

Allotment Advisory Group Meeting minutes

Purpose of meeting	- To discuss progress and issues affecting the allotments.
Date	- 9 th March 2023
Attendees	- Rosie Surridge (RS), Mark Burgess (MB), Caroline Underwood (CU), Pauline Butcher (PB), Debbie Leighton (DL)
Apologies	- None

No	Minute	Action	Owner	Due date
1	Plot allocation We only have two ½ plots available (14B and 23B). With the sad passing of John Cartwright it is expected that plot 12 will become available. Due to the sensitivity of the issue it was decided to wait a month before contacting his next of kin to understand what is happening with his plot. At the moment we have no one on the Waiting List.	Contact John's next of kin in April	MB	End April
2	Plot status	Discussed plot status		
3	Community Plot (Plot 23a) Work has started on the Community plot. Seed potatoes are being prepared for planting. Some strawberry plants have been planted, although these maybe moved to the Community seating area to add to the fruit trees and shrubs to create a wild orchard. Albert, a previous plot holder, has expressed an interest in working with the Community Plot. He can only do light duties so is growing tomato plants and courgette plants from seed to plant out in the plot. We discussed the idea of approaching Mayfield Surgery and asking if they have any patients that may benefit from outdoor activities assisting with the community plot.	Continue to prepare the plot for growing vegetable for the food bank. No action required. It was agreed to establish the plot first and then notify Mayfield Surgery of its existence.	All MB	Ongoing When ready
4	A1 end seating area Work is almost complete on clearing the area, with a massive contribution from the Handymen (Martin & Nigel). One small pile of earth needs to be levelled. The brambles and weeds have been cut back to the fence line and will be shredded when the shredder has been fixed. A small area, behind the compost bins still requires clearing. Plot holders will be approached, via the newsletter, to inform them of the area and to ask if any redundant shrubs and plants could be donated and planted in the area.	 Need to clear the last remaining earth pile. Need to clear the remaining brambles and weeds. Add article into next newsletter	 MB MB MB	 End April End April Next issue
5	Updates on Seating area	Add as standing item to the agenda	MB	

	It was agreed to provide regular updates on activities at the new A1 seating area.			Next meeting
6	Review of Allotments Advisory Group report to the PC A report has been prepared for a PC meeting on 28 th March covering what we have done over the past 18 months and what we intend to do in the next 12 months. The report was accepted by the members of the Allotment Advisory Group with some minor amendments.	Make agreed amendments to the report and publish.	MB	10/3/23
7	Attendance at the PC meeting The PC has requested someone from the Allotment Advisory Group attend the council meeting.	MB to attend and present the report	MB	28/3/23
8	Pest control Pest control visit reports have now been provided identifying progress. Whilst it was accepted that this needs to be an ongoing activity, it was agreed to review the effectiveness and value for money on an annual basis	Add annual review to Allotment calendar.	MB	End March
9	A1 end fence Activity to improve the effectiveness of the fence along the A1 end will be placed on hold pending an update from the Highways Agency as they have informed the PC that they have plans in place to address the footpath and fences along the A1.	No action required		
10	Use of weed killers. The use of weed killers is becoming a problem at the allotments due to overspray and contamination of the water troughs. It was agreed to investigate what other allotment groups do regarding weed killer and pesticides use and update our rules and regulations accordingly. It was also agreed to reach out the Plot Holders and gain an understanding of their opinion towards the use of weed killers.	Reach out to other groups for info. Update Rules and Regs accordingly Prepare a simple questionnaire to be sent out on our Facebook page. Put an article in the next newsletter and point Plot Holders to the Facebook page.	RS All PB MB	Before next meeting When ready End March Next issue
11	Allotment Rules and Regulations It was agreed to review the Allotment Rules and Regulations on an annual basis to ensure they remain fit for purpose.	Add an annual review into the Allotment Calendar	MB	End March
12	Access to our Facebook Page A discussion took place re the access to our Facebook Page and what type of page we want (open or closed) It was agreed that the page should remain a closed page but to extend the access rights to current and previous Plot Holders.	Make amendments to the Facebook page access rights as required.	PB	As required
12	Newsletter distribution It was agreed that all Allotment Advisory Group Members and all current Plot	Update distribution list accordingly.	MB	Next issue

	Holders should be able to access a copy of the Newsletter. However, the Newsletter will be an electronic issue only sent by email. For those who don't have email access, a copy of the latest Newsletter will be placed on the notice board at the front of the Allotments	Add an update in the next Newsletter informing readers that we are switching to electronic publication only and that copies will no longer be printed and mailed out.	MB	Next issue
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Date of Next Meeting – 11th May 2023 – 7:30pm via Zoom