



**Humber Avenue Community Allotments
Committee Meeting
Saturday 22nd January 2023 @ 11am
Durrington Community Centre
Minutes**

Present:

Judy Kara (JK)
Christine Busfield (CB)
Peter Davey (PD)
Terry Smith (TS)
Malcolm Hedger (MH)
Ruth Allan (RA)
Roy Olliver (RO)
Graham North (GN)
Darrell Thomas (DT)

1. **Welcome to Guests:** JK extended a warm welcome to Graham North & Darrell Thomas who were attending as independent plot holders.
2. **Apologies for absence:** were received from Hilary Gribble and Ken Oakley
3. **Approval of minutes of previous meeting:** Proposed by JK seconded by CB
4. **Matters arising:** Companies House web site now updated to show correct date of Peter Brereton resignation as a Director of HACA.
5. **Chair's Report:** JK advised that investigation into training for using the defibrillator had provide 3 vastly different costs as follows: St Johns Ambulance £995 for 8 people, Elements First Aid £295 for 12 people plus cost of room, XYZ £795 for 10 people. RO voiced his concerns regarding responsibility for ongoing maintenance of the unit. JK advised that there was a requirement to provide additional information regarding location and this was in hand. JK also advised that previous testing of the unit had not been recorded and a recording system is to be introduced. A vote decided to pursue the use of Elements for the training seeking support from partner organisations to assist with the cost. A meeting had taken place on site with Steve Mckenna (Acting head of Parks & Foreshore WBC) & Vicki Wells (Cabinet member for the Environment WBC).

Humber Avenue Community Allotments Community Interest Company
Company Number: 13572057
Registered Office: 1 Valley Gardens, Worthing, England, BN14 0JJ



They were impressed with the general appearance of the allotment site and complimentary regarding the provision of the green bays and the community plot. The number of allotment plots in working was approximately 975 and only 5 of these were registered as accessible for people with a disability. More must be done to improve this by upgrading facilities and further discussions on this would take place, Steve Mckenna advised that there were alternative methods to create such facilities and JK would visit such facilities with Vicki Wells. Steve Mckenna extended an invite to visit Highdown Gardens to talk to the gardeners about gardening in the context of climate change.

A review of HACA performance against the existing Service Level Agreement (SLA) was considered excellent.

6. **Treasurer's Report.** PD reported that Micro- entity accounts had been submitted to Companies House. Thanks were extended to CB for her assistance in compiling these accounts. Liability insurance had been renewed with RHS. PD gave an update on the financial position. Current account has a healthy balance, but the water account still presented an unknown threat. Full year and half year figures would be presented at the AGM. Provision for the hire of the skip has been made. A suggestion that we should purchase chairs and tables for outside of the social room had been noted and expenditure on this would be considered later in the year. RO offered to donate £500 toward the cost of chairs and tables. JK responded with thanks for the kind offer.
7. **Membership Secretary Report.** There are now 88 people on the waiting list. Four allocations have been made since the last meeting. Only one half plot (100a) is now vacant. Six people who were at the top of the waiting list asked for a delay in taking a plot at this time for personal reasons and it was agreed that they would remain on the waiting list. It was agreed that if a lot was offered and no response was received after two offer letters they would be removed from the waiting list
8. **Community plot.** There was a wide ranging discussion regarding how to proceed with this project and the following points were noted and agreed:
 - The plot was now close to completion with the felting of the shed roof and a combination lock to the shed door being outstanding.
 - The path along the side of the plot requires repair. Cost is approximately £500 to concrete. WBC (Steve Mckenna) investigating if money from Durrington Phase 22 106 allocation could be made available.



- It was noted that the allocation of the poly tunnel and gardening space needed to be within the scope of the funding body requirements.
 - It was agreed that the six spaces in the polytunnel would in the first instance be offered to existing plot holders who met the criteria of disability or social isolation. (How social isolation is determined requires further discussion). Tenancy agreements would be drawn up and a charge of £10 per space would be invoiced with the annual invoices.
 - Oak Grove College under the guidance of Peter Holt who is a HACA plot holder and teacher at the school would design and build the children's garden.
 - The raised beds would firstly be offered to existing plot holders and then to Worthing Homes and the 4 people on the WAM waiting list. Again Tenancy agreements would be drawn up. Charging to be discussed at the next meeting.
 - The plot would no longer be referred to as the "Community Plot" in future it would be referred to as an "Accessible Plot" which it was felt better fitted its purpose.
 - The plot would be self-managed and there it was agreed that there was no need for a plot supervisor.
 - With the DfE withdrawal of funding to build Bluebell Primary to the south of Peony Grove in West Durrington and proposed reduction in places at other local primary schools activity in this area would be put on hold until a clearer picture evolved.
 - TS would submit the evaluation report to the funding body toward the end of February.
9. **Web site and Facebook.** JK said that she was aware of the actions that had been taken to create the existing web site. However she expressed the view that whilst it acted effectively as a repository for information it did not present an exciting gateway for external viewers. JK & RO to meet to discuss a way forward.
10. **Gardening blog.** As point 9. However it was noted that this had previously been tried with little or no success.



11. **Events.** HG has stood down as Committee Secretary and TS would stand in until discussions on role definitions and committee structure were agreed and in place for voting at the forthcoming AGM. JK proposed that as RA had stood down as Events that HG filled this position until the AGM. This was accepted by the members of the committee.
12. **WAGA.** A meeting between the Directors of WAGA & HACA has been scheduled to reset the relationship between the two organisations following a difficult period. There is a genuine desire from HACA to do so and GN stated that WAGA as far as he was aware were of similar mind. It was made clear that the existing committee had no desire to set up a trading facility at Humber Avenue. It was noted that not all plot holders supported the onsite shop, whilst others find it a great benefit.
13. **AGM.** It was agreed that a wine & cheese buffet would be available after the AGM to facilitate relationship building between plot holders and the newly elected committee. JK to organise. Vicki Wells WBC Cabinet member for the environment has been invited to give a short presentation and Steve McKenna Temporary Head of Parks & Foreshore WBC has been invited to attend. TS as Company Secretary to issue information in accordance with the Constitution. A proposal to extend the term of office from one to two years was rejected on a majority vote. RO questioned why there was a need to hold elections for committee posts. TS replied that as HACA was a company it was governed by its Articles of Association, Constitution and Company Law which required such a process to take place.
14. **Role Definitions.** One of the suggestions from the last AGM was to provide role definitions with the ballot papers so that anyone who wished to apply had some idea of what the post entailed in terms of time, commitment and required skills. A draft paper was circulated by TS and all were asked to provide feedback at the next meeting.
15. **Service Level Agreement (SLA).** PD & TS were meeting with WBC on Monday 23rd January 2023 to commence development of a five year SLA. This document would be based on the existing WAM SLA. It was noted that the new SLA would be far more onerous than the existing temporary SLA. Once a draft SLA was available it would be circulated to the committee for comment.
16. **Revised T & C.** Following consultation with committee members the revised T & C had been submitted to WBC for comment. Feedback would be provided to
Humber Avenue Community Allotments Community Interest Company
Company Number: 13572057
Registered Office: 1 Valley Gardens, Worthing, England, BN14 0JJ



PD & TS at the SLA meeting. A process for consultation with all plot holders would be agreed with WBC.

17. **AOB.** RO said she had received an enquiry regarding installation of a new pond. Advised to tell plot holder to refer to her T &C document and speak to MH prior to commencement of any work.

18. **Date of Next Meeting** Saturday 25th February 2023 Time to be advised.

DRAFT