

**ALLOTMENT COMMITTEE MEETING
31ST MARCH 2022
REPORTS**

AGENDA ITEM 3

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

Members are asked to **AGREE** the Minutes of the meeting held 9th November 2021 as circulated (appendix 1).

APPENDIX 1

Southbourne Parish Council Allotment Committee

Minutes of the meeting held at 10.30am on Tuesday 9th November 2021 via Zoom.

Present: Robert Taylor (RT, Chair), Amanda Tait (AT), Lyn Davies (LD, minute taker), Tracie Bangert (TB), Jenny Ullman (JU) and David James (DJ).

- 1. Apologies:** None
- 2. Minutes** of the previous meeting on 14th June 2021 were accepted as a true record.
- 3. Reports** referring to Southbourne Fields allotment site unless otherwise specified.
 - (i) RT regretted that repairing the leaking tap at the southern end of the site had taken a long time. DJ was thanked for shutting off the water at the stopcocks in the car park and insulating exposed pipes in preparation for winter.
 - (ii) The levelling of ground next to plot 13 to facilitate the proposed widening of plots 13, 14, 15 and 16 by 4 -5 feet was discussed. It was agreed it should be done, and that the plot holders should pay an extra £15 per annum for their enlarged plots from March 2022. RT will inform the SPC of these changes at their next meeting on 14th December 2021.
 - (iii) RT identified work to be done as follows: reinforced grass matting to be laid down the central path and to the taps; signs to be ordered and erected in the car park/site gate and a notice board and a picnic table purchased and positioned. See also item 6(i)
 - (iv) RT reported that plot 7 had been vacated by Jemma Draper. Hugh Gallagher, at the top of the waiting list, had taken it over. He will start to pay rent next March.
 - (v) DJ's proposal to plant orchard trees at the top right hand corner of the car park against the far fence was agreed in principle, provided the land belonged to SPC. TB to check this with the developer's enforcement group, and put to them JU's suggestion that the supports be removed from the trees planted by the developers and the trees monitored for the next few months. It was agreed JU should select and care for the fruit trees. AT said the trees could be ordered under the community orchard scheme if the trees were accessible to all of the local community.
 - (vi) Flanders Close proposed allotments. TB to find out what is happening with this site which the SPC was due to acquire from Hyde. AT queried whether it

will work as a traditional allotment site and pointed out that the neighbouring residents had not been informed about future of the site.

4. **Budget.** RT reported that the Deputy Clerk to the SPC, Maria Carvajal-Neal (MCN), is identifying what has already been spent on the allotments, and how much is left to spend.
5. **Terms of Reference (TOR).** After discussion it was decided that LD should re-draft the TOR incorporating the changes suggested. This will be circulated to members of the committee for comments.
6. **Open Forum.**
 - (i) **Future Spending.** In addition to the work listed in 3(iii), a dropped kerb by the entrance gate and a disabled parking space are planned. This work will be paid for from the New Homes Bonus. DJ suggested a green bin should be purchased for allotment holders. TB offered to find out from Chichester District Council whether this is feasible.
 - (ii) **Training.** It was agreed that TB should ask Ms D Thornton (recently the locum Parish Clerk) to provide committee members with training regarding the running of allotments, with particular reference to Health and Safety.
 - (iii) **Preparation of allotment extensions (see 3(ii)).** DJ offered to remove the perennial weeds and cover the ground with textile over winter to reduce new growth. JU and DJ offered to measure and peg out the area prior to putting in surrounding boards. It was noted this will involve additional expense.
7. **Date and place of next meeting.** Tuesday 30th November 2021 at 15.30 via Zoom.

AGENDA ITEM 6

TO NOTE THE NHB FUNDING FOR 2019/20. TO AGREE WHETHER TO PURSUE WITH THE FUNDING OF £15,226.00 UNDER THE TERMS OF THE AGREEMENT. To consider the RECOMMENDATIONS.

Documents relating to the 2019/20 indicate that there is a fund of £15,226.00 unspent. This is for the purposes of a joint community and traditionally operated allotment and MUST be used for these terms ONLY. Application form circulated separately.

RECOMMENDATION that members **AGREE** to officers making contact with Southbourne Infant and Junior schools, as per application, to determine if they wish to be involved in the community allotment.

RECOMMENDATION that members **AGREE** to officers and/or members making contact with other community allotments to determine how they are best managed.

RECOMMENDATION that members **AGREE** to seek quotes for works ASAP.

RECOMMENDATION that Members **AGREE** to officers contacting Hyde to determine if an on-site shed would be permitted (as per application form).

AGENDA ITEM 7

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

Including:

-Parking matters, to consider whether SPC will provide parking spaces for allotment holders. To **NOTE** any update from Hyde on how parking is currently enforced by Hyde. To consider how SPC can ensure that the site is accessible to allotment holders without impacting on current residents' space and without causing an obstruction to the pumping station.

- Japanese knotweed, to **NOTE** that Hyde report there has been no treatment on site.
- Feedback from neighbours. To **NOTE** that 4 residents have responded to advise that they wish to pursue the rental of an allotment plot.
- To consider the size and number of plots?
- To consider the Annual fees?
- Land adjacent, to **NOTE** any update from Hyde with regards to who owns this land. To consider whether it is cost effective to secure this additional plot of land.
- Water source, to consider where this can be moved to in order to secure it.

AGENDA ITEM 8

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

To **NOTE** this meeting is scheduled for w/c 11th April.

AGENDA ITEM 9

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

Subject to the decision made under Agenda Item 6 this item may no longer require consideration and Members will be asked to move on to the next agenda item.

To **NOTE** that there has been a change to what was requested at site visit on 11th February 2022. Longmeadows report that it would not be feasible to remove any matter from the site due to the cost of waste removal £300 per tonne and approximately 10 tonne needing removal. As such, Chairman R Taylor agreed to receive a quote to rotivate the soil instead.

AGENDA ITEM 10

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

Following consideration of Agenda items 6, 7, 8 and 9 (if applicable) relating to the Flanders Close Allotments do members **AGREE** to pursue the purchase of the land from Hyde?

AGENDA ITEM 11

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

Following consideration of agenda item 10. To consider the **RECOMMENDATION** that Flanders Close allotments are added to the TOR.

1. *The purpose of the Southbourne Parish Council's Allotments Committee (SAC) is to act on behalf of Southbourne Parish Council (SPC) in all matters concerning the use and maintenance of Southbourne Fields Allotments, **Flanders Close** and any future allotment sites that are owned by SPC.*

AGENDA ITEM 12

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

-To **NOTE** that the Carparking sign has been ordered but will require installation. **RECOMMENDATION** that members **AGREE** that a volunteer is appointed to install it, **OR** that quotes are gained for installation.

-To **NOTE** that the Noticeboard has been purchased. **RECOMMENDATION** that Members **AGREE** to identify where they would like the noticeboard to be situated.

AGENDA ITEM 13

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.

-To **NOTE** the 2022/23 budget as **AGREED** by F&GP 5th January 2022 Min.25 refers. It was **AGREED** that the income would be £2000 of which £1645 is obtained from rents which indicates no increase in rental fees for 2022/23 period.

-To consider the payment terms and arrangements for any future rent reviews. **RECOMMENDATION** that members **AGREE** to review payment terms at the September committee meeting in order to allow sufficient notice to allotment holders prior to the next growing season.

-To review the draft Renewal notice which must be issued with immediate effect. See appendix 2.

APPENDIX 2



Southbourne Parish Council

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Thursday, 31 March 2022

RE: RENEWAL OF ALLOTMENT LEASE

Dear Tenant,

We are writing to you to advise that the renewal of your allotment lease for Southbourne Fields allotment is due.

The Parish Council are pleased to advise that the decision has been made not to increase the annual rent and that the rent for the period 1st April 2022 to 31st March 2023 shall remain at £100.00 (£115.00). Please see invoice enclosed with this letter.

Invoices are due for full payment within 28 days from the date of this letter. Please make payment using the reference number on your invoice.

All other terms of your tenancy agreement remain in full force and effect. By signing below, you confirm that you wish to extend your lease until 31st March 2023 and agree to make the payment of rent within 28 days of the date of this letter.

Please sign and return a copy of this letter to confirm that you wish/do not wish to continue with the lease. Please do this within 28 days of the date of this letter.

I _____ hereby agree as tenant to renew my agreement with the landlord, Southbourne Parish Council for the rent of an allotment plot at Southbourne Fields Allotments, situated at Brundrett Gardens, Southbourne PO10 8GA.

I _____ hereby advise that **I do not wish** to renew my agreement with Southbourne Parish Council and I will vacate the plot within 28 days of the date of this letter. After that date your allotment will be re-let.

SIGNED _____ DATE _____

PRINT NAME _____

PLOT NUMBER _____

Where we have been provided with an email address this letter will have been issued electronically and you are invited to sign and return the renewal form electronically should you wish.

AGENDA ITEM 14

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

-RECOMMENDATION to **AGREE** to earmark *any remaining balance* as at end of March.

AGENDA ITEM 16

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

-RECOMMENDATION that meetings are held quarterly, the next meetings to be June, September and December. Dates TBC.