

# KENDAL TOWN COUNCIL

Notice of Meeting

## MANAGEMENT COMMITTEE

**Monday 15<sup>th</sup> October 2018 at 7.30 p.m.  
in The Mayor's Parlour, Kendal Town Hall**

### Committee Membership (10 Members)

Stephen Coleman (Chair)	Geoff Cook (Vice Chair)	Guy Tirvengadam (Mayor)
Alvin Finch (Deputy Mayor)	Jonathan Owen	Shirley Evans
Andy Blackman	Douglas Rathbone	Susanne Long
Paul Bramham		

## 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 PREVIOUS MEETING AND MATTERS ARISING** (not otherwise on the agenda). Minutes of meeting held on 17<sup>th</sup> September 2018 (*see attached*)

**5. URGENT ITEMS OF BUSINESS (CONTACT THE CHAIR PRIOR)**

**6. REPORT ON WORK PROGRAMME** (*see attached*)

**7. COMMUNITY GOVERNANCE REVIEW** (*see attached*)

**8. RESPONSE FROM HM GOVERNMENT ON REGULATIONS FOR PARISH POLLS** (*see attached*)

**9. KTC FACEBOOK ACCOUNT**

**10. 2019/20 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS** (*see attached*)

**11. REVIEW OF SPEND AGAINST BUDGET 2018/19** (*see attached*)

## KENDAL TOWN COUNCIL

12. **PROPOSAL FOR BUDGET ALLOCATION FOR THE USE OF WARD COUNCILLORS**  
(see attached)
13. **FLOODING DECEMBER 2015 – ISSUES RELATING TO RESPONSE TO THE FLOODING**
14. **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
15. **KTC ANNUAL REPORT 2018**
16. **EXCLUSION OF PRESS AND PUBLIC**

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

**Part II (Excluded Items)**

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

  - *Information relating to any individual [Paragraph 1]*
  - *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

*[Paragraph 1]*
17. **STAFFING**
18. **BANNER PROPOSAL** (information sent by separate email)  
  
*[Paragraph 3]*
19. **TIC GRANT APPLICATION ASSESSMENT** (information sent by separate email x3)
20. **KENDAL FUTURES BOARD VISION AND 2019/20 BUDGET AND PROJECTS**  
(information sent by separate email x2)
21. **READMISSION OF PRESS AND PUBLIC**
22. **ANY OTHER BUSINESS**

**Liz Richardson**  
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

## Management Committee

**Monday 17<sup>th</sup> September 2018 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

**PRESENT** Councillors Guy Tirvengadam (Mayor), Alvin Finch (Deputy Mayor), Jonathan Owen, Andy Blackman, Douglas Rathbone and Susanne Long.

Brian Harrison was also in attendance representing Kendal BID.

**APOLOGIES** Councillors Stephen Coleman, Geoff Cook, Paul Bramham and Shirley Evans.

**OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)

**325/18/19 ELECTION OF CHAIR**

In the absence of the Chair and Vice Chair, it was proposed by Councillor Owen that Councillor Blackman chair the meeting. This was seconded by Councillor Finch and carried unanimously.

**326/18/19 PUBLIC PARTICIPATION**

None.

**327/18/19 DECLARATIONS OF INTEREST**

There were no declarations of interest made at this point.

**328/18/19 ORDER OF BUSINESS**

The Chair suggested that item 16 on the Agenda (Presentation on Fantastic Kendal Information Centre) be brought forward and this was agreed.

**329/18/19 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Rathbone and seconded by Councillor Owen 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]*

- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

## **PART II [Paragraph 3]**

**330/18/19**

### **PRESENTATION ON FANTASTIC KENDAL INFORMATION CENTRE BY SARAH WILLIAMS**

The Chair welcomed Sarah Williams to the meeting. She advised that the Fantastic Kendal Information Centre was now up and running on Finkle Street. It is run solely by volunteers. She provided some background information and talked about Fantastic Kendal's aims and objectives. These are linked to the objectives of Kendal BID and include the following:

- Making Kendal a destination not a gateway. Promote Kendal first and foremost.
- To provide information services for visitors and the community.
- Selling maps, books, Kendal items (postcards, fridge magnets, t-towels etc). Many of the Kendal items are designed by local artists. Kendal branding has been used and money from the retail offering is ploughed back in to make it a sustainable venture.
- Looking at ticket sales.
- Partnership with Lakeside taxis.
- Showcase for specific attractions. There will be 3 TV's showing videos 24/7 including information about the town, accommodation and different families welcoming people to Kendal.
- Hub for coaches – arrangement with Leisure Centre.
- Being disability friendly.
- Collect service for Kendal Farmers market – people can order items from the market on the last Friday of the month and collect on the 2<sup>nd</sup> Friday of the month from the Information Centre.
- Will be promoting Kendal branding.
- Collection point for Lake District pound.

There are 21 volunteers and more are coming forward every day. The Information Centre is open 7 days a week including Bank Holidays. Very good feedback has been received since opening.

Brian Harrison then explained that Fantastic Kendal and BID share similar aims and objectives and highlighted the reasons why BID support Fantastic Kendal as follows:

- To be Kendal focused and bring together all the differing offerings Kendal has.
- Provide a welcome and service specific to Kendal
- Want Kendal brand focusing.
- Want to complement services that are already in place.
- Want the Information Centre to be sustainable.
- Want the Information Centre to be open 7 days a week.
- Make sure visitors know where they can find information on Kendal.

- Want a base for Kendal BID (a base is needed if BID are going to continue).
- Reintroducing coaches – base for greeters
- Easy access for people with disability
- Need to promote Kendal as a destination for all types of tourism – cycling, walking, running etc. This is strongly in the BID strategic plan for next 5 years.

Councillor Blackman asked for clarification regarding ticket sales. Sarah explained this would be for certain events only and would complement and enhance services already provided.

Councillor Tirvengadam asked whether the premises were held on a lease. This was confirmed and details given. He queried whether there was space in the shop for local people to sell their arts and crafts. Sarah advised that space was limited.

There was a general discussion regarding Kendal BID and the likelihood of being re-voted. Members considered what would happen if this was not the case.

Fantastic Kendal were seeking support from Committee for a funding bid. This was originally submitted in March and would be resubmitted in September. Sarah talked about what the funding would be used for. The Town Clerk suggested this information be included in the funding bid submitted.

**331/18/19**

**ASSESSMENT CRITERIA FOR TOURIST INFORMATION CENTRE FUNDING BIDS**

The Town Clerk advised that £5k (per year) has been ring fenced over the next two years for a TIC facility. There is a possibility that two funding bids will be received and currently there is no assessment criteria in place.

The Chair suggested that a sub-group consider the assessment criteria. It was agreed that this would consist of Councillors Owen and Blackman and the Town Clerk.

**RESOLVED**

That a sub-group consisting of Councillors Owen and Blackman and the Town Clerk consider the assessment criteria.

**STAFFING MATTERS [Paragraph 1]**

**332/18/19**

**Mayor's Attendant**

The Town Clerk reported that the annual review for the Mayor's Attendant had been undertaken and informed members that, following satisfactory performance, he was entitled to move up one spinal point on the pay scale. Councillor Owen proposed that the pay award be approved. This was seconded by Councillor Tirvengadam and carried unanimously.

The Town Clerk further informed Members that she had discussed an increase in the hours of the Mayor's Attendant. She advised that there were many additional key projects that could be undertaken by the Mayor's Attendant should approval be recommended. Councillor Owen made an observation that since joining KTC he had noticed a lack of Officer time. Members agreed that this was a problem that needed addressing. There was a discussion regarding possible ways of funding the increased hours.

Councillor Blackman proposed that a recommendation be made to Council to uplift the Mayor's Attendant's minimum monthly contractual hours in order to support delivery of key projects. This was seconded by Councillor Owen and carried unanimously.

- RECOMMENDATION**
1. That the Mayor's Attendant move up one spinal point on the pay scale following satisfactory annual appraisal.
  2. That the Mayor's Attendant's minimum monthly contractual hours be uplifted in order to support delivery of key projects.

**333/18/19**

**Treasurer**

The Town Clerk advised Committee that the temporary Treasurer had expressed an interest in a permanent position with KTC. She explained that the Treasurer is currently working through an agency and the past Treasurer is assisting with the handover, which has a financial implication. It was noted that there would be a severance fee payable to the agency should the position be made permanent.

Council Finch proposed that a recommendation be made to Council to make the current temporary Treasurer's contract permanent. This was seconded by Councillor Tirvengadum and carried unanimously.

- RECOMMENDATION** That the current temporary Treasurer's contract be made permanent.

**334/18/19**

**Town Clerk**

The Chair put forward the suggestion of a 6 month review of appraisal for the Town Clerk. This was agreed.

**335/18/19**

**READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**Note**; Councillor Finch left the meeting at this point.

**336/18/19**

**MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> JULY 2018**

The Chairman presented the minutes of the meeting held on 16<sup>th</sup> July 2018, which had been approved by full Council on 6<sup>th</sup> August 2018.

Councillor Blackman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Rathbone and carried with 3 abstentions (it was noted that this was not quorate).

**RESOLVED**

That the minutes of the meeting of the Committee held on 16<sup>th</sup> July 2018 be accepted as a correct record.

**MATTERS ARISING** (Not on Agenda)**337/18/19**

Councillor Long referred to the proposed new Gooseholme Bridge and advised that matters were on hold until the EA's proposals were known.

The Town Clerk confirmed that the Councillor and staff meet and greet event had been arranged for 9<sup>th</sup> October.

**338/18/19****URGENT ITEMS OF BUSINESS**

None.

**339/18/19****REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for September 2018 and this was noted by Members. The following main areas of work were highlighted:

Consultations

An accommodation review meeting had been attended with SLDC. In discussion phase.

Infrastructure Projects

Phase 2 of the Kendal Highways and Transport Improvement Study has commenced.

Heritage

The Town Clerk was in the process of preparing a press release for Remembrance Day arrangements.

Switch-on Event

Matters are progressing. There will be a change in format due to there being no Lakeland Radio stage this year. The switch on will be a smaller event in the Market Place by the Christmas tree.

Kendal in Bloom

A tender has been published for summer 2019 planting onwards. Deadline 27<sup>th</sup> September. The awards ceremony is on the evening of 20<sup>th</sup> September. The Chair asked the Town Clerk to email all Councillors inviting them to attend the ceremony.

Cumbria in Bloom

Awards Ceremony is on 20<sup>th</sup> September.

Green Space Enhancement

New interpretation at Kendal Castle now in place. Improvement work to a dip in the ground near the panorama panel which fills with water is going ahead.

**RESOLVED**

Town Clerk to invite all Councillors to the KIB Awards Ceremony on 20<sup>th</sup> September.

**340/18/19****UPDATE ON LAKES LINE (REF MINUTE 173/18/19)**

The Town Clerk confirmed she had contacted neighbouring Parish Councils to investigate the possibility of joint action. A reply had been received from Windermere Town Council (circulated) and Burneside Parish Council (reported verbally).

Following a general discussion it was agreed that the Town Clerk would write a letter to Northern Rail expressing KTC's disappointment with regard to the withdrawal of the service. It was hoped that there would not be a repeat of the situation, or that the new timetable would result in a poor service.

Councillor Rathbone reported two major recurring complaints since the timetable had been restarted. These related to cancellations and there often being only 2 carriages per service. He commented that the service was not currently robust.

Councillor Owen proposed that the Town Clerk write to Northern Rail following correspondence with Windermere, Staveley and Burneside Parish Councils. This was seconded by Councillor Long and carried unanimously.

**RESOLVED**

That the Town Clerk write to Northern Rail following correspondence with Windermere, Staveley and Burneside Parish Councils.

**341/18/19****CALC MEMBERSHIP SUBSCRIPTIONS REVIEW**

Members considered correspondence from CALC advising that the membership fee structure had been reviewed. The Town Clerk advised that the previous pricing band system would be replaced by a fee based on the electorate of each parish. This would result in an approximate increase of 64%. CALC had requested feedback on the new approach.

There was a general discussion regarding the benefit of membership and whether this was worthwhile. The Town Clerk advised that it provided a source of information and guidance, resource and training. Councillor Sutton is the KTC representative and attends quarterly CALC meetings.

It was proposed by Councillor Long that the Town Clerk write to CALC stating that KTC feel the increased membership fee is substantial and request a phased approach. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED** That the Town Clerk write to CALC stating that KTC feel the increased membership fee is substantial and request a phased approach.

**342/18/19 KTC ACTION PLAN REVIEW**

Committee considered the draft Action Plan for Kendal.

The Chair requested that the Project Manager talks about the Action Plan at the meet and greet event organised for October.

**RESOLVED** That the Project Manager talks about the Action Plan at the meet and greet event organised for October.

**343/18/19 BUDGET PRIORITIES AND SCORING SYSTEM REVIEW**

The budget timetable for 2019/20 requires the Management Committee to consider draft budget priorities and a scoring system for the evaluation and prioritisation of budget bids. Last year the evaluation was carried out by a sub-group from the Management Committee, however following an evaluation exercise it was agreed this should be carried out by the Management Committee at a separate meeting.

The Town Clerk explained that all Committees are invited to formulate budget proposals to feed into the Action Plan. The Management Committee will receive that report at its October meeting and meet early in November (date to be arranged) to review and evaluate. Recommendations will then be made to the Budget meeting of Council on 26<sup>th</sup> November.

It was proposed by Councillor Blackman that the draft Budget priorities and scoring system be approved. This was seconded by Councillor Owen and carried unanimously.

**RECOMMENDATION** That the draft Budget priorities and scoring system be approved.

**RESOLVED** That the Town Clerk arrange a meeting of the Management Committee in early November to review and evaluate budget proposals.

**344/18/19 COMMUNITY GOVERNANCE REVIEW**

The Town Clerk informed Members that SLDC are conducting a Community Governance Review. The review will include consideration of any proposals received for changes to the current electoral arrangements for parish councils, any requests to create new parish councils within the district council area, merge existing parish councils and any requests to change the name or area of parishes.

She explained that a request had been made previously in 2015 when the Hallgarth boundary had been raised as an issue. This had come about from the Local Plan. At the time SLDC had refused to

consider the request as they were about to address County Council and District Council boundaries.

SLDC had requested that any changes be submitted in writing by 9<sup>th</sup> November 2018 for consideration.

There was a general discussion regarding the implications of the review. It was suggested that a group be formed to assess the Local Plan and current boundaries and consider any changes to put forward.

It was agreed that the Town Clerk would email all Councillors explaining the process and requesting details of any anomalies within their respective wards (eg. where new developments fall within two parishes). She would also request further information from SLDC regarding what needs to be considered and report back to Committee at the October meeting.

It was proposed by Councillor Owen that the Town Clerk proceed as agreed and that the item be included on the agenda for the next meeting. This was seconded by Councillor Long and carried unanimously.

**RESOLVED**

That the Town Clerk (1) email all Councillors explaining the process and requesting details of any anomalies within their respective wards (2) request further information from SLDC regarding what needs to be considered. Also that the matter be included on the agenda for the next meeting.

**345/18/19**

**FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING**

The Town Clerk advised that there was an Environment Agency meeting scheduled for 26<sup>th</sup> September 2018, 1.30-2.30pm, in the Town Council Chamber. All Councillors had been informed.

**346/18/19**

**ITEMS FOR THE NEWSLETTER**

None.

**347/18/19**

**ANY OTHER BUSINESS**

The Town Clerk informed Committee of a proposal put forward by Councillor C Hogg (along with CCC) to place poppies on lamp posts. There would be 360 poppies (one for each person who died during the first world war, as listed on the war memorial). The poppies would be placed on lamp posts closest to the house each person lived on and would cost £1 each. The proposal also included producing a trail map which could be purchased by members of the public. Funding of £500 was being requested. The Town Clerk advised that Peter Ayre of CCC was researching whether there were residents of Oxenholme that had died and it was possible that the number of poppies may increase if that was found to be the case.

Members discussed the proposal and were in favour of the idea of placing poppies on lampposts. There was some uncertainty about producing the trail map leaflets. Members questions the likelihood of people doing the trial and where they would obtain the leaflets from. Thought would need to be given as to ways to advertise the leaflets.

Councillor Tirvengadam proposed that £500 be awarded from the Mayoralty & Arts budget to support the proposal. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED**

That £500 from the Mayoralty & Arts budget be awarded to support the proposal.

The meeting closed at 9.55pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>331</b>	Assessment criteria for Tourist Information Centre Funding Bids	<b>RES</b>	That a sub-group consisting of Councillors Owen and Blackman and the Town Clerk consider the assessment criteria.
<b>332</b>	Staffing Matters – Mayor’s Attendant	<b>REC</b>	1. That the Mayor’s Attendant move up one spinal point on the pay scale following satisfactory annual appraisal. 2. That the Mayor’s Attendant’s minimum monthly contractual hours be uplifted in order to support delivery of key projects.
<b>333</b>	Staffing Matters – Treasurer	<b>REC</b>	That the current temporary Treasurer’s contract be made permanent.
<b>339</b>	Report on Work Programme	<b>RES</b>	Town Clerk to invite all Councillors to the KIB Awards Ceremony on 20 <sup>th</sup> September.
<b>340</b>	Update on Lakes Line	<b>RES</b>	That the Town Clerk write to Northern Rail following correspondence with Windermere, Staveley and Burneside Parish Councils.
<b>341</b>	CALC Membership	<b>RES</b>	That the Town Clerk write to CALC stating that KTC feel the increased membership fee is substantial and request a phased approach.
<b>342</b>	KTC Action Plan Review	<b>RES</b>	That the Project Manager talks about the Action Plan at the meet and greet event organised for October.
<b>343</b>	Budget Priorities and Scoring System Review	<b>REC</b>  <b>RES</b>	That the draft Budget priorities and scoring system be approved.  That the Town Clerk arrange a meeting of the Management Committee in early November to review and evaluate budget proposals.
<b>344</b>	Community Governance Review	<b>RES</b>	That the Town Clerk (1) email all Councillors explaining the process and requesting details of any anomalies within their respective wards (2) request further information from SLDC regarding what needs to be considered. Also that the matter be included on the agenda for the next meeting.
<b>347</b>	AOB – Poppies on Lamp Posts	<b>RES</b>	That £500 from the Mayoralty & Arts budget be awarded to support the proposal.

# KENDAL TOWN COUNCIL WORK PROGRAMME – OCTOBER 2018

COMMITTEE	PROJECT TITLE	PROGRESS	PARTNERS	EST DATE OF COMPLETION	COMPLETED
MANAGEMENT	Staffing Issues	A number of staffing issues (on agenda).			
	Consultations	SLDC – Community Governance Review (on agenda) CALC – Review of Subscription Fees Kendal Futures Vision - meeting attended.			
	CIL governance	Committee Chairs need an awareness of funding and to consider potential projects.			
	Dec 2015 Floods	EA Cllr and Officer update meeting held and attended by Helen and myself.			
	Miscellaneous	A lot of time spent on Remembrance Sunday. Also Cllr/staff meet & greet event and budgeting.			
E&H	Parks & Open Spaces	Hands sculpture in Hawesmead Park painted to represent Mayor’s theme of diversity and interpretation installed.	SLDC	Summer 2018	September 2018
	Infrastructure Projects	Quotes for railing repainting projects obtained and will be reported to Cmttee. Phase 2 of the Kendal Highways and Transport Improvement Study underway. Dockray Bridge area improvement project raised with SLDC - clarity expected mid- October. Network Rail permission to paint Longpool progressed.	SLDC & CCC	October 2018  TBC  TBC  TBC	
MAYORALTY & ARTS	Council Meeting Venue (from repair of chairs)	Awaiting response from SLDC legal to our comments.	SLDC	TBC	
	Heritage	Heritage condition survey actions being progressed. Remembrance Day 2018 meetings held and action list being undertaken. Inclusion of a Parade main issue.		Winter 2018  November 2018	
	Mayor	The Mayor of Kendal’s Fund for the Aged &		TBC	

		Infirm are undertaking the name change – await response from the Charities Commission.			
	Regimental Freedom Parade	Meeting held to confirm rescheduled date as 16 <sup>th</sup> March 2019 and review the action list.		March 2019	
CHRISTMAS LIGHTS & FESTIVALS	Christmas Lights	Replacement lights installed on the trees at the Bird Cage. Looking at lighting the trees at Kendal Museum.		October 2018	
	Switch-On Event	A new format for this year's event has been organized following the new owners of the local radio station offering very limited involvement and the withdrawal of a sponsor and the BID. Arrangements at Abbot Hall remain the same as does the reindeer procession. The switch-on will be a smaller event in Market Place.		Nov 2018	
ALLOTMENTS	Letting Plots Mapping Exercise	The Cmttee have asked for site improvements work list. This is a large piece of work. A meeting has been held with the site reps to determine their wishes. There are a number of historic plots that need work. Allotment data transfer to the new database started. Hoped to use for 2019 invoicing. A number of schemes are being undertaken including adaptations made to allow Horticare to work a plot at Crow Tree, a surplus vegetable scheme for 2019 and the composting of allotment green waste – training in hand.		December 2018  October 2018	
KiB	KiB	Interim planting contractor contracted to do winter planting. Tenders received and assessed. Preferred contractor selected subject to references. Consideration by Cmttee of tree tub planter replacement programme – budget request. The KiB Awards Ceremony was held on 20 <sup>th</sup> September with a guest speaker as a new initiative which was well received. The competition needs to be reviewed with the new Chair and to facilitate this an action plan is		October 2018  TBC September 2018  December 2018	September 2018

		being developed. A working group has been set up and the first meeting is at the end of Oct.			
	CiB/BiB	We were awarded a Silver-Gilt for CiB 2018. The judges' comments were reviewed at the recent KiB Cmttee meeting. We have a CiB mentor to help us achieve gold standard over the next few years with a view to then being selected again for BiB.			
	Bee Projects	Pollinator project – work is progressing and an update report was given at the Cmttee meeting. The findings will be reported in September 2019.	SLACC, SLDC	3 year project	
ACTION PLAN FOR KENDAL	Town Centre Vibrancy	<p><b>Signage Removals.</b></p> <ul style="list-style-type: none"> <li>• CCC meeting arranged for the 10<sup>th</sup> October to establish when the CCC funded signage removal project will be delivered.</li> </ul> <p><b>Street Name Sign Improvements</b></p> <ul style="list-style-type: none"> <li>• New signs installed: x3 Stramongate; x2 Highgate; x1 Allhallows Lane; x1 Kent Street and x3 Stricklandgate.</li> </ul>	SLDC, BID, KFB, CCC	TBC  Summer 2018	September 2018
	Kendal Promotion	<p><b>Visit Kendal Website</b></p> <ul style="list-style-type: none"> <li>• Blog, social media wall and general updates continue via Anna Bailey contract.</li> <li>• Recent blog posts include Lakes International Comic Festival, Children's Literature comes to Kendal Mountain Film Festival, Fantastic Kendal and Kendal Welcomes Award Winning Sculpture.</li> </ul> <p><b>Kendal Promotion Leaflet Series</b></p> <ul style="list-style-type: none"> <li>• Aha distribution contract renewed and in delivery. Request for Oxenholme presence to be enhanced actioned.</li> </ul>	SLDC, BID, KFB	As required	

	Green Space Enhancement	<p><b>Kendal Castle Project (£26K)</b> LIP Funding £8k / Environment Partnership Fund £10K/CCC Rights of Way Improvement Fund £8K.</p> <ul style="list-style-type: none"> <li>• SLDC license to work at the castle received to improve panel viewing areas. Contractor to begin works week beginning 8<sup>th</sup> October.</li> </ul> <p><b>Green Wall (KTC £8K).</b></p> <ul style="list-style-type: none"> <li>• SLDC meeting regarding planning permission process. External SLDC contractor to provide a quote to progress planning permission, support tender process and installation, expected update mid-October.</li> <li>• Current budget (£21,000) allows installation and a six-year maintenance contract, subject to tender process.</li> </ul>	SLDC, CCC  SLDC	October 2018  TBC	
	Misc	<p><b>GDPR</b></p> <ul style="list-style-type: none"> <li>• BT Broadband installed and VPN access organised with ITek support.</li> <li>• Access to remote drive via home working organised and instructions shared with staff.</li> </ul>		As required	

# KENDAL TOWN COUNCIL REPORT

To: Management Committee	15 <sup>th</sup> October 2018
From: The Town Clerk	Agenda Item No. 7

## **COMMUNITY GOVERNANCE REVIEW- DRAFT KTC SUBMISSION**

In 2014 we requested SLDC undertake a Community Governance Review to look at the KTC boundary when the Local Plan showing land allocated for development was published. This was deferred until now by SLDC due to Local Government boundary reviews for the County and District wards.

The Local Plan showed a number of developments that would clearly align to Kendal as the communities hub but that were not within our boundary. In these places we would like the KTC boundary to align with the new development boundary as defined in the Local Plan. There are also some boundaries that cut through developments/communities that should be considered as well.

In discussion with the Chair of Planning Cmttee, I recommend the following submission to SLDC:

### NW Kendal

- Fir Tree estate if not already within our boundary.
- Development land West and North of High Sparrowmire.
- Development land North of Laurel Gardens if not already within our boundary (there may be a small area out with the current boundary).

### NE Kendal

- Communities at Gilthwaiterigg and Summerhow split by the current boundary
- Development land at Appleby Road (broad location northern area).

### SE Kendal

- Development land south of Natland Mill Beck Farm (to include The Beeches development).
- Industrial development land south of K Shoes, Natland Road.

### SW Kendal

- Industrial development land at Scroggs Wood, Milnthorpe Road.
- Alignment of boundary along A591 in Brigsteer Road area.
- Alignment of boundary to include Kendal Fell quarry (currently split in two).

### Oxenholme

- Development land south of Fell Close.
- Current development at land east of Burton Road currently split in two.



Ministry of Housing,  
Communities &  
Local Government

05 OCT 2018

**Rishi Sunak MP**  
Minister for Local Government

**Ministry of Housing, Communities and Local  
Government**

Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Tim Farron MP  
House of Commons  
London  
SW1A 0AA

RECEIVED  
03 OCT 2018

Tel: 0303 444 3460  
Email: rishi.sunak@communities.gsi.gov.uk

[www.gov.uk/mhclg](http://www.gov.uk/mhclg)

Our Ref: 3891494  
Your ref: TF100810

20 SEP 2018

Dear Tim,

Thank you for your email of 21 August to David Lidington MP, on behalf of your constituent, Liz Richardson, the Town Clerk of Kendal Town Council, Town Hall, Kendal, Cumbria, LA9 4DQ, about parish polls. I am replying as this matter falls within my ministerial responsibilities and I apologise for the delay in getting back to you.

I am grateful to you and your constituent for bringing this issue to my attention. You may be aware that a 2015 consultation sought views on updating the existing parish poll regulations, following concerns that the existing arrangements were out of alignment with current balloting practices and open to abuse for vexatious purposes. The experience of Kendal town council appears to bear out those concerns.

The consultation proposed to:

- increase the trigger for the number of electors needed to call a poll, to limit vexatious, unnecessary and otherwise inappropriate use;
- update the voting arrangements to improve access and modernise the polling process to bring mechanisms in line with other local government polls; and
- more closely define the question on which a parish poll can be held to ensure questions posed are on appropriate local issues.

Strong support for these proposals was received from the respondents, which I believe would also address your and your constituent's concerns. However, due to logistical reasons, their implementation has been delayed.

I would however like to reassure you that officials have recently started to make progress on revising the regulations to ensure that they can be implemented as soon as Parliamentary time allows. Unfortunately, due to current existing pressures on Parliament's time associated with EU Exit I am unable to provide you with a firm timeline for implementation.

I hope this information is of help to you and your constituent.

**RISHI SUNAK MP**

## 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	New bus shelter at Blackhall Road	CCC	Med	E&H	all		21,500		
		Birdcage Improvement Project Contribution	SLDC	Med	n/a	all	✓			
		Funding support towards Kendal Future role	KF/KTC	Low	Mgmt	SLDC		7,750	8,500	8,500
		Funding towards Kendal Futures Projects (in line with action plan)	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 - 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		
								<i>Green = Delivered. Amber = In Delivery. Bold black = to be allocated. Italics = previously approved</i>		
								2018/19	2019/20	
							£	£		
	Enhance KTC allotments	Train Townscape manager as Master Composter, move KTC towards using own compost for town centre planting.	KTC	Low	Allotments & KIB	Various			1,000	1000
		Create accessible allotment to support Horticare use	KTC	Low	Allotments	Various			500	1500
		Create and promote partnership with Kendal Peoples café to encourage allotment holders to donate excess produce.	KTC	Low	Allotments & KIB	Various			500	500
								In Progress (KTC funding provisionally allocated)		
								2018/19	2019/20	
								£	£	
Health & Wellbeing	Support low income households	Eden & South Lakeland Credit Union	?	Low	Mgmt	?		3,000		
	Create an accessible allotment	Crowtree Allotment (install ramps and accessible planters)	Horticare	Low	Allotments	tbc		Allotment Committee		
	Support excellent sports & activities provision	Contribute to Kendal Rugby Club, Community Sports Hub	?	Low	AGC	tbc	✓			
								In Progress (KTC funding provisionally allocated)		
								2018/19	2019 / 20	
								£	£	
Internal KTC Projects & Asset Enhancements	Create modern KTC office facilities	Relocate from Kendal Town Hall	KTC	Med	Mgmt	SLDC	✓			
	Improving boundaries	Improve wall and fences on Greenside / Rinkfield allotment	KTC	med	Allotments	n/a		10,000 (unclaimed, will be spent by March)		
	Totals							197,442	71,750	71750

## KENDAL TOWN COUNCIL - MANAGEMENT COMMITTEE

### BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER 2018

2017/18 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	<b>Management:</b>				
163,500	Staff Salaries	83,355	82,435	165,790	(2,290)
(71,070)	Staff Recharges to Services	(35,535)	(35,535)	(71,070)	0
500	Travel & Training	703		703	(203)
(2,100)	Pension Fund Adjustment	(1,050)	(1,050)	(2,100)	0
16,040	Premises	9,028		9,028	7,012
6,060	Supplies & Services	1,904		1,904	4,156
10,130	Audit, Subscriptions & Insurances	6,732		6,732	3,398
0	Elections	0		0	0
8,860	Newsletter	2,726		2,726	6,134
6,160	IT & Website	4,279		4,279	1,881
2,020	Miscellaneous	210		210	1,811
<b>140,100</b>	<b>Total:</b>	<b>72,352</b>	<b>45,850</b>	<b>118,201</b>	<b>21,899</b>
	<b>Action Plan Items:</b>				
4,800	Support for Kendal Futures Projects	0		0	4,800
7,750	Support for Co-ordinator	7,750		7,750	0
11,714	Delivering the Action Plan	0		0	11,714
10,000	Support for Kendal TIC	0		0	10,000
3,000	Eden & South Lakeland Credit Union	0	3,000	3,000	0
250	Lancaster Canal Regeneration Partnership	250		250	0
867	Kendal Destination Website (funded by Kendal Futures)	1,650		1,650	(783)
5,000	Community Emergency Planning	0		0	5,000
<b>38,581</b>	<b>Total:</b>	<b>9,650</b>	<b>3,000</b>	<b>12,650</b>	<b>25,931</b>

# KENDAL TOWN COUNCIL REPORT

To: Management Committee	15 <sup>th</sup> October 2018
From: Councillor Rowley	Agenda Item No. 12

## **PROPOSAL FOR BUDGET ALLOCATION FOR THE USE OF WARD COUNCILLORS**

Committee are asked to consider the following proposal put forward by Councillor Rowley:

### ITEM:

To propose that the current size and projected growth of Kendal is such that we should consider a small budget specifically for the use of Ward Councillors.

### RATIONALE:

Kendal is already a large town council. There may be a perception that funds are used for the development of the town centre and the current Community Governance Review may increase the size of Kendal. To address this, I would like to see all Wards given a fund for small projects.

I propose that each Ward be awarded (for 2020/21) a sum of £250 per Councillor elected, which could be pooled, and that this could be used for local projects where it can be demonstrated that they have community support. (I emphasise that I do not see this as a fund for Councillors to use on pet projects and they should be expected to offer evidence of wider support).

Assuming that the number of Councillors elected per Ward is related to population size, this would lead to the following funds being allocated - a total of £7,000 per year which could be reviewed.

Currently this would distribute the following funds:

Castle 2 .....	£ 500
Fell 2.....	£ 500
Heron Hill 4 .....	£1000
Highgate 2 .....	£ 500
Kirkland 4.....	£1000
Mintsfeet 2 .....	£ 500
Nether 4.....	£1000
Oxenholme 1 .....	£ 250
Stonecross 3.....	£ 750
Strickland 4 .....	£1000