BDAC Executive Meeting Saturday 13th September 2025
Venue: Northleigh Road B8 2QL
Minutes

Apologies: Clive Fenn, Mo Ibrahim, Dave Reece

Declarations of conflict of interest: None

Previous minutes of meeting of 9th August: Approved

Matters arising not on agenda:

1. Action from August minutes for BDAC to produce a single sheet to explain process of plot inspection & procedure and consequences of procedures for both sides – not done yet. Secretary will prepare ASAP
2. Tenancy agreement and Rules. We said we would get back to BCC about the Rule changes they want. **Agreed** that we make the point that consultation with associations takes time, and shouldn't be rushed and BDAC isn't prepared to agree to changes without more associations being involved in views on current Rules. **Secretary will write**. Suggestion to go round sites rather than write to them because only 40% responded regarding insurance issues earlier this yet. (Not agreed who will do this). Enforcement issue that BCC isn't inclined to pursue this or back associations which try to enforce Rules because of the costs.

Chair's Report

1. DR reported that the FCA has responded by email saying approval due on 27th September. FCA has already cashed the BDAC cheque so it seems unlikely there will be any problems or queries.
2. Agreement between BDAC and BCC: DR has revised the wording and budget as agreed at previous Exec meeting and recirculated it. The jump from the current £9,500 budget to £50,000 is big but the new figure represents the value of what BDAC actually does/has been doing. Why was £9,500 accepted by the BDAC years ago? Because that figure was below the £10k figure above which competitive tendering is required. **Agreed** that we still need more detailed explanations – such as examples of why more money is needed. DR will complete document with advice from Liz Bunting
3. Application to design programme and management system has been prepared by Kate at Get Grants. **Agreed** we should get another quote as well as the existing one, and ask Kate to submit bid.
4. Allotment Survey. David Draycott and Jon Bloomfield's written request to BDAC to support a follow-up survey to the 2023/24 one was discussed. **Agreed to support the proposal** and promote the survey with associations and tenants, on condition that BDAC has access to the data (anonymised for individuals and sites)
5. Social Prescribing Project. DR reported attending Steering Group meeting in previous week. First £40,000 from NHS agreed – the delayed start is supposed to be 1st October. But Dave Holt, the main Bordesley Green person, had an accident on the site, badly injuring his knee and wrist, so is not mobile or able to carry on clearing the site which is only partly cleared and rotavated so far.

Secretary's Report

1. HB presented the **monthly report of work** i.e. contacts with sites in past month on providing advice and information and dealing with complaints, undertaken by the 3 BDAC Officers.

- 6 Plot enquiries – where the 5 clicks method had not resulted in a link between the enquirer and a chosen site
- Handling 7 appeals against conviction and 11 other types of advice/support
- Noting 2 changes in Association officers following AGMs (most we still don't hear from)
- Passing on relevant information from 2other organisations to associations
- Responding to problems and queries about drives and fencing from 2 associations
- Contacts with or attending meetings with BOSF, National Vegetable Society, Midlands Arts Centre
- Overall – contacts of one sort or another with 23 associations/sites – more of larger ones but also some of the smallest.

2. **Work with Directly Managed Sites.** Over the past month, there has been contact with and support for Chester Rd, Hunton Hill, Kingstanding, Trinity Road i.e. enquiries, sign-ups, advice, meetings etc**.** In particular, BDAC has enabled the setting up of the Kingstanding Allotment Association at Edmonton Avenue. This is on the only site in Kingstanding. It has 2 sections, 1 of which is full (and there is now a waiting list). The smaller site across the other side of the road was derelict but the initiators of the KAA have been active in trying to clear it so the site of 9 standard plots (or equivalent) can be let. Up till now, BCC has not allowed lettings there. Most of the Kingstanding plotholders attended a site meeting on 31st August and all voted to adopt the constitution we prepared for them.
3. Report of zoom meeting with Liz Bunting 4th September. Summary of this to be circulated. HB reported LB's advice that the new Association in Kingstanding should remain independent for the time being, i.e. not become an 'official' one by signing an agreement with BCC, given that we are trying to negotiate a new Association/BCC agreement for all associations which is less onerous.

Treasurer's and Financial Report

YB presented and distributed the financial report and statements. In the past month there has still been no income from BCC– the Agreement money which was due 1st April and insurance money. Concern that things don't happen if the Allotments Officer is on leave and/or doesn't deal with finances in time, and no-one else in Department steps in to cover. Lack of BDAC income will affect future operations if we don't have reserves to pay the bills. Need to convince tenants of the value of the BDAC. Going forward we need income to pay someone to do increasing amounts of administration. Mentioned that the Harborne and Edgbaston sites have a meeting with Simon Needle on 19th September regarding flooding, so we could use this opportunity to talk to him about the overall issues.

Main item: How we handle complaints and mediation on sites

The meeting had a general discussion about complaints at site level and how BDAC handles them and should handle them. They range from issues with individual tenants, for example people who have been evicted for various reasons (non-cultivation typically) to conflict between committee members or between committees and individual plotholders or factions. It was suggested that some issues should be 'handed back' for BCC to handle as landlord if they are beyond our remit as volunteer mediators.

We looked at the four documents to do with Complaints i.e. 1. BDAC procedure for dealing with complaints; 2 Draft complaints policy for associations, 3 One page: How to complain, for tenants; and 4.Procedure -Dealing with persistent offenders.

Agreed:

- that the Officers would discuss the complaint and mediate between parties in conflict to resolve the issues and where necessary, initiate the calling of an EGM to replace the Committee of an Association where relationships have broken down (and no-one on the site has initiated it or it's not in their constitution).
- We use the 4 documents already produced and review if needed.
- We distribute the 'How to make a complaint' document to associations and information about the others

Reports from other Working Parties

1. Infrastructure

DR reported that the Flo Pickering funded work is finally now about to start, with Francis Rd Stechford being the first to have driveway work done. Contacts being made with the various sites to allow access and ensure preparation done.

4. Shows and Events

Big MACs green weekender. **Update on stalls, workshop and leaflets.** BDAC has stalls booked for this event on 20th and 21st September, at Midlands Arts Centre, Cannon Hill Park. Cheryl B is organising the 2 tables booked and workshop for children planting seeds. CliveB has provided colourful posters and leaflets. Photos needed to put on the display boards – suggested that the boards from the Heritage exhibition could be used. SG and HB have agreed to be on the stand for all or part of the two days.

5. Any other business - none

Decisions and Action list September to 11th October (next Exec)

	Who	When by
Produce sheet to explain process of plot inspection & procedure	Sec HB	ASAP
Write to BCC (Simon Needle etc) about Rule changes consultation Encourage more sites to send in ideas and responses (site visits & phone calls)	Sec Exec members	ASAP ASAP
Provide more detailed explanations for proposed new Management Agreement BCC/BDAC – such as examples of why more money is needed.	Chair DR with LB input	ASAP
Get a second quote for IT work in bid Ask Kate/Get Grants to submit bid, and ask Kate to submit bid.	Chair DR	ASAP
Contact David Draycott and Jon Bloomfield's to say yes to support for a follow-up allotment survey on condition that BDAC has access to the data	Chair DR	ASAP
Circulate to Exec members a summary report of most recent zoom meeting with Liz Bunting	Sec HB	ASAP
ACTION POINTS ON FINANCE ??		
That the Officers carry on with how they are dealing with complaints at the moment, within time constraints That we 'hand back' issues which BCC should take care of as landlord, if beyond our remit as mediator in conflict. We use the 4 documents already produced for now and review if needed – get LB to vet so they can be . Send out the 'How to make a complaint' document to associations and information about the other docs	Officers Officers Officers/Sec HB Sec HB	From now on ASAP
Sort out some photos for the BDAC stall at the Big Green Weekender	HB & others	20th Sept

Addition; The final signed copy of these minutes included the names of the new signatures required for the bank accounts