



Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ
 Email: bmaasecretary@gmail.com www.burleymodelallotments.org

| | | |
|-----------------------|--|---|
| Date 15/5/2023 | Meeting Opened: 19:02 Meeting Closed: 20:15 | Location : Burley Model Allotments |
|-----------------------|--|---|

| Present | Initials | Apologies | Initials | Non-Attendees | Initials |
|-------------------------|-----------------|------------------|-----------------|----------------------|-----------------|
| I Banner | IB | I Smith | IS | | |
| T Hanby | TH | | | | |
| J Wilson | JW | | | | |
| S Hollington | SH | | | | |
| T Randles | TR | | | | |
| F Turpin | FT | | | | |
| E Wilford | EW | | | | |
| T Wilford | TW | | | | |
| K Barrett | KB | | | | |
| S Kind | SK | | | | |
| P Scholey | PS | | | | |
| Guests Attending | | | | | |
| Present | | | | | Initials |
| | | | | | |

| MINUTES OF COMMITTEE MEETING | | | |
|-------------------------------------|--|------------------|-----------------|
| No | Item | Action By | Due Date |
| 1 | Apologies and Non Attendance | | |
| 1. | IS | | |
| 2 | Minutes of Last Meeting | | |
| 2.1 | Proposed by JW, Seconded by TH. | | |
| 3 | Matters Arising from Last Meeting | | |
| 3.1 | IB and TR met with owner of Lumley Grove regarding pipe damage | | |
| 3.2 | Helen Clayton (LCC) made a visit to the site | | |
| 3.3 | TW drafted and sent email regarding plot numbers and charges | | |
| 3.4 | Community Canvas unable to attend the site | | |
| 4 | Vacant plots | | |
| 4.1 | Currently 4 vacant plots (including builders plot) | | |
| | 65A, 112A2, 2A1, 69B (pending) | | |
| 5 | Lettings | | |
| 5.1 | 6 people on waiting list | | |
| 6 | Inspections | | |



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|-------------|--|------|--|
| 6.1 | 91B - further to an appeal over tenancy termination and work done on the plot, it was decided unanimously by the committee that the plotholder can keep the plot. This is subject to month-by-month inspections, conducted by TW. SK proposed, KB seconded. TW to draft and send email | 6/23 | |
| 6.2 | 65B - uncertainty over ownership. Keys were apparently transferred privately to friends of the original plotholder. Plotholder on lease has become uncontactable, and has not provided up-to-date contact details or address. As this is a breach of conditions, an email and a letter will be sent, giving 28 days for the plotholder to respond. | 6/23 | |
| 6.3 | 81 - problems relating to helper - last inspection resulted in an email, to which no response has been received. A letter will be sent due to no progress. | 6/23 | |
| 6.4 | 56B - Greenhouse erected in wrong location, ignoring requests for placement by the committee. IB to Email. | | |
| 7 | Treasurers Report | | |
| 7.1 | Savings: £11,137.60 Current: £1722.09 (locks paid for) | | |
| | | | |
| | | | |
| 9 | Correspondence | | |
| 9.1 | A few plotholders have been in touch regarding key exchanges. Dates and times will be arranged on a case-by-case basis to carry out key exchanges with people who are unable to attend the site on the given dates. | | |
| 9.2 | 85B query about plot standards - forwarded to TW | | |
| 9.3 | Plot 52B - successful transfer of lease | | |
| 9.4 | Montessori - Been in touch regarding attending and setting up a stall at a show, and a visit to the site in the coming months. EW to ring the nursery to discuss details | | |
| 9.5 | 92A - plotholder told others on the site that they are not to walk on the path between his plot and 93A - Committee agreed that this was not in the rules and that the path is needed for access to adjacent plots. IB to have a conversation with plotholder. | 6/23 | |
| 10 | Annual Show | | |
| 10.1 | Hollybush, Apple press and coppicing to be invited to the show by EW Community projects can be involved, rather than just gardening specific. EW to find judges | | |



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| | | | |
| 11 | Sub Committees | | |
| 11.1 | | | |
| 12 | Any Other Business | | |
| 12.1 | Communication - To be discussed at next meeting | 6/23 | |
| | | | |

| SUMMARY OF ACTIONS | | | |
|--------------------|---|-----------|----------|
| No | Item | Action By | Due Date |
| 13.1 | TW to email plotholder 91B | 6/23 | |
| 13.2 | IB to contact plotholder 56B regarding greenhouse | 6/23 | |
| 13.3 | IB to contact plotholder 92A regarding path | 6/23 | |
| 13.4 | Discuss matters concerning communication (IB) | 6/23 | |
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| | | | |
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| | | | |

INSPECTIONS - TABLE OF LETTERS SENT 2023

| Month | Letter 1 | Letter 2 | Letter 3 | Letter 4 | Letter 5 |
|------------------|----------|----------|----------|----------|----------|
| April | | | | | |
| May | | | | | |
| June | | | | | |
| July | | | | | |
| August | | | | | |
| September | | | | | |
| October | | | | | |



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Agenda

| | |
|----------|---------------------------------|
| 1 | Attendance and Apologies |
|----------|---------------------------------|

| | | | | | |
|------------|-------------------|---|--|-----------------|---|
| 1.1 | Committee | ✓ | | | ✓ |
| | I Banner (IB) | | | F Turpin (FT) | |
| | T Handby (TH) | | | T Willford (TW) | |
| | S Hollington (SH) | | | K Barrett (KB) | |
| | E Willford (EW) | | | E Handby (EH) | |
| | J Wilson (JW) | | | I Smith | |
| | H White (HW) | | | S Kind | |
| | T Randles | | | P Scholey | |
| | | | | | |

| | |
|------------|-------------------------|
| 1.2 | Guests Attending |
|------------|-------------------------|

| | |
|-----------|--|
| 2 | Minutes of last meeting |
| 2.1 | Proposed By _____ Seconded by _____ Unanimous (Yes/No) |
| 3 | Items to be discussed at the Annual General Meeting |
| 3.1 | Items to be added to the A.G.M Agenda |
| 3.2 | |
| 4 | Matters Arising |
| 4.1 | <ul style="list-style-type: none"> - Communication - Plot 91B - Greenhouse placement - 56B - Plot 92A, paths |
| 5 | Vacant Plots . |
| 5.1 | |
| 6 | Lettings |
| 6.1 | |
| 7 | Inspections |
| 7.1 | |
| 8 | Treasurer's Report |
| 9 | |
| 10 | Correspondence |
| 11 | Annual Show |
| 12 | Sub Committees |
| 13 | Any Other Business |
| 13.1 | Annual General Meeting |
| 14 | Date of Next Meeting |