

## Exmouth & District Allotment Association Committee Meeting

### MINUTES

**Venue:** Jesse Collings Room  
**Date:** Wednesday 18<sup>th</sup> September 2024  
**Time:** 6:30-8:30pm  
**Attendance:** Cheryl Chessum, Jan Wells, Mike Hawkins, Paula Griffiths, Carolyn Priest, Janet Cuff

**Apologies:** Julia Jacobs, Annie Goodman, Stewart Shram, Councillor Olly Davey,  
**Absent:**

**Chair:** Cheryl Chessum

**Committee Secretary:** Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	<b>Welcome and Confidentiality Statement and declarations of conflicts of interest</b> No conflicts of interest declared.	CC	
2.	<b>Minutes of the Last Meeting</b> The Minutes of the Committee Meeting held on 21 <sup>st</sup> August 2024 were accepted as a true and accurate record. A pdf version can now be published on the website.	MH/PG  CC	End of Sept 2024
3.	<b>Matters Arising from last meeting</b> <ul style="list-style-type: none"> <li>• <b>Money Laundering directive.</b> It is likely that the EDAA will fall under the jurisdiction of this legislation. In addition, the 2005 legal agreement between EDAA and the Town Council regarding the running of the allotment sites needs to be reviewed and updated. A meeting with Lisa Bowman, John Barwick and CC has been arranged for 25<sup>th</sup> Sept at 1pm</li> <li>• <b>Rules revision.</b> The revised rules have been sent to Lisa Bowman at the Town Hall. They will be reviewed at the next full meeting of the Town Council.</li> <li>• <b>Historical paperwork.</b> The committee recognise that a more formal paperwork management process needs to be put in place to ensure our archived paperwork is compliant with current GDPR and accounting rules. The item will be agendered for November.</li> <li>• <b>Annual Plot Awards.</b> CC will receive six nominations from the site coordinators. SS will arrange for the certificates to be printed.</li> <li>• <b>'In Your Neighbourhood' Awards.</b> The awards, hosted by Exmouth in Bloom, will take place on 17<sup>th</sup> October. Unfortunately, no-one on the EDAA committee can attend this year. CC will send our apologies.</li> </ul>	CC    CC  SS  CC	End of Sept 2024    16 <sup>th</sup> Oct 2024  16 <sup>th</sup> Oct 2024  End of Sept 2024

<p><b>4.</b></p>	<p><b>Chair's Report</b></p> <p><b>Preparation for the AGM</b></p> <ul style="list-style-type: none"> <li>AG will not be standing for re-election this year due to health issues. CP will also step down from the committee and from her site coordinator role at Pound Lane later in the year. She has kindly agreed to stay in post for 6 months to help with the recruitment and training of a replacement if identified.</li> </ul> <p>Both have done a sterling job in managing the Pound Lane site over the past few years. In addition to day-to-day running of the site, they have initiated and seen through many exciting projects including the community orchard and small plots initiative.</p> <ul style="list-style-type: none"> <li>CC asked MH to stay on as president of the EDAA for the forthcoming year. MH attends all the EDAA Committee meetings and has been a great source of support to the Committee and will hopefully continue. MH kindly agreed to stand.</li> <li>The Vice President role is open as John Patrick will end his tenancy in January due to health issues. A discussion was held over who might be a suitable replacement for the Vice President role. It was agreed to approach B Coles who is an experienced allotment gardener of long tenure with suitable qualities.</li> <li>All committee members were asked to submit their nomination forms prior to next month's meeting.</li> </ul> <p><b>EDAA website, Communal Polytunnel Management and Beginner's Veg Course</b></p> <ul style="list-style-type: none"> <li>J Singleton, who currently manages the EDAA website, the communal polytunnel and runs the beginners' veg course, is planning to move out of the area in the spring and would therefore like to relinquish his EDAA responsibilities. He has set a date of 10<sup>th</sup> November for handing over these roles. Management of the communal poly tunnel and EDAA website will be agendered for November's meeting.</li> <li>Joy Simpson has provisionally agreed to take over running the beginners veg course next year in John's absence. If this happens then it was recommended JC and JJ meet with Joy to agree on the funding and financial management processes and deferring allocation of permanent plots while people attend course unless they are allocated before place offered.</li> </ul> <p><b>Update on NAS changes to membership, data collection and liability insurance</b></p> <ul style="list-style-type: none"> <li>JW updated the meeting on progress with this initiative. 90% of the data is now correct on the NAS database and the additional rent book pages showing NAS membership details have been populated. There is a spreadsheet of queries relating to shared addresses and missing details which CC has been working her way through, sending out emails and forwarding the replies onto JW for actioning.</li> </ul> <p><b>Water leak from meter at Gate 11</b></p>	<p>ALL</p> <p>CC</p> <p>JJ/JC</p> <p>JW/CC</p> <p>CC/JC</p>	<p>16<sup>th</sup> Oct 2024</p> <p>16<sup>th</sup> Oct 2024</p> <p>November 2024</p> <p>On going</p> <p>On going</p>
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	<ul style="list-style-type: none"> <li>It appears there are two separate water leaks in the vicinity of gate 11. Two water meters are showing very high readings (in the region of £7000 in total). The mains water has been turned off whilst an investigation is underway. Rowlands Water Services have been tasked with finding the leaks. The initial investigation was unsuccessful in finding the source of the leaks, a second investigation has been scheduled. CC/JC are in regular contact with the water company whilst this problem exists. The meters should be checked at least monthly in the future.</li> <li>CC has tried to find a map showing the layout of the water pipes across the site. So far this has been unsuccessful.</li> </ul> <p><b>John Patrick recognition</b></p> <ul style="list-style-type: none"> <li>Re-agendered for the October meeting</li> </ul>	CC	16 <sup>th</sup> Oct 2024
5.	<p><b>Secretary's Report</b> <b>Applications for Structures.</b></p> <ul style="list-style-type: none"> <li>PL32 – Application for small polytunnel - Approved</li> </ul>	CP	
6.	<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>JC briefly presented a draft copy of the accounts and 2024/25 Management Budget for the Association. However more time will be required to understand information and digest contents as presented. JC is meeting with John Barwick shortly to have the accounts validated and checked. CC asked that JC send out copies of the accounts to Committee Members so they can raise any queries they might have prior to the AGM in October.</li> <li>The cost of maintaining and running the sites is on the rise. JC suggested that rents need to be increased to ensure all the costs are covered going forwards. JC thought an increase to £10 per rod was suggested from 1<sup>st</sup> January 2026. MH confirmed that 12 months' notice of a rent rise must be given to plot holders. Discussion agendered for October's meeting.</li> </ul>	JC All JC/CC	16 <sup>th</sup> Oct 2024  16 <sup>th</sup> Oct 2024
7.	<p><b>IT report.</b> SS sent an update by email as he was unable to attend the meeting.</p> <ul style="list-style-type: none"> <li><b>Website issue.</b> There has been an issue with EDAA website recently due to insufficient webserver space. An upgrade next month should prevent this issue occurring in the future.</li> </ul>		
8.	<p><b>Maintenance</b></p> <p><b>Pound Lane</b></p> <ul style="list-style-type: none"> <li>There is an issue with the padlocks on PL gates breaking and becoming unusable. CP reported that there are no spare padlocks left. JC will ask J Barwick where the locks were purchased from. CP will also visit 'Knob and Lock shop' in Exmouth to see if they can provide any useful advice.</li> </ul> <p><b>Hamilton Lane</b></p> <ul style="list-style-type: none"> <li>Gate 4 issue has been fixed by John Jacobs</li> <li>Gate 1 has a temporary fix in place prior to a new gate post being installed when the maintenance budget allows.</li> </ul>	JC/CP	16 <sup>th</sup> Oct 2024

<b>9.</b>	<p><b>Site Coordinator's report</b></p> <p><b>Pound Lane</b></p> <ul style="list-style-type: none"> <li>• 8 vacant plots, 5 on the waiting list</li> <li>• One person waiting for a starter plot</li> <li>• 2 tenants have been formally contacted by CC with regards to the state of their plots (PL81, PL76a)</li> <li>• 4 tenants have been informally contacted by CP with regards to the state of their plots (PL58a, PL11a, PL49, PL66b)</li> </ul> <p><b>Hamilton Lane</b></p> <ul style="list-style-type: none"> <li>• 20 on the waiting list</li> <li>• 4 'cause for concern' emails sent</li> <li>• 1 plot vacant now, 3 coming vacant shortly</li> </ul>		
<b>10.</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• MH informed the meeting that he had seen a lorry driving over the concrete step at gate 7 on Hamilton Lane, to avoid parked cars – this is how it has become damaged. Large vehicles are parked opposite the gate and heavy vehicles have to cut in towards the bank and to avoid them.</li> </ul>		
<b>11.</b>	<p><b>Date and time of next meeting</b>  <b>Wednesday 16<sup>th</sup> October 2024 – 6:30pm – 8:30pm</b>  Venue: Jesse Collings Room</p>	All	