



THE TOWN COUNCIL
OF
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STEPHEN MARKS
Clerk to the Town Council

Date: 12th October 2022

Dear Councillor,

A meeting of the **Allotments Sub Committee** will be held on **Monday 17th October 2022 in Room 5 at the Town Hall Leamington Spa, Parade, CV32 4AT, 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.

AGENDA

1. **ELECTION OF CHAIR**

To appoint a Chair of the Allotments Sub-Committee for the remainder of the municipal year 2022/23.

2. **ELECTION OF VICE CHAIR**

To appoint a Vice Chair of the Allotments Sub-Committee for the remainder of the municipal year 2022/23.

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**

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

5. MINUTES

To consider and approve as a correct record the Minutes of the Meeting of the Allotments Sub-Committee held on 18th October 2021. (Report No.4)

6. PROGRESS REPORTS

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

7. FUNDING APPLICATIONS

To consider applications for funding from the 2022/23 Allotment budget. Applications for funding will be circulated.

MINUTES OF A MEETING OF THE ALLOTMENTS SUB COMMITTEE HELD ON 18th OCTOBER 2021 IN THE CONSERVATORY, ROYAL PUMP ROOMS, LEAMINGTON SPA

Present: Councillors Janet Alty, Sarah Boad, David Brunson and Louisa Radice.

Name	Allotment Association
Carolyn Mann	Binswood Allotment Society
Martin Hurst	Binswood Allotment Society
Stuart Powney	Cliffe Allotments Association
Brian Southam	Old Milverton Allotment Association
Ian Fletcher	Old Milverton Allotment Association

1. **ELECTION OF CHAIR**

Resolved that Councillor David Brunson is appointed Chair of the Allotments Sub-Committee for 2021/22.

The Chair welcomed the allotment association representatives.

2. **APOLOGIES**

Apologies for absence were received from Cllr S Rasmussen and Cllr N Wilkins (Cllr L Radice Substituting).

Resolved that the apologies were approved.

3. **DECLARATIONS OF INTEREST**

None.

4. **MINUTES & MATTERS ARISING**

RESOLVED that the Minutes of the Meeting of the Allotments Sub-Committee held on 12th October 2020 are confirmed and signed as a correct record.

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.

It was noted that there had generally been less issues with security / theft this year. This year had generally been less busy than last. Some difficulties sourcing certain supplies.

The issue of new allotments created through the planning process and how they were managed was raised. **Action:** Town Clerk to look into this further.

6. FUNDING APPLICATIONS

Consideration was given to applications for funding from the 2021/22 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

£1,500 – for butterfly garden and water troughs.

(2) Campion Hills Allotments

£2000 – towards improved paths and tracks, subject to confirmation of appropriate permissions for the work if required.

(3) Cliffe Allotments

£250 – for equipment purchase (rotary mower)

(4) Old Milverton Allotments

£816 – for perimeter hedge cutting.

There followed some discussion about arrangements related to the grants, including a deadline for them being used / claimed.

Resolved that the issues discussed be taken to Policy & Resources committee for consideration in more detail.

There also followed some discussion regarding whether the remaining grant funding could be used by the allotments societies for the purchase of compost bins for use by their tenants. **Action: Town Clerk** to identify if compost bins can be purchased in bulk via the County Council. **Allotments societies** to produce a proposal for purchase of compost bins.

It was noted that visits to the allotment sites would be arranged in due course.

The meeting finished at 19:05.

**REPORT TO A MEETING OF THE ALLOTMENTS SUB-COMMITTEE TO BE HELD ON
17th OCTOBER 2022**

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/further written material will be circulated to the committee.

**REPORT TO A MEETING OF THE ALLOTMENTS SUB-COMMITTEE TO BE HELD ON
17th OCTOBER 2022**

GRANT APPLICATIONS FROM ALLOTMENT SOCIETIES – 2022/23

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 2022/23 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. **Grant making arrangements**

3.1 At its meeting on 18th October 2021, the allotments committee considered a number of aspects relating to the allotment grant making process and some recommendations. These were subsequently considered by the Town Council's Policy & Resources Committee at its meeting on 18th November 2021.

As a reminder it was agreed that:

Grant deadlines

The default deadline for the use / claiming of an allotment grant from the Town Council would be the end of the financial year following the date that the grant was awarded. (i.e. for grants awarded in November 2021, the deadline for spending / claiming would be 31st March 2023).

This would give significant time for the relevant projects to be delivered and grant monies claimed. It would encourage the prompt usage of the grants awarded and would ensure that the Town Council doesn't have any uncertain financial liabilities which could drag on over multiple years.

3.2 *Purchases and Instructions for works.*

It was agreed that the Town Council will only pay any grant awards directly to the Allotments Societies and will leave any arrangements for purchasing of goods / services with the allotments societies to deal with. This will generally be done via the allotment society paying for the goods / services and then claiming back the grant funding from the town council. However if necessary the allotment society could request that the monies are paid 'up-front' to allow them to make the purchase.

3.3 *Permissions / authorisations for projects and works.*

It was agreed that the allotments societies would need to confirm that they have secured all necessary permissions / authorisations required for any projects / works that they wish to undertake as a condition of a grant being awarded.

If necessary written evidence of such permissions / authorisations would need to be provided by the Town Council.

4. **Recommendations**

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