



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@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 at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **TUESDAY 14TH JUNE 2016**

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.

**PLEASE NOTE THE START TIME**

A handwritten signature in black ink, appearing to be 'Glenna Frost', written over a horizontal line.

**CLERK TO THE COUNCIL**

**DATED THIS 6<sup>TH</sup> JUNE 2016**

**THE AGENDA and BUSINESS to be TRANSACTED is:**

1. To Appoint the Chairman and Vice-Chairman of the Sub-Committee
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. To confirm the appointments of Mr. P. Carpenter, Mr. C. Penfold, Mrs. L. Russell and Ms. S. Trodd as co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on 17<sup>th</sup> November 2015 and the Extraordinary Meeting on 2<sup>nd</sup> February 2016
6. Matters Arising from the Minutes which are not separate Agenda items
7. Arrangements for judging:
  - a) Best Kept Plot Award - Gravits Lane Original Site
  - b) Sharon Stubbings Memorial Award - Best Kept Plot Re-Established Site
  - c) The Roy Gristwood Shield for Best use of Allotment for 2016
  - d) the Young Achievers Awards
8. Consideration of purchase of a spare combination lock for emergency use

9. Annual review of rental charges
10. Annual review of allotment guidelines/code
11. Consideration of tenants request to establish hedgehogs in the allotments
12. To note date of annual meeting of allotment holders on Tuesday 25th October 2016 and to consider arrangements
13. Health and Safety Risk Assessment at the Allotments
14. Report on lettings
15. Reports from Allotment Holders including report on plot conditions
16. Correspondence

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



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## **MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING**

**TUESDAY 17<sup>th</sup> NOVEMBER 2015**

**PRESENT:** Cllrs. P. Dillon (Chairman), Mrs. S. Daniells, and P. Woodall

**IN ATTENDANCE:** P. Carpenter, C. Penfold, Miss S. Trodd and Mrs. L. Russell  
(Tenants Representatives)  
Sheila Green (Allotment Committee Clerk)

*The Meeting opened at 6.40pm*

### **18. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllrs. Mrs. J. Warr and D. Barnes.

### **19. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

**20. RATIFICATION OF THE CO-OPTED MEMBERS AS RECOMMENDED BY THE AGM HELD ON 13<sup>th</sup> OCTOBER 2015 OF P. CARPENTER, C. PENFOLD, MISS S. TRODD AND MRS. L. RUSSELL, AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of P. Carpenter, C. Penfold, Miss S. Trodd and Mrs. L. Russell as co-opted non-voting members of the Sub-Committee.

**21. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> JUNE 2015**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2<sup>nd</sup> June 2015.

**22. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**22.1 2<sup>nd</sup> June 2015 Min.11 refers: Consideration to purchase and erect a noticeboard for notices, guidelines, information and contact details.**

At the last meeting the Sub-Committee rejected a proposal to erect noticeboards but is happy for the tenants to make their own arrangements if they wished. Tenants of the original site are considering putting a noticeboard by the middle gate. The position was indicated on a site map to the Sub-Committee who **AGREED** that this would be permitted. The Committee Clerk reminded the tenant representatives that they would take sole responsibility for the maintenance, upkeep and any insurance liability. Tenants on the re-established site do not wish to erect a noticeboard on that site.

**23. RATIFICATION OF EXPENDITURE FOR REFRESHMENTS AT THE AGM HELD ON 13<sup>th</sup> OCTOBER 2015**

The cost of £30.47 for refreshments was ratified by the Sub-Committee.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £30.47 to the **Environment & Leisure Committee**.

**24. FURTHER CONSIDERATION OF PUBLIC LIABILITY INSURANCE – THIS ITEM WAS DEFERRED FROM THE MEETING 2<sup>nd</sup> JUNE 2015 MIN.13 REFERS**

Following a request from the Town Council for tenants to hold 3<sup>rd</sup> party liability insurance for their plots, one of the tenants had made enquiries with a couple of insurance companies who confirmed that the liability within their household policies may not extend to the allotments. An extra premium would be required which the majority of allotments holders have indicated they are not prepared to pay. It was also suggested that 3<sup>rd</sup> party liability could not be enforced. Following advice from their own insurance company the Town Council acknowledge that this cover is not compulsory by law however a letter will be sent to all tenants to advise that the Town Council hold liability cover for their own legal liabilities but this will not provide indemnity to individual plot holders and that they should consider the risks of individual law suits for injury or damage that they may cause.

Therefore it will be the responsibility of each plot holder to decide whether to take 3<sup>rd</sup> party liability insurance cover.

The Sub-Committee **RESOLVED** to **APPROVE** this decision.

**25. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT AGM HELD ON 13<sup>th</sup> OCTOBER 2015 INCLUDING: REVIEW OF EVICTION PROCEDURE FOR UNCULTIVATED PLOTS; PATHS & EDGES; COMPOST & RUBBISH BINS FENCELINES; GATE ENTRANCES AND BEES**

**Review of eviction procedure for uncultivated plots:** One of the tenant representatives asked if the eviction procedure for uncultivated plots could be reviewed as the process seemed to take a long time.

The current process is as follows:

- *A letter of cultivation is sent asking for a response to the office within 7 days*
- *A strong reminder with a photograph of the overgrown plot and 14 days from the postmark of the letter, in which to bring the entire plot up to the standard required by the tenancy agreement*
- *A letter with Notice to Quit immediately*

Following discussion it was agreed that the current process is adequate but was probably being held up as the Committee Clerk does not always have the capacity to do a site visit to ensure the necessary action has been taken resulting in a delay. The tenants representatives offered to help with this which will assist with a quicker turnaround. It was **AGREED** that the current system will continue.

The Sub-Committee **RESOLVED** to continue with the current eviction procedure and if necessary review again in the future.

**Paths & Edges:** There were some concerns that plot holders are not keeping their paths and edges tidy. The Committee Clerk advised that tenants were reminded of their obligation in the latest newsletter. The tenants representatives will monitor the situation.

**Compost & rubbish bins:** A tenant wanted to know if the Town Council supplied compost or rubbish bins and would remove waste. Bins are not supplied by the Town Council but it is believed compost bins can be purchased from Arun District Council. The Committee Clerk would like to remind tenants that they are responsible for the removal of their own waste. The Town Council Town Force team can remove rubbish and waste but there would be a charge for this. Current Town Force charges are £22.00 + VAT per man per hour. Any charges incurred at the tip would also be passed on.

**Fencelines:** The Committee Clerk reported that Town Force has been issued with a job ticket to trim the fencelines and trim the hedges and work would commence over the next few days weather permitting. She also asked if tenants could do their bit and keep the back of their sheds clear.

**Gate entrances:** There is a buddleia tree by the middle gate that is overhanging and causing obstruction. One of the tenants representatives will undertake to cut this back.

**Bees:** One of the new tenants asked if she could keep bees on the allotments. This was discussed and whilst everyone agreed it would be good for the environment there were concerns raised with regards to swarming, the fact that the allotments are in the middle of a residential housing estate and the risk of allergic reactions to possible stings.

The Sub-committee **RESOLVED** not to allow bee keeping on the allotments at this time.

**26. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

It was **RESOLVED** that The Committee Clerk and Cllr. Dillon would undertake a Health and Safety Risk Assessment, with a representative from each site. The Committee Clerk will arrange a mutually convenient date.

**27. REPORT ON LETTINGS**

The Committee Clerk reported that there was only 1 vacant plot for the original site and 2 for the re-established site. Arrangements had been made for viewings. There are currently 5 people on the waiting list.

**28. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON CONDITIONS OF PLOTS**

It was reported that as a whole the standard had improved considerably on both sites. The tenants representatives have played a large part in assisting with this and the Chairman thanked them on behalf of the Sub-Committee. There were only 2 plots that gave cause for concern, plots 5a and 30. The Committee Clerk will arrange for photographs to be taken and letters to be sent.

**29. CORRESPONDENCE**

The Sub-Committee noted receipt of correspondence from the Sussex Mammal Group, who is undertaking a harvest mouse survey. One of the tenant representatives expressed a personal interest in taking part in the survey and as the survey is open to all the Committee Clerk will pass the details on.

***The Meeting closed at 7.45pm***



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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE**

**TUESDAY 2<sup>nd</sup> FEBRUARY 2016**

**PRESENT:** Cllrs. P. Dillon (Chairman), K. Batley, Mrs. S. Daniells,  
W. Toovey and P. Woodall

**IN ATTENDANCE:** P. Carpenter and C. Penfold (Tenants Representatives)  
Mrs. L. Russell (Tenants Representative & Tenant  
Spokesperson)  
1 Tenant Spokesperson and 1 Tenant  
Sheila Green (Allotment Committee Clerk)

*The Meeting opened at 5.30pm*

### **30. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllrs. D. Barnes and M. Lineham who had work commitments, Cllrs. S. Reynolds and Mrs. J. Warr who were on annual leave.

### **31. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
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In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These

forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

**32. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public in attendance.

**33. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (STANDING ORDERS. 31.1) (CONTRACTUAL)**

The Sub-Committee **RESOLVED** to move to confidential business.

**34. TO CONSIDER CORRESPONDENCE RECEIVED FROM A TENANT REGARDING A FORMAL COMPLAINT AGAINST ANOTHER TENANT**

Confidential papers containing the nature of the complaint and a response from the tenants spokesperson, to whom the complaint was addressed, were distributed to Councillors. For the benefit of the non-voting members a precis of the content was given with the omission of the names of the tenants involved.

The Chairman advised Members that the dispute between the two tenants had been long running and that he and the Committee Clerk had previously spoken to both parties on an individual basis to try and resolve the issues which now appeared to have escalated.

The complaint detailed the sender's serious allegations over the behavior and actions of another tenant. It was suggested that what was alleged was down to interpretation and the Council cannot dictate discussion. A Member drew attention to the point that the accusations were supposition and there was in fact no evidence or witnesses to substantiate the claims made therefore the allegations could not be proven. The Chairman said the Sub-Committee needed to try and find a solution as to how the two tenants could co-exist going forward and which would be fair to both parties.

One of the key factors is that the tenants involved have neighbouring plots. A proposal was put forward that both tenants should give up their adjoining plots and be re-located to another part of the allotment so in theory they would no longer have cause to meet or communicate. The Chairman asked the spokespersons if they thought this would be an acceptable and workable proposal to both tenants, and both agreed this would be a fair solution.

The Allotments Sub-Committee **RESOLVED** to **AGREE** this proposal and the Committee Clerk will make arrangements for this action to be undertaken.



The Chairman said he hoped that this would now be the end of the dispute and that both parties could mutually agree to co-exist; any further disruption could result in the termination of contracts of one or both parties from the allotments. It was suggested that if any further incidents occurred that a record should be kept and witnesses identified, however, this must not turn into a "witch-hunt" as this too will not be tolerated.

***The Meeting closed at 6.01pm***

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE – 14<sup>TH</sup> JUNE 2016**

**AGENDA ITEM 8 – CONSIDERATION OF PURCHASE OF A SPARE  
COMBINATION LOCK FOR EMERGENCY USE**

**REPORT BY COMMITTEE CLERK**

**FOR DECISION**

Since the padlocks on the allotment gates have been changed for combination locks there have been a few occasions when the lock has jammed and had to be replaced. Whilst the lock is off the gate the site is not secure. Would the Sub-Committee consider the purchase of a spare lock to be used if this happens again?

**For Decision:**

**The Sub-Committee are asked to consider whether they would be willing to allow the purchase of a spare combination lock in the event that an existing lock needs repair or replacement?**

## ***Bognor Regis Events 2016***

KITE FESTIVAL Saturday 2<sup>nd</sup> & Sunday 3<sup>rd</sup> July

A DRIVE THROUGH TIME MOTOR GALA\* Sunday 10<sup>th</sup> July. A day of classic and vintage motor vehicles at West Park includes: craft & charity fair, hog roast. Live broadcast of the Silverstone Grand Prix on a big screen

PROMS IN THE PARK\* Saturday 16<sup>th</sup> July 6.30 pm  
Rousing evening of free entertainment, bring your chair, grab a picnic and enjoy the beautiful surroundings of Hotham Park.

ROX MUSIC AND ARTS Saturday 30<sup>th</sup> & Sunday 31<sup>st</sup> July . [www.the-rox.com](http://www.the-rox.com)

FUNSHINE DAYS \* Monday 1<sup>st</sup> August to Friday 26<sup>th</sup> August. FREE fun activities for children of all ages. See [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk) or find us on Facebook “Bognor Regis Town Council, Events” for more detail.

HOTHAM PARK COUNTRY FAIR Saturday 6<sup>th</sup> & Sunday 7<sup>th</sup> August . Big crafts display and stalls, music and dancing in the idyllic setting of the towns biggest and most beautiful park.

INTERNATIONAL BOGNOR BIRDMAN Saturday 3<sup>rd</sup> & Sunday 4<sup>th</sup> September  
International flying competition from the end of the Pier. See those magnificent men (and women) trying to fly. (To be confirmed –see [www.birdman.org.uk](http://www.birdman.org.uk))

SOUTHDOWN FOLK FESTIVAL Friday 23<sup>rd</sup> – Sunday 25<sup>th</sup> September  
Ticket holders will have FIVE great afternoon and evening concerts to attend, plus a free Folk Club, sessions, workshops, dancing and all the music, food fayre and other attractions in Hotham Park and various venues in the Town Centre .  
[www.southdownfolkfest.co.uk](http://www.southdownfolkfest.co.uk)

ILLUMINATED GALA Sunday 28<sup>th</sup> August Sunday night spectacle of floats and walking characters, all lit up. In support of Bognor Regis Seafront Lights  
[brsfl@btinternet.com](mailto:brsfl@btinternet.com)

SWITCH ON OF CHRISTMAS ILLUMINATIONS 26<sup>th</sup> November (contact 01243 825535 for details or see [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk) )

\*= Events organised by Bognor Regis Town Council

More information and details can be found on the Town Council website [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk) or Facebook Bognor Regis Town Council Events

**26. Safety first** - You are responsible for ensuring that your shed, structure or glass house is a sound structure, will not collapse in high winds, and does not contain any hazardous unsecured contents. Any chemicals should be locked up in your shed or removed from the premises.

**27.** Plots being re-let will not be rotavated .

**28. Carpets** can only be used in small amounts to make paths and should not be used long term.

**29.** The tenant is required to give notice in writing, of any change of address, within 28 days of such change .

**30. Please report any incidents to the Police on 101 Following that please notify the office.**

**31. Finally PLEASE NOTE: Abusive behaviour towards staff will not be tolerated. Any such behaviour could result in the eviction of the tenant.**

**Thank you for reading this leaflet and for your support with these issues .**

**Allotment Committee Clerk: Lynette Gill  
01243 825535**

**Your Tenants Representatives for 2016/17 are:**

**Mr. P. Carpenter Plot 11a ( Original site)  
01243 823836**

**Mr. C. Penfold Plot 7a (Original site)  
01243 265159**

**Ms. S. Trodd Plot 82 (Re-established site)  
07849550294**

**Mrs. L. Russell Plot 104 (Re-established site)  
01243 869306**

# **BOGNOR REGIS TOWN COUNCIL**



## **ALLOTMENT INFORMATION LEAFLET**

**JUNE 2016**

**Emergency: 999  
Police: 101  
Town Council: 01243 867744  
[www.bognorregis.gov.uk](http://www.bognorregis.gov.uk)**

**Please keep this booklet safe**

*This leaflet has been produced to keep you informed of the current guidelines for the Gravits Lane Allotments. Please keep it safe for reference. This along with your Tenancy Agreement forms the basis of your contact with the Council*

**1. Gates** - You must always shut and lock the gate when entering or leaving the allotment site.

**2. Dogs** - Dogs are allowed on the allotment sites as long as they are kept under control, or on a lead if necessary, and any mess cleared up and properly disposed of.

**3. Children** - While children are allowed to accompany a responsible adult to the allotment site, children must be kept under the control of said adult. They should remain within the confines of the plot and not be allowed to wander around the site.

**4. Trees/fruit bushes** - Only fruit trees may be planted on the allotments and they must be pruned and maintained regularly, they should not be allowed to overgrow your plot. Fruit trees should be maintained to a maximum height of 8ft.

**5. Cultivation** - You must cultivate your plot and keep this free from weeds, docks, thistles, couch grass, and brambles. Should you fail to maintain your allotment you will be sent two warning letters prior to a Notice to Quit being issued. Tenants are asked to keep their footpaths and the edges of their plots tidy.

**6. Need help** - If you feel you no longer have the time or energy to maintain your plot (this must be done regularly or the overgrowth becomes a problem for others), talk to the Town Council. Do not let it linger on until year-end. Someone may be willing to share part of your plot although you would still be the responsible tenant.

**7. Vacating your Plot** - You may vacate your plot at any period by written notice to the Allotments Sub-Committee Clerk, at the Town Council Offices, but you are required to move your belongings within 7 days, leaving the allotment clear and tidy.

**8. Repairs and Renewals** - If you have noticed a damaged fence, leaking water tap or had difficulty opening the lock to your site, please let us know. Please tell one of the Tenants Representatives or if urgent please ring the Town Council and the repair will be arranged as soon as possible

**9. Consideration** - Please show respect for others and consideration, especially when erecting a shed/greenhouse, planting something that will grow tall or installing tunnels - all of which may overshadow the neighbouring plot resulting in loss of vital sunshine. Permission must first be sought from the Town Council.

**10. Tetanus** - This can be caused by bacteria present in soil and manure. It may enter the body through a scratch, thorn, or cut. Make sure that you have a vaccination that can protect you against the disease. Your doctor can help with this.

**11. First Aid Kit** – It would be a good idea to keep one of these in your shed.

**12. Rats** - If you see any evidence of rats on your allotment this should be reported to the Tenants Representative or the Town Council Office who will make the necessary arrangements. Rats may carry Weil's disease via their urine.

**13. Health and Safety** - Please ensure that all tools/hosepipes and glass panes are stored in your shed when not being used. Items such as wooden planks should be kept neatly on you plot.

**14.** Should you wish to raise any issues to the Allotment Sub-Committee please talk to your Representative, or alternatively ring the Town Council.

**15. Disposing of or letting your Plot** - You may not sub-let your plot or offer this to someone else if you are vacating your allotment. As a tenant you are required to return the plot in a clean and tidy condition to the Town Council to be offered to people on the waiting list.

**16. Trade or business** - You may not carry out any trading or business from you allotment.

**17. Rubbish** - You may not bring rubbish (including old tyres or anything containing asbestos) to the allotment site or you may be charged for the removal of the rubbish.

**18. Communal pathways** - You may not at any time leave bags of rubbish, your compost bin, or any object to cause obstruction of the communal pathways or you may be charged for the removal of same. Your plot and paths must be kept free of hazards, ie. broken glass or scrap metal.

**19. Hosepipes** - You are not permitted to leave a hose pipe with running water unmanned (this must be disconnected and stored before leaving your plot.) PLEASE NOTE: Watering cans are to take priority.

**20. Public nuisance** - You should not cause a nuisance to your neighbours by playing loud music, using bad language or making racist remarks, or by being drunk and annoying others. You are not allowed to be insulting, act violently or enter into any aggravated assault. This may result in disqualification from remaining a tenant.

**21. Trespass** - You should not trespass on the plots of other tenants unless they have given you permission and other tenants are aware of this agreement.

**22. Plot numbers** - You should not allow your produce to cover your plot number. This must be clearly visible at all times.

**23. Code to the Allotment Site** - You may not pass your code to allow access to the site by any unauthorised person. The code is provided for the use of the tenant and only the tenant.

**24. Permissions** - If you wish to do anything other than cultivate your plot, you must ask the Town Council Allotment Sub-Committee for permission to a) erect a shed, structure or greenhouse; b) to plant fruits trees, trees, and large shrubs; c) erect poly tunnels on your plot.

**25. Weedkiller & Pesticides** - The use of any type of weedkiller or pesticide is strictly forbidden on the allotments

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE – 14<sup>TH</sup> JUNE 2016**

**AGENDA ITEM 11 – CONSIDERATION OF TENANTS REQUEST TO  
ESTABLISH HEDGEHOGS IN THE ALLOTMENTS**

**REPORT BY COMMITTEE CLERK**

**FOR DECISION**

A request has been received from an allotment tenant (ORIGINAL SITE):

“I am interested in pursuing a project but would like to make sure that this is acceptable to the Town Council and the conditions of our allotments first.

Like many other people, we have an issue with slugs and snails on our site. To help with this, and the environment and wildlife in general, I would like to arrange for the Gravits Lane site to be used for the release of hedgehogs back into the wild.

I have started contacting Brent Lodge Wildlife Hospital in Sidlesham to find out what would be involved and our site meets many of the criteria - away from a main road, no badgers around and so on.

However, the release would involve keeping the hedgehog in a hutch and run on site for several weeks, whilst it got used to the area. I am conscious that one of the terms of our allotments is not to keep livestock on the plots and I don't want to be regarded as in contravention of this.

If the release were to take place, I would also need to ask if you could send out a letter to all plot holders informing them of the event, of the reason for the hutch and run being on my plot and requesting them to stop using slug pellets as these can kill hedgehogs.

If the initial release was a success, it could lead to further hedgehog releases on site in the future.

I have started asking other plot holders for their opinions, which so far have all been positive.”

**FOR DECISION:**

**Do Members support the suggestion to introduce hedgehogs to the Allotment site starting with the original site and if successful to follow on the re-established site?**

BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE – 14<sup>TH</sup> JUNE 2016

AGENDA ITEM 13 – HEALTH AND SAFETY RISK ASSESSMENT AT THE  
ALLOTMENTS

REPORT BY COMMITTEE CLERK

FOR DECISION

The Health and safety check was completed by Cllr. P. Dillon and the Allotments Sub-Committee Clerk with the tenant representatives on Monday 6<sup>th</sup> June.

There were a few small issues which have been brought to tenants attention and these have been resolved.

One issue of concern was a full sized children's trampoline on one plot. This contravenes the tenancy agreement:

***1. The Council let and the Cultivator takes as from the above mentioned date all that above detailed plot of ground being part of the allotment land maintained by the Council for use as an allotment garden and for no other purpose.***

And

***3. h. Not to erect any building or structure on the said plot without the previous consent of the Council.***

The tenant has been asked to remove the trampoline but is asking for it to be allowed for this summer as she brings her young son to the allotment and this is to keep him amused while she works.

To allow this play equipment to remain could set a precedent and others may also wish to put play equipment on their plots.

**For Decision:**

**The Sub-Committee are asked to consider whether they would be willing to allow the trampoline to remain until the end of this summer?**

