



## TAMWORTH FARM ALLOTMENT SOCIETY COMMITTEE MEETING MINUTES 7pm, 6 March 2023

Attendees: Steffi Backhouse (SB), Jo Rodgers (JR), Tony Redpath (AR), Katy Willison (KW), Bev Stansfield (BS), Elisabetta Costantini (EC), Walli Taylor (WT)

### Apologies

1. Apologies were accepted from Rob Rudolf and Julie Mallett.

### Minutes

2. Minutes from February meeting were agreed. SB went through actions, noted those that had been completed.
3. EC has chased Capital Growth, they have suggested we attend their training, we would prefer they visit the site to talk to us, she will continue to chase. All other actions are on track. KW to check with JM position on maintenance contract.

### Site Maintenance and Practical Task List

4. The Committee noted the site report. Burst pipe on Horseshoe, SB to check with RR that there is a plan to fix this. **Action: SB**
5. Good progress on all the items on the practical task list, many now completed. AR will consider how to complete the new path between plots 33A and 34A.
6. Excellent progress on the Rose Avenue green waste bay at the community day. Agreed we should build two further bays to allow successful longer-term composting, with sufficient time and space for material to rot down over time. **Action: WT to talk to RR and EC about getting this in motion.**

### Budget Position

7. KW updated the Committee on the budget position and drew everyone's attention to the bookkeeper's most recent report. The budget is well on track, spend is at the level or slightly below the level we planned for. As a result, KW invited people to identify some projects/ items for additional spend which would aid maintenance or the amenity of the site. Ideas included paying for the costs of rotivation of land in advance of tree planting, improving tool provision, buying supplies and material for the Rose Avenue waste bay expansion and buying improved kit for the tree pruning team to improve their safety and capability.
8. Work with Castle Water to clarify the position on waste water is ongoing. We are meeting a Thames Water representative on site this week.
9. KW noted expenditure on keys and locks was reduced so far this year. We are likely to need to buy more gate keys as these are often not returned by those leaving the site which causes security concerns. The Committee debated increasing the cost of the key deposit but decided against because it could be prohibitive for those on lower incomes.

### **Concessionary rents**

10. KW introduced a paper on concessionary rents. She noted that our concessions were based on Merton's which are rather out of date and not in line with other local self-managed sites. It would make sense to bring them into line for practical and financial reasons. She proposed that we approach Merton and seek some minor changes: the ending of a concession for part time workers; that people over 60 should only get the concession if they are not working and that the concessions should apply to all plot holders, both Merton and Wandsworth residents. The changes would only apply to new lettings and those turning 60 in the future, they would not be applied retrospectively. The Committee agreed the proposed changes and that KW ask Merton for their agreement. **Action: KW**

### **Data retention**

11. KW invited the Committee to approve the data retention policy and the explanatory note on privacy for the website. She explained that the policy set out what data we keep, where we keep it and for how long we should retain it. We should keep financial data for six years, personal data on tenants for as long as we need it, data on those leaving the site should be retained for no longer than two years after they have left. Sensitive data, ie evidence for concessionary rents, should be deleted as soon as it is actioned. JR asked about the status of personal information in Whatsapp messages. KW recommended that these be deleted as soon as they were no longer needed and, if the information required retention, screenshotted and emailed to the gmail account. KW noted some actions were needed to ensure we were compliant, including deleting emails no longer needed and ensuring no personal data is held by individual Committee members other than stated in the policy. The Committee agreed the policy and the text for the website. **Action: KW to liaise with SB about website changes.**

### **NSALG Model rules**

12. AR updated the meeting that NSALG had been informed of our proposed changes and raised no concerns. The next step was for us to hold a Special General Meeting at which members would decide whether to adopt the new rules. We should seek good attendance at this since the changes are quite substantial and we should demonstrate to the FCA that there had been a good turn out to approve them. If members do agree, we would put the model rules, with our proposed amendments, to the Financial Conduct Authority for their approval. AR noted that the FCA would charge £20 for each change; he would check that each change was therefore meaningful and not just a formatting issue.
13. The Committee agreed this approach. WT suggested we time the General Meeting for 22 April, Earth Day and our next substantial community day at which we would also provide a skip. This would be likely to attract good attendance. SB raised the idea of providing more substantial food than usual to encourage members to attend. **Action: AR will plan for a Special General Meeting.**

### **AOB**

14. JR tree delivery imminent. Will try to start planting and perhaps set a planting day before Easter. SB has alerted IdVerde to planting and asked them not to trim in planted areas.

15. AR said that the City Bridge Trust had agreed to defer our monitoring report on the toilet grant so we can do a one year on survey. We will want it to show good usage so please use it!
16. SB updated the Committee on possible fox poisoning in the local area. Monthly email should alert plot holders and ask them to let us know if they see a dead or distressed fox and remind them that poison is not permitted. RSPCA to go on list of useful contacts. **Action: JR to include text in the monthly email on this**
17. JM had updated the Committee in an email that the waiting list was now down to 15 people and would reduce again once the outstanding three plots have been let. The Committee agreed that the waiting list should now re-open. KW/ AR as Membership Secretary will be responsible for managing new entrants, JM will continue to focus on actual lettings. We will keep the list under review to avoid it growing massively. **Action: KW to liaise with SB about amendments to the website**
18. EC raised the possibility of splitting large plots so that people off the waiting list had more choices. The Committee noted that many plots are not suitable for splitting and we already have a good number of small plots on Rose Avenue. It is not clear if the current demand for small plots is a long term trend or just a short term issue. Preference was not to plot split if possible, but to a) remind existing Rose Avenue tenants that larger plots are available for swapping through the monthly email/ Whatsapp and b) give honest messages to those on the waiting list about the challenges of larger plots and the frequency of smaller plots becoming available. With a waiting list of 12 people, we would certainly find takers for the large plots somewhere on it, even if we had to move relatively far down. We can review if the demand for smaller plots continues over time.
19. JR mentioned that Defra had issued an alert about the planting of yacon plants, which were carrying a potato blight disease. Committee agreed the monthly email should warn people to manage any yacon plants according to Defra advice.

## COMMUNICATIONS ACTION FOR MARCH

To:	Format of communication:	Topic/Issue:	Action:	By:
All	Email	Foxes	JR	
All	Email/ Whatsapp	Plot swap availability	JR	
All	Email	Yacon plants	JR	

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/ JM/ AR	31 Mar 2023
14 Nov 2022	Investigate Rose Avenue handover terms and historic use of land	JR	31 Mar 2023
14 Nov 2022	Contact tree officer about trees around site	JR	31 Jan 2023
5 Dec 2022	Upload existing Garry paperwork to Dropbox Agree new contract with Garry before the end of Feb.	JM	31 Jan 2023 28 Feb 2023
6 Feb 2023	KW/ AR to publicise plot management arrangements	KW/ AR	31 Mar 2023
6 Feb 2023	RR to organise a date for a compost building workshop and organise pallets for building purposes.	RR	May 2023
6 March	SB to contact RR about Horseshoe burst pipe	SB	
6 March	WT to talk to EC and PS about building of additional green waste bays	WT	3 April 2023
6 March	KW to liaise with SB about data retention website changes and about waiting list opening changes	KW/ SB	3 April 2023
6 March	KW to email Merton about concessionary rent changes	KW	3 April 2023
6 March	AR to plan Special General Meeting for model rules changes	AR	3 April 2023

### Dates for the Diary

Agreed Committee meetings for the year ahead:

Monday 3 April  
 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