



**Humber Avenue Community Allotments Community Interest Company
Committee Meeting
Saturday 15th February 2025 10.30am – 12.30pm
Durrington Community Centre**

Present:

Terry Smith (TS) Chair
Peter Davey (PD)
Malcolm Hedger (MH)
Linda Head (LH)
Ian Hamilton (IH)
Ros Knight (RK)

Guests:

Sue Lipman (SL) (WAGA Show Secretary) and Bob Busfield (BB) (plot holder)

Apologies:

Christine Busfield (CB)
Ruth Allen (RA)
Andrew Scoon (AS)

MINUTES

1. Welcome and Apologies

TS welcomed the committee to the meeting and extended a warm welcome to guests Sue Lipman, WAGA Show Secretary and Bob Busfield, plot holder. Apologies noted as above.



2. Minutes from the last meeting

The minutes from 14th December 2024 were approved as an accurate reflection of the meeting, proposed by PD and seconded by MH.

3. Matters arising from the last meeting not covered by the agenda

3.1 Review of Policies and Procedures

TS informed the committee that he had completed this task and handed this over to RK. He asked the committee to read the Terms and Conditions before the next meeting so any amendments could be made if required for inclusion in the AGM.

3.2 Sheds in dangerous state on Plots 93 and 95

LH reported that she had done a walkaround of the site and reported that the shed on plot 93 has been dismantled but rubbish remains and on plot 95 the shed has not been dismantled and is still in a dangerous condition. The committee discussed next steps and agreed that RK will email the plot holders to ask that the sheds/rubbish is sorted out. LH asked that the plot holders are advised that help is available for both dismantling the shed and removing rubbish via the SAND Project and payment would be due for this and RK will include this in her correspondence (*post meeting note: emails sent*).

4. Reports

4.1 Chair's Report

TS thanked WAGA for their kind contribution of £400 towards the new social hub. TS informed the committee that he has been helping Men in Sheds with their constitution and funding, thereby building a relationship with the group for the future.

Regarding funding for the social hub, TS has applied for £1500 from Worthing Community Chest for equipping the kitchen. He informed the committee that a funding application for solar panels had been rejected but Kim Bowen-Wood will be applying to the B&Q foundation on behalf of HACA in April, when their funding opens, for the solar panels. He reassured the committee that there were other funding options available. A quote has been received for solar and electrical fittings and TS confirmed that a gas stove will not be permitted; the power will all be electrical.

TS added that he had registered HACA with the Neighbourly website, where potential funders could look to see the projects that HACA required funding for.

TS informed the committee that an article on HACA would be appearing in the next National Allotment Society magazine.

He informed the committee that there was no progress on the SLA.

TS asked the committee to consider a recipient for the yearly RHS award and, following a discussion, the committee unanimously agreed this should be awarded to the SAND Project for their Gateway Garden.



TS added that he and MH continue to work with the SAND Project on site, and the SAND workers also offer help on a Wednesday in addition to their regular Tuesdays.

4.2 Treasurer's Report

PD handed out the Income and Expenditure Report for September 2024 to February 2025. From the expenditure, he highlighted the costs to date for the new social hub, explaining that he would be making the final payment of £7,500 in the coming week and confirmed that the log cabin will be delivered on Tuesday 25th February. He highlighted the recent repair to the toilet door lock and liability insurance payment. From income, PD informed the committee that a donation of £1000 had been received from Brian Smith to be used for upgrading two plots currently being worked on by the SAND Project, with any surplus to go towards the cost of the new social hub. The committee voiced their appreciation for the donation.

Forthcoming expenditure included £750 for skips, to be arranged after the new social hub had been erected. Payment of £300 was also due for WAGA membership and buildings insurance of £150 for the social hub.

PD thanked CB for checking the accounts and sending these to the accountants.

PD confirmed he had booked a room at Durrington Community Centre for the AGM on 22nd May.

He added that Durrington Community Centre is now a Charitable Incorporated Organisation and anyone living in the Durrington, Salvington and Northbrook municipal ward areas can become a member. RK will include this in the next newsletter.

4.3 Membership Secretary's Report

CB was not present at the meeting but there were no updates of significance.

4.4 Company Secretary's Report

RK reported no updates since the last meeting.

5. Projects

MH informed the committee that following delivery of the log cabin on February 25th, assembly is due to commence that week.

He added that the SAND project was currently assisting plot holders on Plot 15 and 85, helping make the plots easier to maintain. In the future, when these two plots are relinquished, they will both become accessible plots.



He informed the committee that he was waiting to hear back from the council regarding cutting of the west side hedge and this will be chased up as it will need doing by the end of February.

MH extended his thanks to Katie and the SAND Project for all their hard work on site.

LH asked if there was an update on the new allotments and TS replied that the last he had heard was that work was due to start on the site at the beginning of April.

TS commented that the HACA site is looking good and thanked both MH and the SAND Project.

BB enquired whether HACA would need to cut the hedge if the council did not and TS explained that the council and HACA had an agreement that the council would cut the hedge.

6. Website and Facebook

RA was not present at the meeting but it was noted that she had created a QR code for the website which RK will include in the newsletter.

TS raised the question of whether the home page of the website should remain static or updated regularly and the committee agreed to discuss this further at the next meeting as RA's opinion is required.

7. Newsletter

RK informed the committee that she is aiming to get a newsletter out this month.

8. Health and Safety

LH informed the committee there was nothing to note, apart from the sheds discussed under item 3.2. She added that the defibrillator will require a new battery next year.

9. Water Plan for 2025

PD informed the committee that the water supplier had made contact to inform HACA that the cost of water will increase by 41% starting in April this year, and thereafter it will rise by 10-15% yearly until 2030. The committee discussed encouraging more plot holders to use water butts and RK will highlight this in the next newsletter. The committee will look into whether a local company would be willing to do a deal with HACA over purchasing a number of water butts. SL informed the committee that at the West Tarring site the water is turned off in November and back on again in April. The committee will discuss this further going into 2026.



10. AGM 2025

As mentioned earlier, the room is booked for the AGM. The committee discussed succession planning and the possibility of plot holders interested in joining the committee being given the opportunity to attend meetings as guests and also to shadow committee members. PD felt this may be easier once committee meetings are held on site, in the social hub.

11. Satisfaction Survey

TS commented that for securing future funding, he had been advised that it was essential that HACA sought feedback from the community. He thanked committee members for their help in devising appropriate questions and will add a space for further comments, which had been raised by LH.

12. Social Activities 2025

As a grand opening date for the social hub can't be set yet, TS suggested this is tied in with Party on the Plot, which is scheduled to be earlier this year due to the school summer holidays. The committee decided on 13th July for Party on the Plot and grand opening of the new social hub on site. The committee unanimously agreed they would like to ask Councillor Vicki Wells to open the new hub.

TS suggested that plot holders from WAGA are invited, along with the residents of Humber Avenue and Close and the committee agreed.

TS informed the committee that he had a meeting with MIND and SAND Project regarding celebrating National Allotment Week, which starts just after the WAGA Horticultural Show on 9th August, with the 5 steps to wellbeing as a backdrop to tie in with the National Allotment Week's themes of inclusivity, accessibility and well-being.

TS invited SL to talk about WAGA's activities for 2025. SL ran through these and the events will be included in the February newsletter. Regarding the Horticultural Show, SL explained she would approach the SAND Project to help with signage for the event. She informed the committee that MIND, SAND Project and Men in Sheds would be featured in the show, alongside glass creations, seeds and produce and second-hand tools.

TS suggested marking Sussex Day, which is Monday 16th June and discussed holding a get together on Sunday 15th June. However, after the meeting it was realised this was Father's Day so the committee decided against celebrating Sussex Day this year.

TS informed the committee that the Sea Scout cubs would like to visit the site one evening in June for a walk around and quiz and the request had now been extended to three evenings. The committee agreed and welcomed this.



13. Any Other Business

MH asked on behalf of a plot holder whether the gate keys would be the same once the new plots had been completed and TS confirmed this would be the case but that it is likely these will be changed to barrel locks with the same number.

The meeting closed at 12.10

15. Date of next meetings

Saturday 29th March and Saturday 3rd May. PD will confirm whether the room is available from 10am on these dates.