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

Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a 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 **5.30pm on MONDAY 9th NOVEMBER 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.

TOWN CLERK

DATED this 3rd day of NOVEMBER 2026

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. Ratification of and welcome to the co-opted non-voting members of the Sub-Committee as voted on by Allotment Holders at the AGM dated 19th October 2026
5. To approve the Minutes of the Meeting held on 15th June 2026
6. Clerk's Report
7. Ratification of expenditure to be noted by the Environmental and Leisure Committee: -

- Purchase of Danger Razor Wire Signs following completion of bi-annual Health & Safety Review - £58.80 including VAT (charged to the Gravits Lane Maintenance Budget)
- Ground Hooks to repair gaps in Allotment Fencing £8.32 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Shelter Paving and Allotment Gate Repair - £67.44 including VAT (charged to the Gravits Lane Maintenance Budget)
- Grundons Waste Management charges for the disposal of waste from 2 allotments - £147.60 including VAT (charged to the Gravits Lane Maintenance Budget)
- Purchase of two A1 Allotment Noticeboards - £312.36 including VAT (charged to the Gravits Lane Maintenance Budget)
- Treated Fence Post and fast set concrete for Allotment Noticeboard installation - £50.26 including VAT (charged to the Gravits Lane Maintenance Budget)
- Engraving of Shields for annual Allotment Awards - £48.00 excluding VAT (charged to the Allotments Competition Budget)
- 15 Allotments 1st/2nd/3rd Planter Shaped Signs - £178.20 including VAT (charged to the Allotment Competition Budget)
- Purchase of light refreshments for the Allotment AGM - £17.60 including VAT (charged to the Allotment Competitions Budget)
- Annual Membership of the National Allotment Society - £85.00 including VAT (charged to the Subscription & Licences Budget)

8. Update on Health & Safety including report on inspection held on 25th June 2026
9. Report on lettings
10. To consider any action to be taken in respect of large tree growing in residential property in Hawthorn Road, that is overhanging the Allotments
11. To further consider sponsorship arrangements for Allotment Noticeboards – Min. 12 refers
12. Reports from co-opted Allotment Holders, including report on plot conditions
13. To approve changes to the Allotments Information leaflet
14. Consideration of any matters raised by the Tenants at the AGM held on 19th October 2026 that are not separate agenda items
15. Correspondence

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