

**RUSTINGTON PARISH COUNCIL**

**ALLOTMENTS COMMITTEE**

**MINUTES:** of the Meeting held on 2 March 2026

**PRESENT:** Councillors Mrs S Partridge (Chairman), Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, Ms M Revell and Mrs C Stevens

**In attendance:** Ms R Costan (Deputy Clerk) and Mrs C Ward (Clerk of the Council)

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**1/26 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cooper (Other Associated Business) and Grevett (Personal). These apologies were accepted by the Committee.

**2/26 DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest by Members.

**3/26 MINUTES**

The Minutes of the Meeting held on 20 October 2025 were signed by the Chairman as a correct record.

**4/26 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 1 OCTOBER 2025 - 13 FEBRUARY 2026**

The Committee considered a Report which had been previously circulated, detailing activities, in connection with the Allotment Sites, that had taken place during the period 1 October 2025 to 13 February 2026. The Deputy Clerk advised that, at the present time, there were no vacant plots available, with fifteen Rustington residents and eight residents from other Parishes on the Waiting List.

She explained that the most recent full site inspection, had taken place on 5 February 2026. She confirmed that there had been seven plots of concern at the Penfold Lane Site, five at the Conbar Avenue Site and one at the Worthing Road Site.

She then reported that the annual Renewal Process had run smoothly and efficiently thanks once again to the specialist Allotment Software, and with the entire process ably overseen by Nicola Cook. She confirmed that five plots were vacated during the renewal period and that all had since been re-let. She added that a further seven plots had been vacated during the Reporting period.

A copy of the Report is attached and forms a part of these Minutes.

The Committee was pleased to NOTE this information.

**5/26 DATE OF NEXT MEETING**

The Chairman reminded the Committee that the next Meeting was scheduled for 1 June 2026, commencing at 5.30 pm.

**There being no further business the Meeting concluded at 5.35 pm.**

**Chairman:** ..... **Date:** .....

## RUSTINGTON PARISH COUNCIL

### Allotments Committee - 2 March 2026

#### Allotment Management - 1 October 2025 - 13 February 2026

1. A total of eight applications for an Allotment plot were received between 1 October 2025 and 13 February 2026. The Waiting List, to date, stands at 23 which includes fifteen Rustington residents and eight from other Parishes. This is a decrease of 12 since the last Report.
2. Nicky has recently undertaken an extensive review of individuals who had been on the waiting list from other Parishes. Of these five were removed.
3. Throughout the period covered by this Report, two full inspections have taken place. In addition, multiple individual plot inspections were undertaken due to the renewal process. Inspections continue to be ably undertaken by Nicky Cook with assistance from the Leisure and Amenities Officer, Jim Burch.

The most recent Inspection took place on 5 February 2026. At this visit photos were taken of all plots on all sites as an accurate and up to date record for the beginning of the growing season.

I can report that there were seven plots of concern at the Penfold Lane Allotment Site, five at the Conbar Avenue Allotment Site and one at the Worthing Road Site. All have been noted as Check Next Time.

4. A total of twelve plots were vacated during this report period, seven prior to renewals and five at the renewals process, and are as follows:
  - Five at Conbar Avenue (Three before the 2026 renewals)
  - Six at Penfold Lane (Three before the 2026 renewals)
  - One at Worthing Road (Prior to the renewal for 2026)

All have now been re-let except one at Conbar Avenue, plot 6 and this is currently under offer.

#### 5. Conbar Avenue Site Activity

##### October

2026 Rent Renewal Letters	All Plots
Tenancies Terminated:	Plot 12A
	Plot 34
New Tenancies:	Plot 12A
	Plot 34
Tidy Up Letters:	Plot 6
Deposit Refund Letter:	Plot 12A
Non Deposit Refund Letter:	Plot 34

**November**

Tenancies Terminated: Plot 14

Deposit Refund Letter: Plot 14

**December**

Tenancy Terminated: Plot 6

Plot 28

**January**

2026 Rent Due Reminder: Plot 10

Plot 17

**February**

Deposit Refund Letter: Plot 6

Plot 28

New Tenancies: Plot 14

Plot 28

**6. Penfold Lane Site Activity**

**October**

2026 Rent Renewal Letters: All Plots

Tidy Up Letters: Plot 6

Plot 10

Tenancies Terminated: Plot 11A

New Tenancies: Plot 20A

Plot 27

3<sup>rd</sup> Letter - Notice to Quit: Plot 37A

Plot 38

Non Deposit Refund Letter: Plot 11A

**November**

Reclaim Plots following NTQ: Plot 37A

Plot 38

New Tenancy: Plot 11A

**December**

Tenancies Terminated: Plot 7

Plot 7A

Plot 9

**January**

Deposit Refund Letters: Plot 7  
Plot 7A  
Plot 9  
New Tenancies: Plot 7  
Plot 7A  
Plot 9  
Plot 37A  
2026 Rent Due Reminder: Plot 6  
Plot 36  
Shed Request Letter: Plot 37A

**February**

New Tenancies: Plot 38

**7. Worthing Road Site Activity**

**October**

2026 Rent Renewal Letters: All Plots

Tenancies Terminated: Plot 14

**November**

Deposit Refund Letter: Plot 14

**December**

Nothing to report

**January**

New Tenancy: Plot 14

**February**

Nothing to report

**8. The Committee's consideration of the information contained within this Report is requested.**

**17 February 2026**

**Deputy Clerk of the Council**