



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road

Bognor Regis, West Sussex PO21 1LD

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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 **6.30pm on MONDAY 17<sup>th</sup> JUNE 2024.**

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 10<sup>th</sup> day of JUNE 2024**

## **AGENDA AND BUSINESS**

1. To appoint a new Chair and Vice-Chair of the Allotments Sub-Committee
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. 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
5. To Ratify the appointment of Mr. Paul Goodchild and Mr. Philip Fortin as co-opted non-voting members of the Sub-Committee, and to Note the recommendation to Council of Mrs. Louise Russell and Mr. Colin Penfold as co-opted non-voting members at the Environmental and Leisure Committee Meeting held on 20<sup>th</sup> May 2024 (Min. 8.1 refers)

6. To approve the Minutes of the meeting held on 6<sup>th</sup> November 2023
7. Clerk's Report
8. Ratification of expenditure and recommendation of approval to the Environmental and Leisure Committee including: -
  - Twelve news taps and PTFE tape - £98.06 plus VAT
  - Key safe for use as an emergency toolbox - £9.99 plus VAT
  - Purchase of two spare padlocks - £35.48 plus VAT
9. To receive a report on unauthorised activity on the Original Site
10. To Note the status of Plot 4/4A and the proposed communal compost area
11. Annual review of rental charges
12. To Note a review of the Tenancy Agreement and changes to the rental year from 2025
13. To discuss the administration of the waiting list and agree any action
14. Arrangements for the judging of the Annual Awards and to Note arrangements for the combined Awards Evening 2024 by the Bognor Regis in Bloom Working Group
15. To consider any other events or competitions for Allotments Tenants
16. Report on the annual Health & Safety inspection held on 20<sup>th</sup> May 2024
17. To consider a request to ban sonic cat repellents from the Allotments
18. To consider matters raised by Tenants at the AGM
19. To consider a request for flooring in the shelter at the Re-Established Site
20. Report on lettings
21. Annual review of the Allotments Information Leaflet
22. To agree the date of the Annual Meeting of Allotment Holders and to consider arrangements
23. 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 – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 5 – TO RATIFY THE APPOINTMENT OF MR. PAUL GOODCHILD AND MR. PHILIP FORTIN AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE, AND TO NOTE THE RECOMMENDATION TO COUNCIL OF MRS. LOUISE RUSSELL AND MR. COLIN PENFOLD AS CO-OPTED NON-VOTING MEMBERS AT THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 20<sup>th</sup> MAY 2024 (MIN. 8.1 REFERS)**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

At the Allotment Holder's AGM held on 31<sup>st</sup> October 2024, Mrs. Louise Russell agreed to stand as a co-opted member for the Re-Established Site for a further year, but both co-opted members for the Original Site resigned. However, Mr. Colin Penfold agreed to remain as a co-opted member on a temporary basis until new nominations came forward. It was proposed by the Chair at the previous meeting that nominations to fill the remaining two vacancies be received until 31<sup>st</sup> January 2024 (Min. 21 refers).

The Sub-Committee Clerk contacted all tenants, on three occasions, between November 2023 and January 2024, asking for nominations to fill three Tenant Representative vacancies. At the closing of nominations, two nominations had been received – one for each site. As a result, Colin Penfold confirmed his willingness to continue as a Tenant Representative for the remainder of the year.

Members are asked to **NOTE** that at the Allotments Sub-Committee Meeting held on 6<sup>th</sup> November 2023, Members resolved to approve the appointment of Mrs. Russell and Mr. Penfold (Min. 21 refers). Members of the Environmental and Leisure Committee subsequently agreed, at the meeting held on 20<sup>th</sup> May 2024, to recommend to Council for ratification the co-option of Mrs. L. Russell and Mr. C. Penfold as non-voting members of the Sub-Committee (Min. 8.1 refers). This recommendation will go before Council on 8<sup>th</sup> July 2024.

Members are therefore asked to **RATIFY** the additional co-option of Mr. Paul Goodchild and Mr. Phil Fortin as new Tenant Representatives for the remainder of the 2023-2024 allotments year and **AGREE** to **RECOMMEND** these co-options to the Environmental and Leisure Committee.

**DECISIONS**

1) To **NOTE** that the appointment of Mrs. Louise Russell and Mr. Colin Penfold as co-opted non-voting members of the Allotments Sub-Committee has been recommended to Council by the Environmental and Leisure Committee at their Meeting held on 20<sup>th</sup> May 2024 (Min 8.1 refers).

2) Members are asked to **RATIFY** and **AGREE** to **RECOMMEND** to the Environmental and Leisure Committee, the co-option of the following as additional Tenant Representatives for the remainder of the 2023-2024 allotments year:

Original Site:

Mr. Paul Goodchild

Re-Established Site:

Mr. Phil Fortin

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 8 - RATIFICATION OF EXPENDITURE AND  
RECOMMENDATION OF APPROVAL TO THE ENVIRONMENTAL AND  
LEISURE COMMITTEE INCLUDING: -**

- **TWELVE NEWS TAPS AND PTFE TAPE - £98.06 PLUS VAT**
- **KEY SAFE FOR USE AS AN EMERGENCY TOOLBOX - £9.99  
PLUS VAT**
- **PURCHASE OF TWO SPARE PADLOCKS - £35.48 PLUS VAT**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

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

- a) Twelve new taps and PTFE tape - £98.06 plus VAT (charged to Gravits Lane Maintenance Budget)
- b) Key safe for use as an emergency toolbox - £9.99 plus VAT (charged to Gravits Lane Maintenance Budget)
- c) Purchase of two spare padlocks - £35.48 plus VAT (charged to Gravits Lane Maintenance Budget)

**DECISION**

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

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 9 – TO RECEIVE A REPORT ON UNAUTHORISED  
ACTIVITY ON THE ORIGINAL SITE**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

A complaint about a suspected unauthorised water pipe connection at the Original Site was received by the Sub-Committee Clerk by phone on 7<sup>th</sup> May 2024.

An inspection was immediately carried out and a buried pipe terminating at one of the BRTC tap sites was found. After a search, the pipe was found connecting to an unauthorised tap on Plot 16B (photos to be made available at the meeting).

On discussion with the Town Clerk, a letter was sent to the tenant concerned, requesting removal of the tap and pipework within fourteen days (as a breach of Clause 18 of the Allotments Information Leaflet) and to make right any damage incurred in doing so, advising that failure to do so may result in a Notice to Quit. The tenant swiftly complied and removed the unauthorised tap, but the underground pipework has been left, since the tenants do not know where it runs.

On another inspection on 13<sup>th</sup> May 2024, the Sub-Committee Clerk discovered another unauthorised underground connection linking a BRTC tap site with Plot 30A. A similar letter to that issued to Plot 16B was sent out the same day, and an email to all tenants of the Original Site sent out stating that a number of unauthorised taps/water pipes had been discovered and that they must be removed. The message was repeated in a Facebook post to the Allotments Tenants' group. The tenant of Plot 30A was given a deadline of 28<sup>th</sup> May by which time to remove the pipes, but this had not been carried out. A final email was sent on 3<sup>rd</sup> June 2024 giving a further week to remove the pipes, otherwise a recommendation would be made to the Sub-Committee that a Notice to Quit be issued for breach of contract. A highly offensive and libelous response against the Sub-Committee Clerk was received from the tenant concerned, and the Sub-Committee Clerk referred the matter to the Town Clerk for an official response. As a result, the pipes had been removed upon re-inspection on 10<sup>th</sup> June and the matter is considered to be closed.

Notification of a third unauthorised pipe at Plot 8 was received on 14<sup>th</sup> May, and a full inspection of both Sites undertaken on the same day to find if anymore were present. During this, further unauthorised pipe outlets were located at Plot 15A and at the BRTC tap site at Plot 28.

Letters were not sent on this occasion, since the Sub-Committee Clerk could not ascertain where these two connections ended up. However, an on-site meeting with Town Force was arranged immediately following the annual Health & Safety Inspection on 20<sup>th</sup> May to investigate further. Email correspondence also continued with the tenant of Plot 8.

On 20<sup>th</sup> May, Town Force removed the pipework at Plot 8 (connecting to the BRTC tap site at Plot 10, under the communal pathways and across the edge of Plots 7A and 7B) in the presence of the tenant. No further action against this tenant has therefore been taken. The site previously seen at Plot 15A had disappeared and evidently been removed by the tenant in the interim (it was still in situ during the earlier Health & Safety Inspection); no further action against the tenant of Plot 15A has therefore been taken.

However, upon investigation of the pipework at the Plot 28 tap site, it was found to belong to a buried pipe that crossed under the communal path to Plot 23C, where it split into pipes that entered the shed on this plot and also to an extensive spray irrigation system in a poly tunnel on this site. As a result, a warning letter had been issued to the tenant of Plot 23C, with a deadline of 4<sup>th</sup> June 2024, which also requested the complete removal of the irrigation system as being contra to Clause 11 of the Allotments Information Leaflet. The tenant has agreed to the removal of the pipes and irrigation system. Upon re-inspection on 10<sup>th</sup> June, the pipes had been disconnected.

For Members' awareness, these unauthorised pipes/taps had been installed without permission, and some of them had been in place for some considerable time. The first recorded mention was in the Summer 2018 newsletter, which stated:

"I noticed on a recent inspection that some plots have a hose running under their paths and along other plots to reach their plot. This is against the rules and must be removed so that hose can be disconnected and stored on the plot or in a shed when not in use."

Furthermore, the Original Site experienced a 600% increase in water usage that summer. Although seasonal variation in water usage is to be expected, such a large increase was beyond what could be reasonably expected, and the fact that it coincided with the installation of unauthorised pipes cannot be overlooked.

The reminder about hosepipes was also repeated in the Summer 2019, Spring 2020 and Spring 2021 newsletters, as well as forming Clause 18 of the Allotments Information Leaflet. Therefore, all tenants would have been aware, regardless of when they took up the tenancy, of these rules, and signed agreements to abide by the rules.

Due to the fact that the buried pipes cannot be drained, and were not sealed against the environment, they may also have been considered a source of "unwholesome water" contrary to The Water Supply (Water Fittings) Regulations 1999 when attached to the mains-fed BRTC tap sites.

Despite receiving significant hostility from some of the tenants concerned, the Sub-Committee Clerk will continue to monitor for any further cases of unauthorised taps/water pipes during all future site inspections, with prompt action taken should any arise.

**DECISION**

Members are invited to **NOTE** the Sub-Committee Clerk's Report.



**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 10 – TO NOTE THE STATUS OF PLOT 4/4A AND THE  
PROPOSED COMMUNAL COMPOST AREA**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

During a routine inspection by the Sub-Committee Clerk on 20<sup>th</sup> December 2023, it appeared that a planned break-in during the Christmas holiday period was highly likely, details and photos of which were circulated to Sub-Committee Members at the time.

To rectify this, the Sub-Committee Clerk and two members of Town Force barricaded this section of fence internally and externally on the morning following the discovery, as well as attaching a reinforcing section of wire mesh to the fence at the gate to prevent access to the internal lock release handle.

Furthermore, the Sub-Committee Clerk carried out a series of daily security checks, on a voluntary basis, throughout the period 22<sup>nd</sup> December to 2<sup>nd</sup> January, at random times of morning, day and evening. This included carrying out double checks (early morning and late evening) on both Sunday 24<sup>th</sup> and Monday 25<sup>th</sup> December, which were considered the most likely dates for a break-in, as well as evening checks on the nights leading up to, and following, New Year's Eve.

Despite some damage to the perimeter fence at the Re-Established Site, minor vandalism (i.e. signs being cut off gates/fences) and fly-tipping at various locations around the outside perimeter, there were no breaches of the allotment sites.

The section of fencing targeted at the Gravits Lane site in December coincided with the proposed location of a new vehicular access gate into the Allotments, to facilitate the creation of a communal compost area. Permission for this had been refused by Arun District Council in early 2023. The Sub-Committee Clerk has made repeated attempts to obtain a reason for the refusal, but none has been forthcoming.

However, had this new gate been in place in December 2023, there would not have been any visible warning signs prior to any potential break-in attempts; it would simply have been a case of cutting the gate lock and gaining entry.

This section of fencing is the most vulnerable of the entire allotment perimeter, since it is the only point at which there are no natural or other obstacles present on either side of the fence line, as well as immediately adjoining the Gravits Lane car park.

Since Arun District Council have already refused permission in principle for a new vehicular entrance, in light of the events of December 2023, and as a result of repeated complaints from tenants about the neglect of Plot 4A and the fly tipping of refuse on this plot, the Town Clerk, as Proper Officer, instructed Town Force to clear the fly tipped refuse, and for Plot 4A to re-merge with Plot 4. As there is only a short amount of time left until the end of the rental year, and given that Plot 4A is in very poor condition, it has been decided that the tenant of Plot 4 would not pay any rent for re-absorbing Plot 4A, but that the rent for the new, larger Plot 4 would be reassessed at renewal in September 2024.

## **DECISION**

To **NOTE** the Sub-Committee Clerk's report in relation to the status of plot 4/4a and the proposed communal compost area.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 11 – ANNUAL REVIEW OF RENTAL CHARGES**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Following the review in 2023, where rents were increased by 10% on the 2022 rate of £0.28 per m<sup>2</sup>, the annual rental income is £2,592.

Current rates vary between £0.29 and £0.32 per m<sup>2</sup> following the increase last year.

The Sub-Committee Clerk has carried out research into rent charged by other local urban councils in West Sussex:

<b>Council</b>	<b>2023/24 charge p.m<sup>2</sup></b>	<b>2024/25 charge p.m<sup>2</sup></b>	<b>Increase</b>	<b>Comments</b>
Adur & Worthing small plot	48p	50p	4.2%	30% discount for age 65+
Adur & Worthing large plot	53p	55p	3.8%	30% discount for age 65+
Chichester	43.5p	43.5p	0%	
Crawley	50p	54p	8%	50% discount for age 65+
Littlehampton	34p	37p	8.8%	
Bognor Regis	29p – 32p			

Note: Figures are rounded to the nearest 0.5p.

As further background, the direct costs of operating the Town Council's allotments are:

<b>Expenditure category</b>	<b>23/24 £</b>	<b>22/23 £</b>	<b>21/22 £</b>	<b>20/21 £</b>
Town Force labour excluding project work	2,442	2,811	1,469	1,276
Water	733	720	333	773
Rubbish Disposal	-	166	-	-
Maintenance & Equipment	1,033	135	429	298
Competition Expenses net of Sponsorship Income	23	32	-	-
<b>TOTAL</b>	<b>4,231</b>	<b>3,863</b>	<b>2,231</b>	<b>2,347</b>

It should be noted that the Town Force costs are an internal accounting recharge with the costs already incurred by the Town Council. As such there would not be a saving if the maintenance work was not carried out on the allotments.

If Members are minded to change the rate for 2024/2025, it is the Officer recommendation that a figure per m<sup>2</sup> is set, rather than a percentage increase/decrease. This is to avoid further variation in rental rates across plots, following the setting of a fixed rate in 2022.

## **DECISIONS**

Do Members **AGREE** with an increase or decrease of annual rents for 2024/2025?

In doing so, Members are asked to **RESOLVE** to **AGREE** any new annual rental amounts for 2024/2025.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 12 – TO NOTE A REVIEW OF THE TENANCY AGREEMENT  
AND CHANGES TO THE RENTAL YEAR FROM 2025**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

During the process of re-letting vacant plots to new applicants in the final quarter of 2023, the Sub-Committee Clerk noticed that tenants have been issued with different versions of the Tenancy Agreement depending on the date they began their tenancy.

At present, there are four different versions of the Tenancy Agreement in effect, with the number currently issued indicated, as follows:

1. Agreements issued pre-2005 (eight)
2. Agreements issued 2005-2008 (six)
3. Agreements issued 2008-2018 (fifty-six)
4. Agreements issued since 2018 (seventy-three)

Most of the content of these Agreements are identical across the versions, but key differences were identified. For example, only the Agreements issued since 2018 make tenants aware of the Town Council's Privacy Policy, and only those issued since 2008 include clauses on prohibiting damage to Town Council property, a ban on bringing firearms/weapons onto the allotments sites and banning the growth of illegal substances.

It was also noted that the current Agreement required some minor amendments to wording for the sake of clarity and/or completeness.

The Sub-Committee Clerk, in liaison with the Town Clerk and Assistant Clerk, has re-drafted a new Tenancy Agreement under delegated authority, to be re-issued to all tenants for signing when the 2024/25 rent notices are sent out in September 2024, so that all tenants will be operating under equal terms. The Sub-Committee Clerk will notify each tenant individually of the changes to the new Agreement compared to their respective existing Agreement.

Furthermore, upon consultation with the Town Clerk and the Town Council's accountant, the rental year will change to run April-March from 2025, rather than October-September as at present. This is to streamline and improve the efficiency of the administration of the allotments rents. To achieve this, all tenants will be offered a six-month rent in September 2024, followed by a twelve-month rent in March 2025.

**DECISION**

To **NOTE** the Sub-Committee Clerk's Report following a review of the Tenancy Agreement and changes to the rental year from 2025.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 13 – TO DISCUSS THE ADMINISTRATION OF THE WAITING LIST AND AGREE ANY ACTION**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Questions have arisen at, and since, the Allotment Holder's AGM, held on 31<sup>st</sup> October 2023, regarding the administration of the waiting list.

As it currently stands, the waiting list operates on a first come, first served basis, with all new applicants added to the bottom of the list, with existing tenants eligible to apply for additional plots.

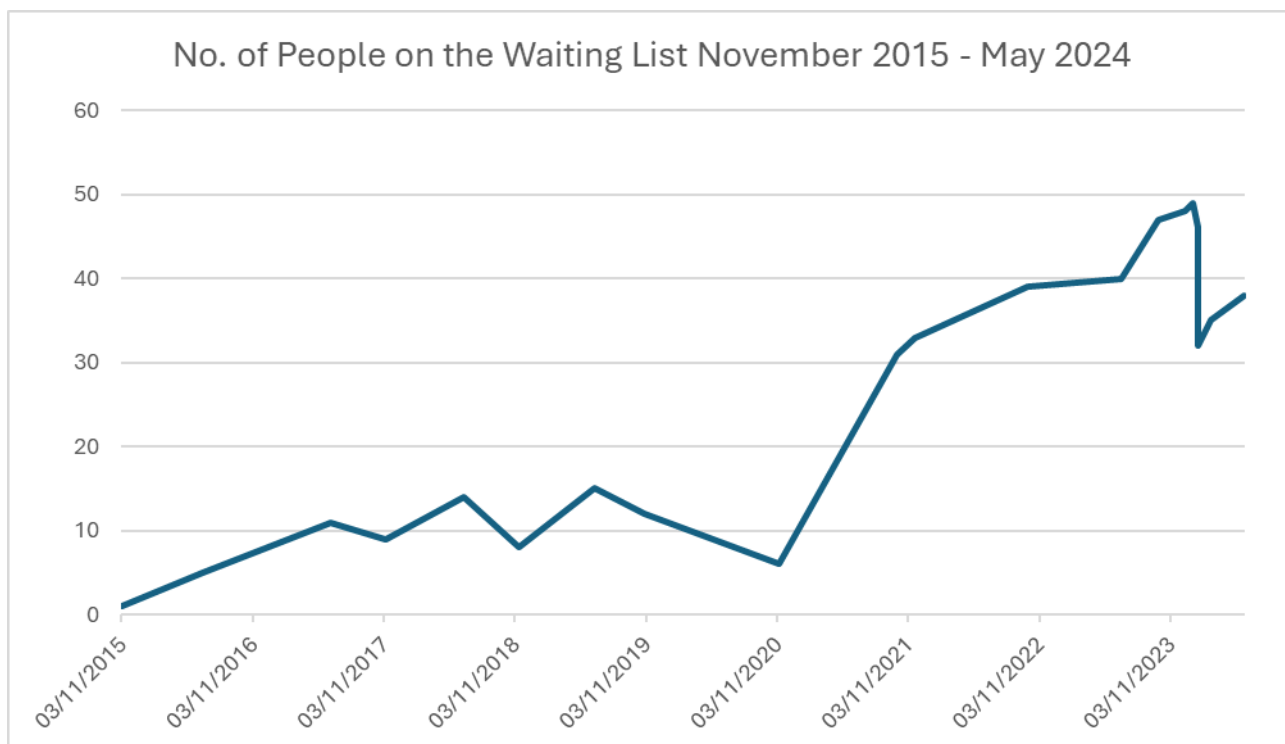
There are not currently any restrictions on the number of plots any one tenant (or household) can rent. At present, the numbers of tenants and households holding more than one plot are as follows:

<b>Tenants Holding:</b>	<b>No.</b>		<b>Households Holding:</b>	<b>No.</b>
1 Plot	62		1 Plot	53
2 Plots	30		2 Plots	30
3 Plots	6		3 Plots	6
4 Plots	0		4 Plots	2
5 Plots	1		5 Plots	1
6+ Plots	0		6+ Plots	0

It should be noted that twenty-five of the thirty-seven tenants with two or more plots acquired their additional plots prior to 2021, when the waiting list was much smaller. At present, ten of the thirty-nine people on the waiting list are existing tenants, of which seven have only one plot, and three currently have two plots.

In terms of the waiting list, the data only goes back as far as 2015. However, the following clearly demonstrates that the waiting list pre-2021 – when most of the additional plots were acquired by existing tenants – was substantially smaller than post-2021. Also note that figures pre-2018 may be inflated by applicants residing outside of the five Wards, since this differentiation was not recorded until 2018. Since 2019 there has been a de-facto ban on applications from residents outside of the five Wards.

<b>Date</b>	<b>No. on List</b>		<b>Date</b>	<b>No. on List</b>
03/11/2015	1		21/11/2021	33
14/06/2016	5		01/10/2022	39
06/06/2017	11		19/06/2023	40
07/11/2017	9		01/10/2023	47
12/06/2018	14		13/12/2023	48
13/11/2018	8		03/01/2024	49
11/06/2019	15		18/01/2024	46
28/10/2019	12		20/01/2024	32
09/11/2020	6		23/02/2024	35
01/10/2021	31		04/06/2024	39



Since January 2024, the Sub-Committee Clerk has opened a channel of communication with the Bognor Allotments Holders Association Ltd. (BAHA), which operate the four privately-run allotments sites within the five Wards. This has resulted in a number of those on the Town Council's waiting list being referred to BAHA, as evidenced by the steep decline in the waiting list from a peak of fifty-one in early January 2024 to a low of thirty-two by the middle of the same month. The Sub-Committee Clerk continues to liaise with BAHA with regards to the waiting list. Despite this, the waiting list has been steadily increasing in size by an average of three per month in 2024. This excludes enquiries by phone that have not yet sent in an application form.

The Sub-Committee Clerk has researched ways in which other authorities, particularly councils in urban areas similar to Bognor Regis, manage their waiting lists. This has revealed that strategies vary widely, but several common measures were identified. These include:

- Prioritising new applicants above existing tenants.
- Limiting the maximum number of plots any one tenant (or household) can occupy – most commonly to two.
- Splitting large plots (when they become vacant) to increase the number of plots available.
- A probationary period for new tenants – usually of three, six or twelve months – with automatic termination of tenancy if no/little work has been carried out.
- Acquire additional land for new allotments.

In terms of probationary periods, there is an issue at the allotments with new tenants being initially enthusiastic, but quickly either losing interest or otherwise allowing their plot to fall into a poor state. This then takes up much administration time in issuing Letters to Cultivate and additional inspections, as well as delaying openings to the waiting list if a new tenant is not serious about keeping their plot.

Difficulty has also been experienced in letting vacant plots owing to non-response from applicants to offers. This hinders Officer time in issuing chase-ups and awaiting responses, which could be better used elsewhere. It also substantially increases the amount of time a plot is left vacant for before being re-let, as well as increasing running costs on maintenance of vacant plots.

Therefore, Members are also asked to consider issuing guidance on how many chase-ups an applicant should have before a plot is re-offered to the next person on the waiting list, and to also advise on whether serial non-respondents should be removed completely from the waiting list, or moved to the bottom.

## **DECISIONS**

Do Members **AGREE** to place any restrictions on the maximum number of plots any one tenant (or household) can occupy?

Do Members **AGREE** to the introduction of a probationary period for new tenants?

Do Members **AGREE** to give preference to new tenants over existing plot holders?

Members are invited to **AGREE** any guidelines for Officers in regard to non-responses from waiting list applicants.



**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 14 – ARRANGEMENTS FOR THE JUDGING OF THE ANNUAL AWARDS AND TO NOTE ARRANGEMENTS FOR THE COMBINED AWARDS EVENING 2024 BY THE BOGNOR REGIS IN BLOOM WORKING GROUP**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Judging for the Best Kept Awards categories will need to be carried out by two voting Sub-Committee Members in July.

There are three categories to judge, with first, second and third place winners, namely:

- Best Kept Plot on the Original Site
- Sharon Stubbings Award for the Best Kept Plot on the Re-Established Site
- The Roy Gristwood Shield – Best Use of Allotment

Although wishing to include more allotments tenants in the 2024 Awards Evening, due to budget constraints, the Bognor Regis in Bloom Working Group have decided to keep arrangements for the 2024 event the same as for the 2023 event, namely, to invite the fifteen Allotments Awards winners (and guests) and the Tenant Representatives (and guests).

However, the Allotments Sub-Committee only has £100 available for competition expenses in 2024-2025, and this would not be enough to cover the inclusion of additional allotments invitees. Therefore, in order to accommodate this, the Working Group has requested an additional £300 funding from the Environmental and Leisure Committee's Publicity and Promotion Budget.

**DECISION**

To **NOTE** the Sub-Committee Clerk's Report regarding the arrangements for the judging of the annual awards and for the Awards Evening 2024.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 15 – TO CONSIDER ANY OTHER EVENTS OR  
COMPETITIONS FOR ALLOTMENTS TENANTS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Except for the annual Allotments Awards and AGM, engagement between the Town Council and Tenants is limited to just quarterly newsletters, Notices to Cultivate/Quit, or complaints/concerns/comments raised individually by Tenants via email, letter or telephone.

The Committee Clerk has been investigating other means of low or no cost competitions and/or events to increase positive engagement between the Town Council and Tenants and improve the relationship between both parties.

Examples of such competitions/events include:

- Photography competition
- Scarecrow competition
- Biggest pumpkin (suggested by a tenant)
- Tallest sunflower
- Longest carrot
- Best Newcomer – restricted to those with a Tenancy of less than 12 months to incentivise new Tenants to cultivate their plots (perhaps with a modest prize)
- Most environmentally friendly plot
- Children's artwork competition
- Funniest-shaped vegetable
- Allotments Community Day – an informal get-together of Plot Holders, Allotments Officer and Elected Members

Many of these ideas could be carried out with little or no cost, for example with the prize being a certificate and/or a mention/photo on the Allotments section of the Town Council's website, and would provide additional incentives for the AGM in place of the main Allotments Awards.

**DECISIONS**

To **NOTE** the Sub-Committee Clerk's Report.

To **AGREE** on any additional competitions/events for Allotments Tenants and/or AGM.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 16 – REPORT ON THE ANNUAL HEALTH & SAFETY  
INSPECTION HELD ON 20<sup>th</sup> MAY 2024**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

An annual Health & Safety inspection is required to be undertaken by the Sub-Committee Clerk and two Elected Members of the Allotments Sub-Committee. This is in addition to the routine inspections carried out by the Sub-Committee Clerk.

The annual inspection differs from the routine inspections in that it is a recorded inspection, with the results held on file, and is focused purely on Health & Safety matters rather than the cultivation of plots (unless the condition of a plot presents a Health & Safety issue).

The Sub-Committee Clerk contacted all Members by email and Cllr. Batley agreed to undertake the annual inspection. This was carried out on 20<sup>th</sup> May 2024.

Only a small number of issues were identified, as follows:

- One case of a badly overgrown communal path between plots
- Unused wire and materials stored on a plot
- Two cases of loose plot number posts
- One case of a shed part-built on a communal path
- Timber and ladders extending into a communal path at head height
- A small pond uncovered on a plot
- Padlock left unscrambled on the Re-Established Site
- Leaking tap on the Re-Established Site
- Overhanging dead branches from ADC or WSCC owned trees
- Out of date emergency contact signage on all five gates (see photos in **Appendix 1**)
- Steep entrance/exit slope at the Re-Established Site (see photos in **Appendix 1**)

Where possible, the issues were made safe at the time by the Sub-Committee Clerk, and polite letters/emails sent to the tenants concerned. Similar letters were sent to tenants of plots with issues that could not be rectified asking for their co-operation. As a result, most of the identified issues have been resolved.

In terms of signage for the gates and slope, the Sub-Committee Clerk has designed replacement/additional signs for consideration by the Sub-Committee as **Appendix 2**. It is recommended that five new emergency signs are made, and two 'steep slope' warning signs.

The Sub-Committee Clerk has also produced a draft Accident Report Form (attached as **Appendix 3**) since there is not currently any means by which accidents at the allotments sites can be recorded. This would help with the allotments' Health & Safety standards, as well as allowing the Town Council to identify what, if any, accidents are frequent and where they occur.

Finally, the Sub-Committee Clerk has created a draft Health & Safety at the Allotments Guide for issue to all tenants (attached as **Appendix 4**). It is suggested that if Members agree to issue this guide, that it forms part of the contract between tenant and Town Council alongside the Tenancy Agreement and Allotments Information Leaflet.

## **DECISIONS**

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

To **AGREE** any action(s) to improve Health & Safety at the Allotments sites.



Existing signs on display at the allotments gates.





Access slope from Sandringham Way





Access slope from Sandringham Way

**In case of  
Emergency  
Dial 999**

**For all non-emergencies dial 101 (Police) or 111 (NHS)**



**CAUTION**



**STEEP SLOPE**

**MAY BE SLIPPERY  
WHEN WET OR ICY**



## BOGNOR REGIS TOWN COUNCIL

Town Council Office, the Town Hall, Clarence Road  
Bognor Regis, West Sussex, PO21 1LD  
Telephone/Answer Machine 01243 867744  
E-mail [allotments&inbloom@bognorregis.gov.uk](mailto:allotments&inbloom@bognorregis.gov.uk)

### ALLOTMENTS ACCIDENT REPORT FORM

To be used to report an **accident** or **injury** on the Gravits Lane/Sandringham Way Allotments Sites. Please email completed report form to [allotments&inbloom@bognorregis.gov.uk](mailto:allotments&inbloom@bognorregis.gov.uk) or deliver to the Allotments Officer c/o the Town Hall.

ABOUT THE PERSON WHO HAD THE ACCIDENT	
Name:	
Address:	
Tel:	Email:
DETAILS OF PERSON REPORTING THIS ACCIDENT	
Name:	
Address:	
Tel:	Email:
DETAILS OF ACCIDENT OR INJURY	
Date:	Time:
Where on the site did the accident take place?	
Say how the accident happened, give a cause if you can:	
Details of accident / injury:	
Names of any witnesses:	
Signed:	Date:

OFFICIAL USE ONLY	Report No:
How was it reported?	
Name:	Date:



# **BOGNOR REGIS TOWN COUNCIL**

## **HEALTH & SAFETY GUIDE FOR ALLOTMENT HOLDERS**

Adopted by the Allotments Sub-Committee at its Meeting held on **[DATE]**

Allotment sites and the activity of gardening are relatively risk free if people are aware of the hazards and make steps to ensure that they, other people and wildlife are not put at risk. The Council undertakes risk assessments on the allotment sites. Please ensure you read this document and understand the risks of allotment gardening.

This document provides guidance only. You do not have to follow the advice contained therein (unless otherwise **indicated**, or if specified in your Tenancy Agreement or Information Leaflet), but you are strongly advised to do so. You are responsible for your own safety and actions on the Allotments, as well as the safety of any person(s) accessing your Plot, whether by invitation or otherwise.

This guide is not comprehensive of all the risks present at the Allotments. Plot Holders must take responsibility for their own actions and their consequences. Plot Holders, visitors and all persons entering the Allotments do so at their own risk. A copy of the Town Council's risk assessment is available upon request.

## 1. Physical exercise

- 1.1. Digging the soil is one of the most physically demanding tasks in gardening, as it involves continued bending and straightening of the back when lifting a spade of soil. It needs to be approached with care, particularly if you are not used to heavy work. Sensible shoes are essential to save you from a forked foot or worse.

## 2. Hazardous rubbish

- 2.1. **Ensure that you do not leave broken glass and other hazardous materials on the allotment.**
- 2.2. If you discover a significant amount of rubbish underneath the soil, such as broken glass, plastics, etc., then please contact the Town Council.

## 3. Tetanus or Lockjaw

- 3.1. This is a serious infection caused by bacterium that lives in the soil and especially manured soil. It enters the body through the tiniest abrasion, scratch, thorn, puncture or cut and a few days or weeks later the illness hits. You are advised to have a vaccination that can help protect you against tetanus and be careful about scratches and abrasions.

## 4. Skin irritations

- 4.1. Wear gloves and a long-sleeved shirt when pruning plants that can cause skin irritations for example ivy, euphorbia or rue.

## 5. Garden tools

- 5.1. Garden tools can be a hazard if they are not stored properly or are left lying around the plot when not in use. For example, upturned spades and forks. Please **keep all tools securely stored away when not in use.**

## 6. Pesticides and fertilisers - ALWAYS follow the instructions.

- 6.1. **Organic ferric phosphate slug pellets are the only permitted chemical for use at the Allotments. All other chemical weedkiller or pesticides are strictly forbidden.**
- 6.2. You should ensure that you read any labels and have a copy of the MSDS (Material Safety Data Sheet) available in case of accident as this will help anyone treating you.
- 6.3. **Ensure that chemicals are kept securely locked in your shed, or preferably off site,**

away from children and in clearly marked containers. Do not keep them in drinks bottles or other food containers or leave them lying around your plot. If you must use chemicals, please keep them to your own plot and do not put them on your neighbour's plot.

6.4. When using pesticides or fertilisers ensure to wear suitable clothing.

6.5. Please ensure that pesticides or fertilisers are disposed of responsibly. Pesticides should never be included in household rubbish, burnt, placed in skips or poured into any kind of drainage system or watercourse.

6.6. Please note that Garden Organic provide advice and publications on methods of pest control that do not require pesticides and gardening methods that reduce pest attack.

6.7. Tenants should report rats to the Allotments Officer rather than try to deal with the matter.

**Anyone purchasing more than 150g of rodenticide must be appropriately certified.**

## **7. First aid kit**

7.1. A first aid kit is a wise addition to the tools kept in the garden shed. A small selection of adhesive plasters, antiseptic ointment, a pair of tweezers for removing thorns and splinters and a gauze or lint pad to use as a compress to stop the bleeding if you are badly cut.

## **8. Power Tools**

8.1. Most power tools need specific safety and handling training, e.g. strimmers, lawn mowers with metal blades and rotavators. Always follow the manufactures instructions.

## **9. Legionella**

9.1. In very hot weather, especially in green houses, it is possible, although very rare, for Legionella (Legionnaires' Disease) to multiply in warm water to potentially harmful levels. Avoid storing potting media in greenhouses or spraying fine mists.

## **10. Ponds and water**

10.1. Ponds that are planned and maintained properly pose a tiny risk, far outweighed by the numerous benefits to wildlife and enjoyment to people of all ages.

10.2. People at most risk of drowning in ponds are children under three years of age. Risk from drowning decreases as a child's age increases and so their understanding of the danger. Children should be supervised on allotments at all times and must not go on other people's plots.

10.3. Aim to make ponds shallow and seasonal; 30-50cm at the deepest point is sufficient for biodiversity and sloping sides also prevent drowning of mammals that come to drink water. In winter use a float to prevent icing-over, otherwise children may be tempted to walk on ice and pond-life will be starved of oxygen.

10.4. Water can be a breeding ground for various pathogens, including Weil's Disease and Legionnaire's Disease. Take care around any standing water.

## **11. Hazards for wildlife on allotments**

11.1. These include: litter, low-level fruit netting, use of pesticides, open drains, slug pellets, mowing, strimming, broken glass and piles of rubbish. All wildlife is protected by law.

## 12. Vermin

- 12.1. Rats carry 70 diseases including Weil's Disease, which can cause human death via contaminated water. Plot holders must be vigilant and report any signs of infestation, which include burrows, tracks, droppings and observing the vermin. Contact the Town Council to report problems.

## 13. Risk of infection

- 13.1. Humans are at risk of infection from handling animal manure. Always wear gloves when handling any type of manure. Fresh manure should be heaped for 6 months, giving time for e-coli to break down. It is the responsibility of the plot holders for basic hygiene and to check tetanus boosters are up to date.
- 13.2. Stopping for a lunch break helps restore energy after lots of digging but don't forget to wash your hands first. Keep a hand-sterilising gel handy or in the shed.
- 13.3. Always wash your fruit or vegetables thoroughly before eating them.

## 14. Personal safety

- 14.1. Allotment gardeners often spend long periods of time on their own on site: take personal safety seriously and tell another person where you are going and what time you will be back. If you have a mobile telephone, take it with you. Always lock the gate behind you upon entering and leaving the site.
- 14.2. Be aware of weather conditions that can affect walking surfaces such as hardcore or grass. Use sunscreen to protect you from over exposure to the sun.
- 14.3. Wear appropriate footwear and clothing for the weather conditions.
- 14.4. Be aware of light levels, particularly during autumn and winter, when it becomes dark early. If you are on the Allotments after dark, keep a torch handy to reduce the risk of trips, slips and falls.
- 14.5. Keep an eye out for other Plot Holders.
- 14.6. In an emergency always call 999 immediately. For non-emergencies call 101 (Police) or 111 (NHS). Only report incidents to the Town Council after contacting the emergency services, and once it is safe to do so.
- 14.7. In an emergency, ensure that the nearest gate is left open to allow the emergency services access to the site. Close and lock the gate once the emergency has been dealt with.

## 15. Bonfires and Barbeques

- 15.1. There is no law preventing bonfires or specifying certain times you can have them. However, nuisance from smoke is an offence under the Environmental Protection Act (1990).
- 15.2. Do not light bonfires or barbeques close to fences, structures or under trees. Do not have open flames close to dry vegetation, especially in hot or dry weather.**
- 15.3. Always check weather conditions before lighting a fire or barbeque, and **never** light one in strong winds (above 20mph).
- 15.4. Never leave a bonfire or barbeque unattended at any time and always ensure all embers are extinguished before leaving.**
- 15.5. Do not have bonfires or barbeques during significant spells of dry weather and/or drought.**

## **16. Illegal Activities**

### **16.1. Make sure your actions do not contravene any aspect of your tenancy agreement**

**This document must be read in conjunction with the Allotment Tenancy Agreement and Information Leaflet.**

**Further copies are available on request from the Allotments Officer.**

DRAFT

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 17 – TO CONSIDER A REQUEST TO BAN SONIC CAT  
REPELLERS FROM THE ALLOTMENTS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

A complaint has been received regarding the use of sonic cat repellers at the allotments sites. These make a loud, high-pitched sound every ten to twenty seconds, which is audible to other tenants and surrounding residents.

Members are invited to consider what, if any, action to take on this matter.

**DECISIONS**

To **NOTE** the Sub-Committee Clerk's Report.

To **AGREE** on any action regarding sonic cat repellers on the allotments.



**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 18 – TO CONSIDER MATTERS RAISED BY TENANTS AT THE AGM**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Several matters were raised by Tenants at the AGM held on 31<sup>st</sup> October 2023.

Among these were:

1. A request that the Town Council provides a skip once or twice a year to allow for tenants to give both sites a clear up. There is also a significant problem with fly tipping on both sites. The Officer recommends against hiring a skip, but rather that Biffa be asked to attend with a refuse collection vehicle.
2. A request that tenancies are automatically terminated at year-end for Plots that have breached the terms of the Tenancy Agreement. This may not be possible, since there is a legally-binding requirement that tenancies terminated for breach of contract (i.e. a Notice to Quit) must be given a minimum of one month's notice.
3. A tenant asked about the rubbish that had been building up on Plot 4A. The Sub-Committee Clerk passed this request onto the Town Force Manager, and the rubbish started to be cleared during December. Additional waste deposited on the site built up and was removed by Town Force in late May 2024. There has since been further fly tipping of soil, cuttings and rubble.
4. Complaints of unauthorised access at the Original Site were raised. All tenants have been regularly reminded to scramble the codes and close the gates. The gate codes were changed on 7<sup>th</sup> February 2024 and further reminders sent out to all tenants regarding the lock codes.
5. One tenant raised a complaint about the 10% increase in rents for 2023-2024 and suggested that the allotments are being run for profit. The Sub-Committee Clerk included the allotments accounts in the Winter 2023 newsletter, which went out to all tenants in early December 2023.
6. Cars blocking the vehicular access at the middle gate of the Original Site. West Sussex County Council Highways have been contacted about re-painting an Access Protection Line across the entrance, which could be done at a cost of £171.84. However, there would not be any legal enforcement and cars could still park there, and re-payment would be required for all future refurbishment of the line.

**DECISIONS**

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

To **AGREE** any action to be taken for the matters raised at the AGM.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 19 – TO CONSIDER A REQUEST FOR FLOORING IN THE  
SHELTER AT THE RE-ESTABLISHED SITE**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

During a site visit with the Tenant Representative for the Re-Established Site on 1<sup>st</sup> November 2023, a request was made for the Sub-Committee to provide flooring for the communal shelter, totalling 9m<sup>2</sup>.

At present, there is no flooring, with the inside of the shelter being grass and/or bare ground, with a picnic bench placed directly on this.

As a result, the inside of the shelter can become overgrown with tall grass and weeds, as well as becoming muddy and wet during the autumn and winter months.

Examples of flooring are:

- Weed-control membrane sheet
- Wooden boards
- Paving

**DECISION**

To **AGREE** whether to provide flooring for the communal shelter, and what type, to be funded from the Gravits Lane Maintenance Budget.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 20 – REPORT ON LETTINGS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

There were eight vacant plots on 10<sup>th</sup> June 2024. There have been a total of ten vacancies arising since the last meeting on 6<sup>th</sup> November 2023, mostly occurring in late April and May 2024. The reasons for these vacancies are as follows:

- Three tenants no longer have the time to manage their plots and voluntarily vacated.
- One tenant decided they were unable to work the plot after taking it on.
- One tenant had family commitments and voluntarily vacated.
- Three tenants resigned due to ill health.
- One tenant resigned owing to age and difficulty in managing their plot.
- One tenant objected to receiving a Letter to Cultivate and chose to vacate rather than continue their tenancy.

All these plots are in the process of being offered to those on the waiting list, with two having been re-let, and two more already in the process of being re-let.

Those relets that have taken place outside the normal rent renewals have generated an additional £82 so far this rental year, although £28 of this has not been paid by one of the new tenants, and therefore the tenancy was terminated for non-payment on 9<sup>th</sup> June.

There are forty residents currently on the waiting list, as of 10<sup>th</sup> June 2024 (the same as in June 2023), which is a nett decrease of seven since the last Sub-Committee Meeting held on 6<sup>th</sup> November 2023.

**DECISION**

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

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 21 – ANNUAL REVIEW OF THE ALLOTMENTS  
INFORMATION LEAFLET**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

To reflect changes to the new Tenancy Agreement and to rectify omissions from previous versions, the Sub-Committee Clerk has produced a draft updated version of the Allotments Information Leaflet.

The main changes proposed are:

- Addition of NHS 111 non-emergency number to front, and move introduction to front.
- Clause 2 – add reference to Clause 3n of the Tenancy Agreement for clarity.
- Clause 5 – add reference to Clause 3c of the Tenancy Agreement for clarity.
- Clause 7 – remove first sentence (already stated in the Tenancy Agreement) and condense wording to improve clarity and remove repetition.
- Clause 9 – final sentence removed (repeated from Tenancy Agreement Clause 3h and duplicated in Leaflet Clause 23).
- Clause 16 – add reference to Clause 3k of the Tenant Agreement for clarity.
- Clause 18 – add specific prohibition of the installation nor burying of water pipes and connections, to reinforce clarity of the rules on this matter.
- Clause 19 – amended to cover all protected characteristics, not just race, gender and disability.
- Clause 21 – add reference to Clause 3c of the Tenancy Agreement for clarity.
- Clause 23 – amended to place restrictions on the number and size of structures permitted, to be agreed by Members.
- Clause 24 – final sentence removed since all Clauses are reviewed annually. A note to this effect has been added at the end of the leaflet.
- Clause 26 – amended to prohibit the storage of fuel, gas or other flammable/explosive substances on site.
- Clause 27 – amended to prohibit use of carpet and tyres, in line with rules in place at other Allotments, since these leach toxic chemicals into water and soil.
- Clause 30 – amended to reflect Government advice on reporting incidents.
- Clause 32 – amended to include tenants within the definition of abusive behaviour that will not be tolerated.
- Addition of a new Clause 31 on insurance, as per the Policy & Resources Committee's Risk Report (this change has already been enacted in the most recent version of the Allotments Information Leaflet).

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

With regards to the Clause 23 amendments, the proposed changes are in line with rules established at other council-run Allotments sites elsewhere, and have been made to address concerns raised at, and since, the AGM on 31<sup>st</sup> October 2023. If this amendment is approved, Members are asked to decide on what restrictions should be put in place.

Among those other authorities researched, the following is offered as guidance:

	Littlehampton	Chichester	North Horsham	Merton	Worthing
Max. total area of structures	25% of plot	10% of plot	Not stated	8ft x 6ft	Not stated
Shed	1 max., up to 8ft x 6ft x 6ft	1 max., up to 6.5ft x 8ft x 6ft	Max. size of 6ft x 6ft x 6ft	Up to max. permitted area. Larger on request	1 max., up to 8ft x 6ft x 4ft + 1 greenhouse
Poly Tunnel	1 max., no restriction on size. Not permitted if greenhouses on site.	1 max., up to 10ft length x 8.5ft height	1 max., "of a height that does not cause nuisance"	Up to max. permitted area. Larger on request	Not permitted
Greenhouse	2 max., no restriction on size. Not permitted if poly tunnel on site	1 max., up to 6.5ft x 8ft x 6ft	Max. of 6ft x 6ft x 6ft. Must not be made of glass	Up to max. permitted area. Larger on request	1 max., up to 10ft x 12ft x 8ft + 1 shed

To abide by permitted development rules, structures must not exceed 200m<sup>3</sup> (7,062 ft<sup>3</sup>) in volume, or rise more than 4m (13 ft) in height.

Furthermore, there is not currently any record of structures or permissions. Therefore, the Sub-Committee Clerk proposes to create a permission form, similar to that in use by other councils, so that it becomes easier to keep track of authorised and unauthorised structures.

With regards to the Clause 27 amendments, items such as carpet, tires and cardboard are banned at other allotments, including those run by Chichester City Council and Littlehampton Town Council, owing to polluting the soil. Modern carpets made from synthetic fibres break down into microplastics, whereas there is a growing body of research suggesting that tyres release heavy metals, microplastics and other toxic chemicals into the soil, some of which can enter into food grown in contaminated soil.

Chichester City Council's rules state:

### Unsuitable Materials

There are certain items and materials which are not deemed suitable for allotment sites.

Examples of such materials include but are not limited to:

- Carpet
- Cardboard
- Car tyres
- UPVC double glazing units
- Shower screens
- Bathroom sanitary wear – e.g. bathtubs, handbasins, toilets
- Household appliances
- Corrugated metal
- Plaster board
- Kitchen cabinets

Littlehampton Town Council's Tenancy Agreement includes the following terms:

- 5.5 The destruction or storing of materials – such as plastics, tyres, carpet, cardboard, MDF, laminated wood - is strictly prohibited. Tenants must use the local Household Waste Recycling Site for disposal of all such items.
- 5.6 Failure to comply with the above four detailed 5.2 5.3,5.4,5.5 will result in the immediate termination and one of them may involve referral for prosecution and recovery of removal costs.
- 6.4 The bringing on site and use of polluting materials such as tyres, asbestos and glass shall be treated as illegal disposal of waste and will result in immediate tenancy termination and referral for prosecution.
- 6.5 No carpets or similar materials shall be placed on plots other than commercially produced products specifically for the purpose of suppressing weeds and in any case without the written permission of the Council.
- 6.6 No fly tipping, fly- tippers will be prosecuted and their tenancy terminated. Please inform the Council or contact police should you notice anyone committing this offence.

In terms of cardboard, glossy types and inks used contain chemicals that are toxic and enter the soil when the cardboard decomposes.

Finally, at the annual Health & Safety Inspection on 20<sup>th</sup> May 2024, Cllr. Batley requested that consideration be given by the Sub-Committee as to the presence of children's play equipment, summer houses and other large structures unrelated to the cultivation of plots present on the Original Site that have been erected in previous years. Members are invited to recommend what, if any, action they would like to take against these structures, as Clause 23 of the Allotment Information :Leaflet quite clearly states these will not be permitted.

## **DECISIONS**

To **NOTE** the Sub-Committee Clerk's Report.

Do Members **AGREE** or **DISAGREE** with the new proposed Allotments Information Leaflet?

Members are invited to **AGREE** any restrictions on size and/or numbers of structures, and to specify any such restrictions for inclusion in the Allotments Information Leaflet.

Do Members **AGREE** on a maximum permitted area of non-cultivation?

To **AGREE** on any action to be taken regarding children's play equipment, summer houses and other large structures unrelated to the cultivation of plots.

**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** - In reference to Clause 3c of the **Tenancy Agreement**, 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 are reminded that written permission must be obtained from the Town Council for any structure (including sheds, greenhouses and poly tunnels) or trees/large shrubs to be erected on your plot. Structures must be for the purpose of cultivating the plot as an allotment garden only, and constructed of non-hazardous materials. Play equipment, summer houses, etc. will not be permitted. The number and size of structures must be limited to the following:

? x shed (no larger than ?????)

? x poly tunnel or up to ? x greenhouses of no more than ????? in height and not exceeding ???? in area or ??? of the Plot, whichever is the lesser.

No more than ??% of a plot must be taken up for non-cultivated use (including paved/grassed/built areas).

No other built or temporary structure is permitted.

Additional and/or larger structures may be considered on a case-by-case basis, as long as no more than ??% of the plot would be covered.

**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.

**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. **The storage of fuel, gas or other flammable/explosive substances is strictly prohibited, whether stored in appropriate containers or otherwise.**

**27. Carpets & Tires** - These pollute the soil by leaching harmful chemicals into the ground. They must **NOT** be used on the Allotments for any reason.

**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 999 in an emergency, or 101 / 111 for non-emergencies, then to the Town Council.

**31. Insurance** - Plot holders have responsibility for any third party liability claims and should consider having their own insurance in place for such claims.

**32. Finally PLEASE NOTE:** Abusive behaviour towards Councillors, Council Staff and other tenants 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. Please note that this Leaflet is reviewed annually and changes may be made at any time. Plot holders will be informed of any future changes.

Allotment Sub-Committee Clerk: Mr Martin Greenfield 01243 867744

Tenants Representatives are:

Mr. Colin Penfold Plot 7A (Original Site)

Mr. Paul Goodchild Plot 19A (Original Site)

Mrs. Louise Russell Plot 104 (Re-established Site)

Mr. Phil Fortin Plot 36 (Re-Established Site)

# BOGNOR REGIS TOWN COUNCIL



## ALLOTMENT INFORMATION LEAFLET

June 2024

Emergency: 999

Police: 101

NHS: 111

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 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** - With reference to Clause 3n of the Tenancy Agreement, dogs must be 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** - In addition to Clause 3c of the Tenancy Agreement, your plot must be kept 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 are required to remove your belongings within 7 days, leaving the allotment in a clear and tidy condition for the Town Council to offer

it to the next person on the waiting list, 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.

**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 Tenant Representatives or, if urgent, telephone the Town Council and the repair will be arranged as soon as possible.

**9. Consideration** - Further to Clause 3h of the Tenancy Agreement, 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.

**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** - In addition to Clause 3k of the Tenancy agreement, you may not bring any 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. Tenants **MUST NOT** install or bury their own water pipes or connections.

**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 against any protected characteristics as defined in the Equality Act (2010).

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**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. Insurance** - Plot holders have responsibility for any third party liability claims and should consider having their own insurance in place for such claims.

**32. 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**

**Tenants Representatives for 2023 are:**

**Mr. Colin Penfold Plot 7a**  
**(Original site)**

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

# BOGNOR REGIS TOWN COUNCIL



## ALLOTMENT INFORMATION LEAFLET

**JANUARY 2024**

**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 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.

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

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**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 17<sup>th</sup> JUNE 2024**

**AGENDA ITEM 22 – 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 2023 took place on the last Tuesday of October, the 31<sup>st</sup>, at 7pm. This year, the last Tuesday of October falls on the 29<sup>th</sup>.

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**

To **AGREE** a date and time for the Annual Meeting of Allotment Holders.

Do Members **AGREE** that refreshments should be provided at the Annual Meeting of Allotment Holders?

If so, Members are asked to **RESOLVE** to **AGREE** a budget for refreshments.