

North Cadbury Allotment Association

Draft Minutes of the inaugural AGM held on Tuesday, 8th June at 7:30pm at Brooklings, Brookhampton

Attendees: see attached attendance sheet. Julia Ingram left the meeting at 08:00pm.

Apologies: Steve & Annie Craggs, Tim Hosker

1. Kate Richards welcomed everyone to the first meeting of the North Cadbury Allotment Association and congratulated all plot holders on the work done so far.
2. **Election of Officers:** Julia Ingram suggested that everyone introduced themselves, which was duly done. The following members of the Allotment Association were unanimously elected to the committee: Kate Richards as Chairperson, Sharon Dobbins as Treasurer, Heidi Howcroft as Secretary, with her husband Tim Hosker standing in for her should she not be able to attend a meeting. Parish Councillor Pam Wood was introduced as the ex officio representative on behalf of the Parish Council. No other plot holders wished to join the committee. The Officers would serve for a period of one year or until the next AGM if this was earlier.
3. **Timing of the AGM:** Pam Woods pointed out that it was stipulated in the conditions that the AGM must take place at least two weeks before that of the Parish Council AGM which is generally held in April. This was noted and will be adhered to.
4. **Rules:** Peter Newth, Chairman of the Parish Council explained that the allotment rules on the tenancy agreements had been drawn up with the help and advice of the Southwest Counties Allotments Association (SCWAA) and as such are provisional rules to be reviewed in a years' time by the Parish Council.
5. **Open Discussion of Matters Arising.** Kate Richards opened the discussion.
 - 5.1 **Shed Size:** It was pointed out that the shed size 4' x 8' mentioned in the tenancy agreement was not a common or readily available size. After discussion Peter Newth suggested that a maximum size of 50 sq ft (4.65sqm) be adopted with any permutations in length and breadth allowed the only stipulation being that the shed be constructed out of timber. Any other suitable material had to be approved by the committee. This was unanimously agreed to.
 - 5.2 **Fencing:** Plot holders were free to enclose their individual plots with variations of post and wire fencing the maximum height allowed is 2m (6' 6"). Both Julia and Tim brought up the question of the boundary fence. Peter Newth explained that this would be a demarcation fence, a post and wire fence, around the perimeter of the allotment site would include the gap in the hedge. Archie Montgomery had agreed to construct the fence,

however the District Council had not yet completed the paperwork to hand the land over to the Parish Council. It was expected that this could be completed within the next few weeks. Peter Newth pointed out that Archie Montgomery had already constructed the hard-standing and seeded the verge around the allotments. Furthermore Archie Montgomery had offered to mow the tractor-wide verge on a regular basis, thus reducing the maintenance costs for the Parish Council.

- 5.3** The Bridge Parapet: Peter Newth informed those present that he had made an appointment with the Road Surveyor to inspect the parapet which is in a state of disrepair.
- 5.4** Communal Compost Area: The general consensus was that a communal compost area was not needed and that each Plot Holder would have an individual compost area on their plot.
- 5.5** Cow Manure: Tim Griffey offered that he would organise that cow manure be brought to the allotment site if and when it was available. It was agreed that manure be off loaded near the hard-standing and available on a first come first serve basis. Heidi Howcroft had had an offer of horse manure and would arrange that this be brought some time in the near future to the site.
- 5.6** Surfacing of Pathways: After discussion it was agreed to leave the 2 main paths between the allotments blocks untreated to assess how heavy the usage is and what surfacing, if any would be appropriate. This would be discussed at a future meeting.
- 5.7** Water: The advice from the SWCAA was to avoid a metered mains water supply as this could be very costly if the tap was inadvertently let running. Peter Newth had a number of ideas of how a water supply could be connected to the site, the best solution being a solar charged submersible pump drawing water at a regular rate from the river into a water tank on a 6' high raised platform, which would act like a water tower. Peter Newth asked the meeting if this was the approach they would like to follow. All present agreed to him investigating the matter further. Points that have to be clarified include the position of the pump, route of the piping, the daily quantity of water that Wessex Water would permit to be pumped and the costs. The costs could be in the region of GBP 300- 400 but would have to be calculated properly. The Parish Council might be prepared to foot the bill but this will have to be discussed.
- 5.8** Blue Barrels. Thanks were expressed to Tim Griffey who has been collecting and cleaning empty agricultural barrels which contained detergent, chlorine or iodine. Surplus barrels will be placed by the hard-standing for Plot Holders to collect and use. Theresa Hallett pointed out that the barrels make good strawberry pots/towers if holes are cut in the sides. On the subject of water Kate Richards offered that Plot Holders could, rather than pulling water from the river help themselves to water out

of her water barrels, which she filled on a regular basis. Some water should be left for her use.

- 5.9 Rent:** Peter Newth explained that the Parish Council has a duty to make neither, a profit nor a loss. The Quarterly Rent was calculated on the estimated maintenance costs of the site including amongst others grass cutting, hedge trimming and maintenance of the boundary fence. There will be a need to review the rent from time to time but currently it will remain as GBP6/Quarter for a full-plot.
- 5.10 School half plot rent:** At the suggestion of Kate Richards it was unanimously agreed that the North Cadbury Primary School will not be charged for their half-plot (50% of Plot 11), which is shared with Steve and Annie Craggs
- 5.11 Security:** This matter had been discussed with the SWCAA*. In their view and experience it was not worth spending the money on security. Peter Newth suggested that a sign “North Cadbury Allotment Association” be put up. This was agreed upon in principle and Theresa Hallett suggested asking Gordon Atwell. Kate Richards asked her to investigate the matter further.
- 5.12 Website and News of the Allotment on the Parish Website:** Kate Richards passed this over to Jonathan Chamon a Plot Holder who runs the Parish Website. Jonathan Chamon stated he was happy to include any information and images on the website. After a short discussion it was agreed not to start an individual website for the Allotment Association but post bulletins under “North Cadbury Allotment Association” on the Parish Website. Heidi Howcroft would draw up a brief form for Plot Holders to sign giving their permission (or not) for images of their plots, themselves and possibly their family to be shown on the website. Heidi Howcroft suggested that information about the Association be included in Excalibur, this could be the same text as posted on the website. Peter Newth suggested contacting the local press about the new allotments. The consensus of those present was that publicity be avoided and that the project be kept at Parish level.
- 5.13 Bindweed and Creeping Buttercup.** Kate Richards requested that this be dug out and removed and not dug in.
- 5.14 First-Aid Kit:** After some discussion it was decided that each Plot Holder is responsible for the provision of their own first aid kit.
- 5.15 Half-plot available:** Kate Richards informed the meeting that all the plots bar one half-plot had been taken, with a total of 11 plot-holders. There was additional capacity for a further full plot and half-plot should the demand arise. The maintenance of the vacant half-plot on the site of plot 13 was discussed and Heidi Howcroft would consult with her husband to see if they could take it on and inform Kate Richards of their decision.

6. **A.O.B:** 6.1.List of Names of Plot Holders. All present at the meeting were happy to have their names distributed on a list amongst other Plot Holders. Those not at the meeting, Plot 9, Plot 11 and Plot 14 would be asked if they also agreed, if so Kate Richards would make the list available.
- 6.2. Polytunnels: Theresa Hallett asked if Polytunnels were allowed on the allotments and it was confirmed that they are permitted. There was some discussion about the possibility of a communal polytunnel, this would be investigated and discussed at a later date.
7. **Date of Next Meeting:** Wednesday 8th September at 7:30pm at Brooklings, Brookhampton to be held as an open meeting to which for all Plot Holders are invited.

There being no further business the meeting was drawn to a close by Kate Richards at 09:15am. Both Peter Newth and Kate Richards were thanked for their work and efforts in making the North Cadbury Allotments a reality.

Heidi Howcroft, Secretary 10.06.2010

* www.allotmentssouthwest.org.uk