



**Humber Avenue Community Allotments Community Interest Company  
Committee Meeting  
Monday 11<sup>th</sup> May 2026 at 6.30pm  
HACA Social Hub**

**Present:**

Terry Smith (TS) Chair  
Malcolm Hedger (MH)  
Ros Knight (RK)  
Andrew Scoon (AS)  
Linda Head (LH)

**Guest:**

Bob Busfield

**Apologies:**

Peter Davey (PD)  
Christine Busfield (CB)  
Emma Wood (EW)  
Anne Garbutt (AG)  
Ian Hamilton (IH)



## **MINUTES**

### **1. Welcome and Apologies**

TS welcomed the committee to the meeting and apologies were noted as above.

### **2. Minutes from the last meeting**

The minutes from the meeting on 16<sup>th</sup> March 2026 were approved.

### **3. Matters arising from the last meetings not covered by the agenda**

TS informed the committee that the WAGA Secretary is currently experiencing issues in getting electronic cards printed and he will provide an update on this and any effects on HACA at the next meeting.

### **4. Reports**

#### **4.1 Chair's Report**

TS informed the committee that EW has resigned as Deputy Chair due to other commitments but she would continue to manage the website and Facebook page. At present, TS was not planning to look for another Deputy Chair.

TS updated the committee on his meeting with Steve McKenna from Worthing Borough council, explaining that Mr McKenna is now dealing with any complaints from plot holders and has asked that complaints are not discussed at committee meetings. Mr McKenna has also requested HACA review and rewrite their Complaints policy and TS will undertake this in conjunction with WAM with the aim of creating one Complaints policy for both organisations. TS reported that Mr McKenna had asked HACA to ensure the electric items in the social hub are PAT tested and an appropriate fire safety certificate is obtained.

TS also reported that plot fees are being set by the council and these may not be known before HACA's AGAM, therefore the constitution will need to be amended accordingly. He clarified that every allotment site will be charging the same fees per rod.

TS informed the committee that he had two plot holders who were willing to join the committee, Paul Barnes and Nick Biles, and the committee voted unanimously in favour of them joining.

#### **4.2 Treasurer's Report**



CB's report was circulated to the committee. Regarding the predicted expenditure of £200 for new plot keys, TS commented that this may reduce as a barrel lock is being considered. LH raised concerns about small numbers being difficult to read for some people and this will be discussed further at a future meeting.

TS informed the committee that HACA's accounts will need to come into line with the tax year and the council's accounting schedule.

TS informed the committee that the statutory accounts are now published on the website.

Regarding the water bill, TS explained that WAM pay this quarterly but are with a different water company and he will look into whether it is possible for HACA to pay quarterly.

#### **4.3 Membership Secretary's Report**

PD's report was circulated to the group. PD reported that there were two new plot holders on plot 76a and plot 1 since the last meeting. At present there are 97 people on the waiting list.

#### **4.4 Company Secretary's Report**

RK reported that, following the April plot inspections, 8 non-cultivation notices were sent, Following this, plot 76a relinquished the plot but another tenant has already been found. She reported that plastic fences on plot 25 have now been removed.

### **5. Projects**

MH reported that the new manure and woodchip bays on plot 27 are almost finished and there are plans to eventually put a poly tunnel on the plot. TS commented that the cost of the work was projected to be £4161 but thanks to volunteers on site, this is £794 under budget to date. AS queried whether the savings could be used to create another pond in this area and also suggested a hedgerow and log pile for hedgehogs on the plot. TS agreed all these can be considered. MH commented that there needed to be some planning around tractor movements and where the woodchips and manure would go and this will be confirmed once the tractor delivers the first load of manure.

### **6. Website and Facebook**

As EW was not present, TS read out a verbal update from her. The website is up to date and there are currently 86 people on Facebook. EW would be making some changes to the Facebook page going forward.

### **7. Newsletter**

RK asked when would be a good time to produce the next newsletter and the committee agreed the end of June, after the AGM.



## **8. Health and Safety**

LH reported that she had done a recent walkaround the site. She informed the committee there was an overgrown rose bush but as this currently has a bird's nest in it, it is being left alone. She reported some rubbish on one of the plots and a notice has been sent regarding this. She reported that she has put new plasters in the First Aid box.

## **9. Environment and Biodiversity**

AS reported that a talk he did on biodiversity had been successful and included a walkaround the site and some seed sowing on a flowering bank. He reported that there were now two ponds on site.

## **10. Preliminary Engagement Notice**

TS informed the committee that Worthing Borough Council had put out a procurement notice for the management of seven allotment sites (excluding HACA) so this has gone to open tender and the notice expires on Friday 15<sup>th</sup> May. He explained that WAM are in the process of changing to a CIC and HACA can offer some support with this process if required.

## **11. New allotment plots update**

TS informed the committee that the council are having monthly meetings with the consortium regarding flooding and drainage on the site but this remains unresolved. TS reported there has been some vandalism on the new site. He explained that HACA has given the council a list of 24 people who are waiting for plots on the new plots and that the two raised beds have already been let.

## **12. Party on the Plot**

Due to the amount of work expected with the council currently, the availability of committee members to help with organisation, the committee took the difficult decision to cancel this year's Party on the Plot.

## **13. AGM**

The AGM is on 24<sup>th</sup> June. A notice will go out to all plot holders the weekend of 16<sup>th</sup>/17<sup>th</sup> May. There will be no elections this year.

## **14. Banksian Medal**



TS reported that RHS had sent HACA a medal to award to a plot holder. As the RHS had recently sent HACA an award certificate which was given to a plot holder recently, the committee agreed to donate this to WAGA to give out at their show.

#### **14. Any Other Business**

##### Plot Inspections

TS explained that AG and EW have produced a spreadsheet containing photos so progress can be monitored. He added that in almost all cases, plot holders have responded to notices and he reported that all tyres have now been removed.

There was no further business and the meeting closed at 20.05

#### **15. Date of next meeting**

The date of the AGM planning meetings is Monday 15<sup>th</sup> June.