



Minutes of Henley Allotments Association Committee Meeting 20th September 2018

Present: Peter Anderson, Lewis Every, Dave McEwen, Sharon Oldham, Doug Richards, Tony Robinson, Anne Sandars, Mandy Taylor

1. Apologies for Absence: David Chilvers
2. Minutes of the last meeting: passed as correct
3. Matters arising from minutes: in Chairman's report
4. Chairman's Report
 - Greencroft poplar trees: Cricket Club has applied for felling order
 - HAA normally receives a donation from the CC for use of the parking area; Dave suggested this year it should go towards the cost of the tree felling - agreed
 - Deer fencing: hopefully being installed week of 27th September; thanks to Lewis for clearing and making ready the site
5. Treasurer's Report
 - No up-to-date figure, although in July there was £4592 in the account; accruals pending then amounted to £500; honoraria (£500) to be paid out
6. Secretary's Report
 - A cookie/privacy policy for the website is necessary - draft agreed; unsure whether our website hosting gives us the ability to add this as a pop-up - Sharon to investigate the developer tools
 - There was a whirlwind at Watermans on Bank Holiday Saturday causing damage. Unfortunately, both Mandy and David were on holiday so there was no access to the email list to warn people that the damage wasn't vandalism (Doug informed people separately). It was agreed that Sharon should look into cloud storage options, with access given only to those who need it, in line with GDPR responsibilities
7. Watermans
 - One five pole plot vacant
 - The deer fence has been pulled apart as an access point; Doug confronted six young men who were making their way through. Doug to talk to Phil (installing deer fence at Greencroft) to look at repairing it; also options for prevention
 - The new lock is ready to go; hedge needs trimming in advance

- Bonfire season is upon us - there have been complaints about smoke drift, so people told to consider the wind when creating bonfires.
- Doug to contact Karl (Parks Dept) to find out his plans for the top area (compost, bonfire, etc)
- Manure: Doug to arrange delivery for both sites asap; David Chilvers to arrange a second delivery in November

8. Greencroft

- Eight plots are available
- 20th October is maintenance day; will require a skip (Lewis to consult Becky/Eileen). Employee liability requires investigation - Sharon
- Tree on plot 7 to be removed by the Council
- Karl has said he may have enough membrane to cover five 5-pole plots
- Scalpings to be provided to fill the ruts when the weather is wetter
- Marisa has offered to research/liase with Hills on the provision of a safe equipment store; needs thought about delivery and access
- Break-ins: five sheds were broken in to, with mainly small equipment taken . Access was probably via the CC. Has been reported to police. Dave stressed importance of reporting to ensure events are logged as evidence of crime patterns.
The possibility of security cameras/lights was discussed - these would need to be battery powered as there is no power. Lewis is to talk to neighbours; Pete to ask a friend. AGM to be asked for volunteers to investigate options. Marisa might be available to help with research.

9. AGM

- Envelopes have been distributed
- Discussions about how to send out the AGM notice in the future - does the notice have to be send as hard copy, or could we email? Sharon to investigate
- Committee Nominations: (Sharon to double-check rules on committee nominations)
 - Barry Tindall (Greencroft) has expressed an interest in joining. Dave nominated; Lewis seconded.
 - Tony Robinson (Watermans) - Sharon nominated; Lewis seconded
- Chair vacancy: Dave doesn't want a handover role, but is willing to be in the background for support. In the absence of a chairman, it was agreed that:
 - committee meetings should be chaired on a rolling basis by committee members; the meeting chair should keep the role until the next meeting.
 - roles performed by Dave should be shared among the committee, namely:
 - Sharon to assume "main admin" functions
 - Site Managers to take on more day-to-day jobs
 - Marisa may be available for special projects
 - Anne offered future support
- Award Winners/Prizes: prizes to be awarded for:

- best plot (Greencroft & Watermans)
- best newcomer (Greencroft & Watermans)
- Community Award
This is a Henley in Bloom award
- Prizes will be cup for best; £25 voucher for new – David to organise
- Mandy to produce certificates; Sharon to provide details
- Tenancy Agreement - the signature elements need amending as they are a bit confusing (inclusion of witness name, address, etc). Sharon to take up with Becky.
- An email needs to be sent to remind people to complete the GDPR contact consent form

10. Website & Publicity

- No requirement for a report for the AGM; Dave to make mention
- Mandy is working on updating the allotment agreements on the website
- Notices for website: Greencroft working party; AGM
- Mandy and Sharon to think about a social media strategy

11. Social Events

- Seed orders are ongoing; deadline is beginning November; preferred AGM
- Christmas Dinner arranged for 6th December; 7.00 for 7.30 at the Christchurch Centre; BYO bottle; tickets £22, available from Peter @ Hobbs (Anne to arrange). Contributions for the raffle welcome

12. Watermans: site review

- A volunteer has made a proposal to sort out problems at the site. Dave, Tony and Doug met with him and have proposed a working party to move forwards. The aim is to make the site better for everyone. Everyone agreed, and Tony and Doug agreed to help lead the working party
- AGM is to be told that the working party is beginning, ideas are being tested and refined and that we will communicate the process to allotment holders in due course

13. AOB

- Manure for both sites – as per above; Doug to arrange immediate delivery; David to arrange for November
- Vision for Henley – an initiative mainly for retailers, but it is probably a good idea for the HAA to be involved. Sharon to arrange our inclusion; Sharon and Doug are planning to go along. Meeting Wed 17th Oct, 5 - 9pm. Town Hall
- Water conservation – we need to think of ways of conserving water (eg Doug is trying to get all Watermans sheds equipped with guttering going into water butts). Currently the committee is too stretched to take this on as a project – something to return to when we get the bill for summer use.
- Tony raised the issue of overhanging trees and scrub on the council-owned land behind the starter plots. Doug to chase Karl.

14. Date of next meeting: Monday 29th October

