

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: 14th March 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 2nd April 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 2nd April 2025 at 1.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
105.	To receive apologies for absence.	
106.	To receive Declarations of Interest in accordance with the Code of Conduct.	
107.	To receive and sign the minutes of a meeting of the Allotments Committee. Held on Wednesday 15 th January 2025 (Minute Numbers 090-104; Pages 35-42).	A
108.	To receive the notes of the Allotments Liaison Group. Held on Wednesday 26 th March 2025.	To Follow
109.	To receive an update on general allotment matters and consider quotes for works.	B
110.	To consider requests from tenants.	C
111.	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
112.	To receive the Allotments Committee Budget for the 2024/25 financial year.	D
113.	To consider a proposed change to Allotment Policy 40 on the collection of Site Fees to align with our new practices.	E

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.

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%

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

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.

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 2nd April 2025**

UPDATE ON GENERAL ALLOTMENT MATTERS

WAITING LIST

SITE	31st December 2024	12th March 2025
Cypress Road	15	20
Ellins Terrace 1	9	16
Ellins Terrace 2	11	18
Gilcar Street	3	5
Gladstone Street	11	7
Heys Buildings	9	10
Newland Lane	12	14
Norwood Street	4	7
The Grove	6	6
Wentworth Terrace	4	8
	84	111

* There are a total of 55 individual applicants, of which 12 are existing tenants, leaving 43 new applicants.

APPLICATIONS BY MONTH AWAITING ALLOCATION

MONTH	31st December 2024	12th March 2025
2022	2	2
2023	4	3
January 2024	1	1
February 2024	0	0
March 2024	0	0
April 2024	4	3
May 2024	7	3
June 2024	1	1
July 2024	4	2
August 2024	3	2
September 2024	6	5
October 2024	0	0
November 2024	2	2
December 2024	2	2
January 2025		6
February 2025		6

March 2025		5
	36	53

VACANCIES

SITE	31 st December 2024	12 th March 2025
Cypress Road	0	1
Ellins Terrace 1	13	18
Ellins Terrace 2	12	14
Gilcar Street	0	0
Gladstone Street	3	0
Heys Buildings	2	1
Newland Lane	3	3
Norwood Street	2	2
The Grove	0	0
Wentworth Terrace	3	1
	38	40

VACANT PLOTS

SITE	31 st December 2024	12 th March 2025
Cypress Road		<u>12</u>
Ellins Terrace 1	11, 12, 16, 17, 21, 28, 29, 30, 31, 39, 40, <u>41</u>, E	<u>9, 10, 11, 12</u> , 16, 17, 21, <u>25, 26, 27</u> , 28, 29, 30, 31, 39, 40, 41, E
Ellins Terrace 2	54, 67, <u>70, 71, 72, 73, 74, 76, 79</u>, 80, 86, 89	54, 67, <u>70, 71, 72, 73, 74, 76, 79, 80, 86, 89, 92, 93</u>
Gilcar Street		
Gladstone Street	19, 20, <u>49</u>	
Heys Buildings	13b, 43	<u>44</u>
Newland Lane	15, <u>17, 40</u>	<u>26, 27, 40</u>
Norwood Street	<u>3</u> , 23	3, 23
The Grove		
Wentworth Terrace	26, <u>43, 47</u>	26

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

OCCUPANCY DATA 31st December 2024

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%

OCCUPANCY DATA 12th March 2025

SITE	TOTAL PLOTS	OCCUPIED	OCCUPANCY %
Cypress Road	30	29	97%
Ellins Terrace 1	53	35	66%
Ellins Terrace 2	46	32	70%
Gilcar Street	3	3	100%
Gladstone Street	60	60	100%
Heys Buildings	51	50	98%
Newland Lane	40	37	93%
Norwood Street	29	27	93%
The Grove	5	5	100%
Wentworth Terrace	86	85	99%
	403	363	90%

SITE BY SITE UPDATE**Cypress Road****Ellins Terrace 1**

End of tenancy inspections completed.

Ellins Terrace 2

End of tenancy inspections completed.

Request for additional time received from a tenant on an extended written warning on medical grounds to be considered.

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

Large greenhouse has been removed and the plots let to two new tenants.

Heys Buildings

A suggestion has been received from a tenant that a second bonfire should be allowed in March to enable tenants to burn waste before the start of the growing season.

Dispute over the location of a fence to be resolved.

Newland Lane

Chasing up the works on the replacement gates and fence repair which is still not completed at the time of writing. Almost four weeks behind schedule.

Verbal complaint regarding the charging of site fees and the wording of the invoice / policy.

Norwood Street**The Grove****Wentworth Terrace**

Quotes have been obtained for the removal of the shed with an asbestos roof as requested. Quotes vary from £550 to £1,540.

A number of verbal complaints have been received regarding the new charge for site fees. The complainants have been referred back to the Site Secretary.

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 2nd April 2025**

REQUESTS FROM TENANTS

Structure Standard Sizes:



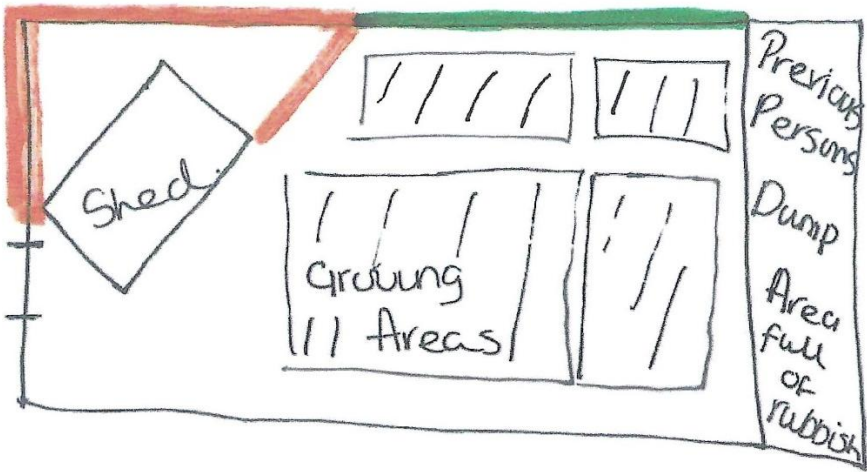
<i>Shed</i>	<i>6ft x 8ft</i>	<i>1.8m x 2.4m</i>
<i>Greenhouse</i>	<i>6ft x 8ft</i>	<i>1.8m x 2.4m</i>
<i>Polytunnel</i>	<i>15ft x 8ft</i>	<i>4.6m x 2.5m</i>
<i>Height</i>	<i>7ft</i>	<i>2.1m</i>
<i>Fence</i>	<i>6' maximum</i>	<i>4' on more open plan sites</i>

Livestock accommodation should be approx.:

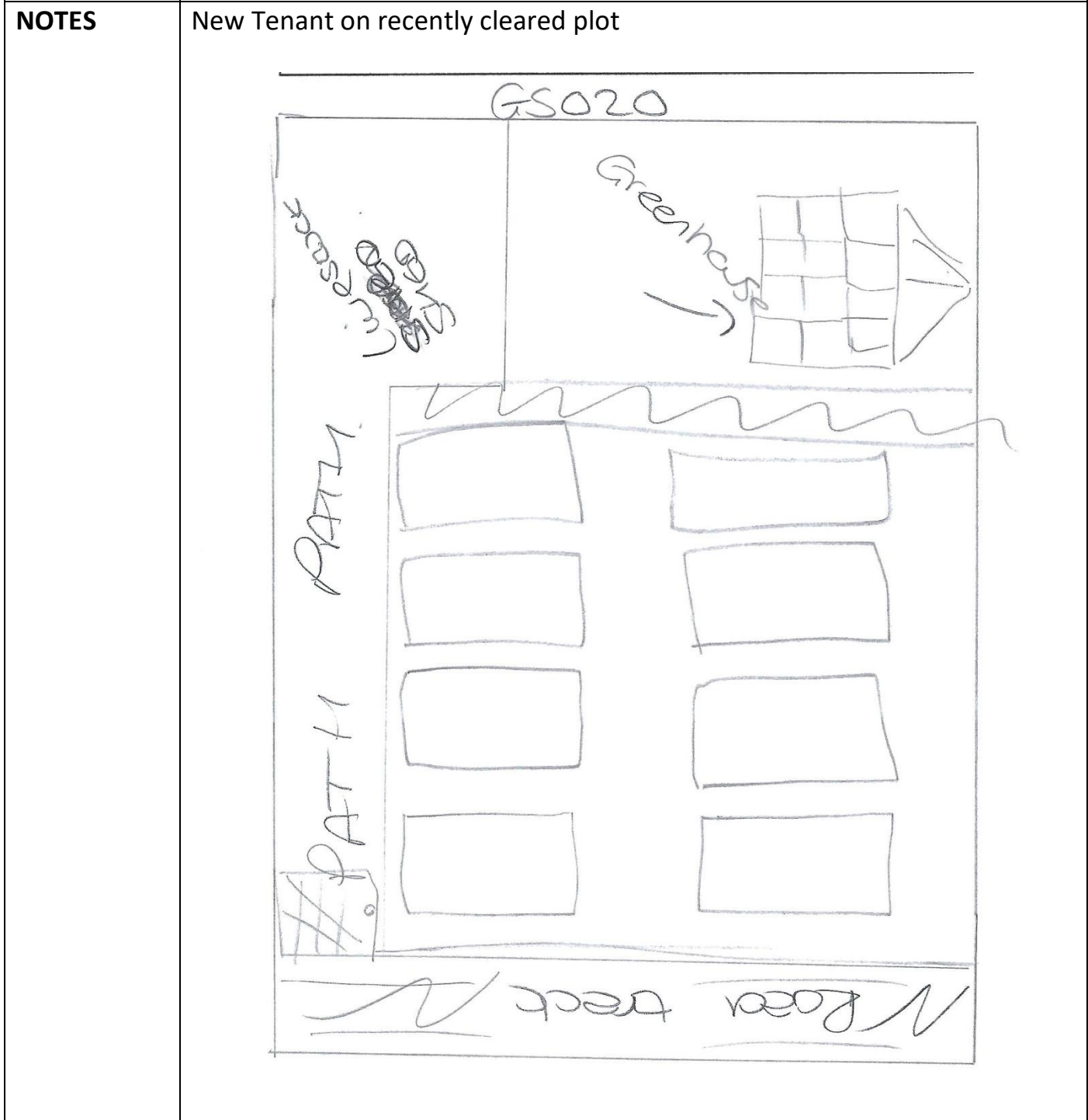
<i>2-3 square foot inside the coop</i>	<i>6' x 8'</i>
<i>5-7 square foot in the run</i>	<i>8'x10' to 10'x12'</i>

A request has been received from a tenant for permission to use a hosepipe for watering on medical grounds. Further information will be provided at the meeting.

On the following pages you will find a number of structure and skip requests for your consideration.

SITE	Wentworth Terrace
PLOT	43
Structure	Fence
Height	5ft and 3ft
Width	
Length	Length of plot
Material s	Wood
Base	May wish to use concrete for fence posts
NOTES	<p>Tenant since January 2025</p> <div data-bbox="316 696 1465 1935"><p> Install fence (new here) first.</p><p> Replace current fencing as not fit for purpose - falling over / rotten etc. Second.</p><p>The diagram is a hand-drawn site plan within a rectangular border. On the left side, there is a diamond-shaped area labeled 'Shed'. To its right, there are two rows of rectangular areas, each containing diagonal lines representing plants or crops. The top row has two boxes, and the bottom row has two boxes. Below the bottom row, the text 'Growing Areas' is written. On the right side of the plan, there is a vertical rectangular area labeled 'Previous Persons Dump Area full of rubbish'. The top boundary of the plan is highlighted with a red brushstroke, and the right boundary is highlighted with a green brushstroke.</p></div>

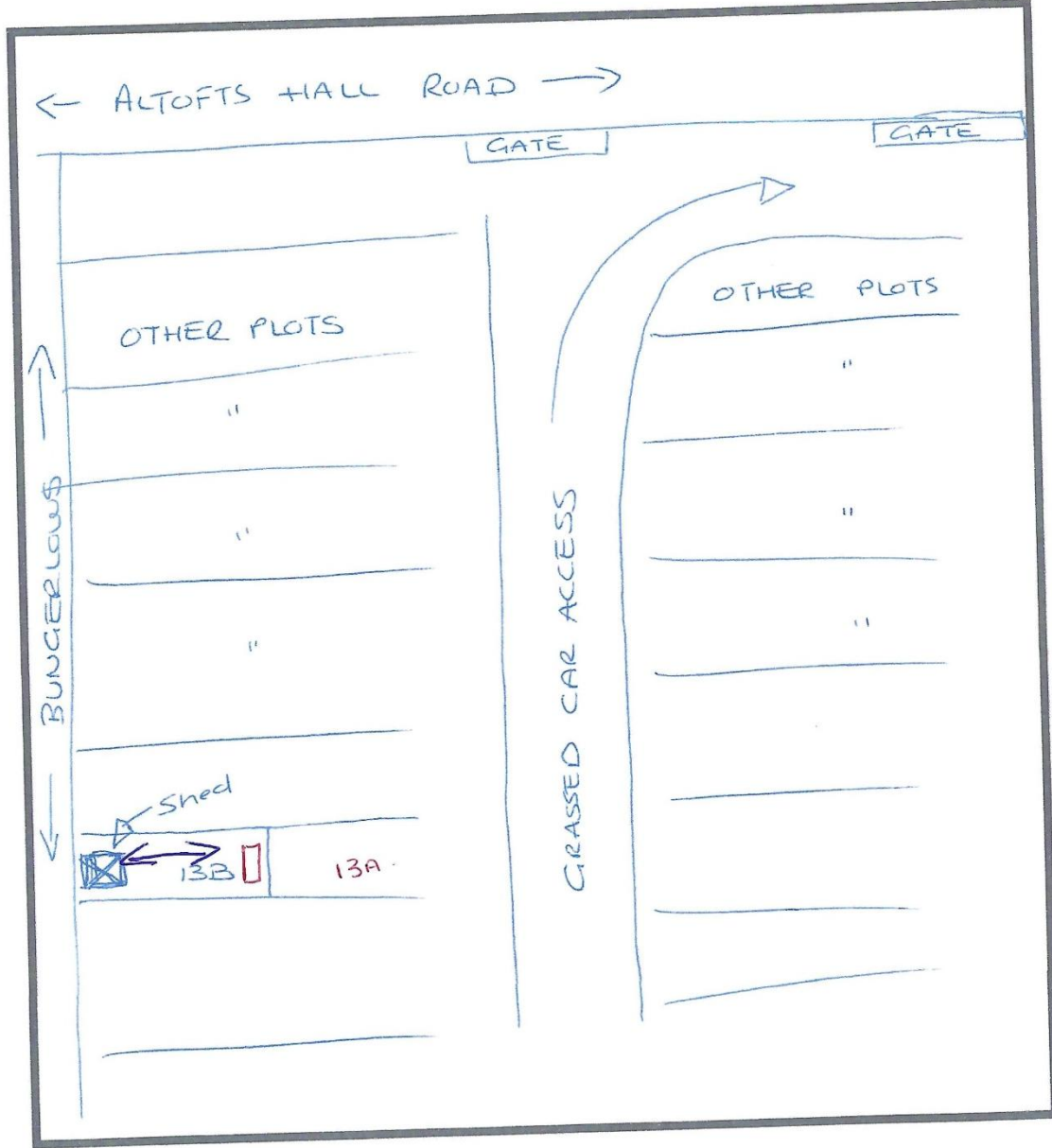
SITE	Gladstone Street
PLOT	20
Structure	Greenhouse
Height	7ft
Width	6ft
Length	8ft
Materials	Aluminium and glass
Base	Paving Slabs / Soil



SITE	Heys Buildings	
PLOT	13b	
Structure	Poly Tunnel	Shed
Height	2m	7ft
Width	3m	6ft
Length	4m	8ft
Materials	Polythene and metal	Wood
Base	Paving Slabs	Paving Slabs

NOTES

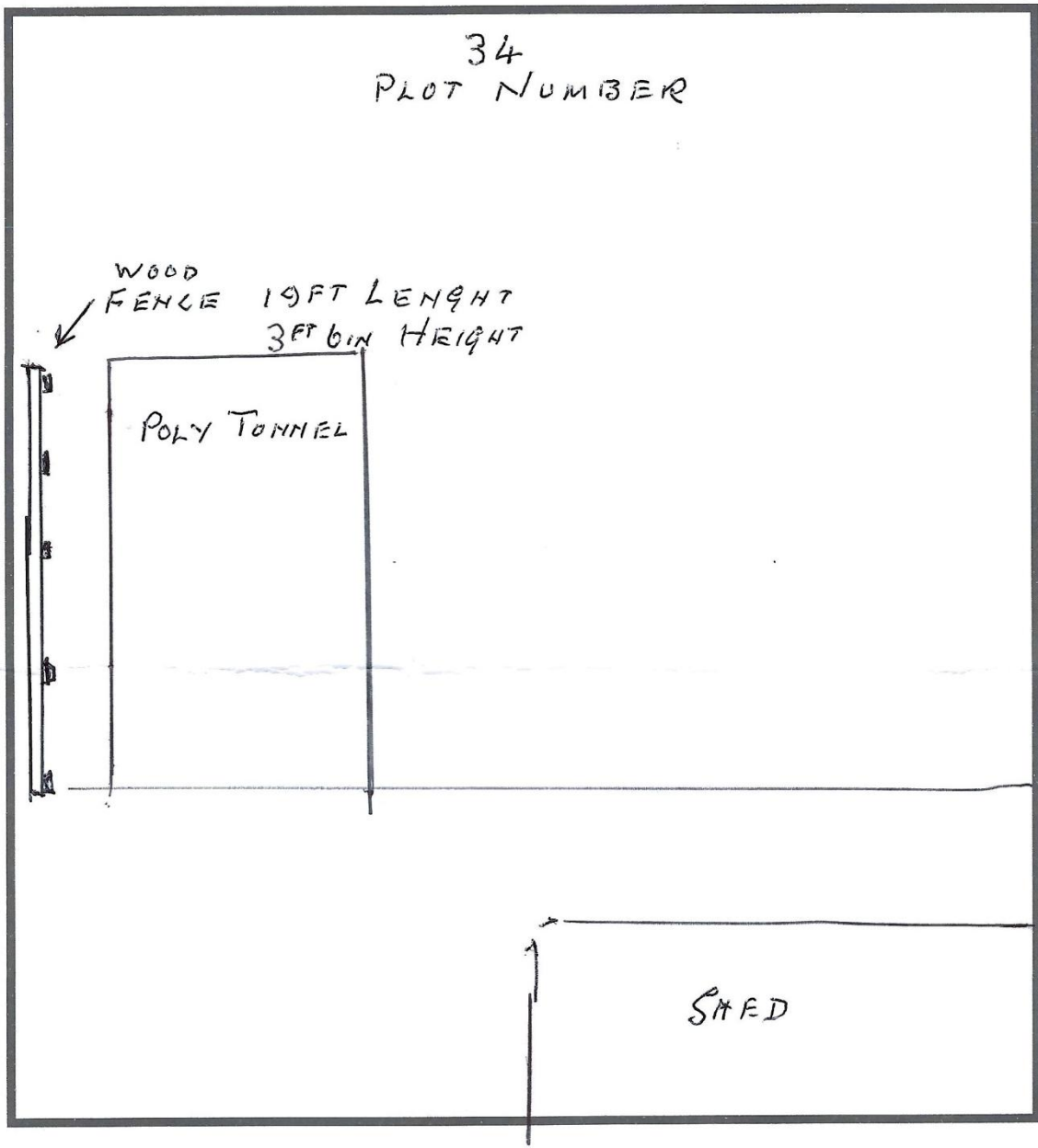
New tenant in January 2025



□ - polytunnel

SITE	Heys Buildings
PLOT	34
Structure	Fence (Wind Break)
Height	3ft 6 inches
Width	
Length	6m
Materials	Wood
Base	Concrete for wooden posts

NOTES Tenant for 1 year.



Skip Requests

PLOT	WASTE	SIZE	COST	NOTES
HB014	Mixed waste from previous tenant.	Maxi	£216.67	Started 07.08.24 One skip previously provided.
HB045 and HB046b	Windows, rotting wood, timber, glass and plastic.	Midi	£133.33	Tenant 30+ years. Work requested by NTC following 2024 inspections.
WT039	Mixed waste from previous tenant	Midi	£133.33	Started 02.07.24
WT043	Mixed waste from previous tenant inc. wood, broken compost bins, overgrown plants.	Maxi	£216.67	Started Jan 2025
			£700.00	

Committed Spend

D

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	6,838.97	-1,926.68						-1,926.68 (-21%)
7	Income - Key Deposit (A		20.00	20.00						20.00 (N/A)
48	Key Deposit									(N/A)
90	Newland Lane Allotment				1,275.00	884.69	850.00	1,734.69	-459.69	390.31 (30%)
91	Cypress Road Allotment				867.00	-1,716.81		-1,716.81	2,583.81	2,583.81 (298%)
92	Ellins Terrace 1 Allotmer				1,734.00	1,928.89		1,928.89	-194.89	-194.89 (-11%)
93	Ellins Terrace 2 Allotmer				1,581.00	555.69		555.69	1,025.31	1,025.31 (64%)
94	Allotments General				131.00	40.85		40.85	90.15	90.15 (68%)
95	Gladstone Street Allotm				2,040.00	4,435.14		4,435.14	-2,395.14	-2,395.14 (-117%)
96	Heys Buildings Allotmen				1,487.50	2,248.24	400.00	2,648.24	-1,160.74	-760.74 (-51%)
97	Norwood Street Allotmer				952.00	975.00		975.00	-23.00	-23.00 (-2%)
98	Wentworth Terrace Allot				2,728.50	1,066.17		1,066.17	1,662.33	1,662.33 (60%)
102	The Grove				85.00	20.00		20.00	65.00	65.00 (76%)
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				3,795.00	1,300.00	2,495.00	3,795.00		2,495.00 (65%)
SUB TOTAL		8,765.65	6,282.17	-2,483.48	16,795.00	11,737.86	3,745.00	15,482.86	1,312.14	2,573.66 (10%)

Summary

NET TOTAL	8,765.65	6,282.17	-2,483.48	16,795.00	11,737.86	3,745.00	15,482.86	1,312.14	2,573.66 (10%)
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**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 2nd April 2025**

REVIEW OF POLICY 40 – CHARGES AND SITE FEES

CURRENT WORDING

40. Charges

The allotment rental year runs from **1st April to 31st March**.

Rent and Charges:

- **Annual Rent:** Allotment rent is payable to the Town Council by **31st March** for the upcoming year.
- **Pro-Rated Rent:** If you become a tenant partway through the year, your rent will be charged on a **pro-rata basis**.
- **Rent Charges:** Current rent charges can be obtained from the Town Council offices.
- **Invoices:** Rent invoices will be sent out in **January / February** to ensure payment is made by the due date.

Additional Site Fees:

- Some sites may charge Site Fees for insurance or for group purchases like bark chippings or manure. These fees vary depending on the site and must be paid directly to the **site treasurer**.

PROPOSED WORDING

40. Charges

Allotment Rental Year

The allotment rental year runs from **1st April to 31st March**.

Rent and Charges

- **Annual Rent:** Allotment rent must be paid to the Town Council by **31st March** to cover the upcoming rental year.
- **Pro-Rated Rent:** If you become a tenant partway through the year, your rent will be calculated on a pro-rata basis.
- **Rent Charges:** Current rent charges can be obtained from the Town Council offices.

- **Invoices:** Rent invoices will be sent out in **January/February** to allow sufficient time for payment by the due date.

Site Fees

Some allotment sites may charge additional Site Fees for services such as insurance, minor repairs, or group purchases (e.g., bark chippings or manure).

To assist with administration, the Town Council now collects Site Fees on behalf of some sites at an agreed fixed rate **per plot** regardless of size. Sites may choose to **opt in** or **opt out** of this new procedure.

The sites that have opted in are:

- **Cypress Road**
- **Heys Buildings**
- **Newland Lane**
- **Norwood Street**
- **Wentworth Terrace**

- **Sites Opting In:** For sites that have chosen to participate in the new procedure, Site Fees will be collected by the Town Council alongside the annual rent invoice. The fee will be identified on your invoice as an '**Admin Fee**'. This money will then be transferred back to the relevant site. Tenants of these sites **must pay their Site Fees as part of their main invoice**.
- **Sites Opting Out:** For sites that have opted out of this procedure, tenants must pay their Site Fees directly to the site treasurer.

Non-Payment of Site Fees

Site Fees are considered a mandatory payment for tenants whose sites have opted into the new procedure. **Failure to pay Site Fees by the due date will result in the account being placed in arrears and may lead to termination of the tenancy.**

If you are unsure whether your site has opted in or out, please contact the Town Council for clarification.