



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

Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 19th JUNE 2023.**

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.

DATED this 12th day of JUNE 2023

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To appoint the Chairman and Vice-Chairman of the Sub-Committee
2. Chairman's Announcement and Apologies for Absence
3. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To confirm the appointments of Mr. M. Bicknell, Mr. C. Penfold and Mrs. L. Russell as co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on 14th November 2022 and the Extraordinary Meeting held on 21st February 2023
6. Clerk's Report
7. Ratification of expenditure and recommendation of approval to the Events, Promotion and Leisure Committee:

- Purchase of three padlocks to replace two faulty locks and one stolen lock £62.48 (exc. VAT).
 - Removal of rubbish fly-tipped next to the electricity sub-station at the entrance from Gravits Lane - £111.10 (exc. VAT).
8. Reports from Allotment Holders including report on plot conditions and request to allow the use of certain herbicides, pesticides and molluscicides (slug pellets)
 9. Annual review of rental charges
 10. Arrangements for the judging of the Annual Awards and the presentation of prizes
 11. Annual review of Allotment Information Leaflet
 12. To agree the date of the Annual Meeting of Allotment Holders and to consider arrangements
 13. Report on lettings
 14. Correspondence

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

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 19th JUNE 2023**

AGENDA ITEM 4 – TO CONFIRM THE APPOINTMENTS OF MR. M. BICKNELL, MR. C. PENFOLD AND MRS. L. RUSSELL AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE

REPORT BY SUB-COMMITTEE CLERK FOR DECISION AND NOTING

At the Allotments Sub-Committee Meeting, held 14th November 2022, Members ratified the appointments of Mr. M. Bicknell, Mr. C. Penfold and Mrs. L. Russell as non-voting Members – Min. 16 refers.

Mr. S. Slater, who was also appointed at the same Meeting, has subsequently resigned his allotment tenancy and will not be appointed as a non-voting Member.

DECISION

Members are invited to **APPROVE** the ratification of the appointment of Mr. M. Bicknell, Mr. C. Penfold and Mrs. L. Russell as non-voting Members of the Allotments Sub-Committee and to **NOTE** the resignation of Mr. S. Slater.

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING - 19th JUNE 2023

AGENDA ITEM 7 - RATIFICATION OF EXPENDITURE AND
RECOMMENDATION OF APPROVAL TO THE EVENTS, PROMOTION
AND LEISURE COMMITTEE

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The following expenditure has been incurred and Members are asked to ratify these payments: -

- Purchase of three padlocks to replace two faulty locks and one stolen lock - £62.48 (exc. VAT).
- Removal of rubbish fly-tipped at the entrance off Gravits Lane - £111.10 (exc. VAT).

DECISION

Members are asked to **RATIFY** the expenditure as listed above and **RECOMMEND** approval of the payments made to the Events, Promotion and Leisure Committee.

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING - 19th JUNE 2023

AGENDA ITEM 9 – ANNUAL REVIEW OF RENTAL CHARGES

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

Following the review in 2022, where rents were charged at the rate of £0.28 per m², the annual rental income is £2,349.

DECISIONS

a) Do Members wish to increase annual rents for 2023/2024?

and

b) If Members wish to increase annual rents for 2023/2024 what should the increase be?

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 19th JUNE 2023**

AGENDA ITEM 10 – ARRANGEMENTS FOR THE JUDGING OF THE ANNUAL AWARDS AND THE PRESENTATION OF PRIZES

- a) Best Kept Plot Award - Gravits Lane Original Site – judged by two voting Sub-Committee Members and the Committee Clerk**
- b) Sharon Stubbings Memorial Award - Best Kept Plot Sandringham Way Re-Established Site – judged by two voting Sub-Committee Members and the Committee Clerk**
- c) The Roy Gristwood Shield for Best Use of an Allotment – judged by members of Mr. Gristwood’s family**
- d) Most Improved Plot – judged by Tenant Representatives**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

Annual Awards were reintroduced in 2022 and engraved shields were awarded to the winners at the plot holders’ AGM.

Additionally, those placed first, second and third in each category were awarded plaques to place on their plots.

To cover the cost of the plaques, sponsorship was obtained from Gardner & Scardifield. The Committee Clerk has confirmed that the sponsorship has been renewed for 2023, again covering the full cost of the plaques.

Judging for the Best Kept Awards was carried out by two voting Sub-Committee Members and judges need to be chosen for this year with judging to take place in July.

There has been a suggestion that the shields and plaques are presented at a new and longer Awards Evening combining the Allotment Awards with the Bognor Regis in Bloom Annual Competition Awards.

The Allotments Sub-Committee has a Competition Budget of only £100 which would be insufficient to subsidise a joint event. However, at a Meeting on 27th March 2023 the Policy and Resources Committee resolved to agree a recommendation from the Events, Promotions and Leisure Committee for funding of £500 for a combined Bognor Regis in Bloom and Allotments Presentation Event (Min. 157 refers).

The costing of a combined event has been estimated at £3,750 using the following assumptions:

- To enable the Allotment Award winners to receive their shields and plaques in the presence of other tenants, then up to 200 people would be invited (tenant plus guest). Assuming a 50% acceptance then 100 guests would attend.
- The Bognor Regis in Bloom (BRiB) Awards historically has approximately 100 guests with a budget of circa £750.

- The venue used for the BRiB Annual Awards can only cater for 120 attendees, so a new venue is needed. The only one suitable in Bognor Regis is Butlin's and, based on the recent Civic Reception pricing, would cost £3,750 for 200 guests.

This means there will be a funding shortfall of £2,400.

It should also be noted that an Allotment Holders AGM would still have to take place in October 2023.

DECISIONS

a) Which voting Members will judge the Best Kept Plot awards?

and

b) Do Members wish to progress the suggestion of a Joint Award Evening and **RECOMMEND** to the Events, Promotions and Leisure Committee that further funding is sought?

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 19th JUNE 2023**

**AGENDA ITEM 11 - ANNUAL REVIEW OF ALLOTMENT INFORMATION
LEAFLET**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

It is customary to review the Information leaflet which is given to plot holders alongside the formal agreement and sets out a code of expected behaviour on the Allotments.

Copies of the current and proposed leaflets are provided with this report (attached as **Appendix 1 and 2**).

The main changes proposed are:

- Clause 4 now states that trees that do NOT shade neighbouring plots can be grown to 10ft (previously 8ft).
- Clause 5 has been strengthened to further encourage plots to be cultivated.
- Clause 7 has been expanded to cover, in more detail, the actions required when a tenant vacates their plot.

N.B. Clause 23 may need to be amended, subject to the decision taken under Agenda item 8 in relation to weedkiller and pesticides. This may also need to be reflected in the Tenancy Agreement which currently prohibits the use of herbicides.

DECISION

Do Members **APPROVE** the May 2023 Information Leaflet?

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.

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

30. Bonfires - Short, sharp bonfires are permitted for disposal of green waste only. All other rubbish must be taken away and disposed of off site. Bonfires must be extinguished on leaving the site and you should be mindful of

smoke in a residential area. BBQs must be disposed of off site and fully extinguished after use.

31. Incidents - Please report any incidents to the Police on 101. Following that please notify the office.

32. 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 Sub-Committee Clerk:
01243 867744**

**Your Tenants Representatives for
2022/23 are:**

**Mr. Graham Delury Plot 14b
(Original site)
07845 207144**

**Mr. Colin Penfold Plot 7a
(Original site)
01243 265159 / 07745 514998**

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**Mrs. Louise Russell Plot 104
(Re-established site)
01243 763832 / 07956 023897**

**Mr. Scott Slater Plot 45
(Re-established site)
07780 540328**

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

MAY 2022

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 Allotments. Please keep it safe for reference. This, along with your Tenancy Agreement, forms the basis of your contract 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 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, i.e. 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. Clause 3.f. of your Tenancy Agreement refers and the terms "annoyance or nuisance" includes discrimination or intimidation on grounds of race or disability. 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.

19. 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.

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

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

22. 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.

23. Weedkiller & Pesticides - The use of any chemical weedkiller or pesticide is strictly forbidden on the allotments.

24. 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.

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

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

27. 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.

28. 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.

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

30. 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.

Allotment Sub-Committee Clerk:

Mr. Steve Davis
01243 867744

Tenants Representatives for 2022/23 are:

Mr. Marcus Bicknell Plot 8
(Original site)
01243 828162

Mr. Colin Penfold Plot 7a
(Original site)
01243 265159 / 07745 514998

Mrs. Louise Russell Plot 104
(Re-established site)
07956 023897

Vacant
(Re-established site)

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

MAY 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 - 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 22**.

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 is recommended you keep a first aid kit in your shed.

12. 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.

13. 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.

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

15. 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.

16. 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.

17. Hosepipes - You are not permitted to leave a hosepipe with running water unattended. The hosepipe must be disconnected and stored before leaving your plot. Watering cans are to take priority.

18. 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.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING - 19th JUNE 2023**

**AGENDA ITEM 12 – TO AGREE THE DATE OF THE ANNUAL
MEETING OF ALLOTMENT HOLDERS AND TO CONSIDER
ARRANGEMENTS**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The Annual Meeting of Allotment Holders in 2022 took place on the last Tuesday in October 2022 at 7pm. The equivalent date in 2023 is 31st October.

Refreshments are normally provided and last year a spend of up to £50.00, met from the Sub-Committee's Competition Budget, was approved.

DECISIONS

- a)** To agree a date and time for the Annual Meeting of Allotment Holders.
- b)** Confirm if refreshments should be provided at the Annual Meeting of Allotment Holders

and
- c)** If refreshments are to be provided what should the budget be?

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING - 19th JUNE 2023**

AGENDA ITEM 13 – REPORT ON LETTINGS

REPORT BY SUB-COMMITTEE CLERK

FOR INFORMATION

There were no vacant plots on 1st June 2023 and, since the last meeting in November, 16 plots have been relet.

Those relets, that have taken place outside the normal renewals on 1st October, have generated an extra £70 so far this allotment rental year.

There are 40 residents currently on the waiting list which is a small increase from the 39 at 1st October 2022.

DECISION

To **NOTE** the Sub-Committee Clerk's report on lettings.