

Shepherd's Hill Allotments Association Committee Meeting Minutes 06/03/2018		
	Present; Annie Griffiths, Julie Yogasundram (chair), Lynn Malloy (minutes), Trevor Wyatt, Juliet Mann, Ian Potts, Gary Sycamore, Julia Grant	
1.	<u>Minutes of last meeting.</u> Agreed	
2.	<p><u>Matters arising</u></p> <p>4</p> <ul style="list-style-type: none"> • Information regards water (tanks) has been passed to Gary and Ian • Julie is chasing replies from Haringey Allotment Officer regards non-return valves, perimeter fence. • Julia and Lynn to compose leaflet regards 'good watering practice'. • Bodpave. Gary to propose extraordinary working party when all materials have arrived to finish final section. • Julie has designed maintenance log in excel and has forwarded to Ian and Gary. All further maintenance issues to be forwarded to Ian. • Ian has made contact with tenant who can facilitate building materials at trade prices for site maintenance. • Refurbished notice boards. Ian making great progress with these. All new boards to display Bonfire ban information and contact information for the site committee & site website. • Woodchip pile in Trading Shed yard to be consolidated in current location. <p>5</p> <ul style="list-style-type: none"> • Recent meeting with Haringey Allotment Officer has reconciled tenant details held by Haringey Council and the SHAA committee • Some current tenants are not on the site committee mailing list. Julie and Annie to look at options for how best to contact these tenants • To establish a monthly volunteer working party to tackle maintenance tasks on the site. Last Sunday of the month 10.00-12.00. • To publicise in next site email • Gary and Ian to coordinate the tasks on the day. • To coordinate a 'tea and biscuits' event at the same time. <p>6</p> <ul style="list-style-type: none"> • No date fixed for first site inspection of the year. Or confirmation of the new Haringey Allotment Officer. <p>10</p> <ul style="list-style-type: none"> • Two serviced site barrows are now located at the WoodVale woodchip pile. Thank you to Andy. 	<p>JG. LM</p> <p>ALL</p> <p>JY. AG</p> <p>JY. AG GS. IP JY</p>
	AGENDA	Action
3.	<p><u>Trading Shed</u></p> <p>i) Record sales on Potato Sunday.</p> <p>ii) Bagged manure has proved extremely popular. There will be more deliveries later in the year.</p> <p>iii) To include a Trading Shed page on the site website, Lynn to liaise with Charlie</p> <p>iv) Julia and Lynn to prepare revised role descriptions for the Trading Manager</p>	LM 1

	and Trading Shed Coordinator for the next meeting.	JG. LM
4.	<p><u>Maintenance</u></p> <p>i) Fallen tree from neighbouring property onto site. Contact made with Managing Agent of the said property who are instructing their tree surgeon. Seems to be happening in a timely way. Gary coordinating.</p> <p>ii) Low, over hanging branches from tree in the school playing field. Julie to discuss with Haringey Allotment Officer.</p>	<p>GS</p> <p>JY</p>
5.	<p><u>Communication</u></p> <p>i) Julie represented the SHAA at a recent meeting with the Shepherd's Cot Trust and Ward Police Officer. The Ward Officer now has a key to the site and plans to regularly walk through. He is keen to attend events on the site and will be added to the email list.</p> <p>ii) The Shepherd's Cot Trust are updating their signs on Montenotte Road and this will include removing a redundant sign and attaching new signage to the allotment fence.</p> <p>iii) The Tenants Handbook of Frequently Asked Questions (previously known as the Plot Protocol) has been updated.</p> <ul style="list-style-type: none"> • To be sent as an attachment with the March site email • Hard copy to be given to probationers • To be posted on the site website • Hard copies to be available in the Trading Shed. Annie to print. • Two of the most seasonally appropriate FAQs to be included in the monthly site emails with a link to the full document on the website • Lynn and Julia to forward suggestions each month to Julie <p>iv) Changes to Data Protection Law now require all organisations to confirm that they have permission to continue to use the email address they hold for individuals. Ian to check at the April Haringey Allotment Forum how other Haringey Allotment Associations are progressing this.</p>	<p>JY. AG</p> <p>JY.AG TW.JM JY AG</p> <p>LM. JG</p> <p>IP</p>
6.	<p><u>Site Inspections</u></p> <p>i) No date yet for next site inspection. Trevor volunteered to be one of the site committee members who will accompany the Haringey Allotment Officer.</p> <p>ii) Julie to allocate plots to site committee members in preparation for the pre-site inspection.</p>	JY
7.	<p><u>Probationers and lettings</u></p> <p>i) One vacant plot which will continue to be shown to prospective probationers.</p> <p>ii) Juliet and Trevor to prepare brief written guide for probationers outlining expectations of the probationary period.</p>	<p>JM.TW</p> <p>JM.TW</p>

8.	<u>Feedback from the Haringey Allotment Forum</u> No Forum meeting since last committee meeting. Ian and Juliet to attend the next Forum meeting 7 th April	
9.	<u>Future Plans</u> i) Development of plot 15. Discussed need for wider communication and consultation about the development of this project. Lynn relayed offer from tenant who has community consultation experience who would like to be involved. Lynn to liaise. ii) Next site email to very briefly introduce the project. Julie to pen. iii) First of the new monthly maintenance working parties to start on clearing plot 15 iv) Plot 83, to discuss at next meeting.	LM JY
10.	<u>Finance matters</u> i) Nick will prepare a financial report for the next meeting. ii) Lynn and Julia have confirmed with Nick what they need to provide with regards the Trading Shed accounts and will forward these to Nick	LM. JG
11.	<u>AOB</u> i) Juliet relayed information from the site secretary at Ally Pally Allotments regards a Q&A event on their site in June with an RHS fruit and veg expert. The query was regards the level of interest in attending from Shepherds Hill tenants. Annie to liaise and publicise in next site email ii) Site map needs amendments. To update during next site inspection process. iii) Ian is meeting with a rep. from the Golf Course allotments this week to discuss their successful grant application. This may help inform how SHAA funds future projects. To feedback at next committee meeting	AG JY IP
11.	<u>Date of next meeting</u> 3.00-5.00pm Friday 20 th April. Julie kindly hosting.	