

Rotherham Allotments Alliance

Maintenance Sub Committee Minutes

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|---------------|--------------------------|-------|-------|
| Meeting Name: | Maintenance Meeting - 12 | | |
| Minute Taker: | Jamie Calvert | | |
| Date: | 18 March 2024 | Time: | 14:30 |
| Location: | Virtual Teams Meeting | | |

Attendees:

Directors: Brian Steele Chair (BS), Mick Hirst (MH), Jack Taylor (JT), and Richard Watson (RW).
Support Officer: Jamie Calvert (JC)

Apologies:

M012/03/24 Apologies

- a. none

M013/03/24 Declarations of Interest

- a. JT declared an interest as secretary on the Wood St site.
- b. MH declared an interest as a tenant on the Avenue Rd site.
- c. RW declared an interest as society treasurer on the Clifton site.

M014/03/24 Minutes from the previous meeting

- a. Maintenance meeting 11 minutes were moved as a true record by (MH) and duly signed (electronically) by the Chairperson (BS).

M015/03/24 Matters arising

- a. There were no matters arising.

M016/03/24 Grass and hedge maintenance contract

- a. It was noted that the grass and hedge-cutting contract for 2024 will be continued with RMBC.
- b. It was previously agreed with the RMBC representative that the RAA would be notified when work is completed every month as a minimum. The ASO will work with site representatives to confirm that this is an accurate record of work completed.
- c. It was identified that a review of grassed areas to be cut should be carried out to ensure that the contract fee covers only those areas being maintained.
ACTION: (JC) to obtain and share a copy of existing works schedule in advance of next maintenance meeting.

M017/03/24 Recent and scheduled work

- a. Quotes have been received for the following works:
 - i. Repair of entrance road at Vicarage Fields site, £3,030.00. It was agreed that additional options should be reviewed as the quote is in excess of the available budget. **Referred**
 - ii. Drainage work on the lower section of Vicarage Fields site, £1,250.00. Request is for RAA to meet the material costs of £650.00 as the Society will pay the labour cost of £600.00. **Approved**

- iii. Re-roofing the community hut on the Broom Valley old site, £2,427.00. It was identified that additional structural damage needs repair since obtaining this quote and new quotes will be required. **Referred**
- iv. Removal of car tyres fly tipped on Wood Street Site, £354.00. Awaiting one additional quote by 24/03/2024. **Lowest quote approved**
- v. Clifton Society has requested funding support with repair to the site path due to vehicle use. A barrier has been installed to prevent further unnecessary damage. It was agreed to consider matched funding once a full quote is obtained to include labour and materials. **Referred**
- vi. It was agreed to obtain quotes for work to reinstate the path on the Rectory Field site that has been damaged by vehicle use.
- vii. It was agreed to request quotes for the Avenue Road site path strengthening on the south side of the site. There are funds remaining from the previously dissolved society yet to be returned to the RAA. These funds will be ringfenced for the work on Avenue Road.

M018/03/24 Internal plot fencing rules

- a. A discussion was had about the height of internal fences between plots and communal areas. It was noted that some internal boundaries do not allow for inspection by the RAA ASO and directors. It was also noted that boundary fences and hedges may impact the enjoyment of neighbouring plots.
- b. A discussion was had about the distinction between newly installed boundaries and those already above a future agreed maximum height.
- c. It was suggested that solid boundary fences and hedges should not exceed 1.2m (4ft approx.).
- d. The committee agreed to improve guidance on internal fencing before moving to introduce a new rule.

M019/03/24 Boundary fencing and access

- a. It was noted that Psalters Lane site does not have a boundary fence from plot 8 to 13. Tenants have constructed their own boundaries and this restricts access for RAA inspection.
ACTION: Obtain a quote for continuing the site fence along the full length of the site, including gate/s.

M020/03/24 Any other business

- a. It was suggested that a review of vehicle use on sites takes place and is discussed by the board if a rule change is required. This should consider:
 - i. Damage due to irresponsible use
 - ii. Impact of parking
 - iii. Restriction to access for other tenants, and emergency service vehicles
 - iv. Insurance liability
- b. It was noted that the supply of rat bait boxes is low and needs to be replenished.
ACTION: (JC) ASO to order boxes

M021/03/24 Agenda items for next meeting

- a. None

M022/03/24 Date of Next Meeting

- a. Maintenance Meeting 13 – 29/04/2024 - 13:00 – Virtual Teams meeting

BS thanked everyone for their attendance. The meeting was closed at 3:45pm.

Signed



Brian Steele (Chair)

Date

29/04/2024