

Tuesday 24th February 2026

Trinity Centre

10:30am

Present

Cllrs Briggs, Cooper, Wood and Griffin

In Attendance

Steve Hollingworth (SH) – Head of Open Spaces and Environment and Peter Weston (PW) – Allotments and Green Spaces Officer.

14 Apologies for Absence

No apologies were received.

15 Declarations of Interest

Cllr Wood declared a non-pecuniary interest as a plot holder at The Boulevard allotments.

16 Minutes of the Meeting 2nd September 2025

Resolved that the minutes of the Allotments Sub-Committee meeting held on 2nd September 2025 be signed as a true record.

17 Matters Arising

Cllr Wood raised that it was pleasing to see the maintenance being undertaken to improve the allotments.

SH reported that Officers had been working with Abavus on building the back editor of an allotment digital platform that sought to provide a single system for use by Allotment Associations to manage allotment sites. It was reported that this system was quite onerous and users would need extensive training and ongoing support with little added value, as a result it had been decided that it would not be rolled out to the associations.

18 Questions from Members

None received.

19 Minutes of the Sutton Coldfield Allotment Consultative Forum

Resolved to note the minutes from the Sutton Coldfield Allotment Consultative Forum.

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

SH reported that five allotment sites had been transferred from Birmingham City Council to the Town Council. The Town Council's solicitors are progressing the transfer of Newhall and White Farm Road Allotment sites and these would be followed by the Hill, Four Oaks Common Road and Falcon Lodge Allotment Sites.

Cllr Briggs asked if there was a further update on the building at the Four Oaks Allotments site.

SH reported that as the building is on Birmingham City Council (BCC) land, it is therefore BCC's responsibility to resolve any building issues prior to transfer.

21 Update on Tenancy Rules

SH reported that at the Sutton Coldfield Allotment Consultative Forum, Allotment Associations asked for amendments to be made to the Allotment Rules.

It was noted that there was no "spent" period for official harassment complaints to be kept on record. Members of the Consultative Forum agreed that a period should be included and unanimously recommended a period of two years.

Representatives also raised that although the rules refer to the number of fruit trees allowed on each plot as six, there needed to be more detail on where trees could be planted and how they should be maintained so trees did not exceed the boundary of the plot.

SH reported that the Consultative Forum discussed tenants unable to maintain their plots, e.g. due to illness, and if a period should be included in the rules after which the Associations would be required to issue improvement notices. However, it was agreed that this should be left to the discretion of each Association based on the specific circumstances.

In response to questions from Cllr Wood, SH said the two year period proposed would be added to the Harassment section which is rule number 16 (last updated in 2023) and that the period would start from when the harassment complaint was upheld and the tenant was notified by the Allotment Association.

Resolved to recommend to Amenities, Leisure, and Community Services Committee to add to tenancy rule 16.6 that: - Upheld harassment complaints will be held on file for a two year period, and removed at the end of the period if no further complaints are received.

Resolved to recommend to Amenities, Leisure, and Community Services Committee to add to tenancy rule 6.9 that: - Fruit trees should be planted and maintained to ensure they do not exceed the boundary of the plot.

22 Annual Health and Safety Inspections

SH reported that during the inspection in November 2025, it was highlighted that Health and Safety Posters are required to be on display at allotments sites as they apply to contractors, tenants and members of the committee.

The health and safety recommendation to have grit onsite to mitigate against ice and snow on the driveways and paths was not required, as there is limited use of the allotments during such conditions.

Cllr Wood ask if there was any asbestos on sites. SH confirmed that had been some in the ground that had been removed and some shed roofs contain asbestos and have been removed if damaged.

Resolved to note the Health and Safety visits, recommendations and actions for Town Council and Allotment Associations.

23 Annual Maintenance Expenditure

SH presented the report and outlined that the works included in the report were during the period of the current financial year i.e. from April 2025 to February 2026. The main areas of works were tree and hedge pruning and fencing. In addition, path safety work and toilet block maintenance had also been completed at Falcon Lodge Allotments.

Cllr Cooper asked if there was sufficient budget to maintain all the sites. SH responded that the budget was currently sufficient as it was funding a back log of work which should reduce going forward. SH also confirmed that Boulevard Allotment's road and carpark improvements had now been out to tender and the outcome would be reported to the next Amenities, Leisure and Community Service Committee on 10th March 2026.

Resolved to note the expenditure incurred by the Town Council on the costs of maintaining the allotment sites from April 2025 to February 2026.

The meeting ended at 10:55 am

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Signed

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Date