

## **Pretoria Road Allotment Society**

Minutes of the Committee Meeting 16<sup>th</sup> May 2023 - Pretoria Road Allotment Site 6pm

### **Committee Members Present:**

Claire Nicholl – Chair (CN)  
Doug Blackwell – Secretary (DB)  
Derek Howell – Treasurer (DH)  
Mary Hayward – Minute Secretary (MH)  
Norman Bradford (NB)  
Jenny Richardson (JR)  
Richard Pruett (RP)  
Chris Rowell (CR)  
Mike Stinchcombe (MS)  
Jody Fayne (JF)

**Apologies:** Jake Gray (JG), Keith Meredith (KM)

**ITEM 1.** Adopted minutes for previous meeting (25.3.23)

**ITEM 2. Update from Easter Event** – Thanks given to all who helped and supported this event. £105 profit made.

**ITEM 3. Locks and Keys** – MS outlined the current difficulties obtaining keys for the existing padlocks, as well as difficulties obtaining new padlocks to match the existing keys. Mike explained that to change all locks and give members new keys would be very expensive. Discussion followed and it was agreed by the committee to replace the lock on the main gate with a combination padlock.

**ACTION:** DH to source combination padlock. DB to inform plot holders of changes by email. MH to print and laminate notices for the gates and noticeboards regarding the change. Once padlock in place, DB to email all plot holders with the combination number. MH to contact PTC re their responsibilities regarding site security and investigate grant funding for possible future costs of locks and keys.

**ITEM 4. Rotavator** – DB expressed his concerns regarding the strong power of the large rotavator and plot holders' abilities to use safely. A discussion followed and it was agreed that only Jake or Derek would rent out the large rotavator to ensure a trained committee member would be on site during use to support the correct use of this piece of equipment.

**ACTION:** Investigate purchasing a smaller rotavator. DB to email plot holders to inform them that rotavator only available to hire from Jake or Derek.

**ITEM 5. Update on new roof work** – It was reported by DB and DH that these works are mostly complete. Outstanding work include the guttering and electrics. Electrician coming Thurs and completing PAT testing. DB asked committee members to support with masonry painting and suggested those on shop duty may be able to support with this. The build cost so far for this project is £976. As the grant given for this project was £800, it was agreed to pay the electrician from the Fundraising Account.

**ITEM 6. Allotment Handbook** – MH asked if the correct copy of the Plot Holders' Handbook had now been sent to members. DB confirmed that it had and that plot holders were asked to pay particular attention to the section in the handbook regarding the size of sheds, polytunnels and greenhouses. A discussion followed regarding the size of greenhouses, polytunnels and sheds on plots and it was agreed to remind plot holders of the permitted size of these structures at the AGM.

**ACTION:** Permitted structure sizes to be placed on agenda for next AGM

**ITEM 7. Fundraising Events** – JJ suggested a morning/afternoon coffee and cakes event.

**ACTION:** JJ, MH and CN to decide date and liaise together to plan this event. Once planned, send details to committee members. DB to email info to plot holders. MH notices on gates and on noticeboard.

**ITEM 8. Grant Applications** – Discussion followed around future projects on the allotment site. This included the possible expense of new padlocks and keys, repair work to the kitchen roof to make the building watertight, the purchase of a smaller rotavator.

**ACTION:** MH to investigate possible sources for grant funding to help with future projects. Also, MH to draft letter PTC to enquire about their responsibilities/possible support with funding to help with site security ie. padlocks and keys.

**ITEM 9. AGM Date** – It was agreed that the AGM will take place on the allotment site on Saturday 2<sup>nd</sup> September 2023 at 10.00 am.

**ITEM 10. Bonfire Event** – It was agreed that this will take place on Saturday 4<sup>th</sup> November.

**ACTION:** Agree start time for Bonfire Event at next committee meeting.

**ITEM 11. Orchard Maintenance and Volunteers** – DB suggested this area could be trimmed by committee members who are doing a shop duty.

**ITEM 12. Vacant and Untended Plots** – DB reported that he carried out a plot inspection and plot holders who have not maintained their plots have been contacted. It was agreed that in general the site is looking good - most plots currently being tended by the plot holder.

**A.O.B**

DB reported that he had replied to an email forwarded to him from One Planet Matter. DB confirmed that he informed One Planet Matters that the Allotment Society will liaise with PTC and local schools.

DB notified the committee that a new Town Clerk for Patchway is being sought. Once appointed, DB to make contact and invite to allotment site.

DB reported that there is 12 years remaining on the Allotments Society's current tenancy.

**NEXT COMMITTEE MEETING:** Tuesday 4<sup>th</sup> July at 6pm – Allotment Site.

