

Allotments Liaison Meeting

Draft minutes of ALM meeting at Oxford Town Hall on Tuesday 24 September 2019

Association:	Attending*:	Apologies:
Barns Court		Dave Robertson
Bartlemas Close	Miles Chetwyn-Stapylton	
Barracks Lane	Stephen Pegg	
Barton Fields	Michael Evans, Jenny Wright	
Brasenose Farm		
Court Place Farm		James Lawrie
Cow Mead	John Hastings	
Cripley Meadow	Wendy Skinner Smith, Manda Joyce	
Cuttleslowe	Ian Sheppard	Bob Findlay
East Ward	Stewart Young, Clare Ferguson	
Elder Stubbs		
Fairacres Road	Paul Hopkins	
Fairview	Catherine Gundry	
Headington Eden Drive	John Lardner	
Headington John Garne Way	Alan Cooper, M. Cooper	
Kestrel Crescent	Roy Leach	
Lenthall Road (Rose Hill)	Lorin Watt	
Lower Wolvercote		
Marston Ferry & Blackhall		
Minchery Farm West	Michael Evans, Tania Durici	
Old Marston Mill Lane		
Osney – Twenty Pound Meadow	Nick Jackson	
Osney – Botley Meadow	Nick Jackson	
Risinghurst	Jenny Bowles	
St Clements & District	Phil Baker	Penny Gardner
Sorrel Road	Russell Price	
South Ward	Emma Tinker	
Spragglesea Mead & Deans Ham	Kathy Bramble	
Thompson Terrace	Julia Brocklesbury	
Town Furze	Sadia Azeem	
Trap Grounds	Roger Mumby-Croft	Virginia Wallis
Lower Wolvercote	Zeb Johnson, Liesl Osman	
Van Diemens Lane	Suzanne Marburg	
OCC Parks	Stuart Fitzsimmons	Emma Gubbins

* Please note if you **did 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. 29 Reps representing 26 sites and OCC officers - Stuart Fitzsimmons and Emma Gubbins - were thanked for attending.
- Cllr Louise Upton sent her apologies due to a Planning Meeting, as well as those listed above.
- The meeting expressed their thanks to Cllr Upton and to the Lord Mayor for hosting the centenary bash last night.

2. Minutes of the last ALM

- The minutes of ALM held 9 April 2019 had been circulated and agreed as an accurate record.

3. Grants to be ratified

- Six applications for funding were received, with the following decisions recorded at a recent meeting of the ODFAA committee and OCC representatives:

1	Osney OSTNB	Improve security & accessibility of communal polytunnel	£410	All support documents received – fits with grant criteria
2	Barracks Lane	Polytunnel water harvesting	£350	All support documents received – fits with grant criteria
3	Court Place Farm	Rain harvesting points	£800	All support documents received – fits with grant criteria
4	Barns Court	Water harvesting	£894	Most support documents received – fits with grant criteria
5	Barton Fields	Enhanced security	£362	All support documents received – fits with grant criteria
6	Kestrel Crescent	Permanent accessible concrete paths	revised down to £1164.94	
Total applied for:			£6,427.33	
OCC available funds:			c. £3,900	
Total awarded:			£3,980.94	

- All ratified without any issues. Stuart will organise the payment to the Associations. **A1**

4. Final 2018-2019 final budget submitted

- Stuart brought the 2019-2020 budget but agreed to produce a 2018-2019 finalised budget from last year with the all income streams attached. **A2**

5. Our OCC client officer link

- Stuart will carry on with responsibility for day to day liaison with allotment (including the ALMs) until March 2020 at the latest – but there may be somebody taking over before then.
- ODFAA and our OCC Councillor are requesting the Allotment Client Officer is moved from OxfordDS (as is currently the case) but this has not been resolved.
- ODFAA believe this should be somewhere that deals with policy rather than implementation as there is now no longer any reporting on allotments. We have requested that we sit under Community Services. Allotment provision needs to be accounted for and reported on by OCC.
- The meeting agreed that we definitely need an OCC client officer with responsibility for allotments.

6. Lease Update:

- Liz Bunting [National Society of Allotment & Leisure Gardens - NSALG] was going to take a legal look at the proposed lease, but the cost is prohibitive. WSS plans to try and reduce this by using Cripsey Meadow as the client rather than ODFAA. Wendy will explore this possible course of action and members agreed this could be funded from ODFAA funds. **A3**
- It was noted that NSALG membership confers benefits other than the legal advice we seek, such as personal member liability insurance cover, a magazine etc.
- Current Association agreements with OCC are in the form of licenses rather than leases. If we have a full lease rather than a license there would be associated costs (c. £850 per application) for registering the leases with the Land Registry [potentially each time a Trustee/Signatory changes].
- ODFAA finds the Current version of agreement from OCC does not include or clarify the items discussed and is incoherent in parts.

- We are seeking assurance that the new agreements will explicitly state that all OCC allotment land is strategic SR8 land [and would therefore be very difficult to change use].
- Larissa Griffin has joined Emma's team – she will be looking at individual Association leases and following up on variations from the standard OCC lease.
- Association Sheds – these should have been amortised by now. Looking at how OCC can give the sheds to the associations so that they can choose to insure them as and when they wish.
- It would be useful to publish the data on the proposed rent increases – Emma to circulate the spreadsheet to members. **A4**

7. OCC Rules

- Everyone has a copy of the OCC allotment rules and hopefully these have been discussed and compared with association rules at committee meetings. Suggestions for items for inclusion:
 - Charitable dissolution clause. Probably needed in both OCC and Association rules – a broader section dealing with how Associations are wound up [when necessary] of which a charitable dissolution clause would form part. OSTNB's wording [required by the Charities Aid Foundation]

Dissolution of the Association

(62) If at any time members at a general meeting decide to dissolve the Association, the Committee Members will remain in office and will be responsible for the orderly winding up of the Association's affairs.

(63) After making provision for all outstanding liabilities of the Association, the Committee must apply the remaining property and funds in one or more of the following ways:

- (a) By transfer to one or more other bodies established for purposes within, the same as or similar to the Objects of the Association (*e.g.* merging with another nearby allotment society); or
- (b) Directly for the Objects or purposes within or similar to the Objects.

This clause debars Association members from receiving the residual assets.

- Building structure and repair – does this apply to all structures, plot sheds etc. No – just large permanent Association sheds.
- Paths set out by the Council – some clarification needed. Plots need buffer paths
- Something in about no overnight parking/overnight sleeping etc.
- Site maps – are these available for Allotment sites? Agreed these would be useful as part (attachment) of the leases going forward.
- Good and proper state of site – how is this defined? Three calendar months comes from old allotment law but needs to relate to AA constitution.
- Anything in OCC allotment rules needs to be enforced by OCC.
- Trees – OCC tree surveys are very technical documents and not easily understood but they will be made available to Allotment Associations if they ask for them. Common law rights exist to cut back trees casting shade but this would need to be paid for by the association.
- Trees will be surveyed every 3 years. Work to be done using reactive maintenance OCC funds.
- Unauthorised persons on allotments – difficult if the sites are open (*e.g.* unfenced sites). Needs some wording around that.
- No animals – wording needs updating. Reference to Bees to be included in OCC rules with proviso for members to have permission from individual associations.

- There are still a few sets of rules that WSS still needs to collect:
 - Barns Court
 - Bartlemas
 - Blackbird Leys (both Kestrel Crescent and Sorrel Road)
 - Brasenose (new)
 - Lower Wolvercote
 - Minchery Farm
 - Ramsay Road
 - Spragglesea
 - Upper Wolvercote
- If any of the above are **YOUR** association then please send these on to Wendy, Phil or Nick (addresses on agenda). **A5**
- Need a Working Group to look at standardising: Phil and Nick from ODFAA to coordinate. The following volunteered to work with the group:
 - Paul Hopkins [Fairacres Road]
 - Michael Evans, [Minchery Farm]
 - Zeb Johnson [Upper Wolvercote]
 - Suzanne Marburg [Van Diemans Lane]
 - Alan Cooper [John Garne Way]
- Phil and Nick to look for dates to convene the group. **A6**

8. Allotment charter revision

- Don't yet know what the officer/client relationship will be – defer to future meeting.

9. Asset Management plans

- Cripsey Meadow first draft example was circulated.
- All encouraged to draw up their own versions to cover the next 21 years.

10. Allotment competition 2019

- Final Judging was on September 9th. 12 sites had entered.
- October 28th – competition celebration at West Oxford Community Centre. Entrants will be invited

11. Centenary events

- a. report from ODFAA and Associations
 - August 21st birthday event at Cripsey – 70+ attendees- went off well with perfect weather.
 - Good time at Elder Stubbs using the new display material – generated several enquiries.
- b. Forthcoming events (see over page)
 - November 23rd 11am to 2.30pm – an ECO fair: 'How to do Climate Change' at St Michael & All Angels Church Lonsdale Rd.
 - Val Bourne giving ODFAA talk at WOCC on November 30th 7.30pm – poster and booking form has been circulated. **£10 a ticket** available from John Lardner. All needed to plug this event with their Associations as well as the centenary book. **A7**

12. AOB.

- No items were raised.

NJ/25Sep2019

Provisional dates for ALM meetings, Committee meetings and deadlines:

2019		
March 12 th	Tues 3.30pm - 4.30pm 4.30pm - 5.30pm	OCC / ODFAA and Fed Committee ODFAA committee
April 9 th	Tues 6.30 - 7 pm 7.15 - 9pm	ODFAA AGM Allotment Liaison meeting
May 1 st	Insurance renewal (fees must be paid & insurance paperwork received before/at AGM)	
May 8 th	Weds 7pm	ODFAA committee planning meeting Chair's house
May 20 th	OCC send Grant forms to associations to arrive before end of May	
May 17 th	Allotment Competition – deadline for entries	
Week c. June 17 th	Allotment Competition – first judging visit	
August 6 th	Tues 3.30pm - 4.30pm 4.30pm - 5.30pm	OCC / ODFAA and Fed Committee ODFAA committee
August 17 th		Elder Stubbs Festival
August 21 st	Wednesday	ODFAA Founding Day. Evening bash at Cripsey Meadow AA
Week c. September 16 th	Allotment Competition – second judging visit	
September 24 th	Tues 7 for 7.15pm	Allotment Liaison meeting
October 28 th	Mon 7pm - 10pm	Awards and Certificates and Centenary Bash at WOCC
November 23 rd	Sat 11am to 2.30pm	ECO fair: 'How to do Climate Change' St Michael & All Angels Church Lonsdale Rd.
November 30 th	Mon 7.15pm - 10pm	ODFAA Talk at WOCC
December 10 th	Tues 3.30pm - 4.30pm 4.30pm - 5.30pm	OCC / ODFAA and Fed Committee ODFAA committee
2020		
January 5 th	Sun 10am - 1.30pm	Pennard Plants Potato Fair at WOCC
January 21 st	Tues 7pm for 7.15pm	Allotment Liaison meeting
March 10 th	Tues 3.30pm - 4.30pm 4.30pm - 5.30pm	OCC / ODFAA and Fed Committee ODFAA committee
April 7 th	Tues 6.30 - 7 pm 7.15 - 9pm	ODFAA AGM Allotment Liaison meeting