

**Committee meeting minutes from meeting held on Tuesday 15th October
7.30pm at Conservative Club, Orpington.**

Present: Bill Whatley (BW) Chairman, John O'Connell (JO'C) Treasurer, Rob Winkley (RW) Site Manager, Bob Vine (BV) Secretary, Denis McCarthy (DM) Committee Member

1. Apologies: Graham Garnett (GG) Deputy Site Manager, Lesley Adnett (LA) Membership Secretary
2. Minutes approved as correct from 20th August 2024
3. Matters arising from the minutes not on agenda: BV mentioned the Fire Extinguisher for garage and provided link and cost. All decided that this should be purchased next year after the rents have come in and the following years budget has been worked out.
4. Site update from Chairman:
BW advised that the new drainage works have been very successful, and no long-standing puddles or flooding has happened despite some very heavy rain recently. BV added that the usual flooding under his shed hasn't happened either.
BW has repaired the back gate and now works as it should.
BW advised we need to lag the new exposed pipes that attach to the tanks.
ACTION BW: get costs for lagging and arrange a date to be done before frosts.
5. Treasurers report attached – JO'C advised that overall our finances are secure and in a good place. Both BW and JO'C agree that it would be worthwhile to apply for another grant from the lottery next year to cover replacement water pipes up the middle road and up from plots 1-23 following the successful work done on the lower road up to the middle road.
6. Membership Secretary's report – emailed through from LA
Only 1 plot left to let and LA has contacted the next person on the waiting list.
Plot 25B needs to be cleared – skip?
BW stated we could move all items to the end of the plot nearest the middle road to allow someone to start working on plot the other end with a view to getting the metal removed from a contact at Pacey's and the rest into a skip

after the roof has been completed.

ACTION BV to arrange a date for items to be moved or if the Work party to clear drain in November is done quickly like last time, get volunteers to help move it all.

7. Any other business

BV explained that following the recent BAGL 'Teach in' meeting there were only a couple of items we needed to get in place to meet their requirements from each site: Roles and Responsibilities (committee members) and a set of Company Rules (based on the Terms and Conditions (T&Cs) agreed with LB Bromley Council). Any change to the T&C's has to be approved by the Council so BAGL recommends we have our own Company Rules which can then be amended following an AGM etc without involving the Council.

J'OC had kindly drafted these and circulated to all Committee Members and are attached. The main points agreed on from the roles and responsibilities:

RW to take on plot maintenance reviews (formerly known as 'weed walks') and provide details of plots that need Plot Maintenance Letters to LA to take forward.

BV to take on the role of Secretary which includes Agendas, minutes, AGM agendas and minutes, Newsletter emails

GG to take on role of Deputy Site Manager with main responsibility of the trees on site and perimeter fence hedges – as a qualified tree surgeon he can advise on what needs doing/what we can do as a committee and also work party options

DM to take on responsibility of the communal areas such as parking spaces, paths and roads. Provide advice and what action is needed by committee members or work party options to maintain them. Catering at Work parties.

BV made it clear that these are just so we are transparent about who does what, but, as what happens currently, we all help each other with these tasks and responsibilities, and we are all accountable for the running of our site.

Weekend of 19th and 20th October agreed to clean and put to bed machines, fill in exposed pipework and put in manhole cover and start exploration of pipework to toilets.

BW stated we should look into a new toilet block – perhaps a portacabin type used at outdoor venues such as festivals. Possible lottery grant again could be applied for one. Placement would be next to the wood chip bay/manure bay over the existing septic tank manhole cover. Water pipe can then be run across to it and be open 24/7. BV requested some assistance to clean if open 365 days – all agreed a rota can be worked up once this happens.

Working Party ideas: Paint external walls of community shed; Plot clearance when vacated – ones that can be done at anytime/during week as and when LA advises they need doing; Leveling communal paths in between plots; Water Drain clearance x 4; Perimeter Hedges/trees; Hedges at front and back gates cut back (not affected by nesting birds)

DM asked about Defib machine and possibility of installing. BW explained costs involved and the types available. All agreed we should look into again once we know the 2025 budget. DM also asked whether we should keep EpiPens on site but JO'C explained there are all different types so we wouldn't know which would be best to keep on site plus we would have to know the right one for the person who needed it and we are not medically trained to administer. A discussion was had around plot holders advising us of any health issues but that also is very sensitive information under GDPR which makes it impractical. All agreed not to keep EpiPens.

ACTION BV to look into machine indemnity/record of plot holder use for our machines next year. Some have been returned broken and without knowing who, we currently cannot ask for donations towards repairs.

8. Date of next meeting – an informal get together once the roof has been completed in the community shed date TBC – otherwise 7th January 2025 7.30-8pm venue to be confirmed.