

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 18th May 2022
Time: 7pm- 9.00 pm
Attendance: John Barwick, Cheryl Chessum, Janet Cuff, Julia Jacobs, Councillor David Poor, Stewart Shram, John Singleton.

Apologies: Councillor Olly Davey, Annie Goodman, Jan Wells.

Absent:

Chair: Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement and declarations of conflict of interest	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 20 th April 2022 were accepted as a true and accurate record. A pdf version can now be published on the website.	JC/JB CC/JS	End of May 22
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • The Jesse Collings Community Room opening went ahead as planned with Mike Hawkins kindly delivering the opening speech. Catering was provided and good weather allowed us to use the community garden for those that attended. There were donations of refreshments and approximately 30 number of people attended. It is now open for community use and gradually we plan to identify activities and uses for the wider community. • Signage is now being put in place and is in progress. • DP will receive and pass on details of Birch tree on HL with site map and photos to Lisa Bowman Town Clerk. At the present time we have had no further information. • DP willing to receive queries about TPO's and information on protected trees although now the committee understands there are no trees with Tree Protection Orders on either site. 	JB/SS	Ongoing Ongoing
4.	Chair's Report <ul style="list-style-type: none"> • Rules review – the Committee Members present discussed all the topics relating to the rules review one by one and agreed to changes to be presented at the next meeting for final agreement. • The way meetings are held was discussed and each member asked for their opinion about conducting face to face or online meetings into the future. DP agreed to check if a larger a room can be 	CC	22/6/22

	<p>provided free of charge at the Town Hall which will mean better social distancing and ventilation than can be offered by the community room while cases of Covid remain quite high and transmissible. All the committee Members present agreed that either would be acceptable if safe and some expressed a preference for face to face.</p>	DP	22/6/22
5.	<p>Secretary's Report Applications for Structures. HL211 polytunnel – deferred until site meeting held HL34A Chickens -Approved HL150A Greenhouse approved PL13 Greenhouse deferred for further discussion with plotholder CC to inform all tenants but CP will speak to tenant on PL13 for clarification</p>	CC	22/5/22
6.	<p>Treasurer's Report – Update on financial position</p> <p>Management Account JB reported we continue to invest in both sites financially but in 2023 there will be far less money spent on improvements as the major projects will have been completed. We will continue to raise funds towards the target for the outstanding amount for the adapted beds project towards the full amount of £14.560 and the project is planned for October/November to complete. The accounting period for the year is underway and will be fully prepared for then end of the new financial year end 30th June 2022</p> <p>Club Account This is now building slowly as it recovers from refurbishment expenditure of £7k in total. There will a stock take for information about the value of stock held for the year end of the accounting period. The stock in PL shop does not need to be included as it is accounted for at the point it leaves HL to go to the PL site.</p> <p>Recent expenditure At a cost of £5,582.00 we have now secured some materials that will be stored for 6 months in advance for the adapted beds project to protect the Association against inflation for the next 6 months. We have therefore spent the £5k raised in grant funding. The RHS have been informed of our adapted plan, time scale and use of funds and are satisfied with theses amendments and we can go ahead.</p> <p>Planned expenditure Nothing identified for PL As above in October for HL Work on the Jesse Collings Community room nearly completed - the loft hatch and some final finishing touches on floor needed</p>	<p>JB</p> <p>JB</p> <p>JB/SS</p>	<p>30/6/22</p> <p>Ongoing</p>

<p>7.</p>	<p>Maintenance Signage to be put in place around site ongoing as mentioned Work will need to focus on Wildlife Pond and water butts set up to top up water supply Sleepers for community garden with ropes and planting such as honeysuckle to be progressed</p> <p>PL PL Have received their noticeboard The padlock on the main gate is getting difficult to manipulate and CP will speak to someone on site who can look at it Toilet unlocked at present as padlock repurposed and some form of replacement needs to be found. SS will check if there is anything suitable at HL Clip frames are needed for gate access for What Three Words notices in case of emergencies The tarmac road edge on lower side of hill is deteriorating. CP Requested a site visit to review as there are implications for any work needed to the water pipes Letter to go out to inform people to leave paths between plots grassed and not to put chippings down</p> <p>HL Rear of HL183 – Invasive bamboo coming through from Bronte Court bed and still to be dealt with – salt recommended by the contractor</p>	<p>CP</p> <p>CP/SS</p>	<p>Next meeting</p>
<p>8.</p>	<p>Site Co-ordinators reports Pound Lane 3 plots are ready to let 3 plots have been allocated 1 is too difficult to let now and needs to be improved before it can be split and let.</p> <p>Hamilton Lane HL152A vacant HL105 to be split and part reallocated HL181B is under review HL120B is under review HL87B – formal letter to be sent as no work this year nor responses to emails re state of plot. HL248/247 – small shoots of knotweed are being allowed to grow before being treated as per guidance HL243 under review reading lack of cultivation since tenancy started. Further beds need to put into cultivated grass to meet rule expectations. CC will contact plothead.</p>	<p>CC</p>	<p>24th May 2022</p>
<p>9.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • CC Informed members she will be away on leave from 25/5/22 until 8th June 2022 • DP asked the Committee if there had been any problems with anti-social behaviour on site as tomorrow, he is meeting with local police about 		

	<p>ongoing issues with this around Littleham and St Johns Wood.</p> <ul style="list-style-type: none"> • CP plans to organise collection of reclaimed wood from HL on Kingston Rd site to use for a project on PL 		
10.	<p>Date and time of next meeting Third Wednesday every month – Wednesday 22nd June 2022, 7pm. All until further notice by Zoom.</p>		