

## **EALING DEAN ALLOTMENTS SOCIETY**

### **MINUTES of meeting      18 August 2022, 7pm, plot 194**

Present: Penny Wark (chair), Richard Ashcroft, Claire Bates, Jane Morris, Dominic Small  
In attendance for item 1: Christina Fox  
Apologies: Jon Wilkins

### **Halloween (3-7pm Saturday 29 October)**

Health & Safety/Risk Assessment are key priorities - RA to ask Paul McConnell to carry out a risk assessment.

#### Organisational Structure to include team leaders:

- Pumpkins: RA to ask Alix Burge
- Catering: RA
- Clear Up: PW
- Signage: PW
- Social Media: RA
- Volunteers: CF
- Decoration: CF
- Radbourn Walk: CB

#### Budget:

- First Aiders: RA to book two first aiders from St John Ambulance (£96 per hour for 2 first aiders for four hours 3-7pm)
- Portaloos: Priced at £270 + VAT for two toilets – four to be ordered (RA)
- Decorations: Budget up to £800 for new decorations – maximum all in figure

Visitor Flow to be reversed to help even out the flow of people through the site

Whatsapp Group: new group to be set up by RA to include all team leaders

#### Ticketing:

- 4000 total ceiling with a single entry point (main double gates, with stewards on Mattock Land and Model CottagesGates)
- entry point to be on every communication
- RA to research online ticketing software and hardware

#### Charging for Entry:

- Committee unanimously supported a nominal (£1) charge for entry to encourage bookings to turn into attendance. CF opposed any change.
- ticket only event – no entry without ticket
- people newly arriving with tickets at north and south gates to be directed to main entrance

#### Publicity

- to start six weeks before event with online, banners and posters going up
- monitor ticket sales in early weeks, and if necessary add hard copy fliers to publicity

### **Minutes of Last Meeting**

These were approved.

## **Plots rented/available.**

The site is fully rented with 359 on the waiting list.

## **Maintenance Morning (3 September)**

- litter pick inside Mattock Lane fence
- mowing, strimming, trimming path sides and perimeter
- continue to clear 223A, take all material to maintenance plot – needs chainsaw
- start cutting hedging and ivy including 228 tree (plothead to be notified in advance)
- clear hedgerow 183B and add notice prohibiting further tipping
- barbed wire needed for fence above 183B to discourage further break-ins (DS)

## **Mattock Lane Padlock**

Ongoing problems – DS has sent locks and keys to Squires

## **Pathways Visit**

- PW met with Mike Smart, new Operations Manager, and Natasha Johnson and Brett Simpson, housing officers.
- positive - MS offered new outward facing signs to replace out of date ones, and tree survey, which committee supports
- trustees unaware of external community involvement in allotments, open days etc - PW provided evidence

**Plot Marking** still waiting for plot 191 to be marked (RA and DS)

## **Site Inspection**

- the site is in good shape
- follow up actions from the August site inspection are underway
- 160B and 240A to be inspected on 22 August (two weeks after non-cultivation notice)

## **Water Tank Hygiene**

- being included in Tenancy and Cultivation Guidelines
- Pathways to ratify

## **Development of Communal Plot**

- on hold until the Autumn due to lack of availability of contractors

## **Waiting List Issues**

- ongoing issues with most new waiting list applications not being forwarded by our email system
- JM is continuing to transfer new applications to waiting list and mailchimp

## **EDAS Email and Website**

- progress needs to be made towards having an integrated system for website and emails

## **Mail Chimp Contents**

- maintenance morning
- Pathways zero tolerance of rent arrears

**AOB**

- RA to buy maintenance equipment
- JM to put up posters for (free) Fermentation Demonstration (2pm 17 September)

**Date of next meeting**

4pm Sunday 18 September on plot 194

**Future Committee Meetings**

- 16 October
- meetings in the winter months to be held in the Forester – dates to be agreed

**Future Maintenance Mornings**

- 3 September
- 1 October
- 5 November