

KENDAL TOWN COUNCIL

Council Meeting: 4th March 2019

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, 4th March 2019**, 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 FEBRUARY 2019 & MATTERS ARISING

To approve the minutes of the meeting held on 4th February 2019 (see attached)

4. PRESENTATION OF THE WAINWRIGHT AWARD FOR 2018 TO KENDAL PEOPLE'S CAFÉ

5. PRESENTATION ON THE BREWERY DIGITAL PROJECT BY MIKE JONES (INTERIM CEO) AND RICHARD FOSTER (PROJECT MANAGER), BREWERY ARTS CENTRE

6. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS *(see attached)*

7. CALL FOR NOMINATIONS OF MAYOR AND DEPUTY MAYOR OF KENDAL FOR 2019/20

8. UPDATE ON KTC ANNUAL REPORT 2018/19 AND THE ANNUAL TOWN ASSEMBLY APRIL 2019

9. MANAGEMENT COMMITTEE

To approve the minutes of the meeting held on 18th February 2019 (see attached)

10. **CHRISTMAS LIGHTS & FESTIVALS COMMITTEE**
To approve the minutes of the meeting held on 15th January 2019 (see attached)
11. **AUDIT, GRANTS & CHARITIES COMMITTEE**
To approve the minutes of the meeting held on 28th January 2019 (see attached)
 - 11.1 **Budgetary Control Statement – 9 Months Ended 31.12.2018**
(Minute 823/18/19)
That Council approve the payment of grants to South Lakes Citizens Advice of £5k and The Quaker Tapestry at Kendal of £2k from budget remaining in the current financial year.
 - 11.2 **General Grants** (Minute 824/18/19)
That grant applications from Right2Work and South Lakeland Equality & Diversity Partnership (SLEDP) be rejected.
 - 11.3 **Schools of Science and Art Charity** (Minute 827/18/19)
That approval be granted to release funding of £1,000 to the Brewery Arts Centre for the Emotional Warrior project.
12. **KENDAL IN BLOOM COMMITTEE**
To approve the minutes of the meeting held on 4th February 2019 (see attached)
13. **PLANNING COMMITTEE**
To receive the minutes of the meetings held on 4th February & 18th February 2019 (see attached)
14. **FINANCIAL MATTERS**
 - (a) **Bank Payments Schedules: January 2019** (see attached)
 - (b) **Invoices over £3,000**



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 February 2019 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 Archibald, S
Coleman, S Evans, A Finch (Deputy Mayor), M Severn, A Blackman, R
Hogg, R Sutton, J Owen, D Rathbone, J Cornthwaite, J Dunlop, A
Edwards, E Hennessy, H Ladhams, D Miles, M Miles and C Rowley

APOLOGIES Councillors C Hardy, C Hogg, P Gibson and S Long. Apologies from the
Town Treasurer, J Lomax, had also been given.

OFFICERS L Richardson (Town Clerk) and N King (Council Secretary)

The Mayor opened the meeting with a minute silence in memory of Cecil
McComb who had recently passed away. Cecil was the Poppy Appeal
Lead from the Royal British Legion.

852/18/19 PUBLIC PARTICIPATION

None.

853/18/19 DECLARATIONS OF INTEREST

Councillor Edwards declared an interest in item 4 on the Agenda as he is
a member of the Sandylands Residents Association. Councillors Rowley,
M Miles and D Miles declared an interest in the same item, having
involvement with the Kendal People's Café.

854/18/19 MINUTES OF COUNCIL MEETING HELD ON 7TH JANUARY 2019

Members considered the minutes of the meeting of full Council held on
7th January 2019.

Councillor Evans proposed that the minutes be approved as a correct
record and signed by the Chair. This was seconded by Councillor
Rowley and carried unanimously.

RESOLVED that the minutes of the Council meeting held on 7th January 2019 be
approved as a correct record and signed by the Chairman.

**855/18/19 PRESENTATION BY THE PEOPLE'S CAFÉ AND THE SANDYLANDS
RESIDENTS ASSOCIATION ON THEIR REDUCTION OF FOOD
WASTE SCHEMES – COUNCILLOR EDWARDS**

Councillor Adam Edwards introduced Gillian Cowburn (volunteer) and
Helen Pateman (Founder) from the Kendal People's Café and Leone
Edwards from Sandylands Residents Association and welcomed them to
the meeting.

Gillian Cowburn explained that the Kendal People's Café served its first
customers in March 2017. Since then it has prepared more than 5000
meals using food which would otherwise have been thrown away, turning

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waste into wellbeing. It won the Cumbria Life magazine 'best food initiative' award in 2018. The Café is based at South Lakes Foyer and caters for customers who cannot afford to pay, but also for many people who can afford to pay and it is their contributions which help fund the rent for the Foyer facilities. The People's Café (now operating under the auspices of South Lakeland Action on Climate Change) collects food on a weekly basis from Booths, Parsons and Tesco. Food donations are also accepted from smaller businesses such as Hazelmere Bakery in Grange and Watson and Woollard butchers and from cafes and food businesses such as Red Door, Harry's Pantry and Comida.

An event during the 2018 school holidays organised in conjunction with Kendal Parish Church acted as a catalyst for food collections from Morrisons which have since continued. Every Wednesday in August the café provided lunches for children on free school meals, and their families. Morrisons provided fruit and veg donations which was past its sell by date. At the same time Booths increased its donations.

Since inception the Café has collected and shared food with the Sandylands Residents Association. Following the success of the increased amount of rescued food available last August, both Booths and Morrisons agreed to extra collections which are now shared directly with Kendal People's Café hubs at Sandylands and Kirkbarrow. Food is also shared with Manna House and with Kendal hostels. The Café also works with Simply Repair South Lakes, providing food for its repair cafes. There is also a burgeoning partnership with Growing Well at Low Sizergh, sharing food and expertise.

The Café is in talks to open a 'share-house' which would have fridges and freezers stocked with food which would otherwise be thrown away. This facility would be manned by volunteers.

At the request of the local NHS community nursing team, the Café is about to trial a mealshare scheme with senior citizens. If successful food will be prepared on a Saturday specifically for vulnerable elderly and delivered by volunteers.

Other initiatives include a 'meal makers' scheme, whereby individual volunteers make an extra portion on a regular basis to share with an older person in need, and a project which would share the culinary skills of the Café's cooks with young people and families, educating them that home cooked food is both cheaper and healthier than processed food.

Gillian Cowburn said the Café would not exist without the support of the army of volunteers. There are volunteers who collect food and those who enjoy cooking and serving it as well as those that look after the social media side of the Café, a vital tool in helping to spread the word. In addition, volunteer bakers donate sweet treats for the Saturday's café. Ranks have been swelled recently by local young people working towards Duke of Edinburgh awards.

Gillian Cowburn closed the presentation by noting that the Café is helping people not to waste and trying to contribute to the wellbeing of the community. She added that any help KTC can give in that direction would be greatly appreciated.

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The Mayor said he had only praise for the fantastic work being done by the Kendal People's Café. Councillors Archibald and Bramham echoed this sentiment. Councillor Archibald commented that Council were concerned by rising levels of poverty and climate change issues and also thanked those Members involved with the Café for their help.

Councillor Vincent asked whether the Café had a working relationship with the food bank in Kendal. It was noted that this is something to be worked on in the future. There is a lot more work that could be done in conjunction with the food bank but time constraints make this difficult. Councillor Edwards advised that he had contacted the food bank. The big difference is that the Café's food is perishable, whereas the food bank's is not.

Councillor Brook asked what KTC could do to help. He suggested adding a link to the Kendal People's Café on the KTC website. Gillian Cowburn replied that raising awareness and spreading the word were vital and this was an area KTC could assist with.

Councillor Evans praised the work carried out by the Café and requested that the presentation be circulated to Members in full. She commented that she had not been personally aware of the full scale of the initiative. It was noted that the next Repair Café would be at 4.30pm on Thursday 7th February at Sandylands.

Councillor Vincent asked whether the Café could provide information to KTC regarding what percentage of customers who are working, against those unemployed. Gillian Cowburn commented that at inception there was a feeling such a project was not needed in Kendal, however there had proved to be very much a need. She mentioned that anybody can come into the Café, whereas people have to be referred to the food bank. She said Councillors were welcome to pop along on a Saturday to get an idea of the scale of the facility and the customers etc.

The Mayor thanked Gillian, Helen and Leone for the presentation and said the Kendal People's Café had the full support of KTC. He mentioned a forthcoming article in the KTC newsletter relating to climate change and suggested the work of the Café be included in that article.

856/18/19**MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor presented his engagements that had been previously circulated.

He reminded Members that the Mayor's Charity Dinner would be held on 27th February and made a request for raffle prizes.

857/18/19**DRAFT RESPONSE TO CONSULTATION ON RELOCATION OF KENDAL'S POST OFFICE TO WHSMITHS**

The Town Clerk presented a draft response to the letter received from Post Office Limited dated 15th January 2019 regarding the proposal to move Kendal Post Office to WHSmith. Members were advised that the local public consultation runs until 27th February 2019 and there was to be a customer forum at Kendal Town Hall on Tuesday 12th February 2019.

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Councillor Vincent noted that the matter had been discussed by the Management Committee at their last meeting and asked whether there had been a presentation of the scheme or further plans made available. The Town Clerk replied that the only information received was that which was included in the papers for Council.

Councillor Rowley queried the rationale for the move. Councillor Cook said he understood the proposal was part of a national scheme by Post Office Limited to downgrade certain post offices and move them into WHSmiths stores. A similar move had been done in Carlisle and Lancaster, and Kendal was a part of that scheme.

Lack of space and accessibility was highlighted as being the main emphasis by Councillor Severn. He was unclear whether the current cash machine at WHSmith might be lost which he said was of concern. He also queried whether there would be any impact on staff and was opposed to any permanent reduction in staffing and service for Kendal's main post office. He commented that it was not acceptable to push a crown service to the back of a small WHSmith store.

Councillor Evans referred to the customer forum to take place on 12th February and said if enough people attended it might make Post Office Limited pause for thought.

Councillor Cornthwaite referred to a suggestion to move the WHSmiths store into the current Post Office building where there would be more room to accommodate both.

Councillor Dunlop expressed her concern about the proposals and raised two questions (1) how did WHSmiths become the selected retail partner for the scheme and (2) what would happen should WHSmiths cease to exist?

Councillor Edwards had concerns that the fantastic service at Sandylands Post Office was not sustainable. If this was lost in the future more pressure would be put on the already over-pressured town centre Post Office. He opposed the proposal in the strongest terms.

It was proposed by Councillor Severn that the draft response letter be amended as per the discussion and submitted to the Post Office Limited. This was seconded by Councillor Coleman and carried with 1 abstention.

RESOLVED

That the Town Clerk amend the draft response letter as per the discussion and submit this to Post Office Limited.

858/18/19**MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 21st January 2019 were presented by Councillor Cook who proposed that they be approved as a correct record. This was seconded by Councillor Sutton and carried unanimously.

Councillor Hennessy referred to minute 816/18/19 and the report on the KTC Facebook page. He noted discussion regarding the potential need for some staff and Councillors to receive training. He said it had been

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mentioned before that Councillors should not be involved in the setting up and running of such a page. The Town Clerk advised that the Councillors she had in mind for training were the Mayor and Deputy Mayor. The training budget had already been overspent and the project would be reconsidered in the new financial year.

The presentation on re-modelling and reconfiguration of South Lakeland House and refurbishment of the Town Hall (Minute 812/18/19) was highlighted by Councillor Rowley. He asked whether there would be a possibility of a presentation at a future Council meeting. The Town Clerk replied that it might be appropriate to request a presentation if and when the scheme was passed by SLDC Cabinet. Councillor Archibald advised the proposal would be considered by SLDC Cabinet during the current week and SLDC would be happy to present to KTC if it was a positive outcome from that meeting. He added the proposal was to enlarge facilities.

RESOLVED That the minutes of the Management Committee meeting held on 21st January 2019 be approved as a correct record of the meeting.

Councillor Cook then presented the following recommendation of the Committee:

859/18/19 **Report on Work Programme** (Minute 816/18/19)
That the £4,000 unspent funds from Environment and Highways be used to pay for the new planter trees in March and the £4,000, currently earmarked in the 2019/20 Development Fund for trees, be used to pay for wood cladding thereafter.

Councillor Cook proposed approval of the recommendation. This was seconded by Councillor Finch and carried unanimously.

860/18/19 **PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 7th and 21st January 2019 were presented by Councillor Rathbone who asked Council to receive these minutes.

RESOLVED That the minutes of the Planning Committee meeting held on 7th and 21st January 2019 be received.

861/18/19 **ENVIRONMENT & HIGHWAYS COMMITTEE**

The minutes of the Environment & Highways Committee meeting held on 14th January 2019 were presented by Councillor Owen who proposed that they be approved as a correct record. This was seconded by Councillor Hennessy and carried unanimously.

Councillor Evans highlighted a correction in minute 771/18/19 (Sainsbury's 106 Funding). County *Hall* should read County *Hotel*.

Councillor Owen referred to the formation of a sub-group of the Environment & Highways Committee (Minute 779/18/19). He confirmed that this group had now been established. It would be a task and finish group that would meet informally and feedback via the Environment & Highways Committee. Councillor Archibald added that the sub-group

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was open to other interested Councillors and planned to co-opt Members. They would be working collaboratively together, cross party. The next meeting would be on Sunday 10th February at 6pm.

RESOLVED

That the minutes of the Environment & Highways Committee meeting held on 14th January 2019 be approved as a correct record of the meeting.

862/18/19

OUTSIDE BODIES – REPORTS FROM COUNCILLORS

- Kendal Community Emergency Planning Group AGM

Councillor Cornthwaite presented a paper following the AGM on 21st November 2018. He highlighted two points (1) office space had been secured at Kendal Police Station and (2) a number of radios had been received from Kendal Mountain Rescue.

Councillor Coleman mentioned he had contacted the group to volunteer but had received no response and asked this be raised.

- Kendal Dementia Action Alliance

Councillor Sutton presented a paper following a meeting held on 8th January 2019. He advised that the Dementia Hub would no longer be meeting at the Brewery and alternative accommodation was being sought. The initiative to train shops and business to be more dementia friendly was taking off this year.

863/18/19

FINANCIAL MATTERS

864/18/19

(a) Budgetary Control Statement: 9 Months Ended 31st December 2018

The Town Clerk presented the Budgetary Control Statement for the nine months ended 31st December 2018. She said the report was as expected and approximately on budget. Some variances were reported relating to staffing and Parish Poll costs. The Audit, Grants & Charities Committee had considered the report at its last meeting. The Chair of that Committee (Councillor Severn) added that there were some underspends but most were expected to be caught up. He requested that Committee Chairs ensure their budgets are spent up by the end of the current financial year. Staffing matters had been addressed for the new financial year.

Councillor Severn proposed that the Budgetary Control Statement for nine months ended 31st December 2018 be approved. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED

That The Budgetary Control Statement for nine months ended 31st December 2018 be approved

865/18/19

(b) Bank Payments Schedule: December 2018

The Town Clerk presented the Bank Payments Schedule for December 2018. It was proposed by Councillor Coleman that the Bank Payments Schedule for December 2018 be approved. This was seconded by

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Councillor Cook and carried unanimously.

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

866/18/19 (c) Petty Cash Payments: October – December 2018

The Town Clerk presented the Petty Cash Payments for October-December 2018. Councillor Coleman proposed that this be approved. This was seconded by Councillor Hennessy and carried unanimously.

RESOLVED That the Petty Cash payments for October-December 2018 be approved.

867/18/19 (d) Invoices over £3,000

The Town Clerk reported that there were no invoices over £3,000 which required approval.

868/18/19 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Archibald 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*]

869/18/19 STAFFING MATTERS [Paragraph 1]

- Townscape Manager Appraisal (ref Management Committee Minute Ref 813/18/19)

Following his annual appraisal, the Townscape Manager was entitled to an increase of one spinal point on his pay scale as per the terms of his contract. It was proposed by Councillor Cook to approve the increase of one spinal point for the Townscape Manager. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED That the Townscape Manager be awarded an increase of one spinal point on his pay scale.

- Administrative Assistant

The Town Clerk informed Members that the Administrative Assistant had reached the end of her 6 month probationary period. She recommended that she be made a permanent employee. Councillor Cook proposed that the Administrative Assistant be made a permanent employee following a successful probationary period. This was seconded by Councillor Finch and carried unanimously.

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RESOLVED That the Administrative Assistant be made a permanent employee following a successful probationary period.

870/18/19 WAINWRIGHT ACHIEVEMENT AWARD [Paragraph 1]

The Town Clerk presented the four nominations for the Wainwright Award and highlighted that it is for work done in 2018.

Members voted on ballot slips in order of preference. The Kendal People's Café was announced as the winner.

The Town Clerk advised that she would invite the winner to the March Council meeting for a small presentation. Councillor Brook requested that the Town Clerk write a letter of thanks to the other nominees.

RESOLVED That the Kendal People's Café be presented with the Wainwright Award 2018.

871/18/19 READMISSION OF PRESS & PUBLIC

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

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

The meeting ended at 8.40 p.m.

Signature

Date

Event Date	Time	Mayor or DM	Organisation	Event	Venue
05/02/19		M	South Lakeland Equality and Diversity Partnership	World Interfaith Harmony Week	Town Hall
14/02/19	17.30 - 21.00	M	Lakeland Arts	Exhibition Preview and Supper	Abbot Hall
15/02/19	19.00 - 11.00	M	Carlisle Mayor	Valentine's Ball	Shepherds Inn
27/02/19	17.30 - 10.30	M	KTC	Mayor's Charity Dinner	Kendal College
01/03/19	13.45 - 15.30	M	Interfaith	World Prayer Day Service	Kendal Parish Church
01/03/19	18.30 - 22.00	M	Mayor of Allerdale	Civic Dinner	The Greenhill Hotel
8th - 10th March		M	Mayor of Killarney	Killarney Mountain Festival	Killarney?
11/03/19	10.30 - 12.00	M	Festival Cmttee	Mary Wakefield Trophy Presentation	Mayor's Parlour
16/03/19	?	M	KTC	Freedom Parade	Kendal Town
23/03/19	19.30 - 23.00	M	Mayor of Barrow-in-Furness	Charity Dinner Dance	The Forum
27/03/19	13.30 - 15.30	M	Church of England	Meeting	Mayor's Parlour
29/03/19	19.00 - 21.00	M	MWWF (Mary Wakefield Festival)	Festival Showcase Concert	Town Hall

KENDAL TOWN COUNCIL

Management Committee

**Monday 18th February 2019 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Shirley Evans, Susanne Long and Paul Bramham
- APOLOGIES** Guy Tirvengadam (Mayor), Alvin Finch (Deputy Mayor), Jonathan Owen, Andy Blackman, Douglas Rathbone and Liz Richardson (Town Clerk)
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 881/18/19 PUBLIC PARTICIPATION**
- None.
- 882/18/19 DECLARATIONS OF INTEREST**
- None.
- 883/18/19 MINUTES OF THE MEETING HELD ON 21ST JANUARY 2019**
- The Chairman presented the minutes of the meeting held on Thursday 21st January 2019, which had been approved by full Council on 4th February 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 21st January 2019 be accepted as a correct record.
- 884/18/19 MATTERS ARISING (Not on Agenda)**
- Janine Holt updated Members on the following matters:
- Minute ref 812/18/19 – Presentation on Re-Modelling and reconfiguration of South Lakeland House and Sympathetic Refurbishment of Kendal Town Hall.**
The Town Clerk was arranging for a further presentation to be made in either May or June. This would present an opportunity to raise points discussed at the last meeting, such as suitable office space for the Administrative Assistant and temporary accommodation arrangements for KTC staff during construction works.
- Minute ref 813/18/19 – Townscape Manager Annual Appraisal**
The Townscape Manager had been awarded a one spinal point increase following Committee's recommendation to Council.
- Minute ref 815/18/19 – Kendal Post Office Relocation to WHSmiths**
The Town Clerk had presented a draft letter in response to the Post Office relocation consultation at the February Council meeting. This had been approved and issued to Post Office Limited.

Minute ref 816/18/19 – Report on Work Programme

Committee had previously made a recommendation to Council that the £4,000 unspent funds from Environment & Highways Committee be used to pay for new planter trees and the £4,000 currently earmarked in the 2019/20 Development Fund for trees be used to pay for wood cladding thereafter. The recommendation had received Full Council approval and funds had been approved.

Ref Minute 818/18/19 – Review of Spend Against Budget

The Town Clerk had reported that matters had been passed on to the Treasurer.

Committee had previously resolved that the remaining IT and website budget be spent on website improvements with agreement for the Project Officer's computer to go ahead in the new financial year. It was noted that the Project Manager would be managing that process and would make a start prior to commencing maternity leave.

Ref Minute 819/18/19 – Any Other Business

It was noted that the Town Clerk was still to invite Stewart Game, Force CCTV Officer for Cumbria Police, and Kendal BID to attend a future Committee meeting to discuss the expansion of the CCTV system in Kendal.

Councillor Cook referred to minute ref 810/18/19 (Stumbling Stones project) which noted that KTC support for this project was still to be brought before Council. He pointed out that this was still the case.

RESOLVED

1. That Stewart Game, Force CCTV Officer for Cumbria Police, and Kendal BID were still to be invited to attend a future Committee meeting to discuss the expansion of the CCTV system in Kendal.
2. That KTC support for the Stumbling Stones project was still to be brought before Council.

885/18/19**URGENT ITEMS OF BUSINESS**

None.

886/18/19**REPORT ON WORK PROGRAMME**

Members considered the Work Programme for February 2019 from the Town Clerk which had been previously circulated.

Councillor Evans informed Janine Holt that she required some information from her relating to the purchase of a marquee for the Christmas Lights switch-on event. Janine Holt to re-send.

Councillor Coleman commented that the Council meeting venue was a project which required to be resolved. He requested that the matter be revisited by the Town Clerk in order to draw the issue to a close.

RESOLVED

1. That Janine Holt forward the required information to Councillor Evans on the purchase of a marquee.

2. That the Town Clerk revisit the Council meeting venue project in order to draw the matter to a close.

887/18/19**CONSIDERATION OF WHICH PROJECTS TO ASSIGN TO CIL FUNDING**

Members considered a report regarding CIL funding. Janine Holt reported that CIL payments currently stood at £12,167. The period in which these monies have to be spent is time limited with approximately 18 months remaining. The Town Clerk was seeking Committee's view as to whether they would be considering which projects to assign to CIL funding, or whether they would prefer a subgroup to undertake this task. She had also expressed a preference for centralised projects as opposed to Ward specific ones.

A general discussion then ensued. The Chair queried whether CIL funds could be spent on administration/officer time necessary to carry out projects. Members agreed this was something that required consideration when agreeing projects to be assigned. It was resolved that a subgroup should be formed with the remit to consider CIL funding and report back with recommendations. An email would be sent seeking 3 volunteers, with a request that Councillor Owen be a member of the sub-group if possible. It was noted that the Town Clerk suggested projects should be something physical and had suggested that cladding of tree tubs, yard signage enhancements, Christmas tree holders in brackets and castle directional signage might be good possible starting points. Councillor Cook agreed that the projects should be tangible.

RESOLVED

That a subgroup be formed with the remit to consider CIL funding and report back with recommendations.

888/18/19**UPDATE ON ANNUAL REPORT AND ANNUAL TOWN ASSEMBLY**

Janine Holt reported that a draft copy of the Annual Report had been circulated. She would seek clarification from the Town Clerk as to whether this had gone to print.

The Annual Town Assembly would be held at 7.30pm on Monday 1st April 2019 in the Bindloss Room. It was highlighted that Committee Chairs would be required to give an overview of the work of their respective Committee.

RESOLVED

Janine Holt to ascertain from the Town Clerk whether the draft Annual Report has gone to print.

889/18/19**ITEMS FOR THE NEWSLETTER**

The following suggestions were put forward, subject to space:

Summer edition:

- Eden South Lakeland Credit Union
- Grant applications

- Update from Allotments Committee
- Current ongoing projects (green wall etc)
- Wainwright Award 2018
- Kendal People's Cafe

890/18/19**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Evans and seconded by Councillor Cook 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]**891/18/19**

Members were advised that interviews had taken place for a Project Officer (Mat Leave cover). An appointment had been made and the successful applicant was due to start week commencing Monday 25th February 2019.

892/18/19**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

that the press and public be re-admitted for the remainder of the meeting (none were present).

893/18/19**ANY OTHER BUSINESS**

Councillor Evans advised that she had contacted Lynne Mayho (widow of Chris Mayho, former KTC Councillor) regarding the possibility of a donation to Sandgate School. Lynne Mayho had made a donation to the Schools of Science and Art Charity following the passing of her husband. She had expressed her consent for KTC to make a decision on whether monies should be passed onto Sandgate School. Councillor Evans suggested that she liaise with the Town Clerk and arrange to visit Sandgate School to ask their suggestions on the best way forward, eg. a regular annual prize or a specific project. Councillor Bramham commented that it would be nice to have a specific project to donate to, rather than monies being dissipated into general funds. Committee endorsed the suggestion and agreed Councillor Evans should approach Sandgate School.

RESOLVED

That Councillor Evans approach Sandgate School regarding a possible donation from the Schools of Science and Art Charity.

The meeting closed at 8.08pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
884	Matters Arising	RES	<ol style="list-style-type: none"> 1. That Stewart Game, Force CCTV Officer for Cumbria Police, and Kendal BID were still to be invited to attend a future Committee meeting to discuss the expansion of the CCTV system in Kendal. 2. That KTC support for the Stumbling Stones project was still to be brought before Council.
886	Report on work programme	RES	<ol style="list-style-type: none"> 1. That Janine Holt forward the required information to Councillor Evans on the purchase of a marquee. 2. That the Town Clerk revisit the Council meeting venue project in order to draw the matter to a close.
887	Consideration of which projects to assign to CIL funding	RES	That a subgroup be formed with the remit to consider CIL funding and report back with recommendations.
888	Update on annual report and annual town assembly	RES	Janine Holt to ascertain from the Town Clerk whether the draft Annual Report has gone to print.
893	AOB	RES	That Councillor Evans approach Sandgate School regarding a possible donation from the Schools of Science and Art Charity.

KENDAL TOWN COUNCIL

Christmas Lights & Festivals Committee

**Tuesday 15th January 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors Shirley Evans (Chair), Rachael Hogg (Vice Chair), Chris Hogg, Helen Ladhams and Adam Edwards.
Councillor Blackman was also present.

APOLOGIES None

OFFICERS Janine Holt (Assistant to the Town Clerk) Amy Robinson (Cover Council Secretary)

786/18/19 PUBLIC PARTICIPATION

None

787/18/19 DECLARATIONS OF INTEREST

None declared

788/18/19 MINUTES OF THE MEETING HELD ON 22ND OCTOBER 2018

Members were asked to accept the minutes of the meeting held on 22nd October 2018 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 3rd December 2018.

RESOLVED That the minutes of the meeting of the Committee held on 22nd October 2018 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)

789/18/19 Banners

Councillor C Hogg asked Janine Holt if there were any update on banners. Janine confirmed that there was nothing yet to report.

790/18/19 Cumbria Life / Ideas for festivals

Janine Holt confirmed that she had left a message with Cumbria Life to explore the possibility of them co-ordinating a food festival in Kendal (Minute Ref: 299/18/19). Janine will follow this up again.

791/18/19 Kendal Wool gathering

Councillor R Hogg confirmed that the Kendal Wool Gathering accounts had been requested but had not yet been received.

792/18/19**Windows on Art**

Committee noted that a representative from Windows on Art had been invited to a meeting but that this had not yet been taken up. Janine Holt confirmed that she would follow this up.

793/18/19**Lakes Alive**

Janine Holt has sent a contact link and will follow this up.

Janine Holt confirmed that the management of Torchlight had returned to Craig Russell and along with Kendal Mountain Film Festival and Artfest. New grant applications had yet to be received. Members commented that Full Council would need the applications in order to approve a sum of money and it was suggested that the organisers be reminded of this.

RESOLVED

That Janine Holt will follow up with Cumbria Life re coordination of a food festival in Kendal.

That Janine Holt will follow up with Torchlight, Kendal Mountain Film Festival, Artfest, and Lakes Alive in relation to making grant applications.

That Janine Holt will follow up with Windows on Art regards an invitation to Committee.

794/18/19**WALKING FESTIVAL – PRESENTATION BY COUNCILLOR BLACKMAN**

Councillor Blackman presented a short report on the current funding and organisational structure of Kendal Walking Festival. He noted that the festival is a few years old and that organisers are a group of volunteers from all the local walking clubs. Councillor Blackman confirmed that the festival's finances are currently handled through the Town Council. He acknowledged the concern, expressed by Councillor C Hogg, relating to this arrangement and reported that festival organisers had been exploring other ways of managing this.

He noted that they were not a constituted group and as such, could not hold a bank account nor hold the appropriate public liability insurance which is currently covered under Kendal Town Council's insurance. He noted that Kendal Mountain Film Festival had been approached as an umbrella organisation but that this had not proved to be an option.

Councillor Blackman explained that he had had discussions with Sarah Williams, Manager of Fantastic Kendal and member of BID, to discuss the possibility that the Walking Festival could fall under their umbrella and that this looked to be the most promising solution which they are continuing to explore. He mentioned that Brian Harrison of BID was also party to the conversation.

In the meantime, Councillor Blackman explained the Walking Festival were asking to retain the existing arrangement. He noted that the

festival had been valuable in getting people visiting the town and that they had secured the involvement and support of Cumbria Wildlife Trust, The Wainwright Society, and Cicerone Press.

Councillor C Hogg acknowledged that the Walking Festival was a fantastic festival but nevertheless had concerns about the current management of its finances, particularly in relation to other festivals supported by the council. He noted that officer time would be required for the writing of cheques and that it was much easier when a grant is given without the need for future management of payments.

There was some discussions as to whether an administrative fee could be charged or whether the festival be taken as a Town Council Festival.

Councillor C Hogg proposed that as the Walking Festival were working towards a resolution that the existing arrangement continue until the end of the financial year and for the 2019 festival which will take place in May after which future festivals will seek to be under the umbrella of another organisation.

The Chair noted that £1,062 remains in the Kendal Walking Festival account.

RESOLVED

That Kendal Walking Festival will remain as a Town Council festival for the 2019 festival following which it will seek to be under the umbrella of another organisation.

795/18/19

REPORT FROM INSTITUTE OF LIGHTING PROFESSIONALS RE WILDMAN STREET

The Chair ensured that Committee had seen the report and noted the findings; that Wildman Street does not offer the necessary height or frontage capacity to accommodate a motifs across the street. The Chair advised that Committee accept the professionals report and Members acknowledged that other options would be explored for the Wildman Street area.

Janine Holt noted that she would forward a copy of the report to Sarah Williams of Kendal BID and ensure that Mr Byrom has sight of a copy.

RESOLVED

Janine Holt to forward a copy of the Institute of Lighting Professionals report re Wildman Street to Kendal BID and ensure that a copy is also shared with Mr Bryom.

796/18/19

CHRISTMAS LIGHTS – REVIEW OF THIS YEAR AND IDEAS FOR NEXT YEAR

Review of Christmas Lights 2018

The Chair noted that the Christmas tree and some of its lights had been damaged although not enough to warrant repairs.

It was also reported that the tree lights for Kendal Museum had been placed in a tree at Abbot Hall Museum by mistake. It was also noted that a number of the motifs that had been used were not Kendal Town Council motifs and that there had been some problems with the sequencing and placement of motifs, as well as the images used on the projector.

Janine Holt noted that the lighting contractor had undergone some staffing changes and that this appeared to have resulted in a few communication problems. She noted that this would be discussed with the contractor when they meet in February.

Janine Holt reported that only positive feedback had been received from the public on the Christmas lights.

Councillor Edwards noted that a film crew had chosen to film in front of the tree for an upcoming television series.

Switch On event

Councillor Edwards reported some concern that the merry-go-round at the Christmas Lights switch on was operating with no barriers around it. It was agreed that this was the responsibility of Taylors, the firm managing the merry-go-round and that this was usual.

Councillor R Hogg noted that there could have been more of an atmosphere in the area of the reindeers. It was agreed that had the Burneside Brass Band been able to perform then this would likely have been different. Members discussed the option of inviting school choirs to sing at the event and considerations around having a larger stage for next year.

Janine Holt reported that she was exploring an alternative site for 2019 due to expected renovations at Abbot Hall. She also reported that the event had lost a few sponsors and asked Members what direction they wanted to go with the event.

Councillor C Hogg noted that typically when a town has a BID, the BID would manage the Christmas lights. Members discussed various approaches to a partnership with BID or BID taking on the lights all together. It was noted that Officers are struggling for time and the latter might be beneficial. It was agreed that a switch on event and lighting is primarily of benefit to the businesses of Kendal and as BID have agreed a four-year term, some form of partnership would be worth exploring.

The Chair agreed to have an introductory conversation with BID and to invite BID to the next Committee meeting. It was also noted to include Councillor Dunlop, as the Town Council BID representative, in the conversation.

Councillor Ladhams agreed to look for new sponsors.

Councillor Blackman noted that Penrith BID also manage Bloom and suggested this could also be approached with Kendal BID.

Reindeers for 2019

Janine Holt noted that a decision relating to the booking of the reindeers would need to be made by the end of January, the Members were made aware that once the reindeers are booked there is a cost implication, Members agreed to book the reindeers for the 17th November 2019. The group also discussed the venue for the reindeers as Abbot Hall may not be an option. Janine Holt suggested New Road as a possibility to site the Christmas stalls and the reindeer but was not sure whether it would be feasible. She noted that road closures would be in place so access to Branthwaite Brow would be possible.

It was mentioned that Sion Thomas would be a helpful person to speak to about New Road and also that BID had expressed an interest in having an ice rink in the town. The Chair noted that New Road was a little outside of the town centre and this might affect its appeal and the support that businesses were prepared to offer.

Abbot Hall Park and The Brewery were suggested as other alternative spaces for the reindeer.

The Chair noted a wish to extend a 'thanks' to Abbot Hall, the Castle Green Hotel, and Thomson, Hayton and Winkley for their support in 2018.

The Chair noted that £3,000 had been agreed by Council for the Christmas trees and holders and that BID should be approached to confirm that this has been agreed and that their help organising this with businesses would be welcome.

Janine Holt reported that she wasn't clear whether funding from the Castle Green Hotel would continue and also noted a current dispute with Lancastrian Estates relating to funding.

It was agreed to add an Agenda item to the next meeting to discuss possible funders. Janine Holt confirmed that Global Radio are on board for Christmas 2019.

RESOLVED

That the Town Council will explore a partnership or other approach with Kendal BID taking on the Christmas lights. The Chair and Janine Holt will approach BID for an initial conversation and extend an invitation to next Committee.

That a 'thank you' is extended to Abbot Hall, the Castle Green Hotel, and Thomson, Wilson and Pattinson for their support in 2018.

That Janine Holt will confirm the Christmas trees and holders with BID and discuss their support.

That sponsorship will be added as an agenda item to the next Committee meeting.

797/18/19**ITEMS FOR THE NEWSLETTER****Spring Edition:**

- A list of festivals to include signposting to Kendal Walking Festival (date and website) with reference to the Canal's 200-year celebration.
- A list of festival sponsors and thanks including mention of seeking new sponsors for Christmas 2019.

RESOLVED

To include the above in the Spring Newsletter

798/18/19**REVIEW OF SPEND AGAINST BUDGET 2018/19**

Janine Holt updated Committee on the contents of the Budgetary Control Statement to December 2018.

It was noted that a small budget remains in the Switch On event budget but that there may be a number of outstanding invoices. It was noted that SLDC installation had been provided out of good will and no charges were expected.

Janine Holt reported that there has been an issue with bank details relating to ArtFest meaning payment has not yet gone through. Janine will contact ArtFest to resolve this.

Members noted that Kendal Poetry Festival and Brewery Freerange Comedy Festival had not applied for funding this year and that they would like to encourage applications from both festivals in the future. Janine Holt agreed to confirm with committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.

It was also noted that some budget (£7,264) remains in the Festivals budget and that the Town Clerk had suggested any under spend could be spent on improving Christmas lights.

Members discussed whether or not the under spend should be used to enhance the Christmas display. It was noted that lights needed to be purchased for Kendal Museum and two motifs. Janine Holt reported that second-hand motifs are usually £500-600 and new approximately £1,300.

Janine Holt confirmed she had identified a gazebo, measuring 6 X 3 metres at a cost of £249 and that this was an adequate size for Burneside Brass Band to fit within. Councillor Ladhams noted that she may have identified a cheaper gazebo and agreed to pass details to Janine Holt for comparison.

Janine Holt confirmed that there was a separate budget line for Wildman Street lighting.

Members discussed the merits of investing in lighting in different areas with some discussion of offering tree lighting to all of Kendal's museums, including the Quaker Tapestry and Brewery Arts Centre.

Councillor C Hogg noted Kendal Train Station had been discussed previously for lighting and there was some discussion that lighting on the County Hotel would benefit that area however Members noted concern that sponsorship from other hotels (for example, The Castle Green Hotel) could not be used for providing lighting to other hotels.

It was agreed to prioritise Kendal Museum and that any remaining budget would be offered to other museums for lighting.

RESOLVED

That Janine Holt will contact ArtFest to check banking details.

That Janine Holt will confirm to Committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.

That Councillor Ladhams will pass details of the gazebo she has identified to Janine Holt for comparison.

That lighting for Kendal Museum is prioritised with any remaining budget with any further surplus offered to other museums.

799/18/19**ANY OTHER BUSINESS**

Councillor Edwards reported that the town of Carnforth were using their Christmas tree holders to display Easter eggs as part of an arts project between local schools and a local artist. He asked whether Kendal BID might be willing to emulate this approach. The Chair agreed that this could be raised alongside discussions with BID about Christmas lights.

RESOLVED

That using tree holders for an Easter arts project would be raised as part of discussions with BID about Christmas lights.

800/18/19**DATE OF NEXT MEETING 15th April 2019**

The meeting closed at 20:17pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
790	MATTERS ARISING	RES	That Janine Holt will follow up with Cumbria Life re coordination of a food festival in Kendal.
793			That Janine Holt will follow up with Torchlight, Kendal Mountain Film Festival, Artfest, and Lakes Alive in relation to making grant applications.
			That Janine Holt will follow up with Windows on Art regards an invitation to Committee.
794	WALKING FESTIVAL – PRESENTATION BY COUNCILLOR BLACKMAN	RES	That Kendal Walking Festival will remain as a Town Council festival for the 2019 festival following which it will seek to be under the umbrella of another organisation.
795	REPORT FROM INSTITUTE OF LIGHTING PROFESSIONALS RE WILDMAN STREET	RES	Janine Holt to forward a copy of the Institute of Lighting Professionals report re Wildman Street to Kendal BID and ensure that a copy is also shared with Mr Bryom.
796	CHRISTMAS LIGHTS – REVIEW OF THIS YEAR AND IDEAS FOR NEXT YEAR	RES	<p>That the Town Council will explore a partnership or other approach with Kendal BID taking on the Christmas lights. The Chair and Janine Holt will approach BID for an initial conversation and extend an invitation to next Committee.</p> <p>That ‘thanks’ is extended to Abbot Hall, the Castle Green Hotel, and Thomson, Wilson and Pattinson for their support in 2018.</p> <p>That Janine Holt will confirm the Christmas trees and holders with BID and discuss their support.</p> <p>That sponsorship will be added as an agenda item to the next Committee meeting.</p>
797	ITEMS FOR THE NEWSLETTER	RES	<p>To include the following in the Spring Newsletter:</p> <ul style="list-style-type: none"> • A list of festivals to include signposting to Kendal Walking Festival (date and website) with

			<p>reference to the Canal's 200-year celebration.</p> <ul style="list-style-type: none"> • A list of festival sponsors and thanks including mention of seeking new sponsors for Christmas 2019.
798	REVIEW OF SPEND AGAINST BUDGET 2018/19	RES	<p>That Janine Holt will contact ArtFest to check banking details.</p> <p>Janine Holt agreed to confirm with committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.</p> <p>That Councillor Ladhams will pass details noted of the gazebo she has identified to Janine Holt for comparison.</p> <p>That lighting for Kendal Museum is prioritised with any remaining budget with any further surplus offered to other museums.</p>
799	AOB (Carnforth Tree Holders)	RES	<p>That using tree holders for an Easter arts project would be raised as part of discussions with BID about Christmas lights.</p>

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 28th January 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Matt Severn (Chair), Geoff Cook (Vice Chair), Paul Bramham, Julia Dunlop, Douglas Rathbone and Chris Hogg
- APOLOGIES** Councillors Pat Gibson
- OFFICERS** Judith Lomax (Town Treasurer) and Nicky King (Council Secretary)
- 820/18/19 PUBLIC PARTICIPATION**
- None.
- 821/18/19 DECLARATIONS OF INTEREST**
- None.
- 822/18/19 MINUTES OF THE MEETING HELD ON 30TH OCTOBER 2018**
- The Chairman presented the minutes of the meeting held on 30th October 2018, which had been approved by full Council on 26th November 2018.
- Councillor Bramham proposed that the minutes be accepted as a correct record of the meeting. This was seconded by Councillor Dunlop and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 30th October 2018 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- None.
- 823/18/19 BUDGETARY CONTROL STATEMENT – 9 MONTHS ENDED 31ST DECEMBER 2018**
- The Treasurer presented the Budgetary Control Statement for nine months ended 31st December 2018. Income was reported to be as expected and approximately on budget. With regard to gross expenditure, two main adverse variances relating to staff salaries and the cost of the Parish Poll were highlighted. The staff salaries overspend being predominantly due to various vacancies being covered by temporary staff and an increase in the Mayor Attendant's contracted hours. These matters have been addressed in the budget for the next financial year.
- The following points were also brought to Committee's attention:
- Underspending by the Allotments, Christmas Lights & Festivals and Environment & Highways Committees. It was agreed that

the Treasurer would seek clarification from the individual Chairs of the Committees in this respect.

- General Grants showed a variance of £7,605 underspent representing the unallocated funds in this budget. The Treasurer explained that, although grants to the value of £34,870 were approved and paid, some of the funds were paid over as advance payments in the previous financial year. Councillor Cook suggested recommending to Council that certain grants up to the value of £7k could be paid.
- Action Plan Schemes – there has been approximately £114k expenditure. This is significantly above the profiled budget, but costs are met by means of transfer from the Development Fund therefore do not affect the “bottom line”.
- Contingency – there has been no use of the contingency provision at this point in the year. It was noted that new lease arrangements for the Town Hall accommodation will result in increased costs which would be a call on this budget.
- Use of Reserves – the Treasurer advised that she intends to clarify how this matter is reported in the financial statements with the former Treasurer. Members will be updated via email.

Members noted the Budgetary Control Statement and reiterated that the Treasurer should seek assurance from the Chairs of Committees whose budgets are showing underspends that these budgets will be spent by the end of the current financial year.

Committee then discussed the approved 2019/20 general grant applications and considered which could be paid within this financial year. Councillor Cook proposed a recommendation to Council that grants to South Lakes Citizens Advice of £5k and The Quaker Tapestry at Kendal of £2k be approved for payment from the budget remaining of approximately £7k. This was seconded by Councillor C Hogg and carried unanimously. It was suggested that the recipients may be required to spend the monies prior to their financial year ends. The Treasurer will make contact to clarify this point prior to payment of the grants.

RESOLVED

1. Treasurer to clarify the method of reporting Use of Reserves with the former Treasurer and update Members via email.
2. Treasurer to seek assurance from the Chairs of Committees whose budgets are showing underspends that these budgets will be spent by the end of the current financial year.
3. Treasurer to contact South Lakes Citizens Advice and The Quaker Tapestry regarding the payment of grants during the current financial year.

RECOMMENDATION

That Council approve the payment of grants to South Lakes Citizens Advice of £5k and The Quaker Tapestry at Kendal of £2k from budget remaining in the current financial year.

824/18/19**GENERAL GRANTS**

The Treasurer reported that grants already approved for 2019/20 total £36,240, leaving a balance of £4,760 for the next financial year. Members considered two applications received since the Committee's last meeting as follows:

(a) Right2Work

Request for a grant of £7,000 to be put towards funds for providing a part time job coach, who would work and support learning disabled people within their Furniture Warehouse.

There was a general discussion regarding the Committee's stance on providing funds for staffing positions. The Chair commented that it was not uncommon within the charitable sector to request funds for a particular post. Concern was expressed by certain Councillors as it was felt there could be a risk of recurrent liability when funding a permanent position. There was also a feeling that the amount being requested from KTC was disproportionately high to the total cost of the project.

Councillor C Hogg proposed that the application be rejected. This was seconded by Councillor Cook and carried unanimously.

(b) SLEDP (South Lakeland Equality & Diversity Partnership)

Request for a grant of £100 to pay for room hire, refreshments and expenses relating to an International Women's Day event in Kendal Town Hall.

Whilst considering this application reference to the Buddhist Group of Kendal was noted. SLEDP does not have a bank account and it was unclear to whom payment of any grant would be made. It was highlighted that KTC should not be making payments to religious organisations. In this respect, it was agreed the Treasurer would check a previously approved application for SLEDP for £100. This would be stopped if payment was found to be to the Buddhist Group of Kendal.

Members also discussed whether the application would be better considered by the Christmas Lights & Festivals Committee, although it was noted that they were not due to meet again during the current financial year.

Councillor Bramham proposed that the application be rejected. This was seconded by Councillor C Hogg and carried unanimously.

A general discussion then ensued. Committee agreed there was a need to be clear on the terms and conditions when an organisation does not have a bank account and payment is made to another party. It was decided that the Treasurer would check the bank account status for all applicants and provide a report for consideration at the next meeting. This matter to be added to the Agenda for the next meeting and the grants criteria reviewed and amended as necessary.

Treasurer to circulate a copy of the criteria prior to the meeting. It was suggested that where payment is made to another party, letters should be obtained from both the applicant and the recipient of the funds to confirm their positions.

RECOMMENDATION That grant applications from Right2Work and SLEDP be rejected.

RESOLVED

1. Treasurer to check the previously approved application for SLEDP for £100. This to be stopped if payment is found to be to a religious organisation.
2. Treasurer to check the bank account status for all applicants and provide a report for consideration at the next meeting. Also circulate a copy of the grants criteria prior to the next meeting.
3. Agenda item for next meeting – Review of Grants Criteria

825/18/19 REVIEW OF RISK ASSESSMENTS

It was noted that Risk Assessments have not yet been reviewed. The Treasurer anticipated that this work will be complete prior to the next meeting.

826/18/19 CUMBERLAND BUILDING SOCIETY – TEMPORARY INVESTMENT

The Treasurer advised that Council had agreed to give 90 days' notice for the withdrawal of up to £75,000 from the Cumberland Building Society in order to meet cash flow requirements for the remainder of the financial year. It was not anticipated that the full amount would be required to be withdrawn. Committee noted the situation.

827/18/19 SCHOOLS OF SCIENCE AND ART CHARITY

Committee were informed that in 2016, KTC advised The Brewery Arts Centre that a grant of £1,000 previously awarded to them for the Young Ambassadors Scheme could be re-allocated to one of three alternative applications for funding from the Paul Hamlyn Foundation. Release of the grant was subject to sight of the Foundation's approval to the funding application.

The Brewery Arts Centre had recently contacted KTC to advise that, although the bid was unsuccessful, a similar proposal had been submitted to another trust and foundation, The Rayne Foundation for their chosen project, Emotional Warrior. The result was positive and £25,000 was awarded. The agreement with them was to release the funding in three equal tranches over 3 years. Release of each tranche required the Brewery to match fund. Following an award from CCC they had been able to draw down the first tranche, enabling the first year of the project to go ahead. They are currently approaching a number of local businesses for support in respect of funding to cover years two and three and were enquiring whether the previous offer from KTC still stood and whether the funds could be released.

A general discussion then ensued regarding the request from the Brewery, available funds etc. It was noted that the Schools of Science and Art Charity had received a windfall donation of £5,000 from Lynne Mayho following the sad passing of her husband.

Councillor C Hogg proposed a recommendation that approval be granted to release funding of £1,000 to the Brewery for the Emotional Warrior project. This was seconded by Councillor Rathbone and carried unanimously.

RECOMMENDATION That approval be granted to release funding of £1,000 to the Brewery Arts Centre for the Emotional Warrior project.

828/18/19 ITEMS FOR THE NEWSLETTER

Summer edition – invitation for grant applications.

829/18/19 ANY OTHER BUSINESS

Councillor C Hogg referred to the earlier discussion regarding the donation from Lynne Mayho to the Schools of Science and Art Charity. He explained to Members that he had been researching Artsmark for some time and asked Committee to consider whether it would be a suitable project for funding in respect of the donated monies. Artsmark is the creative quality standard for schools, accredited by the Arts Council England. It provides a clear framework for teachers to plan, develop and evaluate arts, culture and creativity across the curriculum. It is a national scheme which enables children to gain qualifications through school. There is a cost of £500 per school and schools are awarded silver, gold or platinum based on their achievements. Councillor C Hogg advised that he had approached both Curious Minds and Lynne Mayho. He proposed that the Charity provide funding of £500 to each school in Kendal to enable them to join the scheme.

Following a general discussion it was agreed to call an extraordinary meeting of the Schools of Science and Art Charity at the earliest practical date to discuss the matter further. Councillor Cook commented that it would be useful to receive a paper with further details of the scheme. There was a suggestion that Curious Minds be asked to make a presentation.

RESOLVED That an extraordinary meeting of the Schools of Science and Art Charity be called at the earliest practical date to discuss the Artsmark scheme and consider its suitability for funding by the Schools of Science and Art Charity.

830/18/19 DATE OF NEXT MEETING

It was noted that the next meeting is scheduled for Monday 29th April 2019. Committee wished to move the meeting to May if possible, or alternatively earlier in April. Town Clerk to be consulted.

RESOLVED That the date of the next meeting be rescheduled for May, or alternatively earlier in April. Town Clerk to be consulted.

The meeting closed at 8.06pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
823	Budgetary Control Statement	RES	<ol style="list-style-type: none"> 1. Treasurer to clarify the method of reporting Use of Reserves with the former Treasurer and update Members via email. 2. Treasurer to seek assurance from the Chairs of Committees whose budgets are showing underspends that these budgets will be spent by the end of the current financial year. 3. Treasurer to contact South Lakes Citizens Advice and The Quaker Tapestry regarding the payment of grants during the current financial year.
		REC	That Council approve the payment of grants to South Lakes Citizens Advice of £5k and The Quaker Tapestry at Kendal of £2k from budget remaining in the current financial year.
824	General Grants	REC	That grant applications from Right2Work and SLEDP be rejected.
		RES	<ol style="list-style-type: none"> 1. Treasurer to check the previously approved application for SLEDP for £100. This to be stopped if payment is found to be to a religious organisation. 2. Treasurer to check the bank account status for all applicants and provide a report for consideration at the next meeting. Also circulate a copy of the grants criteria prior to the next meeting. 3. Agenda item for next meeting – Review of Grants Criteria
827	Schools of Science and Art Charity	REC	That approval be granted to release funding of £1,000 to the Brewery Arts Centre for the Emotional Warrior project.
829	AOB	RES	That an extraordinary meeting of the Schools of Science and Art Charity be called at the earliest practical date to discuss the Artsmark scheme and consider its suitability for funding by the Schools of Science and Art Charity.

KENDAL TOWN COUNCIL

Kendal in Bloom Committee

**Monday 4th February 2019 at 2.15 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Andy Blackman (Chair), Adam Edwards and Chris Rowley
- Co-opted: Tony Rothwell (Kendal Civic Society), Caroline Stuart-Smith (Horticare), Mandy Nicholson and Brian Harrison (BID)
- Also in attendance were Terry Parr in respect of item 8 on the Agenda (Community Fern Project) and Councillor Doug Rathbone in respect of item 7 (Oxenholme Residents Association).
- APOLOGIES** Councillors Richard Sutton and Carol Hardy
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 831/18/19 PUBLIC PARTICIPATION**
- None.
- 832/18/19 DECLARATIONS OF INTEREST**
- None.
- 833/18/19 ORDER OF BUSINESS**
- The Chair proposed that the order of the Agenda be amended to bring forward items 7 (Community Funding Request from Oxenholme Residents Association) and 8 (Community Fern Project Update). This was agreed.
- 834/18/19 COMMUNITY FUNDING REQUEST – OXENHOLME RESIDENTS ASSOCIATION**
- Councillor Rathbone explained that he was also SLDC Councillor for the Oxenholme area and had helped the Oxenholme Residents Association form themselves approximately one year ago. The Association want to improve a small patch of unkempt land on Helmside Road and had approached KTC for funding for some planters to improve the appearance and give a sense of community involvement, participation and pride.
- There was a general discussion regarding types of planters and watering requirements. It was noted that the request had also been discussed by the Environment & Highways meeting at their last meeting. The Chair commented that there was unlikely to be sufficient monies remaining in the budget for the current financial year and suggested the matter be revisited later in the meeting when the Budgetary Control Statement was considered.

835/18/19**COMMUNITY FERN PROJECT – UPDATE**

Terry Parr gave a presentation about a scheme which looks at the concept of using ferns in town centre planters. Alternatives for planters has been considered previously and the concept of using ferns has moved on to linking with a Kendal legendary landscape trail. This would look to provide the community with key messages about landscape change and sustainable development and provide a basis for education and learning as well as links with tourist information, parks and gardens, history and heritage. Terry Parr talked about George Whitwell, a Kendal man living in Serpentine Cottage, who, at the end of the reign of Queen Victoria, was responsible for looking after Serpentine Woods. He loved ferns and founded the British Ferns Society. A community project looked to re-create George Whitwell's Victorian Fern Garden in Serpentine Woods.

Members were briefed on 3 trial planters which had been set up in the town centre. Terry Parr explained how these could be used to present scientific facts in an interesting way, connecting plants to a certain period in time and providing an opportunity to link with schools. He explained the relevance of the project to the KIB Action Plan, highlighting horticultural achievement, environmental responsibility and community participation. He also described ways in which planters could be linked to legendary stories of Kendal.

Next steps for the project included deciding what to do over the summer period, completing signage for planters (priority), completing the first year evaluation and evaluation of public response. Medium term plans were for a further 3 trial planters in the autumn, developing a longer 3 year plan and considering sponsorship, using businesses to sponsor centrepieces for the planters or themes.

Councillor Edwards supported the idea and commented that it would encourage people to think differently. He said it was important to remember legends and individuals such as George Whitwell who spent a large part of his life maintaining Serpentine Woods fern garden.

A general discussion then ensued. Members agreed the fern planters needed to form a 'trail'. The project should be a complimentary activity and not be used as an alternative to flowers. It was noted that feedback from Cumbria in Bloom competition organisers included a suggestion about tapping into Kendal's heritage and there was a feeling amongst Members that the project could address this. Councillor Rowley highlighted the storytelling element of the idea and said potentially it could be a good commercial project for the town. Brian Harrison suggested contacting Kendal BID for support and commented that it was a good way to present the story of Kendal. Signage for planters was highlighted as being a priority in order to explain the concept of the project to the public. It was noted that the idea is currently on trial and would need to be assessed again over the summer.

Councillor Blackman proposed that Committee continue to support the community fern project during the trial period and reassess early in the summer. This was seconded by Councillor Rowley and carried unanimously.

RESOLVED

That Committee continue to support the community fern project during the trial period and reassess early in the summer.

836/18/19**INTRODUCTION BY ED NELSON, CONTINENTAL LANDSCAPES**

It was noted that Ed Nelson had issued apologies and was unable to attend.

837/18/19**MINUTES OF THE MEETING HELD ON 2ND OCTOBER 2018**

The Chairman presented the minutes of the meeting held on 2nd October 2018, which had been approved by full Council on 5th November 2018.

Caroline Stuart-Smith pointed out that she had not been present at the last meeting. Her colleague, Jane Todd, had been in attendance.

Councillor Rowley proposed that the minutes be approved as a correct record of the meeting. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED

That the minutes of the meeting of the Committee held on 2nd October 2018 be accepted as a correct record.

838/18/19**MATTERS ARISING (Not on Agenda)**

It was confirmed that ex Councillors Oldham and Walker are now co-opted members of the Committee. The Assistant to the Town Clerk agreed to contact them to confirm.

RESOLVED

That the Assistant to the Town Clerk contact ex Councillors Oldham and Walker to confirm their appointment as co-opted members of the Committee.

839/18/19**KENDAL IN BLOOM AND CUMBRIA IN BLOOM COMPETITIONS 2019**

The Assistant to the Town Clerk sought approval from Committee to enter the Cumbria in Bloom competition for 2019. This was agreed.

Members were advised that the KIB working group had met at the end of last year. It was agreed at that meeting that there would be no allotments category this year. The community element would, however, remain the same. Community initiatives are to be supported and the budget has been increased in this respect. There would be an article in the Spring KTC newsletter.

Councillor Rowley referred to the Pollinator Project. He advised that the manager of the project had submitted a report regarding proposals for the next year. This included finishing the scientific

element, but also developing an understanding of the project in schools, as well as including an art element. Members discussed possible themes to embrace participation by schools and it was agreed this should be '*stories*'.

RESOLVED

1. That Committee grant approval to enter the Cumbria in Bloom competition for 2019.
2. That the theme for schools be '*stories*'.

840/18/19**TREE PLANTERS – JOINT ENVIRONMENT & HIGHWAYS COMMITTEE PROJECT**

This project crosses with the work of the Environment & Highways Committee. The Assistant to the Town Clerk advised that obtaining funding to replace trees along Highgate had been successful. The Project Manager had also requested the Environment & Highways Committee support the project by updating the planters and £4k had been granted for this purpose. There would be sufficient monies to clad the existing planters in wood and there would be collaboration with Kendal College regarding design work by students. Committee were advised that there had been an issue in respect of transporting the existing trees for recycling. It had been agreed that SLDC would use their own transport with no cost to KTC and the trees would be re-used elsewhere. The Assistant to the Town Clerk will be speaking to Graham Nicholson to agree logistics etc. An alternative Hornbeam tree had been suggested to replace the existing Hornbeams and these would have an approximate lifespan of 10 years due to the size of the planters. The members agreed to change the variety of Hornbeam to the newly suggested one.

841/18/19**ITEMS FOR THE NEWSLETTER**

Suggestions for summer edition:

- Legendary fern trail.
- Tree planters by Kendal College.
- Date of KIB presentation evening (Thurs 19th Sept at 7pm - guest speaker Terry Parr).

Suggestions for autumn/winter edition:

- Competition results.

842/18/19**REVIEW OF SPEND AGAINST BUDGET 2018/19**

Members considered the Financial Statement as at the end of December 2019.

An overspend in the Floral Displays (Winter Planting) heading was highlighted. The reason for this was due to the budget being set based on old contractor prices. In addition there had been an unexpected invoice from Horticare, which had been overlooked from the previous year.

It was noted that there was £1,013 budget remaining for the current financial year. Members considered what this could be spent on and

agreed signage for the fern planters project was a priority. There would be insufficient monies remaining to support the request by the Oxenholme Residents Association, however Committee agreed it was a worthwhile project. The Chair proposed that he respond to the Association advising that, although Committee were supportive, they were currently unable to support the project due to insufficient funds. Committee would revisit the request when they met next meeting and the new budget had been set. If money is left at the end of the current financial year approaches Committee will look to direct this towards the project. It was mentioned that Oxenholme is also part of Natland Ecclesiastical Parish and it may be worth the Residents Association making contact with them.

RESOLVED

That remaining budget be spent on signage for fern planters. Any budget left over to be directed towards the Oxenholme Residents Association project. Chair to contact the group to advise Committee are supportive, but currently unable to support them due to insufficient funds and will revisit the request next meeting.

843/18/19**ANY OTHER BUSINESS**Horticulture – Choice of Plants for Beds

Caroline Stuart-Smith said Horticulture's brief for summer planting was for pollinator friendly planting. She advised that the badge bed would be challenging, this has traditionally be planted with begonias or geranium to give colour. Alternatives were discussed and it was agreed that colour was required for the badge bed. Councillor Rowley suggested a mix of plants to provide both colour and be friendly to bees and butterflies. This was agreed.

It was also mentioned that 3 trees on Aynam Road had been pruned this time last year. Caroline Stuart-Smith asked whether Committee wished this to be repeated this year. The Assistant to the Town Clerk noted that, bearing in mind budget remaining, a cost would be required. Caroline to obtain.

RESOLVED

That Caroline Stuart-Smith obtain a quote for tree pruning on Aynam Road.

BID

Brian Harrison advised that Christmas Decorations had plans to place small LED Christmas trees into brackets. If the work went ahead some of the older brackets would be replaced. There would be a facility to hang baskets but at this stage there was no plan for a provision to enable lowering. He commented that now would be the time to make contact if Committee wished to be involved.

Prices for window boxes were requested from Caroline Stuart-Smith as soon as possible as these were need for inclusion in the BID spring newsletter.

Community Christmas tree at Sandylands

Councillor Edwards said the decorations to the community Christmas tree at Sandylands had suffered damaged. The reaction from residents was to take ownership of the tree and consider how to replace the decorations. He suggested the concept could be a good way to encourage community engagement and suggested a competition for the best decorated community tree as an example.

Grass Cutting

The Townscape Manager informed Committee that he would not be cutting grass by the border at Shap Road and the border at Kendal College this year. These areas are SLDC maintained and contracted to Continental.

Agenda Item for Next Meeting

The Chair requested an Agenda item for the next meeting – Councillor nominations for gardens and community spaces.

RESOLVED

That an item for the next meeting be added to the Agenda - Councillor nominations for gardens and community spaces.

844/18/19**DATE OF THE NEXT MEETING**

The next meeting will be held on Monday 8th April 2019 at 7.00pm.

The meeting closed at 3.41pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
835	Community Fern Project	RES	That Committee continue to support the community fern project during the trial period and reassess early in the summer.
838	Co-opted Members	RES	That the Assistant to the Town Clerk contact ex Councillors Oldham and Walker to confirm their appointment as co-opted members of the Committee.
839	KIB and CIB Competitions 2019	RES	1. That Committee grant approval to enter the Cumbria in Bloom competition for 2019. 2. That the theme for schools be ' <i>stories</i> '.
842	Review of Spend Against Budget 2018/19	RES	That remaining budget be spent on signage for fern planters. Any budget left over to be directed towards the Oxenholme Residents Association project. Chair to contact the group to advise Committee are supportive, but currently unable to support them due to insufficient funds and will revisit the request next meeting.
843	AOB – Pruning of trees on Aynam Road	RES	That Caroline Stuart-Smith obtain a quote for tree pruning on Aynam Road.
	AOB – Agenda Item for Next Meeting	RES	That an item for the next meeting be added to the Agenda - Councillor nominations for gardens and community spaces.

KENDAL TOWN COUNCIL

Planning Committee

Monday 4th February 2019 at 6.30 p.m.
in the Georgian Room the Town Hall, Kendal

- PRESENT** Councillors Douglas Rathbone (Chair), Alvin Finch (Vice Chair & Deputy Mayor), Dave Miles, Michele Miles, Jonathan Cornthwaite, and Graham Vincent
- APOLOGIES** Councillors Long and Gibson
- OFFICERS** Rose Tideswell (Temporary Council Secretary)
- 845/18/19 PUBLIC PARTICIPATION**
- Graham Harrison to make representations on the latest Environmental Agency papers with regard to the proposed wall along Aynam Road.
- 846/18/19 DECLARATIONS OF INTEREST**
- All members of the committee declared an interest in planning application No. 3 as the application was from KTC.
- Councillor Cornthwaite declared an interest in planning application No. 1 as he is the ward councillor.
- Councillor Rathbone declared an interest in planning application No. 5 as he is an elder of the URC Church group, he took no part in the discussions.
- 847/18/19 MINUTES OF MEETING HELD ON 21st JANUARY 2019**
- Members considered the minutes of the Committee meeting held on 21st January 2019.
- Councillor Cornthwaite proposed that the minutes be accepted as a correct record. This was seconded by Councillor Michele Miles and carried unanimously.
- RESOLVED** That the minutes of the meeting held on 21st January 2019 be accepted as a correct record, and signed by the Chair.
- 848/18/19 MATTERS ARISING**
- None
- 849/18/19 ANY OTHER BUSINESS**
- None

07.01.2019

850/18/19

REPRESENTATION FROM MR. HARRISON

Mr. Harrison made representation to the committee with regard the Environmental Agency, Kendal flood relief, latest submissions on the proposed wall along Aynam Road. The construction of a 4ft to 5ft high wall along Aynam Road, which will obscure the view of the Parish Hall and Church along the river for residents and householders alike. He proposed that some parts of the wall be constructed in glass. He provided the committee with a paper photo of such a design. Councillor Rathbone thanked Mr Harrison for his comments and, after discussion, proposed that a way forward would be for the KTC to specifically raise this at the upcoming Councillors' update briefing with the Environment Agency and for a written submission to go to SLDC. The wording of this was agreed. See below for submission.

851/18/19

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 7:25 pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	Advertisement 0957	Unit 2, 2 Mintsfeet Road South, Kendal Fascia sign	05.02.2019	No Objections
2	Advertisement 0029	15-17 Stricklandgate, Kendal Replacement non-illuminated fascia and hanging signs	07.02.2019	No Objections
3	FPA 0020	South Lakeland House, Lowther Street, Kendal Installation of a green wall system to the Lowther Street elevation of the Council offices	07.02.2019	Some Objections See below
4	FPA 0023	21 Stricklandgate, Kendal Replacement of existing shop façade to incorporate a new double automated door	07.02.2019	Objections See below
5	FPA 1010 & 1011	104 Highgate, Kendal Conversion of Church (Use class D1) to form either 22 serviced apartments (sui generis) or 22 flats (C3), including the demolition of a single storey lean-to-extension on the western side of the building and its replacement with a single-storey extension, alongside internal and external alterations	04.02.2019	Objections See below
6	FPA 0806	Land at High Sparrowmire, Kendal Hybrid application for the erection of 24 affordable dwellings (Full Planning Application) and 2 dwellings (Outline)	05.02.2019	Objections See below

Item 3 Comments**South Lakeland House, Lowther Street, Kendal. Installation of a green wall.**

The Committee has concerns regarding Health & Safety from the watering aspect, and therefore ice, and that an overall Health & Safety report has not been undertaken. With regard to council and public safety, a Health & Safety report would seek to address the Committee's realistic concerns. This item was also constrained by a conflict of interest by all members of the Committee as the application was from Kendal Town Council.

Item 4 Comments**21 Stricklandgate, Kendal. Replacement of existing shop façade.**

The Committee has concerns that the design and access statement does not enhance the buildings appearance. This has a detrimental effect on the character of the area and the overall commercial street view.

Item 5 Comments**104 Highgate, Kendal. Conversion of Church.**

The Committee has already objected to this application with regard to parking issues and the lack of affordable housing for local residents. As there is no change to these issues the Committee's concerns are still there and when we have answers to these they will look again at the plans.

Item 6 Comments**Land at High Sparrowmire, Kendal. Application to erect 24 affordable dwellings.**

The Committee understand, in good faith, that notice has been served for the relevant small parcel of land and have no objections to this, assuming that there are no hidden changes to the plan. However, the Committee wishes to take this opportunity to reiterate the original reasons for making strong objections to the original application. In addition, the Committee will expect to be made aware of any future applications for changes or enlargements of this development in due course.

Written submission for SLDC.

Having had receipt of the latest information posted in the SLDC website with regard to the flood relief plan for Kendal Plan SL/2018/0925 we strongly raise objections to the proposed implementation of a solid wall which would in parts be to up to 5ft, according to different gradients, along the river next to Aynam Road. This strength of feeling extends throughout the committee as a whole and we propose that the EA seriously looks at the possibility of amending their proposal to construct the wall of stone and glass. To this end a photo example of such a dual stone fascia and glass wall is attached. The committee wish to raise this point here for SLDC consideration and to have it addressed at a future EA update.

KENDAL TOWN COUNCIL

Planning Committee

Monday 18th February 2019 at 6.00 p.m.
in the SLDC Chairman's Room, the Town Hall, Kendal

PRESENT Councillors Douglas Rathbone (Chair), Dave Miles, Michele Miles, Jonathan Cornthwaite, Pat Gibson, and Susanne Long.

APOLOGIES Councillors Finch and Vincent

OFFICERS Amy Robinson (Temporary Council Secretary)

872/18/19 PUBLIC PARTICIPATION

Graham Harrison made representations regarding Planning Item.1 (Land adjacent to Rivers Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills, Kendal).

Councillor Gibson declared an interest as her daughter-in-law works for the Environment Agency and therefore removed herself from the discussion and decision.

Graham Harrison showed members a photograph highlighting the river view along Aynam Road noting that this would be lost should a solid wall, four to five-feet tall, be placed along the river. He showed committee a further photograph showing flood defences in Keswick utilising glass as a barrier and encouraged this as an option for Kendal.

He expressed his understanding that the Environment Agency (EA) are prepared to work with the community on details such as wall finishes, should their planning application be approved. He expressed his belief that plans would reduce the risk of flooding, including flooding of drains and sewers.

He suggested that if KTC support the scheme then he would encourage the council to take up the opportunity to be involved in decisions around wall finishes, tree planting and other remedial work being proposed by the EA.

873/18/19 DECLARATIONS OF INTEREST

None declared but for above

874/18/19 MINUTES OF MEETING HELD ON 4th February 2019

Members considered the minutes of the Committee meeting held on 4th February 2019.

Councillor Cornthwaite proposed that the minutes be accepted as a correct record. This was seconded by Councillor M Miles and carried unanimously.

18.02.2019

RESOLVED

That the minutes of the meeting held on 4th February 2019 be accepted as a correct record, and signed by the Chair.

875/18/19

MATTERS ARISING

None although Councillor Rathbone noted he had received correspondence regarding Planning Item.1 to be considered alongside planning applications.

876/18/19

APPEAL UNDER SECTION 78 AGAINST REFUSAL OF ADVERTISEMENT CONSENT – FORMER KENDAL RUFC (NOW SAINSBURYS), SHAP RD, KENDAL REF SL/2018/0511

Councillor Rathbone noted that Committee had considered the application in July 2018, although Councillor Gibson and himself had both been absent. He noted Committee had 'approved' the application but that the application had been declined by SLDC.

Members briefly discussed the application, in particular, issues relating to illumination of signs and possible caveats around hours of use.

Members noted that the applicant had now appealed this decision.

877/18/19

ANY OTHER BUSINESS

None

878/18/19

PLANNING APPLICATIONS

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

Councillor Gibson declared an interest in Item 2 as ward councillor (in addition to her previous declaration on Item 1).

Councillor M Miles declared an interest in Item 10 as ward councillor.

Councillor Rathbone declared an interest in Item 11 as ward councillor.

879/18/19

Item 1. Land adjacent to Rivers Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills, Kendal

Members reflected positively on the public engagement undertaken by the EA. Councillor Long provided a summary of where she understood the planning process to now be and noted previous Committee and public concerns about the planned wall along Aynam Road. She also noted that footways along the riverbank but

below the wall were being proposed in some stretches.

Members discussed the merits of glass panels along all or parts of the proposed barrier commenting on the anticipated extra costs of glass and stone materials and different options in view of ratio of stone or concrete-footing to glass.

Graham Harrison commented that Committee might wish to encourage a theme for any remedial works carried out by the EA. Councillor Long suggested that any theme would likely be to encourage a focus on making the EA changes as insignificant as possible. She also acknowledged that this was an opportunity to positively enhance the town. Members noted a wish to continue to work with the EA and to have involvement in decisions, such as the positioning and species of tree to be planted.

Councillor Rathbone suggested that Committee write to the EA expressing a wish to be actively involved in constructive engagement at every level of the process including in on-going discussion on material matters such as the glass panelling and tree positioning. He noted that he hoped to engender the same level of engagement across all members of Kendal Town Council.

RESOLVED

That Committee's response to the latest planning amendment be forwarded to the EA including comments indicating Committee's wish to warmly accept their offer of an inclusive, on-going dialogue at every level of the process which the committee wished to actively pursue.

That Committee extend an invitation to the EA to come to Committee to discuss these matters and a way forward, at some time in the near future.

880/18/19**Item 5. Unit 2, Chancel Place, Shap Road Industrial Estate, Kendal**

Members noted that the application does not specify the intended leisure purpose of the change of use and as such found it difficult to comment fully on any impact changes may have. Members noted that there was currently limited parking on the site and that this would be an issue given that most leisure activities will likely generate demand for parking; in that case an adequate solution would need to be found.

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 7.18pm

Signed

Dated

Min	Subject	Information/Resolution/Recommendation to Council	
	PLANNING APPLICATIONS EA Item 1. Land adjacent to Rivers Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills, Kendal	RES	<p>That Committee's response to the latest planning amendment be forwarded to the EA including comments indicating Committee's wish to warmly accept their offer of an inclusive, on-going dialogue at every level of the process which the committee wished to actively pursue.</p> <p>That Committee extend an invitation to the EA to come to Committee to discuss these matters and a way forward, at some time in the near future.</p>

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0925	Land adjacent to Rivers Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills, Kendal Kendal Flood Risk Management Scheme - Phase 1 Kendal Linear Defences, comprising works along the rivers Kent & Mint through Kendal including new & raised flood walls, new & raised flood embankments, ground raising, pumping station & associated changes to the public realm & landscaping	03.02.2019	No objections See comments below
2	FPA 0060	Balmstead, 18 Undercliff Road, Kendal Installation of UPVC windows (retrospective)	25.02.2019	Objections We object for two reasons: (1) Inappropriate materials (UPVC) used within a

				<p>conservation area.</p> <p>We recommend referral to the enforcement team.</p> <p>(2) Note with disappointment alterations to the sash windows which are out of keeping with original property and terrace.</p>
3	ADVERTISE MENT 0035	24A Finkle Street, Kendal Retractable advertising canopy	25.02.2019	<p>No objections</p> <p>We express regret that the applicant failed to apply for planning permission prior to installation.</p>
4	FPA 0840	BT Telephone Exchange Kendal, Blackhall Road, Kendal Remove glazing from two windows on third floor, west facing elevation and install acoustic louvre	25.02.2019	No objections
5	FPA 0066	Unit 2, Chancel Place, Shap Road Industrial Estate, Kendal Change of use from use class B2 (General Industrial) to use class D2 (Assembly & Leisure)	25.02.2019	<p>No objections</p> <p>Provided proper consideration is given to adequate parking given the potential new usage.</p>
6	FPA 0068	4 Castle Park, Kendal Installation of front and rear roof lights and	26.02.2019	No objections

		single storey rear extension		As long as not unneighbourly.
7	FPA 0074	Moss Lea, Romney Road, Kendal Single storey rear extension	26.02.2019	No Objections
8	FPA 0071	166 Windermere Road, Kendal Change of roofing materials and installation of replacement windows	26.02.2019	No objections We do note that the application title does not match the application form.
9	FPA 0077 & FPA 0078	25 Stramongate, Kendal Refurbishment and change of use of upper floors to create self-contained flat	28.02.2019	No overall objections but please note comments See below
10	FPA 0067	Kendal Church Parish Hall, Kirkland, Kendal Creation of 6/7 car parking spaces	28.02.2019	No objections Subject to archaeological recording during the work as per CCC advice.
11	FPA 0085	174 Valley Drive, Kendal Rear single storey extension	28.02.2019	No objections As long as not unneighbourly.

Additional comments

Item 1. Land adjacent to Rivers Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills, Kendal

No objections

Committee are in favour of the plans as amended to SLDC and view positively the large amount of constructive engagement that has and continues to take place.

As a Committee we would like to be actively involved in constructive engagement at every level of this process including in on-going discussion on material matters such as the glass panelling and tree positioning. We would also hope to engender this engagement across all members of Kendal Town Council.

We look forward to hearing from the Environment Agency as to when and how that involvement will happen.

Item 9. 25 Stramongate, Kendal

No objections

Committee wish to note some concern about the change of structure of the windows at the rear and that the overall alteration to the roofline, window sizes and window height will detrimentally affect the integrity of this listed building which is within the conservation area.

Committee seek assurances that materials used are sympathetic to the historic nature of this building and are pleased to note the choice of materials as stated.

KENDAL TOWN COUNCIL

January 2019 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
04/01/2019	DD/STO	Grenke Leasing - downstairs printer/photocopier	114.48	22.90	137.38
03/01/2019	DD/STO	Post Office via Barclaycard - stamps	488.60	10.72	499.32
15/01/2019	OL 12902	Adecco - Temp Admin cover w/e 14.12.2018	205.68	41.14	246.82
15/01/2019	OL 12903	Adecco - Temp Admin cover w/e 21.12.2018	256.05	51.21	307.26
15/01/2019	OL 12904	Rent and service of Unison Room - January 2019 quarter	569.75	113.95	683.70
15/01/2019	OL 12905	SLDC - Kendal Parks Play Area renovation	3,500.00	0.00	3,500.00
15/01/2019	OL 12906	SLDC - Abbot hall Play Area improvements	5,000.00	0.00	5,000.00
15/01/2019	OL 12907	Itek - PC Optimisation, Virus, malware, spyware removal	41.67	8.33	50.00
15/01/2019	OL 12908	Itek - Resolve access to network drives	31.50	6.30	37.80
15/01/2019	OL 12909	JT Atkinson - Plasson Wall plate elbow, pipe liner etc	16.90	3.38	20.28
15/01/2019	OL 12910	JT Atkinson - Plasson 90 degree Tee, pipe liner etc	21.22	4.25	25.47
15/01/2019	OL 12911	JR Atkinson - Hanson Fast Set Post Fix	9.98	2.00	11.98
15/01/2019	OL 12912	CT Hayton - PVC Netting	11.16	2.23	13.39
15/01/2019	OL 12913	CT Hayton - Creosote	7.30	1.46	8.76
15/01/2019	OL 12914	Jelf - insurance	801.32	0.00	801.32
15/01/2019	OL 12915	Tech 4 - Photocopies	191.10	38.23	229.33
15/01/2019	OL 12916	Jack Ellerby - wall repairs at Underhill Allotments	130.00	0.00	130.00
15/01/2019	OL 12917	Kendal Office Equip - stationery	381.55	76.31	457.86
15/01/2019	OL 12918	Lound Road Garage - Fuel for Town Council van	67.03	13.41	80.44
15/01/2019	OL 12919	SU - Boyes, napkins for Mayor's coffee morning	46.54	1.18	47.72
15/01/2019	OL 12920	Allotment deposit refund	70.56	0.00	70.56
15/01/2019	OL 12921	JCC Hire - Skip Hire and emptying	180.00	36.00	216.00
09/01/2019	DD/STO	Barclays charges (net)	5.60	0.00	5.60
18/01/2019	OL 12921b	Net Pay - January 2019	9,329.22	0.00	9,329.22
15/01/2019	DD/STO	Vanguardier - Monthly van tracking fee	3.50	0.70	4.20
15/01/2019	DD/STO	Vanguardier - Monthly van tracking fee	3.50	0.70	4.20
17/01/2019	DD/STO	Moorepay - Insurance premium adjustment	4.84	0.00	4.84
17/01/2019	DD/STO	Moorepay - Insurance premium	27.75	0.00	27.75
17/01/2019	DD/STO	Moorepay - HR & Health & Safety advice	38.25	7.65	45.90
20/01/2019	DD/STO	Busy Bees - Charges for Childcare Vouchers	8.51	1.70	10.21
20/01/2019	DD/STO	Busy Bees - Childcare Voucher	243.00	0.00	243.00
28/01/2019	OL 12922	CT Hayton - Heavy duty brick fixing	3.45	0.69	4.14
28/01/2019	OL 12923	The MoT Centre - Service for Town Council Van	170.62	34.12	204.74
28/01/2019	OL 12924	Itek - resolve network issues for PL	31.50	6.30	37.80
28/01/2019	OL 12925	Anna Bailey - visit Kendal website support November 2018	300.00	0.00	300.00
28/01/2019	OL 12926	Anna Bailey - visit Kendal website support December 2018	300.00	0.00	300.00
28/01/2019	OL 12927	Employment Pages via Easy Invoice Finance - recruitment ad	280.80	56.16	336.96
28/01/2019	OL 12928	SLDC - Broadband costs January 2019	43.40	8.68	52.08
28/01/2019	OL 12929	RFM - payroll services for 3 months to 5 Jan 2019	93.00	18.60	111.60
28/01/2019	OL 12930	Eon - garage electricity to 5 Jan 2019	92.27	4.61	96.88
28/01/2019	OL 12931	Cumbria CC - Kendal Remembrance Trail printing & laminating	163.41	32.68	196.09
30/01/2019	DD/STO	EE - Townscape Manager's phone rental	15.29	3.06	18.35
21/01/2019	OL 12932	HMRC - PAYE & NI for December 2018	2,035.27	0.00	2,035.27
21/01/2019	OL 12933	Cumbria LG Pension - December 2018	2,519.54	0.00	2,519.54
			27,855.11	608.65	28,463.76