

**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:

<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>

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.