

**Minutes of a meeting of the Witney Allotments Association (WAA) Committee held on 15<sup>th</sup> March 2022 at Barry's house.**

Item	Discussion	Actor
1	<p><b>Apologies</b> Bob Bateman, Rachel Barber</p>	
2	<p><b>Minutes of the last meeting</b> Minutes of the last meeting were accepted by all committee members as a true copy.</p>	
3	<p><b>Matters arising</b> There were no matters arising.</p>	
4	<p><b>Treasurers Report</b> Closing balance for 2021 is £10,414.42 RB finalising accounts in next 2 – 3 weeks which will then need auditing - BJ to ask his accountant to audit as RB's contact cannot do it this year. Accounts should be ready before the AGM.</p> <p>Rents have started to come in – RB asked site reps to tell tenants to check that they are paying the correct amount - some overpaid last year and are wanting credits carried over to this year. It was agreed that these will be honoured this year but for any future payments it is the plot holder's responsibility to ensure they pay the correct amount and, going forward, no refunds or credits will be given with effect from the AGM on 26<sup>th</sup> April 2022.</p>	
5	<p><b>Waiting list and available plots</b> 221 people are currently on the waiting list.</p> <p>Plots 5A &amp; 8A have become available on Hailey Road. Plot 5A to be allocated to next person on the list – the plot holder from 5B had asked if she could take it over but, with the size of the waiting list, it was agreed that we cannot allow multiple plots to be leased to a single tenant anymore. Plot 8A - see Hailey Road site rep report. Plot 43B on Lakeside has become available and will be allocated to the next person on the waiting list.</p> <p>EL is working on a central list of the plot holders for each site – once completed and confirmed it will be emailed to site reps and secretary.</p>	
6	<p><b>Site Reps Reports</b></p> <p>a. Hailey Road – BB The majority of plots are looking good and tenants are pleased with the new fence and gate but more needed to make the site completely secure. BB trying to use some metal fencing to keep out deer and people walking through the site. Double gate still needed - BJ to chase the Council. Plot 8A has become available – it is a very small plot next to the communal area and so would be an ideal location for a secure shed for</p>	

	<p>the storage of equipment. BB suggested relinquishing that plot to provide a space for the shed. Committee voted and approved the suggestion. BJ to approach the Council with a view to getting an Asgard shed, with the WAA paying half and the Council paying the other half.</p> <p>b. Lakeside - DB DB aware of one vacant plot plus plot 58 and 43B (half plot) as advised in meeting. EL to advise MK of the next three on the waiting list and she will organise site visit and induction. DB advised that half of the communal area needs to be repurposed – suggested as possible site for the new orchard – it was agreed that a site visit was needed to decide where would be the best place for the orchard. It was agreed that plot holders must not repurpose land without authority and this will be re-iterated at the AGM. All ideas for re-purposing of plots are to be presented to the Committee via the Site Rep. The composting area remains closed and an email is to be sent out to remind plot holders that composting their green waste remains the responsibility of the plot holder.</p> <p>c. Newlands – BF Plots are looking reasonable. BF concerned there may be a water leak as water appears to be seeping into the tanks even though the water was turned off for the winter – BF to ask the tenant who works for Thames Water to take a look at it. BB is leaving the Committee due to new business commitments so AC has agreed to help out BF in BB’s place. BB is still organising Kings Seeds.</p> <p>d. Windrush Place - BJ Most plot holders are continuing to work hard on their new plots and good progress is being made by most tenants. Three plots have been returned and re-let – two large plots have been re-purposed and split into four half plots. The site was affected by the storm with the communal shed roof being badly damaged – this is due to be fixed by the Council.</p>	
7	<p><b>AGM</b> The AGM is to be held on 26<sup>th</sup> April at 7pm. The Bowls Club has been booked as the venue. Next Committee meeting will focus on preparation for the AGM.</p>	
8	<p><b>Items for Discussion</b></p> <p>a. Plot 5A / 5B Hailey Road boundary issue has been resolved as plot 5A has been relinquished and Committee have decided not to agree multiple plots.</p> <p>b. Petty cash – RB is to set up a fund for each site. Cash boxes have already been obtained.</p> <p>c. Weed letters It was agreed that site reps will not do the weed watch on their own sites to avoid being accused of bias.</p>	

	<p>DB has re-written the weed letters and these were passed around for committee members to read. BJ thanked DB for the work he had put into the amended letters.</p> <p>First letter is a gentle reminder that their plot is not receiving enough attention. Letter was accepted by the Committee.</p> <p>Second letter is much firmer, saying that the plot holder has not done enough to improve their plot. Reference is made to the Tenancy Agreement. The tenant is asked to inform the site rep if they need some support.</p> <p>Letter was accepted by the Committee subject to clarification on the next inspection.</p> <p>Third letter is a notice of termination of their tenancy one month from the date that the tenant receives the letter. The letter will be sent by registered post.</p> <p>Letter was accepted in principle but may need some alterations.</p> <p>d. Tenant list for each site</p> <p>a. Up to date tenant list to be held by each site rep EL is working on a definitive list for each site which will be sent out to site reps.</p> <p>b. Plot hand back and re-let process When a tenant informs the site rep that they wish to hand back their plot, site rep will contact EL for next names on the waiting list. Site rep will arrange the site walk round with the new tenant and get the paperwork completed. Tenant will then send the paperwork back to EL.</p>	
9	<p><b>Structure Applications</b></p> <p>Windrush Place plots 8 - greenhouse 2m x 2.5m – agreed.</p> <p>Windrush Place plot 45 - greenhouse 2m x 2.5m – agreed.</p> <p>Windrush Place plot 35 - greenhouse 2.5m x 3m – application submitted to the Council.</p> <p>Lakeside plot 25 – new shed – paperwork did not include the sizes – DB to contact plot holder for dimensions.</p>	
10	<p><b>Any Other Business</b></p> <p>BJ to write Chairman’s Spring newsletter.</p> <p>Report on GDPR breach A rental email was sent out to tenants and was not bcc’d which meant all email addresses were visible. This was an honest mistake and a report has been prepared. DB proposes to send out an email with an apology to all involved asking them all to delete the original email. If any tenant wants a copy of the report, they will receive a copy of what is pertinent to them.</p> <p>Discount cards BJ is still awaiting a response from Bampton Garden Centre before new discount cards are ordered via Vistaprint. Garden Centres want the cards to be numbered so cards will be printed with a label stating serial number on each card before giving them out to plot holders. WP1, HR1, NL1, LS1 etc Only one card will be issued per plot.</p>	

	<p>Website EL stated that the website needs updating but it was agreed to wait until after the AGM when the Committee had been voted back on.</p>	
11	<p><b>Date of Next Meeting</b> The next meeting will be held on 19<sup>th</sup> April 2022, which will focus on AGM prep.</p> <p>Other meeting dates also agreed:-</p> <p style="text-align: center;">26<sup>th</sup> April - AGM 17<sup>th</sup> May 2022 21<sup>st</sup> June 2022 19<sup>th</sup> July 2022 16<sup>th</sup> August 2022 20<sup>th</sup> September 2022 18<sup>th</sup> October 2022 – Final meeting of the year.</p> <p>DB &amp; RB offered to host all the meetings at their house.</p>	

*B Jessel*

B Jessel

Chairman of the Witney Allotments Association (WAA)