



**Humber Avenue Community Allotments Community Interest Company
Committee Meeting (AGM Planning)
Saturday 3rd May 2025 10.30am – 12noon
Durrington Community Centre**

Present:

Terry Smith (TS) Chair
Peter Davey (PD)
Christine Busfield (CB)
Ruth Allen (RA)
Malcolm Hedger (MH)
Linda Head (LH)
Andrew Scoon (AS)
Ian Hamilton (IH)
Ros Knight (RK)

MINUTES

1. Welcome and Apologies

TS welcomed the committee to the meeting. There were no apologies.

2. Annual General Meeting Planning

TS confirmed that nominations had been called for, with the deadline of 8th May. RA informed the committee that ideally she would like to relinquish her role in maintaining the website and Facebook page due to health issues but will stand again if no one else is willing to take on the role. TS will approach some plot holders to see if they would be interested.

RK and TS will work on the Agenda for the AGM after nominations close on 8th May and this will be publicised via email, Facebook and the on-site noticeboard.

PD confirmed the room is booked and TS asked committee members to arrive at 7pm. CB and RA will book people in, two plot holders (Anne and Yvonne) kindly volunteered to make refreshments and MH and LH will count votes.



TS ran through the format, explaining that RK will welcome attendees and the Chair, Treasurer and Membership Secretary will provide reports, which are in hand.

2.1 Plot Fees

TS reported that the council had no concerns with HACA increasing plot fees in light of the 41% increase in water costs, as this would bring them in line with Adur charges. It was acknowledged that fees would be more expensive than WAM. TS asked PD if he felt it was appropriate to warn plot holders of the increase prior to the AGM and PD felt it was and to explain this was because of the large increase in water costs.

2.2 Service Level Agreement (SLA)

TS informed the committee that the council were looking to simplify arrangements by replacing the SLA with an Operating Policy.

2.3 HACA Accounts

CB has not received these back from the accountants yet so she will chase this up as they need to be submitted by the end of May.

2.4 Amendments to HACA Constitution

TS reported that the council did not object to HACA changing to biannual elections.

2.5 Amendments to Terms and Conditions

TS ran through the amendments agreed at the last committee meeting.

2.6 Proposed joining fee

TS informed the committee that the council had no objections to HACA charging a joining fee and asked that this is put to a vote and the results fed back to the council.

2.7 Non cultivation notices

TS proposed this is amended to a non compliance notice, to cover a broader range of issues, not just cultivation and the committee agreed.

RK informed the committee she had received no nominations or communications from plot holders to date regarding the AGM.

TS explained there would be question and answer session for plot holders at the end of the meeting.

TS confirmed that Steve McKenna, Theresa Elvin, Vicki Wells and Dom North from Worthing Borough Council would be invited to the meeting.



3. Matters arising from the previous meeting

LH explained that she had been trying to find out the cost of a new battery for the defibrillator and had been told this could be between £50-£300 and the onus was on HACA to source this.

TS updated the committee on recent funding bids: The bids to the Postcode Lottery and Rampion had both been rejected. It was noted that Rampion did not view allotments as communities. TS added that due to the generosity of a plot holder donating a generator this will save some money and the generator is due to be tested next week.

TS added that a bid to Worthing Community Chest had been successful and HACA had been awarded £1470 but there were conditions for how the money can be spent and explained to AS that unfortunately the money could not be spent on funding water butts for example. TS informed the committee that PD had purchased some kitchen equipment, base units were now in place in the hub, with worktops and cabinets to follow. He added that savings had been made with Wickes.

TS informed the committee that a source for funding the solar panels was still being looked at and ruled out applying to the CIL fund again, as rules have changed and HACA had already received £30,000 of funding in the last few years. PD added that if the generator worked, HACA had some time to source further funding bids.

TS reminded CB that a booking system will need to be set up once the hub is up and running.

RK will update the application form in respect of the requirement for water butts, as discussed at the last committee meeting.

AS suggested having a community water butt going forward and the committee will consider this.

TS informed the committee that connection of the water supply to the hub is underway, with the electrics being the final job. He added that Men in Sheds are building a secure cabinet for the generator. He added that the disability ramp is still being designed.

Plot Inspections

CB reported that there were currently two plots not in a good state and shared photos with the committee. TS proposed a non cultivation notice is issued for both plots and the committee agreed. RK will issue these.

CB informed the committee that there were a few plots where little work had been done and these will be monitored, as it was acknowledged that some plot holders so start work on their plots later than others.

TS informed the committee that the tenant on plot 99 was very unwell and unable to work his plot but was keen not to give it up. TS explained that Guildcare, MIND and Homestart had each agreed to take over 25% of plot 99 with the final 25% being worked on by the next work experience student. He suggested this arrangement remain in place until



September. The committee agreed and the arrangement will be reviewed in September. TS will inform the tenant's wife of the plan.

RA enquired whether HACA had any capacity to offer work experience to secondary school children but TS explained there isn't anyone on site five days a week to be able to support this.

The committee discussed a recent incident where a tenant had a fall on his plot and was unable to get up. Luckily another plot holder heard him call for help and was able to help him up, with the assistance of another plot holder. The committee discussed the importance of plot holders having a mobile phone on them, letting people know where they were and when expected back. However, it was acknowledged that plot holders did have to take responsibility for their health and safety on site. RK will highlight this in the next newsletter. The committee went on to discuss leaving a key for emergency services, who may need to access the site when there is no one to let them in. CB commented that her number is the emergency number on the gate. LH suggested putting a key in the defibrillator box and the committee agreed this was a good idea.

4. Any Other Business

PD informed the committee that HACA had in fact overpaid last year's water bill, which is paid in advance, and received a refund which meant this year's bill was £1245. The committee agreed this was excellent news but were mindful that this may not be the case next year and PD warned that more water had been used this April compared to last April and he will continue to monitor the situation.

AS asked why there was no longer any grass for mulch delivered on site and TS explained that HACA had lost their supplier and an alternative had not been found. AS commented that mulching is good for dry plots, as well as keeping the weeds down.

AS suggested a forum for discussing what we are all doing on our plots, what was working, what wasn't, how people are coping with the lack of rain, sharing tips, etc. TS explained that once the hub is finished there were plans to run sessions for plot holders on various topics, as there is a wealth of experience and knowledge on site.

There was no further business and the meeting closed at 11.40.

5. Date of next full committee meeting

To be confirmed following the AGM.