

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 21 July 2021
Time: 7pm-9.00 pm
Attendance: Cheryl Chessum, John Barwick, Janet Cuff, Dianne Conduit, Julia Jacobs, Olly Davey, Stewart Shram.
Apologies: Eddie Cowley, Annie Goodman, Councillor David Poor, Carolyn Priest, John Singleton.
Absent:
Chair: Cheryl Chessum.

		ACTION BY WHOM	ACTION BY WHEN
1.	<p>Welcome and Confidentiality Statement – Chair</p> <p>Register of interests Dianne Conduit registered an interest in that she is now a trustee with Open Door Exmouth.</p>		
2.	<p>Minutes of the Last Meeting The Minutes of the Committee Meeting held on 16th June 2021 were accepted as a true and accurate record and pdf version can now be published on the website.</p>	JB/JS	Immediate
3.	<p>Matters Arising from last meeting</p> <p>National Allotment Week - events will go ahead as previously agreed.</p> <p>SWAST access to sites for emergency calls – following discussion last month it was agreed that work will be undertaken to establish the ‘What 3 Words’ for the entrances identified for emergency ambulance access for both HL and PL sites. Signage will be produced to include the information and plot holders will be notified and encouraged to download the W3W app so that they have to hand in case of an emergency when they are onsite. https://what3words.com This course of approach has been agreed with SWAST communication control centre.</p> <p>Peat free compost – outside of the meeting JS raised a question regarding the availability of peat free grow bags. Work will be undertaken to find who might supply peat free grow bags ahead of future orders.</p>	<p>CC/JB/SS</p> <p>JB</p>	<p>November</p> <p>October</p>

4.	<p>Chair's Report</p> <p>Social and community development activities – No progress to report. However, background research and collation of opportunities continues.</p> <p>Britain in Bloom – visit to wildlife garden and veg course plot confirmed for 10am 27 July 2021.</p> <p>EDAA AGM – to be on agenda for August.</p> <p>NAS AGM - will be held via video on 4 August. Members are invited to attend. CC is interested in hearing the guest speaker this year and will hope to join the meeting.</p>	<p>CC</p> <p>CC</p> <p>DC</p> <p>CC/All</p>	<p>September</p> <p>July</p> <p>August</p> <p>August</p>
5.	<p>Secretary's Report</p> <p>Applications for Structures.</p> <p>Applications received:</p> <p>HL 47B – polytunnel – Discussed and approved – meets all requirements.</p> <p>HL 243A – shed - retrospective permission for an oversized shed and attached veranda discussed. Shed approved but plot requires improvement before submission for veranda is reviewed.</p>	<p>CC to inform plot holder</p>	<p>Immediate</p>
6.	<p>Treasurer's Report –</p> <p>Rent Book and update financial position</p> <p>Financial position remains good and Rent Book up to date.</p> <p>Recent expenditure</p> <p>Identified expenditure and capital expenditure affordable against Income for the most part over this coming financial period including managing boundaries, trees etc and also shed refurbishment.</p> <p>Other areas to note</p> <ul style="list-style-type: none"> • Shed refurbishment - MPS surveyor coming to the Shed on Monday 26th July to measure up. Electrician inspecting the Shed and will produce a Certificate which will be fed into the Risk Register. • Community garden - Appointed somebody to manage, maintain and improve the Community Garden – will look sad for a bit while work is underway. • Accounts - Last year's accounts with the Accountant and will be reported to the Committee in August in readiness for the September AGM – will check availability of the hall. • PL water leak - being inspected on Friday. 	<p>JB</p> <p>JB</p> <p>CP</p>	<p>August</p> <p>Immediate</p> <p>August</p> <p>July</p>

	<ul style="list-style-type: none"> • PL waste clearance - under discussion – consideration being given to managing it within the plot holders rather than Shift-It but priority remains to clear the site once and for all. • HL Waterless toilet – bid to SWW unsuccessful and other funding sources being identified. Development of accessible plot/beds is dependant on securing funding for the toilet. 	JB	August
		JB	October
7.	Maintenance <ul style="list-style-type: none"> • HL – Investigation re new keys / padlocks ongoing. Replacing keys will be very expensive. Continuing issue. • HL – Piggeries Bank – work to one side completed the area to be reviewed again. • HL Taps – DC noted the tap at the top of Plot 2a is leaking. Plot holder from 15 trying to tighten. Tap attended to and not leaking once turned on fully. • Taps – work continues to find robust replacement tap options as these will be required in the future. 	JB/CC	September
		JB/JC	September
		CC	October
8.	Site Co-ordinators report Pound Lane <ul style="list-style-type: none"> • Plots of concern continue to be monitored. Hamilton Lane <ul style="list-style-type: none"> • Plots of concern being monitored and improvement being made to most. • A couple of plots of concern are in relation to the plot holders being unwell. These will be treated sympathetically and support put in if possible. • Noted that the pre-school plot 3A, has been difficult to maintain this year given the circumstances. CC will contact the plot holders. • 	CP/CC	Immediate
		CC/JJ/CP	July
9.	Any Other Business <ul style="list-style-type: none"> • Plumb Park allotments – conversations taking place between developer and East Devon and Exmouth councils to arrange management and handover of allotments. • Littleham and Exmouth Town community larders – both have approached EDAA for produce. Plot holders notified in mass email. • AGM – August meeting will include planning for AGM, draft accounts and budget setting. To be placed on agenda. • Potato and onion orders – plot holders will be asked to pre-order and pay 	OD/DP/CC	September
		DC	August
		JC	For 2022
	Date and time of next meeting Third Wednesday every month – Wednesday 18th August 2021, 7pm.		

	All until further notice by Zoom.		
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