

# NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ  
Tel: 01924 893794 E: [enquiries@normantontowncouncil.co.uk](mailto:enquiries@normantontowncouncil.co.uk)

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To Members of the Allotments  
Committee

Date: 15<sup>th</sup> November 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 20<sup>th</sup> November 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 read 'Donna Johnston', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## ALLOTMENTS COMMITTEE

Wednesday 20<sup>th</sup> November 2024 at 1.00pm at Normanton Town Hall

### AGENDA

Item	Description	Enclosure
059.	To receive apologies for absence.	
060.	To receive Declarations of Interest in accordance with the Code of Conduct.	
061.	To receive and sign the minutes of a meeting of the Allotments Committee. Held on Wednesday 9 <sup>th</sup> October 2024 (Minute Numbers 040-051; Pages 19-23).	A
062.	To receive and sign the minutes of a meeting of the Allotments Committee. Held on Wednesday 6 <sup>th</sup> November 2024 (Minute Numbers 052-058; Pages 24-25).	B
063.	To receive the notes of the Allotment Liaison Group. Held on Wednesday 13 <sup>th</sup> November 2024.	C
064.	To receive an update on vacancies and waiting lists.	D
065.	To consider requests for skips, structures, livestock, and any other general matters.	E
066.	To receive the Allotments Committee Budget for the 2024/25 financial year.	F
067.	To receive an update on the recent Allotment Inspections.	G
068.	To consider the Town Council's policy on recharging former tenants for clearance of plots.	H
069.	To consider the procedure for the collection of site fees.	I
070.	To receive an update on the various allotment issues that have been dealt with in the last month.	Verbal
071.	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

072.	<p><b>To consider any tenancy issues including breach of tenancy, warnings and evictions.</b></p> <p>Where appropriate, this item will be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>	Verbal
073	<p><b>To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.</b></p>	
074.	<p><b>To consider an appeal against eviction from tenant FCCD170F.</b></p>	
075.	<p><b>To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.</b></p>	
076.	<p><b>To appoint the Chairman of the Appeal Sub Committee from the appointed members.</b></p>	
077.	<p><b>To consider an appeal against eviction from tenant F7886FF6.</b></p>	
078.	<p><b>To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.</b></p>	
079.	<p><b>To appoint the Chairman of the Appeal Sub Committee from the appointed members.</b></p>	
080.	<p><b>To consider an appeal against eviction from tenant A2D991BA.</b></p>	
081.	<p><b>To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.</b></p>	
082.	<p><b>To appoint the Chairman of the Appeal Sub Committee from the appointed members.</b></p>	



## MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 9<sup>th</sup> October 2024 at 1.00pm at Normanton Town Hall

Present: Councillor T Morgan  
Councillor C Parsons  
Councillor M Rowley  
Councillor A Samuels – Vice Chairman  
Councillor R Seal

Donna Johnston – Town Clerk & RFO  
Jonathan Wilkinson – Property Officer  
Helen Senior – Admin Officer

Absent: Councillor C Appleyard  
Councillor M Jennings  
Councillor P Marchant  
Councillor B Mayne  
Councillor P Mayne - Chairman

In the absence of the Chairman, the Vice Chairman, Councillor A Samuels chaired the meeting.

**040. To receive apologies for absence.**

RESOLVED that apologies for their inability to attend be received on behalf of Councillors C Appleyard, M Jennings, P Marchant, B Mayne and P Mayne.

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

There were no declarations of interest recorded.

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

RESOLVED that the minutes of the Allotments Committee held on Wednesday 28<sup>th</sup> August 2024 (Minute Numbers 029-039; Pages 14-18) be received as a true record and signed.

**043. To receive an update on vacancies and waiting lists.**

RESOLVED that the report on waiting lists and vacancies be received.

<u>Site</u>	<u>Waiting List</u>	<u>Vacancies</u>
Cypress Road	28	0
Ellins Terrace 1	13	12
Ellins Terrace 2	16	8
Gilcar Street	7	0
Gladstone Street	15	0
Heys Buildings	11	1
Newland Lane	22	2
Norwood Street	10	3
The Grove	10	0
Wentworth Terrace	13	3
<b>TOTAL</b>	<b>145*</b>	<b>29</b>

\*There are 70 individual applicants however some applicants have applied for more than one site. There are 12 applicants who are already tenants which leaves 58 new applicants.

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

Members considered a series of applications from tenants:

WT062

Request for support with the removal of an old shed with possible asbestos containing materials.

Quotes to be obtained and considered at the next meeting.

HB014

Skip request to dispose of waste

DECLINED

The application will need to wait until 1<sup>st</sup> April when the new budget is in place and the ground conditions are more suitable for the delivery of a skip.

HB045and 046b

Skip request to dispose of waste

DECLINED

The application will need to wait until 1<sup>st</sup> April when the new budget is in place and the ground conditions are more suitable for the delivery of a skip.

ET1-A

Shed request 6m x 2.5m concrete prefabricated structure.

## DECLINED

Any new structures must comply with the Town Councils policy due to the potential for future costs of removal.

WT039

Skip request to dispose of waste

## DECLINED

The application will need to wait until 1<sup>st</sup> April when the new budget is in place and the ground conditions are more suitable for the delivery of a skip.

Norwood Street

Midi Skip for grounds staff to dispose of waste from recently cleared plots in order to have them re-let. Subject to the ground being suitable for the siting of a skip.

APPROVED at a cost of £160.00 from Pickup Skips.

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

Members were provided with a copy of the budget and gave consideration to other planned expenditure to the end of the financial year.

Expenditure was expected to be in the region of £12,647.45 including the water to the end of the year. This left little budget remaining for any unexpected expenditure over winter when pipes were likely to burst.

It was agreed to fund the fencing at Heys Buildings from the Allotments Earmarked Reserve to free up some additional budget.

There would need to be a freeze on non-essential expenditure until closer to the end of the financial year to ensure that budgets were adhered to.

Members discussed the cost implications of clearing vacated plots and the resulting waste which is left behind and agreed that the situation cannot continue.

RESOLVED that the Allotments Committee Budget showing income of £1,787.73 and expenditure of £7,244.42 be received.

**046. To receive an update on the recent Allotment Inspections.**

Members were provided with a report on the recent inspections which highlighted the following issues:

- Cypress Road – 21% of occupied plots failed the inspection
  - Ellins Terrace 1 – 63% of occupied plots failed the inspection
  - Ellins Terrace 2 - 55% of occupied plots failed the inspection
  - Gilcar Street - 0% of occupied plots failed the inspection
  - Gladstone Street - 22% of occupied plots failed the inspection
  - Heys Buildings - 38% of occupied plots failed the inspection
  - Newland Lane - 33% of occupied plots failed the inspection
  - Norwood Street - 42% of occupied plots failed the inspection
  - The Grove - 40% of occupied plots failed the inspection
  - Wentworth Terrace - 35% of occupied plots failed the inspection
- 
- 393 inspections had been completed
  - 9 are outstanding
  - 28 were vacant
  - 374 occupied plots were inspected
  - 141 occupied plots failed the inspection
  - 74 written warnings were issued
  - 11 eviction notices have been issued to date with further re-inspections due in October.

RESOLVED that the report be received.

**047. To review some minor queries relating to bonfires on allotments.**

RESOLVED that an amendment be included in the bonfire policy to allow bonfires on bonfire night, and the Friday and Saturday before and after bonfire night after 6.00pm.

**048. To review the Allotment Appeals Policy.**

RESOLVED that the Allotment Appeals Policy be reviewed and approved subject to some minor amendments.

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

A report was provided on issues dealt with since the last meeting including:

- Strimming of plots NS002, NS005, NS012, NS013 and NS025
- Allocation of plots NS002, NS012 and NS013
- Rubbish, as a result of the recent plot clearance, has been gathered together for disposal.
- Re-inspections for September have been completed.

- Plots to be numbered – a trial of a new system will be implemented at Heys Buildings to assist both the Property Officer and new Site Secretary.
- The tree stump at Newland Lane is expected to be removed in the next two weeks.
- Temporary fencing may be required at Newland Lane – the Town Clerk was delegated authority to order temporary fencing to be installed if required.
- A quote for flailing plots at Ellins Terrace was agreed but the work will commence after 1<sup>st</sup> April 2025 in the new financial year. S&D Landscapes £450.00 per day for 2 days. (the quote may need to be refreshed nearer the time)
- A quote was considered for the reinstallation of the gates at Ellins Terrace however the costs were prohibitive at the present time. The quote would be retained on file and considered in the future.

RESOLVED that the report be received.

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

RESOLVED that the following complaints be noted:

- Gilcar Street – Weeds overgrowing, and structure attached to a resident's fence. Tenant to be contacted and advised to improve over the next three months.
- Bonfire complaint at Wentworth Terrace – Tenants information passed to Environmental Health.
- Theft of fruit at Newland Lane Allotments – Tenant advised to contact the Police.

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

Two tenants had made contact with mitigating circumstances following receipt of eviction notices. No contact or mitigation had been received within 14 days of the previous written warning.

Members were mindful of the process for appeals and agreed that moving forward any mitigation received after the agreed timescale would need to be submitted as a formal appeal and dealt with as set out in the policy.

RESOLVED that the tenants would be advised to appeal.

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



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

Held on Wednesday 6<sup>th</sup> November 2024 at 1.00pm at Normanton Town Hall

Present: Councillor M Jennings  
Councillor B Mayne  
Councillor P Mayne – Chairman  
Councillor C Parsons  
Councillor M Rowley

Donna Johnston – Town Clerk & RFO

Absent: Councillor C Appleyard  
Councillor P Marchant  
Councillor T Morgan  
Councillor A Samuels – Vice Chairman  
Councillor R Seal

**052. To receive apologies for absence.**

RESOLVED that members apologies for their inability to attend be received on behalf of Councillors P Marchant and T Morgan.

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

There were no interests declared.

**054. To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

RESOLVED that the appeal against eviction be considered in private at the request of the tenant.

**055. To consider an appeal against eviction from tenant B9184A0B.**

Tenant B9184A0B submitted an appeal against their eviction, citing challenging personal circumstances in recent months.

Members carefully considered the tenant's situation and reviewed the tenancy history, which indicated ongoing issues with the plot's condition and persistent weed overgrowth spanning several years.

It was noted that the tenant had not informed the Allotments Committee of their personal circumstances until after the eviction notice was issued, and no contact or improvements were made following the written warning.

As an experienced gardener, the tenant is expected to maintain the plot in reasonable condition. The current poor state of the allotment cannot solely be attributed to recent absences.

Given the tenant's longstanding tenancy and difficult personal circumstances, Members agreed to grant an extension until 31st March 2025, providing the tenant additional time to bring the plot up to the required standard for the upcoming season.

The tenant will be advised to carry out the following actions:

- Remove all waste from the plot, including the bath, windows, glass, scrap metal, and plastics.
- Strim down the weeds at the rear of the plot.
- Fully remove the unauthorised breeze block structure and any resulting waste.
- Remove the carpet currently used as a weed suppressant.
- Ensure the plot is tidied and prepared for the new season.

The plot will be re-inspected after 1st April 2025. If it is still in poor condition, the eviction notice will be re-issued.

RESOLVED that the eviction notice is withdrawn to allow the tenant additional time to complete the identified works.

**056. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.**

RESOLVED that Councillor E Blezard, Councillor J Pritchard and Councillor P Sampson be appointed to the Appeal Sub Committee.

**057. To appoint the Chairman of the Appeal Sub Committee from the appointed members.**

RESOLVED that Councillor J Pritchard be appointed as Chairman of the Appeal Sub Committee.

**058. To consider if an independent person should be appointed to the Appeal Sub Committee as an independent impartial arbitrator.**

There would not be an independent person appointed at this stage.

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 13<sup>th</sup> November 2024**

Present: Councillor M Jennings  
Councillor P Mayne – Chairman  
Councillor T Morgan  
Councillor A Samuels – Vice Chairman  
Donna Johnston – Town Clerk & RFO

Cypress Road – 2 representatives  
Ellins Terrace 2 – 2 representatives  
Gladstone Street – 1 representative  
Heys Buildings – 1 representative  
Newland Lane – 3 representatives

## **1. Updates and Suggestions from Sites**

### Cypress Road

- Some difficulties in contacting applicants – Admin to chase up.
- Tenant to be vacating their plot – Admin to be notified.
- Issues with treasurer's bank accounts and fees being charged.
- Requested that the Town Council consider invoicing or requesting Site Fees due to limited response from tenants.

### Ellins Terrace 2

- Thanked the Council for carrying out the tap repairs.
- Issues with tenants lighting fires and leaving them unattended.
- Issues with tenants driving up the lane too fast.

### Gladstone Street

- The site is ticking along nicely.
- It's a nice community where people help each other.
- Plots 19 and 20 have been cleared but a large shed will need professional clearance due to asbestos.
- Issues with bonfire complaints from residential development nearby.
- Tenants were advised to wait for bonfire night to burn any waste.

### Heys Buildings

- Things are generally OK.
- A recently evicted tenant has not returned his key and continues to access the site to visit his friends plot when he is not there, Admin to contact the former tenant.
- Plot 7 will require significant investment to clear the waste.

### Newland Lane

- A number of plots require letters however plot numbers were not provided.
- There were ongoing issues with the fence and gate.

## 2. Town Council Update

- The notes of the last meeting dated 10<sup>th</sup> July 2024 were received.
- The water meter at Cypress Road had finally been located and an application for a significant refund had been sent to the water supplier.
- Disposal of the unused land at Edward Street was progressing.
- A flail had been provisionally booked for Spring 2025 to clear overgrown plots at Ellins Terrace 1 and 2.
- Concern was raised over careless fly tipping of glass and nails on the track at Ellins Terrace 2. An email was to be sent to all tenants.
- Clearance of plots 19 and 20 at Gladstone Street was progressing and the site was commended on their efforts in carrying out this work. Quotes would be obtained for the removal of the large structure which contained asbestos.
- The tree had been removed at Newland Lane so the fence repairs can now be carried out.
- A quote had been obtained to replace the gates at Newland Lane.
- Plots at Norwood Street had been strimmed and re-allocated.

An update was provided on vacancies and waiting lists:

SITE	VACANCIES	VACANT PLOTS	WAITING LIST
Cypress Road	1	14	24
Edward Street			0
Ellins Terrace 1	12	11,12, 16, 17, 21, 28, 29,30, 31, 39, 40, E	14
Ellins Terrace 2	10	54, 67, 70, 71, 72, 73, 74, 80, 86, 89,	17
Gilcar Street	0		2
Gladstone Street	2	19, 20	12
Heys Buildings	3	7, 13b, 43	12
Newland Lane	2	15, 40	20
Norwood Street	1	23	3
The Grove	0		7
Wentworth Terrace	3	6, 26, 31,	13
	<b>34</b>		<b>124</b>

An update was provided on the recent inspections:

<b>SITE</b>	Cypress Road
Inspections carried out	30 (1 vacant)
Failed	8
% Occupied Plots Failed	24%
Warnings Issued	2
RE-Inspections	2
Extended Warnings	0
Evictions	2
Appeals	0
<b>SITE</b>	Ellins Terrace 1
Inspections carried out	53 (12 vacant)
Failed	38
% Occupied Plots Failed	63%
Warnings Issued	19
RE-Inspections	19
Extended Warnings	4
Evictions	8
Appeals	TBC
<b>SITE</b>	Ellins Terrace 2
Inspections carried out	46 (8 vacant)
Failed	29
% Occupied Plots Failed	55%
Warnings Issued	12
RE-Inspections	10
Extended Warnings	5
Evictions	4
Appeals	TBC
<b>SITE</b>	Gilcar Street
Inspections carried out	3
Failed	0
% Occupied Plots Failed	0%
Warnings Issued	0
RE-Inspections	0
Extended Warnings	0
Evictions	0
Appeals	0

<b>SITE</b>	Gladstone Street
Inspections carried out	60 (1 vacant)
Failed	14
% Occupied Plots Failed	22%
Warnings Issued	5
RE-Inspections	5
Extended Warnings	1
Evictions	6
Appeals	1 – Additional time given to end of March 2025
<b>SITE</b>	Heys Buildings
Inspections carried out	51 (1 vacant)
Failed	20
% Occupied Plots Failed	38%
Warnings Issued	11
RE-Inspections	9
Extended Warnings	4
Evictions	2
Appeals	0
<b>SITE</b>	Newland Lane
Inspections carried out	40 (1 vacant)
Failed	14
% Occupied Plots Failed	33%
Warnings Issued	7
RE-Inspections	6 (2 to be completed after 18.11.24)
Extended Warnings	3
Evictions	1
Appeals	0
<b>SITE</b>	Norwood Street
Inspections carried out	29 (1 vacant)
Failed	14
% Occupied Plots Failed	45%
Warnings Issued	7
RE-Inspections	6
Extended Warnings	3
Evictions	1
Appeals	0

<b>SITE</b>	The Grove
Inspections carried out	5
Failed	2
% Occupied Plots Failed	40%
Warnings Issued	0
RE-Inspections	0
Extended Warnings	0
Evictions	0
Appeals	0
<b>SITE</b>	Wentworth Terrace
Inspections carried out	88 (1 vacant)
Failed	33
% Occupied Plots Failed	36%
Warnings Issued	10
RE-Inspections	7
Extended Warnings	5
Evictions	2
Appeals	1 (Pending)
<b>SITE</b>	ALL
Inspections carried out	410
Failed	172
% Occupied Plots Failed	38.5%
Warnings Issued	75
RE-Inspections	66
Extended Warnings	27
Evictions	25
Appeals	2

An update was provided on the new and revised allotments policies:

- One allotment per household – applications will be considered on a case-by-case basis in the case of adult offspring living at the same address (suggested by Gladstone Street Allotments.)
- Community groups and schools will no longer be permitted to hold an allotment due to previous bad experiences at Wentworth Terrace, Newland Lane and Norwood Street.
- The refusal of TWO plots will result in the applicant being removed from the waiting list.

- Readmittance of previously evicted tenants would be reviewed on a case-by-case basis and would include a minimum waiting period of two years, a conduct evaluation and a probationary period.
- In extreme cases, the Town Council reserves the right to move to immediate eviction where it is clear that the plot has been abandoned.
- Hedging, shrubs and non-fruiting trees will not be permitted.
- All poultry and captive birds must be registered with DEFRA / APHA with effect from 1<sup>st</sup> October 2024 and evidence provided to the Town Council.
- New dimensions for new structures
 

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	15ft x 8ft (height 7ft)	4.57m x 2.44m (height 2.1m)
- Rent will be charged on a pro-rata basis (suggested by Newland Lane Allotments.)
- A new policy on the use of weedkiller would be implemented:
  - 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.



## BONFIRES

Due to the increase in housing which now surrounds most allotment sites, with effect from 1st April 2025, bonfires will no longer be permitted on allotments except for on the following dates:

- 5<sup>th</sup> November
- The Friday and Saturday before and after 5<sup>th</sup> November.

This approach has been supported by environmental health.

The Allotments Budget for the 2024-25 financial year was circulated:

### ALLOTMENTS BUDGET

April 2024 - October 2024

INCOME	BUDGET	ACTUAL	COMMITTED	REMAINING
Allotment Rent	£8,765.65	£8,758.26		£7.39
Key Deposits	£0.00	£20.00		£20.00
	£8,765.65	£8,778.26	£0.00	£27.39

EXPENDITURE	BUDGET	ACTUAL	COMMITTED	REMAINING
Cypress Road	£867.00	£1,242.31		-£375.31
Edward Street	£68.00	£0.00		£68.00
Ellins Terrace 1	£1,734.00	£255.22	£1,500.00	-£21.22
Ellins Terrace 2	£1,581.00	£38.57	£300.00	£1,242.43
Gilcar Street	£51.00	£0.00		£51.00
Gladstone Street	£2,040.00	£1,287.88		£752.12
Heys Buildings	£1,487.50	£3,418.24	£300.00	-£2,230.74
Newland Lane	£1,275.00	£657.63		£617.37
Norwood Street	£952.00	£277.65		£674.35
The Grove	£85.00	£0.00		£85.00
Wentworth Terrace	£2,728.50	£512.93	£500.00	£1,715.57
General	£131.00	£40.85		£90.15
	<b>£13,000.00</b>	<b>£7,731.28</b>	<b>£2,600.00</b>	<b>£2,668.72</b>

### 3. Next Meeting

Wednesday 13<sup>th</sup> November at 6pm.

**NORMANTON TOWN COUNCIL**  
**ALLOTMENTS COMMITTEE**  
 Wednesday 20<sup>th</sup> November 2024

**WAITING LISTS AND VACANCIES**

<b>SITE</b>	<b>VACANCIES</b>	<b>VACANT PLOTS</b>	<b>WAITING LIST</b>
Cypress Road	1	14	24
Edward Street			0
Ellins Terrace 1	12	11,12, 16, 17, 21, 28, 29,30, 31, 39, 40, E	14
Ellins Terrace 2	10	54, 67, 70, 71, 72, 73, 74, 80, 86, 89	17
Gilcar Street	0		2
Gladstone Street	2	19, 20	12
Heys Buildings	3	7, 13b, 43	12
Newland Lane	2	15, 40	20
Norwood Street	1	23	3
The Grove	0		7
Wentworth Terrace	3	6, 26, 31	13
	<b>34</b>		<b>124</b>

**NORMANTON TOWN COUNCIL  
ALLOTMENTS COMMITTEE**  
Wednesday 20<sup>th</sup> November 2024

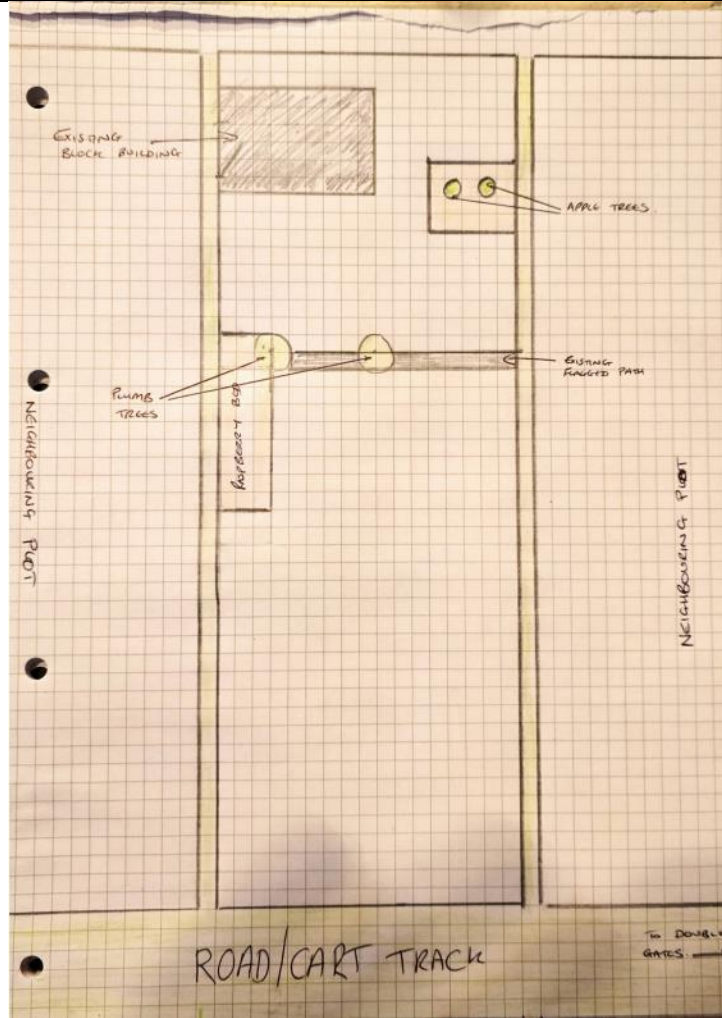
**REQUESTS FROM TENANTS**

*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>15ft x 8ft</i>	<i>4.6m x 2.5m</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'*

<b>SITE</b>	<b>NORWOOD STREET</b>
<b>PLOT</b>	<b>NS025</b>
<b>Structure</b>	Demolish existing shed and not replace.  Potting Shed using existing dwarf wall. (Refurbishment of existing structure)
<b>Height</b>	2.2m sloping to 2.1m
<b>Width</b>	3m
<b>Length</b>	4m
<b>Materials</b>	Breeze Block dwarf wall (existing) with timber structure on top
<b>Base</b>	Paving / Bricks (existing)
<b>NOTES</b>	The tenant took on the plot on 15.10.24



Potting shed in top left corner.

To make use of existing block based and reuse existing perspex windows.

To be completed with new timber and shiplap or feather board for a traditional appearance. Green mineral felt roof in keeping with a commerc



This is the existing based with a plan to bespoke build the top half of the shed from the image on the right.



**NORMANTON TOWN COUNCIL**  
**ALLOTMENTS COMMITTEE**  
 Wednesday 20<sup>th</sup> November 2024

**ALLOTMENTS COMMITTEE BUDGET 2024-25**

**ALLOTMENTS BUDGET**  
 April 2024 - October 2024

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>COMMITTED</b>	<b>REMAINING</b>
Allotment Rent	£8,765.65	£8,758.26		£7.39
Key Deposits	£0.00	£20.00		£20.00
	£8,765.65	£8,778.26	£0.00	£27.39

<b>EXPENDITURE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>COMMITTED</b>	<b>REMAINING</b>
Cypress Road	£867.00	£1,242.31		<b>-£375.31</b>
Edward Street	£68.00	£0.00		£68.00
Ellins Terrace 1	£1,734.00	£255.22	£1,500.00	<b>-£21.22</b>
Ellins Terrace 2	£1,581.00	£38.57	£300.00	£1,242.43
Gilcar Street	£51.00	£0.00		£51.00
Gladstone Street	£2,040.00	£1,287.88		£752.12
Heys Buildings	£1,487.50	£3,418.24	£300.00	<b>-£2,230.74</b>
Newland Lane	£1,275.00	£657.63		£617.37
Norwood Street	£952.00	£277.65		£674.35
The Grove	£85.00	£0.00		£85.00
Wentworth Terrace	£2,728.50	£512.93	£500.00	£1,715.57
General	£131.00	£40.85		£90.15
	<b>£13,000.00</b>	<b>£7,731.28</b>	<b>£2,600.00</b>	<b>£2,668.72</b>

**NORMANTON TOWN COUNCIL**  
**ALLOTMENTS COMMITTEE**  
 Wednesday 20<sup>th</sup> November 2024

**UPDATE ON INSPECTIONS**

<b>SITE</b>	<b>Cypress Road</b>
Inspections carried out	30 (1 vacant)
Failed	8
% Occupied Plots Failed	24%
Warnings Issued	2
RE-Inspections	2
Extended Warnings	0
Evictions	2
Appeals	0
<b>REVISITS DUE</b>	<b>0</b>

<b>SITE</b>	<b>Ellins Terrace 1</b>
Inspections carried out	53 (12 vacant)
Failed	38
% Occupied Plots Failed	63%
Warnings Issued	19
RE-Inspections	19
Extended Warnings	4
Evictions	8
Appeals	TBC
<b>REVISITS DUE</b>	<b>8</b>

<b>SITE</b>	<b>Ellins Terrace 2</b>
Inspections carried out	46 (8 vacant)
Failed	29
% Occupied Plots Failed	55%
Warnings Issued	12
RE-Inspections	10
Extended Warnings	5
Evictions	4
Appeals	TBC

<b>SITE</b>	<b>Gilcar Street</b>
Inspections carried out	3
Failed	0
% Occupied Plots Failed	0%
Warnings Issued	0
RE-Inspections	0
Extended Warnings	0
Evictions	0
Appeals	0

<b>SITE</b>	<b>Gladstone Street</b>
Inspections carried out	60 (1 vacant)
Failed	14
% Occupied Plots Failed	22%
Warnings Issued	5
RE-Inspections	5
Extended Warnings	1
Evictions	6
Appeals	1 – Additional time given to end of March 2025

<b>SITE</b>	<b>Heys Buildings</b>
Inspections carried out	51 (1 vacant)
Failed	20
% Occupied Plots Failed	38%
Warnings Issued	11
RE-Inspections	9
Extended Warnings	4
Evictions	2
Appeals	0

<b>SITE</b>	<b>Newland Lane</b>
Inspections carried out	40 (1 vacant)
Failed	14
% Occupied Plots Failed	33%
Warnings Issued	7
RE-Inspections	6 (2 to be completed after 18.11.24)
Extended Warnings	3
Evictions	1
Appeals	0



<b>SITE</b>	<b>Norwood Street</b>
Inspections carried out	29 (1 vacant)
Failed	14
% Occupied Plots Failed	45%
Warnings Issued	7
RE-Inspections	6
Extended Warnings	3
Evictions	1
Appeals	0

<b>SITE</b>	<b>The Grove</b>
Inspections carried out	5
Failed	2
% Occupied Plots Failed	40%
Warnings Issued	0
RE-Inspections	0
Extended Warnings	0
Evictions	0
Appeals	0

<b>SITE</b>	<b>Wentworth Terrace</b>
Inspections carried out	88 (1 vacant)
Failed	33
% Occupied Plots Failed	36%
Warnings Issued	10
RE-Inspections	7
Extended Warnings	5
Evictions	2
Appeals	1 (Pending)

<b>SITE</b>	<b>ALL</b>
Inspections carried out	410
Failed	172
% Occupied Plots Failed	38.5%
Warnings Issued	75
RE-Inspections	66
Extended Warnings	27
Evictions	25
Appeals	2

**REVISITS DUE**                    **November 9, December 0, January 4, February 0, March 10**

**NORMANTON TOWN COUNCIL**  
**ALLOTMENTS COMMITTEE**  
Wednesday 20<sup>th</sup> November 2024

**RECHARGING FOR PLOT CLEARANCE**

At the Allotments Working Group on 13<sup>th</sup> November 2024, site representatives discussed and supported the possibility of re-charging tenants for the clearance of plots following their tenancy coming to an end.

A more detailed draft policy has been prepared which is in line with the current Allotments Policy document.

**Normanton Town Council Policy on Recharging for Plot Clearance**

**Purpose**

To outline the policy and procedure for recharging allotment tenants who leave their plot in an unsatisfactory condition, ensuring allotments are quickly prepared for new tenants.

**Scope**

This policy applies to all allotment tenants across the Council-managed allotment sites listed in the Allotment Policy.

**Policy Statement**

Normanton Town Council requires that tenants maintain their plots in a tidy and cultivable condition. When a tenant vacates, the plot must be cleared of personal property, structures (unless otherwise agreed), rubbish, and weeds, as outlined in the Tenancy Agreement. Should a tenant fail to meet these requirements, the Council may arrange for clearance and recharge the associated costs to the tenant.

**Procedure**

**1. Inspection of Vacated Plots**

- Upon notice of tenancy termination, the Council will inspect the plot to determine if it meets the required clearance standards.
- Tenants will be given an opportunity to clear the plot before the final inspection.

**2. Notification of Required Actions**

- If the plot is found in poor condition (i.e., excessive rubbish, overgrown weeds, or unsafe structures), the tenant will be notified in writing. The notice will outline the specific actions required and a deadline to address these issues (typically within 14 days).

**3. Final Inspection**

- A follow-up inspection will occur after the deadline. If the tenant has satisfactorily cleared the plot, no further action will be taken.
- If the plot remains in an unsatisfactory condition, the Council will proceed with clearance work.

**4. Cost Recovery**

- The Council will arrange for any required work, including rubbish removal, weed strimming, and disposal of unsafe structures.
- All costs incurred will be documented, including labour and disposal fees, and an invoice will be issued to the tenant.
- Non-payment of the clearance invoice may result in further action to recover the costs, as per the Council's standard debt recovery procedures.

**5. Appeals**

- Tenants may appeal the recharging decision by submitting a written appeal within 14 days of the invoice issue date. The Allotments Committee will review and make a final decision.

**Compliance**

Failure to maintain the plot in accordance with these policies may impact the tenant's future eligibility for allotment tenancy.

**Normanton Town Council reserves the right to update this policy in accordance with the Allotments Policy review cycle.**

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**NORMANTON TOWN COUNCIL**  
**ALLOTMENTS COMMITTEE**  
Wednesday 20<sup>th</sup> November 2024

**SITE FEES**

**Introduction**

All allotment sites in Normanton and Altofts currently collect site fees independently to cover specific site expenses, including site insurance, National Allotment Society (NAS) membership, compost, and locks. Currently, these fees vary widely between £2 and £7.50, are collected by site representatives, and may be compulsory or voluntary, charged per person or per plot. However, due to the lack of enforceability, many sites experience a high level of non-payment. Some sites have requested that the Town Council collect these site fees alongside the annual rent payment, streamlining the process and potentially improving payment rates.

**Current Situation**

1. **Site Fee Variation:** Allotment sites vary in their site fee structures, with some fees set per person and others per plot. These fees also differ in whether they are compulsory or voluntary, adding complexity to the current collection process.
  
2. **Purpose of Site Fees:** Site fees cover necessary costs for site upkeep, including:
  - Site insurance,
  - Membership fees to NAS,
  - Compost and other communal supplies,
  - Keys and locks.
  
3. **Challenges with Non-Payment:** Due to the voluntary nature or lack of enforcement, many site fees remain unpaid, leading to budgeting issues for site committees.

**Proposed Solution**

To address the challenges of non-payment and improve administrative efficiency, allotment site representatives proposed that Normanton Town Council collect these site fees alongside the annual rent payment. The benefits and requirements of this proposed system are outlined below:

**Benefits**

1. **Improved Payment Rates:** Integrating site fees with the rent collection would likely increase payment compliance, as rent payment is a condition of tenancy and, therefore, enforceable.

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2. **Administrative Efficiency:** Centralised collection reduces the administrative burden on site representatives, allowing them to focus on site management rather than fee collection.
  3. **Predictable Budgeting for Sites:** With improved collection rates, sites would have a more reliable income to cover their costs.
  4. **Clarity for Tenants:** Ensuring that there is no confusion between rent and site fees being payable to different organisations.

### Requirements for Implementation

1. **Standardised Site Fee Structure:** For the Council to administer collection effectively, each site must charge a uniform amount in the same manner (e.g., per plot). This consistency is essential to prevent administrative complications and to ensure equitable treatment across sites.
2. **Fixed Transfer Amount:** To ensure financial stability for each site, the Town Council would agree to pay a fixed amount to each site, assuming a collection rate (e.g., 95%) to account for potential non-payment. This approach may benefit sites that are not fully occupied, as they would receive funding based on a projected collection rate rather than actual payments.
3. **Formal Agreement with Sites:** The Council would establish agreements with each site on the fixed amount and collection terms. Each site would need to agree to the standard site fee, collection methodology, and fixed amount transfer terms to participate in this arrangement.

### Financial Implications

1. **Administrative Costs:** The Council may incur additional administrative expenses associated with processing of card payments, but this would be minimal.
2. **Risk Management:** By basing payments on a fixed collection rate, the Council assumes some risk in the event of lower-than-expected fee collection. However, this can be managed by adjusting the collection rate percentage annually based on actual payment trends. There may of course be instances where additional site fees are received when tenants leave, and plots are re-let but there would be no adjustment to the site in this respect.

### Recommendations

1. **Uniform Site Fee Implementation:** Each site should agree on a consistent fee amount and charging method to facilitate centralised collection.

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2. **Fixed Payment Based on Collection Rate:** Adopt a fixed payment model to each site based on a collection rate (e.g., 95%) to ensure predictable funds for site maintenance.
  3. **Annual Review:** Implement an annual review process to assess the collection rate and adjust the fixed payment percentage as needed, ensuring alignment with actual collection trends and mitigating financial risk.

### **Conclusion**

Centralised collection of site fees by Normanton Town Council offers a viable solution to the current challenges of non-payment and administrative inconsistency. By standardising fee structures and adopting a fixed payment model, the Council can provide reliable funding to allotment sites while minimising administrative burdens on office staff and site representatives.