

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 17th August 2022
Time: 7pm- 9pm
Attendance: John Barwick, Cheryl Chessum, Janet Cuff, Councillor Olly Davey, Stewart Shram, John Singleton, Jan Wells

Apologies: Annie Goodman, Julia Jacobs, Councillor David Poor, Carolyn Priest
Absent:

Chair: Cheryl Chessum

Minutes: Jan Wells

		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 20 th July 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 Aug 2022
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Bronte Court bamboo invasion. CC reported a positive exchange with the manager of Bronte Court. Their new gardening team have been tasked with removing all bamboo from their site. The plot holder (HL 183) has been equally helpful in clearing the area at the rear of their plot. On a second point, the manager of Bronte Court has requested that boundary allotment holders do their best to control bindweed along the fence boundary • Criminal damage and security issues at HL. CC reported that there has been no positive ID from the wildlife camera image of the perpetrator. The police have therefore closed the crime log for the time being. CC has asked if EDAA can release the image to plot holders in the hope that someone might recognise the person. Currently awaiting a reply from PC Suzie Hill. • Play street sessions (involving temporary road closure of Claremont Lane on a number of dates). CC reported that she had received no further communication regarding the matter. CC will contact Lorraine Cummings for an update as plot holders will need advance warning of the road closures. 	CC CC	14 th Sept 2022 14 th Sept 2022
4.	Chair's Report		

	<ul style="list-style-type: none"> • Rules Review. CC reported that the rules review is now complete and ready for submission to the next full Town Council Meeting. OD confirmed the date as 19th September 2022. CC will send the document to OD, DP and Lisa Bowman a week prior. • Termination of tenancy (226B). Following on from threats made by the plot holder, the police confirmed that he did not possess a firearm or hold a firearms license. Following on from this, CC wrote to the plot holder explaining that his tenancy had been terminated due to his aggressive and threatening behaviour. The letter was countersigned by Lisa Bowman on behalf of the Town Council. The plot holder was given two weeks grace to quit the plot providing there were no repeat offences. The letter was delayed in reaching the plot holder as his address details were outdated on EDAA records, so a further grace period was given. The plot holder must now vacate the plot by 24th August 2022. All plot holders in the Kingston Road area were appraised of the situation via email with plottolders personal details being withheld. Neighbouring plot holders are monitoring the situation and keeping CC up to date with any concerns. • Allotment and Leisure Gardener Magazine. CC asked if JS would write an article for the Allotment Magazine about the Beginners Veg Growing Course he leads. JW will look at submission dates and provide JS with past copies of the magazine so he can see the format. <p>JB suggested that for the following edition the EDAA should submit an article about the adapted plots where we can take the opportunity to thank our funders.</p> <ul style="list-style-type: none"> • European Foulbrood Outbreak. CC has been informed of an outbreak of this serious and notifiable bee disease within 3km of the HL site. The National Bee Unit have been in touch and bee inspectors have been on site. CC has informed all beekeepers on HL that their hives need to be inspected. Almost all beekeepers have responded and hive inspections are underway. CC is still waiting to hear from one plot holder. If European Foulbrood is found to be present in the bee population, the hive contents has to be destroyed and the hives decontaminated . <p>As a general point CC stressed that it is essential that all allotment livestock keepers (chickens/bees) respond quickly and positively to any DEFRA notifiable disease directive. Any non-compliance would be in breach of EDAA rules and risk in the termination of tenancy.</p> <ul style="list-style-type: none"> • Plumb Park Allotments. CC reported that Plumb Park allotments are still not on stream. Some residents that have been waiting for them list for 18 months and one is now on the HL waiting list. 	<p>CC</p> <p>JS/JW</p> <p>JB</p> <p>CC</p>	<p>End of August 2022</p> <p>Before February 2023</p> <p>Before May 2023</p> <p>Ongoing</p>
5.	<p>Secretary's Report Applications for Structures. No applications submitted</p>		

<p>6.</p>	<p>Treasurer's Report – Update on financial position</p> <p><u>Management Account</u> JB reported that the management account currently stands at around £36,000 - £37,000. In addition, deposits are £12,500</p> <p><u>Club Account</u> JB reported the club account stands at around £1000</p> <p><u>Recent expenditure</u> A deferred expense of £4000 has been processed in the first week of the new accounting period. This is for work undertaken by Shane Booth at HL/PL</p> <p><u>Planned expenditure</u> JB/CC are meeting on 24th August 2022 to discuss the future plan of works for the HL site. A meeting regarding the plan of works for PL will take place in September. JB confirmed that a further £8000 of costs were still outstanding for the adapted plot work. 10 padlocks and 200 keys have been purchased for PL at a cost of £500. Plot holders at PL will be able to swap keys at no additional cost. All new keys will be held at PL. All old keys will be returned to HL. CC, JB and JC will all require a PL key for access.</p> <p><u>Other</u> JW has agreed to take over some admin responsibility for maintaining the rent book. JB/JW are meeting on Tuesday 23rd August 2022 to discuss further.</p> <p>JB reported that the association is still having issues with registering for e-banking with TSB. JB will write a formal letter of complaint as the problem has been ongoing for some time. JB asked that CC/SS email him with details of the issues they have encountered so these can be included in the letter.</p> <p>CC noted that Eddie Cowley is awaiting payment for toilet cleaning duties</p> <p>JB mentioned that he is not currently receiving the general emails sent from the EDAA account. JS will investigate and rectify</p> <p>A brief discussion was held regarding the possibility of a hosepipe ban in the region. JB stated that allotments are NOT exempt from any ban and that any fines imposed for illegal use would be against the EDAA and not the individual plot holders. Therefore rigorous enforcement and sanctions would be needed for non compliance due to financial risk</p>	<p>JB/JC</p> <p>JB/JW</p> <p>JB/CC/SS</p> <p>JB</p> <p>JS</p>	<p>14th September 2022</p> <p>End of Aug 2022</p> <p>End of Aug 2022</p> <p>14th Sept 2022</p> <p>End of Aug 2022</p>
<p>7.</p>	<p>Maintenance <i>Pound Lane</i> New padlocks have been purchased by JB. Andy Glover has agreed to do the welding work required. It is recognised that key exchange and new padlock fitting will have to happen on the same day. Date TBC</p>	<p>CP</p>	<p>14th Sept 2022</p>

	<p>Mark Cherry has been very helpful with several maintenance issues and getting What3 Words onto gates. He has been asked to support CP with oversight of routine site maintenance.</p> <p>CP reported that a large fox's den is causing lots of damage to plot PL74B.</p> <p>The householder of 69 Langstone Drive has requested access (via the allotments), for a small digger, in order to undertake repairs to a boundary wall. Access is not a straightforward matter. CC has agreed in principle if the boundary fence is reinstated and legal requirements met. Next step is a meeting with the building contractor for the resident on PL site and they will contact us regarding a date.</p> <p>Hamilton Lane Tree work may be required close to the boundary with 3 Walnut Grove. A view will be taken on the next site visit, but any work would not be able to commence until Feb 2023.</p> <p>Shane is scheduled to make a site visit next week to discuss HL future plan of contracted works.</p> <p>SS agreed to liaise with John Jacobs to facilitate the removal of the trailer currently stranded on the adapted plot.</p> <p>CC noted that the RHS were keen to make a site visit to HL to see progress on the adapted plot. They have provided a grant towards the cost of its development. Due to the train strike action the meeting has now been postponed and will take place via Zoom nearer the date of the works.</p>	<p>CC</p> <p>CC</p> <p>CC/JB</p> <p>SS</p> <p>CC</p>	<p>14th Sept 2022</p> <p>14TH Sept 2022</p> <p>End of Aug 2022</p> <p>14th Sept 2022</p> <p>14th Sept 2022</p>
<p>8.</p>	<p>Site Co-ordinators reports Pound Lane 4 vacant plots: PL28, PL65B, PL66B, PL56 (hard to let)</p> <p>Plots causing concern: PL62A, PL58A, PL30. These are currently being followed up by coordinators</p> <p>Recently let: PL19B, PL49, PL69A</p> <p>Hamilton Lane 2 plots are badly overgrown HL17 is still a plot of concern HL101A requires a management plan going forward HL130 has undertaken the work requested</p> <p>A request was made to look at HL181B</p> <p>Vacant plots: 87B, 150B (end of Sept) 73 currently on the HL waiting list</p>	<p>CP</p> <p>JJ</p>	<p>14th Sept 2022</p> <p>14TH Sept 2022</p>

<p>9.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • JB stated that the BBQ area had been left in an untidy state over the previous weekend (Sunday 14th August). It looked like the fire had been left uncleared and untidy. CC to investigate. • JW suggested a tool sharpening workshop would be a welcome event at HL. JW to email CP regarding a similar workshop held at PL • JS raised concerns over poor watering practices on some allotments. It was agreed that a general email would be sent to all plot holders asking them to be mindful of their water use and requesting that they do not use spray attachments on hoses. • CC asked OD for advice on applying to the Community Fund. A grant of up to £1500 can be requested for projects that increase access or site security. The next Finance Committee meeting is in 2/3 months time. Forms are available from Lisa Bowman • CC confirmed that water butts would be available again soon 	<p>CC</p> <p>JW</p> <p>JS</p> <p>CC</p> <p>CC</p>	<p>14th Sept 2022</p> <p>14th Sept 2022</p> <p>End of Aug 2022</p> <p>14th Sept 2022</p> <p>14th Sept 2022</p>
<p>10.</p>	<p>Date and time of next meeting Wednesday 14th September 2022 – 7:00pm All until further notice by Zoom.</p>		