

# NORMANTON TOWN COUNCIL



## MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 13<sup>th</sup> March 2024 at Normanton Town Hall

**Present:** Councillor B Mayne  
Councillor P Mayne – Chairman  
Councillor T Morgan  
Councillor C Parsons  
Councillor A Samuels – Vice Chairman  
Donna Johnston – Town Clerk & RFO  
Jonathan Wilkinson – Property Officer

**Absent:** Councillor E Blezard  
Councillor M Jennings  
Councillor P Marchant  
Councillor M Rowley  
Councillor R Seal

**050. Apologies for Absence**

RESOLVED that apologies be received on behalf of Councillor E Blezard, Councillor M Jennings, Councillor P Marchant, Councillor M Rowley and Councillor R Seal.

**051. Declarations of Interest**

There were no declarations of interest recorded.

**052. Minutes**

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 31<sup>st</sup> January 2024 (Minute Numbers 041-049; Pages 25-29) be received as a true record and signed by the Chairman.

**053. Vacancies and Waiting Lists**

An update was provided on plot vacancies and waiting lists:

SITE	VACANCIES	WAITING LIST
Cypress Road	0	18
Edward Street	0	0
Ellins Terrace 1	11	15
Ellins Terrace 2	5	16
Gilcar Street	0	9
Gladstone Street	0	23
Heys Buildings	1	22
Newland Lane	1	15
Station Road	N/A	N/A
The Grove	1	7
Wentworth Terrace	6	22
<b>TOTAL</b>	<b>30</b>	<b>93*</b>

\*some applicants have applied for more than one site.

**054. Requests from Tenants**

RESOLVED that the following requests be considered, and responses provided:

CY015

Structure Request APPROVED  
 Greenhouse 6' x 8' (to be commercially produced not self-made)  
 Materials – Aluminium and Polycarbonate/glass.  
 Base – Blocks.

CY22b

Structure Request APPROVED  
 Fence 3' high  
 Materials – Wooden posts and wire.

ET1-42

Structure Request APPROVED  
 Shed 6' x 4'  
 Materials – Wood.  
 Base – Paving Slabs.

ET2-81

Structure Request APPROVED  
 Poly Tunnel 6.5' x 14'  
 Materials – Galvanised frame with plastic cover.  
 Base – Soil.

HB015a/015b

Structure Request APPROVED

Greenhouse 6' x 8'

Materials – Aluminium frame and Polycarbonate/glass.

Base – Soil.

Poly Tunnel 3m x 4m

Materials – Plastic.

Base – Soil.

HB034

Structure Request APPROVED

Poly Tunnel 3m x 6m

Materials – Galvanised frame with plastic cover.

Base – Soil.

WT037

Structure Request APPROVED

Poly Tunnel 10' x 15'

Materials – Galvanised frame with plastic cover.

Base – Soil.

ET1-A

Skip Request APPROVED

Dangerous structures to be removed as agreed. Subject to the plot being vacated by the current tenant and taken on by the new tenant who has offered to clear the plot of waste. A second skip may be provided at the Clerks discretion should the volume of waste require it.

GS007/8

Skip Request APPROVED

For the removal of old pigeon lofts.

HB024

Livestock Request APPROVED

For the keeping of 10 hens.

NS023

Request to use Mini Digger APPROVED

Mini digger to be provided at the tenants own cost, operated by a suitably qualified operator, and used to scrape and level the plot only, no holes or trenches to be created.

Skip to be provided at the tenants own cost to clear rubble and waste.

CY001/2

Request to cut back overhanging branches APPROVED

The overhanging branches may be cut back but no further than the fence line. Branches should be stacked up on the allotment site for removal by Wakefield Council at a later date, or they may be removed by the tenant at their own cost.

**055. Allotments Committee Budget**

The Allotments Committee budget was reviewed which showed:

Total Income	£10,450.44
Less Receipts in Advance	£ 2,125.00
Income in year	£ 8,325.44
Expenditure	£ 8,705.76

RESOLVED that the Allotments Committee budget be received.

**056. Policy on Play Equipment**

RESOLVED that the policy on play equipment be reviewed and updated to reflect that trampolines and sandpits are not permitted on site for health and safety reasons.

**057. Removal of Greenhouse at Heys Buildings**

RESOLVED that the Greenhouse on HB002 be removed due to the dangerous condition it was left in by a previous tenant.

Contract awarded to Coles Demolition at a cost of £1,200.00 + VAT.

**058. Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that items 59 and 60 be discussed in private due to the Councils data protection responsibilities.

**059. Allotment Issues**

The Town Clerk provided updates on a number of allotment visits that had taken place over the last month.

- A summary of the issues noted includes:
- Waste removal at Heys Buildings and Ellins Terrace
- Trampolines at Ellins Terrace and Newland Lane
- Asbestos at Ellins Terrace and Gladstone Street
- Fence damage at Newland Lane
- Weeds affecting a residential garden at Wentworth Terrace
- Temporary fencing at Heys Buildings
- Repairs to fence at Norwood Street
- Structure Inspection at Heys Buildings
- Tree inspection at Cypress Road

Members were also provided with a spreadsheet of allotment issues dealt with by the admin staff in the month of February which totalled 44 individual issues which had been dealt with in the office.

It was suggested that the Property Officer could take over plot viewings where Site Secretaries were not wishing to deal with waiting lists.

RESOLVED that the report be received.

**060. Complaints**

Heys Buildings

Two complaints had been received about the size of a newly constructed chicken coop, run and fence at Heys Buildings Allotment.

The structure was inspected and measured and found to be within policy guidelines.

A full response would be provided to the complainants.

A complaint had been received about the blocking of a right of way with temporary fencing. The Site Secretary was asked to remove the fencing within two weeks.

Newland Lane

A complaint had been received about damage to a plot fence caused by a tenant. The fence was close up to the boundary and didn't give sufficient clearance to access the plots behind. The Property Officer offered to reinstate the fence and move it back slightly with the tenant's permission to avoid any issues in the future. This would be done using the materials already on site and no new materials will be provided.

A complaint has been received about non-cultivation of a particular plot. A firm letter would be sent reminding the tenant of their obligations and the cultivation standards expected.

Ellins Terrace 2

A complaint had been received about non-cultivation of a particular plot. A firm letter would be sent reminding the tenant of their obligations and the cultivation standards expected.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

