



Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ
 Email: bmaasecretary@gmail.com www.burleymodelallotments.org

Date 13/11/2018	Meeting Opened at :- 19.00 Meeting Closed at :- 20.30	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Sue Hollington	SH		
Keith Barrett	KB				
Tony Handby	TH				
Tim Wilford	TW				
Steve Kind	SK				
Barry Raw	BR				
Iain Smith	IS				
Frank Turpin	FT				
Guests Attending					
John Hart (JH), Andrew Lawrence (AL)					

MINUTES OF COMMITTEE MEETING				
No	Item	Action By	Due Date	
1	Apologies and Non Attendance			
1.1	There were apologies from SH.			
2	Minutes of Last Meeting			
2.1	KB apologised for the minutes of the last meeting as there were a number of mistakes and inaccuracies in the last minutes. These will be rectified during this meeting as most of the items will be reviewed.	KB	10/12/18	
3	Running of the Meetings			
3.1	What kind of agenda should be used?			
3.2	A free agenda that can be changed at each meeting?			
3.3	It was proposed by HW and seconded by TW that a formatted agenda be used for the meetings during the lifetime of this committee.	ALL	10/12/18	
4	Matters Arising from Last Meeting			
4.1	See summary of actions from the last meeting.			
4.2	It was proposed that Frank Turpin should be made an honorary Life Member of the Association. This was agreed unanimously. (See item 15.7)			
5	Vacant plots			
5.1	It was established that there are 20 vacant plots. A number of these are in the process of being let.			
5.2	56A and 56b need to be contacted regarding the validity of their tenancy.	IS	10/12/18	
5.3	There are currently 4 plots who have not paid as yet. FT to chase up payment.	FT	10/12/18	
6	Lettings			
6.1	There are currently 40 applicants on the waiting list			
6.2	5 new lettings have been made this week.			
6.3	Steve Shilleto requested 8B this has now been re-let IS to advise (SS) of status.	IS	10/12/18	
6.4	The plot holder at 46A requested 46B To be inspected if this can be agreed.	IS	10/12/18	
6.5	The plot holder at 38A requested 38B To be inspected if this can be agreed.	IS	10/12/18	
7	Inspections			
7.1	Plots will be re-inspected from April next year.	TW/BR	01/04/19	
7.2	Letters Sent – See separate Table of letters sent			
8	Treasurers Report			
8.1	The Treasurer reported that the funds are Savings: £10,027.19 Current: £11,318.53			
8.2	Of this we require £4,500 for Key deposits See full report from the AGM			
9	Site Improvements			
9.1	Repairs to the stand pipes – Work on the first one has been completed. To arrange for future works to be started.	ALL	01/04/19	



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10	Secretaries Report		
10.1	The Secretary itemised requests for plots (see items 6.4 and 6.5)		
11	Correspondence		
11.1	There has been a request to erect a greenhouse on plot 67B this was proposed by HW and seconded by TW as long as the plot holder complies with the correct administration process.	IS	10/12/18
11.2	FT advised that there has been an administration issue regarding plot 91B. The tenant advised of a change of address and this this was not recorded and as such letters sent were not received. After some discussion it was agreed to rescind the final warning sent but that the plot holder be contacted and advised that the state of the plot was not in a fit state and that this would be monitored.	IS	10/12/18
12	Annual Show		
12.1	Date of Annual Show This was agreed as the 1 st of September 2019	ALL	01/09/19
13	Nature Watch		
13.1	AL attended the meeting and agreed to survey the site regarding non fruiting trees and their value to the site.	AL	01/04/19
13.2	This prompted a large debate on a number of items which included <ul style="list-style-type: none"> • Overhanging branches. <ul style="list-style-type: none"> ➢ Check the rules to see if this is covered. • Guidelines for potholders regarding neighbor's trees. <ul style="list-style-type: none"> ➢ Outline what can be done to resolve this themselves. • Ask prospective plot holders if they want a plot with trees on them. <ul style="list-style-type: none"> ➢ This is covered in the lettings process. • JH stated that large deciduous trees actually attract owls. 		
13.3	KB stated that some of these issues could be added to the next newsletter.	KB	31/12/18
14	Sub Committees		
14.1	At present there are no Sub Committee's		
15	A.O.B.		
15.1	Peat Based Compost – SK produced a list of retailers who can provide peat free compost. After a lot of discussion it was proposed by HW and seconded by TW that as an organisation we should phase out the use of non-sustainable composts by the end of 2019. This was agreed by a majority decision. A large discussion ensued on how this can be achieved it was agreed that the following process be adopted that over the next year the sale of sphagnum based peat be phased out. To achieve this, the following will be applied. <ul style="list-style-type: none"> • Orders of sphagnum based peat based and other non-sustainable compost be stopped. • Orders of sustainable non peat based compost be ordered from early next year 2019. • Continue to offer a completely peat free option as we do now. BR and TH to contact the current supplier regarding availability of using a sustainable non peat based compost. KB to add a section regarding this to the next newsletter.	ALL	31/12/19
15.2	Mr. Muck – SK asked if we wanted to order compost it was agreed (eventually) to order compost 4 or 5 pallets from last year's supplier. SK to arrange.	BR/TH	10/12/18
15.3	Honorary Life Member – After a lot of discussion mainly from FT himself it was agreed that although the title may be nice he would not like the honor to have any financial connotation attached to it. It was also discussed at this time that many years ago officers of the committee received an honorarium of £100.00 each and that this was proposed by EH (and agreed unanimously at the time) that this be removed so that all members of the allotment regardless of the work done is seen to be equal.	KB SK	31/12/18 10/12/18
15.4	Ash From Comm-Ply Yorkshire – We have been offered Ash from this company This requires further investigation.	IS	10/12/18



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SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
2.1	Minutes of Last Meeting – Amended to reflect a true representation of the last meeting.	KB	10/12/18
3.3	Formatted Agenda – To be used during the life of this committee.	All	10/12/18
5.2	Validity of Tenancy – 56A and 56B.	IS	10/12/18
5.3	Non Payment of Rent – 4 Plot holders to be contacted.	FT	10/12/18
6.3	Plot 8B – Contact Steve Shilletoe and advise plot has been re-let.	IS	10/12/18
6.4	Plot 46A – Requesting 46B inspection required.	IS	10/12/18
6.5	Plot 38A – Requesting 38B inspection required.	IS	10/12/18
7.1	Inspections – To restart in April 2019	BR/TW	01/04/19
9.1	Repairs To standpipes – Ongoing	ALL	01/04/19
11.1	Plot 67B – request for greenhouse	IS	10/12/18
11.2	Plot 91B – Advise regarding admin error and state of plot	IS	10/12/18
13.1	Tree Survey – complete a survey of the site	AL	01/04/18
13.3	Newsletter – Add items regarding Tree Survey	KB	31/12/18
15.3	Remove From Sale Non sustainable Compost – Look into ordering other options.	BR/TH	10/12/19
15.4	Newsletter – Add items regarding Non sustainable compost.	KB	31/12/18
15.5	Mr. Muck – Order 4 to 5 Pallets	SK	10/12/18
15.7	Ash from Comm-Ply Yorkshire – Details of their proposal	IS	10/12/18

INSPECTIONS - TABLE OF LETTERS SENT 2018					
MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent	
February	0	0	0	0	
March	0	0	0	0	
April	19	0	0	0	
May	18	11	0	0	
June	4	8	4	4	03/07/2018
July	3	3	4	0	
August	2	4	2	2	28/08/2018
September					
October					



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Agenda 10/12/2018

1	Attendance and Apologies		
1.1	Committee		
	Name	✓	Name
	H White (HW)		T Willford (TW)
	I. Smith (IS)		T Handby (TH)
	F Turpin (FT)		B Raw (BR)
	S Hollington (SH)		K Barrett (KB)
	Steve Kind		John Hart (JH)
1.2	Guests Attending		
2	Minutes of last meeting		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
3	Matters Arising		
3.1	See summary of actions from last meeting.		
4	Vacant Plots		
4.1	We currently have 20 Vacant plots		
5	Lettings		
5.1	There are 40 applicants on the Waiting List		
6	Inspections		
6.1	See separate table		
7	Treasurers Report		
	Savings: £10,027.19		
	Current: £11,318.53		
	Of this we require £4,500 for Key deposits		
8	Site Improvements		
8.1	Repair to stand pipes – To arrange working party - Ongoing		
9	Secretaries Report		
10	Correspondence		
11	Annual Show		
	This year's Annual show will be held on Sunday 1 st August 2019		
12	Nature Watch		
	Tree survey		
13	Sub Committees		
14	Any Other Business		
14.1	Ash from Comm-Ply Yorkshire		
14.2	Health & Safety Policy		
14.3	Emergency Action Plan		