

## Minutes: Osney, St Thomas & New Botley Allotments Association

19 August 2018

Attending: Nick, Anne, Pól, Sue, Cathy, Phil, Elizabeth, Sheila

Apologies: Jude, Verity, Pierre, Janet,

1. The **minutes** from 1 July 2018 were agreed as accurate.

### 2. Matters arising

- **Bonfires:** suggestion of having one day in the autumn where fires could be permitted was discussed but deemed unworkable. Agreed that it would be possible to use labour from the Community Payback Team every couple of months to transport burnable material to the bonfire site. **Action: TPM group to discuss and come up with wording on best practice**
- **Health & Safety best practice.** Nick will gather information at Sept Federation meeting. **Action: Nick.**
- **Taking forward ideas from AGM.** Ideas on collecting double rent at the start of tenancies and on organising working parties will be discussed at the next meeting. **Action: Nick and Verity**
- **Inspection and noncultivation letters.** Letters/emails have gone out for TPM and BM members as appropriate. The TPM and BM Field Secretaries will list problem plots so that rent collectors can alert tenants to their absence **Action: BM and TPM site secretaries**

### 3. Financial Report

Sheila has investigated options for taking electronic payments in the shop. Committee agreed to purchase an iZettle card machine and investigating whether it needs a dedicated mobile phone or whether it would work with a Hotspot 4G device that Cathy mentioned. **Action: Sheila.**

The Committee discussed online payments for rent (or over the phone) and decided that the current system is still preferred so that we have the opportunity to discuss plot issues with individual members.

Paying in CAF voucher from Thames Water – process is quite involved but will be resolved shortly. CAF had been emailing the Treasurer email. Nick will ask Pierre to redirect this email address to Sheila's email. **Action: Nick.**

### 3. Twenty Pound Meadow report

Plot assignment query from Gus: 120 and 121. Member not considered to have given up the plots until the end of the rent audit. Should this be the case the Committee agreed that plot 120 could then be offered to Michael L as requested.

There is a pile of slates available to use to make plot number signs up during rent renewal.

End of season do on TPM on Sunday 23<sup>rd</sup> September. Elizabeth will put some text together for Nick to email out to members. **Action: Elizabeth & Nick.**

The Committee agreed to purchase an event shelter similar to the ODTUC one that has been used for previous events – approximate cost £200 to £250. **Action: Nick.**

Discussion about the TPM toilet was deferred to the next TPM group meeting who will bring any issues back to the next committee meeting. **Action: TPM group**

Trough levelling – to be added to the list of jobs for the Payback Team. **Action: TPM group**

Site Asset Management Plans needed in the future for both sites. Need to start thinking of all the things on each site that need maintaining (troughs, buildings, trees etc.) so that we have an idea when we start negotiating with the Council for the next lease. The TPM group meets soon and should start thinking about this issue – BM committee members also to consider. **Action: TPM group and BM committee members.**

The committee further discussed the proposal for a couple of wild flower meadows on plots adjacent to Botley Road. Nick will find out when the Environment Agency activity related to the Flood Alleviation Strategy is due to take place as this need to happen before establishing the meadows.

**Action: Nick.**

Flood Alleviation strategy measures – low earth ‘bunds’ and a low-raised portion of the main path, running along the length of the TPM frontage.

Twenty Pound Water Harvesting: Tank near shop needs re-siting because of existing sewage drains. Committee agreed to let Phil and Peter to make the decision where to re-site.

#### 4. Botley Meadow report

Water harvesting project now completely operational. Automated solar powered pump and float switch fills 5500 litre barrel that in turn feeds the water troughs. Roughly 25 litres per week of drinking water being used. Phil will contact media for more coverage now that project is finished. **Action: Phil.** Several other Associations have visited or expressed interest in similar schemes on their sites.

Sheila will check to see if we have been asked by Castle Water for payment a year in advance – as has happened with other Associations. **Action: Sheila.**

Communal polytunnel nearly completed. BM committee to decide on how to rent out parts of it to members. **Action: BM Committee.**

Flood Alleviation impacts: discussions underway with Environment Agency agents over the disposal of three plots which will be replaced by a similar amount of land from the neighbouring field. ODFAA (Fed) will engage a solicitor to act on behalf of us and the other affected Association (Spragglesea Mead) – EA have stated they will cover all legal costs.

#### 5. Preparations for Rent Renewal

Rota for the three Sundays in September:

This will leave Sue to help out and organise plot number signs

	Botley Meadow	Twenty Pound Meadow	
2 <sup>nd</sup> Sept	Phil	Cathy	Sheila
9 <sup>th</sup> Sept	Cathy (for BM)	Sheila	Elizabeth
16 <sup>th</sup> Sept	Nick & Pól	Cathy	Elizabeth

Excel spreadsheets for BM and TPM (both alphabetical and numerical lists will be printed out and will be the key record). Personal information not shown – just a summary of what we hold for each member. As before – encourage all members to volunteer email addresses.

Sue will update membership list for TPM and return to Nick to convert to list for rent payment. **Action: Sue.**

Need list of people on TPM to whom plots will not be re-rented. **Action: Sue.**

Nick & Sheila have estimated expected income from recent inventory of rented plots:

	TPM	BM	Both
Full amount of rent due if all plots were let:	£3,890.50	£1,317.50	£5,208.00
Less: rent due from empty plots:	£137.50	£150.00	£287.50
Net collectible rent:	£3,753.00	£1,167.50	£4,920.50
Collected on Sunday 1 (2 <sup>nd</sup> September):			
Collected on Sunday 2 (9 <sup>th</sup> September):			
Collected on Sunday 3 (16 <sup>th</sup> September):			
Collected via shop:			
Other ad hoc collections:			
Total collected:			
Difference between total collections and net collectible rent:			

Reminder has gone out that Botley Meadow members to pay in person

Rent books (sufficient for all three weeks) – Nick to print off 100 copies with GDPR statement on the back and some GDPR statement labels for existing rent books. **Action: Nick.**

One BM member has already paid in coin which can be used as a float of pound coins and 50ps.

**7. AOB.**

- Botley Meadow BBQ on Sunday 26<sup>th</sup> August. All TPM committee members welcome.
- Suggestions for composting demonstration from Sheila and other 'seasoned composters' similar to the Tree Pruning course organised earlier this year.
- Link to Rules on website doesn't work. Nick will investigate **Action: Nick.**

**8. Date of next meeting:** Sunday 7 October 2018 at 12:15 in the shop