

Shepherd's Hill Allotment Association Committee Meeting Minutes 29 June 2018		
	Present; Julie Yogasundram (chair), Lynn Malloy , Trevor Wyatt, Juliet Mann, Ian Potts, Annie Griffiths, Julia Grant (minutes) Apologies; Gary Sycamore, Esther Coles	
1.	<u>Minutes of last meeting.</u> Agreed	
2.	<u>Matters arising</u> <ul style="list-style-type: none"> • Mailchimp issues – carried over. • Contact with tenants not on mailing list – carried over Check that recently signed plot holders are on the list • Tenants' Handbook is on the website - a link to be given in next site email • Surface of section of recently shored-up path – Ian will add some gravel if available • Watering advice – will be added to website • Website – still looking for someone to help update content/publicity 	JY, AG JY, AG JM, TS AG IP JY, AG
		Action
3.	<u>Site inspections</u> Inspections happen three times a year. The next one will be in July. Plot holders will be informed in next newsletter.	JY, AG
4.	<u>Trading Shed</u> <ul style="list-style-type: none"> i) Exterior woodwork is in need of repainting ii) It has been confirmed by the manufacturer that plastic found in some bags of manure sold earlier in the season was due to recycled green waste being mistakenly added to the blend. Tenants who reported this concern will be contacted by the Trading Manager for a refund/replacement. The Shed now sells a different brand; a blend of stable manure and spent mushroom compost. iii) Plot holders to be asked whether they experienced any problems using New Horizon compost for potting. iv) The Trading Shed main supplier has negotiated compensation from the manufacturer. 	AG/LM
5.	<u>Maintenance</u> <ul style="list-style-type: none"> i) Ian, along with Richard Gledhill, had checked out problems reported 	

	<p>with stiff/leaky taps.</p> <p>ii) Tenants to be informed that amendments to the water supply/taps can only be done with the agreement of the Committee, and with guidance from the maintenance team. New taps need non-return valves.</p> <p>iii) A note to be included in the next newsletter on importance of keeping paths between plots clear, and of liaising with tenants on neighbouring plots to help achieve this</p>	<p>AG, JY</p> <p>AG, JY</p>
6.	<p><u>Communication with plot holders</u></p> <p>In next site email, tenants to be reminded that they must be present if deliveries of materials are made to their plot or if they are bringing in outside help to carry out work. They should make sure that gates to the site are not left open on these occasions.</p> <p>Discussion of whether the locks/keys at the entrance gates should be changed. Ian to do some research.</p>	<p>AG, JY</p> <p>IP</p>
7.	<p><u>Probationers and lettings</u></p> <p>i) Only one vacant plot currently available</p> <p>ii) Discussion/clarification of how waiting list (which includes people who have deferred) is managed. The list is kept by a committee member who is not directly involved in lettings. Procedure needed for how many times/how long people can defer.</p> <p>iii) Lettings procedure: Meeting agreed that prospective plot holders can be shown up to three plots.</p> <p>iv) Future discussion needed about how/whether to achieve some kind of standard state in which plots are offered.</p>	
8.	<p><u>Future plans</u></p> <p>i) Dick Tomlinson (Allotment Officer) wants to meet with Committee at SH to discuss Plot 15 and Plot 83. Hopes to bring Conservation Officer. Julie to fix a date.</p> <p>ii) Outing to Barnsdale 22 July – all tickets sold</p>	JY
9.	<p><u>Finance matters</u></p> <p>Nothing to report</p>	
10.	<p><u>Allotment forum</u></p> <p>Next meeting on 7 July. Annie will attend</p>	AG
11.	<p><u>AOB</u></p> <p>Something to be included in next newsletter on the value for insects of nettles and brambles that are found on the perimeter of the site</p>	AG, JY
11.	<p><u>Date of next meeting</u></p> <p>tba</p>	JY