

SUTTON COLDFIELD ALLOTMENTS SUB-COMMITTEE

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Mayor & Chairman **Cllr Terry Wood**

Leader **Cllr Simon Ward** | CEO **Ms Olive O'Sullivan**



25th February 2022

TO: All Members of the Sutton Coldfield Allotments Sub Committee

Dear Councillor,

You are summoned to a Meeting of the **Sutton Coldfield Allotments Sub-Committee** of Royal Sutton Coldfield Town Council, at the Trinity Centre, B72 1TF, on **Wednesday 2nd March 2022** starting at 12:30pm.

Councillors, officers and members of the public must adhere to any venue and Government guidelines in place when meeting in person.

The meeting will consider the items set out below.

Olive O'Sullivan

Chief Executive Officer

cc. All other members of the Council.



1 Election of Chairman

Committee to elect a Chairman of the Sub-Committee.

2 Election of Deputy Chairman

Committee to elect a Deputy Chairman of the Sub-Committee.

3 Apologies for Absence

Committee to receive apologies for absence.

4 Declarations of Interest

Committee to declare any interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct (NB this does not preclude any later declarations).

5 Questions from Members

To receive any questions from Members, submitted in advance of the meeting, regarding items that are not on this agenda.

6 Terms of Reference

Committee to note the Terms of Reference for the Sutton Coldfield Allotments Sub-Committee, approved at Amenities, Leisure & Community Services Committee on 13th January 2022.

- [Terms of Reference](#)

7 Minutes of Meeting between Town Council and Sutton Coldfield Allotment Associations held on 25 September 2021

Members to receive minutes from the meeting between Royal Sutton Coldfield Town Council and the Sutton Coldfield Allotment Associations held on 25 September 2021 and to note next steps.

- [25 Sept 2021](#)

8 Allotments Surveys

Members to note the findings of the Sutton Coldfield allotment sites surveys undertaken in November and December 2021.

- [Site Surveys](#)

9 Capital Improvement Programme

Committee to consider commissioning a Quantity Surveyor to undertake a detailed cost estimate for the improvements identified in the site surveys.

- [Report](#)



10 Draft Royal Sutton Coldfield Town Council Allotment Rules

Committee to recommend to the Amenities, Leisure & Community Services that the draft Royal Sutton Coldfield Town Council Allotment Rules are adopted.

- [Draft Allotment Rules](#)

11 Allotment Management Agreement

Committee to note the draft Allotment Management Agreement and to consider the terms of the financial remuneration to the Sutton Coldfield Allotment Associations for site management, maintenance and minor repairs and make recommendations to Amenities, Leisure & Community Services Committee.

- [Allotment Management Agreement](#)
- [Terms of Remuneration Report](#)

Sub-Committee Members: Ashley-Higgins, Briggs, Cooper, Griffin, K Ward, Wood