

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:		Board Meeting - 109	
Minute Taker:		Charlotte Evans	
Date:	12 January 2026	Time:	13:00
Location:	Clifton Garden House		

Invited:

Directors: Brian Steele Chair (BS), John Palmer (JP), Jack Taylor (JT), Richard Watson (RW), Cllr Dave Sheppard (DS), Matt Jepson (MJ), , Mick Hirst (MH) Coopted Director H&S attended for item number 4 only  
 Support Officer: Charlotte Evans

Apologies:

Nikki Heffron (NH, Mohammed Suleman (MS), Cllr Linda Marshall,

**178/01/26            Apologies**  
 As above

**179/01/26            Declarations of Interest**

- a. JP declared an interest as a tenant on the Barnsley Rd site..
- b. RW declared an interest as society treasurer on the Clifton site.
- c. MH declared an interest as a tenant on the Avenue Road site.
- d. JT declared an interest as a secretary on the Wood St site
- e. MJ declared an interest as a tenant on Broom Valley Old site

**180/01/26            Minutes from the previous meeting**  
 Board meeting 108 minutes were moved to a true record.

**181/01/26            Health & Safety**

- a. MH confirmed has distributed spreadsheet to directors with risk assessment done so far along with asbestos surveys.
- b. More risk assessment surveys to be done on Wed 14th Jan. MH to get in touch with South St re, do highfields, lowfields, psalters lane.
- c. MH confirmed Initial asbestos surveys have been completed on three sites so far. Have been defined into three categories- moveable, leave in place (would cause more damage to move), moved to a holding area.
- d. It was noted that Plot 53 on rectory fields has a lot of asbestos, there is a separator of thick asbestos – will require a lot of work to dig out. Needs to be either covered up or taken out.
- e. Avenue Rd- plot 16- 7/8 pieces of asbestos sheets, 2ft wide- lent up against shed. Unable to access plot- ASO Action to contact the tenant to either allow access to move to holding area or tenant to move outside the plot.
- f. RW advised regarding Herringthorpe valley, arrangements have been made asbestos to be moved and collected.
- g. MJ confirmed that the current waste removal contractor is in the process of obtaining an asbestos licence and will be able to carry out removal once certified. It was confirmed Asbestos collection points are being made on sites in preparation for removal.

**182/01/26            Matters arising**

No matters arising

**183/01/26            Admin report**

- a. ASO confirmed 2 new tenants in December for Rectory Fields (awaiting confirmation from further 2 possible tenants)
- b. ASO confirmed notice has been received for 4 plots since issuing invoices.
- c. ASO confirmed community payback work at Highfields has been delayed due to staffing, contact at Community Payback will update when available to start work.
- d. ASO confirmed that we have received notice that 2 members stepping down from Committee of Queen St North. AGM to be held 18<sup>th</sup> January- it was agreed that JT and MJ will attend ASO action to check venue.
- e. ASO has received confirmation from tenant at High St that they have had 15 tenants in agreement for Society to be formed so far, 9 members put names forward for committee. ACTION DS to contact local venue to arrange meeting and let ASO know so notice can be given to tenants. It was agreed DS and BS would share mentorship for first 12 months if Society is formed.
- f. ASO confirmed solicitor to call 13.01.26 to arrange meeting to discuss lease. BS and JP suggested a meeting date of 21<sup>st</sup> January. ASO to make arrangements.
- e. ASO advised a complaint has been raised from a local litter picking group regarding rubbish being dumped from Barnsley Rd and Wetmore Lane allotments. ASO contacted Site secretary who has put out a notice to tenants. JP attended site, confirmed some is historic rubbish but appears to be recent waste also. It was agreed that Secretary should contact the responsible tenants and request removal. ASO action to contact Society Secretary.
- f. Discussion was held regarding Broom Valley Old. Society folded in July 2025. Previously under the society, tenants were charged £40 for a half plot and £80 for a full plot. Now directly managed by RAA, tenants follow RAA pricing and are being charged per square metre. It was confirmed that the pricing charged by the Society included water, however RAA have not included this within 2026 invoicing as supply needs to be changed back to RAA- 2027 invoices are to include water. It was agreed that tenants had been notified that if the society was to fold, that pricing would potentially increase as a result due to no longer receiving the 10% discount and that rent would be charged per square meter under RAA pricing. It was discussed that some tenants have received an increased bill compared to the Society pricing due to sizing of plot. It was agreed that pricing is equitable with all directly managed sites. ASO Action- to contact water supplier to transfer to RAA in preparation for next year's invoicing. MJ advised that electric is still also currently being billed to the society, it was agreed that this also needs to be transferred to RAA.

**184/01/26            Financial matters**

- a. Treasurer report confirms end of year c/a 15400 d/a 15400
- b. RW confirmed has produced budget for next three years using the 5% predicted increase.
- c. RW and ASO to meet with VAR to go through budget and finances. ASO Action to arrange meeting with VAR. It was agreed that report from VAR is required two weeks prior to AGM so it can be circulated.
- d. It was agreed that an officers meeting is to be arranged to discuss how budget is to be spent

**185/01/26            Maintenance**

- a. MJ advised that he has been working on Avenue Road allotments. Working with contractor to remove waste from flytipping and plot clearances. ASO action to continue to arrange viewings for cleared plots, JT offered to facilitate viewings on a Wednesday.
- b. ASO advised there is currently only two people on the waiting list for Rectory Field allotment. BS to follow up with council re offer of advertising. ASO action to contact tenants on High St waiting list to enquire if they would be interested in plots at Rectory as in close proximity.

c. JT confirmed he had spoken with tenant at Rectory Fields re the work being carried out and use of mini digger. JT has passed on what was agreed and tenant to let Jack know when they plan to commence work.

d. ASO advised of several reports of burst pipes/ tap repairs. It was agreed that it would be discussed at the AGM with a suggestion that water is turned off in winter. ASO action add to Agenda for February Board Meeting.

**186/01/26 Vermin Control**

- a. RW confirmed currently doing vermin control for 6 sites and supplying for 3.
- b. RW confirmed has began using new bait and rats may take time to adjust.

**187/01/26 Policies**

- To discuss further when NH in attendance.

**188/01/26 Grazing Sites- Rent Review**

-Discussion took place around tenant on White Lea Road grazing. RMBC are arranging payment to RAA for previous years rent. ASO action to Invoice tenant for 2026 rent

**189/01/26 RAA Website**

- JP highlighted the need for training on updating and maintaining the website. It was noted that it hasn't been updated for some time. Due to time constraints ASO not yet had time to review. JP suggested it would be beneficial for a director(s) to be trained also. MJ agreed to be included in training when arranged. ASO to get in touch with website contact to see if training can be provided.

**190/01/26 Business Plan**

- JP confirmed document currently under review with a view of launching a new version at AGM. It was suggested the Business plan is done for 2026- 2030 rather than doing every year. JP advised would require input from all directors of what to be included in the plan. ASO add to next agenda to discuss when all in attendance.

**191/01/26 Transfer and transitional arrangements RMBC to RAA (including SLA)**

- It was confirmed that RMBC are hopeful that lease is signed by end of March 2026. ASO to arrange meeting with Solicitor to go through Lease document.

**192/01/26 Annual Report for 2025**

- a. BS thanked JP for the work done on this years annual report.
- b. JP has asked for board to review and highlight any discrepancies.
- c. ASO action send JP end of year plot stats.

**193/01/26 Directors Re Election**

- It was confirmed that JP, JT and RW need to formally express interest if they wish to be considered for re election. Option to apply to be a director was included in this years rent invoice communication, with application closing date of 31st January.

**194/01/26 Society update**

a. It was noted that not all Societies have responded with comments to discussion paper, the consultation period was from 21<sup>st</sup> October until Monday 5<sup>th</sup> January.. ASO action- to send further email offering further opportunity to add comments, if no comments will assume in agreement.

b. Concern raised by Herringthorpe Valley Society regarding providing tenant information. It was agreed that it is a legal requirement for RAA to have access to tenant information in the event of anything happening with the society or if the society was ever to fold.

**195/01/26 Any other business**

- a. School visit planned for St Leonards 15th January 2026- ASO action to inform tenants will be on site.
- b. BS to set up officers meeting for 28<sup>th</sup> January to allow time for RW and ASO to meet with VAR

**196/01/26 Agenda items for next meeting**

- AGM - set final agenda
- Winter water shut off – to discuss at AGM
- Finances
- Policies
- Business plan

**197/01/26 Date of next meeting**

- Monday 9th Feb teams 1-3

The meeting was closed at 15:14

Signed



Brian Steele

Date

09.02.26