



**Western Wards Allotment Association  
Minutes of Committee Meeting  
7pm Tuesday March 5th, 2019  
Warsash Victory Hall**

**Present:**

Phil Pike (Treasurer), Richard Bastow (Trustee), Robin Green (SG), David Whitlock (SG), Keith Johnson (HPR), Martin Barnett (HPR), Gill Rock (Warsash), Sandra Milam (Lodge Road), Pam Beecroft (Secretary), Rona Neilson (Website Editor)

**Apologies:** Bob Hughes (Chairman), Alistair Burnett (HPR), John Parsons (Posbrook)

**Matters Arising: Minutes of previous meeting:** – Approved by committee.

**Chairman's Report:** Relayed to Committee Members via Treasurer.

- The Chair attended a very productive marketing meeting on 6th February with Robin, Martin and Keith Taylor. A Marketing programme was discussed, with opportunities to promote WWAA in our local community with various events throughout the year. Approval for the marketing budget to cover costs such as leaflets and event fees for the year of £150 was requested and approved by committee.
- Sarisbury Site Facility Improvement Project: Robin and Bob met at the Sarisbury site to discuss, on a high level, the scope for the proposal of a permanent building facility. It will be great to support this initiative which would give the Association committee an opportunity to learn a great deal and potentially improve all our sites by using Grant Funding.
- Financial Budgets have been discussed for the coming year; site managers are requested to finalise their budgets with Phil and forward to Bob and the committee by May meeting latest. Next year the aim is to complete this process by the March Meeting.
- Hedge cutting: Sites are reminded to ensure quotations are compared with FBC rates and to challenge the seasonal norm basis for prescribed times to cut hedges.
- Community Payback Scheme (CPBS): Chair is satisfied with the preparation and risk assessment provided by Jeff Harris and, subject to CPBS agreement, acceptance by Sarisbury Site Managers; there being no other concerns raised, he looks forward to the work proceeding.

**Actions from January Committee Meeting:**

- Review of WWAA Constitution document with reference to committee's responsibilities, to be C/fwd. Action: John Parsons.
- Application for Lottery Funding under the Reach Committee England Programme. This will be applied for on a project by project basis, the maximum value amount available is £1000.00. Each site manager to apply when project is identified.
- New noticeboards for sites. Previously supplied by Fareham Borough Council, replacements will now have to come out of each site's budget. Robin has investigated some suppliers but the costs are too high, therefore further investigation is required.
- Chairman to investigate charity Status for WWAA. C/fwd.

**Website Update:**

Rona Neilson attended the Committee meeting on behalf of the Web Team.

- No significant progress currently, due to illness
- A review of Wordpress has shown that it does not suit the allotment's needs
- A new prototype will be available at the end of March.

Rona informed the committee that she had received an email, via the website, from the Chetana Greenwood, Chairman of the Hedge End Allotments, offering our members the opportunity to attend an event they are hosting of a talk from Charles Dowding on 23<sup>rd</sup> March in Hedge End. Mr Dowding is the 'No Dig Guru' and has written several books, writes for national and international magazines and has appeared on TV and radio. (Site Managers will inform members of the details).

Ms Greenwood also enquired as to whether WWAA would be interested in a Southern Hampshire Allotment Facebook page, where all the local allotments could use for information-sharing on events and best practice. Robin to discuss with Abigail Harrison to see how it fits with WWAA for the future as the Sarisbury Facebook page is still only in its first six-month period.

### Treasurers Report:

Payments cleared since January Meeting: -

General Account	Honorariums	£1100.00
	HPR – Water	£ 119.58
	Sarisbury Green-Service	£ 43.15
	Warsash – Service	£ 43.25
	AGM – Hall	£ 30.00
	Warsash – Tap	£ 12.28
	Gratuity – Auditor	£ 50.00
	Stationary-Ink/Paper	£ 39.97
	Sarisbury Green – Skip	£ 372.00
	Warsash – Hedge Cutting	£ 70.00
	Posbrook – Water	£ 14.68
	Warsash – Water	£ 697.90
	Sarisbury Green – Water	£ 12.60
	HPR – Drainage Project	£ 7.78
	Jan Meeting – Victory Hall	£ 15.00
	Posbrook Rent	£ 600.00

**Total £3228.19**

Produce Account	Stock	£ 940.98
	Honorarium (Shop Asst.)	£ 150.00
	<b>Total</b>	<b>£1090.98</b>

- The Warsash water reading shown above is the result of an update from previously estimated readings. Phil is trying to bring the water usage up to date, especially on the HPR Site. He has submitted latest meter readings for the invoices received and awaits updated invoices. HPR bills currently exceed £1000.00.
- Keith requested information from Phil regarding the total number of rods on the HPR Site.
- A general discussion on the budget strategy took place and questions were raised to the Treasurer regarding its operation. These will be clarified for the May meeting.
- It was also suggested that accounts with key suppliers be created for future purchases. This will help with building up discount facilities and ease of payments by Site Managers.

### Trading Hut

- Sales of potatoes have gone well, with very little left.

### Site Managers Reports:

#### Posbrook

No Report.

**Warsash**

- No vacancies and no outstanding waiting list.
- Stuart Wheeler has completed the hedge trimming and carried out an excellent job.
- Budget completed.

**Hunts Pond Road**

- Five vacant plots, four on waiting list.
- The installation of the recent drainage scheme has shown significant improvements to the site.
- There are still issues with blockages in the ditch along Hunts Pond Road; this is caused by the small drainage piping that runs under the access paths between the allotment site and the main road. Martin Barnett is in discussion with contractors to find a solution. Lottery funding for this project may be necessary.
- Fareham Borough Council has completed the hedge cutting to the external perimeter. A quotation is required for the interior. (Gill Rock recommended Stuart Wheeler).

**HPR Projects:**

- Manure has been delivered to other locations on the HPR Site. Keith Johnson submitted a proposal and costings for the installation of a hard surface at gate no. 9 for large trailer access and to enable a later single manure bin installation. Total cost £630.00, all works to be carried out with voluntary labour. Approved by committee.
- Additional access near gate 17 will be reviewed at a later date as additional work is required on the installation of new gates.

**Sarisbury Green:**

- No vacancies and no outstanding waiting list.
- Tenancy of Plot 31A has been terminated due to non-payment; this plot will be utilised for a new project.
- All outstanding perimeter hedge cutting has been completed by Fareham Borough Council and will be charged at the end of FBC financial year (31st March). The contract for 2019 will be carried out by FBC in July and Autumn for a sum of £315.00.
- Sarisbury Green allotment Management, in consultation with the Treasurer, has prepared a 'draft' budgeted financial plan for 2018/2019.
- After complaints from resident in the St. Pauls Road, a working party has satisfactorily cleared the affected area. An email of thanks has been received from the occupant for the work done.
- WWAA Marketing Programme 2019: Further to the meeting held on 6th February, chaired by Martin Barnett, Sarisbury Management can confirm that they will be supporting marketing initiatives with displays at:
  - Warsash Plant Sale at Victory Hall on 11<sup>th</sup> May
  - Sarisbury 'Show on the Green' on 8<sup>th</sup> June
  - Sarisbury Horticultural Show at the Community Centre on 10<sup>th</sup> August
- Sarisbury Management is also considering an allotment 'Open Day' during the summer months to coincide with the Sarisbury 'Show on the Green'. This is an opportunity to market allotment-keeping to the local community and raise interest in the school plot progress.
- Arrangements to use Community Payback Scheme operatives to clear the corner plot on site has been organised and a report on the outcome will be given at the next committee meeting.

**Future Project for Sarisbury:** In addition to a project planned by Sarisbury Management for an allotment facility for the disabled and enhancement of the school plot, it is clear that there is a need for a permanent building providing a central point of focus and a range of modern facilities including a meeting space, refreshments, toilets for gents, ladies and disabled welfare, office for management and storage for equipment. There is a suitable position for a building to be erected with ease of access from the roadway through the existing double perimeter gate, close potential link to sewerage mains, electricity and would be positioned close to the mains water supply.

Planning permission will be required from the authority of the Estates Department at Fareham Borough Council. The capital fund for the project will be at no cost to the WWAA finances and funding will be sought from Hampshire County Council, the National lottery or other commercial sources. In that event Sarisbury Management will arrange for costed plans to be drawn up and circulated to the committee for review.

**Lodge Road:**

- No vacancies and two on waiting list.

**Marketing Sub committee:**

A successful meeting took place on 6<sup>th</sup> February, attended by Bob Hughes, Robin Green, Keith Taylor, chaired by Martin Barnett.

- WWAA publicity stands are planned for the Warsash Plant Sale, Sarisbury 'Show on the Green' and Sarisbury Horticultural Show.
- Advertising in a local magazine was rejected due to high costs, therefore Martin will investigate free advertising in local church publications. This will require WWAA corporate graphics to be reduced in size to fit some of these publications, usually printed in black and white.
- It is planned to compose an editorial piece to get across the benefits of home-grown produce to a wider audience.
- After the success of last year's events in ensuring that the plots are occupied, a similar budget of £150.00 is requested. Approved by committee.

**AOB:** None.

**Next Committee Meeting:** 7<sup>th</sup> May 2019 at 7pm, Victory Hall, Warsash.

Meeting closed at 9:00pm