



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **Allotment Sub-Committee** Meeting held on  
**Thursday the 23<sup>rd</sup> of June 2022 at 7.45pm** at the  
Parish Office, Sargent Way, Broadbridge Heath.

### Present Were:

Cllr Geoff Clark (Chair) (GC)  
Cllr Christine Knight (CK)  
Cllr Sam Hazell (SH)  
Cllr Sarah Chandler (SC)

**Assistant Clerk:** Olivia Buck

### **ASC017/22 APOLOGIES AND REASON FOR ABSENCE**

Apologies accepted from Cllr Terry Oliver.

### **ASC018/22 DECLARATION OF INTEREST AND NOTIFICATION OF CHANGE**

Cllr Clark declared they are on the Allotment Waiting List.

### **ASC019/22 COMMITTEE TERMS OF REFERENCE**

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

- Item 18 amend to Allotment holders

### **MINUTES**

**ASC020/22** It was **RESOLVED** by all present that the minutes of the last Allotment Sub-Committee meeting held on Wednesday 16<sup>th</sup> May 2022, be accepted as a true and correct record of the meeting. Cllr Clark signed the minutes.

### **ASSISTANT CLERK UPDATE**

**ASC021/22** The Assistant Clerk provided the following update which was **NOTED**:

#### Churchill Way

- The final agreed form of transfer has now been received and excludes the underground crates.
- There are legal questions surrounding the transfer plan which have been raised regarding the attenuation basin which Lucinda, Clerk has responded too and will be included on the Agenda for the Full Council meeting 4<sup>th</sup> July. Countryside have confirmed BBHPC's understanding the lagoon will not be included in this transfer and have requested the plan is updated.

#### Weston Avenue

- The TP1 document is ready to proceed.
- Belway have agreed to carry out a site clearance prior to the signing of the TP1 (1 week before).

- Signing is scheduled for 4<sup>th</sup> July (Full Council Meeting) which is dependent on the developers signing the transfer (they have final papers to sign).

### General

- On acquisition we will require an immediate site visit to carry out a risk assessment and to identify any remedial actions required prior to any members of the public accessing the site (advice from SLCC, H&S training).
- Insurance – awaiting an update regarding our Policy. If any amendments are required, I will liaise with the ASC Chairman.
- Water - galvanized troughs for WA – work ongoing and trying to find a plumber that covers this type of work.
- Cllr Knight has kindly sourced and arranged the purchase of pots and canes from Newbridge Nurseries.

### **WELCOME PACK**

**ASC022/22** The Welcome pack was reviewed, and progress **NOTED**. It was **AGREED** to make some grammar adjustments and layout amendments for review at the next meeting. Cllr Hazell kindly agreed to amend the design of the site plans for the welcome pack.

**ASC023/22** It was **AGREED** that initial communications regarding a plot allocation, a site plan will be included. On receipt of an acceptance reply to a plot, the Welcome Pack will then be shared with a request for the agreement to be signed.

### **WAITING LIST POLICY**

**ASC024/22** The draft Waiting List Policy was **AGREED** by all present to recommend approval to Full Council.

### **COMMUNICATIONS**

**ASC025/22** The following recommendations were **AGREED** for the Asst Clerk to pursue.

- Website – designated section on the Website for Allotments, to include the Welcome Pack, documents etc.
- Draft letters of Warning/Non-compliance.
- Payment process and details – including plot sizes, payment methods etc.
- Sign for sites to include PC logo, – office details, website, and report misuse to the Police – 101.

**ASC026/22** It was **AGREED** for the Asst Clerk to liaise with Grasstex regarding the required maintenance at Weston Avenue on acquisition.

### **DATE OF NEXT MEETING**

**ASC027/22** Monday 18<sup>th</sup> July 2022 at 7.45pm.

**The meeting closed at 8.57pm.**