



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **ALLOTMENTS SUB-COMMITTEE** meeting held on **Monday 29th January 2024** at 7.30pm at **The Parish Office, Sargent Way, Broadbridge Heath**

Committee members Present Were:

Cllr Geoff Clark (GC) - Chair
Cllr Terry Oliver (TO)
Cllr Christine Knight (CK)
Cllr Sam Hazell (SH)
Cllr Edward McLennan-Murray (EM)
Cllr Sarah Chandler (SC)
Cllr Simon Leighton (Observer)

Clerk of Meeting
Also in attendance:

Olivia Buck (Deputy Clerk)
Lucinda Edwards (Clerk & RFO)

Members of the Public: None
Press: None

ASC001/24	APOLOGIES AND REASON FOR ABSENCE
	None, all present.
ASC002/24	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	It was NOTED Cllr's Clark, Oliver, McLennan-Murray and Chandler are plot holders at Weston Avenue Allotments.
ASC003/24	DEPUTY CLERK UPDATE
	Members NOTED the update provided in the supporting documents.
ASC004/24	LEGAL ACQUISITION
	Members were updated on the latest legal correspondence. It was AGREED to recommend to full council that a letter of complaint be issued to the directors of Vistry in respect of the delays with the transfer of SL6 – Churchill Way Allotment site. The Allotment Sub-Committee are keen for the Council to note their commitment to progress the Churchill Way Allotment Site acquisition for the benefit of the community.
ASC005/24	FINANCE
	Members NOTED the finance update regarding the Allotments, as per Appendix 1 and 2 of the supporting documents. It was AGREED to recommend to Council to move £2250 from EMR385 into General Reserves in respect of the annual maintenance for Weston Avenue Allotments 2022/23.
ASC006/24	FINANCE UPDATE
	Members NOTED the income and expenditure report for months 1-9 (to the end of Quarter 3 2023/24), per Appendix 1 and 2 of the supporting documents.
ASC007/24	PLOT RENT FOR 2025/26
	Members AGREED no change to plot rent at Weston Avenue for 2025/26.

	<p>It was NOTED the Allotment Act 1952 requires 12 months' notice of any significant change which cannot be done in the growing season (April- September). Plot rent will not be pro-rated on acceptance of a plot, but this may be reviewed by the committee later in the financial year.</p>
ASC008/24	WAITING LIST & PLOT ALLOCATION
	<p>Members NOTED the waiting list and the recommendations as per the supporting documents. It was AGREED to cover Raised Bed 8 and to continue to not offer 2nd plots to existing plot holders.</p>
ASC009/24	ALLOTMENT RULES
	<p>The revised rules were AGREED as per Appendix 3 of the supporting documents noting wording change from water station to water pumping station.</p>
ASC010/24	<p>As per the recommendations it was AGREED as per the Waiting List Policy, vacated plots are taken over as seen and there will be no clearing of plots by the Council on a tenant rescinding their plot.</p>
ASC011/24	AREA SOUTH OF WESTON AVENUE SITE
	<p>The ASC committee AGREED to not manage the area as an extension of the allotment site but for it to be managed as a separate open space under the Recreation Committee. Maintenance to be the responsibility of the Recreation Committee, budgeted within the open space budget, and future considerations were NOTED.</p>
ASC012/24	FACILITIES & MAINTENANCE AT WESTON AVENUE
	<p>Members AGREED not to proceed at present with the purchase of sundry items and a Keter Storage Unit. Members AGREED to continue to monitor the health of the trees at the Weston Avenue Allotment Site for this year and to review if any further action is required in a years' time.</p>
ASC013/24	WHIP PERIMETER PLANTING
	<p>Per Cllr Hazell's recommendation, the following was AGREED regarding Whip planting at Weston Avenue Allotment Site:</p> <ul style="list-style-type: none"> • To plant the minimum whips required (300 whips) • Whips to be planted around the site, avoiding gates, 1 every 75cm. • No sinking of the water pipes • Mixed Native Farm Hedging Stewardship Planting, to be purchased from Mill Farm Plants • Agreed maximum budget of £500 for 300 whips to include delivery and the product "rootgrow" • No protection guards to be purchased • To request Green Gym for 1 day with volunteers to oversee the planting of the young tree plant whips • All to be paid out of the noted remaining Allotment Budget for this financial year, of £587.00
ASC014/24	ALLOTMENT ASSOCIATION
	<p>As per the recommendations in the supporting information the following was AGREED:</p> <ul style="list-style-type: none"> • To progress to an Allotment Association for Weston Avenue Allotment Site. • To recommend to the Recreation Committee to set up a "working group" to progress the Allotment Association set-up. • To recommend that the "working group" report into the Recreation Committee and the Recreation Committee agree the Terms of Reference. • All Weston Avenue tenants to be invited to join the "working group".

	<ul style="list-style-type: none">• To set up an initial “working group” meeting and to invite the National Allotment Association (NAS) Regional Representative.
ASC015/24	NEXT MEETING DATE
	Monday 18 th November at 7.30pm. It was AGREED to schedule an additional meeting when required.

The meeting closed at 8.44pm.