



Minutes of Henley Allotments Association Committee Meeting 21st May 2018

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

1. Apologies for Absence: Dave Chilvers

2. Minutes of the last meeting: passed as correct

3. Matters arising from minutes: none

4. Chairman's Report

- Resignation of Secretary: unfortunately, Laura has resigned both as secretary and from the committee due mainly to pressures at work
Mandy has agreed to take on the job of emailing plot holders, alongside the website and publicity
Sharon will take on the agendas/minutes for committee meetings
Dave M. will deal with Town Hall communications and general mail until the AGM.
- Data Protection: although HTC hold the main plot holder database, AA are data controllers and processors under the new GDPR
 - plot holders need to be contacted to opt-in to mailings (whether email or postal - legislation covers both)
 - a privacy statement needs drafting and adding to the website
 - a cookie pop-up and statement needs to be added to the website.

Mandy and Sharon will work on meeting the requirements.

- Waterman's Gate: the Town Clerk is now against an automatic gate on the grounds of cost so Doug has sourced a heavy-duty security chain and combination lock to trial (timescale to be confirmed). Whether a similar lock is required for the pedestrian gate will be decided at a later date.
- Greencroft poplar trees: branches have fallen onto allotment plots from the four old poplar trees on the boundary between Greencroft and the Cricket Club. The trees have a preservation order on them and live wood can only be removed with the permission of the local authority (Wokingham).
Meeting to be convened between the CC and AA with a tree surgeon for further inspection and recommendation from a health and safety perspective.
- Deer at Greencroft: The Town Clerk is against the idea of culling, so it was agreed to look at installing a deer fence. Lewis has a plan for extending the existing fence.
On-site meeting for further discussion.
- Rats: problems have been reported at both sites. Control is the plot holder's responsibility, but site managers will oversee/give advice on how to site any poisons safely.

- Health & Safety reporting: site managers to keep a diary of incidents to hand to Dave in October at year end.
 - Health & Safety report to be added to the website - Dave to send to Mandy

5. Treasurer's report: none (nb: sent separately)

6. Watermans:

- no vacant plots
- three problem plots - Doug to send letters
- the Montessori plot has "officially" opened - Doug used the opportunity to highlight the other groups using Watermans to the press
- two 1,000 gallon water butts have been added to the centre of two sites, meaning they would be filled by hose. Doug has given notice that they must be removed, but this has not been done, so letters will be sent to the respective plot holders

7. Greencroft:

- five 5-pole plots vacant
- two warnings issued
- two evictions
- the hedge has been cleared and removal of the debris is in hand. The hedge will be replanted in autumn
- CCTV signs have been erected
- Lewis queried the rules on structures/polytunnels: these need checking. Permission is required before any new structure is erected

8. Website & Publicity:

- updates required to:
 - chat room
 - committee page
 Sharon to help Mandy
- a large number of email addresses are no longer valid (large numbers of bounced mails at each mailing) - the database needs cleaning. New data to be gathered in September.

9. Social Events:

- Plant Sale: in two weeks; helpers required for set up (from 8.30am) and for duration (9.30-1.30).
Plant drop off: Andrew has said contributions can be left on his drive on Friday (19 Berkshire Road); Saturday drop off on site at 9.00am
Mandy to send reminder plus request for contributions (don't forget the rhubarb!)
- Boat Trip: tickets are now available at Hobbs; possibility of holding a raffle discussed. Mandy to send reminder.
- Marisa: a thank you get together for Marisa suggested for the end of June (possibly 24th) at Watermans.

10. AOB:

- Dave sent a card on behalf of the AA on the death of Gareth Bartle, Head of the Parks Dept.
- Tony Robinson (Watermans) was formally co-opted on to the committee

- Greencroft: Peter asked about broken fence posts and bars by the car park and CC. Dave to investigate whether HTC will fix.
- Watermans: one plot holder destroyed another plot holder's hose and tap fittings through reckless driving. Doug to send letter enquiring about intention for compensation.
- Trailer: the tailgate support has rusted through; Lewis to help Doug fix it.

11. Date of next meeting: Monday 9th July