



## Broadbridge Heath Parish Council

Address: The Parish Office, Sargent Way, Broadbridge Heath,  
RH12 3TS

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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 23<sup>rd</sup> of January 2023** commencing at **8.30pm**.

L Edwards

**Lucinda Edwards (Clerk to the Council) – 17th January 2023**

### Allotments Sub-Committee Members:

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

### AGENDA

<b>1</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>	<b>20:30</b>
	To receive and agree any apologies for absence and document the reasons for such.	
<b>2</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>	<b>20:30</b>
	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.	
<b>3</b>	<b>MINUTES</b>	<b>20:30</b>
	To approve the minutes of the last Allotment Sub-Committee meeting held on 1 <sup>st</sup> November 2022.	
<b>4</b>	<b>DEPUTY CLERK UPDATE</b>	<b>20:30- 20:40</b>
	To receive an update from the Deputy Clerk.	
<b>5</b>	<b>LEGAL ACQUISITION</b>	<b>20:40- 20:45</b>
	To receive an update on the legal transfer of Churchill Way Allotments from Countryside Properties.	
<b>6</b>	<b>FINANCE</b>	<b>20:45- 21:00</b>
	6.1 To agree payments details and invoice for plot holders. 6.2 To agree the Parish Council bank account for allotment rent payments. 6.3 To discuss and agree Plot Rent for Financial Year 2024/25.	
<b>7</b>	<b>PLOT ALLOCATION</b>	<b>21:00- 21:15</b>
	7.1 To receive an update on Weston Avenue plots allocation. 7.2 To review the Waiting List Policy and consider the waiting list.	
<b>8</b>	<b>FACILITIES AND MAINTENANCE AT WESTON AVENUE</b>	<b>21:15- 21:30</b>
	8.1 To agree the shed security measures. 8.2 To agree use of the shed. 8.3 To consider any additional facilities and maintenance.	

<b>9</b>	<b>SITE MANAGEMENT AT WESTON AVENUE</b>	<b>21:30- 21:45</b>
	To consider and agree Site Management processes.	
<b>10</b>	<b>DATE OF NEXT MEETING</b>	<b>21:45</b>
	Next meeting date to be agreed.	