

KENDAL TOWN COUNCIL

Allotments Committee

**Monday 27th June 2016 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors John Veevers (Chair), Paul Bramham, Carol Hardy and Jon Robinson.

Site Reps: Chris Rowley (Underley Road)

APOLOGIES Councillor C. Feeney-Johnson and Deborah Allison

OFFICERS The Assistant to the Town Clerk (Assistant to the Town Clerk) John Belshaw (Town Handyperson) and Rose Tideswell (Temporary Council Secretary)

130/16/17 PUBLIC PARTICIPATION

None.

131/16/17 DECLARATIONS OF INTEREST

The Chair, Councillor Veevers, declared an interest in any item relating to the Wattsfield site due to the fact that he holds an allotment tenancy on that site.

Councillor J Robinson, declared an interest in any item relating to the Greenside site due to the fact that he holds an allotment tenancy on that site.

The site representative declared an interest in any item relating to the site where his own allotment plot is held.

132/16/17 MINUTES OF THE MEETING HELD ON 14th MARCH 2016

The Chairman presented the minutes of the meeting held on 14th March 2016.

RESOLVED That the minutes of the meeting of the Committee held on 14th March 2016 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)

133/16/17 Wattsfield – Horse's Tail (Minute 831/15/16 & 997/15/16)

Janine Holt informed members that plot 36 is now vacant. The plot will now be sprayed with pesticide and then left fallow for at least a year. Janine Holt also reported that the suggestion had been put forward to create a grassed over communal area on this plot as it would be a lot easier to manage the weed. The plot adjacent has been asked to dig up any remaining traces of the weed.

RESOLVED Janine Holt and John Belshaw will continue to monitor this situation and report back when appropriate.

134/16/17**Future Sites for Allotments (Minute 832/15/16 & 998/15/16)**

Councillor J. Robinson reported back to the committee that he had looked at policies from other Local Authorities and that Brighton & Hove had a strategy and an action plan, they also had 4 or 5 videos of what allotment holders should expect. Councillor J Robinson also discussed the problem of getting developers to consider allotments in development briefs and included in future development plans, he will report back to the next meeting in more detail.

RESOLVED

That Councillor J. Robinson reports back to the next meeting on the policy and strategy employed by Brighton & Hove Council.

135/16/17**ELECTION OF VICE CHAIR**

Councillor J. Veevers proposed Councillor K. Bracey in his absence subject to his agreement seconded by Councillor J. Robinson and carried unanimously.

RESOLVED

That Councillor K. Bracey be elected Vice Chair subject to his agreement.

136/16/17**ANNUAL REVIEW OF TERMS OF REFERENCE**

The Assistant to the Town Clerk presented the meeting with the review of Terms of Reference Councillor J. Robinson observed that the paper does not state to keep accurate records of sites, The Assistant to the Town Clerk commented that this would be covered in the next agenda item. One sentence was thought to be unnecessary and is to be removed (The committee members will undertake inspections as and when required). Site representative Chris Rowley enquired if they had voting rights, The Assistant to the Town Clerk advised him that they do but not on setting the rents.

RESOLVED

That the Annual Terms of Reference be accepted with 1 sentence removed.

137/16/17**ALLOTMENTS SOFTWARE**

The Assistant to the Town Clerk asked if approximately £563 with ongoing costs of £113 per annum could be made available to purchase software to assist with the mapping of the allotments. A general discussion followed with Councillor J. Robinson and site rep. C. Rowley offering to assist The Assistant to the Town Clerk with the mapping exercise.

Councillor J. Robinson proposed to purchase the software and ongoing costs seconded by site representative C. Rowley and carried unanimously.

RESOLVED

That The Assistant to the Town Clerk purchase the software she requested.

138/16/17**VOLUNTEER TO UNDERTAKE KIB ALLOTMENT JUDGING**

The Assistant to the Town Clerk advised the members that this year the judging would not be as onerous as previous years with the 1st phase only entailing 60 allotment holders shortlisted from 476 holders. 4 site representatives would score the holders from 1 to 15, Tony Rothwell will be one of the Kendal in Bloom judges with 1 more volunteer required. The judging commences during the 1st 2 weeks in August and can be done in the evening. Councillor Jon Robinson volunteered.

RESOLVED

That Councillor J. Robinson joins Tony Rothwell as a Kendal in Bloom judge.

139/16/17**ROAD AT COLEY BARN**

At previous meetings Members had discussed extensive flood damage to the access lane at Coley Barn allotments. There had also been uncertainty over ownership/responsibility of the lane, The Assistant to the Town Clerk informed members that The Town Clerk had registered access across the land and that they had come to an agreement with the 2 residents involved to pay 1 third of the costs each, to tarmac the lane, The Town Treasurer will invoice them.

RESOLVED

That the Town Treasurer invoices the 2 residents 1 third each of the cost of resurfacing the access lane to Coley Barn allotments.

140/16/17**ON SITE VACANCIES**

Councillor J. Veevers reported to members that there seemed to be more resignations from site holders than usual. Councillor J. Robinson suggested that one of the reasons could be that the Town Handyman and The Assistant to the Town Clerk are much quicker at identifying tenants that are not complying with the tenancy agreement or paying the rent in a timely fashion. Councillor J. Veevers suggested that the older tenants are giving the plots up and although families are taking on the plots and up keeping them there are still vacancies. The Assistant to the Town Clerk reported that the vacancies were across the board and that she has filled a few and people are always going on the waiting list. Currently there are 12 vacant plots with some of these difficult to rent because of flooding however there were 32 new tenants taking allotments since the last meeting.

RESOLVED

That the report be noted

141/16/17**REPORT ON SITE VISITS/INSPECTIONS**

The Assistant to the Town Clerk reported that she and the Town Handyman regularly visit the sites to sort out and address difficulties. There has been some problems with Sandylands but these have been sorted. Councillor J. Robinson asked if boundaries were looked at and The Assistant to the Town Clerk

reported that they do and the new software would assist in the mapping of plots in the future.

142/16/17

FEEDBACK FROM SITE REPS MEETING

The Assistant to the Town Clerk advised the members that the site representative meetings continue to be a good group. She is informing the site representatives of new tenants so that they can cascade information to them and one in three meetings will be in the evening and these evening meetings will be led by the Town Handyman.

Chris Rowley suggested that when the new software is installed and the data base and mapping is progressed they will be able to assist The Assistant to the Town Clerk and the Town Handyman even more.

Councillor J. Veevers asked had any problems arisen from the un-neighbourly use of sprinklers and hose pipes for example if two allotment holders are using hoses or sprinklers the third tap does not have enough water pressure left for the other allotment users. Councillor J. Robinson and the Town Handyman was of the opinion that this was not an issue across all allotments. Following discussion it was decided that an article should be put in the newsletter stating that Kendal Town Council would prefer it if sprinklers were not used. It was also decided to use the site representatives to pass the information onto allotment users.

The question of trees was discussed and the Assistant to the Town Clerk informed members that trees should only be 2.5 meters high and allotments users who had trees higher than this have been told to top them.

RESOLVED

That an item on un-neighbourly use of sprinklers is put in the newsletter.

143/16/17

PROJECT UPDATE

The projects had already been covered throughout the agenda reports.

INFORMATION

All projects have been covered throughout the agenda

144/16/17

SITE MAINTENANCE ISSUES/REQUESTS FOR CONSIDERATION RE ALLOCATION FUNDS

The Town Handyman had a comprehensive list of jobs for consideration.

PATHS

Castle Haggs - the turning area at the top of the track needs repairing.

Canal Head - will not be completed now until Sept when the Town Handyman has more time.

Underley - to reinstate the path through.

Town View - the other half of the footpath, to do before Nobles Park project is completed.

Greenside – the path is seriously over grown.

Councillor J. Robinson advised members that following the mapping exercise the job of identifying paths in order to maintain them will be made easier.

FENCES

Crow tree - several allotment holders are climbing over the fence and not using the gate Councillor J. Veevers suggested raising the fence height.

Rinkfield – the fences alongside the canal are all gone.

Castle Drive - short fencing of 25m required at the entrance.

Castle Haggs – On the Fletcher Park side were you drive down, the fencing is to be completed also the hedge needs trimming back.

Other work that requires completing is a wall on the Underley site that is 25m long, the town Handyman is to labour for a tradesman in order to acquire skills for the future. Sandylands requires another water tap.

The Town Handyman suggested that the paths at Haggs and Canal Head were a priority, with the fencing at Rinkfield and Haggs possibly in next year's budget.

Councillor J. Robinson advised the Town Handyman to bring back a list of priority jobs to the next meeting and to prepare a schedule with costings. There is £4,000 in the site maintenance budget and in regard to the priority of Haggs and Canal Head to come back to the chair with costs.

With regard to the mapping of sites set a strategy of a year, getting site representatives involved. The Assistant Town Clerk stated that she will put this on the agenda for the next representatives meeting in September.

RESOLVED

For the next meeting

1. That the Town Handyman priorities his list of jobs to complete and prepares a schedule with costs attached for the members to discuss what can be completed this year and what must be budgeted for next year.

145/16/17

ITEMS FOR THE NEWSLETTER

As was discussed in the previous agenda item an article on hose pipes and sprinklers, Councillor J. Robinson asked that the mapping exercise is mentioned.

RESOLVED

That there is an article about hose pipes and sprinklers

146/16/17**FINANCIAL STATEMENT**

The financial statement to 31st May 2016 had been circulated to the Committee. Members considered the statement and noted the contents.

The Assistant to the Town Clerk highlighted the underspend on Skip Hire explaining that waste is now weigh in so it would be more appropriate for skip hire to be re-worded to Waste Removal. It was proposed by Councillor John Veevers and seconded by Councillor P. Bramham to reword skip hire to waste removal it was carried unanimously.

After a general discussion about the suitability and age of the Town Handyman's vehicle, which has to pull the considerable weight of the water tanker it was decided that Councillor J. Veevers would fetch the subject of renewing the vehicle to the next Management Committee.

RECOMMENDATION

That a sum of £4,000 be allocated from the site maintenance budget for the improvement of allotment sites proving to be unlettable and requiring improvement works. Town Handyperson to produce a list of appropriate sites for consideration at the next meeting.

147/16/17**ANY OTHER BUSINESS**

The National Grid has asked permission to rebuild the wall at the back of Aynam Road. Councillor J. Robinson proposed that permission be granted this was carried unanimously.

RESOLVED

That the National Grid be given permission to rebuild the wall at the back of Aynam Road.

148/16/17**DATE OF NEXT MEETING**

Monday 26th September 2016 at 7pm.

149/16/17**PROPOSED MEETING DATES FOR 2017**

The Assistant to the Town Clerk circulated the dates for 2017
 13th March
 12th June
 25th September
 11th December

The meeting closed at 9.00pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
133	Wattsfield – Horse's Tail	RES	Janine Holt and John Belshaw will continue to monitor this situation and report back when appropriate.
134	Future Sites for Allotments	RES	Councillor J. Robinson will report back to the next meeting
135	Election of Vice Chair	RES	That Councillor K. Bracey subject to his agreement will be Vice Chair
136	Annual Review of Terms of Reference	RES	That they be accepted
137	Allotment Software	RES	That the Software be purchased
138	Volunteer to Undertake Kendal In Bloom Allotment Judging	RES	Councillor J. Robinson will join Tony Rothwell to be The Kendal in Bloom Judges
139	Road at Coley Barn	RES	That 2 residents are invoiced with a third of the costs of resurfacing the lane.
140	On Site Vacancies	INFO	That the report be noted
142	Feedback from Site Reps Meeting	RES	That an item about un-neighbourly use of sprinkler is put in the newsletter
143	Project Update	INFO	These have been covered within the meeting
144	Site Maintenance Issues/Requests for Consideration Re-allocation of Funds	RES	For the next meeting:- That the Town Handyman priorities his list of jobs to complete and prepares a schedule with costs attached for the members to discuss what can be completed this year and what must be budgeted for next year.
145	Items for the Newsletter	INFO	An article about hose pipes and sprinklers and the mapping exercise.
146	Financial Statement	REC	That a sum of £4,000 be allocated from the site maintenance budget for the improvement of allotment sites proving

			to be unlettable and requiring improvement works. Town Handyperson to produce a list of appropriate sites for consideration at the next meeting.
147	Any Other Business	RES	That the National Grid be given permission to rebuild the wall at the back of Aynam Road.
148	Date of next meeting	INFO	26 th September
149	Proposed Meeting Dates for 2017	INFO	13 th March 12 th June 25 th September 11 th December