COPPLESTONE PARISH COUNCIL
ORDINARY MEETING

To All Copplestone Parish Councillors

You are hereby summoned to attend a meeting of Full Council, which will be held on Monday 07 September 2026, at 19:30, at the Methodist Church Meeting Room.

The purpose of the meeting is to transact the following business.



Rachel Avery FSLCC
Parish Clerk
Wednesday 02 September 2026

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
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- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
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- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Copplestone Parish Council is unable to make any decision on matters not listed within the agenda.

AGENDA

1. **Public Question Time**
   To receive questions from members of the public relevant to the work of the council (CPC's adopted Standing Orders 1d; a maximum period of 3 minutes will be permitted for any person per topic, with a maximum of 20 minutes being allowed for this item)

2. **Apologies**
   To receive and accept Parish Councillor apologies (apologies should be made to the Parish Clerk)

3. **Declarations of Interest and Requests for Dispensations**
   3.1 To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda
   3.2 To consider any dispensation requests (requests should be made to the Parish Clerk prior to the meeting)

4. **Order of Business**
   At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

5. **Chair's and Clerk's Announcements**
   To receive any announcements which the Chair and Parish Clerk may wish to make (for information only)

6. **Parish Council Minutes**
   To approve and sign the minutes of the following meetings, as a correct record (minutes will be issued with the agenda):
   07 July 2026
   28 July 2026

7. **County and District Councillor Reports**
   To receive reports from County and District Councillors

8. **Local Government Reorganisation**
   To receive the warding arrangements letter from MDDC

9. **Allotments**
   To review and review the tenancy agreement, for further amendment and approval at the October meeting

10. Noticeboards

To receive an update on the purchase of additional noticeboards

11. Network Rail Parking Signs

To receive an update on the purchase of signs

12. Village Flooding and Drainage

To receive an update on any actions relating to flooding and drainage

13. Village Magazine

To receive an update on outsourcing the village magazine

14. Open Spaces

To receive a verbal update on open spaces:

a) Sunnymead Fencing

b) Sunnymead flooring

15. Copplestone Recreation Ground

To receive an update on terminating the lease

16. Finance

To agree the following payments:

Information Commissioners Office: £52.00

Kompan: £152.64

17. Member Statements

To receive any member statements, not for decision

18. Date of Next Meeting

To agree the date of the next meeting as Monday 05 October 2026

THIS AGREEMENT is made the……day of……..

BETWEEN

(1) Of ("the Council") and

(2) Of ("the Tenant")

NOW IT IS AGREED as follows

1. **Definitions**

In this lease the following terms have the following meanings except where expressly stated to the contrary:

'Annual Rent'	[ ]
'Association'	[ ]
'Commencement Date'	[ ] (date)
Insured Risk	means fire, explosion, lightning, earthquake, storm, flood, tempest, bursting and overflowing of water tanks, apparatus or pipes, damage to underground water, oil or gas pipes or electricity wires or cables, impact by aircraft and aerial devices and articles dropped from them, impact by vehicles, terrorism, subsidence, ground slip, heave, riot, civil commotion, strikes, lab our or political disturbances, malicious damage, and any other risks against which the Tenant decides to insure against from time to time and Insured Risks means any one of the Insured Risks.
'Landlord'	[ ]
'Permitted Use'	the use of the Property for the normal activities of allotment gardens
'Property'	[ ]
'Reinstatement Costs'	the full cost of reinstatement of the Property taking into account inflation of the costs of demolition, site clearance, site protection, shoring up, professionals' and statutory fees and incidental expenses and any other work to the Property that may be required by law and any VAT on all such costs, fees and expenses.
'Rights Reserved'	the Councils rights as described in Schedule 2

'Termination Date' [ ]

'Clause and schedule' respectively, clauses or schedules in this Lease.

2. **Interpretation**

2.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.

2.2. Where the Tenant is more than one person, the obligations and liabilities will be joined and several obligations and liabilities of those people.

2.3. The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

2.4. In this Lease references to any Legislation are to the provisions as extended, modified, amended, re-enacted or replaced the dated on which its construction is relevant for the purpose of this Lease and not as originally enacted or as at the date of this Lease.

2.5. Any reference to a statute includes a reference to any regulation or orders made under or pursuant to it.

2.6. In this lease, unless the context otherwise requires:
2.6.1.'month' means calendar month;
2.6.2.'person' includes a corporation;
2.6.3.The singular includes the plural and vice versa; and
2.6.4.The masculine includes the feminine and vice versa.

2.7. The word 'person' is deemed to be used in any direct or indirect references to a person whether or not that word is used

2.8. References in this lease to anything which any party is required to do or not to do include his acts, defaults and omissions, whether;
2.8.1.Direct or indirect;
2.8.2.On his own account; or
2.8.3.For or through any other person; and
2.8.4.Those which he permits or suffers to be done or not done by any other person.

2.9. The effect of all obligations affecting the Tenant under this lease is cumulative and no obligation will be limited or modified by any other of those obligations unless there is in this lease an express limitation or modification.

2.10. Except where the context renders it absurd or impossible, every reference to any party to this lease includes his or her successors in title and personal representatives, by and against whom this agreement will be enforceable as if they had been originally named as parties.

3. **Allotment**

3.1. The Council agrees to let and the Tenant agrees to take all that piece of land situated at ("the Allotment Site") numbered on the Council's allotment plan and containing approximately square metres ("the Allotment Garden") subject to, the Rent and on the terms of this lease [together with the [shed] erected on it (Property)]

4. **Tenancy and Rent**

4.1. The Allotment Garden shall be held on a yearly tenancy from at an Annual Rent of £ which is payable to the Council by the Tenant on the of each year ("the Rent Day").

4.2. 12 months' notice of any rent increase will be given by the Council to the Tenant in of the preceding year to take effect the following year.

4.3. The Tenant must pay the Annual Rent and all other sums payable under this lease by:

4.3.1. Electronic means from an account held in the name of the Tenant to an account notified from time to time to the Tenant by the Council; or

5. **Payment recoverable as rent**

5.1. Any money (other than rent) payable by the Tenant to the Council under this lease which is not paid on the due date will be recoverable as if it were rent in arrears.

6. **Rates and Taxes**

6.1. The Council will pay all rates and taxes

7. **Cultivation and Use**

7.1. The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his family) and for no other purpose and keep it free of hazards, e.g. broken glass or scrap metal etc., and reasonably free from weeds and rubbish and noxious plants and in a good state of cultivation and fertility and in good condition and must keep any pathway or cart-track included in or abutting on the Allotment (or, in the case of any pathway or track abutting on the Allotment and any other allotment garden or allotment gardens, the half-width of it on which the Allotment abuts) reasonably free from weeds.

7.2. The Tenant may not carry on any trade or business from the Allotment Site (A small amount of surplus produce may be sold as ancillary to the provision of crops for the family).

7.3. The Tenant shall have at least 80% of the Allotment Garden under cultivation of crops after 3 months and at least ¾ of the Allotment Garden under cultivation of crops after 12 months and thereafter.

8. The maximum amount of the Allotment Garden allowed to be hard landscaped e.g. patio, internal paths etc is 20%.The recommended amount of the Allotment Garden allowed as a wild area to encourage wildlife and wildflowers for pollinators is between 5% of the plot. The Tenant is not to allow anything in relation

to the Allotment Site or Allotment Garden, which is inconsistent with, or in breach of, the provisions of this lease.

8.1. The Tenant must cultivate, keep and manage the Allotment Garden:

8.1.1. In a good and husband-like manner
8.1.2. So as not to injure or deteriorate it; and
8.1.3. Leave it in a tidy and proper condition and in good heart at the end of the tenancy.
8.1.4. Must have 2000 Litres of water stored by IBC containers or water butts.
8.1.5. Access paths bordering your allotment are your responsibility to maintain.

8.2. The Tenant must keep all fences, gates, ditches and watercourses on the Allotment Garden in good repair and decorative condition

8.3. [The Tenant must destroy and spread all mole hills and ant banks on the Allotment Bank and control and so far, as reasonably practicable destroy and keep the Allotment Bank clear of all harmful weeds so as to prevent them seeding; and all infestation by harmful insects, pests and vermin including rats, rabbits and moles.]

8.4. The Tenant must keep the Allotment Garden free from all rubbish and litter and make proper arrangements for the disposal and removal of all rubbish and litter.

8.5. The Tenant must not use the Property except for the Permitted Use.

8.6. The Tenant must not, without the approval of the Council, at any time during the term carry on or permit to be carried on any trade or business on the Property or allow the display on the Property of any advertisements or notices other than notices by the Tenant to its members or permit the shed to be used otherwise than as a storage shed in connection with the allotments.

8.7. The rent fee is the same regardless of plot size.

9. **Prohibition on Under letting**

9.1. The Tenant shall not transfer, underlet, assign or part with possession of the Allotment Garden or any part thereof. (This shall not prohibit another person, authorised by the Tenant, from cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday, the site representative to be informed of the other person's name.) Or grant or purport to grant any right, interest, licence, or easement in or over or under the allotment.

10. **[Repair]**

10.1. [The Tenant must not pull down or alter the shed but keep it in good and substantial repair throughout the term, provided that this obligation shall not extend to the rebuilding or replacement of any part of the main structure of the shed. The Tenant must make good any defect or want of repair within three months after notice of it has been given to the Tenant by the Council.

11. **[Painting]**

11.1. [The Tenant must apply two coats of paint or other proper preservative to all the outside wood and iron work of the shed in the [] month of the term.

12. **Conduct**

12.1. The Tenant must always during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site.

12.2. The Tenant must comply with the conditions of use attached as Schedule 1.

12.3. The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or neighbouring resident of the Allotment Site, or obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotment gardens. And must always conduct himself appropriately.

12.4. The Allotment Garden may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the Allotment Garden.

12.5. The Tenant shall not enter encroach or trespass, or allow to trespass, upon another tenant's allotment onto any other plot at any time without the express permission of the relevant plot holder or encroach onto any path, road or communal space.

12.6. Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another plot without the express permission of the relevant plot holder. The Tenant is responsible for the actions of children and others entering the Allotment Site with his permission.

12.7. The Tenant must not remove produce from any other plot, belonging to any other person or the Council without the express permission of the relevant plot holder.

12.8. The Tenant must not cause or allow to be caused, any damage to The Allotment Site or the Allotment Garden.
The Tenant must not use the Allotment Garden for:

12.8.1. Any offensive, noisy, dangerous, illegal, immoral or improper purposes;
12.8.2. Subject to Schedule 1 Clause 7, keeping live birds or animals;
12.8.3. exhibition or entertainment;
12.8.4. public meeting; or
12.8.5. any sale by public auction.

12.9. The Tenant must not reside or sleep in the Allotment Garden.

12.10. The Tenant must not do anything on the Allotment which is or might be a nuisance or annoyance to the Council or his tenants or the owners or occupiers of any adjoining or neighboring property.

12.11. The Tenant agrees that the Council shall have the right to refuse

admittance to the Allotment to any person, other than the Tenant or a member of the Tenants family, unless accompanied by the Tenant or a member of the Tenant's family.

13. **Insurance**

13.1. The Tenant agrees to insure and keep insured themselves against all third party and public liability risks with a reputable insurance company, in the sum of at least Five Million pounds (£5,000,000.00) per single claim and produce the policy and current premium receipt to the Council upon demand.

13.2. The Tenant shall keep the Property insured on normal market terms against loss or damage by the Insured Risk for its full Reinstatement Cost against public liability and on such terms as the Council shall reasonably consider appropriate and for the loss of Rent from the Property for three years.

13.3. The Council shall not be obliged to insure any part of the Property installed by the Tenant.

13.4. The Tenant shall supply a copy of the insurance policy and schedule thereto to the Council upon request.

13.5. The Tenant shall:

13.5.1. Give the Council notice immediately on becoming aware of any matter that any insurer or underwriter may treat as material in deciding whether or on what terms to insure or to continue to insure the Property;

13.5.2. Not do or omit anything as a result of which any policy of insurance of Property or any neighbouring property may become void or voidable or otherwise prejudiced, or the payment of any policy money may be withheld, nor anything as a result of which any increased or additional insurance premium may become payable;

13.5.3. Comply at all times with the requirements and reasonable recommendations of the insurers relating to the Property;

13.5.4. Give the Council notice immediately on becoming aware of the occurrence of any damage or loss relating to the Property arising from an Insured Risk of any other event that might affect any insurance policy relating to the Property;

13.6. The Tenant shall, immediately inform the Council of any claims and use all insurance money received in connection with any damage to the Property to promptly repair and reinstate the damage for which the money has been received.

13.7. The Council shall not be obliged to repair or rebuild if the Tenant has failed to comply with Clause 12.1.

13.8. In the event of the Property or any part of it being destroyed by fire, The Tenant must rebuild and reinstate it to the satisfaction and under the supervision of the Councils surveyor, all money received under the insurance being applied for this purpose and any deficiency being made good by the Tenant.

14. **[Exclusion of Sections 24 to 28 of the LTA 1954]**

14.1. [The parties:

(a)confirm that:

(i)the [Council] served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, [not less than 14 days] before [this lease OR [DETAILS OF AGREEMENT FOR LEASE]] was entered into;

(ii)[the Tenant OR [DECLARANT'S NAME] who was duly authorised by the Tenant to do so] made a [statutory] declaration dated [DATE] in accordance with the requirements of section 38A(3)(b) of the LTA 1954; [and]

(iii)[there is no agreement for lease to which this lease gives effect; and]

(b)agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.]

14.2. [The parties confirm that:

(a)the [Council] served a notice on the Guarantor, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy to be entered into by the Guarantor pursuant to Paragraph 4.1 of Schedule 8, [not less than 14 days] before [this lease OR [DETAILS OF AGREEMENT FOR LEASE]] was entered into; and

(b)[the Guarantor OR [DECLARANT'S NAME], who was duly authorised by the Guarantor to do so,] made a [statutory] declaration dated [DATE] in accordance with the requirements of section 38A(3)(b) of the LTA 1954.]]]

15. **Lease Terms**

15.1. The Tenant must observe and perform all conditions and covenants that apply to the Allotment Site contained in any lease under which the Council hold the Allotment Site.

16. **Termination of Tenancy**

16.1. The tenancy of the Allotment Garden shall terminate

16.1.1. automatically on the Rent Day next after the death of the Tenant, or

16.1.2. by either the Council or the Tenant giving to the other at least 3 months notice in writing.

16.1.3. by re-entry by the Council after 3 months notice in writing to the Tenant on account of the Allotment Garden being required:

16.1.3.1. for building, mining, or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.

16.1.4. Sheds are bought by the new tenant, from the previous tenant. Tenant removes the shed if it is falling apart.

16.1.5. 1 shed is permitted, the maximum size of a shed to be 8ft by 6ft.

15.2 In the event of the termination of the tenancy the Tenant shall return to the Council any property (keys, etc.) made available to him during the Tenancy and shall leave the plot in a clean and tidy condition. If in the opinion of the Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (section 4 Allotments Act 1950).

15.3 Structures, fixtures and the like erected or installed on an allotment shall remain the property of the Tenant during the term of the tenancy. Upon the expiration or termination of the tenancy for whatever reason, the tenant or his or her personal representative shall be entitled to dispose of such structure, fixture, and the like to whom and on such terms as they may desire, including the sale to an incoming tenant, or remove such structure and fixtures and any produce. If the outgoing tenant neither disposes of nor removes such structures, then an incoming tenant may either enter into possession of these structures without making payment or cause these structures to be dismantled and removed and to charge the outgoing tenant the cost of these works.

15.4 Upon the termination of the tenancy of an allotment the tenant shall, if required to do so by the Council, remove from the allotment all his or her property of any kind within 28 days of such termination, and shall make good any defect to the allotment caused by such movement. The Council may thereafter remove any such property remaining on the allotment and charge the expense of such removal and making good any defect to the Tenant, who shall upon demand pay to the Council the amount of such expense.

15.5 If the Tenant makes any addition or alteration to the Allotment Garden (whether or not permitted) the Tenant must the extent to the [Council] requires at the end of the Term; reinstate the Property to the Councils entire satisfaction and restore it as if the addition or alteration had not been made, and pay the expenses properly incurred by the [Council] (including legal charges and surveyors fees) in connection with the reinstatement.

17. **Breaches and Disputes**

17.1. In the case of the Tenant who is in breach of the agreement, covenants or obligations imposed on them, the mater should be referred in writing to the committee, or such person or persons designated by them as they see fit, who shall at the earliest convenience deal with the matter.

17.2. In the case of a dispute between two or more tenants this shall be referred to the committee, or such person or persons designated by them as they see fit.

17.3. The Tenant agrees that any case of a dispute between the Tenant and any other occupier of an allotment garden in the allotment field shall be referred to the Council, whose decision shall be final.

17.4. [Any dispute as to the liabilities of the Tenant and any dispute as to the full reinstatement value of the shed for the purpose of insurance is to be determined by the surveyor of the Council, whose decision shall be binding on the Tenant].

17.5. Any party to a breach or dispute may appeal against any decision made by the committee this clause. The appeal shall be made to a person or persons independent of the management of the Council and of the management of the site. Such persons shall give the said parties a fair hearing before arriving at any decision on appeal.

18. **Change of Address**

18.1. The Tenant must immediately inform the Council of any change of address.

19. **Indemnity**

19.1. indemnify and keep indemnified the [Council], its officers and servants from and against all costs, claims, demands, proceedings, expenses and payments whatsoever that may be made or instituted against them or any of them in relation to the use of the allotment by the Tenant or the Tenant's employees, visitors or contactors either directly or indirectly, and which would not have arisen but for the granting of this tenancy;

19.1.1. Inform the [Council] of any attempt by the owners or occupiers of any neighbouring property to encroach on or acquire any right or easement over the allotment, including any unauthorised access to the site;

19.1.2. Cooperate as far as reasonably possible with the [Council] and its officers in ensuring the efficient effective and harmonious running of the site;

19.1.3. Inform the [Council] immediately of any change in their address or other contact details;

19.2. The Council is not responsible for any loss, theft, damage or injury to any persons or property on the allotment site, and all persons who enter the site do so at their own risk.

19.3. Tenants shall observe and perform any special condition which the [Council] considers necessary to preserve the allotment from deterioration, and of which shall be given to Tenant in accordance with these terms and conditions.

20. **Compensation**

20.1. Before taking possession of land, every member shall pay to the Council, as the case may be, any charge due in respect of incoming compensation, adaption or other matters.

20.2. The Council shall be entitled to recover from the Tenant vacating the allotment on the termination of the tenancy, statutory compensation in respect of any deterioration of the allotment caused by failure of the tenant to maintain it as required in this agreement.

21. **Notices**

21.1. Any notice given under this agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by registered post or recorded delivery. A notice may be sent by email if a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day.

21.2. Any notice served on the Tenant should be delivered at or sent to his last known home address. Any address served on the Council should be sent to the address given in this agreement or any address specified in a notice given by the Council to the Tenant.

21.3. A notice sent by registered post or recorded delivery is to be treated as having been served on the third working day after posting whether it is received or not.

21.4. A notice sent by email is to be treated as served on the day on which it is sent or the next working day where the email is sent after 1600 hours or on a non-working day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

21.5. If any notice served by the Council in respect of any breach of the terms of this agreement, the Tenant shall immediately comply with such a notice and carry out any work required by the notice.

21.6. The Tenant must immediately send to the Council a copy of any notice received by him affecting or likely to affect the Allotment Gardens.

22. **Third Party Rights**

22.1. This agreement does not create, confer, or purport to confer any benefit or right enforceable by any person who is not a party to it except that a person who is a permitted successor to or assignee of the rights of a party to this agreement is deemed to be a party to this agreement.

22.2. **To be signed within 4 weeks of receipt.**

Executed by the Council by

In the presence of

Signed by the Tenant

In the presence of

SCHEDULE 1

Conditions of Use

1. Trees

1.1. The Tenant shall not without the written consent of the Council cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees.

1.2. The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council.

1.3. The Tenant must not cut or prune any timber or trees, other than their own or take, sell or carry away any mineral, gravel, sand or clay without the written consent of the Council.

1.4. Fruit trees and bushes must not be planted within 1 meter of nor hang over or encroach upon roads, paths, fences or neighbouring allotments, and should not exceed 5 meters in height.

2. Hedges and Paths

2.1. The Tenant shall keep in repair, to the satisfaction of the Council, every hedge that forms part of the boundary of his Allotment Garden properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his Allotment Garden and every path or road bordering their allotment, except such paths, roads and hedges which the Council has agreed to maintain in good order and the Tenant must not damage any other hedges, fences or gates in the allotment field of which the Allotment forms part of on adjoining land or any notice board which has been or may at any time during the tenancy be erected by the Council on the Allotment or the allotment field.

2.2. Tenants must keep any watercourses bordering their allotment open and clear of obstructions and must not, without the prior approval of the [Council], divert, alter or in any way interfere with the free running or percolation of water in or under the site whether the water is in defined channels or otherwise.

2.3. where there is a border path between allotments, the Tenants of each of those allotments are jointly responsible for maintaining properly, and at a width of no less than 0.5 meters, the path between their allotments except that, by mutual agreement, the Tenants involved may agree that one or the other of them will be solely responsible for maintenance of the path.

2.4. The Council reserves the right, acting reasonably, and by providing at least 12 months written notice expiring on or before the 6th April or on or after the 29th September in any year, to re-define the boundaries of any allotment and re-calculate the rent if it believes this to be necessary to promote the efficient and effective management of the site.

2.5. The Tenant shall not use any barbed or razor wire (or similar) for a fence adjoining any path on the Allotment Site.

2.6. Public paths and haulage ways (roads) must be kept clear at all times.

2.7. All paths must be kept a minimum of 45 centimetres wide.

3. Security

3.1. The Tenant must make arrangements to meet personally at the entrance of the site any persons visiting them or vehicles making deliveries to them on the site. The Council have the right to refuse admittance to any person other than the Tenant or a member of his/her family or household to the allotment unless accompanied by the Tenant or a member of their family.

4. Inspection

4.1. An officer of the Council, their accredited representatives and persons acting on their behalf or with their permission shall be entitled to enter the allotment gardens for inspection of the state of cultivation to the state of health and safety and general condition of the plot, sheds, greenhouses, polytunnels and any livestock and full access must be given by the Tenant to the officer at a mutually agreed, mutually convenient time. The Council shall also be entitled shall also be entitled to carry out any works or repairs required or authorised by the Council.

4.2. The Tenant must permit the agents of the Council, with or without workmen and others, to enter the Property at all reasonable times to examine their state and condition.

5. Water/Bonfires/Fires

5.1. The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.

5.2. [The Tenant must not do or suffer to be done on the Property anything which may increase the risk of fire on the Property, and in particular must not store petrol, oil or similar fuel or lubricants on the Property except in the tanks of machines or with proper precautions and in such quantities as may be reasonably required for day-to-day use by the Tenant.]

5.3. The Tenant shall have consideration at all times for other tenants when extracting water from water points.

5.4. Bonfires may be lit by Tenants for the burning of materials from the Allotment Garden only i.e. diseased plants and dried-out organic material that will burn without smoke or hazardous residue on their allotments only. All fires must be attended at all times and not cause a nuisance to neighbouring residents or other plot holders. All fires must be fully extinguished before leaving the site**.** The Tenant shall not bring or allow to be brought on to the Allotment Site any materials for the purpose of burning such waste are allowed

5.**[Boundary Structure]**

5.5. [The Tenant must not cause or permit damage to any hedges, fences or gates on or abutting on the Property, and must preserve them in good condition.]

6. Dogs

6.1. Dogs must be kept on a lead at all times and remain on the Tenant's Allotment Garden only. Any faeces to be removed and disposed of off-site by the Tenant.

7. Buildings and Structures

7.1. Subject to 8.2, Tenants must not build or allow to be built on their allotments any structures exceeding 2.5 metres in height, 8ft by 6ft, and not more than one shed and one green house.

7.2. No Polytunnels are allowed on the allotment plot.

7.3. The Tenant shall keep all sheds, greenhouses and other structures in good repair to the satisfaction of the Council.

7.4. Oil, fuel, lubricants or other inflammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.

7.5. The Council will not be held responsible for loss by accident, fire, theft or damage from Allotment Garden.

7.6. Any exposed, path areas within the plot boundaries must not exceed 10% of the total area of the plot. Paths should be made using organic, sustainable materials and must be permeable so that rainwater seeps into the ground rather than running off into the public sewer, with no carpet being used.

8. General

8.1. The Tenant shall not deposit or allow other persons to deposit on the Allotment Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the Allotment Site.

8.2. All non-compostable waste shall be removed from the Allotment Site by the Tenant.

8.3. The Tenant shall not utilise carpets or underlay on the Allotment Garden.

8.4. The Tenant must not use barbed wire for a fence adjoining any path set out by the Council for the use of occupiers of the allotment gardens.

8.5. The Tenant must not:

8.5.1. Remove or carry away or permit to be removed or carried away from the site and clay, soil, mineral, gravel or sand;

8.5.2. Dig or permit to be dug any pits, shafts, wells or ditches;

8.5.3. Import, store or allow on the site an soil, fill or material from an external source, such as topsoil from domestic garden or building site. This also applies to any rubbish or other materials or items, which are connected with the proper and lawful use of the site, or which are not likely to damage the horticultural quality of the site. The Tenant is to use peat free soil where possible and obtain it from a recognized supplier.

8.5.4. Deposit any manure, refuse or other material of any kind on the roads, paths, lay-bys or anywhere on car-parking areas, in watercourses or on communal land except with the prior agreement of the Council and provided the material is cleared promptly.

8.5.5. Interfere in any way with any material, plant, equipment, building or installation owned by the Council.

8.6. The Tenant must report to the Committee any matters of mains water leakage, any damage to fences, property or produce, through trespass or vandalism or from any other cause.

9. Chemicals, Pests, Diseases and Vermin

9.1. Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.

9.2. When using any sprays or fertilisers the Tenant must

9.2.1. take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and

9.2.2. so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and

9.2.3. comply at all times with current regulations on the use of such sprays and fertiliser.

9.3. The use and storage of chemicals must be in compliance with all the relevant legislation.

9.4. Any incidence of vermin (rats) on the Allotment Site must be reported to the Council.

10. Notices

10.1. The Tenant will endeavour to maintain the plot number provided by the Council in good order and ensure it is visible at all times.

10.2. The Tenant shall not erect any notice or advertisement on the Allotment Site without prior consent of the Council.

Delete as applicable, any deletions to be initialled by both the Council and the Tenant

Schedule 2

Rights Reserved

1. The right for the Council and all others having similar rights:

   a. To enter the Allotment Garden for the purposes of exercising his rights under Clause 4 Schedule 1.

   b. To connect to use, maintain, renew, alter and replace all service channels in, under or on the Allotment Garden now or in the future.

   c. To maintain, renew, alter and replace all or any parts of any building on land adjacent to the Allotment Garden; and

d. To execute building, demolition and other works on land adjacent to the Allotment Garden.

O'Dell House, Hunters Road, Corby, Northants NN17 5JE
T: 01536 266576 W: thenas.org.uk E: contact@thenas.org.uk
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Organisation name: Copplestone Parish Council
Order reference: 00951526030fâ€‰
Registration reference: ZB610642

Dear Christopher Voaden

Data protection fee: Your payment is due

We're contacting you from the Information Commissioner's Office (ICO) to let you know that your annual data protection fee of **Â£52.00** is due on 10/10/2026â€‰.

Under the Data Protection (Charges and Information) Regulations 2018 (as amended) all organisations must pay the fee, unless exempt.

How to pay

Please visit our payment page for payment options. When making payment you will need your order and registration reference from the top of this email.

Keep us informed

If your details have changed or you no longer need to pay, update your information by:

- visiting our data protection fee hub; or
- using our contact details below.

For data protection fee advice, you can start a live chat.

Please quote your registration reference and your security number when contacting us. You can request a copy of your security number.

Thank you for your prompt attention to this matter.

Registration Team
Information Commissionerâ€™s Office
Wycliffe House, Water Lane, Wilmslow, SK9 5AF
T. 0303 123 1113 | live chat | ico.org.uk
Our live chat and helpline services are available Monday to Friday between 9am and 5pm (excluding bank holidays)
For information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice

Sales - Invoice

Invoice No.	271144
Bill-to Customer No.	C0000184
Order No.	SO261495
Document Date	10-08-2026
Due Date	09-09-2026
Sales Support	Pauline Lynch
Email	PauLyn@Kompan.com

James Clark
Copplestone Parish Council
Rose House
Copplestone
Crediton, Devon
EX17 5NR

External Document No. SUNNYMEAD PLAY PARK GRAB HANDLE
Your Reference 24/07/2026

Project Name EN368937 Spares - Cradle seat & climbing grips

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	Climbing grips for PCM110821-CUSTOM 20165724:				
A600010-06	CLIMBING GRIP W.GROOVE,BLACK 30213	4	Pieces	22.00	88.00
A28002-06	HOLLOWED INFILL SORT	4	Pieces	1.50	6.00
201301008016	WASHER Ø8,4XØ16X1,6 A2 DIN125 /ECO_DK_520/	4	Pieces	0.50	2.00
290100408040	TXLH SCR M8X40 A2-70 FZB DRW FULL THREAD ND593S	4	Pieces	2.10	8.40
A100-33	DO-NUT TOP 10 MM RED	4	Pieces	0.20	0.80
EXTRA SALES FREIGHT	Freight	1	Pieces	22.00	22.00

Total GBP Excl. VAT	**127.20**
20% VAT	25.44
Total GBP Incl. VAT	**152.64**

Payment Terms Net 30 days

Sell-to Address

Steven Dhinsa
Copplestone Parish Council
Rose House
Copplestone
Crediton, Devon
EX17 5NR

Please quote our invoice number or your account number as payment reference.
Our Bacs details are:
Account name: KOMPAN LIMITED
Sort code: 40-48-78
Account : 06411173