

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 19th January 2022
Time: 7pm- 9.00 pm
Attendance: John Barwick, Cheryl Chessum, Councillor Olly Davey, Julia Jacobs, Councillor David Poor, Carolyn Priest, John Singleton, Stewart Shram.

Apologies: Eddie Cowley, Janet Cuff, Annie Goodman,
Absent:

Chair: Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement – Chair	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 24 th November 2021 were accepted as a true and accurate record and pdf version can now be published on the website.	CC/JS	End of Jan 22
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Toilet instructions have been put up in HL toilet • The IYN Neighbourhood award certificate has not yet been delivered for framing. To be followed up. • JB is in the process of completing a bid for monies to go to the Town Council Finance by end of Committee for humane rat killer bait traps and for money towards as programme of replacing taps across both sites as they are ageing and deteriorating. OD advised next finance meeting is to be held on 24th February 2022. 	cc JB	16/2/22 20/2/22
4.	Chair's Report <ul style="list-style-type: none"> • AGM is to be held on 9th April 2022 in person at Withycombe Village Hall at 10am • CC has updated nomination forms in preparation for AGM with an amendment to include the area of interest /expertise to be offered 		

	<p>to the Association which will allow for using persons skills and prepare for succession. To be circulated and shared with membership after February meeting</p> <ul style="list-style-type: none"> • Criteria for plot awards to be made at AGM were asked to be considered and will be put on the February agenda • Issue of managing risk around data breaches by committee members raised and DP suggested we approach IT support at Town Hall for advice. This is a prevent and protect approach. • The question of whether to collect and collate car registrations for members coming on site with their vehicles. Discussion resulted in decision not to action this as unmanageable and benefits too small to warrant the effort. • A rules review for EDAA is to be undertaken. It is 2 years since last rule review was conducted and some areas of concern have been raised such as people using astro turf instead of carpet which is plastic and will be equally polluting and difficult to remove in future. Raising new or replaced sheds off the ground to prevent rat nesting underneath, overgrown and invasive tree species – laurel, bamboo and bay to be considered as unacceptable unless in pots, percentage of greenhouse cover versus polytunnel cover – inequity, ongoing issues with bonfire complaints from neighbours. Delay full discussion and review to give time for consideration to be put on March 2022 Agenda. Completion of review to be concluded by June 2022. • CP had offered to review products stocked in allotment shops so impact of components on the environment is understood and can be shared with purchasers and where necessary stock changed to alternatives. This will not be on a fixed timeline and aims to be educational for all. • Hosting of website – discussed with possible transfer. JS raised queries and questions to ensure smooth and responsive service needed to discuss with SS. The decision will not be finance driven but about service being provided locally by SS and we need to ensure quality, parity and responsiveness of service. • RHS bid for adapted area successful for full amount of 3K and other monies will be pursued to help fund project area. Money will need to be spent in 12 months and RHS will be tracking the project. Planning and project meeting to be convened after rent renewal process completed. Given that materials have risen in cost sine the original quote the Project will need to be updated re costs and CW will be approached for this information. 	<p>CC/JS/CC/CP</p> <p>JJ/CP</p> <p>CC</p> <p>Closed for action</p> <p>All</p> <p>CP</p> <p>SS/JS</p> <p>CC</p>	<p>Feb 22</p> <p>Feb 22</p> <p>Feb 22</p> <p>March 22</p> <p>Ongoing</p> <p>April 22</p> <p>Feb 22</p>
5.	<p>Secretary's Report</p> <p>Applications for Structures.</p> <p>Applications received:</p> <ul style="list-style-type: none"> • HL142 – Application to erect wooden shed like structure was approved 	<p>CC to inform plot holder</p>	<p>Immediate</p>
6.	<p>Treasurer's Report –</p> <p>The Association is in a good financial position and the Treasurer is very open to discuss any aspects of the Association's financial position.</p>		

<p>Rent Book – Is continually updated and revised. We expect a small amount of turnover as rents are now due and this will mean some people make a final decision on their tenancy.</p> <p>Update on financial position</p> <p>Management Account remains in good position and amount stable at £49k approximately at time of this meeting. This does not include deposits which are held in a separate account. There will be minor fluctuations relating to invoices being paid and income from new rents as a small number of vacant plots are reallocated.</p> <p>Club Account This is recovering as with a healthy sales income from both shops continues. Revenue in Club account is bouncing back after significant expenditure. The Club account is monitored to ensure balance is viable for future stock orders.</p> <p>Recent expenditure Expenditure for work on HL hedge will be paid out in Feb 2022.</p> <p>Planned expenditure There are a number of site improvement works across both sites planned for February 2022 and it is expected that the contractor will be working on our sites for a month. These include installing chipping bins on both sites, widening Arthurs Pass, improving parking by Arthur’s Pass, extending path along HL 8-11, tree work on both sites.</p> <p>Rent Renewal Process for 2022 HL – approximately 80% renewal complete PL – approximately 40% renewal complete. Once the coming weekend at PL allows for local collection % expected to rise significantly. Unpaid rents following mid-February will be dealt with by reallocating plots.</p> <p>Water taps at HL124 now repaired after major damage incurred by vehicle hitting tank and pipe. This resulted in water to site being interrupted but has now been restored.</p> <p>Quotes will be sought for cost of installing separate stop cock to HL toilet, so this service is not interrupted in case of future events of similar nature.</p> <p>Taps across both sites are aged and becoming unrepairable so taps at a cost of 50.00 each have been sourced and 10 purchased which will give a discount. A bid is being submitted to Town Council finance committee to support with the cost of this as it is expected to reduce water waste and repair costs across both sites into the future.</p> <p>SWW – Source for Business have settled the EDAA dispute, and we accepted £100.00 to go into funds.</p>	<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>Closed for Action</p>	<p>Ongoing</p> <p>Feb 2022</p> <p>Feb 2022</p> <p>April 2022</p>
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	<p>Other areas for noting</p> <p>HL The Shed refurbishment – Flooring has been sourced at an approximate cost of £500.00. There will be no cost for fitting.</p> <p>SS will undertake minor electrical works to offer more sockets and improve the area facilities. The aim is for a spring opening.</p> <p>The contractor for hedges, trees and landscaping will be visiting the PL site after rents collected 22nd January to review and agree work with treasurer and site coordinator.</p>	<p>SS</p> <p>JB/CP/CC</p>	<p>April 22</p> <p>Jan 22</p>
<p>7.</p>	<p>Maintenance</p> <p>PL – Summerhouse roof leaking and effective repair yet to be made. Previous efforts did not stop the problem.</p> <p>On the main road there are some leaks and problems with taps, but a volunteer Adrian hopes to effect repairs.</p> <p>Advice on how to maintain path to Gate 4 needs to be sought from contractor</p> <p>There are some problems with existing padlocks and the one of the toilet door has been repurposed as we have no stock replacements left.</p> <p>The toilet door lock can be replaced potentially with a combination lock</p> <p>HL – newly vacated plot has been left with a lot of rubbish on it which will need to be removed.</p> <p>Large chipping area near Arthurs Pass is spreading and should be addressed by work to area in February</p> <p>Nothing additional identified</p>		
<p>8.</p>	<p>Site Co-ordinators report</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • 10 known vacant plots some of which are pending new rental period. • Phil B doing a great job of showing people round to take on plot and plot coordinators supporting settling people in. • Plots of concern – all being managed. <p>Hamilton Lane</p> <ul style="list-style-type: none"> • 7 half plots, some of which are to be vacated for new financial year to be reallocated from extensive waiting list • Plots of concern – site inspections ongoing and a small number under review 	<p>CP</p> <p>JJ</p>	<p>ongoing</p> <p>ongoing</p>

<p>9.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • General advice to be promoted to people re actioning proposed rule change – i.e. raised sheds, no new astro turf etc. 	<p>All committee members to support this</p>	<p>Ongoing</p>
<p>10.</p>	<p>Date and time of next meeting</p> <p>Third Wednesday every month – Wednesday February 16th 2022, 7pm. All until further notice by Zoom.</p>		