

Humber Avenue Community Allotments

Committee Meeting

Sunday 20th February @ 2pm

Durrington Community Centre

Those in attendance:

Peter Brereton (PB) Chair

Terry Smith (TS) Company Secretary

Peter Davey (PD) Treasurer

Christine Busfield (CB) Membership Secretary

Hilary Gribble (HG) Meeting Secretary

Malcom Hedger (MH) Project Co-ordinator

Gareath Collins (GC) Member Liaison

Fiona Kennedy (FK) Community Garden Co-ordinator

Ruth Allan Guest Plot Holder

Kelly Smith Guest Plot Holder

1. **Approval of minutes of previous meeting** Proposed by TS Seconded PB
2. **Apologies for absence** John Heron unwell
3. **Welcome to** Hilary Gribble, Gareath Collins, Malcolm Hedger, Ruth Allan & Kelly Smith

4. Update on actions from the minutes and actions arising

Risk assessment on overgrown vegetation on roadway. Plotholders to be asked to trim back, not least for the repair of the roadways scheduled for the financial year 21/22. **Ongoing**

Plot markers need to be repainted **Ongoing**

Pond on plot 56 needs to be fenced in for child safety **Completed**

Rota for toilet cleaning needs to be auctioned by SSSO. **Rota never published. Alternative arrangements now in place.**

Still waiting upon Council response from SLA meeting on a whole list of outstanding issues. PB to keep on pursuing. **Ongoing**

Future Projects

- Polytunnel frame to be erected to gauge size and possible site location - DT to talk to Geoff Smith. Decision on future use to be further discussed. **Deferred indefinitely**
- The need for a workshop container and the associated costs led on to applying for lottery funding. PB to take forward and DT to pass any previous application or information. **Closed container not required.**
- The defibrillator to become the first Charity focus. The aim to collect £600 and then seek match funding is the target. **Ongoing**
- Car parking layout and lines was deemed a priority. DT to cost paint. **To be undertaken in house**
- The reposition of the green bins needs to be done first before car park marking. **Completed**
- The suggestion of a notice board on gate was widely supported. DS to cost. **Closed not practical**
- Still waiting on speed signs from Council. TS has costed them at £40. If Council can't supply then it was decided to initially start with 2 signs. **Closed installed by HACA**

The committee accepted the principle that all composting materials brought on to site have to be from a reliable source with the provenance established from the supplier. The use of particular chemicals to control broadleaf weeds in grass being the main cause for concern. Currently these controls are in place but need to be monitored if suppliers should change. The committee agreed that a small charge for dung should be levied to deter a very small minority of ploholders constantly taking a disproportionate amount to the detriment of other ploholders. A charge of 50p per barrow load was widely accepted as being reasonable and in line with previous practice. The redesign of the compost bins to take this into account. **Completed**

5. Reports from:

Chair Gave update on new allotments being created adjacent to South West hedge line. In design stage and HACA involved.

Membership Secretary 189 on list lost 7

19 on list didn't want to be on list

74 no response gave 6 weeks to respond

31 off list put on non-responsive list

Present - 137 on waiting list (4 new people applied)

Survey of plots that are not used or underutilised plots.

Lots of plots were in other people's names.

3 months, 6 months and 9 month inspection for new plot holders

Suggested some plots to be made into half plots.

Treasurer reported that the financial situation was satisfactory. Still waiting final rent payments and key deposits from WBC. Having difficulty getting a meaningful response from the Water Supplier. Community plot being financed by donations. Reserve of £300.

Company Secretary Applied to amend articles of association to include Ferring Country Centre asset lock nomination.

Review meeting with WBC 5 key areas

Complaints None received

All plots let

Site maintenance improved

Budget ok

Health & Safety good

Further review in April and July

MH & TS completed Risk Assessment

6. Web site and Facebook

John Deeprise thanked for getting it set up and running. John has withdrawn as webmaster.

Webmaster needs to be independent of allotment.

Had problems with IONOS emails, so use Gmail

Abandon email with IONOS

CB has identified a possible independent web manager.

Take up Giles offer and voted in.

Terry suggest that he & Christine manage the website on a temporary basis. Fiona & Hilary to undertake a survey of website and feedback to committee

7. WAGA

Ownership of the community room had been the subject of considerable discussion over many months, between HACA, WBC and WAGA

On the 3rd February the WAGA shop manager wrote to Peter Brereton to say ".....we are also going to include maintenance of the shop stockroom and the site social room on our SLA as our responsibilities, as we have been doing this for many years."

On 4th February PB wrote to WAGA to inform them of the closure of the room under direction by the Council.

On the 7th February the WAGA chair wrote to PB to disown all ownership and responsibility.

Initial H & S Report y HACA H & S Advisor 3rd February 2022

- The gas cylinders should be stored in a secure wire cage outside; the operating cylinder should also be in this cage with a properly installed pipe by a certified gas fitter.
- A suitable fire extinguisher should be available near the cooker. A 1Kg powder fire extinguisher should be suitable. BS6165. A suitable registered company should check it annually.
- A heat detector in this area should be provided BS EN 54-5 Tested monthly and recorded.
- Fire direction sign should be visible near the rear door and it should be unlocked when the unit is in use. The door should also have sign on it 'FIRE EXIT' – outside this door should also have sign stating Fire exit do not obstruct. BS5499.
- The room should be restricted to four people in most cases seats are provided outside and people only enter to collect refreshments and snacks. (A fire risk assessment would confirm this)

- Outside barbeque does not pose a high risk but a powder fire extinguisher (A suitable registered company should check it annually) should be available . A guide should be provided to the person responsible for its operation. BS6165 1Kg powder or fire blanket. BS/EN1869 does not require a check annually.
- A fire risk assessment should be completed (i can do this) and recorded with findings and recommendations.

Add to this:

Concerns regarding Building Regulations and why was the building alteration not signed off by WBC on completion

Non-compliance with Disability Discrimination Act (DDA)

Six Gas Cylinders having a total capacity of 61.5kg of Butane have been removed

WAGA have removed all of their property

The cost to bring the space up to meet all H&S building regulations will be substantial and beyond HACA means without raising funding.

We await action from WBC

- 8. Community Garden** FK gave an update on progress to date and shared a plan of the plot. No plotholder rent had been spent on the project and donations of £200 had been received. Networking with potential users was underway. Safeguarding policy in draft form and need for trained First Aiders, safeguarding lead and DBS discussed
- 9. Use of email addresses** covered under point 6
- 10. Ferring Country Centre** now supplied horse manure and other links with the charitable organisation were being investigated
- 11. Events – New Plot Holders – Spring – Jubilee** subject to action outside of the meeting

12. EGM/AGM Discussion concluded that the existing committee should continue until the AGM in September and that there was no need for an EGM. If any plot holder was not happy with the present committee they could call an EGM in line with the procedure published in the HACA Constitution

13. AOB

- Worthing Council supplying native trees for community plot
- Three bids for funding have been made
- Check Public Liability Insurance for Volunteer cover
- Storm damage. TS to communicate to plot holders using website, Facebook and notice board that Paul and Abbie Burden Plot 59 had offered to take away storm damage wood. The scrap man would take any metal. Important to separate wood and metal.
- Discussion on Mission, Vision and Values and they way forward. To be main agenda item at next meeting.
- Plot holder questions reviewed and it was felt that issues raised had been covered and a separate communication to the plot holder should be made plus posted on the website
- PB extended his thanks to Ruth and Kelly and all agreed to continue inviting guest plot holders

14. Date of next meeting TBA