



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **ALLOTMENT SUB-COMMITTEE** meeting held on
Wednesday 13th of January 2021 at 1.00pm

Present Were: Cllr David Milbank (Chair)
 Cllr Terry Oliver
 Cllr Christine Knight
 Cllr Geoff Clark
 Cllr Penny Hayles

Assistant Clerk: Olivia Buck

Members of the Public: None

Press: None

ASC001/21	APOLOGIES AND REASON FOR ABSENCE
	None
ASC002/21	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	Cllr Oliver and Cllr Clark disclosed that they are both on the current Allotment Waiting List. This was NOTED by members.
ASC003/21	MINUTES
	It was RESOLVED by all present that the minutes of the Allotment Sub-Committee meeting held on Wednesday 9 th of December 2020 be accepted as true and correct record of the meeting.
ASC004/21	ASSISTANT CLERK UPDATE
	<p>The Assistant Clerk presented an update;</p> <ul style="list-style-type: none"> • No formal update has been received on progress of both sites and HDC are now seeking an update on progress. • Securafit Fence Quote received for Weston Avenue. • A Landscape & Horticultural Officer from HDC intends to visit both sites and feedback any thoughts. <p>These updates were NOTED, and it was AGREED to not seek any further fence quotes until feedback received from the Officer at HDC.</p>
ASC005/21	ALLOTMENT SITE PARKING FACILITIES

	<p>Members discussed the Car Parking Facilities, and it was NOTED the fortunate provision of 4 spaces planned on the Churchill Way site. It was NOTED by members that the parking was part of the planning decisions made by the Council at planning stage.</p> <p>It was AGREED that members would encourage sensible use of the parking facilities and support communications on this once the Sites are handed over to the Parish Council, and it would consider the parking implications on plot attendees on the 1st day.</p>
ASC006/21	ALLOTMENT LIST
	<p>The Asst Clerk presented an update on the current Allotment Waiting List and was NOTED by members.</p> <p>The following was AGREED;</p> <ul style="list-style-type: none"> • To close the list with immediate effect (13th Jan 2021). All those that have made contact prior to this date will remain on the list. • The Allotment List to continue to be followed fairly as per Date of Interest Shown. <p>AGREED ACTION for Asst Clerk;</p> <ul style="list-style-type: none"> • To draft a short statement for those on the list and for the rest of the community. • Statement to be emailed to those on the Waiting List and shared on our Website and Facebook. <p>.</p>
ASC007/21	NEXT STEPS
	<p>The following next steps were AGREED:</p> <ul style="list-style-type: none"> • Cllr Milbank to share a Draft Rule Book for Plot Holders to Members and Members to make recommendations on this rule book. • For Asst Clerk to work with Clerk to start initial allocation of Plots to those on the Waiting List as per preferences and the list (fair policy). Cllr Milbank offered his support to do this.
ASC008/21	DATE OF NEXT MEETING
	Allotments Sub-Committee – Wednesday 10 th February. Time agreed – 1pm.

The meeting closed at 2:05pm