

MEETING OF GREAT SOMERFORD FREE GARDEN TRUSTEES HELD AT THE CHURCH

ON WEDNESDAY 15<sup>th</sup> SEPTEMBER AT 19.30 HOURS

PRESENT: Trustees S. Mansfield-Chairman, J. Botterill, D. Butcher, M. Griffiths, H. Lennox, A. Lennox

MINUTES

1.	<p><b>Apologies for Absence</b></p> <p>I. Vout, A Gravell, M Hammond, S Binstead (Treasurer, non-Trustee)</p>
2.	<p><b>Minutes</b></p> <p>It was proposed that the Minutes of the previous Trustees meeting held on 21<sup>st</sup> July 2021 be adopted as a true record. This was approved unanimously; the minutes were then signed by the chairman as a true record.</p>
3.	<p><b>Finance</b></p> <p>The Trustees noted the Treasurer's report, and raised no issues.</p> <p><b>Action:</b> Treasurer – <b>Sarah Binstead</b> to specify what is required for an Investment Report</p>
4.	<p><b>Public Liability Insurance</b></p> <p>It was confirmed that SHASA had its own liability insurance and carried out a Risk Assessment ahead of the Harvest Festival event held at the Free Gardens. Copies of these are now held on file. No further action required.</p>
5.	<p><b>Maintenance</b></p> <p>(i) <b>Backhouse Ditch</b></p> <p>J Botterill had contacted Jasmine at Backhouse about the waste water and material that Backhouse had put into the ditch adjacent to the Free Gardens. Backhouse explained that it was only water and associated sediment that had been extracted from the lake by Northavon, their sub-contractors.</p> <p><b>Action:</b> <b>Janice Botterill</b> to follow up with Backhouse and request that their sub-contractors dig out the remaining sediment so that the ditch does not become obstructed.</p> <p><b>Post Meeting Note:</b> The ditch has now been cleared.</p> <p>(ii) <b>Grass Cutting Contract</b></p> <p>The last mow will take place in October. Although the current contract expires then, there will be no requirement for further mowing until April 2022. One contractor is known to have approached the Parish Council, who may also be able to offer a service to the Free Gardens.</p> <p><b>Action:</b> <b>Janice Botterill</b> to discuss Free Gardens' requirements with Parish Clerk.</p> <p>(iii) <b>Plot 16 (Compost Corner)</b></p> <p>D Butcher explained that hidden under the surface compost was some non-plant matter, and therefore it would not be advisable to burn the pile. It was agreed that D Butcher should ask Andrew [ ] in Dauntsey Road whether he might be able to remove the compost pile for us.</p> <p><b>Action:</b> <b>Dave Butcher</b> to talk to Andrew [ ] in Dauntsey Road about potential removal.</p> <p>(iv) <b>Free Gardens Maintenance Programme</b></p> <p>It was agreed that the Trustees should agree on a 5-year maintenance programme for the Free Gardens that would include hedge pruning, tree management in the Jubilee Gardens, bench and gate maintenance, etc.</p> <p><b>Action:</b> <b>Janice Botterill</b> to draft a 5-year programme.</p>

6.	<p><b>Free Gardens Working Group – CIL Projects</b></p> <p>J Botterill presented the FG Working Group’s initial scoping projects. It was agreed that, of the suggested FG projects that might apply to the Parish Council for CIL funding, those would benefit the community as a whole were the projects to install new entrance gates, and to create a footpath within the Jubilee Gardens area. It was agreed that the 2<sup>nd</sup> water pump and communal plot suggestions to be revisited by the trustees at a later date. <b>Action: J Botterill/H Lennox</b> to obtain cost estimates for suitable gates and sketch out a suggested path plan. JB to collate 1-page summaries of the following potential CIL projects: (a) footpath, and (b) entrance gates, for the PC meeting on 6th October, to be submitted to the Parish Clerk by 25<sup>th</sup> September.</p>
7.	<p><b>Charitable Incorporated Organisation (CIO)</b></p> <p>It was agreed that Tuesday 28<sup>th</sup> September for a briefing meeting with Theresa Chapman would suit the new FT Trustees present at the meeting.</p> <p><b>Action: Meriel Griffiths</b> to check if this date works for the other attendees.</p>
8.	<p><b>AOB</b></p> <p>(i) <b>Allotments Annual Plot Inspection</b></p> <p>Inspection to be held on [?] October.</p> <p><b>Action: Dave Butcher and Janice Botterill</b> to organise Inspection Day and attend.</p> <p>(ii) <b>Plot Statistics</b></p> <p>J Botterill was asked to report on the number of resident and non-resident plots. She subsequently reported that there are currently 62 ploholders, of whom currently 20% are not a resident of Gt Somerford or Startley. The non-resident ploholders hold to 18 plots (19%) out of the 95 occupied plots (there are a total of 117 plots in all).</p> <p><b>Action: Janice Botterill</b> to send the Trustees an updated list of plot holders and map of plots.</p> <p>(iii) <b>Next Meeting</b></p> <p>Meetings are now being held quarterly. The next meeting will be held at 7.30 pm on Wednesday 15<sup>th</sup> December. Minced pies and mulled wine will be served!</p>

*S. T. Mansfield*

15/12/21