



# **BOGNOR REGIS TOWN COUNCIL**

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

**TUESDAY 17<sup>th</sup> JUNE 2014**

**PRESENT:** Cllrs. J. Brooks, P. Dillon and Mrs. J. Warr

**IN ATTENDANCE:** Mr. M. Bicknell, Mrs. V. Johnson and Mr. P. Ledword (Tenants' Representatives)  
Sheila Green (Allotment Committee Clerk)

*The Meeting opened at 6.34pm*

**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 2014-2015.

**1.2 Vice-Chairman**

It was proposed and seconded that Cllr. J. Brooks be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Brooks be duly elected Vice-Chairman of the Sub-Committee for 2014-2015.

**2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Mrs. T. Griffiths.

**3. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary 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 a non-Pecuniary interest and the nature of the interest
- c) Whether it is also a 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 take no 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 Pecuniary and non-Pecuniary. These forms to 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 Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days. The Sub-Committee noted that there were no Declarations of Interest made at this point in the Meeting.

4. **TO CONFIRM THE APPOINTMENTS OF MR. M. BICKNELL, MR. P. LEDWORD, MRS. V. JOHNSON AND MRS. T. GRIFFITHS AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of Mr. M. Bicknell, Mrs. T. Griffiths, Mrs. V. Johnson and Mr. P. Ledword as co-opted non-voting members of the Sub-Committee.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> NOVEMBER 2013**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 5<sup>th</sup> November 2013.

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 2014**

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

It was further **RESOLVED** that Alderman Mrs. S. Olliver and Mrs. Gristwood should judge the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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 also **RESOLVED** that the Young Achievers Award would continue and plot holders will be invited to put forward the names of any children who have been helping at the allotments and they would receive a certificate.

8. **ANNUAL REVIEW OF RENTAL CHARGES MIN. 34 OF NOTES 5<sup>th</sup> NOVEMBER 2014 REFERS**

Although the rents for 2014/15 had been agreed, there were concerns raised regarding the inconsistency in plot sizes and that some rents did not reflect the size of the plots. It was also felt by one member that the rents were nowhere near adequate and a complete review should be undertaken. Following discussions it was **AGREED** that the Project & Street Scene Support Officer would undertake some research to obtain some local comparisons and a detailed report including a breakdown of costs, would be prepared for the next meeting.

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

The Sub-Committee noted updated guidelines previously circulated to them. Members agreed no further amendments were needed.

The Sub-Committee **RESOLVED** to **APPROVE** the Allotments Guidelines/Code.

10. **TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 21<sup>ST</sup> OCTOBER 2014 AND TO CONSIDER ARRANGEMENTS**

The Sub-Committee **RESOLVED** to approve the recommended date for the Annual General Meeting as Tuesday 21<sup>st</sup> October 2014 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.

**11. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

It was **RESOLVED** that The Chairman in liaison with the Committee Clerk would undertake a Health and Safety Risk Assessment, in August. Another Member of the Sub-Committee would be asked to assist.

**12. REPORT ON LETTINGS**

The Committee Clerk reported that plots 20A and 26 were vacant but would need a lot of clearing and maintenance prior to being re-let. There were another 3 vacant plots but arrangements to view had been made and they would be let imminently. 2 Notices to Quit had been issued this year to date with another 2 potential sites pending. There are currently 15 names on the waiting list.

**13. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON CONDITIONS OF PLOTS**

A Member asked whose responsibility it was to maintain the hedge on the original site by the wooden gate as it was very overgrown and difficult to pass. The Committee Clerk confirmed it was Arun District Council and she would email the relevant department to ask for it to be addressed. It was reported that the tap on the original site had been left on after watering but this was not common practice and it was thought to be an oversight. Arrangements would be made to erect a sign reminding users to make sure the tap was fully turned off after use. The matter would also be referred to in the annual letter which will be going out soon reminding tenants that any additional costs would be passed on.

**14. CORRESPONDENCE**

There was no correspondence to report.

*The Meeting closed at 7.20pm*