Humber Avenue Community Allotments Community Interest Company
Committee Meeting
Monday 20th October 2025 6.30pm
HACA Social Hub

Present:

Peter Davey (PD) Acting Chair
Christine Busfield (CB)
Malcolm Hedger (MH)
Emma Wood (EW)
Anne Garbutt (AG)
Ian Hamilton (IH)
Ros Knight (RK)

Guest:

Terry Smith (TS)

Apologies:

Lynne Rosthorn (LR)
Andrew Scoon (AS)
Linda Head (LH

MINUTES

1. Welcome and Apologies

PD welcomed the committee to the meeting and apologies were noted as above. PD welcomed TS, who was attending as a guest today.

2. Minutes from the last meeting

The minutes from the meeting on 1st September 2025 were approved as an accurate reflection of the meeting, as agreed by all.

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

PD informed the committee that there were some errors in his last Treasurer's report but will rectify these before they go to the accountant for checking. AG asked the following questions of the committee on behalf of Graham North.

Can the lights in the social room stay on for longer?

PD explained this is now rectified.

Would HACA be sending a card following the death of Malcolm Baker?

PD explained this is in hand.

Can we have bees on the new plots?

TS responded that we have had bees on site before but they had to be removed as they became a problem. The committee will look into whether this is possible on the new plots.

Can HACA borrow money from WAM for the solar panels?

PD said no, as HACA does not have the means to pay the money back.

Could WAGA information letters be given to new plot holders?

CB explains she already does this when she allocates a plot to a new tenant.

AG will feed these replies back to Graham.

4. Notice to Quit

PD explained that a notice to quit had been issued since the last meeting, which went to appeal. He thanked EA, AG and Paul Olliver for making up the panel that heard the appeal. He explained that the panel upheld the notice to quit and a further appeal is now with the council for a final decision, which is still awaited.

The committee and TS discussed plans following the council's final decision. Once HACA is made aware of the decision, PD suggested rescheduling a time for the committee to look at roles and responsibilities and plans going forward into the New Year.

5. Reports

5.1 Treasurer's Report

PD informed the committee that £6360.68 had now been collected in plot fees. £900 had been spent on lighting. Once the accounts are updated, PD will pass these to CB to forward on to the accountant for checking.

PD informed the committee that he intended to stand down from his role as Treasurer in a year's time. CB expressed interest in picking up this role, as she has a background in finance.

There were no questions on the Treasurer's report.

5.2 Membership Secretary's Report

CB reported that since the last meeting, one person had joined the waiting list, which currently stands at 87. She has made contact with people on the waiting list for the new plots to ask what size plots they would like and has had 12 replies back so far. PD suggested inviting all those still interested in having a plot to meet the committee.

5.3 Company Secretary's Report

RK informed the committee that plot inspections had now ceased for the year and therefore there was nothing of note to report. The unacceptable behaviour policy will be discussed under item 11.

6. Projects

MH informed the committee that work on the new plots was continuing and it is now tarmacked up to our fence. He explained a wire fence has now been erected to prevent balls from coming over. He added that HACA should be taking over the new plots around Christmas.

He explained that he is not ordering any more manure at present, partly because the back of the manure bay needs repairing but also because rumours were being spread about the condition of the manure including that animal bones were in it. MH explained that he is satisfied with the condition of the manure and AG was keen to have access to on site manure soon to prevent further weeding so this will be considered again.

TS informed the committee that he was putting in a bid to the National Lottery for the ramp and was hoping to get further funding from the council via the 106 fund.

7. Website and Facebook

EW informed the committee that two people have made contact via the website since the last meeting. Neighbours by the main gate had complained that the manure was attracting flies, mainly in the summer, and these were in turn a nuisance to them. There was also a complaint about blocking their driveway when people are going in and out of the allotments. RK will put a reminder out in the next newsletter.

The second contact came from Sussex rehab who were querying whether HACA ran any accessible gardening groups but EW was unsure whether they had a group interested or just an individual. TS suggested that if it was a group, there will be two raised beds available on the new plots and if it was an individual that was interested, he suggested they were signposted to Guild care who could help.

EW added that she has redesigned the website and has now rectified the accessibility issues so the website is now fully accessible.

8. Newsletter

RK explained she was planning to produce a newsletter later this month but currently did not have enough content. She will produce a newsletter once there is sufficient content.

9. Health and Safety

LH had sent her apologies for the meeting and had contacted RK to let the committee know that her last health and safety inspection had not revealed any issues.

10. Environment and Biodiversity

Neither AS or LR were present so there was no update.

11. Unacceptable Behaviour Policy

TS had circulated a first draft and PD added that it would be useful if the committee could come up with ideas of content. RK explained she was working on a producing another draft which would include definitions of unacceptable behaviour and a process to follow. RK will circulate this to the committee for comments and suggestions and the committee will discuss this further at the next meeting *(post meeting note: draft policy circulated).*

12. New Plots

PD explained that the plan was to hand the new plots over to HACA around Christmas time but this may be delayed. He added that HACA needed some way of identifying plots and TS suggested looking online for number plaques. MH suggested this is something Men in Sheds may be able to help HACA with this. PD added this can be something fairly basic.

13. Any Other Business

TS informed the committee that flowers and a card were being arranged for Malcolm Baker's funeral. CB added that she will be going to the funeral. She explained that his plot will need clearing and she will check with his family what they would like to do, adding that there was scope to split this into two plots.

PD informed the committee that on Thursday 20th November Worthing Community Chest would be on site for a photoshoot to hand over a funding cheque to HACA.

RK suggested the committee have a Christmas lunch this year and this will be considered.

TS informed the committee that he was involved in three network meetings regarding a new approach to funding and he will feed back to the committee on the outcome of these if relevant for HACA.

There was no further business and the meeting closed at 7.35pm.

14. Date of next meeting

Monday 10th November at 6.30pm