

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 20th April 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, Carolyn Priest.
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 16 th March 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 April 22
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Jan Wells was admitted to the meeting to observe the management process and be co-opted as a committee member from June 2022 • Stakes for signage have been delivered and will be put in place as time allows over the next month • First quarterly notice circulated by mass email to members by JS • Veg course photos will be printed by SS for opening of Jesse Collings room. • Committee members all asked to check accuracy of circulation list when they email • CP wanted to state the certificates were beautiful and well worth the considerable work that went into them. A big thank you to SS and JS 	JC/JS JB/SS SS ALL	22/6/22 End of May 22 30/4/ 22 Immediate effect
4.	Chair's Report <ul style="list-style-type: none"> • AGM overall went well. Structure of meeting allowed business to be completed fluently without interruption and having questions and answers in second part allowed for queries and points to be raised. • Award Certificates for well-kept plots and achievements were presented by site coordinators. These were well received and a thank you email and certificate will go to artist /designer Ellie Capron who has allowed us free use of her work. SS coordinators will present awards for each site. • JC reported that the Hive Community Active name was adopted as 	JS/SS	End of May 22

	<p>an identifier for all communal areas, and we will distribute notices around the site.</p> <ul style="list-style-type: none"> • DP gave condolences to JB on hearing about the loss of a close relative on day of AGM • PL requested additional noticeboard for site, and this was agreed and already ordered. • Issue raised about bonfire timings being reviewed on PL was agreed to be considered for rules review. • Details were discussed and finalised for official opening of the Jesse Collings Community Room. Mike Hawkins, a long-term member and previous committee member, has kindly agreed to lead the opening with a talk about the history of the site and the value of Allotment gardening. JC will introduce him. Remaining tasks identified and agreed. • Members will be canvassed on the use of community room and topics and activities of interest gathered • Rules review discussed to be tabled for May meeting • JB reported on adapted areas project on HL80A. We have fundraised £5.1K so far and efforts will be ongoing to raise a further £2.5K towards the new quote of £14.560.00 due to increase in costs of materials and some improved adaptations to design. DP suggested we approach EDDC and OD re local community funds available. Agreed this would be actioned. Project seen as long term investment for more inclusivity of community, aging demographic, keeping our current members gardening when standard plots become too challenging for different reasons. JB stated he is willing to use funds which are already in bank account for the wider benefit of the Allotment Community. 	<p>JC/CC</p> <p>JB</p> <p>All</p> <p>JS</p> <p>CC</p> <p>JB/CC</p>	<p>Current</p> <p>30/4/22</p> <p>30/4/22</p> <p>18/5/22</p> <p>30/4/22</p> <p>ongoing</p>
5.	<p>Secretary's Report Applications for Structures. HL47A Kehoe Polytunnel -Approved HL101B Bowden/Cuff Greenhouse -Approved HL211 Laverick – polytunnel – site meeting with tenants requested and decision deferred due to history of pernicious weeds and covering of plot HL104B Spoerry Polytunnel – withdrawn by tenants CC to inform all tenants</p>	CC	23/4/22

<p>6.</p>	<p>Treasurer’s Report – Update on financial position</p> <p><u>Management Account</u> AGM given for 3 consecutive years to evidence project work is not adversely affecting funds held by Association. Bank Account remains in strong position. Rent Collection now concluded with 2 terminations, one on each site for late payers.</p> <p><u>Club Account</u> This is now building slowly as it recovers from refurbishment expenditure However, stock order is being placed to replenish low levels of some items so once again cash help will dip but replaced with stock item value.</p> <p><u>Recent expenditure</u> 6 sleepers and metal rods to secure them have been purchased to edge and tidy the Hive Active Community Garden to prevent cars driving onto soil as they currently do. 30 Concrete blocks have been purchased to raise up the 1000l communal water butt outside HL Hive Community Active Shop for water conservation as community resource. Noticeboard for PL as requested. Final round of rubbish removal on PL for £600.00 now complete. JB informed Committee of benefits of using Clear Waste – a fly tipping app that can be downloaded onto smartphones and this will be picked up on by EDDC and they will then deal with it from there so a valuable tool to help us with this issue when it occurs.</p> <p><u>Planned expenditure</u> Materials for adapted beds project, where they can be purchased in advance with grant funds and held to ensure funding is spent in accordance with RHS grant for anticipated update to them required after 6 months. This will also limit risk of further increased costs for work anticipated now by contractor for October and this plan will be agreed and confirmed this week with purchases actioned immediately.</p>	<p>JB/SS</p> <p>JB/CC</p>	<p>30/4/22</p> <p>30/4/22</p>
<p>7.</p>	<p>Maintenance PL – Shop step done Final rubbish collection gone Structure for the recycling area is taking shape. How to compost - permanent single sign under construction Issue with dog mess on site – mass email has gone out. HL – Some small dead Elms still to be removed on the bank by Arthurs Pass and further work to tidy the bank to be continued but further clarification needed on agreement David Smith will be planting spare slips on top of bank same bank to replace and improve lost trees and cover</p>	<p>CP</p> <p>JJ CC/JB</p>	<p>June 22 onwards</p>
<p>8.</p>	<p>Site Co-ordinators report Pound Lane – update by email sent as CP unwell All but one vacant plot are now prepared and ready for letting. These are PL81A,</p>	<p>CP</p>	

	<p>PL19A, PL19B, PL28, PL66, PL69A, PL65B PL56 needs attention and probably dividing before showing.</p> <p>Hamilton Lane</p> <p>JC reported some panels on HL Gate 3 blew out in the recent storm and she will arrange for this to be repaired.</p> <p>HL152 has a birch tree on one half which is getting large and may need to be removed. DP raised issue due to agreed stance on Climate Emergency a planning application maybe needed as there is a great reluctance to remove healthy trees. DP agreed to check the position of the situation and the Tree Officer may need to be contacted. No action will be taken until investigations complete and further consideration to follow.</p> <p>HL105 to be split as current tenant has requested this due to health issues. HL115A now free. HL181B under review HL120b and HL87B were sent emails by JJ on 16/3/22. No response or action taken on poor condition and lack of cultivation, so 1st Formal letter started towards process of possible termination.</p> <p>JS reported he had a seen 3-4 small shoots of Japanese Knotweed on his plot and adjacent plot HL248/247 which he had dealt with before some 4-5 years ago as he had been trained and qualified as a professional gardener in the past to do so. Growth is currently very small but will need to be eradicated to prevent spread and reluctantly careful use of herbicides may be necessary. Agreed CC and JS would investigate the legal and safe management of this and report back next meeting. JS requested update on waiting list numbers for website and JJ will provide these figures.</p> <p>HL243 remains under review to ensure beds are cut into lawn area to meet requirement for cultivation HL183 has bamboo invading from Bronte court planting, and it is coming through from boundary fence from their planting. Bronte Court to be notified and JJ said she was advised by our contractor salt will deal with it. To be actioned</p>	<p>JC</p> <p>All</p> <p>JJ</p> <p>CC</p> <p>CC/JS</p> <p>JS/JJ/CC</p> <p>CC/JJ</p>	<p>May 22</p> <p>20/5/22</p> <p>Within next week</p> <p>20/5/22</p>
9.	<p>Any Other Business</p> <ul style="list-style-type: none"> • John Patrick will be allowed to cover his dahlia structure from March next year to grow dahlias for his grandsons wedding in June 2023 • Development of bank from Arthurs Pass to Gate 2 will need further consideration and agreement on management approach. Aim will be to balance keeping access clear and relatively tidy across the path with a balance for promoting biodiversity in the hedge/bank. To be tabled after rules review completed. • JB informed the Committee Members he will be away on holiday from 2nd to 9th May 2022 and will not be available. • JB requested date of June meeting be changed to allow his attendance. This was considered and agreed for 22nd June 2022 	<p>CC</p> <p>All</p>	<p>July 22</p>
10.	<p>Date and time of next meeting Third Wednesday every month – Wednesday 18th May 2022, 7pm. All until further notice by Zoom.</p>		