

NOTES OF THE ALLOTMENTS LIAISON GROUP
Wednesday 26th March 2025

Present: Councillor M Jennings
Councillor P Mayne – Chairman
Councillor B Mayne
Councillor T Morgan

Donna Johnston – Town Clerk & RFO

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

1. Notes of the last meeting

The notes of the last meeting were agreed.

2. Updates and Suggestions from Sites

Cypress Road

- Things are ticking along nicely with no major issues.
- 1 vacant plot to be viewed soon.

Ellins Terrace 2

- People have started to return to site in recent weeks which has caused issues with parking along the lane and on site.
- It was suggested that the two plots opposite the gate could be turned into a car park.

Gladstone Street

- The site was at full capacity but there were three who might be giving up soon.
- There were some plots to reinspect after 1st April.
- Thanks were offered to the Town Council in respect of the removal of two large structures.
- A definition of bonfires was requested as there was some uncertainty.

Heys Buildings

- Everything on site is OK.
- It was suggested that a site skip could be provided to dispose of waste if bonfires were no longer permitted.

Newland Lane

- Some plots need reinspection after 1st April.
- It was suggested that some tenants had given up their plots and this would need to be clarified with the office.
- There were some large plots that could be divided to make them more manageable.
- Some concern was raised regarding the treatment of Japanese Knotweed on Plot 38 – this has been reported to Network Rail.

Norwood Street

- Everything seems OK on site.
- It was suggested that someone should turn the water back on.

3. Town Council Update

WAITING LIST

SITE	12 th March 2025
Cypress Road	20
Ellins Terrace 1	16
Ellins Terrace 2	18
Gilcar Street	5
Gladstone Street	7
Heys Buildings	10
Newland Lane	14
Norwood Street	7
The Grove	6
Wentworth Terrace	8
	111

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

VACANCIES

SITE	12 th March 2025
Cypress Road	1
Ellins Terrace 1	18
Ellins Terrace 2	14
Gilcar Street	0
Gladstone Street	0
Heys Buildings	1
Newland Lane	3
Norwood Street	2

The Grove	0
Wentworth Terrace	1
	40

VACANT PLOTS

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

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

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%

RENT UPDATE

SITE	STILL TO PAY
Cypress Road	4
Ellins Terrace 1	8
Ellins Terrace 2	9
Gilcar Street	0
Gladstone Street	6
Heys Buildings	9
Newland Lane	14
Norwood Street	7
The Grove	1
Wentworth Terrace	16
	74

There is currently £2,476.25 still to be paid by 31st March.

SITE BY SITE UPDATE

Cypress Road

- Nothing to report

Ellins Terrace 1

- End of tenancy inspections completed.
- Quotes obtained for the treatment of Japanese Knotweed.
- Flail to be brought in after 1st April.

Ellins Terrace 2

- End of tenancy inspections completed.
- Quotes obtained for the treatment of Japanese Knotweed.
- Flail to be brought in after 1st April.

Gladstone Street

- Large greenhouse has been removed and the plots let to two new tenants.
- Complaint regarding a fence to be reviewed by Committee.

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.
- Complaint regarding the installation and location of a fence to be reviewed by Committee.

- Concern raised regarding the presence of asbestos being used to hold back soil on one plot.

Newland Lane

- Chasing up the works on the replacement gates and fence repair which is still not completed at the time of writing. Almost six weeks behind schedule.
- Verbal complaint regarding the charging of site fees and the wording of the invoice / policy.
- Plot numbering to be completed.
- Tap repair carried out – new contractor on board.

Norwood Street

- Plot numbering to be completed.

The Grove

- Nothing to report.

Wentworth Terrace

- Quotes have been obtained for the removal of the shed with an asbestos roof.
- A number of verbal complaints have been received regarding the new charge for site fees.
- Plot numbering to be completed.
- Issues regarding the fence line at Parker Avenue.
- Issues regarding hedge at the entrance being overgrown – referred to the resident.

INSPECTIONS

Initial Inspections – May to June

Re-Inspections – July to August

Second re-inspections where required – September

TAP LEAKS

It was reported that a new online reporting form had been created to track tap leaks.

A poster with a QR code was provided to each site for their notice board.

It was suggested that the taps could be numbered to aid identification.

4. Allotments Budget

April 2024 – February 2025

INCOME	BUDGET	ACTUAL
Allotment Rent	£8,766	£8,896
Key Deposits	£0.00	£20.00
	£8,765	£8,778

EXPENDITURE	BUDGET	ACTUAL	COMMITTED	TOTAL
Cypress Road	£867	-£1,675		-£1,675
Edward Street	£68	£0.00		£0
Ellins Terrace 1	£1,734	£2,013		£2,013
Ellins Terrace 2	£1,581	£640		£640
Gilcar Street	£51	£0.00		£0
Gladstone Street	£2,040	£4,450		£4,450
Heys Buildings	£1,488	£3,623	£400	£4,023
Newland Lane	£1,275	£1,797	£3,345	£5,142
Norwood Street	£952	£1,002		£1,002
The Grove	£85	£20		£20
Wentworth Terrace	£2,729	£1,066		£1,066
General	£131	£41		£41
	£13,000	£12,977	£3,745	£16,722

A refund was received from the water supplier totalling £3,216 relating to inaccurate billing at Cypress Road.

Original Budget	£13,000
Additional Budget for fencing	£3,795
Total	£16,795 (A)
Expenditure	£12,977
Committed	£3,745
Total	£16,722 (B)
Budget Saving (A – B)	£73.00
Income	£8,778
Expenditure	£16,722
Cost to the Council	£7,944

5. Next Meeting

Wednesday 3rd September 2025 at 6pm.