



# Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

16th October 2024

## Allotment Committee Minutes

on Saturday 12th October 2024 at 1.00pm,  
at Kingshurst community garden  
Fordbridge Road B37 6BX

*Committee Members: Cllr J Edwards, Cllr L Browning and Cllr L Baillie*

*Co - opted members: B Baillie, S Caine, D Quinney, F Green, S Smith, A Brooks, M Frampton*

Paula Coyle

Clerk to Kingshurst Parish Council

### Minutes

### Action

	Minutes	Action
1.	<b>Welcome and Housekeeping</b>	
1.1.	General housekeeping.	
2.	<b>To receive apologies.</b>	
2.1.	Bill Baillie	
3.	<b>To receive members' declarations of disclosable (pecuniary and other) interests.</b> None	
4.	<b>To approve the Minutes of the last Allotment Committee Meeting held on 12<sup>th</sup> October 2024.</b> <b>Resolved:</b> That the Minutes from 12 <sup>th</sup> October 2025 were accepted and signed as a true record.	
5.	<b>Public Participation</b> To adjourn to allow public participation for 10 minutes. Residents are requested to give their views and question the Allotment committee on items on this agenda or raise issues for future consideration at the discretion of the Chairman.	
6.	<b><u>Allotment Site - Plot Holders</u></b>	

<p>6.1.</p> <p>6.2.</p>	<p><b>Plot Numbering</b></p> <ul style="list-style-type: none"> <li>All allotment plots to be numbered for clear identification.</li> </ul> <p><b>Resolved:</b> It was agreed that all plots will be numbered. Plottolders Rich &amp; Ash will make the numbers and Cllr Baillie will oversee the process of numbering the plots</p> <p><b>Lease Renewal Completion</b></p> <ul style="list-style-type: none"> <li>Lease renewal completion date: <b>14th February 2025.</b></li> <li>All plot holders have received multiple reminders regarding Payment on this deadline.</li> <li>Plot inspections prior to renewing tenancies to ensure cultivation</li> </ul> <p><b>Resolved:</b> All Plottolders have received the lease agreement and have had multiple reminders of the payment deadline date. <b>Removal of Rubbish on Plots-</b> It was agreed that all rubbish on the plots must be removed before the first inspection.</p> <p><b>Notice to Plot Holders</b></p> <ul style="list-style-type: none"> <li>A formal “notice to quit” will be sent to all plot holders.</li> <li><b>Two weeks notice</b> for the removal of property and vacating plots if applicable. (The Allotment Act can charge for plot clearing)</li> </ul> <p><b>Resolved:</b> “Notice to quit” will be sent to plotholder who have not paid their lease agreement on the date staete.</p> <p><b>Allocation of Available Plots</b></p> <ul style="list-style-type: none"> <li>All available plots for 2025 have been issued to local residents under the lease agreement.</li> </ul> <p><b>Resolved:</b> All plots have been allocated</p> <p><b>Plot inspections</b></p> <p>Date for first plot inspections to be arranged, Inform plot holders when inspections are due to take place - plot inspection dates for the growing season?</p> <p><b>Resolved:</b> Sue, Dave,</p> <p><b>Allotment Awards &amp; Event</b></p>	
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	<ul style="list-style-type: none"> <li>• A Volunteer dedicated plot holder/s to oversee the planning of Allotment Awards Evening 2025.</li> </ul> <p><b>Resolved:</b> Cllr Bailie and the clerk to facilitate this project, September is the chosen month. Purchase of trophies for the 2025 plot holders competitions</p> <p><b>Allotment Site Update – Dog Policy</b></p> <p><b>Resolved:</b> Effective immediately</p> <p>Effective immediately, <b>dogs will no longer be allowed onto the allotment site.</b></p> <ul style="list-style-type: none"> <li>• This decision will be made to maintain cleanliness, protect crops, and ensure a safe environment for all plot holders.</li> <li>• Notices will be placed around the site to inform all visitors of this policy change.</li> </ul>	
	<p><b>Allotment Finance</b> Finance report/Budget - Cllr Browning</p> <p><b>Resolved:</b> The budget and current spending were discussed and thanks passed to everyone for keeping within budget.</p> <p>Allotment Asset List <b>Resolved:</b> To gather an updated asset list.</p> <p>Budget- 25/26 <b>Resolved:</b> The budget was discussed and agreed upon by all committee members.</p>	
7.2.	<p><b><u>Community Garden</u></b></p> <p>Community garden Asset list 2025/26 <b>Resolved:</b> To gather an updated asset list</p> <p><b>Shipping Container Update</b></p> <ul style="list-style-type: none"> <li>• Provide an update on the shipping container, including its use and any outstanding issues.</li> </ul> <p><b>Noted:</b> A discussion took place regarding the updated position of the community container. It was noted that the generator is now operational, providing power, but it is too loud.</p>	
7.3.		

7.4.	<p><b>Power Connection</b></p> <ul style="list-style-type: none"> <li>• Discussion on the power connection and next steps.</li> </ul> <p><b>Noted:</b>The plans for the new power connection, we will have to look into funding solar panels, which is going to hold back the community hub project</p>	
	<p><b>Engagement with Businesses</b></p> <ul style="list-style-type: none"> <li>• Engage with the Business Park and the Airport to explore collaboration for the 2025 growing year.</li> <li>• Look into collaboration for the Greener Solihull awards 2025</li> </ul> <p><b>Resolved:</b> Committee approve, support for these initiatives</p> <p><b>Melbicks Visit</b></p> <ul style="list-style-type: none"> <li>• Arrangements to be made for another visit to Melbicks.</li> </ul> <p><b>Resolved:</b> Committee to arrange a date further into the year</p>	
7.5.	<p><b>Blue Diamond Competition Winning Flower Garden 2025</b></p> <ul style="list-style-type: none"> <li>• Confirm the start date for the wildflower project.</li> <li>• Ensure photos are taken at all stages to document progress.</li> <li>• Plans for the <b>first phase</b> around the boggy area (plans attached).</li> </ul>	B/B.
7.5.	<p><b>Resolved:</b> Date not been confirmed, will continue to take photos and update melbicks</p>	J/E.
7.6.	<p><b>Head Gardener</b></p> <p><b>Noted:</b>Receive apologies</p> <p><b>Garlic Planting</b></p> <ul style="list-style-type: none"> <li>• Date to be arranged with the head gardener for garlic planting.</li> </ul> <p><b>Noted:</b>Head Gardener, receive apologies</p> <p><b>Community Growing Plan</b></p> <ul style="list-style-type: none"> <li>• Outline and discuss the <b>plan for the year ahead</b>, including key goals</li> </ul> <p><b>Noted:</b>Head Gardener, receive apologies</p>	Clerk

	<p><b>Community Garden Events 2025- 26</b></p> <p><b>Community Growing Club</b>  A weekly club to be established (day to be arranged).  Open to all community members to encourage engagement and learning.  <b>Noted:</b></p> <p><b>North Solihull Together Walking Group Launch</b></p> <p>Launch 25th February, 11:00am  Meeting Point at the Community Garden Hub</p> <ul style="list-style-type: none"> <li>● A community led walking group aimed at promoting well-being and social connection.</li> <li>● This is a volunteer led project, with community volunteers leading smaller walking groups.</li> <li>● Planning &amp; logistics will be discussed with our volunteer Walking leader, including group routes and schedules.</li> <li>● Refreshments to be provided as part of the project to encourage participation and engagement.</li> </ul> <p><b>Noted:</b>Volunteer led groups, community garden will offer a restbite</p> <p><b>Scheduled Events &amp; Working Party</b></p> <p>A dedicated working party to oversee planning of events.  Regular scheduled events to maintain community involvement.</p> <p><b>Noted:</b><i>These will be established as a monthly event aimed at Community</i></p> <p><b>Seasonal Events.</b>  Halloween Event – Themed for families and children.  Fireworks and Bonfire evening - Only for the plot holder families  Alloment Awards evening -Pavilions</p> <p><b>Christmas Event</b> – Christmas gathering with community participation.  Christmas Grotto,Santa meet and greet days</p> <p><b>Resolved:</b> Andy, Sam, Pete &amp;Ryan to facilitate projects</p>	
9.	<p><b>Date of the Next Meeting:</b>  Saturday April 1pm @ The Community garden</p>	
	<p>Meeting finished at 2.35pm.</p>	

Signed (Chair): .....

Date: .....