

Tuesday 24th February 2026

Trinity Centre

10:30am

Present

Cllrs Briggs, Clarke, Cooper and Wood

In Attendance

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

There were no members of the public or press present.

1. Election of Chairman

The Head of Open Spaces and Environment asked for nominations from Committee members.

Resolved that Cllr Terry Wood be elected Chairman of the Allotment Sub Committee for 2026/2027.

2. Election of Deputy Chairman

The Chairman asked for nominations from Committee members.

Resolved that Cllr Tony Briggs be elected as Deputy Chairman of the Allotment Sub Committee for 2026/2027.

3. Apologies for Absence

The Head of Open Spaces and Environment reported that apologies had been received from Cllr Pawson.

Resolved to accept the apologies.

4. Declarations of Interest

Cllr Wood declared a non-pecuniary interest as a plot holder at the Boulevard Allotments.

Cllr Clarke declared a non-pecuniary interest as Chairman and plot-holder at Falcon Lodge Allotments.

5. Minutes of the meeting 24th February 2026

Resolved that the minutes of the Allotments Sub-Committee meeting held on 24th February 2026 be signed as a true record.

6. Matters Arising

None.

7. Questions from Members

Cllr Wood asked what advice we should be giving to Allotment Associations regarding drought conditions. The Allotments and Green Spaces Officer outlined proposals that could be put in place, including, the best use of water, soil conditions, collection of water and choosing plants that needed less water. The Head of Open Spaces and Environment said this will be included as an agenda item at the next Sutton Coldfield Allotments Consultative Forum Meeting on 22nd September 2026. Cllr Cooper queried when the remaining Allotments would be transferring to Sutton Coldfield. The Head of Open Spaces and Environment replied that Newhall and White Farm were the next to be transferred.

8. Minutes from the Sutton Coldfield Allotment Consultative Forum 24th March 2026

The Allotments and Green Spaces Officer confirmed that the allotment rules that were approved by Council will be circulated to the Associations at the next Allotment Consultative Committee on 22nd September 2026. **Resolved** to note the minutes from the Sutton Coldfield Allotment Consultative Forum.

9. Allotments Rent and Fees

The Head of Open Spaces and Environment reported that the allotment year runs from 1st October – 30th September and tenants must be notified 12 months in advance of any rent or fee increases. It has previously been agreed that until all Sutton Coldfield allotment sites are transferred from Birmingham City Council (BCC) to the Town Council, that the rent rates would be kept the same as BCC to maintain consistency across all Sutton Coldfield allotment sites. Cllr Cooper asked if the rent rates would be rounded up. re The Head of Open Spaces and Environment replied that the rent rates and fees would be rounded to the nearest pound.

Resolved to note that the Allotment Rent and Fee charges applicable from 1st October 2026 for the Allotment Year 2027.

Resolved to recommend to Amenities, Leisure and Community Services Committee and Strategy and Resources Committee that the Allotment Rent and Fee Charges will be increased from 1st October 2027 for the Allotment Year 2027/2028 in line with the BCC rent increases which in previous years was based on the published Retail Price Index (RPI) as of 1 August 2026 which will be published in mid-September 2026.

10. Update on Annual Health and Safety Inspections

The Head of Open Spaces and Environment explained that the Report was an update on the actions taken by the Town Council and the Allotment Associations following the annual Health Safety visits by Worknest, the Town Council's Health and Safety Advisor in November 2025. The next annual Health and Safety visits will take place in the last week of September 2026. The Report also contained a record of the tree surveys, asbestos surveys and legionella testing at the allotment sites transferred to the Town Council.

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

11. Planned and Completed Maintenance Expenditure

The Head of Open Spaces and Environment presented the Report and outlined that the works completed from February 2026 to August 2026. The main areas of work included the re-surfacing work of car parks and the installation of a passing layby at The Boulevard Allotments at a cost of £65,000 and the installation of a new fence at Donegal Rd Allotments at a cost of £28,000. Newhall and Falcon Lodge Allotments are considered the next priority for driveway improvements and therefore schemes have been drawn up to implement once the sites are transferred to the Town Council. Other sites have had replacement fencing and tree works completed.

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

The meeting ended at 11.30 am.

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Signed

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Date

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