

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 15th May 2024
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Jan Wells, Mike Hawkins, Carolyn Priest, Janet Cuff, Julia Jacobs

Apologies: Mayor Olly Davey, Annie Goodman, Stewart Shram,
Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement and declarations of conflicts of interest No conflicts of interest declared.	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 17 th April 2024 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/JC JS/CC	End of May 2024
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Cause for concern plots. PL066, which was due for re-inspection, has been given up by the current plot holders. Plot PL03A is now in good order and will continue to be monitored. PL031 has made progress but will need to be kept under review to ensure progress continues to be made. PL30 will be issued a letter of concern and given 4 weeks to get his plot in order • Adapted beds. B Olds has been contacted to arrange a compost pick up (from Coastal Organics in Clyst St Mary) for the adapted beds. • Arthur's Pass. JC gave the template design for Arthur's pass to CC. CC will obtain a quote from Devon signs for the signage. • Australian Flatworms. No more sightings of Australian flatworms have been reported to the EDAA. • Trees and Scenes road repairs and attenuation. It has been agreed that the work will commence on 30th September 2024 • Money Laundering directive notification – the EDAA has received notification from the National Allotment Association of a requirement for all unincorporated associations such as Allotment Associations to register with HMRC and make changes to how they are governed. The committee is concerned about the extra work this may entail and the responsibility 	CC/CP JC CC CC	19 th June 2024 19 th June 2024 19 th June 2024 19 th June 2024

	<p>and accountability implications. CC is continuing to explore the implications of the required changes with Lisa Bowman (Town Clerk). OD, the nominated Council allotment representative, is aware of the issue.</p> <ul style="list-style-type: none"> • Refund for PL009. JC to confirm that a 2 rod refund (£24) has been issued to the plot holder on PL009 	JC	19 th June 2024
4.	<p>Chair's Report</p> <ul style="list-style-type: none"> • Rules Revision. The following rules were highlighted as requiring modification: Addition: No BBQs except in the dedicated BBQ area in the community garden 8.5 More specific dates/times required with reference to bonfires. HL – fires out by 12:00 noon. PL fires out by 14:00. Bonfire season 1st Oct to 28th Feb (not over the Christmas Bank Holidays) 9.1/9.3 Remove any reference to pigeons and rabbits 9.7/9.8 Condense into a single point and state breaking the rules may put tenancy at risk 9.9 British Beekeeping Disease Insurance is required 10.2 Add that this may result in loss of tenancy 11.4 For fruit cages and compost bins - add 30cm from edge of any path or roadway rule 11.6 Reword to make it clear that plot holders should have sufficient water collection systems on their plot to water their enclosed areas such as poly tunnel/greenhouse. 12. Annual rents: A general notification will be sent via email informing plot holder that rents are due in January. Plot holder will be able to look up their plot fees and payment methods will be explained. 12.6 Change requirement from letter notification of EOT to email notification <p>CC stated that where an important wildlife habitat such as a tree or pond is on a plot available for letting, a clause can be written into the TA stating that the habitat must remain and not be removed/tampered with.</p> <p>Key policy. Keys are now purchased by new tenants. They can be donated back to the association at the end of tenancy.</p> <p>CC asked that all committee members take another look at the rules and email any further changes to her by the end of May. CC will add in the changes and present them at June's meeting for committee ratification. If passed the rules will need to be ratified by the Town Council at the next full Town Council Committee meeting.</p> <ul style="list-style-type: none"> • Rubbish dumped in PL communal chippings area. The PL site coordinator has been working on a plan for the last few weeks to collect together rubbish items from specific plots to enable a bulk collection by Mr Shift-it. The logistics of this have been complex and has involved temporarily moving items to 'out of sight' storage areas to prevent additional dumping by other plot holders. A new plot holder on PL39, who was informed that their rubbish would be included in the bulk 	ALL	End of May 2024

	<p>collection, became impatient at having to wait for their rubbish to be removed from the end of their plot and took it upon themselves to send the site coordinator an ultimatum email insisting that the rubbish should be moved within 7 days. When this did not materialise they moved the rubbish to the communal chippings area without permission. When challenged about this action by the site coordinator was exposed to the man on the plot being rude and patronizing. Such behaviour will not be tolerated by the committee and the persons involved will be issued with a formal letter to this effect which will be kept on file as further incidents of a similar nature will put their tenancy at risk. Town Clerk to be copied in.</p>	CC/CP	End of May 2024
5.	<p>Secretary's Report Applications for Structures.</p> <ul style="list-style-type: none"> HL 28 Application for poly tunnel approved. CC to re-iterate that no permanent fixings are allowed in securing the structure. 	CC	End of May 2024
6.	<p>Treasurer's report</p> <ul style="list-style-type: none"> Management account stands at £34,095 Club account stands at £4622 with 2 stock order due shortly totalling £1360 <p>Major items of expenditure:</p> <ul style="list-style-type: none"> Honorariums May water bills Mr Shift-It Tap repairs 		
7.	<p>IT report.</p> <p>No IT updates to report</p> <p>CP is now able to access the rent book via SharePoint.</p>		
8.	<p>Maintenance</p> <p>Pound Lane</p> <ul style="list-style-type: none"> T Winfield is providing a strimming/tidying service at PL. It was noted that the communal areas and the orchard need to be strimmed on a regular basis - fortnightly in summer and monthly in winter. In addition to the plot deposit and rental, it was agreed that a small service charge needs to be levied on the Glenorchy small plots for the upkeep and strimming of the communal pathways. <p>Hamilton Lane</p> <ul style="list-style-type: none"> The gatepost on Gate 4 needs looking at as it is in a poor state of repair. Chris Witkiss is working on tap repairs across the site. 	CC/JC/CP	19 th June 2024
		CC/JJ	19 th June 2024

<p>9.</p>	<p>Site Coordinator's report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • 6 vacant plots, 4 on the waiting list and 2 additional for small plots <p>Hamilton Lane</p> <ul style="list-style-type: none"> • HL has 4 vacant plots -59b, 202a (requires strimming), 40a, 18b • Plots of concern – 10b, 148a, 176,37b, 232, 7a • HL110 has been sent a Welfare email. 		
<p>10.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • Rent query. JC to check that tenant on 140B has paid his plot rental/deposit. email will be sent out by CC to same effect. 	<p>JC</p>	<p>End of May 2024</p>
<p>11.</p>	<p>Date and time of next meeting Wednesday 19th June 2024 – 6:30pm – 8:30pm Venue: Jesse Collings Room</p>	<p>All</p>	