



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: clerk@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 5th JANUARY 2026

PRESENT: Cllr. P. Woodall (Chair); Cllrs: K. Batley, D. Dawes, Miss. C. Needs, and M. White

IN ATTENDANCE: Mrs. I. Cross (Allotments & In Bloom Officer)

The Meeting opened at 5.07pm

33. WELCOME BY CHAIR

The Chair welcomed those present and read the Council's Opening Statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding.

34. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. P. Ralph, Mrs. J, Warr and P. Wells. The Clerk recommended that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllrs. R. Nash and M. Stanley, and these absences could not, therefore, be approved.

35. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest

36. TO FURTHER CONSIDER THE ANNUAL REVIEW OF RENTAL CHARGES – MIN. 25 REFERS

The Sub-Committee Clerk's report was **NOTED**.

As reflected in the report, the Town Council were spending more on maintaining the allotments than they were receiving in terms of rental income for both the 2024/2025 rental year and the current rental year. Whilst it was not the intention of the Town Council to make a profit, it was not appropriate for there to be a deficit.

Discussion was held concerning the cost of using Town Force to carry out works at the allotments, and whether there was potential to encourage Tenants to undertake some of the tasks themselves. It was agreed the Committee Clerk would explore this further, paying particular attention to any insurance conditions which may impact on the Tenants' ability to do this.

Members **RESOLVED** to **AGREE** to increase the rental charge by 10%, applicable to all plots, from the 2026/2027 rental year.

The Meeting closed at 5.16pm