

## **Leominster Allotment Association meeting**

**Wednesday 22<sup>nd</sup> May 2013, 7.00pm at the Town Council Offices, Leominster**

**Committee members present:** Lesley Marsh (Chair), Viv Pearson, Ann Purcell

**Others present:** Karen Price, Joan Thwaites.

**Apologies:** Jess Croot, Cathy Fewlass, Jane Lacey, David Russell

**Minutes:** Christine Conlon (copy to Iain Plumtree, Town Clerk)

Items	Actions
<b>Amendments to Minutes from meeting held 27/3/13, as follows:</b>  Under ' <b>Security Gates and Padlocks</b> ', the £425.63 to buy padlocks is a grant and not a loan.  <b>Minutes from the previous LAA meeting</b> – amended and approved.	
<b>Matters arising</b>  <b>Site Inspections</b> <ul style="list-style-type: none"><li>• There have been no site inspections undertaken since those reported at the last meeting.</li></ul> <b>Flooding</b> <ul style="list-style-type: none"><li>• Since the weather has started to improve, there have been no reports of flooded plots.</li></ul> <b>Greenhouse Structures</b> <ul style="list-style-type: none"><li>• Mark Tansley, planning officer for Herefordshire North has been consulted. Greenhouses under the 6' x 4' size do not need planning permission. If in doubt about any structure, the advice is to consult the Town Council (landlords). Any greenhouse/structure must be proportionate to the size of the plot. It can have glass panes.</li></ul> <b>Revised Tenancy Agreement</b> <ul style="list-style-type: none"><li>• In draft and almost ready to be finalised.</li></ul> <b>Hops</b> <ul style="list-style-type: none"><li>• Viv noticed that there hadn't been any hops delivered to the allotments by Mayfield Brewery and so she will investigate the reason.</li></ul>	Viv to contact Mayfield Brewery
<b>Correspondence</b>  <b>Requests for help on Allotment Open Day</b> Members of the Allotment Association have been contacted by e-mail to ask them for help on the Open Day.	

<p><b>Angela Pendleton from It's Your Neighbourhood 2013</b>      Angela Pendleton was contacted by e-mail to ask if she would come to our Open Day to officially declare the gates open.</p>	
<p><b>The Open Day – schedule</b></p> <p>Our Open Day takes place on <b>Sunday 9<sup>th</sup> June, from 2.00pm – 6.00pm</b>. It is now advertised in the Open Gardens booklet.</p>	
<p><b><u>Marquees</u></b>      John Moss has offered to supply a pavilion-type marquee.      Christine will also supply a similar marquee this year too. These will be <b>set up at around 11am</b>. Anyone wanting to help with these please just turn up around this time.</p>	Christine & John to supply marquees
<p><b><u>Cakes, plants, books and assistance</u></b>      Donations of cakes, plants, gardening books and help with the refreshments are gratefully accepted and the arrangement is for anyone offering, to bring them on the day. <b>Aim to start setting up around 1pm in readiness for Open Day start at 2pm</b></p>	Help with refreshments needed, also cakes, books, plants
<p><b><u>Official declaration of gates open – 2.30pm</u></b>      Angela Pendleton was contacted to ask if she would come to our Open Day to officially declare the gates open. She has kindly agreed to do this. Angela is an 'It's Your Neighbourhood' judge and a Leominster Town Councillor.</p>	
<p><b><u>Angela will arrive at the allotment site at about 2pm</u></b>, in readiness to officially declare the gates open at 2.30pm. It would be a good idea to keep a car park space for her and ensure she is provided with sharp scissors with which to cut the ribbon on the gates. Lesley to supply the ribbon. Upon arrival, we would like to welcome her with an offer of tea and cake.</p>	Lesley to supply ribbon for ceremony
<p><b><u>Entertainment</u></b>      Joan will ask if the 'Pop-up Theatre' could take time out from appearing at the Leominster Festival to come and appear at the allotments. They could <b>perform at about 2.30pm</b>.</p>	Joan to request 'Pop-up Theatre' to perform
<p><b><u>Car Parking</u></b>      Viv will ask Caldicotts if we can use the field for car parking on the day. She will also contact Mr &amp; Mrs Edwards, who rent the field from Caldecotts, to ask if the sheep can be moved.</p>	Viv to contact Caldicotts and the Edwards'
<p><b><u>Advertising</u></b>      Joan will advertise the Open Day through her radio contacts. Also</p>	Joan to

<p>through the Hereford Times and the Journal. It has also been advertised in Broad Sheep.</p> <p>Viv has e-mailed posters out to other Allotments in the County.</p> <p><u>Signage</u></p> <p>Viv, with any help available, will set up Car Parking signs directing people to the allotments. Christine will ask Geoff Bricknell ('Open Gardens' organiser) if he is also to provide signs as he does for other gardens which are on show.</p> <p><u>Other preparations</u></p> <p>Key to open the far gate – this will be needed from David Russell.</p>	<p>advertise Open Day via her contacts</p> <p>Viv to set up signs. Chris to check with Geoff Bricknell</p> <p>David to get key for far gate</p>
<p><b>Promotion of the Association</b></p> <p>There is no waiting list for plots. Suggested that we promote the allotments stating 'plots of all sizes to suit'</p> <p>David will explore the possibilities of advertising.</p> <p>Christine will add our details to the council website, as discussed with Lesley.</p>	<p>Christine to add details to website</p>
<p><b>It's Your Neighbourhood 2013</b></p> <p>The site looks much better than it did a few weeks ago, now that the weather has improved. Joan Thwaites is to find out when our allotments are to be judged.</p>	<p>Joan to find out judging date</p>
<p><b>Diary Dates</b></p> <p><b>Sunday 9<sup>th</sup> June, 2pm – 6pm</b> – Open Gardens at the Allotments.  <b>2.30pm</b> – declaring the gates open and Pop-up Theatre performance.</p> <p><b>Wednesday 28<sup>th</sup> August, 7pm</b> – Annual General Meeting.</p> <p><b>Friday October 4<sup>th</sup></b> – End of season celebration evening at the Forbury rooms. Quiz, raffle, awards, food.</p>	
<p><b>Any Other Business</b></p> <p><b>Committee roles</b> – Christine thought it would be useful for a brief paragraph to define each Committee role. This would help others understand each role and encourage anyone who may wish to be a committee member, should a role become vacant.</p> <p>Viv suggested looking at a website entitled "DIY Committee Guide", which has a description of each role.</p> <p><a href="http://diycommitteeguide.org/article/clarifying-committeestaff-roles">http://diycommitteeguide.org/article/clarifying-committeestaff-roles</a></p>	

<p><b>Letter to Town Council</b> - a letter is to be drafted by Christine regarding the gate ownership. The gate is to be described as a gift to the Town Council.</p> <p><b>Free manure</b> – Available from an address in Luston. If it could be moved to the allotments and heaped up, then people could help themselves to it. If anyone is willing to help please let us know, via the Allotment post box in the Town Council offices. The contact number for anyone collecting it for themselves is on the blackboard on site as well as from plot no 19.</p> <p><b>'Awards for all'</b> – Now 'closed and compliant', which means that we can apply for another financial award.</p> <p><b>Gate Post</b> – Following emails to the company supplying the new gates stating the difficulties in fitting, they, L M Bateman have agreed as a goodwill gesture to pay the Allotment Association the £75 extra cost that we had to find for materials, labour etc to make the gate hang properly.</p> <p><b>Key distribution in June</b> – The newsletter will give out information about the procedure for collection of the new keys. We need volunteers to help to give out the keys, collect £5, and update contact details, at the Town Council rooms. To be carried out on some evenings, but not weekends. Manned by two volunteers at a time.</p> <p><b>File of useful information</b> – It was suggested that a file of general, useful information relating to the Allotment Association could be kept and placed in the Town Council offices for future reference/use.</p>	Christine to Draft letter to Town Council  Volunteers needed for distribution of keys  Viv to place information at Town Council office
<p><b>Next meeting</b></p> <p><b>Wednesday 10<sup>th</sup> July 2013, 7.00pm, Leominster Town Council offices.</b></p> <p>Please bring a copy of these minutes with you to the next meeting</p>	

**Agenda for Leominster Allotment Association meeting  
Wednesday 10<sup>th</sup> July 2013, 7.00pm, Leominster Town Council offices.**

- Apologies
- Approval of minutes
- Matters arising
- Any correspondence
- Site inspections – report
- Open Day – report
- Allotment keys – distribution update
- It's Your Neighbourhood 2013
- Promotion of the Leominster Allotment Association
- Diary dates
- AOB
- Date of next meeting