

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:	Board Meeting - 111		
Minute Taker:	Charlotte Evans		
Date:	09 March 2026	Time:	13:00
Location:	Clifton Garden House		

Invited:

Directors: John Palmer (JP), Jack Taylor (JT), Cllr Dave Sheppard (DS), Matt Jepson (MJ), Brian Steele Chair (BS), Richard Watson (RW),  
Support Officer: Charlotte Evans

Apologies:

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

### 217/03/26 Apologies

As above.

BS confirmed notice of resignation has been received from MH as H&S Director. BS confirmed he is to write to MH to thank him for all his efforts.

### 218/03/26 Declarations of Interest

- a. JP declared an interest as a tenant on the Barnsley Rd site.
- b. RW declared an interest as a tenant on the Clifton site.
- c. JT declared an interest as a secretary on Wood St site.
- d. MJ declared an interest as a tenant on the Broom Old site.

### 219/03/26 Minutes from the previous meeting

Board meeting 110 minutes were moved as a true record and duly signed.

### 220/03/26 Health & Safety

MH submitted report in his absence:

- a. Two risk assessments have been carried out- Vicarage Fields and Clifton
- b. The lost asbestos on Avenue Rd has been located and moved to holding area
- c. Investigation on plot on Avenue Road carried out due to report of dumping of chemicals and soil flytipping. Chemicals disposed of and soil to be reused on the plot.

### 221/03/26 Matters arising

There were no matters arising.

### 222/03/26 Admin report

- a. ASO confirmed there have been 6 new tenants assigned in February (Rectory Fields, Moor Road and Greasbrough)
- b. ASO confirmed notice of surrender has been received for 19 tenants for 2026
- c. ASO confirmed 17 tenants have not paid 2026 rent or been in touch ASO to issue termination notices.
- d. ASO confirmed all rent payments have now been processed and reconciled.
- e. ASO confirmed training attended with MJ for website which proved useful.

## 223/03/26 Financial matters

- a. Treasurers report confirms c/a balance of £73,191 and d/a £29,113
- b. RW and ASO confirmed VAR financial review now complete and VAR happy with accounts, which have now been signed off ready for the AGM.
- c. RW distributed budget document to board which was approved- BS thanked treasurer for work done on this.
- d. JP raised query regarding budget overview noting that 62.5% of income comes from Societies and question raised if re distribution of maintenance costs is reflected in this. BS raised that money is spent wherever it is needed most and RW raised that society forums are held so any issues can be considered. RW also confirmed vermin control supplied across sites along with NAS membership reimbursement and annual skips for Societies.
- e. RW confirmed Financial report shows a net deficit of £943.
- f. RW confirmed that next years NAS membership will go up from £3 to £3.50 per person.
- g. RW also reported that vermin control costs will increase this year and new material is more expensive and additional site taken on.
- h. Discussion held over PPE for volunteers, BS confirmed RAA should provide relevant equipment ie safety boots where applicable.
- i. ASO raised that the bank had requested ID information from CE, BS, RW, JP, JT and MS. Discussion was held to suggest MS and JP be removed from account and add on MJ. ASO to speak with bank around requirements of who should be name on the bank account.

## 224/03/26 Maintenance

- a. MJ confirmed that since January he has cleared 10 plots (3 at St Leonards, 5 at Greasbrough and 2 at Lowfields)
- b. MJ confirmed Aquaforce had tried to locate the leak at Herringthorpe Valley Road. They were unable to locate the leak and if were to continue would be charged a day rate of £1200. Secretary to continue to investigate. RW suggested to check readings at night and first thing in the morning to see how bad the leak is over several days.
- c. MJ confirmed that a recent inspection at Avenue Road found 27 plots requiring letters- primarily non cultivation, but also excess waste, caravans, flammables being stored and boundary fences removed. ASO to action emails to tenants.
- d. Concerns were raised regarding increasing issue of flytipping, trespassing, stealing and gates being left open at Avenue Road and it was agreed that prompt action is required to deter this. It was suggested and agreed that we look into installing bollards in front of all main gates to prevent vehicle access to the plots as flytipping appears to be being dumped on site via vehicles. ASO action- to draft email to tenants proposing bollard being installed due to flytipping. Once notices have been served, RAA to look to changes locks to deter unauthorised access to site.
- e. ASO raised query from potential new tenant of rectory fields – has requested 2 years rent free to take on a particular plot and bring back to acceptable standard. It was agreed that due to the work required to bring the plot to a good condition- 2 years rent free would be acceptable.
- f. ASO raised query of 3 plots at Rectory Fields currently tenanted by a charity. Due to funding they will be giving up the plots. It was agreed that a pro rata refund can be provided based on the condition of the plots and due to having measures in place for plots to be immediately re let.
- g. ASO raised query from High St re pathway which is very boggy. RW confirmed he was at site recently and it was suggested a contact a High St may be able to do the work. ASO to contact High St temp secretary to request a price obtained for materials for proposal to the board.
- h. JT confirmed he had passed Highfields site where community payback are currently on site. Confirmed cutting back had been done and work was still ongoing.
- i. Question was raised regarding the potential of moving gate locks to combination locks. RW to check which sites would be suitable for these locks when next doing vermin control.
- j. RW advised Yorkshire Water had completed an Asbestos inspection at Clifton in preparation of the work being done. It was determined that 80% of what was thought to be asbestos was

not. DS suggested finding out the costing for YW with a view to using across other sites. RW to report back at next board meeting with pricing. JP advised that he would look into seeing if any grants are available. ASO action to add Asbestos to next board meeting.  
k. BS confirmed he will take up with RMBC re hedge cutting contract which has still not been sent.

**225/03/26 Policies**

- a. Agreed by all for the draft inspection and notice policy to be put forward at the AGM
- b. Policy review 2025 document agreed by all to be put forward at the AGM.
- c. Proposed new tenancy agreements for both Direct Managed and Society Managed sites agreed by all to be put forward at the AGM.
- d. It was agreed that it is intended that all tenants will get the new tenancy documents as of January 2027.
- e. ASO action to add proposed policy changes and tenancy agreements to the website and send AGM invites out. Proposed Society Tenancy Agreement to be attached to invite to societies following the consultation period.

**226/03/26 AGM**

- a. The AGM agenda was finalised.
- b. ASO to check the layout of the room- table at the front of the room- meeting to finished 8pm prompt.

**227/03/26 Transfer and transitional arrangements RMBC to RAA (including SLA)**

- a. It was confirmed that this is still on going with regular meetings with RAA solicitor and RMBC.

**228/03/26 Annual Report for 2025**

- a. It was confirmed that the Annual Report 2025 has been finalised. ASO to add to website.

**229/03/26 Society update**

- a. ASO confirmed that Wood St have updated tenancy information, Vicarage Fields and Clifton confirmed will send in.

**230/03/26 Any other business**

- a. RW confirmed work by Yorkshire Water is starting next week with a view to completing by June.
- B JT confirms will be away for all of April.

**231/03/26 Agenda items for next meeting**

- a. Absbestos
- b. AGM review (end of meeting)
- c Avenue Road update

**231/03/26 Date of next meeting**

- a. Board meeting 13th April (JT gives apologies)
- b Officers meeting 25<sup>th</sup> March – ASO to book

Signed



Brian Steele

Date

13.04.26