

MINUTES – Meopham and District Allotment Association (MDAA)	
Date	4 th February, 19:30 – 21:30
Venue	Small Committee Room, Meopham Village Hall
Attendees	Mark Hill, David Aspinall, Rodney Buckland, Dominic Sullivan, Lizze Brooker, Rita Cook

Item No.		Action
1	Welcome and Apologies MH opened the meeting and noted that apologies were received from Mitchell Whetstone A dictionary of Committee members' initials is provided as a footnote.	
2	Draft Minutes of the 3rd December 2024 meeting The Minutes were agreed with one minor alteration. Matters arising: Agreed: Future WeedWalks to include assessment of the state of paths between plots. Agreed: A digital copy of the standard plot map to be distributed to the Committee. Our water supplier, Business Stream, has been asked to inspect the meter installation, which needs maintenance. DA to alert RB if a contractor makes contact.	RB RB RB DA/RB
3	Secretary's Report RB presented a revised version of the Tenancy Agreement and pointed out that Clause 13's deadlines were not consistent with others in other Clauses. Agreed: clause 13 to be removed. Rev 13 to be circulated by email to the latest PlotMaster mailing list. Agreed: Discussion on Rev 13 to be encouraged at the 2025 AGM	RB RB RB

	RB reported that he had hosted visits by two potential tree surgery contractors in the first week of January and shown them nine tasks described by the <i>Tree Surgery sub-Committee</i> late last year. Two proposals were received with similar interpretations of agreed tasks and at similar prices. On balance, RB preferred the proposal from the contractor who was already delivering chippings on a regular basis. Agreed: the proposal from Tree Services Ltd be accepted at £3,000 + VAT at 20%. RB indicated that if he was to manage the contract, the work would have to be completed before the end of February, as he would be working and staying in Milton Keynes during the first three weeks of March.	RB
4	Lettings Manager's Report Since VC had resigned from the Committee and would not be attending Committee meetings, RB had agreed to summarise the status of supply and demand for plots as informed by VC and DA: - an unusually high number of plot renewal payments had not been made by the 31st January deadline. - 25% of renewal notices sent by email on 1st January had not been opened. - efforts were being made by RB to contact non-payers. - the waiting list for plot vacancies stood at five.	RB
5	Treasurer's Report DA reported that plot rental payments by bank transfer or cheque were sometimes difficult to reconcile with the latest edition of PlotMaster, despite the renewal notice specifying that plot No. and name of plot holder be included as references with payments. DA advised that plot holders with ponds should be alerted to the provisions of Rev 13 of the Tenancy Agreement. Agreed: DS to provide a list of plots with ponds.	DS/RB

6	Health and Safety It was noted that the annual Health and Safety report had yet to be finalised.	MH
7	Tyres MH reported that 19 tyres had been counted on plot 15F and 28 on plot 5D, including a tractor tyre. Agreed: A complete survey of all 162 plots to be made and a list of those with tyres to be drawn up for a warning letter to be issued.	MH/RB
8	AOB It was noted that Provender Nursery in Swanley, although a wholesale nursery for 'trade only' accepts orders from Allotment Associations. The meeting finished at 21:30	

Key-value pairs:

DA	David Aspinall	MH	Mark Hill
EB	Lizze Brooker	DS	Dom Sullivan
RB	Rodney Buckland	LW	Lindy Webster
RC	Rita Cook	MW	Mitchell Whetstone