



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 16th MAY 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 10th MAY 2022

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To appoint the Chairman and Vice-Chairman of the Sub-Committee
2. Chairman's Announcement and Apologies for Absence
3. 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
4. To confirm the appointments of co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on 23rd November 2021
6. Clerk's Report

7. To consider the reinstatement of the Annual Awards - Min. 6.6 refers
8. Annual review of rental charges following recategorising of plot sizes - Min. 6.2 refers
9. Annual review of Allotment Guidelines/Code
10. To agree the date of the Annual Meeting of Allotment Holders and to consider arrangements
11. Report on lettings
12. Reports from Allotment Holders including report on plot conditions
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 – 16th MAY 2022

AGENDA ITEM 4 – TO CONFIRM APPOINTMENTS OF CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

At the Allotments Sub-Committee Meeting, held 23rd November 2021, Members ratified the appointments of Mr. G. Delury, Mr. C. Penfold, Mrs. L. Russell, and Mr. S. Slater as non-voting Members – Min. 4 refers.

DECISION

Members are invited to APPROVE the ratification of the appointment of Mr. G. Delury, Mr. C. Penfold, Mrs. L. Russell, and Mr. S. Slater as non-voting Members of the Allotments Sub-Committee.



BOGNOR REGIS TOWN COUNCIL

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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

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 16th MAY 2022

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

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

At the Allotments Sub-Committee Meeting, held 23rd November 2021, it was reported that there had been no AGM of Allotment Holders due to the pandemic, in 2020 or 2021, which had resulted in there being no annual awards for the past two years. However, it was hoped that these would be re-instated in 2022 – Min. 6.6 refers.

Historically, the annual awards have consisted of the following: -

Judging for the Awards for Best Kept Plot on each site is undertaken by members of the Allotments Sub-Committee during July.

The Roy Gristwood Award is judged by his widow Mrs. Gristwood.

All children whose names are submitted to the Council receive a Young Achievers Award certificate.

The Most Improved Plot award is judged by the Tenant Representatives on each site who have the opportunity to see improvement and hard work rewarded on their site. If a sponsor can be found, then plaques can be placed on the plots as markers if desired. In 2019 the cost of each plaque was £12.00.

Shields are provided for first place winners in Category A - C. Engraving costs are taken from the Competition Budget along with refreshments for the Allotments AGM in October when prizes are awarded.

DECISIONS

Do Members AGREE to the reinstatement of the annual awards for 2022?

If so, Members are invited to AGREE the Judging Panel for Best Kept Plot awards on each site.

Do Members AGREE that the Sub-Committee Clerk seek sponsorship for plaques for 2022 award winners?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 16th MAY 2022

AGENDA ITEM 8 – ANNUAL REVIEW OF RENTAL CHARGES
FOLLOWING RECATEGORYING OF PLOT SIZES – MIN. 6.2 REFERS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The Allotments site is split into two sections known as “Original” site (Gravits Lane) and the “Re-established” site (Sandringham Way) - maps attached as Appendix 1.

The Original site is long established and began as very large plots capable of sustaining a family for a year. Over time these plots have been split into smaller, more manageable plots which are categorised in size between Small, Medium and Large. It is not possible to measure these accurately into the traditional “rod”.

The Re-established site was more recently reclaimed from wasteland and set out in regular rectangular plots which are smaller than the smallest plots on the Original site. However, these are priced at a higher rate per m² than the plots on the Original site. Furthermore, tenants who took plots on the Re-established site when it first opened were given blocks of 3 plots each at a combined (discounted) rent which is not the sum of three individual rents.

It has been the Sub-Committee’s decision in recent years to freeze the rent on the Re-established site until they come in line with the rents on the Original site. To accomplish this, plots on the Original site were being reclassified as they became vacant. Small became Medium and Medium became Large for rental purposes.

At the Allotments Sub-Committee Meeting, held 23rd November 2021, it was reported that all plots had 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. With rents normally reviewed in May/June it was recommended that this piece of work be revisited as part of the review – Min. 6.6 refers.

At the meeting held in November, it was further reported that rents had remained static since Covid and that it seemed prudent to make any changes at the same time as any reclassification in May/June 2022.

It was previously agreed that, to facilitate banking, rents would be rounded up to the nearest whole Pound (£).

Current rents are as follows –

Re-established site: -
Small £13.00 per annum
Small/Medium £15.00 per annum.

Original Site: -

Small plots £11.00 - £14.00 per annum

Medium plots £20.00 per annum

Large plots £27.00 per annum

DECISION

How do Members wish to proceed with rents for 2022/2023?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 16th MAY 2022

AGENDA ITEM 9 – ANNUAL REVIEW OF ALLOTMENT
GUIDELINES/CODE

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The Allotment Guidelines/Code forms part of the Tenants Agreement and is normally updated annually and agreed at the May/June Sub-Committee Meeting.

A copy of the latest revised Guidelines/Code is attached as Appendix 1.

DECISION

Do Members AGREE the latest revised edition of the Guidelines/Code?

22. Plot numbers - You should not allow your produce to cover your plot number. This must be clearly visible at all times.

23. Code to the Allotment Site - You may not pass your code to allow access to the site by any unauthorised person. The code is provided for the use of the tenant and only the tenant.

24. Permissions - If you wish to do anything other than cultivate your plot, you must ask the Town Council Allotment Sub-Committee for permission to a) erect a shed, structure or greenhouse; b) to plant fruits trees, trees, and large shrubs; c) erect poly tunnels on your plot.

25. Weedkiller & Pesticides - The use of any type of weedkiller or pesticide is strictly forbidden on the allotments.

26. Safety first - You are responsible for ensuring that your shed, structure or glass house is a sound structure, will not collapse in high winds, and does not contain any hazardous unsecured contents. Any chemicals should be locked up in your shed or removed from the premises.

27. Plots being re-let will not be rotavated .

28. Carpets - can only be used in small amounts to make paths and should not be used long term.

29. Change of address - The tenant is required to give notice in writing, of any change of address, within 28 days of such change.

30. Bonfires - Short, sharp bonfires are permitted for disposal of green waste only. All other rubbish must be taken away and disposed of off site. Bonfires must be extinguished on leaving the site and you should be mindful of

smoke in a residential area. BBQs must be disposed of off site and fully extinguished after use.

31. Incidents - Please report any incidents to the Police on 101. Following that please notify the office.

32. Finally PLEASE NOTE: Abusive behaviour towards staff will not be tolerated. Any such behaviour could result in the eviction of the tenant.

Thank you for reading this leaflet and for your support with these issues .

**Allotment Sub-Committee Clerk:
01243 867744**

**Your Tenants Representatives for
2022/23 are:**

**Mr. Graham Delury Plot 14b
(Original site)
07845 207144**

**Mr. Colin Penfold Plot 7a
(Original site)
01243 265159 / 07745 514998**

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**Mrs. Louise Russell Plot 104
(Re-established site)
01243 763832 / 07956 023897**

**Mr. Scott Slater Plot 45
(Re-established site)
07780 540328**

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

MAY 2022

**Emergency: 999
Police: 101
Town Council: 01243 867744
www.bognorregis.gov.uk**

Please keep this booklet safe

This leaflet has been produced to keep you informed of the current guidelines for the Allotments. Please keep it safe for reference. This, along with your Tenancy Agreement, forms the basis of your contract with the Council

1. Gates - You must always shut and lock the gate when entering or leaving the allotment site.

2. Dogs - Dogs are allowed on the allotment sites as long as they are kept under control, or on a lead if necessary, and any mess cleared up and properly disposed of.

3. Children - While children are allowed to accompany a responsible adult to the allotment site, children **must be kept under the control of said adult**. They should remain within the confines of the plot and not be allowed to wander around the site.

Large play equipment such as swings, slides and trampolines are **NOT** allowed on the allotment.

4. Trees/fruit bushes - Only fruit trees may be planted on the allotments and they must be pruned and maintained regularly, they should not be allowed to overgrow your plot. Fruit trees should be maintained to a maximum height of 8ft.

5. Cultivation - You must cultivate your plot and keep this free from weeds, docks, thistles, couch grass, and brambles. Should you fail to maintain your allotment you will be sent two warning letters prior to a Notice to Quit being issued. Tenants are asked to keep their footpaths and the edges of their plots tidy.

6. Need help - If you feel you no longer have the time or energy to maintain your plot (this must be done regularly or the overgrowth becomes a problem for others), talk to the Town Council. Do not let it linger on until year-end. Someone may be willing to share part of your plot although you would still be the responsible tenant.

7. Vacating your Plot - You may vacate your plot at any period by written notice to the Allotments Sub-Committee Clerk, at the Town Council Offices, but you are required to move your belongings within 7 days, leaving the allotment clear and tidy.

8. Repairs and Renewals - If you have noticed a damaged fence, leaking water tap or had difficulty opening the lock to your site, please let us know. Please tell one of the Tenants Representatives or if urgent please ring the Town Council and the repair will be arranged as soon as possible.

9. Consideration - Please show respect for others and consideration, especially when erecting a shed/greenhouse, planting something that will grow tall or installing tunnels - all of which may overshadow the neighbouring plot resulting in loss of vital sunshine. Permission must first be sought from the Town Council.

10. Tetanus - This can be caused by bacteria present in soil and manure. It may enter the body through a scratch, thorn, or cut. Make sure that you have a vaccination that can protect you against the disease. Your doctor can help with this.

11. First Aid Kit - It would be a good idea to keep one of these in your shed.

12. Rats - If you see any evidence of rats on your allotment this should be reported to the Tenants Representative or the Town Council Office who will make the necessary arrangements. Rats may carry Weil's disease via their urine.

13. Health and Safety - Please ensure that all tools/hosepipes and glass panes are stored in your shed when not being used. Items such as wooden planks should be kept neatly on your plot.

14. Should you wish to raise any issues to the Allotment Sub-Committee please talk to your

Representative, or alternatively ring the Town Council.

15. Disposing of or letting your Plot - You may not sub-let your plot or offer this to someone else if you are vacating your allotment. As a tenant you are required to return the plot in a clean and tidy condition to the Town Council to be offered to people on the waiting list.

16. Trade or business - You may not carry out any trading or business from you allotment.

17. Rubbish - You may not bring rubbish (including old tyres or anything containing asbestos) to the allotment site or you may be charged for the removal of the rubbish.

18. Communal pathways - You may not at any time leave bags of rubbish, your compost bin, or any object to cause obstruction of the communal pathways or you may be charged for the removal of same. Your plot and paths must be kept free of hazards, i.e. broken glass or scrap metal. Paths should be maintained at a minimum of 2ft wide.

19. Hosepipes - You are not permitted to leave a hose pipe with running water unmanned (this must be disconnected and stored before leaving your plot.)
PLEASE NOTE: Watering cans are to take priority.

20. Public nuisance - You should not cause a nuisance to your neighbours by playing loud music, using bad language or making racist remarks, or by being drunk and annoying others. You are not allowed to be insulting, act violently or enter into any aggravated assault. Clause 3.f. of your Tenancy Agreement refers and the terms "annoyance or nuisance" includes discrimination or intimidation on grounds of race or disability. This may result in disqualification from remaining a tenant.

21. Trespass - You should not trespass on the plots of other tenants unless they have given you permission and other tenants are aware of this agreement.

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE – 16th MAY 2022

AGENDA ITEM 10 – TO AGREE THE DATE OF THE ANNUAL MEETING OF ALLOTMENT HOLDERS AND TO CONSIDER ARRANGEMENTS

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

It is usual for the Annual Meeting of Allotment Holders to take place, in the Council Chamber, on a Tuesday evening in October. It is recommended that this year it be held on Tuesday 25th October with light refreshments supplied from 7.00pm and the meeting commencing at 7.15pm.

Costs for refreshments are usually met from the Sub-Committee's Budget, up to £50.00, and expenditure ratified at the meeting held in November.

DECISIONS

Do Members AGREE that the Annual Meeting of Allotment Holders takes place on Tuesday 25th October 2022 at 7pm?

Do Members AGREE that refreshments be provided, up to £50.00, with costs met from the Sub-Committee's Budget?