



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE**

**HELD ON TUESDAY 7<sup>th</sup> NOVEMBER 2017**

### **PRESENT:**

Cllrs. P. Dillon (Chairman), Mrs. S. Daniells, S. Goodheart and P. Woodall.

### **IN ATTENDANCE:**

Mr. E. Hallett, Mr. G. Delury and Mrs. L. Russell (Tenants' Representatives)  
Mrs. L. Gill (Allotments Committee Clerk)

***The Meeting opened at 6.30pm***

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

The Chairman welcomed those present. Apologies had been received from Cllrs. K. Batley and S. Reynolds due to work commitments and Cllr. Mrs. J. Warr who was unwell.

## **21. 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.

**22. 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**

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

**23. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> JUNE 2017**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 6<sup>th</sup> June 2017 as an accurate record and these were signed by the Chairman.

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

There were no matters arising.

**25. RATIFICATION OF EXPENDITURE OF £35.37 FOR REFRESHMENTS AT THE AGM HELD ON 17<sup>th</sup> OCTOBER 2017 AND ASSOCIATED AGM COSTS OF £25.50**

The cost of £35.37 for refreshments and £25.50 associated costs were **RATIFIED** by the Sub-Committee.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £60.87 for AGM refreshments and prizes to the Events, Promotion and Leisure Committee.

**26. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT THE 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 OF PAYMENT OF RENT**

The report from the Allotments Sub-Committee Clerk was **NOTED**.

**26.1 Water supply:** Following discussion it was **AGREED** that water would continue to be turned off for the winter but that it could be turned on by Town Force for a day, or if the weather was mild over a weekend, to allow tenants to fill water containers for watering or glasshouse cleaning. It was further **AGREED** that tenants would be approached to see if they would all agree to paying an additional sum of £4.00 per annum to have the water supply on throughout the winter.

**26.2 Notice boards:** Members **AGREED** that there was no further action to be undertaken regarding noticeboards.

**26.3 Sponsored advertising on fences:** Councillors and Tenant's Representatives discussed the issues around offering sponsorship. It was felt that there would be little support for this. Most tenants are aware of the local nurseries and garden centres and other sources of products and would not be a target audience for advertising.

**26.4 Streamlining means of payment of rent:** Whilst it was agreed that it would be easier to pay by direct payment it was acknowledged that the signed agreement must accompany the payment in order to continue the tenancy and this could be overlooked if a direct payment was made.

## **27. CONSIDERATION OF RE-INSTATING THE IMPROVERS AWARD SHIELDS - MIN 7 REFERS**

Members discussed the Allotments Sub-Committee Clerk's report. The Tenants' Representatives suggested that tenants might prefer a sign which could be placed on their plot and kept. Following discussion this was **AGREED**. The Sub-Committee Clerk will investigate the cost of providing a printed board with a short stake, similar to the ones provided for In Bloom winners, up to a maximum of £10.00 each. The final decision will be made at the Sub-Committee meeting in June 2018.

## **28. RATIFICATION OF EXPENDITURE OF £19.99 ON A PUSH BUTTON DOOR LOCK FOR THE GRAVITS LANE ENTRANCE**

The Sub-Committee **RESOLVED** to **APPROVE** the cost of £19.99 on a push button door lock for the Gravits Lane entrance.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £19.99 to the Events, Promotion and Leisure Committee.

## **29. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

The Health and Safety inspection had been carried out by the Chairman with the Sub-Committee Clerk and Tenants' Representatives. There were one or two minor issues which were dealt with at the time. The Sub-Committee Clerk will write to tenants where any issue requires their attention, but the Chairman was pleased to report these were nothing of concern.

It was noticed that the pipe lagging on the standpipes had degraded and it was suggested that Town Force replace this with waterproof lagging.

## **30. REPORT ON LETTINGS**

The Allotments Sub-Committee Clerk reported that there were currently no plots available on the re-established site and one on the original site. There were twenty-four people on the waiting list of which fourteen live in the Wards of Bognor Regis. Seven of those on the waiting list already have at least one plot and are waiting for another.

A discussion followed regarding the Council's priorities on allocating plots. Currently those living in the Wards of Bognor Regis are given priority for their

first plot. It was **AGREED** to apply this rule to those seeking an additional plot. A Councillor requested a breakdown of the number of tenants from outside the six Wards of Bognor Regis.

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

There was a discussion regarding the condition of some plots which are not fully cultivated. The Sub-Committee Clerk advised there is a three-point process for dealing with untended plots, but some leeway is given for certain circumstances, and if tenants begin work on the plots they are given time to complete this.

**32. CORRESPONDENCE**

The Sub-Committee **NOTED** the correspondence previously circulated.

***The Meeting closed at 7.45pm***