



**Humber Avenue Community Allotments  
Committee Meeting  
Saturday 28<sup>th</sup> September 2024 @ 10.30am  
Durrington Community Centre  
Minutes**

**In attendance:**

Terry Smith (TS) HACA Chair & Director  
Christine Busfield (CB) Membership Secretary and Director  
Peter Davey (PD) Treasurer & Director  
Malcolm Hedger (MH) Project Coordinator  
Linda Head (LH) Health & Safety Officer  
Ruth Allan (RA) Facebook & Website Administrator  
Andrew Scoon (AS) Environment & Biodiversity  
Tony Knapp (TK) attended as a plot holder

- 1. Apologies for absence** Ros Knight & Ian Hamilton.
- 2. Approval of minutes of previous meeting** Proposed LH Seconded MH
- 3. Matters arising from the last meeting not covered by agenda** None
- 4. Reports from:**

**Chair** SAND work experience has resumed after the summer recess, There is a new SAND job coach Katie Jeswani and two new students Daniel and Kelvin. Everything appears to working well. Considerable time has been spent on CIL funding and good progress made. Excellent networking opportunities have been pursued and hopefully will be of benefit in the future. Regular review meeting with WBC was held and is covered in agenda item 11. Cultivation standard has been put under review as it is clear that the current version does not embody our MVV statement. This does not mean that unacceptable cultivation standards are acceptable.. Reference was also made to the MIND article in the last newsletter. A discussion document was circulated on allotmenteeing and wellbeing. TS proposed that AS became a full committee member and this was unanimously agreed.



**Treasurer** PD provided a detailed update on the year end figures and a forecast for the coming year. Only 4 plot holders had yet to pay there annual fees and an email chase up would be issued. If after 14 days payment had not been received NTQs would be issued.

**Membership Secretary** CB advised there had been 4 new applications, 6 had been removed from the waiting list and the current waiting list was 90 of which 17 are from West Durrington. Letting of vacant plots was currently a slow process.

**Company Secretary** I'd like to thank Terry for helping out with the last plot inspection notices as I was busy putting the newsletter together. Since the last meeting plot inspections were carried out on 23rd August 2024. Plot 93 (Sam Siddell) was found to still not be up to standard and the plotholder was advised to contact Malcolm to discuss what needed doing in order to meet compliance. Plot 100a (Letitia Heroe) The cultivation of the plot was noted to be acceptable, however an excess amount of waste material at the front of the plot has been there for several months and the plotholder was given till 11th September to remove this.

**5 Projects** MH reported that the new community room and access to the new allotments are the two projects in hand. Deliveries of woodchip and cow dung are ongoing.

**6 Website and Facebook** RA asked if anyone had the skills or a contact who could redraw the site map. Membership of Facebook was healthy and the website functioned ok.

**7 Newsletter** TS reported that a plot holder had raised the point that there was no opt out option on the newsletter as required by GDPR. This had been discussed with WBC and they advised that it's fine not to have an opt out. WBC operate the same principle with their Newsletter circulated to all tenants. HACA are the de facto landlord, so it's reasonable for your tenants to accept email contact for all communications. GDPR policy to be updated

**8 Health & Safety** Site inspection carried out by LH & TS. Overall the site was considered to be safe, two issues were noted, Free area had to be cleared of rubbish prior to this assessment by Terry and Malcolm. Reminder to all plot holders in next newsletter regarding the function of the 'free area' Items left are there for other plotholders to re-use – it is not a dustbin. Several plots

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Company Number: 13572057

Registered Office: 1 Valley Gardens, Worthing, England, BN14 0JJ



without visible numbers on sheds or greenhouses. Having a visible number makes it easier to identify the plot holder if there was to be a medical or other incident

**9 CIL 2024** TS reported that HACA had been successful in securing £15000 from the CIL Neighbourhood Fund to provide a Social Room to replace the existing garage facility. Selection of a suitable unit was in hand and initial communication with WBC has taken place to establish if full planning permission or permitted development was required. Further funding will be required for Solar power etc.

**10 Review of recent correspondence to the HACA Company Secretary** A tenant had over the past weeks sent a number of email communications to the HACA Company on a range of unrelated issues. The nature of these communications was discussed in detail and a unanimous vote on the appropriate action was agreed. However the tenant had now bypassed the HACA committee and the appropriate complaints procedure and communicated directly to WBC. (Subsequent to the meeting the agreed action has been put on hold pending WBC investigation)

**11 Meeting with Worthing Borough Council** Theresa Elvin WBC had recently highlighted to HACA the benefits of Joint Tenancy. HACA wished to consider this approach. Update of HACA T & C required. Would need to be voted on at next AGM or an EGM. The current SLA has expired and the revised draft was now with WBC Legal. Steve McKenna advised that a major review of all agreements relating to Allotments, Bowling Greens etc was taking place and consultation with organisations such as HACA would be undertaken in the first quarter of 2025. The way forward might be a different approach to the existing SLA arrangement. Whilst the existing SLA had expired, it was in principle still operative until new arrangements were put in place. SM advised that WBC were satisfied that HACA satisfied the performance criteria and since the last meeting between WBC & HACA in March 2024 no issues had arisen. TS & PD updated on the accessible plot project that was funded by CIL 2023. Mind West Sussex, Guild Care and SAND project had all been major beneficiaries in addition to a number of individual plot holders. SM advised that he had provided a supporting statement for the CIL 2024 application, highlighting all the good work undertaken by HACA, the great success of the last CIL money and the inadequacy of the current provision for the ambitions HACA have for the future.

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TS wished to record HACA thanks to WBC Parks & Foreshore and Councillor Vicki Wells WBC Cabinet Member for the Environment for the excellent support provided in improving access to allotmenting for those with physical and hidden disabilities. SM advised that the development of the new allotments was still progressing albeit at a rather slow pace. Natalie Green was still acting as the interface between WBC and the Development Consortium. TS & PD raised a number of operational issues. SM responded that HACA were taking the correct approaches in each case and that the documentation trail was good.

**12 Use of weedkillers on site** This had been raised by the HACA President at the last meeting. Subsequently the use of glyphosate weedkiller etc was discussed at the meeting with WBC. A couple of recent incidents of broadcast spaying by plot holders at Humber had caused problems. It was agreed that the HACA Terms and Conditions needed to be updated on the use of chemicals. WBC offered to provide advice and information as appropriate. The committee agreed that enforcement would be difficult and that education was the most appropriate approach.

**13 Development of Plot 31** Ongoing survey of water supply and drainage taking place in October. Development Consortium appear to be making very slow progress.

**14 Review of policies and procedures** There are a number of policies and procedures that require updating as a result of recent activities. This will be undertaken by RK & TS.

**15 AOB** None.

**16 Date of next meeting** 14<sup>th</sup> December 2024 commencing at 10.30