

**THE DIAMOND JUBILEE ALLOTMENTS SOCIETY  
CARTERSFIELD LANE, STONNALL**

**Inaugural Meeting of the Allotment Holders**

**Wednesday 18<sup>th</sup> April 2012**

**Venue: Richard Cooper Room, Main Street, SHENSTONE**

**DRAFT MINUTES**

<b>1.</b>	<b>Elect Committee</b>
<b>1.1</b>	<p>Chris Hollingsworth welcomed all in attendance to this inaugural meeting of the Allotment Holders and the first business of the Association is to</p> <ul style="list-style-type: none"><li>• <b>To appoint Chairman</b> Nominations were requested for applicants to serve as Chairman to the newly formed Diamond Jubilee Allotments Society Chris Hollingsworth was nominated (the only nomination received) <b><i>Resolved: Members unanimously voted in Chris Hollingsworth to serve as Chairman of the Diamond Jubilee Allotments Society from 18<sup>th</sup> April 2012 (Term of Office to be decided at future meeting)</i></b></li><li>• <b>To appoint Treasurer</b> Nominations were requested for applicants to serve as Treasurer to the Jubilee Allotments Debra Pastel-Tullah was nominated (the only nomination received) <b><i>Resolved: Members unanimously voted in Debra Pastel-Tullah to serve as Treasurer of the Jubilee Allotments from 18<sup>th</sup> April 2012 (Term of Office to be decided at future meeting)</i></b></li><li>• <b>To appoint Secretary</b> Nominations were requested for applicants to serve as Secretary to the Jubilee Allotments Jill Street was nominated (the only nomination received) <b><i>Resolved: Members unanimously voted in Jill Street to serve as Secretary of the Jubilee Allotments from 18<sup>th</sup> April 2012 (Term of Office to be decided at future meeting)</i></b></li></ul>
<b>1.2</b>	<b>To Agree Committee Structure</b>
<b>1.2</b>	<ul style="list-style-type: none"><li>• <b>To appoint Committee Members</b> Applications were requested for Committee Members to serve on the Diamond Jubilee Allotments Committee <b>The following applicants volunteered and were appointed to serve as Committee Members:</b> <b>Anthony Horton</b> <b>Joanna Turner</b> <b>Alan Seddon</b> <b>Anthony Jude</b> <b>Keith Jones</b> <b>Elizabeth Hassall</b></li></ul> <p><b><i>Resolved: Anthony Horton, Joanna Turner, Alan Seddon, Anthony Jude, Keith Jones and Elizabeth Hassall were appoint to serve as Committee Members to the Diamond Jubilee Allotments</i></b></p>
<b>2.</b>	<b>To Endorse Name of the Allotment Society as ‘The Diamond Jubilee Allotment Society’</b>

2.1	<p>Following discussion where various suggestions were made and following a vote it was agreed that the Society be named <b>The Diamond Jubilee Allotments Society</b></p> <p><b><i>Resolved: To name the site the 'Diamond Jubilee Allotment Society'</i></b></p>
3.	<p><b>To generally adopt the Constitution (attached) with obvious changes &amp; explain how the Parish Council would wish to see the site managed (after return of its' initial investment).</b></p> <ul style="list-style-type: none"> <li>• Following extensive research Chris Hollingsworth reported that the constitution of the Lichfield District Council Allotments site is the most appropriate model to follow, namely that the allotment holders will run and manage the allotments site and initially lease the site from the Parish Council until it can be run independently by the Allotment Committee</li> <li>• The Lichfield District Council site has been running for 15 years and runs very well</li> <li>• Jill and John Street have experience of renting an allotment at this site and confirmed that the constitution there works well</li> </ul> <p><b><i>Resolved: In principal to adopt a constitution based on the Lichfield District Council model</i></b></p>
4.	<ul style="list-style-type: none"> <li>• <b>To Agree Membership Subscriptions if any?</b></li> <li>• <b>Affiliation to the NSALG (National Society of Allotment &amp; Leisure Gardeners Limited)</b></li> <li>• <b>Insurance of the site.</b></li> <li>• <b>Public Liability covered by Shenstone Parish Council.</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>To Agree Membership Subscriptions if any?</b></li> <li>• Initially all plot holders have been charged .45p per sq metre for plot rental &amp; a £5 expression of interest payment which is to be put towards set up costs</li> <li>• From 2013 a rental for the plot will be charged plus a fee for subscription to the allotment society</li> <li>• A float of £5 per annum per plot was suggested to create a float - this to be discussed further at next meeting</li> </ul> <p><b><i>Brian Hawthorn Proposed: To levy a £5 charge per plot as an interim payment and then review The Proposal was not voted on - to be confirmed at next meeting.</i></b></p> <ul style="list-style-type: none"> <li>• The Forward Plan is that the Allotment Society will be free of debt to the Parish Council for investment made at the site after 4 years in operation</li> </ul> <ul style="list-style-type: none"> <li>• <b>Affiliation to the NSALG (National Society of Allotment &amp; Leisure Gardeners Limited)</b></li> <li>• Affiliation to the National Society of Allotment Growers is £35.00 per annum</li> <li>• This fee could be covered from the fund raised from each plot owner paying a £5 fee which will provide allotment holders access to their website and forum - a PIN would be issued for access</li> <li>• The Allotment Society to affiliate to the National Society of Allotment and Leisure Gardeners Limited which is the recognised body for the allotment movement in the United Kingdom. The Society is owned, managed and funded by its members to protect, promote and preserve allotments for future generations to enjoy</li> </ul> <p><b><i>Resolved: The Diamond Jubilee Allotment Committee to affiliate to the National Society of Allotment and Leisure Gardeners Limited</i></b></p> <ul style="list-style-type: none"> <li>• <b>Insurance of the site.</b></li> <li>• Discounted Insurance is available through NSALG</li> <li>• The Diamond Jubilee Allotments to sign up to the Insurance cover as arranged by NSALG</li> <li>• Insurance costs can then be divided up per member</li> </ul> <p><b><i>Resolved: The Diamond Jubilee Allotment Committee to sign up for Insurance cover as provided by the National Society of Allotment and Leisure Gardeners Limited</i></b></p> <ul style="list-style-type: none"> <li>• <b>Public Liability Insurance</b></li> <li>• The Parish Council has confirmed that Public Liability Insurance is in place for the Allotment Society under the Parish Council Insurance cover whilst the two associations are working together.</li> </ul>

<b>5</b>	<b>Bulk Purchase Schemes</b>
<b>5.1</b>	<ul style="list-style-type: none"> <li>• Keith Jones has a contact for compost and can get a pallet load of 50 litre bags at really cheap prices</li> <li>• Slightly dented wheelbarrows can also be purchased at £20 each</li> <li>• Economies of scale will be available from a contact made by Alan Seddon - for compost, potatoes, shallot onions at a third to a quarter price of garden centre prices</li> <li>• Information was given regarding Tamworth Allotment Society situated just past Hopwas and towards Tamworth where purchases in bulk are available - it costs £3 to join and then seeds etc. 50% cheaper than retail prices, they sell fleece, plastic, etc. - only open at certain times Wed/Fri/Sat from 0930 to 12 noon</li> <li>• Seed discount purchasing schemes will be available for bulk purchasing schemes</li> <li>• Members to consider a book share purchasing scheme</li> <li>• Bulk buying scheme also available from Marshalls</li> </ul>
<b>6</b>	<b>How do we use the shed?</b>
	<p>A community store shed is now in situ - Members to install a key safe and give members a code for access  A request was made for an Allotments Notice Board for Members to use and swap ideas and contacts  A First Aid Box to be installed (Committee to investigate)  A Storage Box will be placed for storing equipment - protocol to be agreed for locking and opening storage box etc.  Chairs and tables have been donated and will be stored in this building</p>
<b>7</b>	<b>Agree and Area for Socialising - currently plot 13 is vacant</b>
<b>7.1</b>	<p>Following discussion it was</p> <ul style="list-style-type: none"> <li>• <b>RESOLVED to create a green area for socialising on Plot 13 - this was approved by all in attendance</b></li> </ul>
<b>8</b>	<b>Proposal to plant screen hedge on western boundary - grant possibilities?</b>
<b>8.1</b>	<p>Members discussed the proposal to plant a hedge on the western boundary to screen the top corner of the site  Permission will need to be given for this - Chris Hollingsworth to investigate further.  <b>RESOLVED: To investigate further the plan to plant a hedge to provide screen on the western boundary of the site (a vote was taken 17 to 8 in favour to proceed should the planting be allowed)</b>  <b>Sarah Cowley has lost some space on her allotment plot - refund to be agreed</b></p>
<b>9</b>	<b>Any Other Business (not on the agenda)</b>
	<ul style="list-style-type: none"> <li>• <b>SECURITY ON SITE</b>  We have 3 padlocks (which cost £45.00 each) 1 is on the front gate and 1 on the secondary gate - whilst there are members on the site it is sufficient to bolt the gate - <b>BUT PLEASE DON'T TAKE THE PADLOCK WITH YOU!</b>  <b>Make sure the padlock is placed in the end eye hole and check carefully that it is secure.</b></li> <li>• <b>THE LAST PERSON ON SITE (WHATEVER TIME THEY ARE LEAVING) MUST ENSURE THAT THEY LOCK THE INTERNAL AND EXTERNAL GATES</b></li> <li>• <b>NEVER LEAVE THE GATES OPEN</b></li> <li>• A Member suggested that Smartwater could be used on the site - this to be considered.</li> <li>• Members requested further information regarding water charges</li> <li>• Chris Hollingsworth confirmed that all water is metered and from his research currently South Staffordshire Water rate is £1.23 per 1000 litres</li> <li>• Further information was requested that a reading of the submeter from farmers supply be taken asap and then at regular intervals</li> </ul>

	<ul style="list-style-type: none"> <li>• Members asked if the Allotment Owners would be covered if there is a leak situation?</li> <li>• Chris Hollingsworth confirmed that over the winter the water would be turned off and that pipes are buried 2 to 3 feet down - so the likelihood of freezing is minimal</li> <li>• Stop-cock for water located adjacent to meter</li> <li>• Information was requested as to how to handle insects/bugs/pests - it was suggested that this information would be available from the farmers.</li> <li>• Parish Council has Public Liability in place (Parish Clerk to check with Insurers and clarify exact details)</li> <li>• Information requested about how to use and store fertiliser</li> <li>• One member asked if income could be made from selling stones? <i>(Oh if only we could!)</i></li> <li>• Members asked if there was any possibility of purchasing compost now?</li> <li>• A request for a Notice Board was made to give Members the opportunity to advertise / share information etc - <i>(CH will investigate)</i></li> <li>• Members requested guidance regarding bugs/pests and how to control - <i>(CH will talk to farmers)</i></li> <li>• Members requested guidance on how to utilise and store fertiliser - <i>(CH will investigate further)</i></li> <li>• Committee to investigate ensuring a First Aid Box is installed</li> <li>• Entrance Security was discussed - Members must ensure that they adhere to instructions provided</li> <li>• An eco-loo has been ordered - due for delivery to site shortly - confirm that landowners have no objections and Lichfield District Council has been consulted</li> <li>• Fruit Trees ruling - only dwarf trees to be planted as shading other plots could be an issue</li> <li>• The location of the site is high and winds may cause problems with cane bean racks etc. John Elkin is looking into placing more sturdy posts and will report back</li> <li>• The issue of keeping pathways clear was discussed - it was confirmed that the allotment holder is responsible for the path on the right of the plot when looking at the plot from the pathway</li> <li>• Members again called for determination of where to store tools etc. - Chris Hollingsworth is looking into this with Planning Officers at Lichfield District Council and will report back - this is an issue for a number of Allotment sites throughout the District</li> <li>• Valmae Hassell has suggested a number of projects for consideration <ul style="list-style-type: none"> <li>i) Would it be possible for Guides and Brownies and other uniformed groups be given a plot</li> <li>ii) Could we consider a pond?</li> <li>iii) Could plot 13 be utilised as a meeting area (this agreed earlier in the meeting)</li> <li>iv) Could we consider a scarecrow competition?</li> <li>v) Could we install a Notice Board for allotment holders notices etc.</li> </ul> </li> </ul>
<b>10</b>	<b>Agree time for next meeting and interval between meetings</b>
10	No meeting date was arranged at this meeting - TBA Chris Hollingsworth to advise date, time and venue of next meeting

Signed \_\_\_\_\_