the Meadowburne Estate, Willingdon. Plots measure approximately 12.5 metres by 10 metres and the cost is £xx per annum. The rent shall be as determined by the Council in accordance with the Allotments Act 1907-1950. A map showing the layout of plots is available.

Rules

The allotment tenant undertakes to abide by these rules and guidelines. The rules will be enclosed with the tenancy agreement and copies posted on the noticeboard at the allotment site. Any changes shall be posted on the site noticeboard. Plot holders should consult with the Allotment Steward before taking action that may result in a problem or conflict of interest.

1. Tenancies and Vacant Allotments

All Tenants must complete and sign a Tenancy Agreement. This is a legally binding agreement. The tenancy of an allotment garden/plot will be normally in the name of one Tenant but it can be held in the names of up to two Tenants but this counts as one Agreement.

Sub-letting of Tenancies is not permitted. All responsibility remains with the tenant who has signed the allotment tenancy agreement. Likewise, it is generally expected that the tenant is the main person present on the allotment garden/plot and if this is proven not to be the case then this will be a form of subletting which is not permitted. However, one or two family members can assist with the Tenant with the plot.

The tenancy of the plot is not transferable.

Tenants must comply with all directions given by an Officer of the Council or any directions with regard to the content of these rules and the tenancy agreement.

2. Rent

Rent, including water charges is due at the commencement of the Tenancy and thereafter normally on 1st April or the month when the Tenancy commenced. Rent will be set in line with the annual review of the Council's fees and charges.

The Parish Office will email/write to the Tenants and payments will be made by bank transfer by tenants to the Council's bank account within the deadline date in the invoice.

The Council shall be at liberty at any time to vary the yearly rent hereinbefore reserved by giving to the Tenant notice in writing/via email of their intention so to do, such notice shall be displayed within the Council's website. The Parish Office will notify tenants of rent variations. The notice shall specify the revised rent and the date (not being less than one calendar month from the date on which the notice shall have been served on the Tenant) on which such revised rental is to take effect.

3. Use of Allotment Gardens

Tenants must use the Allotment Garden/plot for their own personal use and must not carry out any business or sell produce grown from their Allotment Garden/plot.

All plots shall be maintained in a fit and proper state for cultivation of vegetable crops, flowers and soft fruits. Fruit trees must be grown on dwarf stock. All cultivation and other allotment related activity must be confined within the allocated Plot and plants must not grow out over the paths. No non-fruit specimen trees or hedging are to be grown.

Tenants must not cut or prune any trees which are not their responsibility. This does not affect the routine pruning of the Tenant's own trees and bushes on their own Allotment Garden/plot.

The Council reserves the right to remove from any Allotment site any tree, bush or shrub which interferes with the use of any other allotment garden/plot, in the event of that the tenant fails to remove the problem having been given 28 days written notice.

Tenants must leave a minimum gap of one metre between the rear of their allotment garden/plot and any adjoining boundary fence and hedgerow to allow access for maintenance.

Tenants are not to cause damage to other Tenant's property or crops, nor to the infrastructure of the site e.g. paths, fences, gates, padlocks, water supply.

For the purposes of the Health and Safety of all allotment users – carpet, barbed or razor wire, concrete, asbestos, tin sheet, or scrap materials are NOT permitted on the site.

A wire netting fence up to two feet in height may be placed around the allotment plot.

Willingdon & Jevington Parish Council is responsible for the fencing around the allotment site.

Councillors, Officers of the Parish Council and others employed by the Parish Council have the right to enter the allotment site to inspect and carry out work without notice.

Please do not cause a nuisance or annoyance to your fellow allotment holders, be considerate to everyone. In the unlikely and unfortunate event of disagreement or dispute, the first port of call is . If issues cannot be resolved, you will be referred to the Parish Council whose decision will be final.

Plot holders are asked to ensure that radios, or similar, do not cause a noise annoyance to others. Should no other plot holders be within earshot, radios, or similar, may, for comfort, be played at a low level. The plot holder should always remain mindful of his fellow Plot holders and turn off the appliance if asked.

Compost and manure must be stored/kept on each plot away from paths and fences.

Plot holders are not allowed to deposit waste material anywhere on the site except when special facilities are provided for safe disposal of vegetable matter. **Only** natural materials for the proper cultivation of plants on the allotment may be brought on to the site. All other waste that cannot be composted back into the allotment plots must be removed from the site.

6' x 4' sheds will be provided by the Parish Council. Plot holders must apply to the Parish Council, on the form provided, for approval to erect sheds or any other construction including greenhouses, fruit cages, and walk in tunnels. The request to erect such a structure must have a description of materials to be used. The maximum size allowances for a greenhouse or polytunnel is 10 feet long x 8 feet wide by 8 foot high. There is a restriction that only one shed or store and one greenhouse or polytunnel is allowed per allotment garden/plot.

Any greenhouse or polytunnel or other structure which the Council approves on the Allotment Garden/plot must be built to the supplier's recommended standards of construction and be fit for purpose, maintained in a good state of repair and condition to the satisfaction of the Council. Such structures must have guttering connected to a securely lidded water container (e.g. water butt/barrel). Should the tenant fail to maintain any structure to the correct maintenance standards then the Council will instruct that the Tenant dismantles the structure and that it is taken off site at the Tenant's own expense. Should the tenant fail to undertake such removal then the Council will undertake this and will seek to recover the costs incurred from the tenant.

Glass windows must be covered by protective plastic.

Sheds should stay of a natural colour or be painted in soft colours such as green or brown.

No carpet whatsoever should be brought onto the gardens for any use.

Approved structures should be sited to an agreed location on the allotment garden/plot or as directed by the Council. No permanent footings or bases can be constructed.

No toxic or hazardous materials or contaminated waste or tyres should be stored or brought onto the Site. All pesticides must comply with the Food and Environmental Protection Act 1985 and are to be used in accordance with manufacturer's recommendations. The storing of materials other than for direct and prompt use on the

allotment garden/plot is prohibited. All such materials must be stored in a safe manner (e.g. glass for cloches) and must not be allowed to be a hazard or nuisance to others.

Petrol, oil, fuel, lubricants, gases, or other inflammable liquids are to be stored safely, in small quantities and in recommended locked safe containers.

The Council is not liable for loss by accident, fire, theft or damage of any allotment shed or store or vehicles brought onto the site or tools or contents left in any allotment shed or store or vehicles parked near the sites.

Tenants may not display any personal or commercial advertising on any part of the allotment site.

There is limited parking available on the Meadowburne Estate site but please consider cycling, walking or car share whenever possible. No private vehicles are allowed within the allotment Plot site.

On termination of any allotment tenancy where the allotment holder can prove that they have provided an allotment shed or store or greenhouse then they are entitled to remove it off the allotment plot and off the allotment site.

Any structure erected without permission from the Council will need to be dismantled by the Tenant at the tenant's own expense until written permission is obtained.

Plot holders must also consult with the Parish Office if they:

- a) Wish to use chemical weedkiller or pesticides across the whole plot. You may however use and keep sprays and fertilisers on your own plot in accordance with manufacturers' instructions. Care should be taken not to affect neighbouring plots and chemicals with the least impact on wildlife and the environment are preferred. All chemicals must be stored in the original containers. Storage of petrol, diesel or paraffin is prohibited.
- b) Want to use heavy cultivation equipment on their plot.
- c) Want to use a ground cover as a weed suppressant to cover entire plot.

Bonfires are not permitted.

Allotment Rules will be reviewed annually, and any amendments will also be binding and effective immediately. The Council will inform Tenants in writing of any changes.

Tenants are required to close/lock the entrance/egress gates after they enter and leave the site. Any locks and chains are not to be tampered with or removed from the gates. It is each allotment tenant's responsibility to inform the appropriate Council Officer of any issues relating to the locks for gates.

The Tenant must ensure that tools and other personal equipment are kept safe and secure when not in use. The Council accepts no responsibility for the loss or damage to

such items nor does the Council accept any responsibility for any injury caused by such items.

No weapons or animal traps of any description are permitted on the Site.

All incidences of rodent infestation to be reported immediately the Council.

Where a Tenant fails, as detailed within this allotment tenancy agreement, to maintain the accepted manner or standard of cultivation, in line with the inspection checklist criteria, the Parish Council will serve on the tenant a "Notice to Improve" allowing the tenant 21 days for improvement. On the 22nd day a second letter will be raised reminding the allotment holder that the tenant has a "**final**" seven days and that an inspection will be undertaken after the 28th day. Should the allotment garden/plot then fail the re-inspection after the 28th day then a "Notice for Termination of Agreement" will be issued. Where a tenant has been served with a "Notice to Improve" on two occasions then a further repeat will automatically result in a termination of the tenancy.

On termination of the tenancy, the plot must be left in a clean, litter and waste free condition suitable for immediate re-letting. If the Council has to carry out works in order to re-let the plot due to the condition it has been left in, the tenant must reimburse the Council for reasonable costs.

The Parish Council are not responsible for any plant material or construction on each plot. It is the tenant's responsibility to clear these items when vacating a plot.

4. Animals

Only dog assistance dogs can be brought onto the Site must be kept on a lead and under strict control at all times. The tenant must ensure that any dog faeces is removed off site forthwith.

Hens or rabbits must not be kept at the Allotment Garden/plot.

The keeping of poultry (including cockerels) is not permitted.

Beehives are not allowed on the Allotment Garden/plot.

<https://www.gov.uk/government/news/400-teachers-for-amateur-beekeepers>

5. Unauthorised Persons

Only the Tenant, or person/s authorised or accompanied by the Tenant are allowed on the Site except for invitations to events i.e. open days arranged by the Council or Allotment Associations. Access is not permitted to any allotment garden/plot other than let to the Tenant.

The Council may order any person unlawfully allowed on to the Site in breach of these rules to leave immediately.

The Council may take action for breach of their Tenancy Agreement against any Tenant who the Council reasonably believe was responsible for allowing an unauthorised person to be on the Site.

Any gate keys or codes are not to be reproduced and distributed to any other persons other than the tenant and must be obtained from the Council only. For any keys, £20 deposit will be required for each key provided which will be reimbursed when each key is returned to the Council. This will be dealt with by the Parish Council.

No third-party company or individual paid or unpaid can cultivate an allotment garden/plot on behalf and under the instruction of the allotment garden/plot tenant.

6. Paths

Paths between two Allotment Gardens/plots must be a minimum of 500mm in width where possible and must be kept trimmed and free from weeds up to the nearest half width by each adjoining Tenant.

All site paths and Tenant's allotment garden/plot paths must be kept clear of obstructions at all times.

Willingdon & Jevington Parish Council is responsible for maintenance of the main tracks on the site. The allotment holders are responsible for their halves of the small paths between Plots, and these should be kept reasonably weed free and clear.

The Tenant must not leave any tools or other equipment unattended on common pathways or other such areas of the Site nor in any other way that may cause accident or injury and must ensure that such tools and other equipment are used carefully and with due regard to the safety of themselves and others.

Allotment plot tenants are responsible for maintaining the front of their allotment garden/plot in a safe, clean, and maintained condition which is free from weeds.

7. Harassment

Willingdon & Jevington Parish Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment. This extends to the conduct of allotment Tenants.

Harassment may be of a specifically racial, sexual or religious nature, but is generally accepted to be any unwelcome physical, verbal or non-verbal conduct. All Tenants are expected to comply with the Council's policies in respect of harassment and discrimination.

Complaints about harassment are to be referred to the Council. The Council will endeavour to protect Tenants against victimisation for making or being involved in a complaint. Wherever possible, Tenants should tell the person who is causing the problem that the conduct in question is unwanted and/or offensive and must stop.

8. Termination

The Council may terminate allotment garden/plot tenancies in any of the following ways:

- a) 3 months written Notice to Quit expiring at any time between 29 September to 6 April inclusive; or
- b) 3 months written Notice to Quit if the site or the allotment garden/plot is required for any of the purposes specified in sections 1(1) (b)-(d) inclusive of the Allotments Act 1922 (as amended);
- c) by re-entry by the Council at any time after giving one month's written Notice to Quit if:-
 - i) Rent is in arrears for 40 days or more (whether formally demanded or not), or
 - ii) the tenant is in breach of the Tenancy Agreement or these Allotment Rules;
- d) automatically 3 months following the death of the Tenant. Item 2.3 applies. Contact must be made with the Parish Council for an explanation of and to arrange this if it is required.
- e) if the Council receives a valid request to terminate a tenancy agreement which is upheld.
- f) by the termination of the title or right of occupation of the Council to the said land.
- g) by re-entry by the Council after three months previous notice in writing to the tenant on account of the said land being required for building, or any other industrial purpose or for roads or sewers necessary in connection with any of these purposes.

Tenants may terminate Allotment Garden Tenancies by giving the Council one month's notice in writing via the Parish Office.

Compensation may be payable to the tenant and claimable from the tenant in specific circumstances as set out in Allotment Acts 1908 – 1950.

9. Change of Address and Notice

Tenants must immediately inform the Council in writing/via email of any change of a tenant's personal address.

Notices to be served by the Council on the Tenant may be:

- a) Affixed on the Allotment Garden/plot, or
- b) Sent to the Tenant's address in the Tenancy Agreement by first class post, registered letter, recorded delivery or hand delivered or
- c) Notices served under sub-paragraph 2 above will be treated as properly served even if not received.

Notices to be given to the Council should be sent to The Clerk, Willingdon & Jevington Parish Council, The Parish Office, The Triangle, Lower Willingdon, East Sussex, BN20 9PJ.

10. Insurance

Willingdon & Jevington Parish Council will only insure certain parts of the allotment site including gating, perimeter fencing, main site footway, and water supply. Each tenant needs to insure their own allotment garden/plot that they are the tenant of a minimum of third party liability cover which can be arranged as a group policy through each appropriate site Allotment Association like MALGA. Willingdon & Jevington Parish Council do not provide any insurance cover for an individual's allotment garden/plot.

Contact Details

Tel – 01323 489603

Email the Clerk to: nicola.williamson@willingdonandjevingtonparishcouncil.co.uk

Website – willingdonandjevington.org.uk

Willingdon & Jevington Parish Council

The Parish Office, The Triangle, Lower Willingdon, East Sussex, BN20 9PJ

Signed

On behalf of Willingdon & Jevington Parish Council

.....

Dated

Tenant signature: Date:

Print [In Block Capitals]:

Detailed Income & Expenditure by Budget Heading 23/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 General Amenities								
1084 Grass Cutting Contribution	0	0	3,500	3,500			0.0%	
General Amenities :- Income	0	0	3,500	3,500			0.0%	0
4036 Property Maintenance	17	0	0	0		0	0.0%	
4037 Grounds Maintenance	0	3,566	0	(3,566)		(3,566)	0.0%	
4039 Dog Bin Emptying	2,760	690	3,270	2,580		2,580	21.1%	
4041 New Equipment	27,487	304	1,000	696		696	30.4%	304
4042 Maintenance Contracts	0	1,023	0	(1,023)		(1,023)	0.0%	
4043 Litter & Waste Removal	275	0	600	600		600	0.0%	
4044 General Maintenance	4,421	1,735	4,000	2,265		2,265	43.4%	
4046 Handyman Maintenance	844	0	0	0		0	0.0%	
4047 Grasscutting Contract	40,830	10,699	45,000	34,301		34,301	23.8%	
4050 Trees and Hedges	30	0	2,000	2,000		2,000	0.0%	
4074 Contingency	180	0	1,000	1,000		1,000	0.0%	
4342 Memorial Seats Maintenance	1,296	432	1,300	868		868	33.2%	
4344 Jevington Pond - Green Lane	450	150	450	300		300	33.3%	
4345 Footpaths	1,965	655	2,000	1,345		1,345	32.8%	
4346 Jubilee Gardens	1,478	792	1,500	708		708	52.8%	400
4347 Glen Close Land	225	75	225	150		150	33.3%	
4348 Foulride Green	375	0	500	500		500	0.0%	
4349 Willingdon Memorial Hall	744	248	750	502		502	33.1%	
4361 Flowers around the Village	8,004	0	0	0		0	0.0%	
4700 Library contribution	2,616	790	3,158	2,369		2,369	25.0%	
4710 Library contingency	9,713	2,596	7,000	4,404		4,404	37.1%	2,581
General Amenities :- Direct Expenditure	103,710	23,754	73,753	49,999	0	49,999	32.2%	3,285
Net Income over Expenditure	(103,710)	(23,754)	(70,253)	(46,499)				
6000 plus Transfer from EMR	11,976	3,285	0	(3,285)				
Movement to/(from) Gen Reserve	(91,734)	(20,469)	(70,253)	(49,784)				
301 Street Furniture								
4341 Notice Boards	0	0	500	500		500	0.0%	
4343 Bus Shelters	0	0	1,500	1,500		1,500	0.0%	
Street Furniture :- Direct Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
302 Street Lighting								
4014 Electricity	0	0	8,000	8,000		8,000	0.0%	

Detailed Income & Expenditure by Budget Heading 23/08/2024

Month No: 5

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041	New Equipment	63,498	4,501	5,000	499		499	90.0%	1,027
4042	Maintenance Contracts	10,885	5,442	10,500	5,058		5,058	51.8%	
4044	General Maintenance	497	8	3,000	2,992		2,992	0.3%	
	Street Lighting :- Direct Expenditure	74,879	9,951	26,500	16,549	0	16,549	37.6%	1,027
	Net Expenditure	(74,879)	(9,951)	(26,500)	(16,549)				
6000	plus Transfer from EMR	50,375	1,027	0	(1,027)				
	Movement to/(from) Gen Reserve	(24,505)	(8,924)	(26,500)	(17,576)				
	Grand Totals:- Income	0	0	3,500	3,500			0.0%	
	Expenditure	178,589	33,705	102,253	68,548	0	68,548	33.0%	
	Net Income over Expenditure	(178,589)	(33,705)	(98,753)	(65,048)				
	plus Transfer from EMR	62,351	4,312	0	(4,312)				
	Movement to/(from) Gen Reserve	(116,239)	(29,393)	(98,753)	(69,360)				