

6th March 2023

Minutes of the meeting of the Witney Allotments Association (WAA) Committee held on 6th March 2023 at 6.45pm at Barry's house.

Item	Discussion	Action
1	Apologies Andy Church, Rachel Barber Dave Barber attended online	
2	Minutes of the last meeting The minutes of the last meeting were accepted as a full and accurate record of the meeting held on 31 st October 2022.	
3	Matters arising No matters arising.	
4	Treasurers Report Report received by email The 2022 accounts have been closed and are ready to go to the auditors. Closing balance £11,214.82 Rent reserve £ 5,628.00 Grant income £ 500.00 (Community orchard) Working capital £ 5,086.82 The total expenditure for the year was £5,327.60 which was around £1000 higher than last year. We have yet to be fully charged for water on the sites. The balance in the account, as of 6 th March, is £10,689.86 but there are two outstanding bills to the NSALG and TSO bills to be paid. Rent payments for 2023 have started to be paid into the account. The 2023 accounts are in the process of being set up and when completed will be ready to hand over to Tanya Mulraine-Allen. RB tendered her resignation. DB was co-opted as Treasurer to deliver the Treasurer's report at the AGM. Proposed by BB and seconded by EL.	
5	Waiting list and available plots There are currently 206 names on the waiting list. There are several plots being released at the moment so once these have been re-allocated, the number will be around 200.	
6	Site Reps Report a. Hailey Road Plot 2 Following the passing away of the tenant, the plot has been taken over by existing tenants of a half plot on the site.	

<p>Plot 4B (now vacated by new holders of Plot 2) has been taken over by an existing plot holder who was struggling with her full plot. Plot 8A has been offered and accepted by a new tenant. Plot 10 (now vacated by new tenant of Plot 4B) is a large plot and ready to be offered to new tenants. Plot 32B had been in an awful state and rejected by three potential new tenants. An existing plot holder offered to take it over and in view of the problems in re-letting it, BB agreed. The plot was cleared and transformed in one weekend. Plot 36 tenants had asked to reduce their plot to a half plot and, as it was a large plot, it was agreed to divide the plot. The plot holders offered to put up a fence to separate the plots and this has been carried out. They now have Plot 36B with 36A now available and being offered to next on the waiting list. Plot 38 has finally agreed to revert to a half plot as he was struggling with a full plot. He has signed a new tenancy agreement for plot 38A and plot 38B is now vacant and ready to be offered to a new tenant.</p>	
<p>Plots causing concern Plot 18A – the tenant has not been seen for some time, the plot is not maintained well and a weed letter was sent last year. BB to send email telling tenant that they have to bring plot up to standard if they wish to retain their plot. Nothing has been heard from the tenant and further action will be considered after BB has been able to make contact.</p>	BB
<p>Plot 20 has done some work following a conversation with BB but still a lot more to be done.</p>	
<p>Plot 30 – weed letters have been sent but very little progress has been made. Pictures of the plot were circulated at the meeting and it was agreed that BB should ask Angus (WTC) to inspect the plot.</p>	BB
<p>Plots 23 and 25 – plots held in joint names but sadly, one tenant has passed away. Existing tenant wishes to continue with both but has been told he must keep them up to standard and the situation will be monitored.</p>	
<p>Site security There was some vandalism to the site a few weeks ago and two tenants raised concerns over safety at the site. This will be greatly improved by the improvements being undertaken by WTC to bring all sites up to the same standard as Windrush Place.</p>	
<p>b. Newland The committee welcomed Rosie Trinder who has agreed to take over as Newland site rep from Barrie Fenton. BJ to send the Terms and Conditions for site reps to RT.</p>	BJ
<p>BF reported that WTC have done the side of the hedges at Newland but not the tops. BF realises that this may now not be done until after the nesting season. WTC will be attending the AGM.</p>	
<p>Plot 19 - the plot has not been brought up to standard and so the tenants have been given notice to vacate the plot which will then be offered to a new tenant. BF reported that there is a lot of wood etc on the plot that will need clearing.</p>	BF

	<p>A new lawnmower for Newland is needed and BF is looking to purchase a Hayter or Mountfield. Purchase agreed by the committee.</p> <p>c. Windrush Place Two tenants have forfeited their tenancy because of the lack of progress on the plots in accordance with the Terms and Conditions.</p> <p>There was a break-in at the site recently, with the gate lock being cut and a trailer belonging to a tenant was stolen. In the light of this, it was agreed to purchase some nature cameras to cover the main entrance, car park and the pedestrian gate at the far end of the site.</p> <p>d. Lakeside MK reported that there were no major issues on the site apart from some plot holders regularly leaving the gate open. As this is a security issue, it was agreed to raise this at the AGM.</p> <p>The plots identified as needing attention in the recent inspection by WTC all appear to be being worked on. MK will speak to any plot holders who do not bring their plot up to standard and explain that they have until 31st March 2023, otherwise their tenancy will not be renewed.</p> <p>Plot 24 Lakeside – WTC inspection of the site resulted in a query regarding the size of the shed on the plot. The shed was erected prior to the current size restrictions being in force. BJ to mediate with plot holder and WTC.</p> <p>MK requested that WAA purchase a battery operated lawnmower for plot holders who find a larger mower difficult to use. This was agreed in principle but will be delayed until the site shed has been installed.</p>	<p>MK</p> <p>BJ</p>
7	<p>Items for Discussion Hedge cutting - already covered in Newland site rep report above.</p> <p>Plot 19 Newland – already covered in Newland site rep report above.</p> <p>Increasing the plot fees on Windrush Place was discussed as many tenants had expressed surprise at how low the fees were for plots with such good facilities. It was agreed to add to the AGM agenda a proposal to increase fees at Windrush Place in line with Lakeside, with effect from 2024.</p> <p>It was agreed to continue meeting the water bills of all tenants.</p> <p>Plot 36 – already covered in Hailey Road site rep report above.</p>	
8	<p>Structure Applications: Plot 24 shed – already covered in Lakeside site rep report above.</p>	

9	<p>Any Other Business AGM preparation BB will not be able to attend the AGM but confirmed that the Bowls Club was booked.</p> <p>Paul Downes to be contacted to put a notice regarding the AGM on the WAA website, asking for all items for discussion to be sent to the Secretary by 22nd March 2023.</p> <p>Despite approaching recent winners, the Best Plot cup has not been tracked down so it was agreed to purchase a replacement. MK agreed to purchase a new trophy ready to be presented at the AGM. DN has purchased the garden vouchers (a £20 garden voucher for the best plot on each site and the overall winner will receive £50) Site reps to email details of their best plots and then a visit will be made to judge the overall winner. The winner's name will go on the website. It was also agreed that the Secretary will record the name of the winner so that the whereabouts of the new trophy is always known.</p> <p>The garden centre discount cards were discussed and DN will contact the garden centres to check that they are willing to continue offering the discounts and then order new cards for 2023 – 2024.</p> <p>Andy Church has resigned from the Committee due to work commitments.</p>	<p>DN</p> <p>MK</p> <p>DN</p>
10	<p>Date of Next Meeting. The AGM will be held on Monday 3rd April at 7.30pm at Witney Bowls Club. The next committee meeting will be held on Monday 24th April at 6.30pm.</p>	

B Jessel

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Chairman of the Witney Allotments Association (WAA)