



PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

13 April 2023

You are summoned to attend a meeting of the **ALLOTMENTS SUB COMMITTEE** to be conducted at the Normanby Room, **Whitby Museum**, on **Tuesday 18 April 2023 at 10:30am**, the agenda for which is set out below.


Michael King
Town Clerk

To: Councillors Mrs Brown, Mrs Coughlan, Jones, Riddolls & Mrs Wild

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

1. APOLOGIES FOR ABSENCE

To resolve upon apologies for inability to attend.

2. DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATION

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

4. MINUTES OF MEETING HELD ON 25 OCTOBER 2022

(Page 3)

To approve as an accurate record the minutes of the Allotments Sub Committee Meeting held on 25 October 2022.

5. ALLOTMENTS

a. STAKESBY VALE ALLOTMENTS

- i. To receive an update from Stakesby Vale Allotment Holders.
- ii. To consider a request for permission to put a greenhouse on Plot 17, Stakesby Vale, to replace one of two sheds. **(Page 7)**
- iii. To consider a request for permission to put a shed on Plot 12b, Stakesby Vale
- iv. To consider the maintenance programme for Stakesby Vale Allotments

Agenda

b. CALIFORNIA BECK ALLOTMENTS

- i. To receive an update from California Beck Allotment Holders.
- ii. To consider the maintenance programme for California Beck Allotments

c. CHOLMLEY ALLOTMENT

- i. To receive an update from Cholmley Allotment Holders.
- ii. To consider the maintenance programme for Cholmley Allotments

6. INCOME AND EXPENDITURE

(Page 9)

To note allotment income and expenditure to the end of March 2023.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **ALLOTMENTS SUB** Committee held in the Normanby Room, Whitby Museum on Tuesday 25 October 2022 at 11:00am.

Present: Councillors Coughlan (Chair), Brown, Harrison (sub) and Wild.

Also: M King, Town Clerk, T Cole, Maintenance Supervisor, and seventeen members of the public.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972

220/22 ELECTION OF CHAIR

MOVED by Councillor Wild seconded by Councillor Brown and

RESOLVED unanimously that Councillor Coughlan be elected Chair of the Allotments Sub Committee for the ensuing year.

221/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jones.

MOVED by Councillor Wild, seconded by Councillor Brown and unanimously

RESOLVED that Cllr Jones' apologies be accepted.

222/22 ELECTION OF VICE-CHAIR

MOVED by Councillor Brown, seconded by Councillor Coughlan and

RESOLVED unanimously that Councillor Wild is appointed Vice-Chair of the Allotments Sub Committee for the ensuing year.

223/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

Cllr Brown declared a pecuniary interest in 229/22 as an allotment holder.

STANDING ORDERS SUSPENDED

224/22 PUBLIC PARTICIPATION

An allotment holder for Stakesby Value raised two issues in respect to the maintenance of the boundary hedge and the process for replacing an existing shed with a greenhouse – dealt with under item 227/22.

STANDING ORDERS REINSTATED

225/22 MINUTES OF MEETING HELD ON 15 MARCH 2021.

MOVED by Councillor Wild, seconded by Councillor Brown and unanimously

RESOLVED that minutes of the meeting held on 15 March 2021 be approved and signed by the Chair as a correct record.

226/22

ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR

- a) Review of the terms of reference of the Sub Committee.
- b) Review of delegation arrangements to employees.
- c) Review and adoption of appropriate standing orders, policies and procedures relating to the functions of the Sub-Committee
- d) Review of the anticipated Sub Committee workload for the coming year.

MOVED *en bloc* by Councillor Wild, seconded by Councillor Brown and unanimously

RESOLVED that the procedures are adopted as read.

227/22

ALLOTMENTS**d. STAKESBY VALE ALLOTMENTS**

- v. Stakesby Vale Allotment Holders contributed an update on issues relating to the boundary, cultivation of plots, the condition of paths, site drainage and slippage of soil – which was noted.
- vi. To consider a request for permission to put a second greenhouse on Plot 27, Stakesby Vale.

MOVED by Councillor Wild, seconded by Councillor Brown and unanimously

RESOLVED that the request is approved.

- vii. To consider a maintenance programme for Stakesby Vale Allotments

MOVED by Councillor Wild, seconded by Councillor Harrison and unanimously

RESOLVED (a) that a site inspection of Stakesby Vale be arranged in early November;
 (b) that the hedge and willow tree to the southwest boundary be topped out at 2m; and
 (c) that quotations to replace the post-and-rail fence at the boundary to Stakesby Vale (road) in two phases be sought.

e. CALIFORNIA BECK ALLOTMENTS

- iii. California Beck Allotment Holders contributed an update on issues relating to vandalism and the condition of vacant plots – which was noted.
- iv. To consider a maintenance programme for California Beck Allotments

MOVED by Councillor Wild, seconded by Councillor Brown and unanimously

RESOLVED that a site inspection of California Beck be arranged in early November.

f. CHOLMLEY ALLOTMENT

- v. Cholmley contributed an update on issues relating to the water supply, which was noted.
- iii. To consider a maintenance programme for Cholmley Allotments

MOVED by Councillor Wild, seconded by Councillor Brown and unanimously

RESOLVED that a site inspection of Cholmley be arranged in early November.

228/22**INCOME AND EXPENDITURE**

Submitted: a statement of allotment income and expenditure to the end of September 2022.

MOVED by Cllr Wild, seconded by Cllr Brown and unanimously

RESOLVED That the information be received.

229/22**RENT REVIEW**

Councillors reviewed the allotment rents for the year 2024-25 (Cllr Brown did not participate).

MOVED by Cllr Wild, seconded by Cllr Harrison and unanimously

RESOLVED That it be recommended to Full Council that allotment rents be increased by £2.25 per year for a full plot to £33.85 (half-plot £16.93 pro-rata) excluding water charges for the year 2024-25.

.....
18 April 2023

PERMISSION TO PLACE STRUCTURES ON ALLOTMENTS.**Plot 17, Stakesby vale:**

I hereby apply, in writing, to erect a greenhouse 10ft x 6ft in the place of a shed that will be dismantled and removed.

Having two sheds on the plot of poor quality I shall be removing one.

Plot 12b, Stakesby vale:

I would like ask to erect a small shed on plot 12b at Stakesby vale to keep my garden equipment and possibly a small greenhouse lean to in the future if this is possible.

Allotment Rules (Extract)**8. Structures**

[Structure means building, shed, greenhouse, shelter, animal run or hutch, polytunnel, pond or other similar construction on an allotment.]

- 8.1 You must not install any structure on your allotment unless you:
- get our written permission to do so
 - comply with the conditions and guidance for doing so
 - maintain it in reasonable condition and to be consistent with the character of the area.
- 8.2 You must also maintain any structure that was not installed by you but remained on your allotment when your tenancy began.
- 8.3 Appendix 3 deals with the factors to be taken into account as regards permissions, conditions and guidance for Installations.
- 8.4 If you fail to comply with paragraphs 8.1 and 8.2 we may:
- ask you to remove it
 - remove and dispose of it ourselves if you fail to do so
 - recharge you for these costs.
- And/or
- end your tenancy agreement
- 8.5 Shed inspection can be called within 30 days' notice
- 8.6 Stakesby Vale Allotments - all structures must be erected on the north side of the plots, and paths are counted as structures and therefore require permission.

Appendix 3 - Extract

1. This appendix is supplementary to part 8 of the rules and should therefore be read in conjunction with that part.
2. The meaning of a structure for these purposes is - *building, shed, greenhouse, shelter, animal run or hutch, polytunnel, pond or other similar construction on an allotment*
3. Your application for permission to install a structure must be accompanied by a specification of the proposed structure, including dimensions and a sketch.
4. You must check if any other permission is required, in addition to our permission as owner of the site, such as planning permission.

5. 75% of allotment plot must be used for cultivation
6. The maximum dimensions are.

Structure	Length (m)	Width (m)	Height(m)	Depth (m)	Area (m ²)
Greenhouse/ Polytunnel	6	3	2 (eaves) 2.6 (ridge)	N/A	20

7. Any new structures must be placed at an appropriate edge of the allotment and in such a way as neither to interfere with boundaries or access (see part 7) nor to cause a nuisance or annoyance to other users of the allotment site or owners or occupiers of neighbouring premises (see part 11).
8. Buildings should be sectional and constructed of either new or perfectly sound second-hand material. Permanent buildings/structures are not permitted.
9. Bases should be constructed of suitable materials.
10. Water capture equipment should be attached to all structures where possible.
11. Part 6 and appendix 2, which supplements it, deal with use of your allotment and should be borne in mind. Remember, in particular, that asbestos and concrete must not be used anywhere on your allotment.
12. Part 14 deals with matters arising at the end of tenancies and has particular relevance to removal of structures and potential recharges.
13. Permissions will contain the full conditions and guidance to which they are subject.

Half-year - 1 April 2022 to 31 March 2023

Income Heading				Budget	1,300.00			
4010 Allotment Income								
Paid	Invoiced	Tn. no	Cheque/ Ref.	Details	Net (£)	Vat (£)	Gross (£)	
11/04/22	01/04/22	1006		Allotment Rents - [REDACTED]	31.20	0.00	31.20	
11/04/22	01/04/22	1005		Allotment Rents - [REDACTED]	31.20	0.00	31.20	
12/04/22	01/04/22	1008		Allotment Rents - [REDACTED]	15.60	0.00	15.60	
14/04/22	01/04/22	1011	100067	Allotment Rents - [REDACTED]	15.60	0.00	15.60	
14/04/22	01/04/22	1012		Allotment Rents - [REDACTED]	34.20	0.00	34.20	
14/04/22	14/04/22	1064		Allotment Rents - [REDACTED]	32.20	0.00	32.20	
19/04/22	01/04/22	1013		Allotment Rents - [REDACTED]	34.20	0.00	34.20	
19/04/22	01/04/22	1014		Allotment Rents - [REDACTED]	34.20	0.00	34.20	
19/04/22	01/04/22	1015		Allotment Rents - [REDACTED]	74.40	0.00	74.40	
19/04/22	01/04/22	1016		Allotment Rents - [REDACTED]	59.30	0.00	59.30	
19/04/22	01/04/22	1017		Allotment Rents - [REDACTED]	34.20	0.00	34.20	
20/04/22	01/04/22	1018		Allotment Rents - [REDACTED]	34.20	0.00	34.20	
21/04/22	01/04/22	1020		Allotment Rents - [REDACTED]	34.20	0.00	34.20	
26/04/22	01/04/22	1021		Allotment Rents - [REDACTED]	51.30	0.00	51.30	
27/04/22	01/04/22	1023		Allotment Rents - [REDACTED]	62.40	0.00	62.40	
27/04/22	01/04/22	1022		Allotment Rents - [REDACTED]	31.20	0.00	31.20	
03/05/22	01/04/22	1027		Allotment Rents - [REDACTED]	34.20	0.00	34.20	
03/05/22	01/04/22	1028		Allotment Rents - [REDACTED]	51.30	0.00	51.30	
26/05/22	26/05/22	1037	100068	Allotment Rents - [REDACTED]	31.50	0.00	31.50	
21/06/22	21/06/22	1051/1	100070	Allotment Rents - [REDACTED]	135.92	0.00	135.92	
21/06/22	21/06/22	1051/2	100070	Allotment Rents - [REDACTED]	-32.70	0.00	-32.70	
12/07/22	12/07/22	1072	100071	Allotment Rents - [REDACTED]	46.00	0.00	46.00	
12/07/22	12/07/22	1073	100072	Allotment Rents - [REDACTED]	60.90	0.00	60.90	
26/07/22	26/07/22	1078	100078	Allotment Rents - [REDACTED]	151.70	0.00	151.70	
30/08/22	30/08/22	1081		Allotment Rents - [REDACTED]	19.95	0.00	19.95	
12/09/22	12/09/22	1100		Allotment Rents - [REDACTED]	26.40	0.00	26.40	
22/09/22	22/09/22	1116	100079	Allotment Rents - [REDACTED]	30.85	0.00	30.85	
26/10/22	26/10/22	1146		Allotment Rents - [REDACTED]	33.00	0.00	33.00	
21/11/22	21/11/22	1149		Allotment Rents - [REDACTED]	62.40	0.00	62.40	
Grand Total					1,261.02	0.00	1,261.02	

Expenditure Heading				Budget	4,500.00			
5002/1 Allotments				Allotments EMR	7,000.00			
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)	
11/07/22	05/07/22	76		John Noble Ltd - fencing	2,255.00	451.00	2,706.00	
					5002/1/1 Infrastructure Total	2,255.00	451.00	2,706.00
5002/1/2 Grounds Maintenance								
5002/1/3 Clearance								
08/08/22	26/07/22	102		Branching Out Tree Service - Clearance of Allotments and paths	1,050.00	0.00	1,050.00	
					5002/1/3 Clearance Total	1,050.00	0.00	1,050.00
5002/1/4 Water Charges								
28/09/22	24/06/22	123		Business Stream - Water Charges -	72.62	0.00	72.62	
10/11/22	24/09/22	234		Business Stream - Water Charges -	116.86	0.00	116.86	
30/01/23	24/12/22	324		Business Stream - Water Charges -	153.76	0.00	153.76	
					5002/1/4 Water Charges Total	343.24	0.00	343.24
Grand Total					3,648.24	451.00	4,099.24	