

Allotments Liaison Meeting

Draft minutes of ALM meeting held at Oxford Town Hall on Tuesday 30 January 2018.

Association:	Attending*:	Apologies:
Barns Court	David Robertson	
Barracks Lane	Andrew Fairweather-Tall, Pam Wilson	
Bartlemas	Susi Lee, Richard Weston	
Barton Fields	Mick Evans, Janette Washington	Janet Woodman
Cow Mead	John Hastings	Faith Phipps
Cripley Meadow	Wendy Skinner Smith	
Cutteslowe	Ian Sheppard	Bob Findlay
East Ward	Stewart Young, Claire Ferguson	
Elder Stubbs	Edmund Faria, Phil Creme	
Fairacres Road	Paul Hopkins	
Fairview	Priscilla Grant	
Headington Brasenose Farm	Neville Dodson, William Edwards	
Headington Eden Drive	Mike Halliwell	John Lardner
Headington John Garne Way	Alan Cooper	
Kestrel Crescent	Roy Leach	
Marston Ferry & Blackhall	George Gunn (?)	
Minchery Farm West	Tania Durici	
Osney, St Thomas & New Botley	Nick Jackson	
Risinghurst	Barry Alper	
St Clements & District	Phil Baker	
Sorrel Road	Bill Wright, Russell Price	
South Ward	Sharron Murray, David Allen	
Spragglesea Mead & Deans Ham	Michael Walker	
Trap Grounds	Virginia Wallis	Tony Hollander, Jonathan Clark
Van Diemans Lane	Susanne Marlburg	
OCC Parks	Stuart Fitzsimmons	

* Please note if you do not sign the attendance sheet circulated in the meeting you will not be listed here

1. Welcome and apologies.

- Meeting chaired by Wendy Skinner Smith. Reps from 25 sites and OCC Parks were thanked for attending.
- Apologies from committee members John Lardner and Janet Woodman, both of whom are unwell. The meeting sends best wishes to both.

2. Minutes of the last ALM

- The minutes of last ALM held 26 September 2017 had been circulated and were agreed as an accurate record.
- Diane Major's talk on the Oxfordshire Pay Back Scheme had to be postponed due to her new work commitments on Tuesday evenings. We will see if it is possible to reschedule to a later date.

3. Oxford City Council Reactive maintenance budget update

- Total of £12,350 in reactive maintenance budget of which £768 has been spent so far on jobs including tree work, repairing an unsafe well cover etc. There has also been an additional cost of £800 for insurance (as premiums keep rising). This leaves circa £10,782 remaining.
- There are still some jobs anticipated in this Financial Year costing c. £6,000 including tree work at Cripley and Trap Grounds, and unspecified works at Brasenose.

- OCC/ODFAAA agreed to overspend grant budget by £700 to cover grant requests but most of overspend can be covered from competition budget (£1000 – not held in 2017).
- £4,000 available for next round of Allotment Grants. Grant forms going out to known contacts electronically. If you haven't received form by next Friday (9th Feb) then email parks@oxford.gov.uk
- Associations urged to be sensible in terms of how much to apply for – £4,000 is available in total.
- Wendy SS encouraged Associations who have never applied before to consider doing so this time.

4. Report on Companion Planting talk November 30th

- Companion Planting talk given by Chris Bird at West Oxford Community Centre.
- Good talk with some things worth reprinting. Plan to produce takeaway summaries after next talk.
- Suggestions for using other Community Centres are welcome.

5. Pennard Potato Fair February 22nd 2018

- West Oxford Community Centre 2.30pm to 7.30 pm.
- Poster has been circulated to all Associations.

6. Report on Site/OCC issues supported

- **South Ward** – the gate situation is much improved although the outer gate will need replacing. No significant fly-tipping as yet, but a few black bags have been dumped which will need reporting.
- **Thomson Terrace** – South Ward problems seemed to have extended to this site with significant rubbish burning on one plot. The plot holder was served notice and quit, after very helpful intervention from OCC community support team. Note: ODFAA have no enforcement powers and this may be something worth considering when negotiating the new lease.
- **Denny Gardens** – no progress on starting this up. Need to get this sorted before growing season.
- **Town Furze** – ODFAA supporting association.
- Whitehouse site at **East Ward** – no real developments.

7. Retirement of Colin Sharp from Lenthall Road Allotments

- Colin Sharp recently stood down from Lenthall Road. Many thanks are due to Colin for his many years of service and support in ALMs. Functioning committee but nobody wants to chair it.
- A future ALM discussion topic might be “Ways to support membership of committees?”

8. Allotment site security issues

- There have been no further suggested updates to document previously circulated so this version can now be used by Associations as a template model to develop their own versions.

9. Flood alleviation Scheme and stream maintenance

- Nick Jackson reported on a meeting between Dalcour Maclaren (the firm appointed to handle any land/estates issues attached to the proposed Oxford Flood Alleviation Project) and Cowmead and Osney, St Thomas & New Botley (OSTNB) Associations in December.
- Previous concerns over earthworks affecting Cowmead Allotments have been allayed as the works will now take place outside the site boundaries.
- On OSTNB Botley Meadow the plan is to construct a permanent flood wall along the southern site perimeter, but this will now require more substantial foundations extending further onto the site – and necessitating the loss of three plots plus the car parking area. DM will approach OCC to arrange for this loss to be made up by extending the site by an equivalent area of land into the Council-owned field to the west of the site. Some additional measures on OSTNB Twenty Pound Meadow can be implemented without any serious disruption.

10. ODFAA Centenary in 2019

- Mary from John Garne Way has applied for an RHS talk.
- We would like every Association to submit to the **September** meeting a short history of their site(s) (max one side of A4; Arial 12 pt), but bring any problems doing this to **April** meeting. **A1 ACTION**
- We are also looking to set up a part of the web site where allotment members can contribute with memories/photographs/short videos, information etc. about ODFAA and allotments in Oxford.
- Phil Baker has had a look through some of the archived material.
- Liz from the Oxford Historical Association is going to work with us on putting something together for the centenary.

11. Lease plans for 2018

- As for the 2015 rent review we have a suggested framework (already circulated) for work towards the new 2021 lease.
- Remind all Associations that they **must** have and be aware of:
 - a current copy of the Association lease (if not write to Alison Hay at OCC Estates for a copy)
 - a copy of the OCC allotment rules
 - the Association Constitution and Rules
- Please note that the first stage is to bring Association lease/OCC rules comments to the **September** 2018 ALM meeting. Best to use two columns – one for things ‘not understood’ and the second for things that are considered good or worth keeping. **A2 ACTION**
- Currently considerable differences in existing leases, definition of trustees etc.
- ODFAA and OCC Parks plan to conduct a paper exercise on existing lease documents. May have to come back to Associations to ask permission.
- All Associations should contact OCC legal department by email to inform them of any changes to Trustees. **A3 ACTION**
- By February 2019 we should be starting to get a draft of the new format lease

12. AOB.

- Reactive maintenance for Trap Grounds & Cripsey Meadow sites tree works – should the work to be reconsidered as some of the willows are an integral part of Port Meadow and there is a point to consider where the funds for this work should come from.
- Castle Water Ltd.: several sites are having difficulties. Check back at April meeting. **A4 ACTION**
- Banking provision to Associations: variable standards. Agenda item for April. **A5 ACTION**

NJ/02Feb2018

Provisional dates for ALM meetings, Committee meetings and deadlines:

2018		
January 30 th	7pm for 7.15pm	Allotment Liaison meeting
February 9 th	OCC should have sent Grant forms out to associations by the 9 th Feb	
February 22 nd	2.30pm – 7pm	Potato Fair at West Oxford Community Centre
March 13 th	3.30pm	OCC/ODFAA Fed Committee
April 10 th	6.30 - 7pm/7.15pm	ODFAA AGM/Allotment Liaison meeting