

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



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To all members of the Allotments
Committee

Our ref: DJ/Allots/Cttee

Date: 16th August 2024

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 28th August 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

Wednesday 28th August 2024 at 1.00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
030.	To receive apologies for absence.	
031.	To receive Declarations of Interest in accordance with the Code of Conduct.	
032.	To receive and sign the minutes of a meeting of the Allotments Committee. Held on Tuesday 16 th July 2024 (Minute Numbers 017-029; Pages 9-13).	A
033.	To receive an update on vacancies and waiting lists.	B
034.	To consider requests for skips, structures, livestock, and any other general matters.	C
035.	To receive the Allotments Committee Budget for the 2024/25 financial year.	D
036.	To review the Allotments Policy.	E
037.	To receive an update on the various allotment issues that have been dealt with in the last month.	Verbal
038.	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
039.	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

NORMANTON TOWN COUNCIL**MINUTES OF THE ALLOTMENTS COMMITTEE**

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

Present: Councillor M Jennings
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 C Appleyard
Councillor P Marchant
Councillor M Rowley

017. To receive apologies for absence.

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

018. To receive Declarations of Interest in accordance with the Code of Conduct.

RESOLVED that the following declaration of interest be received:

Councillor M Jennings
Non-pecuniary Interest
All matters relating to Wentworth Terrace Allotments
Councillor Jennings is an allotment tenant.

019. To receive and sign the minutes of a meeting of the Allotments Committee.

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 5th June 2024 (Minute Numbers 001-016; Pages 1-8) be received and signed by the Chairman.

020. To receive the notes of the Allotment Liaison Group.

RESOLVED that the notes of the Allotment Liaison Group held on Wednesday 10th July 2024 be received.

021. To consider the disposal of the unused allotment at Edward Street, Altofts.

RESOLVED that members of the Allotments Committee support the disposal of the unused allotment site at Edward Street and propose that the matter is referred to full Council.

022. To consider letters from the Site Secretary at Newland Lane Allotments regarding an old agreement and the payment of maintenance fees.

Members considered the points put forward by the Site Secretary at Newland Lane and reiterated their position that the previous agreements were superseded in 2012 when the Town Council took ownership of the allotments and began direct management of the sites. There would be no change to the position regarding the payment of 'maintenance fees'.

RESOLVED that the Town Council's position will be made clear to the Site Secretary.

023. To receive an update on vacancies and waiting lists.

An update was provided on plot vacancies and waiting lists:

SITE	VACANCIES	WAITING LIST
Cypress Road	0	27
Edward Street	0	0
Ellins Terrace 1	12	13
Ellins Terrace 2	8	16
Gilcar Street	0	9
Gladstone Street	1	24
Heys Buildings	1	8
Newland Lane	1	21
Norwood Street	3	16
Station Road	0	0
The Grove	0	10
Wentworth Terrace	1	10
TOTAL	27	154*

*Some applicants have applied for more than one site.

024. To consider requests for skips, structures, livestock, and any other general matters.

Members considered the following applications:

Ellins Terrace 2

ET2-67

Structure request for a shed 6-10ft x 8-14ft

Materials – Wood / Metal / Plastic

DECLINED

The size of the structure is not in line with the Town Council's structure policy. A shed sized 6ft x 8ft will be permitted however cars should not be parked on the allotment plot.

ET2-67

Structure request for a fence

Materials – Metal Harris Fencing 6ft high

APPROVED however the request to utilise concrete is declined and privet hedging must not be installed.

Wentworth Terrace

WT049

Poly Tunnel 6ft x 14ft

Galvanised frame with plastic cover

APPROVED

WT053

Poly Tunnel 3m x 4m

Galvanised frame with plastic cover

APPROVED

025. To receive the Allotments Committee Budget for the 2024/25 financial year.

RESOLVED that the allotments budget for the year to date showing income of £2302.00 and expenditure of £6094.59 be received.

A secondary document was circulated showing income and expenditure for the allotments over a 5-year period which had recently been circulated at the Allotment Liaison Group. The report identified a direct cost of £44,849 and income of £33,096.

There was a cost to the Town Council of £11,753 which did not include any administrative costs such as staff time, printing, postage, and stationery.

RESOLVED that the five-year financial report be received.

026. To consider quotes for the removal of asbestos at Norwood Street and Gladstone Street.

RESOLVED that a quote for the removal of asbestos at Norwood Street and Gladstone Street be approved through RCW Building Solutions at a cost of £725.00 + VAT.

027. To receive an update on the various allotment issues that have been dealt with in the last month.

A report was provided on allotment issues that have been addressed including:

- Ellins Terrace 1 – reviewing plots for strimming.
- Gilcar Street – Inspections completed.
- Heys Buildings – Reviewed potentially dangerous structures.
- Heys Buildings – Reviewed new fence line.
- Newland Lane – Continued to chase WMDC regarding the tree.
- Norwood Street – half of the site inspected.
- The Grove – Inspections completed.
- Wentworth Terrace – Complaint from resident reviewed.
- It was suggested that ‘What 3 Words’ locations should be added to the allotment entrance signage.

RESOLVED that the report be received.

028. To consider any complaints from tenants or neighbours about the allotments.

RESOLVED that the following complaints be received, and responses provided:

Heys Buildings

Complaint that fence installation works has caused damage to a recently planted hedgerow and a second complaint regarding the debris left behind.

In accordance with Allotment Policy 17, tenants are not permitted to plant hedges or trees without the express written consent of the Town Council. No permission has been granted and therefore no refund will be provided.

The fence was installed at the request of the site secretary following recent break ins. It was our understanding that all plot holders were aware of the plan to install a fence.

The debris left over by the contractor has now been removed from site by our own staff.

029. To consider any tenancy issues including breach of tenancy, warnings and evictions.

A number of inspections have been carried out and warnings have been recommended. Unfortunately, there were insufficient responses from members to allow the warnings to be issued. Members discussed the inspection trial that was being carried out by the Property Officer and agreed that delegated authority should be used to issue warnings, but evictions should be referred to members.

Wentworth Terrace

A new tenant had taken on a plot in the last few weeks and had requested a second plot, specifically plot 26 which had historically been very difficult to garden. It was suggested that the tenant should focus on their new plot initially and their request will be considered again in 6 months.

Heys Buildings

Following vacation of their plot, a refund of rent was approved for the tenant on HB046a and this would be paid once he had provided his bank details.

An FOI request had been received and advice had been provided from the Yorkshire Local Council's Associations. A response would be provided within the specified timescales.

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

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 28th August 2024**

WAITING LISTS AND VACANCIES

WAITING LISTS

SITE	LAST MEETING	THIS MEETING
Cypress Road	27	27
Edward Street	0	0
Ellins Terrace 1	13	13
Ellins Terrace 2	16	16
Gilcar Street	9	10
Gladstone Street	24	26
Heys Buildings	8	8
Newland Lane	21	23
Norwood Street	16	16
Station Road	0	0
The Grove	10	11
Wentworth Terrace	10	12
TOTAL	154	162

There are 94 individual applicants on the list, however some have applied for more than one site.

VACANCIES

SITE	LAST MEETING	THIS MEETING
Cypress Road	0	1
Edward Street	0	0
Ellins Terrace 1	12	10
Ellins Terrace 2	8	4
Gilcar Street	0	0
Gladstone Street	1	0
Heys Buildings	1	0
Newland Lane	1	1
Norwood Street	3	0
Station Road	0	0
The Grove	0	0
Wentworth Terrace	1	1
TOTAL	27	17

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
 Wednesday 28th August 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.:

<i>2-3 square foot inside the coop</i>	<i>6' x 8'</i>
<i>5-7 square foot in the run</i>	<i>8'x10' to 10'x12'</i>

SITE	Heys Buildings
PLOT	HB014
NOTES	<p>Skip Request.</p> <p>The tenant has taken on the plot this month and has already made significant progress on the plot. There is a large wooden building / greenhouse which appears to be in a poor state of repair.</p> <p>The tenant has offered to remove the structure if the Town Council could provide a large skip.</p>

SITE	Newland Lane
PLOT	NL016
NOTES	<p>Request to keep livestock.</p> <p>Tenant since April 2023.</p> <p>2024 Inspection not yet completed.</p> <p>There is currently no livestock at Newland Lane Allotments.</p>

SITE	Wentworth Terrace
PLOT	WT016
Structure	2 x sheds and 1 x greenhouse (Part retrospective)
Height	7ft
Width	6ft
Length	8ft
Materials	Sheds – Wood Greenhouse Aluminium and Glass / Polycarbonate
Base	Paving Slabs / Bricks / Blocks
NOTES	<p>The tenant has recently taken on the plot which was in a very poor condition. He has already made a terrific start on the plot and work has commenced on the structures. The plot previously contained two small sheds and a greenhouse which were rotten. The applicant wishes to remove and re-build the two sheds and relocate the greenhouse. The first shed has been constructed from timber and is not prefabricated.</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	8,765.65	2,296.00	-6,469.65		12.00		12.00	-12.00	-6,481.65 (-73%)
7	Income - Key Deposit (A		30.00	30.00		20.00		20.00	-20.00	10.00 (N/A)
48	Key Deposit									(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				1,734.00	334.74		334.74	1,399.26	1,399.26 (80%)
93	Ellins Terrace 2 Allotmer				1,581.00	118.08		118.08	1,462.92	1,462.92 (92%)
94	Allotments General				131.00	35.10		35.10	95.90	95.90 (73%)
95	Gladstone Street Allotm				2,040.00	926.99	216.67	1,143.66	896.34	1,113.01 (54%)
96	Heys Buildings Allotmen				1,487.50	2,840.00	650.01	3,490.01	-2,002.51	-1,352.50 (-90%)
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		-576.80	-576.80						-576.80 (N/A)
SUB TOTAL		8,765.65	1,749.20	-7,016.45	13,000.00	5,039.91	1,066.68	6,106.59	6,893.41	943.64 (4%)

Summary

NET TOTAL	8,765.65	1,749.20	-7,016.45	13,000.00	5,039.91	1,066.68	6,106.59	6,893.41	943.64 (4%)
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NORMANTON TOWN COUNCIL

ALLOTMENTS POLICY

Scope of Policy

This policy applies to all allotments sites managed by Normanton Town Council.

- Cypress Road
- Ellins Terrace 1
- Ellins Terrace 2
- Gilcar Street
- Gladstone Street
- Heys Buildings
- Newland Lane
- Norwood Street
- The Grove
- Wentworth Terrace

Other allotments sites within the area are in private ownership.

Aims of Policy

To improve the quality of the allotment environment for plot holders, neighbours, and residents.

To address waiting lists and the demand for allotments plots

Background

Normanton Town Council manages 9 allotments sites consisting of over 400 plots. At any one time about 5% of plots do not generate rent - due to either being in an unusable condition, vacant or in the process of re-letting.

Allotments have become very popular for the healthy lifestyle and community benefits they provide. The demand for allotment plots has however resulted in waiting lists particularly on sites where there are fewer plots.

Local Authorities have a legal obligation to provide sufficient allotments to meet demand under the Small Holdings and Allotments Act 1908.

It is now the responsibility of the Town Council to provide allotments within their boundary in line with the Local Government Act 1972.

Statutory allotments are those where the land was originally acquired specifically for this purpose. The Allotment Act 1925 stipulates that the sale or disposal of statutory allotments requires the consent of the Secretary of State. All other allotments are temporary but can be re-designated as statutory if required.

Review of the Policy

Normanton Town Council reserves the right to update the Allotments Policy at a time of its choosing in line with Town Council procedures.

Management of Allotments

The Allotments Committee has an overview of allotments management, policies, and procedures. The Allotments Committee reviews proposed changes to the Allotments Policy.

Most sites have a Site Secretary who carries out a range of duties on a voluntary basis. The role of enforcement remains with the Town Council. Should problems arise, Normanton Town Council will decide whether a Site Secretary should be asked to step down from the role.

Self-Managed Allotments

At the present time, Normanton Town Council does not support the practice of 'Self-Managed' Allotments. As landowner, we feel that we are better placed to manage these sites and have the financial resources to undertake improvements where required.

Any site wishing to go down the 'Self-Managed' route should put forward their proposals in writing for consideration by the Council.

1. Allotment Allocations Policy

With effect from 1st November 2020, **Allotments are only available** to residents in the Normanton Town Council area i.e pay the precept to Normanton Town Council. (existing tenants and applicants remain unaffected).

Re-word 'The waiting list is only open'

Allotments will only be let to applicants aged 18 years of age or over.

Only one Allotment plot per household will be allocated initially.

Review – adult offspring living at the parental home

Allotment applications can only be put in single names.

Once you have demonstrated that you can keep an allotment in good condition and well cultivated, you may be allowed to apply for an additional allotment, but new applicants will take priority.

Applications for an allotment must be made in writing to Normanton Town Council on the approved Application Form (available via the website or on request). This can be submitted electronically to the Town Council Office.

The Town Council will maintain a waiting list and allocations will be made in date order.

Allotment tenants who move their residence more than one mile outside the Normanton Town Council boundary may be asked to relinquish their allotment if local demand dictates.

When an Allotment becomes vacant it will be offered to the first person on the waiting list.

Community groups and Schools may be allocated Allotment plots at the Town Council's discretion. The Council reserves the right to impose additional terms and conditions on plot tenancies for Community groups and Schools where appropriate.

Review – following previous negative experiences.

The applicant will be given the opportunity to visit the available Allotment, prior to committing themselves to a tenancy for that plot. Plots are taken as seen and major problems should be reported within 14 days.

The applicant will be issued with a Tenancy Agreement and given 14 days to sign and return the agreement and pay the required fee.

If the Allotment is declined or the applicant does not return their agreement and fee within 14 days, then the Allotment will be offered to the next person on the list.

Refusal of an Allotment will not lose an applicant their place on the waiting list. If no response to the offer is received the applicant will be removed from the waiting list.

Consider how many opportunities an applicant will have before being removed from the list or being put to the back of the list.

The rent payable will be shown in the annual rental invoice.

Site fees, in addition to rent, may also be payable to the onsite committee. This is to pay for insurance, group purchases and minor repairs etc.

Any tenant evicted from a plot for non-payment of rent may not re-apply for an allotment for two years.

Consider – readmittance Policy below.

Normanton Town Council may periodically contact applicants on a waiting list and remove those who are no longer interested or eligible, or who do not reply.

It's generally advisable to have a clear and consistent policy regarding the re-admittance of tenants who have been evicted from an allotment. Here are some considerations for such a policy:

NEW Re-Admittance Policy for Evicted Tenants

Case-by-Case Review: Re-admittance of previously evicted tenants will be considered on a case-by-case basis by the Allotment Committee.

Waiting Period: A minimum waiting period of 2 years must pass before a former tenant can apply for re-admission.

Conduct Evaluation: The former tenant must demonstrate that the issues leading to their eviction have been resolved and that they understand and agree to abide by all current allotment rules.

Probationary Period: If re-admitted, the tenant will be subject to a probationary period of 6 months, during which any violation of allotment rules may result in immediate termination of their tenancy.

Final Decision: The Allotment Committee's decision on re-admittance is final and non-negotiable. Appeals will not be entertained.

2. Passing Over

The applicant at the top of the waiting list will be passed over by other applicants if they already hold an allotment tenancy in accordance with the Allocations Policy above.

3. Changing Plots

If a tenant wants to exchange their plot for a different plot, they must complete an application form and contact the office to discuss their request.

NEW - Tenants wishing to change plots will be given priority over a new applicant on the proviso that their original plot will be made available to be re-let in a clean and tidy condition.

At the time of accepting an alternative plot a transition period of no more than 6 weeks will be agreed.

This is useful to plot holders who may wish to move to a larger plot to grow more produce, or conversely, to a smaller plot which would be more manageable and affordable. Plot holders interested in changing plots should inform their Site Secretary and Normanton Town Council.

In some cases, a plot holder can also downsize by requesting that his or her plot be split up into two or more smaller ones.

4. The Tenancy Agreement

The applicant will be the main user of the allotment plot, **or the representative of a group, charity, or organisation**, and will be the named plot holder on the Tenancy Agreement.

Review – following previous negative experiences.

All plot holders will be required to sign the latest Tenancy Agreement, which will include the terms of this policy. This is a condition of tenancy.

Normanton Town Council will initiate enforcement proceedings if a plot holder, or person for whom the plot holder is responsible, fails to comply with the terms of the Tenancy Agreement, or if a plot holder is **constantly** in arrears of any agreed payment plan.

Remove the word 'constantly'

Enforcement procedures are in place to deal with any infringement of the terms of the Tenancy Agreement.

5. Joint Tenancies

Joint tenancies are no longer permitted with effect from 1st November 2020.

Existing joint tenants will remain unaffected.

6. Co-working

If you become unwell or have a short-term change in circumstances and are unable to tend your plot in the normal way you may wish to be assisted on your plot by someone else. This is called a co-worker Agreement. Your co-worker will simply be able to assist you for a short period of time but will have no rights to the plot if you leave.

7. Sub-letting of Plots

The plot holder shall not enter into an agreement, verbal or written, to sublet or reassign an allotment plot or any part of it to any party under any circumstances.

8. Passing On

Normanton Town Council may allow the passing on of plots to family members in the event of a tenant's death in certain circumstances. The Allotment Committee will consider applications for passing on, in writing and applicants must demonstrate a family link and interest in the plot.

Tenants are advised that no human or animal ashes are permitted to be scattered at allotment sites.

9. Leaving a Plot

When a plot holder leaves a plot, it should be in good condition and free of any buildings or other structures. New plot holders can request that buildings and other structures be left behind. In these cases, the new plot holder takes on full liability for their condition, safety, and eventual removal.

Normanton Town Council will consider clearing plots that are not in an acceptable condition and may recharge the departing plot holder. Normanton Town Council will not be held responsible for any losses in produce or materials arising from this action.

You must contact us in writing or by email as soon as possible if you wish to end your tenancy. The Town Council has a form for this purpose which can be posted to you if you prefer. Please remove any of your property at the end of your tenancy and any plants you wish to keep. Anything left on your plot after the end date **will become the property of the Council**. Should the Council need to clear the plot for the next tenant then the cost incurred will be recharged.

Re-word 'May be disposed of'

10. Site Inspections

All allotment plots will be inspected **at least** once a year. More frequent inspections will be made where it is deemed appropriate.

Re-word to include 'at least'

No advance warning will be required or given.

To assist with inspections, you must display the number of your plot at the entrance or in another visible location.

11. Non-Cultivation

If you are given a warning letter for non-cultivation you will be allowed 30 days to make significant improvements. If you fail to do so you will be sent an eviction notice.

NEW - In extreme cases, the Town Council reserves the right to move to eviction without warning if it is evident that the plot has been abandoned.

If you receive two letters for non-cultivation within two years you may be asked to reduce the size of your plot to a more manageable half size plot.

12. Termination of Tenancy

Enforcement proceedings will be initiated, which may result in the termination of tenancy if the terms of the Tenancy Agreement have been broken in the opinion of Normanton Town Council.

Plot holders may voluntarily terminate their tenancy at any time in writing. **Refunds on rent will not be offered.**

Remove – duplicated below.

Normanton Town Council will not refund any rent paid and will pursue any unpaid debt.

13. Sub-dividing Plots

When a plot becomes vacant it will be assessed for re-sizing by Normanton Town Council and may be split into two or more smaller plots to accommodate more applicants.

Small plots are particularly suitable for novices, who may be overwhelmed by the size a full plot.

14. Cultivation of Plot

A minimum of 2/3 of the plot area must be cultivated for growing produce - namely vegetables, herbs, fruit, other edible crops, and flowers.

A maximum of 1/3 of the plot area may be put to other uses such as grassed lawn, or space for livestock or structures.

After 3 months we would expect to see your plot cleared of rubbish and generally tidied.

After 12 months we would expect to see 1/3 of your garden properly dug over and some crops in place (depending on the time of year). The remainder of the plot should be free from rubbish, tidy and cut back.

In your second year we would expect to see 1/2 of the plot dug over and cultivated. The remainder of the plot should be free from rubbish, tidy and cut back.

In your third year, we would expect to see the plot at least 2/3 dug over and cultivated and the remaining 1/3 either cultivated or kept in a tidy condition with sheds, livestock etc.

It is not permitted to keep an allotment plot or a portion of it, which in the opinion of Normanton Town Council is in an untidy, overgrown, unkempt, or seemingly abandoned state.

Weeds must be controlled to prevent seeds spreading to other plots.

Children's play equipment such as fixed swings, slides and climbing frames are not permitted.

Small, non-fixed play equipment is permitted provided it is removed from site at the end of the tenancy.

Trampolines and Sandpits are NOT permitted on allotments for health and safety reasons.

15. Buildings, Fencing and Structures

Any buildings, fencing or other structures that are considered to be unsafe in the opinion of Normanton Town Council **will** be removed by the plot holder.

Re-word 'must'

Any damage caused by unsafe structures is the responsibility of the tenant and not the Town Council.

Existing buildings, fencing and other structures must be of an appropriate design, fit for purpose and in a good state of repair. Buildings, fencing and other structures which are not acceptable in the opinion of Normanton Town Council **may** be removed by the plot holder **or by Normanton Town Council and charged to the plot holder.**

Re-word 'must'

Re-word 'any structures which have to be removed by the Town Council on health and safety grounds may be recharged to the tenant.'

NEW - Where a new tenant takes on a plot with structures which require removal, the Town Council will work with the tenant to reach a solution for their removal, subject to budgets being available.

Any new buildings, fencing or other structures **should** be commercially produced, of a traditional style and must not make use of cement or other bonding materials in their construction, including bases. Asbestos materials are strictly forbidden.

Re-word 'must'

Plot holders **are advised to** submit designs and location plans of any proposed buildings, fencing or other structures for approval to avoid the risk of having to subsequently remove or relocate them. A form is available from the Town Council for this purpose.

Re-word 'must'

No buildings shall exceed the maximum dimensions set out below. Requests for communal buildings exceeding these dimensions should be made to Normanton Town Council.

Sheds	6ft x 8ft (height 7ft)	1.8m x 2.4m (height 2.1m)
Greenhouses	6ft x 8ft (height 7ft)	1.8m x 2.4m (height 2.1m)
Polytunnels	14ft x 6.5ft (height 7ft)	4m x 2m (height 2.1m)
	<i>15ft x 8ft (height 7ft)</i>	<i>4.57m x 2.44m (height 2.1m)</i>

Revised dimensions

Fencing used on allotments plots **should** be no higher than 6ft / 1.8m and of traditional construction. Horizontal supports should be located on the inside of the plot in order to prevent unauthorised access. Palings should be of an even height along the length of the fence.

Re-word 'must'

Fences should not prevent an unhindered inspection of the whole plot. Barbed wire is not permitted for any fencing that adjoins any pathways or that may cause harm to other plot holders.

It is forbidden to stay overnight or live on an allotment plot.

New plot holders can request that buildings, fencing and other structures should be left behind. In these cases, the new plot holder takes on full liability for their condition, safety, and eventual removal.

16. Paths and Access

Paths should be wide enough for a wheelbarrow to pass (between 50-90cm) with plot holders on each side of a shared path contributing an equal amount from their side of the plot. The path should be as level and even as possible to avoid trip hazards.

Paths should be kept clear of vegetation and potential hazards such as tools or discarded rubbish.

17. Hedges and Trees

Maintenance of hedges is the responsibility of tenants. External hedges (at the edge of a site) can be up to a maximum of 180cm (6ft) in height. Shared hedges should be maintained jointly by the tenants on either side. It is an offence to disturb nesting birds so please check your hedges before cutting.

Hedges owned by other agencies including WDH or WMDC must only be pruned where they overhang the allotment.

Trees and hedges which overhang your plot may be pruned back, but nothing should be taken from the height. The prunings should be offered back to the owner.

Please note that you cannot create any additional access points to your plot or remove existing hedging without written permission.

Contact the Town Council for permission and advice before planting new hedging or trees.

NEW – Conifers and non-fruiting trees are NOT permitted on allotments.

18. Invasive Species

Please inform us immediately if you have any invasive species on your plot as you may need specialist advice to remove them. A complete list can be found in the Health and Advice section on the following website:

<https://www.gov.uk/guidance/prevent-the-spread-of-harmful-invasive-and-non-native-plants>.

19. Fires

WHOLE POLICY TO BE REVIEWED

The use of fires to dispose of waste is strongly discouraged as smoke creates a nuisance to other plot holders and neighbours.

Where possible use alternative methods of disposal such as a household waste recycling centre.

It is strictly forbidden to bring waste onto an allotment site for burning.

Compostable material must not be burned. Recyclable material must not be burned.

Bonfires must be built on the same day as they are lit to prevent harm to small mammals which use unlit bonfires as habitat.

The duration of any fire should be minimised.

Bonfires must be of a manageable size, and never left unattended.

In order to reduce the nuisance of smoke:

- Keep smoke to a minimum by only burning dry waste
- Consider wind direction in order that smoke does not cause a nuisance to residents of nearby properties
- Never burn items that produce noxious smoke such as plastics, vinyl, rubber, carcasses etc
- Keep the fire small and under control at all times
- Never use an accelerant to light or encourage the fire
- Never dispose of garden chemicals on a fire
- Bonfires must be fully extinguished before the plot holder leaves the site.
- Only burn if the wind is blowing smoke away from nearby houses and roads – it is an offence for smoke to obstruct a highway
- Never leave a fire unattended
- Always site the fire as far away as possible from hedges, fences and other structures

If a plot holder is deemed to be causing a Statutory Nuisance by Environmental Health, they are at risk of eviction from their allotment.

20. Nuisance

A plot holder must not cause or permit any nuisance to any other plot holder or to the owners or occupiers of any adjoining or neighbouring property.

Grass trimmers etc create a noise nuisance and consideration should be given to neighbours and other plot holders.

Re-word 'powered garden machinery'

A plot holder must not obstruct or encroach onto any path or roadway used or set out by Normanton Town Council or used by the owners or occupiers of any adjoining or neighbouring property.

The Town Council will not tolerate any threatening, violent, or intimidating behaviour by plot holders under any circumstances.

Any plot holder found guilty in a court of law of offences involving an allotment plot or other plot holders will be given immediate notice to terminate.

21. Respect

As an allotment holder you are expected to be courteous and respectful to other users of the site and neighbouring properties (this is a condition of your tenancy). Everyone is entitled to enjoy their plot.

22. Dogs

Dogs must be kept on a short lead at all times and must never be left unattended.

Dogs must not cause a nuisance, by barking or freely wandering around the site for example.

Dog fouling must be cleared up by the dog owner and disposed of responsibly off site.

Dogs must not be left unattended on an allotment site.

NEW - Dogs may not live on an allotment.

23. Animals and Livestock

Permission must be sought in writing for the keeping of livestock on the allotments.

Tenants must have completed twelve months in good standing on their allotment before livestock will be permitted.

Only fifteen birds (hens, geese, ducks, turkeys etc) or rabbits are allowed per plot holder regardless of the number of plots held by the plot holder.

Cockerels are strictly forbidden.

Pigeons and other small animals may only be kept with the written permission of Normanton Town Council.

No other large animals or bees are allowed to be kept on allotments plots without written consent from the Town Council. The applicant would need to demonstrate their compliance with DEFRA rules and provide evidence of the appropriate training and insurance where required.

Plot holders must comply fully with the Animal Welfare Act 2006.

When inspecting plots with livestock or pigeons on them we will also be considering the suitability of housing and the welfare of the animals/birds.

NEW - Cypress Road, Newland Lane, Norwood Street do not permit livestock.

NEW - All poultry and captive birds must be registered with DEFRA / APHA with effect from 1st October 2024.

Please be aware that legislation and policies with regards to livestock are subject to change. You must comply with all current legislation and regulations. If you decide that you would like to keep livestock, please contact us at an early stage to discuss current policy and any local restrictions that may apply.

24. Pest Control

Pest control on allotment sites is the responsibility of plot holders not Normanton Town Council.

Normanton Town Council will take action against plot holders who fail to adopt good husbandry practices in order to deter rodent infestation. The Town Council will pass on remediation costs to plot holders at fault.

25. Waste Management

Plot holders are wholly responsible for correct handling and proper disposal of waste from their allotment plot.

It is strictly forbidden to bring waste or other harmful material onto an allotment site.

Fly tipping, dumping of waste or adding to dumped waste on any part of an allotment site is strictly forbidden and will result in immediate termination.

The use of old carpets as a weed suppressant is not permitted.

When you take on a plot you may find rubbish and other debris, which you should remove and dispose of carefully. Many materials can easily be transported off-site for recycling or safe disposal at one of Wakefield Council's waste recycling facilities. Materials such as wood or bricks can be reused on the plot, saving the need to send materials to landfill.

26. Asbestos

It is strictly forbidden to bring any asbestos, or products containing asbestos, onto an allotment site.

Any **material** that is believed to contain asbestos must be reported to Normanton Town Council who will arrange for it to be safely removed by qualified contractors if it is deemed hazardous in its existing condition and location. Please note that this process can take time due to arranging quotes and consideration by committee. On no account should you seek to remove structures containing asbestos yourself.

Re-word 'structure'

Normanton Town Council will pass removal and disposal charges onto a plot holder who is known to have brought any harmful materials onto site.

Structures containing asbestos - Provided the structures are of sound construction and in good condition, there is no need to remove them and you can continue to use them safely. As a precaution do not hammer or drill into the structures as this could cause the release of asbestos fibres. It is the inhalation of these minute fibres, and not the material in solid form, which is harmful to health.

Occasionally you might find small amounts of asbestos-containing materials loose on the plot. Where you come across undamaged pieces of asbestos, such as corrugated sheeting or pipes, the following guidelines will help you deal with them safely and effectively:

- **Do not break or damage the asbestos when handling**
- Dampen the asbestos with water to reduce the risk of fibres being released if damaged
- For personal safety wear protective gloves and a dust mask
- Double bag the asbestos using fully sealed plastic bags and tape shut.

Dispose of small amounts of asbestos properly at a Wakefield Council waste recycling facility, by appointment, ensuring you follow all Health and Safety instructions.

If you are in any doubt, have concerns about an unidentified material on your plot, or if you require help with the safe removal of asbestos, please contact Normanton Town Council for further guidance and assistance.

For further details guidance on handling and disposing of asbestos: www.hse.gov.uk/asbestos/

27. Inflammable Substances

Inflammable substances include inflammable oil-based liquids such as petrol and creosote, and all varieties of bottled gas.

Inflammable substances can only be brought onto allotments sites if they are required for a legitimate purpose related to tending an allotment plot.

NEW - Quantities of inflammable substances must be proportionate and kept to a minimum.

Where such substances are temporarily brought onto site, they must be handled and used strictly in line with manufacturers' guidelines and transported in containers specifically designed for this purpose – and then removed from site immediately after use.

28. Safety when Using Weedkiller

Ensure you are not contaminating your neighbours' plots or local watercourses.

Consider the potential harm to wildlife, pets and children before use.

Ensure that you follow the manufacturer's instructions.

Replace with:

Approved Products: Commercial strength weedkiller must not be used – only standard garden centre products should be used.

Application Timing: Apply weedkiller during calm weather conditions to prevent drift onto neighbouring plots. Avoid application on windy days.

Safe Use: Follow the manufacturer's instructions regarding dilution, application, and safety precautions. Wear appropriate protective gear.

Restricted Areas: Do not apply weedkiller near water sources, communal paths, or on plots not under your lease. Ensure that it doesn't impact wildlife habitats.

Notification: Inform neighbouring plot holders before applying weedkiller, especially if using near shared areas.

Storage and Disposal: Store weedkiller securely and dispose of any unused product and containers appropriately.

29. Storage of Materials

Allotments must not be used for storing materials. Having excessive quantities of materials on plots reduces the area available for cultivation and can pose a hazard to yourself and others. Please only bring materials onto your plot if you intend to use them immediately and, if necessary, store them safely and tidily.

We will write to tenants who are storing excessive amounts of materials on their plot. By law we can recover the cost of removing excessive waste materials from a plot either during or at the end of a tenancy. Remember you must not bring rubbish on site.

The storage of trailers and caravans on allotments is not permitted.

30. Water Charges

There are currently no additional charges for water, but this is subject to review dependant on the fair usage of water on site.

31. Hose Pipes and Sprinklers

The use of hosepipes and sprinklers for watering crops is not permitted.

Hosepipes should only be used to fill up water butts or watering cans.

Watering should be done with a watering can in order to direct water to the root of the plant.

Attach guttering to sheds and greenhouses to collect rain water but remember to keep water butts covered and ensure that they are located on stable ground.

32. Security on Allotments

Keep your site and your plot secure - If your site has gates, please keep the gates locked at all times.

Razor wire or similar are not allowed under any circumstances.

Report all incidents of theft and damage to the Police on 101 or 999 if someone is at risk or it is an emergency.

The police target resources at areas where crime is most often reported.

Please let Normanton Town Council know of any incidents, but please note we are not able to report them to the police on your behalf.

33. Keys and Codes

Keys and codes to allotment sites can only be obtained through the Site Secretary or the Town Council, and a small deposit may be charged for keys. If you choose to lock your individual plot you must remove the lock at the end of your tenancy. Remember that access to your plot must be allowed for Council Officers when required.

34. Children

The health and safety of children on an allotment plot must be considered carefully as allotments can pose particular risks to children.

Remember you must never leave children unsupervised on an allotment site.

Children must not be allowed to roam around the site or onto other plots.

35. Visitors

Normanton Town Council's allotments are 'closed sites' which means they are not accessible for the general public to freely walk around.

The only people permitted to tend an allotment plot are the tenant and their immediate household.

You may allow a friend onto your plot to assist you, but you are solely responsible for their behaviour and welfare whilst on site, they must be accompanied by the tenant at all times.

Allotments must not be used as a venue for entertaining and should therefore not be used as a venue for a BBQ, party or fireworks display for example.

Please note – during a pandemic or other health crisis, the Council may temporarily prevent access to allotments by anyone other than the tenant and their household. This is to minimise the risk of infection and protect the other tenants of the site.

36. Insurance

Allotment sites are used at your own risk, and you are responsible for the health and safety of all visitors to your plot, whether they are invited or not.

It is recommended that each tenant takes up third party insurance which may be available individually or as a group on your site. You should check with your Site Secretary about the arrangements for Insurance. Insurance is normally included with membership to the National Allotments Association. (www.nsalg.org.uk)

37. Trading

You cannot use your plot to *grow or* sell produce for any trade or business.

You cannot use your plot to host business related events/activities.

38. Vehicles

Motor vehicles are not allowed onto an allotments site other than to access a car park or to drop off heavy supplies. Tenants with physical disabilities may access the allotment in their vehicle.

If weather conditions render the ground unsuitable for vehicular access, the Town Council or *Site Secretary* may prohibit vehicular access on a temporary basis.

Storage of motor vehicles, trailers and caravans on an allotment plot is forbidden. Removal of the wheels does not make storage of a vehicle permissible.

Tyres must not be brought onto an allotments site for any purposes.

39. Charges

Annual charges to plot holders consist of allotment rent which is payable to the Town Council by 31st March in each year.

Full rent is payable for each year or part thereof, regardless of the tenancy start date.

Would a pro-rata charge for rent be fairer especially for those joining much later in the year.

Details of current rent charges are available from the Town Council offices.

Invoices for rent will be sent out in January/February to ensure payment by the due date.

There may also be a charge levied by the site towards the cost of insurance and group purchases such as bark chippings and manure etc. This fee varies dependant on the site *and must be paid directly to the site treasurer.*

40. Non-Payment of Rent

Non-payment after 40 days will be taken as an indication of cessation of tenancy.

41. Concessions

Concessions are not available on allotment rent due to the extremely low rent charged.

42. Site Facilities

Signage at the site entrance should be to a standard design and state:

- Name of the allotments site
- Name of site owner
- Contact telephone numbers for emergencies and new applicants

There may be a notice board on site for the Site Secretary to display information such as communications from Normanton Town Council. *Notice boards are provided at the expense of the on-site committee.*

43. Problems

Any problems that arise on your plot or allotment site during your tenancy should be reported to the Town Council.

44. Keeping your details up to date

It is the responsibility of the plot holder to inform Normanton Town Council of any change of address and update any other information relevant to their tenancy, such as illness or incapacity. Any communication will be sent to the latest address provided and will be deemed by the Town Council to have been delivered to the plot holder.

45. Contact Us

You can contact Normanton Town Council using one of the following methods:

By email enquiries@normantontowncouncil.co.uk

Or by telephone 01924 893794

Or via the Allotments section on our website [www.normantontown council.co.uk](http://www.normantontowncouncil.co.uk)