



## Western Wards Allotment Association

Minutes of Committee Meeting held Thursday 2<sup>nd</sup> March 2017

**Attendees:** Bob Hughes, Phil Pike, John Parsons, Barney Spragg, Keith Johnson, Martin Barnett, Gill Rock, Sandra Milam, Ray Baldwin, Richard Bastow.

Apologies: Alistair Burnett.

Minutes of previous meeting agreed.

### Reports

**Chairman:** New lease documents received from FBC have been reviewed by the committee and site managers and feedback given prior to meeting on the 8th Feb at the Council Offices to hold frank and constructive discussion with Sue Woodbridge and Matt Wakefield. Clarifications and amendments have been requested and we await the next lease revision. At the time of the meeting ourselves and Portchester had met while Fareham was yet to commit and therefore the time scale of the next revision is unknown. A summary of the main changes has been sent via the site managers to the plot holders.

Draft risk assessments (RA) developed by John Parsons have been circulated for review and are to be adopted by each site in this growing season. See AOB. All agreed.

### **Treasurer's Report:**

Payments cleared since January Meeting:-		
General Account	Barbed Wire etc.- HPR	£32.17
	Gratuity Auditor	£52.00
	Equipment Service–War,SG	£105.07
	Fencing – Warsash	£216.86
	RHS Ins & Card	£115.00
	Site Clearance- SG	£280.00
	Honoraria	£750.00
	Total	£1551.10
Produce Account	Total of	£1412.68

**Trading Hut:** Good sales to date.

The provision of hard standing area in front of the manure bins and shop was agreed. See AOB. Final funding arrangement to be agreed.

### Site Reports

**Hunts Pond Road:** 7 vacant plots.

Following a meeting, arranged by Keith, FBC have committed to match funding to improve the fencing of the site along HPR and this would not be impacted by the change of lease. Quotes are being sought and planning in progress.

The drainage trial is working well after recent rain though the roadside drain remains an issue. Purchase of drainage rods approved to help clear pipe blockages.

Removal of a conifer was agreed and is in hand with Site Managers and FBC.

A new lock and key is in operation with the gate to the recreation ground and is held by site manager and the sports ground caretaker.

Signs are being trialled for attempts at keeping access to the gates at HPR.

**Sarisbury Green:** 1 vacancy, 3 waiting, 1 tenant given up. Area of brambles removed and a section of boundary fence replaced successfully.

**Warsash:** 2 x 5 rod plots vacant. One will be let to only person on waiting list. The other still needs a lot of work done on it.

Use of site strimmer has been stopped due to risk of misuse and hazard to bystanders.

Request for 3 wheelbarrows was approved at approx. cost of £140.

**Posbrook:** 1 vacant plot and 2 new lets.

Rental increase to £6/rod to cover the cost of water and maintenance has been accepted by existing plot holders.

**Lodge Road:** 3 waiting, no vacancies. Planning of shed and fence replacement continues with advice from FBC.

#### **AOB:**

1. Risk Assessments / Health & Safety while working on Allotments. Review comments or feedback on their use are to be sent to John Parsons and Bob Hughes for consideration and potential incorporation. It will be each site's responsibility to review and ensure they are posted at each site during this growing season. A copy will be posted on the website. Approved.
2. HPR shop and manure bin hard-standing. Provisional cost of £555.78 inc. VAT presented to committee. Approved.
3. Trading hut membership card provision discussed. No card requirement for existing members. Others will be provided with a card. A list with limited information will be held by the shop. Agreed.
4. Purchase procedures and seeking site work was discussed. Single quote up to £650 while every effort is to be made to seek 3 quotes above this value. Agreed.
5. Preferred Contractor status. Working with FBC and Site Managers to share experience of use of various contractors. Ongoing activity.
6. Archive WWAA business on the website privileged access only. Discussed and now on hold following discussion with web-master as unlikely to be guaranteed secure. The website will be used for posting RAs for work on Allotments and Bee-keeping, i.e. open access information.
7. WWAA domain site e-mail and deputy access. WWAA email address is available on request.

**Meeting ended at: 9.30pm**

**Next Meeting date:** 7pm Tuesday 2<sup>nd</sup> May

**Next meeting venue:** TBA