



**Humber Avenue Community Allotments
Committee Meeting
Saturday 25th February 2023 @ 11am
Durrington Community Centre
Meeting Minutes**

Present

Judy Kara (JK)
Peter Davey (PD)
Christine Busfield (CB)
Terry Smith (TS)
Hilary Gribble (HG)
Malcolm Hedger (MH)
Roy Olliver (RO)
David Jones (DG)
Geoff Painter (GP)

1. **Welcome to Guests** - JK welcomed David Jones and Geoff Painter to the meeting as independent plot holders
2. **Apologies for absence** Ken Oakley & Ruth Allan
3. **Approval of minutes of previous meeting** Proposed by TS seconded by PD
4. **Matters arising not covered by agenda** It was agreed to proceed with the Defibrillator training. HG to establish possible dates. Micro Entity accounts for the last financial year were now published on Companies House web site. £500 had been received as a donation to purchase tables and chairs for the social room. JK & HG to investigate a suitable purchase.
5. **Chair's Report** As all activities were covered elsewhere in the agenda the only point JK wished to raise was to note and thank members of the committee for their hard work.
6. **Treasurer's Report** – PD gave a summary of the current financial situation. The current and deposit accounts both have satisfactory deposits to cover expenditure for the remainder of the current financial year. The major Humber Avenue Community Allotments Community Interest Company
Company Number: 13572057
Registered Office: 1 Valley Gardens, Worthing, England, BN14 0JJ



unknown is the water account which should be received in April 2023 and receipt of this would allow confident financial planning in the future. Worthing Borough Council had paid the hedge cutting account of £500. They had also contributed £500 toward the repair of the pathway between the green bays and the accessible plot. The small balance was being provided by money donated for creating the accessible plot. £25 had been donated to a Cancer charity in memory of Geoff Smith who was one of the original Humber Avenue plot holders. Geoff has sadly passed away recently. A discussion on plot fees for the year 2023/24 confirmed that no increase was applied at the last review date and the proposal to increase the rod price by 10% was agreed by a vote. This will now be tabled at the AGM in April. PD advised that there was an intention to issue invoices in mid-August with payment on 1st October to overcome timing issues of ploholders not notifying their intention to relinquish their plot.

7. **Membership Secretary Report** CB reported that two plots had been vacated since the last meeting and were now being offered to potential plot holders. Two new applications had been received making the waiting list 86. Which equates to approximately a two year wait based on current plot churn. At the moment only one of the polytunnel beds had been allocated.
8. **Accessible plot** – MH reported that there were only a few tasks to complete, the shed roof to be covered when the weather was warmer and the new lock fitted to the shed door. The path between the green bays and the plot had now been dug out in preparation for laying the concrete. Materials for this were being delivered on 1st March and work would be undertaken during March. TS reported that Oak Grove school had commenced creation of the children's garden. Polytunnel beds had been offered to plot holders with a disability and the raised beds would be offered once this task was completed.



It has been proposed that the plot be dedicated to Geoff Smith who was a founder member of Humber Avenue Allotments and the plot was previously his. This was agreed by the committee. A signwriter has offered their services to create a sign and the Lady Mayor of WBC would be asked to dedicate and open the plot later in the year.

9. **Projects** MH reported that the fitting of isolation valves to all water troughs had commenced and new float mechanisms were to be fitted as required. The vegetable swop cabinet was nearing completion and would now be on wheels to allow it to be moved as required. Thanks to John Plot 7 for his carpentry skills. JK stated that she was keen for excess vegetables to be made available to the wider community. RO stated that he was against this and that the activity should stay within the allotments and not involve outsiders. A number of projects had been identified for the future and these would be put on hold until after the AGM. TS advised that he had been directed to Samuel Gritt of WBC for assistance in identifying sources of funding. It was emphasised that any future projects would need to be fully costed to include labour as support for current projects was not forthcoming.
10. **Web site, Gardening blog and Facebook** It was agreed that Moderation needed some small improvements and HG agreed to cavass users to determine if the group should be opened up. Ruth Allan submitted a written update which was circulated to all present.
11. **Events**- HG would organise an Easter breakfast BBQ in conjunction with WAGA. HG to speak to Tony & Lavinia and Graham North. HG would also arrange a Coronation/Kings Birthday event on similar lines to last year's Jubilee event. JK advised that there was an RHS gift available.



12. **WAGA** JK updated on the successful meeting that took place during January. A line had been drawn under past differences and the two organisations would now work together to promote gardening activities.
13. **AGM** TS circulated a draft communication calling for nominations and resolutions. The communication was accepted as read and would be emailed to all tenants on 15th March 2023 in accordance with the HACA Constitution. The notification would also be posted on the web site, Facebook, notice board and hand delivered to the 3 plot holders without email. Closing date Friday 31st March 2023.
14. **Role Definitions** TS circulated revised role definitions for each committee position. A small number of updates were advised and this would be published on the website, Facebook and notice board to accompany the AGM call.
15. **SLA** – TS advised that the SLA was now with WBC solicitor and hopefully would be ready for signing prior to the AGM. WBC were investigating who should be responsible for the removal of any asbestos found on site. Currently the draft SLA puts the responsibility with HACA but it had been suggested that this should be the responsibility of WBC. A discussion then ensued on any asbestos currently on site. TS advised that he had no knowledge of any but as had been found at an Adur allotment site the possibility of buried material always existed. RO said that there was sheet of asbestos on his plot. However it was thought that this was likely a compound material. To be investigated and if suspected to be asbestos WBC to be advised.
16. **Revised T & C** TS reported that only two plot holders had responded to the draft T & C. the points raised concerned removal of wasps, cutting of the south west hedge cutting, removal of weeds, gate opening times all recommendations were accepted by the committee and would be



incorporated into the final document that will be proposed for adoption at the AGM. A further amendment was required to enhance the Health & Safety requirements and para 6.6 of the T & C would be updated. A revised H & S document 017 was circulated for discussion. RO stated that H & S was not required on allotments and common sense should prevail. JK & TS advised that HACA had a statutory duty for H & S and that WBC had this week clarified that the relationship between HACACIC and plot holders was one of Landlord and Tenant.

17. **Plot Inspections** – The system employed during that last growing season failed to provide consistency. It was agreed that MH & CB would carry out monthly inspections, TS would issue Non Cultivation Notices and PD would issue Notices to Quit. Further discussion was required to determine what should be in the Cultivation inspection and the quarterly Risk Assessment. JK, TS, PD, MH & CB to discuss.
18. **AOB** – RO raised the subject of a plot holder receiving a letter from a committee member stating that he must not loan his rotovator to other plot holders. TS responded that 3 potentially dangerous machines had been identified. The plot holder of one had advised that the rotovator would not be used until adequately guarded. Another had the guards in place (at time of risk assessment they were removed for maintenance). The third was an error and a written apology has been issued.

There being no other business the meeting closed at 13.15

19. **Date of Next Meeting** – Saturday 25th March 2023