

MINUTES – Meopham and District Allotment Association (MDAA)	
Date	14 th November, 2023 19:30 – 21:30
Venue	Small Committee Room, Meopham Village Hall
Attendees	Mark Hill, David Aspinall, Rodney Buckland, Victoria Crone, Lizze Brooker, Dom Sullivan, Natalie Aldridge, Lukas Rains

Item No.		Action
1	Welcome and Apologies MH opened the meeting and thanked everyone for attending. Apologies were received from Lindy Webster. A dictionary of Committee members' initials is provided as a footnote.	
2	Draft Minutes of the 29th August 2023 meeting No corrections to the Minutes of the meeting were proposed.	
3	Matters arising: RB reported that he had not yet had a response from the Parish Clerk about a request for an update on development plans for Southdown Shaw. RB reported that he had received a formal communication from Dave Brown saying that he would be unable to continue performing maintenance tasks due to his impending move to Suffolk. It was agreed that RB would deliver a 'bottle of bubbly' and a card to the Brown residence.	RB RB
4	Chair's Report MH reported that he and RB were still waiting for a date to be fixed for a meeting with the Assistant Parish Clerk. Approval will be sought for: Tree surgery, clearance of plots 16c and 16d, a set of communal composting bins, a composting toilet and a container for equipment.	RB

5	Secretary's Report RB noted that John Chalk (19B) has extensive maintenance experience and proposed that he be approached to take over at least some tasks carried out by Dave Brown. It was noted that Hogarth Tyres had been asked to remove the 'tyre mountain' and that tyres were being added to plot 15F. Action RB to inform MH of the name and telephone number of the 15F plotholder.	LW LB, NA RB
6	Lettings Manager's Report VC reported that two full plots and two half plots were free, and that Tadek Lapper and LW would be taking on Dave Brown's plots.	
7	Treasurer's Report DA agreed to end the Portaloo contract over the winter months in the expectation that the proposed composting toilet could be installed for the 2024 growing season. DA asked for the proposed 'treasurer.mdaa@gmail.com' to be initialised.	DA RB
8	Maintenance It was noted that LW had turned the water supply off for the winter months and had taken a water meter reading.	
9	Composting toilet DOM presented the specifications for the composting toilet chosen by the subcommittee. The quote for a 'Woo Woo GT Wooden Cabin' was for £5,755.50 inc. 20% VAT but not including installation estimated at £500.00 per day for two days. It was agreed that agreement would be sought from MPC for procurement and installation to proceed. RB was given the relevant documentation.	MH, RB

	AOB LR agreed to lead on specification and installation of a set of communal composting bins once approval had been given by MPC. It was agreed that Dave Brown would be asked for the names and contact numbers of our wood chip suppliers. It was agreed that further efforts would be made to bring the website back into full operation after the change in ISP earlier in the year. It was noted that the safe containing the gate key had the code 1067. The meeting closed at 21:30 with the date for the next meeting to be decided after an expected meeting with MPC.	LR RB RB, LR

Key:

NA Natalie Aldridge
DA David Aspinall
EB Lizze Brooker
RB Rodney Buckland
VC Victoria Crone

MH Mark Hill
LR Lukas Rains
DS Dom Sullivan
LW Lindy Webster