

# Agenda

- 1. Welcome and introductions from Chairman**
- 2. Apologies for absence**
- 3. Minutes of the 2023 AGM**
- 4. Matters arising from the 2023 AGM not included in this agenda**
- 5. Chairman's Report**
- 6. Secretary's Report**
- 7. Treasurer's Report**
- 8. WAM Committee – Retirements, nominations and elections**
- 9. The Geddes Cup**
- 10. Any other business**
- 11. Questions from the floor**
- 12. Date of the next AGM**

- 1. Welcome and introductions from  
Chairman**

## 2. Apologies for absence

Chesswood – Richard Lawson

West Tarring – Jeff Jones

### **3. Minutes of the 2023 AGM**

Resolution:

To accept the minutes of the 2023 AGM

## 4. Matters Arising

None

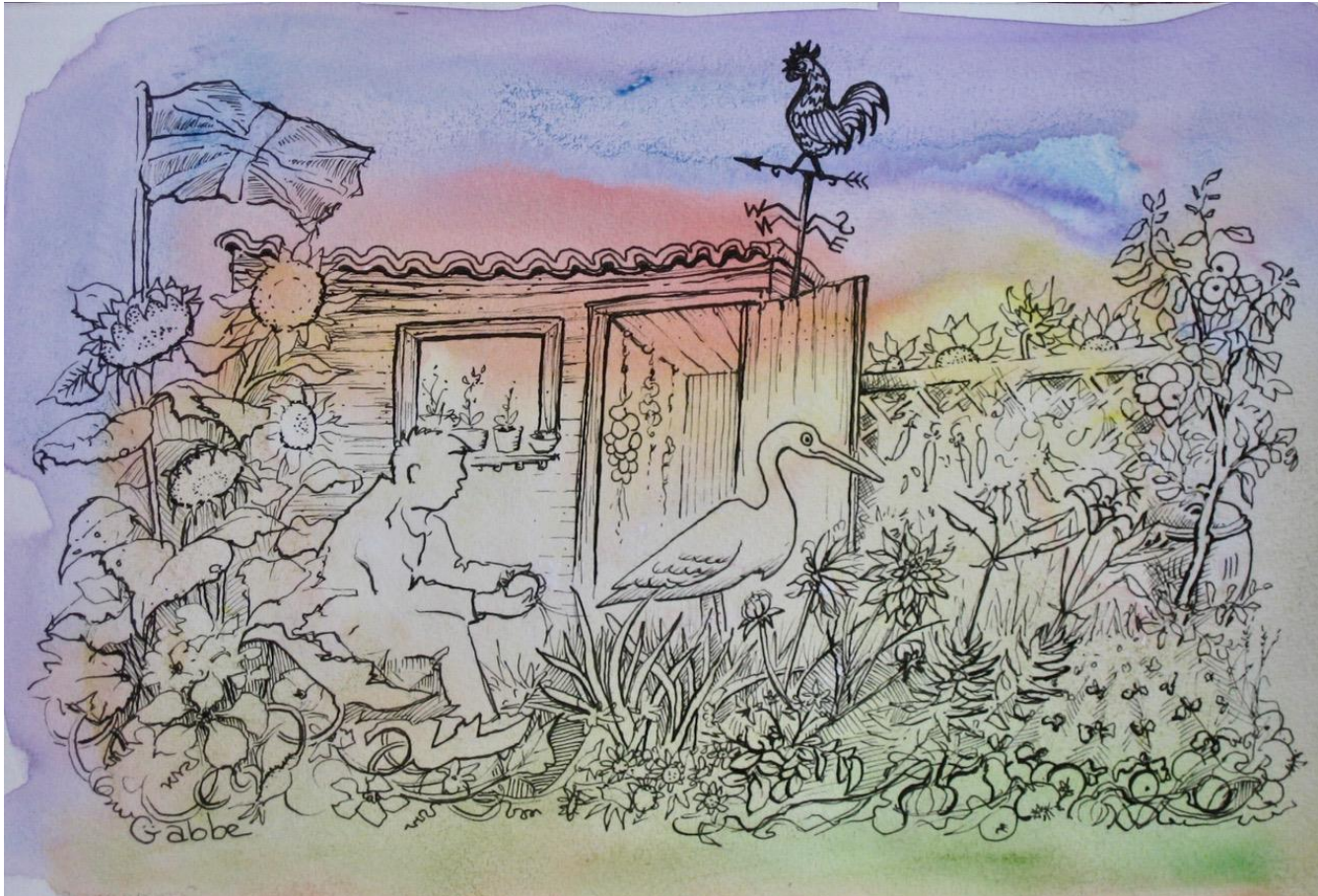
## **Purpose of the AGM:**

- **To look back at the past year**
- **To look forward to the coming year**
- **Questions should relate to the presentations only**

# **WAM AGM**

**13<sup>th</sup> September, 2024**

**East Worthing Community Centre,  
Pages Lane, Worthing**



## **5. Chairman's Report**



# Worthing Allotment Management

Those attentive ones amongst you may remember that for the past couple of years I started by talking about the weather and its affect on allotmentteering.

This year, on a more positive note, I'm going to talk about something that has benefitted from our weather.

# Worthing Allotment Management



This is the position taken by the RHS:

Slugs and snails can be a gardener's friend and should be welcomed in our gardens. They are important food for other garden wildlife, such as birds, frogs, toads, hedgehogs, slow-worms and ground beetles.

Only very few species of slugs and snails feed on live plants. In truth, only young seedlings and plants they find particularly tasty, such as hosta, are severely eaten.

I have to disagree with the last statement. Slugs in particular now seem to eat anything

## 5. Chairman's Report

### a) Rubbish disposal

- i. We are **still** finding that increasing numbers of tenants relinquishing their plot now seem to leave a vast amount of rubbish behind.











## 5. Chairman's Report

### a) Rubbish disposal

- i. We are **still** finding that increasing numbers of tenants relinquishing their plot now seem to leave a vast amount of rubbish behind.
- ii. This means the plot letting is delayed resulting in loss of income.
- iii. During site inspections, any tenant having unused items on their plot will be asked to remove them. At West Tarring, one tenant with two plots was a persistent hoarder. The tenant was persuaded to clear the rubbish and vacate one plot.
- iv. Another tenant was filmed stealing from other plots. After he was evicted, working party found a considerable amount of rubbish. This is just the metal:







# 5. Chairman's Report

## a) Rubbish disposal

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- ii. This means the plot letting is delayed resulting in loss of income.
- iii. During site inspections, any tenant having unused items on their plot will be asked to remove them. At West Tarring, one tenant with two plots was a persistent hoarder. The tenant was persuaded to clear the rubbish and vacate one plot.
- iv. Another tenant was filmed stealing from other plots. After he was evicted working party found a considerable amount of rubbish.
- v. Plot clearance by the working party can be a real challenge:



This shows woven plastic barrier material which has accumulated a layer of soil and weeds on top. This is heavy and difficult to remove, and always needs to be disposed of at the tip.

A proposal to ban use of barrier materials has been discussed by WAM committee, and the agreed position is reflected in an addition to the Terms and Conditions. This will be covered in the Secretary's Report.



This is the plot next door



# 5. Chairman's Report

## a) Rubbish disposal

- vi. Plot clearance invariably generates a lot of combustible material. However, at West Tarring and Chesswood Farm we try to reduce the number of bonfires, although with large accumulations of combustible material, this is often impractical







## 5. Chairman's Report

### a) Rubbish disposal

- vi. Plot clearance invariably generates a lot of combustible material. However, at West Tarring and Chesswood we try to reduce the number of bonfires, although with large accumulations of combustible material, this is often impractical.
- vii. Tenants at sites where bonfires are permitted must take care to avoid causing nuisance to nearby residents. West Tarring and Chesswood have bonfire areas for working party use and for tenants whose plots are close to residential housing.

# 5. Chairman's Report

## BADGERS AND BONFIRES

- In 2022, restrictions were imposed on those tenants at Chesswood whose plots were in the vicinity of a known badger sett.
- These restrictions included a ban on bonfires on their plot, as well as the application of noxious substances.
- These particular restrictions remain in force.

# 5. Chairman's Report

## b) Site improvements/maintenance

### i. General

- a) Tree work at various sites by contractors.
- b) Tree maintenance and boundary growth maintenance as necessary by working party or contractor.





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Shot with my Galaxy A12



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# 5. Chairman's Report

## b) Site improvements/maintenance

### i. General

- a) Tree work at various sites by contractors.
- b) Tree maintenance and boundary growth maintenance as necessary by working party or contractor.
- c) Plumbing repairs by working party.



# 5. Chairman's Report

## b) Site improvements/maintenance

### i. West Tarring

- a) Door restraints fitted to the new toilet block doors.
- b) Working party and contractor installed a soakaway at the shop area to reduce flooding risk.













# 5. Chairman's Report

## b) Site improvements/maintenance

### i. West Tarring

- a) Door restraints fitted to the new toilet block doors.
- b) Working party and contractor installed a soakaway at the shop area to reduce flooding risk.
- c) Vandals gained access at the Ringmer Road twitten. Access point closed by working party.
- d) This prompted an evaluation of the site perimeter resulting in additional barbed wire installation by working party.
- e) Gate and fence repair by Meakers.
- f) Additional tanks were installed by working party and contractor.
- g) Replaced leaking disabled toilet unit, which may have been damaged by a tenant.
- h) Replaced broken toilet seat in new unit.
- i) New multi-tool acquired for working party.

# 5. Chairman's Report

## b) Site improvements/maintenance

### ii. Chesswood Farm

- a) Hedge and willow removed by contractor.
- b) Site waterlogged for long periods limiting maintenance activities.
- c) New padlock has been jammed with graphite lubricant by an unknown tenant.

# 5. Chairman's Report

## b) Site improvements/maintenance

### iii. Dominion Road

- a) Boundary fence adjoining Kitty's Field.

October 2023





# 5. Chairman's Report

## b) Site improvements/maintenance

### iii. Dominion Road

#### a) Boundary fence adjoining Kitty's Field.

1. This resulted in the playground in Kitty's Field being closed.
2. Replacement fencing installation was delayed by the availability of suitable fencing.
3. Shortly after installation, vandals gained access by lifting the fence away from the lower straining wire. Overseer unsuccessfully attempted to overcome this.
4. Then Council reported damage.





February 2024



# 5. Chairman's Report

## b) Site improvements/maintenance

### iii. Dominion Road

#### a) Boundary fence adjoining Kitty's Field.

1. This resulted in the playground in Kitty's Field being closed.
2. Replacement fencing installation was delayed by the availability of suitable fencing.
3. Shortly after installation, vandals gained access by lifting the fence away from the lower straining wire. Overseer unsuccessfully attempted to overcome this.
4. Then Council reported damage.
5. The offending item came from an industrial unit, showing the vulnerability of the fence installation.
6. This has since been remedied by the addition of weld mesh.

# 5. Chairman's Report

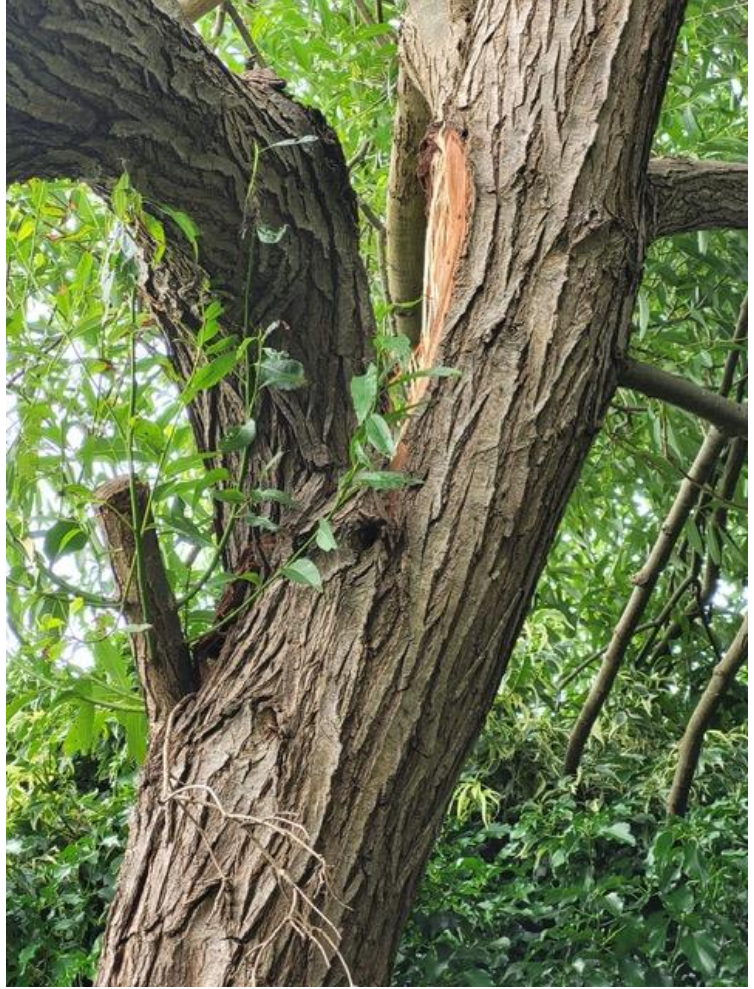
## b) Site improvements/maintenance

### iii. Dominion Road

a) Boundary fence adjoining Kitty's Field.

7. Just when you think it's all over, a significant rain storm in July resulted in this:





# 5. Chairman's Report

## b) Site improvements/maintenance

### iii. Dominion Road

#### a) Boundary fence adjoining Kitty's Field.

7. Just when you think it's all over, a significant rain storm in July resulted in this.
8. Necessitating further repairs.
9. Loss of this tree limb has taken away a further access point into the allotment site from Kitty's Field.
10. However, this has not deterred those hell bent on mischief and gaining access:



Photo taken by Rik on  
31<sup>st</sup> August



Here chain link has  
been removed

This shows the extent  
of the previously  
installed weldmesh

This photo was taken by Denis on 9<sup>th</sup> September

This gave children access who went on to break into 2 sheds and break glass in 3 greenhouses







This photo was sent by Surveyors on 12<sup>th</sup> September showing the repair to the fence

# 5. Chairman's Report

## b) Site improvements/maintenance

### iv. Hillbarn

- a) Tree concerns inside and out. This shows 2 trees with rotten trunks inside the site.





# 5. Chairman's Report

## b) Site improvements/maintenance

### iv. Hillbarn

- a) Tree concerns inside and out. These inside were felled by a contractor. The trees outside were minimally reduced by Council.



# 5. Chairman's Report

## b) Site improvements/maintenance

### v. Haynes Road

- a) This site has a dead privet hedge on a western boundary.
- b) A portion of which was seen as an access point:





# 5. Chairman's Report

## b) Site improvements/maintenance

### v. Haynes Road

- a) This site has a dead privet hedge on a western boundary.
- b) A portion of which was seen as an access point.
- c) West Tarring working party were called into action:





# 5. Chairman's Report

## b) Site improvements/maintenance

### v. Haynes Road

- a) This site has a dead privet hedge on a western boundary.
- b) A portion of which was seen as an access point.
- c) West Tarring working party were called into action.
- d) A good example of inter site co-operation.

# 5. Chairman's Report

## c) Site improvements in the pipeline

### i. West Tarring

- a) Widening of the access path to the toilet block for wheelchair users.
- b) Installation of a replacement building on Plot 90 – the communal plot.
- c) Installation of lights in the toilet block.



# 5. Chairman's Report

## c) Site improvements in the pipeline

### ii. Haynes Road

- a) The dead privet hedge will be replaced by a 2 metre high chain link fence.

# 5. Chairman's Report

## c) Site improvements in the pipeline

### iii. Dominion Road

- a) Investigations into the feasibility of the installation of a toilet are ongoing.
- b) However current anti-social activity has put this on hold.

## 5. Chairman's Report

### d) Working Parties:

All of our sites benefit from the time and effort spent by members of our working parties.

Activities range from plot clearance, maintaining flower borders, plumbing and woodwork to name but a few.

I would personally like to thank all existing working party members for their immense contribution.

If you have any skills that could contribute to working party activities please contact your overseer, or let me know now.



# 5. Chairman's Report

## e) Pest Control

### i. Rats

- a) Worthing Borough Council employs an external company to monitor rats. Communications with the company have been very limited.
- b) Rats on our allotment sites will continue to be monitored, but not necessarily controlled.
- c) However, tenants should refrain from using rat poison, as it may not be effective, and may affect other wildlife.
- d) Tenants should also refrain from placing cooked food in compost bins.

## 5. Chairman's Report

### e) Pest Control

#### ii. Wasps and Bees

- a) WBC are not responsible for wasp nests.
- b) These should be reported to your Overseer, who will arrange for them to be dealt with.
- c) 4 were dealt with at Dominion Road.
- d) Issues with bees should be reported to Simon Booth 07921 766190 or [brispark@gmail.com](mailto:brispark@gmail.com)

# 5. Chairman's Report

## e) Pest Control

### iii. Japanese Knotweed

- a) Currently, Chesswood Farm is the only allotment site known to have Japanese Knotweed.
- b) Its control is the responsibility of WBC.
- c) Never attempt to deal with it yourself, instead report any new outbreak to your Overseer.



## 5. Chairman's Report

### f) **Anti-Social Behaviour**

- i. Any incidences of anti-social behaviour should be reported to your Overseer, who will inform Council accordingly.
- ii. The persistent damage and attempts to gain access to Dominion Road site is a clear example of anti-social behaviour.

## 5. Chairman's Report

### g) Plot Numbers

- i. To facilitate site inspections, particularly on larger sites, tenants should ensure the number of their plot is clearly displayed.

# 5. Chairman's Report

## h) Site Security

- i. Tenants should ensure that gates are securely locked on leaving the site.



Both sides of all gates at West Tarring are fitted with the sign above. Some tenants clearly can't read or don't care.



# 5. Chairman's Report

## i) Allotment rent – late payers

- Annual rent is due on the 1<sup>st</sup> October
- Invoices will be sent out during September by Email or Post.
- We stipulate 40 days in which to pay the rent, and most tenants manage to comply with this. However, a minority fail to do so.
- These late payers consume a lot of volunteer time and cost in chasing the rent due.
- Please endeavour to make your payment before 10<sup>th</sup> November. Failure to do so is in breach of the Allotment Tenancy Agreement, and we reserve the right to issue Notices to Quit to persistent offenders in such cases.
- If the problem persists this year, we may also need to introduce penalties for late payment in the future.

## 5. Chairman's Report

### j) Facebook

- Unfortunately the WAM Facebook page was becoming a vehicle for expressing dissatisfaction.
- We have taken the decision to vet all postings in future to ensure they are appropriate and inoffensive.
- In addition, Lorraine has been removing those Facebook members who are no longer tenants or registered co-workers.

## **6. Secretary's Report**



## 6. Secretary's Report

**The following changes to certain documents have been agreed by WAM Committee but need to be ratified at this AGM.**

# 6. Secretary's Report

## a) Changes to Terms and Conditions:

### 2. INTERPRETATION

TENANT	A person or Group Representative who holds an agreement for the tenancy of an allotment. <b>This person or Group members shall reside within the Worthing Borough boundary.</b>
CO-WORKER	A person permitted by WAM to assist a tenant who in doing so assumes certain limited rights, <b>which include becoming the Tenant. This person shall also reside within the Worthing Borough boundary.</b>

## 6. Secretary's Report

### a) Changes to Terms and Conditions:

#### **Weed Suppressant Fabric**

4.16 Tenants are discouraged from the use of woven or spun-bonded plastic membranes as a permanent weed suppressant as they invariably become covered by growth making subsequent clearance extremely difficult. Their use as temporary cover such as overwintering or in strawberry beds for example is acceptable. Black polyethylene sheet is also useful, but it is impermeable to water. Carpet should never be used as a weed suppressant (see 6.6).

4.17 Cardboard and biodegradable fabrics are acceptable alternatives.



## 6. Secretary's Report

### a) Changes to Terms and Conditions:

#### **Invasive, notifiable plants**

6.26 Examples include Giant Hogweed, Himalayan Balsam, Japanese Knotweed, Bamboo and **Gunnera**. Tenants shall not knowingly cultivate or cause to grow such species. Tenants shall immediately report the presence of any invasive notifiable species to WAM, who will arrange for appropriate measures to be taken for control, and elimination where possible.

## 6. Secretary's Report

### a) Changes to Terms and Conditions:

#### 13. TERMINATION BY WAM

##### 13.1 e VI

If any of the above applies, WAM may serve a Notice to Quit (NTQ) in accordance with the service of notice provisions contained in these Terms and Conditions determining the Tenancy Agreement at the expiration of one month and re-enter the Allotment Garden. **In exceptional circumstances, WAM may determine that expiration of less than one month is appropriate and where reparation cannot be made. Any tenant receiving an NTQ is required to clear their plot of all items, not just personal. Any items left will be cleared at the expense of the evicted tenant.** Should an NTQ be rescinded by WAM for any reason a payment of £20 shall be payable by the tenant within 7 days.

## 6. Secretary's Report

**Any questions relating to the changes to Terms and Conditions?**



# 6. Secretary's Report

## b) Changes to the Constitution:

There have been no changes to the Constitution

## 6. Secretary's Report

### c) Changes to the Service Level Agreement:

There have been no changes to the Service Level Agreement

## **7. Treasurer's Report**



## Draft Statement of position for the Year ended 31st August 2024

<i>Surplus for the year ended 31 August 2023</i>		8,839.41
<b><i>Key variances to prior year</i></b>		
<i>Income – Rent &amp; equipment hire</i>	3,021.65	
<i>Income - Interest</i>	1,163.17	
<i>Expenditure – Postage &amp; Stationery</i>	466.25	
<i>Expenditure – small tools, servicing, repairs</i>	983.76	
<i>Expenditure – Maintenance &amp; Materials</i>	(7,113.91)	
<i>Expenditure – Water</i>	444.20	
<i>Expenditure – Locks and Keys</i>	5,390.42	
<i>Expenditure – Annual audit</i>	(210.00)	
<i>Expenditure – Corporation tax</i>	(220.97)	
<i>Expenditure – Other</i>	(1,105.95)	
		2,818.62
<b><i>Surplus for the year ended 31 August 2024</i></b>		<b>11,658.03</b>

<b><i>Equipment, small tools, annual service and repairs</i></b>		<b>2,431</b>
<b><i>Including</i></b>		
<i>Servicing</i>		1,343
<i>New tools, Chesswood</i>		1,005
<i>Other</i>		83

<b><i>Maintenance &amp; Materials</i></b>		<b>9,361</b>
<b><i>Including</i></b>		
<i>Fence repairs at Dominion and Haynes Road</i>		6,466
<i>Tree Work Chesswood</i>		660
<i>Skip hire Dominion</i>		697
<i>Toilet base West Tarring</i>		299
<i>Soakaway West Tarring car park</i>		425
<i>Other</i>		814

## **7. Treasurer's Report**

**We receive most of our income in the first two months of the year. This is needed to fund operations through the year. We have placed funds into an interest bearing account from which we have received over £1,100 additional income. This is subject to income tax. HSBC have recently reduced interest rates.**

**In 2023, we incurred significant expenditure replacing locks and keys at Chesswood. Whilst it would appear that the locks have been subject to further interference, that level of expenditure has not been repeated.**

**This year we have incurred significant expenditure on fencing work at Dominion and accounted for fencing work at Haynes Road which will be completed in September.**

**In 2023, a significant amount of focus was given to the replacement of the toilet block at West Tarring. Further work is required to fulfill our commitments to the grant providers including the widening of the path to the toilet to enable wheelchair access. Costs for this are unknown at this stage.**

# 7. Treasurer's Report

## Rent levels for 2024-25:

Rents were increased from £10.00 to £10.70 per rod with effect from 1<sup>st</sup> October 2023.

Whilst the headline rate of inflation has fallen closer to the target set by the previous government, many of the costs we suffer do not experience typical price rises. For example, the water regulator has approved inflation plus increases to water companies to enable significant expenditure on capital projects.

Water consumption was lower this year largely due to the wet weather we have experienced. Whilst WAM benefits from this our ploholders probably do not so hopefully next summer will be more beneficial.

## 7. Treasurer's Report

The retail prices index, upon which we base rent increases on, increased 3.6% over the period ended July 2024. This compares to around 7% for the previous period and 14.2% for the year prior to that.

We propose to increase Rents from £10.70 per rod to £11.00 per rod, with a 30% reduction for tenants over 65 years of age on 1<sup>st</sup> October 2024. This represents an increase of 2.8%

*Note that: For all new tenants (post October 2015) the reduction will apply only to the first plot.*



## 7. Treasurer's Report

Resolution:

To accept the Report from the Treasurer, including the rent levels for 2024-25.

## 8. WAM Committee

### Retirements and changes

- a) John Scrace stepped down as Area A Membership Secretary in November. Lorraine now manages Membership for all sites.
- b) John also stepped down from Water Services Coordinator. This is managed by Phillip. His responsibility for the Waiting Lists is now with Rik.
- c) Andrew Collis died suddenly and unexpectedly in November. He had been our Digital Manager. He had set up all of the WAM Committee members with dedicated email addresses and managed the WAM website . Eventually, we were pleased to confirm that Simon Brown was prepared to step in, but a long period resulted before normality could be restored as Andrew's phone was detained until after his inquest.
- d) Brian Allen resigned as Overseer at West Tarring in January. Roy Nicholson took his place in February.
- e) Alison Simmonds stepped down as Overseer at Haynes Road. Clive Robertson has taken over.
- f) Mike Spencer has resigned as Overseer at George Vth. However, he has agreed to work with Andrew Heater until Andrew can take over completely.

## 8. WAM Committee

### Current composition:

- a) Peter Hannam – Chairman
- b) Caroline Webb – Secretary
- c) Phillip Wright– Treasurer
- d) Jack Powis – Site Manager Area A/ Overseer West Tarring
- e) Rik Pease – Site Manager Area B/ Overseer Chesswood Farm
- f) Lorraine Robinson – Membership Secretary
- g) Steve Jowett– Overseer West Tarring
- h) Roy Nicholson – Overseer West Tarring
- i) Richard Lawson – Overseer Chesswood Farm
- j) Denis Chadwick – Overseer Dominion Road
- k) Mike Spencer/Andrew Heater – Overseer George Vth Avenue
- l) Clive Robertson– Overseer Haynes Road
- m) Richard Lyons – Overseer Hillbarn Lane
- n) Richard Taylor – Overseer St Andrews Road

## 8. WAM Committee

### **Officers eligible and willing to stand for election to Committee:**

- a) Chairman - Peter Hannam
- b) Secretary – Caroline Webb
- c) Treasurer – Phillip Wright
- d) Area A Site Manager - Jack Powis
- e) Area B Site Manager – Rik Pease
- f) Membership Secretary - Lorraine Robinson

Overseers and other members are appointed/confirmed by WAM Committee



## 8. WAM Committee

### **Nominations received for each post**

- a) Chairman - None
- b) Secretary – None
- c) Treasurer – None
- d) Area A Site Manager - None
- e) Area B Site Manager – None
- f) Membership Secretary - None

Again the composition of Officers remains the same

## 8. WAM Committee

### Resolution:

**To accept the appointment of the officers below to WAM Committee for 2024-25**

- a) Chairman - Peter Hannam
- b) Secretary – Caroline Webb
- c) Treasurer – Phillip Wright
- d) Area A Site Manager - Jack Powis
- e) Area B Site Manager – Rik Pease
- f) Membership Secretary - Lorraine Robinson

## 9. The Geddes Cup

**This cup, generously donated by Bill Geddes, is to be awarded each year to the person making the greatest contribution to the allotments and fellow tenants.**

**Nominations for this are made by members of the WAM Committee.**

## 9. The Geddes Cup

This year's winner is

**Simon Brown**



# 10. Any other business

## **11. Questions from the floor**

## **12. Date of the next AGM**

**12<sup>th</sup> September 2025**