

## **Minutes for Exmouth & District Allotment Association Committee Meeting held by Zoom 7.00 pm on Wednesday 16<sup>th</sup> September 2020.**

Apologies: E. Cowley, A. Goodman, J Jacobs, D. Poor.

Present: John Barwick (JB) Cheryl Chessum (CC), Janet Cuff (JC) Olly Davey (OD) Carolyn Priest (CP) Stewart Shram (SS), John Singleton (JS), Dianne Conduit (DC)

The minutes of meeting held on Wednesday 15<sup>th</sup> August 2020 were approved.

Confidentiality Statement made to all present.

### **Matters Arising.**

- a) Dianne Conduit (DC) was unanimously co-opted onto the management committee after expressing an interest in the role of committee secretary. Dianne was made welcome and introductions were made.
- b) New rules and constitution have now been uploaded to the website and 500 paper copies for distribution will be prepared for us by the Town Hall for distribution.
- c) Security. We are still awaiting completed quotes for gates. Further businesses will be identified to request additional quotes.
- d) Hedge Claremont Grove HL site. JB is liaising with JFL to find a long-term solution to maintain security to the site while hedgerows as Heras fencing purchased by them needs to be more secure. Heras fence is currently on bank where we would prefer it to stay secured with scaffolding poles. Once hedge grown has back, we can return but concerns they have are that it would be irretrievable. Ongoing.
- e) Bonfires were discussed. In emergency rules issued in March it was stated the provision would be discussed in September. A discussion document had been circulated to the committee prior to the meeting which looked at all views and requests made by ploholders. These reflected a spectrum of views from banning bonfires completely to restoring the provision to level before the COVID emergency rules came into force in March. In order to address the whole range of diverse views a compromise was proposed. This was for bonfires to be reinstated from beginning October to end of February. HL ploholders can bonfire in accordance with existing rules but limited to one a month across this period therefore allowing ploholders up to 5 responsibly managed bonfires per winter. PL also are returning to previous provision for bonfires on Sundays across same period with one bonfire per month across winter period. Bonfires are not allowed from March to September on either site. The proposal was adopted unanimously by the committee.
- f) Banners for gates – external request made to put banners on gates supporting British farmers and farming. Discussion identified Town Council does not support advertising on their property. Decision confirmed and will be communicated

### **Chairperson's Report**

- Water Collection. Now we have had comprehensive inspections across both sites those tenants who could, but are not, collecting water from structures (sheds and greenhouses) will be contacted about this and offered an option to purchase a fully prepared blue water barrel for £10.00. After 1<sup>st</sup> October

individuals to be contacted if non-compliant but so far people are receptive when it is identified it is a tenancy requirement.

- Spare and unwanted guttering parts can be collected and repurposed by people needing to put some up to collect water. Potentially we could source guttering and parts for shop stock.

### **Secretary's Report**

Work is ongoing to get missing TA's on rent book updated for site management.

### **Treasurer's Report.**

- The October meeting will prioritize financial matters including income / expenditure to date, budget for next year and suggested projects to include the path HL1 to HL8, accessible toilet on Kingston Road field (to be 75% funded via grants) and an upgrade on gates providing greater security while funds will be allocated to the external refurbishment of the HL shed and internal reconfiguration – work has already begun with new doors being fitted.
- The Committee, in meeting its terms of governance, will also refresh the Risk Register and the Financial Protocol.
- The new procedure for 2021 Rent Renewals will be put out to members well in advance so members are aware.

### **1) Social Events sub-C'tee – deferred**

#### **1) Maintenance**

##### **PL**

- No tipping sign has been put up on site.
- All volunteers have been contacted individually and thanked for contributing to rubbish clearance - phenomenal effort made by all.
- Treasurer confirmed that remaining rubbish (asbestos, carpet, glass, wood) can be removed, and costs will come out of current budget. Contractor to be organized.
- Toilet building will need a coat of varnish for protection over the winter.
- Paper towels and dispenser will be sourced for PL toilet and cotton towels replaced for sanitary purposes.

##### **HL**

- W/C 28<sup>th</sup> September work on hedges and tree branches planned.
- 'No tipping' sign to be put in place this month.
- Plan to develop advice and management approach to ploholders with chickens. Likely to be done over winter period.
- Post on Gate 1 now repaired
- 3A playgroup are working on their plot to restore it.

#### **2) Site coordinators' reports**

##### **HL**

- HL103B now let and tenant has commenced work
- Waiting list continues to grow
- None currently available.
- Future full plots vacated will be allocated in half plots due to demand

##### **PL**

- PL tenancy termination complete. Plot due to be let to known tenant

- PL was fully let now with a waiting list

3) **AOB** \_

- JS reported he will be organising a beginners veg course for next year. Due to ongoing COVID situation although hopes there will be more face to face outdoor opportunities for teaching some of the course may again be online.
- Management of rodents being coordinated on HL by plothead, but membership need information disseminated on how to get rat bait needs to be shared as process has changed. Protocols will be written by plothead over winter. PL needs local person to manage rodent control. Certified LANTRA courses where used will be paid for by EDAA.
- Agreed making minutes public and available raised by DC. Agreed it would be beneficial for openness and transparency. Aim will be to get minutes out as soon as possible and then posted on website.
- CP will continue to do a precis of general news for website.
- JB has 2 items on plot that can be repurposed to other tenants.

Meeting closed at 8.50pm Dates of forthcoming meetings are third Wednesdays each month at 7pm Next meeting will be October 21<sup>st</sup> 7pm by Zoom.