



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

Present:

Bob Hughes (Chairman), Phil Pike (Treasurer), Gill Rock (Warsash), John Parsons (Posbrook), Robin Green (SG), Keith Johnson (HPR), Pam Beecroft (Secretary)

Apologies: Alistair Burnett (HPR), Martin Barnett (HPR), David Whitlock (SG), Sandra Milam (Lodge Road), Richard Bastow (Trustee)

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

Chairman's Report:

- Thanks were given to committee members for attending the two extra meetings last month, where the basis of the draft budget policy was discussed along with the recruitment of additional Trustees to the Committee. Good progress had been made and the committee look forward to reviewing the first draft of the Association budgeting process from the Treasurer and Secretary in due course.
- The Chairman confirmed that the application for the Charity Incorporated Association (CIO) status has been processed and, to comply with the requirements of the CIO, the Chairman is actively seeking new Trustees.
- It is vitally important to ensure the correct process and procedures are followed using the Charities Commission Guidance; the development of the following will require: Governance guidelines, Trustee roles and responsibility, Introduction declaration and training packs. These documents are now being produced.
- Several members have expressed interest, through the Site Managers, and the Trustees will make contact as soon as possible with supporting information, detailing expectations required of a Trustee. Ideally each site would have a Trustee representative.
- The Chairman has formally applied to be a Trustee, the current remaining Association Trustee, Richard Bastow welcomes and supports the application.
- Committee members were asked to vote on the Chairman's application, it was seconded by Alistair Burnett and unanimously confirmed by the committee members.

Actions from January Committee Meeting:

- John Parsons to review WWAA Constitution document C/Fwd.

Treasurers Report:

Payments cleared since March Meeting: -

General Account	HPR	Water	£ 2158.01	
		Stopcock Key	£ 4.51	
		3 Taps	£ 20.94	
		2 Padlocks	£ 59.96	
		Compactor Hire	£ 25.20	Total £2268.62
	SG	Water	£ 81.61	
		Padlock	£ 26.04	
		2 Fence Posts	£ 17.64	
		Straw	£ 4.50	Total £129.79

War	Water	£	64.05	
	Keys	£	11.00	Total £ 75.05
LR	Water	£	26.84	
	Fuel	£	14.13	
	Barrow Wheel	£	19.00	Total £ 59.97
Overheads	March Hall	£	15.00	
	Fire Signage	£	17.76	
	Insurance	£	386.51	Total £ 419.27
Total Expense		£	2952.70	
Produce Account	Stock	£	1869.74	
	Site	£	521.84	
	Total	£	2391.58	

- The Treasurer presented the Budget Sheets for each site; this showed details of the transactions that have cleared through the General Account as at the end of April.
- The HPR water costs are the result of an updated bill to correct the previously estimated readings. All meter readings should now be correct, therefore any comparison from the water budgeted expenditure to actual should be considered invalid.

Items for discussion/approval:

- We need to ensure that we are accounting for our capital items, such as assets including Lawnmowers, strimmer's etc. These items' value and depreciation are reported on the AGM accounts. It was agreed that a new asset register that will list all items, value and depreciation would be produced and retained by the secretary.
- Slug pellets containing metaldehyde have been banned by DEFRA from Spring 2020, they say "metaldehyde" poses an unacceptable risk to birds and mammals. Therefore, this type will no longer be sold by the shop on site from June 2019 and members should be aware that from 30th June 2020 you are not allowed to use them on Allotment Sites etc. The Shop has sourced an alternative slug deterrent.
- Bonfires: A reminder regarding the use of bonfires on site is not allowed between 1st June and 31st August. A bonfire can only be lit a maximum of two hours before sunset and when the wind is blowing away from neighbouring properties/dwellings.
- All site inspections have been carried out and a few rectification notices have been issued.
- The Facebook page for Allotment Road is proving to be a popular tool for its members, therefore we are looking at introducing this facility to other sites and linking them together. Abigail Harrison has produced banners with various backgrounds for WWAA templates.
- Hampshire County Council has launched funding for Waste Prevention Community Projects. The funding will support new Waste Prevention activities; this is an opportunity to help WWAA with recycling projects and the installation of large bin bays for use of compost waste/manure and chippings. Keith Johnston to discuss with the Council Waste Prevention Team regarding the application.

- Manure Bin installation phase two. Keith Johnson requested from the committee the approval for the installation of a fenced containment around the recently created bin location using Railway sleepers, Fence Posts and additional weld mesh to prevent plot holders digging below the scalping level. Total cost £503.10. Approval by committee confirmed.

Site Managers Reports:

Warsash:

- Five on waiting list, one vacant plot. This may change as currently carrying out inspections.
- At the request of a neighbour, Matt Wakefield visited the site to discuss very old, half dead Hawthorn bushes. As FBC previously agreed to the removal, they will complete and accept the cost.

Posbrook:

- All plots occupied and no waiting list. The rents have been collected. This is the last year of the three-year contract and the ground rent is expected to increase in March 2020 to £7.50 per rod.
- A request to FBC has been submitted for a quotation to cut the exterior hedges due to location next to the main road we are unable to use the team from the Payback Scheme.
- Damage to the top section of pipe including lid for the water meter outside the gate has been reported to FBC as it occurred in March while the council were cutting the grass area.
- Plot inspections have been completed with no letters of rectification required. No projects planned for 2019/20.

Trading Hut

- Turnover is on target with the budget, we have just a few potatoes available. Please be aware that Slug pellets containing Metaldehyde (blue granular) type are no longer allowed to be used and will not be available for sale from the end of June 2019. An alternative supply has been sourced but is twice as expensive.
- A new pass for entry into the RHS sites is available.

Sarisbury Green:

- Two vacant plots and two on waiting list. However, subject to tenancy agreement signature, one will be agreed soon.
- Future marketing activity to stimulate additional interest the first display is 11th May at Warsash.
- The budgeted financial plan for 2018/19 has been updated with information provided by the Treasurer and will be amended subject to the agreement reached at the financial meeting and the notes circulated subsequently.
- Appreciation/ Complaints: There have been numerous verbal appreciative comments made to site managers locally by residents and plot holders about the improved appearance of the Sarisbury site, including development of the allotment site corner area - Barnes Lane/St Paul's Close.
- The corner quarter acre area is so populated with oak trees that it cannot be used for allotment keeping. There are now plans to develop and maintain this area as a communal area with fruit trees, wild flowers and a couple of picnic tables for plot holders to relax and enjoy. It will build on plans to promote a more social and welfare side to allotment keeping.
- Community Payback Scheme: On 6th March 2019 and following committee approval, Sarisbury hosted the CPBS operatives to clear the corner and perimeter areas which were massively overgrown.
- The work was essentially completed in one day to a good standard by a surprisingly committed, enthusiastic and energetic workforce. Robin Green would thoroughly recommend use of the CPBS operatives by the WWAA on another occasion to carry out big projects which are beyond a small allotment volunteer working party.
- A letter of appreciation has been sent to the Coordinator Jeff Harris.
- Use of a Mini Digger: Thanks to information provided by Gill Rock, Sarisbury management made continuous use of Mr Ben Spraggon, who owns and likes to use his mini digger to carry out 'charitable works'. Sarisbury was in need of a mini digger to carry out a number of major earths works on the corner area and elsewhere. Ben is a

very capable digger operative and has saved hours of laborious manual work to a good standard and we have since used him for a range of work.

- During the works on the corner area, a ton and a half of scrap metal was recovered from the site – we have made use of free services to dispose of the scrap metal and there is over a ton bag full of plastic material to be disposed of as well as another huge bonfire to burn scrap wood.
- Project for an Allotment Communal Building and toilets: We await planning approval discussions with FBC which will be followed by a project plan for circulation to committee members. The work is ongoing.
- A 'Spring newsletter' has been circulated to members by email. It will also be published on the WWAA website.
- Facebook Social Media Group – Allotment Road - Facebook membership at Sarisbury Green continues to grow and the facility is proving useful as a communication tool. We are arranging a 'link' to a newly formed South Hampshire Facebook group which will provide links to many other local allotment sites who share common issues.

Hunts Pond Road:

- Three vacant plots and three on the waiting list. Plot inspections have been done and most plots are looking good, however, several plots are sub-standard, and tenants have been notified.
- The Community Payback Scheme visited the site in early April to cut the inside of the hedge from the Netley Road gate to the bungalows in Robins Nest. They also cleared a ditch that runs along the inside of the hedge at the South end. They were keen to assist therefore they mowed a lot of the paths.
- In addition a couple of plot holders asked if they could cut down and clear brambles on a plot and remove some plant material. A donation for the work has been received and added to the general account.
- The operatives shredded the trimmings etc, but on inspection the chippings were poor and not shredded small enough for use so these were taken away together with material from plot 39c1 and the clearance of vacant plot 24d1. This resulted in the requirement of a 8yd skip to remove the waste.
- New Manure Bin installation: The first phase of the hard-standing between rows 24-25 was completed on 13th April. This involved installing five sheets of steel reinforcing mesh (due to soft ground) and eight tonnes of limestone scalping's. Many thanks to all those that helped on the day.

Lodge Road: No Vacancies, two on waiting the list.

Marketing – Sub Committee

A successful meeting took place on 30th April and was attended by Bob Hughes, Rona Neilson, Abigail Harrison, Martin Barnett and Pam Beecroft.

- A file is to be located on the WWAA website to enable the upload of pictures for use in promotional material and editorial pieces placed in magazines.
- The recent editorial piece 'Dig for Vitality' produced by Martin for the Warsash Parish News was reviewed, prompting an opportunity for further free awareness pieces in local parish magazines.
- Other advertising opportunities to be investigated ie. Doctor Surgery Noticeboards, posters on local school boards.
- Investigate the possibility of producing branded WWAA envelopes containing flower/vegetable seeds, to be used as a promotional giveaway at local events.

AOB

- Reminder to all regarding the tenancy agreement rules on Dogs – "11.1 Dogs brought onto the allotments or any part of the site are always to be kept on a short lead or otherwise restrained".
- The venue for the next AGM will be at St. John the Baptist Church, Locks Heath on Thursday 21st November 2019.

Next Committee Meeting: 2nd July 2019 at 7pm, Victory Hall, Warsash.

Meeting Close: 9pm.