

RUSTINGTON PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES: of the Meeting held on 3 March 2025

PRESENT: Councillors Mrs S Partridge (Chairman), Mrs V Allen, J Bennett, Mrs C Broomfield, J Ceiriog-Hughes, R Grevett and Ms M Revell

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

1/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Broomfield (Personal), Cooper (Other Associated Business) and Ms L Lloyd (Work). These apologies were accepted by the Committee.

2/25 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest by Members.

3/25 MINUTES

The Minutes of the Meeting held on 7 October 2024 were signed by the Chairman as a correct record.

4/25 UPDATE ON ALLOTMENT MANAGEMENT DURING THE PERIOD FROM 30 SEPTEMBER 2024 - 14 FEBRUARY 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 30 September 2024 to 14 February 2025. The Deputy Clerk advised that, at the present time, there were no vacant plots available, with 8 Rustington residents and 18 residents from other Parishes on the Waiting List.

She explained that the most recent full site inspection, had taken place on 5 February 2025. She confirmed that there had been eight plots of concern at the Penfold Lane Site, three at the Conbar Avenue Site and two at the Worthing Road Site.

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

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

The Committee was pleased to NOTE this information.

5/25 REVIEW OF ALLOTMENT APPLICATION CRITERIA FOR NON-PARISHIONERS

The Deputy Clerk reported that as part of the Renewal Process an extensive review of the waiting list, of those people who had been registered for in excess of six months, had been undertaken which resulted in 15 individuals, many of whom lived outside of the Parish, asking for their details to be removed from the list.

She reported that the waiting list of non-parishioners currently comprised of ten Littlehampton residents, four East Preston, two Ferring, one Angmering and one Worthing resident.

She then advised that the waiting list review had highlighted the considerable length of time, often in excess of three years, that non-parishioners waited for a plot. She added that priority was always given to Rustington residents.

She explained that Littlehampton Town Council owned six allotment sites comprising of 443 plots with another site imminent in its construction. She confirmed that only Littlehampton residents were able to apply.

She added that although the Parish Council currently welcomed applications from non-residents their requirements were often unable to be met and, therefore, the Council was potentially undertaking unnecessary administration. She confirmed that four of the non-residents currently on the waiting list had been offered multiple plots which they subsequently turned down.

Following a detailed discussion the Committee RECOMMENDED the following:-

- a) Only Rustington Parishioners may apply for an allotment managed by Rustington Parish Council
- b) All applications made by non-Parishioners from 1 January 2025 should be removed from the waiting list and the individuals concerned notified
- c) Non-Parishioners who applied for an allotment prior to 31 December 2024 should be permitted to remain on the waiting list but would be subject to removal if they did not accept the first offer of a plot, or next if they had previously been offered a plot whilst on the waiting list
- d) All individuals concerned to be written to explaining the change in Allotment Application Criteria.

6/25 ALLOTMENT INSPECTIONS

Councillor Bennett outlined the current arrangements in respect of formal inspections and explained that some members of the Committee had expressed a desire to become more closely involved in terms of regularly visiting the Council's three Allotment sites.

Following a brief discussion, the Committee AGREED that Members would independently arrange regular informal inspections using a supplied checklist, and feedback any concerns and observations to Officers for their attention at the next formal inspection.

7/25 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next Meeting was scheduled for 2 June 2025, commencing at 5.30 pm.

There being no further business the Meeting concluded at 5.55 pm.

Chairman: **Date:**

RUSTINGTON PARISH COUNCIL

Allotments Committee - 3 March 2025

Allotment Management - 30 September 2024 - 14 February 2025

1. A total of seven applications for an Allotment plot were received between 30 September 2024 and 14 February 2025. The Waiting List, to date, stands at 25 which includes seven Rustington residents and 18 from other Parishes. This is a decrease of 26 since the last Report.
2. Nicky has recently undertaken an extensive review of individuals who had been on the waiting list for six months plus. Of these 15 asked to be 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. This system of inspections, utilising the specialised Allotment App, continues to be most successful and makes effective use of the staff resources available whilst streamlining the administrative processes to be far more efficient and less disproportionately impactful upon the wider workload of the Council.

The most recent Inspection took place on 5 February 2025. 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 eight plots of concern at the Penfold Lane Allotment Site, three at the Conbar Avenue Allotment Site and two at the Worthing Road Site. All have been noted as Check Next Time.

4. A total of nine plots were vacated during the renewal process, and are as follows:
 - One at Conbar Avenue (Plus two before renewals which makes eleven plots in total)
 - Seven at Penfold Lane
 - One at Worthing Road.

All have now been re-let.

5. Conbar Avenue Site Activity

October

Tenancies Terminated: Plot 23

Plot 28

New Tenancies: Plot 23

Deposit Refund Letter: Plot 23

Plot 28

November

New Tenancy: Plot 28

December

Nothing to report

January

Tenancy Terminated: Plot 33

New Tenancy: Plot 33

February

Deposit Refund Letter: Plot 33

6. Penfold Lane Site Activity**October**

Tidy Up Letters: Plot 1
Plot 4A

Polytunnel Request Letter: Plot 4

November

Tenancies Terminated: Plot 1
Plot 33A

New Tenancy: Plot 1

Non Deposit Refund Letter: Plot 1

Deposit Refund Letter: Plot 33A

December

Tenancies Terminated: Plot 18
Plot 32A
Plot 33
Plot 35

New Tenancies: Plot 18
Plot 35

Deposit Refund Letters: Plot 18
Plot 35

January

Tenancy Terminated: Plot 24A

New Tenancy: Plot 32A

Non Deposit Refund Letter: Plot 24A

Deposit Refund Letters: Plot 32A
Plot 33

February

New Tenancies: Plot 24A
Plot 33
Plot 33A

7. Worthing Road Site Activity

October

Nothing to report

November

Nothing to report

December

Nothing to report

January

Tenancy Terminated: Plot 8

50% Deposit Refund Letter: Plot 8

New Tenancy: Plot 8

February

Nothing to report

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

17 February 2025

Deputy Clerk of the Council