



Southbourne Parish Council

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ALLOTMENT COMMITTEE 29th FEBRUARY 2024 REPORTS

AGENDA ITEM 1

CHAIRMAN'S INTRODUCTION AND WELCOME

AGENDA ITEM 2

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 21st SEPTEMBER 2023 AND TO NOTE THE CANCELLATION OF THE NOVEMBER ALLOTMENT COMMITTEE MEETING SCHEDULED FOR THE 30TH NOVEMBER 2023, DUE TO BEING NON-QUORATE

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

PRESENT: Cllrs: L. Meredith (Chair) and J. Money.

IN ATTENDANCE: M. Carvajal-Neal (Clerk of Allotment Committee) M. Banach (Admin Assistant) and Committee Member J. Ullman.

The meeting started at 10.02

16. TO NOTE THE RESIGNATION OF CLLR TAYLOR FROM THE PARISH COUNCIL

This was **NOTED**. The Chair offered her thanks to the former Chair for all his hard work and dedication to the Parish Council and to the Allotment Committee.

17. TO NOTE THE APPOINTMENT OF CLLR MEREDITH AS CHAIR OF THE ALLOTMENT COMMITTEE AS APPROVED BY COUNCIL ON 11TH JULY 2023

This was **NOTED**.

18. CONSIDERATION OF THE APPOINTMENT OF MEMBERS AS NON-COUNCILLOR MEMBERS TO THE COMMITTEE

The Deputy Clerk had received notification that an allotment holder wished to stand to be nominated for the position of non-councillor elected Member to the committee. Unfortunately, the tenant was not able to

attend the meeting. Members **AGREED** to wait until the tenant can attend the meeting to consider electing them on to the Committee. The Deputy Clerk to notify the tenant.

19. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the committee and thanked everyone for their attendance.

20. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr T. Bangert who had other commitments in her capacity as CDC councillor and from Committee Member L. Davies who is on leave.

21. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 25TH MAY 2023

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 25th May 2023 and they were signed by the Chairman.

22. DECLARATIONS OF INTEREST

22.1 The Deputy Clerk declared that she has a plot at Southbourne Fields which is subject to inspection. The Chair had undertaken the inspection of this plot.

22.2 J. Ullman declared that she had a pecuniary interest in agenda item 10 as she is an allotment holder and would refrain from voting on the matter.

23. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for open forum.

24. CLERK'S UPDATE

Members **NOTED** the following updates from the Deputy Clerk:

24.1 The Contracted caretaker has trimmed the footpaths and cut back the overhanging branches at Flanders Close. As he had access to his own tools he did not need to purchase any equipment. Min 10.6 refers.

24.2 Full Council agreed to the recommendation to formally adopt the Greenhouse. Min 11.1.1 refers.

24.3 A resident has complained regarding the condition of the plots at Flanders Close, specifically the smell of rotting vegetation and that the plots are untidy. Additionally, that the weeds outside of the site are not being tended to. Officers have written to tenants to remind them of the terms of the tenancy agreement. Maintenance of the site is already for consideration on this agenda as is the inspection report from the site, as such no decision is required at this time.

24.4 A tenant has complained regarding their plot at Flanders Close, circulated separately. The items raised are for consideration on this agenda as such no decision is required at this time.

25. TO CONSIDER A PROPOSAL TO REVIEW THE RENTAL FEES FOR SOUTHBOURNE FIELDS AND FLANDERS CLOSE.

Members received and **NOTED** a verbal update from the Deputy Clerk of the history of the rental fees and that the fees had been set in line with the facilities that were provided and the condition of the plots. Officers have not received any comments regarding rental fees being high.

One Member raised a point that a former Parish Councillor and Member of the Committee had raised at a previous meeting that rental fees were not being utilised for the allotments. The Deputy Clerk clarified that there are no terms that specify that generated income from rental fees must be spent on allotments only and that Parish Councils are permitted to generate income from allotments to be utilised elsewhere. Additionally, it would not be good practice for the committee to lower rent in line with expected expenditure as allotment sites can require large unforeseen expenses. If there is unspent budget at the end of the financial year it is good practice to reduce the budget provided by the Parish Council rather than reducing rental fees which in turn can help keep the precept at an affordable rate for the electorate.

Additionally, there are no outstanding items that need to be addressed as such the Committee *have* utilised the money for the allotments when it was required.

Following discussion, it was proposed that the rental fees for Flanders close be set at £20 per annum for the financial year 2024-25. Members considered the proposal and unanimously **AGREED** to set the rental fees at £20 for 2024-25.

It was then proposed that the rental fees at Southbourne Fields remain at £100 per annum for the standard plots and £115 for the larger plots. Members considered the proposal and unanimously **AGREED** for rental fees to remain at £100 per annum for the standard plots and £115 for the larger plots .

The committee further **AGREED** that the rental fees for Southbourne Fields remain the same for a period of 3 years, therefor they will next be reviewed for the financial year 2027-28.

26. BUDGET- TO NOTE THE BUDGET AND ANY INCOME AND EXPENDITURE INCLUDING:

The budget including income and expenditure was **NOTED**.

26.1 TO RATIFY THE PAYMENT OF £197 (EX VAT) FOR THE REQUIRED REPAIR TO TAP 2

Members **AGREED** to **RATIFY** the payment of £197 to come from the allotment committee budget for the required repair to tap 2.

26.2 TO CONSIDER THE BUDGET FOR 2024-25 INCLUDING ANY REQUIRED RECOMMENDATIONS TO FULL COUNCIL

Members **NOTED** the expected income and expenditure as circulated by the Deputy Clerk and **AGREED** that the 2024-25 budget for the Allotment Committee be set at £1000 per annum, based on a predicted income of £1740 generated from rental fees. Members further **AGREED** to make the following recommendation to Full Council:

RECOMMENDATION: That the 2024-25 budget for the Allotment Committee be set at £1000 per annum.

26.3 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

Members **CONSIDERED** and **AGREED** to the proposal to establish a maintenance fund for future works to either allotment sites. Members further **AGREED** to make the following recommendations to Full Council:

RECOMMENDATION:

1. That the Allotment Committee establishes a maintenance fund for required maintenance to any allotment site owned by the Parish Council.
2. That any unspent funds either from the Allotment Committee budget or generated income at the end of the financial year are earmarked to the Maintenance Fund up to a maximum value of £5000.
3. Should the maintenance fund reach £5000 capacity any further unspent budget at the end of any financial year is returned to the Parish Council reserves.
4. Should Full Council approve the above recommendations that these terms are added to the Allotment Committee ToR:

Function of committee: To manage a Maintenance Fund generated from annual unspent budget to a maximum value of £5000.

Delegation of functions: Parish Clerk and Officers

26.4 TO CONSIDER A PROPOSAL TO EARMARK A PORTION OF THE BUDGET TO BE ALLOCATED FOR THE FUTURE PURCHASE OF ADDITIONAL ALLOTMENT SITES

A discussion was held and the following points were raised:

- The committee do not have the authority to agree to the purchase of any land, as such this decision must be deferred to Full Council.
- The provision of allotment plots is not within the PC's business plan for 2023-24.
- The Parish Council have purchased two allotment sites since 2021 and as such have met their obligation to the electorate in terms of the provision of allotments.
- The formation of the allotment plots at Flanders Close took a considerable amount of officer's time. As it stands officers would not have sufficient time to take on another project of this scale.
- Given the legal costs associated with purchasing Flanders Close and the costs of the contracted work it would be unlikely that the committee would be able to generate enough funds from unspent budget to support the purchase of new allotments.
- Officers recommend that should a future viable allotment site become available that the committee consider making a recommendation to Full Council to purchase or adopt the site at that time.

Following discussion Members **AGREED** to decline the proposal to earmark any portion of the budget to be allocated to the future purchase of additional allotment sites.

Members **AGREED** with officer's recommendation that should a viable allotment site be presented to the PC that the committee consider making a recommendation to Full Council to purchase or adopt the site at that time.

Members further **AGREED** to add to a future agenda consideration of a minimum set of standards for any allotment site that is offered to the PC. Members asked that Officers notify the committee if any sites are presented to the PC.

27. 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

Following discussion Members **AGREED** to delay the tenancy renewal date from 1st April 2024 to 1st May so that rental fees can be received into the correct financial year.

Members further **AGREED** to offer tenants the month of April 2024 rent free.

28. FLANDERS CLOSE- TO RECEIVE ANY UPDATES AND CONSIDER ANY REQUIRED ACTIONS

28.1 TO RECEIVE AND NOTE AN UPDATE ON THE NEW HOMES BONUS PROJECT

Members **NOTED** the update.

28.2 TO CONSIDER ANY APPLICATIONS FOR THE COMMUNAL PLOT

Members **NOTED** that the Deputy Clerk has not received a response from any of the organisations that were contacted by officers. Members further **NOTED** that the Deputy Clerk has had some interest from Tuppenny Barn who could potentially use the plot for a new scheme they are starting which is due to launch in February 2024.

Members **AGREED** that the plot is offered to Tuppenny Barn. The Deputy Clerk highlighted that the tenancy agreement may need to be amended at that time to support the project given that there is no water on site and it may not be feasible to use the plot in a traditional way. It was further **AGREED** to revisit this at a future meeting and to ask Tuppenny Barn to attend that meeting and present their ideas so that the tenancy agreement can reflect the agreed use.

28.3 TO CONSIDER MAINTENANCE OF THE SITE INCLUDING WEEDS IN COMMUNAL AREAS

The Deputy Clerk recommended that a formal maintenance plan is put in place for Flanders Close, specifically; litter picking, strimming around plots and weed spraying in the areas outside of the plots. The contracted caretaker can undertake this work. Members considered the items circulated by the Deputy Clerk and the following was proposed:

-
1. The contracted caretaker is instructed to carry out litter picking and weeding/strimming once per month during the months of April to October. That the remaining period of the year will only require maintenance every other month.
 2. An area of 3ft to be strimmed back around the allotment plots. That the external allotment boundary be strimmed, not sprayed, to prevent contamination of produce. That the external gravel area is sprayed with a non-glyphosate weed killer.
 3. The wildlife corridor to the rear of the site is left to remain wild.
 4. That officers instruct the caretaker as and when to carry out the maintenance, that no spraying is required in winter months and that a maximum budget of 259.99 is used for the purchase of weed killer (10x 5 litre bottles) to come from the Allotment Committee maintenance fund.

Members **AGREED** to the above proposal. Members further **AGREED** that the PPE and other items circulated to the committee are purchased and will come from the allotment committee budget to a maximum value of £100 excluding the weed killer.

28.4 TO RECEIVE AND CONSIDER A QUOTE FOR TREE MAINTENANCE AND CONSIDER A COURSE OF ACTION FOR ANNUAL TREE MAINTENANCE

Members **NOTED** that the Deputy Clerk had only been able to source one quote for the works required at Flanders Close. Members **NOTED** the quote as previously circulated and **AGREED** to **APPROVE** the quote of £480 to:

- Cut back overhang from 2x Sycamores along boundary.
- Remove 1x Sycamore sapling.
- All waste removed.

The works are to be paid for from the maintenance fund and for Officers to instruct the contractor to carry out the work.

Members further **AGREED** to **APPROVE** the quote of £180 per annum for the maintenance of the trees and hedges along the boundary line and **AGREED** to officers instructing the contractor to carry out this work when required.

28.5 TO CONSIDER A REQUEST FROM A TENANT TO TEMPORARILY REMOVE SOME FENCING TO ALLOW A WATER TANK TO BE INSTALLED

Members **NOTED** that a tenant has requested that they or the PC remove a portion of the fencing temporarily to allow an IBC tank to be brought onto site to collect larger volumes of water. The contracted caretaker has advised that he is able to facilitate this.

One Member was concerned that the tanks are very large and questioned whether they were suitable given that they would be required to be removed from site if and when the tenancy was terminated. Following discussion Members **AGREED** that during the exit inspection Officers can make an assessment as to the benefit of any equipment on site, providing that the equipment is in good order the tenant would not be asked to remove it. This applies to any and all items on any plots owned by the PC.

Members **AGREED** that the fence be removed and that Officers liaise with the caretaker and plot holder to organise this.

There were some concerns regarding legionella in water butts, containers and hoses given that there has been a recent case of a death caused by legionella contracted from a hose pipe at an allotment.

Members **AGREED** that the tenancy agreement will need to be amended to prohibit the use of any equipment which creates aerosol as air born legionella can cause a significant risk to both the user of the

equipment and to neighbouring plot holders and residents. As such Members **AGREED** that Officers circulate some information to tenants regarding legionella and that tenants are advised of the following;

Tenants may not add pumps to any water butt or cistern. Tenants must not use any equipment that creates an aerosol spray due to the risks of legionella except when attached to a mains water supply.

It was further **AGREED** that Officers add this to the tenancy agreement and display information on the risk of Legionella on the noticeboard.

29. SOUTHBOURNE FIELDS

29.1 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

Members **NOTED** the report as provided by the Deputy Clerk. Following discussion the following was proposed:

1. Officers write to tenants and request that any tree that is planted without permission is removed, any tree that is planted that is not a fruit tree of dwarf root stock is removed, that all hedging is removed and that any tree that is of dwarf stock and has been historically permitted is maintained to a maximum height of 8ft and clear of any fencing.
2. That any plot holders that have not had permission to plant a tree or hedge are given until 1st January 2024 to remove the tree or hedging. If they are not removed within this time the 28-day enforcement process is initiated.
3. Officers write to tenants and advise that as of 21st September 2023 the planting of any tree on site is strictly prohibited.

Members **AGREED** to the above proposal. Members further **AGREED** that the tenancy agreement is amended as follows:

3.4.3 Due to the size of the plots the planting of hedges or trees other than dwarf trees will not be permitted

Be amended to:

3.4.3 Due to the size of the plots the planting of hedges or trees is not permitted.

29.2 TO RECEIVE AND NOTE AN UPDATE ON THE MAINTENANCE OF THE TAPS AND TO CONSIDER IF ANY ADDITIONAL ACTIONS ARE REQUIRED

Members **NOTED** the update and **AGREED** that the taps do not require any additional attention at this moment. Members further **AGREED** that, considering the importance of water on an allotment site, should the taps require repair again that they are replaced with a more robust standpipe up to the value of £1000, that should this occur officers circulate the information via email and ratify the decision at the subsequent committee meeting.

29.3 TO CONSIDER A PROPOSAL TO ATTEND TO THE WEEDS IN THE CARPARK AREA

Members considered the proposal and **AGREED** to the same terms as for Flanders Close allotments, Min 33.3 refers, namely that:

The contracted caretaker is instructed to carry out litter picking and weeding/strimming once per month during the months of April to October. That the remaining period of the year will only require maintenance every other month. That officers instruct the caretaker as and when to carry out the maintenance. That glyphosate free weedkiller is used and that no spraying is required in winter months. A maximum budget of

£259.99 (for both sites) is used for the purchase of weed killer (10x 5 litre bottles) to come from the Allotment Committee maintenance fund.

29.4 TO NOTE THE SAFETY ISSUE AND RESOLUTION REGARDING THE GATE

Members **NOTED** the update. One Member advised that a more robust solution is required and requested this be added to a future agenda, this was **AGREED**.

29.5 TO CONSIDER A PROPOSAL TO PURCHASE ADDITIONAL FRUIT TREES

Members **AGREED** that the two apple trees in position at the moment are in good order and do not require any amendments to the stakes. Members **AGREED** to defer the purchase of additional trees to the November meeting and proposed J Ullman provide the committee with information on ornamental cherry trees at that time.

30. TO CONSIDER A REQUEST FROM A RESIDENT TO SITE A BEEHIVE ON ONE OF THE ALLOTMENT SITES

Following discussion Members **AGREED** not to permit the siting of a beehive on either allotment site, this is due to there not being sufficient space. Officers to write to the applicant.

31. TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES AND TO CONSIDER ANY ACTIONS

The current list was **NOTED**.

It was proposed that the tenant at Southbourne Fields who is sited under the sycamore tree be offered the plot which has just been returned to the PC before it is offered to anyone else on the list. This was **AGREED**.

32. SITE INSPECTIONS- TO RECEIVE AND NOTE THE SEPTEMBER INSPECTION REPORT AND TO CONSIDER ANY REQUIRED ACTIONS

Members **NOTED** the report.

Members **AGREED** that there were only 3 plots which required a decision. The following actions were proposed:

1. 1 Plot appears to be abandoned and requires initiation of the 28-day enforcement process.
2. 2 Plots have a letter issued to them reminding them of the terms of the tenancy agreement specifically related to keeping the plot reasonably free from weeds.

Members **AGREED** to the proposal and to officers writing to the tenants. One Member requested that correspondence be sent by post and email, this was **AGREED**.

Members discussed whether the current terms in the tenancy agreement were too stringent, specifically relating to cultivation of the site, that the current conditions were unattainable and should be reviewed. The following changes were proposed;

3.3.1 The tenant shall keep the allotment reasonably free from weeds, properly cultivated and in a good state of fertility all year round. Properly cultivated means that all of the plot is being worked all year round. The area of the allotment occupied by the shed and its base remains exempt from this requirement to cultivate.

3.3.2 Within the first three months of the tenancy 25% of the plot must be under cultivation with crops. This is discretionary on the condition of the plot at the time of tenancy agreement and time of year the plot is let. After three months it must be seen that the plot is regularly tended to and showing signs of progress. The remainder of the plot must be under cultivation with crops within twelve months.

Shall be amended to:

-
- 3.3.1 *The tenant shall keep the allotment reasonably free from weeds all year round. The tenant shall keep at least 50% of the allotment properly cultivated and in a good state of fertility all year round. The area of the allotment occupied by the shed and its base remains exempt from this requirement to cultivate.*
- 3.3.2 *A new tenant shall by the end of the first year of their tenancy comply with 3.3.1 above.*

Members unanimously **AGREED** to the proposed amendment.

33. TO NOTE THE DATE AND TIME OF NEXT MEETING, THURSDAY 30TH NOVEMBER 2024

This was **NOTED**.

The meeting ended at 12:32

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 Chair 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.

5.1 a tenant has raised that one of the french posts holding up the chain link fence has rotted at the base and is swinging free. The rest of the posts around the whole site are ok. You can tell that some have been put directly in the ground not concrete so there will be more that will need replacing in the future.

5.2 a tenant may be present to speak regarding 9.1.

AGENDA ITEM 6

TO RECEIVE A PRESENTATION FROM TUPPENY BARN REGARDING THE COMMUNAL PLOT AT FLANDERS CLOSE AND TO CONSIDER ANY REQUIRED ACTIONS

In attendance:

Maggie Haynes, Tuppeny Barn

Regi Miesle, Chichester and Arun Food Partnership

AGENDA ITEM 7

TO REVIEW THE COMMUNAL PLOT TENANCY AGREEMENT AND AGREE TO ANY AMENDMENTS

Members are asked to **CONSIDER** any actions, including any required amendments to the tenancy agreement.

AGENDA ITEM 8

CLERK'S UPDATE

The Clerk will give an update on items that are for information only and do not require a decision.

8.1 The Contracted Caretaker has now carried out two sprays of weedkiller to external areas at both sites. He has also strimmed the rear area of the plots at Flanders Close.

8.2 The tenant who requested that a portion of the fence be removed to access the site has not responded to two separate emails. Therefor no further action has been taken. Min 28.5 refers.

AGENDA ITEM 9

BUDGET, INCOME AND EXPENDITURE

8.1 Members are reminded of the following predicted figures 2023/24:

Budget: £1000

Income: £1664 (rental fees)

Members are asked to **NOTE** that the Committee Budget for 2024/25 has been set at £1000 by Council and that the proposal to form a maintenance fund from unspent budget to a maximum value of £5000 was approved. The ToR has been updated. Min 26.3 refers.

Members are reminded that rental fees at Southbourne Fields have been agreed as £100 or £115 for larger plots and at Flanders close £20. Therefore the predicted income for 2024/25 is £2740.

8.2 Members are asked to **NOTE** the Income and Expenditure to date. (spreadsheet will be displayed during the meeting).

AGENDA ITEM 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

SOUTHBOURNE FIELDS - TO RECEIVE ANY UPDATES AND CONSIDER ANY REQUIRED

Members are asked to **NOTE** any updates as provided by the Deputy Clerk. There were no items at the time of writing.

10.1 TO CONSIDER A REQUEST TO REVIEW THE REMOVAL OF HEDGING ON A RESIDENT'S PLOT

Members are asked to **NOTE** the information provided by the tenant:

Box plants or Buxus. In General they are slow growing. Established plants will grow approximately 3-6 inches per year, slower growth in poor soil conditions. I have had these plants around 6-8 years and are roughly 2-3 times the size they were when I bought them. So very slow indeed. They are typically trimmed and shaped each year which also reduces their size. I give mine a trim each year which means they don't get very much bigger with each passing year. This is perhaps the only maintenance they need apart from I do also give them an annual feed to help keep the foliage nice and green - but this is optional. Box plants also have very shallow, fine fibrous roots. They look like a network of thin white cotton thread, and so don't develop thick, root balls like trees can. On balance they are slow growing, easy to maintain and in my opinion bring more positives to small mammals and insects in the environment than negatives.

Members are also asked to **NOTE** that, given this decision can only be made by the Committee, the Deputy Clerk has permitted that the Box plant remains in situ until the decision is determined.

Members are asked to **CONSIDER** the request by the tenant to retain the Box Plant that is in situ on her plot. Members are asked to **AGREE** to a response.

10.2 TO RECEIVE A REPORT ON THE PLANTING OF TREES AND CONSIDER ANY ACTIONS

Members are reminded that the previous report on trees identified that a total of 6 trees had been planted on 4 separate plots. Residents were written to by email and letter and asked to remove any trees which did not have permission. 2 of the trees have now been removed. 4 still remain.

Copy of the letter:

Wednesday, 27 September 2023

Dear Tenant,

Following the Allotment Committee's plot inspection on Friday 15th of September and the subsequent meeting of the Allotment Committee on Thursday 21st September, Members have asked that I write to all tenants regarding the planting of trees and hedges at Southbourne Fields.

The committee wishes to remind all tenants that as per your tenancy agreement:

- *If you do not have permission to plant a tree, please remove it.*
- *Any tree that is not a dwarf root stock fruit tree must be removed.*
- *All hedging must be removed.*

If you do have permission to plant a dwarf root stock fruit tree, please ensure that it is pruned to a maximum height of 8ft. If it has been planted adjacent to a fence, please also ensure that it is pruned so that its branches do not interfere with the fence.

Please be advised that the Allotment committee have also agreed that as of 21st September 2023 no further requests for the planting of any trees will be permitted.

Trees still in situ (photos taken 4th December 2023):



These have now been trimmed to below the height of the fence.



10.3 TO CONSIDER A PROPOSAL TO PURCHASE AND PLANT FRUIT TREES IN THE CARPARK AREA. INCLUDING CONSIDERATION OF THE TREE WHICH HAS DIED

Members are asked to **CONSIDER** the proposal and agree to a decision. Members are further asked to **CONSIDER** if they wish to take any action regarding the dead tree.

Information from J Ullman (Committee Member):

I have selected three trees for the committee to choose from to replace the dead tree in the corner. I have chosen them on the basis of benefit to wildlife and ability to grow in difficult conditions. That corner is both wet and exposed to winds, which could be challenging. All of them have small leaves so accumulation of leaves in the in the car park would be minimal.

I have chosen the common alder tree as it is listed in the RHS magazine as being a good choice to ensure against the effects climate change. It likes wet soil but can also take dry hot conditions. It is extremely beneficial as a good source for birds and for insects. It is native to the UK.

The English oak is another choice. It is extremely good for biodiversity. It is fairly flexible as to its growing conditions, so I think would get established well. It is a UK native. It has nice autumn colour.

The third choice is an upright crab apple. Crab apples are really wonderful for birds and for bees. They are fairly flexible in terms of their growing conditions. The pillar shape would be very good in the public setting as the branches would not get in the way of people passing underneath it and would need minimal intervention. It is a very pretty tree both in flower and in the autumn. It is not a UK native, but that doesn't mean it isn't beneficial to wildlife, it is.

The prices listed are a Black Friday discount which is good until the 30th of November. I could email them and ask if they would extend that for us. Delivery is included.

My cart

[Continue Browsing >](#)

Malus 'Red Obelisk' |
Upright Crab Apple Tree

- 1 +

£79.95

X

£79.95

Supplied Size: 120-150cm (12L Pot)



Alnus glutinosa | Common
Alder Tree | Bare Root

- 1 +

£72.00

X

~~£99.00~~ £72.00Supplied Size: 8-10cm girth standard
(Bare Root)

Quercus robur | English
Oak Tree | Bare Root

- 1 +

£108.00

X

~~£135.00~~ £108.00Supplied Size: 6-8cm girth feathered
(Bare Root)

Order summary

Subtotal £259.95

[England, United Kingdom](#)

Total £259.95

Tax included

[Checkout](#)[Check out with Apple Pay](#)[PayPal Checkout](#)[More Payment Options](#)[Secure Checkout](#)[Let's Chat!](#)

Quercus robur | English Oak Tree
| Bare Root

SKU: OT1071-122F

★★★★★ 1 Reviews

£135.00

Black Friday Savings

Pay in 3 interest-free payments of
£45.00 [PayPal](#) [Learn More](#)

Supplied Size

6-8cm girth feathered (Bare Root)

Quantity

1


[Add to Cart](#)[Check out with Apple Pay](#)[PayPal Checkout](#)[More Payment Options](#)[Choosing Tree Size](#)[Let's Chat!](#)

Also known as the Common Oak, this magnificent iconic tree is easily
identifiable and one of our best loved English trees.

Description

Native to the UK, the Common Oak is one of our best loved trees. Its

12:55 Tue 21 Nov bowhayestrees.co.uk 87%



Alnus glutinosa | Common Alder Tree | Bare Root

SKU: OT3029-123

£90.00

Black Friday Savings

Pay in 3 interest-free payments of £30.00 **PayPal** [Learn More](#)

Supplied Size: 8-10cm girth standard (Bare Root)

Quantity: 1

Add to Cart

Check out with Apple Pay

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More Payment Options ▾

Overview

- Native tree
- Favours moist, cool, damp areas such as marshland, woodlands and streams
- Excellent tree for shelterbelts
- Responds well to coppicing and hard pruning
- Size after 10 years: 6m x 3m

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12:55 Tue 21 Nov bowhayestrees.co.uk 87%



Malus 'Red Obelisk' | Upright Crab Apple Tree

SKU: OT1025-360

£79.95

Pay in 3 interest-free payments of £26.65 **PayPal** [Learn More](#)

Supplied Size: 120-150cm (12L Pot)

Quantity: 1

Only 2 left in stock

Add to Cart

Check out with Apple Pay

PayPal Checkout

More Payment Options ▾

Overview

A compact upright crab apple tree with tight pink flowers followed by attractive, coral-red fruits. The foliage is purplish-brown at first, later

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Silver birch and rowan both of which are suggested by the Woodland Trust as good trees for wildlife. Silver birch grows 15-25m, upright rather than spreading. Rowan also upright and slim, 8-15m.

[silver birch - Bowhayes Trees](#)

[rowan - Bowhayes Trees](#)

10.4 TO CONSIDER A QUOTE FOR THE REPAIR TO THE BROKEN TAPS. TO CONSIDER ANY RECOMMENDATIONS FOR A LONG TERM SOLUTION.

Members are asked to receive the quote and consider a course of action.

Option One for the total of £198.00 + VAT (Provisional Sum)

Option Two for the total of £1985.00 + VAT (Provisional Sum)

To supply and carry out the works as follows –

Option One –

- We have allowed to remove and dispose of the existing faulty parts.
- We have allowed to supply and install the required 15mm Isolating Valves.
- We have allowed to supply and install the required 15mm pipe.
- We have allowed to supply and install the required pipe lagging.
- We have allowed for the accessories associated with the installation.

Option Two –

- We have allowed to remove and dispose of the existing faulty parts.
- We have allowed to excavate and install small concrete pads under each tap location.
- We have allowed to supply and install 2x Standpipe Enclosures.
- We have allowed to supply and install the required 15mm Isolating Valves.
- We have allowed to supply and install the required 15mm pipe.
- We have allowed to supply and install the required pipe lagging.
- We have allowed for the accessories associated with the installation.

AGENDA ITEM 11

FLANDERS CLOSE- TO RECEIVE ANY UPDATES AND CONSIDER ANY REQUIRED ACTIONS.

AGENDA ITEM 12

TO CONSIDER A PROPOSAL TO FORM A MINIMUM SET OF STANDARDS FOR ANY ALLOTMENT SITE THAT IS OFFERED TO THE PC

AGENDA ITEM 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.

Information on Plots requiring a decision circulated separately due to containing confidential information.

AGENDA ITEM 14

TREE MAINTENANCE. TO NOTE THAT TREE MAINTENANCE HAS NOW BEEN UNDERTAKEN AT FLANDERS CLOSE. TO FORMALISE A TREE MAINTENANCE PLAN INCLUDING TO SCHEDULE A DATE FOR THE NEXT MAINTENANCE TO TAKE PLACE.

AGENDA ITEM 15

TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES AND TO CONSIDER ANY REQUIRED ACTIONS.

2 Tenants at Southbourne Fields have returned their plots. Both plots have been allocated.

1 Tenant at Flanders Close has advised that they do not want to renew their tenancy next year.
The waiting list now stands at 20.

AGENDA ITEM 16

TO CONSIDER THE TENANCY AGREEMENTS FOR THE YEAR 2024-25. INCLUDING TO NOTE THE CURRENT TENANCY AGREEMENTS AND TO CONSIDER MAKING ANY AMENDMENTS.

The agreements have been circulated separately.

AGENDA ITEM 17

TO CONSIDER COMMITTEE DATES AND TIMES FOR THE FINANCIAL YEAR 2024-25.

Members are asked to consider the dates for the coming financial year.

AGENDA ITEM 18

TO CONSIDER INSPECTION DATES FOR THE FINANCIAL YEAR 2024-25.

Members are asked to consider the dates for the coming financial year.

AGENDA ITEM 19

TO NOTE THE DATE AND TIME OF THE NEXT MEETING.

TBC