

KENDAL TOWN COUNCIL

Council Meeting: 2nd July 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, 2nd July 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 - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

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 4TH JUNE 2018 & MATTERS ARISING

To approve the minutes of the meeting held on 4th June 2018 (see attached)

4. PRESENTATION KENDAL FUTURES: PAST, PRESENT AND FUTURE – MARTYN NICHOLSON, CHAIR AND PAULA SCOTT, PROJECT MANAGER

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

6. MANAGEMENT COMMITTEE

To approve the minutes of the meeting held on 18th June 2018 (see attached)

7. PLANNING COMMITTEE

To receive the minutes of the meetings held on 4th June and 18th June 2018 (see attached)

8. ALLOTMENTS COMMITTEE

To approve the minutes of the meeting held on 11th June 2018 (see attached)

9. OUTSIDE BODIES – REPORTS FROM COUNCILLORS

- CALC – Cllr Sutton (*see attached*)
- Kendal Brewery Arts Centre Trust – Cllr Sutton (*see attached*)

10. APPOINTMENTS TO OUTSIDE BODIES – VACANCIES FOR CALC AND LANCASTER CANAL REGENERATION PARTNERSHIP (LCRP) (*see attached*)

11. FINANCIAL MATTERS

- (a) **Bank Payments Schedules: May 2018** (*see attached*)
- (b) **Invoices over £3,000**

12. 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]*

13. STAFFING MATTERS [Paragraph 1]

14. READMISSION OF PRESS & PUBLIC



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, 4th June 2018 at 7.30 p.m.
in the SLDC Council Chamber, the Town Hall, Kendal**

PRESENT The Mayor (Councillor G Tirvengadam) in the Chair;
Councillors G Vincent, G Cook, P Bramham, J Brook, G Achibald, S
Coleman, S Evans, A Finch, A Blackman, C Hardy, C Hogg, R Hogg, R
Sutton, J Owen, D Rathbone, J Cornthwaite, J Dunlop, A Edwards, P
Gibson, E Hennessy, H Ladhams, S Long and C Rowley

APOLOGIES Councillor R Crawford

OFFICERS Liz Richardson (Town Clerk), Jack Jones (Town Treasurer) and Nicky
King (Council Secretary)

025/18/19 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk confirmed that she had now received a signed
Acceptance of Declarations of Office Form from Councillor Archibald.

026/18/19 TRIBUTE AND ONE MINUTE SILENCE TO EX CLLR CHRIS MAYO

Councillor Cook paid tribute to ex Councillor Chris Mayo. Councillor
Mayo had been a member of KTC for approximately 25 years,
representing the Strickland Ward for the majority of that time. He stood
down just over four years ago. There was a minute silence in his
memory.

027/18/19 PUBLIC PARTICIPATION

None.

028/18/19 DECLARATIONS OF INTEREST

Councillor Gibson declared an other registrable interest in matters
relating to the Environment Agency as her daughter-in-law was employed
by them.

029/18/19 ORDER OF BUSINESS

It was proposed by the Mayor and seconded by Councillor Archibald that
item 7 on the Agenda (Presentation on Flooding) be brought forward.
This was agreed.

**030/18/19 PRESENTATION ON FLOODING – OVERVIEW, PLANNING AND
DEVELOPMENT AND DEFENCE PROPOSALS IN KENDAL**

There was a presentation on the overview, planning and development
and defence proposals for Kendal. The presentation was given by the
following individuals and accompanied by slides:

- Andy Brown – Flood Risk Manager, Environment Agency
- Craig Cowperthwaite – Senior Advisor to Flood Risk Team,

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- Doug Coyle – Manager of Development Management, Cumbria County Council
- David Sykes – Director of People and Places, SLDC

David Sykes (SLDC) presented a slide which looked at the Cumbria Flood Risk and Catchment Management Strategic Framework.

Andy Brown (Environment Agency) talked about the main appraisal work packages by catchment. The contractors managing the Kendal Appraisal Package are Capita and Aecom. He explained that five key questions would be considered as part of the Business Case relating to strategic, economic, commercial, management and financial implications. Andy Brown presented the Appraisal Programme which showed work continuing on the scheme until 2022/23. He explained that up until recently work had concentrated mainly on modelling, however the next part of the programme was critical and would involve appraisal and outline design, engagement, tendering, business case approvals and construction. Further slides were presented which explained appraising and developing options, along with defences and storage options.

Doug Coyle (Cumbria County Council) explained the legislative background on who was responsible for what and background on work done since storm Desmond.

At the end of the presentation Andy Brown announced that he would soon be taking up a new position. His successor would be Stuart Mounsey.

Councillor Coleman referred to riverbank erosion, trees being cut down and stones being washed down river. He asked what plans were in place to deal with this. Andy Brown replied that legally the Environment Agency could not do any work in relation to erosion. However there would continue to be a maintenance programme in place.

Councillor Evans commented that she hoped Stuart Mounsey would make himself as available to the residents of Kendal as Andy Brown had during his time with the Environment Agency. She pointed out that this was very important to residents.

Councillor Archibald talked about climate change and the fact that this will continue for some time into the future. He made the point that works carried out needed to tie together with the reason for climate change (cumulative greenhouse gases). Andy Brown was in total agreement. He said that whilst the works would be a massive help and reduce impact, at some point there would be an event that overwhelms whatever system is in place.

Councillor C Hogg commented that there was a lot of money to be spent, but the result would have a dramatic effect. He added that public realm discussion was very important and asked at what point KTC could get involved. Andy Brown replied that the next 12 months would be the critical stage and the time for KTC's involvement.

Councillor Cornthwaite referred to Councillor Coleman's comment regarding riverbank erosion. He highlighted some work that was being

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carried out north of Morrisons and asked Andy Brown whether he was aware of it. Andy Brown understood it was private work. He said that the EA would be negotiating with land owners as part of the development of the flood defences.

031/18/19 MINUTES OF COUNCIL MEETING HELD ON 14TH MAY 2018

Members considered the minutes of the meeting of full Council held on 14th May 2018.

Councillor Hennessy proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Blackman and carried with one abstention.

RESOLVED that the minutes of the Council meeting held on 14th May 2018 be approved as a correct record and signed by the Chairman.

032/18/19 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor presented his engagements that had been previously circulated.

He thanked Councillor Blackman for his time as Mayor 2017-18.

The Mayor announced that it was the Treasurer's last Council meeting. He thanked him for doing a very efficient job during his time with KTC.

The Kendal Unity Festival was highlighted. This will take place on Saturday 23rd June 2018.

033/18/19 APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

Councillor Brook presented the appointments to Committees and Outside Bodies for 2018/19 (attached to these minutes). He proposed acceptance of the appointments as circulated. This was seconded by Councillor C Hogg and carried unanimously.

He advised that there were vacancies for appointments to Outside Bodies and said it would be appropriate to fill any vacancies at this meeting.

Cumbria Association of Local Councils

No volunteers.

Integrated Care Community/Healthy Towns Status (CCC)

Councillor C Hogg proposed that Councillor Gibson be appointed as representative. Councillor Gibson confirmed that she was happy to accept. The proposal was seconded by Councillor Archibald and carried unanimously.

Councillor Vincent reported that he had been involved with a group called Kendal Business Against Crime who wished to raise their profile. He asked whether the group could be appointed a KTC representative. Councillor Brook remarked that there were other such groups with a similar wish and proposed that the Management Committee consider which bodies still required representation at their next meeting. This was

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seconded by Councillor Cook and carried. It was suggested that any Outside Bodies requiring representation submit a request in writing with details of the commitment required, frequency of attendance etc.

RESOLVED

1. That the list of Committees 2018/19 be approved.
2. That the list of Appointments to Outside Bodies 2018/19 be approved.
3. That Councillor Gibson be appointed as representative to Integrated Care Community/Healthy Towns Status (CCC).

034/18/19**KENDAL HIGHWAYS & TRANSPORT IMPROVEMENTS STUDY**

The Town Clerk advised that she had been requested by Karen Johnson of CCC to include this item on the agenda. She explained that the Kendal Strategic Transport Infrastructure Study had been commissioned by CCC (in partnership with SLDC and KTC) in August 2016. The purpose of the study was to consider potential infrastructure improvements needed to support the future role and growth of Kendal. A number of scheme options were developed, with the preferred option to meet the scheme objectives being a Northern Access Route.

An incremental approach had been proposed, with a budget of £70,000 being considered necessary for the initial stage, of which KTC contributed approximately £10k. The next formal stage of development was now required which would focus on identifying potential options, costs and benefits. KTC were being asked for a further £10k contribution towards the next stage, which had an estimated cost of £70k, and Members were asked to consider this request.

Councillor Edwards referred to the current situation with the rail network and asked whether KTC wanted to be contributing at the current time in light of this.

Councillor Rowley asked whether it would include, for example, provision of cycling. Councillor Archibald commented that there were plans by CCC for cycling routes across Kendal. The Kendal Masterplan itself did not focus on cycling but there was a plan in existence. Councillor Cook added that cycling is a part of highways infrastructure so would form part of any highways improvements delivery plan.

Councillor Evans supported the comment made by Councillor Edwards regarding the current rail situation. She said it was important KTC registered their disgust in this respect. The Town Clerk advised that the matter would be included on the agenda for the June Management Committee.

Councillor Brook proposed that a further contribution of £10k be allocated in order that the Kendal Strategic Transport Infrastructure Study could progress. He said that KTC owed it to the people of Kendal to take forward improvements to infrastructure in Kendal. This was seconded by Councillor Evans and carried unanimously.

Councillor Coleman observed that he was KTC representative to the Lakes Line User Group. There was to be a meeting this week and he would feedback to Council.

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RESOLVED That a further contribution of £10k be allocated in order that the next stage of the Kendal Strategic Transport Infrastructure Study could progress

035/18/19 PLANNING COMMITTEE

The minutes of the Planning Committee meeting held on 14th May 2018 were presented by Councillor Vincent who asked Council to receive these minutes.

RESOLVED That the minutes of the Planning Committee meeting held on 14th May 2018 be received.

036/18/19 OUTSIDE BODIES – REPORTS FROM COUNCILLORS

Councillor Bramham informed Members that he had attended a recent meeting of One Voice. The organisation had expressed their thanks to KTC for their representation and grant.

Councillor Archibald had been at the AGM of South Lakeland Action on Climate Change group.

Councillor C Hogg advised that there would be a one-off screening on Friday 8th June at the Brewery Arts Centre as part of Kendal Mountain Festival.

037/18/19 FINANCIAL MATTERS

038/18/19 (a) Bank Payments Schedule: April 2018

The Town Treasurer presented the Bank Payments Schedule for April 2018. It was proposed by Councillor Finch that the Bank Payments Schedule for April 2018 be approved. This was seconded by Councillor Cook and carried unanimously.

RESOLVED That the Bank Payments Schedule for April 2018 be approved.

039/18/19 (b) Invoices over £3,000

The Treasurer reported that there were two invoices over £3,000 which required approval as follows:

- SLDC – contribution of £7,750 from KTC to support Kendal Futures Co-ordinator role. This was an annual expectation. There was an increase on last year's contribution in respect of the annual incremental salary increase.
- Abound – design and interpretation firm working on the Kendal Castle signage and interpretation project. £2,340 for the final stage of the contracted work, plus £1,300 for the new interpretation panel. The total invoice amount including VAT being £4,368.

Councillor Finch proposed payment of the two invoices over £3,000. This was seconded by Councillor Cook and carried unanimously.

RESOLVED That payment of the two invoices over £3,000 be approved.

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040/18/19 (c) Updated Action Plan Programme

The Treasurer presented the Updated Action Plan Programme 2018/19 and 2019/20. The Action Plan contains projects to achieve its objectives for the development of the Council and the Town. The approved budget for 2018/19 provides for Action Plan expenditure of £67,550, which is funded by the Development Fund. The approved budget also provides a forecast of Action Plan expenditure for 2019/20.

The Final Outturn Report for 2017/18 indicated underspending of around £92,700 on the Action Plan allocations for the year. The Treasurer advised that most of the unspent allocations would be required in 2018/19.

It was highlighted that approximately £33,000 would be required in 2019/20 to deliver the indicative programme, before any new schemes are considered for that year.

The Treasurer asked for approval of the updated Action Plan programme as per the Appendix attached to the report.

Councillor C Hogg referred to the proposed trim trail for the Beck Community Centre and asked for an update on the current situation. Funding for the project had been withdrawn due to the unknown costs of the Parish Poll. He asked whether the cost of the Poll was known yet. The Treasurer advised that the trim trail was on the reserve list. The exact costs of the Parish Poll were yet to be confirmed.

Councillor C Hogg also referred to the footpath at Birk Hagg. He advised that the project was not progressing and suggested that the £500 allocated be removed. The Treasurer replied that the Birk Hagg footpath project had been included in the Action Plan programme for some time. This could be removed and the total adjusted accordingly. Councillor C Hogg proposed that the project be removed. This was seconded by Councillor Cook and carried unanimously.

Councillor C Hogg noted that £20,000 had been allocated to support Kendal Tourist Information Centre. He observed that this was a substantial sum of money and asked whether the TIC had requested the funds. The Treasurer advised that no funding had been awarded for 2017/18 as the TIC had not supplied the expected information requested. No request for the release of funds for 2018/19 had been received to date. If such a request was received the TIC would be required to provide a business plan, forecasts etc prior to the release of any monies.

Councillor Cook referred to a recent meeting when it was indicated by Kendal TIC that there was no intention of claiming the monies. He added that there were plans for an alternative TIC provision which, if this progresses, may well request for funding. Councillor Brook advised that there was a proposal for a Kendal Information Hub. The desire was for this project to develop and could utilise some of the funding set aside. This had been considered by the Management Committee and further information sought.

Councillor Cook observed that £21,500 was being held by KTC for

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Blackhall Road bus shelters (KADBUS scheme). He confirmed that the shelters had been ordered and would hopefully be in place in the next few months.

Councillor Archibald asked whether there was some form of progress report on Action Plan projects that could be made available to Councillors. The Treasurer advised that a financial progress report currently goes to the Audit, Grants & Charities Committee and suggested that the same report could also be presented to the Management Committee. Councillor Archibald said it would also be useful for Council to have sight of the report.

Councillor Archibald thanked Councillor Cook for his work on the Blackhall Road bus shelters project and said it was a major improvement. He also referred to work at Maudes Meadow/Nobles Rest and advised that it should hopefully open within the month.

Councillor R Hogg proposed approval of the recommendations made in the Updated Action Plan Programme report, with the removal of the Birk Hagg project. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED

1. That the sum of £500 be removed from the Action Plan programme in respect of the Birk Hagg footpath project.
2. That Council approve the updated Action Plan programme as per the Appendix.
3. That Council confirm that budget monitoring of the Plan for the remainder of the current financial year will be based on the updated programme.

041/18/19**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Brook and seconded by Councillor C Hogg 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*]

042/18/19**STAFFING MATTERS** [*Paragraph 1*]

The Town Clerk provided an update on recruitment as follows:

- Treasurer – interviews had been held and an offer made. Waiting for decision.
- Admin Assistant – recruitment process started and advert placed. Interviews to be held first week in July.

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043/18/19 READMISSION OF PRESS & PUBLIC

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

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

The meeting ended at 9.40 p.m.

Signature

Date

KENDAL TOWN COUNCIL

Committees 2018 / 2019

	<u>Meetings</u>	<u>Members</u>
KENDAL TOWN COUNCIL Town Council business except Planning	Monthly 1st Monday each month	All Councillors
MANAGEMENT COMMITTEE Staffing Development & Training Project Monitoring	Monthly 3rd Monday each month except August	10 Members S.Coleman (Chair) (Council rep) G. Cook(Vice-Chair) (Council rep), G. Tirvengadam (Mayor and Mayoralty & Arts), A. Finch (Deputy Mayor and Allotments), J. Owen (Env & Highways), S. Evans (Xmas Lights & Festivals), A. Blackman (KiB), D. Rathbone (Planning), S. Long (KFB rep), P. Bramham (Council rep).
ALLOTMENTS COMMITTEE Management, Inspection & Development of Allotments	Quarterly	6 Members + 3 co-opted Members (on a rotational basis) A. Finch (Chair), D. Miles (Vice-Chair), G. Archibald, M.Miles, S. Coleman, C. Hardy
AUDIT, GRANTS & CHARITIES COMMITTEE To receive and discuss Auditor's reports Risk Assessments Health & Safety Consider Grant Applications Dowker Bindloss Schools of Science & Art	Quarterly	8 Members M. Severn (Chair), G Cook (Vice-Chair), P.Gibson, P. Bramham, R.Crawford, J.Dunlop, D. Rathbone, C. Hogg
BLOOM COMMITTEE Kendal in Bloom Cumbria in Bloom Floral Displays Community Projects	Quarterly	5 Members + 5 co-opted Members A. Blackman(Chair), R.Sutton(Vice-Chair), A.Edwards, C. Hardy, C. Rowley
CHRISTMAS LIGHTS & FESTIVALS COMMITTEE Christmas Lights Display Organise the Switch-on Event Support for the Town's Festivals inc Grants	Quarterly	5 Members S. Evans (Chair), TBA (Vice-Chair) C. Hogg, R.Hogg, H.Laddams, A. Edwards
ENVIRONMENT & HIGHWAYS COMMITTEE Parks & Open Spaces "Litter-picks" Highways Footpaths and Cycle Routes Seats, Lighting, Litter Bins and Bus Shelters	Quarterly	9 Members J. Owen(Chair), E. Hennessy (Vice-Chair), G. Archibald, A. Blackman, S. Evans, J.Dunlop, J.Cornthwaite A. Edwards, C. Rowley
MAYORALTY & ARTS Mayoralty & Mayor's Parlour presentations Ceremonies & Civic Occasions Town Council's Artefact Collection Collection and retention policy Display and storage of our heritage Kendal Museum	Quarterly	9 Members G.Tirvengadam (Chair & Mayor), P. Bramham (Vice-Chair), A.Finch (Deputy Mayor), J. Brook, P.Gibson, C. Hogg, R. Sutton, J.Dunlop, R. Hogg
PLANNING COMMITTEE (Delegated Powers) Planning Applications Street Naming Road Closures Local Development Framework	Twice Monthly 1st & 3rd Mondays only one in December	8 Members D. Rathbone(Chair), A. Finch (Vice-Chair), D. Miles, M. Miles, J.Cornthwaite P.Gibson, S.Long, G Vincent

KENDAL TOWN COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2018 - 2019

ORGANISATION	NO. OF REPS	REPRESENTATIVE(S)	REPORTS TO
Air Quality Working Group (SLDC)	1	Cllr G Archibald	Environment & Highways
BID Board	1	Cllr R. Crawford	Management & Council
Brewery Arts Centre	1	Cllr R Sutton	Council
Cumbria Association of Local Councils	2	Cllr R Sutton Vacancy	Council
Emergency Plan (Kendal Community Emergency Plan Group)	1	Cllr J. Cornthwaite	Management & Council
Integrated Care Community/Healthy Towns Status (CCC)	1	Cllr P Gibson	Council
Lakes Line User Group	1	Cllr S Coleman	Council
Kendal Bus User Group	1	Cllr P Bramham	Council
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council
Kendal Futures Board	1	Cllr S. Long	Management & Council
Kendal Lads and Girls Club	1	Cllr M. Miles	Council
Kendal Mountain Festival	1	Cllr R Sutton	Christmas Lights & Festivals
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council
Lancaster Canal (Northern Reaches)	1	Cllr D. Rathbone	Council
LDNPA Lakes Alive Steering Group	1	Cllr J. Dunlop	Christmas Lights & Festivals
One Voice	1	Cllr P Bramham	Council
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllrs J Dunlop & A. Blackman	Mayoralty & Arts
South Lakeland Action on Climate Change & Transition South Lakes	2	Cllr J. Owen Cllr E. Hennessy	Environment & Highways
South Lakes Equality & Diversity Partnership	1	Cllr G Tirvengardum	Council

Mayor's Communications & Announcements June - July 2018

June

<u>Kendal & District Lions Club</u> The Castle Green Hotel	10 June	12:30-15:00
<u>Barrow Civic Sunday</u> Barrow-in-Furness	17 June	12:00-14:00
<u>Kendal Unity Festival</u>	23 June	10:00-16:00
<u>Police Volunteer Cadets Passing Out Parade</u> Kendal College	25 June	18:00-20:00
<u>Amabile Choir Summer Concert</u> St Thomas' Church	30 June	19:00-21:00

July

<u>Mayor of Kendal Civic Sunday</u>	1 July	10:00-13:00
<u>Kendal in Bloom Judging</u>	3 July	10:00-15:00
<u>Sandylands Residents Annual Fete</u> Sandylands	7 July	13:00-15:00
<u>Right 2 Work Visit</u>	10 July	10:00-11:00
<u>Foodnude Store Opening</u>	14 July	All day
<u>Kendal Gymnastics Club Annual Display</u> Mintsfeet	14 July	All day
<u>Cosplay</u> Ruskins, Kendal	15 July	14:30-16:00
<u>Kendal Community Theatre Festival Performance</u> Castle Street Centre	28 July	19:30-21:00

KENDAL TOWN COUNCIL

Management Committee

**Monday 18th June 2018 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Guy Tirvengadum (Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Douglas Rathbone, Susanne Long and Paul Bramham
- Councillor Adam Edwards was also present for Agenda item 10 - Northern Rail - Operation of the Lakes Line
- APOLOGIES** Councillors Alvin Finch (Deputy Mayor)
- OFFICERS** Liz Richardson (Town Clerk), Hazel Belshaw (Temporary Council Secretary)
- 067/18/19 PUBLIC PARTICIPATION**
None
- 068/18/19 DECLARATIONS OF INTEREST**
None
- 069/18/19 MINUTES OF THE MEETING HELD ON 23RD APRIL 2018**
- The Chairman presented the minutes of the meeting held on 23rd April, which had been approved by full Council on 14th May 2018.
- Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Blackman and carried with five abstentions.
- RESOLVED** That the minutes of the meeting of the Committee held on 23rd April be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 070/18/19 Unity Festival ref minute 1148/17/18**
Councillor Blackman asked if Councillor Tirvengadum had received a response from Rinteln and Killarney regarding their invitations to the Unity Festival. Councillor Tirvengadum advised that no response had been received.
- 071/18/19 Kendal Futures Board Update ref minute 1150/17/18**
Councillor Cook advised Members that at a recent funders meeting an action plan had been agreed and they are presenting to Full Council in July.
- 072/18/19 ORDER OF BUSINESS**
The Chair proposed that the order of business of the agenda be amended to bring forward item 10, Northern Rail - Operation of the Lakes Line, and this was agreed.

073/18/19**NORTHERN RAIL - OPERATION OF THE LAKES LINE**

The Chair invited Councillor Edwards to speak. He advised Members that following the march from Windermere to Oxenholme station on 9th June, he spoke to people at Kendal station who told him that there were last minute changes to the bus replacement timetable and some buses did not turn up. He also observed that the area where people wait for the buses is unsafe. He shared some photographs with Members.

The Town Clerk advised that Northern were due to meet with the Community Rail Partnership on Monday 2nd July. Councillor Coleman was due to attend the meeting but is unavailable therefore it was suggested that a replacement be sent. Councillor Edwards is available to attend. The Town Clerk agreed to send him details.

Councillor Cook advised that CCC as the Authority responsible for transport are looking into the issue and there is work being done to improve the signage.

Councillor Blackman confirmed heritage trains are now running on the line.

It was agreed that asking Northern to attend a council meeting would not be the best use of their time and a letter requesting that they concentrate on resolving the situation was proposed by Councillor Coleman. The letter should detail the reasons the line is important to the town and urge a speedy resolution with a copy to CCC. This was seconded by Councillor Tirvengadam and carried unanimously.

RESOLVED

That the Town Clerk draft a letter to be sent to Northern Rail and copied to CCC with the reasons the Lakes Line is important to the town and urging a speedy resolution.

074/18/19**REVIEW TERMS OF REFERENCE**

The Town Clerk presented the Terms of Reference that had been previously circulated.

Members made no comments. It was proposed by Councillor Owen to accept the Terms of Reference. This was seconded by Councillor Tirvengadam and carried unanimously.

RESOLVED

That the Terms of Reference be accepted.

075/18/19**URGENT ITEMS OF BUSINESS**

None.

076/18/19**REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for May 2018 and this was noted by Members. The following matters were highlighted:

- The work continues in Nobles Rest. The Maudes Meadow footpath is complete but an invoice has yet to be received.

- The Market Place Project is largely complete. We are just awaiting notification of the position of the Christmas tree.
- Blackhall Road Bus Shelter Project is being managed by CCC and all the work has been ordered. Once in place KTC will take over the maintenance.
- The lease for the KTC accomodation is still ongoing.
- The Regimental Freedom Parade has been postponed with a possible new date of 16th March 2019.
- Councillor Cook advised that the RAF are holding a parade in August to mark the 100 year anniversary. The Town Clerk will follow this up.
- Looking at some possible replacement lights for the Bird Cage trees and improved lights around Wildman Street area. The format of the switch on event is still uncertain.
- Work is continuing on the allotments. Councillor Coleman advised that at the last Allotments Committee meeting it was raised whether the money ringfenced for purchasing new land for allotments could be used to improve existing allotments.
- The focus is on Kendal in Bloom at the moment with all the summer planting now done. The Assistant to the Town Clerk is working on a tender for the planting contract. Five schools have entered the KiB schools competition and the judging for Cumbria in Bloom will take place on 16th July.

077/18/19**NEW ROAD PARISH POLL RESULT**

The Town Clerk confirmed the declaration of the result of the Parish Poll which had taken place on 24th May. She had no indication of the costs attached to the poll as yet.

There was a discussion by Members on the cost of Parish Polls and how easily they can be called by such a small number of people. It was proposed by Councillor Coleman to write a press release to advise people of the town the cost of the poll when known and the effect this can have on other work/projects. He also proposed that a letter be written to Tim Farron MP requesting Parliamentary reform to change the number of electors to a percentage of the electorate to reflect the size of larger Town Councils. This was seconded by Councillor Owen and carried unanimously.

RESOLVED

To write a press release highlighting the costs of a Parish Poll when known and the effect this can have on other work/projects and that a letter be written to Tim Farron MP requesting Parliamentary reform to change the number of electors to a percentage of the electorate to reflect the size of larger Town Councils.

078/18/19**APPOINTMENT TO COMMUNITY INFRASTRUCTURE LEVY GROUP**

The Town Clerk presented background information on the Community Infrastructure Levy (CIL) and that the CIL fund has reached £5,000. At this point the CIL Task and Finish group needs to meet quarterly. She was looking for two Councillors to meet with the Project Manager to decide the next course of action. There was some discussion by Members whether this was to be a single hatted Councillors. Councillors Blackman and Long both volunteered.

It was proposed by Councillor Tirvengadam to appoint Councillors Blackman and Long to the CIL Task and Finish group to discuss the CIL fund. This was seconded by Councillor Evans and carried unanimously.

RESOLVED

That Councillors Blackman and Long be appointed to the CIL Task and Finish group and will meet with the Project Manager to discuss the CIL fund.

079/18/19**APPOINTMENTS TO POSSIBLE NEW OUTSIDE BODIES - KENDAL MUSEUM, FLOODING WORKING GROUP AND KENDAL BUSINESS AGAINST CRIME**

The Town Clerk presented three new possible outside bodies requiring representation from the Town Council.

Kendal Museum

This was highlighted by Councillor C Hogg at Full Council. The Town Clerk advised that she does not feel it needs a representative at this stage as there is no meeting planned. It was agreed to leave for now although should they require a representative in the future Councillor Bramham would be happy to step in. There followed a discussion around the opening times of the Museum. The Town Clerk will make contact with the new Kendal College Principal.

Flooding Working Group

Councillors Blackman and Evans have been involved in this group and are happy to carry on being representatives.

Kendal Business Against Crime

This was highlighted by Councillor Vincent at Full Council. The Town Clerk advised that she currently sits on the Committee. Members felt it was not in the Town Council remit to cover businesses and the evening economy. Members suggested that the Town Clerk ask KBAC to supply minutes of their meetings for the next year and then they would review again. They also advised it may be worth asking for a BID representative.

The Town Clerk advised there are also vacancies on Cumbria Association of Local Councils and Integrated Care Community.

It was proposed by Councillor Tirvengadam to 1) not appoint a representative at this time to the Kendal Museum 2) appoint Councillors Blackman and Evans to the Flooding Working Group 3) not to appoint a representative to Kendal Business Against Crime. This was seconded by Councillor Owen and carried unanimously.

RESOLVED

That the Committee 1) not appoint a representative at this time to the Kendal Museum 2) appoint Councillors Blackman and Evans to the Flooding Working Group 3) not to appoint a representative to Kendal Business Against Crime.

080/18/19

FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING

Councillor Blackman updated Members on a meeting he had attended along with Councillor Evans. He reported that the Environment Agency are starting ground investigation work at 40 sites along the river corridor until December. Additional funding will be required on top of what national government has given them for enhancement of structures. They will also be looking for contributions from businesses. If the EA can secure more upstream storage then this would reduce the need for raised defences in the town. There was some discussion on anticipating climate change and volatile weather events. The EA would like a project that is capable of extending and modifying in the future. Some compulsory purchase orders may be necessary although this is an option they would rather not take.

Members discussed Gooseholme Bridge. CCC have appointed a designer and a site investigation is ongoing.

Councillor Evans added that they met with Stewart Mounsey, who will be Andy Brown's replacement at the EA. The EA had talked about having a presence in the town over summer, ideally in an empty shop. Unfortunately, they had been unable to secure anywhere so far. Angela Jones and Karen Johnson from CCC had offered the library.

081/18/19

ITEMS FOR THE NEWSLETTER

The Town Clerk advised that the latest newsletter had gone to print. Members discussed possible stories for future newsletters:

Timetable for Remembrance Sunday

Grant applications

Review of Unity Festival

Flood defence work?

Gooseholme Bridge?

082/18/19

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Owen and seconded by Councillor Evans 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]

083/18/19

Admin Assistant Recruitment

The Town Clerk advised Members that 13 applications had been received and interviews were taking place on 2nd July.

084/18/19

Town Treasurer Recruitment

The Town Clerk advised that the position had not been filled and in the interim they were using a temp from Adecco. There was some discussion by Members about splitting the role with the more routine work being done by an outside contractor. Councillor Coleman proposed that the Committee agree to use a temp in the interim but look at the possibility of splitting the role. This was seconded by Councillor Tirvengadam and carried unanimously.

RESOLVED

That the Committee agree to use a temp in the interim but look at the possibility of splitting the role.

085/18/19

KENDAL TOURIST INFORMATION CENTRE

The Town Clerk advised that the request for financial support towards a new Local and Visitor Information Hub taken at the last meeting had not progressed any further. Members discussed the money being held by KTC for the current Tourist Information Centre in Kendal. It was decided that the Town Clerk would approach SLDC for more information.

086/18/19

READMISSION OF PRESS AND PUBLIC

It was proposed by Councillor Owen to re-admit the press and public. This was seconded by Councillor Evans and carried unanimously.

RESOLVED

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

ANY OTHER BUSINESS

087/18/19

Councillor Long advised Members that she had been unaware of the Parish Poll until the day it happened. Councillor Coleman advised that Parish Polls are run differently and no one will receive a polling card.

088/18/19

The Town Clerk advised that following a review of data protection it was advised that all information should be stored in a central location. This information can currently only be accessed when in the office. The Council Secretary does a majority of her work from home and was finding the new arrangements difficult. To enable staff to access electronic files at home we require a new router. The current one is very old. The cost for the router and installation is £350. She asked the Committee for permission to go ahead and purchase the router.

She did advise that it would improve the connection speeds within the office.

It was proposed by Councillor Bramham to purchase of the router for £350. This was seconded by Councillor Tirvengadam and carried unanimously.

RESOLVED

That the Committee agree to the purchase of a new router at a cost of £350.

The meeting closed at 9.05pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
073	Northern Rail – Operation of the Lakes Line	RES	That the Town Clerk draft a letter to be sent to Northern Rail and copied to CCC with the reasons the Lakes Line is important to the town and urging a speedy resolution.
074	Review Terms of Reference	RES	That the Terms of Reference be accepted.
077	New Road Parish Poll Result	RES	To write a press release highlighting the costs of a Parish Poll when known and the effect this can have on other work/projects and that a letter be written to Tim Farron MP requesting Parliamentary reform to change the number of electors to a percentage of the electorate to reflect the size of larger Town Councils.
078	Appointment to Community Infrastructure Levy Group	RES	That Councillors Blackman and Long be appointed to the CIL Task and Finish group and will meet with the Project Manager to discuss the CIL fund.
079	Appointments to Possible New Outside Bodies	RES	That the Committee 1) not appoint a representative at this time to the Kendal Museum 2) appoint Councillors Blackman and Evans to the Flooding Working Group 3) not to appoint a representative to Kendal Business Against Crime.
084	Town Treasurer Recruitment	RES	That the Committee agree to use a temp in the interim but look at the possibility of splitting the role.
088	AOB – Router Upgrade	RES	That the Committee agree to the purchase of a new router at a cost of £350.

KENDAL TOWN COUNCIL

Planning Committee

Monday 4th June 2018 at 6.00 p.m.

in the SLDC Chairman's Room, the Town Hall, Kendal

- PRESENT** Councillors Graham Vincent (Chair), Alvin Finch and Douglas Rathbone
- Councillor S Evans was also in attendance in respect of item 7 on the Agenda (Land to the East of Whinfell Drive and Rydal Road, Sandylands, Kendal).
- APOLOGIES** None.
- OFFICERS** Nicky King (Council Secretary)
- 015/18/19 PUBLIC PARTICIPATION**
- None.
- 016/18/19 DECLARATIONS OF INTEREST**
- Councillor Rathbone:
- 83 Sedbergh Road, Kendal (SL/2018/0378) – the architect was known to him and currently working on his own property.
 - Strawberry Fields, Oxenholme, Kendal (SL/2018/0425) – resides in close proximity to the site.
 - Land off Oxenholme Road (SL/2018/0432) – resides in close proximity to numbers 10, 11 & 12 on the site. Previous dealings with the site re flooding issues.
- Councillor Finch:
- 28 Empsom Road, Kendal (SL/2018/0401) – the applicant was known to him.
 - 28 Whinlatter Drive, Kendal (SL/2018/0392) – the architect was known to him.
- Councillor Vincent:
- SLDC notification of paperless planning applications – member of SLDC cabinet.
 - K Village planning application consultation (AOB) – member of SLDC cabinet.
- 017/18/19 MINUTES OF MEETING HELD ON 14TH MAY 2018**
- Members considered the minutes of the Committee meeting held on 14th May 2018.
- Councillor Rathbone proposed that the minutes be accepted as a correct record. This was seconded by Councillor Finch and carried unanimously.

04.06.2018

RESOLVED That the minutes of the meeting held on 14th May 2018 be accepted as a correct record, and signed by the Chair.

018/18/19 MATTERS ARISING

None.

019/18/19 NALC – RELATIONSHIP BETWEEN BUILDING CONTROL AND DEVELOPMENT CONTROL

Members considered correspondence received from Chris Borg at NALC. It referred to the intention of Barrowden Parish Council to submit a proposal direct to Government asking for an end to the division of responsibility between Planning bodies and Building Control. They felt it should be a requirement that Building Control bodies ensure that development proceeds in general accordance with the approved plans and conditions. Supporting evidence was being sought from the local Council sector. The Committee had been invited to complete a survey if it wished to do so.

Councillor Vincent commented that he was not sure how the two bodies would merge and still operate their current functions.

Members noted the intention but felt they had insufficient knowledge of the operations of the two bodies to be in a position to complete the survey.

RESOLVED That Committee note the intention of Barrowden Parish Council to request Government end the division between Planning bodies and Building Control.

020/18/19 LAND TO THE EAST OF WHINFELL DRIVE AND RYDAL ROAD, SANDYLANDS, KENDAL (REF SL/2017/1124 & SL/2017/1129)

Additional information had been received from SLDC in respect of the above application relating to diversion of outfall pipe from the newt pond.

Councillor Evans presented the Committee with a summary of a report prepared by Curtins on behalf of the North East Kendal Flood Action Group. The report presented a Review of Planning Flood Risk and Drainage Documentation for the Russell Armer Cragg Close Development.

Serious concerns were raised in the report as to the effectiveness in solving flooding issues. Having heard some of the conclusions contained in the report, Committee were concerned that the application presumed it would solve adverse flooding issues.

It was agreed that Councillor Vincent would respond directly to SLDC Development Management by the deadline of 8th June, urging them to consider all evaluations of measures that seek to provide effective solutions to flooding issues. All Committee members to be copied into the response.

RESOLVED

That Councillor Vincent respond to SLDC by the deadline of 8th June, urging them to consider all evaluations of measures that seek to provide effective solutions to flooding issues (all Committee members to be copied into the response).

021/18/19**DEVELOPMENT PLANS – PUBLIC HEARINGS**

Members were advised that public hearings for two major planning documents are set to take place:

- Development Management Policies DPD for South Lakeland – 12th and 13th June.
- Arnside and Silverdale AONB Development Plan Document (DPD) hearings – 19th, 20th and 21st June.

Members noted the hearings and looked forward to a presentation by SLDC Development Control on Kendal issues.

022/18/19**SLDC NOTIFICATION OF PAPERLESS PLANNING APPLICATIONS**

Committee had been advised by the Town Clerk that SLDC had moved to paperless planning applications with immediate effect. Print copies would no longer be provided. SLDC Development Control Team Leader, David Cooper, had volunteered to attend all Town and Parish Council meetings to discuss these changes.

Members discussed the implications. Whilst they were not against the idea, they agreed that a presentation and assistance would be required on how to access information electronically. In the meantime paper applications would need to be provided by SLDC.

RESOLVED

That Committee require a presentation by SLDC and assistance on how to access information electronically.

023/18/19**ANY OTHER BUSINESS**

Members noted that there was to be a public consultation event at K Village in respect of proposals to convert part of the retail space into a 69 bed Travelodge Hotel. There would be an opportunity to preview the plans and speak with members of the team on Monday 11th June, 2-4pm, in the vacant Paver Shoe unit in K Village.

Members welcomed the proposals.

024/18/19**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 7.29pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0378	83 Sedbergh Road, Kendal Demolition of existing single storey flat roof extension, replacement two storey side extension with dormer window and single storey rear extension (revised scheme SL/2017/0835)	02.06.2018	Approve Provided appropriate materials are used as per application
2	FPA 0401	28 Empsom Road, Kendal Single storey side and rear extension	05.06.2018	Approve
3	FPA 0397	56 Shap Road, Kendal Single storey rear extension	05.06.2018	Approve Provided loss of privacy as a result of the choice of balcony is considered.
4	FPA 0392	28 Whinlatter Drive, Kendal First floor extension over garage and single storey rear extension	05.06.2018	Approve Provided not unneighbourly
5	FPA 0393	Ghyll Head House, Captain French Lane, Kendal Erection of partially attached garage to the S.E. side of dwelling and installation of timber mock sash windows	05.06.2018	Approve
6	FPA 0406	6 Market Place, Kendal Removal of external ATM and nightsafe and infilling of apertures with stonework cladding to match the existing elevation	06.06.2018	Approve
7	FPA 0312	81 Highgate, Kendal Change of use from sandwich bar (Use Class A1) to café (Use Class A3) and hot food takeaway (Use Class A5)	07.06.2018	Refuse Subject to further information addressing Environmental Protection Officer's report and concerns from neighbours in respect of odours, noise and late opening.
8	FPA 0391	R M Robinson, Mintsfeet Road South, Kendal Change of use from store room to motorcycle showroom	07.06.2018	Approve
9	FPA 0385	7 Hardknott Gardens, Kendal Single storey rear extension	12.06.2018	Approve Subject to successful resolution between all parties of the mitigating

				flood defences at Strawberry Fields
10	FPA 0425	Strawberry Fields, Oxenholme, Kendal Engineering proposals to provide swale and retaining wall to improve drainage	12.06.2018	Approve <ul style="list-style-type: none"> • Provided it will be a benefit to flood defence as a result of Dec 2017 floods • Provided all parties (EA, SLDC, CCC & LLFA) are agreeable it will be a suitable improvement
11	FPA 0432	Land off Oxenholme Road, Kendal Discharge of condition 9b (drainage) attached to planning permission SL/2015/0085	13.06.2018	Approve <ul style="list-style-type: none"> • Provided it will be a benefit to flood defence as a result of Dec 2017 floods • Provided all parties (EA, SLDC, CCC & LLFA) are agreeable it will be a suitable improvement • Regarding the permeable surface – given the nature of past problems, will this be an undue cost to CCC in long term?
12	FPA 0424	Land Off Oxenholme, Kendal Variation of conditions 2, 3b, 5a, 7a, 8a and 9a and 9b attached to planning permission SL/2015/0085 (Variation of conditions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 18 and 19 attached to planning permission SL/2012/0566 – Outline planning permission for 148 dwellings)	13.06.2018	Approve <ul style="list-style-type: none"> • Provided it will be a benefit to flood defence as a result of Dec 2017 floods • Provided all parties (EA, SLDC, CCC & LLFA) are agreeable it will be a suitable improvement • Regarding swale – provided all parties are agreeable
13	FPA 0430	3 Kent Park Avenue, Kendal Single storey rear extension	13.06.2018	Approve Provided not unneighbourly
14	LISTED 0169	1 Town View, Kendal Work to chimney stacks	13.06.2018	Approve

KENDAL TOWN COUNCIL

Planning Committee

Monday 18th June 2018 at 6.00 p.m.
in the Mayor's Parlour, the Town Hall, Kendal

PRESENT Councillors Douglas Rathbone (Chair), Alvin Finch (Vice Chair & Deputy Mayor), Dave Miles, Michele Miles, Jonathan Cornthwaite, Pat Gibson, Susanne Long and Graham Vincent

APOLOGIES None

OFFICERS Hazel Belshaw (Temporary Council Secretary) and Liz Richardson (Town Clerk) for item 062/18/19 (*paperless planning applications*)

060/18/19 PUBLIC PARTICIPATION
None

061/18/19 DECLARATIONS OF INTEREST
Councillor Rathbone declared an interest in the Land off Oxenholme Road (SL/2018/0432) as he resides in close proximity to numbers 10, 11 & 12 on the site and has had previous dealings with the site re flooding issues.

062/18/19 SLDC PAPERLESS PLANNING APPLICATIONS - PRESENTATION BY DAVID COOPER, DEVELOPMENT CONTROL TEAM LEADER
The Town Clerk advised Members that previously the Town Council had received paper copies of the planning applications to discuss at the Planning Committee meetings. SLDC have now moved over to a paperless system therefore she had asked David Cooper, Development Control Team Leader, SLDC to come along to the meeting to explain how the new system will work.

Mr Cooper explained that SLDC had been working for some time to move to a digital system due to the high cost of printing documents for statutory consultees. He was aware of other Parishes having problems with the new system and has agreed to provide training in the near future (to be organised). He advised that all individual applications with a link will be sent via email so a list of applications can be compiled ahead of meetings. He further advised that for large applications (generally over 1,000 sq mtrs or 10 dwellings) paper plans would be provided as SLDC can request that the developer provide these. He then gave a demonstration of how to view the applications online.

063/18/19 MINUTES OF MEETING HELD ON 4TH JUNE

Members considered the minutes of the Committee meeting held on 4th June.

Councillor Finch 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 held on 4th June be accepted as a correct record and signed by the Chair.

064/18/19

MATTERS ARISING

None

065/18/19

ANY OTHER BUSINESS

None

066/18/19

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 7.27pm.

Signed

Dated

No	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0460	86 Milnthorpe Road, Kendal Demolition of existing bungalow and garage/store and erection of replacement dwelling with separate annex and garage (revised scheme SL/2017/1029)	27.06.2018	Approve Subject to drainage approval from United Utilities
2	FPA 0462	7 Horncop Lane, Kendal Single storey rear extension with terrace/balcony over and alteration to vehicular access	27.06.2018	Refuse Inappropriate materials in a conservation area & potentially unneighbourly
3	FPA 0468	The Bristly Hogg, 69 Stricklandgate, Kendal Change of use of first floor to café (Use Class A3)	29.06.2018	Approve
4	LISTED BUILDING 0469	The Bristly Hogg, 69 Stricklandgate, Kendal Alterations to internal staircase and installation of new door to store adjacent to stairs on ground floor, removal of partition walls, installation of new door to w/c area, reconfigured w/c area (including additional w/c and wash basin), block up access to 2 nd internal stairway from both café area and kitchen, and installation of new fire door on route to kitchen and stores, installation of two brackets for hanging baskets to west elevation and installation of louvred vent in window to south elevation	29.06.2018	Approve
5	FPA 0432	Land off Oxenholme Road, Kendal Discharge of condition 9b (drainage) attached to planning permission SL/2015/0085 and discharge of condition 3 (drainage) attached to the phase 2 reserved matters consent for 69 dwellings SL/2016/0085	29.06.2018	Approve Subject to the calculations being evident that the surface water can be controlled. Consideration given to the neighbour responses.

6	FPA 0456	Former Kendal Rugby Union Football Club, Shap Road, Kendal Variation of conditions 2 (approved plans), 19 (hours of operation), 20 (hours of operation for petrol filling station), 22 (hours of delivery), 26 (hard and soft landscape) and approval of conditions 16 (external lighting), 17 (external lighting for petrol filling station), 18 (noise assessment), 23 (use of carpark) , 30 (acoustic fence) and 33 (electric vehicle charging points) attached to planning permission SL/2013/1120 (Erection of foodstore (Class a1), petrol filling station and associated parking and servicing facilities)	03.07.2018	Approve Subject to approval and validation from SLDC on the points raised
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KENDAL TOWN COUNCIL

Allotments Committee

**Monday 11th June 2018 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Alvin Finch (Chair), Dave Miles (Vice Chair), Giles Archibald, Michele Miles, Stephen Coleman and Carol Hardy
- Elizabeth Kelly – Site Rep, Castle Drive
Simon White – Allotment Holder at Town View
- APOLOGIES** None
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 044/18/19 PUBLIC PARTICIPATION**
- None.
- 045/18/19 WELCOME AND INTRODUCTIONS**
- The Chair welcomed those present. General introductions then took place, this being the first meeting of the newly formed Allotments Committee following recent KTC elections.
- 046/18/19 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 047/18/19 ORDER OF BUSINESS**
- The Chair proposed that item 7 on the agenda (Approval to Keep Bees at Sedbergh Road Allotment) be brought forward. This was agreed.
- 048/18/19 APPROVAL TO KEEP BEES AT SEDBERGH ROAD ALLOTMENT**
- Janine Holt advised that there had been a request from an allotment holder at Sedbergh Allotment to keep bees. The lady making the request was present for this part of the meeting.
- It was noted that there are already some bees on the allotment which were functioning without problem. The lady was seeking approval to keep a hive. The Kendal Bee Keepers group were supportive. Allotment holders had been spoken to informally and there were no objections. Janine Holt said she could see no reason to not support the request.
- Councillor Archibald was very supportive. He queried the situation with tenancy agreements. Janine Holt said there was currently no reference to bee keeping in tenancy agreements, however as she was receiving more and more requests this may be something to consider adding.

The lady making the request added that she would ensure sufficient screening was installed. Councillor Archibald asked how far bees forage from the hive. It was advised that this can be up to 2 miles.

Councillor Coleman was also supportive and asked whether there were any particular types of flowers preferred by bees. He suggested that an article be placed in the newsletter regarding the bees and particular flowers that are good for attracting them.

Councillor Coleman proposed that approval be granted. This was seconded by Councillor Archibald and carried unanimously.

It was agreed to consider any necessary alterations to the tenancy agreement at the next meeting.

RESOLVED

1. That approval be granted to keep bees at Sedbergh Road Allotment.
2. Committee to consider any necessary alterations to the tenancy agreement in respect of keeping bees at the next meeting.

049/18/19**MINUTES OF THE MEETING HELD ON 12TH MARCH 2018**

The Chairman presented the minutes of the meeting held on 12th March 2018, which had been approved by full Council on 9th April 2018.

RESOLVED

That the minutes of the meeting of the Committee held on 12th March 2018 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)**050/18/19****Verbal Abuse**

Councillor Archibald referred to the previous incidents of verbal abuse towards staff. It had been agreed that a clause would be added to tenancy agreements regarding abusive behaviour towards staff and requested an updated. Janine Holt was still awaiting suitable wording to add to the agreement. Councillor Archibald proposed that the Chair work with Officers in order to progress the matter. This was seconded by Councillor Finch and carried unanimously.

RESOLVED

That the Chair work with Officers in order to progress the addition of a clause in the tenancy agreement regarding abusive behaviour.

051/18/19**Dog Fouling (ref Minute 1032/17/18)**

Janine Holt had previously been tasked with contacting John Barwise regarding the dog fouling problem. She reported that she had received a positive response. Enforcement patrols were to be requested, particularly around Sandylands, Rinkfields and Castle Hags where dog fouling was particularly bad. Signage would also be installed.

052/18/19**PROJECT UPDATE**

Janine Holt presented the following information since the last meeting:

- 19 new tenants
- 23 vacant plots
- 13 people on Greenside waiting list
- 46 people on the complete waiting list (with more every day)

She reported an increase in requests for plots and observed that allotments appeared to be becoming more popular again. She noted that there was no kind of electronic allotments map on the website which was needed as a matter of urgency. It was suggested that the Garmin might be suitable for this project.

Janine Holt advised that generally herself and the Townscape Manager visit all sites every 6 weeks. A full day is taken to go around each allotment. She informed those present that anybody was welcome to go along if they wanted to look around.

Councillor Archibald referred to the need for additional sites. He pointed out that £70k had previously been allocated for this purpose and asked how this could be moved forward. The possibility of creating additional plots at Greenside was discussed. Janine Holt advised that this was difficult due to boundaries. Councillor Archibald pointed out that Committee had 2 options; (1) continue to look for new sites or (2) use the money allocated to improve existing sites. Janine Holt replied that the money could be spent on existing sites to improve them and create additional plots. Councillor Archibald requested Janine Holt and the Townscape Manager look into this further, particularly on the Greenside site.

Simon White commented that he had been shocked to learn there was a large sum of money ring fenced but not spent. He urged Committee to improve the current infrastructure before looking for new sites. Janine Holt asked whether he felt site reps should be consulted further. It was agreed to take the matter forward at the next site reps meeting.

Councillor Coleman commented that the £70k had previously been allocated with the aim of allocating new sites. It had proved difficult to find suitable sites and he made the point that it was not just a case of the money not being spent. Councillor Archibald added that the money had previously been ring fenced for a specific purpose and clarity would need to be sought as to what it could be used for. He said that many sites have degraded plots and require improving.

There was a general discussion regarding plots which were of concern. Certain plots on Sandylands were desperately in need of work. Councillor Coleman referred to a plot on Castle Hags, a third of which was unusable. The Townscape Manager said he was being more proactive in building up relationships with plot holders in order to keep an eye on things.

RESOLVED

1. That Janine Holt and the Townscape Manager consider improvement works that could be made to existing sites in order to create additional plots.
2. That clarity be sought as to what the £70k previously ring fenced for new sites could be spent on.
3. That consideration be given to creating an electronic map of allotment sites for the website.

053/18/19**TERMS OF REFERENCE**

The Assistant to the Town Clerk presented the meeting with the review of Terms of Reference.

Councillor Coleman suggested that greater clarity was needed regarding the right to vote on matters. Only Committee Members had the right to vote, not site reps. He said it can lead to an embarrassing situation if not made clear. Councillor Archibald queried whether co-opted members could vote. It was Councillor Coleman's understanding that they could not. Janine Holt said she would seek clarity from the Town Clerk and re-draft the Terms of Reference accordingly for consideration at the next meeting.

RESOLVED

That Janine Holt seek clarity from the Town Clerk in respect of the right to vote at Committee meetings. Terms of Reference to be re-drafted accordingly for consideration at the next meeting.

054/18/19**APPROVAL FOR HEDGE LAYING AT TOWN VIEW ALLOTMENTS**

The Townscape Manager presented photographs showing the extent of growth of hedging at Town View Allotments. He explained that the hedge had been trimmed annually for some time. When this happens the result is the hedge gets taller and taller with thick foliage at the top and a big gap at the bottom, but it doesn't thicken out. He said the hedge needed re-laying properly now and then managing correctly to ensure good growth for years to come. He requested funding of approximately £900 to carry out the necessary work. It was noted that funds were available in the Maintenance budget.

Councillor Coleman proposed approval to carry out the work. This was seconded by Councillor Archibald and carried unanimously.

Janine Holt stressed that allotment holders needed to be informed of the intended work. It was agreed that she would draft a letter once a date for the work was known. Laminated notices also to be put up on site.

The Townscape Manager added that a correctly maintained hedge would help to slow down rabbits. Timescale for the work was likely to be 7-10 days and would probably take place in November. Once done, the hedge would not need re-laying for approximately 10-15 years.

RESOLVED

That Committee approve work to re-lay the hedge at Town View Allotments at a cost of approximately £900. Janine Holt to write to allotments holders informing them of the intended work once a date was known and place laminated notices on site.

055/18/19**ABNORMAL WATER CONSUMPTION UPDATE**

Janine Holt provided Members with background information regarding the abnormal water consumption problem. Huge volumes of water had been taken from Castle Drive, Greenside and Shaw's Brow sites over the last 3 seasons. The water company, Water Plus, had been consulted who advised there were no leaks. The amount of water taken could not physically be used by allotment holders. The Townscape Manager was regularly visiting the sites to take meter readings.

Signs were to be placed on each allotment informing holders of the problem and requesting any suspicious activity be reported. The option of installing push taps was being considered, but allotment holders would not be in favour of this course of action. The problem had been reported to the police.

Councillor Archibald asked whether Water Plus had any means of alerting electronically when a significant amount of water was taken. It was agreed that enquiries be made. He suggested that the problem be highlighted in the newsletter.

The Townscape Manager said he had met with Water Plus who advised that the usage was not related to normal allotment activity. He had been informed that the meters were very sensitive and would pick up any leakage.

Simon White commented that it should not be a difficult task to fit an electronic device which would alert if, for example, water was running for more than one hour. He said he was happy to make enquiries.

Janine Holt said the infrastructure around the meters is quite old and upgrading them might be a way forward.

The Townscape Manager recommended that water consumption rates be published for each site. He suggested that a noticeboard be placed on every site. The water consumption rates could be posted on the noticeboard, along with a map of the allotments and other relevant information. Janine Holt commented that this idea had been put forward previously but funding had not been granted. It was agreed that Janine Holt would obtain costings for noticeboards for consideration at the next meeting.

RESOLVED

1. That enquiries be made with Water Plus as to the possibility of them alerting electronically when a significant amount of water was taken.
2. Simon White to research suitable electronic devices.
3. That the problem be highlighted in the newsletter.
4. That Janine Holt provide obtain costings for noticeboards for consideration at the next meeting.

056/18/19**ITEMS FOR THE NEWSLETTER**

The following items were put forward:

- Bee keeping.
- Water consumption rates.
- List of available plots.

Councillor Archibald asked about annual meetings. Janine Holt advised that these had fallen by the wayside. It was agreed that there needed to be more engagement with allotment holders before considering an annual event. It was not considered appropriate at the current time.

Councillor Archibald asked whether plot holders should be informed about the new tenancy agreement. Janine Holt replied that the November issue would be the correct time to do this.

Councillor Archibald referred to climate change and the use of manure and fertilisers. It was agreed that this could be an article in a future newsletter.

Simon White informed Members of a promotion by CCC to support the use of compost bins. Bins were available at substantially lower cost. It was agreed that he would forward details to Janine Holt.

Councillor Coleman talked about social media and the role it could play amongst allotment holders. Janine Holt said this was being looked at and would be coming on board in the near future.

The issue of surplus food from allotments and ways to distribute it was suggested as a possible newsletter item. Janine Holt said that hopefully the drop in sessions would help. Holders could possibly bring in boxes of food for distribution to Manna House etc. The difficulty of dealing with fresh produce was discussed.

RESOLVED

That Simon White forward details of CCC's compost bin promotion to Janine Holt.

057/18/19**REVIEW OF SPEND AGAINST BUDGET 2018/19**

Janine Holt presented the Budgetary Control Statement for expenditure to 31st May 2018.

Councillor Coleman commented that the Statement shows monies committed but it was not clear what amount was available to spend. Janine Holt said she would seek clarity from the Treasurer on the way the statement is presented.

RESOLVED

Janine Holt to seek clarity from the Treasurer in respect of how the Budgetary Control Statement is presented.

058/18/19

ANY OTHER BUSINESS

There was a general discussion regarding site reps and the need to engage on a higher level.

Councillor Archibald asked what the situation was regarding the opportunity to co-opt members. Janine Holt replied that it had previously been agreed 3 site reps would attend Committee meetings on a rotational basis. Simon White commented that greater communication and engagement was essential and suggested that all site reps be invited to meetings. It was felt that this could interrupt the flow of the meeting and such business would be better conducted at the site reps meetings. Councillor Coleman suggested that there be a standing item on the agenda for updates from site reps.

059/18/19

DATE OF NEXT MEETING

Monday 24th September 2018 at 7pm.

The meeting closed at 8.12pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
048	Approval to Keep Bees at Sedbergh Road Allotment	RES	<ol style="list-style-type: none"> 1. That approval be granted to keep bees at Sedbergh Road Allotment. 2. Committee to consider any necessary alterations to the tenancy agreement in respect of keeping bees at the next meeting.
050	Verbal Abuse	RES	That the Chair work with Officers in order to progress the addition of a clause in the tenancy agreement regarding abusive behaviour.
052	Project Update	RES	<ol style="list-style-type: none"> 1. That Janine Holt and the Townscape Manager consider improvement works that could be made to existing sites in order to create additional plots. 2. That clarity be sought as to what the £70k previously ring fenced for new sites could be spent on. 3. That consideration be given to creating an electronic map of allotment sites for the website.
053	Terms of Reference	RES	That Janine Holt seek clarity from the Town Clerk in respect of the right to vote at Committee meetings. Terms of Reference to be re-drafted accordingly for consideration at the next meeting.
054	Approval for Hedge Laying at Town View Allotments	RES	That Committee approve work to re-lay the hedge at Town View Allotments at a cost of approximately £900. Janine Holt to write to allotments holders informing them of the intended work once a date was known and place laminated notices on site.
055	Abnormal Water Consumption Update	RES	<ol style="list-style-type: none"> 1. That enquiries be made with Water Plus as to the possibility of them alerting electronically when a significant amount of water was taken. 2. Simon White to research suitable electronic devices. 3. That the problem be highlighted in the newsletter. 4. That Janine Holt provide obtain costings for noticeboards for consideration at the next meeting.
056	Items for the Newsletter	RES	That Simon White forward details of CCC's compost bin promotion to Janine Holt.

057	Review of Spend Against Budget	RES	Janine Holt to seek clarity from the Treasurer in respect of how the Budgetary Control Statement is presented.
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KENDAL TOWN COUNCIL REPORT

To: Full Council	2 nd July 2018
From: Cllr Sutton	Agenda Item No. 9

CALC Meeting held in SLDC Chamber, Kendal Town Hall **Thursday 14th June 2018**

The first part of the meeting consisted of presentations by South Lakeland District Council. Members of CALC were greeted by Giles Archibald, leader of SLDC. There followed four short presentations.

The first was an update on community-led housing by T Whitaker, Housing Strategy and Delivery Manager. The objective was to deliver at least 100 community led homes by 2022. Some good examples included Skelwith and Langdale Community Landscape Trust which has provided 4 houses to rent. Helsington now have the financial viability to develop 10 affordable homes, with the possibility of widening the CLT area. Gatesfield Housing Trust, Windermere have 3 affordable homes on site. Levens Parish Council have permission for 6 sites owned by the Council, with surplus to build a new village hall. Coniston Housing Group have 4 new affordable housing schemes completed since 2010 - amounting to 29 new affordable homes. More are in the pipeline.

The second report was on community resilience and safety, given by D.Sykes, Director of People and Places, and S Blyth, Principal Partnerships and Communities Officer. This dealt with overcoming disruptive events by harnessing local resources, and providing expertise to help communities in an emergency. The aim was to develop low-risk neighbourhood support while using the vital knowledge provided by local communities. S.L.D.C. is currently working with 33 groups on this project across South Lakeland. Community resilience groups can be helped with networking advice on insurance and funding opportunities and helped to communicate local issues to responding agencies.

Improving Public Health was presented by S.Hall, Principal Environmental Protection Officer and D.Sykes. The main theme here was building stronger relationships with partners, i.e. the N.H.S., Cumbria Health Alliance, Health and Wellbeing Group etc. encouraging healthy lifestyles. Also mentioned was working to improve mental health issues in the area through improved childhood experiences, tackling poverty, developing better social possibilities.

The final section was about working with Lancaster and Barrow Councils. This was all part of making the area a viable, prosperous and pleasant area in which to live, working together to develop economic resources, a sustainable society that is also inclusive.

S.L.D.C. stressed that it wanted to be very co-operative, open to discussion and very prepared to offer advice and help

After the S.L.D.C. presentations, the CALC Association meeting continued. It was felt that the Environment Agency's response that only certain gullies could be cleaned in an area, those with a higher need, required some clarification, and this will be followed up.

Ambleside Parish Council had received a grant from C.C.C., enabling the upper floor of the library to be let thus saving the library from closure.

Mention was made of the forthcoming flood infrastructure in Kendal.

Two new rangers have been appointed to the National Parks South-west Distinctive Area.

The Holme Community-led Plan was an excellent example of a comprehensive local plan, covering all aspects of the community from housing, employment, shops etc. The National Park Local Plan (to be published on the 29th.June) was mentioned as CALC members could make submissions and thereby have some influence.

There was much else in this long and interesting meeting, The next meeting in September will return to the more usual cosy confines of the Gilpin Bridge Inn.

KENDAL TOWN COUNCIL REPORT

To: Full Council	2 nd July 2018
From: Cllr Sutton	Agenda Item No. 9

Meeting of the Kendal Brewery Arts Centre Trust - Thursday 17th May 2018

A new job description is being finalised for the post of full-time Programmer role (for contemporary dance, comedy, theatre and music).

The new catering arrangement, outsourced to Ampersand, was discussed. Sales had been down on budget, largely due to the bar being closed for 5 weeks of renovation. Ampersand's target is to break even by the end of 2018 and to achieve a better general profile. They will work to reduce staffing costs in the next few months.

The 2018/19 year at the Brewery has started positively with the cinema performing well in April. The Brewery is currently working on the outline bid to the Heritage Lottery Fund for £275K. The focus of the application will be the BACs garden which appears on medieval town plans and is therefore of historic interest.

It was mentioned that the Prime Minister has recently announced another fund to support creative projects in the Northern Powerhouse. This could be used to fund projects using theatre to improve child literacy or art workshops for disabled people or the elderly. The Brewery is waiting for more information about this.

It is hoped to include two young people on the KBACTL Board. Later this year the Board may have a new Chair and Vice-chair as two members will be standing down in September.

The Brewery Arts Centre is seeking to develop a "creative dialogue" with the Plough Arts Centre (Great Torrington, Devon) which is similar in size to the Brewery and which has an extensive summer programme of outdoor work across multiple venues, which include National Trust and Royal Horticultural Society properties as well as independent stately homes. Outdoor work could expand the Brewery's portfolio and provide an additional income stream. Outdoor sites sometimes appeal to audiences because they can be performed in places normally closed to the public.

The BAC website is now improved and is mobile friendly.

KENDAL TOWN COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2018 - 2019

ORGANISATION	NO. OF REPS	REPRESENTATIVE(S)	REPORTS TO
Air Quality Working Group (SLDC)	1	Cllr G Archibald	Environment & Highways
BID Board	1	Cllr R. Crawford	Management & Council
Brewery Arts Centre	1	Cllr R Sutton	Council
Cumbria Association of Local Councils	2	Cllr R Sutton Vacancy	Council
Emergency Plan (Kendal Community Emergency Plan Group)	1	Cllr J. Cornthwaite	Management & Council
Flood Working Group	2	Cllr S Evans and Cllr A Blackman	Management
Integrated Care Community/Healthy Towns Status (CCC)	1	Cllr P Gibson	Council
Lakes Line User Group	1	Cllr S Coleman	Council
Kendal Bus User Group	1	Cllr P Bramham	Council
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council
Kendal Futures Board	1	Cllr S. Long	Management & Council
Kendal Lads and Girls Club	1	Cllr M. Miles	Council
Kendal Mountain Festival	1	Cllr R Sutton	Christmas Lights & Festivals
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council
Lancaster Canal (Northern Reaches)	2	Cllr D. Rathbone Vacancy	Council
LDNPA Lakes Alive Steering Group	1	Cllr J. Dunlop	Christmas Lights & Festivals
One Voice	1	Cllr P Bramham	Council
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllrs J Dunlop & A. Blackman	Mayoralty & Arts
South Lakeland Action on Climate Change & Transition South Lakes	2	Cllr J. Owen Cllr E. Hennessy	Environment & Highways
South Lakes Equality & Diversity Partnership	1	Cllr G Tirvengardum	Council

KENDAL TOWN COUNCIL

May 2018 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
10/05/2018	OL 12553	J Holt - Homebase, vouchers, KiB	80.00	-	80.00
10/05/2018	OL 12554	S Unsworth - M&S, wine for Mayor Making	180.00	36.00	216.00
10/05/2018	OL 12555	A2i - Transcription, Newsletter	30.12	-	30.12
10/05/2018	OL 12556	Adecco - Agency staff	409.25	81.85	491.10
10/05/2018	OL 12557	Adecco - Agency staff	392.88	78.58	471.46
10/05/2018	OL 12558	Anna Bailey - Visit Kendal Website support	450.00	-	450.00
10/05/2018	OL 12559	J T Atkinson - Damp proof membrane	195.00	39.00	234.00
10/05/2018	OL 12560	J T Atkinson - Damp proof membrane	156.00	31.20	187.20
10/05/2018	OL 12561	J T Atkinson - Limestone aggregate	38.25	7.65	45.90
10/05/2018	OL 12562	J T Atkinson - Plumbing supplies	8.32	1.66	9.98
10/05/2018	OL 12563	Cumbria in Bloom - Competition entry fee	80.00	-	80.00
10/05/2018	OL 12563	C T Hayton - Protective gloves	14.00	2.80	16.80
10/05/2018	OL 12564	Lound Road garage - Fuel for Council van	54.13	10.82	64.95
10/05/2018	OL 12565	The MOT Centre - Van maintenance	43.64	8.73	52.37
10/05/2018	OL 12566	Rialtas Business Solutions - Allotments software support	119.00	23.80	142.80
17/05/2018	OL 12568	Adecco - Agency staff	401.07	80.21	481.28
17/05/2018	OL 12569	M J Booker - Expenses, Walking Festival website	99.28	-	99.28
17/05/2018	OL 12570	J T Atkinson - Gravel for planters	18.24	3.65	21.89
17/05/2018	OL 12571	J T Atkinson - Limestone aggregate	22.00	4.40	26.40
17/05/2018	OL 12572	B&J Metals - Tipping charges	75.00	15.00	90.00
17/05/2018	OL 12573	Easy Invoice Finance - Employment Pages, job advert	237.60	47.52	285.12
17/05/2018	OL 12574	E-on - Electricity, Council garage	89.12	4.46	93.58
17/05/2018	OL 12575	Grandstand Hire Service - Deposit, Torchlight Reception	510.00	102.00	612.00
17/05/2018	OL 12576	Kendal Office Equipment - Stationery	22.50	4.50	27.00
17/05/2018	OL 12577	SLDC - Litter bin emptying	1,328.60	265.72	1,594.32
17/05/2018	OL 12578	S Unsworth - M&S, wine for Mayor Making	181.25	36.25	217.50
18/05/2018	OL 12551	Cumbria CC - Superannuation, April 2018	1,817.69	-	1,817.69
18/05/2018	OL 12552	HMRC - Tax & NI, April 2018	1,851.85	-	1,851.85
18/05/2018	OL 12567	Clr G Tirvengadam - Mayoral Allowance 2018/19	5,000.00	-	5,000.00
18/05/2018	OL 12579	Net Pay - May 2018	8,130.24	-	8,130.24
21/05/2018	OL 12584	J Holt - Mileage, May 2018	8.55	-	8.55
21/05/2018	OL 12585	Tech4 - Printing & photocopying charges	46.41	9.28	55.69
21/05/2018	OL 12586	Adecco - Agency staff	409.25	81.85	491.10
21/05/2018	OL 12587	John Jones Training - Pesticides course, Townscape Manager	350.00	-	350.00
21/05/2018	OL 12588	P Labat - Trespass, replacement for damaged shorts	24.99	5.00	29.99
21/05/2018	OL 12589	Razor Sharp - Planting trees	1,247.60	249.52	1,497.12
29/05/2018	OL 12580	SLDC - Lease rental, Castle Haggs Allotments	840.00	-	840.00
29/05/2018	OL 12580A	SLDC - Printing Annual Report	102.00	20.40	122.40
29/05/2018	SL 12581	SLDC - Hire of banner slot, Christmas Lights	145.83	29.17	175.00
31/05/2018	OL 12590	Riverbank Catering - Mayor Making, catering	1,828.75	365.75	2,194.50
31/05/2018	OL 12591	Flowers by Arrangement - Mayor Making	150.00	-	150.00
31/05/2018	OL 12591A	R Mathews - Mayor Making, civic duties	45.00	-	45.00
31/05/2018	OL 12591B	C Mason - Mayor Making, civic duties	35.00	-	35.00
31/05/2018	OL 12591C	A Sinker - Mayor Making, civic duties	35.00	-	35.00
31/05/2018	OL 12591D	C Sinker - Mayor Making, civic duties	35.00	-	35.00
31/05/2018	OL 12591E	K Purves - Mayor Making, server	30.00	-	30.00
31/05/2018	OL 12951F	B Leddy - Mayor Making, server	30.00	-	30.00
31/05/2018	OL 12591G	I Purves - Mayor Making, photography	50.00	-	50.00
31/05/2018	OL 12592	Adecco - Agency staff	360.14	72.03	432.17
31/05/2018	OL 12593	Adecco - Agency staff	462.45	92.49	554.94
31/05/2018	OL 12594	R F Miller - Internal Audit fee 2017/18	680.00	136.00	816.00
31/05/2018	OL 12595	SLDC - Part costs, CCTV camera & panic alarm	340.00	68.00	408.00
31/05/2018	OL 12596	SLDC - Piano tuning, Mayor Making	45.83	9.17	55.00
31/05/2018	OL 12597	SLDC - Seating plans, Mayor Making	48.20	9.64	57.84
31/05/2018	OL 12598	Water Plus - Water charges, Wattsfield Allotments	23.99	-	23.99
31/05/2018	OL 12599	Water Plus - Water charges, Castle Haggs Allotments	22.01	-	22.01
31/05/2018	OL 12600	Water Plus - Water charges, Castle Drive Allotments	10.63	-	10.63
31/05/2018	OL 12601	Water Plus - Water charges, Windermere Road Allotments	146.33	-	146.33
31/05/2018	OL 12602	Water Plus - Water charges, Greenside Allotments	17.65	-	17.65
04/05/2018	DD/STO	Trespass via Barclaycard - Townscape Manager's uniform	25.03	5.01	30.04
04/05/2018	DD/STO	Amazon via Barclaycard - Canon scanner	56.17	11.23	67.40

Date	Ref	Details	Net £	VAT £	Total £
04/05/2018	DD/STO	Amazon via Barclaycard - Garmin handheld GPS	184.08	36.82	220.90
04/05/2018	DD/STO	Post Office via Barclaycard - Stamps	290.00	-	290.00
04/05/2018	DD/STO	PEL via Barclaycard - Preservation supplies	75.50	15.10	90.60
04/05/2018	DD/STO	DVLA via Barclaycard - Road fund licence, Council van	242.50	-	242.50
05/05/2018	DD/STO	TalkTalk Business - Broadband	13.91	2.78	16.69
08/05/2018	DD/STO	Barclays Bank - Commission charges (net)	5.60	-	5.60
15/05/2018	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
15/05/2018	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
17/05/2018	DD/STO	Moorepay - Insurance premium	27.75	-	27.75
17/05/2018	DD/STO	Moorepay - Insurance premium adjustment	4.84	-	4.84
17/05/2018	DD/STO	Moorepay - HR & Health & Safety advice	38.25	7.65	45.90
20/05/2018	DD/STO	Busy Bees - Childcare Voucher	10.00	-	10.00
20/05/2018	DD/STO	Busy Bees - Charges for Childcare Vouchers	0.35	0.07	0.42
31/05/2018	DD/STO	EE - Townscape Manager's phone rental	15.29	3.06	18.35
Total			30,601.91	2,117.22	32,719.13