

# Thomson Terrace Allotments C.I.C

## Annual General Meeting

Noon on Sunday, 3 Nov 2024

TTACIC Shop Area

### 2024 AGM of the Thomson Terrace Allotments CIC Minutes (DRAFT)

**Present:** Phil and Helen Fetzer, Ed Pritson, Terry Young, Tom Dyra, Gill Turnbull, Laurent Candapanaiken, Nela Pavlovic Tait, Candice Cannon & Mark Reid, Kathleen O'Donnell, Zoe Bredenkamp, Julia Brocklesby

**Apologies:** Rosie Cooke, Hillary Dover, Abi Himan & Bill Kyle, Rosie Wainaina, Sunita Rai, Nichola May, Ian Griffiths & Liz Griffiths

**1. Minutes of 2023 AGM / EGM. Minutes of 2023 AGM were reviewed and approved.**

**2. 2024 Annual Reports**

**2.1. Chair's Report**

a. The Chair thanked the incredibly hard work of the committee and the membership who worked exceptionally hard over the past year. Special recognition to the Shop team who volunteer every week and the larger landscape crew, particularly Tom, Terry and Ed who do the bulk of the mowing and hedge trimming throughout the year.

b. The Chair recognized the financial support we have received from Littlemore Village Council and OCC which will go to the Plot 131 Mobility and Off-grid (£3850 total grant)

c. The Chair gave extra thanks to Tom our Field Secretary for keeping an eye on the whole site, plot letting and organizing the work parties

**2.2. Treasurer's Report: Annual Accounts and Future Subscriptions Discussion**

a. **2023-24 Accounts through Aug 2024.** The treasurer reported preliminary accounts report through end of reporting year.

i. Note that water expenditure is partial as our account with Thames Water was in credit through most of the year.

ii. Report indicates small cash loss but our shop inventory is greater than this sum.

iii. TTACIC purchased 2 strimmers for the landscape team.

iv. The preliminary accounts were reviewed prior to the meeting by Julia Brocklesby. The accounts will now go to external accountants for review and submission to Company House by 30 May 2025.

**b. Report from Shop, new products**

i. Onions will now be available in the shop in January.

**c. Proposed Rent increase for 2025-26**

i. Anticipated new lease impact on annual plot holder and 2025-26 subscription increase (see Resolutions 3.1)

**d. 3-year water trough replacement program charge.** 5 troughs to be replaced each year; cost £140 x 5 = £700 which will be approx. £5 for 5-pole; £10 for 10 poles. We will sell the used troughs on eBay so anticipate year 2/3 will be reduced by those funds. (see resolutions below). A group of volunteers from our plot holders are needed during December/January to help Tom install the new troughs and sell the used troughs on ebay. (See Appendix A and resolution 3.2)

### 2.3. Secretary

- a. **Report of plot letting.** By the end of the 2023-24, TTACIC was 100% let.
  - i. TTACIC places notices for plot letting in the Littlemore Village Voice, Rose Hill Community Centre newsletter and various notice at nearby locations including Sandford Talking Shop Café and Sainsbury.
- b. We anticipate new lease format will be in place for all plot holders Sept 2025
- c. **Grants received and proposed Plot holder Volunteer groups**
  - i. Plot 131 – Mobility Plots; Grant received from Oxford City Council (£2150). **(See Appendix B)**
  - ii. Off-grid – Solar panel and storage; grant received from Oxford City Council/Littlemore Village Parish Council (£1350+£350=£1700) **(See Appendix C)**
  - iii. Water Trough Replacement Teams **(See Appendix A)**

2.4. **Field Secretary** The Field Secretary reported on the success of the monthly work parties and thanked all the volunteers who help keep the place looking amazing.

2.5. **Reflections on Merv Allmond** former Chair, Field Secretary and Treasurer of Thompson Terrace Allotments by Julia Brocklesby and others. Merv died 12th August 2024 at the age of 93.

- a. Julia and Den Renyard attended the service and were able to share stories with his daughter, Sally Coble. Merv was with TTACIC from the start for over 45 years.
- b. The committee suggested purchasing a 'Blue Plaque' in honor of Merv and add it to the outside of the Shop.

## 3. Resolutions

### 3.1. Resolution: 2025-26 subscription rate increase:

- a. Discussion:
  - i. The Secretary stated that there are multiple components to subscription rate (OCC rent, water, maintenance, electrical). Our risk in the future is the water charge which we know will increase. Our plans to mitigate this include replacing leaking water troughs over 3 years and to move shop to 'off-grid'. The committee also will make suggestions for greater use of rain water collection by potholders.
  - ii. Candice Cannon suggested we consider increasing the price point of items we sell in the shop to reduce any shortfall we may face now or in the future. To note: this is reviewed each year by committee and may be considered in the future.
  - iii. The Secretary moved to vote on a 2025-26 subscription rate increase of .50p per pole stating that increases need to be voted on during AGM in advance of the following September but would be evaluated later in the summer 2025.
  - iv. The resolution passed unanimously and will take effect 1 Sept 2025.

***"It is resolved that the subscription rate for 2025-26 will be £4.50 / pole or £22.50 for 5-pole and £45.00 for 10/pole."***

### **3.2. Resolution: 2025-26 Water Trough Replacement Surcharge:**

#### **a. Discussion**

- i. Our water troughs are approximately 15 years old. Over the last few years, Tom has noted leaking and has been repairing each but now leaking is more frequent.
- ii. The committee proposes a programme to replace the 15 site troughs over the next 3 years. The 6' long troughs will be replaced by a 4' long trough with similar width and depth, reusing the existing float and controls.
- iii. The 2024-25 work will take place Dec-Jan and the committee is seeking plot holder volunteers for a working group, headed by Tom to do the work.
- iv. The cost of each trough is approximately £140 so for 2024-25 the budget is approximately £700. We anticipate selling the used troughs on eBay for planter boxes (approx. £100). This income will be used to offset cost for 2025-26.
- v. The resolution passed unanimously and will take effect 1 Sept 2025.

***"It is resolved that the 3-year water trough replacement proceed with a non-refundable 2025-26 surcharge of £1/pole (£5 for 5-pole plots, £10 for 10-pole plots). It is understood we anticipate the surcharge for years 2 & 3 will be reduced due to the sale of used troughs."***

### **3.3. Resolution to immediately change the 2024-25 TTACIC Rules Section 5 Cultivation:**

- a. **No Discussion.** The resolution passed unanimously, was part of provisional rules that all signed on 1 Sept 2025.

***"It is resolved that Fruit trees may be planted no closer than 2 m from edge of plot boundary in any direction"***

### **3.4. Resolution to immediately change the 2024-25 TTACIC Rules Section 9 Bonfires:**

- a. Discussion: A question was raised why this was needed. The committee stated that over the last year Littlemore neighbors complained about smoke from a small site fire that effected breathing/ability to hang laundry. The committee felt as we have a dedicated burn plot that we should limit all fires to this plot only.
- b. The resolution passed unanimously. This rule was part of provisional rules that all signed on 1 Sept 2024.

***"It is resolved that Bonfires are NOT allowed on plots at any time. TTACIC has a shared discarded wood pile (Plot no. 156) which is controlled burned from time to time by Field Secretary. You may discard your wood here but do not include any trash, plastic, rubber or painted material in the pile. Controlled Bonfires on Plot 156 are under strict conditions and must comply with OCC's [Guidance on Bonfires](#)"***

**3.5. Resolution to immediately change the 2024-25 TTACIC Rules Section 11 Sheds, Polytunnels, Greenhouses and Henhouses – Temporary Structures:**

- a. Discussion: A question was raised regarding why restricting structures on the front half of plot was needed. The committee stated that the new lease will restrict percentage of structure cover on any given plot. The committee felt that this was generally a site maintenance principal to control location of structures as we now and in the future have many more 5-pole plots. The committee reminded all that any new temporary structure on site requires review and approval by the Field Secretary PRIOR to installation.
- b. The resolution passed unanimously. This rule was part of provisional rules that all signed on 1 Sept 2024.

***“It is resolved that 5-pole ‘A’ plots and the front half of plots larger than 5-pole(6 to 10 pole) may NOT have any new temporary structures including sheds, polytunnel, greenhouse or henhouse.”***

**4. Election of Officers and Committee for 2024-25 Nominations.** *Note that by standing for office, you agree to abide by the rules (both OCC and TTACIC) and our Constitution. Officers are required to become Directors of TTACIC.*

- 4.1. Chair\*\*\* – Gillian Turnbull, re-elected**
- 4.2. Treasurer\*\*\* – Helen Fetzer, re-elected**
- 4.3. Secretary—Kathy O’Donnell, re-elected
- 4.4. Field Secretary—Tom Dyra, re-elected
- 4.5. Ordinary Committee Members (up to 5)  
Terry Young, MBE, re-elected  
Nela Pavlovic Tait, re-elected  
Edward Pitson, re-elected  
Sunita Rai, re-elected

**\*\*\*Please note that Chair has moved away from the area recently and Treasurer will soon be moving away from the area in the next year. We anticipate both may step down from these roles 2026-27. If you wish to be considered for these roles in the future or wish to influence what happens on site, we recommend joining the committee 2024-25 to learn about what we do. Please contact any committee member to discuss your interest.**

**5. Appointment of an auditor.** Julia Brocklesby reviewed the preliminary balance sheet. Our accounts will be reviewed and reformed by an external auditor to be submitted on Company House.

**6. No other business.**

# Appendix A – Work Groups ---Volunteers Needed!

## Water Trough Replacement – 5 to be replaced 2024-25

- **Team Leader:** Tom
- **Working group:** 3-4 volunteers needed
  - 2-3 to physically help change them out
  - 1 Volunteer to coordinate sale of used troughs on eBay
- **Scope:**
  - Remove and Replace 5 water troughs,
  - Floats and water connections to be reused from existing troughs.
  - Coordinate sale of used troughs on EBay.
  - Beginning December 2024 through January 2025
- **Specific Dates and time:** to be worked out between team members



### Livestock Water Trough 1.2m (4ft)

Product Code: WT04

**£137.27** INC. VAT

**£114.39** EX. VAT

Length

900mm

1200mm

1800mm

2400mm

Qty

- 1 +

 Add to Cart

 Add to Compare

✓ Suitable for all livestock and as attractive planters

✓ Available in a range of lengths

# Appendix B – Work Groups ---Volunteers Needed!

## Plot 131 – Mobility Plots; Grant received from OCC (£2150)

- **Team Coordinator:** Kathy (happy for others to volunteer and take up this role)
- **Working Group:** Up to 10 gardeners to meet weekly on Saturday/Sundays during December/January until project Complete
- **Special skills:** Videographer to document construction and Project Liaison who will work on developing specific outcomes and working with Littlemore/Rosehill communities for target / recruitment of users

### Scope:

A shared gardening plot, encouraging senior gardeners with limited mobility to carry on with their active lifestyle and shared food forest. The project includes 12 taller, 'mobility' planting beds (50 cm high), 6 ground beds and 4 dwarf fruit trees. Plot 131 is adjacent to Plot 134A, a community plot we offer to Rose Hill Junior Youth Club for youth engagement. Project aims include:

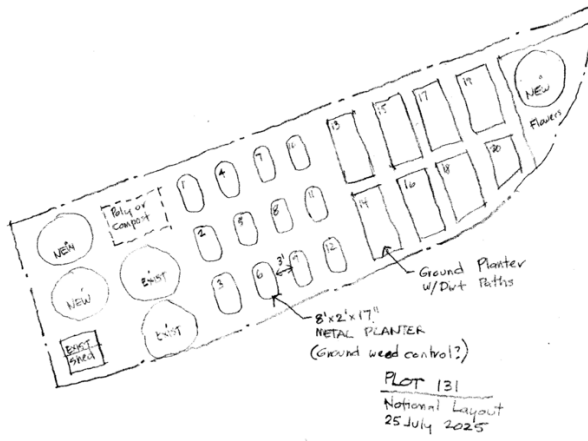
- Foster a sense of community by providing a dedicated space for shared gardening activities, where members can collaborate, share knowledge, and support one another in cultivating the land.
- Promote sustainable practices and environmental stewardship by encouraging organic gardening methods, composting, and water conservation techniques within the shared gardening space.
- Facilitate intergenerational learning and skill-sharing opportunities, enabling experienced gardeners to mentor newcomers and younger members in the art of gardening and food cultivation.
- Enhance food security within the community by collectively growing a diverse range of fruits, vegetables, and herbs, thereby reducing dependence on store-bought produce and promoting self-sufficiency.
- Create a welcoming and inclusive environment that encourages social interaction and strengthens bonds among members from diverse backgrounds, fostering a sense of belonging and camaraderie.

The mobility beds and ground planters on Plot 131 Commons are specifically intended to be accessible to individuals in the wider community, particularly those who might benefit from shared gardening experiences. This includes people with physical limitations, such as those experiencing bending or knee pain, and those whose household situations impact their time commitments, such as full-time carers or new mothers.

### Project Liaison

We are actively seeking to engage non-members from the local community who can benefit from the supportive and social aspects of gardening. The project will provide an inclusive space for 6-9 growers, with each individual having access to 2-3 beds. This approach was inspired by our past experiences, where we identified the need for a supportive, 'buddying up' gardening environment for individuals with mental health challenges and others needing respite.

To facilitate wider community engagement, we will leverage our connections with local organizations, such as the Littlemore Community and the Littlemore Village Hall, and promote the opportunity through the Littlemore Local paper. This strategy aims to reach potential beneficiaries who might either be referred to us or contact us directly.



## Appendix C – Work Groups ---Volunteers Needed!

### Off-grid – Solar panel and storage; grant received from OCC/Littlemore Village (£1350+£350=£1700)

- **Team Coordinator:** Kathy (happy for others to volunteer and take up this role)
- **Working Group:** Up to 5 to meet at times agreed to by group
- **Special skills:** Videographer to document construction and coordinate material on our website(educational component), carpentry skills, electrical skills, develop live reporting app + wifi.

#### Scope:

The "TTACIC Off-Grid" project is a pioneering endeavour in Oxford's allotment community. By converting our site shop/storage facility to solar power with battery storage, we eliminate our reliance on mains electricity, potentially saving plot holders up to 1/3 of their rent and our carbon footprint. This comprehensive initiative encompasses solar panel installation, portable power stations, and energy-efficient lighting solutions, setting the stage for a Net Zero future.

Through educational outreach on ttacic.org and creating accessible online resources including instructional videos and live reporting of CO2 savings, we aspire to ignite a movement towards sustainable practices among Oxford allotments citywide.

TTACIC: Off-Grid serves as an outreach and educational platform for the 35 Allotment Associations across Oxford and similar community groups (see ODFAA.com). Recognizing the barriers to green technology adoption for groups with limited expertise, our project aims to demystify these processes through comprehensive resources available on the ttacic.org website. We will monitor engagement metrics such as downloads and gather user feedback to continuously refine and improve our educational materials. Furthermore, we anticipate presenting our installation at a future ODFAA forum, further disseminating knowledge and inspiring action within the broader allotment community.



