

# NORMANTON TOWN COUNCIL



## MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 1<sup>st</sup> May 2024 at 11:00am 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 R Seal  
D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard  
Councillor P Marchant  
Councillor A Samuels – Vice-Chairman

### 061. Apologies for Absence

RESOLVED that apologies for their inability to attend be recorded on behalf of Councillor E Blezard, Councillor P Marchant and Councillor A Samuels.

### 062. Declarations of Interest

There were no declarations of Interest recorded.

### 063. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 13<sup>th</sup> March 2024 (Minute Numbers 050 - 060; Pages 30 - 34) be received as a true record and signed by the Chairman.

### 064. Vacancies and Waiting Lists

An update was provided on plot vacancies and waiting lists:

SITE	VACANCIES	WAITING LIST
Cypress Road	0	21
Edward Street	0	0
Ellins Terrace 1	10	16
Ellins Terrace 2	7	18

Gilcar Street	0	9
Gladstone Street	0	23
Heys Buildings	3	20
Newland Lane	1	21
Norwood Street	1	17
Station Road	N/A	N/A
The Grove	0	7
Wentworth Terrace	6	22
<b>TOTAL</b>	<b>28</b>	<b>174*</b>

\*There are 90 people on the waiting list as some applicants have applied for more than one site.

It was noted that some applicants have requested to be added to the list but are not currently wishing to take on an allotment. This distorts the waiting list figures and creates additional work for Site Secretaries and staff.

Moving forward, if an applicant informs us that they are not ready to take on an allotment, they will be removed from the waiting list and advised to re-apply when they are ready.

RESOLVED that the report be received.

#### 065. **Requests from Tenants**

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

##### ET1-A

Second skip provided in accordance with decision made at the meeting on 13<sup>th</sup> March 2024.

Cost £216.66 + VAT through Pickup Skips.

##### ET2-82 and ET2-83

Request to add additional tenant due to ill health.

This request was agreed due to the long-standing tenancy and excellent gardening record. Contact would be made with the family to establish who should be the main tenant moving forward.

##### GS051

Structure request APPROVED

Greenhouse 10' x 6'

Materials – Aluminium and Polycarbonate

Base – Paving slabs.

HB034

Skip request

APPROVED

The tenant has requested a midi skip to dispose of a derelict shed on the plot which they have recently taken over.

The Committee agreed to provide a MAXI skip in order for the tenant on HB042 to dispose of some of their waste following the demolition of their shed at the Site Secretary's request.

Cost £216.66 + VAT through Pickup Skips.

Should a second skip be required, the Town Clerk will have delegated authority to order an additional skip subject to review of the waste by the Property Officer.

HB002

Structure request

APPROVED

Poly Tunnel 12' x 7'

Materials – Aluminium and plastic

Base – Soil.

This application is to be queried with the tenant as they have terminated their tenancy and left the poly tunnel in position.

HB030

Structure request

APPROVED

Greenhouse 6' x 8'

Materials – Aluminium and glass

Base – Soil.

NS009

Skip Request

APPROVED

The new tenant has requested a maxi skip to remove an old greenhouse from the plot which they have recently taken over.

Cost £216.66 + VAT through Pickup Skips.

**066. Newland Lane Fence**

It was reported that the damage to the fence has been raised with Wakefield Council for insurance purposes – reference CAS-464042-P7G0H0.

RESOLVED that the report be received.

**067. Allotments Committee Budget 2023-2024**

RESOLVED that the Allotments Committee Budget for the 2023-2024 financial year showing income of £8,608.70 and expenditure of £8,922.43 be received.

The underspend against budget of £4,077.57 would be earmarked for future capital expenditure on the allotments.

**068. Newland Lane Maintenance**

Members considered a request for the payment of an annual Maintenance Fee to Newland Lane Allotments.

This was an anomaly dating back to the previous site agreements before the Town Council took ownership of the sites.

Members did not feel that it was appropriate to treat sites differently and could not support the continuance of the maintenance payment.

RESOLVED that the request for the maintenance payment be declined.

**069. Gladstone Street – Tree Removal**

Members considered quotes for the removal of trees at Gladstone Street Allotments.

RESOLVED that the tree at the gate and the large tree on plot 16 be removed by KB Tree Services and Landscaping at a cost of £800.00 + VAT.

**070. Heys Buildings – Fencing**

Members considered quotes for the installation of 64' of paladin mesh fencing to the rear of the residential access path on Armstrong Close. This was to prevent unauthorised access to the site following a spate of break ins.

RESOLVED that 1.8m high green mesh fencing be installed by Barkers Fencing at a cost of £1300.00 + VAT.

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

RESOLVED that the following items be discussed in private due to the Councils data protection responsibilities.

**072. Allotment Issues**

Cypress Road

- None.

### Edward Street

- Land disposal still progressing.

### Ellins Terrace 1

- Tree at entrance gate requires light pruning – to be carried out by NTC staff.
- Quotes for replacement gates being obtained.
- Quotes for Japanese Knotweed being obtained.
- Site viewing with representative from National Allotment Society to look at an ongoing cultivation issue.

It was noted by the NAS representative that the tenant was struggling to keep all of their plots under control.

It was noted that many of the plots are in a poor state of cultivation and not complying with the rules and regulations of the allotments. It was suggested that a meeting should be held with all tenants to impress upon them the need to properly cultivate the gardens in order to protect them for future generations.

### Ellins Terrace 2

- None.

### Gilcar Street

- None.

### Gladstone Street

- Quotes for the removal of trees have been obtained.
- Concrete structure built – stop notice issued and structure request sent.

### Heys Buildings

- Fencing quotes have been obtained.
- Liaison with contractor for the removal of the greenhouse.
- Liaison with new Site Secretary.

### Newland Lane

- Quotes for replacement gates being obtained.

### Norwood Street

- Allocated a plot to a new tenant.
- Overgrown plots identified and letters to be sent.

- Greenhouse in need of demolition (skip to be provided) and broken glass to be removed by Property Officer.

#### Station Road

- None.

#### The Grove

- One plot allocated – site now full.

#### Wentworth Terrace

- Check on broken fence panel – appears to have been repaired.

#### General

- Following the last meeting – 16 letters have been sent to applicants and complainants.

### **073. Complaints**

There were no complaints, but a compliment had been received regarding a tenant at Heys Buildings Allotments who had been very helpful to a neighbouring resident. The positive feedback would be passed back to the tenant.

RESOLVED that the report be received.

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