



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 Fax: 01243 865744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE ALLOTMENTS SUB-COMMITTEE MEETING

TUESDAY 11th JUNE 2013

PRESENT: Cllrs. P. Dillon, T. Gardiner, D. Meagher W. Toovey, and Mrs. J. Warr.

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

The meeting opened at 6.30pm

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 2013-2014.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. W. Toovey be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. W. Toovey be duly elected Vice-Chairman of the Sub-Committee for 2013-2014.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. J. Brooks and 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 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, MISS S. TRODD, MRS. V. JOHNSON AND MRS. T. GRIFFITHS AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE

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

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th NOVEMBER 2012

5.1 To consider resolving issues with mares tail on plots 11a & 12b Min 10 refers. A member raised concerns with regard to Minute 10 and a brief discussion took place. The Committee Clerk confirmed that the proposed spraying had not yet taken place however even though the plots were covered the Mares Tail was continuing to spread and was now affecting surrounding plots. It was **AGREED** that the proposed controlled spray would continue to be carried out and the plots to remain covered for a year before re-letting.

5.2 The Sub-Committee **RESOLVED** to approve the Minutes of the Meeting held on 6th November 2012 and they were signed by the presiding Chairman.

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 ALLOTMENT FOR 2013.

7.1 It was **RESOLVED** that Cllrs. Mrs. J. Warr and D. Meagher, would undertake the judging of the Best Kept Plot with 1st, 2nd and 3rd place winners for the entire allotment site.

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.

8. ANNUAL REVIEW OF RENTAL CHARGES - CONSIDERATION OF ANY INCREASE

It was noted that there had been no increase in the Allotment rents for 2 years and Councillors felt that rents should remain the same due to the current economic climate. A discussion took place as some of the co-opted members felt that more expensive rents would encourage better husbandry of the plots, which is continuing to be a problem. A suggestion to take a deposit was considered and it was agreed to discuss this further under item 15.

The Sub-Committee **RESOLVED** that the rents remain the same this year but an increase be applied for 2014/2015 and that this should be reviewed at the November meeting to give tenants plenty of notice of the increase.

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

The Sub-Committee noted updated guidelines previously circulated to them. It was felt there was no need for any amendments.

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

10. **TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 22nd OCTOBER 2013 AND TO CONSIDER ARRANGEMENTS**

The Sub-Committee **RESOLVED** to approve the recommended date for the Annual General Meeting as Tuesday 22nd October 2013 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. **CONSIDERATION OF BUDGET REQUIREMENTS OF 2014/2015**

The Sub-Committee **RESOLVED** to request a budget requirement of £6,000 - the same amount as requested for 2012/2013 - subject to the approval of the Town Council's accountant, who may decide to increase or reduce his due to the level of Town Force time used.

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

It was **RESOLVED** that Cllrs. Dillon and Toovey would undertake a Health and Safety Risk Assessment, in August. The Committee Clerk would liaise.

13. **UPDATE ON FUTURE AGM'S AWARDS GIVEN – MIN 11. REFERS**

The Committee Clerk reported that it would not be possible to link in with the In Bloom annual awards due to the number of tenants on the sites. Members were asked for ideas of how to try and raise awareness and generate more interest with the tenants. After some discussion it was **AGREED** that the awards presentation would continue to be held at the AGM in October.

14. **TO NOTE THE SOUTH & SOUTH EAST IN BLOOM JUDGING ROUTE 12th JULY 2013**

It was noted that it had been arranged for the South & South East In Bloom Judges to visit the re-established site as part of the In Bloom judging route for this year's competition as the theme is Edible Britain. Tenants would be notified in the next newsletter of this and it was suggested that tenants from the original site would be encouraged to bring along their produce and meet the judges if they wish.

15. **CONSIDERATION OF AMENDMENT TO KEY DEPOSIT POLICY**

The Committee Clerk reported that keys were not being returned by tenants when they left the site, even though a £10 deposit had been put down. Reminder letters were sent but unfortunately these are continually ignored.

Discussion returned to the earlier talks of a deposit for plots. A £50 deposit was suggested, £10 of which could cover the return of the key. Tenant representatives felt that a large deposit would hopefully eradicate the issue of uncultivated plots and provide an incentive for tenants to keep their plots tended. This deposit would help towards the costs incurred rectifying uncultivated plots. The administration of this was discussed and it was noted that details would need clarifying with the Town Clerk. It was suggested that a photograph be taken in the week a plot is let and the same when the tenant leaves or is evicted. All unclaimed deposits would be transferred to the allotment budget after 2 months.

The Sub-Committee **RESOLVED** to **APPROVE** that all tenants taking on a new or additional plot would need to provide a £50 deposit in advance of taking on a plot (as existing tenants already have keys to the site, the deposit will be £40). It was further **AGREED** that all on the waiting list and existing tenants would be advised of this change.

16. As some of the members had to leave the meeting early The Chairman suggested bringing forward the Additional Agenda item. It was **RESOLVED** to change the order of business by moving Additional Agenda item 1 to be the next item.

17. **FURTHER CONSIDERATION OF THE MATTER RAISED BY TENANTS TO DEAL WITH THE PROBLEM OF FOXES ON THE ALLOTMENTS MIN. 9.1 REFERS**

The problem of foxes on the original site has worsened considerably and the Committee Clerk tabled a report on possible solutions to be considered. After discussion it was **AGREED** the most viable option would be to apply a course of spray repellent around the boundary. Quotations are being collated and to avoid further delay the Sub-Committee **RESOLVED** to **RECOMMEND** that on receipt of the quotes the Committee Clerk would liaise with the Chairman and Vice Chairman to proceed.

18. *Mrs. Johnson, Miss Trodd and Cllrs. Gardiner, Meagher and Mrs. War, gave their apologies and left the meeting at this point. As a result, the meeting was no longer quorate.*

19. **REPORT ON LETTINGS**

The Committee Clerk reported that there is currently just one vacant plot. There have been 2 Notices to Quit issued so far this year. Plots 12b & 11a will remain covered following the controlled spray.

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

Mr. Bicknell reported that the number of uncultivated plots on the original site was increasing and felt more should be done to get the situation under control. The Vice Chairman expressed an interest in assisting with this problem and arranged to meet with the representatives of both sites, in liaison with the Committee Clerk, to establish a way forward.

21. **CORRESPONDENCE**

1. Neighbourhood Watch Community Notice re Allotment Warning –circulated to Councillors and tenants will be advised of this in the newsletter
2. The Allotment Newsletter (Autumn 2012)

The Meeting closed at 7.50pm