

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO



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To all members of the Allotments
Committee

Our ref: DJ/hs
Date: 11th December 2023
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 20th December 2023** at **1.00pm** at Normanton Town Hall, High Street, Normanton, WF6 2DZ.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', followed by a small dot.

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

ALLOTMENTS COMMITTEE

Wednesday 20th December 2023 at Normanton Town Hall

AGENDA

034.	Apologies for Absence To receive apologies for absence.	
035.	Declarations of Interest Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.	
036.	Minutes To receive and sign the minutes of a meeting of the Allotments Committee held on Wednesday 8 th November 2023 (Minute Numbers 022-033; Pages 14-20).	ENC A
037.	Site Updates To receive updates from each site.	ENC B
038.	Requests from Tenants To consider requests from tenants on various matters – these will be reported verbally at the meeting.	
039.	Complaints To consider any complaints from tenants or neighbours about the allotments.	
040.	Allotments Budget To consider the allotments budget up to the end of October 2023.	ENC C

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 8th November 2023 at Normanton Town Hall

Present: Councillor B Mayne
Councillor P Mayne – Chairman
Councillor M Rowley
Councillor R Seal
Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor M Jennings
Councillor P Marchant
Councillor T Morgan
Councillor C Parsons
Councillor A Samuels – Vice Chairman

022. Apologies for Absence

RESOLVED that apologies for their inability to attend be received on behalf of Councillor E Blezard, Councillor M Jennings, Councillor P Marchant, Councillor T Morgan, and Councillor C Parsons.

023. 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.

024. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Monday 27th September 2023 (Minute Numbers 011 - 021; Pages 7-13) be received and signed.

025. Allotment Inspections

A report was received on the inspections that had been carried out and those that were outstanding.

Members suggested that due to workload and inclement weather, all those currently on a written warning would be given an extension until spring to bring their plots up to the required standard. Plots failing to meet the required standard in Spring would be subject to eviction.

Plots which were subject to serious complaints from neighbours would be inspected when time allowed and may be called at short notice upon review of the weather conditions.

It was suggested that inspections would be scheduled for earlier in the season in 2024.

RESOLVED that the report be received, and the agreed actions implemented.

026. Eviction Updates

The Town Clerk provided an update on evictions that were pending with several requiring inspection in the spring.

One tenant had been asked to reduce his plots as they were not kept in accordance with the terms of the tenancy agreement. An opportunity was given for him to reduce to a more manageable number of plots, but no response had been received.

It was agreed that the tenant be contacted and asked to confirm which plots they would be keeping or to submit a written appeal by no later than 31st December 2023.

Should an appeal be received then an independent person would be appointed to inspect the plot and give a report on cultivation levels and weed control in accordance with the requirements of the tenancy agreement.

If the tenant fails to respond to indicate which plots they are retaining, then an eviction will be issued for all plots for breach of tenancy.

RESOLVED that the report be received, and the agreed actions implemented.

027. Site Updates

The Town Clerk provided a site-by-site update:

Cypress Road

- Trees along boundary near gate are causing issues opening the gate. Quotes are still to be obtained.

Vacancies 1 (Plot 9)

Waiting List 23

Edward Street

Vacancies 0

Waiting List 0

Ellins Terrace 1

- Quotes for treatment of Japanese Knotweed still to be obtained.

Vacancies 10 (Plots 11, 12, 21, 28, 29, 30, 31, 39, 40, E)

Waiting List 13

Ellins Terrace 2

- A viewing session was held on 24th October and three plots were allocated.

Vacancies 6 (Plots 54, 60, 67, 73, 74, 86)

Waiting List 13

Gilcar Street

Vacancies 0

Waiting List 7

Gladstone Street

- Quote still required for tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.

Vacancies 1 (52a)

Waiting List 27

Heys Buildings

- Complaint received about the overgrown plots backing on to Armstrong Close.

Vacancies 0

Waiting List 26

Newland Lane

- Japanese Knotweed coming from Railway Land – No response to letter.

Vacancies 4 (Plots 10, 14, 16, 40)

Waiting List 22

Norwood Street

- A viewing session was held on 23rd October and seven plots were allocated.
- Bindweed growing over the fence had been treated.
- Tenants piling materials against the fence – letter to be sent.
- Fencepost in need of repair – Quote still to be obtained.

Vacancies 0

Waiting List 14

Station Road

- No update

The Grove

Vacancies 1 (Plot 2 – NTC to allocate)

Waiting List 7

Wentworth Terrace

- Bushes overgrown on entrance track from nearby house. On site committee asked to deal with cutting it back.
- Weeds overgrowing into residents' garden – plot to be re-inspected.

Vacancies 5 (Plots 14, 26, 37, 39, 69)

Waiting List 20

Overall

There are a total of 102 applications awaiting allocation.

There are 29 plots currently vacant.

RESOLVED that the report be received.

028. Site Fees

Members considered a report on the historic collection of Site Fees which were charged on top of the rent by various allotment sites.

The office workload did not allow for the sending of invoices and managing the incorrect payments that have been received in the past.

The work of collecting Site Fees would remain with individual sites and a generic letter would be enclosed with the rent advising tenants to contact their Site Secretary or Treasurer to make payment.

RESOLVED that the report be received, and the agreed actions implemented.

029. Japanese Knotweed

The Town Clerk provided a written update on Japanese Knotweed. No further responses had been received and quotes were being obtained for treatment of our land at Ellins Terrace and Newland Lane.

RESOLVED that the report be received.

030. Requests from Tenants

A series of requests were received from tenants.

Overgrown plot at ET2-54 – It had previously been agreed to obtain quotes for clearance. This was still on the list to be done.

Allotment swap – A tenant on ET1-B wishes to swap to ET1-A. This was agreed and it was noted that the tenant may require a skip to remove dangerous structures left by the previous tenant.

Allotment Church – the request to hold an allotment church be declined at this time. Members felt that the new tenant should demonstrate their ability to cultivate the plot themselves in the first instance. The tenant may apply again in twelve months. All tenants would need to be consulted along with our insurers before any agreement is reached.

Structure Applications

HB024 – Livestock Accommodation

Approved subject to maximum sizes as set out in the Allotments Policy.

WT060 – Shed

Approved subject to maximum sizes as set out in the Allotments Policy.

ET1-43 – Livestock Accommodation

Approved subject to maximum sizes as set out in the Allotments Policy.

NS005 – Shed

Approved subject to maximum sizes as set out in the Allotments Policy.

RESOLVED that the applications be received, and the agreed actions be implemented and reported back to the tenants.

031. Complaints

A complaint was received about bindweed at the garages at Norwood Street. The tenant had declined our offer to treat and remove the bindweed and had therefore been advised to deal with it at their own cost in accordance with the tenancy agreement.

RESOLVED that the report be received.

032. Allotments Budget

The budget for the allotments was received showing income of £8,424.94 and expenditure of £7,289.64.

RESOLVED that the budget report be received.

033. Allotment Rent

Members reviewed the arrangements for the increase of allotment rents which were scheduled up to 2025.

Members agreed to monitor costs for water and maintenance over the next year and suggested that the allotments should cover their own costs and not be a burden to the taxpayers. Comparisons would be sought from other councils.

Budget information for the last complete year should be sent out with the allotment rent for transparency.

RESOLVED that the report be received, and further consideration be given to rent in November 2024.

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

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 20th December 2023

SITE UPDATES

Cypress Road

- Trees along boundary near gate are causing issues opening the gate.
Quotes are still to be obtained.

Vacancies 0
Waiting List 19

Edward Street

Vacancies 0
Waiting List 0

Ellins Terrace 1

- Quotes for treatment of Japanese Knotweed still to be obtained.

Vacancies 10 (Plots 11, 12, 21, 28, 29, 30, 31, 39, 40, E)
Waiting List 13

Ellins Terrace 2

Vacancies 3 (Plots 54, 73, 74)
Waiting List 14

Gilcar Street

Vacancies 0
Waiting List 7

Gladstone Street

- Quote still required for tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.

Vacancies 0
Waiting List 24

Heys Buildings

- Complaint received about the overgrown plots backing on to Armstrong Close.

Vacancies 0
Waiting List 28

Newland Lane

- Japanese Knotweed coming from Railway Land – No response to letter.

Vacancies 4 (Plots 10, 14, 16, 40)

Waiting List 20

Norwood Street

- Bindweed growing over the fence had been treated.
- Tenants piling materials against the fence – letter to be sent.
- Fencepost in need of repair – Quote still to be obtained.

Vacancies 1 (plot 22 – NTC to allocate)

Waiting List 13

Station Road

- No update

The Grove

Vacancies 1 (Plot 2 – NTC to allocate)

Waiting List 7

Wentworth Terrace

- Weeds overgrowing into residents' garden – plot to be re-inspected.

Vacancies 5 (Plots 14, 26, 37, 39, 69)

Waiting List 23

Overall

There are a total of 98 applications awaiting allocation.

There are 25 plots currently vacant.

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
Cost Centre 1 (Between 01/04/2023 and 31/03/2024)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Allotment Rent	9,251.00	8,439.94	-811.06				-811.06 (-8%)
48	Key Deposit		30.00	30.00				30.00 (N/A)
90	Newland Lane Allotment				1,275.00	-543.98	1,818.98	1,818.98 (142%)
91	Cypress Road Allotment				867.00	1,044.41	-177.41	-177.41 (-20%)
92	Ellins Terrace 1 Allotment				1,581.00	829.50	751.50	751.50 (47%)
93	Ellins Terrace 2 Allotment				1,734.00	829.51	904.49	904.49 (52%)
94	Allotments General				80.00	24.96	55.04	55.04 (68%)
95	Gladstone Street Allotment				2,040.00	959.31	1,080.69	1,080.69 (52%)
96	Heys Buildings Allotment				1,538.50		1,538.50	1,538.50 (100%)
97	Norwood Street Allotment		5.00	5.00	952.00	727.33	224.67	229.67 (24%)
98	Wentworth Terrace Allotment				2,728.50	3,448.52	-720.02	-720.02 (-26%)
102	The Grove				85.00		85.00	85.00 (100%)
103	Gilcar Street				51.00		51.00	51.00 (100%)
104	Edward Street				68.00		68.00	68.00 (100%)
SUB TOTAL		9,251.00	8,474.94	-776.06	13,000.00	7,319.56	5,680.44	4,904.38 (N/A)

Restated

(N/A)

NET TOTAL	9,251.00	8,474.94	-776.06	13,000.00	7,319.56	5,680.44	4,904.38 (22%)
V.A.T.					1,320.55		
GROSS TOTAL		8,474.94			8,640.11		