

# KENDAL TOWN COUNCIL

## Allotments Committee

**Monday 12<sup>th</sup> 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 11<sup>TH</sup> DECEMBER 2017**
- The Chairman presented the minutes of the meeting held on 11<sup>th</sup> December 2017, which had been approved by full Council on 8<sup>th</sup> January 2018.
- RESOLVED** That the minutes of the meeting of the Committee held on 11<sup>th</sup> 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 28<sup>th</sup> 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**

11<sup>th</sup> June 2018 at 7pm.

The meeting closed at 8.16pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>1031</b>	Review of tenancy agreement	<b>RES</b>	That Janine Holt liaise with the Town Clerk and draft a clause relating to abuse towards members of staff for inclusion in tenancy agreements.
<b>1032</b>	Project update – dog fouling	<b>RES</b>	That Janine Holt write a letter to John Barwise on behalf of the Allotments Committee regarding the dog fouling problem.
<b>1033</b>	Review of monthly drop in sessions	<b>RES</b>	That drop in sessions continue to be held on a bi-monthly basis. Janine Holt to decide when these should take place.
<b>1034</b>	Site reps meeting – feedback	<b>RES</b>	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.
<b>1037</b>	AOB – work experience opportunity	<b>RES</b>	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