



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Dear Sir/Madam,

MEETING OF THE ALLOTMENTS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at 6.30pm on TUESDAY 13th NOVEMBER 2018

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 5th NOVEMBER 2018

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. **Chairman's Announcements and** Apologies for Absence
2. Declarations of Interest
3. Ratification of and welcome to the co-opted members as recommended by the AGM held on 23rd October 2018 of Mr. G. Delury, Mr. J. Yeomans, Mrs. L. Russell and Miss. S. Trodd, as co-opted non-voting members of the Sub-Committee
4. To approve the Minutes of the Meeting held on 12th June 2018
5. **Clerk's report from** previous Minutes
6. Ratification of expenditure of £30.09 for refreshments at the AGM held on 23rd October 2018 and associated AGM costs of £27.00
7. Consideration of any matters raised by Tenants at AGM held on 23rd October 2018 that are not separate agenda items including; uncultivated plots and request to include in the Agreement a clause to state plots not cultivated within 3 months will be repossessed with holding fee and rental forfeited, nuisance caused by foxes and how this may be dealt with and padlocks being left unfastened and request to change them to button pads
8. Consideration of proposal that Allotment rents are rounded up/down to the nearest pound to assist with banking

9. Ratification of expenditure of £56.60 on three combination padlocks to replace two broken ones and to have one spare
10. To note recent bills for water supply to allotments and consideration of management of future water usage to address increased costs
11. Health and Safety Risk Assessment at the Allotments
12. Report on lettings
13. Reports from Allotment Holders including report on plot conditions
14. Correspondence

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



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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

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 13th NOVEMBER 2018

AGENDA ITEM 7 - CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT AGM HELD ON 23rd OCTOBER 2018 THAT ARE NOT SEPARATE AGENDA ITEMS INCLUDING; UNCULTIVATED PLOTS AND REQUEST TO INCLUDE IN THE AGREEMENT A CLAUSE TO STATE PLOTS NOT CULTIVATED WITHIN 3 MONTHS WILL BE REPOSSESSED WITH HOLDING FEE AND RENTAL FORFEITED, NUISANCE CAUSED BY FOXES AND HOW THIS MAY BE DEALT WITH AND PADLOCKS BEING LEFT UNFASTENED AND REQUEST TO CHANGE THEM TO BUTTON PADS

REPORT BY COMMITTEE CLERK

FOR DECISION

At the last Tenants Annual General Meeting tenants raised the following issues:

- a) plots not cultivated by new tenants and how to address this. It was suggested that a clause be inserted in the Agreement stating plots not cultivated within 3 months will be repossessed with holding fee and rental forfeited. It was felt that even plots taken on in winter could be cleared and meet this deadline.
- b) nuisance caused by foxes and how this can be dealt with
- c) the problem of padlocks being left unfastened. It was requested they be changed to button pads. Town Force have now surveyed the gates and can confirm that of the four remaining gates using padlocks only one could be adapted to take a button pad. Pads cost £20.00 plus Town Force time for installing

DECISION

- a) How do Members wish to proceed with regard to amending the Agreement?
- b) Do Members have any suggestions to deal with foxes?
- c) Do Members feel the installation of one button pad lock is justified when there are 3 others which will have to remain padlocked?

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AGENDA ITEM 8 - CONSIDERATION OF PROPOSAL THAT ALLOTMENT RENTS ARE ROUNDED UP/DOWN TO THE NEAREST POUND TO ASSIST WITH BANKING

REPORT BY COMMITTEE CLERK

FOR DECISION

The Council pays money into the Bank at the Post Office. As with many other High Street banks it is now Post Office procedure to only accept coins other than £2 and £1 that total the full quantity shown on the cash bag. i.e. A bag of £10 worth of 50ps will be accepted but £9.50 will not.

This has caused some difficulty regarding the Allotment Rents this year. It was considered whether to ask for direct transfer payments or cheques only, but some members of the public do not use either of these methods. Approximately 50% of Allotment rent is received in cash.

This year it was possible to change up the majority of the leftover cash into £1 Coins and only 20p has been left which cannot be paid into the bank at the current time.

Members are asked to consider whether to avoid this situation in future all rents are rounded up or down to the nearest pound. A test of current rents being rounded up or down in this way shows over the whole site there would be a deficit of 40p on a total of nearly £2,000. Plots taken on during the year and rents paid pro rata would be similarly rounded up or down.

DECISION

Do Members AGREE to rounding up or down rental amounts to the nearest £1 to facilitate banking?

BOGNOR REGIS TOWN COUNCIL
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AGENDA ITEM 10 - TO NOTE RECENT BILLS FOR WATER SUPPLY TO ALLOTMENTS AND CONSIDERATION OF MANAGEMENT OF FUTURE WATER USAGE TO ADDRESS INCREASED COSTS

REPORT BY COMMITTEE CLERK

FOR DECISION

Members are asked to note that recent water bills received have shown a substantial increase in charges over the last six months. This has been greatest on the Gravits Lane site, resulting in an increase in usage in excess of 600% compared to the same period in 2017.

It is accepted that this summer was particularly dry, but Members must give consideration as to how the cost of these increased water charges are to be met in future years when rainfall is minimal as has been the case in 2018.

Officers will continue to remind plot holders not to leave taps running and the issue will be highlighted in the forthcoming newsletter. Members are therefore asked to consider if they wish to take any action with regard to water usage.

DECISION

How do Members wish to proceed with regard to water usage at the allotments?