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Town Clerk – Laura Chrysostomou

14 August 2026

Allotment Working Group

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

Date: Thursday 20 August 2026

Time: 6.30 pm

Committee:

Councillor Worne

Councillor O'Neill

Councillor Tilbrook

Councillor Wiltshire

Co-opted Members:

Mrs Burke – Site Representative

Mr Farquhar – Site Representative

Mr Simmons – Site Representative

Mrs Mendes – Chair of Littlehampton Community Growers

Mrs Oliver – Secretary of Littlehampton Allotment and Leisure Gardens Association

Ms King – Chair 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.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

4. Notes of the last meeting

To receive the notes of the meeting held on 28 May 2026, circulated herewith, pages 3 to 7.

5. Facilities and Contracts Manager Update

Oral update.

6. Allotment Fees

- 6.1 Fees Review 2028** – Allotment legislation requires annual rent fees to be set a year in advance. The Working Group is therefore asked to consider making a recommendation to the Community Resource Committee regarding the fees for 2028. This will need to be in line with the Strategy which states that future increases should be at a minimum of the rate of inflation. The current budget for the service and projections through to 2029 is attached for information, page 8.

7. Reports from Allotment Sites

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 is scheduled on Thursday 14 January 2027.

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Town Clerk – Laura Chrysostomou

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 28 May 2026.

Working Group:

Councillor O'Neill – Chair

Councillor Wiltshire

Councillor Tilbrook

Co-opted Members:

Mr Farquhar

Mrs Mendes

Mrs Oliver

Mr Oliver

Ms King

Mr Simmons

Mr Martin

In attendance:

Dennis Gittins – Facilities and Contracts Manager

Jon Short – Head of Finance and Service Delivery

Emily Sapsed – Democratic and Corporate Services Officer

Agenda 2026 to 2027

1. Evacuation Procedures

The evacuation procedures were noted.

2. Apologies

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

3. Declaration of Interest

The standing declarations were noted, and Councillor Tilbrook declared a personal interest across the agenda due to a family member being an allotment tenant.

4. Notes of the last meeting

- 4.1 The notes of the meeting held on Thursday 15 January 2026, were confirmed as a true record. It was noted that the use of pesticides on allotment sites, as discussed briefly at the previous meeting, had led to the inclusion of this agenda's pest control agenda item.
- 4.2 Ideas to improve clarity and access to general information were suggested by members:
- 4.3 Reports of Allotment Sites for sites without a representative, currently Howard Road and Kingley Gate, would be highlighted as such going forward rather than being noted as having nothing further to report.
- 4.4 General occupation statistics shared within the meeting could be included in the notes going forward. Officers would aim to include them in the agenda when possible.

5. Action Plan Update

- 5.1 The Facilities and Contracts Manager (FCM) provided an oral update on progress of infrastructure works, noting work continued flexibly to stay within budget while following the agreed order of priorities. Collaboration with Wick Football Club regarding their replacement of the fence at Worthing Road and the Town Council's contributions towards that continued.
- 5.2 The FCM also updated members on site occupancy since the last meeting, both of which are detailed in the tables below:

Occupancy as of January 2026

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Fort Road	43	39	4	91%
Howard Road	14	14	0	100%
Kingley Gate	32	31	1	97%
Mill Lane	81	67	14	83%
Trinidad	36	29	7	81%
Worthing Road	232	196	36	84%
Total	438	376	62	86%

Occupancy as of May 2026

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Fort Road	43	43	0	100%

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Howard Road	14	14	0	100%
Kingley Gate	32	32	0	100%
Mill Lane	81	68	13	84%
Trinidad	36	31	5	86%
Worthing Road	232	199	33	86%
Total	438	387	51	88%

5.3 Collaboration between the FCM and site representatives regarding plot conditions would continue, due to it relating to the plots of any particular person, detailed updates remained confidential.

5.4 Concerns raised regarding a vacant plot on Worthing Road being used to dump unwanted materials were being addressed and a waste removal company were being sought to clear this waste.

6. Pest Control

6.1 The FCM provided an oral update following interest at the previous meeting into the desired sustainable use of pesticides, and reoccurring pest issues across all sites. The correct level of service was being provided based on the current pest control contract, with the contractor noted as being responsive to additional areas of concern, frequently being called out to review specific plots where high activity has been reported. It was felt reporting routes needed to be clearer and easily accessible to plot holders, this would be addressed through signage advising tenants to contact the Town Council's admin team or their site representative with reports of pests. The need for specific locations and evidence of pest activity was highlighted to members, as this would inform a more accurate review of mitigation in the correct area.

6.2 The use of pesticides was raised at the previous meeting, specifically the desired reduction in use of harmful chemicals. The Council's tenancy agreement only permitted the use of legal, commercially available pesticides. Ways of encouraging alternative weed and pest control options were discussed. Supportive steps such as information shared through the allotment newsletter, site noticeboards or through word of mouth, could be used to inform plot holders and encourage better practice. The group was encouraged by the example set in Arun District Council's Biodiversity Action Plan (BAP), which aimed to: "promote the reduction of the use of chemicals such as Glyphosate and neonicotinoids" and "seek alternative methods of controlling weeds" across their greenspaces. Members agreed to remain mindful of this approach and to monitor any amendments to, and implementation of, Arun District Council's Biodiversity Action Plan.

7. Reports of Allotment Sites

7.1 Fort Road

7.1.1 Members were informed that Mr Lovegrove had stepped down as site representative, their gratitude was shared for his many years of diligent care to those on Fort Road. Ms King would be reporting updates for this site in future.

7.1.2 Concerns regarding pest control had been raised within the previous agenda item, with plot holder's frustration at rat occupancy being noted which would continue to be addressed by the Pest Control contractor. Ahead of the meeting, the FCM had been made aware of security issues, vacant and unmaintained plots.

7.1.3 Following the previous meeting, additional parking had been created on site by splitting a plot previously used by LALGA to store general materials. The group were hopeful that this would continue to improve accessibility for plot holders, especially during the upcoming summer months. During a recent heatwave, water pressure on site had been slightly lower than usual. This may have been due to additional strain from neighbouring industrial estates.

7.2 Howard Road

This site has no site representative, and no reports were received from those in attendance.

7.3 Kingley Gate

This site has no site representative, and no reports were received from those in attendance.

7.4 Mill Lane

Alongside the usual vacancies which the FCM was aware of, loose dogs had been on site. Officers would investigate sending an email or updating noticeboards with guidance on how dogs should be managed when on site.

7.5 Trinidad

Water pressure had remained stable through the heatwave and the group were happy to note satisfaction with the newly installed South and Southeast fences. While no decrease in rabbit activity had been noticed yet; the site rep reported resilient mitigation from plot holders and future aspirations to replace the remaining fencing on site would be of great benefit long-term. Installation of a rubber strip along the bottom of the gate was suggested to

further reduce pest access, the feasibility regarding budget and time would be investigated by officers.

7.6 Worthing Road

- 7.6.1 Outside of the meeting, the site rep and officers had shared information regarding plot conditions. General maintenance was discussed including the space between plots and tall grass located around the site. Members noted that some long grass may provide wildlife and landscape benefits and agreed that the position should be investigated before any action was taken.
- 7.6.2 Members discussed the role of site representatives and shared gratitude for the goodwill of plot holders who provided information and support. It was suggested that the role and inspection process should be reviewed.
- 7.6.3 Plot number signage required updating across all sites to support clearer identification and reporting.

8. Date of Next Meeting

The next meeting will be held on Thursday 20 August 2026.

The meeting was closed at 7.41pm.

Allotments Income & Expenditure

	Agreed Budget 25/26 £	Agreed Budget 26/27 £	Projected Budget 27/28 £	Projected Budget 28/29 £
Allotment Infrastructure Reserve	£10,000	£10,000	£10,000	£10,000
Allotment Security	1,100	1,133	1,167	1,400
Salaries	24,955	22,350	22,797	23,481
Project /Admin Support	50	-	-	-
Postage	50	50	50	50
Water	6,000	6,120	6,242	6,430
Grounds Maintenance	13,850	14,850	15,296	15,754
Recharge in Central Support Services	8,126	6,742	6,857	6,857
Recharge in A Team	61,900	54,933	55,850	57,185
Total Expenditure	126,031	116,178	118,259	121,157
Allotment rents	(24,159)	(24,781)	(26,025)	(28,632)
Total Income	(24,159)	(24,781)	(26,025)	(28,632)
Net Expenditure	101,872	91,397	92,234	92,525
Budgeted charge per 25 square meter	10.10	10.36	10.88	11.97

Projected Income

	Percentage increase on £10.88:			3.00%	5.00%	8.00%	10.00%
Charge per 25 square meter (approx 1 Rod)	£10.10	£10.36	£10.88	£11.21	£11.42	£11.75	£11.97
Approximate Charge per square meter	£0.40	£0.41	£0.44	£0.45	£0.46	£0.47	£0.48
Charge per plot -Large c.250sqm	£101.00	£103.60	£108.80	£112.06	£114.24	£117.50	£119.70
Charge per plot -Small c. 125 sqm	£50.50	£51.80	£54.40	£56.03	£57.12	£58.75	£59.85
Charge per plot -Starter c 62.5 sqm	£25.25	£25.90	£27.20	£28.02	£28.56	£29.38	£29.93
Income pa	£24,159	£24,781	£26,025	£26,806	£27,326	£28,107	£28,632