

KENDAL TOWN COUNCIL

Council Meeting: 5th February 2018

You are summoned to attend a meeting of the Council to be held in the **SLDC Council Chamber**, the Town Hall, Kendal, commencing at **7.30 p.m.** on **Monday, 5th February 2018**, for the purpose of transacting the business specified in the following agenda.

AGENDA

Rollcall and Apologies

1. 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 - [www.kendaltowncouncil.gov.uk/Statutory Information/General/ Guidance on Public Participation at Kendal Town Council Meetings](http://www.kendaltowncouncil.gov.uk/Statutory%20Information/General/Guidance%20on%20Public%20Participation%20at%20Kendal%20Town%20Council%20Meetings) or by contacting the Town Clerk on 01539 793490.

- **MRS GWEN HARRISON: BRIDGE HOTEL – ASSET OF COMMUNITY VALUE NOMINATION**

2. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

3. MINUTES OF COUNCIL MEETING HELD ON 8TH JANUARY 2018 & MATTERS ARISING

To approve the minutes of the meeting held on 8th January 2018 (see attached)

4. CO-OPTION OF A COUNCILLOR FOR PARKS WARD *(see attached)*

5. QUARTERLY POLICE REPORT FROM CUMBRIA CONSTABULARY - SUZANNE SCOTT-O'NEILL *(see attached)*

6. MAYORS COMMUNICATIONS AND ANNOUNCEMENTS *(see attached)*

7. MANAGEMENT COMMITTEE

To approve the minutes of the meeting held on 22nd January 2018 (see attached)

- 7.1 City of Sanctuary UK** (ref minute 873/17/18)
That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network.

- 7.2 Kendal Lads & Girls Club** (ref minute 884/17/18)

That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.

8. PLANNING COMMITTEE

To receive the minutes of the meetings held on 8th January & 22nd January 2018 (see attached)

9. CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

To approve the minutes of the meeting held on 9th January 2018 (see attached)

10. ENVIRONMENT & HIGHWAYS COMMITTEE

To approve the minutes of the meeting held on 15th January 2018 (see attached)

10.1 Plastic Free Kendal (ref minute 849/17/18)

That a request be made to Council for an allocation from the Development Fund of £1,000 for environmentally conscious schemes.

11. BRIDGE HOTEL – ASSET OF COMMUNITY VALUE NOMINATION (see attached)

12. AUTHORISATION OF CONTINUED ABSENCE OF CLLR CLARE (see attached)

13. ELECTION OF COUNCILLORS TO PLANNING AND AUDIT, GRANTS & CHARITIES COMMITTEES (see attached)

14. OUTSIDE BODIES

- **Kendal Brewery Arts Centre Trust Board Meeting - Councillor Sutton (see attached)**

15. FINANCIAL MATTERS

(a) Budgetary Control Statement – Nine Months ended 31 December 2017 (see attached)

(b) Bank Payments Schedule: December 2017 (see attached)

(c) Petty Cash Payments: October – December 2017 (see attached)

(d) Invoices over £3,000

(e) Bank and Building Society Account Signatories

In order to mitigate the risk of the pool of authorised signatories being reduced after the May elections, Council is recommended to authorise the following Councillors as signatories to its bank and building society accounts:

- Cllr Andy Blackman
- Cllr Guy Tirvengadam
- Cllr Stephen Coleman

(f) Cumberland Building Society Investments

In October 2017 the Council invested £75,000 in the Cumberland Building Society for a period of three months. The funds are now required for cash flow purposes. Council is recommended to approve their withdrawal from the Society's account and deposit into its Barclays bank account.

16. EXCLUSION OF PRESS AND PUBLIC

To consider whether members of the press and public should be excluded from the next item, which contains exempt information as described in Schedule 12A of the Local Government Act 1972

Part II (Excluded Items)

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following report is excluded from inspection by members of the press and public as it contains exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:

- *Information relating to any individual [Paragraph 1]*

17. **STAFFING MATTERS** [Paragraph 1]
 - **Admin Assistant** (*ref Management Committee minute 879/17/18*)
18. **WAINWRIGHT ACHIEVEMENT AWARD** [Paragraph 1]
To consider nominations for the award (*see separate email*)
19. **READMISSION OF PRESS & PUBLIC**

A handwritten signature in black ink, appearing to read "Liz Richardson", is centered on a light gray rectangular background.

Liz Richardson, Town Clerk

Members of the Press and Public are welcome to attend the meeting.

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 8th January 2018 at 7.30 p.m.
in the SLDC Council Chamber, the Town Hall, Kendal**

PRESENT The Mayor (Councillor A Blackman) in the Chair;
Councillors A Robinson, G Vincent, G Cook, J Brook, C Feeney-Johnson, J Veevers, G Archibald, S Evans, A Finch, C Hardy, C Hogg, J Robinson, R Sutton, K Teasdale and J Owen.

APOLOGIES Councillors T Clare, P Bramham, S Coleman, S Emmott, D Evans, M Severn, G Tirvengadam, L Oldham and R Hogg. Liz Richardson (Town Clerk) was also absent from the meeting.

OFFICERS Jack Jones (Town Treasurer) and Nicky King (Council Secretary)

796/17/18 PUBLIC PARTICIPATION

None.

797/17/18 DECLARATIONS OF INTEREST

None.

798/17/18 ORDER OF BUSINESS

It was proposed by the Mayor that the order of business of the Agenda be amended to bring forward item 5 (Presentation on the South Lakes Credit Union by Eve Martin, Vice Chair) to allow her to leave the meeting following the presentation. This was agreed by all.

799/17/18 PRESENTATION ON THE SOUTH LAKES CREDIT UNION BY EVE MARTIN, VICE CHAIR

The Mayor welcomed Eve Martin, Vice Chair of South Lakes Credit Union to the meeting. She briefed Council on the key objectives of the Credit Union, the purpose of which was to provide residents of Eden and South Lakeland with access to an affordable range of financial services and advice. The Credit Union had been in operation for 4 years at the end of September 2017 and had 640 members. The current loan book stood at £144k and there were more than 100 current borrowers. There had been a total lending of more than £400k to members since start-up and an unaudited operating loss year ending 30th September forecast of £15k. Eve Martin explained that further grant funding would be required before reaching break-even point, which was forecast by the end of 2020. A 3 day a week service from Kendal Town Hall had been launched in November 2017 and this was proving successful. Around 45 volunteer members staffed the Credit Union.

Councillor Vincent asked how the split operated between Eden and South Lakeland in terms of the overspend of £15k. Eve Martin said that much of the overspend was attributable to setting up and publicity costs.

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Councillor J Robinson asked what would be the profile of a typical member and what sort of amounts were being saved. Eve Martin did not have this information to hand but would endeavour to obtain some kind of breakdown. She explained that the target market tended to be people who struggle to obtain borrowing from mainstream financial organisations. Further basic data would be available after the first 6 months of operating at Kendal Town Hall.

Councillor Brook welcomed the presence of the Credit Union in Kendal. He requested some idea of the level of grant funding likely to be required until break-even was achieved in 2020. He also raised the issue of publicity and asked what plans the Credit Union had and how Kendal Town Council might help. Eve Martin said she would be happy to circulate details of previous grant funding to the Town Clerk. The Credit Union were continually discussing options for funding. Whilst operation could continue with volunteers, support to employ some full/part time people would be preferable and help to achieve self-sufficiency more quickly. They were looking at who they might approach for a greater level of grant funding in order to achieve objectives at a faster rate.

Regarding publicity, Eve Martin remarked that the Union have to keep being creative. There were many plans, including trying to reach families through schools. She observed that leaflet drops don't really work and word of mouth is the most effective form of publicity. Continuation of funding from Kendal Town Council would certainly help.

Councillor Veevers requested details of the interest rate and default rate. Eve Martin informed Council that interest is not paid on savings. People that put money in are Members of the Credit Union and a dividend is paid at the end of each financial year. Whether to pay the dividend and how much was decided at the AGM. In terms of loans written off, the Union did not report on defaulting because loans are not written off until they are no longer enforceable, which can be several years. Such loans remain on the balance sheet for 6 years and the Credit Union had not been in operation for that long. Eve Martin said that once audited accounts were available and had been to the AGM, she would happily make them available to Kendal Town Council.

Councillor A Robinson commented that the Credit Union provided a far better means of borrowing small amounts of money than approaching other institutions charging very large interest rates.

The Mayor suggested that Kendal Town Council support the publicity of the Credit Union by including a feature in a future edition of the Kendal Town Council newsletter.

RESOLVED

That a feature on the Credit Union be placed in a future edition of the KTC newsletter.

800/17/18

MINUTES OF COUNCIL MEETINGS HELD ON 27TH NOVEMBER (BUDGET) AND 4TH DECEMBER 2017

Members considered the minutes of the meeting of full Council held on 27th November 2017 (Budget). Councillor Brook proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Veevers and carried with 1 abstention.

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Members then considered the minutes of the meeting of full Council held on 4th December 2017. Councillor J Robinson proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Feeney-Johnson and carried with 2 abstentions.

Councillor Archibald referred to Minute 721/17/18 regarding the proposed Green Wall and asked whether an update was available. The Treasurer replied that he had checked the Town Clerk's email correspondence but no reply had been received from Network Rail. He was unable to update any further. Councillor Archibald requested that the Town Clerk continue to chase the matter up with Network Rail.

RESOLVED that the minutes of the Council meetings held on 27th November (Budget) and 4th December 2017 be approved as a correct record and signed by the Chairman. The Town Clerk to continue to chase Network Rail following her letter asking them to reconsider the use of the wall on Longpool for the green wall.

801/17/18 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor presented his engagements that had been previously circulated.

He welcomed the Council Secretary, Nicky King, who had returned from Maternity Leave.

The Mayor informed Members that he would be absent from the next Council meeting in February. The Deputy Mayor would chair the meeting in his absence.

The Mayor's Charity Dinner will take place on Wednesday 28th February 2018.

802/17/18 DECLARATION OF A VACANCY FOR A COUNCILLOR

The Treasurer announced that there was a vacancy for a Councillor due to Councillor Hurst-Jones not having attended a meeting of the Council for a period of 6 months. He explained that there would not be a bi-election due to the proximity of the Parish elections in May, but Council may choose to fill the vacancy by co-option for the period until the election. Names of candidates needed to be submitted to the Town Clerk prior to the Council meeting on 5th February 2018 and there would be an agenda item to elect a co-optee.

Councillor Brook proposed the co-option of a suitable person for a period of 3 months. This was seconded by Councillor Archibald and carried unanimously.

RESOLVED That Council fill the vacancy for a Councillor by co-option for the period until the Parish elections in May 2018.

803/17/18 VACANCY FOR COUNCIL REPRESENTATIVE ON MANAGEMENT COMMITTEE (following resignation of Cllr T Clare)

Councillor Brook declared that there was a vacancy for a Council

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Representative on the Management Committee following the resignation of Councillor T Clare. He proposed that Councillor Owen become a representative on that Committee. This was seconded by Councillor A Robinson and carried unanimously.

RESOLVED That Councillor Owen join the Management Committee as a representative of KTC following the resignation of Councillor T Clare.

804/17/18 APPROVAL OF THE FREEDOM OF INFORMATION SCHEDULE (Ref Management Committee 18.12.17 Minute 777/17/18)

The Treasurer presented the Freedom of Information Schedule previously circulated. He noted that it was a model scheme produced for all local Councils. Some areas of the schedule did not apply to KTC and these had been struck through. There had been no major changes and Members were asked to consider the Schedule for annual approval.

Councillor Veevers proposed approval of the Freedom of Information Schedule. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED That the Freedom of Information Schedule be approved.

805/17/18 MANAGEMENT COMMITTEE

The minutes of the Management Committee meeting held on 18th December 2017 were presented by Councillor Brook who proposed that they be approved as a correct record. This was seconded by Councillor Cook and carried with 2 abstentions.

RESOLVED That the minutes of the Management Committee meeting held on 18th December 2017 be approved as a correct record of the meeting.

Councillor Brook then presented recommendations of the Committee and proposed approval as follows:

806/17/18 Funding Request for the Brewery Comedy Festival from the Festivals Grant Budget (ref minute 776/17/18)

That a grant of £1,500 from the Festivals grant budget be made this Financial Year for the 2018 Comedy Festival.

This was seconded by Councillor Feeney-Johnson and carried with 2 abstentions.

RESOLVED That a grant of £1,500 from the Festivals grant budget be made this Financial Year for the 2018 Comedy Festival.

807/17/18 Outside Bodies – Request to Add Kendal Dementia Action Alliance to the Appointments List (ref minute 778/17/18)

That Kendal Dementia Action Alliance be included in the list of outside bodies and that Council appoint a representative.

This was seconded by Councillor Archibald and carried with 1 abstention. Town Clerk to notify Kendal Dementia Action Alliance in writing.

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RESOLVED That Kendal Dementia Action Alliance be included in the list of outside bodies and that Council appoint a representative. Town Clerk to notify Kendal Dementia Action Alliance in writing.

808/17/18 **3 Year Loan Agreement with Abbot Hall** (ref minute 782/17/18) That a further 3 year loan period for the George Romney *King Lear in the Tempest* painting be agreed with Abbot Hall.

This was seconded by Councillor Veevers and carried with 1 abstention.

RESOLVED That a further 3 year loan period for the George Romney *King Lear in the Tempest* painting be agreed with Abbot Hall.

809/17/18 **Townscape Manager** (ref minute 784/17/18)
That a reversing camera be installed on the Town Council van.

Councillor Brook explained that, due to its size, the Town Council van was difficult to reverse, especially into the garage. A reversing camera had been requested by the Townscape Manager for health and safety purposes. Councillor A Robinson asked whether there had been any discussion about using sensors. Councillor Veevers commented that from past experience sensors were not as reliable as reversing cameras. Councillor J Robinson noted that reversing cameras are available with an infra-red option. Councillor Brook agreed that the Management Committee would be happy to consider this option so long as there was no significant additional cost. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED That a reversing camera with infra-red option (provided no significant additional cost) be installed on the Town Council van.

810/17/18 **PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 4th and 18th December 2017 were presented by Councillor J Robinson who asked Council to receive these minutes.

The Mayor thanked the Planning Committee for their work.

RESOLVED That the minutes of the Planning Committee meetings held on 4th and 18th December 2017 be received.

811/17/18 **ALLOTMENTS COMMITTEE**

The minutes of the Allotments Committee meeting held on 11th December 2017 were presented by Councillor Veevers who proposed that they be approved as a correct record. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED That the minutes of the Allotments Committee meeting held on 11th December 2017 be approved as a correct record of the meeting.

812/17/18 **OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

CALC District Association Meeting – Cllr Sutton

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Members considered the paper prepared by Councillor Sutton following the CALC District Association meeting held on 30th November 2017. No questions were raised.

FINANCIAL MATTERS

813/17/18 (a) Proposed Budget 2018/19

The Town Treasurer presented his report on the Proposed Budget 2018/19 which was based on the draft budget agreed by Council at the meeting held on 27th November 2017. At this meeting it had been agreed to add growth items totalling £72,750 into the 2018/19 budget. The report highlighted that analysis of this amount showed that £67,550 of this sum would be accounted for in the Action Plan and £5,200 in the day to day budget. The Action Plan expenditure is partly funded from a contribution of £20,900 from the accumulated Development Fund; the balance, and the revenue growth, are affordable without an increase in Council Tax. The November meeting also proposed an increase of £1.00 (2.84%) in Council Tax, in order to fund further projects in the town.

The Town Treasurer highlighted the following points from the circulated report:

- SLDC had calculated the 2018/19 Council Taxbase as £10,381.69, a 1.7% increase from the 2017/18 figure of £10,208.78. Increases are normally around 1% and the higher Taxbase would provide an extra £6,310 income before any increase in Council Tax.
- The proposed £1.00 tax increase would provide an extra £10,382 income; together with the improved Council Taxbase and some minor adjustments, the proposed budget contained £17,830 of unallocated resources.
- Forecasts of future years' budgets suggested that the Council would not be able to enjoy similar levels of unallocated resources to fund new projects. Officers therefore considered that the Council should plan for regular modest annual increases in Council Tax to help meet future aspirations.
- The Forecast Outturn for 2017/18 shows a working balance of £41,396 at 31 March 2018; £11,296 of this amount will be used to support the 2018/19 Proposed Budget. This will result in a working balance of £30,000 at the end of 2018/19, representing the planned minimum of £25,000 plus a prudent allowance of £5,000 for possible unforeseen costs.

The Treasurer requested Council to adopt the 11 recommendations put forward in the Proposed Budget 2018/19 Report. He highlighted recommendations (b) and (j) as being the most important.

Councillor Brook proposed acceptance of all 11 recommendations. With reference to recommendation (j) he suggested that decision about which projects to allocate available budget resources to should be deferred until after the end of March and the unallocated budget be transferred to the Development Fund. This was seconded by Councillor A Robinson.

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Councillor Archibald observed that the sum of money available to fund other projects was about the same as the proposed increase in Council Tax. He felt that monies should be allocated to projects at this stage in order to justify the increase in Council Tax. A general discussion ensued on this matter. The Treasurer clarified that putting the remaining unallocated budget into the Development Fund would earmark it for use on other projects. He suggested adding some words committing the monies to other projects which would be allocated early in the next financial year. Councillor Brook agreed to this course of action.

Approval of all recommendations contained within the report was carried unanimously.

RESOLVED

That Council;

- a) approve the 2017/18 Forecast Outturn (Appendix A);
- b) approve the 2018/19 Proposed Budget, representing a £1.00 increase in the Band D Council Tax (Appendices A - C);
- c) agree the budgeted transfers to and from reserves (Appendix C);
- d) approve the revised Reserves Policy (Appendix D);
- e) have regard to the advice of the Town Treasurer in relation to the robustness of estimates and the adequacy of balances;
- f) confirm that its ongoing investment with the Cumberland Building Society is consistent with its Investment Policy and that, in view of the size of the Society's asset base, the Council accepts the potential risk in investing the majority of its medium-term resources with that one organisation;
- g) note the prospects for future years (Appendix E) and Officers' advice that the Council should consider planning for modest annual Council tax increases in order to assist in meeting future aspirations;
- h) confirm that Financial Regulation 4.6 be applied strictly in the closure of the 2017/18 Accounts so that all underspendings at year-end (apart from those already specifically identified within one of the Town Council's earmarked Funds) will automatically be transferred to the General Fund working balance;
- i) agree in principle that unspent General Grants and Festival Grants budgets at the end of February 2018 are used to make advance payments of grants already approved for 2018/19, with the detailed payments being subject to approval at the February meeting of Council;
- j) transfer the available budget resources totalling £17,830 to the Development Fund, to be used specifically to deliver new projects which will be identified early in 2018/19; and
- k) request South Lakeland District Council to pay the sum of £376,232.64 to Kendal Town Council as its precept for the year 2018/19.

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814/17/18 (b) Bank Payments Schedule: November 2017

The Town Treasurer presented the Bank Payments Schedule for November 2017. It was proposed by Councillor Owen that the Bank Payments Schedule for November 2017 be approved. This was seconded by Councillor Vincent and carried unanimously.

RESOLVED That the Bank Payments Schedule for November 2017 be approved.

815/17/18 (c) Invoices over £3,000

The Treasurer reported that there was one amount over £3,000 which required approval as follows:

An amount of £9,920 from Cumbria Community Foundation which was due to Kendal Community Emergency Planning Group had been received in KTC's account in error. Permission was required from Council to transfer the monies to the Group. Councillor J Robinson proposed that the transfer be made. This was seconded by Councillor Brook and carried unanimously.

RESOLVED That the transfer of £9,920 to Kendal Community Emergency Planning Group be approved.

816/17/18 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor C Hogg and seconded by Councillor Finch to move into Part II, this was carried unanimously.

RESOLVED That the press and public be excluded for the following items of business.

Part II

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

- Information relating to any individual *[Paragraph 1]*

817/17/18 STAFFING MATTERS [Paragraph 1]**Project Manager (ref Management Committee minute 786/17/18)**

Councillor Brook reported that the Project Manager had requested a reduction in working hours of 2.5 hours per week for period of one year. He proposed that the reduction be approved. This was seconded by Councillor C Hogg and carried unanimously.

RESOLVED That the working hours of the Project Manager be reduced by 2.5 hours per week for a period of one year.

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818/17/18 READMISSION OF PRESS & PUBLIC

It was proposed by Councillor Vincent to move out of Part II and re-admit the press and public. This was seconded by Councillor J Robinson and agreed unanimously.

RESOLVED that the press and public be re-admitted for the remainder of the meeting.

The meeting ended at 8.51 p.m.

Signature

Date

KENDAL TOWN COUNCIL REPORT

To: Full Council	5 th February 2018
From: The Town Clerk	Agenda Item No. 4

Co-option of a Councillor for Parks Ward

Further to the declaration at January Council (ref Minute 802/17/18) on co-opting a member until 3rd May elections, we have received an application from Mr Douglas Rathbone.

Further applications may be received before the meeting.

The vote will be taken at the meeting.



Kendal Town Council update 29th January 2018

CRIME FIGURES

Crime figures can be obtained via the Cumbria Police Website:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Alternatively use the following link:

<https://www.police.uk/>

I can provide an overview of how to access these and show councilors how to access.

General Update on these are as follows

Overall Crime in Cumbria is on the increase on 2016-2017. North area is showing an increase of 13% on all crime on the same time last year and West is showing 10.9%. South is performing the best out of all areas with an increase of 3% which is approx. 200 crimes up on the same time last year. So crime is on the increase however south area is showing the least increase compared to the rest of the county.

Theft of Motor Vehicle is on the increase and we have had an increase of 4 on the same time last year so overall this offence is on the increase.

Violence offences (injury and non injury) are one area in which we have seen an increase year on year. This is being addressed and there will be more officers deployed to cover night time economy/ town Centre disorder.

Burglary overall is similar to last year and ever so slightly down. Dwelling burglary is on the increase and burglary non dwelling has decreased. These burglary numbers have been effected due to how we record them. At this time we have had a small crime series of rural burglaries and there is work ongoing on these.

Overall ASB continues to be going down as is Criminal damage.

Overall South Lakeland is a very safe place to live and crime is low compared to other areas.

INCIDENTS OF NOTE

We have had a number of drugs deaths across South area and in Kendal. None are linked.

We have served 2 Community Protection Warnings. One for letter writing and one for anti-social behavior. I can provide the councilors information and an update on this legislation if they would like it.

3 prolific offenders further arrested for breaching Criminal behavioral Orders and we are currently applying for another 2 Criminal behavioral Orders.

Information

Below is a link to the PCC property fund.

<https://www.cumbria.police.uk/NewsPCC/Property-Funding.aspx>

Below is a link to our new Police cadet scheme which is coming shortly

- <https://www.cumbria.police.uk/Recruitment/Police-Cadets/Cumbria's-Police-Cadets-Coming-Soon.aspx>

We are now up and running with our South Lakeland Multi-Agency Safer Communities hub and this should develop as month's progress. This will make a significant improvement in partner working.

FOLLOW US ON TWITTER AND FACEBOOK

www.twitter.com/cumbriapolice

<https://www.facebook.com/cumbriapolice>

<https://crimestoppers-uk.org/>

Contact police on 101

For emergency always call 999

Police Contact PS1431 Scott-O'Neill

Email: Suzanne.scott-o'neill@cumbria.police.uk

Mayor's Communications & Announcements January - February 2018

January

<u>Preview at Abbot Hall Gallery</u> Abbot Hall Gallery	11 Jan	17:00 – 19:00
<u>Mayors Parlour Visit – Westmorland Gazette (AB & JB)</u>	18 Jan	10:00 – 11:30
<u>QKS Year 11 awards evening</u> The Queen Katherine School	25 Jan	19:00 – 20:00
<u>Model Railway Exhibition</u> Kendal Leisure Centre	27 Jan	14:00 – 16:00
<u>AB – South Lakes U3A Tree Planting</u> Greenside	30 Jan	09:30 – 11:00
<u>Deputy Mayor attending Mayor of Barrow's charity dinner dance</u> The Forum, Barrow	2 Feb	19:30 – 21:30

February

<u>Mayor Annual Leave</u>	2 – 19 Feb	
<u>Mayors Charity Dinner</u> Kendal College	28 Feb	19:00

KENDAL TOWN COUNCIL

Management Committee

**Monday 22nd January 2018 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Austen Robinson (Vice Chair), Andy Blackman (Mayor), Guy Tirvengadam (Deputy Mayor), Jon Robinson, John Veevers, Geoff Cook and Jonathan Owen
- APOLOGIES** Councillors Jonathan Brook (Chair) and Clare Feeney-Johnson
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 863/17/18 PUBLIC PARTICIPATION**
- None.
- 864/17/18 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 865/17/18 ORDER OF BUSINESS**
- It was proposed that the order of business of the Agenda be amended to bring forward item 6 (Presentation on Creating a Kendal Park Run – Brian Harrison, Vice Chair of Kendal BID) and this was agreed by all.
- 866/17/18 PRESENTATION ON CREATING A KENDAL PARK RUN – BRIAN HARRISON, VICE CHAIR KENDAL BID**
- Councillor A Robinson welcomed Brian Harrison, Vice Chair of Kendal BID, to the meeting.
- Brian Harrison briefed the Committee on the aspirations of Kendal BID to set up a Park Run in Kendal utilising facilities in Market Place and on New Road to bring business into the town centre. He explained that Park Runs are attended by hundreds of runners who travel nationwide to take part. There is a wide range of participants of different ages, abilities and gender. A national structure of events exists, along with national advertising. Kendal BID believe that Kendal could host an attractive Park Run event with parking in Westmorland multi storey car park, use of facilities in Market Place (toilets, refreshments, registration etc) and runner assembly point at New Road. The starting point would be on Gooseholme and follow the canal path and return to finish on Gooseholme. The route would require the re-opening of the Gooseholme footbridge. Marshalling would be needed along the route, specifically at Canal Head and Parkside Road.
- Initial proposals and contact with Park Run had been positive and projected costs were within Kendal BID's budget. However subsequent consultation with local running groups found that previous attempts to set up a Park Run had failed due to difficulties

in finding a suitable level route. Kendal BID were recommended to contact Councillor Feeney-Johnson who advised that the canal route could not be used as it was not traffic free. It was thought that the latest SLDC Kendal Development Plan might offer a solution to the traffic free requirement, with proposals for development at Canal Head, Parkside Road and Miller Bridge. Kendal BID had the idea of attaching Community Infrastructure Level or Community Agreement (Section 106) to these developments. Councillor Feeney-Johnson indicated this might offer a way forward with a traffic free route.

Mr Harrison presented the benefits of the proposals and explained ideas for potential funding. He added that an ambassador from Park Run was due to come to Kendal to look at the possibilities and discuss requirements etc.

Councillor J Robinson agreed that there could be potential to use CIL money in order to achieve infrastructure aspirations. However, he stated that Section 106 Agreements could prove difficult as they have to be tied to specific developments.

Councillor Veevers commented that he could foresee many difficulties in setting up the Park Run. Feedback from runners showed that many are reluctant to run on roads and they like a start and finish point following a circular route. He added that Park Run require alternative passage for other park users, timers, tokens, bar code scanner, toilet facilities etc. Park Run will not allow dual usage along the route. He informed Committee that there was a running group in Kendal called Women on the Run. The lady who set up the group had previously tried to create a Park Run in Kendal but had been unsuccessful in finding an appropriate route and therefore had not pursued it.

Councillor Owen commented that it was positive that a Park Run ambassador was due to come to Kendal and Kendal BID should not be put off being ambitious and exploring possibilities.

Members agreed that whilst creating a Kendal Park Run could prove challenging, there were wider possibilities and aspirations regarding development around the town and the benefits and opportunities that these may present should be considered.

It was decided that the Town Clerk would circulate supporting papers to Committee members for further consideration. The item would be added to the Agenda of the next meeting for further discussion.

Brian Harrison to provide the Committee with feedback following the meeting with the Park Run ambassador.

RESOLVED

That the Town Clerk circulate supporting papers on a potential Park Run to Committee members for further consideration. The item to be added to the Agenda of the next meeting for further discussion.

867/17/18**MINUTES OF THE MEETING HELD ON 18TH DECEMBER 2018**

The Chairman presented the minutes of the meeting held on 18th December 2018, which had been approved by full Council on 8th January 2018.

Proposals for Interim Arrangements for New Road (ref minute 767/17/18)

Councillor Owen queried the completion date for the works which was incomplete in the minutes. Town Clerk to check and advise.

Town Centre Benches (ref minute 769/17/18)

The Town Clerk advised that this matter had been discussed at the Environment & Highways Committee meeting and was ongoing.

Kendal War Memorial (ref minute 771/17/18)

The Town Clerk advised that she was waiting for Kendal Civic Society to come back with proposals.

Kendal Dementia Action Alliance (ref minute 778/17/18)

The Town Clerk commented that although it had been agreed at Council that Kendal Dementia Action Alliance would be added to the Outside Bodies list, nobody had volunteered as representative. It was agreed the Town Clerk would write to the organisation confirming their inclusion on the list and notify them that a representative would be appointed following the elections in May.

Councillor Veevers proposed that the minutes be accepted as a correct record. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED

That the minutes of the meeting of the Committee held on 18th December 2018 be accepted as a correct record.

868/17/18**MATTERS ARISING** (Not on Agenda)

None.

869/17/18**RESIGNATION OF COUNCIL REP CLLR T CLARE AND REPLACEMENT BY CLLR J OWEN**

Councillor A Robinson formally welcomed Councillor Owen to the Management Committee following the resignation of Councillor Clare.

870/17/18**URGENT ITEMS OF BUSINESS**

None.

871/17/18**REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for December 2017 and highlighted the main areas of work as follows:

- Handing over the Environmental & Highways Committee to the Project Manager.
- Regimental Freedom Parade.
- Remembrance Sunday 2018.
- Heritage condition survey report follow on work.
- Maintenance work on allotments.
- Discussions with Continental Landscapes on summer planting. An RAF celebratory colour theme had been agreed (red/white/blue). The Town Clerk noted that blue flowers may be challenging. Councillor J Robinson suggested structures such as trellis painted blue in planters as an alternative.

The Project Manager's main projects included:

- New signs/improvements around Market Place.
- Kendal Castle.
- Green Wall. It was noted that a further refusal had been received from Network Rail.
- Directional signage to the castle. LIP funding application submitted.

872/17/18

UPDATE ON THE MARKET PLACE

Members considered an update which had been prepared by Councillor Emmott and circulated prior to the meeting.

Councillor J Robinson commented that the use of awnings had previously been discouraged and asked whether SLDC Planning Department were considering a change of stance in this respect to encourage a café culture. Town Clerk to pass the comment on to Councillor Emmott.

Councillor Veevers asked about progress with formalisation of the Farmers Market. Councillor Cook commented that he had not heard anything further recently. Town Clerk to pass the comment on to Councillor Emmott.

Councillor A Robinson thanked Councillor Emmott for preparing the update and for her work in respect of the works to the Market Place.

RESOLVED

That the Town Clerk pass on comments regarding the use of awnings and the Farmers Market to Councillor Emmott.

873/17/18

CITY OF SANCTUARY UK

Councillor Tirvengadam presented his proposal for Kendal to become part of the City/Town of Sanctuary network. He observed that Kendal is expecting some refugee families to settle in the town in the near future.

City of Sanctuary holds the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. City of Sanctuary began in October in

2005 with Sheffield being the first 'City of Sanctuary' – a city that takes pride in the welcome it offers to people in need of safety.

Councillor Cook thought it was a good idea and asked how Kendal went about becoming part of the network. Councillor Tirvengadam explained that Kendal would need to meet the requirements of the charter and apply to City of Sanctuary. He had a meeting with a co-ordinator on 6th February to discuss the process for taking the matter forward.

Councillor Tirvengadam proposed taking the idea to full Council and was seeking agreement in principle from the Committee. He added that he would also be looking to approach SLDC and CCC. Councillor J Robinson seconded the proposal and it was carried unanimously.

Councillor Cook suggested approaching SLDC and CCC at this stage to obtain initial support. It was agreed that Councillor Tirvengadam would contact SLDC (via Councillor Archibald) and Councillor Cook would raise the matter with CCC.

RECOMMENDATION That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network

RESOLVED That initial support be sought from SLDC and CCC. Councillor Tirvengadam to contact SLDC and Councillor Cook to raise the matter with CCC.

874/17/18

UPDATE ON SLDC LEASE FOR KTC ACCOMMODATION

The Town Clerk advised that it was hoped the lease would commence 1st April 2018. This would coincide with the end of the current 3 year agreed rent and therefore a rent review was due. All general principles had been agreed but the actual calculations for the rent were awaited. She advised that there was likely to be an uplift in rent.

Councillor Veevers asked whether the lease was for the entire accommodation occupied by KTC and what would happen in the case of KTC seeking alternative premises. The Town Clerk confirmed that it was for the whole of the accommodation and whilst there may be in future an accommodation review and aspiration to seek new accommodation, this was not the current situation and notice could always be given on the lease.

A general discussion ensued regarding appropriate accommodation and the tendency for the public to confuse KTC with the other tiers of Council.

875/17/18

FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING

Councillor A Robinson referred to the paper he had prepared for the last Committee meeting. He said he had produced the paper because he was frustrated that KTC's comments regarding flooding

issues appear to be falling on stony ground. Several developments, including those on Strawberry Fields and land north of Laurel Gardens, had been given the go ahead despite a series of floods since 2015. He added that no other organisation appeared willing to put their heads above the parapet and asked whether KTC would be the organisation to do that. He did not feel that KTC had been properly represented.

Councillor A Robinson had attended a meeting of the Kendal & District Engineering Society at the beginning of January. Information on proposals to help alleviate potential for flooding had been presented at this meeting. The Environment Agency were due to hold a meeting on 7th February (1-2pm for Councillors and interested flood groups; 2-7pm for the general public). Councillors were urged to attend.

Councillor J Robinson suggested that the flooding sub-group agreed at the last meeting held its first meeting prior to the EA meeting and Councillor Blackman's leave from 3rd February.

Councillor Veevers referred to the waste treatment works at Watercrock and said it was noticeable that works on a replacement drainage pipe damaged in Storm Desmond had stopped. He added that foaming in the water and smell indicated that there may be an issue with the quality of wastewater being pumped into the river. It was not known if water samples were being collected. He also raised the question of whether the path would be made good once works were complete and noted that it is a public footpath and is currently very overgrown. Councillor A Robinson suggested that the Town Clerk write to United Utilities seeking assurance that nothing inappropriate is being put into the river and asking whether the water quality is being monitored. An update as to the progress of the work and the footpath would also be requested. Letter to be copied to the EA and CCC.

RESOLVED

1. That the flooding sub-group meet prior to 3rd February 2018.
2. That the Town Clerk write to United Utilities regarding works at Watercrock. Letter to be copied to the EA and CCC.

876/17/18

ITEMS FOR THE NEWSLETTER

Councillor Tirvengadam requested a small article regarding the Kendal Unity Festival in the Spring edition. A larger review of the event with photographs etc to appear in the Autumn edition.

It was agreed to include an article on the Regimental Freedom Parade in the summer edition.

877/17/18

REVIEW OF SPEND AGAINST BUDGET 2017/18

Town Clerk presented the Budgetary Control Statement for nine months ended 31st December 2017.

A likely underspend in the Supplies and Services heading was highlighted.

It was noted that there was budget remaining under IT and website. The Town Clerk informed Members that her laptop was due for replacement under the rolling replacement programme and requested approval to purchase a new one. This was proposed by Councillor Owen, seconded by Councillor J Robinson and carried unanimously.

£5,000 remained in budget for 'Support for Kendal TIC'. The Town Clerk is aware of discussions on the Kendal TIC. The funds would be kept until such time as a proposal is forthcoming.

Councillor Tirvengadam asked whether the uptake had been good at the Credit Union. Councillors agreed that an excellent presentation was made to January Council and uptake was thought to be ahead of expectations.

878/17/18

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Veevers and seconded by Councillor A Robinson to move to Part II, this was carried unanimously.

RESOLVED

That the press and public be excluded for the following items of business.

Part II

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [*Paragraph 1*]

STAFFING MATTERS [Paragraph 1]

879/17/18

The Town Clerk advised Committee that the Admin Assistant had indicated she was likely to apply for early retirement due to continued ill health. A quotation had been requested from the pension supplier and was being considered by the Admin Assistant. She was currently signed off work until the end of March and early retirement would be likely to commence 1st April. Councillor A Robinson proposed a recommendation to agree in principle to proceed with early retirement, subject to the Admin Assistant accepting the pension quotation. Current temporary admin support to be continued for continuity until recruitment could commence. This was seconded by Councillor Tirvengadam and carried unanimously.

RECOMMENDATION

That Council agree in principle to proceed with early retirement for the Admin Assistant, subject to her acceptance of the pension

quotation. Current temporary admin support to be continued for continuity until recruitment could commence.

880/17/18 READMISSION OF PRESS AND PUBLIC

It was proposed by Councillor J Robinson to re-admit the press and public. This was seconded by Councillor J Veevers and carried unanimously.

RESOLVED that the press and public be re-admitted for the remainder of the meeting.

ANY OTHER BUSINESS

881/17/18 SLDC Overview and Scrutiny Committee

The Town Clerk had received correspondence from the SLDC Overview and Scrutiny Committee requesting suggestions for their work programme for 2018/19. A response had been requested by 24th February. It was agreed that the Town Clerk would forward the email to all Councillors.

Councillor Blackman suggested that the matter of tree management on SLDC land be put forward as this had been raised by the Environment & Highways Committee at their last meeting.

RESOLVED That the Town Clerk forward the email from SLDC Overview and Scrutiny Committee to all Councillors and pass on suggestions, including tree management on SLDC land.

882/17/18 Footfall Survey

The Town Clerk advised that she had received the results of the footfall survey for the period June - December 2017. The busiest days were noted to be around Christmas and in September which coincided with the Torchlight Festival. Saturday was the busiest day of the week. Town Clerk to circulate the results to all Councillors.

RESOLVED That the Town Clerk circulate the results of the footfall survey to all Councillors.

883/17/18 Annual Report Submissions

The Town Clerk urged Chairs of Committees to provide her with their submissions for the Annual Report.

884/17/18 Kendal Lads & Girls Club

Councillor Owen put forward a request by Kendal Lads & Girls Club to be added as an Outside Body. It was agreed that a recommendation be made to Council to decide at the next meeting.

RECOMMENDATION That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.

885/17/18 Snow Clearing Equipment

Councillor Veevers asked whether KTC still held snow clearing equipment at Canal Head. The Town Clerk replied that it had not

been used for 3/4 years. She had requested the Townscape Manager to make enquires and also check on salt levels. She had also appraised the Townscape Manager of his duties in the case of snow and ice.

886/17/18

SLDC Annual Review of Constitution.

Councillor A Robinson noted the deadline for comment had passed. It was agreed that it was important to keep an eye on this in future.

887/17/18

Police & Crime Commissioner - Council Tax Levey Consultation

It was noted that there had been a very low response.

The meeting closed at 9.31pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
866	Presentation on Creating a Kendal Park Run	RES	That the Town Clerk circulate supporting papers on a potential Park Run to Committee members for further consideration. The item to be added to the Agenda of the next meeting for further discussion.
872	Update on the Market Place	RES	That the Town Clerk pass on comments regarding the use of awnings and the Farmers Market to Councillor Emmott.
873	City of Sanctuary UK	REC RES	That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network That initial support be sought from SLDC and CCC. Councillor Tirvengadam to contact SLDC and Councillor Cook to raise the matter with CCC.
875	Flooding December 2015	RES	3. That the flooding sub-group meet prior to 3 rd February 2018. 4. That the Town Clerk write to United Utilities regarding works at Watercrock. Letter to be copied to the EA and CCC.
879	Staffing Matters	REC	That Council agree in principle to proceed with early retirement for the Admin Assistant, subject to her acceptance of the pension quotation. Current temporary admin support to be continued for continuity until recruitment could commence.
881	SLDC Overview and Scrutiny Committee	RES	That the Town Clerk forward the email from SLDC Overview and Scrutiny Committee to all Councillors and pass on suggestions, including tree management on SLDC land.
882	Footfall Survey	RES	That the Town Clerk circulate the results of the footfall survey to all Councillors.
884	Kendal Lads & Girls Club	REC	That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.

KENDAL TOWN COUNCIL

Planning Committee

**Monday 8th January 2018 at 6.30 p.m.
in the Georgian Room, the Town Hall, Kendal**

PRESENT Councillors Jon Robinson (Chair), Austen Robinson (Vice Chair), Clare Feeney-Johnson, Alvin Finch, Kath Teasdale and Graham Vincent

APOLOGIES Councillor Lynne Oldham

OFFICERS Nicky King (Council Secretary)

789/17/18 PUBLIC PARTICIPATION

None.

790/17/18 DECLARATIONS OF INTEREST

None.

791/17/18 MINUTES OF MEETING HELD ON 18TH DECEMBER 2017

Members considered the minutes of the Committee meeting held on 18th December 2017.

Councillor Teasdale proposed that the minutes be accepted as a correct record. This was seconded by Councillor Vincent and carried with two abstentions.

RESOLVED That the minutes of the meeting held on 18th December 2017 be accepted as a correct record, and signed by the Chair.

MATTERS ARISING

792/17/18 Presentation by Mr Harrison (ref Minute 756/17/18)

At the last meeting Mr Harrison had presented a design for a development of 8 apartments on Aynam Road. It had been agreed that Committee would review the design and come back with comments.

Councillor Feeney-Johnson commented that a further 8 properties could tip the parking in an area that is already extremely challenging. Councillor J Robinson advised that the entire ground floor had been allocated for parking.

It was noted that the development was in close proximity to the river, however accommodation was to be on the first floor and upwards.

Members agreed that they would like to see height respective properties and the possible inclusion of chimneys in the design. Parking areas should be aesthetically pleasing.

There was a discussion regarding the use of render and whether it was appropriate to mix this with stone material.

Members would wait to see how the proposals progress.

793/17/18 Flooding paper (ref Minute 760/17/18).

The flooding paper produced by Councillor A Robinson had been presented to the Management Committee. Councillors A Robinson, J Robinson and Blackman to consider further.

RESOLVED That Councillors A Robinson, J Robinson and Blackman would consider the flooding paper produced by Councillor A Robinson further.

794/17/18 ANY OTHER BUSINESS

None.

795/17/18 PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.26pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 1111	61 Rydal Road, Kendal Front dormer	16.01.2018	Refuse Considered unneighbourly and out of keeping with neighbouring buildings.
2	FPA 1116	3 Hillswood Avenue, Kendal Replacement attached garage and single storey rear extension	17.01.2018	Approve
3	FPA 1115	24 Spital Park, Kendal Rear extension to existing garage	18.01.2018	Approve
4	FPA 1125	Stonecross Manor Hotel, Milnthorpe Road, Kendal Two storey rear extension over existing ground floor conference room, rear emergency fire escape, partial infill of existing courtyard and conversion of existing office to provide 9 No. guestrooms	18.01.2018	Approve
5	FPA 1127 & 1128	Shakespeare Inn, 78 Highgate, Kendal External alterations including new external fire escape stair, smoking shelter and alterations to front elevation at basement level together with internal alterations to refurbish the licensed premise throughout	18.01.2018	Approve
6	FPA 1082	10 Tithebarn Cottages, Bankfield Road, Kendal Repair of box frames and installation of replacement window sashes to match existing	18.01.2018	Approve
7	FPA 1126	Martindale's Yard, Entry Lane, Woolpack Yard, Kendal Variation of Condition 2 (approved plans) attached to planning permission SL/2014/1205 (Change of use and conversion of existing buildings and builder's yard, to create 13 dwellings, including minor demolition and extension works, and other associated works).	18.01.2018	Approve Providing traditional materials are used where visible from outside the site.
8	FPA 1117	High Park Barn, Oxenholme, Kendal Single storey rear extension	18.01.2018	Approve
9	FPA 1141	18 Barn Holme, Kendal Single storey front and rear extensions	23.01.2018	Approve Provided not unneighbourly

KENDAL TOWN COUNCIL

Planning Committee

Monday 22nd January 2018 at 6.00 p.m.
in the Mayor's Parlour, the Town Hall, Kendal

PRESENT Councillors Jon Robinson (Chair), Austen Robinson (Vice Chair),
 Lynne Oldham and Kath Teasdale

APOLOGIES Councillor Clare Feeney-Johnson

Also in attendance were Councillors D Evans and S Evans.

OFFICERS Nicky King (Council Secretary)

855/17/18 PUBLIC PARTICIPATION

At the Planning Committee meeting held on 8th January 2018 Members had commented on a design for a development of 8 apartments on Aynam Road. Mr Graham Harrison had attended this meeting to make a presentation of design updates made as a result of those comments.

He confirmed that the proposal was to look at 1.5 parking places per unit utilising the whole of the ground floor area.

In respect of render and stone facing, 2 areas were to be stone-faced (including the whole of the tower) and the remainder would be either white or brown/grey render.

Committee had previously suggested the possible inclusion of chimneys in the design. Mr Harrison reported that all the flats would be supplied by electricity and it was felt that putting chimneys up would give the wrong impression.

Mr Harrison advised that the roof level would be reduced following comments from Committee that they would like to see height respective properties. The top of the tower was also to be reduced to neaten its appearance.

A visual interpretation of the latest alterations and how the development fitted into the current streetscape was presented.

The Committee thanked Mr Harrison for the update.

856/17/18 DECLARATIONS OF INTEREST

There were no declarations of interest made at this point.

857/17/18 MINUTES OF MEETING HELD ON 8TH JANUARY 2018

Members considered the minutes of the Committee meeting held on 8th January 2018.

Councillor Teasdale proposed that the minutes be accepted as a correct record. This was seconded by Councillor A Robinson and carried unanimously.

RESOLVED

That the minutes of the meeting held on 8th January 2018 be accepted as a correct record, and signed by the Chair.

858/17/18**MATTERS ARISING****Flooding Paper** (ref minute 793/17/18)

It was noted that the Management Committee had considered the flooding paper produced by Councillor A Robinson at their last meeting. It had been agreed that Councillors J Robinson, A Robinson and Blackman would form a sub-group to take the matter forward. The group was yet to meet, however this meeting would be arranged in the near future.

Councillor A Robinson remarked that there was a need for a co-ordinated look at flooding. He had hoped the Management Committee would look to raise the profile of KTC and was disappointed at the decision to form a sub-group. A general discussion ensued regarding the issue of flooding. Councillor D Evans commented that the flooding which resulted from storm Desmond happened in part due to development further up. Councillor A Robinson added that development is being allowed in places that are liable to flood and there is insufficient physical checking of development sites.

859/17/18**STREET NAMING – RESIDENTIAL DEVELOPMENT OFF BRIGSTEER ROAD**

SLDC had notified KTC of the developer's proposal for street naming for a residential development off Brigsteer Road. Comments were requested by 29th January. Members considered the suggestions and there were no objections raised.

ANY OTHER BUSINESS**860/17/18****SLDC Tree Preservation Order No. 284 2017**

Correspondence had been received from SLDC confirming that TPO No. 284 2017 had been confirmed on 11th January 2018 without modifications. This was noted by Committee.

861/17/18**Erection of a Kiosk at Kendal Wastewater Treatment Works**

A formal letter of consultation on a planning application (ref 5/17/9015) for the erection of a motor control centre kiosk on a raised platform at Kendal Wastewater Treatment Works had been received from CCC. Committee considered the consultation letter and agreed that it would suggest approval of the proposals.

RESOLVED

That Committee suggest approval of the planning application for the erection of a motor control centre kiosk on a raised platform at Kendal Wastewater Treatment Works

862/17/18

PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED

That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.28pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 1124	Land to the east of Whinfell Drive and Rydal Road, Sandylands, Kendal Diversion of outfall pipe from the newt pond	23.01.2018	Refuse See below.
2	FPA 1129	Cragg Close, Sandylands, Kendal Variation of condition 2 (surface water drainage scheme) attached to planning permission SL/2011/0440 (Variation of condition 5 (surface water drainage) on SL/2005/0976 in relation to outline planning permission for residential development of 94 properties)	23.01.2018	Refuse See below.
3	FPA 1133	28 Empsom Road, Kendal Single storey side and rear extension	29.01.2018	Approve
4	FPA 0001	149 Valley Drive, Kendal Two storey side extension	29.01.2018	Approve Provided not unneighbourly. Concerns were raised that it may potentially be unneighbourly due to use of the driveway with the neighbouring property.
5	FPA 1062	Brantholme, 7 Sedbergh Road, Kendal New porch and replacement rear bay window	29.01.2018	Approve Committee were disappointed to see the removal of traditional features in a substantial building.
6	FPA 0002	6 Printers Croft, Entry Lane, Kendal Installation of replacement UPVC window frames and patio doors	30.01.2018	Approve
7	FPA 0009	18 Serpentine Road, Kendal Installation of replacement UPVC windows and composite door	30.01.2018	Refuse Inappropriate materials in a Conservation Area

8	FPA 0011	Land West of Oxenholme Road, Kendal Erection of 49 dwellings (Phase 3 and 4) (resubmission of SL/2016/0988)	09.02.2018	Committee considered it inappropriate at this time to make a decision as hydrological flow modelling has yet to be carried out by the Environment Agency.
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SL/2017/1124 – Land to the East of Whinfell Drive & Rydal Road, Sandylands, Kendal

The Committee were concerned about the potential for future flooding issues. It was agreed to recommend refusal of the application as insufficient information had been supplied to show that the proposals had been independently verified and would not cause flooding problems further down the network.

SL/2017/1129 – Cragg Close, Sandylands, Kendal

The Committee were concerned about the potential for future flooding issues. It was agreed to recommend refusal of the application as insufficient information had been supplied to show that the proposals had been independently verified and would not cause flooding problems further down the network.

KENDAL TOWN COUNCIL

Christmas Lights & Festivals Committee 9th January 2018 in The Mayor's Parlour, Town Hall, Kendal

- PRESENT** Councillors Clare Feeney-Johnson (Chair), Chris Hogg (Vice Chair), Shirley Evans and Kath Teasdale
- APOLOGIES** Councillors Sylvia Emmott
- OFFICERS** Janine Holt (Assistant to the Town Clerk)
- 819/17/18 PUBLIC PARTICIPATION**
None
- 820/17/18 DECLARATIONS OF INTEREST**
None
- 821/17/18 MINUTES OF THE MEETING HELD ON 17th OCTOBER 2017**
- Members were asked to accept the minutes of the meeting held on 17th October 2017 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 6th November 2017.
- RESOLVED** That the minutes of the meeting of the Committee held on 17th October 2017 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 822/17/18 Review of Spend Against Budget (524/17/18)**
Janine Holt reported that she had contacted Christmas Plus to seek advice on the load testing of the flag poles. Christmas Plus will provide a quote to load test the flag poles and ideas on utilising these for the Christmas display.
- RESOLVED** Janine Holt will continue to liaise with Christmas Plus.
- 823/17/18 Replacement Outside Bodies Representative for Lakes Alive (530/17/18)**
Councillor Hogg suggested that Janine Holt contact Kerry Powell from Lakes Alive to ascertain the expectations of the role. Janine Holt will circulate this information to Committee members.
- RESOLVED** Janine Holt will contact Lakes Alive and circulate the information to Committee members, in preparation for a decision next meeting.
- 824/17/18 Kendal Mountain Film Festival (534/17/18)**
Janine Holt reported that the grant application had been received and she circulated the document for perusal by members. The application had been approved last meeting pending receipt of an application form.
- RESOLVED** To be noted, that the Mountain Film Festival grant application has been received.

- 825/17/18** **BREWERY COMEDY FESTIVAL**
Councillor Clare Feeney- Johnson reported that due to time constraints, full Council had approved the grant of £1500 on the 8th January 2018.
- RESOLVED** That full Council awarded a grant of £1500.
- 826/17/18** **KENDAL UNITY FESTIVAL**
Councillor Feeney-Johnson reported that the proposed Unity Festival had been discussed at a full Council meeting. It was suggested that Janine Holt contact Councillor Guy Tirvengadam to request an update.
- RESOLVED** Janine Holt will contact Councillor Guy Tirvengadam to request an update on the festival.
- 827/17/18** **GRANT FOR WALKING FESTIVAL**
Councillor Clare Feeney-Johnson proposed that this year's grant of £1000.00 can be used to fund the advance costs of the 2018 festival. Councillor Chris Hogg seconded this proposal and it was carried unanimously.
- RESOLVED** That the grant allocation for 2017 be used to fund the advance costs of the 2018 festival.
- 828/17/18** **BANNER POLICY**
The contents of both policies were noted. The members agreed that they are happy with the current arrangements for the banners.
- RESOLVED** That the contents of the banner policies are noted.
- 829/17/18** **CHRISTMAS LIGHTS ON WILDMAN STREET**
Councillor Clare Feeney-Johnson reported that there is ongoing problems with the Wildman Street area of Kendal. A discussion was held on possible ways to enhance the area, taking into consideration the personal views of individual business owners. It was suggested that Janine Holt contact the County Hotel, Castle Dairy and the college to ascertain whether they would be prepared to have lights attached to their buildings. Janine Holt will also liaise with Christmas Plus with regard to enhancement options.
- RESOLVED** Janine Holt will discuss options for Wildman Street with Christmas Plus and contact the relevant businesses.
- 830/17/18** **ITEMS FOR THE NEWSLETTER**
It was suggested that a small calendar of festivals dates be included in the next edition.
- RESOLVED** Janine Holt would liaise with Helen Moriarty.
- 831/17/18** **REVIEW OF SPEND AGAINST BUDGET 2017/18**
The contents of the financial statement ending 31st December 2017 were noted.

RESOLVED That the contents of the financial statement were noted.

832/17/18 ANY OTHER BUSINESS

Grant Application – Space2Create with Imagine Senegal

The committee members approved the grant application in principle but would like to seek further clarification on what the grant will be used to fund as there are restrictions on this and to ensure that all funds are used to support projects within the Kendal boundary. Janine Holt will contact Space2create for further clarification.

RESOLVED Janine Holt to contact Space2create for clarification.

833/17/18 DATE OF NEXT MEETING
24th April 2018

The meeting closed at 4.00pm

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
822	Load Testing of Flag Poles	RES	Janine Holt will continue to liaise with Christmas Plus.
823	Representative on Lakes Alive	RES	Janine Holt will contact Lakes Alive and circulate the information to Committee members, in preparation for a decision next meeting.
824	Mountain Film Festival Grant Application	RES	The Mountain Film Festival grant application has been received.
825	Brewery Comedy Festival	RES	That full Council awarded a grant of £1500.
826	Unity Festival	RES	Janine Holt will contact Councillor Guy Tirvengadum to request an update on the festival.
827	Walking Festival	RES	That the grant allocation for 2017 be used to fund the advance costs of the 2018 festival.
828	Kendal Town Council and SLDC Banner Policies	RES	That the contents of the banner policies are noted.
829	Christmas Lights Display – Wildman Street	RES	Janine Holt will discuss options for Wildman Street with Christmas Plus and contact the relevant businesses.
830	Newsletter	RES	The members would like a cut out calendar of all 2018 festival dates included. Janine Holt would liaise with Helen Moriarty.
832	Space2create Grant Application	RES	Janine Holt to contact Space2create for clarification.

KENDAL TOWN COUNCIL

Environment and Highways Committee

**Monday 15th February 2018 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors Graham Vincent (Chair), Jonathan Owen (Vice Chair), Giles Archibald, Andy Blackman, Shirley Evans, Jon Robinson and John Veevers

APOLOGIES Councillors Keith Bracey and Tom Clare

OFFICERS Liz Richardson (Town Clerk), Helen Moriarty (Project Manager) and Nicky King (Council Secretary)

Also in attendance were Mark Brierley, Infrastructure Planning Officer, and Councillor Nick Cotton from Cumbria County Council for item 13 on the Agenda (Cycling Strategy – South Lakes Cycle Forum). KTC Councillor Geoff Cook was in attendance for the entire meeting.

834/17/18 PUBLIC PARTICIPATION

None.

835/17/18 DECLARATIONS OF INTEREST

There were no declarations of interest made at this point.

836/17/18 MINUTES OF THE MEETING HELD ON 10TH OCTOBER 2017

The Chairman presented the minutes of the meeting held on 10th October 2017, which had been approved by full Council on 6th November 2017.

Councillor Owen proposed that the minutes be accepted as a correct record. This was seconded by Councillor Vincent and carried unanimously.

RESOLVED That the minutes of the meeting of the Committee held on 10th October 2017 be accepted as a correct record.

837/17/18 MATTERS ARISING (Not on Agenda)

None.

838/17/18 CYCLING STRATEGY – SOUTH LAKES CYCLE FORUM

The chair brought forward agenda item 13 (Cycling Strategy – South Lakes Cycle Forum) and welcomed Councillor Nick Cotton and Mark Brierley, Infrastructure Planning Officer, from Cumbria County Council.

Mark Brierley briefed the Committee and provided some background information. The Cycling Strategy process started approximately 2-

2.5 years ago and had highlighted that there was no county wide plan. Several partners got together and applied for Department of Transport funding. The Strategy was endorsed by CCC as a draft document in July 2017. It has also been adopted by LDNPA and the Forestry Commission wish to become a partner in its delivery. It has yet to be endorsed by all District Councils. The Cycling Strategy is for the whole of Cumbria and is designed as a tool to obtain high level funding and securing funding from developers. It will look at all plans submitted since approximately 2000 and amalgamate those. It will influence Local Area Plans and support plans for new housing. No additional funding comes with the strategy and funding would need to be sought from local Government, however funding is currently concentrated on city areas and it would be necessary to lobby the Department of Transport. Mark Brierley highlighted two schemes in Kendal, specifically those on Burton Road and Shap Road (A6).

Councillor Nick Cotton also mentioned proposals for Gooseholme Bridge which was badly damaged during storm Desmond. He said that there was an opportunity to make the bridge wider, however the Environment Agency wanted a single span bridge which would double the cost. He emphasised that this is a vital bridge and he was pushing for progress. The Strategy would provide support for feasibility studies. The trial on Wildman Street had determined that the proposals were not viable and there was an alternative proposal that Mint Bridge to Dockray Hall Bridge would make an excellent cycle route.

Councillor Veevers remarked that some existing cycle routes are not being used and there is no demarcation on certain walking/cycling paths. He added that Gooseholme bridge is not a designated cycle route and there should be appropriate signage and demarcation for all walking/cycling routes. Mark Brierley replied that current guidance from the Department of Transport is not to have segregation as it can cause more problems than if segregation exists, due to the requirement for someone to police correct use of the paths.

Councillor Vincent brought up the matter of disabled access to Gooseholme bridge and said that the importance of this needed to be reinforced with Nick Raymond. He made a plea for the bridge to be moved as far up the agenda as possible. Mark Brierley noted the request. Councillor Vincent also commented that there was limited reference to disabled users in the Cycling Strategy. Mark Brierley acknowledged that this feedback had been received from several groups and observed that the Strategy was a working document.

There was a general discussion regarding the use of current cycle paths and the need for demarcation lines. It was pointed out that the new section of path along Burton Road did not have demarcation lines and users were not necessarily aware that it is a cycle way. The Project Manager commented that the key was to ensure users are made aware of all new cycle paths, especially those without any demarcation lines and how they work. She suggested that an article explaining this could be placed in the KTC newsletter.

Councillor Archibald asked at what point KTC would have opportunity to become involved. Mark Brierley replied that their attendance at the meeting was a start to such consultation. Councillor Archibald said he would like to see a map of Kendal depicting both current and proposed routes. Mark Brierley noted that he would need to check if land allocation sites were all in the public domain before providing such a map.

Councillor Owen observed that the people of Kendal are keen to walk and cycle – above the national average. He requested a greater level of involvement/consultation in the Strategy.

RESOLVED

Mark Brierley to provide Kendal cycle route maps if possible.

839/17/18**UPDATE ON PARKS, OPEN SPACES AND JOINT KENDAL IN BLOOM PROJECTS**

The Town Clerk noted that she was awaiting an update from Deb Clarke at SLDC which had been requested prior to the meeting. Other than commenting that work at Nobles Rest was ongoing she had nothing further to add. It was agreed that the Town Clerk would write to Deb Clarke emphasising the urgency for an update. .

RESOLVED

That the Town Clerk write to Deb Clarke emphasising the urgency for an update on parks projects.

840/17/18**ACTION PLAN REVIEW**

The Project Manager gave an update on KTC Action Plan/Development Fund projects.

Town Centre Vibrancy

- The signage removal project was almost complete.
- There had been a meeting with the Manager of Elephant Yard who was keen to hide the bins next to KFC with a bin shelter/screen solution to improve the visual appearance of the Yard. Councillor J Robinson referred to similar issues at Police Yard and Entry Lane. It was his understanding that owners could not leave bins on public highways and had responsibility for appropriate storage/shielding. Councillor Veevers added that it was incumbent on owners of bins to contribute towards the cost of any shelters/screens required. He suggested a walk around exercise to document where the bins are and think about a long term strategy for shielding them. Councillor S Evans recommended that Kendal BID be invited to get involved once this information was to hand.

RESOLVED

That the Project Manager organise a walk around exercise with Councillors and BID to document the location of bins and storage.

Green Space EnhancementKendal Castle Project

- A new 'Medieval Kendal' panel was currently in design.
- Yakkers from Lakeland Radio was booked to record an Audio Trail.
- SLDC and CCC continued to work together to agree path upgrade completion. It was agreed that the Project Manager would write to Deb Clarke at SLDC to chase this matter up.

RESOLVED

That the Project Manager write to Deb Clarke at SLDC to chase the Kendal Castle path upgrade completion.

Green Wall

Network Rail had confirmed that they would not give permission for a green wall at Longpool. A letter of complaint had been written requesting that they reconsider the decision. Councillor Archibald observed that SLDC had awarded £10,000 towards the project and KTC £8,000. He commented that this represented a significant sum of money which was not currently being spent and suggested that a deadline should be set. A general discussion ensued regarding alternative locations for a green wall. The idea of considering a stand-alone structure at Longpool independent of the wall itself was raised.

Future Development Fund/Action Plan Projects 2018/19

These included:

- Chantry Steps
- Riverside Panel Upgrades
- Dockray Footbridge Area Improvements
- Castle Howe and Kendal Castle Linking Project

Councillor J Robinson referred to problems with vandalism of signs in the Castle Howe area and noted that this would be an issue for consideration. There was also discussion about the management of trees around the monument. Councillor Blackman commented that it used to be possible to see the Castle clearly but trees were now obscuring its visibility. It was agreed that there would need to be a conversation with SLDC regarding tree management around the town.

Councillor S Evans noted that she had received a draft plan with regard to Chantry Steps but she needed to speak to the police regarding problems with youth congregating around Gooseholme.

841/17/18**RAILINGS STONEY LANE REPAINT – CLLR ARCHIBALD**

Councillor Archibald asked whether there was budget available to obtain a quotation for repainting railings at Stoney Lane. The Town Clerk queried ownership of the railings which was thought to be CCC. It was noted that permission would be required in this case.

Councillor J Robinson confirmed that the railings were wrought iron, not galvanised. He agreed to provide the Town Clerk with exact details of the location of the railings.

It was agreed that a quote would be obtained. Town Clerk to check ownership with CCC.

RESOLVED

That the Town Clerk obtain a quotation for the repainting of railings at Stoney Lane and check ownership with CCC.

842/17/18**REQUEST FOR RAILINGS AT FELLSIDE**

Councillor Archibald identified three sites at Fellside which the Fellside Forum had considered would benefit from new railings. He asked that members considered whether quotations should be obtained. After discussion it was suggested by Councillor Vincent that Councillor Archibald obtain quotations for further consideration and this was agreed.

RESOLVED

That Councillor Archibald obtain quotations for the installation of railings at the three sites highlighted by the Fellside Forum.

843/17/18**BUS SHELTERS – POLICY AND NEW PROPOSALS (KIRKBARROW AND LINGMOOR RISE)**

The Town Clerk highlighted a need for a policy regarding bus shelters and requested Members to consider this further. The issue was not so much the cost of funding bus shelters but the ongoing maintenance. There had been requests for shelters at Lingmoor Rise and on Kirkbarrow.

Councillor Cook mentioned that there had been a further request for a new bus shelter on South Road. Councillor Veevers commented that KTC were becoming inundated with requests to maintain seats, bus shelters etc around the town.

Councillor Blackman proposed that a group from the Committee put together a policy for consideration. This was seconded by Councillor Vincent. Councillors Blackman, Veevers and J Robinson expressed their willingness to be involved.

RESOLVED

That a group from the Committee put together a policy for bus shelters for consideration

844/17/18**BLACKHALL ROAD BUS SHELTERS UPDATE**

Councillor Owen updated the Committee on the proposed bus shelters at Blackhall Road. There had been a site meeting with KADBUS who help facilitate the bus services in the town. A requirement had been identified for improved shelters, predominantly driven by route changes and safety issues. It had been agreed that this should be a new shelter with 3 sides located on the telephone exchange end. The existing shelters would be moved together at the other end.

Members considered various design options presented in the paper that had been previously circulated and agreed with the current preferred option.

845/17/18 STRICKLANDGATE BENCHES UPDATE

The Town Clerk had met with Karen Johnson and was waiting for a legal agreement to present to Council for signing. Councillor Vincent referred to previous discussions and the need for reassurance that the recent safety modifications were effective. Town Clerk to chase.

RESOLVED That the Town Clerk chase reassurance that the modifications were effective and the legal agreement.

846/17/18 INFRASTRUCTURE ASSET AUDIT & MAPPING

The Town Clerk explained that there has always been a list of infrastructure and it was proposed to start looking at mapping this information.

The Project Manager informed the meeting that CCC Highways have a map which shows all the assets and details of ownership and it was proposed to start mapping KTC assets in a similar manner. A Garmin had been purchased and this would be used to plot lighting, bins, bus shelters etc onto a map. It would then be possible to log onto the map in order to establish ownership of KTC assets.

Councillor J Robinson mentioned that KTC, as a third tier authority, are entitled to Ordnance Survey mapping free of charge. He suggested that the Project Manager check the accuracy of data obtained from the Garmin, which is usually only accurate to approximately 10m.

847/17/18 LONGPOOL ISLAND ENHANCEMENTS – SHAP ROAD/APPLEBY ROAD JUNCTION

The Project Manager highlighted the need for enhancement works to the Longpool Island at the Shap Road/Appleby Road junction. She asked Councillors whether there was a desire to improve the area.

There was a general discussion and a consensus of opinion that the area had been long overlooked and had become an eyesore. Councillor Veevers commented that it had been ongoing for a long time but it was owned by CCC who were reluctant for any works to take place. The Town Clerk pointed out that there may be a requirement for road closures etc and any proposals would have to be discussed with CCC.

It was agreed that some enhancement would be good and should be looked at and investigated further.

RESOLVED Project Manager to investigate further - email Peter Hoskings, include in Kendal Master Plan discussions and bring research to the next meeting.

848/17/18**POTENTIAL LIP APPLICATION – TREE TUB ENHANCEMENTS (TOWN CENTRE) AND/OR LONGPOOL ISLAND ENHANCEMENT**

The Project Manager briefed Members on a potential LIP application to enhance tree tubs with wooden cladding. The Committee considered the proposal and agreed that the Project Manager obtain quotes for the wooden cladding in time for the next round of LIP. Councillor Cook noted that permission would need to be sought from CCC as the tubs were positioned on highways. Councillor Veevers noted that they would need to be custom made to accommodate a plug for drainage.

Councillor Archibald declared an interest at this point.

It was further agreed that a possible LIP application be progressed also in respect of the Longpool island enhancement. It was suggested that Kendal BID be involved as potential match funders.

RESOLVED

That the Project Manager obtain quotes for wooden cladding to tree tubs in time for the next round of LIP. Also that a possible LIP application be progressed in respect of the Longpool island enhancement. Involve Kendal BID as potential match funders for the LIP application. Determine KTC's contribution at the next meeting.

849/17/18**PLASTIC FREE KENDAL – SUPPORT FOR A BRANDED WATER BOTTLE INITIATIVE**

The Project Manager informed Members that a proposal had been expected from a group called Zero Waste Kendal but this was not now expected until April. It related to funding support to brand plastic free water bottles.

The scheme was to promote a reduction in plastic by use of plastic free reusable bottles which would be branded with the Kendal logo.

Councillor Veevers commented that now would be the time to request funding from Council for such schemes. Councillor Archibald proposed that a request be made to Council for £1,000 for environmentally conscious schemes which could include support of this project. This was seconded by Councillor Owen and agreed.

Councillor Blackman commented that the minutes of the previous meeting (minute reference 468/17/18) referred to him assisting Mary Edwards of Zero Waste Kendal in contacting Kendal Schools Collaborative Partnership. The Project Manager would ascertain whether this assistance was still required.

RECOMMENDATION

That a request be made to Council for an allocation from the Development Fund of £1,000 for environmentally conscious schemes.

RESOLVED

That the Project Manager link Mary Edwards to Councillor Blackman and introduce Mary Edwards to Kendal BID.

850/17/18**ITEMS FOR THE NEWSLETTER**

Spring Edition:

- Litter picking. Councillor Blackman to provide dates of litter picks to the Project Manager.

Summer Edition:

- Cycle paths.
- Fly tipping.
- Proposal by SLACC to set up a clothing repair group. Councillor Owen to provide further details.

851/17/18**FINANCE STATEMENT**

The Town Clerk presented the Budgetary Control Statement for nine months ended 31st December 2017 and highlighted the following:

There is budget remaining under New Infrastructure. The Town Clerk encouraged Members to put projects forward at the beginning of any financial year for consideration due to the lead times required.

There was money allocated for the Lakes Line Feasibility Study under Development Fund items. The Town Clerk said she needed to speak to Lakes Line to ascertain whether there was to be a next stage feasibility study for a passing loop.

Councillor Cook drew attention to damage at the Bird Cage which would need repairing. Project Manager to investigate further.

Councillor Blackman requested that a sum of money be put aside to purchase the following items for Keep Kendal Mint Clean:

- 20 high vis vests with KTC Crest for use on litter picks (5 each of small, medium, large and extra large).
- 15 hoops to hold black bin liners.
- 10 long handled brushes with pans.

Councillor Archibald proposed that a maximum of £200 be allocated for the purchase of these items. This was seconded by Councillor Owen and agreed.

RESOLVED

That a maximum of £200 be allocated for the purchase of items requested by Councillor Blackman for Keep Kendal Mint Clean.

ANY OTHER BUSINESS**852/17/18****Traffic Calming Reduction trial on Castle Estate**

Councillor Owen informed Members that Councillor C Hogg had requested he inform the Committee about a likely traffic calming scheme to be trialled at the Parkside Road end of Castle Estate. Councillor Owen to email Members with further details.

RESOLVED That Councillor Owen provide further details of the likely traffic calming scheme to be trialled at the Parkside Road end of Castle Estate

853/17/18 **No Entry Sign on South Road**

Councillor Veevers reported a problem of vehicles ignoring the no entry sign on South Road in order to avoid traffic lights. It was noted that a large number of school children walked in the area and there was a safety issue. Complaints need to be made to the police. It was agreed that the Town Clerk would write a letter to Inspector Latham and copy to Councillor Cook as CCC Ward member.

RESOLVED That the Town Clerk write a letter to Inspector Latham regarding the problem of vehicles ignoring the no entry sign on South Road.

854/17/18 **DATE OF NEXT MEETING**

26th March 2018.

The meeting closed at 9.41pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
838	Cycling Strategy	RES	Mark Brierley to provide Kendal cycle route maps if possible.
839	Update on Parks, Open Spaces & Joint Kendal in Bloom Projects	RES	That the Town Clerk write to Deb Clarke emphasising the urgency for an update on parks projects.
840	Town Centre Vibrancy – bin storage	RES	That the Project Manager organise a walk around exercise with Councillors and BID to document the location of bins and storage.
	Green Space Enhancement – Kendal Castle Project	RES	That the Project Manager write to Deb Clarke at SLDC to chase the Kendal Castle path upgrade completion.
841	Railings Stoney Lane Repaint	RES	That the Town Clerk obtain a quotation for the repainting of railings at Stoney Lane and check ownership with CCC.
842	Request for Railings at Fellside	RES	That Councillor Archibald obtain quotations for the installation of railings at the three sites highlighted by the Fellside Forum.
843	Bus Shelters – Policy and New Proposals	RES	That a group from the Committee put together a policy for bus shelters for consideration
845	Stricklandgate Benches Update	RES	That the Town Clerk chase reassurance that the modifications were effective and the legal agreement.
847	Longpool Island Enhancements	RES	Project Manager to investigate further - email Peter Hoskings, include in Kendal Master Plan discussions and bring research to the next meeting.
848	Potential LIP Application	RES	That the Project Manager obtain quotes for wooden cladding to tree tubs in time for the next round of LIP. Also that a possible LIP application be progressed in respect of the Longpool island enhancement. Involve Kendal BID as potential match funders for the LIP application. Determine KTC's contribution at the next meeting.
849	Plastic Free Kendal	REC	That a request be made to Council for an allocation from the Development Fund of £1,000 for environmentally conscious schemes.

		RES	That the Project Manager link Mary Edwards to Councillor Blackman and introduce Mary Edwards to Kendal BID.
851	Finance Statement	RES	That a maximum of £200 be allocated for the purchase of items requested by Councillor Blackman for Keep Kendal Mint Clean.
852	Traffic Calming Reduction Trial on Castle Estate	RES	That Councillor Owen provide further details of the likely traffic calming scheme to be trialled at the Parkside Road end of Castle Estate
853	No Entry Sign on South Road	RES	That the Town Clerk write a letter to Inspector Latham regarding the problem of vehicles ignoring the no entry sign on South Road.

KENDAL TOWN COUNCIL REPORT

To: Full Council	5 th February 2018
From: The Town Clerk	Agenda Item No. 11

Bridge Hotel – Asset of Community Value Nomination

Support of Kendal Town Council sought for the nomination of Bridge Hotel as an asset of Community Value. Details of the application on the following pages.

South Lakeland District Council - Asset of Community Value Nomination Form

Before completing this form please read the material at www.southlakeland.gov.uk

Section A – Organisation

Name of organisation	Un-named (we're a group of Kendal residents, most of whom live on and around Castle Crescent, but others living in the wider Kendal area)
Address (including postcode)	N/A – the group doesn't have an address.
Contact (name)	Amy Williams / Gwen Harrison
Position in organisation	Amy convened the first residents' meeting of the Castle Crescent area following the Storm Desmond floods. At that stage she and other residents set up an email circulation list. No-one holds a position but all people on the list can post messages to everyone else on the list. Gwen isn't a member of the Castle Crescent community but is one of several members of the wider Kendal community who have expressed an interest in registering the Bridge Hotel as a community asset.
Address of contact (including postcode)	Address of the person nominating the asset on behalf of the group: Amy Williams 21 Castle Crescent, Kendal, LA9 7AN Gwen Harrison 6 Spital View, Kendal, LA9 4NX
Telephone no.	Amy: 07716 343548 Gwen: 07703 883474
Email address	Amy: amylums@yahoo.com Gwen: gwen77harrison@gmail.com

Type of organisation

Description	Applying as:	Registration no. of charity and/or company (if applicable)
Neighbourhood forum (as defined by in Localism Act)	✓	
Parish Council		
Charity		
Community interest group		
Unincorporated body	Yes	
Company limited by guarantee		
Industrial and provident society		

A1. Local Connection

Your organisation must have a local connection, which means that its activities are wholly or partially concerned with the administrative area of South Lakeland District Council or neighbouring authority.

We are a group of local residents – mainly from the Castle area of Kendal, but also from the wider Kendal area. The Castle residents, who got together after the Storm Desmond floods, are very local to the Bridge Hotel, being just across the bridge from it. The rest of us live in other parts of Kendal.

A2. Number of members registered to vote locally (unincorporated bodies only)

In the case of unincorporated bodies at least 21 of the members must be registered to vote locally. If they are registered to vote in a neighbouring local authority please indicate where.

We are not a formal group with members – the Castle residents are a group with an email circulation list of 45 email addresses. A list of those registered to vote can be provided if necessary. We can also, if necessary, provide you with the responses of people on the circulation list when asked whether or not they supported this nomination.

A3. Distribution of surplus funds (certain types of organisations – see below)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members. Surplus funds must be applied in part or whole for the benefit of the local area. If relevant, please confirm that this is the case.

We do not have any funds, and nor do we intend to have in the future.

A4. Your organisations rules: Please send us the relevant type of document for your organisation and indicate which it is:

	Please tick:
Memorandum and Articles of Association (for a company)	N/A
Trust Deed (for a trust)	N/A
Constitution and/or rules (for other organisations)	N/A

N/A – our group is an informal one and doesn't have any rules.

Section B – Information on the nomination

What is being nominated	A pub/hotel
Name of the premises/land	The Bridge Hotel
Address (including postcode)	99 Stramongate, Kendal, LA9 4BD

B1. The nomination form **must** include a map, which clearly states the boundaries of the premises or land that you are nominating. Please include with the nomination form.

B2. Owners and other with interests in the building or land:

	Name(s)	Address(es)
Current occupants	The pub is currently unoccupied and up for sale	N/A
Current or last known details of those owning the freehold of the land	We believe that Enterprise Inns currently owns the pub, but we're not certain	The address given on Enterprise Inns' website is: Ei Group plc, 3 Monkspath Hall Road, Solihull, West Midlands, B90 4SJ
Current or last known details of those having a leasehold interest in the land	Not known	N/A

B3. Why do you think the building or land is of community value?

<p>Does this use further the social well-being and social interest of the community?</p> <p>Include information on:</p> <ul style="list-style-type: none"> the current level of use and who uses it any used by particular communities of interest or need 	<p>The pub is currently unoccupied and has been for some time, so it's not used by the community at present. However, we would like it to be reopened as a community pub that can be enjoyed by local residents and visitors to the town. If it were renovated we believe it could be a great asset to the town. Note that, in answering the following questions, the wider community of Kendal is considered, and not just the very local Castle Crescent community.</p>
<p>What do communities gain from their use of the asset and what would be the impact if it were lost?</p>	<p>This historic pub is part of Kendal's rich cultural heritage. It is believed to have been built as a private house in 1738, and converted to a pub in about 1830 (see https://www.visitcumbria.com/sl/kendal-bridgehotel/ for further historical information). Though there are many pubs in Kendal, the Bridge is the only one with a beer garden on the river (and certainly the only one from which customers might see otters!). This is particularly important in a town whose beautiful and important river is grossly under-used, with few cafes or other amenities along its banks. It's understood that SLDC is trying to address this problem and make better use of the river by, for example, reinstating New Road car park as greenspace for the enjoyment of all. The Bridge could, if renovated, complement these plans. Residents in the immediate vicinity would benefit from having a community 'local' in which to meet with friends and neighbours. The wider Kendal community would benefit from having a place to eat, drink and socialise on the river. If the pub were to change its use Kendal would lose forever its only traditional river side pub.</p>

	<p>The potential loss of this pub needs also to be considered in the context of a nationwide trend in pub closures. CAMRA estimated in 2017 that 21 pubs were closing every week. There is a long list of historic pubs that have closed in Kendal, most of which have been converted into flats so that they are now forever lost as pubs: Cock & Dolphin; Bowman; Kent Tavern; Phoenix; Prince of Wales Feathers; Sawyers Arms; Victoria Tavern; Wheatsheaf; and Woolpack.</p>
<p>What is the nature of social well being and social interest which the asset supports?</p> <p>Does the use of the asset do any of the following:</p> <ul style="list-style-type: none"> • Reduce isolation • Address the needs of disadvantage members of the community • Reach vulnerable people • Support community cohesion and involvement • Enable communities to be self supporting • Increase access to positive activities 	<p>A good local community pub helps to support community cohesion by providing a place to socialise with friends and neighbours. Regardless of who owns the Bridge pub, it's possible for it to become such a place. However, if, at some point in the future, the Kendal community were given the opportunity to buy it, the shared ownership of, and engagement with, the project could help bring the community together and could create all sorts of possibilities for delivering social good. For example, it could be a place for formal and informal meetings for social, community and other groups. It could provide training and employment opportunities, in particular for disadvantaged groups, in catering and hospitality. It could also be a venue for local musicians.</p>
<p>Does the community feel strongly that the asset should be retained as a community asset?</p>	<p>Because the sale of the pub is imminent we have not had time to canvass opinion among wide sections of the community. However, Amy sent an email to all people on the Castle Crescent circulation list asking whether or not they supported the idea of registering it as a community asset. We have not yet had responses from everyone, but within the very short two-day window given for people to respond, eight did so and, without exception, all were in favour of registering the Bridge as a community asset. Several respondents were enthusiastic about getting involved if ever there were an opportunity to communally buy the pub.</p>
<p>Could the asset realistically continue to be used for this or another qualifying community purpose (or could this be achieved within the next five years)?</p>	<p>Though pubs across the country are closing at an alarming rate, there's been a rise in the number of cooperatively-run pubs in response to the problem. If the Bridge is registered as a community asset and the community is given the opportunity to put in a bid to buy it, we believe it could be turned around and made into a successful pub/hotel which could be run as a social enterprise (either a community interest company or a cooperative or similar). There are many case studies from across the country that show how successful such enterprises can be.</p>

	<p>The pub has 2 public bars, a large dining area and beer garden with river views. It has three en-suite letting rooms, all with river views, and a self-contained 2/3 bedroomed flat. The building is in very poor condition and would need a lot of renovation work, but once this has been done it could be the best pub in Kendal with the potential to be a very viable enterprise. It's close to Kendal railway station and, once it's established a good reputation, could be a stop-off point on the way to/from the Lakes.</p> <p>Kendal has a shortage of good quality food pubs. With the right chef and the will to make it a place of excellence, it could put Kendal on the culinary map.</p> <p>If the community were given the opportunity to buy the pub when it next goes up for sale it would be possible to raise funds through a community share offer, and it may also be possible to get grants to renovate it. Between the group members and other members of the wider Kendal community who have expressed an interest in getting the Bridge registered as a community asset, we have access to expertise in setting up successful cooperatives and social enterprises, getting renovation grants, getting local and national media coverage and running successful pub, restaurant and accommodation businesses. We ask SLDC to ensure this door is left open to us by registering the Bridge as a community asset.</p>
--	--

Section C – Submitting this nomination

C1. Please include the following before submitting your application:

- The rules of your organisation (N/A)
- A map of the nominated building or land

C2. Signature:

Amy Williams (submitted electronically – signature can be provided if necessary)

Gwen Harrison (submitted electronically – signature can be provided if necessary)

By signing your name (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

C3. Where to send this form:

By post to: Partnerships and Organisational Development Team, South Lakeland District Council, South Lakeland House, Lowther Street, Kendal, LA9 4DQ

By email to: policy@southlakeland.gov.uk



CAMPAIGN FOR REAL ALE WESTMORLAND BRANCH

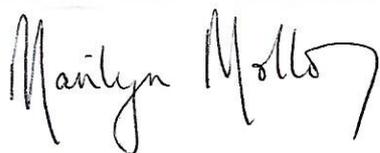
Gwen Harrison,
6 Spital View,
Kendal
LA9 4NX

Tuesday, 23 January 2018

Re: Asset of Community Value - Bridge Hotel, Kendal

As Pub Preservation Officer for the Westmorland Branch of The Campaign for Real Ale (CAMRA), I would like to register our support for this community application.

Since the Bridge Hotel is the only public house on the river Kent in Kendal, I fully endorse the group's wish to retain its current usage. This hostelry is an asset to the town and has the potential (given the closure of many other historic licensed premises) to be a fine example of Kendal's past for both visitors and locals alike.



Marilyn Molloy
Pub Preservation Officer
CAMRA Westmorland Branch

KENDAL TOWN COUNCIL REPORT

To: Full Council	5 th February 2018
From: The Town Treasurer	Agenda Item No. 12

NON-ATTENDANCE AT COUNCIL MEETINGS

Section 85 of the Local Government Act 1972 states that "...if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority." The section further states that, for this purpose, attendance at a committee of an authority is deemed to be attendance at a meeting of the authority.

Therefore, if a Councillor does not attend a meeting for six consecutive months they automatically cease to be a Councillor unless the Council approves the reason for non-attendance before the six month period has elapsed.

Councillor Tom Clare has been prevented by illness from attending meetings of the Council since his last attendance at the Management Committee meeting on 20 February 2017. Council approved an absence of six months in August 2017 and agreed to review the position at February 2018 Council. A further three month extension is being sought which would take his absence to the 3rd May elections.

Recommendations

The Council is recommended to:

Approve Councillor Clare's illness as a reason for absence from meetings of the Town Council, in accordance with Section 85(1) of the Local Government Act 1972 until the 3rd May elections.

KENDAL TOWN COUNCIL REPORT

To: Full Council	5 th January 2018
From: The Town Clerk	Agenda Item No. 13

Planning & Audit, Grants and Charities Committee Vacancies

Due to Keith Hurst-Jones no longer being a member of this Council there are vacancies on Planning and Audit, Grants and Charities Committees.

Councillors are able to nominate themselves to serve on these Committees until the new Committees are decided at June Council.

KENDAL TOWN COUNCIL REPORT

To: Full Council	5 th February 2018
From: Councillor Sutton	Agenda Item No. 13

Kendal Brewery Arts Centre Trust Board Meeting

Date: Thursday 25th January 2018

Notes from the above meeting:

- There will be a changeover in February of the Kendal Catering Company to CO&H. They are a large-scale organisation providing catering at many large-scale Arts Centres including Kew Gardens. The current Brewery staff is on board with this changeover, despite reduced hours in some cases.
- The Brewery is keen to work more closely with other local Arts outlets, including Barrow and Lancaster and involving local people more in a local cultural hub. They would like to learn more about peoples' experiences and local connections with and about the Brewery, developing the Brewery as a centre point of the local community. There could be more day-time attractions to draw people in more.
- The Mountain Festival Team could have an office in the building.
- A Heritage Lottery bid, if successful, could be used to refurbish the present entrance to make it look more inviting. It is hoped that a new performance space could be developed in the garden area and this could become a focus for creative activities including drama and art. The Brewery is seeking a way to consult with the people of Kendal about these new proposed developments.
- The Brewery is also seeking closer ties with the University of Cumbria at its Charlotte Mason College site.
- The cinema did well in the Autumn of 2017 due to a good programme of popular films. They would like to eventually create further cinema development.
- A new Adult Learning website has been working well.
- A legacy of £22,000 has been received.

Monday 5 February 2018

AUDIT, GRANTS & CHARITIES COMMITTEE

Monday 29 January 2018

Budgetary Control Statement – Nine Months ended 31 December 2017

1. Budgetary Control Statement

Appendix A

The attached budget statement shows actual income and expenditure to date compared to the expected portion of the 2017/18 budget for the first three quarters of the financial year. The budget approved in January 2017 has been adjusted to reflect the agreed return of £1,000 from the Development Fund to the Bloom Committee's Community Projects budget.

Adjustments have been made for known significant commitments and for the use of reserves. The variance column indicates the under or overspending against the profiled budget. Underspendings, ie favourable variances, are shown as positive figures, with overspendings, ie unfavourable variances, shown as negative (bracketed) figures.

a) Income +£1,368

- Both half-year precepts have been received in line with the budget, although only three-quarters of the total income is accounted for in this period. The Council has now received CIL (Community Infrastructure Levy) income from SLDC, amounting to £3,312; as agreed, this will be transferred to an earmarked reserve until the accumulated receipts reach £5,000.
- At present, more investment interest and allotment rent income than expected has been received; the former is largely due to both reserves and interest rates being higher than expected.

b) Gross Expenditure +£45,236

Management +£10,457

- Staff Salaries currently show a £6,127 underspending against the profiled budget:
 - Sickness and maternity cover has cost an extra £6,556;
 - Sick leave has reduced costs by £6,316 as the postholder has passed their entitlement to full and half pay.
 - The Mayor's Attendant's salary costs are below profile by £877.
 - There is an underspending of £2,698 on the Handy Person/Townscape Manager's budget, resulting from the post being vacant, offset by payments to the contractor covering the post's duties.
 - The Town Treasurer's salary costs include a payment of £1,140 for additional authorised hours;

- Finally, an underspending of £4,264 reflects the recovery of statutory maternity pay from HMRC, which was not anticipated in the budget.
- Premises costs are underspent by £753, largely due to a retrospective reduction in charges for the two alarm systems.
- The Supplies and Services heading shows a £2,299 underspending, which is typical at this time of year. Council has accepted that this variance be used to offset the overspending on the Newsletter budget, currently £481.
- An underspending of £1,778 on IT & Website is to be used to fund the planned replacement of equipment.

Mayoralty & Ceremonies +£1,946

- Expenditure on Mayor's Travel shows an underspending of £453 against the budget to date.
- The Functions heading records an underspending of £896, mainly due to reduced expenditure on the catering for Mayor Making and Torchlight.
- Twinning costs are £540 below the simple pro-rata profile.

Arts & Heritage +£0

- The statement shows the latest costs associated with the condition survey, £2,059, being met from reserves.

Allotments +£4,559

- General expenses are underspent by £4,234; although spending in the early part of the year was low because of a focus on Bloom activities and the Handy Person vacancy, the Allotments Committee has authorised a programme of work which will accelerate expenditure in the final months of the year.

Bloom +£3,674

- The Bloom Committee budget is profiled to reflect the forecast phasing of expenditure on the service. In total, summer and winter planting are underspent by £2,753, due to a deduction from the contracted fee and the contingency allowance in the budget not being used.
- Vehicle running costs are £371 below budget, mainly due to the use of the replacement van.
- Lastly, the net expenditure on Competitions shows an underspending of £599.

Christmas Lights & Festivals +£13,043

- The Displays heading is currently £2,584 underspent, however this amount will be used to maintain and replace existing lights and to purchase new displays.
- The Switch-On Event shows a significant underspend of £2,409; this is mainly due to increased sponsorship, however not all income has been received and there is some doubt about receiving the final amounts.
- The favourable variance of £8,050 on Festival Grants represents the unallocated funds in this budget. Council has agreed that this underspending will be used to make advance payments of grants approved for 2018/19.

Environment +£375

- A total of £9,985 has been spent on improvement projects at Dowkers Lane and the Birdcage; as this expenditure will be met from the Environment Reserve, no variance is shown in the statement. Otherwise, the £375 variance reflects the nil expenditure on Somervell Garden.

Highways & Infrastructure +£4,112

- These headings frequently show an underspending at this stage in the year. Currently the infrastructure maintenance and new infrastructure budgets are underspent by £1,375 and £2,625 respectively.

General Grants +£5,544

- Similar to Festival Grants, Council has agreed that the unspent General Grants budget will be used to make advance payments of grants approved for 2018/19.

Development Fund +£56,065

- Although there has been £81,410 expenditure on Development Fund schemes, this is £56,065 below the profiled budget; because costs are met by means of a transfer from the Fund, the underspending does not affect the “bottom line”.

Contingency +£2,250

- To date there has been no use of the contingency provision.

c) Use of Reserves -£56,815

- As the Development Fund expenditure is £56,065 lower than profiled, there is a corresponding reduction in the estimated contribution from the Fund to meet that expenditure.
- An adjustment of £750 has been made to reflect the decision to amend the Approved Budget to allow a return of £1,000 in the full year to the Bloom budget.

d) General Fund Balance +£46,604

- The additional £1,368 income and net underspendings of £45,236 contribute to the use of the General Fund balance to fund the budget being £46,604 less than profiled.
- The opening balance on the General Fund was £1,224 lower than anticipated in the Approved Budget; combined with the year to date's underspending of £46,604, the Fund balance is currently £45,380 above its profile. This variance will reduce as there are firm plans to use several of the larger underspends before the end of the year.

2. Development Fund

Appendix B

A separate statement shows the actual expenditure of £81,410 to 31 December 2017 on individual Development Fund schemes, together with their full year budgets as updated by Council in June 2017. The total budgeted expenditure of £188,079 for the year differs from the £183,300 assumed in the Approved Budget; this is simply a presentational issue and has no impact on the Council's financial position.

3. Balance Sheet and Reserves Statement

Appendices C & D

The Balance Sheet shows a snapshot of the Council's financial position as at 31 December 2017. The following points may be noted, but there are no areas of concern:

- The Investments balance of £332,702 comprises £255,000 in the Cumberland Building Society, £2,418 with Nat West and £75,284 in the Council's Barclays Bank Reserve Account. A temporary investment of £75,000 is to be withdrawn from the Cumberland Building Society in early February to support the Council's cash flow.
- The Debtors figure of £27,771 includes £22,977 VAT reclaimable from HM Customs and Excise, £3,500 in Christmas Lights Switch On sponsors and £839 accrued interest.
- Prepayments of £5,053 relate to adjustments for invoice payments which will be partly accounted for later in the year, eg £1,829 insurance premia, £760 alarm costs, £647 lighting and £945 annual IT costs.
- The Creditors figure of £29,650 represents invoices and estimates of expenditure which had not been paid at 31 December.
- Receipts in Advance of £105,327 comprise £96,988 precept income from SLDC, £3,805 Allotment deposits and £4,534 rent income for 2018.

The Funds statement provides further details of the reserves shown on the Balance Sheet. Contributions to and from the reserves are the mirror images of those in the revenue account.

4. Conclusion

The budgetary control statement indicates that expenditure to 31 December 2017 is well within the profiled budget for the year to date, with a substantial net underspending of £46,604. It is anticipated that the overall underspending will decrease in the final quarter of the year: the trend for underspending on staff salaries is unlikely to continue while unspent budgets totalling £23,146 on Allotments, Christmas Lights and Grants should be spent by the year end. Finally, the balance sheet confirms that the Town Council is in a sound financial position.

5. Recommendations

- a) The Audit, Grants and Charities Committee is recommended to consider this report and forward its comments to full Council.
- b) The Town Council is recommended to accept this report, taking account of any comments from the Committee.

KENDAL TOWN COUNCIL					
BUDGETARY CONTROL STATEMENT: NINE MONTHS ENDED 31 DECEMBER 2017					
APPROVED BUDGET 2017/18	Heading	Budget to Date	Actual to Date	Reserve Entries	Favourable/ (Adverse) Variance
£		£	£	£	£
	INCOME				
	Precept:				
355,484	Council Tax	266,613	266,613		0
2,587	SLDC - Lighting	1,940	1,940		0
1,455	SLDC - Elections	1,455	1,455		0
359,526	Sub-Total	270,008	270,008	0	0
29,880	SLDC - Grant	22,410	22,410		0
	Other Income:				
2,710	Investment Interest	2,033	2,636		603
20,580	Allotment Rents	15,435	16,221		786
0	Community Infrastructure Levy	0	3,312	(3,312)	0
150	Miscellaneous	113	92		(21)
23,440	Sub-Total	17,581	22,261	(3,312)	1,368
412,846	TOTAL INCOME	309,999	314,679	(3,312)	1,368
	EXPENDITURE				
	Management:				
154,100	Staff Salaries & Expenses	115,575	109,448		6,127
(71,450)	Staff Recharges to Services	(53,588)	(53,589)		1
16,230	Premises	12,173	11,420		753
7,000	Supplies & Services	5,250	2,951		2,299
9,080	Audit, Subscriptions & Insurances	6,810	7,160		(350)
1,455	Elections	1,455	1,455		(0)
7,920	Newsletter	5,280	5,761		(481)
4,160	IT & Website	3,120	1,342		1,778
2,020	Miscellaneous	1,515	1,186		329
130,515	Sub-Total	97,590	87,133	0	10,457
	Mayoralty & Ceremonies:				
12,150	Staffing	9,113	9,113		0
5,150	Mayor's Allowance & Christmas Cards	5,150	5,093		57
800	Mayor's Travel	600	147		453
5,690	Functions	5,560	4,664		896
2,500	Twinning Expenses	1,875	1,335		540
26,290	Sub-Total	22,298	20,352	0	1,946
	Arts & Heritage:				
1,000	Exhibitions	0	0		0
0	Restoration of Heritage Items	0	2,059	(2,059)	0
2,000	Kendal Museum	2,000	2,000		0
3,000	Sub-Total	2,000	4,059	(2,059)	0
	Allotments:				
16,720	Staffing	12,540	12,540		0
12,050	General Expenses	9,038	4,479		4,559
0	Improvements & Developments	0	0		0
28,770	Sub-Total	21,578	17,019	0	4,559
	Bloom:				
17,960	Staffing	13,470	13,470		0
20,050	Floral Displays (incl. Community Projects)	18,125	15,051		3,074
3,500	Bloom Competitions	3,500	2,401		1,099
(1,000)	Receipts from Sponsors	(1,000)	(500)		(500)
40,510	Sub-Total	34,095	30,421	0	3,674
	Christmas Lights & Festivals:				
6,410	Staffing	4,808	4,808		0
16,070	Christmas Lights Displays	16,070	13,486		2,584
2,590	Christmas Lights Switch-On Event	2,590	181		2,409
35,000	Festival Grants	35,000	26,950		8,050
60,070	Sub-Total	58,468	45,425	0	13,043
	Environment:				
18,210	Staffing	13,658	13,658		0
500	Somervell Garden	375	0		375
0	Parks & Open Spaces Programme	0	9,985	(9,985)	0
18,710	Sub-Total	14,033	23,643	(9,985)	375
	Highways & Infrastructure:				
2,700	Infrastructure Maintenance	2,025	650		1,375
1,250	Litter Bin Emptying	938	825		113
3,500	New Infrastructure	2,625	0		2,625
2,587	Lighting - running costs	1,940	1,940		(0)
10,037	Sub-Total	7,528	3,416	0	4,112
36,000	General Grants	36,000	30,456		5,544
	Development Fund Schemes:				
183,300	Allocated Schemes	137,475	81,410		56,065
0	Development Fund Income	0	(7,600)	7,600	0
183,300		137,475	73,810	7,600	56,065
3,000	Contingency	2,250	0		2,250
320	Wainwright Award	0	0		0
540,522	DIRECT EXPENDITURE	433,315	335,736	(4,444)	102,023

APPROVED BUDGET 2017/18	Heading	Budget to Date	Actual to Date	Reserve Entries	Favourable (Adverse) Variance
£		£	£	£	£
	CONTRIBUTIONS TO RESERVES:				
80,309	Development Fund	0	0		0
0	Development Fund External Income	0	7,600	(7,600)	0
1,170	Allotments Fund	878	851		27
2,000	Arts & Heritage Reserve	0	0		0
650	Election Reserve	0	0		0
0	Community Infrastructure Levy Reserve	0	3,312	(3,312)	0
190	Wainwright Fund	0	0		0
84,319		878	11,763	(10,912)	27
	USE OF RESERVES:				
(183,300)	Development Fund: Allocated Schemes	(137,475)	(81,410)		(56,065)
(1,000)	Development Fund: Return to Bloom Budget	(750)	0		(750)
0	Environment Reserve	0	(9,985)	9,985	0
0	Arts & Heritage Fund	0	(2,059)	2,059	0
(1,455)	Election Reserve	(1,455)	(1,455)		0
(320)	Wainwright Fund	0	0		0
(186,075)		(139,680)	(94,910)	12,044	(56,815)
438,766	GROSS EXPENDITURE	294,513	252,589	(3,312)	45,236
(25,920)	INCREASE/(DECR) IN GENERAL FUND BALANCE	15,486	62,090	0	46,604
	GENERAL FUND BALANCE:				
55,920	Brought forward 1 April 2017	55,920	54,696	0	(1,224)
(25,920)	Increase/(decrease) in year	15,486	62,090	0	46,604
30,000	Balance carried forward	71,406	116,786	0	45,380

KENDAL TOWN COUNCIL			
DEVELOPMENT FUND 2017/18			
		Updated Programme £	Actual 31 December 2017 £
Opening Balance 1 April 2017		113,889	113,889
Contributions from/(to) Revenue:			
Budgeted Contribution		80,309	80,309
Partial return of KIB Committee 2016/17 underspending to Community Projects budget		(1,000)	0
External Income:			
SLDC: Kendal Futures Kendal Destination Website support		3,600	3,600
Kendal BID: Contribution to EH1b Leaflet Reprint		4,000	4,000
Resources for Year		200,798	201,798
Less: Expenditure on Projects	As at 1 April 2017 £	Updated Programme £	Actual 31 December 2017 £
Action Plan for Kendal:			
EH1 Signage, Interpretation and Public Realm Improvements:	14,296		
EH1a Green Wall Project		8,000	0
EH1b Leaflet Reprint		8,000	6,866
EH1c Signage Improvements		3,500	2,524
MG15 Tourism Support			175
EH3 Strategic Transport Infrastructure Study	10,000	10,000	0
EH4 Improvement of Kendal Street Name Signs		1,000	0
MG5 Support for Kendal Futures Projects		8,800	8,500
Kendal Futures Funding:			
MG2 Support for Co-ordinator	15,000	7,500	7,500
MG4 Delivering the Action Plan - Kendal Futures allocation		8,214	2,000
Tourism Support in Kendal:			
MG6 Support for Kendal TIC	5,000	5,000	0
MG16 Kendal Destination Website support (funded by Kendal Futures)		3,600	1,650
Green Spaces Improvement Projects:			
EH5 Rinkfield Residents Association - Play Area		5,000	5,000
EH6 Maude's Meadow		15,000	0
EH7 Heron Hill School Woodland Trail	596	1,404	0
EH8 Footpath, Birk Hagg to Parkside Road, project costings		500	0
EH9 Kendal Castle Environmental Improvements	12,680	11,320	0
KB1 SLACC Pollinator Project	1,800	4,000	4,000
KB1 SLACC Pollinator Project (reserved allocation)		4,822	0
Public Realm Improvement Projects:			
CL2 Christmas Lights, Stramongate		2,000	0
EH10 Market Place Enhancement (incl £10,000 LIP and £12,000 from SLDC)	4,371	32,629	0
EH11 Repainting Railings	1,540	3,040	3,040
CL3 Building Flag & Tree holder maintenance and replacement	0	2,000	0
Other Schemes:			
MG8 Eden & South Lakeland Credit Union	3,000	3,000	3,000
MG9 Lancaster Canal Northern Reaches (reserved allocation)		250	250
MG10 Kendal to Lancaster Canal Towpath Trail		10,000	10,000
MG11 Purchase of Replacement Van		15,000	15,273
MG12 Community Emergency Planning		5,000	5,000
MG13 Kendal Walking Festival		1,000	403
EH13 Radar Speed Gun		1,500	1,230
EH14 Lakes Line Feasibility Study		2,000	0
MG14 Kendal Rugby Club - Community Sports Hub		5,000	5,000
	68,283	188,079	81,410
Balance carried forward		12,719	120,388

Appendix C

KENDAL TOWN COUNCIL
BALANCE SHEET AS AT 31 DECEMBER 2017

	£	£
Investments		332,702.12
Current assets		
Debtors	27,770.88	
Deposits	50.00	
Prepayments	5,052.58	
Cash at bank and in hand	25,250.91	
	58,124.37	
Current Liabilities		
Creditors	29,650.47	
Receipts in Advance	105,326.80	
	134,977.27	
Net Current Assets		(76,852.90)
		255,849.22
Represented by:		
Reserves		
General Fund		116,785.46
Development		40,079.24
Allotments		71,747.55
Arts & Heritage		2,268.90
Environment		2,393.68
Election		6,850.04
Community Infrastructure Levy		3,958.04
Wainwright		11,766.31
		255,849.22

Appendix D

KENDAL TOWN COUNCIL

FINANCIAL RESERVES AS AT 31 DECEMBER 2017

	General Fund	Development	Allotments	Arts & Heritage	Environment	Election	Community Infrastructure Levy	Wainwright	TOTAL
	£	£	£	£	£	£	£	£	£
Opening Balance at 1 April 2017	54,695.89	113,889.43	70,896.79	4,327.90	12,378.96	8,305.18	646.19	11,766.31	276,906.65
Add:									
Contributions to Reserves		7,600.00	850.76	0.00	0.00	0.00	3,311.85	0.00	11,762.61
Less:									
Use of Reserves		(81,410.19)	0.00	(2,059.00)	(9,985.28)	(1,455.14)	0.00	0.00	(94,909.61)
Add/(Less):									
Added to/(Used from) General Fund Working Balance	62,089.57								62,089.57
Balance at 31 December 2017	116,785.46	40,079.24	71,747.55	2,268.90	2,393.68	6,850.04	3,958.04	11,766.31	255,849.22

KENDAL TOWN COUNCIL

December 2017 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
04/12/2017	OL 12331	Christmas Plus - Installation of Lights	7,938.20	1,587.64	9,525.84
04/12/2017	OL 12331	Cactus Creative - Festive lamp post banners	160.00	32.00	192.00
04/12/2017	OL 12332	Pit Barrier Hire Ltd - Security, Lights Switch On Event	63.25	12.65	75.90
04/12/2017	OL 12333	James Burrow - barriers, Lights Switch On Event	250.00	50.00	300.00
14/12/2017	OL 12334	Lakeland Radio - Promotion, Lights Switch On Event	2,875.00	575.00	3,450.00
07/12/2017	OL 12335	Bucket & Spade - Holiday Guide advert recharged to Kendal Futures	1,500.00	300.00	1,800.00
07/12/2017	OL 12336A	P Labat - Expenses, SUEZ tipping charges	34.15	-	34.15
07/12/2017	OL 12336	P Labat - Home Bargains, cleaning materials	1.66	0.33	1.99
07/12/2017	OL 12337	Cllr P Walker - Rail fare, Britain in Bloom Awards	75.80	-	75.80
07/12/2017	OL 12338	Adecco - Agency staff	307.32	61.46	368.78
07/12/2017	OL 12339	Adecco - Agency staff	204.88	40.98	245.86
07/12/2017	OL 12340	Bluefin - Insurance for Council van, change of driver	36.25	-	36.25
07/12/2017	OL 12341	Kirkbie Kendal School - Grant, 3G sports pitch with community use	1,000.00	-	1,000.00
07/12/2017	OL 12342	Absolute Digital Print - Mayor's Christmas cards	93.00	18.60	111.60
07/12/2017	OL 12343	KCEPG - Income received in KTC account	1,886.00	-	1,886.00
04/12/2017	DD/STO	Barclays Bank - Commission charges (net)	17.43	-	17.43
04/12/2017	DD/STO	Broadway Hotels via Barclaycard - Accommodation, Britain in Bloom Awards	161.50	32.30	193.80
05/12/2017	DD/STO	TalkTalk Business - Broadband	13.91	2.78	16.69
17/12/2017	DD/STO	Moorepay - Insurance premium	27.75	-	27.75
17/12/2017	DD/STO	Moorepay - HR & Health & Safety advice	38.25	7.65	45.90
20/12/2017	DD/STO	Busy Bees - Childcare Voucher	10.00	-	10.00
20/12/2017	DD/STO	Busy Bees - Charges for Childcare Vouchers	0.35	0.07	0.42
24/12/2017	DD/STO	Robert Pinkus (Management Services) Limited - Garage rent	650.00	130.00	780.00
30/12/2017	DD/STO	EE - Handy Person's phone rental	14.69	2.94	17.63
20/12/2017	OL 12344	Net Pay - December 2017	8,629.24	-	8,629.24
21/12/2017	OL 12345	Adecco - Agency staff	236.40	47.28	283.68
21/12/2017	OL 12346	Adecco - Agency staff	275.80	55.16	330.96
21/12/2017	OL 12347	Water Plus - Water charges, Greenside Allotments	713.11	-	713.11
21/12/2017	OL 12348	Water Plus - Water charges, Wattsfield Allotments	11.74	-	11.74
21/12/2017	OL 12349	C T Hayton - Protective clothing, Townscape Manager	92.48	18.49	110.97
21/12/2017	OL 12350	C T Hayton - Tools for Allotments	46.34	9.27	55.61
21/12/2017	OL 12351	C T Hayton - Protective clothing, Townscape Manager	75.95	4.98	80.93
21/12/2017	OL 12352	C T Hayton - Oil for machinery	16.88	3.38	20.26
21/12/2017	OL 12353	Kendal Office Equipment - Stationery	153.50	30.70	184.20
21/12/2017	OL 12354	Quaker Tapestry - Room hire, grant to SLEDP	62.50	-	62.50
21/12/2017	OL 12355	Rabbi Dr R C Ash - Expenses, grant to SLEDP	30.44	-	30.44
21/12/2017	OL 12356	ADT - BT Redcare alarm, Mayor's Parlour	315.00	63.00	378.00
21/12/2017	OL 12357	iTek - Set up Handyperson mailbox	30.00	6.00	36.00
29/12/2017	OL 12358	J Jones - Post Office, stamps	169.17	-	169.17
29/12/2017	OL 12359	Lakes Line Rail User Group - Subscription	13.00	-	13.00
29/12/2017	OI 12360	SLDC - Printing Allotments Newsletter	64.00	-	64.00
29/12/2017	OL 12361	South Lakes Action Climate Change - Pollinator grant	4,000.00	-	4,000.00
11/12/2017	OL 12329	Cumbria CC - Superannuation, November 2017	1,675.69	-	1,675.69
11/12/2017	OL 12330	HMRC - Tax, NI and SMP, November 2017	1,403.19	-	1,403.19
Total			35,373.82	3,092.66	38,466.48

KENDAL TOWN COUNCIL

Petty Cash Payments: October - December 2017

Date	Ref	Details	Net £	VAT £	Total £
02/10/2017	PC 1015	SU - Rymans, Diary inserts	6.46	1.29	7.75
02/10/2017	PC 1016	HM - Eyesight test	25.00	-	25.00
23/10/2017	PC 1017	JJ - Sympathy card	1.75	-	1.75
30/10/2017	PC 1018	JM - Home Bargains, refreshments, Remembrance Sunday	10.53	0.50	11.03
07/11/2017	PC 1019	ELR - Refreshments, Remembrance Sunday	25.58	-	25.58
08/11/2017	PC 1020	JH - Milk, Christmas Lights meeting	0.80	-	0.80
13/11/2017	PC 1021	JJ - Amazon, replacement USB memory stick	4.74	0.95	5.69
16/11/2017	PC 1022	JM - Home Bargains, mugs for Mayor's Kitchen	2.97	0.59	3.56
16/11/2017	PC 1023	JH - Rymans, badge holders and badges, Switch On Event	6.65	1.33	7.98
23/11/2017	PC 1024	HM - Soup bowl for Kitchen	2.99	-	2.99
29/11/2017	PC 1025	PL - Keys cut for garage bollards	6.00	-	6.00
30/11/2017	PC 1026	SU - Milk, Remembrance Sunday	8.21	-	8.21
04/12/2017	PC 1027	SU - "Yards of Kendal" book	7.49	-	7.49
05/12/2017	PC 1028	PL - Middletons, spray paint for water meters	4.29	0.86	5.15
14/12/2017	PC 1029	JM - Overseas postage, Christmas cards	4.71	-	4.71
14/12/2017	PC 1030	JM - Refreshments	19.75	-	19.75
21/12/2017	PC 1031	HM - Home Bargains, Cleaning materials, batteries, tea bags	4.56	0.51	5.07
			142.48	6.03	148.51