

Allotment Advisory Group Meeting minutes

Purpose of meeting	- To discuss progress and issues affecting the allotments.
Date	- 13 th May 2024
Attendees	- Mark Burgess (MB), Pauline Butcher (PB), Caroline Underwood (CU), Rosie Surridge (RS)
Absent	- None
Apologies	- Debbie Leighton (DL)

PREVIOUS OPEN ACTIONS FROM EARLIER MEETINGS

No	Minute	Action	Owner	Due date
A	Pest control progress Updates from the Pest Controller are sporadic, and we are not sure if monthly visits are being undertaken.	Reports are now coming through each month. This action is now closed.		CLOSED
Update – The May report states that all accessible boxes were refreshed with bait as necessary. It stated that rat activity is down overall, especially on the Silverstreet side, where only 2 boxes required refreshing. However, activity along the field site remains high. During the plot inspection we checked all plots where bait boxes were meant to be. An update will be provided in the Plot Inspection report.				
2	Climate Change Mitigation Champion. The Parish Council have asked if someone from the Allotment Advisory Group would take on the role of Climate Change Mitigation Champion covering the allotments. The responsibilities would be to act as the group's "challenger" when discussing projects or activities to ensure we have considered the environmental impact and ensure we are making a positive environmental impact and never doing things that would have a negative environmental impact.	It was suggested that Rosie would be best positioned to fulfil this role. Caroline will put the Environmental Team Leader in touch with Rosie so they can discuss what the role will require.	CU	Next meeting
Update – Now that Rosie has resigned from the Allotment Advisory Group Caroline will update the Allotment Advisory Group.				
3	Marker Posts. A number of the plot marker posts are rotten and have fallen over and need replacing.	Put a request to Ramune to ask the handmen to replace the broken marker posts and to check all posts are in good order.	MB	Next meeting
Update – Recycled plastic posts were considered too expensive at £30 per post. This would cost around £1500 which was considered extravagant. It was decided to replace broken posts with wooden posts. Lian from Plot 10 has donated 50 pressure treated timber posts and can provide more if required. Therefore, there is no cost for materials for this project. Ramune has instructed the Handymen to replace all broken wooden Plot Number posts, which will be completed by End May 2024.				
4	Non-payment of rent There is only one plot holder, [REDACTED] who still hasn't paid his rent even after numerous requests for payment.	Action now closed		CLOSED

	██████ has been a problem plot where constant “tidy up” requests have been sent. The rent is now 4 months overdue, and no response has been received to emails requesting payment. We need to formally ██████ requesting payment to be made otherwise we will assume that the plot has been vacated. If the plot has been given up, then ██████ will be given 2 weeks from the date of the letter to clear the plot and remove personal items and rubbish. If this does not happen then the deposit taken will be used to pay for the handy men to clear it. We have one person on the waiting list (██████████) who will be offered the plot.			
Update – ██████ have vacated the plot, which has now been allocated to a new plot holder ██████. It was agreed to return the deposits to ██████.				
1	Community Plot Opening the Community Plot to a wider audience and volunteers.	Caroline will put us in contact with the Social Prescriber so that we can encourage those who would benefit from helping on the plot.		CLOSED
Update – Contact has been made with the Social Prescribers. We are waiting on them to suggest a date for the two groups to meet and discuss how we can work together.				
2	Defibrillators The defibrillator map has been produced but there is a question over the one at the Dentist and at the Doctors as it is not sure if there are internal.	Verify if the two defibrillators are accessible from outside the buildings and outside opening hours and amend the map accordingly.		CLOSED
Update – It was identified that supporting the defibrillator arrangement in Buckden was more complicated than expected and that the Parish Council already manages them on the resident's behalf. Therefore, it was decided to close this project.				
3	Hedgehog Boxes We now have wood available for the hedgehog boxes.	Create an article for the next newsletter encouraging people to volunteer to make boxes for the next hibernation period in the Autumn.	CU	Next newsletter
Update – We will pick this project up later in the year towards the end of the summer as the hedgehog boxes are not required now. It was suggested that we contact a “men's club” to see if they would be happy to build the boxes for us if we supply the material. There is a men's club in Brampton. Caroline to send contact details.				
4	Tree Warden Ray Magness is now the Buckden Tree Warden and the Allotment Advisory Group would like to work closely with Ray to enhance the tree population of Buckden.	Publish, to the group, the draft plan that Ray has developed for the wildflower plot to increase the number of fruit trees on site.		CLOSED
Update – Ray has been informed that he now has ownership of the plot of land at the A1 End, just passed the grapevines. We do not require being involved in the decision-making process for this plot as Caroline is our				

representative on the Biodiversity Group and will represent our interests and report back to this group on progress made.				
5	Keeping Animals at the Allotments When we put out a suspension notice requesting that animals are not to be kept on the Allotments, we agreed that the suspension would be reviewed at our meetings.	It was agreed to continue the suspension and review at our next meeting.	MB	Next meeting
Update – The meeting agreed that we could remove the suspension but restrict animals to chickens only. It was agreed that Mark to contact [REDACTED] and release suspension.				
6	Next Newsletter. We need to publish our next meeting.	Suggested items for the next newsletter are - Hedgehog box building Use of weed killer. Site Security. Any other ideas for the newsletter, please let me know.	MB	17 th May
Update – As the draft newsletter is quite full it is proposed to carry over the article on Hedgehog box building and Site Security to the July newsletter. It was also agreed to add a thank you to Rosie in this newsletter and see if there were any other Allotment Holders who would like to join the Advisory Group.				

NEW ACTIONS FROM 13th MAY 2024 MEETING

No	Minute	Action	Owner	Due date
1	Review of the Rules and Regs.	The annual review of our Rules and Regulations is due. This year we need to focus on animal management at the allotments and ensure the Rules and Regulations capture how we expect animals to be cared for. Mark to publish the current Rules and Regulations prior to the next meeting for all to review and make comment.	MB	June Meeting

Date of Next Meeting – 10th June 2024 at 7pm by zoom.