



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744 E-mail – clerk@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **5.30pm on MONDAY 10th NOVEMBER 2025**.

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 4th day of NOVEMBER 2025

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 27th October 2025
5. To approve the Minutes of the Meeting held on 18th August 2025
6. Clerk's Report
7. Ratification of expenditure and recommendation of approval to the Environmental and Leisure Committee: -

- Purchase of All-weather Combi Padlock - £76.63 including VAT (charged to the Gravits Lane Maintenance Budget)
 - Removal of decomposing fox - £65.00 excluding VAT (charged to the Gravits Lane Maintenance Budget)
 - Engraving of Shields for annual Allotment Awards - £47.50 excluding VAT (charged to the Allotments Competition Budget)
 - 15 Allotments 1st/2nd/3rd Planter Shaped Signs - £166.50 including VAT (from Earmarked Reserves)
8. Annual review of rental charges
 9. Report on lettings
 10. Reports from co-opted Allotment Holders, including report on plot conditions
 11. To further consider the purchase of two noticeboards for the Allotments sites, deferred from the previous meeting - Min. 14 refers
 12. To consider any amendments to the ban on herbicides and pesticides, as discussed at the meeting held on 18th August 2025 – Min. 16 refers
 13. To approve the changes to the Allotments Information leaflet following the annual review – Min. 12 refers
 14. Consideration of any matters raised by the Tenants at the AGM held on 27th October 2025 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 – 10th NOVEMBER 2025**

**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 27th OCTOBER 2025**

REPORT BY SUB-COMMITTEE CLERK

FOR RATIFICATION

At the AGM held on 27th October 2025, it was noted that three out of the four vacancies were filled at the AGM in October 2024 and the final Representative was co-opted to the Sub-Committee at the August 2025 meeting.

With the appointments being relatively recent, and with there being no new volunteers nominated at the AGM held on 27th October 2025, it was agreed that the existing Tenant Representatives would continue in post.

DECISION

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

Original Site:

Mr. Colin Penfold

Mr. Paul Goodchild

Re-Established Site:

Mrs. Louise Russell

Mr. Phil Fortin



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TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 18th AUGUST 2025

PRESENT:

Cllrs: K. Batley, D. Dawes, Mrs. J. Warr, P. Wells,
M. White and P. Woodall

IN ATTENDANCE:

Mrs. I. Cross (Allotments & In Bloom Officer)
Mrs. J. Davis (Deputy Clerk)
Mr. P. Goodchild (Tenant Representative)
Mr. C. Penfold (Tenant Representative)
Mrs. L. Russell (Tenants Representative)

The Meeting opened at 6.30pm

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

Having been Chair of the Sub-Committee for the 2024/2025 Municipal Year, Cllr. Woodall opened the meeting by stating the need to formally elect a new Chair and Vice-Chair for the Sub-Committee. Following a vote, it was **AGREED** that Cllr. Woodall would continue as Chair and Cllr. Batley would be Vice-Chair of the Sub-Committee for 2025 - 2026.

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. R. Nash, Miss. C. Needs and P. Ralph. The Clerk recommended that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllr. 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. P. FORTIN AS A CO-OPTED NON-VOTING MEMBER OF THE SUB-COMMITTEE AS NOMINATED, VIA EMAIL, AFTER THE AGM DATED 24th OCTOBER 2024**

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

Members **RATIFIED** the chosen Representative and **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee, the co-option of Mr. Phil Fortin (Re-Established Site) as Tenant Representative for the 2024-2025 allotments year and that this be recommended to council for approval.

6. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th NOVEMBER 2024**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the meeting held on 4th November 2024 as an accurate record, and these were the signed by the Chair.

7. **CLERK'S REPORT**

7.1 **17th June 2024 – Min. 15 Arrangements for the judging of the Annual Awards**

The Sub-Committee Clerk said she had circulated an email to Councillors requesting volunteers to judge the allotments. Whilst Cllr. Batley had initially come forward, a change in personal circumstances meant he had been unable to complete the judging. Cllr. Batley confirmed he was still willing to judge. The Sub-Committee Clerk said she would circulate a further email and asked the Councillors to respond. Cllr. Mrs. Warr said she would be willing to assist.

Cllr. Batley said the judging sheets he had previously received did not contain all the information required, resulting in a significant number of plots missing from the paperwork. The Sub-Committee Clerk said she would review the material and email updated sheets to both Cllrs. Batley and Mrs. Warr so they might complete the judging.

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

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

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

- Shingle for pathway reinstatement - £15.00 (charged to the Gravits Lane Maintenance Budget).

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

9. **REPORT ON THE ANNUAL HEALTH & SAFETY INSPECTION HELD ON 6th MAY 2025, SITE VISIT CONDUCTED ON 23rd JULY 2025, AND TO NOTE THE ARRANGEMENTS FOR FUTURE HEALTH & SAFETY INSPECTIONS AT THE ALLOTMENTS – MIN. 35 REFERS**

The Sub-Committee Clerk's report was **NOTED**, along with the requirement of the next Health & Safety inspection to be carried out in November.

10. **REPORT ON LETTINGS**

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

In reference to the significant number of fruit trees on a few plots resembling 'orchards', as referred to in the report, a Tenant Representative stated that these historically had been permitted, but this was not the situation for any new plots. A comment was made that current allotment guidelines stated only fruit trees are permitted to be grown. A Member observed that the situation became problematic when the roots of these fruit trees spread.

The Vice-Chair said during his last visit with the previous Sub-Committee Clerk he had observed 4 new fir trees. Further discussion was had regarding the impact of fir trees and whether existing firs might be re-planted into pots. This was not considered an option due to their potential growth and height. A Councillor queried whether it would be worth asking local schools if they might like a fir tree which might then be used as a living Christmas tree.

The treehouse referred to in the report had, it was believed, been in situ for at least 5 years. A Member asked what other allotment users thought of the treehouse, to which a Representative said some were concerned, others were not. A fellow Representative stated that the number of buildings in general on plots was increasing whether that were greenhouses or polytunnels. Those present were reminded that during an earlier meeting it was agreed that 70% of the plot must be for growing. It was observed that anyone wishing to put a structure on their allotment needs permission and this provision already existed within the Allotment Information Leaflet.

It was suggested that it might be helpful to distribute a census to tenants asking them to confirm what they had on their individual plots, for example any structures, trees. In addition, it would also be helpful to have photos of each plot and for tenants to be reminded of the permissions they needed to have concerning structures and play equipment.

It was **AGREED** by all Members that orchard trees, and other trees that produce edible produce such as Olive and Bay trees could be grown on allotment plots, however the growing of fir trees is not permitted.

It was further **AGREED** by all Members that existing treehouses were a legacy issue and therefore it was not appropriate to ask tenants to dismantle them, however, as highlighted in the Allotment Information Leaflet (Clause 23) such equipment was no longer permitted from June 2024.

11. REPORTS FROM CO-OPTED ALLOTMENT HOLDERS. INCLUDING REPORT ON PLOT CONDITIONS

A Tenant Representative said 4 plots on the Gravits Lane site due for re-letting would need strimming.

It was also highlighted that foxes on the site continued to present a problem, and the alleyways were overgrown with nettles, brambles and bindweed, which the foxes tended to hide in. It was noted that Arun District Council was responsible for this land, but they had not cleared it. Comment was made concerning the problems with rubbish left by residents in the same alley ways. It was recognised that ideally, Arun District Council should clear their land particularly as the fire service would need access in the event of a fire. It was understood that the previous Sub-Committee Clerk had written to Arun District Council on this matter, however there was uncertainty as to whether any response had been received. It was **AGREED** the Sub-Committee Clerk would establish whether a letter had been sent to Arun District Council and if so, what the outcome might be.

Reference was made to an overgrowing tree in a private garden adjacent to plot 109 and that in the path by Hawthorn Road seeds were starting to grow in the alleyway. These needed to be removed before they became too big. A Member suggested that the Clerk should contact Dan Cox from Arun District Council, and that ADC's responsibility for clearing the alleyway be raised at the next Liaison Meeting.

The Representative continued to report that there had been issues with people going on to other people's plots and picking produce.

Comment was made regarding the hedge that divides the two sites and Members were reminded that at a previous meeting they had agreed that the hedge should be higher, although this appeared not to have been minuted. With Town Force continuing to keep the hedge cut low, it was felt if the hedge were higher it would act as a wind break, and it was understood that the Town Force Team had the tools to be able to maintain a higher hedge. A tenant had recommended that the hedge should be allowed to grow for 2-3 years then 'laid'.

All Members **AGREED** that the hedge should be allowed to grow, with the sides being maintained and weeded, with a decision as to whether the hedge should be cut taken at each Sub-Committee Meeting.

A query was raised around plots 10a and 10b which needed weeding with the Clerk advising these would be investigated.

In closing, reference was made to the new panel fencing which had recently replaced the previous 5 bar gate. Its longevity was questioned, and it was felt that due to its weight it was hazardous. Additionally, it could not be locked as access was required to the sub-station.

12. ANNUAL REVIEW OF THE ALLOTMENTS INFORMATION LEAFLET

The Sub-Committee Clerk's report, and the Allotment Information Leaflet attached, was **NOTED**.

It was stated that the existing Clause 3 encompasses 'treehouses', as large play equipment. A suggestion was made that it would be helpful to illustrate the point by stating what might constitute large play equipment by using the following words: "such as" and "but not limited to".

There was discussion about children on the allotment sites with concerns raised in relation to them running around, particularly when there were greenhouses present.

With existing guidelines stating that children should remain in their respective tenants' plots, it was suggested that the signage on site should be re-visited with a reminder that parents were responsible for their child's safety when on site.

A Member sought clarification concerning the use of netting on the allotment

sites as this could cause problems for hedgehogs. Generally, it was felt that there had been a downturn in the number of hedgehogs, with them about to appear on the 'red list', and there were few instances reported of hedgehogs getting caught in netting.

It was suggested contact be made with Brent Lodge and Sussex Wildlife inviting them to conduct site visits and provide advice on foxes and hedgehogs etc. It was proposed and Members **AGREED** that the emergency contact numbers of both Brent Lodge and Sussex Wildlife be added to the Allotment Leaflets.

All Members **AGREED** the changes to the name of the Sub-Committee Clerk and date. It was further **AGREED** that Clause 3 of the Allotment Information Leaflet be expanded to include the words "such as" and "but not limited to", and that Clause 4 be amended to include trees that produce edible produce such as Olive and Bay trees also be permitted.

13. TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON MONDAY 27th OCTOBER 2025 AND TO CONSIDER ARRANGEMENTS

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

All Members **AGREED** the proposed date and time for the Annual Meeting of Allotment Holders as being 27th October 2025 at 7.00pm.

Members also **AGREED** to the provision of refreshments and **RESOLVED** to **AGREE** a budget of up to £50.00 for light refreshments to be provided at the event, to be funded from the Competition Budget.

14. TO CONSIDER THE PURCHASE OF TWO NOTICEBOARDS FOR THE ALLOTMENT SITES, AS DISCUSSED AT THE MEETING HELD ON 4th NOVEMBER 2024 – MINS. 31.2 AND 31.5 REFER

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

Whilst the previous Sub-Committee Clerk had provided quotations for notice boards at the November meeting, it was unclear as to what size these boards were. All Members **AGREED** to **DEFER** any decision on this agenda item, allowing for further research to be undertaken to identify larger boards, that might be either free standing or attached to the shelter or fencing, with a report to be brought back to the November meeting.

It was also **AGREED** that any discussion regarding the potential of swapping plots be **DEFERRED** until such time the provision of notice boards is decided.

15. UPDATE ON FENCING OF THE ELECTRICITY SUBSTATION ACCESS AREA, FUNDED BY THE SAFER ARUN PARTNERSHIP – MIN. 33 REFERS

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

A Member asked the Tenant Representatives whether they felt the

installation of the new fencing at the entrance to the Bognor Regis Town Council Allotments represented an improvement. It was noted there was no rubbish at present, which was felt to be an improvement on the previous situation.

Cllr. Wells left the Meeting

16. TO CONSIDER ANY AMENDMENTS TO THE BAN ON HERBICIDES AND PESTICIDES, AS DISCUSSED AT THE MEETING HELD ON 4th NOVEMBER 2024 – MIN. 39 REFERS

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

A Councillor said they had become aware of some research showing that the use of phosphate pellets was not as good as first thought. The view now held seemed to suggest worms absorbed the iron, subsequently causing them a problem. The Councillor was asked whether they had any alternative suggestions as they felt they had tried many different methods with little success and felt tenants should be able to use something on their plots. The Councillor was unable to provide examples of suitable alternatives.

Cllr. Wells returned to the Meeting

A Tenant Representative observed that the inability to use herbicides had contributed to the problem with overgrown alleyways mentioned earlier in the meeting.

It was recognised that the use of herbicides and pesticides was a controversial topic, but comment was made that farmers had to use something to maintain their crops and produce something to eat. Additionally, it was noted that it would be disheartening for tenants to try and grow crops for them only to be ruined, therefore it was considered appropriate for tenants to be able to use something albeit in moderation, such as household weedkillers.

It was **AGREED** the Sub-Committee Clerk would do further research in relation to what neighbouring councils permit by way of the use of herbicides and pesticides on their allotments, and that suggested wording for the Town Council Allotment Information Leaflet would be presented to Members at the next meeting for their consideration. It was noted that any agreed changes to the use of herbicides and pesticides would need to be reflected in the Tenancy Agreement.

17. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

The Meeting closed at 7.43pm

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 10th NOVEMBER 2025**

**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: -

- Purchase of All-weather Combi Padlock - £76.63 including VAT (charged to the Gravits Lane Maintenance Budget)
- Removal of decomposing fox - £65.00 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Engraving of Shields for annual Allotment Awards - £47.50 excluding VAT (charged to the Allotments Competition Budget)
- 15 Allotments 1st/2nd/3rd Planter Shaped Signs - £166.50 including VAT – (from Earmarked Reserves)

DECISION

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 – 10th NOVEMBER 2025**

AGENDA ITEM 8 – ANNUAL REVIEW OF RENTAL CHARGES

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

An extensive review of the rents charged by the Town Council was carried out last year with comparisons given as to how much other local authorities were charging Allotments Tenants. At the Sub-Committee Meeting held on 17th June 2024, it was agreed to implement an increase for 2024/2025 with the rent to be set at 30p per m² from October 2024 to return to an equal flat rate (Min. 11 refers).

It was also agreed at the meeting that from 2025, the rental year would run from April to March, rather than October to September (Min. 12 refers).

The annual rental income is £2,550.

Members are invited to consider whether they wish to make any changes to the rental charges for 2025/2026.

DECISIONS

Do Members **AGREE** with an increase or decrease of annual rents for 2025/2026?

In doing so, Members are asked to **RESOLVE** to **AGREE** any new annual rental amounts for 2025/2026.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 10th NOVEMBER 2025**

AGENDA ITEM 9 – REPORT ON LETTINGS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

As of 28th October 2025, there remain five renewals outstanding (2 plots with one Tenant), representing a rental income of £103. The Sub-Committee Clerk will chase all outstanding rents owed and, if appropriate, start re-letting.

The Sub-Committee Clerk wrote to 3 Tenants in October concerning overpayments they had made earlier in the year. Cheques that had been issued previously to reimburse these Tenants have not been cashed and the purpose of the recent correspondence was to advise of our intention to retain payment on account unless the Tenant advises otherwise.

Since the last meeting, 1 Tenant has relinquished their plot. The Tenant gave their consent for willing volunteers to clear the site, and this is now complete. This plot now needs to be re-let.

There are now 55 people on the waiting list and applications to join the waiting list continue to be received. The Sub-Committee Clerk will contact those on the waiting list to re-let plots as soon as possible.

The Sub-Committee Clerk visited both allotment sites on 22nd October and felt the condition of the plots to be mixed. There are several plots not cultivated, and the Sub-Committee Clerk made a note of their condition and took photographs. The Sub-Committee Clerk will correspond with Tenants whose plots are in this condition, with a Notice to Cultivate letter.

The Sub-Committee Clerk also noted the presence of foxes on site, and this was also raised within the recent Allotments AGM on 27th October 2025.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 10th NOVEMBER 2025**

AGENDA ITEM 11 - TO FURTHER CONSIDER THE PURCHASE OF TWO NOTICEBOARDS FOR THE ALLOTMENTS SITES, DEFERRED FROM THE PREVIOUS MEETING - MIN. 14 REFERS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

Detailed below are updated prices for securing A1, outdoor and lockable noticeboards to the shelter.

Company A: £63.00
Company B: £28.00 (special price)
Company C: £55.90

All prices are inclusive of delivery but exclude VAT.

At the meeting on 4th November 2024, Members expressed an interest in sourcing potential sponsors for the noticeboards (Min. 31.5 refers).

At the same meeting the potential of using the noticeboards (once in place) to inform Tenants of the ability to swap plots should they wish to upsize or downsize was also discussed. This would be done in liaison with the Officer as and when suitable plots became available (Min. 39 refers).

DECISIONS

Do Members **AGREE** to purchase two noticeboards for the Allotments sites?

If so, Members are asked to **RESOLVE** to **AGREE** a budget of up to £150, to be taken from the Gravits Lane Maintenance Budget, for the purchase and installation of two, lockable noticeboards, on each site, with any additional expenditure to be ratified at the next Sub-Committee Meeting.

Do Members **AGREE** that sponsorship of the noticeboards be sought towards reducing the cost to the Council?

Do Members **AGREE** that Tenants may swap plots, whether that be to upsize or downsize when suitable plots become available?

Do Members **AGREE** that the swapping of plots be restricted to a point in time, for example at the beginning of the new rental year?

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 10th NOVEMBER 2025**

**AGENDA ITEM 12 – TO CONSIDER ANY AMENDMENTS TO THE BAN ON
HERBICIDES AND PESTICIDES, AS DISCUSSED AT THE MEETING HELD
ON 18th AUGUST 2025 – MIN.16 REFERS**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The current Health & Safety Guide for Allotment Users, adopted by Members at the meeting on 17th June 2024, states the following concerning the use of pesticides and fertilizers: -

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.

At the meeting on 18th August 2025, it was agreed the Sub-Committee Clerk would do further research in relation to what neighbouring councils permit by way of the use of herbicides and pesticides on their allotments, and that suggested wording for the Town Council Allotment Information Leaflet would be presented to Members at the next meeting for their consideration. It was noted that any agreed changes to the use of herbicides and pesticides would need to be reflected in the Tenancy Agreement (Min. 16 refers).

Having concluded further research, the Sub-Committee Clerk has identified the following practice by local councils: -

Chichester City Council

Organic and soil-friendly methods of cultivation are encouraged to reduce or preferably eliminate the use of pesticides and chemicals.

Tenants are reminded that all chemical fertilisers, pesticides and soil improvers must comply with the legislation in force. Details of the current approved compounds can be obtained from RHS Chemicals and Pesticides Guidelines for Home Gardeners.

All types of weedkillers are to be used sparingly and only when necessary.

Tenants are not permitted to spray large areas of the plot (over 10%) without written permission from the City Council.

Spraying should only be undertaken on a still day.

If spraying is not possible due to weather conditions, Tenants should use a small paint brush and directly paint weedkiller onto the leaves to prevent drift from affecting neighbouring plots.

Littlehampton (Jan 2024)

The working group went on to discuss the use of pesticides and herbicides on plots. It was suggested that the handbook should recommend the use of organic solutions instead of harsher chemicals. Members agreed that organic solutions were always preferable to harsh chemicals, but unfortunately some more difficult plots required the use of pesticides and herbicides at an initial stage to bring the plot back into good use, with organic solutions being used in the future. It was agreed that the handbook would recommend the use of organic solutions for plot maintenance unless the use of chemicals was strictly necessary.

Rustington (Tenancy Agreement 2022)

Tenants should take caution when using pesticides so as to not contaminate or cause nuisance to neighbouring plots. Any chemicals used/stored should be of a domestic type and quantity only.

Royal Horticultural Society

When problems arise, the RHS encourages you to see them as part of the biodiversity in your garden and use non-chemical control methods when necessary. If you still choose to use chemical controls, it is important you do so in a minimal and targeted manner, adhering to the instructions on the label.

Having reviewed the statements, the Sub-Committee Clerk is suggesting the following amendment to Clause 24 for inclusion within the Town Council's Allotment Information Leaflet:

Weedkiller and Pesticides

Organic and soil friendly methods of cultivation are encouraged to reduce or preferably eliminate the use of pesticides and chemicals. If you consider it necessary to use a weedkiller they must comply with current legislation in force, and any use must be applied sparingly and only when necessary.

Any spraying should only be undertaken on a still day and in any event should be applied as directed by manufacturer's instructions. You should also take every precaution to ensure that when spraying you only spray your own plot to avoid contamination or nuisance to neighbouring plots.

AGENDA ITEM 12

The use of herbicides is prohibited in the Tenancy Agreement which would require a revision, and re-issue to all Tenants, should Members agree to change the rules around the ban on herbicides and pesticides.

DECISIONS

Do Members **AGREE** to make any amendments in relation to the Town Council's current ban on the use of herbicides and pesticides?

If making any changes, Members are asked to **APPROVE** the suggested wording for inclusion in the Health & Safety Guide for Allotment Users, and to the relevant Clause in the Tenancy Agreement.

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 10th NOVEMBER 2025

AGENDA ITEM 13 – TO APPROVE THE CHANGES TO THE
ALLOTMENTS INFORMATION LEAFLET FOLLOWING THE ANNUAL
REVIEW – MIN. 12 REFERS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

At the meeting held on the 18th August 2025, Members agreed the following changes (Min. 12 Refers):

A copy of the current leaflet is attached (**Appendix 1**) with agreed changes in red and further amendments to be considered noted in green.

The changes are:

- The name of the Sub-Committee Clerk has been updated
- The date on the front of the leaflet has been amended
- Inclusion of contact details for reporting injured animals
- Under Clause 3, the wording has been expanded to include the words 'such as' and 'but not limited to'
- Under Clause 4, the wording has been amended to include trees that produce edible produce such as Olive and Bay trees. A sentence stating the growing of fir trees is not permitted has also been added to this clause.

DECISION

Do Members **APPROVE** the main changes noted above?

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).

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. New play equipment, summer houses, etc. will no longer be permitted from June 2024. No more than 30% of a plot must be taken up for non-cultivated use (including paved/grassed/built areas). No other built or temporary structure is permitted.

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 & Tyres - 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. Probation Period - New plot holders will be under a three month probationary period. Failure to abide by the terms of the Tenancy Agreement and/or Allotment Information Leaflet within this period may result in termination of the tenancy (i.e. a Notice to Quit).

33. Sonic Cat Repellers - Any animal repellent device that uses sound as a deterrent are prohibited from the allotments without exception.

Allotments Sub-Committee Clerk: **Ingrid Cross** 01243 867744

Tenants Representatives are:

Mr. Colin Penfold Plot 7A (Original Site) 01243 265159 / 07745 514998

Mr. Paul Goodchild Plot 19A (Original Site) 07596 849023

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

Mr. Phil Fortin Plot 36 (Re-Established Site) 07522 459422

To report an injured animal, contact Brent Lodge on 01243 641672

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

November 2025

Emergency: 999

Police: 101

NHS: 111

Town Council: 01243 867744

www.bognorregis.gov.uk

Please keep this booklet safe

This leaflet has been produced to keep you informed of the current guidelines for the Bognor Regis Town Council Allotments. Please keep it safe. This, along with your Tenancy Agreement, forms the basis of your contract with the Town Council

1. Gates - You must always shut and lock the gate when entering or leaving the allotment site.

2. Dogs - 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 their **behaviour and safety**. Children should remain within the confines of the plot and not be allowed to walk around the site unsupervised. Large play equipment such as, **but not limited to**, as swings, slides and trampolines are **NOT** allowed on the allotment site.

4. Trees/fruit bushes - Fruit trees and other trees that produce edible produce such as Olive and Bay 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. It is not permitted to allow plots to become orchards. **The planting of fir trees is prohibited.**

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. Plot holders are required to ensure there is monthly cultivation activity on their plot.

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 must drain your hosepipe after every use to help reduce the risk of bacteria growing. You must also avoid creating aerosols formed by water spray; sprinklers or hosepipe spray attachments are **not** permitted. Tenants bringing their own water storage devices onto their plot (e.g. water butts, tanks) take full responsibility for health & safety risks. The Town Council cannot take any liability for illness or injury caused by such devices. 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,

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 10th NOVEMBER 2025**

**AGENDA ITEM 14 – CONSIDERATION OF ANY MATTERS RAISED BY
THE TENANTS AT THE AGM HELD ON 27th OCTOBER 2025 THAT ARE
NOT SEPARATE AGENDA ITEMS**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

Two matters were brought up at the AGM for the Committee's attention: -

A Tenant queried how many plots one individual can have and why this was not being controlled. In addition, they enquired when an individual was on a waiting list, why the time scale and position of the existing plot was not considered. The final part of their question was in relation to the Tenant being moved to the bottom of the waiting list if they declined the plot being offered.

Within the current regulations there are no limits on the number of plots any one person might have. Some Tenants do indicate on the waiting list which plots they would prefer to be considered for if awaiting a further plot. Where this is known, every effort is made to accommodate this request, otherwise it was a case of offering the vacant plot to the next person on the waiting list. The timing of when offers are made can be more challenging as plots become vacant all year round. Approaches to Tenants on the waiting list are made as vacancies arise. Under existing arrangements, where plots are declined, the Tenant is moved to the bottom of the waiting list.

Views expressed by other Tenants at the AGM appeared less concerned with the number of plots that one Tenant might have. Their greater concerns were whether the Tenant would adequately maintain and look after the number of plots assigned to them.

Another concern was the number of foxes at the allotments; an issue which those present felt was becoming uncontrollable. There was much comment made about the damage they are causing. The Sub-Committee Clerk has details of a company, based in Bognor Regis, who offer consultations concerning the management of foxes. This would be welcomed by the Tenants, as there is much concern the situation will continue to deteriorate if not managed.

It was mentioned that the scale of the problem was greatest on the Gravits Lane site, rather than on Sandringham Way. It was suggested that perhaps this was due to the number of buildings on the original site, allowing foxes to take shelter underneath.

DECISIONS

To **NOTE** the matters raised by the Tenants at the AGM of 27th October 2025.

To **AGREE** whether there is a requirement to introduce a limit to the number of plots a Tenant may have at any one time.

To **AGREE** whether there is a need for a pest control company to visit the allotment sites to advise/recommend a course of action for improved management of foxes and, if so, **RESOLVE** to **AGREE** a budget of up to £300 for this advice and any remedial actions to be funded from the Gravits Lane Maintenance Budget.