

Agenda



HYNDBURN

The place to be
an excellent council

Resources Overview and Scrutiny Committee

Tuesday, 5 September 2023 at 3.00 pm,
Scaitcliffe House, Ormerod Street, Accrington

Membership

Chair: Councillor Paddy Short (in the Chair)

Councillors Danny Cassidy, Josh Allen, Mike Booth, Scott Brerton, Andrew Clegg and Joyce Plummer

Cooptees:

AGENDA

1. Apologies for absence and Substitutions

2. Declarations of Interest and Dispensations

3. Minutes of Last Meeting (Pages 3 - 6)

To submit the minutes of the Resources Overview and Scrutiny Committee on 18th July 2023 for approval as a correct record.

Recommended - That the minutes be received and approved as a correct record.

4. Allotments Update (Pages 7 - 28)

To provide an overview of the Allotments Service.



RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Tuesday, 18th July, 2023

Present: Councillor Paddy Short (in the Chair),
Councillors Danny Cassidy (Vice Chair), Mike Booth, Scott Brerton,
Andrew Clegg, Joyce Plummer and Judith Addison

In Attendance: Councillors Zak Khan, Marlene Haworth and Munsif Dad

Apologies: Councillors Josh Allen

378 Apologies for absence, Substitutions, Declarations of Interest and Dispensations

There were apologies for absence from Councillor Josh Allen. Councillor Judith Addison substituted.

There were no declarations of interest or dispensations.

379 Minutes of Last Meeting

The minutes of the meeting on 18th April 2023 were submitted for approval as a correct record. No questions were raised.

Resolved - That the minutes of the Resources Overview and Scrutiny Committee on 18th April 2023 be approved as a correct record.

380 Overview and Scrutiny Work Programmes

The Chair invited the Scrutiny and Policy Officer to present this item.

The Officer informed the committee of the process for producing the draft work programmes for all three scrutiny committees, which were included in the appendix to the report. The process included:

- Suggestions from Councillors
- Suggestions from Service Managers
- Suggestions from members of the public
- Meeting with Scrutiny Chairs and Cabinet

The Officer explained that all suggestions had been considered, and most had been accepted as part of the work programme. As ever, scrutiny work programmes are flexible and can be added to in year. The role of this committee is to approve its own work programme, as outlined in section 2 of the report.

There were no questions from the committee.

Resolved - The Committee approves the 2023/24 Work Programmes for the Resources Overview and Scrutiny Committee as outlined in the report.

381 Hyndburn Leisure Annual Impact Report

The Chair welcomed Lyndsey Sims, Chief Executive of Hyndburn Leisure to present the report to the committee. Also in attendance for this item were Councillor Loraine Cox, Portfolio Holder for Leisure and Martin Dyson, Executive Director (Resources).

Lyndsey Sims presented the report and drew attention to the following:

- Introduction including reducing of management fee from £1.2 million to zero since 2009, challenges of the pandemic, energy and cost of living crisis, and commitment to providing services welcoming to people across the borough and nearby
- 2022/23 highlights including a large increase in the number of children learning to swim, school holiday activity and food sessions, 12% increase in bookings at Accrington Town Hall, school swimming lessons, capital refurbishment of Clayton Community Centre, Significant increase in Adventure City attendances, park events, £450k health funding secured, almost 900 inactive people engaged in health lifestyles programmes and cardiac rehab classes, investment in building maintenance and securing of external grants and commissions, distribution of £900k funding to residents, businesses and charities and over 2000 fitness member sign ups
- Local commitment, including high number of employees who live in Hyndburn
- Focus on health and other projects delivered on behalf of the Borough such as Household Support Fund, National Lottery Healthier Communities Programme (Hyndburn Way), Business Health Matters, Together an Active Future (known locally as Let's Move Hyndburn), Holiday Activities Food programme (known locally as Fun with Food & Friends), and Play and Skills at Teatime Activities
- Risks such as uncontrollable budget pressures like the significant increase in utility costs, demand elasticity and potential delays in capital development
- Strategic direction including the 10 key themes the Trust wish to work towards

Lyndsey also referred to some case studies which were included in the appendix to the report.

The Chair invited questions from the Committee. Lyndsey Sims and Martin Dyson responded to questions on the following:

Eligibility for grants received – Lyndsey confirmed that many of these were only available to charitable and voluntary organisations.

Repayments on the Council loan provided in 2019 – Lyndsey confirmed that this was a 10 year loan which is being paid off monthly with payments of over £3k per month.

Other funding bids – Lyndsey confirmed she is working on a number of funding bids, one of which is health related which she hopes to work with the Council and the Integrated Care Board on.

The Chair thanked Lyndsey Sims, Martin Dyson and Cllr Loraine Cox for attending the meeting.

382 Corporate Strategy Refresh 2023

The Chair welcomed Stuart Sambrook, Policy Manager to present this item. Stuart presented the report and drew attention to the following:

- The previous Corporate Plan, which has now expired with the majority of actions now completed

- Vision to develop a number of key priorities including Huncoat Garden Village, Accrington Acre Levelling Up Project, Leisure Transformation and commitment to carbon net zero
- Consultation with service managers
- “Plan on a Page” which included the headline information
- Priority themes of “Sustainable Growth”, “Environment and Climate Change”, and “Community and Collaborative Working”
- Action plan which underpin the priority themes and monitoring to ensure we achieve our objectives
- Councillor engagement including requested input from Scrutiny
- Proposed next steps leading to publication of the new Corporate Strategy

Stuart Sambrook invited questions from the Committee. He and Councillor Zak Khan responded to the following and responded to questions on the following:

Arndale Centre masterplan – Cllr Khan confirmed that this is something the Council are looking into, but there are numerous issues, mainly the private ownership of the building. However, the Council are working hard to engage the owners in the process. This is the start of the process but a number of options will be considered. There is no current intention for the Council to purchase the Arndale Centre. The Council though must use its influence to get the owners of the building on board.

Electric vehicle infrastructure planning – Cllr Khan confirmed that this is mainly the responsibility of LCC as highway authority but the Council can influence planning. He has ambitions for Hyndburn to be at the forefront of this and is working with LCC to ensure Hyndburn gets its fair share.

Tree planting – Stuart said Hyndburn continues to be an exemplar on this and 30,000 new trees will be planted as part of the plan.

Progress against 2030 net zero targets – The Council is progressing this and a thorough report is due to go to the Communities and Wellbeing Overview and Scrutiny Committee in September.

Planning regulations and sustainable housing – Cllr Khan said he has begun discussions with officers to establish what measures can be taken to encourage new developments to be built more sustainably. He gave examples of some areas where decarbonised streets have been built with community heating systems.

Retrofitting existing housing – Stuart explained the difficulties of this as Hyndburn has a large stock of terraced housing. Air and ground source heat pumps are expensive’ large and often not suitable for poorly insulated homes. The costs would be vast.

The Chair thanked Stuart and Cllr Khan for attending the meeting.

Resolved -

The committee notes the content of the report; and

That the Committee endorse and support the approach being taken to deliver a new Corporate Strategy.

383 Exclusion of the Public

Resolved - That, in accordance with Section 100A(4) Local Government Act 1972, the public be excluded from the meeting during the following items, when it was likely, in view of the nature of the proceedings that there would otherwise be disclosure of exempt information within the Paragraph at Schedule 12A of the Act specified at the items.

384 Nomination of Co-optees

The Committee considered the information outlined in the report and representations from Councillors Marlene Haworth, Munsif Dad and Paddy Short who had submitted nominations for the vacant co-optee positions. The committee received 5 nominations for 4 vacancies. The Scrutiny and Policy Officer explained the role of the Committee was to recommend to Council that up to 4 nominees be appointed as co-optees to the committee.

Resolved -

That after consideration of the five nominees, the Committee recommends that Council appoint Richard Downie, Doug Hayes, Miles Parkinson and Stacy Walsh as co-optees to the Resources Overview and Scrutiny Committee until the end of the 2024/25 municipal year.

Signed:.....

Date:

Chair of the meeting
At which the minutes were confirmed

Agenda Item 4.

REPORT TO:		Resources Overview and Scrutiny Committee	
DATE:		05 September 2023	
PORTFOLIO:		Cllr Steven Smithson - Environmental Services	
REPORT AUTHOR:		Ian Marfleet Regeneration Projects Manager	
TITLE OF REPORT:		Allotments	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	Options	Not applicable	
KEY DECISION:	No	If yes, date of publication:	

1. Purpose of Report

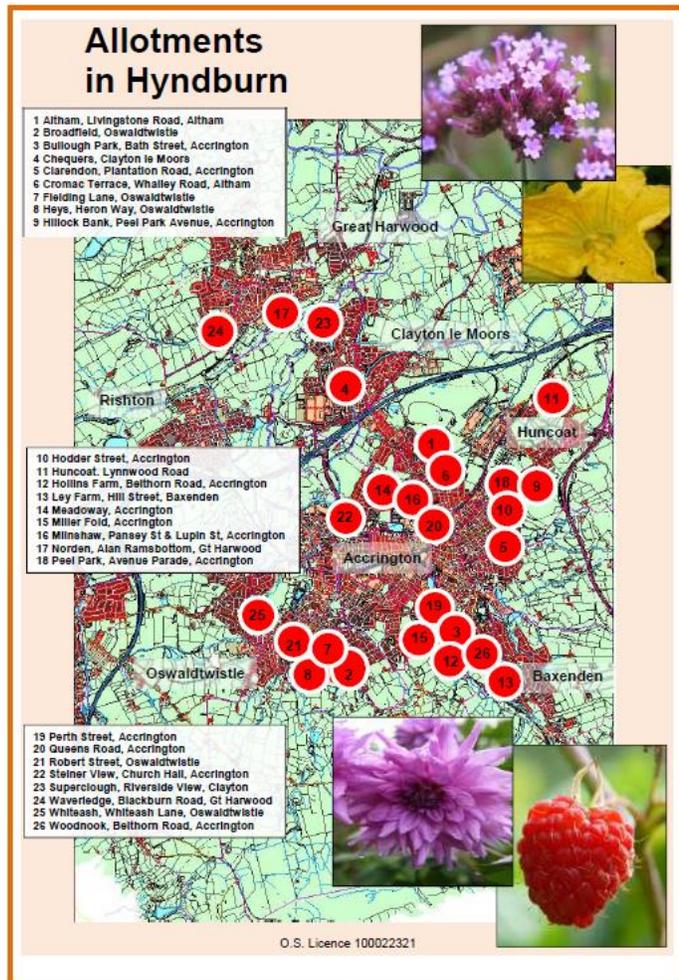
1.1 To provide an overview of the Allotments Service.

2. Recommendations

2.1 That Resources Overview and Scrutiny Committee understand and welcomes the approach being taken to the management of allotments in Hyndburn.

3. Reasons for Recommendations and Background

3.1 Allotment Sites and Plot Numbers



The Council holds 750 allotment plots over 24 allotment sites. The total area of land provided for allotments is 26.1Ha, the average plot size being 340m².

On the 8th November 2017 the two allotment sites located within Altham Parish (Livingstone Road & Cromac Terrace) were transferred to Altham Parish Council. The transfer took place following legal advice that the two allotment sites should have transferred to the parish council pursuant to the Local Government Act 1972.

Between 2012 and 2019 the Council held just under 900 allotment plots, which included 124 small wooden sided raised beds, approximately 6.0m x 2.5m in size. Demand for the small raised beds was found to be extremely low, whilst turnover was disproportionately high when compared to standard plots. Many of the raised beds were left vacant and unused for extended periods of time as a consequence. The majority of the raised beds have now been placed into groups of between 4-6 raised beds, and let as starter plots. All of these starter plots are presently let to tenants. A small number of single raised beds have been retained for tenants wanting a very small space for growing. Although the number of plots has been

reduced from just under 900 to 750 the area of allotment land provided by the Council remains unchanged.

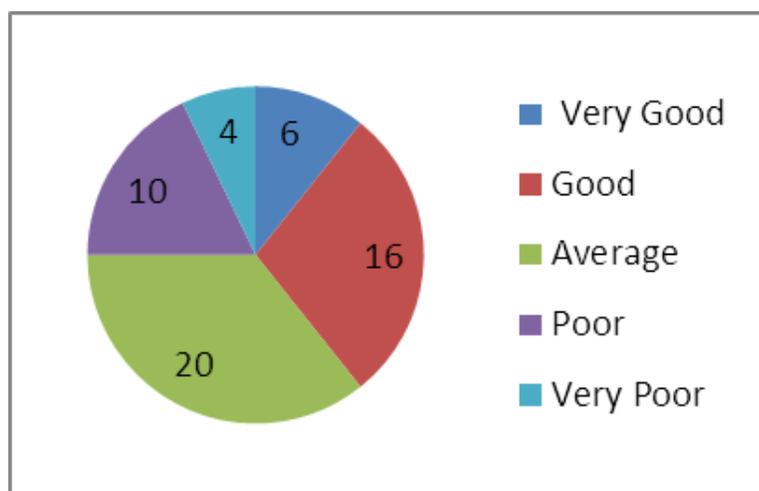
The National Allotment Society consider that the target number of allotment plots per 1,000 households is 20. Hyndburn has 24.5 allotment plots per 1,000 household, 22% greater than that required. The Councils allotment provision is above that recommended by the National Allotment Society.

3.2 Allotment Consultation

In June 2018 the Council completed a consultation of its allotment tenants. The key outcome of the consultation were:

- 6% of allotment tenants responded to the consultation.
- 76% of respondents said the standard of allotment service was average or above.
- 66% of respondents said that the condition of their allotment site was average or above.
- Those respondents stating that the condition of the allotment site was poor said that this was due to the condition of the allotment tracks/paths and due to the number of unused plots.
- 84% of respondents said that the amount of rent charged was fair.
- 96% of respondents said that they wanted the Council to make additional investments in the allotments. The key area identified for investment was improvements to the tracks and paths.
- 70% of respondents said that that they did not want an allotment association/self management for their allotment site.

Standard of Allotment Service:

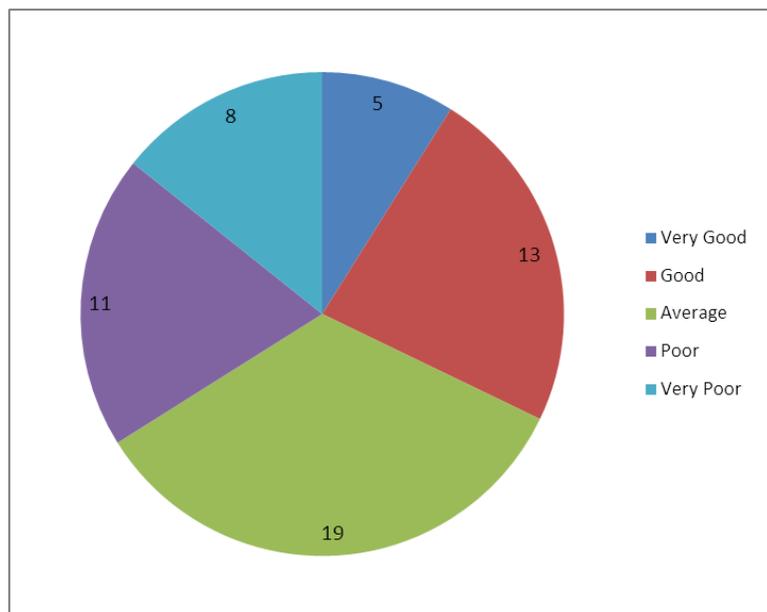


76% of respondents said that the Councils allotment service was average or above.

The following reasons were given from the 14 respondents rating the allotment service as Poor or Very Poor:

Unused plots. No maintenance.	Lack of communication
Tenants not using their plot should be evicted. Too many silly rules. Tenants treated like children.	Unused allotment plots.
Lack of care and interest. Very run down.	Poor security. No interest when theft is reported.
Too many plots not used as they should be 75%. People told plots unavailable when some are empty. Walkers and children prefer to see a bigger variety of wildlife eg ducks, goats etc.	Nothing has been done around our area of the allotments, we have no water, vacant plots are just left without any action. The one next to us came on put up a wooden frame and was never seen again. 4 plots near us are all in the same state not being worked on.
I pay my money but never hear or see you	Too many untidy plots.
A newsletter would be a good idea, but Ive never had one.	Unused plots. Not enough maintenance. Path overgrown.
Lack of site maintenance	If the Council is supposed to remove rubbish why is it been a year and the Council has not removed anything.

Condition of their Allotment Site:

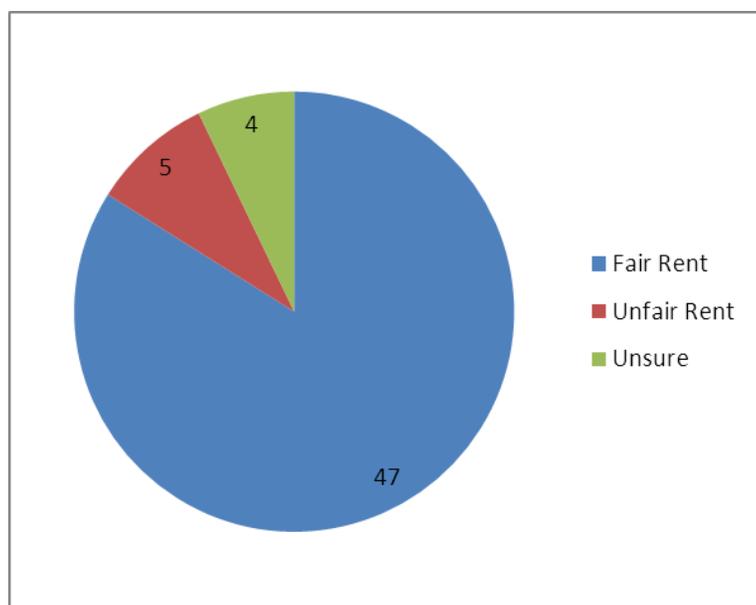


66% of respondents said that the condition of their allotment site is Average or above.

The following reasons were given by the 19 respondents describing the allotment site as Poor or Very Poor:

Condition of the tracks and paths (10 respondents)	Not enough parking.
Unused/vacant condition of some of the plots (11 respondents)	Flytipping.
Inadequate drainage (5 respondents)	Needs mains water, tenants having to bring their own water from home.
No water pump. Not fixed for 2 years.	Plots are unkept and unused with no action taken to remove tenants
Can we have some perimeter fencing as provided on other sites.	Poor drainage causing flooding. No mains water during dry weather.
Tools stolen from my plot, everything.	

Rent Charged:



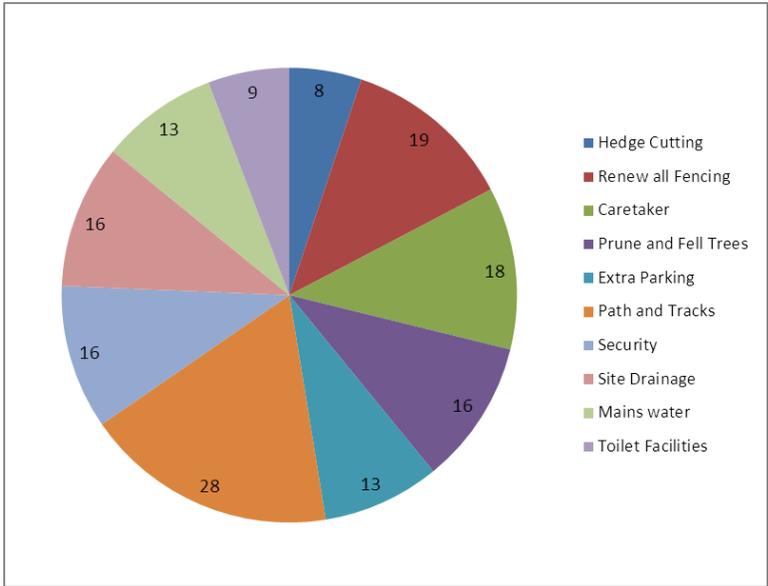
84% of respondents said that the present rent was fair, whilst 7% were unsure.

The following reasons were given when describing the rent as unfair.

Rent increased every year for no reason.
Pathways overgrown. Trees need trimming down.
Rents going up quickly and nothing being done on site.
The rent is excessive for a retired person considering the cost of maintaining the plot in good condition. In all the time I have had my plot the Council has not contributed anything towards this. I feel the rent is used for your admin costs which do not reflect the service I receive.

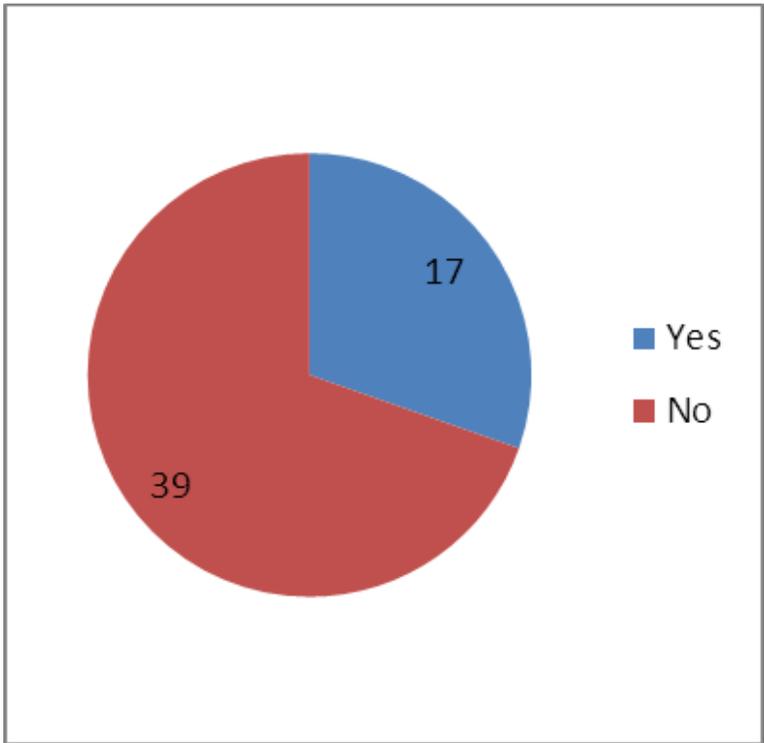
Allotment Site Investment:

96% of tenant respondents stated that they would like the Council to invest in additional services. The following investment priorities were identified:



Self-Managed Allotments:

70% of respondents said that they did not want an allotment association/self-management for their allotment site.



Interestingly only 4 of the 14 respondents who rated the Councils allotment service as Poor or Very Poor then went on to say that they would like an allotment association to manage their allotment site.

3.3 Allotment Tenancy Agreement, Terms and Conditions

On 5th February 2014 Cabinet approved the current Allotment Tenancy Agreement, Allotment Rules and Allotment Guidelines (Online <https://www.hyndburnbc.gov.uk/download-package/allotment-agreement-rules-and-guidelines/>), subject to referral to the Resources Overview and Scrutiny Committee. At its meeting on the 18th March 2014 Resources Overview and Scrutiny Committee approved the new tenancy agreement subject to some amendments. The Resources Overview and Scrutiny Committee meeting held on the 18th March 2014 was attended by the National Allotment Society and the Hyndburn Federations of Allotments.

The Allotment Guidelines is a very lengthy document setting out in more detail the Rules for keeping an allotment plot. Running at 41 pages the Allotments Guidelines may be regarded as overly burdensome, however it does set out in a very detailed manner the roles and responsibilities of both the Council and allotment tenants. The number of enquiries to the Council regarding what is allowed, and what is not allowed, have substantively reduced as a consequence. The detailed guidance also facilitates clarity for the determination of complaints.

3.4 Allotment Rents

The allotment service was transferred into the Planning and Transportation Department on the 1st April 2012, enabling improved efficiency of service delivery and closer links with health, environment, and community regeneration activities. The management of the Councils domestic garage stock was moved into the Planning and Transportation Department shortly thereafter forming the Allotment & Garage Service.

The provision of allotments has been the subject of numerous rent reviews - From 2020 shown in the table below. Under provision of the Allotments Act the Council is required to provide 12 months advanced notice of rent rise, hence the reason why the Cabinet reports are at least 12 months ahead of the actual date of rent increase.

Rent Year	Date of Cabinet Report	p/m ²	*Minimum Charge	Allotment Income	Allotment Costs	Allotment Service Deficit
2020	6 th June 2018	22p	£45.00	£56,000	£72,000	-£9,250
2021	6th June 2018	23p	£50.00	£59,500	£75,000	-£9,100
2022	21 st October 2020	23.5p	£50.00	£60,500	£73,000	-£6,500
2023	21 st October 2020	24p	£50.00	£61,500	£74,000	-£6,000
2024	19th October 2022	25p	£50.00	£63,500	£76,000	-£6,000
2025	Report In Preparation					

*Minimum Charge – The minimum amount of rent charged for a plot regardless of size.

The following table provides a detailed breakdown of the 2022/23 budget:

Expenditure	
Total Direct Staff Costs	£24,063
Repair & Maintenance	£3,600
Water Charges	£4,500
Transport	£744
Supplies and Services	£731
Central Support Services & Chief Executives Administration	£39,647
Gross Expenditure	£73,285

Income	
Rent	£60,700
Recharged Water Fee	£4,500
Water Service Charge	£1,500
Key deposits not returned	£30
Gross Income	£66,730

Net Cost/(Surplus)	-£6,555
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CENTRAL SUPPORT SERVICES	
Accommodation	£980
Graphics	£308
Customer services	£357
Finance Technical	£7,277
Corporate Services	£209
Legal	£3,619
Chief Executives Administration	£24,315
Human Resources	£1,284
Computer Services	£1,298
	£39,647

3.5 Repair & Maintenance Budget - Allotment & Garage Service

The following table shows the key areas of allotment and garage expenditure through the repair and maintenance budget. Smaller ancillary expenditure is not shown.

Year	Tree Felling/Hedge Cutting	Waste Removal	Track & Barrier Gate Repairs	Fencing
2022/2023	£900.00	£2,100.00	£0.00	£0.00
2021/2022	£780.00	£3,040.00	£260.00	£960.00
2020/2021	£750.00	£1,025.00	£0.00	£0.00
2019/2020	£230.00	£2,660.00	£1,947.00	£0.00
2018/2019	£1,285.00	£1,830.00	£2,725.00	£0.00
2017/2018	£1,650.00	£4,387.00	£720.00	£180.00

Average/Year	£932.50	£2,507.00	£942.00	£190.00
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Average Annual Expenditure	£4,571.00
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3.6 Vacancy Rates

At the time of writing the number of vacant plots is 2 plots, both of which have been advertised to the waiting list. At any one time the number of vacant plots is 2-4 plots, as a consequence of natural turnover. In normal circumstances a vacant plot is advertised to the waiting list within 1-2 weeks following notification, taking a further 2-4 weeks for the new tenant to gain access to the vacant plot.

Annual Turnover & Inspections

Year	Total Number of Plot Terminations	Number of Work Completion 'Use It or Lose It' Notices Served	Number Evictions – Plot Condition	Number Evictions – Failure to Pay Rent
2017	201	53	19	18
2018	239	69	27	26
2019	171	61	35	32
2020	153	None	None	30
2021	161	91	61	25
2022	137	85	39	19
2023 (to 4 8 2023)	108	104	57	16

The following table provides details of occupancy length:

Year	Total Number Plot Terminations	Terminations having held a tenancy for 0-2 Years	Average Tenancy Length (of those Terminating)
2017	201	Data Not Available	Data Not Available
2018	239	Data Not Available	Data Not Available
2019	171	Data Not Available	Data Not Available
2020	153	37.9%	4.6 Year
2021	161	35.4%	5.6 Years
2022	137	36.9%	5.1 Years
2023 (to 4 8 2023)	108	45.2%	7.2 Years

The average occupancy period is 5.6 years, although some tenants have kept their plot for several decades.

The failure rate of new tenants within the first 2 years is approximately 35% of all new tenants, thereby accounting for a large proportion of the annual vacancy rate.

3.7 Enforcement

The majority of allotment plots are inspected during spring and summer each year. Tenants receiving either 0 or 1 on the following inspection scale are issued a 1 month Work Completion Notice, commonly referred to as 'Use It or Lose It' Notice.

5	Excellent Condition	No weeds, plot fully utilised.
4	Good	Plot fully used, some minor weed growth.
3	Fair	Plot partially used. Some weed growth.
2	Poor	Possibly used in some manner this season or last season. Plot partially overgrown with weeds.
1	Very Poor	Very overgrown and/or not kept. Unused for at least 1 season. Includes new tenants having held the plot in an unused condition for 6 months or more.
0	Fully Deteriorated	Exceptionally overgrown and/or not kept. Not used for several seasons. Includes new tenants having held the plot in an unused condition for 6 months or more.

Tenants who fail to bring their plot to a satisfactory condition within 1 month are subsequently served a Notice to Quit, in accordance with the terms and conditions of their tenancy agreement.

The process of serving 'Use It or Lose It' Notices or Notice to Quit is fraught with challenges and difficulties; many tenants providing mitigating circumstances (illness, injury, family death etc), asking for additional time, or generally getting upset/angry that the Council has taken enforcement action. The amount of correspondence received from allotment tenants during this period of time is at times overwhelming.

Owing to resource restrictions the maximum number of allotment plots that can be served a 'Use It or Lose It' Notice in any one year is between 80-100. For this reason only the very worst plots are prioritised ie those receiving 0 or 1 on the inspection scale. There is considerable demand and expectation from people on both the allotment waiting list, and existing allotment tenants, to take action against unused allotment plots.

A detailed database showing the Enforcement Database July 2023 is shown at Appendix 1. The database is colour coded owing to the high level of complexity involved. The complexity of sending 'Use It or Lose It' Notices and Notice to Quits means that enforcement inspections cannot be undertaken ad hoc, the process needs to be fixed in a specific order of dates and inspection visits.

2022 Enforcement Notice Outcome:

Served a Notice to Quit	23
Voluntary Termination	9
Completed the Work as Required	53

In total 85 Use It or Lose It Notices were served during 2022, resulting in 32 new allotment tenants being secured.

2023 Enforcement Notice Outcome:

Enforcement action during 2023 is ongoing, the full data set is not yet available. To date 104 Use It or Lose It Notices have been sent out with 31 tenants subsequently served a Notice to Quit, and 16 tenants voluntary giving up their plot.

3.8 Waiting List Numbers

In 2019 the Council introduced an online application form. The application form is very simple and quick to complete, which explains the surge in waiting list numbers from 2019 onwards.

Year	Number of Applications	Number of Persons Waiting
2017	139	Data Not Available
2018	91	98
*2019	196	104
2020	470	467
2021	419	614
2022	474	426
2023 (to date)	267	612

The cumulative number of allotment applications since 2019 is 1,826 people, whilst the number presently on the waiting list is 612 people. The balance between the two numbers of 1,214 (ie the number of people removed from the waiting list) reflects the very low response rate to plot vacancy letters, but also the turnover of allotment plots and the rate at which the Council can fill those vacancies.

3.9 Waiting Times

Site	Total Plots	*Waiting List Number	Estimated Waiting Time Years
Broadfield	15	60	3.0
Bullough Park	11	25	5.0
Chequers	3	25	5.0
Clarendon	9	50	2.5
Fielding Lane	21	85	4.3
Heys	156	185	0.9
Hillock Bank	4		
Hodder street	2		
Hollins Farm	3		
Huncoat	70	65	0.9
Ley Farm	140	60	0.5
Meadoway	65	60	0.8
Millerfold	13	10	1.0
Milnshaw	42	60	1.2
Norden	45	140	2.8
Peel Park	51	110	1.1
Perth Street	1		
Queen Street	1		
Robert Street	12	25	1.3
Steiner View	4	5	1.7
Superclough	2		
Waverledge	29	100	3.3
Whiteash	19	70	1.4
Woodnook	54	60	1.2
Total	770	1195	Average Wait = 2.1 Years

*One person can be on 2 waiting lists, which means that the actual number of people on the waiting list is approximately half that shown above – see Section 3.8.

The following allotment sites are either single isolated plots or have no anticipated plot turnover. Applications for these allotment sites are included within adjacent allotment sites (in brackets):

Hillock Bank (Peel Park)
Hodder Street (Clarendon)
Hollins Farm (Woodnook)
Superclough (Chequers)
Perth Street (Bullough Park)
Queen Street (Meadoway)

3.10 Reason for Recommendation

The 2018 consultation response showed that allotment tenants are generally satisfied with the overall provision of allotments in Hyndburn. There are a number of suggested areas where improvements can be made, such as investment in the condition of tracks and paths, and the removal of tenants who are not using their plot.

Since 2014 the allotment paths and tracks are inspected 3 times a year for their condition relating to health and safety matters as set out in the Allotments Guidelines. The Council manages 4km of allotment tracks that are dual use ie used by members of the public and allotment tenants as public right of way, concessionary or deemed dedicated right of way. The total distance of allotment tracks and paths is unknown, however possibly as much as 8-10km. Repair and upkeep of the allotment tracks and paths is undertaken as necessary – the overwhelming majority of allotment tracks and paths are unmade and kept in a condition pertaining to their allotment usage.

Although tenants feel that the allotment rents charged are fair, there was a general expectation that the Council should be investing more into the provision of allotments. However, with this in mind, the allotments makes an annual deficit of £6,000 each year (2022/23) and as a consequence the potential for further investment is extremely limited. The repair and maintenance budget is in the main used for the removal of waste and detritus deposited by tenants leaving very little budget for site improvements. Appendix 2 shows an example of one allotment plot on the Norden allotment site, which required numerous skips and an external contractor to clear the plot of historic debris before a new tenant could be secured for the plot. The greater cost was kept in check by the Councils Allotment Officer doing the majority of the clearance work before the external contractor was brought in to complete the final skip filling.

The annual turnover of allotment plots is very high, with approximately 21% of the total allotment stock re-let each year, whilst 35% of new tenants give up within the first 2 years of their tenancy agreement. There appears to be a general lack of commitment, or understanding given towards the time and effort required to of keep an allotment plot.

At the present time the Council has 100% occupancy of its allotment sites, those that are presently vacant have either been advertised to the waiting list or about to be advertised to the waiting list.

There are very few allotment plots in Hyndburn meeting the Excellent standard (No weeds/Plot fully utilised), the majority of plots are either Good (Plot fully used/Some minor weed growth) or Fair (Plot partially used/Some weed growth), nevertheless approximately 30% of plots are rated Poor or worse condition - . After accounting for the plots against which the Council takes action (1 - Very Poor/0 - Fully Deteriorated), this means that no action is taken against around 100-150 plots each year which are rated 2 'Poor' (Possibly used in some manner this season or last season/Plot partially overgrown with weeds). Nevertheless the Council is able to take action against the worst offenders whose plot condition is Very Poor or Fully Deteriorated. The resource intensive nature of such enforcement limits the number of tenants that can be served notice each year to just under 100.

During 2022 'Use It or Lose It' notices were served to 85 allotment tenants accounting for 11% of the Councils total allotment stock. 23 tenants served with a Use It Or Lose It notice were eventually served a Notice to Quit for failure to use their plot. In total, as a consequence of enforcement action 32 allotment tenants not using their plots were removed, and subsequently the same number of new tenants secured.

One possible solution to the issue of investment financing and unused plots is to move allotment sites towards self-management, which will allow the tenants themselves to take responsibility for rent control and plot usage. The 2018 consultation surprisingly showed that there was no desire for self-managed allotment sites, possibly due to the overall general satisfaction of the service provided by the Council.

4. Alternative Options considered and Reasons for Rejection

4.1 The Allotments Service key priorities are to ensure that the allotment sites are fully occupied and that appropriate and reasonable action is taken against allotment tenants who are not using their allotment plot.

5. Consultations

5.1 The Hyndburn Federation of allotment have been invited to attend the Communities and Wellbeing Overview and Scrutiny Committee to be held on the 5th September 2023.

5.2 A meeting with Councillor S Smithson, Portfolio Holder Environmental Services, was held on the 3rd August 2023 to discuss the content of the report.

6. Implications

Financial implications (including any future financial commitments for the Council)	None
Legal and human rights implications	None
Assessment of risk	N/A
Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	N/A

7. Local Government (Access to Information) Act 1985: List of Background Papers

[Cabinet Report dated 9th January 2013](#) "Allotment Rental Charges Review"
[Cabinet Report dated 23rd October 2013](#) "Allotment Rental Charge 2015"
[Cabinet Report dated 3rd December 2014](#) "Allotment Rental Charge 2016"
[Cabinet Report dated 21st October 2015](#) "Allotment Rental Charge 2017"
[Cabinet Report dated 7th December 2016](#) "Allotment Rental Charge 2018"
[Cabinet Report dated 6th December 2017](#) "Allotment Rental Charge 2019"
[Cabinet Report dated 6th June 2018](#) "Allotment Rental Charge 2020 and 2021"
[Cabinet Report dated 21st October 2020](#) "Allotment Rental Charge 2022 and 2023"

8. Freedom of Information

- 8.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.

Enforcement Database July 2023.

The database is dynamic and updated with time. The database shows a 'snap shot' in time during the middle of the enforcement season.

PLOT	SITE	Work Completion Notice - Date of Issue	Notice to Quit - Date of Issue	First Inspection Date	Second Inspection Date	Third Inspection Date	Fourth Inspection Date	Inspection Comments
10	HEYS	14.04.2023.	27.06.2023.	14.04.2023.	18.05.2023	26.06.2023.	N/A	N2Q
57	HEYS	14.04.2023.	27.06.2023.	14.04.2023.	18.05.2023	26.06.2023.	N/A	N2Q
4C(i)	HEYS	14.04.2023.	25.05.2023.	14.04.2023.	18.05.2023	N/A	N/A	N2Q
4K	HEYS	14.04.2023.	02.08.2023	14.04.2023.	18.05.2023	26.06.2023.	02.08.2023	N2Q
5B(ii)	HEYS	25.05.2023.	27.06.2023.	18.05.2023.	26.06.2023.	N/A	N/A	N2Q
6C	HEYS	25.05.2023.	27.06.2023.	18.05.2023.	26.06.2023.	N/A	N/A	N2Q
BP3	HEYS	25.05.2023.	27.06.2023.	18.05.2023.	26.06.2023.	N/A	N/A	N2Q
2	HUNCOAT	25.05.2023.	27.06.2023.	19.05.2023.	26.06.2023.	N/A	N/A	N2Q
5	LEY FARM	25.05.2023.	27.06.2023.	24.05.2023.	26.06.2023.	N/A	N/A	N2Q
14E	LEY FARM	18.04.2023.	25.05.2023.	17.04.2023.	24.05.2023	N/A	N/A	N2Q
7F	LEY FARM	18.04.2023.	25.05.2023.	17.04.2023.	24.05.2023	N/A	N/A	N2Q
8F	LEY FARM	18.04.2023.	25.05.2023.	17.04.2023.	24.05.2023	N/A	N/A	N2Q
DRBE5	MEADOWAY EAST	18.04.2023.	25.05.2023.	17.04.2023.	19.05.2023	N/A	N/A	N2Q
SPE6	MEADOWAY EAST	25.05.2023.	27.06.2023.	19.05.2023.	26.06.2023.	N/A	N/A	N2Q
20	MEADOWAY WEST	18.04.2023.	25.05.2023.	17.04.2023.	19.05.2023	N/A	N/A	N2Q
32	MEADOWAY WEST	18.04.2023.	25.05.2023.	17.04.2023.	19.05.2023	N/A	N/A	N2Q
SPW2	MEADOWAY WEST	25.05.2023.	27.06.2023.	19.05.2023.	26.06.2023.	N/A	N/A	N2Q
5	NORDEN	14.04.2023.	25.05.2023.	13.04.2023.	19.05.2023	N/A	N/A	N2Q
16	NORDEN	25.05.2023.	25.07.2023	19.05.2023.	25.07.2923	N/A	N/A	N2Q
24	NORDEN	14.04.2023.	25.05.2023.	13.04.2023.	19.05.2023	N/A	N/A	N2Q
22B	NORDEN	14.04.2023.	27.06.2023.	13.04.2023.	19.05.2023	26.06.2023.	N/A	N2Q
8	PEEL PARK	25.05.2023.	27.06.2023.	19.05.2023.	26.06.2023.	N/A	N/A	N2Q
21	PEEL PARK	14.04.2023.	27.06.2023.	13.04.2023.	19.05.2023	26.06.2023.	N/A	N2Q
14T	PEEL PARK	14.04.2023.	25.05.2023.	13.04.2023.	19.05.2023	N/A	N/A	N2Q
11	ROBERT STREET	14.04.2023.	25.05.2023.	14.04.2023.	18.05.2023	N/A	N/A	N2Q
M	WAVERLEDGE	14.04.2023.	25.05.2023.	13.04.2023.	18.05.2023	N/A	N/A	N2Q
4	WHITEASH	14.04.2023.	25.05.2023.	13.04.2023.	18.05.2023	N/A	N/A	N2Q
3C	WHITEASH	14.04.2023.	25.05.2023.	13.04.2023.	18.05.2023	N/A	N/A	N2Q
1	WOODNOOK	18.04.2023.	25.05.2023.	18.04.2023.	24.05.2023	N/A	N/A	N2Q
5	WOODNOOK	18.04.2023.	25.05.2023.	18.04.2023.	24.05.2023	N/A	N/A	N2Q
44	WOODNOOK	18.04.2023.	25.05.2023.	18.04.2023.	24.05.2023	N/A	N/A	N2Q
SP1	WOODNOOK	25.05.2023.	27.06.2023.	24.05.2023.	26.06.2023.	N/A	N/A	N2Q
9	BULLOUGH PARK	18.04.2023.	N/A	18.04.2023.	N/A	N/A	N/A	SELF TERMINATED
10	BULLOUGH PARK	18.04.2023.	N/A	18.04.2023.	N/A	N/A	N/A	SELF TERMINATED
10A(i)	HEYS	14.04.2023.	N/A	14.04.2023.	N/A	N/A	N/A	SELF TERMINATED
4E	HEYS	14.04.2023.	N/A	14.04.2023.	N/A	N/A	N/A	SELF TERMINATED
8E	HEYS	14.04.2023.	N/A	14.04.2023.	N/A	N/A	N/A	SELF TERMINATED

B	HILLOCK BANK	14.04.2023.	N/A	13.04.2023.	N/A	N/A	N/A	SELF TERMINATED
C	HILLOCK BANK	14.04.2023.	N/A	13.04.2023.	N/A	N/A	N/A	SELF TERMINATED
31	LEY FARM	25.05.2023.	N/A	24.05.2023.	N/A	N/A	N/A	SELF TERMINATED
11K	LEY FARM	18.04.2023.	N/A	17.04.2023.	N/A	N/A	N/A	SELF TERMINATED
DSPE1	MEADOWAY EAST	25.05.2023.	N/A	19.05.2023.	N/A	N/A	N/A	SELF TERMINATED
F	MEADOWAY EAST	18.04.2023.	N/A	17.04.2023.	N/A	N/A	N/A	SELF TERMINATED
SPE1	MEADOWAY EAST	25.05.2023.	N/A	19.05.2023.	N/A	N/A	N/A	SELF TERMINATED
SPE2	MEADOWAY EAST	25.05.2023.	N/A	19.05.2023.	N/A	N/A	N/A	SELF TERMINATED
X1	WAVERLEDGE	25.05.2023.	N/A	19.05.2023.	N/A	N/A	N/A	SELF TERMINATED
5A	WOODNOOK	18.04.2023.	N/A	18.04.2023.	N/A	N/A	N/A	SELF TERMINATED
49C	BROADFIELD	18.04.2023.	N/A	17.04.2023.	18.05.2023	22.06.2023.	N/A	ADEQUATE
1 & 2	CLARENDON	18.04.2023.	N/A	17.04.2023.	18.05.2023	N/A	N/A	ADEQUATE
26	FIELDING LANE	18.04.2023.	N/A	17.04.2023.	18.05.2023	22.06.2023.	N/A	ADEQUATE
54	HEYS	14.04.2023.	N/A	14.04.2023.	18.05.2023	26.06.2023.	N/A	ADEQUATE
56	HEYS	14.04.2023.	N/A	14.04.2023.	18.05.2023	N/A	N/A	ADEQUATE
10B(i)	HEYS	14.04.2023.	N/A	14.04.2023.	18.05.2023	N/A	N/A	ADEQUATE
11E	HEYS	14.04.2023.	N/A	14.04.2023.	18.05.2023	N/A	N/A	ADEQUATE
2E	HEYS	14.04.2023.	N/A	14.04.2023.	18.05.2023	N/A	N/A	ADEQUATE
3G(i)	HEYS	25.05.2023.	N/A	18.05.2023.	22.06.2023	N/A	N/A	ADEQUATE
4D	HEYS	14.04.2023.	N/A	14.04.2023.	18.05.2023	N/A	N/A	ADEQUATE
BP14	HEYS	14.04.2023.	N/A	14.04.2023.	18.05.2023	N/A	N/A	ADEQUATE
11A	HUNCOAT	14.04.2023.	N/A	13.04.2023.	19.05.2023	N/A	N/A	ADEQUATE
5A	HUNCOAT	25.05.2023.	N/A	19.05.2023.	26.06.2023.	N/A	N/A	ADEQUATE
3	LEY FARM	25.05.2023.	N/A	24.05.2023.	26.06.2023.	N/A	N/A	ADEQUATE
6F	LEY FARM	25.05.2023.	N/A	24.05.2023.	13.06.2023.	N/A	N/A	ADEQUATE
6G	LEY FARM	25.05.2023.	N/A	24.05.2023.	13.06.2023.	N/A	N/A	ADEQUATE
10	MEADOWAY EAST	18.04.2023.	N/A	17.04.2023.	19.05.2023	N/A	N/A	ADEQUATE
RBE1	MEADOWAY EAST	25.05.2023.	N/A	19.05.2023.	26.06.2023.	N/A	N/A	ADEQUATE
35	MEADOWAY WEST	18.04.2023.	N/A	17.04.2023.	19.05.2023	N/A	N/A	ADEQUATE
29	NORDEN	25.05.2023.	N/A	19.05.2023.	14.06.2023	N/A	N/A	ADEQUATE
23B	NORDEN	14.04.2023.	N/A	13.04.2023.	19.05.2023	14.06.2023.	N/A	ADEQUATE
23D	NORDEN	14.04.2023.	N/A	13.04.2023.	19.05.2023	14.06.2023.	N/A	ADEQUATE
23	PEEL PARK	14.04.2023.	N/A	13.04.2023.	19.05.2023	26.06.2023.	N/A	ADEQUATE
24	PEEL PARK	14.04.2023.	N/A	13.04.2023.	19.05.2023	26.06.2023.	N/A	ADEQUATE
A	WAVERLEDGE	25.05.2023.	N/A	19.05.2023.	26.06.2023.	N/A	N/A	ADEQUATE
O	WAVERLEDGE	25.05.2023.	N/A	19.05.2023.	25.07.2023	N/A	N/A	ADEQUATE
12A	WHITEASH	25.05.2023.	N/A	19.05.2023.	22.06.2023	N/A	N/A	ADEQUATE
18	WOODNOOK	18.04.2023.	N/A	18.04.2023.	24.05.2023	N/A	N/A	ADEQUATE
25B	WOODNOOK	18.04.2023.	N/A	18.04.2023.	24.05.2023	N/A	N/A	ADEQUATE
42G	WOODNOOK	18.04.2023.	N/A	18.04.2023.	24.05.2023	N/A	N/A	ADEQUATE
10B	HEYS	14.04.2023.	25.05.2023.	14.04.2023.	18.05.2023	26.06.2023.	N/A	N2Q Appealed. Adequate @26 6 2023
51	HUNCOAT	25.05.2023.	27.06.2023.	19.05.2023.	26.06.2023.	N/A	N/A	N2Q Appealed. Adequate @5 7 2023
33C	HUNCOAT	14.04.2023.	25.05.2023.	13.04.2023.	19.05.2023	26.06.2023.	N/A	N2Q Appealed. Adequate @26 6 2023
1	SUPERCLOUGH	18.04.2023.	25.05.2023.	17.04.2023.	19.05.2023	N/A	N/A	N2Q Appealed. Adequate @30 5 2023

C(1)	WAVERLEDGE	14.04.2023.	25.05.2023.	13.04.2023.	18.05.2023	26.06.2023.	N/A	N2Q Appealed. Adequate @ 19 6 2023
4	WOODNOOK	18.04.2023.	25.05.2023.	18.04.2023.	24.05.2023	14.06.2023.	N/A	N2Q Appealed. Adequate @ 14 6 2023
61A	WOODNOOK	18.04.2023.	25.05.2023.	18.04.2023.	24.05.2023	14.06.2023.	N/A	N2Q Appealed. Adequate @ 14 6 2023
6	BULLOUGH PARK	18.04.2023.	N/A	18.04.2023.	N/A	N/A	N/A	Inspect 2024. Heart attack.
7	BULLOUGH PARK	18.04.2023.	N/A	18.04.2023.	N/A	N/A	N/A	Inspect 2024. Heart attack.
3F	HEYS	14.04.2023.	N/A	14.04.2023.	N/A	N/A	N/A	Inspect 2024. Serious illness.
8B	LEY FARM	18.04.2023.	N/A	17.04.2023.	N/A	N/A	N/A	Inspect 2024. Cancer.
1	MEADOWAY EAST	25.05.2023.	N/A	19.05.2023.	N/A	N/A	N/A	Inspect 2024. Cancer.
3	MEADOWAY EAST	25.05.2023.	N/A	19.05.2023.	N/A	N/A	N/A	Inspect 2024. Cancer.
17	NORDEN	25.05.2023.	N/A	19.05.2023.	14.06.2023	N/A	N/A	Inspect 2024. Hospital 2023..
10A	HEYS	14.04.2023.	27.06.2023.	14.04.2023.	18.05.2023	26.06.2023.	N/A	N2Q Appealed. Hospital 2023. Inspect 2024.
1D	HEYS	14.04.2023.	27.06.2023.	14.04.2023.	18.05.2023	26.06.2023.	N/A	N2Q Appealed. Hospital 2023. Inspect 2024.
53	HEYS	02.08.2023.		02.08.2023.				
17(v)	HEYS	02.08.2023.		02.08.2023.				
17A(v)	HEYS	02.08.2023.		02.08.2023.				
18A	HEYS	02.08.2023.		02.08.2023.				
18H	HEYS	02.08.2023.		02.08.2023.				
2(i)	HEYS	02.08.2023.		02.08.2023.				
4H	HEYS	02.08.2023.		02.08.2023.				
4J	HEYS	02.08.2023.		02.08.2023.				
9C	HEYS	02.08.2023.		02.08.2023.				
BP8	HEYS	02.08.2023.		02.08.2023.				

Plot 23 Norden Allotment Site 2021.
BEFORE



DURING



AFTER



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