

Shepherd's Hill Allotment Association Committee Meeting Minutes Draft minutes 28th April 2026		
	<p>Present; Juliet Mann, Jill Russell, Annie Griffiths, Nevil Yildiz, Liz Denver, Jo Sheehan, Shazia, Ian Potts</p> <p>Apologies: Stefanie, Julie, Garry</p>	
1.	<p><u>Minutes of last meeting: accuracy</u></p> <p>No corrections. Minutes approved.</p>	
2.	<p><u>Matters arising</u></p> <p>Our insurers informed us that re. the recent break-ins to sheds they will only cover claims where the items were in locked sheds. A few tenants had evidence of locks being broken, and Julie is liaising with the tenants/insurers. We will send out a reminder in our newsletter about this condition of our insurance, and as far as possible for tenants not to keep valuables on the plot.</p>	JY
3.	<p><u>Devolved management responsibilities</u></p> <p>As this was the first meeting after our AGM, we went through the Haringey devolved management responsibility list – see table at end of these minutes - making sure we had a name against each responsibility.</p> <p>Note: Liz will 'shadow' Julie this year with a view to taking over the tenants and waiting lists.</p> <p>In terms of our role in supporting Victoria re. 'non-payers', we will make it clear next year that she must give us tenants' emails and plot numbers to reduce the admin work for us in sending out reminders.</p> <p>We listed all the other tasks we share out as a committee:</p> <p>Managing the trading shed - Liz – ordering, meeting deliveries (with Annie). Annie – volunteers rota, making sure card readers are working, banking cash, keeping records of takings, picking up cash taken.</p> <p>Barn events – All, but Annie leads on organising team of volunteers (via whatsapp group) does shopping of tea, coffee etc.</p>	LD/JY JR

	<p>Shazia will 'shadow'/help Annie with this. Ian will replace the big gas canisters.</p> <p>Big events – plant sale/winter warmer – all, but often Annie leading on these. Potato day led by Liz and Annie.</p> <p>Maintenance – Ian leads, can call on Nevil, Garry, others (e.g. Stephen and Juan happy to help) Turning water on and off; maintaining the Barn and shed, fences, cutting trees, keeping paths clear, fixing leaks, organising maintenance working parties.</p> <p>Communal Compost - Nev and Liz</p> <p>Communications – Julie (and Jill as backup): responding to info@ messages. Jill - regular newsletters, site emails, minutes from meetings.</p> <p>Publicity – Nev: posters, etc.</p> <p>Special projects – Committee with identified lead - including grant applications, planning applications etc.</p> <p>Finance – Jo: Preparing quarterly reports, paying bills.</p> <p>Sunday discussions - Juliet</p>	
4.	<p><u>Maintenance</u></p> <p>Ian has organised the cutting of tall trees at the back of 91A. Still needs to get a price for the tall fir tree.</p> <p>There is a water leak by a tap near Garry's plot. The leak is 60cm deep and will be hard to find. Ian to check if a plumber might do this job. Nevil offered to assist.</p> <p>The bod paving by the QW gate has buckled in the heat last summer and could be a trip hazard. Needs fixing.</p> <p>Nev and Liz reported on the good progress made with the communal compost area, which they have now re-opened. Nev has produced a poster with a simple list of do's and don'ts and will also include a QR code linking to his report on the detail of how the site has been set up and works, for those interested.</p> <p>Nev and Liz are looking into renting a shredder to deal with the large quantities of branches etc. Will report back on costs, practicalities (where it would be sited etc.) and health and safety issues.</p>	<p>IP</p> <p>IP/NY</p> <p>Maintenance WP</p> <p>LD/NY</p>

	Ian mentioned the option of using a chain saw, Nick Finley has previously helped with this – he could be asked. Ian to give contact details to Nev/Liz.	IP/LD/NY
5.	<p><u>Site inspections/probationers and lettings</u></p> <p>Juliet reported that there is just one plot available to let.</p> <p>We are expecting a Spring site inspection from Victoria.</p>	
6.	<p><u>Trading shed</u></p> <p>Liz is trying to see if a smaller truck can be used for deliveries as there is the ongoing problem of trucks not being able to get down the Montenotte Rd track.</p> <p>Nev to produce a poster for Liz to put on trading shed door for people to tell her what seeds are wanted.</p>	NY/LD
7.	<p><u>Communication with plot holders</u></p> <ul style="list-style-type: none"> • Report back on AGM • Reminder to keep an eye out for intruders on site • Reminder about not keeping valuables in unlocked sheds • Dates for the diary • Willow available to those interested, contact Jo Alexander <p>Mary Stokoe had enquired about the committee organising a delivery of scaffolding boards. We agreed we would write to her saying that if she wanted to organise something then we could put it in a newsletter to ask people to get in touch with her. Ian suggested that gravel boards are preferable to scaffold boards as they last much longer.</p> <p>We agreed to send an email to the tenant who had ignored or been unaware of the bonfire ban to remind him.</p> <p>Annie to send Jill a separate email to go out about plant sale.</p> <p>Jill will check what we say in guidance about noise pollution and the use of strimmers etc.</p>	JR JR AG JR
8.	<p><u>Barn events and Future plans, including AGM</u></p> <p>Sun 10th May – Plant sale 12 - 2</p> <p>Wed 13th May – café at Barn</p> <p>Sun 31st May – barn lunch and Esther’s talk on bees</p> <p>Sat 27th June – mid-summer party/ picnic (6 – 9pm) (people bring their own picnic) we just set it all up. Music – bring along an instrument. We will provide a few boxes of wine and beer.</p>	

	<p>Sun 9th August – brass band Sat 12th Sept – Centenary Plant Show</p> <p>We discussed hiring a portaloos for the period of some of the above events, from the 26th June – 13th September.</p> <p>Garry to get an updated quote. From previous quote it looks like the cost will be approx. £450 +VAT.</p> <p>We agreed for Ian to then order.</p> <p>Ian updated us on the progress of his film. The plan is still to show it at the Arthouse, Ian and Annie pursuing this. Ian is also going to show some short clips at the Haringey local history fair at Bruce Castle on 16th May, at which Jill is also giving a talk based on the history booklet.</p>	<p>GD</p> <p>IP</p>
9.	<p><u>Finance</u></p> <p>Jo had circulated a full report at the AGM.</p> <p>We agreed for Annie to have £100 petty cash so that she can easily reimburse those who make cakes and soups etc. for Barn events.</p>	
10.	<p><u>Allotment Forum</u></p> <p>Juliet had attended the recent meeting. Jill will forward minutes when these are circulated via info@</p> <p>Juliet reported that she had sold 10 copies of our history booklet to other site secretaries.</p> <p>One site had received £1000 grant from Veolia towards developing a compost area. We will find out more.</p>	<p>JM</p>
11.	<p><u>AOB</u></p> <p>Ian mentioned that we might explore getting a ‘hot spot’ wifi device that would mean the sumup card readers could easily be updated on site, reducing work for Annie in having to check this each Sunday.</p>	
12.	<p><u>Date of next meeting</u></p> <p>Wednesday 20th May 2pm</p>	

Devolved Management Responsibility	Who?
1. Maintain a Site register of tenants	Julie (Liz will shadow this year with a view to taking this on)
2. Manage the Site waiting list	“
3. Show prospective tenants vacant plots	Juliet & Trevor
4. Allocate vacant plots to probationers and send completed Probationer form to the Allotment Co-ordinator.	“
5. Support and review the probationer's progress in the three month trial period. Decide if the probationer has passed or failed and inform the probationer accordingly. Refer any objections to the Allotment Co-ordinator as appropriate.	“
6. Inform the Allotment Co-ordinator of new tenants. Arrange for the completion of application forms with proof of address and entitlement to the state pension and other concessionary rents	“
7. Inform the Allotment Co-ordinator of changes of tenants personal details	“
8. Inform the Allotment Co-ordinator of tenant's deaths and voluntary terminations	“
9. Arrange and accompany the Allotment Co-ordinator on planned site visits	“
10. Respond to tenant's enquiries and concerns and agree requests for co-workers	info@ (Julie & Jill)
11. Mediate in disputes between tenants. Refer to Allotment Co-ordinator if agreement cannot be reached.	Committee
12. Monitor compliance with site specific rules e.g parking, bonfires and BBQs. Refer offenders to the Allotment Co-ordinator as appropriate.	Committee
13. Inform the Allotment Co-ordinator of damage to fences gates, water supply and roadways	Committee
14. Manage the Site's minor repairs and maintenance budget; keep records of how the monies are spent and prepare an annual repairs account for review purposes.	Jo
15. Turn the site water supply off by 31 October each year. Turn back on from 1 April each year, weather permitting	Ian
16. Recover keys on termination (if possible)	Juliet and Trevor
17. Supporting the Allotment Coordinator in the issue of invoices and pursuit of non-payers	info@ (Jill and Julie)