



Jayne Topham  
Town Clerk

## ALLOTMENTS COMMITTEE MEETING

THURSDAY 4<sup>th</sup> FEBRUARY 2021

### Present:

Councillor M Ashford  
Councillor Mrs L Butler  
Councillor N Butler (Chair)  
Councillor S Cross  
Councillor O Jacques  
Councillor D Skinner

Mrs L Healey – Allotment Administration. Mr C Wiggins (Railwayside)

### MINUTES

**179. Apologies;** The Mayor, Mr J Hinks (Percy estate), Mr C Wiggins (Railwayside) Mr A Will (Canalside) J Owen WHS, P Borrill PEAS

**180. Declarations of Personal and Prejudicial Interests.** - None

**181. Minutes of the committee meeting & AGM held on 23<sup>rd</sup> November 2020** – it was resolved to approve the minutes for the committee meeting and the AGM. There was an amendment to the Committee meeting's minutes. Following discussions after the meeting it was agreed to retract the rent increase to Railwayside, Canalside and Cape Housing sites. This was supported by the committee. The rent will be reviewed during the devolved management process. Canalside Ash trees –Following a Land Registry search it showed that the land at the front of the allotments is owned by Warwick District Council. A request has been made to remove the trees.

296. Due to Covid19, a meeting with the plot holders on the remaining sites is yet to take place. Councillor Butler advised that due to the COVID restrictions a meeting could not be held. He has asked for volunteers to form a steering group – 3 names have come

forward - a further 3 are needed. Cllr N Butler will speak to individuals and report back at the next meeting.

**182. Update from Allotment Administration Team** - report attached Appendix A  
Cliff Higgins is standing down as Representative from Railwayside due to family commitments – He has been an excellent site Rep for 10 years and will be sadly missed. His service will be recognised.

**183. Tenancies & Lettings** – Cape Housing there has been very little change. Railwayside only 1 tenant has left, this plot was filled straight away and Canalside no vacancies. Across the 3 sites there have only been 3 vacancies- payments are being received. Only a few outstanding. Percy – there are a few empty plots. Flooding is stopping plots being offered. They will be filled when the weather improves.

**184. Maintenance** –No requests for maintenance made. Cape Housing site – there have been no further crime instances. Liz is in touch with the PCSOs who are patrolling the area. A press release was made regarding the instant. Padlocks have been purchased. Hawthorn has also been purchased to fill a gap in the hedge to secure the site.

**185. Devolved Management** –Cllr N Butler advised that the Peas lease will be signed on the 11<sup>th</sup> February 2021. The new committee is working well.

**186. Myton Green Allotment site** – The Town Clerk advised that the land had been transferred to WDC. The Town Council have not been given dates, as yet for the land to be transferred to them. We have 5 people on the waiting list. Following a discussion, the Town Clerk will find out the size of the site, whether it is fenced and if plots have been allocated. Cllr M Ashford advised that he would investigate progress.  
The site will be operated using the devolved management system from the start.

**187. Cape Housing – Packmore’s Community Garden** Cllr N Butler updated the committee on progress.  
ARC is supporting community projects for wellbeing and mental health objectives. They have been working at the Packmore’s community garden they have made a dramatic change tidying up the site and running wellbeing sessions there. The next phase is to look at the safety aspects. A grant has been applied for to the Town Council to complete the works.

**188. Discuss the need to hold an accident book/risk assessment for each site.**  
Following an accident on one of the sites a discussion was held regarding the need for a risk assessment and accident book would be needed on each site.  
It was agreed that Cllr N Butler and Liz would review the information obtained from the National Allotment Association and bring back a proposal to the next meeting.

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