



Southbourne Parish Council

The Village Hall
First Avenue, Southbourne
PO10 8HN
Telephone (01243) 373667

clerk@southbourne-pc.gov.uk

www.southbourne-pc.gov.uk

MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 30th JUNE 2022

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

IN ATTENDANCE: M. Carvajal-Neal (Clerk of Allotment Committee), Cllr L. Hicks in attendance in the public gallery and 2 allotment tenants.

23. TO ELECT CHAIR AND VICE CHAIR FOR THE ALLOTMENT COMMITTEE.

Cllr. Taylor was nominated for the position of Chair. Following a vote, it was **AGREED** that Cllr. Taylor be duly appointed Chair of the Allotment Committee.

Cllr Bangert was nominated for the position of Vice Chair. Following a vote, it was **AGREED** that Cllr. Bangert be appointed Vice Chair of the Allotment Committee.

24. TO ELECT TWO NON-COUNCILLOR MEMBERS TO THE ALLOTMENT COMMITTEE.

The Chairman asked the Clerk to lay out the expectations of the non-councillor members prior to asking for nominations.

Jennifer Ullman and Catherine Jones were both nominated for the position of non-councillor committee member. As no other nominations were received it was **AGREED** that both be appointed as Non-Councillor Committee Members.

It was further **AGREED** that Lyn Davies be appointed as an advisory, non-voting member of the committee.

C. Jones joined the committee at the table.

25. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting at 12:03pm

26. APOLOGIES FOR ABSENCE

No apologies were received.

27. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 31ST MARCH 2022 AND TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY ALLOTMENT COMMITTEE MEETING HELD ON 31ST MAY 2022.

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 31st March 2022 and they were signed by the Chairman.

Members **AGREED** to **APPROVE** the Minutes of the Extraordinary Allotment Committee meeting held on 31st May 2022 and they were signed by the Chairman.

28. 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.

There were no declarations of interest.

29. ADJOURNMENT FOR PUBLIC OPEN FORUM.

The meeting was adjourned at 12.11

The Clerk explained the terms of the Open Forum to new members and members of the public.

29.1 Cllr. Bangert suggested that a questionnaire be circulated annually to allotment holders as an opportunity to receive feedback. This will be an agenda item for the next meeting.

29.2 Cllr. James advised that discussions with another allotment holder had raised the idea of holding a get together for tenants. It was suggested that a barbeque or tea at Tuppeny Barn would be suitable. Cllr James will make some enquiries and feedback to the committee. L. Davies suggested that Tuppeny Barn may be able to accommodate a tour of the site, as they have done for SEG. Further enquiries will be made, and the matter will be an agenda item for the next meeting

29.3 J. Ullman raised a matter regarding ownership of the ditch, hedgerow and trees at Southbourne Fields. Specifically, who is responsible for maintenance. Members were updated that enquiries have already been made with Miller Homes and the Parish Council are awaiting the response.

29.4 Cllr. Hicks made a statement on behalf of the Parish Council regarding the site at Flanders Close and wished to thank Cllr. Tait for her work in starting the process of procuring the site from the developers. She wished to further thank Cllr Bangert, Cllr Taylor the Parish Clerk and Deputy Clerk for the completion of this work. Cllr. Hicks stated how grateful the Parish Council is and what a wonderful opportunity it is for the Parish Council to provide allotments.

29.5 Cllr. Taylor suggested the Parish Council consider an official opening of the site. L. Hicks will be making it an item in her article to the Village Magazine.

The meeting was re-adjourned at 12.32

30. TO NOTE THE TOR AS AGREED BY COUNCIL 10TH MAY 2022 MIN.21.1 REFERS

Members **NOTED** the TOR. Following discussions, the below amendments were recommended and **AGREED**.

28.1 South Fields should be changed to Southbourne Fields.

28.2 The number of allotment plots be added next to each site.

Members unanimously **AGREED** to adopt the terms of the TOR subject to the above amendments and make recommendation to full Council.

31. TO NOTE THE UPDATES REGARDING FLANDERS CLOSE ALLOTMENTS AND TO AGREE ON ANY CONSIDERATIONS;

31.1 TO NOTE THE RESPONSE FROM THE CONTRACTOR REGARDING THE FINAL PLAN OF WORKS REF MIN 5.1. OF EXTRAORDINARY MEETING.

Members **NOTED** that the additional works added as per Extraordinary Meeting of the Allotment Committee on 31st May remained within budget and that the contractor had been instructed by Officers. The work commenced on 29th June 2022.

31.2 TO NOTE THE UPDATE ON THE PURCHASE OF THE LAND.

Members **NOTED** that the purchase is now complete.

31.3 TO AGREE TO THE METHOD OF COMPOSTING.

The Deputy Clerk recommended that, given that the communal plot is now to be divided into two larger separate plots, the tenants be responsible for resolving the matter of composting.

Members **AGREED** that tenants to be responsible for composting.

31.4 TO NOTE THAT RESIDENTS HAVE BEEN CONTACTED REGARDING THE WORKS.

Members **NOTED** the correspondence.

31.5 TO AGREE TO A PLAN OF ACTION WITH REGARDS TO MANAGING THE SITE, INCLUDING DISTRIBUTION OF THE PLOTS AND TO CONSIDER A PROPOSAL FROM SOUTHBOURNE JUNIOR SCHOOL AND SOUTHBOURNE SEA SCOUTS TO WORK TOGETHER TO ESTABLISH A COMMUNAL SPACE AT THE FLANDERS CLOSE SITE FOLLOWING THE 'GROW IT, COOK IT' APPROACH.

Following discussion, it was **AGREED** that the Committee invite a representative from the Sea Scouts, Southbourne Junior school and any other groups to discuss how they wish to use the site.

It was further **AGREED** that;

- The two communal plots would be managed individually from each other.
 - An independent person may be required to 'oversee' the management of the site. This will be determined following the meetings with potential tenants.
 - Each plot would be subject to its own respective tenancy agreement.
 - A single person must be named as responsible for the plot in the tenancy agreement.
 - Each plot would be subject to site inspection.
 - The shed would be made available to both plots at the risk and responsibility of the user(s). The Parish Council shall accept no responsibility for the contents of the shed.
- This is to be included in the tenancy agreement.

31.6 TO NOTE ANY OTHER APPLICATIONS TO THE COMMUNAL ALLOTMENT AND TO AGREE ON OTHER PARTICIPANTS TO INVITE. E.G., BROWNIES/RAINBOWS/OTHER COMMUNITY GROUPS TO CONSIDER ADVERTISING THE COMMUNITY PLOTS ON SOCIAL MEDIA.

Members **AGREED** to officers advertising the communal plots online, via social media and members will be encouraged to share this information with any potential stakeholders.

It was further **AGREED** that applicants will be asked to confirm their interest in one of the communal plots and should be invited to advise how they intend to manage it, applications to be open for two weeks. Applicants will then be invited to attend a meeting with Committee Members to discuss further.

Action: Officers will make the necessary arrangements.

31.7 TO CONSIDER THE APPLICATIONS RECEIVED TO FLANDERS CLOSE.

Members **AGREED** to officers contacting the applicants to ascertain if they are still interested.

Action: Officers to write to applicants.

*It was **AGREED** to change the order of business and Members now considered agenda item 9.10 to Consider Tenancy Fees.*

31.8 TO CONSIDER TENANCY FEES.

Following discussion, it was **AGREED** that a fair rental value for the 4 traditional plots would be half that of Southbourne Fields, as such, to be set at £50 per annum to be charged at the beginning of the financial year. It was further **AGREED** that a nominal fee of £15 be charged for the remainder of this financial year once the works were completed.

Action: Officers to include these charges in the letter to applicants as per minute 25.7.

31.9 TO AGREE TO APPLY FOR TREES UNDER THE CDC ORCHARD SCHEME AND TO FURTHER CONSIDER WHAT TYPES OF FRUIT TREES, INCLUDING NUT TREES. TO CONSIDER IF THE EASTERN BOUNDARY GAP SHOULD BE FILLED WITH A FRUIT TREE.

Members **AGREED** to apply for the following:

-6 apple trees, 1 cherry tree, 2 pears and 2 plum.

Members further **AGREED** to acquiring the trees from a local farmer, Paul Barnett, who came recommended from CDC.

Action: Members **AGREED** to officers making an appointment for Members to go and view the trees. Officers to complete application to CDC.

31.10 TO NOTE THE UPDATE REGARDING THE LAND ADJACENT.

Members **NOTED** that the land adjacent to the Flanders Close plot is subjected to certain terms under s106 obligations and must remain as a 'buffer zone' and devoid of development and, as such, cannot be altered. Therefore, it was not acquired with the procurement of the land as it would not be permitted to use this land in anyway.

31.11 TO NOTE CONTACT FROM NEIGHBOUR REGARDING RAT PROBLEM AND MAINTENANCE ISSUES.

Members **NOTED** that Hyde had accepted responsibility for clearing the land as an attempt to eradicate the infestation.

Action: Members **AGREED** to officers chasing this up with Hyde.

32. TO NOTE THAT OFFICERS HAVE CONTACTED CDC FOR AN EXTENSION OF THE NHB FUNDING.

Members **NOTED** the update.

Action: due to the delays in communication from CDC, Cllr. Bangert **AGREED** to let the Committee know if/when this has been approved.

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

33.1 THE CARPARKING SIGN AND NOTICEBOARD.

Members **NOTED** the update from the Chairman regarding the carparking sign which does not include the correct fittings to be attached to the gate.

Action: Members **AGREED** to Cllrs James and Riddoch altering the attachments to complete installation.

Members **NOTED** the revised quote for the installation of the noticeboard and further **NOTED** that this is to be paid for from the 2021 NHB and as such does not require a decision.

33.2 TO CONSIDER A REQUEST FROM A TENANT TO WEATHER-PROOF THEIR SHED AND TO AGREE WHETHER TO PERMIT THIS REQUEST AND AGREE TO THE TERMS.

Following discussion Members **AGREED** to tenants weatherproofing their shed with a suitable outdoor weather proofing wood treatment. Members further **AGREED** to permitting tenants to personalise their shed with coloured paint providing that tenants only used an outdoor weather proofing paint suitable for wood and that tenants accepted responsibility for the proper maintenance, finish and ongoing weather proofing of their shed.

Action: Members **AGREED** to officers writing to tenants to advise the above and to amend future tenancy agreements with the above stipulation.

33.3 TO RECEIVE QUOTES FOR WORKS FOR THE MATTING- allotment meeting 31st May 2022 min 18.refers.

At the time of the committee meeting only 1 quote had been received by officers and as such no decision could be made.

Action: Officers to try to gain more quotes.

33.4 TO AGREE TO THE TERMS OF SITE INSPECTION.

Members **AGREED** that a formal site inspection procedure must be in place as per the tenancy agreement. Members further **AGREED** to the following terms:

- Tenants must be written to and advised that site inspections will be undertaken and will be provided with the dates in advance.
- Site inspections will take place quarterly, in line with committee meetings, 2 weeks prior to each meeting. This will be added to future tenancy agreements.
- At least 2 members shall undertake an inspection.
- The persons undertaking the inspection will be determined at the previous Committee Meeting, it is preferable that these persons alternate but it was **NOTED** that this may not always be possible.
- At the first visit, the inspection will take place in accordance with the terms of the tenancy agreement. If a more formal 'checklist' is required Members will advise of this and this will be an item for consideration at the next committee meeting.
- Inspections are visual only and should not include any photographs.
- Should a Tenant's plot not meet the standards outlined in the tenancy agreement then the Committee may agree to Officers writing to the Tenant and advising of such. At this stage the Committee will consider if photographs are required.
- Tenants will be permitted 28 days from the date of the letter to make improvements.
- The Tenant will be invited to advise the Committee of any reason why the plot cannot be brought up to the standard outlined in the tenancy agreement and may request an extension of time. This request must be made to Officers only. Members will consider the requested extension of time and write to the Tenant to advise if this has been permitted.
- At the end of the 28-day period a subsequent inspection will be undertaken to determine if the site has been brought up to the standard as outlined in the tenancy agreement.
- No additional records will be kept and no further inspections will be made outside of this process.
- The first inspection date will be Thursday 15th September 2022 and will be attended by Cllr Taylor and J. Ullman.

33.5 TO NOTE THAT A TENANT HAS RAISED AN ISSUE THAT THE GATE DOES NOT CLOSE SUFFICIENTLY.

Members **NOTED** the update and further **NOTED** that this item relates to both gates.

Action: Members **AGREED** that Cllrs James and Riddoch add a top bolt to the wooden gate and investigate adding a post for the metal gate to be attached to when driving through.

J.Ullman suggested that the key code also be changed and the new code was **AGREED**.
Action: J. Ullman to advise officers in advance of changing the code. Officers to advise tenants of the new code.

33.6 TO NOTE GRASS CUTTING ARRANGEMENTS.

Members **NOTED** that there are no grass cutting arrangements in place. Following discussion it was **AGREED** that Officers contact Tenants to request volunteers and, should there be a sufficient number of volunteers, that a rota be established for the remainder of the financial year.

Members **AGREED** that the walkways would need to be strimmed once per month. Members also wished to thank one of the allotment holders, Grant Gibbs, who has been strimming the walkway.

33.7 TO NOTE THAT OFFICERS HAVE REPORTED THE FLY TIPPING AND BROKEN FENCE AS PER ACTION FROM MEETING 31ST MARCH AND TO FURTHER NOTE THAT OFFICERS HAVE ALSO REPORTED THE BROKEN FENCING ADJACENT TO THE RAILWAY LINE.

Members **NOTED** the update.

33.8 TO NOTE THE UPDATE REGARDING THE WATER PROVISION.

Members **NOTED** that the Chairman had attended the site and located the meter serial numbers which have now been provided to the water company via email by Officers.

34. TO NOTE THE RENEWAL NOTICES AND PAYMENTS FOR THE 2022/23 ALLOTMENT PLOTS AT SOUTHBOURNE FIELDS.

Members **NOTED** that all tenants had made payment and returned their renewal notice.

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

Members **NOTED** the waiting list and **AGREED** to offer any available plots at Flanders Close in accordance with the ordering of the list.

36. TO CONSIDER CREATING A NEWSLETTER AND, IF AGREED, TO APPOINT A PERSON(S) RESPONSIBLE.

Following discussion, Members **AGREED** that a Newsletter was not required, that the minutes of the meetings are sufficient. Members further **AGREED** that these will be posted on the new noticeboard to be sited at Southbourne Fields allotments.

37. TO NOTE DATE AND TIME OF NEXT MEETING AND TO SCHEDULE FUTURE MEETINGS FOR THE REMAINDER OF THE FINANCIAL YEAR.

Thursday 29th September 2022 12-1pm in the Sutcliffe Room at The Village Hall.

Members **AGREED** to the remaining date for the financial year be set for 30th March 2022.
Action: Officers to update the calendar and post online.

The Chairman closed the meeting at 1:55pm

Signed.....

Dated.....