



WARWICK TOWN COUNCIL

TOWN CLERK

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ALLOTMENTS COMMITTEE

17th November 2025

PRESENT:

Councillor S Pargeter

Councillor Mrs K Dray

Councillor Mrs E Harrison

Assistant Town Clerk (ATC) Mrs A Clarke

Mayor ex officio Councillor Ms J. D'Arcy

COOPTED MEMBERS PRESENT:

Mr P Gascoigne & Ms B James (Railwayside), Mr Alan Will (Canalside), Mr P Borrill – (PEAS)

MINUTES

91.	<u>APOLOGIES:</u> Mrs S Exton, Mr S Poynter, Cllr Mrs Mini Kaur Mangat and Cllr Ms Cora-Laine Moynihan sent their apologies – it was resolved to accept them.
92.	<u>DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST:</u> There were none.
93.	<u>MINUTES OF MEETING HELD ON 22nd September 2025</u> – noted and approved as a fair record of the meeting Allotment Minutes September 2025.pdf
94.	<u>UPDATE FROM ALLOTMENT ADMINISTRATION</u> – Mrs A Clarke report noted See APPENDIX A for report
95.	<u>TO CO-OPT NEW COMMITTEE MEMBERS</u> Mrs Susan Exton for Cape housing East, Mr P Gascoigne, Mr N Gascoigne and Ms B James for Railwayside were co-opted as Allotment committee members.

	Mr P and Mr R Collier were thanked by Cllr Pargeter for their time as site reps for the Railwayside site as they now stand down as site reps Cape housing east has not had a rep before.
96.	<u>TO AGREE ASBESTOS REMOVAL COST</u> 1 shed roof on Cape housing East has an asbestos sheet in it. Agreed to go with option C at cost of £325.00 + VAT
97.	<u>CAPE HOUSING EAST – GATE REPLACEMENT</u> Ratified the decision to replace the broken gate posts, rehang the gate and make good the fencing at £870.06 plus VAT
98.	<u>INVESTIGATE MOVING TO BEING A SELF MANAGED SITE</u> This applies to the Railwayside and Cape housing sites who are currently managed by the Town council. Alan Will from Canalside offered to share their ways of working with both sites.
99.	<u>CHANGE OF USE OF A PLOT</u> Cape housing East site want to change plot 10B from being let to be a community plot for the allotment plot holders to use. Councillors raised concerns about who and how a community plot would be managed in future years. Councillors agreed not to allow this change of use because of the numbers on the waiting list for an allotment plot, there is already a wildlife garden on site and there are community gardens nearby the site.
100.	<u>MYTON GREEN – PROPOSAL TO INCREASE THE NUMBER OF PLOTS</u> Feasibility of using some of the car park to create 2 new plots was discussed. Councillors decided the best approach would be to have all legal matters relating to the site and its access resolved before any further decisions were made about the number of plots on site.
101.	<u>RAILWAYSIDE – JAPANESE KNOTWEED TREATMENT</u> Agreed costs of a 3 year treatment plan at a cost of £450 in years 1 and 2 and £400 in year 3
102.	<u>2026 RENT REVIEW</u> Agreed the following rental amounts for Cape housing and Railwayside sites <ul style="list-style-type: none"> • Full Plot £103.18 (concessions £100.18) • Half Plot £51.59 (concessions £50.09) • Quarter Plot £25.80 (concessions £25.05) <p>The PEAS site requested 2026 £126 rent reduction was agreed. 8 full plots.</p>
103	<u>SITE REPORTS</u> Railwayside reported the cutting back and down of the hedges had resulted in an increase in rubbish on the allotments and concerns about security as access is now easier Canalside requested trees to be removed on a plot. Plot number and photos to be provided to the ATC by Alan Will. PEAS asked if anything can be done about the potholes on their access road – ATC to ask WDC
103.	Meeting closed at 7.21pm – next meeting is Monday 23 rd February 2026

APPENDIX A

REPORT – 17th November 2025

To: Allotments Committee, Warwick Town Council

- 1. Purpose:** The purpose of this report is to update the Allotments Committee on the work undertaken by the Allotments Administrator (the Administrator) since the last meeting.
- 2. Background:** The administration of the Council’s managed allotment sites is carried out by the Administrator who is the Assistant Town Clerk. The Administrator is required to submit a report to each Allotments Committee meeting, and this is that report.

• **Updates**

○ **Myton Green**

1st October met with Warwick District Council representative about the car park surface. Meeting on site with contractors planned for w/c 17th November 2025

○ **Canalside**

Pumpkins were used in a guess the weight competition over half term

○ **PEAS** – continue to pursue permission for drainage to cross the land to the river

○ **Cape Housing**

Plot 5a has been given up and relet to a new tenant

Shed broken in to 26th October – tenants emailed to ensure gate is secure

All plots let.

○ **Railwayside**

Japanese knotweed has been found on site. Being treated and area has been sectioned off. Network rail contacted 2.10.25 about the knotweed at the side of the railway tracks on the opposite side of the fence and they acknowledged receipt the following day.

Plots 7B and 11A now let, 1 plot remaining to let. These three plots have now been trimmed down to help the new tenants.

3. Waiting lists:

- Cape Housing – 28
- Railwayside - 32

4. Recommendations: the committee is asked to note this report

Angela Clarke, Assistant Town Clerk

10th November 2025

Signed..... Dated.....