

Kendal Town Council

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



22 November 2021

To Members of the Allotments Committee and Site Representatives

Cllr G Archibald (Vice Chair)	Cllr C Hardy
Cllr S Coleman	Cllr D Miles
Cllr A Finch (Chair)	

You are invited to a non-statutory Working Group meeting of Kendal Town Council Allotments Committee on **Monday 29 November 2021 at 7.00 pm at Mintworks, 124 Highgate, Kendal**. Details of the meeting can be found on the Town Council's website at www.kendaltowncouncil.gov.uk.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A.B.' followed by a long horizontal stroke.

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

To receive the minutes of the meeting on 27 September, and affirm them as a true record.

5. Presentation

To receive a presentation from Paul Casson on the use of surplus allotment produce.

6. Review of Spend against Budget

To consider a report on budget spending (see attached)

7. Site Representatives

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

Background

The Chair would like as many site representatives to attend the Allotments Committee Meeting as possible to ensure a wide and encompassing range of views is obtained. The Chair would like to clarify what action, if any, should be taken for those site representatives who do not attend meetings.

8. Canal Head Update

To receive an update on the project to extend Canal Head Allotments, (see attached).

9. Coley Barn Improvement Works

To receive a report on the plan to improve infrastructure at Coley Barn, including the issue of the subsiding bank discussed at the previous meeting, (see attached).

10. Wattsfield Fence Quotes

To consider costings received for fencing work at Wattsfield.

11. Project Updates

To receive reports from officers on minor projects and longer term plans.

12. Budget 2022-23

To consider a proposed draft budget for the forthcoming Financial Year 2022-23. It is subject to the committee's consideration and subsequent scrutiny by the Management Committee and Full Council.

Draft Proposed Budget 2022-23

Item	2021-22	Est outturn	percentage	Proposed 2022-23	Notes
Capital work	12,203*	11,000	90%	40,000**	
Water	1,792	1,700	95%	1,800	
Rent	900	840	93%	900	
Pest control	2,500	2,500	100%	3,000	
Maintenance	7,806	6,800	87%	8,000	
Total	25,201	22,840	91%	53,700**	

* includes 7,203 from Allotment Reserve

** to include 30,000 from Allotment Reserve

Estimated Rental Incomes

	2021-22	2022-2023	Notes
Income	21,650	22,000	Does not include revenue from new sites, which may be as much as £2,000 in y1.

Allotment Reserves

	1 April 2021	Proposed 1 April 2022	Proposed 31 March 2023
Cash	80,303*	79,303**	39,303

* includes £5,000 contribution to reserves

** includes £10,000 contribution to reserves

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Notes from the non-statutory Working Group meeting of the Allotments Committee meeting held on Monday, 27 September 2021 at 7.00 pm via Zoom.

Cllr G Archibald (Vice Chair)	Present	Cllr C Hardy	Apologies
Cllr S Coleman	Present	Cllr D Miles	Apologies
Cllr A Finch (Chair)	Present		

In attendance: Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant), Janine Holt (Council Services Officer), Pierre Labat, (Townscape officer).

Site Representatives also in Attendance:

Gwen Tordoff	Castle Haggs
Councillor Chris Rowley	Underlay Road
Ros Taylor	Wattsfield

Apologies received from Ali Paddle, Greenside Site Representative and Deborah Allison, Canal Head Site Representative.

A01/21/22 Apologies

Were received and accepted from Councillors C Hardy and D Miles.

A02/21/22 Declarations of Interest

None

A03/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

A04/21/22 Minutes of the Previous Meeting

The Committee received the minutes of the previous meeting held on 22 March 2021

Resolved: To accept them as a true record.

A05/21/22 Review of Spend against Budget

The Committee considered a report on budget spending and noted some underspends. It was suggested that a line be added to the report indicating the extent and expenditure of the Allotment Development Reserve fund, and a note on where this money had been allocated to date.

Resolved: To accept the report and add additional information identifying committed development spending plans.

A06/21/22 Canal Head Development

The Council Services Officer provided an update on progress. A landscape architect has identified the potential for an additional 17 plots and 21 raised bed starter plots. A quote has been received today for £56,548. This would not include the cost of purchasing and installing the 21 raised bed planters. The income from the larger plots would be around £800pa, with the income from the smaller ones yet to be determined, but possibly between £200 and £600, depending on our pricing policy for very small plots.

The committee felt that less ambitious schemes could be considered. The Clerk noted that further quotes were required and that other possible solutions that would provide additional plots but at less cost could be identified.

Resolved: To seek two further quotes with options to explore alternative designs

A07/21/22 Rabbit Strategy

The Committee considered a draft policy on management of rabbits produced by the Wattsfield Site Representative. The Council Services Officer reported that five sites were affected, with Wattsfield the worst. Historically the Town Council has provided fencing but this year infestation of rabbits has been considerably worse and there is a need for more robust action. The Wattsfield Rep reiterated the summary of her strategy, especially the need for better communication with the public to make them aware of the problem. It was pointed out that in the wild rabbits, would naturally be controlled by predators. The Site Representative suggested opening better communications with SLDC, or their replacement, and perhaps Natural England. The Chair felt it was important to find out from SLDC what it was that the Town Council can do. Councillors wanted to know what the most effective deterrent is without killing the rabbits. Council officers maintain that rabbit fencing was the most effective. It was suggested that allotments were an important aspect part of Kendal life and should be well maintained. The Clerk felt there was a legal matter to explore with the owners of certain fields where rabbits appear to be breeding excessively and are seen in high numbers. It was proposed to erect rabbit proof fencing to be used at two sites initially. The choice of sites to be identified by the Chair and officers of the Town Council e.g., Wattsfield and Canal Head. It was also proposed to allocate a budget of £6,000 and then on a rolling programme with the other sites. Additionally, it was proposed to arrange a meeting with SLDC to discuss the problem with rabbits on their land and report back to next meeting. Finally, it was proposed for the Council Services Officer to enter into discussions with other agencies on feasibility of natural predators.

Resolved: To identify the cost of installation of rabbit proof fencing at two sites to be agreed with the Chair and Officers of the Town Council and report feasibility, costs and timing to next committee.

1. To identify a budget of £6,000 to cover costs of installation.
2. That the Council Services Officer arrange a meeting with SLDC to discuss the problem of rabbits on their land and ascertain what action the Town Council can take and what action SLDC might take to ameliorate the problem.
3. That the Council Services Officer investigate and report the potential for natural predators to assist in the control of rabbits.

A08/21/22 Waiting List Update

The committee considered a report on waiting list status for all allotments. The waiting list is now significantly down, with 164 individuals on the list. The Council Services Officer believes the longest wait is now around three years

Resolved: To accept the report.

A09/21/22 Tree Works

The Committee considered what actions to take in regard to some tree management issues at Shaws Brow and Town View. A dead tree on Shaws Brow requires specialist services to remove with an estimated cost of £800. Within this cost is also the removal of two overgrown fruit trees at Town View. Council Officers reported that this work could be done early next year, but the Town View trees required a Conservation Area notice. It was suggested that the District Council's Tree Officer be consulted about the correct and effective management of the trees in Town View

Resolved: To retain the services of tree surgeon and to remove the trees subject to correct notifications and approval.

A10/21/22 Coley Barn Subsidence

Councillors discussed some technical issues relating to the support a wall and bank at Coley Barn. Officers were proposing the installation of stone gabions. The Chair wanted to know if a less expensive option might be feasible. It was suggested that other options should be explored

Resolved: To further investigate possibly cheaper solutions to the subsidence of the bank.

A11/21/22 Town View Field Extension

The Clerk reported that a former play area at Town View Field had been identified as potential allotment land.

Resolved: To investigate the site fully, with costed proposals and an assessment of likely safeguarding issues relating to the proximity of the adjacent accommodation unit.

A12/21/22 Future Allotment Rents

The Committee considered a proposal that the Council alters the timing of the consideration of its allotment rents to reflect the actual timing of the budgeting process. It was suggested that the allotment year might be co-terminus with the financial year, however the Clerk suggested that allotments tend to be occupied from the beginning of March, rather than April, and this might create problems for renewals at the start of the growing season. It was suggested that any increase should be frozen for 2022, with a counter suggestion that the increase be kept to inflation for the coming year.

Resolved: To restrict a rise in allotment rents to reflect inflation at 2%. Further issues of timing for next years rental increase would be held over to the next meeting.

A13/21/22 Water Management. The Townscape Officer reported excessive use of hoses to water allotments and with potential water shortages, wanted to investigate

alternatives to the use of hoses. He would like to see more use of water troughs and watering cans.

Resolved: Officers will report to a future meeting on the feasibility of using water troughs in some areas as an alternative to hoses.

A14/21/22 Parking at Greenside

A councillor reported that residents on Undercliff Road had complained about inappropriate parking by some Greenside allotment users which is causing difficulties.

Resolved: That the Council Services Officer would write to allotment holders reminding them of the Council's 'good neighbour' policy.

The meeting closed at 20.58

DRAFT

Allotments

	<u>Budget</u>	<u>Additional</u>	<u>Actual Exp</u>	<u>Remaining</u>	
		<u>Funding</u>	<u>April - Sep</u>	<u>Budget</u>	
<u>ALLOTMENTS</u>					
Capital Spending (Asbestos Removal)	£5,000		£1,807	£3,193	
Allotment Exp From Reserves		£7,203			
Landscape Design & Site			£311		
Canal Head Landscape Design			£1,000		
Crow Tree Allotment Fencing			£5,892		
Revenue Spending/Main	£7,806			£3,215	
JT Atkinson - Allotment Repairs & Equip			£384		
Signscape - Allotment Repairs			£701		
AK Fencing - Watsfield Lane			£535		
AK Fencing Rinkfield			£140		
Haytons - Power Washer Repair			£4		
Middletons - tape			£4		
Concrete			£14		
Relocate Signage - Canal Head			£75		
Removal of Asbestos - Rinkfield & Windermere Road			£728		
Westmorland Mower Center - Mower Repairs			£363		
Hayton - Treated Posts			£12		
Continental Landscapes - Hedge Cutting & Digging			£310		
Rialtas - Allotment Software			£124		
Sam Robinson - Dry Stone Walling			£180		
Hayton - Netting			£16		
Henry Armer - Equip			£420		
MD Hanafin - Rail/Netting/Posts			£175		
Hayton - Wire Gate Latch & Combi Lock			£29		
Homebase - water Tap			£21		
Sack Sprayer			£43		
Cornthwaite Agricultural - Gearbox Grease			£7		
<u>Waste</u>					
H.Wicks - Waste Tipping			£264		
Suez - Green Waste			£43		
Water	£1,792		£711	£1,081	
Rent	£900		£840	£60	
Pest Control	£2,500		£1,730	£770	
<u>Total</u>	<u>£17,998</u>	<u>£7,203</u>	<u>£16,882</u>	<u>£8,320</u>	



Agenda Report

Committee: Allotments	Meeting Date: 29 th November 2021
From: Council Services Officer	Agenda No.: 8
Description: Progress report on the new allotments on Canal Head.	

Summary: *The committee are asked approve the project amendments and expenditure.*

1 Background

A recommendation by Kendal's Citizen Jury to create more allotments in Kendal was further reinforced by the current high demand for allotments. A section of unused land was identified on Canal Head allotments and it was agreed to develop this to create more allotments.

2 Project Update

Following on from the last meeting, the Council Services Officer and Townscape Officer have reviewed the site plans with the view to reducing the overall costs of the project. The following amendments have been made:-

- The creation of 22 plots instead of 18 as per original plan.
- The creation of the starter plots should be put on hold. The starter plots are very expensive to create and the demand for them is uncertain.
- Fence the external boundary with the less expensive rabbit proof fencing and not the deer prove fencing as suggested earlier.
- Remove the internal fencing between individual plots. Have post markers to distinguish between plots.
- Tantalized boards will be used to define the footpath
- The groundworks are not required, it was agreed that prospective tenants would be happy to undertake the work to create a productive plot.
- The installation of 3 water tanks as per original proposal.
- The planting of 3 communal fruit trees. Allotment holders and members of the public will be encouraged to take the fruit.

The Townscape Officer is currently coordinating contractor quotes for the boundary fencing. It is anticipated that these will be available at the meeting for members to view and approve. The Townscape Officer has identified the following expenditure:-

3 x Oval fast filling water trough 450L capacity	£921.00 + vat
70 x Tantalized boards	£446.00 + vat
280 x Pointed hedging pegs	£493.00 + vat
100m water pipe	£90.00 + vat
10 x Connectors and elbows	£60.00 + vat
Ground work for water pipe	£425.00 + vat
3 x Fruit trees	£126.00 + vat

Total Cost (excluding boundary fence)	£2687.00 + vat
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3 Recommendation

That the Committee members approve the suggested amendments and proposed expenditure.



Agenda Report

Committee: Allotments	Meeting Date: 29 th November 2021
From: Council Services Officer	Agenda No.: 9
Description: Coley Barn Improvement Work	

Summary: The committee are asked to approve the proposal to undertake improvement works on Coley Barn at a cost of £636.00

1 Background

The removal of asbestos sheets on Coley Barn has resulted in the loss of the retaining divide between plots 9 and 10. There is a significant amount of soil currently not secured. In addition to this, during heavy rain, the water from the fell above creates a small river that runs through the allotments. The removal of the asbestos sheets has exacerbated this problem and will result in the unsecured soil being washed away.

2 Proposal

Following on from the recommendation last Committee meeting, the Chair of the Committee and Council Officers met on site to assess the problem. It was agreed that a long term solution was required. The proposal is to install a base of 4 gabions baskets filled with lime stone, this will act as a retaining wall. The gabion baskets will also disrupt the water course and prevent the river effect from forming.

Please see costing breakdown below:-

Gabion baskets with lime stone	£471.00 + VAT
Groundworks	£165.00 + VAT
Total project cost	£636.00 + VAT

3 Recommendation

That the Committee members approve the cost of the improvement works on Coley Barn.