

# **RUNTON PARISH COUNCIL**

## **ALLOTMENTS COMMITTEE**

Minutes of the meeting held on Thursday 15 January 2026, 10.15am, Reading Room,  
Felbrigg Road, East Runton.

Present: Cllr Richard Annis (Chair), Cllr Stephen Gurney, Cllr Teresa Edwards, Cllr  
Beverly Memish

Members of the Public: 2

Minutes Taken by L Harper, Clerk

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1. **Minutes of the Allotments committee held on 13 November 2025 were approved.**

Proposed: Cllr B Memish, Seconded by Cllr T Edwards

2. **Apologies for Absence**

None

3. **Declarations of Interest**

Allotment holders, Cllr R Annis, Cllr S Gurney, Cllr T Edwards

Cllr R Annis for item 7 on the agenda

4. **Public Participation**

Concern was expressed at the proposal to fell the pine tree on the West Runton Allotments. Previous discussion was to cut back some of the branches and not to cut the tree down. The Chair has received emails expressing concern over the future of the pine tree.

5. **Review of Allotment Contract** – following discussion at the previous meeting held on 13 November. It was agreed to clarify the use of hosepipes by allotment holders. It was agreed that current tenancy agreements would not need to be re-written, but addendum be drafted and sent to all existing tenants advising them of the use of hosepipes. Proposed: Cllr S Gurney, Seconded by Cllr B Memish

6. **Proposed role out of the Review** - The addendum to the existing tenancy agreements would be sent out with the May invoices. Future tenancy agreements would include this addendum as part of the agreement.

Proposed: Cllr S Gurney, Seconded by Cllr B Memish

7. **Pine Tree on West Runton Allotments** – A contractor has inspected the tree, initially to look at cutting the branches back. The advice from the contractor has been to fell the tree. It was noted this is not a native species and the further recommendation was to plant native trees and shrubs along the East Boundary. There is to be a tree survey carried out, starting next week to look at trees in both East and West Runton. It was suggested and agreed that any decision be

delayed until the outcome of the survey has been received. Proposed by Cllr T Edwards, Seconded by Cllr S Gurney

**8. Annual Review of plot vacancies –**

Cllr Memish gave an update on the current vacancies

Moyes Close – no vacancies

West Runton – no vacancies

Lugger Stile – 7/7a available and plot 13 available October 2026

Wyndham Park – 1, 2a and secret garden available

Consideration for advertising empty plots via website and newsletter was agreed. Report back to next meeting

**9. Allotment Payments –**

58 payments have been received so far

11 paid cash, 41 paid by BACS and 6 by cheque

Some tenants will need to be invoiced as contact details have not been up to date.

**10. Tenant Holder emails –**

29 tenants have supplied their email addresses so far. This is a good take up and will help with future communication between the allotments cttee and the tenants.

**11. Allotment Show –** date confirmed as 26 July 2026, Village Hall East Runton.

**12. Hedgerows –** Cllr T Edwards updated the meeting confirming that following a site visit with a contractor, that potentially planting a hedge for wildlife and to define a border would be appropriate action.

The suggestion (as circulated to all Cllrs) was 1 x pack of 125 native selection trees and bushes for wildlife £63.99, 2 x Orchard pack (6 per pack) £99 per pack. The deadline for agreement is 18 January 2026. Applications by 20 January for February collection.

Proposed by Cllr S Gurney, Seconded by Cllr B Memish

**13. Budget –** Following a finance meeting on 7 January, it was agreed to submit the allotments budget for 2026/2027 to take into account the costs against both capital and revenue expenditure. The allotments budget figure of £5,900 was presented, proposed by Cllr S Gurney, Seconded by Cllr B Memish

**14. Date of next Inspection –** 19 March 2026,

**15. Date of next meeting –** Thursday 2 April 2026, 10.15am, Church Hall, West Runton, if available.