

**COMMITTEE:** SOUTH EAST AREA REF NO: SEAC/17/18  
**DATE:** 10 JANUARY 2018  
**SUBJECT:** FUNDING REQUEST: BACK HAMLET  
ALLOTMENTS  
**REPORT AUTHOR:** SIMON LANNING  
**HEAD OF SERVICE:** IAN BLOFIELD

***Short description of report content and the decision requested:***

This report requests that the South East Area Committee consider allocating funding of £731.83 to provide tarmac repairs at the entrance of the Back Hamlet allotments. The works will improve the access and enjoyment of this Council owned amenity in Holywells ward.

***List of Appendices included in this report:***

N/A

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***This report was prepared after consultation with:***

*Internal consultees*

*Kat Goddard – Allotments Officer*

*External consultees*

*Wilf Cook – Field Secretary, Back Hamlets Allotments*

***The following policies form a context to this report:***

*(all relevant policies must also be referred to in the body of the report)*

*Building a Better Ipswich 2017*

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

(papers relied on to write the report but which are not published and do not contain exempt information)

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**OTHER HELPFUL PAPERS**

*(papers which the report author considers might be helpful – this might include published material)*

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## 1. Introduction

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- 1.1 This report requests that the South East Area Committee consider allocating funding of £731.83 to provide tarmac repairs at the entrance of the Back Hamlet allotments. The works will improve the access and enjoyment of this Council owned amenity in Holywells ward.

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## 2. Background

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- 2.1 The Back Hamlet allotments are close to the town centre and provide plots for up to 40 local residents to garden and grow vegetables. The land is owned by Ipswich Borough Council and the allotments are run by volunteers. This is primarily through the Field Secretary, supported by the Ipswich Allotment Holders Association.
- 2.2 The Back Hamlet allotment holders are seeking funding to enable improvement to the entranceway. The tarmac at the vehicle entrance from Back Hamlet onto the allotment field has become degraded over time, with patches of tarmac breaking up and wearing away.



**Figure 1 – Entrance to the Back Hamlet allotments**

- 2.3 Whilst a concern to the allotment holders the condition of the entrance is not assessed to be a priority repair by the Parks & Open Spaces service. This is because it does not pose a risk or impediment to vehicles.

2.4 Improving the surface would improve the appearance and hamper further deterioration. The cost for the Council's landscape to repair the tarmac is £731.83.

2.5 The total amount requested of the South East Area Committee is £731.83.

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### 3. Relevant Policies and Area Action considerations

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- 3.1 Building a Better Ipswich underlying principles:
- Priority 3: An Enjoyable Place to Live, Work and Study
  - Priority 4: A Healthy Community

3.2 To alleviate deprivation in the domain of Health and Disability.

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### 4. Options Considered / Under Consideration

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4.1 **Option 1** – Approve the allocation of £731.83 to allow Council's Landscape team to improve the tarmac at the allotment entrance.

4.2 **Option 2** - Do not fund.

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### 5. Consultations

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5.1 The Allotment Officer and the Back Hamlet Allotments Field Secretary have met with allotment holders to discuss the improvements proposed in this report. The proposals result from requests of the allotment holders to the Ward Councillor.

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### 6. Risk Management

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6.1 The risk of activities at the allotments are the responsibility of the allotment holders. The Council owns the risks of the carrying out the improvement works.

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1 – almost impossible 6 – very high)	Impact of risk, if it occurred taking account of actions (scale 1 – negligible; 4 – catastrophic)	Actions to mitigate risk
Accident as part of repairs to tarmac	injury to Council staff or public	Risk assessment of works  Safe working practices  Training	1	3	The landscape team are experienced and well trained in the kind of works that are proposed

- 6.2 If awarded, the funds will go to the Council's Parks & Landscape service to pay for the tarmac work. As such, the recipient organisation in this case is the Council itself and therefore satisfies the protocol conditions for constitution, post holders, named bank account and year-end accounts.

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## **7. Environmental Impact Assessment**

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- 7.1 There is no significant negative environmental impact identified with the activities proposed. The use of materials in the repairs is of relatively minor impact.

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## **8. Equalities and Diversity Implications**

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- 8.1 An Equality Impact Assessment was completed for the purchases and improvements to the allotments and no negative impacts were identified.

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## **9. Financial Considerations**

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- 9.1 The costs associated with the sessions are outlined below.

<b>Expenditure item</b>	<b>Cost</b>
• Improve the tarmac at the allotment entrance.	£731.83
<b>Overall Total</b>	<b>£731.83</b>

- 9.2 The total amount requested of the South East Area Committee budget is £731.83.

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## **10. Legal Considerations**

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- 10.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 10.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e. the Area Committee terms of reference.
- 10.3 The Council owns the land on which the tarmac improvements are proposed and the minimum lease requirement is satisfied.

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## **11. Performance Monitoring**

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- 11.1 The Landscape team will make the improvements to the entranceway.
- 11.2 Officers from the Community Engagement team and ward Councillors will have opportunity to visit the allotment to see the completed works and talk to the allotment holders.

11.3 The Community Engagement team will provide the Committee with evidence of the completed improvements.

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## **12. Conclusions**

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12.1 Back Hamlet allotment is a well-used and appreciated amenity to residents from the surrounding area. The works to the entrance will improve the allotment holders' enjoyment of the site.

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## **13. Recommendations**

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**13.1 That the South East Area Committee considers the options for funding set out in section 4 and determines the allocation of funding for the improvements to the Back Hamlet allotments.**

Reason: To determine the merit of providing Area Committee funding for improvements to the entranceway at the Back Hamlet allotments to improve access to the allotments.