**ALLOTMENT COMMITTEE 13th JUNE 2024 REPORTS**

**AGENDA ITEM 1**

**TO NOTE THE APPOINTMENT OF CLLR MEREDITH AS CHAIR TO THE ALLOTMENT COMMITTEE**

Members are asked to **NOTE** the appointment of Cllr. Meredith as Chair to the Allotment committee, as appointed at SPC full council meeting 14th May 2024.

**AGENDA ITEM 2**

**Chairman’s Welcome AND INtroduction**

**AGENDA ITEM 3**

**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 4**

**TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 29th FEBRUARY 2024**

**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

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

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

1. **APOLOGIES FOR ABSENCE**

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

1. **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.

1. **DECLARATIONS OF INTEREST**
   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.
   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.
2. **ADJOURNMENT FOR PUBLIC OPEN FORUM**

*The meeting was adjourned at 13:05*

* 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.
  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.

1. **CLERK’S UPDATE**

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

1. **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.

1. **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.**

* 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.

* 1. **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.

* 1. **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.

* 1. **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.*

1. **TO RECEIVE A PRESENTATION FROM TUPPENY 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*

1. **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:

* 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
  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”.
  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.
  4. Members **AGREED** that a compostable toilet is permitted on site as this is not a permanent structure.

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

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

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **TO NOTE THE DATE AND TIME OF THE NEXT MEETING.**

TBC at Full Council on 14th May 2024.

The meeting ended at 14:24

**AGENDA ITEM 5**

**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 6**

**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 7**

**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 8**

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

Members are asked to **NOTE** the following dates:

13/06/24 – 1pm – St John’s

05/09/24 – 1pm – St John’s

05/12/24 – 1pm – St John’s

06/03/25 – 1pm – St. John’s

**AGENDA ITEM 9**

**BUDGET, INCOME AND EXPENDITURE**

9.1 Members are reminded of the following predicted figures 2023/24:

Budget: £1000

Income: £1664 (rental fees)

Members are asked to **NOTE** that the Committee Budget for 2024/25 has been set at £1000 by Council and that the proposal to form a maintenance fund from unspent budget to a maximum value of £5000 was approved. The ToR has been updated. Min 26.3 refers.

Members are reminded that rental fees at Southbourne Fields have been agreed as £100 or £115 for larger plots and at Flanders close £20. Therefore, the predicted income for 2024/25 is £2740.

9.2 Members are asked to **NOTE** the Income and Expenditure to date. (spreadsheet will be displayed during the meeting).

9.3 Members are further asked to **NOTE** that £1214 was moved to EMR to form the maintenance fund.

**AGENDA ITEM 10**

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

1. **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.**

* 1. **TO CONSIDER A COURSE OF ACTION FOR THE CHAINLINK FENCE.**

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

A tenant reported the rusting tap to the Deputy Clerk. Members are asked to **NOTE** the photograph taken 10th April 2024 and the information provided by the contractor who originally repaired the tap:

*The valve was only changed on one of the taps last time as the fault on the other was further up the line. Can’t imagine the one that’s been there for a few weeks would have gone rusty already unless the taps are leaking again, and the water has caused the corrosion. Unfortunately, you’ll struggle to find a fitting that won’t rust over time without spending quite a bit more as the options are limited. Alternatively, we could install a plastic option although they’re not as durable and we risk it becoming an issue again in the cold.*

A close up of a pipe

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Members are also asked to **NOTE** the response and consider a course of action.

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

The deputy Clerk has received a request from a tenant at Southbourne Fields to install a greenhouse on their plot.

*Can we request permission to put a, glass greenhouse 6x4ft next to our shed which will replace the plastic covered one which unfortunately has been damaged and ripped apart twice with the high winds we have been having.*

Members are asked to **CONSIDER** the request and **AGREE** to a response.

* 1. **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 are asked to **NOTE** that 2 tenants have raised concerns regarding the pathway at the allotments:

First tenant:

*As you may know the middle path of the allotments is very flooded. It looks and smells to me like sewerage and as I know the estate has been suffering from sewage issues, I wonder if you knew anything please?*

The Deputy Clerk has visited the site several times over winter and there does not seem to be any evidence of sewage. However the middle pathway was extremely boggy and unusable at some part.

Since this time another tenant has raised the issue of the pathway and asked if it could be rolled by the caretaker.

The Deputy Clerk has also made enquiries with the Contracted Tree surgeon regarding filling the pathway with wood chippings. Email sent 12/04.

10.3.1 Members are asked to **CONSIDER** if they agree to any work being carried out on the pathway and if agreed, to determine what works should be carried out. Including to **AGREE** to any required expenditure.

10.3.2 The Deputy Clerk has received notification that the communal pathways are no longer being strimmed by allotment tenants and now require some attention. Members are asked to **CONSIDER** and **AGREE** to a course of action. Including to **AGREE** to any required expenditure.

A dirt and grass field

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A dirt patch with grass and a fence

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A dirt patch with a green hose and plants

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* 1. **TO CONSIDER A COURSE OF ACTION FOR THE CHAINLINK FENCE POSTS.**

Members are asked to **NOTE** that a tenant has notified the Deputy Clerk that the chain-link post on their plot is damaged. No other posts appear to be damaged. The Deputy Clerk has asked the Contracted Caretaker to quote for the works and the following quote has been provided:

Concrete Spur: £25.80

Coach bolts: £10.00

1 bag of postcrete £6.97

Total: £42.77

Members are asked to **CONSIDER** if they **AGREE** to the quote. Or determine an alternative course of action. It should be noted that prices may have increased since the original quotation and a contingency would be recommended.

Image of damaged post.

A pile of bricks next to a fence

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**AGENDA ITEM 11**

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

Traditional plots: Members are asked to **NOTE** that there are no updates.

Communal plot: Tuppeny Barn and Arun and Chichester food partnership are still pursuing funding.

**AGENDA ITEM 12**

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

The updated details will be provided during the meeting.

**AGENDA ITEM 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.**

Information on Plots requiring a decision circulated separately due to containing confidential information.

Dates:

* + 1. 23/05/24 completed
    2. 15/08/24

**AGENDA ITEM 14**

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

05/09/24 – 1pm – St John’s