



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 **Studio 2, The Regis Centre, Place St Maur, Bognor Regis** at **6.30pm** on **MONDAY 28th OCTOBER 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

PLEASE NOTE CHANGE OF VENUE

DATED THIS 21st OCTOBER 2019

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary 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 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
3. Ratification of and welcome to the co-opted, non-voting members of the Sub-Committee as recommended by the AGM held on 23rd October 2019 (details to be advised at Meeting)
4. To approve the Minutes of the Meeting held on 11th June 2019
5. Clerk's report from previous Minutes

6. Ratification of expenditure for refreshments at the AGM held on 23rd October 2019 and associated AGM costs
7. Consideration of any matters raised by Tenants at AGM held on 23rd October 2019 that are not separate agenda items
8. Further consideration of proposal to re-categorise plots by size. Deferred from June 2019 Min. 8 refers
9. Health & Safety Risk Assessment at the Allotments
10. Report on lettings
11. Reports from Allotment Holders including report on plot conditions
12. 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 11th JUNE 2019

PRESENT: Cllrs. J. Brooks, S. Goodheart and Mrs. S. Staniforth

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

The Meeting opened at 6.40pm

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

1.1 Chairman

It was proposed and seconded that Cllr. Mrs. S. Staniforth be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Staniforth be duly elected Chairman of the Sub-Committee for 2019/2020.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. S. Goodheart be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Goodheart be duly elected Vice-Chairman of the Sub-Committee for 2019/2020.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. K. Batley and Cllr. M. Stanley due to work commitments, Cllr. Miss. C. Needs due to a prior engagement, Cllr. Mrs. I. Erskine and Cllr. W. Smith had also advised they would not be able to attend. No apologies had been received from Cllr. Mrs. S. Daniells.

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, or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest at this time

4. TO CONFIRM THE APPOINTMENTS OF MR. G. DELURY, MR. J. YEOMANS, 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. J. Yeomans, 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 13th NOVEMBER 2018

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 13th November 2018 as an accurate record and these were signed by the Chairman.

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 13th November 2018 - Min. 27 - Report on Lettings

The Sub-Committee Clerk reported that plot 10 had now been split into one medium and 2 small plots and these had been let.

7. ARRANGEMENTS FOR JUDGING:

The Sub-Committee Clerk's report was **NOTED** detailing the previous arrangements for judging of the following:-

- 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

Following discussion, it was **AGREED** that Cllrs. S. Goodheart and Mrs. S. Staniforth would judge the Best Kept Plot awards for both sites. Mrs. Gristwood would be invited to judge the Roy Gristwood Shield. It was suggested that the Young Achievers Awards could be presented to the recipient at their school by the Mayor and that a small prize of a token or some seeds be presented with the certificate to encourage participation. It was noted that this would have to be funded from the Competition Budget.

Members **AGREED** that sponsorship be sought to provide plaques for the Most Improved Plot awards for each site and it was noted that if sponsorship was not found there would be no plaques.

8. **ANNUAL REVIEW OF RENTAL CHARGES**

The Sub-Committee Clerk's report was **NOTED** and Members proceeded to discuss the Allotment rents at length. There was concern that the current rents do not cover the running costs of the Allotment site with regard to the maintenance charges attributed to Town Force. The Sub-Committee Clerk explained that the charges are for accounting purposes and that the Allotments are not billed this amount. Members felt that these charges should either be waived, or the rents should cover them and not show an accounting deficit.

It was suggested that re-categorising plot sizes would allow for a more regulated rental charge. A Member requested that a school or college be approached to undertake a surveying project to map the sites and obtain data on plot sizes. Members who had not yet visited the Allotment sites also requested that they be able to do this to enable them to make an informed decision. It was therefore **AGREED** to defer the decision on rent increases and to hold an Extraordinary Meeting prior to the next Events, Promotion and Leisure Committee Meeting to allow time to explore the possibility of resizing plots and to decide on any rent increase at that time.

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**

The Sub-Committee Clerk's report including the proposed additional wording for point 20 of the Guidelines, was **NOTED**. Following discussion, it was **AGREED** to add the additional wording to the Allotment Guidelines and make

reference to "annoyance or nuisance" to include discrimination or intimidation on grounds of race or disability. One of the Tenant Representatives agreed that their mobile number can be included on the Guidelines as well as their home number.

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**

The Sub-Committee Clerk's report was **NOTED** and following discussion, and in the light of the decision on deferring the rent review until further information could be obtained, it was **AGREED** to defer the decision on the water levy until the Extraordinary Meeting.

11. **TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 22nd OCTOBER 2019 AND TO CONSIDER ARRANGEMENTS**

Members NOTED the date of 22nd October 2019 for the Annual Meeting and discussed the format for the meeting. It was **AGREED** to provide refreshments paid for from the Competition Budget. A Member suggested the venue might be changed from the Town Hall to somewhere more relaxed. As the budget would not be sufficient to cover hiring a venue, a Councillor agreed to make enquiries regarding obtaining a venue free of charge. It was also suggested that the prizegiving could be incorporated into the Bognor Regis in Bloom prizegiving event.

It was **AGREED** that prizewinners would be informed of their success in advance and invited to attend to receive their prize from the Mayor in person.

12. **CONSIDERATION OF CREATING AN ALLOTMENTS FACEBOOK PAGE FOR TENANTS**

Members discussed Social Media and agreed that it would be a good way for tenants to support each other and that a closed group which would be for ploholders only would be the preferred option. It was therefore **AGREED** that the Sub-Committee Clerk would set up a group, advertise it to ploholders via the newsletter and monitor other voluntary groups which might be of support or assistance to ploholders.

13. **RATIFICATION OF EXPENDITURE OF £55.86 FOR REPLACEMENT LOCKED BOLLARD AT ENTRANCE TO ALLOTMENT IN GRAVITS LANE**

The cost of £55.86 for a replacement locked bollard at the entrance to the Allotments in Gravits Lane was **RATIFIED** by the Sub-Committee.

14. **HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

The Sub-Committee Clerk's report including confirmation that the Deputy Clerk will undertake the Health and Safety inspection with the Sub-Committee Clerk was **NOTED**. Furthermore, any Members wishing to attend the Health and Safety Inspection are requested to inform the Sub-Committee Clerk as soon as possible so that they may.

15. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there were 12 people on the waiting list, 4 of which want a second plot and 8 are new prospective tenants. In addition there were 13 on the waiting list from outside the Wards of Bognor Regis who were aware they were unlikely to be offered a plot.

One plot was currently vacant and would be re-let shortly.

16. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

The Tenant Representatives reported that there were no issues they wanted to raise regarding the plots.

17. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 8.45pm

**BOGNOR REGIS TOWN COUNCIL
ALLOTMENTS SUB-COMMITTEE - 28th OCTOBER 2019**

**AGENDA ITEM 7 - CONSIDERATION OF ANY MATTERS RAISED BY
TENANTS AT AGM HELD ON 23rd OCTOBER 2019 THAT ARE NOT
SEPARATE AGENDA ITEMS**

REPORT BY COMMITTEE CLERK

FOR INFORMATION AND DECISION

At the Tenant's Annual General Meeting tenants discussed the following issues:

- a) A suggestion that tenants might be able to sell their excess produce, either fruit and vegetables or plants in Spring. Tenants stated they would actually prefer any excess produce be sent to any charity involved in feeding people such as the Foodbank. Following discussion, it was agreed that the best way of achieving this was for the Tenant Reps to have numbers for organisations in the town and to contact them when there is a glut of food and arrange collection of any produce.

Regarding selling plants, the tenants felt it should be asked of all tenants and not just those present. Therefore, the Sub-Committee Clerk will ask for input on the idea in the next newsletter. However, Members need to be mindful that Section 22. of The Allotments Act of 1922 forbids any trade or business being conducted anywhere on the allotment plots, as does the BRTC Allotment Agreement. Any sale of surplus produce including plants must be done off site and the council should not facilitate this by providing equipment.

- b) Tenants were asked if they would like to have more responsibility for managing the Allotments themselves. The tenants present felt they preferred the Allotments run as they are with minimal input from them other than maintaining their own plots.
- c) The Chairman asked the tenants on the re-established site if they thought a shelter on the site would be welcome. She had thought many of them did not have a shed or greenhouse and it could be a meeting point as well as shelter from rain. The tenants thought this was a good idea if funding could be found to pay for it and agreed this should be taken forward for consideration.

DECISION

- a) Members are asked to **NOTE** that the tenant representatives can liaise between plotholders with excess produce and charities in the town to distribute this produce to those in need. In addition, if Tenants in sufficient numbers wish to provide plants for sale in the Spring and agree to run a sale, Members are asked to **NOTE** that this must be the tenant's initiative and must not be done on site.
- b) Members are asked to **NOTE** that following feedback on the idea of a Tenants' Management Committee for running Allotments, there was no appetite for this from Plotholders at the Annual Meeting.
- c) Do Members **AGREE** that investigation be made into the cost and feasibility of providing a structure as shelter on the re-established site and to earmark any unspent money from the Allotments Maintenance Budget at the end of this financial year towards this project?

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

AGENDA ITEM 8 - FURTHER CONSIDERATION OF PROPOSAL TO RE-CATEGORISE PLOTS BY SIZE. DEFERRED FROM JUNE 2019 - MIN. 8 REFERS

REPORT BY COMMITTEE CLERK

FOR DECISION

Following the Sub-Committee Meeting held 11th June, Members deferred the decision on plot rental increases to allow for time to consider the historical situation and possible re-categorising and costing of plots.

Whilst it is not possible to review rents now until the June 2020 Meeting, schools were approached with a view to assisting with measuring of plots. However, one school has declined as they cannot align this to the required curriculum and no response has been received from the other. There are also concerns regarding anyone stepping on the plots which would be seen unfavourably by tenants.

If Councillors wish to pursue the measurement of plots on the original site in order to re-categorise them in readiness of a rent review in June, Town Force and the Sub-Committee Clerk would need to undertake this work over winter when plots are less overgrown.

DECISION

Do Members **AGREE** to ask Town Force to undertake measurement of plots on the Original Site with a view to re-categorise sizes for a rent review in June 2020?