



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 **6.30pm on MONDAY 15th JUNE 2026.**

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 8th day of JUNE 2026

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 approve the Minutes of the Meeting held on 10th November 2025 and the Minutes of the Extraordinary Meeting held on 5th January 2026
6. Clerk's Report
7. Ratification of expenditure and recommendation of approval to the Environmental and Leisure Committee:
 - Purchase of All-weather Combi Padlocks - £69.97 excluding VAT (charged to the Gravits Lane Maintenance Budget)

- Water Rates at allotments Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £441.86 excluding VAT
 - Water Rates at allotments, R/O Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £695.02 excluding VAT
 - Water Rates Actual Reading at allotments Gravits Lane for the period 1 April 2026 to 19th May 2026 - £103.99 excluding VAT
 - Water Rates Actual Reading at allotments, R/O Gravits Lane for the period 1st April 2026 to 19th May 2026 - £175.64 excluding VAT
8. Update on Health & Safety including: -
 - Report on the inspection held on 12th November 2025
 - To Note the details of the inspection to be held on 11th June 2026
 9. Report on lettings
 10. Reports from co-opted Allotment Holders, including report on plot conditions
 11. Arrangements for the judging of the Allotment Annual Awards and to agree a date for the Annual Meeting of Allotment Holders.
 12. To further consider the purchase of two noticeboards for the Allotments sites, deferred from the meeting of 10th November 2025 - Min. 28 refers
 13. To further consider any amendments to the ban on herbicides and pesticides, deferred from the meeting of 10th November 2025 - Min. 29 refers
 14. Annual review of the Allotments Information Leaflet
 15. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO
THE COUNCIL CHAMBER IF REQUIRED**



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MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 5th JANUARY 2026

PRESENT: Cllr. P. Woodall (Chair); Cllrs: K. Batley, D. Dawes, Miss. C. Needs, and M. White

IN ATTENDANCE: Mrs. I. Cross (Allotments & In Bloom Officer)

The Meeting opened at 5.07pm

33. 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.

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

Apologies for absence were received from Cllrs. P. Ralph, Mrs. J. Warr and P. Wells. The Clerk recommended that the reasons given were acceptable. These absences were **APPROVED** by Members.

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

35. 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

36. TO FURTHER CONSIDER THE ANNUAL REVIEW OF RENTAL CHARGES – MIN. 25 REFERS

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

As reflected in the report, the Town Council were spending more on maintaining the allotments than they were receiving in terms of rental income for both the 2024/2025 rental year and the current rental year. Whilst it was not the intention of the Town Council to make a profit, it was not appropriate for there to be a deficit.

Discussion was held concerning the cost of using Town Force to carry out works at the allotments, and whether there was potential to encourage Tenants to undertake some of the tasks themselves. It was agreed the Committee Clerk would explore this further, paying particular attention to any insurance conditions which may impact on the Tenants' ability to do this.

Members **RESOLVED** to **AGREE** to increase the rental charge by 10%, applicable to all plots, from the 2026/2027 rental year.

The Meeting closed at 5.16pm



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 10th NOVEMBER 2025

PRESENT: Cllr. P. Woodall (Chair) (until Min. 29); Cllrs:
K. Batley, D. Dawes (from Min. 25), Miss. C. Needs,
M. Stanley (from Min. 27), Mrs. J. Warr, P. Wells
and M. White

IN ATTENDANCE: Mrs. I. Cross (Allotments & In Bloom Officer)
Mr. C. Penfold (Tenant Representative)
Mrs. L. Russell (Tenants Representative)

The Meeting opened at 5.30pm

18. 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.

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

Apologies for absence were received from Cllr. P. Ralph. The Clerk recommended that the reason given was acceptable. This absence was **APPROVED** by Members.

There were no apologies received from Cllr. R. Nash, and this absence could not, therefore, be approved.

20. 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:

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They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

The 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

21. 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

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 and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year.

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th AUGUST 2025

The Chair advised that a Member had requested an amendment to Minute 16 of the draft Minutes, of the meeting held on 18th August 2025, which read as:

"The Councillor was unable to provide examples of suitable alternatives."

It was proposed that this be re-worded as follows: -

"The Councillor provided examples of other suitable alternatives."

With the Sub-Committee agreeing that the proposed amendment be made, they subsequently **RESOLVED** to **APPROVE** the Minutes of the meeting held on 18th August 2025 as an accurate record, and these were signed by the Chair.

23. CLERK'S REPORT

23.1 18th August 2025 – Min. 9 To note the arrangements for future Health & Safety Inspections at the Allotments

The Sub-Committee Clerk reminded Members that at the previous meeting it had been noted that the next Health & Safety Inspection would be conducted in November on a Tuesday (anytime), Wednesday or Thursday (am only). Cllr. Batley had confirmed his availability to attend but the Sub-Committee Clerk was seeking the support of another Member to help on Wednesday 12th November at 10.00am. Cllr. Mrs. Warr advised that she would try to attend.

23.2 18th August 2025 – Min. 11 Reports from Co-Opted Allotment Holders, including report on plot conditions

At the previous meeting a Tenant Representative raised their concerns regarding the alleyways being overgrown with nettles, brambles and bindweed. It was suggested that at the next Liaison Meeting with Arun District Council (ADC), they be reminded of their responsibility to keep the alleyways clear.

Feedback from the Liaison Meeting with the Deputy Chief Executive of ADC, when they last met on the 9th September 2025, advised that the responsibility for overgrowth clearance was unclear. The Housing Officer for the area has been tasked to make enquiries about the current contractor responsible for the area. GIS mapping shows that the 2 alleyways in question surround Council-owned properties. There is a possibility that this could fall into a responsibility of West Sussex County Council.

More information may become available at the next Liaison Meeting on 2nd December 2025.

23.3 Following a query raised at the previous meeting concerning Plots 10a and 10b, the Sub-Committee Clerk advised that 10a was now vacant and would be re-allocated.

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

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

A Member stated they felt the cost to remove the decomposing fox was expensive and queried whether the fox might have been buried, though they did further acknowledge that to do so might risk other foxes digging it up. A brief discussion was had concerning Town Force and whether they might be able to assist but those present were advised that pest control was not part of their service offering.

The Sub-Committee Clerk explained that they had contacted three pest control companies, two of whom said they did not undertake this type of work. As the fox was deteriorating, the Clerk felt they should not leave it longer than necessary on the allotments and subsequently asked the remaining company to undertake the work.

The following costs were **RATIFIED** by the Sub-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 (funded from Earmarked Reserves)

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

Cllr. Dawes arrived to the Meeting

25. **ANNUAL REVIEW OF RENTAL CHARGES**

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

The Sub-Committee Clerk read out information relating to current inflation rates and the predicted forecast for inflation by Q4 2026. In addition, they detailed the current rental per square meter for Bognor Regis Allotment Tenants and shared details of other town/parish council allotment arrangements by way of providing some comparisons.

Members sought further information concerning current running costs of the allotment sites, including water and the services of Town Force, which was not available for this meeting.

After some discussion, Members felt that they had insufficient information to make a fair and reasonable decision at this time. As it was necessary to agree any changes to the rental charges before the end of the Financial Year, it was **AGREED** to call an Extraordinary Allotments Sub-Committee Meeting on 5th January 2026 at 5.30pm to further discuss this matter. The Sub-Committee Clerk agreed to provide additional information in relation to running costs, including the services of Town Force, at this time.

26. **REPORT ON LETTINGS**

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

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

A Tenant Representative said foxes were hugely problematic on the allotments. A Member enquired whether the issues with foxes was new. The Tenant Representatives advised the foxes were rampant and very destructive. It was also noted that foxes were being fed eggs, but Tenant Representatives suspected this might be nearby residents, or foxes delving in to rubbish, that may be left outside the local Co-Op.

Cllr. Stanley arrived to the Meeting

28. TO FURTHER CONSIDER THE PURCHASE OF TWO NOTICEBOARDS FOR THE ALLOTMENT SITES, DEFERRED FROM THE PREVIOUS MEETING – MIN. 14 REFERS

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

Some Members expressed their concern at the prices shared in the report, believing that the low cost of the noticeboards quoted reflected a potentially poor quality that would not be robust enough to withstand the elements, therefore failing to be value for money. It was suggested that noticeboards in the region of £150 each may be more suitable, and it was **AGREED** that the Clerk would provide quotes for more expensive noticeboards with a report brought back to a future meeting.

Additionally, it was **AGREED** that the Sub-Committee Clerk would speak with the Town Force Manager to enquire whether it may be feasible for Town Force to make a noticeboard.

Whilst it was felt that attracting sponsorship for the noticeboards was preferred, it was **AGREED** that further consideration of this should be **DEFERRED** until a future meeting.

Members **AGREED** that Tenants may swap plots, whether that be to upsize or downsize, when suitable plots become available, in liaison with the Allotments and In Bloom Officer, and further **AGREED** that this may be undertaken at any time of year. If this arrangement were to become an administrative burden, Members advised that they would be willing to review this.

Cllr. Woodall left the Meeting, therefore, the Vice-Chair, Cllr. Batley, took the Chair

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

Members agreed that a statement could be read from Chichester Beekeeping Association Committee, expressing their concern that the Committee's current policy on the use of herbicides and pesticides at the allotments may be amended.

A Tenant Representative advised that whilst they chose not to do any spraying others on the allotment preferred to spray, though often for very specific reasons. The Committee Clerk stated that at the Allotments AGM a Tenant had expressed a preference for using herbicides and pesticides but when spraying with extreme caution to avoid contaminating other plots.

Members **AGREED** that each Allotment Tenant should be written to, asking them to vote on the matter, with a decision on any amendments to the ban on herbicides and pesticides **DEFERRED** to a future meeting.

Cllr. Wells left the Meeting

30. TO APPROVE THE CHANGES TO THE ALLOTMENTS INFORMATION LEAFLET FOLLOWING THE ANNUAL REVIEW – MIN. 12 REFERS

The Sub-Committee Clerk's report, and the copy of the current Allotments Information leaflet attached, was **NOTED**.

All Members **AGREED** to the proposed revisions and further **AGREED** that the leaflet could be distributed, but the clause referring to herbicides and pesticides should remain unchanged until such time the matter could be re-visited at a future meeting. It was further **AGREED** that, with their agreement, details of West Sussex Wildlife Protection Trust be included as a reference for injured animals.

Cllr. Wells returned to the Meeting

31. CONSIDERATION OF ANY MATTERS RAISED BY THE TENANTS AT THE AGM ON 27th OCTOBER 2025 THAT ARE NOT SEPARATE AGENDA ITEMS

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

There was a discussion around the number of plots that some Tenants held, with the most currently being 5. It was explained by a Tenant Representative that there were legacy reasons for this, as the plots sizes were smaller when the Tenants in question were subsequently offered multiple plots. They illustrated this by saying that the number of plots these individuals held were equal to another Tenant Representative who only had one large plot. In relation to Tenants with multiple plots, and where there was concern that these plots were not being maintained, Members unanimously **AGREED** that adequate protocols existed and therefore it was unnecessary to apply a limit to the number of plots any individual Tenant might have.

The impact of the foxes on site was also discussed and Members unanimously **AGREED** that, prior to paying for any advice, the Sub-Committee Clerk should speak with West Sussex Wildlife Protection Trust to see if they were able to provide any advice on fox management.

32. CORRESPONDENCE

There was no correspondence.

The Meeting closed at 6.40pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING – 15th JUNE 2026

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 Padlocks - £69.97 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates at allotments Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £441.86 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates at allotments R/O Gravits Lane for the period 22nd October 2025 to 30th April 2026 - £695.02 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates Actual Reading at allotments Gravits Lane for the period 1st April 2026 to 19th May 2026 - £103.99 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Water Rates Actual Reading at allotments R/O Gravits Lane for the period 1st April 2026 to 19th May 2026 - £175.64 excluding VAT (charged to the Gravits Lane Maintenance Budget)

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 – 15th JUNE 2026

AGENDA ITEM 8 – UPDATE ON HEALTH & SAFETY INCLUDING: -

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

Report on the inspection held on 12th November 2025

The Sub-Committee Clerk, together with the Deputy Clerk and Cllr. Batley completed the November Health & Safety inspection on 12th November 2025.

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

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

- Nails protruding from pieces of wood left on the allotment
- Several examples of water butts full of water with no cover
- Ladders and a mixture of other tools left outside on plots
- One case of a wooden frame at head height placed across the allotment
- Broken slabs alongside Plot 28 causing a potential trip hazard
- One case of tyres being left on the plot
- One case of wood being rested against the external fences

Polite letters/emails seeking tenant's co-operation to resolve the issues identified were sent shortly after the inspection. Most issues have now been resolved. Town Force have removed the uneven slabs running alongside Plot 28 and re-seeded the area with grass seed. This area is currently cordoned off waiting for the grass to return.

To Note the details of the inspection to be held on 11th June 2026

The Health & Safety Inspection arranged for May had to be postponed. This has now been re-arranged for 11th June 2026; Cllr. Batley has agreed to accompany the Sub-Committee Clerk.

The full report will not be available in time for this meeting, however the Sub-Committee Clerk will be able to give a verbal update, with the full report able to be noted at the next meeting of the Allotments Sub-Committee.

DECISIONS

To **NOTE** the Sub-Committee Clerk's report in relation to the Health & Safety inspection completed on 12th November 2025.

To **NOTE** the June Health & Safety findings will be made available at the next Allotments Sub-Committee Meeting.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING –15th JUNE 2026**

AGENDA ITEM 9 – REPORT ON LETTINGS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

All rent renewal letters were distributed to tenants at the beginning of March.

Following receipt of these letters, 3 tenants took the opportunity of relinquishing their plots and these have now been re-let. To date, 5 tenants have still not paid their annual rent; one reminder has already been sent, and the Sub-Committee Clerk is now in the process of phoning each tenant to secure the outstanding payments.

The Sub-Committee Clerk undertook an allotment inspection on 28th April 2026, resulting in 6 First Notice to Cultivate letters and one Second Notice to Cultivate letter being sent. Those receiving their First Notice to Cultivate letters have responded and following a visit to site on 28th May 2026, the Sub-Committee Clerk noted that some improvements have been made, but progress is slow. One plot on the Re-established site is in very poor condition due to the ill-health of a tenant. The Sub-Committee Clerk is in correspondence with the tenant's son who has very recently advised they have Power of Attorney so the Sub-Committee Clerk now hopes to conclude this matter shortly so the plot can be re-let. The Sub-Committee Clerk has requested the support of Town Force to undertake some remedial works on this plot to return this plot to standard.

In a bid to manage the Town Council Allotment Waiting List, the Sub-Committee Clerk wrote to all those people currently on it in early February. The purpose of the letter was to ask them to confirm their interest in wanting an allotment and remaining on the list. As a result of this exercise one person did advise they had moved out of area, and their name could be removed. Most people confirmed they wished to remain on the list. It is the intention of the Sub-Committee Clerk to undertake this confirmation of interest exercise annually.

There are now 44 people on the waiting list, a reduction of 11 since the November 2025 meeting. Since January 2026, 13 plots have been let, 4 to existing tenants, the remainder to new tenants. 2 plots are currently vacant, awaiting to be re-let. 13 new applications have been received since January 2026 to join the allotment waiting list.

DECISION

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

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING – 15th JUNE 2026

AGENDA ITEM 11 – ARRANGEMENTS FOR THE JUDGING OF THE ALLOTMENT ANNUAL AWARDS AND TO AGREE A DATE FOR THE ANNUAL MEETING OF ALLOTMENT HOLDERS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

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

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

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

The Annual Meeting of Allotment Holders in 2025 took place on Monday 27th October 2025, at 7pm, two weeks prior to the Allotments Sub-Committee Meeting. This year, the corresponding date will be Monday 26th October 2026.

Light refreshments are normally provided and last year a spend of up to £50, met from the Sub-Committee's Competition Budget, was approved.

DECISIONS

To **NOTE** the Sub-Committee Clerk's report regarding the arrangements for the judging of the annual awards.

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

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

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 15th JUNE 2026

AGENDA ITEM 12 - TO FURTHER CONSIDER THE PURCHASE OF TWO NOTICEBOARDS FOR THE ALLOTMENTS SITES, DEFERRED FROM THE PREVIOUS MEETING 10th NOVEMBER 2025 - MIN. 28 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: £150.00 (including VAT)
Company B: £181.20 (including VAT)
Company C: £160.80 (including VAT)

Town Force have advised they have identified two existing noticeboards that can be refurbished and then re-used at the allotments. One noticeboard would be screwed on to the shelter on the Sandringham Way allotments, the other would be post mounted in Gravits Lane. The estimate for cost of materials is approximately £100.

At the meeting on 10th November 2025, Members expressed an interest in sourcing potential sponsors for the noticeboards (Min. 28 refers), and this matter requires further consideration.

DECISIONS

Option 1

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

If so, Members are asked to **RESOLVE** to **AGREE** a budget of up to £185, 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.

OR

Option 2

Do Members **AGREE** to Town Force refurbishing and re-using the existing notice boards?

If so, Members are asked to **RESOLVE** to **AGREE** a budget of up to £100, to be taken from the Gravits Lane Maintenance Budget, with any additional expenditure to be ratified at the next Sub-Committee Meeting.

Do Members **AGREE** that sponsorship of the noticeboards be sought to reduce the ongoing cost to the Council?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 15th JUNE 2026

AGENDA ITEM 13 – TO CONSIDER ANY AMENDMENTS TO THE BAN ON HERBICIDES AND PESTICIDES, LAST DISCUSSED AT THE MEETING ON 10th NOVEMBER 2025 – MIN. 29 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 fertilisers: -

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 10th November 2025, it was agreed the Sub-Committee Clerk would write to each Allotment Tenant asking them to vote on the matter. This information to then help inform the decision as to whether further amendments to the ban on herbicides and pesticides needs to be made.

The Sub-Committee Clerk first wrote to Allotment Tenants on 27th November 2025 with a further reminder being sent on 11th December 2025. A final call for responses was sent to Tenants on 14th May 2026.

Tenants were asked to consider whether they would prefer to keep the existing arrangement in place concerning the use of herbicides and pesticides **or** whether they would like to see an amendment.

91 people were invited to participate in the survey and 26 responses were received.

The outcome of the poll is as follows: -

18 voted to retain the existing wording
8 voted to amend the ban

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

To **NOTE** the outcome of the survey.

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 – 15th JUNE 2026**

**AGENDA ITEM 14 - 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 any further amendments to be considered highlighted in yellow.

The main changes proposed are:

- The date on the front of the leaflet has been amended

N.B. Clause 24 may need to be amended, subject to the decision taken under Agenda item 13 in relation to weedkiller and pesticides. This may also need to be reflected in the Tenancy Agreement which currently prohibits the use of herbicides.

DECISION

Members are asked to **AGREE** any changes to the Information Leaflet.

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 or West Sussex Wildlife Protection on 01243 825804

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

June 2026

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,