

## Allotments Liaison Meeting

Draft minutes of ALM meeting at Oxford Town Hall on Tuesday 21 January 2020

Association:	Attending*:	Apologies:
Barns Court		
Bartlemas Close	Tracy Crossman	
Barracks Lane	Stephen Pegg	
Barton Fields	Jenny Wright	
Brasenose Farm		
Court Place Farm	Jane Wilson	Alan Milosevic, Harriet Feldman, Leonard Bowara
Cow Mead	John Hastings, Faith Phipps	
Cripley Meadow	Manda Joyce	
Cuttleslowe	Ian Sheppard	
East Ward	Jane Millar, Chris Clifford	
Elder Stubbs		Phil Creme
Fairacres Road	Paul Hopkins	
Fairview		
Headington Eden Drive	John Lardner, Paul Roblin	
Headington John Garne Way	Alan Cooper, Mary Cooper	
Kestrel Crescent	Roy Leach	
Lenthall Road (Rose Hill)	Lorin Watt	
Lower Wolvercote		
Marston Ferry & Blackhall		Gillian Morriss-Kay
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, Tony Cox	
Thompson Terrace	Julia Brocklesby	
Town Furze		Sadia Azeem
Trap Grounds	Tony Hollander	Roger Mumby-Croft, Virginia Wallis
Lower Wolvercote		
Van Diemens Lane		
<b>OCC Parks</b>	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. 27 Reps representing 22 sites and OCC officers – Stuart Fitzsimmons and Emma Gubbins – were thanked for attending
- Cllr Louise Upton sent her apologies

### 2. Minutes of the last ALM

- The minutes<sup>1</sup> of ALM held 24 September 2019 had been circulated and were agreed as an accurate record

<sup>1</sup> <https://www.odfaa.com/2019%2009%2024%20September%20ALM%20minutes%20DRAFT.pdf>

### 3. Allotment Grants

- Approximately £10,200 remains from the 2019-20 Allotment Budget and is available for grants
- Grant forms with have been circulated with the papers for this meeting. The award criteria remain as agreed at the April 2019 AGM
- Return date is **9:30am on Tuesday 3<sup>rd</sup> March** to Stuart Fitzsimmons/OCC Parks preferably by email
- Please ensure you include all the required paperwork and that you have completed the data sheet (check with John Lardner [[johnplardner@hotmail.com](mailto:johnplardner@hotmail.com)] if unsure). **A1**
- Grants are not available for retrospective spend

### 4. 2021 Tenancy Agreements

- Continuing debate the ODFAA committee have had between the relative costs and protections of a lease and a licence. Current agreement is clearly based on trust between Associations and OCC
- The meeting was reminded that Associations previously agreed that ODFAA should negotiate with OCC on their behalf regarding the new Tenancy Agreements
- On the Oxford City Local plan (2021-2036) map<sup>2</sup> all the present sites are identified as 'allotments' – see. However nothing in this day and age is certain.
- Some supporting paperwork was circulated prior to the meeting – more was tabled
- Some Associations are keen to have proper leases rather than the current licence arrangement with OCC. Consultations were made with Freeths solicitors
- Phil B outlined the differences (pros and cons) between a lease and a licence – mainly that a lease gives Associations greater legal protection over their tenancy
- Leases would have a cost implications with the Land Registry – both initial and ongoing
- All Associations are currently 'unincorporated' although incorporated status might be something that we want to look at for the future.
- One member suggested looking at the new models of cooperative as another alternative, or even forming a cooperative of the Association signatories – PB to follow up. **A2**
- The Trustees/Signatories take legal responsibility for any lease – OCC propose to include lease clause that limits Trustee/Signatory liability to the limit of the Association assets (thereby protecting them from any liability falling on their own assets or property)
- Agreement with OCC would ensure that OCC retains responsibility for Council-owned Association sheds (including maintenance going forward – inc. asbestos concrete roofs)
- If not already undertaken, all Associations **MUST** undertake Asset Management Plans so as to ensure that they have sufficient funds for the future management of those assets. **A3**
- It is hoped that the agreement will also standardise and clarify the role of the Association Committees who manage the sites
- The new agreements will contain a guarantee of a tree management programme by OCC
- ODFAA will be consulting further with Liz Bunting at the National Allotments Society for their recommendation – meeting on the 28<sup>th</sup> January. An update on this meeting will be circulated. **A4**
- All Association ODFAA reps are asked to share the tabled papers with their Committees and send their comments back to ODFAA by **3<sup>rd</sup> March** – ODFAA and OCC will be meeting to discuss further on March 10<sup>th</sup>. **A5** ODFAA will circulate them electronically to facilitate this. **A6**
- Once the Agreement has been drafted then it will be circulated to Associations as a 'template' for comment. Obviously, agreements with individual sites may need site-specific alterations

<sup>2</sup> [https://www.oxford.gov.uk/downloads/file/2632/52\\_green\\_spaces\\_biodiversity\\_and\\_open\\_air\\_sports](https://www.oxford.gov.uk/downloads/file/2632/52_green_spaces_biodiversity_and_open_air_sports)

- It is hoped that the Association insurance arrangements will be simplified and streamlined going forward into the future

## 5. Update on ODFAA activities

- Pennard plants – Potato Fair event (5 January 2020) went well with more attendees than previous years. Same venue (WOCA) has been booked for 10 January 2021
- Val Bourne talk – this had to be cancelled last minute for personal reasons. ODFAA will ensure to arrange another talk at some point in the future
- Eco fair – good opportunity in Summertown to promote allotments
- [Centenary Publication](#) 'A Growing Concern'. A few sites have not collected their free copies. They will be for sale for £6. Associations should ask members. **A7**

## 6. OCC Update on Client Officer discussions

- No update available as there is no news as yet
- ODFAA are convinced that we need an Allotments Client Officer within Community Services in OCC
- OCC Local Plan still urges the development of an Allotments Strategy – which we still do not have

## 7. ODFAA 2020 Subscriptions

- Reminder that this is rising to 50p per member this year

## 8. ODFAA Committee – Officers and Membership

- WSS will be stepping down at the AGM in April. PB and NJ are willing to stand as Co-Chairs if this would help with continuity. Similarly JL is willing to stand as Treasurer (but would like someone to act as assistant). RL is willing to undertake responsibilities for handling disputes
- ODFAA do need more members to join the committee – for handling website, minutes secretary, events, green spaces etc.
- Leonard Bowara (CPF), Jane Millar (EW), Jenny Wright (BF) and others have expressed their interest in joining. WSS quite happy to meet with people to provide more information on what would be required.

## 9. AOB.

- ODFAA was contacted by the Stone family about Harry Stone, and a cup awarded to him in 1938 as a member of The Cowley & District Allotment Association
- ODFAA will be talking to Mike Stone about this cup being awarded as an annual competition prize to an allotment holder with a £50 prize annually, in Harry's name
- 2020 ALM meeting dates to be determined following the AGM in April
- No other items were raised.

NJ/21Jan2020

# Oxford and District Federation of Allotment Associations

Founded 1919

working together for Oxford allotments

## Provisional dates for ALM meetings, Committee meetings and deadlines:

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