

Allotment Advisory Group Meeting minutes

Purpose of meeting	-	To discuss progress and issues affecting the allotments.
Date	-	4 th August 2026 - 10am
Venue	-	Face to face.
Attendees	-	Mark Burgess - (MB)
	-	Caroline Underwood - (CU)
	-	Pauline Butcher - (PB)
	-	Debbie Leighton - (DL)
	-	Ray Magness - (RM)
Apologies	-	Jan Mary Brooks - (JB)
	-	Jess - (Jess)
Absent	-	None

PREVIOUS OPEN ACTIONS FROM EARLIER MEETINGS

No	Minute	Action	Owner	Due date
A	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 further update at the moment.	CU	Next meeting
B	Relocating the Pagoda & Picnic Bench We believe that the Pagoda and the picnic bench is not being used and the space that 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.	Update – Caroline will check with Jess to see when the pagoda is going to be moved.	CU	Next meeting
C	Plot Inspection Update. Overall, the plots are being maintained well, with one or two exceptions.	Update – A plot inspection was conducted on 3rd August 2026 and no significant issues were identified. We need to know what progress has been made on allocating Plot 18a and 18b. Mark to check with Jess	MB	Next meeting
D	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	Update – A meeting was held with the developers at the end of July. A clearer picture of the plan and progress was provided.	CU	When available

	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.	The development is still in the planning stage and there are some significant issues that need to be resolved before the development can go ahead. Further updates will be provided when available.		
E	Allotment Storage Bay The Allotment Storage Bay has been cleared and can now be used for deliveries of manure, soil improver, wood chippings ect.	We are waiting for the main hole cover, which was broken during the last delivery of soil improver, to be repaired. A replacement heavy duty manhole cover has been provided by a plot holder and we have asked if the Groundsmen could install it or if we need to engage a builder to do it. Caroline will check with the Parish Clerk on progress. Until the manhole cover has been replaced no further bulk deliveries can be delivered to Plot 10. Plot 10 has now been covered to suppress the weeds and minimise maintenance. We discussed giving up plot 10 as a bulk storage plot but decided, as it was so late in the season that we would retain it for storage and revisit the decision in the autumn.	CU	Next meeting
F	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
G	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. Caroline will discuss budget position with Jess and provide updated figures for discussion at the next meeting.	CU	Next meeting
H	Remarking the plots. During a recent Plot Inspection, it was identified that some of the plot markers were 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.	Redefine the boundaries for each plot and reposition the plot markers accordingly.	All	Sept 2026

	Regarding the fallen plot markers could we ask the Groundsmen to reinstate them using the replacement wooden post behind the polytunnel.			
I	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.	We still haven't heard from the UK Power Network company re trimming the hedgerow, which is now significantly intertwined with the power cables and presenting a potentially dangerous hazard, especially as we approach the autumn months when the wind are stronger and more prolific. Caroline will check with Jess to see if she has heard anything from Savills of the Power Company.	CU	Next meeting

NEW ACTIONS FROM TODAYS MEETINGS

No	Minute	Action	Owner	Due date
1	Christmas get together It was agreed that we would plan our Christmas get together for the 4 th December at 12:30 at The Snooty Tavern. Everyone on the Allotment Advisory Group and the Allotment Working Party are invited.	We need to understand how many people will be attending and then book a table at The Snooty Tavern.	PB	Next meeting
2	Next Newsletter The next newsletter is due to be published in September. It was felt it should focus on the difficulties experienced during this long hot dry spell and to provide new plot holders with advice / guidance on growing produce at the allotments.	Some suggestions for the newsletter are; An update on the Orchard and the trees planted. What's gone well and what hasn't Possible recipes for using vegetables Jobs to be done in the Autumn How to improve the soil Plans to remark plot boundaries	RM PB DL MB MB MB	End August

Date of Next Meeting – 10:30 am on 7th September 2026

- Venue to be confirmed