

MINUTES OF SHEPHERD'S HILL SITE COMMITTEE MEETING 31ST OCTOBER 2016

1. **Apologies:** Nick Finlay
2. **Minutes & matters arising:** (4) We still haven't got our grant from Haringey. Gary has had a letter from the Harington Scheme acknowledging receipt of our cheque. (5) The water was turned off on 24th but put back on for the Plant swap. It will be turned off again in the next few days. (8) Site inspections: A preliminary inspection will be carried out by committee members by 15th November and photographic evidence of possible non-compliant plots will be sent to Dick Tomlinson.
3. **Amendments to the Constitution:** After much discussion it was agreed that a Special Amendment be made to the Constitution for the election of the Committee and officers for November 2016 that a committee should be elected at the AGM and the tasks which have to be carried out by the Site Association divided up between the Committee members. This is in recognition of the Council's move away from 'Responsibilities of Site Secretaries' to 'Responsibilities of the Site Association' and a recognition of the increasingly onerous job of Site Secretary. Notices asking for potential candidates will go up on notice boards/be sent out by email 4 weeks in advance with a cut-off date of 1 week before the AGM.
4. **Damaged Montenotte Road gate post:** After the last Horticultural Supplies delivery to the trading shed the delivery vehicle hit the Highgate Wood School side gate post and moved it very slightly. Nick Finlay and welder friend may be able to repair it but we have been given a quote by a council contractor for £250 + vat. Nick to discuss proposed repair with Contractor. A proposal to ask CHADAHS to pay half the cost of repair was agreed. Rachel to contact CHADAHS chair. (CHADAHS treasurer Kathy Riddle abstained from this discussion) Gary to cut down foliage outside gate.
5. **Rubbish Clearance:** We can set a weekend in November when we will help people who are unable to clear their plots themselves to remove non-compostable or burnable rubbish and take it straight to the recycling centre. Gary and Les to help. Offers of help to site committee please.
6. **Materials stores off plot:** Rachel to write brief site policy for council. If materials are stored off plot in communal areas for more than one week an NCN will be issued.
7. **Waiting list – local rules:** The site waiting list is now 150 and the site committee has set up local rules to manage this.

At present, a tenant near the top of the waiting list is offered the option of deferral. In future, prospective tenants will be allowed **ONE** deferral and will be given the choice of how long they would like to defer – 6 months, a year, 2 years. This applies whatever the reason for deferral:- job, health, new baby, don't want the plot. An email will go out every 6 months to all on the waiting list. A response must be made within 4 weeks.
8. **Co-workers:** Anyone who works regularly on someone's plot should be registered as a co-worker. This is a Council requirement for insurance purposes etc. A co-worker will **NOT** be allowed to take on the tenancy of the plot when the tenant leaves. Couples on the waiting list should apply together and become co-tenants from the beginning of the tenancy.
9. **Bees:** Bee keepers have to renew their insurance on an annual basis and the council will check to ensure registered beekeepers have the necessary insurance.
10. **AGM:** The Victoria Stakes is out of commission until the spring. We have been able to book the Highgate Tennis club for Wednesday 30th November. Rachel will put out a newsletter asking people to stand on the committee.
11. **Report back from Plant swap:** This went well, in spite of the fog at the start of the day. Thanks to Annie and Cath for tea, coffee and biscuits.