



## Southbourne Parish Council

The Village Hall  
First Avenue  
Southbourne  
West Sussex  
PO10 8HN

01243 373 667

[admin@southbourne-pc.gov.uk](mailto:admin@southbourne-pc.gov.uk)  
[www.southbourne-pc.gov.uk](http://www.southbourne-pc.gov.uk)

### ALLOTMENT COMMITTEE 6<sup>th</sup> MARCH 2025 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 5<sup>th</sup> DECEMBER 2024

#### MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 5<sup>th</sup> DECEMBER 2024

**PRESENT:** Cllrs: L. Meredith (Chair), K. Sivyer and A. Tait (Ex Officio)

**IN ATTENDANCE:** S. Hodgson (Clerk)

The meeting started at 13:00

##### 27. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

##### 28. APOLOGIES FOR ABSENCE

Apologies had been received from J. Ullman who was on leave

##### 29. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 13<sup>TH</sup> JUNE 2024.

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 13<sup>th</sup> June 2024 and they were duly signed by the Chairman.

##### 30. DECLARATIONS OF INTEREST

There were no declarations of interest.

##### 31. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for Open Forum

##### 32. CLERK'S UPDATE

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

Clerk: Sheila Hodgson  
Deputy Clerk: Maria Carvajal-Neal

---

### 32.1

The Clerk reported she had received a request from Jenny Ullman to consider the purchase of new padlocks. As the request was received post publication of the Agenda it was **NOTED** that this will be considered at a future meeting.

### 32.2

The Clerk advised that the water supply at Southbourne Fields had been turned off for the winter period.

The Clerks update was **NOTED**.

## 33. 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 NOTE THE BUDGET FOR 2025/26 AS PROPOSED BY COUNCIL.

33.1 Members **NOTED** the Income and Expenditure for the year to date

33.2 Members **NOTED** the 2025/26 Budget as proposed but Council of £1,000

### 33.3

Following discussion Members **AGREED** not to raise the allotment rents for 2025/26 and they will remain as:

- Southbourne Fields £100 per annum – standard plot size
- Southbourne Fields £115 per annum – large plot size
- Flanders Close - £20 per annum

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

### 34.1 Fencepost Repair

Members **NOTED** the repair to the fencepost was complete

### 34.2 Boundary repair

Members **NOTED** the repair to the boundary of one plot was complete

### 34.3 Pathway

Members agreed that the paths are only slippery in extreme weather and there was no onus or duty on the Committee to install hard surfaces. At the last meeting Members considered adding a clause to the Tenancy agreement regarding the pathways but this was rejected.

Members **AGREED** not to install permanent path surfaces and further **AGREED** that no signage was required or any amendment to the Tenancy Agreement.

Members **NOTED** that Parish Council's contract caretaker is now strimming the pathways when weather and schedules allow and further **AGREED** that no further action was required.

### 34.4 Dog Bin

Members **NOTED** the Clerks Report.

The area around the allotments is not the property of Southbourne Parish Council and as previously advised the Housing Association Management Team would be responsible for managing any installation of a new Dog Bin. The Clerk had also reported that should SPC be able to gain the relevant permissions and install a bin via CDC Waste Management they have advised that the associated costs would be in the region of £60k p/a

---

Members **AGREED** to not progress this further.

#### **34.5 Plot 9**

Members **NOTED** that the tenant on Plot 9 had given Notice to Quit. The Clerk reported that the plot has been vacated and left in a satisfactory condition. Officers will make arrangements re-let the plot.

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

#### **35.1 Communal Plot**

Members **AGREED** to **RATIFY** the expenditure of £77.87 to cover the communal plot with mypex following a complaint from neighbours. (Financial Reg 5.13)

Members further asked for an update at the next meeting on the situation regarding Tuppy Barn.

#### **35.2 TO CONSIDER A PROPOSAL BY A TENANT TO ERECT A FENCE OR BARRIER BETWEEN HIS PLOT AND THE WILDLIFE CORRIDOR.**

During discussion the following points were raised:

- Creating a barrier will not stop seeds from blowing onto any of the plots and will prevent wildlife access to and from the area
- The corridor was in place when the plot was let and tenancy was agreed on this basis
- Haphazard strimming of the wildlife corridor endangers hedgehogs and other species as they can be severely injured
- The corridor forms part of the original 106 Agreement and removal would be in violation of this agreement
- Any trimming back of the area should only be undertaken by the SPC Operative
- The tenant can apply to go on the waiting list for the other allotment garden.

Following discussion Members **AGREED** not to erect a fence or barrier given that the area is a wildlife corridor and should be freely accessible to wildlife. The wildlife corridor is also part of a section 106 agreement with the developers and as such any removal or obstruction would be in violation of the agreement.

Members **AGREED** that the Clerk should write to the tenant to advise.

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

These were **NOTED**.

### **37. SITE INSPECTIONS- TO NOTE THE REPORT FROM INSPECTIONS UNDERTAKEN ON 15<sup>TH</sup> AUGUST AND TO CONSIDER ANY ACTIONS.**

Members **NOTED** the Inspection report undertaken on 15<sup>th</sup> August 2024.

The Chair reported that on the whole the plots were being cultivated and maintained as per the tenancy agreements but drew Members attention to one of the plots on the Southbourne Fields site. At the time of inspection, it was noted that the trees planted in pots on Plot 12 were still not being stored above ground as previously instructed.

Members **AGREED** for the Clerk to check if this had been rectified since the inspection, and if not to contact the Plot holder to request the plots are dug up and stored above ground.

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

---

6<sup>th</sup> March 2025 @ St Johns Meeting Rooms

The meeting ended at 13:43pm

## **DECISION**

Do Members **AGREE** to **APPROVE** the minutes of the Allotment Committee meeting held 5<sup>th</sup> December 2025.

## **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 TO NOTE THE INCOME AND EXPENDITURE TO DATE**

7.1 Members are asked to **NOTE** the income and expenditure to date. The table below included the payments to be ratified in item 7.2.

## ALLOTMENT COMMITTEE BUDGET 4195

2024-25

Committee Budget					
Total Budget		£			
EXPENSES		Estimated cost	Actual cost	Remaining CB	Remaining Estimate
Water Bill	£	400.00	£ 81.56	£ 2,658.44	£2,258.44
Weed killer	£	300.00	£ 83.90	£ 2,568.54	£1,958.44
Stamps	£	25.00	£ -	£ 2,568.54	£1,933.44
Printing	£	80.00	£ -	£ 2,568.54	£1,853.44
Routine Tree Maintenance	£	180.00	£ -	£ 2,568.54	£1,673.44
Fence Post Repair	£	100.00	£ 79.06	£ 2,489.48	£1,573.44
Boundary Repair plot 16	£	-	£ 20.58	£ 2,468.90	£1,573.44
Boundary Repair plot 9	£	-	£ -	£ 2,468.90	£2,468.90
Ground membrane & pegs communal plot	£	-	£ 75.04	£ 2,393.86	£2,393.86
Tap Repair	£	250.00	£ -	£ 2,468.90	£1,323.44
<b>Totals</b>	<b>£</b>	<b>1,335.00</b>	<b>£ 346.14</b>	<b>£ 2,393.86</b>	<b>£1,323.44</b>

Maintenance Fund					
Total Budget		£			
EXPENSES		Estimated cost	Actual cost	Remaining CB	Estimated Remaining
Other	£	-	£ -	£ 1,214.00	£1,214.00
Other	£	-	£ -	£ 1,214.00	£1,214.00
Other	£	-	£ -	£ 1,214.00	£1,214.00
Other	£	-	£ -	£ 1,214.00	£1,214.00
Other	£	-	£ -	£ 1,214.00	£1,214.00
Other	£	-	£ -	£ 1,214.00	£1,214.00
Other	£	-	£ -	£ 1,214.00	£1,214.00
<b>Totals</b>	<b>£</b>	<b>-</b>	<b>£ -</b>	<b>£ 1,214.00</b>	<b>£1,214.00</b>

SOURCE OF FUN	Contribution
Maintenance Fund	£ 1,214.00
Budget	£ 1,000.00
Income SF	£ 1,660.00
Income FC	£ 80.00
Income FC (01/08/2024)	£ 15.00
Income SF (20/02/2025)	£ 16.00
Other	£ -
<b>Total</b>	<b>£ 3,985.00</b>
<b>Total less MF</b>	<b>£ 2,771.00</b>

1. Boundary repair plot 9- receipt not yet received from caretaker.

2. Tap repair estimate only.

3. Maintenance fund carried over from 2023/24

4. Additional rental fees due to new tenants.

### 7.2 TO RATIFY THE FOLLOWING EXPENDITURE:

1. Water Bill £66.56
2. Repair to fence post- £79.06
3. Repair to boundary plot 9- still awaiting receipts £79.06
4. Weedkiller £74.90
5. Maintenance- £20.58
6. Ground Sheet and pegs x 2 £75.04
7. Repair to plot boundary- Plot 16 £20.58

**DECISION:** Do Members **AGREE** to ratify the above payments.

### AGENDA ITEM 8

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



### 8.1 REPAIR TO THE BOUNDARY OF PLOT 9.

8.2 TAPS- TO RECEIVE AND NOTE AN UPDATE ON THE TAPS AND TO CONSIDER A COURSE OF ACTION AND TO NOTE THE DATE THAT THE WATER WILL BE SWITCHED BACK ON.

8.3 TO CONSIDER A PROPOSAL TO PURCHASE NEW PADLOCKS.

### 8.1 REPAIRS TO THE BOUNDARY OF PLOT 9

The SPC Contracted Caretaker has completed this repair.

8.2 TAPS- TO RECEIVE AND NOTE AN UPDATE ON THE TAPS AND TO CONSIDER A COURSE OF ACTION AND TO NOTE THE DATE THAT THE WATER WILL BE SWITCHED BACK ON.

Following a site visit on 27<sup>th</sup> February by the Deputy Clerk and SPC Contracted caretaker it appears that the taps have been deliberately tampered with and damaged. The adjoining pipes have been disconnected with force. The pipework to Tap2 is also bent. The caretaker has been able to reconnect the pipes, but they are now leaking, the water is currently switched off so there is no ongoing leak.



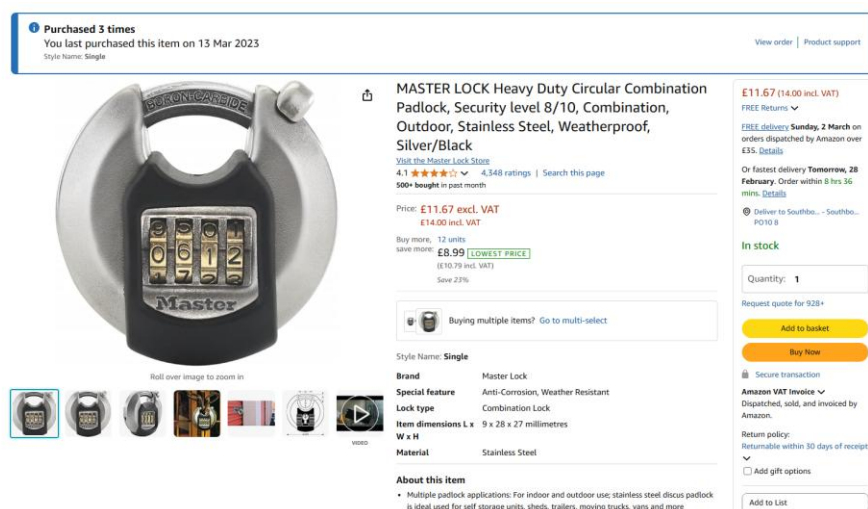
**DECISION:** Do Members **AGREE** to either:

1. The contracted caretaker carrying out these repairs with a maximum budget of £250 to include boxing in the pipework to avoid further tampering and adding an additional fence post to tap 2 in order to straighten out the piping. The water to be switched on once the repair is complete.
2. Proposing an alternative solution.

8.3 TO CONSIDER A PROPOSAL TO PURCHASE NEW PADLOCKS.

J. Ullman had proposed that the committee consider purchasing new padlocks. Min 32.1 refers.

The following padlocks have been utilised by SPC for other outdoor areas in the village and have proved to be quite robust: [MASTER LOCK Heavy Duty Circular Combination Padlock, Security level 8/10, Combination, Outdoor, Stainless Steel, Weatherproof, Silver/Black : Amazon.co.uk: DIY & Tools](https://www.amazon.co.uk/dp/B000060000)



**DECISION:** Do members **AGREE** to the proposal, and if so, **AGREE** to a maximum budget of £25 for the purchase of two replacement padlocks at Southbourne Fields allotments.

## AGENDA ITEM 9

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

### 9.1 TO CONSIDER THE TENANCY OF THE COMMUNAL PLOT.

On 29<sup>th</sup> February 2024 the committee agreed to let the communal plot to a joint enterprise between Arun and Chichester District Food Partnership and Tuppenny Barn. To date the partnership has not been able to finalise the project. Residents of Flanders Close have raised concerns with SPC that the plot is not being managed and looks unsightly. One resident in particular has requested that the committee consider giving them a traditional tenancy for the communal plot.

The contracted Caretaker has on two occasions covered the plot with weed membrane at a cost to the committee. Members are reminded that the funding criteria stipulated that there be 4 traditional plots and a communal plot, that the schools be offered first refusal. Since being established the plots have been offered to many community groups including all of the schools, SEG, Tuppenny Barn etc. And there has been no uptake.

**DECISION:** Members are asked to **AGREE** to one of the following:

1. Do Members **AGREE** to allow Arun and Chichester District Food Partnership time to implement the project
2. Do Members **AGREE** to seek alternative Community Groups to take on the lease.
3. Do Members **AGREE** to let the plot as 1 traditional lease. If so, Members are asked to **AGREE** to a rental fee.

## AGENDA ITEM 10

### TENANCIES AND WAITING LIST

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

#### 10.2 TO NOTE THE LETTING PROCESS FOR A RETURNED PLOT

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

12 on the waiting list for both sites.

1 plot currently vacant at Southbourne Fields but rent has been paid until 30<sup>th</sup> April 2025.

1 communal plot available at Flanders Close.



---

## **10.2 TO NOTE THE LETTING PROCESS FOR A RETURNED PLOT.**

Officers have been asked if the process of letting plots can be improved to reduce the time that plots are vacant in order to prevent plots becoming overgrown. As such, it may be useful for both Committee Members and Tenants to be reminded of the process:

1. The tenant or council give notice to quit.
2. The council formally acknowledges the notice to quit in writing and requests an inspection meeting date with the tenant.
3. The inspection is carried out with the Chair if required.
4. The tenant receives written confirmation of the outcome of the inspection.
5. Any remedial action is taken by the tenant, if required. (If notice was given by the council and the plot is not vacated then the eviction process begins).
6. Once the plot is vacated Officers contact prospective tenants on the waiting list to offer the plot.
7. A visit takes place to view the plot. The tenant is afforded one week to consider their application.
8. If agreed, the contract is drawn up and an invoice for rent is issued.
9. Once the rental fee is received the tenant attends the office to sign the contract.
10. If a person on the waiting list declines the plot, then the next person on the waiting list is offered the plot, this often takes more than 1 week as Officers must allow time for the prospective tenant to respond to the offer and then must agree to a date to view the plot.

As such, there can be a delay between a plot being returned to the council and the new tenant taking possession.

## **AGENDA ITEM 11**

### **SITE INSPECTIONS- TO RECEIVE AND NOTE ANY FURTHER UPDATES ON ANY OUTSTANDING ISSUES.**

1. The outstanding actions regarding the plot with trees growing in pots has been resolved.
2. The trees in situ on all plots have been trimmed back and are below the fence line.

## **AGENDA ITEM 12**

### **TO NOTE THE DATE AND TIME OF THE NEXT MEETING AND TO CONSIDER DATES FOR THE YEAR 2025/26.**

Committee dates are to be confirmed at the May SPC Full Council Meeting. However, Members are asked to propose some recommended dates.

**DECISION:** Do Members **AGREE** to make the following committee date recommendations to Full Council:

Thursday 8<sup>th</sup> May 2025 in order to carry out an inspection at the beginning of the growing season.

Thursday 11<sup>th</sup> September 2025 in order to carry out an inspection towards the end of the growing season.

Thursday 30<sup>th</sup> October 2025 to consider any budget recommendations to SPC Full Council.

Thursday 5<sup>th</sup> March 2026 To consider any required recommendations to Tenancy Agreements ahead of tenancy renewals issued 1<sup>st</sup> April and to propose committee dates for the year 2025/26.

All meetings to be held at St Johns Church Centre, 1pm.