

17th March 2021

Agenda for a meeting of the Witney Allotments Association (WAA) Committee to be held on 17th March 2021 via MS Teams video link.

| Item | Discussion | Actor |
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| 1 | Apologies from Lynne Berry, Rachel Barber and John Gannon | KA |
| 2 | Welcome to WTC attendee – Ruth Smith | Chairman |
| 3 | Minutes of the last meeting - accepted | Chairman |
| 4 | Matters arising 7c – Skip request for HR; quotation is £408 for a 9m3 skip, plus extra £ if it is over 2 tonnes – request discarded. 6 – Newland Hedge Cutting – has not yet occurred, Ruth Smith has agreed to chase | KA |
| 5 | Treasurers Report We remain in a secure financial position with adequate reserves for safety purposes. The accounts are now complete and balanced and are going for audit by an external professional. Treasurer's Note – please discourage payment by cheque for rentals – it is very difficult to pay them in electronically, and visits to the Bank during the working day are impossible for the Treasurer. BB has offered to pay in himself – RB to provide paying in book. | RB |
| 6 | Waiting List and available plots 185 names on the waiting list, of which 53 are allocated to Windrush Place, with very few people giving up their plots at the moment | LB |
| 7 | Site Reps Reports a. Hailey Road – BB – Reported that there has been no further vandalism. Greenhouse requests put in for Plots 30 and 9b, both accepted by the committee. We have a new volunteer to act as second Site Rep – Graham Mathias; the committee thanks him for volunteering, Brian will ensure that he has a copy of the Site Rep's TORs. Freeland Nurseries have rejected the Discount card for a couple of tenants – BJ to investigate and KJA to put an announcement onto the website. b. Lakeside -DB – The recent tree trimming has been undertaken to a really good standard, however, the contractors failed to cut back around a particular plot which has caused the tenant significant annoyance; this is a question for WTC - Ruth Smith will look into it. DB has had correspondence with this tenant. BJ has reported that John Gannon (Second site rep) has now cleared the area for the composting compound and also cleared half the orchard area. The committee thanks John for clearing the community orchard and for sorting a range of composting materials for tenants. c. Newlands – BF – WGS contractors have done a great job of trimming back the hedge. Shed application for tenant on plot 11b was approved by the committee. BF is concerned that timber and pallets are being stored on some plots and that action on our part might be required. BJ to pay site visit with BF to try and meet these tenants and discuss the issues with them. d. Windrush Place -BJ – fantastic work is being done on this new site, photos and a report are being updated onto the website: water butts, sheds, garden machinery shed and all sorts are planned and being installed, but the site will not be opened until the end of May. | Site Reps |
| 8 | Items for Discussion | As req'd. |

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| | <p>a. Ongoing items under discussion with WTC:</p> <ul style="list-style-type: none"> i. Fence for HR. (WTC comment) This will be going ahead; BB will meet on site with Nicky Cayley so that the boundary fence can be placed where it is most needed; it is not necessary for the whole of the site to be fenced, but BB suggests about 30 – 40 metres. ii. Composting Compound for Lakeside. (WTC) – in hand iii. Composting Compound for WP. (WTC) – in hand iv. New shed for Newland. (WTC) – in hand v. Pugnacious Complaint – Lakeside. (Chair/Lakeside Rep) – tree issue to be dealt with by Ruth Smith <p>b. TORs and Job Descriptions:</p> <ul style="list-style-type: none"> vi. Chairman vii. Secretary <p>These are still to be completed, but we feel no urgency</p> <p>c. Chairman’s Spring Newsletter. Agreed by all following some amendments and now on the Website. KJA to provide hard copies for Lakeside and Newland to be left in the site box and put up onto the Site noticeboards.</p> <p>d. Council re-organisation. John Hickman is now an Advisor/Consultant for WTC; our new contact is Nicky Cayley, with Ruth Smith as a Councillor who supports our interests.</p> <p>e. Weed Walks letters and methods. The Weed Walk dates are May 10th, July 12th and September 13th. It has been agreed that Site Reps will do one exchange Watch, number 2, on another site to moderate our standards. KJA to make a sign with the dates to go onto the site boards at Lakeside and Newland. It was agreed that Site Reps will inform the Secretary of tenants who need a letter, giving their plot number, so that letters 1 and 2 can go out via the Secretary. Final letter, letter of eviction, will be signed by the Chair but actioned by the Secretary.</p> | |
| 9 | <p>Any Other Business</p> <p>BF and BB are getting horse manure delivered to HR and Lakeside for tenants to use</p> <p>Fires on Plots – BB keen to know the rules – Ruth Smith to clarify Covid and non-Covid rules for bonfires and to let us know.</p> <p>BB is concerned that a tenant has now moved to North Leigh and wondered whether this means their tenancy with WAA has to be forfeit; policy is that as long as you are resident in OX28 or OX29 you are entitled to a plot. North Leigh is OX29.</p> <p>There are ongoing concerns with a tenant at HR, BJ and BB to meet with tenant and discuss after the deadline of March 31st, giving the tenant the required time to address the issues we wrote to them about.</p> <p>Site Cleanliness – raised by BJ. He will visit Newlands with BF for a walk around to look at the rubbish and consider our actions. Part of Weed Walks? Standardised letters?</p> | |
| 10 | Date of Next Meeting. 21 st April 2021 (teams) 19:30 | |

B Jessel

B Jessel

Co-Opted Chairman of the Witney Allotments Association (WAA)