

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: Jesse Collings Room
Date: Wednesday 19th April 2023
Time: 6:30-8:30pm
Attendance: Cheryl Chessum, Janet Cuff, Annie Goodman, Julia Jacobs, Jan Wells, Carolyn Priest, John Patrick (Vice President), Mike Hawkins (President)

Apologies: Councillor David Poor, Councillor Olly Davy, Stewart Shram
Absent:

Chair: Cheryl Chessum

Committee Secretary: Jan Wells

		ACTION BY WHOM	ACTION BY WHEN
1.	Welcome and Confidentiality Statement and declarations of conflict of interest John Patrick and Mike Hawkins were formally welcomed to the meeting.	CC	
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 15 th March 2023 were accepted as a true and accurate record. A pdf version can now be published on the website.	JJ/CP JS/CC	End of April 2023
3.	Matters Arising from last meeting <ul style="list-style-type: none"> • Adapted Beds: 2 adapted beds have now been let and further tenants are being actively sought. • Loft Hatch: The loft hatch has been fitted and the EDAA is awaiting receipt of the invoice. • Gate 7: Remedial work is required to fix the sinking gate/gate post. CC to seek quotes for the work • WIFI sharing. CC has requested the Wi-Fi password from Gorfin Hall and is awaiting a response • JJ/CC attended the Town Council meeting on 20th March to explain how the £1500 adapted beds grant has benefitted the allotment community • Gate 8. A longer chain has now been fitted 	CC CC CC CC	17/5/23 17/5/23 17/5/23 17/5/23
4.	Chair's Report <ul style="list-style-type: none"> • Tree complaint. A resident at 27 Hamilton Lane has complained to the council that an Oak tree in the allotment hedge is overhanging her property and causing parking issues. CC completed a site survey and found no significant issues with the tree. CC has written to the resident summarising her findings. The committee agreed that the tree would continue to be monitored during the regular maintenance cycle. In 	CC	17/5/23

	<p>addition, if Dartline inform the EDAA that the tree is causing access issues for their bus service, then the matter will be looked at again.</p> <ul style="list-style-type: none"> • National Garden Scheme Award. CP was congratulated for her successful application to the scheme for the Pound Lane Community Orchard Project. An award of £500 has been made for the purchase of various fruit bearing trees. The money will be ring-fenced within the Management Account fund. • Honorariums. The honorariums paid to committee members as a ‘thank you’ for the work they undertake on behalf of the association have not been reassessed for many years. In that time roles have expanded significantly and more posts have been created. It was agreed that the award values and posts would be looked at over the next few months and recommendations put to the President/Vice President for their approval. 	CP/JC	
5.	<p>Secretary’s Report Applications for Structures.</p> <ul style="list-style-type: none"> • HL47B Application for polytunnel and shed. Passed • PL7A Application for greenhouse. Passed • PL14 Application for polytunnel. Passed • HL185 Application for polytunnel – pending – awaiting further information on how the tunnel will be secured. 	CC/JJ/CP	21/6/23
6.	<p>Treasurer’s Report – Update on financial position</p> <p>Club Account: Balance currently stands at £2000. This will increase as shop stock is sold.</p> <p>Management Account: Balance currently £40,000. Pending expenditure includes:</p> <ul style="list-style-type: none"> - Water bill - Gate 7 work (£280) - Standpipe repair (£250) - Loft hatch (£250) - Scheduled grounds maintenance work <p>Other: CC has applied to SW Water for 16 free water barrels CC will apply to SW water for a £100 claim back for fixing the on-site leak. JC will research rubbish collection to clear a number of recently vacated plots as it is increasingly difficult to dispose of the rubbish in other ways. Asbestos removal is also required from a limited number of plots.</p>	JC JC CC CC JC	17/5/23
7.	<p>Maintenance Pound Lane Nothing to report</p> <p>Hamilton Lane Nothing to report</p>		

<p>8.</p>	<p>Site Co-ordinators reports</p> <p>The timing of annual plot inspections will be added to next month's agenda. Plot inventories will also be discussed.</p> <p>Pound Lane</p> <ul style="list-style-type: none"> • Boundaries are still causing some issues. • Plastic grass is in the process of being removed from several plots • CP reported that the cracks in the road are stable and not getting worse. • A dripping tap needs attention • The toilet block needs re-varnishing. This will need to be paid for out of association funds • CP reported that shop sales are not very good and that there have been complaints about the quality of the woven ground cover. CP provided a sample of a different type of weed control material. CC/JC will follow this up. • There are 2 vacant plots <p>Hamilton Lane</p> <ul style="list-style-type: none"> • Despite previous interventions, HL218A is still in a very poor state and getting worse. Members of the committee will visit the plot and take appropriate action in line with EDAA guidelines and rules. 	<p>CC</p> <p>CP</p> <p>CC/JC</p> <p>CC/JP/MH /JJ</p>	<p>17/5/23</p> <p>17/5/23</p> <p>17/5/23</p>
<p>9.</p>	<p>Any Other Business</p> <p>None</p>		
<p>10.</p>	<p>Date and time of next meeting</p> <p>Wednesday 17th May 2023 – 6:30pm</p> <p>Venue: Jesse Collins Room</p>	<p>All</p>	