



Minutes of meeting – 6th August 2025

Present

Mike Campbell	(MC)	Site watchdog	1 st part of meeting
Eric Cooper	(EC)	Parish Liaison officer/Vice chairperson	
Carole Darnell	(CD)	Secretary	
Maria Dunne	(MD)	Chairperson	
Theresa Saunders	(TS)	Volunteers coordinator	

1. **Apologies** – Mark Ingledew, Wayne Kirkham, Nick Southern
2. **Minutes of previous meeting** signed off by MD as a correct record
3. **Matters arising** from last meeting (not on today's agenda)
4. **Update/Current situation on agreed actions from last meeting**

Item	Action agreed last meeting	Update	Further action/action owner
Phone system	CD to contact Jake to enquire about outgoing calls Sign posts giving emergency numbers to be mounted	Incoming calls working well Outgoing calls still not possible CD still to contact Jake to resolve In progress – 1 sign complete, 2 more to do	Ask WK to try on his phone in case it's a mobile network issue than CD to contact Jake MC to complete work
Police surgeries	MD to attend next meeting	MD attended 'Coffee with a Cop' on 15/7/2025 and has joined the Beds Connected Group. She has date of next meeting	Invite local police officers to the Open Day on 16/8/2025
Pub sign	EC to pursue wood order for pub sign	Company concerned is Bedford Timber who are now in liquidation	EC to source new supplier

Agenda items

- 5. Feedback from CPAC meeting** – There is no August CPAC meeting so nothing to report

Matters to be taken to next CPAC meeting –

- CAAC currently discussing amendments required in tenancy terms and conditions re maximum number of plots and % of the plot(s) that can be laid to grass.
- CAAC insurance – do we need separate insurance or is everything covered under the CPC insurance umbrella.
- CAAC future plans on equipment (for plot clearance, loan) replacement
- Car parking for dog walkers (are there any signs in dog park)
- Use of relocation for problem plot holders

6.Finance

Item	Discussion/Update	Further action needed & owner
Bank balances Misc £ 399.49 Trading hut - £ 781.48	NS is resigning from post as Treasurer at end of October when Trading hut closes for the season. He will remain on the CAAC and become a 2 nd account signatory We need to find replacement, no-one on the present Committee has capacity to take on this role so need to recruit new CAAC members 2024/2025 spending from £3,000 ring fenced money has been on target with a minimal overspend of £150. Spending has been on fridge &, asbestos removal, water rates, NAS subscription, safety signs, plot clearance and skips	MD/CD to canvas recruit new committee members (2 more min) Use WhatsApp and plot holder bulletins/newsletter CD has asked Rosemary for site of water bills when received by PC (every 4 months) so no end of year surprise

7.Trading hut

Item	Discussion/Update	Further action needed and owner
Staffing	Useful to know who worked in Trading hut each weekend in case of queries	All write name in sales book each session – put reminder in comms book MD
Rota	All going well -now pinned at top of WhatsApp page	None

8. Plot management

Item	Discussion/Update	Further action needed and owner
Plots let out = 2.4 full & 1 half (including relocation)	No vacant plots at South End until eviction notices served (2 likely)	MI to send out Stage 2 letters ASAP CD will check has this been done
Plots surrendered = 1		
Plots vacant in good order = 0		
Plots vacant in poor order =18	Working hard to clear & redefine plots in Northeast quarter	
Occupancy rate = 94%		
Plot inspections	4 Stage 2 letters (South End) need to be sent	CD will check with MI this has been done
Plot numbering	Southeast area trial successful Whole site now numbered – alternate rows	None
Outstanding invoices	2 plot holders left to pay – numerous reminders sent	CD to discuss with Rosemary action PC wish to take

9.Site management

Item	Discussion/Update	Further action needed and owner
North end plots	Further discussion needed on best way to use space, maximising number of plots and reducing 'No mans land' Also need to define manure drop area big enough for tractor turning and decide use of blue sheds acquired by Association	Discuss fully at September CAAC meeting

10. Health and Wellbeing/Shared plot

Item	Discussion/Update	Further action needed and owner
Shared plot	Plot allocated was marked out in strips (5 x1 pole) but due to unexpected issues this will now become 2 x 2.5 pole plots instead and shared plot will be created elsewhere	Agree location of new shared plot

10. Future events

	Discussion/Update	Further action needed and owner
Open day (16 th August)	Jobs to be done beforehand and jobs on the day agreed and allocated Car park, trading hut layout agreed	Posters local shops, FB and Allotment site week before (TS/CD/MD) Trading hut set up Friday (MD, Amanda) Tables to be collected from village hall Friday (WK, CD) Car park roped off Friday eve (MD) Event set up starts at 8.30am (WK, CD, MD, TS, Ian) Meet & greet stall holders 9.00am (TS) Scarecrow judging 10.00am (John Keech) BBQ light up – 11.30am (Lindsey & Steve) Awards presentation 1.00pm (John Keech or PC) Cream teas (Amanda) TH shop (Sandra) Tombola (Di) Veg, cake, fun comp stalls (CD & Alex, Debbie) Craft stall management (TS) Queries (general and plot) WK Floor manager (MD) Clear up (Everyone)
Clapham Show 6/9/2025	Show set up meeting chaired by Bob planned for 21/08/2025	Show volunteers to attend

12. AOB

Item	Discussion/Update	Further action needed and owner
Liability, stock and equipment insurance	NAS use insurance company Chris Knott who frequently insure Allotment Associations We have quote from them to cover Trading hut stock, plot clearing equipment, event liability (up to 3 events per year), volunteer liability for people working on the site (plot holders, family, friends etc). Cost is £500 per year approx.	CD to ask Rosemary if CAAC should have separate insurance from the CPC

Item	Discussion/Update	Further action needed and owner
Complaints Will be included as standing agenda item at future meetings	1. Accessing plots that appear to be vacant (plot holders taking produce) 2. Rubbish dumped in plot holders compost bin by person(s) unknown)	When plot is let immediately display 'Plot let' sign so there is no confusion
NAS benefits	Plot holders need to be aware of benefits they get from being NAS Associate members (including insurance)	Discuss next CAAC meeting
Oakley Allotments Best plot judging	Have asked us to judge their allotments as a thank you for them doing our site	EC and TS free to help. Date agreed , CD will inform Oakley who and when

The meeting closed at 1.00pm

Next meeting -Wednesday 3rd September 10.00am Venue Trading Hut

Signed as a true reflection of the meeting:

Signed	
Dated	3 rd Sept 2025

Chair