

# NORMANTON TOWN COUNCIL



## MINUTES OF THE ALLOTMENTS COMMITTEE

Wednesday 27<sup>th</sup> September 2023 at 2.00pm at Normanton Town Hall

Present: Councillor B Mayne  
Councillor P Mayne – Chairman  
Councillor T Morgan  
Councillor C Parsons  
Councillor A Samuels – Vice-Chairman  
Councillor R Seal  
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard  
Councillor M Jennings  
Councillor P Marchant

### **011. Apologies for Absence**

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

### **012. Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

### **013. Minutes**

RESOLVED that the minutes of a meeting of the Allotments Committee held on Monday 26<sup>th</sup> June 2023 (Minute Numbers 001 - 010; Pages 1 - 6) be approved and signed.

### **014. Allotment Inspections**

The Town Clerk provided a written update on the inspections that have taken place over recent months.

It was reported that 424 plots were inspected in the first round of which 89 had failed to meet cultivation standards. A number of re-

inspections have been carried out and some were due to be re-visited in the coming weeks.

A total of 458 inspection reports had been sent out along with 11 eviction notices, 36 written warnings and 4 final written warnings.

RESOLVED that the report be received.

#### **015. Evictions**

A report was circulated on evictions recently issued.

There were two appeals for consideration by the Committee.

ET2-62

The tenant will have until 1<sup>st</sup> April 2024 to make significant improvements with their plot. If no improvement is seen, then the eviction will be re-issued without any further warnings.

Tasks to be completed: To cut down and treat weeds across the plot, beds to be dug ready for planting and any rubbish to be removed from site. Photographs of the most recent inspection to be sent to the tenant for reference.

ET2-75

The tenant will have until 1<sup>st</sup> April 2024 to make significant improvements with their plot. If no improvement is seen, then the eviction will be re-issued without any further warnings.

Tasks to be completed: To remove the 'Thuja' conifer plants, cut down and treat weeds across the plot, beds to be dug ready for planting and any rubbish to be removed from site. Cultivation requirements to be explained to the tenant. Photographs of the most recent inspection to be sent to the tenant for reference.

#### **016. Site Updates Cypress Road**

- WMDC trees on the top boundary reported as they were pushing on the fence. Trees inspected by WMDC and order for works issued by Corporate Landlord. It could take up to 9 months to complete the work. Access will be through the allotments with a fence panel removed and replaced by WMDC to facilitate access.
- Trees along boundary near gate are causing issues opening the gate – Quotes to be obtained.
- Vacancies 0
- Waiting List 26

### **Edward Street**

- Tree identified which required removal – tenant is dealing with this as he is a qualified tree surgeon.
- Vacancies 0
- Waiting List 0

### **Ellins Terrace 1**

- There is no site Secretary on this site.
- Viewings are carried out by the Town Council.
- Gate Repairs still required.
- Potential Japanese Knotweed on ET1 – D and the far boundary.
- Plot E is overgrown with several skips of waste to be removed.
- Plots 28,29 and 30 historically flooded and are overgrown with weeds to around 4ft high. Could be made into 6 or 8 smaller plots with some investment.
- Plots 39 and 40 are overgrown but could be gardened with some effort.
- Vacancies 8  
9 x full plots (11, 12, 21, 28, 29, 30, 31, 39, 40)  
1 x half plot (E)
- Waiting List 17

### **Ellins Terrace 2**

- There is a tenant who has volunteered to assist with viewings and assisting the Site Secretary.
- The site is in a terrible state overall with some significant work required on some plots.
- Plot 54 is terribly overgrown with brambles and weeds.
- Plot 60 is weedy but could be worked with some effort.
- Plot 67 is mostly grass and could be cultivated.
- Plots 73 and 74 are very overgrown with brambles and weeds.
- Plots 81 and 86 could be taken on with some effort required.
- Vacancies 8  
8 x full plots (54, 60, 67, 73, 74, 76, 81, 86)
- Waiting List 19
- Quotes to be obtained for clearance of plots and covering with weed suppressant.

### **Gilcar Street**

- This site is very quiet with little communication from the tenants.
- Vacancies 0
- Waiting List 10

### **Gladstone Street**

- Some tree work identified after previous quotes were approved. Tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.
- WDH accessing site to clear back garden on Mackinnon Avenue.
- Numerous bonfire complaints from new houses.
- Vacancies 0
- Waiting List 30

### **Heys Buildings**

- Fence to the rear of Armstrong Close to be replaced.
- Leaking taps reported.
- Vacancies 0
- Waiting List 26

### **Newland Lane**

- Japanese Knotweed coming from Railway Land
- Plot 16 could be cultivated with some effort.
- Plot 40 has historically posed a great difficulty for tenants. Poor ground conditions.
- Vacancies 2  
1 x full plot (16)  
1 x half plot (40)
- Waiting List 24

### **Norwood Street**

- No Site Secretary
- All vacant plots are overgrown with weeds but could be cultivated if the right tenant takes them on.
- Leaking taps at plot 9 and 12 reported.
- Fence post broken on wooden boundary fence.
- Vacancies 7  
6 x full plots (2, 5, 14, 20, 21, 23)  
1 x half plot (18b)
- Waiting List 12

### **Station Road**

- The site is completely inaccessible and land locked.
- Our right of access was through the old goods yard which is now a housing estate.
- No tenants and no vacancies
- Allotment land is completely untenable due to it being overgrown.

### **The Grove**

- This site is very quiet with little communication from the tenants.
- Vacancies 0
- Waiting List 9

### **Wentworth Terrace**

- One plot is completely untenable – 26
- Plots 39 and 69 could be cultivated with some effort.
- Bushes overgrown on entrance track from nearby house.
- Weeds overgrowing into resident's garden – plot to be re-inspected.
- Bonfire complaint – site attended, and tenant asked to extinguish the fire.
- Vacancies 3  
3 x full plots (26, 39, 69)
- Waiting List 20

### **Overall**

- There are a total of 112 applications awaiting allocation.
- There are 28 plots currently vacant.

RESOLVED that the report be received, and quotes obtained where requested.

#### **017. Edward Street**

The Town Clerk provided an update on the disposal of the land at Edward Street. It was reported that the disposal would need to be considered at Council before consultation with NSALG and the application to the Secretary of State.

RESOLVED that the report be received.

#### **018. Japanese Knotweed**

An update was provided on the Japanese Knotweed that had been identified at Ellins Terrace and Newland Lane.

RESOLVED that the report be received and quotes for treatment be obtained.

**019. Complaints/Suggestions**

A series of complaints have been received in relation to bonfires. Letters have been sent to tenants on specific sites and a new flyer has been created. This will be sent out with the annual rent invoices as a reminder.

A complaint has been received about an overgrown plot at Wentworth Terrace – the Town Council has cleared the plot once and the tenant has been advised to get it under control.

A complaint has been received about the hedgerow on the entrance to Wentworth Terrace – The Site Secretary would be asked to deal with this via on site volunteers in the first instance.

A complaint was received about Committee membership. The Town Council was satisfied that there was no issue with the appointment of allotment tenants as members of the Committee, provided that they declared an interest. Safeguards had been put in place to ensure that tenants do not address issues on their own site.

A suggestion had been received to provide each site with skips to dispose of green waste on a regular basis. It was agreed that this was a good idea but with limited budgets, it was not possible at the present time.

RESOLVED that the complaints be received.

**020. Allotments Budget**

A report was circulated up to the end of July showing expenditure of £2,644.32. The full year budget was £13,000.

RESOLVED that the report be received.

**021. Frequency of Meetings**

Due to the increasing workload from allotments, it was agreed that more frequent meetings would be held with the following schedule pencilled in:

8<sup>th</sup> November 2023

20<sup>th</sup> December 2023

31<sup>st</sup> January 2024

13<sup>th</sup> March 2024

24<sup>th</sup> April 2024

5<sup>th</sup> June 2024

Should a meeting not be required, it would be cancelled in consultation with the Chairman.

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