

The Papworth Everard Allotment Association (PEAA)

Minutes for the Annual General Meeting 13th August, 2012 at 8:00 pm, the Parish Council meeting room, Upper Pendrill Court, Papworth Everard

**Attending: - David Stalham (DS)
Cliff Bignold (CB)
Paulette Beynon (PB)
Mark Evans (ME)
Julia Gall (JG)
Val Stalham (VS)
Gavin Starr (GS)
John Cooper (JC)
Alicia Gore (AG)
Rod Marriner (RM)
Sue Wheatley (SW)
Farshed Salamatzadeh (FS)
Buddy Kadri (BK)
James Brown (JB)
Klair Brown (KB)**

**Parish Council (PC): -
Tess Rogers – Parish Clerk (TR)
Chris Howlett (CH)
Barry Hume (BH)**

**Apologies: - Ioana Rushdon (IR)
Mark Howell (MH)**

ITEM No	DETAIL	NOTES/ACTIONS
1	Opening remarks and welcome by Chairman.	CB opened the meeting
2	Adoption of minutes of previous meeting	Minutes agreed
3	3a Discuss the proposal to extend the height of the fence to 6 feet. 3b Get in touch with Andrew Grimmer re- hedging (DS)	3a Planning issues prevent the height of the fence being more than 4 feet 6 inches. Hedges will grow to over 6 feet in time. 3b Andrew Grimmer who discussed the provision of hedges from county council for the site has not responded to emails. DS to call and email again. When it comes to planting in the autumn we will need a working party to plant the hedge.

	<p>3c Update about 'license to manage' document (committee members).</p>	<p>3c CH set the scene about the history of the allotments and how the PC has leased the land. This means that an agreement is needed between plot holders and the PC. This is the 'tenancy agreement'. CH said PC want fairness and light touch.</p> <p>'Licence to manage' document is the basic structure for the PEAA to manage the land on behalf of the PC who are the lease holders of the land from the Varrier Jones Foundation (VJF).</p> <p>PC is awaiting a copy of the lease from their solicitors. PEAA asked for a copy from the PC.</p> <p>We went through the 'license to manage' document. (Should you wish to see a current copy please contact secretary@peaa.org)</p> <p>'Other' in reference to being allowed on the land needs better definition. Change to read 'others permitted by PEAA'.</p> <p>Delay/ relay spelling error.</p> <p>Maintaining the common areas of the allotment gardens'- delete 'tidy and well-tended.</p> <p>PEAA pay for utility usage not 'supply'. PC will pay for the supply.</p> <p>Delete requirement to have a 'best allotment/ garden competition extended to associate/ garden members. This means PEAA will not be required to hold a village garden competition.</p> <p>Added 'to' is a typo and needs changing.</p> <p>PC sets the rent in agreement with PEAA. CPI not RPI.</p> <p>General fence maintenance is the responsibility of the PEAA but major damage PC will pay for.</p> <p>Raising annual membership fees. Would have to be agreed by the whole membership. Can insert in next AGM. Could vote to reduce it. CH to take this back to the PC for agreement.</p> <p>Any change in managing allotments would need as much notice as possible. PEAA to have the right to say they do not want to manage the site. CH to take this back to PC so both PEAA and PC have the same notice about changes in</p>
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	<p>3d Supply of water coming off Farm Lane. (JC)</p> <p>4 Moving on to the plots.</p>	<p>management. Ensure this match with the lease from VJF.</p> <p>3d Issue about cost and where the water supply might come from. Sourcing a supply from Stirling way might incur legal, archeological costs. Sourcing water from the cottages might be problematic as the water pressure seems to be low. JC to fill out form for water supply quote from Cambridge Water Company. CH to get another quote before the September PC meeting.</p> <p>4 Tenancy agreements can be signed and witnessed now the rental is set at £25.00. PEAA to distribute tenancy agreements and deliver to TR of PC. Pro rata cost is £12.50 for the rest of this year till March 2013 and £6.25 for half plot. ME to inform TR of plot numbers and members details</p>
	<p>5 Revisit the constitution (DS)</p>	<p>5 Carry this forward to the next meeting.</p>
	<p>AOB</p>	<p>JC gave receipts to DC for the stakes used to mark out the plots.</p> <p>JC to sort out the combination locks on the two farmer's gates.</p> <p>Sheds colour – Sheds to be brown.</p> <p>Container- CB to call the company and ensure they can deliver to the site. JC offered to be around to unlock the gates.</p> <p>TR to return the ‘Rules and Regulation’ documents to DS and he will update and compile and then return to TR .</p> <p>Insurance – PC has public liability insurance. TR to check to see if PEAA will be covered by this. DS to check if our membership of National Society of Allotment and Leisure Gardeners. (NSALG) gives us any insurance cover.</p>
	<p>DONM</p>	<p>17.9.12</p>
	<p>Meeting closed</p>	<p>10.10 pm</p>
