

Leominster Allotment Association meeting

Wednesday 29th January 2014, 7.00pm at the Town Council Offices, Leominster

Committee members present: Lesley Marsh (Chair), John Braithwaite, Jane Lacey, Viv Pearson. **Others present:** Cathy Fewlass, Iain Plumtree (Town Clerk), Heather Harding (Deputy Town Clerk) **Apologies:** Ann Purcell.

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

Items	Actions
<p>Amendments – none</p> <p>Minutes approval – minutes from previous meeting, 11/11/13, approved.</p>	
<p>Deputy Town Clerk</p> <ul style="list-style-type: none"> Heather Harding has been appointed to the post of Deputy Town Clerk. Members at the Allotment meeting welcomed her to her new post. 	
<p>Matters arising</p> <ul style="list-style-type: none"> Allotment matters <p>Water supply – It's unclear who turned off the water supply in order to prevent frost damage (Cathy, Jane, Les Price or Ray Wall). Need to decide who will be tasked with this for the future.</p> <p>In connection with this, Ray Wall (allotment holder) has been undertaking many tasks, unpaid, at the allotments. For example, he has patched bare hedges with pig-wire. He will be invited to attend the next meeting to discuss and formalise what he would be prepared to carry out at the allotments, in exchange for recompense.</p> <p>First Aid kit – Disinfectant to be provided and First Aid kit to be refilled. The First Aid point will be indicated by a laminated Green Cross sign and a sign on the toilet door will indicate where the kit is kept.</p> <p>Clean Water – A stand pipe for clean water is needed, nearer to the entrance. Ray Wall will be asked for his advice about how to do this.</p> <p>Awards evening – It appears that Cllr Pendleton's allotment comments/advice, given at the awards evening, have not been officially recorded. As Heather is to attend the next Property Committee meeting, she will enquire if the Cllr's comments have been submitted there.</p> 	<p>Deputy Town Clerk (Heather) to invite Ray Wall to next meeting</p> <p>Cathy to list tasks done by Ray</p> <p>Town Clerk (Iain) to arrange signs</p> <p>Heather will enquire at Committee meeting</p>
<p>Correspondence</p> <ul style="list-style-type: none"> NSALG – Details of the Regional meeting, 8TH February, received. The venue for the next NSALG meeting in August is not yet known. If Hereford Allotments don't host it, Leominster Allotments Association could offer to host it. 	
<p>Site inspections</p> <ul style="list-style-type: none"> Iain walked around the allotments to inspect them in January. He noted that: 	

<ul style="list-style-type: none"> - all plots need to be numbered clearly and need to be seen clearly from the gate end. - It is believed that plot 1 is plot 8 <p>A circular is to be sent out to the allotment holders, which will include the plot numbering requirement.</p> <p>Lesley will check allotments on Monday 3rd February. Site inspections are to be carried out on a monthly basis. Since there have been regular inspections, the allotments have changed. Ian stated that neglected allotments will trigger the necessary letters to ploholders.</p> <ul style="list-style-type: none"> • Wet plots The wet plots still haven't dried out, as the water table is high. If anyone is renting one of the waterlogged plots, they should be given an exchange of a drier, vacant plot. <p>Possible solutions to the problem of waterlogged plots: dig herringbone channels; create a pond; grow willow for basketry; leave to grass over so the water is taken up; insert an observation chamber into the large bore pipe which removes the run –off from the Buckfield Estate. Ray's advice will be sought.</p>	<p>Heather/Ian to send out circular</p> <p>Lesley to check plots 3/2/14</p>
<p>Promotion of the Association</p> <p>Links with the Town Council</p> <ul style="list-style-type: none"> • Lesley would like to see the Allotment Association in partnership with the Town Council rather than as a separate organisation. • Ian would like representatives from the Association to attend the Property Committee meetings. The Committee visits the allotment site twice a year. The Skateboarding, Allotments and Property Committee could all meet together as they have similar interests. • Councillors and the Town Council should work together with the Association too. • Ian recommended that there should be an allotment holder's meeting in preference to an Allotment Association meeting. • When annual invoices are sent out by the Town Council, Ian suggested that the £5 Association subscription could be collected at the same time. A calendar year is preferred and just one start date is needed, as allotment rental renewal dates don't match. Ian is hoping to get computer software in order to sort this mismatch out. The software would set out amounts to be collected yearly, ¼ rly, ½ yrly, ¾ rly. • Ian wants plot holders to know that "if you dig, you must join the Association because the Town Council only negotiate with the Association". • If a plot holder takes over a neglected plot, the 2nd year could be free of charge, as recognition of the effort involved. <p>Suggestions for promotional events</p>	

<ul style="list-style-type: none"> • Hold a Tea Party for all allotment holders to meet and greet each other. • Arrange brief talks (say, half an hour). Ian offered the Town Council offices for this, free of charge. • Open up these talks to all local gardeners. • Cathy stated that there is no Gardener's Club in Leominster. Set one up? • John Braithwaite has been chosen to prune apple trees at Berrington Hall and to be given practical guidance by Jon Moss – Pruner for Bulmers. • Kingspan and Kings Seeds give small grants for environmental projects, so perhaps we could apply. • Eggstravaganza was successful in promoting the allotments and this could be used again for their promotion. Perhaps Hintons could promote the allotments for a week in their window. • Ian suggested that the Association could apply for a Community grant, as we are a constitution. • The annual cost of a website for the Association is £50. 	
<p>Diary Dates</p> <ul style="list-style-type: none"> • 3/2/14 - Probation team at the allotments 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • The notice board at the allotments needs updating. 	
<p>Next meeting</p> <p>Date of next meeting, Wednesday 12th March, 7pm at the Town Council Offices, Leominster. Please bring a copy of these minutes with you to the next meeting.</p>	

Leominster Allotment Association meeting

Wednesday 12th March 2014, 7.00pm, held at alternative venue, The Duke's Head, Corn Square, Leominster.

Committee members present: Lesley Marsh (Chair), John Braithwaite, Jane Lacey, Viv Pearson, Ann Purcell. **Others present:** Mary Locock, Mr & Mrs Ray Wall, Heather Harding (Deputy Town Clerk)

Apologies: Cathy Fewlass. **Minutes:** Christine Conlon (copies to I. Plumtree, Town Clerk, H. Harding, Deputy Town Clerk)

Items	Actions
<p>Amendments</p> <p>Promotion of the Association – The Apple Fair, not Eggstravaganza, was successful in promoting the allotments</p> <p>Minutes approval – minutes from previous meeting, 29/1/13, approved.</p>	
<p>Groundsman</p> <p>Town Clerk, Iain, has formerly asked Ray Wall to be the Allotments' groundsman. He will receive a small remuneration for taking on this role.</p>	
<p>Matters arising</p> <ul style="list-style-type: none"> • Standpipe – installation agreed by Town Council. Site to be decided. Fresh water stand pipe will have a push-tap to prevent water wastage. The tap needs to be placed near to the main gate and installed by a plumber, for insurance purposes. • Flooded plots – suggested solution, dig up plots and insert a land drain. • Informal meeting held with Town Clerk and Deputy Town Clerk to discuss the flooding issues and possible application for funding. 	<p>Heather to action</p>
<p>Correspondence</p> <ul style="list-style-type: none"> • "Allotment Challenge" (a future BBC programme) was sent to Christine by Deputy Town Clerk, to be distributed by e-mail to members. It was also advertised on the allotments notice board. • Leominster in Bloom information has been received. 	
<p>Site inspections and plots</p> <ul style="list-style-type: none"> • Heather and Lesley have checked the plots. • Tenancies of some plots are unclear. In April, allotment tenancies come up for annual renewal and this will then become clear. • Some plots continue to be in a derelict state. • Town Clerk and Deputy Town Clerk are keen on a tidy allotment site. • Ray is to oversee the removal of rubbish from the allotments. • If the rubbish is bagged up, a bag could be regularly placed at the bin lorry pick-up point – at the top of the Figure-of-8 cattery lane. • Some allotments are untidy because of tenants' illness/disability/physical impairment. • Problems with tenancies will be noted and actioned. • Some tenants have given up their plots, but some new tenants have also 	<p>Ray to action</p>

<p>taken up plots.</p> <ul style="list-style-type: none"> • If a tenant gives up a plot, the gate key needs to be returned to the Town Clerk / Deputy Town Clerk. A £5 deposit will then need to be returned to the ex-tenant. 	
<p>Communal Building</p> <ul style="list-style-type: none"> • A shed, rather than a cabin, is proposed. Ray suggested that in order to build it ourselves, shuttering board, timber, roofing felt, windows, lock and hinges would be needed. • A decision is to be taken on what is best for the site. 	
<p>Promotion of the Association</p> <ul style="list-style-type: none"> • The Tourist Information Centre in Leominster charge for holding a window display. The window also gets booked up quickly. • Jane will ask if an allotment display could be held in Leominster Library. • Posters advertising the allotments are to be put in Hintons and any other outlets willing to display for us. 	Jane to action
<p>Diary Dates</p> <ul style="list-style-type: none"> • Saturday 26th April – there is to be a pre-Leominster Festival event with stalls. This promotion of growing root vegetables and potatoes could be used to promote the allotments and the Association. If anyone is interested in manning a stall, please get in touch with Joan Thwaites. Apple fair promotion materials could be re-used. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • Notify Christine if anyone wants to receive minutes by e-mail • Transfer of manure to allotments may involve a small cost due to a tractor trailer used to move it in two lots to the middle car park. • Advertisement for “Allotment Challenge” (a future BBC programme) has been distributed to members and put on allotment notice board. • Vermin control contract – there is a need to put in more boxes for better control in the centre of track ways on the allotment site, as well as on the perimeters, as at present. • Request for access by vehicles up the track ways to individual allotments, by arrangement, as vehicle gates are locked to prevent wet ground being churned up in the Winter. 	Heather to action Heather / Ray
<p>Next meeting Date of next meeting, Wednesday 28th May, 7pm at the Town Council Offices, Leominster. Please bring a copy of these minutes with you to the next meeting.</p>	

Leominster Allotment Association meeting

Wednesday 28th May 2014, 7.00pm, at the Town Council Offices, Leominster.

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

Others present: Cathy Fewlass, Bernard Preece, Darrel Maund, Heather Harding (Deputy Town Clerk).

Guest: PC Gareth Maddox, West Mercia Police (Leominster Safer Neighbourhood Team)

Apologies: M Bloy, P and G Ding, A Purcell, R Wall.

Minutes: Christine Conlon (copies to I. Plumtree, Town Clerk, H. Harding, Deputy Town Clerk)

Items	Actions
<p>Amendments - none</p> <p>Minutes approval – minutes from previous meeting, 12/3/14, approved.</p>	
<p>Matters arising</p> <ul style="list-style-type: none"> • Communal Building – Jane has submitted an application for a community grant to help part fund this project. The Town Council are submitting the planning application on behalf of the Allotments. Caldicotts' permission is being sought. 	
<p>Correspondence - none</p>	
<p>Crime prevention Advice</p> <p>Guest speaker Gareth Maddox, West Mercia Police (Leominster Safer Neighbourhood Team) was invited to talk about allotment security.</p> <ul style="list-style-type: none"> • PC Maddox remarked that security at the allotments was better since the new gates were installed and he last visited. In particular, the boundaries have been improved. Keep the boundaries secure. • Sheds – thieves look for tools to steal, so mark your property. Mark the wooden part of the tool, if possible • Keep your shed unlocked to prevent smashed doors, windows and broken locks. • A postcard sign “STOP all valuables have been removed” could be put in windows of sheds. This was supplied by PC Maddox. • Solar powered CCTV systems are in development stage. • Battery and Solar powered alarm systems available. • ‘Smart water’ kits available. Each kit has a unique ‘DNA’ code. Costs £32.50, it could be purchased by the Association. One kit would be enough for marking many items. • It was suggested: <ul style="list-style-type: none"> - a rota for people to accompany each other to check the allotments. - put a sign on gate “Allotments regularly patrolled by Police”. - put PC Gareth Maddox’ card on the notice board for plot holders to use if anything suspicious is seen. • Telephone 101 to report non-emergency situations. • PC Maddox distributed security advice booklets and signs which will be taken down to the allotments for sharing. 	

<p>Communication with members</p> <ul style="list-style-type: none"> • This is done by Christine sending out the meeting minutes by e-mail to those members of the Allotment Association who have given their e-mail addresses. If necessary, some copies could be hand-delivered to local addresses, if this was requested, in order to save postage. • Notices are also put on the allotments notice board. • The Town council offices have a table with newsletters and notices available for the public to take. 	
<p>Visibility of the Association</p> <ul style="list-style-type: none"> • Heather is encouraging plot holders to join the Leominster Allotment Association, when they come to pay their annual rent. She is highlighting the advantages of paying £5 which includes plot insurance as well as other benefits. • A draft newsletter is in preparation and will mention the advantages of being a member of the Association. It will also state which plot numbers belong to the Committee members, which will aid communication. It's hoped to get the newsletter out in early July. • Encourage people to become more proactive, for example, attending these meetings. There are only 6 meetings per year. • Jane has put a notice in the library which promotes allotments in general. Viv has made a provisional booking in the library to put up a display about Leominster Allotments Association (first two weeks in September). • Renting an allotment works out at about £1 per week for a half plot. • Heather has generously offered to print a few copies of the newsletter. 	<p>Cathy and Jane to action</p> <p>Viv and Jane to action</p> <p>Heather to action</p>
<p>Site inspections and plots</p> <ul style="list-style-type: none"> • No site inspections were undertaken due to pressure of work and holidays. Heather and one other person will walk around the plots on Wednesday 18th June. • Heather listed the empty plots: 4 x full-sized plots 5 x half-sized ones 5 x wet plots • Heather informed us that there are still some vacant plots available. Plot 65 could easily be returned to be let but is unfenced at present. The previous tenant removed this without permission. • Heather suggested that the swap table is painted as it is looking worn. It also needs a laminated sign to go 'behind' the table for ease of reading. • Heather has asked a plumber to undertake the stand-pipe work. It will take 2 days. A notice will go up to inform tenants of any disruption. • Viv has arranged for plots 52 and 52a to be dug over by Maurice Clothier's team and an empty plot to be strimmed. Also arranged by Viv, potholes at the allotments have been filled (work done by Maurice 	<p>Heather to action</p>

<p>Clother's team).</p> <ul style="list-style-type: none"> • Sue Morris has agreed to be responsible for the sawdust for the tree bog and to purchase toilet rolls as necessary. • It was suggested that notices advertising allotment and garden related items for sale could be put on the notice board. Also, 'wanted' items. • Also suggested, spare tools have been donated and kept in the cube, in case anyone forgets to bring such an item, or theirs break on site. • A rota could be drawn up, for volunteers to keep the edges of the boundary tidy from litter etc. • Use the newsletter to ask for first-aid items to be replaced, if used. Also, someone has used and abused the space blanket so refraining from misuse could also be mentioned. • All could help to weed the community flowerbed. 	<p>Cathy and Jane to action</p>
<p>Awards Evening</p> <ul style="list-style-type: none"> • Last year, the awards cups were distributed. There are still some to collect back, as only one cup has been returned. A request for their return could be put in the newsletter. • The criteria for awarding the cups last year were not clear. We need to contact the judges for feedback on this. The judges were Mr Abley, Geoff Bricknell and Angela Pendleton. Perhaps the Association members could help to choose the judges too. • It has been suggested that we miss a year before awarding the cups again. This would give people a chance to prepare for the categories. • The dates of evening are still to be confirmed, but it will be at the Forbury rooms, Leominster. • Invitations include Town and Deputy Clerks and any local dignitaries. 	
<p>Diary Dates</p> <ul style="list-style-type: none"> • AGM – Wednesday 27th August. • If possible, it would be useful to have the Kings' seed catalogues by August, so they could be distributed at the AGM. • There will <i>not</i> be an Open Day this year. We will join in with the 'Open Gardens' programme next year. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • Lesley distributed some Allotment magazines at the meeting for members to read then pass on to other members. • A contracted workman with a strimmer has had conflict with a tenant. Lesley stated that this is not acceptable for it to happen to a tenant. 	
<p>Next meeting Date of next meeting, Wednesday 16th July, 7pm, Town Council Offices. Please bring a copy of these minutes with you to the next meeting.</p>	

Leominster Allotment Association meeting

Wednesday 16th July 2014, 7.00pm, at the Town Council Offices, Leominster.

Committee members present: Lesley Marsh (Chair), Jane Lacey, Ann Purcell

Others present: Cathy Fewlass, Heather Harding (Deputy Town Clerk).

Apologies: Viv Pearson.

Minutes: Christine Conlon (copies to I. Plumtree, Town Clerk, H. Harding, Deputy Town Clerk)

Items	Actions
<p>Amendments - none</p> <p>Minutes approval – minutes from previous meeting, 28/5/14, approved.</p>	
<p>Matters arising</p> <ul style="list-style-type: none">• Communal Building – The Town Council have now submitted the planning application on behalf of the Allotments.• Swap Table – The table needs painting as it is looking worn. A volunteer is still needed for this task.• Rota – The rota suggested at the last meeting, where members keep the boundary edges tidy from litter etc. has yet to be drawn up.• Newsletter – this has been submitted to Viv for final editing.• Standpipe – Installation is underway.	<p>Volunteers needed</p> <p>Volunteers needed</p>
<p>Correspondence</p> <ul style="list-style-type: none">• Herefordshire in Bloom - Christine has replied to Trevor Swindells of HIB to say we are not subscribing to it this year.• Guest speaker – Christine sent an e-mail of appreciation to last meeting's Guest speaker PC Gareth Maddox, West Mercia Police for his talk about allotment security. Also a thank you e-mail to the Deputy Town Clerk (copied to Town Clerk) for organising it.	
<p>Site inspections and plots</p> <ul style="list-style-type: none">• Due to pressure of commitments, Maurice Clothier's team were unable to carry out digging and strimming of plots on 7th July.• Areas of the allotments still need to be strimmed. As there is no supply of electricity at the location, petrol/diesel strimmers and re-chargeable strimmers are the only equipment capable of doing this. Anyone who is able to strim could perhaps help by strimming and weeding just that little bit further. If anyone had a petrol/diesel generator, it would be useful for people with only electric strimmers.• Heather listed the current vacant plots: 2 x full-sized plots 4 x half-sized one and 1 x unfenced plot.• The stand-pipe work is underway. A large pile of top-soil was put to one	

<p>side of the car park for any plot holders to use.</p> <ul style="list-style-type: none"> • Heather is arranging for the shed on plot 54 to be removed. • Sue Morris has replaced the sawdust for the tree bog. • The Community bed will be weeded and tidied up by Heather and Ann, doing one side each. • With so many tasks needed to be done, a notice will go on the blackboard asking for plot holders to help out. • Help is needed with: <ul style="list-style-type: none"> Keeping boundary edges tidy from litter etc. Strimming Weeding Repairing hedge holes on the perimeter, rear, top lane side Small repairs to the wire fence on the perimeter, rear top lane side Plot no. 2 needs clearing; plots 2 and 5 currently being the worst 	<p>Cathy and Jane to ask certain plot holders to help out</p>
<p>Awards Evening</p> <ul style="list-style-type: none"> • Cathy has booked The Forbury rooms for Friday 3rd October, from 6pm until 10pm. • Uncertainly whether to call the evening. 'Harvest supper', 'Awards evening', 'Social evening' etc. To be decided. • Heather suggested the Association members create a centrepiece basket for the evening which would include local produce. Viv to be asked for a suitable basket container. Locally made bread, chutneys, jams to be sourced plus eggs laid by Ginhall Lane orchard hens. • There are no additional Award cups to be returned. One cup was awarded last year alongside two shields. The shields are given and are not expected to be returned to the Town Council. • Awards to be made in 2015 to give people a chance to prepare. • Heather has invited the Mayor and his wife, also the Town Clerk to the event. 	
<p>Diary Dates</p> <ul style="list-style-type: none"> • AGM – Wednesday 27th August. • Awards Evening - Friday 3rd October, from 6pm until 10pm. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • Update details - When sending out the minutes, Christine will remind members to keep her updated with any changes to e-mail addresses. 	<p>Christine to action</p>

<p>The date of the next meeting will be included in the message.</p> <ul style="list-style-type: none"> • Manure – If anyone knows of a free supply of manure in quantity, please inform Heather or Iain of the Town council. This request will also be put into the Newsletter. Unfortunately, getting a huge trailer into the allotments is not feasible, due to the tight turn. Perhaps people could be allowed to go to the location and remove the manure themselves, stating 'by arrangement with the Town council'. • Gates to be closed – When the growing season has ended, the large, inner gates leading to the trackways will be closed to vehicles. This is to preserve the driveways during wet weather. Access for cars will still be allowed as far as the car park. The inner gates will be closed from October to April and open only one Saturday per month, dependant on the weather. This will be added to the Newsletter. 	
<p>Next meeting Date of next meeting, Wednesday 24th September, 7pm, Town Council Offices. Please bring a copy of these minutes with you to the next meeting.</p>	

Wednesday 27th August 2014, 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, Becca Antink, Cathy Fewlas, Steve Gallimore, Heather Harding,
Mr & Mrs Jordan, Bill Lloyd, Mary Locock, David Lovegrove, Sue Morris, Mr & Mrs Nicol, Bernard Preece, Chris Preece, Mr & Mrs Ray Wall **Apologies:** Michael Bloy.

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

Items
Opening matters
Minutes from the previous A.G.M. meeting, 28 th August 2013, were approved as a true record of last year's meeting.
Chairman's Report – Lesley Marsh
<ul style="list-style-type: none">• Lesley recently visited the organically run Ludlow Allotments to see what could be applied to Leominster Allotments. As with our allotments, there are 'ups and downs' and there are some enthusiastic people making a fantastic effort. Theirs has only 30 plots, so theirs is much smaller than ours. There are no boundaries around the plots. They have many good ideas that we could use e.g. they use straw bales as boundaries and as mulch. In Ludlow, it's a rule of tenancy that membership subscription is collected with the rental for the plots. We are working towards that. We could learn much from other allotment groups.• A change of personnel at the Town council has introduced Heather Harding as the new Deputy Town Clerk. The Town Council is keen to be in partnership with Leominster Allotment Association and other local groups.• There were no events at the allotments this year as we are all concentrating on getting the whole site into an acceptable level before planning anything for next year following the poor weather resulting in under-occupancy.• The weather has improved this year, but the Association continues to look for ways to alleviate onsite flooding e.g. Ray Wall has dug drainage channels for this purpose.• Currently, there are just two plots vacant now, contrasting with last year when under-occupancy was a problem (excluding the lower plots which will remain un-let until the drainage works are completed).• The Awards evening was held in October at the Forbury rooms in Leominster.• The next project for the Allotment Association is the onsite Community Shelter. The Town Council are in the process of seeking planning permission. The shelter is to be closed-sided, 12' x 8' and it is planned to use it for meetings and social events.• Allotment Association membership has increased to 60 members.

Treasurer's report - Jane Lacey

The income was **£786.77**, expenditure was **£625.24**. Balance in bank account is £1,112.62
Further details are included in the accounts extract below:

Leominster Allotment Association Accounts

1st August 2013 – 31st July 2014

INCOME

Dates	Subsc.	Seeds	Odds	Paid in	Float
Nov 2013		386.64		386.64	
Jan 2014		45.13		45.13	
Gate refund			75.00	75.00	
April 2014	140.00			140.00	
May 2014	115.00			115.00	
June 2014	25.00			25.00	
	a	b	c		20.00
Totals	£280.00	£431.77	£75.00	£786.77	

a+b+c

Total monies in = £786.77

August 2013 – July 2014

1st August 2013 – 31st July 2014

EXPENDITURE

Dates	Subscriptions/ Affiliation	Seeds	Insurance	Expenses	paid out
7th Jan 2014				5.44	5.44
Sept 2013 (40)	80.00				80.00
May 2014 (15)	33.75				33.75
Jan 2014 (40)			92.19		92.19
May 2014 (15)			27.26		27.26
Nov 2013		341.47			341.47
Jan 2014		45.13			45.13
	a	b	c	d	
Totals	£113.75	£386.60	£119.45	£5.44	£625.24

a+b+c+d

Total Monies out = £625.24

August 2013 – July 2014

Balance in bank account is £1,112.62

This year, there hasn't been any fund-raising, hence there isn't as much in the account.

NSALG affiliation has increased by 25p.

Memberships Secretary's report – Ann Purcell

- Membership has increased to sixty members. The cost of membership is still £5.
- On our behalf, Heather has been promoting the work of the Association and the benefits of membership and requesting the £5 subscription at the same time as annual plot rental. These have almost aligned, which will be a change for the better.
- The allotments and the Association were promoted with an exhibition in Leominster library, and we gained a new tenant with this display.
- Insurance cover is with the NSALG. Although insurance is not payable until January each year, all members of the Association are covered. The NSALG insures in blocks of 10, so if we have 60+ members, we will increase it to cover 70 members.

Seed Secretary's report – John Braithwaite

- Catalogues for Kings seeds were distributed at this meeting
- Put in your seed order (through John) by 6th November and the Association will receive a discount of 18%, which goes into the funds.
- Later orders will still receive a discount, but it will be smaller, at 10%.
- The numbers of catalogues sent to us is dependent on the sales made to allotment Association members in the previous year.

Election of Officers

- **Lesley Marsh** - remains as **Chairman**
- **Viv Pearson** - remains on the committee
- **John Braithwaite** - remains as **Seed Secretary**
- **Christine Conlon** - remains as **Minutes Secretary**
- **Steve Gallimore** - voted in as **Treasurer**
(**Jane Lacey** is standing down but retained as a member of the committee)
- **Membership Secretary** – will now be **Jane Lacey**
(Ann Purcell standing down from this office)

Members voted onto the committee:

Becca Antink

Chris Preece

Cathy Fewlas

Ray Wall

These appointments were proposed, seconded and agreed by those who attended the meeting.

Jane Lacey was thanked for her work as Treasurer and keeping the accounts.

Ann Purcell was also thanked for her work as Membership Secretary.

Any other business

- There was agreement that the Association needs more representative views and fresh ideas from Association members and plot holders.
- The Association will hold an Open Allotments day in 2015 in conjunction with Leominster Open Gardens and the Leominster Festival.
- Thanks were given to Sue Morris for monitoring and replacing various supplies for the tree bog toilets.
- The Association's Social Evening is on Friday 3rd October, 6.30pm for 7pm at the Forbury, Church Street. The room is booked from 6pm until 10pm
- Please encourage Association members to attend the meetings which we hold every two months, 6 per year. We have short meetings – lasting from 7pm to 8.30pm.
- When meeting dates are set for the year, these will be e-mailed to Association members.
- We continue to use e-mails for communication with members, currently e-mailing 48 members. For efficiency, we would like more e-mail addresses to communicate to members. E-mail c.conlon@btinternet.com to add or update your contact details.
- Eardisland has a Community Garden for the local junior school – perhaps we could try doing that here, giving a reduced rate for Leominster's school. The NSALG has a school membership. To discuss at further meetings.
- We do not have a quotation for laying the pipeline to alleviate flooding yet.
- Vermin traps – more needed in the centre track ways. These are set three times a year. Let Deputy Town Clerk Heather, know where they are needed.
- A Poplar tree near to the entrance is to be felled to enable better access for vehicles.
- Please let Heather know if there is any free manure available.
- Kings seeds catalogues taken by members at the meeting. Don't forget to send in your orders to John Braithwaite.
- Help will be needed to level the ground when shed permission is granted.
- Thanks are given to Ray Wall and John Braithwaite for the work they are doing for the allotments.

Next Annual General Meeting: ~~Wednesday 26th August 2015, 7pm Town Council Offices.~~

Please bring a copy of these minutes with you to the next A.G.M. meeting.

***** Amended date and venue for the 2015 AGM –
Wednesday 9th September, 7pm, the foyer at Grange Court, Leominster.*****
(Amended July 2015)

Leominster Allotment Association meeting

Wednesday 24th September 2014, 7.00pm, at the Town Council Offices, Leominster.

Committee members present: Lesley Marsh (Chair), John Braithwaite, Cathy Fewlass Steve Gallimore, Viv Pearson, Chris Preece, Ray Wall,

Others present:, Heather Harding (Deputy Town Clerk), Mr & Mrs Jordan, Rodney Read, Jim Redshaw, Davina Wall,

Apologies: Pete and Gill Ding, Jane Lacey, Mary Locock, Ann Purcell.

Minutes: Christine Conlon (copies to I. Plumtree, Town Clerk, H. Harding, Deputy Town Clerk)

Items	Actions
<p>Minutes approval – minutes from previous meeting, 16/7//14, approved.</p>	
<p>Matters arising</p> <ul style="list-style-type: none"> • Swap Table – Heather has painted the Swap Table. • Community Bed – this has been weeded by Heather and Ann. • Newsletter – this has now been sent out to members. • Standpipe and water supply to sink by toilet – now installed. • Community Shelter - planning application for the Community Shelter has been submitted. Planning officials have requested a scale drawing of the shed (1:50) on A4. Contact Viv if anyone can help with preparing a scale drawing. 	<p>Viv to action</p>
<p>Correspondence</p> <ul style="list-style-type: none"> • Subscription reminder for National Allotment Society (NSALG) received. 	
<p>Site inspections and plots</p> <ul style="list-style-type: none"> • No site inspections have taken place recently. Heather and Lesley will be checking the allotments again, due at the beginning of each month. • Mr & Mrs Jordan reported weeds on some plots are very high; seed heads are blowing onto other allotments. In the past, Heather contacted some plot-holders to ask them to cut down weeds. Heather will stress necessity of cutting down weeds, in the Town Council's Newsletter. • It was recognised that sometimes there are valid reasons why some people are unable to manage their plots, but The Town Council can follow a procedure to notify other allotment holders about keeping their weeds under control. Also recognised that some people take on an allotment and don't do any effective work on it. Cathy suggested offering mentorship. It is hoped that the planned shed would bring plot holders together and offer a central point for notices and mentorship. • Mr Reed suggested that a firmer line is taken with people who neglect 	<p>Lesley and Heather to action</p>

<p>their plots, making the point that it is unfair that those who don't look after their plots should cause problems for those who tend their plots regularly.</p> <ul style="list-style-type: none"> • It's a few months since Maurice Clothier's probation team have carried out any work at the allotments. Viv is waiting for him to contact her. Maurice Clothier needs to compile a list of tasks to be undertaken by his team at the allotments and to be given a list of work to be done. • Empty plots could be covered in polythene or straw bales (as in Ludlow allotments) to suppress weeds. Ray Wall will ask Leominster firm BPI, if we can obtain some of their polythene. 	<p>Ray to action</p>
<p>Involvement of Schools in the allotments</p> <ul style="list-style-type: none"> • Morrisons are distributing vouchers for packets of seeds for schools. You get a voucher when you purchase over a certain amount there. • Following the Jordan's idea, Cathy suggested that it may be worth contacting the local primary/secondary school to see if they wanted to introduce the children to the allotments. Presently, it may not be the best time to approach the school as this is the beginning of the Autumn term and the new school has only just opened. • Lesley will contact them to explain the proposition. Contact details and the name of the Head can be obtained from the school website. 	<p>Lesley to action</p>
<p>"It's Your Neighbourhood" scheme</p> <ul style="list-style-type: none"> • If the allotments are to join in the scheme, some work would be needed to bring them up to standard. Last time the allotments were entered into the scheme, they were awarded level 4 ('thriving') by the organisers of 'Heart of England in Bloom' and the RHS 'It's Your Neighbourhood' awards in 2012. The subscription is £10. • Last time, Joan Thwaites confirmed our entry with Angela Pendleton (Heart of England in Bloom, RHS co-ordinator) and filled in the necessary forms, also creating a portfolio to submit. • Heather will enquire of Angela Pendleton about our entry into the competition and what standards we need to reach. Alternative may be to invite Angela to talk at a meeting here. It will be necessary to ask allotmenters to ensure plots are tidied up by a particular date. 	<p>Heather to action</p>
<p>Newsletter</p> <ul style="list-style-type: none"> • Heather to work on October/November Town Council Management Newsletter as it was decided by the Town Council to keep this separate from the Leominster Allotment Association Newsletter. 	<p>Heather to action</p>
<p>Social Evening, Friday 3rd October</p>	

<ul style="list-style-type: none"> Christine to send reminder e-mail to members about the Social Evening. Notification already sent out with AGM minutes (by e-mail and by post). Heather to double check if the Town Clerk, Mayor, his wife, can attend. Christine and Lesley to prepare a quiz. Viv to organise the raffle. Donations of prizes for raffle are needed. Lesley to provide basket of local produce. Awards not being given this year. They will be organised for 2015 to give people time to prepare. The award shield was destroyed in a house fire, so a replacement may be needed. 	<p>Action by Committee members</p>
<p>Diary Dates</p> <ul style="list-style-type: none"> Future meeting dates: November 12th January 28th March 18th May 20th July 15th August 26th - AGM 	<p>Heather to check availability of meeting rooms</p>
<p>Any Other Business</p> <ul style="list-style-type: none"> Drainage channels – Quotes are needed for drainage pipes/channels. Any suggested names, please send to Heather. Town Clerk leaving – Iain Plumtree, the Town Clerk, is leaving at the end of October. Lesley will draft a thank you letter to send to him. Malvern show – It was suggested that a group trip to the Malvern Autumn or Spring show is organised if there was enough interest. Tree felled – tree which partially blocked the entrance has been felled. Website – Chris Preece is willing to make a website for the Leominster Allotment Association. There will be a charge for Web hosting and the domain name. He will bring details of the proposal to the next meeting to be discussed further. Communication with members – Christine posts some hard copies of minutes out to members who don't have e-mail. From this point forward, she will claim for postage costs from the Association. Allotment flag – A platform has been built within an allotment in order to fly a flag on a flagpole there. It is practice that council property is not used for political purposes and allotments sites are non-political at all times, compatible with the peaceful nature of allotments and the purpose of growing food. Empty plots – in an effort to raise funds from empty plots, John 	<p>Lesley to action</p>

<p>Braithwaite suggested using plot 34 (full size) for growing produce and selling it to Allotmenters. Money raised would go to the Town Council allotment budget. Suggested fruit and vegetable: asparagus (seed or crown), soft fruit and a fruit tree. Details to be discussed further.</p> <ul style="list-style-type: none"> • Key to internal gates – To be changed and other keys standardised ready for closure at the end of the season. • Water to be turned off – Ray will do this at the end of October. • Gate access limited during Winter - Saturday mornings openings – The inner gates will be closed from October to April in order to preserve the ground and prevent deep ruts forming. Open only one Saturday per month dependant on the weather, as discussed at previous normal meeting and in the Town Council Newsletter. • Allotment magazine – Just one copy was received by Lesley this time. Please pass around for others to read. 	<p>Viv to action</p> <p>Ray to action</p>
<p>Next meeting Date of next meeting, Wednesday 12th November, 7pm, Town Council Offices. Please bring a copy of these minutes with you to the next meeting.</p>	

Leominster Allotment Association meeting

Wednesday 12th November 2014, 7.00pm, at the Town Council Offices, Leominster.

Committee members present: Lesley Marsh (Chair), Becca Antink, John Braithwaite, Cathy Fewlass, Steve Gallimore, Viv Pearson, Chris Preece, Ray Wall. **Others present:** Heather Harding (Dep. Town Clerk), Bernard Preece, Rodney Read, Jim Redshaw, Davina Wall. **Apologies:** Jane Lacey.
Minutes: Christine Conlon (copies to H. Harding, Deputy Town Clerk)

Items	Actions
Minutes approval – minutes from previous meeting, 24/.9/14, approved.	
Matters arising <ul style="list-style-type: none">• School involvement in allotments – Lesley to contact the local school, to discuss interest in allotments.• Allotment magazines – more copies delivered to Lesley, so they were distributed at this meeting.• Flag – The flag is no longer flying.• Meeting dates – Due to the distance the new Town Clerk will need to travel to this venue, some evening meeting dates will be reviewed. Heather is to continue to attend LAA meetings in her role as Deputy Town Clerk.	Lesley to action
Correspondence <ul style="list-style-type: none">• Lesley sent a letter of appreciation to Ian Plumtree, former Town Clerk, wishing him well in the future.• The Mayor and his wife passed on thanks for their time at the Association's Social Evening. Forwarded by the Deputy Town Clerk, by e-mail.• An invitation to attend the National Allotment Society Forum meeting 11/11/14, was received and forwarded to members by e-mail.• An invitation to attend a talk by Mary Clear about the Incredible Edible project on 23/10/14 was received and forwarded to members by e-mail.• Deputy Clerk Heather has responded to a report received from Cllr Jane Lacey and Cathy Fewlass (passed to her by Cllr Felicity Norman).	
Site inspections and plots <ul style="list-style-type: none">• Lesley and Heather visited the plots recently. There has been some progress with some of the plots. It is felt that there are also still too many unkempt/weedy plots causing concern and annoyance, particularly to those tenants who are close by and have weed seeds blowing over their plots.• Plot tenancies have increased. There are just 4 vacant plots plus the 7 wet plots. One new tenant joined after seeing the L.A.A. 'Allotments' exhibition in Leominster Library.	

<ul style="list-style-type: none"> • Ray will try to get some black polythene to suppress weeds on empty plots 	
<p>Social Evening report, Friday 3rd October</p> <ul style="list-style-type: none"> • The evening raised £30 in raffle for the LAA. There were not as many people there as in previous years, but it was agreed that the evening went well and enjoyed by those attending. • Ideas for the October 2015 Social Evening to be discussed further, in the summer. <ul style="list-style-type: none"> Assess numbers of people attending by getting them to sign up first. Put someone in charge of organising the food to ensure balanced amounts of sweet and savoury. Different venue perhaps (e.g. Grange Court)? Awards as planned. 	
<p>Plot awards for 2015 - Ginhall Lane Allotments – Judging and Awards</p> <ul style="list-style-type: none"> • Cathy presented a document; “Ginhall Lane Allotments – Judging and Awards” (document to be distributed to members with these minutes). • The document asks for comments and contributions of ideas. These can be sent to Cathy direct (plot 21), or another Committee member, or through Christine Conlon, minutes Secretary by e-mail. • John Braithwaite will ask the Head Gardener at Berrington Hall for ideas also if they would be willing to be an allotment judge. 	<p>All to read document and send comments/ ideas</p> <p>John to action</p>
<p>Newsletter</p> <ul style="list-style-type: none"> • Viv is working on Allotment Association Newsletter material. • Any contributions please send to Viv Pearson by, at the latest, early in the New Year. E-mail: jim-viv@hotmail.co.uk (plot 18) • Aim for three newsletters per year. • Heather will also be sending a Town Council Newsletter, and the two newsletters will be posted together to ensure everyone receives them. 	<p>Viv to action and all to contribute ideas and comments</p>
<p>New Town Clerk</p> <ul style="list-style-type: none"> • The new Town Clerk is Mr Paul Russell, resident in Knighton and he will start work in a few days time. 	
<p>Drainage channels</p> <ul style="list-style-type: none"> • Three contractors have been to see the site. Bids will come in shortly. • As it is a quiet time of year, it would be good to start work on it soon. • The first stage will happen before February, but not before Christmas. • The Town Council is paying for the work to be done. • Comments voiced included where the drainage water would go, as the 	

<p>drainage ditch is overgrown, also the field is owned by Caldicotts.</p>	
<p>UPWs (unpaid workers)</p> <ul style="list-style-type: none"> • Work undertaken recently: some scalping and cut materials moved. • Maurice Clothier (UPW supervisor) would like someone from LAA on site whenever the group visit. 	<p>Viv and Ray to action.</p>
<p>Empty plots</p> <p>Further discussion has followed this item from the previous minutes - John's plans to raise funds from empty plots. Points discussed at the meeting:</p> <ul style="list-style-type: none"> • Heather has responded to a report from Cllr Jane Lacey and Cathy Fewlass. The report was passed to Heather by Cllr Felicity Norman). Brief details are included here, but the whole document will be sent to all members with these minutes. • The Town Council is generously offering plots 54 and 34 to the allotment users. The plots will be deemed a Community Space. There will be loss of rent to the Town Council, but it is hoped to involve all plot holders in exploring new methods of cultivation. • Plans include planting 20 apple rootstock, soft fruits, including raspberries, asparagus crown (not seeds), and flowers will be planted. When the shed is built, there will be sale days for the produce. • In preparation for the shed, a formal planning notice is to be put up. The shed will be sited on quarter plot 53, and agreed by the Town Council. • The shed will not be sited on plot 54, as plots 54 and 34 will be retained by the Town Council in case the cultivation experiment does not work. • A plot divided into thirds – the question was asked if it would be of benefit to anyone. • Further discussion to follow. 	
<p>Diary Dates</p> <ul style="list-style-type: none"> • 22nd November – Inner gates are due to be closed to vehicles. 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • Strimming – a point of clarification – Climbers planted inside boundary fences are fine where they are, as long as they aren't overhanging the pathway, which will hinder mowing. If anything is overhanging the pathway, there is a possibility that it could be strimmed. • Website – Chris Preece brought details of a proposal to make a website for the Leominster Allotment Association. The document will be sent to all members with these minutes. To be discussed further. 	<p>All to read proposal</p>

<ul style="list-style-type: none"> • Kings Seeds order – John Braithwaite sent off seed orders on 11/11/14. There are 16 orders so far. Orders must be submitted promptly now so that the Association can benefit from a 10% discount. <i>It is still possible to order seeds if you haven't already done so, catalogues are available in the Town Council Offices. Please see Heather Harding.</i> • Chairman's thanks – Lesley thanked John Braithwaite and Ray Wall for all that they have done and are doing at the allotments, on behalf of all plot holders. • Petrol for strimmer – Ray asked for funds for 2-stroke petrol for the strimmers. 2-stroke petrol was offered by Chris Preece. 	<p>Any late orders must be in as soon as possible</p>
<p>Next meeting Date of next meeting, Wednesday 28th January 2015, 7pm, Town Council Offices. Please bring a copy of these minutes with you to the next meeting.</p>	