



**Western Wards Allotment Association
Minutes of Committee Meeting
7pm Tuesday September 3rd, 2019
Warsash Victory Hall**

Present:

Robin Green (SG), David Whitlock (SG), Keith Johnson (HPR), Richard Bastow, Gill Rock (Warsash), Bob Hughes (Chairman)

Apologies: Phil Pike (Treasurer), Alastair Burnett (HPR), Martin Barnett (HPR), John Parsons (Posbrook)

Chairman's Report:

- A Trustee Introduction meeting was held on 23rd July, attended by Trustees; Richard Bastow and Bob Hughes together with three prospective trustees from HPR and Sarisbury Green Allotment Road. The Treasurer and Secretary, also invited, were unable to attend. The Chairman is very pleased to report that Julia Moffatt of Allotment Road, David Doran and Ted Weager both of HPR have all agreed to become Trustees of WWAA.
- Committee endorsed the appointments.
- CIO application may now continue, and the next step will be to review and update WWAA's Constitution. It is envisaged Trustees will meet annually in October before the November Committee Meeting and AGM to review site budgets, draft accounts and future strategy.
- FBC is to be notified of names and addresses of the new Trustees.
- HPR compost bin funding has not progressed! Chairman or Keith to meet again with Avoen Perryman and explore the possibility of an invitation as an extended fund-raising committee member.

Carried forward actions from July committee meeting:

- Site Manager Job description shared with Committee Members for review.

Treasurers Report:

Payments cleared since July Meeting:

General Account	HPR	Site Project	£	57.97	
		Padlock	£	29.98	
		Water	£	730.28	
			Total	£	818.23
	LR	Lock	£	9.99	
		Spares	£	12.99	
		Water	£	201.90	
			Total	£	224.88
	SG	Equipment	£	9.98	
		Fuel	£	10.00	
Lock		£	22.00		
Spares		£	5.98		
Water		£	274.92		
		Total	£	322.88	
War	Maintenance	£	10.00		
	Water	£	297.77		
		Total	£	307.77	

Overheads	Market Stall	£	36.00
	Flyers	£	62.85
	Hall	£	30.00
	Total	£	128.85
	Total Expense	£	1802.61

Produce Account	Stock	£	651.77
	Total	£	651.77

NOTE: The HPR Water will be much higher, coming in at over £3100 for the year.

Items for Discussion:

- Submit Site Budgets to Treasurer. - Committee discussed site budget submissions and several questions were raised. With the treasurer absent a subsequent meeting is planned to review site budgets.
- Summary of the points raised include;
 - Review of HPR water bills both the timing of receipt and drainage costs, if any is included.
 - Budget submission required for Lodge Rd.
 - Committee approved preference to have oversight of unspent annual budget and to retain for future approved expense. Site budgets are the best place to record this information.
 - Site Managers requested rent renewal progress reports from the treasurer to assist with follow up action/reminders etc. Suggest reports at 31st October and the 10th November.

Site Managers Reports:

HPR

- 14 on the waiting list.
- 12 rectification letters sent.
- Four plot holders are known to be giving up.
- Apple tree on row 18 close to the west boundary needs to be felled, following a complaint from a local resident on Kites Croft Close. Two quotes from tree surgeons for the cost of removal.
- Crop harvest looks to be very good, with potatoes, tomatoes and fruit doing particularly well.
- Two plot holders have qualified for Fareham in Bloom. Presentation evening is at Ferneham Hall, Thursday 19th September.
- There have been a few crop thefts near the top end. Gate codes will be changed after the renewal deadline 10th November.
- Plot holders will be canvassed for site improvement projects and equipment suggestions.

Posbrook

- One vacant plot, the relevant information has been uploaded to the website, other than this it is going well. Awaiting our water rate invoice (meter read 1st week in Aug).

Site Shop:

- This is the quite time of the year so the turnover of stock is slow, confirmed the delivery for Garlic which will be delivered during the 3rd week of Sept, along with the onions and shallots. The annual stock take is due at the end of the month.

Warsash

- Currently, there are three on waiting list. One eviction notice has been issued and by mid-September we expect to have five plots available to let.
- Badger being very destructive and eating all the sweet corn, pushing under cages if in they are in the way. A fox took a tenant's wallet. Later it was found on Site Manager's plot, decorated with bite marks.
- There have been some intruders lately. No real damage and only petty theft. Plot holders are encouraged to notify the police.
- Bee poll prepared and be sent with rent renewal / AGM notice. Warsash has a new Facebook page with a small but growing number of members.

Sarisbury Green

- As we approach rent renewal time on 1st October, there are currently just two vacant plots at Sarisbury Green Allotment site. Plots:-
 - 11a2 - tenant vacated without notice,
 - 29b – tenant retires on 30th September.
- It has been necessary to formally evict one plot holder after following the correct procedures. The plot has already been re-allocated but was very overgrown and will have cost the new plot holder some £40 to dispose of old carpets and concrete posts.
- At the time of this report, there are currently seven on the Sarisbury waiting list. Five vacancies have been filled in the past two weeks.
- A draft financial profile and budget is with the Treasurer.
- There have been no complaints made to management received in this period.
- Improvements to Sarisbury Green Site:
 - Project for an Allotment Communal Building and toilets - We await consultation developments which are being carried out by Ian Power, a plot holder and chartered surveyor with Fareham Borough Council Planning Department to advance planning permission for a building.
 - Development of the allotment site corner area - Barnes Lane/St Paul's Close - Following 17 visits, ground works have been completed by Ben Spraggon, the digger driver. The weeds are growing back across the plot and weed control will take place followed by sowing of grasses and wildflower seeds.
- Sarisbury 'Allotment Road' Facebook social media platform has been linked to Warsash social media platform.
- Sarisbury managers undertook a marketing display to school parents on Monday 15th July when an open afternoon was held. This was a 'limited opening' of just four hours but very successful with over 100 people visiting the site. Clearly the school plot was the main interest, but two persons asked to be added to the waiting list.
- The Sarisbury Horticultural Show at the Community Centre on 10th August was not a success with very limited entries – indeed, had the Junior School not entered so many items for judging, there would have been no show. As a result, the local Horticultural Society is considering its future. Allotment managers are consulting with the Society to inject new ideas to promote the event.

Lodge Road

- No report.

Marketing Sub-Committee Report

- Committee approved an increase in the Marketing budget to cover to cost of a secondhand gazebo for Marketing and site use. It could be used at Open Days, local shows and seed swops.
- This year got off to a slow start with the cancellation of the Sarisbury Show, due to very bad weather. The bad weather also resulted in the postponement of our stall at the Locks Heath Shopping Village on 10th August, moved to 24th August. Although the conditions were not to blame for the date switch, had it gone ahead on that day it would have been a wash out. August the 24th was a glorious day by contrast and although there was not much direct interest from the public, hundreds of people will have seen our stall and know a little more about us. Many thanks to the stalwarts who manned the stall on a Bank Holiday. Robin Green set up the stall and spoke to the chap who sets out the gazebos.
- This year with a change of management, there were no organised events and we had to pay for our stall. The stall represented better value for money than advertising in the local press, who wanted more than the cost of the stall for just a quarter of a page.
- Warsash Parish News is publishing a monthly feature for us and they have over 500 readers.
- Last year we fostered a relationship with some other allotments outside the borough of Fareham.
- Keith Johnson and Martin Barnett were asked to help with the judging at the Albany Road Allotments in Bishops Waltham for the Best Kept Plot competition. It turned out to be a beautiful morning and we were treated to tea and cake at the end and are thinking about doing something similar in the future. This kind of cooperation is very good for our marketing strategy as it gets people talking.

AGM Invitation Notice.

This year's AGM will be at St John's Church, Church Road, Locks Heath in the Main Hall from 7.30pm on 21st November.

AOB.

- Site security was discussed. Committee agreed to monitor reports from Site Managers to determine possible trends. Plot holders are always requested to report suspicious activity or criminal damage to the Police and their Site Manager.
- Website development on hold.
- Keith requested HPR hedge cutting costs/invoice for this year.

Meeting Closed 8:55pm

Next Meeting Tuesday 5th November 2019, Warsash Victory Hall, 7:00pm