

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 1 June 2026

PRESENT: Councillors Mrs C Broomfield, J Ceiriog-Hughes, R Grevett, G Lee, Mrs S Partridge and Mrs C Stevens

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

During the Public Question Time held prior to the Meeting, a representation was received from an Allotment Tenant at the Worthing Road Site concerning the condition of a neighbouring Plot.

6/26 ELECTION OF CHAIRMAN

It was proposed that Councillor Mrs Partridge be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Mrs Partridge be elected Chairman for the ensuing year.

7/26 ELECTION OF VICE-CHAIRMAN

It was proposed that Councillor Mrs Broomfield be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Mrs Broomfield be elected Vice-Chairman for the ensuing year.

8/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Broomfield (Indisposition), Cooper (Personal) and Ms Revell (Holiday). These apologies were accepted by the Committee.

9/26 DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest by Members.

10/26 MINUTES

The Minutes of the Meeting held on 2 March 2026 were signed by the Chairman as a correct record.

11/26 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 14 FEBRUARY 2026 - 15 MAY 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 14 February 2026 to 15 May 2026. The Deputy Clerk advised that, at the present time, there were no vacant plots available, with 14 Rustington residents and 8 residents from other Parishes on the Waiting List.

She explained that the most recent full site inspection by Officers, covered by the reporting period, had taken place on 13 May 2026. She advised that there had been nine plots of concern at the Penfold Lane Site, two at the Conbar Avenue Site and one at the Worthing Road Site.

The Deputy Clerk added that Members of the Committee had also kindly undertaken an independent inspection in April. She explained that information relayed by Members had helped to inform the subsequent Officer led formal inspection.

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

The Chairman reminded those present that all Committee Members were welcome to attend informal inspections, co-ordinated by Councillors on the fourth Tuesday of every month, and she asked that individuals confirm their attendance or non-attendance wherever possible in advance of the scheduled dates.

The Committee NOTED this information.

12/26 DATE OF NEXT MEETING

The Deputy Clerk reminded the Committee that the next Meeting was scheduled for 19 October 2026, commencing at 5.30 pm.

There being no further business the Meeting concluded at 5.40 pm.

Chairman: **Date:**

RUSTINGTON PARISH COUNCIL

Allotments Committee - 1 June 2026

Allotment Management - 14 February 2026 - 15 May 2026

1. A total of five applications for an Allotment plot were received between 14 February and 15 May 2026. The Waiting List, to date, stands at 22 which includes 14 Rustington residents and eight from other Parishes. This is a decrease of one since the last Report.
2. 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 13 May 2026.

I can report that there were nine plots of concern at the Penfold Lane Allotment Site, two at the Conbar Avenue Allotment Site and one at the Worthing Road Site. Ten have been sent letters and the remainder have been noted as Check Next Time.

3. A total of three plots were vacated during this report period, and are as follows:
 - One at Conbar Avenue
 - Two at Penfold Lane

All three plots have now been re-let.

4. In addition, Members of the Allotments Committee kindly visited all sites in April and any observations made at this informal inspection were then incorporated to inform the subsequent full inspection by Officers in May.

5. Conbar Avenue Site Activity

February

New Tenancies: Plot 6

March

Nothing to report

April

Tenancy Terminated: Plot 6

Deposit & Rent Refund Letter: Plot 6

Tidy Up Letters: Plot 2

Plot 17

Plot 35A

Greenhouse Frame with Netting Request Letter: Plot 19

May

Tidy Up Letter: Plot 13

New Tenancy: Plot 6

Removal of Glass and Boundary Clearance Letter: Plot 11

6. Penfold Lane Site Activity

February

Nothing to report

March

Nothing to report

April

Tidy Up Letters: Plot 10

Tenancies Terminated: Plot 10

Plot 37

Review of cultivation potential following request to reduce plot size: Plot 17

May

New Tenancies: Plot 10

Plot 37

Tidy Up Letters: Plot 1

Plot 12

Plot 14/14A

Plot 17

Plot 26

Plot 23A (including clearance at back of plot)

Plot 36

Check Next Time: Plot 8

Plot 20

7. Worthing Road Site Activity

February

Tenancies Terminated: Plot 14

March

Deposit Refund Letter: Plot 14

April

Tidy Up Letters: Plot 3

May

New Tenancy: Plot 14

2nd Tidy Up Letter: Plot 3

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

20 May 2026

Deputy Clerk of the Council