



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, 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 **6.30pm on MONDAY 18th AUGUST 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.

Glenna Frost

TOWN CLERK

DATED this 11th day of AUGUST 2025

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. Phil Fortin as a co-opted non-voting member of the Sub-Committee as nominated, via email, after the AGM dated 24th October 2024
6. To approve the Minutes of the Meeting held on 4th November 2024
7. Clerk's Report

8. Ratification of expenditure and recommendation of approval to the Environmental and Leisure Committee:
 - Shingle for pathway reinstatement - £15.00 (charged to the Gravits Lane Maintenance Budget)
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
10. Report on lettings
11. Reports from co-opted Allotment Holders, including report on plot conditions
12. Annual review of the Allotments Information Leaflet
13. To note date of annual meeting of allotment holders on Monday 27th October 2025 and to consider arrangements
14. To consider the purchase of two noticeboards for the Allotments sites, as discussed at the meeting held on 4th November 2024 – Mins. 31.2 and 31.5 refer
15. Update on fencing of the electricity substation access area, funded by the Safer Arun Partnership – Min. 33 refers
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
17. 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 – 18th AUGUST 2025**

**AGENDA ITEM 5 - TO RATIFY THE APPOINTMENT OF MR. PHIL FORTIN
AS A CO-OPTED NON-VOTING MEMBER OF THE SUB-COMMITTEE AS
NOMINATED, VIA EMAIL, AFTER THE AGM DATED 24th OCTOBER 2024**

REPORT BY SUB-COMMITTEE CLERK

FOR RATIFICATION

At the Environmental and Leisure Committee Meeting held on 19th May 2025, Members agreed to recommend to Council for ratification the following co-opted appointments: Mrs. L. Russell, Mr. P. Goodchild and Mr. C. Penfold as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

It was advised that a recommendation of appointment for Mr. Phil Fortin would require approval and ratification by the Allotments Sub-Committee in June 2025 (Min. 8.1 refers). Owing to the cancellation of the meeting scheduled for June, this appointment needs to be endorsed.

DECISION

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

Re-Established Site:
Mr. Phil Fortin



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 4th NOVEMBER 2024

PRESENT:

Cllrs: K. Batley, J. Brooks, D. Dawes, Mrs. J. Warr
and P. Wells (during Min. 38)

IN ATTENDANCE:

Mr. M. Greenfield (Allotments & In Bloom Officer)
Mr. P. Goodchild, Mr. C. Penfold and
Mrs. L. Russell (Tenants Representatives)

The Meeting opened at 5.32pm

26. WELCOME BY CHAIR

Due to the absence of the Chair, Cllr. Woodall, the Vice Chair, Cllr. Batley, acted as Chair for this meeting.

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.

27. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. J. Barrett, R. Nash and P. Woodall, and the Sub-Committee Clerk informed Members that Cllr. Wells had given his apologies, advising he would be late to the meeting. The Clerk recommended that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllrs. P. Ralph and M. Stanley, and these could not therefore be approved.

28. 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

29. 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 24th OCTOBER 2024

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

Members **RATIFIED** the chosen Representatives and **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee, the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell (Re-Established Site) as Tenant Representatives for the 2024-2025 allotments year.

30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th JUNE 2024

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17th June 2024 as an accurate record, and these were signed by the Chair.

31. CLERK'S REPORT

31.1 17th June 2024 – Min. 16 – To consider any other events or competitions for Allotments Tenants

The Sub-Committee Clerk had contacted all Tenants as requested to seek views on an Allotments Community Day to be held on a Saturday. Only one response had been received, which did not support the proposal.

31.2 17th June 2024 – Min. 17.3 – Report on the annual Health & Safety Inspection held on 20th May 2024

As requested, the Sub-Committee Clerk obtained costings for a lockable noticeboard for the shelter on the Re-Established Site. For an A1, waterproof, outdoor, lockable frame, prices were as follows:

Company A: £40.70

Company B: £29.15

Company C: £51.45

All prices were inclusive of delivery and excluding VAT.

There was also an existing lockable noticeboard on the shed of Plot 11b on the Original Site. The Office does not hold a key for this, and the Sub-Committee Clerk did not know how serviceable it was. However, this could be brought up with the current Tenant to ascertain if this noticeboard could be used.

NOTE: Mr. Penfold informed the Sub-Committee Clerk that this noticeboard was not in an operable condition.

31.3 17th June 2024 – Min. 20 – To consider matters raised by Tenants at the AGM 2023

The Sub-Committee Clerk was asked to investigate the possibility of erecting 'Do Not Obstruct' signs at the vehicular access points off Gravits Lane. Having inspected these, the Sub-Committee Clerk concluded that there was not any scope for signage to be erected or displayed, owing to a lack of appropriate mounting points. The Sub-Committee Clerk had also ascertained since the last meeting that this land belonged to ADC.

31.4 17th June 2024 – Min. 24 – To agree the date of the Annual General Meeting of Allotment Holders and to consider arrangements

Tenants were asked, via e-mail and letter, about their thoughts on the possibility of streaming future AGMs. Only one response had been received, which expressed strong disagreement with this idea.

31.5 With regards to the lockable notice boards, Members expressed an interest in obtaining one notice board for each site, with Cllr. Dawes volunteering Grandad's Front Room to sponsor the purchase of one of the notice boards. This would therefore be an agenda item for the next meeting.

32. 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:

- 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 24th 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)

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

33. TO NOTE THE AWARD OF £1,300 FROM THE SAFER ARUN PARTNERSHIP TO IMPROVE THE SECURITY OF THE GRAVITS LANE ALLOTMENTS

The report from the Sub-Committee Clerk, regarding the award of £1,300 from the Safer Arun Partnership to improve the security of the Gravits Lane Allotments, by fencing in the Town Council-owned land around the electricity sub-station, was **NOTED**.

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

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

A Member sought the input of the Tenant Representatives present, who all supported the idea of a probationary period.

The Chair suggested that new Tenants are asked to pay the full twelve month's rent (pro rata if beginning a tenancy part-way through the year), with nine month's rent (pro rata) refunded if the Tenant voluntarily vacates within the first three months. If the Tenant is served a Notice to Quit at the end of the first three months, no refund would be offered, as per existing policy. This was unanimously **AGREED** by all Members.

35. TO CONSIDER ARRANGEMENTS FOR HEALTH & SAFETY INSPECTIONS AT THE ALLOTMENTS

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

The Chair informed Members that the idea of increasing the annual Health & Safety Inspection to twice a year had been suggested at the previous meeting as a means of providing a follow-up inspection to assess issues highlighted at the previous inspection.

All present **AGREED** to hold two Health & Safety Inspections a year, to include two elected Members and the Sub-Committee Clerk, beginning in 2025. These inspections would be held annually in May and November.

36. REPORT ON LETTINGS

The Sub-Committee Clerk's report on the state of lettings was **NOTED**.

The Sub-Committee Clerk gave a verbal update that some of the outstanding rents had now been paid, and the waiting list stood at forty-two.

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

The Tenant Representatives did not have any issues to report.

38. REPORT ON THE COMBINED BOGNOR REGIS IN BLOOM & ALLOTMENTS AWARDS EVENT HELD ON 17th OCTOBER 2024 AND TO NOTE THE EXPENDITURE OF £336.29 AS THE ALLOTMENTS SHARE OF THE EVENT (FUNDED FROM THE ALLOTMENTS COMPETITION BUDGET)

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

Members **RESOLVED** to **RATIFY** the following expenditure as the Allotments share of the Awards Evening held on 17th October 2024:

- 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

The Sub-Committee Clerk and Chair provided a verbal update to Members on the outcome of the Allotment Holders AGM held on 24th October 2024,

in that Tenants wished to see the Allotment Awards return to a separate event held as part of the AGM.

A Member expressed his personal disappointment at this news. The Tenant Representatives stated that although Allotments accounted for 23% of the total invites for the event, in reality far fewer than anticipated attended. Furthermore, it was noted that past AGMs used to be better attended before the awards were combined with Bognor Regis in Bloom, with those present at the Awards Evening not interested in then also attending the AGM. One Tenant Representative stated that plot holders were generally not interested in events or awards presentations.

Cllr. Wells arrived at the Meeting

The Chair provided Cllr. Wells with a brief update on the AGM and discussion so far.

A Member suggested that the Allotments Awards return to taking place at the AGM, and that a winners list could also be published in the new notice boards at the two allotments sites once installed. The Member also suggested that stickers could be produced for display in the winners' sheds to show that they had won an award. The Sub-Committee Clerk said that plaques were already provided for this purpose, and showed examples to those present.

Members **AGREED** to **RECOMMEND** to the Environmental and Leisure Committee that the Allotments Awards should return to being a separate event from the In Bloom Awards Evening, to take place at the Allotment Holders AGM, with Cllr. Brooks abstaining.

Therefore, Members decided that no increase in the Allotments Competitions Budget was required and **RESOLVED** to **AGREE** to **RECOMMEND** a budget of £100 for 2025/26 to the Environmental and Leisure Committee.

39. CONSIDERATION OF ANY MATTERS RAISED BY THE TENANTS AT THE AGM HELD ON 24th OCTOBER 2024 THAT ARE NOT SEPARATE AGENDA ITEMS

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

On the matter of herbicides and pesticides, the Chair proposed that this is deferred to the next meeting in order to allow the Sub-Committee Clerk to carry out research into what other allotments' policies are, and to liaise with gardening experts on best practices on the use of these chemicals.

Members **AGREED** with the proposal, and further **AGREED** that the Sub-Committee Clerk should e-mail all Members of the Sub-Committee with the results of the research in advance of the next meeting, so that an informed decision could then be made.

Mr. Paul Goodchild mentioned a discussion that took place between Tenants following the end of the AGM on 24th October, in that there was an opportunity for larger plots (when they became vacant) to be split into smaller plots to help alleviate the waiting list, as well as make plots sizes more manageable for new Tenants.

The Sub-Committee Clerk mentioned that at present, it was for the Sub-Committee to decide on whether plots should be split, and therefore this was the main barrier to implementation of this idea, since the Sub-Committee only meets twice a year.

Members unanimously **AGREED** to delegate authority to the Sub-Committee Clerk, in liaison with the Chair and Vice Chair, on matters of splitting suitable plots as and when they become available.

A Member also suggested that a notice be placed in the notice boards (once installed) to inform Tenants of the ability to swap plots if they wish to upsize or downsize, in liaison with the Officer and where suitable plots are available. All present supported this suggestion and it would therefore be an item on the next agenda.

40. CORRESPONDENCE

There was no correspondence.

The Meeting closed at 6.25pm

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025

AGENDA ITEM 8 - 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: -

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

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025**

AGENDA ITEM 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

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

At the previous meeting held on 4th November 2024, it was agreed that two Health & Safety Inspections would be undertaken each year in May and November (Min. 35 refers).

The previous Sub-Committee Clerk and Cllr. Batley undertook the first inspection on 6th May 2025.

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

- Wooden pallet on path
Tree branches growing into path
- Taps 2 & 6 loose posts

Where possible, the issues were made safe at the time by the Sub-Committee Clerk or Town Force subsequently supported and rectified the matter. In addition, polite letters/emails have been sent to the tenants concerned. As a result, the identified issues have been resolved.

A further site visit was conducted by the new Sub-Committee Clerk, accompanied by the Deputy Clerk and Tenant Representatives, on 23rd July 2025, during which an informal review of the site took place.

During this visit there were no obvious H&S risks though the poor condition of some plots with overgrowing shrubs and trees were noted. Emails or letters will be sent to tenants reminding them of their obligations to cultivate their plots and to keep pathways clear.

The next Health & Safety Inspection will take place in November. Due to the working pattern of the Sub-Committee Clerk this will take place either on a Tuesday (any time) or a Wednesday or Thursday morning.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025**

AGENDA ITEM 10 – REPORT ON LETTINGS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

As of 11th August 2025, there remain five renewals outstanding (2 plots with one tenant), representing a rental income of £103. The Sub-Committee Clerk is chasing all outstanding rents owed.

Since the last meeting, 4 tenants have relinquished their plots. Two of these plots have been re-let, the remaining two are to be processed. An additional email was received from a tenant at the end of May, expressing their wish to relinquish their plot however to date they have not vacated. The allotment reps have recently contacted the Sub-Committee Clerk to advise they have some willing volunteers to help clear this site as it is very overgrown. The Sub-Committee Clerk will seek the consent of the tenant before proceeding with this proposal.

There are now 50 people on the waiting list and applications to join the waiting list continue to be received. With vacant plots on both sites, the Sub-Committee Clerk will contact those on the waiting list to re-let these plots as soon as possible.

The general condition of the plots continues to be good. However, it was noted during the informal inspection by the Sub-Committee Clerk and Deputy Clerk that some plots are not cultivated and have become overgrown. The Sub-Committee Clerk will correspond with tenants whose plots are in this condition.

It was also noted that a few plots have a significant number of fruit trees which did not appear well maintained nor pruned for some time. Some plots resembled orchards which is in contravention of allotment guidelines. The Sub-Committee Clerk will send a polite reminder to those tenants whose plots are affected in this way.

It was also observed that a few plots have trees (other than fruit trees), growing on their plots, such as fir trees. The guidelines do not currently prevent such trees from being planted but considering the height to which these trees can potentially grow, it is felt a decision should be made concerning the practicalities of growing these and other types of trees on the allotments.

During the visit it was observed that a wooden tree house had been built on one of the plots with other play equipment for children. The allotment guidelines do not comment on whether items such as a tree house are permitted. A decision concerning such structures needs to be made.

DECISIONS

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

To consider and **AGREE** on the types of trees, other than orchard trees, that might be grown on the allotment.

To consider and **AGREE** the appropriateness of structures, such as treehouses, being permitted on allotment sites.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025**

**AGENDA ITEM 12 - ANNUAL REVIEW OF ALLOTMENT INFORMATION
LEAFLET**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

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

A copy of the current leaflet is attached (**Appendix 1**) with proposed main changes in red and further amendments to be considered highlighted in yellow.

The main changes proposed are:

- The name of the Sub-Committee Clerk has been updated
- The date on the front of the leaflet has been amended

N.B. Clause 23 may still need to be amended, subject to the decision taken under Agenda item 16 in relation to weedkiller and pesticides. This may also need to be reflected in the Tenancy Agreement which currently prohibits the use of herbicides.

In addition, the following amendments are to be considered for inclusion on the proposed leaflet update:

- Under Clause 3, amendment of the guidelines extending the restrictions of the types of large play equipment that can be placed on site to include treehouses
- A further amendment to Clause 4, to consider the types of trees that may be grown on tenant plots, more specifically whether trees should be restricted to the growing of fruit trees

DECISIONS

Do Members **APPROVE** the main changes to the name of the Sub-Committee Clerk and date?

Do Members **APPROVE** the proposed additional changes for inclusion in the August 2025 Information Leaflet?

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 & 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. 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: **Mrs. Ingrid Cross** 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

August 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 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.
It is not permitted to allow plots to become orchards.

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, using bad language, making discriminatory remarks, or by being drunk and annoying others. You are not

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025**

**AGENDA ITEM 13 – TO NOTE DATE OF ANNUAL MEETING OF
ALLOTMENT HOLDERS ON MONDAY 27th OCTOBER 2025 AND TO
CONSIDER ARRANGEMENTS**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The proposed date for the Annual Meeting of Allotment Holders for 2025 is Monday 27th October 2025 at 7.00pm.

Light 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 note and **AGREE** the proposed 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.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025**

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

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

At the meeting on 4th November 2024, costings for a lockable noticeboard for the shelter on the Re-Established site were shared. During the meeting the Committee were also advised that the noticeboard, currently situated on Plot 11b, on the Original Site was not in an operable condition.

In November the Committee were advised of the following prices for securing the lockable noticeboard:

Company A:	£40.70
Company B:	£29.15
Company C:	£51.45

All prices are inclusive of delivery but exclude VAT.

These prices were obtained during the latter part of 2024, therefore if Members are agreed to proceed, new quotes will need to be secured prior to progressing. Given that the Sub-Committee are not scheduled to meet again until November 2025, to expedite the provision of noticeboards should Members agree to proceed, then a suitable budget working on the previous quotes could be agreed and any additional expenditure ratified at the next meeting.

At the meeting on 4th November 2024, Members also expressed an interest in potentially sponsoring the noticeboards. It was agreed to discuss this matter at the next meeting.

The meeting also discussed 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. This would be done in liaison with the Officer as and when suitable plots became available.

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?

AGENDA ITEM 14

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 – 18th AUGUST 2025**

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

REPORT BY SUB-COMMITTEE CLERK

FOR INFORMATION

Please find detailed below a short report on the work undertaken at the electricity substation access area in Gravits Lane, funded by the Safer Arun Partnership.

Overview

Funding of £1,300 was received to reinstate fencing at the entrance to the Bognor Regis Town Council allotments site in Gravits Lane. The aim of the project was to reduce anti-social behaviour by deterring fly tipping and frequent unauthorised access, thereby reducing the costs of maintenance and improving the sense of security and safety for the allotments tenants.

Project Completion Date: 23rd April 2025

Photos – Before



AGENDA ITEM 15





Photos – After



AGENDA ITEM 15



Outcome

The entrance area has been completely enclosed with 6-foot wooden fencing, and cleared of all fly tipped refuse, hardcore, green waste and overgrown vegetation from neighbouring properties (with permission). This has had the effect of also reinstating the alleyways either side of the entrance to provide access to the rear of the neighbouring properties. Although having only recently been completed, it has already achieved the desired result of deterring fly tipping on Bognor Regis Town Council land and providing a safer and more attractive access point for allotments tenants. A number of tenants have complimented the Town Council for carrying out the work and the improvement it has made to the area. The Allotments Officer has also been in receipt of verbal compliments from neighbouring properties for the visual improvement to the street scene. Vehicular access has been reinstated through the clearance of refuse and green waste, proving safer and easier access to the electricity substation situated on the site, as well as for emergency and maintenance vehicles, if/when required. Furthermore, maintenance work has been made safer through the removal of the waste (including cans, bottles, broken glass, metal and rubble) which had previously presented a hazard to grass cutting. There have not been any reports of unauthorised access to the land since the completion of the fencing.

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025

AGENDA ITEM 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

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 4th November 2024, it was agreed that any decision concerning the use of herbicides and pesticides on the allotment be deferred to allow for further research to be undertaken. This was agreed to investigate and understand what other allotments and gardening specialists might be doing in this area.

In amongst the files of the previous Sub-Committee Clerk, the following research was found to have been carried out: -

"Chichester City Council allow weedkillers. Sprays only allowed when no wind. Advise applying directly to weeds with paint brush. Individual tenants banned from further use if affects other plots. Not permitted to apply to more than 10% of a plot without written permission. Pesticides permitted. All tenants have right to an organic plot. If can be proven that use of weedkiller/pesticides has affected another plot, further use by that tenant is banned. Any further use results in immediate eviction. Prohibit storage of any chemicals on site.

Littlehampton Town Council permit use of household weedkillers and pesticides.

Worthing and Adur Councils permit use of weedkillers and pesticides, as long as they do not contaminate water supplies to the sites.

Non-chemical measures generally best and safest.

RHS discourages use of chemicals, except as a last resort."

AGENDA ITEM 16

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.

DECISION

Do Members **AGREE** to make any amendments to the ban on the use of herbicides and pesticides at the Allotments sites?

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 18th AUGUST 2025**

AGENDA ITEM 17 – CORRESPONDENCE

REPORT BY SUB-COMMITTEE CLERK

FOR INFORMATION

1. Brick Kiln Garden Centre – offer of 20% discount to all allotment plot holders in celebration of National Allotments Week (11th August to 17th August 2025). Circulated to all plot holders.