



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **Allotment Sub-Committee** Meeting held on
Monday 17th April 2023 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)

Members of the Public - 2

Deputy Clerk: Olivia Buck

ASC019/23 The Chairman welcomed two Members of the Public, and advised they were welcome to observe but this meeting does not include an agenda item for Public Speaking.

APOLOGIES AND REASON FOR ABSENCE

ASC020/23 Nil.

ASC021/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Clark and Cllr Oliver declared they are plot holders at Weston Avenue.

ASC022/23 MINUTES

It was **RESOLVED** by all present that the minutes of the Allotment Sub-Committee held on 23rd January 2023, be accepted as a true and correct record of the meeting. Cllr Clark signed the minutes.

DEPUTY CLERK UPDATE

ASC023/23 The Deputy Clerk provided the following update which was **NOTED** by members:

Weston Avenue

- The 2nd shed has been ordered (10x8ft) with no windows and is scheduled to be delivered 21st April and our preferred maintenance contractor is scheduled to install it.
- Latest water meter reading was passed to Southern Water who have now removed the wastewater charges. I am waiting for a first paper bill to complete the setting up of the account.
- 17 invoices were sent 5th April for plot payment requested via BACS. These payments will be cross-referenced and checked w/c 9th May. No requests for alternative payment methods have been made to date.

- Cement staining was brushed away.
- As previously agreed, 2 new combination locks will be purchased and installed on both sheds once the new shed is installed. The existing padlock was reported broken to me 13th April, a new one has been installed 14th April with same code.
- Trying to source a bin is ongoing liaising with HDC.

Churchill Way

We have been advised landscapers are scheduled to be on the Allotments week commencing 24th April. Horsham District Council and our Solicitor have been advised.

ASC024/23 It was **AGREED** for the Clerk to email our Solicitor, Horsham District Council, and Countryside Properties regarding the transfer of SL6 based on the maintenance works being completed w/c 24th April. This email to propose the money transfers are carried out on the 24th of April with a legal completion proposed for the 28th of April.

ASC025/23 On acquisition of Churchill Way, it was **AGREED** for officers to commence plot allocation with invoices.

ASC026/23 It was **AGREED** to send invoices pro-rata to the next complete month.

ASC027/23 It was **AGREED** for Cllr Hazell to purchase stakes and washers in preparation for the marking of the plots at Churchill Way. Cllr Knight noted the need to paint more plant pots with plot numbers. Thank you to both Councillors for their help.

FINANCE

ASC028/23 The finance update provided was **NOTED**. The Allotments Sub-Committee recommend to the Finance Committee, the £683.00 remainder from last year's budget be moved to an EMR for Weston Avenue Allotments.

PLOT ALLOCATION

ASC029/23 The plot allocation update and request for sharing of a plot (plot number 12) was **NOTED** by members.

ASC030/23 As per the supporting documents the 5 confirmed responses were **NOTED**, and it was **AGREED** to allocate these plots and send the Welcome Pack and invoices.

ASC031/23 The next steps for plot allocation at Weston Avenue was discussed and the following **AGREED**:

- Allocate the plots as requested by those still on the waiting list for Churchill Way
- Wait to see how Churchill Way site progresses due to the update received regarding maintenance works planned for the w/c 24th April.
- Add an Allotments Agenda Item at the next Full Council Meeting.
- Delegated to the ASC Chair and Officers to liaise together as Churchill Way parcel progresses to make any allocation and/or list decisions.

ASC032/23 A member of public was invited to share with the committee their proposal. Members **NOTED** the proposal and requested it be formally proposed by email for inclusion at a future agenda.

ASC033/23 ALLOTMENT RULES

The correspondence regarding sheds and storage was **NOTED** by members.

Sheds were discussed and the following **AGREED**:

- No shed as per rules however to **AGREE** a tool storage unit, on a non-permanent base to a maximum height of 1.35m.
- **AGREED** for Rule 12 to be amended as above.

ASC034/23 It was **AGREED** to add a Rule regarding structures on plots and cultivation. It was delegated to the ASC and Recreation Chairs to review the rules before publishing.

FACILITIES AND MAINTENACE AT WESTON AVENUE

ASC035/23 The purchase of communal sundry items and a Keter Storage Unit on a concrete base at Weston Avenue were considered and a budget of £500 was **AGREED** with delegated authority to the Chair and Deputy Clerk to progress and finalise (Proposer: CK, Seconded: SC).

ASC036/23 Cllr Hazell volunteered to manage and build the internal layout of the communal sheds (Thank you) and it was **AGREED** for the costs to be delegated to the ASC Chair for approval.

ASC037/23 It was **AGREED** that the Committee will inspect plots twice a year, April and October and this to be added to Rule 16. It was **AGREED** plot holders will be given a month initially to improve their plot.

ASC038/23 A letter was **AGREED** to be drafted for non-compliance of the rules. Detail to be delegated to the Deputy Clerk and Chairs of ASC and Recreation.

ASC039/23 **DATE OF NEXT MEETING**
Monday 17th July at 7.30pm (before personnel Meeting at 8.30pm).

The meeting closed at 9.45pm.