



WARWICK TOWN COUNCIL

Court House
Jury Street
WARWICK
CV34 4EW
Tel: 01926 411694

Jayne Topham
Town Clerk

ALLOTMENT COMMITTEE MEETING

MINUTES OF THE MEETING – 23RD NOVEMBER 2020

Present: Committee Membership:

Councillor Mrs L Butler
Councillor N Butler (Chair)
Councillor S Cross
Councillor D Skinner
Councillor Richard Edgington – Sub

Co-opted Members:

Liz Healey, (Allotments Administration), Alan Will (Canalside), Cliff Wiggins (Railwayside)

123. Apologies. Apologies were given from The Mayor, Councillor M Ashford and John Owen (WHS). It was resolved to accept their apologies.

124. Declarations or Personal and Prejudicial Interests

None

125. Minutes of the committee meeting held on 7th September 2020

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

- Most of the work has on the Percy Estate Approach Road has now been actioned, there are still some minor potholes to address. LH has been in touch with Chris Makasis at WDC to thank him for the work already undertaken and to ask when the completion date will be. To stay on the agenda as a matter arising.
- River dredging Percy Estate Councillor Ashford felt there was a condition in the planning approval for the Portobello development that the river had to be dredged after the works had been completed, this was found not to be the case, there was a plan to mitigate flooding which has been satisfied. WTC to look at how we can help with the flooding moving forward
- Cllr Butler due to Covid was unable to arrange a meeting with the remaining three sites to discuss devolved management, once restrictions have been lifted it is hoped that a meeting can be arranged, failing that, initial contact will be a

letter/email to plot holders

126. Update from the Allotment Administration Team

Liz Healey reported that the Administration Team is working closely with PEAS
LH asked the committee if it was necessary to write to plot holders to renew their tenancy if they have not been cultivating their plots. It was agreed that it has been a difficult year and there may have been extenuating circumstances, a non cultivation letter followed by a notice to quit would be preferable.

PEAS are increasing the annual rent to £60 for a full plot, LH asked the committee if the other sites would also see a rent increase. A vote was taken, and it was agreed that there would be a rent increase.

There are 44 people on the waiting list. Seven requesting a plot on the Percy Estate. LH to create a separate list for the PERCY and to write to those waiting specifically for this site to inform them that their details will be transferred to PEAS.

127. Tenancies and Lettings

Cape Housing – nothing outstanding but there will be a site inspection in December

Railwayside – one plot available

Canalside – nothing outstanding

Percy Estate – four plots available, a lot of work is required to clear these plots, John Hinks and Steve Poynter have put out a request for a working party. The Town Clerk has granted permission for a one-off skip to clear the debris from these plots.

128. Maintenance

A request has been made to cut down three ash trees on Canalside site. LH to investigate who the land belongs to, Alan, the Canalside rep reported that the trees are on WTC land; a site inspection is imminent where further advice will be available.

129. Devolved Management

Cllr Butler has been in constant touch with PEAS, they are very close to signing the lease and have now registered with the ICO which means WTC can release the database. The lease was initially due to start in January but PEAS have asked for it to start on 1st April 2021 to give them chance to prepare. The WTC admin team will collect the 2021 rent and pass to PEAS once they have signed the lease. Cllr Butler will then concentrate on other the other three sites. It is recommended that these sites look to form one association with one strong committee, segregating the money for each site. This will depend on feedback from plot holders.

130. Myton Green Allotment Site. The Town Clerk reported that WDC is close to transferring the land over to WTC, hopefully early next year. Cllr Butler confirmed that the land would be started as a devolved management site from day one and would be a condition for any future tenants requesting an allotment. There are three people on the waiting list.

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