



**YOU ARE HEREBY SUMMONED TO A MEETING OF THE ALLOTMENTS COMMITTEE of RUSTHALL
PARISH COUNCIL**

to be held at The Rackliff Centre on Monday 2nd October at 7.30 pm

Committee Members: Cllr Doug Smith; Cllr E Ellicott; Cllr D Funnell; Cllr P Gripper; Cllr A Funnell; Ms Suzanne French (non-voting member); Mr Alan Farmer (non-voting member)

**Kevin Watson
Allotments Manager for Rusthall Parish Council
27th September 2023**

AGENDA

No decisions will be taken by the Parish Council on any item not on this Agenda

- 1. Enquire whether anyone present intends to film, photograph and/or record the meeting**
- 2. To receive and approve apologies for absence**
- 3. Declarations of Personal and Prejudicial Interests**
- 4. Declarations of Lobbying**
- 5. Minutes of the last meeting:**
 - i. To approve Draft Minutes of meeting held on 20th July 2023**
 - ii. Any matters arising from those meetings which are not already on the agenda**
- 6. Open session for questions from the public:**

(Members of the public will raise their hand when they wish to speak).

*Constitutionally and in accordance with certain implications of the Local Government Code of Conduct, there can be **no** discussion of these items at this stage. Any issue will either be addressed elsewhere in the agenda or, if not already so listed, be referred to at a future meeting of the Parish Council. If you wish to speak at the Public Session, you will have up to three minutes for this purpose, after which you are welcome to stay as an observer but will **NOT** be allowed to participate in the council's discussions*
- 7. Presentation of 2023 prizes to winners not able to attend the summer BBA – Cllr Smith**
- 8. All Ability Garden at Southwood Road site update – Cllr Ellicott**
- 9. To approve dropped kerb quotation and painted white lines at Wickham Gardens site – Cllr Smith**
- 10. To approve tree surgery quotations at all three allotment sites – Cllr Smith**
- 11. To consider additional clause within the Allotments Tenancy Agreement. New clause proposal, Section 1.4.7 “A £10 security key deposit to be paid on uptake of a new plot at Southwood**

Road and/or Southwood Road Extension Allotments. The deposit to be returned on cessation of the tenancy and return of the security key. Only one key to be issued per plot” – Cllr Smith

- 12. September Inspection results – Officer Watson**
- 13. Waiting List update and vacant plots – Officer Watson**
- 14. Consider trial period for new tenants as included within 20th March 2023 Allotments Committee Meeting Minutes noting current Tenancy Agreement clause 9.1.7 – Cllr Smith**
- 15. Consider contributing to material costs of installation of basin and tap for the new Crossways Community toilet at Southwood Road site – Cllr Smith**
- 16. Thank Mr Leon Banks for his contribution as the non-voting member of the Committee for the Wickham Gardens site and appoint his successor – Cllr Smith**
- 17. Date of next Meeting – To be decided**