

## Exmouth & District Allotment Association Committee Meeting

### MINUTES

**Venue:** By Zoom  
**Date:** Wednesday 16<sup>th</sup> February 2022  
**Time:** 7pm- 9.00 pm  
**Attendance:** John Barwick, Cheryl Chessum, Janet Cuff, Councillor Olly Davey, Julia Jacobs, Stewart Shram, John Singleton.

**Apologies:** Eddie Cowley, Annie Goodman, Councillor David Poor, Carolyn Priest  
**Absent:**

**Chair:** Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
<b>1.</b>	<b>Welcome and Confidentiality Statement and declarations of conflict of interest</b>	CC	
<b>2.</b>	<b>Minutes of the Last Meeting</b> The Minutes of the Committee Meeting held on 19 <sup>th</sup> January 2022 were accepted as a true and accurate record. A pdf version can now be published on the website.	JS/JB CC/JS	End of Feb 22
<b>3.</b>	<b>Matters Arising from last meeting</b> <ul style="list-style-type: none"> <li>• Committee members except JC confirmed they had received nomination forms for election.</li> <li>• The IYN Neighbourhood award certificate has now been received and can be framed for Community Room.</li> <li>• Lisa Bowman Town Clerk was approached re IT security and data breaches should they occur and agreed to speak to the outside consultant used by Town Council and feedback to CC but expressed the view that within the scope of our management activities local precautions are probably adequate by comparison for our use and the limited data we collect.</li> </ul>	All/CC CC CC/LB	31/3/22 April 22
<b>4.</b>	<b>Chair's Report</b> <ul style="list-style-type: none"> <li>• Committee members were asked to ensure they completed and returned nomination forms in good time for AGM.</li> <li>• Criteria for plot awards raised. Two clearly identified as Best newcomer /most improved plot and best overall plot. Third main criteria to be decided collectively by committee and deadline for suggestions is 2 weeks' time. Certificates for well-kept plots to go on as normal. Discussion about what to present and how to represent the achievement was discussed and will be agreed at next meeting as this approach needs reviewing and updating.</li> <li>• Subscription to Zoom to allow committee meetings to continue</li> </ul>	All All	31/3/22 2/3/ 22

	<p>online was discussed and all opinions and pros and cons raised given ongoing situation with infection rate. Consensus arrived at was to purchase annual subscription for a year but keep the topic under review at 3 monthly intervals until it is by agreement safe to return to in-person meetings. It will be put on the agenda for May. The cost to the Association will be £100.00 for the year and will give us flexible options at a reasonable rate.</p> <ul style="list-style-type: none"> <li>• Signage for instruction and guidance in areas of new work and around chippings bays across both sites will be needed with immediate effect. This is to prevent people parking in the turning circle by Arthurs Pass, to ensure contractors delivering chippings only place them in designated chippings bins and all areas/sites have access to chippings. Once again, to try and stop people behaving anti-socially and dumping rubbish in newly tidied bank near Arthurs Pass. JS recommended regular maintenance of bank to deter dumping of rubbish. CC suggested inviting known contractors to a site meeting to ensure they have access to various gates, and we can communicate our requests and expectations to ensure cooperation and to allow them privilege of reducing their waste costs to our advantage. That parking area adjacent to bank at Arthurs Pass is clearly marked. This has been extended and can accommodate up to 10 cars. Fluorescent marking tape will be purchased to mark end of all sleepers in bays to try and prevent vehicle collision in low light.</li> <li>• CC Informed committee we have had an invitation sent from Town Hall to attend fundraising Mayors Ball and if anyone was interested in purchasing a ticket for 19<sup>th</sup> March, please let her know.</li> <li>• Notification of site works and regular mass email updates for information was suggested by JS. Agreed this would be helpful and desirable so JS agreed to take on this task and it will be approximately 3 monthly, as well as notifications on an ad hoc basis which are already happening.</li> <li>• JC proposed we make a plan for an official opening of the Community Room for EDAA at HL shed. The agreed date and time is Saturday 30<sup>th</sup> April 2-5pm. We will identify someone to approach and formally open the room. We will invite people to view the facility and explain the variety of uses we hope to use it for to benefit the membership. Refreshments and cake will be available – some by donation we hope and will request this from the membership. There are a few final tasks to complete the refurbishment, but the date will allow time for this and the finishing touches ready for use. We discussed a name for the room and as the man who fought for the Allotments Act which was adopted in parliament was a local Littleham man we agreed this was an appropriate and relevant choice. Progress to be put on agenda for March.</li> <li>• OD raised a query about growbags and if they are peat free to</li> </ul>	<p>SS/JB</p> <p>CC/SS/JB</p> <p>JS</p> <p>All</p> <p>JB</p>	<p>immediate</p> <p>Feb /Mar 22</p> <p>Ongoing</p> <p>30/4/22</p> <p>End of Feb</p>
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	ensure we do not stock products containing peat as we have adopted this policy for environmental reasons. JB agreed to check with supplier, check and if they are, ask for alternatives and not restock with peat based ones until alternatives available from them.		22
5.	<p><b>Secretary's Report</b>  <b>Applications for Structures.</b> Plans and submissions for all considered by committee. Site visits and contact with ploholders and concordance with rules reviewed.  Applications received:  <b>HL206B</b> - Application to erect smaller replacement greenhouse on site of previous larger greenhouse – Approved  <b>HL77A</b> - Small polytunnel – Approved  <b>HL16B</b> - Polytunnel – Approved  <b>PL35</b> - Application to keep chickens – Approved  <b>HL188B</b> - Polytunnel</p>	CC to inform plot holder	In next week
6.	<p><b>Treasurer's Report –</b>  The Association is in a good financial position and the Treasurer is very open to discuss any aspects of the Association's financial position.</p> <p><b>Rent renewal Process</b>  JB reported we have 14 unpaid rents as of 16<sup>th</sup> February following 45 final reminder contacts.  These were discussed by committee members and course of action for each one identified for HL.  As CP unable to attend JB will discuss this with the site coordinator separately for PL. 3 identified as outstanding.  We expect a small number of plots to be reallocated due to non-payment. Each previous tenant will be informed.</p> <p><b>Update on financial position</b></p> <p><b>Management Account</b> overall remains in good position and amount currently at £80k but will reduce soon as contractor work will need to be paid on invoice. approximately at time of this meeting. This does not include deposits which are held in a separate account.</p> <p><b>Club Account</b>  Currently £1200.00 approx. and growing.</p> <p><b>Recent expenditure</b>  Expenditure for Contract work will be paid out in phases over coming year as work completed A and reported upon at committee meetings  HL25 nature garden on behalf of EDAA supported with £100 for materials.</p> <p><b>Planned expenditure</b>  As detailed above.  NAS membership subscription for all EDAA will be paid as due annually this month. This will be revised and updated in June 2022 to reflect new memberships.  To support planned expenditure on Adapted Garden Project JB informed</p>	JB	Ongoing

	Committee he has had a sympathetic response from local Freemasons and will be following this up with update for March.	<b>JB</b>	<b>March 22</b>
<b>7.</b>	<b>Maintenance</b> PL – deferred HL – Nothing new to report		
<b>8.</b>	<b>Site Co-ordinators report</b> <b><i>Pound Lane</i></b> - deferred <b><i>Hamilton Lane</i></b> <ul style="list-style-type: none"> <li>• 68 on waiting list</li> <li>• We have small number of half plots and people on waiting list being regularly contacted offering allocation.</li> <li>• Plots of concern – Once rent renewal process is complete a full site inspection will be undertaken</li> </ul>	<b>CP</b>  <b>JJ</b>  <b>JJ/JC/CC/JB</b>	<b>ongoing</b>  <b>ongoing</b>  <b>Spring 22</b>
<b>9.</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• None presented</li> </ul>		
<b>10.</b>	<b>Date and time of next meeting</b> Third Wednesday every month – <b>Wednesday March 16<sup>th</sup> 2022, 7pm.</b> All until further notice by Zoom.		