

**Minutes of a meeting of the Witney Allotments Association (WAA) Committee held on 20<sup>th</sup> October 2021 via Zoom.**

Item	Discussion	Actor
1	<p><b>Apologies</b> Brian Bloomfield, Mary Killick, Bob Bateman</p>	Chairman
2	<p><b>Minutes of the last meeting</b> Minutes were accepted by all committee members as a true copy of the last meeting.</p>	Chairman
3	<p><b>Matters arising</b> There were no matters arising.</p>	Sec
4	<p><b>Treasurers Report</b> RB to check figures and re-advise Treasurers Report for AGM minutes.</p>	RB
5	<p><b>Waiting list and available plots</b> 207 people are currently on the waiting list. One person has been offered the vacant plot at Hailey Road. One more plot may be becoming available at Windrush Place – BJ to update EL.</p>	EL
6	<p><b>Site Reps Reports</b></p> <p>a. Hailey Road – BB Site is on the whole in a good state with only a couple of untidy plots. One plot has become available – currently under offer to someone from the waiting list. Very untidy plots – action plan in place, photographs taken and they have agreed that it will be in order by March 22. Plots to be re-assessed every month up until March 22. If they do not meet the standards in the T&amp;Cs, the plots will have to be forfeited and the Tenancy Agreement will not be renewed. BJ to discuss five bar gate at WTC meeting, as two sides of the site are still not secure.</p> <p>b. Lakeside -DB Some untidy plots – Plot 58 has until 18<sup>th</sup> November to clear the plot of belongings before handing back the plot to the WAA. DB has emailed all plot holders to say that the composting compound has been taped off as the bays are full and waste material is being left outside the bays. Now closed until further notice. Notices will also be put on the site noticeboard. Potential new development next to Lakeside discussed and it was felt that WAA should make a formal response as the development may exacerbate flooding issues. BJ to ask WTC for their Flood Management Proposal as it was felt that WTC, as the landowner, may not be able to fulfil their obligation to provide allotments as they may well be under water. Plot holders do not want to give up their plots but are very worried about possible future flooding. DB felt that the WAA need to apply pressure to WTC as, despite already raising this, no action has been taken.</p>	Site Reps

	<p>c. Newlands – BF No issues with any of the plots. Still chasing the floor for the shed which was due to be delivered in August. Lack of communication from WTC to be raised with WTC by BJ. New key safe details emailed to all tenants – some tenants say they did not receive the email. DN to email again. BJ commented that it was a very pleasant site and that he had put up notices praising plot holders. BF reported that plot holders appreciated this gesture.</p> <p>d. Windrush Place -BJ Most plot holders are working hard on their new plots. Emails have been sent asking all plot holders to cover or suppress all uncleared weeds by the end of October. One plot has been returned already, three others have not responded and will get a weed letter. Failure to respond / clear their plot will lead to forfeiture of plots. New lock with a longer shackle has been put on the foot gate. This was a free replacement for the previous faulty lock - it would cost £120 to replace the other lock on the main gates.</p>	
7	<p><b>AGM</b> No matters arising. Minutes cannot be added to website until they are ratified at next AGM so BJ will add AGM minutes to website as a PDF clearly marked as Draft.</p>	Chairman
8	<p><b>Items for Discussion</b></p> <p>a. Weed letters and well-done letters – overhaul – BJ BJ suggested an overhaul and re-vamp of the weed letter system including reducing the number of times a tenant is sent a weed letter before they have their tenancy terminated. It was noted that changes could only be made if they did not contravene the Terms and Conditions signed by tenants. BJ to check T&amp;Cs. It was stated that whatever system was put in place, it should be applied robustly and consistently. It was felt that a stronger letter with opportunity for tenant feedback might be the way forward. DB happy to draft a friendly but firm letter over the winter. The letter would ask the tenant to inform the WAA if they needed help (in the form of advice) but if not then they must sort out the issues. An action plan and a time frame would be agreed with the tenants. BJ suggested a six-month probationary period for new plot owners but it was decided that this would also be subject to the Terms and Conditions and therefore may be reviewed at the next AGM.</p> <p>b. Responsibility for sending above letters and process to track &amp; archive It was noted that due to lockdown and KA leaving this year's weed letters had not been kept track of. Mary Killick is happy to take control of weed letters for Lakeside.</p> <p>c. The waiting list numbers are extremely high but it is not the responsibility of the WAA as WTC are not providing enough plots.</p> <p>d. BJ advised that one mower is not enough for Windrush Place and that he has an old good quality petrol mower that he is happy to donate. It would need servicing at a cost of £40.</p>	As req'd

	BJ also has an industrial sized petrol strimmer with hedge trimming attachments that can be used across all sites. It is new, never been used and BJ offered it for WAA kit for £150. DB & RB voted in favour of both. BJ to supply invoices to RB.	
9	<b>Structure Applications</b> Windrush Place plot 37 – greenhouse (dimensions within 2.5m x 3m) – agreed. Windrush Place plot 1 – greenhouse (dimensions within 2.5m x 3m) - agreed.	Chairman
10	<b>Vote of thanks</b> Vote of thanks to the outgoing Deputy Chair for her unstinting hard work and patience with the Waiting List and more. Lynne to be presented with a card and garden centre voucher at get together at Barry’s house. BJ to get card.	Chairman
11	<b>Any Other Business</b> DB has bought a laminator for WAA use. BJ to write Chairman’s Autumn newsletter and put on website.	Chairman
12	<b>Date of Next Meeting</b> The next meeting will be held on 17 <sup>th</sup> March 2022.	Sec

*B Jessel*

B Jessel

Chairman of the Witney Allotments Association (WAA)