



# YACIO Site Secretary Meeting

5<sup>th</sup> March 2018

Attending: **Tony Chalcraft [TC], Colin Smith [CS], Simon Wild [SW], Adam Myers [AM], Lisa Turner [LT] Anna Pawlow [AP]**, Malcolm Hainsworth, Jane Thurlow, Brian Strudwick, Mary Hartington, Celina Gee, Phil Renshaw, Chris Adams, Claire Pickard, Paul Graham, Christine Robertson, Rob Vasey, Stephen Cooke, David Brinklow, John Shirbon, Warwick Ivel

Chair: Tony Chalcraft

Minutes: Anna Pawlow

## 1. Introduction

TC welcomed everyone to the meeting and asked for everyone to introduce themselves by name and role. Apologies were received from Mike McPeake, Andy Cattell and Graham Sanderson. No Other Business was proposed. TC noted that each allotment site was now represented by a site secretary.

## 2. Invoices/Payments

AP updated attendees on the progress that had been made with the annual rent invoices. Over all sites an average of 64% of payments had been received and a breakdown of those figures was circulated. It was noted that first reminders were being sent out this week. A final letter would be sent out two weeks after that and at that point Site Secretaries may be asked to advise if they are aware of any issues. AP further advised attendees that there had been some complications due to database errors being handed over from the Council and that it was taking time to process all incoming enquiries.

3. **New Tenant Procedure**

Further to discussions at the last site secretary meeting two options for dealing with new tenants were proposed to site secretaries. These options were discussed and questions answered regarding the specifics of each option. It was agreed by all to adopt Option 1 as the process to be used for new tenants and that the site secretaries would be responsible for obtaining the signed tenancy before releasing a key/granting permission to garden. It was agreed that the forms could be forwarded on to YACIO electronically but that a signature must be 'wet' and not a typed signature.

4. **Waiting List Procedure**

LT introduced the proposed policy for dealing with waiting lists. Site secretaries discussed the different methods that they use to manage their waiting lists. It was agreed that given the very different sizes of the sites it would not be possible to have a 'one size fits all' model but that in the interests of fairness to applicants across the city guidelines should be developed for how to contact applicants, how many times and what deadlines should be given. It was agreed that further thought would be given to the policy and the discussion revisited in the future.

5. **Plot Inspections and Procedure**

The process of plot inspections and notices was discussed. It was noted by TC that the invoicing process would flag a number of sites that may have been abandoned and that these would be dealt with by the process of warning letters and final notices. Further to that it was requested that site secretaries send details of warning letters to be sent to tenants of uncultivated plots to the Administrator (AP) and that the standard warning letter could then be sent to the tenant. It was noted that where a further opinion might be needed this should be passed on to the Trustees. The production of a site inspection form was discussed and it was agreed that Trustees and the Administrator would look into producing this. It was

proposed that come the summer a Trustee visit each site and discuss the overall state of the site. The need for a consistent approach to site inspections across the city was stressed.

#### **6. Site Secretary Job Description**

The site secretary role description was discussed. It was agreed that it gave a good general overview of the responsibilities but that a line should be added "Notify the Administrator about plots in a poor state of cultivation." in respect of plot inspections. It was agreed that the role description needed to be kept flexible enough to accommodate the different ways of working that each site had. It was agreed by all that the role description with the added line would be adopted.

#### **7. Bloom Festival**

TC outlined the Bloom Festival coming this year and stated that the Trustees felt that the allotments should have a presence and had therefore booked a stall in the Shambles Market on Sunday the 8<sup>th</sup> July at a cost of £50 to promote the allotments. TC requested that attendees keep this in mind as YACIO would be requiring support on the day. Further discussions of how this promotion would work would take place nearer the time.

#### **8. Legacy Issues**

TC noted that the site secretaries had received a copy of the works schedule produced by Dave Meigh at the Council. It was noted that a revised list had been sent to Trustees that day and that this would be circulated to site secretaries but it appeared that the Council were making progress with the legacy works.

#### **9. Contractors**

AP updated the site secretaries that a contractor had been appointed (White Rose Gardening Services) and that works should be starting on sites imminently if they had not been already. AP requested that any queries or concerns be flagged to her as the Administrator. AM noted

that if there were any positive comments to raise those as well as if Trustees were only to hear about the 1 thing that went wrong rather than the 10 things that went well it could lead to a skewed perception. AP confirmed that she would pass on the contact details of all site secretaries to the contractor so that they could raise any pressing queries directly. It was further confirmed that all maintenance requests must be processed through the Administrator and not directly with the contractor as works may be outside the scope of the agreed contract and need separate negotiating.

#### **10. Skips**

TC reported that the Trustees had discussed the provision of skips and that it had been agreed that at least one skip per year could be provided for most sites, with two a year for larger sites or in special circumstances. Provision of skips was debated amongst the attendees and it was noted that for some sites it is impossible to get a skip on site and that some people felt that provision of skips encouraged people to throw away things that might otherwise be recycled. It was agreed that skips would be provided for non-compostable waste and that any site specific issues could be discussed on an individual basis. AP noted that in order for her to arrange delivery of a skip she would need site specific information such as access issues and placement from each site.

#### **11. Site Structures**

AP noted that the site structure forms and guidelines had been reproduced from the Council documents and confirmed that site secretaries should still authorise the structures that fell within the guidelines. Where there was a query or any kind of objection this should be referred to the Trustees. Site Secretaries should then send a copy of the forms to AP so that she could record them on the system. Electronic copies were agreed to be perfectly acceptable.

#### **12. Livestock / Bees**

The granting of permission for the keeping of livestock and bees was discussed and it was decided that site secretaries needed further guidance on the subject. It was agreed that Trustees would do further research on the subject and guidelines developed. AP noted that if site inspections were going ahead then if a note of where livestock was kept could be passed on to her it would enable YACIO to update their records and the information regarding emergency contacts for livestock had not been transferred from the Council.

**13. Notice Boards**

AP requested that if site secretaries could note what noticeboards they had on their sites and whether they needed updating with contact details for YACIO rather than the Council then she could work on getting updates to any signs made. AP requested that where possible if photographs could be sent to her then it would be incredibly helpful.

**14. Next Meeting**

It was agreed that the next Site Secretary Meeting would be held on Monday the 14<sup>th</sup> May, subject to The Black Swan's availability.