

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:		Board Meeting - 103	
Minute Taker:		John Palmer	
Date:	07 July 2025	Time:	13:00
Location:	Clifton Garden House		

Attendees:

Directors: Brian Steele Chair (BS), John Palmer (JP), Mohammed Suleman (MS) and Richard Watson (RW). Cllr Dave Sheppard (DS)
Support Officer: (not in post)

Apologies:

Nicki Heffron (NH); Jack Taylor (JT); Councillor Linda Marshall (LM).

The Board welcomed Councillor Sheppard back to the board as representative of RMBC.

077/07/24 Declarations of Interest

- a) JP declared an interest as a tenant on the Barnsley Rd site.
- b) MS declared an interest as a tenant on the Clifton site.
- c) RW declared an interest as society treasurer on the Clifton site.

078/07/25 Minutes from the previous meeting

Minutes of the Board meeting 102 held on the 9th June 2025 were moved as a true record by (RW) and duly signed (electronically) by the Chairperson.

079/07/25 Matters arising

There were no matters arising.

080/07/25 Admin Report

- a) Chair advised the Board that an appointment had been made to the post of ASO, Charlotte Evans, following interviews held on the 30th July 2015 at which the Chair and Vice Chair participated. It is anticipated that CE will commence duties on the 12th August 2025. (Subject to satisfactory references).
- b) The Board were also advised that due to a problem with the Microsoft subscription, the email account was unavailable from the 9th June until the 1st July. A notice has been posted on the website apologising for the inconvenience and advising that anyone sending an email during this period should re-send them.
- c) The need to carry out plot inspections and arrange vacant plot viewing for those on waiting lists was urgently required. BS advised that once directors were available this would commence. A suggested way forward was to hold 'site open days' where all on the waiting list would be invited to look at the vacant plots and then allocate preferred plots, priority being given in order of waiting list.'
- d) Email from Voluntary Action Rotherham (VAR) requesting assistance to provide an allotment plot in the central Rotherham area for a group of 'asylum seekers and refugees' – 'They (as a group) are keen gardeners and have transformed the rear garden at VAR – looking for a more sustainable piece of land (allotment), that they can use, cultivate and act as a community-based project. JP advised he had emailed five central Rotherham Societies to see if any capacity exists. Directors discussed a number of options in the Greasbrough area which VAR may wish to consider if other the society opportunity is available at this time.

081/07/25 Financial Matters

The treasurer advised that all payments were up to date.

MS questioned the budget position. This would be addressed at the next meeting. BS did advise that ASO salary saving was currently being made.

082/07/25 Maintenance

- a) Rectory Fields – water meter issue Rockcliffe Road, BS is to meet on site with JH (RMBC) on the 9th July to investigate this problem. The proposed extension of the water service from the Vesey Street side would be placed on hold until the water meter situation at Rockcliffe Road is resolved.
- b) Quotations from RT were discussed. It was noted that we had been unable to source quotations from other sources.
 - Rectory Fields – water supply extension. Agreed on hold as detailed in a) above.
 - Scrooby Street – plot clearance and rubbish/waste removal.
 - Highfield Road - plot clearance and rubbish/waste removal.
 - Lowfield Avenue - plot clearance and rubbish/waste removal.
 - Moor Road – Accumulated rubbish clearance.
- c) It was agreed to proceed with the Moor Road clearance of rubbish. Treasurer to raise an order number to authorise this work.
- d) Chair advised he had met with community group representatives at the Rectory Fields site to discuss improvements to the car park and frontage to the 'shed' area. It being agreed that if the community group provided labour the RAA would fund the supply of road planning to lay as a surface.
- e) Fencing work at the following sites has now been undertaken and completed satisfactorily; Wood Street, gate post corrosion; Wharf Road, gate post damage and South Street, fence repair.
- f) Vermin control – Scrooby Street, a number of replies to email, seeking interest, had been received, however, a number of emails had been returned 'undeliverable'. It was agreed that tenants would be notified the vermin control would commence on the 7th August 9.00am. Bait boxes would be delivered at this time.
- g) Broom Valley New had reported a bind weed problem. JT to spray if possible.
- h) High Street – further complaints had been received concerning large unattended fire. Agreed that all tenants be contacted advising the no fires will be allowed on the site and any in breach will have their tenancies terminated.
- i) Psalters Lane – RMBC complaint concerning fly tipping – JP had advised them that the non-allotment areas at this site were RMBC responsibility.
- j) Moor Road – complaint that 'mayors' tail' was becoming a major problem again. JT possible spray.

83/07/25 Transfer and transitional arrangements RMBC to RAA (including SLA)

Meeting RMBC and RAA (BS & JP) took place on 27th June 2025, the following issues were considered.

- a) Details of the Bassingthorpe Farm project were detailed. It was noted that the scheme should not affect any of the RAA allotment sites at this time.
- b) Sandymount Road Allotments – BS and JH(RMBC) to have site meeting to consider requirements to transform site back into proper allotment use.
- c) Indications are the lease agreement will be finalised in the near future. Confirmation requested that area at Clough Bank designated grazing land is not included.
- d) Whitelea grazing site investigations still continuing to determine rental position for previous and current years.
- e) Woodside and Hartley Lane grazing sites issues now resolved.
- f) Grounds maintenance – Broom Valley Old fence damage caused by strimming to be investigated and repaired.
- g) Wood Street, Japanese - knot weed problems on allotments and adjoining land to be investigated.
- h) Tree Officer set to complete inspections, BS to liaise concerning access. Email issue with societies.

- i) Rectory Fields – water meter issue BS and JH(RMBC) to visit site.
- j) Meeting updated on ASO recruitment.

84/07/25 Society Update

- a) Broom Old – EGM to be held on Sunday 13th July 2025.
- b) Possible interest in forming a society at Scrooby Street. Consider assessing interest at this and other sites.

85/07/25 Health and Safety Risk Assessments

JP detailed the requirement of the RAA Health and Safety policy to complete site risk assessment on an annual basis between November and February. It was noted that this had not taken place during 2024/25. JP also advised that the Board could within its rules (64 & 66) co-opt a director either RAA member or non-member selected for their particular skill. It was agreed to formally approach previous director MH to become the Director with special responsibility for RAA Health and Safety matters. If willing to undertake the role MH be invited to attend the next Board meeting to discuss the role further.

86/07/25 Asbestos Clearence

This item to be placed on the next agenda for consideration in conjunction with the above item.

87/07/25 Insurance 2025/26

JP advised that our insurers had been contacted and advised that the reason we were not able to receive legal support for the current legal issue was because we were not insured with them at the time of the initial complaint. Any future complaint would be covered if its date is withing the period of insurance cover with them.
The Board will be required to minute the RAA representative whom will be the insurers contact point – when the ASO appointment is completed, a copy of the minute forwarded to the insurers.

88/07/25 Water Conservation

The Board considered a discussion paper relating to water conservation.

89/07/25 Rotherham Show

Will be held in Clifton Park on the 6th & 7th September 2025. BS agreed to contact the organiser to arrange a meeting to determine the RAA involvement.

90/07/25 Any other business

- a) An order for vermin control material to be made.
- b) Water leak at High Street.

91/07/25 Agenda items for next meeting

- a) Improving places – 21st October 2025
- b) RAA Policy Review
- c) Shareholder meeting – Tuesday 16th September 2025 – set agenda.

92/07/25 Date of Next Meeting

Board Meeting 104 – Monday 4th August 2025 - 13:00 – Clifton Park – Garden Room

BS thanked everyone for their attendance. The meeting was closed at 2.30pm.

Signed

A handwritten signature in dark ink, appearing to read "B Steele", with a large, sweeping flourish extending from the end of the name.

Brian Steele
