



Minutes of meeting – 3rd Sept 2025

Present

Mike Campbell	(MC)	Site watchdog
Eric Cooper	(EC)	Parish Liaison officer/Vice chairperson
Carole Darnell	(CD)	Secretary
Theresa Saunders	(TS)	Volunteers coordinator
Nick Southern	(NS)	Treasurer
Wayne Kirkham	(WK)	Plot manager

1. **Apologies** – Mark Ingledew, Maria Dunne

The meeting was chaired by EC in his role as vice chairperson

2. **Minutes of previous meeting** signed off by EC as a correct record with 1 correction noted on Page 2, should read CD has asked Rosemary for **sight** not **site**

3. **Open forum** – plot holder Amanda Haddick (AH) attended meeting expressing a wish to join the committee. She is aware of the role, duties and responsibilities involved. All at the meeting were in favour and Amanda was co-opted on to committee. She remained for the remainder of the meeting

Agreed action at meeting – Open forum to be advertised to all plot holders (CD to action)

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

5. Update/Current situation on agreed actions from last meeting

Item	Action agreed last meeting	Update	Further action/action owner
5.1. Phone system	CD to contact Jake to enquire about outgoing calls	Caused by no credit on phone, Rosemary suggests use own phone putting 141 before number dialled	CD & WK to trial
	Mount remaining safety signs	Done, agreed need a 4 th locked in sign for Bents Close end of site	CD to ask Rosemary to order MC to fit sign
5.2. Police surgeries	Invite local police officers to Open Day	Police officers attended	MD to stay as member of Beds Connected and feedback info to CAAC

Item	Action agreed last meeting	Update	Further action/action owner
5.3. Pub sign	EC to source new supplier for wooden pub sign	EC has now got money back from bank	EC sourcing new supplier
5.4. Water bills	CD to ask Rosemary for sight of each quarter water bill	CD meeting with Rosemary on 11/09/2025 will discuss then	Report back amount to next meeting
5.5. Stage 2 letters	Check these have been sent for South end	3 have been sent (4 plots in total) – evictions likely	CD/MD to report back on evictions next meeting
5.6. Insurance	Research if Association need their own insurance (not just PC)	CD has discussed with Rosemary – waiting for reply from CPC insurance guru	Report back next meeting
5.7. Accessing of vacant plots	Plot let signs to be made and used	Signs made and ready for use	WK to report back effectiveness next meeting
5.8. NAS membership	Process needed to tell plot holders about NAS benefits	Agreed at meeting 1. Include in invoice letter each April 2. Welcome pack for new plot holders (sent electronically)	CD to check if already in letter EC to discuss with MD – do we have a welcome pack under development
5.9. Oakley best kept allotment judging	2 committee members to attend – date agreed	Judging done – interesting and useful Need to further develop relationship with Oakley allotments	CD will email Julia at Oakley to keep in touch

Agenda items

6.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)

7.Finance

Item	Discussion/Update	Further action needed & owner
Bank balances Trading hut - £ 936.25 Misc £ 528.95 Boost in Misc fund from Open Day takings	Need to find new Treasurer to replace NS – 2 persons not on committee have expressed an interest Should this be advertised to all plot holders	MD to discuss with the 2 individuals if they want to take on role – may need committee vote to select and then decide about general advert

8.Trading hut

Item	Discussion/Update	Further action needed and owner
Financial position	Current bank balance means the Trading hut will have enough money for next season purchases	For info only
Winter ordering	Order has been placed for onions/garlic now waiting to be shipped Waiting for paperwork on potato variety availability	For info only
Rota	Discussed at meeting can T/H be staffed by 2 volunteers or does a committee member always need to be present Agreed that if volunteers are experienced this is acceptable	TS to trial this until end of Trading season and report back to CAAC

9. Plot management

Item	Discussion/Update	Further action needed and owner
Plots let out = 1		For info only
Plots surrendered = 1		For info only
Plots vacant in good order = 2		For info only
Plots vacant in poor order =31	Working hard to clear & redefine plots in Northeast quarter	Plot clearance day planned for Friday 12/09/2025 – Plots 37c, 37d, 38d , ?38c TBC & peg out 35c
Occupancy rate = 92%		For info only
Plot inspections	Stage 1 letter sent to South End plot holder	For info only
Outstanding invoices	1 plot only still to be paid	For info only
Waiting list	5 persons	For info only

10.Site management

Item	Discussion/Update	Further action needed and owner
Clearing of plots and other areas on site	Agreed at meeting no work to be done unless directed and coordinated by WK	For info only
Manure areas	Need to decide where manure drop area will be at The North End as car park now in area previously used. Proposal is same track, further down beyond car park – agreed at meeting this is suitable	EC to liaise with tractor driver to advise of new area Note there is 1 area in the South and a further North End drop that can be accessed by smaller vehicle

11. Complaints/compliments

Item	Discussion/Update	Further action needed and owner
One complaint about a plot being used as a toilet by a passerby. Same person, same place on 2 occasions	Plot holder has now fenced off area to deny access	Keep under review

12. Future events

	Discussion/Update	Further action needed and owner
Open day (16 th August)	Huge thanks to everyone who helped before, during and with the clearing up for the Open Day	Just bathe in our glory for now but feedback learning points next meeting – ready for 2026!
Clapham Show 6/9/2025	Bob has met with volunteers for the day and explained process and jobs to be done on Fri/Sat	Feedback to next meeting how event went
Potato competition	Judging scheduled for 24 th September	CD/EC to inform plot holders
Autumn BBQ	Agreed at meeting – nice way to end growing season. Sat 1 st Nov 12.00 inc Potato comp winner presentation	Discuss next meeting
Christmas/New Year socials	Agreed at meeting – CAAC social in early Jan 2026 Social drinks at pub for Trading Hut volunteers/committee before Xmas	Discuss next meeting – decide venues and dates
2026 Events	Need to pencil in dates for events next year	Discuss at January meeting

13. AOB

Item	Discussion/Update	Further action needed and owner
Roles and responsibilities of committee roles	Would be useful to have committee members roles and responsibilities displayed in Trading hut	Arrange display during winter closure period tidy up
Allotment FB page	TS asked CAAC members to look at Allotment FB page and comment	All to report back next meeting
Priorities and spends for next year		CAAC members to think about these with ideas ready for next meeting

The meeting closed at 1.00pm

Next meeting -Wednesday 1st October 10.00am Venue Trading Hut TBC

Signed as a true reflection of the meeting:

Signed	
Dated	1 st October 2025

Chair