

# KENDAL TOWN COUNCIL

Notice of Meeting

## KENDAL IN BLOOM COMMITTEE

**Tuesday, 2<sup>nd</sup> October 2018 at 7.00 p.m.  
in the Mayor's Parlour, the Town Hall, Kendal**

### **Committee Membership (5 Members)**

Andy Blackman (Chair)	Richard Sutton (Vice Chair)	Adam Edwards
Carol Hardy	Chris Rowley	

Co-opted Members:

Caroline Stuart (Horticare)	Mandy Nicholson	Deborah Clarke (SLDC)
Brian Harrison (BID)	Tony Rothwell (Kendal Civic Society)	

## **AGENDA**

### **1. APOLOGIES**

### **2. 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.

### **3. 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.]*

### **4. MINUTES OF MEETING HELD ON 23<sup>RD</sup> JULY 2018 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

### **5. KENDAL IN BLOOM AND CUMBRIA IN BLOOM COMPETITIONS 2018**

### **6. KIB ACTION PLAN**

### **7. INTERIM POLLINATOR PROJECT REPORT SEPTEMBER 2018 (SEE ATTACHED)**

### **8. ITEMS FOR THE NEWSLETTER**

- Spring 2019 Edition – deadline 25<sup>th</sup> January, publication 4<sup>th</sup> March
- Summer 2019 Edition – deadline 14<sup>th</sup> June, publication 22<sup>nd</sup> July

### **9. 2019/20 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS (SEE ATTACHED)**

### **10. REVIEW OF SPEND AGAINST BUDGET 2018/19 (SEE ATTACHED)**

## KENDAL TOWN COUNCIL

11. ANY OTHER BUSINESS
12. DATE OF NEXT MEETING – MONDAY 11<sup>TH</sup> FEBRUARY 2019 AT 7PM

***Janine Holt***

*Assistant to the Town Clerk*

By e-mail/post to:      Members of the Committee  
                                 All other Councillors (agenda only, for information)

***Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.***

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

# KENDAL TOWN COUNCIL

## Kendal in Bloom Committee

**Monday 23<sup>rd</sup> July 2018 at 7.00 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Andy Blackman (Chair), Richard Sutton (Vice Chair), Adam Edwards, Carol Hardy and Chris Rowley
- Co-opted: Tony Rothwell (Kendal Civic Society), Caroline Stuart (Horticare), Deborah Clarke (SLDC), Mandy Nicholson and Brian Harrison
- APOLOGIES** None.
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 194/18/19 INTRODUCTION**
- The Chair welcomed those present. General introductions then took place, this being the first meeting of the Kendal in Bloom Committee following recent KTC elections.
- 195/18/19 PUBLIC PARTICIPATION**
- Councillor Eamonn Hennessy was in attendance for item 7 on the Agenda (Fletcher Park Community Support Funding Request).
- 196/18/19 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 197/18/19 MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> APRIL 2018**
- The Chairman presented the minutes of the meeting held on 16<sup>th</sup> April 2018, which had been approved by full Council on 14<sup>th</sup> May 2018.
- Councillor Sutton proposed that the minutes be accepted as a correct record. This was seconded by Brian Harrison and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 16<sup>th</sup> April 2018 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 198/18/19 Update on Planters (Ref Minute 1132/17/18)**
- Janine Holt advised that matters had progressed. The Town Clerk had taken the decision to replace the trees immediately and this work had been carried out. Unfortunately it appears the trees are failing. It is not known whether this is due to the unusually hot weather or timing of the works. Advice received from Graham Nicholson was to

keep watering the trees and monitor over the coming months. It was agreed to follow this advice and report back at the next meeting in October.

**RESOLVED** To continue watering the replacement trees and monitor progress. Report to be given at next Committee meeting.

**199/18/19** BID Application (1135/17/18)

The Chair requested an update on the completion of an application form for submission to BID for the funding of various projects. Brian Harrison advised there would be a re-ballot in November and suggested waiting until then. It was agreed to put on hold for the time being.

**RESOLVED** That the application to BID for funding of various projects be put on hold until after the re-ballot in November.

**200/18/19** **REVIEW TERMS OF REFERENCE**

Members considered the Terms of Reference for the Committee.

The Chair asked Members for their thoughts on holding Committee meetings on an alternative day of the week. After a general discussion it was agreed to continue with quarterly meetings on a Monday evening.

Councillor Edwards proposed that the Terms of Reference be accepted. This was seconded by Councillor Sutton and carried unanimously.

**RESOLVED** That the Terms of Reference be accepted.

**201/18/19** **APPOINTMENT OF EX CLLRS OLDHAM AND WALKER AS CO-OPTED MEMBERS**

Committee discussed the appointment of ex Councillors Oldham and Walker as co-opted Members. It was the Chair's understanding that a maximum of 5 co-opted Members were permitted. As Committee currently have 5 co-opted Members it was agreed clarification should be sought on the rules. The Chair and Janine Holt will make enquiries.

**RESOLVED** That the Chair and Janine Holt seek clarification as to the rules on co-opted Members.

**202/18/19** **FLETCHER PARK COMMUNITY SUPPORT FUNDING REQUEST**

At the last meeting Committee had considered a request for a contribution of £300 towards the cost of 10-15 replacement trees at Fletcher Park. The request had been made by members of the community who were unhappy about recent felling of trees in the Park, along with several other issues of concern. Committee had requested further information.

Councillor Eamonn Hennessy attended the Committee meeting as a member of the public and also as Ward Councillor. He informed Members that the Park had originally been owned by residents of Parr Street and Sunnyside. In early 2018 a number of trees had been felled by SLDC without notice. The trees were at the end of their natural life cycle. This action prompted a meeting of a number of residents who felt they had not been kept informed. Eamonn Hennessy had met with around 25 residents and it was suggested that the group formally constitute themselves. This has been actioned and the group are now reconstituted as The Friends of Fletcher Park. He advised that the group has received funding offers from SLDC and Councillor Rachael Hogg towards replacement trees. The group were requesting a contribution of £300 from KTC and would match any funds granted by the Committee. The estimated cost is £1,200-£1,500.

Deborah Clarke commented that if the work was actioned it may be relevant to the judging of future Bloom routes.

The Chair queried timescale. Eamonn Hennessy advised that planting would likely be October/November this year. Species etc need to be discussed and agreed.

Tony Rothwell asked whether SLDC would be looking at land drainage issues. Deborah Clarke confirmed they would.

Chris Rowley referred to the policy to replace any lost trees. Deborah Clarke confirmed this policy was in place, however trees would not necessarily be replaced in the same location as they were lost. She advised that a record of lost trees and replacement trees was kept. Any possible locations for the planting of new trees was also noted.

Brian Harrison referred to previous discussions in connection with a memorial arboretum which would stretch along Gooseholme. He suggested that if a plan could be put together for when the tree planting budget was next available (it is issued in tranches) it could be presented to the BID. The replacement trees are part of a larger plan and could be linked into BID proposals. He added that the Environment Agency are also keen.

It was proposed by Councillor Edwards that Committee grant £300 to The Friends of Fletcher Park. This was seconded by Councillor Hardy and carried unanimously.

**RESOLVED**

That Committee grant £300 to The Friends of Fletcher Park towards the cost of replacement trees.

**203/18/19**

**CUMBRIA IN BLOOM JUDGING**

The Chair advised that two judges had been escorted around the Cumbria in Bloom route (one of which was a mentor to KTC). Feedback received was very positive and the Chair was confident that a good report would be received. The Awards ceremony is in September when the results will be announced.

Councillor Rowley mentioned that residents of Wainwright Court had congratulated KTC on this year's blooms.

Tony Rothwell referred to the hanging of baskets and mentioned that he thought these were traditionally hung lower on the chains. The Townscape Manager was not aware of this (having not received a handover period). It would be taken into consideration next year, although it was noted that baskets are now hung by the contractor due to health and safety reasons.

Brian Harrison mentioned the Air Cadets and a watering scheme for businesses hanging baskets. He said that if such a scheme could be implemented it would encourage more businesses to participate.

The Chair noted that as Mayor last year he had written a generic letter to businesses thanking them for their participation. Janine Holt commented that there had been a high level of business participation and it was important this be acknowledged. It was agreed that the Chair would write a letter.

## **RESOLVED**

That the Chair write a letter to businesses thanking them for their participation.

## **204/18/19**

### **UPDATE ON KENDAL IN BLOOM INITIATIVE**

The Kendal in Bloom competition runs alongside Cumbria in Bloom. The theme this year is celebrating the centenary of the end of WW1, using the colours red, white and blue. Janine Holt advised that 3 allotment holders, 3 businesses, 2 community projects and 5 schools would like to take part.

Volunteers were requested to visit sites, take photographs etc. The volunteers will say a few words and present the certificates at the KIB Awards Ceremony which will take place on 20<sup>th</sup> September 2018. The following was agreed:

- Allotments – Mandy Nicholson and Tony Rothwell. To be arranged during the next two weeks.
- Businesses – Lynne Oldham and Mandy Nicholson.
- Community Projects – Councillors Rowley and Sutton.

The Chair announced that he had arranged for a guest speaker at the presentation evening. Jacqui Cottam, a governor at Heron Hill School, initiated a project at the school and was recently involved in the Tatton Park Flower Show. The Chair expressed his wish to develop the KIB Awards Ceremony and said he would like a guest speaker each year.

## **205/18/19**

### **KENDAL IN BLOOM ACTION PLAN**

The Chair presented an Action Plan which consisted of feedback received from Britain in Bloom and Cumbria in Bloom competitions

last year, along with action points. The Plan was broken down into three sections, (a) Horticultural Achievement, (b) Environmental Responsibility and (c) Community Participation. Members were requested to consider the Action Plan and email any ideas on how the action points could be moved forward to the Chair. It was agreed to discuss the Action Plan further at the next meeting.

The Chair noted a previous aspiration for the KIB Committee to work on year round activity. He put forward an idea to create wheelbarrow gardens which would take part in the Torchlight parade. The Torchlight theme is storybooks and authors and the wheelbarrows would be decorated accordingly.

Members discussed the idea and agreed it was worth pursuing. Brian Harrison suggested involving the cadet forces and mentioned a Red Arrow wheelbarrow display. It was agreed that he would research this further.

Tony Rothwell suggested using a trailer on the back of the KTC vehicle with the wheelbarrows on the trailer. Members agreed unanimously with this idea and agreed the story theme would be Peter Rabbit.

It was further agreed that a working group comprising of the Townscape Manager, Janine Holt, Councillor Edwards, Councillor Blackman, Caroline Stuart and Tony Rothwell would progress the idea.

It was suggested by the Chair that themes for school gardens be included in the Action Plan and on the agenda for the next meeting in October. Members agreed that schools should be informed early in the year (January).

It was also suggested by the Chair that Keep Kendal Mint Clean be involved in the last part of the parade, picking up any litter.

Janine Holt had been approached by the British Legion regarding the option to purchase military silhouettes for Remembrance Sunday. The silhouettes cost £250 each and are made from sheet metal. Proceeds go to the Poppy Fund. There was a general discussion and various suggestions were made for possible locations for placing the silhouettes. The Chair queried whether the matter would be best considered by the Mayoralty & Arts Committee and this was agreed. Town Clerk to be asked how best to progress.

## **RESOLVED**

1. That the Action Plan be discussed further at the next meeting.
2. That the nominated working group progress the idea of wheelbarrow gardens to participate in the Torchlight parade.
3. That themes for school gardens be considered at the next meeting and included in the Action Plan.
4. That the Mayoralty & Arts Committee be asked to consider the possible purchase of military silhouettes. The Town Clerk to be asked how best to progress.

**206/18/19****CUTTING OF GRASS VERGES ON SHAP ROAD**

Mandy Nicholson reported that the grass verges on Shap Road had looked better this year. However the area underneath the railway bridge is a grot spot, as is the area near the Porsche garage and Harry's Pantry. She also mentioned a tree near the cricket club which was growing over the path and was almost impossible to walk under. The problem of litter outside the laundry was also highlighted. It was agreed that a letter would be written from the Committee in respect of the litter.

Mandy Nicholson also reported that brambles were forcing down the wall directly opposite the new Sainsbury's. Deborah Clarke said this may be the responsibility of Queen Katherine School but would check.

On a positive note, Mandy Nicholson noted that the flowers on the rise looked very good. Deborah Clarke advised that she would follow up as many issues as possible.

**RESOLVED**

1. That a letter be written on behalf of the Committee regarding the litter problem outside the laundry on Shap Road.
2. Deborah Clarke to follow up as many issues highlighted as possible.

**207/18/19****CROCUSES 2018/2019 – KENDAL ROTARY**

Janine Holt advised that KTC had been involved with the Kendal Rotary initiative to plant crocuses around the town for the past 5-6 years. KTC normally fund 10,000 crocuses. Kendal Rotary were seeking funding for this year's planting.

Councillor Rowley suggested appropriate locations for planting needed to be considered, along with a policy on colour choice.

Following a general discussion, it was proposed by Councillor Hardy to fund 10,000 crocuses, subject to approval of planting locations. This was seconded by Councillor Edwards and carried with 1 Member against.

**RESOLVED**

That Committee continue to work with Kendal Rotary and fund the purchase of 10,000 crocuses for this year's planting.

**208/18/19****ITEMS FOR THE NEWSLETTER**Autumn/Winter 2018 Edition:

- CIB results
- Torchlight – photograph of trailer.

Spring 2019 Edition:

- KIB initiative
- Possibly a litter pick.

**209/18/19****REVIEW OF SPEND AGAINST BUDGET 2018/19**

Members considered the Financial Statement as at the end of June 2018. The following was highlighted:

- Community Projects budget - expenditure agreed during the meeting for crocus planting and grant of £300 to the Friends of Fletcher Park.
- Installation & Maintenance – overspent by £197.
- Pollinator Project – £1,300 budget remaining. The Chair requested a report be presented on progress of the Pollinator Project at the next meeting by Councillor Rowley.

Councillor Edwards referred to Sponsors and suggest that, with the issues at Shap Road and Appleby Road in mind, Sainsbury's be approached for sponsorship, along with industrial businesses and other shopping outlets in that area of town. It was agreed that Janine Holt would pursue.

**RESOLVED**

1. That Councillor Rowley present a report on the Pollinator Project at the next Committee meeting.
2. That Janine Holt pursue the idea of approaching Sainsbury's, along with industrial businesses and other shopping outlets in that area of town, for sponsorship.

**210/18/19****ANY OTHER BUSINESS**

As Chair of the Sandylands Residents Association, Councillor Edwards informed Committee of the desire for planters at the top of Sandylands Road. It was suggested by the Townscape Manager that the planters which had been moved from Blackhall Road to make way for the new bus shelter could potentially be relocated. There was a general discussion regarding responsibility of planting/maintenance etc. Councillor Rowley pointed out that the Action Plan referred to a lack of colour at Blackhall Road and queried whether these planters should be replaced.

It was agreed that the Chair would give the request for planters further consideration and explore the suggestion with the Environment & Highways Committee.

**RESOLVED**

That the Chair give the request for planters at the top of Sandylands Road further consideration and explore the suggestion with the Environment & Highways Committee.

**211/18/19****DATE OF THE NEXT MEETING**

That the next meeting will be held on Monday 8<sup>th</sup> October 2018 at 7.00pm.

The meeting closed at 8.42pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>198</b>	Update on Planters	<b>RES</b>	To continue watering the replacement trees and monitor progress. Report to be given at next Committee meeting.
<b>199</b>	BID Application	<b>RES</b>	That the application to BID for funding of various projects be put on hold until after the re-ballot in November.
<b>200</b>	Terms of Reference	<b>RES</b>	That the Terms of Reference be accepted.
<b>201</b>	Appointment of Ex Cllrs Oldham and Walker as Co-opted Members	<b>RES</b>	That the Chair and Janine Holt seek clarification as to the rules on co-opted Members.
<b>202</b>	Fletcher Park Community Support Funding Request	<b>RES</b>	That Committee grant £300 to The Friends of Fletcher Park towards the cost of replacement trees.
<b>203</b>	Cumbria in Bloom Judgin	<b>RES</b>	That the Chair write a letter to businesses thanking them for their participation.
<b>205</b>	Kendal in Bloom Action Plan	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Action Plan be discussed further at the next meeting.</li> <li>2. That the nominated working group progress the idea of wheelbarrow gardens to participate in the Torchlight parade.</li> <li>3. That themes for school gardens be considered at the next meeting and included in the Action Plan.</li> <li>4. That the Mayoralty &amp; Arts Committee be asked to consider the possible purchase of military silhouettes. The Town Clerk to be asked how best to progress.</li> </ol>
<b>206</b>	Cutting of Grass Verges on Shap Road	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That a letter be written on behalf of the Committee regarding the litter problem outside the laundry on Appleby Road.</li> <li>2. Deborah Clarke to follow up as many issues highlighted as possible.</li> </ol>
<b>207</b>	Crocuses 2018/2019 – Kendal Rotary	<b>RES</b>	That Committee continue to work with Kendal Rotary and fund the purchase of 10,000 crocuses for this year's planting.
<b>209</b>	Review of Spend Against Budget 2018/19	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That Councillor Rowley present a report on the Pollinator Project at the next Committee meeting.</li> <li>2. That Janine Holt pursue the idea of approaching Sainsbury's, along with</li> </ol>

			industrial businesses and other shopping outlets in that area of town, for sponsorship.
<b>210</b>	AOB – Planters at the top of Sandylands Road	<b>RES</b>	That the Chair give the request for planters at the top of Sandylands Road further consideration and explore the suggestion with the Environment & Highways Committee.



## **Kendal Pollinators Project**

### **Interim Report, September 2018**

#### **Project Objectives**

This education project was established in 2016 to develop understanding around the issues faced in creating a pollinator corridor. The corridor would form an outdoor public gallery of mini- projects, ideas and experiments all relating to the importance of our pollinators. Young people would research and develop understanding of the flowers that encourage the biggest populations of pollinating insects.

#### **Core Project**

In autumn 2017, following surveys of existing flowers and insects, approximately 10,000 plug plants were planted by young people, parents and other supporters from Kendal Conservation Volunteers and SLACctt on the six plots on the canal path. This would enable subsequent observation and recording during 2018 and 2019 of the success or otherwise of each species in regrowth and the pollinating insects encouraged as a result. The outcomes from these surveys would support the core objective of the project: making a contribution to a better understanding of how to explain the importance of, and create homes and habitat for, pollinating insects.

#### **Who is involved?**

Five schools and youth groups are currently involved: Kingfishers (Cumbria Wildlife Trust's group for younger people); Castle Park, Ghyllside, Heron Hill and Stramongate primary schools. Kirbie Kendal School withdrew early in 2018. All of the groups have undertaken surveys of wildflowers and pollinating insects on the plots on the canal path. About 150 children have been involved at some point during 2018.

Volunteers from South Lakes Action on Climate Change Towards Transition (SLACctt) and Kendal Conservation Volunteers (KCV) have been involved throughout the project. Support from South Lakeland District Council and Kendal Town Council has been gratefully received. Advice from the Centre for Ecology and Hydrology at Lancaster University has been provided and appreciated throughout 2018.

#### **Programme and Key Activities during 2018**

During 2018 there have been a number of logistical and methodological issues that have had to be managed. For instance there have been several instances of vandalism to the plot fencing and signage. Unexpected mowing of the three northern plots also took place twice causing a change to the management regime. On the one hand this disrupted the ability of some of the young people to be able to undertake surveys on their plots. On the other hand it allowed observation of the vegetation response to an unplanned change.

Ten surveys were undertaken between May and July (five of wildflowers and five of insects). The methodology was kept similar for all surveys to ensure that the data would be comparable, both with other plots in 2018 but also compared back to the baseline surveys in 2017 and the planned future surveys in 2019. At the time of writing the data on these surveys is being received and collated; a more detailed version of this report will be produced later in the year when the collation has been completed.

The management regime that is being trialled is for the plots to be left untouched (unplanned mowings as above excepted) with any form of mechanical or chemical intervention during the growing and seed-setting season up to September. During September, following seed setting and to keep the nutrient level on the plots down for the following year, the plots are mown and the clippings raked off and composted. This should be happening at the time of writing this report. Additionally, there is a significant quantity of dock on the southernmost of the six plots. A discussion was undertaken as to whether this should be removed or left in place. The decision to leave in place and attempt to observe any impact on species diversity on that plot will be reviewed for 2019.

### **Outcomes from 2018**

It is too early to give strong conclusions (a fuller report will be produced at the end of the project in 2019), but the following observations can be made:

- Grass growth on the three northern plots was substantially less than on the southern plots where up to one metre of growth was observed.
- This led to initial identification of some of the planted species emerging on the northern plots but not so much on the southern plots where some species were crowded out. It is known that some of the species may not have flowered in their first year.
- Unfortunately, the three northern plots were mown in error twice during the growing season. This meant that meaningful surveys were difficult, but were attempted on one of the three plots to see what still managed to grow.
- Importantly, following each of the unplanned mowings, red clover was observed to return very quickly. At the end of August it was still the main flower observed on the northern plots.
- Of the species planted in autumn 2017, observation of the plots during the surveys by the young people showed that red clover, ox-eyed daisy and some cow parsley had grown. Cowslips were also much in evidence but unfortunately this was before the surveys took place.

### **The Project During 2019**

All of the groups of young people who were involved during 2018 have indicated that they want to continue during 2019. The intention for 2019 is for young people to repeat their surveys using the same methodology as for 2017 and 2018 but without the unplanned mowing. This will allow a fuller report to be produced in autumn 2019. As things currently stand, the plots will be dismantled in autumn 2019 and fencing removed for re-use elsewhere.

If it is possible and sensible to do so, following further discussion, there will be some improvement of the robustness of the science elements of the project in 2019. The key elements envisaged would be the use of a control plot (a control plot was not established at the outset of the project) and a study of other variables that could affect the outcomes from the different plots. An idea whereby this could have been undertaken during 2018 by sixth form students supported by CEH was put to Kendal's sixth form schools but neither wished to participate.

## **Beyond 2019**

Current funding for the project ends in autumn 2019. Given this, the key challenge will be to maintain the enthusiasm of the young people, their staff and other supporters to see if it is possible to develop the ideas behind, and outcomes from, the project once the initial three year period and funding have ended. Looking beyond the end of 2019, there are opportunities for participant organisations to continue to develop the involvement of young people in similar and further activities. For example, there is the possibility of a grant application to the Royal Society, supported by CEH and current project partners. This opportunity is currently being investigated.

There are other locations in Kendal and nearby where wildflower projects are being undertaken, for example in the Nobles Rest area involving bank planting, formal planting and planting around the fringes of the park. It could be that, just like the paths of the insects themselves, we could join different sites together in subsequent study.

**Appendix One: Plant List**

Field Scabious

Lady's Bedstraw

Black Knapweed

Bird's Foot Trefoil

Wild angelica

Ox-eyed Daisy

Red Clover

Cowslip

Cow parsley

Yarrow

## KENDAL TOWN COUNCIL

<b>Committee:</b>	<b>Date:</b>
<b>MAYORALTY &amp; ARTS</b>	<b>Monday 10 September 2018</b>
<b>ALLOTMENTS</b>	<b>Monday 24 September 2018</b>
<b>KENDAL IN BLOOM</b>	<b>Monday 8 October 2018</b>
<b>MANAGEMENT</b>	<b>Monday 15 October 2018</b>
<b>CHRISTMAS LIGHTS &amp; FESTIVALS</b>	<b>Monday 22 October 2018</b>
<b>ENVIRONMENT &amp; HIGHWAYS</b>	<b>Monday 29 October 2018</b>
<b>AUDIT, GRANTS &amp; CHARITIES</b>	<b>Tuesday 30 October 2018</b>

### 2019/20 Budget Proposals

#### 1. Budget Timetable

The Town Council has agreed a timetable for the preparation and approval of its 2019/20 Budget. This follows the process adopted for the current year's budget, including provision for Council to approve its priorities for the budget and devise a scoring system for evaluating growth proposals against those priorities. The identification of priorities is the first step towards developing a clear statement of corporate objectives and aligning the Council's Action Plan, Development Fund, CIL programme and revenue budget.

Key dates in the 2019/20 budget process are as follows:

September/October 2018	<ul style="list-style-type: none"> <li>• Committees to consider proposals for:             <ul style="list-style-type: none"> <li>○ Budget variations (additions, reductions, new items)</li> <li>○ One-off Action Plan schemes</li> </ul> </li> <li>• Allotments Committee to consider recommended rent levels</li> </ul>
17 September 2018	<ul style="list-style-type: none"> <li>• Management Committee to consider:             <ul style="list-style-type: none"> <li>○ Restated Action Plan</li> <li>○ Budget priorities and scoring system</li> </ul> </li> </ul>
1 October 2018	<ul style="list-style-type: none"> <li>• Council to approve priorities and scoring system</li> </ul>
Early November 2018	<ul style="list-style-type: none"> <li>• Management Committee to review budget proposals and recommend prioritised bids</li> </ul>
26 November 2018	<ul style="list-style-type: none"> <li>• Special Council to set allotment rents, consider proposals, prioritise bids and agree a draft indicative budget</li> </ul>
7 January 2019	<ul style="list-style-type: none"> <li>• Council to approve budget and set precept</li> </ul>

Two Committees meet before the Action Plan and budget priorities are established by Council on 1 October. Whilst this is not ideal as it does not guide Committees fully, Councillors should be aware of the Council's main aims when considering the formulation of budget proposals.

## **2. Budget Process**

The budget process identifies areas of uncommitted budget proposals ("growth items/proposals") separately from the standstill costs of maintaining existing levels of service ("commitments"). The draft standstill budget will be drawn up by Officers for submission to Council, taking into account current service levels, committed expenditure and inflationary increases.

Committees should also note that the additional resources available this year for growth items are likely to be significantly reduced in comparison to previous budgets and so should consider whether any growth proposals can be met by a re-allocation within their existing budgets.

Growth proposals can be for one-off schemes or recurring expenditure in service budgets. Because the available monies can be used for either of these, all growth proposals will be grouped together in the prioritisation exercise.

## **3. Priority Areas**

The September meeting of Management Committee will consider a draft Action Plan setting out the key priorities for development. The priorities established in that exercise will guide the budget process and shape the variations to resource allocation. The draft priorities are:

- Sustainable Connectivity
- Town Centre Vibrancy
- Green Space Enhancement
- Health & Wellbeing
- Internal KTC Projects (eg efficiency, business needs).

These should be adopted for the 2019/20 Budget, with the addition of two further headings:

- Statutory Requirement
- Unavoidable Health & Safety or Business Continuity Issue.

These priorities will form the basis of the scoring system to assess budget proposals and, at this stage, can be used by Committees in their consideration of potential bids for resources.

## **4. Budget Variations**

### **a) Reductions or Re-allocations**

Committees are invited to review their current budget and to formulate proposals for budget reductions in “day to day” services, which may be available for re-allocation to higher priority expenditure. Proposals for reductions in current budgets should identify the implications for services and the community. It is suggested that Committees use the routine budgetary control and year-end accounts information to identify budgets which regularly underspend and consider whether the current level of budget provision is appropriate.

## **b) One-off (non-recurring) Schemes**

Committees are invited to suggest bids for schemes or projects, within their remit. These should be non-recurring (ie one-off) items, which do not create a significant ongoing commitment in the form of maintenance, energy or other costs.

The main source of funding for such schemes will be the Development Fund, which is currently fully committed and requires the allocation of further monies to deliver the Council’s indicative schemes for the next two years. This does not preclude the introduction of any new projects as the availability of funds next year will depend on the overall budget set by Council.

Ideally each bid should identify:

- the benefit to the Council/community
- its alignment with the Council’s Action Plan and budget priorities (as outlined above)
- estimated one-off cost
- ongoing annual costs
- contributions (if any) from other organisations
- planned timing of expenditure
- length of scheme (if a multi-year project)
- any permissions needed to deliver the scheme
- whether the scheme can be progressed with current staff resources.

Given that resources are likely to be limited for next year, Committees are also asked to review their existing schemes within the latest approved Action Plan to confirm that they are still valid and supported by the Committee. These schemes are shown in the **Appendix** to this report.

## **c) Growth Proposals - Recurring Expenditure**

Growth proposals can be an extension or expansion of an existing service or a new area of service. In order to enable each growth proposal to be considered objectively, Committees should consider:

- its benefit to the Council and the community
- its alignment with the Council’s Action Plan and budget priorities
- the deliverability
- the initial cost
- whether it creates an ongoing commitment
- whether the proposal would promote efficiencies.

## **5. Next Steps**

After Committees have considered this report during the current cycle of meetings, all proposals will be collated for consideration by the Management Committee in early November. This will prioritise budget proposals, using the identified priorities, and make recommendations to the Budget meeting of Council on 26 November. Before that date, individual Councillors will be contacted to ensure that all budget proposals have been identified.

## **6. Recommendations**

Each Committee is recommended to accept this report and:

- a) identify proposals for reductions or re-allocations in service budgets;
- b) confirm whether it continues to support its existing indicative Development Fund schemes (as set out in the Appendix); and
- c) identify proposals for recurring growth in service budgets.



Kendal Town Council - Draft Action Plan for Kendal, September 2018										
Priority	Priority Outcome	Identified Project	Lead Partner	Estimated costs	KTC's Sponsoring Committee	Support Partners	Development Required (KTC funding not allocated)	Project Status		
								Green = Delivered. Amber = In Delivery. Bold black = to be allocated. Italics = previously approved		
								2018/19	2019/20	
								£	£	
	Support Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals	<i>New bus shelter at Blackhall Road</i>	CCC	Med	E&H	all		21,500		
		<i>Birdcage Improvement Project Contribution</i>	SLDC	Med	n/a	all	✓			
		<i>Funding support towards Kendal Future role</i>	KF/KTC	Low	Mgmt	SLDC		7,750	8,500	8,500
		<i>Funding towards Kendal Futures Projects (in line with action plan)</i>	KF/KTC	Low	Mgmt	all		16514 (unclaimed)	10,000	10,000
	Improve Kendal's Flood Resilience	Kendal Community Emergency Planning support	KECPG	Low	Mgmt	Various		5,000	5,000	
		Support EA recommendations	tbc	tbc	tbc	all	✓			
	Improve Kendal's Night Time Economy	Project to be identified	KF	Low	tbc	all	✓			
	Kendal Christmas Lights Display	Phase two - Install mini Christmas trees in Highgate and Kirkland (maintain and replace flag and tree holders)	KTC	Low	CL	various		1,084	4,000	4,000
		Strammongate Christmas Lights	KTC	Low	CL	various		2000 (unclaimed)		
		Support Kendal BID to install additional lights	KF	Low	CL	BID	✓			
Priority Outcome	Identified Project	Lead Partner	Estimated costs	KTC's Sponsoring Committee	Support Partners	Development Required (no KTC funding allocated)	In Progress (KTC funding provisionally allocated)			
							2018/19	2019/20		
	Improve Riverside Corridor	Improve fencing and overgrown area between Dockray Hall Road and Dockray Bridge.	KTC	Low	E&H	Various		Environment & Highways Committee Reserve (E2,400)		
		Improve Chantry area near Strammongate Bridge (KCS project on hold until EA defences known)	KCS	Low	E&H	SLDC	✓			
		Improve paving between Waterside and Abbott Hall park	CCC	High	E&H	all	✓			
	Improve Kendal Castle	Phase one improvements (inclusive of grant income)	KTC	Low (4000 contributed)	E&H	all		6,090		
		Support further SLDC led improvements scheme	SLDC	Low	E&H	CCC	✓			
		Install directional signage to complement new interpretation, colours and branding	SLDC	Low	E&H	SLDC			5,000	5,000
	Support Woodland Trails	Heron Hill School Woodland Walk	HHS	Low	E&H	n/a		1404 (unclaimed)		
	Support Pollinator Project	Continue support	SLACC	Low	KIB	Various		1,300	1,900	
	Support development of Trim Trails	Trim Trail at Beck Community Centre	SLDC	Med	E&H				5,000	5,000
	Playground & Parks Improvements	Maudes Meadow Enhancement Scheme	SLDC	Med	E&H	Various		15,000		
Fletcher Park, fencing enhancements on castle approach								2,000	2,000	
Hallgarth Play Area - new gates to improve access								3,000	3,000	
Support improvements at Abbott Hall Play Area		SLDC	Med	E&H	Various		5000 (unclaimed, project to start in the New Year & carried forward)			
Kendal Parks Play Areas		SLDC	Med	E&H	various		3500 (unclaimed, claim expected end of Sept)			



## KENDAL TOWN COUNCIL - KENDAL IN BLOOM COMMITTEE

### BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 AUGUST 2018

2018/19 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	<b>Expenses:</b>				
15,790	Staffing	6,579	9,211	15,790	0
9,350	Floral Displays - summer planting	9,107		9,107	243
4,500	Floral Displays - winter planting	1,250		1,250	3,250
3,000	Community Projects			0	3,000
1,500	Installation & Maintenance	1,970		1,970	(470)
1,000	Additional Planting (Horticare)			0	1,000
800	Vehicle Running Costs	861		861	(61)
1,700	Kendal in Bloom Competitions	434		434	1,266
37,640	<b>Sub-Total</b>	20,201	9,211	29,412	8,228
	<b>Receipts:</b>				
(500)	Sponsors	(980)		(980)	480
<b>37,140</b>	<b>Total:</b>	<b>19,221</b>	<b>9,211</b>	<b>28,432</b>	<b>8,708</b>
	<b>Action Plan Projects:</b>				
1,300	SLACC Pollinator Project			0	1,300
<b>1,300</b>	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,300</b>