

# Rotherham Allotments Alliance

## Board Meeting Minutes

Meeting Name:	Board Meeting - 113		
Minute Taker:	Charlotte Evans		
Date:	11 May 2026	Time:	13:00
Location:	Clifton Garden House		

Invited:

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

Apologies:

Mohammed Suleman (MS)

**249/05/26 Apologies**  
As above

**250/05/26 Declarations of Interest**  
a. JP declared an interest as a tenant on the Barnsley Rd site  
b. RW declared an interest as the Society Treasurer on the Clifton site  
c. JT declared an interest as a Secretary on the Wood St site.  
d. MS declared an interest as a tenant on the Clifton site  
e. MJ declared an interest as a tenant on the Broom Valley Old site

**251/05/26 Minutes from the previous meeting**  
a. Board meeting minutes 112 were moved to a true record and duly signed.  
b. It was confirmed that item 237/04/26 d. is still under review with legal representatives.

**252/05/26 Health & Safety**  
DS reported no updates for Health & Safety.

**253/05/26 Matters arising**  
There were no matters arising.

**254/05/26 Admin report**  
a. ASO confirmed there had been 16 new tenants taken on in April (Broom Old, Rectory Fields, Avenue Road and Greasbrough. This brings a total of 58 new tenants since August 2025.  
b. Issue was raised with the flytipping of soil onto an allotment at Broom Old from an adjoining resident, which was witnessed. Letter had been issued to the resident. It was agreed that further action is to be taken if not rectified.  
c. ASO confirmed that the water supply at Broom Old has now been transferred to RAA. Electricity transfer still ongoing.

- d. ASO advised that an enquiry had been received for a potential volunteer who is not currently an RAA tenant. It was agreed for ASO to seek advice from NAS/ Insurers to see if this would be possible for insurance purposes.
- e. ASO advised contact had been made by High St Secretary regarding the approved path work which is due to commence later this month. Due to a slight oversight, a request has been submitted for a Dumper at an additional cost of £80. It has also been confirmed that an insurance policy is required for the 7 days hire of machinery, ASO to obtain a quote but not expected to be a substantial cost. The board approved these additional costs. It was agreed that, going forward, a Director will visit sites where work is requested by a Society prior to approval.
- e. Rectory Fields – ASO confirmed the contact had been in touch to confirm they are happy to carry out the clearance work of the carpark. They are to do the clearance work only and the carpark will need to be promptly be covered once cleared. Directors agreed that RAA would be able to arrange for this to be done.
- f. ASO advised of issues with Work Mobile phone. Purchase of new phone approved by Directors to the value of £299.
- e. It was noted that there is still a caravan situated on a plot at Avenue Road- this has been covered and is being used as a tool shed. It was agreed that tenant should be contacted to advise when leaving site, it is their responsibility to remove the caravan and failure to do so would result in costs being recovered for removal. ASO to email tenant and note to be added to Colony.

**255/05/26**

**Financial matters**

Treasurer reported c/a balance of £70,000 d/a £30,000

**256/05/26**

**Clifton- Yorkshire Water**

RW advised that work by Yorkshire Water is still ongoing at Clifton, YW are monitoring with a view to completing by the end of April 2027. A compensation meeting has taken place and forms sent to the affected plot holders.

**257/05/26**

**Plot Clearances/ Waste removal**

- a. MJ confirmed since last meeting, has cleared 4 plots on Lowfield, 5 on Broom Old and 1 on Avenue Road.
- b. It was confirmed that work is still ongoing by Community Payback on Highfield. Lots of wood compiled from clearance work. Directors agreed that a date should be agreed to attend site to burn the wood to save removal costs and residents to be notified prior to commencing.
- c. BS / board confirmed would look into sourcing Strimmer courses for new volunteers. BS to obtain quote from Wetlands and bring back to board for consideration.

**258/05/26**

**Maintenance**

- a. Site security was discussed and due to recurring flytipping, it was agreed that a change of locks should proceed at Avenue Road and Greasbrough. 2 weeks notice to be given to tenants prior to changing. It was suggested that locks are changed to combination locks. South Street recently changed to a combination lock. ASO to contact South Street secretary for feedback of how tenants getting on with new lock. When locks are changed, tenants are to return key before combination code provided. Quotes to be obtained for new locks.
- b. Sinkhole reported on plot 35 at Rectory Fields- this has been assessed by a structural engineer. Relates to a 1860 mine shaft. This has been cordoned off and engineers will be coming back to rectify.

c. It was confirmed that RMBC contact had attended Rectory Fields regarding a reported tree complaint, tree officer to re attend site. Site inspections to be carried out across all sites, RW has offered to attend/ allow access to sites.

- 259/05/26 Asbestos**  
a. RW confirmed has details for company to obtain a quote for asbestos disposal across sites.  
b. ASO to contact 'Awards for All' to check eligibility for a grant for Asbestos removal.
- 260/05/26 Transfer and transitional arrangements RMBC to RAA (including SLA)**  
Monthly meetings still taking place, progress being made.
- 261/05/26 Society update**  
a. RMBC Buildings asset register was reviewed. It was agreed that this may not be an up to date record. BS and JT to visit sites to review RMBC buildings.  
b. ASO confirmed AGM notes had been provided by 4 Societies. Concerns were raised that only one met the required criteria. ASO to add to Society agenda for AGM guidance to be provided.
- 262/05/26 Any other business**  
a. Next six months board meeting dates agreed (alternate in person/ via Teams). ASO Action to book meeting rooms.  
b. Cllr David Shephard gave notice as of 1<sup>st</sup> June and confirmed will be last meeting today. Directors thank Cllr Shephard for his commitment during his time with RAA. BS to email RMBC to go through Places Select for replacement RMBC member.  
c. It was confirmed that the recent court case had been dismissed. Further information has been requested by RAA's barrister, who is currently reviewing all documentation provided. The barrister has suggested that mediation may be appropriate and the matter remains under review. The barrister will advise the RAA on the recommended position and next steps once their assessment is complete.  
d. JP has reviewed the allotment paperwork which had been previously been stored by RMBC. Disposed of duplicate paperwork and remaining paperwork to be stored with ASO.  
e. JT to order Fire Extinguisher replacement for Societies who have responded with their requirements.
- 263/05/26 Agenda items for next meeting**  
Society Forum agenda agreed.
- 264/05/26 Date of next meeting**  
Monday 8th June via Teams

BS thanked all for attendance, meeting ended 15:40

Signed



Brian Steele

Date

08.06.2026