



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **Allotment Sub-Committee** Meeting held on
Monday the 16th May 2022 at 7.45pm at the
Parish Office, Sargent Way, Broadbridge Heath.

Present Were:

Cllr Geoff Clark (GC)
Cllr Christine Knight (CK)
Cllr Terry Oliver (TO)
Cllr Sarah Chandler (SC)

Assistant Clerk: Olivia Buck

ASC001/22 APOLOGIES AND REASON FOR ABSENCE

Apologies accepted from Cllr Hazell due to work commitments.

ASC002/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr's Clark and Oliver both declared they are on the Allotment Waiting List.

ASC003/22 COMMITTEE TERMS OF REFERENCE

The terms of reference were reviewed and agreed with the following amendments:

- Remove Item 20
- Remove Vice-Chair
- Add, in the absence of the Chair a member of the ASC meeting will chair the meeting

MINUTES

ASC004/22 It was **RESOLVED** by all present that the minutes of the last Allotment Sub-Committee meeting held on Wednesday 5th May 2021, be accepted as a true and correct record of the meeting. Cllr Clark signed the minutes.

ASSISTANT CLERK UPDATE

ASC005/22 The Asst Clerk provided the following update which was **NOTED**:
Churchill Way

- Andrew Fisher (Countryside Properties) has confirmed today that the plots will be rotavated and grass cut on handover and is hopeful for a transfer within the month.
- Nothing further regarding legal status since the PC meeting 9th May.
- It was noted today the hedgerows haven't fully taken in places and will require some work on acquisition. Clerks intend to liaise with Green Gym and to purchase some plant whips for the hedge.

Weston Avenue

- No further update regarding legal status since the PC meeting 9th May.

ASC006/22 ACTION - it was **AGREED** for the Asst Clerk to pursue water keys for the Weston Avenue site.

ASC007/22 WELCOME PACK

The Welcome pack was reviewed, and progress **NOTED**.

It was **AGREED** to make a few wording amendments and to share the progress to ASC members for review if this is complete before the next meeting.

ASC008/22 ACTION – to check with the Council’s Insurance regarding the Allotments acquisition, in all aspects including Plot Holders and Members of the Public.

ASC009/22 ALLOCATION & LIST MANAGEMENT

The current Allotment Waiting Lists were **NOTED**.

ASC010/22 The following was **AGREED**:

- initial allocation would be for those on the Waiting List dated from the start until 2014 to allow them to choose a plot.
- Subsequent plots on the list will be allocated by the Officers of the Parish Council.
- Allocation of plots will be based on preference of Allotment Site made.
- The first phase of allocation could commence once the Welcome Pack is Agreed, which may be before final legal acquisition.

The draft List Policy was **received and reviewed**.

ASC011/22 Some minor amendments were **AGREED**, and the policy to then be reviewed again by ASC members.

SITE FACILITIES

ASC012/22 The shed location at Churchill Way site was **AGREED** to be situated between plots 20 & 23.

The following was **AGREED**:

ASC013/22

- Shed with no windows approx. size 10x15ft, with base and shed erected, agreed budget of £2000.00.
- Gate Signage is required like playground signage, to include address, contact details etc.
- Plant pots for plot numbers, to be purchased and painted by Cllr Knight.
- to progress with shed and signage, with delegated authority by ASC Chair and Officers.

ASC014/22 It was **AGREED** by all for delegated authority to the Clerk on consultation with the Chair of the ASC, to progress with site facility requirements and maintenance, per standing orders and scheme of delegation.

COMMUNICATIONS

ASC015/22 It was **AGREED** no further communications were required at present.

DATE OF NEXT MEETING

ASC016/22 Thursday 23rd June 2022 at 7.45pm.

The meeting closed at 9.45pm.