



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

MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON TUESDAY 6th 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 8th NOVEMBER 2016

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 8th 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 8th 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 1st, 2nd and 3rd 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 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. 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 1st, 2nd and 3rd 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 17th OCTOBER 2017 AND TO CONSIDER ARRANGEMENTS

The Sub-Committee approved the recommended date for the Annual General Meeting as Tuesday 17th 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 28TH 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.