

MINUTES – Meopham and District Allotment Association (MDAA)	
Date	27 th September 2024, 19:30 – 21:30
Venue	Small Committee Room, Meopham Village Hall
Attendees	Mark Hill, David Aspinall, Rodney Buckland, Dominic Sullivan, Lindy Webster, Lizzy Brooker, Rita Cook, Mitchell Whetstone

Item No.		Action
1	Welcome and Apologies MH opened the meeting and noted that an apology was received from Victoria Crone. A dictionary of Committee members' initials is provided as a footnote.	
2	Draft Minutes of the 27th August 2024 meeting No corrections to the Minutes of the meeting were proposed. Matters arising: RB reported that there had been no response from the Parish Clerk about a request for an update on development plans for Southdown Shaw.	RB
3	Secretary's Report RB reported that there were no topics to cover that were not already on the agenda.	
4	Lettings Manager's Report In the absence of VC, MH read out a short report. Main points: • The number of vacant plots and the queue of applicants were broadly in balance. • Plot 9E had been vacated in accordance with the Committee's lease termination decision.	

5	Treasurer's Report DA advised that to satisfy insurance cover requirements, the Committee should generate and maintain an inventory, including but not limited to the composting toilet and consumables, ponds, fencing, gates and padlocks, water supply spares, and mower. Agreed: the 2025-26 renewal notice should be sent out in early December and there was no need for an increase in rental fee.	MH DA/RB
6	Health and Safety It was noted that the annual H&S report was outstanding. Agreed: MH and DS to conduct the required survey	MH, DS
7	Tenancy Agreement The draft of Rev 13 was reviewed. Several incremental improvements were identified. Agreed: A final version of Rev 13 will be distributed with the 2025-26 renewal notice to all plot holders with an entry in PlotMaster.	RB RB
8	AOB Agreed: Following several reports of speeding, speed limit signs are to be procured and erected on the central roadway. RB proposed to have a Bonfire Night with plot holders being invited to supply unwanted 'woody materials' from their plots during a window of opportunity to be specified; 'first light' to be early evening on Sunday 3rd November with plot holders and their families being invited to a 'social occasion'. RB noted that Meopham Players, the local drama group, were closing down and that their storage shed – Henry's Hut – was to be taken down and removed from the Village Hall car park. RB advised that the shed materials would be dry and make a good basis for a substantial bonfire and that he could arrange for delivery over the weekend of 2nd/3rd November. Agreed: The opportunity to have a seasonal social occasion was welcome and that safety procedures should be discussed with plot holder Andrew Ajimal, who is a professional firefighter.	MH RB

	It was decided that the bonfire should be held on the evening of Saturday 2nd to facilitate the attendance of Committee members. RB advised that a Planning Consultation was about to close on a proposed cycle/pedestrian route between Meopham and Istead Rise. The Introduction to the consultation document mentioned that there was an option to have the route cross Southfield Shaw but none of the maps of candidate routes showed such a route. Agreed: A response would be sent to Gravesham Borough Council, noting that the Association had not been formally advised of the consultation and that a route across Southfield Shaw would severely impact the Association's activities. Agreed: A schedule of Committee meeting dates for 2025 would be presented at the next meeting. The meeting closed at 21:30	RB RB
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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		