## **Exmouth & District Allotment Association Committee Meeting**

## **MINUTES**

**Venue:** By Zoom

Date: Wednesday 21<sup>st</sup> April 2021

**Time:** 7pm-9.00 pm

Attendance: Cheryl Chessum, John Barwick, Janet Cuff, , John Singleton, Olly Davey,

Stewart Shram, Carolyn Priest, Julia Jacobs, Dianne Conduit.

**Apologies:** Eddie Cowley, Annie Goodman, Councillor David Poor

Absent:

**Chair:** Cheryl Chessum.

		WHOM	
1.	Welcome and Confidentiality Statement – Chair		
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 17 <sup>th</sup> March 2021 were accepted as a true and accurate record and pdf version can now be published on the website.	JS	Immediate
	Matters Arising from last meeting		
3.	It was noted that gate locking is now the personal responsibility of plot holders and the committee noted sincere thanks to gate locking volunteers who have done a great job over the last year. It was also noted that there has been evidence of intruders including one theft and an impromptu pizza and drinks get together both on the HL site. Importance of gate locking reiterated and will be communicated in this month's Mass Email.  Difficulties with some gates opening/closing/locking (see Maintenance, item 7).	СС	Immediate
	Hedgerow gaps - HL  CC reported back on exploration of bare root hedging and shared prices.  Noted by the Committee that it is probably too late to plant these now as they will need regular watering over the summer. Agreed to defer until autumn but acknowledged that there are some security hotspots over the		
	summer. Action: Appropriate hedging will be sourced over the summer for autumn.	JB	Oct 2021
	Action: Security gaps to be assessed and consideration for any temporary	CC/11	May 2021

**ACTION** 

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WHEN

	mitigation.		
	Notice boards update		
	Consideration given to what key information should be displayed on new		
	noticeboards. Initial content agreed:		
	Update on Covid-19 precautions		
	Shop list		
	Bonfire restrictions reminder		
	Security reminder – gates and tips for keeping site, plots, shed		
	contents etc safe and secure		
	Mass email (most recent version)	JB	May 2021
	Action: fitting of notice boards	CC/JS/CP	May 2021
	Action: Content for notice boards	CC/33/CF	IVIAY 2021
	GQT		
	OD reported that Counsellor Beech has asked if EDAA will pursue this. Noted		
	that it will not be possible at this time given the current work programme of		
	the Committee and could be reconsidered in a future year. To be reported	OD	April 202
	to Councillor Beech.		
	Britain in Bloom		
	CC confirmed that she will complete the application for Pound Lane	СС	Winter
	submission when contacted by BiB.		2021/2
	,		
4.	Chair's Report		
	Social and community development activities.		
	The Committee explored opportunities to plan for social and community development across the allotment sites as Covid restrictions start to ease. Aim that activities will be able to start later into the summer and autumn.		
	National Allotment Week – August		
	One of the first opportunities for community events will be National Allotment Week in August. The Committee explored a range of activities. Chosen activities		
	<ul> <li>A photographic competition - with categories. These may include, wildlife,</li> </ul>		

	The selected ideas will be worked up. An early notice of the date and activities will be put out in the Mass Email to allow people to plan.  The Shed (HL)	CC/JS	Immediate
	Further discussion took place re options for small social group events and an educational programme to run from the new community room in the upgraded Shed. Ideas included:  Crafting Educational talks Allotment etiquette Seed saving, cuttings, propagation Wreath making – especially for Christmas Introduction to new members, e.g. the cycle of the allotment life – seasonal jobs, the 'Exmouth Planting' calendar and etiquette General seasonal programme Composting Cooking and recipe sharing Guest speakers, e.g. community police re safety and security	сс	21/04/21
	Agreed volunteers and a sub-group would help to initiate this. Request will be made through the Mass Email to find out who would be interested or have particular skills and talents. This is also a good opportunity to promote the new facility.	cc/Js	19/05/21
	Secretary's Report		
	Applications for Structures.		
5.	Applications received:  HL 204A – polytunnel. Complies with requirements. Approved  PL 21A – polytunnel. Complies with requirements. Approved.	CC to inform all plot holder	Immediate
	AGM		
	To be carried forward: Structure of the meeting and agenda to be discussed at next meeting. To be added to committee agenda. All members to consider items and 'shape' of the AGM to increase interest and engagement of members as well as fulfilling obligations.	DC	19/05/21
6.	Treasurer's Report		
	Rent Book and Rent Collection  All rents are now in and all those who paid their membership by the 8 <sup>th</sup> February are also now members of NSALG. A follow up registration will take place now all plots are let and information on members up to date.  Waiting List stands at 61 applicants.	JB	May 2021
	Update on financial position  The Association is in a good financial position and the Treasurer is very open to discuss any aspects of the Association's financial position which remains strong.		

	Recent expenditure		
	Expenditure continues on the refurbishment of the Shed.		
	Other areas for noting		
	HL Waterless toilet – HL site Kingston Road area – submission made.		
	<ul> <li>HL The Shed refurbishment - Electrical works delayed, new contractor being sought.</li> </ul>	JB	Immediate
	<ul> <li>HL Accessible raised beds – projected cost of £8k – agreed to bid for grant funding for part or all money but may delay development because of funding programme of various grant funders. Possible that a contribution could be made by EDAA. Bid to be prepared.</li> </ul>	JB	May 2021
	<ul> <li>South West Water – an error resulted in a Disconnection Notice'. JB has now resolved this.</li> </ul>		
7.	Maintenance		
	<ul> <li>HL – problems with locking and unlocking some gates on HL site, potentially compromising security, to be investigated – specifically gates 7 and 8.</li> </ul>	DC	May 2021
	<ul> <li>External maintenance of shed – window requires replacing and the outside painted. To be coordinated.</li> </ul>	JB/SS	May 2021
	<ul> <li>PL – poor accessibility to one pathway. Agreed to assess issues agree short term arrangement for now and defer any significant work until new work programme produced.</li> </ul>	JP/JB	May 2021
	<ul> <li>HL Gates – some gates are proving difficult to close. Committee members to asked to note any further gates with problems re posts. Close growing trees etc and work will be put into new work programme f it does need immediate resolution.</li> </ul>	All	May 2021
	Water metre readings – these are required.	JB/SS	Immediate
8.	Site Co-ordinators report		
	Pound Lane		
	Three plots of concern. Progress has been made and agreement in place	CD	
	<ul> <li>between plot holders.</li> <li>Some letters issued and being acted on nothing further of concern.</li> </ul>	СР	
	Hamilton Lane		
	<ul> <li>Low grade asbestos – collection bags are now available for the correct bagging of low-grade asbestos items around the site. To be co-ordinated. The asbestos will remain in situ safely bagged until they can be safely removed by a registered contractor.</li> </ul>	1В/11	May 2021

	Two plots of concern with management processes in place	CC\11	
	Nothing else of concern.		
9.	Vegetable Growing course and plot allocation		
	Committee agreed to consider plot allocation in relation to the Vegetable growing course at a future date.	All	Sept 2021
10	Any Other Business		
	<ul> <li>Plumb Park - No further update on Plumb Park allotments.</li> <li>Myth buster - rumours that parts of HL site are to be sold off – this is a regular rumour and it is not true.</li> <li>Waiting List – suggested that waiting list numbers should be displayed on website to help set expectations</li> <li>Apologies – DC noted her apologies for meeting on 19 May 2021.</li> </ul>	JS	May 2021
11	Date and time of next meeting		
	Third Wednesday every month – <b>Wednesday 19</b> th <b>May 2021, 7pm.</b>		
	All until further notice by Zoom.		