

# NORTH OUTFALL ALLOTMENT ASSOCIATION

## CHAIRMAN

Mr. David Gelder  
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## VICE CHAIRMAN

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## TREASURER

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## SECRETARY

Ms Judi Popplewell  
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## Minutes of the Committee meeting 4<sup>th</sup> August 2018 @10 am

### Present

David Gelder, Fran Gelder, Scott Turner, James Nicholls, Fiona Walker, Judi Popplewell

### Apologies

Robin Adderley, Peter Sanderson

### Matters arising from the minutes of the last meeting 2/6/18

The minutes of the last meeting were accepted as a true record with no matters arising.

Proposed: Scott Turner Seconded: James Nicholls

### Chairman's Report

Nothing to report

### Treasurer's Report

Financial Report 2<sup>nd</sup> August 2018:

Bank balance as of 29/6/18 **£4490.17**

A cheque for £381.25 in respect of rent was outstanding, leaving a balance of **£4108.92**

Cash in hand **£107.48**

A bill of **£442.40** has recently been paid to **Yorkshire Water**. This is much higher than normal and exceeds the amount budgeted for at the start of the year but has been partially offset by cash donations totalling £60 from 4 tenants and a refund from Yorkshire Water of £30. It was suggested that consideration be given to the cost implications of sprinkler and hosepipe use and potential limits on their use.

Future known expenditure: Rent £381.25 Water £100 (est)

### Membership Secretary's Report

All plots are let, we have 9 Full plots, 2  $\frac{3}{4}$  Plots, 42  $\frac{1}{2}$  Plots, 23  $\frac{1}{4}$  Plots.

There are 19 on the waiting list.

In the light of the healthy waiting list 2 plots have been contacted regarding concerns at their current state of upkeep. In line with Clause 5 of the current tenancy agreement:

5. The Tenant shall maintain the Allotment plot in good condition, clean, and in a good state of cultivation and fertility.

If a Tenant is temporarily unable to maintain the plot to the required standard for any reason (e.g. illness, injury or work commitments etc.) the Secretary must be informed as soon as possible. An estimate of how long the inability to comply is likely to last should be provided. If, in the opinion of the Committee, an Allotment is not up to the required standard and no notification has been given to the Secretary, the Tenant will be advised by letter that the plot must be brought up to the required standard within 28 days. If at the end of that period the required standard has not been reached the tenancy will be terminated.

It was suggested that a written acknowledgment within 14 days of the notification email/letter would be requested to ensure that the situation was understood by the tenant. Action: Fiona

### Web Admin Report

The website and email group have been updated successfully.

A question was asked about members having direct access to the email group.

Any allotment holder who wishes to communicate with the rest of the group (for example about surplus produce) can do so via any committee member who will then post on their behalf. However, owing to data protection guidelines, members cannot post directly to the rest of the group.

### **Risk assessments**

These are ongoing and will be carried forward to the next meeting.

Action: David

### **HDAF Show Updates**

An email has been circulated to members asking that Tombola and raffle prizes and all raffle tickets be returned to Fran by Tuesday 7/8/18 so that she can take them to the HDAF meeting. Thank you expressed for donations so far. Members to be reminded about volunteers needed for set up/break down of the show.

Action: Fran, Judi

### **Site maintenance**

Manure Heap - currently nearly full of woodchip, which is free to all members. The fence to the east of the manure heap which is being constructed from pallets is an ongoing project. The aim is to have this completed before the autumn muck delivery. Action: James and Scott

Taps and water stations - these have been sorted apart from a rotten post adjacent to Plot 6A. This will be repaired asap. Action: Judi

Hedges - The top hedge was cut at the end of July by HBC. They kindly agreed to trim the hedge along the Bachelor Gardens road side at the same time. There are some gaps in the top hedge which need filling to help prevent access of deer. Action: Fiona

Grass cutting - owing to the fine weather the need for grass cutting along communal paths has been minimal. Recent rain has seen new growth. The communal paths will be mown this week. It was noted that individual paths adjacent to plots are member's responsibility. The mowers are always available for members to use.

Action: Fiona

### **Communal Shed, wheelchair access path, grass grids**

On hold pending a funding application. We are able to apply for Lottery funding again this year.

### **AOB**

**BBQ** - After the success of last year's event the annual BBQ will take place on 27/8/18. Prices will stay the same as last year: £5 per adult, £3 per child under 16. This will cover the cost of burgers/sausages, bread, condiments etc. Plot holders will be asked to contribute salads and puddings and bring their own liquid refreshment! A final reminder and request for confirmation of numbers by Wednesday 22/8 will be sent out in due course. It was agreed that people on the waiting list would be invited so that they can 'get a feel' for the site and its members. Action: Fiona

**Surplus produce** - The 'Swap and Share' box is very popular and effective with members, especially at this time of year when there are many surplus courgettes! A suggestion was made that we approach local charitable organisations to see if they would like donations of fresh produce and, if so, that we designate one day/evening a week when the box would be allocated especially for such donations to be collected and distributed. This was considered a very popular suggestion.

Action: Judi to approach The Women's Refuge, Harrogate Homeless project and a local food bank.

Meeting closed: 11am