



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

MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 28th OCTOBER 2019

PRESENT: Cllrs. Mrs. S. Staniforth (Chairman), Mrs. I. Erskine and
K. Batley

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 6.34pm

18. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. J. Brooks due to a prior engagement, Cllr. M. Stanley due to a prior engagement, Cllr. Mrs. S. Daniells who was on leave, Cllr. Miss. C. Needs due to illness, Cllr. S. Goodheart due to a prior engagement, Cllr. W. Smith had also advised he would not be able to attend.

19. 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

20. 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

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.

21. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th JUNE 2019

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th June 2019 as an accurate record and these were signed by the Chairman.

22. CLERK'S REPORT FROM PREVIOUS MINUTES

There were no reports that were not Agenda items.

23. RATIFICATION OF EXPENDITURE FOR REFRESHMENTS AT THE AGM HELD ON 23rd OCTOBER 2019 AND ASSOCIATED AGM COSTS

The cost of £13.54 for refreshments and associated costs of £27.00 were **RATIFIED** by the Sub-Committee.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £40.54 including VAT to the Events, Promotion and Leisure Committee.

24. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT AGM HELD ON 23rd OCTOBER 2019 THAT ARE NOT SEPARATE AGENDA ITEMS

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

At the Tenants Annual General Meeting tenants discussed the following issues:

24.1 Surplus Produce and Plants

Members **NOTED** that the tenants can liaise with charities in the town to distribute surplus produce to those in need. In addition, it was **NOTED** that if tenants wish to provide plants for sale in the Spring and arrange a sale, this must be the tenant's initiative and must not be done on site. It was agreed that a notice giving the numbers of local charities who may accept surplus produce will be posted on the site and on the Allotments Facebook and Website pages.

24.2 Tenants taking a more active role in Allotment Management

Members **NOTED** 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, furthermore the Tenant Representatives confirmed that they would not want to take on more responsibility for running the two sites.

24.3 Shelter on the Re-established Site

Following discussion Members **AGREED** that investigation be made into the cost and feasibility of providing a structure as a shelter on the re-established site and to **RECOMMEND** to the Events, Promotion and Leisure Committee that any unspent money from the Gravits Lane Maintenance Budget at the end of this financial year be earmarked towards funding this project.

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

The Sub-Committee Clerk's report was **NOTED**. Following discussion, it was **AGREED** to ask Town Force to undertake measurement of all plots with a view to re-categorising sizes for a rent review in June 2020.

26. HEALTH & SAFETY RISK ASSESSMENT AT THE ALLOTMENTS

The Sub-Committee Clerk reported that the Health & Safety Officer had suggested the assessment be postponed until Spring 2020 before the new growing year. Following discussion Members **AGREED** that the Health & Safety assessment should be undertaken before the winter and asked for this to be progressed.

27. REPORT ON LETTINGS

It was reported that there is one vacant plot on the re-established site. It has trees and bushes on and has been rejected by potential tenants as the growing area is minimal. One of the Representatives suggested it would be a good second plot for an existing tenant if the deposit could be waived due to the restricted nature of this plot. Following discussion Members **AGREED** that this plot could be offered to an existing tenant without the need for a deposit to be paid in respect of this plot only.

In total eleven plots were given up at renewal of which nine have been re-let one is pending agreement and one (mentioned above) is vacant.

There are six on the waiting list currently, but some are waiting for a second or third plot near their existing one or have requested to be considered in 2020.

The report was **NOTED**.

28. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

The Representatives advised that there were minimal issues apart from those raised at the Annual General Meeting. They requested a check be made on a shed which appears unsafe and the height of trees on some plots be checked. They will continue to advise the Town Council via the Sub-Committee Clerk of any issues.

29. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.13pm