



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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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 3rd NOVEMBER 2015**

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 27th OCTOBER 2015

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 the co-opted members as recommended by the AGM held on 13th October 2015 of Mr. P. Carpenter, Mr. C. Penfold, 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 2nd June 2015
5. Matters Arising from the Minutes which are not separate Agenda items
6. Ratification of expenditure for refreshments and at the AGM held on 13th October 2015
7. Further consideration of Public Liability Insurance – this item was deferred from the meeting 2nd June 2015 Min.13 refers
8. Consideration of any matters raised by Tenants at AGM held on 13th October 2015 including; review of eviction procedure for uncultivated plots, paths & edges, compost & rubbish bins, fencelines, gate entrances and bees
9. Health and Safety Risk Assessment at the Allotments
10. Report on lettings
11. Reports from Allotment Holders including report on plot conditions
12. 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 ALLOTMENTS SUB-COMMITTEE MEETING

TUESDAY 2nd JUNE 2015

PRESENT: Cllrs. P. Dillon (Chairman), Mrs. S. Daniells, S. Reynolds, Mrs. J. Warr and J. Young

IN ATTENDANCE: P. Carpenter, Mrs. T. Griffiths, C. Penfold and Mrs. L. Russell. (Tenants Representatives)
Sheila Green (Allotment Committee Clerk)

The Meeting opened at 6.35pm

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 2015/2016.

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 2015/2016.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. No apologies had been received.

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 P. CARPENTER, MRS. T. GRIFFITHS, C. PENFOLD AND MRS. L. RUSSELL AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of P. Carpenter, Mrs. T. Griffiths, C. Penfold and Mrs. L. Russell as co-opted non-voting members of the Sub-Committee.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th NOVEMBER 2014 AND THE EXTRAORDINARY MEETING ON 16th DECEMBER 2014**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th November 2014 and the Extraordinary Meeting held on 16th December 2015.

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

There were no matters arising.

7. **ARRANGEMENTS FOR JUDGING THE BEST KEPT PLOT AWARD AND THE ROY GRISTWOOD SHIELD FOR BEST USE OF ALLOTMENTS 2015**

It was **RESOLVED** that Cllrs. Mrs. J. Warr and P. Dillon would undertake the judging of the Best Kept Plot with 1st, 2nd and 3rd place winners for the original site.

It was further **RESOLVED** that Alderman Mrs. S. Olliver and Mrs. Gristwood should judge the 1st, 2nd and 3rd 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.

8. **CONSIDERATION OF HOW TO PROCEED WITH THE SHARON STUBBINGS MEMORIAL ROSE BOWL - MIN.24**

The Sharon Stubbing Memorial Rose Bowl was historically awarded as a perpetual award to a long time tenant who has now relinquished his plot. The Patron of this award, Cllr. Mrs. J. Warr, has generously offered to provide a new Rose Bowl and it was **RESOLVED** that it would be presented to the holder of the Best Kept Plot on the re-established site.

It was further **RESOLVED** that Cllrs. Mrs. J. Warr and P. Dillon, would undertake the judging of the Best Kept Plot with 1st, 2nd and 3rd place winners for the re-established site.

9. **ANNUAL REVIEW OF RENTAL CHARGES - MIN. 20 REFERS**

There is ongoing concern regarding the discrepancy in plot sizes and rents of the two sites. Plots on the re-established site are smaller in comparison but higher in rent. It had been previously suggested that all plots should be let by "The Rod" (an old measuring system often used at allotments) however, due to unusual layout, shapes and sizes of the plots on the original site this would be too difficult to administer. The current charging system by labelling plots small, medium and large will continue. Following discussions on how to bring the two sites into line, it was **AGREED** that there would not be a price increase for 2015/2016 with the proviso that rents continue to be adjusted on the original site as new tenants take on bigger plots.

The Sub-Committee **RESOLVED** not to increase the rents for 2015/2016 but rents on the original site would be adjusted when new tenants take on plots.

10. **ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE**

It was suggested that a paragraph be included to highlight that the use of pesticides and weedkillers are not permitted. The Tenants Representatives also agreed to have their telephone numbers added for the benefit of new tenants who receive the guidelines.

The Sub-Committee **RESOLVED** to **APPROVE** the proposed amendments to the Allotments Guidelines/Code for 2015/2016

11. CONSIDERATION TO PURCHASE AND ERECT A NOTICE BOARD FOR NOTICES, GUIDELINES, INFORMATION AND CONTACT DETAILS.

After consideration the Sub-Committee **RESOLVED** not to purchase a notice board, however, if tenants wanted to provide one themselves then this would be permitted but liaison must be undertaken with the Committee Clerk prior to installation. The tenants would also remain responsible for its upkeep and any ongoing maintenance.

12. TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 13TH OCTOBER 2015 AND TO CONSIDER ARRANGEMENTS

The Sub-Committee **RESOLVED** to approve the recommended date for the Annual General Meeting as Tuesday 13th October 2015 and **AGREED** that light refreshments should be supplied from 7.00pm. The meeting would commence at 7.15pm - the cost to be met from the Sub-Committee's budget.

13. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT AGM HELD ON 28TH OCTOBER 2014 INCLUDING PUBLIC LIABILITY INSURANCE.

At the AGM Meeting in October 2014 concerns were raised by some tenants over the Town Councils request that all tenants should have 3rd Party Public Liability Insurance. It was understood that this would probably form part of their household insurance. One of the tenants had made enquiries with a couple of insurance companies who confirmed that the liability would not extend to the allotments. An extra premium would be required which the majority of allotments holders have indicated they are not prepared to pay. It was also suggested that 3rd Party Liability could not be enforced. The Chairman proposed to defer this item so that further advice and clarification could be sought.

The Sub-Committee **RESOLVED** to defer this agenda item.

14. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS

A Tenants Representative reported that the catch on the five bar metal gate by the middle gate entrance on the original site was broken and dangerous and a Health & Safety issue. The Committee Clerk confirmed that arrangements had been made for repairs to be undertaken but in the meantime a "Do Not Use" sign would be erected.

The Sub-Committee **RESOLVED** that Cllr. P. Dillon will undertake the Annual Health & Safety Check for both sites. Arrangements will be made with the Committee Clerk.

15. REPORT ON LETTINGS

The Committee Clerk reported that there were currently no vacant plots and only one name on the waiting list. There has recently been 2 Notice to Quits issued and another pending. Regular site inspections take place and Notice to Cultivate letters are issued as required.

16. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON CONDITIONS OF PLOTS

A Representative enquired whether combination padlocks, like the ones on the re-established site, would be fitted to the original site. The Committee Clerk advised that it was the intention to do this and would try to get this actioned as soon as possible.

There is a problem with bindweed and rubbish building up in the alleyway adjacent to the re-established site. An Officer from Arun District Council has confirmed that some of the responsibility is ADC but some of the property is now privately owned and they do not have powers to attend to these areas.

It was reported that there has been sighting of rats by plot 18b. This should have been reported to the office immediately. The Committee Clerk will inform Environmental Health.

17. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.45pm