



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON TUESDAY 14th JUNE 2016

PRESENT: Cllrs. K. Batley, Mrs. S. Daniells, P. Dillon, Mrs. J. Warr and P. Woodall.

IN ATTENDANCE: P. Carpenter, C. Penfold, Mrs. L. Russell and Ms. S. Trodd.
(Tenants Representatives)
Mrs. L. Gill (Allotments Committee Clerk)
Mrs. S. Green (Projects Officer)
1 member of the public

The Meeting opened at 6.33 pm.

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 2016/2017.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. P. Woodall be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly elected Vice-Chairman of the Sub-Committee for 2016/2017.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. S. Reynolds due to work commitments.

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. P. CARPENTER, MR. C. PENFOLD, 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 P. Carpenter, C. Penfold, 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 17th NOVEMBER 2015 AND THE EXTRAORDINARY MEETING ON 2nd FEBRUARY 2016**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17th November 2015 and the Extraordinary Meeting on 2nd February 2016 as an accurate record and these were signed by the Chairman.

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

There were no matters arising.

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 2016 THE YOUNG ACHIEVERS AWARDS**

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

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.

It was suggested that the Improvers Certificate be re-instated as a Representatives award. This will be discussed at the next Meeting.

It was **NOTED** that the Young Achievers Award is given to any young helpers who are nominated.

8. CONSIDERATION OF PURCHASE OF A SPARE COMBINATION LOCK FOR EMERGENCY USE

The report from the Allotments Committee Clerk was **NOTED**. It was reported that there have been some problems with the combination locks and when they have to be returned to the supplier it leaves the gate unsecured. It was suggested that a spare lock be purchased to use in this event. Following discussion it was **RESOLVED** to **APPROVE** the purchase of two spare combination padlocks, one to be kept with a tenant representative from each site.

It was also brought to the Sub-Committee's attention that some of the issues with the locks are that the combinations have been changed by unknown persons. This is only possible if the lock is left open. Tenants will be reminded that they must turn the barrels to lock the padlock once through the gate.

9. ANNUAL REVIEW OF RENTAL CHARGES

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. 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 2016/2017 for the re-established site with the proviso that plots continue to be re-graded on the original site as new tenants take on those bigger plots.

The Sub-Committee **RESOLVED** not to increase the rents for 2016/2017 for the re-established site but rents on the original site would be adjusted when new tenants take on the re-graded plots.

10. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE

A copy of the Guidelines/Code was **NOTED**. It was suggested that a sentence be added to point 3. Children, to state that large play equipment such as slides, swings and trampolines are not permitted on the allotments.

Point 17 regarding the bringing of rubbish including old tyres to the allotment was also noted as some tenants use old tyres as holders to grow strawberries etc. This is of concern as many old tyres contain asbestos. A note about this will be put in the newsletter.

Point 18 regarding Communal Paths. It was **AGREED** to add a sentence to state path width should be a minimum of 2ft wide.

The Sub-Committee **RESOLVED** to **APPROVE** the proposed amendments to the Allotments Guidelines/Code for 2016/2017

11. CONSIDERATION OF TENANTS REQUEST TO ESTABLISH HEDGEHOGS IN THE ALLOTMENTS

The report was **NOTED**. The request from a tenant to establish hedgehogs on the allotments was discussed but due to various reasons including the fox population and the large amount of slugs and snails for which tenants use slug pellets it was **AGREED** not to allow this at this time.

12. TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 25TH OCTOBER 2016 AND TO CONSIDER ARRANGEMENTS

The Sub-Committee **RESOLVED** to approve the recommended date for the Annual General Meeting as Tuesday 25th October 2016 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.

It was suggested that tenants might wish to be self regulating rather than regulated by the Council. It was **AGREED** to raise this at the AGM and take the decision to the Meeting in November.

13. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS

The Health and Safety check had been carried out by Cllr. Dillon and the Committee Clerk. Individual letters had been sent out to the relevant tenants.

The tenant representatives reported that most of the issues had now been dealt with.

The report was **NOTED**. The Committee discussed the trampoline on the original site and it was **AGREED** that this must be removed as soon as possible. A piece about children on the allotments will be included in the Newsletter.

14. REPORT ON LETTINGS

The Allotments Committee Clerk reported that there were currently 3 plots available on the re-established site and none of the original site. There were 16 people on the waiting list.

15. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

A Representative advised that some of the plot paths and edges are not being maintained and that this was becoming a problem. A letter will be sent to the plot holders who are responsible for these areas. This will also be mentioned in the Newsletter.

16. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.30 pm.