

Ramsgreave Parish Council – Community garden and allotment subcommittee meeting

Tuesday 16th November 2021 – 7pm - Wilpshire Methodist Church

Present: Lindsay Wright (chair), Kathryn Berzins (subcommittee member), Kathryn Webster (subcommittee member), Pat Young.

In attendance Rachel Greenwood (Clerk),

KB proposed that LW be appointed chair of the subcommittee until all roles are reviewed in May 2022, seconded KW.

The subcommittee minutes will be divided into three sections:

1. Administration finance and governance
2. Update on tasks completed / ongoing
3. Work planned.

1. Administration finance and governance.		
Task	Update	Action
1.1	KB signed the community licence on behalf of RPC on 21 st October 2021. The licence is stored on the shared google drive in the allotment folder	None
1.2	Padlock replaced on gate (£37.67), code given to Network Rail KB, LW, KW and Clerk. First aid products purchased (£69.42) – both purchased by KB to be refunded from safety and security budget. Invoices sent to RG.	Refund purchases to KB
1.3	KB, LW & KW received the safety briefing and signed to confirm on the 21 st October 2021. They abide by its requirements and cannot let others on the site until the fence is installed. All new volunteers must receive safety briefing – KB has prepared a shorter version they can take away (filed in the shared drive) and they must sign to say they have received it. Same briefing is given to contractors working on the site.	Any new volunteers / contractors to receive safety leaflet and sign form. Form to be stored by KB.
1.4	10 new hi-viz waistcoats received free from Network Rail	
1.5	Allotment announced on social media and on local notice boards. Very positive reaction from residents.	Continue to update at least every fortnight
1.6		Print some leaflets to take

1.7	<p>Very supportive resident has generously offered to invite litter pickers to Christmas social on first Sunday of December. We will take leaflets to publicise the allotment with other residents and also take a suggestions notepad.</p> <p>Recruit volunteers, registration process and shift system to ensure there are not too many people on site at any one time. Probably limited to 6 at a time.</p>	<p>Councillors to arrange, support from Lancashire Volunteer Partnership with blank forms etc. GDPR compliance required. LW and KB to organise.</p>
1.8	<p>Consult with community about overall plan. Parameters set due to accessibility and existing terrain as being first section community garden; middle section communal allotment; end section wildlife friendly planting and woodland.</p>	<p>Hold consultation with community about what they would like to see – January? Hire church hall? Also put plans online and on noticeboards.</p>
1.9	<p>Horticultural consultation: It was agreed to pay for a consultation with horticultural expert and community allotment specialist Sue Jeffries (member of Blackburn edibles group and tutor) to get specialist opinion on an overall plan for the site taking into account the existing trees, aspect, soil type and drainage. It is believed this is value for money as it will reduce risk of expensive mistakes being made at this stage. Sue is to visit week beginning 26th November 2021. Cost is thought to be a maximum of £200 that will be paid from the administration budget.</p>	<p>KB, LW & KW to attend consultation and feedback to community during consultation</p>
1.10	<p>Now that governance structure is agreed by full council we will start to recruit to the committee once volunteers are allowed on site</p>	<p>Publish governance on website. Progress recruitment when fence installed..</p>
2. Update on allotment site tasks completed / ongoing		
2.1	<p>Cleared a channel down the rear to allow fencing to be installed (completed)</p>	<p>Fencing to be installed</p>
2.2	<p>Clear the existing path to establish how far it extends, discussion over required new surfacing ongoing. Might not need to resurface whole area.</p>	<p>Ongoing work to clear path</p>
2.3	<p>Clear the boundaries of existing beds to see what needs to be worked around e.g. solid concrete structures</p>	<p>Ongoing</p>

2.4	Clear non-recyclable litter from the site (ongoing but nearly complete)	Ongoing work to remove litter
2.5	Stack scrap metal for future use (ongoing but nearly complete). Possibility of seeking a local artist possibly from colleges, to create a sculpture or similar from these artefacts reflecting the history of the site.	Stack scrap metal in one place
2.6	Tools appeal was very successful, received tools, pots, stakes, bench and table. All are currently being stored in KB's garage while we wait for the metal shed to be purchased. No alternative storage could be found. Donated bench and table being restored by a resident.	Continue to take donations
3. Allotment site work planned		
Task	Description	Action
3.1	Have fence installed – three contractors have viewed the site although no quotes have been received to date. Another contractor is in reserve.	Wait for quotes and appoint contractor
3.2	Hire chipper and qualified person to reduce brambles down and use chippings for rear path and backfill under fence.	Councillors to arrange
3.3	Clear site and install metal shed – discussions have been made with MAP Garden buildings about supplying a metal shed. Volunteers will be sought to install a cement base and build the shed. Cement might also be donated.	Clear site, get quotes and purchase
3.4	Finish clearing flagged path.	Councillors and volunteers
3.5	Finish clearing raised bed sites.	Councillors and volunteers
3.6	Clear side beds	Councillors and volunteers
3.7	Start to dig out ditches.	Councillors and volunteers

Meeting ended 19.35