

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 17th May 2023
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Annie Goodman, Julia Jacobs, Jan Wells, Carolyn Priest, Stewart Shram

Apologies: Councillor David Poor, Councillor Olly Davy, Janet Cuff

Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement and declarations of conflict of interest None declared	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 19 th April 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/CP JS/CC	End of May 2023
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Wi-Fi password: CC has obtained the wifi password from Gorfin Hall. Tests have shown that the Wi-Fi signal is weak and SS has recommended the use of some ceiling mounted boosters to improve the situation. SS has some hardware he can re-purpose at no additional cost to the EDAA. • Gate 7: The step has been repaired and the gate can now close. • Complaint from HL resident. A second follow-up letter was sent to the resident at 27 Hamilton Lane stating that no action would be taken at present in regards to the tree. The tree would be monitored during the regular maintenance cycle and the matter would be looked at again if Dartline buses registered an issue. • Structure on HL185: Following further investigation the application for the polytunnel has been passed. • National Garden Scheme Award. The £500 grant for the Pound Lane Community Orchard Project has been received into the EDAA account. • Plot in poor state. Tenant on HL218A has replied to the letter sent to him regarding the state of his plot. As the email was only received today it will be reviewed together with other information on 17th June. • Composting workshop. CC reported that Kate Wilcox's composting workshop went well and was attended by 7 EDAA members. Other events are in the pipeline including a plant swap taking place this Saturday. 	SS CC CC	21/6/23 21/6/23

<p>4.</p>	<p>Chair's Report</p> <ul style="list-style-type: none"> • Honorariums. The honorariums paid to committee members as a 'thank you' for the work they undertake on behalf of the association have not been reassessed for many years. In that time roles have expanded significantly and more posts have been created. It was agreed that the award values and posts would be looked at over the next few months and recommendations tabled to members at the October AGM. As a starting point to this process, committee members were asked to submit a 'job description' of the work they undertake for the EDAA. Item re-agendered for next month. • Reserve fund. Deferred until June meeting • Activity room use and events: An email was sent out to all members last week detailing the events taking place in the Jesse Collings room and elsewhere within the EDAA. It was suggested that the details should also be published on the website. CC to speak to JS to see if there is a suitable 'tab location' for this news item. 	<p>ALL</p>	<p>21/6/23</p>
<p>5.</p>	<p>Secretary's Report Applications for Structures.</p> <ul style="list-style-type: none"> • PL62 polytunnel and shed. Application approved • HL101B/HL102A Change of location of chicken shed and enclosure approved. Permission has previously been granted for the structure on HL101B, this has now been transferred to HL102A. It was also noted that a new location has been found for the bees. They were originally granted approval on HL102A but due to an objection from another plot holder have been found a new location. <p>It was recognised that once approval for a structure is given, then the EDAA should set a deadline for the structure to be erected. This will be looked at during the next 'Rules review'.</p>	<p>CC/JJ/CP</p>	<p>2024</p>
<p>6.</p>	<p>Treasurer's Report – Update on financial position</p> <p>It was reported that the club accounts are in a stable position</p> <p>Club Account: Balance currently stands at £3800 approx. .</p> <p>Management Account: Balance currently £38,000. Recent expenditure includes:</p> <ul style="list-style-type: none"> - Gate 7 work (£280) - Rowlands water service repairs (£250) - Loft hatch (£150) 	<p>CC</p>	

<p>7.</p>	<p>Maintenance Pound Lane The main gate has 'dropped' and is tilting inwards making it hard to close the gate. There is no further opportunity to make manual adjustments to correct the issue. SS will complete a site visit to see what the options might be.</p> <p>The toilet block is still in need of re-varnishing but there are issues in finding a handyman to complete the work. SS has a contact who might take on this work</p> <p>There are a couple of dripping taps that require attention and Alan is looking at these. It was noted that Chris Witkiss has a stock of new taps if required.</p> <p>Hamilton Lane Nothing noted</p> <p>Future works for maintenance contractor (Trees and Scenes): Pound Lane:</p> <ul style="list-style-type: none"> • Tree work: Check whether further work needs doing to the oak tree on Reed Close boundary. Also check height of hedge. • Hedge work – inside only running adjacent to PL The height of the hedge does not need addressing. The hedge at the Broad Park end (right of main gate as facing the road) needs a full tight clipping back. • A wild area at the back of plots 81/81a needs assessing to see if any work needs to be carried out. <p>Hamilton Lane:</p> <ul style="list-style-type: none"> • Adapted beds – some work is required where the gutter runs along the edge of the plot. A gravel path is needed, and the neighbouring plots require re-measuring. • Hedge on HL may need clipping, but no height needs to be taken out of it. • Ivy needs removing from the trees in the bank at the junction of KR/HL main site • Tree opposite HL27 needs looking at for stability • Tidy up around the raised beds and far bank at KR. • Gate 3 needs a new sign 	<p>SS</p> <p>SS</p> <p>CP</p> <p>CP</p> <p>CC/JJ</p>	<p>19/6/23</p> <p>21/6/23</p> <p>21/6/23</p> <p>21/6/23</p> <p>21/6/23</p> <p>21/6/23</p>
<p>8.</p>	<p>Site Co-ordinators reports</p> <p>Pound Lane:</p> <ul style="list-style-type: none"> • Church plot will be used for veg growing beginners next year. 1 rod per person and shared use of the communal polytunnel • Butterfly observation survey underway • The recent seedling swap went well • 1 small 'currently unlettable' plot available • CP asked for 'grass paths' to be added as an agenda item for June <p>Hamilton Lane:</p> <ul style="list-style-type: none"> • A small number of plots are not being worked appropriately. They become untidy, a letter is sent, a small amount of work is undertaken and then the plot returns to a messy state again. It was agreed that the receipt of three 	<p>CP</p> <p>CC</p> <p>JJ</p>	<p>21/6/23</p>

	formal letters regarding the state of a plot would lead to automatic termination of tenancy		
9.	Any Other Business Terram weed control matting will be discussed at some future meeting	CP	21/6/23
10.	Date and time of next meeting Wednesday 21st June 2023 – 6:30pm Venue: Jesse Collins Room	All	