

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

Dear Councillor,

23 August 2023

You are invited to attend a meeting of the **ALLOTMENTS SUB COMMITTEE** to be conducted at the Normanby Room, **Whitby Museum**, on **Tuesday 29 August 2023 at 11:00am**, the agenda for which is set out below.



Michael King
Town Clerk

To: Councillors Mrs Brown, Dalrymple, Harrison, Jones and Riddolls,

Subs. Councillors Harston and Mrs S Turner

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. ELECTION OF CHAIR

To elect a Chair of the Allotments Sub Committee for 2023/24

2. APOLOGIES FOR ABSENCE

To resolve upon apologies for inability to attend.

3. ELECTION OF VICE CHAIR

To elect a Vice Chair of the Allotments Sub Committee for 2023/24

4. 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.

5. 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).

6. MINUTES OF MEETING HELD ON 25 OCTOBER 2022

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To approve as an accurate record the minutes of the Allotments Sub Committee Meeting held on 25 October 2022. [NB the meeting originally scheduled for 18 April was inquorate and not convened]

Agenda

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

To consider actions required in accordance with Terms of Reference at the first Sub Committee meeting of a new Council year:

- a) Review of the terms of reference of the Sub Committee. **(Page 5)**
- 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.

The attached Terms of Reference are presented for consideration under Items 7a and 7b. Standing Orders Policies and Procedures are those approved and adopted by Whitby Town Council at its meeting 17 May 2022.

8. ALLOTMENTS **(Page 9)**

a. STAKESBY VALE ALLOTMENTS

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

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

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

- e) Review of the terms of reference of the Sub Committee.
- f) Review of delegation arrangements to employees.
- g) Review and adoption of appropriate standing orders, policies and procedures relating to the functions of the Sub-Committee
- h) 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**a) STAKESBY VALE ALLOTMENTS**

- i. 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.
- ii. 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.

- iii. 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.

b) CALIFORNIA BECK ALLOTMENTS

- i. California Beck Allotment Holders contributed an update on issues relating to vandalism and the condition of vacant plots – which was noted.
- ii. 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.

c) CHOLMLEY ALLOTMENT

- i. Cholmley contributed an update on issues relating to the water supply, which was noted.
- ii. 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.

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29 August 2023

ALLOTMENTS SUB-COMMITTEE – TERMS OF REFERENCE

1. General

A Sub-Committee of the Town Improvement & Development Committee established to manage the maintenance and improvement of the Allotments, which are administered by the Town Council.

2. Membership, Chair and Quorum

Number of Members	Six Councillors
Substitute Members Permitted	Two to be appointed
Appointments/Removals from Office	By resolution of full Council
Restrictions on Appointment	None
Restrictions on Chair/Vice- Chair	None
Quorum	3
Number of ordinary meetings per Council Year	Minimum of 4
Current Sub-Committees	None

3. Responsibilities

- a) Responsible for the control and day-to-day operation of Allotments within the agreed budget, including collection of rents, issuing of tenancies and leases as required and maintaining an up to date waiting list for vacancies.
- b) Responsible for the maintenance, and improvement of the Allotments, within the agreed budget.
- c) Responsible for formulating and making recommendations to Town Improvement Committee in relation to any strategies, plans or policies intended to improve the provision, or maintenance of Allotments.
- d) Formulate and make recommendations to Council in relation to strategies, plans or policies intended to improve the provision or facilities at the Allotments which require financial outlay in excess of the agreed budget.
- e) Formulate and make recommendations to Council in respect of expenditure from reserved funds for Allotments maintenance
- f) Responsible for preparing a draft revenue budget for each coming financial year in respect of the functions falling within the terms of reference Allotments Sub Committee and to submit that to Town Improvement Committee for consideration by not later than 30 November in any year.
- g) Responsible for maintaining accurate records of the tenancies and leases of the Allotments and allocation of vacancies in strict order to the waiting list.
- h) Responsible liaising with Allotment holders on a regular basis to ensure that all tenancies and leases are being adhered to

4. Delegated Powers.

- a) The matters referred to in Section 3, above, are fully delegated.
- b) The Town Clerk or in the absence of the Town Clerk, the Deputy Town Clerk is authorised to act as and carry out the duties of the Responsible Financial Officer.

5. Notes

Following the election of the Chair and Deputy Chair of the Allotment Sub-Committee at the first meeting of the Sub-Committee in each Council year, the order of business shall be as follows:

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

ALLOTMENT REPORT

8a) STAKESBY VALE ALLOTMENTS

Generally well maintained, although an allotment inspection by members may be required as some gardens appear to be neglected.

Two of the three paths require some maintenance mainly weed clearance and infilling of crush and run.



The fencing at the lower edge of the allotment site requires remedial work or replacement. Due to a limited budget this fencing could be replaced in two halves - The right hand side (looking up at the gardens) appears to be totally dilapidated in areas – one area is held in place by bind weed.





Complaints have been received regarding the Eucalyptus Tree, unfortunately this tree is not on allotment land and any remedial work will have to be carried out by the home owner.

8b) CALLA BECK ALLOTMENTS

Urgent work is needed on all aspects of these allotments.

- All footpaths leading up to the allotment gardens and the access footpaths need clearing and maintenance.



- The vacant allotments need to be cleared and rotavated to enable them to be rented out.
- Three allotments require new gates.
- All fencing need to be maintained and strengthened.

8c) CHOLMLEY ALLOTMENTS

Overall the allotments appear to be well maintained – a number of these allotments historically have been used to house pigeon lofts, although in recent years when a garden becomes vacant it is rented out to be gardened.

The main issue is the access to the allotment as the field area in front of the gardens is very overgrown making access to them difficult. NYC will need to be contacted to clear the area in front of the allotments to allow access and to keep it clear throughout the year



RECOMMENDATION

Due to health and safety issues urgent work needs to be undertaken on all access paths to calla beck allotments, this work must be priority over any other remedial works required on all the allotment sites.