

# Kendal Town Council

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



22 April 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, 29 April 2024, at 7.00 p.m., in the Georgian Room 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 3–8)**

To receive the minutes of the meeting of the Allotments Committee held on 26 February 2024 and to authorise the Chair to sign them as a true record (see attached).

**5. Minute Action Sheet (pages 9–12)**

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

**6. Review of Spend against 2023/24 Budget (page 13–14)**

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

**7. Canal Head Orchard (pages 15–16)**

To consider a plan to develop a small community orchard at Canal Head (see attached).

**8. Allotment Workshops (page 17)**

To consider a proposal to hold a series of workshop sessions for allotment tenants (see attached).

**9. Townscape Officer Update**

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

**10. Allotment Statistics Report (page 18)**

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

**11. Site Representatives (pages 19–20)**

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

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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Minutes of a meeting of the Allotments Committee held on Monday, 26 February 2024, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.00 p.m.

## Kendal Town Council Members

Cllr G Archibald (Vice Chair)	Present	Cllr J Cornthwaite	Present
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	Apologies		

## Site Representatives present

Canal Head	Deborah Allison
Castle Drive	Liz Kelly
Castle Haggs	Gwen Tordoff
Castle Haggs Ext	Jon Cox
Crow Tree	Bryan Williams
Underley Road	Chris Rowley

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

## A25/2023 Apologies

Apologies for absence were received and accepted from Kendal Town Cllr C Hardy, from Co-optee Ros Taylor, and from Site Representatives Ali Paddle (Greenside) and Ros Taylor (Wattsfield).

## A26/2023 Declarations of Interest

No declarations of interest were raised under this item.

## A27/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

**A28/2023      Minutes of the Previous Meeting**

A query was raised on Minute No.A15/2023 (Co-option of Members) and on co-optees' entitlement to vote in relation to financial decisions. The Town Clerk explained that he was currently seeking clarification on this matter.

**Resolved:** To report once clarification received regarding co-optees' entitlement to vote in relation to financial decisions.

**Resolved:** To receive the minutes of the previous meeting of the Allotments Committee held on 25 September 2023 and to authorise the Chair to sign them as a true record.

**A29/2023      Minute Action Sheet**

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Further details were sought in relation to Item Ref. No.7 relating to Minute No.A43/2022 (Town Council Allotments) of the meeting held on 27 February 2023. The Town Clerk explained that this item had been considered within Part II and suggested that, should Members wish to discuss the matter, a vote be now taken to exclude the press and public.

**Part Two**

*At this stage in the proceedings, Members voted to exclude the Press and Public, due to the confidential nature of the discussion.*

The Town Clerk reported that, under Minute No.A43/2022 (Town Council Allotments), the Committee had considered an issue relating to the management of the Town Council's allotment estate when it had been resolved to approach a suitable solicitor to seek to progress the proposal. He explained now how involvement of the Secretary of State would be required to move forward on the matter and how this issue was not deemed to be a priority, there being more pressing needs in terms of the Council's allotments estate. It was, therefore, suggested that this matter should be parked for the time being.

**Part One**

*Members voted to move back into Part 1 for the remainder of the meeting.*

Discussion continued on the format of the minute action sheet and the potential to change the "deadline, if any" column to "target date". Also discussed was the potential to retitle the "officer responsible" column, with this being a public document, although the need to allocate tasks to individuals being acknowledged. To this end, the need to review the document in its entirety was raised.

**Resolved:** To remove Item No.7 from the Minute Action Sheet.

**Resolved:** To carry out a review of the format of the minute action sheet.

**Resolved:** To note the report.

**A30/2023      Review of Spend against 2023/24 Budget**

The Council Services Officer presented a report reviewing spend against budget as at 16 February 2024, pointing out that approximately £5,000 remained, with around £1,500 earmarked for maintenance work.

Attention was drawn to an item on the action sheet regarding the installation of safe and uniform signage throughout the Council's allotments sites and the potential to allocate the remaining sum to this project. Some concern was raised with regard to the potential need for this money to be instead set aside for pest control, however, the Council Services Officer explained that this was an ongoing cost and could not be carried forward into the next year. It was pointed out, however, that the Committee had already resolved to move forward on the signage at a previous meeting and it was suggested, therefore, that the remaining 2023/24 funding be used to pay for this. Attention was further drawn to an item later in the agenda on the purchase of water troughs, for which the remaining funding could also be used. Further raised was the potential for a training programme of workshops for allotment holders and implementation of policies, which had been suggested by the Kendal in Bloom judges; the Chair suggested that this proposal should be put in writing to the Committee for discussion at its next meeting.

It was proposed that the Committee might agree with the Council Services Officer's suggestion, on the proviso that, with the Chair or Vice-Chair's agreement, officers use some of the money for other enhancements, such as water troughs. Attention was drawn to a number of other enhancements and repairs required on various sites, it being suggested that a list of outstanding jobs should be created for consideration by the Committee.

The Town Clerk proposed that the Council Services Officer circulate a list of planned work for site representatives to look at and add to. Officers could then calculate costs and make sensible use of what money remained, for example on troughs or signage. Moving forward, he felt that it would be a good idea to bring the list of planned renovations and maintenance schedule to the next meeting of the Committee in order to prioritise of works and to be able to budget effectively.

Members were keen to ensure that ongoing work was not delayed and the need was, therefore, repeated for the Chair or Vice-Chair to give agreement regarding the potential use of the money for troughs and signage. Also suggested was the potential for a press release regarding the water taps at Greenside, which had been very successful. The Townscape Officer, however, explained that the plan now was to move forward with water troughs.

**Resolved:** 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.

**Resolved:** With the agreement of the Chair or Vice-Chair, officers to allocate the remainder of the 2023/24 allotments budget to signage throughout the Council's allotments estate and to the purchase of two water troughs, as outlined at Minute No.A31/2023 below.

**Resolved:** To note the report.

### **A31/2023      Townscape Officer Update**

The Townscape Officer presented his report, hard copies of which had been circulated at the start of the meeting.

- Water Troughs - These had proved to be successful at Canal Head and officers were keen to extend the scheme to other sites, for example, Castle Hags, using different and less expensive containers. The troughs were effective at reducing hosepipe use. The Townscape Officer suggested that two troughs could be placed on Castle Hags using the existing water pipe. The cost would be £130 for two troughs plus plumbing

connection. The Council Services Officer informed the Committee that the troughs would need to be purchased and installed by Easter 2024.

The Townscape Officer answered questions, saying that the troughs would not take long to set up and explaining that once it could be established whether they were successful, the scheme could be extended so people did not have as far to walk. He pointed out, however, that water troughs would not be appropriate on all sites. He stressed the fact that the intention of the scheme was to change the manner in which things were done and, whilst not saving the Council money, would hopefully save water.

During conversation, the Chair suggested that there was a need for the Allotments Committee to meet more frequently during the growing season, potentially in April, June and August and then back to every three months. The Town Clerk explained how it would be difficult to include any additional meetings within the Council's Calendar of Meetings, however, undertook to try to factor these within the 2024/25 Calendar.

**Resolved:** To try to factor in additional meetings of the Allotments Committee within the 2024/25 Calendar, in April, June and November.

- Compost Bins at Canal Head – The Townscape Officer reported that he would be moving the compost bins from Sedbergh Road to Canal Head due to the track being more accessible for the transfer of green waste and the bagging of the compost. The site at Canal Head had more space and did not require access from a busy road.
- Community Allotment – Officers were proposing to experiment with a community allotment plot at Canal Head, where the drainage had initially been poor. The idea would be to bring people together and demonstrate how beneficial growing vegetables was. It would increase the number of residents on a plot providing help and support for each other. There was space on the plot for a shed for communal tools. The initiative would be developed through an open day in April.

A suggestion was raised for classes to be provided at the site. Also suggested was the potential to use instead the triangular section of the site as opposed to a plot which could be paid for, especially with the waiting list at Canal Head being so large. The Town Clerk pointed out that there was £68,000 in the Allotments Reserve and that it would be appropriate to use some of this money to expand and fence off the triangle, also referring to the possibility of using one of the plots which had been written off due to poor drainage for a polytunnel for the community allotment. It was suggested that the feasibility of doing this be investigated and that the Chair and Vice-Chair be authorised to make a decision on the amount required. Attention was drawn to the successful community garden opposite Queen Katherine School and the need to liaise with that group and others looking for community gardening opportunities. Stressed was the importance of appropriate management in the longer-term. The Council Services Officer, however, explained that the Council's aspiration was more around raising the profile of allotments and to provide a space for those people who remained on the waiting list for a plot. She also stressed the need for current allotment holders and site representatives to be on board with the scheme.

**Resolved:** To note the updates.

### **A32/2023      Allotment Statistics Report**

The Council Services Officer presented a report which showed that the waiting list currently stood at 123 individuals. The list had increased by 12 individuals since the last meeting. 43 plots were vacant, details of which were provided within the report. Nine plots had been let since the last meeting. The Council Services Officer added that the deadline for annual payments had passed. Further, she said that she had offered out sites again on the previous Monday, when only four had been taken up. She felt the current situation to be of some concern and that there was a need to look at the process of allocation of allotments, with a need to be proactive and to develop a vibrant allotments community.

In response to queries, the Council Services Officer explained in detail the current process with regard to allocation of plots, individuals being emailed with a two week deadline to take up the offer. Whilst some felt that this was too short a timeframe, others felt that a quicker process was required.

The Town Clerk informed the Committee that the waiting list normally worked very effectively, however, drew attention to current challenges, particularly around the cost of living crisis. He suggested that a better view could be taken when considering the state of the list at the next meeting. He pointed out that the biggest concern with unlet plots was the time taken to bring them back into production and that plots not let by April would become a problem.

A suggestion was raised for the Council to make better use of its site representatives who were more able to use a personal approach. In addition, the need for a transparent method of selection of site representatives was stressed.

**Resolved:** To take a better informed view on the process of allocation of plots following presentation of the allotments statistics report at the next meeting.

**Resolved:** To consider the process of selection of site representatives at a future meeting.

**Resolved:** To note the report.

### **A33/2023      Site Representatives**

Chris Rowley, Underley Road Representative, was pleased to see that a number of plots had been let on the site.

Jon Cox, Castle Hags Ext Representative, sought progress in relation to the fence lines on this estate. In response, the Town Clerk reported that he had visited the site and drew attention to the outstanding question of whether the Town Council should commit to fencing a site which was not in its ownership, also explaining that allotments holders had no security of tenure on any site. He pointed out the work which had been carried out by Westmorland and Furness Council, with some new fencing on the top side and the planting of a mini woodland. A lengthy discussion ensued, during which the Town Clerk suggested that costs for fencing should be sought, although explaining how this would make a huge dent in the Allotments Reserve of £68,000. Jon Cox further drew attention to encroachment of nettles from without the site and the problems with rabbits, also stressing the fact that current allotment holders would leave, with some already having done so. The Committee recognised how this was an untenable situation, with these allotment holders renting plots of no value, and it was suggested, therefore, that Westmorland and Furness Council's view should be sought in writing. The Town Clerk raised the potential of the fall back position of the Town Council installing post and wire fencing. Also raised was the potential for the installation of new gates with a rabbit proofing layer and asking Westmorland and Furness Council to look at mowing its own boundary which, it was felt, would make a difference.

**Resolved:** The Town Clerk to approach Westmorland and Furness Council seeking their position in relation to the Castle Haggs Ext and to report back to Committee.

Brian Williams, Crow Tree Representative, reported that a mess had been left behind following work on the new gas main to Ford Terrace. The Council Services Officer undertook to look into the matter.

In response to a query from the representative regarding access to leaf mould at the cemetery, the Council Services Officer explained that, following problems which arose in the previous year, this was possible by arrangement with the cemetery to self collect. She undertook to provide contact details.

**Resolved:** To look into the matter of the mess left behind at Crow Tree following work on the new gas main to Ford Terrace.

**Resolved:** To pass on details regarding the relevant person to contact regarding collection of leaf mould at the cemetery.

The Council Services Officer further undertook to address the issue of the internal path within the Crow Tree site.

**Resolved:** To address the issue of the internal path within the Crow Tree site.

Deborah Allison, Canal Head representative, expressed thanks for the clear up next to the rubbish tip at Canal Head. In response to a query, the Council Services Officer explained that the compost area would be sited on the last bit of the Canal Head site. The representative expressed concerns regarding rabbits and raised the potential for the replacement of a number of wooden gates on the older allotments. The Council Services Officer explained that this was a matter for allotment holders themselves, although suggested that the Council would help if it could.

**Resolved:** To check on the old wooden gates at Canal Head.

**Resolved:** To note the verbal reports from Site Representatives.

The meeting closed at 8.52 p.m.

**Allotments Committee - Minute Action Sheet - as at 22 April 2024**

<b>Ref. No.</b>	<b>Meeting Date</b>	<b>Minute No.</b>	<b>Title</b>	<b>Action (Resolution)</b>	<b>Officer Responsible</b>	<b>Deadline, if any</b>	<b>Date Actioned</b>	<b>Comments</b>
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	This will be progressed with the Deputy clerk post is filled. In the meantime I will collate some costs.
9	12/06/2023	A7/2023	Request to Keep Bees on Wattsfield Allotments	The Town Clerk to re-draft the Town Council's standard Allotments Tenancy Agreement as outlined above.	CB		Process begun at this meeting	
16	12/06/2023	A9/2023	Site Representatives	Moving forward, the Town Clerk to discuss the ownership of allotment land with Westmorland and Furness Council.	CB		Position statement being prepared	
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 forwarded to Town Clerk for comments and amendments before final approval from the committee.

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
19	25/09/2023	A20/2023	Surplus Food – Community Initiative	To site an upcycled cupboard for surplus produce on the tow path between Castle Haggs 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 Newsletter.			Ongoing	
20	25/09/2023	A20/2023	Surplus Food – Community Initiative	To look into the potential for a community apple pressing event.				
21	25/09/2023	A21/2023	Cumbria Plan Bee	To trial bee houses at Canal head and at the top of Anchorite.				
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 Haggs.	PL			

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
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.	CB			inquiries begun with W&FC
24	25/09/2023	A22/2023	Townscape Officer Update	The Townscape Officer to find a suitable site on which to instal the stop tap originally purchased for Greenside.	PL		Installed	
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	To be discussed at site reps meeting.
26	26/02/2024	A28/2023	Minutes of Previous Meeting	To report once clarification received regarding co-optees' entitlement to vote in relation to financial decisions.	CB			Clerk will report to Management Committee on this. It isn't straightforward.
27	26/02/2024	A29/2023	Minute Action Sheet	To carry out a review of the format of the minute action sheet.				Under review
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			Under development

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
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			Scheduled
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			Agenda
31	26/02/2024	A32/2023	Allotment Statistics Report	To consider the process of selection of site representatives at a future meeting.	JH			
32	26/02/2024	A33/2023	Site Representatives	The Town Clerk to approach Westmorland and Furness Council seeking their position in relation to the Castle Haggs Ext and to report back to Committee.	CB			To report to Management
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			
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			
35	26/02/2024	A33/2023	Site Representatives	To address the issue of the internal path within the Crow Tree site.	JH			
36	26/02/2024	A33/2023	Site Representatives	To check on the old wooden gates at Canal Head.	PL			

22/04/2024

## Kendal Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	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	8,800	1,922	1,392	530	
Allotment Water	2,043	1,800	(243)		(243)	
Allotment Rent	835	950	115		115	
Allotment Pest Control	2,201	3,000	799		799	
Allotments :- Indirect Expenditure	<u>11,957</u>	<u>14,550</u>	<u>2,593</u>	<u>1,392</u>	<u>1,202</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(11,957)</u>	<u>(14,550)</u>	<u>(2,593)</u>			
Grand Totals:- Income	0	0	0			
Expenditure	11,957	14,550	2,593	1,392	1,202	
<b>Net Income over Expenditure</b>	<u>(11,957)</u>	<u>(14,550)</u>	<u>(2,593)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(11,957)</u>					

Allotments 27 April 2024					Page 14 of 20	
23/04/2024					Page 1	
Kendal Town Council						
14:28		Nominal Ledger Report by ACCOUNT			User :8134.S.DENNEY	
A/c Code	321 EMR-Allotments Reserve				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance						42,886.14
6	01/09/2023	177	Journal	22/23 Bank Interest Apportionm		339.10
9	01/12/2023	190	Journal	From CIL		25,000.00
Account EMR-Allotments Reserve					Account Totals	0.00
Centre					Net Balance Month 12	68,225.24

# Kendal Town Council

## Agenda Report

Committee: Allotments	Meeting Date: 29 <sup>th</sup> April
From: Projects Officer	Agenda No: 7
Description: Canal Head Orchard Proposal	

### Background

Untended spaces at Canal Head have been identified as a suitable site to plant a small orchard of 6 – 8 fruit trees.

### Proposal

Planting an orchard at this site would contribute towards meeting several of KTC's Action Plan goals:

#### *Climate Change and Biodiversity:*

- KTC has an ambitious biodiversity policy which states KTC's aim to plant/redistribute 500 trees or hedge plants each year. This orchard would contribute towards this goal. Rather than planting en masse, an orchard represents considered planting, following the ethos of "right tree in the right place".
- Fruit trees help to provide for pollinators and other wildlife.
- Growing food helps to meet the action plan goal of increasing environmental sustainability.
- A opportunity exists to work with partners including Waste Into Wellbeing (WIW), the Eddington CIC and Kendal Conservation Volunteers (KCV).

#### *How Kendal Looks and Feels – the public Realm:*

- Canal Head is a highly visible site. Planting fruit trees on a vacant plot would contribute to improving the public's experience of this site.

#### *Supporting People and Community Wellbeing:*

- Since the opening of the new allotments at Canal Head, a thriving community has developed at this site. Alongside the Townscape Manager's plans to offer allotment open days and composting demonstrations at this site, an orchard could provide a focal point for the allotment community, and an opportunity to contribute to the work of WIW.

### Location

There are a number of untended spaces at Canal Head, including a vacant plot next to the wetland area, which was assumed would also be too wet to let, but may now be dry enough to let normally. There is a triangle of untended space to the south of the new allotment plots, which was earmarked for community use, perhaps with raised beds. This proved to be prohibitively expensive, but tree planting here would be very visible and would bring unused land back into production. There are also unused spaces to the north of the new plots, but these are in a poor condition, currently and would require far more ground preparation before they were suitable.

**Future maintenance**

Maintenance requirements of a small orchard are not onerous. Interest has been expressed by current tenants at Canal Head. Maintenance arrangements could be formalised with occasional volunteer work parties, extending the educational potential of the site.

**Costs**

South Lakes Orchard Group currently offers locally grown trees (local varieties) for £20 each.

The committee is asked to consider approving £200 to cover the cost of up to 8 trees plus stakes and a small contingency allowance.

## Agenda Report

Committee: Allotments	Meeting Date: 29.4.24
From: Cllr L Hendry Council Services Officer	Agenda No.:9
Description: A proposal to develop a series of short workshops for allotment holders	

Summary: *The committee is asked to approve the proposed schedule of allotment workshops*

### Background

Last committee meeting Cllr Hendry suggested that she would like to develop a series of short workshops for tenants during the growing season.

### Proposal

To host a series of 6 short workshops for new allotment holders during the growing season (May- November). Although it is felt that the workshops will benefit new allotment holders in particular, the invitation will be circulated to all tenants. Cllr Hendry has agreed to coordinate the workshops with the support of Officers. The titles suggested are:-

- Composting – May (onsite)
- Companion planting – June (Town Hall)
- Pests – July (onsite)
- Water – August (venue tbc)
- Surplus food – September (Venue tbc)
- No Dig- October (onsite)
- Looking at the year ahead - right plant, right place – November (Town Hall)

The events are to be informal with the venues varying depending on the subject area. The timescale is tight but it is feasible that the workshops can be delivered this growing season. The funding required will be minimal (less than £100) as speakers/experts will be identified within the local community.

### Recommendation

Committee members are asked to approve the schedule of proposed workshops.

## Allotments Committee 29<sup>th</sup> April 2024

### **Waiting List Update**

The waiting list currently stands at 81 individuals. The waiting list has decreased by 33 individuals since the last meeting.

Allotment site	Number of plots per site	Number on the waiting list	Change since last meeting
Aynam Road	3	1	0
Canal Head	42	6	-12
Castle Drive	9	1	0
Castle Haggs	33	1	-9
Castle Haggs Ext	47	1	-11
Coley Barn	44	6	-8
Crow Tree	24	16	-13
Greenside	48	14	-7
Natland Road	19	10	-3
Rinkfield	32	11	-5
Sandylands	25	13	-6
Sedbergh Road	42	4	-7
Shaw's Brow	22	10	-8
Town View	19	10	-10
Underley Hill	27	3	-3
Underley Road	36	4	-3
Wattsfield	42	11	-12

### **Vacant Plots**

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

Castle Haggs	2
Castle Haggs Ext	3
Sedbergh Road	1
Town View	1
Underley Road	1
Wattsfield	1

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

I have let 34 plots since the last meeting.

## **Site Representatives Meeting 10.00 am 8<sup>th</sup> March 2024**

### **In attendance –**

Janine Holt	Council Services Officer, Kendal Town Council
Deborah Allison	Canal Head
Bryan Williams	Crow Tree
Liz Kelly	Castle Drive
Eric Ashton	Coley Barn
Gwen Tordoff	Castle Haggs
Jon Cox	Castle Haggs Ext

### **Purpose of the meetings**

Janine outlined the main reason for reinstating the regular meetings. To improve communication with site reps, a forum to raise maintenance issues/requests, work together to improve the allotments, and create a vibrant allotment community.

### **Work schedule**

Janine acknowledged that previously some maintenance requests had not been fulfilled. In response to that, a request and monitoring system has been developed. It was agreed that site reps would bring any non-urgent maintenance requests to the meeting to be included on the schedule. Each meeting it will be a regular discussion item and Pierre will provide an update. Urgent requests should be forwarded to Pierre.

The site reps highlighted current maintenance issues that they would like to be included in the schedule:-

**Castle Haggs Ext** - installation of a boundary fence and the possibility of replacing the side as well

**Coley Barn** – wall repairs and look at levelling up the car park

**Canal Head** – repair/replace external gates, consider the possibility of installing more water taps.

**Crow Tree** – repair the pathway that is collapsing onto plot 15.

**Castle Haggs** – Gwen would like to meet with Pierre before the installation of the water troughs and would like chicken wire on the gates

**Castle Drive** - Check the position of the notice board and request to provide posts and wire for a tenant to repair their fence.

### **General Requests**

Maps – work towards updating them

Compost bin initiative – Does the Council still offer them at a discount?

### **Site Rep Support**

It was agreed that site reps are happy to support the Council. This will include meeting with existing and prospective tenants and checking & reporting back on plots that have received letters. It is anticipated this role will evolve. It is important to maintain an informal approach by the reps so as not to cause any tension with tenants.

Janine has agreed to provide all site reps with the contact details for tenants and an up-to-date situation on plots regularly.

**Site Visits**

This year, Janine has scheduled and blocked out time to undertake site visits. These will take place on the week commencing 8<sup>th</sup> April, 17<sup>th</sup> June and 2<sup>nd</sup> September. Pierre will undertake the site visit during the winter season.

As discussed earlier in the meeting, support from the site reps would help provide feedback on plots once the letters have been sent. Follow-up will be shortened to 2 weeks instead of 4 weeks.

**Welcome event**

Pierre would like to host a welcome event for all the new tenants, he has suggested the Canal Head site would be a good venue. Provisional dates are 18<sup>th</sup> April and 20<sup>th</sup> April between 11.00 am and 1.00 pm. More information will be circulated when it is available.

**Frequency of meetings**

It was agreed to meet on a 6-weekly basis during the growing season. Each meeting will be at 10.00 am in the Mayor's Parlour.

**Dates for Future Meetings**

- 26<sup>th</sup> April 2024
- 31<sup>st</sup> May 2024
- 12<sup>th</sup> July 2024
- 23<sup>rd</sup> August 2024
- 15<sup>th</sup> November 2024
- 7<sup>th</sup> March 2025