

## **Minutes of Highgate Allotments Committee meeting, Sunday 10 May 2015, Highgate Primary School**

### **1. Present and Apologies**

Present: Karen Fitzsimon (Chair), Sarah Frame, David Gittings, Angelo Guarino, Simon Hewitt, Dan Hackett, Geoffrey Kemball-Cook, Hilary Laurie, Maggy Meade-King

Apologies: Julia Doyle, David Gittings, Jim Greenhill

Everyone sent good wishes to Jim with hopes for his speedy recovery.

### **2. Approval of previous minutes and matters arising**

The minutes of meeting of 8 March 2015 were approved with one change to be made – the addition of Donna Smale's title and email address to item 5. HL to post a copy of the minutes on the shed door.

### **3. Environmental management report from DH**

MMK will forward text to Rahid and DH will provide photos of his eco walk on 26 April for posting on website.

DH to be asked to confirm date of next compost and bark chipping delivery.

### **4. Site Secretary's report**

a) Spring inspection: list of problematic plots as extensive as last year's. Agreed we should have been firmer last year since it is fairer for everyone if clear guidelines are given.

Need to confirm status of V1C and keep an eye on V1B.

We will wait for Oliver Tong's reaction to trip hazard on path near V2B before taking any action.

K3B: tenant to be sent second Non Compliance Notice.

L6B: no record exists at Haringey Council of authorisation of additional tenant. New application required.

L1: confirmed that authorisation given to current tenant June 2014. Has been sent dirty plot notice.

S3B should be inspected next time.

b) Absentee plot holders

O2B and 03: tenant wants to keep 02B and some of 03, a part of which is currently being worked by someone else. HL to write to tenant asking for confirmation of intention to release part of plot 03.

Agreed to take no further action for the present on matter of use of informal path by tenants of G3. Once status of neighbouring plots L7 and K3B established, this will be addressed. HL to send copy of tenant's latest letter (6May 2015) to Haringey Council.

c) School's eco hut

Pile of hard core has not yet been removed. The space occupied will soon be needed for a compost delivery. SH will liaise with the school on this.

### **5. Accounts and finances**

Two signatures needed to authorise changes to the account. SH pursuing.

£11 received from sales made by AG. RK to send bill for work on website.

## **6. Shed shop**

To remain closed while JG is away. SH will post notice on shed door.

During this period AG willing to sell compost and any other goods stored outside.

JG to be asked to appoint or to suggest the name of an assistant.

Shed keys held by SH, Luke and John.

## **7. Lettings and waiting list**

KF reported that during the period 8.3.15-10.5.15 there were 20 enquiries for a plot; 10 completed applications received; 61 applicants on the waiting list, and no plots let. KF confirmed that 2 application forms needed – the HAA form and another from Haringey Council.

KF also reported that there is now information and a link on the home page of the HAA website to the 'HAA Application for a Tenancy' form.

## **8. Probationer report**

Inspection of plots R1, R5 and P5B made by JD and DG. R1 passed for tenancy; P5B's probationary period to be extended until end July; R5 to be told that tenancy has not been confirmed.

Agreed that probation officers must keep in contact with tenants during their probationary period and that they should meet after the information pack has been issued and around the mid-point of the probationary period.

Agreed that the probationers' report needs to be more detailed; it should include dates of conversations and meetings between officers and probationary tenants and the date at which the information pack is sent out.

Noted that probation officers' recommendations for tenancy have to be agreed by the committee.

## **9. Membership and newsletter**

Items to be included in the next newsletter: DH's eco walk report; dates of next compost and chippings deliveries; request for volunteers to help mow communal orchard; dogs to be on leads at all times; no long-term car parking; no active hose pipes to be left unattended; no petrol or gas cylinders to be stored in sheds.

## **10. Allotment Forum**

At present it is not certain what action Haringey Council will take but GKC is confident that they will devolve. Many of the site reps at the HAF meeting on April 18 expressed anxiety at the possibility of devolution but GKC continues to feel it would be to our advantage. He has been elected to a new steering committee which met on May 5 and where support was expressed for the appointment of a new Allotment Officer. GKC not confident this would be useful.

Haringey Council will notify tenants whose rents have not been paid by early May.

## **11. Site security and maintenance**

KF has received a report of a possible stolen trowel from the edge of a tenant's plot. All internal railings on the site will be removed. This will make the site boundaries clearer. It is hoped that the metal can be recycled or reused. DH will lend his generator to power an angle grinder.

Communal orchard needs to be maintained. MMK will ask for volunteers to mow the grass in the next newsletter. Discussed possibility of extending the compost storage or turning this plot into another allotment.

BBQ area has been overrun by brambles. Discuss setting up a working party to tidy this area at the next meeting.

#### **12. Rubbish removal**

This will take place in the autumn, date to be confirmed.

#### **13. AOB**

1. SF will complete a new application form requesting that RK be listed as joint-tenant.
2. Plot S3B: complaint that apple tree on plot is shading neighbouring plot(s). HL to write asking that tree is pruned.
3. Next committee meeting on July 5: GKC or SF will take the minutes in HL's absence. JD will chair.

**Next committee meeting:**

**Sunday July 5, 10am – noon, at Highgate Primary School**

**HL 26.05.15**