

NORMANTON TOWN COUNCIL



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

To Members of the Allotments
Committee

Date: 8th January 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 15th January 2025** at **1.30pm** 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 15th January 2025 at 1.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
090.	To receive apologies for absence.	
091.	To receive Declarations of Interest in accordance with the Code of Conduct.	
092.	To receive and sign the minutes of a meeting of the Allotments Committee. Held on Wednesday 20 th November 2024 (Minute Numbers 059-082; Pages 26-32).	A
093.	To receive and sign the minutes of a meeting of the Allotments Committee. Held on Tuesday 16 th December 2024 (Minute Numbers 083-089; Pages 33-34).	B
094.	To receive an update on general allotment matters and consider quotes for works.	C
095.	To consider requests from tenants.	D
096.	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
097.	To review the survey on the collection of site fees.	E
098.	To receive the Allotments Committee Budget for the 2024/25 financial year.	F
099.	To consider the Allotments Budget for 2025/26.	G
100.	To consider the Allotment Rent to be charged from 2026 onwards.	H
101.	To exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.	
102.	To consider an appeal against eviction from tenant A263F575.	

103.	To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.	
104.	To appoint the Chairman of the Appeal Sub Committee from the appointed members.	

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

Held on Wednesday 20th November 2024 at 1.00pm at Normanton Town Hall

Present: Councillor B Mayne
Councillor P Mayne – Chairman
Councillor T Morgan
Councillor C Parsons
Councillor R Seal

Donna Johnston – Town Clerk & RFO
Jonathan Wilkinson – Property Officer

Absent: Councillor C Appleyard
Councillor M Jennings
Councillor M King
Councillor P Marchant
Councillor A Samuels – Vice Chairman

059. To receive apologies for absence.

RESOLVED that apologies for their inability to attend were submitted on behalf of Councillors M Jennings and P Marchant.

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

There were no declarations of interest recorded.

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

RESOLVED that the minutes of the Allotments Committee held on Wednesday 9th October 2024 (Minute Numbers 040-051; Pages 19-23) be received and signed by the Chairman.

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

RESOLVED that the minutes of the Allotments Committee held on Wednesday 6th November 2024 (Minute Numbers 052-058; Pages 24-25) be received and signed by the Chairman.

063. To receive the notes of the Allotments Liaison Group.

RESOLVED that the notes of the Allotments Liaison Group held on Wednesday 13th November 2024 be received.

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

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

SITE	VACANCIES	WAITING LIST
Cypress Road	1	24
Edward Street		0
Ellins Terrace 1	12	14
Ellins Terrace 2	10	17
Gilcar Street	0	2
Gladstone Street	2	12
Heys Buildings	3	12
Newland Lane	2	20
Norwood Street	1	3
The Grove	0	7
Wentworth Terrace	3	13
	34	124

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

Members considered the following request:

NS025

Demolition of existing shed and creation of potting shed using existing dwarf wall base.

3m x 4m

APPROVED subject to the tenant removing the waste generated from the demolition of the old shed.

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

RESOLVED that the budget for the 2024/25 financial year showing income of £8778.26 and expenditure of £10,331.28 be received.

067. To receive an update on the recent Allotment Inspections.

It was reported that the majority of the inspections had been completed. There was a total of 410 plots inspected and 172 of these had failed. A total of 75 written warnings had been issued along with 25 eviction notices.

There were still further follow up inspections due in November, January and March.

RESOLVED that the report be received.

068. To consider the Town Council's policy on recharging former tenants for clearance of plots.

Following the meeting of the Allotments Liaison Group, it was proposed that former tenants should be re-charged for clearance of plots at the end of their tenancy.

The existing Allotment Policy already provides for this and given the ever-increasing costs for skips, members were supportive of enforcing this policy in order to re-coup some of the costs.

It was suggested that photographs should be taken at the point of allocation so that there is a record of the condition of the plot.

Existing Policy 9 – Leaving a Plot

Normanton Town Council will consider clearing plots that are not in an acceptable condition and may recharge the departing plot holder.

RESOLVED that with immediate effect, all tenants who leave their plot in a poor condition will be recharged for the cost of clearance and waste disposal.

069. To consider the procedure for the collection of site fees.

Following the meeting of the Allotments Liaison Group, it was proposed that the Town Council reverts back to collecting and redistributing the Site Fees to ensure that payment is made to the sites for ongoing costs including insurance and minor repairs.

Members discussed the merits of the proposal and agreed that it would ensure a higher collection rate for the Site Fees however, from an administrative perspective, it needs to be as straight forward as possible.

The only way that this could work is for all sites to levy the same charge and for the Site Fees to be paid back to site at an agreed fixed level each year. It was proposed that a 95% collection rate would be assumed so that any fluctuations in occupation rates can be accounted for.

It was suggested that a survey be carried out with all the sites in order to reach an agreement in time for the invoices being sent out in January.

RESOLVED that the report be received and that further discussions be entered into with each managed site.

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

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

- Newland Lane – new Site Secretary in post.
- Newland Lane – quotes awaited for the fence repairs following the removal of the fallen tree by Wakefield Council.
- Gladstone Street – Plots 19/20 cleared by volunteers (letter to be sent to thank them for their efforts)
- Gladstone Street – quotes were being sought to clear a large greenhouse with asbestos containing materials – members were supportive of the work being carried out given the amount of work already put in by volunteers.
- Norwood Street – Skip delivered, and waste cleared.
- NAS – Site visit awaited for the disposal of Edward Street.
- NAS – email discussion regarding rent increases.
Prices would be obtained for other sites in the Wakefield District before a decision is reached on rent for 2026.
Allotment accounts are to be sent out with the rent invoices to demonstrate where the money is being spent.

RESOLVED that the reports be received.

Quotes had been obtained for the replacement of the gates at Newland Lane which were now extremely difficult to operate.

RESOLVED that RCW be authorised to install 8ft Galvanised double entrance gates at a cost of £2,495.00+ VAT.

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

A complaint had been received about the tipping of glass and nails on the track at Ellins Terrace 2. It was reported that an email / letter had been sent to all tenants to advise them to be more careful.

The neighbouring landowner had asked for permission to install an additional gate for the safety and security of their animals and to

prevent fly tipping on their access track. Sufficient space would need to be made available for vehicles to turn around.

Members were satisfied to approve this request provided that the works were carried out entirely at the landowner's cost and that a key is provided for the Town Council.

This was subject to a site meeting to confirm the location of the gate.

RESOLVED that permission be granted for a secondary gate subject to the terms and conditions outlined above.

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

A letter was considered from a tenant at Ellins Terrace who had received a written warning. They raised questions about the timing of the inspection, postal delays and cultivation levels at different times of the year.

It was reported that inspections had commenced slightly later than planned due to the training of a new member of staff. One site will always be inspected last and unfortunately, this year it was the turn of Ellins Terrace.

Plots should be maintained throughout the year in a weed free state, not just in the main growing season.

Postal delays were outside of the Town Council's control and email should be used where the tenant has provided an email address.

RESOLVED that the correspondence be received and a response be provided.

073. 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 from consideration of the appeals at items 74, 77 and 80 due to the sensitive nature of the business to be transacted.

074. To consider an appeal against eviction from tenant FCCD170F.

Tenant FCCD170F submitted an appeal against eviction and explained their personal circumstances which had prevented them from cultivating their plot.

Members considered their tenancy history over the last three years which had indicated an ongoing problem with weeds.

It was noted that the tenant had moved out of area which should have resulted in the tenancy coming to an end but had since returned and they had someone sharing the plot with them.

RESOLVED that the eviction be withdrawn and the written warning extended to 31st March 2025 to enable additional time to bring the plot up to an acceptable standard.

The tenant is also to be advised that plot sharing is not permitted, and a co-worker agreement would be sent out.

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

RESOLVED that Councillor T Goodwin, Councillor F Marchant and Councillor A Bones be appointed to the Appeal Sub-Committee.

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

RESOLVED that Councillor A Bones be appointed as Chairman of the Appeal Sub-Committee.

077. To consider an appeal against eviction from tenant F7886FF6.

Tenant F7886FF6 submitted an appeal against eviction and explained their personal circumstances which had prevented them from cultivating their plot.

Members considered their tenancy history over the last three years.

RESOLVED that the eviction be withdrawn and the written warning extended to 31st March 2025 to enable additional time to bring the plot up to an acceptable standard.

The tenant is to be offered the chance to reduce to one plot with their partner rather than a full plot each if that would make things easier.

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

RESOLVED that Councillor T Goodwin, Councillor E Blezard and Councillor F Marchant be appointed to the Appeal Sub-Committee.

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

RESOLVED that Councillor E Blezard be appointed as Chairman of the Appeal Sub-Committee.

- 080. To consider an appeal against eviction from tenant A2D991BA.**

Tenant A2D991BA submitted an appeal against eviction and explained their personal circumstances which had prevented them from cultivating their plot.

Members considered their tenancy history over the last three years.

RESOLVED that the eviction be withdrawn and the written warning extended to 31st March 2025 to enable additional time to bring the plot up to an acceptable standard.

The tenant is to be offered the chance to reduce to one plot with their partner rather than a full plot each if that would make things easier.

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

RESOLVED that Councillor P Sampson, Councillor A Bones and Councillor J Pritchard be appointed to the Appeal Sub-Committee.

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

RESOLVED that Councillor P Sampson 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.

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

Held on Monday 16th December 2024 at 12.40pm at Normanton Town Hall

Present: Councillor M Jennings
Councillor M King
Councillor B Mayne
Councillor P Mayne - Chairman
Councillor A Samuels – Vice Chairman
Councillor R Seal
Donna Johnston – Town Clerk & RFO

Absent: Councillor C Appleyard
Councillor P Marchant
Councillor T Morgan
Councillor C Parsons

083. To receive apologies for absence.

RESOLVED: that apologies for their inability to attend be recorded on behalf of Councillors P Marchant, T Morgan and P Sampson.

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

There were no declarations of interest recorded.

085. 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 from the meeting in order to protect the privacy of the appellant.

086. To consider an appeal against eviction from tenant 74DE0FCE.

Members considered the written submission from the tenant along with inspection records from 2021, 2022, 2023 and 2024.

The tenant indicated that they wished to retain TWO of their full plots and give up ONE full plot and TWO half plots.

The tenant provided mitigation in respect of their personal issues over the last two years.

Members considered the previous offers and suggestions put forward by the Town Council during that time to assist the tenant in managing their plots effectively. It was noted that the tenant had declined a previous offer to reduce their plots.

An independent inspection had taken place which noted that the plot was not being kept in accordance with the tenancy agreement.

Since the independent inspection, the plots had grown into a state of disrepair. The cart track had not been maintained in accordance with the tenancy agreement and was now impassible. Several plots were significantly overgrown. It was noted that the tenant had recently made an effort to trim an area of one plot.

Members could not support the tenants request to retain two plots due to the condition of the remaining plots that they now intended on giving up.

RESOLVED: that the appeal be rejected and the eviction proceeds with the eviction period being 28 days from the date of the notice of the outcome of the appeal.

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

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

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

RESOLVED: that Councillor E Blezard be appointed as Chairman of the Sub-Committee.

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

RESOLVED: that an independent person would be appointed to the Appeal Sub-Committee should a meeting be required. The independent impartial arbitrator would be appointed by the Appeal Sub-Committee.

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

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 15th January 2025**

UPDATE ON GENERAL ALLOTMENT MATTERS

WAITING LIST

SITE	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	

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

APPLICATIONS BY MONTH 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

VACANCIES

SITE	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

SITE	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, <u>41</u>, E
Ellins Terrace 2	54, 67, 70, 71, 72, 73, 74, 80, 86, 89	54, 67, 70, 71, 72, 73, 74, <u>76, 79</u>, 80, 86, 89
Gilcar Street		
Gladstone Street	19, 20	19, 20, <u>49</u>
Heys Buildings	7, 13b, 43	13b, 43
Newland Lane	15, 40	15, <u>17</u>, 40
Norwood Street	23	<u>3</u>, 23
The Grove		
Wentworth Terrace	6, 26 , 31	26, <u>43</u>, <u>47</u>

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

OCCUPANCY DATA

SITE	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%
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

SITE	
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

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

SITE BY SITE UPDATE

There have been very few site visits since the last meeting due to the inclement weather. Unless an essential visit is required, sites will not generally be visited until April 2025.

Cypress Road

The refund of 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 tidying up of the plot.

Gladstone Street

Greenhouse removal required at plot 19/20 – Quotes will be discussed at the meeting.

Heys Buildings

Nothing to report.

Newland Lane

The Property Officer has been through the waiting list to remove all those who are no longer interested.

Chasing up the works on the replacement gates and fence repair.
The cost of the fence repair will be provided at the meeting.

Norwood Street

Nothing to report.

The Grove

Nothing to report.

Wentworth Terrace

Nothing to report.

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE**
Wednesday 15th January 2025

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.:

<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	HB007
Structure	SHED & POLY TUNNEL
Height	All information to be confirmed with applicant
Width	
Length	
Materials	
Base	
NOTES	The tenant took on the plot on 18 th December 2024. There is an existing shed on the plot which will require repair or demolition.

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 15th January 2025**

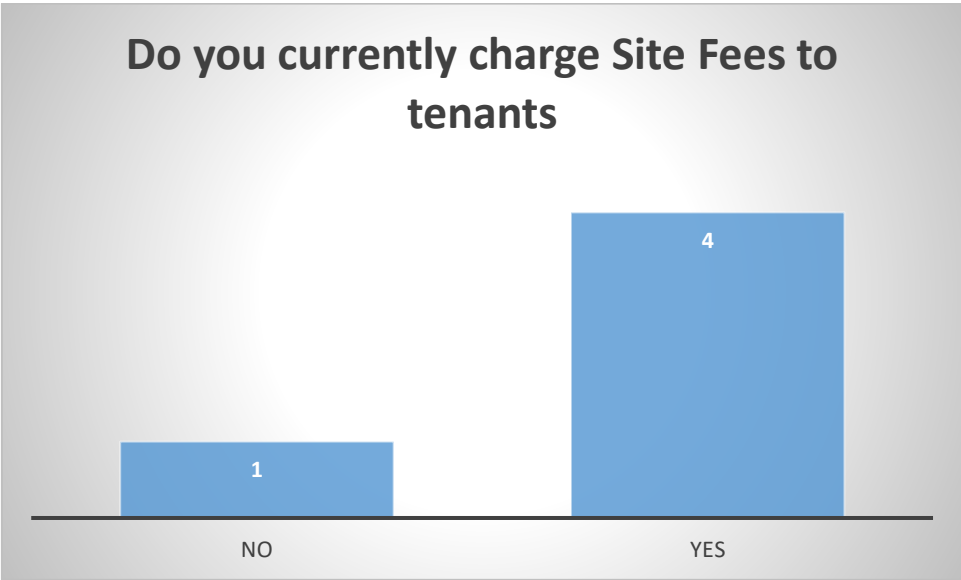
SITE FEES

Following the last meeting of the Allotments Committee, a survey has been carried out of all managed allotment sites.

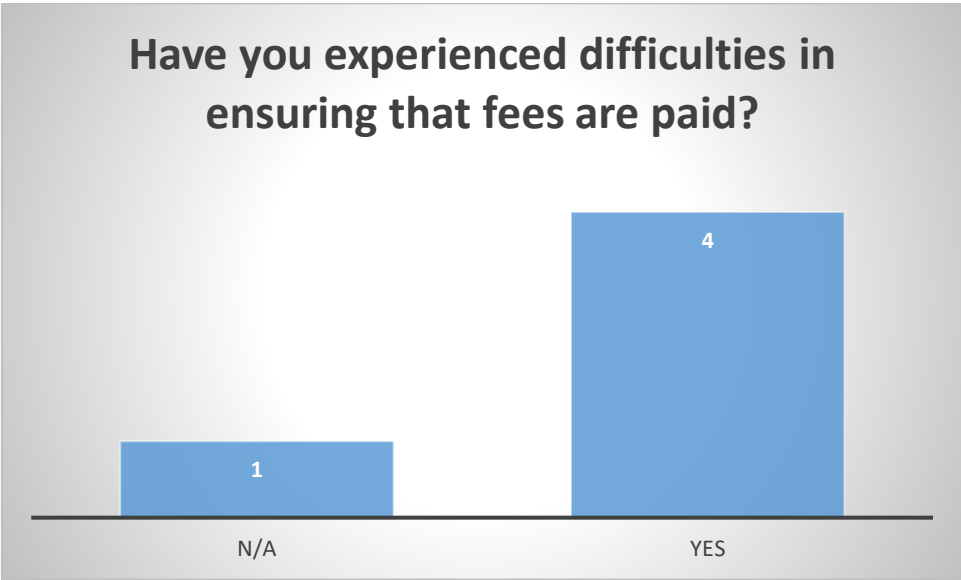
A total of 8 surveys were sent out, and responses were received from 5 sites – Cypress Road, Heys Buildings, Newland Lane, Norwood Street and Wentworth Terrace.

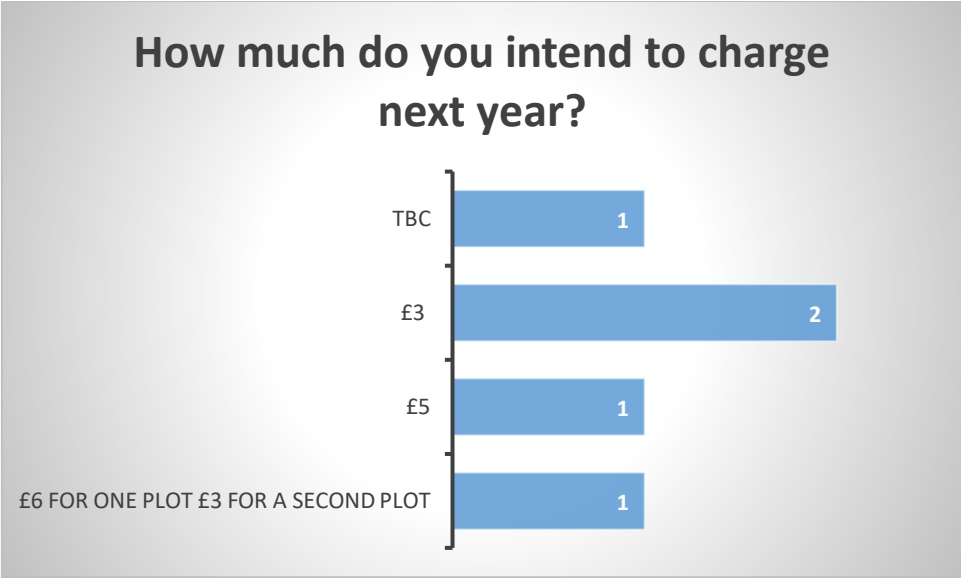
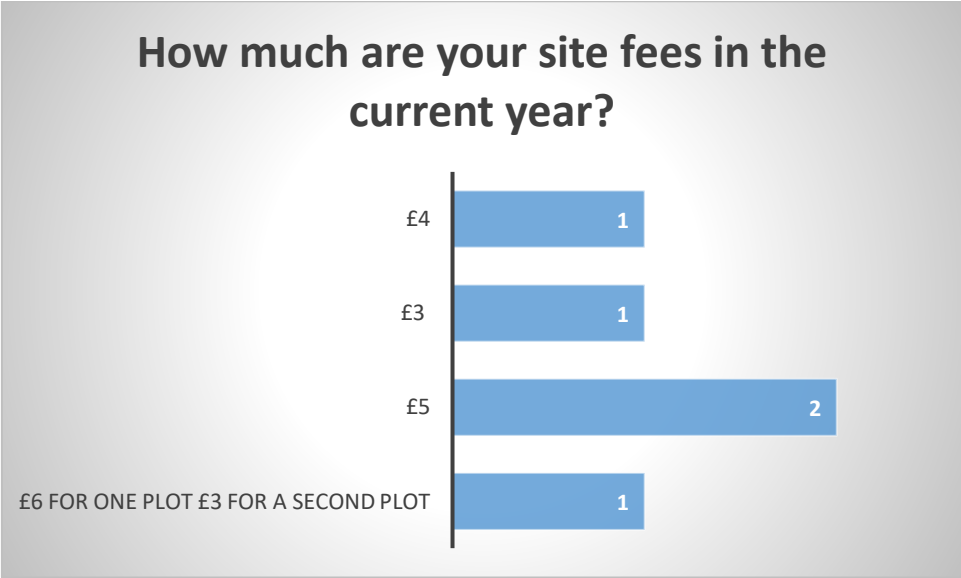
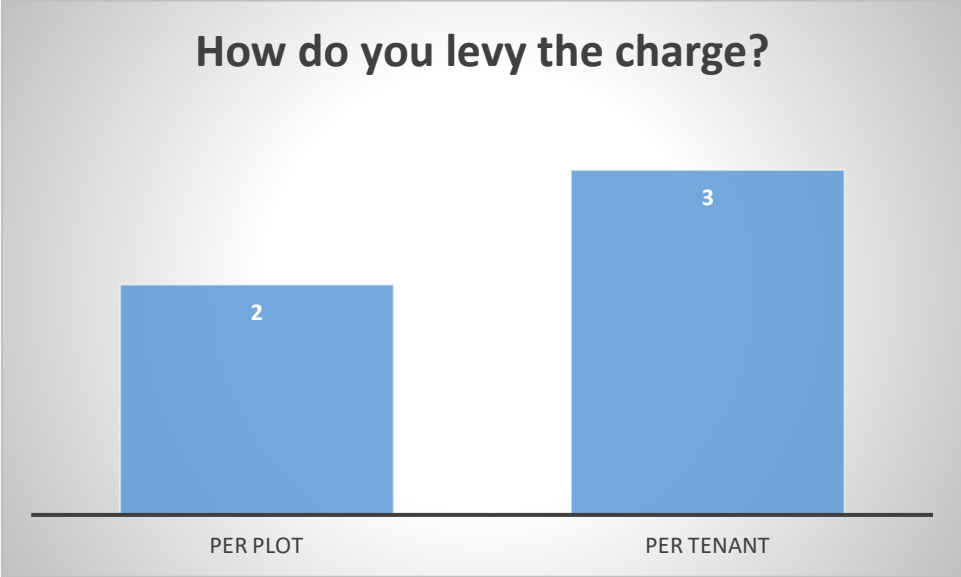
Three sites have not responded – Ellins Terrace 1, Ellins Terrace 2 and Gladstone Street.

The responses from the five sites who did take part are set out below:



*Newland Lane charge £4 insurance only so have answered NO





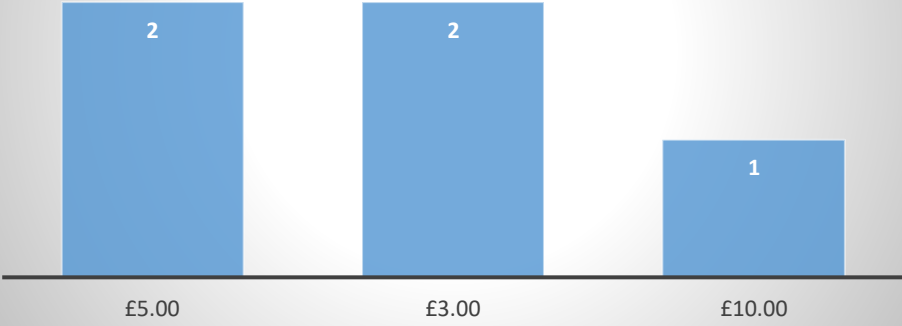
Would you be in favour of the Town Council collecting the Site Fees on your behalf as part of the annual rent invoice?

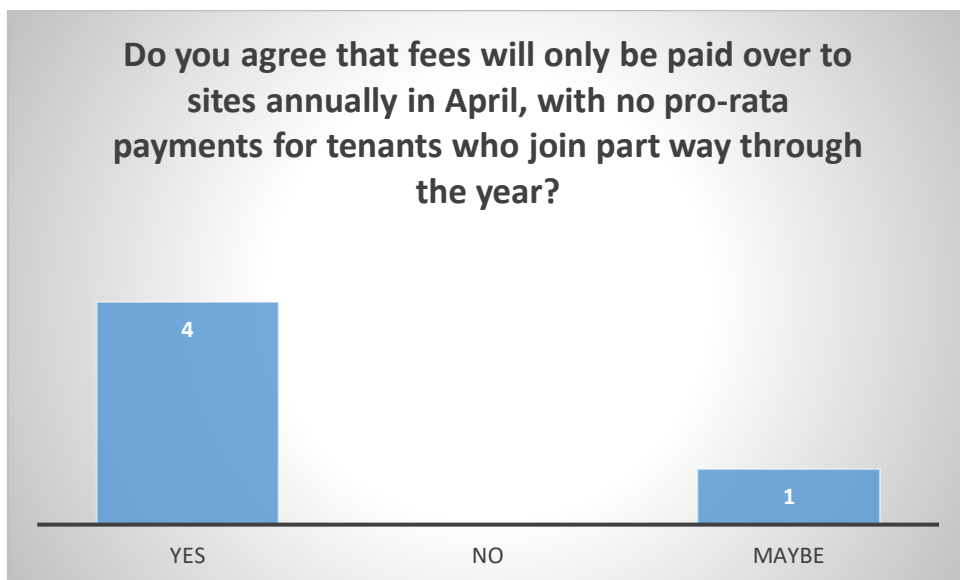
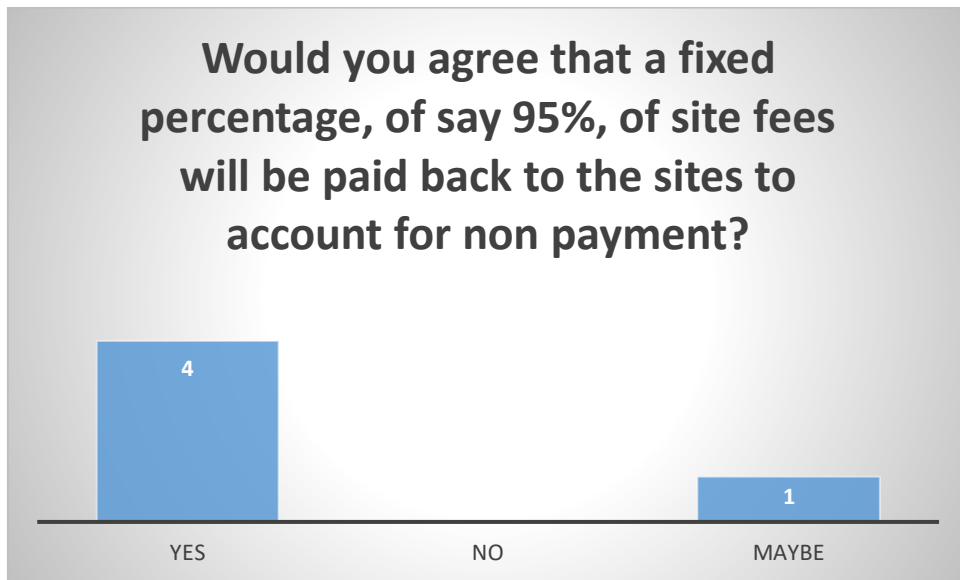


If the Town Council collected the Site Fees, would you agree to a standardised site fee across all allotments?



What amount would you consider to be a 'fair' annual Site Fee?





Comments from sites:

The site fee must be mandatory. Clearly stating that it is for rodent and pest control and where applicable for the maintenance of a mower and cost of consumables. How would the allotment secretary/treasurer receive the site rent monies?

SUMMARY

It would appear that the five sites who responded are keen to have the Town Council collect the site fees on their behalf and would be agreeable to a standardised fee across all sites.

The suggested figure for site fees is between £3 and £10 per plot.

Most sites would be happy with a fixed percentage-based payment with no pro rata payments for tenants who join part way through the year.

PROPOSAL

It is suggested that the sites who wish to take part in the scheme should be allowed to do so on the following basis:

Site Fees will be charged at £5.00 per plot.

Paid over to the site by bank transfer at the agreed rate based on 95% occupancy.

SITE	No of Plots	95%	£
Cypress Road	30	28.5	£142.50
Heys Buildings	51	48.5	£242.50
Newland Lane	40	38	£190.00
Norwood Street	29	27.5	£137.50
Wentworth Terrace	86	81.5	£407.50

Subject to approval by the Allotments Committee, this proposal will be put forward to each site for their agreement prior to implementation by the end of January in time for the invoices to be sent out.

Committed Spend

F

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	2,421.73	-6,343.92						-6,343.92 (-72%)
7	Income - Key Deposit (A		20.00	20.00						20.00 (N/A)
48	Key Deposit					10.00		10.00	-10.00	-10.00 (N/A)
90	Newland Lane Allotment				1,275.00	754.70		754.70	520.30	520.30 (40%)
91	Cypress Road Allotment				867.00	1,426.50		1,426.50	-559.50	-559.50 (-64%)
92	Ellins Terrace 1 Allotmer				1,734.00	277.56	1,500.00	1,777.56	-43.56	1,456.44 (83%)
93	Ellins Terrace 2 Allotmer				1,581.00	60.91	300.00	360.91	1,220.09	1,520.09 (96%)
94	Allotments General		3,216.71	3,216.71	131.00	40.85		40.85	90.15	3,306.86 (2524%)
95	Gladstone Street Allotm				2,040.00	1,522.59		1,522.59	517.41	517.41 (25%)
96	Heys Buildings Allotmen				1,487.50	2,118.24	300.00	2,418.24	-930.74	-630.74 (-42%)
97	Norwood Street Allotmer				952.00	441.78		441.78	510.22	510.22 (53%)
98	Wentworth Terrace Allot				2,728.50	460.02	500.00	960.02	1,768.48	2,268.48 (83%)
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)
117	Allotments EMR Expenc					1,300.00	2,495.00	3,795.00	-3,795.00	-1,300.00 (N/A)
SUB TOTAL		8,765.65	5,081.64	-3,684.01	13,000.00	8,413.15	5,095.00	13,508.15	-508.15	902.84 (4%)

Summary

NET TOTAL	8,765.65	5,081.64	-3,684.01	13,000.00	8,413.15	5,095.00	13,508.15	-508.15	902.84 (4%)
------------------	-----------------	-----------------	------------------	------------------	-----------------	-----------------	------------------	----------------	--------------------

NORMANTON TOWN COUNCIL
Summary of Receipts and Payments

7 January 2025 (2024-2025)

F

Cost Centre 1

ALLOTMENTS CTTEE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Income - Allotment Rent	8,765.65	2,421.73	-6,343.92				-6,343.92 (-72%)
7	Income - Key Deposit (Allotment)		20.00	20.00				20.00 (N/A)
48	Key Deposit					10.00	-10.00	-10.00 (N/A)
90	Newland Lane Allotment				1,275.00	754.70	520.30	520.30 (40%)
91	Cypress Road Allotment				867.00	1,426.50	-559.50	-559.50 (-64%)
92	Ellins Terrace 1 Allotment				1,734.00	277.56	1,456.44	1,456.44 (83%)
93	Ellins Terrace 2 Allotment				1,581.00	60.91	1,520.09	1,520.09 (96%)
94	Allotments General		3,216.71	3,216.71	131.00	40.85	90.15	3,306.86 (2524%)
95	Gladstone Street Allotment				2,040.00	1,522.59	517.41	517.41 (25%)
96	Heys Buildings Allotment				1,487.50	2,118.24	-630.74	-630.74 (-42%)
97	Norwood Street Allotment				952.00	441.78	510.22	510.22 (53%)
98	Wentworth Terrace Allotment				2,728.50	460.02	2,268.48	2,268.48 (83%)
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)
117	Allotments EMR Expenditure					1,300.00	-1,300.00	-1,300.00 (N/A)
SUB TOTAL		8,765.65	5,081.64	-3,684.01	13,000.00	8,413.15	4,586.85	902.84 (4%)

Summary

NET TOTAL	8,765.65	5,081.64	-3,684.01	13,000.00	8,413.15	4,586.85	902.84 (4%)
V.A.T.					976.41		
GROSS TOTAL		5,081.64			9,389.56		

ALLOTMENTS COMMITTEE BUDGET

2025/26

OPTION 1	2023/24	2024/25	2025/26
Newland Lane	£1,275.00	£1,275.00	£1,315.79
Cypress Road	£867.00	£867.00	£894.74
Ellins Terrace 1	£1,734.00	£1,734.00	£1,789.47
Ellins Terrace 2	£1,581.00	£1,581.00	£1,631.58
Allotments General	£80.00	£131.00	£150.00
Gladstone Street	£2,040.00	£2,040.00	£2,105.26
Heys Buildings	£1,538.50	£1,487.50	£1,535.09
Norwood Street	£952.00	£952.00	£982.46
Wentworth Terrace	£2,728.50	£2,728.50	£2,815.79
The Grove	£85.00	£85.00	£43.86
Gicar Street	£51.00	£51.00	£105.26
Edward Street	£68.00	£68.00	£280.70
	£13,000.00	£13,000.00	£13,650.00

OPTION 2:	WATER	R&M	TOTAL
Newland Lane	£500.00	£400.00	£900.00
Cypress Road	£400.00	£300.00	£700.00
Ellins Terrace 1	£600.00	£500.00	£1,100.00
Ellins Terrace 2	£600.00	£500.00	£1,100.00
Allotments General	£0.00	£0.00	£0.00
Gladstone Street	£500.00	£400.00	£900.00
Heys Buildings	£0.00	£400.00	£400.00
Norwood Street	£400.00	£300.00	£700.00
Wentworth Terrace	£1,000.00	£900.00	£1,900.00
The Grove	£0.00	£150.00	£150.00
Gicar Street	£0.00	£150.00	£150.00
Edward Street	£0.00	£0.00	£0.00
	£4,000.00	£4,000.00	£8,000.00
Plot Clearance			£5,000.00
Waste Removal			£4,000.00
Gates & Fencing (from EMR)			£5,000.00
Contribution from EMR			-£5,000.00
TOTAL			£17,000.00

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 15th January 2025

ALLOTMENT RENT 2026 ONWARDS

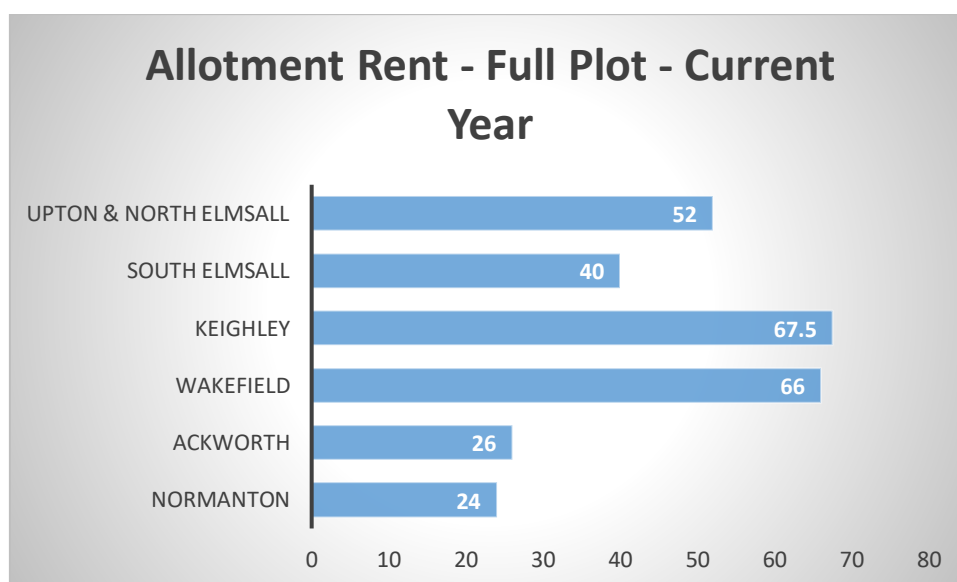
At the last meeting of the Allotments Committee, members requested some further information on allotment rent charges from other local councils.

Advice has been sought from the National Allotment Society on what should be considered when looking at rent increases. Considerations include rents charged for plots in nearby areas, increases faced by other leisure activities, costs of running the site and the facilities on site.

The NAS advise that it would be possible to introduce a different charge for new tenants, but suggest that it would be difficult to manage.

The NAS advise that it would be permissible to implement a charge for water and/or waste removal provided that 12 months' notice was given.

A number of councils have been contacted to establish their allotment charges, and the results can be seen in the graphs below.



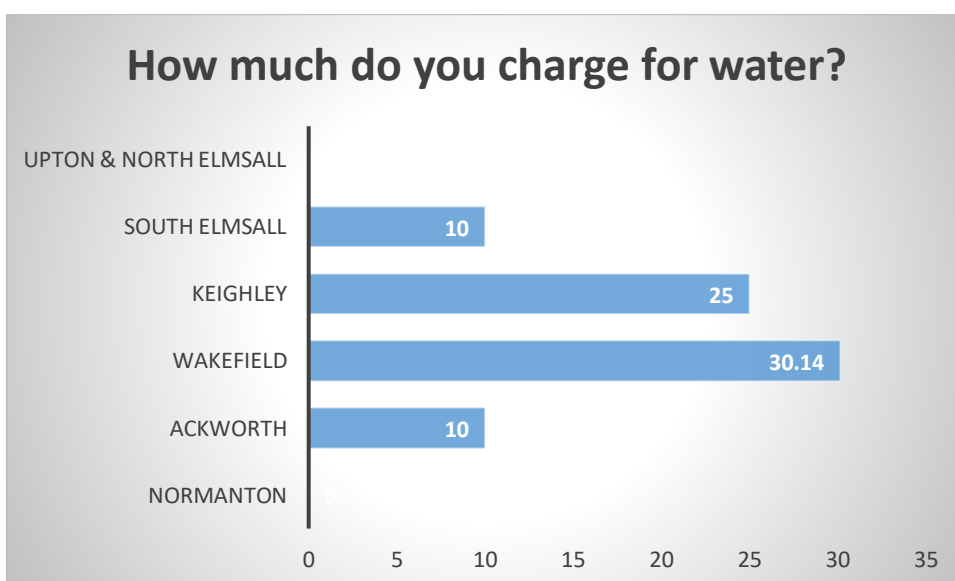
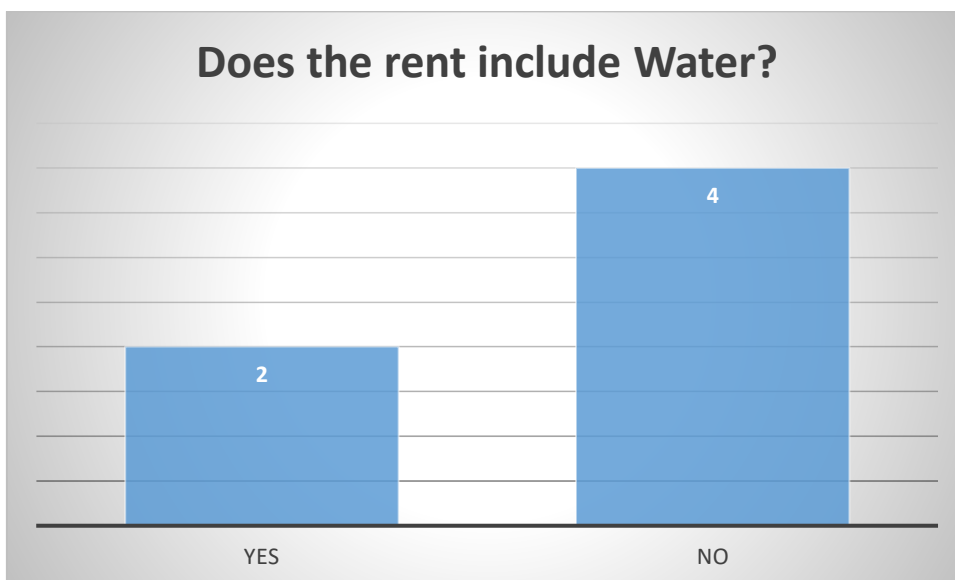
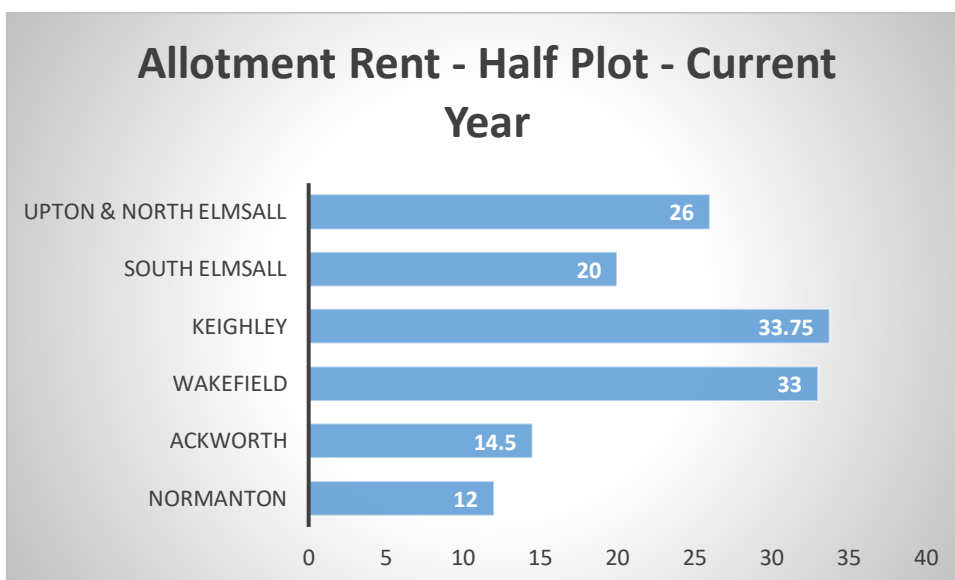
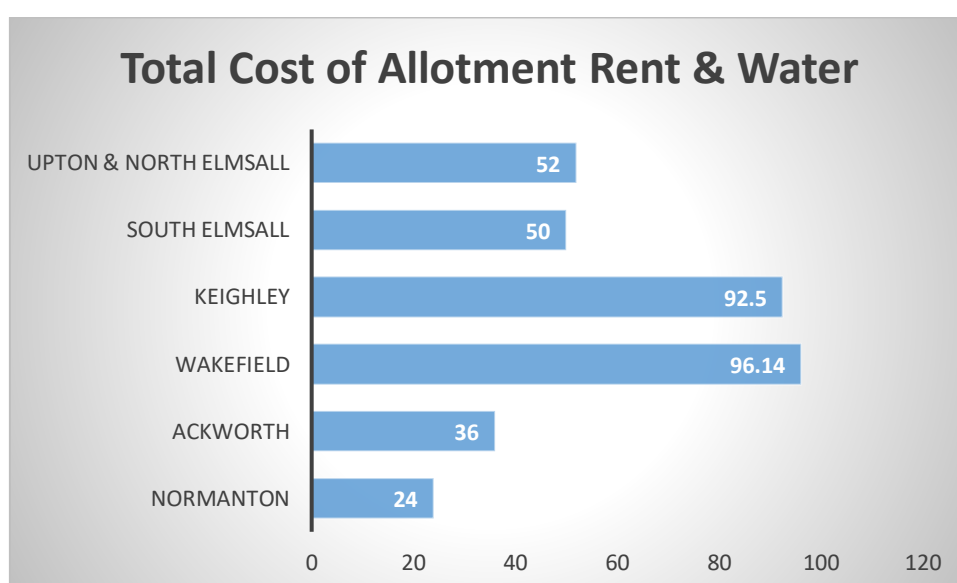
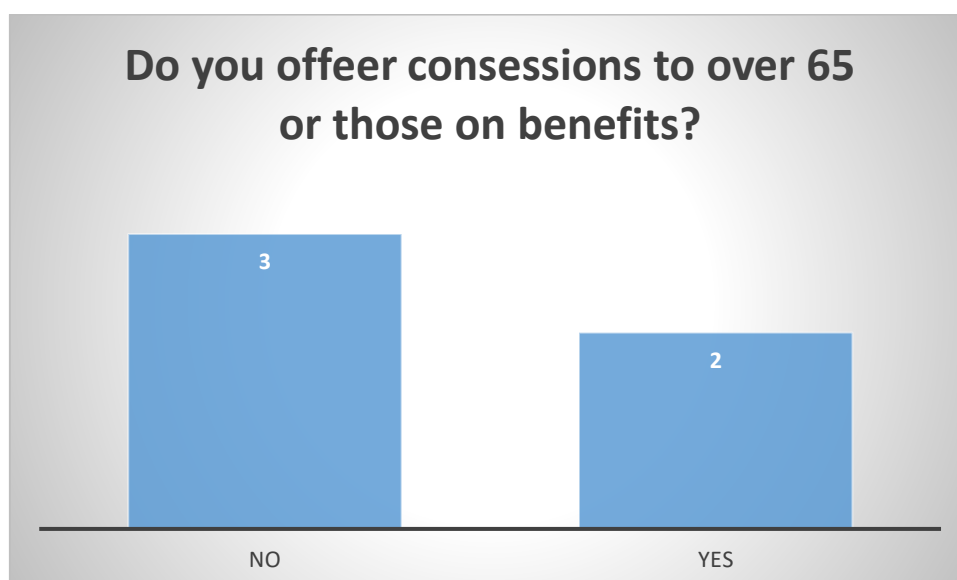


Figure for Ackworth and South Elmsall is estimated at £10 – Actual cost is split between tenants.



You will see from the information above, that Normanton Town Council has the lowest charges of all those who responded.

Taking into account the information above, and the increasing costs of running the allotments, members are asked to consider fixing the rent for 2026 and 2027. This will take us up to the next election when the newly elected Council will be able to agree the charges for the next four-year term.

There are a series of options set out on the following page for your consideration.

RENT	2024/25	2025/26						
NUMBER OF PLOTS	£24/yr	£25/yr	£26/yr	£27/yr	£28/yr	£29/yr	£30/yr	£31/yr
345	£8,280.00	£8,625.00	£8,970.00	£9,315.00	£9,660.00	£10,005.00	£10,350.00	£10,695.00

* Adjusted - Pro Rata for smaller plots

WATER						
NUMBER OF PLOTS	£5	£10	£12.50	£15	£20	£25
290	£1,450.00	£2,900.00	£3,625.00	£4,350.00	£5,800.00	£7,250.00

Only charged at sites who have a water supply

* Adjusted - Pro Rata for smaller plots

WASTE REMOVAL							
NUMBER OF PLOTS	£5	£7.50	£10	£12.50	£15	£20	£25
362	£1,810.00	£2,715.00	£3,620.00	£4,525.00	£5,430.00	£7,240.00	£9,050.00

Based on each plot being charged regardless of size.

COST OF SKIPS AT EACH SITE			
Sites	1 Skip	2 Skips	3 Skips
8	£1,733.36	£3,466.72	£5,200.08
10	£2,166.70	£4,333.40	£6,500.10
Cost of 1 Skip at the 2 smaller sites	£2,166.70	£3,900.06	£5,633.42

ACTUAL COSTS			
COST OF WATER	£3,500	£12.07 per plot	* Estimated based on usage over first 8 months
COST OF WASTE REMOVAL	£2,416.68	£6.68 per plot	* Year to date figure
TOTAL BUDGET 2024/25	£13,000.00	£32.26 per plot	

All figures based on a collection rate of 90%