



Extraordinary General Meeting

30 April 2019 at
OneSpace Kidbrooke

Chairs' update - Bob:

The meeting is an Extraordinary General Meeting rather than AGM as the accounts are currently held up with the auditors.

The AGM, at which the accounts will be presented, will be scheduled once we receive auditors approval.

Election of the 2019/20 Committee will now be delayed until the AGM. The current Committee comprises of: Bob Tyrer, Chair; Annabel Cowell, Treasurer; Evy Hoyte, Site Officer; John Payne, Shop Manager; Jane Sheldon, Waiting List Officer. Two plot holders are also co-opted at present - Debra O'Brien and Emma Creasey.

The AGM is expected to be in approximately 1 months time. Details will be provided to plot holders via notices on site, website update and email newsletter.

Thanks to past members of the Committee whose work has been of considerable benefit to the KPAA community as a whole was extended to Mike Ktenas our former treasurer and Jurek Bem our former maintenance and special projects officer.

Thanks to current members of the Committee whose work often remains unseen by the community but ensures that site is maintained, rents collected, shop services provided and turnover of plot holders happens in an orderly manner.

A reminder that our site is 'self managed' meaning that as plot holders we are able, within reason, to manage the site as we see fit via the efforts of a voluntary Committee. Failure to manage the site and associated administration will unfortunately mean that we are at risk of becoming directly managed by the council with all of the associated rules and regulations that entails. This would also mean the loss of many years work of plot holders past and current who have managed the site so well and created such a thriving and pleasant environment.

Membership Update - Jane:

There are 105 plots on our site. We currently have 10 plots available to new members. The process of bringing these on board is underway and it is expected that we will be up to full capacity very shortly.

Waiting list is approximately 35 persons long and anticipated waiting time is 12 - 18 months.

Plot sizes vary from 2 - 10 rods. Where practical plots 10 rods and above are divided but the aim is to keep a balance of sizes that can meet the needs of as many people as possible.

Shop and Tools Update - John:

Skip to be ordered within the next month. In the meantime can plot holders ensure that rubbish is not dumped around the site specifically the car park.

A new lightweight strimmer has been purchased for plot holders use. A useful addition as the current strimmer has been too heavy for some people to use.

A reminder that mowers and strimmers are available to plot holders during the weekends when the shop is open. This equipment is maintained by John with fuel and expertise on their use also provided. The stock of tools has diminished as a result of previous break-ins but please ask if there is something specific that you require as we may be able to help.

Annabel noted that the insurance claim resulting from the break ins was not followed up as the rise in our annual premiums would be greater than the value of the claim total.

The shop has in stock canes and slug pellets. Compost is now sold out, some manure remains in stock.

Shop key holders - restricted to John and one other Committee Member, currently Jane.

Jurek raised the matter of shop opening hours and whether there should be a rota of Committee members ensuring more frequent and timetabled opening hours. The resulting discussion highlighted a number of factors related to opening hours and management of the shop: 1. John not only opens the shop but he maintains the tools, refuels them and provides help and expertise to plot holders in the use of these tools. He is the only person currently on the Committee who has these skills. 2. The shop contains stock of items that need to be paid for so that shop cannot be left open without someone in attendance. 3. John provides health and safety guidance on the use of tools which again is not something anyone else currently has experience of.

John will continue to be onsite during the growing season each Saturday and Sunday morning and often during weekdays which is generally sufficient to meet the needs of the community. He will retain control of the hours and access.

If there are any plot holders who would like to work with John on an ongoing basis that would be very appreciated, just pop by for a chat.

Finances - Annabel:

Accounts currently with the auditors and expected back by end of May.

Once received copies will be made available and published on the website.

The opportunity to review in more detail will be provided at the AGM to be scheduled.

As of February 2019 KPAA had a credit balance of approximately £17,000 an increase of £3,000 on the previous year.

For the year 2019/20 the majority of rents have been paid but there remains a small number outstanding that are currently being chased up.

Site - Evy:

A new source of regular wood chipping deliveries is now in place.

Reviewing requirements for maintenance across the site including repair to paths and car park surface, management of growth around the boundaries of the site which is beginning to encroach on several plots. Quotes for this work will be obtained and presented to the AGM for prioritisation if necessary.

Evvy is looking at possible routes to repair of the wind turbine and will report back at the AGM.

Rents - general discussion:

A combination of on site notices, emails and hard copy letters were used to let plot holders know that rents were due on 1 April. Any queries from plot holders were answered via email or in person as they arose. There were limited examples from plot holders where this approach was found lacking. There are a number of possible changes that can be made these include:

1. Each plot holder to receive a personalised letter and invoice detailing their plot number, size of plot, amount owing and how to pay. This will take more time to administer and cost in the region of £110 in stamps and stationery.
2. Each plot holder to receive an email with personalised invoice attached. Where no email available for plot holders letters to be sent. Administration overhead as above.
3. Continue with current strategy but highlight to plot holders that receipts can be provided when payment is received if required or queries answered by email or in person.

These options to be voted on at the AGM to determine the preferred way forward for 2020/2021.

Payment of rents in cash was also raised, Greenwich Council no longer accept cash payments. Whether KPAA continue to accept cash payment for rents will be voted on at the AGM.

Harassment and bullying - general discussion:

Jane raised the important issue of harassment and bullying of Committee members when carrying out their duties specifically in relation to asking plot holders to comply with the rules and in cases where eviction notices are served.

For any member of our community to feel unsafe on site is unacceptable and anyone behaving in this manner should face severe sanction.

If plot holders have specific matters of concern or worry they should be raised in writing to the Committee or emailed to kpaa.info@gmail.com rather than addressed to individuals on site.

Use of personal details - general discussion:

One instance has been raised to the Committee of a requirement that communication from the Committee be sent from a named person and the personal contact details of Committee members made available. There are issues related to this request those highlighted at the meeting included:

1. The Police advised personal details were removed from the on site noticeboard following the break ins.

2. Personal details were also removed as a result of some examples of bullying by more challenging plot holders
3. GDPR and data protection rules means we need to centralise and store our communication and any data we hold for individual plot holders. Communicating personally but on behalf of KPAA potentially breaches these regulations.

Moving forward personal contact details for Committee members will continue to be phased out.

Communication platforms and strategy - general discussion

Jurek raised concern that KPAA were not using sufficient communication channels to meet the needs of plot holders. He specifically raised the question whether KPAA should subscribe to an SMS service in order to send text messages to plot holders.

It was noted that SMS platforms have a charge for their services that we would have to pay each time a message was sent and that there would be an administration overhead to managing this.

The AGM can vote on preferred communication platforms if there is sufficient interest amongst the community as a whole. These could include (non-exhaustive list):

- On site noticeboard
- Email
- Website
- Facebook
- Twitter
- What's App
- SMS
- Letters

Please get in touch if you have strong opinions related to this matter at kpaa.info@gmail.com

Consensus was reached that email newsletters would be a welcome addition and that hard copies should be made available in the shop/toilet.

New Committee Members - general discussion:

Everyone was reminded that the Committee is running on a skeleton crew (not literally) and that more plot holders were encouraged to join to help share in looking after the site and Association.

Please speak to a Committee member prior to the AGM if you are interested in joining the Committee or would like to offer your skills more informally.