



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 12th JUNE 2018

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

IN ATTENDANCE: Mr. G. Delury and Mrs. L. Russell (Tenants
Representatives)
Mrs. L. Gill (Allotments Sub-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 2018/2019.

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 2018/2019.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. S. Reynolds due to illness, Cllr. P. Woodall who had a prior engagement, Mr E. Hallett (Tenants Representative for the Original Site) who was away and Ms. S. Trodd (Tenants Representative for the Re-established site). There were no further apologies.

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 a Disclosable Pecuniary or Ordinary interest

- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

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.

There were no declarations of interest at this time.

4. TO CONFIRM THE APPOINTMENTS OF MR. G. DELURY, MR. E. HALLETT, MRS. L. RUSSELL AND MS. 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.

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th NOVEMBER 2017

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 7th November 2017 as an accurate record and these were signed by the Chairman.

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

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 2018 THE YOUNG ACHIEVERS AWARDS AND MOST IMPROVED PLOT – REPS AWARD INCLUDING CONSIDERATION OF A PLAQUE FOR THE PLOTHOLDER TO PLACE ON THE WINNING PLOT

It was **RESOLVED** that the Chairman and Vice-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. Councillor Goodheart asked to accompany them and this was agreed. Judging will take place from mid to end of July as the season is late this year. The Sub-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 Sub-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 Representatives were asked to forward any names to the Sub-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, 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. The Sub-Committee Clerk will prepare the paperwork and necessary arrangements.

Members discussed the provision of winners plaques and how this could be funded as the Competition budget would not have sufficient funds to pay for them. It was agreed that the Sub-Committee Clerk would contact local gardening companies for sponsorship of these and if this can be sourced winners will have plaques to place on their plots announcing their achievement.

Members **RESOLVED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that delegated authority be given to the Sub-Committee Clerk in conjunction with the Chairman and Vice-Chairman to vire monies between the Maintenance Budget and the Competition budget if required.

Following the meeting the Sub-Committee Clerk was advised by the Town Clerk that this would not be possible as all requests for virement of budgets must be made through the Policy and Resources Committee in accordance with the Council's Regulations.

8. ANNUAL REVIEW OF RENTAL CHARGES

Members discussed the current situation regarding rents and were mindful there was an increase in 2017/2018.

The Sub-Committee **RESOLVED** to **APPROVE** not to increase the rents for either site this year. However, following discussion it was **RESOLVED** to

RECOMMEND that new tenants living in the parishes around Bognor Regis would pay a premium of double the rent that would be payable by a resident of Bognor Regis. The reasons behind this being to ensure value for money for Bognor Regis residents. 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

A copy of the Guidelines/Code for 2018/2019 was noted. It was suggested that the leaflet might be translated into Polish, Russian and Portuguese and the Sub-Committee Clerk will investigate this.

10. TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 23rd OCTOBER 2018 AND TO CONSIDER ARRANGEMENTS

The Sub-Committee approved the recommended date for the Annual meeting as Tuesday 23rd October 2018 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. REPORT ON PRIVACY NOTICE AND WORDING FOR NEW AGREEMENTS AND RENEWALS IN LINE WITH NEW GENERAL DATA PROTECTION REGULATION (GDPR) REQUIREMENTS

The Sub-Committee Clerks report was noted along with actions taken to ensure compliance with the new GDPR regulations.

12. 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 Sub-Committee Clerk will prepare the necessary paperwork.

13. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there were currently 4 plots available with 2 further coming up in the near future. There were 10 people on the waiting list 2 of which were outside the wards of Bognor Regis and 4 were existing tenants wishing a further plot or to swap sites.

14. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

Re-established site – no issues.

Original site - it was reported that edges continue to be an issue and some plots have not been tended as they should. The Sub-Committee Clerk is aware of these issues and would be taking action.

The representative from the original site asked if weed suppressant sheeting was available to put on plots between lettings to keep the weeds down. It was thought that the Council had purchased these previously, but one tenant had taken them when they took the plot on. It was **AGREED** that if any sheeting is available it should be stencilled "Property of Bognor Regis Town Council" if it is to be used.

15. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.50pm