



BOGNOR REGIS TOWN COUNCIL

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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 5th NOVEMBER 2013.**

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

CLERK TO THE COUNCIL

DATED this 29th OCTOBER 2013

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. Ratification of co-opted members as recommended by the AGM held on 22nd October 2013 - Mr. M. Bicknell, Mr. P. Ledword. Mrs. V. Johnson and Mrs. T. Griffiths as co-opted non-voting members of the Sub-Committee
4. To approve the Minutes of the Meeting held on 11th June 2013 and the additional meeting held 17th September 2013 - copies attached
5. Matters Arising from the Minutes which are not separate Agenda items
6. Consideration of any matters raised by Tenants at AGM held on the 22nd October 2013 including: The problem of foxes – Min 17 refers
7. Consideration of the unauthorised extension of Plot on Gravits Lane site and the erected posts on pathway by the hedge – report attached
8. Health and Safety Risk Assessment at the Allotments
9. Annual review of rental charges - consideration of any increase for 2014/15 - Min 8 refers
10. Annual review of allotment guidelines/code - attached
11. Consideration of possibly splitting some of the larger plots on the original site.
12. Ratification of expenditure £14.97 for refreshments at the AGM held on 22nd October 2013
13. Report on lettings
14. Reports from Allotment Holders including report on conditions of plots
15. Correspondence

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