



WESTERN WARDS ALLOTMENT ASSOCIATION

COMMITTEE MINUTES

Held on 10th March 2016 at Lockwood Community Centre, starting at 7.30pm.

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

Apologies: Phil Pike

Chairman: Matters Arising from meeting on 7th January 2016: Treasurer's Report- under Expenses- Spelling mistake for Posbrook Water, Sarisbury- no decision was needed to agree the skip for the site as this was previously agreed-minutes amended.

Chairman's Report:

FBC are working on lease renewal documents and in the next couple of weeks these will be reviewed by their legal department in Southampton. It is expected to be a 10 year lease and presented to the allotment associations by June/July for their perusal. Likely changes to the lease will include payment for water use and increase in the tenancy charge per rod to cover this and other maintenance overheads. Currently WWAA has one of the lowest costs per rod in the area. In preparation, the association will clarify responsibility for site boundary maintenance and gather data on each site's water usage. Currently Posbrook's annual water charge is £184 and is covered by charging £1 per rod per year.

Action

All site managers, apart from Posbrook, which already pays for water, to record meter numbers and usage and dates turned on/off. 2-3 of the stopcocks at HPR have not got a meter - the locations to be identified.

Pat to ask Matt Wakefield for last 5 years' water rates for each site.

Decision

It would be useful to get together with the other allotment associations once the lease is available to share views on the content.

All members of the Committee to attend meetings re new lease if possible.

Treasurer's Report:

Expenses on General Account

Honorariums	£300
Mower Service/ War/ SG	£31.96
Stationary	£24.46
RHS Insurance	£70
RHS Affiliation & Card	£35
Hall hire Committee Jan	£17

Clarification- The Trading Hut pays Posbrook bills.

Secretary's Report

6 applications received via the web for plots, 5 HPR, 1 Posbrook

Contacts list updated and circulated to Committee.

Contacts on WWAA website updated.

Thanks to Bob for contacting FBC to update their contacts for WWAA on their website.

Action

Pat to invite Webmaster, Rona Neilson to next meeting.

Trading Hut

All deliveries in, very few potatoes left in stock.

Good trading since the shop re-opened.

Sarisbury

Problem with one tenant who has very little produce on plot. Complaints received from other plot holders. Has had a warning letter.

Manure delivery- the tractor damaged a plot.

All plots taken. Waiting list 5.

John Cousins - the provision of 2 single bay containers not yet completed.

Action

Ray to use Para 2.3 of the Constitution to issue a rectification notice and then if no action taken to deliver eviction notice.

Ray to contact manure deliverer re damage to plot.

Bob to chase John Cousins re completion of manure bays.

Lodge Road

All plots taken. Waiting list 4.

Problem with the hedge being bare and falling down on the road side - new hedging needed.

Action

Sandra to contact Matt Wakefield, FBC re new hedging.

Warsash

All plots taken. Waiting list 4.

Keith Thompstone has repaired a damaged mower.

Suggestions made by Committee members for companies to supply a new 5 bar gate.

Site inspection 1/4/16 - tenants told.

There are problems with gaps in the hedging where it has died.

Action

Gill to get estimates for gate and submit to meeting for approval.

Posbrook

The new gate has been fitted. Combination locks have been purchased and fitted.

Agreement with FBC re access for maintenance on south side of site.

Site full, no waiting list.

50% response from plot holders re getting bee hives on site - no objections. Bees will not be on site this year.

FBC have not responded to ditch problems on the highway.

There is 1 water meter on site, second one appears to be for cemetery- John asked water board for a meeting but they did not turn up.

The current Tenancy Agreement is not suitable for Posbrook.

Action

John to re-contact FBC re ditch.

John to pursue water board.

Phil to send John an e-mail copy of the Tenancy Agreement so John can amend it to reflect the different relationships and conditions at Posbrook.

HPR

Fence replaced and hedge planted at south side.

3 sections of hedging have fallen into ditch.

Bees have been removed from the site for fence repair and new hedging. As the new hedging will be a number of years from maturity the position is no longer suitable for the bees. If bees are to return they will need to be maintained by a plot holder as in the examples at Sarisbury.

Padlocks are failing on the gates - will want to replace before rent renewal.

Mowers are not kept under lock and key. On all other WWAA sites equipment is housed in locked storage.

To trial the use of one generator, which people can borrow to power their own equipment on site- need to train people, provide notes on use and keep under lock and key

Plot inspections 19/4/16.

Request for skips to be on site at Easter.

Action

Site managers to visit Sarisbury to look at locks.

Decision

1 skip agreed for Easter.

AOB

The Constitution

It was decided to postpone discussion until next meeting when Phil will be present.

Action

John to meet with Phil prior to next meeting to look at the Constitution, with particular reference to it being fit for purpose for all WWAA.

Retention of Documents

Pat has inherited from Gill - Committee meeting minutes and AGM minutes which relate to 1970's onwards.

The National Allotment Society suggests these are kept for 6 years.

Pat has also old leases.

The National Allotment Society says it is only necessary to keep the latest lease.

Decision

That old documents could be securely disposed of as per the advice of The National Allotment Society.

Action

Pat to dispose of old minutes and leases.

The meeting closed at 9.25pm

Dates of next meetings:

12th May 2016- Lockwood Community Centre -7.30pm

7th July 2016- Lockwood Community Centre – 7.30pm