



**Humber Avenue Community Allotments Community Interest Company  
Committee Meeting  
Saturday 21<sup>st</sup> October 2023 11am – 1pm  
Durrington Community Centre**

**Present:**

Peter Davey (PD) Acting Chair

Christine Busfield (CB)

Terry Smith (TS)

Malcolm Hedger (MH)

Linda Head (LH)

Ruth Allan (RA)

Ros Knight (RK)

Stephen Garrett (SG)

Andrew Scoon (AS) – Guest plotholder

**MINUTES**

**1. Welcome and Apologies**

The Treasurer (PD) welcomed the committee to the meeting and informed them that apologies had been received from Judy Kara, hence he was chairing today. AS was welcomed to the meeting as a guest plotholder.

**2. Minutes from the last meeting**

Approved as an accurate reflection of the meeting. Proposed by CB and seconded by MH

**3. Matters arising from the last meeting and AGM**

3.1 Defibrillator management – as JK not present, TS will speak with her regarding this.

3.2 Review of policies and procedures – TS to undertake before the next meeting.



## **4. Reports**

### **4.1 Chair's Report**

As the Chair wasn't present, no report had been provided.

### **4.2 Treasurer's Report**

PD handed out the Income Expenditure Report for 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023. He highlighted the total income of £14,741.86 and total expenditure of £10,654.22. The biggest expenses were maintenance, accessible plot and the water invoice. TS enquired about tax to be paid and CB explained that as these are provisional figures she could not confirm whether tax was due at this stage. PD explained to AS that as HACA are a Community Interest Company any income generated needs to be spent each year.

PD handed out the Income Expenditure Report for September and October 2023. He highlighted the £5,549.07 received in plot fees, the unpaid plot fees and the refund of £753.12 for the oak sleepers. An additional £102 had been paid to Ferring Country Centre in October. PD informed the committee that he had issued an invoice for £6000 to the Council in respect to CIL funding in the last week.

Plot 65 had unpaid fees of £66.00 and had been sent a non-cultivation notice on 11<sup>th</sup> October 2023. The committee voted unanimously to issue a notice to quit to Plot 65.

### **4.3 Membership Secretary's Report**

CB informed the committee that Plots 7 and 12 had become vacant since the last meeting and she has found tenants for both of these. She reported four new people had been added to the waiting list since the last meeting and three plotholders had been placed on the holiday list, explaining that if they wished to return they would go to the top of the list. She reported that there are currently 88 on the waiting list, 15 of these are from the new estate, so will be removed once the new allotments are ready. She explained that Plot 79 is due to be vacated soon, with the plotholder going on the holiday list for a half plot. TS felt it was an ideal opportunity to split Plot 79 into two half plots and TS, MH and CB will meet to discuss this further. SG asked what the current wait time was and whether a plotholder was allowed to take on a second plot. CB explained that the current waiting list is 3 years and a second plot is no longer allowed other than existing arrangements.

### **4.4 Company Secretary's Report**

TS informed the committee that he and PD had met with the council two weeks ago and, going forward, would be meeting twice yearly, in March and September. TS, PD and JK will be the HACA representatives meeting with the council. TS explained that the Service Level Agreement (SLA) was discussed as currently HACA do not have one. PD and TS will update the SLA and circulate the draft to the committee prior to submitting it to the council. TS had recently met with Theresa Elvin, who looks after Adur allotments. He reported she was keen to recreate the HACA model in Adur and was looking to work with HACA on this.

Regarding the new allotments, TS reported that the council are now responsible for cutting the hedge, which will be done annually. He added that it is expected the football pitches will



be completed first, followed by the allotments, which are due to be completed during the second quarter of 2024. He informed the committee that the water supply for the new allotments would be coming from the mains in the road and therefore there would be two bills. PD and CB will meet to discuss a plan for managing the waiting list for the new allotments once a firm timeline is known.

TS explained to the committee that the Consortium would be responsible for the new development for the first 12 months following completion then the council take over management.

TS informed the committee that the CIL funding was discussed at the meeting and on 1<sup>st</sup> November, six members of the CIL team will visit Humber Avenue at 10am.

TS reported that Plot 63a had been issued with an invoice for £372 for clearing the site, to be paid by 31<sup>st</sup> October. TS will write another reminder next week and if not paid, he and CB will discuss pursuing the debt either via a debt collection agency or the small claims court.

TS reported that as a result of a risk assessment carried out by LH and CB on Plot 100a, the rickety shed had now been taken down and removed.

TS reported a few typos in the HACA Terms and Conditions, which will be amended.

Regarding recent plot inspections, TS reported that Plot 35 had been sent an email requesting a meeting. TS suggested that an initial approach of an email rather than issuing a non-cultivation notice would be preferable in resolving issues.

TS reported that Plot 42 required help and will email round with suggested dates and asking for volunteers to assist.

Following an email sent to Plot 9, PD reported that some of the plot had now been rotovated.

TS reported that Plot 39 had received an email and Plot 98 was being monitored by CB.

## **5. Projects including CIL**

PD commented that most of this had already been covered earlier in the meeting.

MH reported that a post had been purchased for the main gate.

TS commented that residents had been complaining of cars blocking their access to garages/driveways, hence the recommendation that both gates are opened when entering and leaving the site.

MH reported that a fence had been erected to prevent short cuts through Plots 88,89 and 90 and thanks to Richard on Plot 99 for this; Plot 92 had been cleared thanks to MH, PD and TS and thanks to SG for painting the shed.



## **6. Website and Facebook**

RA informed the committee that she is stopping her gardening blog for the rest of the year due to other pressures. RA informed the committee that she was unsure whether recently approved member Solly Carpet Care was a genuine plotholder and the committee felt that, on balance, they probably were not. RA explained that Plotholders had to answer some questions before being approved to join the Facebook group and that she emailed potential members explaining the reasons for not being approved – a recent case involved a new plotholder not providing their plot number but this is now resolved.

RA asked the committee who a plotholder could contact during the Chair's ill health and TS suggested the Directors – himself, PD or CB. She explained she had a recent query from a plotholder via the website requesting the Chair's email address.

## **7. Newsletter**

RK had no update on the newsletter; the next one is due at the beginning of November and she requested the committee to send her details of anything they want included.

## **8. Health and Safety including Risk Assessment policy review**

LH handed out copies of the most recent risk assessment carried out on 26<sup>th</sup> September 2023. CB explained that plotholders are approached directly regarding any risks found so the committee agreed not to publish the risk assessments on the website. LH had reviewed the Health and Safety policy and noted that the SSSO referred to on page 3 no longer existed and the committee agreed to replace this with a request for plotholders to contact a member of the committee. LH suggested the number of rules be reduced, noting that some were more like advisories or guidelines. TS suggested outside help may be required in rewriting the health and safety policy. RK and LH will meet outside of the meeting to go through these initially and produce a draft. RK and RA will approach contacts who may be able to help with rewriting the health and safety policy.

## **9. Green Flag Award**

AS updated the committee that he had looked through the targets HACA would need to meet for the biodiversity criteria and had a walkaround of the site. He suggested encouraging the use of bird towers, hedgehog boxes, bug hotels, ponds (can be raised), and diversity of crops for example. AS is willing to compile a management plan for the Green Flag Award. The committee discussed an education programme on biodiversity for plotholders. PD suggested small groups for this. TS commented that 3 or the 4 corners of the site already had plots that encouraged biodiversity and suggested that Worthing Community Chest could be approached for funding. AS will contribute a piece on biodiversity for the November HACA newsletter.



### **10. Resurfacing South West Road**

There is no update and TS will chase this on Monday.

### **11. West Durrington New Development Allotments**

PD reported no updates.

### **12. WAGA**

TS reported that he and PD recently had a meeting with the WAGA secretary regarding including the WAGA fees automatically as part of the HACA plot letting process. PD confirmed there would be no increase in fees for plotholders to achieve this. The committee voted unanimously in favour of including the WAGA fees in plotholder fees from April 2024. TS cautioned that HACA had to be mindful of data protection if sharing plotholders emails/personal information with WAGA but RA commented that WAGA only required a name and plot number.

### **13. Any Other Business**

There was no further business raised.

### **14. Date of next meeting**

Saturday 16<sup>th</sup> December at

**The meeting closed at 13.00**