



# WARWICK TOWN COUNCIL

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Jayne Topham  
Town Clerk

## ALLOTMENTS COMMITTEE MEETING

**MONDAY 26<sup>th</sup> APRIL 2021**

### **Present:**

Councillor Mrs L Butler  
Councillor N Butler (Chair)  
Councillor S Cross  
Councillor N Murphy (sub)  
The Mayor (Ex Officio)

Mrs L Healey – Allotment Administration.

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

Mr A Will (Canalside)

## **MINUTES**

**270. Apologies:** Councillor M Ashford, Councillor O Jacques & Councillor D Skinner

It was resolved to accept their apologies.

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

**272. Minutes of the committee meeting February 4th 2021** – It was resolved to approve the minutes as a true record. It was noted that the PEAS lease had been signed they are now a self-managed society.

**273. Update from Allotment Administration Team** – Report from Liz Healey Appendix 1  
Non-Cultivation letters sent to plot holders on Cape Housing. This has resulted in plot being refilled and action being taken for improvements.

**274. Tenancies & Lettings** – see report from Liz Healey Appendix 1

**275. Maintenance** - Allotment Representatives are requested to notify the office of any issues in advance of the meeting. -Percy Estate – Standpipes need to be replaced. A quote has been obtained to replace 3, that burst last winter. All of the standpipes will need replacing in time – there are 13 in total.

Further quotes are being obtained and will be brought to the next meeting.

**276. Devolved Management** – Cllr N Butler advised that a Committee is being formed for the other 3 sites. On this Committee there are two representatives from each site.

Documents have been sent to the Committee to be reviewed. No feedback has been given, as yet.

Costs of staff support from the Town Council had not been incorporated in the past.

This cost had been worked out to be £55 per plot per year, which would need to be added to the current rent making it £115 per plot- hence the need to move to Self-management.

**277. Myton Green Allotment site** – The Town Clerk advised that Solicitors had been instructed to transfer the land to the Town Council. Due to building access to the plots are on foot.

A date for access and parking will be determined. The site will be self-managed.

A waiting list has been created from enquirers. The site will be advertised and a committee formed.

**278. Cape Housing – Packmore’s Community Garden-** Cllr N Butler advised that great progress has been made. The plot and pond have been cleared and new gate put up as well as fencing. New planting enhances the space and Wellness session continue.

**279. Accident book/risk assessment for each site** – Cllr N Butler advised that the National allotment association rules have been reviewed and other groups. These are being reviewed and a proposed procedure will be brought to the next meeting.

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