

ROMSEY ALLOTMENT HOLDERS ASSOCIATION

Minutes of Management Committee Meeting held on Monday 11th July 2022.

Held at Comrades Club at 19.30 hrs.

1	Attendance	Action
	Carole Allen-Morley (CA-M) - Chair Iain Messenger (IM) - Treasurer Wayne Lawrence (WL) – Grounds Maintenance Co-ordinator Jenny Fakes (JF) Steven Treglown (ST) Diane Kingston (DK) Melissa Doherty (MD) James Vaughan (JV) Rob Hiley (RH)	
2	Apologies	
	Bill Chandler Craig Findlater	
3	Previous Meeting Minutes	
3.1	Minutes of previous meeting held on 9th May 2022 were approved.	
4	Matters Arising	
4.1	Road Signage. 5 mph sign and No Entry sign at entry gate have been fitted.	Completed
4.2	Butterfly Survey. No further volunteers required.	Completed
4.3	Bathroom Fixtures on Plot Bathroom fixtures have been removed from site.	Completed
4.4	Hazardous Waste on Plot. Plot holder has reported finding potentially hazardous material on his plot and, of his own volition had a specialist company (Envirochem Ltd) analyse the material. The committee agreed to reimburse plot holder with 50% of cost (£42.50p) as a good-will gesture. CA-M to take all necessary precautions to remove and dispose of offending materials. The committee agreed to ask members to take photos of any suspect materials that they have seen on their plots and send them as an attachment to info@romseyallotments.org.uk .	IM CA-M
4.5	Pump Survey and Maintenance. Pump Survey. CA-M confirmed that a full survey of all water pumps has been carried out and marked on a site plan, which is on the RAHA web-site.	CA-M

4.6	<p>Committee voted and agreed that when a plot with a “private” water pump becomes vacant, the new plot holder must be made aware that the pump is for communal use and should be accessible at all times.</p> <p>Pump Repairs. The committee thanked John Middleton (JM) for his excellent work in recent weeks repairing water pumps across the site, and Simon Davitt for volunteering to help. Committee agreed to purchase a “spare” hand pump, washers and oil. Purchase was delegated to the pump repairers with Committee oversight. Spares to be kept in RAHA container when it arrives in early autumn. Broken pumps could be taken out of service and replaced with the spare pump immediately whilst pump repairs are carried out. It was suggested that small groups of adjacent plot holders could be formed to pay for pump repairs on an annual basis, payment being made to the “pump plot holder” who would arrange for the necessary repairs.</p> <p>Wood Chippings and Manure Deliveries. Unauthorised Wood Chip Deliveries. CA-M reported that once again wood chippings had been dropped off at the exit gate. The contractor has been contacted and told again NOT to drop off at the exit gate. RH requested that once a year, by arrangement chippings could be dropped off at the exit gate for plot holders at the north end of the site. It was agreed that RH should contact WL to make such an arrangement.</p> <p>Signage for Wood Chip and Manure. CA-M agreed to obtain quotes for professionally printed banners to be erected at the chippings/manure drop off points and metal collection point. Details of signage and costs to be submitted by email to committee members by email for approval.</p>	<p>JM</p> <p>RH</p> <p>CA-M</p>
5	Finances	
5.1 5.2	<p>Income and Expenditure. IM issued photocopy of RAHA bank account statements from HSBC Bank. Account No. 21433075 Balance £5125.42p Account No. 51433938 Balance £2305.86p Income/Expenditure spread sheet was also submitted for Account No. 51433938 (see attached).</p> <p>Separation of Deposits from RAHA Funds. IM reported that the third RAHA account with the Teachers B.C. has a current balance of £3500.00p. This is the holding account for plot holders deposits. Total Assets of RAHA £10,931.28p IM proposed that the two HSBC accounts should be merged as a “Current Account” and the Teachers Account to remain as a Deposit Account.</p> <p>Iain, Please let me know if you want anything else adding here? Can you send me the electronic version of the documents you presented at the meeting? – Rob. Iain – can we add the new names (Current, Saving and Deposit) to each account - Carole</p>	<p>IH</p>
6	Plots Update/Waiting List.	

	<p>There are 43 people on the waiting list. This includes eight existing Members. There are three vacant plots: 83, 120B & 79. Two plots have been let, 110 and 93B which was let to plot holder of 93A so 93A & B combine to Plot 93 = ten rod.</p> <p>In the last two months, 9 Warning Letters (28-day notice) were sent out. One person kept their plot. Four either left or were evicted. There are four still within the notice period. One of these has explained family illness as the reason for not tending their plot. The other three will be given Notice To Quit (NTQ) if plots are not meeting the inspection criteria. Committee voted in favour of sending out NTQ letters.</p>	CA-M
7	<p>Plot Inspections. ST and IM to show potential plot holders around on 16/07/22. RT requested that "Plot Status" is sent out to committee members monthly.</p>	ST/IM ??
8	Ground Maintenance.	
8.1	<p>Working Parties/Boundary Fence. North boundary fence works have been put on hold until October. ST/IM/WL to obtain quotes from fencing contractors, to replace the existing boundary fence. WL to see if any more wooden casing sections are available for fencing, if the committee decide to continue with "on site" volunteer fencing. Committee agreed to carry on planting hedging/trees along the north boundary as and when "free" plants became available.</p>	ST/WL WL
8.2	<p>Road Repairs. Committee agreed that the roads are generally in reasonable condition. Stones have been placed in some larger pot holes and seem to be holding up. No further works required during the summer months.</p>	
9	Delegation Of Decision Making.	
9.1	<p>The Committee agreed, if Chair isn't available and not contactable, delegation of decision making should be as follows; i) General queries can be addressed by officers serving on the committee. ii) Major issues should be opened up for discussion with remaining committee members.</p>	
10	Romsey and RAHA Shows	
10.1	<p>Romsey Show Due to logistics issues RAHA will not be partaking in the Romsey Show this year RAHA Show. MD suggested that it could be possible to have a RAHA Show in September, if plot holders show enough interest.</p>	
11	Any Other Business.	
	<p>i) Site Container – IM reported that the RAHA metal container should be delivered to site early September.</p> <p>ii) Secretary's Resignation – CA-M informed the committee that Denise is standing down as Secretary and from the Committee at the AGM. The</p>	

	<p>committee wished to thank Denise for all the hard work she had put into the post of Secretary over the years.</p> <p>iii) Dead Birds – MD reported that DEFRA had tested one dead bird in the area and showed no further interest in those found on the allotment site. There has been no further report of dead birds in the last week.</p> <p>iv) Walnut Tree Plot 119B – ST has had a request from neighbouring plot holders for the walnut tree on Plot 119B to be felled. Committee to consider the cost of removing unwanted trees at various locations across the site. A specialist tree surgeon would be required to carry out the removal.</p> <p>v) Plot Trespass Complaint – JF reported that a plot has had people walking directly across the plot to get to water pump, causing damage to produce. ST agreed to investigate and if necessary, speak to the adjacent plot holders.</p>	<p>WL</p> <p>ST</p>
12	Diary Dates.	
	<p>Committee Meeting – Monday 5th September 2022, 7.30 pm @ Comrades Club.</p> <p>A.G.M. – Monday 10th October 2022, 7.00pm @ Comrades Club.</p> <p>Rent Day – Saturday 15th October 2022 @ Comrades Club</p> <p>Committee Meeting – Monday 14th November 2022, 7.30 pm @ Comrades Club.</p>	