

Framfield Allotments Association

Meeting Notes: Sun 5th August 2018

Present:

Alison Bleakley (Treasurer), David Bussell, Dennis Wilkinson (Site Coordinator), Diana Cupitt, George Smart (Chair), Hilary Jayne (Secretary), Lasa Gunatilaka, Ravi Khosla, Sandra Hawke

The minutes from 1st July 2018 were approved.

	ITEM	NOTES	ACTIO N
1	COMMS		
1.1	Facebook Groups	Questions re what sort of take-up there will be, and re need to moderate. Hils to advertise in newsletter.	George HJ
1.2	Noticeboards		All
1.3	Web Site		
1.4	Email		
1.5	Comms	Suggestion Box for kitchen An external letterbox is to be purchased.	Hils
1.6	Welcome Packs	HJ had prepared a draft. It was intended to have this available to hand out at rent collection.	Hils/ Alison
2	FINANCE		
2.1	Statement	Alison provided 1/2 year summary. Income had been low – no rent or grant income. £15 hire money owed by Jim W. £1879 had been allocated to date from Ward Forum grant of £200. This included materials for refurbishment of bench outside equipment garage. Dave Blackwell would be asked to take a report to the Ward Forum meeting in October. Dennis reported that he had collected £120 from equipment hire to date.	AB
2.2	Banking		
2.3	Procedures	Lasa has provided set of non-profit organisation finance procedures. To be reviewed. <ul style="list-style-type: none"> • Need to include accounting year end date. 	Lasa to resend to Alison
2.4	Rents		Alison
2.5	Bee fund		Lasa
2.6	Planned purchases	The following purchases are planned: Kitchen bins Picnic tables BBQ Gazebo x 2 Floor protection sheets for meeting room x 3	Alison

2.7	Grant applications	None in progress	
3	ADMIN		
3.1	Insurance		
3.2	Membership lists	<p>No Council guidelines had been received re GDPR.</p> <p>The LBE system, Colony, was currently unworkable. Passwords had to be reset by the Council every 3 months, and they had failed to respond to several requests to do so.</p> <p>Alison reported that she would set up a card index file to help with keeping the records.</p> <p>HJ requested that the map with names be retained as this was very useful for day to day site management.</p>	HJ
3.3	Waiting List	<p>HJ had had several email requests to go on the list. George had received a number of requests by phone, via the Council website.</p> <p>Dennis had also received some from local residents.</p> <p>Lasa suggested that people at the top of the waiting list could be offered a chance to work with existing plot holders who needed a bit of help, e.g. if pregnant or unwell. This could reduce the non-cultivation problems, and give the prospective tenants a chance to find out the work needed in advance before they took on their own plot. The committee agreed to try this out in the coming season.</p> <p>Another option would be to create some raised beds in the community garden for someone on the waiting list to adopt until they have a plot.</p>	
3.4	Plot Inspections	<p>Status report:</p> <p>A second inspection to be carried out to re-inspect those that were identified for action during the first inspection.</p> <p>Several plots had definitely been given up, and several had indicated that they would do so by rent collection in October.</p> <p>Several plot holders had been identified as requiring final warnings to date.</p>	<p>GS, LG, DW, HJ</p> <p>HJ</p>
3.5	Woodchip	<p>The main gates will be opened up during the summer due to the large number of plot holders wishing to bring compost etc on site.</p> <p>Lasa reported that he had seen some of the more dubious wood chip people driving up and down Dryden Ave, and it was assumed/ hoped that they had been deterred by the locks and would not return.</p> <p>To be monitored.</p>	
3.6	Ealing in Bloom		

3.7	Kitchen		
3.8	Lettings	It was agreed that when a vacating plot holder donated their shed and/or contents to the Association or to the incoming tenant the shed must be secured immediately before the contents 'disappeared'. Written confirmation to be requested from the outgoing plot holder.	
4	GOVERNANCE		
4.1	Constitution		
4.2	Issue resolution		
4.3	Committee procedures	George has created a record book with a page for each plot to record issues/ observations.	
4.4	Role Descs		
4.5			
4.6	Issues	<p><i>Use of water tanks:</i> Need notices on all tanks.</p> <p>It was reported that all of the taps along the top path had been left on one morning, and all the tanks were overflowing. It was assumed that this was down to children.</p> <p><i>Neighbouring children</i> Need 'trespassers keep out' notices for gates.</p> <p><i>Browning Avenue gate heighten</i> HJ asked LBE to put it on their work list.</p> <p>No progress on this by LBE – HJ to keep chasing by email.</p> <p><i>Asbestos</i> GS reported this had been removed by a licensed contractor for £100. HJ to ask council if we can claim the cost back from the rent collection.</p> <p><i>Use of communal equipment</i></p> <p><i>Misbehaving children</i> A group of children had been spotted climbing over the fence on the Drayton Bridge boundary, and playing on site. A plot holder, who is a next door neighbour, will have words with the family concerned.</p> <p>A plot holder had raised a complaint regarding the noise from a particular group of children playing on the top roadway. It was agreed to take no action unless the children were on other peoples' plots or behaving in a dangerous manner.</p> <p><i>Individual plot holder issues:</i></p> <p><i>Sub-let plot?</i> One plot appeared to be worked by someone else. Dennis had obtained the contact details and passed these to George. To be investigated at rent collection time.</p>	<p>Hils</p> <p>Alison/ Hils</p> <p>HJ</p> <p>HJ</p> <p>HJ</p> <p>GS</p>

		<p><i>Rabbit keeping</i> A number of concerns have been raised re the conditions that a plot holder is keeping rabbits in, and re the security of his chicken run. DW & GS monitor all livestock on a regular basis.</p>	DW & GS
4.7	Rent Collection	<p>Query re should we add subs fee to rents and collect one figure?</p> <p>Alison requested that it be kept separate to help her accounting process and reporting on rents to LBE.</p> <p>Dates agreed for rent collection: Sat 13th October 10 – 4 and Sun 21st October 10 – 4</p> <p>Trial of less days but longer hours. Alison would be away for these dates so would ask for more volunteers to help out. Sandra said she would be available.</p>	
4.8	AGM prep	.	
4.9	GDPR	<p>Ealing Allotment Partnership have recommended that data e.g. contact details, should not be held by former committee members.</p> <p>A formal request has to be made to ask any such people to return/ confirm the data has been destroyed/ deleted.</p> <p>Lasa has supplied the wording of a letter - reviewed by RK, HJ to send.</p>	HJ HJ
5	EVENTS		
5.1	Theatre		
5.2	Summer Social	Attendance was down this year due to the hot weather. A small profit was made.	
5.3	Community Groups	<p>The Hanwell Neighbourly Care Pop-in on July 20th went very well, and everyone involved really enjoyed it.</p> <p>It was planned to organise more visits in the future.</p>	
5.4	School visits		
5.5	Arty visits	<p>Borough of Ealing Art Trail 7-9 and 14-16 Sept</p> <p>One of our plot holders and her friend would be exhibiting in the meeting room. It was noted that there may be external visitors wandering around the site. Would need a few people on hand in case of issues. HJ to email plot holders to inform them. Had checked that insurance covered us.</p>	
5.6			

6	MAINTENANCE		
6.1	Work List	<p>Posts and numbering Posts were ready to go – waiting for softer ground.</p> <p>New tanks/ tap posts Check how many needed - review of tap numbers/ locations to be carried out.</p> <p>Manhole cover by Dryden Ave woodchip Raise height above ground level</p> <p>Tool shed - needs stripping out and shelving installed.</p> <p>Toilets/ picnic tables etc – need painting/ varnish</p> <p>HJ to chase Council re raising height of Browning Ave gates.</p> <p>Meeting room Doors – need hooks to hold open. Gravel to be laid in gap by front doors to minimise trip hazard. Edges of floor inside doors needed metal edges. 3 x Sheets floor protecting sheets needed.</p> <p>Guttering George had completed improvements to guttering on kitchen & meeting room.</p> <p>Rubbish The contractor that had removed the asbestos also removed general rubbish. HJ to ask Council if we could use him for any future clearance, and claim the money from the rents.</p>	<p>George</p> <p>HJ</p> <p>HJ</p>
6.2	Work Parties	<p>Next work party – 2nd weekend September. 15th/ 16th. To plan detail at next meeting.</p> <p>Noted that this would clash with the BEAT exhibition.</p>	
6.3	Fencing	Signs of further damage to the fencing repaired by LBE last year after a plot holder repeatedly climbed over it. To monitor.	
6.4	Sewage problem	George reported that Thames Water will revisit later this year to inspect entire length of drains.	
7	PROJECTS		
7.1	Community Garden		
7.2	Plum orchard	Thinning completed. Greasing half-done. To use as a control to see if worth doing next year.	
7.4	Lean-to sheds	Carry on renting – only if tenants, and using it to store allotment stuff. George has waiting list.	George
7.5	Manure	<p>Potential supplier: http://www.thecompostcentre.co.uk/</p> <p>They were used by several plot holders who were very happy with the product. The price was very reasonable.</p>	All

		To revisit later this year.	
8	LBE/ EAP		
8.1	Council staff	Rents for 2018-19 will not increase. 2019-20 planned increase of 3-5 %.	
8.2	EAP	EAP and LBE conducting review of rules – hoped to be completed prior to rent collection in Oct 2018.	
8.3	Future management		
9	H & S		
9.1	Bonfires	It was decided to keep the ban on bonfires as the site was still very dry.	

NEXT MEETING: Sun 5th August, 10:00 AM and 1st Sunday of each month thereafter