



Southbourne Parish Council

Village Hall, First Avenue
Southbourne
West Sussex
PO10 8HN

01243 373 667

Admin@southbourne-pc.gov.uk
www.southbourne-pc.gov.uk

NOTICE OF A MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 21st SEPTEMBER 2023

Councillors are respectfully summoned to attend a meeting of the Southbourne Parish Council Allotment Committee on **Thursday 21st September 2023 at 10:00 am** at St John's Church Centre for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Sheila Hodgson
Clerk to the Council

Date 15.09.2023

AGENDA

1. To **NOTE** the resignation of Cllr Taylor from the Parish Council
2. To **NOTE** the appointment of Cllr Meredith as Chair of the Allotment Committee as approved by Council on 11th July 2023
3. **CONSIDERATION** of the appointment of Members as Non-councillor Members to the Committee
4. Chairman's welcome and introduction
5. Apologies for absence
6. To approve and sign the Minutes of the Allotment Committee Meeting held on 25th May 2023
7. Declarations of Interest
8. Adjournment for Public Open Forum
9. Clerk's update
10. To **CONSIDER** a proposal to review the rental fees for Southbourne Fields and Flanders Close.
11. Budget

Chair of the council: Cllr. Amanda Tait
Vice Chair of the council: Cllr. Neil Redman

Clerk: Sheila Hodgson
Deputy Clerk: Maria Carvajal-Neal

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- 11.1 To **NOTE** the budget and any income and expenditure including:
- 11.2 To **RATIFY** the payment of £197 (ex VAT) for the required repair to tap 2
- 11.3 To **CONSIDER** the budget for 2024-25 including any required recommendations to Full Council
- 11.4 To **CONSIDER** a proposal to establish a maintenance fund for future works and to further **CONSIDER** making any recommendations to Full Council including to make any appropriate amendments to the ToR
- 11.5 To **CONSIDER** a proposal to earmark a portion of the budget be allocated for the future purchase of additional allotment sites
12. To **CONSIDER** a proposal to move the tenancy renewal date to 1st May to ensure that rental payments are received in the correct financial year
13. Flanders Close- To receive any updates and **CONSIDER** any required actions
- 13.1 To receive and **NOTE** an update on the New Homes Bonus project
- 13.2 To **CONSIDER** any applications for the Communal Plot
- 13.3 To **CONSIDER** maintenance of the site including weeds in communal areas
- 13.4 To receive and **CONSIDER** a quote for tree maintenance and **CONSIDER** a course of action for annual tree maintenance
- 13.5 To **CONSIDER** a request from a tenant to temporarily remove some fencing to allow a water tank to be installed
14. Southbourne Fields
- 14.1 To receive and **NOTE** an update on any trees planted by tenants at Southbourne Fields and to **CONSIDER** any required actions including to **CONSIDER** reviewing the tenancy agreement
- 14.2 To receive and **NOTE** an update on the maintenance of the taps and to **CONSIDER** if any additional actions are required
- 14.3 To **CONSIDER** a proposal to attend to the weeds in the carpark area
- 14.4 To **NOTE** the safety issue and resolution regarding the gate
- 14.5 To **CONSIDER** a proposal to purchase additional fruit trees
15. To **CONSIDER** a request from a resident to site a Beehive on one of the allotment sites
16. To **NOTE** the current tenancies and waiting lists for both sites and to **CONSIDER** any actions
17. Site inspections- To receive and **NOTE** the September inspection report and to **CONSIDER** any required actions
18. To **NOTE** the date and time of Next Meeting, Thursday 30th November 2024
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