



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **Allotment Sub-Committee** Meeting held on
Monday 23rd January 2023 at 8.30pm 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)

Deputy Clerk: Olivia Buck

ASC001/23 APOLOGIES AND REASON FOR ABSENCE
Nil.

ASC002/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
Cllr's Clark and Cllr Oliver declared they have now accepted an Allotment plot at Weston Avenue.

ASC003/23 MINUTES
It was **RESOLVED** by all present that the minutes of the Allotment Sub-Committee held on 1st November 2022, be accepted as a true and correct record of the meeting. Cllr Clark signed the minutes.

DEPUTY CLERK UPDATE

ASC004/23 The Deputy Clerk provided the following update which was **NOTED** by members:

- Grasstex have completed the initial maintenance on the plots.
- The base for the shed, and new gate was installed early December.
- The first 6 on the Waiting List for Weston Avenue have been emailed. 4/6 paperwork has been returned.
- 3 water troughs now installed at Weston Avenue.
- Water account for Weston Avenue is still to be finalised with Southern Water.
- The Weston Avenue site was visited today and there is some rubbish present including more canes and wood (almost like skirting boards).
- The numbered pots are now at the site to be put out.

ASC005/23 It was **AGREED** the wood and canes could be useful for plot holders and to put in shed if possible. Other waste to be arranged to be disposed.

ASC006/23 LEGAL ACQUISITION

An update from November 2022 was **NOTED**.
Councillors requested this transfer continued to be escalated.
It was **AGREED** for an Agenda item at the next Full Council Meeting to receive a further update on the transfer and to agree next actions from Council.

FINANCE

ASC007/23 The following was **AGREED**:

Rent will be requested via BAC's payment only by Invoice to be sent by 28th February and payments requested to be received by 31st March 2023.
Other payment methods considered only on individual request.
Payments to be checked w/c 3rd April 2023.

ASC008/23 Rent to be paid into the Parish Councils Lloyds Current Account (Cashbook 2).

ASC009/23 Rent to remain the same for 2024/2025.

PLOT ALLOCATION

ASC010/23 It was **NOTED** the first 6 from the list for Weston Avenue have been allocated plots and sent a Welcome Pack.

ASC011/23 It was **AGREED** for only one plot or raised bed to be allocated per resident as per the Waiting List Policy.

ASC012/23 It was **AGREED** to hold back allocating Plot 28 until all the other plots have been allocated at Weston Avenue.

ASC013/23 The Waiting List Policy was reviewed.
It was **AGREED** to keep the Waiting List closed whilst plot allocation continues and a further update is received about the Churchill Way site.

FACILITIES AND MAINTENANCE

ASC014/23 The following was **AGREED** by all present:

- To purchase and install a Combination Keypad lock on the current shed.
- The shed will be for all plot holders to use and store their own tools with no tools to be provided by the Parish Council.
- There will be no communal composting on site, only for individuals on their plot.
- The shed to be marked out with designated areas for plots holders for them to use their allocated space as they choose, with plot holders to use their own storage within the shed.
- To arrange for the cement staining to be brushed away.
- Site pegs to remain in position.

ASC015/23 It was **AGREED** with using delegated authority working with the ASC Chairman to progress, purchase and install the following:

- a new bin on site to be added to our bin schedule emptied by Horsham District Council.
- 2nd shed sized approx. 10x8 feet.

ASC016/23 SITE MANAGEMENT AT WESTON AVENUE

It was **AGREED** there is no requirement for Officers to regularly attend the site only if an issue was formally raised to them.

ASC017/23 It was **AGREED** to add an Allotment item on the next Recreation Meeting agenda.

ASC018/23 DATE OF NEXT MEETING

Date to be confirmed, however it was **AGREED** to schedule a meeting for April.

The meeting closed at 9.55pm.