**MINUTES**

**Liaison Group Meeting: BHCC, BHAF, FP**

6.30pm, Thursday, 11 December 2014

Food Partnership Offices, Brighthelm Centre

* **Apologies for absence**:

Anne Glow – BHAF Committee

* **Present**:

Jan Jonker – Head of Projects and Strategy City Parks (BHCC)

David Cooper – Allotment Officer (BHCC)

Vic Borrill – Food Partnership

Mark Carroll – Publicity Officer (BHAF)

Josephina Salamone – Committee Member (BHAF)

Allan Brown – Secretary (BHAF)

* **Matters arising**:

GS raised an outstanding question relating to asbestos removal.

* **Strategy review process**:

MC suggested we have two of the current Liaison Meetings converted to primarily Strategy overview.

Everyone in agreement. ‘Action Plan’/ Strategy meeting to occur twice a year. (Vic can’t do Tuesday Meetings.)

MC ran down developments from the Fed perspective.

A pilot plot for the microbed scheme has been identified at Roedale Valley.

The first BHAF led site rep election has taken place successfully at Manton Road.

A new association has been formed at Craven Vale and two other new associations are in the pipeline at Old Waterworks and St Louis.

* **Action Plan**:

DC is in discussion with Diane Coe on the Equalities Impact Assessment.

Vic/ FP has made some progress on quantifying and working on ‘plot holders are in better health than the general population.

Action: COMMUNITY PLOTS

GP referral/ preference – put on hold as waiting list is relatively low on a number of sites.

Accessibility – Mental Health key issues to be discussed at Allotment Forum Meeting. Key speaker could be invited to address the meeting. Should there be a specific training for site reps on mental/ physical health issues.

DC suggested that if certain site reps are keen to take a lead on this, they could become mentors to help other site reps. VB felt this would be an incentive for some site reps.

The BHAF Committee would lead on this and invite all the groups listed in the Action Plan – BMECP, Speakout, Age UK Brighton and MIND. MC suggested the speakers could be invited to the AGM.

Limited Mobility is underway. Applicants have a choice of Limited Mobility Beds.

Demographic Information – Encourage site reps to include it in the letting procedure. VB felt that the best point of getting this info is at the point of signing up on the waiting list.

VB would like to find out what percentage of people signing up on the waiting list – say over the last 2 months. DC to check this out.

Concessions – BHAF to promote on website/ newsletter and BHCC already send out an annual reminder.

Plot choice is operation. BHCC logging interest from those tenants wishing to upsize. These are addressed before they do their general lettings.

VB – highlighted problems of updating info on the BHCC website. MC suggested we link from the BHCC website to BHAF/ FP websites where we have more control to update. VB suggested we have one more go at updating the BHCC website, then when it’s as updated as possible we’ll link to external websites.

Workshop for site reps – done. DC suggested we ask site reps at Forum Meeting if they would like further training on current procedure – but generally working well.

Sharing the number of vacancies is happening at Allotment Forum Meetings. DC brings data on letting to Allotment Forum Meeting.

Micro-beds – MC to encourage RAGS to update DC about plot that’s been set aside for micro-beds. The BHOGG plot is operational. We need to go further down the list as most people got offered a regular plot within a year because waiting list has shrunk.

BUDGET – pressure to make the allotments self-sustaining.

ICT – DC gave a brief summary of ICT developments. He said there has been positive developments. Translating all the website data onto ‘ACHIEVE’. This makes the website more interactive. You’ll register and then be given an ‘Achieve’ number which in our case would relate to the Waiting List.

CHARGING TO GO ON WAITING LIST

WAITING LIST VISIBILITY

PAYMENT BY DIRECT DEBIT (in full or in instalments)

Direct Debit payments can happen but has been slightly more problematic.

DC is working on this and is liaising with Richard Clark.

WAITING LIST CHARGE is related to above.

BHCC is looking at Council Nursery – promote this through the allotment/ BHAF. Rob Walker was leading on this. NURSERY VOUCHERS for allotmenteers.

Notice Boards – BHCC has materials and maintenance team will work on this over the winter.

Alan Phillips/ BHOGG to help lead general bio-diversity/ organic gardening. (BHCC and FP website.) (Contact AP to let him know.)

BHCC – utilities team monitoring water useage.

Invite RSPB/ Sussex Wildlife to AGM/ Forum Meetings. (Liaise with Jane Hawkins.)

Role Description for site reps. Clarification of process and funding.

GS and Russ Howarth to work together on Rules Revision. Aim to have something to present at the AGM.

VB/ BHCC to work on the site rep consultation.

COMMUNITY PLOTS: DC to work with Helen Starr (FP). DC to contact HS at the start of New Year.