

Parish Clerk
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The Triangle
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Monday to Friday

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To the Chair 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 June 2025 at 7.30pm

at the Willingdon Library Hub, Coppice Avenue, Willingdon.

Signed: *N. Williamson*

28th May 2025

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 31st March 2025.
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) Any updates
 - ii) Minutes of the last Hub Trust Meeting.
9. Allotments
10. Budgetary Controls.
 - i) Income and expenditure to date.
11. Risk management – to consider the effects (if any) arising from items on the agenda.
12. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee / sub-committee.
13. Date of next meeting: Monday 1st September 2025.



The minutes of the **AMENITIES COMMITTEE** held on

Monday 31st March 2025.

At The Willingdon Community Hub Library, Coppice Avenue, Willingdon at 7.30pm.

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

In Attendance: Nicola Williamson – Parish Clerk (NW).

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
A25/01	<u>Apologies, Councillors not present and notification of substitutes</u> There were no apologies.	
A25/02	<u>To sign the minutes of the meeting held on 25th November 2024</u> <u>RESOLVED:</u> To accept the minutes of the meeting held on 25 th November 2024 as a true and accurate record and were signed by Chair Christine Payne MBE.	
A25/03	<u>Declarations of interest</u> There were no declarations of interest.	
A25/04	<u>Public Question Time</u> – to deal with any questions received from members of the public relating to items on this agenda. There were no members of public present.	
A25/05	<u>To consider the Clerk's report</u> The Clerk's report which had been circulated with the agenda was <u>NOTED</u> . i) Maintenance Person works Underpass graffiti – Dave Miles has painted this and so far, there has been no more graffiti. Cllr Nisbet reported a small amount of graffiti which will be dealt with straight away. Hedge on Eastbourne Road by the Church was finally cut in February by ESCC. The noticeboard at the Eight Bells Pub sustained damage due to severe weather conditions in early February. Given its age and irreparability, Dave Miles (DM) removed it entirely. The supporting posts are still in place, prompting the question of whether to install a new noticeboard or to remove the posts altogether. Cllr Clennell reported the noticeboard should be replaced as it is in a prominent position for many residents to walk past and read. The overgrown hedge in Oxendean Gardens has been trimmed by DM. Although this issue was reported to ESCC, they stated it was not their responsibility and were looking into who	<u>NW</u>

	should address it, a situation that arose in early summer of the previous year. The pathway had become impassable for residents, leading to numerous complaints, prompting NW to request DM to perform the necessary work as a one-time task. Residents were really pleased. Members AGREED for DM to keep the hedge trimmed back annually. The PC noticeboard at the Willingdon Memorial Hall has been removed as it is so old and unusable, and has been taken down. The Hall have provided a new larger noticeboard and allocated space for PC agendas and posters. ii) Repairs to the bridge at the Triangle The ESCC legal team is currently working on the preparation of the license or deed for the transfer of ownership of the bridge from ESCC to the Parish Council. NW has contacted ESCC via email to follow up on this matter, they replied apologising but they have not been working on this yet, but they are now prioritising this. In the meantime, NW has emailed the Parish Council's solicitors regarding whether the bridge falls under the Parish Council's jurisdiction, given our lease for Jubilee Gardens at the Triangle. They are investigating this issue, as they believe it may not be the case. iii) Benches There is a broken bench at the bus stop outside of Trinity Church Hall that needs replacing. NW to check with the family who own the bench before replacing. There is a broken bench at the Oxendean Traffic lights that may also need replacing or repairing. Dave Miles can repair this bench. NW confirmed that a bench check is carried out annually.	
A25/05	<u>Floral Planting</u> Dave Miles will replant the floral planter in Jubilee Gardens with summer plants in May. Floral troughs –Southern Land Services will plant these in May time in time for Music in the Park. NW to apply for a licence so flowers can be planted by the Willingdon sign on Eastbourne Road.	<u>NW</u>
A25/06	<u>Bus Shelters</u> The Coopers Hill & Seven Sisters bus stops are in the current delivery plan for completion by 31st March 2025. Although this have not been completed yet, works have commenced.	
A25/07	<u>Library Hub</u> Members NOTED the previously circulated report. i) Update & Works to be carried out There is little to update, though Dave Miles has completed some minor tasks, including securing the paving slabs in front of the library. ii) Minutes of the last Hub Trust Meeting Minutes were attached for meetings carried out in January, February, March and the Annual Report. The Minutes and report were acknowledged. Cllr Payne MBE expressed gratitude to the	

	Library Trustees for their comprehensive annual report and commended them on its excellence. Appreciation was also extended to Cllr Nisbet for ensuring that the Parish Council remained informed and engaged with the library.	
A25/08	Allotments Members NOTED the previously circulated report. NW provided an update indicating that the allotments are expected to be available following the completion of the building works. The Parish Council and the solicitors for Barratts Homes are finalizing the last details necessary for the contract exchange regarding the Pavilion, Sports Grounds, and allotments. Cllr Weedon noted that he had previously suggested the appointment of an independent building surveyor to conduct regular inspections during the construction of the Pavilion. The Members AGREED and asked NW to contact Peter Shoesmith for guidance on how to proceed with this task. NW emphasized the need for Members to begin discussions on the appropriate fees the Parish Council should impose. NW provided a breakdown of fees from neighbouring allotments. Members requested that NW consult with other Clerks regarding their management of water supply and associated charges. It was unanimously AGREED to establish a working party that will convene prior to the next Amenities meeting. Cllrs Payne MBE, Nisbet, and Weedon were confirmed as members of this working party. Members will then discuss the fees and charges, as well as the rules and regulations governing the allotments.	NW NW NW
A25/09	Budgetary Controls i) Income and expenditure to date The Clerk's report was NOTED.	NW
A25/10	Risk Management – to consider the effects (if any) arising from items on the agenda.	
A25/11	Urgent Matters – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee. Cllr Helen Coote reported that construction vehicles were damaging grass verges on Eastbourne Road and surrounding areas. NW replied this has been reported to Vistry Homes and they have confirmed they will put good all the damage once works have been completed. Rights of Way Access Consultation Cllrs John Pritchett BEM and Martin Cooper met to discuss a response for the PC. They would like to see more work carried out to paths, cutting back of hanging vegetation and more disabled access. Members AGREED with these responses to be sent on the behalf of the PC.	NW
A25/12	Date of next meeting - Monday 9th June 2025 at 7.30pm.	NW

Meeting closed at 8.45 pm.

Signed Committee Chair.....

Date.....



Clerk's Report for Amenities Committee Meeting on Monday 2nd June 2025

Agenda Item 5. To consider the Clerk's Report

i) Maintenance Person Work

New noticeboard ordered to replace the broken one by the Eight Bells Pub.

Underpass graffiti – No new graffiti to date.

ii) The bridge at the Triangle

Following extensive discussions with the ESCC Solicitors and the ESCC Asset Manager, there remains uncertainty regarding the management of the bridge at the Triangle. This bridge is not included in any agreements between the Parish Council (PC) and ESCC concerning Jubilee Green and the office.

Currently, options are being explored, one of which involves transferring ownership of the bridge to the PC while allowing ESCC to retain responsibility for the drainage culvert beneath it, effectively formalizing the bridge's adoption by the PC.

Alternatively, ESCC may issue a license for the PC to use and maintain the bridge, as the solicitor has indicated that transferring ownership could be complicated by ESCC's ongoing maintenance obligations for the culvert. Discussions on this matter are ongoing with the Estates team.

iii) Benches

There is a broken bench at the bus stop outside of Trinity Church Hall that will be replaced.

There is a broken bench at the Oxendean Traffic lights has been repaired.

Agenda Item 6. Floral Planting

Dave Miles has replanting the floral planter in Jubilee Gardens with summer plants.

Floral troughs – These will be planted in May and will include the new flower trough at the Willingdon sign Eastbourne Road.

Agenda Item 7. Bus Shelters

The Coopers Hill & Seven Sisters bus stops are in the current delivery plan for completion by 31st March 2025. The black poles have appeared now and the display screens will be fitted nearer the end of May, due to delays with the display screens.

Agenda Item 8. Library Hub

i) Update & any works to be carried out.

DM to carry out some painting due to a water leak near the children's books.

(ii) Minutes of the last Hub Trust Meeting – Minutes are attached for April and May 2025.

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

Agenda Item 9. Allotments

- i) **Draft Allotment Tenancy Agreement** – see attached.

Agenda Item 10. Budgetary Controls

- i) **Income and Expenditure to date** – see attached.

Management Group Meeting Thursday April 10th 2025 12.00 The Pilot

Minutes

Apologies:

Action

Actions from March:

1. Management group lunch. The management team would like to thank the Trustees for supporting a business lunch in recognition of their hard work.
2. Garden Bench for Hub garden – the Parish Council are liaising with the lady to arrange this request.
3. James Mc Clearly MP for Lewes and Eastbourne will undertake a surgery which has provisionally been booked for Friday 23rd May 10am. Hub staff will be available to sell hot drink during his session. LF and LW will open up
4. Yellow line has been painted on the step outside the Hub entrance.
5. Fixed term Octopus account confirmed.
6. Wealden Lottery: The marketing materials have been printed and displayed and are available in the Hub. Jo has undertaken a session with the volunteers to show them how to access the lottery.
7. Gardening Club are still looking for their new garden furniture and plants.
8. The gardening club access to the garden via the shared access with the property in Coppice Ave. The owner has written to AM and confirmed he has no objection to giving us access but if large items need to be moved to contact him in advance in order that he can move his car. AM suggests will notify him of our events when people may be using the side access. **AM**
9. Update on new PC's – Tony is still reviewing the best provision for the needs of the Hub. JF will follow up. **JF**

1. Updates from role leaders

- a. **Di Lyon:** Clubs- there are 2 more members of the book club. All other clubs are good and working well. A birthday party has been booked for April 12th 12.30-16.30. Brinefordia have booked a Saturday afternoon slot to undertake their business meeting on 3rd May and will let themselves in and out.
DL has received an enquiry from a lady who wishes to run a Cancer support group, 1 x per month on a Monday afternoon. DL will feedback when further details are available from the rentee.
- b. **Jo Fitzpatrick:** General updates. PAT testing will be undertaken in May. PC will be invoiced and the Hub will reimburse the cost. The Hub will be closed on Easter Saturday.
- c. **Linda Wilkinson:** Events update: Irene from Children with Cancer has enquired whether they can run a table sale at one of our coffee mornings. **LW** will liaise with her and confirm the date. LW requested a review of the window display boards. LW and LF will see if the existing white board could be used within the window to display notices. **LW&LF**
- d. **Lesley Fryer:** Finance update provided

2. **Date and time of next meeting Monday May 12th 15.30**

Management Group Meeting Monday May 12th 2025 15.30

Minutes

Apologies:

Action

Actions from April:

1. Roof leak: AM has instructed C S Roofing to undertake the repairs which will be carried out W/C 12.05.25.
2. Garden Bench for Hub garden – Nicola liaising with the lady – no further update available.
3. James Mc Clearly MP for Lewes and Eastbourne provisionally booked for 22nd May 09.30-11.45. JF and LW to meet and greet.
4. New PC's are currently being sourced. **Tony Clout**
5. Air conditioning unit – JF has instructed an independent engineer to review the problem which does not appear to have been solved. Once a report has been obtained, CDS will be informed and asked to comment. **JF**
6. Summer Fayre - Debbie Tyler is liaising with Ian Huke about providing plants. LW will also approach Chalk Farm nurseries and ESK. **LW**
7. Josh Cole Bexhill student requiring volunteering experience. Josh has attended and will sign up for more sessions when available. He is liaising with JF. **JF**
8. Annual Emergency Light Testing - PC to undertake. AM to remind PC **AM**
9. Librarika renewal. LF to check direct debit. **LF**
10. PAT testing will commence Monday 19th May.
11. LF to organise a gardener to tidy the garden for the summer fair. **LF**

Business:

1. Updates from role leaders

- a. **Di Lyon:** Birthday party rental was very successful. Clubs all doing well.
Jo Fitzpatrick: Members suggested purchasing some new books in addition to the ESCC ones. JF to pass on suggestions to GP. Budget £250. **JF**
JF also reported an update concerning the purchase of the Hub from ESCC indicating that PC had made a formal request to ESCC to purchase the building.
- c. **Linda Wilkinson:** Tombola and raffle prizes are being sought. IH will contribute some plants. LW will ask ESK and Chalk Farm. Polegate florist will contribute a bouquet, and Polegate nail bar has donated a £10 gift voucher.
LW also suggested a summer early evening talk by a local bee man. **LW**
LW to also purchase 6 bottles of wine and chocolates for the raffle. **LW**
- d. **Lesley Fryer:** Finance update provided. LF also noted that we had received a quarterly payment from the PC.

2. Date and time of next meeting Monday June 16th 13.30



ALLOTMENT TENANCY AGREEMENT

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

Location, Rent and Deposit

The Allotments are sited at the Meadowburne Estate, Willingdon. A Full Plot measures approximately 12.5 metres by 10 metres [TBC] and a Half Plot measures approximately [TBC].

The Rent is £100 per annum for a Full Plot and £50 per annum for a Half Plot. The rent shall be as determined by Willingdon & Jevington Parish Council in accordance with the Allotments Act 1907-1950.

A Deposit of £75 is payable and is refundable unless the Council is required to carry out works at the end of the Tenancy in which case the Council will deduct reasonable costs for the works from the Deposit.

A map showing the layout of Plots is available.

Rules

The Tenant undertakes to abide by this Agreement. A copy of this Agreement will be posted on the noticeboard at the Site. Any changes shall also be posted on the Site noticeboard. Tenants should consult with the Parish Office before taking action that may result in a problem or conflict of interest.

Index

'Agreement' means the Allotment Tenancy Agreement

'Site' means the Meadowburne Estate Allotment Site

'Plot' means each individual Full or Half Plot

'Tenant' means the Plot Holder(s)

'Council' means the Willingdon and Jevington Parish Council

'Rent' means the rent payable annually on the agreed date

Allotment Association

Tenants are encouraged to form an Allotment Association for the day-to-day management of the Site. A member of the Council will be invited to attend all meetings of the Association and will be the regular link between the Tenants and the Council.

1. Tenancies and Vacant Allotments

All Tenants must complete and sign this Agreement. The Tenancy of a Plot will be normally in the name of one Tenant, but it can be held in the name of up to two Tenants, but this will count as one Agreement.

Sub-letting of Tenancies is not permitted. All responsibility remains with the Tenant(s) who has signed this Agreement. Likewise, it is generally expected that the Tenant is the main person present on the Plot and if this is proven not to be the case then this will be a form of sub-letting which is not permitted. However, up to two family members can assist with the Tenant with the Plot. A family member of a Tenant will not be entitled to apply for a Plot whilst the Tenant is a current Plot Holder.

The Tenancy of the Plot is not transferable.

Tenants must comply with all directions given by the Council or any directions with regard to the content of this Agreement.

2. Rent

Rent, including water charges is due at the commencement of the Tenancy and thereafter normally on the 1st April or the 1st of 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 or write to Tenants and the annual Rent will be made by bank transfer (BACS) or Direct Debit 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 annual rent and will do so by giving the Tenant 30 days' notice in writing or via email of their intention, such notice shall also be displayed on the Council's website. The Parish Office will notify Tenants of rent variations. The notice shall specify the revised rent and the date.

3. Use of Plots

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

All Plots shall be maintained in a fit and proper state specifically 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 Tenants 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 Plot.

The Council reserves the right to remove from any Plot any tree, bush or shrub which interferes with the use of any other Plot, in the event of that the Tenant fails to remove the problem having been given 30 days written notice.

Tenants must leave a minimum gap of **TBC** between the rear of their 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. The Tenant should immediately inform the Parish Office of any accidental damage they have caused.

For the purposes of the health and safety of all Tenants 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 Tenants Plot.

The Council is responsible for the fencing around the Site.

The Parish Clerk and others employed by the Council have the right to enter the Site to inspect and carry out work without notice.

Please do not cause a nuisance or annoyance to your fellow Tenants, be considerate to everyone. In the unlikely and unfortunate event of disagreement or dispute, the first port of call is the Parish Office. If issues cannot be resolved, you will be referred to the Council whose decision will be final. Tenants are asked to ensure that radios, or similar, do not cause a noise annoyance to others. Should no other Tenants be within earshot, radios, or similar, may, for comfort, be played at a low level. Tenants should always remain mindful of his/her fellow Tenants and turn off the appliance if asked.

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

Tenants 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 Plot may be brought on to the Site. All other waste that cannot be composted back into the Plot must be removed from the Site.

A 6'x 4' shed, water butt and guttering will be provided by the Council. Tenants must apply to the Council, on the form provided, for approval to erect 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 allowed for a greenhouse or polytunnel is **[TBC xx feet long by xx feet wide by xx feet high]**. Only one shed or store, one greenhouse and one polytunnel is allowed per Plot.

Any greenhouse or polytunnel or other structure which the Council approves on the 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.

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

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 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 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.

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 Site.

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

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

On termination of this Agreement, where the Tenant can prove that they have provided a greenhouse or polytunnel or other structure then they are entitled to remove it off the Plot and off the Site. The shed, water butt and guttering provided by the Council must remain on the Plot

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.

Tenants must also consult with the Parish Office if they:

- a) Wish to use chemical weedkiller or pesticides across the whole Plot. Tenants may however use and keep sprays and fertilisers on their 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.

No fires whatsoever including bonfires, barbeques, or any devise that can cause a flame, are permitted on the Site.

The water tap must be turned off when not in use.

Under no circumstances whatsoever can Tenants stay overnight on the Site.

Tenants are required to close and lock the entrance/exit 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 Tenant's responsibility to inform the Parish Office 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 to the Parish Office.

Where a Tenant fails, as detailed within this Agreement, to maintain the accepted manner or standard of cultivation, in line with the inspection checklist criteria, the Council will:

- a) Serve on the Tenant a "Notice to Improve" allowing the Tenant 21 days for improvement.
- b) On the 22nd day a second letter will be raised reminding the Tenant that the Tenant has a "final" seven days and that an inspection will be undertaken after the 28th day.
- c) Should the Plot then fail the re-inspection after the 28th day then a "Notice for Termination of Agreement" will be issued.
- d) 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:

- a) The Plot must be left in a clean 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 Council will deduct reasonable costs for the works from the Deposit.
- b) 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, including all items within the shed provided by the Council, when vacating a Plot.

4. Animals

Only 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 from the Site immediately.

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

Ponds and water features are not permitted.

Beehives are not allowed on the Site.

5. Unauthorised Persons

Only the Tenant, or persons 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 the Allotment Association. Access is not permitted to any Plot other than that allocated to the Tenant.

The Council or any employee of the Council may order any person unlawfully on to the Site in breach of this Agreement to leave the Site immediately.

The Council may take action for any breach of this 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 Office.

No third-party company or individual paid or unpaid can cultivate a Plot on behalf and under the instruction of the Tenant.

6. Paths

Paths between two Plots must be kept trimmed and free from weeds up to the nearest half width by each adjoining Tenant.

All Site paths and Plot paths must be kept clear of obstructions at all times.

The Council is responsible for maintenance of the main paths on the Site. The Tenants 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.

Tenants are responsible for maintaining the front of their Plot in a safe, clean, and hazard and weed free condition.

7. Discrimination and Harassment

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

Discrimination and 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 must comply with the Council's policy in respect of discrimination – Equality & Diversity Policy -

and harassment – Bullying and Harassment Policy. A copy of the Council's policies are available from the Parish Office.

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 will give to a Tenant one month's written Notice to Quit for any breach of this Agreement including but not limited to late payment of Rent, not cultivating the Plot, having received two Notices to Improve, remaining on the Site overnight.

In the event that the Tenancy is in the name of two Tenants a breach of this Agreement by either Tenant will result in a Notice to Quit being issued to both Tenants.

The Council will give three months written Notice to Quit following the death of the named Tenant that is the Tenant who is signatory to this Agreement.

Tenants may terminate a Tenancy by giving the Council one month's notice in writing via the Parish Office.

9. Change of Address and Notices

Tenants must immediately inform the Council in writing or by 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 Plot, or
- b) Sent to the Tenant's address by post, or
- c) Sent to the by email.

Notices to be given to the Council should be emailed to:

nicola.williamson@willingdonandjevingtonparishcouncil.co.uk

10. Insurance

The Council will only insure certain parts of the Site including gating, perimeter fencing, main Site footway, and water supply. Each Tenant is encouraged to insure their own Plot to a minimum of third-party liability cover. This can be arranged through allotments associations such as The National Allotment Society. The Council do not provide any insurance cover for an individual's Plot.

11. Use of Data

The Data Protection Act 2018 is a UK law that implements the General Data Protection Regulation (GDPR) and other data protection laws into UK law. Any personal information such as name, postal address, telephone number, and email address given via this Agreement will only be used to provide the requested service (that is, the terms and conditions of this Agreement), kept for as long as necessary to provide this service and will not be disclosed to any other party without your prior permission or unless we are required to do so by law.

12. Contact Details

Parish Office:

Willingdon & Jevington Parish Council
The Parish Office
The Triangle
Lower Willingdon
East Sussex
BN20 9PJ

Hours: 9am to 1pm Monday to Friday

Tel: 01323 489603

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

Website: willingdonandjevington.org.uk

Tenant:

I have read and accept the above terms and conditions for an Allotment Plot on the Meadowburne Estate Allotment Site.

Signed :

Print Name:

Date: Allocated Plot number:

Address:

Email:

Telephone:

Second Tenant (if appropriate):

I have read and accept the above terms and conditions for an Allotment Plot on the Meadowburne Estate Allotment Site.

Signed :

Print Name:

Date: Allocated Plot number:

Address:

Email:

Telephone:

RENT DUE ANNUALLY ON THE 1ST **????** EACH YEAR.

For and on behalf of Willingdon & Jevington Parish Council

Signed :

Print Name:

Date: Position held:

Detailed Income & Expenditure by Budget Heading 19/05/2025

Month No: 1

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	4,374	0	3,500	3,500			0.0%	
1088 Memorial Seats	0	730	0	(730)			0.0%	
General Amenities :- Income	4,374	730	3,500	2,770			20.9%	0
4037 Grounds Maintenance	3,566	0	1,000	1,000		1,000	0.0%	
4039 Dog Bin Emptying	3,231	0	3,270	3,270		3,270	0.0%	
4041 New Equipment	243	0	1,000	1,000		1,000	0.0%	
4043 Litter & Waste Removal	0	0	600	600		600	0.0%	
4044 General Maintenance	7,207	0	5,000	5,000		5,000	0.0%	
4047 Grasscutting Contract	32,097	0	45,000	45,000		45,000	0.0%	
4050 Trees and Hedges	1,605	0	2,000	2,000		2,000	0.0%	
4074 Contingency	0	0	1,000	1,000		1,000	0.0%	
4342 Memorial Seats Maintenance	1,296	0	1,300	1,300		1,300	0.0%	
4344 Jevington Pond - Green Lane	450	0	450	450		450	0.0%	
4345 Footpaths	1,965	0	2,000	2,000		2,000	0.0%	
4346 Jubilee Gardens	1,576	0	1,500	1,500		1,500	0.0%	
4347 Glen Close Land	225	0	225	225		225	0.0%	
4348 Foulride Green	0	0	500	500		500	0.0%	
4349 Willingdon Memorial Hall	744	0	750	750		750	0.0%	
4361 Flowers around the Village	0	0	4,500	4,500		4,500	0.0%	
4700 Library contribution	1,579	0	3,158	3,158		3,158	0.0%	
4710 Library contingency	3,009	0	7,000	7,000		7,000	0.0%	
General Amenities :- Direct Expenditure	58,792	0	80,253	80,253	0	80,253	0.0%	0
Net Income over Expenditure	(54,418)	730	(76,753)	(77,483)				
6000 plus Transfer from EMR	7,144	0	0	0				
Movement to/(from) Gen Reserve	(47,274)	730	(76,753)	(77,483)				
301 Street Furniture								
4341 Notice Boards - Maintenance	0	0	500	500		500	0.0%	
4343 Bus Shelters - Maintenance	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%	
4041 New Equipment	33,717	0	5,000	5,000		5,000	0.0%	
4042 Maintenance Contracts	10,885	0	10,500	10,500		10,500	0.0%	

Month No: 1

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
4044 General Maintenance	358	0	3,000	3,000		3,000	0.0%	
Street Lighting :- Direct Expenditure	44,959	0	26,500	26,500	0	26,500	0.0%	0
Net Expenditure	(44,959)	0	(26,500)	(26,500)				
6000 plus Transfer from EMR	27,349	0	0	0				
Movement to/(from) Gen Reserve	(17,610)	0	(26,500)	(26,500)				
Grand Totals:- Income	4,374	730	3,500	2,770			20.9%	
Expenditure	103,752	0	108,753	108,753	0	108,753	0.0%	
Net Income over Expenditure	(99,378)	730	(105,253)	(105,983)				
plus Transfer from EMR	34,493	0	0	0				
Movement to/(from) Gen Reserve	(64,884)	730	(105,253)	(105,983)				