

Meeting notes - Allotment Managers meeting 10 April 2018

Item	Notes	Action
1	Introductions	
2	<p>Non-Cultivation</p> <p>Chris Welsh reported that LBE were working to improve communication with Managers during the process. Managers will be notified when letters are issued to tenants, and if LBE receive any appeals. LBE will inform managers of any delays/ issues.</p> <p>For info, the appeal process and acceptable reasons are printed on the back of the Council's warning letter.</p> <p>CW confirmed the process following a query from Tom Hodnett. The Manager/ Association emails the council requesting that a tenant is sent a letter. Evidence e.g. photos and background info to be included.</p> <p>Notice to quit period is to remain at 3 weeks for now.</p> <p>CW will personally handle any appeals from tenants.</p> <p>CW confirmed that non-cultivation rules will be reviewed as part of the rule changes review (see 6). It was noted that clearer specification of what 'cultivation' meant was required.</p> <p>Responding to a question as to whether allowances would be made for the poor weather this spring, CW stated that Managers should use their own discretion re non-cultivation.</p>	LBE
3	<p>Rent Collection</p> <p>CW acknowledged that a number of rent letters had gone out late last year due to issues with Colony, the Councils IT system. LBE intend to start the process earlier this year to allow contingency.</p> <p>Lime Trees 1, Stanley Ave and some other sites reported that some tenants had not received any rent letters – LBE to review.</p> <p>Responding to a question from Mike Bunyan on entitlement to discount, it was confirmed that tenants should present proof of eligibility at each rent collection.</p> <p>Where tenants have received a temporary discount for annual or part year rent, usually based on benefits, the next renewal should show the full rate due. It is then the tenant's responsibility to claim a reduction and provide evidence. The Council noted, and meeting agreed, renewals should show the full rate required. (Post meeting note, the exception being that an age-related discount would be applied in the renewal letter)</p>	LBE LBE

4	Colony updates	<p><i>Training</i> DF announced that the Colony suppliers are soon to organise some new training sessions for 4-6 attendees (weekdays only). Please contact him to book a place</p> <p><i>Uploading data</i> Data from individual sites can be uploaded from spreadsheets. Again, please contact David if you wish to do this.</p> <p>Rent lists have been uploaded to Colony. It will be useful if sites upload their waiting lists. Waiting list data is linked to the map and list of allotment sites held on the EAP website (See Sect 8 below).</p> <p>As a reminder, notes on accessing Colony using Windows 10 and Internet Explorer can be found on the EAP website at: http://www.ealingallotmentspartnership.co.uk/index.php/site-management/colony</p>	DF LBE/ All All
5	Composting Toilets project	<p>Joseph Mangar reported that 6 more toilets have been ordered from the supplier (Dunster House). Dunster House will contact each site individually re delivery.</p> <p>Joseph also said that he has materials available to make 4 -5 bases. Please contact him if required - josephmangar57@icloud.com or 077046757913.</p> <p>Some issues were reported where ward forum funding had been obtained by sites to pay for their toilets. CW stated that the processes were inconsistent and depended on the individual Ward Officer. He will attempt to contact the Wards to discuss the processes.</p> <p>Joseph stressed that all toilets, including ward-forum funded, should be ordered via CW in order to make the VAT savings.</p> <p>As a reminder, an instruction manual (draft) is available on the EAP website, written by two managers based on their experience. See: http://www.ealingallotmentspartnership.co.uk/index.php/site-management/composting-toilets</p>	
6	Rules	<p>A review of the rules is being conducted by LBE and the EAP committee, and it is planned to issue a new set to tenants (hopefully with the rent collection). Mike Bunyan has co-ordinated ideas from the committee.</p> <p>All Managers are asked to review the existing rules and email comments by the end of April to allotments@ealing.gov.uk</p> <p>It was agreed that it will be useful to split the existing tenancy agreement into two: rules and guidance. Currently these are combined into one document which is less clear than it could be.</p> <p>Currently, the rules wording suggests that the only cause for termination is non-cultivation. It was agreed that a 'catch-all' paragraph should be added to say that any infringement of any of the rules could lead to termination of the tenancy.</p> <p>The rules on non-cultivation will be tightened to cover serial non-cultivators i.e. those who receive many letters over the years and</p>	All LBE LBE LBE

temporarily respond with cultivating before lapsing again.

It was noted that the current rules do not specifically mention stealing by plot holders.

Bonfires

It was noted that bonfires remain one of the biggest sources of complaint to the Council re allotments.

The wording of the new guidelines was approved. The guidelines only mention the Greenford depot - it was noted that the Acton depot also takes wood and green waste.

CW

It was suggested that a laminated summarised A3 version of do's and don'ts would be useful to go on gates/ noticeboards. CW to produce one.

EAP

A suggestion was made that the new bonfire notice should be sent to all tenants. It was reported that the spring edition of the EAP newsletter, due in a few days, would include the guidelines and some accompanying background.

CW reported that he had met with the Safer Community team, who are the first responders to complaints to the council, e.g. for bonfires and noise. They should attend serious incidences and may contact the managers.

CW

If any tenant is approached by the Environment team or any other official, they should respect their authority. Incidences of abuse had been reported. CW will coordinate any issues.

ALL

The last EAP committee meeting discussed whether certain times should be set across the Borough when bonfires were permitted. The recommendation was that each site should use their discretion, and make its own guidelines as each site had very different circumstances/ locations.

7 Data Protection

Mike Bunyan did a very informative presentation on the new General Data Protection Regulations that come into force at the end of May 2018.

Links to the presentation material:

web page <https://jrlgs.github.io/gdpr>

PDF <https://jrlgs.github.io/gdpr/DataProtection-201802.pdf>

PowerPoint <https://jrlgs.github.io/gdpr/DataProtection-201802.pptx>

For summary look at pages 20 to 22 of the presentation material.

LBE expect to provide advice for clubs and societies in the near future – all managers and committees must be aware of their responsibilities.

If you have any questions, please contact Michael, who will assist where possible with best efforts:

Michael Bunyan
Site Manager, Jubilee Road Allotments Perivale
07500 921 318
admin@ealingallotmentpartnership.co.uk

- 8 Site Manager Contacts The map and lists of allotment sites in Ealing can be found at:
<https://www.ealingallotmentspartnership.co.uk/maps>
- Please check your contact details and advise both Ealing Council (allotments@ealing.gov.uk) and Michael Bunyan (admin@ealingallotmentspartnership.co.uk) if any changes are required.
- 9 Works List CW announced that a new work list is being put together. Any existing uncompleted jobs will be carried over.
- Please email allotments@ealing.gov.uk with any new requests by the end of June. All
- The existing list will be shared with managers with the meeting minutes. DF
- 10 AOB
- Plot Vacancies*
 For info, Lime Trees 1 in Northolt currently has 15 vacant plots.
- Rubbish*
 Rubbish removal was generally working very well at present.
- CW reported that there had been a few issues with one of the contractor teams (Amey), which had now been resolved with the arrival of a new supervisor. LBE have recently announced that they have activated a break clause in the Amey contract, and are looking to bring the work in house or set up a separate company to control the operations.
- Responding to a question about asbestos removal, it was noted that this was managed by a separate specialist contract. Issues were noted.
- Security*
 Keith Massey (Blondin) reported that they had installed a solar powered security camera (hidden in a bird box!). This had cost a very reasonable £100. Information about this will be posted on the EAP website in due course.
- Rogue Tree surgeon*
 A number of sites, including Framfield, Brentham and Lime Trees 1 have reported problems with a rogue tree surgeon fly tipping rubbish and poor quality wood chip on sites. Framfield have installed motor bike chains to close one of each pair of gates to prevent entry. CW requested that any future incidences should be reported to him ASAP, and he would ask the Envirocrime unit to investigate.
- Compost*
 Joseph and David Chambers reported a good source of bulk compost deliveries:
- Dave on 07768 383732
- 11 Next Meeting September 2018 (Date TBC)