

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 22<sup>nd</sup> February 2016 at 7.30 pm  
in The Georgian Room, Town Hall, Kendal**

- PRESENT** Councillors Sylvia Emmott (Chair), Tom Clare, Lynne Oldham, Jon Robinson, John Veevers, Giles Archibald and Geoff Cook
- APOLOGIES** Councillors Stephen Coleman, Clare Feeney-Johnson, Austen Robinson and Chris Hogg
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 909/15/16 PUBLIC PARTICIPATION**
- None.
- 910/15/16 DECLARATIONS OF INTEREST**
- None.
- 911/15/16 MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> JANUARY 2016**
- The Chairman presented the minutes of the meeting held on 18<sup>th</sup> January 2016, which had been approved by full Council on 1<sup>st</sup> February 2016.
- Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Oldham and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 18<sup>th</sup> January 2016 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 912/15/16 Kendal Emergency Planning** (Minute 792/15/16)
- Councillor J Robinson informed the Committee that a sub group had now been formed and a Chair appointed. The group were proposing to work from Kendal College.
- 913/15/16 Items for the Newsletter** (Minute 799/15/16)
- Councillor Clare referred to the resolution and pointed out that “included in the *next* newsletter.....” should read “included in the *March* newsletter....”.
- ANY OTHER BUSINESS**
- 914/15/16 (a) Urgent Items**
1. Councillor Clare raised the matter of the closure of the Town Hall over a Saturday lunchtime and pointed out that the building was

designated for public toilet usage. Councillor Emmott suggested raising the issue with the portfolio holder in writing. Councillor Clare advised that he had done this and had also written to the portfolio holder for the Town Hall. Responses were awaited.

2. The Town Clerk advised that there was to be a meeting of Burneside Parish Council on 1<sup>st</sup> March 2016 at 7.45pm-9pm where there would be a presentation on the Neighbourhood Plan. Members agreed that a Councillor should attend the meeting. It was decided that the Town Clerk would check whether Councillor Hurst Jones was intending to attend.
3. Councillor Emmott read out the wording from Mrs McCreesh's thank you card to Councillors and staff at KTC following the sudden death of her husband, Councillor John McCreesh.
4. Councillor Emmott raised the matter of the decision by HMCTS to close Kendal Magistrates Court and asked Members whether they thought it would be worthwhile inviting Richard Rose, the Police & Crime Commissioner to attend a future meeting. A general discussion ensued and it was concluded that it would not be worthwhile, bearing in mind that Richard Rose did not have long left in office. Councillor Cook suggested that a letter be issued to all PCC candidates inviting their views on the closure. Councillor Clare suggested writing to SLDC to request that they engage with HMCTS over offering the District Council Chamber for use as a Court. Members also agreed to write to HMCTS requesting further clarification over the statement proposing exploration work with SLDC regarding options for alternative local access to justice. The Town Clerk to draft suitable letters.

**RESOLVED**

1. That the Town Clerk check with Councillor Hurst-Jones whether he would be attending the meeting of Burneside Parish on 1<sup>st</sup> March 2016.
2. That the Town Clerk draft suitable letters to SLDC, all PCC candidates and HMCTS regarding the closure of Kendal Magistrates Court.

**915/15/16**

**(b) Future Agenda Items**

Councillor Emmott reminded Members that it had been agreed, following Lawrence Conway's attendance at the November meeting, that he be invited back to give further consideration to the future of the Town Hall and future spending plans.

**RESOLVED**

That Lawrence Conway, CEO SLDC be invited to attend a future Management Committee meeting for further discussion on the future of the Town Hall and future spending plans.

**916/15/16**

**ACTION PLAN FOR KENDAL PROGRESS UPDATE**

Councillor Archibald provided the following update:

1. The Bus Group had held a further meeting. They were looking into the concept of being able to hail a form of transport through

an App. Kendal BID were also researching the idea in more detail.

2. A competition was being run in connection with the Kendal Mint Clean project. Junior schools had been invited to design posters and senior schools to design a logo. The closing date was the end of February.
3. The 'Clean for the Queen' litter picking event would take place on Saturday 5<sup>th</sup> March 2016 from 10am until noon. The project was to be publicised on Radio Cumbria and Lakeland Radio as well as the Westmorland Gazette. It was agreed that an appeal for help should be put out to all Councillors. Councillor Archibald to provide further information to the Town.

Councillor Clare suggested organising a 'Clean for Kendal in Bloom' event focusing on the area alongside the A6 going out of town.

The Town Clerk asked whether a feasibility study for a public toilet in Market Place should be added to the Action Plan. Councillor Emmott advised that further clarification would have to be sought on this matter from the Market Place Group.

## **RESOLVED**

That the Town Clerk issue an appeal to all Councillors for help with the 'Clean for the Queen' litter picking event on Saturday 5<sup>th</sup> March 2016.

## **917/15/16**

### **REPORT ON PROJECT PROGRESS**

The Town Clerk presented her report on project progress for February 2016 and this was noted by Members. The following items were discussed:

With regard to work at Maudes Meadow, Councillor Archibald informed the Committee that SLDC Councillors were due to vote on budget matters on Wednesday evening. He advised that there could be significant monies available in the budget for drainage work to Nobles Rest.

Councillor Clare asked whether works to improve the footpath through Maudes Meadow which were to be paid for by KTC could be actioned now. Councillor Emmott suggested writing to Deborah Wright at SLDC to request a schedule of works for Nobles Rest, to include a request that Maudes Meadow be in phase 1 of any works. It was agreed that the Town Clerk would make contact with Deborah Wright.

Councillor Clare reported gaps in the railings along Riverside just before the Riverside Café following the flooding. Councillor Emmott agreed to walk along the area in question, identify the railings and clarify responsibility with SLDC.

Councillor Cook queried whether there had been any response to the letter sent by the Town Clerk to SLDC in respect of additional work

on the Little Aynam railings. Councillor Archibald advised that this matter had not been forgotten and was on the list to action.

Councillor Veevers referred to trees which had been cut down on Wattsfield Road and reported that the cut branches from the trees had not been taken away. It was agreed that Councillor Veevers would contact the Councillor responsible for the Ward (Councillor Vincent) and ask for the branches to be removed.

It was suggested by Councillor Clare that a priority list should be put together by the Kendal in Bloom Committee and the Environment and Highways Committee by the end of June for jobs that need attention prior to judging for the Kendal in Bloom competition. All Members agreed.

Councillor Cook advised that the Project Manager, Helen Moriarty, had attended a meeting of CCC Local Committee's Strategic Transportation Working Group with regard to the inventory of signage. Town Clerk to review with the Project Manager.

The Town Clerk confirmed that the Action Plan is to be updated on a regular basis by the Project Manager.

## **RESOLVED**

1. That the Town Clerk write to Deborah Wright, SLDC, to request a schedule of works for Nobles Rest/Maudes Meadow.
2. Councillor Emmott to identify the broken railings by the Riverside Café and clarify responsibility with SLDC.
3. That Councillor Veevers contact Councillor Vincent and request that the cut branches be removed from Wattsfield Road.
4. That a priority list of jobs needing attention prior to judging for the Kendal in Bloom completion be compiled by the Kendal in Bloom Committee and the Environment and Highways Committee by the end of June.
5. That the Town Clerk review with the Project Manager her attendance at the meeting of CCC Local Committee's Strategic Transportation Working Group.

## **918/15/16**

### **REMEMBRANCE SUNDAY FORMAT**

The Town Clerk explained that following discussion by all parties involved in Remembrance Sunday, a bugler and the Town Crier (to read the citation) now attended the War Memorial at 11am for those members of the public who did not wish to attend church to commemorate. She advised that a member of public had muted the idea of going further and changing the format of the event, starting with the church service and then proceeding to the War Memorial for a service at 11am. She had agreed to a meeting in March and was seeking the Committee's views prior to that meeting.

A general discussion ensued. Councillor Veevers felt the current format should continue and suggested that a different format be considered when Remembrance Day next falls on Remembrance Sunday. This was noted to be 2018. Councillor Cook agreed and could see no justification for changing the current format. Councillor

Clare felt that changing the format would cause difficulties for the Royal British Legion who would also be required elsewhere.

It was agreed that the Town Clerk would take Councillors' views forward to the meeting.

**RESOLVED**

That the Town Clerk take Councillors' views on the format forward to the meeting on Remembrance Sunday.

**919/15/16****NORTHERN DEVELOPMENT ROUTE**

Councillor Clare advised that there had been various correspondence concerning the proposed northern development route. He reported that at CCC Councillor Stan Collins had taken over from Councillor Nick Cotton and would now be taking the lead. There was concern amongst Councillors that progress was not being made. The motion agreed was to be clear that KTC wished to make progress and move the project forward. Councillor Emmott commented that the NDR must be part of the Masterplan. Councillor Archibald replied that he was not sure it was included in the Masterplan.

Councillor Veevers expressed his concern regarding progress. He commented that Victoria Bridge had an 18 month closure notice in place which meant that it could be closed at any moment if it became necessary, which only made the need for the NDR even more crucial.

Councillor Emmott suggested that Councillor Archibald discussed the matter with Councillor Stan Collins, CCC and Councillor Peter Thornton, SLDC and report back to the next Management Committee meeting. The matter to be added as an item on the next agenda.

**RESOLVED**

That Councillor Archibald discuss the matter of the proposed Northern Development Route with Councillor Stan Collins, CCC and Councillor Peter Thornton, SLDC and report back to the next Management Committee meeting. The matter to be added as an item on the next agenda.

**920/15/16****20MPH SPEED LIMIT PROJECT**

Councillor Archibald reported that the working group had been asked to look at the definition of 'residential roads' prior to undertaking a feasibility study of having a 20mph speed limit in such areas (and in comparison the whole town) as agreed at Council. He presented a map which had been prepared by the task force indicating two options for consideration by Members:

Option 1 – town centre and residential areas of arterial roads to be 20mph (and to become 30mph further out)

Option 2 – town centre and arterial roads to remain at 30mph

Members discussed the options put forward and various views and opinions were expressed.

Councillor J Robinson felt that arterial roads would be better kept at 30mph, but was in favour of a 20mph speed limit in wholly residential areas. He commented that it would be confusing for people as arterial roads do go through residential areas.

Councillor Clare agreed that arterial roads should remain at 30mph.

Councillor Oldham expressed her opinion that main roads should be 30mph, with a 20mph speed limit for estates/residential areas.

After debating the matter at length, the consensus of opinion was that the 30mph speed limit should remain on arterial roads and the town centre.

Councillor Emmott proposed a recommendation to Council that residential roads proposed to be 20mph be those in residential estates and do not include arterial routes and the town centre which would remain at 30mph throughout the Kendal (option 2). This was seconded by Councillor Clare and carried with 5 Members in favour and 2 abstentions.

Councillor Emmott further proposed a second recommendation to Council to seek a volunteer to lead on the next stage to include the feasibility study. This was seconded by Councillor Archibald and carried with 5 Members in favour and 2 abstentions.

- RECOMMENDATION**
1. That the 20mph speed limit should apply to residential areas to exclude arterial routes and those parts of the town centre not subject to a lower limit.
  2. That a volunteer be sought to lead on the next stage of the 20mph project to include the feasibility study.

### **FLOODING DECEMBER 2015**

**921/15/16 (a) Spending Ideas Relating to Response to the Flooding (Ref Council)**

The Town Clerk confirmed that this would be a standing item on future Management Committee meeting agendas to raise further ideas for spending.

Councillor Oldham put forward various suggestions for works to Shap Road which would enhance the area in general. This was discussed in detail, along with costings. Councillor Clare proposed that £4,000 be set aside from the flooding monies for these enhancement works. This was seconded by Councillor Cook and carried unanimously.

Members discussed the timetable and resources available for carrying out the works. Councillor Clare said that the enhancement works should be completed in time for the Britain in Bloom competition which would require a deadline of July. This would be a tight deadline and he suggested that it may be necessary to buy in help to deliver the project.

Councillor Cook commented that the £4,000 agreed was for infrastructure and may not be enough to buy in help. The possibility of additional monies being available from the Kendal in Bloom Committee and Environment & Highways Committee was discussed. It was agreed that Councillors Oldham and Clare would work on the project further and prepare documentation to present to Council.

Councillor Clare referred to replanting works scheduled in Abbot Hall park. He wished to request that the Environment & Highways Committee provide additional funds to enable the purchase of established plants so that the beds look established when the Britain in Bloom judging took place.

**RECOMMENDATION** That £4,000 be set aside from the flooding monies for enhancement works to Shap Road. Councillors Oldham and Clare to work on the project further and prepare documentation to present to Council.

**922/15/16**

**(b) Input to Flooding Related Questions to be asked of Responsible Bodies (Ref Council)**

Councillor Emmott referred to the report prepared by Councillor A Robinson which had been circulated with the agenda. Members discussed the report in detail and the following points were raised:

- In the first paragraph on page 1 reference should also be made to Network Rail as a responsible body.
- Councillor Veevers referred to point 6 in the notes section on page 4. He commented that Rydal Road is nowhere near the Auction Mart, which should be raised as a separate item. It was agreed that the Town Clerk would include a separate question relating specifically to the Auction Mart.
- Councillor Clare suggested a further question to be asked – what was the flood source for each of the flooded areas? Town Clerk to include if not already.

It was agreed that the Town Clerk would use the report to prepare a letter for consideration by Council. The same letter would be issued to all responsible bodies with a request they respond to the questions relevant to them.

Councillor Archibald questioned whether sufficient staffing resource was available to follow up responses to the letter etc. Councillor Clare thought Councillor A Robinson might have someone in mind. The Town Clerk was requested to speak to Councillor A Robinson.

**RESOLVED**

1. That the Town Clerk would use the report on flooding related questions to be asked of responsible bodies to prepare a letter for consideration by Council.
2. That the Town Clerk would speak to Councillor A Robinson regarding resource to follow up responses to the letter to responsible bodies.

### **(c) Report on Community Recovery Group Meetings**

Councillor Emmott advised Members that Councillor Oldham, the Town Clerk and herself had each attended a meeting of the Community Recovery Group. Councillor Emmott reported that there were 33 bridges down following the flooding, half of which were in South Lakeland, and 14 of those were at the top of the list as being highly important. CCC Highways was having to provide evidence of spend to the Government and it was likely to take between 3-6 years to repair all 33 bridges. She also advised that 5 families each week who had been South Lakes Housing tenants from the end of February would be returning home.

Councillor Oldham confirmed that she had found the meeting she attended to be very valuable.

It was agreed that it would be useful to continue to attend such meetings.

**923/15/16**

### **SLDC ANNUAL REVIEW OF THE INFRASTRUCTURE DELIVERY PLAN**

Councillor J Robinson informed Members that SLDC were undertaking the annual review of the Infrastructure Delivery Plan (IDP) to update the assessment of infrastructure needs for the District. KTC had been asked to comment on the IDP by 26 February 2016. Councillor J Robinson commented that there was a lot to consider in a short timescale. The document was 150 pages in total and extremely detailed.

A general discussion ensued. Members discussed the spending of CIL monies and agreed that the Northern Development Route should be a priority.

Councillor Clare proposed that, due to recent events, it would be reasonable to request more time to consider the document. This was seconded by Councillor Veevers and agreed unanimously. The Town Clerk was requested to contact Damian Law, SLDC, to enquire whether an extension to the deadline for commenting on the IDP would be possible. If not, Councillor J Robinson's comments would be submitted.

**RESOLVED**

That the Town Clerk contact Damian Law, SLDC, to enquire whether an extension to the deadline for commenting on the IDP would be possible. If not, Councillor J Robinson's comments to be submitted.

**924/15/16**

### **ITEMS FOR THE NEWSLETTER**

Councillor Clare clarified that the newsletter existed for the reporting of KTC news. It was not publicising meetings or events that had no relation to KTC activities.

**925/15/16 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Veevers to move to Part II and this was carried unanimously.

**RESOLVED**

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

**Part II**

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

Information relating to any individual [*Paragraph 1*]

**STAFFING MATTERS** [Paragraph 1]**926/15/16**

The Town Clerk reported that the Project Manager, Helen Moriarty's, probation of six months was coming to an end. She reported that she was satisfied with her work and recommended that the contract be made permanent. This was carried unanimously.

**RECOMMENDATION**

That the Project Manager's contract be made permanent.

**927/15/16**

The Town Clerk reported on the working hours of the Council Secretary. A timesheet was being kept and this had shown the Council Secretary had worked additional hours over and above her contract. It was thought some of this may have been due to additional work at the start of her employment.

The Town Clerk proposed that the Council Secretary be asked to continue keeping a timesheet until July 2016 at which point a further review would be undertaken.

The Town Clerk asked that the additional hours worked by the Council Secretary over the past 9 months be paid at the standard rate.

Members voted unanimously to approve both recommendations.

**RESOLVED**

That the Council Secretary be asked to continue keeping a timesheet until July 2016 at which point a further review would be undertaken.

**RECOMMENDATION**

To pay additional hours worked by the Council Secretary for the period April to December 2015.

**928/15/16****READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor Veevers to re-admit the press and public and this was carried unanimously.

**RESOLVED**

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

The meeting closed at 10.25pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>914</b>	AOB – urgent items	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Town Clerk check with Councillor Hurst-Jones whether he would be attending the meeting of Burneside Parish on 1<sup>st</sup> March 2016.</li> <li>2. That the Town Clerk draft suitable letters to SLDC, all PCC candidates and HMCTS regarding the closure of Kendal Magistrates Court.</li> </ol>
<b>915</b>	AOB – future agenda items	<b>RES</b>	That Lawrence Conway, CEO SLDC be invited to attend a future Management Committee meeting for further discussion on the future of the Town Hall and future spending plans.
<b>916</b>	Action Plan for Kendal progress update	<b>RES</b>	That the Town Clerk issue an appeal to all Councillors for help with the 'Clean for the Queen' litter picking event on Saturday 5 <sup>th</sup> March 2016.
<b>917</b>	Report on project progress	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Town Clerk write to Deborah Wright, SLDC, to request a schedule of works for Nobles Rest/Maudes Meadow.</li> <li>2. Councillor Emmott to identify the broken railings by the Riverside Café and clarify responsibility with SLDC.</li> <li>3. That Councillor Veevers contact Councillor Vincent and request that the cut branches be removed from Wattsfield Road.</li> <li>4. That a priority list of jobs needing attention prior to judging for the Kendal in Bloom completion be compiled by the Kendal in Bloom Committee and the Environment and Highways Committee by the end of June.</li> <li>5. That the Town Clerk review with the Project manager following her attendance at the meeting of CCC Local Committee's Strategic Transportation Working Group.</li> </ol>
<b>918</b>	Remembrance Sunday format	<b>RES</b>	That the Town Clerk take Councillors' views on the format forward to the meeting on Remembrance Sunday.
<b>919</b>	Northern Development Route	<b>RES</b>	That Councillor Archibald discuss the matter of the proposed Northern Development Route with Councillor Stan Collins, CCC and Councillor Peter Thornton, SLDC and report back to the next Management Committee meeting.

			The matter to be added as an item on the next agenda.
<b>920</b>	20mph speed limit project	<b>REC</b>	<ol style="list-style-type: none"> <li>1. That the 20mph speed limit should apply to residential areas to exclude arterial routes and those parts of the town centre not subject to a lower limit.</li> <li>2. That a volunteer be sought to lead on the next stage of the 20mph project to include the feasibility study.</li> </ol>
<b>921</b>	Spending ideas relating to response to the flooding	<b>REC</b>	That £4,000 be set aside from the flooding monies for enhancement works to Shap Road. Councillors Oldham and Clare to work on the project further and prepare documentation to present to Council.
<b>922</b>	Input to flooding related questions to be asked of responsible bodies	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Town Clerk would use the report on flooding related questions to be asked of responsible bodies to prepare a letter for consideration by Council.</li> <li>2. That the Town Clerk would speak to Councillor A Robinson regarding resource to follow up responses to the letter to responsible bodies.</li> </ol>
<b>923</b>	SLDC annual review of the Infrastructure Delivery Plan	<b>RES</b>	That the Town Clerk contact Damian Law, SLDC, to enquire whether an extension to the deadline for commenting on the IDP would be possible. If not, Councillor J Robinson's comments to be submitted.
<b>926</b>	Project Manager's contract	<b>REC</b>	That the Project Manager's contract be made permanent.
<b>927</b>	Council's Secretary's pay	<b>RES</b>  <b>REC</b>	<p>That the Council Secretary be asked to continue keeping a timesheet until July 2016 at which point a further review would be undertaken.</p> <p>To pay additional hours worked by the Council Secretary for the period April to December 2015.</p>