



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 19th JUNE 2023

PRESENT: Cllrs. K. Batley, P. Wells and P. Woodall

IN ATTENDANCE: Mrs. L. Russell, Mr. M. Bicknell and
Mr. C. Penfold (Tenants Representatives)
Mr. S. Davis (Allotments & In Bloom Officer)

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. 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 2023/2024.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. P. Wells be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Wells be duly elected Vice-Chairman of the Sub-Committee for 2023/2024.

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 Cllrs. R. Nash and Miss. C. Needs who were at another meeting and Cllr. Mrs. J. Warr who was unwell.

No apologies had been received from Cllrs. J. Brooks, P. Ralph or M. Stanley.

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.

Cllr. P. Woodall declared an Ordinary Interest in that he had a relative who was a Bognor Regis Town Council Allotment tenant and would therefore preclude himself from being an Allotment Awards Judge (Agenda item 10 refers)

There were no other declarations of Interest at this time

4. **TO CONFIRM THE APPOINTMENTS OF MR. M. BICKNELL, MR. C. PENFOLD AND MRS. L. RUSSELL AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** the ratification of the appointment of Mr. M. Bicknell, Mr. C. Penfold and Mrs. L. Russell as non-voting members of the Sub-Committee.

The Sub-Committee **NOTED** the resignation of Mr. S. Slater as a non-voting member.

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th NOVEMBER 2022 AND THE EXTRAORDINARY MEETING HELD ON 21st FEBRUARY 2023

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 14th November 2022 and the Extraordinary Meeting held on 21st February 2023 as accurate records and these were signed by the Chairman.

6. CLERK'S REPORT

The Sub-Committee Clerk advised that at the start of the growing season in April there were several plots which were sub-standard and either not being cultivated or had excessively tall trees. Emails were sent to those plot holders requesting their plots be worked on, and highlighted it is the intention of the Town Council that all plots be cultivated, particularly as there is a significant demand for allotment plots.

The outcome of those emails is that substantial progress has been made in improving the overall condition of the allotment site through the efforts of the existing and the new tenants.

The Sub-Committee Clerk confirmed that Town Force had installed a shelter on the Re-established site in March 2023 (Min. 19 refers) and that the installation of security fencing on the northwest boundary took place in April 2023 (Min. 29 refers).

The Members were informed that Plot 4 had been sub-divided with one part rented out and the other part (Plot 4a) left temporarily vacant as it is shaded by trees and, due to the poor growing conditions, the Tenant Representatives had suggested it is used as a communal compost area with vehicular access off the Gravits Lane car park. The Sub-Committee Clerk advised that Arun District Council had recently refused to grant permission to cross a small grass verge to access the allotment from the car park.

Following a discussion on the lack of a reason for ADC's refusal to grant permission, the Members present **AGREED** that delegated authority be given to the Sub-Committee Clerk in liaison with Cllr. K. Batley who would approach the Housing Department at ADC to seek clarification on the subject.

The Sub-Committee Clerk advised that a Health & Safety inspection took place on 31st May 2023. The issues found were considered minor and consisted of four instances of tools not being stored securely, an unattended hosepipe left across a path constituting a trip hazard and one instance of glass being stored outside. Emails were sent to the relevant plot holders and the issues have now been rectified.

The Sub-Committee Clerk's verbal report was **NOTED**.

7. RATIFICATION OF EXPENDITURE AND RECOMMENDATION OF APPROVAL TO THE EVENTS, PROMOTION AND LEISURE COMMITTEE

The following costs were **RATIFIED** by the Sub-Committee:

- Purchase of three padlocks to replace two faulty locks and one stolen lock £62.48 (exc. VAT).
- Removal of rubbish fly-tipped next to the electricity sub-station at the entrance from Gravits Lane - £111.10 (exc. VAT).

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of £173.58 (exc. VAT) expenditure to the Events, Promotion and Leisure Committee.

8. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS AND REQUEST TO ALLOW THE USE OF CERTAIN HERBICIDES, PESTICIDES AND MOLLUSCICIDES (SLUG PELLETS)

The tenant representatives requested that plot holders should be allowed to use pesticides that are approved by the Government as safe for garden use. Following discussion of the current allotment rules and the development of new pesticides Members **AGREED** that the Allotment Information Leaflet be amended to allow the use of environmentally friendly, organic ferric phosphate slug pellets.

Members further **AGREED** to ask the Sub-Committee Clerk to prepare a summary of other herbicides and pesticides that could be considered as safe to use. This report would be considered at a future meeting.

The matter of the hedge along Sandringham Way encroaching into the allotment was reported. Members **AGREED** that the Sub-Committee Clerk should write to ADC requesting the hedge be cut.

9. ANNUAL REVIEW OF RENTAL CHARGES

The Sub-Committee Clerk's written report was **NOTED**.

After a general discussion Members **AGREED** that the Sub-Committee Clerk be asked to prepare a report on the annual running costs of the allotments and further **AGREED** to defer the decision on annual rents to an extraordinary meeting to be held prior to the preparation of the 2023/24 rent demands.

10. ARRANGEMENTS FOR THE JUDGING OF THE ANNUAL AWARDS AND THE PRESENTATION OF PRIZES

Cllr. P. Woodall redeclared his Ordinary Interest owing to a relative being a tenant

The written report from the Sub-Committee Clerk was **NOTED**.

Cllr. P. Woodall, having declared an Ordinary Interest, declined to act as a judge. Cllrs. K. Batley and P. Wells **AGREED** to judge the Best Kept Awards.

Members **AGREED** to defer discussion of a Joint Award Evening as it was being brought for consideration at the next Events, Promotions and Leisure Committee Meeting.

11. ANNUAL REVIEW OF ALLOTMENT INFORMATION LEAFLET

The Sub-Committee Clerk's written report was **NOTED** and Members **APPROVED** the updated Leaflet, which included the proposed changes as detailed in the report, subject to the following additional changes:

- Clause 23 amended to reflect the allowed use of slug pellets (Min. 8 refers)
- Clause 3 amended to define a child as anyone under the age of 16
- Clause 21 amended to include a child as an unauthorised person
- Clause 17 amended to define an unattended hosepipe as one that is not held in the hand and additionally to limit use of a hosepipe to 30 minutes at a time

It was additionally **NOTED** that the allowed use of slug pellets did not require a change to be made to the Tenancy Agreement because it only prohibited the use of herbicides.

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

The Sub-Committee Clerk's written report was **NOTED**. Following discussion Members **AGREED** that the Annual Meeting of Allotment Holders would take place on Tuesday 31st October 2023 at 7pm.

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

13. REPORT ON LETTINGS

The Sub-Committee Clerk's written report was **NOTED**.

14. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.09pm