

Allotment Advisory Group Meeting minutes

Purpose of meeting	-	To discuss progress and issues affecting the allotments.
Date	-	2 nd June 2026 - 10:30am
Venue	-	Face to face.
Attendees	-	Mark Burgess - (MB) Caroline Underwood - (CU) Pauline Butcher - (PB) Debbie Leighton - (DL) Jan Mary Brooks - (JB) Ray Magness - (RM) Jess - (Jess)
Apologies	-	None
Absent	-	None

PREVIOUS OPEN ACTIONS FROM EARLIER MEETINGS

No	Minute	Action	Owner	Due date
A	Improving Accessibility to the allotments We are aware that while owing an allotment has significant physical and mental health benefits to everyone, some groups cannot participate in these activities due to accessibility issues. We are keen to ensure the allotments are open to all where practicable. We are therefore planning to add a raised bed area at the front of the allotments, behind the new polytunnel. The raised beds will form a U shape and will be constructed using wooden sleepers and raised to the height that a person in a wheelchair could access them. We also plan to put a pathed pathway and path the area in-between the beds so people in wheelchairs can move about unrestricted.	Update – We have tried to contact the local Residential Care Homes in both Godmanchester and Huntingdon, but we haven't had any replies. Therefore, we will no longer pursue them and offer the remaining 3 plots out to Buckden Residents by placing an advert in the Buckden Roundabout.	CU / Jess	When required.
B	Allotment lease An update was provided on the recent letters received from Savills, acting as the Church Commissions agent, in the sale of the Silverstreet development site, which includes the access route into the allotments. As part of these discussions Savills has suggested the Buckden Parish Council (BPC) purchase the allotment site from the Church Commission for a sum of £16,000. The BPC are considering the proposal and entering negotiations with Savills.	Update – No update available.	CU	Next meeting
C	Relocating the Pagoda & Picnic Bench We believe that the Pagoda and the picnic bench is not being used and the space that	Update – Jess is discussing timings with the Working Party on Wednesday (3 rd June 2026) and will inform the Allotment Advisory Group	Jess	Next meeting

	they occupy could be used to provide for a smaller Community Plot. It was agreed that the Pagoda and the picnic bench can be reallocated to elsewhere in the village where it is likely to get better usage. We will wait on the Parish Councils decision re where and when.	of progress and timings once available.		
D	Plot Inspection Update. Overall, the plots are being maintained well, with one or two exceptions.	Update – A plot inspection was conducted on 2nd June 2026 and the following issues identified. 1. Plot 18 has been issued with an eviction notice and given until the 12th June 2026 to clear their plot but there is no evidence of any work being done. A request for a Working Party to assist the Groundsmen in clearing the plot on Saturday 13th June 2026 has been made. The plan is to split Plot 18 into two plots (A & B) and to move any remaining materials and dismantle the chicken coup and store all items on the back plot (Plot 18b) for three months. If items remain on Plot 18b after three months the Allotment Group will dispose of them. This proposal / plan needs to be presented to Peter on the Parish Council so that he can comment if necessary. 2. Plot 5 has extended their growing area beyond the post markers again. When approached they confirmed that they were in the process of removing any plants in this area and going to sow grass seed to recover the central path. 3. Plot 45 - The school have vacated their plot but there are several items remaining on the plot. We need to reach out to the school to see if they still want this material before we dispose of it. Once the plot has been cleared it will be offered to the plot holder on 15a. as they are looking for a full plot. The intention is to offer the plot up to the last two beds and retain that area for an allotment general area, which will be grassed over and managed.	Jess No action req'd Jess Mark	Before 13th June Before next inspection Once allocated
E	Water storage initiative One of the Plot Holders raised an idea that the Allotments could help reduce water usage by storing rainwater. It was suggested that rainwater runoff from the sheds could be captured in water butts.	Update – Notification has been made via our FaceBook page and some interest was identified. No further action is required.	Closed	

F	Silverstreet update The planning process is continuing, and the developers are in the consultation process with the residents of Buckden. The developers are also detailing Reserved Matters for submission prior to discussion and for submitting a reserved matters applications at a later stage. Reserved Matters tend to be specific details of a development that were not addressed during the outline planning permission stage. These details can include appearance, landscaping, layout, scale, and access arrangements of the project.	Update – No update available	CU	When available
G	Allotment Storage Bay The Allotment Storage Bay has been cleared and can now be used for deliveries of manure, soil improver, wood chippings ect.	During the delivery of the recent soil improver, which was delivered to Plot 10, the manhole cover in the entrance to the allotments was damaged and now needs to be replaced. It was agreed that no further deliveries will be made to plot 10 until the cover has been replaced with a more substantial one.	MB	When available
H	Improving tenancy contracts. The proposed idea of enhancing our Tenancy contracts was discussed and agreed. It was felt that this would help improve the Parish Councils contractual agreements with Plot Holders. However, it was agreed that the new Tenancy Agreement should sit alongside the current Rules and Regulations.	We are waiting for a Tenancy Agreement template from the National Allotments Association. Upon receipt we will review and update our Tenancy Agreement. The new Tenancy Agreement will then be sent out to all Plot Holders along with their annual rent renewal in October.	Jess	October 2026

NEW ACTIONS FROM TODAYS MEETINGS

No	Minute	Action	Owner	Due date
1	Allotment Advisory Group (AAG) – Review of Terms of Reference and the election of members. Terms Of Reference (TOR's) - An annual review of the AAG Terms of Reference was completed by the current group and no changes were identified. Operating Plan – The operating plan for 2026 / 2027 was reviewed and it was suggested that the cost of the Raptor Perch be updated from £100 to £1000. However, after discussion it was considered that spending £1000 on a Raptor Perch was not good value for money and the project be parked until we can see how significant the rabbit population is this year. AAG Members appointment – The current members all agreed to stay on as members for another Year.	TOR's approved. Operating plan agreed. Members remain as ;- - Mark Burgess - Caroline Underwood - Pauline Butcher - Debbie Leighton - Jan Mary Brooks		

	Appointment of the Chair of the AAG – It was proposed that Mark Burgess remain as Chair for a further 12 months. This was agreed by all AAG members and accepted by Mark Burgess.	- Ray Magness - Jess (Assistant Parish Clerk) The Chair for the AAG over the next 12 months will be Mark Burgess.		
2	Alignment of Responsibilities. To balance the responsibilities across the group it was agreed that; - Maintenance and oversight of the polytunnel will be managed by Debs and Jan - Plot Inspections would be managed by Pauline and Ray. - Administrative activities would remain with Mark and Jess - Administration of the FaceBook page and the WhatsApp Groups would remain with Pauline. - Organising working party would remain with Pauline and Mark - Publication of Quarterly Newsletter will remain with Mark with all members providing input.			
3	WhatsApp Groups There are two main WhatsApp Groups, one is for the AAG members only and the other is for members of the AAG Working Party members.	Add Jess to both WhatsApp Groups so she is aware of discussions taking place.	Pauline	Before next meeting
4	Review of current and future budget. It was requested that the AAG review the position against the current budget and to review the budget for 2026 / 2027	Budget report to be sent to all AAG members for review.	Jess	Before next meeting
5	Remarking the plots. During a recent Plot Inspection, it was identified that some of the plot markers where in the wrong place and some had fallen over and needed replacing. Therefore, later in the year (September) we would measure out the plots and remark the boundaries making it very clear where each plot starts and ends. Regarding the fallen plot markers could we ask the Groundsmen to reinstate them using the replacement wooden post behind the polytunnel.	Redefine the boundaries for each plot and reposition the plot markers accordingly. Request the Groundsmen to reinstate the fallen posts.	All Jess	Sept 2026 When possible.
6	Trees growing through power cables. All the trees along the field side of the allotments are now growing through the power cables and need to be reduced in height.	Contact Savills and remind them that the work has not yet been completed and is now considered urgent as it could constitute a safety risk if the cables were to be brought down by the trees in high winds.	Jess	ASAP

Date of Next Meeting – The meeting planned for the 7th July has been cancelled due to holiday commitments. The next meeting will be a face-to-face meeting on the 4th August 2026 at 10:30am, location to be agreed.