



Southbourne Parish Council

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MINUTES OF THE MEETING OF THE SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 6th March 2025

PRESENT: Cllrs: L. Meredith (Chair), S. Rosenberg and M. Wheeler

IN ATTENDANCE: L. Davies (Non- Councillor Committee Member)
S. Hodgson (Clerk)

The meeting started at 13:02

39. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

40. APOLOGIES FOR ABSENCE

Apologies had been received from J. Ullman. No apologies had been received from Cllr. Sivyer.

41. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 5th December 2024.

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 5th December 2024 and they were duly signed by the Chairman.

42. DECLARATIONS OF INTEREST

There were no declarations of interest.

43. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for the Open Forum

44. CLERK'S UPDATE

There was no report from the Clerk

45. BUDGET, INCOME & EXPENDITURE

- To Note Income and Expenditure to date
- To ratify any payments

45.1 Members **NOTED** the Income and Expenditure as detailed in the accompanying budget spreadsheet.

45.2 Members **NOTED** the Payments as detailed in the accompanying report and **AGREED** to **RATIFY** the payments

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

- **REPAIR TO THE BOUNDARY OF PLOT 9**
- **TO RECEIVE AND NOTE AN UPDATE ON THE TAPS, TO CONSIDER A COURSE OF ACTION AND TO NOTE THE DATE THE WATER WILL BE SWITCHED ON**
- **TO CONSIDER A PROPOSAL TO PURCHASE NEW PADLOCKS AND IF AGREED TO FURTHER AGREE TO A MAXIMUM BUDGET**

46.1 Repair to the boundary of Plot 9

Members **NOTED** that the contract caretaker had completed the repair

46.2 To receive and note an update on the taps, to consider a course of action and to note the date the water will be switched on

Members **NOTED** the report and discussed whether the damage was deliberate or as a result of someone not realising the water had been turned off.

Following discussion Members **AGREED** for the contract caretaker to undertake the repairs and to box the pipework in.

Members **AGREED** to set a budget for the works to a maximum of £250.00

Members **AGREED** that going forward for a notice to be placed on the taps when the water is switched on/off

Members **NOTED** the water had already been switched on for this year.

46.3 To consider a proposal to purchase new padlocks and if agreed to further agree to a maximum budget

The Chair asked if there was a problem, or, if anyone had reported a fault with the existing locks. The Clerk confirmed that to her knowledge there was no known problem.

Following discussion Members **AGREED** to leave the current padlocks in situ and reconsider at a later date if necessary.

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

The Clerk reported that to date the proposed joint enterprise between the Arun and Chichester District Food Partnership and Tuppenny Barn had not progressed and the partnership was not in a position to finalise the project. Residents of Flanders Close continued to raise complaints about the plot not being managed and looking unsightly. The contract caretaker has covered the plot on two occasions at additional costs to the Council. The Clerk had also received a number of requests from a Flanders Close resident to be allowed to cultivate the plot.

Members were reminded that the original funding criteria had stipulated that there should be a communal area but despite approaches to a number of organisations such as the Sea Scouts, Schools and environment groups there had been no uptake.

During discussions Members felt that the Council had exhausted all avenues and had taken reasonable steps to secure a community partnership. As it stands the area is costing money to maintain and is causing distress to residents.

Members **AGREED** to make one last approach to the Arun and District Food Partnership and Tuppenny Barn for a definite commitment with a deadline for finalising the arrangements. If this is unforthcoming, Members **AGREED** to allow the Flanders Close resident to cultivate the plot and offer a Tenancy Agreement at a cost of £50.00 per annum.

48. TENNANCIES AND WAITING LIST:

- **TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES**
- **TO NOTE THE LETTING PROCESS FOR A RETURNED PLOT**

48.1 To Note the current tenancies and waiting lists for both sites

These were **NOTED**.

48.2 To Note the letting process for a returned plot

Members **NOTED** the report at previously circulated

Members had asked if the current processes could be improved to reduce the time that plots are vacant and relet. The Clerk proposed that it would save time if the Allotment Clerk had the autonomy to undertake and streamline the process. The Allotment Clerk does not make regular visits to the allotments and uncultivated plots are sometimes slow to come to the Councils attention.

As the contract caretaker makes regular visits to the sites to undertake maintenance work Members suggested that he could take a photograph of any plot he notices to be overgrown and pass to the office.

Following discussion Members **AGREED** that should the contract caretaker notice any uncultivated plots, to bring them to the attention of Officers who would then visit the site to check.

Members further **AGREED** for Officers to initiate a process as appropriate. Members also **AGREED** for Officers to streamline any processes to facilitate a speedier turnaround including termination of agreements if necessary.

49. SITE INSPECTIONS- TO RECEIVE AND ANY FURTHER UPDATES ON ANY OUTSTANDING ISSUES

49.1 Members **NOTED** the outstanding issue regarding the plot with trees in pots had been resolved

49.2 Members **NOTED** that trees in situ on all plots have been trimmed back below the fence line

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

Members **NOTED** the proposed dates as previously circulated and **AGREED** for the following dates to be recommended to Council when considering the Schedule of Meetings for 2025/26

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

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

Thursday 30th October 2025 to consider any budget recommendations to SPC Full Council.

Thursday 5th March 2026 To consider any required recommendations to Tenancy Agreements ahead of tenancy renewals issued 1st April

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

The meeting ended at 13:42pm

Signed

Dated