

ALLOTMENT COMMITTEE 25th MAY 2023

REPORTS

AGENDA ITEM 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

For **NOTING** only.

AGENDA ITEMS 2

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

Members are asked to **AGREE** to appoint a maximum of 2 non-councillor representative/s to sit on the Allotment Committee.

Members are further asked to **AGREE** to appoint a non-councillor advisory representative to the Allotment Committee.

AGENDA ITEMS 3 & 4

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 5

TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 16TH FEBRUARY 2022

MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 16th FEBRUARY 2023

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

IN ATTENDANCE: M. Carvajal-Neal (Clerk of Allotment Committee).

69. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting at 10:05am. The Chairman thanked everyone for their attendance and advised that we have received the resignation of C. Jones. The Chairman wished to thank Cath for her support and involvement with the committee.

70. APOLOGIES FOR ABSENCE

Apologies had been received from C. Jones who has resigned from the committee and from Cllr Riddoch (no reason was given). No other apologies had been received.

71. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 15TH DECEMBER 2022.

71.1 Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 15th December 2022 and they were signed by the Chairman.

72. DECLARATIONS OF INTEREST

There were no declarations of interest.

73. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for Open Forum.

74. TO NOTE ANY INCOME AND EXPENDITURE

Members **NOTED** that the projected income for 2023-24 is £1664 resulting from plot rental. Members additionally **NOTED** that there had been no expenditure from the 2022-23 budget and the balance will be returned to reserves as no expenditure has been identified.

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

Members **NOTED** that the Budget for 2023-24 is set at £1000.

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

76.1 COMPLETION DATE

The works is currently being carried out and the completion date is imminent. The Clerk reminded Members that it has been agreed to let the plots as soon as they are available.

76.2 TENANCIES & WAITING LIST

Members **NOTED** that there had been no change to the current tenancies. Members further **NOTED** that there is no waiting list for Flanders Close and the plots have been allocated.

76.3 WATER BUTT INSTALLATION AND COSTS

Members **NOTED** that officers will instruct the contracted caretaker to install the water butts as soon as the shed is installed and **NOTED** that this will likely take place on a Saturday. The cost of £120 has already been **AGREED** and is to be taken from the NHB budget.

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

This was **NOTED**.

76.5 CONSIDERATION OF THE PURCHASE OF TWO BOLTS AND CODED PADLOCKS FOR THE GATES.

Members **NOTED** the costs and **AGREED** to the purchase of two bolts and three coded padlocks. Members further **AGREED** that if the shed requires a bolt a third can be purchased. Members **AGREED** a total expenditure of £70 for the bolts and padlocks to be taken from the NHB budget or the committee budget if there is no remaining NHB budget.

77. 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 14TH FEBRUARY.

Members **NOTED** the meeting between Cllrs James and Taylor, the Deputy Clerk and K. Jarvis, representatives of the Sea Scouts. The Deputy Clerk gave a brief verbal update: Members had asked K. Jarvis what she intends to use the site for and it was clarified that the site would be for growing produce/flowers etc. only. Structures were discussed and it was confirmed that a temporary Gazebo could be installed as this does not contradict the tenancy agreement, but no permanent structures would be allowed without the prior written consent of the committee. There was an opportunity to review the tenancy agreement and the terms were agreed by K Jarvis who signed the agreement. It was highlighted that the agreement is between Southbourne Sea Scouts and Southbourne Parish Council, should the representation of the Sea Scouts change or the Sea Scouts no longer operate from Southbourne then the tenancy will be revoked. This is outlined in the agreement.

Member **AGREED** to **RATIFY** the allocation of the plot to the Southbourne Sea Scouts.

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

78.1 CONSIDERATION OF A COMMUNAL GREENHOUSE.

J. Ullman presented a verbal proposal: Allotment holders at Southbourne Fields would collectively purchase a second-hand greenhouse and install it on a non-permanent base in the space adjacent to plots 13 and 15. They have located a 6x8ft one for a cost of £70. Members would fund the greenhouse by asking plot holders for a donation towards it. The greenhouse would be accessible to all tenants of Southbourne Fields for the use of starting seedlings etc.

The Deputy Clerk presented two options to Members;

1. Tenants gift the greenhouse to the Parish Council and, providing the council accept, the greenhouse will be added to the asset register and will be covered by the Council's insurance.
2. Tenants form a group, and an agreement is drawn up which details the responsibility and management of the greenhouse including ongoing repairs, maintenance and liability.

After much discussion it was **AGREED** to go with option 1, to gift the Greenhouse to the Parish Council. It was further **AGREED** that if the PC accept the donation that the Greenhouse it to be inspected in line with plot inspections. Any repairs, maintenance or other associated costs including removal is to be taken from the committee budget.

It was **AGREED** to make a recommendation to Full Council that the Greenhouse be gifted to the Parish Council under the following terms;

The Greenhouse it to be 6x8ft in size to be installed on a non-permanent base. To be inspected in line with plot inspections. Any repairs, maintenance or other associated costs including removal is to be agreed in advance by the allotment Committee and taken from the Committee budget. The Greenhouse is for use by any Southbourne Field tenants.

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

Cllr Riddoch was not present at the meeting however Cllr James gave a verbal update. The pipes appear to have frozen and were damaged, as such the taps had been switched off. It was reported that Cllr Riddoch had previously volunteered to make the repair. Members **AGREED** to a budget of £100.00 for the associated parts. A receipt is to be provided to Officers. The Deputy Clerk will contact Cllr Riddoch to confirm he is willing to carry out the work.

78.3 CONSIDERATION OF THE INSTALLATION OF FRUIT TREES.

Members **AGREED** to the installation of 4 fruit trees; 2 apples, a pear and a plum, and for officers to make the relevant application with CDC. Members **AGREED** to using one of the nurseries recommended by CDC, the Deputy Clerk will determine the most appropriate related to delivery and installation.

A member advised that the trees will need Gator bags for watering and other associated items including piping and installation. Members **AGREED** that J Ullman investigate the purchase of these items and present this back to the committee at a future meeting. Members further **AGREED** to consider at a future meeting a proposal to ask the contracted caretaker to carry out or assist with the planting and to consider the associated costs.

Members further **AGREED** to add to a future agenda to assess the health of the existing trees on site and consider a watering routine for them.

78.4 UPDATE ON THE OWNERSHIP OF THE HEDGEROW AND DITCH.

The Deputy Clerk advised that it had not yet been possible to determine who owns the land adjacent to Southbourne Fields allotments and upon further research it is very difficult to legally define who is responsible for maintenance of ditches and foliage on a boundary. In addition, it is evident that the

ditch is being cleared and as such is not likely the cause for flooding at the allotments. Members **AGREED** that at this stage no further action is required on this matter.

78.5 CONSIDERATION OF THE TAKING OF METER READINGS FOR ACCURATE WATER BILLING.

Members **AGREED** that the contracted caretaker carry out quarterly meter readings and provide the reading to officers.

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

Members **NOTED** that there are 22 persons on the waiting list. 6 persons had declined Flanders Close.

80. SITE INSPECTIONS, CONSIDERATION OF THE FEBRUARY INSPECTION.

Members **NOTED** the verbal update from the Deputy Clerk and Chair. As the growing season had not yet started a full inspection was not possible, instead the focus was on Health and Safety i.e. Trip hazards, any required maintenance etc. and as such there were no points to report. Members **AGREED** that February is not the best month to carry out an inspection, dates will be reviewed later on this agenda.

81. CONSIDERATION OF THE TENANCY AGREEMENT FOR YEAR 2023-24.

Members considered the revised Tenancy Agreement for 2023-24 and **AGREED** to the amendments:

3.8 to remove *“The Tenant shall not keep hens or rabbits or any other livestock in a manner that is prejudicial to human health or animal welfare or a nuisance to surrounding plot holders or residents.*

in the Tenant must comply with the Council’s guidelines for keeping hens and rabbits on allotments with regard to housing, food, water, animal husbandry, health and welfare must be met.”

And replace with *“The Tenant shall not keep hens or rabbits or any other livestock”.*

82. CONSIDERATION OF THE RENTAL CHARGES FOR YEAR 2023-24.

Members **NOTED** that the rental agreements for 2023-24 were set to be unchanged in line with the Budget set by F&P. Members felt that they would like to review the rental charge but felt that now was not the right time to do so as the budget has just been agreed by Full council. Members **AGREED** that for the year 2024-25 Members would review the charges in September 2023 in time to make a proposal to F&P ahead of them setting the budget. Members further **AGREED** to consider making a recommendation that a maintenance fund be established for the allotments. This will be added to the September agenda for consideration.

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

Members **AGREED** to the following dates:

Thursday 25th May 2023 10am

Thursday 21st September 2023 10am

30th November 2023 10am

29th February 2024 10am

These meeting dates have been **AGREED** to fit in line with a number of aspects including; site inspections, tenancy renewals, the growing season and consideration of the budget.

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

In line with committee dates as above Members **AGREED** to inspections being carried out in May and September approximately 2 weeks ahead of the committee meetings.

TO NOTE THE DATE AND TIME OF NEXT MEETING.

AGENDA ITEM 6

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 7

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.

-A member of the public has raised concerns regarding parking at Flanders Close. Officers wrote to the resident and advised that there are two allocated spaces for allotment holders only which are not being enforced by SPC at the moment as no issues have been raised. The resident is going to continue to monitor and raise this with Hyde if necessary.

This is for **NOTING** only.

-A tenant has made a request to circulate the following:

Celebration for the New Greenhouse-

There will be a little celebration on the allotments at the new communal greenhouse to say thank you to the hard working people who made it happen. Saturday 27th of May at 4pm. Everyone bring a chair and something to share (nibbles, cakes, drinks etc). We hope that you all can make it!

This is for **NOTING** only.

AGENDA ITEM 8

TO NOTE THE TERMS OF REFERENCE AS APPROVED BY COUNCIL ON 9TH MAY

For **NOTING** only. These have been circulated separately and are available on the SPC website.

AGENDA ITEM 9

TO NOTE THE BUDGET AND ANY INCOME AND EXPENDITURE

Members are asked to **NOTE** the following figures:

Budget: £1000

Income to date: £1664

Expenditure: £0

AGENDA ITEM 10

FLANDERS CLOSE

10.1 TO RECEIVE AND NOTE AN UPDATE ON THE WORKS

Members are asked to **NOTE** that the project is complete, and the traditional plots were let as of 1st April 2023. The communal plot is complete including the installation of the shed and water butts.

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

Members are asked to **NOTE** that as per min. ref 39.3 the Deputy Clerk requested the contractor to cover the communal beds with a weed barrier however the contractors had not budgeted for this work. As such Members are asked to **CONSIDER** the purchase of weed membranes to be installed by the caretaker and to **AGREE** to the associated costs:



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Photo of communal plot

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

Members are asked to **NOTE** the withdrawal.

10.4 CONSIDERATION OF A COURSE OF ACTION FOR THE COMMUNAL PLOTS

Members are asked to **CONSIDER** a course of action for the letting of the communal plots including the shed.

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.

	Minus VAT	Inc VAT
Total Budget	£ 15,226.00	£ 18,271.20
Contracted works	£ 14,680.00	£ 17,616.00
Water butts & hardware	£ 144.44	£ 173.33
Cost for installation	£ 120.00	£ 144.00
Caretaker petrol costs	£ 10.00	£ 12.00
weed membrane		
Locks	£ 46.45	£ 55.74
Total Spend	£ 15,000.89	£ 18,001.07
Balance	£ 225.11	£ 270.13

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





AGENDA ITEM 11

SOUTHBOURNE FIELDS

11.1 TO RECEIVE AND NOTE AN UPDATE ON THE COMMUNAL GREENHOUSE

J. Ullman to give a verbal update. Once the greenhouse is complete Officers can make the recommendation to Council to adopt the greenhouse, min 78.1 refers.

11.2 CONSIDERATION OF REPAIR TO THE WATER PIPES

Members are asked to **NOTE** that officers received a report of a leaking tap and SPC's contracted caretaker did carry out an inspection to the water pipes adjacent to the site entrance however, at that time, there appeared to be no leak. Since that date it has been reported again that there is a leak at the tap nearest to the entrance. A tenant switched the stop cock off and Officers instructed the caretaker to re check and carry out a repair. The caretaker was unable to carry out a repair, Officers have made attempts to seek quotes for the work. The Deputy Clerk may give a further verbal update on this item.

Members are asked to **CONSIDER** a course of action and to **CONSIDER** any quotes if these have been obtained.

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

Members are asked to **NOTE** that CDC no longer run this scheme.

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 are asked to **NOTE** the following correspondence from J. Ullman:

At the last meeting we agreed that I was going to progress sourcing fruit trees to be paid for by Chichester Council's tree fund. It turned out that we missed the timing of that fund and would have to wait until next year to apply. I had already identified some trees, and they went on sale at the end of the bare root season. I decided to buy two of the apple trees and donate them to the allotment. We can buy further trees next year if the Council's tree fund is re-opened.

*My husband *** and I have planted the trees in the margin of the car park as we would have done with the ones paid for by the Council.*

I hope that this is ok!

The varieties are an eater called Red Falstaff and a cooker called Bountiful.

11.5 Members are further asked to **CONSIDER** retaining the trees and formally adopting them as parish owned property.

AGENDA ITEM 12

TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES

Members are asked to **NOTE** that there has been a change of tenancy at Plot 2, Southbourne Fields. Following a site inspection on 20th March 2023 the previous tenant's agreement was terminated. A new tenant has now been allocated. There have been no other changes to tenancies.

AGENDA ITEM 13

SITE INSPECTIONS, CONSIDERATION OF THE MAY INSPECTION

This is due to take place on Tuesday 23rd May and the Deputy Clerk will present the findings to the committee for consideration.

AGENDA ITEM 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

See photos circulated separately. Members are asked to **CONSIDER** and **AGREE** to a response to the request.

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

See photos circulated separately. Members are asked to **CONSIDER** and **AGREE** to a response to the request.

AGENDA ITEM 15

TO NOTE THE DATE AND TIME OF NEXT MEETING

21st September 10-12, at St John's Church Centre, Main Road.