

Kendal Town Council

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



25 September 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, 30 September 2024, 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 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 to 5)

To receive the minutes of the meeting of the Allotments Committee held on 5 August 2024 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 6 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 2024/25 Budget (page 9)

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

7. Budget and Rent Review 2025/26 (pages 10 to 11)

To consider the budget requirements for the next financial year and the appropriate level of rent to charge in January 2026 (see attached).

8. Town View Pathway Improvements (pages 12 to 13)

See the attached report and also a map of Town View

9. Townscape Officer Update (page 14)

To receive a verbal update on issues raised by the Townscape Officer (see attached task list).

10. Allotment Statistics Report (page 15)

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

11. 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 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Allotments Committee held on Monday, 5 August 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)	Apologies	Cllr J Cornthwaite	Present
Cllr L Edwards	Present	Cllr A Finch (Chair)	Present
Cllr C Hardy	Apologies	Cllr L Hendry	Prseent

Co-optees

Jon Cox	Present	Chris Rowley	Apologies
Ros Taylor	Present		

Site Representatives present

Castle Haggs Ext	Jon Cox
Wattsfield	Ros Taylor

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

A1/2024 Apologies

Apologies for absence were received and accepted from Kendal Town Cllrs G Archibald and C Hardy, from Co-Optee and Site Representative Chris Rowley and from Site Representative D Allison.

A2/2024 Declarations of Interest

No declarations of interest were raised under this item.

A3/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included in the agenda.

A4/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Allotments Committee held on 29 April 2024 and to authorise the Chair to sign them as a true record.

A5/2024 Minute Action Sheet

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

Ref. No.18 – Review of Tenancy Agreements – In response to a query, the Council Services Officer explained that the draft document had been sent to Members. The new agreement would be set out within the Christmas Newsletter in order for sufficient warning to be provided to tenants, as required. It was raised that the document had been due to be brought back to the Committee for consideration prior to implementation, and the Council Services Officer, therefore, undertook to confirm the process with the Town Clerk.

Resolved: To confirm the process of consultation on the new tenancy agreement document.

Ref. No.38 – Allotments Workshops – Attention was drawn to the fact that the Council Services Officer had carried out work on this matter and that she had contacted the co-ordinator of the Appleby Road community plot. He had a dedicated learning plot and had the necessary skills and experience to provide workshops, although would likely require appropriate funding. He had, therefore, been asked to provide a written proposal for consideration by the Committee. It was suggested that the Committee may benefit from a visit to the site which, it was explained, was very impressive and worthwhile seeing.

Cllr Hendry took the opportunity to refer to a forthcoming scything course due to take place on 15 and 16 September 2024 on the canal towpath at Burton Road. Around 5 to 7 places were available and Cllr Hendry asked Members of the Committee to let her know if they were interested in taking part.

The Townscape Officer also referred to a recent composting course which he had attended and hoped that this could become a regular course, also potentially at Appleby Road.

Resolved: To note the report.

A6/2024 Review of Spend against 2024/25 Budget

The Council Services Officer presented a report reviewing spend against the budget as at 22 July 2024. She was pleased to report that the budget was currently healthy, with only a small amount of money having been spent to date. She referred to the improvements which were planned for Town View and explained that there was a delay due to problems in contracting a groundworker.

Resolved: To note the report.

A7/2024 Townscape Officer Update

The Townscape Officer provided a verbal update; a list of his current tasks was attached to the agenda. He informed the Committee that, since the last meeting, he had completed the installation of water troughs at Wattsfield. Whilst there had been a number of initial teething problems, he hoped that allotment holders were now satisfied. In addition, he reported that he had carried out some work on rabbit fencing, also at Wattsfield. The Townscape Officer further reported that he had, last week, reclaimed a plot at Shaws Brow following a request for assistance from the new tenants; he had cleared a few such plots this year. In addition, he had started work on posts at Canal Head and would shortly repair the gate now that grass cutting had slowed down.

Resolved: To note the verbal update.

A8/2024 Allotment Statistics Report

The Council Services Officer presented a report which showed that the waiting list currently stood at 68 individuals. The list had decreased by 13 individuals since the last meeting. Five plots were vacant, details of which were provided within the report. 21 plots had been let since the last meeting. The Committee was encouraged by the latest details.

Resolved: To note the report.

A9/2024 Site Representatives

Ros Taylor, Wattsfield representative, expressed appreciation for the availability this year of the Council Services Officer which, it was felt by allotment holders, made a considerable difference in the management of plots. The Council Services Officer, in response, explained that this was due to a temporary change in her responsibilities, with the Council having taken a step back from both Cumbria and Kendal in Bloom this year. This meant that she was able to focus fully on allotments and she, therefore, undertook to report this within her forthcoming appraisal. The Council Services Officer also took the opportunity to advise that the current pest control operator had been paid for a further quarter and that a new contractor had now to be sought. The Townscape Officer also raised the point that he also had suffered under too much pressure in the previous year and that, as a result, the lawns had not been appropriately cared for. The Council Services Officer added that new staff had been employed and that there was now additional support in the office.

Resolved: The Council Services Officer to raise within her forthcoming appraisal the positive comments in relation to her being able to fully concentrate on allotments.

Resolved: To note the verbal reports from Site Representatives.

The meeting closed at 7.17 p.m.

Allotments Committee - Minute Action Sheet - as at 25 September 2024

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	Currently collating costs and site information. I hope to have this completed by the end of October 2024.
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 comments received. Tenants will be advised at the end of the season that a new tenancy is to be adopted. The requirement is to give tenants 6 months notice of a new tenancy, with this in mind the tenancies will be circulated in June 2025.
20	25/09/2023	A20/2023	Surplus Food – Community Initiative	To look into the potential for a community apple pressing event.	PL		Deferred	This initiative has been passed back to the Project Officer
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 Hags.	PL		Ongoing	On Pierres current task list.
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	Janine has been able to undertake a rigorous programme of visits this season. This is proving successful in motivating individual to either work their plots or to relinquish them

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
27	26/02/2024	A29/2023	Minute Action Sheet	To carry out a review of the format of the minute action sheet.	CB			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		Ongoing	Maintenance schedule/task list included as routine with the minutes. The next site renovation project will be on Town View. Update report included with the meeting papers.
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		Completed	Plots are being offered promptly. Regular site visits and follow-ups are proving effective in moving people on and reducing individual lists.
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/PL		Completed	Entered onto Pierre's task list. He visited site and reported the land would recover in its own time with no intervention from him.
35	26/02/2024	A33/2023	Site Representatives	To address the issue of the internal path within the Crow Tree site.	JH/PL		Ongoing	JH and the tenant met to discuss the path. Agreement made to improve and strengthen the pathway. Entered onto task list with work scheduled for October
36	26/02/2024	A33/2023	Site Representatives	To check on the old wooden gates at Canal Head.	PL		Ongoing	On the task list.

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		Ongoing	Met with Co-ordinator of Appleby Road community plot. They hope to run a series of workshops for allotment holders and in makes sense to work in tandem. Awaiting a proposal from Appleby Road co-ordinator
40	05/08/2024	A5/2024	Minute Action Sheet	To confirm the process of consultation on the new tenancy agreement document.			Ongoing	NALC template updated with Kendal information and comments received. Tenants will be advised at the end of the season that a new tenancy is to be adopted. The requirement is to give tenants 6 months notice of a new tenancy, with this in mind the tenancies will be circulated in June 2025
41	05/08/2024	A9/2024	Site Representatives	The Council Services Officer to raise within her forthcoming appraisal the positive comments in relation to her being able to fully concentrate on allotments.			Ongoing	Appraisal not undertaken to date.

23/09/2024

Kendal Town Council

Page 1

08:42

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 6

Cost Centre Report

	Actual Last Year	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)	(2,241)	(9,000)	6,759	(2,115)	4,644	
Allotment Water	(2,043)	(613)	(1,950)	1,337		1,337	
Allotment Rent	(835)	(840)	(1,050)	210		210	
Allotment Pest Control	(2,201)	(489)	(3,200)	2,711		2,711	
Grand Totals:- Income	0	0	0	0			
Expenditure	11,957	4,183	15,200	11,017	2,115	8,902	
Net Income over Expenditure	(11,957)	(4,183)	(15,200)	(11,017)			
Movement to/(from) Gen Reserve	(11,957)	(4,183)	(15,200)	(11,017)			

Kendal Town Council

Agenda Report

Committee: Allotments	Meeting Date: 30th September 2024
From: Town Clerk	Agenda No: 7
Description: Budget and Income Review 2025/26	

Summary: To consider a proposed draft budget for the forthcoming financial year, 2025-26 and the plot rental charges for 2026.

Draft Proposed Budget 2024-25

Item	2025-25	Est outturn	percentage	Proposed 2025-26	Notes
Water	1,950	1,950	100%	2,100	
Rent	1,050	900	86%	1,050	Anticipated rental increase for Castle Hags Ext
Pest control	3,200	3,200	100%	3,300	
Maintenance	9,000	9,000	100%	9,200	
Total	15,200	14,640	96%	15,650	

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.

However, inflation has now stabilised and an increase of 1p would seem like a realistic proposal for 2026, taking the rental price to 45p per square metre. We do not yet know the consequences of last year's rental increase, though it is expected that there will be a small drop in demand as a consequence. Hardship schemes remain in place to assist any tenant who requires support.

	2024	2025	2026	Notes
Income	25,094 (Outturn)	26,000	26,500 (Proposed)	

Allotment Reserves

There is a small draw down proposed on the allotment reserve in the current financial year 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).

	1 April 2024	Proposed 1 April 2025	Proposed 31 March 2025
Cash	68,225	62,000	64,000

Kendal Town Council Agenda Report

Committee: Allotments	Meeting Date: 30 September 2024
From: Council Services Officer	Agenda No.: 8
Description: Update on Town View pathway improvements	

Summary: The committee are asked to note the report and to consider allocating funds from the allotment reserve budget

Background

Whilst undertaking allotment visits, it was noted that the main internal pathway on Town View needs upgrading for health and safety reasons. The pathway is treacherous, especially when it is wet. The ground is slippery, uneven and very steep. After rain, the lower part of the site is rendered virtually inaccessible. The site layout is a legacy from the former SLDC regime, which itself took on the former Kendal Borough estate. It would seem to have had little investment in the previous 20 years.

Professional advice has been sought on how best to improve the pathway and boundary edges of the plots. Because of the difficulty of access, it is likely to be quite a time consuming task.

Proposal

To improve the main pathway from plots 6–12 on Town View allotments:-

- Introduce a hardcore layer onto the existing pathway
- Install handrails along the main pathway (plots 6-9)
- Reinforce the pathway edge by installing retaining boards between the pathway and the allotment plots
- Install steps and a handrail from the highest point (plot 10) to the lower section of the allotment (plot12)

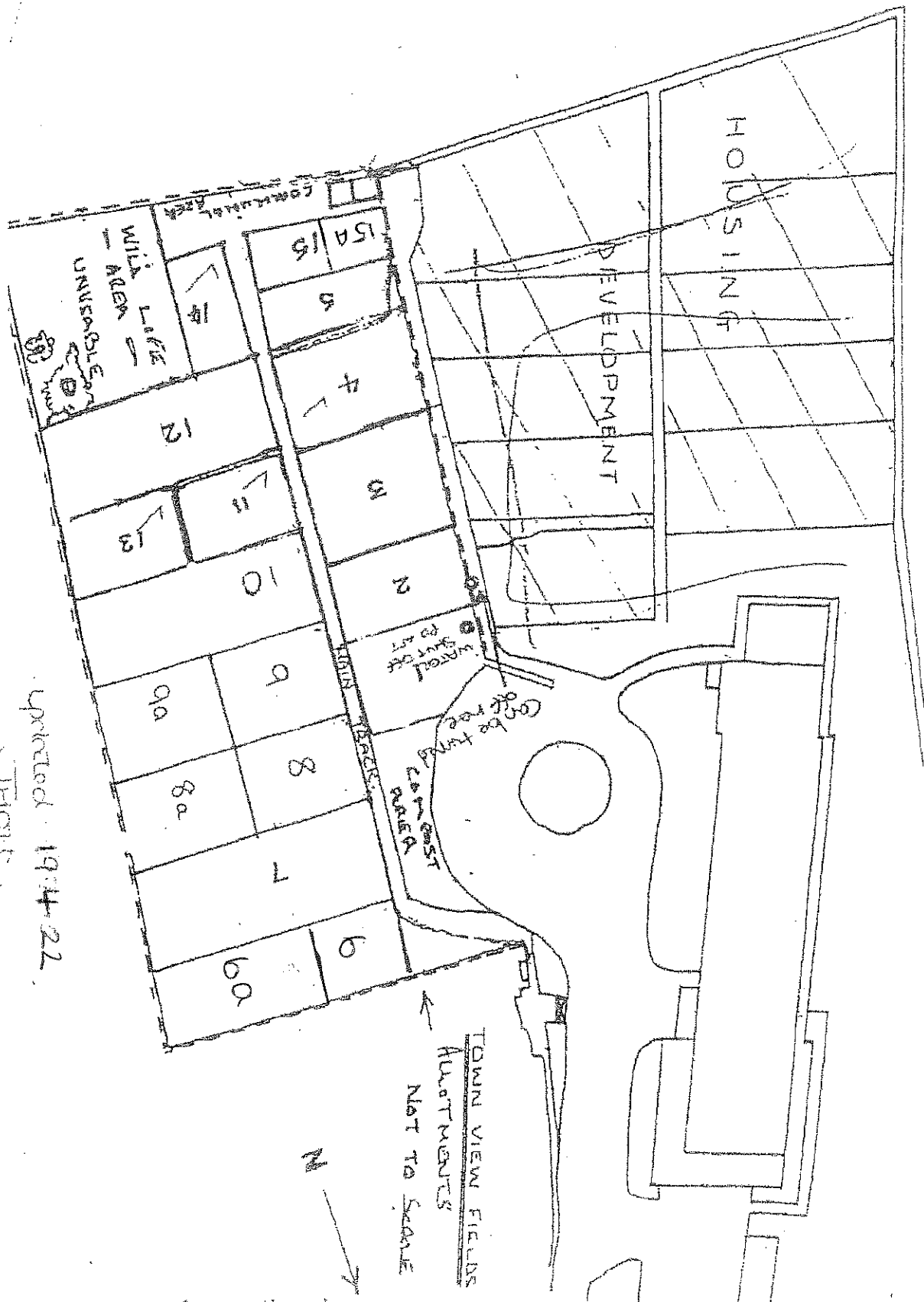
Funding

The approx. cost of this project is likely to be in the region of £7k. At present only one contractor has agreed to quote for the work, indicating its peculiar difficulties. It is proposed to use funds from the allotment general budget (around £4,000) with any shortfall being allocated from the allotment reserve fund. Further quotations are expected in the same price range.

Recommendation

Committee members are asked to approve this project and consider the allocation of funds as described.

- 27 -



Updated 19/4/22
JHNT

TOWN VIEW FIELDS
ALLOTMENTS
NOT TO SCALE



Pierres Current Task List

Task Subject	Status	Due Date	In Folder
Drain at Coley Barn	In Progress	20/03/2024	Tasks
Crow Tree collapsing boundary	In Progress	20/03/2024	Tasks
Installation and Purchase of Water Troughs at Castle Hags	Not Started	31/03/2024	Tasks
Remeasure some plots on Castle Drive	Not Started	30/05/2024	Inbox
Clearing and splitting plot 7 Town View	In Progress	30/06/2024	Tasks
Strim Plot G33	Not Started	05/07/2024	Tasks
Town View Fence- fix holes	In Progress	09/07/2024	Tasks
Rubbish Clearance on SB16	Not Started	01/08/2024	Tasks
Replace Wooden Post on Plot 2 Sedbergh Road	Not Started	31/08/2024	Tasks
Plot SR5A - Clear and cover	Not Started	06/09/2024	Tasks
Rinkfield Number Posts 24, 29 and 31	Not Started	06/09/2024	Tasks
Re: Plot 20 Wattsfield - Clearing and Splitting	In Progress	17/09/2024	Tasks
G40 - Strim and Cover	In Progress	27/09/2024	Tasks
Replacement numbers on Greenside - 17A & 17B - 41	Not Started	27/09/2024	Tasks
Gate at Sedbergh Road	In Progress	27/09/2024	Tasks
Repair gates on CAH	In Progress	27/09/2024	Tasks
Coley Barn Parking Area - levelling Up	In Progress	27/09/2024	Tasks

Allotments Committee 30th September 2024

Waiting List Update

The waiting list currently stands at 65 individuals. The waiting list has decreased by 3 individuals since the last meeting.

Allotment site	Number of plots per site	Number on the waiting list	Change since the last meeting
Aynam Road	3	1	0
Canal Head	42	8	-1
Castle Drive	9	1	0
Castle Haggs	33	2	-2
Castle Haggs Ext	47	3	-1
Coley Barn	44	11	+1
Crow Tree	24	9	0
Greenside	48	16	0
Natland Road	19	3	-1
Rinkfield	32	6	0
Sandylands	25	11	-2
Sedbergh Road	42	2	0
Shaw's Brow	22	11	-3
Town View	19	10	-1
Underley Hill	27	7	0
Underley Road	36	8	+1
Wattsfield	42	7	0

Vacant Plots

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

Castle Haggs	1
Castle Haggs Ext	3
Town View	1
(The plot can't be let at the moment, needs clearance and will be split into 2)	
Sandylands	2
Sedbergh Road	2
Wattsfield	2

Number of Plots Let Since Last Meeting

I have let 7 plots since the last meeting.