

# Kendal Town Council

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



17 February 2026

## 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 S Falshaw
Cllr A Finch (Chair)	Cllr L Hendry

### Co-optees

Jon Cox	Chris Rowley
Ros Taylor	

### Site Representatives as appropriate

Canal Head	Deborah Allison	Rinkfield	Tony Hayton
Castle Drive	Liz Kelly	Sandylands	Vacancy
Castle Haggs	Gwen Tordoff	Sedbergh Road	Julie Sykes
Castle Haggs Ext	Jon Cox	Shaws Brow	Vacancy
Coley Barn	Eric Ashton	Town View	Helen Belton
Crow Tree	Bryan Williams	Underley Hill	Vacancy
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, 23 February 2026, 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 885432.

### 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 6)**

To receive the minutes of the meeting of the Allotments Committee held on 29 September 2025 and to authorise the Chair to sign them as a true record (see attached).

**5. Minute Action Sheet (pages 7 to 8)**

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

**6. Review of Spend against 2025/26 Budget (page 9)**

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

**7. Allotments Project Update and Statistics Report (pages 10 to 14)**

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

**8. Site Representatives**

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 4DD  
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Minutes of a meeting of the Allotments Committee held on Monday, 29<sup>th</sup> September 2025, 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 S Falshaw	Present
Cllr A Finch (Chair)	Present	Cllr L Hendry	Present

## Co-optees

Jon Cox (and Castle Hags Ext Representative)	Apologies
Chris Rowley (and Underley Road Representative)	Present
Ros Taylor (and Wattsfield Representative)	Apologies

**In attendance:** Chris Bagshaw (Town Clerk) and Janine Holt (Council Services Manager).

### A10/2025 Apologies

Apologies for absence were received and accepted from Co-optees Ros Taylor (Wattsfield Representative) and Jon Cox (Castle Hags Ext Representative).

### A11/2025 Declarations of Interest

Cllrs Finch and Falshaw declared an interest in item 7. Rental Rates 2027.

### A12/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

### A13/2025 Minutes of the Previous Meeting

**Resolved:** To receive and accept the minutes of the previous meeting of the Allotments Committee held on 23 June 2025 and to authorise the Chair to sign them as a true record.

### A14/2025 Minute Action Sheet

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

The Council Services Manager provided an overview of the items on the action sheet and asked if members had any queries.

**Ref. No.38, A41/2023, Allotment Workshops** – This was regarding developing a series of workshops for allotment tenants. The Council Services Manager had previously met with a

representative from Appleby Road Community Garden, who is hoping to develop a series of workshops on allotments and related topics. It was discussed that we could work together to promote and deliver this initiative, but that no further progress had been made for a few months.

**Resolved:** The Council Services Manager to follow up with the representative of Appleby Road Community Garden.

**Resolved:** To note the report.

#### **A15/2025      Review of Spend against 2025/26 Budget**

The Committee considered a report reviewing spend against the budget as of 15<sup>th</sup> September 2025. The Council Services Manager provided details in relation to a few of the figures, drawing particular attention to the general expenditure budget line and suggesting some wall maintenance & plot clearance work to be undertaken on Coley Barn allotments before the end of the financial year.

**Resolved:** To note the report.

#### **A16/2025      Budget Proposals for 2025-26 and Rental Rates 2027**

**Note - The Chair, Cllr Finch, and Cllr Falshaw, declared an interest in this item of business by virtue of being allotment holders. They remained in the room, however, they took no part in the discussion or voting on the item.**

The Committee was asked to consider a proposed draft budget for the forthcoming financial year, 2026/27, and the plot rental charges for 2027.

#### **Draft Proposed Budget 2026-27**

<b>Item</b>	<b>2025-25</b>	<b>Est outturn</b>	<b>percentage</b>	<b>Proposed 2025-26</b>	<b>Notes</b>
Water	2,100	2,100	100%	2,500	Inflation rise
Rent	1,050	1,050	100%	1,050	
Pest control	3,300	3,300	100%	3,300	Anticipated real decrease
Maintenance	9,200	9,200	100%	9,500	Slight rise for increased costs
<b>Total</b>	<b>15,650</b>	<b>15,650</b>	<b>100%</b>	<b>16,350</b>	<b>4.5% increase</b>

#### **Estimated Rental Incomes**

The rental income is intended to cover the general running costs of the estate, plus a contribution to the overheads.

The committee sets the allotment rental fee 14 months in advance. The last rental increase lifted the price per square metre from 41p in 2024, to 44p in 2025, in order to meet the additional costs of inflation, which had been running quite high alongside perceived volatility

caused by international events. In January 2026 this will rise to 45p per square metre, with the penny rise agreed in September 2024.

It is proposed to increase the per square metre price by a further penny (£0.01) in 2027, to 46p per square metre. This will track the price just below inflation, whilst maintaining a realistic income from rents.

	2025	2025	2026	Notes
<b>Income</b>	25,277 (Outturn 31 March)	24,200 (budget)	26,000 (Estimated outturn)	

### Allotment Reserves

There was a small draw down on the allotment reserve to meet the investment required at Town View Field to maintain the site's viability. Subsequent draw-down on this fund will depend on the development of projects to increase the supply of allotment sites or to replace sites lost due to the development needs of the landowner (tenanted sites only). Investment in additional plots at Canal Head in 2023 was funded through the Community Infrastructure Levy (CIL).

Whilst there are no costed plans currently being considered to draw down reserves, it is likely that some will emerge at Coley Barn, where there is a requirement to clear some derelict sheds which could free up land to increase the number of plots available. The numbers below take no account of these, as yet uncosted, plans, but indicate the extent of reserves likely to be available, notwithstanding any further draw on the CIL.

	1 April 2025	Proposed 1 April 2026	Proposed 31 March 2026
<b>Cash</b>	64,685	66,000	66,000

**Resolved:** To recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration at the Management Committee before Full Council.

### A17/2025 Development of Pest Control Management Policy

The Council Services Manager presented an update report on the development of a pest control management policy.

Discussion took place, and the committee agreed that officers could further develop a pest control management policy.

The committee were asked to consider banning the use of poisons completely, as other authorities had done. A lengthy discussion ensued, and it was agreed that officers would develop a plan that would eventually eradicate the unauthorised use of poison on the allotments.

**Resolved:** To note the report.

**Resolved:** Officers to develop a pest control management policy

**Resolved:** To develop a plan that supports the eradication of unauthorised use of poison as a form of pest control on the allotments.

### A18/2025 Allotment Project Update and Statistics Report

The Council Services Manager presented the report.

The report referred to the path improvement works at Crow Tree being delayed due to staff absence. This work has been rescheduled for 13<sup>th</sup> – 14<sup>th</sup> October, with an independent contractor helping the Townscape Officer.

The Committee were supportive of the proposed community event. The Council Services Manager explained that the idea had been circulated to the allotment community and that the initial response had been very positive, with approximately 60 allotment holders lodging an interest. The Chairman suggested having 2 events if the need was there. Cllr Falshaw, who is also a relatively new allotment holder. Suggested that it would be helpful to tenants, and especially new tenants, if support was provided by way of structured information circulated throughout the year. The Council Services Manager stated that this is certainly something she would be supportive of and would look further into how this can be progressed.

The report included statistical details in relation to the Allotments Waiting List, which currently stood at 50 individuals. 10 remained vacant, details of which were provided within the report.

A discussion followed about allotment gardening generally and the creation of more plots. It was suggested that when a new estate is built, we should target the new estates with information about allotments. A tentative offer had been made to the Town Clerk about a possible piece of land which could be used to create more allotment plots. The Committee agreed that the Town Clerk should explore this further.

**Resolved:** The Council Services Manager to work with the site representatives to develop the format for the community event scheduled for the end of the financial year.

**Resolved:** The Council Services Manager to explore how new tenants can be supported more with information and courses on allotments and maintaining an allotment.

**Resolved:** The Town Clerk will investigate the land which has been tentatively offered as allotment plots.

**Resolved:** To note the report.

#### **A19/2025      Site Representatives**

The site representatives had no issues to discuss.

The meeting closed at 7.49 p.m.

**Agenda Item No.5 - Allotments Committee - Minute Action Sheet - as at 22nd September 2025**

<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	Mar-26	Ongoing	During the allotment visits conducted in July, all site locations were recorded using GPS coordinates and what3words. The type of signage required and any associated infrastructure works were also identified. A draft document summarising these findings was submitted to CB & NW for clarification on the proposed wording. Once the sign content is finalised, the design will proceed in alignment with the updated branding guidelines.
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	September 2026.	December 2025-February 2026	Due to scheduling issues, the new agreements will now be in place for the next allotment year.
35	26/02/2024	A33/2023	Site Representatives	To address the issue of the internal path within the Crow Tree site.	PL	Sep-25	Ongoing	This work is completed.

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
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/JH		Completed	These will be run at Appleby Road Community Garden from 1 March 2026.
39	23/06/2025	A8/2025	Allotment Statistics Report	To consider in the future carrying out research in relation to the uptake of allotments.	JH	13-Apr-26		A project will be scoped this winter and brought to a subsequent meeting
40	29/09/2025	A17/2025	Pest Control	Officers to develop a pest control management policy and to develop a plan that supports the eradication of unauthorised use of poison as a form of pest control on the allotments.	JH	13-Apr-26		Policy requires further work prior to publication
41	29/09/2025	A18/2025	Projects Update	The Council Services Manager to work with the site representatives to develop the format for the community event scheduled for the end of the financial year.	JH	18-Mar-26	Completed	An event is planned for 18 March at the Eddington
42	29/09/2025	A18/2025	Projects Update	The Council Services Manager to explore how new tenants can be supported more with information and courses on allotments and maintaining an allotment.	JH	13-Apr-26		Further work required to develop this beyond the Community event and Introductory sessions
43	29/09/2025	A18/2025	Projects Update	The Town Clerk will investigate the land which has been tentatively offered as allotment plots.	CB	13-Apr-26		Ongoing discussions with landowners

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**Kendal Town Council**

**Annual Budget - By Centre (Actual YTD Month 11)**

**Note: Full Budget Statement**

		<u>24/25</u>		<u>25/26</u>			<u>26/27</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>500</b>	<b><u>Allotments</u></b>									
5000	Allotments Capital Spending	0	3,540	0	0	0	0	0	0	0
5005	Allotments Gen Exp	9,000	8,927	9,200	5,939	9,200	1,306	0	0	0
5015	Allotment Water	1,950	709	2,100	1,086	1,500	0	0	0	0
5020	Allotment Rent	1,050	840	1,050	0	1,050	0	0	0	0
5025	Allotment Pest Control	3,200	2,584	3,300	2,846	3,300	0	0	0	0
	<b>Overhead Expenditure</b>	15,200	16,600	15,650	9,871	15,050	1,306	0	0	0
6000	plus Transfer from EMR	0	3,540	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(15,200)</u>	<u>(13,060)</u>	<u>(15,650)</u>	<u>(9,871)</u>	<u>(15,050)</u>		<u>0</u>		
	<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0
	<b>Expenditure</b>	15,200	16,600	15,650	9,871	15,050	1,306	0	0	0
	<b>Net Income over Expenditure</b>	<u>-15,200</u>	<u>-16,600</u>	<u>-15,650</u>	<u>-9,871</u>	<u>-15,050</u>	<u>-1,306</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	3,540	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(15,200)</u>	<u>(13,060)</u>	<u>(15,650)</u>	<u>(9,871)</u>	<u>(15,050)</u>		<u>0</u>		

## Agenda Report

Committee: Allotments	Meeting Date: 23.2.26
From: Council Services Manager	Agenda No:7
Description: Project Update Report	

Summary: *The committee are asked to note the report*

### Allotment Community Event 2026

**Purpose:** To host a drop-in information and social event for allotment holders, providing opportunities to meet representatives, share knowledge, and foster community connections.

**Date & Time:** Wednesday 18 March 2026, 7.00pm – 9.00pm

**Venue:** The Eddington – <https://theeddington.org.uk>.  
106 Highgate, Kendal, Cumbria, LA9 4HE

**Event Format:** An informal, two-hour drop-in session where allotmentees can come and go. Refreshments will be provided by the Town Council, with voluntary donations supporting Waste into Wellbeing.

### Confirmed Information Stands & Representatives

Topic	Representative	Confirmed
Water Conservation	United Utilities	Yes
Pest Control	Town Council Contractor / Janine Holt	Yes
General Allotment Advice (incl. composting & sustainability)	Appleby Road Community Allotment – Pierre Labat	TBC
Seed Swap & Recipe Index	Helen Belton, Site Rep (Town View)	Yes
Tool Sharpening	TBC	TBC

### Coley Barn Allotments – Development Proposal

Two plots at the top of the site have recently become vacant. These large plots (751 sqm) have a significant amount of accumulated waste and were used for poultry keeping for many years. To bring this area back into productive use, the following works are proposed:

- Major clearance and disposal of waste
- Reinstatement of secure boundary fencing
- Creation of a communal walkway
- Establishment of **5–6 new plots** with clear boundaries and numbering

### Townscape Officer Update

During the winter season, activity has focused on:

- Completion of risk assessments
- Health & Safety training
- Hedge cutting
- Fence repairs
- Pathway repairs
- Clearing plots

Over the next few weeks, attention will turn to clearing and covering vacant plots.

### Site Visits & Inspections

Ad hoc visits have been carried out since the start of the year. A **full round of site inspections is scheduled for the week commencing 23 March 2026.**

### Statistical Overview

- Total plots managed: 536 across 17 sites
- Ownership:
  - 7 sites owned by Kendal Town Council
  - 10 sites owned by Westmorland & Furness Council, managed by Kendal Town Council

### Waiting List Summary

- Total individuals on waiting list: 73
- Change since last meeting: +23

### Current Waiting List

Site	Plots	Waiting List	Change
Aynam Road	3	2	0
Canal Head	45	10	+5
Castle Drive	9	1	0
Castle Hagsgs	34	5	+3
Castle Hagsgs Ext	48	4	+2

Coley Barn	47	8	0
Crow Tree	25	8	+1
Greenside	49	14	+1
Natland Road	19	5	-1
Rinkfield	31	9	+2
Sandylands	26	7	+1
Sedbergh Road	42	4	+1
Shaw's Brow	22	7	+1
Town View	19	7	+4
Underley Hill	27	6	+2
Underley Road	37	6	+2
Wattsfield	46	10	-1

### **Vacant Plots**

There are currently **46 vacant plots**, located as follows:

- Castle Drive – 2
- Castle Hags – 5
- Castle Hags Ext – 4
- Coley Barn – 6
- Crow Tree – 3
- Greenside – 4
- Natland Road – 1
- Rinkfield – 2
- Sandylands – 3
- Sedbergh Road – 5
- Shaws Brow – 1
- Underley Hill – 4
- Underley Road – 2
- Wattsfield – 4

### **Plots Let Since Last Meeting**

A total of **13 plots** have been allocated since the previous committee meeting.

### **Recommendation**

That Committee members are asked to note the report

## Performance Indicator - Allotment Occupancy 17 February 2026

Aynam Road	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	3	3	100.00%
Canal Head	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	45	45	100.00%
Castle Drive	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	10	8	80.00%
Castle Haggs	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	34	29	85.29%
Castle Haggs Extension	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	48	44	91.67%
Coley Barn	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	47	41	87.23%
Crow Tree	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	26	23	88.46%
Greenside	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	50	46	92.00%
Natland Road	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	19	18	94.74%
Rinkfield	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	31	29	93.55%
Sandylands	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	26	23	88.46%
Sedbergh	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	42	37	88.10%
Shaws Brow	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	22	21	95.45%
Town View	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	20	20	100.00%

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**Performance Indicator - Allotment Occupancy 17 February 2026**

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<b>Underley Hill</b>	<b><u>Managed</u></b>	<b><u>Occupied</u></b>	<b><u>Occupancy</u></b>
	<b>30</b>	<b>26</b>	<b>86.67%</b>

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<b>Underley Road</b>	<b><u>Managed</u></b>	<b><u>Occupied</u></b>	<b><u>Occupancy</u></b>
	<b>38</b>	<b>36</b>	<b>94.74%</b>

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<b>Wattsfield</b>	<b><u>Managed</u></b>	<b><u>Occupied</u></b>	<b><u>Occupancy</u></b>
	<b>45</b>	<b>41</b>	<b>91.11%</b>

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<b>Total Allotment Plots : Managed</b>	<b><u>Occupied</u></b>	<b><u>Occupancy</u></b>
<b>536</b>	<b>490</b>	<b>91.42%</b>