

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 Tenancy: 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 Letter: 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

Tenancy Terminated: Plot 14

March

Deposit Refund Letter: Plot 14

April

Tidy Up Letter: 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

RUSTINGTON PARISH COUNCIL

Allotments Committee - 19 October 2026

Allotment Management - 16 May 2026 - 30 September 2026

1. A total of 16 applications for an Allotment plot were received between 16 May and 30 September 2026. The Waiting List, to date, stands at 35 which includes 27 Rustington residents and eight from other Parishes. This is an increase of 13 since the last Report.
2. Throughout the period covered by this Report, four full monthly inspections have taken place. In addition, individual plot inspections were undertaken when tenancies were relinquished, and deposit returns were being assessed. 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 22 September 2026.

I can report that there were five plots of concern at the Penfold Lane Allotment Site and three at the Conbar Avenue Allotment Site. Five 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:
 - Two at Penfold Lane
 - One at Worthing Road

All plots have now been re-let.

4. The roadway that provides access to the Worthing Road allotment site, and that is owned by the Parish Council, is in need of levelling and filling once again. The Parish Council's Grounds Maintenance Contractor has been asked to undertake these works.

5. **Conbar Avenue Site Activity**

May

Removal of Glass and Boundary Clearance letter: Plot 11

June

Tidy Up Letter: Plot 2

July

Tidy Up Letters: Plot 6A
Plot 13
Plot 28

August

Tidy Up Letter: Plot 14

September

Tidy Up Letter: Plot 35A

2nd Tidy Up Letter: Plot 14

6. Penfold Lane Site Activity

May

Tidy Up & Rubbish Clearance Letter: Plot 23A

June

Tidy Up Letters: Plot 4A

Plot 8

Plot 20

2nd Tidy Up Letters: Plot 12

Plot 14/14A

Plot 17

July

Tidy Up Letters: Plot 7A

Plot 36

Plot 37A

2nd Tidy Up Letters: Plot 4A

Plot 8

Plot 20

Tenancy Terminated: Plot 17*

*Please note that this Plot was subsequently vacated and awaiting a full rotavation by the Councils' Grounds Maintenance Contractor due to the compacted nature of the soil. This is as a result of the Plot being covered with weed barrier for many years.

August

Tenancy Terminated: Plot 4A

Non-Deposit Refund Letter: Plot 4A

September

New Tenancy: Plot 4A

Tidy Up Letters: Plot 23A

Plot 26

Plot 38

7. Worthing Road Site Activity

May

Nothing to report

June

3rd Letter - Notice to Quit: Plot 3

July

Tenancy Terminated: Plot 3

August

New Tenancy: Plot 3

September

Nothing to report

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

1 October 2026

Deputy Clerk of the Council

ALLOTMENTS COMMITTEE - 19 OCTOBER 2026

Income and Expenditure Estimates - 2025/2026, 2026/2027 and 2027/2028

SUPPORTING NOTES

EXPENDITURE

1. Water Supply

This is obviously an item affected by weather conditions. Based on the water bills received in the current year the 2026/2027 Revised Estimate has been reduced.

The 2027/2028 Estimate has been set at the same level as that originally set for the 2026/2027 Estimate.

2. Miscellaneous/Contingencies

The 2026/2027 Revised Estimate, based on the current level of expenditure to date, has been reduced, and it is anticipated that there will only be the need for minor items of general expenditure between now and the end of this financial year.

The 2027/2028 Estimate has been set at the same level as for the 2026/2027 Estimate, which should be sufficient to provide for the clearance costs of some vacant plots, the costs of general repairs, maintenance, other vegetation clearance, postage, the Pest Control Contract and the annual cost of the allotments' software package support and maintenance.

3. Tree Works - General

The 2026/2027 Revised Estimate has been reduced, as no works have been necessary to date, and it is anticipated that if any minor works are required due to adverse weather conditions, this sum will be sufficient for the remainder of the current financial year.

The 2027/2028 Estimate again provides for general tree maintenance and vegetation clearance, at both the Conbar Avenue and Penfold Lane Sites, together with any unforeseen more major tree works that might prove to be necessary during the year.

4. Improvements

The 2026/2027 Revised Estimate has been increased significantly, as the service road to the Worthing Road Allotment Site is due to undergo a long overdue major repair, which will be being undertaken by the Council's external Grounds Maintenance Contractor.

The 2027/2028 Estimate makes provision for any minor improvements that might be required on any of the three Sites during the year.

INCOME

1. Rents/Miscellaneous

The current rent, with effect from 1 January 2026, is £8.25 per rod. The Council previously agreed that there should be an increase of 75p per rod to £9.00, for the year commencing 1 January 2027.

The Committee will now need to review the rent to decide whether or not there should be a rent increase for the year commencing 1 January 2028.

The Committee is also reminded that Allotment Tenants have to be given 12 months' notice of any impending increase in rents.

12 October 2026

**Mrs C A Ward
Clerk of the Council**

ALLOTMENTS COMMITTEE

EXPENDITURE	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Water Supply	4,000.00	2,608.76	4,500.00	3,750.00	4,500.00
Miscellaneous/Contingencies	4,500.00	3,564.56	4,500.00	3,750.00	4,500.00
Tree Works - General	750.00	375.00	750.00	500.00	750.00
Improvements	-	-	500.00	1,950.00	500.00
TOTAL EXPENDITURE	9,250.00	6,548.32	10,250.00	9,950.00	10,250.00

INCOME	2025/26 Revised Estimate	2025/26 Actual	2026/27 Estimate	2026/27 Revised Estimate	2027/28 Estimate
Rents/Miscellaneous	6,300.00	6,454.62	6,400.00	6,400.00	6,900.00
TOTAL INCOME	6,300.00	6,454.62	6,400.00	6,400.00	6,900.00
NET EXPENDITURE	2,950.00	93.70	3,850.00	3,550.00	3,350.00