



Broadbridge Heath Parish Council

Address: The Parish Office, Sargent Way, Broadbridge Heath,
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You are hereby **SUMMONED** to the **ALLOTMENTS SUB-COMMITTEE MEETING** to be held at **The Parish Office, Sargent Way** on **Tuesday 1st of November 2022** commencing at **7.30pm**.

L Edwards

Lucinda Edwards (Clerk to the Council) – 25th October 2022

Allotments Sub-Committee Members:

Cllr G Clark, Cllr T Oliver, Cllr C Knight, Cllr S Hazell & Cllr S Chandler.

AGENDA

1	APOLOGIES AND REASON FOR ABSENCE	19:30
	To receive and agree any apologies for absence and document the reasons for such.	
2	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES	19:30
	Recommendation: To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct from members.	
3	MINUTES	19:30
	To approve the minutes of the last Allotment Sub-Committee meeting held on Monday 18 th July 2022.	
4	DEPUTY CLERK UPDATE	19:30-19:35
	To receive an update from the Deputy Clerk.	
5	LEGAL ACQUISITION	19:35-19:40
	To receive an update on the legal transfer of Churchill Way Allotments from Countryside Properties.	
6	WELCOME PACK	19:40-19:45
	To note the Welcome Pack in preparation for distribution.	
7	PLOT ALLOCATION	19:45-19:50
	To discuss and agree plot allocation.	
8	FACILITIES AND MAINTENANCE	19:50-20:00
	8.1 Recommendation: to consider and agree a quote to move a pedestrian gate, fence repairs and base for additional shed at Weston Avenue. 8.2 To agree to pursue quotes for water troughs at Weston Avenue and progress with ASC Chair using delegated authority. 8.3 To agree to pursue a quote for bases for Water Troughs at Weston Avenue and progress with ASC Chair using delegated authority.	

9	COMMUNICATIONS	20:00-20:10
	9.1 Recommendation: to agree a Communication to all residents on the Allotment Waiting List. 9.2 To agree timeline for commencing communication to residents regarding Weston Avenue plots.	
10	ANTI-SOCIAL BEHAVIOUR	20:10-20:15
	To discuss anti-social behaviour at Weston Avenue Allotment Site and discuss any considerations.	
11	DATE OF NEXT MEETING	20:15
	Next meeting date to be agreed.	