



THE TOWN COUNCIL
OF
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STEPHEN MARKS
Clerk to the Town Council

Date: 11th October 2021

Dear Councillor,

A meeting of the **Allotments Sub Committee** will be held on **18th October 2021 in the Conservatory at the Royal Pump Rooms commencing at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Janet Alty, Sarah Boad, David Brunson, Susan Rasmussen and Nick Wilkins.

(All other Members of the Town Council – for information.)

AGENDA

1. **ELECTION OF CHAIR**

To appoint a Chair of the Allotments Sub-Committee for the remainder of the municipal year 2021/22.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.

4. **MINUTES**

To consider and approve as a correct record the Minutes of the Meeting of the Allotments Sub-Committee held on 12th October 2020. (Report No.4)

5. UPDATES

To receive progress reports / activity updates from the allotment associations and consider any matters raised. Any written updates will be circulated to the committee.

6. FUNDING APPLICATIONS

To consider applications for funding from the 2021/22 Allotment budget. Applications for funding will be circulated.

MINUTES OF A MEETING OF THE ALLOTMENTS SUB COMMITTEE HELD ON 12th OCTOBER 2020 (REMOTELY VIA ZOOM)

Present: Councillors Susan Rasmussen (Chair), Janet Alty, Sarah Boad, David Brunson and Nick Wilkins.

Name	Allotment Association
Kristen Gasser	Binswood Allotment Society
Mark Fairbairn	Binswood Allotment Society
Chris Berry	Campion Hills Allotments
Ian Fletcher	Old Milverton Allotment Association

1. **ELECTION OF CHAIR**

RESOLVED that Councillor S. Rasmussen is appointed Chair of the Allotments Sub-Committee for 2020/21.

The Chair welcomed the allotment association representatives.

2. **APOLOGIES**

Apologies for absence were received from Jane Malone (Campion Hills), and Brian Southam (Old Milverton).

3. **DECLARATIONS OF INTEREST**

In accordance with the Council's Code of Conduct, Councillor Rasmussen declared an interest in the funding applications as an allotment holder at Binswood Allotments.

4. **MINUTES & MATTERS ARISING**

RESOLVED that the Minutes of the Meeting of the Allotments Sub-Committee held on 11th November, 2019 are confirmed and signed as a correct record.

Matter arising - Town Clerk to liaise with Ian Fletcher and write to Warwickshire County Council about the matter identified in the minutes.

Action: Town Clerk

5. **PROGRESS REPORTS**

The allotment representatives discussed the activities undertaken at their allotments over the past year, supplementing the written information that they had provided and which had been circulated to the committee.

A number of key issues were noted and discussed:

It was noted that allotments have proven popular during the Covid pandemic and lockdown, offering an opportunity to be outdoors and active.

2020 is the 100th year of Binswood Allotments Society.

Crime has been a problem recently with seemingly a spate of well organised thefts from allotments sites. It was noted that Police have advised on crime prevention but little prospect of meaningfully looking into the crime. There is a limitation to what can be done to deter determined thieves.

Noted that Old Milverton had supported a local charity through providing surplus produce. Town Clerk to circulate a note about this to the other allotment representatives.

Action: Town Clerk

A biodiversity student had worked with the allotments societies on biodiversity research. Allotment societies to share reports with Town Council when available.

Action: Binswood & Milverton Allotments Societies

6. **FUNDING APPLICATIONS**

Consideration was given to applications for funding from the 2020/21 Allotment budget. Following consideration of the respective bids for funding it was

RESOLVED to recommend the Policy and Resources Committee that grants are awarded as follows:-

(1) **Binswood Allotment Society**

To help improve recycled, rainwater provision, linked to the development of an environmental strategy.

£1700 + VAT

(2) **Campion Hills Allotments**

To have an east to west pathway so to maintain the network of paths more easily.

£1,100

(3) **Old Milverton Allotments**

Perimeter hedge cutting and purchase of new strimmer.

£1068.75

RESOLVED that Cliffe Allotments Society be invited to submit a bid from remaining funding, or its use be considered for biodiversity initiatives.

7. **ENVIRONMENTAL SUSTAINABILITY**

The Town Council wishes to promote and support good practice in environmental sustainability and the allotments associations had highlighted this aspect in their

update reports and funding bids. It was agreed that all organisations should work in partnership to continue to promote this agenda.

It was agreed that a simple matrix could be produced to guide funding applications in the future. Cllr Brunson offered to draft something.

Action: Cllr Brunson

It was noted that key issues discussed in the meeting were:

- Safety / security of allotment sites
- Providing opportunities for people to access an allotment
- Sustainability of allotment management practices.

8. ANY OTHER BUSINESS

IF raised the issue of potholes outside the Old Milverton Allotments on the main road.

IF to contact Councillor Bill Gifford about this and also to enquire about the hedge issue identified in the previous minutes. .

Action: IF

IF would like to pass his best wishes to Robert Nash, former Town Clerk.

Councillors Alty, Rasmussen, and Wilkins would like to visit the allotment sites.

UPDATES FROM ALLOTMENT SOCIETIES

1. **Purpose of the Report**

To receive and consider updates from the Allotments Societies who lease allotment land from / via the Town Council, namely:

Binswood (Ex-Serviceman's) Allotment Society

Campion Hills Allotments Association

Cliffe Allotment Association

Old Milverton Allotments Association

2. **Overview**

2.1 Each year the Town Council meets with the Allotment Associations / Societies through a meeting of the Town Council's Allotments Sub-Committee

2.2 Representatives of the allotments societies have been invited to attend to provide an update. They will also be invited to provide any written notes to inform the discussion. Any such written material will be circulated to the committee.

**REPORT TO A MEETING OF THE ALLOTMENTS SUB-COMMITTEE TO BE HELD ON
18th OCTOBER 2021**

GRANT APPLICATIONS FROM ALLOTMENT SOCIETIES – 2021/22

1. **Purpose of the Report**

To receive and consider grant applications from the Allotments Societies

2. **Introduction / overview**

2.1 Each year the Town Council provides an amount of funding for the allotment societies to bid for. The budget available for 2021/22 is £5,800.

2.2 Representatives of the allotments societies have been invited to attend to submit funding applications using a simple template. The requests for funding received will be circulated.

3. **Time limits for grants**

3.1 It is proposed that there is a time limit placed on grants awarded – namely the end of the financial year following that during which the grant funding is awarded. For example, grants awarded in November 2021 would need to be claimed / spent by the end of March 2023. This is simply to ensure that grant monies are spent in a timely fashion and that the Town Council is not left with uncertain financial liabilities if the funded activities are not delivered and grant monies claimed.

As the funding is often for maintenance or small scale projects it is not envisaged that this would be a problem, but the views of the allotment societies will be welcomed.

4. **Recommendations**

That the sub-committee considers the requests for funding and makes recommendations to Policy & Resources Committee.