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 9th NOVEMBER 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 3rd day of NOVEMBER 2026

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 19th October 2026
5. To approve the Minutes of the Meeting held on 15th June 2026
6. Clerk's Report
7. Ratification of expenditure to be noted by the Environmental and Leisure Committee: -

- Purchase of Danger Razor Wire Signs following completion of bi-annual Health & Safety Review - £58.80 including VAT (charged to the Gravits Lane Maintenance Budget)
- Ground Hooks to repair gaps in Allotment Fencing £8.32 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Shelter Paving and Allotment Gate Repair - £67.44 including VAT (charged to the Gravits Lane Maintenance Budget)
- Grundons Waste Management charges for the disposal of waste from 2 allotments - £147.60 including VAT (charged to the Gravits Lane Maintenance Budget)
- Purchase of two A1 Allotment Noticeboards - £312.36 including VAT (charged to the Gravits Lane Maintenance Budget)
- Treated Fence Post and fast set concrete for Allotment Noticeboard installation - £50.26 including VAT (charged to the Gravits Lane Maintenance Budget)
- Engraving of Shields for annual Allotment Awards - £48.00 excluding VAT (charged to the Allotments Competition Budget)
- 15 Allotments 1st/2nd/3rd Planter Shaped Signs - £178.20 including VAT (charged to the Allotment Competition Budget)
- Purchase of light refreshments for the Allotment AGM - £17.60 including VAT (charged to the Allotment Competitions Budget)
- Annual Membership of the National Allotment Society - £85.00 including VAT (charged to the Subscription & Licences Budget)

8. Update on Health & Safety including report on inspection held on 25th June 2026
9. Report on lettings
10. To consider any action to be taken in respect of large tree growing in residential property in Hawthorn Road, that is overhanging the Allotments
11. To further consider sponsorship arrangements for Allotment Noticeboards – Min. 12 refers
12. Reports from co-opted Allotment Holders, including report on plot conditions
13. To approve changes to the Allotments Information leaflet
14. Consideration of any matters raised by the Tenants at the AGM held on 19th October 2026 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
9th NOVEMBER 2026

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 19th OCTOBER 2026

REPORT BY SUB-COMMITTEE CLERK **FOR RATIFICATION**

At the AGM held on 19th October 2026, Mr. Phil Fortin and Mrs. Louise Russell agreed to continue as Co-opted Members for the Re-Established Site for a further year.

Mr. Colin Penfold agreed to continue as Co-opted Member for the Original Site.

Following the receipt of Mr. Paul Goodchild's resignation, the Sub-Committee Clerk contacted all Tenants of the Original Site to ask for nominations to fill the remaining vacancy.

Two nominations were received and, following a vote at the AGM, Mrs. Tana Jackson was elected as the chosen representative for the Re-Established Site.

DECISION

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

Original Site:
Mr. Colin Penfold
Mrs. Tana Jackson

Re-Established Site:
Mrs. Louise Russell
Mr. Phil Fortin

BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 15th JUNE 2026

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

IN ATTENDANCE: Mrs. I. Cross (Allotments & In Bloom Officer)
Mr. C. Penfold (Tenant Representative)
Mr. P. Fortin (Tenant Representative)
Mrs. L. Russell (Tenant 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 2025/2026 Municipal Year, Cllr. Woodall opened the meeting by stating the need to formally elect a new Chair and Vice-Chair for the Sub-Committee. Both Cllr. Woodall and Batley, Vice-Chair for 2025/2026, advised they would be willing to continue in their respective roles. 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 2026/2027.

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 Cllr. F. Oppler. The Clerk recommended that the reason given was acceptable. This absence was **APPROVED** by Members.

There were no apologies received from Cllrs. P. Botterill, R. Nash, or M. Stanley and these absences 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

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

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the meeting held on 10th November 2025 and the Extraordinary meeting held on 5th January 2026 as an accurate record, and these were then signed by the Chair.

6. CLERK'S REPORT

6.1 The use of drones on the allotments

The Sub-Committee Clerk advised that they had been contacted by an allotment Tenant Representative who had expressed concern regarding the use of drones on site. Having discussed this matter with both the Deputy Clerk and Town Clerk as to the appropriateness of inserting an additional clause into the tenancy agreement regarding drone usage. It was concluded not to do so as legal enforcement would be difficult. It was recommended the Sub-Committee Clerk refer to the use of drones in the next Allotment Newsletter taking the opportunity to discourage all tenants from using them in the interests of protecting personal safety and privacy of all tenants.

6.2 Faulty tap

A Tenant Representative had reported a fault on tap number one on the original site. This has been reported and Town Force will replace the tap shortly.

6.3 Flooring in allotment shelter

The Sub-Committee Clerk advised Members that, as per the email of 6th May 2026, Town Force are committed to completing the flooring in the shelter on the re-established site later in June.

7. 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: -

- 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)

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

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

The Sub-Committee Clerk's report in relation to the Health & Safety inspection completed on 12th November 2025, was **NOTED**.

The Sub-Committee Clerk explained that the Health & Safety Inspection due to be held on 11th June 2026, had not taken place due to unforeseen circumstances, and would now be re-arranged as a matter of urgency later in June. A report detailing the findings was, therefore, **DEFERRED** and will be made available at the next meeting.

9. REPORT ON LETTINGS

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

A Member enquired how much time tenants were given to pay their annual rents once letters had been distributed. The Sub-Committee Clerk explained the process undertaken to ensure rents were paid promptly yet ensuring the approach adopted when chasing outstanding rents was also fair and reasonable. A Tenant Representative suggested the need to be more proactive in chasing payment and an extension of a month for tenants to pay their rent was more than adequate.

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

A Tenant Representative, in advance of the meeting had compiled a slide show of photographs recently taken at the allotments. The Tenant Representatives subsequently talked through the pictures to explain the various activities taking place on site. Appreciation was expressed by Members, specifically by those unable to attend site in person.

A short discussion took place concerning how tenants use their plots in different ways and what the challenges are for tenants in maintaining their allotments in extreme weather conditions.

A Tenant Representative spoke of their wish to support the Sub-Committee Clerk in ensuring vacant allotment plots could be re-let as soon as possible. They observed the increase in work volumes for the Sub-Committee Clerk since moving the annual allotment rent review from October to April. This subsequent change coincided with an increase in activity on the In Bloom calendar with many of the competitions also being launched. They proposed having the contact details of those at the top of the allotment waiting list so they might ring and organise viewings of vacant plots more quickly.

The Sub-Committee Clerk expressed their thanks for the Tenant Representative support but was mindful of the Town Council's obligations regarding GDPR and the use of personal data. It was **AGREED** the Sub-Committee Clerk would enquire with the Deputy Clerk and Town Clerk as to how best this situation might be managed in the future.

A Member asked what the process was in relation to ensuring Tenants maintained their plots to the required standard. The Sub-Committee Clerk explained the legal process of sending Notice to Cultivate Letters before issuing any Notice to Quit letters. They added that, in their experience, most Tenants did respond upon receipt of any letter and made efforts to improve their plots. The challenge lay in ensuring these improvements were not 'short-lived' and Tenants were genuinely committed to maintaining their individual plots in the longer term.

A Member enquired whether there should be a limit concerning the number of times they should receive such letters, for example 3 before the issuing of the Notice to Quit letter.

The Sub-Committee Clerk acknowledged that having checked previous records, some tenants appeared to receive Notice to Cultivate letters on an annual basis. The situation improved for a while, before it was observed their plots deteriorated and the process started all over again. Examples of this may be where the Tenant had responded and advised of a health condition (long or short-term), preventing them from attending their allotment regularly. In such circumstances, the Sub-Committee Clerk explained the Town Council wished to adopt a fair and reasonable approach, responding to the individual needs, but acknowledged the importance of continuing to monitor such situations.

At the Chair's discretion a member of the public was permitted to speak on this item, where they suggested that if someone were ill then maybe those on the allotment waiting list might be contacted to see if they may be willing to come forward to support them.

It was **AGREED** that the Sub-Committee Clerk would speak with the National Allotment Society to seek further assistance in relation to how many times the process had to be repeated in such circumstances.

A Tenant Representative referred to a tree growing in the gardens of a property in Hawthorn Road. The tree is now creating shadow over some of the allotments and is self-seeding. As ownership of the tree is unclear, the question was asked as to whether it was possible for the overhanging branches to be cut to the property boundary, and then politely offered back to the owner before finalising arrangements for disposal.

It was **AGREED** that the Sub-Committee Clerk would investigate this proposal further and report back their findings at the next meeting.

The condition of the hedge between both allotment sites was discussed. The Tenant Representatives advised those present that the hedge was currently full of brambles and bindweed. The Tenant Representatives continued by saying the hedge would benefit from hedge laying as in places it was now 8ft wide. It was suggested that to get it back in shape there would be a need to take the back and front off, trimming as hard as possible (about a foot on each side), allowing the top to grow and then continue to repeat this process. In summary a 10-year plan was needed.

The Sub-Committee Clerk **AGREED** to make further enquiries, in relation to Town Force carrying out this work.

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

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

Cllrs. Batley, Dawes, Ralph and Mrs. Warr volunteered to carry out the judging of this year's allotments award between 6th-17th July 2026. The Sub-Committee Clerk agreed to circulate the judging sheets to these Members.

It was **AGREED** the Annual Meeting of Allotment Holders would be held on Monday 19th October 2026 starting at 6.30pm.

Members **AGREED** a budget for refreshments of up to £75.00 for this event.

12. TO FURTHER CONSIDER THE PURCHASE OF TWO NOTICEBOARDS FOR THE ALLOTMENT SITES, DEFERRED FROM THE MEETING OF 10th NOVEMBER 2025 – MIN. 28 REFERS

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

After a short discussion, Members decided to purchase two new noticeboards, rather than refurbishing existing noticeboards, to ensure their robustness. Members **RESOLVED** to **AGREE** to the purchase of a new noticeboard from Company C at a cost of £160.80 (including VAT), with any additional expenditure incurred to be ratified at the next Sub-Committee Meeting.

Members also **AGREED** that sponsorship of the new noticeboards be sought by contacting local Bognor companies. Suggestions included Natures Way, B&Q, MKN Building Supplies, Covers Timbers & Builders Merchants and Screwfix.

13. TO FURTHER CONSIDER ANY AMENDMENTS TO THE BAN ON HERBICIDES AND PESTICIDES, DEFERRED FROM THE MEETING OF 10th NOVEMBER 2025 – MIN. 29 REFERS

Cllr. White requested a recorded vote for this agenda item. Cllr. White continued by saying that, as a Town Council, Bognor Regis was considered a 'leader' in its attitude towards the use of chemicals and other councils were mirroring our way of operating in this area. Cllr. White asked why the Town Council would want to change its policy now and, in doing so, take a retrograde step, with the belief that changing the policy would be detrimental to the growth of flowers and vegetables and be harmful to wildlife. Cllr. White stated they were also mindful of residential properties surrounding the allotments and the potential impact for residents if the policy were to be changed. Cllr. White said they felt Bognor Regis Town Council should continue to be groundbreaking in their approach and this should extend to what Arun District Council did within the Town. It was also considered appropriate to assess what Town Force used, as it was felt they ought to be in 'lockstep' with the approach adopted at the allotments. The Sub-Committee Clerk agreed to explore the matter further with the Town Force Manager. A Member pointed out that, in more general terms, the Town consisted of roads and pavements all maintained by West Sussex County Council. They enquired what they might be doing by way of treating any of these surfaces. They felt all parties should be 'singing from the same hymn sheet'. It was **AGREED** the Sub-Committee Clerk should contact both Arun District Council and West Sussex County Council to see what their approaches might be.

Considering most tenants, having been canvassed for their opinion prior to the meeting, were in favour of maintaining the current ban, it was decided that a recorded vote was not necessary and it was unanimously **AGREED** that the current policy, banning the use of herbicides and pesticides at the allotments, would remain unchanged.

14. ANNUAL REVIEW OF THE ALLOTMENTS INFORMATION LEAFLET

The Sub-Committee Clerk's report, including the draft Allotments Information Leaflet attached as **Appendix 1**, was **NOTED**.

Members **AGREED** to the proposed changes to the Information Leaflet, highlighted in red.

15. CORRESPONDENCE

There was no correspondence.

The Meeting closed at 7.51pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 7 - RATIFICATION OF EXPENDITURE TO BE NOTED BY 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 Danger Razor Wire Signs following the completion of the bi-annual Health & Safety Review - £58.80 including VAT (charged to the Gravits Lane Maintenance Budget)
- Ground Hooks to repair gaps in Allotment Fencing - £8.32 excluding VAT (charged to the Gravits Lane Maintenance Budget)
- Shelter Paving and Allotment Gate Repair - £67.44 including VAT (charged to the Gravits Lane Maintenance Budget)
- Grundons Waste Management charges for the disposal of waste from 2 allotments - £147.60 including VAT (charged to the Gravits Lane Maintenance Budget)
- Purchase of 2 A1 Allotment Noticeboards - £312.36 including VAT (charged to the Gravits Lane Maintenance Budget)
- Treated Fence Post and fast set concrete for Allotment Noticeboard installation - £50.26 including VAT (charged to the Gravits Lane Maintenance Budget)
- Engraving of Shields for Annual Allotment Awards - £48.00 excluding VAT (charged to the Allotments Competition Budget)
- 15 Allotments 1st/2nd/3rd Planter Shaped Signs - £178.20 including VAT (charged to the Allotment Competition Budget)
- Purchase of light refreshments for the Allotment AGM - £17.60 including VAT (charged to the Allotment Competitions Budget)

Plus: -

- Annual Membership of the National Allotment Society - £85.00 including VAT (charged to the Subscription & Licences Budget) - as the amount was not budgeted for in this financial year, the expenditure will need to be approved by the Environmental and Leisure Committee in line with the Sub-Committee's Terms of Reference.

DECISIONS

Members are asked to **RATIFY** the expenditure as listed above to be noted by the Environmental and Leisure Committee.

Members are asked to **RECOMMEND** unbudgeted expenditure relating to annual membership of the National Allotment Society for **APPROVAL** by the Environmental and Leisure Committee.

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 8 - UPDATE ON HEALTH & SAFETY INCLUDING REPORT ON INSPECTION HELD ON 25th JUNE 2026

REPORT BY SUB-COMMITTEE CLERK **FOR DECISION**

At the previous meeting held on 15th June 2026 it was noted that due to unforeseen circumstances the Health & Safety inspection scheduled for 11th June 2026 had not taken place.

The Sub-Committee Clerk and Cllr. Batley undertook the re-arranged inspection on 25th June 2026.

A small number of issues were identified, as follows:

- Faded razor wire signs
- Uncovered Water Butts/Buckets of Water with evidence of algae growing or other moving organisms
- Fire pit underneath pine trees

All faded signage has been replaced and new signage installed. As there were many examples of exposed water butts the Sub-Committee Clerk emailed all Tenants on 25th June 2026 reminding them of their responsibilities for managing the H&S risks, specifically the risk of Legionnaires Disease, when storing their own water on site. Considering the very hot weather, Tenants were urged to check the condition of any water held on site and take the appropriate remedial action of emptying and cleaning the water before re-filling.

Within the same email Tenants were also reminded to check their environments prior to lighting any BBQ and specifically avoid having any BBQs under any trees to avoid the risk of fire.

With the continuation of the exceptionally hot weather this year however, all Tenants were subsequently advised on 15th July 2026 of the decision to temporarily suspend the use of bonfires and BBQs on site initially until the end of July. However, considering the continuation of the very high temperatures this suspension remained in place until 14th October 2026. All Tenants have been advised this suspension is now lifted but have been reminded of the conditions in which bonfires or BBQs might be lit (as per Clause 29 of the Allotment Information Leaflet).

Security particularly at the Original Site has been of concern this summer with reports of break-ins and damage to shed locks, doors and windows. Whilst the damage has not been major, the inconvenience, frustration and vulnerability felt by those Tenants affected is understandable.

The Sub-Committee Clerk has observed that on occasion the key code is left showing and several reminders have been sent to Tenants on the Original Site requesting that the code is ‘scrambled’, however short the visit. Ultimately, the security code was changed in September. The Sub-Committee Clerk visited the site, accompanied by one of the Tenant Representatives for the site on 30th September to view the area where it is suspected unauthorised personnel are entering. The perimeter fencing that faces Sandringham Way is slightly lower between the edge of Plot 1, 8 and 9A and we believe those entering are finding it easier as a large mound of compacted soil buttresses up to the fencing meaning there is no drop for any intruder to navigate; it would be possible to walk down the slope.









Security was discussed at the recent AGM and Tenants enquired whether it would be possible to raise the fence height at this part of the allotment or attach razor wire, which is in place on other parts of the fencing.

Following discussion with the Town Clerk, further investigation is needed into whether planning permission could be needed.

The Sub-Committee Clerk met with the original fencing contractor on 27th October 2027, to explore the option of raising the height of the fencing in this area, and indicative prices suggest costs could be in the region of £1,600. Further quotes are being sought.

As a secondary action, the Sub-Committee Clerk is exploring the options for the removal of the mound and other debris that runs along the fence.

Options to be considered:

- Explore the possibility of Town Force dislodging the mound and then inviting Tenants to use any spare soil.
- If it is not possible for Town Force to dislodge the mound, explore the option of using a small digger.
- Consider bringing a woodchipper on site for the removal of shrubs and twigs to then be made available to Tenants as mulch.
- The temporary installation of a suitably sized skip to be placed on site to remove the build-up of garden waste that cannot ordinarily be removed or chipped.
- Seek Tenants to volunteer to remove the mound and other debris close to the site that they may then share amongst themselves

It should be noted that the usual level of annual provision made in the Gravits Lane Maintenance Budget would not be sufficient to cover either of the expenditures. Therefore, it is proposed that a one-off budget provision be considered for these initiatives.

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, Wednesday (any time) or Thursday morning.

DECISIONS

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

Do Members **AGREE IN PRINCIPLE** to raise the height of the fencing between the edge of Plot 1, 8 and 9A, subject to further investigation and, if required, planning permission? Agreeing to do so would be subject to funding of £1,600 being provided via external funding streams or through specific provision in the 2027/28 budget. Therefore, it will not be possible to progress this project until early 2027.

Do Members **AGREE IN PRINCIPLE** that removing the mound and other debris, potentially hiring equipment including skips, is further explored? Agreeing to do so would be subject to funding of £1,450 being provided through specific provision in the 2027/28 budget. Therefore, it will not be possible to progress this project until early 2027.

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 9 – REPORT ON LETTINGS

REPORT BY SUB-COMMITTEE CLERK **FOR DECISION**

One Tenant has been served with Notice to Quit following non-payment of their annual rent. Once confirmation of their plot has been cleared, this plot will be re-let.

Since the last meeting, 8 new Tenants have taken on allotments. As per Clause 32 of the Allotment Information Leaflet these new Tenants are subject to a 3-month probationary review. The Sub-Committee Clerk will ring those Tenants who appear not to have cultivated their plots to determine the reasons and will discuss the appropriate course of action with the Town Clerk prior to terminating any tenancy.

There are currently 43 people on the waiting list and applications to join the waiting list continue to be received.

Since the previous meeting the Sub-Committee Clerk has undertaken a further 7 allotment visits. The condition of plots continues to vary considerably, and the Sub-Committee Clerk has written a variety of letters requesting Tenants improve their plots or in 4 instances has issued Notices to Quit.

Plot 90 on the Re-Established Site was vacant at the time the Sub-Committee Clerk was appointed and remains vacant to date. The plot is positioned next to the fence adjacent to residential properties in Hawthorn Road, is slightly sunken and shaded by trees. Considering the difficulties in re-letting, two proposals have come forward, one from a Tenant, the other from Tenant representatives. The first is for the plot to become a communal site, with ideally a greenhouse to be placed on site that could be used by all to grow seedlings etc or a shed in which spare tools could be housed and then shared by whichever Tenant needs to use them. The second suggestion is for the plot to be given to an existing Tenant, with experience who would then cultivate the plot.

Comment has been made previously as to the frequency of letters being sent to the same Tenant, who may temporarily improve the condition of their plot, before it reverts once more to a poor standard.

The Sub-Committee Clerk enquired with the National Allotment Society as to how this issue might best be addressed with ‘repeat offenders’. Whilst Clause 3d of the current tenancy agreement states the need to cultivate and Clause 5 within the Allotment Information Leaflet outlines the process to be followed in the event of non-cultivation, neither outline what process will be followed in the case of those who regularly offend.

The National Allotment Society recommend the introduction of a:

- Formal sustained growing notification and monitoring monthly
- **or**
- 'A maximum number of non-cultivation notices issued within a given period of time'

The inclusion of either statement will provide more power to manage these types of situations.

DECISIONS

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

Do Members **AGREE** that the use of Plot 90 be converted to communal use or be awarded to a nominated, existing Tenant?

Do Members **AGREE** to the inclusion of additional wording within the Allotment Tenancy Agreement and Allotment Information Leaflet to reflect the action that will be taken where Tenants repeatedly fail to maintain and sustain the cultivation of their allotments?

If so, which of the recommended wording do Members **AGREE** should be used for inclusion within the Allotment Tenancy Agreement and Allotment Information Guide?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 10 – TO CONSIDER ANY ACTION TO BE TAKEN IN RESPECT OF LARGE TREE GROWING IN RESIDENTIAL PROPERTY IN HAWTHORN ROAD, THAT IS OVERHANGING THE ALLOTMENTS

REPORT BY SUB-COMMITTEE CLERK **FOR DECISION**

At the last Allotment Sub-Committee Meeting a Tenant Representative referred to a tree growing in the gardens of a residential property in Hawthorn Road. The tree is now creating shadow over some of the allotments and is self-seeding.



It would appear the property is privately owned, though this is being further checked with Arun District Council. Investigations show there is no tree preservation order in place.

If confirmation is received that the property is privately owned, it is recommended that a polite letter be sent to the owner requesting, they take the appropriate action to prune any branches that cross the property boundary into the allotment.

DECISIONS

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

Do Members **AGREE** that subject to confirmation being received from Arun District Council that a polite letter from the Town Council be sent to the owner requesting that a letter should be sent to the resident requesting they take action to prune the tree?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 11 – TO FURTHER CONSIDER SPONSORSHIP ARRANGEMENTS FOR ALLOTMENT NOTICEBOARDS (MIN. 12 REFERS)

REPORT BY SUB-COMMITTEE CLERK **FOR DECISION**

Members previously agreed, when purchasing new allotment noticeboards, to approach local companies for sponsorship (Min. 12 refers). Given the challenges of securing sponsorship, further discussion is needed to clarify what form of sponsorship is being sought and under what terms.

DECISION

Members are asked to **AGREE** what type of financial sponsorship is being sought from local companies in exchange for brand visibility.

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 13 – TO APPROVE CHANGES TO THE ALLOTMENTS INFORMATION LEAFLET

REPORT BY SUB-COMMITTEE CLERK **FOR DECISION**

A copy of the current leaflet is attached (**Appendix 1**) with proposed changes to be considered noted in green. Whilst the leaflet is appended to this report and, therefore in the public domain, the telephone numbers of the Tenant Representatives have been redacted on the version attached.

The changes are:

- The date on the front of the leaflet has been amended
- The Tenant Representative details have been updated by removing the details of Mr. Paul Goodchild and adding the new contact details of Mrs. Tana Jackson
- Under Clause 5, extended wording to incorporate the process to be used where Tenants repeatedly fail to maintain their plots for sustained periods of time.

A copy of the current tenancy agreement is attached (**Appendix 2**), with proposed minor wording changes to be considered also noted in green.

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 always visible.

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) [redacted]
Mrs. Tana Jackson Plot 14A (Original Site) [redacted]
Mrs. Louise Russell Plot 104 (Re-established Site) [redacted]
Mr. Phil Fortin Plot 36 (Re-Established Site) [redacted]

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

November 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 3d of the Tenancy Agreement, your plot must be kept free from weeds including docks, thistles, couch grass, and brambles. Tenants are required to always keep their footpaths and edges to their plots tidy. 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 who regularly fail to maintain their plots will be subject to a sustained cultivation notice and monthly inspections **or** and are in receipt of XXX cultivation letters in a XX period may be subject to 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.

Gravits Lane/Sandringham Way Allotments

Plot Number: ????? **Plot Size:** ????m^2 **Plot Holder:** ?????

Address of Plot Holder: ??????

An **AGREEMENT** made the **XXXX 20??** between **BOGNOR REGIS TOWN COUNCIL** (hereinafter called "the Council") acting by **MRS. JOANNE DAVIS** their Clerk, of the one part and the above named (hereinafter called the "Cultivator") of the other part.

WHEREBY IT IS AGREED as follows:

1. The Council let and the Cultivator takes as from the above-mentioned date all that above detailed plot of ground being part of the allotment land maintained by the Council for use as an allotment garden and for no other purpose.

2. The Cultivator shall pay the Council for the use of the said plot an annual rent of an amount determined by the Town Council and payable in the manner following, namely:
- **a.** On the signing hereof, a proportionate part of such annual rent calculated from the date hereof up to the last day of March.
- **b.** Thenceforth during the continuance of the said tenancy by yearly payments in advance on the first day of April each year.

3. The Cultivator agrees with the Council:
- **a.** To pay the said rent at the time and in the manner aforesaid clear of all deductions.
- **b.** That rent may be increased at any time as determined by the Council provided the Council takes reasonable steps to give notice by way of signs on gates, e-mail or post correspondence, or by newsletters, etc. Failure to give notice to any individual Tenant will not invalidate the Tenant's rent increase.
- **c.** To use the said plot as an allotment garden and for no other purpose.
- **d.** To keep the said plot clean, free from weeds and maintain and sustain a good state of cultivation and fertility and to keep adjoining footways trimmed and plot numbers clearly marked.
- **e.** To permit any duly authorised officer of the Council at any time to enter and inspect the said plot, or any structures on the said plot.
- **f.** Not to assign, underlet or part with the possession of the said plot or any part thereof without written consent of the Council.
- **g.** Not to cause any nuisance or annoyance to the Cultivator of any adjoining land nor obstruct any path set out by the Council for the use of Cultivators of any adjoining land.
- **h.** Not to keep on the said plot any livestock.
- **i.** Not to erect any building or structure on the said plot without the previous consent of the Council.
- **j.** Not to allow any vehicle, caravan or mobile home on to the said plot.
- **k.** Should the Council be required to remove any material, buildings or vehicle from the said plot to return the ground to a reasonable state of cultivation, then the Council may carry out this work and recover the costs from the Cultivator.
- **l.** Not to deposit or allow other persons to deposit on the said plot any earth, road sweeping refuse or other materials except only manure in quantities such as may reasonably be required for immediate use in cultivation.
- **m.** Not to use barbed wire for a fence adjoining any path set out by the Council for the use of cultivators of any adjoining land.
- **n.** To ensure that the area around the water standpipes is left clean and free from refuse, after use.
- **o.** To ensure that dogs are always kept under control whilst at the allotment site.
- **p.** To observe and perform all rules and regulations relating to allotment gardens which may at any time be made by the Council and of which he/she may be notified.
- **q.** The use of herbicides is prohibited.
- **r.** That the Town Council will not be responsible for loss or damage to any gardening equipment or sheds owned/used by the Cultivator at the Gravits Lane/Sandringham Way sites.
- **s.** That the Council has the right to refuse admission to the allotment site to any person other than the Tenant or his/her immediate family.
- **t.** Not to remove or encroach upon any path set out by the Council without the previous written consent of the Council.

u. To ensure that smoke from bonfires does not cause a statutory nuisance nor interfere with peoples use and enjoyment of neighbouring properties.

v. To burn only dry materials to create a quick hot fire.

w. Not to burn household rubbish or plastics.

x. Not to bring, or keep on said plot, any firearms, imitation firearms, or any other offensive weapon (such as knives, air rifles, air guns, catapults) and not to discharge firearms or use any weapons on the allotment site, as they may be liable to prosecution. This is applicable to tenants, or people associated with said tenants.

y. Not to cause damage to the Town Council's boundary fences, hedges, paths, taps and other people's property at the allotment site. Those causing damage may be liable to prosecution and would be responsible for the cost of repairs and/or replacement of damaged items. This is applicable to tenants, or people associated with said tenants.

z. Tenants permitting the growth of any plant species as prescribed in the Weeds Act (1959), Schedule 9 of the Wildlife and Countryside Act (1981), and/or The Invasive Alien Species Regulation (Regulation (EU) 1143/2014), unless extenuating circumstances can be identified, or the growth of illegal substances (cannabis, etc.) will receive a Notice to Quit after due consideration.

4. The tenancy hereby created shall continue until determined in any of the following ways:

a. By death of the Cultivator.

b. By re-entry by the Council at any time after giving three calendar months previous notice in writing to the Cultivator on account of the plot being required:

i. For any purpose (not being the use of the same for agriculture) for which it has been appropriated under any statutory provision or

ii. For building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.

c. By re-entry by the Council at any time:

i. If rent or any part thereof is in arrears for not less than forty days whether legally demanded or not or

ii. If it appears to the Council that there has been any breach of the conditions and agreements on the part of the Cultivator herein contained and, provided that if such breach be of the conditions or rules affecting the cultivation of the plot, at least three months have elapsed since the commencement of the tenancy; but the Cultivator shall not be entitled to a refund of any part of the rent paid by him/her or

iii. If the Cultivator shall become bankrupt or compound with his/her creditors.

d. By the Cultivator giving to the Council one calendar month's notice in writing expiring at any time, but the Cultivator shall not be entitled to a refund of any part of the rent paid by him/her.

5. Any notice given by the Council under this agreement may be served on the Cultivator either personally or leaving the same at his/her last known place of abode, or by recorded delivery letter addressed to him/her there, or by fixing the same in some conspicuous manner on the said plot.

6. The Cultivator shall, on determination of the tenancy, be entitled to compensation only in the event and to the extent prescribed by Section 2 sub-sections 2 and 3 of the Allotments Act 1922 as extended by the Allotments Act 1950, but not further or otherwise.

7. The Council shall on termination of the tenancy be entitled to recover compensation from the Cultivator by virtue of Section 4 of the Allotments Act 1950 in respect of any deterioration of the land caused by the failure of the Cultivator to maintain the land clean and in good state of cultivation and fertility.

8. The Allotment Information Leaflet, together with this Tenancy Agreement, forms the contract between the Cultivator and Bognor Regis Town Council. Failure by the Cultivator to comply with the conditions of the Allotment Information Leaflet shall constitute a breach of the Tenancy Agreement and may result in the tenancy being terminated.

9. Behaviour directed towards Council Officers, Elected Members or other Plot Holders that is considered contrary to the Town Council's Bullying & Harassment Statement will not be tolerated and will result in a Notice to Quit after due consideration.

I agree that I have read and understand Bognor Regis Town Council's Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me. I have the right to request modification on the information that you keep on record.

IN WITNESS hereof the parties hereto have set their respective hands the day and year first before written.

SIGNED by the said **MRS. JOANNE DAVIS**
For and behalf of ……
BOGNOR REGIS TOWN COUNCIL

……

SIGNED by the said **CULTIVATOR** X……

In the presence of
(Witness's signature)
Address ……

……

…….....

Occupation …….....

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING
9th NOVEMBER 2026

AGENDA ITEM 15 – CORRESPONDENCE

REPORT BY SUB-COMMITTEE CLERK **FOR INFORMATION**

1. Brick Kiln Garden Centre – offer of 20% discount and a Free Hot Drink in restaurant to all allotment plot holders in celebration of National Allotments Week (10th August to 16th August 2026). Circulated to all plot holders.