



# WARWICK TOWN COUNCIL

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Jayne Topham  
Town Clerk

## ALLOTMENT COMMITTEE MEETING

### MINUTES OF THE MEETING – MONDAY 30<sup>th</sup> APRIL 2018

#### **Present: Committee Membership:**

Councillor M Ashford  
Councillor Mrs L Bolton – Chairman  
Councillor JP Bromley  
Councillor Mrs C Cross  
Councillor T Morris  
The Mayor (Ex Officio)

#### **Co-opted Members:**

Mr J Hinks (Percy Estate), Mr S Poynter (Percy Estate), Mr A Will (Canalside), Mr P Atkinson (Cape Housing), Liz Healey, David Overton.

#### **352. Apologies.**

Apologies from P Atkinson (Cape Housing) and J Owen RHS were accepted.

#### **353. Declarations or Personal and Prejudicial Interests**

Members did not notify the Chairman of any matters arising from the agenda which might have an interest of personal or prejudicial nature

#### **354. Minutes of the meeting held on 12<sup>th</sup> February 2018.**

It was resolved to approve the minutes as a true record.

#### **355. Change of representative at the Percy due to Mrs S Murray's resignation.**

Thanks, were passed to Mrs Murray for her dedication as Allotment representative for many years. It was proposed and unanimously accepted that David Overton would replace Mrs Murray.

#### **356. Forming Allotment committees – Discuss with Allotment Association representatives John Outhwaite and Colin Bedford. Following initial discussions, the Town Clerk and Mrs L Healey met with the Allotment Association and it was felt appropriate to introduce the Associations services to the Councillors and the Representatives.**

The Association can support the Town Council in establishing and delivering a strategy that ensures a smooth transgression from Council managed allotment sites to devolved management through Allotment Associations. A discussion was held around past experience and it was resolved to bring this item to the agenda of the next meeting in July to look more closely at a business case with a view to setting up steering group (with clear parameters) with the Allotment Association if it was decided to make this change. It was felt that two Association could be formed looking at one for the Percy and another for the smaller sites.

**357. Allotment Land transfer from WDC** – The Town Clerk advised Councillors that we were now in a position to sign and exchange documentation to officially take ownership of the Allotment sites. This was agreed several years ago. There were no objections.

**358. Waste Land at Cape Housing** – Cllr T Morris to update  
Cllr Morris advised that the Packmores community centre were in the process of putting a proposal together and that they were very grateful for the opportunity.

**359. Finances – Income and expenditure was reviewed for the last financial year.**  
Income £7419.78 Expenditure £3,090.51. It was agreed for staffing costs to be reviewed and included this will be reported at the July meeting.

**340. Update from the Allotment Administration Team**

Peter Atkinson, Cape Housing was unable to attend but emailed to say that there are a couple of plots that need cultivating but considering the recent weather no further action to be taken at present. A request was made for members from the committee to be present at any future site inspections. There had been another incident with a “Boy Racer” on the Percy Estate causing damage – the Police have been involved.

**341. Rules and Regulations** – It was resolved to retain the current rules for two years and that they would not be resent to existing plot holders at the end of this year.

**342. Tenancies, Lettings, uncultivated plots and waiting lists.**

**Railwayside** – Plot 8a appears to have sub-let – LH to send a letter

**Percy Estate**

8d- new tenant, little cultivation, pathways not maintained – LH to send non-cultivation letter

17- commendation letter to be sent, LH

29- write re dogs to be kept on a lead, LH

34- new tenant, very little work, LH to write

35 - now vacant, can be split

36 - now vacant, can be split

49- suggest half a plot as only half being worked on-LH to write

53, 54, 55b and 56b, plots flooded, awaiting cultivation, no further action

61- letter to suggest half a plot and dogs to be kept on leads at all times, LH

64- reduce to half a plot and if not cultivated follow up with a notice to quit, LH

77b- write to say grass and pathways need attention, LH

78a -Non- cultivation letter to be sent, LH

82b, 83 – Non- cultivation letter re grass and pathways to be sent, LH

**343. Maintenance** – SP asked regarding the work at 100 Greville Road, LH to contact WDC for an update

**344. Vacant Plots** - Plot 15 and 79b are both vacant and need a lot of work. DO will work on them to bring up to a suitable level to offer out.

**345. Judging** - Judging has been arranged for the 30<sup>th</sup> June

**346. Dates of Allotment committee and rep meetings for the next cycle**

11<sup>th</sup> June /8<sup>th</sup> April Reps meetings

26<sup>th</sup> July/10<sup>th</sup> Sept/11<sup>th</sup> Feb/29<sup>th</sup> April Committee meetings

19<sup>th</sup> November AGM

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