

EDAS Committee Meeting  
Monday 17<sup>th</sup> March  
The Drayton Court

Present: Andrew Caisley (AC), Christina Fox (CF), Clare Harrington (CH), Sam Murphy (SM), ,  
Martin Newhouse (MN), Jon Wilkins (JW)

1. Apologies for absence: Craig Evans (CE)
2. Actions from the last meeting: Reviewed. The following actions were held over
  - a. Action: CF to buy Stihl hedge trimmer
  - b. Action: CF to laminate QR codes for maintenance morning WhatsApp group
  - c. Action: CH to get Tom Boswell to do an annual tree inspection when trees are in leaf
3. Approval of last meeting's minutes: Minutes approved with minor corrections
4. Waiting list update:
  - a. Action: SM to take over waiting list
5. Site rentals status:
  - a. CH advised that every plot is rented
6. Gardening Club status
  - a. Action: CH to process termination
7. Strategic Projects
  - a. Gate project
    - i. CH confirmed that gate install will be completed on 26<sup>th</sup> March and that 5 spare fence panels will be delivered at the same time (it was agreed that these would be left between the catering shed and tool shed)
    - ii. CH shared that she had added tasks to the maintenance morning list relevant to this task
  - b. Site audit
    - i. No update
  - c. Manual and calendar
    - i. Action: AC to send text to SM to throw at chat CPT
  - d. Communal plot
    - i. Reviewed presentation from CE, were largely supportive, and aligned on feedback
8. Maintenance
  - a. Maintenance list reviewed online
  - b. Action: AC to buy
    - ii. Bituminous paint
    - iii. Pink paint for wheelbarrows and stencil (Northfields Allotments)
    - iv. Paint brushes
    - v. Sprayer and white spirit
  - c. Action: SM to bring
    - i. Lock for balance barrows
  - d. Action: SM to buy
    - i. Metal shelving for catering shed (needs re-measuring)

- e. Action: CH to buy
  - i. Wheelbarrow wheels and spanners (number recorded in WhatsApp)
- 9. Update from last site walk
  - a. AC apologized for not doing a site walk and promised to get it done in the next week
  - b. Actions: CE and AC to do a site walk in the next week
  - c. Actions: CE and JW to do a site walk in April
- 10. Cultivating Ealing Allotments Competition
  - a. Action: CE to support the submission process proposed by various plotholders
- 11. Site inspections & follow-up/outcomes
  - a. Action: CF to process non-cultivation
- 12. Orchard plot discussion and Mattock Lane fence area
  - a. Action: CH to speak with plotholder
- 13. Elizabeth – Flowers and Tree
  - a. Action: CH to send a card and offer a donation / flowers
  - b. Action: SM to draft a message for the card (husband is called David)
- 14. Site signage and rules reminder
  - a. Action: AC to create signage. Wood chip. Skip full. Not for plotholders. Metal only (Hairspray).
  - b. Action: MN to create temporary signage. Wood chip. Skip full. Not for plotholders. Metal only (Hairspray). Temporary sign that is laminated next to the compost heap
  - c. Temporary sign that is laminated next to the compost heap
- 15. Site inspections
  - a. Agreed the plan for inspections
  - b. Action: AC, SM, CF, CH to complete inspections – April 12<sup>th</sup> / 13<sup>th</sup>
- 16. Share agenda for Pathways meeting
- 17. Social / digital media
  - a. CH confirmed that some posts had been done
- 18. Communicating with members
  - a. Action: CH to send next Mailchimp
  - b. Action: AC to consider how to generate a calendar of content for future communications
- 19. Confirm date of next meetings
  - a. Monday 14<sup>th</sup> April (not Monday 21<sup>st</sup> April given Easter)
  - b. Monday 19<sup>th</sup> May
- 20. AOB
  - a. Dates
    - i. Summer open day Sunday 6<sup>th</sup> July
    - ii. Halloween Saturday 1<sup>st</sup> November
  - b. Summer open day discussion
    - i. Action: CH to renew license for Ivolunteer
  - c. Benches
    - i. Action: JW to buy benches
  - d. Expenses

- e.
  - i. Action: All to do expenses