

19. Public nuisance - You should not cause a nuisance to your neighbours by playing loud music, using bad language, making discriminatory remarks, or by being drunk and annoying others. You are not allowed to be insulting, act violently or enter into any aggravated assault. Clause 3.f. of your Tenancy Agreement applies and the terms “annoyance or nuisance” includes discrimination or intimidation on grounds of race, gender or disability.

20. 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.

21. Plot numbers - You must ensure the post displaying your plot number is visible at all times.

22. Code to the Allotment Site - You may not pass the allotment keycode to any unauthorised person or to a child. The code is provided for the use of the tenant only.

23. Permissions - You must ask the Town Council Allotment Sub-Committee Clerk for written permission to a) erect a shed, structure or greenhouse; b) to plant fruits trees and large shrubs; c) erect a poly tunnel.

24. Weedkiller & Pesticides - The use, in accordance with manufacturers’ instructions, of environmentally friendly, organic ferric phosphate slug pellets is ALLOWED. All other chemical weedkiller or pesticide is strictly forbidden on the allotments. Please note, this restriction will be reviewed on a regular basis.

25. Rotavating - Plots being re-let will not be rotavated .

26. Safety first - You are responsible for ensuring that your shed, structure or greenhouse 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 allotment site.

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

28. Change of address or contact details- The tenant is required to give notice in writing of any change of postal address, email address or telephone number within 14 days of such change.

29. Bonfires and barbecues - Short, sharp bonfires are permitted for the disposal of dry garden waste only. All other rubbish must be taken away and disposed of off site. Nothing should be brought on to the allotment site to be burnt on a bonfire. Bonfires and barbecues must be extinguished before leaving the site and you should be mindful of smoke causing a nuisance in a residential area.

30. Serious Incidents - In the first instance report any incidents to the Police on 101 and then notify the Town Council.

31. Finally PLEASE NOTE: Abusive behaviour towards Councillors and Council 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 Sub-Committee Clerk:
Mr Martin Greenfield
01243 867744**

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

NOVEMBER 2023

**Emergency: 999
Police: 101
Town Council: 01243 867744
www.bognorregis.gov.uk**

Please keep this booklet safe

This leaflet has been produced to keep you informed of the current guidelines for the Bognor Regis Town Council Allotments. Please keep it safe. This, along with your Tenancy Agreement, forms the basis of your contract with the Town 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 site as long as they are well-behaved and kept under control on a fixed lead. Any mess must be cleaned up and properly disposed of.

3. Children (i.e. anyone under the age of 16) - Children are allowed on the allotment site. However, they must be with a tenant who is responsible for the behaviour of each child.

Children should remain within the confines of the plot and not be allowed to walk around the site unsupervised.

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

4. Trees/fruit bushes - Only fruit trees are permitted to be planted on the allotment site.

The trees must be pruned and maintained regularly and they should **NOT** be allowed to overgrow your plot. Trees should be maintained to a maximum height of 8ft if they shade neighbouring plots. If they only shade your plot they can be allowed to grow to 10ft.

5. Cultivation - You must cultivate your plot and keep it free from weeds including docks, thistles, couch grass, and brambles. Tenants are required to keep their footpaths and edges to their plots tidy at all times.

If you fail to maintain and cultivate your allotment you will be sent two warning letters requiring you to cultivate the plot. If the plot remains uncultivated it will result in a final warning in the form of a Notice to Quit being issued.

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 wait until the end of the tenancy year. 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 time by giving written notice to the Allotments Sub-Committee Clerk, at the Town Council.

You are required to remove your belongings within 7 days, leaving the allotment clear and tidy, otherwise you will forfeit your holding deposit. You will be invoiced for any clearance costs in excess of your holding deposit.

You may not sub-let your plot or offer it 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 for the Town Council to offer it to the next person on the waiting list.

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

9. Consideration - Please show respect and consideration for others, especially when erecting a shed or greenhouse, planting something that will grow tall or installing poly-tunnels - all of which may shade the neighbouring plot resulting in loss of vital sunshine.

Please remember permission must first be sought from the Town Council to erect a building or poly-tunnel see **Note 23**.

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. Legionnaires' Disease - Legionella bacteria likes to grow in water in warm conditions over 20°C and it can also be found in composts. It can enter your body if inhaled in the form of water droplets (aerosols).

You should try to drain your hosepipe after every use to help reduce the risk of bacteria growing. You can also avoid creating aerosols formed by water spray by gently

running water through your hosepipe with NO spray attachment at the end.

You are also advised to store compost outside in the shade and to take care when opening the bag.

12. First Aid Kit - It is recommended you keep a first aid kit in your shed.

13. Rats - If you see any evidence of rats on your allotment this should be reported to a Tenants Representative or the Town Council Office who will make the necessary pest control arrangements.

14. Health and Safety - Please ensure that all tools, hosepipes, glass or any other hazardous items are stored in your shed when not in use. Items such as wooden planks or canes should be stored neatly on your plot. Should you wish to raise any health and safety issues please speak to your Representative or contact the Allotment Sub-Committee Clerk at the Town Council.

15. Trade or business - You may not carry out any trade or business from your allotment.

16. 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.

17. Communal pathways and boundaries - You may not, at any time, leave rubbish, compost bins, or any object to cause obstruction of the communal pathways. If you do you may be charged for its removal. Your plot and paths must be kept free of hazards, i.e. broken glass or scrap metal. Paths should be maintained at a minimum of 2ft wide. You must leave clear access to all boundaries to allow for maintenance of the fences and hedges.

18. Hosepipes - You are only allowed to use a handheld hosepipe. You are not permitted to leave a hosepipe with running water unattended or use a sprinkler system. To ensure fair access to the taps you are limited to 30 minutes use at a time. The hosepipe must be disconnected, emptied and stored before leaving your plot. Watering cans are to take priority.