

## Rotherham Allotments Alliance

# Maintenance Committee Meeting No.8

**On Meeting Date:** Monday 24<sup>th</sup> October 2022

**Meeting Location:** Online: Zoom

**Meeting Called By:** Brian Steele

**Chair:** Brian Steele

**Secretary:** Jack Taylor (Minutes Donna Bushby)

**Present:** Directors: Brian Steele (BS), Jack Taylor (JT), Mick Hirst (MH), and Allotment Support Assistant – Donna Bushby (DB).

**M063/10/22 (1) Apologies:** Cllr Rachel Hughes, Tess Sheen

**M064/10/22 (2) Minutes from previous meeting – 5<sup>th</sup> September 2022**  
Moved as a true record by MH and duly signed by the chairperson.

**M065/10/22 (3) Matters Arising**  
None identified.

**M066/10/22 (4) Rectory Field / Greasbrough - Restorative Justice - update**

- a) DB reported that Rectory Field needs another skip for the remaining waste. Community Payback have cleared the car parking area. Weed membrane has been purchased and is being stored at Sue's. Community Payback will be back on the site on Saturday to do more work. Still waiting for asbestos removal to be done. Purchase order for the garage removal in Greasbrough has been received.
- b) DB advised directors costs of road planings which need organising once a date has been confirmed for Community Payback to be able to spread them.
- c) Community Payback been working on Greasbrough – plots 47/ 66a/66b now cleared and tenanted. Also working on the back of plot 39 and 37. More skips will be required due to amount of dumped waste.
- d) DB has also spoken to the supervisor at Community Payback regarding works on Clough Bank. This can be considered once the Parkgate site has been completed. Need to ensure that the relationship with Community Payback is kept.

**M067/10/22 (5) Other works / Special Projects / Outstanding Issues**

- a) Moor Rd – DB contacted the Flooding Officer at RMBC regarding the pipe flap. No response received as yet. Site needs visiting to inspect the grounds clearance work done so far.
- b) South Street – DB has asked the secretary to book the work in for the shed doors.
- c) Greasbrough toilet – DB awaiting a date for the work to be done (frames on order). Plot 1a has been divided and will be ready for re-tenanting in early 2023.
- d) Rosehill Park – the water leak in the manhole is now repaired.
- e) Lowfield Avenue – 2 more plots have been tenanted. DB has a plot viewing on the site next Thursday.
- f) Clough Bank – DB has contacted another contractor, who we have used before, for a quote for the car park works. The contractor shown round recently quoted £5.5k. Alternatively, could use Community Payback.
- g) Avenue Rd – contractor also been asked to quote for paths. Survey being done by Yorkshire Water to determine possibility of a water supply. DB will advise cost once received. Further discussed regarding how many taps / lengths of pipes would be needed and the cost. Also discussed if all tenants actually want water on the site as there may be objections to the extra cost to the tenants. It was agreed to get the quote, then consult with tenants.
- h) Tree cutting – DB contacted Andy Lee and was passed onto the Trees dept at RMBC. Awaiting a response. It was suggested that a change in the lease be made regarding acquiring permission, especially if they are dangerous / causing damage to residents' property. JT reported he had also not heard anything from RMBC regarding the tree planting at Wood St.

**M068/10/22 (6) Pest Control Update**

- a) DB informed directors that the legislation has changed recently and the training course has changed. Those who were certified before end of August 2022 will still be allowed to do the pest control. DB has completed the new course and awaiting result.
- b) It was advised that the new training is more in depth and focuses on ensuring that paperwork is completed correctly, to ensure the baiting process / waste removal is carried out properly. DB has updated the RAA paperwork, including site surveys, to reflect this. These have been sent to all those already certified. Sites need to ensure they keep their own records up to date.
- c) It was also discussed regarding the amount of baiting as recommended by the training for it to be effective and removal once rat activity is reduced.
- d) DB also stated that she has compiled an information sheet to send to tenants to educate them on how to deter rat activity.
- e) More snap traps and keys have been ordered.
- f) Clifton have asked for a second person to be trained but it was discussed that this site did not get a large number of boxes delivered.
- g) DB and BS to do the next pest control visit. Boxes will be checked on all sites.

**M069/10/22 (7) PAT Testing**

- a) DB shared a link with directors from the Health and Safety Executive (HSE) regarding PAT testing prior to the meeting.
- b) Discussed that guidelines state that PAT testing is not required as the RAA have not supplied any appliances. However, it is the insurance implications if a building burns down due to a tenant's / Society's own appliances. The mains wiring is tested by the RAA (6 sites). It was debated if the appliances do need testing if used in an allotment building and tested once a year.
- c) It was then discussed regarding the equipment provided by the RAA to the ASA and agreed that these should be tested due to being used by an employee.
- d) DB to contact the insurance company to get clarification on the equipment in society buildings.
- e) JT advised he has a contact who could do the testing and will make enquiries.

**M070/10/22 (8) Any Other Business**

- a) JT asked regarding the grab wagon for Wood St. DB to chase up to see if it is repaired.
- b) JT to have calls forwarded when DB is taking annual leave.
- c) Discussed regarding spare sets of locks and keys. There are currently 2 sets of spare locks and 3 sets of keys. DB to create another set of keys. It was suggested that the RAA invest in an angle grinder when locks require removing. DB to research costs. It would need to be stored where there is access to electricity to charge it.
- d) A society site has asked regarding charging deposits for plots. It was discussed that this can be trialled by the society. It was highlighted that this may be difficult for some people to pay. However, by paying money, this would give people encouragement to cultivate plots.
- e) Vacant plots were then discussed. There are approx. a dozen plots that still need some clearance. The increased occupancy should be promoted in the local press to show a positive impression for the Alliance.

**(9) Agenda Items for Next Meeting**

Updates on this meeting.

**M071/10/22 (10) Date of Next Meeting**

Board Meeting – Monday 7<sup>th</sup> November  
Maintenance Meeting - Monday 19<sup>th</sup> December

BS thanked everyone who attended and the meeting was closed at 3.15pm.



Signed ..... (Chair)