



# 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 in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **5.30pm on MONDAY 6<sup>th</sup> NOVEMBER 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.

**TOWN CLERK**

**DATED this 30<sup>th</sup> day of OCTOBER 2023**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
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. Ratification of and welcome to the co-opted non-voting members of the Sub-Committee as voted on by Allotment Holders at the AGM dated 31<sup>st</sup> October 2023
5. To approve the Minutes of the Meeting held on 19<sup>th</sup> June 2023 and the Extraordinary Meeting held on 16<sup>th</sup> August 2023
6. Clerk's Report

7. Ratification of expenditure and recommendation of approval to the Events, Promotion and Leisure Committee:
  - Refreshments for Allotment Holders AGM held on 31<sup>st</sup> October 2023 up to the value of £50
  - Purchase of five Allotments Awards plaques and fifteen Allotments Awards winner signs - £168.25 (covered by sponsorship)
  - Engraving of three Allotments Awards Shields, including fitting a new engraving onto the 'Best Kept Plot on the Original Site' shield - £42.50 (charged to the Allotments Competition Budget)
8. Report on lettings
9. Reports from co-opted Allotment Holders, including report on plot conditions
10. Report on the Combined Bognor Regis In Bloom & Allotments Awards Event held on 12<sup>th</sup> October 2023 and to Note the expenditure of £208.54 as the Allotments share of the Event (funded from the Publicity and Promotion Budget)
11. Consideration of any matters raised by the Tenants at the AGM held on 31<sup>st</sup> October 2023 that are not separate agenda items
12. Health & Safety assessments at the Allotments
13. To consider a request from the Tenant of Plot 20C for removal of a well pump
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 MEETING - 6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 4 - RATIFICATION OF AND WELCOME TO THE CO-OPTED  
NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY  
ALLOTMENT HOLDERS AT THE AGM DATED 31<sup>st</sup> OCTOBER 2023**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR RATIFICATION**

At the AGM held on 31<sup>st</sup> October, Mrs Louise Russell agreed to stand as a co-opted member for a further year. This was seconded and unanimously agreed by those present.

Mr Colin Penfold and Mr Marcus Bicknell both resigned as co-opted members. In the absence of any other nominations, Mr Colin Penfold agreed to remain as a co-opted member on a temporary basis until new nominations come forward.

The Sub-Committee Clerk will contact all tenants of the Original Site to ask for nominations.

**DECISION**

Members are asked to **RATIFY** the chosen representatives as follows:

Original Site:

Mr Colin Penfold (temporary)

Re-Established Site:

Mrs Louise Russell



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## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 19<sup>th</sup> JUNE 2023**

**PRESENT:** Cllrs. K. Batley, P. Wells and P. Woodall

**IN ATTENDANCE:** Mrs. L. Russell, Mr. M. Bicknell and  
Mr. C. Penfold (Tenants Representatives)  
Mr. S. Davis (Allotments & In Bloom Officer)

*The Meeting opened at 6.30pm*

### **1. TO APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE SUB-COMMITTEE**

#### **1.1 Chairman**

It was proposed and seconded that Cllr. P. Woodall be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly elected Chairman of the Sub-Committee for 2023/2024.

#### **1.2 Vice-Chairman**

It was proposed and seconded that Cllr. P. Wells be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Wells be duly elected Vice-Chairman of the Sub-Committee for 2023/2024.

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

The Chairman welcomed those present and read the Council's Opening Statement.

Apologies for absence had been received from Cllrs. R. Nash and Miss. C. Needs who were at another meeting and Cllr. Mrs. J. Warr who was unwell.

No apologies had been received from Cllrs. J. Brooks, P. Ralph or M. Stanley.

### 3. **DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

*Cllr. P. Woodall declared an Ordinary Interest in that he had a relative who was a Bognor Regis Town Council Allotment tenant and would therefore preclude himself from being an Allotment Awards Judge (Agenda item 10 refers)*

*There were no other declarations of Interest at this 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**

The Sub-Committee **RESOLVED** to **APPROVE** the ratification of the appointment of Mr. M. Bicknell, Mr. C. Penfold and Mrs. L. Russell as non-voting members of the Sub-Committee.

The Sub-Committee **NOTED** the resignation of Mr. S. Slater as a non-voting member.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> NOVEMBER 2022 AND THE EXTRAORDINARY MEETING HELD ON 21<sup>st</sup> FEBRUARY 2023**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 14<sup>th</sup> November 2022 and the Extraordinary Meeting held on 21<sup>st</sup> February 2023 as accurate records and these were signed by the Chairman.

6. **CLERK'S REPORT**

The Sub-Committee Clerk advised that at the start of the growing season in April there were several plots which were sub-standard and either not being cultivated or had excessively tall trees. Emails were sent to those plot holders requesting their plots be worked on, and highlighted it is the intention of the Town Council that all plots be cultivated, particularly as there is a significant demand for allotment plots.

The outcome of those emails is that substantial progress has been made in improving the overall condition of the allotment site through the efforts of the existing and the new tenants.

The Sub-Committee Clerk confirmed that Town Force had installed a shelter on the Re-established site in March 2023 (Min. 19 refers) and that the installation of security fencing on the northwest boundary took place in April 2023 (Min. 29 refers).

The Members were informed that Plot 4 had been sub-divided with one part rented out and the other part (Plot 4a) left temporarily vacant as it is shaded by trees and, due to the poor growing conditions, the Tenant Representatives had suggested it is used as a communal compost area with vehicular access off the Gravits Lane car park. The Sub-Committee Clerk advised that Arun District Council had recently refused to grant permission to cross a small grass verge to access the allotment from the car park.

Following a discussion on the lack of a reason for ADC's refusal to grant permission, the Members present **AGREED** that delegated authority be given to the Sub-Committee Clerk in liaison with Cllr. K. Batley who would approach the Housing Department at ADC to seek clarification on the subject.

The Sub-Committee Clerk advised that a Health & Safety inspection took place on 31<sup>st</sup> May 2023. The issues found were considered minor and consisted of four instances of tools not being stored securely, an unattended hosepipe left across a path constituting a trip hazard and one instance of glass being stored outside. Emails were sent to the relevant plot holders and the issues have now been rectified.

The Sub-Committee Clerk's verbal report was **NOTED**.

7. **RATIFICATION OF EXPENDITURE AND RECOMMENDATION OF APPROVAL TO THE EVENTS, PROMOTION AND LEISURE COMMITTEE**

The following costs were **RATIFIED** by the Sub-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).

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of £173.58 (exc. VAT) expenditure to the Events, Promotion and Leisure Committee.

8. **REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS AND REQUEST TO ALLOW THE USE OF CERTAIN HERBICIDES, PESTICIDES AND MOLLUSCICIDES (SLUG PELLETS)**

The tenant representatives requested that plot holders should be allowed to use pesticides that are approved by the Government as safe for garden use. Following discussion of the current allotment rules and the development of new pesticides Members **AGREED** that the Allotment Information Leaflet be amended to allow the use of environmentally friendly, organic ferric phosphate slug pellets.

Members further **AGREED** to ask the Sub-Committee Clerk to prepare a summary of other herbicides and pesticides that could be considered as safe to use. This report would be considered at a future meeting.

The matter of the hedge along Sandringham Way encroaching into the allotment was reported. Members **AGREED** that the Sub-Committee Clerk should write to ADC requesting the hedge be cut.

9. **ANNUAL REVIEW OF RENTAL CHARGES**

The Sub-Committee Clerk's written report was **NOTED**.

After a general discussion Members **AGREED** that the Sub-Committee Clerk be asked to prepare a report on the annual running costs of the allotments and further **AGREED** to defer the decision on annual rents to an extraordinary meeting to be held prior to the preparation of the 2023/24 rent demands.

**10. ARRANGEMENTS FOR THE JUDGING OF THE ANNUAL AWARDS AND THE PRESENTATION OF PRIZES**

*Cllr. P. Woodall redeclared his Ordinary Interest owing to a relative being a tenant*

The written report from the Sub-Committee Clerk was **NOTED**.

Cllr. P. Woodall, having declared an Ordinary Interest, declined to act as a judge. Cllrs. K. Batley and P. Wells **AGREED** to judge the Best Kept Awards.

Members **AGREED** to defer discussion of a Joint Award Evening as it was being brought for consideration at the next Events, Promotions and Leisure Committee Meeting.

**11. ANNUAL REVIEW OF ALLOTMENT INFORMATION LEAFLET**

The Sub-Committee Clerk's written report was **NOTED** and Members **APPROVED** the updated Leaflet, which included the proposed changes as detailed in the report, subject to the following additional changes:

- Clause 23 amended to reflect the allowed use of slug pellets (Min. 8 refers)
- Clause 3 amended to define a child as anyone under the age of 16
- Clause 21 amended to include a child as an unauthorised person
- Clause 17 amended to define an unattended hosepipe as one that is not held in the hand and additionally to limit use of a hosepipe to 30 minutes at a time

It was additionally **NOTED** that the allowed use of slug pellets did not require a change to be made to the Tenancy Agreement because it only prohibited the use of herbicides.

**12. TO AGREE THE DATE OF THE ANNUAL MEETING OF ALLOTMENT HOLDERS AND TO CONSIDER ARRANGEMENTS**

The Sub-Committee Clerk's written report was **NOTED**. Following discussion Members **AGREED** that the Annual Meeting of Allotment Holders would take place on Tuesday 31<sup>st</sup> October 2023 at 7pm.

It was further **AGREED** that refreshments be provided, up to the value of £50.00 with costs met from the Sub-Committee's Budget.

**13. REPORT ON LETTINGS**

The Sub-Committee Clerk's written report was **NOTED**.



**14. CORRESPONDENCE**

There was no correspondence to report.

*The Meeting closed at 7.09pm*



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

**HELD ON WEDNESDAY 16<sup>th</sup> AUGUST 2023**

**PRESENT:** Cllr. P. Woodall (Chairman), Cllrs: Miss. C. Needs, P. Ralph, Mrs. J. Warr and P. Wells

**IN ATTENDANCE:** Mrs. L. Russell, Mr. M. Bicknell and  
Mr. C. Penfold (Tenants Representatives)  
Mr. S. Davis (Allotments & In Bloom Officer)

*The Meeting opened at 5.00pm*

### **15. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the Council's Opening Statement.

Apologies for absence were received from Cllrs. K. Batley, J. Brooks, R. Nash and M. Stanley with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

### **16. DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

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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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

***Cllr. Woodall declared an Ordinary Interest in that he has a relative who is a Bognor Regis Town Council Allotment tenant and would therefore preclude himself from voting on the Annual Review of Rental Charges (Agenda item 3 refers)***

***There were no other declarations of Interest at this time***

**17. FURTHER CONSIDERATION OF THE ANNUAL REVIEW OF RENTAL CHARGES DEFERRED FROM THE LAST MEETING – MIN. 9 REFERS**

***Cllr. Woodall redeclared his Ordinary Interest owing to a relative being a tenant and suggested that the Vice-Chairman take this item***

Cllr. Wells took the Chair.

The report from the Sub-Committee Clerk was **NOTED**.

The Vice-Chairman invited comments from those present and a discussion took place covering the Council's duty to provide allotments together with its duty to provide value for money to the residents of Bognor Regis.

Following the discussion, it was proposed and seconded that the rents be increased by 10%.

Members **RESOLVED** to increase the rents for 2023/2024 with a 10% increase applicable to all plots.

***The Meeting closed at 5.31pm***

## AGENDA ITEM 7

### BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING – 6<sup>th</sup> NOVEMBER 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: -

- Refreshments for Allotments Holders AGM held on 31<sup>st</sup> October 2023 - £2.30
- Purchase of five Allotments Awards plaques and fifteen Allotments Awards winner signs - £168.25 (covered by sponsorship)
- Engraving of three Allotments Awards Shields, including fitting a new engraving onto the 'Best Kept Plot on the Original Site' shield - £42.50 (charged to the Allotments Competition Budget)

#### **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.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 8 – REPORT ON LETTINGS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

As of 1<sup>st</sup> November 2023, there were eight renewals outstanding, representing rental income of £141. Of these, five have returned their rental agreement forms, but payment has not yet shown up on the bank statements (representing a rental income of £90). Of the remaining three plot holders, two have e-mailed the Sub-Committee Clerk to advise that a signed agreement is being sent and payment being made; these will be noted once payment shows on the bank statements. The final tenant has been chased at least once and will be given a final notice after the final October bank statements have been received.

Furthermore, one plot holder has mistakenly underpaid by £1, and has agreed to send another payment for the difference.

Seven plots were relinquished at the end of the rental year on 30<sup>th</sup> September 2023 (vs four in 2022), as well as one earlier in the month, and all are in the process of being relet.

There are forty-seven people on the waiting list as of 1<sup>st</sup> October 2023 (vs thirty-nine in 2022), which is an increase of seven since the last Sub-Committee Meeting held on 19<sup>th</sup> June 2023.

The general condition of the plots is good but there are a very small number of plots that are sub-standard and not being cultivated. The Committee Clerk has been liaising with tenants to get these plots back into a state of cultivation. As a result, four initial warning letters and one final warning letter have had to be issued between September and early October 2023. Three of those concerned have opted to relinquish their plots.

**DECISION**

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

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 10 – REPORT ON THE COMBINED BOGNOR REGIS IN BLOOM & ALLOTMENTS AWARDS EVENT HELD ON 12<sup>th</sup> OCTOBER 2023 AND TO NOTE THE EXPENDITURE OF £208.54 AS THE ALLOTMENTS SHARE OF THE EVENT (FUNDED FROM THE PUBLICITY AND PROMOTION BUDGET)**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Annual Awards were reintroduced in 2022 after a two year break due to the Covid-19 pandemic, 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, who renewed their sponsorship in 2023, again covering the full cost of the plaques.

At the Events, Promotion and Leisure Committee Meeting held on 17<sup>th</sup> July 2023, Members agreed to combine the Allotments Awards with the Bognor Regis in Bloom Awards into a single event and allocated £500 from the Publicity and Promotion Budget (Min. 26.3 refers) towards expenditure for the Allotments element.

Judging took place between July and late September 2023, and the three winners' shields were engraved, funded by the Allotments Competition Budget.

In addition, the Sub-Committee Clerk created certificates for each of the winners, signed by the Mayor, since it was felt that it would be unfair for all the In Bloom entrants to be awarded a certificate and the Allotments winners not to be. Furthermore, since there are five Allotments Award categories, but only three shields, it was also considered by the Sub-Committee Clerk to have been unfair for the winners of those two remaining categories to not be awarded anything at all. This was the first time that certificates were awarded to Allotments winners since 2019, and were well received. Positive comments from the In Bloom Working Group, Allotments Tenants and Representative, and from the venue were received by the Sub-Committee Clerk following the event, as well as at the Allotments AGM.

Attendance at the event was down by over a fifth compared to 2022, even with the inclusion of the Allotments winners, Tenant Representatives, and their guests. In total, only 54% of eligible Allotments attendees (including their guests) attended, with just thirteen out of a maximum allocation of 24 invitees attending. In addition, only one Tenant Representative was able to attend, out of a total of six allocated spaces for Representatives and their guests.

The Allotments Award Sponsors, Gardner and Scardifield, were invited to send a Representative (and guest) but were unable to attend.

As a result, awards (including five certificates, five plaques and one shield) could not be given out on the night. The Sub-Committee Clerk invited the winners of these awards to collect them from the Town Hall after the event.

However, all the tenants who responded positively to the RSVP attended the event, as did one tenant who did not respond to the RSVP.

The lack of attendance was also reflected across all other categories of invitees, with Town Councillors down by 14% on 2022, In Bloom Working Group Members down by 33%, In Bloom entrants down by 36%, Town Council Staff down by 57%, sponsors down by 90%, and other invited guests down by 78%.

Prior to the event, it was calculated that Allotments would make up 30% of the total invited guests, and therefore the budget for the event needed to be split accordingly. At the event, the actual attendance figures accurately reflected this calculation, with Allotments making up 30% of those present. Of the £500 budget, total expenses for the Allotments portion amounted to £208.54, resulting in an underspend of £291.46 overall. The cost breakdown for the Allotments share is as follows:

- Venue hire - £52.80
- Catering provided by the venue - £132.00
- Flowers – £2.55
- Food provided by the Sub-Committee Clerk - £21.19

Despite this underspend, Members should note that costs for 2023 were much lower than anticipated owing to the low response rate to RSVPs at the time booking had to be made, and that if the Allotments and In Bloom Awards are to remain combined in future years, increasing costs and/or higher attendance rates will result in much greater expense: venue hire in 2023 was up 22% and catering was up 11% on 2022 costs.

If, as has been suggested, all Allotments Tenants are to be invited to a future combined Awards Event, Members should note that the costs would be significantly higher and would necessitate a larger (and therefore much more expensive) venue, with approximately 350 total eligible attendees (compared to 194 for 2023, and 155 for 2022's In Bloom-only Event). Members should therefore weigh up the benefit to the taxpayer of using public money to fund such a private event, or whether some other public benefit/attraction can be included.

Nonetheless, it was felt by all present that the inclusion of the Allotments Awards enhanced the event for 2023, owing to the largely low turnout across the board, and the inclusion of the Allotments Sub-Committee Chair in the proceedings of the evening.

It should also be noted that an Allotment Holders AGM still had to take place in late October 2023. In previous years, this is when the Allotments Awards would traditionally be presented. As a result, the major feature of the 2023 AGM was missing, and attendance was down by almost half on the 2022 AGM. It was felt by several of those present that attendance was vastly reduced owing to the absence of the Allotments Awards.

Members should consider the impact of hosting any future combined Awards Event upon the Allotments AGM, or to consider other ways in which the AGM

could be enhanced if the Awards are no longer to remain the principal attraction.

## **DECISION**

- 1) To **NOTE** the Sub-Committee Clerk's Report.
- 2) To further **NOTE** expenditure of £208.54, of the £500 allocated from the Publicity and Promotion Budget, in relation to associated costs for Allotments Winners attendance at the Awards Event 2023.



**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 11 – CONSIDERATION OF ANY MATTERS RAISED BY  
THE TENANTS AT THE AGM HELD ON 31<sup>st</sup> OCTOBER 2023 THAT ARE  
NOT SEPARATE AGENDA ITEMS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Several matters were brought up at the AGM for the Committee's attention.

One Tenant's comments were read out by the Chair, expressing thanks and support to the Town Council, the elected Members, Staff and volunteers "for striving to make the allotments at Gravits Lane successful and a safe environment for the allotmenters to enjoy," and congratulating the Council for a "negligible" increase in rent for 2023/24.

The same Tenant requested the Committee consider a policy of automatic termination of tenancies at the end of the rental year for plot holders who have not maintained their plot (in the absence of a reasonable excuse such as illness), in the interests of "more productive investment in allotments for active users".

The Tenant also asked that the Town Council provide a skip once or twice a year to enable plot holders to have a good clear up of the sites.

Another plot holder questioned why the rents were increased by 10% this year, queried if the Allotments were being run for profit to the Council, and asked if there is such a large waiting list why some Tenants have multiple plots. The Chair explained the decision behind the rent increase and the Sub-Committee Clerk explained that in previous years it was likely that the waiting list was much smaller, hence why some Tenants have acquired multiple plots. The Sub-Committee Clerk advised that since taking up the role in September, there has been a policy of letting out one plot per new Tenant.

A Tenant Representative asked for an update about a new vehicular access off Gravits Lane to allow for Plot 4A to be turned into a communal compost area, which was refused permission by Arun District Council in June 2023. The Sub-Committee Clerk was not aware of this matter, since it occurred prior to September 2023, but will make enquiries into this matter and report back at the next meeting.

**DECISION**

To **NOTE** the matters raised by the Tenants at the AGM of 31<sup>st</sup> October 2023.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 12 - HEALTH & SAFETY ASSESSMENTS AT THE ALLOTMENTS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

The annual Health & Safety Inspection was undertaken by the previous Sub-Committee Clerk on 31<sup>st</sup> May 2023. As a result, issues were identified at eight plots and letters and/or e-mails were sent in response.

The present Sub-Committee Clerk conducted a full survey on the afternoon of 25<sup>th</sup> October, in addition to several small-scale inspections of individual plots at various dates since taking up the role in early September.

During these inspections, five cases of health & safety breaches were identified, including a case of wood with protruding nails being left discarded on a plot, two cases of tools left unattended, and two of unattended hosepipes.

All Tenants concerned were notified of the need to take remedial action, with the result that one Tenant has relinquished their plot rather than renew their rental for the 2023-24 year.

During the inspection of 25<sup>th</sup> October, much of the Original Site was flooded owing to heavy rain (including plots and communal pathways), and parts of the Re-Established Site were also flooded, albeit to a much lesser degree. In parts of the Original Site, some plots were under several inches of water.

The Sub-Committee Clerk will continue to undertake regular inspections of the allotments, when time and weather allow, throughout the winter season.

**DECISION**

To **NOTE** that the Health & Safety Assessment was carried out by the previous Sub-Committee Clerk on 31<sup>st</sup> May 2023.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 13 – TO CONSIDER A REQUEST FROM THE TENANT OF  
PLOT 20C FOR REMOVAL OF A WELL PUMP**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

During an inspection of the Original Site on 5<sup>th</sup> October 2023, the Tenant of Plot 20C asked the Sub-Committee Clerk for permission to remove the pump on the old well situated at the corner of this plot, due to the risk of injury to their young child when running around.

The Sub-Committee Clerk reported back to the Town Clerk and was advised that this was a matter that needed to go before the Sub-Committee for decision. However, it is the Officer recommendation not to remove part of the old well, owing to its historical value to the site.

The Sub-Committee Clerk wrote to the Tenant, stating that the issue would need to go before the Sub-Committee for decision, but that they could wrap the pump in bubble wrap or other suitable material in the meantime, if it was felt necessary.

In deciding on this matter, Members should note that the Tenant has chosen not to wrap the pump in a suitable, protective material (as of 25<sup>th</sup> October), and has not made any further contact with the Sub-Committee Clerk on this matter.

Furthermore, Members should be aware that the Tenant has made the area around the well into a small play area for their child. The remainder of the plot is cultivated and used for proper purposes. Clause 3b of the Tenancy Agreement states: "To use the said plot as an allotment garden and for no other purpose".

In addition, whilst children of Tenants are permitted to be on the Allotments, it clearly states in Clause 3 of the Tenant Information Leaflet that the "Tenant...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."

It is therefore incumbent upon Tenants to ensure that their children behave and are safe. As such, if Tenants follow this rule, the old well is less likely to be a safety hazard, even if Members are happy for a small section of the plot to be a play area rather than cultivated.

In terms of the historical importance of the well to the site, the Town Council Allotments originated with acquisition of the land in 1910 and opened to Tenants in 1913. The first mention of the well was in the Committee Minutes of 12<sup>th</sup> April 1912. It has survived for over 110 years without any issue being raised by Tenants. The entire allotments site was fenced off in 1952 to "prevent children from trespassing and falling down two open wells," and the well was covered with a steel plate at some point in the intervening years –

## AGENDA ITEM 13

presumably once piped water was introduced to the site the well was no longer required.

A second well, on the Re-Established Site, also still exists and has not caused any problems. Conversely, during a meeting with the Tenant Representative for the Re-Established Site on 1<sup>st</sup> November 2023, The Sub-Committee Clerk was informed that Tenants of this Site have previously requested permission to re-open and re-use the well as a source of water, although permission was not forthcoming.

Although now long since put out of commission, and securely covered for safety reasons, it is the opinion of Officers that it would be detrimental to the historic fabric of the site for the well pump to be removed.

Furthermore, if permission was granted to remove the pump (which would have to be done via cutting off at the base), this would create a further health & safety hazard in that sharp metal stumps, even if cut off as flush as possible with the cover, would still protrude.

### **DECISION**

Do Members **AGREE** with the Officer recommendation that permission to remove the old well pump be refused, owing to its historic value to the Town Council allotments?