

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA  
Town Clerk & RFO



The Town Hall  
High Street  
Normanton  
West Yorkshire  
WF6 2DZ

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To all members of the Allotments  
Committee

Our ref: DJ/hs

Date: 24<sup>th</sup> April 2024

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee** to be held on **Wednesday 1<sup>st</sup> May 2024** at **11.00am** 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', written over a light blue rectangular background.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## ALLOTMENTS COMMITTEE

Wednesday 1<sup>st</sup> May 2024 at 11:00am at Normanton Town Hall

### AGENDA

<b>061.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>062.</b>	<b>Declarations of Interest</b> Members are reminded of the requirement to make an appropriate declaration at the meeting on any item in which they have an interest.	
<b>063.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Allotments Committee held on Wednesday 13 <sup>th</sup> March 2024 (Minute Numbers 050 - 060; Pages 30 - 34).	<b>ENC A</b>
<b>064.</b>	<b>Vacancies and Waiting Lists</b> To receive an update on vacancies and waiting lists.	<b>ENC B</b>
<b>065.</b>	<b>Requests from Tenants</b> To consider requests for skips, structures, livestock, and any other general matters.	<b>ENC C</b>
<b>066.</b>	<b>Newland Lane Fence</b> To receive an update on the damage caused to the fence at Newland Lane Allotments.	<b>ENC D</b>
<b>067.</b>	<b>Allotments Committee Budget 2023-2024</b> To receive the Allotments Committee Budget for the 2023-2024 financial year.	<b>ENC E</b>
<b>068.</b>	<b>Newland Lane Maintenance</b> To consider the payment of the annual Maintenance Fee to Newland Lane Allotments.	<b>Verbal</b>
<b>069.</b>	<b>Gladstone Street – Tree Removal</b> To consider quotes for the removal of trees at Gladstone Street Allotments.	<b>ENC F</b>
<b>070.</b>	<b>Heys Buildings – Fencing</b> To consider quotes for fencing at Heys Buildings Allotments.	<b>ENC G</b>

<b>071.</b>	<p><b>Public Bodies (Admission to Meetings) Act 1960</b>  It is proposed that the following items be discussed in private due to the Councils data protection responsibilities.</p>	
<b>072.</b>	<p><b>Allotment Issues</b>  To receive an update on the various allotment issues that have been dealt with in the last month.</p>	<b>Verbal</b>
<b>073.</b>	<p><b>Complaints</b>  To consider any complaints from tenants or neighbours about the allotments.</p>	<b>Verbal</b>

# NORMANTON TOWN COUNCIL



## MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 13<sup>th</sup> March 2024 at Normanton Town Hall

Present: Councillor B Mayne  
 Councillor P Mayne – Chairman  
 Councillor T Morgan  
 Councillor C Parsons  
 Councillor A Samuels – Vice Chairman  
 Donna Johnston – Town Clerk & RFO  
 Jonathan Wilkinson – Property Officer

Absent: Councillor E Blezard  
 Councillor M Jennings  
 Councillor P Marchant  
 Councillor M Rowley  
 Councillor R Seal

### 050. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard, Councillor M Jennings, Councillor P Marchant, Councillor M Rowley and Councillor R Seal.

### 051. Declarations of Interest

There were no declarations of interest recorded.

### 052. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 31<sup>st</sup> January 2024 (Minute Numbers 041-049; Pages 25-29) be received as a true record and signed by the Chairman.

### 053. Vacancies and Waiting Lists

An update was provided on plot vacancies and waiting lists:



HB015a/015b

Structure Request APPROVED

Greenhouse 6' x 8'

Materials – Aluminium frame and Polycarbonate/glass.

Base – Soil.

Poly Tunnel 3m x 4m

Materials – Plastic.

Base – Soil.

HB034

Structure Request APPROVED

Poly Tunnel 3m x 6m

Materials – Galvanised frame with plastic cover.

Base – Soil.

WT037

Structure Request APPROVED

Poly Tunnel 10' x 15'

Materials – Galvanised frame with plastic cover.

Base – Soil.

ET1-A

Skip Request APPROVED

Dangerous structures to be removed as agreed. Subject to the plot being vacated by the current tenant and taken on by the new tenant who has offered to clear the plot of waste. A second skip may be provided at the Clerks discretion should the volume of waste require it.

GS007/8

Skip Request APPROVED

For the removal of old pigeon lofts.

HB024

Livestock Request APPROVED

For the keeping of 10 hens.

NS023

Request to use Mini Digger APPROVED

Mini digger to be provided at the tenants own cost, operated by a suitably qualified operator, and used to scrape and level the plot only, no holes or trenches to be created.

Skip to be provided at the tenants own cost to clear rubble and waste.

CY001/2

Request to cut back overhanging branches APPROVED

The overhanging branches may be cut back but no further than the fence line. Branches should be stacked up on the allotment site for removal by Wakefield Council at a later date, or they may be removed by the tenant at their own cost.

**055. Allotments Committee Budget**

The Allotments Committee budget was reviewed which showed:

Total Income	£10,450.44
Less Receipts in Advance	£ 2,125.00
Income in year	£ 8,325.44
Expenditure	£ 8,705.76

RESOLVED that the Allotments Committee budget be received.

**056. Policy on Play Equipment**

RESOLVED that the policy on play equipment be reviewed and updated to reflect that trampolines and sandpits are not permitted on site for health and safety reasons.

**057. Removal of Greenhouse at Heys Buildings**

RESOLVED that the Greenhouse on HB002 be removed due to the dangerous condition it was left in by a previous tenant.

Contract awarded to Coles Demolition at a cost of £1,200.00 + VAT.

**058. Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that items 59 and 60 be discussed in private due to the Councils data protection responsibilities.

**059. Allotment Issues**

The Town Clerk provided updates on a number of allotment visits that had taken place over the last month.

- A summary of the issues noted includes:
- Waste removal at Heys Buildings and Ellins Terrace
- Trampolines at Ellins Terrace and Newland Lane
- Asbestos at Ellins Terrace and Gladstone Street
- Fence damage at Newland Lane
- Weeds affecting a residential garden at Wentworth Terrace
- Temporary fencing at Heys Buildings
- Repairs to fence at Norwood Street
- Structure Inspection at Heys Buildings
- Tree inspection at Cypress Road

Members were also provided with a spreadsheet of allotment issues dealt with by the admin staff in the month of February which totalled 44 individual issues which had been dealt with in the office.

It was suggested that the Property Officer could take over plot viewings where Site Secretaries were not wishing to deal with waiting lists.

RESOLVED that the report be received.

## 060. **Complaints**

### Heys Buildings

Two complaints had been received about the size of a newly constructed chicken coop, run and fence at Heys Buildings Allotment.

The structure was inspected and measured and found to be within policy guidelines.

A full response would be provided to the complainants.

A complaint had been received about the blocking of a right of way with temporary fencing. The Site Secretary was asked to remove the fencing within two weeks.

### Newland Lane

A complaint had been received about damage to a plot fence caused by a tenant. The fence was close up to the boundary and didn't give sufficient clearance to access the plots behind. The Property Officer offered to reinstate the fence and move it back slightly with the tenant's permission to avoid any issues in the future. This would be done using the materials already on site and no new materials will be provided.

A complaint has been received about non-cultivation of a particular plot. A firm letter would be sent reminding the tenant of their obligations and the cultivation standards expected.

### Ellins Terrace 2

A complaint had been received about non-cultivation of a particular plot. A firm letter would be sent reminding the tenant of their obligations and the cultivation standards expected.

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



**NORMANTON TOWN COUNCIL  
ALLOTMENTS COMMITTEE  
Wednesday 1<sup>st</sup> May 2024**

**VACANCIES AND WAITING LISTS**

**Cypress Road**

Vacancies 0 (=)  
Waiting List 21 (+3)

**Edward Street**

Vacancies 0 (=)  
Waiting List 0 (=)

**Ellins Terrace 1**

Vacancies 10 (-1) Plots 4, 11, 12, 21, **28, 29, 30, 31**, 39, 40, **E** – NTC to allocate.

Waiting List 16 (+1)

\* Plots 28-31 were historically flooded, currently untenable.

\* Plot E is untenable due to waste.

**Ellins Terrace 2**

Vacancies 7 (+2) Plots **54, 55**, 67, **73, 74, 80**, 86 – NTC to allocate.

Waiting List 18 (+2)

\* Plots 54, 73, 74 are untenable due to being significantly overgrown.

**Gilcar Street**

Vacancies 0 (=)  
Waiting List 9 (=)

**Gladstone Street**

Vacancies 0 (=)  
Waiting List 23 (=)

**Heys Buildings**

Vacancies 3 (+2) Plot 12b, 13b, 14

Waiting List 20 (-2)

**Newland Lane**

Vacancies 1 (-4) Plots 10, 14, 16, 32, 40

Waiting List 21 (-2)

**Norwood Street**

Vacancies 1 (=)                      Plot 9 – NTC to allocate  
Waiting List 17 (+2)

**Station Road**

Not tenanted.

**The Grove**

Vacancies 0 (=)                      Plot 2  
Waiting List 7 (=)

**Wentworth Terrace**

Vacancies 6 (=)                      Plots 14, 21, 26, 37, 39, 57, 66, 69  
Waiting List 22 (-1)

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

**Overall**

There are a total of 174 applications from 90 people awaiting allocation (-3).  
There are 28 plots currently vacant (-2) of which 9 are untenable.

*Vacancy and waiting list information correct at 16<sup>th</sup> April 2024.*

The table below shows the current waiting list data including how long applicants have been waiting and any relevant notes.

POSITION	DATE	SITE	NOTES
1	20.09.2021	Cypress Road	Existing Tenant
2	24.03.2023	Cypress Road	
3	23.05.2023	Cypress Road	
4	01.06.2023	Cypress Road	
5	13.06.2023	Cypress Road	
6	17.06.2023	Cypress Road	
7	02.07.2023	Cypress Road	
8	12.08.2023	Cypress Road	
9	23.08.2023	Cypress Road	
10	29.08.2023	Cypress Road	
11	06.09.2023	Cypress Road	
12	19.09.2023	Cypress Road	
13	03.10.2023	Cypress Road	
14	08.01.2024	Cypress Road	
15	26.01.2024	Cypress Road	
16	26.03.2024	Cypress Road	
17	27.03.2024	Cypress Road	
18	08.04.2024	Cypress Road	
19	08.04.2024	Cypress Road	
20	11.04.2024	Cypress Road	
21	15.04.2024	Cypress Road	
1	25.04.2022	Ellins Terrace 1	
2	01.05.2022	Ellins Terrace 1	Existing Tenant
3	25.08.2022	Ellins Terrace 1	
4	24.03.2023	Ellins Terrace 1	
5	07.05.2023	Ellins Terrace 1	
6	08.05.2023	Ellins Terrace 1	
7	23.08.2023	Ellins Terrace 1	
8	06.09.2023	Ellins Terrace 1	
9	19.09.2023	Ellins Terrace 1	
10	02.11.2023	Ellins Terrace 1	
11	08.01.2024	Ellins Terrace 1	
12	26.01.2024	Ellins Terrace 1	
13	19.03.2024	Ellins Terrace 1	
14	27.03.2024	Ellins Terrace 1	
15	08.04.2024	Ellins Terrace 1	
16	11.04.2024	Ellins Terrace 1	
1	01.04.2012	Ellins Terrace 2	Existing Tenant
2	04.02.2014	Ellins Terrace 2	Existing Tenant
3	25.04.2022	Ellins Terrace 2	
4	25.08.2022	Ellins Terrace 2	

5	01.01.2023	Ellins Terrace 2	Existing Tenant
6	24.03.2023	Ellins Terrace 2	
7	07.05.2023	Ellins Terrace 2	
8	08.05.2023	Ellins Terrace 2	
9	23.08.2023	Ellins Terrace 2	
10	06.09.2023	Ellins Terrace 2	
11	19.09.2023	Ellins Terrace 2	
12	02.11.2023	Ellins Terrace 2	
13	08.01.2024	Ellins Terrace 2	
14	26.01.2024	Ellins Terrace 2	
15	19.03.2024	Ellins Terrace 2	
16	27.03.2024	Ellins Terrace 2	
17	08.04.2024	Ellins Terrace 2	
18	11.04.2024	Ellins Terrace 2	
1	30.07.2013	Gilcar Street	
2	16.11.2021	Gilcar Street	
3	13.07.2022	Gilcar Street	
4	05.12.2022	Gilcar Street	
5	16.07.2023	Gilcar Street	
6	20.11.2023	Gilcar Street	
7	08.01.2024	Gilcar Street	
8	05.02.2024	Gilcar Street	
9	15.02.2024	Gilcar Street	
1	12.08.2019	Gladstone Street	Existing Tenant
2	17.08.2020	Gladstone Street	
3	16.06.2021	Gladstone Street	
4	25.04.2022	Gladstone Street	
5	03.05.2022	Gladstone Street	
6	13.10.2022	Gladstone Street	
7	05.12.2022	Gladstone Street	
8	03.01.2023	Gladstone Street	
9	03.01.2023	Gladstone Street	
10	11.04.2023	Gladstone Street	
11	21.04.2023	Gladstone Street	
12	05.05.2023	Gladstone Street	
13	10.07.2023	Gladstone Street	
14	21.07.2023	Gladstone Street	
15	14.08.2023	Gladstone Street	
16	22.08.2023	Gladstone Street	
17	29.08.2023	Gladstone Street	Existing Tenant
18	31.08.2023	Gladstone Street	
19	08.01.2024	Gladstone Street	
20	05.02.2024	Gladstone Street	
21	15.02.2024	Gladstone Street	
22	19.03.2024	Gladstone Street	

23	20.03.2024	Gladstone Street	
1	18.05.2017	Heys Buildings	
2	15.01.2019	Heys Buildings	Existing Tenant
3	24.03.2022	Heys Buildings	Existing Tenant
4	03.05.2022	Heys Buildings	
5	31.03.2023	Heys Buildings	
6	23.04.2023	Heys Buildings	
7	19.05.2023	Heys Buildings	
8	27.05.2023	Heys Buildings	Existing Tenant
9	14.06.2023	Heys Buildings	
10	14.07.2023	Heys Buildings	
11	15.07.2023	Heys Buildings	
12	22.08.2023	Heys Buildings	
13	22.08.2023	Heys Buildings	
14	27.08.2023	Heys Buildings	
15	29.08.2023	Heys Buildings	
16	31.08.2023	Heys Buildings	
17	09.11.2023	Heys Buildings	
18	13.11.2023	Heys Buildings	
19	05.02.2024	Heys Buildings	
20	19.03.2024	Heys Buildings	
1	02.05.2017	Newland Lane	Existing Tenant
2	28.06.2023	Newland Lane	
3	28.06.2023	Newland Lane	
4	14.07.2023	Newland Lane	
5	15.07.2023	Newland Lane	
6	12.08.2023	Newland Lane	
7	14.08.2023	Newland Lane	
8	22.08.2023	Newland Lane	
9	23.08.2023	Newland Lane	
10	23.08.2023	Newland Lane	
11	29.08.2023	Newland Lane	
12	06.09.2023	Newland Lane	
13	19.09.2023	Newland Lane	
14	15.02.2024	Newland Lane	
15	26.02.2024	Newland Lane	
16	29.02.2024	Newland Lane	
17	19.03.2024	Newland Lane	
18	19.03.2024	Newland Lane	
19	20.03.2024	Newland Lane	
20	26.03.2024	Newland Lane	
21	08.04.2024	Newland Lane	
1	20.09.2021	Norwood Street	Existing Tenant
2	25.04.2022	Norwood Street	

3	03.05.2022	Norwood Street	
4	05.12.2022	Norwood Street	
5	25.02.2023	Norwood Street	
6	24.05.2023	Norwood Street	
7	02.07.2023	Norwood Street	
8	16.07.2023	Norwood Street	
9	12.08.2023	Norwood Street	
10	14.08.2023	Norwood Street	
11	22.08.2023	Norwood Street	
12	20.11.2023	Norwood Street	
13	08.01.2024	Norwood Street	
14	05.02.2024	Norwood Street	
15	15.02.2024	Norwood Street	
16	08.03.2024	Norwood Street	
17	15.04.2024	Norwood Street	
1	31.10.2022	The Grove	
2	04.06.2023	The Grove	
3	13.06.2023	The Grove	
4	02.07.2023	The Grove	
5	23.08.2023	The Grove	
6	02.11.2023	The Grove	
7	15.04.2024	The Grove	
1	22.12.2020	Wentworth Terrace	Half Plot Required
2	10.05.2021	Wentworth Terrace	
3	13.02.2023	Wentworth Terrace	
4	31.03.2023	Wentworth Terrace	
5	23.04.2023	Wentworth Terrace	
6	19.05.2023	Wentworth Terrace	
7	14.06.2023	Wentworth Terrace	
8	14.07.2023	Wentworth Terrace	
9	15.07.2023	Wentworth Terrace	
10	22.08.2023	Wentworth Terrace	
11	22.08.2023	Wentworth Terrace	
12	23.08.2023	Wentworth Terrace	
13	28.08.2023	Wentworth Terrace	
14	29.08.2023	Wentworth Terrace	
15	31.08.2023	Wentworth Terrace	
16	09.11.2023	Wentworth Terrace	
17	13.11.2023	Wentworth Terrace	
18	20.11.2023	Wentworth Terrace	
19	19.03.2024	Wentworth Terrace	
20	27.03.2024	Wentworth Terrace	
21	28.03.2024	Wentworth Terrace	Existing Tenant
22	08.04.2024	Wentworth Terrace	

**NORMANTON TOWN COUNCIL**  
**ALLOTMENTS COMMITTEE**  
Wednesday 1<sup>st</sup> May 2024

**REQUESTS FROM TENANTS**

**Cypress Road**

**Edward Street**

**Ellins Terrace 1**

ET1-A

Second skip provided for plot clearance as agreed at the last meeting.

Maxi £260.00

**Ellins Terrace 2**

ET2-82 and ET2-83

Request to add a joint tenant.

**Gilcar Street**

**Gladstone Street**

GS051

Greenhouse - Polycarbonate

10.2' x 6.2' H 6'

**Heys Buildings**

HB034

Skip Request – Midi £160.00

To remove an old shed that is falling down.

Items too large and mouldy to transport in own vehicle.

HB002

Poly Tunnel

12ft x 7ft aprox

**Newland Lane**

**Norwood Street**

**The Grove**

**Wentworth Terrace**

**NORMANTON TOWN COUNCIL**  
**ALLOTMENTS COMMITTEE**  
Wednesday 1<sup>st</sup> May 2024

**NEWLAND LANE FENCE**

It was confirmed by our insurers that there is no insurance cover for fences at the allotments.

A claim has therefore been submitted to Wakefield Council, who are the owner of the tree that caused the damage. Ref CAS-464042-P7G0H0.

There has been no change with the fence due to the ground conditions being too wet to get heavy machinery on site.



**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	8,504.50	-746.50				-746.50 (-8%)
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	1,696.17	-115.17	-115.17 (-7%)
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%)
109	Garage Plot Rent		59.20	59.20				59.20 (N/A)
<b>SUB TOTAL</b>		<b>9,251.00</b>	<b>8,608.70</b>	<b>-642.30</b>	<b>13,000.00</b>	<b>8,922.43</b>	<b>4,077.57</b>	<b>3,435.27 (N/A)</b>
<b>Restated</b>								<b>(N/A)</b>
<b>NET TOTAL</b>		<b>9,251.00</b>	<b>8,608.70</b>	<b>-642.30</b>	<b>13,000.00</b>	<b>8,922.43</b>	<b>4,077.57</b>	<b>3,435.27 (15%)</b>
<b>V.A.T.</b>						<b>1,641.12</b>		
<b>GROSS TOTAL</b>			<b>8,608.70</b>			<b>10,563.55</b>		

**NORMANTON TOWN COUNCIL  
ALLOTMENTS COMMITTEE  
Wednesday 1<sup>st</sup> May 2024**

**GLADSTONE STREET – TREE REMOVAL**

Quotes have been obtained for the removal of a tree on the entrance to the site which is impacting on the gates and has previously caused issues for a nearby property.

Company 1            £550.00  
To fell, chip and leave on site.

Company 2            £350.00  
No written quote provided and requested a cash payment.

Company 3            Declined to provide a quote.

Company 4            £500.00

A second tree was identified on plot 16 which was causing issues for neighbouring plots. A quote was also obtained for this work.

Company 1            £280.00

Company 2            No quote provided.

Company 3            Declined to provide a quote.

Company 4            No quote provided.

**NORMANTON TOWN COUNCIL  
ALLOTMENTS COMMITTEE  
Wednesday 1<sup>st</sup> May 2024**

**HEYS BUILDINGS - FENCING**

Quotes have been obtained for the installation of a fence to the rear of a number of properties where no boundary fence is present. The section is around 64' long.

The quotes set out below are for green paladin rigid mesh fencing.

Company 1            £1,424.51

Company 2            £TBC

Company 3            £TBC