**Agenda for Rowhedge Allotment Association – Sunday 16th January 2011 in the Albion, 6pm**

1. Up-dates:

* Funding
* Lease

1. Project Plan – timetable and order things need to happen

Work to do:

* Agree who will co-ordinate tasks
* Arrange public liability insurance
* Agree Plot layout on site, number of plots and position of water pipe etc
* Organise contractor to get water system put onto the site and liaise with Anglia Water to get it connected to the mains
* Organise the ploughing of the site and hedge trimming
* Physically marking out the plots on the field
* Organise with contractor to get fencing installed
* Buy and get storage container positioned on site
* Get best price for well rotted manure and get it delivered on site

1. Any other business