

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 22nd June 2022
Time: 7pm- 9pm
Attendance: John Barwick, Cheryl Chessum, Janet Cuff, Julia Jacobs, Stewart Shram, John Singleton, Jan Wells

Apologies: Councillor Olly Davey, Annie Goodman, Councillor David Poor, Carolyn Priest
Absent:

Chair: Cheryl Chessum

Minutes: Jan Wells

| | | ACTION BY WHOM | ACTION BY WHEN |
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| 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 18 th May 2022 were accepted as a true and accurate record. A pdf version can now be published on the website. | SS/JC CC/JS | End of June 2022 |
| 3. | Matters Arising from last meeting No matters arising as all items for discussion are covered elsewhere on the agenda | | |
| 4. | Chair's Report <ul style="list-style-type: none"> • Rules review – A draft copy of the rules review was circulated prior to the meeting and committee members forwarded their comments and suggestions to CC. The newly drafted rules were discussed in detail and wording agreed. Rules up for review included: <ul style="list-style-type: none"> ○ <i>Structures</i> – JS stated that a hand annotated sketch was now available on the website to help applicants meet the EDAA requirements for structure approval. This may be improved at a later date with typed annotation. ○ <i>Green houses and cold frames</i> – Due to health and safety concerns relating to cold frame glass, JB requested extra time to consult the risk register and compose a suitably worded rule. Details will be sent to committee members for their consideration. ○ <i>Bonfires</i> ○ <i>Raising new shed structures off the ground</i> | JS/CP JB | 20/7/22 06/07/22 |

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| | <ul style="list-style-type: none"> ○ <i>Invasive species</i> ○ <i>Astro turf</i> ○ An additional rule review was requested regarding parking on site and vehicle speed at PL and HL. Wording was discussed and agreed ○ A final draft of the rules review will be circulated to committee members prior to the next meeting. <p>● Quarterly update for the website It was agreed that no updates need to be made this quarter</p> <p>JS stated that the electronic version of the rent book had many thousands of spare rows which was causing issues for generating the mailing list. SS agreed to look at the issue.</p> | CC | 06/07/22 |
| | | SS | 06/07/22 |
| 5. | <p>Secretary's Report <i>Applications for Structures.</i> HL211 polytunnel – Approved PL13 Greenhouse – Approved</p> | | |
| 6. | <p>Treasurer's Report – Update on financial position</p> <p><u>Management Account</u> JB reported that 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. The accounts are being prepared for financial year end on 30th June 2022.</p> <p><u>Club Account</u> A stock take of the site shop will take place in late June to coincide with the end of financial year.</p> <p><u>Recent expenditure</u> Stock orders have accounted for most expenditure recently. No more stock orders are anticipated until Feb 2023. Timber and building material have now been delivered to HL in advance of the adapted beds project which is due to start in October. JB stated that considerable cost savings have been made by purchasing the materials now.</p> <p><u>Planned expenditure</u> Nothing identified for PL Adapted beds construction in October for HL The next water meter reading is due in July. The water bill this year will be high due to credits on supplementary accounts and the 20 month accounting period.</p> | JB JC JB | End of June 2022 End of June 2022 July 2022 |

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| <p>7.</p> | <p>Maintenance Signage at HL almost complete. Signage at PL due to be delivered shortly.</p> <p>PL Toilet unlocked at present as padlock repurposed for main gate. The padlock on the main gate is getting increasingly difficult to manipulate. A solution needs to be found as the current generic padlocks with a common key are no longer available. It was suggested a combination lock might prove acceptable as an alternative.</p> <p>CC stated that the current padlock system across both sites is unsustainable and a permanent alternative needs to be found. CC asked committee members to email her with suggestions in advance of the agenda circulation in July. Padlocks will be added as a main agenda item at the next meeting.</p> <p>JB/CC plan to undertake a site visit on Wednesday 13th July 2022.</p> <p>An area of bracken on one of the top/high plots is causing concern. CP to discuss with Shane</p> <p>HL Rear of HL183 – Invasive bamboo coming through from Bronte Court is still to be dealt with – salt recommended by the contractor</p> <p>JJ stated that an area previously part of HL55 has been set aside to allow the adjacent access route to be widened. This section is not part of any tenancy agreement. JJ/JB to discuss if Shane can undertake this work</p> <p>CC requested help with clearing the brambles and bindweed from the wildlife pond area. A working party was suggested. CC to send email with suggested date.</p> | <p>CC</p> <p>CC/JB/CP</p> <p>CP</p> <p>CC</p> <p>JJ/JB</p> <p>CC</p> | <p>Next meeting</p> <p>20/7/2022</p> <p>20/7/2022</p> <p>20/7/2022</p> <p>20/7/2022</p> <p>20/7/2022</p> <p>20/7/2022</p> |
| <p>8.</p> | <p>Site Co-ordinators reports <i>Pound Lane</i> No report</p> <p><i>Hamilton Lane</i> 2 plot contract terminations are in progress at HL87B and HL128A JJ to see Dawn Watkiss about speed bumps on the Kingston Road site HL243 has increased cultivation on the plot. Situation will be reviewed in 6 months A reminder needs to be sent to all HL plot holders regarding locking gates. It should be emphasised that site security is everyone’s responsibility</p> | <p>CC</p> <p>JJ</p> <p>CC</p> <p>JS</p> | <p>20/7/2022</p> <p>20/7/2022</p> <p>Jan 2023</p> <p>End of June</p> |
| <p>9.</p> | <p>Any Other Business</p> <ul style="list-style-type: none"> SS stated that the paper work to increase the limit on the shop credit card reader needs official signatures before it can be actioned. JB to see SS tomorrow to action this JC stated that the green gate adjacent to her plot was being damaged by inconsiderate use. An outside padlock was suggested and agreed. | <p>SS/JB</p> <p>JC</p> | <p>24/6/2022</p> <p>20/7/2022</p> |

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| | <ul style="list-style-type: none"> • JB stated that a number of plots in the vicinity of HL49, HL50 and HL62 had reported their strawberry crop had been taken. The situation is being monitored • JS stated that Round-Up had been applied to the Japanese Knotweed on plots HL248/247. The situation will continue to be monitored | JB JS | Ongoing Ongoing |
| 10. | Date and time of next meeting Third Wednesday every month – Wednesday 20th July 2022, 7pm. All until further notice by Zoom. | | |