

Minutes of the Boundary Way Allotments & Community Garden Meeting

Date: 18th April 2026 11.00 - 12.00

Location: Orchard Shed

Time Closed: 12.10

1. Attendance and Apologies

- **Present:** Howard Berry (HB), Tom Jones (TJ), Michael Phillips (MPh), Debbie Mills (DM), Alice Lane (AL), Steve Rhodes (SR), Julie Wilson (JW), Tony Mason (TM), Serwen Kang (SK), Lisa Turner (LT), James Hewitt (JH), Adrian Wise (AW), Bashar Mohammad (BM).
- **Apologies:** Helen Stallard (HS), Lisa Stallard (LS), Sally Hilton (SH), Matt Parkes (MPa), David Brown (DB), Kerry Hughes (KH).

3. Treasurer's Report

Financial Overview:

- 28 people have not paid for their plots. £2700 collected so far.
- HB apologised for not getting the dates of the on-site rent collections out to the members via email or notice board.
- TJ pointed out that it was made clear at the AGM and it is always the same time slot each year.
- It was agreed that there was a lot of work done by TJ collecting money during April and support was required.

2. Areas to be managed and roles

HB Chairing the meeting spoke of the need for himself and TJ to pass on responsibilities to younger members of the Boundary Way community. The following areas were discussed and committee members agreed.

1. **Kings Seeds** taken over by Alice Lane (AL) & Julie Wilson (JW). This will also be assisted by Sally Hilton (SH) and The Crafty Gardeners. Forms and catalogues via the Trading Hut with Rob and Alison's help.
Accountancy tasks (collating, recording and presenting the financial situation). James

Hewitt (JH) will be working with TJ and HB to begin taking over from Tom.

2. **Plot inspections** - Alice Lane (AL) with the assistance of Adrian Wise (AW) & Julie Wilson (JW). HB to supply the documentation and agreed criteria. There will also be a positive Plot Awards Scheme with Debbie Mills and the Penn & District Gardening Society (PGS) involvement.
3. **Waiting List and showing people around** - Adrian & Julie. Other committee members if necessary.
4. **Communications & publicity** - Bashar to set up a Whatsapp group for the committee members. He will meet with HB to discuss the use of IT in managing Boundary Way AA.
5. **Social media** - Kerry Hughes, James & Bashar going to talk to Howard. Mike Phillips is keen to help.

6. **Signs & Maintenance** - Tom's Team TJ, Tony Mason (TM), Serwen Kang (SK), Steve Rhodes (SR), Adrian Wise (AW), Michael Phillips (MPh), plus other volunteers. The installation of notice boards and a system of posting notices has been a particular problem in informing plotholders of the rent days.
7. **Composting** - HB said that there could be a composting group who shared material and improved the quality and quantity of usable compost. At present an open to anyone system would only result in more dumping of unsuitable materials. He mentioned coffee grounds that he is sharing with JH. This is high in nitrogen and he is getting it from a local cafe. Serwen would be keen to share materials and develop this. The Crafty Gardeners are also keen.

6. Any Other Business (AOB)

- Debbie Mills has volunteered to chair meetings and provide notes.

Action Log

Action No.	Task Description	Owner	Deadline
1	HB to arrange a meeting with TJ and JH re. Helping with paperwork associated with the Treasurer's role.	HB	

2.1	HB to pass on the plan of plots, policy documentation and criteria to AL. A standard procedure will need to be created.	HB AL	
2.2	Plotholders will need to be informed and give consent to the sharing of contact details	HB DM	
4	BM & HB meet to discuss best practice using IT	HB BM	
5	HB, BM, JH, KH, MP discuss Social Media best practice & create a policy	HB BM	
6	Tom's team meet to discuss possible sites etc	TJ	
7	HB to discuss involvement of composting with Crafty Gardeners	HB	

Date and time of next meeting

Saturday 16th May 11.00- 12.00
