

**HAHA Committee Meeting  
Marsh Lane Site Meeting  
Tuesday 10<sup>th</sup> August 2010 at 17 Aldbourne Close  
Start 7.30 pm**

**Notes of Meeting**

**HAHA Meeting**

**Attendees:**

Chris Tout - Chair	Geoff Greenland – Secretary & HAHA/ML Treasurer	
Jamie Hieatt	Diane Loft	Tony Drewer-Trump
Belinda Robinson	Derek Loft	Kerry Taylor
Felicity Chapple	John Stanley	

**Apologies:** Trevor Jackson

Item No	Description	Action On	By
1	Notes of last HAHA meeting agreed subject to item 15 being amended to refer to the RHS Dig Together Day.	Geoff	13 <sup>th</sup> Aug
2	HTC/HAHA Agreements – No action required.	n/a	n/a
3	Revised FF Plot Holders Agreement with HAHA as site manager. Will be issued to three new plot holders either in August or in Sept following the next full HTC meeting.	Felicity	9 <sup>th</sup> Sept
4	HAHA Membership. There are no vacant plots at either Fairfields or Marsh Lane. All potential HAHA members will be contacted by Belinda, either by email or via notice boards. Members to have membership card on which they sign up to the HAHA Constitution.	Belinda	9 <sup>th</sup> Sept
	It was agreed that only those who signed the Agreement were entitled to vote at meetings, with only one vote allowed per plot holder regardless of how many plots they might have.	All	On going
	It was agreed that those applying to go on either the ML or FF Waiting Lists should record if they were on the other Waiting List. Data fields to be revised accordingly. Belinda to liaise with Vivienne for FF.	Belinda	9 <sup>th</sup> Sept
5	Welcome Pack and Guidelines – Kerry tabled her draft document (circulated earlier in the day) to a spontaneous round of applause.		
	It was agreed that individual Fact Sheets was the preferred approach.	Kerry	
	It was agreed that all comments should be back to Kerry by Monday 16 <sup>th</sup> August.	All	16 <sup>th</sup> August

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**Post Meeting Note:** If we are using the WP&G as the yardstick by which we judge compliance with the Plot Holder's Agreement then we will need to pass it past HTC before issuing it to the Plot Holders, to ensure that we are joined-up in our thinking. My understanding is that we are also aiming to include the draft ML Strategy as one of the Fact Sheets. If this is the case then we need to work around the ML BBQ date of 19<sup>th</sup> Sept.

Suggested programme is:

- Kerry revises documents and re-circulates them by Monday 23<sup>rd</sup> August.
- Geoff will issue it to HTC (PH) on Tuesday 24<sup>th</sup> August, asking to meet PH to discuss contents (if required) w/c 30<sup>th</sup> August. (ML Strategy Sheet will be missing)
- Tony and Geoff update the Strategy and issue it for HAHA Committee circulation by Monday 23<sup>rd</sup> August.
- Issue WP&G on Monday 6<sup>th</sup> Sept. ML Strategy will be in draft for consultation. FF Strategy will be work in progress.

**Please advise if this programme is unacceptable. Thanks.**

6	Seed Secretary	Derek	On going
	It was agreed that 10% of the 50% available discount to HAHA members should be retained to support HAHA funds. Non-HAHA members would not benefit from any discount.		
	The general approach HAHA is adopting is consistent with Southby's approach.		
	HAHA will keep stocks of: net, fleece, ground cover, enviromesh, water pipe. Compost/manure will be one-off purchases.	Derek	On going
	Seed night to be organised for Wed 6 <sup>th</sup> October at the British Legion.	Derek	20 <sup>th</sup> August
7	Web Site	Belinda & Felicity	9 <sup>th</sup> Sept
	It was agreed that FF Committee Meeting notes would be posted on the web site, along with the HAHA and ML meeting notes. All meeting notes also go on the relevant site notice boards.		
8	HAHA Times – Draft of next issue will be circulated to Committee members by Wed 18 <sup>th</sup> August.	Tony	18 <sup>th</sup> August
9	Risk Management		
	a) Insurance –		
	➤ RHS cover expires at the end of August. Renewal will cost £107.	Kerry & Geoff	18 <sup>th</sup> August
	➤ Kerry to report back on the costs and benefits of extending the cover to include equipment stored in the container.	Kerry	9 <sup>th</sup> Sept
	b) Health and safety – Geoff reported that a complaint had been received about potential trip hazard of large stones being left on pathways. Grassing the paths will provide a long term solution. Until then the meeting felt it was up to each individual to encourage the stones to a safe place as and when encountered.		

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10	<p>Progress on Strategies and Budgets (High level only)</p> <p>a) Marsh Lane – No further progress. Geoff and Tony to complete and circulate for comment.</p> <p>b) Fairfields – Agreed that this would follow on from ML Strategy.</p>	<p>Geoff &amp; Tony</p> <p>Felicity</p>	<p>23<sup>rd</sup> August</p> <p>n/a</p>
11	<p>Budgets and Accounts</p> <p>All outstanding receipts have now been collected and paid.</p> <p>Geoff explained how he was proposing to manage and report against ML budgets and HAHA and ML accounts. The key points were:</p> <ul style="list-style-type: none"> <li>➤ Incoming and expenditure budgets should always be in balance.</li> <li>➤ We must never approve total expenditure that is greater than actual total income.</li> <li>➤ <b><u>Budgeted sums can only be spent once they have been approved by the relevant Committee. Any expenditure made outside the Committee's approval is done so at the individual's personal risk.</u></b></li> <li>➤ The "Difference requiring reconciliation" should always be zero.</li> </ul> <p>Similar budgets and accounts would be required from FF, all as per our Constitution and the HTC/HAHA Agreement.</p>	<p>ALL to Note</p>	<p>On going</p>
12	<p>Any other urgent HAHA Business - None</p>	<p>n/a</p>	<p>n/a</p>
13	<p>Planned absences over next 6 weeks</p> <p>Geoff: 21<sup>st</sup> to 28<sup>th</sup> August – but within email contact. 3<sup>rd</sup> to 17<sup>th</sup> Sept.</p> <p>Chris: 24<sup>th</sup> to 29<sup>th</sup> Sept.</p> <p>Kerry: 13<sup>th</sup> to 17<sup>th</sup> Sept.</p> <p>Derek and Diane: 20<sup>th</sup> to 25<sup>th</sup> Sept.</p>	<p>ALL to Note</p>	<p>n/a</p>
14	<p>Date, time and location of next meeting</p> <p>Thursday 9<sup>th</sup> Sept at 7.30 pm at 9 Uplands.</p>	<p>ALL to Note</p>	<p>n/a</p>

**HAHA Meeting ended at 8.40 pm**

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## Marsh Lane Site Meeting

Started at 8.40 pm

### Attendees:

Chris Tout - Chair	Geoff Greenland – Secretary & HAHA/ML Treasurer
Jamie Hieatt	Diane Loft Tony Drewer-Trump
Belinda Robinson	Derek Loft Kerry Taylor
John Stanley	

**Apologies:** Trevor Jackson

Item No	Description	Action On	By
1	Notes of last ML meeting were agreed without amendment.	n/a	n/a
2	Strategy and Budget updates		
2.1	<b>General – Geoff</b> It was agreed to reduce Outgoing Budget by £250 to reflect actual cost of legal fees. It was agreed to increase Outgoing Budget by £107 to pay for RHS insurance renewal and by £25 to allow for cost of auditing of HAHA/ML accounts.	Geoff	20 <sup>th</sup> August
2.2	<b>Fencing, Gates and Hedges – Chris</b> Combination lock on internal main gate had been fiddled with so that the combination had been changed to a new and unknown number. Fire Brigade called to cut the lock off. New lock is key operated. Currently only Chris and Tony have a key. All plot holders to be advised by email/web message of the reason for the lock change.	Belinda	20 <sup>th</sup> August
2.3	<b>Individual Plots – Chris</b> Chris and Tony have surveyed the whole site and have a list of those plot holders to be called ref the state of their plots and advised of strimming programme. Geoff and Chris to hire strimmer for the week end to deal with overgrown plots and so control weed growth and spread. Total expenditure up to budget limit of £226 was approved, releasing £30 of new money.	Chris & Geoff Chris & Geoff	15 <sup>th</sup> August 15 <sup>th</sup> August
2.4	<b>Paths and General Ground Works – Chris</b> Lengthy debate on the whole issue in recognition of the size of the task, the likely costs and impact on this year's and next year's budgets. Also practicalities of working around the needs of plot holders and the grass seed if it is to be successful. Tony advised that he had just received the Meg Chambers report and would circulate it to the Committee members. It was agreed that effective weed treatment using Round Up was essential for long term success because of the nature of the weeds and that Geoff and Chris should investigate the most economic method of applying Round Up using a qualified and	Tony Geoff & Chris	13 <sup>th</sup> August 9 <sup>th</sup> Sept

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- certified individual.
- It was agreed that we should seek the views of the plot holders through the ML strategy as to who they wish to be responsible for maintenance of the footpaths between the plots. Geoff & Tony 23<sup>rd</sup> August
- Total expenditure of up to £500 against the budget limit of £922 was approved, releasing £400 of new money.
- 2.5 **Container – John Stanley**
- John proposed an outline design for the racking and shelving within the container using timber. This was agreed in principle subject to any holes in the skin of the container being effectively sealed against water ingress. Some detailed design aspects to be worked through with Derek ref storage needs.
- Container budget was raised to £319 using reductions previously agreed against the General budget.
- Total expenditure up to £319 budget limit was approved, releasing £66.55 of new money to cover the cost of materials for the internal work to the container. John 19<sup>th</sup> Sept
- 2.6 **Communal Area – Tony Drewer-Trump**
- It was agreed that funding for the Communal area should come from Seed Secretary profits and social event profits. Tony & Derek n/a
- 2.7 **Irrigation Water – Geoff Greenland**
- Geoff confirmed that North Wessex Downs AONB had approved a grant of £4,750 that needs to be spent by 31<sup>st</sup> March 2011. Payment will be made to the HAHA account by Wiltshire CC and is not expected until end of August at the earliest.
- It was agreed that Geoff should not commission Whatleys to drill the borehole until the £4,750 is in the HAHA account. Geoff 2<sup>nd</sup> Sept.
- Geoff confirmed that the anticipated total 2010 spend on water (excluding contributions in kind) would be £6,271 of which £6,098 was covered by WBC and NWD grants. This included the borehole, trial holes and storage tanks as well as a risk allowance of £250 in case the borehole needs to be a little deeper than the planned 12 metres.
- The borehole pump, control system, additional pipe work and the generator will cost a further £1,100 and will be funded by 2011/12 budget. It was agreed that it would be helpful if these costs could be spread over the remaining 3 years of the lease and that HAHA should ask HTC if they could offer an interest free loan to achieve this end. Geoff 20<sup>th</sup> August
- Taking a 10 view of this investment the cost of water is £2.50 per pole per year. This compares with the cost of purchasing this water from TWU which would be £4.50 per pole per year.
- 5 Any other urgent Marsh Lane business – Tony asked for a couple of allotmenters to attend an open day at the WOW garden next to the JO'G School on 12<sup>th</sup> Sept between 11.00 and 15.00 hrs. All 12<sup>th</sup> sept.
- 6 Date, time and location of next meeting – as for HAHA meeting. ALL 1 min

**Marsh Lane meeting ended at 9.50 pm**