

**Henley on Thames Allotments Association**

**Minutes of Committee Meeting held at 19.30 on Monday 6<sup>th</sup> June 2016 at 84 Makins Road, Henley-on-Thames**

In attendance: Peter Anderson, Laura Dance, David Eggleton, Lewis Every, Dave McEwen, Sophie Pentecost, Doug Richards, Anne Sandars.

1. Apologies  
Dave Chilvers, Marisa Francini, Barry Tindall.
2. Minutes of last meeting  
Passed as correct.
3. Matters arising from the previous minutes  
Doug has purchased materials to repair the Watermans trailer as agreed.
4. Town Council Matters:  
DM reported that the presentation to councillors for the Root and Branch Review of the allotments is likely to take place on 18 July 2016 from 4.30pm. The format will be a walk around Greencroft, followed by a presentation session in the Cricket Club, and then adjournment for informal drinks. DR suggested that we should host them for drinks in the Cricket Club or the Kings Barn. 1 or 2 additional committee members would be very welcome to help with the presentation. SP and DR volunteered for this. All committee members are welcome to attend the presentation and / or the drinks afterwards. This is an opportunity to meet councillors in an informal setting.

DM ran through the format of the presentation. The following suggestions were made for the section on our future aspirations:

- Increased site provision, to allow for increased demand from the planned new housing in Henley.
- Roads and carpark areas on both sites repaired and reinforced.
- South boundary strip at Watermans cleared and a community orchard planted.
- Boundary fences repaired.
- Additional security measures in place.

*Actions: DM/MF to continue to develop presentation and decide on format of drinks.*

5. Risk Assessment:  
DM reported that both the National Allotments Association and the new Town Clerk had confirmed that we should continue with this work in order a) to discharge our duty of care, and b) ensure that HTC's insurance will cover any claims from anyone injured on the allotments.

The Committee supported the proposal to distribute a health and safety advice sheet for ploholders (based on that of Welwyn and Hatfield Allotments Association), and to do a yearly (or half yearly) general inspection of both sites.

DR has acquired first aid boxes, which he and LE will place on the sites.

*Actions: DM / LE to produce checklist for the inspections, and review the H&S advice sheet.*

*DR / LE to place first aid boxes on sites.*

6. Treasurer's Report:  
Not given (DC absent).

7. Watermans Update:

- There are currently 3 people on the waiting list.
- DR is continuing to work with HTC to investigate and potentially resurrect the two possible "ghost" plots which have appeared as a result of historic numbering changes, or shifting boundaries.
- Of the 6 letters that were to be sent out: 3 have been sent, 2 are no longer needed as the plots are being worked, and 1 is being withheld, as investigation has revealed that the plotholder is unwell.
- Dumping of allotment waste continues in the woodland between the allotments and the estate.

*Actions: LD and SP to produce a few signs to tell people not to dump waste in the woodland.*

8. Greencroft Update:

- There are currently 3 on the waiting list, 1 plot vacant, and 1 plotholder considering either vacating or downsizing.

9. Website Update:

MW (previous website manager) has not yet been able to hand over the management of the website to LD (as interim until new website manager in place). Sue James and Sarah Bush have been identified as possible new website managers but have not yet been approached. DM has received a bill for web services from our provider, and will liaise with MW about switching payment arrangements.

*Action: DM to contact MW, Sue James and Sarah Bush.*

10. Social Events:

Plant Sale

The proceeds from the plant sale were £525.64, providing £262.82 each of the Allotments Association and Greenshoots. Reports in the Henley Standard had several details wrong (ie implying HiB were the event organisers, and that Greenshoots were only receiving a donation of money, rather than having been full and energetic partners).

*Action: DM to consider writing to Henley Standard to make the correction, and publicise us and Greenshoots.*

Boat Trip

This will go ahead on Thursday 9<sup>th</sup> June, 7pm boarding for 7.30pm. 49 tickets had been sold at last count. The Brassica Brothers will play, and Chocolate Strawberry will cater. There are raffle prizes from Gorvett and Stone, Machins, Baskerville Arms, Toad Hall, Shaun Dickens, and Loch Fyne. Tickets will be £1 a strip.

*Action: AS to bring raffle ticket book and some change for a float.*

Henley in Bloom Community event

HiB are running a community event on 25 June 10-2 would like us to have a stall to publicise the Allotments Association. SP volunteered to create display boards and man the stall. DE volunteered to investigate whether HiB would sponsor the production of banners for us.

*Actions: SP to organise display boards.  
DE to investigate production of banners.*

Henley in Transition group exhibition

There is an opportunity to take part in this as an alternative to our Produce Sale, which cannot take place this year. The date is still to be agreed. DM will update the AA on details at the next meeting.

11. AOB:

Annual Awards

Judging should take place in the next two months for the annual awards to be given at the AGM: best plotholders; best starter-plotholders; best new plotholders.

*Actions: LE/DR to provide lists of new plotholder.  
PA/Andrew Hawkins to assess plots on Watermans.  
SP/AS to assess plots on Greencroft.*

12. Date of next meetings:

- Wednesday 20<sup>th</sup> July OR no meeting  
*(changed from Monday 18<sup>th</sup> July because of clash with presentation to HTC. To be confirmed after discussion with MF).*
- Monday 5<sup>th</sup> September.

The meeting closed at 21.15.