

**Allotment Managers meeting 28.09.17**

**Meeting notes**

<b>Item</b>	<b>Notes</b>	<b>Action</b>
1	Introductions	
	<p>Cllr Hitesh Tailor (Health and Adult Services) attended the meeting.</p>	
2	Non-Cultivation	
	<p><i>a) Process</i>            As a reminder, the process had been developed in co-operation with EAP reps.</p> <p>Following a challenging year for resources, LBE reported they now had more office resource. They were looking to increase this at peak periods, particularly April/ May, and hopefully improve performance.</p> <p>Notice to quit period is to remain at 3 weeks for now – issues with delays in tenants receiving notices if they didn't have email.</p> <p>LBE were encouraging the use of Colony to process Non-cult notices – it would provide them with a central source of information, and provide a history across sites. Colony records the date letters are issued, and lists those on notice.</p> <p>Managers should receive copies sent to tenants (by post or email).</p> <p>LBE will inform managers of any delays/ issues.</p>	<p>LBE</p> <p>All</p> <p>LBE</p> <p>LBE</p>
	<p><i>b) Appeals</i>            The number of appeals was down this year.            Appeal process and acceptable reasons are printed on the back of the Council's warning letter.            LBE to send out blank copies of the letters for information.</p>	LBE
3	Rent Collection	
	<p><i>a) Letters</i>            Lists of tenants will be sent to sites where LBE is doing the rent letters.            Cheque payments are preferred – LBE has reduced cashier office numbers significantly. Associations can do bank transfers to LBE.</p> <p><i>b) Discounts</i>            It was noted that discounts for new tenants are at managers discretion, e.g. if taking over a poor plot.            Discounts are given to people taking on tenancies mid-term (automatically allocated by Colony):            1<sup>st</sup> April – 30<sup>th</sup> June = 50%, 1<sup>st</sup> July – 31<sup>st</sup> August = 100%</p> <p>CW to distribute definitive list of discounts e.g. benefit recipients.</p>	<p>LBE</p> <p>CW</p>

4	Colony updates	<p>a) <i>Password Resets</i> DF to reissue passwords every 3 months</p> <p>b) <i>Privacy Notice</i> LBE to issue privacy notice in due course, in line with new legislation. LBE stressed that they are owners of data collected by sites under the Data Protection legislation. Individual sites don't need to worry about this.</p> <p>c) Accessing Colony using Windows 10 and Internet Explorer at: <a href="http://www.ealingallotmentpartnership.co.uk/index.php/site-management/colony">http://www.ealingallotmentpartnership.co.uk/index.php/site-management/colony</a></p> <p><b>Next Colony training dates: TBC</b> Contact David Farrell to register interest Further dates to be announced for Nov and Dec.</p> <p>It was noted that Sat dates would suit those who worked.</p>	DF  LBE   DF All
5	Composting Toilets project	<p>Joseph Mangar reported that the EAP had secured £9,000 in grants from the Heathrow Communities Together fund, and from Awards4All. LBE will match this with a further £9,000. This will fund 14 – 15 toilets to be provided to sites across the borough.</p> <p>It was noted that this is the largest such project in London, and other boroughs are very interested.</p> <p>The toilet units will be purchased via the Council to save VAT.</p> <p>A few toilets remain unallocated – managers are invited to apply. The intention is to give preference to those sites that do not have the capacity to access funding. It was noted that the EAP reserve the right to turn down applications if a site is unsuitable for any reason.</p> <p>The first 2 toilets have been delivered, at High Lane (Hanwell) and St Dunstons (Acton).</p> <p>Surveys of the sites that have applied are in progress, and a schedule of deliveries was being prepared with the suppliers.</p> <p>It is intended that sites will do their own preparation and installation, though EAP members can provide help if needed.</p> <p>An instruction manual (draft) is available on EAP website, written by two managers based on their experience. See: <a href="http://www.ealingallotmentpartnership.co.uk/index.php/site-management/composting-toilets">http://www.ealingallotmentpartnership.co.uk/index.php/site-management/composting-toilets</a></p> <p>The toilets are designed to require little maintenance, and are wheelchair-friendly.</p>	
6	Rubbish collection	<p>It was noted that Council contractors will be available for weekend overtime during the winter. Two weeks' notice of any rubbish removal is required.</p>	All
7	Bonfires – Pollution Control	<p>The Pollution Control team at LBE have issued advice notes relating to bonfires on allotments (see attached). It was noted that bonfires remain one of the biggest reason for complaints to LBE relating to</p>	

	advice	allotments.  Managers should ensure that tenants are aware of the rules. Any tenant caught burning anything illegal could face instant dismissal, with Council backing.	All
8	Woodchip Contact	Recommended contact if needed:  ATS 01483 210 066 <a href="mailto:info@atstrees.co.uk">info@atstrees.co.uk</a>	
9	Trees	As a reminder, tenants are responsible for maintaining trees on their own plots. Trees should not overlap paths.  LBE currently have a full tree officer team.  Trees on allotment boundaries can be inspected by the team – contact David Farrell if needed.	
10	Works List	a) <i>Update</i> Currently, this years' list has capacity for more jobs. Much was done last year. Some additional capital is available from ward forum funding. b) <i>Local resources</i> Managers of sites with Local Management Agreements are reminded that the cost of materials bought for local repairs, e.g. tap replacements, can be offset against the rents collected. Associations should email the council, send in receipts and deduct the amount from the rent collection sent to the Council.	
11	EAP Website and newsletter	The EAP website is moving to a new server, so may be unavailable for a short period.  Patrick Williams asks all managers to help distribute the newsletter as widely as possible to tenants, either by using their email list or by printing and distributing hard copies. As well as containing updates from other sites which can provide inspiration for events and projects, the newsletter contains news from the Council and updates on projects such as the composting toilets.	All
		Patrick is always happy to receive news updates and articles for the newsletter, and can be contacted via the EAP website:  <a href="http://www.ealingallotmentpartnership.co.uk/index.php">http://www.ealingallotmentpartnership.co.uk/index.php</a>	All
12	Selling produce	Some sites had been contacted by 'GreenGrocer.co' who claimed to be a non-profit organisation that collected spare produce and re-distributed it to those in need. This was assumed to be spam, and should be ignored by managers. For summary see EAP website at: <a href="http://www.ealingallotmentpartnership.co.uk/index.php/site-management/115-selling-surplus-produce">http://www.ealingallotmentpartnership.co.uk/index.php/site-management/115-selling-surplus-produce</a>  It was reminded that growing for commercial gain was not allowed on allotments.  Sites reported a variety of ways of giving away spare produce, including setting up a "free to take" table inside the allotments for other tenants, or outside the gates for neighbours. Others had arrangements with local churches and temples, and with schools	

and hospices.

- 13 Awards** CW reported that Ealing had done very well in London in Bloom this year, winning the Borough Biodiversity award. Ascott had won the allotments award. LBE had won a total of 6 gold awards, and 12 silver gilts. A fantastic result!
- CW stated that London-in-Bloom 2018 is planning to expend its communities section, and organisations (including allotment sites) will be free to enter. Entrants will be given advice on how to improve and develop.
- If a site wishes to enter, please contact Chris Welsh. All
- 14 Ongoing support/ Maintenance** CW reported that although in the last 14 years council work carried out on sites was minimal, the Allotments were looking remarkable, and in the recent 2 years the Council via the Parks Department had carried out major work on several sites. Re-opening the allotment at Durdans Park for example, which had been left derelict for over 40 years.
- LBE are now looking to encouraging sites to take the next step and take on full self-management. Associations would lease the site from LBE, and take responsibility for their own assets.
- It was noted that this would depend on having the necessary numbers of plot holders with suitable skills.
- 15 AOB** Burglaries – an increase in burglaries had been reported on sites this year.
- One attendee is a resident representative on the [Old Oak and Park Royal Development Corporation](#). She reported that funds/ land may be available for new allotments. CW to discuss later. CW
- Waiting Lists - a question was raised on how to make waiting lists visible to other sites, so that managers with large waiting lists could pass on potential plot holders to nearby sites with vacancies.
- Please send updates about site manager name and contact, vacancy and waiting list numbers to Mike Bunyan [jubilee.allotments.perivale@gmail.com](mailto:jubilee.allotments.perivale@gmail.com) who will change information listed at: <https://mbunyan.github.io/allotments/maps/ealingdetail.html> And <https://mbunyan.github.io/allotments/maps/ealing.html> All
- It was noted that the information was available on the EAP website. It was also hoped that Colony could provide borough-wide information as more sites began to use it. Managers were also developing relations with nearby site managers, and would share this information between them.
- Joseph Mangar reported that HAAGA (Horsenden Allotments and Gardening Association) had achieved their very ambitious target, and raised over £35,000 via SpaceHive London and Ealing Transform Your Space to fund the Horsenden Grape And Honey Farm. Plans for this area included an education centre and composting toilet. Congratulations HAAGA!