



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE** **HELD ON TUESDAY 23<sup>rd</sup> NOVEMBER 2021**

**PRESENT:** Cllrs. Mrs. S. Daniells, S. Reynolds  
Mrs. J. Warr and B. Waterhouse

**IN ATTENDANCE:** Mr. S. Slater (Tenants Representative)  
Mrs. L. Gill (Allotments Sub-C'ttee Clerk)  
Mrs. J. Davis (Civic & Office Manager)

*The Meeting opened at 5.10pm*

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

#### **1.1 Chairman**

It was proposed and seconded that Cllr. Mrs. J. Warr be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. J. Warr be duly elected Chairman of the Sub-Committee for the remainder of 2021/2022.

#### **1.2 Vice-Chairman**

It was proposed and seconded that Cllr. S. Reynolds be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. S. Reynolds be duly elected Vice-Chairman of the Sub-Committee for the remainder of 2021/2022.

### **2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. The Sub-Committee Clerk read the Council's Opening Statement.

Apologies for absence had been received from Cllr. K. Batley due to work commitments, Cllr. J. Brooks who was unwell, Cllr. J. Erskine who was unwell, Cllr. M. Stanley who had a prior meeting, Cllr. P. Woodall who was unwell and Mrs. L. Russell who was unwell.

No further apologies had been received.

### **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. 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**

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 Mr. Slater to the meeting.

### **5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> NOVEMBER 2020**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 9<sup>th</sup> November 2020 as an accurate record and these were signed by the Chairman.

## **6. CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk reported on items outstanding since the Covid lockdown for inclusion on the next agenda:

- 6.1 Min. 36 of 9<sup>th</sup> November 2020 refers** - Feasibility of the Town Council purchasing land to provide further allotments in Bognor Regis taking into account the potential future demand.
- 6.2 Min. 25 of 28<sup>th</sup> October 2019 refers** - To re-categorise plots by size - All plots have been measured and work done to look at possible fair ways of re-assigning rents to keep the Council's rental income consistent whilst not imposing large increases on some ploholders. Rents are normally reviewed in June and it is therefore recommended that this piece of work is re-visited in June 2022.
- 6.3 Min. 8 of 11<sup>th</sup> June 2019 refers** - Annual review of rental charges - rents have remained static since Covid and it seems prudent to make changes at the same time as any re-categorisation in June 2022.
- 6.4 Min. 25 of 13<sup>th</sup> November 2018 and Min. 10 of 11<sup>th</sup> June 2019 refers** - Water Levy from October 2019 - After a very dry hot summer the water bill was considerably higher than normal. It was agreed that a small water levy be implemented to form a pot of money as a buffer for any future years of high usage. However, following Covid lockdown this has not been progressed and this also can be revisited in June 2022.
- 6.5** There was no AGM of Allotment Holders due to the pandemic in 2020 or 2021. It is hoped this will be reinstated in 2022. A date will be booked for this in October 2022.
- 6.6** To note therefore there were no annual awards for 2020 or 2021. Again, it is hoped that this will be re-instated in 2022 and will be for discussion at the meeting in June 2022.

## **7. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE MIN. 9 OF 11<sup>th</sup> JUNE 2019 REFERS**

The Sub-Committee Clerk's report was **NOTED**. The revised edition of the Guidelines/Code for 2021/2022 was agreed.

## **8. RATIFICATION OF EXPENDITURE**

The Sub-Committee Clerk's report was **NOTED**. The cost of two concrete spurs and two bags of postfix to replace broken plot number posts on the Allotments - £26.84 and the cost of two spare combination padlocks for access gates - £44.99 were **RATIFIED** by the Sub-Committee. Members **AGREED** to **RECOMMENDED** the approval of the payments to the Events, Promotion and Leisure Committee.

**9. REPORT ON LETTINGS**

The Clerk reported that sixteen plots were relinquished from 30<sup>th</sup> September. One further plot had been re-possessed. There were thirty names on the waiting list at 1<sup>st</sup> October. Seven of these, to date, had decided not to take on an allotment or did not respond to repeated emails and calls. Eleven plots have been relet and there are six still to be relet. Some people have been unwell this past year and had not been able to maintain their plots to the best standard, but it is hoped this will improve next year.

The verbal report was **NOTED**.

**10. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS**

Mr. Slater reported that the paths on the re-established site were a problem. There was some soil movement which caused the paths to distort and become uneven. This made it difficult to keep paths mown. The Clerk reported that this has happened previously, and Town Force do attend to build up the paths when time allows. The report was **NOTED**. Details will be passed on to the Town Force Manager.

**11. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS - MIN. 34.1 REFERS OF 9<sup>th</sup> NOVEMBER 2020 REFERS**

The Sub-Committee Clerk's report was **NOTED**. The Health and Safety Inspection was postponed due to Covid in 2020. The Deputy Clerk and Sub-Committee Clerk undertook an inspection on 22<sup>nd</sup> April 2021 and found only minor issues. Tenants were notified, and the situation remedied.

**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 28<sup>th</sup> OCTOBER 2019 - MIN. 24.3 REFERS**

The Sub-Committee Clerk's report was **NOTED**. Following discussion Members **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that any unspent Budget from the Allotments Maintenance Budget 2021-22 should continue to be earmarked towards building a shelter on the Re-established site.

**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 1<sup>st</sup> NOVEMBER 2021**

Members **NOTED** the Sub-Committee Clerk's report and Appendix. It was further noted that Membership of the Sub-Committee is taken from the Events, Promotion and Leisure Committee. Following a discussion about the Meetings calendar it was **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that the Allotments Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Meetings in future. The new dates as received in the report would, therefore, need to be reconsidered if this is agreed.

**14. CORRESPONDENCE**

There was no correspondence to report.

***The Meeting closed at 5.55pm***