

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:	Board Meeting - 112		
Minute Taker:	Charlotte Evans		
Date:	13 April 2026	Time:	13:00
Location:	Microsoft Teams Online		

Invited:

Directors: Brian Steele Chair (BS), John Palmer (JP), Richard Watson (RW), , Cllr Linda Marshall,  
Support Officer: Charlotte Evans

Apologies:

Jack Taylor (JT), Matt Jepson (MJ), Mohammed Suleman (MS, Cllr Dave Sheppard (DS),

### 232/04/26 Apologies

As above

### 233/04/26 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. MS declared an interest as a tenant on the Clifton site

### 234/04/26 Minutes from the previous meeting

Board meeting 111 minutes were moved to a true record and duly signed.

### 235/04/26 Health & Safety

Currently no Health and Safety officer in post.

### 236/04/26 Matters arising

There were no matters arising.

### 237/04/26 Admin report

- a. It was confirmed that there were 10 new tenants for March
- b. A Facebook post has been put out to encourage applicants for Broom Old, Rectory Fields and St Leonards due to low numbers on the waiting list.
- c. 18 tenants were issued termination notices due to none payment, 9 have since paid. 9 Tenancies to be terminated.
- d. It was noted that a reasonable adjustment request had been received from tenants at one site:
  - i. For all significant communications to be via telephone in addition to written form. *It was agreed that due to the part time nature of the ASO role and the volume of communications that RAA would not be able to commit to additional telephone call-email communication remains the primary and most reliable method of contact.*
  - ii. Provide all documents in accessible digital formats compatible with screen reading assistive technology. *It was agreed that RAA already provide communication in accessible digital format wherever possible and as far as we are aware, all documents are compatible with screen reading technology.*

- iii. Afford a minimum of 21 additional days for responding to correspondence and making payments. *It was agreed that the existing timescales for payments etc, is already above the 21 days requested.*
- iv. A single named contact for all matters relating to plots. *It was confirmed that the Allotment Support Officer is the single named contact.*
- v. Consultation on future rent methodology changes and equality impact assessments. *It was agreed that all future rent increases would continue to follow the Alliance's established procedures, which are reviewed and decided by the Board.*

**238/04/26 Financial matters**

- a. Due to access issues, bank balances were not available at the time of the meeting
- b RW advised of payment for Quickbooks subscription
- c. It was raised that there has been lots of expense in waste charges from plot clearances. Concerns were raised as to clearing the rubbish through fires and affecting nearby residents/ tenants. It was agreed that each case to be taken on individually and reviewed, if can be burnt of site this is the cheaper option.

**239/04/26 Avenue Road**

It was confirmed that a re inspection is due to take place in the next couple of weeks. Around 14 replies received out of the 27 non cultivation emails. Concerns raised over increasing flytipping on site.

**240/04/26 Maintenance**

- a. MJ had sent in maintenance report in his absence. BS to pick up with MJ to discuss further.
- b. Volunteer group response- had 2 tenants re confirm their interest to becoming a volunteer, BS to pick up with MJ.
- c. Quote received from High Street for fixing the path down the middle of the allotments. Quote of £1145 includes fixing the path, making a turning area for cars at the bottom of the site, preparing a shed base for the incoming shed, clearing stumps from four plots which will become communal hub. Board agreed for this to go ahead ASO to contact newly appointed secretary to confirm.
- d. It was confirmed that Wave are in the process of transferring water account from Broom Old to RAA, no date has been confirmed yet. Work still ongoing to find suitable tariff to transfer electric.
- e. Approval received for RMBC invoice of £4591.84 to be paid for 2025 Hedge Cutting. ASO to submit payment.

**241/04/26 Asbestos**

RW confirmed still in the process of obtaining quotes

**242/04/26 Policies**

ASO confirmed the following policies have been updated on RAA website, following approval at AGM:

- Allotment Rules
- Vehicle Policy
- Volunteer Policy
- Inspection and Notice Policy
- New tenancy agreements for Society and Direct Managed Sites.

**243/04/26 Transfer and transitional arrangements RMBC to RAA (including SLA)**

It was confirmed that this is still ongoing and to be discussed at next RMBC meeting on 15.04.26. ASO to chase up updated documents with RAA Solicitor.

**244/04/26 Society update**

- a. It was confirmed that Barnsley Road and Wetmore Lane have submitted AGM minutes.
- b. Confirmation had been received that Vicarage Fields and Kimberworth Park are to send updated tenant information.
- c. ASO has contacted Colony re adding Colony Access to Society Secretaries. Colony have confirmed that the system is due to be updated in next 12 months to a system called Orkastrate and therefore suggested holding off on the training with Colony until new system in place. Colony will provide 2 days training for the new system.

**245/04/26 Any other business**

- a. ASO confirmed a letter had been received from Yorkshire Water regarding planned works at Herringthorpe Valley Road. This is the first contact RAA have received. ASO to email Yorkshire Water and RMBC contact for further information.
- b. JP to go through documents provided by RMBC any discard of anything not required with a view for remaining documents to be scanned.
- C ASO to sent Society forum invite out and open up to Secretaries as to what they would like to be included in Agenda.

**246/04/26 AGM Review**

- a. AGM was confirmed a success, a point for next years AGM, to have a screen available to present information to tenants.

**247/04/26 Agenda items for next meeting**

For society forum- Tenancy Agreement.

**248/04/26 Date of next meeting**

Board meeting 11th May 2026- Garden Rooms

Signed



Date

11.05.26

Brian Steele