

2014 4 22 Draft Minutes for the Allotment Liaison Meeting.

Attending: Federation Committee; Wendy Skinner Smith (Chair), Ian Sheppard (Vice-Chair) Richard Barrett (Secretary), John Lardner (Treasurer), Tim Treacher (Competition sub-committee chairman). Caroline Duffy, John Hastings and Jon Piggott. OCC; Ian Haynes (Parks Operations Manager). Richard Hawkes (Corporate Assets Manager).

Associations; Barns Court –. Barracks Lane- Andrew Fairweather-Tall, Bartholomew Road – Neil Holt, Richard Barrett. Bartlemas Close (Links) – Rachael Coney. Barton Fields – Caroline Duffy . Cowmead – John Hastings and Faith Phipps. Cripsey Meadow – Wendy Skinner Smith, Claire Pike. Cutteslowe - Ian Sheppard. East Ward – Mike Harris. Eden Drive – Tony Harris. Elder Stubbs - . Fairacres Road – Jon Piggot. Fairview – Pam Taylor. John Garne Way – David Ruffles Kestrel Crescent Reg Curnock. Lower Wolvercote –Peter Mayne . Marston Ferry & Blackhall – Gillian Morriss-Kay. Minchery Farm – . Osney St Thomas – Nick Jackson . Ramsay Road – . Risinghurst – . Rose Hill (Lenthall Road) – Colin Sharp. South Ward - David Allen. Spragglesea Mead - Michael Walker . St Clements/Pullens Lane – . Town Furze - Heather Armitage. Thompson Terrace –. Trap Grounds - . Upper Wolvercote – Zeb Johnson Claire Kelly. Van Diemens Lane – Samantha Chapman. Watlington Road – Bill Wright. 24 represented

1. Minutes of the last meeting in January 2014 were accepted.
2. Matters arising from minutes – none
3. Apologies for absence, Clive Bevan.
4. Report on Reactive Budget Maintenance and Repairs for the year 2013 to 2014. - IH handed out cheques for last year's grant awards and apologised for their late payment. The £12K reactive maintenance budget had been spent on fencing at Cowmead, this money was spent on need and followed the direction of the previous April ALM. IH suggested there was a possibility this could be applied for by associations. CD asked for clarification of this as it was a reactive budget it needed to be available for emergency. **WSS commented this was change of direction for the reactive budget and we would seek some clarification at the next ODFAA/OCC before members started making claims on this 12,000 fund.** CD asked if such funds could be spent on tree-work. IH answered that much would depend on the associations lease, if the lease made tree work the association's responsibility then they would have to apply for funds via a grant.
5. Criteria for Grants – Suitable projects agreed and recommended by the committee were to consider were inclusive access and signage. Heather proposed we added water harvesting to this list and this was agreed by a show of hands. There was some discussion on what inclusive access might include and it was agreed some temporary support for elderly members to enable them to continue would be considered. There was also a comment that at times it would be appropriate for members to discuss downsizing their allocation. The grant fund was fully used last year. If the grant fund did not attract enough applications IH suggested we might look at communal tools such a rotovator for associations to use. It was noted that we had tried communal machinery in the past and been disappointed when it relocated to an individual site. It was not a favoured option. **A vote was taken on the proposals vote was taken with Inclusive Access attracting 20 votes, signage 13 and water harvesting 6. Parks would use this hierarchical preference. The timetable agreed was:**

- Grant forms sent out to association to arrive by end of May
- Applications must be received by Monday 11th August
- Applications and OCC proposals available for the August ODFAA/OCC com meeting.
- Decisions on the final allocation of grants will be ratified by members at Sept meeting
- The funds will be sent out by the end of October 2012.

6. Rent Review - WSS reported the previous ODFAA AGM meeting had approved the without prejudice proposal unanimously. Richard Hawkes for Corporate Assets had produced a sheet of indicative rent increases and this was distributed at the meeting. This was based on the new £189.69 per hectare calculation. These were well received. Rachael Coney thought the committee should be congratulated on their negotiations. **A vote was taken to accept the proposed calculations. It was unanimously supported.** JP questioned whether it was really for association trustees to make the final decision? It was agreed that the lease were written to the trustees. Reliance on this information had proved unsuccessful in 2007. **RH agreed that the formal proposals would be sent through the agreed contacts to be assured of delivery and that associations would ensure their own constitutions with regard to trustees were followed. This reminded members they needed to ensure any changes of trustees were should be updated on the ODFAA held database.**

7. AOB

- JL reported on the progress of visiting other association with a next visit to Criphey Meadow. Meet at 11.30 at the site. Parking was available.
- East Ward wanted to advertise that their shop was open to all allotment holders regardless of which association they belong to.
- CD wanted to advertise that a sturdy metal fence was to be dismantled as part of the Barton Plan and this would be available to other associations requiring such a fence with free construction. **Other associations logged their interest**
- Eden Drive asked about the failure of compost deliveries by the Parks, IH admitted there was less compost being produced and with only 6 or 7 loads available it was going on a first come served basis. **WSS asked Parks to ensure this was distributed in smaller loads and fairly.**

8. Training. Given this was our long session with two meetings WSS had not prepared a formal training session . Our next priority on our concern list was to address some job descriptions/ tasks carried out by officers and committee members. **All were asked to contribute to developing job descriptions.** Some draft information would be posted on the web site and in the papers for the next meeting. CS asked why? Other members less experienced would welcome advice and thought this would aid continuity. Often new officers and committee members took over and had no background information. DA had brought South Ward's information and believed firmly in agreed guidelines. JP wanted us to consider that these took into account personal strengths and weaknesses of volunteers.

Meeting finished 8-20PM. **ACTION**