



Broadbridge Heath Parish Council

Address: The Parish Office, Sargent Way, Broadbridge Heath,
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You are hereby **SUMMONED** to the **ALLOTMENTS SUB-COMMITEE MEETING** to be held at **The Parish Office, Sargent Way** on **Monday 17th of April 2023** commencing at **7.45pm**.

L Edwards

Lucinda Edwards (Clerk to the Council) – 6th April 2023

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	19:45
	To receive and agree any apologies for absence and document the reasons for such.	
2	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES	19:45
	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	19:45- 19:50
	To approve the minutes of the last Allotment Sub-Committee meeting held on 23rd January 2023 .	
4	DEPUTY CLERK UPDATE	19:50- 19:55
	To receive an update from the Deputy Clerk.	
5	LEGAL ACQUISITION	19:55- 20:00
	To receive an update on the legal transfer of Churchill Way Allotments from Countryside Properties and agree any appropriate actions.	
6	FINANCE	20:00- 20:05
	To receive an update on Finance regarding the Allotments.	
7	PLOT ALLOCATION	20:05- 20:20
	7.1 To receive an update on the plots allocated at Weston Avenue and requests for the sharing of a plot. 7.2 To receive an update on responses received from the Allotment Waiting List seeking a plot at Weston Avenue. 7.3 To agree next steps of plot allocation at Weston Avenue.	
8	ALLOTMENT RULES	20:20- 20:40

	8.1 To consider and agree any amendments to the rules regarding the use of sheds and storage on plots. 8.2 To discuss and agree any additional rules required.	
9	FACILITIES AND MAINTENANCE AT WESTON AVENUE	20:40- 21:00
	9.1 To consider and agree a budget for the purchase of communal sundry items required at the site. 9.2 To consider and agree storage for the communal items. 9.3 To consider and agree volunteers and a budget to manage the internal layout of the communal sheds. 9.4 To further consider bin provision at the site and agree next steps.	
10	MANAGEMENT OF ALLOTMENT PLOTS	21:00- 21:15
	10.1 To consider a draft process and letter to plot holders for non-cultivated plots. 10.2 To consider and agree a draft letter for non-compliance of the rules.	
11	DATE OF NEXT MEETING	21:15
	Monday 17 th July 2023 (time to be confirmed).	