

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 17th April 2024
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Jan Wells, Mike Hawkins, Stewart Shram, Carolyn Priest, Janet Cuff, Julia Jacobs

Apologies: Mayor Olly Davey, Annie Goodman

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 20 th March 2024 were accepted as a true and accurate record. A pdf version can now be published on the website.	SS/CP JS/CC	End of April 2024
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Reinspection following cause for concern letters. Following on from the November plot inspections, letters were sent out to those plot holders found to have ‘plots of concern’. Much of the feedback has been positive with plot holders promising improvements, giving up or moving to smaller, more manageable plots. About fifty percent of the original batch will require reinspection to ensure they have carried out the agreed work on their plots. CC will send out the re-inspection list within the next 7 days. • Adapted beds. As Mr Denys has sadly passed away, AB3 is now available for renting. Age UK will take on the tenancy for AB2, AB3, AB4 and AB5. Addresses and contact details are required for the Age UK tenants so details can be sent to the NAS for membership. • Arthur’s Pass. Designs for the sign on Arthur’s pass were discussed. A short list of design options will be presented at the next meeting. • Australian Flatworms. To date three plot holders have reported finding and destroying these invasive pests. 	CC/JJ/CP CC CC/JC	24 th April 2024 End of April 2024 15 th May 2024
4.	Chair’s Report <ul style="list-style-type: none"> • Flooding . A solution is urgently needed for the flooding and erosion seen at the corner of plot HL167/8 on the main tarmac roadway. 		

	<p>Trees and Scenes have provided a quote for the remedial work. The work includes:</p> <ul style="list-style-type: none"> - The digging out and construction of 2 large soak aways (these will double as carparking areas) - Road repair on the corner site using hot or cold tar repair. <p>Estimate for the work: £5800.</p> <p>All members of the committee agreed that the estimate was good value for money, given the size of the job and the volume of materials required to complete the project. CC will speak to Shane to arrange a suitable date for the work to go ahead. The project costs will fall in the next financial year.</p> <p>The size and age of the two EDAA sites means that unexpected and expensive maintenance issues can arise at any time. How to fund essential maintenance going into the future is an important issue for the association and will be discussed at a future meeting.</p> <ul style="list-style-type: none"> • Site Management items <ul style="list-style-type: none"> - Pedestrian access signs have been placed by Arthur's pass. - Railway sleepers have been placed by the speed bumps along the edge of the access road from gate 2. This is to stop vehicles from driving on the verge to avoid speed bumps. - Any issues regarding the use or maintenance of the community polytunnel will be dealt with by the committee. - The boundary fence behind HL 171/172 has been repaired by the resident living in the property behind. 	CC/JC	15/5/24
5.	<p>Secretary's Report Applications for Structures.</p> <ul style="list-style-type: none"> • None 		
6.	<p>Treasurer's report</p> <p>JC stated that the EDAA accounts are up to date and that shop takings are good.</p> <p>Major items of expenditure:</p> <ul style="list-style-type: none"> • A large amount of rubbish needs to be removed from HL40b, HL186, HL59b. This will require the services of Mr Shift-It. Estimate £720. • MH asked when the honorariums would be paid to members of the committee. It was agreed that they would be paid by the end of April 2024. 	JC	15/5/2024
7.	<p>IT report.</p> <p>No IT updates to report</p> <p>CP explained that she was unable to access the live version of the rent book on SharePoint. SS will resend the access link.</p>	SS	15/5/2024

<p>8.</p>	<p>Maintenance</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • An oak tree on the boundary of PL and a ploholders private garden need to be re-assessed to ensure the pruning work agreed has been undertaken. • CP reported that the padlocks (without welded chains) are working well. • A vacated plot (PL39) has been left in a bad state. Mr Shift-it will be needed to clear the volume of rubbish left. • A plot holder has enquired about keeping chickens on their plot. Currently all livestock approvals have been suspended by the committee pending a decision on how the quality of the animal husbandry can be monitored. This will be discussed further at next month’s meeting. • CC asked that all committee members check the current EDAA rules posted on the website for any issues/omissions. These will be discussed at the next committee meeting. • CP asked about the rounding rules for plot measurements. CC confirmed that plots are measured and rounded to the nearest half rod. • PL56 has been abandoned and is now vacant. <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. • JJ will compile a list of all ploholders who have not yet started work on their plots. We are well into the gardening year now and would expect to see plots under cultivation. 	<p>CC/CP</p> <p>JC/CP</p> <p>CC</p> <p>ALL</p> <p>CC/JJ</p> <p>JJ</p>	<p>15/5/2024</p> <p>15/5/2024</p> <p>15/5/2024</p> <p>15/5/2024</p> <p>15/5/2024</p> <p>15/5/2024</p>
<p>9.</p>	<p>Site Coordinator’s report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • PL17/17A -Plot holder is cutting down his plot size from 10.5 to 5 rods. • Tenant on L9 has 3 rods not 5 and requires a 2-rod deposit refund. • PL has around 7 vacant plots at present. • CP to chase outstanding polytunnel payments. <p>Hamilton Lane</p> <ul style="list-style-type: none"> • HL has 5 vacant plots. 	<p>CP/JC</p> <p>CP/JC</p>	<p>15/5/2024</p> <p>15/5/2024</p>
<p>10.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • 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. The implications and administration of this are unclear so further investigation is needed. CC will contact the Town Council and will approach John Barwick for advice. Further information is also available from the NAS through a number of links sent with the document. 	<p>CC</p>	<p>15/5/2024</p>
<p>11.</p>	<p>Date and time of next meeting Wednesday 15th May 2024 – 6:30pm – 8:30pm Venue: Jesse Collings Room</p>	<p>All</p>	