

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 2 June 2025

PRESENT: Councillors Mrs C Broomfield, M Broomfield, J Ceiriog-Hughes, G Lee, Mrs S Partridge and Ms M Revell,

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

8/25 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.

9/25 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.

10/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs V Allen (Holiday), A Cooper (Work Commitment), Ms L Lloyd (Work Commitment) and Mrs C Stevens (Indisposition). These apologies were accepted by the Committee.

11/25 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest by Members.

12/25 MINUTES

The Minutes of the Meeting held on 3 March 2025 were signed by the Chairman as a correct record.

13/25 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 15 FEBRUARY 2025 - 21 MAY 2025

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 15 February 2025 to 21 May 2025. The Deputy Clerk advised that, at the present time, there were no vacant plots available, with 17 Rustington residents and 14 residents from other Parishes on the Waiting List.

She explained that the most recent full site inspection, covered by the reporting period, had taken place on 21 May 2025. She advised that there had been five plots of concern at the Penfold Lane Site, two at the Conbar Avenue Site and two at the Worthing Road Site. The Deputy Clerk confirmed that one Notice to Quit had been issued following the aforementioned inspection.

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

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.

14/25 DATE OF NEXT MEETING

The Deputy Clerk reminded the Committee that the next Meeting was scheduled for 20 October 2025, commencing at 5.30 pm.

There being no further business the Meeting concluded at 5.36 pm.

Chairman: **Date:**

RUSTINGTON PARISH COUNCIL

Allotments Committee - 2 June 2025

Allotment Management - 15 February 2025 - 21 May 2025

1. A total of 10 applications for an Allotment plot were received between 15 February 2025 and 21 May 2025. The Waiting List, to date, stands at 30 which includes 16 Rustington residents and 14 from other Parishes. Following the Committee's decision, Minute 5/25 refers, to remove non-Parishioners who had applied from 1 January 2025 from the Waiting List, 5 applications were removed.

This results in an overall increase of 5 to the Waiting List since the last Report.

2. Throughout the period covered by this Report, three full inspections have taken place, led by Nicola Cook with assistance from the Leisure and Amenities Officer, Jim Burch.

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.

3. The most recent Inspection took place on 21 May 2025.

I can report that there were five plots of concern at the Penfold Lane Allotment Site, two at the Conbar Avenue Allotment Site and two at the Worthing Road Site. All have been noted as Check Next Time or have been sent a Tidy Up Letter.

4. There are currently no vacant plots available.

5. Conbar Avenue Site Activity

February

Nothing to report

March

Nothing to report

April

Tidy Up Letter: Plot 12A

May

Tidy Up Letter: Plot 2

Plot 11A

6. Penfold Lane Site Activity

February

Nothing to report

March

Polytunnel Request Letter:	Plot 32A
Tidy Up Letters:	Plot 1
	Plot 4A
	Plot 6
	Plot 20
	Plot 23A

April

2 nd Tidy Up Letters:	Plot 4A
	Plot 6

May

Tidy Up Letter:	Plot 4
	Plot 12
	Plot 20
3 rd Letter - Notice to Quit:	Plot 4A

7. Worthing Road Site Activity

February

Nothing to report

March

Tidy Up Letter:	Plot 3
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April

Nothing to report

May

Tidy Up Letter:	Plot 6
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- 8.** The Committee's consideration of the information contained within this Report is requested.

21 May 2025

Deputy Clerk of the Council