

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

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The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

To all members of the Allotments
Committee

Our ref: DJ/hs

Date: 5th March 2024

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 13th March 2024** 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 be 'Donna Johnston', with a long, sweeping horizontal line extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

ALLOTMENTS COMMITTEE

Wednesday 13th March 2024 at Normanton Town Hall

AGENDA

050.	Apologies for Absence To receive apologies for absence.	
051.	Declarations of Interest Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.	
052.	Minutes To receive and sign the minutes of a meeting of the Allotments Committee held on Wednesday 31 st January 2024 (Minute Numbers 041-049; Pages 25-29).	ENC A
053.	Vacancies and Waiting Lists To receive an update on vacancies and waiting lists.	ENC B
054.	Requests from Tenants To consider requests for skips, structures, livestock, and any other general matters.	Verbal
055.	Allotments Committee Budget To receive the Allotments Committee Budget.	ENC C
056.	Policy on Play Equipment To review the current policy on the use of play equipment on allotments.	ENC D
057.	Removal of Greenhouse at Heys Buildings To consider quotes for the removal of a greenhouse at Heys Buildings Allotments.	ENC E
058.	Public Bodies (Admission to Meetings) Act 1960 It is proposed that items 59 and 60 be discussed in private due to the Council's data protection responsibilities.	
059.	Allotment Issues To receive an update on the various allotment issues that have been dealt with in the last month.	

060.	Complaints To consider any complaints from tenants or neighbours about the allotments.	
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NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 31st January 2024 at Normanton Town Hall

Present: Councillor M Jennings
 Councillor B Mayne
 Councillor P Mayne – Chairman
 Councillor T Morgan
 Councillor C Parsons
 Councillor M Rowley
 Councillor A Samuels – Vice Chairman
 Councillor R Seal
 Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
 Councillor P Marchant

041. Apologies for Absence

RESOLVED that apologies for absence be received on behalf of Councillor E Blezard and Councillor P Marchant.

042. Declarations of Interest

RESOLVED that the following declarations of interest be received:

Councillor Mark Jennings
 Non-Pecuniary Interest
 Tenant at Wentworth Terrace Allotments

043. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 20th December 2023 (Minute Numbers 034-040; Pages 21-24) be received and signed by the Chairman.

044. Site Updates

Cypress Road

- Trees along boundary near gate were causing issues opening the gate. Work completed 24.01.24 by Property Officer.

Vacancies 0 (=)
Waiting List 19 (=)

Edward Street

Vacancies 0 (=)
Waiting List 0 (=)

Ellins Terrace 1

Quotes for treatment of Japanese Knotweed still to be obtained.

Vacancies 10 (=) Plots 11, 12, 21, 28, 29, 30, 31, 39, 40, E
Waiting List 15 (+2)

Ellins Terrace 2

Vacancies 3 (=) Plots 54, 73, 74
Waiting List 16 (+2)

Gilcar Street

Vacancies 0 (=)
Waiting List 8 (+1)

Gladstone Street

Quote still required for tree at entrance to be removed and tree at rear of plot 61 to be crown lifted.

Vacancies 0 (=)
Waiting List 24 (=)

Heys Buildings

Complaint received about the overgrown plots backing on to Armstrong Close.

Fencing is an issue at this site - Councillor M Jennings would look into a possible fencing source with minimal costs.

Complaint about brick-built greenhouse on recently vacated plot. Quotes for demolition would be obtained.

Vacancies 0 (=)
Waiting List 24 (-4)

Newland Lane

Japanese Knotweed coming from Railway Land – No response to letter however Councillor M Jennings reported that it was on the programme for a first spray in January / February and would then be on a five-year programme.

A fallen tree had caused damage to the fence in the corner of the site near plot 2. Wakefield Council had attended site to remove the stump and roots and were advised by tenants on site not to remove the stump. The stump and roots were to be removed in order to have the fence repaired.

A letter would be sent to all Site Secretaries advising that they must not issue instructions to any contractors or council workers and should contact the Town Council with any queries.

Wakefield Council would be contacted to arrange for the stump and root to be removed. The Property Officer should be on site when the stump is removed and fencing installed if possible.

Vacancies 4 (=) Plots 10, 14, 16, 40
Waiting List 20 (=)

Norwood Street

Tenants piling materials against the fence – letter to be sent.

Fencepost in need of repair – Work to be carried out by Property Officer and Grounds Maintenance staff.

Vacancies 1 (=) Plot 22 – NTC to allocate
Waiting List 14 (+1)

Station Road

No update

The Grove

Vacancies 1 (=) Plot 2 – NTC to allocate
Waiting List 7 (=)

Wentworth Terrace

Weeds overgrowing into residents' garden – plot to be re-inspected.

Vacancies 5 (=) Plots 14, 26, 37, 39, 69
Waiting List 23 (=)

Overall

There are a total of 95 applications awaiting allocation (+3).

There are 25 plots currently vacant (=).

045. Requests from Tenants

CY019

Structure Request APPROVED.

Greenhouse 6' x 4'

Materials – Aluminium and Polycarbonate.

Base – secured to existing flags near shed.

HB024

Structure Request APPROVED.

Fence 4'

Materials – Wooden posts and metal fencing.

HB042

Skip Request DECLINED due to insufficient budget.

Waste – corrugated plastic roofing strips from previous tenant from home-made lean to along with other plastic waste left on site.

It was suggested that some of the polycarbonate sheets and buckets may be useful to other tenants. Any waste could be broken up and taken to the household waste recycling centre.

ET1-A – Transfer agreement between tenants

An agreement had been reached between tenants for the handover of ET1-A which had previously been agreed by the Council. The Council would contact the current tenant of ET1-A and set out the terms of the transfer to the new tenant and make sure that he was satisfied with the agreement.

ET1-B – Special consideration for plot allocation

A resident and existing tenant of ET1 had expressed an interest in taking on ET1-B which was directly behind their home. Members were asked to give special consideration for allocating a second plot due to the proximity to the tenant's home.

Members approved this request.

HB012 and HB013

A tenant has requested to reduce to one plot but wishes to keep the rear half of plot 12 and the rear half of plot 13. Thereby creating plots 12 a/b and 13 a/b. Plot 12a and 13a could be let either as two half plots or one full plot.

Members approved this request.

046. Complaints

A complaint had been received from a tenant at Ellins Terrace 2 Allotments whose greenhouse had been destroyed by a trampoline which had taken flight during recent high winds.

All tenants had been written to in August 2023 advising them to remove trampolines because of the danger they posed in windy conditions, but this had been ignored.

RESOLVED that a letter be sent to all tenants asking them to remove trampolines within 7 days.

The tenant had asked if he could take a poly tunnel from a vacant plot to replace his greenhouse. This was agreed subject to the Property Officer verifying that the plot is indeed vacant.

047. Alleged Formal Grievance

It was reported that a tenant had been asked to reduce their plots due to them not being tended to the cultivation standards set out in the policy. The tenant had refused to comply with the request to reduce the number of plots and had not submitted an appeal as requested. Instead, they had indicated that they had raised a grievance and requested all action be paused. There is no information as to whom the grievance has been raised with.

RESOLVED that the National Allotment Society be asked to conduct an independent review of the plots and a report provided.

048. Property Officer

It was reported that the new property officer was beginning to familiarise himself with the various sites and had carried out some maintenance tasks.

RESOLVED that the report be received.

049. Allotments Committee Budget

RESOLVED that the Allotments Committee budget up to the end of December 2023 showing income of £8,543.44 and expenditure of £8,669.56 be received.

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

NORMANTON TOWN COUNCIL
ALLOTMENTS COMMITTEE
Wednesday 13th March 2024

VACANCIES AND WAITING LISTS

Cypress Road

Vacancies 0 (=)
Waiting List 18 (-1)

Edward Street

Vacancies 0 (=)
Waiting List 0 (=)

Ellins Terrace 1

Vacancies 11 (+1) Plots 4, 11, 12, 21, 28, 29, 30, 31, 39, 40, E – NTC to allocate.
Waiting List 15 (=)
* Plots 28-30 were historically flooded, currently untenable.
* Plot E is untenable due to waste.

Ellins Terrace 2

Vacancies 5 (+2) Plots 54, 67, 73, 74, 86 – NTC to allocate.
Waiting List 16 (=)
* Plots 54, 73, 74 are untenable due to being significantly overgrown.

Gilcar Street

Vacancies 0 (=)
Waiting List 9 (+1)

Gladstone Street

Vacancies 0 (=)
Waiting List 23 (-1)

Heys Buildings

Vacancies 1 (+1) Plot 13b
Waiting List 22 (-2)

Newland Lane

Vacancies 5 (+1) Plots 10, 14, 16, 32, 40
Waiting List 19 (-1)

Norwood Street

Vacancies 1 (=) Plot 22 – NTC to allocate
Waiting List 15 (+1)

Station Road

Not tenanted.

The Grove

Vacancies 1 (=) Plot 2 – NTC to allocate.
Waiting List 7 (=)

Wentworth Terrace

Vacancies 6 (=) Plots 14, 26, 37, 39, 69
Waiting List 22 (-1)

* Plot 26 is untenable due to being overgrown and presence of tree roots.

Overall

There are a total of 93 applications awaiting allocation (-2).

There are 30 plots currently vacant (+4) of which 9 are untenable.

Vacancy and waiting list information correct at 29th February 2024.

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
Cost Centre 1 (Between 01/04/2023 and 31/03/2024)

ALLOTMENTS COMMITTEE

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Allotment Rent	9,251.00	10,405.44	1,154.44				1,154.44 (12%)
48	Key Deposit		40.00	40.00				40.00 (N/A)
90	Newland Lane Allotment				1,275.00	-543.98	1,818.98	1,818.98 (142%)
91	Cypress Road Allotment				867.00	1,044.41	-177.41	-177.41 (-20%)
92	Ellins Terrace 1 Allotment				1,581.00	1,479.50	101.50	101.50 (6%)
93	Ellins Terrace 2 Allotment				1,734.00	829.51	904.49	904.49 (52%)
94	Allotments General				80.00	24.96	55.04	55.04 (68%)
95	Gladstone Street Allotment				2,040.00	959.31	1,080.69	1,080.69 (52%)
96	Heys Buildings Allotment				1,538.50	700.00	838.50	838.50 (54%)
97	Norwood Street Allotment		5.00	5.00	952.00	763.53	188.47	193.47 (20%)
98	Wentworth Terrace Allotment				2,728.50	3,448.52	-720.02	-720.02 (-26%)
102	The Grove				85.00		85.00	85.00 (100%)
103	Gilcar Street				51.00		51.00	51.00 (100%)
104	Edward Street				68.00		68.00	68.00 (100%)
SUB TOTAL		9,251.00	10,450.44	1,199.44	13,000.00	8,705.76	4,294.24	5,493.68 (N/A)
Restated								(N/A)
NET TOTAL		9,251.00	10,450.44	1,199.44	13,000.00	8,705.76	4,294.24	5,493.68 (24%)
V.A.T.						1,597.79		
GROSS TOTAL			10,450.44			10,303.55		

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ALLOTMENTS COMMITTEE
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POLICY ON PLAY EQUIPMENT

The Allotments Policy does not currently contain a section relating specifically to play equipment; however, it does reference play equipment in the section on cultivation:

Children's play equipment such as fixed swings, slides and climbing frames are not permitted.

Small, non-fixed play equipment is permitted provided it is removed from site at the end of the tenancy.

We have had complaints from other tenants regarding the use of play equipment on allotments and recently, there was an incident where a trampoline took flight in the recent gales and demolished a greenhouse.

Members are asked to revisit this issue and set out a clear policy on the use of play equipment on allotments.

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ALLOTMENTS COMMITTEE
Wednesday 13th March 2024

REMOVAL OF GREENHOUSE AT HEYS BUILDINGS

A potentially unsafe structure was identified on a recently vacated allotment at Heys Buildings.

The Property Officer has requested three companies to provide quotes based on two options:

Option 1 – to remove the greenhouse structure and leave two brick built raised beds in situ.

Option 2 – to remove the entire structure including the brick built raised beds.

Company Number 1

Option 1 - £900.00 + VAT

Option 2 - £1185.00 + VAT

Company Number 2

Option 1 - £820.00 + VAT

Option 2 - £1380.00 + VAT

Company Number 3

Cancelled the site visit and has not supplied a quote.





