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Draft Minutes Allotment Liaison Meeting 21st April 2015

Attending: Federation Committee; Wendy Skinner Smith (Chair), Ian Sheppard (Vice-Chair) John Lardner (Treasurer), Tim Treacher (Competition sub-committee chairman),

OCC Stuart Fitzsimmons, Tina Mould

Associations; **Barracks Lane – Andrew Fairweather-Tall, Sarah Baker Wilkes Lenthall Road - Colin Sharp, Old Marston Mill Lane- Christine Mitchell, Sorrel Road- Bill Wright, Kestrel Crescent- Roy Leach, Cowmead -John Hastings- Faith Phipps, Risinghurst - Bill Couldrick, Bartlemas -Samia Shibli – Miles C Stapylton, Barton Fields – Janet Woodman – Michael Evans, Cripley Meadow – Wendy Skinner Smith – Claire Pike, Cutteslowe - Ian Sheppard – B Findlay. East Ward –Julian Stern. Eden Drive – John Lardner – Tony Harris. John Garne Way – David Ruffles – Eric Perkins, Osney St Thomas – Nick Jackson. South Ward - David Allen. Spragglesea Mead – Tim Treacher – Michael Walker. St Clements & District- Philippa Major – Phil Baker, Town Furze - Heather Armitage. Trap Grounds –Virginia Wallis, Bartholomew Road - Neil Holt Headington and District –Mike Halliwell**

Total 21 associations represented

- 1) Welcome by Wendy to Tina Mould, the New Operational Parks Manager.
- 2) OCC Grant Applications, due to the Parks reactive maintenance budget underspend it was decided to use the remaining 2014 budget for additional grant applications. TM supplied a spread sheet to the chair detailing the associations with successful application's, SF also explained to the meeting what the reactive budget is for and why there sometimes is underspend towards the end of the financial year. The current 2015 budget for grants is £3900.00. WE are still working with OCC to clarify the overall budget and the capital 30,000 included in the OCC budget. The applications to be sent out in May with a return date of August. OCC/ODFAA made a proposals in the agenda for the grant focus and asked the meeting for any other suggestions. These were itemised and voted for to provide a hierarchy for awards with the following results for/against

Security 19/1

Water harvesting 18/ 2

Plot management 12/3

Green waste management 10/4

General site management (for work outside lease) 8/5

Accessibility 7/6

- 3) The 2015 grant recommendation which will be awarded in the following order. Security of sites, Water Harvesting, Site Clearance, Green Waste Management, General maintenance, Accessibility.
- 4) Zurich Insurance report, Wendy updated the members that Zurich has confirmed that Employee liability insurance is not required by the ODFAA members. She stressed ODFAA cannot give advice. The issue of members' use of machinery was discussed and it was agreed it would be prudent to ensure that members are competent to use the item. Some sites have a form for members to sign before use. Examples of this will be put on the web site for information but associations must always make decisions for themselves about the

interpretation of the policy. WSS will produce details to confirm the Zurich issues and send to the Associations. It was agreed unanimously to discontinue the Employee Insurance in the renewal for May 2015

- 5) It was confirmed by ST that the aim was that all Association leases will be standardised from 2021. The present rent review details remain on track with a few associations negotiating and clarifying some changes in name and structure.
- 6) Bonfires use, OCC has received complaints to from some residents close to allotments regarding smoke from bonfires being lit by members. Given the Environment Act associations are reminded that bonfires are kept to the minimum and the Associations made members aware of the Councils Policy on Bonfires.

Meeting ended at 8.45pm

Dates for 2015/2016 meetings

- *May 4th insurance renewal (membership fees must have been paid by this time)*
- *May 15th Friday Final date for competition entries*
- *May 20th Weds ODFAA committee planning meeting 7pm Chair's house.*
- *June 14th Sun 1st Allotment Competition judging*
- *Aug 18 Tues 8.30am OCC /Fed Committee*
- *September 22 Tues Allotment Liaison meeting 7 for 7.30pm*
- *September 5th/6th Sat/Sun 2nd Allotment Competition judging*
- *October 29th Allotment Competition Award Ceremony in the Town Hall*
- *Dec 8th Tues 8.30am OCC /Fed Committee*
- **2016 Jan 19th Tues Allotment Liaison meeting 7pm for 7.30pm**
- *March 8th Tues 8.30am OCC /Fed Committee*
- **April 19th Tues 6.30 -7 pm O&DFAA AGM /7.30 Allotment Liaison meeting**