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Town Clerk – Laura Chrysostomou

21 May 2026

Allotment Working Group

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: Thursday 28 May 2026

Time: 6.30 pm

Committee:

Councillor O'Neill – Chair

Councillor Wiltshire – Vice Chair

Councillor Tilbrook

Councillor Worne

Co-opted Members:

Mrs Burke – Site Representative

Mr Farquhar – Site Representative

Mr Simmons – Site Representative

Mr Lovegrove – Site Representative

Mrs Mendes – Chair of Littlehampton Community Growers

Mrs Oliver – Chair of Littlehampton Allotment and Leisure Gardens Association

Ms King – Secretary of Littlehampton Allotment and Leisure Gardens Association

Laura Chrysostomou, Town Clerk

Agenda 2026 to 2027

1. **Evacuation Procedures**
2. **Apologies**
3. **Declaration of Interest**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c. i. Whether it is a personal interest and the nature of the interest

- ii. Whether it is also a prejudicial interest
- iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

4. Notes of the last meeting

To confirm the notes of the meeting held on Thursday 15 January 2026, attached pages 3 to 6.

5. Action Plan Update

To receive an oral update.

6. Pest Control

To receive an oral update.

7. Reports of Allotment Sites

To receive updates from the Site Representatives.

7.1 Fort Road

7.2 Howard Road

7.3 Kingley Gate

7.4 Mill Lane

7.5 Trinidad

7.6 Worthing Road

8. Date of Next Meeting

The next meeting will be held on Thursday 28 May 2026



Notes of the meeting of the Allotment Working Group, meeting held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN19 5EW on Thursday 15 January 2026.

Working Group:

Councillor O'Neill – Chair

Councillor Wiltshire – Vice Chair

Co-opted Members:

Mr Farquhar

Mr Lovegrove

Mrs Mendes

Mrs Oliver

Mr Oliver

Ms King

Mr Simmons

Mr Martin

In attendance:

Felix Gillett – Community Resources Officer

Jon Short – Deputy Town Clerk and Responsible Financial Officer

Dennis Gittins – Facilities and Contracts Manager

Agenda 2025 to 2026

18. Evacuation Procedures

The evacuation procedures were noted.

19. Apologies

There were apologies from Councillor Tilbrook. There were also apologies from Mrs Burke, Mr Oliver as Trinidad site representative, attended as a substitute.

20. Declaration of Interest

The standing declarations were noted and no further declarations were made.

21. Notes of the last meeting

It was requested the allotment site audit mentioned in the previous notes be circulated to all working group members. This was not possible due to the personal data within the audit.

The notes of the meeting held on Thursday 14 August 2025, were confirmed as a true record.

22. Introduction to Facilities and Contracts Manager

Members were formally introduced to the recently appointed Facilities and Contracts Manager who would be overseeing allotments from February 2026.

23. Community Resources Officer (CRO) and Action Plan Update

- 23.1. The CRO provided a general update regarding occupation and vacant plots across all sites. The levels were consistent with expectations for the time of year and were anticipated to improve as usual in the coming months. Notable achievements from 2025 were highlighted, including but not limited to; the planning permission and completion of the trading shed extension, successful community group workshops, the Community Resources Committee accepting the working groups recommendations regarding price increases and general practice. The strategy and action plan would be reviewed at the next meeting in May 2026.
- 23.2. Members noted the completion of the South and South East fences on Trinidad and the central track on Worthing Road, site reps reported that plot holders had welcomed these improvements.
- 23.3. The next phase of infrastructure funding of £10,000 would be available for the upcoming financial year, 2026 to 2027. The list of priorities, previously circulated, were updated with two additional areas of work which had been raised since the priorities were set last year. These comprised two vulnerable areas of fencing on Fort Road and Worthing Road. Additionally, the CRO reported that upcoming developments on the football ground on the north boundary may include a new fence. No decision had yet been reached, but if this was installed it would dispense with the need for this area of works on the priorities list. Members agreed with the recommended way forward, to hold off on actioning that area of work until the Football Club's plans were confirmed.

24. North Littlehampton

The working group noted recent planning applications for two allotment sites within Hampton Park in North Littlehampton. The Northern and Southern

allotment sites had been commented on by Littlehampton Town Council's Planning and Transportation Committee. Members were directed to submit any comments to Arun District Council for consideration alongside the application.

25. Reports of Allotment Sites

Site reps reported a general concern regarding theft across all allotment sites. As directed in the tenancy agreement, plot holders should report any incidents to Sussex Police and inform the Town Council with a crime number. The Town Council received four reports of theft since the summer. These concerns emphasised the importance of the infrastructure works towards long term prevention.

25.1 Fort Road

Issues were raised ahead of the meeting and were being addressed by the CRO regarding a vulnerable area of fencing and pest control.

Due to decreased parking outside the site, due to new double yellow lines, members discussed the potential benefits of swapping the Fort Road LALGA plot, which is used for wood chips and compost, with a neighbouring plot that is currently vacant. This would allow LALGA's plot to be used for additional parking when there was no wood chip or compost on it. Their current plot would be brought back into use as a regular plot. Positive impacts on accessibility and the feasibility of this change would be investigated and actioned outside of the meeting.

25.2 Howard Road

There was nothing to report.

25.3 Kingley Gate

There was nothing to report.

25.4 Mill Lane

The site rep highlighted attention needed regarding pest control on the site, sharing concerns from plot holders with chickens. This was noted and would be investigated by officers.

25.5 Trinidad

The site rep echoed the attention needed regarding pest control on the site. Plot holder's satisfaction with the excellent work done to the new fence was reiterated.

25.6 Worthing Road

Outside of the meeting, officers were aware of issues relating to the site's tracks and fences. These areas are included in the infrastructure works, but short-term solutions will also be explored by officers. The first reallocation of repossessed plots to existing tenants had successfully taken place.

26. Date of Next Meeting

The next meeting will be held on Thursday 28 May 2026.

The meeting was closed at 19:10pm.

UNAPPROVED