



# WARWICK TOWN COUNCIL

Court House  
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WARWICK  
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Tel: 01926 411694

Jayne Topham  
Town Clerk

## ALLOTMENT COMMITTEE MEETING

### MINUTES OF THE MEETING – 7<sup>th</sup> SEPTEMBER 2020

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

Councillor Mrs L Butler  
Councillor N Butler  
Councillor S Cross  
Councillor D Skinner  
Councillor O Jacques

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

Liz Healey, (Allotments Administration), Alan Will (Canalside), John Hinks, (Percy Estate), Ian Zarne (PEAS)

**28. To elect a chairman for the Municipal Year 2020/2021** – Councillor S Cross proposed Councillor N Butler, this was seconded by Councillor Mrs L Butler. There were no further nominations. Councillor Butler had confirmed to the Town Clerk that he wished to stand.

**29. Apologies.** Apologies were given from The Mayor, Councillor M Ashford and John Owen. It was resolved to accept their apologies. The Town Clerk is on annual leave, Liz Healey acted as Clerk.

**30. Declarations or Personal and Prejudicial Interests**  
None

**31. To elect a deputy Chairman for the Municipal Year 2020/2021**  
Councillor N Butler nominated Councillor S Cross, this was seconded by Councillor D Skinner. There were no further nominations. Councillor S Cross had confirmed to the Town Clerk that he wished to stand.

**32. Minutes of the committee meeting held on 20<sup>th</sup> July 2020**  
Matters arising.

999. Work has started on the approach road to the Percy Estate site, at present there is not

a completion date. LH to contact WDC for an update. Councillor Butler and Councillor Skinner to escalate this matter should there not be a satisfactory outcome. To remain on the agenda.

999. Councillor Butler - To speak to Councillor Ashford for an update on river dredging at the Percy Estate.

999. Councillor Butler is to arrange a meeting with the plot holders on the remaining sites. The Court House was suggested as a venue. Alan Will (Canalside) suggested a site meeting with a Saturday being preferable.

### **33. Update from the Allotment Administration Team**

**Plot holders deposits** - LH reported that the process relating to the refund of returning a deposit needs to be reviewed. LH to circulate a plan to the committee. It can then be determined by the committee whether a full or refund to the tenant can be granted. The rules and regulations to be updated to reflect this.

Site Rep – Cape Housing. LH reported that the Cape Housing Site is still without a rep. Councillor N Butler will include this in the letter to plot holders re devolved management.

### **34. Tenancies and Lettings**

Cape Housing / Railwayside: Nothing outstanding.

Canalside: Two non-cultivation letters sent which resulted in apologies from tenants.

PEAS (Percy Estate): There are several plots in need of cultivation and letters / emails have been sent to plot holders regarding this. The Administrator and John Hinks are working together and will meet regularly prior to the handover to seek improvement with the problem plots.

### **35. Maintenance**

No issues were raised

### **36. Devolved Management**

Councillor Butler reported that the lease had been agreed by the Finance and Policy and Allotments Committees and will go to Full Council for approval. The lease has been distributed to PEAS for comments. Ian Zarne reported that PEAS have discussed this with the NAS and are happy but would like to see the offer of reduced rent recorded in the minutes of this meeting.

This would be for the first year £400, the second year £800, thereafter the annual amount will be £1200. Councillor Butler will report on this to Full Council. The initial reduction would be to allow PEAS to build up reserves. PEAS will discuss if this should be reviewed after three years. It is currently set at seven years. PEAS asked for a clause for flooding to be added and who the responsibility lies with and would also like to see the latest draft of the tenancy agreement to amend as they wish. WTC will remain responsible for the water mains and tri annual tree inspection.

PEAS have applied for a grant to the community and cultural committee,

Percy Estate Database - The Town Clerk will release the database to PEAS

further to PEAS registering with the ICO and WTC are confident of compliancy.

**37. Allotment AGM**

Due to Covid restrictions a full AGM will not be able to take place. Councillor Butler asked for views of presenting awards on each site. Alan Will (Canalside), agreed with this but would like to see face to face meetings return for the AGM and committee meetings. Councillor Butler to take as an action and seek the Town Clerk's advice regarding government guidelines. Ian Zarne (PEAS) asked if there would be a WTC representative at future PEAS committee meetings / AGM. Councillor Butler confirmed that he would attend at the request of the PEAS committee.

**38. Myton Green Allotment Site.** No further information. Councillor N Butler reported would be set up as a self-managed site from the start.

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