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**REPORT**

**PLOT RENT REVIEW – Cape Housing & Railwayside sites**

To: Allotments Committee, Warwick Town Council

1. **Purpose**: To make recommendations for the rent to be charged on the Cape Road and Railwayside allotment sites for 2024.
2. **Background:** Warwick Town Council (WTC) is responsible for four of the allotment sites in Warwick - Percy Estate (130 plots), Canalside (18 plots), Railway (37 plots) and Cape Housing (33 plots). The Council made the decision in 2020 that all its allotment sites should be offered the opportunity to move to self-management. The Percy Estate became self-managed in 2021 and Canalside followed in January 2022. Both have proved successful with minimal input required from WTC.

The remaining allotment sites (Railwayside and Cape Housing) are administered by WTC on a covering costs basis i.e. the rent it charges should only cover the costs of administering and maintaining the sites. The rents for these two sites now have to be set for 2024 and this report makes recommendations for this.

1. **Rent 2024**: The rent that would need to be charged to recover all costs was calculated in 2022 as £122 for Cape Housing and £112 for Railwayside. These figures represented a large percentage increase and the Council decided that the rent increase should be staggered over a three-year period and raised the annual rent for a full plot by £20 to £72 (Concessions £69) for 2022.

In 2023, it was agreed that the rent for a full plot on the Railwayside and Cape Housing sites were raised by £20 to £92 (Concessions £89) for 2023. The rent for a half plot rent was therefore set at £46 (£44.50) and quarter plots set at £23 (£22.25).

Having reviewed the expenditure on these two sites for 2023 to date, the efficiencies made in the administration process (for example by taking all payments by BACS and having tenancy agreements done electronically), the amount of maintenance carried out on both sites in 2023 and the amount of staff hours spent administering the sites this year, it is proposed that the rents for a full plot on the Railwayside and Cape Housing sites are held at the same level for 2024.

1. **Financial Impact**: If the annual rent remains unchanged for 2024, the Council’s income from these sites will remain unchanged.
2. **Recommendations**: The Committee is asked to agree that the annual rent for the two sites for 2024 remains at the following figures:-

• Full Plot £92 (Concessions £89)

• Half Plot £46 (Concessions £44.50)

• Quarter Plot £23 (Concessions £22.25

Katherine Geddes

Assistant Town Clerk

16th November 2023