

## Exmouth & District Allotment Association Committee Meeting

### MINUTES

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

**Apologies:** John Barwick Eddie Cowley, Annie Goodman, Councillor David Poor,  
**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 16 <sup>th</sup> February 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 Mar 22
<b>3.</b>	<b>Matters Arising from last meeting</b> <ul style="list-style-type: none"> <li>• Committee members reminded to complete and return nomination forms</li> <li>• Agreed 3 monthly updates will be sent out to members regarding any works or activities potentially affecting members and for general info to start this month.</li> <li>• Signage as previously discussed has been delivered re parking area and now needs to be put in place. Additional signage is expected. For next year JS suggested simple temporary signs at entrances be placed to add to notification to members. To be considered later in the year.</li> </ul>	All/CC CC/JS TBD	31/3/22 Mar 22 End of 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 agreed. Third category will be Community contribution. CP has provided list and rational for PL awards HL to follow. Certificates for well-kept plots to go on as normal. Site coordinators will present awards for each site.</li> <li>• Committee discussion took place regarding the final certificates, printing, and word content. SS will work with JS to complete quality certificates that have clear connection Association and can be kept by ploholders.</li> <li>• JC will prepare to open AGM in role of President</li> </ul>	All CP/JJ JS/SS	31/3/22 9/4 / 22 9/4/22

	<ul style="list-style-type: none"> <li>• CC will feedback overview re both site developments and ongoing issues</li> <li>• JB will provide financial update as Accounts approved in September 2021</li> <li>• JS will provide some information to update membership on progress and success of Veg Course.</li> <li>• CC said committee needed to have a task and finish group working together to complete the community room for the official opening. SS prepared and circulated this for people to volunteer to take on outstanding tasks</li> <li>• JS will source group veg course photos for each year it has been run.</li> <li>• JC proposed a collective name for each community area of the HL site. The overall term HIVE was accepted by all as it indicates a linked concept all working together for EDAA membership. Committee is aware that there is a youth service HIVE in town, so we need to personalize it to EDAA. Appropriate signage to be developed for various areas with good design over the coming year.</li> <li>• CP confirmed that PL will be using the term Community Hub for all communal areas benefitting members.</li> <li>• Rules review discussed - following items will be considered <ul style="list-style-type: none"> <li>➤ Sheds raised off ground for rat management</li> <li>➤ Reviewing numbers of hives permitted for swarm management options to increase.</li> <li>➤ Management and control of invasive planting – bays, laurel, and bamboo</li> <li>➤ Accumulation of large plastic children’s toys</li> <li>➤ Bonfires – review due following pandemic</li> <li>➤ Including requirement of drawn plan for structures</li> </ul> </li> </ul> <p>The rules review will be tabled for April agenda</p> <ul style="list-style-type: none"> <li>• Wildlife pond development on HL. CC stated the new pond area has been created behind HL232 in a derelict area and we will be able to progress this with support of a small group of volunteers. JJ has in mind a plot holder who may be willing to help and agreed to contact them. CC has involvement and support from another member and a planting plan has been proposed and a small amount of funding will be required. The aim is that this will be fit to enter for the IYN award next year 2023.</li> <li>• OD enquired about the bank inside Gate 1 as it looks in poor state. And was advised the tenants will be taking on the flat area to extend and develop their plot on HL232 and hedge will be gradually improved as part of the longer term plan with additional plantings of native British varieties of hedging.</li> </ul>	<p>All</p> <p>JS</p> <p>All</p> <p>CC et all</p>	<p>27/4/22</p> <p>Mar 22</p> <p>Ongoing</p> <p>30/4/22</p>
	<p><b>Secretary’s Report</b>  <b>Applications for Structures.</b> Plans and submissions for all considered by committee. Site visits and contact with plot holders and concordance with rules</p>		

5.	<p>reviewed. Two applications pending - none for today's meeting</p>		
6.	<p><b>Treasurer's Report – deferred</b></p> <p><b><i>Rent renewal Process</i></b> CC reported this period has now been concluded</p> <p><b><u>Update on financial position</u></b></p> <p><b><u>Management Account</u></b></p> <p><b><u>Club Account</u></b></p> <p><b><u>Recent expenditure</u></b> Invoices are coming in and being signed off for site works across both sites</p> <p><b><u>Planned expenditure</u></b></p>		
7.	<p><b>Maintenance</b></p> <p>PL – Improved and renovated pathway on site well received Tree work has now been done New large chippings bay – very pleased with this New shop step will be put in soon by Ken to replace old unsafe one The Men's Shed collective are going to be building and installing a new structure for the recycling area. Some issues with brush to be addressed Plan is for improved notices to go up on notice board re guidance on making good quality compost for example</p> <p>HL – New noticeboard going up by Gate8/Gate 7 Contractors works now completed Some small dead Elms still to be removed on the bank by Arthurs Pass and further work to tidy the bank to be continued but further clarification needed on agreement David Smith will be planting spare slips on top of bank same bank to replace and improve lost trees and cover</p>	<p>CP</p> <p>CC/JB</p>	<p>June 22 onwards</p>
8.	<p><b>Site Co-ordinators report</b></p> <p><b><i>Pound Lane</i></b></p> <p>PL 48 – Under time frame to plant and use an area or plot will be reduced PL82 – Tenant now given up and polytunnel to be considered for wider use for community PL28 – Was sprayed with Glycosphate by tenant who gave up and since several months have passed it will now be let with prospective tenants being warned of this history for transparency and choice. PL58 – Plot used for rubbish collection and sorting and once removed will be prepared for allocation JC will advise CP of details of someone who will collect the metal from the site free of charge.</p>	<p>CP</p> <p>JC</p>	<p>Spring 22</p> <p>End of</p>

	<p><b>Hamilton Lane</b></p> <p>HL152 – rubbish being cleared and can be split and let for 2 off waiting list  HL105 – Tenant reducing size of plot so this will be measured, and excess let as half plot.  HL244A – to be let- being considered by someone at the moment.  HL190A – Under offer  3 half plots with people coming to look over next 2 weeks</p>		<b>March</b>
<b>9.</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• CP reported that the hedge by Gate 2 where it had been thinned rubbish had been put over and PL were looking to put measure in place to raise height of hedge by 2-3'</li> <li>• Lower level of bank to PL had now been taken over for management by Street Scene and being managed to develop biodiversity</li> <li>• Bank by Gate 1 remains an issue but is being planted up and improved by adjoining tenant</li> </ul>		
<b>10.</b>	<p><b>Date and time of next meeting</b>  Third Wednesday every month – <b>Wednesday 20<sup>th</sup> April 2022 at 7pm.</b>  All until further notice by Zoom.</p>		