

Kendal Town Council

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



22 September 2025

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, 29 September 2025, 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 7)

To receive the minutes of the meeting of the Allotments Committee held on 23 June 2025 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 8 to 10)

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 11)

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

7. Budget Proposals for 2026-27 and Rental Rates 2027 (pages 12 to 13)

To consider a report on budget proposals for the next financial year and to set a rental rate for January 2027.

8. Development of Pest Control Management Policy (pages 14 to 15)

To consider a report on the development of a Pest Control management policy.

8. Allotments Project Update and Statistics Report (pages 16 to 18)

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

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Minutes of a meeting of the Allotments Committee held on Monday, 23 June 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) | Absent | Cllr J Cornthwaite | Present |
| Cllr L Edwards | Present | Cllr S Falshaw | Present |
| Cllr A Finch (Chair) | Apologies | Cllr L Hendry | Apologies |

Co-optees

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

Other Site Representative present

| | |
|---------------|-----------------|
| Canal Head | Deborah Allison |
| Castle Drive | Liz Kelly |
| Castle Hags | Gwen Tordoff |
| Sedbergh Road | Julie Sykes |
| Town View | Helen Belton |

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

Note – In the absence of both Cllrs Finch (Chair) and Archibald (Vice-Chair), and following a vote having been taken, Cllr Cornthwaite took the Chair for the meeting.

A1/2025 Apologies

Apologies for absence were received and accepted from Kendal Town Cllrs Finch (Chair) and Hendry, from Co-optee Chris Rowley (and Underley Road Representative) and from Site Representative Bryan Williams (Crow Tree).

A2/2025 Declarations of Interest

No declarations of interest were raised under this item.

A3/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

A4/2025 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Allotments Committee held on 24 February 2025 and to authorise the Chair to sign them as a true record.

A5/2025 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk provided updates in relation to a number of the items.

Ref. No.3, A40/2022, Site Signage – Changes in Council typeface and logos had been awaited, with a new masthead and updates in relation to telephone numbers and the Council's website. New signs would be installed by the end of the month.

Ref. No.18, A18/2023, Review of Tenancy Agreements – All should have seen a copy of the new model Tenancy Agreement and the Council Services Officer would circulate the document to tenants at the end of the month. The new Agreement would come into power in January 2026 when new tenancies were renewed. All allotment holders would have to sign the new Agreement. A query was raised with regard to the possibility of two individuals signing up for one Agreement. Whilst the Town Clerk believed that this was not possible, he undertook to ask colleagues. Where there were split plots with two tenants, he believed that it was the lead tenant that signed the agreement.

Ref. No.46, A29/2024, Site Representatives – This was with regard to the matter of the access road to Castle Hags Ext and was a complex issue. It was suggested that the residents of the adjacent housing would be content to agree to the access being used by allotment holders. The Town Clerk undertook to pursue the matter and to bring Westmorland and Furness Council on board. In response to a query, the Town Clerk agreed that the work necessary would be worth doing at the Town Council's expense.

Ref. No.47, A29/2024, Site Representatives – This was with regard to the matter of access for allotment holders by vehicle to the Town View compost area via Maude Street and Maudes Meadow. The Town Clerk reported that the landowner had confirmed this would not be possible.

Resolved: To ask the Council Services Officer to confirm arrangements regarding the signing of tenancy agreements where plots are shared or split.

Resolved: To note the report.

A6/2025 Review of Spend against 2025/26 Budget

The Committee considered a report reviewing spend against the budget as at 12 June 2025. The Town Clerk provided details in relation to a number of the figures, drawing particular attention to Pest Control. This was one of the largest budget lines and the Town Clerk suggested the need to try to reduce it by following some of the measures recommended in the report on research findings on the risk of secondary poisoning in owls due to be discussed at the next agenda item (Minute No.A7/2025 refers).

Resolved: To note the report.

A7/2025 Research Findings on the Risk of Secondary Poisoning in Owls

The Committee considered a detailed report from Ros Taylor, Co-optee and Site Representative, Wattsfield Site. This was following the last meeting of the Committee at

which she had agreed to research the risk of secondary poisoning in owls and birds of prey. She had contacted the RSPB for advice and they referred her to Dr Ed Blane, a retired DEFRA wildlife poisoning expert and investigator who now worked with Wild Justice. Dr Blane's lengthy and informative response was provided within the report. He hoped that mentioning all the issues raised explained why this was a difficult question to answer. However, his advice was simply not to use Second Generation Anticoagulant Rodenticides (SGARs). Even if these poisons were used indoors, rodents would often move out, taking their poison loads outside with them. The classic example was when chicken sheds (which often had high mice levels) were cleared out and then cleaned. Here, all the mice left in plague numbers and all the surrounding wildlife predators got poisoned. He suggested that a council who was employing a professional pest controller to control rodents on the allotment sites should be asking them to use a Cholecalciferol product.

The Committee was asked to consider the report and to decide if any follow up action was required.

A lengthy discussion ensued. The need to keep sheds and all areas tidy and to keep moving things around was stressed. Attention was drawn to the strip of land between the Cemetery and Castle Hags Ext where a dead zone of tarpaulin had been installed; this was unattractive to rats to cross. This had helped, although had now become overgrown and required work.

In response to a query, the Town Clerk advised that the Town Council used an expensive gel poison, however, pointed out that this type of intervention should only be used as a last resort. There needed to be a move towards a system where there was less opportunity to allow rats to flourish. The need to ensure that all tenants were informed that rat poison was being used was stressed, and, in addition, progress following attendance by pest control, although the difficulties in doing this were pointed out. The Committee was reminded that tenancy agreements encouraged tenants not to use rat poison, although it may be better to say instead that tenants should do things to discourage rats.

Cllr Cornthwaite, in the Chair, thanked Ros Taylor on behalf of the Committee for her research and attention to detail. He hoped that through adopting the various options moving forward that the Council could try to improve matters in a friendly manner.

Resolved: To ask the Townscape Officer to attend to the dead zone at Castle Hags Ext allotments.

Resolved: To put into place a system to advise tenants when poison is being used.

Resolved: To note the report and to act on the recommendations contained therein.

A8/2025 Allotments Project Update and Statistics Report

The Town Clerk presented a report from the Council Services Officer.

The report referred to the improvement works at Town View, outlining the work which had been carried out in preparation by the Townscape Officer and providing details of the work carried out by the contractor which had been completed on 28 March 2025. The improvement works had been well-received and had made a positive impact on site safety.

After using the task list for approximately 12 months, it has become apparent that the Townscape Officer task list had its limitations and flaws. The Council Services Officer was currently looking at an alternative and hoped to trial a new system over the coming weeks. Details would be reported to the next meeting.

The Council Services Officer was scheduled to undertake visits week commencing 30 June and it was suggested that anyone wishing to meet her on site should make contact with her.

The new Tenancy Agreement was based on the standard NALC template. There were some comments from Committee Members that still needed to be considered before the document was finalised. The Council Services Officer would be seeking advice from the Town Clerk with regard to amending the draft document and hoped shortly to circulate the document.

The report included statistical details in relation to the Allotments Waiting List which currently stood at 30 individuals, having decreased since the last meeting by 40. 5 plots remained vacant, details of which were provided within the report. 54 plots had been let since the last meeting. Performance indicators on allotments occupancy at 12 June were also attached to the agenda for information.

The Council Services Officer explained within the report that the high number of vacant plots at the beginning of the season had been a cause for concern. With this in mind, she had changed her approach to letting plots. She had offered out the vacant plots to all prospective tenants, regardless of which site waiting list they were on. The uptake had been good and had reduced the overall waiting list significantly. Also, to note, on sites where there had been no waiting list but vacant plots, if an allotment enquiry had been received, the individual had been offered a plot straightaway. The Council Services Officer thanked site representatives who had been very helpful in directing interested parties to the office.

Discussion took place during which attention was drawn to inaccuracies in the data and the Town Clerk undertook to ask the Council Services Officer to look into the matter. The Committee welcomed the work which had been carried out by the Council Services Officer who had worked hard to let 40 plots since the last meeting. It was suggested that, moving forward, the Council Services Officer be allowed to continue to follow the system of offering vacant plots to all prospective tenants. Also raised was the potential to carry out research into uptake of allotment plots, for example whether the individuals new to Kendal and whether take up was influenced by the new estates. This could also be considered as a Planning matter where housing without gardens was proposed with the potential to seek Community Infrastructure Levy money to create additional allotment sites.

Resolved: To ask the Council Services Officer to look into the inaccuracies within the Statistics Report.

Resolved: To consider in the future carrying out research in relation to the uptake of allotments.

Resolved: To note the report.

A9/2025 Site Representatives

Helen Belton, Town View Site Representative, said that the work which had been carried out on the site was looking good. There were three new tenants who were all working hard. These people had not been on the waiting list for Town View and, to this end, she welcomed the blanket email regarding vacant sites which had been sent to all individuals on the waiting list.

Jon Cox, Castle Haggs Ext Site Representative, had nothing further to add.

Gwen Tordoff, Castle Haggs Site Representative, had nothing further to add.

Deborah Allison, Canal Head Site Representative, raised the issue of the need for a site representative for the new section of the site, also drawing attention to a couple of empty plots. The Town Clerk pointed out that the statistics report indicated that all plots were taken and undertook to ask the Council Services Officer to seek volunteers to act as site representative. He also asked M/s Allison whether there had been any problems with the wetland filling up during the recent spell of rain. She advised that this had not been the case.

Liz Kelly, Castle Drive Site Representative, said that whilst there was nothing to report on the site itself, she had spotted workmen on the perimeter of the site, with retarmacking taking place in the parking area above the cricket field. She undertook to advise officers if the access became blocked.

Ros Taylor, Wattsfield Site Representative, had nothing further to add.

Julie Sykes, Sedbergh Road Site Representative, explained that she had just started in this role. She reported that there were five plots which were not currently being used, however, that the statistics report indicated that they were all taken. She referred to previous theft of vegetables and fruit from the site and enquired whether it may be possible for locks to be installed on the gates. The Town Clerk, in response, undertook to ask the Council Services Officer or Townscape Officer to re-install locks at the site in order to act as a deterrent. He stressed the need to ensure that allotment holders did not leave anything of value on the sites and suggested that sheds should remain unlocked. In addition, he suggested the need to report theft to the Police.

Discussion took place further around payments for allotment rental which were due in January, which sometimes proved a difficult financial time following the Christmas period. The Town Clerk reminded the Committee that, whilst the system did not allow for monthly or quarterly payments, the Council remained flexible in situations where there were problems relating to payment. Further raised was a suggestion for WhatsApp groups to be set up so that inexperienced allotment holders could seek advice from those more experienced. The Town Clerk drew attention to the availability of notice boards located on all sites and recommended allotment holders to raise the suggestion with their site representatives.

Resolved: To note the verbal reports from Site Representatives.

The meeting closed at 8.05 p.m.

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

| Ref. No. | Meeting Date | Minute No. | Title | Action (Resolution) | Officer Responsible | Deadline, if any | Date Actioned | Comments |
|----------|--------------|------------|------------------------------|--|---------------------|------------------|---------------|---|
| 3 | 27/02/2023 | A40/2022 | Site Signage | To authorise the use of up to £8,000 from the Allotment Reserve to install safe and uniform signage across the allotment estate. | JH | | Ongoing | 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 | | Ongoing | The Committee has approved the template, and CB has provided feedback. Given the time of year, it would be more cost-effective to distribute the new tenancy document alongside the invoices at the end of November. |

| Ref. No. | Meeting Date | Minute No. | Title | Action (Resolution) | Officer Responsible | Deadline, if any | Date Actioned | Comments |
|----------|--------------|------------|----------------------|--|---------------------|------------------|---------------|--|
| 35 | 26/02/2024 | A33/2023 | Site Representatives | To address the issue of the internal path within the Crow Tree site. | PL | Sep-25 | Ongoing | This work was due to commence in March 2025, but this has not been completed and was scheduled to start on 4th September 2025. However, due to unforeseen circumstances it will now be rescheduled for later this autumn. |
| 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 | | Deferred | It isn't currently a priority for Appleby Road. This can be revisited in the new year. |
| | 23/06/2025 | A5/2025 | Minute Action Sheet | To ask the Council Services Officer to confirm arrangements regarding the signing of tenancy agreements where plots are shared or split. | JH | | Completed | Currently, only one tenant is permitted to sign the tenancy agreement. In cases where a plot is shared, the details of the additional applicant(s) are retained on file. If a plot is divided, a separate tenancy agreement is issued for each individual section. |

| Ref. No. | Meeting Date | Minute No. | Title | Action (Resolution) | Officer Responsible | Deadline, if any | Date Actioned | Comments |
|----------|--------------|------------|-----------------------------|---|---------------------|------------------|---------------|---|
| | 23/06/2025 | A8/2025 | Allotment Statistics Report | To ask the Council Services Officer to look into the inaccuracies within the Statistics Report. | JH | | Completed | A query was raised regarding the number of plots let and the apparent discrepancy with the reduction in the waiting list. This is due to the fact that the waiting list is dynamic and constantly changing, so the figures will not directly correspond |
| | 23/06/2025 | A8/2025 | Allotment Statistics Report | To consider in the future carrying out research in relation to the uptake of allotments. | JH | 23-Feb-26 | | A project will be scoped this winter and brought to the next meeting |

10:02

Kendal Town Council

Annual Budget - By Centre (Actual YTD Month 6)

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 |
| 500 | <u>Allotments</u> | | | | | | | | | |
| 5000 | Allotments Capital Spending | 0 | 3,540 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5005 | Allotments Gen Exp | 9,000 | 8,927 | 9,200 | 2,897 | 0 | 2,183 | 0 | 0 | 0 |
| 5015 | Allotment Water | 1,950 | 709 | 2,100 | 235 | 0 | 16 | 0 | 0 | 0 |
| 5020 | Allotment Rent | 1,050 | 840 | 1,050 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5025 | Allotment Pest Control | 3,200 | 2,584 | 3,300 | 1,440 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 15,200 | 16,600 | 15,650 | 4,572 | 0 | 2,199 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 3,540 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(15,200)</u> | <u>(13,060)</u> | <u>(15,650)</u> | <u>(4,572)</u> | <u>0</u> | | <u>0</u> | | |
| | Total Budget Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 15,200 | 16,600 | 15,650 | 4,572 | 0 | 2,199 | 0 | 0 | 0 |
| | Net Income over Expenditure | <u>-15,200</u> | <u>-16,600</u> | <u>-15,650</u> | <u>-4,572</u> | <u>0</u> | <u>-2,199</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | plus Transfer from EMR | 0 | 3,540 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(15,200)</u> | <u>(13,060)</u> | <u>(15,650)</u> | <u>(4,572)</u> | <u>0</u> | | <u>0</u> | | |

Kendal Town Council

Agenda Report

| | |
|--|-----------------------------------|
| Committee: Allotments | Meeting Date: 29th September 2025 |
| From: Town Clerk | Agenda No: 7 |
| Description: Budget and Income Review 2026/27 | |

Summary: To consider a proposed draft budget for the forthcoming financial year, 2026-27 and the plot rental charges for 2027.

Draft Proposed Budget 2024-25

| Item | 2025-25 | Est outturn | percentage | Proposed 2025-26 | Notes |
|--------------|---------------|---------------|-------------|------------------|---------------------------------|
| 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 |
| | | | | | |
| Total | 15,650 | 15,650 | 100% | 16,350 | 4.5% increase |

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 |
|---------------|---------------------------------|--------------------|----------------------------------|--------------|
| Income | 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 uncostered, 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 |
|-------------|---------------------|----------------------------------|-----------------------------------|
| Cash | 64,685 | 66,000 | 66,000 |

Agenda Report

| | |
|--|---|
| Committee: Allotments | Meeting Date: 29 th September 2025 |
| From: Council Services Manager | Agenda No.: |
| Description: Development of Pest Control Management Policy | |

Summary: The committee are asked to consider an update report on the development of pest control management.

Background

At the last committee meeting, research findings were presented, highlighting the risk of secondary poisoning in owls and other small mammals due to the use of rodenticides. This raised concerns about current pest control practices on allotment sites managed by Kendal Town Council.

Proposal

Following the discussion, the Council Services Manager proposed the development of an up-to-date Pest Control Management Policy. Action required:

- Document current practices, including sites where poison is routinely used.
- Establish a notification system for allotment holders when poison is used on-site.
- Identify problem areas/sites and recommend appropriate interventions.
- Research current guidance and review models from other Town/Parish Councils.
- Develop and circulate a best practice guide to all allotment holders.

Actions to Date

- The Townscape Officer has cleared the area at the back of Castle Hags Extension.
- The Council Services Manager has reviewed pest control policies from other Town Councils.
- Tenant engagement, Coley Barn has been identified as the most challenging site. All tenants have been contacted for feedback regarding rat activity.
- The Council Services Manager has reviewed the CRUU best practice guidelines.

Policy Considerations

While rats are unpleasant and can be a nuisance, evidence suggests that poison use in open environments can often be ineffective and pose a risk to non-target species. Sustainable control requires environmental management rather than reliance on lethal methods. Several councils have banned poison use entirely. Kendal Town Council must consider whether to adopt a similar stance, given the risks to wildlife, pets, and humans. Misuse of poison can result in criminal charges under animal welfare legislation.

Allotment Holder Responsibilities & Best Practice Recommendations

To discourage rat activity, tenants should:

- Maintain tidy plots and remove debris and unused equipment.
- Ensure structures are placed on hard standing to prevent burrowing.
- Manage compost bins by turning contents regularly and avoiding inappropriate waste.
- Secure food sources such as bird feed and chicken feed in rodent-proof containers.

Sheds & Storage

- Seal holes and inspect regularly for signs of infestation.
- Use long tools to disturb potential nests under sheds.
- Store seeds and feed in secure containers.

Fruit & Vegetables

- Harvest promptly and avoid leaving produce on the ground.
- Destroy any produce showing signs of rat damage.
- Practice hygiene when handling crops from infested areas.

Next Steps

- Finalise the draft Pest Control Management Policy.
- Consult with stakeholders, including allotment holders and wildlife experts.
- Decide on the Council's position regarding poison use.
- Implement the notification system and distribute the best practice guide.

Recommendations

- To consider the report
- To discuss the possibility of banning the use of poisons completely

Sources

Guidelines to discourage rats at allotment sites | Allotment guidance | Royal Borough of Windsor and Maidenhead

Pests Policy – Hotwells & District Allotments Association

Ackworth Parish Council – Pest Control Policy

CRUU Best Practice Guidance

Allotments Committee – 29th September

Project Update Report

Crow Tree Site Update

A tenant at Crow Tree reported that the central pathway had become uneven, resulting in a compromised allotment boundary. Remedial work to level the pathway and reinforce the plot boundary is scheduled to begin on 4th September, led by the Townscape Officer with support from an independent contractor. Completion is expected by 8th September.

Allotment Community Event Proposal

At the previous site representatives' meeting, the feasibility of hosting a community event at the start of the 2026 allotment season was discussed. Several ideas were shared, and it was agreed that the first step would be to gauge interest among allotment holders.

An email was sent to all holders on 1st September, and responses are currently being collected. The level of interest will inform the next steps, which will be discussed at the upcoming site reps meeting on 26th September.

Townscape Officer Update

During the summer season, the Townscape Officer has focused on:

- Grass cutting
- Strimming plots
- Splitting plots
- Installing number posts
- Repairing plot boundary fences

Plans for the coming months include installing additional water troughs at Castle Hags and Castle Hags Extension, with further assessments to identify other sites needing improved water provision.

Site Visits & Inspections

Initial site visits were conducted during the week commencing 30th June, with follow-up visits on 12th August. A total of 38 plot holders were contacted regarding concerns about their plots.

Inspection Outcomes

Summary of inspection results:

| Site | Plots Contacted | Retained | Returned | NTQ Issued |
|-------------|-----------------|----------|----------|------------|
| Canal Head | 1 | 1 | | |
| Castle Hags | 4 | 4 | | |

| | | | | |
|------------------|---|---|---|---|
| Castle Haggs Ext | 3 | 2 | 1 | |
| Crow Tree | 4 | 4 | | |
| Coley Barn | 2 | | 2 | |
| Greenside | 4 | 3 | | 1 |
| Rinkfield | 2 | | 2 | |
| Sedbergh Road | 1 | 1 | | |
| Sandylands | 3 | 2 | | 1 |
| Shaws Brow | 3 | 1 | 1 | 1 |
| Town View | 1 | 1 | | |
| Underley Road | 1 | 1 | | |
| Underley Hill | 3 | 1 | | 2 |
| Wattsfield | 6 | 6 | | |

Further site visits are planned for the week commencing 5th October. I will be on-site daily and welcome meetings with any plot holders—please contact me to arrange.

Statistical Overview

Total plots managed: 529 across 17 sites

Ownership: 7 sites owned by Kendal Town Council, 10 sites owned by Westmorland & Furness Council and managed by Kendal Town Council

Waiting List Clarification

At the last meeting, concerns were raised about discrepancies between the number of plots let and changes in the waiting list. The waiting list is fluid, with daily additions and removals, which accounts for the apparent inconsistencies.

Current Waiting List

Total individuals: 50 (increase of 16 since last meeting)

| Site | Plots | Waiting List | Change |
|------------------|-------|--------------|--------|
| Aynam Road | 3 | 2 | 2 |
| Canal Head | 45 | 5 | 3 |
| Castle Drive | 9 | 1 | 1 |
| Castle Haggs | 34 | 2 | 1 |
| Castle Haggs Ext | 48 | 2 | 1 |
| Coley Barn | 47 | 8 | 6 |
| Crow Tree | 25 | 7 | 3 |
| Greenside | 49 | 13 | 2 |
| Natland Road | 19 | 6 | 3 |
| Rinkfield | 31 | 7 | 2 |
| Sandylands | 26 | 6 | 1 |
| Sedbergh Road | 42 | 3 | 1 |
| Shaw's Brow | 22 | 6 | 3 |
| Town View | 19 | 3 | 2 |
| Underley Hill | 27 | 4 | 1 |

| | | | |
|---------------|----|----|---|
| Underley Road | 37 | 4 | 4 |
| Wattsfield | 46 | 11 | 4 |

Vacant Plots

There are currently 10 vacant plots across the following sites:

- Castle Haggs – 1
- Castle Haggs Ext – 3
- Coley Barn – 2
- Greenside – 1
- Sandylands – 1
- Underley Hill – 2

Plots Let Since Last Meeting

A total of 7 plots have been let since the last committee meeting.