



# 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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON TUESDAY 11<sup>th</sup> 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 13<sup>th</sup> NOVEMBER 2018**

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

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

**6.1 13<sup>th</sup> 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 22<sup>nd</sup> OCTOBER 2019 AND TO CONSIDER ARRANGEMENTS**

Members NOTED the date of 22<sup>nd</sup> 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***