

**BHAF COMMITTEE MEETING (2nd July 2014)**

**Robert Lodge, Whitehawk Road, BN2 5FG. 6.30pm**

**Present:**

Emily Gardiner (Chairperson)

Hannes Froehlich (Treasurer)

Mark Carroll (Publicity Officer)

Anne Glow (Committee Member)

Giuseppina Salamone (Committee Member)

Richard Howard (MAHS Rep)

Steve Lucas (Committee Member)

**Apologies for Absence:**

Alan Phillips (Committee Member)

Allan Brown (Secretary)

Maureen Winder (Committee Member)

Russ Howarth (Vice-chairperson & RAGS Rep no more)

*(NB. Committee members are referred to by their initials throughout the minutes.)*

* **Correspondance & matters outstanding** (from AGM, previous meeting, activity between meetings)
  + Emily O’Brien, co-option and welcome  
    Emily will be an independent sustainability consultant on BHAF committee to advise on strategy implementation, initially for 6 months (reviewed after that).
  + BHAF PO Box  
    GS – suggested an option for a PO box.
  + City in Bloom  
    Have been notified of our plans (only doing Coronation Bowl)
  + Southern Water – ideas  
    Meeting was held. Smart meters will be rolled out to all allotment sites. They have budget, but they can’t just give is money to do things. Could help us to work on discounted water harvesting projects. Ideas are welcome to bring into future discussions. Cattle storage tanks could be used to store water. Council considering cutting off water between 12 and 3pm. During meeting they talked a lot about educating allotment holders. Water pressure is an issue at lot of sites (many taps, old iron pipes which are rusting inside) => pressure issues should be raised at liaison meeting. Large subsidized water containers – storage tanks. Get some ideas from Gerry. Another suggestion: porous pipe, maybe through Southern Water. Maybe timers on tap. Supplies for mulch/straw.  
    Education: we should not try to teach. GS => we should really state true facts and be honest and practical.
  + Benefits of Ecosystem Services Conference  
    EG went to this conference and tried to get some people to talk to allotment holders. Spoke to Sussex wildlife trust, Sussex biodiversity record center. There is interest to talk to allotment holders. We could do it at a Forum or AGM meeting (save costs, open to anybody). EG to find out length of speakers and then discuss again where to slot it in.
  + Lizzie Dean will councillor attendant
  + Outstanding items from Russ => need to follow up
  + Biosphere   
    Gathering of official people who initiated it to celebrate.
* **AGM date** – 2 April (to align with accounting/funding periods)
  + Audio need to be improved for hard of hearing
* **Communications, Press and Publicity:**
  + Reaching non-internet users – data exercise  
    We should try finding out how many people don’t have internet. We should ask David Cooper at liaison meeting.
  + Publicising Forum dates & AGM (laminators)  
    Posters to be done soon (end of July). Should use resource center for printing/laminating.
  + Next newsletter  
    No plan for next one. We need content, could do one in July.  
    Possible things: blight, water, BHAF initiative, dev fund, development fund applications.
  + Email provider – interim & current  
    For small numbers use mail chimp, but they are very strict on numbers. Regarding spam messages, will just keep eye on it.
  + Competition 2014 – Coronation Bowl, silverware?  
    Only competition which we will be involved in is Coronation Bowl (best allotment). Looking for someone to take it over. City in Bloom have sent entries to EG. Judging in August. Silverware: SL to chase up with John? MK to circulate judjing rules and all to review and feedback.
* **Items raised / to be raised at Forum**
  + Plot choice guidance for site reps & plot holders
  + Micro-bed pilot scheme  
    Food-partnership: Jess is looking into legal issues to propose to DC.  
    See what happens at Weald and Roedale. Asked DC to find out stats from new tenants.
  + Site rep elections – roll-out, missed raising that at Forum
    - Needs to be done as fair as possible, all plot holders should be enabled to vote. BHAF can mediate.
    - Manton Road site doesn’t have a site rep, very pressing to get started. => EO to put suggestion together on election process options.
  + Working groups
    - Rules Revision: Several sign-ups. SL and GS to review survey input. EG to circulate document on rules from Allan.  
      Proposal: ask interested people to review existing rules and survey summary on rules and have first meeting on 2nd October.
    - Site Rep focus group: discuss site rep issues, draw up site rep jobs descriptions and general guidelines.  
      Only 1 person signed up (Amos, Jane Hawkins may be interested). EO: should be funded with facilitator from council.  
      GS and RH interested. Provisional meeting on 31st July. We will send email to all reps to let them be involved.
    - Structure of working groups: should be done sequentially. Meeting facilitators does help converge faster.
    - EO: get pricing on meeting facilitators.
    - Fed Constitution update – Voted: postpone to next year
    - Competitions & City in Bloom – bolt onto newsletter:  
      “We’re reviewing competitions, what is of interest, who wants to be involved”
  + Notice boards:  
    Not sure about overall demand. Should be asked in site rep email. Decide before liaison group.
  + Special facilities – identify, prioritise.  
    Not sure if there is a legal obligation/statutory rights. Maybe covered in Disability Act. Should contact councillors which cover disability -> should check with Lizzie Dean. Community group could take over.
  + Urban Fringe Development – Hogs Platt.
* **Items for Liaison Group**
  + Notification of giving up
  + Eviction procedure/timeframe
  + Inspection/letter delay
  + Forum communication to site reps
  + Micro-bed pilot scheme legal/contract situation
* **Development Fund**
  + Priorities for the coming year  
    Focus on encouraging associations
  + New/outstanding applications
    - Eastbrook Farm – rubbish (voted against it at last meeting)
    - Whitehawk compost loo
  + Voted against development fund for loo’s
  + East Brighton Trust fund community projects, up to £500.  
    Allotment associations should apply for specific projects.
  + We should collate funding sources can collect and publicise.
* **Security**
  + Camera trial – update/status. Hannes to get camera off Russ.
* **John Allam (ex Moulsecombe plot holder)**
  + Obituary – GS to ask Sally to write one and maybe get a pic for website
* **AOB**
  + Procedure regarding rotivator should be clarified and advertised in news letter.
  + Mileage rate was agreed to be 40p. Backdate to date of minutes when it was agreed.

*Meeting ended at 9.30pm.*