

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 31st January 2024 at Normanton Town Hall

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

Absent: Councillor E Blezard
Councillor P Marchant

041. Apologies for Absence

RESOLVED that apologies for absence be received on behalf of Councillor E Blezard and Councillor P Marchant.

042. Declarations of Interest

RESOLVED that the following declarations of interest be received:

Councillor Mark Jennings
Non-Pecuniary Interest
Tenant at Wentworth Terrace Allotments

043. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 20th December 2023 (Minute Numbers 034-040; Pages 21-24) be received and signed by the Chairman.

044. Site Updates

Cypress Road

- Trees along boundary near gate were causing issues opening the gate. Work completed 24.01.24 by Property Officer.

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 15 (+2)

Ellins Terrace 2

Vacancies 3 (=)

Plots 54, 73, 74

Waiting List 16 (+2)

Gilcar Street

Vacancies 0 (=)

Waiting List 8 (+1)

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.

Fencing is an issue at this site - Councillor M Jennings would look into a possible fencing source with minimal costs.

Complaint about brick-built greenhouse on recently vacated plot. Quotes for demolition would be obtained.

Vacancies 0 (=)

Waiting List 24 (-4)

Newland Lane

Japanese Knotweed coming from Railway Land – No response to letter however Councillor M Jennings reported that it was on the programme for a first spray in January / February and would then be on a five-year programme.

A fallen tree had caused damage to the fence in the corner of the site near plot 2. Wakefield Council had attended site to remove the stump and roots and were advised by tenants on site not to remove the stump. The stump and roots were to be removed in order to have the fence repaired.

A letter would be sent to all Site Secretaries advising that they must not issue instructions to any contractors or council workers and should contact the Town Council with any queries.

Wakefield Council would be contacted to arrange for the stump and root to be removed. The Property Officer should be on site when the stump is removed and fencing installed if possible.

Vacancies 4 (=) Plots 10, 14, 16, 40
Waiting List 20 (=)

Norwood Street

Tenants piling materials against the fence – letter to be sent.

Fencepost in need of repair – Work to be carried out by Property Officer and Grounds Maintenance staff.

Vacancies 1 (=) Plot 22 – NTC to allocate
Waiting List 14 (+1)

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 95 applications awaiting allocation (+3).

There are 25 plots currently vacant (=).

045. Requests from Tenants

CY019

Structure Request APPROVED.

Greenhouse 6' x 4'

Materials – Aluminium and Polycarbonate.

Base – secured to existing flags near shed.

HB024

Structure Request APPROVED.

Fence 4'

Materials – Wooden posts and metal fencing.

HB042

Skip Request DECLINED due to insufficient budget.

Waste – corrugated plastic roofing strips from previous tenant from home-made lean to along with other plastic waste left on site.

It was suggested that some of the polycarbonate sheets and buckets may be useful to other tenants. Any waste could be broken up and taken to the household waste recycling centre.

ET1-A – Transfer agreement between tenants

An agreement had been reached between tenants for the handover of ET1-A which had previously been agreed by the Council. The Council would contact the current tenant of ET1-A and set out the terms of the transfer to the new tenant and make sure that he was satisfied with the agreement.

ET1-B – Special consideration for plot allocation

A resident and existing tenant of ET1 had expressed an interest in taking on ET1-B which was directly behind their home. Members were asked to give special consideration for allocating a second plot due to the proximity to the tenant's home.

Members approved this request.

HB012 and HB013

A tenant has requested to reduce to one plot but wishes to keep the rear half of plot 12 and the rear half of plot 13. Thereby creating plots 12 a/b and 13 a/b. Plot 12a and 13a could be let either as two half plots or one full plot.

Members approved this request.

046. Complaints

A complaint had been received from a tenant at Ellins Terrace 2 Allotments whose greenhouse had been destroyed by a trampoline which had taken flight during recent high winds.

All tenants had been written to in August 2023 advising them to remove trampolines because of the danger they posed in windy conditions, but this had been ignored.

RESOLVED that a letter be sent to all tenants asking them to remove trampolines within 7 days.

The tenant had asked if he could take a poly tunnel from a vacant plot to replace his greenhouse. This was agreed subject to the Property Officer verifying that the plot is indeed vacant.

047. Alleged Formal Grievance

It was reported that a tenant had been asked to reduce their plots due to them not being tended to the cultivation standards set out in the policy. The tenant had refused to comply with the request to reduce the number of plots and had not submitted an appeal as requested. Instead, they had indicated that they had raised a grievance and requested all action be paused. There is no information as to whom the grievance has been raised with.

RESOLVED that the National Allotment Society be asked to conduct an independent review of the plots and a report provided.

048. Property Officer

It was reported that the new property officer was beginning to familiarise himself with the various sites and had carried out some maintenance tasks.

RESOLVED that the report be received.

049. Allotments Committee Budget

RESOLVED that the Allotments Committee budget up to the end of December 2023 showing income of £8,543.44 and expenditure of £8,669.56 be received.

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

