



Southbourne Parish Council

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**MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL
ALLOTMENT COMMITTEE
31st March 2022**

PRESENT: Cllrs: R. Taylor (Chairman), Cllr D. James, and non-councillor co-opted member Lyn Davis.

IN ATTENDANCE: M. Carvajal-Neal (Deputy Clerk)

8. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting at 11.58 am

9. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Bangert and Ms J Ullman. No apologies have been received from Cllr Riddoch.

**10. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING
HELD ON 9TH NOVEMBER 2021**

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 9th November 2021 and they were signed by the Chairman.

There were no amendments, but the Chairman made the following comments:

Item 3.

(I) Thank you to Cllr James for sorting out repairs at Southbourne Fields allotments.

(v) **Action:** Officer to chase up the community orchard details.

(vi) Chairman delivered the letters to Flanders Close residents.

Item 6

(iii) Thank you to Cllr James for remarking the extended plots.

Item 7.

To **NOTE** that the ToR was agreed so a Committee meeting was not required at the end of November.

11. OPEN FORUM

No items.

12. DECLARATIONS OF INTEREST.

There were no declarations of interest.

**13. TO NOTE NHB FUNDING FOR 2019/20. TO AGREE WHETHER TO PURSUE WITH
THE FUNDING OF £15,226.00 UNDER THE TERMS OF THE AGREEMENT.**

Members **NOTED** the agreed funding of £15,226.00 and the terms of the agreement. This has been paid to SPC and must be used within 3 years. Cllr Bangert previously advised via email that there will be an extension to this due to the pandemic.

Action: Officers to confirm.

Members considered:

- Layout of the plots.
- Rental fees.
- Under what terms the schools may wish to be involved.
- Management of a community allotment.
- The fencing boundary.

Following the above discussions, Members **AGREED** to pursue the establishing of an allotment based on the terms of the NHB.

Members **AGREED** to the two most easterly plots being divided in half to form 4 'traditional' plots. The third most westerly plot will become one community plot, fitted with 8 raised beds, size to be determined and potentially will accommodate a community orchard.

Members further **AGREED** to Officers contacting the school to invite them to use the allotments in a way which is beneficial to the community and feasible for the school.

Members **AGREED** to gaining quotes for the following;

- Remarking of the plots, no rotovating or removal of matter.
- Installation of 8 raised beds.
- Installation of fencing.
- Re siting of water source.
- Installation of a low fence and gate around the community plot.
- Chipping added to pathways.
- Installation of a concrete shed base.

Action: Officers to contact the schools. Officers to seek quotes for works.

14. TO NOTE THE UPDATE REGARDING FLANDERS CLOSE ALLOTMENTS AND TO CONSIDER A NUMBER OF MATTERS.

INCLUDING:

- PARKING MATTERS.**
- JAPANESE KNOTWEED.**
- FEEDBACK FROM NEIGHBOURS.**
- THE SIZE AND NUMBER OF PLOTS.**
- THE ANNUAL FEES.**
- LAND ADJACENT.**
- WATER SOURCE.**

Members **NOTED** the following:

- Parking matters, no response from Hyde
- Japanese knotweed, Hyde report that there has been no treatment.
- Feedback from neighbours has been mixed but 4 are on the waiting list for a plot.

Members **AGREED** to the size and number of the plots; 4 plots and 1 community plot containing 8 raised beds.

Members **AGREED** there would be no fees for the community allotment and that the fees for the 'traditional' plots would be deferred to the next meeting.

Members **AGREED** the water source must be re-sited inside the secure fencing.

15. TO NOTE THAT OFFICERS AND CLLR BANGERT ARE MEETING WITH CDC REGARDING THE PROVISION OF TREES FOR THE EASTERLY BOUNDARY.

Members **NOTED** the update.

16. CONSIDERATION OF THE QUOTE RECEIVED FROM LONGMEADOWS FOR LANDSCAPING AT FLANDERS CLOSE.

Members **AGREED** to revisit this quote with Longmeadows and ask them to requote under the terms of the NHB agreement. Members **AGREED** that two additional quotes will be required.

16. TO AGREE TO PURSUE THE PURCHASE OF THE FLANDERS CLOSE ALLOTMENTS FOR THE USE OF ALLOTMENT PLOTS.

Members **AGREED** to pursue the purchase of the land under the terms of the New Homes Bonus.

17. TO NOTE THE INCLUSION OF FLANDERS CLOSE TO THE ToR AS AGREED BY COUNCIL 8TH FEB 2022 MIN.244 REFERS.

Members **AGREED** to amend the ToR.

18. TO NOTE ANY UPDATES REGARDING SOUTHBOURNE FIELDS. INCLUDING THAT THE CARPARKING SIGN AND NOTICEBOARD HAS BEEN ORDERED UNDER NHB. CONSIDERATION TO THE LOCATION OF THE NOTICEBOARD.

Members **NOTED** the updates regarding the carparking sign. Cllr James **AGREED** to install it, if possible.

Members **AGREED** to the location of the noticeboard being to the left of the gate into the allotments. Members **NOTED** that the delivery of the noticeboards is due week commencing 23rd May and the Project Working Group have **AGREED** to the quote from Longmeadows for installation.

Members further discussed;

-Matting is required along the pathways between the entrance of the allotments and up to the two end plots in a 'T shape'. This may require levelling out of the pathways as the west side of the path is lower than the east.

Members **AGREED** to Officers requesting quotes. Members further **AGREED** to requesting quotes for a dropped curb in order to make the site accessible.

Members requested that Officers report the Fly tipping and the damaged tree to the developers and also request that the developers provide plans for the boundary line of the allotments.

Members **AGREED** that the minutes and agendas be issued to all allotment tenants.

Actions: Officers to seek quotes for works, to contact Miller Homes and to instruct Longmeadows to install the noticeboards when they arrive.

19. TO NOTE THE RENEWAL NOTICES FOR THE 2022/23 ALLOTMENT PLOTS TO BE ISSUED IN LINE WITH THE AGREED 2022/23 BUDGET. TO CONSIDER THE PAYMENT TERMS AND ARRANGEMENTS FOR ANY FUTURE RENT REVIEWS.

Members **NOTED** the renewal notices and **AGREED** to the terms in the letter including the fees for 2022/23.

Members **NOTED** that one tenant has requested that payments be made in two instalments. Members **AGREED** to allow payment by two instalments, if requested by the tenant. These payments will be required by 28th April and 31st October.

Action: Officers to update the tenant who made the request.

20. REVIEW OF COMMITTEE BUDGET FOR THE FINANCIAL YEAR AND TO NOTE ANY OVER/UNDER SPEND AND TO AGREE ANY VIREMENTS TO EARMARK RESERVES FOR THE NEXT FINANCIAL YEAR.

Further to the reports issued with the agenda Members **NOTED** that the annual rental income would total £1660 NOT £1645 as reported.

Members further **NOTED** that the budget for 2022/23 is £2000.

Members **NOTED** the 2021/22 expenditure.

Members unanimously **AGREED** any virements to earmark reserves for the next financial year.

Members **NOTED** that no water bill has been paid.

Action: Officers to investigate the water bill further.

21. TO NOTE THE CURRENT ALLOTMENT WAITING LIST FOR BOTH SITES.

Members **NOTED** the current waiting lists. 4 residents at Flanders close have shown an interest in acquiring an allotment plot there. Members **NOTED** that this fits with the NHB proposal of creating 4 plots.

22. TO NOTE DATE AND TIME OF NEXT MEETING AND TO ORGANISE THE SCHEDULE FOR THE REMAINING ANNUAL MEETINGS.

Members **AGREED** to the committee holding quarterly meetings and further **AGREED** to the remaining dates for 2022 to be;

Thursday 30th June 2022 at 12pm at the Village Hall

Thursday 29th September 2022 at 12pm at the Village Hall

Thursday 15th December 2022 at 12pm at the Village Hall

Action: Officers to make these dates public via the SPC website and officers will circulate to all committee members.

The Chairman closed the meeting at 13.14pm

Signed.....

Dated.....