

MINUTES – Meopham and District Allotment Association (MDAA)	
Date	16 th July 2024 19:30 – 21:30
Venue	Small Committee Room, Meopham Village Hall
Attendees	Mark Hill, Rodney Buckland, David Aspinall, Lindy Webster, Victoria Crone, Lizze Brooker, Dom Sullivan, Rita Cook, Mitchell Whetstone.

Item No.		Action
1	Welcome and Apologies MH opened the meeting and thanked everyone for attending our third full Committee meeting of 2024. MH welcomed two new Committee members, Rita Cook (RC) and Mitchell Whetstone (MW). An updated dictionary of Committee members' initials and names is provided as a footnote.	
2	Draft Minutes of 7th May 2024 meeting Approved. Matters arising, not covered elsewhere RB reported that Julian Kent had no idea who delivered wood chips. LW indicated that it was somebody named Charlie.	LW
3	Chair's Report MH reported that WooWoo was being used regularly and that a decision on tyre mountain removal was needed. MH noted that outstanding projects included: fencing between the allotment domain and the farmer's field, central roadway repairs – possibly with a grant enabled by MPC, and a storage container. Agreed: RB to explore funding possibilities with MPC chair.	RB
4	Secretary's Report RB reported that WeedWalk 24 had been carried out by RB, VC and LW on a rather wet 2nd July. The group decided to adopt a proposal from VC that delinquent plots be classified as needing one of:	

	- a welfare check - a polite reminder that the plot is starting to get out of control - a call for the area cultivated to be increased - a reminder that undesirable items, identified in the tenancy agreement, should be removed - the standard 'weed walk' letter demanding corrective action to meet basic requirements of the tenancy agreement.	
	RB reported that a total of 30 interventions were required following this year's WeedWalk.	RB
	A copy of a complaint from Mr and Mrs Saunders was circulated before the meeting together with a copy of the standard WeedWalk letter used for the last three years.	
	Agreed: MH to draft a letter to Mr and Mrs Saunders reminding them that help is available to bring plots into an adequate level of cultivation.	MH
	A further delinquent plot, 4b, was discussed. The plot holder was constructing an extensive walkway out of rubble, calling her project 'artwork'.	
	Agreed: RB to write to the plot holder, pointing out that the tenancy agreement prohibited such construction, which would cause difficulties for others when the plot is eventually re-let.	RB
	RB reported that permission to erect a shed/container had been given by MPC subject to planning approval from Gravesham Borough Council (GBC); such a requirement was not introduced when permission was given by MPC for WooWoo to be installed.	
	RB also reported that he had asked the GBC Planning Office for directions and had been informed that planning approval would be required for both installations.	RB
	It was noted that the Chair of MPC had written to the Planning Office demanding approval of both installations on MPC land.	
	RB reminded the Committee that a decision should be made on the design of the desired shed/container.	

	Agreed: A subcommittee of DS, LB, MW and RB to meet via Zoom with a view to proposing a design and budget.	RB
5	Lettings Manager's Report VC reported that there was only one applicant on the waiting list and that one of the two half plots (4F) had been let.	VC
6	Treasurer's Report DA reported that Association funds stood at £17, 367.	
7	Maintenance LW reported that David Mills had completed a set of tasks related to water taps. LW agreed to supply a water meter reading for July to DA and RB EB reported that a delivery of 'road material' was expected.	LW EB
8	Health & Safety RB reminded the Committee that an annual Health and Safety Review was required under our lease agreement with MPC. Agreed: MH to conduct a review and issue a report.	MH
9	AOB RB proposed that improvements to our three noticeboards be made to encapsulate notices on a user-friendly surface. Agreed: Further development of candidate designs should be carried out. RB reported that a new supply of manure from 'Jamie and Maria' was expected. RB expressed dissatisfaction with his recent efforts at producing and distributing Association newsletters and called for someone else to take on the task. MH volunteered and it was agreed that a quarterly issues would be a suitable target. RB suggested that, considering likely substantial water supply cost increases, a set of 1m cube 'IBC containers', with catchment funnels, be installed at a suitable location.	RB RB MH

	It was noted that IBC containers had been installed on several plots in recent times. Note: A booking for the next Committee meeting has been made for Tuesday 10th September, in advance of the Meopham Allotments Show on Sunday 15th September.	RB, DS
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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
VC	Victoria Crone		