

AGENDA MANAGEMENT SHEET

Report Title:	Centenary Park Allotment
Name of Committee:	Cabinet
Date of Meeting:	15 September 2025
Report Director:	Chief Officer - Leisure and Wellbeing
Portfolio:	Leisure and Wellbeing
Ward Relevance:	Newbold and Brownsover
Prior Consultation:	Section 106 Legal Agreements, Section 106 officer, Chief Officer Growth and Investment, Finance department
Contact Officer:	Tom Kittendorf- Chief Officer Leisure & Wellbeing
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	No
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input checked="" type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	The report outlines additional s106 funding to enable phase 2 and 3 of the Centenary Park Allotment capital project to progress.
Financial Implications:	As detailed in the main report.

Risk Management Implications:	Risk management implications include the potential non delivery of capital projects should recommendations and budget requests not be approved.
Environmental Implications:	None arising directly from this report
Legal Implications:	The Council is responsible for ensuring it brings forward appropriate projects and financially commit section 106 funding as outlined within the signed legal agreements.
Equality and Diversity:	An Equalities Impact Assessment has been completed and is attached as Appendix 1.
Options:	<p>1) Approve the capital budget increase and enable the commitment of S106 expenditure as identified.</p> <p>2) Reject the capital budget requests</p>
Recommendation:	<p>IT BE RECOMMENDED TO COUNCIL THAT a supplementary General Fund Revenue budget of £0.105m for 2025/26 be approved for Centenary Park Allotments for the next phase of procurement and construction to be fully funded through Section.106 income.</p> <p>.</p>
Reasons for Recommendation:	The capital budget requests will enable ensure efficient and effective financial processes for the Council to deliver parks and open spaces projects through the appropriate use of section 106 funding.

Cabinet - 15 September 2025

Centenary Park Allotment

Public Report of the Chief Officer - Leisure and Wellbeing

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT a supplementary General Fund Revenue budget of £0.105m for 2025/26 be approved for Centenary Park Allotments for the next phase of procurement and construction to be fully funded through Section.106 income.

1. Executive Summary

- 1.1 This report seeks to approve an increase in the capital budget for the appropriate utilisation and expenditure of section 106 funding related to the Centenary Park Allotment Project.
- 1.2 An initial budget was agreed and set to initiate the capital project in 2023/24 for the completion of surveys and topography reports, and formalising a detailed site architectural drawing with outlined project management requirements.
- 1.3 The creation of a community allotment will see the completion of the Centenary Park Masterplan developed in 2015 through public consultation and community organisation support. The capital project supports the Council deliver its Corporate Strategy objectives including:
 - Rugby Borough Council is a responsible, effective and efficient organisation.
 - Residents live healthy, independent lives with the most vulnerable protected.
 - Link places together with good quality, green infrastructure and improve biodiversity across the borough
 - Make sure residents are proud of their community and their borough.
 - Support residents to lead active lives with high quality, accessible green space and recreational facilities.

- 1.4 Following completion of surveys, architecture design and costed programme of works, it is now the appropriate time to progress the project to procurement and construction stage.
- 1.5 The identified scope of works provided an outline cost of £209,000 if all preferred options were taken, including the quality of internal pathways and hard landscaping.
- 1.6 It is therefore proposed increase the original capital budget and bring forward an additional £105,000 of section 106 funding outlined specifically for the development of allotments within the borough.
- 1.7 Upon approval of the capital budget increase, the Parks and Open Spaces department will move directly to the procurement and construction phase and bring the allotment project to life for the local community.

2. Introduction

- 2.1 In 2023/24 a capital budget request was approved to initiate the development and creation of a new allotment site at Centenary Park, Newbold. The capital budget request sought to formally commit section 106 funding that was outlined for the creation of the allotment site and enable officers to seek formal designs, specification of works and complete initial ground works.
- 2.2 The Green Flag Award winning Centenary Park was created on a former allotment site after the land was returned to the council following the construction of the Western Relief Road.
- 2.3 The Council has a developed masterplan for the whole site in collaboration with a number of organisations, including Newbold-on-Avon Community Partnership, Butterfly Conservation, Warwickshire Wildlife Trust and Newbold Riverside Academy.
- 2.4 The masterplan saw significant improvement to the site with the park area opening in 2016. The site masterplan also outlined the development of community allotments on the council owned land and the project was brought forward for approval and added to the Council's capital programme.
- 2.5 The Centenary Park Allotment can be broken down into four clear phases
- 2.6 **Phase 1:** Initiation, ground clearance, topography survey, asbestos survey, landscape architecture and CDM project management outline.
- 2.7 **Phase 2:** Procurement
- 2.8 **Phase 3:** Construction to final fix
- 2.9 **Phase 4:** Final Fix and Removal from site

- 2.10 An initial capital budget of £70,800 was approved to ensure the appropriate commitment of section 106 funding and being secured against the project in the correct timescales.
- 2.11 Thereafter, the project has commenced with phase 1 development of the community allotment. This has included initial groundworks, landscape architect drawings and specification of works compliant to the Construction, Design and Management Regulations.
- 2.12 Officers have finalised initial preparatory work to the site including site surveys and the production of a suitable scheme that can be created on the site. Following a full project management brief being sought for required works, it is now appropriate to bring the project to Phase 2 and 3 for procurement and construction.
- 2.13 The outlined tender specification provides a detailed breakdown of the project and the necessary financial requirements to bring the project to completion.
- 2.14 Therefore, it is proposed to bring forward additional section 106 funding to the value of £105,000 and progress to a full procurement exercise.
- 2.15 Dependent on quality of final fix and outcome of the procurement exercise, it may be necessary to identify future funding of a final fix for Phase 4. The current aspiration for the site is fully accessible macadam pathways and vehicular access, but alternative method may be available to deliver the project within the existing proposed budget.
- 2.16 This report will enable Phases 2 and 3 to be procured and initiated to ensure the project maintains on track and gives officers the ability to begin engagement for a suitable community association to be considered for the long term management of the site.

3. Section 106

- 3.1 The Council receives Section 106 contributions as per the planning process for local infrastructure including for parks and open space development and maintenance.
- 3.2 Section 106 contributions are outlined through legal agreements as part of the application for housing development. Projects are identified and contributions sought for specific projects for the benefit of the local residents.
- 3.3 As per the Council's Capital Strategy, it is appropriate for reports to be brought forward for Council approval of the budget expenditure and ensure the Council is an effective and efficient organisation.
- 3.4 The project Phase 2 and 3 as outlined is to be fully funded through the section 106 contributions.

4.1 Landscape Architect designs were secured from Kova Landscape Ltd and sets out the topography of the site and an allotment design for the creation of 29 allotment plots, vehicle access and parking and hard landscaping across the site. These can be seen in Figures 1 and 2:

The figure is a technical topographic map of a construction site. It displays a network of proposed road alignments, including a main road and several branches. The terrain is characterized by contour lines indicating elevation. The map is color-coded to show different types of land areas: pink for 'Fill Areas', orange for 'Cut Areas', and green for 'Neutral Areas'. A legend on the right side of the map provides a key for these colors. Below the legend, there is a table with multiple columns, likely representing stationing, elevation, and other technical data. A scale bar is located at the bottom left of the map, indicating distances in meters. The map is oriented with North at the top.

4.3 Figure 2 – Indicative example of plot allocation



4.4 Scheme Project Plan

4.5 A full project plan and identified works has been developed ready to go to a full procurement exercise. This outlines initial site clearance that is already completed, with project plan for; Earthworks, Topsoiling and Seeding and Hardworks.

4.6 The scheme is indicatively costed at £209,000 including preliminaries, welfare facilities and removal from site.

4.7 The procurement exercise will set out phases 2 and 3 of the project taking the allotment to a 'final fix' stage whereby the final ground works to the car parking and vehicle/service access will need completion dependent on result of procurement exercise.

4.8 It is proposed that the final phase 4 be considered for quality of finish during the procurement exercise for whether any gap funding is required.

4.9 The specification of works for tender is shown in Figure 3.

4.10 Figure 3

Item	Description	Qty (approx)	Unit
1	Preliminaries		
2	Site Clearance		
2.1	Clear site of unwanted material and debris; cut down and dig out any trees, shrubs, and other woody plants such as brambles; woody waste to be removed from site, unwanted inorganic material to be buried at base of tipping areas	-	Item
2.2	Cut grass and other surface vegetation prior to topsoil strip; cuttings to be removed from site	1.2	ha
2.3	Treat roots of perennial weeds (bindweed, ground elder, couch grass and nettle)	1.2	ha
3	Earthworks (minimum topsoil cover)		
3.1	Strip topsoil (average depth 150mm); store on site for re-use	11,729	m2
3.2	Re-grade site through 'cut and fill' works		
	a) Regrade existing soil retained in-situ	4,499	m2
	b) Cut Works - to reduce gradient	1,388	m3
	c) Fill Works (site-won material)	2,037	m3
3.3	E/o above to excavate subsoil to a nominal depth of 90mm in allotment plots	596	m3
3.4	Import subsoil to make up for deficiency on site	255	m3
3.5	Remove surplus excavated subsoil to licensed tip	0	m3
4	Topsoiling & Seeding		
4.1	Spread topsoil (using an estimated 1,759m3 of site-won topsoil)		
	a) Allotment plots; depth 190mm x 6,625m2	1,259	m3
	b) Non plot grass areas; depth 100mm x 3,154m2	315	m3
4.2	Import topsoil to make up for deficiency on site	10	m3
4.3	Cultivate and seed	9,779	m2
5	Hardworks		
5.1	Macadam paving to vehicle access	408	m2
5.2	Macadam paving to parking and waste bays	216	m2
5.3	E/o above for 150mm x 50mm concrete edging	198	m
5.4	Stone access track 3m wide; excavate for, supply and lay 260mm MOT Type 1 stone	1,057	m2
5.5	E/o above for 150mm x 50mm concrete edging	576	m
5.6	Stone access paths 1.5m wide; excavate for, supply and lay 140mm MOT Type 1 stone	190	m2
5.7	E/o above for timber edging	260	m
5.9	Water supply; excavate, supply and install 25mm MDPE water pipe	69	m3
5.10	Water supply standpipes; supply and install	6	no
5.11	Timber marker posts	100	no

Phase 4

- 4.11 Phase 4 will include the completed finish of access tracks and paths throughout the site.
- 4.12 On the project plan, it is anticipated that Phase 4 will not be deliverable within the identified section 106 funding being brought forward. Budgeting of these works will be considered and assessed following the successful tender of Phase 2 and 3 and is not prohibitive to the progression of these larger scale works.

- 4.13 The completion of the paths and access tracks to a higher specification will aid accessibility and long term durability of the site.

5. Community Allotment Association – Newbold

- 5.1 The Council owns a number of allotment sites within the borough that are managed by Community Allotment Associations through Service Level Agreements.
- 5.2 It is now an appropriate time to undertake community engagement for the future management of the allotment to be considered. It is therefore proposed to engage the National Allotment Society and local community groups ahead of capital works progressing through to completion.
- 5.3 It is the expected outcome that the site would be managed and coordinated by an appropriate community allotment association.

6. Conclusion

- 6.1 This report seeks the approval for the commitment of further section 106 funding for the delivery of Phases 2 and 3 and the construction of the community allotment site at Centenary Park, Newbold.
- 6.2 The report further seeks approval to initiate community engagement and discussion with the National Allotment Association for establishing a suitable Allotment Association and enter into a Service Level Agreement for the future management of the site.

Figure 3 – Larger Scale

Name of Meeting: Cabinet
Date of Meeting: 15 September 2025
Subject Matter: Centenary Park Allotment
Originating Department: Leisure and Wellbeing

DO ANY BACKGROUND PAPERS APPLY ☐ YES ☒ NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

☐ Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published [online](#).
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Rebecca Ewers
Corporate Equality & Diversity Officer
rebecca.ewers@rugby.gov.uk
01788 533509

Equality Impact Assessment

Service Area	Leisure and Wellbeing
Policy/Service being assessed	Capital Project – Centenary Park Allotment
Is this a new or existing policy/service? If existing policy/service please state date of last assessment	New
EqlA Review Team – List of members	Tom Kittendorf
Date of this assessment	08/08/2025
Signature of responsible officer (to be signed after the EqlA has been completed)	Tom Kittendorf

A copy of the completed and signed Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Officer.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Policy to be analysed</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	Request for a budget of £0.105m be added to the 2025/26 capital programme for the development of the community allotment site located at Centenary Park, Parkfield Road, Newbold, to be fully funded from Section 106 funding.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>Community allotments play a pivotal role for the successful delivery of the Council's Corporate Strategy 2025-35, primarily Health and Wellbeing and Climate outcomes that sets out that the Council will:</p> <ul style="list-style-type: none"> • To support people to live healthier, longer and more independent lives • Support residents to live well by promoting healthy behaviours and lifestyles • Provide access to leisure, cultural and outreach services to reduce isolation <p>Community allotments provide opportunities for local residents to grow their own food and develop otherwise under utilised green spaces.</p>
(3) What are the expected outcomes you are hoping to achieve?	<p>The development of the site will ensure the Council delivers on its strategic masterplan for the Centenary Park site.</p> <p>The allotment site will provide additional plots for residents local to the area. Allotments are managed by community associations under the guidance of National Allotment Association.</p> <p>The plots will enable residents to grow their own food source and cultivate the current wild area of open space.</p>

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Local residents who may be able to access an allotment plot.
<p>(5) Will the policy or decision involve substantial changes in resources?</p>	Yes – budgeted spend of allocated Section 106 funding
<p><u>Stage 2 – Evidence about user population and consultation</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>
<p>(1) What does the data tell you about the groups this policy or decision impacts?</p> <p>Possible data sources:</p> <ul style="list-style-type: none"> • national statistics/census data • local statistics • evaluations • analysis of complaints • user feedback • outcomes from consultation/community voice • Council published information, service data • District and Ward Profile – Warwickshire Observatory • Office of National Statistics • Fingertips health profiles • Indices of Multiple Deprivation • RBC Annual Workforce Equality Report 	<p>Community Allotment Associations manage various sites across Rugby.</p> <p>Associations are supported to develop terms of reference and allotment guidance for those who register and assume responsibility of a plot.</p> <p>Allotment Associations are responsible for managing and assigning plots and may use criteria to allocate to local residents as a first priority, ensuring local residents can access an allotment plot without the need to travel by car.</p>

<p>(2a) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement?</p> <p>If yes, please state which groups were involved in the consultation and what were their views and how have their views influenced the policy/decision?</p>	<p>The Centenary Park masterplan underwent consultation regarding its original design and saw the delivery of the new park. The open space was identified and retained as future allotment space.</p> <p>The Council will work with the local community to establish an appropriate Allotment Association and/or engage with other Associations for support.</p>		
<p>(2b) If you have not consulted or engaged with communities that are likely to be affected by the policy/decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>As outlined in the report, consultation will begin during construction phase.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>Protected Characteristic</p>	<p>Nature of Impact Positive, Neutral, Adverse (explain why)</p>	<p>Extent of impact Low, medium, high</p>
	<p>Age</p>	<p>Neutral</p>	<p>Low</p>
	<p>Disability</p>	<p>Neutral</p>	<p>Low</p>
	<p>Sex</p>	<p>Neutral</p>	<p>Low</p>
	<p>Gender reassignment</p>	<p>Neutral</p>	<p>Low</p>
	<p>Marriage/civil partnership</p>	<p>Neutral</p>	<p>Low</p>
	<p>Pregnancy/maternity</p>	<p>Neutral</p>	<p>Low</p>

	Race	Neutral	Low
	Religion/belief	Neutral	Low
	Sexual Orientation	Neutral	Low
(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?	Description of impact	Nature of impact Positive, Neutral, Adverse (explain why)	Extent of impact Low, medium, high
	Socio-economic e.g.: child poverty, income level, education level, working hours/occupation, family/social support, access to good nutrition	Positive – improved facilities available to local residents of Newbold and Brownsover	Low
	Environmental e.g.: housing status, transport links, geography, access to services, air quality, noise pollution	Neutral	Low

<p>(3) Using the information gathered in stages 2 and 3, please describe how the policy/strategy/service will:</p> <ul style="list-style-type: none"> a. Eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act b. Advance equality of opportunity between people who share and people who do not share a relevant protected characteristic c. Foster good relations between people who share and people who do not share a relevant protected characteristic 	<p>The proposed capital works would support the sustainability of access to high quality provision for all residents and users, creating equality of opportunity for all.</p>
<p>(4) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?</p>	<p>The site is a rural environment and whilst accessibility is considered during design stage, the site does have natural contours and gradients that may lead to difficulty traversing the entire site. This is considered within the specification and outlined as cutting and filling works.</p>
<p>(5) What Equality Monitoring Data will be collected to analyse impact? How will the Equality Monitoring Data collected be used?</p> <p>If no Equality Monitoring Data is being collected, why not?</p> <p>For support with this section, please refer to the Equality Monitoring Guidance.</p>	<p>Upon completion and introduction of the allotment site, it will be possible to track the users of the site through support of the Community Association.</p>

<p>(6) Complete this section if any adverse impacts were identified in 3.1.</p> <p>Outline any actions that will be taken to remove or mitigate the adverse impacts identified in 3.1 to ensure that no discrimination is taking place. If removing or mitigating the impact is not possible, you may in certain circumstances, justify the discrimination. If that is the case, please give evidence for why justifying is possible in this case.</p>	N/A
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<p><u>Stage 4 – Action Planning, Review and Monitoring</u></p>	
<p>(1) Data analysis What does feedback from Equality Monitoring Data gathered tell you about impact on groups? Were there any unforeseen impacts (positive or negative)?</p> <p>The feedback/data should be used to inform your Action Plan in (2)</p>	None identified at present.

<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(2) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqIA Action Plan</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
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<p>(3) Review and Monitoring</p> <p>State how and when you will monitor policy and Action Plan. Will you make any changes to the Equality Data that you are collecting or how you are collecting/using the data?</p>	<p>Following completion of capital refurbishment, consultation with centre users will be taken forward to ensure works have supported sustainability of access to high quality provision for all residents and users.</p>																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’