



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **Allotment Sub-Committee** Meeting held on
Monday the 18th^{of} July 2022 at 7.45pm at the
Parish Office, Sargent Way, Broadbridge Heath.

Present Were:

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

Clerk: Lucinda Edwards
Deputy Clerk: Olivia Buck

ASC028/22 APOLOGIES AND REASON FOR ABSENCE

Nil.

ASC029/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

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

ASC030/22 MINUTES

This item was deferred to the next meeting.

ASC031/22 DEPUTY CLERK UPDATE

The Deputy Clerk provided the following update which was **NOTED** by members:

Churchill Way

- The transfer plan still contains the attenuation basin which Countryside have been requested to amend, as previously agreed.

Weston Avenue

- Bellway have completed the final maintenance of the plots, and this has been **NOTED** by members.

General

- Insurance – it has been confirmed that our policy provides PLI automatically in respect of the PC's responsibilities towards either owning, or maintaining allotment land.
- The plant pots for Weston Avenue were collected and have been kindly painted (plot numbers), and canes cut in preparation by Cllr Knight – thank you.

ASC032/22 LEGAL ACQUISITIONS

The following was **NOTED**:

- Churchill Way site still requires an amendment to the red line to be transferred to exclude the attenuation basin.
- To complete the transfer of Weston Avenue and commuted sums, Hampshire Legal Services require confirmation of the Parish Council being the district council's appointed nominee.

ASC033/22 ACTION – Clerk to request this confirmation of nominee for commuted sums from HDC.

ASC034/22 WELCOME PACK

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

It was **AGREED** to add fruit cages to Rule number 12.

The Welcome Pack was **APPROVED** by members on receipt of a final draft to be shared and received by email.

ASC035/22 FACILITIES AND MAINTENANCE

It was **APPROVED** for Grasstex to maintain the sites on acquisition until the end of the growing season.

ASC036/22 It was **AGREED** to include Allotment site maintenance in the Grounds Maintenance Contract from 2023.

ASC037/22 It was **AGREED** to have no lock on the pedestrian gate at Weston Avenue.

ASC038/22 It was **AGREED** for our contractor to add a lock to the Weston Avenue shed.

ASC039/22 ACTION: it was **AGREED** for the Deputy Clerk to get a quote to add a pedestrian access gate to the north of the Weston Avenue site.

ASC040/22 COMMUNICATIONS

After initial allocation of plots for Weston Avenue site, from those on the list from 2014 it was **AGREED** to progress with allocation of 6 plots at a time.

ASC041/22 It was **AGREED** for communications to be sent as recommended using delegated authority between the Deputy Clerk, Cllr Clark and Cllr Knight.

ASC042/22 DATE OF NEXT MEETING

Thursday 1st September 2022 at 2.30pm.

The meeting closed at 8.40pm.