

**Minutes of the Hart Allotments AGM on Saturday 19th January 2019
held at the Harlington Centre at 2.30pm**

1. Welcome, Introductions & Apologies

The Chairman (Tim Buswell) opened the meeting at 2.32pm. He welcomed the attendees to the meeting and thanked everyone for coming. Tim advised the number of apologies that we had received. (A full list of attendees and apologies is given at the end of these minutes in Appendix 1.)

Most of the committee members were seated at the front so that they could answer questions. Tim introduced the committee; Treasurer – Terry Collier, Secretary – Sylvia Cresswell, Committee members, Gavin Branch, Antony Jones, Alan Jones, Alan Oliver, Diane White. Dave Bell (ex Chairman) sent his apologies and advised that he would try to join later. Tim advised that Penny Bradley had now given up being on the committee. Paid up members were issued with voting slips on arrival.

2. Previous minutes and action points

The Secretary (Sylvia) ran through the previous minutes and gave an update on the actions completed. A copy of the minutes had been sent out prior to the meeting. The minutes were accepted as an accurate record of the previous meeting. All actions had been completed or carried forward to the current agenda.

3. Chairman's report

The Chairman read out his report of the year. Please see Appendix 2 attached to these minutes.

4. Treasurer's report and acceptance of unaudited accounts for year ending Nov 2017

The Treasurer (Terry Collier) referred to the summary of the accounts and the expenditure breakdown that he had distributed around the room. The total expenditure for the year was £3664.22 and the total income was £3922.71. This gave a surplus of £258.49. Terry explained that the main reason for the surplus (rather than the loss that we had last year) was due to the top soil levy which tenants paid this year which very nearly covered the cost of the expenditure. A summary of the accounts is given in Appendix 3.

These accounts were accepted by the meeting (unanimous vote). Tim mentioned that if any tenant representative wanted to look at the accounts in detail then to make contact with the Secretary.

These accounts will now be submitted to the Financial Conduct Authority in line with their requirement for an annual return.

Action: Secretary/Treasurer

5. Election of Officers/Management Committee

Officers

The Chairman thanked the officers for their work on the Management Committee. All officers were prepared to stand again if acceptable to the members. Current officers are:

<i>Post</i>	<i>Name</i>
President	Sharyn Wheale
Chairman	Tim Buswell
Treasurer	Terry Collier
Secretary	Sylvia Cresswell

Management Committee

The Chairman wanted to thank **all** the committee members for their work throughout the year. The existing committee persons were prepared to stand for re-election: Gavin Brach, Antony Jones, Alan Oliver and Diane White. Tim asked for volunteers to come on to the committee. Two new members (Helen Butler and Jane Westoby) volunteered to join and were voted on to the management committee:

The officers and the revised management committee were unanimously voted in. Tim thanked Penny Bradley for her work on the committee last year.

6. Proposal for unaudited accounts for next year (as per this year) (annual vote required)

Attendees were happy that the accounts would be unaudited for a further year. A vote was taken and this was carried unanimously.

7. Pilcot Farm allotment site issues

The tenants discussed the following issues.

Straw Bale Gardening

Sylvia asked whether tenants would like her to organise delivery of straw bales & fertilizer for those who wanted to grow vegetables via this method. Yes, was the response. Sylvia agreed to get prices from the farmer who supplied the bales last year.

Action: Secretary

Top Soil

The group discussed the consumables levy that was introduced last year and whether further topsoil was needed for the forthcoming year. Tim advised that he had received an e-mail from Mr Bobbitt explaining that he had not used up his allocation and that in essence he was subsidising others. Tim mentioned that there was a store of topsoil that had not yet been used up and that tenants still had the opportunity to use their allocated quota. He also mentioned that we had a dry summer last year and that the need for the raised beds was not so important but that this could not be guaranteed and that raised beds was still the way to go. It was discussed that many tenants had already have raised beds and therefore didn't need any more, however, since the soil level drops in beds then more would be needed – but perhaps not so much. Jane Westoby mentioned that in fact we perhaps needed more soil improvement rather than topsoil. Sylvia mentioned that there was the opportunity to purchase Bags of compost from the Woking Compost Centre (price lessens for bulk), however, Alan Wilson suggested that if it was council run and produced from recycled garden waste that the quality could be substandard. The farmers might also have an issue with this type of soil.

It was therefore proposed by the Chairman that for the forthcoming year we only purchase 2 loads of topsoil which would halve the amount payable for the consumables contribution. This could be used as a top up for existing members. It was discussed that further purchases can be made if tenants go over their allocated amount – which perhaps might be the case for new members. Gavin reminded the group that we should look at the cost in a holistic fashion and that this was a good deal giving us unlimited amounts of wood chippings and manure too.

The consumables contribution for 2019 that will be added to the year's fees is therefore:

£8 – for those with a Standard Plot (12m x 10) -	10 barrow loads
£4 – for those with a Small Plot (12m x 5m) -	5 barrow loads
£2 – for those with a Mini Plot (12m x 2.5m) -	2.5 barrow loads

Parking

The Chairman remarked that the promised work to mend the gate by the layby had unfortunately still not been actioned. Sharyn Wheale mentioned that she had been in touch with the gentleman responsible and he had remarked that it would be done soon and was 'on the list', however, we have now been waiting over a year for this to be fixed. Alan Oliver had also mentioned it when he had met the same individual and got a similar response. Sharyn and Alan agreed to try to resolve the issue.

Action: Cllr Wheale & Alan Oliver

Tidy Days

The Chairman thanked and congratulated all those who had attended the tidy days last year. He mentioned that the turnout was rather disappointing and that the same familiar people attended. He mentioned that we all benefit from a nice environment at the site and he wanted to encourage more to get involved.

The Chairman asked tenants to volunteer suggestions as to future projects for the tidy days. The dates and focus of the tidy days are to be set by the management committee.

Action: Management Committee

8. Edenbrook site update

Since the last AGM a separate Edenbrook Sub Committee comprising Tim Buswell, Alan Oliver, Gavin Branch and Sylvia Cresswell had been formed to liaise with HDC. A number of meetings have taken place regarding the site.

Site progress

The sub committee met earlier in the week to view the site and to take pictures for the AGM. Gavin displayed the pictures on a flip chart and ran through the main items from the site meeting. Namely:

- The area has been fenced (albeit with normal fencing which is not deer or rabbit proofed)
- The area has been levelled
- Topsoil to a depth of 30cm has been laid
- Parking area has been laid
- Access path to the site from the Country park (bike friendly) has been laid though connecting footbridge still to be finished.
- Height restriction barriers have been erected.
- The area for the bore hole has been identified.

Gavin explained that more clarification as to how the bore hole will work has been requested by HDC from the builders. It is understood that no mains water will be possible. It is also understood that some solar pumping mechanism is envisaged where the water will be stored for distribution in to cattle troughs.

Other possible facilities for the site were also discussed – such as toilet facilities, sheds, communal areas. In the mean-time the sub-committee were advised at the site meeting that the whole area will probably be grassed so that the topsoil stays put.

It was discussed that we needed some sort of phase in period for tenants to be able to move sites and for us to be able to populate the new site.

Tenants who are interested in the site are encouraged to drive to the Pale Lane entrance (where there are 2 temporary parking spaces). This gives a good idea of the size of the area. It is estimated that approx. 100 full size plots will be available. However, the exact number is yet to be decided. This will depend upon what size of plots tenants would like as well as other commitments such as sharing some space with HDC (for their green works) and Hart Voluntary Action (HVA). (Shared communal poly tunnel and potting sheds are envisaged with HVA).

Lease

The lease with between Hart Allotments and HDC was discussed. Steven Bowering questioned whether HDC had changed their desire to have a lease for garden plots rather than allotments. He pointed out the differences in the type of lease and that there were more statutory rights with allotments. Alan Oliver mentioned that the lease had not yet been agreed but that it would be one for garden plots and that it was not the intention of HDC to have something that was not workable - they were in it for the long term. Gavin Branch mentioned that the whole area was one for recreation, with a BMX/cycle track nearby. A wild life area was also envisaged and that the guys we are working with are pushing it and are keen to make it work. Steven Bowering agreed to review the draft lease agreement when available.

Action: Edenbrook sub committee/Steven Bowering

Waiting List

Sylvia explained that the committee had recently updated the main general waiting list – to ensure that we were GDPR compliant and so that we could get a realistic figure as to how many people wanted a plot in the Fleet area. The figures now stand that our total waiting list is 150 people, 63 of those are also Pilcot tenants who will be offered the choice of moving to the new site at Edenbrook. Sylvia explained that the lease arrangement with HDC will in all probability be one where we give HDC an amount of money for the year and it will then be up to Hart Allotments to recoup that from tenants. This means that we need to fill up the Edenbrook site first.

She mentioned that the next step would be to contact all those on the general waiting list to see what size of plot they want and where they want it (Edenbrook or Pilcot). This way we can plan the site(s) accordingly. It was noted that no marketing of the site or when it might be available has yet been done. When the site is further developed marketing might encourage more people to apply for a plot and we might be able to fill both sites.

Action: Secretary/Committee - questionnaire

9. AOB

Potato Day

Alan Wilson mentioned that he was running a Potato Day on 23 Feb at 10am -3pm, St Philips and St James Church, Kings Road, Fleet, GU51 3AR and that all were invited. He mentioned that 70 different types of potato would be available to purchase and that these were all available in small quantities. (Shallots available too). Entrance fee is £1. Tea /coffee available.

Subs for year

Tim mentioned that we will not be issuing forms for renewal of plots. We will now send out an e-mail asking for tenants to pay the required fees. Details concerning price breakdown, bank account etc. are to be provided and when payments need to be received by (15th Feb 19) .

Action: Secretary

10. Date of next meeting

The next AGM will be held in January 2020.

The chairman thanked everyone for their attendance and contributions and wished everyone a good growing season. Sylvia invited attendees to use the seed swap box.

Appendix 1

Hart Allotments AGM attendance = yellow			AGM Attend advised		
Title	First name	Surname	Plot Nr.	Yes	Apology
Mrs	Marion	Abel	H4		Y
Mr	Carl	Baker	D5		
Mr	Michael	Bartley	E6a	Yes	
Mr	Richard	Berry	E1	yes	
Mr	John	Bobbitt	B5		y
Mr	Stephen	Bowering	C7	yes	
Mr & Mrs	Martin & Penny	Bradley	E4		Y
Mr	Gavin	Branch	E3	yes	
Ms	Jane	Brown	A2		Y
Mrs	Amanda	Buswell	C8	2	
Ms	Helen	Butler	F3	2	
Mr	Terry & Svetlana	Collier	H1	Yes	
Mr&Mrs	J & V	Condon	A4	yes	
Mr	Robert	Cordier	H3		
Ms	Helen	Cory	A5		
Ms	Sylvia	Cresswell	C2	Yes	
Mr	Stephen	Crookes	H2		
Ms	Janet	Dodsworth	F4	yes	
Mrs	Pauline	Earwicker	D2	Yes	
Ms	Fiona	Elcombe	C5a		
Mrs	Ni Lian	Engi	E7		
Mr	Barrie	England	A8	yes	
Mr	Stephen	Garland	D4		
Mr	John	Gildea	C5b	yes	
Mr	Gary	Goddard	G1		
Mr & Mrs	Alec & Sue	Grant	C6		
Mr	Derek R	Graves	G2	yes	

Mrs	Natalie	Grey	F1		
Mr	Paul & Dave	Heath/Bell	A6	Bell 3pm?	
Ms	Sara & Maria	Lacy & Hill	D6		y
Ms	Helen	Howard	B8		
Ms	Heather	Jarrett	E6b		
Mr	William	Jones	F2		
Mr	Alan	Jones	E/F8	yes	
Mrs	Ruth	Jones	G7		
Mr	Teiflow	Jones	G8	yes	
Mr	Antony	Jones	B7	yes	
Mrs	Joy	Keith	A1		y
Mrs	Sally	Lane	E5a		
Mr	Keith	MacKenzie-Ross	D1		y
Ms	Lucy	Maitland	D3		
Mr	James	Marshall	G4	yes	
Ms	Tara	Masters	G5		
Mr & Mrs	Chris & Asa	Harvey	B3		
Mr	Kevin	Meese	B6		Y
Mr	Mitko	Mitev	H7		
Dr	Alan	Oliver	G3	yes	
Mr	Albert	Owen	B1		
Dr	Jim	Parberry	F5	Yes	
Miss	Sarah	Petersen	F6		
Ms	Liliana	Sitkiewicz	H8		
Mr/Mrs	Stuart/Avril	Skidmore	H5		Y
Mr	Mark	Smith	D7		
Ms	Bridget	Stevens	C3		y
Mrs	Louise	Stuart	E2		
Mr	Lee	Symonds	B2		
Mrs	Nicola	Topp-Walker	G6		
Mrs	Seong	Tuson	C1	2	
Mr	M J	Vanata	A7		
Mrs	Jane	Westoby	C4		
Ms	Diane	White	A3	yes	
Mr	Alan	Wilson	H6	Yes	
Mr	Graeme	Wood	B4		
Others					
Ms	Sharyn	Wheale		yes	
Mr & Mrs	Barbara & Jim	Doel		yes	

Appendix 2

Chairman's Report. (Tim Buswell) – AGM – 19th January 2019.

To begin with, I'd like to remind you who the Committee are: Sylvia Cresswell, Secretary, Terry Collier, Treasurer, myself, Tim Buswell, Chairman and, in no particular order, Alan Jones, Diane White, Gavin Branch, Alan Oliver, Anthony Jones, David Bell and Penny Bradley.

Penny sends her apologies & Dave might make it later at maybe 3pm) .

Penny has said that she is stepping down from the Committee this year, so I'd like to thank her for all her help and hard work and also say that we would welcome some new faces on the committee if anyone is interested.

The Committee has continued to meet approximately every 2 months to discuss issues affecting plot holders.

The previously much-debated and controversial issue of **Polytunnels** was voted upon by the membership in March. The result is that we do now allow polytunnels – see the Building policy for details. It may have been a bit late this year, but I expect to see a few perhaps next year.

The first big project was organising the **Community Tidy Days**, following on from the success of the days in 2017. Originally planned to take place over two weekends in April and May, we had to cancel the first as the bad weather prevented us from 'pre-roundup-ing' the grass but nevertheless when the rain finally abated a lot was achieved with the laying of weed suppressant and chippings to create perimeter paths and improve the internal paths, plus the weeding of communal areas.

A further communal weekend of work was organised in September to complete the work. That weekend was a bit more social, including drinks and cakes, and the Best Produce competition. Congratulations to those who won - I can't remember who did actually win, but that's not really the point anyway!

Seriously, I'd like to thank all the members who helped out - while it wasn't light work, many hands achieved a great deal!

And also a polite observation – while there is a good number of members who do give their time to help outside the bounds of their own plot, it does sometimes seem to be mainly familiar faces. There are (at least) 63 of us, and as a mutual society we're all in it together. It would make things even better if everyone could do their bit. I appreciate there are always going to be genuine reasons why some can't attend, and we're not noting names or anything like that, but please remember everyone bar none is a volunteer, everyone benefits from pleasant allotments, and so everyone is expected to lend a hand where they can, even if it's just clearing some weeds on the path by your plot.

And we do try to make it fun and social. We'll be doing more this coming year to maintain the site, and will ensure there are plenty of drinks and cakes to go round. Are there any ideas for communal jobs for this year?

I'd also like to mention that the weed suppressant materials for the Tidy Days were paid for by a "County Councillor grant" received from Hampshire County Council (via the offices of Steve Forster), and express our thanks to the council, and also to Sharyn Wheale, Sylvia, and others on the committee, for their work to enable us to obtain the grant.

After the beast from the east, and a torrential April, the weather took a prolonged and welcome turn for the better. This thankfully meant that our poor site drainage wasn't as big an issue as it has been in previous years. Another good year can't be assured, so the advice as before is to build and plant raised beds to mitigate the risk, for which of course we need **topsoil**.

Having made a substantial loss on the provision of top soil in 2017, we agreed at last year's AGM to charge a **consumables levy** to cover the cost. The charge of £16/8/4 for 20/10/5 barrows plus a few contributions from some who used more, has meant that we have pretty much broken even this year with regard to topsoil. I propose therefore that we keep the levy at its current level for the coming year. *Open floor to comments/discussion – deferred until specific agenda point later.*

The farmers have also continued to supply manure which has been well used, and we have also arranged for wood chippings to be delivered regularly. Some members commented that it would be helpful to know how old and rotted down, the manure and chippings were, and to keep loads separate. Sylvia has therefore this year put signs up and deliveries are now left by the appropriate sign so you can see what it is and when it was delivered.

Membership and GDPR

Several tenants have relinquished their plots and one had to be encouraged to give up their plot as it was not being maintained sufficiently well. Several new tenants have been introduced and we have 100% occupancy of Pilcot.

The committee has also spent considerable time cleaning up the waiting list, which was originally inherited from the council. The purpose was to ensure we understand our situation as we were told Edenbrook was progressing well, and also to ensure we comply with the new GDPR laws.

A big thanks you to Anthony for attending a course and spending a lot of time working out what we needed from a GDPR perspective. I'm happy to say we are GDPR compliant, and currently have 150 people on the revised list. This includes the 63 tenants that we already have on Pilcot so there are 87 waiting for Edenbrook (or Pilcot)

On the subject of **membership, subs** for next year are due by 15 February.

We won't be doing forms again this year as a. we've only just discussed / agreed the Consumables Levy element, and b. we don't think we really need them.

Terry will accept cheques today – please put your plot number on the back of the cheque.

I did just mention **Edenbrook** – for now I can confirm there we have had a lot of discussion, and also a recent site visit. It's all very exciting and there will be more about that later.

Hart Lottery

You may have seen the information on Facebook group but to remind you we are registered to receive funds from Hart Lottery. While I'm absolutely not encouraging you to gamble if you don't want to, if you are inclined to do a lottery, then have a look at hartlottery.co.uk – details are on our website too. We get 50p for every ticket sold (if you've nominated HAA). Last year we raised £104, but realised this is just through 3 supporters, all of which are on the committee.

Unwanted visitors.

There was an instance of vandalism earlier in the year. The committee discussed various potential options from covert CCTV to growing gorse barriers, however on reflection all of the options were either undesirable, unviable, or likely ineffective. Thankfully there have been no further incidents since but I guess it is an occupational hazard for allotments and we'll deal with what the future brings and reconsider options as necessary.

There was also some concern when the Travellers moved in the field over the road. The farmers believe they're unlikely to be interested in moving into our site as the ground is too rutted and they do like to look after their caravans! I don't think there was any theft from site however it serves to remind us that it makes sense not to leave valuable tools etc. on site.

Parking – while the service road parking area continues to be used, we are aware that there still needs to be some repair work done to the support post before we can lock it. There have been various ropes and mechanisms added to the gate during the year enabling it to be kept shut and, though we haven't completely avoided incidents of fly tipping, it has been minimal.

Thank you if you're one of those who has helped lash up the gate! We will persevere with getting it fixed.

I would like to thank all the Committee for their work and time given to meetings and sub-committees. We always welcome new faces so if you'd like to be involved please say when we do the Committee elections later on in the agenda. One committee member (Penny) has had to give up, and others are happy to step aside, if there are people willing to have a go.

Shortly we will also need to vote on formally endorsing the Annual Report and Statement of Accounts, agreeing whether the accounts to be unaudited again as they were this year, and elect the committee for the year ahead. Before we vote we will hear the Treasurers report but I'd like to remind you that voting for acceptance of unaudited accounts will save the Association considerable expense (~£500). To allay any fears, the accounts will be available for your inspection and, should you wish, an independent member of the association (not on the committee) can be appointed to review.

But as I said, before we do this we have the Treasurer's Report.

Appendix 3

Hart Allotments Statement of Accounts - Financial Year Ending 30 Nov 2018

2017	Hart Allotment - Accounts	Year 2018
	£ Income	£
720.00	Membership (Tenants + member only + leavers)	670.00
1432.50	Plot Rentals (Plot holders + withdrawals)	1,469.50
220.00	Water charges - Tenants + joiners/leavers	226.50
0.00	Grant from Hampshire County Council	430.71
60.00	Maintenance Fund (from retained deposits)	97.50
42.50	Donations and Hart Lottery Contribution	168.00
250.05	Topsoil income/consumables contribution	860.50
0.00	Debts paid	0.00
2725.05	Total Income	3,922.71
	Expenditure	
1132.09	Site Maintenance/set up	503.80
0.00	Topsoil	864.00
62.64	Fixed Assets - equipment	5.00
0.00	Admin (Stamps etc)	15.92
210.00	NSALG Membership	189.00
65.32	Website	0.00
142.95	Insurance	145.44
65.00	Financial Conduct Authority	67.00
1402.50	Landlord (farmers rental)	1,605.00
138.02	Landlord water charges	197.06
69.49	Social Activity/AGM	72.00
3288.01	Total Expenditure	3,664.22
-562.96	Surplus/(Loss) for the year - (Income-Expenditure)	258.49
1530.54	Current Account	1,693.03
0.00	Cash	96.00
1.00	Debtors	0.00
0.00	Cheque to paid in	0.00
1531.54	Current Assets	1,789.03
-21.45	Less Uncashed cheques	-45.00
	Payment in advance	-1.50
1510.09	Projected Current Account	1,742.53
1608.47	Reserves = Fixed Assets + Current Accounts - Share Capital	1,793.22
	Savings Accounts (Holds Member Plot & Key Deposits)	
2438.47	Saver Account	2,503.13
3969.01	Total of both Current and Saver accounts at Year end	4,196.16
7	Issued Share Capital	7.00