



# 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 **5.30pm on MONDAY 4<sup>th</sup> NOVEMBER 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 28<sup>th</sup> day of OCTOBER 2024**

## **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 24<sup>th</sup> October 2024
5. To approve the Minutes of the Meeting held on 17<sup>th</sup> June 2024
6. Clerk's Report

7. Ratification of expenditure and recommendation of approval to the Environmental and Leisure Committee:
  - Cutting of five keys and purchase of key tags for Allotments tool safe - £28.42 (charged to the Gravits Lane Maintenance Budget)
  - Spare/replacement padlock for Allotments gates - £27.00 (charged to the Gravits Lane Maintenance Budget)
  - Seven new gate signs as **AGREED** at the last meeting (Min. 17.3 refers) - £66.50 (charged to the Gravits Lane Maintenance Budget)
  - Removal of fly-tipping from Original Site - £36.00 (charged to the Gravits Lane Maintenance Budget)
  - Plumbing for tap repairs - £30.82 and £17.11 (charged to the Gravits Lane Maintenance Budget)
  - Wasp nest removal on the Re-Established Site - £50.00 (charged to the Gravits Lane Maintenance Budget)
  - Green waste disposal - £12.00 (charged to the Gravits Lane Maintenance Budget)
  - Timber for creation of a new path on the Original Site - £42.81 (charged to the Gravits Lane Maintenance Budget)
  - Refreshments for Allotment Holders AGM held on 24<sup>th</sup> October 2024 - £2.00 (to be charged to the Allotments Competition Budget)
  - Allotments share of the In Bloom & Allotments Awards Evening costs - £336.29 (charged to the Allotments Competition Budget)
8. To Note the award of £1,300 from the Safer Arun Partnership to improve the security of the Gravits Lane Allotments
9. To further consider the implementation of a three-month probationary period for new Tenants, as discussed at the last meeting (Min. 13 refers)
10. To consider arrangements for Health & Safety Inspections at the Allotments
11. Report on lettings
12. Reports from co-opted Allotment Holders, including report on plot conditions
13. Report on the combined Bognor Regis In Bloom & Allotments Awards Event held on 17<sup>th</sup> October 2024 and to Note the expenditure of £336.29 as the Allotments share of the event (funded from the Allotments Competition Budget)
14. Consideration of any matters raised by the Tenants at the AGM held on 24<sup>th</sup> October 2024 that are not separate agenda items
15. 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 – 4<sup>th</sup> NOVEMBER 2024**

**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 24<sup>th</sup> OCTOBER 2024**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR RATIFICATION**

At the AGM held on 24<sup>th</sup> October 2024, Mrs. Louise Russell agreed to stand as a co-opted member for the Re-Established Site for a further year, in an e-mail sent to the Sub-Committee Clerk.

Mr. Colin Penfold and Mr. Paul Goodchild also both agreed to continue as co-opted members for the Original Site.

These were the only nominations received, and were therefore accepted by those present.

The Sub-Committee Clerk will contact all Tenants of the Re-Established Site to ask for nominations to fill the remaining vacancy.

**DECISION**

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

Original Site:

Mr. Colin Penfold

Mr. Paul Goodchild

Re-Established Site:

Mrs. Louise Russell



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE** **HELD ON MONDAY 17<sup>th</sup> JUNE 2024**

**PRESENT:** Cllrs: K. Batley, J. Brooks, D. Dawes, P. Ralph (until Min. 14) and P. Wells (until Min. 12)

**IN ATTENDANCE:** Mr. M. Greenfield (Allotments & In Bloom Officer)  
Mr. P. Goodchild, Mr. C. Penfold and  
Mrs. L. Russell (Tenants Representatives)  
1 Member seated in the public gallery  
1 member of the public

*The Meeting opened at 6.34pm*

### 1. **TO APPOINT A NEW CHAIR AND VICE-CHAIR OF THE ALLOTMENTS SUB-COMMITTEE**

As Chair of the Environmental and Leisure Committee, Cllr. Batley took the Chair for this Agenda item.

Members were advised that, although absent from the meeting, Cllr. Woodall had expressed an interest in being appointed as the Chair of the Allotments Sub-Committee. With there being no other nominations, it was unanimously **AGREED** that Cllr. P. Woodall be elected as Chair, and Cllr. K. Batley elected as Vice-Chair of the Sub-Committee for 2024-2025.

Due to the absence of the Chair, Cllr. Woodall, it was **AGREED** that Cllr. Batley was to act as Chair for this meeting.

### 2. **WELCOME BY CHAIR**

The Chair welcomed those present and read the Council's Opening Statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding.

### 3. **APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllrs. Mrs. J. Warr and P. Woodall, and from Mr. P. Fortin (Tenants Representative) with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllrs. J. Barrett, R. Nash and M. Stanley, and these could not therefore be approved.

#### 4. **DECLARATIONS OF INTEREST**

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

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

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

It was **NOTED** that the Environmental and Leisure Committee had recommended the co-option of Mr. C. Penfold and Mrs. L. Russell as a non-voting co-opted Members of the Sub-Committee at their meeting held on 20<sup>th</sup> May 2024 (Min. 8.1 refers).

The Sub-Committee **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee, the co-option of Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) as additional Tenant Representatives for the remainder of the 2023-2024 allotments year.

## 6. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> NOVEMBER 2023**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 6<sup>th</sup> November 2023 as an accurate record, and these were signed by the Chair.

## 7. **CLERK'S REPORT**

### 7.1 **6<sup>th</sup> November 2023 – Min. 23 Graffiti**

Two more cases of graffiti at the Allotments were seen during an inspection on 6<sup>th</sup> December 2023. These were immediately reported to the Town Force Manager and were removed soon after.

### 7.2 **6<sup>th</sup> November 2023 – Min. 23 Taps**

Town Force have replaced the three taps on the Original Site with sturdier taps and new plumbing. Each tap site now has two separate taps to double the amount available on the Site. New taps have also been installed at the six standpipes on the Re-Established Site.

### 7.3 **6<sup>th</sup> November 2023 – Min. 30 Removal of well pump on Plot 20C**

Following the meeting, the Tenant of Plot 20C was written to, expressing the Sub-Committee's decision. No further contact has been received on this matter since, and the pump has not been touched.

### 7.4 **Matters that have arisen since the last meeting:**

**7.4.1** Rats were reported by a Tenant on the Original Site on 10<sup>th</sup> January 2024, causing damage to items stored in a shed two days previously. No signs of rats were seen on inspection that same afternoon, but the CC contacted three pest control companies in the local area for quotes. One completed an examination of the site (at no cost) and said that there were no signs of any recent activity on the Allotments, and the incident was likely a one-off. Advice was provided to the Tenant concerned to protect against further incidents.

**7.4.2** The Original Site continued to be affected by flooding following heavy rainfall during the winter months.

**7.4.3** The Tenant of Plot 28 was written to regarding a hosepipe left connected to a tap and unattended, filling up a water butt. The Sub-Committee Clerk disconnected the hose at the time this was discovered.

**7.4.4** Since late May, a number of reports from Tenants had been received regarding children gaining entry to the Original Site at weekends. The Sub-Committee Clerk had replaced a lock on one gate that broke on 8<sup>th</sup> June

and proposed to replace the keypad lock on another gate with a padlock in order to improve the security of the site.

A Member asked whether unauthorised access by children was a major problem to which the Sub-Committee Clerk responded by saying that complaints about this had been received approximately every other weekend since late May.

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

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

The following costs were **RATIFIED** by the Sub-Committee:

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

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the above expenditure to the Environmental and Leisure Committee.

**9. TO RECEIVE A REPORT ON UNAUTHORISED ACTIVITY ON THE ORIGINAL SITE**

The report from the Sub-Committee Clerk, regarding unauthorised buried water pipes on the Original Site, was **NOTED**.

Members were pleased with the action that the Sub-Committee Clerk had taken.

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

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

An update was given to Members on correspondence received after the Agenda had been issued, stating that the reason why Arun District Council (ADC) had refused permission in principle for a new vehicular access gate to serve a communal compost area was because the land in question was allocated to the Housing Revenue Account and was designated as tenant parking only.

A lengthy discussion followed, with several Members expressing dissatisfaction with ADC's reasoning. Cllr. Wells offered to follow this up with ADC in person, for future review.

With regards to the proposed communal compost area, Members questioned if there could be a way around the legislation and requirement to obtain planning permission. The Sub-Committee Clerk advised that this was unlikely but agreed to carry out additional research and report the findings to all Sub-Committee Members by email.

## 11. **ANNUAL REVIEW OF RENTAL CHARGES**

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

Following a question as to why the maintenance expenses had been so high in 2023-2024, the Sub-Committee Clerk explained that a large part of this was due to the replacement of all taps and plumbing as a large one-off cost.

A Member highlighted that the rents last year had been increased by 10% and that the Precept for 2024/25 had been kept at 2023/24 levels and asked that Members be mindful of this when considering any rent increase this year.

Following discussions, it was proposed to implement an increase for 2024/2025 with the rent to be set at 30p per m<sup>2</sup> from October 2024 to return to an equal flat rate, and this was **RESOLVED** by all Members.

The Tenant Representatives were asked, hypothetically, if they thought Tenants would be happy to pay a one-off surcharge for any large projects that the Town Council undertook to improve the allotments sites. All three Representatives present did not think that Tenants would be happy to pay for this.

*Cllr. Wells left the Meeting at 7.13pm*

## 12. **TO NOTE A REVIEW OF THE TENANCY AGREEMENT AND CHANGES TO THE RENTAL YEAR FROM 2025**

The Sub-Committee Clerk's report, detailing the outcome of a review of the Tenancy Agreement and changes to be made to the rental year from 2025, which will now run from April to March rather than October to September as at present, was **NOTED**.

## 13. **TO DISCUSS THE ADMINISTRATION OF THE WAITING LIST AND AGREE ANY ACTION**

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

A lengthy discussion followed, during which Members asked if changes to the waiting list rules would be made retroactively and if an amnesty could be offered to Tenants to give up untidy plots if they cannot manage. The Chair and Sub-Committee Clerk stated that any changes would not be retroactive, and that there was not really an issue with struggling Tenants



opting to give up plots as they were generally pro-active in vacating if they are unable to continue.

*Cllr. Ralph left the Meeting at 7.22pm*

After a debate on restricting the maximum number of plots any one Tenant can rent, Members unanimously **AGREED** not to place any restrictions on the maximum number of plots any one Tenant (or household) can occupy.

With regards to Tenants voluntarily vacating part-way through the year, a question was raised about refunding part-year rent as a way of encouraging those wanting to vacate but withholding any refund until the end of the rental year. The Sub-Committee Clerk would look into whether any remaining full months of rent remaining on a Tenancy could be refunded, although this was not a significant issue in freeing up openings for the waiting list.

On the matter of a probationary period for new Tenants, it was suggested that a short document for prospective new Tenants be made available outlining the costs, time and work required in taking on an allotment in an attempt to avoid them being overwhelmed and falling into difficulties. All Members **AGREED** that this would be a good idea.

Furthermore, the issue of some Tenants going away for several months at a time was raised and Members **AGREED** that a clause be included in the Tenancy Agreement with Tenants requiring them to carry out monthly activity on plots.

A proposal of introducing a three-month probation period for new Tenants, with leeway at the Officer's discretion to account for issues such as extended periods of poor weather, be introduced. This was unanimously **AGREED**.

*NOTE – having liaised with the Town Clerk, it is recommended that further consideration be given to this proposal by the Sub-Committee prior to implementation. Therefore this will be referred to the next meeting*

Members also unanimously **AGREED** to maintain the first come, first served basis of the waiting list, with no preference given to new Tenants over existing Tenants.

Finally, on the matter of non-response to offers from those on the waiting list, the Sub-Committee Clerk was instructed to only make one offer to applicants, with a three-week response period allowed. If no response had been received in this time, then that person would be moved to the bottom of the list and an offer made to the next person. This was **AGREED** by all Members. The Sub-Committee Clerk was also asked if the three-week response period could be added onto the application form so that all new applicants were aware of this rule.

14. Members **RESOLVED** to extend the meeting by fifteen minutes in accordance with S.O. 3z.
15. **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**

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

The Chair proposed that judging of the allotments takes place in the week commencing 8<sup>th</sup> July. The Sub-Committee Clerk was asked to contact all elected Members of the Sub-Committee by email to ask for two volunteers, with a deadline of 28<sup>th</sup> June for responses. This was **AGREED** by all Members present. The Sub-Committee Clerk was also asked to produce a document with judging criteria so that the judges would know what to assess.

It was acknowledged that whilst the Bognor Regis in Bloom Working Group wished to include more allotments Tenants in the 2024 Awards Evening, due to budget constraints, they had 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 were requesting an additional £300 in funding from the Environmental and Leisure Committee's Publicity and Promotion Budget.

Following a discussion about inviting more allotments Tenants than the number proposed by the In Bloom Working Group (BRiB), Members **RESOLVED** to ask the Environmental and Leisure Committee for an additional £500 from the Publicity and Promotion Budget to help cover the costs of the 2024 Awards Evening and allow for an increased number of Tenants to be invited, in addition to the £300 being requested by the BRiB Working Group.

16. **TO CONSIDER ANY OTHER EVENTS OR COMPETITIONS FOR ALLOTMENTS TENANTS**

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

The Tenant Representatives for both sites did not think that there would be any interest from the Tenants for any competitions or events, except maybe for an Allotments Community Day. The Sub-Committee Clerk was asked to contact all Tenants to see if there would be any demand for an Allotments Community Day to be held for two or three hours on a Saturday.

It was suggested that a section be included on the Town Council's website to 'Shine a Spotlight' on particular allotment plots, with sponsorship/donations sought from local businesses.

**17. REPORT ON THE ANNUAL HEALTH & SAFETY INSPECTION HELD ON 20<sup>th</sup> MAY 2024**

**17.1** The Sub-Committee Clerk's report, including the appendices relating to signage and the proposed Accident Report Form and Health & Safety Guide, was **NOTED**.

**17.2** Members **AGREED** to **APPROVE** the use of the accident report form and the Health & Safety Guide as drafted by the Sub-Committee Clerk.

**17.3** Members **RESOLVED** to **AGREE** the following, to be funded from the Gravits Lane Maintenance Budget:

- Replace the five out-of-date emergency contact signs on the gates with new signs as per the proposed design included in the report.
- Obtain two new 'slippery when wet' signs for the Sandringham Way gate as per the proposed design included in the report.
- To obtain quotes for a lockable noticeboard for the shelter on the Re-Established Site to include a list of key contact numbers for the emergency services, PCSOs, Sussex Wildlife Crime team and similar organisations. A similar noticeboard to be erected on the Original Site also. The quotes would then be referred to the next meeting.

**17.4** The Chair also suggested that two Health & safety inspections are carried out annually.

**18.** Members **RESOLVED** to further extend the meeting by another fifteen minutes in accordance with S.O. 3z.

**19. TO CONSIDER A REQUEST TO BAN SONIC CAT REPELLERS FROM THE ALLOTMENTS**

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

Members **AGREED** to ban sonic cat repellers from the allotments. A clause to this effect would be added to the Allotments Information Leaflet.

**20. TO CONSIDER MATTERS RAISED BY TENANTS AT THE AGM**

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

Members asked that the quarterly allotments newsletter be sent to all Sub-Committee Members in addition to Tenants. The Sub-Committee Clerk was also asked to investigate the possibility of placing 'please do not obstruct' signs at the vehicular entrances in Gravits Lane.

**21. TO CONSIDER A REQUEST FOR FLOORING IN THE SHELTER AT THE RE-ESTABLISHED SITE**

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

The Chair proposed that weed control membrane and paving slabs be used to floor the communal shelter. Cllr. Dawes offered to source the materials at no cost and Members **AGREED** to delegate this matter to the Sub-Committee Clerk, in liaison with Cllr. Dawes.

**22. REPORT ON LETTINGS**

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

Members were informed that since publishing the report, additional applications had been received and the waiting list for allotments now stood at forty-one.

**23. ANNUAL REVIEW OF THE ALLOTMENTS INFORMATION LEAFLET**

The Sub-Committee Clerk's report, including the appendices showing the current and proposed leaflet, was **NOTED**.

Members unanimously **AGREED** to **APPROVE** the draft updated Allotments Information Leaflet, to include the additions decided in Min.13 and Min.19 of these minutes.

Members further **AGREED** that the minimum area of cultivation be set at 70%, with no restriction on structure size – within reason and without overshadowing neighbouring plots – up to the maximum permissible area of 30%. Permission would now also be required to plant trees, with a prohibition on plots becoming orchards going forward.

Members **AGREED** to an amnesty on banned structures (including play equipment, summer houses and other large structures unrelated to the cultivation of plots) already located on the allotments sites, but that any new structures erected without permission going forward would be removed.

The Sub-Committee Clerk would make these amendments and issue the new Allotments Information Leaflet to all Tenants.

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

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

The Chair suggested that the proposed date, although traditional, was not appropriate due to being in the half-term holidays. After a brief discussion

on the best date, Members **AGREED** to Thursday 24<sup>th</sup> October at 7pm. Members further **AGREED** a budget of £50 for refreshments.

The Sub-Committee Clerk was also asked to look into the possibility of streaming a future Plot Holders' AGM to allow those unable to attend to join in, and to ask Tenants to submit questions in advance.

## 25. **CORRESPONDENCE**

There was no correspondence.

*The Meeting closed at 9.04pm*

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 4<sup>th</sup> NOVEMBER 2024**

**AGENDA ITEM 7 - RATIFICATION OF EXPENDITURE AND  
RECOMMENDATION OF APPROVAL TO THE ENVIRONMENTAL AND  
LEISURE COMMITTEE**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

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

- Cutting of five keys and purchase of key tags for Allotments tool safe - £28.42 (charged to the Gravits Lane Maintenance Budget)
- Spare/replacement padlock for Allotments gates - £27.00 (charged to the Gravits Lane Maintenance Budget)
- Seven new gate signs as **AGREED** at the last meeting (Min. 17.3 refers) - £66.50 (charged to the Gravits Lane Maintenance Budget)
- Removal of fly-tipping from Original Site - £36.00 (charged to the Gravits Lane Maintenance Budget)
- Plumbing for tap repairs - £30.82 and £17.11 (charged to the Gravits Lane Maintenance Budget)
- Wasp nest removal on the Re-Established Site - £50.00 (charged to the Gravits Lane Maintenance Budget)
- Green waste disposal - £12.00 (charged to the Gravits Lane Maintenance Budget)
- Timber for creation of a new path on the Original Site - £42.81 (charged to the Gravits Lane Maintenance Budget)
- Refreshments for Allotment Holders AGM held on 24<sup>th</sup> October 2024 - £2.00 (to be charged to the Allotments Competition Budget)
- Allotments share of the In Bloom & Allotments Awards Evening costs - £336.29 (charged to the Allotments Competition Budget)

**DECISIONS**

- 1) To **NOTE** the Sub-Committee Clerk's report.
- 2) Members are asked to **RATIFY** the expenditure as listed above and **RECOMMEND** approval of the payments to the Environmental and Leisure Committee.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 4<sup>th</sup> NOVEMBER 2024**

**AGENDA ITEM 8 - TO NOTE THE AWARD OF £1,300 FROM THE  
SAFER ARUN PARTNERSHIP TO IMPROVE THE SECURITY OF THE  
GRAVITS LANE ALLOTMENTS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

The Sub-Committee Clerk successfully bid for £1,300 funding from the Safer Arun Partnership (SAP) in early October 2024, to fund the fencing of 767m<sup>2</sup> of Town Council land at Gravits Lane, including waste clearance of the site. A map of the site is appended below.

This was in order to improve the security of the site, present an obstacle to fly-tipping (the land in question being the worst-hit area of the allotments for fly-tipping), as well as improve the safety of Tenants using the site.

Town Force will install the fencing in January 2025.



**DECISION**

1) To **NOTE** the award of £1,300 from the Safer Arun Partnership to improve the security of the Gravits Lane Allotments.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 4<sup>th</sup> NOVEMBER 2024**

**AGENDA ITEM 9 - TO FURTHER CONSIDER THE IMPLEMENTATION  
OF A THREE-MONTH PROBATIONARY PERIOD FOR NEW TENANTS,  
AS DISCUSSED AT THE LAST MEETING (MIN. 13 REFERS)**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

At the meeting held on 17<sup>th</sup> June 2024, Members **AGREED** in principle to introducing a three month probationary period for new Tenants, with the aim to discourage those with little intention of maintaining their plot from occupying a plot at the expense of others on the waiting list (Min. 13 refers).

With no detail provided by the Sub-Committee on how any such probationary period should be administered, the Town Clerk recommended that further consideration be given at this meeting.

The issues that particularly require consideration are:

- 1) Rent payment. If a new Tenant is charged for twelve months rent as is usual practice, Tenants would need to be reimbursed nine months rent should the tenancy be terminated after three months.
- 2) If no rent is charged in advance, it risks the Tenant falling into arrears (and loss of rental income to the Town Council) following the end of the probationary period, if the tenancy continues.
- 3) If three months rent is charged initially, additional administrative work would be necessary to process a second rental payment, with agreement, following the cessation of the probationary period.

All of these would necessitate a significant increase in Allotments administration by Officers, at a time when efforts are being made to streamline this process.

**DECISIONS**

- 1) To **NOTE** the Sub-Committee Clerk's report.
- 2) What steps do Members wish to take?



**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 4<sup>th</sup> NOVEMBER 2024**

**AGENDA ITEM 10 - TO CONSIDER ARRANGEMENTS FOR HEALTH &  
SAFETY INSPECTIONS AT THE ALLOTMENTS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

At the previous meeting held on 17<sup>th</sup> June 2024, the Chair suggested that two Health & Safety Inspections are undertaken at the Allotments, six months apart, rather than the single annual inspection (Min. 17.4 refers).

Members are asked to consider whether to increase the number of Health & Safety Inspections to two a year. Please note that these inspections require the presence of two Members of the Allotments Sub-Committee as well as the Sub-Committee Clerk.

**DECISIONS**

- 1) To **NOTE** the Sub-Committee Clerk's report.
- 2) Do Members wish to increase the number of Health & Safety Inspections to two per year?

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 4<sup>th</sup> NOVEMBER 2024**

**AGENDA ITEM 11 – REPORT ON LETTINGS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

As of 23<sup>rd</sup> October 2024, there were eighteen renewals outstanding, representing a rental income of £133. At this time, bank statements were only available up to 9<sup>th</sup> October, and so some of these outstanding rents may, in fact, have been paid. The Sub-Committee Clerk is chasing all outstanding rents owed.

Furthermore, six Tenants have overpaid their rent to a total sum of £56. These additional amounts will be held in credit and deducted from the rent renewal demands issued in March 2025.

Seven plots were relinquished at the end of the rental year on 30<sup>th</sup> September 2024 (vs seven in 2023 and four in 2022). All are in the process of being relet.

There were 40 people on the waiting list as at the start of the current rental year on 1<sup>st</sup> October 2024 (vs forty-seven in 2023), which represents a nett increase of one since the last meeting held on 17<sup>th</sup> June 2024. A further applicant to the waiting list has been added since 1<sup>st</sup> October, making a total of forty-one applicants as at 23<sup>rd</sup> October.

The general condition of the plots is good, with no letters needing to be sent to Tenants this month. By the close of the previous rental year on 30<sup>th</sup> September 2024, a total of two Health & Safety letters, eight initial warnings, one final warning and one Notice to Quit had been issued since 2<sup>nd</sup> April. With regards to the latter, this was due to a failure to return signed paperwork or pay rent.

Plot 21A has been infested with Mare's Tail, and in liaison with the Tenant and Town Clerk, this plot has been covered in tarpaulins and will remain so for the next seven years to kill off the invasive weed. The Tenant is still able to cultivate the plot by use of pots and/or greenhouses placed atop the tarpaulins.

**DECISION**

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

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 4<sup>th</sup> NOVEMBER 2024**

**AGENDA ITEM 13 – REPORT ON THE COMBINED BOGNOR REGIS IN BLOOM & ALLOTMENTS AWARDS EVENT HELD ON 17<sup>th</sup> OCTOBER 2024 AND TO NOTE THE EXPENDITURE OF £336.29 AS THE ALLOTMENTS SHARE OF THE EVENT (FUNDED FROM THE ALLOTMENTS COMPETITION BUDGET)**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Once again, the annual Allotments Awards was combined with the In Bloom Awards this year.

The previous sponsors of these Awards decided not to renew, and despite efforts to secure another sponsor, one could not be found in time. Therefore, the cost of plaques fell to the Allotments Competition Budget.

At the previous meeting, held on 17<sup>th</sup> June 2024, Members requested an additional £500 funding from the Environmental and Leisure Committee's Publicity and Promotions Budget to go towards the costs of the Awards Evening. Of this, £300 was awarded by the Environmental and Leisure Committee on 15<sup>th</sup> July 2024 (Min. 25.2 refers).

Judging took place in July, and the three winner's shields were engraved accordingly. In addition, the Sub-Committee Clerk created certificates for each of the winners and runners-up, signed by the Mayor, as well as plaques for all winners and runners-up.

Attendance at the event this year was down on the 2023 event, with a total of sixty attendees. Although more Tenant Representatives were in attendance compared to 2023, the number of winners and runners-up attending was substantially down on last year, with four attendees in 2024 compared to thirteen in 2023. Of these four, two left early and were unable to collect their awards.

As a result two shields, ten plaques and ten certificates could not be given out on the night (out of a total of three shields, fifteen plaques and fifteen certificates).

Allotments made up 23% of the total invited guests, and therefore the budget for the event needed to be split accordingly. Of the £350 available, total expenses came to £336.29, resulting in a small underspend of £13.71. The cost breakdown for the Allotments share is as follows:

- Venue hire - £45.08
- Cleaning fee - £6.90
- Drinks (provided by venue) - £20.70
- Food (sourced by the Sub-Committee Clerk) - £60.58
- Flowers - £2.41
- Plaques - £138.75

- Trophy engraving - £45.50
- Prize draw voucher - £15.00
- Paper plates - £1.38

Despite achieving a small underspend, Members should note that this was achieved only due to the much smaller than expected turnout, the sourcing of all food by the Sub-Committee Clerk, and the cost of plaques being less than in 2023. If more Allotments invitees had been able to attend this year, there would have been an unavoidable overspend.

With the Allotments Competition Budget being only £100 annually, it is not possible to carry on hosting this joint event without a substantial increase in the Allotments Competition Budget. Therefore, it is the Officer recommendation that the Sub-Committee makes a request to the Environmental and Leisure Committee that this budget be increased to £500 annually for the 2025/2026 financial year.

## **DECISIONS**

- 1) To **NOTE** the Sub-Committee Clerk's Report.
- 2) To further **NOTE** expenditure of £336.29 in relation to associated costs for Allotments Winners attendance at the Awards Event 2024.
- 3) Do Members **AGREE** to **RECOMMEND** to the Environmental and Leisure Committee an increase to the annual Allotments Competition Budget to £500 for the 2025/2026 financial year?

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE MEETING – 4<sup>th</sup> NOVEMBER 2024**

**AGENDA ITEM 14 – CONSIDERATION OF ANY MATTERS RAISED BY  
THE TENANTS AT THE AGM HELD ON 24<sup>th</sup> OCTOBER 2024 THAT ARE  
NOT SEPARATE AGENDA ITEMS**

**REPORT BY SUB-COMMITTEE CLERK**

**FOR DECISION**

Only one matter was brought up at the AGM for the Committee's attention:

A request to review the ban on weedkillers and pesticides was raised by a Tenant Representative. At present, only organic, ferric phosphate slug pellets are permitted for use on the allotments. A detailed rationale from the Tenant Representative for a review of this policy has been included below:

*Definitions of pesticides:-*

*The Health and Safety Executive and the RHS define Pesticide as a broad term covering a range of products that are used to control pests. The slug pellets, insecticides and weedkillers used in everyday life are all pesticides. Pesticides used to protect plants are called Plant Protection Products (PPP's). These include:-*

*Insecticides (insect killers), Fungicides (mould and fungi killers), Herbicides (weedkillers), Molluscicides (slug pellets), Rodenticides (rat and mouse killers), bird and animal repellents and plant growth regulators. Are all of these banned from use on the allotments?*

*WEEDKILLER.*

*Information leaflet item 5. This states:- you must cultivate your plot and keep it free from weeds including docks, thistles, couch grass and brambles.*

*These are all perennial weeds with deep roots and notoriously difficult to eradicate by digging up alone.*

*I personally have couch grass which originate from the grass paths. I cannot dig up the paths so continually several times a year, once the crop has been harvested, have to dig up what has spread on to my plot from the paths. I also have dandelions growing out from the path and have the same problem. I am sure other people have this problem especially where there plot is next to the boundary fence and these perennial weeds come from the ground on the other side of the fence or creep under the fence where there is limited access to these weeds from the allotment side of the fence. Treatment with weedkiller would go a long way to controlling/eliminating these weeds and usually only one or two treatments would be needed to eradicate the weeds. Obviously annual weeds can mostly be controlled by physical means of hoeing and hand weeding etc except in the case on a newly acquired plot which is terribly over grown with all types of weeds where possibly a one off treatment would be advantageous to aid getting the plot quickly under control.*

## AGENDA ITEM 14

*I believe this would also benefit all plot holders by better being able to control/prevent weeds spreading/seeds blowing, onto their plots.*

*The weedkiller must only be applied as per manufacturers instructions and must not be applied in windy weather to prevent any spray drift. The reason that weedkillers were banned is that several years ago a plot holder treated his plot with weedkiller on a windy day or carelessly applied the weedkiller and spray drifted onto another's plot killing his crops, a blanket ban was then imposed on the whole allotments rather than just deal with the culprit involved.*

*Should mares tail and dandelions be added to this list?*

### INSECTICIDES.

*The most common problem is with blackfly on beans, whitefly on brassicas and cabbage white caterpillars on brassicas.*

*Cabbage white caterpillars can usually be dealt with by covering the crop with fine mesh netting to stop the butterflies getting to the plants and laying their eggs.*

*Blackfly and Whitefly can quite often be a problem and result in very heavy infestations, the plant stems are covered and look completely black, resulting in a inedible crop, the natural predators like lady birds cannot cope with such heavy infestation and therefore the use of an insecticide would be very useful in eliminating them and saving the crop.*

*I don't know when and why insecticides were banned as they weren't when I got my plot in 2012. They have just been added to information leaflet somewhen since.*

*Again these should only be applied on a windless day and according to the manufacturers application instructions.*

Members are asked to note that Clause 3q of the Tenancy Agreement prohibits the use of herbicides. If this policy is changed, it would require a new Tenancy Agreement to be produced and sent to all Tenants. A new Tenancy Agreement has only recently been sent out to all Tenants in September 2024.

Since pesticides are only mentioned in the Allotments Information Leaflet, this could be amended when undergoing the annual review at the next Sub-Committee Meeting, if Members so wish.

### **DECISIONS**

- 1) To **NOTE** the matters raised by the Tenants at the AGM of 24<sup>th</sup> October 2024.
- 2) To **DECIDE** whether to amend the policies on herbicides and pesticides.