

SUTTON COLDFIELD ALLOTMENTS SUB-COMMITTEE

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Mayor & Chairman **Cllr Cindy Yip**

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



28th August 2025

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 **Tuesday 2nd September 2025 at 10am.**

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

2 Election of Vice Chairman

3 Apologies for Absence

Members to receive apologies for absence.

4 Declarations of Interest

Members 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 Minutes of Meeting 9th July 2024

To confirm and sign minutes from the meeting of the Sub-Committee held on 9th July 2024.

- [Draft minutes](#)

6 Matters Arising

7 Questions from Members

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

8 Minutes from the Sutton Coldfield Allotment Consultative Forum

Sub-Committee to note minutes from the Sutton Coldfield Allotment Consultative Forum that took place on 24th October 2024 and 3rd April 2025.

- [24th October 2024](#)

- [3rd April 2025](#)

9 Legal Transfer of the Sutton Coldfield Allotments from Birmingham City Council

Sub-Committee to receive an update on the progress of the legal transfer of the Sutton Coldfield Allotments from Birmingham City Council to Royal Sutton Coldfield Town Council.

10 Allotments Rent and Fees

Sub-Committee to consider proposals for the Allotment Rent and Fees from October 2026.

- [Allotment Rent and Fees](#)

11 Annual Health and Safety Inspections

Sub-Committee to receive an update of works and surveys undertaken at the allotment sites.

- [Annual Health and Safety Inspections](#)



12 Annual Maintenance Expenditure

Sub-Committee to receive an update on the works completed at Allotment sites.

- [Annual Maintenance Expenditure](#)

13 Allotment Digital Management Platform

Verbal update on an Allotment Digital Platform to be used by the Allotment Associations.

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