

RUNTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

Minutes of the meeting held on Wednesday 22 April 2026, 4.30pm, Reading Room,
Felbrigg Road, East Runton

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

Members of the Public: 0

Minutes Taken by L Harper, Clerk

1. **Minutes of the Allotments Committee held on 15 January 2026 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 T Edwards
Agenda item 5 Cllr R Annis has allotment on this site
4. **Public Participation**
None
5. **Pine Tree on West Runton Allotments**
The tree survey which was carried out did not include the pine tree. The inspector will make a second visit and will advise on the health of the tree, but not whether it should be removed unless it is considered a risk. A second contractor will be visiting the allotments on Friday 24 April to give a quote on felling the tree and for cutting back. Plot holders have agreed to having the tree cut back. The quotes will be circulated to the Allotments Committee for consideration.
6. **Plot Vacancies and New Tenants**
Lugger Stiles – three plots were available. Two new plot holders taking on the tenancy on plots Cllr T Broome has been given a map of the allotments to help assist in obtaining up to date contact details for some plot holders.
Moyes Close – Concern regarding a plot, the tenant would be contacted.
Wyndham Park – Secret garden plot has had extensive work carried out by the plot holder.
Removal of asbestos has been organised at Wyndham Park, once it has been removed a skip will be ordered for the secret garden. Allotments Committee will liaise with plot holder.
Plots 1a and 2a – it is agreed that as these plots are difficult to allocate with access being an issue, they will be offered to a local charity. Cllr B Memish will action.
Three people on waiting list, all preferring front plots. Will advertise all vacant plots on website, facebook, and with invoice reminders in May 2026.
7. **Allotment Payments**
Lugger Stiles – up to date contact information is required to ensure all plot holders receive invoices. Cllr T Broome will feedback and invoices will be issued.

8. Scribe

The new software package has been installed with the first phase being the inputting of the Accounts package. Once this is up and running, work will be carried out to update the Allotments package. The system will be able to hold information on each plot, including details about the plot eg. Shed, parking etc. It will be able to generate invoices, produce reminder invoices, hold copies of the tenancy agreements, produce financial information by allotment site which will help in monitoring budgets. Cllr B Memish will arrange to meet with the Clerk and look at the system.

Database

The database created by Cllr B Memish will be used to generate the invoices in May 2026. Cllr B Memish was thanked for her hard work in producing the database.

9. Asbestos Removal

Asbestos found at Wyndham Park will be removed by the contractor in the forthcoming days. More asbestos has been found on other allotment sites. A quote will need to be obtained at West Runton allotments for the removal of asbestos.

At the Runton Parish Council meeting held on 21 April 2026, it was agreed that £15,000 be earmarked from Capital reserves to finance future removals.

10. Allotment Sites

Lugger Stiles – Concern was expressed regarding the large trees along Long Acre. This will be looked at by the inspector when he makes his second visit. Cllr C Davidson had volunteered to accompany the inspector, and Cllr R Annis will also try and make himself available.

One plot currently has carpet on part of the allotment, this may be to reduce the growth of brambles.

West Runton – a Plot is of concern as no work appears to have been carried out for a while.

Wyndham Park – a Plot has a willow tree on the plot that needs cutting back. Plot holder aware.

11. Lugger Stile

The tree will be subject to the tree survey, depending on outcome, a quote maybe needed to follow up any action recommended.

12. Wyndham Park

It was agreed to order a skip for the secret garden, once the asbestos has been removed from neighbouring plots.

13. Wyndham Park ideas for plots

Please see agenda item 6

14. Allotment Show

Provisional date of Saturday 25 July 2026, Village Hall, East Runton
Clerk to check availability.

15. Date of Next Inspection

Provisional date of 21 July 2026.

