

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:	Board Meeting - 107	
Minute Taker:	Charlotte Evans	
Date:	03 November 2025	Time: 13:00
Location:	Clifton Garden House	

Invited:

Directors: John Palmer (JP), Mohammed Suleman (MS) Richard Watson (RW), Jack Taylor (JT), Nikki Heffron (NH), Matt Jepson (MJ)
Mick Hirst (MH) Coopted Director H&S attended for Item 13 only
Alexandra Hart RMBC Food Network attended for Item 2 only.
Support Officer: Charlotte Evans

Apologies:

Brian Steele (BS) Chair, Cllr Linda Marshall (LM), Cllr Dave Sheppard (DS)

1) Apologies

As above

2) Introduction from Alexandra Hart- RMBC Food Network

- a. Alexandra Hart was introduced. Short presentation given around the work Food Network does, looking to gauge ideas as to how we can work together to prevent food wastage and work with food banks to pass on excess food. Alexandra has confirmed Food Network has good links with local food banks. Question raised as to how arrangements can be made to donate food. Alexandra is to look to provide a contact email address where emails can be sent to collect excess food. ASO action: Invite to be forwarded to directors for next Food Network meeting.

3) 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.
- d. MH declared an interest as a tenant on the Avenue Road site.
- e. JT declared an interest as a secretary on the Wood St site
- f. MJ declared an interest as a tenant on Broom Valley Old site.
- g. NH declared an interest as a tenant on Moor Road site.

4) Minutes from the previous meeting

Board meeting 106 minutes were moved as a true record and duly signed (electronically).

5) Matters arising

There were no matters arising.

6) Admin report

- a. ASO confirmed 2 new tenants this month following successful viewings.
- b. JP confirmed Clough Bank to be removed as from grazing site list. ASO to action.

- c. Question raised whether Hartley Lane grazing site could be turned back to allotment plots. ASO to contact Society Secretary.

7) Financial matters

- a. Treasurer report confirms c/a £35,209 and d/a £26,000
- b. Budget projections- to be discussed in next board meeting.

8) Insurance

- a. JP confirmed that buildings supplied by RMBC are covered automatically at the moment under RMBC insurance Policy. At the time of lease being agreed the cover will then have to transfer to RAA insurance policy. ASO to locate the Schedule of Council provided buildings/ asset register

9) Maintenance

- a. Quote received to supply and lay road plainings at Rectory Fields- £3859.07. No action at this stage as meeting arranged with JT & MJ and tenant on site who is proposing carrying out improvements work.
- b. Water meter at Rectory Fields- ongoing issue – thought to have been located however upon site visit, is not accessible- only stop cap accessible. RMBC meeting arranged to discuss how to proceed.
- c. Request for new combination lock from South St allotments- JT confirms we have a lock in stock. ASO to contact South St.
- d. Flytipping at Greasbrough allotments- quote of £250 to remove (without removing dumped soil), £410 to include removal of soil. MJ confirmed there will be more rubbish to collect on completion of plots clearances- quote to be obtained once complete for collection of all. ASO action: Compose email to all tenants at Greasbrough regarding gates being continuously left open which has resulted in flytipping- action to be taken if gates continue to be left open.
- e. RW has been contacted by Yorkshire Water regarding some potential upcoming work at Clifton – if work commences will be carried out over 6-8 months. Noted this has not been confirmed and is still under discussion.
- f. JT confirmed master key supply running low- ASO to find supplier/contact supplier.
- g. RW confirms more pest control supplies to be ordered.

10) Review of Rentals

- Deferred to December board meeting.

11) Society Update

- a. Discussion held around grading of A & B sites, clarity needed as to how each site is graded. NH suggested sites could be reassessed next year.
- b. Society consultation document- ASO distributed to Society secretaries for review and input.

12) Policy Review

- a. NH referred to the policy/rules regarding structures being no bigger than 6ft by 8ft. It was discussed and agreed that for any historic structures bigger than this, as long as it has previously been registered and agreed and are safe- can remain, any new tenants would need to adhere to the structure sizing.
- b. Livestock was discussed and it was reconfirmed that livestock will only be permitted by applying to RAA, tenants must have had their plot for a minimum of 12 months for this to be considered. Reference made to 1950 allotment act- only hens and rabbits permitted and bees (if hold suitable qualifications).

13) Health & Safety

- a. MH circulated proposed risk assessment document for site clearances and opened for discussion to confirm happy with contents- all in agreement ok. JP raised question of whether there should be a section to record any injuries. It was agreed that an accident book and first aid kit to be ordered instead and to be held by MJ- ASO to order.
- b. MH raised the topic of asbestos collection from allotment sites. It was agreed that a small group of Directors—MH, RW, and JT—will oversee this process. Site reviews and collection arrangements will be scheduled with a view to a quote being obtained.
- c. Question was raised around First Aid Boxes and whether any responsibility falls on the holder of the first aid box if used. It was also queried whether it would be advisable for each tenant to have their own personal first aid kit. ASO to contact NAS for guidance.
- d. Fire extinguishers were discussed and it was agreed that they would need to be replaced across sites next year. ASO to contact Societies to clarify numbers currently on site – fire extinguishers only to be supplied for Council provided buildings.
- e. MS suggested creating a Health & Safety passport for Volunteers. MH to work on this.

14) Any other business

- a. 2026 Calendar Dates- Deferred to December board meeting.
- b. It was suggested that sub committee meetings be set up for Finance and Maintenance- to be discussed further at a later date.

15) Agenda items for next meeting

- a. 2026 calendar dates
- b. Rent Review

16) Date of next meeting

Monday 8th December – Pavilion Room.

Meeting closed at 16:25