



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@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 at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **TUESDAY 7<sup>th</sup> NOVEMBER 2017**

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.

**PLEASE NOTE THE START TIME**

**DATED THIS 30<sup>th</sup> OCTOBER 2017**

**CLERK TO THE COUNCIL**

**THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. Ratification of and welcome to the co-opted members as recommended by the AGM held on 17th October 2017 of Mr. G. Delury, Mr. E. Hallett, Mrs. L. Russell and Miss. S. Trodd, as co-opted non-voting members of the Sub-Committee
4. To approve the Minutes of the Meeting held on 6<sup>th</sup> June 2017
5. Matters Arising from the Minutes which are not separate Agenda items
6. Ratification of expenditure of £35.37 for refreshments at the AGM held on 17th October 2017 and associated AGM costs of £25.50
7. Consideration of any matters raised by Tenants at AGM held on 17th October 2017 that are not separate agenda items including; water supply, notice boards, sponsored advertising on fences and streamlining means of payment of rent
8. Consideration of re-instating the Improvers Award Shields - Min. 7 refers

9. Ratification of expenditure of £19.99 on a push button door lock for the Gravits Lane entrance
10. Health and Safety Risk Assessment at the Allotments
11. Report on lettings
12. Reports from Allotment Holders including report on plot conditions
13. Correspondence

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



# BOGNOR REGIS TOWN COUNCIL

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

## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON TUESDAY 6<sup>th</sup> JUNE 2017**

**PRESENT:** Cllrs. K. Batley, Mrs. S. Daniells, P. Dillon, S. Reynolds and P. Woodall.

**IN ATTENDANCE:** C. Penfold, E. Popov and Mrs. L. Russell (Tenants Representatives)  
Mrs. S. Hodgson (Projects Officer)

*The Meeting opened at 6.33pm.*

### **1. TO APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE SUB-COMMITTEE**

#### **1.1 Chairman**

It was proposed and seconded that Cllr. P. Dillon be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Dillon be duly elected Chairman of the Sub-Committee for 2017/2018.

#### **1.2 Vice-Chairman**

It was proposed and seconded that Cllr. Mrs. J. Warr be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. J. Warr be duly elected Vice-Chairman of the Sub-Committee for 2017/2018.

### **2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllr. S. Goodheart due to illness, Cllr. Mrs. J. Warr who was away and Ms. S. Trodd Tenants Representative for the Re-established site.

### **3. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

4. **TO CONFIRM THE APPOINTMENTS OF MR. C. PENFOLD, MR. E. POPOV, MRS. L. RUSSELL AND MS. S. TRODD AS NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of Mr. C. Penfold, Mr. E. Popov, Mrs. L. Russell and Ms. S. Trodd as non-voting members of the Sub-Committee.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> NOVEMBER 2016**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 8<sup>th</sup> November 2016 as an accurate record and these were signed by the Chairman.

6. **MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

6.1 **Update on Issues Regarding Snares and Guns at the Allotments Min. 25 8<sup>th</sup> November 2016 refers.**

Members noted the Committee Clerk's report.

7. **ARRANGEMENTS FOR JUDGING: BEST KEPT PLOT AWARD - GRAVITS LANE ORIGINAL SITE: SHARON STUBBINGS MEMORIAL AWARD - BEST KEPT PLOT RE-ESTABLISHED SITE: THE ROY GRISTWOOD SHIELD FOR BEST USE OF ALLOTMENT FOR 2017 THE YOUNG ACHIEVERS AWARDS AND MOST IMPROVED PLOT - REPS AWARD**

It was **RESOLVED** that the Chairman would undertake the judging of the Best Kept Plot on the original site and the Sharon Stubbings Memorial Award on the re-established site with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners for both sites. It was suggested that the Vice-Chairman may wish to take part in the judging but if not, another Councillor will be approached. The Committee Clerk will prepare the paperwork and necessary arrangements.

It was **RESOLVED** that Alderman Mrs. S. Olliver and Mrs. Gristwood should judge the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners for The Roy Gristwood Shield and that they would be invited to the A.G.M. to present the shield and certificates for this category. The Committee Clerk will prepare the paperwork and necessary arrangements.

It was noted that the Young Achievers Award is given to any young helpers who are nominated. The Projects Officer asked the Representatives to

forward any names to the Committee Clerk so certificates can be prepared for presentation at the A.G.M.

It was further **RESOLVED** that the judging of the re-instated Most Improved Plot, now called the Improvers Award, on the original site and on the re-established site with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners will be undertaken by the Tenants Representatives of the respective sites. Certificates will be awarded and if proven popular Shields will be considered for the next year. The Committee Clerk will prepare the paperwork and necessary arrangements.

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

Members noted the Committee Clerk's report and discussed the ongoing concern regarding the discrepancy in plot sizes and rents of the two sites. Plots on the re-established sites are dearer by comparison but Members acknowledged the difficulty in bringing the two sites into line.

The Sub-Committee **RESOLVED** to **APPROVE** not to increase the rents for the re-established site but to increase the rents on the original site by £1.00 per annum for a small plot, £2.00 per annum for a medium plot and £3.00 per annum for a large plot for the period 2017/18 and 2018/19. The Committee Clerk would continue to re-grade costs on the original site as new tenants take on the bigger plots.

#### **9. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE INCLUDING FURTHER GUIDANCE ON BONFIRES**

A copy of the Guidelines/Code was noted.

Point 28 Bonfires. Members asked that the Committee Clerk amend the Guidelines to include that short, sharp bonfires would be permitted for the disposal of green waste only. All other rubbish should be taken away and disposed of off-site. Bonfires should be extinct on leaving the site and plot holders should remain mindful of smoke in a residential area. BBQs would continue to be permitted but must be disposed of off-site and fully extinguished after use.

The Sub-Committee **RESOLVED** to **APPROVE** the proposed amendments to the Allotments Guidelines/Code for 2017/2018.

#### **10. TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 17<sup>th</sup> OCTOBER 2017 AND TO CONSIDER ARRANGEMENTS**

The Sub-Committee approved the recommended date for the Annual General Meeting as Tuesday 17<sup>th</sup> October 2017 and agreed that light refreshments should be supplied from 7.00pm with the meeting commencing at 7.15pm. Cost for refreshments to be met from the Sub-Committee's budget up to £50.00 and expenditure to be ratified at the next meeting.

The Sub-Committee **RESOLVED** to **APPROVE** the proposed date of the A.G.M along with costs of refreshments up to £50.00.

**11. CONSIDERATION OF A REQUEST FOR A PLOT FROM A LOCAL CIC**

Members considered the request and noted the Committee Clerk's Report. During discussion, it was highlighted that there had been problems in the past with similar organisations that had proved difficult to resolve. Concerns were also raised regarding children's safety on a working allotment as well as the issues surrounding security. Members **AGREED** to decline the request.

**12. TO RATIFY EXPENDITURE OF £226.24 FOR REPLACEMENT BOLLARDS AND FENCE POST AT GRAVITS LANE ENTRANCE TO ALLOTMENTS**

The cost of £226.24 for replacement bollards and fence posts was ratified by the Sub-Committee and Members **RESOLVED** to **APPROVE** the costs.

**13. UPDATE ON NEW FENCE AT GRAVITS LANE ALLOTMENTS, TENANTS CONCERNS REGARDING THE WORK AND SUBSEQUENT CONSIDERATION OF APPOINTING A COMPANY TO REMOVE RUBBISH ON GRAVITS LANE PLOTS UNCOVERED DURING FENCE CONSTRUCTION**

The Committee Clerk's report was Noted. A Representative reported that there were still 2 gaps in the fence following the work. The Chairman reported that the contractor had agreed to return and address this at no extra cost and was surprised this was still outstanding. Members asked for the Committee Clerk to chase this.

Following discussion regarding the removal of rubbish, the two proposed options were rejected in favour of a third, more cost-effective proposal from the Representatives to hire a mini skip and for the Representatives to wheelbarrow the rubbish off site into the skip. To prevent fly-tipping the skip arrangements will be made to deliver and collect the skip on the same day as the amount of waste is small enough to render this possible. Members asked for the Committee Clerk to make the necessary arrangements and liaise with the Representatives.

**14. REPORT ON ALLOTMENTS SUB-COMMITTEE CLERK'S ATTENDANCE AT SSALC ALLOTMENT COMPLIANCE TRAINING 28<sup>TH</sup> MARCH 2017**

The Committee Clerk's report was noted and Members discussed having a policy regarding the management of the waiting list. Whilst some Members were keen to make the list exclusive to Bognor Regis residents, it was acknowledged that it is better to have an occupied plot rather than an empty one. With regard to the proposal for existing tenants having their agreements terminated on leaving the area, both the Project's Officer and the Representatives reported that, in their experience, most tenants who move from the area tend to vacate anyway.

Sub-Committee Members **RESOLVED** to **APPROVE** that, in future, priority will be given to residents within the Wards of Bognor Regis and for the Committee Clerk to check the address of any new applicant making them aware of this ruling.

**15. TO RATIFY EXPENDITURE OF £390.00 FOR REMOVAL OF OVERGROWN SYCAMORE TREE ON ORIGINAL SITE**

The cost of £390.00 for the removal of an overgrown sycamore tree was ratified by the Sub-Committee and Members **RESOLVED** to **APPROVE** the costs

**16. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

The annual Health and Safety check will be carried out later in the year by the Chairman and a member of the Town Force team. The Committee Clerk will prepare the necessary paperwork.

**17. REPORT ON LETTINGS**

The Projects Officer reported that there were currently no plots available and there were 9 people on the waiting list.

**18. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS**

A Representative raised concerns that children had been running around the allotments and chasing each other along the paths. Whilst appreciating they were only playing, there are trip hazards and it does disturb other plot holders. The Committee Clerk will be asked to include a reminder of expected behaviour of children on site in her next Newsletter.

Re-established site – no issues

Original site - Plot 29 has still not been attended  
Plot 10 is still not being cultivated

Members asked for the Committee Clerk to address these issues and write to the relevant plot holders.

**19. CORRESPONDENCE**

There was no correspondence to report.

*The Meeting closed at 7.30pm.*

BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE - 7<sup>th</sup> NOVEMBER 2017

AGENDA ITEM 7 - CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT AGM HELD ON 17<sup>th</sup> OCTOBER 2017 THAT ARE NOT SEPARATE AGENDA ITEMS INCLUDING; WATER SUPPLY, NOTICE BOARDS, SPONSORED ADVERTISING ON FENCES AND STREAMLINING MEANS OF PAYMENT OF RENT

REPORT BY COMMITTEE CLERK

FOR CONSIDERATION

1. Some tenants requested that water be left on all winter. It is currently turned off from November to March. This has been requested previously and the reasons for turning it off seasonally are:
  - i. To prevent the risk of pipes freezing
  - ii. The budget for water supply does not allow for year-round provision.

The budget set for water costs on the Allotments is £500.00 pa. In the past few years the bill for seasonal use *alone* has been between £400.00 - £491.00 pa. No further budget is available to provide water all year round. The Council is not obliged to provide any water to the plots.

It was suggested that an increase in rent would provide sufficient funds but this would mean every plot paying around £4.00 a year extra. There is already a discrepancy in rates for plots and an increase was made for the current year. Some ploholders do not want water in the winter (it is mainly those with greenhouses who do) so it may be considered unfair to increase substantially the rents for those not wanting this provision.

As a compromise it may be possible for Town Force to turn the water on for a day during the week, and then ensure it is turned off and safe the same day, but this cannot be done over a weekend and is subject to the workload of the Town Force team.

2. Tenants requested notice boards on sites. One of the Representatives informed the Meeting that it had previously been agreed that the Town Council would not fund boards but that tenants could install their own. There is one on the original site but not the re-established site.
3. A Town Councillor asked whether it could be considered to approach garden centres to sponsor the allotments and have a promotional sign on the site. There would be limited numbers viewing this as the only "outside" fence is in Sandringham Way and this is a cul-de-sac, and any erected sign facing inwards would only be seen by the tenants themselves.



4. Streamlining means of payment of Annual Rent. A tenant asked if payment could be made by direct transfer to the Town Council bank account. The Town Clerk informs that this is not acceptable as the Council requires the signed agreement to continue tenancy with payment. To accept direct to bank payment could result in these forms, required to continue the tenancy, not being received. Therefore, the annual payment will need to continue to be made by cash or cheque.

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE - 7<sup>th</sup> NOVEMBER 2017**

**AGENDA ITEM 8 - CONSIDERATION OF RE-INSTATING THE IMPROVERS  
AWARD SHIELDS - MIN. 7 REFERS**

**REPORT BY COMMITTEE CLERK**

**FOR DECISION**

At the meeting in June it was resolved that the judging of the re-instated Most Improved Plot, on the original site and on the re-established site with 1st, 2nd and 3rd place winners would be undertaken by the Tenants Representatives of the respective sites. Certificates would be awarded and if proven popular, shields would be considered for 2018.

There are two existing shields. one of these is "full" whilst the other has 3 plaques left empty. The cost to purchase a similar shield would be in the region of £60.00 plus the cost of initial engraving.

There are insufficient funds remaining in the Competition Budget 2017/18 to pay for this but the remaining funds (circa £39.00) could be earmarked towards purchasing this from the 2018/19 Competition Budget.

**FOR DECISION:**

Do Members agree to continue the rep's award "Most Improved Plot" for 2018?

Do Members wish to re-instate the shields or just award certificates?

Do Members agree, subject to the decision to reinstate shields, to purchase one new 9 plaque shield for up to £60 plus associated engraving costs from the Allotments Competition Budget in 2018/19 and to earmark the remainder of the Competition Budget for 2017/18 to be used towards this purchase?

## **Correspondence – Allotments Sub-Committee November 2017**

1. The National Allotment Society – Information on the society and pack with range of leaflets available
2. Note and photographs of plots from Tenant Representative