

Leominster Allotment Association meeting**Wednesday 13th January 2016, 7.00pm**, at the Town Council Offices, Leominster.**Committee members present:** Lesley Marsh (Chair), John Braithwaite, Steve Gallimore, Jane Lacey, Gill Murdoch, Viv Pearson, Chris Preece.**Others present:** H Harding (Deputy Town Clerk).**Minutes:** Christine Conlon.**Apologies:** Cathy Fewlass, Ray Wall.

| Items | Actions |
|---|-----------------|
| Minutes from previous meeting – The minutes were approved. | |
| Matters arising <ul style="list-style-type: none"> • The fund-raising event at the Oaks Charity shop, planned for 20/11/15, didn't take place due to insurance issues. Insurance is effective if sufficient notice is given to the insurers and also if the event takes place on the allotment site. | |
| Correspondence <ul style="list-style-type: none"> • An e-mail was sent to John McNab (West Midland Region Secretary, National Allotment Society) suggesting that the Leominster Allotment Association could host a meeting on 6/8/16. No response yet. • Dana Eames (Leominster Festival Committee) contacted Lesley with details of events on the Grange, including Community Funtime on Bank Holiday Monday, 30th May, 12-4pm. • Details received from John McNab about February Quarterly Meeting of West Midland Region of the National Allotment Society, 6/2/16, at Trehurst Community Centre, Great Barr in Birmingham. | Lesley to reply |
| Site inspections and plots <ul style="list-style-type: none"> • Plots were inspected by Heather and Jane Lacey. • Heather will speak to some plot holders, to alert them to the condition of their plots. • Dates have been set for regular monthly inspections. • At the moment, walkways are slippery and people need to take care on them. Works undertaken on site – progress report <ul style="list-style-type: none"> • Resurfacing work to the roadway between the two car parks has been completed. However, the roadway has suffered heavy vehicle damage to the surface and kerbing. The surface now needs rolling or 'thwacking'. • Feedback to be given to the company about any short-comings. • The drainage works have yet to be done. • The compost bins will be sited next to the transformer. | |

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| <p>Flooded plots</p> <ul style="list-style-type: none"> • Steve requested that the plots on the left-hand side of the roadway (going in the direction of the cattery lane end) should be left unfenced, to make them easier to mow. He has spoken to John Moss to ask him to harrow and level the plots in order to grass-plant them, then leave them to see what results. • Steve also suggested that posts are put into the above-described allotments, to deter people from parking on them or driving over the plots. • Suggestions to plant trees and shrubs: alder, willow, fruit, cranberry. Research into damp-loving plants to enhance the area. • A book is to be placed in the shed for contributions of ideas. <p>Other allotment matters</p> <ul style="list-style-type: none"> • Heather will pass information to Lesley about oiling locks. • Western Power – alert signs for two cables to be made. <p>Signs about locking up</p> <ul style="list-style-type: none"> • The gate has been left open on several occasions. Signs to be made to remind people that if they think they are the last one out, to lock up. If in doubt, lock up. Always take your key with you when going to the allotments. | <p>Heather to action these and the following</p> |
| <p>Pests and similar problems</p> <ul style="list-style-type: none"> • Dog mess on the allotment paths has become a problem. • Be vigilant and please report any more incidents to Heather, especially if dog owners are identified. • Jane will include this subject in the forthcoming newsletter. • Lesley re-stated that allowing dogs on allotments is a privilege, not a right. | <p>All to note Jane to action</p> |
| <p>Categories for judging</p> <ul style="list-style-type: none"> • Heather is to formally invite Nick, Frances or another person to Judge the allotments again in 2016, on behalf of the Town Council. • The judges will be assessing the allotments from March to September. • 'Best Newcomer' certificate to be awarded this time. • Heather to provide information about qualifying start date of newcomers. • Frances has the parameters of what the judges will be looking for. • To help the judges and with normal plot identification, all plot numbers must be clearly visible and legible. This must be complete by April. | <p>Heather to action</p> <p>All to action</p> |
| <p>Community shed roof</p> | |

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| <ul style="list-style-type: none"> • Reporting the shed roof leak to the supplier is in progress. • Photographic evidence is to be taken by Chris Preece. • After the matter has been resolved, it may be advisable to consider lining the roof with hardboard and fitting guttering. | C Preece to action |
| <p>Composting workshop</p> <ul style="list-style-type: none"> • Interest was sought, for holding a Composting Workshop at Grange Court. This was offered by Kate Gathercole (Master Composter and Director of New Leaf Sustainable Developments Ltd). • Two members declared interest. If arranged with a date there may be more. • Lesley to contact Kate - we would like to do the workshop in early Spring. | Lesley to action |
| <p>Water – turning on and off</p> <ul style="list-style-type: none"> • Ray has turned the water off for the winter. • When convenient for Ray, he will show Chris Preece and Steve Gallimore where to locate the tap and how to turn the water on and off. • Thanks were expressed for Ray, for repairing some water tanks that have suffered damage and some that have sunk into the ground as a result of the excessive amount of rainfall. | Ray to action |
| <p>Leominster Allotments - 10th anniversary</p> <ul style="list-style-type: none"> • The Town Council would like to celebrate the 10th anniversary of Leominster allotments. Please send any ideas or suggestions about how to mark this anniversary, to the Town Clerk or Deputy Town Clerk. • LAA to meet in February to talk about some ideas. The date, time and venue (<i>possibly 12th February, after 4pm at the Talbot</i>) are to be confirmed by Lesley. | All to action Lesley to action |
| <p>Diary Dates</p> <ul style="list-style-type: none"> • Plant Fair on the Grange – Leominster in Bloom – Saturday 28th May. The LAA hopes to have a stall there. Lesley will request a pitch for us. <p>Since there is good advance notice for this, we can all prepare for it (e.g.by growing plants to sell). Last year, sticks of rhubarb sold particularly well. John Braithwaite was asked about obtaining split perennials for the event.</p> <ul style="list-style-type: none"> • Community Funtime on the Grange – Monday 30th May, 12 – 4pm, organised by Diana Emes (Leominster Festival Committee). • Leominster Allotments - 10th anniversary. To be discussed in February. | Lesley to action All to action |
| <p>Any Other Business</p> <ul style="list-style-type: none"> • Kings Seed orders – John Braithwaite has completed delivering the Kings Seed orders – all delivered by hand. John will require fuller contact details | |

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| <p>next time, as it was difficult to trace some purchasers who had submitted their orders by name alone. Thanks went to John for organising this and for ensuring safe delivery of orders.</p> <ul style="list-style-type: none">• Security marking – this has been put off until another time.• Allotments – Heather said that the Town Council will not be looking for rent increases for 2016 - 17.• Collecting rents and allotment subscriptions together – The LAA members are to help Heather and Paul to collect the rents and subscriptions altogether. | |
| <p>The next meeting is on Wednesday 9th March, 11th May 7pm, Town Council offices, Leominster.</p> <p>Please bring your copy of the minutes with you to the meeting – thank you.</p> | |

Leominster Allotment Association meeting

Wednesday 11th May 2016, 7.00pm, at the Town Council Offices, Leominster.

Committee members present: Lesley Marsh (Chair), Chris Preece (Vice-chair) John Braithwaite, Cathy Fewlass, Steve Gallimore, Jane Lacey, Viv Pearson, Ray Wall. **Others present:** P Russell (Town Clerk), C Loran, D Wall.

Minutes: Christine Conlon.

Apologies: Gill Murdoch

| Items | Actions |
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| Minutes from previous meeting, 13/1/16 – The minutes were approved. | |
| Correspondence <ul style="list-style-type: none">• A letter of thanks was sent to Sarah Blenkinsop, on behalf of the Allotment Association, for her Composting Workshop.• The allotment judges, Nick and Frances of Berrington Hall, confirm that they will judge again in 2016.• Cllr Clive Thomas e-mailed to say that the defibrillator has now been installed at the Co-op, and thanked the Association for help raising funds. | |
| Matters arising <ul style="list-style-type: none">• The allotment judges, Nick and Frances of Berrington Hall, confirm that they will judge again in 2016, but new judges will need to be found for 2017. John Braithwaite to ask his contacts and find new judges for 2017.• The Composting Workshop was attended by 15 allotment holders and in total 19 people were there. Kate Gathercole is asking for feedback for this successful event. The cake was much appreciated. Christine is to scan the leaflets from Sarah, onto the website. | John Braithwaite to action Christine to action |
| Site inspections of plots <ul style="list-style-type: none">• Plots were inspected by Jane Lacey and reported back to Paul Russell.• Some plots have improved in the last three months. Some need attention.• Several plots are available to rent. | |
| Large Composting Bins <ul style="list-style-type: none">• To be effective the three large composting bins need someone to “mix” the compost before it is put into each section, i.e. brown compost, green compost such as grass cuttings then other compost. | |

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| <ul style="list-style-type: none"> • Barbeque at the allotments on Saturday 23rd July, 3pm. | |
| <p>Any Other Business</p> <ul style="list-style-type: none"> • Edging around Community flower beds – The edging around the mini-beds is metal with hose-pipe on top of the edge. As there is a health and safety issue, it is intended to replace the metal edging with wood such as scaffolding planks. • Planting rota for the Community beds – Lesley will design a rota for planting the Community beds and put it in the Community shed. • Painting the shed – The outside of the Community shed needs painting (approx. 200 sq. ft). • Membership list – Christine to send the Association contact list to Paul Russell to help him to complete any missing information. Paul to update. • Newsletter – Viv and Cathy to write. Send any contributions to Viv and/or Cathy. The last Newsletter was January. If required, Christine to type it up. | <p>Lesley to action</p> <p>Christine to action</p> <p>Articles needed</p> |
| <p>The next meeting is on Wednesday 13th July, 7pm, Town Council offices, Leominster.</p> <p>Please bring your copy of the minutes with you to the meeting – thank you.</p> | |

Leominster Allotment Association meeting

Wednesday 13th July 2016, 7.00pm, at the Town Council Offices, Leominster.

Committee members present: Lesley Marsh (Chair), Cathy Fewlass, Steve Gallimore, Gill Murdoch, Viv Pearson. **Others present:** K Price

Minutes: Christine Conlon **Apologies:** J Braithwaite, J Lacey, C Preece, R Wall

| Items | Actions |
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| Minutes from previous meeting, 11/5/16 – The minutes were approved. | |
| Correspondence – none reported. | |
| Matters arising <ul style="list-style-type: none">• The rota for weeding and taking care of the Community Plot – this was put into the Community Shed. Whilst some volunteers have put their names down to help and are undertaking the tasks, these are not enough to cover the work needed. Others are needed to put themselves forward to help, if the plot is to be kept and not have to be returned to the council for renting out. There are two sheds and a greenhouse on the plot for communal use. It was decided to review the situation regarding the Community plot on a date after the A.G.M.• The 10th Anniversary Barbeque - discussed on 16th June and it has been advertised. Preparation at 3pm, the Barbeque starts at 4pm. | All to note |
| Site inspections of plots <ul style="list-style-type: none">• Plots were inspected by Ray Wall and Julie Debbage, Environmental Services Supervisor/Site Manager for the allotments.• Letters were sent out to those unworked/weedy plots and work has been done to improve the plots, including those which needed attention last time.• There has been interest in renting plots, therefore now a short waiting list. | |
| Quarterly Meeting of the West Midland Region of the National Allotment Society – A.G.M. at the Forbury, Saturday August 6th, 2pm. <ul style="list-style-type: none">• The Leominster Allotment Association is hosting this at the Forbury. Dr Keith Ferguson will give a talk entitled "Growing and Storing Vegetables", based almost entirely on his own experiences and techniques.• Refreshments - tea and cake.• All ploholders are welcome | |

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| <p>Large Composting Bins</p> <ul style="list-style-type: none"> • Julie Debbage is to organise a visit to Bisley in Gloucestershire to gain knowledge and methods for this project. • There are signs on the compost bins requesting no additions to the bins, before the Bisley visit. Information gained will be used to manage this facility. • A number of black bags, full of leaves and other material, await composting at the site, which is to be dealt with by Environmental Services staff. | |
| <p>Site problems</p> <p>The gate:</p> <ul style="list-style-type: none"> • The gate lock didn't work but this has now been fixed. • Lesley noticed the gate was left wide open at the end of the day. Also, on other occasions, early morning members have found that the gate is closed but has not been locked at the end of previous day, with the last person out not locking up. • There have been some thefts of produce and any such incidents should be reported to the police and to the Town Council (Julie Debbage). <p>For security everyone should lock themselves 'in' and lock themselves 'out' of the site, as all members have a key for this purpose.</p> | <p>All members to note</p> |
| <p>Barbeque at the allotments - 10th anniversary - Saturday 23rd July, 4pm.</p> <ul style="list-style-type: none"> • To celebrate the 10th anniversary of Leominster allotments, the Town Council has donated £250 towards the barbeque. • The barbeque is for all ploholders. • Setting up at 3pm, the barbeque starts at 4pm. • Approximately 50 to attend. • Chris Preece to order and collect the meat from Quarry Farm (50 burgers and 100 sausages), though if requested, Lesley said she could do this. • There will be tea and coffee, but people can bring their own drinks. • Cathy to check with Ray about shed key and check supplies of tea & coffee. • Cathy and Jane will be responsible for bread order. • Lesley – onions and sauces. • Milk and sugar will be needed. • There will be vegetarian food, in the form of salads. | <p>C Preece / Lesley to action</p> |

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| <ul style="list-style-type: none"> • Kitchen rolls, bin/recycling bags also needed. • Viv suggested having separate recycling bags for glass, plastic, paper and food waste/ landfill, Cathy will make signs denoting in which bin to put rubbish. Last year, volunteers had to separate out the rubbish by hand to ensure it was recycled, which was a most unpleasant task. • To keep records straight, remember to keep receipts for Steve Gallimore, who will need to report back to the Town Council about what was spent. • Another BBQ has been donated (will it need a gas bottle?). This could be used by someone for barbequing their own items e.g. vegetarian food. | <p>Cathy and Jane to organise</p> |
| <p>Diary Dates</p> <ul style="list-style-type: none"> • Barbeque - at the allotments on Saturday 23rd July, 4pm. • National Allotment Society reg. meeting at the Forbury 6th August 2pm. • Leominster Allotment Association A.G.M. – The Grange, Wednesday 24th August 7pm. • Apple Fair – The Priory, Saturday October 15th. | |
| <p>Any Other Business</p> <ul style="list-style-type: none"> • Edging around Community flower beds – This is a safety issue so the council is paying for wood to be installed at the edges. Julie Debbage to action purchase of scaffold planks. Ray to be asked to help with installation. • Membership list – Steve Gallimore queried numbers of paid up members and is to check if all LAA membership fees have been collected. • Kings Seeds – Christine to check with John Braithwaite if the catalogues will be distributed at this year's A.G.M. • Allotment Judge – An allotment judge, who has agreed to assess the allotments, comes from a National Trust property, The Weir Gardens in Hereford. | <p>Steve to action</p> <p>Christine to action</p> |
| <p>The next meeting is on Wednesday 14th September, 7pm, Town Council offices, Leominster.</p> <p>Please bring your copy of the minutes with you to the meeting – thank you.</p> | |

Leominster Allotment Association Annual General Meeting

Wednesday 24th August 2016, 7.00pm in the foyer at The Grange, Leominster.

Committee members present: Lesley Marsh (Chair), John Braithwaite, Cathy Fewlass, Steve Gallimore, Jane Lacey, Gill Murdoch, Chris Preece,

Others present: B Hirschmann, C Loran, S Morris, R Murdoch.

Apologies: J Lacey, A Parsons, V Pearson, R & D Wall. **Minutes:** Christine Conlon

Items

Opening matters

The minutes from the previous A.G.M. meeting, 9th September 2015 were approved as a true record of last year's meeting.

Membership report – Cathy Fewlas

Collection of membership subscriptions is still in progress. Steve Gallimore is seeking clarification about which allotment holders have paid their rents, as well as the Allotment Association subscription.

It's possible that some allotment holders mistakenly believe the Association subscription is included with the annual rent. Also, under an arrangement with the Town Council, some new plot holders were allowed free membership as an incentive for taking on neglected plots.

Liz Womack – Town Council Office Manager – is very keen to work with the Association's Membership Secretary collecting subscriptions, ideally, at rent collection time and it is hoped that Town Council administration staff will encourage the £5 Association membership.

It's still not too late to collect membership fees, even though the end of the LAA year was 31st July 2016. The Leominster Allotment Association year is not synchronised with the Association's subscription year or the tenancy rental year.

Current situation:

LAA Subscription: 1st April – 31st March

Rental year: 1st April – 31st March

LAA year: 1st August – 31st July

A motion was proposed that the Leominster Allotment Association year is brought in line with the Leominster Allotment Association subscription year, as well as the Town Council Rental year.

In order to do this, the LAA would need to run a short year until 31st March (rather than to the 31st July). The committee agreed that this should be done.

Minutes Secretary report – Christine Conlon

Since the last AGM in 2015, five general meetings have been held. The sixth meeting will be held on 14th September 2016.

This year, three newsletters have been produced by the LAA, informing members about items of interest on the allotments and bringing important items to members' attention.

Each meeting was attended by an average of 11 Leominster Allotment Association members.

The main method of communication is still e-mail. Copies of minutes are delivered to 10 addresses.

Information is distributed through the usual channels, namely:

- Email
- Our web site – in the documents section
- Newsletter
- Documents in the Community Shed
- On the site notice board

Meetings are held every two months, just 6 per year, plus the AGM and they last from 7pm to 8.30pm.

Seed Secretary's report – John Braithwaite

John distributed the Kings Seeds catalogues at this meeting. When orders arrive, John personally delivers them to each customer, ensuring safe delivery.

There is discount for the Association * if seeds/items are ordered from Kings Seeds catalogues and this goes towards the Association funds. Through this scheme, the Association makes a modest profit from orders.

Packets of seeds are inexpensive and good value, especially when compared with other commercial packs. Chris Preece will design a poster to promote the value of Kings Seeds.

Orders to be submitted by Saturday 5th November by 3pm, in the Community shed on the allotment site. If necessary, late orders until 10th December, 3pm to the Community shed.

Please make cheques payable to **Leominster Allotment Association** and when submitting the order, always **add a £1 Postage and packing charge**.

* Orders placed by 5th November attract a discount of 18% for the Association.
Later orders still receive a discount for the Association, but only 10%.

Treasurer's report – Steve Gallimore

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| The income for the year was | £1,037.19 |
| expenditure within the year was | <u>£876.84</u> |
| there was a net gain over the year of | <u>£160.35</u> |

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| brought forward 1 un-presented cheque, which was presented within the year | <u>£50.00</u> |
| Overall change | <u>£110.35</u> |

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| The balance in the bank at 1 st August 2015 was | £1,320.81 |
| Balance in the bank account at 31 st July 2016 was | <u>£1,443.55</u> |
| an increase of | <u>£122.74</u> |
| with 1 outstanding cheque for | <u>£12.39</u> |
| Overall change | <u>£110.35</u> |

Summary of the account is shown here:

Leominster Allotment Association Accounts - 1st August 2015 – 31st July 2016

Income

| Date | Subscriptions | Seeds | Odds | Paid in | |
|--------------|----------------|----------------|----------------|------------------|----|
| Oct 2015 | £15.00 | | £36.00 | £51.00 | *1 |
| Nov 2015 | £5.00 | £406.35 | £26.99 | £438.34 | *2 |
| Dec 2015 | | £87.85 | | £87.85 | |
| May 2016 | £150.00 | | | £150.00 | |
| Jun 2016 | | | | | |
| Jul 2016 | £60.00 | | £250.00 | £310.00 | *3 |
| | a | b | c | | |
| Total | £230.00 | £494.20 | £312.99 | £1,037.19 | |

Total monies into bank = £1,037.19 (a+b+c)

Miscellaneous notes

*1 Transfer of Petty Cash into Bank Account

*2 Proceeds of the stall at the Apple Fair

*3 Town Council contribution to the 10th Anniversary Celebration

Expenditure

| Dates | Subscriptions/ Affiliations | Seeds | Insurance | Admin Expenses | Expenses | Paid out | *4 |
|---------------|--------------------------------|----------------|----------------|-------------------|----------------|----------------|----|
| Aug 2015 | | | | | £16.75 | £16.75 | *5 |
| Oct 2015 | £170.00 | | | | | £170.00 | |
| Nov 2015 | | £347.93 | | | | £347.93 | |
| Dec 2015 | | £79.47 | | | | £79.47 | |
| Jan 2016 | | | £168.57 | | £48.73 | £217.30 | *5 |
| May 2016 | | | | | £12.39 | £12.39 | *6 |
| Jul 2016 | | | | | £33.00 | £33.00 | *7 |
| | a | b | c | d | e | | |
| Totals | £170.00 | £427.40 | £168.57 | £0.00 | £110.87 | £876.84 | |

Total Monies out = £876.84 (a+b+c+d+e)

Purchase notes

*4 Admin expenses includes postage, photocopying and Website hosting

*5 Expenditure re BBQ 2015

*6 Plat screen for Town Council compost bins

*7 Insulation material for Community Shed

- A generous donation of £250 was made by the Town Council to mark the 10th Anniversary of the Leominster Allotments.
- Steve reminded those who spent money on items for the Anniversary barbeque to submit invoices (£65 still to come out). The LAA held two barbeques in the same year.
- Proceeds were down this year, but this was due to not participating in the plant fair. One fund raising event is all that is needed to boost takings.
- Lesley suggested we have a stall at the Plant Fair in May 2017. Start planning it in January 2017 as it will take time for plants to grow.
- A thank you letter will be sent to the Town Council thanking them for the generous 10th Anniversary donation. Christine to prepare the letter.
- A representative from the Town Council will be expected to attend our meetings now the Administrative staff are in post.

Website – Chris Preece

- The website has been fully operational since the end of April 2015.
- There have been 706 users, 4,215 pages viewed and the Face book page has had 78 likes.

- Information about forthcoming events is regularly added and the Calendar updated.
- Minutes, newsletters and miscellaneous documents get added to the Documents section.
- The website shows the last few 'posts' on its Face book page. Anyone can send a post to this Face book page; you don't need a Face book account to look at people's comments.
- The BBC weather forecast is on our website, with up to the minute forecasts.
- Photographs of past events and details of future events can be seen on the website.
- There is an option to sign up to receive the latest news by e-mail so that when a news article is 'published' on the website, it is automatically e-mailed to you.
- Details of how to sign up or unsubscribe are on the website.
- Chris Preece is willing to show interested users how to add items to the website.

Chairman's Report – Lesley Marsh

- The Awards evening on 2/10/15 at Grange Court was the best so far.
- The Town Council needs to be alerted to book the awards event (at the Grange).
- Lesley pointed out that it is their contractual obligation.
- The Apple Fair on 17/10/15 raised £26.99
- The Town Council management and administration has changed. Julie Debbage is the Allotment site manager and environment supervisor.
- The Community Shed is now set up – thanks to Ray Wall, and Cathy Fewlas.
- The Community Plot - some upkeep is being done by the same few. We need to communicate to all members to share the work rather than continually relying on the few.
- The 10th Anniversary of the allotments. The council generously donated £250 and a barbeque was held for all allotment holders and their families on 23/7/16.
- A Composting Workshop was held outside, down at the allotments in April. Although a cold day, the talk by the Master Composter, Sarah Blenkinsop, was very informative
- New large compost bins, built by the Town Council, are established but not yet useable until Julie Debbage has been to see the composting system at Bisley in Gloucester.
- A coach trip to Bisley is being organised by the council for 8th October.
- As the council are responsible for the site, they need to give clear rules to us all. The site is a bit untidy at the moment and clearer guidelines are needed.
- The LAA hosted the quarterly meeting (and AGM) of the National Allotment Society at the Forbury on 6/8/16.

Seven years ago, Lesley took up the Chair of the Leominster Allotments Association. At the time the committee was in disarray but it is now established and flourishing once more.

Lesley thanked everyone who had worked so hard for the allotments.

This was Lesley's final meeting as Chair.

Election of Officers

- **Gill Murdoch** – elected as **Chair**
- **Chris Preece** – remains as **Deputy-Chair**
- **Steve Gallimore** – remains as **Treasurer**
- **John Braithwaite** - remains as **Seed Secretary**
- **Jane Lacey** – remains as **Membership Secretary**
- **Christine Conlon** - remains as **Minutes Secretary**

Remaining on the committee:

Viv Pearson

Cathy Fewlass

Ray Wall

Lesley Marsh

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

Any other business

- Sue Morris – still overseeing the composting toilet. Sawdust has been delivered – this is normally provided by Sue, however the generous donor is not known. Sue Morris needs to claim back money she has spent on providing toilet rolls for composting toilet.
- Pruning trees on the perimeter. This is to be added to the agenda for the next meeting.
- Due to the agreement to change the LAA year to 31/3/17, the next AGM will be earlier.

Next Annual General Meeting: Wednesday 10th May, 7pm, 2017. Venue to be arranged.
A general meeting will follow the 2017 AGM.

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

Leominster Allotment Association meeting

Wednesday 14th September 2016, 7.00pm, at the Town Council Offices,
Leominster.

Committee members present:

G Murdoch (Chair), C Preece (Vice-chair), J Braithwaite, S Gallimore, V Pearson, R Wall. **Others present:** R Read, D Wall **Minutes:** Christine Conlon

Apologies: B Addyman, C Fewlas, J Lacey, E & D Lovegrove, L Marsh, A Parsons

| Items | Actions |
|---|-------------|
| Minutes from previous meeting, 13/7/16 – The minutes were approved. | |
| Correspondence A letter has been sent on behalf of the Association to the Town Council, thanking them for the £250 donation towards 10 th anniversary celebrations. | |
| Matters arising <ul style="list-style-type: none">• Quarterly meeting (West Midland Region) of National Allotment Society Hosted at the Forbury. Dr Keith Ferguson gave an interesting talk about "Growing and Storing Vegetables". The LAA to make a list of local allotment groups, so they can be contacted and included in similar future events. • Visit to Bisley Community Composting scheme Visit to Bisley Chestergate Allotments in Gloucestershire on Saturday 8th October, (8.30am – 3.30pm), £5 per person. Contact the Admin team at the Town Council to book a place on the coach. Members to report on their findings at the next LAA meeting when it's hoped that J Debbage will also be able to attend. www.bisleycommunitycompostscheme.org.uk • Site problems The gate is still being left unlocked. The wire fence at the corner has been pushed through. There is fly-tipping from within the allotments, into the ditch. The original lock for the vehicle gate was sticking. Ray swapped locks to sort it out. Spray-lubricant to be provided by the Town Council for locks. Keys need to be manoeuvred in the smaller gate lock, but it will eventually open. The grass on the tracks is being cut up by vehicles. Signs or letters to plot holders will need to go out. Ray will turn the water off in mid-October. Edging around the Community flower beds is to be organised by J Debbage. | All to note |

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| <ul style="list-style-type: none"> • Membership lists S Gallimore is still investigating and endeavouring to get the full list. • Kings Seeds catalogues Available for all, in the Community Shed. | |
| <p>Site inspections of plots</p> <p>Plots were inspected by C Fewlas and J Debbage. Some plot holders will have letters sent to them about un-worked and weedy plots.</p> | |
| <p>Pruning trees on the perimeter of the allotments</p> <ul style="list-style-type: none"> • The trees at the top of the allotment site need hedge-laying to get them back down to their original hedge height. Currently the amount of light on the top plots is increasingly affected. The maintenance is thought to be the responsibility of the Town Council, also the boundaries need clarifying. Gill will speak to J Debbage about these issues. • Steve spoke to J Moss and D Kerwood, two plot holders who have hedge-laying skills. They are willing to demonstrate hedge-laying in February 2017. • It is planned to lay a hedge situated at the bottom end of the allotment site, where there are empty plots. Ray to find out the cost of hedging plants. Viv offered some Holly plants. | <p>Gill to action</p> <p>Ray to action</p> |
| <p>Pests and site problems - Nothing reported.</p> | |
| <p>Barbeque report</p> <p>Very successful with about 70 people participating. Holding an annual barbeque in the summer was thought to be a good idea, perhaps with raffle tickets and prizes and a charge of £2.50 – children free. Donations would also be welcome.</p> | |
| <p>AGM report</p> <ul style="list-style-type: none"> • The AGM minutes have been written up and distributed. Apologies to John Braithwaite for referring to him as John ‘Galbraith’. This has been amended on the website document. • It is thought that people need more information about the LAA to encourage membership. Perhaps a flyer promoting the Association could be included with the tenancy reminder. Chris Preece to work on flyer design. | <p>C Preece to action</p> |

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| <ul style="list-style-type: none"> • Many thanks go to Lesley Marsh as outgoing Chairperson, for all her hard work and commitment to the Leominster Allotment Association over the past few years. | |
| <p>Harvest Supper and Awards evening</p> <ul style="list-style-type: none"> • Friday 7th October, 7pm. Chris Preece will open up Grange Court at 5.30pm for preparations to take place in the Jon Abel Room and it will be open from 6pm onwards for people to bring their food contributions. He will lock up too. • The Town Council will be booking and paying for Grange Court. There are tablecloths, crockery and cutlery provided. There is some confusion about who will provide them or who will pay for them to be provided. Gill offered to clarify exactly what the Town Council will pay for. • The Town Council staff will send out invitations to the allotment judges, the Mayor and Cllr Pendleton. Also attending: J Debbage and P Russell will attend. P Russell is to be asked for advice about whether other admin staff should attend. • Approximately 5 x raffle prizes are needed, so donations of prizes would be welcomed. A book of raffle tickets will need to be bought (£1 a strip of tickets). • The awards (cup and certificates) will come from the Town Council. Christine to scan the list of last year's awards to P Russell, also she will make up a picture quiz and provide CDs of a light music. • Flowers are needed for the tables. Cathy to be asked to provide them. • Dishes, savoury and sweet, are to be identified with labels. Labels needed. • Dishwasher tablets needed. • A usual it will be a 'bring and share' affair, so bring sweets (even plot numbers), savouries (odd plot numbers). Bring your own alcoholic or non-alcoholic drinks. | <p>Gill to action</p> <p>All to note</p> <p>Christine to action</p> <p>Cathy to action</p> |
| <p>Apple fair</p> <p>To be held at The Priory, Saturday October 15th. The LAA is not taking part this year. Cathy and Jane are helping with the refreshments at the event.</p> | |
| <p>Plant Fair in May 2017</p> <p>Start preparing early (plant seeds before March if possible). The LAA will participate bi-annually in this event.</p> | <p>All to note</p> |
| <p>Diary Dates</p> <ul style="list-style-type: none"> • Harvest Supper & Awards evening – Friday 7th October, 7pm, John Abel room, Grange Court. | |

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| <ul style="list-style-type: none"> • Visit to Bisley Composting Scheme – Saturday 8th October. • Chutneyathon - to be held at the h.Energy hub at Queenswood on: Saturday 8th October, between 10am and 4pm Sunday 9th October, between 10am and 5pm. • Apple Fair – The Priory, Saturday October 15th. • LAA meeting 9th November – * Availability of Julie Debbage to attend on the same evening, to be checked. <p>* Availability and date of meeting now confirmed (C Conlon)</p> | |
| <p>Any Other Business</p> <ul style="list-style-type: none"> • Rota for weeding Community plot - volunteers still needed. • Shed painting - Ray co-ordinating. Green paint needed. Volunteers also needed. • Grass around Community shed - Ray has offered to cut the grass. • Fruit bushes – John Braithwaite said that anyone can pick the fruit for their own use. • Free plastic veg. crates and manure – J Debbage has arranged for these free items to be left at the allotment site. • Crop thefts – J Debbage has reported that there have been several crop thefts. Ring police on 101 to report seeing anything suspicious. Also report it to the Town Council staff. It's thought that people are getting in through the gap in the fence. • Tidying the allotment - Ray reported that the bottom of the allotments has become untidy, detracting from the site. Volunteers needed to tidy it up. • Newsletter – the format is to change. Gill will send the new version of the newsletter to Christine to distribute to members. | <p>All to note All to note Ray to action</p> <p>All to note Gill/Christine to action</p> |
| <p>The next meeting is on Wednesday 9th November, 7pm, Town Council offices, Leominster.</p> <p>Please bring your copy of the minutes with you to the meeting – thank you.</p> | |

Leominster Allotment Association meeting

Wednesday 9th November 2016, 7.00pm, at the Town Council Offices,
Leominster.

Committee members present: G Murdoch (Chair), C Preece (Vice-chair),
C Fewlas, S Gallimore, J Lacey, V Pearson, R Wall

Others present: J Debbage, D Wall **Minutes:** Christine Conlon

Apologies: B Addyman, J Braithwaite, L Marsh, A Parsons

| Items | Actions |
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| Minutes from previous meeting, 14/9/16 – The minutes were approved. | |
| Correspondence <ul style="list-style-type: none">• A letter has been sent on behalf of the Association to the Town Council, thanking them for their generosity in supporting the Harvest Supper and Awards evening on 17/10/16.• A letter has been sent on behalf of the Association to Cllr Angela Pendleton, appreciating her support in attending the Harvest Supper and Awards.• Lesley Marsh has thanked the Association for the flowers and gifts received at the Harvest Supper and Awards event for her work as Chair of LAA. | |
| Matters arising <ul style="list-style-type: none">• Allotment fence – Repaired by Ray.• Allotment water – Ray has turned this off for the winter.• Edging of Community flower beds – in progress with Ray and J Debbage.• Membership list – Steve now has two lists – members and non-members. J Debbage encourages all new plot holders to join the LAA, as well as anyone renewing allotment tenancy.• Seed catalogue orders – J Braithwaite has sent these off by recorded delivery to Kings Seeds. If necessary, late orders accepted until 10th December, 3pm to the Community shed.• Allotment locks - Spray-lubricant for locks provided by the Town Council.• Pruning perimeter trees – Possibly to be done by flayer and tractor. J Debbage to organise. The Poplars at the lower end of the allotments are a good windbreak so these will be untouched.• Hedge-laying demonstration – Advice from J Moss not to hedge-lay the newly planted hedge at the bottom of the allotments until another 12 months. | |

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| <ul style="list-style-type: none"> • Promotional flyer - Chris Preece is designing an A5 flyer with promotional information about the LAA on one side and which will be included with the tenancy bills. The reverse could be used for other information. • Painting the Community shed – Thanks go to Ray/Cathy/Jane/C Preece for doing this essential job. Apologies if other names have been missed here. | |
| <p>Site inspections, plots and site problems</p> <p>The plots were inspected by G Murdoch and J Debbage on 2/11/16, who noted that there was much activity tending allotments.</p> <ul style="list-style-type: none"> • A new plotholder is deciding whether to take a full-sized or a half-sized plot. • Cathy suggested obtaining an archway to mark the 10th year of the allotments. J Debbage may have one spare. • There is an accumulation of rubbish at the allotments. Recently Chris Preece found a sheet of half-burned Kingspan insulation partly buried in one of the big compost bays. Apart from the board being inappropriate for a compost heap, the fumes from a burning sheet would have been very dangerous. • J Debbage also reported that a Rave had taken place in the neighbouring field and straw bales had been burned. • It was concluded that if an area starts to look untidy, it will attract more litter. | <p>J Debbage checking</p> |
| <p>Harvest Supper and Awards report</p> <p>Gill thanked everyone for their help and participation in this successful event. Approximately 50 attended. The raffle raised £53.</p> <p>Awards Plot 86 Lesley Griffiths and Mike Brock Plot 67 Lesley Griffiths and Mike Brock</p> <p>Most Improved Allotments: - Plot 1 Cara Lewis Plot 2 Mrs M. Morris Plot 5 Mrs B. Addyman</p> <p>Complete details will be posted on the website.</p> | |
| <p>Visit to Bisley Community Composting scheme 8/10/16</p> <ul style="list-style-type: none"> • The visit to Bisley Chestergate Allotments in Gloucestershire was described as a lovely day out. Bisley Composting Committee is separate from their allotment committee. The conclusion was, there are processes that can be used here (composting solely for the allotments). Bisley would be happy to give advice to help us with a plan and costs. | |

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| <ul style="list-style-type: none"> Gill has created a comprehensible analysis of the Bisley process in chart form, which will be attached alongside the minutes. <p>Some points:</p> <ul style="list-style-type: none"> It is best to fill a composting bay to shoulder height only and with green waste, (allotments), brown waste (Council) mixed together. Plan to convert our three bays into six, possibly use a 'Bobcat' for clearing the present debris, removing contaminants (e.g. plastic) and starting again. Composting bays should be placed on a hard surface and fenced. There was a membership fee to use the facility at Bisley. The riddled compost was bagged and sold for £3 a bag as 'soil conditioner'. A notice board with rules and regulations would be needed alongside good methods of communication. Woody remnants could possibly be stacked and then chipped. Bisley's recycling credits were obtained from Gloucestershire Council. J Debbage to enquire with Waste Management about this. With autumn leaves aplenty, it is an opportunity to start a leaf-mould bin. <p>The composting project will be discussed further.</p> | <p>J Debbage checking</p> |
| <p>Communications</p> <ul style="list-style-type: none"> Christine highlighted the rising cost of printing documents and posting them out to members. As the LAA membership fee is only £5, such costs can easily exceed the price of membership. Gill suggested that as the allotment Newsletter contains many points carried in the LAA minutes and is distributed by e-mail and hard-copy, the LAA minutes need only to be e-mailed to members of the committee. Christine will trial this way of communicating. The minutes and Newsletters are put on the website, enabling public access. Jane also offered to put a hard copy into the Community shed. AGM agenda and minutes, though, would still be e-mailed as well as hard-copies being sent, due to procedural rules. | <p>Christine to action</p> |
| <p>Plant Fair preparation</p> <ul style="list-style-type: none"> This will be held on Saturday June 10th 2017, at the Grange and will also be a Family Day. | <p>All to note</p> |

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| <ul style="list-style-type: none"> • Start preparing early (plant seeds before March if possible). The LAA will participate bi-annually in this event. Viv and Cathy offered to work on some ideas to develop for the day. | |
| <p>Diary Dates</p> <ul style="list-style-type: none"> • Plant Fair and Family Day – Saturday June 10th 2017, on the Grange. • Wine Tasting – Wednesday 23rd November, 6pm – 9pm, Grange Court. Wine, tapas and Spanish music. In aid of The Grangers (they help to keep the Greens green and Grange Court Gardens blooming) Tickets £15 from the TIC (01568 616460). Flyer attachment provided. • Leominster Allotment Association meetings – these will move to the first Wednesday of the month, starting on Wednesday 4th January, 7pm, to correspond with the attendance of J Debbage. Meeting dates will be set at the January meeting. • Newsletters - will be sent out three times a year, in January, May and October. | |
| <p>Any Other Business</p> <ul style="list-style-type: none"> • LAA outings – Gill is asking for thoughts and ideas about garden-themed outings, also a rough idea of the cost. Perhaps consider joining in with other allotment groups or Leominster in Bloom or invite them to join us. • Seed swapping – Viv has suggested that surplus seeds could be brought to the shed and swapped. | |
| <p>The next meeting is on Wednesday 4th January 2017, 7pm, Town Council offices, Leominster. Please bring your copy of the minutes with you to the meeting – thank you.</p> | |

| | Leominster Allotments | Bisley |
|-----------------|--|---|
| Raison d'être | Town clerk decision Composting bays built by Town Council To compost town council green waste | Set up by allotment holders with support from community For local residents (parish) and allotment holders |
| Context & scale | Recycling in Leominster easy to get to for wider community 90 plots on site | 30-mile round-trip to dump 40 plots on site Parish of approx. 800 houses Scale of project worked out at start Garden waste only Educational aspect (local projects, school etc) 35 x 45 yards approx. |
| Access | Padlocked gate Drive through allotments to reach compost bays Drive through hard surface but no turnaround | Gated access from road Padlock code Security paramount to prevent non-members using site Vehicle access separate from allotment access Good size vehicle space hard surface Open all year |
| Management | | Management committee for composting project – community interest company (Volunteers) Induction for members Rules to follow (e.g. untreated grass clippings only) |
| Funding | | Grant applications Donations Membership fee ¹ Recycling credits (by tonnage) ² Selling bags of soil conditioner etc ³ |
| Legal | | Environmental Agency licence (need this for recycling credits) Planning permission? Checked for pollution of local water courses Insurance |
| Daily operation | | Volunteers Paid staff on weekends ⁴ Tidy site |
| Process | | Garden waste deposited in labelled piles Shredded as appropriate Layered into compost bays (usually manually) 4-6 weeks |

¹ Started at £5 pa, then £10 pa and now £25 pa with 150 members

² Paid by Gloucestershire Council – does Herefordshire have similar scheme?

³ Suggested £3 donation per bag

⁴ £10 per hour

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| | | <p>Water added</p> <p>Turn 2 bays into 1 <i>10 weeks</i></p> <p>Moved to large pile <i>1 year</i>⁵</p> <p>Riddled</p> <p>Bagged</p> <p>Leaf mould composted separately</p> <p>Note aerobic in bays / anaerobic in plie</p> |
| Problems | <p><i>TC waste mostly brown</i></p> <p><i>Allotment waste mostly green</i></p> | <p>Fly-tipping</p> <p>Landscape gardeners tried to use.</p> <p>Compost bins collapsed with impact of using front loader</p> <p>Keeping site tidy – otherwise people do not respect rules</p> <p>Soil conditioner not sterilised so poppy crops do occur but not perennial weeds</p> <p>Rootballs</p> <p>Roadway was churned up badly in first winters so had to put geotechnical membrane, aggregate and self-healing dust surface⁶</p> <p>Secure storage for shredder etc</p> |
| Equipment | <p><i>Additional bay for TC staff to deposit brown waste awaiting shredding</i></p> <p><i>Make existing 3 bays into 6 by moving back wall to middle – strengthening partition</i></p> | <p>Compost bays</p> <p>Space for incoming segregated garden waste</p> <p>Leaf-mould bay</p> <p>Covered store for compost</p> <p>Space for large pile of compost</p> <p>Bay for riddled compost before bagging</p> <p>Riddler</p> <p>Shredder⁷</p> <p>Bag filler</p> <p>Sundries – printed plastic bags etc</p> <p>Shed for records and equip</p> |
| Final product | | <p>Allotment plot holders can use from pile</p> <p>Bags sold to xxxx</p> <p>Members</p> |

NEXT STEPS

Site plan, construction plan, costings

Management team

Management process (bays/ pile/ leaf mould)

Hire of shredder etc

Daily/weekly tasks and who does what

Period of review – what if not successful?

Use / distribution of compost ++++++

⁵ Hire local machinery and labour for turning and moving compost

⁶ Cost about £3½K using charity working with long-term unemployed (commercial would be x3)

⁷ £11.5K from Greenmech plus £1500 for container for secure storage