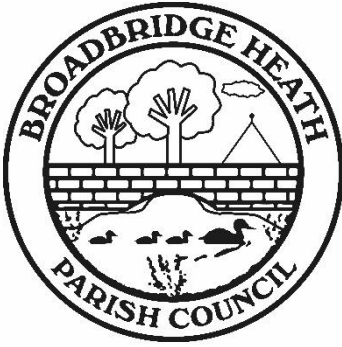


**ALLOTMENT**  
**WELCOME PACK**



## **Broadbridge Heath Parish Council**

The Parish Office,  
Sargent Way,  
Broadbridge Heath,  
West Sussex,  
RH12 3TS.

### **Allotment Welcome Letter**

#### **Dear Resident & Plot Holder**

Broadbridge Heath Parish Council are very pleased to welcome you as a new Plot Holder at the Broadbridge Heath Allotments, Churchill Way or Weston Avenue Sites. The Council are aware of the time and work it has taken to get to this point and hope that the Allotments will be enjoyed by yourselves and nurtured for many future generations in the village.

Please find included in this pack the following documents for your information.

1. Contact List
2. Tenancy Agreement
3. Watering Tips (NAS)

Allotment Rules and Waiting List Policy may be found on our website:

[Allotments - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](http://broadbridgeheath-pc.gov.uk)

The Parish Council will initially manage the allotment sites with the intention in the future to move to an Allotment Association.

We would like to have a representative from each Allotment Site to act as a liaison with the Parish Council for communications for both parties. For further information please communicate with the Parish Council at the following email address

**Deputy.clerk@broadbridgeheath-pc.gov.uk**

Plot holders are asked to be considerate to the neighbourhood and nearby residents, particularly when parking.

**As we embark on this new provision in the parish of Broadbridge Heath, please work with us and if you have any questions let us know.**

## **CONTACT LIST – June 2023**

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

Broadbridge Heath Parish Council

The Parish Office,

Sargent Way,

Broadbridge Heath,

West Sussex,

RH12 3TS.

01403 900665

Contacts – in the first instance please email the Deputy Clerk

Olivia Buck – Deputy Clerk

[Deputy.clerk@broadbridgeheath-pc.gov.uk](mailto:Deputy.clerk@broadbridgeheath-pc.gov.uk)

Lucinda Edwards – Clerk & RFO

[clerk@broadbridgeheath-pc.gov.uk](mailto:clerk@broadbridgeheath-pc.gov.uk)

CHAIRMAN - Councillor Terry Oliver

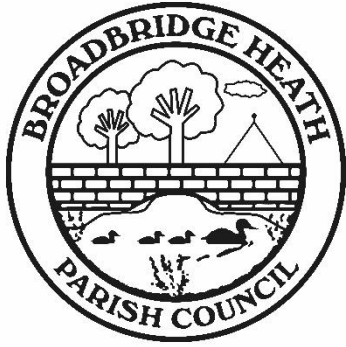
[oliver.t@broadbridgeheath-pc.gov.uk](mailto:oliver.t@broadbridgeheath-pc.gov.uk)

VICE CHAIRMAN – Councillor Christine Knight

[knight.c@broadbridgeheath-pc.gov.uk](mailto:knight.c@broadbridgeheath-pc.gov.uk)

ALLOTMENTS SUB-COMMITTEE CHAIRMAN – Councillor Geoff Clark

[clark.g@broadbridgeheath-pc.gov.uk](mailto:clark.g@broadbridgeheath-pc.gov.uk)



## **Broadbridge Heath Parish Council**

The Parish Office,  
Broadbridge Heath,  
West Sussex, RH12 3TS.  
Deputy.clerk@broadbridgeheath-pc.gov.uk

### **Tenancy Agreement**

This agreement made on  
between  
Broadbridge Heath Parish Council,  
The Parish Office,  
Sargent Way,  
Broadbridge Heath,  
RH12 3TS

**TENANT NAME**

**TENANT ADDRESS**

**AND EMAIL**

By which it is agreed that:

- 1) The Council shall let to the Tenant PLOT NUMBER  
AT \_\_\_\_\_ SITE
- 2) The Council shall let the above plot to the tenant for 5 years with a review after the initial 3 years, commencing on  
\_\_\_\_\_
- 3) The tenant shall pay a yearly rent of \_\_\_\_\_ (based on size) which shall be payable in full by 31<sup>st</sup> March each year.

- 4) In signing this agreement, the Tenant hereby agrees to the Rules as adopted by the Parish Council included within the Welcome Pack and acknowledges that the Parish Council accepts no liability for any injury or damage caused from their activities.

Signed by

---

The Tenant

and

CLERK

*Lucinda Edwards*

For and on behalf of Broadbridge Heath Parish Council.

[Broadbridge Heath Website Privacy Notice Updated Aug 21.pdf \(broadbridgeheath-pc.gov.uk\)](#)

## **Watering Tips**

Water is a vital ingredient for all plot-holders growing fruit, vegetables, herbs and flowers but it is a precious resource and can be a significant cost for allotment authorities. On sites with a mains water supply it should be used in a sensible and considerate manner by all. Where possible every gardener should have water butts to harvest any rain that does fall.

The best time to water your crops is in the evening or very early morning, using a watering can and aiming at the roots not the foliage. Water thoroughly on a weekly basis and soak the soil, this encourages the roots to go deeper in search of moisture. Water appropriately to the crop, plants also need different amounts of water at varying stages of growth and too much water can affect yield and taste.