

NOTES OF THE ALLOTMENTS LIAISON GROUP
Wednesday 3rd September 2025

Present: Councillor P Mayne – Chair
Councillor B Mayne
Councillor T Morgan
D Johnston – Town Clerk & RFO

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

1. Welcome and Introductions

The Chair welcomed everyone to the meeting and asked members to introduce themselves.

2. To approve the notes of the last meeting – 26th March 2025

The notes of the last meeting were approved.

3. Updates and suggestions from sites

Cypress Road

Everything is OK on the site, and the plots are full.

Ellins Terrace 1

A report was provided in the absence of the site representative. The site offered their thanks to the Council for repairing the gates. The gates work better than ever.

The Japanese knotweed treatment has left some gaps in the boundary.

The flailing work is unbelievable but has also left some vulnerable areas in the boundary.

Costs for Heras fencing will be provided to the Allotments Committee.

Ellins Terrace 2

A leaking tap was reported outside plot 74.

A QR Code poster for tap leaks was offered but declined.

Concern was expressed over the cost of Japanese Knotweed Treatment and tap repairs.

Gladstone Street

No major concerns with the site.

It was suggested that the Property Officer should notify the Site Secretary when they are due to carry out inspections, so that they can be accompanied and provided with background information.

Heys Buildings

There were no concerns raised – a tenant would be reporting a wasps nest which would need to be dealt with professionally.

Newland Lane

The Site Secretary raised concern that he had not received updates following the inspection of certain plots. There were concerns that some plots were not being properly tended and that they didn't want to end up in the situation where he claims it took 15 months to remove a tenant from a plot. It was alleged that some tenants only did work just before the inspection and the rest of the year they are left in a mess. It was reported that plots were in such a bad state that no one would want to take them on.

The Site Secretary indicated that there was a need for more regular inspections, not just an annual visit.

It was alleged that the Council wanted the plots to become overgrown so that they could be sold for housing.

It was suggested that the bonfire ban is making it difficult for tenants to clear their plots. Some tenants felt that the timings were restrictive as it is too dark after 6pm.

The Site Secretary complained that the site fees had not been received however they had failed to notify the Town Clerk that they now had access to the bank. The Town Clerk agreed to send the payment over in the next batch.

NTC Response: It was reported that the Town Council are still in the process of carrying out the inspections with several plots having received written warnings. Time has to be allowed for the warning to run its course before an eviction can be issued. The Property Officer will carry out ad hoc inspections when the Site Secretary raises a concern with the office.

The timings of the bonfire policy would be reviewed by the Allotments Committee. The timings were chosen to minimise the impact on neighbouring residential properties.

Wentworth Terrace

Everything is OK.

There was a leak on site but by the time an email had been sent, the repair had been carried out.

It was reported that a QR code was available on the site to report leaks.

It is not possible to carry out same day, weekend or bank holiday repairs, but tenants should turn off the water until a repair is carried out.

4. Town Council UpdateBUDGET 2024/25

INCOME	BUDGET	ACTUAL
Allotment Rent	£8,766.65	£8,849.61
Key Deposits	£0	£10
	£8,766.65	£8,859.61

EXPENDITURE	BUDGET	ACTUAL
Cypress Road*	£867.00	-£1,675.04
Edward Street	£68.00	£0
Ellins Terrace 1	£1,734.00	£2,013.43
Ellins Terrace 2	£1,581.00	£640.23
Gilcar Street	£51.00	£0
Gladstone Street	£2,040.00	£4,449.95
Heys Buildings	£1,487.50	£2,803.24
Newland Lane	£1,275.00	£1,797.40
Norwood Street	£952.00	£1,002.30
The Grove	£85.00	£20.00
Wentworth Terrace	£2,728.50	£1,066.40
General	£131.00	£40.85
Fencing & Gates	£	£3,795
	£13,000.00	£15,953.76

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

B

Original Budget	£13,000.00
Additional Budget for fencing	£3,795.00
Total (A)	£16,795.00
Expenditure	£15,953.76
Total (B)	£15,953.76
Budget Saving (A – B)	£841.24
Income from rent	£8,849.61
Expenditure	£15,953.76
DEFICIT	£7,104.15

Key expenditure:

Skip Hire	£1,217.00
Structure and Asbestos Removal	£6,020.00
Fencing & Gates	£3,795.00
Tap Repairs	£1,590.00
Water	£1,199.10

BUDGET 2025/26

INCOME	BUDGET	ACTUAL
Allotment Rent	£8,643.00	£9,990.13
Key Deposits	£0.00	£50.00
	£8,643.00	£10,040.13

EXPENDITURE	BUDGET	ACTUAL	COMMITTED	TOTAL
Cypress Road	£800.00	£98.79	£0.00	£98.79
Edward Street	£0.00	£0.00	£0.00	£0.00
Ellins Terrace 1	£1,000.00	£702.51	£445.00	£1,147.51
Ellins Terrace 2	£1,000.00	£727.52	£445.00	£1,172.52
Gilcar Street	£200.00	£0.00	£0.00	£0.00
Gladstone Street	£900.00	£667.97	£0.00	£667.97
Heys Buildings	£400.00	£151.25	£0.00	£151.25
Newland Lane	£900.00	£408.38	£100.00	£508.38

B

Norwood Street	£800.00	-£55.67	£109.00	£53.33
The Grove	£200.00	£0.00	£0.00	£0.00
Wentworth Terrace	£1,400.00	£118.54	£0.00	£118.54
General	£400.00	£0.00	£0.00	£0.00
Fencing & Gates	£5,000.00	£290.00	£940.00	£1,230.00
Plot Clearance	£5,000.00	£0.00	£1,640.00	£1,640.00
Waste Removal	£4,000.00	£1,174.99	£433.34	£1,608.33
Site Fees	£1,120.00	£1,120	£0.00	£1,120.00
	£23,120.00	£5,404.28	£4,112.34	£9,516.62

Original Budget	£17,000.00
Contribution from Reserves	£5,000.00
Total (A)	£22,000.00
Expenditure	£9,516.62
Total (B)	£9,516.62
Variance	£13,603.38
Income from rent	£9,990.13
Expenditure	£9,516.62
Surplus after 4 months	£473.51

Key expenditure:

Waste Removal (Skips)	£1,174.99
Plot Clearance	£1,640.00
Fencing & Gates	£1,230.00
Tap Repairs	£ 465.00
Water	£2,327.45
Japanese Knotweed Treatment	£ 890.00

WAITING LIST

SITE	12 th March 2025	3 rd September 2025
Cypress Road	20	40
Ellins Terrace 1	16	17
Ellins Terrace 2	18	19

B

Gilcar Street	5	7
Gladstone Street	7	27
Heys Buildings	10	25
Newland Lane	14	24
Norwood Street	7	7
The Grove	6	11
Wentworth Terrace	8	29
	111	206
Individual Applicants	55	111

VACANCIES

SITE	12 th March 2025	3 rd September 2025
Cypress Road	1	0
Ellins Terrace 1	18	17
Ellins Terrace 2	14	9
Gilcar Street	0	0
Gladstone Street	0	0
Heys Buildings	1	2
Newland Lane	3	0
Norwood Street	2	0
The Grove	0	1
Wentworth Terrace	1	4
	40	37

OCCUPANCY DATA

SITE	TOTAL PLOTS	OCCUPIED	OCCUPANCY %
Cypress Road	30	30	100% (+3%)
Ellins Terrace 1	53	35	66%
Ellins Terrace 2	46	37	80% (+10%)
Gilcar Street	3	3	100%
Gladstone Street	60	60	100%
Heys Buildings	52	50	96% (-2%)
Newland Lane	41	41	100% (+7%)
Norwood Street	29	29	100% (+7%)
The Grove	5	4	80% (-20%)
Wentworth Terrace	86	82	95% (-4%)
	403	369	91.5% (+1.5%)

SITE BY SITE UPDATE

Cypress Road

- Tap repair completed plot 19

Ellins Terrace 1

- 2 treatments of Japanese Knotweed completed
- Gate repairs completed
- Plots flailed (28, 29, 31, 31, 38, 39, 40)
- Tap repair completed plot 36

Ellins Terrace 2

- 2 treatments of Japanese Knotweed completed
- Plot 60 strimmed
- Plot 63 strimmed
- Plot 86 strimmed
- Plots 92/93 strimmed
- Sink and water supply disconnected plot 76
- Skip approved to clear rubble from plot 60

Gladstone Street

- Nothing to report

Heys Buildings

- Plot 1 cleared of waste left by previous tenant
- Plot 2 strimmed
- Tap repair completed plot 2

Newland Lane

- Skip approved for plots 21a / 21b to clear waste
- Tap repair completed plot 38

Norwood Street

- Plot 4 strimmed
- Plot 11 strimmed
- Composite stakes purchased to install plot numbers to aid inspections

The Grove

- Skip approved for plot 1

Wentworth Terrace

- Plot 69 cleared of waste left by previous tenant
- Plot 39 strimmed

INSPECTIONS

The inspections started on 4th June and were all completed fairly quickly however due to annual leave, it took a little longer than anticipated to get the letters out to a couple of sites.

Second inspections started in July and again due to annual leave, it has taken longer than expected to get the letters sent out.

We have issued 40 written warnings - 10.8% of occupied plots were not up to standard.

5. To confirm the date and time of the next meeting

Tuesday 3rd March at 6.00pm