



Minutes of meeting – 20th November 2024

Present

Mike Campbell	(MC)	Equipment manager
Eric Cooper,	(EC)	Parish council liaison, Newsletter editor
Carole Darnell	(CD)	Secretary
Maria Dunne	(MD)	Trading hut manager
Sandra Fuller	(SF)	Chair person
Mark Ingledew	(MI)	Plot vacancy manager
Wayne Kirkham	(WK)	
Theresa Saunders	(TS)	Volunteer coordinator
Bob Wickens	(BW)	Vice chairperson/events manager
Apologies – Nick Southern		

Matters arising from last meeting (not on today's agenda)

Action previously agreed	Action owners	Actioned	Discussion today	Further Action by CAAC
Await feedback from PC about increase in ring fenced money	SF/CD	Yes	Informed that PC have agreed this in principle	None required
Organise seed ordering weekend for plot holders	MD/NS		Agreed dates Sat 30/11/24, Sun 1/12/24 09.00 - 11.00 Trading hut	CD email plot holders to inform of date, ordering payment process
Check if Trading hut floor needs coat of paint during winter close	EC	Yes		EC to paint after wreath making before reopening Feb 25
Supply list of site signs (as agreed by CAAC) to RP for ordering	CD/All	Yes	CPC will not permit 'No thoroughfare – plot only signs' on site as residents are allowed to walk on perimeter tracks	Monitor situation re perimeter tracks. All to report any incidents/problems in these areas
Amend plot application form to inc cash deposit for all new plots (inc existing plot holders)	MI	Yes		MI to source cash receipt book ready for 1/4/2025

Agenda items

Item	Discussion	Owner	Action required	When?
Feedback from CPAC meeting SF informed CAAC that	- Bottom shed roof has been replaced; fridge/freezer disposed of - Revised tenancy agreement to be discussed at Jan CPC - Snagging issues on Footpath 14 fence will be done by PC maintenance team		For info only	
Trading hut	£228.72 income from fund arising events this year. Money from wreath making will be added & used to buy noticeboard for North End Next fundraising will be for gas BBQ Wreath making now fully booked (30 places over 3 days). Garden members who join now will be given membership until 31/3/2026 Rotavator hire – needs moving to back shed and someone to start and demo it when a plot holder wants to rent it Some items are missing from Trading hut Security access codes on back shed/key cabinet should be changed periodically	MD EC MD All All MI	Source supplier Source supplier Need to include garden members in info emails and newsletters MD supply CD list of emails WK will move it to back shed Demo session for CAAC members ? NS to do Please record any items used by CAAC for site maintenance Change every January	After wreath making This week 14/12/2024 10.30 TBC On going 2/Jan/2025

Item	Discussion	Owner	Action required	When
CPC website	RP is creating an allotment page on the CPC website – will include minutes of CAAC meeting and general info inc how to apply for a plot	CD	Inform RP that CAAC members are comfortable with minutes appearing on website	November 2024
	Discussed at meeting some wording CAAC would like included	CD	Forward to RP	
Plot management	<u>Plot surrenders</u> 18a,19a, 23c/d, 114a,115a <u>Plots let</u> 18a,19a <u>Plot evictions</u> 18c,18d, 92d, 96a 1 month notice given <u>Plot inspections/reviews</u> Stage 1 letters sent 34b,35c,34d, 86b 102d, 103d <u>Plot work</u> 12b uncovered 13a, 21b cleared		None needed in good state ready to relet Start clearance from 15/12/2024	
Keeping of bees	Not supported by CAAC as site not suitable/safe		None - info only	
Siting of toilet	Flushable Portaloo has been donated to CAA. Used for Trading hut functions only, sited in refurbished back trading hut	MD	None -info only	
Bonfires	Complaint received by CPC (Cody rd. resident)	EC	EC will discuss details with RP Need to look at our policy – is it suitable/adhered to? -is it comprehensive	2025

Item	Discussion	Owner	Action required	When?
Xmas social event	Date set for Sat 14/12/2024 12.00 hrs Mince pies/mulled wine Tombola/Christmas music/hot dogs	SF	CAAC members to muster at 11.00 to set up	
		All	Donations for tombola please	
		CD	CD to email plot holders to inform	

AOB

Item	Discussion	Action owner	Action required	When?
Potato competition	Winner (or representative) to be presented with trophy at Xmas social event	BW	Arrange presentation and photo	14/12/2024
Clapham show schedule	Schedule of classes for comment has been circulated to CAAC.	BW	Finalise schedule	By Spring 2025
Toilet donation	Possible donation of compostable toilet/ cubicle from local commercial company	BW	Find out more!!	By next CAAC meeting
Health and Wellbeing plot Progress to date	- Donated planters on plot, painted and repaired, lined, filled with soil - Raised beds under construction? have each bed at different height - Shed to be relocated, patio and paths surfaced - Wheelchair used to check width of paths, entrance, bed height & general movement		None for info only	Still planning to have ready Spring 2025

	Concerns raised today about difference in levels between plot pathways and adjacent grass (trip hazard, risk of falls) – worse when path material is laid Further discussion, thoughts, ideas needed		No work on paths to start until resolved MD to project manage next steps liaising with PC as needed	
Manure drop zones	Area at front of plot 107a already set up with metal sheeting – to be used as South end manure drop	EC/CD	Close other area at South end next to bottom shed Arrange drops at 2 top North end areas	Nov 2024

Next meeting -Wednesday 14th January 2024 TBC