



# **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 6<sup>th</sup> JUNE 2017**

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'.

**DATED THIS 30<sup>th</sup> MAY 2017**

**CLERK TO THE COUNCIL**

**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. E Popov, 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 8<sup>th</sup> November 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 2017
  - d) Young Achievers Awards
  - e) Most Improved Plot - Reps Award
8. Annual review of rental charges

9. Annual review of allotment guidelines/code including further guidance on bonfires
10. To note date of annual meeting of allotment holders on Tuesday 17<sup>th</sup> October 2017 and to consider arrangements
11. Consideration of a request for a plot from a local CIC
12. To ratify expenditure of £226.24 for replacement of bollards and fence post at Gravits Lane entrance to Allotments
13. Update on new fence at Gravits Lane allotments, tenants' concerns regarding the work and subsequent consideration of appointing a company to remove rubbish on Gravits Lane plots uncovered during fence construction
14. Report on Allotments Sub-Committee Clerk's attendance at SSALC Allotment Compliance Training 28<sup>th</sup> March 2017
15. To ratify expenditure of £390.00 for removal of overgrown sycamore tree on the original site
16. Health and Safety Risk Assessment at the Allotments
17. Report on lettings
18. Reports from Allotment Holders including report on plot conditions
19. 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 MEETING OF THE ALLOTMENTS SUB-COMMITTEE**

**HELD ON TUESDAY 8<sup>th</sup> NOVEMBER 2016**

### **PRESENT:**

Cllrs. P. Dillon (Chairman), K. Batley, S. Reynolds and P. Woodall.

### **IN ATTENDANCE:**

C. Penfold and Mrs. L. Russell (Tenants' Representatives)  
Mrs. L. Gill (Allotments Committee Clerk)  
1 Councillor in the Public Gallery

*The Meeting opened at 6.30pm.*

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

The Chairman welcomed those present. Apologies had been received from Cllr. Mrs. S. Daniells due to being at a conference and Mrs. J. Warr who is away.

### **18. 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.

**19. RATIFICATION OF THE CO-OPTED MEMBERS AS RECOMMENDED BY THE AGM HELD ON 25<sup>th</sup> OCTOBER 2016 OF MR. C. PENFOLD, MR. E. POPOV, MRS. L. RUSSELL AND MISS. S. TRODD, AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of C. Penfold, E. Popov, Mrs. L. Russell and Ms. S. Trodd as non-voting members of the Sub-Committee.

**20. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> JUNE 2016**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 14<sup>th</sup> June 2016 as an accurate record and these were signed by the Chairman.

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

There were no matters arising.

**22. RATIFICATION OF EXPENDITURE OF £31.70 FOR REFRESHMENTS AT THE AGM HELD ON 25<sup>th</sup> OCTOBER 2016 AND ASSOCIATED AGM COSTS**

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 Events, Promotion and Leisure Committee.

**23. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT THE AGM HELD ON 25<sup>th</sup> OCTOBER 2016 THAT ARE NOT SEPARATE AGENDA ITEMS INCLUDING; WATER BARRELS, SITING OF SHEDS, OVERHANGING TREES, REPLACEMENT OF PADLOCKS, DRONES AND BONFIRES/BBQS**

The report from the Allotments Sub-Committee Clerk was **NOTED**. Issues regarding water barrels and sheds had been dealt with. The issue of padlocks would be dealt with on Agenda item 8.

**23.1 Overhanging Tree:** Following discussion it was **AGREED** that an arboriculturalist's opinion be sought on the tree and pending his decision a quotation be obtained to prune or remove the tree.

**23.2 Drones:** Members **AGREED** that there was no further action to be undertaken regarding drones but requested that any sightings of drones over the allotments be reported to the Council.

**23.3 Bonfires/BBQs:** Councillors and Tenants' Representatives discussed the issues around bonfires and BBQs on the plots and it was **RECOMMENDED** that an additional advisory note be added to the information leaflet asking that ploholders ensure any bonfires or BBQs are extinguished before leaving the plot and not left to burn unattended. As has been previously advised Tenants should also show consideration for the adjoining neighbours.

**24. CONSIDERATION OF IMPROVING FENCING ADJOINING GRAVITS LANE TO IMPROVE SITE SECURITY**

Members discussed the Allotments Sub-Committee Clerk's report. It was **AGREED** to purchase three further padlocks at a cost of £14.49 + VAT each for the remaining 3 gates on the Allotments to improve security.

Following further discussion it was **AGREED** to support the provision of 6ft fencing on the Gravits Lane side of the original site as a duty of care towards the safety of the ploholders and to **RECOMMEND** to the Policy & Resources Committee that this be funded from the Rolling Capital Programme.

**25. UPDATE ON ISSUES REGARDING SNARES AND GUNS AT THE ALLOTMENTS**

The Allotment Sub-Committee Clerk's report was **NOTED**. It was acknowledged that there is no evidence to prove who set the snare and no further sightings of anyone with a firearm had been reported. The Tenants' Representatives will remain vigilant and report anything of note to the Council. It was **NOTED** that the Police had closed the file as they found no evidence. The next Allotment Newsletter will again warn that the setting of snares or use of firearms on the site will not be tolerated by the Council.

**26. RATIFICATION OF EXPENDITURE OF £120.00 TO REPAIR FENCING DAMAGED BY VEHICLE ON 30<sup>th</sup> JULY 2016**

The cost of £120.00 to repair the fence was **RATIFIED** by the Sub-Committee.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £120.00 to the Events, Promotion and Leisure Committee.

**27. CONSIDERATION OF RE-INSTATING THE IMPROVERS AWARD - MIN. 7 REFERS**

Up until 2012 yearly awards were made to each area of the Allotments for the most improved plot. This was voted on by fellow ploholders. However lack of participation led to this award being discontinued. At the previous meeting it had been suggested this award might be reinstated. Following discussion it was **AGREED** that the Tenants' Representatives would judge the Improvers Award and award a certificate for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places on each site. If this proved popular consideration would be given to re-instating the plaques for 1<sup>st</sup> place on each site for following years.

**28. RATIFICATION OF EXPENDITURE OF £40.73 ON 2 SPARE PADLOCKS - MIN. 8 REFERS**

The Sub-Committee **RESOLVED** to approve the cost of £40.73 for two spare padlocks which had been purchased previously.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £40.73 to the Events, Promotion and Leisure Committee.

**29. REPORT ON LETTINGS**

The Allotments Sub-Committee Clerk reported that there were currently no plots available on the re-established site and none of the original site. There were 11 people on the waiting list.

**30. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS**

It was reported that as a whole the standard had improved considerably on both sites and they had no further issues to report. The Tenants' Representatives have played a large part in assisting with this and the Chairman thanked them on behalf of the Sub-Committee.

**31. CORRESPONDENCE**

There was no correspondence to report.

***The Meeting closed at 7.15pm.***

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE – 6<sup>th</sup> JUNE 2017**

**AGENDA ITEM 6 - MATTERS ARISING FROM THE MINUTES WHICH ARE NOT  
SEPARATE AGENDA ITEMS**

**REPORT BY COMMITTEE CLERK**

**FOR INFORMATION**

**MIN. 25 8<sup>TH</sup> NOVEMBER 2016: UPDATE ON ISSUES REGARDING SNARES AND  
GUNS AT THE ALLOTMENTS**

The Sub-Committee will remember the issue last summer when a fox was caught in a snare attached to the fence on the original site. The representatives have been monitoring the situation and had not seen any further activity until the Christmas period when a pile of leftover Christmas dinner was found in exactly the same spot that the snare was set. There was also a carrier bag of empty bottles and cans which appeared to have been thrown over the fence. The two ploholders either side of that area were away for the holiday. The rep removed the food and disposed of it. It would appear that someone from either inside or outside of the allotments was feeding the fox at this point. Town Force had a quantity of strong wire mesh in their stores which they took to the site and attached strips along the base of the fence to discourage foxes entering. The area continues to be monitored.



BOGNOR REGIS TOWN COUNCIL

ALLOTMENTS SUB-COMMITTEE – 6<sup>th</sup> JUNE 2017

AGENDA ITEM 8 – ANNUAL REVIEW OF RENTAL CHARGES

REPORT BY COMMITTEE CLERK

FOR DECISION

At the Policy and Resources Committee Meeting of 5<sup>th</sup> December 2016 Members requested that rents for Allotments should be reviewed. Min. 118.4 refers

Total income from rent for 2016/17		£1888.68
Expenditure for 2016/17	Water rates	£490.50
	Stationery	£9.15
	Competition expenses	£87.42
	Maintenance expenses	£875.90
	Town Force charges	<u>£2442.00</u>
	TOTAL	<u>£3904.97</u>

Leaving a shortfall of **£2016.29**

*However, it should be noted that Town Force charges are an accounting charge, to account on paper for Town Force time charged at £22.00 per man per hour.*

(Charges for installation of the new fence to improve security on the original site of £4238.00 was funded through the Rolling Capital budget and not from Allotments budget and have therefore not been included in the above totals)

One challenge regarding rents is the disparity between the costs of plots in relation to size and how they are calculated.

Plots are not uniform in size although they have been categorised as x-small, small, medium and large on the original site and small and medium/small on the re-established site. The table below shows the disparity in rents charged for these plots. In particular, between the cost of a small plot on the re-established site at £13.00 per annum whereas a ¼ plot on the original site is larger in area yet charged at £9.20 per annum.

Rents have not been increased across the board since 2014/15 when it was agreed to increase all rents by £1 for small, £2 for medium and £3 for large plots. It is recognised that rents are “what the tenant can reasonably be expected to pay”.

Since that time an attempt has been made to level the field regarding rent/size disparities by increasing the rent on the original site in line with the re-established site when re-letting plots to new tenants. This has led to plots of the same size being charged different amounts for new or longstanding tenants.

Furthermore, tenants who took plots on the re-established site when it first opened were given blocks of 3 plots each at a combined (discounted) rent which is not the sum of three individual rents.



## AGENDA ITEM 8

Plots are not all the same size within each size category, as can be seen on the table below. Selected plots were measured for the purpose of this exercise, but to accurately charge by m<sup>2</sup> would mean all 65 plots on the original site would have to be measured accurately which would be very time-consuming and therefore costly.

Enquiries made to other parishes with allotments have shown their rents as follows: (A traditional "rod" is approx. 25 m<sup>2</sup> which is the measurement now used for measuring allotment sizes)

Littlehampton	£6.60	per 25m <sup>2</sup>	per annum
Chichester	£10.00	per 25 m <sup>2</sup>	per annum
Rustington	£6.00	per 25 m <sup>2</sup>	per annum
Felpham	£24.00	small £34.00 large	(but plot sizes vary considerably so they cannot give a cost per m <sup>2</sup> and they just categorize plots as small and large within those variations)

***BRTC rents range from £3.09 - £13.68 per 25 m<sup>2</sup>***

SITE	EXAMPLE PLOT NO	PLOT SIZE	SQ METRE	ROD (APPROX)	COST	COST PER ROD NOW	COST IF RE-LET NOW	COST PER ROD IF RE-LET NOW
ORIG	7A	SMALL	94	3.75	£11.60	£3.09	£18.00	£4.80
ORIG	11A	MED	105.56	4.22	£18.00	£4.26	£18.00	£4.26
ORIG	17	LARGE	161.72	6.47	£23.20	£3.58	£23.20	£3.58
ORIG	10	LARGE	205	8.2	£23.20	£2.83	£23.20	£2.83
ORIG	3A	X-SMALL	56	2.24	£9.20	£4.11	£11.60	£5.17
RE-EST		SMALL	23.86	.95	£13.00	£13.68	£13.00	£13.68
RE-EST		M/SMALL	30.45	1.2	£15.00	£12.5	£15.00	£12.5

Some tenants on re-established site were allocated 3 plots from the beginning at discounted rate per plot. Over the years as these have been vacated they have been individually re-let at full rental value. Below are some costs of those discounted plots

RE-EST	46,47,48	3 X SMALL	71.58	2.86	£26.00	£9.09	£39	£13.64
RE-EST	53,54	2 x SMALL	47.72	1.9	£20.00	£10.52	£26.00	£13.68
	104, 105	2 X M/SMALL	60.9	2.4	£22.00	£9.16	£30.00	£12.50
	106, 107, 108	3 X M/SMALL	91.35	3.6	£29.00	£8.05	£45.00	£12.50

### **DECISION:**

How do Members wish to proceed regarding rents for 2017/2018?

## ***Bognor Regis Events 2017***

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.

28. Bonfires Please ensure bonfires and BBQs are put out before leaving the site and consider residents when lighting them.

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: Mrs. L. Gill  
01243 825535

Your Tenants Representatives for 2016/17 are:

Mr. E. Popov (Original site)  
07764155908

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 763832

**10TH JUNE CARNIVAL** The carnival includes a procession of spectacular local floats through the town celebrating the best of Bognor Regis, followed by celebrations at West Park. Esplanade & West Park 11 – 5.30 parade starts at 1.30 [www.bognorregiscarnival.co.uk](http://www.bognorregiscarnival.co.uk)

**18TH JUNE ARMED FORCES DAY** The event will include representatives from Ex-service associations serving personnel and cadet groups, military vehicles, static and air displays and various bands and choirs Waterloo Square Garden & seafront 9.30 - 5

**TBC JULY KITE FESTIVAL** 3rd Annual Kite Festival to be held in Bognor Regis. Professional Kite Fliers attending from all regions of the UK. Live Music - Children's Rides - Craft Stalls, Bar & Refreshments. Superman will be flying in again West Park 10 - 4

**16TH JULY DRIVE THROUGH TIME\*** In its 6th year the Drive Through Time is a day of classic and vintage motor vehicles at West Park includes: craft & charity fair, hog roast, kidszone and live broadcast of the Silverstone Grand Prix on a big screen West Park 11 - 4

**31ST JULY – 25TH AUG FUNSHINE DAYS\*** Everything from Donkey Rides to Paddle Boarding sessions, music workshops to pavement art. 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. Seafront Bandstand 11 – 3 weekdays

**TBC JULY ROX MUSIC AND ARTS SECRET GARDEN** Rox free Music & Arts festival. Weekend of superb live music from some of the region's top bands, Hotham Park. [www.the-rox.com](http://www.the-rox.com) Hotham Park 12 -7

**5TH & 6TH AUG HOTHAM PARK COUNTRY FAIR** The organisers are working hard to bring together a full programme of children's activities, attractions to suit all ages and good musical acts for the Bandstand. Once again there will be a terrific range of arts and craft and food stalls providing a good opportunity to purchase locally made items Hotham Park 11 - 5

**12TH & 13TH AUG INTERNATIONAL BOGNOR BIRDMAN** The International Bognor Birdman is a competition for human powered flying machines held each summer in the picturesque seaside resort of Bognor Regis on England's South Coast. [www.birdman.org.uk](http://www.birdman.org.uk) The Pier

**TBC AUG ILLUMINATED GALA** Funfair on the seafront all weekend and the crowd-pulling night time procession will once again leave 8:30pm to its destination at the Pier from where the Grand Finale Fireworks Display will light-up the skies at 10pm. Esplanade & West Park

**10TH SEP PROMS IN THE PARK\*** Rousing evening of free entertainment on the Bandstand, bring your chair, grab a picnic and enjoy the beautiful surroundings of Hotham Park. Refreshments will be available on the night also. Hotham Park 6.30 – 9.30pm

**21ST - 24TH SEP SOUTHDOWNS FOLK FESTIVAL** 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 . Hotham Park and venues throughout the town Ticketed [www.southdownsfolkfest.co.uk](http://www.southdownsfolkfest.co.uk)

**28TH OCT ROX HALLOWEEN** The annual Rox Halloween extravaganza in Hotham Park. Get dressed up and enjoy the live music and spooky entertainment and array of crafts and stalls. Hotham Park 1 - 7

**25TH NOV SWITCH ON OF CHRISTMAS ILLUMINATIONS\*** The switch on of the town centre Christmas Illuminations, themed to the local pantomime Aladdin. Live music, stalls, performance and of course the beautiful lights. Jointly hosted with Spirit FM. Town Centre 2 - 7

\*= 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  
*Events may be liable to change please check first.*

# **BOGNOR REGIS TOWN COUNCIL**



## **ALLOTMENT INFORMATION LEAFLET**

**JUNE 2017**

**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.

Large play equipment such as swings, slides and trampolines are NOT allowed on the allotment.

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 your 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 your 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. Paths should be maintained at a minimum of 2ft wide.

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 - 6<sup>th</sup> JUNE 2017**

**AGENDA ITEM 11 - CONSIDERATION OF A REQUEST FOR A PLOT FROM A LOCAL CIC**

**REPORT BY COMMITTEE CLERK**

**FOR DECISION**

A local CIC have asked to go on the waiting list for a plot for their clients (and their children) to work on to get them outside in the fresh air etc. This would mean several different people having access to the padlock code plus the possibility of children on the plot.

**FOR DECISION:** Do Members **AGREE** to a tenancy for a local CIC?  
If the Sub-Committee are minded to **AGREE** Members are asked to confirm

- i. There should be a limit on the number of people allowed access
- ii. There should be a limit on the numbers of children on the plot at any one time
- iii. There should be one named person from the CIC be fully responsible for upkeep and security of the plot and site with no unaccompanied visitors?

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB - COMMITTEE - 6<sup>TH</sup> JUNE 2017**

**AGENDA ITEM 12 - TO RATIFY EXPENDITURE OF £226.24 FOR REPLACEMENT OF BOLLARDS AND FENCE POST AT GRAVITS LANE ENTRANCE TO ALLOTMENTS**

**REPORT BY COMMITTEE CLERK**

**FOR DECISION**

It was reported to the Town Clerk by Town Force that one of the Town Council's collapsible bollards had been bent over and destroyed at the Gravits Lane entrance to the Allotments. A second bollard was also in a poor state. Furthermore, a field post holding a fence which demarked the Council's entrance to the site had broken off at the base and the fence was lying across the path. Town Force made the area safe initially by removing the post and rolling the fence up to the next post.

The Town Clerk, under her delegated powers, agreed that the bollards and the field post should be replaced so that the Council's property could be properly secured.

**DECISION:**

Members are invited to **RATIFY** expenditure as follows:

2 Parking posts	£111.72 + VAT
1 Field post and Postcrete	£59.52 + VAT
Town Force time	£55.00 + VAT
<b>Total</b>	<b>£226.24 + VAT</b>

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE - 6<sup>th</sup> JUNE 2017**

**AGENDA ITEM 13 - UPDATE ON NEW FENCE AT GRAVITS LANE ALLOTMENTS,  
TENANTS CONCERNS REGARDING THE WORK AND SUBSEQUENT  
CONSIDERATION OF APPOINTING A COMPANY TO REMOVE RUBBISH ON  
GRAVITS LANE PLOTS UNCOVERED DURING FENCE CONSTRUCTION**

**REPORT BY COMMITTEE CLERK**

**FOR INFORMATION AND DECISION**

The decision was made by this Sub- Committee at the meeting on 8<sup>th</sup> November 2016 to provide 6ft fencing to the Gravits Lane side of the allotments where only 3ft fencing currently existed and that this should be referred to the Policy and Resources Committee to fund from the Rolling Capital Programme.

At the Policy and Resources Committee meeting of 21<sup>st</sup> November 2016 Members resolved to proceed with Company "A" at a cost of £4,238.00 plus VAT. Members further resolved to approve expenditure from the Rolling Capital Programme.

Work commenced week beginning 30<sup>th</sup> January 2017. The weather that week was the worst possible for the job and it was not practicable to postpone the work. The Chairman at that time and Committee Clerk inspected the work on its completion on 6<sup>th</sup> February and were pleased with the final outcome and that the contractor had, under the circumstances, not made too much mess on the paths.



However two complaints were made regarding the work. The Committee Clerk visited the site both with and without the Chairman and agreed a solution with the tenants involved. One of the complaints was from a plot holder about rubbish uncovered on his plot by the contractor. He stated that rubbish which had been hidden under the hedge out of sight for 30 years had been unearthed by the contractor and left on his plot. This amounted to a tonne bag of rubble and a pile of broken glass metal and other materials. The plot holder denied that any of this was his rubbish.

The Chairman agreed that if the plot holder put the rubbish in a tidy pile, the Town Council would, at some point, ask Town Force to remove it. As Town Force do not have a licence to dispose of waste it is not always easy for this to happen.

A few weeks later the plot holder complained again that the rubbish had not been removed. Town Force were asked to assess the rubbish and have stated that they are able to remove this. An accounting charge of £238.00 would be made against the Allotments budget for this work.

Following attempts to obtain quotes for removal of the rubbish from companies externally only one further quote from a waste removal company (A) has been obtained and this has been quoted at £300 to remove the waste.

**DECISION:** Do Members agree that

The Council should remove the rubbish?

If Members are minded to AGREE, should Town Force or Company A be appointed to do this?

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE - 6<sup>th</sup> JUNE 2017**

**AGENDA ITEM 14 - REPORT ON ALLOTMENTS SUB-COMMITTEE CLERK'S  
ATTENDANCE AT SSALC ALLOTMENT COMPLIANCE TRAINING 28<sup>th</sup> MARCH  
2017 AND ANY RECOMMENDATIONS ARISING**

**REPORT BY COMMITTEE CLERK**

**FOR INFORMATION & DECISION**

The Committee Clerk attended a training morning organised by SSALC on 28<sup>th</sup> March 2017. This focussed on Allotment Law and Management.

Members will be pleased to note that the Council is meeting and exceeding statutory requirements including the provision of fencing and water supply which it is not a statutory requirement to supply.

The statutory obligation of the Council is to provide allotments for those living within the Council's parish boundary. Currently anyone who requests to go on the waiting list for an allotment is considered in chronological order. There have been tenants from Arundel, Felpham, Middleton, Pagham, Bersted and Aldwick. This has not been an issue in the recent past as the waiting list was not long and it was more important to ensure all plots were let and not lying fallow.

Members are asked to consider whether the Council should have a policy regarding the management of the waiting list?

For example:

1. Waiting list limited to residents of Bognor Regis and those Parishes directly neighbouring i.e Aldwick Bersted and Felpham?
2. Residents of Bognor Regis given priority on the waiting list rather than strictly chronological order?
3. Tenancy terminated with or without giving 12 months notice on moving out of area (Bognor Regis, Aldwick, Bersted and Felpham)? This would be an addition to the tenancy agreement.

An alternative to this would be a separate pricing structure for those inside or outside the Wards of Bognor Regis though this would prove a difficult rent structure to manage.

**FOR DECISION:** Do Members **AGREE** a policy regarding the management of the Allotment waiting list to include consideration of the points highlighted above.



BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE - 6<sup>th</sup> JUNE 2017

**AGENDA ITEM 15 - TO RATIFY EXPENDITURE OF £390.00 FOR REMOVAL OF  
OVERGROWN SYCAMORE TREE ON THE ORIGINAL SITE**

**REPORT BY COMMITTEE CLERK**

**FOR DECISION**

At the last Allotments Sub-Committee Meeting, 8<sup>th</sup> November 2016 Min. 23.1, consideration was given to a request from a plotholder at the AGM to remove an overgrown sycamore tree which was overshadowing and seeding his plot.

The Arun District Council arboriculturist visited the site and agreed the tree could be felled. Quotations were sought from 3 companies and in view of the impending spring the Clerk under her delegated powers agreed a quotation of £390.00 to fell and remove the tree before the nesting season began.

**DECISION:**

Members are invited to **RATIFY** the expenditure of £390.00 for removal of one sycamore tree on the original site.

**ALLOTMENTS SUB-COMMITTEE**  
**6<sup>TH</sup> JUNE 2017**

**GENERAL CORRESPONDENCE**

1. Email from plotholder regarding the erection of new security fence
2. Email correspondence from plotholder regarding the erection of new security fence