

20<sup>th</sup> July 2021

**Minutes of a meeting of the Witney Allotments Association (WAA) Committee held on 20<sup>th</sup> July 2021 at 7:30pm at Dave & Rachel's house.**

Item	Discussion	Actor
1	<b>Apologies</b> No apologies.	Chairman
2	<b>Introduction and co-opting in of new temporary Secretary</b> BJ introduced new temporary secretary, Diane Newsham (DN), who will cover role until the AGM, to be held in Sept. BJ proposed DN be co-opted onto the WAA Committee. BJ proposed DN, seconded DB.	Chairman
3	<b>Introduction and co-opting in of proposed new full time Secretary wef the AGM, to be held in Sept.</b> BJ explained that at the AGM 2021 Andy Church (AC) will take over for the forthcoming year with DN supporting and then at the AGM 2022 DN will take over with AC supporting. BJ proposed AC be co-opted onto the WAA Committee. BJ proposed AC, seconded BF.	Chairman
4	<b>Minutes of the last meeting</b> Minutes were accepted by all committee as true copy of the last meeting.	Chairman
5	<b>Matters arising</b> Shed at Newland – Asgard shed has been lost in transit. WTC are chasing. HR- Bark chippings – still waiting to hear from tree-feller. BJ suggested chopping down birch tree and chipping.	DN
6	<b>Treasurers Report</b> The fund maintains a healthy balance; it was noted that water fees are still to be paid. RB is arranging forms to change signatories on bank account. BJ to be added and then DN & AC as new secretaries. Insurance to cover equipment held on sites discussed. Site reps to advise RB of anything of value and record by taking photos to show make, model etc and to produce an inventory of items on their respective sites. Also discussed was the inclusion of an amount for communal tools.	RB
7	<b>Waiting list and available plots</b> LB reported that there are currently 180 people on the waiting list. BJ has started dialogue with WTC about identifying greenfield sites for possible new allotment sites.	LB
8	<b>Site Reps Reports</b> a. Hailey Road – BB BB reported some bad feeling over waiting list – LB to check waiting list but it was stressed that the list is transparent and individuals are welcome to raise their concerns at the AGM.	Site Reps

	<p>Issues with the lawnmower – BB looking to purchase a new one and keeping it under lock and key.  Possibility of installing cameras to monitor wildlife on the site was discussed with the prospect of extending to other sites in the future.  Fencing – BB &amp; BJ met with JH from WTC re fencing around HR site. WTC have advised that only 3 sides of the perimeter of the site will be fenced. This is due to be carried out 6<sup>th</sup> Aug (previously advised this would be Nov / Dec).  Project to include one single entry gate but not replacing the current five-bar gate. Concerns were raised that this will not make the site secure. WTC need to know what sort of lock is needed on single entry gate – mechanism should be able to be opened from the inside. BJ suggested gate with slide bar and traditional 4 / number combination lock.</p> <p>b. Lakeside – DB  Weed walk carried out by DB and BJ on 19<sup>th</sup> July – 10 plots need weed letters – some to include friendly reminder that a certain proportion of allotment must be used for growing.  BJ will also issue 15 positive letters to tenants mentioning specific good features from their plots.  Compost area to be cleared by some tenants by 2<sup>nd</sup> August in preparation for installation of composting compound by WTC.  Some tenants at Lakeside have volunteered to repair the toilets and ballcocks on the water troughs.  DB to put up new notice reminding tenants to close site gate.  Parking by people (non WAA members) visiting Ducklington Lake to be monitored.</p> <p>c. Newlands – BF  Site looking really good. BJ to write open positive letter to all tenants at season end to compliment them on their efforts.  Issue with some trees / brambles / fruit bushes overhanging communal paths – polite letter on noticeboard should resolve this – BF to action.  Problem with deer getting on to site – better fence needed. Action: BJ to contact WTC to report the issue and to request a new section of fencing.</p> <p>d. Windrush Place -BJ  Still waiting for lease / handover.  WTC cutting back weeds in the meantime.</p> <p>It was agreed that all site reps should be encouraged to recommend tenants for positive letters, to be written by the Chairman.</p>	
9	<p><b>Items for Discussion</b></p> <p>a. NSALG engagement (difficult tenants)  Second letter sent regarding tenants on HR. WTC present at last inspection and agreed action necessary.</p> <p>b. Moving meeting days to a Tuesday evening or any other evening apart from a Wednesday wef Oct 2021  It was agreed to change meeting days to the third Thursday of each month wef from the AGM in Sept 21.  Last meeting of the season to be held in October at BJ's house. Date TBC.</p>	As req'd.

	<p>c. Secretary post  Arrangements for new Secretary post discussed and agreed.  Committee accepted KA resignation and offered a vote of thanks from the WAA for her sterling efforts.</p>	
10	<p><b>Any Other Business</b>  BF raised £10 late payment forfeit – BJ awaiting list and will send polite reminders.  Concerns over flooding at Lakeside were raised – following building of Travelodge and Lidl, it was discussed as to whether flood culverts are being properly managed by WTC. Clearly many tenants would be very unhappy if site flooded again.  DB to look at WAA laptop as it is running very slowly.</p>	Chair
11	<p><b>Date of Next Meeting.</b>  Thurs 26th Aug 2021 at 7:30pm; venue Dave &amp; Rachel's house.  Apologies received in advance from EL</p>	

*B Jessel*

B Jessel

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