

**ALLOTMENT COMMITTEE MEETING  
30<sup>TH</sup> JUNE 2022  
REPORTS**

**AGENDA ITEM 1**

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

Members will be invited to make nominations.

**AGENDA ITEM 2**

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

Members will be invited to make nominations and nominees will be invited to speak in support of their nomination.

Please note that there are a maximum of two positions available. If more than 2 persons are nominated members will hold a vote. Elected Non-Councillor members will be required to attend the Allotment Committee meetings as well as correspond with officers and councillors regarding matters related to the committee.

**AGENDA ITEM 5**

**TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 31<sup>ST</sup> MARCH 2022 AND TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY ALLOTMENT COMMITTEE MEETING HELD ON 31<sup>ST</sup> MAY 2022.**

**31<sup>st</sup> March 2022**

**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 9<sup>TH</sup> NOVEMBER 2021**

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 9<sup>th</sup> 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 8<sup>TH</sup> 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 23<sup>rd</sup> 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 28<sup>th</sup> April and 31<sup>st</sup> 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 30<sup>th</sup> June 2022 at 12pm at the Village Hall

Thursday 29<sup>th</sup> September 2022 at 12pm at the Village Hall

Thursday 15<sup>th</sup> 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.....

**MINUTES OF THE EXTRAORDINARY MEETING OF THE SOUTHBOURNE PARISH COUNCIL  
ALLOTMENT COMMITTEE**

**31st May 2022**

**PRESENT:** Cllrs: R. Taylor (Chairman), Cllr T Bangert, Cllr D. James, Cllr D Riddoch and non-councillor co-opted member Lyn Davies.

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

**1. CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chairman welcomed everyone and opened the meeting at 11.00 am

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Ms J Ullman due to having other commitments.

**3. DECLARATIONS OF INTEREST.**

There were no declarations of interest.

**4. OPEN FORUM**

There were no members of the public wishing to speak at the Open Forum.

**5. CONSIDERATION FOR QUOTES RECEIVED FOR WORKS AT FLANDERS CLOSE AND TO CONSIDER WHETHER TO APPLY FOR AN EXTENSION TO THE NHB FUNDING FOR THESE WORKS**

**5.1** Members **AGREED** to request the following amendments to the works:

Fencing boards to be replaced with chain-link, green coated, if possible, to conform with Southbourne Fields allotments and to increase visibility to the row of Orchard trees.

Fence posts to be metal or concrete.

Gravel boards are not required.

2 gates are required to separate the two plots and keep both sites secure.

8 raised beds to be replaced with 2 large, raised beds in the community allotment. Members would like these to be made from sleepers.

Members have requested that, in addition to the access path, rubber mats are also installed around the two raised beds and shed to be located on the community plot. Members have asked officers to clarify what type of rubber mats these are?

A double tap will be required to supply both plots.

Members **AGREED** that should these amendments remain within budget then officers can appoint contractor 2 to carry out the work.

**5.2** Members **AGREED** to officers requesting an extension to the New Homes Bonus Funding.

*Councillor James left the meeting at 11.35 am*

The Deputy Clerk confirmed the plan of works required for Flanders Close allotments.

The Chairman closed the meeting at 11.40 am

Signed.....

Dated.....

### **AGENDA ITEM 6**

#### **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 7**

#### **ADJOURNMENT FOR PUBLIC OPEN FORUM**

The Chairman will adjourn the meeting to take statements and questions from members of the public. Please note that no decisions can be made during this session. Any item that Members wish to discuss further will be placed on a future agenda except where an item raised relates to an agenda item due for consideration by Members at this meeting.

### **AGENDA ITEM 8**

#### **TO NOTE THE TOR AS AGREED BY COUNCIL 10<sup>TH</sup> MAY 2022 MIN. 21.1 REFERS**



#### **SOUTHBOURNE PARISH COUNCIL ALLOTMENTS COMMITTEE**

#### **TERMS OF REFERENCE**

**ADOPTED xxx**

**Members = 4 Members of the Authority, 2 non-elected Members**

**Quorum = 3 (2 of which to be Parish Councillors)**

**Frequency of Meetings = Quarterly**

**Budget = To agree budget expenditure under delegated powers within the overall budget allocation. Maintain strict control of budgets including annual review of requirements via Finance & Policy Committee**

<b>Function of Committee</b>	<b>Delegation of Functions</b>
<p>Responsibility for the Parish Council Allotment sites:</p> <ul style="list-style-type: none"> <li>• Southfields</li> <li>• Flanders Close</li> </ul> <p>To oversee the upkeep and maintenance of both sites and upkeep of boundaries and fence lines</p> <p>To carry out regular site inspections to ensure plots are satisfactorily cultivated and tenants are maintaining required Health &amp; Safety levels</p> <p>To be responsible for the issuing of annual contracts and monitoring collection of rents in a prompt and timely manners</p> <p>To annually review allotment rents</p> <p>To maintain and regularly update a waiting list</p>	<p>Committee</p> <p>Committee for strategic overview</p> <p>Operational management Parish Clerk &amp; Officers</p> <p>Officer and elected members of Committee</p> <p>Parish Clerk and Officers</p> <p>Committee</p> <p>Officers</p>

## **AGENDA ITEM 9**

### **TO NOTE THE UPDATES REGARDING FLANDERS CLOSE ALLOTMENTS AND TO AGREE ON ANY CONSIDERATIONS**

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

The contractor has agreed to the additional items and the quote has increased but remains within budget. The contractor is due to start work on 27<sup>th</sup> June 2022.

#### **9.2 TO NOTE THE UPDATE ON THE PURCHASE OF THE LAND**

The Clerk has confirmed that the purchase is now complete.

#### **9.3 TO NOTE THAT RESIDENTS HAVE BEEN CONTACTED REGARDING THE WORKS**

To **NOTE** letter issued to residents on 22<sup>nd</sup> June 2022:

Dear Resident,

We are writing to you to advise that the Parish Council is due to start works on the derelict land at the site of Flanders Close. The Parish Council has secured funding under the New Homes Bonus initiative to transform the area into 4 traditional allotment plots, 1 community allotment/garden space and a small orchard in the form of a row of fruit trees.

The works are due to start on Monday 27<sup>th</sup> June and will likely take a few weeks to complete. We do not anticipate there being much disruption from these works as the bulk of the work includes erecting fencing, demarking of plots, installing beds and installing matting for accessible pathways which do not require the use of heavy machinery. However, it may be necessary to use machinery to clear parts of the land which we hope to use for a minimal amount of time.

The Southbourne Parish Council Allotment Committee will be responsible for this project and for the managing of the allotment sites.

You can contact the allotment committee via officers at the parish council, details are at the top of this letter. In addition, you can find the agenda and minutes on our website: [www.southbourne-pc.gov.uk](http://www.southbourne-pc.gov.uk)

Should you wish to receive further information or if you have any comments or suggestions, please contact us via the details at the top of this letter.

#### **9.4 TO AGREE TO THE METHOD OF COMPOSTING**

This must be agreed to ensure that the contractor makes sufficient space for composting areas. Members to **AGREE** on a preferred method.

#### **9.5 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**

Members to **AGREE** how they wish to approach management of the site.

**Recommendation:** A volunteer is put in place to oversee the site. Officers advertise the role. Committee to consider applications at the next committee meeting. Members to **AGREE** how the communal plot is to be divided to accommodate the scouts and school.

#### **9.6 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**

There have been no other requests regarding communal sites. **Recommendation:** Officers advertise the plot and accept applications. The committee to consider applications at the next committee meeting.

### **9.7 TO CONSIDER THE APPLICATIONS RECEIVED TO FLANDERS CLOSE**

Four applications have been received. **Recommendation:** that officers write to these applicants to update regarding plans and determine if they wish to accept a tenancy.

### **9.8 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**

CDC can fund trees up to 150cm tall as well as any associated protection required. CDC have provided the list below of local nurseries that provide fruit trees. Members are asked to determine which supplier to use. Please follow the links below.

Mill Farm Trees in Pulborough: <https://www.millfarmtrees.co.uk/>

Griffin Nurseries: <https://www.griffinnurseries.co.uk/plants/fruit-trees>

English Woodlands in Heathfield: <https://www.ewburrownursery.co.uk/>

Arundel Arboretum: <https://arundelarboretum.co.uk/fruit-trees-categories/>

Paul Barnett in Chidham: <http://www.paulbarnett-trees.com/tastings/default.htm>

### **9.9 TO NOTE THE UPDATE REGARDING THE LAND ADJACENT**

Hyde housing have advised that the land adjacent to the site forms part of a strategic gap which should remain devoid of any development. This land also has associated responsibilities tied to it. Therefore it was not feasible to include this in the acquisition of the land.

### **9.10 TO CONSIDER TENANCY FEES**

Members to consider tenancy fees for 4 'traditional' plots.

### **9.11 TO NOTE CONTACT FROM NEIGHBOUR REGARDING RAT PROBLEM AND MAINTENANCE ISSUES**

A resident has reported to the PC that she has been liaising with Hyde regarding a rat problem, she believes the rats are entering her garden from Flanders Close. The resident has also advised that the 'strategic gap' requires maintenance, the resident reports that she has raised this with Hyde and Hyde have advised that they would be maintaining the area. **Recommendation:** Officers to follow this up with Hyde.

## **AGENDA ITEM 10**

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

Officers have requested that CDC extend the NHB funding expenditure until the end of the financial year. The maximum extension is 1 year and requires evidence to support the application. Officers have requested an extension which would cover the next growing season if required. However, contractors are due to start work on 27<sup>th</sup> June 2022 and are estimated to finish in advance of the NHB deadline. Officers are awaiting response from CDC regarding the approval of the extension. The officer is on leave until after the date of this meeting.

## **AGENDA ITEM 11**

### **TO NOTE ANY UPDATES REGARDING SOUTHBOURNE FIELDS. INCLUDING:**

#### **11.1 THE CARPARKING SIGN AND NOTICEBOARD.**

The carparking sign has been delivered and requires installation. The noticeboards have been delivered. A re quote and subsequent date for installation has been requested from Longmeadows. Officers are awaiting a response.

**11.2 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.**

Members to consider whether to **AGREE** to tenants weather proofing their sheds and, if agreed, to set out terms of this agreement.

**11.3 TO RECEIVE QUOTES FOR WORKS FOR THE MATTING AS PER MIN 18.**

No quotes have been received at the time of publishing the agenda. Two contractors have agreed to quote.

**11.4 TO AGREE TO THE TERMS OF SITE INSPECTION.**

Members are asked to **AGREE** to the terms of site inspection; the frequency and inventory of items to be inspected.

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

Chair to report the matter to the committee. Members to **AGREE** if a resolution is required.

**11.6 TO NOTE GRASS CUTTING ARRANGEMENTS.**

Members to establish what the grass cutting arrangements are and any associated budget requirements if necessary.

**11.7 TO NOTE THAT OFFICERS HAVE REPORTED THE FLY TIPPING AND BROKEN FENCE AS PER ACTION FROM MEETING 31<sup>ST</sup> MARCH AND TO FURTHER NOTE THAT OFFICERS HAVE ALSO REPORTED THE BROKEN FENCING ADJACENT TO THE RAILWAY LINE.**

Members to **NOTE** that no response has been received from Hyde but the fly tipping was removed and fence mended.

**11.8 TO NOTE THE UPDATE REGARDING THE WATER PROVISION.**

Members to **NOTE** that The Clerk is investigating this matter.

**AGENDA ITEM 12**

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

Members are asked to **NOTE** that all payments have now been made and all renewal notices have been returned.

**AGENDA ITEM 13**

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

There are currently 17 people on the list, and an additional 4 persons who have requested a plot at Flanders Close.

**AGENDA ITEM 14**

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

Officers recommend that a newsletter is produced in order to inform tenants of any updates. This could be displayed in the newly installed Noticeboard.

**AGENDA ITEM 15**

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

The next meeting will be held on Thursday 29<sup>th</sup> September at noon, in The Sutcliffe Room at the Village Hall.

A subsequent meeting has already been agreed for Thursday 15<sup>th</sup> December.

**Recommendation:** that the meetings are **AGREED** for the rest of the financial year and propose: Thursday 30<sup>th</sup> March 2023 at noon, in The Sutcliffe Room at the Village Hall.