



WARWICK TOWN COUNCIL

ALLOTMENTS COMMITTEE MINUTES

6.30pm

Monday 5 September 2016

PRESENT:

Councillor Mrs L Bolton Chairman
Councillor R Edgington, Councillor T Morris

Co-Opted Members Mr Peter Atkinson (Cape Housing), Mr John Hinks, Mrs Sylvia Murray & Mr Steven Poynter (Percy Estate), Mr Clifford Wiggins (Railwayside), Mr A Will (Canalside)

137. Apologies

Apologies for inability to attend were received on behalf of Councillor M Ashford, The Mayor Councillor Mrs C Cross, J P Bromley.
Mr John Owen (Horticultural Society) & Ms Sian Lewis (Allotments Administrator)

138. Declarations of Interest

Members did not notify the Assistant Town Clerk of any matters arising from the agenda on which Members might have an interest of a personal or prejudicial nature.

139. Minutes

The Minutes of the meeting held on 4 July 2016 were confirmed and signed by the Chairman.

140. Update from Allotment Administration Team

ATC reported that a new representative for Canalside Allotments, Mr Alan Will, had been formally nominated and had attended the Reps meeting on 8 August. He was welcomed by the Committee

An updated contact list for Representatives was circulated as well as an up to date Plot holders list to all.

Allotment Administrator Sian Lewis was in recovery and as yet there was no indication of her expected return to work.

The Chairman and ATC had met to consider the establishment of more concise Rules and Regulations for the Allotments. Whilst near completion members were informed that a draft copy would be circulated for consultation by the Committee with a view to the agreement ready for the January renewal date.

All present and new Plot Holders would be issued these new rules and regulations and requested to sign that they have understood and agreed to before the new Licences are issued.

The Inclusion of a six-month probationary period for all new Plot holders would be incorporated.

Fire update.

Following a meeting with Plot Holders, ATC and retired Fire Fighter Councillor N Murphy who had been brought in to advise, the sequence of events had been established and the ATC would submit a report at the next meeting.

This report would also be sent to the Plot Holders involved.

It was established that all Allotment Holders be reminded to update themselves on ALL relevant procedure and that as members of the Allotment Society these procedures would be available to all.

ATC had made new Fire notices for all sites and these would be distributed for onsite notice boards.

The date for the Allotments Awards was confirmed as 26 September 6.30 for 7pm in the Ballroom at the Court House.

It was also agreed the AGM would take place at the next meeting on 6 February 2017.

141. Transfer of Allotment Land Update

Members were advised that more information was being sought regarding the situation of the Transfer of Allotment Land from Warwick District Council to Warwick Town Council.

This dates back to 2008 when WDC voted to transfer the land to their relevant Town & Parish Councils for a nominal fee with a view to each Allotment site having devolved power to run themselves with the local authority as land owner and arbiter.

It was established that for Warwick this had not been achieved and members expressed great concern that various difficulties such as Fly Tipping, access road maintenance, flooding etc. an resulting cost of such things were beyond the budgets and income generated for the sites and the Town Council. Reps confirmed that they remembered this subject brought up by the previous Town Clerk but were not aware of further developments as none of the sites had established their own system of control and the administration still lay with the Town Council. A long term maintenance Plan had been suggested at the time as part of the agreement but the representatives were not aware if this had been put forward to the District Council in order for the transfer to happen.

It was agreed that the ATC investigate further and report back.

142. Tenancies and Lettings

Canalside

Concern was expressed about an oak tree planted on a plot a few years ago and it was suggested that the Chairman, ATC and Cllr Bromley meet Representative Mr A. Will and the

plot holder to discuss its removal to another position as only fruit trees are allowed to be planted and also to address the ongoing issue of the Leylandi which had been agreed to be lopped.

It was agreed to move Mrs T White up to the top of the list on Canalside as a special dispensation due to her proximity to the site and assist in the horticultural engagement of her child who has special needs.

Plot Holder 14 would be contacted about lack of cultivation.

Cape Housing

It was decided that the holder of Plot 2 be given notice to quit as it was clear that there had been very little attempt to cultivate the plot this year and no response was received to contact made by the administration team.

Plot 19a was still a concern Rep to keep office informed.

Percy Estate

Fly tipping continued to be a problem recently and ATC had contacted WDC for them to remove the rubbish one of which was forwarded to the Police as documentation had been discovered with an address.

ATC also met with WDC Officer Simon Richardson and discussed the fitment of a gate on an appropriate position to deter future attempts. It was suggested that one of the other gates already on site which was not used could be relocated. ATC to investigate.

Rep Steve Poynter had produced a document prior to the meeting with photographic evidence of plots in need of attention. ATC was able to confirm that all mentioned had been contacted.

Railwayside

Plot 6 had notified the office that all personal items had been removed and it was to be split back into 2 half plots and those offered to the next on the waiting list.

Plot 8a to be contacted by letter as plot holder giving up plot and family needed notice to quit.

143. Maintenance

The need for long term Maintenance for all sites would need to be created for all sites.

This would be discussed again at the AGM in February 2017.

Signed..... Date.....