

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put forward by the Site Secretary at Newland Lane and reiterated their position that the previous agreements were superseded in 2012 when the Town Council took ownership of the allotments and began direct management of the sites.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.