

# KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 4<sup>th</sup> June 2018 at 7.30 p.m.  
in the SLDC Council Chamber, the Town Hall, Kendal**

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

**APOLOGIES** Councillor R Crawford

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

**025/18/19 DECLARATION OF ACCEPTANCE OF OFFICE**

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

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

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

**027/18/19 PUBLIC PARTICIPATION**

None.

**028/18/19 DECLARATIONS OF INTEREST**

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

**029/18/19 ORDER OF BUSINESS**

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

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

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

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

Environment Agency

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

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

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

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

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

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

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

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

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

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

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

#### **031/18/19 MINUTES OF COUNCIL MEETING HELD ON 14<sup>TH</sup> MAY 2018**

Members considered the minutes of the meeting of full Council held on 14<sup>th</sup> May 2018.

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

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

#### **032/18/19 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor presented his engagements that had been previously circulated.

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

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

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

#### **033/18/19 APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES**

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

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

##### **Cumbria Association of Local Councils**

No volunteers.

##### **Integrated Care Community/Healthy Towns Status (CCC)**

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

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

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

**RESOLVED**

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

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

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

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

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

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

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

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

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

04.06.2018

Council

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

**035/18/19 PLANNING COMMITTEE**

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

**RESOLVED** That the minutes of the Planning Committee meeting held on 14<sup>th</sup> May 2018 be received.

**036/18/19 OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

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

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

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

**037/18/19 FINANCIAL MATTERS**

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

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

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

**039/18/19 (b) Invoices over £3,000**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RESOLVED**

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

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

It was proposed by Councillor Brook and seconded by Councillor C Hogg to move into Part II. This was carried unanimously.

**RESOLVED**

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

**Part II**

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

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

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

The Town Clerk provided an update on recruitment as follows:

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

04.06.2018

Council

**043/18/19 READMISSION OF PRESS & PUBLIC**

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

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

The meeting ended at 9.40 p.m.

Signature .....

Date .....