

Framfield Allotments Association

Meeting Notes: Sun 2nd September 2018

Present:

Dennis Wilkinson (Site Coordinator), Diana Cupitt, George Smart (Chair), Hilary Jayne (Secretary), Sue Watts

The minutes from 5th Aug 2018 were approved (subject to correcting a typo – Ward Forum grant should have been £2000 not £200).

	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	Note that £15 hire money owed by Jim W had been paid.	
2.2	Banking		
2.3	Procedures	Lasa has provided set of non-profit organisation finance procedures. Alison has reviewed this, and much was not appropriate for FAA <i>Note - need to include accounting year end date.</i>	AB
2.4	Rents		
2.5	Bee fund		Lasa
2.6	Planned purchases	The following purchases are planned: Kitchen bins Picnic tables BBQ Gazebo x 2 to be constructed Floor protection sheets for meeting room x 3-purchased	Alison
2.7	Grant applications	None in progress	
3	ADMIN		
3.1	Insurance	HJ reported that the Assoc had joined an organisation called Capital Growth which represents food growing organisations. No joining fee. Offer insurance deals for members – may be cheaper than our existing deal. To review nearer renewal time.	

3.2	Membership lists	<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>	
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 – these had been passed to George.</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> <p>Agreed to wait until after rent collection was finished before allocating plots.</p>	
3.4	Plot Inspections	<p>Status report:</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>Two more plot holders had informed Dennis that they were giving up (they were both on the action list).</p>	GS, LG, DW, HJ
3.5	Woodchip		
3.6	Ealing in Bloom		
3.7	Kitchen		
3.8	Lettings	<p>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.</p>	
4	GOVERNANCE		
4.1	Constitution		
4.2	Issue resolution		
4.3	Committee procedures		
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>LBE reported this would be installed w/c 27th Aug 2018.</p> <p><i>Asbestos</i> GS reported this had been removed by a licensed contractor for £100. LBE had confirmed that we could claim this back from the rent collected.</p> <p><i>Use of communal equipment</i></p> <p><i>Misbehaving children</i></p> <p><i>Individual plot holder issues:</i></p>	Hils Alison/ Hils HJ HJ
4.7	Rent Collection	<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> <p>Alison has created a card index – one card per plot holder. Each tenant will be asked to confirm/ amend contact details. Details of rent owed by each tenant on reverse to help collectors and tenant.</p> <p>Tick box to confirm happy to receive emails from FAA. Sue confirmed this would be ok for the new GDPR rules.</p> <p>Will also ask tenants to sign that they had received copy of rules/ guidelines/ welcome pack.</p> <p>HJ to email/ print rent notices in advance.</p>	HJ
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. A formal request has to be made to ask any such people to return/ confirm the data has been destroyed/ deleted.</p> <p>One response had been received to date.</p>	HJ
5	EVENTS		
5.1	Theatre		

5.2	Summer Social		
5.3	Community Groups		
5.4	School visits		
5.5	Arty visits	Borough of Ealing Art Trail 7-9 and 14-16 Sept 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.	
5.6	Bonfire Party	Planning on hold – need to find a suitable location for the bonfire.	
5.7	Winter Social	Need to look for speakers. Ealing Wildlife Forum?	
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.</p> <p>Rubbish The contractor that had removed the asbestos also removed general rubbish. Council require quotes and agreement before deductions can be made from rent collection.</p>	George HJ
6.2	Work Parties	Next work party – Sun September 16 th Am Remove rubbish from compost area Trim hedges on main road Paint new doors & picnic tables Keep one of new sheds for rubbish at the moment	
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	Thames Water returned Aug 31 st . Put camera along length of drain, and flushed through. Removed bricks from Browning Ave end (caused by illegal entry by one of houses into drains). Should all now be ok.	

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	Potential supplier: http://www.thecompostcentre.co.uk/ Alison has ordered 200 bags. Need to organise sales.	All
8	LBE/ EAP		
8.1	Council stuff	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	Bonfires now shld be ok. Guidelines to be issues to all at rent collection.	

NEXT MEETING: Sun 7th October, 10:00 AM and 1st Sunday of each month thereafter