

21st April 2021

Agenda for a Minutes of the meeting of the Witney Allotments Association (WAA) Committee to be held on 21st April 2021 via MS Teams video link.

Item	Discussion	Actor
1	Apologies - None	KA
2	Minutes of the last meeting –	Chairman
3	Matters arising – With reference to the Minutes last meeting: tenants must live within the parish of Witney, OX28/29 in order to be tenants of WAA	KA
4	Treasurers Report – Healthy balance, rents still due, balance can be finalised at the next meeting as the £ is coming in thick and fast; working capital will be revealed next meeting and we can consider some small projects to develop on several of the sites.	RB
5	Waiting List and available plots – Three new tenants have been accepted onto three sites. There are 150 people on the waiting list, excluding those who are due for Windrush Place. The membership email address needs checking on the website as there is concern that it is inaccurate. KJA and LB to liaise.	LB
6	<p>Site Reps Reports</p> <p>a. Hailey Road – BB No vandalism, lots of tenants have paid their rent. Seeking to work on the communal area, bark chippings are being sourced (£270); poss free delivery from Newlands (BF). If free ones not arrived by 10th May, BB will purchase.</p> <p>b. Lakeside -DB Progress is being made on site; report of broken troughs – Dave Mace is checking them and has made repairs. Bark chippings are still arriving. Communal orchard area still has a lot of dumped plant waste, in spite of JG working on the area. Is a working party needed? The composting sleepers are in the Council yard, and are waiting for a call from Lakeside so they can begin the work. BJ will speak to Council and arrange for them to come down and install the sleepers. Tenants are planning a gathering for the last weekend in May (from 17th May gatherings of up to 30 will be allowed) using the Community Area.</p> <p>c. Newlands – BF Looking pretty good. 3 tenants whose plots were looking neglected are now working the plots. Shed has been repainted and is now in keeping with the site. Communal area still waiting for the new shed (near plot 6a). There are some issues over the use of a shed on the communal area; the new one is arriving at the end of June, and the tenants need to move; Barry Fenton and Bob to work with the tenant to resolve the situation.</p> <p>d. Windrush Place -BJ Most items are now in place; WTC have not taken over from the builders, not expecting to until late May, early June. Put on agenda for next meeting rate reduction for tenants of WP. Council have still not provided a lease for this site, BJ to action. Lease expired March 2018 for Allotments Association and new Trustees need to be nominated. BJ to raise with WTC to arrange new lease for all allotment sites.</p>	Site Reps
7	<p>Items for Discussion</p> <p>a. Update from WTC. (Barry)</p>	As req'd.

	<p>Various discussions ongoing.</p> <p>b. Tenancy issues (Barry) Visited HR site and had a heated exchange with a tenants. Council are very supportive; tenants have not cultivated their plots in keeping with the Ts and Cs. Council are keen to now do Landlord Audits to ensure that plots are properly maintained <u>and when possible Site Reps should accompany the Council Official conducting the Audit.</u></p> <p>c. Organising weed walks and visits to other sites Site Reps are to organise walks and liaise with tenants and KJA to arrange letters as appropriate</p> <p>d. Noticeboards and updating them All up to date with newsletter and contact details.</p>	
8	<p>Any Other Business</p> <p>Best Practice Guidelines for the delivery of materials for individual plot holders Propose to give a two week deadline to plot holders to remove delivered materials from the delivery point to the plot; things must be dispersed within 2 weekends and delivery area left tidy.</p> <p>The new Ts and Cs have been approved with the Council, but we need to investigate whether or not they have approved the previous document and not the new version that was agreed at the AGM in 2019 (this is what is on the website). Action by BJ – ask Council to check the agreement on the website.</p> <p>Appendices for WP Ts and Cs are having one or two amendments (incl toilets and dwarf fruit root stock).</p> <p>Open Spaces Survey – it has been agreed that there are insufficient allotments in Witney. Council will have to take charge of hedges at Newland, Lakeside and Hailey Road – final report to be published, but the feedback from the Survey is very positive for us and should help us manage our sites.</p> <p>DB – asked BJ to speak to Council ref improving access to Lakeside; gate?</p> <p>Some discussion over ‘in case of bereavement’ in the Ts and Cs -</p>	DB
9	Date of Next Meeting. 19 th May 2021 at 7:30pm (teams).	

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