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**BHAF Committee Meeting, 31 January 2018 - Notes**

1. **News from the BHAF Chair**

Allan Brown sent his apologies and reported that he would be standing down as Chair for the time being due to family circumstances.

The Committee agreed that everyone would like to nominate Mark Carroll as Chair for the coming year.

1. **Arrangements for the AGM**  
   It was agreed that Mark would invite someone from Team Pollinate based at the University of Sussex to report back on the project, and how plot holders could continue to contribute to the next stage of the research. Mark would look into a speaker to talk about water saving to demonstrate that this is a core area in which BHAF and the Council can collaborate to bring about savings and contribute to a sustainable approach to growing crops which can tolerate reduced water use.
2. **Development Fund and support for Associations**  
   There was still a significant amount remaining in the Development Fund, and some sites found it hard to put together appropriate applications for their site. It was agreed that the Development Fund could not be used for strimmers and other gardening tools, especially where there was no site shop or suitable storage. It was important that sites formed groups or communities with a bank account to enable them to bid for funds, and facilitate a wider community approach. Some sites found this difficult, but BHAF could support and advise Site reps who wished to get this process underway.
3. **General reports on the Allotment Service**

It was reported that due to the developments at Stanmer Park, the Allotment Service would be re-located. It was not yet clear where this would be. The committee agreed that we should seek a new date for a further Strategy Meeting to discuss the success of attempts to save on the costs of water. It was important that BHAF should receive regular reports from the Council so that BHAF could work effectively in partnership to implement the aims of the Strategy.

1. **Strategy commitment to Site Rep training, support and development**   
   The Committee agreed that a fresh approach to training and supporting Site Reps was needed. The Acting Allotment Officer had committed to the need for training at January’s Forum meeting, and this was regarded as positive and very welcome.

There was a need to explore ways in which the position of Site Reps could be reviewed where illness or difficulties led to an inability to continue to carry out their role effectively. This was a recommendation in the Strategy and a sensitive and fair approach was needed.

1. **Compost distribution**  
   The Committee discussed the plan to distribute organic compost to all sites to enable plot holders to have the benefit from unspent funds allocated to BHAF. Site reps would be the contact points for arranging delivery and distribution to plot holders. Each site would have its own system to avoid excessive administration through BHAF, and to ensure sites could access the compost for all who requested some. The compost would be delivered in March/April.