

Rotherham Allotments Alliance

Board Meeting Minutes

Meeting Name:		Board Meeting - 115	
Minute Taker:		Charlotte Evans	
Date:	06 July 2026	Time:	13:00
Location:	Clifton Garden House		

Invited:

Directors: Brian Steele Chair (BS), John Palmer (JP), Richard Watson (RW), Jack Taylor (JT), Matt Jepson (MJ), Mohammed Suleman (MS),
Support Officer: Charlotte Evans

Apologies:

Cllr Linda Marshall,

284/07/06

Apologies

As above

285/07/06

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 Wood St site.
- d. MJ declared an interest as a tenant on the Broom Valley old site.
- e. MS declared an interest as a tenant on the Clifton site.

286/07/06

Minutes from the previous meeting

Board meeting minutes 114 were moved to a true record and duly signed.

288/07/06

Health & Safety

Health & Safety role currently vacant.

289/07/06

Matters arising

There were no matters arising.

290/07/06

Admin report

- a. ASO advised that there had been 18 new tenants in June (High Street, Broom Old, Rosehill, Lowfield, Avenue Road, Greasbrough)
- b Vacant plots across Direct Managed sites are down to 15 (8 of these are from Psalters Lane, which we currently have on hold whilst RMBC is working on the removal of the fly tipping)
- c One tenancy surrender received from Avenue Road
- d. ASO'S final working day confirmed, which is 22nd July 2026

e. The Board discussed the shed currently located at Rectory Fields. It had previously been agreed that the shed could be transferred to High Street. However, it has since been brought to the Board's attention that an earlier agreement existed with the Charity plots at Rectory Fields for them to have use of and maintain the shed. The Board agreed that the ASO will contact the affected tenants at Rectory Fields to apologise for this oversight and to confirm their intentions for the shed going forward. If the tenants wish to retain the shed, it must be in active use and the RAA will arrange for necessary repairs, as dismantling had already begun in preparation for the planned move to High Street. If the tenants do not wish to keep the shed, the transfer to High Street may proceed as originally agreed. Should the shed remain at Rectory Fields, the Board agreed that the RAA will need to fund a replacement shed for High Street in line with the initial commitment made to that site. The ASO will contact the affected tenants and request a response within one week.

f. MJ confirmed he had continued with clearance work on Lowfields. Plot 9 is currently decommissioned due to a tree in the middle of the plot. A quote had been obtained from TS Garden Services for the removal of the tree and green waste removal of £250 to bring the plot back to lettable standard. Board agreed that RAA would need to seek permission from RMBC to remove the tree. ASO to contact JH at RMBC for guidance. MJ also confirmed that branches from other plot clearances on site had been compiled into one area on site. A quote of £150 has been received for removal of this. It was agreed to wait for RMBC response to tree removal, with a view for both jobs being done at the same time if approval to remove tree received.

g. It was confirmed that all waste removal at Avenue Road has now been completed. This has resulted in an additional cost beyond what was agreed at Board Meeting 114. The initial approved quote was £675; however, due to further waste being added, the total has increased by an additional £725, bringing the final cost to £1,400. The Board agreed that this invoice must be paid, but stressed that tenants at Avenue Road must again be reminded that continued funding of waste removal by the RAA is not sustainable. If evidence is found identifying individuals responsible for fly-tipping, their tenancies will be terminated and action taken to recover costs. ASO actions: to email all Avenue Road tenants confirming the exact waste-disposal costs incurred this year, RAA has been notified of a potential tenant responsible for fly-tipping; ASO to contact the individual.

h. ASO confirmed the electricity supply Broom Old has now been disconnected as agreed in board meeting 114.

291/07/06

Financial matters

a. Treasurer distributed a 'budget v's actual' document to the board. Summarises that the expected income was £78,000 but the actual income approximately £81,000. It was confirmed there had been a back payment of rent on grazing land which is why this is higher than expected.

b. It was confirmed there had been an income of just under £3500 for new lets.

d. It was confirmed £33,000 out of the income had been spent so far for this year, so in line with budget.

e. It was noted that approximately £6000 had been spent so far on waste removal.

f. Treasurer reported c/a balance of £60,500 and d/a balance of £29,000

292/07/06	Maintenance a. JT confirmed a combination lock would be fitted at Queen St North 08.07.26 following contact from the society. b. JT has successfully installed combination locks at Avenue Road, ASO provided two weeks' notice to tenants.
293/07/06	Key Deposit Payment Increase Concerns were raised over the agreed £5 refundable key deposit currently in place. JT confirmed that the cheapest key cut found is £4.50, plus postage and envelope to send out the key, meaning the current charge is not sufficient. The board agreed an increase to £10 for future tenants.
294/07/06	Transfer and transitional arrangements RMBC to RAA (including SLA) a. It was confirmed to still be ongoing, no meeting taken place since last board meeting. Awaiting further update from RMBC to go through site plans. b. JP confirmed that if the lease is signed prior to this year's insurance renewal, will need to add buildings into the policy. If not signed prior, to renew as normal.
295/07/06	Water conservation It was confirmed that the water conservation document has now been added to the website under policies. It was noted that tenants could contact their local councillors for consideration for funding of barrels etc.
296/07/06	Director Vacancies It was noted that the Director vacancies have been advertised on RAA website and Facebook page.
297/07/06	Asbestos RW confirmed currently no further forward, awaiting quotes for asbestos removal across sites. RW confirmed asbestos being moved on to one site.
298/07/06	Society update a. Query received from Queen Street North regarding insurance. ASO confirmed had contacted Chris Knott Insurance to see if they can send a representative to the next Society meeting to answer questions, awaiting response. b. BS and JP reported a positive meeting took place at Avenue Road regarding the potential forming of a Society there. ASO has contacted all tenants to vote by 17th July- 15 votes received to date. JP and BS confirmed they would be happy to be the designated mentors. Further meeting to be arranged once voting date has passed. c. ASO confirmed Annual skips had been provided at Queen St South and South Street. d. MJ had spoken with committee member at Clough Bank and had a discussion regarding the decommissioned plots on this site. MJ offered to assist with the clearance of these plots to bring them to a lettable condition. Society treasurer had offered to assist with this. Board have agreed for this to go ahead and agreed a budget of up to £1500 for waste removal/ clearance and also agreed to not charge for these plots for the first 12

months on completion. ASO action to email the Secretary of Clough Bank to discuss at their next committee meeting and confirm if they wish to proceed.
e. ASO confirmed the report of the unstable wall at South Street is still ongoing. Committee awaiting a call from RMBC with update, ASO has sent a chaser.

f. It was questioned whether we had yet received an email request from Hartley Lane regarding the shed door repair. It was noted that nothing had yet been received. ASO action, to send further email with costing for RAA to approve.

299/07/06

Any other business

A query was raised regarding the confirmation process for the Yorkshire Water works at Clifton. MS asked who had approved.

It was confirmed that the works had been reviewed by RMBC and a representative from RMBC attended the meeting. As RMBC are the landowners, RAA is unable to prevent the works from going ahead and the Council has confirmed they are satisfied with the arrangements. RAA Board, RMBC and the site Committee were all consulted as part of the process. RW confirmed that compensation forms have been completed for those affected. BS confirmed he is satisfied with what has been done.

300/07/06

Agenda items for next meeting

-Insurance society- Chris Knott representative to attend?

-Rotherham Show. ASO to contact Kings Seeds for seeds for 'seed swap'.

301/07/06

Date of next meeting

a. Officers meeting ASO set up for 21st July 4pm via Teams.

b. Board meeting Monday 10th August via Teams.

Meeting was closed at 14:19, chair thanked all for attending.

Signed



Date

10.08.26