



Heads of Agreement for the Management of Fairfields and Marsh Lane Allotment Sites

2018 Annual Review

1 Obligations on HAHA

We consider that we continue to manage both sites in accordance with the Heads of Agreement (June 2010) with Hungerford Town Council (HTC). In particular:

- a) We manage both sites against costed development plans.
- b) We promote HTC's allotments by - Advertising in Hungerford Residents' Handbook and Official Guide; Running a web site with links to social media; Supporting Hungerford in Bloom; Having a stall at Hungerford Food Festival and a blog link in Penny Post; A Craft and Produce Show run jointly with the Royal British Legion; Ad hoc promotions eg open days, school fetes and plant sales. This included helping out at a gardening day at *Make A Difference Day* at Hungerford Primary School earlier in the year.
- c) Total plot occupancy levels against a 95% target are:
 - i. Fairfields – 92%. Annual “churn” – 4 poles given up; 8 poles taken up.
 - ii. Marsh Lane - 93%. Annual “churn” – 22 poles given up; 54 poles taken up
- d) We have helped improve occupancy levels by creating 8 small 1 pole starter plots at Marsh Lane and by relaxing the previous limit of a maximum holding of 8 poles. At Fairfields the maximum holding has been increased from 1 to 2 poles.
- e) A grant from Tesco's is being used to purchase promotional and event support materials; eg HAHA banners; HAHA aprons; Gazebo.
- f) We now have a Data Protection Policy, compliant with the GDP Regulations.
- g) We have covered the 6 plots at Marsh Lane (totalling 20 poles) beside the canal worst affected by mares tail in order to discourage it and stop it from spreading.

2 Site Improvements

- a) A much improved rainwater harvesting system has been installed at Fairfields, together with improvements to water pumping and storage at Marsh Lane. The total cost of equipment and materials was £4,350, whilst volunteers' time spent on assembly and installation was valued at £1,650. However there was still insufficient water at Fairfields to cope with this summer's severe drought and high temperatures. Further storage and/or use of a temporary mains water supply may well be needed.
- b) The leak in the underground pipes at Marsh Lane continues to be a source of water loss and fuel wastage.
- c) A £5,000 composting toilet was installed at Marsh Lane, saving us portaloos hire charges of £110/month.

3 Financial Arrangements

- a) Our 2017/2018 accounts were verified by the Independent Examiner (HTC's Auditor) and approved by at our AGM on 25th September 2018. They show a reserve of £2,189.08. Of this sum £1,632 is our own Community Fund, raised through social activities. This would not be returned to HTC at termination of the Agreement.

- b) We won a total of £11,100 of grant funding and wish to record our thanks to:
- i. National Lottery for £5,000 for composting toilet at Marsh Lane;
 - ii. NWD AONB for £2,400 for rainwater harvesting at Fairfields;
 - iii. Englefield Trust for £750 towards water improvements at Marsh Lane;
 - iv. Town and Manor for £1,200 towards water improvements at Marsh Lane;
 - v. Tesco's "Bags for Help" for £1,000 for promotional support materials;
 - vi. Hungerford Town Council for £250 towards the new mower;
 - vii. Greenham Common Trust for £250 of match funding towards the new mower;
 - viii. G J Ward Trust (Sutton Estates) for £250 towards the new mower.

Thank you letters with photographs have been sent.

- c) We also record our thanks to all HAHA members, including committee members, for their input into the maintenance of the two sites and the management of registers, finance and plot holders' agreements etc. The total value of volunteer's time continues to roughly equal £5,000/year. Plot rental income plus the funds raised from social activities roughly covers the cost of maintenance expenditure. The total financial benefit to HTC of devolved management of the two sites since 2010 now stands at circa £50,000 (which includes grant funding not available to HTC).

4 Obligations on HTC

- a) We'd like to take this opportunity to express our thanks for the practical support offered us this last year by HTC. In particular:
- i. Revising the Marsh Lane lease dates and so greatly easing the committee's work load by allowing the clearance and covering of vacated plots before the weeds take over;
 - ii. Providing a contractor to replace the roof tiles at Fairfields;
 - iii. Arranging for Sovereign Housing to prune the ash tree at Fairfields;
 - iv. Supporting the rent collection process which resulted in much reduced collection time with a far shorter "tail";
 - v. Sending two "nuisance termination letters" to great effect.
- b) We look forward to continuing to work with HTC to secure a permanent allotment site for Hungerford.

This Annual Review was endorsed by the HAHA AGM held on Tuesday 25th September at the Royal British Legion, Church Way, Hungerford.

Geoff Greenland
Chair

Forbes Stephenson
Secretary