



TAMWORTH FARM ALLOTMENT SOCIETY COMMITTEE MEETING MINUTES 7pm, 3 April 2023

Attendees: Steffi Backhouse (SB), Jo Rodgers (JR), Tony Redpath (AR), Katy Willison (KW), Bev Stansfield (BS), Elisabetta Costantini (EC), Julie Mallet (JM), Rob Rudolf (RR)

Apologies

1. Apologies were accepted from Walli Taylor.

Minutes

2. Minutes from March meeting were agreed. SB went through actions, noted a large number had been completed. JM noted that she was waiting for strimming maps before she finalises Garry's contract. **Action: SB will complete map and send it over.**

Site Maintenance and Practical Task List

3. AR has gone as far as possible with reinstating the path by 33A, now needs the plot holder to remove structures, but it is proving difficult to speak to him. May contact him via phone/ text. Practical tasks list will now be stood down as we have completed the vast majority of them
4. The Committee noted the site report. RR said all was well, Garry has started strimming and RR has agreed a water infrastructure management plan of work with him. Large number of dead animals continue to be found, we may need to agree a more strategic approach to managing this.
5. JM needs more site keys shortly, AR will go to McGraths and get 25 new site keys, ten RA shed keys and one additional padlock to replace the one that was damaged. **Action: AR**

Strategic Priorities Update

6. *Water conservation and supply:* Borehole work continues, once new constitution is adopted, we can progress this through borrowing if we wish and subject to feasibility work. Shorter term, we have been talking to an allotment with no running water who take water capture very seriously. AR will lead some thinking on a more holistic approach to water supply and conservation with a focus on water capture. SB advised that a current plot holder garden friend has some ideas on potential water capture and may put a proposal to us.
7. AR proposed we do some comms about sensible water usage at the point when water is turned on. RR reminded the Committee that we should get water butts operating on all community sheds to demonstrate good practice. SB offered to put together some good practice notes/ pictures. **Action: SB**

8. Water cannot be turned on yet because we have a leak which needs investigating first. KW notified the Committee that Castle Water has now refunded the incorrectly charged waste water charges, we need to check whether they have refunded everything owed.
9. *Community shed kitchen*: SB is writing up guidelines on use of the shed, booking and usage which she will bring forward shortly. **Action: SB**. RR is looking at structural aspects of kitchen extension and the decking, which is in poor condition. Deck needs replacing with more durable decking boards. SB noted we have contingency funds for this and all agreed that health and safety made it high priority. **Action: RR to get a price for decking material**
10. *Data check*: KW proposed that we separate off the data check from a diversity data collection. All agreed the data check should proceed by individual email to plot holder. We do need to collect diversity data but this would fit better alongside the one year on toilet usage survey. SB proposed that we use the Special Meeting to encourage people to share diversity data with us.
11. *Composting*: Have achieved a lot already with the revamp of the RA green waste bay and delivery of free manure. We should celebrate this in our monthly email. **Action: KW**
12. *Rose Avenue history*: JR continuing to chase.
13. *External Audit*: KW advised that this would need to be considered at the AGM and put to a vote by members so we should work to that timetable. RR noted that older members would be accustomed to this as it was previous practice.

NSALG Model Rules Update and Community Day 22 April

14. AR advised that, if we want to adopt new model rules, they need to be adopted by a Special Meeting by 75% majority. Agreed we will hold it on 22 April to coincide with a community day and skip provision. AR has drafted a note to send to members, will try and make it simpler English it as it's a bit dry and technical. We should send it out with a formal notice of the meeting at least seven days before. Committee agreed that midday is best to secure maximum numbers. SB has done a poster to circulate in the monthly email and Whatsapp groups.
15. Committee discussed ideas to encourage more people to attend, for example, providing a barbecue lunch. We will also have to write individually to all plot holders, via email and letter. Committee members could all help attendance at the Special Meeting by speaking personally to plot holders and encouraging them to attend. **Action: KW to include information about this in monthly email. Action: All Committee members to give AR any comments on the paper by the end of this week. Action: SB and RR to plan the barbecue for Horseshoe Community Shed.**

Illegal Water Infrastructure on Rose Avenue

16. SB updated the meeting on the apparent illegal infrastructure found on Rose Avenue. We have identified an irrigation system and concealed hosepipe, but have not yet ascertained whether and where the hosepipe is connected to the mains. A video taken on a leak on the plot strongly suggests that an illegal connection to the main water system has been made. We have contacted the plot holders and asked for an explanation, but no response has been received yet. The installation appears to have been deliberately concealed with a clear intention to avoid detection. TFAS is likely to have incurred higher water costs as a result of the installation and there also appears to have been trespass and damage to another plot holder's plot. The Committee noted that there is already sufficient evidence of activity that is not permitted on

site, for example, the irrigation system and concealed hosepipe. However, further investigation is required before making a decision on what action should be taken, including whether we should seek costs to be recovered. The Committee agreed that, in the absence of an explanation by the deadline (Friday 7 April), we should undertake further investigations of the associated pipework to determine whether and where they are joined to the mains and, if necessary, the two locked sheds.

AOB

- 17.** KW informed the Committee that Merton have now agreed to the changes in our concessions policy. **Action: KW to write this up and agree with SB a place to put this information on the website.**

- 18.** RR updated the Committee on the potential water leak, we appear to be losing significant amounts of water when the water is turned on. We have discovered a stopcock allowing us to isolate the Rose Avenue system which is helpful and has helped us identify that the leak is occurring on the Horseshoe or the Farm. We are likely to buy in specialist advice to identify where the leak is. Discussion around whether Merton could be asked to pay, the self management agreement is ambiguous, plus this is an urgent matter for us as the water loss affects us directly. Agreed that next step is to secure the services of expert leak detectors. Also notify plot holders that we cannot turn the water on until we identify the leak and ask everyone to check their plots for excess water to help find it. **Action: AR/ KW/ SB to email Merton about leak, ask them for help identifying it.**

- 19.** RR informed the Committee that 11 May had been identified for workshop on building your own compost bay. **RR/ EC to decide how to publicise this for plot holders.**

COMMUNICATIONS ACTION FOR APRIL

To:	Format of communication:	Topic/Issue:	Action:	By:
All	Email	Successes on Priorities	KW	
All	Email/ Whatsapp	22 April Special Meeting	KW	
All	Email	Delay to water turn on due to leak	KW	

Item	Action	Name	Target date/ Completed
14 Nov 2022	Complete digitalisation of papers	JR	15 Apr 2023
14 Nov 2022	Consider best way to invite plot holders to initiate and run new projects	EC	
14 Nov 2022	Complete data check exercise	KW	31 Mar 2023
14 Nov 2022	Investigate Rose Avenue handover terms and historic use of land	JR	31 Mar 2023
5 Dec 2022	Upload existing Garry paperwork to Dropbox Agree new contract with Garry before the end of Feb. SB to share strimming maps with JM	SB/JM	31 Jan 2023 28 Feb 2023
3 April	Buy one new padlock, 25 new site keys and 10 new RA shed keys from McGraths	AR	2 May 2023
3 April	Prepare an infographic on water capture ideas to share with plot holders	SB	2 May 2023
3 April	Bring forward a proposal on using and letting the community shed	SB	1 May 2023
3 April	Circulate costs of re-decking the Horseshoe shed with new decking material	RR	2 May 2023
3 April	Comment on paper on new model rules	All	7 April
3 April	Plan barbecue for 22 April	SB/ RR	22 April
3 April	Write up concession policy text for website	KW/ SB	1 May 2023
3 April	Email Merton about leak and help identifying location	AR/ KW/ SB	10 April
3 April	Decide how to publicise compost bin making day for plot holders	RR/ EC/ WT	2 May 2023

Dates for the Diary

Agreed Committee meetings for the year ahead:

Tuesday 2 May
Monday 5 June
Monday 3 July
Monday 7 August (if needed)
Monday 4 September
Monday 2 October
AGM Sunday 12 November
Monday 13 November
Monday 4 December