

Western Wards Allotment Association

Minutes of Management Committee Meeting

Held on Tuesday 9th March 2021 @ 7 pm

Meeting held virtually via Zoom Meets

Management Committee Members in attendance

Avoen Perryman, Chair/Plot Holder at HPR(AP)
Julie Prescott , Secretary/Plot Holder at Sarisbury Green) (Julie P)
Paul Rann, Treasurer Site Manager, Warsash (PR)
Alastair Burnett, Site Manager, Hunts Pond Road; (AB)
Robin Green Site Manager, Sarisbury Green; (RG)
Keith Johnson, Site Manager, Hunts Pond Road; (KJ)
Gill Rock Site Manager, Warsash (GR)
John Parsons, Site Manager, Posbrook and Trading Hut Manager. (JP)
Sandra Milam – Site Manager, Lodge Road (SM)
Martin Barnett – Site Manager, HPR (MB)
Martin Wheeler – Site Manager, Sarisbury Green (MW)

1. Apologies for Non-Attendance

Dave Duran

2. Declaration of any other business

None

3. Matters arising

3.1 Minutes of the management committee meetings dated 5th January 2021, AB & PR agreed they are a true and accurate record, the Minutes of the 16th February 2021 for accuracy, PR & GR agreed they are a true and accurate record.

3.2 RG added that the Insurance issue remains unresolved. It started with Phil Pike, RG needs to know who the Broker is, still not resolved.

ACTION: RG has undertaken to resolve under 3.2, thank you!

3.3 AB advised that David Barker Fencing is commencing at Lodge Road on Monday 22nd March and asked if the Treasurer can pay the invoice.

4. Chairman's Report

4.1 AP thanked RG and AB for their great effort and contribution to the Committee and for their support and help in helping him settle into the new role.

5. Treasurer's Report

- 5.1 PR referred to his report dated 3rd March 2021 (See Appendix A with attachment's, Appendix B & C – attached to these Minutes). As per the attached Appendix that detail breakdown of expenditure and water costs, PR said these will be available at each committee meeting.
- 5.2 PR spoke about the Financial Policy stating that Site Managers want the ability to handle maintenance of their sites without having to refer back to committee to seek authority for expenditure. They would not need to do this if they know what budget they have for expenses.
- 5.3 JP suggested that a limit should be set for each site. PR advised that he is not proposing removing £4,000 cap. All agreed that in managing their budgets, that there is a reliant on trust not to over spend.
- 5.4 PR also explained that the Association does not have a reserves Policy, one should be in place for example the Southern Water funds comes out of the funds.
- 5.5 The Association currently holds a surplus and currently operates with an annual surplus and this potentially this leaves us open to challenge from plot holders if we do not spend on items that need to be spent on.
- 5.6 PR added that the Association should forecast what it needs for each Financial year. Where there is a site deficit or a loss, we need to know the reasons why? We can not operate at a loss and prop other sites up.
- 5.7 RG suggested that we need a system on SharePoint so we can see who has paid their site fees and who has not. In response PR said he is waiting to see what he gets back from Phil Pike.
- 5.8 PG said the next task is bring the Financial Policy to life. Still does not have access to the Bank Account.

Action: Each Site Manager to email PR their current budget

- 5.9 KJ said that for HPR the Tenants List is up to date of SharePoint. Discussion took place as to how many need licenses to be able to access the site. Currently PR, AP, Julie P are global administrators and we need to decide who needs to be on SharePoint.

Action: Outstanding Action to be discussed at next Meeting

6. Site Manager's Reports and Trading Hut update

- 6.1 SM reported, 7 people on the waiting list and people have been asked to clear the paths by 22/3 in readiness for the new fence.
- 6.2 KJ shared his report – See Appendix attached – has just closed the waiting list
- 6.3 RG shared his report – See Appendix attached, has closed the waiting list and now holds an interested persons list. All is well on budgeting.
- 6.4 JP @ The Trading Hut, sold out of pots and probably getting compost and fertiliser, but if we can't, there is enough to last. The queues are long.

- 6.5 Posbrook are full up with 8 on the waiting list, some have been on the list for 2-3 years.
- 6.6 GR & PR All plots are let and a waiting list has been started, 2 people are on it. They need to put Deer fencing on the site, they have 2 volunteers to do it, they need to purchase the kit.

7. Waiting list at Sarisbury Green & New Site Proposal

- 7.1 RG suggested because of the long waiting lists all sites have that we write to FBC to ask what if there is the opportunity to open more Allotments, for instance in Cold East?
- 7.2 GR said that FBC were approached about 8 years ago, nothing was forthcoming. Discussions took place as to whether it has gone into the Local Development Plan. A proposal was agreed to write to Matt Whitfield at FBC to ask what their proposal is? AP agreed to write and all Site Managers agreed to let AP know how many are on their waiting lists. Julie P undertook to see what can be found on the Local Development Plan and Section 106 Agreements.

Action: Site Manager to let AP know how many are on their waiting lists

**AP will write to Matt Wakefield enquiring about more Allotment space –
Details are:**

**Horticultural Development Officer
Fareham Borough Council
01329 824543
07764 794177**

Julie P will look at the Local Development Plan

8. Any other business

- 8.1 KJ and AB will meet up reference chains and padlocks for the site
- 8.2 JP according to The Lease Agreement under Section 14 – the Committee need to write to FBC advising of the new Chair and Treasurer

Action: Julie P will undertake this

9. Date of next meeting

All meetings to be bi-monthly, on the first Tuesday of the month @ 7 pm, via Zoom (for the foreseeable future)

May 4th, July 6th, September 7th and November 9th with the AGM to follow approximately 2 weeks later

Hunts Pond Road Site Report March 2021.

The site for all tense and purposes is full, with exception of 2 plots that are undergoing major restoration work to clear them of 2 sheds that are in a bad state and dispose of a great deal of rubbish.

Martin and some fellow plot holders have made a great start (see the photo's on the HPR FaceBook page).

They had a large bonfire on Sunday night to make a start in getting rid of a lot of timber etc.

The water upgrade during the last few months of 2020 and the Covid restrictions, meant that a drainage project we had intended to install on row 12/13 has been postponed until the autumn 2021.

Sue Church (a plot holder) arranged a large delivery of wood chippings to the South end of the site, however it had to be delivered to the small traffic island. This meant that it had to be removed as soon as possible, again volunteers moved it into the site. It's at the South end that we need to make some improvements for access so that large vehicles can make deliveries of wood chippings/manure into the site.

We have decided to close the waiting list at 20.

Keith, Alastair & Martin

Report from Sarisbury Green Allotment Site Managers

To the Chairman and Management Committee of the WWAA, Martin and I report as follows for the 2 month period to March 2021:-

1. Vacancies

There are no plot vacancies available at Sarisbury at the current time. We are 100% 'let' having allocated one 5 rod plot in January to an unexpected vacancy which occurred. Nonetheless, we continue to receive a steady stream of enquiries for plots.

2. Waiting List

At the time of writing, there were 20 persons on the Sarisbury waiting list. The waiting list has been closed. To add further names to it would be unrealistic. We are not aware of any forthcoming vacancies.

However, I am recording names and email addresses of those who write to us to record interested persons. This list is as long as the waiting list. I feel that we should be referring the upsurge in interest to the Fareham Borough Council.

3 Financial Issues

We believe our financial position is broadly in line with budgeted spending for 20/21 and we believe we have a healthy 'carry over' from 19/20 but any projects, for which funding is required, have been placed on hold during the pandemic.

When we can proceed later this year, we want to purchase two notice boards to be sited at main gates for enhanced communication and we may need to acquire another mower to replace one which is very old and beyond economical repair.

Robin Green and Martin Wheeler
Allotment Site Managers

3rd March 2021.

Warsash Update

1. All plots are let and we are now re-starting a waiting list
2. The plot holder who was going to install our final length of deer fencing is now unable to do this for health reasons. We have found at least two other volunteers who could do this provided we can get the key equipment. If we can't secure this we may need to pay a fencing contractor (the fencing and posts were purchased last year).
3. There is a potential boundary/ fence dispute driven by the neighbour whose bonfire got out of control last year destroying a length of hedge and three sheds. If we can't resolve we will refer to Matt at FBC for guidance
4. One of our plot holders has donated some spare aggregate/ gravel he has and will be repairing the driveway to the car park. Once he has completed this if we still have gaps we will need to purchase further aggregate.
5. Another plot holder has cut back the overgrowing trees and hedge by the entrance to the allotments.

Regards

Paul and Gill