



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 the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at 6.30pm on TUESDAY 11th JUNE 2019

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 4th JUNE 2019

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 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.
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 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
4. To confirm the appointments of Mr. G. Delury, Mr. J. Yeomans, Mrs. L. Russell and Ms. S. Trodd as co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on 13th November 2018

6. Clerk's report from previous Minutes
7. Arrangements for judging:
 - a) Best Kept Plot Award - Gravits Lane Original Site
 - b) Sharon Stubbings Memorial Award - Best Kept Plot Re-Established Site
 - c) The Roy Gristwood Shield for Best use of Allotment for 2019
 - d) Young Achievers Awards
 - e) Most Improved Plot - Reps Award including plaques if sponsorship can be found
8. Annual review of rental charges
9. Annual review of allotment guidelines/code including consideration of additional point referencing existing Tenancy Agreement Clause 3.f. clarifying the definition of annoyance/nuisance to include discrimination or intimidation on grounds of race or disability
10. Consideration of rates for "Water Levy" from October 2019 including agreement to earmark unspent Water Levy funds for unexpectedly large water rates in future years - Min. 25 refers
11. To note date of Annual Meeting of Allotment Holders on Tuesday 22nd October 2019 and to consider arrangements
12. Consideration of creating an Allotments Facebook page for tenants
13. Ratification of expenditure of £55.86 for replacement locked bollard at entrance to Allotment in Gravits Lane
14. Health and Safety Risk Assessment at the Allotments
15. Report on lettings
16. Reports from Allotment Holders including report on plot conditions
17. 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 13th NOVEMBER 2018

PRESENT: Cllr. P. Dillon (Chairman), Cllrs: Mrs. S. Daniells (until Min. 24), S. Goodheart (from Min. 20) and Mrs. J. Warr

IN ATTENDANCE: Mr. G. Delury, Mrs. L. Russell, Miss. S. Trodd and Mr. J. Yeomans (Tenants Representatives)
Mrs. L. Gill (Allotments Sub-Committee Clerk)

The Meeting opened at 6.30pm

16. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. J. Cosgrove due to illness and Cllr. P. Woodall due to another meeting. No apologies were received from Cllr. Stanley. Furthermore, in line with the report given at the November Town Council meeting, Cllr. Enticott was also absent.

17. 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 Sub-Committee Clerk at the end of the meeting to enable all declarations of Interests 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 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

18. 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

The Sub-Committee RESOLVED to APPROVE ratification of the appointment of Mr. G. Delury, Mr. J. Yeomans, Mrs. L. Russell and Miss. S. Trodd as co-opted non-voting members of the Sub-Committee.

19. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12th JUNE 2018

The Sub-Committee RESOLVED to APPROVE the Minutes of the Meeting held on 12th June 2018 as an accurate record and these were signed by the Chairman.

20. CLERK'S REPORT FROM PREVIOUS MINUTES

- 20.1 Min. 7. refers - 12th June 2018 - Reps Award including consideration of a plaque for the plotholder to place on the winning plot
Following the June meeting the Sub-Committee Clerk was advised by the Town Clerk that it would not be possible to vire money from the Maintenance Budget to the Competition Budget as all requests for virement of budgets must be made through the Policy and Resources Committee in accordance with the Council's Financial Regulations.

For 2018 a sponsor was found and Gardner & Scardifield kindly sponsored the plaques for £60. There is no budget allowance for 2019. The Sub-Committee can recommend to the Policy and Resources Committee that as there is insufficient funds in the Competition Budget to meet all Competition expenses, it is possible the budget will be overspent. In these circumstances the excess could be taken from underspends in other budgets under the Allotments Cost Centre.

Members agreed that sponsorship for plaques for 2019 would be sought but in the event of none being found this would be the fallback position.

20.2 Min. 14 refers - 12th June 2018 - Reports from Allotment Holders including report on plot conditions

The Sub-Committee Clerk confirmed that, as thought, there is a roll of weed suppressant material in storage. It was noted that the cost of a zinc stencil to mark it had been quoted at £104.00 and whilst Members AGREED to proceed and for Town Force to mark the material for use on plots to suppress weeds whilst plots are vacant, it was noted that this expenditure would need to be formally ratified at the next meeting and therefore an item will be included on the next agenda.

21. RATIFICATION OF EXPENDITURE OF £30.09 FOR REFRESHMENTS AT THE AGM HELD ON 23rd OCTOBER 2018 AND ASSOCIATED AGM COSTS OF £27.00

The cost of £30.09 for refreshments and associated costs of £27.00 were RATIFIED by the Sub-Committee.

Sub-Committee Members RESOLVED to RECOMMEND the approval of the cost of £57.09 to the Events, Promotion and Leisure Committee.

22. 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

The report from the Sub-Committee Clerk was noted.

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

22.1 Plots not cultivated by new tenants and how to address this

It was suggested that a clause be inserted into the Agreement stating plots not cultivated within 3 months will be repossessed with the holding fee and rental forfeited.

Following discussion, the Sub-Committee AGREED there should not be an additional clause in the contract which is already a long document. It was AGREED that the agreement and information leaflet should be on the website for anyone to read and that the Tenant Representatives and the Sub-Committee Clerk together would create a Gardener's Calendar of tasks expected to be done during the gardening year to be given to prospective

tenants by the Representatives when showing them round. This would help prospective tenants see what the expectation of the Council would be and how much work is required to run an allotment successfully.

In addition, it was AGREED that the Sub-Committee Clerk would liaise more closely with the Tenant Representatives regarding the timing of the issue of the "Notice to Cultivate" letters to seek assistance with the monitoring of progress.

22.2 Nuisance caused by foxes and how this can be dealt with

It was AGREED that there is little that can be done about foxes apart from advising ploholders not to encourage them by feeding them.

22.3 Padlocks being left unfastened and the request for button pads

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. Following discussion, it was AGREED not to change the lock to a button pad and to remind ploholders again to secure the gates as they go through them.

23. CONSIDERATION OF PROPOSAL THAT ALLOTMENT RENTS ARE ROUNDED UP/DOWN TO THE NEAREST POUND TO ASSIST WITH BANKING

The report from the Sub-Committee Clerk was noted.

Following discussion, it was AGREED to RECOMMEND to the Events, Promotion and Leisure Committee that with immediate effect all future rents are rounded up to the nearest pound to facilitate banking.

24. RATIFICATION OF EXPENDITURE OF £56.60 ON THREE COMBINATION PADLOCKS TO REPLACE TWO BROKEN ONES AND TO HAVE ONE SPARE

The cost of £56.60 for three combination padlocks to replace two broken ones and have one spare was RATIFIED by the Sub-Committee.

Sub-Committee Members RESOLVED to RECOMMEND the approval of the cost of £56.60 to the Events, Promotion and Leisure Committee.

25. TO NOTE RECENT BILLS FOR WATER SUPPLY TO ALLOTMENTS AND CONSIDERATION OF MANAGEMENT OF FUTURE WATER USAGE TO ADDRESS INCREASED COSTS

The Sub-Committee noted the report detailing the increase in usage of water on the original site as indicated by the latest water bill readings. It was accepted that it had been a hot and dry summer, and this may be an exceptional year. However, it was also agreed that there should be a contingency plan in case this summer was not an isolated case.

Following discussion, it was agreed that more needed to be done to encourage plotholders to be careful with water resources. The newsletter will include information on this. The site will be inspected to ensure there are no water leaks to account for some of this large increase in usage. It was further AGREED to RECOMMEND to the Events, Promotion and Leisure Committee that from October 2019 a Water Levy be included on the renewal notice. This would be worked out in proportion to plot size and would not be part of the rental for the plot. Money taken would be accounted for separately and unspent funds placed into Earmarked Reserves at the end of each financial year towards future water bill increases due to especially high usage.

26. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS

The Health and Safety inspection had taken place. Some minor issues had been found and the identified plotholders would receive a letter requesting they attend to the issues as soon as possible.

27. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there were three vacant plots. One of these vacant plots is very large and it is feasible for it to be split into a combination of small and medium sized plots. Members noted that small plots would each attract a charge of £14.00 per annum, medium a charge of £20.00 each and if it were to remain as one large plot, it would have an annual rent of £26.20.

Following discussion, Members AGREED to split the plot into one medium and two small plots attracting a total rent of £48 per annum.

There are currently fifteen Bognor Regis residents on the waiting list, but some are waiting for a second or third plot near their existing one or have stated they are not yet ready to take on a plot.

Following a discussion on the initial start up cost of taking on a plot for someone on a low income it was AGREED that a "Gardening Tool Bank" be set up and organised by the Representatives. Anyone upgrading their tools or leaving their plot and having no need for tools, would be invited to donate them to the tool bank to enable a new tenant to have a free basic set of tools to help them get started. It was suggested that an appeal for old tools be posted in the Newsletter and on the Town Council website and Facebook page to start the tool bank and the Representatives will monitor uptake to ensure they are not inundated with donations.

28. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

The Representatives advised that there were no issues apart from those raised at the Annual General Meeting and they will continue to advise the Town Council via the Sub-Committee Clerk of any issues.

29. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.45pm

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 11th JUNE 2019

AGENDA ITEM 7 - ARRANGEMENTS FOR JUDGING:

- a) Best Kept Plot Award - Gravits Lane Original Site
- b) Sharon Stubbings Memorial Award - Best Kept Plot Re-Established Site
- c) The Roy Gristwood Shield for Best use of Allotment for 2019
- d) Young Achievers Awards
- e) Most Improved Plot - Reps Award, including plaques if sponsorship can be found

REPORT BY COMMITTEE CLERK

FOR DECISION

Judging for the Awards for Best Kept Plots 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.

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.

Plaques for the Most Improved Plot awards in 2018 were sponsored by a local company at £12.00 each for 6 plaques. These can be placed on the plot as markers if desired. Plaques for 2019 winners can only be obtained if a sponsor can be found.

This year the supplier has agreed to keep the cost of plaques the same as last year.

DECISION

To agree the Judging Panel for Best Kept Plot Awards on each site.

Do the Committee wish the Committee Clerk to endeavour to find sponsorship for plaques for 2019 award winners?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 11th JUNE 2019

AGENDA ITEM 8 - ANNUAL REVIEW OF RENTAL CHARGES

REPORT BY COMMITTEE CLERK

FOR DECISION

The Allotments site is split into two sections known as "The Original Site" and "The Re-established Site" (Maps attached)

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-Committees 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 are being re-categorised as they become vacant. Small becomes Medium and Medium becomes Large for rental purposes. 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 £10.00 - £14.00 per annum

Medium plots £20.00 per annum

Large plots £27.00 per annum

Income from rentals in 2018/19 to date	£2,477.00
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Total expenditure	£3,675.00
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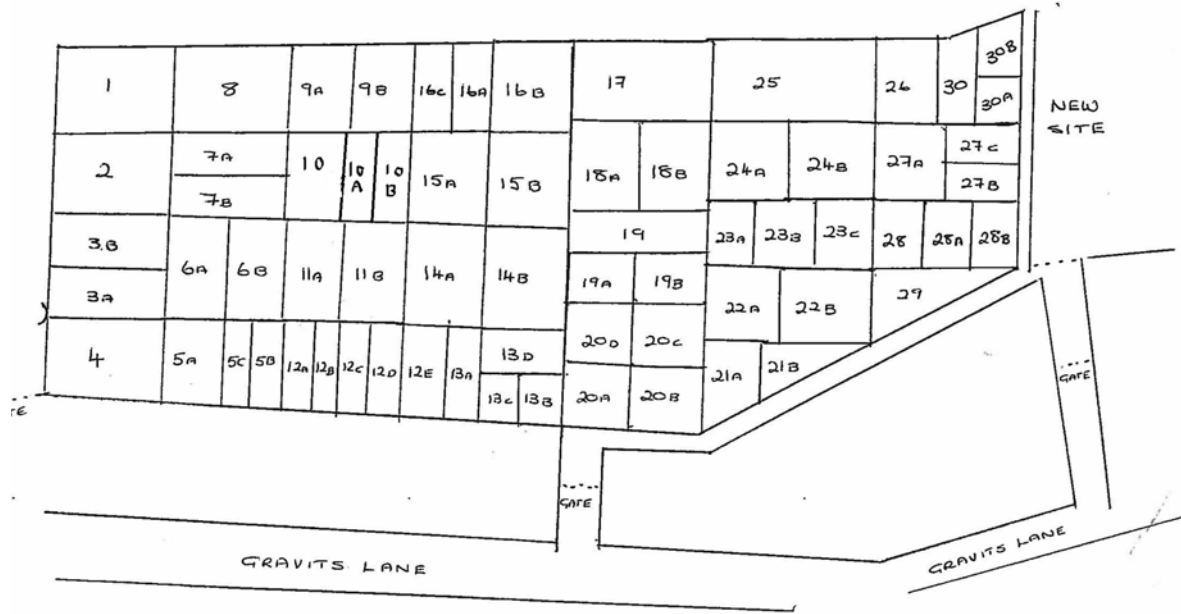
Shortfall	£1,198.00
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However, it should be noted £2,500 of this expenditure was for Town Force charges. These charges are an accounting charge, to account on paper for Town Force time charged at £22.00 per man per hour and are not money leaving the Council's budget. Without Town Force charges the net income from Allotment rents would be £1,302.00

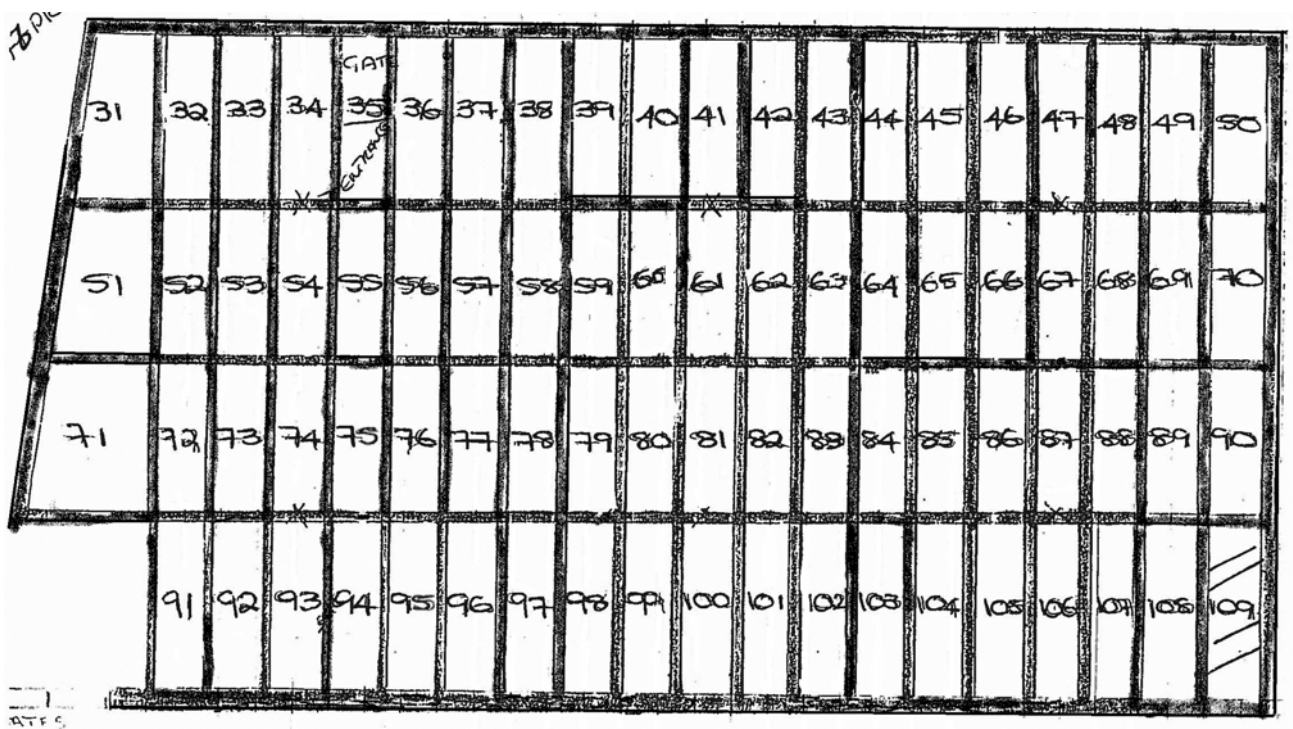
The Town Council rent per m² is in line with rental paid for an allotment in Felpham or Littlehampton.

<p>DECISION</p> <p>How do Members wish to proceed with rents for 2019/20?</p>

ORIGINAL SITE - NOT TO SCALE



RE-ESTABLISHED SITE - NOT TO SCALE



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.

**Allotment Committee Clerk:
Mrs. L. Gill
01243 867744**

**Your Tenants Representatives for
2017/18 are:**

**Mr. G. Delury 14b
(Original site)
07845207144**

**Mr. J. Yeomans 13A
(Original Site)
01243 823874/07913274469**

**Ms. S. Trodd Plot 82
(Re-established site)
07849550294**

**Mrs. L. Russell Plot 104
(Re-established site)
01243 763832**

BOGNOR REGIS TOWN COUNCIL



ALLOTMENT INFORMATION LEAFLET

JUNE 2018

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 contact 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. 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.

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

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 11th JUNE 2019

AGENDA ITEM 9. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE INCLUDING CONSIDERATION OF ADDITIONAL POINT REFERENCING EXISTING TENANCY AGREEMENT CLAUSE 3.F. CLARIFYING THE DEFINITION OF ANNOYANCE/NUISANCE TO INCLUDE DISCRIMINATION OR INTIMIDATION ON GROUNDS OF RACE OR DISABILITY

REPORT BY COMMITTEE CLERK

FOR DECISION

It is customary to review the Information leaflet which is given to ploholders alongside the formal agreement and sets out a code of expected behaviour on the Allotments.

A copy of the current leaflet is provided after this report.

Following some concerns of the tenant representatives it is proposed that Point 20 is expanded new content is shown in green.

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.

DECISION

Do Members agree to the additional sentence within the Information leaflet?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 11th JUNE 2019

AGENDA ITEM 10 - CONSIDERATION OF RATES FOR "WATER LEVY"
FROM OCTOBER 2019 INCLUDING AGREEMENT TO EARMARK
UNSPENT WATER LEVY FUNDS FOR UNEXPECTEDLY LARGE WATER
RATES IN FUTURE YEARS - MIN. 25 REFERS

REPORT BY COMMITTEE CLERK

FOR DECISION

At the last Sub-Committee meeting it was agreed that the Sub-Committee Clerk would implement a Water Levy as an additional fee at the annual rent renewal. This would be held and earmarked for payment of exceptionally large water bills as received after the dry summer of 2018.

This is not intended to be an onerous charge. Officer suggestion is that those with large plots pay an additional £3.00, Medium plots £2.00 and small £1.00. Over the entire site this would bring in an extra £180.00 pa. If unused this would be earmarked at the end of each financial year for use against unexpectedly large water rates. This Committee is invited to consider this sum and consider whether this would only apply for, say, three years before freezing the levy until the accumulated sum was required, or continue to collect the levy.

Tenants will continue to be encouraged to use water butts and watering cans.

DECISION

- a) Do Members AGREE to the levy of £3.00 £2.00 and £1.00 for large, medium and small plots respectively?
- b) Do Members AGREE to earmark any unspent levy at the end of each financial year for use in paying exceptionally large water bills?
- c) Do Members AGREE to collect the levy for up to three years and then freeze the levy until the accumulated levy is spent, when collection would begin again the following October?

BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 11th JUNE 2019

AGENDA ITEM 14 - HEALTH AND SAFETY RISK ASSESSMENT AT THE
ALLOTMENTS

REPORT BY COMMITTEE CLERK

FOR INFORMATION

Historically the Allotments Sub-Committee Chairman has undertaken a yearly Health and Safety Inspection of the Allotments. This is in addition to the monthly inspections of plot condition for which the Sub-Committee Clerk is responsible.

The Deputy Clerk being suitably qualified in Health and Safety, following completion of NEBOSH, will in future be undertaking the Health and Safety inspection with the Sub-Committee Clerk. Any Members who wish to accompany them on this inspection are, of course, more than welcome.