



WESTERN WARDS ALLOTMENT ASSOCIATION

COMMITTEE MINUTES

Held on 7th January 2016 at Lockwood Community Centre, starting at 7.30pm.

Attendees: Bob Hughes, Pat Metcalf, John Parsons, Gill Rock, Ray Baldwin, Keith Johnson, Martin Barnett, Sandra Milam

Apologies: Phil Pike, Alastair Burnett

Chairman: Matters Arising from meeting on 2nd November 2015: None

Chairman's Report: Thanks to all for attending.

Site meeting held at HPR with 3 site managers re the quote for the fence on the southern perimeter with the Sports Field and subsequent discussions with Matt Wakefield re provision and payment for the hedging. Removal of old fencing would leave site exposed until hedging grows but would look unsightly and hard to maintain in the future - a view also held by FBC. Order to be placed asap for hedge planting this season.

Treasurer's Report:

Expenses on General Account

Honorariums	£1800
Salisbury gate signs	£15.35
Salisbury stamps	£20.52
LR and HPR Hedge cutting	£310
Hall hire AGM	£42
Warsash spares/repairs	£80.03

Expenses on Trading Hut Account

Posbrook Water	£181.36
Produce	£300.54

Rent renewals queries:

There is a paper trail for changes in tenants' details and for letting plots to new tenants.

Action

Phil to send template for payment slips to site managers.

Rent rate sheet produced

Decision

Agreed that in year tenancy rents should be left to the discretion of individual site managers and use the Rent rate sheet as guidance.

Trading Hut

Two lorry loads of materials due 18/1/16

Seed potatoes due in shop second week of February.

Shop opens 26/1/16.

Sarisbury

All plots taken, 8 new tenants in last month. Waiting list 5.

John Cousins plans to complete the provision of 2 single bay containers by the end Jan 2016.

Skip to be on site in Spring.

Lodge Road

All plots taken. Waiting list being checked to see if plots still required.

Warsash

All plots taken, waiting list 3

Large load of manure delivered.

Need tall field gate

Action

John gave contact details of gate and fencing contractor to Gill.

Posbrook

2 quotes for gate on Posbrook Lane: cheapest £760 for a timber gate, guaranteed for 15 years, £2000 for a galvanised gate, guaranteed for life.

The wooden gate 1.8metres high with metal posts.

Also requires 2 padlocks, and 28 keys - will charge a deposit of £10 per key to holders and site will be locked when work completed.

Rent renewals due March 2016 - £4 per rod - as there are 185 rods on site this revenue will cover site rent and water rates.

Site full, 3 on waiting list, 2 plots fully under water, exacerbated by non clearance of ditch on highway.

Decision

The committee approved the purchase of the lowest quote for the wooden gate for Posbrook.

Action

John to proceed with cheapest quote for a wooden gate from David Barber and to inform FBC.

John to purchase locks and keys.

John to arrange with FBC re access on south side for maintenance.

All expenditure will come from Trading Hut funds.

John to approach FBC re ditch clearance.

HPR

5 on waiting list but queries over 14 rent renewals - if these prove to be available any equipment to be kept in equipment hut for collection.

There will no longer be post of lead site manager.

When trading hut opens one HPR site manager will be on site 10-12pm.

Bees - action is needed to comply with health and safety rules re keeping of bees.

Action

Site managers to liaise with Phil re 14 rent renewals.

Site managers to meet with current beekeeper to discuss compliance with beekeeping guidelines - if he is not willing to fund the materials to make the area compliant then a plan to seek a plot holding beekeeper will be instigated.

Gill to supply name of possible alternative beekeeper.

Decision

WWAA will not fund materials to make bee site compliant - unanimous.

AOB

Contact details on website need updating.

Decision

Only Chairman, Secretary and Ray Baldwin's details to be on website as per individuals' wishes. Secretary will then field relevant queries to site managers.

A contacts list is needed by committee members.

Action

Secretary to liaise with Rona.

Invite Rona to a committee meeting.

Gill to send Pat the contacts list which will then be amended and distributed to committee members.

Ray - Payment slips to be kept 3 years.

Martin - to continue to promote the healthy lifestyles linked to allotments - also to look at Facebook and producing posters for libraries and doctors' surgeries etc.

Gill - reminder of allowances for incidental expenditure:

HPR £275

Sarisbury £175

Warsash £175

Lodge Rd £75

Posbrook £75

Meeting ended 9.20pm

Dates of next meetings:

10th March 2016 - Lockwood Community Centre - 7.30pm

12th May 2016 - Lockwood Community Centre - 7.30pm