

# KENDAL TOWN COUNCIL

Notice of Meeting

## ALLOTMENTS COMMITTEE

Monday, 28<sup>th</sup> September 2020 at 7.00 p.m.  
(Via Teleconferencing)

### 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 22ND JUNE 2020 (ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

5. **ANNUAL REVIEW OF THE TERMS OF REFERENCE** (see attached)

6. **PROJECT UPDATE** (see attached)

7. **TOWNSCAPE MANAGER WORK UPDATE**

- Crow Tree Fencing
- Asbestos Update

8. **REQUEST FOR A POLYTUNNEL ON UNDERLEY ROAD** (see attached)

9. **APPRENTICESHIP OPPORTUNITY**

10. **ANNUAL RENT REVIEW**

## KENDAL TOWN COUNCIL

11. **ITEMS FOR THE NEWSLETTER**
  - Spring 2021 Edition – deadline 22<sup>nd</sup> January, publication 1<sup>st</sup> March (provisional)
  - Summer 2021 Edition – deadline 11<sup>th</sup> June, publication 19<sup>th</sup> July (provisional)
12. **REVIEW OF SPEND AGAINST BUDGET 2020/21** (*see attached*)
13. **2021/22 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS** (*see attached*)
14. **ANY OTHER BUSINESS**
15. **DATE OF NEXT MEETING - MONDAY 14<sup>TH</sup> DECEMBER 2020 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.***

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

# KENDAL TOWN COUNCIL

## Allotments Committee

**Monday 22<sup>nd</sup> June 2020 at 7.00 pm  
(Via Teleconferencing)**

- PRESENT** Councillors Alvin Finch (Chair & Mayor), Dave Miles (Vice Chair), Giles Archibald, Michele Miles, Stephen Coleman and Carol Hardy  
Deborah Allison (Site Rep – Canal Head)
- APOLOGIES** Chris Rowley (Site Rep)
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 080/20/21 PUBLIC PARTICIPATION**  
None.
- 081/20/21 DECLARATIONS OF INTEREST**  
None.
- 082/20/21 MINUTES OF THE MEETING HELD ON 9TH DECEMBER 2019**  
The Chairman presented the minutes of the meeting held on 9<sup>th</sup> December 2019, which had been approved by full Council on 6<sup>th</sup> January 2020. Members agreed they were an accurate record of the meeting.
- RESOLVED** That the minutes of the meeting of the Committee held on 9<sup>th</sup> December 2019 be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 083/20/21 Castle Haggs Extension (Minute 656/19/20)**  
Janine had previously been tasked with arranging payment for new fencing posts by the end of the financial year. She advised that sufficient funds had not been available. Members agreed to discuss the matter later in the meeting under the review of spend against budget 2020/21.
- 084/20/21 PROJECT UPDATE**  
Rabbits at Town View  
It was reported that rabbits are once again a problem at Town View. The rabbit fence was checked regularly in February/March following attendance by pest control in January and no problems were found, although there was one rabbit on site at that time. By week commencing 8 June there were reports of a large number of rabbits. Pierre cannot see any holes in the fencing but it is obvious that rabbits are entering the site from somewhere.

Councillor Finch raised his concern to learn during allotment site checks of a tenant verbally abusing KTC staff. The tenant was unhappy about the rabbit situation. He commented that he did not have an answer to the problem, previous attempts to clear the site of rabbits had not proved successful and it may be that shooting them is the only option remaining. Councillor Coleman proposed that this course of action be progressed. Janine advised that permission would have to be sought from SLDC. The proposal was carried with 3 Members in favour and 3 abstentions.

#### General Update

Janine reported that the waiting list for allotment plots has increased by 91 to a total of 161. Site visits have just been completed. Generally things are working well and allotment holders are happy. Following the visits one notice to quit has been issued and 24 letters have been sent requesting tenants to carry out improvement work to their plots. The sites in question will be revisited in 4-5 weeks for further inspection.

A good job has been made of the fencing at Rinkfield and the tenants are happy with the work. There is an area on site which can be split into possible a further three plots. Pierre advised that a large amount of rubbish had been cleared from the site. There had been some nice community work to achieve this and everyone was pleased about the fencing.

#### **RESOLVED**

That Janine approach SLDC for permission to have the rabbits at Town View allotments shot.

#### **085/20/21**

#### **FIRES ON GREENSIDE ALLOTMENTS**

Janine reported that she had been contacted by an allotment holder who had an issue with a fire on Greenside allotments. A tenant was burning fresh hedge cuttings along with other wood and this had produced thick smoke which entered his house. He requested Committee to consider banning fires on allotment sites, particularly bearing in mind the current climate emergency.

A general discussion ensued. Councillor Coleman commented that Committee should not be encouraging bonfires and considered they should be banned. He acknowledged there had been an increased need for bonfires during the recent withdrawal of household green waste collections, but this service had now resumed so the requirement should have declined. It was agreed Janine would contact the Allotments Association to ascertain their policy on bonfires and report back to Committee for further consideration.

#### **RESOLVED**

That Janine contact the Allotments Association to ascertain their policy on bonfires and report back to Committee.

#### **086/20/21**

#### **ITEMS FOR THE NEWSLETTER**

##### Autumn/Winter Edition:

- Biodiversity enhancement
- Bees (contact Jacqui Cottam at Heron Hill School)

Pierre advised that the People's Café is asking people with spare veg to take it down to them. Notices have been put on sites and there is an article in the current newsletter.

**087/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budgetary Control Statement to 31<sup>st</sup> May 2020. The following matters were highlighted:

Pest Control

Whilst the budget for this item is currently quite healthy, the current problem with rats could result in overspend.

Waste Removal

There has been a problem with fly tipping and waste during lockdown. This has been reported to SLDC, however Pierre has had to remove substantial rubbish from allotment sites.

Site Maintenance

Budget is looking healthy. Janine reported a quote received in the sum of £655 to remove asbestos from Rinkfield allotments. Councillor Coleman proposed that this expenditure be approved. This was seconded by Councillor Archibald and carried.

Asbestos on Coley Barn was also noted and a quote for its removal is being obtained. Members agreed to remove this at the same time as Rinkfield if the quote is less than £1,000.

Pierre commented that there is a larger problem to consider, with asbestos still present on many sites. He suggested a survey of all sites be carried out. Councillor Archibald stated that asbestos is a potential health issue and Committee should act immediately to remove any asbestos from sites. He proposed that Pierre organise a survey. This was seconded by Councillor Coleman and carried unanimously. Survey report to be available for the next Committee meeting in September.

Coley Barn

Janine advised that a quote for repairs to a wall at Coley Barn has been obtained in the sum of £120 and requested approval to proceed with this work. Councillor Coleman proposed that the work proceed. This was seconded by Councillor Archibald and carried with 1 abstention.

Noticeboards

It was suggested that Coley Barn should be the next site to receive a noticeboard. The cost was reported as £580 plus VAT. Councillor Coleman expressed his view that noticeboards are a good idea, but commented that the board on the site where he has a plot has damp inside and updating of information inside the board is limited. Whilst he supported the addition of a board at Coley Barn he said these issues need to be addressed. Councillor Finch commented that a noticeboard at Coley Barn would be useful, particularly in view of the current rat problem.

Pierre commented that Committee had needed to be very proactive with regards to the rat problem and had to act on advice received from Pest Control. Councillor Coleman said in future notices should be put up on site so the public are fully aware of what action is being taken. He also suggested that a press release should be issued.

Councillor Finch referred to the remaining budget for Pest Control and stated that this was unlikely to be sufficient given the issues faced. Councillor Coleman proposed that any excess should come from the Site Maintenance budget. This was seconded by Councillor Finch and carried unanimously.

#### Water charges

The budget is as expected at this point. The problem on Greenside appears to have resolved itself.

#### Action Plan

Work at Rinkfield took up the majority of this budget but a good job has been achieved. There is £445 remaining in budget.

Councillor Coleman requested some further work to the budgetary control statement to ensure clarity in respect of the amount left to spend. Janine will feedback the request to the Treasurer.

Note: Minute 083/20/21 (Castle Hags Extension). It was agreed earlier in the meeting to discuss payment for new fencing posts under this item, however this was not discussed.

### **RESOLVED**

1. That expenditure of £655 be approved to remove asbestos from Rinkfield. Further asbestos at Coley Barn to be removed at the same time, if the quotation obtained is less than £1,000.
2. That an asbestos survey be arranged for all sites and a report presented to the next Committee meeting. Pierre to lead on this.
3. That repairs to a wall at Coley Barn be approved at a cost of £120.
4. That any shortfall in the Pest Control budget be made up from the Site Maintenance budget line.
5. Janine to feedback comments from Councillor Coleman regarding further work to the budgetary control statement.

### **ANY OTHER BUSINESS**

#### **088/20/21**

Councillor Coleman understood there were currently no vacant allotment plots and requested confirmation. It was confirmed as correct.

#### Polytunnels

The position regarding polytunnels was queried. Janine advised she had prepared a policy which is on the KTC website. Tenants are required to contact KTC for permission but it is no longer necessary to go through SLDC Planning. Polytunnels currently on site have been considered during recent site visits and Janine will be writing to a tenant in respect of one greenhouse which is over the permitted size.

Verbal Abuse of KTC Staff

Pierre reported two incidences of verbal abuse he had received from an allotment holder whilst carrying out strimming work on site. Members discussed the appropriate of course of action and whether Committee should write to all allotment holders or individuals concerned. It was agreed Janine will contact CALC for further advice.

Tyres on Allotment Sites

Pierre reported a number of tyres on sites and asked Members to consider whether they felt it appropriate these be allowed. He pointed out that there was a removal cost involved if a vacating tenant left them behind. Councillor Archibald commented that tenants use tyres to grow produce in and felt it was a good way of recycling tyres. Following a general discussion it was agreed the use of tyres on plots continue to be allowed.

**RESOLVED**

Janine to contact CALC for advice in respect of the appropriate course of action following verbal abuse of staff by tenants.

**089/20/21****DATE OF NEXT MEETING**

Monday 28<sup>th</sup> September 2020 at 7pm.

The meeting closed at 7.54pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>084</b>	Rabbits at Town View	<b>RES</b>	That Janine approach SLDC for permission to have the rabbits at Town View allotments shot.
<b>085</b>	Fires on Greenside Allotments	<b>RES</b>	That Janine contact the Allotments Association to ascertain their policy on bonfires and report back to Committee.
<b>087</b>	Review of Spend Against Budget 2020/21	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That expenditure of £655 be approved to remove asbestos from Rinkfield. Further asbestos at Coley Barn to be removed at the same time, if the quotation obtained is less than £1,000.</li> <li>2. That an asbestos survey be arranged for all sites and a report presented to the next Committee meeting. Pierre to lead on this.</li> <li>3. That repairs to a wall at Coley Barn be approved at a cost of £120.</li> <li>4. That any shortfall in the Pest Control budget be made up from the Site Maintenance budget line.</li> <li>5. Janine to feedback comments from Councillor Coleman regarding further work to the budgetary control statement.</li> </ol>
<b>088</b>	AOB – Verbal Abuse	<b>RES</b>	Janine to contact CALC for advice in respect of the appropriate course of action following verbal abuse of staff by tenants.



## 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 Committee has co-opted members and such members can vote on matters not involving expenditure. They can make their views known but cannot vote on matters relating to expenditure. Only elected representatives can vote on items relating to expenditure.

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.

## **Allotments Committee 28<sup>th</sup> September 2020**

### **Project Update**

The main focus of the allotment work over the last quarter has been:

- Dealing with queries as and when they arise.
- Maintaining the database and waiting list
- Meeting tenants on site to resolve issues.

Again we have had an increase in demand for allotments this quarter and the waiting list currently stands at 215 which is an increase of 54 from last meeting.

### **Inspection Visits**

I and the Chairman have undertaken site visits on 14<sup>th</sup> June 2020 and 15<sup>th</sup> July 2020 and 22 letters were sent to tenants asking them to tend their allotments. I am scheduled to inspect allotments again on 14<sup>th</sup> October 2020.

### **Notice to Quit**

I have issued 4 notices to quit since last meeting.

### **Vacant Plots**

I have 0 vacant plots. I currently have 7 plots that have been offered and the deadline for reply is 30.9.20.

### **Number of Plots Let Since Last Meeting**

6

### **Rats on Allotments**

This year has seen a huge increase in rat activity. I am getting reports of rats on sites that have never had them before. Castle Hags and Castle Hags Ext is currently experiencing a very high volume of rats and I will be contacting all allotment holders asking them to harvest as much produce as possible, this will ensure the rats start to take the bait and the problem can be tackled.

I am pleased to report that there is no longer a rat infestation at Coley Barn.

I have asked the Pest Control Officer to maintain Rinkfield, Castle Hags & Ext and Coley Barn on a routine basis.

### **Castle Hags & Ext Allotment Anti-Social Behaviour**

I have only received one incident of anti-social behaviour since the last meeting and we will continue to monitor the situation.

### **Town View Rabbits**

Following on from last meeting I contacted SLDC on 22<sup>nd</sup> July to request permission to allow a marksman on site to shoot the rabbits. To date, permission has not been granted.

I inform all new tenants about the problem and advise them to rabbit proof their own plots.

The Townscape Manager regularly checks the integrity of the fencing and I have received no reports from him that it is compromised. A number of tenants have questioned the quality of the fencing.

### **Updating the Allotment Maps and Numbering**

I have recently met with Simon Unsworth (Mayors Attendant) who is going to start mapping the allotments. He will produce an accurate map of each site, ensuring all numbers follow in chronological order, the database will be updated and a new plot number issued, if required.

### **Bonfires on Allotments**

As requested in the previous meeting, I have contacted the National Association for guidance, please find below their response:

*Bonfires Please check with your Local Authority before authorising bonfires on the site. Garden bonfires contribute to air pollution, especially when green material is burnt.*

Please find below the clause our current tenancy agreement relating to bonfires:

*4.9 The Tenant is only permitted to burn non-compostable garden waste from their allotment. Bonfires must be kept to a minimum and not cause a nuisance to other plot holders, neighbouring residents or neighbouring businesses.*

### **Abuse to Staff**

I have spoken with CALC with regard to the above and they do not have a policy available in relation to abuse to staff.

I have also asked the National Association for guidance (Legal Dept), please find their response below:

*My advice would be to follow what is in your current tenancy agreement. Have you got a clause that provides that tenants should not cause nuisance or annoyance to plot holders, neighbours, etc? or perhaps a rule about not being abusive or aggressive? You could perhaps issue a warning under such rules so that the plot holders understand that their tenancy may be at risk if they continue to behave in an abusive fashion towards council staff. I am happy to look over your tenancy agreement if you would like some further support on this process.*

We do have a clause in the tenancy agreement which reads:

*4.23 Verbal or physical abuse to Kendal Town Council staff will not be tolerated under any circumstances. This will result in immediate termination of your tenancy.*

# KENDAL TOWN COUNCIL REPORT

To: Allotments Committee	28 <sup>th</sup> September 2020
From: Assistant to the Town Clerk	Agenda Item No. 8

## **REQUEST FOR A POLYTUNNEL ON UNDERLEY ROAD**

Committee are requested to consider a request received from Peter Jones of Plot 25 Underley Road for a polytunnel of 3m x 2m.





## KENDAL TOWN COUNCIL - ALLOTMENTS COMMITTEE

## BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 AUGUST 2020

2020/21 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	<b>Allotments:</b>				
24,250	Staffing	10,104	14,146	24,250	0
1,030	Vehicle Running Costs	577	4	581	449
1,030	Pest Control	1,030		1,030	0
515	Waste Removal	515		515	0
6,695	Site Maintenance	1,758	961	2,719	3,976
1,545	Water Charges	625	920	1,545	0
876	Rents Payable	840		840	36
-	Improvements & Developments			0	0
35,941	<b>Total:</b>	15,450	16,030	31,480	4,461
	<b>Receipts:</b>				
22,262	Allotment Rents Receivable	9,276		9,276	12,986
	<b>Action Plan Projects:</b>				
	Improve boundary walls/fences at:				
10,000		9,555		9,555	445
		0		0	0
10,000		9,555	0	9,555	445
	<b>Allotments Fund:</b>				
73,112	Allotments - interest received	457		457	73,569

## KENDAL TOWN COUNCIL

<b>Committee:</b>	<b>Date:</b>
<b>MAYORALTY &amp; ARTS</b>	<b>Tuesday 1 September 2020</b>
<b>CHRISTMAS LIGHTS &amp; FESTIVALS</b>	<b>Monday 14 September 2020</b>
<b>ALLOTMENTS</b>	<b>Monday 28 September 2020</b>
<b>ENVIRONMENT &amp; HIGHWAYS</b>	<b>Tuesday 29 September 2020</b>
<b>KENDAL IN BLOOM</b>	<b>Monday 12 October 2020</b>
<b>MANAGEMENT</b>	<b>Monday 19 October 2020</b>
<b>AUDIT, GRANTS &amp; CHARITIES</b>	<b>Monday 26 October 2020</b>

### 2021/22 Budget Proposals

#### 1. Budget Timetable

The Town Council has agreed a timetable for the preparation and approval of its 2021/22 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 2021/22 budget process are as follows:

September/October 2020	<ul style="list-style-type: none"> <li>• Committees to consider proposals for:             <ul style="list-style-type: none"> <li>○ Budget variations (additions, reductions, new items)</li> <li>○ One-off Action Plan schemes</li> </ul> </li> <li>• Allotments Committee to consider recommended rent levels</li> </ul>
21 September 2020	<ul style="list-style-type: none"> <li>• Management Committee to consider:             <ul style="list-style-type: none"> <li>○ Restated Action Plan</li> <li>○ Budget priorities and scoring system</li> </ul> </li> </ul>
5 October 2020	<ul style="list-style-type: none"> <li>• Council to approve priorities and scoring system</li> </ul>
Early November 2020	<ul style="list-style-type: none"> <li>• Management Committee to review budget proposals and recommend prioritised bids</li> </ul>
23 November 2020	<ul style="list-style-type: none"> <li>• Special Council to set allotment rents, consider proposals, prioritise bids and agree a draft indicative budget</li> </ul>
4 January 2021	<ul style="list-style-type: none"> <li>• Council to approve budget and set precept</li> </ul>

Some Committees meet before the Action Plan and budget priorities are established by Council on 5 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 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)
- Statutory Requirement
- Unavoidable Health & Safety or Business Continuity Issue.

These should be adopted for the 2021/22 Budget, with the addition of one further heading:

- Climate Change

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 23 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.