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**Warwick Town Council**

**Report to Warwick Town Council**

1. **Purpose:** The purpose of this report is to update the Council on the progress made to devolve management of the Myton Green Allotment site to the Myton Green Allotment Society (MGAS) and to submit the lease between Warwick Town Council (WTC) and MGAS for approval.
2. **Background**: In 2019, WTC made the decision that all its allotment sites namely, Percy Estate, Canalside, Railwayside and Cape Housing should be given the opportunity to move to self-management.

It was agreed that the Percy Estate Allotment site, as the largest site, should be first and they took over the management of the site in 2021. Discussions then started with the other three sites but only Canalside decided to move to self-management and they took over the site in 2022. Both have been successful to date.

The Myton Green Allotment site (situated off Fusiliers Way and behind the Evergreen School site) was adopted by Warwick District Council from the housing developer (Redrow) in 2021 with the plan being that the land would then transfer to WTC. Various delays in this process has meant that the transfer has not yet taken place. Therefore, in order to expedite getting the site up and running and getting MGAS onto the plots, a lease arrangement was concluded between WDC and WTC in November 2023. The land transfer is being actively pursued alongside this.

1. **Report:** The plot holders have set up the Myton Green Allotment Society (MGAS) and have elected a Chairman, Secretary and Treasurer.

MGAS has documented and agreed a constitution and a set of rules. It has prepared a three-year financial plan which shows the Society is viable. I am therefore confident MGAS has the committee to effectively manage the site.

I have been working on the assumption that the support agreed for the Percy Estate Allotment Society (PEAS) and Canalside (CAS) will also be offered to MGAS. This was a discounted rent for the first two years to allow them to build up some reserves and a grant for its set up costs. A grant application will be submitted to assist with set up costs in accordance with our Community Grant processes and is mentioned here for information purposes only.

A lease between WTC & MGAS has been drafted and is attached at Appendix A. This is based on the lease signed between WTC & Canalside which the National Allotments Society (NAS) helped to draft.

The rent to be charged is £256 pa based on £16 per large plot which is what we charged PEAS and Canalside. As mentioned earlier it is recommended that the rent is discounted; by two-thirds in the first year and one-third in the second year.

The committee is asked to approve this lease to take effect from 5th February 2024.

1. **Financial Impact:** The financial impact of this project is as follows: -
   1. **Income:** 
      1. WTC will receive rent totalling £256 pa from MGAS though this will be discounted during the first two years to allow them to build up some reserves.
   2. **Expenditure:**
      1. WTC will recharge the water charges at cost quarterly.
      2. WTC will be responsible for maintenance of hauling ways, boundaries of the Allotment Site (but not any individual plots), any trees not growing on plots, car park, water mains and tanks, and be responsible for taps etc and supply.
      3. There will be 50 person hours freed up annually in the Warwick Town Council team to be reallocated to other priorities. The personnel costs for these are £806.
2. **Conclusions:**
   1. The project is now on target to enable MGAS to start managing the site.
   2. The MGAS committee is fully committed to and capable of, managing the site.
   3. To allow MGAS to build up reserves, the rent should be discounted for the first two years.
   4. If MGAS do not take over the management of the site, then rents will have to be charged at £92 for a full plot, £46 for a half plot and £23 for a quarter plot to cover all costs of running the site and to be in line with the other Town Council-managed sites.
   5. The person hours in the Warwick Town Council team currently dedicated to managing on the Myton Green Allotment site will continue.
3. **Recommendations:**The Council is asked to: -
   1. Note this report.
   2. Agree the wording of the lease attached to this report.
   3. Agree to the discounting of the first two year’s rent.
   4. Agree that an update is to be brought to the next Allotments Committee meeting.

***Katherine Geddes***

***Assistant Town Clerk***

***18th January 2024***