



Minutes of the Hart Allotments Pilcot Tenants' meeting on Saturday 22nd March 2014 at the Hart Leisure Centre at 14:30

1. Welcome & Introductions

Sally Martin (the Chairman) opened the meeting and welcomed everyone. The committee members introduced themselves to the group and the farmers Phil and Ian were also introduced.

2. Site Preparation

Soil and siting

The soil condition was discussed. Phil advised that he hoped to get the field ploughed within the next couple of weeks.

The application of 'Roundup' was discussed. It was unanimously agreed that this should be applied to the site to kill the weeds (although this may delay us being able to get on to the site by 7 – 10 days as time is needed to kill the weeds)

The location of the site within the field was discussed. Some wanted the site to be away from the gate others wanted it close to the gate. It was decided to locate the site in the middle of the field.

Sylvia agreed to keep tenants informed of progress by e-mail.

Boundary fencing

The farmers had agreed to keep their animals out of the field that would be used for the allotments. It was discussed that due to costs and the temporary nature of the site, permanent boundary fencing around the site would not be possible. (This can be reviewed at a later date if there is a problem). It was decided that we would all be responsible for boundary fencing for our own plots (or by joining forces with other neighbours where a fence could be put around these as a group.)

Physical Layout of Plots

The layout of plots was reviewed. Once the ploughing and cultivating has taken place the plots can be laid out with pegs and numbered accordingly. Members of the committee plus a few volunteers agreed to undertake this once the green light is given. In the summer the subject of parking cars on the site was discussed. However, this needs further investigation as there could be a 'change of use' restriction.

Paths

It was discussed that the path down the centre of the site should not be ploughed. (2.5m wide) The smaller access paths will need to be created. Sylvia mentioned that she might be able to get a supply of wood chips for the access paths, however we need as much as we can get. A general request was put out to tenants to see if they could get further supplies.

Access

It was discussed that we need to keep the 1st access gate clear as the track is also used by a mobile phone company. It was discussed that we need one padlock, Phil demonstrated how the lock mechanism is to work so that tenants and mobile company can get access.



Key Deposits

It had been decided to go for a code type of padlock. Sylvia explained that when we initially sent out the invoices a key deposit (£15) was included but that now (since we are going for a different lock) a deposit is not required. It was agreed that, to avoid the burden of administration, Hart Allotments could keep this amount in their deposit account and that in future years tenant's membership could come out of this.

3. Finance

Dave mentioned that only fully paid up members could be allocated a plot. There were a few anomalies that need further investigation. During the meeting Dave handled enquiries concerning payments.

4. Plot Allocations

Sylvia ran through the process that had been used to draw the names out of a hat (random selection from 4 envelopes). She reported that all preferences that had been notified before the meeting had been taken into account. Tim read out the list regarding which folk had what plot and these could be seen on the screen. There were no 'preference swaps' but some individuals took the opportunity to upgrade their plot size.

5. Administration

Share Certificates

Sylvia mentioned that since we are an Industrial and Provident Society (co-operative) we are all members. Sylvia showed the membership certificate and advised that a share certificate for each member has been created and that they need to pick it up from the appropriate admin table manned by Alan.

Tenancy Agreements

Sylvia showed the tenancy agreement (an example of this was e-mailed out prior to the meeting). These agreements had been based on model agreements obtained from the National Allotments Association. Tenants are required to complete 2 copies of the agreement and each copy to be signed by 2 members of the committee, the tenant and another person. The plot number was also inserted in to the agreement. Sylvia advised that one copy should be kept by the tenant and the other copy kept by Hart Allotments. All of the committee took part in the administering and signing the tenancy agreements.

6. AOB

The application of manure and of spent hops was discussed. The use of hoses on the site was asked. Sylvia referred the tenants to the Hart Allotments website and specifically the overview page where it mentions whether certain subjects such as hoses and bonfires are permitted. (No on both counts) and then refers to where in the policies and procedures more specific information is found. Some tenants used the opportunity to walk to the site following the meeting.

Thanks to all committee members for their work during the meeting and tenants for a making the meeting very productive.