

**WALMLEY ASH ALLOTMENT ASSOCIATION
COMMITTEE MEETING
SITE HUT – SATURDAY 16th MARCH 2019 AT 11:30AM**

- 1. Present:** - AS (Acting Chair & Fundraising), BC (Secretary), CC (Treasurer), LB, LC, GC and SP
In attendance: - JG and RT
Apologies: - There were no apologies.

2. Minutes of the meeting held on 24th November 2018

Following an amendment to the record of apologies received to include LC, the minutes of the Committee meeting held on 24th November 2018 were agreed as an accurate record of the meeting.

3. Matters arising not covered on the Agenda

Following the resignations from positions of office by BH (former Secretary) and SP (former Chair) the Committee agreed that the signatories on the Association's bank accounts would need to be updated to reflect the current membership of the Committee.

4. Updates

i. Vacant plots/new plot holders

AS reported that 3 half plots had been let since Christmas – two were being cultivated well and the third had only recently been taken on. There were 6 plots still vacant.

ii. Area of brambles by the spinney gate

The clearing of brambles by the spinney gate was not yet complete – it was hoped this could be completed on a Volunteer Day and efforts made to keep the area clear.

iii. National Citizen Scheme

BC provided information on the National Citizen Scheme. Typically, this might involve a groups of 15/16 year olds working on an activity(ies) to provide them with valuable experience whilst assisting in community based projects. The Committee agreed it would be useful for WAAA to take part in the scheme.

iv. Memorial for AB

After all the clearing and planting, the beds around the site hut were looking very attractive and the memorial plaque in AB name had been installed.

v. Visit by Beaver group on 4th April 2019

AS reported that approximately 27 members from the 21st Sutton Coldfield Beaver group would visit WAAA site from 6:00-7:00pm on the 4th April and be accompanied by 4 adults. A risk assessment had been carried out and submitted to BCC but, to date, no response had been received. In addition to the April visit, it was anticipated that the Beaver group would visit again in June and September so they could see the plots across the growing seasons.

vi. Visit by Walmley Infant School on 10th April 2019

AS reported that pupils from Walmley Infant School would visit the WAAA site at 09:30am on 10th April and be accompanied by teaching staff from the school. A risk assessment had been carried out. Further visits from the school were expected to take place later in the year. There was also the possibility that the Deanery and Shrubbery schools may wish to bring groups of children to the site.

5. Future projects and funding

i. Purchase of a poly tunnel

Discussion took place regarding the usefulness of a communal poly tunnel for the site. As more plot holders now had their own greenhouses, it was agreed that an email would be sent to plot holders to assess the demand for such a facility.

i. Schools Community Project and Arbour

See item ii below.

ii. Extension to site hut, refurbishment of the toilets and overflow car park/arbour

Discussion took place regarding fundraising for suggested site improvement features. Grants, upon approved application, could be made available from Sutton Town Council and Sutton Municipal Charities to assist with extending the car park (at Ashurst Gate end) and the erection of an arbour in that vicinity to provide a sheltered meeting space for plot holders and visitors. Costs for this would be in the region of £7,000. An extension to the site hut was discussed to accommodate more efficient use of the facility. This would include the installation of a suitable base and the connection of water and electrical supplies together with refurbishment of the toilets. Costs for these would be in the region of £20,000. It was hoped that some clearing of plot 8 might be included in the budget for the development of the car park/arbour.

6. Any other business

i. Illness reported

A plot holder had informed the Committee of their illness - it was their intention to return to working on their plot.

ii. New site keys

Six new keys had been ordered. Discussion took place regarding installing combination locks on the gates to avoid having to replace keys but consideration had to be given to plot holders who may have visual impairments making the use of the combination difficult for them.

iii. Risk assessments

GC raised the issue of the need to carry out risk assessments for plots, cars coming onto the site, use of the spinney etc. This would need to be renewed every year and every user would need sign a form to say they had seen the risk assessment. Further guidance would be available via WAAA's advisor from the BDAC and from BCC.

iv. Lord Mayor's Event – June 2019

BC reported she had received information regarding funding of c£500 towards the costs of running an Open Day to coincide with a Lord Mayor's event to be held in June 2019. Due to the short notice, it would not be possible to submit a bid in time this year.

v. Competitions

BC reported she was aware of a number of organised competitions in the Birmingham area and asked if WAAA would consider entering or if it should create its own competition. Further guidance to be sought.

vi. Finances

Financial information would be reported at the next Committee meeting. A payment to the Donkey Sanctuary would be due in May 2019.

7. Date, time and venue of next Committee meeting

The Committee agreed to meet on Saturday 27th April 2019 at 11:00am in the site hut.

It was noted that the next BDAC Area 6 meeting would take place on 8th June 2019.

There being no further business, the meeting closed at 12:15