



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

Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **5.30pm on MONDAY 14th NOVEMBER 2022.**

All Members of the Allotments Sub-Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

DATED THIS 7th NOVEMBER 2022

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcement and Apologies for Absence
2. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable 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 or Other Registrable 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
3. Ratification of and welcome to the co-opted non-voting members of the Sub-Committee as voted on by allotment holders at the AGM dated 25th October 2022. Mr. M. Bicknell, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater
4. To approve the Minutes of the Meetings held on 23rd November 2021 and 16th May 2022
5. Clerks Report

6. To consider and agree to the spending of the earmarked unspent Maintenance Budget on a shelter on the Re-established site - original decision taken on 28th October 2019 - Min. 24.3 refers
7. To consider and agree the installation of 6ft fencing on the northwest boundary of the Original site
8. Ratification of expenditure and recommendation of approval to the Events, Promotion and Leisure Committee:
 - Refreshments for Allotment Holders AGM - £22.33 (no VAT)
 - Engraving of Allotment Award Shields - £36.00 (no VAT)
 - Preparation of Allotment Award Plaques (fully covered by sponsorship income) - £199.50 (inc. VAT)
 - Concrete post to mark sub-divided plot - £23.64 (inc. VAT)
9. Report on lettings
10. Reports from co-opted Allotment Holders including report on plot conditions
11. Consideration of any matters raised by the Tenants at the AGM held on 25th October 2022 that are not separate agenda items
12. Health & Safety assessments at the Allotments
13. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 14th NOVEMBER 2022**

AGENDA ITEM 3 - RATIFICATION OF AND WELCOME TO THE CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY ALLOTMENT HOLDERS AT THE AGM DATED 25th OCTOBER 2022. MR. M. BICKNELL, MR. C. PENFOLD, MRS. L. RUSSELL AND MR. S. SLATER

REPORT BY SUB-COMMITTEE CLERK

FOR RATIFICATION

At the AGM held on 25th October, Mr. G Delury resigned as a co-opted member. Mr. M. Bicknell was nominated in his place. There were no further nominations and the remaining co-opted members have agreed to stand for a further year.

Members are asked to **RATIFY** the chosen representatives as follows:

Original Site:

Mr. M. Bicknell

Mr. C. Penfold

Re-established Site:

Mrs. L. Russell

Mr. S. Slater



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE **HELD ON TUESDAY 23rd NOVEMBER 2021**

PRESENT: Cllrs. Mrs. S. Daniells, S. Reynolds
Mrs. J. Warr and B. Waterhouse

IN ATTENDANCE: Mr. S. Slater (Tenants Representative)
Mrs. L. Gill (Allotments Sub-C'ttee Clerk)
Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 5.10pm

1. TO APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE SUB-COMMITTEE

1.1 Chairman

It was proposed and seconded that Cllr. Mrs. J. Warr be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. J. Warr be duly elected Chairman of the Sub-Committee for the remainder of 2021/2022.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. S. Reynolds be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. S. Reynolds be duly elected Vice-Chairman of the Sub-Committee for the remainder of 2021/2022.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. The Sub-Committee Clerk read the Council's Opening Statement.

Apologies for absence had been received from Cllr. K. Batley due to work commitments, Cllr. J. Brooks who was unwell, Cllr. J. Erskine who was unwell, Cllr. M. Stanley who had a prior meeting, Cllr. P. Woodall who was unwell and Mrs. L. Russell who was unwell.

No further apologies had been received.

3. **DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest at this time

4. **RATIFICATION OF AND WELCOME TO THE CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY ALLOTMENT HOLDERS VIA EMAIL - MR. G. DELURY, MR. C. PENFOLD, MRS. L. RUSSELL AND MR. S. SLATER**

The Sub-Committee Clerk's report was **NOTED**. Members **RESOLVED** to **APPROVE** ratification of the appointment of Mr. G. Delury, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater and welcomed Mr. Slater to the meeting.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th NOVEMBER 2020**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 9th November 2020 as an accurate record and these were signed by the Chairman.

6. **CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk reported on items outstanding since the Covid lockdown for inclusion on the next agenda:

- 6.1 **Min. 36 of 9th November 2020 refers** - Feasibility of the Town Council purchasing land to provide further allotments in Bognor Regis taking into account the potential future demand.
- 6.2 **Min. 25 of 28th October 2019 refers** - To re-categorise plots by size - All plots have been measured and work done to look at possible fair ways of re-assigning rents to keep the Council's rental income consistent whilst not imposing large increases on some ploholders. Rents are normally reviewed in June and it is therefore recommended that this piece of work is re-visited in June 2022.
- 6.3 **Min. 8 of 11th June 2019 refers** - Annual review of rental charges - rents have remained static since Covid and it seems prudent to make changes at the same time as any re-categorisation in June 2022.
- 6.4 **Min. 25 of 13th November 2018 and Min. 10 of 11th June 2019 refers** - Water Levy from October 2019 - After a very dry hot summer the water bill was considerably higher than normal. It was agreed that a small water levy be implemented to form a pot of money as a buffer for any future years of high usage. However, following Covid lockdown this has not been progressed and this also can be revisited in June 2022.
- 6.5 There was no AGM of Allotment Holders due to the pandemic in 2020 or 2021. It is hoped this will be reinstated in 2022. A date will be booked for this in October 2022.
- 6.6 To note therefore there were no annual awards for 2020 or 2021. Again, it is hoped that this will be re-instated in 2022 and will be for discussion at the meeting in June 2022.

7. **ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE MIN. 9 OF 11th JUNE 2019 REFERS**

The Sub-Committee Clerk's report was **NOTED**. The revised edition of the Guidelines/Code for 2021/2022 was agreed.

8. **RATIFICATION OF EXPENDITURE**

The Sub-Committee Clerk's report was **NOTED**. The cost of two concrete spurs and two bags of postfix to replace broken plot number posts on the Allotments - £26.84 and the cost of two spare combination padlocks for access gates - £44.99 were **RATIFIED** by the Sub-Committee. Members **AGREED** to **RECOMMENDED** the approval of the payments to the Events, Promotion and Leisure Committee.

9. **REPORT ON LETTINGS**

The Clerk reported that sixteen plots were relinquished from 30th September. One further plot had been re-possessed. There were thirty names on the waiting list at 1st October. Seven of these, to date, had decided not to take on an allotment or did not respond to repeated emails and calls. Eleven plots have been relet and there are six still to be relet. Some people have been unwell this past year and had not been able to maintain their plots to the best standard, but it is hoped this will improve next year.

The verbal report was **NOTED**.

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

Mr. Slater reported that the paths on the re-established site were a problem. There was some soil movement which caused the paths to distort and become uneven. This made it difficult to keep paths mown. The Clerk reported that this has happened previously, and Town Force do attend to build up the paths when time allows. The report was **NOTED**. Details will be passed on to the Town Force Manager.

11. **HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS - MIN. 34.1 REFERS OF 9th NOVEMBER 2020 REFERS**

The Sub-Committee Clerk's report was **NOTED**. The Health and Safety Inspection was postponed due to Covid in 2020. The Deputy Clerk and Sub-Committee Clerk undertook an inspection on 22nd April 2021 and found only minor issues. Tenants were notified, and the situation remedied.

12. **TO CONSIDER AND AGREE TO THE CONTINUED EARMARKING OF ANY UNSPENT BUDGET FROM THE ALLOTMENTS MAINTENANCE BUDGET 2021-22 TOWARDS THE SHELTER ON THE RE-ESTABLISHED SITE PROJECT - ORIGINAL DECISION TAKEN ON 28th OCTOBER 2019 - MIN. 24.3 REFERS**

The Sub-Committee Clerk's report was **NOTED**. Following discussion Members **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that any unspent Budget from the Allotments Maintenance Budget 2021-22 should continue to be earmarked towards building a shelter on the Re-established site.

13. TO NOTE THE CHANGE IN DATE OF ALLOTMENT SUB-COMMITTEE MEETINGS FOR 2022 OWING TO A CLERICAL ERROR AS NOTED AT THE TOWN COUNCIL MEETING OF 1st NOVEMBER 2021

Members **NOTED** the Sub-Committee Clerk's report and Appendix. It was further noted that Membership of the Sub-Committee is taken from the Events, Promotion and Leisure Committee. Following a discussion about the Meetings calendar it was **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that the Allotments Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Meetings in future. The new dates as received in the report would, therefore, need to be reconsidered if this is agreed.

14. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 5.55pm



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 16th MAY 2022

PRESENT: Cllrs. J. Brooks, Mrs. J. Warr (arrived during Min. 8),
B. Waterhouse and P. Woodall

IN ATTENDANCE: Mrs. L. Russell and Mr. C. Penfold
(Tenants Representatives)
Mrs. J. Davis (Assistant Clerk)
Mr. S. Davis (Allotments & In Bloom Officer)

The Meeting opened at 5.30pm

1. TO APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE SUB-COMMITTEE

1.1 Chairman

It was proposed and seconded that Cllr. P. Woodall be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly elected Chairman of the Sub-Committee for 2022/2023.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. B. Waterhouse be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. B. Waterhouse be duly elected Vice-Chairman of the Sub-Committee for 2022/2023.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's Opening Statement.

Apologies for absence had been received from Cllr. K. Batley due to childcare, Cllr. Mrs. S. Daniells who was on annual leave and Cllr. S. Reynolds who was working.

No apologies had been received from Cllrs. J. Erskine or H. Jones.

3. **DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
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- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest at this time

4. **TO CONFIRM THE APPOINTMENTS OF CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee Clerk's report was **NOTED**. Members **RESOLVED** to **APPROVE** ratification of the appointment of Mr. G. Delury, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater and welcomed Mrs. L. Russell and Mr. C. Penfold to the meeting.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd NOVEMBER 2021**

There were insufficient Sub-Committee Members at the meeting who had also been present at the meeting held on 23rd November 2021. The Sub-Committee was therefore **UNABLE** to **APPROVE** the Minutes of the meeting held on 23rd November 2021.

Approval of the Minutes of the meeting held on 23rd November 2021 will be deferred to the Sub-Committee Meeting to be held on 14th November 2022.

6. **CLERK'S REPORT FROM**

MIN. 11 23rd November 2021 – Health and Safety Risk Assessment

The Clerk reported that no Health and Safety Inspection had been undertaken since 22nd April 2021. Following the appointment of the Allotments & In Bloom Officer an inspection would be carried out in June 2022.

7. **TO CONSIDER THE REINSTATEMENT OF THE ANNUAL AWARDS – MIN. 6.6 REFERS**

The Sub-Committee Clerk's report was **NOTED**. It was believed that Mrs. Gristwood who judged the Roy Gristwood Award had passed away. The Sub-Committee's Clerk was tasked with contacting relatives of Mrs. Gristwood to determine if it was their wish to continue the award.

Members **AGREED** to reinstate the Annual Awards. It was further **AGREED** that the Best Kept Plot would be judged by the Allotments & In Bloom Officer and two Sub-Committee Members and that the Clerk would email all Members of the Sub-Committee to invite expressions of interest in being a Judge this year. The Most Improved Plot would be judged by the Allotment Tenant Representatives.

The Members **AGREED** that the Sub-Committee Clerk seek sponsorship of plaques for the Most Improved Plot awards.

8. **ANNUAL REVIEW OF RENTAL CHARGES FOLLOWING RECATEGORISING OF PLOT SIZES – MIN. 6.2 REFERS**

The Sub-Committee Clerk's report and maps as appended were **NOTED**.

The Sub-Committee Clerk gave a verbal report supported by the presentation of a spreadsheet summary of the respective plot sizes and average rental costs per square metre on the two allotment sites. The summary showed the average rent per square metre on the Sandringham Way (Re-Established) site and the Gravits Lane (Original) site was £0.58 and £0.18 respectively.

Cllr. Mrs. Warr arrived at the Meeting

Across both sites the average rent was £0.26m². Following discussion regarding the history of the pricing Members **AGREED** that the rents should be equalised across the two sites. As there had not been a rental increase in many years it was further **AGREED** that from 1st October 2022 the rents would be charged on actual plot sizes at £0.28m².

9. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE

The Sub-Committee Clerk's report and copy of the latest revised Guidelines/Code as appended were **NOTED**. The Members **AGREED** the latest revised edition of the Guidelines/Code.

10. TO AGREE THE DATE OF THE ANNUAL MEETING OF ALLOTMENT HOLDERS AND TO CONSIDER ARRANGEMENTS

The Sub-Committee Clerk's report was **NOTED**. Following discussion Members **AGREED** that the Annual Meeting of Allotment Holders would take place on Tuesday 25th October 2022 at 7pm.

It was further **AGREED** that refreshments be provided, up to £50.00 with costs met from the Sub-Committee's Budget.

11. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there was a current waiting list of 27 with 3 plots recently relinquished and to be relet shortly.

An initial inspection had highlighted several plots that needed attention and that the Sub-Committee Clerk had started telephoning the respective plot holders to discuss the condition of their plot.

The verbal report was **NOTED**.

12. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

Mrs. Russell advised that a list of plots requiring attention on the Sandringham Way site had been given to the Allotments & In Bloom Officer the previous week. Mr. Penfold undertook to provide the Allotments & In Bloom Officer a list of plots on the Gravits Lane site requiring attention.

The tap at Plot 10 was reported as having a drip.

13. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 6.20pm

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 14th NOVEMBER 2022**

**AGENDA ITEM 6 - TO CONSIDER AND AGREE TO THE SPENDING OF THE
EARMARKED UNSPENT MAINTENANCE BUDGET ON A SHELTER ON THE
RE-ESTABLISHED SITE - ORIGINAL DECISION TAKEN ON 28th OCTOBER
2019 – MIN. 24.3 REFERS**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

At the Sub-Committee Meeting held on 28th October 2019 it was agreed to earmark funds remaining in the Gravits Lane Maintenance Budget at the end of the 2019-20 financial year. This would be used towards building a shelter on the re-established site where many tenants have no shed or greenhouse to shelter in if required. At the Sub-Committee Meetings of 9th November 2020 (Min. 37 refers) and 23rd November 2021 (Min. 12 refers) it was agreed to recommend to the Events, Promotion and Leisure Committee to earmark funds remaining in the Gravits Lane Maintenance Budget at the end of the 2020-21 and 2021-22 financial years respectively.

These recommendations were accepted by the Events, Promotion and Leisure Committee at its meetings held on 16th December 2020 (Min. 118 refers) and 17th January 2022 (Min. 60 refers) and as a result, the current earmarked reserve for this project is £2,391.00. Members are therefore asked to confirm whether they wish to utilise the earmarked reserve in 2022-23 to purchase a suitable shelter.

DECISION

Do Members **AGREE** to **RECOMMEND** to the Events, Promotion and Leisure Committee to utilise the earmarked reserve in 2022-23 to purchase a suitable shelter to be built on the re-established site?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING – 14th NOVEMBER 2022

AGENDA ITEM 7 - TO CONSIDER AND AGREE THE INSTALLATION OF
6FT FENCING ON THE NORTHWEST BOUNDARY OF THE ORIGINAL
SITE

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The northwest boundary of the original site consists of low wire mesh fence approximately 3ft tall with a small, unlocked gate. The fence backs on to a path leading to the rear gardens of properties on Gravits Lane. The access to the path is via a secure gate opened by a keypad and maintained by Town Force. The code for the keypad is changed every six months and the codes given to the residents and allotment holders that use that access.

The installation of 6ft fencing on this boundary would match the fencing on all the other allotment boundaries, help alleviate fly tipping and remove the need to inform Gravits Lane residents of the six-monthly change to the keypad code.



DECISION

Do Members **AGREE** for the Sub-Committee Clerk to seek quotations for this work to bring back to a future meeting?

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING - 14th NOVEMBER 2022**

**AGENDA ITEM 8 - RATIFICATION OF EXPENDITURE AND
RECOMMENDATION OF APPROVAL TO THE EVENTS, PROMOTION
AND LEISURE COMMITTEE**

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The following expenditure has been incurred and Members are asked to ratify these payments: -

- Refreshments for Allotment Holders AGM - £22.33 (no VAT)
- Engraving of Allotment Award Shields - £36.00 (no VAT)
- Preparation of Allotment Award Plaques (fully covered by sponsorship income) - £199.50 (inc. VAT)
- Concrete post to mark sub-divided plot - £23.64 (inc. VAT)

DECISION

Members are asked to **RATIFY** the expenditure as listed above and **RECOMMEND** the approval of the payments to the Events, Promotion and Leisure Committee.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING - 14th NOVEMBER 2022**

AGENDA ITEM 9 – REPORT ON LETTINGS

REPORT BY SUB-COMMITTEE CLERK

FOR INFORMATION

As of 25th October 2022, there were three renewals outstanding, representing rental income of £86. These plot holders have all been chased at least once and will be given a final notice after the October bank statements have been received.

Four plots were relinquished on 30th September 2022 (vs 16 in 2021) and all are in the process of being relet.

There are 39 people on the waiting list as of 1st October 2022 (vs 31 in 2021).

The general condition of the plots is good but there are several plots that are sub-standard and not being cultivated. The aim is to improve these plots before the start of the next growing season. Overhanging vegetation and over-height trees are also areas of work in progress.

To **NOTE** the Sub-Committee Clerk's report on lettings.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING - 14th NOVEMBER 2022**

**AGENDA ITEM 11 – CONSIDERATION OF ANY MATTERS RAISED BY
THE TENANTS AT THE AGM 25th OCTOBER 2022 THAT ARE NOT
SEPARATE AGENDA ITEMS**

REPORT BY SUB-COMMITTEE CLERK

FOR INFORMATION

Extract from the unconfirmed Minutes of the tenants AGM on 25th October 2022.

One plot holder questioned whether dogs and young children should be brought on site. However, most of the tenants believed there was no issue with either children or dogs.

Restriction of tree heights was mentioned as a policy that is not being enforced and that the current tree maximum height of 8ft was too low. A counter argument, to keep to 8ft, was made based on the shade produced by trees.

A question was asked about the return of holding deposits in instances where plots were being returned. The Committee Clerk confirmed that if Town Force had to strim or tidy a plot in readiness for a new tenant the holding fee was retained by the Council sufficient to cover Town Force charges.

There was a consensus view amongst those present that plot holders would welcome a compost scheme where deliveries are made in bulk and shared amongst plot holders. However, any delivery to the original site would be via Gravits Lane middle entrance and it was the general belief that no parking lines in front of this entrance were no longer visible. The Committee Clerk agreed to look at the feasibility of a bulk compost scheme and also to confirm if there were no parking lines in place and, if appropriate, liaise with WSCC to get them repainted.

The Committee Clerk advised that a newsletter will be sent out to all tenants within the next few weeks including consultation on the issues raised.

To **NOTE** the matters raised by the tenants at the AGM of 25th October 2022.

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE MEETING - 14th NOVEMBER 2022**

**AGENDA ITEM 12 - HEALTH AND SAFETY ASSESSMENTS AT THE
ALLOTMENTS**

REPORT BY SUB-COMMITTEE CLERK

FOR INFORMATION

The Health and Safety Inspection was undertaken by the Sub-Committee Clerk on 2nd November 2022 – the day following storm Claudio.

As a result of the timing of the inspection there were seven instances of damaged glass and two upturned storage boxes.

The other issues found were tools being left out on two plots and one plot with sheeting weighted down with pallets with protruding nails.

All tenants were notified of the need to take remedial action.

To **NOTE** that the Health and Safety Inspection for 2022 had taken place.