

20th August 2023

Minutes for a meeting of the Witney Allotments Association (WAA) Committee to be held on 17th August 2023 at 6:30pm at Barry's house.

Item	Discussion	Action
1	Apologies: Rosie Trinder, David Barber, Brian Bloomfield, Tanya Mulhraise-Allen	
2	Minutes of the last meeting Witney Town Council have confirmed that they do not want to be involved in updating the WAA Ts and Cs and so the WAA committee will undertake this, under the guidance of the NSALG. The minutes of the meeting were agreed and ratified as a true representation of the meeting held on 3 rd July.	
3	Matters arising WAA accounts As no accounts for the period to 31 st March 2023 have been received, PL reported that he met separately with TM-A in July to review what was realistically possible to report going forwards. PL requested the committee to accept a proposal that full accounts were not necessary for the current year to 31 st March 2024. This was agreed by all. PL then proposed that the Treasurer will present accounts for the current year in the form of a cash flow statement of the bank balance with an analysis of the inputs and outputs of the bank account. The first cash flow statement will be prepared and circulated to the committee for the period 1 st April 2023 and ending 30 th September 2023 and thereafter every quarter. A cashflow for the complete year to 31 st March 2024 will be prepared for presentation at the AGM and the format of the accounts will be reconsidered for the following year, This was agreed by all present.	
4	Treasurers Report There was no official Treasurer's report because of the new mechanism being put in place.	
5	Waiting list and available plots There are currently 228 people on the waiting list, with very little movement at this time. CRC agreed to flag up to WTC the need for a new site to help ease the length of the waiting list.	CRC
6	Site Reps Reports a. Hailey Road No report available b. Lakeside MK has carried out a recent walk around the site and identified two	Site Reps

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	<p>plots that are not showing enough areas of cultivation (less than 70%). One tenant of a half plot will be advised that their tenancy is to be terminated.</p> <p>Many of the walk ways on the site are very over-grown or have been encroached upon with bins etc. MK to discuss the way forward with DB but MK will suggest that tenants will be responsible for the path to the right of their plot when looking at the Witney Hotel. This means there will be no misunderstanding as to whose responsibility it is to ensure that the pathway is clear. MK would like tenants to have until the beginning of the next allotment year to re-establish their walk way and move bins etc.</p> <p>MK talked about the need for equipment to clear the community plot etc but, because of the vote from some Lakeside tenants at a recent AGM, the site did not get a secure Asgard shed to store any communal equipment. MK said a brush-cutter was needed to tidy the communal orchard. The purchase of this and necessary safety equipment was approved and MK will store in her own garage.</p> <p>c. Newlands</p> <p>There were a couple of plots getting a bit overgrown. These plots were spoken to and are now in a much better state.</p> <p>RT sent an email to all Newland plot holders (except one who only does phone or post) to check all are receiving emails. 31 plot holders replied that they are receiving the emails. RT will be checking with the remaining 8 plot holders to see if the details we hold are correct.</p> <p>On the 21st July MK very kindly offered to help RT with a weed walk. RT was very grateful to MK for giving up her time to help. Resulting from that, a couple of plots have now been asked to keep on top of the weeds.</p> <p>Another plot has had a couple of complaints regarding having tyres on the plot, with concern of toxins and chemicals seeping into the soil and affecting the produce. After speaking to MK during the weed walk and getting clarification from BJ, RT has now asked the plot holder to remove the tyres from their plot.</p> <p>There appears to have been someone coming onto Newlands, moving chairs onto pathways and smoking in poly tunnels. It is likely that they were gaining access by either climbing the small gate or jumping the fence by RT's plot, as they are the only two low access points. RT and her partner have now placed additional fencing to the low point to help prevent them coming over the fence</p> <p>Sharing shelves have been put next to the notice board. These have been a great success with plot holders sharing produce and seeds.</p> <p>The old gate and rubbish is also still on site and has not been collected. CRC confirmed that she has again asked AW at WTC to ensure that this is done and he has assured her that it will be done by the end of the week.</p>	

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	<p>A plot holder took a look at the new gate and it now closes much better but still needs a striker plate fitted. CRC agreed to remind AW that this is outstanding.</p> <p>d. Windrush Place Richard Bourget, a plot holder on Windrush Place, has agreed to help the site as Deputy Site Manager as PL is now Deputy Treasurer for the WAA. He was co-opted on to the committee with the approval of all committee members present. BJ confirmed that some plots need more attention and will be issued with warnings.</p>	
7	<p>Items for Discussion The Disputes Panel has recently been increased in number in line with a discussion at the AGM. This means that we now have a pool of tenants to call upon to ensure that we are always able to get together a panel of four when necessary. Barrie Fenton and Steve Stokes were co-opted on to the Disputes Panel.</p> <p>Further discussion was held on whether a plot taken up during the allotment year is to be charged the full amount of rent. It was agreed that if a plot is taken up after the 1st October there will be no rent charged for the remainder of that allotment year providing that the full rent for the following year is paid immediately.</p> <p>MK provided the committee with criteria for the judging of the best plot competition. If the committee are happy with the criteria, they will be added to the WAA website so that all tenants will be familiar with what the judges will be looking for. Committee members are asked to send any comments regarding the criteria to MK by 14th September.</p>	Comm
8.	<p>Structure Applications: Lakeside Plot 65 – Greenhouse The application was approved - DN to advise tenant</p>	DN
9	<p>Any Other Business CRC confirmed that she had met with AW and SG from WTC and had put forward all issues regarding fences and gates at Lakeside and Newland for the agenda of the September meeting of the Allotments & Cemeteries committee. She also agreed to add to the agenda a document being sent to WTC by the WAA asking for more involvement and support from WTC in managing evictions etc. CRC advised that a committee member would be able to attend the meeting – date to be advised.</p> <p>The difficulty in recognising and allocating rent payments was discussed as sites have different plot fees and concession fees. The possibility of asking tenants who are entitled to the concession rate to include a 'C' in their reference would help the Treasurer build up a spreadsheet showing which plots are liable for the reduced rate.</p>	

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	Many tenants at Windrush Place have expressed their annoyance at the building consortium removing the on-street parking places outside the site. This was agreed by WODC and not WTC. As there are concerns about the parking situation going forward and access to the disabled beds, PL agreed to send the email addresses to the committee so that we can send objections to the Council.	
10	Date of Next Meeting The date of the next meeting was set for Monday 25 th September at 6.30pm – venue to be confirmed. DN to contact CRC to see whether a side room in the Corn Exchange would be available for WAA use.	DN

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Chairman of the Witney Allotments Association (WAA)