Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room

Date: Wednesday 21st February 2024

Time: 6:30-8:30pm Meeting Closed 8.10pm

Attendance: Cheryl Chessum, Annie Goodman, Julia Jacobs, Mike Hawkins, Carolyn Priest,

Stewart Shram

Apologies: Mayor Olly Davey, Janet Cuff, Jan Wells

Absent:

Chair: Cheryl Chessum

Committee Secretary: Cheryl Chessum for Jan Wells

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1.	Welcome and Confidentiality Statement and declarations of conflicts of interest. No conflicts of interest declared.	СС	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 17 th January 2024 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/MH JS/CC	End of Feb 2024
3.	 Community Fridge and surplus food – CC and JJ met with Zoey Cooper (Climate and Ecological Emergency Resilience Officer Exmouth) and she kindly agreed to work on ideas and support from people to collect to assess the feasibility of allotment holder donations of surplus fruit and veg as resources to organise this within the association are not available at present. Site map for HL now updated and date for PL site meeting to update PL made. Progress on maintenance - this will be discussed in item 8. Cause for concern letters to plot holders. Where no response to these letters and no rent paid previous tenant will be contacted as abandoned plots and those plots reallocated. No deposits will be returned if plots neglected and need restoration. 	JJ/CP CC/JJ/CP	End of March 24 End of March/beg April 2024
4.	 Chair's Report Trees and Scenes. To be discussed in as item 8. Adapted beds – we can confirm a new tenancy agreement for beds on this area -AB 2,4,5 and 6 from end of April with supervision by representative Peter Ferlie of Age UK. 	сс	1/4/24

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5.	Secretary's Report Applications for Structures. None submitted. 1 pending for HL28 – awaiting plans and details		
6.	Treasurer's report – deferred due to apologies but overview from chair included. The treasurer was unable to attend this month's meeting, but it was reported that only a small number of rents across both sites are outstanding and letters will go out re end of tenancies and reallocations on 'abandoned' plots. rents are coming in		
	 We have resolved some issues using the internet banking system following yet another recent banking appointment and are able to resume paying some invoices by BACS with 2 authorisations. This will reduce administration for treasurer and postage costs. 		
	Major items of expenditure pending:		
	 Trees and Scenes agreed maintenance work and safety work – Gate 8, step Gate 7, PL30/31 Height drop and shoring up the boundary to reduce risk. Rubbish collection (Mr Shift-It) invoice from 25th January 2024 Water bills ongoing. 		
7.	IT report. SS was unable to attend this month's committee meeting so all action points reagendered for next month. SS installed Wi-Fi extenders which has improved the Wi-Fi signal in the	ss	21/2/24
	 shop/Jesse Collings room. The sum up payment machine has now been linked to boosted WiFi and should be faster to process payments. The HL CCTV system has been set now and is configured to allow remote access from a mobile phone. It has been relocated to a less public area. Working party needs remains to be organised to put up Pedestrian walkway signs for Arthur's pass in March now. Suitable and clips need to be ordered prior to installation. 	SS + others	31/3/24
	 A Microsoft 365 account will be set up now and the rent book is stored on SharePoint with limited authorised access and editing rights for data security. It is anticipated. It is hoped with Microsoft 365 there is a more comprehensive Junk mail filter which will cut out most, if not all, the junk mail that currently comes through the emails. As EDAA will also get 1TB OneDrive cloud storage and SharePoint which we 	SS/JC/JW/ CC/CP/JJ	End of Feb 24
	can then use for storage of online files such as tenancy agreements, EOTs etc. Easy access can then be given access to view this. Also, Teams comes with this and the online version of Word, and Excel if it is needed so over the year further data storage for central use will be considered and system will become more resilient from a risk perspective.	SS	Dec 24
8.	Maintenance Pound Lane Safety and maintenance work complete all hedges and tree work completed for this year. Virginia creeper affecting PL hedge has been attended to Glenorchy Small Plots - small starter plots with small space in adjacent polytunnel for each tenant has been prepared for letting to new tenants.		

	These are starter plots and are a rod or thereabouts and will be let as such with rent and deposits matching existing tenancy rates but will include a small service charge of £5 per year for maintenance strimming. All users of plots will become members, so this fee £6.00 is also the same as for all members. Only 15/16 more pavers needed to complete moveable plot borders and these can come from HL reclaimed pavers and plot holder on PL has volunteered to transport them across. Hamilton Lane • Work update - Car Park tidied by Arthurs Pass. Ditches cleared on boundary with Salterton Rd. Dead trees needed removing for safety cleared and ivy ringed around trees s along Walnut Grove boundary. Self-seeded sycamores by Gate 8 removed. External boundary of Hamilton Lane hedge pulled back and side and top trimmed, water roots removed from oak tree on boundary. • Flooding - A solution is urgently needed for the flooding and erosion seen at the corner of plot HL167/8 on the main tarmac roadway. Discussed as a committee as continued heavy rain and traffic is eroding the area of roadway. It was hoped weather would improve but now as rain continues there is increased urgency for it to be addressed sooner rather than later to prevent further deterioration. CC to look into bringing work forward and will speak to Shane at Trees and scenes and contact JC rework costs and possible solutions.	CP/CC	Ongoing Spring 24
9.	 Pound Lane No further plots of concern beyond those already being dealt with Current waiting list of 8 at times of meeting 3 possible abandoned plots 9 plots currently recorded as vacant following tenants' decisions re renewing rents. There may be a few more resulting from unpaid rent renewals. Viewing and letting ongoing with support of CP and Phil Bater. Plans in place to update PL site map. Neglected and lack of cultivation plot reviews scheduled for end of March/beginning of April. NSG visit and siting of NSG plaque to mark Community Orchard will take place sometime in summer. Hamilton Lane The site map has been updated but JJ warned almost likely to be out of date in some way soon as plots changed, and new lettings happen. Vacant plots – 10, mainly half plots. We have 2 that are proving hard to let for various reasons, but effort continues. Waiting list – 20. Recruitment will be considered for increasing waiting list when numbers drop, various ideas discussed and will be agenda item and taken forward as needed. Neglected and lack of cultivation plot reviews scheduled for end of March/beginning of April. HL45B -Abandoned caravan of many decades used as shed previously will need removing eventually but axels sunk into ground. Not clear what it is made of externally. In next years cycle of works. 	CP/JJ	End of March

10.	Any Other Business None		
11.	Date and time of next meeting Wednesday 20 th March 2024 – 6:30pm – 8:30pm Venue: Jesse Collings Room	All	