

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 17th March 2021
Time: 7pm-9.00 pm
Attendance: Cheryl Chessum, John Barwick, Janet Cuff, Councillor David Poor, John Singleton, Olly Davey, Stewart Shram, Carolyn Priest, Julia Jacobs, Dianne Conduit.

Apologies: Eddie Cowley, Annie Goodman,
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 17 th February 2021 were accepted as a true and accurate record and pdf version can now be published on the website.	JS	Immediate
3.	Matters Arising from last meeting Gardeners Question Time No further update. Further contact with Councillor Beech to see if any further planning and operational support will be available. Rat Management Following last months meeting CC contacted David Smith re the disposal of dead rats found on plots. To date no response, CC will pursue. Post meeting note: Response received day after – to double bag and dispose of in normal waste. This is on the box of the rat bait used.	OD CC	21/04/21 Immediate
4.	Chair’s Report Overview and focus of improvement plan for the remainder of the year - environmental development short and medium term <ul style="list-style-type: none"> • 2020 environmental and site improvement works Following works completed by Trees and Scenes in February there are 4 days		

<p>within the contract to use as required, with any materials and machinery to be met by the Association.</p> <p>Those areas under consideration are:</p> <ul style="list-style-type: none"> ○ Chippings Bins by Gate 8, by Arthur’s Pass and by Kingston Road Gate ○ Cutting back the bank by Arthur’s Pass and widening Arthur’s Pass ○ Preparation of the wildlife area by the shed in the top corner of the site and clearing down hedge on plot 232’ <p>Opportunities to be explored with the contractor.</p> <ul style="list-style-type: none"> ● Waterless toilet – HL site Kingston Road area <p>A bid is being made for an accessible waterless toilet in the Kingston Road area of HL site. The bid is being made to South West Water (SWW) for £10k. This enhancement to the site would:</p> <ul style="list-style-type: none"> ○ Meet and improve the sites green credentials as it is solar powered and water saving. ○ Would improve accessibility for all association members and site users including people with disabilities. ○ Would be a welcome improvement in facilities to the Kingston Road area of the site. <p>Bid being prepared.</p> <ul style="list-style-type: none"> ● Hedging <p>The project to create stock proof native hedging and infill to be continued with focus on internal hedge infill until new programme starts. Woodland Trust opportunity for whips has been missed for this round of bids. Suppliers should still have bare rooted whips in stock and there may be deals to be had as it is the end of the season. A couple of suppliers to be contacted to see what is available.</p> <ul style="list-style-type: none"> ● Rubbish management - HL <ul style="list-style-type: none"> ○ Metal collection - will take place on 24/03/21. Notice to go out to members to ask for metal to be collected in the Shed area (without obstructing the road over the preceding weekend. ○ Low grade asbestos – collection bags are now available for the correct bagging of low-grade asbestos items around the site. The asbestos will remain in situ safely bagged until they can be safely removed by a registered contractor. <ul style="list-style-type: none"> ● The Shed refurbishment <p>Work on the shed continues, with good progress being made. Electrical works and plaster boarding will progress over next few weeks and the creation of a loft space planned, providing insulation and some limited storage as only accessed by a ladder.</p> <p>The community space is also progressing and will have cold water and the space and equipment to make drinks. Anticipating that this will be a flexible, welcoming, and valuable space for members.</p>	<p>JB</p> <p>JB with support as required</p> <p>CC</p> <p>JS</p>	<p>21/04/21</p> <p>21/04/21</p> <p>21/04/21</p> <p>Immediate</p>
---	--	--

<ul style="list-style-type: none"> • PL – Elm trees <p>CP provided and update on the diseased elm trees on the site and is in conversation with the East Devon Council Tree Team regarding these trees and how they can be tackled.</p> <p>Overview and focus for Association from autumn onwards - social and community development activities.</p> <p>The Committee explored opportunities to plan for social and community development across the allotment sites as Covid restrictions start to ease. Hoping activities will be able to start into the summer and autumn.</p> <p>HL - will have an excellent community space once the works on The Shed have been completed and will be useable all year round for educational and social purposes, particularly small group activities for all members across both sites. Ideas included:</p> <ul style="list-style-type: none"> • Crafting • Educational talks • Seed saving • Wreath making – especially for Christmas 	<p>CP</p>	<p>21/04/21</p>
<p>Once face to face meetings can be held EDAA committee meetings will be held here instead of St Johns church hall.</p> <p>It was noted that booking system will be required for the community room once it is made available.</p> <p>Other ideas for social events included quiz nights, community barbeques and events like a previous Boxing Day get together.</p>	<p>SS/JB</p>	<p>Jun/Jul 2021</p>
<p>Suggested a sub-group might be set up to get this off the ground. Noted it would be helpful find out those of the wider membership who would be interested or have particular skills and talents. Committee members to start finding out and talking to members.</p>	<p>All</p>	<p>21/04/21</p>
<p>Agreed to agenda for a further discussion at April’s meeting with members asked to bring ideas especially from the membership.</p>	<p>DC</p>	<p>21/04/21</p>
<p>PL – there has been good social and community activities before lockdown, and these will be reinstated including coffee mornings 1st Sunday of the month. Activities such as vegetable cooking and sharing recipes also planned once allowed.</p> <p>Britain in Bloom</p> <p>HL - Will be visiting HL site in July as part of their judging process, agreed that the veg course and community polytunnel would be particularly good activities to showcase. The original entry will be followed from last year. JS informed the group of an Instagram feature documenting the veg growing journey of Mel from the veg course.</p> <p>PL - Proposal for PL site to be put forward for a visit in 2022. Submission will need to be made in January – March for July visit which gives about 16 months for</p>		

	planning and preparation. Ideas for what to showcase to be considered, agreed and worked on. To come forward on a future agenda. CP and PL members to lead on this plan		
5.	<p>Secretary's Report</p> <p>Applications for Structures. Applications received: PL 25 A– Request for polytunnel. JJ confirmed that the application complies with all required conditions. Approved. Preparation for AGM – administration and structure review.</p> <p>Timing and arrangements for deferred AGM 2020 discussed. Agreed to look at September, using credit held at St John's church hall as future face to face committee meetings will be in the new HL community facility once they can be held again. Availability and booking of hall to be made.</p> <p>Structure of the meeting and agenda to be discussed at next meeting. To be added to committee agenda. All members to consider items and 'shape' of the AGM to increase interest and engagement of members as well as fulfilling obligations.</p>	<p>CC to inform all plot holder</p> <p>JB</p> <p>DC</p> <p>All</p>	<p>Immediate</p> <p>21/04/21</p> <p>21/04/21</p> <p>21/04/21</p>
6.	<p>Treasurer's Report</p> <p>Rent Book and Rent Collection All rents are now in and all those who paid their membership by the 8th February are also now members of NSALG – a follow up registration will take place in due course for any new members and for those who missed the deadline.</p> <p>The Chair thanked everyone involved for their efforts and hard work on designing and implementing the new online rent collection system and the supporting process for those not online.</p> <p>Update on financial position The Association is in a good financial position and the Treasurer is very open to discuss any aspects of the Association's financial position which remains strong.</p> <p>Recent expenditure Significant investment has recently been made in the management of the hedges / trees around both sites and the refurbishment of the Shop.</p> <p>Other areas for noting None of note</p>		
7.	<p>Maintenance</p> <ul style="list-style-type: none"> HL – new gateposts required gates 5 & 10. Tap also requires fixing JJ is aware of which one. PL – new gate post will be required in next year's maintenance work programme. PL – shop/summerhouse require painting. Work parties to be convened to carry out work. 	<p>JB</p> <p>JB/CC</p> <p>CP</p>	<p>May 2021</p> <p>New work schedule 2021</p> <p>June 2021</p>

8.	<p>Gate closure times</p> <p>Gate closing time will be at 7pm when clocks go forward on 28th March. Agreed that current gate closers would be asked if they will continue. To be included in mass email.</p> <p>Agreed that once Covid restrictions are lifted that members will be asked to revert to previous practice of taking personal responsibility for locking and unlocking gates. Current procedure is only in place to promote Covid secure practices by reducing the number of people handling the locks and chains.</p>	JS	By 28/03/21
9.	<p>Site Co-ordinators report</p> <p><i>Pound Lane</i></p> <ul style="list-style-type: none"> • Nothing further than a couple of plots of concern. CC to site visit if no progress made to bring plots into production by end of April. <p><i>Hamilton Lane</i></p> <ul style="list-style-type: none"> • One plot of concern regarding an unused chicken run, to be visited and reviewed. 	CP, CC JJ, CC	April 2021 April 2021
10.	<p>Allotment Awards</p> <p>All action taken since last month with a number of certificates to finish laminating. Discussion on communication to award winners and providing the certificates resulted in:</p> <ul style="list-style-type: none"> • Award winners being contacted by personal email • Certificates can be collected from Pound Lane and Hamilton Lane shops • Mass email: <ul style="list-style-type: none"> ○ Explaining awards and the diversity of awards in a difficult year ○ Giving winning plot numbers for recognition and to promote interest in the awards and learning. • Exmouth Journal – paragraph to EJ as a positive local news item 	CC JC, CC, CP JS CC/JS	By 31/03/21 From 31/03/21 31/03/21 April 2021
11.	<p>Any Other Business</p> <p><i>Communication with members</i></p> <p>Concerns raised about information getting to those members not online.</p> <ul style="list-style-type: none"> • Noted that word of mouth, identifying additional people who might walk and talk around specific local patches across the sites might be worth considering. • Also new noticeboards will be put in place shortly and noticeboards across the sites reviewed. <p><i>Health and safety concern</i></p> <ul style="list-style-type: none"> • A member had informed DC of metal work and other obstructions 		

	<p>protruding into paths at HL. Agreed to find out specific plots and to notify CC or site co-ordinators.</p> <ul style="list-style-type: none"> • Trees and Scenes contractor had also noticed some potential hazards with path collapse at some points – this is being addressed incident by incident in the course of the maintenance and improvement works. 	DC	Immediate
12.	<p>Date and time of next meeting</p> <p>Third Wednesday every month – Wednesday 21st April 2021, 7pm.</p> <p>All until further notice by Zoom.</p>		