



**Western Wards Allotment Association
Minutes of Committee Meeting
7pm Tuesday 8th January, 2019
Warsash Victory Hall**

Present:

Bob Hughes (Chairman), Richard Bastow (Trustee), Robin Green (SG), David Whitlock (SG), Keith Johnson (HPR), Martin Barnett (HPR), John Parsons (Posbrook), Gill Rock (Warsash), Pam Beecroft (Secretary), Rona Neilson (Website Editor).

Apologies: Phil Pike (Treasurer), Alastair Burnett (HPR), Sandra Milam (Lodge Road)

Minutes of previous meeting: – Approved by committee

Matters Arising: Minutes of previous committee meeting – Approved by Committee
Minutes of AGM Meeting – Approved by Committee

Chairman's Report:

Thank you to all committee members for their continued support over the past year and AGM attendance.

The AGM was well received but it was noted that the attendance this year was lower than on previous years. For the next AGM we will consider an alternative location to encourage members from other sites within the Western Wards Allotment Association.

Our committee meetings are currently held every two months and we cover a variety of topics, I would like to recommend that we look at holding additional meetings; these could cover projects or working parties.

Actions from November Committee Meeting:

- John Parsons has provided all site managers with a template for budgetary planning for each site. This is now being populated with current and projected costs. Chairman will maintain the budget for incidentals and administrative, website costs, etc.
- Review of WWAA Constitution document with reference to committee's responsibilities to be C/fwd. Action: John Parsons.
- Chairman spoke with Sue Woodbridge, Fareham Borough Council, regarding the number of Trustees required. Confirmed no legal reason to be more than one person. However, should the Association achieve Charitable status, a minimum of three will be required. Anyone interested in becoming a Trustee should contact a member of the committee.
- Application for Lottery Funding under the Reach Committee England Programme - to be C/fwd. Action: Keith Johnson.

Actions from AGM 22nd November:

- Additional and replacement Notice Boards for each site. Quotes to be sourced, initially through Fareham Borough Council. Action: Robin Green.
- Tenancy Deposit Scheme – Committee to further review the implications regarding a Deposit Scheme.
- WWAA to become a registered charity. To be C/fwd. Action: Chairman.

Members' questions:

- Terry Stanley requested information regarding water usage and costs for Lodge Road site. Action: Chairman will speak directly with Mr Stanley.

Treasurers Report:

Payments cleared since November Meeting: -

General Account	Warsash Fuel	£ 14.26
	HPR Gate Repair	£ 200.00
	Salisbury Green Rotovator	£ 200.00
	Salisbury Green Water	£ 62.16
	HPR – Asbestos check	£ 162.00
	HPR - Stamps	£ 13.04
	Posbrook-HPR Maintenance	£ 46.61
	HPR - Stamps	£ 16.24
	HPR – Stamps	£ 13.04
	Posbrook Water	£ 50.64
	Salisbury Green - Stamps	£ 20.10
	Salisbury Green – various	£ 45.00
	Lodge Road – various	£ 35.67
	Hall Hire – Nov Meeting	£ 15.00
	HPR Drainage Project	£1794.75

Total £2599.58

Produce Account	Stock	£ 595.54
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Total £ 595.54

We are still awaiting a result of two water bills where the Surface and Waste Water drainage is being disputed. It has now been ongoing for over four months.

Some of the water bills received are questionable as they are often estimated. There is an issue with the reading of a meter on Salisbury Green site, due to water ingress. A request will be submitted for the meter to be raised out of the water to enable the Site Manager to have readable access.

Website Update:

- Progress continues with the re-design of the WWAA website. Keith Taylor is currently looking at alternative Content Management Systems and will shortly be testing these with the production team.
- The committee were invited to view the current test site and pass on comments/suggestions to Rona Neilson.
- The Salisbury Allotment Community Facebook page, managed by Abigail Harrison, is proving to be very popular with plot holders at the Salisbury site. As well as allowing ideas and news to be shared with others it also links back to the main website.
- The web-team will monitor the success of this social media facility with a view to establishing a similar Facebook page for all Western Wards plot holders.

Marketing:

Following on from last year's successful marketing campaigns, Martin Barnett has reviewed other potential advertising avenues and put forward a proposal for advertising in the local 'Discover' magazine; this covers over 14,000 households in the local areas of Locksheath, Warsash, Salisbury Green and Titchfield. The costs were discussed by the committee; everyone agreed that this was a potential option, and would also like to look at alternative advertising, ie, use of banners near the sites to attract passing commuters passing.

We will continue with the attendance at local spring and summer shows.

Trading Hut:

- The shop will re-open on 20th January 2019
- Orders have been placed with suppliers and we have been taking delivery. Thank you to the volunteers for their help

- The potatoes will not be available until last weekend of February. Unfortunately, we are unable to provide the popular Mozart variety due to a poor production of the seed potato.

Site Managers' Reports:

Posbrook

- The site is full
- The council has completed the hedge cutting
- The site drainage is good
- The rent is due on the 25th March 2019 and we have received an increase to £7.00 per rod.

Warsash

- A total of ten plots have been let since the renewals
- Currently have two x five rod and one x ten rod plots available
- There has been an increase in the take up of plots from young parents through word of mouth
- The mower requires servicing. A new service provider is required.

Hunts Pond Road

- 15 on waiting list. 12 plots vacant
- Issues with flooding around row 36. This is due to the ditches along the HPR perimeter, as well as pipes blocked with debris and leaves
- Regular manure delivery at main gate.

Future Projects:

- Ditch Maintenance – Looking for volunteers to clear ditches. Made aware of a Community Payback scheme for offenders in the community. Previously used by allotment site in Bishops Waltham. Martin Barnett to provide contact details.
- Manure delivery to other locations on HPR Site. Possible location between rows 24/25 will require installation of hard surface and bin at bottom end of HPR site with installation of double gates. Costings to be obtained.

Sarisbury Green:

- Three plots available. No persons waiting
- New Tenancy Agreements and rent renewal received, one outstanding
- Perimeter hedge cutting still outstanding from FBC
- Two complaints from neighbours via Fareham Borough Council regarding overgrown ivy and rubbish. A working party was formed and successfully cleared all items. Further review has shown similar problems in places and will be tackled as the year progresses.
- The Sarisbury Allotment Community Facebook trial as a social media platform is proving to be useful and now has a following of about 40 plot holders. Thank you to Abigail Harrison for the management of the account and Rona Neilson for her support.
- Following committee approval for a large skip, the cost has doubled in price, therefore we will obtain a smaller one to keep the cost down.

Lodge Road

No report.

AOB:

John Parsons advised the committee members that tenders for the hedge cutting should be obtained now, to ensure that the work is completed before the March bird nesting season.

Next Committee Meeting: 5th March 2019 at 7pm, Victory Hall, Warsash.

Meeting closed at 9:00pm