



Southbourne Parish Council

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ALLOTMENT COMMITTEE 5th SEPTEMBER 2024 REPORTS

AGENDA ITEM 1

CHAIRMAN'S WELCOME AND INTRODUCTION

AGENDA ITEM 2

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 13th JUNE 2024

MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 13th June 2024

PRESENT: Cllrs: L. Meredith (Chair), T. Bangert and R. Taylor.

IN ATTENDANCE: M. Carvajal-Neal (Clerk of Allotment Committee)
and Committee Members: J. Ullman and L. Davies

The meeting started at 13:00

1. **TO NOTE THE APPOINTMENT OF CLLR MEREDITH AS CHAIR TO THE ALLOTMENT COMMITTEE.**
Members **NOTED** the appointment of Councillor Meredith as Chair to the Allotment Committee.
2. **CHAIRMAN'S WELCOME AND INTRODUCTION**
The Chair welcomed everyone to the meeting.
3. **APOLOGIES FOR ABSENCE**
There were no apologies for absence.
4. **TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 29TH FEBRUARY 2024.**
Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 29th February 2024 and they were signed by the Chairman.
5. **DECLARATIONS OF INTEREST**

Chair of the Council: Cllr. Amanda Tait
Deputy Chair of the Council: Cllr. Neil Redman

Clerk: Sheila Hodgson
Deputy Clerk: Maria Carvajal-Neal

There were no declarations of interest.

6. ADJOURNMENT FOR PUBLIC OPEN FORUM

The meeting was adjourned at 13:02

- 6.1** One member of the committee raised an issue that was brought to her attention by a member of the public regarding there being no dog waste bins near the allotments. The allotment carpark is used as a cut through to a public footpath, a number of dog walkers use it and there has been dog waste left in the carpark and surrounding areas. The Deputy Clerk advised that the land is managed by the Housing associations management team and the member of the public would need to raise their concern with them and potentially request the installation of a dog bin. Members asked for this issue to be added to a future agenda and in the meantime the Deputy Clerk will refer the matter to the management company who are best placed to deal with this issue.

The meeting was reconvened at 13:05

7. CLERK'S UPDATE

There were no updates from the Deputy Clerk.

8. TO NOTE THE COMMITTEE DATES AND TIMES FOR THE FINANCIAL YEAR 2024-25.

Members **NOTED** the dates.

9. BUDGET, INCOME AND EXPENDITURE INCLUDING TO NOTE ANY UNSPENT FUNDS TO BE MOVED TO EMR TO FORM THE MAINTENANCE FUND.

Members **NOTED** the figures for the budget and the maintenance fund.

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

10.1 TO CONSIDER A COURSE OF ACTION FOR THE RUSTED TAP.

10.2 TO CONSIDER A REQUEST BY A RESIDENT TO INSTALL A 6X4FT GLASS GREENHOUSE ON THEIR PLOT.

10.3 TO CONSIDER A COURSE OF ACTION FOR THE FOOTPATH. INCLUDING TO RECEIVE AN UPDATE AND CONSIDER A COURSE OF ACTION ON MAINTENANCE OF THE FOOTPATHS.

10.4 TO CONSIDER A COURSE OF ACTION FOR THE CHAIN-LINK FENCE POSTS. INCLUDING TO CONSIDER A QUOTE FROM THE CARETAKER FOR THE COST OF MATERIALS FOR THE REPAIR.

10.1 TO CONSIDER A COURSE OF ACTION FOR THE RUSTED TAP.

Members considered the information provided by the Deputy Clerk including the information from the contractor and **AGREED** to ask the contracted caretaker to clean some of the rust off of the tap and spray it with WD40 on a regular basis.

10.2 TO CONSIDER A REQUEST BY A RESIDENT TO INSTALL A 6X4FT GLASS GREENHOUSE ON THEIR PLOT. TO CONSIDER A COURSE OF ACTION FOR THE FOOTPATH. INCLUDING TO RECEIVE AN UPDATE AND CONSIDER A COURSE OF ACTION ON MAINTENANCE OF THE FOOTPATHS.

Members **NOTED** the information as provided by the Deputy Clerk. Members **AGREED** to the request to install a 6x4ft greenhouse in replacement of the plastic polytunnel providing that the greenhouse is placed on a non-permanent base and is removed if/when the tenant returns their plot and is only placed where the current polytunnel is in situ. The Deputy Clerk will write to the tenant advising of the decision and provide the previously agreed terms on Greenhouses.

10.3 TO CONSIDER A COURSE OF ACTION FOR THE FOOTPATH. INCLUDING TO RECEIVE AN UPDATE AND CONSIDER A COURSE OF ACTION ON MAINTENANCE OF THE FOOTPATHS.

Members were reminded that the allotment holders had been carrying out the grass cutting at the site. More recently this responsibility was falling on a small number of tenants who have advised that they are no longer

able to be responsible for this task. As such Members **AGREED** to ask the contracted caretaker to carry out this task. Members were reminded that the contracted caretaker does have a number of responsibilities throughout the parish and only works two days per week for SPC. As such he may not be able to carry out the grass cutting as often or as regularly as is required or . Members **AGREED** to monitor the situation and reconsider it at a future meeting.

10.4 TO CONSIDER A COURSE OF ACTION FOR THE CHAIN-LINK FENCE POSTS. INCLUDING TO CONSIDER A QUOTE FROM THE CARETAKER FOR THE COST OF MATERIALS FOR THE REPAIR.

Members **NOTED** the information provided by the Deputy Clerk and the Chair who had both seen the damaged fence post when undertaking the inspection. Members **AGREED** that the fence post requires repair and **AGREED** to the contracted caretaker undertaking the repair with a maximum budget of £100.

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

There were no items.

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

This was **NOTED**.

13 SITE INSPECTIONS- TO NOTE THE INSPECTION DATES FOR THE FINANCIAL YEAR 2024-25 AND TO NOTE THE REPORT FROM INSPECTIONS UNDERTAKEN ON 23RD MAY AND TO CONSIDER ANY ACTIONS.

13.1 Members **NOTED** that the next inspection date is Thursday 15th August and that the inspections will be undertaken by the Chair and the Deputy Clerk.

13.2 Members **NOTED** the inspection report, circulated separately as it contains personal identifiable information and photos of the plots.

13.2.1 13 of the plots were found to be satisfactory and had no issues.

13.2.2 3 plots had items for attention and the committee **AGREED** to write to all 3 tenants in order to rectify the issues and where applicable give a timescale of 1 month for the issues to be resolved.

13.2.3 There is also an issue with the quality of the pathway at Southbourne Fields allotments. The Deputy Clerk displayed some photos taken earlier in the year during a period of heavy rainfall. The committee Members considered a number of options and the following items were discussed;

1. The pathway is only an issue during winter months and there is not a lot of use of the site during the winter.
2. Levelling the pathway poses challenges as any material used would spill over into the plots on the lower side. Bark would exacerbate the issue by retaining moisture and causing more of a hazard.
3. Adding a grass grid is costly and previous estimates considered by the committee were deemed to be too expensive.

The Committee **AGREED** to take no action at this time other than to monitor the situation. The Committee **AGREED** that a reminder to allotment users to take care when at the allotments would be required and requested that the Deputy Clerk draw up a sign to be displayed. Members further **AGREED** to consider adding a clause into the tenancy agreement at a future meeting.

14 TO NOTE THE DATE AND TIME OF NEXT MEETING

Thursday 5th September 2024

The meeting ended at 13:40pm

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 Chair 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

CLERK'S UPDATE

The Clerk will give an update on items that are for information only and do not require a decision.
No items.

AGENDA ITEM 7

BUDGET, INCOME AND EXPENDITURE INCLUDING TO NOTE THE INCOME AND EXPENDITURE TO DATE, TO CONSIDER RENTAL FEES FOR THE NEXT FINANCIAL YEAR (2025-26) AND TO CONSIDER THE BUDGET FOR 2025/26 ANY REQUIRED RECOMMENDATIONS TO FULL COUNCIL

7.1 Members are asked to **NOTE** the income and expenditure to date. The spreadsheet of figures will be displayed during the meeting.

7.2 Members are asked to **AGREE** to the rental charges for 2025/26. Members are reminded that rental fees at Southbourne Fields are £100 or £115 for larger plots and at Flanders close are £20.

7.3 Members are asked to consider the budget for 2025/26 and to **AGREE** to any required recommendations to Full Council.

AGENDA ITEM 8

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

8.1 The repair to the fencepost.

8.2 The repair to the boundary of one plot.

8.3 The notice regarding the communal pathway.

8.4 Dog bins.

AGENDA ITEM 9

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

9.1 To consider a proposal by a tenant to erect a fence or barrier between his plot and the wildlife corridor.

9.2 To consider a proposal to purchase more weed membrane to cover the communal plot. [50m x 2m Heavy-Duty Weed Control Fabric Membrane without pegs 100GSM Polypropylene Corrosion Membrane | DIY at B&Q](#)

AGENDA ITEM 10

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

The Deputy Clerk will advise the committee during the meeting.

17 on the waiting list. All plots full.

AGENDA ITEM 11

SITE INSPECTIONS- TO NOTE THE REPORT FROM INSPECTIONS UNDERTAKEN ON 15TH AUGUST AND TO CONSIDER ANY ACTIONS.

Report circulated separately.

AGENDA ITEM 12

TO NOTE THE DATE AND TIME OF THE NEXT MEETING.

05/12/24 – 1pm – St John's Church Centre