



Southbourne Parish Council

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MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 29TH FEBRUARY 2024

PRESENT: Cllrs: L. Meredith (Chair). T. Bangert and J. Money.

IN ATTENDANCE: M. Carvajal-Neal (Clerk of Allotment Committee) M. Banach (Admin Assistant) and Committee Member J. Ullman. 1 representative from Chichester and Arun District and 1 representative from Tuppenny Barn.

The meeting started at 13:02

31. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting and thanked everyone for their attendance.

32. APOLOGIES FOR ABSENCE

Apologies had been received from committee member L. Davies who had another commitment.

33. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 21ST September 2023 AND TO NOTE THE CANCELLATION OF THE NOVEMBER ALLOTMENT COMMITTEE MEETING SCHEDULED FOR THE 30TH NOVEMBER 2023, DUE TO BEING NON-QUORATE

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 21st September 2023 and they were signed by the Chairman. Members additionally **NOTED** the cancellation of the meeting of November due to not being quorate.

34. DECLARATIONS OF INTEREST

34.1 J. Ullman declared that she had a pecuniary interest in agenda item 16 as she is an allotment holder and would refrain from commenting on the matter.

34.2 Tracie Bangert confirmed that she is the Chair of trustees at Tuppenny Barn but did not believe that this would impact on receiving the presentation from Tuppenny Barn.

35. ADJOURNMENT FOR PUBLIC OPEN FORUM

The meeting was adjourned at 13:05

35.1 A tenant of Southbourne Fields spoke in regard to a letter they had received to remove some box hedging from their plot. This item is due for consideration at agenda item 10.1. The tenant raised several points, specifically: that when she took the plot in 2021 there was no mention of hedges in the tenancy agreement. She believes that the box plant offers a key function to wildlife at the allotments. It is not invasive and will not grow large. She is happy to have a clause added to her tenancy agreement to state that the plant does not grow above a certain height and that it can be removed if she gives up her plot.

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- 35.2** A committee member who is also a tenant at Southbourne Fields raised an issue regarding the wooden fence post adjacent to her plot being rotten where it meets the soil. The Deputy Clerk advised that she has asked the Caretaker to look at it and he has confirmed that he can repair it but will need access to a generator. The Deputy Clerk will continue to make enquiries as this item is urgent and will bring any quotes for work to a future meeting.

The meeting was reconvened at 13:12. The member of public re Min ref 35.1 left the meeting.

Members **AGREED** to delay agenda item 6 until Maggie Hayes from Tuppenny Barn arrived to the meeting. Members **AGREED** to move to agenda item 8.

36. CLERK'S UPDATE

Members **NOTED** the updates as circulated by the Deputy Clerk.

37. BUDGET, INCOME AND EXPENDITURE

Members **NOTED** the budget, income and expenditure figures as displayed on the projector during the meeting. Members **NOTED** that the budget did not include any work undertaken by the caretaker.

38. SOUTHBOURNE FIELDS - TO RECEIVE ANY UPDATES AND CONSIDER ANY REQUIRED ACTIONS INCLUDING:

- TO CONSIDER A REQUEST TO REVIEW THE REMOVAL OF HEDGING ON A RESIDENT'S PLOT**
- TO RECEIVE A REPORT ON THE PLANTING OF TREES AND CONSIDER ANY ACTIONS**
- TO CONSIDER A PROPOSAL TO PURCHASE AND PLANT FRUIT TREES IN THE CARPARK AREA. INCLUDING CONSIDERATION OF THE TREE WHICH HAS DIED**
- TO CONSIDER A QUOTE FOR THE REPAIR TO THE BROKEN TAPS. TO CONSIDER ANY RECOMMENDATIONS FOR A LONG TERM SOLUTION.**

38.1 TO CONSIDER A REQUEST TO REVIEW THE REMOVAL OF HEDGING ON A RESIDENT'S PLOT

Members **CONSIDERED** the request and after discussion unanimously **AGREED** that the tenant is not required to remove the hedging, but no additional hedges will be permitted going forward as per the amended tenancy agreement and the individual letters issued by post. Members **AGREED** that if she were to return her plot to the Council that she remove the box hedge. Officers to write to the tenant and thank her for attending the meeting and thank her for how well she is doing on her plot and confirm that there was no personal intention at all with the original request.

38.2 TO RECEIVE A REPORT ON THE PLANTING OF TREES AND CONSIDER ANY ACTIONS

Members **NOTED** the information in the report as circulated by the Deputy Clerk. Members **AGREED** that the remaining trees that are in situ will now have permission to remain with the exception of the trees on plot 15 which will be reconsidered should the tenant give up their plot. No additional trees will be permitted.

38.3 TO CONSIDER A PROPOSAL TO PURCHASE AND PLANT FRUIT TREES IN THE CARPARK AREA. INCLUDING CONSIDERATION OF THE TREE WHICH HAS DIED

Following discussion Members **AGREED** not to plant any additional trees at Southbourne Fields and **AGREED** to leave the dead tree to be dealt with by the maintenance company of the housing development as they undertake the maintenance of that area.

38.4 TO CONSIDER A QUOTE FOR THE REPAIR TO THE BROKEN TAPS. TO CONSIDER ANY RECOMMENDATIONS FOR A LONG TERM SOLUTION

Members **NOTED** the information as circulated by the Deputy Clerk and **AGREED** to the following:

- To instruct the contractor to carry out the repairs at a cost of £198 + VAT to come from the committee budget.**

-To switch off the taps every November until the end of February and drain any water from the pipes. The caretaker is to carry out this work. Officers to write to tenants to advise of this.

*Members **AGREED** to return to the order of business and adjourn the meeting to receive a presentation at 13:38.*

39. TO RECEIVE A PRESENTATION FROM TUPPENNY BARN REGARDING THE COMMUNAL PLOT AT FLANDERS CLOSE AND TO CONSIDER ANY REQUIRED ACTIONS

Members received a presentation from Maggie Haynes at Tuppenny Barn and Regi Miesle of Chichester and Arun Food Partnership who had shown interest in the Communal plots at Flanders Close. The presentation included the history of both of their projects, how they came to collaborate and a description of their intention of use for the plot. Some recommended amendments were made in relation to the tenancy agreement. Additionally they requested that they have a compostable toilet on site.

The Chair thanked both for their attendance and all Members agreed that the proposed plans for the site would be a great addition to Southbourne.

*Members **AGREED** to reconvene the meeting at 14:08*

40. TO REVIEW THE COMMUNAL PLOT TENANCY AGREEMENT AND AGREE TO ANY AMENDMENTS

Members reviewed the tenancy agreement as previously circulated and **AGREED** to make the following amendments:

- 40.1** That the word 'tenant' or 'organisation' be replaced with a more fitting description to be agreed with the person responsible for signing the agreement. 'project lead' was felt to be an appropriate term. Members **AGREED** that the 'project lead' does not need to reside or work in the Parish of Southbourne
- 40.2** 3.2.1 remove "by the tenant and his/her family and for no other purpose and shall not undertake any business from the plot".
- 40.3** Members further **AGREED** to add to the agreement that the PC receives a copy of any licenses or insurances required for the operation of the project.
- 40.4** Members **AGREED** that a compostable toilet is permitted on site as this is not a permanent structure.

41. FLANDERS CLOSE- TO RECEIVE ANY UPDATES AND CONSIDER ANY REQUIRED ACTIONS

Members **NOTED** that there were no items for consideration.

42. TO CONSIDER A PROPOSAL TO FORM A MINIMUM SET OF STANDARDS FOR ANY ALLOTMENT SITE THAT IS OFFERED TO THE PC

Following discussion Members **AGREED** not to set a minimum set of standards for any allotment site offered to the PC but to recommend to Council any sites which became available in the future which the committee deem viable.

43. SITE INSPECTIONS- TO NOTE THAT NO ROUTINE INSPECTIONS HAVE TAKEN PLACE SINCE LAST MEETING. TO RECEIVE A REPORT ON ANY PLOTS REQUIRING THE ATTENTION OF THE COMMITTEE AND TO CONSIDER ANY ACTIONS.

Members **NOTED** the information as circulated by the Deputy Clerk. No inspections have been undertaken since the committee last met, however, one plot at Southbourne Fields has not been worked since the beginning of this financial year (2023-24) and there has been no further communication from the tenant. As such Members **AGREED** not to renew their tenancy in May 2024 and offer the plot to those on the waiting list. Officers to write to the tenant and advise.

44. TREE MAINTENANCE. TO NOTE THAT TREE MAINTENANCE HAS NOW BEEN UNDERTAKEN AT FLANDERS CLOSE. TO FORMALISE A TREE MAINTENANCE PLAN INCLUDING TO AGREE TO A SCHEDULE OF MAINTENANCE.

Members **AGREED** to formalise a maintenance plan, for the trees at Flanders Close to be trimmed annually in the Winter period by the end of February. To the cost of £180 or any revised amount providing that the quote does not exceed 20% more than the previous year.

45. TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES AND TO CONSIDER ANY REQUIRED ACTIONS

Members **NOTED** that there are currently 20 people on the waiting list, with two further plots being made available from May 2024. The longest wait is currently 2 years.

46. TO CONSIDER THE TENANCY AGREEMENTS FOR THE YEAR 2024-25. INCLUDING TO NOTE THE CURRENT TENANCY AGREEMENTS AND TO CONSIDER MAKING ANY AMENDMENTS TO THE CURRENT AGREEMENT.

Members **NOTED** the tenancy agreements and **AGREED** that there were no required amendments.

47. TO CONSIDER COMMITTEE DATES AND TIMES FOR THE FINANCIAL YEAR 2024-25.

Members **NOTED** that these will be **AGREED** at the May meeting of full council but Members confirmed that they would like to meet 4 times per year in the months of June, September, November and February.

48. TO CONSIDER INSPECTION DATES FOR THE FINANCIAL YEAR 2024-25.

Members **AGREED** that the dates should fall approximately 2 weeks before a committee meeting, preferably the months of June and September. To be scheduled as above.

49. TO NOTE THE DATE AND TIME OF THE NEXT MEETING.

TBC at Full Council on 14th May 2024.

The meeting ended at 14:24

Signed

Dated