



Southbourne Parish Council

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NOTICE OF A MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 29th SEPTEMBER 2022

Councillors are respectfully summoned to attend a meeting of the Southbourne Parish Council Allotment Committee on 29th September 2022 at 12:00 pm at Southbourne Village Hall, The Sutcliffe Room for the transaction of the business on the Agenda below.

Members of the Press and public are welcome to attend.

(Whilst the wearing of masks is no longer mandatory the Government is still advising people to wear masks in enclosed or crowded spaces and to be respectful of people's personal space)

A handwritten signature in black ink, appearing to read 'Sheila Hodgson'.

Sheila Hodgson
Clerk to the Council

Date 22.09.2022

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 30th June 2022**
- 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.
- 5. Adjournment for Public Open Forum**
- 6. To NOTE the income and expenditure for the two separate sites and to consider and AGREE how to manage the two budgets**
- 7. To NOTE the update regarding the Flanders Close allotments water supply and to AGREE to a course of action**

Members are asked to consider any one of the following recommendations and **AGREE** to a course of action:

1. Members **AGREE** to completing the re-service application to determine the cost of a new water supply and further **AGREE** to the associated cost of £102 to come from the Allotment Committee's budget.
 2. Members **AGREE** to determining the legal costs of pursuing this matter further.
 3. Members **AGREE** to letting the allotments without a water supply and further **AGREE** to consider any changes in rental fees required.
- 8. To receive and NOTE the updates regarding Flanders Close allotments and to AGREE on any considerations and recommendations including;**
- 8.1 To receive and **NOTE** an update on prospective tenants.
 - 8.2 To receive and **NOTE** an update regarding the works.
 - 8.3 To receive and **NOTE** any updates regarding the communal plots including; To **NOTE** any applications for the communal plots, to **AGREE** a course of action to fill any vacant plots and to **AGREE** a management plan.

RECOMMENDATION:

1. Officers continue to advertise the vacant plot.
 2. The vacant plot is reserved until a tenant is identified and once work is complete is suitably covered over until the vacancy is filled.
- 8.4 To consider requests from a prospective tenant including; to grow plants on the outside of their fence and to erect structures on site and to **AGREE** whether to approve these requests.

RECOMMENDATION:

If Members agree to consider on site structures that a minimum set of standards is devised as a starting point for tenants to consider to prior to making a proposal to the committee to erect any structure.

- 8.5 To **AGREE** to pro rata the annual rental fees.
- 8.6 To receive and **NOTE** an update on the Orchard application. Including to **NOTE** that there will be ongoing maintenance costs of the trees and to receive an update on the site visit to a local nursery.
- 8.7 To consider ongoing maintenance costs of the site including de weeding, topping up shingle and general maintenance.

RECOMMENDATION: That Members compile a list of recommended ongoing maintenance in order to budget for these items. It is further recommended that Officers gain quotes for these works and this is added to the budget for the next financial year.

- 8.8 To **NOTE** that CDC have granted an extension of the NHB funding until May 2023.

9. To NOTE any updates regarding Southbourne Fields. Including:

- 9.1 To **NOTE** the update regarding the carparking sign, noticeboard and gate, including to **AGREE** as to what to allow to be included on the Noticeboard and who shall have key access.
- 9.2 To consider if and when to change the gate codes.

RECOMMENDATION: That the code is changed when a plot holder's tenancy agreement has ended.

- 9.3 To receive quotes for works for the matting as per Min 18. To consider an alternative course of action if quotes cannot be obtained.
- 9.4 To **NOTE** grass cutting arrangements.
- 9.5 To **NOTE** the update regarding the water provision.

- 9.6 To consider a proposal to review the current rental charges.
9.7 To **NOTE** the update regarding the boundary from the agents of Southbourne Fields.

10. To NOTE the current tenancies and waiting lists for both sites.

11. To AGREE to the tenancy agreement for communal and 'traditional' plots.

12. Consideration of item 5.3 of the tenancy agreement.

To **AGREE** to any amendments. Including consideration of notice to quit period, fees and site inspection details.

12.1 to receive and **NOTE** draft correspondence from the deputy clerk and to **AGREE** to the approval of the following correspondence in relation to the termination of a tenancy:

- tenancy termination letter
- notice to quit letter

13. Site inspections

13.1 To receive and **NOTE** a report from members regarding site inspections and to agree to any necessary actions required.

13.2 To **AGREE** on a course of action for ongoing inspections including to receive and note correspondence from CDC regarding allotment inspections

14. To NOTE the date and time of Next Meeting and to consider a change of start time to ongoing meetings.