# Hammond and Ratcliff Garden Working Group Meeting

27/11/23

# Activities Left and Next Steps

**Present: Rachel, Jason, Sharon, Pam**

The purpose of this meeting was to:

1. Officially kick off the maintenance committee.
2. To identify the activities left to do and allocate them out and

## Maintenance

Les Page and Pam Maskell will form chairs of the maintenance committee. They have a small pool of people to draw on to help with maintenance tasks should they need but it would be helpful to have a bigger pool of people. The maintenance committee will

* Keep the planters tidy, weeding, harvest when needed.
* Water the planters
* Alert the Parish Council to any issues.

## Remaining Activities

The following activities remain and have been allocated as follows:

|  |  |
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| **Activity** | **Owner** |
| * Round off corners off planters
 | Jason |
| * Get permission to put up signs – Hammond first needs bin storage
 | Rachel  |
| * Put up signs
 | ------ |
| * + Hammond –
 | Jason  |
| * + Ratcliff –
 | Jason  |
| * Prune back trees at Hammond gardens (permission first)
 | RachelSharon to TT tree surgeon |
| * Bird boxes
 | Pam to get advice from Colin. Jason to put up |
| * Bug hotel at Ratcliff
 | Jason |
| * Hedgehog tunnel at Ratcliff and Hammond
 | Not needed |
| * Picnic Tables at both sites.
 | Rachel / Jason for assembly  |
| * More soil and compost at Ratcliff. Les to decide if needed
 | Les (with Jason to support)  |
| * Buy bulbs for Ratcliff and Hammond using credit
 | Pam (up to £100) |
| * Plaque – F. Hill
 | Rachel  |
| * Storage and demo table at Hammond
 | All to look out of facebook - £50 or less |
| * Seating around planters at Hammond
 | James – Rachel to ask (inside not outside)  |
| * Water butts
 | Jason – HammondPam – Ratcliff  |
| * Bin covers/storage for Hammond. Need to ask Pilgrim close resident that did the ones at Ratcliff
 | Rachel |
| * Compost bins
 | Jason |
| * Drone “after” photos. Need to engage with Tim Chapman
 | Rachel – mid april |
| * Interactive elements at Hammond – eg tops of tables / painted track. Depends what is left of budget
 | Rachel |
| * Buy watering cans etc
 | Rachel |
| * Check all expenses have been claimed
 | Rachel |
| * Green bin at Hammond
 | Rachel  |
| * Send note to working group re keeping area around the planters free for smaller children on scooters.
 | Rachel  |
| * Litter bins – both areas
 | Sharon |
| * Move additional bug hotels away from track and take one to Ratcliff
 | Jason  |
| * Officially set off the maintenance team and handover.
 | Rachel to send note to village, Pam and LesAll recruit members. |