

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO

T: 01924 893794

E: [enquiries@normantontowncouncil.co.uk](mailto:enquiries@normantontowncouncil.co.uk)



The Town Hall  
High Street  
Normanton  
West Yorkshire  
WF6 2DZ

W: [normantontowncouncil.co.uk](http://normantontowncouncil.co.uk)

To all members of the Allotments  
Committee

Our ref: DJ/hs

Date: 20 June 2023

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Monday 26<sup>th</sup> June 2023** at **2.30pm** at Normanton Town Hall, High Street, Normanton, WF6 2DZ.

**PLEASE ARRIVE AT 2.00PM FOR ALLOTMENT COMMITTEE TRAINING**

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

# ALLOTMENTS COMMITTEE

Monday 26<sup>th</sup> June 2023 at Normanton Town Hall

## AGENDA

<b>001.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>002.</b>	<b>Declarations of Interest</b> Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.	
<b>003.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Allotments Committee held on Tuesday 25 <sup>th</sup> May 2021 (Minute Numbers 1-5; Pages 1-2) and approve the contents contained therein.	<b>ENC A</b>
<b>004.</b>	<b>Site by Site review</b> To review each site and discuss issues including maintenance, tenancies, and general site management.	<b>ENC B</b>
<b>005.</b>	<b>Administrative Issues</b> To consider any administrative issues relating to allotments.	<b>ENC C</b>
<b>006.</b>	<b>Allotment land at Edward Street</b> To receive an update regarding the right of way and request for transfer of the land.	<b>ENC D</b>
<b>007.</b>	<b>Ellins Terrace – Land Registry</b> To consider registering the verge outside the allotment gates as Town Council land.	<b>ENC E</b>
<b>008.</b>	<b>Japanese Knotweed</b> To consider what action to take regarding potential Japanese Knotweed on various sites.	<b>ENC F</b>
<b>009.</b>	<b>Inspections</b> To receive an update on the annual inspections.	<b>ENC G</b>
<b>010.</b>	<b>Complaints</b> To consider a series of complaints that have been received.	<b>ENC H</b>