Kendal Town Council

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

06 October 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, 12 October 2026, at 7pm, 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 3-4)

To receive the minutes of the meeting of the Allotments Committee held on 22 June 2026 and to authorise the Chair to sign them as a true record.

5. Minute Action Sheet (pages 5-6)

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

6. Review of Spend against 2026/27 Budget (page 7)

To consider a report on budget spending.

7. Budget and Rent Review 2027/8 (page 8-9)

To consider a report on budget proposals for the next financial year and to set a rental rate for January 2028.

8. Allotments Project Update and Statistics Report (pages 10-16)

To receive an update on projects, collection rates, waiting lists and other indicators (see Estates Officers' report). Officers have received quotes for new equipment and will circulate to Councillors where necessary.

9. Site Representatives

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

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Minutes of a meeting of the Allotments Committee held on Monday, 22 June 2026, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7pm.

Kendal Town Council Members

Cllr G Archibald (Vice Chair)	Present	Cllr J Cornthwaite	Present
Cllr L Edwards	Present	Cllr S Falshaw	Apologies
Cllr A Finch (Chair)	Apologies	Cllr L Hendry	Present

Co-optees

Jon Cox (and Castle Haggs Ext Representative)	Not present
Chris Rowley (and Underley Road Representative)	Not present
Ros Taylor (and Wattsfield Representative)	Not present

In attendance: Janine Holt (Council Services Manager), Ben Unsworth (Democratic Services Assistant – temporary), Chris Bagshaw (Town Clerk).

A01/2026 Apologies

Apologies for absence from Cllrs Finch and Falshaw were received and accepted.

A02/2026 Declarations of Interest

No declarations made.

A03/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

A04/2026 Minutes from the Last Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Allotments Committee held on 20 April 2026 and to authorise the Vice-chair to sign them as a true record.

A05/2026 Minute Action Sheet

The Committee were notified that the Townscape Officer has now left and interviews begin soon for new role. The absence of site representatives was noted. It was suggested that details of the 6-weekly site representative meetings be circulated and that the importance of this meeting was emphasised.

Resolved: To note the report and further actions.

A06/2026 Review of Spend against 2026/27 Budget

The Committee noted that staffing costs are no longer included in the budget report because they come out of general expenditure. The Clerk reported that the allotment reserve is at £42,000.

Resolved: To note the report and ensure Management Committee are aware of the use of revenue to support staffing costs.

A07/2026 On-site Facilities for Plot-holders

The Committee considered a report on on-site facilities for plot-holders. Concerns included that toilets should be in a locked area lest they be vandalised, as well as where possible for them to be eco-friendly. In the interim portaloos could be arranged and dealt with by an outside company contract.

It was suggested that more seating of any description might prove advantageous – especially to the elderly who are progressively a larger demographic in Kendal.

It was also suggested that workshops and/or a polytunnel would be beneficial for encouraging younger people to hold allotments. Site specific proposals would be necessary. It was suggested that this might link to Growing Well, and they could certainly utilise local resources.

Resolved: To ask officers to draw up plans for on-site facilities, in consultation with site representatives.

A08/2026 Allotment Project Update and Statistics Report

The Council Services Manager presented a report on a range of projects and issues. This included that the Shaws Brow pathway inside the allotments requires repair and cannot be done in-house. This was well received by the Committee, and they said that this should be a priority. Concerns were then raised about a right of way adjacent to the allotments, as public are trampling the private allotments. An extensive list of site visits is upcoming.

Regarding waiting lists for allotments, the pressure was noted but it was deemed still manageable.

Resolved: To note this and further the relevant actions.

A09/2026 Site Representatives

None were present.

The meeting closed at 7.30 p.m.

Agenda Item No.5 - Allotments Committee - Minute Action Sheet - as at 6th October 2026

Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
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/Estates Officer	September 2026.	Ongoing	The design content has been approved by Senior Officers. I am in receipt of a printing quotation. The installation of these signs can be completed in-house by Town Council staff. The Estates & Grounds maintenance team will prioritise this work once the work on the allotment plots and sites has been completed.
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.	JH	Dec-26	Ongoing	The new tenancies will be distributed with the invoices at the end of year.
23/02/2026	A24/2025	Minute Action Sheet	To allocate up to £5,000 from the Allotment Reserve to bring plots back into production at Coley Barn.	Estates Officer	Mar-27	Ongoing	The Estates & Grounds Officer has started formulate a plan to create more plots on Coley Barn. Considering site clearance is the main priority.
23/02/2026	A26/2025	Project Update	To develop a scheme of improvement plans for sites that may require this level of intervention.	Estates Officer	Oct-26	Ongoing	The Estates & Grounds Officer has started to develop a plan and work towards clearing plots and improving sites.
20/04/2026	A35/2025	Project Update	To work with the site representatives to develop a bi-annual programme of community events.	JH/Site Reps	Ongoing	Ongoing	To work in partnership with site reps. This will become a regular discussion topic at the regular site reps meetings.

Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
20/04/2026	A35/2025	Project	To discuss the creation of an allotment-specific social media group with Senior Officers.	JH/CB	Sep-26	Ongoing	To arrange a meeting with Senior Managers to discuss the feasibility of an allotment-specific social media group.
20/04/2026	A36/2025	Site Representatives	The Council Services Manager will explore possible solutions for updating/drafting new site maps.	JH	Mar-27	Deferred	This is not currently a workload priority and will be revisited once the current staff vacancies have been filled.
20/04/2026	A36/2025	Site Representatives	Installation of replacement plot numbers, which will be included on the work schedule for the Townscape Officer.	Estates Officer	Mar-27	Deferred	This is not currently a workload priority and will be revisited in the New Year.
12/06/2026	A06/2026	Review of Spend against 2026/27 Budget	To ensure Management Committee are aware of the use of revenue to support staffing costs.	CB	Oct-26	Completed	The Town Clerk has made the Management Committee aware of the support in staffing costs.
12/06/2026	A07/2026	On-site Facilities for Plot-holders	Officers to draw up plans for on-site facilities, in consultation with site representatives.	JH	Dec-26	Ongoing	To have the initial discussion at the site reps' meeting on 9th October.

Kendal Town Council

Annual Budget - By Centre (Actual YTD Month 7)

Note: Full Budget Statement

		25/26		26/27				27/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
500	**Allotments**									
5005	Allotments Gen Exp	9,200	8,855	9,500	3,081	9,500	905	0	0	0
5015	Allotment Water	2,100	1,202	2,500	517	2,500	0	0	0	0
5020	Allotment Rent	1,050	840	1,050	840	1,050	0	0	0	0
5025	Allotment Pest Control	3,300	2,846	3,300	1,826	3,300	0	0	0	0
	Overhead Expenditure	15,650	13,744	16,350	6,265	16,350	905	0	0	0
	Movement to/(from) Gen Reserve	(15,650)	(13,744)	(16,350)	(6,265)	(16,350)		0		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	15,650	13,744	16,350	6,265	16,350	905	0	0	0
	Movement to/(from) Gen Reserve	(15,650)	(13,744)	(16,350)	(6,265)	(16,350)		0		

Kendal Town Council

Agenda Report

Committee: Allotments	Meeting Date: 12 October 2026
From: Town Clerk	Agenda No: 7
Description: **Budget and Income Review 2027/28**	

Summary: To consider a proposed draft budget for the forthcoming financial year, 2027-28 and the plot rental charges for 2028.

Draft Proposed Budget 2027-28

Item	2026	Est outturn	Proposed 2027-28	Notes
Water	2,500	2,500	2,500	Costs were stable/below budget in previous year.
Rent	1,050	840	1,050	Although there has still been no increase in rent from W&FC for Castle Haggs Ext, this situation is not considered reliable.
Pest control	3,300	3,300	3,300	Anticipated real decrease in 2025/26 so stable costs should absorb inflation
Maintenance	9,500	9,500	10,000	Slight rise for increased costs
Total	16,350	15,140	16,850	3% increase required

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 rents were lifted from 41p per metre in 2024, to 44p in 2025, in order the meet the additional costs of inflation, which had been running quite high alongside perceived volatility caused by international events. A further penny was added in 2025, and last year it was agreed to lift the January 2027 rise to 46p per square metre.

It is proposed to increase the per square metre price by a further penny (£0.01) in 2028, to 47p per square metre. As in previous years this will track the price just below inflation, whilst maintaining a realistic income from rents.

	2026	2027	2028	Notes
Income	27,363 (Outturn 31 March)	25,250 (budget)	27,900 (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).

We are currently proposing to draw down reserves to fund work at Coley Barn and to deliver the Committee's aims to improve on-site services for tenants. Around £26,000 of reserves is being anticipated for this work at present, though detailed costings are yet to be achieved.

	1 April 2026	Proposed 1 April 2026	Proposed 31 March 2028
Cash	68,977	71,391	45,000

	Managed	Occupied	Occupancy
Aynam Road	**3**	**3**	**100.00%**
Canal Head	**45**	**42**	**93.33%**
Castle Drive	**10**	**10**	**100.00%**
Castle Haggs	**34**	**30**	**88.24%**
Castle Haggs Extension	**48**	**44**	**91.67%**
Coley Barn	**45**	**43**	**95.56%**
Crow Tree	**26**	**26**	**100.00%**
Greenside	**50**	**50**	**100.00%**
Natland Road	**19**	**19**	**100.00%**
Rinkfield	**31**	**30**	**96.77%**
Sandylands	**26**	**25**	**96.15%**
Sedbergh	**42**	**39**	**92.86%**
Shaws Brow	**22**	**22**	**100.00%**
Town View	**20**	**20**	**100.00%**

Underley Hill	Managed	Occupied	Occupancy
	30	27	90.00%

Underley Road	Managed	Occupied	Occupancy
	38	37	97.37%

Wattsfield	Managed	Occupied	Occupancy
	45	45	100.00%

Total Allotment Plots :	Managed	Occupied	Occupancy
	534	512	95.88%

Agenda Report

Committee: Allotments	Meeting Date: 12 October 2026
From: Council Services Manager	Agenda No.: 8
Description: Project Update Report	

Site Reps Meetings

The last scheduled meeting is to be held on 9th October 2026. Meetings will recommence in March 2027.

Site Visits & Inspections

Site visits were carried out in July and August. 38 tenants were contacted regarding queries or issues relating to their plots. A further round of site visits is scheduled to commence from 21st October. A draft timetable of visits is set out below.

Allotment Site	Date	Time
Aynam Road	28.10.26	AM
Canal Head	28.10.26	AM
Castle Drive	28.10.26	PM
Castle Haggs	28.10.26	AM
Castle Haggs Ext	28.10.26	AM
Coley Barn	21.10.26	PM
Crow Tree	22.10.26	AM
Greenside	21.10.26	PM
Natland Road	22.10.26	AM
Rinkfield	22.10.26	AM
Sandylands	28.10.26	PM
Sedbergh Road	28.10.26	PM
Shaws Brow	21.10.26	PM
Town View	21.10.26	PM
Underley Hill	21.10.26	PM
Underley Road	21.10.26	PM
Wattsfield	22.10.26	AM

Statistical Overview

- Total plots managed**:** 534 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: 102
- Change since last meeting: +37

Current Waiting List

Site	Plots	Waiting List	Change
Aynam Road	3	4	+2
Canal Head	45	14	+13
Castle Drive	9	3	+3
Castle Haggs	34	8	+7
Castle Haggs Ext	48	5	+4
Coley Barn	47	18	+8
Crow Tree	25	8	-3
Greenside	49	21	+8
Natland Road	19	7	0
Rinkfield	31	9	0
Sandylands	26	11	+3
Sedbergh Road	42	8	+5
Shaw's Brow	22	17	+5
Town View	19	15	+5
Underley Hill	27	9	+2
Underley Road	37	6	-1
Wattsfield	46	12	+2

Vacant Plots

There are currently 22 vacant plots, located as follows:

- Canal Head - 3
- Castle Haggs – 4
- Castle Haggs Ext - 4
- Coley Barn – 2 (development plots)
- Rinkfield – 1
- Sandylands – 1
- Sedbergh Road - 3
- Underley Hill – 3
- Underley Road - 1

Plots Let Since Last Meeting

A total of 4 plots have been allocated since the previous committee meeting.

Action Required

No decision is required. The Committee has been asked to note the contents of this report.

Kendal Town Council

Agenda Report

Committee: Allotments	Meeting Date: 12.10.26
From: Council Services Manager	Agenda No.: 8
Description: Estates & Grounds Officer Update	

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

Background

The newly recruited Estates & Grounds Officer commenced employment with the Council on 10 August 2026.
This is a new post with greater responsibility than the previous Townscape Officer role. The Estates & Grounds Officer is responsible for co-ordinating maintenance across the allotment estate and managing larger allotment-specific projects, including the creation of new plots at Coley Barn. Although the role covers the whole Council estate and associated project areas, most of the workload will relate to allotments.

Work Undertaken to Date

- **Complete review of allotments estate**

The Estates & Grounds Officer has completed a full appraisal of the allotment estate and developed a schedule of immediate works. The appraisal found that the sites have generally been neglected, with areas for which the Council is responsible left wild and overgrown. Significant work is required to bring these areas up to standard, and this will be a priority for the remainder of the financial year.

Since the beginning of September, the Council has temporarily paused the letting of vacant plots so that each can be brought to a lettable standard before allocation. Any debris or rubbish left by the previous tenant will be removed before a new tenant takes possession. This approach will reduce the risk of subsequent issues and additional rubbish-removal work, while making plots more attractive to prospective tenants.

- **Review of garage space and equipment**

The Estates & Grounds Officer has cleared and reorganised the garage, disposing of obsolete items to create a more orderly and usable workspace. He has also appraised the equipment and identified items requiring replacement because the existing equipment has not been maintained adequately. The replacements will improve operational efficiency and provide the equipment needed when the Estates & Grounds Assistant takes up the post.

Equipment required:

- Hedge Trimmer x 1
- Battery x 2
- Charger x 1
- Brush Cutter x 1
- Blower x 1

Kendal Town Council

Initial Allotment Objectives

1. Allotments maintenance schedule

Objective: Develop an allotments maintenance schedule, with priority given to clearing vacant plots and getting them ready to let.

Success measures:

- A documented maintenance schedule is produced and agreed.
- All vacant plots are identified and prioritised according to condition.
- Each vacant plot has a clear action plan and target completion date.
- Progress is recorded against the schedule.
- Plots are cleared and brought up to an agreed lettable standard.
- Vacant plots are ready for letting within the agreed timeframe.
- Routine maintenance is incorporated into the schedule rather than being dealt with ad hoc

2. Removal of Shaws Brow allotment shed

Objective: Develop a plan to clear and remove the shed from Shaws Brow allotment.

Success measures:

- A written plan is produced covering the work required.
- Any permissions, waste disposal requirements, costs and risks are identified.
- A realistic timescale is established.
- The shed and surrounding area are cleared safely.
- The shed is removed and disposed of appropriately.
- The site is left clean, safe and suitable for its intended future use.

3. Explore options to replace the vehicle

Objective: Investigate and present options for replacing the existing vehicle.

Success measures:

- Current vehicle requirements are documented, including its use, capacity and operational requirements.
- Replacement options are researched.
- Running costs, purchase/lease costs, suitability, reliability and environmental considerations are assessed.
- A clear recommendation is stated so a business case can be produced for management consideration.
- Any proposed replacement is within the agreed budget and meets operational requirements.

Action Required
That Committee members are asked to note the report