



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **ALLOTMENTS SUB-COMMITTEE** meeting held on **Monday 24th March 2025** at 7.30pm at The Parish Office, Sargent Way, Broadbridge Heath

Committee members Present Were:

Cllr Geoff Clark (GC) – Chair of Committee
 Cllr Terry Oliver (TO)
 Cllr Sam Hazell (SH)
 Cllr Sarah Chandler (SC)
 Cllr Simon Leighton (SL)

In the absence of an Officer of the Council, the minutes were taken by Cllr Sam Hazell.

ASC001/25	APOLOGIES AND REASON FOR ABSENCE Apologies noted and agreed for Cllr Mclennan-Murray.
ASC002/25	DECLARATIONS OF INTEREST & NOTIFICATION OF CHANGES Interest declared as Allotment holders from Cllrs GC/SC/TO/SL.
ASC002/25	MINUTES The Minutes from the previous Allotment Sub-Committee meetings: 29 th January 2024 and 18 th November 2024 were APPROVED .
ASC003/25	<p>OFFICER UPDATE</p> <ul style="list-style-type: none"> Over the coming few weeks officers will review the trees around the water pumping station and then consider any next steps There are 2 on the Waiting List for Weston Avenue (preference a half or full-sized plot) Weston Avenue: one raised bed currently vacant which has been covered (thanks Cllr Leighton) Cllr Hazell has shared a map of potentially adding 2 more plots to the Weston Avenue site (different sizing to current plots) There remains 37 on the Churchill Way Waiting List <p>Actions Noted: RFO to clarify amounts in EMR due to unusual figure as officers confirmed no Bellway remedial fund remaining. Clarification requested.</p> <p>SH proposed additional plots as per drawing, one 50m² (large) and one 25m² (small). SH to mark plots before Grasstex complete the work.</p> <p>Officers to request quote from Grasstex for preparation of plots (e.g. scalping and rotivation). APPROVED SC/TO</p> <p>To allow easier isolation of the water without SH requirement ASC APPROVED the purchase of a stop cock tool with a handle length of approximately 1m. SH stopcock appeared damaged and will investigate and advise officers if Southern Water need to attend.</p> <p>SH and SC to empty, clear and disinfect troughs on Monday 31 March, SL and SC will message plot holders on the WhatsApp group to notify.</p>
ASC004/25	<p>FINANCE</p> <p>Committee agreed to defer EMR and I&E review to next F&E meeting on 28th April 2025 for review.</p> <p>Defer to F&E Committee to review plot charges and look in-depth at current income (rents and commuted sums) vs actual costs (water charges, grass cutting, risk assessments, officer costs) to see if rent needs to be increased to ensure break even.</p>

	APPROVED delegation to Officers to manage any pro-rata of plot rent for financial year 2025/26.
ASC005/25	CORRESPONDENCE
	Correspondence was NOTED . Committee suggest that if other plots become available the person concerned with flooding should be offered the opportunity to move plots before allocating to a new tenant.
ASC006/25	RULES & LIST MANAGEMENT
	The recommendation from the Recreation Committee to consider the rules, and either enforce them or make a change to them was NOTED .
ASC007/25	SH suggested changes to accommodate sheds without approved to reduce workload, wording to be circulated to check minor amendments.
ASC008/25	Officers to take site photographs for historical monitoring of changes to plot structures etc during their twice-yearly inspections, e.g. if sheds are being added. This is for future reference purposes.
ASC009/25	APPROVED - To agree delegation for list management, plot allocation and rule management to Officers in consultation with the ASC Chair.
ASC010/25	ALLOTMENT ASSOCIATION & WORKING GROUP
	Members AGREED for the Working group and allotment association to remain dormant. The committee recognise that there is little interest in this from the allotment community so doesn't need to return to the committee until there is interest, perhaps when Churchill Way is active.
ASC011/25	WESTON AVENUE FACILITIES
	The external Legionnaires Risk Assessment for the Allotment Site was NOTED . TO proposed annual clean of all troughs in spring, with an appropriate disinfectant. APPROVED TO/SC. SC volunteered to monitor trough temperatures during the summer so the committee/Council has a better understanding of the temperature range. SC will complete this during the summer months April-October. Officers to provide Sarah with the previously purchased thermometer for this purpose. Committee discussed the options and APPROVED the surface mounting option cost £624.27 for a new water trough. SH is happy to install in late April and will provide officers with a proforma invoice for the parts required. The committee noted there will be a small fence run to allow the pipe from the eastern trough to run the pipe to the fence line. APPROVED to delegate to officers in consultation with the chair of ASC. TO/SC
ASC012/25	CHURCHILL WAY ALLOTMENT SITE
	AGREED: to delegate to Officers to progress the communications, plot allocations, and any maintenance and facilities requirements on transfer of the Churchill Way allotment site.
ASC013/25	Next meeting date: Allotments Sub-committee meeting – Monday 10 th November

The meeting closed at 8.42pm