

7.30pm @ Allotment Play Area

**Present:**

Trustees	Ian Matten	
	David Penwarden	
Committee	Colin Sharp	Chair
	Bill Whaley	Secretary
	Paul Wavell	Lettings Secretary
	Colin Cavey	
	Phil Hart	
	Terry Pike	
Members	Mr Khimding	

**1.0 Apologies for Absence**

Pearl Bevan, Arnold Harpin and Nick Van Hear

**2.0 Minutes of the last meeting**

The minutes of the 12<sup>th</sup> May 2015 meeting were agreed and signed.

**3.0 Matters Arising**

**3.1 Tree Pruning on the Glebe Land**

Colin Sharp reported that there been no movement on this issue and he did not expect any.

**3.2 New Raised Beds**

The white raised beds have been let and the unsound brown ones are in the process of being removed.

**3.3 Borrowing Strimmer and Mower**

It was confirmed that any committee member with a key to the container can let out the equipment following the procedures previously agreed. The container key holders are Colin Sharp, Terry Pike, Phil Hart, Ian Matten and Colin Cavey.

The meeting discussed various ways for the allotment members to access the equipment. It was decided that a whiteboard would be put outside the container when one of the key holders comes on-site. It would show which plot they were working on and up to what time. Members would then be able to make contact and the borrowing paperwork followed before the item of equipment is released. The key holder would ensure the item is returned in a good condition.

**3.4 Web Site**

The Chair reported the developer (Mariam Iqbal) has almost finished it and anticipates completion this month.

Bill Whaley suggested that a few committee members should test it before it is released to all members.

**3.5 Toilet and Drain Saga**

The Chair reported that Thames Water have discovered that the drain has been damaged during work done by Southern Electric. Thames Water is to install a new manhole and rectify the damage pipework as a matter of urgency.

The meeting expressed its thanks to Ken Barton for his work repairing the damaged toilet door which has saved the association a considerable amount of money.

Mr Khimding was asked to speak with the Nepalese allotment members advising them that the toilet is out of use until Thames Water repair the drain. He agreed to put up a "Do Not Use" notice in Nepalese on the door.

**4.0 Treasurer's Report**

The Treasurer was unable to be present and after the Committee had expressed their concern at the lack of information, Bill Whaley offered to take over the Treasurer's role up to the AGM in November as a stopgap solution. The Chair agreed to talk to the Treasurer and arrange the handover.

**5.0 Shop Report**

A report prepared by the Voluntary Shop Keeper (VSM) had been circulated in advance and was reviewed. The meeting agreed that a stock take should be undertaken in April and end of August each year. The Chair agreed to relay this request to the VSM along with a draft of a revised format for the shop report (to be prepared by Phil Hart).

**6.0 Lettings Secretary Report**

The Lettings Secretary reported that since the last meeting:-

- a) He had allocated plots to 4 new members and to 2 existing members
- b) There are 9 people on the waiting list of whom only 1 is not already a member
- c) There were the equivalent of 4.5 plots available for letting

Terry Pike asked for clarification about who plot who has been allocated 7B. The Lettings Secretary and Secretary agreed to investigate.

## **7.0 Updating of Membership Records**

Bill Whaley explained that it had become apparent over the last month that in addition to the membership information held by the Treasurer it was necessary to have a plot index. This would be structured in plot number order (from 1A to 98) and hold plot number, size of the plot, and name of the member using it if it was allocated. This index is needed by the Lettings Secretary, the team fixing the plot markers and by the Secretary when following up site inspections.

The existing membership record will be updated with the new key numbers. Secondly information from the plot index (number of plots and size) will be transferred each August to update the Membership Record to be used when calculating the annual rent.

The meeting agreed that Bill Whaley, as Secretary should create an accurate Plot Index and also update the membership records before making them both available to committee members. He counselled that committee members should be aware that the plot index is dynamic and will change as plots are vacated and re-allocated.

## **8.0 Follow-up to the Site Inspection on 10<sup>th</sup> May**

Bill Whaley circulated a one page summary of the results of his follow-up to this site inspection. This showed that 1 member has started cultivating her plot, 6 members have given up, formal letters had been sent to two others and conversations were on-going with the remainder. He also read out an email from Anna Weekes who has given up her ¼ plot in which she complained about the state of plot when she took it over and warned about the challenge facing the next occupant.

The committee discussed plot 78 (Abdul Hogue) which has not been fully uncultivated for at least two years. As a variety of excuses have been forthcoming, it was agreed that the Secretary should speak with him and ask him to either give up the whole plot or cultivate ¼ and give up the rest.

The matter of the number of trees on plots 59B and 74B was overlooked.

With 6 plots (mostly overgrown) being vacated it was agreed that ideally the plots should be strimmed and then covered with Mypex.

## **9.0 Report on Site Inspection 13<sup>th</sup> June**

This was conducted by Nick Van Hear with Terry Pike, accompanied by Bill Whaley as an observer. A one page summary of Nick's observations was circulated to the committee. The main issues were

- a) Plots overgrown needing attention
- b) Grass on plots that needs cutting
- c) Grass paths need cutting and overhanging vegetation removed

Terry Pike explained that some of his observations were not reported. It was agreed that the next inspection should be carried out by a team including Cathy Gibb and Jamie Wakeham in addition to Nick Van Hear and Terry Pike. Ideally this would take place prior to the next committee meeting scheduled for 28<sup>th</sup> July.

The Secretary agreed to contact the members mentioned in the report about the issues raised.

**10.0 Report on Working Party 16<sup>th</sup> May**

Terry Pike reported that about 15 attended and that much was achieved from the list put forward at the last committee meeting. Terry observed that in his opinion there needs to be more committee members present to provide guidance and to monitor the work, one committee member was not enough. This was agreed.

The work remaining includes

- a) Construct new raised beds using sleepers and fill with earth from the existing raised beds in the car park area.
- b) For the water butt outside the shop remove the tap and replace with the bung
- c) Continue repairing the Prince's Trust Sheds
- d) Paint the Prince's Trust Sheds
- e) Paint the Co-op hut.
- f) Fit water catchment to the Prince's Trust Sheds
- g) Fit water catchment to the Co-op hut

**11.0 2015 ODFAA Allotment Competition**

Bill Whaley reported that there had been no response from individual members to the email inviting them to enter the competition.

As agreed at the last meeting the Secretary had put in an entry for the whole site (Alderman Knight Trophy) and reviewed the judging criteria. Prior to the meeting the Secretary circulated an email listing the tasks that he thought needed addressing in order to stand a chance of winning. Paul Wavell volunteered to complete the clearing of the old raised beds on the car park and get the car park operational. In the absence of any other volunteers the Chair proposed that 3 working parties are held prior to the date of the judging (5<sup>th</sup> or 6<sup>th</sup> September) and that he would include this in a newsletter.

**12.0 Report on NGS Open Garden Event - 7<sup>th</sup> June**

Ian Matten reported that over 20 people came to view the allotment site and a couple expressed an interest in taking on a plot.

**13.0 Water Supply Pipework**

Prior to the meeting Phil Hart had circulated a report on the layout of the water supply system with his initial conclusions. He expressed his thanks to Cathy for her help regarding the layout. In his opinion the top priority was the installation of valve chambers such that the water supply to each of the 3 roadways and the toilet can be isolated when necessary.

Phil agreed to take the project further by digging a few trial holes to confirm the diameter of the pipework at key points, and then drafting a grant application.

**14.0 Fencing**

The Chair reported that he was hopeful that further security fencing in the corner above the wildlife area would be supplied by the council.

**15.0 Summer Party – 6<sup>th</sup> September**

In the absence of Pearl Bevan this topic was carried forward to the next meeting.

**16.0 Brewster Cup**

The Chair proposed that this year the prize be awarded to the most improved plot and secondly that the Secretary should draw up criteria based on the judging criteria of the ODFAA Allotment Competition for future years. This idea was accepted.

**17.0 Compost Give Away**

Oxford City Council are hosting an event in Florence Park on 27<sup>th</sup> June between 10am and 12pm when they will be giving away five tonnes of compost, made from residents' food and garden waste. A poster has been put on the noticeboard.

**18.0 Future Dates**

Committee Meetings: 28<sup>th</sup> July, 15<sup>th</sup> September, 27<sup>th</sup> October, 8<sup>th</sup> Dec

Working parties: 11<sup>th</sup> and 19<sup>th</sup> July and 30<sup>th</sup> August focussing on the Allotment Competition and also 20<sup>th</sup> September, 18<sup>th</sup> October and 15<sup>th</sup> November

**19.0** The meeting closed at 9.15pm