

## HACA Minutes Monday 13<sup>th</sup> September at 10.00am

Location: Humber Allotments

Date: 13 Sept 21 @ 10am

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Those present:

- Peter Brereton *Chair*
- Peter Davey
- Dave Tucker
- Carol Haffenden
- Roy Olliver *Apologies*
- Graham North
- Terry Smith
- John Deeprise *Guest*

Action from previous meeting:

- **Speed limit on site amended:** TS suggested the limit be increased to 10mph, and that Parking on access road be allowed to encourage traffic calming. This was agreed, together with the clearing of the verges to keep road as clear as possible.
- **GN queried the £50 deposit** that was passed at the previous meeting. After some debate the deposit was left as is, with the mention of instalments being available.
- Confirmation that HACA are affiliated to The Royal Horticultural Society RHS & not NT (National Trust) as minuted in the previous meeting.

Progress against the route map (all)

- **Council meeting due on 30/9/21** : PB unlikely to be physically fit enough to attend and has requested virtual access through zoom.
- **SLA to be agreed.**
- **PD** to obtain Database from Council
- **TS** to deliver Docs to the Council for new tenants,
- **TS** new T&C's not to be implemented till after circulated & debate.
- **PB** website will specify New/Old tenants
- **PB** still working on historic T&C's

- **PD** bank account Natwest online, eventually moving forward, and waits for card and Cheque book.
- **GN** Some tenants have no internet, will receive a hard copy of the Plotholder.
- **TS & DT** Forms all have a number and version which go to DT for safe storage.
- **TS** Terms & Cons redone, final draft approved and adopted.
- **John Deeproose** has been working on a website for HACA  
To include Welcome, Blog, Newsletter, Events Calendar, Photos,  
contacts to CH to pass to relevant person/s  
Action, committee members to send JD photographs for the site.
- **DT**: IONOS host site charges hopefully under £100. Documentation to be checked
- **PB** Financials to PD to cover links for WAGA, RHS & Council.
- **DT & PB** a LOGO was agreed for HACA, JD for website.
- **PB** Vision and Values need a tweak for website
- **TS** Water tanks to be cleaned before 1/10.
- **SSSO**, Signs to be moved to a more appropriate site And a tenants reference folder to be kept in clubhouse. (*Query*)
- **GN** Notices to Plot holders Oct/21
- **TS** Certificate of Insurance now received.
- **TS** procedures to support Documents HACA to JD
- **TS** What is “Non Cultivation)” Ideas to TS please.
- **TS** Health & Safety , 1st Aid and Risk assessment report to be completed by 1/10/21  
And to be completed on a regular basis, a rota to be set up.  
**GN & PB** to investigate a defibrillator on site URGENT. *Post minutes update: PB has submitted a formal bid for funding to WAGA.*  
And a rota to be set up for the loos etc. and a locked box for chemicals.  
Report to Chair to be published on web.
- **PB** Plot fees raised by 40p by Council for 2021/2 = £12 per rod. Council invoice run has started and PB unable to stop the new plot rents going out.
- **PB & CH** to hold key for Postage drop box (PB) (suggestions & complaints)

## AOB

- **TS** nominated John Deeprise as valued member of the committee DT seconded.

*Post meeting update. John has indicated that he is very happy to continue as the HACA webmaster but wishes not to be a committee member.*

- **CH** Wasp Spiders on site, it appears these spiders are not dangerous, although they do look alarming, and as all spider they can nip.
- The **SSSO** terms and conditions are unchanged from their agreement with the Council.

11.46am meeting closed

Next meeting 30/09/21 at 11am council offices in Lancing. CH apologies, unable to attend.

A pre meeting at Humber suggested.

Next HACA meeting 4/10/21 10am Humber