

Minutes of the TGAA committee meeting held on Monday September 7<sup>th</sup> 2009 at 23, Chalfont Road, Oxford

**Present:** Tony Hollander (chairman), Neil MacLennan, (deputy chairman), Bob Crabtree (treasurer), Kate Lack (secretary), Vibeke Mannion (lettings secretary), Jonathan Clark (machinery, website).

**Apologies:** Carol and Peter Jarvis; Stuart Skyte.

**Agenda**

1. **Fence improvements** – VM reported that the fence behind the Trading Shed was broken. JC agreed to repair it. Action JC
2. **Keypad and Security** – The committee agreed that the new keypad on the railway crossing gate was working well, so far. Its success was to be reviewed at the next AGM when it would have been tried through the winter months. Depending on the outcome, a keypad at the Port Meadow gate might be considered.
3. **Soil Survey** – TH reported that Karen Seal was unable to give the results of the soil survey because the Environment Agency had not yet completed its new **guidelines**.
4. **Railway crossing** – TH reported that he had heard nothing further from Chiltern Railways.
5. **OCC grant** – No information regarding the recent grant application.
6. **Plot boundaries** – The committee decided that poles indicating the correct dimensions were to be installed on vacant plots before new tenants took over. Regarding existing tenants, working parties would reinstate correct boundaries by moving fencing where the tenant was unwilling or unable to reinstate correct boundaries.
7. **Orchard pond** – John Porter had reported that there was still a great deal of clearing to be done. A working party would meet to prepare the ground for grass planting on September 20<sup>th</sup> 2009.
8. **Composting** – TH reported that John Ashby advised that the new compost would be ready shortly. The committee decided that a notice should be posted on the compost bin that members should restrict themselves to one wheelbarrow-ful only. The committee agreed that a bottle of wine should be given as a token of thanks at the next AGM to both John Porter and John Ashby for all their hard work with the composting and pond area.
9. **Harvest Supper** – The committee was in agreement with Stuart's suggestions.
10. **Rotavator** – The committee agreed not to go ahead with the purchase of a heavy duty rotavator. It was agreed that if and when one was needed, it could be hired. Instead, a Mantis lightweight tiller would be purchased.
11. **AOB** –
  - Rules** – VM proposed that the notice period for those members whose plots were in a severe state of neglect should be reduced to six weeks – one month to improve then two weeks notice to quit. VM and CJ to draft a new letter and rules for discussion at the AGM.
  - Wells** – JC reported that Lars Thielkar was digging a well. Since it was for communal use, JC proposed that the TGAA paid for the liners. The committee agreed and suggested that a number of liners be purchased and kept for resale in the Trading Shed either as well liners or water butts.
  - Privacy Policy** – Following a query from John Porter, JC explained that this worked in conjunction with the Data Protection Act and pertained to personal information like names and addresses of members being held by the organisation and privacy being protected by not passing on personal information to third parties. VM reported that all members sign an agreement that their details are held on a central database. TH requested JC to insert a privacy clause into the website content.
  - Members advertising** – the committee agreed that it was not appropriate for members to advertise their professional services on the TGAA website.
  - North Parade Garden shop** – VM reported that the owner has offered 10% off products to allotment holders. The committee agreed that the owner could put a notice on the TGAA notice boards.
  - Newsletter** – TH to draft and circulate the Autumn Newsletter.

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**The meeting closed at 9.50 pm**