



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 16th MAY 2022

PRESENT: Cllrs. J. Brooks, Mrs. J. Warr (arrived during Min. 8),
B. Waterhouse and P. Woodall

IN ATTENDANCE: Mrs. L. Russell and Mr. C. Penfold
(Tenants Representatives)
Mrs. J. Davis (Assistant Clerk)
Mr. S. Davis (Allotments & In Bloom Officer)

The Meeting opened at 5.30pm

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

1.1 Chairman

It was proposed and seconded that Cllr. P. Woodall be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly elected Chairman of the Sub-Committee for 2022/2023.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. B. Waterhouse be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. B. Waterhouse be duly elected Vice-Chairman of the Sub-Committee for 2022/2023.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's Opening Statement.

Apologies for absence had been received from Cllr. K. Batley due to childcare, Cllr. Mrs. S. Daniells who was on annual leave and Cllr. S. Reynolds who was working.

No apologies had been received from Cllrs. J. Erskine or H. Jones.

3. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest at this time

4. TO CONFIRM THE APPOINTMENTS OF CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE

The Sub-Committee Clerk's report was **NOTED**. Members **RESOLVED** to **APPROVE** ratification of the appointment of Mr. G. Delury, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater and welcomed Mrs. L. Russell and Mr. C. Penfold to the meeting.

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd NOVEMBER 2021

There were insufficient Sub-Committee Members at the meeting who had also been present at the meeting held on 23rd November 2021. The Sub-Committee was therefore **UNABLE** to **APPROVE** the Minutes of the meeting held on 23rd November 2021.

Approval of the Minutes of the meeting held on 23rd November 2021 will be deferred to the Sub-Committee Meeting to be held on 14th November 2022.

6. CLERK'S REPORT FROM

MIN. 11 23rd November 2021 – Health and Safety Risk Assessment

The Clerk reported that no Health and Safety Inspection had been undertaken since 22nd April 2021. Following the appointment of the Allotments & In Bloom Officer an inspection would be carried out in June 2022.

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

The Sub-Committee Clerk's report was **NOTED**. It was believed that Mrs. Gristwood who judged the Roy Gristwood Award had passed away. The Sub-Committee's Clerk was tasked with contacting relatives of Mrs. Gristwood to determine if it was their wish to continue the award.

Members **AGREED** to reinstate the Annual Awards. It was further **AGREED** that the Best Kept Plot would be judged by the Allotments & In Bloom Officer and two Sub-Committee Members and that the Clerk would email all Members of the Sub-Committee to invite expressions of interest in being a Judge this year. The Most Improved Plot would be judged by the Allotment Tenant Representatives.

The Members **AGREED** that the Sub-Committee Clerk seek sponsorship of plaques for the Most Improved Plot awards.

8. ANNUAL REVIEW OF RENTAL CHARGES FOLLOWING RECATEGORISING OF PLOT SIZES – MIN. 6.2 REFERS

The Sub-Committee Clerk's report and maps as appended were **NOTED**.

The Sub-Committee Clerk gave a verbal report supported by the presentation of a spreadsheet summary of the respective plot sizes and average rental costs per square metre on the two allotment sites. The summary showed the average rent per square metre on the Sandringham Way (Re-Established) site and the Gravits Lane (Original) site was £0.58 and £0.18 respectively.

Cllr. Mrs. Warr arrived at the Meeting

Across both sites the average rent was £0.26m². Following discussion regarding the history of the pricing Members **AGREED** that the rents should be equalised across the two sites. As there had not been a rental increase in many years it was further **AGREED** that from 1st October 2022 the rents would be charged on actual plot sizes at £0.28m².

9. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE

The Sub-Committee Clerk's report and copy of the latest revised Guidelines/Code as appended were **NOTED**. The Members **AGREED** the latest revised edition of the Guidelines/Code.

10. TO AGREE THE DATE OF THE ANNUAL MEETING OF ALLOTMENT HOLDERS AND TO CONSIDER ARRANGEMENTS

The Sub-Committee Clerk's report was **NOTED**. Following discussion Members **AGREED** that the Annual Meeting of Allotment Holders would take place on Tuesday 25th October 2022 at 7pm.

It was further **AGREED** that refreshments be provided, up to £50.00 with costs met from the Sub-Committee's Budget.

11. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there was a current waiting list of 27 with 3 plots recently relinquished and to be relet shortly.

An initial inspection had highlighted several plots that needed attention and that the Sub-Committee Clerk had started telephoning the respective plot holders to discuss the condition of their plot.

The verbal report was **NOTED**.

12. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

Mrs. Russell advised that a list of plots requiring attention on the Sandringham Way site had been given to the Allotments & In Bloom Officer the previous week. Mr. Penfold undertook to provide the Allotments & In Bloom Officer a list of plots on the Gravits Lane site requiring attention.

The tap at Plot 10 was reported as having a drip.

13. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 6.20pm