



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road

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Dear Sir/Madam,

EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that an Extraordinary Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **5.00pm on MONDAY 5th JANUARY 2026**.

All Members of the Allotments Sub-Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

CHAIR OF COMMITTEE

TOWN CLERK

DATED this 23rd day of DECEMBER 2025

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
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 leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To further consider the annual review of rental charges – Min. 25 refers

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE EXTRAORDINARY MEETING – 5th
JANUARY 2026**

**AGENDA ITEM 4 – TO FURTHER CONSIDER THE ANNUAL REVIEW
OF RENTAL CHARGES – MIN. 25 REFERS**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

An extensive review of the rents charged by the Town Council was carried out last year with comparisons given as to how much other local authorities were charging Allotments Tenants. At the Sub-Committee Meeting held on 17th June 2024, it was agreed to implement an increase for 2024/2025 with the rent to be set at 30p per m² from October 2024 to return to an equal flat rate (Min. 11 refers).

It was also agreed at the meeting that from 2025, the rental year would run from April to March, rather than October to September (Min. 12 refers).

Allotment Running Costs for the current year (April – November 2025) are itemised below:

Item	Actual Last Year	Actual YTD	Budget	Variance	%Spent
Town Force Charges	£2943	£3795	£2442	(£1353)	155.4%
Water	£637	£1071	£1000	(£71)	107.19%
Gravits Lane Maintenance	£508	£226	£750	£524	30.2%

Rent Received is £2,499.00

Previous years running costs are also noted below:

1 April 2024 – 31 March 2025

Item	Actual Last Year	Actual YTD	Budget	Variance	%Spent
Town Force Charges	£2442	£2943	£2442	(£501)	120.5%
Water	£733	£637	£1000	£363	63.7%
Gravits Lane Maintenance	£542	£508	£750	£242	67.7%

Rent Received was £2,597.00

Total Income & Expenditure – Allotments

Current Year (1 April – 30th November 2025)

Income	Indirect Expenditure	Net Income over Expenditure
£2524 (No grant received)	£5028	(£2504)

1 April 2024 – 31 March 2025

Income	Indirect Expenditure	Net Income over Expenditure
£4097 (includes £1300 grant)	£7926	(£3829)

Total Square Metre of Chargeable Allotment Plots = 8465

Current Cost per square meter = 30p

Current chargeable rent = £2539.00

Proposed Adjustments

%age increase	New Cost per square meter	Rental Income
3.6%	31p	£2624.15
10%	33p	£2793.45
15%	34p	£2878.10
20%	36p	£3047.40
33%	40p	£3386.00

(Rents are rounded to the nearest whole £)

As an example, a tenant with a plot size of 24 sq. metres currently paying £7.00 annual rent would with a 10% adjustment see their annual rent increase to £7.92 (rounded to £8.00).

Other Council Allotment Increases

Council	Cost per sq meter	1 Rod (24sq m)	2.5 Rods (63sq m)	5.5 Rods (139 sq m)
BRTC	30p	£7.00	£18.00	£41.00
Brighton & Hove	42p	£10.00	£26.00	£58.00
Adur & Worthing	66p/52p/58p	£15.00	£42.00	£73.00
Rustington	75p	£18.00	£47.00	£104.00
Felpham Beach Houseowners Association	40p	£9.00	£25.00	£55.00

All amounts are rounded to the nearest whole £.

The most recent official UK inflation rate for CPI was 3.6% in October 2025.

Bognor Regis Allotment Tenants also pay a £40.00 deposit upon commencement of their tenancy agreement. This amount is refunded if the plot is returned in good condition and no further works are required prior to re-letting. There is evidence of this practice within other councils.

The majority of plots on Gravits Lane are 24sq m with a handful at 30sq m. Plot sizes on Sandringham Lane tend to be larger with the largest being 308sq m.

Under Section 10 (1) Allotments Act 1950, Local Authorities do not have an entirely free hand in setting rents. The Local Authority concerned must determine what, reasonably, an Allotment Holder could be expected to pay. Although there is no guide as to what is 'reasonable', the Local Authority must consider all the relevant factors. All funds generated by rents should be used for the management and improvement of the allotments and not used for any other purposes.

The National Allotment Society recommend the following when reviewing rents:

- Ø How the increase compares with inflation, on the face of it an increase over and above would be harder to justify.
- Ø How the proposed rent compares with allotment rents elsewhere, particularly adjoining districts. Significantly higher rents need a good explanation from the Local Authority.
- Ø Some comparison with increases made for other recreational activities but allotment rents set based on being a commercial venture would not be appropriate.
- Ø The Local Authority should not be looking to make a profit out allotment rents but might be justified in expecting allotment holders to defray the Local Authorities costs of administering allotments.
- Ø The long-term financial sustainability needs to be considered by the Local Authority
- Ø The nature quality and cost of the facilities which are provided
- Ø Expenditure on promotion and administration
- Ø The present level of rent and its historic tradition
- Ø The likely effect of rent levels on plot take-up
- Ø The level of allotment rents in the surrounding areas
- Ø The level of agricultural rent in the area.

Members are invited to consider whether they wish to make any changes to the rental charges for 2026/2027.

DECISIONS

Do Members **AGREE** with an increase or decrease of annual rents for 2026/2027?

In doing so, Members are asked to **RESOLVE** to **AGREE** any new annual rental amounts for 2026/2027.