

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 15th January 2025 at 1.30pm at Normanton Town Hall

Present: Councillor M Jennings
Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor C Parsons
Councillor A Samuels
Councillor R Seal
D Johnston – Town Clerk

Absent: Councillor C Appleyard
Councillor M King
Councillor P Marchant

090. To receive apologies for absence.

RESOLVED: that apologies for their inability to attend be received on behalf of Councillor P Marchant.

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

RESOLVED: that the following declarations of interest be recorded:

Councillor M Jennings

Pecuniary Interest

All matters relating to or impacting on tenants at Wentworth Terrace Allotment Site due to his allotment tenancy at that site.

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

RESOLVED: that the minutes of the Allotments Committee held on Wednesday 20th November 2024 (Minute Numbers 059-082; Pages 26-32) be received as a true record and signed by the Chairman.

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

RESOLVED: that the minutes of the Allotments Committee held on Tuesday 16th December 2024 (Minute Numbers 083-089; Pages 33-34) be received as a true record and signed by the Chairman.

094. To receive an update on general allotment matters and consider quotes for works.

An update was provided on general allotment matters including:

Waiting List

	LAST MEETING	THIS MEETING
Cypress Road	24	15
Ellins Terrace 1	14	9
Ellins Terrace 2	17	11
Gilcar Street	2	3
Gladstone Street	12	11
Heys Buildings	12	9
Newland Lane	20	12
Norwood Street	3	4
The Grove	7	6
Wentworth Terrace	13	4
	124	84

* There are a total of 47 individual applicants, of which 11 are existing tenants, leaving 36 new applicants.

New Applicants Awaiting Allocation

MONTH	APPLICATIONS
2022	2
2023	4
January 2024	1
February 2024	0
March 2024	0
April 2024	4
May 2024	7
June 2024	1
July 2024	4
August 2024	3
September 2024	6
October 2024	0
November 2024	2
December 2024	2

	36
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Vacancies

	LAST MEETING	31 st December 2024
Cypress Road	1	0
Ellins Terrace 1	12	13
Ellins Terrace 2	10	12
Gilcar Street	0	0
Gladstone Street	2	3
Heys Buildings	3	2
Newland Lane	2	3
Norwood Street	1	2
The Grove	0	0
Wentworth Terrace	3	3
	34	38

Vacant Plots

	LAST MEETING	31 st December 2024
Cypress Road	14	
Ellins Terrace 1	11, 12, 16, 17, 21, 28, 29, 30, 31, 39, 40, E	11, 12, 16, 17, 21, 28, 29, 30, 31, 39, 40, 41, E
Ellins Terrace 2	54, 67, 70, 71, 72, 73, 74, 80, 86, 89	54, 67, 70, 71, 72, 73, 74, 76, 79, 80, 86, 89
Gilcar Street		
Gladstone Street	19, 20	19, 20, 49
Heys Buildings	7, 13b, 43	13b, 43
Newland Lane	15, 40	15, 17, 40
Norwood Street	23	3, 23
The Grove		
Wentworth Terrace	6, 26, 31	26, 43, 47

* Plots in red text are untenable in their current condition.

Occupancy Data

	TOTAL PLOTS	OCCUPIED	OCCUPANCY %
Cypress Road	30	30	100%
Ellins Terrace 1	53	40	75%
Ellins Terrace 2	46	34	74%
Gilcar Street	3	3	100%

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Gladstone Street	60	57	95%
Heys Buildings	51	49	96%
Newland Lane	40	37	93%
Norwood Street	29	27	93%
The Grove	5	5	100%
Wentworth Terrace	86	83	96%
	403	365	90%

New Tenancies in 2024

Cypress Road	5
Ellins Terrace 1	3
Ellins Terrace 2	1
Gilcar Street	0
Gladstone Street	4
Heys Buildings	10
Newland Lane	10
Norwood Street	9
The Grove	1
Wentworth Terrace	10
	53

* Excluding plot swaps for existing tenants and lead tenant changes.

Tenancy Terminations in 2024

	EVICTION	NON-PAYMENT	TENANT CHOICE	PLOT SWAP	TOTAL
Cypress Rd	2	1	2	0	5
Ellins Terr 1	1	3	0	1	5
Ellins Terr 2	2	0	2	0	4
Gilcar Street	0	0	0	1	1
Gladstone	4	1	3	0	8
Heys	2	0	3	1	6
Newland	1	1	3	1	6
Norwood	1	2	4	2	9
The Grove	0	0	0	0	0
Wentworth	1	0	5	2	8
	14	8	22	8	52

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Cypress Road

- The refund of the water overpayment was received in December.

Ellins Terrace 1

- Plot allocations to be revisited in Spring after the flail has been on site.

Ellins Terrace 2

- Plot allocations to be revisited in Spring after the flail has been on site.
- A bonfire complaint was received for a fire on 3rd January, with limited information on the location. Complainant was advised of the bonfire policy and referred to Environmental Health.

Gilcar Street

- Site inspections taking place monthly following a complaint from a neighbouring property.
Some progress has been made with the plot.

Gladstone Street

- Greenhouse removal required at plot 19/20.

RESOLVED: that the contract for the removal of the greenhouse and asbestos be awarded to Coles Demolition at a cost of £2,600 + VAT.

Heys Buildings

- Plot numbers have been installed on most plots as part of a trial.

Newland Lane

- The waiting list has been reviewed and those who are no longer interested have been removed.
- A temporary repair has been made to the gate by the new Site Secretary.
- The cost of the fence repair was confirmed, and the work would be completed alongside the gate installation.

RESOLVED: that the contract for the fence repair be awarded to RCW Building Maintenance at a cost of £650 - £850 + VAT dependant on the level of work required once the posts were removed.

Wentworth Terrace

- The Site Secretary had confirmed that volunteers were assisting an older tenant with some tasks on his plot following the recent inspections.

RESOLVED: that the report on general allotment matters be received and noted.

095. To consider requests from tenants.

RESOLVED: that the request from plot HB007 to carry out the following works be approved:

- Remove existing shed
- Install small storage box (H 4' / W 4' / L 6')
- Install shed (H 7' / W 6' / L 6')

It was noted that the tenant has taken on a plot which contained an amount of waste left by the previous tenant and a skip may be required in the Spring.

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

There were no complaints to consider.

097. To review the survey on the collection of site fees.

It was reported that a survey had been carried out in relation to the collection of site fees. The five sites that had responded were supportive of the Town Council collecting the fees on their behalf alongside the rent. All sites who wish to be included may do so.

RESOLVED: that Site Fees be fixed at £5.00 per plot paid by bank transfer to each site at the agreed collection rate of 95% based on the total number of plots on the site.

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

RESOLVED: that the Allotments Committee budget showing income of £8,855.93, expenditure of £5,186.44 and committed expenditure of £6,195.00 be received.

099. To consider the Allotments Budget for 2025/26.

RESOLVED: that the following budget be recommended to the Finance Committee for the 2025/26 financial year:

Water	£4,000
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Repairs & Maintenance	£4,000
Plot Clearance	£5,000
Waste Removal	£4,000
Fencing & Gates	£5,000
	£22,000
Contribution from EMR	-£5,000
	£17,000

- 100. To consider the Allotment Rent to be charged from 2026 onwards.**
Members were mindful of the increased costs related to the running costs for the allotments, and the increased budget that was now required to ensure that the allotments were properly managed.

RESOLVED: that notice would be given of an increase to the allotment rent for 2026/27 as follows:

Allotment Rent (Pro Rata)	£30.00
Water Charge (Pro Rata)	£ 5.00
Total	£35.00

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

RESOLVED: that the public and press be excluded due to the confidential nature of the business to be transacted.

- 102. To consider an appeal against eviction from tenant A263F575.**

Members considered the appeal from tenant A263F575 and were mindful of the difficult position they had been in recently.

RESOLVED: that the appeal be allowed and the written warning be extended to 31st March 2025 to give the tenant additional time to work the plot.

The tenant would also be offered the opportunity to split the plot into a half plot and the offer of strimming the plot for £50 would be extended once again.

If the plot remains in a poor condition after 31st March, then the eviction process will re-commence.

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

RESOLVED: that Councillors T Goodwin, P Sampson and J Pritchard be appointed to the Appeal Sub Committee.

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

RESOLVED: that Councillor T Goodwin be appointed as Chairman of the Appeal Sub Committee.

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