

**TAMWORTH FARM ALLOTMENT SOCIETY  
COMMITTEE MEETING MINUTES  
10th January 2022 @ 7pm  
Online Meeting**

**Attendees:-**

Jo Rodgers, Rob Rudolf, Steffi Backhouse, Julie Mallett, Tony Redpath, Katy Willison, Bev Stansfield, Walli Taylor

**Apologies:** Joan Henry

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>2.0</b>	Previous minutes: Agreed	Note
	4.05 – Accessible plot on RA – Will check when the plothead is able to come to site.	JM
	7.00 – Toilet Project – Costs are increasing in the Spring for the unit. Still trying to get council to advise on planning requirements. Will speak to local councillor for help.	TR
	8.01 Horseshoe termination of tenancy. This has all been completed in line With TFAS rules. Tenant has handed over keys and received their deposit back having vacated the plot.	Note
2.01	Outstanding actions below.	
<b>3.0</b>	<b><u>Site Manager's Report</u></b>	
3.01	An update was given for the December report as attached.	Note
3.02	Jo offered to take the carpet to the local dump.	JR
3.03	Rob has investigated the cost of padlock servicing as required. Katy confirmed there is budget available for this and it was agreed this is a good investment in addition to having 2no locks in back up. They will be refurbished one by one to ensure all in good working order. Rob to organise the work and note this in the monthly reports.	Note  RR
	<b><u>Scheduled Business</u></b>	
<b>4.00</b>	<b><u>Insurance</u></b>	
4.01	This was discussed under last month's actions. NALGS and Habitat Heritage is basic cover. A clarification on wood buildings required. We need 3no wooden sheds and 2no metal sheds included. We must include cost for replacing machinery. Option 4 on schedule has been agreed upon. Katy offered to look for alternative options for the next renewal.	Note  KW
<b>5.00</b>	<b><u>Manure Annual Delivery Schedule</u></b>	
5.01	We will have fresh deliveries 2 <sup>nd</sup> Saturday of the month each month except for July and August. Plotheaders can mature this themselves on their plots. First delivery is scheduled for 22 <sup>nd</sup> Jan 2022.  Rotted down manure comes from Compost Centre for which we pay. We have 2no remaining deliveries. It was agreed for February and April. An email to be sent out to advise on collection and quantity allowed per plothead to prevent previous problems. Walli to organise the deliveries moving forward.	Note  WT

	<b><u>New Business</u></b>	
<b>6.00</b>	<b>Plot re-measure</b>	
6.01	<p>Following on from previous discussions Jo suggested that we re-measure when plots are to be let. Paths were highlighted again as a big issue but one that needs careful management if we were to take on this task. Strimming paths are considered more important for access than the secondary paths already covered in the tenancy.</p> <p>There is no indication if there would be any increase in income if we undertook a re-measure.</p> <p>Rose Avenue has a bigger discrepancy of sizes than the other sites. It was agreed that any survey should be done with 2no people and should be undertaken when plots are being re-let so invoices are correct and re-establish paths around these plots where there is encroachment.</p>	Note
<b>7.00</b>	<b>Plot Inspections Management</b>	
7.01	A proposal paper was forwarded for review prior to the meeting. It covered Plot inspection management. The paper was welcomed, with items of concern discussed and comments noted.	Note
7.02	The percentage of edibles and flowers was discussed and agreed that 50/50 would be contract compliant thereby anyone wanting grow flowers can do if they meet the 50% edibles requirement.	Note
7.03	Julie's experience of plot inspections over some years was welcomed and she will forward her list of plots of concern for reference. It was agreed that all plots should be reviewed not just those of concern. It is hard to evaluate in Oct, Nov and Dec and some are still of concern in March.	Note
7.04	Discussions on how to support older members of the site when cultivation Becomes harder was discussed. This is to be considered and reviewed with further ideas at another meeting.	Note
7.05	Where members are struggling to cultivate a suggestion is to help people manage expectations rather than offer help. Splitting large plots would be an option and would increase the inventory of plots available to the waiting list. Many other sites do this.	Note
7.07	Tony advised he will take on board the thoughts and come back with a revised document for review.	TR
<b>8.00</b>	<b><u>A.O.B</u></b>	
8.01	<p>Steffi presented a Website Document and a Work-in-Progress view of the Website development page online to update the Committee on the process the sub-committee are following and how information is being distributed.</p> <p>Tony advised that much of the text is coming from the TFAS handbook Information.</p> <p>An initial £150 has been paid out for Phase 1 and the final £150 will close the balance once Phase 3 is completed on launch – date TBC.</p> <p>Julie said it looked very good value for money. Progress of what was shown the committee was warmly received</p> <p>The sub-committee is completing the outstanding text and the gallery of plotholder donated images going through final curation.</p>	SB/KW/TR

8.02	Jo gave an update on the status of the debtors and advised that late payers are being considered for eviction letters. Still trying to sort out historic Merton problems where they directly invoiced mistakenly two years running a number of ploholders.	JR
8.03	Jo advised 450no saplings will be arriving shortly. A planting plan in place for early march Date TBC	JR
8.04	A 10m3 truck of rotted ready to use manure is coming as scheduled – cost is £350 from Compost Centre.	WT
8.05	Rob gave an update on the Kings Seed orders advising TFAS benefitted with £45.82 as part of the ordering. 12no ploholders bought from Kings this year. A learning curve for the team for future incentives. Peter will continue next year as Seed Secretary. One member hasn't collected yet due to Covid. Rob will liaise with them.	Note RR

#### OUTSTANDING ACTIONS:

Item:	Date:	Action:	Name:	Completed:
3.07	1 Feb 2021	Banking protocol to be set up.	RR	
8.05	5 April 2021	Document to be continued at end of April ready for issue with October plot renewals. (COMPLETION NOW DECEMBER 2021) Awaiting final committee comments – end of Jan 2022 deadline	JR	
9.02	5 April 2021	JR to check with NALGS and Capital Growth for guidance. (LINK TO GO IN HANDBOOK)	JR	
3.04	7 June 2021	No update from Castle Water on rebate due. JR chasing as knows the email thread.	JR	
4.04	5 July 2021	A tree outside TFAS boundary has been chopped to remove overhanging branches over our fence. We obviously condemn this behaviour and will send an email to the adjacent plots to advise this is not allowed and we could be held accountable by the council. The tree is in the vicinity of HS92/93.	JM	Complete 10/01/2022
6.03	2 Aug 2021	JR to email Merton to check on change to rules of site.	JR	
4.07	8 Nov 2021	Julie had a proposal for checklist of things new tenants need to know and understand this could be in the style of a 'tick' box'. Julie to consider this going forward in her new role.	JM	Complete 10/01/2022

	<p style="text-align: center;"><b>Dates for the diary –</b></p> <p style="text-align: center;"><b>Next committee meeting</b> <b>10<sup>th</sup> February 2022 – Location TBC</b></p>
	<p><b><u>Committee Meetings 2022:-</u></b></p> <p>7th March 4th April 9th May 13th June 4th July 1st August 5th September 3rd October AGM – Date to be confirmed 7th November 5th December</p> <p>Please make every effort to be available for as many of these meetings as possible to ensure we can discuss fully and action all items brought to the agenda and apologies are appreciated if you are not.</p>