



WESTERN WARDS ALLOTMENT ASSOCIATION

COMMITTEE MINUTES

Held on 12th May 2016 at Lockwood Community Centre, starting at 7.30pm.

Attendees: Bob Hughes, Phil Pike, Pat Metcalf, John Parsons, Ray Baldwin, Alastair Burnett, Keith Johnson, Martin Barnett, Rona Neilson

Apologies: Gill Rock, Sandra Milam

Chairman: Matters Arising from meeting on 10th March 2016: Clarification from Treasurer that the Trading Hut does not pay all the Posbrook bills; the General Account covers Posbrook expenditure up to the income received from rents and Members' fees as these amounts go into the General Account.

Data received from Matt Wakefield re water rates for each site. Matt expressed the view that they were not easily understandable or consistent throughout the sites. The Treasurer has looked at these and there are some discrepancies.

Chairman's Report:

Welcome to Rona Neilson.

FBC contract renewal documents are with the Council's legal department. Documents still expected for perusal by the borough's allotment associations in June/July.

Following contact with a tenant, who is concerned that the Council's Allotment Strategy does not reflect current practice, it is expected that the Strategy will be reviewed following the subsequent lease renewal.

Storage bins and fence at Sarisbury Green paid.

Expenses on General Account

HPR fence	£1689.60
Hall Hire March meeting	£17
Posbrook Water	£4.50
Posbrook Rent	£500
NFU Insurance	£435.96
Skip HPR	£240
Fuel SG	£15.20

Secretary's Report:

A further 6 applications received via the web for plots. Where clients want an allotment asap they have been asked if they would consider HPR if this is not their first choice as there are vacant plots there. All apart from 1, where a response is still awaited, have been happy to look at HPR.

Retention of Documents- there is a file with FBC Correspondence from 1982-2011 and a file with site correspondence from 1986.

Decision

Only keep last 7 years' correspondence unless the correspondence relates to a current tenant, in which case to be retained.

Action

Pat to shred any correspondence agreed as above.

Trading Hut:

Trading going well- sales up on last year.

Web Site - Rona:

Web Site Strategy - A communication tool for WWAA and a feedback channel of members views and ideas. Thank you to Keith Taylor for his technical input.

Usage statistics - Year to April 2015 there were 822 hits on the homepage, Year to April 2016 there were 21577 hits.

Trading Hut 2030 hits

HPR 2107 hits

Posbrook 1030 hits

SG 1087 hits

Warsash 1285 hits

Lodge Rd 1009 hits

News archive 2396 hits

Main uses

By potential plot holders to request an allotment.

Advertising - e.g. a school wanting to promote healthy eating and living.

Forum - not widely used at present.

Future uses and interaction with Committee

Site managers to notify Rona if a plot holder gives up their tenancy so that their details can be removed from the forum.

Timely replies to queries and complaints.

A section on the Trading Hut so that site holders and members know what is being stocked.

Monthly tips with links to relevant websites.

News updates.

Chairman's corner.

Encourage users of the website to give feedback on use and content.

Allotment competitions.

Chairman

Congratulated and thanked Rona and Keith on the website and its increasing use.

Rona left the meeting.

Sarisbury

A tenant has been informed that the issue of cards for the refuse tip is not the responsibility of WWAA.

Rectification notices issued to 2 tenants, one has given up their plot but there has been no response from the other.

No waiting list for plots and 4 vacant plots.

A skip to be hired.

Warsash

Waiting list of 3 but 3 plots will soon be vacated.

Plot inspection 10th April - 90 plots seen

74 were up to standard

3 new tenants

4 tenants' ill health

3 giving up plots

2 warning letters issued and 1 rectification letter

8 plots on a "watch list"

Some fence panels replaced and concrete posts bought.

Quotes received for new gate.

Decision

A 10ft by 6 ft hardwood gate to be purchased from and installed by John Cousins.

HPR

Plot inspection 19th April

10 plots in poor condition - tenants contacted - 3 given up their plots but others have not responded. If no response in a week letters to be sent.

5 vacant plots and another 5 will be vacant shortly.

4 on waiting list.

Decision

If good tenants want more rods then this is at the discretion of the site managers.

Put notice on gate and in Streetlife re availability of plots.

Gate Padlocks

2 combination padlocks purchased and 2 more on order.

Request for all gates to have combination padlocks at rent renewal.

Decision

Permission given to purchase locks at cost of £376.20.

Trial Drainage Proposal circulated

Discussion on the paperwork to be done winter 2016/17 and monitored throughout 2017/18 summer and winter.

Decision

Site managers to check with FBC if there is an individual person responsible for drains.

Approval for the trial will be given when a detailed logistics plan with costings is produced.

A metal hut has been offered as a site hut- cost £150.

Decision

Expenditure approved.

Posbrook

Plot inspections 15th April

4 plots under water.

Ditch - FBC says it is Church's responsibility as landowner - meeting Solicitor for Portsmouth Diocese to discuss.

Site full, no waiting list.

Lodge Rd (supplied after meeting)

4 on waiting list.

1 plot available soon.

Plot inspections at end of May.

AOB

Revised constitution

This item was deferred as we need to see the new contract from FBC to ensure compliance with this and also the time available at the meeting.

Meeting closed 9.45pm

Date next meeting: 7th July 2016 Lockswood Community Centre 7.30pm.