

Little Moor Allotments Committee meeting 31 May 2025

Present – Philip B, Chris H, Dorothy R, Tony R, Liz B, Sara G, Lesley G

No Apologies

Minutes of May 3rd Meeting agreed.

Review of Actions from previous meeting

CARRIED OVER

- Re the Lease. Still with the Council awaiting signature. **CARRIED OVER.**
- Restricted Mobility Plots and Pond. Seating delivered and is ready to be installed. **CARRIED OVER until completion.**
- The Trading Hut clean & paint project.
 - BT volunteers visit has been cancelled so this now needs to be managed “in house”.
- Remove KF from Companies House and replace with PB. Philip and Dorothy will meet to complete this. **CARRIED OVER.**

ACTIONS

- NCAA v NAS membership.
 - Chris checked the website, and we need to pay the £3.50 per member up front (approx. £600 for LMAA). **ACTION** – completed.
 - Lease – with a new lease imminent, we need to align with its content, and this means we now need (1) a new Tenancy Agreement with Plot Holders (2) a review of our policy templates (3) a review of our existing Rules and Regulations. A contact at a CIO Allotment site in Yorkshire has offered to send us their policies as a starting point.
 - **ACTION** – itemise for discussion at the next Committee meeting how we will share this work between Committee members.

Chair's report

- The potential move to CIO status.
 - PB has reviewed all relevant documentation and has contacted both the Charity Commission and Companies House. To become a CIO, we need to register with the Commission and submit our Constitution and all relevant policy documents. The process involves “winding up” our current legal status, reestablishing ourselves as a CIO and transferring our assets to the new company (still under Little Moor Allotments). Therefore, we need to
 1. Agree a Constitution
 2. Hold an EGM to put our proposal to the members
 3. Register with the Charities Commission
 - Re the Constitution, PB had already emailed proposed amendments which were discussed at length. PB will rewrite the document and re send for sign off by the Committee. **ACTION** - PB

Membership Report

- We have 4 new members and 7 on the waiting list.
- One plot has become vacant this week and a viewing has been offered on Sunday. There are a further 2 plots vacant but both need clearing and sprayed.
- Several letters have been sent out to plot holders who have not tended their plots so far this year. As a result, 2 plot holders have said they will be giving up their plots.
- The increase in deposits from £10 to £50 since June 2023 does not appear to be encouraging members to leave their plots in a reasonable condition and therefore have their deposits returned when leaving. This was discussed at the meeting and it was agreed that
 - the money we keep in unreturned deposits will be used to fund skip hire for every Tidy Up day.
 - If a plot is in a very bad condition, we will “buy in” help to clear it.

Secretary's Report

Restricted Mobility Plots and Pond

- The last mobility plot has been allocated, and the last greenhouse is scheduled to be built 1st week of June.
- A lovely seat has been purchased for the pond area so plot holders can sit and watch the wildlife in the pond. This will be installed in the near future.

Gates & Fencing

- The lower gate has had the wheel fitted to make it easier to open and close.

NAWG

- The NAWG monthly meeting was held on Wed 21st May with the minutes of the April meeting sent out afterwards.
- Ali Coxon, the allotment officer has added the Freeman sites back into the allotment application process, and we are now receiving applications.

Parking

- Parking is continuing to be a problem for those Association members who don't live locally. CH met with the chairperson of HW Jesmond residents' association to discuss the issue and subsequently sent out an email requesting people to respect the parking arrangements for Moorfield residents and also not to park on the verge.

NAS

- We have joined the NAS and details will be sent to all members how to access the members section of the website. **ACTION** - Chris

Trading Hut Report

- There has been another delivery of compost and fertilisers as they've been selling really well. It's noticeable that a number of people from other allotments in the area are now making use of the trading hut and also buying their seedlings from us.
- Plant sales are still going really well. Another email has gone out to the membership asking for people to help during the summer months, especially July & August

Communications Report

- Nil report

Finance Report

- Current Account = £3,359 / Instant Saver = £24,632 / 32 Day Notice =£35,727
- The removal of KF and the addition of PB onto the Bank Account has been a very lengthy process but is now complete.

Building and Structures Report

- Nil report

Items for the Newsletter

- None at the moment – next issue will be July.

Matters Arising

- One of our members has asked us to consider installing a Defibrillator in / adjacent to the site. ACTION – EB to look into the provision & responsibilities if its in a public place.
- There is a problem with rats across the allotments. ACTION – CH to email members asking that they regularly turn their Compost heaps.
- Updating the Plot Map. Previously done on PowerPoint but difficult to keep up to date with the constant plot changes. ACTION - PB to see if PP is the best software for this purpose.
- Tidy Up day 1 June – tasks include
 - Removing the ash from the bonfire and getting it ready for planting
 - Cutting back growth coming through the perimeter fencing
 - Strimming down paths along Moorfield and by the Triangle
 - Tidying abandoned plots to get them ready for showing.
 - ACTION – TR to order a skip for 1st week of June.
- Open Day Sunday 17 August 2025 – first planning meeting organised for 1 June at 12.30

Date of next meeting – Thursday 3 July at 14.00 at the Allotments