

Exmouth & District Allotment Association Committee Meeting

MINUTES

Venue: By Zoom
Date: Wednesday 17th February 2021
Time: 7pm-9.00 pm
Attendance: Cheryl Chessum, Councillor David Poor, John Singleton, Olly Davey, Stewart Shram, Carolyn Priest, Julia Jacobs, Dianne Conduit.

Apologies: Eddie Cowley, Annie Goodman, John Barwick
Absent: Janet Cuff

Chair: Cheryl Chessum.

ACTION BY WHOM	ACTION BY WHEN
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1.	Welcome and Confidentiality Statement – Chair		
2.	Minutes of the Last Meeting The Minutes of the Committee Meeting held on 20 th January 2021 were accepted as a true and accurate record.		
3.	<p>Matters Arising from last meeting</p> <p>Gardeners Question Time SS provided an update re insurance costs at £218.75. Agreed that the time and effort required is not practical for the committee to take on just now. Agreed to approach Councillor Eileen Beech who originally raised the opportunity for consideration. If there is a possibility there was additional support to help the committee with this it will be reconsidered. Revisit later in the year.</p> <p>Rat Management Committee confirmed that the Rat Management Guidance reviewed last month has been issued. An additional concern has been raised regarding how to dispose of dead rats that might be found. Especially if they may have been killed by bait and the potential of a related negative impact on other wildlife and the environment. David Smith to be contacted for advice. Agreed the guidance will need to be updated with this information.</p> <p>PL – Annie Goodman has agreed to take on the role of rodent management co-ordinator. David Smith will mentor and AG will undertake the online Lantra course in due course.</p>	OD	17/03/21
		CC	17/03/21
		AG	Review 17/03/21

<p>4.</p>	<p>Chair's Report</p> <p>Shop sales update (HL only) – arrangements are working very well with stock moving through and online ordering going well.</p> <p>Contactless payment – JC has worked hard with SS to get the contactless payment working effectively. Noted that it is working very well. It provides an additional method of payment for members. It also provides an additional safe way to pay during the pandemic. The Committee formally thanked Janet and Stewart for their efforts to get this set up and operational.</p> <p>Continuing Improvement Plan CC informed the Committee that plans are progressing to develop and implement ongoing site improvement plans. Key points:</p> <ul style="list-style-type: none"> • Significant focus on environmental improvements including HL wildlife area and native hedge laying to Hamilton Lane boundary. This is seeking security and habitat improvement. Sources of grant funding to be explored to fund. Woodland Trust and Exmouth Town Council identified as possibilities. • Further tree and hedge improvements. • Site clearance and tidying - more rubbish being exposed as overgrown areas cleared. Not all is 'old' rubbish. Opportunities to create behaviour change in members being explored includes if the sites are clear and tidy people may be less inclined to leave rubbish around • HL plot 232 – fenced wildlife area being created. • PL – issue re manure deliveries – to be considered to find a suitable place on site • CP noted she will be contacting East Devon Council Tree Team for advice on who owns the tree with Dutch Elm disease as the tree needs removing. It is not clear from the trees position who 'owns' it. OD gave contact details: 01404 515616 or csc@eastdevon.gov.uk <p>Signage for tipping of waste near shed (HL) CC raised the requirement for a sign at the Shed to prevent continued leaving of items in that area. SS demonstrated a potential sign. Wording was discussed and agreed. To be actioned.</p> <p>Adult & Community writing project JS has made contact and plans in place for an article in the summer months.</p>	<p>CC</p> <p>CC/CP</p> <p>JJ</p> <p>CC/SS/JB</p> <p>JS</p>	<p>17/03/21</p> <p>17/03/21</p> <p>17/03/21</p> <p>17/03/21</p> <p>June/July 2021</p>
<p>5.</p>	<p>Secretary's Report</p> <p>Applications for Structures - Provided by CC Applications received:</p> <p>PL 1 – Request for polytunnel. Complies with conditions apart from water collection and management. Approved subject to water management plan.</p> <p>PL 69 – Preliminary enquiry re keeping bees. Noted that CC has given advice re mentoring from an experienced beekeeper, written information, and courses available to be considered before formal application. CP confirmed there are</p>		

	<p>currently no bees being kept on PL site.</p> <p>HL 201 – Application for a polytunnel. Meets all conditions. Approved.</p> <p>HL 127 – Application for greenhouse. Meets requirements. Approved</p> <p>HL 146 - Application make like for like replacement of shed. Approved</p> <p>HL 37B - Application for a polytunnel. Meets all conditions JJ to check re siting. Approve, subject to siting being satisfactory.</p>	<p>CC to inform all plot holders of decision</p> <p>JJ</p>	<p>Immediate</p> <p>Immediate</p>
6.	<p>Treasurer’s Report</p> <p><i>Treasurers report provided by Chair in his absence.</i></p> <p>Rent Book and Rent Collection Has worked better than anyone could have expected. Only 2 outstanding payments. The online shop mode well used combined with physical presence and personal follow up when required as achieved an excellent result. CC thanked all involved for their efforts.</p> <p>HL Shed refurbishment Work continuing and going well. Plumbing and sink going in. Ceiling plaster boarded – waiting for plasterer. Shop and shelving looking good with no apparent loss of storage space. Community space will be an excellent addition.</p> <p>Agreed a photographic capture of the improvements and changes to the Shed to go alongside the original building of the Shed in 2012. Debra Clatworthy took original photos. JS offered to contact her again.</p> <p>CC noted thanks to SS and JC for their hard work and effort moving this project forward.</p> <p>New path HL 2- 8 – Noted this work is complete and discussion in progress for planning extension of path along the whole boundary. DC raised concerns from some plot holders further along that they hoped the path would not extend to them as it would reduce their plot size and the plots appear to narrow further along. JJ assured the committee this was not the case and plot holders were asking for the work to be done.</p>	<p>JS</p> <p>JJ</p>	<p>Immediate</p> <p>In progress Review 17/03/21</p>
7.	<p>Maintenance</p> <p>JS raised the matter of what the policy was on removal of structures, including sheds not fit for purpose. Who is responsibility to remove? In particular new plot holders inheriting such structures and plot holders who may not be in a position to remove them for a variety of reasons. Agreed would probably need some principles but that consideration would be on a case by case basis.</p> <p>Agreed this needed further consideration. Committee members asked to send their</p>	<p>All</p>	<p>17/03/21</p>

	<p>considerations to JS who agreed to collate responses.</p> <p>Agenda item for May.</p>	<p>JS</p> <p>DC</p>	<p>April 2021</p> <p>May 2021</p>
8.	<p>Site Co-ordinators report</p> <p>Pound Lane –</p> <ul style="list-style-type: none"> • 6 vacant plots, 3 now let, 1 in process and 2 to be actioned. • A couple of plots of concern. CC to site visit if no progress made to bring plots into production by end of April. <p>Hamilton Lane –</p> <ul style="list-style-type: none"> • 60 on waiting list currently completing vacant plot viewings. 	<p>CP, CC</p>	<p>April 2021</p>
9.	<p>Allotment Awards</p> <p>CC has completed the design and allocation of awards process. Thirty awards being made. Discussion regarding how to make the awards. Agreed laminated certificates to be made and handed out on site wherever possible. Suggested that in addition, communicating the awards via website and mass email that notification is also made on the onsite noticeboards.</p> <p>Post meeting note: Consider as an item for the Exmouth Journal. Agenda March.</p>	<p>SS/JJ/CC</p> <p>DC</p>	<p>By 17/03/21</p> <p>17/03/21</p>
10.	<p>Any Other Business</p> <p>Secretary role – DC informed the committee hat given increasing workload with Covid-19 vaccinations and the short notice of vaccination clinics she may have to give short notice apologies over the next few months but she will be doing all she can to maintain her service to the Committee.</p> <p>Funding - Grants for hedging and environmental improvements – OD and DP noted Wild Exmouth as a potential source of funding. Information will be shared as it becomes available.</p>		
11.	<p>Date and time of next meeting</p> <p>Third Wednesday every month – Wednesday 17th March 2021, 7pm.</p> <p>All until further notice by Zoom.</p>		