

Leominster Allotment Association meeting

Wednesday 18th January 2012, at Leominster Town Council Offices.

Chair: Lesley Marsh

Attendees: Jane Lacey, Cathy Fewlass, Viv Pearson, Karen Price, Robert Ingram, Dawn Ingram, Paul Sharply **Apologies:** David Russell, Jess Croot, Nicky Hilton **Minutes:** Christine Conlon

Items	Actions
<p>Minutes from the previous meeting - approved.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • LAA members would prefer to see the actual LAA accounts report, which Christina Bromage presented at the previous meeting. Her notes would be useful if they could be put into the minutes. • Insufficient drainage from the Buckfield Housing Estate caused flooding in 2011, which cost £600 to rectify. There may be some legal redress from Herefordshire Council regarding this. • A small amendment has been made to the minutes dated 14/9/11, to state in AOB that fresh water is held in a cistern on Plot 10. 	
<p>Shelter Shed</p> <p>As the proposed shelter shed is over 6' x 4', plans must go to Planning. The shed will be sited where it will be hidden from roads and footpaths. Positive comments to the council, about the proposed shed, would be welcomed.</p> <p>Viv and Cathy will be attending a meeting to discuss the shelter size and construction at the allotment site at 10.15am on Wednesday 25th January. This is part of the funding request to 'awards for all.'</p> <p>Jane is to finalise the planning application for our shelter and will submit this to Hereford planning shortly.</p>	<p>V Pearson / C Fewlas to attend meeting</p> <p>J Lacey is to finalise planning application</p>
<p>New Town Clerk</p> <p>Christina Bromage, Town Clerk, is leaving her post. LAA members await details of the new appointee.</p>	
<p>Change and development of the LAA constitution</p> <p>Further discussion ensued about how the Tenancy Agreement must relate to, and link in with, the LAA Constitution. It was also suggested that the rent charges are reviewed every two years.</p>	<p>L Marsh / LAA officers to progress draft Constitution</p>
<p>Security Gates</p> <p>Viv Pearson will be investigating Lottery funding towards security gates at the allotments.</p>	<p>V Pearson to investigate funding</p>

<p>A share of £10,000 per year is available for application from Lottery funds.</p>	
<p>West Mercia Probation Trust Lesley has sent a letter of thanks to Mr Maurice Clothier, who is the unpaid work supervisor at the West Mercia Probation Trust. This is to acknowledge LAA appreciation for the help and support given (and continuing to be given) to us.</p> <p>Mr Clothiers' Community Service team erected the water butt, they helped a less-able allotment holder by doing some digging for them, and they have trimmed hedges.</p> <p>It was suggested that his team could be asked to mow the grass at the boundary of the allotment site and help improving other things.</p>	
<p>Some Meeting Dates Clarified</p> <p>National Society of Allotment and Leisure Gardeners meeting - to be held at the Forbury on Saturday 19th May.</p> <p>Pumpkin Day – now confirmed as Saturday 29th September</p> <p>Seed Swap Catalogues will be given out at the AGM.</p> <p>Annual Calendar of Events</p> <p>The annual calendar of events will be sent out in the next LAA newsletter.</p> <p>Lesley has transferred LAA meeting and other notable dates for 2012 into the LAA diary, to be brought to each meeting.</p>	<p>L Marsh to ensure annual calendar of events are sent with newsletter</p>
<p>'It's Your Neighbourhood' Assessment</p> <p>As £90 was awarded to the LAA in 2011, views are to be sought from members to decide if we should enter again. A portfolio will need to be written as part of the application. One area for improvement could be the monitoring of plot management.</p>	
<p>Management of Plots</p> <p>Lesley restated that poor management of some plots impacts on others, with weed seeds blowing into other well-managed plots.</p> <p>Lesley suggested that the 'first warning' letter sent by the Town Council may need re-wording in order to strongly emphasise the importance of good plot management.</p> <p>There is a waiting list for plots of seven people.</p> <p>Appreciation was expressed that many members have worked hard to revive mismanaged plots.</p>	<p>L Marsh to ask D Russell to view plots and discuss solutions</p>
<p>Next meeting Wednesday 14th March 2012, 7.30pm, Leominster Town Council offices.</p>	

Leominster Allotment Association meeting

Wednesday 14th March 2012, at Leominster Town Council Offices.

Chair: (acting) Viv Pearson

Attendees: Cathy Fewlass, Nicky Hilton, Jane Lacey, David Russell, Joan Thwaites, Sharman Waldegrave

Minutes: Christine Conlon

Apologies: Lesley Marsh, Jess Croot

Items	Actions
<p>Minutes from the previous meeting - approved.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> Full details of the LAA accounts report by Christina Bromage are still needed. Lesley Marsh to ask for further information. 	<p>L Marsh to contact C Bromage</p>
<p>Drainage at the Allotment</p> <p>David Russell gave further details about the drainage problem at the allotments.</p> <p>In 2011, a digger was hired to check where the location of the blockage could be. Tubing was used to try and unblock the drainage pipe and a total of 60 metres of tubing was used. The cost of this came to £600, so the cost of further work is prohibitive.</p> <p>Clear water runs from the pipe. Water from the Buckfield Estate was tested with a dye but there was no result. The allotments have dried out at the moment, but rain isn't causing the problem, because the allotments have not necessarily flooded when it has rained.</p> <p>It was suggested that perhaps individual allotment insurance could cover it, but this was uncertain.</p> <p>Three allotments have had to be closed and the allotment holders will be given replacement allotments along the top.</p>	<p>All to monitor flooding problem and observe the conditions when flooding occurs</p>
<p>Shelter Shed</p> <p>The shelter shed plan has been progressed and is designed as a round hut, with a closed roof and a small glazed dome at the centre. The design was shown at the meeting.</p> <p>A planning pack costing £20 has been obtained. These packs can be obtained from the Map shop in Hereford. Currently £170 has been spent on the planning application.</p> <p>With the application still in progress, further costs must be expected to be incurred.</p>	<p>J Lacey is to progress planning application</p>

<p>New Town Clerk</p> <p>A new Town Clerk, Ian Plumtree, has been appointed and will start work in a few weeks' time.</p>	
<p>Working groups</p> <p>There is to be a committee meeting to set up working groups in order to progress:</p> <ul style="list-style-type: none"> • the Constitution • the Tenancy • the Handbook 	<p>Committee meeting to be arranged to organise the selection of working groups</p>
<p>'It's Your Neighbourhood' Assessment</p> <p>Joan Thwaites reminded the members that the fee for the 'It's Your Neighbourhood' assessment must be paid by the 1st April.</p> <p>A portfolio will need to be written as part of the application. Joan has kindly offered to prepare and present a portfolio for the Leominster Allotment Association.</p> <p>One area for which the LAA will not be able to present evidence is communal composting. This is due to past experience of non-compostable material being thrown onto the compost heap.</p> <p>It was suggested that a statement is included in the portfolio stating the reason why the LAA is unable to provide a communal compost heap.</p>	<p>Fee for the award to be paid by 1/4/12</p> <p>J Thwaites to prepare a portfolio</p>
<p>Fly-tipping - Contacts</p> <p>David Russell provided the following information which is useful if fly-tipping is found, on or near the allotment, or in fact anywhere else in Leominster.</p> <p>Advice given by David:</p> <ul style="list-style-type: none"> • Contact the fly-tipping team first • Try not to touch the fly-tipping, as evidence may be destroyed • Don't remove the fly-tipping <p>Contact the following telephone number for removal of litter, dog mess and fly-tipping. Ms Jo Lindsey-Jones, County Protection Team – 01432 261671</p> <p>It was suggested that a notice could be put on the notice board by someone to inform members.</p>	<p>Contact details to be posted on the allotments notice board</p>
<p>Management of Plots</p> <p>David Russell has included some useful information about the management of plots in the LAA newsletter. Such information includes using pesticides and pest control.</p>	

Contact David if you haven't yet received the newsletter.	
<p>Pest Control</p> <p>Because of a problem with vermin, rat poison has been laid at some plots. David Russell has been able to arrange this for the allotment holders and has kept a detailed plan of where the poison was placed, if anyone needs to know.</p> <p>Although it was laid out of reach of the public, it's possible that rats have dragged the white containers of poison from where it was hidden. The poison is in white Rentokil containers.</p> <p>It was thought that someone could put a notice on the communal notice board to alert members about the rat poison.</p>	Notice to be put on the allotments notice board
<p>Plot Management letter</p> <p>Cathy Fewlass and Jane Lacey have drawn up a standard letter to be sent to tenants, about the management of plots.</p> <p>David Russell and Lesley Marsh will together check the state of plots each month. David takes photographs of some plots to record evidence of neglect.</p> <p>Currently, there are 13 people waiting for plots.</p>	L Marsh and D Russell to check plots monthly
<p>Any other Business</p> <ul style="list-style-type: none"> Nicky Hilton is to resign as Development Secretary as she now has a new job which will take up much of her time. Appreciation was expressed for all of the work she has undertaken for the Leominster Allotment Association. <p>She will continue to be sent meeting minutes.</p>	
<p>Next meeting Wednesday 16th May 2012, 7.30pm, Leominster Town Council offices.</p>	

Leominster Allotment Association meeting

Wednesday 16th May 2012, at Leominster Town Council Offices.

Chair: Lesley Marsh

Attendees: John Andress, Cathy Fewlass, Jane Lacey, Viv Pearson, David Russell, Joan Thwaites, Sharman Waldegrave.

Minutes: Christine Conlon

Apologies: Jess Croot

Items	Actions
<p>Matters arising</p> <ul style="list-style-type: none"> • Amendment to previous minutes Please amend the telephone number which was given in the previous minutes for the reporting of fly-tipping. The correct telephone number is: 01432 261761 for Ms Jo Lindsey-Jones, County Protection Team. • Visit to monitor plots The viewing of plots in April was rained off. The visits will take place in the first 3 days of each month and will be delegated if David and Lesley are unable to visit. The next visit will be on 1/6/12 at 5pm. • Tenancy agreement meeting A meeting was held on 25th April to further discuss updates to the tenancy agreement and constitution (item included further on). • Minutes from the previous meeting – approved with above amendment. 	
<p>Drainage at the allotment</p> <p>David gave a further update as well as a possible solution to the problem of flooded allotments.</p> <p>The seven allotments which had been flooded have dried out and have been strimmed and cleared. If offered to new tenants, there is a risk that the allotments will flood again. Although the recent rainy weather hadn't affected the drainage, it's thought that the flooding is caused by drainage water backing up from the Buckfield estate drains.</p> <p>Possible solution to the problem is to have a vertical drain pipe topped off with an observation cap. If the flooding problem arose again, rods could be used to unblock the pipe at this point. This observation chamber could perhaps be situated on a plot which is no longer used.</p> <p>Suggested that the new Town Clerk, Ian Plumtree, attends the next meeting to discuss the finances.</p> <p>A list of five people to contact in case of a flood is to be put on the allotment notice board.</p>	<p>D Russell to enquire about feasibility/cost and invite Town Clerk to next meeting</p> <p>List to be put on allotment notice board</p>

<p>'It's Your Neighbourhood' Assessment</p> <p>Joan will confirm our entry with Angela Pendleton (Heart of England in Bloom, RHS co-ordinator) and fill in the necessary forms to progress the portfolio.</p> <p>Viv will send an image of the logo to Joan, for inclusion with our entry.</p> <p>It was suggested that perhaps next year we could join in with the 'Herefordshire and Wye Valley in Bloom' competition.</p>	<p>J Thwaites to confirm entry</p> <p>V Pearson to send logo image</p>
<p>Plot Management letter</p> <p>Jane and Cathy were thanked for their work on the content of letters to be sent in the event of mismanagement of allotments. These are contained in a file entitled "Ginhall Lane Allotment Site – Monitoring Guidelines and Associated Paperwork".</p>	
<p>Diary</p> <ul style="list-style-type: none"> • Saturday 19th May, 1.30pm at the Forbury - National Society of Allotment and Leisure Gardeners Ltd (NSALG) regional meeting. • Sunday May 20th, 2pm – 4pm at Wigmore Village Hall - Wigmore and District Gardening Club annual plant sale. Their meeting dates are also attached to these minutes. • Thursday 24th May – Olympic Torch in Leominster • Monday 4th June, Diamond Jubilee Celebration on the Grange. • Friday 8th June, 7.30pm at the Chequers – meeting to prepare for the allotment open day. • Saturday 23rd June, allotment open day and barbecue. 	
<p>Any other Business</p> <ul style="list-style-type: none"> • David needs material for the next allotment newsletter. Please send him any ideas for possible inclusion. • Copies of the Allotment magazine were circulated amongst meeting members. Please re-circulate amongst members. • Application for lottery funding for the allotment gates will be made when the gates are re-designed to be taller, for improvement of security. • The allotment sign has been reported as 'wobbly'. David will check to see if it needs a concrete base. 	<p>Members to submit material for newsletter</p> <p>D Russell to check signpost</p>
<p>Next meeting Wednesday 18th July 2012, 7.30pm, Leominster Town Council offices.</p>	<p>Please bring these minutes with you to the next meeting</p>

Leominster Allotment Association meeting

Wednesday 18th July 2012, 7.30pm at Leominster Town Council Offices.

Chair: Lesley Marsh

Attendees: Cathy Fewlass, Jane Lacey, Viv Pearson, Karen Price, David Russell

Guest: Iain Plumtree (Town Clerk)

Minutes: Christine Conlon

Apologies: Jess Croot, Joan Thwaites

Items	Actions
<p>Matters arising</p> <ul style="list-style-type: none"> • Allotment sign Thanks go to David Russell for fixing the wobbly allotment sign. • List of 'Flooding' contacts A list of people to contact if the allotment is flooded, still needs to be put on the allotment notice board. • Hand-washing facilities The hand washing water facility needs repairing. Les Price (repairs) is rather too busy at the moment to give it any attention. • Minutes from the previous meeting – approved. 	<p>List to be put on allotment notice board</p> <p>D Russell to arrange repair when possible</p>
<p>Management and monitoring of Plots</p> <p>David Russell has sent letters to some allotment holders, regarding their plot management. Up until the meeting, there had not been any replies.</p> <p>Some allotment holders have started to clear up their plots, but it is accepted that with all the rain we have had, it is quite difficult.</p> <p>David and Lesley Marsh will meet to view plots on Wednesday 1st August and Monday 3rd September, both at 5.30pm.</p>	<p>David and Lesley to check allotments</p>
<p>Introduction to the new Town Clerk, Iain Plumtree</p> <p>The new Town Clerk, Iain Plumtree, was a guest at the meeting. We learned a little bit about him and gained insight into how allotments in other areas around the country were managed.</p> <p>Iain has worked as a Town Clerk in many places, Scotland and Yorkshire being two of them. He is very familiar with running of allotment sites. In one area, he was involved with managing 10 sites – each with 200 plots. He has also managed crofting sites.</p> <p>Iain told us that:</p> <ul style="list-style-type: none"> • Paying water companies can use up 3/5ths of allotments income. In order to keep costs down, allotment holders need to consider using water harvesting schemes. • All sites he has dealt with have had to be self-supporting, but there are always hidden costs which are borne by councils. 	

Questions for Iain

Several questions were raised and some answered by David and Iain about the Leominster allotments.

- **Question:** As the LAA is reliant on income from renting out the allotments, there is concern that there is income lost because of vacant plots, left vacant because of flooding risks. The rent is already £100 per year. Can costs be contained?
Answer: Iain's experience of allotment rent tells him that the annual rent of £100 for a plot is not unreasonable and is nearer to what is needed to cover costs.
- **Question:** What are the costs?
Answer: Water, rental of lane, site rental, mowing grass, mowing track ways, hedges cutting.
- **Question:** Water – how much is the bill for the allotments?
Answer: £1,400 and the water is metered.
- **Question:** Should plot holders insure against leaking pipe work and flooding from other pipes – is insurance necessary?
Answer: Flood protection insurance would be costly. Then you have to get proof of responsibility. Was there a Duty of Care? How would negligence be proved? How could you then prove who the negligent party was?
- **Question:** Who provides the water for the allotment?
Answer: Welsh Water is the landowner and water provider.
- **Question:** Is there going to be any rent increase for plot-holders?
Answer: There is no potential rent increase.

<p>Marketing the Leominster Allotment Association and the allotments</p> <ul style="list-style-type: none"> • To get more income and interest in the Leominster Allotment Association, we will need to get more people paying the annual fee of £5 and make them aware of the LAA's existence. One marketing tool which could be useful is the 'Handbook for Members' which is in draft at the moment. • In order to get this informative booklet out to the allotment holders, Cathy, Viv, Jane and Christine are to get together to prepare it for eventual printing as an A5 booklet. David Russell has kindly offered the Town Council resources for this purpose – free to use. • In Iain's experience, Interest in allotment associations goes up and down – it's cyclical. Also, awards and competitions don't always have to be held annually, if at all. Some people don't want to be so involved. They just want to get on with their allotments. • Jessie Croot is to hold an informal meeting with interested parties – give time to plan for events for 2013. • Changes under discussion may include the subscription being automatically inclusive of membership of the LAA. • Karen suggested having a tear-off slip at the bottom of the newsletter asking if the person would like to pay the £5 annual fee and to give them more information about the association. • Viv suggested offering support for 3 months to new people or help for 1 hour per week if someone is temporarily not well or give longer support for people with more long-term health issues. • Encouragement such as 'Pay the first year then get the 2nd year free' could be offered to new people. • Offering a refundable deposit for new starters may help to encourage people to join. • Suggest a shared plot for disabled users, with raised plant beds, disability gardening equipment for those with mobility problems. Perhaps Social Services would know what kind of tools would be needed. Cut costs down e.g. NSALG use crates for raised beds. 	<p>Cathy, Viv, Jane and Christine to prepare the handbook.</p> <p>Jess to organise a meeting about planning events for 2013.</p>
<p>'It's Your Neighbourhood' Assessment</p> <p>The assessment took place on Saturday 7th July. Viv Pearson escorted the Heart of England in Bloom, RHS co-ordinator, Angela Pendleton around the allotments.</p> <p>Joan Thwaites has been preparing our "It's Your Neighbourhood" entry.</p>	

<p>Diary</p> <ul style="list-style-type: none"> • Wednesday 29th August, (time TBA) – AGM. • Friday 4th October, (time TBA) at the Forbury – Harvest Supper David has been asked to prepare one of his quizzes. • Events meeting – Jessie Croot to arrange this and notify interested members of the date, time and location. 	
<p>Any other Business</p> <ul style="list-style-type: none"> • Please send articles for the newsletter to David as soon as possible. If the articles don't go into the present newsletter currently in progress, they may be considered for the next one. • If anyone would like some large, plastic, Baked Bean containers (empty), Iain Plumtree is offering 10 - free of charge! Please contact David Russell to pass the message on to Iain. • More water butts are being seen in the allotment. Collection of water is very dependent on whether you have a shed on your plot or not. More sheds – more water collected. 	<p>Anyone can send articles to David for the newsletter</p>
<p>Next meeting Wednesday 19th September 2012, *7.00pm, Leominster Town Council offices.</p> <p>*Please note the new time of 7.00pm for all future meetings.</p>	<p>Please bring these minutes with you to the next meeting</p>

Leominster Allotment Association Annual General Meeting

Wednesday 29th August 2012, 7.00pm at Leominster Town Council Offices.

Chair: Lesley Marsh

Attendees: Jess Croot, Cathy Fewlass, Jane Lacey, Viv Pearson, Ann Purcell, Joan Thwaites

Town Clerk: David Russell **Minutes:** Christine Conlon

Items	Actions
<p>Opening matters</p> <p>Minutes from the previous A.G.M. meeting 31/8/2011 – approved as a true record of last year’s meeting.</p>	
<p>Social Secretary’s Report – Jess Croot</p> <ul style="list-style-type: none"> • The Harvest Supper, held on 7th October 2011, was successful and attended by 45 people. Guests included the Mayor of Leominster. • The Pumpkin and Scarecrow Day was very poorly attended. Overall, the events held during 2011 – 12 drew very little support and therefore it was decided not to organise a programme for 2012 - 13, but to review what events, if any, the allotment holders may wish to participate in or support. • It is proposed that the afore-mentioned issue is discussed at the Harvest Supper which is to be held on Friday 5th October 2012. • The Produce Show was also put on hold due to the continuous bad weather • Allotment Open Day 2013 to be held on a day when Leominster Open Gardens are held, usually in June. 	<p>Jess to lead discussion about future of events</p>
<p>Memberships Secretary’s report – Cathy Fewlass</p> <p>There are 44 allotment site members and some non-allotment members. For insurance purposes, a current site plan of tenants has been requested from David Russell.</p> <p>The cost of membership is still £5, which is broken down as £2 towards insurance, £2 towards affiliation and £1 towards future events.</p>	<p>List of tenants to be clarified by David</p>
<p>Publicity Secretary’s report – Viv Pearson</p> <p>Many positive achievements have been made this year.</p> <ul style="list-style-type: none"> • The community barbecue has been set up but due to the continuous bad weather, has not really been used yet. • Scalpings have been used to cover over potholes and muddy ground. The scalpings were free. • Thanks to Western Power Distribution for agreeing to lay a new surface track to the Allotment site, as the Town Council cannot afford to do this and Landowners have no interest in spending on track. • The track has now been repaired and the hedge in the lane has been sorted out. • Community flower bed is progressing well and there are plans for a 	

separate lavender bed. Viv has a number of small plants and in addition, Lesley is to apply for a newspaper offer of free lavender plants.

- The water supply for the hand washing system next to the Tree Bog has been restored.
- The planning application for the Shelter shed is currently on hold as security is thought to be of a higher priority at this stage.
- Leominster Allotment Association continues to support SHYPP (Supported Housing for Young People Project) so if any plot holders have any excess produce, it can be donated to SHYPP, to be placed in shed 8.

Treasurer's report - Jane Lacey

- The Leominster Allotment Association is in profit.
- Total income was **£1134.91**, expenditure was **£1027.02**.
- The difference between income and expenditure stood at **£107.89**.
- The balance is in credit at **£929.03**.
- The cash float is **£17.45**.
- Affiliation of NSALG is **£80** and insurance **£101.69**.

Further details are included in the accounts extract below:

1st August 2011 – 31st July 2012

INCOME

Date		Subscriptions	Entries	Seeds	Raffles	Teas	Events	Paid in	Float
20/08/11	Produce show		£6		£65	£83	£154		
31/08/11	AGM subscriptions	£165							
25/09/11	Pumpkin Day					£12	£12		
07/10/11	Harvest Supper				£56		£56		
09/10/11	Subscriptions							£305	
10/11/11	Kings seeds			£481.24				£481.24	
January 2012	Kings seeds			£84.22				£84.22	
January 2012	Subscriptions	£15						£15	
22/01/12	In Bloom						£90	£90	
27/04/12	Subscriptions	£30						£30	
30/07/12	Subscriptions	£30						£30	
	Totals	£240		£565.46			£312		£17.45

August 2011 – July 2012

Total of monies in = **£1134.91**

£240.00

£565.46

£312.00

£ 17.45

£1,134.91

1st August 2011 – 31st July 2012

EXPENDITURE

		Affiliation				Cheques	Cash
Date		Subsc.	Insurance	Seeds	Expenses	paid out	paid out
	Produce show (prizes)				£15		£15
20/08/11	Sundries (prizes)				£21.58		£21.58
Aug 2011	Printing expenses				£10.42		£10.42
Sep 2011	Flowers for Y. Ayling, from Association				£30		£30
Oct 2011	NSALG	£80			£80	£80	
Nov 2011	Plumbing items for:						
	Sink				£20.58		£20.58
	Tree Bog				£16.33		£16.33
	Spare tap				£3.98		£3.98
21/09/11	Kings seeds			£416.63	£416.63	£416.63	
Dec 2011	Kings seeds			£60.60	£60.60	£60.60	
Jan 2012	Insurance		£101.69		101.69	101.69	
21/3/12	Hereford Map Centre				£50		£50
Apr 2012	Planning Application for communal shed				£170	£170	
May 2012	Items for communal barbecue				£11.86		£11.86
	(sand, cement)				£8.35		£8.35
Jun 2012	Plants for communal border from NGS				£10		£10
	Totals				£1,027.02		

August 2011 - July 2012
 Total of monies out = **£1027.02**

<p>Election of Officers</p> <ul style="list-style-type: none"> • Lesley Marsh remains as Chairman. • Jane Lacey remains as Treasurer. • Anne Purcell is willing to volunteer as Membership Secretary. • Jessie Croot remains as Social Secretary. • Viv Pearson remains as Publicity Secretary. • John Braithwaite remains as Seed Secretary. • Christine Conlon remains as Secretary. <p>These appointments were agreed by all who attended the meeting.</p> <p>Cathy Fewlass has stepped down as Membership Secretary. The Leominster Allotment Association wish to thank her and express their wholehearted appreciation for the valuable work carried out by Cathy in this role.</p>	
<p>Harvest Supper 2012</p> <p>Arrangements for the Harvest Supper are continuing and it will be held at the Forbury rooms on Friday 5th October. Doors will open at 7pm.</p> <p>As a raffle is to be held at the Harvest Supper, please offer donations of prizes to Lesley Marsh. Jane Lacey has the raffle tickets.</p> <p>David Russell has been asked to prepare one of his quizzes.</p> <p>Joan Thwaites kindly offered to design and prepare some posters to advertise the Harvest Supper. Lesley needs to check and clarify a few things before this can be done and information will be passed to Joan.</p> <p>Odds and Evens – Odd numbered allotments are to bring savouries and even numbered plots are to bring desserts.</p>	<p>Raffle donations to be given to Lesley</p> <p>Lesley checking details to forward to Joan</p>
<p>Monitoring of plots</p> <p>The monitoring of plots by Lesley and David is now settling into a pattern. After the warning letters have been sent out, it is not known if the actions mentioned in the letters are being followed up. Lesley needs to check if the subsequent actions are being implemented.</p> <p>The monitoring needs to be seen as being equal and fair to all allotment holders.</p> <p>There are still vacant plots.</p>	<p>Lesley to check with David about actions being instigated</p>
<p>Diary</p> <ul style="list-style-type: none"> • It's your Neighbourhood Awards 2012 event 6/9/12, 10.00am. To be held at Henley Golf and Country Club, Henley in Arden, Warwickshire. • Harvest Supper: Friday 5th October 2012, 7pm at the Forbury 	

<p>Any other Business</p> <ul style="list-style-type: none"> • A T-bar tap has been acquired to be used if the mains water floods. The mains can be turned off in the road using this tap, which will be kept locked up in the cube. • An enquiries telephone number is still needed in case of problems occurring down at the allotments. Names on a list may also be needed. • Copies of the 'Allotment' magazine were distributed for circulation amongst members. 	<p>David to establish an action plan in case of flooding</p> <p>Members to circulate magazines</p>
<p>Next meeting</p> <p>Next Committee meeting: Thursday 27th September 2012 at the Chequers Public House at 7pm * (date and venue changed on this occasion as the Town Council offices are unavailable on the date needed)</p> <p>Next AGM: Wednesday 28th August 2013, 7pm Town Council Offices</p> <p>*Please note the new time of 7.00pm for all future meetings.</p>	<p>Please bring the minutes from the LAA meeting (18/7/12) with you</p>

Leominster Allotment Association meeting

Thursday 27th September 2012, 7.00pm at 'The Chequers' Public House, Leominster

Chair: Lesley Marsh

Attendees: Jess Croot, Jane Lacey, Viv Pearson, Janet Pickering, Sharman Waldegrave.

Minutes: Christine Conlon

Apologies: Anne Purcell, David Russell Joan Thwaites

Items	Actions
<p>Matters arising</p> <ul style="list-style-type: none"> • AGM minutes and an amendment The minutes of the AGM of 29/8/12 have been distributed to members. A small amendment has been made to the AGM minutes, the Publicity Secretary Viv Pearson's report, as follows: <i>"Thanks to Western Power Distribution for agreeing to lay a new surface track to the Allotment site, as the Town Council cannot afford to do this and Landowners have no interest in spending on track."</i> • List of 'Flooding' contacts A list of people to contact if the allotment is flooded, is to be put in a prominent place at the allotment site. • Hand washing facilities The hand washing water facility has been repaired. • Inspection of plots To be carried out on Monday 1st October. • Minutes from the previous LAA meeting, 18/7/12 – approved. 	<p>David to put list in place on site</p>
<p>Copy of Accounts</p> <p>Stemming from questions to the Town Clerk, Iain Plumtree, at the meeting held on 18/7/12, Viv Pearson has managed to obtain accounts figures for the year the allotments were set up and 2011.</p> <p>These figures are attached as a scan at the end of the minutes.</p>	
<p>Handbook for members</p> <p>Progress has been made on the A5 booklet and Christine showed a draft copy. When the constitution is clarified, there will be more to add to the booklet and it can be completed then distributed.</p> <p>There is a constitution on the NSALG website, which can be used to help the group to update the current one.</p> <p>The benefits of joining the Leominster Allotment Association for just £5 per year will be promoted in the booklet.</p>	<p>Viv, Jane, Cathy and Christine to continue work on handbook.</p>

<p>It's Your Neighbourhood' Assessment</p> <p>Leominster Allotments have been awarded a 'Thriving' award by the organisers of 'Heart of England in Bloom' and the RHS 'It's Your Neighbourhood Awards 2012'.</p> <p>Many thanks go to Joan Thwaites for preparing and submitting our portfolio for our "It's Your Neighbourhood" entry.</p>	
<p>Ideas for progressing the Leominster Allotment Association</p> <p>Cathy Fewlas sent some interesting points for the committee to consider, in order to help the LAA to move forward.</p> <p>Briefly discussed at the meeting, the points will be considered and, where possible, acted upon. The main points to consider are:</p> <ul style="list-style-type: none"> • Enlarge the committee to ensure that thoughts, ideas and concerns of the allotment community are represented and that any decisions and actions taken are arrived at within a democratic forum. • Approach other allotment holders who could be encouraged to attend the meetings, which are just 6 meetings per year. • Identify key objectives for the Leominster Allotment Association in 2013, for example: <ul style="list-style-type: none"> - Confirm the association's constitution - Incorporate affiliation to NSALG into rental - Assess support for allotment events and if a positive response, establish an Events Team - Installation of security gates - Produce handbook - Involve LAA in preliminary discussion between new tenants and site-manager - Introduce a membership (or buddy) scheme for new tenants - Set up a support scheme for tenants requiring temporary assistance - Explore possibilities for converting a plot into community beds - Define responsibilities for maintenance / monitoring of: <ul style="list-style-type: none"> Compost toilet Community flower bed Hedge on northern boundary Notice board Swap table Lavender border 	
<p>Possible amalgamation of the LAA membership fee and the rent</p> <p>The suggestion that the fee of £5 to join the Leominster Allotment Association could be included in with the allotment rent was discussed. It would be easier than collecting it separately, as is currently done.</p> <p>One way of doing this could be to reduce the rent to £95 per year and then add £5 to make it up to £100, the current charge.</p> <p>The council would collect up to £500 less income each year, but every plot holder would be insured and would have the benefits of being affiliated to the NSALG.</p>	

<p>A meeting is to be arranged with the Town Clerk to discuss the possible amalgamation. The matter is to be discussed further at the November meeting.</p>	
<p>Benefits of our affiliation with the NSALG</p> <p>Viv Pearson brought some materials, obtained from the NSALG (National Society of Allotment & Leisure Gardeners).</p> <p>The articles include some very useful information about the benefits of being affiliated to the organisation. Also included are top tips for allotment gardening, clearing an overgrown plot, a guide to bonfires and tips on saving water.</p> <p>This is the NSALG website link: http://www.nsalg.org.uk/allotment-info The 'members area' is accessible by password, which can be given out members at some time in the future.</p> <p>From the £5 Leominster Allotment Association subscription fee, £2 goes towards the NSALG. Normally an individual would have to pay £20 per annum to subscribe.</p> <p>The articles have been scanned and are provided separately to these minutes.</p>	
<p>Diary</p> <p>Dates for Leominster Allotment Association meetings to be held in 2013:</p> <ul style="list-style-type: none"> • 9/1/13 • 13/3/13 • 8/5/13 • 10/7/13 • AGM 28/8/13 • 11/9/13 • 13/11/13 <p>It's expected that the meetings will be held at the Town Council offices, at 7pm. All the above dates fall on a Wednesday.</p>	
<p>Any other Business</p> <ul style="list-style-type: none"> • West Mercia Probation Trust workers When work is undertaken by the workers, there must be a plot holder or allotment representative there. This is partly to acknowledge the help given, but also to ensure the work is carried out in the correct way and at the correct place. • Website The Leominster Town Council website includes a link to our allotments. This needs updating and David and Viv will liaise over this 	<p>David and Viv to liaise about the website</p>
<p>Next meeting</p> <p>Wednesday 14th November 2012, 7.00pm, Leominster Town Council offices.</p>	<p>Please bring these minutes with you to the next meeting</p>

ALLOTMENT RENTAL CALCULATIONS

Capital Costs

(all exc. VAT because Town Council reclaims VAT from HMRC)

21 year lease on land	£15,000.00
Water connection	£837.00
Lessor's legal and admin fees connected with lease	£817.50
Land preparation, hard standing and water piping	£5762.00
Planning application	£67.50
Total	£22,484.00

Members may not wish to recoup this but if we do, it should be spread over the 21 years @ £1,071 per year.

Annual Revenue Costs

(all exc. VAT because Town Council reclaims VAT from HMRC)

Rental payable to Lessor	£520.00
Water rate and usage (estimated)	£300.00
Provision of toilet (disabled access)	£1,500.00
Hedgecutting	£90.00
Contingency (fence repairs, gate strengthening, padlocks, admin)	£190.00
Total	£2,600.00

The full £2,600.00 running costs should be recovered from allotment holders.

Plots

There will be 25 full-sized plots (which can be divided in half if required), 6 half-sized plots and 2 odd-shaped plots between full and half sized.

Full size is approx. 247.5 sq. metres

Half size is approx. 120 sq. metres

Odds are 184 and 240 approx. sq metres.

LEOMINSTER TOWN COUNCIL

ALLOTMENTS INCOME AND EXPENDITURE

Estimated Annual

INCOME

Allotment rents received £ 4,500.00

EXPENDITURE

Ground rent - 11x £80	£ 880.00
Grass cutting	£ 1,144.00
Water supply	£ 143.80
Software maintenance	£ 104.58
Awards	£ 25.00
Major site works	£ 595.00
Padlock & chain	£ 27.17
Padlock & chain	£ 12.68
Screws and stake	£ 2.80
Trophy engraving	£ 14.00

£ 2,949.03

£ 1,550.97

Excess income over expenditure

Notes: Town Council paid the third lease payment of £5,000 from capital funds. This is not recharged to tenants.
Town Council set up a budget of £1,200 for the portaloo contract. This was not used as the rents paid for that provision.
There will be no further bills for portaloo hire.

Leominster Allotment Association meeting

Wednesday 14th November 2012, 7.30pm at the Town Council Offices, Leominster

Chair: Lesley Marsh

Committee members attending: John Braithwaite, Jess Croot, Jane Lacey, Viv Pearson, Ann Purcell. **Others attending:** John Andress, Mike Goodwin, Dawn Ingram, Robert Ingram, Sue Morris, John Moss, Jan Pickering, Bernard Preece, Lauren Sidebotham, Stuart Sidebotham, Dave Stringer, Debbie Stringer, Joan Thwaites, Davina Wall, Ray Wall.

Site Manager/Deputy Town Clerk: David Russell **Apologies:** Cathy Fewlass **Minutes:** Christine Conlon

Items	Actions
<p>Matters arising</p> <ul style="list-style-type: none"> • It's Your Neighbourhood' Assessment - the 'Thriving' award certificate has been sent to Joan Thwaites. Now framed, it will be held for safe-keeping by Jane Lacey. • Harvest Supper - a very enjoyable evening was had by all. Good food, quizzes, raffles and fun. • Constitution – this has now been approved. Copies were distributed at the meeting. • Minutes from the previous LAA meeting, 27/9/12 – approved. 	
<p>Diary Dates</p> <p>Some proposed events for 2013 and ideas to be progressed.</p> <p>Allotment Open Day - Sunday 9th June The date has been chosen to coincide with the date of Leominster Open Gardens day. Geoff Bricknell, organiser of Leominster Open Gardens, has set the date as the weekend of the 8th and 9th June. Sunday 9th June is the preferred day for our Open Day.</p> <ul style="list-style-type: none"> • A rota of people to be on site will need to be drawn up. • It would be useful if a marquee and possibly a couple of gazebos could be borrowed for the day too. <p>Barbecue Event As the barbecue has been built, weather permitting, perhaps there would be some support for an allotment barbecue event, in the Summer. Possibly it could be held on the same day as the Open Gardens. The idea is to be progressed.</p> <p>Allotment Awards Evening/Harvest Supper Date proposed for this is the first Friday in October at 7pm. A suggestion was made for hot food to be served at the event, either hot food brought in or food heated at the venue, rather than cold buffet food. Idea to be progressed.</p>	

<p>Talks John Moss has offered to give a talk about Apple Tree Maintenance in January. Details to be arranged and confirmed</p> <p>It was suggested that if any talks were organised they could be held at the scout hut – we could donate some money to the scout hut fund if allowed to hold the talk there.</p> <p>An idea put forward was that perhaps we could amalgamate with other allotment societies to arrange events/talks/trips, to boost numbers.</p> <p>Allotment Meetings The venue for the Leominster Allotment Association meeting for Wednesday 8th May must be changed and members will to be informed of the new venue nearer to the date.</p> <p>All LAA meetings are set for 7pm on a Wednesday, unless otherwise advised:</p> <p>9/1/13 13/3/13 8/5/13 – venue to be arranged 10/7/13 AGM 28/8/13 11/9/13 13/11/13</p>	
<p>Handbook for members</p> <p>Now that the Constitution has been approved and signed off, progress can continue on the handbook for members. This will be discussed at the next meeting. It is hoped to be able to produce and distribute this handbook to all tenants soon after.</p>	<p>Viv, Cathy, Jane, Christine to progress</p>
<p>Key Objectives for the Allotment Association</p> <p>Jane Lacey distributed a handout of the objectives for the 2012 – 13 season.</p> <p>There were enough copies to go around, so if you have a document, please read it and send any ideas/comments you have about it to:</p> <ul style="list-style-type: none"> • Jane Lacey, phone her on 01568 616464, or • Viv Pearson jim-viv@hotmail.co.uk ,or • Christine Conlon, c.conlon@btinternet.com , or • drop ideas/comments in to the Town Council offices in West Street. <p>If you require a copy of these Key Objectives, please ask Christine Conlon and they can be scanned over to you by e-mail.</p>	<p>All to read the document and ideas/comments to be forwarded</p>
<p>Security gates</p> <p>Viv Pearson gave details of the proposed security gates.</p> <p>The gates and the installation will cost £5,251. They are 6ft high and there is a</p>	

<p>pedestrian gate within the gate structure. Viv has been applying for Lottery funding for the security gates. A share of £10,000 per year is available for application from Lottery funds.</p>	
<p>Security concerns</p> <p>Lesley noticed that there was evidence of casual social abuse and car fly-tipping down at the allotments. This needs to be deterred. The allotment gate is sometimes left wide open, but the gates is easy to climb over anyway.</p> <p>The digital combination padlock sometimes doesn't work properly. Three locks in 2 weeks had to be replaced by David and the last two locks were damaged beyond repair. Insurance companies prefer proper padlocks and keys, not digital locks.</p> <p>Viv Pearson has researched into a possible solution to the problem. She described locks supplied by a firm called 'Nothing but Padlocks'.</p> <p>Keyed Alike padlocks can be supplied so that both locks on the new gates would only need one key to open them. There is an overnight service to replace the padlock if it gets damaged. As the padlocks are registered they could easily be replaced, and the keys will not need to be changed. These options are to be explored with the Landlords.</p> <p>A standard lock with, say, 100 keys would cost £382. + VAT.</p> <p>If the LAA decide to use the Keyed Alike system, a deposit for keys from the allotment tenants would be instigated, the deposit would be refundable on return of the key at the end of tenancy. It was thought that a deposit of £5 per key per tenant would be appropriate and this would be returned when they gave up their allotment tenancy.</p> <p>David suggested that if the Allotment Association had to pay in advance for the locks and keys, then perhaps the council could help with the initial outlay (a loan). The key deposits (£5 suggested) could then be collected from tenants and the money (loan) paid back to the council.</p> <p>The Allotment Association would need to send a letter to every tenant saying this is to happen and that the key is available for collection on a particular date from a particular site. The idea attracted positive comments and will be progressed.</p>	
<p>Rubbish found on allotment site</p> <p>To remind allotmenters about what to do if there has been some fly tipping on the allotment site., do NOT touch the rubbish but telephone the fly tipping team:</p> <p>Jo Lindsey-Jones of the County Protection Team 01432 261761 or 07792 881474</p> <p>Or contact a member of the Committee, leave message at Town Council Office.</p>	
<p>NSALG website</p> <p>The National Society of Allotment & Leisure Gardeners is now known as The National Allotment Society.</p>	

<p>Their website contains interesting and useful information: www.nsalg.org.uk/allotment-info</p> <p>The 'member's area' is accessible by password, which can be given to members upon request to Jane Lacey, or a member of the Committee.</p> <p>As we are affiliated to the NSALG, we are also entitled to attend the Regional Annual General meeting, which Jane Lacey did on Saturday 10th November.</p> <p>If you are interested in reading the minutes from that meeting, please ask Christine Conlon and they can be scanned over to you by e-mail.</p>	
<p>Work on the allotments</p> <p>West Mercia Probation Trust (Maurice Clother and his team) will be working on the allotments on the first Monday of each month. The team are capable of digging plots, and can help with tenants who may find it helpful to have some heavy work done.</p> <p>We have an ongoing agreement/contract with this group. Anyone needing help please contact any of the Committee members, who will make suitable arrangements.</p> <p>Maurice is a gifted woodsman and hedge layer and we are very grateful to him for organising help with the allotments.</p>	
<p>Town Council Website – the allotments section</p> <p>If you have never looked at it before, the Town Council website contains a lot of interesting and useful information. It also contains a link to information about the allotments.</p> <p>http://www.leominstertowncouncil.gov.uk</p> <p>The section of website about the allotments has had 69 hits so far, but after publicising it at this meeting, it will have had more hits.</p> <p>It has been updated recently and David Russell will also add our meeting dates to the website.</p>	<p>David Russell to add information to the website</p>
<p>Any Other Business</p> <ul style="list-style-type: none"> • The Shield for the produce show is with Jane Lacey for safe-keeping. • There is a waiting list of 5 for the allotment plots. • Flooding – The viewing chamber needs to have an inspection hatch made, for when the pipe gets blocked and needs rodding. Les Price, who used to help unblock the pipe, has sold his business and David will need to find another person to undertake work of this nature in the future • Mowing contract - This was discussed as part of the search for money saving initiatives. • Spent hops – letter of thanks. At the end of the financial year the Leominster Allotment Association will send a letter to Adam Smith of Wye 	

<p>Vale Brewery, thanking him for the spent brewery hops which he delivers to the allotments, usually on a Friday.</p> <ul style="list-style-type: none"> • Driving on the grass - Some deep ruts had been found on the track ways at the allotments recently. There was some question about whether these were off-road joy-riders or allotmenters using vehicles to transport items to their allotments over waterlogged ground, causing damage to the track ways and adding avoidable costs to tenants. To prevent people from driving on the grass, a temporary barrier could be put up, made by using field gates and posts, which will have been replaced when the new gate is set in place. • Members who would like to see the accounts figures for the year the allotments were set up and 2011, please let Christine Conlon know and these can be scanned over to you by e-mail. 	
<p>Next meeting</p> <p>Wednesday 9th January 2013, 7.00pm, Leominster Town Council offices.</p> <p>Please bring a copy of these minutes with you to the next meeting</p>	