



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 **Monday 24th of March 2025** commencing at **7.30pm**.

O Buck

Olivia Buck (Deputy Clerk to the Council) – 17th March 2025

Allotments Sub-Committee Members:

Cllr G Clark, Cllr T Oliver, Cllr S Leighton, Cllr S Hazell, Cllr S Chandler & Cllr E McLennan-Murray

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 for members.	
3	MINUTES	19:30
	To approve the minutes from the previous Allotment Sub-Committee meetings: 29 th January 2024 and 18 th November 2024.	
4	CLERK UPDATE	19:30- 19:35
	To receive an update from Officers.	
5	FINANCE	19:35- 19:40
	5.1 To receive an update on Finance regarding the Allotments. 5.2 To consider any changes to Rent for Financial Year 2026/27. 5.3 To agree to delegate to the Officers to manage any pro-rata of plot rent for financial year 2025/26.	
6	CORRESPONDENCE	19:40- 19:45
	To note correspondence received from plot holders and agree any next steps.	
7	RULES & LIST MANAGEMENT	19:45- 20:00
	7.1 To receive a recommendation from the Recreation Committee to consider the rules, and either enforce them or make a change to them. 7.2 To consider the rules and agree any amendments. 7.3 To consider process and responsibilities surrounding rule compliance. 7.4 To agree delegation for list management, plot allocation and rule management to Officers in consultation with the ASC Chair.	

8	ALLOTMENT ASSOCIATION & WORKING GROUP	20:00-20:10
	To consider and agree any next steps for the progression of an Allotment Association.	
9	WESTON AVENUE FACILITIES	20:10-20:20
	9.1 To review and note the external Legionnaires Risk Assessment for Allotment Site and consider the recommendations. 9.2 To agree the next steps as identified in the Risk Assessment. 9.3 To consider next steps for a further water supply.	
10	CHURCHILL WAY ALLOTMENT SITE	20:20-20:30
	To agree delegations to Officers to progress the communications, plot allocations, and any maintenance and facilities requirements on transfer of the Churchill Way allotment site.	
11	DATE OF NEXT MEETING	20:30
	10 th November 2025.	