

Lindfield Parish Council

Committee Meeting:	Environment & Amenities Committee
Item:	6
Report of:	Parish Clerk
Date:	5 February 2026
Subject:	Committee Work Schedule & Action List

Purpose of Report:

- Members are asked to note the proposed committee work schedule

Summary:

- A draft work schedule has been developed for the committee. This is subject to change, but outlines a timeline for the committee to the next set of elections in May 2027.

Recommendation(s)

Members are recommended to:

- Note the draft work schedule.**

Schedule

- Table of proposed committee work schedule

Meeting	Work description
February 2026	Events: Confirm arrangements Risk Assessments: Denmans Lane Allotments
April 2026	Quotes: Wilderness Field Cut Risk Assessments: Village Clean Events
June 2026	Governance: Appointment of E&A Chairs & Working Groups Risk Assessments: Public Toilets Street Furniture
August 2026	Risk Assessments: Wilderness Field
October 2026	Budget: First draft Risk Assessments: Winter Management Festive Lighting
November 2026	Budget: Final recommendations for Full Council Risk Assessments: Christmas Festival Night Streetlights
February 2027	Events: Confirm arrangements
April 2027	Quotes: Wilderness Field Cut Risk Assessment: Village Clean Events

- Note that proposed work/dates may change due to both internal and external factors. This document will be continuously updated.

Action List

Minute & Date	Subject	Action Agreed	Who	Status	Notes
129 6-Jun-24	Wilderness Field	It was AGREED that the (silt pond) proposal should be researched further by the working group and that a report be made to a future committee meeting.	WFWG lead	In progress	
234.2	Allotments	It was agreed to instruct the Allotments Working Group to: <ul style="list-style-type: none"> •Review current management documents and practices. •Consider involving volunteers. •Explore improved communication methods (e.g., a noticeboard). •Produce a report(s) with recommendations and costings. 	Allotments Working Group		

E&A Committee Budget – 30th November 2025

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	4,207	5,200	993		993	80.9%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	8,116	14,000	5,884		5,884	58.0%	
4471 Maintenance/Gardening	410	1,500	1,090		1,090	27.4%	
4480 Christmas Festival Night & Com	273	1,500	1,227		1,227	18.2%	
4500 Digital Mapping	395	525	130		130	75.2%	
4510 Grass Cutting	0	2,400	2,400		2,400	0.0%	
4521 Wilderness Field S106	800	0	(800)		(800)	0.0%	800
4530 Village Orderly Equip/Expenses	86	1,000	914		914	8.6%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	13,854	20,230	6,376		6,376	68.5%	
4565 Toilets on Common Utilities	0	13,350	13,350		13,350	0.0%	
4566 Toilets on Common Repairs	0	3,500	3,500		3,500	0.0%	
4650 Climate Change Projects	559	1,500	941		941	37.3%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	1	300	299		299	0.3%	
4900 Village Archives	59	200	141		141	29.7%	
Environment & Amenities :- Indirect Expenditure	28,774	74,505	45,731	0	45,731	38.6%	800
Net Expenditure	(28,774)	(74,505)	(45,731)				
6000 plus Transfer from EMR	800	0	(800)				
Movement to/(from) Gen Reserve	(27,974)	(74,505)	(46,531)				
<hr/>							
<u>120 Allotments</u>							
1200 Allotment Income	1,260	1,352	92			93.2%	
Allotments :- Income	1,260	1,352	92			93.2%	0
4600 Allotment Expense	1,233	3,000	1,767		1,767	41.1%	
Allotments :- Indirect Expenditure	1,233	3,000	1,767	0	1,767	41.1%	0
Net Income over Expenditure	28	(1,648)	(1,676)				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	8,465.38	800.00	7,665.38
Plan 23-27	5,000.00		5,000.00

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	5 February 2026
Subject:	Assets & Maintenance
Agenda Item:	9

Purpose of Report:

1. To consider various matters relating to the council assets.

Recommendation(s)

Members are recommended to:

- a) **Confirm the plot rates for 2027/28 will be £9 per rod**
- b) **Confirm the position regarding the use of hoses on the allotment site and also note the other updates.**
- c) **Confirm that the Clerk, in conjunction with the members of the Allotments and Wilderness Field Working Groups, accepts a quote for inspection of the Council's tree stock.**
- d) **To note the update regarding the village clock.**

Denmans Lane Allotments:

2. Plot Rentals

The Council is legally obliged to provide 12 months' notice to plot holders on any increases in price. The committee now needs to agree on the rates for 2027/28. The following table shows the plot rates:

Period	Price per rod:
2022/23	£ 4.50
2023/24	£ 5.50
2024/25	£ 6
2025/26	£ 7
2026/27	£ 8

The cost covers the following:

- Water
- Staff administration
- Allotments management software
- Site expenditure (fencing, gates, tree inspections & tree works)

The current CPI figure is 3.4%. This figure, though, does not represent the significant increase in water charges (10.6%). The office is therefore recommending the plots be increased to £ 9 per rod.

3. Water Usage

It has been proposed that the Council update the tenancy agreements to permanently ban the use of hoses on the allotment site. The council does not provide any hoses, so a limited number of plot holders bring their own. When a hose is in use, it cuts off the water supply to all other users. Members are asked to confirm whether the council should introduce a permanent ban.

4. Tenancy Invoices 2026/27
Ahead of issuing the invoices, we will be contacting all existing allotment holders to check whether any wish to hand back their plots.
5. Literature
The Deputy Clerk is producing a leaflet for the new and prospective allotment holders. The Deputy Clerk will be assisting in the administration of the allotments.
6. Plot Inspections
All plots will be inspected and photographed at the start of April.

Tree Stock – Wilderness Field & Denmans Lane Allotments

7. Our tree stock was last surveyed by Nicholas Jones Consultants Ltd. Unfortunately, the company is no longer trading. We have spoken to other local authorities for recommendations. Quotes have been requested. In order not to delay the surveys, can we ask that the decision as to who to appoint be delegated to the Clerk in conjunction with the members of the Allotments and Wilderness Field Working Groups?

Wilderness Field

8. Cllr Grace is arranging a meeting of the Wilderness Field Working Group. The Village Orderly has repaired some broken fencing around the site. We have purchased a replacement oak for the sapling that has died. The Clerk is attempting to grow wildflowers (yellow rattle, etc.) from seed, which we will be introducing to the field.

Village Clock

9. We understand the King Edward Hall that the Village Clock is now operational.

Lindfield Parish Council

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	5 February 2026
Subject:	Events
Agenda Item:	10

Purpose of Report:

1. To provide an update on planned events, which will require member support.

Summary:

2. Members are asked to consider arrangements for council events over this year.
- 3.

Recommendation(s)

Members are recommended to:

- a) **Note the updated event dates.**

Background:

4. The council, each year, organises several events as well as attending those organised by third parties. The schedule for 2026 is as follows (note the updated date for Lindfield Village Christmas Festival Night and the new Lindfield Archive event):

5.

Date	Event	Comments
18 April 2026	Spring Clean	Organiser
30 May 2026	Lindfield Village Day	Stall holder
3 October 2026	Lindfield Archive event	Organiser
10 October 2026	Autumn Clean	Organiser
8 December 2026	Lindfield Village Christmas Festival Night	Organiser

6. Please can all members advised the availability for assisting with the Spring Clean.

Financial Implications

7. The council maintains a community engagement budget to support events.

Committee Meeting:	E&A
Item:	11
Report of:	Councillor T Webster
Date:	5 February 2026
Subject:	Plan 23-27 monitoring report

Purpose of Report:

1. To note the latest Plan 23-27 monitoring updates.

Recommendation(s)

Members are recommended to:

- a) **That the E&A committee notes the report and continues to monitor the implementation of the Plan 23-27**
-

Background

2. The Plan 23-27 was agreed by the Council as an expression of the Council's vision, aims and objectives for the period 2023- 2027. It was agreed that it would support the council to move forward in a consistent and coordinated way. It would also help with the setting of future budgets.
3. The purpose of this report is to detail the progress the committee has achieved and to focus on what else needs to be done to complete the plan by 2027.

Options

4. The council could opt to reject this monitoring report; however, it is considered that the successful delivery of the objectives would be less likely in this case.

Financial Implications

5. No new implications

Legal Implications

6. None

Policy Context

7. Council Governance

Risk Management Implications

8. No new implications

Sustainability Implications

9. No new implications

Appendices and Background Paper

10. Monitoring report

Lindfield Parish Council

Aim	Term	Objectives	RAG Status	Narrative	Responsible committee	September 2025 update
Village environment						
	Ongoing	Litter picking – to continuing organising and running village clean up events and seek to support volunteer litter pickers.		Village clean up days arranged and litter currently not flagged as a issue with residents	E&A	
	Short term	Children's Playground – Seek for inclusive Play Equipment to be installed in Lindfield		LPC has awarded a grant Friends of Lindfield Playgrounds to help support them and this objective.	E&A	
		Lindfield War Memorial – To work with partners to consider applying for the War Memorial to be listed		It has been agreed that this will not be progressed	E&A	Item withdrawn from the plan
	Longer term	Undertake refurbishment of Denmans Lane public toilets		Replacement flooring is scheduled to take place in December.	E&A	Action taken following vandalism in August 2025.
Environment and sustainability						
	Ongoing	Continue to promote and achieve the aims and objectives of the council's climate policy.		On track	E&A	

Lindfield Parish Council

		Publish regular updates on LPC activities relating to Climate Change (in Lindfield Life and online		Needs more work to compete	E&A	
		Share information with the community relating to local and national environment initiatives		This is done ad-hoc but can be improved.	E&A	
		Maintain Management Plan for Wilderness Field that promotes wildflowers and ecosystem		On track – plan in place	E&A	
	Short term	Minimise green waste miles by installing hotbin composter(s) to process waste produced by Village Orderly Clearance		Completed	E&A	
	Medium term	Investigate installation of solar panels on LPC buildings		On track – Denmans Lane public toilets are not economically viable due to conservation area requirements.	E&A	Quotes received for panels on the Parish Office – successful contractor agreed RAG status changed to green
		Work with local schools to assist in designing messaging for environmental campaigns.		Not completed	E&A	
		Flower & fauna, and biodiversity survey of the Wilderness Field		The council has asked members of the public to use apps to report plants, insects etc	E&A	
		Consider free water refill provisions within the village		KEH has installed a water refill point. Refill app shows free water refill stations.	E&A	RAG status changed to green
	Longer term	Ensure that LPC provides input into long term MSDC & WSCC Climate Change policy documents		Needs better definition	E&A	

Allotments Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE ALLOTMENTS - RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Insufficient plots to meet demand	Council Potential Plotholders	- Council not fulfilling its duty to provide allotments	Low	Medium	+ Parish Office manages documented waiting list + Limit waiting list to residents of Lindfield Parish only + Subdivide plots of 5 rods or more when surrendered + Tenants to be asked if plots can be divided if they are struggling to maintain + Regular inspections carried out and unworked plots monitored + Terms of agreement enforced + New land to be investigated as appropriate (including possible sites associated with new development) - Ineffective list management - Site inspections not regularly carried out	Low	One member of the public has requested we explore provision of additional allotments. This was ruled out due to land/cost issues	
Absence of completed agreement from every plot holder	Council Plotholders	- inability of Council to enforce terms - plot holders undertaking unapproved activities (e.g fruit trees or flower growing) - difficulty identifying user	Low	Low	+ Agreement to be signed by all parties and fee paid prior to occupation + Allotment register to be maintained by the Parish Clerk and amendments promptly recorded + Follow up unreturned agreements / rent - administrative errors - drawn out process to remove tenant	Low	No issues identified and management controls appear effective	
Unpaid rent	Council Residents	- Loss of income	Low	Low	+ Renewal documentation sent out in March. + New plots not to be occupied until rent has been paid + Unpaid rents (renewals) to be followed up from end of April - drawn out process to remove tenant	Low	No issues identified and management controls appear effective	
Waiting list	People on the waiting list Council	- Council's reputation - queue jumping leading to disputes	Low	Low	+ Condition in tenancy agreement that plots cannot be sublet + Covering letter to reinforce condition and state that anyone else working on the plot have no rights to continue on termination of the tenancy. + Council to monitor whether plots are being worked by third parties. - drawn out process to remove tenant	Low	No issues identified and management controls appear effective	
Breach of terms of agreement by tenants	Council Plotholders Other visitors to site	- Physical risks - Neglected plots - increased costs borne by council/no ability to obtain from tenant (see row 29 re deposits)	Low	Low	+ Tenancy Agreement adapted from NALC model + Review agreement as necessary to ensure adequacy of conditions + Ability to trim growth overhanging walkways for safety reasons - drawn out process to remove tenant	Low	No material issues identified	
Allotment site underoccupied	Council Plotholders General public	- Loss of income - Unused plots become overgrown - Waste of fertile land - Unused plots attract vermin or antisocial behaviour - Detrimental to community	Low	Low	+ effective management of waiting lists and enforcement of contract terms + Advertise vacant plots + Potentially allow existing plot holders to have extra land provided no waiting list + Open waiting list to neighbouring parishes + Monitor through regular documented inspections (and <i>ad hoc</i> by Village Orderly, Cllr and staff plot holders) - inadequate site inspections	Low	No material issues identified	

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Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Inadequate insurance cover	Council Plot holders Other visitors to site	- Inability to claim for damage or injury - Financial loss to Council for claims against uninsured risks - Potential legal action in serious cases	Medium	Low	+ Public liability and material damage insurance in place + Risk assessment in place and site monitored / action taken when new risks occur + Inspect insurance certificates held by third parties (Contractors etc) + Review Insurance annually - Inadequate cover assessed - Risk Assessment inadequate / not evidenced	Low	Appropriate cover and controls with no issues identified to date	
Machinery / Contractors	Operatives Plot Holders Property Visitors Neighbours	- Personal Injury - Work not carried out according to instructions - Unsafe Machinery or contractor activity - potential damage (plots, paths, personnel) - Unauthorised use - Ability/cost to rectify heavy duty works undertaken by Plot Holder	Medium	Medium	+ reputable contractors used by council + Site visit (contractor and representative of Council) to clarify work to be done and consider any risks to be mitigated. + Clear brief to be given + Check quotation is consistent with survey and what was agreed at site visit + Contractors' insurance and safety documentation to be inspected – copies filed + Clear instructions to be set out in the official order + Monitor work while in progress. + Site to be inspected on completion and any concerns referred back to contractors. + Contractors' risk assessment and method statement to be obtained and filed if appropriate for particular job. + Signage and barriers to be used by contractors to prevent public access during work where danger exists - Plot Holder undertakes work without authorisation - no restrictions contained in Tenancy Agreement - no restrictions on children using machinery contained in Tenancy Agreement	Medium	Accepted - lack of restrictions in Tenancy Agreement makes controlling use of heavier machinery / Plot Holder's Contractors difficult.	
Overgrown vegetation / crops	Plot Holders Visitors Neighbours	- blocked paths, perimeters and gateways - personal injury - rodents	Low	Low	+ Volunteer Plot Holders maintain common areas + Regular site inspections by nominated persons + Agreement sets out requirement to maintain pathways + Plot Holders encouraged to report issues + Reports followed up by Council/Working Group + Letters to Plot Holders if plots neglected + Contractors to be brought in for heavy tasks - Site inspections not undertaken - Plot Holders address issues inappropriately	Low	Accepted - overall risk considered low however monitoring needs improvement.	

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Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Rubbish / Untidy Plots	Plot Holders Neighbours Visitors	- unsightliness - encourages others to dump rubbish - rodents - health risk - obstruction - fire - cuts	Low	Low	+ Enforce terms of tenancy agreement through routine inspections + Complaints followed up + Dumping of rubbish by 3rd parties to be followed up + General reminders at annual meetings - if required + Rubbish from clearing common areas to be left tidy and removed promptly + Glass not permitted on site + Terminate agreement if appropriate - Potentially a judgement call; one persons 'natural' is anothers 'unkempt'	Low	Accepted. No material issues to date	
Grass Cutting / Hedge Trimming	Operatives Plot Holders Visitors Neighbours	- personal injury - damage to equipment	High	Medium	+ Authorised persons only to use Council equipment + Training to be provided as needed (initially reading Equipment Manuals) + Damage to be reported promptly + Mowers to be serviced regularly + Equipment stored in locked sheds + Contractors used where appropriate - Plot Holders / Contractors address issues inappropriately	Medium	Accepted - approach appears pragmatic but undocumented and risks could become high if authorised / trained individuals use machinery	
Plots enlarged beyond boundary	Plot Holders Visitors Contractors	- Narrow paths less safe for other users - Plot holder disputes if boundaries blurred	Low	Low	+ Responsibility to maintain boundary set out in Tenancy agreement + Annual inspection of the site in late winter - limited mapping / signage to identify boundaries - potential Plot Holder neighbour disputes can quickly escalate	Low	Accepted noting low risk but evidence base limited	
Trees (on site / adjoining)	Plot Holders Visitors Contractors Neighbours Public Property	- Personal injury from falling limbs - damage to property from falling limbs - Overhanging branches – loss of light to allotments	High	Low	+ Inventory of trees maintained + Survey to be carried out by professional arboricultural consultant every three years (and as necessary) + Work recommended in the survey to be carried out as soon as possible + Trees re-inspected on regular basis according to level of risk Next tree survey due Spring 2026. + Checks during routine site inspections + Records of surveys and inspections retained for minimum of 6 years + No trees allowed on individual plots + Tree work to be carried out by professional tree surgeons with appropriate Insurance / health and safety policy + Obtain copies of insurance certificates and health and safety documentation from contractors - Weather damage or unidentified weaknesses - Neighbouring tree owners resistant to remedial activity (right of landowner to remove overhanging growth)	Low	Accepted - appropriate mitigants in place and no issues identified to date	

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Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Visitors (particularly children) and dogs	Visitors Plot Holders General public Property	- personal injury from falls or equipment in use - not adhering to Tenancy Agreement - vandalism - crop/property damage - injury from contact with chemicals / other substances - children not understanding boundary and behaviour requirements - dogs - general damage / crop damage or faecal matter hygiene issues	Low	Low	+ Notice on gates restricting entry + Visits by groups of pre-school/school age children not permitted + Plot holders' children permitted but must be strictly controlled + Plot Holders responsible for ensuring visitors adhere to Tenancy Agreement requirements + Gates and fences regularly inspected by plotholders and repairs carried out asap + Vandalism to be reported to Council / police + Damage to be dealt with asap + Dogs required to be kept on leads + Plot holders encouraged to report strangers on site to Council / Police if appropriate + Signage and condition of site to be inspected formally once a year (winter) and informally throughout the year and reported to the Council - Identification can be a challenge - Inability to secure site - No specific reference to Children in Tenancy Agreement	Low	Accepted. Sensible precautions in place and no material issues to date.	
LPG Diesel / Petrol Chemicals	Plot Holders Visitors Neighbours Public	- fire - explosion - land contamination - crop contamination - poisoning - inappropriate use of chemicals	Medium	Low	+ Routine inspections for compliance in council sheds (private sheds assumed to have no fuel as mowers and council fuel available) + Fuel for Council machinery to be stored in appropriate containers, max 10 litres and locked away securely in one LPC shed. + Spillages of unauthorised fuel to be dealt with professionally. + Max of 5 litres to be stored in private sheds for own equipment.	Medium	Accept	
Pernicious weeds (Japanese knotweed etc)	Plot Holders Neighbouring gardens and property Council as landowner	- Nuisance - Potential liability to other landowners - poor use of land	Low	Low	+ Routine site inspections + Terms of tenancy to be enforced -neglected plots to be followed up + Statutory notifications to be made if required + Professional control in case of weeds such as Japanese Knotweed - Potential for individuals to attempt local control /management potentially hiding or exacerbating the situation	Low	Accept.	
Fires	Plot Holders Public Neighbours Visitors	- fire spread - smoke - breathing difficulties - anti-social behaviour leading to complaints	Low	Low	+ Plot Holders advised of bonfire policy at site + Composting encouraged as alternative + Fires to be on Plot Holders' own plots only + Bonfires not permitted close to sheds, houses, trees or fences + Fires not to be left unattended and container of water to be kept nearby + Burning of allotment waste only – strictly no plastic or other non organic materials - Perspectives on when a fire is acceptable differ - Complaints to be followed up asap	Low	Accept.	

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Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Rodents and animals	Public Plot Holders Visitors Neighbours	- Bites - Infection/disease (Weil's disease, toxocarasis) - Human contact with rodent bait	Medium	Low	+ Prevention by controlling rubbish + Use licensed pest controllers officer to carry out all baiting + If bait used – all users to be notified and notices displayed – what is being used and when + Poison data/information sheet to be provided at site + Plot Holders to be advised when hazard is known to exist + Dogs to be kept on leads + Consider banning children / visitors during serious events - Plot Holders undertaking own controls	Low	Accepted. No material issues to date	
Hazardous waste	Plot Holders Public Neighbours Visitors Council land and property	- fire - death - illness - contamination of land	Medium	Low	+ Routine inspections + Reports to be followed up without delay + Liaise with police/ other authority as necessary + Statutory notifications to be made if required + Removal by licensed operatives if required + Glass not permitted on site - Plot Holders self managing spillages / dumped material	Medium	Accepted. No material issues to date	
Sheds (Council / Tenant)	Property Neighbours Plot Holders Visitors	- vandalism - damage - deterioration - hazardous construction / contents - appearance of site - inconvenience to others - complaints	Low	Low	+ Vandalism to be reported to police + Sheds to be locked with strong hinges bolted through + Locks to be oiled at least annually + Routine inspections of sheds + Damage repaired asap + Routine maintenance – roof felt, preservative etc + Adequate insurance in place + Plot Holders sheds require prior agreement as detailed in Tenancy Agreement - Maintenance not undertaken no requirement in Tenancy Agreement - Inability to check for inappropriate chemicals or fuel in Plot Holders Sheds	Low	Accepted - appropriate mitigants in place and no issues identified to date	
Equipment	Operatives Council property	- theft - failure to work - damage	Low	Medium	+ Secure storage in council sheds + Authorised users only + Theft reported to police – crime number + Damage to be reported promptly the office and repaired or replacement considered + Proper servicing regime adhered to + Instruction given to users + Adequate insurance in place - Careless or unauthorised users	Low	Accepted - appropriate mitigants in place and limited material impact to date	
Fencing and gates	Council Plot Holders Public Neighbours Visitors	- damage - difficult to open - gates left open - gaps in fence	Low	Low	+ Routine inspections + Damage rectified promptly + Hinges oiled regularly + Closing mechanism working + Reminders to Plot Holders about closing gates sent as necessary	Low		

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Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Water supply / storage	Council Plot Holders Environment Neighbours Visitors	- damage to supply - inadequate irrigation - leaks - contamination - drowning	Medium	Low	+ Routine inspections + Damage rectified promptly + Leaks reported to Water Authority + Faulty taps repaired + Tanks to be covered with secure lid + Plot Holders advised not to wash tools in tanks + Issues to be followed up - Tank lids not replaced - extreme weather conditions may delay remediation	Low	Accepted - appropriate mitigants in place.	
Unauthorised Structures on plots (including raised beds above 9" high and fruit cages)	Plot Holders Neighbours Visitors	- injury to plot holders and visitors - spoiling appearance of allotment site - damage to site during construction - setting a precedent	Medium	Low	+ Tenancy agreement explicitly states that written permission must be sought before erecting any structures + Regular inspections and immediate action in event of breach + The Plot Holder and any contractor must seek written permission from the Council to agree precisely what is approved and to avoid site damage (e.g. heavy materials or equipment being moved on soft ground) + Structures to be removed from plots on termination either by tenant or their relatives unless by agreement with the Council. + Structures to be inspected and followed up as necessary - Inability to enforce removal post termination and potentially prior	Low	Accepted - recognising practical difficulties in enforcing removal	
Inadequate Tenancy Agreement	Council Plot Holders Environment Neighbours Visitors	- conditions omitted resulting in dispute - inability to control or remedy inappropriate activity - costs to clear out tenant / poorly maintained site effectively subsidised by council	Low	Low	+ use NALC template + incorporating issues addressed in covering letter to Allotment Holders + undertake annual review before renewing tenancies - local requirements omitted	Low	Accepted.	
Software	Council Plot holders	- failure leading to loss of records, terms and contact details - reliance on limited pool of users (e.g. Parish Clerk)	Medium	Low	+ commercial provider holds licence. + LPC backs up records to 'cloud' and office pc but may not be accessible without software. - failure of RBS Rialtas leads to complete loss of records.	Low	Yes. Appropriate back ups, more staff to be trained. Complete failure of software/provider would be administratively difficult but whilst time consuming, reconstruction possible and wouldn't materially threaten the Council or Allotment use	
Assessors Signature					Clerk Signature			
Date					Date			