



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **ALLOTMENT SUB-COMMITTEE** meeting held on
Tuesday 30th of March 2021 at 7.30pm

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

Assistant Clerk: Olivia Buck

Members of the Public: None

Press: None

ASC017/21	APOLOGIES AND REASON FOR ABSENCE
	Apologies and reasons for absence were noted from Cllr Knight.
ASC018/21	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.
ASC019/21	MINUTES
	It was RESOLVED by all present that the minutes of the Allotment Sub-Committee meeting held on Wednesday 10 ^h of February 2021 be accepted as true and correct record of the meeting.
ASC020/21	ASSISTANT CLERK UPDATE
	The Assistant Clerk presented an update: <ul style="list-style-type: none">• Several emails have been received seeking an update on the progress of the plots and allocation. Churchill Way; <ul style="list-style-type: none">• Photos have been received from Countryside including aerial photos.• Rotavating, seeding and hedge planting is planned to be completed 6th & 7th of April.• The strip of land adjacent to the site is for access to HP Gas line which is planned to be grass seeded. Weston Avenue;

	<ul style="list-style-type: none"> • HDC continue to seek clarification on the specification of the site. • Belway Technical team have said they expect a finish date of mid-April. • Pedestrian access to the site from the Northern path leading from the Ducky and the land corridors surrounding the site were discussed. It was AGREED for the Asst Clerk to seek clarity on the land ownership of these pieces of land and to investigate access to the main entrance from the NE side. <p>These updates were NOTED.</p>
ASC021/21	TERMS OF PLOT TENANCY – Length of Tenancy
	<p>It was AGREED that the tenancy should be perpetual, and in the event of the Tenants death, a decision on the succession will be at the Committee’s discretion and in discussion with the deceased’s family.</p> <p>ACTION – Asst Clerk to add this to the Rules.</p>
ASC022/21	TERMS OF PLOT TENANCY – Payment to secure plot
	<p>It was AGREED for a minimum of six month’s rent shall be paid on taking over responsibility of a Plot.</p>
ASC023/21	TERMS OF PLOT TENANCY – Plot Rent
	<p>Annual rent based on 50 pence per square metre was confirmed by members. To allow for preparation and set-up of a new plot it was AGREED the first tenant of the plot will be given a six-month rent-free period. In the event of there being less than 6 months after takeover before the next period of Rent is due (1st April 2022) adjustments may need to be made for the next rent period. It was NOTED plot rents may be adjusted due to start dates of tenancy.</p>
ASC024/21	WELCOME PACK
	<p>It was AGREED to send a Welcome Pack to include policy documents, welcome letter, and rules.</p> <p>It was AGREED to send this electronically, and paper copies on request only.</p> <p>It was NOTED dates may need to be amended in the Rules once the legal handover to BBHPC is confirmed.</p> <p>ACTION – Asst Clerk to collate documents and to make a draft welcome pack.</p>
ASC025/21	COMMUNICATIONS
	<p>Communications were discussed. The following was AGREED;</p> <ul style="list-style-type: none"> • to send a communication to all those on the Waiting List and an updated communication regarding the closed Waiting list, with both to be added to the website and Facebook.

	<ul style="list-style-type: none"> • For pro-active communications to continue by the Asst Clerk • delegated approval for communications from Cllr Milbank and Cllr Knight.
ASC026/21	PLOT ALLOCATION PROCESS
	<p>Plot allocation was discussed at Churchill Way and it was AGREED to allocate 6 plots initially and continue allocation from this.</p> <p>It was NOTED by Councillor's any questions can be learnt from as the allocation progresses and this will stagger numbers immediately onto the site.</p>
ASC027/21	NEXT STEPS
	<ul style="list-style-type: none"> • Shed facilities were discussed and it was AGREED for a communal shed facility at Churchill Way with sums to be used from the Allotment Section106 funds. • ACTION – Location of shed to be considered by Asst Clerk and Cllr Milbank when a site visit can be carried out. • Fencing was discussed at Weston Avenue including provisional costings for deer fencing approximately 2M high.
ASC028/21	DATE OF NEXT MEETING
	Tuesday 27 th of April at 7.30pm.

The meeting closed at 9:10pm