

## ALLOTMENT COMMITTEE 16<sup>th</sup> FEBRUARY 2023

### REPORTS

#### AGENDA ITEMS 1 & 2

##### CHAIRMAN'S INTRODUCTION, WELCOME AND APOLOGIES FOR ABSENCE

Members are reminded that apologies for absence should be submitted to the Clerk ahead of the meeting and the reason for non-attendance given.

#### AGENDA ITEM 3

##### TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 15<sup>TH</sup> DECEMBER 2022

##### MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 15<sup>th</sup> DECEMBER 2022

**PRESENT:** Cllrs: R. Taylor (Chairman), Cllr D. James, Cllr D. Riddoch and non-Councillor co-opted members L. Davies and J. Ullman.

**IN ATTENDANCE:** M. Carvajal-Neal (Clerk of Allotment Committee) and 2 allotment holders.

##### 53. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting at 10:00am.

##### 54. APOLOGIES FOR ABSENCE

Apologies had been received from C. Jones. No other apologies had been received.

##### 55. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 29<sup>TH</sup> SEPTEMBER 2022.

**55.1** Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 29<sup>th</sup> September 2022 and they were signed by the Chairman.

##### TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY ALLOTMENT COMMITTEE MEETING HELD ON 4<sup>TH</sup> NOVEMBER 2022.

**55.2** Members **AGREED** to **APPROVE** the Minutes of the Extraordinary Allotment Committee meeting held on 4<sup>th</sup> November 2022 and they were signed by the Chairman.

##### 56. DECLARATIONS OF INTEREST

There were no declarations of interest.

##### 57. ADJOURNMENT FOR PUBLIC OPEN FORUM

*The meeting was adjourned at 10.04am*

**57.1** One Member raised the issue of installing a communal greenhouse at Southbourne Fields allotments. This will be added to a future agenda for consideration.

**57.2** The same Members raised the issue of a leak at both taps at Southbourne Fields. As this item requires immediate action Cllr James and Riddoch will visit the site and determine what action is required.

*The meeting was re- adjourned at 10.17am*

##### 58. TO NOTE INCOME AND EXPENDITURE

Members **NOTED** the income and expenditure. The Chairman queried the Committee's budget and what will happen with any unspent budget and income at the end of the financial year.

The Deputy Clerk advised that there may be a remaining budget at the end of the financial year however as no specific expenditure has been identified it would not be good practice to earmark any underspend. The finance and policy committee will consider the budget.

**59. TO RECEIVE ANY UPDATES REGARDING THE FLANDERS CLOSE ALLOTMENTS. INCLUDING;**

**59.1 TO RECEIVE A VERBAL UPDATE ON THE WORKS FROM THE DEPUTY CLERK.**

The Deputy Clerk gave a verbal update: The contractor has been in contact and has advised that he will get the work completed ASAP.

This was **NOTED**.

**59.2 TO RECONSIDER THE EXPENDITURE FOR THE WATER BUTTS AND ASSOCIATED ITEMS.**

Members **NOTED** the breakdown of payments and **AGREED** to the Contracted Caretaker purchasing the items through the TradePoint account and **AGREED** to the costings of £144.44 including 10% contingency. Members further **AGREED** to offer £10 in travel costs to the Contracted Caretaker.

Members additionally **AGREED** to ask the contacted caretaker to install the water butts and **AGREED** to the costs of his day rate at £120 to be taken from the NHB.

**59.3 CONSIDERATION OF A REQUEST FROM A TENANT(S) TO ERECT A SHED AND GREENHOUSE.**

Members considered the request to install a shed of the largest size permitted. Members **AGREED** to the installation of a 6x8ft shed in accordance with the tenancy agreement and additionally that it must be installed on a non-permanent base and to be removed if/when the tenant vacates the plot. The structure must not be placed on a shared boundary.

Members considered a request to install a 6x4ft shed and 6x4ft greenhouse on one plot. Members **AGREED** to the installation of both structures in accordance with the tenancy agreement and additionally that it must be installed on a non-permanent base and to be removed if/when the tenant vacates the plot. The structure must not be placed on a shared boundary. Officers to write to the tenants and advise.

**60. TO NOTE THE SITE VISITS WITH PAUL BARNETT AND THE RECOMMENDATIONS MADE BY HIM REGARDING TREE PROVISION. TO AGREE TO THE PURCHASE OF THE TREES AND TO FURTHER AGREE TO ANY ASSOCIATED COSTS INCLUDING STAKES, TIES, TIMBER, CEMENT ETC.**

After consideration and discussion Members **AGREED** not to follow the recommendation to use one of the vacant plots as an orchard. Members felt that Flanders Close allotments is not the most effective site for a community orchard. One Member informed the committee that publicly planted trees have only a 50% success rate and given that Flanders Close is not easily accessible and does not have a water supply these trees would be at further risk of failure. Members **AGREED** to the Deputy Clerk notifying Paul Barnett and the Tree Officer at CDC.

Members **AGREED** to letting the 4 plots to tenants.

Members further **AGREED** to defer any decision regarding the gap between the plot boundaries and fencing to a future meeting.

Members **AGREED** to add to a future agenda consideration of orchard trees at Southbourne Fields allotments.

**61. TO FURTHER CONSIDER THE PLANTING OF THE ORCHARD TREES AND TO AGREE ON A POTENTIAL DATE FOR PLANTING AND TO AGREE TO APPOINT A MEMBER TO COORDINATE THE PLANTING AND VOLUNTEERS.**

As per decision, Min 59.1 refers, no discussion or decision was required on this item.

**62. TO RECEIVE AN UPDATE FROM THE DEPUTY CLERK REGARDING THE WATER SUPPLY AT FLANDERS CLOSE ALLOTMENTS. INCLUDING; TO RATIFY THE DECISION MADE BY EMAIL TO NOT PURSUE CONNECTING A WATER LINE TO A RESIDENTS SUPPLY. TO NOTE THE RESPONSE FROM TENANTS REGARDING THE PROVISION OF PLOTS WITHOUT A WATER SUPPLY AND TO NOTE IF ANY TENANTS HAVE BEEN APPOINTED PLOTS.**

Members **AGREED** to ratify the decision to not connect a water line to a resident's supply and further **AGREED** to ratify the decision to provide the plots without a water supply.

Members **NOTED** that two prospective tenants have agreed to accept the plot without a water supply.

**63. CONSIDERATION OF THE LETTING OF THE PLOTS AND TO AGREE TO THE DEPUTY CLERK CARRYING OUT THE RELEVANT PROCEDURES INCLUDING; ALLOCATING THE PLOTS AND ISSUING TENANCY AGREEMENTS.**

Members **AGREED** that upon completion of the work by the contractors that officers should immediately write to the prospective tenants offering a tenancy and should have the relevant paperwork completed and allocate the plots accordingly.

Members further **AGREED** to officers offering the available to plots to persons on the waiting list in accordance with the proximity of their home address to the Flanders Close site. This is due to the unavailability of water on site.

**64. TO NOTE ANY UPDATE REGARDING THE PROVISION OF THE COMMUNAL PLOTS AND TO CONSIDER ANY APPLICATIONS. TO CONSIDER THE ALLOCATION OF THE PLOTS.**

The Deputy Clerk gave a verbal update. There has been no additional uptake on the community allotments despite it being advertised on the PC website and Facebook page on several occasions and the Deputy Clerk has been in contact with a number of organisations who have all declined the plot for various reasons.

After discussion Members **AGREED** that both plots in the communal site are offered to the Southbourne Sea Scouts and Should the Sea Scouts wish to take on both plots that they are notified that this will be reviewed at the beginning of the next financial year (2024) and every year going forward with the PC reserving the right to offer a plot to another community group should one wish to take on a communal allotment plot.

**65. TO NOTE ANY UPDATES REGARDING SOUTHBOURNE FIELDS. INCLUDING:**

**65.1 TO NOTE GRASS CUTTING ARRANGEMENTS AND TO AGREE IF THE CURRENT METHOD IS SUCCESSFUL.**

Members **NOTED** that the plot holders at Southbourne Fields have been making their own grass cutting arrangements and have been carrying this out successfully. Members **AGREED** that the Allotment Committee need take no action on this matter but wished the Deputy Clerk to write and thank plot holders for carrying this out.

**65.2 TO NOTE THE UPDATE REGARDING THE WATER PROVISION. TO NOTE THE WATER BILL AND THAT THIS WILL BE TAKEN FROM THE ALLOTMENT COMMITTEE BUDGET.**

The water bill of £200.64 was **NOTED** and it was further **NOTED** that this will come out of the Committee budget.

Members asked if there had been any update on who owns the hedge and ditch at Southbourne Fields. Cllr Bangert had been making enquiries regarding this but was not present at the meeting. Members asked if Officers could find out from the Land Registry.

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

The Deputy Clerk advised that there are 27 persons on the waiting list but that five of those persons had been offered Flanders.

**67. SITE INSPECTIONS- TO NOTE THE NEXT DATE.**

The next site inspection was **AGREED** for beginning of February to fit in line with the next committee meeting of 16<sup>th</sup> February. It was recommended that next financial year the committee meetings should fit in line with the growing seasons so that decisions can be made in good time and inspections can be carried out in line with expected use of the plots. Members asked that this be added as an item to the next agenda.

**68. TO NOTE THE DATE AND TIME OF NEXT MEETING.**

Thursday 16<sup>th</sup> February 2023 10am at St John's Church Centre.

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**AGENDA ITEM 4**

**DECLARATIONS OF INTEREST**

Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

**AGENDA ITEM 5**

**ADJOURNMENT FOR PUBLIC OPEN FORUM**

The Chairman will adjourn the meeting for the Open Forum. During these sessions members of the public will be permitted to speak and ask questions with a maximum time of 3 minutes. Members are asked to note that no decision can be made during this time and any item requiring further discussion will need to be deferred to a future agenda.

**AGENDA ITEM 6**

**TO NOTE INCOME AND EXPENDITURE**

Income: £1720, Expenditure: £0

**AGENDA ITEM 7**

**TO NOTE THE 2023-24 BUDGET AS SET BY F&P**

Members are asked to **NOTE** that the F&P committee set the committee's budget at £1000.

**AGENDA ITEM 8**

**TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY CLERK REGARDING THE FLANDERS CLOSE ALLOTMENTS INCLUDING;**

**8.1 COMPLETION DATE**

**8.2 TENANCIES & WAITING LIST**

Members are asked to **NOTE** that the waiting list stands at 22. 6 persons have now declined Flanders Close. There are currently 3 confirmed tenants for Flanders Close and officers are awaiting a reply from 1 person.



**8.3 WATER BUTT INSTALLATION AND COSTS**

Members are asked to **NOTE** that the contracted caretaker has agreed to the installation of the water butts and is awaiting the erection of the shed by the contractors. The work will likely take place on a Saturday.

**8.4 TO NOTE THAT OFFICERS HAVE WRITTEN TO PAUL BARNETT & THE CDC TREE OFFICER REGARDING THE DECISION TO WITHDRAW THE TREE APPLICATION.**

## 8.5 CONSIDERATION OF THE PURCHASE OF TWO BOLTS AND CODED PADLOCKS FOR THE GATES AND A PADLOCK FOR THE COMMUNAL SHED

### Shopping Basket

		Price
	<b>MASTER LOCK Heavy Duty Disc Padlock [Combination] [Stainless Steel] [Outdoor] M40EURDNUM - Best Used...</b> <small>Only 5 left in stock.</small> Eligible for FREE Shipping Gift options not available. <a href="#">Learn more</a> Style Name: Single Qty: 3 <span>▼</span>   <a href="#">Delete</a>   <a href="#">Save for later</a>   <a href="#">See more like this</a>	<b>£11.62</b> (€13.95 incl. VAT) <a href="#">Business Price</a> <span>▼</span>
	<b>2 Sets Heavy Duty 304 Stainless Steel Hasp Staple with Screws, nuumee Padlock Hasp Door Clasp, Shed Locks...</b> <small>In stock</small> Eligible for FREE Shipping <input type="checkbox"/> This will be a gift <a href="#">Learn more</a> Qty: 1 <span>▼</span>   <a href="#">Delete</a>   <a href="#">Save for later</a>   <a href="#">See more like this</a>	<b>£10.90</b> incl. VAT
Subtotal (4 items):		<b>£52.75</b>

### AGENDA ITEM 9

**TO NOTE ANY UPDATE REGARDING THE PROVISION OF THE COMMUNAL PLOTS. TO CONSIDER THE ALLOCATION OF THE PLOTS FOLLOWING THE MEETING WITH SOUTHBOURNE SEA SCOUTS ON 14<sup>TH</sup> FEBRUARY.**

Members are asked to **NOTE** that a meeting between committee members and K Jarvis, representative of the Sea Scouts, took place on Tuesday 14<sup>th</sup> February. The Deputy Clerk may wish to give a verbal update of the meeting.

Members are further asked to consider the allocation of the communal plot to Southbourne Sea Scouts.

### AGENDA ITEM 10

**TO NOTE ANY UPDATES REGARDING SOUTHBOURNE FIELDS. INCLUDING:**

#### 10.1 CONSIDERATION OF A COMMUNAL GREENHOUSE.

This item was a recommendation by a Member during open forum of 15<sup>th</sup> December, Min 57.1 refers. Members are asked to consider the erection of a communal greenhouse at Southbourne Fields including consideration of the location and management of the greenhouse and any other relevant details. The Member may provide additional details of the proposal.

Photo of potential location:



#### **10.2 CONSIDERATION OF REPAIR TO THE WATER PIPES. INCLUDING AN UPDATE FROM CLLRS JAMES AND RIDDOCH REGARDING THEIR INSPECTION.**

Cllrs Riddoch and James may wish to give a verbal update on the condition of the taps and pipework. Members are asked to **AGREE** to a course of action.

#### **10.3 CONSIDERATION OF THE INSTALLATION OF FRUIT TREES.**

This item was a recommendation from meeting of 15<sup>th</sup> December Min 60 refers.

#### **10.4 UPDATE ON THE OWNERSHIP OF THE HEDGEROW AND DITCH.**

Members are asked to **NOTE** that officers have made enquiries. On HM Land enquiries [HM Land Registry - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/hm-land-registry) the land appears to be recorded as 'Land North of Main Road' but there is no linked postcode as there is no property located on site, HM land registry gives limited information. The title register can be purchased at £3 however it is unclear what information this will deliver. An extract from [Your property boundaries: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/your-property-boundaries-overview) states:

##### **Overview**

If you live in England or Wales, there's usually no record of:

- the exact boundary between two properties
- who owns the hedge, wall, tree or fence between 2 properties

You can get an idea of where the boundaries for your property are by looking at its [title plan](#). Most title plans don't show exact boundaries - you usually don't need to have the exact boundaries recorded anywhere.

[Who is responsible for maintaining boundary structures? - Land Registry Deeds | Title Deeds and Documents \(landregistry-deeds.co.uk\)](https://www.landregistry.gov.uk/deeds/)



## Who is responsible for maintaining boundary structures?

### The Default Boundary Rule

There is no 'standard' rule relating to the maintenance of boundary structures that is legally binding on property owners in the UK. Boundary structures are fences, hedges, garden walls or any other physical feature which act to separate one property from another.

There are 2 very important details that you need to be aware of, which are discussed more fully below:

- The Land Registry does not decide who owns/is responsible for boundary structures; and
- You may find that you are not responsible for any of the boundary structures around your land, and ownership of the structures cannot be determined from the deeds.

Members are asked to advise how they would like officers to proceed.

### 10.5 CONSIDERATION OF THE TAKING OF METER READINGS FOR ACCURATE WATER BILLING

Members are asked to **NOTE** that the contracted caretaker can carry out the meter readings and will do this quarterly in line with billing.

### AGENDA ITEM 11

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

Members are asked to **NOTE** that there are currently 22 persons on the waiting list.

### AGENDA ITEM 12

#### SITE INSPECTIONS, CONSIDERATION OF THE FEBRUARY INSPECTION.

The Deputy Clerk will give a verbal report.

### AGENDA ITEM 13

#### CONSIDERATION OF THE TENANCY AGREEMENT FINANCIAL YEAR 2023-24.

Members are asked to consider the revised tenancy agreement as circulated by the Deputy Clerk. Amendments are highlighted in yellow. Members are further asked to ratify the rental charges as £100 per annum per plot and £115 per annum for extended plots in line with the budget set by F&P.

### AGENDA ITEM 14

#### CONSIDERATION OF THE TENANCY AGREEMENT FINANCIAL YEAR 2023-24.

This item was deferred from the meeting of 29<sup>th</sup> September 2022 Min. 40.6 refers. Members **AGREED** to reconsider the rental charges for 2023-24 at Southbourne Fields allotments.

### AGENDA ITEM 15

#### CONSIDERATION OF COMMITTEE DATES FOR FINANCIAL YEAR 2023-24.

Members requested for the dates to be reconsidered in line with the growing season and distribution of tenancy agreements. Min 67 refers.

### AGENDA ITEM 16

#### CONSIDERATION OF INSPECTION DATES FOR FINANCIAL YEAR 2023-24.

Members are asked to recommend dates in line with the agreed committee meeting dates.

### AGENDA ITEM 17

#### TO NOTE THE DATE AND TIME OF NEXT MEETING

Next meeting: TBC