

# Royal Paddock Allotment Committee Meeting minutes

18 September 2019, The Lion, Hampton Wick, 7.45 pm

Present:

|                       |                               |                               |
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| David Harnden (Chair) | Dylan Baxendale               | Nick Baylis                   |
| Jenny Bourne          | Gill Hiley                    | Karen Saywell                 |
| Martin Scotton        | Andrew Stanley<br>(Treasurer) | Anne Wingrove                 |
|                       |                               | David Laughrin<br>(Secretary) |

**Apologies:**, Theo Christophers, David Lainchbury, Christine Thorpe

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| 1. | <p><b>Minutes of Last Committee Meetings, Matters Arising and Action Register.</b></p> <p>The minutes of the last meeting were approved.</p> <p>The Action Register was reviewed noting the record of progress to date. The following additional points were noted:</p> <p><i>Item 1: Containment for manure</i> would be completed within the next few weeks.</p> <p><i>Items 2 – 4 Incinerator:</i> No progress yet. Members noted that many plotholders had found alternatives such as use of dead hedge.</p> <p><i>Item 5: Pumps:</i> Ray Hulm had written instructions about pump sinking, and Olivier and John were to work on pump maintenance with Ray. An opportunity for a video was still a longer term plan.</p> <p><i>Item 6: Donations of Plants:</i> Jenny would continue to look for an opportunity to publicise options for donations of produce and spare plants for local charitable use.</p> <p><i>Item 7: Appointed of Independent Examiner for Committee Accounts:</i> Len Cowking had agreed take on this task.</p> <p><i>Item 8: Purchase of PA System:</i> This had been deferred because of availability of SWLEN system.</p> <p><i>Item 9: Use of chemicals:</i> Draft guidelines were in preparation and would be incorporated in the current website review over the next 2 or 3 weeks.</p> <p><i>Item 10: Size of greenhouses and polytunnels:</i> It was unanimously agreed to adopt for the future the Richmond Council guidelines for the size of greenhouses and polytunnels. It was accepted that this would</p> |
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|                 | <p>not be retrospective. New greenhouses should be no more than 6' by 10' / 1.8m by 3.0m; new polytunnels no more than 8' by 10' / 2.4m by 3m. The maximum height must be no more than 2 m at the eaves.</p> <p><i>Item 11: Next Project:</i> Gill was thanked for her excellent summary of the brainstorming session that she had circulated on 5 August. It was agreed that the two themes for future options were around extending and improving the exterior of the Seed Store, and providing more options for relaxation areas.</p>  |
| <p><b>2</b></p> | <p><b>Treasurer's Report</b></p> <p>Andrew Stanley presented his Treasurer's report. Funds were in a healthy state especially with the excellent contribution from the café and social events. Andrew suggested that for the foreseeable future rent revenue was adequate to meet the site's needs provided that café and social activities revenue was sustained at similar levels. Karen had confirmed this after a revision of the five year plan projection. Lloyds Bank had almost completed their work to adjust the arrangements for banking and authorisation of expenditure with two signatories. Andrew and Karen were thanked for their hard work on ensuring a sound basis for the Committee's finances.</p>  |
| <p><b>3</b></p> | <p><b>Inspection Report</b></p> <p>Karen reported on the work of the inspection team which had followed up previous letters of encouragement and warnings. There had been a slight reduction in the need to issue warning and encouragement letters, but previous ones had been followed up. There had as a consequence been some turnover of plots and some tenants had chosen to leave because of inadequate cultivation. The best plot and best newcomer awards had been adjudicated. Martin, Anne and Nick had kindly assisted with the final judging of the short list. The team of inspectors was thanked for their work.</p> <p>One plotholder had not replied to all warnings despite hand-delivered letters to his address and numerous emails and phone calls and it was unanimously agreed by the Committee that he should be evicted forthwith.</p> |

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| <p><b>4</b></p> | <p><b>Social Activities Report</b></p> <p>Jenny reported on the very successful Autumn Social and Produce Show held in very good weather on 15 September. Thanks to the hardworking team of people on the Social Committee, and especially good work by Ruth, Janet, Joanie, Anne, Nick, Andrew, Jem and John and many others too numerous to mention, a great day had been had by all. The remarkable sum of over £1000 had been raised for RPA finances with very impressive sums raised by the Seed Store Café and the raffle.</p> <p>Jenny reported that two of the gazebos used had now reached the end of their lives and she would be making a proposal to purchase two more robust replacements based on the Hampton Wick Association model.</p> <p>She would be grateful for any suggestions for the future by email, but the Committee recorded their especial thanks to her and to all the volunteers for the hard work and great success of the day.</p> |
| <p><b>5</b></p> | <p><b>St John's Volunteers</b></p> <p>The Committee agreed to further volunteer work by the St John's volunteers on one plot on the site. The guidelines proposed for this work with ratios of leaders to volunteers were agreed. The project would be subject to a 6 months review, with an interim report to the next Committee meeting after the RPA AGM.</p> <p style="text-align: center;"><b>Action: David H / Karen</b></p>   |
| <p><b>6</b></p> | <p><b>AGM Plans</b></p> <p>The AGM was set up for the Cricket Club on 14 November for 7.30 for 8.00pm. David H would welcome help setting up from 7pm. Jenny agreed to help with the preparation of the Cups. David H encouraged people to submit nomination forms if as he hoped they were prepared to stand again for the Committee, and to encourage any new recruits to do so.</p>   |

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| <p>7</p> | <p><b>Other Business</b></p> <p>(a) <b>Gate Opening:</b> Jenny and Dylan kindly volunteered to help with gate closure on the site in the week beginning 23 September.</p> <p>(b) <b>Plot 62b:</b> it was agreed that this could be re-let if vacated with a provision to retain the water system linked to plot 55.</p> <p>(c) <b>Water Sub-Committee Report:</b> It was agreed that this very comprehensive and clear report should be made available in an edited form at the AGM and Plotolders should be encouraged to follow up its recommendations for water collection. The Sub-Committee was thanked for the excellent report and follow-up work on new storage arrangements that had already been put in hand.</p> <p>(d) <b>Evergreen hedge:</b> It was agreed that Jem and John should be asked to do some remedial work on the evergreen hedge by the dead hedge.</p> <p>(e) <b>Work Party:</b> it was noted that a further work party on the dead hedge was planned for a couple of weeks' time.</p> <p>(f) <b>Speed signs:</b> It was agreed that 6 speed signs should be placed round the site to try to reduce the amount of vehicles speeding at risk to other plotolders.</p> |
| <p>8</p> | <p><b>Next Meeting</b></p> <p>It was agreed that the next meeting should be held after the AGM on 14 November.</p> <p><i>There being no further business, the meeting ended at 9.50 pm.</i></p>   |