



2.8	Shredder	The possibility of purchasing a communal shredder was discussed. It was decided not to go ahead as petrol/ diesel ones were generally not powerful enough or too expensive. Generators were not powerful enough.	
<b>3</b>	<b>ADMIN</b>		
3.1	Insurance Renewal date end of Feb	HJ reported that alternative insurer did not offer cover for petrol driven machinery. Staying with existing insurers.	HJ
3.2	Membership lists	Details have been checked at rent collection using card index. HJ updated spreadsheet.	HJ
3.3	Waiting List	Approx 40 people on waiting list.  Half a dozen plots had been vacated and re-allocated.	
3.4	Plot Inspections	<b>Status report:</b> One plot holder (with 3 x 5 pole plots) had been given a termination notice by the Council. Has appealed. Nothing heard from Council. No rent taken pending appeal result. Agreed to send another letter.  HJ to raise at EAP meeting with LBE.  Date for first 2019 inspection – w/c 8 <sup>th</sup> April. LG to lead again. Two other volunteers sought.	LG
3.5	Woodchip		
3.6	Eal in Bloom	Enter this year? Some of our plots need to be brought up to scratch.	
3.7	Kitchen		
3.8	Lettings	6 x vacant plots all now let. One plot split into 2 x 2.5 poles for tenants that only required a small plot. Both are already cleared.  ** following work party to clear rubbish from sheds, now have two lean-to's available. Agreed to keep one as back up, and let last one. HJ to email.	
<b>4</b>	<b>GOVERNANC E</b>		
4.1	Constitution		
4.2	Issue resolution		
4.3	Committee procedures		
4.4	Role Descs		
4.5			
4.6	Issues	<i>Use of water tanks:</i> Need notices on all tanks.  <i>Neighbouring children</i> Need 'trespassers keep out' notices for gates.	Hils  Alison/ Hils
4.7	Rent Collection	All collected except 2 that are currently in dispute.	GS HJ
4.8	AGM prep	<b>2019 AGM date: 7<sup>th</sup> April</b>	Hils

		<p>Sue to organise plant swap</p> <p>Sandra volunteered to do the minutes again this year.</p> <p>Need to agree proxy voting process – HJ and Ravi to discuss.</p> <p>Deadline for publishing paperwork: 23<sup>rd</sup> March  “ printing “ : w/c 11<sup>th</sup> March</p>	SW
4.9	GDPR	HJ has given Lasa a back up copy of her allotment files.	
<b>5</b>	<b>EVENTS</b>		
5.1	Theatre	Booked for Sat June 22 <sup>nd</sup> , matinee.	
5.2	Summer Social	Date agreed: 14 <sup>th</sup> July	
5.3	Community Groups	<p>Capel Manor students did a very good job – pruned a number of plot holders apple trees.</p> <p>Asked if we have any other projects?</p> <p>Suggest:  Plum orchard, strimming, wildlife friendly things round pond e.g nest boxes</p>	HJ
5.4	School visits		
5.5	Arty visits		
5.6	Bonfire Party		
5.7	Winter Social	Went very well – will try to re-book speaker for next year. Feb rather than Jan.	
5.8	Spring social	<p>Discussed idea to have a healthy kick-off session (at the Viaduct?). To incl defibrillator training, blood donation, first aid training. To plan in the New Year.</p> <p>Postpone til Summer Social?</p>	
5.9	Seed Swap corner	<p>Agreed to set up seed swap corner in the toilets.</p> <p>Sue has started to design labels etc</p> <p>Ravi &amp; Lasa may have suitable shelf units to donate – to liaise with Sue. Otherwise purchase Ikea rack.</p>	SW
<b>6</b>	<b>MAINTENANCE</b>		
6.1	Work List	<p><i>Posts and numbering:</i> Posts were ready to go – waiting for softer ground.</p> <p><i>New tanks/ tap posts:</i> Check how many needed - review of tap numbers/ locations to be carried out.</p> <p><i>Manhole cover by Dryden Ave woodchip:</i> Raise height above ground level</p> <p><i>Tool shed:</i> Needs shelving installed.</p> <p><i>Pergolas:</i> in community gardens. Frames to be constructed to support the canvases from the broken gazebos.</p> <p><i>Kitchen:</i> Create new doorway in rear of kitchen, and refit cupboards and work tops. Will improve access during events.  All: to look out for French doors in skips etc</p> <p><i>Seed swap corner</i> in toilets – move kitchen unit from tool store.</p>	DW/ GS

		<p><i>Tree cutting:</i> Alan Tierney, Cilla</p> <p><i>Painting:</i> Meeting Room/ Toilet etc</p> <p><i>Noticeboard:</i> at Browning Ave</p> <p><i>Coppicing:</i> Hazel trees by pond. People can take pea/ bean sticks.</p> <p><i>Wildlife area:</i> * Fencing round pond needs repair. * Rebuild fencing and clear compost area after the fire last summer. * Pond is being regularly cleared – Tom Shillinglaw does a lot of it. * nest boxes</p>	
6.2	Work Parties	<p>Huge turnout for the last one, despite cold weather.</p> <p>Next: Sat 2<sup>nd</sup> March Order skip for general use.</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			
6.5	Water supply		
<b>7</b>	<b>PROJECTS</b>		
7.1	Community Garden		
7.5	Manure	£1250 worth sold to date. Make small profit – taken as bags of manure for planting in social space.	
<b>8</b>	<b>LBE/ EAP</b>		
8.1	Council stuff	<ul style="list-style-type: none"> <li>• CPZ: Housing will erect bollards at both gates, Parking will paint double yellow lines across entrances. No idea of dates.</li> <li>•</li> </ul>	GS
8.2	EAP		
<b>9</b>	<b>H &amp; S</b>		
9.1	Bonfires		
9.2	Defibrillator	<p>HJ/ DW met with Helen King and A London Ambulance Community trainer. Demo of 2 approved models. Cost £1300 +. HJ to source grants. Maybe discuss at AGM.</p>	
9.3	Post code on noticeboard – for emergency services.	HJ to do notices.	HJ
9.4	First Aid kits	<p>Need to check and renew contents as needed. Need signs</p>	HJ HJ

**NEXT MEETING: Sun 3<sup>rd</sup> Mar 10:00 am and 1<sup>st</sup> Sunday of each month thereafter**