

Allotment Advisory Group

Meeting minutes

Purpose of meeting - To discuss progress and issues affecting the allotments.
 Date - 2nd October 2023
 Attendees - Rosie Surridge (RS), Mark Burgess (MB), Pauline Butcher (PB).
 Debbie Leighton(DL) Caroline Underwood (CU)

Apologies - None

PREVIOUS OPEN ACTIONS FROM EARLIER MEETINGS

No	Minute	Action	Owner	Due date
A	A1 Boundary Fence The group reviewed the boundary fence along the A1 end and agreed to enhance the fencing by planting shrubs that deter entry like Pyracanth or Holly. This will be reviewed in September when the planting session permits.	Consider the best type of shrub to enhance the boundary and install when the planting season permits. Update – PB has obtained two Pyracanth plants which will be planted out in the fence space nearest the electricity pole. This will allow us to see if Pyracanth will grow well at the allotments.	PB	Next meeting
B	Defibrillator The idea of positioning a defibrillator in the allotment car park on the existing wooden shed requires electricity to be available in the shed. It was not clear if this is the case.	Investigate if there is an electricity supply to the shed which can be used to recharge the defibrillator. Update – The electricity has not been switched on yet. However, Savilles have agreed to allow the Parish Council to take over the Gardening Clubs shed and for the handymen to take it on as their new workshop. Once everything with the transfer has been completed, we will revisit installing a defibrillator on the shed to support plot holders and Silverstreet residence in the event of an emergency. CU will keep us updated on transfer progress.	CU	Next meeting
C	Polytunnel The idea of installing a poly tunnel at the allotments was not discussed and will be carried over to the next meeting.	The polytunnel has been included in the 2024 / 2025 budget proposal. If approved, we will start to source an appropriate polytunnel for the allotments.	MB	Pending budget approval
D	Anaphylactic shock During discussions on the installation of a Defibrillator it was suggested that we should also look at including EpiPens to be used to address possible anaphylactic shock caused by insect bites / stings.	Research the implications of storing EpiPens and what type of pens we would need.	PB	Carry over
E	Composting Toilet In addition to installing a Polytunnel at the allotment it was suggested we should also consider installing a composting toilet.	The polytunnel has been included in the 2024 / 2025 budget proposal. If approved, we will start to source an appropriate polytunnel for the allotments.	MB	Next Meeting

3	Extending the community plot. The community plot has now been running for one season and has produced a lot of produce which has been donated to a Food Bank charity. This is considered as a significant success having a real positive impact on those struggling within our community. It was suggested that we may wish to extend the plot by taking back Plot 23b.	Plot holder has been unwell but is now back tending his plots and does not want to give up 23b.		CLOSED
4	Pest control progress Updates from the Pest Controller are sporadic, and we are not sure if monthly visits are being undertaken.	A discussion took place re the effectiveness of managing the rat population. It was agreed that this was going to be an ongoing activity as it demonstrated the positive action the Allotment Advisory Group and the Parish Council were taking to protect the allotments, and the residents of Silver Street from a potential rat infestation and consequential health issue. However, it was agreed to review the process and value for money on a six-monthly basis.	MB	Ongoing
5	Summer BBQ It was suggested that we run a summer BBQ for the plot holders. There was some concern over the level of attendance as previous BBQ were poorly attended and only the committee members turned up.	It was agreed that we have missed the opportunity for a Summer BBQ and would revisit this in the summer of 2024..	All	Summer 2024

NEW ACTIONS FROM 2ND OCTOBER 2023 MEETING

No	Minute	Action	Owner	Due date
1	Plot 28 There has been rumours that, since the plotholder has moved away from Buckden, he plans to give up the plot.	We need to reach out to plotholder to see what his intentions are.	MB	Next Meeting
2	Best Kept Plot 2023. We need to identify the "Best Kept Plot" for 2023 and award the winner before end October. We also agreed that, rather than provide a gardening voucher as the prize we would pay their annual rental for 2024	During the plot inspection on Monday 9 th October, we will identify the plot holder winners.	All	9 th October
3	Annual skip. A discussion took place re the provision of a skip to take away allotment rubbish. It was felt that the allotments were in a relatively good condition and a skip this year was not needed.	We will assess the amount of rubbish on the plots during the inspection on Monday 9 th October and decide if a skip is required.	All	9 th October
4	Community Plot update. PB gave a progress report on the community plot. It was felt that the plot had been a great success. The level of harvest had been very positive with many vegetables being passed to the	Procure seed onions and winter vegetables to be planted at the plot.	PB	On going

	local food bank, which was greatly appreciated and put to good use. The plan is to plan out easy manageable vegetables such as onions and leeks.			
5	2024 - 2025 Budget proposal. The proposed budget for the Allotment Advisory Group was presented and discussed prior to its submission on 14th October. It was agreed to increase the funding for the Community Plot from £50 to £100.	Update the 2024 / 2025 Budget accordingly and submit to the Parish Council.	MB	14 th October
6	2024 Meeting Schedule. We need to publish the 2024 Meeting and Plot Inspection calendar. It was agreed to meet in person at CU's house and via zoom.	Produce the 2024 Meeting Scheduler and make clear the meetings can be attended face to face or via Zoom. During the summer months we will try to run the meetings at the allotments.	MB	Next Meeting

Date of Next Meeting – 4th December at 7pm by zoom or in person at 55 High Street .