

## **EWAA Committee Meeting Minutes (DRAFT)**

**13<sup>th</sup> May 2021, 7.30pm**

**Zoom**

**Chair:** Meryl Wilford

**Minutes:** Jane Millar/Meryl Wilford

**Present:** Chris Clifford, Jon Willis, Dan Thorpe, Mike Yeadon,  
Tony Flett, Mike McNaboe, George Murray, Sarah Pollard, Simon Bazley.

1. **Apologies** Nina Allen, Pat Mansfield (retrospectively)
2. **Minutes of last meeting and matters arising:** approved
3. **Chair report**
  - **Update on Lease sub-group**

(Aim of sub-group is to monitor and contribute to the negotiations of the new Oxford City Council (OCC) Lease ready for signature for proposed date in Sept 2021)

Quick recap of activities to date:

    - ➔ (1-02-21) 1<sup>st</sup> meeting to discuss OCC draft Lease (sent via ODFAA to all Associations.)
    - ➔ Subgroup worked on detailed feedback for ODFAA (sent 21-02-21)
    - ➔ (7-04-21) ODFAA circulated their response to the Council on behalf of all Associations. Instead of simply sending back a list of amendments, ODFAA had taken a proactive role and provided a reworked set of documents including a "cleaned up" version of the lease; revised OCC Rules; and a draft template for a Plot-holder Licence to Occupy.
    - ➔ (26-04-21) Subgroup discussed ODFAA response and next steps. We were very reassured to see the revised Lease as it is much closer to a comprehensive and robust working document than the previous version from the Council. We have circulated the revised OCC Rules to the Committee for comments.

Next steps

    - ➔: ODFAA has proposed that there is ALM (Allotment Liaison Meeting) **Public meeting** with the Council and representatives from all Associations. Date of this meeting has not been confirmed and local Council elections have probably affected the timeline. Hopefully, the Council will convene a meeting to take the negotiation forward. City Surveyor has acknowledged receipt of documentation.
  - **Recommendation re incorporation**

The May Committee Meeting was set as the deadline for a decision to be taken on incorporation. Although the draft Lease template "assumes the Association is incorporated" (page 5), it also makes provision for those that are not presently incorporated and/or who may become incorporated

later. Any unincorporated Associations must have a Constitution document. The EWAA could therefore continue with its current unincorporated structure, with trustees signing the lease with limited liability (see draft Lease Agreement 7.5.2).

→ Subcommittee recommendation is to stay unincorporated for the time being. No objections, therefore, we will need to work on an updated constitution and site rules.

→: Subcommittee recommendation that in the direct negotiation phase with the landlord the EWAA includes its wish to take control of the car park between 66 & 68 Cricket Road for the range of reasons discussed earlier in the year (see minutes 11-03-2021).

- **OCC Rules**

There seems to be agreement that all Associations will adopt the OCC rules as the baseline rules as part of the lease. ODFAA have not asked for feedback but it seems sensible to look at them carefully and identify any possible problem areas or omissions. 2 people sent feedback which will be useful as and when ODFAA ask for comments.

→MW suggests we begin by looking at EWAA rules (see proposal in Membership below to begin this process.)

- **Constitution**

It would be useful to begin work on updating/redrafting EWAA constitution.

**Action Point:** George Murray offered to work on this with MW.

- **Joint management agreements** (including access agreements)

As part of preparations for the Lease, we need to check the existing Joint Management Agreements with OUWG and CA. e.g., update protocols for access and deliveries

**Action Point:** MW to liaise with Helen Edwards and Alice Henning.

Volunteers needed to work on documentation.

- **Asbestos update**

Julian from Oxford Direct Services had agreed to look into the removal of asbestos from the OUWG site and we had hoped similar work could be carried out for EWAA. Unfortunately, he has not been in contact – possibly due to elections. Alternative plans needed if the council is not forthcoming with help.

**Action point:** MW and JW to keep working on this.

- **Brookes Student surveys**

(6-05-21) Two students from the School of Built Environment visited; they are interested in how green community spaces reflect ethnic diversity of surrounding communities.

Bee survey – students have not confirmed their possible survey.

Slow worm monitoring meeting (10-05-21) with Olly to arrange positioning of mats. 13-05-21 labelling mats and distribution.

**Action Point** Physical notices and website posting needed – MW/JM

#### 4. Treasurer report

£700 income from shop sales

Expenditure - Land Registry files £30; new keys £58.

*(Signatures for bank account have now been updated: JW, SB, MW)*

#### 5. Membership report

- **Allotment inspection report**

Spring inspection carried out on May 1<sup>st</sup> by MY and GM.

There are 41 names on waiting list

Update from MY on 24<sup>th</sup> May:

5 unlet half plots which will be available from the first week of June, in addition 8 plot-holders have not responded to the warning email sent to them, they may have improved their plots and I will re-inspect next week. If they are not improved then a final notice will be sent and this may result in further plots being available in a month or so.

In general, the site is being well cultivated. There is a very noticeable increase in constructions of all kinds on the site.

- **Proposal:** To hold an extra committee meeting in June to discuss rules and agree how we want to manage the issue of enforcement of rules especially with reference to guidelines for built structures. Suggestion that someone from outside the Committee acts as a facilitator so that everyone can have their say.

**Action Point:** JM to circulate a Doodle poll to committee members, to establish the best date for a dedicated meeting in June

#### 6. Shop report

New rota working well as transition from lockdown with shop volunteers using Zettle without major problems. At present, people do not enter the shop but from 17<sup>th</sup> May, they could if they still wear a mask.

- **Out of stock items and re-ordering suggestions**

Some members would like to see more seeds and perishables stocked in the shop. Different opinions about this; some feel that perishable items (onions, etc) should not be stocked as so much goes to waste. Seeds can be organized on a sale or return basis. Alternatively, seed sales could be organized by an individual on behalf of anyone interested e.g. connected through Facebook or as Chris Clifford organized last year.

- **Social activities, Q&A Sessions in shop Sunday 12 noon**  
Proposal that more social activities are organized.

#### 7. Admin and maintenance issues

- **New padlocks**

Most now working but pedestrian shop gate one still very stiff.

**Action Point:** Mike M offered to try to adjust it with his vice; SB offered to help

**Action Point:** JM

- invite members to collect a replacement key if theirs no longer works
- leave 8 number-stamped Enfield originals (new with the padlocks) in the shop, labelled “Not For Issue To Membership”.

- **Cleaning rota**

This has not been put into action.

**Action Point:** JM try again to establish a group of volunteers who could gain access to cleaning material on a Sunday when the Shop is open.

- **Water butt update**

Dan has got permission to run a pipe along the plots of those affected. Costing seems reasonable (under £200 for materials and labour).

**Action Point:** Agreement that the old water butt should be reinstated. DT to manage.

- **Water harvesting update**

Simon has sorted the overflows on the shop water butts, so we should hold max water if it rains enough. The float valve still is an issue.

We could do with 2/3 replacement top covers and as a longer term plan a better connection for the guttering, top tank overflow, and inter tank connector.

**Action Point:** Simon

- **Plant Sale - Sunday 23rd May 11.00**

Request to use social area – agreed.

**Action Point:** CC to put up gazebo with help from at least 2 volunteers

## 8. OUWG

- Path damage from 20 tonne lorry

A delivery of aggregate has caused heavy indentations in parts of the shop road.

Permission was requested and they used two banks men. It seemed that because of the camber and lack of support at side of roads to shore up edges, the lorry caused road to subside. Helen Edwards sent apologies for any unforeseen damage to the paths and OUWG are happy to make good with topsoil.

**Action Point** JW to bring some aggregate to make good.

## 9. Children's Allotment

- Delivery by mistake of 20 x 1 tonne bags of topsoil and compost which was craned over the Howard St gate (12-5-2021) MW met Alice to discuss next steps. Work party of 20+ volunteers moved three bags from blocking direct access. Supplier came back 13-5-21 and craned the bags back over fence and delivered to CA.

EWAA fence/gate slightly affected.

**Dates of Next Meetings:** June extra – date tbc  
Thursday 8<sup>th</sup> July