

KENDAL TOWN COUNCIL

Notice of Meeting

ALLOTMENTS COMMITTEE

Monday, 11th June 2018 at 7.00 p.m.
in the Mayor's Parlour, the Town Hall, Kendal

Committee Membership (6 Members)

Alvin Finch (Chair)
Michele Miles

Dave Miles (Vice Chair)
Stephen Coleman

Giles Archibald
Carol Hardy

AGENDA

1. APOLOGIES

2. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - [www.kendaltowncouncil.gov.uk/Statutory Information/General/ Guidance on Public Participation](http://www.kendaltowncouncil.gov.uk/Statutory%20Information/General/Guidance%20on%20Public%20Participation) at Kendal Town Council Meetings or by contacting the Town Clerk on 01539 793490.

3. WELCOME AND INTRODUCTIONS

4. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable Interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

5. MINUTES OF MEETING HELD ON 12TH MARCH 2018 (ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

6. PROJECT UPDATE

7. APPROVAL TO KEEP BEES AT SEDBERGH ROAD ALLOTMENT

8. TERMS OF REFERENCE (SEE ATTACHED)

9. APPROVAL FOR HEDGE LAYING AT TOWN VIEW ALLOTMENTS

10. ABNORMAL WATER CONSUMPTION UPDATE

11. ITEMS FOR THE NEWSLETTER

12. REVIEW OF SPEND AGAINST BUDGET 2018/19 (SEE ATTACHED)

KENDAL TOWN COUNCIL

13. ANY OTHER BUSINESS
14. DATE OF NEXT MEETING – 24TH SEPTEMBER 2018 AT 7PM

Janine Holt

Assistant to the Town Clerk

By e-mail/post to: Members of the Committee
 All other Councillors (agenda only, for information)

Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

Members of the Press and Public are welcome to attend the meeting.

KENDAL TOWN COUNCIL

Allotments Committee

**Monday 12th March 2018 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors John Veevers (Chair), Giles Archibald and Jon Robinson
- APOLOGIES** Councillors Stephen Coleman, Keith Bracey and Carol Hardy
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 1024/17/18 PUBLIC PARTICIPATION**
- None.
- 1025/17/18 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 1026/17/18 MINUTES OF THE MEETING HELD ON 11TH DECEMBER 2017**
- The Chairman presented the minutes of the meeting held on 11th December 2017, which had been approved by full Council on 8th January 2018.
- RESOLVED** That the minutes of the meeting of the Committee held on 11th December 2017 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 1027/17/18 Greenside Allotments** (Ref Minute 743/17/18)
- Janine Holt advised that a skip would be delivered during the last weekend of March, which was a Bank Holiday weekend. It would be a lockable skip and arrangements would be made for a site representative to unlock the skip each day.
- 1028/17/18 Tree Maintenance, noble's Rest/Town View Allotments** (Ref Minute 748/17/18)
- Councillor J Robinson advised that he had spoken to Simon White, an allotment holder at Town View, who was very pleased with the tree maintenance works carried out.
- 1029/17/18 Water Bill for Greenside Allotments** (Ref Minute 752/17/18)
- Janine Holt advised that she was still waiting for United Utilities to visit the site to check the water meter, following the large water bill received. The Townscape Manager confirmed that he was taking a meter reading on a regular basis.

1030/17/18 ORDER OF BUSINESS

It was proposed that the order of business of the Agenda be amended to bring forward item 6 (Review Tenancy Agreement) and this was agreed in order that Councillor Archibald may leave the meeting early.

1031/17/18 REVIEW TENANCY AGREEMENT

The Chair explained that the Assistant to the Town Clerk and Townscape Manager had recently experienced some unpleasant verbal abuse in the office from allotment holders. The matter had been discussed by the Management Committee and it had been agreed that the Allotments Committee would consider the addition of a clause to the allotment tenancy agreement relating to action that would be taken in the case of abuse towards members of staff.

It was pointed out that the tenancy agreement runs from December to December so any changes would not apply until January next year. Councillor J Robinson highlighted that Committee would have to give allotment holders notice that the agreement is going to change. Councillor Veevers proposed that a clause be drafted for consideration. Councillor Archibald agreed in principle to the inclusion of a clause stating that Committee expect respect and courtesy towards members of staff and any breach would result in termination of agreement. He seconded the proposal and this was carried unanimously. Janine Holt to liaise with the Town Clerk and draft a clause for consideration by the Allotments Committee.

A general discussion ensued regarding judging of the Kendal in Bloom allotment competition. Councillor J Robinson suggested that one solution might be to have two separate awards, one for more traditional sites. Various alternative solutions were made and Members agreed that it would be a good idea to allow site reps more involvement in deciding categories etc. Janine Holt confirmed that the format would be different this year with a WW1 theme.

RESOLVED

That Janine Holt liaise with the Town Clerk and draft a clause relating to abuse towards members of staff for inclusion in tenancy agreements.

1032/17/18 PROJECT UPDATE

The Assistant to the Town Clerk presented the Allotments Quarterly Project Update which had been circulated prior to the meeting.

The Chair referred to dog fouling which was listed as a main action point arising from the site reps meeting and asked where this was happening. Janine Holt advised that Sandylands and Castle Hags were particularly bad areas. Councillor Archibald queried whether there were bins in the location. Whilst there were, they were not particularly close to the sites and it was still dependant on dog owners using them. Councillor Archibald suggested that Janine Holt liaise with John Barwise. Janine Holt advised that she had spoken to him previously and would contact him again. She felt that a letter from

the Committee would help progress matters and it was agreed that she would write to John Barwise on behalf of the Committee. It was highlighted that there was a health and safety issue due to the large volume of children playing in the areas of concern.

RESOLVED That Janine Holt write a letter to John Barwise on behalf of the Allotments Committee regarding the dog fouling problem.

1033/17/18 REVIEW OF MONTHLY DROP IN SESSIONS

Janine Holt advised Members that the introduction of a drop in session for allotment holders had proved successful. Three sessions had been held and she felt that there was potential to develop the sessions. They had been useful for the collection of rent payments and providing an opportunity for allotment holders to ask for advice and help. The Townscape Manager had provided a lot of technical advice on growing veg. Members were asked to consider whether they wished to continue with the drop in sessions. After discussion it was decided to hold bi-monthly drop in sessions, Janine Holt to decide when these should take place.

RESOLVED That drop in sessions continue to be held on a bi-monthly basis. Janine Holt to decide when these should take place.

1034/17/18 SITE REPS MEETING - FEEDBACK

It was noted that the site reps meeting scheduled for last week had been cancelled. The Assistant to the Town Clerk advised that site reps did not seem to like attending Committee meetings. The possible reasons for this were discussed and it was suggested that the format was perhaps too formal. Members felt this was something that the new Council could look at once formed, but in the meantime Janine Holt would continue to send meeting agendas to site reps and invite them to attend if they wished to do so.

The Townscape Manager put forward a suggestion that he spend time on a Saturday morning going round sites and chatting to allotment holders. This would be on a flexible basis, not every week. Members felt this would be a good idea and would provide an opportunity for the Townscape Manager to listen to any concerns etc. It was decided to trial the suggestion for a few Saturdays. Townscape Manager to report back at the next Committee meeting.

RESOLVED That the Townscape Manager trial his suggestion of visiting allotment sites on a Saturday morning to chat to allotment holders and listen to concerns etc. Townscape Manager to report back at the next Committee meeting.

1035/17/18 ITEMS FOR THE NEWSLETTER

It was agreed that Janine Holt would include an article in the summer edition.

1036/17/18**REVIEW OF SPEND AGAINST BUDGET 2017/18**

Janine Holt presented the Budgetary Control Statement for eleven months ended 28th February 2018. Whilst this showed Site Management budget remaining of £4,117, she felt that this was probably less. However, if it was correct she suggested that it could be utilised for fencing at Shaw's Brow. A quote for approximately £2,800 had been received for this work. An alternative project would be to clean up the area at Underley. There had been some complaints received and Janine Holt was hoping to meet with South Lakes Housing. John Veevers stated that the cost of any such work should be shared with South Lakes Housing.

ANY OTHER BUSINESS**1037/17/18**

The Townscape Manager advised that a member of staff from Horticare was keen to work with him one day a week as a work experience opportunity. The Assistant to the Town Clerk confirmed that an agreement had been put in place last year. She would liaise with the Town Clerk and check she remained happy with the arrangements.

RESOLVED

That the Assistant to the Town Clerk liaise with the Town Clerk regarding the possibility of a work experience opportunity for a member of Horticare staff

1038/17/18**DATE OF NEXT MEETING**

11th June 2018 at 7pm.

The meeting closed at 8.16pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
1031	Review of tenancy agreement	RES	That Janine Holt liaise with the Town Clerk and draft a clause relating to abuse towards members of staff for inclusion in tenancy agreements.
1032	Project update – dog fouling	RES	That Janine Holt write a letter to John Barwise on behalf of the Allotments Committee regarding the dog fouling problem.
1033	Review of monthly drop in sessions	RES	That drop in sessions continue to be held on a bi-monthly basis. Janine Holt to decide when these should take place.
1034	Site reps meeting – feedback	RES	That the Townscape Manager trial his suggestion of visiting allotment sites on a Saturday morning to chat to allotment holders and listen to concerns etc. Townscape Manager to report back at the next Committee meeting.
1037	AOB – work experience opportunity	RES	That the Assistant to the Town Clerk liaise with the Town Clerk regarding the possibility of a work experience opportunity for a member of Horticulture staff



Terms of Reference for Allotments Committee

The Committee

It is the Allotments Committee remit, without prejudice, to oversee the maintenance and upkeep of the Allotment sites in its charge. It needs to ensure that the terms of its Tenancy Agreement is up to date, as well as being adhered to. Regular site visits are undertaken by the Assistant to the Town Clerk and the Townscape Manager. The committee members will undertake inspections as and when required. A review of plot development and the dispute policy will be undertaken as and when required. The committee will recommend the plot rents on an annual basis. All recommendations from the committee have to be approved by full Council.

The Allotments Committee will meet quarterly and conduct site visits as and when required. There will be another meeting to be held at the end of the growing season in September or October to set plot rentals for the following year and review any outstanding business.

The Chairman

The role of the chair of the Allotments Committee is to provide direction and ensure members work together. The Chairman's duty is to ensure this end is achieved with consensus.

The Chairman will need to ensure:

- all points of view are given a fair hearing,
- all relevant information is available at the meeting,
- that Councillors are clear about the reasons for a decision and/or recommendations,
- that irrelevant matters are not brought to Committee,
- the Council is protected from outside interference,
- that a friendly atmosphere is created and
- that business is conducted with reasonable speed.

The Chairman will liaise with the Assistant to the Town Clerk in drawing up agendas, approve draft Minutes and supporting the Assistant to the Town Clerk & Townscape Manager in the implementation of the Allotments Committee decisions.

KENDAL TOWN COUNCIL - ALLOTMENTS COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 MAY 2018

2018/19 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Allotments:				
19,570	Staffing	3,262	16,308	19,570	0
800	Vehicle Running Costs	596		596	204
1,000	Pest Control	0		0	1,000
500	Waste Removal	75		75	425
6,500	Site Maintenance	14		14	6,486
1,500	Water Charges	221		221	1,279
850	Rents Payable	840		840	10
-	Improvements & Developments	0		0	0
30,720	Total:	5,008	16,308	21,316	9,404
	Receipts:				
21,660	Allotment Rents Receivable	15,397		15,397	6,263
	Action Plan Projects:				
	Improve boundary walls/fences at:				
10,000	{ Greenside	-		-	10,000
	{ Rinkfield	-		-	0
10,000		-	-	-	10,000
71,996	Allotments Fund: Allotments - interest received	180		180	72,176