



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

31 January 2024

You are invited to attend a meeting of the **ALLOTMENTS SUB COMMITTEE** to be conducted in the Staithes Room, **Pannett Gallery**, on **Tuesday 6 February 2024 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. 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 5 December 2023** **Page 3**
To approve as an accurate record the minutes of the Allotments Sub Committee Meeting held on 5 December 2023.
- 5. ALLOTMENTS WORKING PARTY** **Page 6**
To consider and receive draft guidelines regarding general maintenance of WTC allotments.
- 6. ALLOTMENTS**
To receive an update from allotment holders and consider maintenance issues.
 - a) STAKESBY VALE ALLOTMENTS**
 - b) CALIFORNIA BECK ALLOTMENTS**
 - c) CHOLMLEY ALLOTMENT**
- 7. REQUESTS** **Page 8**
To consider the attached request for a greenhouse

WHITBY TOWN COUNCIL

Minutes of the meeting of the **ALLOTMENTS SUB-COMMITTEE** held in Pannett Art Gallery, Pannett Park on Tuesday 5 December 2023 at 11:00am.

Present: Councillors Mrs Brown (Chair), Harrison and Riddolls.

Also: M King, Town Clerk, Mrs A Cowey, Deputy Clerk, Mr Cole, Maintenance Manager, with Mr Andrews, Mr Horbury, Mr Manship (Stakesby Vale Allotments).

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

A23/001 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Dalrymple.

RESOLVED unanimously that the apology for absence received from Councillor Dalrymple is accepted.

A23/002 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

It was noted that Cllr Brown has been granted dispensation to speak and vote on matters relating to the allotments.

STANDING ORDERS SUSPENDED

A23/003 PUBLIC PARTICIPATION

An allotment holder for Stakesby Vale requested further information regarding the blocked drain on Kirkham Road.

STANDING ORDERS REINSTATED

A23/004 MINUTES OF MEETING HELD ON 29 August 2023.

MOVED by Councillor Riddolls, seconded by Councillor Harrison and

RESOLVED unanimously that minutes of the meeting held on 29 August 2023 be approved and signed by the Chair as a correct record.

A23/005 ALLOTMENTS

a) STAKESBY VALE ALLOTMENTS

The following issues were raised by Stakesby Vale Allotment Holders:-

i. Drain – Kirkham Road

The blocked drain has been reported on North Yorkshire Council's Portal and to both County Councillors - No formal reply has been received to date.

ii. White Lines, Fence and Footpaths

Due to limited budgets for the three allotment sites priority needs to be given to any works that need to be carried out. Allotment holders present from Stakesby Vale allotments agreed that the repair of the footpaths with crush and run would be a priority over the fence on that site.

MOVED by Councillor Mrs Brown, seconded by Councillor Harrison and

RESOLVED unanimously that a working party comprising of Councillors and allotment holders is formed to draw up guidelines and priority of works that need to be carried out on all sites. Councillors Mrs Brown, Riddles and Mr Cole will represent WTC and Mr Horbury would represent Stakesby Vale Allotments – representatives from other allotment sites will be invited to attend. Guidelines and priorities would be available for the next meeting of the allotment Sub-Committee to be held on 6 February 2024.

MOVED by Councillor Riddolls, seconded by Councillor Harrison and

RESOLVED unanimously that 2 ton of 'Crush and Run' is ordered for stakesby vale allotment to enable the holders to repair the paths

iii. Theft and Unauthorised Access

Allotment holders reported theft from gardens and unauthorised parking of vehicles on the site accessing nearby properties. It was agreed that people cutting through the allotment site and theft from the gardens is to be monitored. Allotment holders were told to notify the Police of any thefts and obtain a crime number.

RESOLVED that a sign is installed on the gate 'No unauthorised vehicles allowed'.

b) CALIFORNIA BECK ALLOTMENTS

Following the site visit it was suggested that vacant gardens are not rented out on Calla Beck site due to the condition and steepness of the gardens.

MOVED by Councillor Mrs Brown, seconded by Councillor Harrison and

RESOLVED that basic maintenance is carried out to enable access and for the site to function for the remaining allotment holders.

c) CHOLMLEY ALLOTMENT

It was agreed that NYC be contacted to carry out a regular grass cutting programme to enable allotment holders to access their gardens.

It was suggested that due to the size and condition, the bottom two allotments at Cholmley be amalgamated into one.

A23/006 REQUESTS

a) CALIFORNIA BECK PLOT 1

A request from a community Group to rent Plot1 at California Beck Allotments was considered. The Group would like to establish a fishermen's community allotment as it has the potential to significantly improve both the physical and mental wellbeing of the fishing community.

MOVED by Councillor Mrs Brown, seconded by Councillor Harrison

RESOLVED unanimously that Plot 1 at California Beck is rented to the group as an entity on the basis that the group takes responsibility for all ground clearance and remodelling of the site. Due to the condition of the Plot the Community Group be offered free rent of the site for the remainder of this financial year, and for the next financial year 2024-2025.

b) STAKESBY VALE PLOT 4

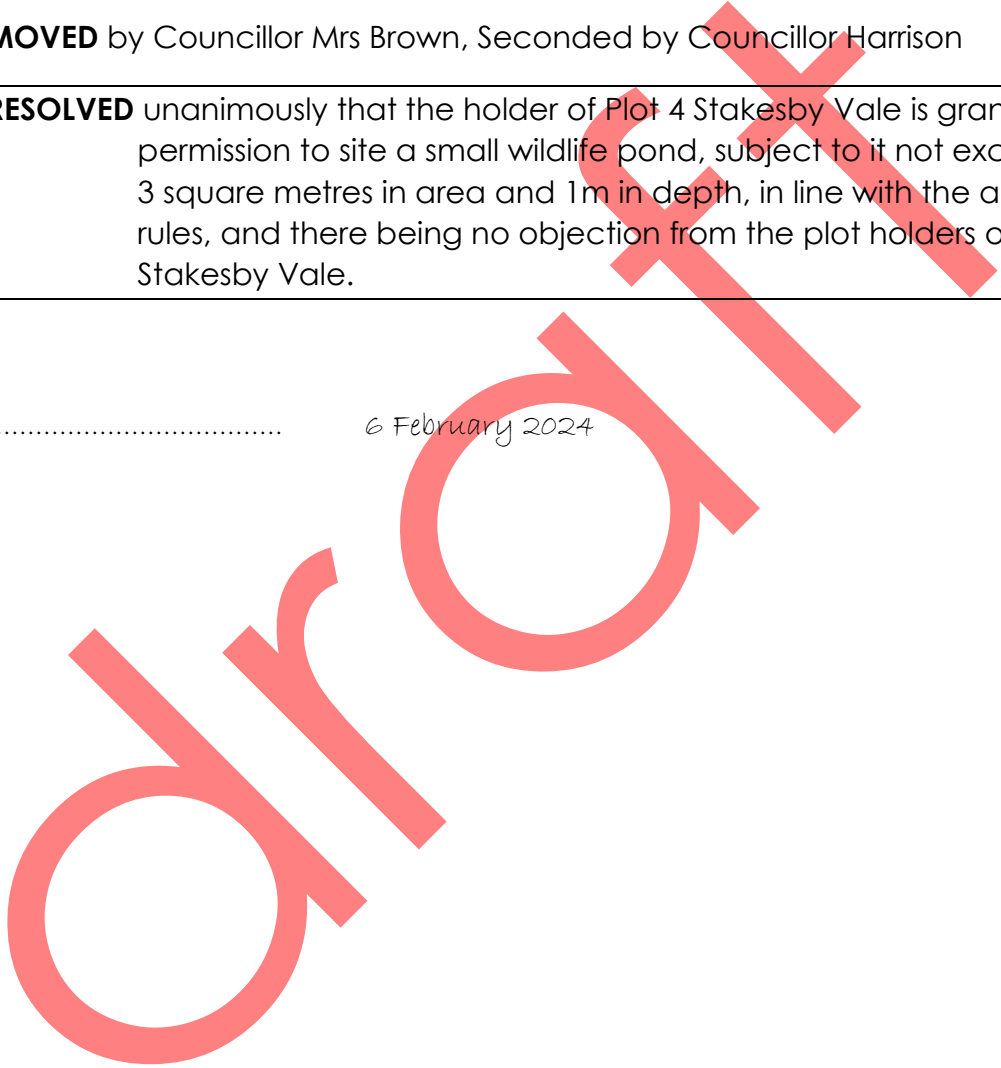
A request to install a pond on Plot 4 at Stakesby Vale Allotments was considered.

MOVED by Councillor Mrs Brown, Seconded by Councillor Harrison

RESOLVED unanimously that the holder of Plot 4 Stakesby Vale is granted permission to site a small wildlife pond, subject to it not exceeding 3 square metres in area and 1m in depth, in line with the allotment rules, and there being no objection from the plot holders of 2 and 6 Stakesby Vale.

Signature

6 February 2024



Draft "Guidelines below, were drawn up by Cllr Mrs Brown and circulated to the working party on 9 January regarding general maintenance of allotments". Cllr Mrs Brown requested that any comments be returned to her by 19th January 2024. The only comments received were from allotment holder Mr Peter Horbury who thought the guidelines acceptable as produced.

Guidelines regarding voluntary general maintenance of allotments by allotment holders

General Principles

1. To protect the Town Council, the allotment sites and allotment holders there needs to be clear guidance on what minor works can be undertaken without the foreknowledge of the Town Council
2. As per the allotment rules, general maintenance of plots including hedges is the responsibility of the individual allotment holders (see full rules for details)
3. General maintenance of the site which is devolved to allotment holders includes minor repairs to paths, water troughs, pipes and taps, notice boards, gates and fencing
4. Any tools used for this maintenance should belong to the allotment holders who remain responsible for the safety and maintenance of any tools/machinery in their possession. Any wear and tear or breakages of such tools/machinery remains the responsibility of the user/owner.
5. Any health and safety implications of low level maintenance continues to be the responsibility of individuals who are voluntarily offering to undertake such maintenance.
6. Any work which is undertaken which impacts on other allotment holders (ie communal paths, fencing, taps) should be after discussion with other allotment holders. Whilst many allotment holders choose to join Facebook or WhatsApp groups, consideration should be given to those tenants who do not use social media and written signs should be displayed in advance of any work so that all tenants have an opportunity to contribute to decisions and work undertaken. Whether this is to remain on an informal basis, or whether tenants decide to hold their own "Allotment Management Committee" meetings (see rules 1.1) is a matter for tenants, though if meetings are to be held please note any subsidiary rules require Town Council approval.
7. Any works such as improvements to paths or fencing which will potentially incur greater costs than could be reasonably paid for by individual tenants will need the approval for funding from the Town Council Allotment Sub Committee prior to commencement of the works or spending of monies.
8. At no point now or in the future should allotment tenants feel an obligation to undertake such maintenance should they not wish to do so.

9. These rules do not supersede the Whitby Town Council Allotment rules or the responsibilities of the Town Council to maintain the allotments to a satisfactory standard.
10. Nothing in these guidelines prevents individual tenants helping other allotment holders with repairs and maintenance of their individual plots.

RECOMMEND that the guidelines if acceptable are approved."

Stakesby Vale Plot 11

The holder is applying for permission to erect a small 6' x 6' greenhouse to be erected along side his refurbished shed which won't exceed the footprint on plot 11.



Recommendation – that the holder of Plot11 Stakesby Vale is granted permission to site a small 6' x 6' greenhouse, subject to 75% of the allotment land is available to use for cultivation, in line with the allotment rules, and there being no objection from the neighbouring plot holders on stakesby Vale.