



NORMANTON
Town Council

To Members of the Allotments Committee

Date: 21st October 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday, 28th October 2026** 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.

Please note that this meeting may be audio recorded by the Clerk to assist in the accurate production of minutes.

Yours sincerely

Donna Johnston
Town Clerk & RFO



ALLOTMENTS COMMITTEE AGENDA

Wednesday, 28th October 2026 at 1.30pm at Normanton Town Hall

Item	Description	Enclosure
022.	To receive apologies and consider reasons for absence.	
023.	To receive members Declarations of Interest.	
024.	To receive and sign the minutes of a meeting of the Allotments Committee held on Wednesday, 1 st July 2026 (Minute Numbers 1-10; Pages 1-3).	A
025.	To receive and sign the minutes of a meeting of the Allotments Committee held on Wednesday, 16 th September 2026 (Minute Numbers 11-21; Pages 4-5).	B
026.	To receive the notes of the Allotments Working Group held on Thursday, 15 th October 2026.	C
027.	To receive the Allotments Service Report.	D
028.	To consider any site maintenance works.	Verbal
029.	To consider requests from Tenants outside of policy guidelines which cannot be determined under delegated authority.	Verbal
030.	To consider any escalated complaints.	Verbal
031.	To review the Allotments Committee Budget for the 2026/27 financial year. • Budget Report • Detailed Cost Centre Report • Committed Spend Report • Year End Summary Report	E F G H



NORMANTON
Town Council

032.	To review the allotment water costs.	I
033.	To consider the disposal of a small access track comprising 0.01 hectares at Edward Street.	J



MINUTES OF THE ALLOTMENTS COMMITTEE

Wednesday, 1st July 2026 at 1.30pm at Normanton Town Hall

Present:

Councillor Mark Jennings
Councillor Brian Mayne
Councillor Pam Mayne - Chair
Councillor Julie Medford
Councillor Tracy Morgan - Vice Chair
Councillor Cliff Parsons

Also Present:

Donna Johnston – Town Clerk and Chris Gowland – Allotments Officer.

Absent:

Councillor Ash Samuels
Councillor Roy Seal
Councillor Josie Pritchard

001. To appoint the Vice Chair of the Allotments Committee for 2026/27.
RESOLVED: that Councillor Tracy Morgan be appointed Vice Chair of the Allotments Committee for 2026/27.

002. To receive apologies and consider reasons for absence.
RESOLVED: that apologies for their inability to attend be received on behalf of Councillors Roy Seal and Josie Pritchard.

003. To receive members Declarations of Interest.
RESOLVED: that the following Declarations of Interest be recorded:

Councillor Mark Jennings – Pecuniary Interest – all matters relating to or impacting on tenants at Wentworth Terrace Allotment Site due to their allotment tenancy at that site.

Councillor Julie Medford – Pecuniary Interest – all matters relating to or impacting on tenants at Ellins Terrace Allotment Site due to their allotment tenancy at that site.



- 004. To receive and sign the minutes of a meeting of the Allotments Committee held on Wednesday, 15th April 2026 (Minute Numbers 046-056; Pages 30-34).**

RESOLVED: that the minutes be received as a true record and signed by the Chair.

- 005. To receive the Allotments Service Report.**

Members received the Allotments Service Report.

It was noted that there are currently 419 plots across all sites, with 381 occupied, giving an overall occupancy rate of 91%. The waiting list currently stands at 188 applications.

Members also noted the updates on rent payments, inspections and compliance, site maintenance issues, structure and livestock requests, fire restrictions, and the continued use of Scribe Allotments and Civic.ly to support service management.

RESOLVED: that the Allotments Service Report be received.

RESOLVED: that an application be submitted to the National Allotment Society for permission to dispose of an unused section of track at Edward Street which provided access to a nearby property.

- 006. To consider any site maintenance works.**

RESOLVED: that there were no site maintenance works requiring consideration by the Committee.

- 007. To consider requests from Tenants outside of policy guidelines which cannot be determined under delegated authority.**

RESOLVED: that there were no tenant requests outside of policy guidelines requiring consideration by the Committee.

- 008. To consider any escalated complaints.**

There were no escalated complaints for consideration. The Allotments Officer reported on a number of issues which had been dealt with operationally.

RESOLVED: that the update be noted.



009. To review the Allotments Committee Budget for the 2026/27 financial year.

Members received the Budget Report, Detailed Cost Centre Report, Committed Spend Report and Year End Summary Report for the budgets managed by the Allotments Committee.

It was noted that expenditure to date had been limited, although there were a number of committed projects included in the committed expenditure report, including Japanese knotweed spraying, skip hire and a tap repairs.

RESOLVED: that the budget reports showing adjusted income of £13,131.15 and expenditure of £2,655.29 be received and noted.

010. To review the allotment water costs.

Members reviewed the allotment water costs and noted the analysis of usage across the sites.

It was noted that most sites showed water usage broadly consistent with expected seasonal patterns, although the review had highlighted some sites where consumption appeared higher than expected when compared with the size, use and characteristics of the site.

Members noted that regular and accurate meter readings would assist with billing, adjustments and credits applied to the account.

RESOLVED: that the water costs report be received and noted, and that readings continue to be recorded monthly with formal submissions made quarterly.

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



MINUTES OF THE ALLOTMENTS COMMITTEE

Wednesday, 16th September 2026 at 1.30pm at Normanton Town Hall

Present:

Councillor Brian Mayne
Councillor Pam Mayne - Chair
Councillor Tracy Morgan
Councillor Julie Medford
Councillor Ash Samuels

Also Present:

Chris Gowland – Allotments Officer
Donna Johnston – Town Clerk

Absent:

Councillor Mark Jennings
Councillor Cliff Parsons
Councillor Josie Pritchard
Councillor Roy Seal

- 011. To receive apologies and consider reasons for absence.**
RESOLVED: that apologies for their inability to attend be received on behalf of Councillors Mark Jennings, Cliff Parsons, Josie Pritchard and Roy Seal.
- 012. To receive members Declarations of Interest.**
RESOLVED: that no Declarations of Interest were received.
- 013. To consider the exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960.**
RESOLVED: that items 014 to 018 be considered in private due to the confidential nature of the business to be transacted.
- 014. To consider an appeal against eviction from tenant 1.**
RESOLVED: that an extension be granted until the end of October 2026 for the plot to be cleared and significantly improved.



- 015. To consider an appeal against eviction from tenant 2.**
RESOLVED: that the eviction notice be withdrawn following improvements to the plot.
- 016. To consider an appeal against eviction from tenant 3.**
RESOLVED: that the eviction be upheld.
- 017. To consider an appeal against eviction from tenant 4.**
RESOLVED: that the eviction be upheld.
- 018. To consider an appeal against eviction from tenant 5.**
RESOLVED: that the eviction be upheld.
- 019. To appoint three members to an Appeal Sub Committee with delegated authority to continue handling the complaint if required.**
RESOLVED: that Councillors Mark Jennings, Josie Pritchard, Roy Seal and Cliff Parsons be appointed to the Appeal Sub Committee, with three of the appointed members required to sit at any appeal meeting.
- 020. To appoint the Chairman of the Appeal Sub Committee from the appointed members.**
RESOLVED: that Councillor Mark Jennings be appointed Chairman of the Appeal Sub Committee.
- 021. To consider if an independent person should be appointed to the Appeal Sub Committee as an independent impartial arbitrator.**
RESOLVED: that no independent person be appointed at this time.

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

NOTES OF THE ALLOTMENTS LIAISON GROUP

Thursday, 15th October 2026

Present:

Councillor Pam Mayne – Chair
Councillor Brian Mayne
Councillor Julie Medford
Councillor Tracy Morgan
Donna Johnston – Town Clerk
Chris Gowland – Allotments Officer

Allotment sites represented:

Gladstone Street
Wentworth Terrace
Heys Buildings
Newland Lane
Norwood Street
Cypress Road
Ellins Terrace 1

1. Welcome and Introductions

Everyone was welcomed to the meeting and introductions were made.

2. Notes of Last Meeting

The notes of the meeting held on 3rd March 2026 were agreed as an accurate record.

3. Reports from Sites

Cypress Road

No concerns were raised.

Ellins Terrace 1

No concerns were raised.

A suggestion was made to consider whether the untenanted plots at Ellins Terrace could be used for livestock again, as they are not suitable for cultivation. Alternatively, trees could be planted to help improve drainage.

Ellins Terrace 2

No representative present.

Heys Buildings

No concerns were raised.

Newland Lane

Concerns were raised about people accessing the site due to the code for the padlock being shared in the community. A new lock for the bottom gate had been purchased, and keys would be issued to tenants. The top gate had been welded shut to prevent the site being used as a shortcut to Smirthwaite. There were also reports of children running around the site and some people remaining on site overnight. A reminder to tenants about site and gate security was suggested.

Gladstone Street

No concerns were raised other than an overgrown plot.

Wentworth Terrace

Masked intruders had been captured on camera. Although nothing was reported stolen, there were concerns about people cutting through the site and climbing over the fencing. Similar incidents were mentioned at another site.

Norwood Street

No concerns were raised.

General site issues

There was a discussion about giving advance warning to site secretaries before visiting a site, although it was acknowledged that workload and weather conditions can make this difficult.

4. Reports from the Town Council

The Allotments Officer provided a site-by-site update and circulated the latest waiting list, vacancies, occupancy and financial information.

As at 14th October 2026, the waiting list stood at 249 site applications from 147 individuals, compared with 170 applications from 99 individuals in March. There were 33 reported vacancies across the sites, and overall occupancy was approximately 90%. The largest number of vacancies was at Ellins Terrace 1.

Site-by-site reports

Cypress Road

- Gate repair completed.
- Site fees of £142.50 paid over.

Ellins Terrace 1

- A significant water leak was identified on plot E.
- In the region of 214 litres per hour were being lost. Due to the location of the leak and the condition in which the plot had been left, it took several months to identify. Thanks were recorded to the tenants who contacted the Council after hearing the water leaking.

Ellins Terrace 2

- A few tap repairs have been carried out on site.

Gilcar Street

- Significant problems with antisocial behaviour were reported by tenants and nearby residents. Young people were accessing the site, climbing on structures and causing damage. The police and the Council's antisocial behaviour team were involved.
- Additional funding of £8,000 has been secured from the Community Infrastructure Levy budget to install a fence around the site.

Gladstone Street

- Parking signs were provided as requested. The Site Secretary would check on this.

Heys Buildings

- Site fees of £232.75 paid over.

Newland Lane

- A possible water leak was investigated earlier in the year. No leak was identified, and usage is being monitored.
- Site fees of £194.75 paid over.

Norwood Street

Nothing to report.

The Grove

Nothing to report.

Wentworth Terrace

- Asbestos removal has been completed for three identified structures.
- Other waste removal has been provided where required.
- A damaged pipe has been capped off.
- Site fees of £408.50 paid over.

Bonfires

Fires on allotment sites were discussed at length. Views differed on whether fires should be permitted, how often they should take place, at what times of year, and

whether there should be restrictions on the days and times when burning occurs. Concerns included smoke affecting neighbouring houses, the difficulty of disposing of weeds and plant waste, and the potential need for additional waste-disposal arrangements at sites with livestock. Alternatives suggested included Council waste collection and a shared chipper, although the costs and practicalities would need to be considered. It was noted that bonfires are sometimes used to dispose of material that cannot readily be composted, such as potato tops. It was also suggested that storing waste materials for long periods can cause problems with weeds going to seed and can provide easy access if waste materials are stored against the fence.

Suggestions from the group included allowing fires on one weekend every other month; three weekends per year, in spring, summer and autumn; four weekends per year; restricting burning to specified evening times; or allowing the use of burning bins. The possibility of a wider consultation with tenants and residents about fires was suggested.

Financial Update

The income and expenditure statements were shared. Actual income stood at £12,818.69, against actual expenditure of £11,779.38, with a further £2,713.49 committed. Including committed expenditure, this resulted in expenditure exceeding income by £1,674.18.

The water expenditure summary showed a total of £8,208.92 spent or committed against a budget of £6,000, an overspend of £2,208.92. Water costs remain an important concern, particularly at Ellins Terrace and Newland Lane.

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
 Wednesday, 28th October 2026

ALLOTMENTS SERVICE REPORT

Overview of the Allotments Service

Total Number of Plots on each site

Site	1/4 Plot	1/2 Plot	3/4 Plot	Full Plot	1 + 1/4 Plot	1 + 1/2 Plot	TOTAL
Cypress Road		8		22			30
Ellins Terrace 1		4		50			54
Ellins Terrace 2				44	2		46
Edward Street				16			16
Gladstone Street				60			60
Gilcar Street				3			3
Heys Buildings		6	5	37		1	49
Newland Lane		7		34			41
Norwood Street		2		27			29
The Grove	5						5
Wentworth Terrace	1	10		75			86
	6	37	5	368	2	1	419

Vacancies on each site

Site	Vacancies
Cypress Road	0
Ellins Terrace 1	21
Ellins Terrace 2	6
Edward Street	0
Gladstone Street	1
Gilcar Street	0
Heys Buildings	1
Newland Lane	0
Norwood Street	0
The Grove	0
Wentworth Terrace	3
	33

Occupancy Data

SITE	TOTAL PLOTS	OCCUPIED	OCCUPANCY %
Cypress Road	30	30	100%
Ellins Terrace 1	54	33	61%
Ellins Terrace 2	46	39	85%
Edward Street	16	16	100%
Gilcar Street	3	3	100%
Gladstone Street	60	59	98%
Heys Buildings	49	48	97%
Newland Lane	41	41	100%
Norwood Street	29	29	100%
The Grove	5	5	100%
Wentworth Terrace	86	82	95%
	419	385	92%

Waiting Lists

Site	Oct 26	July 26	April 26	Sept 25
Cypress Road	60	46	41	40
Ellins Terrace 1	21	14	7	17
Ellins Terrace 2	19	17	8	19
Edward Street	0	0	0	0
Gladstone Street	36	30	24	27
Gilcar Street	17	13	8	7
Heys Buildings	30	21	26	25
Newland Lane	23	10	21	24
Norwood Street	5	2	6	7
The Grove	9	8	9	11
Wentworth Terrace	29	27	27	29
	249	188	177	206

Allocations & Waiting List Management

The Town Council continues to allocate plots in line with the Allotments Policy, with priority given to applicants without an existing tenancy.

Site Inspections & Compliance

The annual inspections were completed over the summer. Warnings were issued where necessary. Following these warnings, some tenants chose to terminate their tenancies voluntarily, while others made sufficient improvements to bring their plots

up to standard. A few tenants experiencing ill health were given additional time and, with help from family and friends, completed the necessary improvements.

However, it was necessary to issue eviction notices for the following:

Site	Evictions	Appeals
Cypress Road	3	1*
Ellins Terrace 1	1	0
Ellins Terrace 2	4	0
Heys Buildings	2	0
Newland Lane	7	2 **
Norwood Street	3	2***
Wentworth Terrace	2	0

* Appeal still ongoing

** One appeal was withdrawn, and additional time was granted in the other case.

*** Both evictions upheld

At the Allotment Liaison Group meeting, the site secretaries asked whether they could accompany the Allotments Officer during next year's inspections. This was agreed, subject to availability, working hours and time constraints.

Site Maintenance Issues

The new fence at Gilcar Street was completed on 20th October 2026. No problems have been reported by residents or plot holders. On 21st October 2026, the Allotments Officer spoke to two plot holders, who said they were very pleased and thanked Normanton Town Council for listening to their concerns.

Wentworth Terrace – it was necessary to remove three structures containing asbestos. The work cost £1,225 plus VAT and £1,675 plus VAT and was carried out by Foxhall Group Ltd, a licensed waste carrier.

Both of these quotes were approved under delegated authority rules in consultation with the Chair.

Two skips have been provided on Wentworth Terrace costing £250 + VAT and £166.67 + VAT through Maia Waste.

A significant water leak was found at Ellins Terrace 1. Locating it took considerable time because rubbish had to be moved to gain access to the tap. All tenants were

emailed to ask for their help, and a neighbouring tenant assisted in finding the leak. It has now been repaired.

Site Secretaries

The new site secretaries for Gladstone Street and Norwood Street are now in post.

The site secretary at Wentworth Terrace is currently unable to conduct viewings, so the Allotments Officer is doing so as a temporary measure.

Fires

At the meeting on 15th October 2026, the site secretaries expressed concern that the current policy on fires were too restrictive. They requested that fires be permitted on four weekends each year: one in spring, one in summer, one in autumn and one around Bonfire Night.

Structure Requests

One request for a fence has been received. The request remains pending because a site visit is to be arranged to discuss concerns raised by the adjoining plot holder about the boundary.

Suggestions from Sites

As some plots at Ellins Terrace 1 are difficult to cultivate, the site representative suggested using them for livestock only. Some plots flood in winter, and tenants attempting to cultivate them have also encountered rubble in the ground.

The new site secretary at Norwood Street suggested offering vacant, overgrown plots to the police, fire service or similar organisations rent-free for three years, for communal or therapeutic use. Further details will need to be explored if the Committee agrees that this option should be considered.

Edward Street

A meeting will take place shortly with the owner of the property at Edward Street, following approval from the National Allotment Society for the disposal of the track.

NORMANTON TOWN COUNCIL

Wednesday, 28th October 2026

BUDGET REPORT

Attached to this report are the Summary of Income and Expenditure, the Detailed Cost Centre Report and the Committed Spend Report for the budgets managed by the Allotments Committee, as at 16 October 2026.

These documents provide information on income and expenditure against budget for the current financial year.

Income and expenditure are shown against the approved 2026/27 budgets. Site fee income and expenditure are reported under separate codes in the updated accounting structure.

Set out below is the current 2026/27 budget position, including committed expenditure:

EXPENDITURE	2025/26 BUDGET	2025/26 ACTUAL	2026/27 BUDGET	ACTUAL	COMMITTED	TOTAL	REMAINING
Cypress Road	£800.00	£1,376.98	£1,260.00	£479.88	£0.00	£479.88	£780.12
Edward Street	£0.00	£0.00	£200.00	£0.00	£0.00	£0.00	£200.00
Ellins Terrace 1	£1,000.00	£1,425.28	£1,260.00	£1,184.70	£0.00	£1,184.70	£75.30
Ellins Terrace 2	£1,000.00	£1,603.29	£1,320.00	£1,334.70	£0.00	£1,334.70	-£14.70
Gilcar Street	£200.00	£425.00	£200.00	£0.00	£0.00	£0.00	£200.00
Gladstone Street	£900.00	£1,192.22	£1,400.00	£383.09	£0.00	£383.09	£1,016.91
The Grove	£200.00	£0.00	£200.00	£0.00	£0.00	£0.00	£200.00

Heys Buildings	£400.00	£327.30	£460.00	£0.00	£0.00	£0.00	£460.00
Newland Lane	£900.00	£1,545.82	£1,360.00	£1,388.89	£0.00	£1,388.89	£-28.89
Norwood Street	£800.00	£575.50	£580.00	£810.22	£0.00	£810.22	£-230.22
Wentworth Terrace	£1,400.00	£1,228.52	£2,200.00	£1,515.93	£0.00	£1,515.93	£684.07
Allotments General	£1,520.00	£1,120.00	£2,000.00	£1,031.97	£0.00	£1,031.97	£968.03
Gates & Fencing	£5,000.00	£1,644.00	£5,000.00	£0.00	£0.00	£0.00	£5,000.00
Plot Clearance	£5,000.00	£2,285.00	£5,000.00	£2,900.00	£905.00	£3,805.00	£1,195.00
Waste Removal	£4,000.00	£2,549.99	£4,000.00	£750.00	£0.00	£750.00	£3,250.00
TOTAL	£23,120.00	£17,298.90	£26,440.00	£11,779.38	£905.00	£12,684.38	£13,755.62

INCOME	2025/26 BUDGET	2025/26 ACTUAL	2026/27 BUDGET	ACTUAL	VARIANCE
Allotment Rent	£8,643.00	£10,278.35	£11,991.00	£12,572.64	£581.64
Site Fees	£0.00	£0.00	£1,500.00	£230.00	£-1,270.00
Key Deposits	£0.00	£120.00	£0.00	£40.00	£40.00
TOTAL	£8,643.00	£10,398.35	£13,491.00	£12,842.64	£-648.36

At 16 October 2026, recorded expenditure totals £11,779.38. Existing committed expenditure is £905.00 for Plot Clearance, with a further £1,808.29 to be committed, comprising £100.00 for plumbing repairs, £185.00 for a skip and £1,523.29 for an additional water bill. Total committed expenditure is therefore £2,713.29. Including all commitments, the overall expenditure position is £14,492.67, leaving £11,947.33 available against the total expenditure budget. Ellins Terrace 2, Newland Lane and Norwood Street are currently over budget, principally because of water costs. Income received is £12,842.64 against a budget of £13,491.00, an overall shortfall of £648.36; predominantly due to site fees received being lower than anticipated.

The Committee is asked to note the budget position and committed expenditure as at 16 October 2026, and to continue monitoring expenditure at all sites.

Listing of Payments for Cost Centre Group - Allotments Committee
(Between 01-04-2026 and 16-10-2026)

Cost Centre Cypress Allotments**Code Number 131 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
201	14/07/2026			Unity Current	ONLINE	Gate Repairs	Fabgates	Z	75.00		75.00
Subtotal for Code: Repairs & Maintenance									£75.00		£75.00

Code Number 132 Water

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	102.59		102.59
166	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	93.00		93.00
167	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-517.99		-517.99
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	16.90		16.90
169	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	88.14		88.14
170	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	64.11		64.11
171	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	66.68		66.68
214	16/07/2026			Unity Current	DD	Water Bill	Everflow Water	Z	47.36		47.36
289	17/08/2026			Unity Current	DD	Water Bill	Everflow Water	Z	147.80		147.80
379	16/09/2026			Unity Current	DD	Water Bill	Everflow Water	Z	296.29		296.29
Subtotal for Code: Water									£404.88		£404.88
Subtotal for Cost Centre: Cypress Allotments									479.88		479.88

Cost Centre Ellins 1 Allotments**Code Number 135 Water**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-553.63		-553.63
166	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	58.14		58.14
167	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	19.53		19.53
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	67.62		67.62
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	18.11		18.11
169	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	180.47		180.47
170	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	139.52		139.52
171	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	145.06		145.06
214	16/07/2026			Unity Current	DD	Water Bill	Everflow Water	Z	59.22		59.22
289	17/08/2026			Unity Current	DD	Water Bill	Everflow Water	Z	453.89		453.89
379	16/09/2026			Unity Current	DD	Water Bill	Everflow Water	Z	596.77		596.77
Subtotal for Code: Water									£1,184.70		£1,184.70
Subtotal for Cost Centre: Ellins 1 Allotments									1,184.70		1,184.70

Cost Centre Ellins 2 Allotments

Listing of Payments for Cost Centre Group - Allotments Committee
(Between 01-04-2026 and 16-10-2026)

Code Number 136 Repairs & Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
196	14/07/2026	2026-2027/620		Unity Current		Tap Repair	Expert Water Services	S	75.00	15.00	90.00
437	13/10/2026	2026-2027/691		Unity Current		Tap Repairs	Expert Water Services	S	75.00	15.00	90.00
Subtotal for Code: Repairs & Maintenance									£150.00	£30.00	£180.00

Code Number 137 Water

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-553.63		-553.63
166	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	58.15		58.15
167	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	19.52		19.52
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	67.63		67.63
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	18.11		18.11
169	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	180.46		180.46
170	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	139.51		139.51
171	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	145.06		145.06
214	16/07/2026			Unity Current	DD	Water Bill	Everflow Water	Z	59.23		59.23
289	17/08/2026			Unity Current	DD	Water Bill	Everflow Water	Z	453.89		453.89
379	16/09/2026			Unity Current	DD	Water Bill	Everflow Water	Z	596.77		596.77
Subtotal for Code: Water									£1,184.70		£1,184.70
Subtotal for Cost Centre: Ellins 2 Allotments									1,334.70	30.00	1,364.70

Cost Centre Gladstone Allotments**Code Number 139 Repairs & Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
49	12/05/2026	2026-2027/582		Unity Current		Parking Signs	Express Signs Ltd	S	22.90	4.58	27.48
Subtotal for Code: Repairs & Maintenance									£22.90	£4.58	£27.48

Code Number 140 Water

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-472.25		-472.25
166	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	32.98		32.98
167	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-63.98		-63.98
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	12.85		12.85
169	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	133.11		133.11
170	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	130.88		130.88
171	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	75.37		75.37
214	16/07/2026			Unity Current	DD	Water Bill	Everflow Water	Z	453.05		453.05
289	17/08/2026			Unity Current	DD	Water Bill	Everflow Water	Z	64.35		64.35
379	16/09/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-6.17		-6.17
Subtotal for Code: Water									£360.19		£360.19

Listing of Payments for Cost Centre Group - Allotments Committee
(Between 01-04-2026 and 16-10-2026)

Subtotal for Cost Centre:	Gladstone Allotments	383.09	4.58	387.67
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Cost Centre Newland Allotments

Code Number		144 Water									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-524.32		-524.32
166	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	35.07		35.07
167	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	1,214.61		1,214.61
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	287.53		287.53
169	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-461.66		-461.66
170	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	165.21		165.21
171	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	171.94		171.94
214	16/07/2026			Unity Current	DD	Water Bill	Everflow Water	Z	171.94		171.94
289	17/08/2026			Unity Current	DD	Water Bill	Everflow Water	Z	345.47		345.47
379	16/09/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-16.90		-16.90
Subtotal for Code: Water									£1,388.89		£1,388.89
Subtotal for Cost Centre: Newland Allotments									1,388.89		1,388.89

Cost Centre Wentworth Allotments

Code Number		147 Repairs & Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
56	12/05/2026			Unity Current		Water Pipe Repairs WT062	Watertech Design & Solutions	Z	149.50		149.50
359	16/09/2026	2026-2027/681		Lloyds Card		Allotment Materials	B&Q	S	14.58	2.92	17.50
				Subtotal for Code:		Repairs & Maintenance			£164.08	£2.92	£167.00

Code Number		148 Water									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	115.07		115.07
166	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	103.79		103.79
167	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-520.03		-520.03
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	27.87		27.87
169	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	195.23		195.23
170	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	126.58		126.58
171	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	129.02		129.02
214	16/07/2026			Unity Current	DD	Water Bill	Everflow Water	Z	264.21		264.21
289	17/08/2026			Unity Current	DD	Water Bill	Everflow Water	Z	607.27		607.27
379	16/09/2026			Unity Current	DD	Water Bill	Everflow Water	Z	302.84		302.84
Subtotal for Code: Water									£1,351.85		£1,351.85
Subtotal for Cost Centre: Wentworth Allotments									1,515.93	2.92	1,518.85

Cost Centre Allotments General

NORMANTON TC
Listing of Payments for Cost Centre Group - Allotments Committee
(Between 01-04-2026 and 16-10-2026)

Code Number 149 Allotments General

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
367	16/09/2026			Lloyds Card		Number Tags	Amazon EU UK Branch	S	7.99	1.60	9.59
368	16/09/2026			Lloyds Card		Number Tags	Amazon EU UK Branch	S	7.99	1.60	9.59
373	16/09/2026			Lloyds Card		Drill	Amazon EU UK Branch	S	37.49	7.50	44.99
Subtotal for Code: Allotments General									£53.47	£10.70	£64.17

Code Number 152 Site Fees

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
129	09/06/2026			Unity Current	ONLINE	Allotment Site Fees	Cypress Road Allotments	Z	142.50		142.50
130	09/06/2026			Unity Current	ONLINE	Allotment Site Fees	Heys Buildings Allotments	Z	232.75		232.75
131	09/06/2026			Unity Current	ONLINE	Allotment Site Fees	Newland Lane Allotment	Z	194.75		194.75
132	09/06/2026			Unity Current	ONLINE	Allotment Site Fees	Wentworth Terrace Allotments	Z	408.50		408.50
Subtotal for Code: Site Fees									£978.50		£978.50
Subtotal for Cost Centre: Allotments General									1,031.97	10.70	1,042.67

Cost Centre Allotments Plot Clearance**Code Number 151 Plot Clearance**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
333	07/09/2026			Unity Current		Asbestos Removal	Foxhall Group Ltd	S	1,225.00	245.00	1,470.00
448	13/10/2026			Unity Current		Asbestos Removal WT	Foxhall Group Ltd	S	1,675.00	335.00	2,010.00
Subtotal for Code: Plot Clearance									£2,900.00	£580.00	£3,480.00
Subtotal for Cost Centre: Allotments Plot Clearance									2,900.00	580.00	3,480.00

Cost Centre Allotments Waste Removal**Code Number 153 Skip Hire**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
148	16/06/2026	2026-2027/612		Lloyds Card		Skip Hire	Maia Waste	S	250.00	50.00	300.00
158	16/06/2026	2026-2027/617		Lloyds Card		Skip Hire	Maia Waste	S	250.00	50.00	300.00
371	16/09/2026			Lloyds Card		Skip Hire - WT	Maia Waste	S	250.00	50.00	300.00
Subtotal for Code: Skip Hire									£750.00	£150.00	£900.00
Subtotal for Cost Centre: Allotments Waste Removal									750.00	150.00	900.00

Cost Centre Norwood Allotments**Code Number 146 Water**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
165	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-186.92		-186.92
166	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	16.32		16.32
167	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	-22.32		-22.32
168	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	30.03		30.03
169	18/06/2026			Unity Current	DD	Water Bill	Everflow Water	Z	62.50		62.50

Listing of Payments for Cost Centre Group - Allotments Committee
(Between 01-04-2026 and 16-10-2026)

170	18/06/2026	Unity Current	DD	Water Bill	Everflow Water	Z	62.21	62.21
171	18/06/2026	Unity Current	DD	Water Bill	Everflow Water	Z	64.64	64.64
214	16/07/2026	Unity Current	DD	Water Bill	Everflow Water	Z	4.56	4.56
289	17/08/2026	Unity Current	DD	Water Bill	Everflow Water	Z	1,547.17	1,547.17
379	16/09/2026	Unity Current	DD	Water Bill	Everflow Water	Z	-767.97	-767.97
Subtotal for Code: Water							£810.22	£810.22
Subtotal for Cost Centre: Norwood Allotments							810.22	810.22

TOTALS	£11,779.38	£778.20	£12,557.58
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NORMANTON TC
Committed Spend

16 October 2026 (2026-2027)

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Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

ALLOTMENTS CTTEE

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
117	Allotments EMR Expenc									(N/A)
94	Allotments General									(N/A)
91	Cypress Road Allotment									(N/A)
104	Edward Street									(N/A)
92	Ellins Terrace 1 Allotmer									(N/A)
93	Ellins Terrace 2 Allotmer									(N/A)
127	Gates & Fencing									(N/A)
103	Gilcar Street									(N/A)
95	Gladstone Street Allotm									(N/A)
96	Heys Buildings Allotmen									(N/A)
1	Income - Allotment Rent		-9,947.64	-9,947.64						-9,947.64 (N/A)
7	Income - Key Deposit (A									(N/A)
129	Income - Waste Re-char									(N/A)
90	Newland Lane Allotment									(N/A)
97	Norwood Street Allotme									(N/A)
125	Plot Clearance									(N/A)
130	Site Fees									(N/A)
102	The Grove									(N/A)
126	Waste Removal									(N/A)
98	Wentworth Terrace Allot									(N/A)
SUB TOTAL			-9,947.64	-9,947.64						-9,947.64 (N/A)

Cypress Allotments

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
131	Repairs & Maintenance				260.00	75.00		75.00	185.00	185.00 (71%)
132	Water				1,000.00	404.88		404.88	595.12	595.12 (59%)
SUB TOTAL					1,260.00	479.88		479.88	780.12	780.12 (61%)

Edward Allotments

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
337	Repairs & Maintenance				200.00				200.00	200.00 (100%)
SUB TOTAL					200.00				200.00	200.00 (100%)

NORMANTON TC

Committed Spend

16 October 2026 (2026-2027)

G

Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

Ellins 1 Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
134	Repairs & Maintenance				460.00				460.00	460.00 (100%)
135	Water				800.00	1,184.70		1,184.70	-384.70	-384.70 (-48%)
SUB TOTAL					1,260.00	1,184.70		1,184.70	75.30	75.30 (5%)

Ellins 2 Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
136	Repairs & Maintenance				520.00	150.00		150.00	370.00	370.00 (71%)
137	Water				800.00	1,184.70		1,184.70	-384.70	-384.70 (-48%)
SUB TOTAL					1,320.00	1,334.70		1,334.70	-14.70	-14.70 (-1%)

Gilcar Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
138	Repairs & Maintenance				200.00				200.00	200.00 (100%)
SUB TOTAL					200.00				200.00	200.00 (100%)

Gladstone Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
139	Repairs & Maintenance				600.00	22.90		22.90	577.10	577.10 (96%)
140	Water				800.00	360.19		360.19	439.81	439.81 (54%)
SUB TOTAL					1,400.00	383.09		383.09	1,016.91	1,016.91 (72%)

Grove Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
141	Repairs & Maintenance				200.00				200.00	200.00 (100%)
SUB TOTAL					200.00				200.00	200.00 (100%)

Heys Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
142	Repairs & Maintenance				460.00				460.00	460.00 (100%)
SUB TOTAL					460.00				460.00	460.00 (100%)

NORMANTON TC
Committed Spend

16 October 2026 (2026-2027)

G

Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

Newland Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
143	Repairs & Maintenance				460.00				460.00	460.00 (100%)
144	Water				900.00	1,388.89		1,388.89	-488.89	-488.89 (-54%)
SUB TOTAL					1,360.00	1,388.89		1,388.89	-28.89	-28.89 (-2%)

Wentworth Allotments

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
147	Repairs & Maintenance				800.00	164.08		164.08	635.92	635.92 (79%)
148	Water				1,400.00	1,351.85		1,351.85	48.15	48.15 (3%)
SUB TOTAL					2,200.00	1,515.93		1,515.93	684.07	684.07 (31%)

Allotments General

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
149	Allotments General				500.00	53.47		53.47	446.53	446.53 (89%)
155	Income - Allotment Rent	11,991.00	12,572.64	581.64						581.64 (4%)
333	Income - Key Deposit		40.00	40.00						40.00 (N/A)
154	Income - Site Fees	1,500.00	230.00	-1,270.00						-1,270.00 (-84%)
152	Site Fees				1,500.00	978.50		978.50	521.50	521.50 (34%)
SUB TOTAL		13,491.00	12,842.64	-648.36	2,000.00	1,031.97		1,031.97	968.03	319.67 (2%)

Allotments Gates & Fencing

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
150	Gates & Fencing				5,000.00				5,000.00	5,000.00 (100%)
SUB TOTAL					5,000.00				5,000.00	5,000.00 (100%)

Allotments Plot Clearance

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
151	Plot Clearance				5,000.00	2,900.00	905.00	3,805.00	1,195.00	2,100.00 (42%)
SUB TOTAL					5,000.00	2,900.00	905.00	3,805.00	1,195.00	2,100.00 (42%)

Allotments Waste Removal

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
153	Skip Hire				4,000.00	750.00		750.00	3,250.00	3,250.00 (81%)

NORMANTON TC
Committed Spend



Cost Centre Group - Allotments Committee (Between 01/04/2026 and 31/03/2027)

SUB TOTAL			4,000.00	750.00	750.00	3,250.00	3,250.00 (81%)
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Norwood Allotments

		Receipts			Payments				Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance
145	Repairs & Maintenance				280.00				280.00 (100%)
146	Water				300.00	810.22		810.22	-510.22 (-170%)
SUB TOTAL					580.00	810.22		810.22	-230.22 (-39%)

Summary

NET TOTAL	13,491.00	2,895.00	-10,596.00	26,440.00	11,779.38	905.00	12,684.38	13,755.62	4,064.62 (10%)
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NORMANTON TC
Summary of Income & Expenditure 2026-2027
All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

ALLOTMENTS CTTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Allotments EMR Expenditure							(N/A)
94	Allotments General							(N/A)
91	Cypress Road Allotment							(N/A)
104	Edward Street							(N/A)
92	Ellins Terrace 1 Allotment							(N/A)
93	Ellins Terrace 2 Allotment							(N/A)
127	Gates & Fencing							(N/A)
103	Gilcar Street							(N/A)
95	Gladstone Street Allotment							(N/A)
96	Heys Buildings Allotment							(N/A)
1	Income - Allotment Rent							(N/A)
7	Income - Key Deposit (Allotment)							(N/A)
129	Income - Waste Re-charge							(N/A)
90	Newland Lane Allotment							(N/A)
97	Norwood Street Allotment							(N/A)
125	Plot Clearance							(N/A)
130	Site Fees							(N/A)
102	The Grove							(N/A)
126	Waste Removal							(N/A)
98	Wentworth Terrace Allotment							(N/A)
SUB TOTAL								(N/A)

Cypress Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
131	Repairs & Maintenance				260.00	75.00	185.00	185.00 (71%)
132	Water				1,000.00	404.88	595.12	595.12 (60%)
SUB TOTAL					1,260.00	479.88	780.12	780.12 (62%)

Edward Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
337	Repairs & Maintenance				200.00		200.00	200.00 (100%)
SUB TOTAL					200.00		200.00	200.00 (100%)

Ellins 1 Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
134	Repairs & Maintenance				460.00		460.00	460.00 (100%)
135	Water		620.00	620.00	800.00	1,184.70	-384.70	235.30 (29%)
SUB TOTAL			620.00	620.00	1,260.00	1,184.70	75.30	695.30 (55%)

NORMANTON TC
Summary of Income & Expenditure 2026-2027
All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Ellins 2 Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
136	Repairs & Maintenance				520.00	150.00	370.00	370.00 (71%)
137	Water				800.00	1,184.70	-384.70	-384.70 (-48%)
SUB TOTAL					1,320.00	1,334.70	-14.70	-14.70 (-1%)

Gilcar Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
138	Repairs & Maintenance				200.00		200.00	200.00 (100%)
SUB TOTAL					200.00		200.00	200.00 (100%)

Gladstone Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
139	Repairs & Maintenance				600.00	22.90	577.10	577.10 (96%)
140	Water				800.00	360.19	439.81	439.81 (55%)
SUB TOTAL					1,400.00	383.09	1,016.91	1,016.91 (73%)

Grove Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
141	Repairs & Maintenance				200.00		200.00	200.00 (100%)
SUB TOTAL					200.00		200.00	200.00 (100%)

Heys Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
142	Repairs & Maintenance				460.00		460.00	460.00 (100%)
SUB TOTAL					460.00		460.00	460.00 (100%)

Newland Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
143	Repairs & Maintenance				460.00		460.00	460.00 (100%)
144	Water				900.00	1,388.89	-488.89	-488.89 (-54%)
SUB TOTAL					1,360.00	1,388.89	-28.89	-28.89 (-2%)

Wentworth Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
147	Repairs & Maintenance				800.00	164.08	635.92	635.92 (79%)
148	Water				1,400.00	1,351.85	48.15	48.15 (3%)

NORMANTON TC
Summary of Income & Expenditure 2026-2027
All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

SUB TOTAL

2,200.00 1,515.93 684.07

684.07 (31%)

Allotments General

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
149	Allotments General				500.00	53.47	446.53	446.53 (89%)
155	Income - Allotment Rent	11,991.00	12,572.64	581.64				581.64 (5%)
333	Income - Key Deposit		40.00	40.00				40.00 (N/A)
154	Income - Site Fees	1,500.00	230.00	-1,270.00				-1,270.00 (-85%)
152	Site Fees				1,500.00	978.50	521.50	521.50 (35%)
SUB TOTAL		13,491.00	12,842.64	-648.36	2,000.00	1,031.97	968.03	319.67 (2%)

Allotments Gates & Fencing

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
150	Gates & Fencing				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					5,000.00		5,000.00	5,000.00 (100%)

Allotments Plot Clearance

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
151	Plot Clearance				5,000.00	2,900.00	2,100.00	2,100.00 (42%)
SUB TOTAL					5,000.00	2,900.00	2,100.00	2,100.00 (42%)

Allotments Waste Removal

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
153	Skip Hire				4,000.00	750.00	3,250.00	3,250.00 (81%)
SUB TOTAL					4,000.00	750.00	3,250.00	3,250.00 (81%)

Norwood Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
145	Repairs & Maintenance				280.00		280.00	280.00 (100%)
146	Water				300.00	810.22	-510.22	-510.22 (-170%)
SUB TOTAL					580.00	810.22	-230.22	-230.22 (-40%)

Restated

(N/A)

NET TOTAL	13,491.00	13,462.64	-28.36	26,440.00	11,779.38	14,660.62	14,632.26
V.A.T.					778.20		
GROSS TOTAL		13,462.64			12,557.58		

**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday, 28th October 2026**

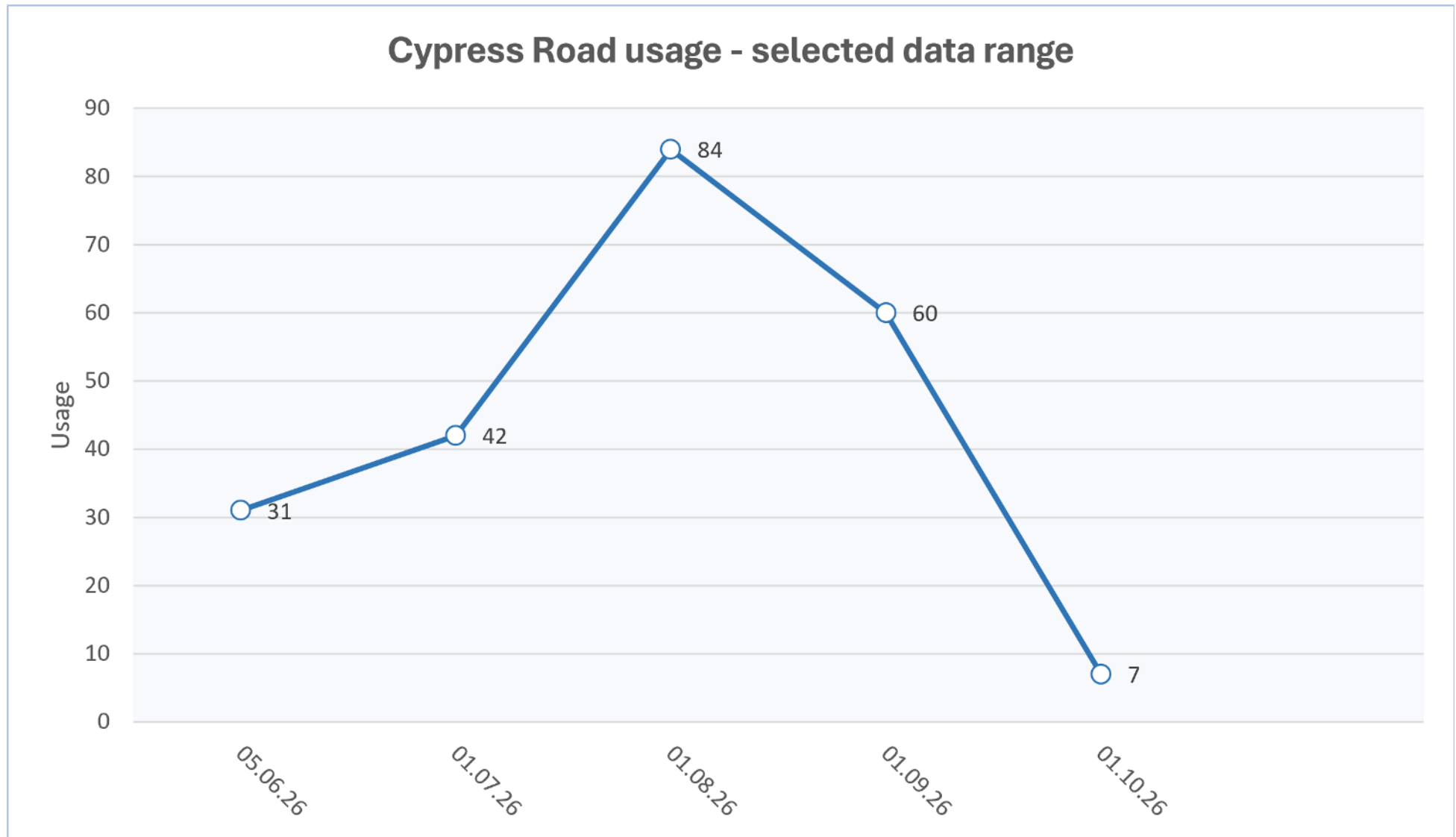
WATER USAGE

The graphs below set out the water usage by site for the various allotment sites in Normanton and Altofts.

Summary

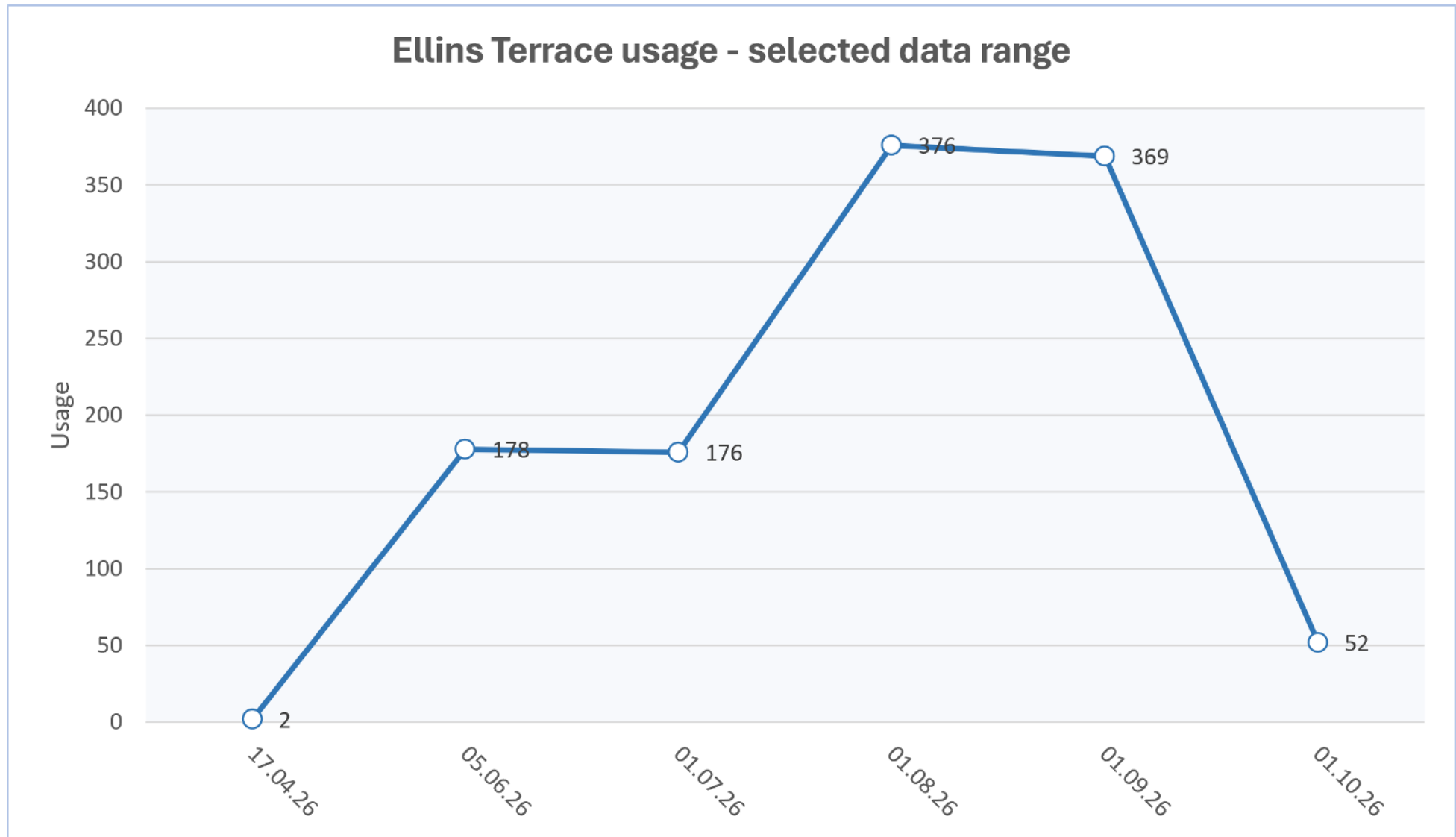
The 2026 readings show a clear seasonal pattern, with water use generally increasing through the summer before falling sharply by October. Ellins Terrace recorded by far the highest use, peaking at 376 units in August and remaining high at 369 units in September however this was due to a leak which has now been rectified.

The 'Usage by Plot' graph clearly shows that there has also been an issue at Norwood Street over the summer which will be kept under review.



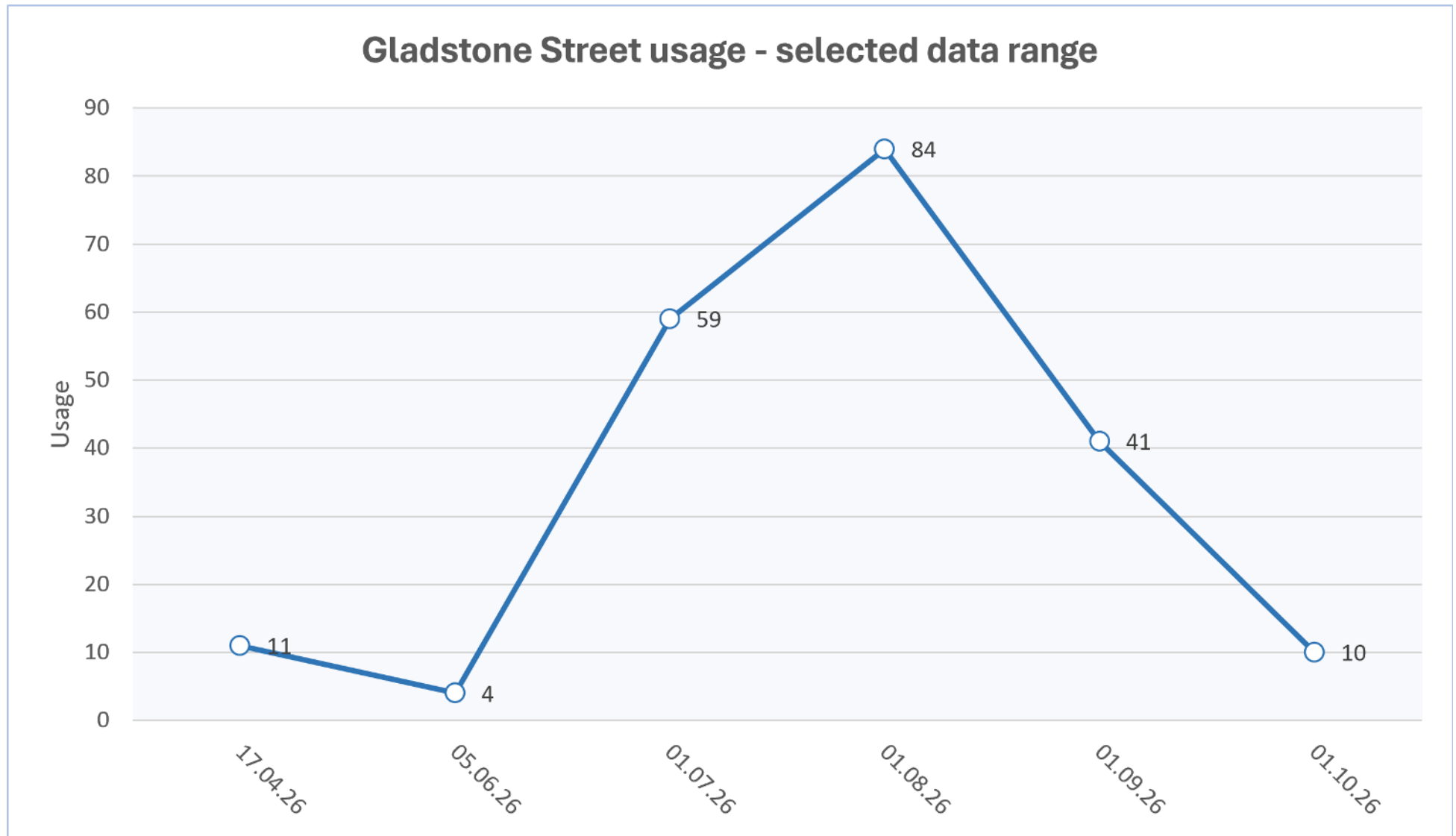
26 full plot equivalents

A usage of 1.6 units per plot in July, 3.2 units per plot in August and 2.3 units per plot in September.



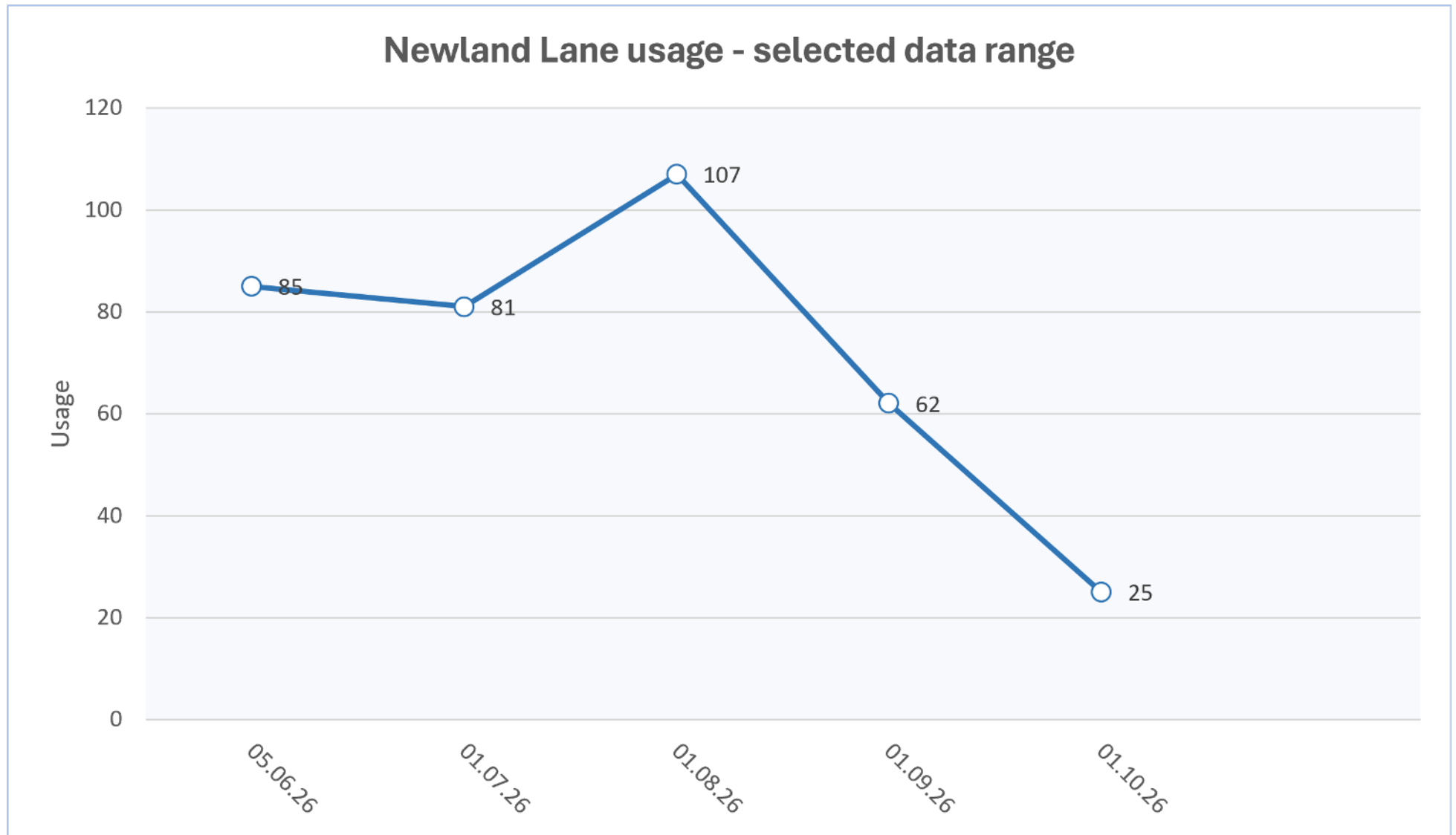
96.5 full plot equivalents

A usage of 1.8 units per plot in July, 3.9 units per plot in August and 3.8 units per plot in September.



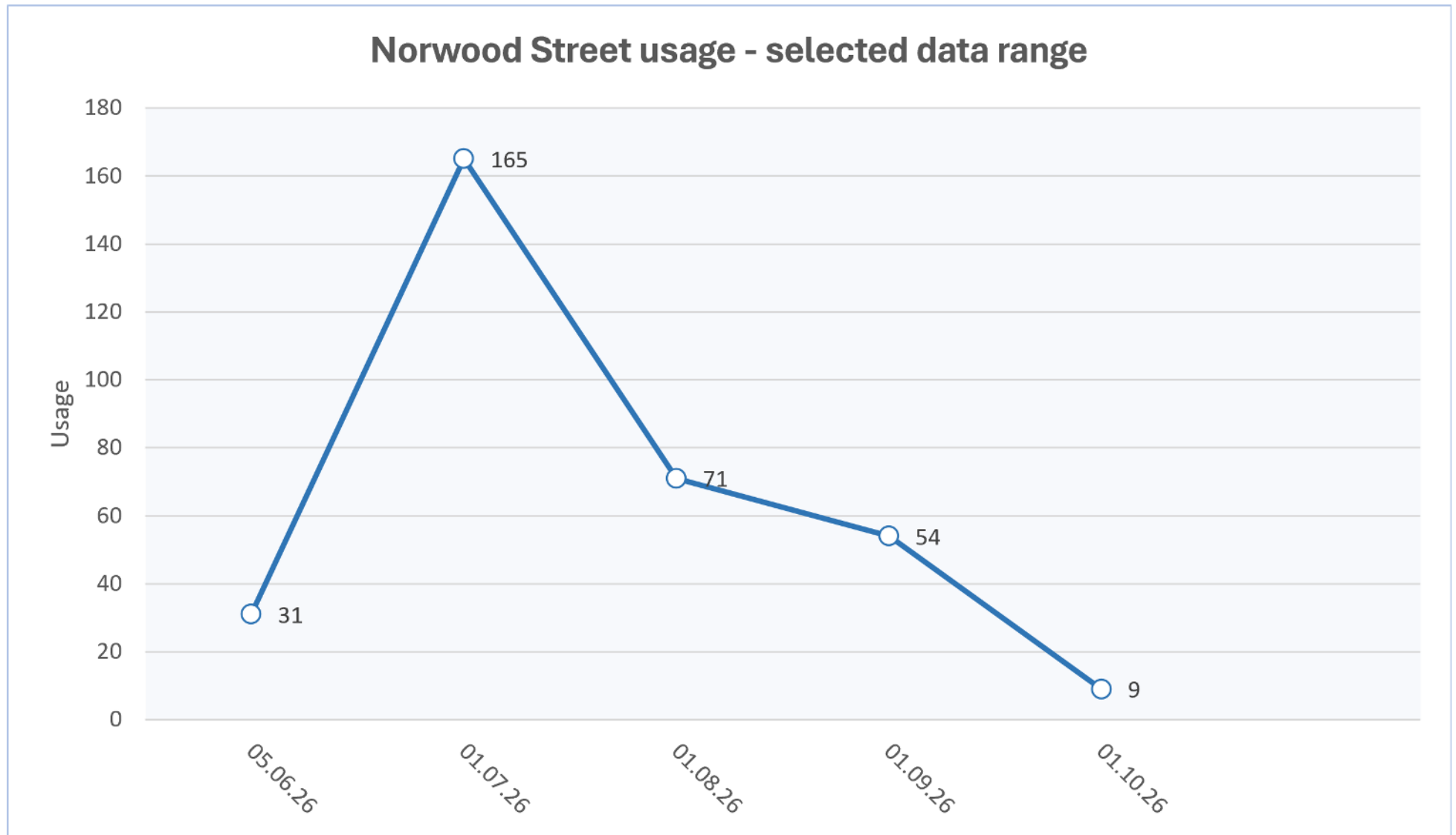
60 Full plots

A usage of 0.98 units per plot in July, 1.4 units per plot in August and 0.68 units per plot in September.



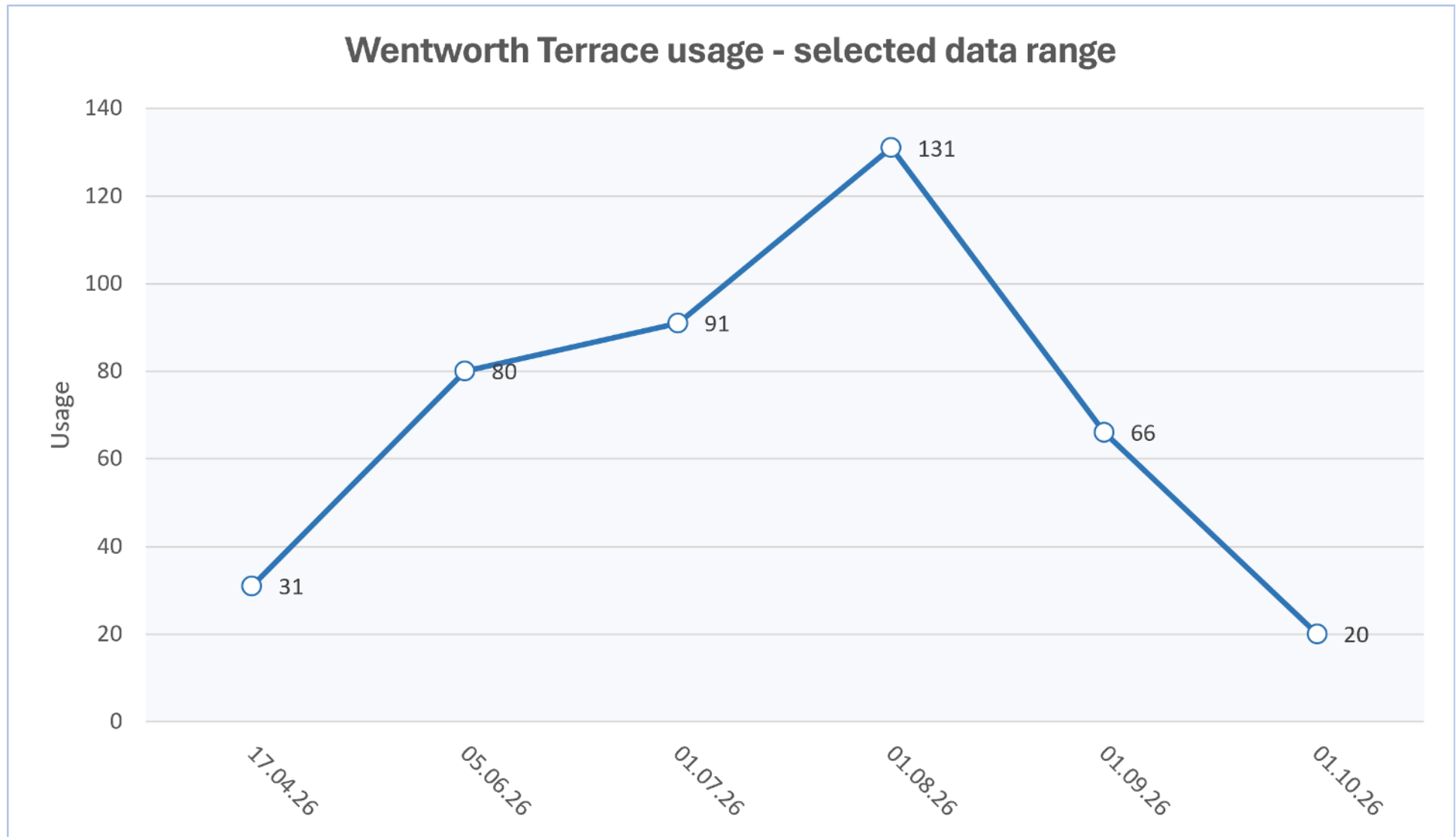
37.5 Full Plot Equivalents

A usage of 2.16 units per plot in July, 2.85 units per plot in August and 1.65 units per plot in September.



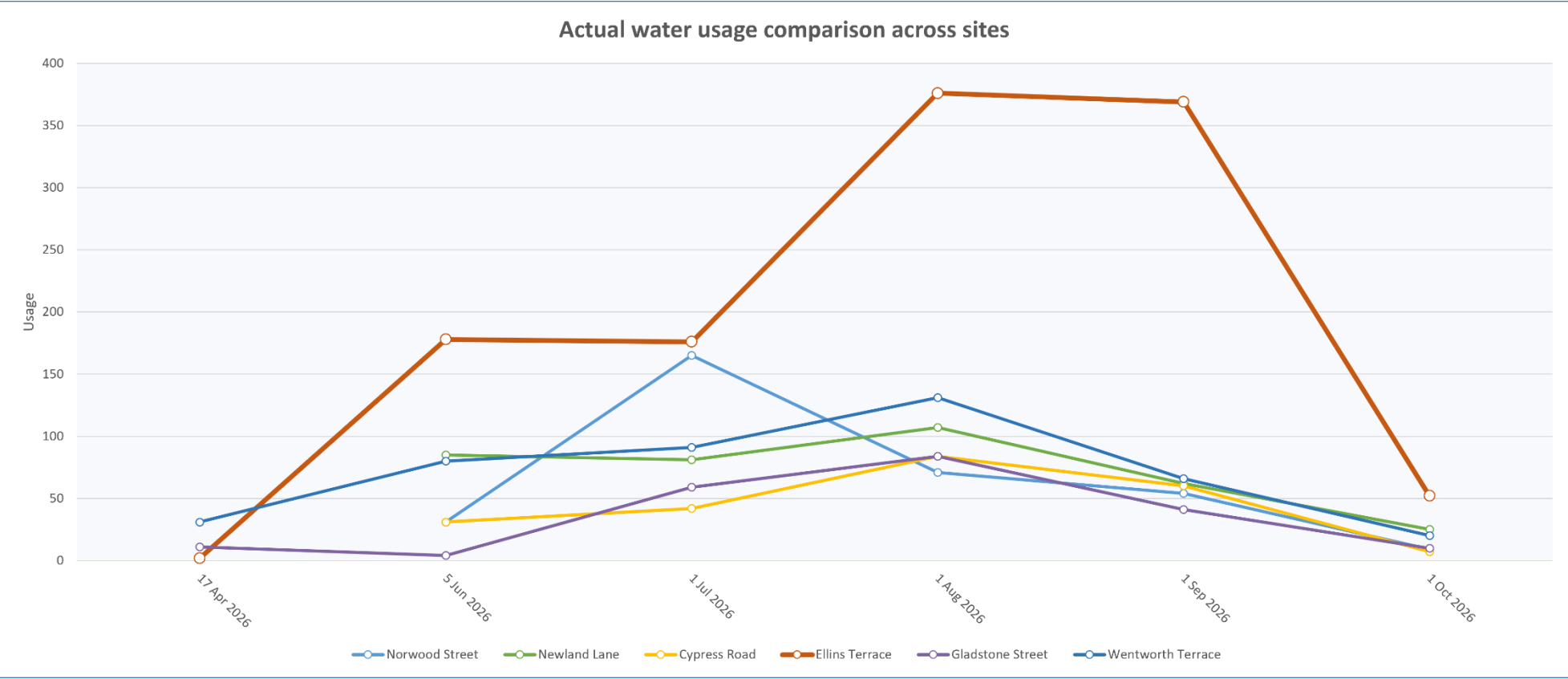
28 Full Plot Equivalents

A usage of 5.89 units per plot in July, 2.53 units per plot in August and 1.92 units per plot in September.

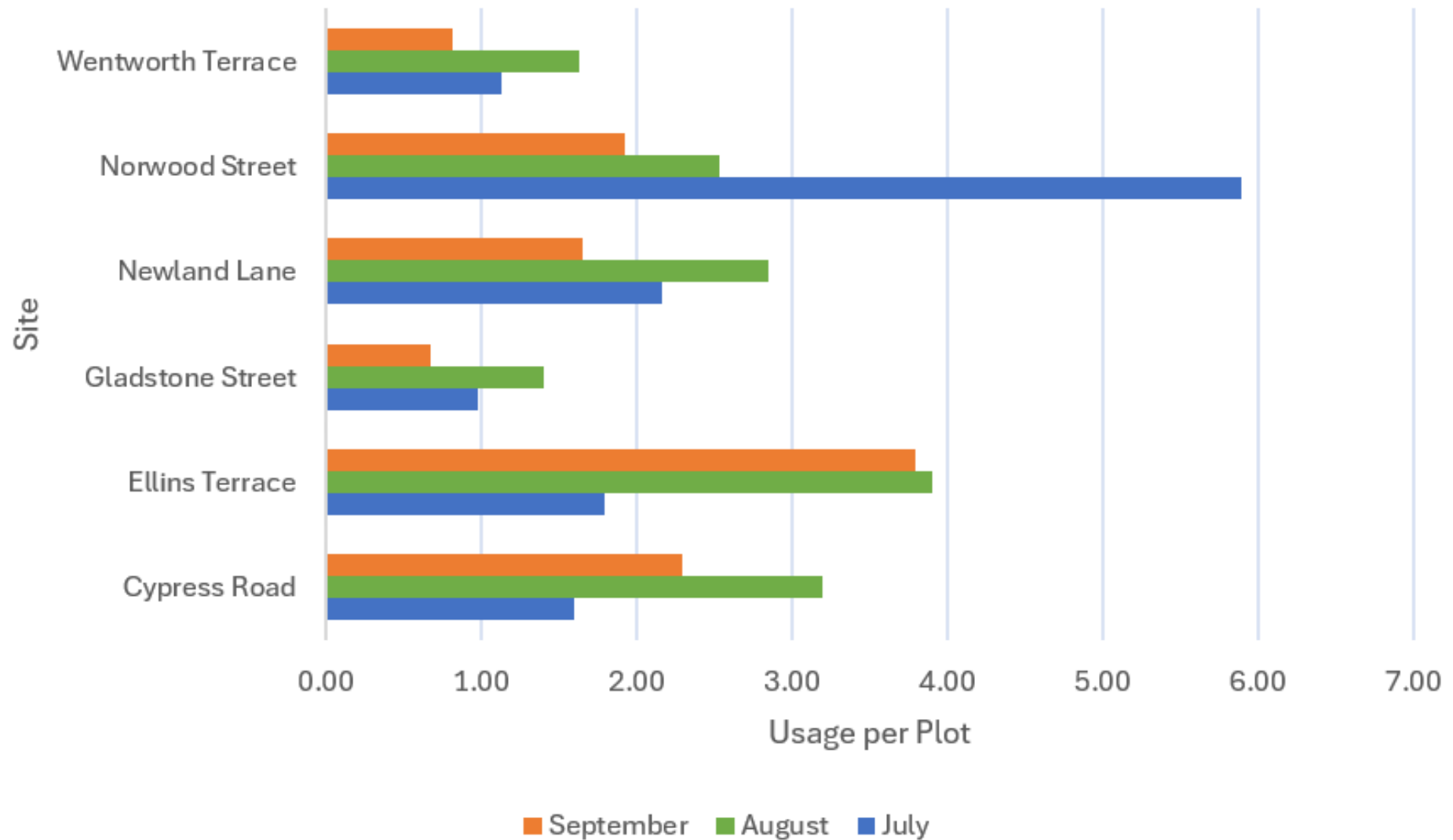


80 Full Plot Equivalents

A usage of 1.13 units per plot in July, 1.63 units per plot in August and 0.82 units per plot in September.



Usage per Plot by Site - July to September



**NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE**
Wednesday, 28th October 2026

DISPOSAL OF ACCESS TRACK AT EDWARD STREET

PURPOSE OF REPORT

To summarise the progress and provide an update on the proposed transfer or disposal of land at Edward Street.

BACKGROUND AND TRANSFER CHRONOLOGY

12th February 2023: A complaint was received from a neighbouring property concerning the use and condition of the access track. This prompted the Council to investigate the track, including the neighbouring property's access rights, and to consider whether the land should be transferred or disposed of.

14th February 2023: YLCA contacted for advice on the procedure for disposal of allotment land.

26th June 2023: Discussions with interested parties regarding a possible transfer of the land.

16th July 2024: The Committee formally supported disposal of the unused allotment site at Edward Street and resolved to refer the matter to full Council.

10th September 2024: Council approved the possible disposal of the land and that the NAS should be consulted.

24th September 2024: Request to dispose submitted to NAS.

3rd October 2024: NAS requested a 'Section 8 Form' to be completed.

7th October 2024: Section 8 Form submitted to NAS.

20th November 2024: A site visit by the National Allotment Society concerning the proposed disposal was still awaited.

2nd April 2025: A reminder was to be sent to the National Allotment Society about the possible transfer of the land.

June 2026: Visit by NAS to review the site and indicated that they would not support the transfer of the site.

18th June 2026: Alternative proposal suggested to just transfer the track which NAS indicated that they would be supportive of.

1st July 2026: The Committee resolved that a formal application be submitted to the National Allotment Society for permission to dispose of an unused section of track at Edward Street.

2nd July 2026: Revised Section 8 proposal submitted.

2nd July 2026: Response received from NAS: The National Allotment Society support Normanton Town Council's application to dispose of 0.010 hectares of statutory allotment land found at Edward Street, Normanton. The piece of land in question is a track running next to the main field but is not used for access, and a neighbouring property owner has a legal right to use for access to the back of their property. Disposal will help remove the council's liability for the track that is only used by the neighbour, whilst not interfering with the allotment site itself.

No tenants or plots will be affected by the sale and there are no allotment tenants on the site currently to be considered as part of the consultation. The particular piece of land can be considered surplus to requirement because it is not needed for access and would not be used for cultivation. It has also not been necessary to consult those on the waiting lists for other council sites as they would not be able to use this piece of the land anyway.

Overall, the sale of this piece of land will help the council with their own liabilities and managing the land, without having a negative impact on the cultivatable space.

9th July 2026: Interested parties notified of the outcome.

12th October 2026: Owner of nearby house would like to progress the transfer of the track. DMJ suggested a site meeting to see what this might look like on the ground. An indicative diagram was sent for consideration.

SITE PLANS & PROPOSAL

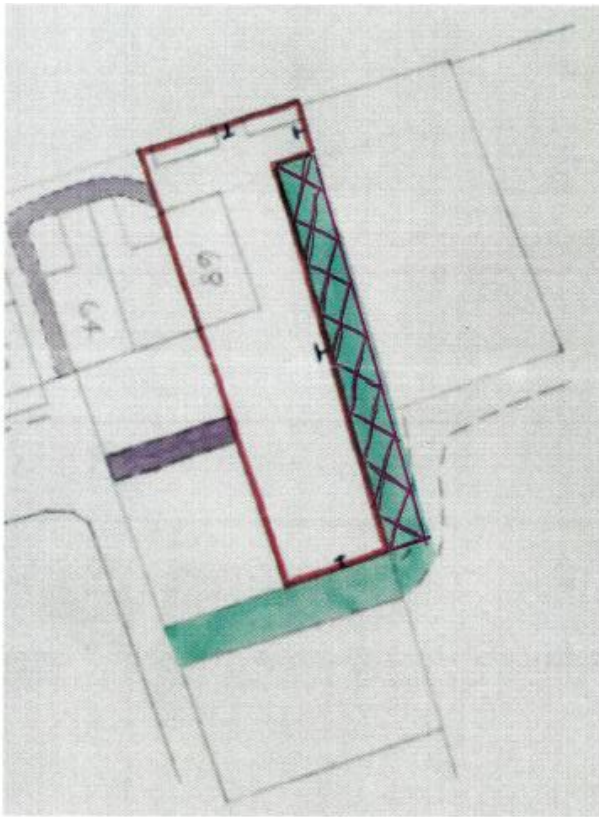
The current site plan shows Edward Street Allotment, comprising approximately 1.17 hectares. No right of way is shown on the Council's Land Registry title plan.



The Land Registry plan for 68 Pearson Street shows a right of access along the track. The Town Council became aware of this right in 2023.



The diagram below shows a proposal to transfer a small section of track to number 68 whilst retaining the main access directly to the allotment. The area comprises approximately 0.01 hectares.



RECOMMENDATION

That the Committee authorises officers to progress the proposed disposal of approximately 0.01 hectares of the access track to the owner of 68 Pearson Street, subject to an agreed valuation, the purchaser meeting the Council's legal and professional costs, and the final terms being approved in accordance with the Council's governance arrangements.

NEXT STEPS

- Arrange a site meeting with the owner of 68 Pearson Street to confirm the proposed boundary, retained allotment access and practical implications of the transfer.
- Submit the Section 8 form to the Secretary of State for formal approval.
- Obtain an independent valuation of the land and advice on any statutory or governance requirements relating to the disposal value.
- Agree the proposed sale price with the owner, subject to approval under the Town Council's financial and governance arrangements.
- Appoint a solicitor to complete the transfer, preserve the Council's retained access and address responsibility for boundaries, maintenance and legal costs.