

Upper Rissington Allotments Meeting

27 March 2023

Agenda

1. Invitation to Dan Holden (DH), PC Vice-Chair, to answer committee's queries
 - Water update
 - PC Clerk spoke with site area managers – PC have identified everything required to turn on water, although struggling to locate the as laid water drawing plans
 - Quotes for waterworks, parking, paving etc. ongoing.
 - One quotation received for all works (water, parking, paving, fencing)
 - Given the high cost, procedures require 2 more quotes
 - To be discussed at next PC meeting on 17 April
 - Tree/hedge trimming update
 - Initial work to be done by PC, and then regular maintenance to be absorbed within wider public spaces work
 - PC have begun to collect quotations for the work
 - Pest control/security update (fencing)
 - DH to check notes and come back with response (included in one quotation above)
 - Role of UR Allotment Committee vs Parish Council
 - Allotment allocation & wait list (6 plots currently vacant) – Preference that management would stay with PC
 - Dealing with tenancies, rents due and paid - issuing receipts - PC
 - Keeping a full record of plot occupancy and use - PC
 - Providing & paying for site services & maintaining the services (e.g. water) - PC
 - Approval of structures on plot – etiquette = committee/members
 - Limit of 8 x 12 ft structure already approved in licence agreement but this conflicts with another clause stating PC approval required. DH agreed there should be no need for PC approval for structures that fit within this guideline JT suggested PC issue a blanket approval until the clauses can be revised.
 - Managing allotment budget – Funds raised by allotment committee will be managed by AC
 - Public Liability Insurance – to indemnify local authority, & protect association, volunteers, members & 3rd parties on site – PC have public liability insurance – DH to share details
 - Quarter plots –
 - Would like PC to consider smaller plot sizes to accommodate people who lack the time, the ability, the desire or the need to cultivate the full half plots.
 - PC will consider smaller plot sizes, however would like to first try to fill 6, then discuss dividing some plots

- Budget allocation – what is available so that we can know what to request & what to fundraise for?
 - There is money allocated to allotments at moment, however it is part of money set aside for several village projects. DH to confirm how much may be available for the allotments
 - DH advised that October is the best time to raise any new finance requests to the PC for consideration in the following year's budget
 - How to apply for permission to put a structure on a plot (e.g. a shed) – what is process? License seems to state that PC must be consulted before putting a structure on allotment
 - DH confirmed that it's OK to put anything up that fits dimensions in clause 13 of license.
 - Licence will be amended with wording to make this clear
 - Request made for clear signs at top of road – re speed on Godfrey Place, approaching the path to the allotments
 - DH to add to list of requests for signs around the village
 - Parking on grass verge outside gate – require sign on gate to indicate that no parking is permitted in front of left site of gate (when facing allotments) due to protected green space
 - DH to add to list of requests for signs around the village
 - AC to produce Allotment Handbook with guidelines and include parking in it as well.
2. UR Allotment Committee Structure:
- Determine structure of committee
 - AC felt that for now, committee was best kept informal and that there was no need for a formal structure (e.g. Chair, Treasurer, Secretary, etc.)
 - Discussed Allotment Members' Handbook: AC to consider putting together a handbook for site plot-holders to clearly explain guidelines for allotment & plot use, etiquette, et
 - Meeting frequency
 - Agreed to meet as required, but likely monthly
 - Next meeting to be after PC meeting
3. Other items to discuss:
- Grants – Should we apply for one?
 - Committee considered this a good idea, however probably best to wait until we know what the PC will be able to build.
 - Communal plot – Committee discussed the idea of having one plot that is set aside for the allotment community. This would be a central location where we could have a community shed, a sitting area, informal plantings, etc and would be space for meeting, sharing, etc.
 - Plot 29 was suggested as an ideal site as it's central to all plots
 - Joining the National Allotment Society Membership – Joining as an Allotment Association (£3 per member)
 - Committee to put out a message to all allotment holders once we have contact information to see who might want to be a member. Could apply as a group for those people only.

- Require a minimum of 10 people
 - How to avoid plot holders leaving plots in a bad state (e.g. overgrown with weeds, rubbish on plot, etc)
 - Discussed idea of having plot holders pay a deposit, to be refunded if plot left in good condition (What this is, is to be determined) OR used to return plot in a good condition if not left so. No decision made.
Need consultation of wider group?
4. Items to take to the PC for discussion/approval:
- Communal plot – Can we use Plot 29 as a communal plot?
 - Weed suppressant for currently empty plots – Could we have some money to buy weed suppressant, or would it be best to use the money to arrange for plots to be rotovated before they are handed to new tenants?
 - Structure for wood chippings / compost / manure – AC would like to erect a structure (wooden bays?) to contain wood chips, soil, manure etc that is donated (in triangle of space in front of plot 19. Can this be included in cost of finishing off allotment?