**Borough of Richmond Allotment Group (BRAG) – Ordinary Meeting**

**Date:** 23rd July 2018, 7pm

**Venue:** The Triple Crown, Richmond, TW9 2SS

**Present:**

Bill Collis – Manor Road

Howard Fletcher – Manor Road (Minutes)

Rosemary Fulljames – Cavendish House

Robin Hewitt – Bushy Park

Phil Iddison – Bushy Park

Dennis Leigh – Briar Road

Derek Lawrence-Brown – Hertford Ave

David Metherell – Walnut Tree

Ian Micklewright – Mill Road

Chris Morley Smith – Kew Short Lots (Chair)

Richard Ward – Townmead

Mike Wren – Hatherop

1. **Apologies**

Jean Hall – South Close

Ian Hyde – Walnut Tree

Paul Leonard – Cavendish House

David Mertens – St Anne’s Passage, Westfields

Brian Nicholls – Hatherop

1. **Changes to Representatives**

None

1. **Previous Minutes (23rd April 2018)**

The minutes of the previous ordinary meeting were approved.

1. **Matters Arising**

All covered in items below.

1. **Allotments Officer**

Pete Lewis is now working 3 days/week, with the remaining 2 days being covered by admin staff. A temporary admin person is in place now, to be replaced by a permanent staff member. Pete Lewis is concentrating on site issues and several sites reported having been visited.

1. **Bonfires**

Correspondence between BRAG and the Council continues. Chris Morley-Smith has restated BRAG’s agreed preferred position of no bonfires in summer months (mid-May to end-August) and then allowed Monday-Saturday during the remaining time. This has still not yet been properly considered by the Council.

David Metherell (Walnut Tree) and Denis Leigh (Briar Road) said they wished to continue with Saturdays during the summer. Rosemary Fulljames (Cavendish House) would prefer a total ban on bonfires.

Mike Wren (Hatherop) said he had discussed with Pete Lewis the possibility of a Council truck being sent to each site on a pre-arranged basis to collect waste, although this was not received favourably.

1. **Finances**

Yvonne Kelleher had provided the following Council figures relating to allotments:

2016-2017

Income £104,980

Expenditure £112,841

Net -£7,861

2017-2018

Income £111,444

Expenditure £93,894

Net £17,551

1. **Allotments Strategy**

Despite various emails to and from the Council, there is no date for an expected reissue of the Allotments Strategy document. There has been no visible progress since the BRAG/Council meeting held in March. It is believed the document is now being reviewed by Cllr Martin Elengorn, who has taken over responsibility for Parks from Cllr Pamela Fleming.

1. **Terms & Conditions and Tenancy Agreement**

Phil Iddison had drafted a revision, which had been circulated for comment. He stepped through the comments received and updates were agreed. He will reissue a final version for submission to the Council.

The meeting expressed thanks to Phil for his work on this.

1. **Introduction for Potential Tenants**

Bill Collis had collated various documents and suggestions to produce a document for inclusion on the Council website. This had previously been circulated and Bill will incorporate comments received to produce a final version for submission to the Council.

The meeting expressed thanks to Bill for his work on this.

1. **Terminations**

Mike Wren and Bill Collis have been working with Pete Lewis on revisions to the current procedure, with the intention of speeding up the process. The draft letters still need work, but the procedure will allow for cases where the Site Committee sends the first letter, and others where all letters come from the Council. It will always be the Council which sends the eviction notice.

1. **Council Website**

It is generally agreed (by both BRAG and the Council) that the current website could be improved. It should work with drop-down menus and be more logically navigable. Robin Hewitt offered to prepare a one-page document for discussion.

Richard Ward is still attempting to get photographs previously supplied published.

1. **Data Protection**

The Council failed to produce their promised Data Protection statement for use by sites to comply with the revised laws effective from May 2018. Sites have generally taken matters into their own hands and produced their own statements.

1. **AOB**

Denis Leigh reported that a Controlled Parking Zone has recently been implemented around the Briar Road site which is causing access difficulties for plotholders.

There has not yet been any announcement about this year’s Allotment Competition.

*(Post-Meeting Note – details sent 24th July to site reps.)*

Kew Short Lots will be holding an open day on 25th August.

Bushy Park will be holding an open day on 8th September.

1. **Next Meeting**

The next BRAG meeting will be held on Monday, 15th October 2018 at 7pm at The Triple Crown pub, 15 Kew Foot Road, Richmond TW9 2SS (room on 1st Floor).