

**MINUTES OF THE MEETING OF THE  
SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 25<sup>th</sup> MAY 2023**

**PRESENT:** Cllrs: R. Taylor (Chairman), Cllr T. Bangert, Cllr L. Meredith and Cllr J. Money.

**IN ATTENDANCE:** M. Carvajal-Neal (Clerk of Allotment Committee). L. Davies and J. Ullman.

*Cllr Bangert left the meeting at agenda item 11.2 due to having another commitment.*

**1. TO NOTE THE APPOINTMENT OF CLLR TAYLOR AS CHAIRMAN OF THE ALLOTMENT COMMITTEE AS APPROVED BY COUNCIL ON 9TH MAY AND TO NOTE THE APPOINTMENT OF CLLR BANGERT AS VICE CHAIR**  
This was **NOTED**.

**2. TO APPOINT NON-COUNCILLOR MEMBERS TO THE COMMITTEE AND TO APPOINT A NON-COUNCILLOR ADVISORY MEMBER.**

**2.1** Members unanimously **AGREED** to appoint J. Ullman to the position of non-councillor Member. There were no other nominations.

**2.2** Members unanimously **AGREED** to appoint L. Davies to the position of non-councillor advisory Member.

**3. CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chairman welcomed everyone to the meeting and thanked Members for joining the committee.

**4. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

Cllr Bangert advised that she may have to leave the meeting early.

**5. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 16<sup>TH</sup> FEBRUARY 2023**

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 16<sup>th</sup> February 2023 and they were signed by the Chairman.

**6. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**7. ADJOURNMENT FOR PUBLIC OPEN FORUM**

*The meeting was adjourned at 10.10am*

The Deputy Clerk referred to two emails officers had received:

**7.1** Regarding parking at Flanders close. Two spaces are allocated for allotment holders however, this is not currently enforced by the Parish Council and the Deputy Clerk has informed the resident of this. This was **NOTED**.

**7.2** Regarding the communal greenhouse at Southbourne Fields and a celebration date on 27<sup>th</sup> May 4pm. This was **NOTED**.

**7.3** J. Ullman wished to thank D. James and H. Gallagher for their hard work in completing the communal greenhouse and to another tenant for the construction of work benches.

**7.4** J. Ullman raised that the carpark weeds need attention, this will be added to a future agenda.

*The meeting was re-adjourned at 10.18 am.*

## **8. TO NOTE THE TERMS OF REFERENCE AS APPROVED BY COUNCIL ON 9<sup>TH</sup> MAY**

This was **NOTED**.

## **9. TO NOTE THE BUDGET AND ANY INCOME AND EXPENDITURE**

This was **NOTED**. The Deputy Clerk reminded Members that there had been a recommendation to create a maintenance fund with any unspent income and that this would be reviewed at the next meeting ahead of the F&P budget meeting. This was **NOTED**.

**9.1** A Member proposed that a portion of the budget be allocated for the future purchase of additional allotment sites. Members **AGREED** to add this to a future agenda for consideration.

## **10. FLANDERS CLOSE**

### **10.1 TO RECEIVE AND NOTE AN UPDATE ON THE WORKS**

The works are complete, and the plots are allocated. This was **NOTED**.

### **10.2 CONSIDERATION OF THE PURCHASE OF 2 X WEED MEMBRANES TO COVER THE COMMUNAL BEDS**

Members **AGREED** to the purchase of weed membranes to the value of £40.00. The Deputy Clerk will arrange this and ask the contracted caretaker to install them.

### **10.3 TO NOTE THAT THE SEA SCOUTS HAVE WITHDRAWN THEIR APPLICATION FOR A COMMUNAL PLOT AND TO CONSIDER A COURSE OF ACTION**

This was **NOTED** and no additional considerations were required.

### **10.4 CONSIDERATION OF A COURSE OF ACTION FOR THE COMMUNAL PLOTS**

After discussion Members **AGREED** to the following actions:

**10.4.1** Cllr Money to provide the Deputy Clerk with details of a charity who may be interested in the space.

**10.4.2** The Deputy Clerk to contact the Right To Work Organisation at Havant Borough Council.

**10.4.3** Cllr Bangert to contact Tuppeny Barn.

**10.4.4** Cllr Bangert to contact the New Life Church.

**10.4.5** Members further **AGREED** that should any of the above organisations or any other organisation be willing to take on a communal plot, the details of the organisation shall be forwarded to all Members for approval of allocation of a plot(s), this should then be ratified at the following Committee meeting.

### **10.5 TO NOTE FINAL COSTINGS AND CONSIDER THE PURCHASE OF TOPSOIL/COMPOST WITH ANY REMAINING BALANCE INCLUDING CONSIDERATION OF THE DISTRIBUTION OF THE COMPOST.**

This was **NOTED** and Members **AGREED** that L. Davies provide the Deputy Clerk with the details of local organisations who can supply peat free compost.

### **10.6 CONSIDERATION OF A REQUEST BY A TENANT TO ATTEND TO THE OVERHANGING TREE AND TO THE WEEDS ON THE PATHWAY.**

Members **NOTED** the request and **AGREED** that the contracted caretaker be instructed to trim the weeds. Members further **AGREED** to the purchase of a pruning saw to the value of £11.98 to be purchased from the allotment committee budget for the purpose of removing some of the low hanging tree branches that extend over the tenant's plot. The Deputy Clerk will write to the tenant to advise.

It was further **AGREED** to add consideration of a more comprehensive pruning to the trees to the next committee meeting in September to be carried out in line with the seasonal growing period. It was **AGREED** that the Deputy Clerk source quotes nearer the time for consideration. It was **NOTED** that as the trees are not subject to a TPO or located within the curtilage of a listed property it is not necessary to seek permission to trim them.

## **11. SOUTHBOURNE FIELDS**

### **11.1 TO RECEIVE AND NOTE AN UPDATE ON THE COMMUNAL GREENHOUSE**

J. Ullman provided a verbal update. The greenhouse is now erected and furnished with work benches. It is already in use and tenants have an informal agreement around closing the greenhouse at night and watering of the produce. This was **NOTED**.

**11.1.1** It was further **AGREED** that the committee make the following **RECOMMENDATION** to Full Council;

The SPC Allotment Committee **AGREED** to **RECOMMEND** that the Parish Council formally adopt the Greenhouse and take ownership of it as an asset with the additional **RECOMMENDATIONS** that:

- Any ongoing maintenance cost for the greenhouse be taken from the Allotment Committee budget with prior approval by the Allotment Committee.
- Any costs associated with the disposal of the greenhouse should the greenhouse fall into a state of disrepair be taken from the Allotment Committee budget with prior approval by the Allotment Committee.
- That the greenhouse be subject to inspection in line with plot inspections.
- The use of the greenhouse is by all tenants of Southbourne Fields allotments.

### **11.2 CONSIDERATION OF REPAIR TO THE WATER PIPES**

One Member proposed that the committee look at a more robust standpipe and provided details of such to the committee. The Deputy Clerk provided details of a quote by a contractor as previously circulated. After considerable discussion Members **AGREED** to the quote by the contractor of £144 in order to have the water re-connected in time for the summer growing period. Members further **AGREED** that should the taps need attention in the future that the Committee consider a more substantial standpipe at that stage.

*Cllr Bangert left the meeting at 10.57.*

### **11.3 TO RECEIVE AND NOTE AN UPDATE REGARDING THE APPLICATION OF A GRANT TO CDC FOR FRUIT TREES.**

The CDC grant application had closed just prior to the last Committee meeting and as such Officers could not apply for funding. This was **NOTED**.

### **11.4 TO REVIEW THE PLANTING OF TWO APPLE TREES ON PARISH OWNED LAND INCLUDING CONSIDERATION OF RETAINING THE TREES AND FORMALLY ADOPTING THEM AS PARISH OWNED PROPERTY**

Members **NOTED** the details of the two apple trees that had been installed by a Committee Member. The Deputy Clerk reminded Members that prior authorisation should be sought by the Committee before the installation of any items on Parish owned land. This was **NOTED**. Members **AGREED** to retain the trees and formally adopt them as parish owned property. Members further **AGREED** to consider replacing the stakes at a future meeting.

## **12. TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES**

For the benefit of new Members the Deputy Clerk provided an outline of the sites owned by the Parish Council and the current rental agreements including fees. This was **NOTED**. Members additionally **NOTED** that there is currently a small waiting list but that a number of those on the waiting list had declined a plot at Flanders Close.

## **13. SITE INSPECTIONS, CONSIDERATION OF THE MAY INSPECTION AND ANY REQUIRED ACTIONS.**

**13.1** The Chair read out the following statement issued by the Parish Clerk:

*I understand that there has been some criticism that the Deputy Clerk has carried out the Allotment site inspections and some speculation as to why, as Clerk, I have allowed this. The inspections are undertaken on a bi-annual basis to ensure that the plots are being cultivated and that there are no health & safety concerns. This inspection holds no pecuniary or ordinary interest and as such I would expect the Clerk of the Allotment Committee to undertake this responsibility. Quite obviously Maria will not inspect her own plot, that will fall to the Chair of the Allotment Committee. I trust this clarifies the position, but I would ask that should anyone have any further concerns regarding this arrangement that they come and speak with me.*

*Thank you  
Sheila Hodgson  
Parish Clerk*

This was **NOTED**.

**13.2** The Deputy Clerk provided Members with a report on the site inspections at Southbourne Fields and the Chair provided his findings of the Deputy Clerks' plot which was inspected on Tuesday 23rd May. It was **NOTED** that all plots had signs that the site was being tended to except one which appeared to have little signs of recent use though did have some visible produce growing. Members **AGREED** to review this plot in September in line with the second annual inspection and that no actions were required at this time. There were no access issues and no health & safety issues identified on any of the plots or on site.

Other than the repair to the tap and water pipes as per min ref. 11.2 there were no additional actions required as a result of the inspection. It was **NOTED** that the Chair and Deputy Clerk visited Flanders Close and viewed the plots which are all being worked but as they have only just been let a full report was not required at this stage.

## **14. TENANT REQUESTS:**

### **14.1 CONSIDERATION OF A REQUEST FROM A TENANT TO RETROSPECTIVELY SEEK CONSENT FOR THE PLANTING OF AN APPLE TREE ON THEIR PLOT**

After considerable discussion Members **AGREED** not to permit the planting of the apple tree.

### **14.2 CONSIDERATION OF A REQUEST FROM A TENANT TO RETROSPECTIVELY SEEK CONSENT FOR THE PLANTING OF A QUINCE TREE ON THEIR PLOT**

After considerable discussion Members **AGREED** not to permit the planting of the quince tree.

Members **AGREED** that the Deputy Clerk write to the above-mentioned tenants and instruct that they remove the trees from their plots. Members further **AGREED** that the Deputy Clerk write to all allotment holders to remind them that the planting of trees is only permitted with prior approval by the Committee. Members **AGREED** that the tenancy agreement is reviewed in relation to this item and that this be added to a future agenda.

- 15. TO NOTE THE DATE AND TIME OF NEXT MEETING**  
21<sup>st</sup> September 10-12, at St John's Church Centre, Main Road.