



## Southbourne Parish Council

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### NOTICE OF A MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 29<sup>th</sup> FEBRUARY 2024

Councillors are respectfully summoned to attend a meeting of the Southbourne Parish Council Allotment Committee on **Thursday 29<sup>th</sup> February 2024 at 1.00 pm** at St John's Church Centre for the transaction of the business on the agenda below.

*Please note the change to the normal time.*

Members of the Press and public are welcome to attend.

Sheila Hodgson  
Clerk to the Council

Date 22.02.2024

### AGENDA

1. Chairman's welcome and introduction
2. Apologies for absence
3. To **APPROVE** and sign the Minutes of the Allotment Committee Meeting held on 21<sup>st</sup> September 2024 and to **NOTE** the cancellation of the November Allotment Committee Meeting scheduled for the 30th November 2023, due to being non-quorate
4. Declarations of Interest
5. Adjournment for Public Open Forum
6. To **RECEIVE** a presentation from Tuppeny Barn regarding the communal plot at Flanders Close and to **CONSIDER** any required actions
7. To **REVIEW** the communal plot Tenancy Agreement and **AGREE** to any amendments
8. Clerk's update
9. Budget, Income and Expenditure

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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10. Southbourne Fields - To receive any updates and **CONSIDER** any required actions including:
    - 10.1 To **CONSIDER** a request to review the removal of hedging on a resident's plot
    - 10.2 To **RECEIVE** a report on the planting of trees and **CONSIDER** any actions
    - 10.3 To **CONSIDER** a proposal to purchase and plant fruit trees in the carpark area. Including consideration of the tree which has died
    - 10.4 To **CONSIDER** a quote for the repair to the broken taps. To **CONSIDER** any recommendations for a long term solution.
  11. Flanders Close- To receive any updates and **CONSIDER** any required actions.
  12. To **CONSIDER** a proposal to form a minimum set of standards for any allotment site that is offered to the PC
  13. Site Inspections- to **NOTE** that no routine inspections have taken place since last meeting. To receive a report on any plots requiring the attention of the committee and to **CONSIDER** any actions.
  14. Tree Maintenance. To **NOTE** that tree Maintenance has now been undertaken at Flanders Close. To formalise a tree maintenance plan including to **AGREE** to a schedule of maintenance.
  15. To **NOTE** the current tenancies and waiting lists for both sites and to **CONSIDER** any required actions.
  16. To **CONSIDER** the Tenancy Agreements for the year 2024-25. Including to **NOTE** the current tenancy agreements and to **CONSIDER** making any amendments to the current agreement.
  17. To **CONSIDER** committee dates and times for the financial year 2024-25.
  18. To **CONSIDER** inspection dates for the financial year 2024-25.
  19. To **NOTE** the date and time of the next meeting.
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