

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



29 July 2024

To Members and Co-optees of the Allotments Committee, and Site Representatives

Kendal Town Council Members

Cllr G Archibald (Vice Chair)	Cllr J Cornthwaite
Cllr L Edwards	Cllr A Finch (Chair)
Cllr C Hardy	Cllr L Hendry

Co-optees

Jon Cox	Chris Rowley
Ros Taylor	

Site Representatives as appropriate

Canal Head	Deborah Allison	Rinkfield	Tony Hayton
Castle Drive	Mrs E Kelly	Sandylands	Vacancy
Castle Haggs	Gwen Tordoff	Sedbergh Road	Vacancy
Castle Haggs Ext	Jon Cox	Shaws Brow	Vacancy
Coley Barn	Eric Ashton	Town View	Vacancy
Crow Tree	Bryan Williams	Underley Hill	John Youde
Greenside	Kim Baker	Underley Road	Chris Rowley
Greenside	Ali Paddle	Wattsfield	Ros Taylor
Natland Road	Vacancy		

You are invited to a meeting of Kendal Town Council Allotments Committee on **Monday, 5 August 2024, at 7.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.**

Yours faithfully

Chris Bagshaw
Town Clerk

AGENDA

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.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the council under the terms of Local Government Act 1972, s85.

2. Declarations of Interest

To receive declarations by members and/or co-optees of interests in respect of items on this agenda.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

4. Minutes from the Last Meeting (pages 3 to 5)

To receive the minutes of the meeting of the Allotments Committee held on 29 April 2024 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 6 to 9)

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

6. Review of Spend against 2024/25 Budget (page 10)

To consider a report on budget spending (see attached).

7. Townscape Officer Update (page 11)

To receive a verbal update on issues raised by the Townscape Officer.

8. Allotment Statistics Report (page 12)

To receive an update on collection rates, waiting lists and other indicators (see attached).

9. Site Representatives

To receive verbal reports from Site Representatives, and to consider what actions may be taken where no site representative has been present.

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Minutes of a meeting of the Allotments Committee held on Monday, 29 April 2024, in the Georgian Room at the Town Hall, Highgate, Kendal, at 7.00 p.m.

Kendal Town Council Members

Cllr G Archibald (Vice Chair)	Present	Cllr J Cornthwaite	Apologies
Cllr L Edwards	Present	Cllr A Finch (Chair)	Present
Cllr C Hardy	Apologies	Cllr L Hendry	Present

Co-optees

Jon Cox	Present	Chris Rowley	Present
Ros Taylor	Present		

Site Representatives present

Castle Haggs	Gwen Tordoff
Castle Haggs Ext	Jon Cox
Underley Road	Chris Rowley
Wattsfield	Ros Taylor

In attendance: Chris Bagshaw (Town Clerk), Janine Holt (Council Services Officer) and Pierre Labat (Townscape Officer).

A34/2023 Apologies

Apologies for absence were received and accepted from Kendal Town Cllr C Hardy and Cllr C Cornthwaite and Site Representative Elizabeth Kelly (Castle Drive)

A35/2023 Declarations of Interest

No declarations of interest were raised under this item.

A36/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included in the agenda.

A37/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Allotments Committee held on 26 February 2024 and to authorise the Chair to sign them as a true record.

A38/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

Cllr Archibald highlighted the workload pressure on the officers and advised them not to overreach themselves. He thought it would be helpful if the action sheet could reflect the exact status of projects even if they were on hold because there was not enough officer capacity.

Resolved: To note the report.

A39/2023 Review of Spend against 2023/24 Budget

The Council Services Officer presented a report reviewing spend against the budget as of 31st March 2024. It was noted that the budget was underspent at the end of the financial year.

Resolved: To note the report.

A40/2023 Canal Head Orchard

The Town Clerk presented a proposal to create a small community orchard at Canal Head allotments. It was noted that this project overlaps with the Environment Committee with the proposal developed by the Project Officer. Concerns were raised in respect of the capacity to deliver this project. Chris Rowley who has prior experience in developing a community orchard, highlighted that the amount of work required to maintain an orchard was huge. He suggested that the community base of volunteers was developed as a first step. These comments will be fed back to the Project Officer for consideration.

Resolved: To provide feedback to the Project Officer

A41/2023 Allotment Workshops

Councillor Hendry presented a proposal for developing a series of informative workshops for allotment holders. She acknowledged that it was too late in this growing season to implement the programme. She agreed to undertake further research and report back to a future meeting.

Resolved: Councillor Hendry will further research the development of a series of workshops and report back to the Committee in the future.

AA42/2023 Townscape Officer Update

The Townscape Officer presented his report. He reported that the newly established maintenance system was working well and helping him to focus on his workload. The Townscape Officer reported that the repair of the gates on the original side of the Canal Head site was to be a priority in between his work on the installation of the civic planting.

Following on from a site meeting with the Council Services Officer and Site Representative for Castle Hags Ext, it was agreed that the Townscape Officer could effectively repair the boundary fence at Castle Hags Ext. In addition to repairing the fence, he would also install a permeable membrane along the length of the fence line, this would help alleviate the

complaints about the weeds and brambles encroaching on the allotments. This work is scheduled to start on 3rd May.

The Townscape Officer reported that he had met with the site representative from Castle Hags to discuss concerns with the installation of the water troughs. It appears that tenants are reluctant to use the troughs, the Townscape Officer confirmed that the water troughs would be in addition to the existing taps and not a replacement.

The Council Services Officer reported that whilst on recent site visits, she noted the poor state of the main pathway at Town View allotments. She felt that the extent of the work would not fall within the scope of the Townscape Officer but would need a dedicated groundworks contractor. It was suggested that she try the community payback scheme which may be able to assist.

Resolved: To note the updates.

A43/2023 Allotment Statistics Report

The Council Services Officer presented a report which showed that the waiting list currently stood at 81 individuals. The list had decreased by 33 individuals since the last meeting. 9 plots were vacant, details of which were provided within the report. 34 plots had been let since February.

The site representatives stated that it would be useful to know when plots had been let. The Council Services Officer agreed to include site representatives in the correspondence she sends out confirming the allocation of a plot.

Resolved: Council Services Officer to include the site representatives in the correspondence confirming the allocation of plots.

Resolved: To note the report.

A44/2023 Site Representatives

Chris Rowley, Underley Road representative, reported that he had seen rabbits on Kendal Green footpath and that they appeared to be moving outwards towards Underley Road allotments. The Council Services Officer thanked Chris Rowley for sharing his observation.

The site representatives thanked Town Council Officers for their continued support.

Resolved: To note the verbal reports from Site Representatives.

The meeting closed at 8.25 p.m.

Allotments Committee - Minute Action Sheet - as at 29 July 2024

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
3	27/02/2023	A40/2022	Site Signage	To authorise the use of up to £8,000 from the Allotment Reserve to install safe and uniform signage across the allotment estate.	JH		Ongoing	Currently collating costs and site information. I hope to have cost information for the <u>September 24 meeting.</u>
18	25/09/2023	A18/2023	Review of Tenancy Agreements	To note the report and the recommendation that the Council adopt the NALC template for its agreements from January 2025, with officers submitting a draft version covering Kendal's specific needs for the Committee's approval at its next meeting.	CB/JH		Ongoing	NALC template updated with Kendal information and comments received. Tenants will be advised at the end of the season that a new tenancy is to be adopted. The requirement is to give tenants 6 months notice of a new tenancy, with this in mind the tenancies will be <u>circulated in June 2025</u>
19	25/09/2023	A20/2023	Surplus Food – Community Initiative	To site an upcycled cupboard for surplus produce on the tow path between Castle Hags and Canal Head next summer, to be advertised by word of mouth and for those people on the Allotments Waiting List to be informed of the scheme in order that they might be able to reap the benefits, the scheme also to be mentioned within the Allotments <u>Newsletter</u>	JH		Completed	Following on from discussions with waste into wellbeing, it has been agreed to put this project on hold. Logistically, it is difficult to support. For the time being emphasis will be promoting the new location and drop in details for waste into wellbeing.
20	25/09/2023	A20/2023	Surplus Food – Community Initiative	To look into the potential for a community apple pressing event.	PL		Deferred	This initiative has been passed back to the Project Officer

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
22	25/09/2023	A22/2023	Townscape Officer Update	Further research and dialogue with tenants and robust consultation to be carried out in relation to the proposal to use water troughs at Castle Hags.	PL		Ongoing	On Pierres current task list.
23	25/09/2023	A22/2023	Townscape Officer Update	The Town Clerk to carry out further research and to come back with an appropriate plan regarding fencing at Castle Hags.	JH		Completed	Janine met with Pierre and the site rep. It was agreed to install a stock fence on the existing boundary line. Permission was sought from W&F to clear a line of vegetation with a permeable membrane to help deter the weeds from encroaching onto the plots. The success of this approach will be monitored throughout the growing season.
25	25/09/2023	A23/2023	Allotment Statistics Report	To devise an appropriate plan in relation to persistent non-cultivation of plots, also addressing resource allocation, and to report back to the next meeting of the Committee.	CB/JH		Ongoing	Due to the alleviation of other project area pressures. Janine has been able to undertake a rigorous programme of visits this season. This is proving successful in motivating individual to either work their plots or to relinquish them.
27	26/02/2024	A29/2023	Minute Action Sheet	To carry out a review of the format of the minute action sheet.	CB			Under review

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
28	26/02/2024	A30/2023	Review of Spend against 2023/24 Budget	A list of planned renovations and maintenance schedule to be circulated to site representatives for inclusion of any additional items prior to presentation to the next meeting of the Committee.	JH		Ongoing	Maintenance schedule/task list included with the minutes. No planned renovations to date. The major site renovation this year is the pathway at Town View, no further details are available at the moment as I am struggling to find a suitable groundwork contractor.
29	26/02/2024	A31/2023	Townscape Officer Update	To try to factor in additional meetings of the Allotments Committee within the 2024/25 Calendar, in April, June and November.	CB		Completed	Schedule of annual meetings approved at full Council in May.
30	26/02/2024	A32/2023	Allotment Statistics Report	To take a better informed view on the process of allocation of plots following presentation of the allotments statistics report at the next meeting.	JH		Completed	Plots are being offered in a timely manner.
33	26/02/2024	A33/2023	Site Representatives	To look into the matter of the mess left behind at Crow Tree following work on the new gas main to Ford Terrace.	JH/PL		Completed	Entered onto Pierre's task list. He visited site and reported the land would recover in its own time with no intervention from him.
34	26/02/2024	A33/2023	Site Representatives	To pass on details regarding the relevant person to contact regarding collection of leaf mould at the cemetery.	JH		Completed	Details

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
35	26/02/2024	A33/2023	Site Representatives	To address the issue of the internal path within the Crow Tree site.	JH/PL		Ongoing	JH and the tenant met to discuss the path. Agreement made to improve and strengthen the pathway. Entered onto task list with work scheduled for October
36	26/02/2024	A33/2023	Site Representatives	To check on the old wooden gates at Canal Head.	PL		Ongoing	On the task list.
37	29/04/2024	A40/2023	Canal Head Orchard	To provide feedback to the Project Officer	JH		Completed	Referred back to Project Officer.
38	29/04/2024	A41/2023	Allotments Workshops	Councillor Hendry will further research the development of a series of workshops and report back to the Committee in the future.	LH		Ongoing	Met with Co-ordinator of Appleby Road community plot. They hope to run a series of workshops for allotment holders and in makes sense to work in tandem.
39	29/04/2024	A43/2023	Allotment Statistics Report	Council Services Officer to include the site representatives in the correspondence confirming the allocation of plots.	JH		Completed	This information is to be circulated routinely to site reps when plots are let.

22/07/2024

Kendal Town Council

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Detailed Income & Expenditure by Budget Heading 01/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Allotments</u>							
Allotments Gen Exp	6,878	1,326	9,000	7,674	694	6,980	
Allotment Water	2,043	275	1,950	1,675		1,675	
Allotment Rent	835	840	1,050	210		210	
Allotment Pest Control	2,201	489	3,200	2,711		2,711	
Allotments :- Indirect Expenditure	11,957	2,930	15,200	12,270	694	11,576	0
Net Expenditure	(11,957)	(2,930)	(15,200)	(12,270)			
Grand Totals:- Income	0	0	0	0			
Expenditure	11,957	2,930	15,200	12,270	694	11,576	
Net Income over Expenditure	(11,957)	(2,930)	(15,200)	(12,270)			
Movement to/(from) Gen Reserve	(11,957)	(2,930)	(15,200)	(12,270)			

	 Strim Plot G33 Allotments 5 August 2024	Not Started	Fri 05/07/2024	0%	 Pierre
	 Rubbish Clearance on SB16	Not Started	Thu 01/08/2024	0%	 Pierre
	  Town View Fence- fix holes	In Progress	Tue 09/07/2024	0%	 Pierre
	Renovate the planters outside the Town Hall	Not Started	Mon 03/02/2025	0%	 Pierre
	Clearing and splittng plot 7 Town View	In Progress	Sun 30/06/2024	25%	 Pierre
	 Drain at Coley Barn	Waiting on so...	Wed 20/03/2024	0%	 Pierre
	Coley Barn Parking Area - leveling Up	In Progress	Fri 27/09/2024	0%	 Pierre
	 Quote for outside gates on CAH	In Progress	Sun 31/03/2024	0%	 Pierre
	Installation and Purchase of Water Troughs at Castle Haggs	Not Started	Sun 31/03/2024	0%	 Pierre
	Canal Head Gates	Not Started	Sun 31/03/2024	0%	 Pierre
	 Crow Tree collapsing boundary	Not Started	Wed 20/03/2024	0%	 Pierre
	CB25 fence to be repaired	Not Started	Fri 16/02/2024	0%	 Pierre

Allotments Committee 5th August 2024

Waiting List Update

The waiting list currently stands at 68 individuals. The waiting list has decreased by 13 individuals since the last meeting.

Allotment site	Number of plots per site	Number on the waiting list	Change since the last meeting
Aynam Road	3	1	0
Canal Head	42	9	+3
Castle Drive	9	1	0
Castle Haggs	33	4	+3
Castle Haggs Ext	47	4	+3
Coley Barn	44	10	+4
Crow Tree	24	9	-7
Greenside	48	16	+2
Natland Road	19	4	-6
Rinkfield	32	6	-5
Sandylands	25	13	0
Sedbergh Road	42	2	-2
Shaw's Brow	22	14	+4
Town View	19	11	+1
Underley Hill	27	7	+4
Underley Road	36	7	+4
Wattsfield	42	7	-4

Vacant Plots

5 plots are vacant. Please find below sites with vacant plots:-

Castle Haggs 1

Castle Haggs Ext 2

Town View 1

(The plot can't be let at the moment, needs clearance and will be split into 2)

Underley Hill 1

Number of Plots Let Since Last Meeting

I have let 21 plots since the last meeting.