**Humber Avenue Community Allotments**

**Committee Meeting**

**Saturday 12th August 2023 @ 11am**

**Durrington Community Centre**

**Minutes**

**Attending**

Judy Kara – JK

Peter Davey – PD (Chaired meeting)

Christine Busfield - CB

Terry Smith - TS

Malcolm Hedger -MH

Linda Head - LH

Ruth Allan - RA

Steve Garrett - SG (Guest Plot Holder)

# Welcome and Apologies

The PD welcomed the committee and Steve Garrett Guest Plot Holder to the meeting and informed them that apologies had been received from Ros Knight.

1. **Minutes from the last meeting**

Proposed by MH and seconded by RA

1. **Maters Arising not covered by Agenda**

* Link on website for defibrillator training. Completed by RA.
* Remove Roy’s details from website at end of June. Completed by RA.
* Remove short notices on website. Completed by RA.
* Emergency telephone number to be displayed on site. Completed by CB.
* Attend Appraisal panel on 30th June. Completed by TS.
* Request to plotholders to open both gates (newsletter). Completed by RK.
* Request to plotholders not to block entrance road (newsletter). Completed by RK.
* Send PDF of newsletter to Ruth for publication on website. Completed by RK.
* Liaise with Terry regarding email database. Completed by TS & RK.
* Order skip for June. Completed by PD.
* Shed/greenhouse on plot 8 – speak to plotholder. Completed by PD/TS.
* Consider strategy for allocation of plots on NWD OUTSTANDING.

1. **Reports**

**Chair**

All points covered in Agenda.

**Membership Secretary**

* Plot 43 relet.
* Three additions to the waiting list.
* Plots 78 & 93 to be relinquished at end of September 23.
* Plot 28 to be relinquished at end of December 23.
* Plot 92 pending CIL.
* Currently no vacant plots.

**Treasurer**

PD circulated an income and expenditure report.

Current account £2342.77 ( £800 water contingency, £800 general site contingency & project expenditure. Ensure yearend balance below corporation tax level).

Deposit account £1772.23 (key & plot deposits).

Petty cash £2.34.

Year-end 31st August 2023.

Invoicing at end of August.

Overall we are in a healthy position.

**Company Secretary**

Green Flag Award. WBC Councillor Vicki Wells Cabinet member for the Environment has suggested that we give consideration to applying for this award. All committee members were asked to view the Green Flag website. TS to circulate web address and feed back views. PD advised that we would need to join the NAS which had cost implications. JK felt that membership of the NAS was more appropriate than membership of RHS.

Linked to this was an opportunity to improve the biodiversity of the site. One of the plot holders works in this area and will be invited to a future committee meeting to explain what opportunities exist.

CB & MH carried out a plot inspection on 11th July 2023. Five non cultivation notices were issued on 12th July 2023. Two have now been withdrawn and two put on a monitor list pending meetings with the plot holders. One plot holder terminated their tenancy due to health reasons. Plot 63a has been issued with a notice to quit on 13 August 2023 due to continued non cultivation. Three further plots are being discussed with the plot holder to ensure continued cultivation. PD & MH met with a further plot holder to discuss lack of understanding as to what cultivation means and will be reviewed in one month.

The committee agreed that plot inspections should be undertaken on a Calander month basis from March to September inclusive.

Plots 63a and 88a to be upgraded to full plots from half plots and offered to existing tenants of the other half plots.

1. **Projects including Waste Disposal**

* Fence along side of accessible plot now in place.
* New sink fitted in toilet.
* Accessible plot shed roof now fitted.
* Waste disposal. The last skip was abused by plot holders and heavily overloaded. Alternative solutions have been considered 1) a permanent skip 2) a monthly collection by PB Waste Solutions. However both were beyond the financial means of HACA. It was agreed that we would continue with periodic skips but management needs to be put in place.
* Plot holders continue to ignore the H & S request to open both gates for vehicular access. It was agreed that a post would be purchased and placed so that to gain access both gates would need to be opened.
* Fencing and gates have been obtained FOC to fence along the car park to stop plotholders walking through other plot holders plots. Work to instal will be undertaken by Richard Billinghurst.

1. **Web site and Facebook**

More people are using both the website and Facebook. To maintain access to Facebook RA needs to be advised when plot holder leave and new one take on plots.

1. **Newsletter**

Ros Knight has now taken over email distribution of the monthly newsletter from TS. Ros would like more input from committee members and plot holders. RA commented that WAGA had issues in getting contributions for their newsletter. It was generally felt that the new format was a great improvement on past newsletters.

1. **Health & Safety**

* JK will pass over management of the Defib to LH.
* Next Risk Assessment due September 2023. One item from previous risk assessment outstanding Road encroachment on plot 42.
* H & S Policy and Procedure needs updating. JK & TS to assist LH.

1. **GDPR**

Review of current procedures. Membership Secretary holds and maintains master list. TS & RK hold email addresses. PD accesses information for invoicing. No action required.

1. **Policies & Procedures**

Documents 012, 014, 014a & 015 need updating, Action TS.

Reminder that RA maintains a current list of documents and these should be used rather than risk using an outdated document. TS maintains the master list of documents.

1. **WAGA**

As no response had been received regarding block membership, it was decided to shelve this idea indefinitely.

1. **Resurfacing SW Road**

Work will now be undertaken in October. Some verges still to be cleared.

1. **Accessible plot**

JK reported that the dedication of the plot in memory of Geoff Smith was attended by the Mayor of Worthing Jon Rosser and the WBC cabinet member for the Environment Vicki Wells , 10 members of Geoff’s family and numerous plot holders. Tony & Lavinia undertook their normal excellent catering facilities and speeches by Graham North & Keith Sivyer were well received. Overall the event was judged to be a great success. If we are able to covert plot 92 into an accessible plot we might consider dedicating this to Roy Olliver.

One spare bay in poly tunnel to be let.

1. **NWD Development update**

Nothing to update from Developers or WBC.

TS has been in conversation with the plot holder most likely to be affected by the cut through for the path/roadway. Very amicable conversations. Offered alternative plots and a year rent free.

1. **CIL Funding Application update**

Waiting notification if our bid was successful. Due September 2023

1. **AOB**

* MH noted that the Swap Box was not being used effectively. Needs resigning and review at next meeting.
* MH suggested that there would be a need for Compost Bins close to the new plots. It was agreed that this would be built into the design during the construction phase.
* TS asked if the constitution should be amended to allow elections every two years. Committee decided that on balance this would not have any benefit.
* TS asked SG if he would be willing to be co-opted onto the committee. SG stated that he would like the opportunity. Committee voted on this proposal unanimously

1. **Date of next meeting**

Saturday 21st October 2023 11.00 to 13.00

**The meeting closed at 12.50**

Actions

Responsible

Consider strategy for allocation of plots on NWD All

Green Flag Award consideration of proposal All

Invoicing at end of August PD

Biodiversity invite plot holder to next meeting TS

Plot inspections September and follow up CB, MH & TS

Projects Fence & Post MH

Advise PB Waste Solutions TS

Newsletter contributions All

Facebook RA needs to be advised adds and deletions CB

Defib handover JK/LH

Updated H & S Policy LH

Risk Assessment September LH + 1

Policy & Procedures update TS

Swap Box review All