

2011

**MINUTES OF A MEETING OF LEOMINSTER ALLOTMENT ASSOCIATION
AT TOWN COUNCIL OFFICES ON 11th MAY AT 7.30pm.**

Present: Jane Lacey, Vivienne Pearson, Bernard Preccc, Joe MacMahon, Phil Emes, Cathy Fewlass, Diane Boone, David Russell, Lesley Marsh (Chair) Arthur King and Jill Churchill (Visitors from Munderfield Allotments, Bromyard).

Apologies: Fanny Howden

1. Minutes of Last Meeting – Approved

2. Matters Arising

- i) Jane said the grant for the gates is being processed but she needs to get a copy of the statement from Denise to support the application.
- ii) Lesley said the gate was being left open again – David to remind people.
- iii) The problem with unwelcome people in the lane and Eon site was raised. David said to report the registration numbers of the cars to the Police.
- iv) There were no developments on the circular canopy.
- v) The willow spiral on the Community Space to be removed.
- vi) It was mentioned that the Council not the police were concerned about the security of the site. (Unauthorised people).

Jill Churchill and Arthur King then explained the details of the 'It's Your Neighbourhood Award'. Jill said a grant was available from Herefordshire Council and would be between £100 and £150 and it could be spent on anything. Angela Pendleton would come to judge the site and Jill then gave Cathy a copy of their portfolio for reference.

Arthur pointed out that now a movement licence was required to move manure, bark etc to the allotments from another site.

The visitors then left the meeting.

3. Committee

Chair – Lesley Marsh

Treasurer – Jane Lacey

Secretary – Vacant

Membership Secretary – Cathy Fewlass

Seed Secretary – Vacant

Social Secretary – In place

Publicity Officer – In place

Events – Vacant

Minutes Secretary – In place

As not all the committee places were filled the deputies were not filled either.

4. Questionnaires

Jane said she was pleased to receive 24 replies so far and will collate the information.

5. Welcome Pack – This would be given to new allotment holders and would point out the benefits of joining the Association.

6. Review of Rules for the Association – This to be decided at the AGM

Financial Breakdown of costs

This was suggested to see if there were any areas where economies could take place. Christina Bromage to give a breakdown of costs to the Committee.

8. Open Days – June 11th and 12th 12 noon to 5pm. Plans were in train for this event. The town band will play on Sunday. It was decided that there would be a raffle in aid of the Priory Church organised by Cathy and Jane.

9. Any Other Business

David said when he has problems with tenants a letter is sent from him and the Chairperson of the Allotment Association before proceeding further. It was decided on one particular site that the Committee would remove the rubbish and the plot would then be divided in two.

The first aid box will be situated behind the compost toilet door.

10. Date of Next Meeting – 20th July 2011 at 7.30pm in the Town Council Offices.

Leominster Allotment Association AGM

Accounts

Date: Wednesday 31st 2011, 19:30
Location: Town Council Offices
Chair: Lesley Marsh
Attendees: Cathy Fewlass, Jane Lacey, David Russell, Karen Price, Jess Croot, Christine Conlon, R&D Ingram, Bert Gwilliam, Shaman Waldgrave, Bernard Preece, Fanny Howden, Joan Thwaites, Joe McMarn, Wendy Confield, John Braithwaite,
Apologies: David Lovegrove, Vivienne Pearson
Minutes: Nicky Hilton

1. Opening:

LM thanked and welcomed everyone for attending. Unfortunately due to unforeseen circumstances there are no minutes from last years meeting to read out.

2. Treasurer's Report – Jane Lacey:

LAA received a grant for £1800 from Leominster Town Council for the composting toilet which was almost immediately paid out to Wye Woods project so is not included in our accounts.

Total income was £1187.19, expenditure was £1171.73. The bank balance is currently £770.72. There is also a large cash float at present of £289, the reason being there has been a problem with change of signatories on the account, therefore the total amount of monies held by LAA is £1054.54.

Affiliation of NSALG is £82 and insurance £164.50 totals £246.50.

Income from 41 members is £205 yielding a deficit of £41.50 which was covered by the discount of £50.18 received from our early seed order with Kings Seeds.

The affiliation to the NSALG gives member's affordable access to public liability insurance for their plots, I asked if the insurance premium would cover all plots but Blue Finn informed me that non members are not covered, I asked Blue Finn the cost for an individual plot holder wishing to insure their plot, the quote was £250 per annum, I was also informed a lot of insurance companies are reluctant to insure an individual not affiliated to an umbrella organisation due to the perceived high risk factors associated with allotment sites.

Following a site visit by Charles Naylor, a crime prevention officer we spent £137.15 protecting the tree bog from adverse events, we also purchased £65.44 worth of spiky bushes to fill the gaps in the perimeter hedges. The site has also been enhanced by beautifully made swap table and benches made by Jim Howden, who also painted a blackboard on the cube.

3. Social Secretary's Report – Fanny Howden

Last August we held our produce show; it was the first one with a professional judge. He was very impressed by the standard of entries but felt we could have relaxed a little on the formality. John Moss kindly donated a shield for the overall winner. Bernard Preece won the heaviest pumpkin and David Lovegrove won the heaviest marrow. The harvest supper was a great success with good food and a quiz. Bernard Preece won the best kept allotment.

The open day was well supported with several stalls, unfortunately on the Sunday the weather was a wash out and quite rightly Lesley Marsh stated we needed to stay open, so the day was spent in the tent singing and drinking tea. Late in the afternoon we did have a couple of visitors who braved the weather.

This year's produce show was poorly supported which was a disappointment. I would like to pass on my thanks to Lesley Marsh for supporting all events with the tea making and to everyone who made cakes for the events.

4. Membership Secretary – Cathy Fewlass

LAA currently have a membership of 42 of which 39 are plot holders, this under represents the site which has a total of 100 plots on the site itself. We are currently looking at issuing membership cards, which have been taken back to the printers as the quality of the cards received is not as hoped. We have brought the seed catalogues tonight and they are ready to issued out. The cost of membership is £5, which is broken down as £2 towards insurance, £2 towards affiliation and £1 towards future events.

There is currently a waiting list for plots of 12 which after next week will reduce to 10. David Russell and Lesley Marsh have recently formalised the inspection of plots and if found to be neglected then a procedure will be followed.

5. Election of Officers

Lesley Marsh is happy to remain as chairman.

Jane Lacey is happy to remain as treasurer.

Christine Conlon is willing to volunteer as secretary.

Nicky Hilton is willing to move to development secretary.

Fanny Howden is standing down as social secretary. Jess Croot is willing to stand as her replacement for constitutional purposes.

Cathy Fewlass is willing to remain as membership secretary.

John Braitwalte is also willing to remain as seed secretary.

These appointments were agreed by all who attended the meeting

6. Any Other Business

Wendy Cranfield proposed thanks to committee member for their hard work the last year.

Lesley Marsh stated that on the whole most events were well attended, however the produce show was not so well attended, a provisional date has been put in for next years show, but for it to continue in the future it needs to supported better. She proposed the possibility of expanding the classes to included children and also having an open section. Leominster in Bloom will be kept in touch in the future by email. The Priory run a successful holiday club, and it was felt that there could be some interest from there, it was also suggested that the Junior School could be more involved for example running a competition for designing the flyer for the produce show.

The Parish plan would like the LAA to be more involved. This was agreed by all.

Nicky Hilton ran through the results from the questionnaire sent out to all plot holders this year. It was agreed that some plot holders were not aware of being able to become members of LAA, so as the new development secretary an induction pack to new plot holders would be developed.

David Russell confirmed that he would look into filling the deep tyre tracks on the entrance of the site, he also confirmed it would not be possible to have access to the allotment site from the cattery lane. The possibility of reintroducing a communal skip was also not possible as this would go to landfill and that is against the ethos of the LAA, and as the use of the last green skip was abused this will also not be reintroduced. He also confirmed that Herefordshire Council will not allow greenhouses on site. He also confirmed that there are no guidelines in regard to burning or the use of chemicals.

Lesley Marsh feels that we should foster a feeling of pride in regard to the site and feels saddened that people are willing to fly tip on the site. If the rubbish remains it will increase. David Russell agreed to arrange a sign and then anyone found fly tipping could potentially lose their plot.

It was agreed that the Harvest Supper event will continue and details will be in the next Newsletter which will be issued by 12th September.

Fanny Howden wishes to continue supporting SHYPP, so if any plot holders have any excess it can be donated.

A letter of thanks will be written from LAA to Adam Smith in regard to the hops that he has donated.

Next Meeting: Wednesday 14th 19:30pm Town Council Offices

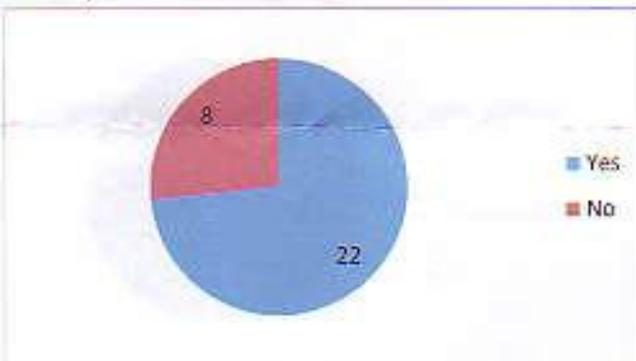
Next AGM: Wednesday 29th August 2012

Leominster Allotment Association Questionnaire 2011
Total returned 30

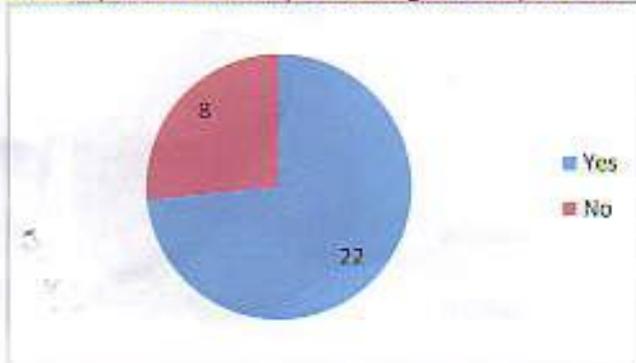
1. Are you currently Member of LAA



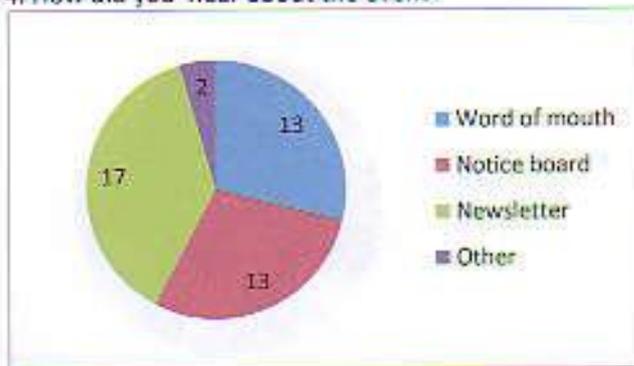
2. Are you aware there is a LAA



3. Have you attended any events organised by the LAA



4. How did you hear about the event



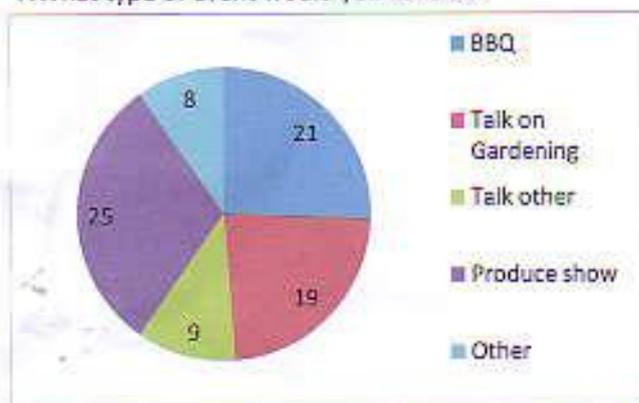
5. How well was the event organised 1-10 scal used

Score of 6 1 Person
Scores between 8 -10 29 people

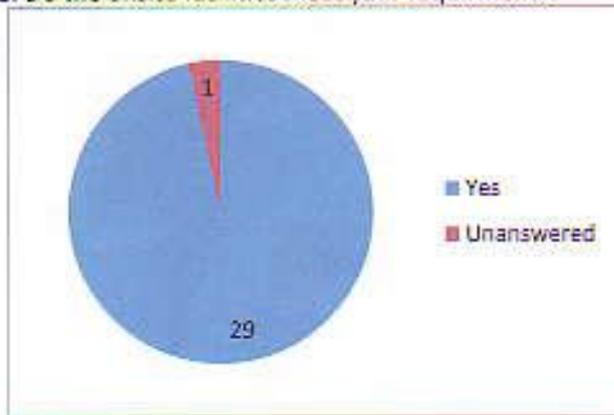
6. Would you consider going to another event



7. What type of event would you consider



8. Do the onsite facilities meet your requirements?



Leominster Allotment Association AGM

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Apologies: David Lovegrove, Vivienne Pearson
Minutes: Nicky Hilton

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6. Any Other Business

Sue Morris proposed thanks to committee member for their hard work the last year.

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Next Meeting: Wednesday 14th 19:30pm Town Council Offices

Next AGM: Wednesday 29th August 2012

Leominster Allotment Association meeting

Wednesday 14th September 2011

Leominster Town Council Offices

Chair: Lesley Marsh

Attendees: Cathy Fewlass, Jane Lacey, Viv Pearson, Nicky Hilton, Joe McMahon Shaman Waldegrave, Bernard Preece

Minutes: Christine Conlon

Apologies: David Russell, Joan Thwaite, Jess Croot

Items	Actions
<p>Matters Arising</p> <ul style="list-style-type: none"> • Minutes of the AGM were passed around the members A small amendment has been made to the AGM minutes, as follows: “<i>Sue Morris</i> proposed thanks to committee member for their hard work last year.” The minutes were approved. • Harvest Supper arrangements to discuss (see notes further on) • The council has filled in the deep tyre tracks and potholes at the entrance to the allotments (on 14/9/11). Thanks are given to the council and to David Russell for arranging this. 	
<p>Ginhall Lane closure</p> <p>Ginhall Lane will be closed for two weeks on Thursday 22nd September. This may affect access to the allotment. The council are repairing the road.</p>	
<p>Apple Fair</p> <p>Viv Pearson received an invitation for the L.A.A. to participate in the Apple Fair, planned for Saturday 15th October.</p> <p>It was discussed and agreed that the L.A.A. will not participate this year.</p>	<p>L.A.A. secretary to inform Felicity Norman about decision</p>
<p>Thriving Award</p> <p>At a meeting in Solihull, on 8th September 2011, an award was given to the Ginhall Lane Allotment Association accompanied by a cheque for £90. The allotment won “Thriving Award” status.</p> <p>This is in connection with the 2011 RHS It’s Your Neighbourhood Awards Heart of England in Bloom Awards, supported by the Marches Housing Association.</p>	<p>J Lacy to contact organisers, accepting cheque and clarifying situation</p>
<p>Harvest Supper</p> <p>Initial proposals made for the 2011 Harvest Supper had involved a tentative agreement for the Town Band to play at the event. The band would charge £50 for two hours as well as food being provided for the</p>	

<p>17 band members.</p> <p>The plans were discussed at this meeting and it was decided not to involve the Town Band on this occasion. Lesley Marsh will contact Pauline Davies (of the Town Band) and let her know about the decision.</p> <p>As Fanny Howden had booked the band, she would need to be informed of the decision to cancel the appearance of the Town Band.</p> <p>A group of female singers for the Harvest Supper was booked by Fanny, but more details were needed by the Committee before a decision about them appearing could be made. It was suggested that the girl singers could sing for a specified amount of time before the Harvest Supper, while people are arriving.</p> <p>The venue for the Harvest Supper was discussed and the Forbury Chapel rooms were suggested. Previous events held at the Forbury have been successful. Perhaps integrate it into an awards evening as well. If the Forbury Chapel rooms were not available, there were just 3 weeks in which to find another venue.</p> <p>It was suggested that a note about it could be put on the blackboard at the allotment and those interested could add their names to a list.</p> <p>People could bring food for the Harvest Supper - "Bring and Share". Otherwise,</p> <ul style="list-style-type: none"> • Odd numbered allotments to make the savouries. • Even numbered allotments to make the puddings. <p>David Russell could prepare a quiz if he was willing to do so.</p> <p>Fifty people attended last year's Harvest Supper so it's hoped to repeat this success.</p> <p>If the Harvest Supper goes ahead at the Forbury rooms, help from the L.A.A. members would be needed to put up tables etc. Starting at 6pm for 7pm.</p> <p>A tentative date for the Harvest Supper could be 7pm on Friday 7th October. To be confirmed.</p>	<p>L Marsh to cancel the Town Band</p> <p>C Fewlass to let F Howden know about above decision and ask her more details of singing group</p> <p>C Fewlass to ask D Russell to hire the Forbury Chapel rooms and for him to take names of those interested</p>
<p>Calendar of events 2012</p> <p>The L.A.A. Calendar of Events is to be distributed in early January, to match the calendar year.</p> <p>The following dates are subject to confirmation:</p> <ul style="list-style-type: none"> • Allotments Open Day – Saturday 23rd June 2012 the Open Day coincides with Midsummer's Day. A barbecue will follow on from the Open Day, in the evening. It is hoped that a brick barbecue will have been set up by then. • Produce Show 	

<p>Saturday 11th August 2012 this is also National Allotment Week.</p> <ul style="list-style-type: none"> • AGM Wednesday 29th August 2012 • Pumpkin Day in 2012 weekend if 29th and 30th September (tentative dates - to be confirmed). • Harvest Supper and Awards Ceremony evening at the Forbury Chapel rooms Friday 5th October, 2012, at 7pm. • L.A.A. Meeting dates: 11th January 14th March 16th May 18th July 19th September 14th November Meetings to be held at 7.30pm • In 2010, the L.A.A. was represented at the Seed Swap, however, we won't be involved in a Seed Swap until 2012. • No Open Gardens (Leominster) in 2012. This year it was easy to combine the Open Day with the Leominster Open Gardens. There will be another Open Gardens in 2013. 	<p>D Russell to book Leominster Town Council rooms for these dates</p>
<p>Diary</p> <ul style="list-style-type: none"> • Pumpkin Day – Sunday 25th September 2011 at 12pm. • Harvest Supper 7pm on Friday 7th October (tentative date, to be confirmed). 	
<p>AOB</p> <ul style="list-style-type: none"> • Discussion and clarification needed about the Constitution, Guidelines (Welcome Pack) and Tenancy Agreement. To be put on agenda for next meeting. <p>Discussion about what to include in the Guidelines (Welcome Pack), which is hoped to be ready for distribution in January 2012. Presteigne handbook could be used as an example of allotment guidelines.</p> <p>Suggested items for inclusion:</p> <p style="padding-left: 40px;">Use of weed killers</p> <p style="padding-left: 40px;">Allotment users have paid for an allotment but aren't all members of the L.A.A. Allotment holders may be confused and believe they are automatically L.A.A.</p>	<p>L Marsh to ask D Russell to bring Christine Bromage to next meeting</p>

<p>members. The guidelines could clarify this.</p> <p>Lighting bonfires – consultation needed.</p> <ul style="list-style-type: none"> • As there is a waiting list for allotments, there was discussion about using quarter sized plots. Some people are finding a half sized plot too big. Such is the demand for allotments and gardens, nationally, that people are letting out their gardens. • Viv Pearson is looking at funding for the L.A.A., including National Lottery awards, also applying for a grant towards a shelter/a building at the allotments. • Fresh water is held in a cistern on Plot 10. 	<p>D Russell to clarify if quarter sized plots are viable</p>
<p>Next meeting Wednesday 9th November, 7.30pm, Town Council Offices.</p>	

Leominster Allotment Association meeting

Wednesday 9th November 2011, at Leominster Town Council Offices.

Chair: Lesley Marsh

Attendees: Jess Croot, Jane Lacey, Nicky Hilton, Viv Pearson, Joan Thwaite, Sharman Waldegrave, David Russell

Guest: Christina Bromage, Town Clerk

Minutes: Christine Conlon

Apologies: Cathy Fewlass

Items	Actions
<p>The minutes from the previous Leominster Allotment Association meeting were approved.</p> <p>Matters Arising</p> <p>Thriving Award - The judges comment sheets were distributed at the LAA meeting. The Ginhall Lane Allotment Association won “Thriving Award” status from the 2011 RHS It’s Your Neighbourhood Awards Heart of England in Bloom. Comment sheets at the end of the minutes.</p> <p>Pumpkin day – A low-key success. Photographs of pumpkins and scarecrows will go into next Ginhall Lane Allotment Newsletter.</p> <p>Harvest Supper - see notes further on.</p> <p>Quarter-sized plots - David Russell reported that there are no objections to quarter-sized plots.</p>	
<p>Christina Bromage, Town Clerk – report on LAA accounts</p> <p>Christina was only present at the meeting for this item.</p> <p>Some of the points mentioned were,</p> <ul style="list-style-type: none"> • The sum of £3,451 has been used to pay for various rates, water etc. • Expenses were £1,993. • There is £1,791.51 left in the accounts. This is to last 5 months, until the end of the financial year. • £1,800 has been saved by installing the tree-bog toilet (replacing the chemical toilet). • Last year £600 was spent on solving flooding problems at the site. • The lease has been paid off now. • The whole field is £6,500 rent for the whole year. There is no rent reduction available. Ground rent is £80 per month. • It has been confirmed that the council insures the periphery of the allotment field. • The allotments are presumed to be self funding. • As at 29/9/11, three people have fully paid their rents. There are still rents to come in, quarterly, half-yearly etc. • There are 94 plots. Weekly rents are: Full plot - £2.00 per week, payable quarterly in advance Half plot - £1.00 per week, payable quarterly in advance. 	

<p>LAA membership subscriptions discussed</p> <p>Some tenants believe that the £5 annual subscription to the LAA has been included in their rent for their allotment and that it has therefore been paid when they pay the rent.</p> <p>Christina confirmed that it is not possible for the council to combine collecting the LAA subscription and the rent when rent is collected.</p> <p>Free automatic membership of the LAA suggested – to be thought about.</p>	
<p>Change and development of the LAA constitution</p> <p>There was a discussion about the Constitution (rules for the association) and ways in which it could be updated, clarified and modernised to reflect the spirit and aims of the LAA.</p> <p>Some points discussed:</p> <ul style="list-style-type: none"> • The title of Constitution is to remain the same • For ‘Objects’, read ‘Objectives’ • We fulfil a different purpose from the original Constitution. Our purpose is to manage and improve the site, and good gardening practice will arise from this. • Dates of Financial year, Membership and AGM need to be synchronised. • Proper accounts should be audited by an external auditor. <p>An updated version will be brought to the next LAA meeting for discussion. Proposed changes will be put to the members and then made at the AGM.</p>	<p>L Marsh and LAA officers to progress draft Constitution</p>
<p>Allotment Handbook</p> <p>Nicky Hilton has produced a draft of an allotment handbook. The handbook, ‘Can you dig it?’ will contain guidelines for managing your allotment, with some common sense Do’s and Don’ts. It’s hoped that eventually all Ginhall Lane allotment holders will be presented with the handbook. Booklet to be A5 size.</p> <p>The LAA logo, designed by Jim Pearson, will be featured on the front cover.</p>	<p>N Hilton to work on draft handbook</p>
<p>Harvest supper</p> <p>Forty-five people attended in addition to the Mayor of Leominster. Wine was provided by the Mayor from the Mayor’s Parlour and the LAA would like to express their thanks to the Mayor for his generous hospitality.</p> <p>David Russell’s quiz was appreciated and enjoyed. There was excellent bring and share food as well as mulled cider.</p>	
<p>Shelter shed</p> <p>A discussion centred on where to site the proposed shelter-shed. Viv Pearson is looking at funding for a shelter/ building, which would also serve as an informal meeting place for all allotment holders.</p> <p>A central area was preferred, but as this would mean losing some of the</p>	<p>V Pearson to continue investigating sources of</p>

<p>parking spaces, this site was rejected.</p> <p>This led on to a discussion about additional car parking spaces needed elsewhere, particularly at the far end of the allotments (cattery end), where the area gets wet in winter. Recently a 4 x 4 vehicle had difficulty getting out of the mud there.</p> <p>Possible solutions include using reinforced grass paving grids (hexagonal sheets) and putting down scalplings. Both are expensive options.</p>	<p>funding</p>
<p>Town Band</p> <p>Plans for the Town Band to play at various LAA events were discussed between Lesley Marsh and Pauline Davies (leader of the Town Band).</p> <p>Pauline Davies would still like her band to play for LAA events. It was suggested that they might like to play at the allotment open day, on Saturday 23rd June, 2012.</p> <p>Chairman Lesley wished to thank Pauline and the band for their kind intentions.</p>	<p>L Marsh to book Town band for 23/6/12</p>
<p>Minutes by e-mail</p> <p>The LAA secretary has offered to send the minutes to members by e-mail, if they give their e-mail addresses to her.</p>	<p>C Conlon to e-mail minutes</p>
<p>AOB</p> <ul style="list-style-type: none"> • Anti-social behaviour at the allotments was noticed and challenged by Viv Pearson. • Suggestion from Viv Pearson that solar powered lighting could possibly be installed to provide light for the allotment gates area. • Clarification sought about whether pitching tents on allotments is permissible. Planning permission is required to site a shed on an allotment. • Bug Hotel discussed – easy to make. Joan Thwaites has details of how one can be constructed. 	
<p>Next meeting Wednesday 18th January 2012, 7.30pm, Leominster Town Council offices.</p>	

It's Your Neighbourhood Assessment Form

RHS
Britain
in Bloom



Neighbourhood: Ginhall Lane Allotments, Leominster.

Date Visited: 26th July 2011

Assessors: Angela & Robin

Section A - Community Participation (40% or 40 points)

The group is working towards things such as:

Being inclusive of local people
Local ownership and direction
Making a difference to local people
Involving local people with planning, decision-making, communication & implementation
Representative of the local community
Getting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)
Planning for the future
Working in partnership with other organisations (i.e. police, community support officers, environmental groups etc.)

Total points assessed for Section A (out of 40)

34

Section B - Environmental Responsibility (30% or 30 points)

The group is engaged in environmental activities such as:

Conservation (e.g. resources, heritage, wildlife, built environment)
Composting
Recycling
Creating, maintaining or improving green space
Sharing knowledge and skills.

Antisocial behaviour

The group is engaged in addressing environmental issues such as:

Fly-tipping
Fly-posting
Litter
Graffiti
Dog fouling

Total points assessed for Section B (out of 30)

24

Gardening Achievement (30% or 30 points)

The group is employing good appropriate gardening practices, such as:

Sustainability and good plant choice
Good maintenance, presentation and management
Creativity
Innovation

Overcoming site difficulties Enhancing the area through gardening	
Total points assessed for Section C (out of 30)	25
GRAND TOTAL POINTS ASSESSED	83
LEVEL ACHIEVED	THRIVING
<p>Areas of achievement:</p> <p>The installation a 'Tree Bog' a much needed facility, to its entrance colourful pansies. The planting of native hedging to a boundary. The consideration to wildlife: by many allotment holders such as bug, bird boxes and feeders. Swap table for seedlings and plants. The individual plots, their varieties of vegetables, fruit and flowers growing in harmony. The many individual composters. Prominent Notice Board – topical hints A set aside 'designated wild area' with log piles.</p> <p>All plots at Ginhall allotments are full with a waiting list indeed indicative of a continuing thriving achievement, Congratulations!</p>	
<p>Areas for development:</p> <p>I am aware of the issues of a communal composting bay; hopefully this could come under reconsideration when the matters have been resolved.</p> <p>Considerations of installing more water butts to the site, to this end perhaps investigate the possibility of eligibility for a Community Pride Grant.</p>	

Results

Level	Description	Points
Level 1	Establishing	0-35
Level 2	Improving	36-52
Level 3	Developing	53-68
Level 4	Thriving	69-85
Level 5	Outstanding	86-100