



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 take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on TUESDAY 16th NOVEMBER 2021**

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 8th NOVEMBER 2021

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To Appoint the Chairman and Vice-Chairman of the Sub-Committee
2. Chairman's Announcements 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 redeclare 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
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
5. To approve the Minutes of the Meeting held on 9th November 2020

6. Clerk's report from previous Minutes
7. Annual Review of Allotment Guidelines/Code Min. 9 of 11th June 2019 refers
8. Ratification of expenditure including: -
 - 2 concrete spurs and 2 bags of postfix to replace broken plot number posts on the Allotments - £26.84
 - 2 spare combination padlocks for access gates - £44.99
9. Report on lettings
10. Reports from Allotment Holders including report on plot conditions
11. Health and Safety Risk Assessment at the Allotments - Min. 34.1 refers of 9th November 2020 refers
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
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
14. Correspondence

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 16th NOVEMBER 2021

AGENDA ITEM 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

REPORT BY SUB-COMMITTEE CLERK

FOR RATIFICATION

Due to Coronavirus restrictions the Allotments Tenants Meeting, normally held in October, was cancelled. At this meeting it is usual practice for tenants to select and vote for their representatives for the coming year. As this meeting was not held all tenants were contacted by letter at the time of their tenancy renewal notices and invited to nominate representatives for 2021-22. At the beginning of October, they were invited to vote by email or letter on their preferred candidate.

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

Original Site:

Mr. G. Delury

Mr. C. Penfold

Re-established Site:

Mrs. L. Russell

Mr. S. Slater



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MINUTES OF THE ONLINE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 9th NOVEMBER 2020

PRESENT ONLINE:

Cllrs. S. Goodheart (Vice-Chairman), Brooks,
and Mrs. S. Daniells

IN ATTENDANCE ONLINE:

Ms. S. Trodd (Tenants Representative)
Mrs. L. Gill (Allotments Sub-Committee Clerk)
Mrs. S. Norman (Deputy Clerk and Meeting
Host)

The Meeting opened at 6.30pm

In the absence of the Chairman the Vice-Chairman took the Chair for this meeting only.

30. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the meeting was being recorded by Bognor Regis Town Council.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies had been received from Cllr. Mrs. Staniforth for personal reasons, Cllr. Batley due to annual leave, Cllr. Smith for personal reasons and Cllr. Mrs. Warr due to another meeting. Cllrs. Stanley and Erskine gave apologies but with no reason given.

Apologies had also been received from Allotment Representatives Mrs. Russell and Mr Yeomans.

31. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda. Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore 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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests 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

32. TO NOTE THE CONTINUATION OF THE PREVIOUSLY CO-OPTED, NON-VOTING MEMBERS OF THE SUB-COMMITTEE

The Committee Clerk's report was **NOTED**.

However, the Committee Clerk updated Members on the subsequent decision of one of the Co-opted, Non-voting Members of the Sub-Committee, Mr. J. Yeomans, to resign. It was **NOTED** that the remaining three Members, Mr. G. Delurey, Mrs. L. Russell and Ms. S. Trodd would continue until 2021.

33. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th OCTOBER 2019

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 28th October 2019.

It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk. There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 28th October 2019 as an accurate record of the proceedings and the Chairman duly signed them.

Cllr. Brooks chose to abstain from voting, as he was not in attendance at the meeting of 28th October 2019.

34. CLERK'S REPORT FROM PREVIOUS MINUTES

34.1 Health and Safety Risk Assessment at the Allotments

Due to the impact of the pandemic and also resulting COVID restrictions, it had not been possible to undertake the Health and Safety inspection which had been due in the Spring, just as lockdown was introduced. However, Members were advised that this will be undertaken before the next Meeting and in the meantime, general inspections had been undertaken since lockdown restrictions had eased.

34.2 Tenant contribution to the Meeting

Members were informed that all the representatives were invited to attend and speak to the Committee as co-opted Members if they wished.

Also, all allotments holders were made aware of the meeting via the newsletter and directed to the links to listen to the meeting. They were asked to contact the Committee Clerk if they wanted to raise any questions. None had been received.

35. RATIFICATION OF EXPENDITURE

The Committee Clerk's report was **NOTED**.

A Member asked if it was possible for an allocated budget to be given to pay for items without Sub-Committee approval. The Deputy Clerk explained that this is the case with the Maintenance Budget, but these amounts still need to come to the Sub-Committee for approval and recommendation to the Events, Promotion and Leisure Committee.

The costs of:

- Replacement locked bollard at entrance to Allotment in Gravits Lane - £56.81
- Replacement tap on re-established site £8.46
- Replacement post and postcrete for tap £65.70
- Weed suppressant sheeting for plots surrendered during Covid-19 shutdown £123.50
- Replacement plot number post £6.75
- Paint and equipment to refresh plot numbers £16.55
- To clear flytipping from the entrance compound off Gravits Lane £200.00
- Replacement tap and PTFE tape £15.83
- Pest Control £123.33

- Rawlplugs £14.60

were **RATIFIED** and the Sub-Committee **RECOMMENDED** the approval of the payments to the Events, Promotion and Leisure Committee.

36. **REPORT ON LETTINGS**

The Committee Clerk reported that due to the difficulties for some tenants during lockdown, some plots had not been as well tended as would normally be expected. At renewal on 1st October ten plots had not been renewed. These were in the process of being re-let.

The waiting list for plots had grown since lockdown from six to thirty-three, and Members noted that the new enquiries all came from residents within the 5 wards of Bognor Regis.

Members discussed the national increase in interest in Allotments and growing your own food since lockdown and whether this was a temporary increase or likely to continue. It was suggested that the Town Council might think of ways of increasing the number of plots available, either by limiting the existing plots to one per tenant or finding land to purchase to provide more plots. The Deputy Clerk suggested that there could be an Agenda item at the next meeting in 2021 to look at the demand for allotments, feasibility of acquiring land and ability to increase the number of plots for residents of Bognor Regis.

Members unanimously **AGREED** to include an Agenda Item at the next Meeting in 2021, to look at the feasibility of the Town Council purchasing land to provide further allotments in Bognor Regis taking into account the potential future demand.

37. **TO CONSIDER AND AGREE TO THE CONTINUED EARMARKING OF ANY UNSPENT BUDGET FROM THE ALLOTMENTS MAINTENANCE BUDGET 2020-21 TOWARDS THE SHELTER ON THE RE-ESTABLISHED SITE PROJECT - MIN. 24.3**

Members **NOTED** the Committee Clerk's report regarding Earmarked Reserves for a project to provide a shelter for tenants use on the re-established site. The Tenant Representative was asked if this was a popular idea with tenants and she affirmed it was.

Members voted and unanimously **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee to Earmark any remaining funds at the end of the current financial year (2020-21) in the Gravits Lane Maintenance Budget towards the project to build a shelter for use by the tenants on the re-established site.

38. CORRESPONDENCE

Members **NOTED** the correspondence from a neighbouring parish regarding residents in their parish contacting the Town Council requesting allotments in Bognor Regis, as their Parish did not have allotments. It was noted that it is a statutory duty for Town and Parish Councils to provide allotments if there is a need. Members **AGREED** that those requesting allotments from neighbouring parishes should continue to be referred to their own Parish Council to inform them of the need. It was further **AGREED** that an article be written for the Town Council Newsletter and the E-Bulletin to promote allotments and to inform that it is the obligation of the Parish in which you live to provide these if a need is identified.

The Meeting closed at 7.10pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING - 16th NOVEMBER 2021

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

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The Guidelines and Code which forms part of the Tenants Agreement is normally updated annually and agreed at the June Sub-Committee Meeting. This has not been done since the first Covid Lockdown.

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 updated to include the contact information for the newly appointed representatives?

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
2021/22 are:**

**Mr. Graham Delury Plot 14b
(Original Site)
07845207144**

**Mr. Colin Penfold Plot 7a
(Original Site)
01243 265159 / 07745514998**

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**Mrs. Louise Russell Plot 104
(Re-established Site)
01243 763832/07956023897**

**Mr. Scott Slater Plot 45
(Re-established Site)
07780540328**

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

NOVEMBER 2021

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 Gravits Lane 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 you 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, ie. 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 MEETING - 16th NOVEMBER 2021**

AGENDA ITEM 8 - RATIFICATION OF EXPENDITURE

REPORT BY SUB-COMMITTEE CLERK

FOR DECISION

The following expenditure has been incurred for the maintenance of the Allotments and Members are asked to ratify these payments: -

- 2 x replacement posts and postcrete for plot markers £26.84
- Purchase of 2 spare combination padlocks for gate security £44.99

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.

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING - 16th NOVEMBER 2021

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

REPORT BY SUB-COMMITTEE CLERK

FOR INFORMATION

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 including some stored wood with nails protruding and a rack/shelf bracket which was next to a pathway. Both tenants were notified, and the situation remedied.

To **NOTE** that the Health and Safety Inspection for 2021 had taken place.

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING - 16th NOVEMBER 2021

AGENDA ITEM 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

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 under if required. At the Sub-Committee Meeting of 9th November 2020 (Min. 37 refers) it was further 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 financial year.

This recommendation was accepted by the Events, Promotion and Leisure Committee at their meeting held on 16th December 2020 (Min. 118 refers) and as a result, the current earmarked reserve for this project is £1,278.00. Members are therefore asked to confirm whether they wish to make a similar recommendation for any remaining funds from the current maintenance budget for 2021-22 to also be earmarked towards this project.

DECISION

Do Members **AGREE** to **RECOMMEND** to the Events, Promotion and Leisure Committee to earmark any remaining funds at the end of the current financial year (2021-22) in the Gravits Lane Maintenance Budget towards the project to build a shelter for use of the tenants on the Re-established site?

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL ALLOTMENTS SUB-COMMITTEE MEETING - 16th NOVEMBER 2021

AGENDA ITEM 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

REPORT BY SUB-COMMITTEE CLERK

FOR NOTING

At the Online Annual Town Council Meeting, held 4th May, Members noted the Calendar of Meetings for 2021/22 (Min. 13.2 refers) on which the dates in 2022 for the Allotments Sub-Committee Meetings were given as Tuesday 14th June and Tuesday 15th November.

However, at the Council Meeting held 2nd September 2019, Members had resolved to approve the recommendation of a change to Monday evenings for the Allotments Sub-Committee Meetings (Min. 93.4 refers).

Unfortunately, this approved change was overlooked when the Calendar of Meetings for 2021/22 was put to Councillors last May.

The new dates for the Allotments Sub-Committee Meetings in 2022 are Monday 20th June and Monday 31st October.

To **NOTE** that the dates of the Allotments Sub-Committee Meetings for 2022 have been changed to Monday 20th June and Monday 31st October, as reflected on the updated Calendar of Meetings for 2021/22 attached as **Appendix 2**

APPENDIX 2

Bognor Regis Town Council CYCLE OF MEETINGS 2021-2022 (All meetings begin at 6.30pm unless otherwise stated)

November 2021

Monday	1 st	November	COUNCIL MEETING
Tuesday	2 nd	November	Planning and Licensing C'ttee (4pm)
Monday	15 th	November	Events, Promotion and Leisure C'ttee
Tuesday	16 th	November	Allotments Sub-C'ttee
Monday	22 nd	November	Policy and Resources C'ttee (Budget)
Tuesday	23 rd	November	Planning and Licensing C'ttee (4pm)
Monday	29 th	November	Policy and Resources C'ttee

December 2021

Monday	6 th	December	Community Engagement and Environment C'ttee
Tuesday	7 th	December	Planning and Licensing C'ttee (4pm)
Tuesday	21 st	December	Planning and Licensing C'ttee (4pm)

January 2022

Tuesday	4 th	January	COUNCIL MEETING (Precept)
Tuesday	11 th	January	Planning and Licensing C'ttee (4pm)
Monday	17 th	January	Events, Promotion and Leisure C'ttee
Monday	31 st	January	Policy and Resources C'ttee

February 2022

Tuesday	1 st	February	Planning and Licensing C'ttee (4pm)
Monday	7 th	February	Community Engagement and Environment C'ttee
Tuesday	22 nd	February	Planning and Licensing C'ttee (4pm)

March 2022

Monday	7 th	March	COUNCIL MEETING
Monday	14 th	March	ANNUAL TOWN MEETING OF ELECTORS
Tuesday	15 th	March	Planning and Licensing C'ttee (4pm)
Monday	21 st	March	Events, Promotion and Leisure C'ttee
Monday	28 th	March	Policy and Resources C'ttee

April 2022

Tuesday	5 th	April	Planning and Licensing C'ttee (4pm)
Monday	11 th	April	Community Engagement and Environment C'ttee
Tuesday	26 th	April	Planning and Licensing C'ttee (4pm)

May 2022

Monday	9 th	May	ANNUAL TOWN COUNCIL MEETING
Monday	16 th	May	Events, Promotion and Leisure C'ttee
Tuesday	17 th	May	Planning and Licensing C'ttee (4pm)

June 2022

Monday	6 th	June	Policy and Resources C'ttee
Monday	6 th	June	SPECIAL COUNCIL MEETING
November		2021	

Tuesday	7 th	June	Planning and Licensing C'ttee (4pm)
Monday	13 th	June	Community Engagement and Environment C'ttee
Monday	20 th	June	Allotments Sub-C'ttee
Tuesday	28 th	June	Planning and Licensing C'ttee (4pm)

July 2022

Monday	4 th	July	COUNCIL MEETING
Monday	11 th	July	Events, Promotion and Leisure C'ttee
Tuesday	19 th	July	Planning and Licensing C'ttee (4pm)

August 2022

Monday	1 st	August	Policy and Resources C'ttee
Monday	8 th	August	Community Engagement and Environment C'ttee
Tuesday	9 th	August	Planning and Licensing C'ttee (4pm)
Tuesday	30 th	August	Planning and Licensing C'ttee (4pm)

September 2022

Monday	5 th	September	COUNCIL MEETING
Monday	12 th	September	Events, Promotion and Leisure C'ttee
Tuesday	20 th	September	Planning and Licensing C'ttee (4pm)
Monday	26 th	September	Policy and Resources C'ttee

October 2022

Monday	3 rd	October	Community Engagement and Environment C'ttee
Tuesday	11 th	October	Planning and Licensing C'ttee (4pm)
Monday	31 st	October	Allotments Sub-C'ttee

November 2022

Tuesday	1 st	November	Planning and Licensing C'ttee (4pm)
Monday	7 th	November	COUNCIL MEETING
Monday	14 th	November	Events, Promotion and Leisure C'ttee
Monday	21 st	November	Policy and Resources C'ttee
Tuesday	22 nd	November	Planning and Licensing C'ttee (4pm)
Monday	28 th	November	Policy and Resources C'ttee (Budget)

December 2022

Monday	5 th	December	Community Engagement and Environment C'ttee
Tuesday	6 th	December	Planning and Licensing C'ttee (4pm)
Thursday	22 nd	December	Planning and Licensing C'ttee (4pm)