**Humber Avenue Community Allotments Community Interest Company**

**Committee Meeting**

**Saturday 17th June 2023 11am – 1pm**

**Durrington Community Centre**

**MINUTES**

**Attending**

Peter Davey - PD

Christine Busfield - CB

Terry Smith - TS

Malcolm Hedger -MH

Ros Knight - RK

Ruth Allan - RA

# 1. Welcome and Apologies

The TS welcomed the committee to the meeting and informed them that apologies had been received from Judy Kara and Linda Head. In the absence of JK he would chair the meeting.

# 2. Minutes from the last meeting

Proposed by Malcolm Hedger and seconded by Peter Davey

# 3. Matters arising from the last meeting and AGM

3.1 Defibrillator training deferred indefinitely. RA will set up a link on the website for training.

3.2 Purchase of table and chairs has been undertaken.

3.3 Collection of asbestos has been undertaken.

3.4 Error in last Chair’s report rectified from Ken Olliver to Ken Oakley.

3.5 Emergency telephone number to be displayed on site.

# 4. Reports

**4.1 Chair’s Report (Submitted by TS in JK absence)**

The committee discussed the appointment of a Life President following the passing of Roy Olliver and felt it was not needed currently but decided to hold the appointment in abeyance. CB will attend Roy’s funeral on behalf of HACA.

RA will remove Roy’s details from the website at the end of June, after his funeral has taken place.

The committee discuss a cultivation complaint from a plotholder against the Company Secretary, who leaves the room. PD takes over the chairing of the meeting and will circulate his draft reply to the plotholder to those in the room for comments.

**4.2 Membership Secretary’s Report**

CB reported that there was an issue with an incorrect email address of someone on the waiting list but this is now resolved. TS informed the committee that plot 28 is considering giving up their plot.

**4.3 Treasurer’s Report**

PD handed out the Income & Expenditure Report for June 2023 and stated that finances were in a healthy state and little had changed since the AGM. He handed out the Year end spending review and highlighted the expenditure in the pipeline:

1. Larger sink for toilet – Richard Billinghurst will price this up. Estimated to be £300-£400.
2. Fence for accessible plot – TS informed the committee that the cost of materials would be £98 plus one day’s labour.
3. Yellow lines – the painting of yellow lines is discussed further under item 6b.
4. Website costs – RA informed the committee the cost would be £120
5. Tax – CB estimated this to be around £100.

PD explained that any surplus funds would most likely be used up in expenditure on the projects in the pipeline, thus ensuring HACA does not end up with a substantial profit. CB suggested putting surplus money into the contingency fund. Peter will order a skip next week and the committee agreed it should arrive on a Friday afternoon. RA suggested highlighting the availability of the free table to avoid reusable items being placed in the skip. A further skip is planned for August.

CB reported some confusion over the HACA tax return, which is thought to have already been completed under a different ID number. Completion of tax returns has been handed over to an accountant.

**4.4 Company Secretary’s Report**

TS informed the committee that HACA have been invited to sit on the appraisal panel for approving grants by the organisation that provided the defibrillator. This is on 30th June and TS will attend on behalf of HACA.

TS informed the committee that the Environment Agency have asked if HACA can host their staff in undertaking a project on site. TS suggested the clearance of Roy’s plot.

TS suggested helping with watering and general maintenance of plots for those who may be struggling could be an ongoing project for the committee.

# 5. Website and Facebook

RA reported that plotholders are using both the website and Facebook more. As part of housekeeping on the website, RA will remove the short notices.

# 6. Projects

MH ran through the current projects and the committee discussed these:

1. Larger sink for the toilet – it was agreed to go ahead with this, as a larger sink should decrease the amount of water on the floor.
2. Yellow lines – a recent Health and Safety inspection carried out on site highlighted parking on the entrance road inside the main gate as a high risk, therefore the painting of yellow lines was being considered to prevent this happening. MA informed the committee that a quote of £630 had been received. The committee discussed the difficulty in enforcing the yellow lines along with the cost and decided to initially put a sign on the gate asking plotholders not to obstruct the entrance. A further discussion regarding some plotholders not opening both gates when arriving or leaving the site, causing a backlog and near misses, resulted in a decision to add a sign asking plotholders to open both gates. RK will include this in the next newsletter.
3. The path behind the green bins has now been concreted.
4. A small fence will be put up along the south side of the accessible plot.
5. Gareth has cleared the rear of plots 54, 55 & 56. Some tidying up work remains
6. The road on the west side is in the hands of the council, who are obtaining a new price for the works.
7. The shed roof on the accessible plot needs finishing, also a hose reel is required.
8. Plot 49 will have raised beds.
9. New vegetable washing buckets have been purchased by TS.

# 7. Newsletter

RK produced her first newsletter at the beginning of June. RA requested RK to send her this in PDF format to go on the website, which RK will do. PD handed RK a list of items to be included in the next newsletter regarding membership and payment of invoices. The newsletter will continue monthly and RK will liaise with Terry regarding transferring the email database for newsletter circulation.

# 8. WAGA

TS informed the committee that he is still awaiting a response from WAGA for his suggestion that HACA pay a block membership for the plotholders.

# 9. Accessible Plot

TS reported that the raised beds and poly tunnel had been a success but felt the arrangement with the local school was not working so well. The committee will consider whether to continue to engage with local schools or just those with disabilities and will discuss this further at the next meeting.

# 10. West Durrington New Development Allotments

PD reported a good and mainly positive response from plotholders who had looked at the plans. He informed the committee that the consultation period ends on 7th July and HACA will receive further feedback from this. Commencement of the work is planned for September. TS highlighted three areas of concern: 1) where and how wide the gate will be; 2) site security; 3) the cutting of the top of the hedge. PD will contact Steve McKenna, the Operations Manager for Parks and Foreshore at the council for an urgent meeting once the consultation period finishes to discuss these issues. It was noted that the decision on where the gate will go lies with the council and not HACA. TS informed the committee that Plot 43 had recently been relinquished and this will be held in abeyance whilst a decision is awaited on where the gap in the hedge will be. The committee discussed the importance of knowing where this will be as soon as possible in order to reassure the affected plotholder; CB suggested offering an alternative plot rent free for a year. PD informed the committee that they would need to consider a strategy for how the new plots would be allocated.

# 11. CIL Funding Application

TS informed the committee that he will be working on this next week. He reported backing for HACA’s bid from Councillor Vicky Wells and Worthing Borough Council. He will draft the bid and circulate this via email for the committee for their comments.

# 12. Risk Assessment

In the absence of the Health and Safety Advisor, TS handed out the recent on site risk assessment, carried out on 5th June 2023 and ran through the identified risks as follows:

1. Pallet outside main gate – this has now been removed.
2. Parking on entrance road inside main gate – already discussed under item 6b.
3. Blocked toilet – appropriate sign needed.
4. Southwest roadway uneven – already discussed under item 6f.
5. Plot 42 road encroachment – CB will contact the plotholder to rectify this.

# 13. Events

As no one applied for the role of Events Officer, this position is currently vacant. The committee agreed not to fill this position currently. TS suggested another barbecue in the summer, possibly July.

TS informed the committee that the Chair needs to arrange the official opening of the accessible plot ASAP.

# 14. Any Other Business

Christine raised the greenhouse/shed on plot 8 and suggested the committee speak to him regarding this.

# 15. Date of next meeting

Saturday 12th August 10.30 – 12.30 (if room available at this earlier time). To be confirmed.

# The meeting closed at 12.50

**Actions Person**

**Responsible**

Link on website for defibrillator training RA

Remove Roy’s details from website at end of June RA

Remove short notices on website RA

Emergency telephone number to be displayed on site CB

Plot 42 to be contacted re: road encroachment CB

Attend Appraisal panel on 30th June TS

CIL Funding application bid to be drafted and circulated for comment TS

Request to plotholders to open both gates (newsletter) RK

Request to plotholders not to block entrance road (newsletter) RK

Send PDF of newsletter to Ruth for publication on website RK

Liaise with Terry regarding email database RK

Order skip for June PD

Arrange official opening of accessible plot JK

Shed/greenhouse on plot 8 – speak to plotholder PD/TS

Accessible plot usage in the future to be considered All

Consider strategy for allocation of plots on NWD All