

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 16 June 2021
Time: 7pm-9.00 pm
Attendance: Cheryl Chessum, John Barwick, Janet Cuff, Dianne Conduit, Julia Jacobs, Olly Davey, Stewart Shram, Carolyn Priest, John Singleton.
Apologies: Eddie Cowley, Annie Goodman, Councillor David Poor.
Absent:

Chair: Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement – Chair		
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 26 th May 2021 were accepted as a true and accurate record and pdf version can now be published on the website.	JB/JS	Immediate
3.	Matters Arising from last meeting Waste removal – CP noted in the minutes that no further funding is available for waste removal this identifying that there would be further waste to be removed from Pound Lane in the Autumn. Arrangements to be discussed outside of this meeting aiming to co-ordinate planned waste removal from HL in next few weeks. Peat free compost – noted that the shop will move to all peat free compost with next order. JS asked about communications to people who still wish to use peat based products. Committee agreed that plot holders can still buy and use peat based products but not from EDAA shops. JB to research peat free compost from Loaches but will not order anything until findings reviewed by the Committee.	JB/CP JS JB	July Immediate July
4.	Chair’s Report Social and community development activities – No progress to report. However, CC will start collating ideas and names of people interested. The social area of the Shed will not now be completed until the Autumn so there is time to promote the programme and gather more ideas and expressions of interest. This also takes account of the delay in the full lifting of Covid Lockdown requirements from 21 June until at least mid-July. Further update at August meeting. To be on agenda.	CC DC	August August

5.	<p>Secretary's Report</p> <p>Applications for Structures.</p> <p>Applications received: PL 3A – greenhouse– Discussed and approved – meets all requirements.</p>	CC to inform plot holder	Immediate
6.	<p>Treasurer's Report –</p> <p>Rent Book and Rent Collection – all up to date. One plot vacated and being reallocated.</p> <p>Update on financial position The Association is in a strong and stable financial position and the plot deposits are held in a separate account for security. Club account has £5k balance and high volumes of stock for which we will get financial return with low profit margin. Anticipated no big orders will be required in near future.</p> <p>Options discussed to cover costs of development and maintenance across the sites over the last year and to fund ongoing programme of works. This work, including the refurbishment of the shed has been essential to maintain the asset but also maintain health and safety and accessibility of the sites and plots. Options include, raising the membership fee by £1 and /or increasing rents by £1 per rod. Following discussion, it was agreed to consider raising membership fee in 2022 and rents in 2023. To be further considered and approved at a future meeting. To be placed on future agenda.</p> <p>Recent expenditure Expenditure continues for the refurbishment of the Shed. JB will follow through with MPS on some of the works required.</p> <p>Other areas for noting</p> <ul style="list-style-type: none"> • South West Water – issues continue in relation to SWW and apparent water leakage on PL site. The issue is now being taken forward with Ofwat. • HL Waterless toilet – HL site Kingston Road area – no news from SWW bid but informed still in contention. Further development work on accessible area and raised beds will be on hold until outcome of this bid known. (The above issues re SWW does not compromise this bid). • HL The Shed refurbishment Plasterers being approached for quotes however unlikely work will start until September at the earliest as all local trades are busy for the next few months. JB suggested if anyone knows of a plasterer that might be available for about 2 days work let him know. • Shop – sales doing very well and a new card reader in place that can issue receipts. This follows the great success of the card payment trial over the winter and spring 	<p>JB</p> <p>JB</p> <p>JB/DC</p> <p>JB</p> <p>JB</p> <p>All</p>	<p>By October 2021</p> <p>Immediate</p> <p>Immediate</p> <p>August</p>

7.	<p>Maintenance</p> <ul style="list-style-type: none"> • HL – 12 new padlocks ordered to replace faulty locks and will be welded on. • External maintenance of shed – outstanding work to be further scoped. To include rubbish removal and painting of external walls. MPS have reviewed remaining work to toilet and external doors and frames, window needed replacing and cladding and will provide a quote for this work. • HL – Piggeries Bank – JS raised concerns at the overgrowth in this area that is starting to compromise access to the road and adjacent plots. Agreed that Tis work could be picked up as part of the work required around Arthurs Pass. • HL Taps – DC noted the tap at the top of Plot 2a is leaking. Plot holder from 15 trying to tighten. Advised that if not fixed DC will Chris Witkiss. CC reported that the current taps across the site are old and will need upgrading and replacing in the future as the current fixtures are old, difficult to repair and at times difficult to use with more modern connectors etc. • Taps – it was noted that the new approach to split bigger plots in half means there are more plot holders and therefore pressure on taps. It was suggested that split taps supplies could be used. It was identified this already happening on the HL site in one area and it does not appear to reduce the water pressure significantly. Agreed this could be a solution and will be explored further in line with reviewing the over plan for tap maintenance/replacement. • PL – Elm trees – following visit by EDC identified that original dead elm is in the garden of a council owned property and they are therefore responsible. However, CP has seen a further dead elm that is on the allotment site and will require addressing. 	<p>JB</p> <p>JB/SS</p> <p>SS/JB</p> <p>JB</p> <p>DC</p> <p>JB/CC</p> <p>CP/JB</p>	<p>July</p> <p>September</p> <p>August</p> <p>July</p> <p>September</p> <p>September</p>
8.	<p>Site Co-ordinators report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • 3 Plots of concern letters will be sent. 3 further plots to be monitored. • Noticeboard now in place. • Waiting list – 18. • Discussion held about access to both sites if accidents occur. All risk cannot be mitigated and managed was recognised. <ul style="list-style-type: none"> ○ Conversations taking place with SW Ambulance with a view to agreeing most accessible entrance/s and investigating if the emergency call centre can hold that information. ○ Also suggested that ‘What 3 Words’ could also be used to identify the locations of each entrance – vehicular and pedestrian. W3W is a global methodology to give every square metre 3 words that would identify that specific point. It is not fool proof but could be an option. https://what3words.com 	<p>CP/CC</p> <p>CC/JJ/CP</p> <p>SS/CC</p> <p>CC/site co-</p>	<p>Immediate</p> <p>July</p> <p>With above action</p> <p>July</p>

	<ul style="list-style-type: none"> ○ Suggestions that an emergency contact list could be collated should there be an emergency on site. To be further explored outside the meeting. ○ Each plot needs to be clearly numbered. <p>Hamilton Lane</p> <ul style="list-style-type: none"> ● 1 plot vacated and reallocated. ● 3 plots of concern and being addressed. ● 2 further plots for surveillance 	<p>ordinators</p> <p>CC/site co-ordinators</p>	<p>July</p>
		<p>CC/JJ</p>	<p>July</p>
July9.	<p>National Allotment Week</p> <p>Following discussion at last month's meeting, about offering a day when Hospiscare can raise funds it was agreed that this was not a viable option at the current time. Given the delay in lifting Covid restrictions until at least July 19th it may be difficult to meet the requirements at the time. Additionally, given the pressure on everyone over the last 18 months the Committee feel it would be difficult to logistically manage the charity day as it would require significant planning and also a lot of volunteers on the day.</p> <p>It was agreed to revert to the original plan of planted containers, scarecrows and photographic competitions.</p> <p>Information re NAW to be publicised through the website.</p>	<p>JS/CC</p>	<p>Immediate</p>
10.	<p>AGM</p> <p>Nothing Further at this time.</p>		
11.	<p>Any Other Business</p> <ul style="list-style-type: none"> ● Exmouth Journal - JS – Article for Exmouth Journal will be published week commencing 21 June. ● Red Van - JS – Noted a red van driving at high speed through the site apparently dropping off grass cuttings. Driver advised to slow down. Committee advised to watch for any further occurrences. ● Vegetable Growing Course - JS – Suggested an Open Day to showcase the veg growing course, this would help people understand what it is about before they consider going on the waiting list. The committee supported this. ● HL – Toilet. JB noted that the new door will not have a padlock and suggested that it could be left unlocked between 7am-7pm. 	<p>All</p> <p>JS</p>	<p>Immediate</p> <p>TBC</p>
	<p>Date and time of next meeting</p> <p>Third Wednesday every month – Wednesday 21st July 2021, 7pm.</p> <p>All until further notice by Zoom.</p>		