

KENDAL TOWN COUNCIL

Notice of Meeting

ALLOTMENTS COMMITTEE

**Monday, 23rd September 2019 at 7.00 p.m.
in the Mayor's Parlour, the Town Hall, Kendal**

Committee Membership (6 Members)

Alvin Finch (Chair & Mayor)
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 - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

3. 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.]

4. MINUTES OF MEETING HELD ON 29TH JULY 2019 (ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

5. PROJECT UPDATE (SEE ATTACHED)

6. RINKFIELD FENCING

7. VAN FUEL PURCHASE

8. REQUEST FOR PERMISSION TO REPLACE PIGEON LOFT - PLOT 18 COOLEY BARN (SEE ATTACHED)

9. DISCUSSION – HOW TO MANAGE ALLOTMENTS IN AN ENVIRONMENTAL WAY (SEE ATTACHED)

10. PROPOSED SITE IMPROVEMENT PAPER (SEE ATTACHED)

11. ANNUAL RENT REVIEW

KENDAL TOWN COUNCIL

12. **ITEMS FOR THE NEWSLETTER**
 - Spring 2020 Edition – deadline 24th January, publication 2nd March
 - Summer 2020 Edition – deadline 12th June, publication 20th July
13. **REVIEW OF SPEND AGAINST BUDGET 2019/20 (SEE ATTACHED)**
14. **2020/21 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS (SEE ATTACHED)**
15. **ANY OTHER BUSINESS**
16. **DATE OF NEXT MEETING – MONDAY 9TH DECEMBER 2019 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 29th July 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Alvin Finch (Chair & Mayor), Dave Miles (Vice Chair), Michele Miles and Stephen Coleman
- Councillor Chris Rowley was also in attendance, along with an allotment holder from Town View.
- APOLOGIES** Councillor Giles Archibald
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 242/19/20 PUBLIC PARTICIPATION**
- None.
- 243/19/20 DECLARATIONS OF INTEREST**
- None.
- 244/19/20 MINUTES OF THE MEETING HELD ON 11TH MARCH 2019**
- The Chairman presented the minutes of the meeting held on 11th March 2019, which had been approved by full Council on 1st April 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 11th March 2019 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 245/19/20 Minute Ref 941/18/19 – Disposal of Green Waste at Canal Head**
- Janine Holt reported that no alternative arrangements for the disposal of green waste had been made. The Townscape Manager was continuing to leave waste on site as he used to, which appears to be working. She will still look at alternatives, but is not sure this is required now.
- RESOLVED** Janine Holt to research alternative arrangements for green waste disposal.
- 246/19/20 ANNUAL REVIEW OF TERMS OF REFERENCE**
- Janine Holt presented the meeting with the Terms of Reference for the Committee.

Councillor D Miles proposed that these be approved without amendment. This was seconded by Councillor M Miles and carried unanimously.

RESOLVED

That The Terms of Reference be approved without amendment.

247/19/20**PROJECT UPDATE**

Janine Holt presented the Project Update. She reported an increase in the demand for allotments.

During site visits undertaken in May, 27 plots were found to be in an unsatisfactory condition. Letters have been issued to the tenants responsible and follow up visits are scheduled. The Performance Indicator shows a 98% occupancy rate. Janine will update the KTC website with information of vacant plots.

Councillor Coleman expressed concerns with anti-social behaviour on Castle Hags extension (he is the tenant of a plot on a neighbouring site). Janine explained that she had written to tenants on Castle Hags Ext regarding the problem, but not those on adjacent sites. Signs were displayed on site advising that anti-social behaviour has been reported to the police and the problem appears to have improved. Suggestions made during conversations held with tenants on Castle Hags Ext included higher fencing and moving the bench in the cemetery, which was being used to stand on in order to enter the site. It was agreed that Janine will speak to SLDC regarding moving the bench as a first step and write to allotment holders on Castle Hags and Canal Head with an update.

RESOLVED

Janine Holt to speak to SLDC regarding moving the bench in the cemetery and write to allotment holders on Castle Hags and Canal Head with an update.

248/19/20**APPLICATION TO KEEP BEES ON PLOT 44 COLEY BARN**

Members considered a request from the tenant of plot 44 Coley Barn to keep bees. Following a general discussion Committee agreed they were keen to encourage bee keeping. Councillor Rowley declared support for the request, commenting that Coley Barn was close to his back garden and noting a distinct lack of honey bees in his garden of late.

Councillor Coleman proposed that the request be approved, subject to Janine consulting with tenants at Coley Barn. This was seconded by Councillor Finch and carried unanimously.

RESOLVED

That the request to keep bees on Plot 44 Coley Barn be approved, subject to consultation with tenants on site.

249/19/20**DISCUSSION – HOW TO MANAGE ALLOTMENTS IN AN ENVIRONMENTAL WAY**

In the absence of Councillor Archibald, Committee agreed to defer this matter until the next meeting. It was agreed Janine would request a paper from Councillor Archibald outlining his ideas.

Councillor Rowley raised the matter of slug pellet use. Janine to ensure this is included, if not covered in the paper from Councillor Archibald.

RESOLVED

This matter to be included on the agenda of the next meeting. Janine to request a paper from Councillor Archibald and ensure the use of slug pellets is included for consideration.

250/19/20**DRAFT POLYTUNNEL POLICY**

Janine Holt explained that she had prepared a KTC policy document for poly-tunnels on Town Council owned and managed allotments due to an increase in requests for poly-tunnels.

Members considered the document. Councillor Coleman proposed that the policy be approved. This was seconded by Councillor D Miles and carried unanimously.

It was agreed that Janine will make tenants aware that approval needs to be sought. Those tenants who already have poly-tunnels will need to apply.

It was noted that the fourth paragraph on the second page needs grammatical correction.

RESOLVED

Janine to make tenants aware approval needs to be sought. Those tenants who already have poly-tunnels will need to apply.

251/19/20**APPEAL DECISION ON REFUND OF DEPOSIT**

Members considered a letter received from a tenant of a plot on Town View requesting a refund of deposit paid. Janine provided further background information and advised Committee that, as a gesture of goodwill, a refund of rent had already been made.

Following a general discussion Councillor Coleman commented that a gesture of goodwill had already been made (which could have been withheld) and proposed that no further refund in respect of the deposit should be offered. This was seconded by Councillor Finch and carried unanimously.

RESOLVED

That no further refund in respect of the deposit will be made.

252/19/20**RINKFIELD FENCING**

Janine Holt updated Committee on the Rinkfield fencing situation. She advised that SLDC had now agreed to take down the trees on site and this will take place in the autumn. She had met with Rinkfield tenants and discussions had highlighted the need for the fencing. She explained that fencing will be erected once a date for tree felling is confirmed.

It was noted contractors had previously advised they were unable to quote for the fencing without knowing if the trees would be in situ. Members agreed quotes should now be requested from contractors on the basis that the trees will be removed. Janine to keep in touch with SLDC.

RESOLVED

Quotes to be requested from contractors on the basis that the trees will be removed. Janine to keep in touch with SLDC.

253/19/20**PROPOSED ALLOTMENT IMPROVEMENT PAPER**

Janine Holt presented a Proposed Site Improvement Report. For a number of years the Allotments Committee held a budget of approximately £70k. This money was generated from the sale of land owned by KTC and it was agreed the proceeds would be used to purchase additional allotment land. Despite extensive searching no suitable potential site was identified. Towards the end of 2018, Full Council considered a recommendation put forward by the Allotments Committee and resolved to approve the expenditure of money previously earmarked for new allotment sites on the improvement of existing sites.

Following the resolution by Council, Janine Holt undertook a series of data collection methods to establish what needs to be improved on each site. The report detailed proposed improvements and it was noted that tree maintenance work was a requirement on several sites. Janine commented that tree maintenance is an historic problem, but not all trees on allotment sites are the responsibility of KTC.

The previous find of a piece of brown asbestos on Underley Hill was noted. During a general discussion Members considered whether this should be included within the remit of the improvement report. The area is currently grassed and cordoned off and the land is owned by SLDC. It was agreed that Janine would request a position statement from the Town Clerk and then consider if any action was required.

Councillor Coleman thanked Janine for the report commenting that it was a good basis on which to start. His recollection was that Committee wished to establish a baseline of what any allotment holder should expect as standard. Janine replied that it was difficult to standardise as the sites are so diverse.

Following a general discussion regarding what the report should address, it was agreed Janine would undertake further work and include the following information in the report:

- Number of plots on each site.
- Whether fencing is up to standard.
- Access to water (height of taps, number of taps etc).
- Extra columns to be included for fencing, water and pathways.
- Traffic light system of green/amber/red to be used.
- Any issues with trespassing to be highlighted as a priority.

Janine to present an updated version of the report at the next meeting.

RESOLVED

1. Janine Holt to request a position statement from the Town Clerk in respect of brown asbestos on Underley Hill.
2. Janine Holt to undertake further work to the Proposed Site Improvement Report and present an updated version at the next meeting.

254/19/20**ITEMS FOR THE NEWSLETTER**Autumn/Winter Edition

- Composting – possible workshop by Pierre
- General allotments article – planned improvement works/bringing sites up to standard.

255/19/20**REVIEW OF SPEND AGAINST BUDGET 2019/20**

Janine Holt presented a summary of current spend against budget. She highlighted the Pest Control heading and reported the removal of two wasps' nests. It was also noted that there are rats on Coley Barn.

It was also noted that there is budget available in the Site Maintenance heading which could be utilised for tree removal work, as discussed earlier in the meeting. It was agreed the Townscape Manager will identify trees requiring work and obtain costings for consideration at the next meeting.

RESOLVED

Townscape Manager to identify trees requiring work and obtain costings for consideration at the next meeting.

ANY OTHER BUSINESS**256/19/20**Noticeboards

The Townscape Manager advised that the new noticeboards are now in place on Underley Hill and Wattsfield. The noticeboards display a plan of the allotment site, contact telephone numbers and community notices etc. Indications were that they had been well received.

Councillor Finch proposed the installation of two further noticeboards at Castle Hags and Sedbergh Road. This was seconded by Councillor Coleman and carried unanimously. Janine Holt to present details of the total cost at the next meeting.

RESOLVED

That two further noticeboards be installed at Castle Hags and Sedbergh Road. Janine Holt to present details of the total cost at the next meeting.

257/19/20Rabbits at Town View

An allotment holder from Town View had attended the meeting to request a rebate of rent to cover expenses he had personally incurred as a result of the presence of rabbits on the site.

Janine Holt explained that the rabbits had got into the site whilst fencing had been taken down by the Townscape Manager in order to carry out work to the hedge. As soon as the problem became apparent, traps had been purchased and these appeared to be proving successful.

A general discussion then ensued. Members agreed there was no easy solution to rabbits on sites. It was noted that there is the possibility of dogs going onto Town View in October, however this is not a popular option with some allotment holders. The use of ferrets was suggested as an alternative. It was agreed that Janine would speak to tenants on Town View to gauge their views and Committee will review the matter at the next meeting in September. Permission may need to be sought from SLDC to use dogs/ferrets on site.

All things considered it was decided not to offer a rebate of rent to the tenant. Members agreed that, whilst the additional expense incurred was unfortunate, KTC had responded to the problem as best as they could under the circumstances as soon as it had become known. Councillor Coleman stressed the need for tenants to report any problem with vermin on sites as soon as possible so that prompt action can be taken.

It was also mentioned that there is a problem with mice on Town View.

RESOLED

That no rebate of rent will be offered to the tenant on Town View.

258/19/20**DATE OF NEXT MEETING – MON 23RD SEPT 2019 AT 7PM**

The meeting closed at 8.27pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
245	Disposal of Green Waste at Canal Head	RES	Janine Holt to research alternative arrangements for green waste disposal.
246	Terms of Reference	RES	That The Terms of Reference be approved without amendment.
247	Project Update	RES	Janine Holt to speak to SLDC regarding moving the bench in the cemetery and write to allotment holders on Castle Hags and Canal Head with an update.
248	Application to Keep Bees at Coley Barn	RES	That the request to keep bees on Plot 44 Coley Barn be approved, subject to consultation with tenants on site.
249	How to Manage Allotments in an Environmental Way	RES	This matter to be included on the agenda of the next meeting. Janine to request a paper from Councillor Archibald and ensure the use of slug pellets is included for consideration.
250	Draft Polytunnel Policy	RES	Janine to make tenants aware approval needs to be sought. Those tenants who already have poly-tunnels will need to apply.
251	Appeal Decision on Refund of Deposit	RES	That no further refund in respect of the deposit will be made.
252	Rinkfield Fencing	RES	Quotes to be requested from contractors on the basis that the trees will be removed. Janine to keep in touch with SLDC.
253	Proposed Allotment Improvement Paper	RES	<ol style="list-style-type: none"> 1. Janine Holt to request a position statement from the Town Clerk in respect of brown asbestos on Underley Hill. 2. Janine Holt to undertake further work to the Proposed Site Improvement Report and present an updated version at the next meeting.
255	Review of Spend Against Budget	RES	Townscape Manager to identify trees requiring work and obtain costings for consideration at the next meeting.
256	Noticeboards	RES	That two further noticeboards be installed at Castle Hags and Sedbergh Road. Janine Holt to present details of the total cost at the next meeting.
257	Rabbits at Town View	RES	That no rebate of rent will be offered to the tenant on Town View.

Allotments Committee 23rd September 2019

Project Update

The main focus of the allotment work over the summer months is to maintain the database and to deal with queries as and when they arise.

Again we have had an increase in demand for allotments this quarter and the waiting list currently stands at 70 which is an increase of 7 from last meeting.

Inspection Visits

Since last meeting, I have undertaken site visits on 29.7.19. Please find the summary details below:

Site	Number of Plots	Number of Satisfactory Plots	Number of Unsatisfactory Plots	Vacant Plots
Aynam Road	3	3	0	0
Canal Head	20	19	1	0
Castle Drive	9	9	0	0
Castle Haggs	32	30	2	0
Castle Haggs Ext	47	44	2	1
Coley Barn	44	41	3	0
Crow Tree	24	22	2	0
Greenside	46	45	1	0
Natland Road	19	17	2	0
Rinkfield	31	27	3	1
Sandylands	24	22	0	2
Sedbergh Road	41	39	2	0
Shaws Brow	19	18	1	0
Town View	18	15	1	2
Underley Hill	27	21	5	1
Underley Road	35	32	3	0
Wattsfield	41	41	0	0
Totals	480	445	28	7

I have inputted the inspection details into the database and 28 letters have been sent to the tenants whose plots are currently in an unsatisfactory condition.

You may notice an increase in plots since the last report because we have split some existing plots.

Rabbits on Town View

This is an area that is still proving to be challenging. The source of the rabbits is Nobles Rest Park and until the source of the problem is eradicated we cannot really resolve the problem on Town View allotments. I have spoken with the Parks and Open spaces team and I am going to draft a letter on behalf of the Committee asking them how they propose to tackle this problem. I hope we can work in partnership to eradicate the problem.

KENDAL TOWN COUNCIL REPORT

To: Allotments Committee	23 rd September 2019
From: Assistant to the Town Clerk	Agenda Item No. 8

PIGEON LOFT AT PLOT 18, COOLEY BARN

I am writing for permission to replace a 6' x 10' pigeon loft with a new 8' x 16' loft on Plot 18 Cooley Barn allotments in Kendal.

Thanks

T Robinson

KENDAL TOWN COUNCIL REPORT

To: Allotments Committee	23 rd September 2019
From: Assistant to the Town Clerk	Agenda Item No. 9

DISCUSSION – HOW TO MANAGE ALLOTMENTS IN AN ENVIRONMENTAL WAY

Below are some thoughts about how KTC can be more environmental – not allotments, but Kendal plantings:

Buy peat free compost – KTC already does this, I believe

Buy locally grown plants, not imported ones

Buy plants not grown with pesticides

Buy plants not raised in a greenhouse

Plant perennials and do not throw plants away each year

Plant trees

Plant plants which are drought tolerant in the summer months and do not need continual watering

Seek advice for more ideas.

(With thanks to Dave Coulson's new book 'Jungle Garden')

Ros Taylor

Kendal Town Council Allotments Committee

Proposed Site Improvement Report

Background

For a considerable number of years, the Allotments Committee has held a budget of approx. 70k. This money was generated from the sale of some land owned by the Town Council and it was agreed that the proceeds would be used to purchase additional allotment land.

Over the years the demand for allotments has fluctuated. The Greenside area is the only location where the demand for allotments is constant. Committee members have undertaken extensive searching but no suitable potential site has been identified.

On 24th September 2018 the Allotments Committee discussed these funds and made the following recommendation to Council:

- **Minute - 353/18/19**

RECOMMENDATION - That Council approve the expenditure of money previously earmarked for new allotment sites on the improvement of existing sites

On 5th November 2018, Full Council considered the above recommendation and made the following resolution:

- **Minute - 537/18/19**

RESOLVED That Council approve the expenditure of money previously earmarked for new allotment sites on the improvement of existing sites

Data Collection

The Assistant to the Town Clerk has undertaken a series of data collection methods to establish what needs to be improved on each site.

- Discussion with Site Reps
- Undertaking a baseline assessment of all sites
- Open morning at 2 sites (Rinkfield and Greenside) to consult directly with tenants

- Notices on each site asking tenants to forward suggestions to me
- Article in the annual allotments newsletter

Each method of data collection had varying degrees of success. Approaching tenants via the newsletter and by site notices didn't result in any suggestions coming forward. Consultation with site representatives and the open morning did provide some useful information.

Improvement Works Programme

Site Name	Number of Plots	Overall Condition	Site Description	Number of Taps	Fencing or Walling	Pathways	Is the Site secure	Proposed Improvements
Greenside	46		This very popular site surrounded by drystone walls, which are in a generally good condition. There are no gates and open access onto the site. The site is very stony with vastly different sized plots and the pathways are very uneven. Town Council owned site.	7	Drystone walls	Need improvement	No	Main pathway improvements Work towards standardised plot size, this may help to create more plots on the site.
Shaw Brow	19		An enclosed site with plots that are used for hens, pigeons and cultivation only. This site has encountered numerous problems over the years with rabbits. In Dec 18, new rabbit fencing and gates were installed. Town Council owned site.	5	Wire fencing and gates	Need improvement	No	Pathway at the rear of the plot needs improving.

Site Name	Number of Plots	Overall Condition	Site Description	Number of Taps	Fencing or Walling	Pathways	Is the site secure	Proposed Improvements
Coley Barn	24		This site is a sought after site. The boundary line has drystone walls with open access on to the site. This site is mixed use with no standardisation of plot size. Town Council owned site.	6	Drystone walls	Good	No	All plots need new numbers A small number of wall repairs. Work towards standardised plot size, this may help to create more plots on the site.
Town View	18		Natural boundary with hedge and a two good gates to access the site. Rabbit fencing was upgraded in June as there was a number of complaints about rabbits. A number of site improvements have taken place on this site over the last few months. SLDC owned site	3	Natural hedge	Need improvement	No	Pathway improvements *Tree maintenance works.

Site Name	Number of Plots	Overall Condition	Site Description	Number of Taps	Fencing or Walling	Pathways	Is the site secure	Proposed Improvements
Underley Road	35		A combination of fencing and drystone walls with a wooden access gate on one side. The whole area is surrounded by trees which results in some plots being very shady. SLDC owned site.	4	Drystone wall and fencing	Need improvement	No	Reinstate the path between plots 25 and 32 and also from plot 23 onwards. *Tree maintenance work
Underley Hill	27		The site is open access with a drystone wall along the front. Some plots on Underley Hill are not allowed to be used due to blue asbestos being on site. A culvert runs across the bottom of the allotment site and some funding occurs. A SLDC owned site.	5	Drystone wall	Need improvement	No	Consider removing the blue asbestos Investigate reasons for flooding of bottom plots? Footpath improvements
Sandylands	25		This is a fenced site with open access. Each individual plot has a gate. A lot of improvement work has been undertaken on Sandylands. The site would benefit from some tree maintenance works. SLDC owned site.	3	Wire fenced site	Good main pathways	Yes	*Tree maintenance works.

Site Name	Number of Plots	Overall Condition	Site Description	Number of Taps	Fencing or Walling	Pathways	Is the site secure	Proposed Improvements
Sedbergh Road	41		A combination of stock fencing and a drystone wall. There are 2 unlocked gates onto the site. There are a number of unmaintained trees along the back boundary line. Town Council owned site.	7	Stock fencing and drystone walls	Need improvements	No	Path improvement *Tree maintenance work.
Castle Drive	9		A fenced site with 2 locked gates onto the site. SLDC owned site.	3	Wire fencing	Good pathways	Yes	
Canal Head	20		Open access onto the site. A few years ago the plots have been rabbit fenced with individual gates. A lot of shading occurs from surrounding trees either on the canal towpath or the land owned by Russell Armer. This site has experienced ongoing problems with anti-social behaviour. SLDC owned site.	3	Individual plots wire fenced	Good pathways	No	*Tree maintenance work

Site Name	Number of Plots	Overall Condition	Site Description	Number of Taps	Fencing or Walling	Pathways	Is the site secure	Proposed Improvements
Castle Hagsgs	32		A mixture of stock fencing and a drystone wall with metal unlocked gates which lead onto the site. There are two large (very old) glass structures on site which would have to be removed once the current tenants vacate the plots. Town Council owned site.	5	Stock fencing and drystone walls	Need improvement	No	Repairs to drystone wall on the side of the canal towpath Removal of old glass structures
Castle Hagsgs Ext	47		A mixture of stock fencing and a drystone wall with metal unlocked gates which lead onto the site. This site is currently encountering a significant number of problems with anti-social behaviour and criminal damage. I have been in contact with the police. Town Council owned site.	4	Stock fencing and drystone walls	Need improvement	No	Installation of a fence along the wall adjacent to the cemetery. Request to move the cemetery bench back from the allotments wall.
Natland Road	19		Secure metal fencing and locked gate around the site. SLDC owned site.	2	Metal fencing	Good	Yes	

Site Name	Number of Plots	Overall Condition	Site Description	Number of Taps	Fencing or Walling	Pathways	Is the site secure	Proposed Improvements
Rinkfield	31		Old wooden fencing and wooden gates. The original fence is no longer in situ and the site has some very large trees overlooking the site. The tenants encounter problems with thieve from the site. Town Council owned site.	9	Old wooden fencing and none in some places	Need improvement	No	Redefine plot boundaries and undertake site clearance. Install a fence around the site. *Tree maintenance work
Crow Tree	24		Stock fencing and locked wooden gate. This is a well-kept site. Town Council owned site.	5	Stock fencing	Good	Yes	
Wattsfield	41		Surrounded by metal fencing and locked gate. The opposite side of the site is fenced with 2 locked wooden access gates. SLDC owned site.	3	Metal fencing	Good	Yes	

* Working in partnership with SLDC aborculturist to assess the trees and develop a plan of tree maintenance and replanting if necessary.

Highlighted sites are priority areas

The red highlighted areas above are deemed as a priority by the Officers. The proposed works on Rinkfield is also an immediate priority as the site has been neglected for a long time.

Overgrown trees on sites is an area that needs to be addressed as a matter of urgency. The Committee need to make a decision on tree management and develop some guidelines for the future maintenance.

Installing notice boards on all sites would help communication. All the site representatives are in favour of the installation of noticeboards.

Next Steps

- The Committee to approve the proposed improvement works report.
- The Committee to oversee the improvement works programme.
- The Townscape Manager is to develop a work schedule and each time, seek approval from the Committee before a project commences.
- The Assistant to the Town Clerk will provide managerial support to the Townscape Manager as and when required. If any problems arise with a project, they are to be discussed with the Assistant to the Town Clerk in the first instance.
- The Townscape Manager is to manage the work schedule and to provide an update report to the Committee each meeting.
- All funding implications **have to be approved** the Committee.
- Projects should be completed to a satisfactory level before a new project commences.
- Projects should be signed off either by the Assistant to the Town Clerk or the Chairman of the Committee.
- All **new** proposed projects have to be approved by the Committee before they can be added to the improvement works programme.
- The improvement works programme and schedule will be reviewed by the Assistant to the Town Clerk on an annual basis.

DRAFT

KENDAL TOWN COUNCIL - ALLOTMENTS COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 AUGUST 2019

2019/20 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Allotments:				
19,850	Staffing	8,271	11,579	19,850	0
1,000	Vehicle Running Costs	899	(230)	669	331
1,000	Pest Control	609		609	391
1,000	Waste Removal	550		550	450
6,000	Site Maintenance	1,698		1,698	4,302
1,500	Water Charges	1,008		1,008	492
850	Rents Payable	840		840	10
-	Improvements & Developments			0	0
31,200	Total:	13,875	11,349	25,224	5,976
	Receipts:				
22,262	Allotment Rents Receivable	17,138		17,138	5,124
	Action Plan Projects:				
10,000	Improve boundary walls/fences:	0		0	10,000
		0		0	0
10,000		0	0	0	10,000
73,112	Allotments Fund:				73,569
	Allotments - interest received	457		457	

KENDAL TOWN COUNCIL

Committee:	Date:
CHRISTMAS LIGHTS & FESTIVALS	Monday 9 September 2019
MAYORALTY & ARTS	Tuesday 10 September 2019
ALLOTMENTS	Monday 23 September 2019
ENVIRONMENT & HIGHWAYS	Monday 30 September 2019
KENDAL IN BLOOM	Monday 14 October 2019
MANAGEMENT	Monday 21 October 2019
AUDIT, GRANTS & CHARITIES	Monday 28 October 2019

2020/21 Budget Proposals

1. Budget Timetable

The Town Council has agreed a timetable for the preparation and approval of its 2020/21 Budget. This follows the process adopted for the current year's budget, including provision for Council to approve its priorities for the budget and devise a scoring system for evaluating growth proposals against those priorities. The identification of priorities is the first step towards developing a clear statement of corporate objectives and aligning the Council's Action Plan, Development Fund, CIL programme and revenue budget.

Key dates in the 2020/21 budget process are as follows:

September/October 2019	<ul style="list-style-type: none"> • Committees to consider proposals for: <ul style="list-style-type: none"> ○ Budget variations (additions, reductions, new items) ○ One-off Action Plan schemes • Allotments Committee to consider recommended rent levels
16 September 2019	<ul style="list-style-type: none"> • Management Committee to consider: <ul style="list-style-type: none"> ○ Restated Action Plan ○ Budget priorities and scoring system
7 October 2019	<ul style="list-style-type: none"> • Council to approve priorities and scoring system
Early November 2019	<ul style="list-style-type: none"> • Management Committee to review budget proposals and recommend prioritised bids
25 November 2019	<ul style="list-style-type: none"> • Special Council to set allotment rents, consider proposals, prioritise bids and agree a draft indicative budget
6 January 2020	<ul style="list-style-type: none"> • Council to approve budget and set precept

Four Committees meet before the Action Plan and budget priorities are established by Council on 7 October. Whilst this is not ideal as it does not guide Committees fully, Councillors should be aware of the Council's main aims when considering the formulation of budget proposals.

2. Budget Process

The budget process identifies areas of uncommitted budget proposals ("growth items/proposals") separately from the standstill costs of maintaining existing levels of service ("commitments"). The draft standstill budget will be drawn up by Officers for submission to Council, taking into account current service levels, committed expenditure and inflationary increases.

Growth proposals can be for one-off schemes or recurring expenditure in service budgets. Because the available monies can be used for either of these, all growth proposals will be grouped together in the prioritisation exercise.

3. Priority Areas

The September meeting of Management Committee will consider a draft Action Plan (see attached) setting out the key priorities for development. The priorities established in that exercise will guide the budget process and shape the variations to resource allocation. The draft priorities are:

- Sustainable Connectivity
- Town Centre Vibrancy
- Green Space Enhancement
- Health & Wellbeing
- Internal KTC Projects (eg efficiency, business needs).

These should be adopted for the 2020/21 Budget, with the addition of two further headings:

- Statutory Requirement
- Unavoidable Health & Safety or Business Continuity Issue.

These priorities will form the basis of the scoring system to assess budget proposals.

4. Budget Variations

a) Reductions or Re-allocations

Committees are invited to review their current budget and to formulate proposals for budget reductions in "day to day" services, which may be available for re-allocation to higher priority expenditure. Proposals for reductions in current budgets should identify the implications for services and the community. It is suggested that Committees use the routine budgetary control and year-end accounts information to identify budgets which regularly underspend and consider whether the current level of budget provision is appropriate.

b) One-off (non-recurring) Schemes

Committees are invited to suggest bids for schemes or projects, within their remit. These should be non-recurring (ie one-off) items, which do not create a significant ongoing commitment in the form of maintenance, energy or other costs.

The main source of funding for such schemes will be the Development Fund, which is currently fully committed and requires the allocation of further monies to deliver the Council's indicative schemes for the next two years. This does not preclude the introduction of any new projects as the availability of funds next year will depend on the overall budget set by Council.

Ideally each bid should identify:

- the benefit to the Council/community
- its alignment with the Council's Action Plan and budget priorities (as outlined above)
- estimated one-off cost
- ongoing annual costs
- contributions (if any) from other organisations
- planned timing of expenditure
- length of scheme (if a multi-year project)
- any permissions needed to deliver the scheme
- whether the scheme can be progressed with current staff resources.

Given that resources are likely to be limited for next year, Committees are also asked to review their existing schemes within the latest approved Action Plan to confirm that they are still valid and supported by the Committee. These schemes are shown in the **Appendix** to this report.

c) Growth Proposals - Recurring Expenditure

Growth proposals can be an extension or expansion of an existing service or a new area of service. In order to enable each growth proposal to be considered objectively, Committees should consider:

- its benefit to the Council and the community
- its alignment with the Council's Action Plan and budget priorities
- the deliverability
- the initial cost
- whether it creates an ongoing commitment
- whether the proposal would promote efficiencies.

5. Next Steps

After Committees have considered this report during the current cycle of meetings, all proposals will be collated for consideration by the Management Committee in early November. This will prioritise budget proposals, using the identified priorities, and make recommendations to the Budget meeting of Council on 25 November. Before

that date, individual Councillors will be contacted to ensure that all budget proposals have been identified.

6. Recommendations

Each Committee is recommended to accept this report and:

- a) identify proposals for reductions or re-allocations in service budgets;
- b) confirm whether it continues to support its existing indicative Development Fund schemes (as set out in the Appendix); and
- c) identify proposals for recurring growth in service budgets.

KENDAL TOWN COUNCIL				
DEVELOPMENT FUND (ACTION PLAN) MONITORING: EXPENDITURE TO 31 JULY 2019				
		Latest Programme	Actual 31 July 2019	
		£	£	
RESOURCES:				
Development Fund:				
Opening Balance 1 April 2019		62,366	62,366	
Contributions from/(to) Revenue:				
Budgeted Contribution		77,143	77,143	
External Income:				
Kendal BID - Contribution to Leaflet Reprint		4,000	0	
LIP Funding - Green Wall Project		10,000	0	
Resources for Year		<u>153,509</u>	<u>139,509</u>	
LESS: EXPENDITURE ON PROJECTS:				
		As at 1 April 2019	Latest Programme	Actual 31 July 2019
		£	£	£
Action Plan for Kendal:				
1	EH1a Green Wall Project	1,134	19,866	0
2	EH1b Leaflet Reprint	0	3,041	0
3	EH1c Signage Improvements	3,334	870	0
4	EH3 Strategic Transport Infrastructure Study	20,000	0	0
5	EH Yard Signage Enhancements (incl Woolpack Signage)		5,000	308
Kendal Futures Funding:				
6	MG2 Support for Co-ordinator	0	8,500	7,750
7	MG4 Delivering the Action Plan	0	3,500	2,000
8	MG16 Kendal Destination Website (funded by Kendal Futures)	0	4,000	1,300
Tourism Support in Kendal:				
9	MG6 Support for Kendal TIC	5,000	5,000	0
Green Spaces Improvement Projects:				
10	EH9 Kendal Castle Environmental Improvements	23,767	233	0
11	EH9 Kendal Castle Directional Signage		5,000	0
12	KB1 SLACC Pollinator Project	7,100	1,900	1,900
13	EH Fletcher Park Fencing Enhancements (SLDC led)		2,000	0
14	EH Nobles Rest Entrance Improvement (Kendal Civic Societ led)		5,000	0
15	EH Beck Community Centre Trim Trail (SLDC led)		5,000	0
Public Realm Improvement Projects:				
16	CL2 Christmas Lights, Wildman Street		2,000	1,518
17	CL3 Building Flag & Tree holder maintenance and replacement (Christmas Plus)	916	1,084	0
18	EH Tree Planter Cladding		4,000	0
19	CL Annual Christmas Trees in Holders		3,000	0
20	KiB Increase Kendal in Bloom Community Budget by £2K		2,000	0
Other Schemes:				
21	MG9 Lancaster Canal Regeneration Partnership	500	250	0
22	MG12 Community Emergency Planning Group	5,000	10,000	0
23	AL1 Improve Boundary Wall/Fences, Greenside/Rinkfield Allotments		10,000	0
24	EH17 Blackhall Road Bus Shelters KADBUS scheme	20,437	1,063	0
25	MG Increase in Staffing Budget		20,000	0
26	AGC Increase Audit Committee Budget from £36K to £41K		5,000	0
27	EH New gates to Hallgarth Play Area (SLDC led)		3,000	0
28	EH Youth Activity Equipment (Community Group/SLDC led)		6,993	0
29	EH Scoping working towards Kendal becoming Carbon Neutral		5,000	0
30	EH Right of way wall, Stonecross		750	0
		<u>87,188</u>	<u>143,050</u>	<u>14,776</u>
Resources: Balance carried forward			<u>10,459</u>	<u>124,733</u>