

Leominster Allotment Association meeting

Wednesday 9th January 2013, 7.00pm at the Town Council Offices, Leominster

Chair: Lesley Marsh. **Committee members present:** Jess Croot, Cathy Fewlass, Jane Lacey, Viv Pearson, Ann Purcell.

Site Manager/Deputy Town Clerk: David Russell (apologies unable to stay for meeting)

Other attendees: Mike Goodwin, Bernard Preece, Lauren and Stuart Sidebotham

Apologies: Sue Morris, John Moss

Minutes: Christine Conlon

| Items | Actions |
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| <p>Matters arising Amendments and corrections to the Minutes, from the meeting held 14/11/12, as follows:</p> <p>Security gates - The cost of the gates and their installation is £1,521 (not £5,251)</p> <p>Security concerns – please disregard the last paragraph of the section entitled Security concerns.</p> <p>Spent hops (under Any other Business) – It is Adam Smith of Mayfield Brewery, Croft Industrial Park, Leominster, who delivers spent hops to the allotments. Wye Valley Brewery also offer spent hops, and these are available to collect from behind the Wye Vale Brewery in Stoke Lacey.</p> | |
| <p>Correspondence</p> <p>Re-insuring Leominster allotments Jane has re-insured members of the Leominster Allotment Association's plots, which includes £5 -million public limited liability.</p> <p>Request to Town Council for security padlocks loan A letter from the Leominster Allotment Association asking for £425.63 for gate padlocks has been submitted to the finance committee. We require the sum of £425.63, in order to purchase security padlocks</p> | |
| <p>Site inspections</p> <p>Lesley, Viv, Jane and Cathy have monitored the allotments. Noted were some self-seeded trees, flooded plots and a few much-neglected plots, all of which need to be addressed.</p> <p>We now have a set procedure to notify people about the state of their plots, if problems arise.</p> <p>Flooded plots may have been inadvertently sited on formerly naturally boggy areas of the field, hence their being flooded most of the year. Uncultivated meadow grass is growing in the abandoned flooded plots, and this is naturally absorbing some of the flood water.</p> <p>In a discussion, questions were posed. For example, is there any capacity to move people to better plots from flooded plots?</p> | <p>Site Manager to be informed</p> <p>Committee members to</p> |

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| <p>Could the situation with the flooded plots be sorted out at all? Members of the Committee will address these issues to the Town Clerk, Iain Plumtree and David Russell, Site Manager with whom they have regular meetings.</p> <p>Use of chemicals to kill weeds was discussed. If chemicals are used on weeds, there may be a residue left in the ground. With a high water table, any residual poisons could seep into other plots. It may be possible to analyse the soil to prove or disprove chemical contamination. Guidance on this type of issue will be added to the handbook.</p> <p>These and other issues could be flagged-up by allotmenters, when observed. For example, if allotmenters notice a neglected plot, this could indicate that a regular tenant may need additional help (e.g. due to illness) and could be reported to a member of the Committee.</p> <p>An example was given of a tenant vacating their plot and taking with them the fence-posts and wire netting from the allotment. This particular example has led members to suggest a deposit system for the fixtures and fittings belonging to the plot.</p> | <p>address these issues to Town Clerk</p> |
| <p>Review of Objectives for the Allotment Association</p> <p>At the last meeting, Jane Lacey distributed a handout of the objectives for the 2012 – 13 season. Jane was interested to hear other ideas/comments about the objectives.</p> <p>Objectives for January:</p> <ul style="list-style-type: none"> • Discussion about the use of poisons on the allotments – see Site inspections report above. • Finalise the handbook and presentation of handbook – work on the handbook is in progress and has been advanced further, thanks to Stuart Sidebotham typing out additional parts of the handbook. Hard-copies were distributed to members at the meeting. <p>There are to be several sections,</p> <ol style="list-style-type: none"> 1. Introduction 2. Allotment Committee 3. Advice 4. Security 5. Contacts <p>Jane and Cathy are looking for feedback about the draft handbook and contents. It is not complete yet as further issues need to be discussed with Town Council landlords. Telephone Jane and Cathy on 616464, or e-mail Secretary Christine Conlon, c.conlon@btinternet.com or drop ideas/comments in to the Town Council offices in West Street, Leominster.</p> | <p>Jane, Cathy and Stuart to continue work on handbook</p> <p>Give feedback about the draft handbook</p> |

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| <p>Objectives for February: Protocols</p> <ul style="list-style-type: none"> ○ for structures (sheds, greenhouses) on plots. Planning permission needs to be sought from Herefordshire council for a greenhouse. The protocols should reflect and re-enforce what is in the new Tenancy Agreement. ○ for livestock on plots. Chickens are not allowed, but a suggestion that a hive of bees could be kept will be taken forward to discussion with the Town Clerk. <p>If you require a copy of the Key Objectives, please ask Christine Conlon and they can be scanned over to you by e-mail.</p> | |
| <p>Security gates and padlocks</p> <p>Viv Pearson ordered the security gates before Christmas and they should arrive at the end of January. The cost of the gates and their installation is £1,521.</p> <p>A letter requesting the sum of £425.63 as a loan, in order to purchase security padlocks, has been sent to Leominster Town Council in time for their Finance meeting held on 10th January 2013.</p> <p>Details of padlocks as follows: Padlocks with keys 3 padlocks @ £44.71 each = £134.13 (includes 6 keys) 110 keys @ £ 2.65 each = £291.50</p> <p style="text-align: center;">Total = £425.63</p> <p>This gives a spare padlock and total of 116 keys (as per quote dated 30.11.12).</p> <p>The present padlock has a digital code and a button underneath, so don't forget to press the button after pressing the digital code into the padlock in order to open it.</p> | |
| <p>Promotion of Allotments</p> <p>In order to attract new allotment members, the Leominster Allotment Association needs to publicise the allotments. This can be done in several ways:</p> <ol style="list-style-type: none"> 1. An article with photograph could be put into the Journal (mentioning that some allotments are available). 2. More details about the allotments could be put on to the Town Council website http://www.leominstertowncouncil.gov.uk 3. Perhaps develop our own website. Lauren Sidebotham to investigate the details of Website design. 4. More advertising needed down at the allotments. All ideas are welcomed. | <p>Cathy to investigate Journal publicity</p> <p>Lauren to investigate website</p> |

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| <p>Diary Dates</p> <p>March 17th Edible Garden Show – Stoneleigh Park, Warwickshire.</p> <p>The show is held on 15th, 16th & 17th March at Stoneleigh Park in Warwickshire.</p> <p>We would like to know if any members of the Allotment Association or non-members would be interested in going so that a trip could be arranged. A suggested date is Sunday the 17th March.</p> <p>If you are interested in going to this event, please contact us by February 6th – see contact details below.</p> <p>Two-for-one price ticket concessions for LAA members and other price ticket concessions are available.</p> <p>Depending on numbers - either a hired mini-bus or car share.</p> <p>Further details can be found on the NSALG website or go to http://www.theediblegardenshow.co.uk</p> <p>Let Viv know by email to jim-viv@hotmail.co.uk, or telephone Jane and Cathy 616464, or leave message at Town Council office marked “Edible Garden show /allotment post” by February 6th, so that transport and tickets can be arranged.</p> | |
| <p>Any Other Business</p> <ul style="list-style-type: none"> • Seeds to be collected – At the meeting there were some packets of ordered seeds still to be collected. • Lesley has given up her large plot and has taken on two mini-plots instead. • A Community Plot with mini beds will be built. Jane is to request a grant from National Allotment Society for up to £100 to help finance this project. She will also contact the Co-operative Society who may grant some money towards projects for the allotments. • Newsletter – Issued in January, May and September. We need to establish who is responsible for it. Is it a council-owned newsletter? Contributions to the newsletter are always needed and perhaps this could be added to the LAA diary. • A viewing chamber for the drain near plot 84 needs to be built. | <p>Discuss at meeting with Town Council landlords Site Manager to action</p> |
| <p>Next meeting</p> <p>Wednesday 27th March 2013, 7.00pm, Leominster Town Council offices.</p> <p>Please bring a copy of these minutes with you to the next meeting</p> | |

Leominster Allotment Association meeting

Wednesday 27th March 2013, 7.00pm at the Town Council Offices, Leominster

Committee members present: Lesley Marsh (Chair), Cathy Fewlass, Jane Lacey, Viv Pearson, Ann Purcell **Others present:** Dawn and Robert Ingram, Mary Locock, Bernard Preece, Joan Thwaites, Davina and Ray Wall

Deputy Town Clerk: David Russell (apologies, unable to stay for full meeting)

Copy to Iain Plumtree, Town Clerk.

Apologies: Lauren and Stuart Sidebotham

Minutes: Christine Conlon

| Items | Actions |
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| <p>Amendments to Minutes from meeting held 9/1/13, as follows:</p> <p>Under 'Site Inspections', neglected plots should be reported to our Site Manager and not, as stated, a Committee member.</p> <p>Under 'Promotion of Allotments' the Journal Publicity will be collectively investigated and not, as stated, investigated solely by Cathy Fewlass.</p> <p>Minutes from the previous LAA meeting – amended and approved.</p> | |
| <p>Matters arising</p> <p>Site Inspections</p> <ul style="list-style-type: none">• Questions arising from site inspections and the flooded plots were not addressed at this meeting as David, Town Clerk. was unable to attend.• No more guidance about the use of chemicals added to the handbook until the Revised Tenancy is agreed.• Removal of fixtures and fittings from plots, discussed with the Town Clerk. Town Council cannot monitor or be responsible for fence removal from individual plots. <p>Review of Objectives</p> <ul style="list-style-type: none">• Clarification here, of restrictions on greenhouse structures. They must not be glass, must not be above 6' x 4', unless planning permission is sought for a larger greenhouse. <p>Revised Tenancy Agreement</p> <ul style="list-style-type: none">• To be discussed with Iain and David. <p>March 17th Edible Garden Show</p> <ul style="list-style-type: none">• Enjoyed by those who went on the visit | |

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| <p>Correspondence</p> <p>Letter of appreciation A letter of thanks has been sent to Adam Smith of Mayfield Brewery, Leominster, for delivering spent hops to the Allotments, free of charge.</p> <p>It's Your Neighbourhood 2013</p> <p>Registration forms from Jenny Redfern, Heart of England in Bloom Co-ordinator, have been received for 'It's Your Neighbourhood 2013'.(see section on IYN 2013)</p> | |
| <p>Site inspections</p> <p>Due to the continued cold weather, the state of the allotments hasn't changed from the previous report (still flooded, drainage problems on track way). The old allotment site has never been boggy, but now it is boggy. The new site has always been prone to being boggy.</p> <p>Joan Thwaites suggested she could contact someone to take a look at the flooding problems and they may come up with a solution.</p> <p>All suggestions would be welcomed.</p> <p>A viewing chamber for the drain near plot 84 needs to be built. Discussion about whether water from the flooding could be diverted into the Pinsley (brook). However, it was decided that permission from the Water Authority would be needed.</p> | <p>Conditions to be discussed with Site Manager</p> <p>Joan to contact 'Martin'</p> |
| <p>Handbook</p> <p>The handbook has been progressed further and is now waiting for the Revised Tenancy Agreement to be clarified as currently there are different Tenancy Agreements in use.</p> <p>Cathy suggested that the back page could have contact details on it, also useful website addresses and contact details of Allotment-related organisations.</p> <p>Another idea was to have a simple sketch of the allotment area showing, for example, the tree bog, the notice board and other useful places.</p> <p>Ideas are still welcomed.</p> | <p>Send ideas to Cathy.</p> |
| <p>Finances</p> <p>Jane Lacey has requested the Allotments end of year income and expenditure, for the last 3 years, from the Town Clerk.</p> | |

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| <p>Tenancy agreement</p> <p>Discussion about new Tenancy Agreements. At the moment, David is waiting for notes and Iain has downloaded the Tenancy Agreement used by Councils for comparison with the NSALG Tenancy Agreement.</p> <p>A meeting will be arranged for the 3rd week in April, to discuss the Revised Tenancy Agreement with Iain & David.</p> | <p>Discussion with Iain & David to be arranged</p> |
| <p>Livestock</p> <p>Discussion about livestock on plots.</p> <p>Chickens are not allowed. Bees possibly, but with caveats.</p> | |
| <p>Security gates and padlocks</p> <p>The Lottery funded security gates which Viv Pearson ordered are now in place. The Town Council kindly gave £425.63 as a loan, in order to purchase security padlocks.</p> <p>There is no official pedestrian access at Cattery Lane, but it would be useful for those who come from the Buckfield Estate area.</p> | <p>David to be consulted on this issue.</p> |
| <p>Promotion of Allotments</p> <p>In order to attract new allotment members, the Leominster Allotment Association needs more publicity, also mentioning that there are some allotments available.</p> <ul style="list-style-type: none"> • We could publicise through the Hereford Journal. • Joan offered to help to publicise the Allotments Open Day of Sunday 9th June, with BBC Hereford & Worcester. The Allotments Open Day is to part of the Open Gardens weekend. Lesley to check with Open Gardens organiser Geoff Bricknell, if we are on the programme. • Christine suggested putting the allotment details on the 'Find Groups' part of the council website http://findgroups.org.uk/ <p>All ideas are welcomed.</p> | <p>Lesley to check if we are in the programme.</p> <p>Christine to show website to Lesley</p> |
| <p>It's Your Neighbourhood 2013</p> <p>Joan Thwaites has very kindly offered to submit our application for this year.</p> | <p>Joan to submit IYN forms</p> |
| <p>Diary Dates</p> <p>8th May – changed to Wednesday 22nd May at 7.00pm</p> | |

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| <p>9th June – Leominster Allotment Association Open Day</p> <p>8th and 9th June – Leominster Open Gardens</p> <p>1st - 9th June - Leominster Festival</p> | |
| <p>Any Other Business</p> <p>Community mini-plots - Jane has succeeded in the bid for a grant from National Allotment Society of £100 towards this project.</p> <p>The Cooperative Society will support project with grants of up to £5,000. Suggestion made for them to be involved in the shelter-shed idea. Jane stated that the LAA accounts have approximately £850 in them at the moment.</p> <p>Padlock - A new padlock is needed for the gate on centre track way.</p> <p>Newsletter – Delayed , but will be sent shortly.</p> <p>Plots available – There are no more on the waiting list</p> | <p>David to provide padlock.</p> <p>David to publicise in Journal</p> |
| <p>Next meeting</p> <p>Wednesday 22nd May 2013, 7.00pm, Leominster Town Council offices.</p> <p>Please bring a copy of these minutes with you to the next meeting</p> | |

Leominster Allotment Association meeting

Wednesday 22nd 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 |
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| <p>Amendments to Minutes from meeting held 27/3/13, as follows:</p> <p>Under 'Security Gates and Padlocks', the £425.63 to buy padlocks is a grant and not a loan.</p> <p>Minutes from the previous LAA meeting – amended and approved.</p> | |
| <p>Matters arising</p> <p>Site Inspections</p> <ul style="list-style-type: none">• There have been no site inspections undertaken since those reported at the last meeting. <p>Flooding</p> <ul style="list-style-type: none">• Since the weather has started to improve, there have been no reports of flooded plots. <p>Greenhouse Structures</p> <ul style="list-style-type: none">• 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. <p>Revised Tenancy Agreement</p> <ul style="list-style-type: none">• In draft and almost ready to be finalised. <p>Hops</p> <ul style="list-style-type: none">• Viv noticed that there hadn't been any hops delivered to the allotments by Mayfield Brewery and so she will investigate the reason. | <p>Viv to contact Mayfield Brewery</p> |
| <p>Correspondence</p> <p>Requests for help on Allotment Open Day Members of the Allotment Association have been contacted by e-mail to ask them for help on the Open Day.</p> <p>Angela Pendleton from It's Your Neighbourhood 2013 Angela Pendleton was contacted by e-mail to ask if she would</p> | |

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| <p>come to our Open Day to officially declare the gates open.</p> | |
| <p>The Open Day – schedule</p> <p>Our Open Day takes place on Sunday 9th June, from 2.00pm – 6.00pm. It is now advertised in the Open Gardens booklet.</p> <p><u>Marquees</u> John Moss has offered to supply a pavilion-type marquee. Christine will also supply a similar marquee this year too. These will be set up at around 11am. Anyone wanting to help with these please just turn up around this time.</p> <p><u>Cakes, plants, books and assistance</u> 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. Aim to start setting up around 1pm in readiness for Open Day start at 2pm</p> <p><u>Official declaration of gates open – 2.30pm</u> 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>Angela will arrive at the allotment site at about 2pm, 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> <p><u>Entertainment</u> 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 perform at about 2.30pm.</p> <p><u>Car Parking</u> Viv will ask Caldicotts if we can use the field for car parking on the day. She will also contact Mr & Mrs Edwards, who rent the field from Caldecotts, to ask if the sheep can be moved.</p> <p><u>Advertising</u> Joan will advertise the Open Day through her radio contacts. Also through the Hereford Times and the Journal. It has also been advertised in Broad Sheep. Viv has e-mailed posters out to other Allotments in the County.</p> | <p>Christine & John to supply marquees</p> <p>Help with refreshments needed, also cakes, books, plants</p> <p>Lesley to supply ribbon for ceremony</p> <p>Joan to request ‘Pop-up Theatre’ to perform</p> <p>Viv to contact Caldicotts and the Edwards’</p> <p>Joan to advertise Open Day via her contacts</p> |

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| <p><u>Signage</u> 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> Key to open the far gate – this will be needed from David Russell.</p> | <p>Viv to set up signs. Chris to check with Geoff Bricknell</p> <p>David to get key for far gate</p> |
| <p>Promotion of the Association</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>It's Your Neighbourhood 2013</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>Diary Dates</p> <p>Sunday 9th June, 2pm – 6pm – Open Gardens at the Allotments. 2.30pm – declaring the gates open and Pop-up Theatre performance.</p> <p>Wednesday 28th August, 7pm – Annual General Meeting.</p> <p>Friday October 4th – End of season celebration evening at the Forbury rooms. Quiz, raffle, awards, food.</p> | |
| <p>Any Other Business</p> <p>Committee roles – 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. http://diycommitteeguide.org/article/clarifying-committeestaff-roles</p> <p>Letter to Town Council - 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>Free manure – Available from an address in Luston. If it could be moved to the allotments and heaped up, then people could help</p> | <p>Christine to Draft letter to Town Council</p> |

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| <p>themselves to it. If anyone is willing to help please let us know, via the Allotment post box in the Town Council offices.</p> <p>The contact number for anyone collecting it for themselves is on the blackboard on site as well as from plot no 19.</p> <p>‘Awards for all’ – Now ‘closed and compliant’, which means that we can apply for another financial award.</p> <p>Gate Post – 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>Key distribution in June – 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>File of useful information – 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> | <p>Volunteers needed for distribution of keys</p> <p>Viv to place information at Town Council office</p> |
| <p>Next meeting</p> <p>Wednesday 10th July 2013, 7.00pm, Leominster Town Council offices.</p> <p>Please bring a copy of these minutes with you to the next meeting</p> | |

Leominster Allotment Association meeting

Wednesday 10th July 2013, 7.00pm at the Town Council Offices, Leominster

Committee members present: Lesley Marsh (Chair), John Braithwaite, Jane Lacey, Viv Pearson.

Others present: Cathy Fewlass, David Russell (Deputy Town Clerk).

Apologies: Jess Croot, Phil Eames, Ann Purcell.

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

| Items | Actions |
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| <p>Amendments – none</p> <p>Minutes from the previous LAA meeting – approved.</p> | |
| <p>Matters arising</p> <p>Hops Viv has checked if there was a reason why, for some time, there hadn't been any hops delivered to the allotments by Mayfield Brewery. After contacting the company, the hops are now to be delivered again.</p> <p>Allotment handbook This has now been completed and printed, thanks to Cathy, helped by Lauren and Stuart Sidebotham. It is ready to be distributed with the new Tenancy Agreement.</p> | |
| <p>Correspondence</p> <p>Ownership of new allotment gates A letter has been sent to the Town Clerk formally gifting the new allotment gates to the Town Council.</p> <p>Official opening of allotment gates Angela Pendleton was thanked by e-mail for coming to our Open Day to officially declare the gates open.</p> <p>Leominster Open Gardens Geoff Bricknell, organiser of Leominster Open Gardens, e-mailed his thanks to all who took part. The profit made for the Priory was £1,655.</p> | |
| <p>Site Inspections</p> <p>These have been carried out as normal by Lesley and David. There are four new plot-holders. Cathy wondered if any new plot-holders could be identified for the new mentoring scheme – either to help or to be helped.</p> | |

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| <p>Leominster allotments Open Day</p> <p>There were many visitors to the allotments on the day, to see the gates officially opened. Also those who came and bought books, plants, tea and cakes - £120 was taken for these.</p> <p>If anyone has photographs of the day, Viv would be grateful if they could send them to her by e-mail.</p> <p>Thanks given to everyone who helped to make it successful.</p> | |
| <p>Key distribution</p> <p>When the keys are given out to allotment holders, the following will also be given out:</p> <ul style="list-style-type: none"> Revised tenancy agreement, including conditions of use Permission form for contacting tenants for the Town Council and the Leominster Allotment Association. Allotment Handbook <p>A tick list is to be prepared by Christine.</p> <p>The key distribution will take place between 16th and 23rd July. It will also be promoted in the next newsletter</p> | <p>Christine to prepare tick-list</p> |
| <p>It's Your Neighbourhood 2013</p> <p>Joan was unable to attend the judging date with Angela Pendleton recently, so Joan and Angela will agree a new date. As the allotments are now only accessible with a key, Joan will need to obtain a key from David at the Town Council offices for the judging visit.</p> | <p>Joan to set a new judging date</p> |
| <p>Promotion of the Association</p> <p>Christine submitted the allotment details for inclusion on the council website, but they have not yet been released so she will check what has happened to them.</p> | <p>Christine to check website details</p> |
| <p>Awards Evening</p> <p>David has been asked to book the Forbury rooms on Friday 4th October. Also to prepare a quiz. The mayor will be asked to attend. Lesley will lead on the event, so if there are any questions about it, please refer to Lesley.</p> | <p>David to book Forbury rooms</p> |
| <p>Grass trackways</p> <p>The grass-cutting is in hand. It was suggested that the trackways should be cut regularly in order to keep them manageable.</p> <p>In order to see how much is being spent on grass cutting, David</p> | <p>David to</p> |

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| <p>was asked for the accounts for the last 3 years.</p> <p>A disagreement occurred between a plot-holder and the grass-cutter, when the bottom of some allotment fences was being strimmed, as some chicken wire was cut.</p> <p>For protection, there needs to be a plank at the bottom of the fences next to the trackways - a buffer zone for when they are being strimmed.</p> | <p>provide accounts</p> |
| <p>Diary Dates</p> <p>Wednesday 28th August, 7pm – Annual General Meeting. Seed catalogues are to be distributed at the AGM.</p> <p>Friday October 4th – End of season celebration evening at the Forbury rooms. Quiz, raffle, awards, food.</p> | |
| <p>Any Other Business</p> <p>Empty plots – As the old flooded pots are unable to be used in their present state, ideas about how they could be used are welcome. If anyone can suggest a new way of using them, please put ideas and suggestions forward to the Allotment Association or the Deputy Town Clerk, David Russell.</p> <p>Free manure – There is still manure available for collection. At the moment there is an offer of free manure, but transportation costs of £60. If anyone is able to offer free use of a trailer for this purpose, please contact Lesley. It was suggested that if the manure was obtained, it could possibly be stored out of the way, on the vacant plot/s then people could help themselves to it.</p> <p>Newsletter – potential articles for inclusion in the newsletter were discussed briefly. The deadline for inclusion of articles is Monday 2nd September. Please submit them to David Russell at the Town Council offices.</p> | |
| <p>Next meeting Wednesday 28th August 2013, 7.00pm, Leominster Town Council offices. Please bring a copy of these minutes with you to the next meeting.</p> | |

Leominster Allotment Association meeting

Wednesday 28TH August 2013, 7.00pm at the Town Council Offices, Leominster

Committee members present: Lesley Marsh (Chair), John Braithwaite, Jane Lacey, Viv Pearson, Ann Purcell.

Others present: John Andress, Michael Bloy, Cathy Fewlass, Gill Ding, Mike Goodwin, Mary Locock, Bernard Preece, Phillip Purcell, David Russell (Deputy Town Clerk).

Apologies: Jess Croot, Sue Morris.

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

| Items | Actions |
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| Amendments – none Minutes from the previous LAA meeting – approved. | |
| Matters arising Grass cutting No progress on the grass cutting issue. General dissatisfaction with the present contract has been expressed. Keys Six people have not collected their keys and David Russell has tried to contact them, but without success so far. Gate open It was noticed that the gate has been found open on a couple of mornings; therefore it is assumed the gate was not locked the previous night. | |
| Correspondence The National Allotment Association (formerly NSALG) have indicated that our affiliation fee is now due. | |
| Matters arising and Any Other Business David commented that, from the Town Council's point of view, Matters Arising and Any Other Business in the minutes are illegal on the agenda. Lesley replied that for the less formal meetings of the Allotment Association, they are a place where people can air their views about subjects other than those on the agenda, so therefore not applicable to the Leominster Allotment Association. | |
| Site inspections There were no site inspections in August, but there is one due in September. There are still empty plots, however; there have recently been two new tenants. | |

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| <p>It's Your Neighbourhood 2013</p> <p>Angela Pendleton visited the allotments to judge the site for the RHS in Bloom awards and has expressed concern about the site, in particular, the empty plots and the rubbish left after tenants have vacated. It is understood she will take her concerns to the Town Council at a convenient time.</p> | |
| <p>Empty Plots</p> <p>Michael Bloy suggested that any empty plots needed clearing, rather than weed-strimming.</p> | David to action |
| <p>Promotion of the Association</p> <p>Several ideas were discussed:</p> <p>There is an Apple Fair at the Priory on 19/10/13, 10am – 4pm. This is to be used to promote the allotments. Any help on the day will be gratefully accepted.</p> <p>Gill Ding suggested a press release which would need photographs of the allotments. If an official newspaper photographer is used, they usually prefer to photograph on Saturday mornings.</p> <p>Christine has still had no response from her submission of the allotment details for inclusion on the council website, but will continue to chase this up.</p> <p>Open Day at the allotments – this could be held every year, rather than every other year. It could be held to tie in with the Leominster Festival – usually the last week of May or the first week of June, Saturday 31st May or Sunday 1st June in 2014 and opening up to the public at 2pm. Tea and cakes could be served on the open day, with produce also being sold.</p> <p>Gill will also notify Trish Marsh, Chair of Leominster Festival Committee, about our plans.</p> | <p>Volunteers needed</p> <p>Gill Ding to prepare a Press Release</p> <p>Christine to chase up our details</p> <p>Gill to notify Trish Marsh</p> |
| <p>Newsletter</p> <p>If there are any articles for inclusion in the newsletter, please let David have them by Monday 2nd September, as this is the deadline. Please submit them to David Russell at the Town Council offices or send them to Christine c.conlon@btinternet.com if they need typing into Word format.</p> | Submissions needed for Newsletter |

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| <p>Diary Dates</p> <p>Friday October 4th, 7pm– End of season celebration evening at the Forbury rooms. Quiz, raffle, awards, food.</p> <p>Saturday 19th October, 10am – 4pm– Apple Fair at the Priory.</p> | |
| <p>Any Other Business</p> <p>Closing the gate</p> <p>A notice to remind all to close and lock the gate along the lines of “If you are the last one there, please make sure you lock the gate after you” has been laminated by David and will be fixed onto the gates:</p> <p>During the day, if not locking the gate, ensure it is pulled closed to deter those without keys from entering.</p> | <p>Gate close & lock procedure to be noted</p> |
| <p>Next meeting</p> <p>Wednesday 11th September 2013, 7.00pm prompt, Chequers Inn, Etnam Street (note change of venue)</p> <p>Please bring a copy of these minutes with you to the next meeting.</p> | |

Leominster Allotment Association Annual General Meeting

Wednesday 28th August 2013, 7.00pm at Leominster Town Council Offices.

Committee members present: Lesley Marsh (Chair), John Braithwaite, Jane Lacey, Viv Pearson, Ann Purcell.

Others present: John Andress, Michael Bloy, Cathy Fewlass, Gill Ding, Mike Goodwin, Mary Locock, Bernard Preece, Phillip Purcell, David Russell (Deputy Town Clerk).

Apologies: Jess Croot, Sue Morris.

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

Items

Opening matters

Minutes from the previous A.G.M. meeting, 29th August 2012, were approved as a true record of last year's meeting.

Chairman's Report – Lesley Marsh

- Under-occupancy of plots is a problem
- The Town Council have the grass-cutting contract for the allotments
- Community Beds – Lesley has taken on four Community Beds which are looking good at the moment. The idea is promote just keeping a Community Bed rather than taking on a plot, which could prove to be too much to take on. It's hoped to promote this and other aspects of the allotments in the local newspaper.
- More beds are to be built by the **West Mercia Probation Trust workers.**

Treasurer's report - Jane Lacey

The income was **£2,382.20**, expenditure was **£2,509.83** yielding a temporary deficit of **£127.63**. The bank balance for the preceding financial year of August 2011 – July 2012 was **£929.26**.

The bank balance at the end of July was **£654**; monies not included in this balance are a refund of **£75** for security gate problems and the **£100** grant from regional NSALG; our balance today was **£939.48**. Further details are included in the accounts extract below:

INCOME

1st August 2012 – 31st July 2013

| Dates | | Subsc. | Seeds | Teas | Raffles | Grants | Paid in | Float |
|---------------|--------------------------|-------------|----------------|-------------|------------|---------------|------------------|---------------|
| Aug - Nov | | £180 | | | | | £180 | |
| Nov | Kings Seeds | | £382.80 | | | | £387.25 | |
| Dec | | | £69.60 | | | | £92.10 | |
| Jan | | | £29.40 | | | | | |
| Dec | Grant for security gates | | | | | £1,521 | £1,521 | |
| June | Open Day | | | £120 | | | £120 | |
| | | a | b | c | d | e | | f |
| Totals | | £180 | £481.80 | £120 | nil | £1,521 | £2,300.35 | £79.45 |

a + b + c + e + f

Total monies in = £2,382.25

August 2012 – July 2013

1st August 2012 – 31st July 2013

EXPENDITURE

| Date | Affiliation/ Subsc. | Seeds | Insurance | Expenses | paid out | Expenses/ Grants | |
|---------------|------------------------------|-------------|----------------|----------------|---------------|---------------------|------------------|
| Sept | | £100 | | | £100 | | |
| Nov | Kings Seeds | £332.48 | | | £332.48 | | |
| Dec | | £64.86 | | | £64.86 | | |
| Jan | | £27.96 | | | £27.96 | | |
| Jan | Shield Insurance | | £108.83 | | £108.83 | | |
| Feb | Community beds | | | £28.80 | £28.80 | | |
| Feb | Security gates | | | | £996 | £996 | |
| Feb | Installation of gates | | | | £600 | £600 | |
| Mar | Community beds | | | | £115.20 | £115.20 | |
| Mar | Photocopying | | | | £24.70 | £24.70 | |
| Mar | Cutting of corrugated sheets | | | | £111 | £111 | |
| | | a | b | c | d | e | |
| Totals | | £100 | £425.30 | £108.83 | £28.80 | £2,509.83 | £1,846.90 |

a + b + c + d + e
Total Monies out = £2,509.83
August 2012 – July 2013

Balance in bank at end of July 2013 was £654

Social Secretary's report – Jess Croot has given up as Social Secretary. Lesley Marsh reported.

The main events have been

- The Awards evening was held on 5th October, 2012 at the Forbury – Harvest Supper, raffle, quiz.
- The Allotment Open Day held on 9th June 2013 – Official gate opening ceremony, teas, plants, books sold. Performance by the Pop-Up Theatre.

Publicity Secretary's report – Viv Pearson

Probation workers

The West Mercia Probation Trust workers now regularly work on the allotments for one day a month and we now have a contract with them. As well as helping with other tasks, they have helped to create the new mini-plots.

Gates and padlocks

We have had funding to buy the padlocks and keys, a grant of £425.63, which have replaced the digital lock.

Security gates - cost and installation was £1,521.

Memberships Secretary's report – Ann Purcell

The cost of membership is still £5.

Many members of the Allotments Association have paid their subscriptions, but some are still outstanding. If anyone wants to pay their subscription, please contact the Membership Secretary, Ann Purcell - Telephone 01568 614054.

It was suggested that the collection of the £5 subscription could be done by standing order. Jane Lacey, Treasurer, will get information from Nick of the History Society, as this is the option their members are given.

Seed Secretary's report – John Braithwaite

John has asked for quite a few catalogues this year, but will see what Kings Seeds send to him. The numbers of catalogues sent to us is dependent on the sales made to Allotment Association members and allotment holders in 2012.

With the arrival of the Kings Seeds catalogues being imminent, distribution of catalogues was discussed and it was suggested that they could be brought to the Town Council offices for people to collect and to the Awards evening. If there aren't many catalogues sent, in order to ensure all who want to see the catalogues get to see them, each copy will have a list of names (circulation list) attached to the top.

A suggestion was made to scan the catalogue into PDF format, but the idea was rejected, not being practical, as the catalogue is too large.

Jon told us that the catalogues are not just for seed selection, but they also have other useful information about seed propagation.

Election of Officers

- **Lesley Marsh** remains as **Chairman**
- **Jane Lacey** remains as **Treasurer**
- **Anne Purcell** remains as **Membership Secretary**
- **Viv Pearson** remains as **Publicity Secretary**
- **John Braithwaite** remains as **Seed Secretary**
- **Christine Conlon** remains as **Minutes Secretary**

- **Vacancy - Social Secretary**
- **Vacancy - Secretary**

These appointments were agreed by those who attended the meeting.

Next AGM: Wednesday 27th August 2014, 7pm Town Council Offices

Leominster Allotment Association meeting

Wednesday 11th September 2013, 7.00pm at the Chequers Inn, Etnam Street, Leominster.

Committee members present: Lesley Marsh (Chair), John Braithwaite, Jane Lacey, Viv Pearson. **Others present:** Cathy Fewlass, Karen Price. **Apologies:** Ann Purcell

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

| Items | Actions |
|--|---------------------|
| Amendments – none Minutes approval – minutes from previous LAA meeting, 28/8/13, approved. | |
| Matters arising <ul style="list-style-type: none">• Newsletter– Lesley submitted an article to David for inclusion in the Newsletter. The Awards Evening and the Apple Fair are also expected to be included, but Christine is to remind David. | Christine to action |
| Correspondence – none | |
| Site inspections - Due in September, still to be carried out. | |
| Allotment keys – distribution <p>David Russell has been able to contact some of those who have not yet paid for their allotment key. Rather than pay £5 for a key, they indicated that they will climb over the gate or go in through a gate which has been left open by another allotment key-holder.</p> | |
| Up to date contact lists <p>Following on from the key distribution and with the new tenancy agreements signed, permission forms were also signed giving permission for the LAA and Town Council to communicate with allotment holders.</p> <p>The permission forms are currently being processed /updated by Viv and Jane. Christine to help if required. This will help to get allotment information out to more plot-holders.</p> | |
| Preparation of Awards Evening and Apple Fair <ul style="list-style-type: none">• Awards Evening, Friday 4th October, 7pm. Food – bring and share<ul style="list-style-type: none">Odds – sweetEvens – savouries <p>As a raffle is to be held at the Harvest Supper, any donations of prizes will be gratefully accepted. Offer to Lesley Marsh or bring along on the evening.</p> <p>Quiz – hopefully David will be able to do a quiz for everyone.</p> Apple Fair, Saturday 19th October, 10am – 4pm. | |

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| <p>Start to set up by 9am -9.15am.</p> <p>Stall to be set up to help to promote the allotments. Tablecloth, allotment produce and NSALG leaflets.</p> <p>Large sign to go onto an easel. Photographs to be displayed. Cathy to bring display boards.</p> <p>Any help on the day will be gratefully accepted – turn up on the day. Christine to e-mail out to contacts to advertise Apple Fair and ask for help, also to notify about the Awards evening.</p> | <p>Volunteers needed</p> <p>Christine to action</p> |
| <p>Promotion of the Association</p> <ul style="list-style-type: none"> Gill Ding has written a press release to the Hereford Journal, mentioning availability of plots or part plots. Christine has put details of Leominster allotments onto the Herefordshire Council website and can update it with news stories and events details. This is the link: http://www.findgroups.org.uk/browse_groups/group/7848 Allotment stall at the Apple Fair, Saturday 19th October, 10am – 4pm. | |
| <p>Diary Dates</p> <p>Friday October 4th, 7pm– End of season celebration evening at the Forbury rooms. Quiz, raffle, awards, food.</p> <p>Saturday 19th October, 10am – 4pm– Apple Fair at the Priory – promotion of the allotments.</p> | |
| <p>Any Other Business</p> <ul style="list-style-type: none"> Kings seeds catalogues As these are ready for distribution, John Braithwaite will deposit some catalogues at the Town Council offices, for which Association members will sign. Some catalogues will be taken to the Awards evening on 4/10/13. Free manure Gill Ding has arranged for Phil Edwards (farmer next to allotments) to deliver a trailer full of manure to the allotments - free to plot holders. The Leominster Allotment Association is grateful to Phil for the supply and delivery of such a useful product. Approximation of the size of a quarter plot If asked what a quarter plot size looks like, Viv has suggested imagining that 4 cars could fit on a quarter plot. | |
| <p>Next meeting</p> <p>Wednesday 13th November 2013, 7.00pm, Town Council office, Leominster</p> <p>Monday 11th November, 7pm at The Chequers Inn, Etnam Street, Leominster. Please bring a copy of these minutes with you to the next meeting.</p> | |

Leominster Allotment Association meeting

Monday 11th November 2013, 7.00pm at the Chequers Inn, Etnam Street, Leominster.

Committee members present: Lesley Marsh (Chair), John Braithwaite, Jane Lacey, Viv Pearson.

Others present: Cathy Fewlass. **Apologies:** Gill Ding, Iain Plumtree, Ann Purcell.

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

| Items | Actions |
|--|--|
| Amendments – none Minutes approval – minutes from previous LAA meeting, 11/9/13, approved. | |
| Matters arising <ul style="list-style-type: none">• Apple Fair 19/10/13– Lesley thanked those who had helped with the Apple Fair recently (J Lacey, C Fewlass, C Conlon, M Locock, L Marsh, V Pearson, S Sidebotham). The stall display with leaflets drew interest in the allotments.• Manure – After discussion with the farmer who was due to supply the manure, it has been decided not to go ahead with this as a cost would be incurred. Discussions with another supplier are taking place and delivery should be imminent. | |
| Correspondence – none | |
| Site inspections – To be carried out. | |
| David Russell – retired <ul style="list-style-type: none">• David Russell, Deputy Town Clerk, has now retired and moved from the area. Leominster Allotment Association would like to record their appreciation for all the hard work David has done for the organisation over the years. He will be missed. We hope he enjoys his well-earned retirement.• A new Deputy Town Clerk is to be appointed shortly. | |
| Allotment matters <ul style="list-style-type: none">• Hedge-trimming – the hedge was trimmed a bit too closely in some places as there are areas of hedge where the allotments are now accessible from the outside. Rabbit netting will need to be put up in certain places.• Water – it isn't known if the water is still switched on. It needs to be turned off to prevent frost damage. Who will carry this out has not yet been ascertained.• First-aid kit - the First-aid box is empty so it needs refilling. Although | Refer to Town Clerk Refer to Town |

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| <p>requested, it has not been refilled by some who have used it.</p> <ul style="list-style-type: none"> • Clean water – it was suggested that the allotment association ask for a stand-pipe providing fresh, clean water, for anyone needing to treat cuts/wounds. There is an outlet by plot 10 but it is difficult to access. | Clerk |
| <p>Awards Evening - planning for 2014</p> <p>The Awards Evening was held on Friday 4th October. An enjoyable evening, where Councillor Angela Pendleton was present, awards were distributed and food was brought and shared. David Russell also provided the quiz for which there was a prize and the raffle brought in £21 to add to the allotment funds.</p> <p>Councillor Pendleton spoke in support of the allotments, as well as highlighting some ways in which the allotments could be improved. She also talked about the allotments' award for Herefordshire in Bloom. The allotments were awarded 'Thriving' level 4.</p> <p>Thoughts have turned to planning the 2014 Awards Evening. Several suggestions:</p> <ul style="list-style-type: none"> • More information is needed about the criteria for giving out the awards next time, as these were not entirely clear this time. • Re-arrange the tables in a herring-bone layout, so that people can chat to each other more easily. • On entry, welcome people with a free drink (alcoholic or soft drink). • Have a short quiz already put out on tables, to break the ice. • Have the awards at a different time during the evening. • One bigger, well-prepared quiz later on, in which all could participate. • Perhaps more small raffle prizes. • Continue with bring and share food. • Have something for all to join in with after the food has been eaten, rather than everyone drifting away to clear the dishes and tables and then go home. | |
| <p>Kings Seeds</p> <ul style="list-style-type: none"> • John Braithwaite (Seed Secretary) has sent off twelve sets of orders. | |
| <p>Promotion of the Association</p> <ul style="list-style-type: none"> • Gill Ding promoted the organisation in the Hereford Journal, mentioning availability of plots or part plots. • Ginhall Lane allotments availability was recently mentioned in a Green Party political leaflet which was delivered to each household in the Town. • There is the possibility of a window display in the Tourist Information | Carry |

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| <p>Centre window in Spring 2014, just as people begin to think about taking up an allotment. Hintons Country & Garden shop may also agree to put a display in their Broad Street window at the same time.</p> | <p>forward idea to 2014</p> |
| <p>Diary Dates</p> <p>None. Date and venue of next meeting to be arranged.</p> | |
| <p>Any Other Business</p> <ul style="list-style-type: none"> • Leominster Allotments Association website Viv has investigated setting up a website for the organisation. A website designer has offered to set up a basic template with six pages. Pages to include Home – About – News – Contacts. It could also include links to other relevant websites such as the National Allotment Society and the Town Council. There is a cost involved. To be discussed further after a new Site Manager has been appointed. • Flanders poppy seeds Christine suggested planting some poppy seeds to create a small memorial ‘garden’ as part of the 2014 commemoration of the Centenary of World War one (also commemoration of the D-Day landings in 2014). The poppy seeds which originate from Flanders are on sale at B&Q, who are offering these in partnership with the Royal British Legion. | |
| <p>Next meeting</p> <p>Date of next meeting, Wednesday 29th January, 7pm at the Town Council Offices, Leominster.</p> <p>Please bring a copy of these minutes with you to the next meeting.</p> | |