

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 20 October 2025

PRESENT: Councillors Mrs S Partridge (Chairman), Mrs C Broomfield, G Lee and Mrs C Stevens

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

15/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Allen (Personal), Broomfield (Indisposition) Ceiriog-Hughes (Personal), Cooper (Other Associated Business), Grevett (Personal) and Ms Revell (Holiday). These apologies were accepted by the Committee.

16/25 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest by Members.

17/25 MINUTES

The Minutes of the Meeting held on 2 June 2025 were signed by the Chairman as a correct record.

18/25 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 22 MAY 2025 - 30 SEPTEMBER 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 22 May 2025 to 30 September 2025. The Deputy Clerk advised that, at the present time, there were no vacant plots available, with 23 Rustington residents and 13 residents from other Parishes on the Waiting List.

She explained that the most recent full site inspection, had taken place on 15 October 2025. She confirmed that there had been five plots of concern at the Penfold Lane Site, three at the Conbar Avenue Site and one at the Worthing Road Site.

The Deputy Clerk added that the annual Renewal Process would begin in early November and that routine whole-site inspections would be suspended until mid-January, at which point any Tenancy terminations would have concluded, and vacant plots would have been reallocated.

She then added that Members of the Committee had also undertaken informal monthly inspections which had complemented the subsequent Officer led formal inspections. She confirmed that Committee Members would resume their independent inspections in April.

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

19/25 INCOME AND EXPENDITURE FOR 2024/2025, 2025/2026 AND 2026/2027

The Committee considered a Report previously circulated by the Clerk of the Council.

Following a brief discussion, it was RECOMMENDED that the Allotments Committee Income and Expenditure requirements for 2025/2026 and 2026/2027 be as shown in the attached Schedule.

The Committee reviewed the present rents levied and RECOMMENDED that there should be an increase of 75p per rod to £9.00 made in respect of the rent for the year commencing 1 January 2027.

20/25 DATE OF NEXT MEETING

The Deputy Clerk advised the Committee that the suggested dates for the 2026 Meetings would be included as part of the 2026 Diary Dates for the Council’s consideration at its Meeting on 27 October 2025.

There being no further business the Meeting concluded at 5.46 pm.

Chairman: **Date:**

RUSTINGTON PARISH COUNCIL

Allotments Committee - 20 October 2025

Allotment Management - 22 May 2025 - 30 September 2025

1. A total of 11 applications for an Allotment plot were received between 22 May 2025 and 30 September 2025. The Waiting List, to date, stands at 35 which includes 22 Rustington residents and 13 from other Parishes.
This results in an overall increase of 5 to the Waiting List since the last Report.

2. Throughout the period covered by this Report, four 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 on a monthly basis throughout the summer months and any observations made at these informal inspections were then incorporated to inform the subsequent full monthly inspections by Officers.

3. The most recent Inspection, prior to the circulation of this report, took place on 17 September 2025.

I can report that there were 6 plots of concern at the Penfold Lane Allotment Site, 2 at the Conbar Avenue Allotment Site and 0 at the Worthing Road Site. All have been noted as Check Next Time or have been sent a Tidy Up Letter.

A further full inspection is planned for Wednesday 15 October 2025 and I will report back any issues of concern at the Allotments Committee Meeting.

4. There are currently 2 vacant plots both of which have been offered out to applicants on the waiting list.
5. The annual Renewal Process will begin shortly and therefore routine whole-site inspections will be suspended until mid-January, at which point any tenancy terminations will have concluded, and vacant plots will have been reallocated.

6. Conbar Avenue Site Activity

May (From 22/05/25)

Welfare Letter: Plot 11A

Tidy Up Letter: Plot 2

June

Greenhouse Request: Plot 26A

Tidy Up Letters: Plot 23A

Plot 34A

Plot 36

Check Next Time: Plot 11A

July

Tidy Up Letter:	Plot 13
Tenancy Terminated:	Plot 36
New Tenant:	Plot 36
Non-Deposit Refund:	Plot 36

August

Tidy Up Letters:	Plot 11A
	Plot 34
Welfare Phone call:	Plot 14

September

Welfare Letter:	Plot 6
Raised Beds Request:	Plot 36
2 nd Tidy Up Letter:	Plot 34
Tenancy Terminated:	Plot 23A
Deposit Refund:	Plot 23A
New Tenant:	Plot 23A

7. Penfold Lane Site Activity

May (From 22/05/25)

Nothing to Report

June

Tidy Up Letters:	Plot 8
	Plot 27
	Plot 27A
Tenancy Terminated:	Plot 4A
Deposit Refund:	Plot 4A
Glass Removal:	Plot 41

July

New Tenant:	Plot 4A
Tidy Up Letters:	Plot 1
	Plot 5
	Plot 6
2 nd Letter:	Plot 27
Check Next Time:	Plot 8
	Plot 11A
	Plot 37A
	Plot 38

August

Tidy Up Letters: Plot 11A
Plot 12
Plot 37A
Plot 38
Plot 17
3rd Letter - Notice to Quit: Plot 27

September

Removal of Rubbish Letter: Plot 3
Tenancy Terminated: Plot 20A
2nd Tidy Up Letter: Plot 37A
Plot 38
Check Next Time: Plot 6
Plot 20
Reclaim Plot following NTQ: Plot 27

8. Worthing Road Site Activity

May (From 22/05/25)

Tidy Up Letter: Plot 6
Check Next Time: Plot 8

June

Tidy Up Letter: Plot 8
Tenancy Terminated: Plot 8
50% Deposit Return: Plot 8
New Tenancy: Plot 8

July

Check Next Time: Plot 5

August

Tidy Up Letters: Plot 3
Plot 14
Greenhouse Request: Plot 8

September

Nothing to report

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

ALLOTMENTS COMMITTEE

EXPENDITURE	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Water Supply	1,500.00	1,054.87	1,700.00	4,000.00	4,500.00
Miscellaneous/Contingencies	4,500.00	4,694.59	5,000.00	4,500.00	4,500.00
Tree Works - General	1,000.00	-	1,000.00	750.00	750.00
Improvements	-	-	1,000.00	-	500.00
TOTAL EXPENDITURE	7,000.00	5,749.46	8,700.00	9,250.00	10,250.00

INCOME	2024/25 Revised Estimate	2024/25 Actual	2025/26 Estimate	2025/26 Revised Estimate	2026/27 Estimate
Rents/Miscellaneous	6,100.00	6,142.60	6,300.00	6,300.00	6,400.00
TOTAL INCOME	6,100.00	6,142.60	6,300.00	6,300.00	6,400.00
NET EXPENDITURE	900.00	(393.14)	2,400.00	2,950.00	3,850.00