 WARWICK TOWN COUNCIL

Court House

Jury Street

WARWICK

CV34 4EW

Tel: 01926 411694

 Jayne Topham

 Town Clerk

### **ALLOTMENTS COMMITTEE MEETING**

**MONDAY 27th NOVEMBER 2023**

**Present:**

Councillor K Dray

Councillor E Harrison

Councillor J Sullivan

Councillor P Wightman

Mrs K Geddes (Assistant Town Clerk)

**Co-opted Members:**

Steve Poynter (PEAS), Cliff Wiggins (Railwayside), Alan Will (Canalside), Peter Lamb (WHS)

  **MINUTES**

1. **Apologies**

Councillor M Mangat, Peter Atkinson (Cape Housing West), Simon Wilson (Canalside), Dan MacLeod (Myton Green), Phil Borrill (PEAS)

1. **Declarations of Personal and Prejudicial Interests**

None made.

1. **Update from Allotment Administration** – Mrs Katherine Geddes
* Two site inspections of Cape Housing & Railwayside had taken place since the last Committee meeting on 4th September. This had resulted in nine notices to improve being issued to plotholders for non-cultivation of plots. Seven of these had now given notice or left. Five of these nine plots have now been relet from the waiting list.
* Two plotholders have not responded at all to two notices to improve so they will be informed that their tenancies will not be renewed.
* Plots 21A and 21B on Cape Housing are now very overgrown despite both having new tenants this year. The site rep has done some work to tidy them but it may be necessary to employ a contractor to clear them fully so they can be relet.
* Incident of anti-social behaviour has been recorded on Railwayside. The shed on plot 20B had been broken into on two occasions – equipment and property had been taken, and evidence of alcohol drinking was left. There was also evidence remaining of nitrous oxide consumption. The plotholders have now left the site. KG met with the police on site on 24th November to discuss the incident and make them aware. The new signage should help, and any new tenant of the plot should ensure the space behind the shed is filled.
* New signage for Cape Housing and Railwayside sites stating “Allotment holders only – no trespassing – Warwick Town Council” is currently being produced and will then be installed in prominent locations.
* Currently, the waiting list for Cape Housing/Railwayside stands at 32 and for Myton Green at 37.
* The lease between Warwick Town Council and Warwick District Council for the Myton Green site has now been agreed and signed by both parties. A meeting has been arranged between KG and the chair of the Myton Green committee to go through the draft documents, update them and agree them. Then the lease between the Town Council and the Myton Green committee will need to be agreed by WDC as landlords.
* Car park surface has been compacted by WDC Green Spaces as agreed.
* A meeting has been set to discuss the land transfer of the site to the Town Council with our solicitors on 11th December for an update on the situation and a timescale for finalisation.

Report had been circulated and was noted.

1. **Site Reports**
* It was confirmed that the water on the four sites has been turned off for the winter

 now.

* The hedging running alongside the roadway at PEAS has been trimmed back by WDC but only to head height. They have said someone will return in spring with flailing equipment to finish the work off.
1. **Report – Rent Review for Cape Housing & Railwayside allotment sites**

 KG outlined the salient points of the report:

* Review of expenditure on both sites had been carried out for 2023 to date which showed very similar expenditure so far compared to 2022.
* Efficiencies made in the administration process (e.g. taking all payments by BACS, doing all tenancy agreements electronically)
* Minimal maintenance required this year on both sites.
* Amount of staff hours spent administering the sites has remained steady.

 As a result of this and following £20 increases in rents in 2022 and 2023, it was

 recommended that the rents for 2024 remain at the same level as 2023. This being:

* Full plot £92 (concessions £89)
* Half plot £46 (concessions £44.50)
* Quarter plot £23 (concessions £22.25)

 Following discussion, the Committee voted unanimously to support the

 recommendation and retain the rents at the same level as 2023.

1. **National Allotment Society – dates for next year**

The following dates for National Allotment Society quarterly meetings in 2024 were shared and are as follows:

* Saturday 10th February
* Saturday 18th May
* Saturday 3rd August

(venues to be confirmed)

 Their AGM is due on Saturday 2nd November – again, venue to be confirmed.

Signed……………………………………. Dated………………………………………