

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



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To all members of the Allotments
Committee

Our ref: DJ/hs

Date: 11th July 2024

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Tuesday 16th July 2024** 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 'D Johnston', written over a light blue rectangular background.

Mrs Donna Johnston FdA
Town Clerk & RFO.

ALLOTMENTS COMMITTEE

Tuesday 16th July 2024 at 1.00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
017.	To receive apologies for absence.	
018.	To receive Declarations of Interest in accordance with the Code of Conduct.	
019.	To receive and sign the minutes of a meeting of the Allotments Committee. Held on Wednesday 5 th June 2024 (Minute Numbers 001-016; Pages 1-8).	A
020.	To receive the notes of the Allotment Liaison Group. Held on Wednesday 10 th July 2024.	B
021.	To consider the disposal of the unused allotment at Edward Street, Altofts.	C
022.	To consider letters from the Site Secretary at Newland Lane Allotments regarding an old agreement and the payment of maintenance fees.	TO FOLLOW
023.	To receive an update on vacancies and waiting lists.	D
024.	To consider requests for skips, structures, livestock, and any other general matters.	E
025.	To receive the Allotments Committee Budget for the 2024/25 financial year.	F
026.	To consider quotes for the removal of asbestos at Norwood Street and Gladstone Street.	G
027.	To receive an update on the various allotment issues that have been dealt with in the last month.	Verbal
028.	To consider any complaints from tenants or neighbours about the allotments. Where appropriate, this item will be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.	Verbal

029.	To consider any tenancy issues including breach of tenancy, warnings and evictions. Where appropriate, this item will be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.	Verbal
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NORMANTON TOWN COUNCIL**MINUTES OF THE ALLOTMENTS COMMITTEE**

Held on Wednesday 5th June 2024 at 1:00pm at Normanton Town Hall

Present: Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor C Parsons
Councillor R Seal

D Johnston – Town Clerk & RFO
J Wilkinson – Property Officer

Absent: Councillor C Appleyard
Councillor M Jennings
Councillor P Marchant
Councillor M Rowley
Councillor A Samuels – Vice-Chairman

001. Appointment of Chairman

RESOLVED that Councillor P Mayne is appointed as Chairman for the current municipal year.

002. Appointment of Vice Chairman

RESOLVED that Councillor A Samuels is appointed as Vice Chairman for the current municipal year.

003. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors C Appleyard, M Jennings, P Marchant, M Rowley and A Samuels.

004. Declarations of Interest

There were no Declarations of Interest recorded.

005. Minutes

RESOLVED that the Minutes of a meeting of the Allotments Committee held on Wednesday 1st May 2024 (Minute Numbers 061-073; Pages 35-40) be received as a true record and signed by the Chairman.

006. Meeting Dates 2024/25

RESOLVED that the proposed meeting dates for the current municipal year be provisionally booked as follows:

17th July 2024
28th August 2024
9th October 2024
20th November 2024
15th January 2025
19th February 2025
2nd April 2025
14th May 2025

Dates are subject to change.

In addition, it is proposed that at least two informal Allotment Liaison Group meetings are held with site representatives at the start and end of the season.

10th July 2024 at 6pm
13th November 2024 at 6pm
26th March 2025 at 6pm

007. Inspections

Members discussed the system of annual inspections which had previously been carried out by Committee members.

It was suggested that the current method was time consuming and difficult to organise around everyone's availability. It was also noted that the weather had a big impact on getting out to site at a pre-arranged date and time.

It was agreed that initial inspections would be carried out by the Property Officer. The Property Officer would be delegated authority to issue letters and notices of an advisory nature but would not issue warnings or evictions.

Any plot which required action in the form of warnings or evictions would be referred to the Committee for either a review of photographs or a site visit where required.

It was reported that a portable tablet with cellular connectivity would be required to carry out the inspections effectively on the new Scribe system. This would cost in the region of £265.00 with a sim card at around £9/m.

It was reported that there is an unused device at the office which could be sold to provide funding towards this purchase.

RESOLVED that the inspections would be carried out by the Property Officer and plots requiring more serious action would be referred to the Committee.

RESOLVED that the Committee support the purchase of a cellular tablet on the understanding that the old device could be disposed of with the consent of the Finance Committee.

008. Vacancies and Waiting Lists

An update was provided on plot vacancies and waiting lists:

SITE	VACANCIES	WAITING LIST
Cypress Road	0	25
Edward Street	0	0
Ellins Terrace 1	12	13
Ellins Terrace 2	8	16
Gilcar Street	0	9
Gladstone Street	1	26
Heys Buildings	2	17
Newland Lane	2	24
Norwood Street	2	17
Station Road	0	0
The Grove	0	8
Wentworth Terrace	5	20
TOTAL	32	175*

*Some applicants have applied for more than one site.

RESOLVED that the report be received.

009. Requests from Tenants

Members considered the following applications:

Gladstone Street

GS006

Structure request for a toolshed/ greenhouse

Materials – Breeze block and glass

DECLINED

The structure is not in line with the Town Council's structure policy and may be deemed as a permanent structure. The tenant is advised to cease work on the new structure, demolish the work that has been started and make repairs to his existing structure which pre-dates the policy.

Heys Buildings

HB005

Structure request for a greenhouse

Materials – Aluminium and Polycarbonate

Size 2m x 4m

DECLINED

The structure is not in line with our structure policy.

The applicant is asked to revise the plans and put forward a proposal for a smaller greenhouse within agreed parameters.

HB005

Structure request for a fruit cage

Materials – Wooden posts and netting

Size 2m x 2.5m

APPROVED

The application is approved on the understanding that no cement will be used to secure the posts in place.

010. Newland Lane Fence

It was reported that no updates had been received regarding the fence.

011. Allotments Committee Budget 2024/25

RESOLVED that the Allotments Committee Budget for the 2024/25 financial year be received. The report showed income of £2,106.00 and expenditure of £4,865.96.

012. Newland Lane Maintenance

Members considered a letter from the Site Secretary regarding the payment of the annual Maintenance Fee to Newland Lane Allotments.

Whilst members were grateful for the maintenance work carried out by the site and the work of the on-site committee generally, it was not appropriate to treat each site differently. Should maintenance work such as tap repairs etc be required at Newland Lane Allotments then the Site Secretary should

contact the Town Council and the office will make arrangements for a contractor to visit site and carry out the repairs.

Every site should be charging 'site fees' on top of the rent to fund the purchase of fuel for mowers etc and this can also include an honorarium for the Site Secretary to cover their costs, if approved by the Site Committee.

013. **NAS Visit to Ellins Terrace Allotments**

It was reported that a representative of the National Allotment Society had visited Ellins Terrace Allotments to look at the plots following a dispute with a tenant.

His report is as follows:

My first impression was that the site seemed secure and relatively easy to access, but parking could be better.

As we walked round there did not seem to be much evidence of horticultural gardening, however it has been a long cold, wet winter and it may have improved now we have had a couple of nice weekends and a bank holiday.

It appeared that one of the plots just had geese and many of the plots seemed below, what I would have expected, if the plan was to grow food.

One plot in particular showed little sign that anything much, other than weeds, had been grown in the last year and it would require many hours work to be able to grow anything, of an edible nature, this year.

There was a cockerel crowing and it appeared to be coming from this plot, (cockerels and geese are not allowed on allotments unless expressly permitted by the landowner).

I was informed that the tenant of this plot subscribed to the 'no dig' philosophy, in my view there should have been significant evidence of areas covered with cardboard or a similar 'green' weed suppressant if an active 'no dig' method of growing was actually being done.

There were a number of sheds on site, but little evidence of water harvesting.

I was very disappointed by the standard of allotments on the site overall and in my view the plot holders need reminding what an allotment

should be used for and if they cannot or will not grow food and enjoy all the legitimate benefits then it should be given to someone else.

On a positive note if the current plot holders accept that standards need to be raised they can be helped by the formation of a society which will, with consent, manage plots and have access to funds, (through grants), to create an allotment site where people grow food and enjoy all the mindful benefits of being involved and part of a community.

It could be that efficient gardening produces a surplus which could be given to a local school or foodbank.

Members considered the points made and agreed to hold a meeting with all tenants at Ellins Terrace and the representative from the National Allotments Association, with a view to raising standards across the site.

Consideration could be given to the implications of a self-managed site, if that is something that the tenants would wish to look into.

Further information would be obtained from other local Councils in the first instance so that the full implications could be understood.

014. Site Updates

Cypress Road

Some plots require inspection.

Edward Street – N/A

Ellins Terrace 1

Light pruning of the tree near the entrance gate has been carried out.

Quotes for the gates are ongoing.

Plots 28-31 are to be the focus with a view to getting them strimmed down and divided up.

Ellins Terrace 2

Two plots recently allocated.

Documents sent in Polish for one new tenant who struggles with English.

Fence on plot 92/93 was leaning onto the tap. The tenant was contacted and has carried out a repair to the fence.

An old garage door was being used as a makeshift fence near the entrance – a price should be obtained to repair the fence at this location.

Quotes for plot clearance obtained – 7 plots £37,015

This demonstrates the importance of tenants keeping their plots properly maintained and the importance of inspections and follow ups.

There were not currently sufficient funds available to carry out this work and it was not financially viable when the seven plots would bring in £168 in rent per year. At current rates, it would take 220 years to recoup the investment.

Gilcar Street – N/A

Gladstone Street

Trees at the entrance and plot 16 have been removed as agreed at the last meeting.

A resident enquired about using part of the site to store a vehicle, potentially renting a large shed. Members were mindful of the recent visit by the NAS representative and the intended use of allotment land and had to decline the request.

It was noted that brambles and weeds were causing an issue to the resident and efforts would be made to have them cleared to maintain a good neighbourly relationship.

Heys Buildings

Fencing installed as agreed at the last meeting.

A list of poor plots has been provided but these will not be inspected until the Property Officer gets round to the full inspection on this site.

The Site Secretary had resigned and there was currently no replacement.

Newland Lane

Quotes for gates ongoing – contractors are not replying.

Norwood Street

Letters sent to a number of tenants regarding weeds after a brief site visit.

Asbestos found during a shed demolition on plot NS023 – Quotes to be obtained.

Tap Leak – temporary repair carried out by a tenant.

Station Road – N/A

The Grove – N/A

Wentworth Terrace

Complaint about overgrown brambles – tenant advised to make improvements.

Follow up on a complaint about ‘rotting vegetation’ in which the tenant was dissatisfied at the description of his plot.

Weeds outside the fence on Parker Avenue – To be reported to Wakefield Council.

015. Complaints

RESOLVED that the following complaints be noted and actioned as appropriate:

Heys Buildings

Complaint about a plot being covered in weeds and a second complaint about the same tenant using weedkiller to kill the weeds.

Information to be provided to the complainant regarding our policy on the use of weedkiller. The plot condition to be inspected at the next opportunity.

Complaint from a resident regarding the installation of the fence at the rear of Armstrong Close and concerns that the works weren't approved. The complainant has been advised that it is the Town Council carrying out the work, not the tenants.

016. Tenancy Issues**Heys Buildings**

The Town Clerk reported on a complex tenancy issue and a series of communications with a tenant.

Norwood Street

The Town Clerk reported on the difficulties faced by a new tenant with a particularly difficult plot. Members accepted the points put forward by the tenant and agreed to accept their termination of the plot and issued a refund on their rent.

Wentworth Terrace

The Town Clerk reported on an overpayment of rent from the last financial year which was not carried over by the new system. The tenant intended to terminate their plot and a full refund on their rent was approved.

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

NOTES OF THE ALLOTMENTS LIAISON GROUP

Wednesday 10th July 2024

Present: Councillor M Jennings
Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor M Rowley
Councillor A Samuels – Vice Chairman (present from 6.15pm)
Donna Johnston – Town Clerk & RFO

Ellins Terrace 1 – 2 representatives
Ellins Terrace 2 – 1 representative
Gladstone Street – 2 representatives
Heys Buildings – 1 representative
Newland Lane – 2 representatives
Norwood Street – 2 representatives
Wentworth Terrace – 1 representative

1. Update from the Town Council

Property Officer Role and Responsibilities

The Property Officer was appointed on a trial basis in January to carry out a range of property related tasks including working on the allotments.

The idea is that he will be able to get out to site more frequently and have more of an idea of when there are issues. He can carry out small maintenance tasks, arrange quotes for bigger jobs and liaise with Site Secretaries on works that are required.

At the moment, he is doing 1 day a week but there is scope to do more as we have discovered while he has been on site.

Inspections

The initial inspections will be carried out by the Property Officer as he is out and about onsite. There will not be a formal date for an inspection as it will be determined by workload and weather. If a plot is inaccessible, Jonathan will arrange with the tenant to gain access.

The inspections will be carried out at various times throughout the year and will not be limited to a once-a-year visit.

Training has begun at Norwood Street, and he will be working his way over to other sites over the coming weeks.

The office will only be able to issue advisory letters.

Any official warnings and evictions must be authorised by the Committee for the time being until they are satisfied that the procedure is working.

This will be done via photographs taken at the time of the inspection or site visit as appropriate.

Site Issues

Some of the work that has been carried out on the sites this year includes:

Cypress Road	Tree Pruned near Gate
Ellins Terrace 1	Skip x 2 on the Lane
Ellins Terrace 1	Tree Pruning at the Gate
Gladstone Street	Tree Removal x 2
Heys Buildings	Demolition of Greenhouse
Heys Buildings	Installation of Fence
Heys Buildings	Skip x 3
Heys Buildings	Tap Repair x 2
Gladstone Street	Skip x 1
Newland Lane	Fence Damage – Awaiting action by WMDC
Norwood Street	Skip
Norwood Street	Repairs to Fence Post
Wentworth Terrace	Tap Repairs
Various Sites	23 x Structure requests considered and processed.

In addition, we have dealt with a large number of complaints from residents and tenants regarding plot holders' behaviour and cultivation standards across various sites.

We are currently working on the following issues:

Ellins Terrace 1	Quotes for replacement gates
Ellins Terrace 1	Quotes for treatment of Japanese Knotweed
Ellins Terrace 1	Strimming of plots 28-31
Ellins Terrace 2	Quotes for replacement fencing near the main gate
Ellins Terrace 2	Quote to clear 7 abandoned plots £37,015
Gladstone Street	Clearance of brambles behind containers
Gladstone Street	Asbestos removal
Newland Lane	Quotes for replacement gates
Newland Lane	Quotes for repairs to fencing
Norwood Street	Strimming of path and verge
Norwood Street	Asbestos removal

Budget

A budget document was circulated which showed the following information:

Income 2020-2025	£33,096
Expenditure 2020-2025	£44,849
Loss	£11,753

Water Bills 2020-2025	£17,274
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Average cost of water per plot £9.27
(Range £3 - £33 dependant on site)

2. Updates and Suggestions from Sites

Cypress Road

Not Present

Ellins Terrace 1

- The replacement gate is not required.
- The money should be used to replace the fence on the corner near plots 28-31.
- Heras fencing would be sufficient.
- Carrying out their own grass cutting but one corner has not been done.
- Would like some road scapings for the tracks.
- Concerned that NAS rules should not apply as they are not members.

Ellins Terrace 2

- There has been a leaking tap at the top of the site.
- Concern about the state of the overgrown plots which need to be cut back and weed killer applied at the end of the season.
- Raised concern about 'out of area' applicants.

Gladstone Street

- Would like a site inspection ASAP due to concerns about four plots.
- Query the 1 plot per household rule which will need to be considered by the Committee.

Heys Buildings

- The site is nice but there are some tenants who aren't doing anything.
- New Site Sec queried what her role and boundaries are and if she could contact tenants to check if they were ok.

Newland Lane

- Concerned that NAS rules should not apply as they are not members.
- Asked why the Town Council are members of NSALG / NAS.

- Asked why we are following NAS rules and not our own rules.
- Doesn't believe that NTC are tough enough with tenants and take too long to evict for non-cultivation.
- Wanted clarification on who the members of the Committee are.
- Expressed concern at the stopping of the annual maintenance payment which is not paid to other sites.
- Complaint about the Wakefield Council trees on the boundary of Smirthwaite Park.
- Requires new taps throughout the site.
- Fencing is too low (currently 6ft)
- Concern that fencing has been installed incorrectly.
- Tree in the corner has left the site open for 5 months.
- Why is NTC allowing people to apply to more than one site.
- Raised concern about communication issues with tenants.

Norwood Street

- Generally concerned about the state of the site as a whole and the terrible state of weeds on some plots.
- Wish to have a Site Secretary again.

Wentworth Terrace

- No issues at Wentworth Terrace – Everyone is happy

3. Next Meeting

Wednesday 13th November at 6pm

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Tuesday 16th July 2024

DISPOSAL OF LAND AT EDWARD STREET

Normanton Town Council owns a 2.34-acre allotment site at Edward Street, Altofts. This land was transferred from the Coal Board to Wakefield Council in 1997 and then to Normanton Town Council on December 22, 1999.

Initially, there were plans to convert this land into allotments, but due to prohibitive costs, lack of water supply, and difficult access, it has never been used for this purpose.

Currently, the land is utilised by two tenants: a local farmer who grows arable crops on one section and a resident who uses the other section for grazing horses.

Both the Allotments Committee and the Council have considered the possibility of disposing of the land to the current tenants. Additionally, a nearby homeowner has expressed interest in acquiring the access track adjacent to his property.

To proceed with the disposal, an application must be made to the Secretary of State. The Town Council must first address the following statutory questions:

- **Adequate alternative provision for any displaced plot holders.**
No plot holders will be displaced if the land is sold to the existing tenants.
- **What alternative provision is available within ¼ of a mile of the site.**
Heys Buildings Allotments is 0.5 miles away from the site.
- **The number of plot holders affected.**
There are currently two tenants using the land.
- **Size of alternative provision in relation to existing.**
The plots available at Heys Buildings and Wentworth Terrace are standard allotment plots which would be smaller than the space currently occupied by the tenants. If the tenants were vacated, they could not use an allotment plot to grow farm crops or graze horses.
- **Distance of alternative from existing site.**
There are nine allotment sites under the control of the Town Council ranging from 0.5 miles to 3 miles from the site at Edward Street.

- **Accessibility of alternative.**

All allotment sites in Normanton and Altofts are accessible by car, and many are on a bus route. No site is more than three miles away by road and there are numerous footpaths which could make the journey shorter on foot.

- **Views of existing plot-holders.**

The existing tenants have indicated their wish to take the land under their ownership.

- **Evidence that land has been secured for use as allotments.**

There are nine operational sites within the Normanton and Altofts area offering a total of 405 plots.

- **Evidence that alternative provision is not necessary.**

There are currently 28 vacant plots across the area, and it is not necessary to displace any existing plot holders. We have a 93% occupancy rate.

- **Confirming that the allotment in question is not necessary and surplus to requirement.**

The allotment has not been used as allotment land for 25 years, there are 28 vacancies on other sites.

- **The number of people on the waiting list has effectively been taken into account.**

There are 92 people currently awaiting allocation, however 13 of which already have at least one plot allocated. This brings the waiting list down to 79 new applicants. The majority of the people on the waiting list have been waiting for less than a year.

- **The council has actively promoted and publicised the availability of sites.**

Our active allotments are advertised on our website, with occasional adverts placed in printed publications and newsletters. We have not promoted the site at Edward Street as it is not currently set up as an allotment and there are two tenants in place.

- **The implications of disposal for other relevant policies such as the local plan have been taken into account.**

We would intend that the land would remain in its current form and not used for development. It should be used for farming and grazing only.

- **The number of plots and their size.**

The land is split into two plots of around 1.17 acres.

- **The number of plot holders.**

There are TWO plot holders.

- **The number of people on the waiting list.**

There are 2 people on the waiting list for Edward Street and neither have been back in touch since they applied 16 years ago. They do not appear to have applied for any other town council operated sites in the area.

- **If the waiting list has been closed and at what number.**

The waiting list has not been closed.

Once these matters have been discussed and minuted, the Council will need to consult with the NSALG before an application can be made to the Secretary of State.

Plots

Current plots. You can add, update, delete and filter plot records.

Name	Site	Fees	Short Name	Price
✖ Ellins Terrace 1 - 12 Records				
ET1-11	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-12	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-16	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-17	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-21	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-39	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-40	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-28*	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-29*	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-30*	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-31*	Ellins Terrace 1	Full Plot	ET1	£24.00
ET1-E*	Ellins Terrace 1	Half Plot	ET1	£12.00
✖ Ellins Terrace 2 - 8 Records				
ET2-80	Ellins Terrace 2	Full Plot	ET2	£24.00
ET2-86	Ellins Terrace 2	Full Plot	ET2	£24.00



Name	Site	Fees	Short Name	Price
ET2-54*	Ellins Terrace 2	Full Plot	ET2	£24.00
ET2-71*	Ellins Terrace 2	Full Plot	ET2	£24.00
ET2-72*	Ellins Terrace 2	Full Plot	ET2	£24.00
ET2-73*	Ellins Terrace 2	Full Plot	ET2	£24.00
ET2-74*	Ellins Terrace 2	Full Plot	ET2	£24.00
ET2-70*	Ellins Terrace 2	Full Plot	ET2	£24.00
▼ Gladstone Street - 1 Records				
GS030	Gladstone Street	Full Plot	GS	£24.00
▼ Heys Buildings - 1 Records				
HB014	Heys Buildings	Full Plot	HB	£24.00
▼ Newland Lane - 1 Records				
NL040	Newland Lane	Half Plot	NL	£12.00
▼ Norwood Street - 3 Records				
NS012	Norwood Street	Full Plot	NS	£24.00
NS025	Norwood Street	Full Plot	NS	£24.00
NS002	Norwood Street	Full Plot	NS	£24.00
▼ Wentworth Terrace - 1 Records				
WT026*	Wentworth Terrace	Full Plot	WT	£24.00



Waiting Lists

Current waiting list ordered by the oldest first. You can add, update, delete or convert contacts to a tenant.

Reference	Position	Application Date	Asset Site	Last name
▼ Cypress Road - 27 Records				
8DCD749E	27	02.07.2024	Cypress Road	Simpson
F51FC7ED	26	19.06.2024	Cypress Road	Hickling
754C8BBD	25	04.06.2024	Cypress Road	Wharton
3046C798	24	13.05.2024	Cypress Road	Taylor
C2CE0B90	23	08.05.2024	Cypress Road	Fox
45EF269D	22	02.05.2024	Cypress Road	Smith
11D990DD	21	23.04.2024	Cypress Road	McNulty
2E61B4BA	20	15.04.2024	Cypress Road	Johnson
DB64F244	19	11.04.2024	Cypress Road	Gudza
F4BCCB94	17	08.04.2024	Cypress Road	Baines
B398307E	18	08.04.2024	Cypress Road	Lofthouse
B32688FD	16	27.03.2024	Cypress Road	Addy
EADBAE6C	15	26.03.2024	Cypress Road	Jones
D5DDE6FC	14	26.01.2024	Cypress Road	Feszak
C86C47E4	13	08.01.2024	Cypress Road	Barber



Reference	Position	Application Date	Asset Site	Last name
27528BFD	12	03.10.2023	Cypress Road	Gabrynowicz
791AA7A0	11	19.09.2023	Cypress Road	Dinsdale-Hill
AA966F0B	10	06.09.2023	Cypress Road	Box
2F229E63	9	29.08.2023	Cypress Road	Stec
9D1196FE	8	23.08.2023	Cypress Road	Wilkinson
77A017D4	7	12.08.2023	Cypress Road	Deakin
7B9DD110	6	02.07.2023	Cypress Road	Sharpe
ACE84B84	5	17.06.2023	Cypress Road	Oddy
95BDBFD7	4	13.06.2023	Cypress Road	Szmuc
F6201840	3	01.06.2023	Cypress Road	Wolski
1137C51E	2	24.03.2023	Cypress Road	Greatorex
C5F3B1C6	1	20.09.2021	Cypress Road	Los
✕ Ellins Terrace 1 - 13 Records				
E09CC6E0	13	05.07.2024	Ellins Terrace 1	Kapica
B9EE3300	12	13.05.2024	Ellins Terrace 1	Taylor
8E0B7483	11	20.04.2024	Ellins Terrace 1	Hudson
DE2637B6	10	11.04.2024	Ellins Terrace 1	Gudza



Reference	Position	Application Date	Asset Site	Last name
53213721	9	08.04.2024	Ellins Terrace 1	Lofthouse
4515D5B4	8	27.03.2024	Ellins Terrace 1	Addy
471841AD	7	19.03.2024	Ellins Terrace 1	Cuchirita
30E9BEAC	6	26.01.2024	Ellins Terrace 1	Feszak
7ACD9A3B	5	08.01.2024	Ellins Terrace 1	Barber
C71952A7	4	02.11.2023	Ellins Terrace 1	Joaca-Lesne
6761C27B	3	19.09.2023	Ellins Terrace 1	Dinsdale-Hill
C96ABB9B	2	06.09.2023	Ellins Terrace 1	Box
568057BF	1	24.03.2023	Ellins Terrace 1	Greatorex
✕ Ellins Terrace 2 - 16 Records				
F7A62493	16	05.07.2024	Ellins Terrace 2	Kapica
B4D636E8	15	13.05.2024	Ellins Terrace 2	Taylor
B31D4E2A	14	20.04.2024	Ellins Terrace 2	Hudson
4C59BCFF	13	11.04.2024	Ellins Terrace 2	Gudza
6B4DB5EC	12	08.04.2024	Ellins Terrace 2	Lofthouse
647AB240	11	27.03.2024	Ellins Terrace 2	Addy
D98816B5	10	19.03.2024	Ellins Terrace 2	Cuchirita



Reference	Position	Application Date	Asset Site	Last name
6A1EA2CF	9	26.01.2024	Ellins Terrace 2	Feszak
C421D910	8	08.01.2024	Ellins Terrace 2	Barber
60821798	7	02.11.2023	Ellins Terrace 2	Joaca-Lesne
59705F66	6	19.09.2023	Ellins Terrace 2	Dinsdale-Hill
78B01E8F	5	06.09.2023	Ellins Terrace 2	Box
776E1C04	4	24.03.2023	Ellins Terrace 2	Greatorex
1D7E0987	3	01.01.2023	Ellins Terrace 2	Howie
A8141BCD	2	04.02.2014	Ellins Terrace 2	Wright
39128648	1	01.04.2012	Ellins Terrace 2	Burdon
✕ Gilcar Street - 9 Records				
3C0A6E84	9	20.04.2024	Gilcar Street	Manners
B68844BD	8	15.02.2024	Gilcar Street	Russell-Smith
377900F9	7	05.02.2024	Gilcar Street	Richmond
37DEDF23	6	08.01.2024	Gilcar Street	Sellars
CDE385B1	5	20.11.2023	Gilcar Street	Rollinson
0066481E	4	16.07.2023	Gilcar Street	Evans
2CC4FC53	3	13.07.2022	Gilcar Street	Wilkes



Reference	Position	Application Date	Asset Site	Last name
18E933CB	2	16.11.2021	Gilcar Street	Long
658D29AF	1	30.07.2013	Gilcar Street	Helme
▼ Gladstone Street - 24 Records				
25CADE56	24	19.06.2024	Gladstone Street	Hickling
320F77DD	23	13.05.2024	Gladstone Street	Burton
0CF820F3	22	08.05.2024	Gladstone Street	Fox
C573722C	21	02.05.2024	Gladstone Street	Smith
EEB673FF	20	01.05.2024	Gladstone Street	Arabucki
FD1631BC	19	29.04.2024	Gladstone Street	White
1084ED39	18	20.03.2024	Gladstone Street	Wolski
55BD224E	17	19.03.2024	Gladstone Street	Cuchirita
D218EFF8	16	15.02.2024	Gladstone Street	Moore
66506A82	15	05.02.2024	Gladstone Street	Richmond
C7EBE08F	14	08.01.2024	Gladstone Street	Sellars
255C648D	13	31.08.2023	Gladstone Street	Turner
741F178C	12	29.08.2023	Gladstone Street	Smith
6E0A3DEC	11	22.08.2023	Gladstone Street	Walker



Reference	Position	Application Date	Asset Site	Last name
0CD7D79E	10	14.08.2023	Gladstone Street	Hemmings-Trigg
CEECE87C	9	21.07.2023	Gladstone Street	Machin
9DED84DF	8	10.07.2023	Gladstone Street	Anchim
9EFB641E	7	05.05.2023	Gladstone Street	Nicholson
CA85B35F	6	21.04.2023	Gladstone Street	Cockcroft
4C50AD4C	5	11.04.2023	Gladstone Street	Carter
B721E66D	3	03.01.2023	Gladstone Street	Hargreaves
87834FC8	4	03.01.2023	Gladstone Street	Birch
E4B8CCDF	2	13.10.2022	Gladstone Street	Siziba
DE256E6A	1	12.08.2019	Gladstone Street	Evans
📌 Heys Buildings - 8 Records				
6BDD5272	8	19.06.2024	Heys Buildings	Hickling
5D52675D	7	30.04.2024	Heys Buildings	Scaife
7B574E11	5	20.04.2024	Heys Buildings	Manners
BA04E33B	6	20.04.2024	Heys Buildings	Hudson
D26E8E3D	4	05.02.2024	Heys Buildings	Gowland
DAA41600	3	31.08.2023	Heys Buildings	Osborne



Reference	Position	Application Date	Asset Site	Last name
76D7E39D	2	24.03.2022	Heys Buildings	Colwood
ABA159BB	1	15.01.2019	Heys Buildings	Barber
📌 Newland Lane - 21 Records				
BC4A9769	21	02.07.2024	Newland Lane	Simpson
45825569	20	17.06.2024	Newland Lane	Harrington
53A92FDE	19	22.05.2024	Newland Lane	Tudor
68CA9CFD	18	13.05.2024	Newland Lane	Taylor
A629CB13	17	08.05.2024	Newland Lane	Fox
C95F59B5	16	02.05.2024	Newland Lane	Smith
C5256DC9	15	29.04.2024	Newland Lane	White
34526419	14	20.04.2024	Newland Lane	Hudson
597EC256	13	08.04.2024	Newland Lane	Lofthouse
1736F775	12	26.03.2024	Newland Lane	Jones
F25BD423	11	20.03.2024	Newland Lane	Wolski
766F451A	10	19.03.2024	Newland Lane	Cuchirita
13D308B6	9	26.02.2024	Newland Lane	Balejko
4E6DA9F9	8	15.02.2024	Newland Lane	Moore



Reference	Position	Application Date	Asset Site	Last name
049A9CE4	7	19.09.2023	Newland Lane	Dinsdale-Hill
7696FFD6	6	06.09.2023	Newland Lane	Box
7862779F	5	29.08.2023	Newland Lane	Stec
9ABAB72E	4	23.08.2023	Newland Lane	Wilkinson
E2D2E714	3	14.08.2023	Newland Lane	Hemmings-Trigg
05FFD066	2	12.08.2023	Newland Lane	Deakin
938D4CE9	1	02.05.2017	Newland Lane	Kelly
✕ Norwood Street - 16 Records				
6DBE179C	16	01.07.2024	Norwood Street	Matambanadzo
18FA63DA	15	08.05.2024	Norwood Street	Paish
FD596790	14	25.04.2024	Norwood Street	Hesketh
9C4AFD17	13	15.04.2024	Norwood Street	Johnson
1566D375	12	08.03.2024	Norwood Street	Barnes
B545E4BB	11	15.02.2024	Norwood Street	Moore
5120396B	10	05.02.2024	Norwood Street	Richmond
9F4C6965	9	08.01.2024	Norwood Street	Sellars
4EBDC146	8	20.11.2023	Norwood Street	Rollinson



Reference	Position	Application Date	Asset Site	Last name
D85BBFFC	7	22.08.2023	Norwood Street	Walker
D4FBC8CB	6	14.08.2023	Norwood Street	Hemmings-Trigg
16F6AE89	5	12.08.2023	Norwood Street	Deakin
2B8B969D	4	16.07.2023	Norwood Street	Evans
67A2406A	3	02.07.2023	Norwood Street	Sharpe
581686A6	2	25.02.2023	Norwood Street	Everitt
4ACF1739	1	20.09.2021	Norwood Street	Los
📄 The Grove - 10 Records				
4F94AC69	10	05.07.2024	The Grove	Kapica
23CF000E	9	22.05.2024	The Grove	Tudor
76FEF1E9	8	02.05.2024	The Grove	Cockcroft
E55052A9	7	15.04.2024	The Grove	Johnson
28295E99	6	02.11.2023	The Grove	Joaca-Lesne
4A6AA6A6	5	23.08.2023	The Grove	Wilkinson
EA334F0C	4	02.07.2023	The Grove	Sharpe
C84C5BAF	3	13.06.2023	The Grove	Szmuc
EFA3130F	2	04.06.2023	The Grove	Jackson



Reference	Position	Application Date	Asset Site	Last name
48F53EEA	1	31.10.2022	The Grove	Flynn
▼ Wentworth Terrace - 10 Records				
985EBADA	10	05.07.2024	Wentworth Terrace	Kapica
7C5EFC7A	9	02.07.2024	Wentworth Terrace	Simpson
09445CCA	8	01.07.2024	Wentworth Terrace	Miller
2C51C8C0	7	22.05.2024	Wentworth Terrace	Tudor
3A940999	6	02.05.2024	Wentworth Terrace	Cockcroft
223E6631	5	29.04.2024	Wentworth Terrace	White
7C6C20FD	4	20.04.2024	Wentworth Terrace	Manners
57F066BB	3	08.04.2024	Wentworth Terrace	Baines
ABF43E04	2	28.03.2024	Wentworth Terrace	Gorner
CFBE5104	1	27.03.2024	Wentworth Terrace	Addy



**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE**
Tuesday 16th July 2024

REQUESTS FROM TENANTS

Structure Standard Sizes:

<i>Shed</i>	<i>6ft x 8ft</i>	<i>1.8m x 2.4m</i>
<i>Greenhouse</i>	<i>6ft x 8ft</i>	<i>1.8m x 2.4m</i>
<i>Polytunnel</i>	<i>14ft x 6.5ft</i>	<i>4m x 2m</i>
<i>Height</i>	<i>7ft</i>	<i>2.1m</i>
<i>Fence</i>	<i>6' maximum</i>	<i>4' on more open plan sites</i>

Livestock accommodation should be approx.:
2-3 square foot inside the coop *6' x 8'*
5-7 square foot in the run *8'x10' to 10'x12'*

SITE	Ellins Terrace 2
PLOT	ET2-67
Structure	Shed
Height	7ft
Width	6-10ft (6ft shed with 4ft overhanging roof)
Length	8-14ft
Materials	Wood / Metal / Plastic
Base	Paving Slabs / Pallets
NOTES	<p>New tenant since 22nd May 2024. The tenant advises that the size of the structure is dependant on what he can find available for his budget. There is already a small shed/outhouse on the plot.</p> <p>He also wants to park his car on the plot but an application has not been submitted for this.</p>

SITE	Ellins Terrace 2
PLOT	ET2-67
Structure	Fence
Height	Max 6'
Width	
Length	

Materials	Metal Heras Fencing Panels
Base	
NOTES	<p>New tenant since 22nd May 2024.</p> <p>The fencing on the west and south hasn't been finished and there are some holes in the ground where the stakes are located. He would like to fill these up with concrete.</p> <p>He also states that he may need to add more fencing to the east of the plot with privet screening all around.</p>

SITE	Wentworth Terrace
PLOT	WT049
Structure	Polytunnel
Height	7ft 6 inches
Width	6ft
Length	14ft
Materials	Galvanised frame and plastic cover
Base	Soil
NOTES	<p>Tenant over 4 years.</p> <p>Polytunnel being moved from a neighbouring plot.</p>

SITE	Wentworth Terrace
PLOT	WT053
Structure	Polytunnel
Height	2m
Width	3m
Length	4m
Materials	Galvanised frame and plastic cover
Base	Soil
NOTES	<p>Tenant pre-2012</p> <p>Replacing an older larger polytunnel (4m x 4m)</p>

Committed Spend

Cost Centre 1 (Between 01/04/2024 and 31/03/2025)

ALLOTMENTS CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1	Income - Allotment Rent	9,251.00	2,272.00	-6,979.00						-6,979.00 (-75%)
7	Income - Key Deposit (A		20.00	20.00						20.00 (N/A)
48	Key Deposit		10.00	10.00		20.00		20.00	-20.00	-10.00 (N/A)
90	Newland Lane Allotment				1,275.00	114.64		114.64	1,160.36	1,160.36 (91%)
91	Cypress Road Allotment				867.00	573.45		573.45	293.55	293.55 (33%)
92	Ellins Terrace 1 Allotmer				1,581.00	334.74		334.74	1,246.26	1,246.26 (78%)
93	Ellins Terrace 2 Allotmer				1,734.00	118.08		118.08	1,615.92	1,615.92 (93%)
94	Allotments General				80.00	35.10		35.10	44.90	44.90 (56%)
95	Gladstone Street Allotm				2,040.00	926.99	216.67	1,143.66	896.34	1,113.01 (54%)
96	Heys Buildings Allotmen				1,538.50	2,840.00	650.01	3,490.01	-1,951.51	-1,301.50 (-84%)
97	Norwood Street Allotmer				952.00	26.16		26.16	925.84	925.84 (97%)
98	Wentworth Terrace Allot				2,728.50	38.75	200.00	238.75	2,489.75	2,689.75 (98%)
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%)
109	Garage Plot Rent									(N/A)
SUB TOTAL		9,251.00	2,302.00	-6,949.00	13,000.00	5,027.91	1,066.68	6,094.59	6,905.41	1,023.09 (4%)

Summary

NET TOTAL	9,251.00	2,302.00	-6,949.00	13,000.00	5,027.91	1,066.68	6,094.59	6,905.41	1,023.09 (4%)
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ALLOTMENTS LIAISON GROUP
ALLOTMENT INCOME & EXPENDITURE 2020 - 2025

INCOME							EXPENDITURE					
SITE	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	TOTAL	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	TOTAL
CYPRESS ROAD							£610	£322	£2,189	£1,044	£573	£4,739
ELLINS TERRACE 1							£1,156	£634	£1,176	£1,696	£335	£4,997
ELLINS TERRACE 2							£1,054	£1,556	£382	£830	£118	£3,940
GLADSTONE STREET							£1,959	£542	£1,143	£959	£1,144	£5,747
HEYS BUILDINGS							£275	£30	£400	£700	£3,490	£4,895
NEWLAND LANE							£4,225	£426	£399	£544	£115	£4,621
NORWOOD STREET							£315	£527	£490	£764	£26	£2,122
WENTWORTH TERRACE							£2,808	£758	£1,630	£3,449	£239	£8,884
GENERAL							£198	£763	£3,885	£25	£35	£4,906
TOTAL	£7,427	£7,860	£1,206	£8,222	£8,381	£33,096	£12,600	£5,558	£11,694	£8,922	£6,075	£44,849
SURPLUS /LOSS							-£5,173	£2,302	-£10,488	-£700	£2,306	-£11,753

**ALLOTMENTS LIAISON GROUP
WATER USAGE 2020 - 2025**

WATER BILLS

SITE	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	TOTAL
CYPRESS ROAD	£375	£131	£2,189	£918	£573	£4,187
ELLINS TERRACE 1	£1,054	£581	£343	£830	£118	£2,926
ELLINS TERRACE 2	£1,054	£581	£343	£830	£118	£2,926
GLADSTONE STREET	£614	£351	£340	£268	£127	£1,700
HEYS BUILDINGS	£0	£0	£0	£0	£0	£0
NEWLAND LANE	£437	£376	£319	-£594	£115	£653
NORWOOD STREET	£315	£189	£171	£722	£139	£1,537
WENTWORTH TERRACE	£222	£576	£1,121	£1,249	£178	£3,346
TOTAL	£4,071	£2,785	£4,826	£4,223	£1,369	£17,274

AVERAGE WATER COSTS

SITE	FULL PLOT EQ	5 YR COST	1YR COST
CYPRESS ROAD	25.5	£164	£33
ELLINS TERRACE 1	51	£57	£11
ELLINS TERRACE 2	46.5	£63	£13
GLADSTONE STREET	60	£28	£6
HEYS BUILDINGS	44	£0	£0
NEWLAND LANE	37.5	£17	£3
NORWOOD STREET	28	£55	£11
WENTWORTH TERRACE	80	£42	£8
	372.5		

ADMINISTRATIVE COSTS
1 YR April 2023 - March 2024

Postage	575	£518		
Envelopes	575	£18		
Paper	11.5	£75		
Staff Time (24 hours per week in total)	1200 hrs	£23,008	5 YRS	TOTAL COST
		£23,619	£118,094	£162,943

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE**
Tuesday 16th July 2024

ASBESTOS REMOVAL

We have requested a quote from our regular contractor for the removal of asbestos at Gladstone Street and Norwood Street.

These quotes are only valid if the work is carried out at the same time.

Norwood Street:

To litter pick asbestos from the plot including full PPE and clearing the remaining litter
£450.00

Gladstone Street:

To remove and dispose of asbestos panel including full PPE
£275.00

Total cost £725.00