

**ALLOTMENT COMMITTEE 15th DECEMBER 2022
REPORTS**

AGENDA ITEMS 1 & 2

CHAIRMAN'S INTRODUCTION, WELCOME AND APOLOGIES FOR ABSENCE

Members are reminded that apologies for absence should be submitted to the Clerk ahead of the meeting and the reason for non-attendance given.

AGENDA ITEM 3

TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 29TH SEPTEMBER 2022 AND THE EXTRAORDINARY MEETING ON 2ND NOVEMBER 2022

MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL

ALLOTMENT COMMITTEE 29th SEPTEMBER 2022

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

IN ATTENDANCE: M. Carvajal-Neal (Clerk of Allotment Committee) and 2 allotment holders.

32. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting at 12:02pm. The Chairman was happy to see a good attendance at the meeting and thanked the two allotment holders for their attendance. The Chairman added that he is pleased that there is a growing interest in allotments in Southbourne.

33. APOLOGIES FOR ABSENCE

No apologies were received.

34. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 30TH JUNE 2022

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 30th June 2022 and they were signed by the Chairman.

35. DECLARATIONS OF INTEREST

There were no declarations of interest.

36. ADJOURNMENT FOR PUBLIC OPEN FORUM

The meeting was adjourned at 12.11

One Allotment Holder raised the matter of ownership of land at Southbourne Fields, this item is due to be discussed as per Min ref. 40.7 below.

One Allotment Holder asked about the newly installed noticeboard at Southbourne Fields and what it is to be used for, this item is also due to be discussed as per Min Ref. 40.1 below.

The meeting was re-adjourned at 12.21

37. TO NOTE THE INCOME AND EXPENDITURE FOR THE TWO SEPARATE SITES AND TO CONSIDER AND AGREE HOW TO MANAGE THE TWO BUDGETS

Members **NOTED** the income and expenditure and **AGREED** to keep the two sites' budgets separate for the remainder of the financial year and will consider revisiting this when agreeing the budget for 2023/24. Members **AGREED** that this would need additional consideration if the

Parish Council were to take on more allotment sites. Members were mindful that they did not wish to increase the workload of Officers.

38. 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:

RECOMMENDATIONS:

- 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.**

38.1 Cllr Riddoch suggested that Members consider asking a resident of Flanders Close if an additional water line could be attached to their supply which would service the plots but have its own meter for itemised billing. Members **AGREED** that the Deputy Clerk make further enquiries regarding this and, if it is possible, contact the resident in question for an informal meeting in the first instance.

38.2 Members further **AGREED** that should it not be possible to add a water line to a resident's supply then officers should write to the prospective allotment tenants and enquire if they would consider renting the site without water. Members **AGREED** that this would be reflected in the annual rental fees when they are determined.

38.3 Members additionally **AGREED** that should there be a remaining balance from the NHB funding that this be spent on guttering and water butts for the communal shed for use by the communal plot.

39. TO RECEIVE AND NOTE THE UPDATES REGARDING FLANDERS CLOSE ALLOTMENTS AND TO AGREE ON ANY CONSIDERATIONS AND RECOMMENDATIONS INCLUDING;

39.1 TO RECEIVE AND NOTE AN UPDATE ON PROSPECTIVE TENANTS

Members **NOTED** the update on the prospective tenants, the 4 'traditional plots' have prospective tenants.

39.2 TO RECEIVE AND NOTE AN UPDATE REGARDING THE WORKS.

Members **NOTED** that the contractors are awaiting instructions from the Deputy Clerk as they need direction regarding the water supply. Members **AGREED** to request that the Deputy Clerk instruct the contractors to continue work whilst further enquiries are made regarding the water supply. Members **AGREED** that the contractors complete the work without a water supply in place.

39.3 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.

RECOMMENDATIONS:

- 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.**

Members **AGREED** to both Recommendations;

Members **AGREED** to continue to advertise the communal plot and **AGREED** to contact the Bourne Community College at the Drop-In session on Saturday 1st October. This session has a focus on Youth and Members feel it would be a good opportunity to discuss this matter. Cllr. James to administer this.

Members further **AGREED** that whilst there is a vacancy at the communal site that the beds are covered over to suppress weeds. Members instructed the Deputy Clerk to ask the contractors to carry this out.

In terms of a management plan Members **AGREED** that twice per year inspection in conjunction with the tenancy agreement would be sufficient supervision of the site. The twice yearly inspection will take place alongside the inspections at Southbourne Fields. The next inspection is due March 2023.

39.4 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 PRIOR TO MAKING A PROPOSAL TO THE COMMITTEE TO ERECT ANY STRUCTURE

Members **AGREED** to the Recommendation; Members **AGREED** that, as per the tenancy agreement, tenants wishing to erect structures on site should contact the Committee for agreement and requests would be considered on a case-by-case basis. Members further **AGREED** to the following guidelines in order to expedite requests from tenants:

- A maximum of 2 structures per plot. Only one of which can be used for storage.
- Each structure must not be more than 8x4ft.
- The structure must not be placed near the boundary of a neighbouring plot or on the same boundary as the orchard trees.

Members further **AGREED** that any tenant shall be permitted to grow plants along their boundary including against and climbing up the fencing, on the inside of the plot only. This shall be permitted providing that the plant does not invade any neighbouring plot(s).

39.5 TO AGREE TO PRO RATA THE ANNUAL RENTAL FEES

Members **AGREED** to pro rata the annual rental fees from the start date of the Tenancy Agreement to the end of the financial year.

39.6 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.

Members **NOTED** the update and **AGREED** to the Deputy Clerk contacting the nursery owner with some potential dates to visit:

-Thursday 20th October AM

-Thursday 13th October AM

-Friday 21st October PM

It was **AGREED** that Members would attend according to availability.

Members **NOTED** that there will be ongoing maintenance costs for the trees.

Members further discussed whether to delay the application for trees in case the site was not ready and water was not available. Cllr Bangert highlighted that the grant scheme has a closing date and this should not be missed. Members **AGREED** that providing the trees are ordered ASAP and planting takes place in November then they would only require minimal watering at this time of year. As such, members **AGREED** to go ahead with the nursery visit and to order the trees as soon as possible. Members further **AGREED** that if a water source is not feasible at Flanders Close then Members would organise watering of the orchard trees on an informal basis, similar to that of the grass cutting at Southbourne Fields. See min 40.4 below.

39.7 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.

Members **NOTED** that ongoing maintenance would need to be budgeted for and **AGREED** to consider this at the beginning of the next financial year. Members did not wish to gain quotes at this time.

39.8 TO NOTE THAT CDC HAVE GRANTED AN EXTENSION OF THE NHB FUNDING UNTIL MAY 2023.

Members **NOTED** the update.

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

40.1 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.

The Chairman thanked Cllrs James and Riddoch for the work they had carried out. Cllr James added that he would look to install a bolt through the lock on the gate to secure the gate further. This was **AGREED**.

Members **AGREED** that Cllr James should have a key for the noticeboard, that the noticeboard would be used to display the agenda for Committee meetings and any other related content including literature from the Southbourne Environment Group (SEG). The Chairman from SEG will liaise with Cllr James directly regarding this. The Deputy Clerk to provide Cllr James with a key. This was **AGREED**.

40.2 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.

Members **AGREED** to the recommendation that the code is changed when a plot holder's Tenancy Agreement has ended.

40.3 TO RECEIVE QUOTES FOR WORKS FOR THE MATTING AS PER MIN. 18. TO CONSIDER AN ALTERNATIVE COURSE OF ACTION IF QUOTES CANNOT BE OBTAINED.

Members **NOTED** that the Deputy Clerk had been unable to secure any additional quotes for work. One contractor had advised that the work to improve drainage would be considerable given that the whole site is on a slope and advised that it was his opinion that it would not be worth the cost.

Members **AGREED** that the issue was not severe enough that it warranted the expenditure to the value that had been in the original quote. Members **AGREED** to monitor the situation and re assess at a later date, if required.

40.4 TO NOTE GRASS CUTTING ARRANGEMENTS.

The Deputy Clerk advised that plot holders had been organising grass cutting arrangements amongst themselves via a WhatsApp group that a plot holder had started. So far this was proving to be successful. J Ullman wished to thank the plot holders who had been regularly cutting the grass and keeping the site looking neat and tidy. The Chairman echoed this. Members **AGREED** to continue to allow plot holders to manage the cutting of the grass and asked the Deputy Clerk to thank the persons who had been undertaking this. The Deputy Clerk will write to plot holders via email.

40.5 TO NOTE THE UPDATE REGARDING THE WATER PROVISION.

Members **NOTED** the update. There has still been no response from WaterPlus. Members were concerned that a company has been attending to read the meter but the Parish Council had not received a bill. Members **AGREED** to await a response from WaterPlus regarding them carrying out a meter reading.

40.6 TO CONSIDER A PROPOSAL TO REVIEW THE CURRENT RENTAL CHARGES.

This item was deferred and will be reconsidered at the beginning of the next financial year.

40.7 TO NOTE THE UPDATE REGARDING THE BOUNDARY FROM THE AGENTS OF SOUTHBOURNE FIELDS.

Members **NOTED** the update and were provided with a map by the Deputy Clerk which showed land ownership. Members **NOTED** the boundaries.

Members are still unclear as to who owns the ditch behind the allotment plots. Cllr Bangert is awaiting a response from CDC regarding this. Members **AGREED** to continue to make investigations to determine who owns the ditch as it needs urgent maintenance work. Members advised that work has previously been carried out in that area but it is unknown who completed it. Members are keen to see this area cleared as soon as possible and considered making arrangements to clear it themselves but Members **AGREED** against this for reasons that they are mindful of not trespassing onto privately owned land and that the waste disposal would prove difficult and potentially costly.

41. TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES.

Members **NOTED** that there remains a waiting list for allotments. Two persons had declined Flanders Close but wished to remain on the list for other sites. One person on the list was uncontactable, Members **AGREED** to leave this person on the list in case they contact the Parish Council in the future.

42. TO AGREE TO THE TENANCY AGREEMENT FOR COMMUNAL AND 'TRADITIONAL' PLOTS.

Members **AGREED** to the Tenancy Agreement previously circulated by the Deputy Clerk.

43. 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.

43.1 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

Members received and **NOTED** the two documents and **AGREED** to the two letters of correspondence relating to the Termination of a Tenancy. These are to be issued to Tenants upon request to terminate the tenancy either by the Tenant or the Council. Members further **AGREED** to adopt this process going forward when dealing with Terminations of tenancies. This will formally take effect when the Tenancy Agreements are re-signed for the new annual agreement.

44. SITE INSPECTIONS

44.1 TO RECEIVE AND NOTE A REPORT FROM MEMBERS REGARDING SITE INSPECTIONS AND TO AGREE TO ANY NECESSARY ACTIONS REQUIRED.

The Chairman gave a verbal update. He was very happy to see that almost all plots looked to a good standard. Only two plots were 'slightly behind' but having spoken with the Tenants the Chairman was happy to have received a genuine reason from them as to the condition of the plot and Members **AGREED** that no further action was required at this stage.

44.2 TO AGREE ON A COURSE OF ACTION FOR ONGOING INSPECTIONS INCLUDING TO RECEIVE AND NOTE CORRESPONDENCE FROM CDC REGARDING ALLOTMENT INSPECTIONS

Members **NOTED** the correspondence and **AGREED** the following;

Inspections to reduce to twice per year in line with the growing seasons and the Committee meetings. The next inspection will take place around March 2023.

It was further **AGREED** to follow the advice from CDC regarding inspections being carried out by non-allotment holders only and it was **AGREED** that the Chairman would continue to carry out the inspections together with L Davies.

The Chairman thanked J Ullman for her contribution towards the inspection on this occasion.

45. TO NOTE THE DATE AND TIME OF THE NEXT MEETING AND TO CONSIDER A CHANGE OF START TIME TO ONGOING MEETINGS

45.1 Members **AGREED** to change the start time to 10am.

45.2 The date and time of the next meeting is Thursday 15th December at 10am.

The Chairman closed the meeting at 1:06pm

MINUTES OF THE EXTRAORDINARY MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 2nd NOVEMBER 2022

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

IN ATTENDANCE: M. Carvajal-Neal (Clerk of Allotment Committee)

46. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting at 10:00am

47. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr James and Co-opted Member J Ullman, both of whom had prior commitments.

48. DECLARATIONS OF INTEREST

There were no declarations of interest.

49. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no persons present wishing to speak.

50. CONSIDERATION OF RENTAL FEES FOR FLANDERS CLOSE INCLUDING A REQUEST FOR THE PROVISION OF SHEDS

Following discussions Members **AGREED** that the rent for Flanders Close be set at zero for the remainder of this financial year from the date the plots are completed and that tenants are charged a nominal fee of £1 per annum for the financial year 2023/24. Members further **AGREED** that in order to provide tenants with a guideline for future rents that it is proposed to charge an annual rental fee of £20 per annum for the year 2024/25. However, this will be subject to review when considering budgets for that year.

Members **AGREED** that it would not be financially viable to provide sheds to tenants, Members further **AGREED** that, in line with the tenancy agreement, the committee would consider requests from tenants to provide and install their own shed.

51. CONSIDERATION OF THE REMAINING NHB BUDGET INCLUDING THE PROVISION OF WATER BUTTS & TOPSOIL

Members **AGREED** to the purchase of 2 water butts and any associated parts and equipment, including guttering, to service the community allotment. This is to be financed from the remaining NHB budget. Cllrs Riddoch and Taylor **AGREED** to install these. Members further **AGREED** to spend the resulting remainder of the NHB budget on topsoil. It was proposed that this may need to be in smaller manageable packs rather than 1 large grab bag, this was **AGREED**.

52. CONSIDERATION OF THE PLANTING OF THE ORCHARD TREES

Following discussion Members felt that it is likely that the trees can be purchased and remain in situ until they are able to be planted. Members **AGREED** that at the scheduled meeting with the nursery on Friday 4th November, Officers would arrange delivery or collection of the trees in line with a date that Members can carry out the planting. Cllr Riddoch volunteered to transport the trees depending on his availability.

The Chairman closed the meeting at 10:36am

AGENDA ITEM 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.

AGENDA ITEM 5

ADJOURNMENT FOR PUBLIC OPEN FORUM

The Chairman will adjourn the meeting for the Open Forum. During these sessions members of the public will be permitted to speak and ask questions with a maximum time of 3 minutes. Members are asked to note that no decision can be made during this time and any item requiring further discussion will need to be deferred to a future agenda.

AGENDA ITEM 6

TO NOTE INCOME AND EXPENDITURE

Income: £1720

Expenditure: Water Bill for Southbourne Fields: £200.64

NHB expenditure:

Water Butts- TBC as per below

Guttering- TBC as per below

Tree supports- as per below

AGENDA ITEM 7

TO RECEIVE ANY UPDATES REGARDING THE FLANDERS CLOSE ALLOTMENTS INCLUDING;

7.1 TO RECEIVE A VERBAL UPDATE ON THE WORKS FROM THE DEPUTY CLERK

7.2 TO AGREE TO THE EXPENDITURE FOR THE WATER BUTTS AND ASSOCIATED ITEMS:

Portsmouth Water have advised that we are only entitled to one discounted water butt. In addition, they do not accept payment by bank transfer so we cannot reclaim VAT and this would need to be purchased on a personal debit card and reclaimed. Portsmouth Water do not sell the associated items such as guttering. There is also currently a 6 week wait on the dispatch of items. Therefore, the Deputy Clerk has sourced other items for consideration. See details of comparative costings below:

SPC contracted caretaker has a Tradepoint account and can purchase items and reclaim the VAT. He can collect these items for an additional £10 expenses. He can install the guttering at a day rate charge if required.

Members are asked to **AGREE** as to how they wish to proceed.

| | Portsmouth water costing | Inc VAT | less VAT |
|-----|---------------------------------|---------------|---------------|
| Qty | item | cost | |
| 2 | 200 litre water butt | 84.18 | |
| 2 | 2m guttering | 15.6 | |
| 2 | downpipe gutter clips | 2.9 | |
| 8 | gutter brackets | 9.76 | |
| 2 | stop end gutter outlet | 5.06 | |
| 2 | gutter socket | 20.4 | 44.77 |
| | TOTAL | 137.9 | 128.95 |
| | inc 10% contingency | | 142 |
| | | | |
| | Tradepoint | | |
| Qty | item | cost | |
| 2 | 210 litre water butt | 104 | |
| 2 | 2m guttering | 15.6 | |
| 2 | downpipe gutter clips | 2.9 | |
| 8 | gutter brackets | 9.76 | |
| 2 | stop end gutter outlet | 5.06 | |
| 2 | gutter socket | 20.4 | |
| | TOTAL | 157.72 | 131.44 |
| | inc 10% contingency | | 144.44 |

Members are asked to determine if they **AGREE** with these requests.

AGENDA ITEM 8

TO NOTE THE SITE VISITS WITH PAUL BARNETT AND THE RECOMMENDATIONS MADE BY HIM REGARDING TREE PROVISION. TO AGREE TO THE PURCHASE OF THE TREES AND TO FURTHER AGREE TO ANY ASSOCIATED COSTS INCLUDING STAKES, TIES, TIMBER, CEMENT ETC.

Members met with Paul Barnett at his site on Saturday 19th November, Paul recommended that he see the site to give the best advice.

Members met again at the Flanders Close allotment site on Saturday 3rd December. Paul advised that the gap between the fencing and the plots is not sufficient for fruit trees and recommended instead that we consider using a plot to accommodate the trees, one plot could house 4 trees. Members are asked to **AGREE** if they wish to allocate a plot for use as a space for orchard trees.

Members are further asked to **AGREE** to defer the decision to determine what to do with the gap to a future meeting.

AGENDA ITEM 9

TO FURTHER CONSIDER THE PLANTING OF THE ORCHARD TREES AND TO AGREE ON A POTENTIAL DATE FOR PLANTING AND TO AGREE TO APPOINT A MEMBER TO COORDINATE THE PLANTING AND VOLUNTEERS.

Members are asked to consider when they wish to undertake the planting. It is likely that the trees will need to be collected at the weekend due to the availability of the farmer. The Deputy Clerk recommends that one Member is appointed to coordinate this.

Members are asked to **AGREE** on how they wish to proceed including; who shall coordinate the planting, whether to ask the farmer to support with planting and what product to use as ground covering underneath the tree. Members are also asked to identify a budget for this.

AGENDA ITEM 10

TO RECEIVE AN UPDATE FROM THE DEPUTY CLERK REGARDING THE WATER SUPPLY AT FLANDERS CLOSE ALLOTMENTS. INCLUDING; TO RATIFY THE DECISION MADE BY EMAIL TO NOT PURSUE CONNECTING A WATER LINE TO A RESIDENTS' SUPPLY. TO NOTE THE RESPONSE FROM TENANTS REGARDING THE PROVISION OF PLOTS WITHOUT A WATER SUPPLY AND TO NOTE IF ANY TENANTS HAVE BEEN APPOINTED PLOTS

Following the decision at the September committee meeting min 38.2 refers:

Members further AGREED that should it not be possible to add a water line to a resident's supply then officers should write to the prospective allotment tenants and enquire if they would consider renting the site without water. Members AGREED that this would be reflected in the annual rental fees when they are determined.

The Deputy Clerk made enquiries with Portsmouth Water and directgov and other sources and previously circulated the information below regarding a 'common water supply':

- *This is not usually promoted and where it is allowed it is usually only in cases where 1 person owns the entire land and is having an additional supply fitted. They actively discourage this and recommend customers to separate shared supplies where possible. Some water companies and councils actually offer schemes to apply for grants to undo this shared supply.*
- *They do not promote this across land ownership boundaries.*
- *If the main supply loses water or has any issues we would lose our supply and rely on the owner of the main supply to resolve the issue.*

- *The stop tap is shared, if the main building needs to be disconnected our connection would also be disconnected.*
- *Where the property is housing association owned we would be required to liaise with the HA not the tenant.*
- *If the property is a new build it will have a maximum load allowance on the water system in order to conserve water and may not be capable of splitting supply, adding an additional supply will reduce water pressure to the original property.*
- *We will still be required (and have to pay) to have a surveyor come out and check it is feasible and how much it will cost.*
- *Portsmouth water would split the supply and add an additional meter. We would then pay a contractor to have the water service installed where we want it to be.*
- *We may be required to pay for an inspection, post installation, to ensure it complies with minimum standards.*
- *Under the Water Industry Act 1991, water and sewerage companies must connect people to their networks, so the tenant can request for the shared supply to be undone at anytime as they have the right to a separate supply.*

This was circulated by email and Members **AGREED** that it would not be feasible to add a water line to a resident's supply. As per decision made, Min. 38.2 refers, the Deputy Clerk has written to prospective tenants and asked that they advise if they wish to accept the offer of the plot without a water provision at the discounted rate, Min. 50 refers.

The Deputy Clerk wrote to tenants on 24/11 advising that the committee had agreed to provide the plots without a water supply and, in line with this decision, had agreed to charge only a nominal fee until March 2024. Min 38.2 refers.

The Deputy Clerk has received response from all 4 prospective tenants, 2 of which would like to accept the plot. 2 people have now declined. Should one plot be used for orchard trees 1 plot will then be available, this will be offered to the next person on the waiting list.

AGENDA ITEM 11

CONSIDERATION OF THE LETTING OF THE PLOTS AND TO AGREE TO THE DEPUTY CLERK CARRYING OUT THE RELEVANT PROCEDURES INCLUDING ALLOCATING THE PLOTS AND ISSUING TENANCY AGREEMENTS

Members are asked to **AGREE** to the Deputy Clerk allocating the four traditional plots to the three interested parties and the fourth plot to the next eligible person on the waiting list.

Should this be **AGREED** the deputy Clerk will write to the tenants and issue the tenancy agreements as soon as the work is complete.

AGENDA ITEM 12

TO NOTE ANY UPDATE REGARDING THE PROVISION OF THE COMMUNAL PLOTS AND TO CONSIDER ANY APPLICATIONS.

There is currently one applicant. The Deputy Clerk has written to the Infant and Junior Schools and to the Bourne Community College. All of which have declined.

A proposal has been made to offer a plot to a new Dementia support group based in Emsworth. LD may wish to give a verbal update.

The Deputy Clerk has reposted details on social media and the PC website.

AGENDA ITEM 13

TO NOTE ANY UPDATES REGARDING SOUTHBOURNE FIELDS. INCLUDING:

13.1 TO NOTE GRASS CUTTING ARRANGEMENTS AND TO AGREE IF THE CURRENT METHOD IS SUCCESSFUL.

13.2 TO NOTE THE UPDATE REGARDING THE WATER PROVISION. TO NOTE THE WATER BILL OF £203 AND THAT THIS WILL BE TAKEN FROM THE ALLOTMENT COMMITTEE BUDGET.

AGENDA ITEM 14

TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES.

The Deputy Clerk will give a verbal update.

AGENDA ITEM 15

SITE INSPECTIONS- TO NOTE THE NEXT DATE

In line with the next committee meeting the next scheduled site inspection will be on or around Thursday 16th March 2023.

AGENDA ITEM 16

TO NOTE THE DATE AND TIME OF NEXT MEETING

Next meeting: Thursday 30th March at 10am. St Johns Church Centre.