

KENDAL TOWN COUNCIL

Management Committee

**Monday 23rd May 2016 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Austen Robinson (Chair), Tom Clare, Lynne Oldham, John Veevers, Giles Archibald and Geoff Cook
- APOLOGIES** Councillors Jon Robinson, Sylvia Emmott, Stephen Coleman and Clare Feeney-Johnson
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 023/16/17 PUBLIC PARTICIPATION**
- None.
- 024/16/17 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 025/16/17 MINUTES OF THE MEETING HELD ON 18TH APRIL 2016**
- The Chairman presented the minutes of the meeting held on 18th April 2016, which had been approved by full Council on 9th May 2016.
- Councillor Clare 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 18th April 2016 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 026/16/17 Action Plan for Kendal Progress Update** (Minute 1103/15/16)
- Councillor Archibald advised that the walkway improvements in the Westmorland Shopping Centre were subject to a current trial.
- 027/16/17 Report on Project Progress** (Minute 1104/15/16)
- Councillor A Robinson said that the Annual Town Assembly had been a good event. The Town Clerk commented that it did not attract a great deal of public interest. Councillor Clare suggested that the Assembly be used as an opportunity to publicise the work of KTC and thought a Powerpoint presentation of the Annual Report might generate more interest. Councillor Archibald agreed that KTC should be more proactive in selling themselves. Members agreed that more thought should be given to the event next year.

With regard to the Annual General Meeting and Mayor Making Ceremony, Councillor Cook remarked that the feedback he had received from speaking to people was that Kendal's was considered one of the best.

028/15/16

Kendal Strategic Transport Infrastructure Study (Minute 1105/15/16)

Councillor Clare advised that CCC Local Committee had held a meeting regarding the Kendal Strategic Transport Infrastructure Study.

It was agreed that the Town Clerk would write to Karen Johnson (CCC Local Committee) advising that following that meeting it was KTC's understanding that a primary purpose of the study was to consider a northern development route, as set out in the paragraph at the bottom of page 3 of the brief which stated as follows:

"Having regard to these issues, consideration had previously been given to the potential of a Kendal northern development route; however proposals were never progressed despite large scale employment development in the northeast of the town. While this historic work is helpful context, to address the key issues above, it is now considered appropriate for all infrastructure options, including a northern development route, to be considered in light of the further longer term growth of the town...."

Confirmation to be requested that KTC's understanding is the same as CCC's and that any changes would be notified to KTC if they were to be made. The Town Clerk to advise CCC that on that basis KTC is willing to support the study with a grant of up to £10k.

Councillor Cook suggested following this up by advising that KTC looked forward to engaging with the appointed consultants in due course.

RESOLVED

That the Town Clerk write to Karen Johnson (CCC Local Committee) advising that based on KTC's understanding of the brief, it is willing to support the study with a grant of up to £10k.

029/16/17

ORDER OF BUSINESS

The Chair suggested that the order of business of the agenda be amended to bring forward item 9 (The Work of the Economic Development Group in SLDC) in order to allow Councillor Archibald to leave the meeting early. This was agreed by all.

030/16/17

THE WORK OF THE ECONOMIC DEVELOPMENT GROUP IN SLDC – CLLR G ARCHIBALD

Councillor Archibald advised that the main focus of the SLDC Economic Development Group was to help the town centre to diversify and thrive. The Group had decided to focus on 4 issues:

- (1) To bring development sites into operation (eg Scroggs Wood) in order to protect the growth of current businesses in Kendal.
- (2) To secure public money (LEP).
- (3) Private sector.
- (4) Localism.

Councillor Clare remarked that Lancastrian Estates had moved out of their premises in the town centre and relocated to one of the industrial estates. He said that businesses choosing to move to business parks on the outskirts of town posed a danger to the town centre. Councillor Archibald replied that if industrial parks were not made available the fact was that some business would choose to leave Kendal altogether. Councillor Veevers referred to plans for residential development at Electricity North West's depots off Parkside Road. He made the point that existing industrial areas were being lost to housing and people working on the outskirts of town would not shop in the town centre. Councillor Archibald commented that infrastructure was very important if the town centre was to thrive, but that it was an issue to be watched.

ANY OTHER BUSINESS

031/16/17

(a) Urgent Items

Members discussed the announced closure of Kentmere Ward at Westmorland General Hospital.

Councillor A Robinson referred to documentation from the Care Quality Commission and correspondence from Colin Reynolds, Chair of South Lakeland MIND.

It was observed that a purpose of the Cumbria Health Scrutiny Committee was to scrutinise any major substantial changes within the NHS. It was noted that it appeared the Committee had not been consulted on the plans to close Kentmere Ward.

Councillor Clare expressed his opinion that KTC should be seen to be asking questions and to hold the Cumbria Partnerships NHS Foundation Trust to account for not informing the Cumbria Health Scrutiny Committee of the closure.

A general discussion ensued and it was decided that the Town Clerk would draft a letter to the Cumbria Partnerships NHS Foundation Trust with questions to be answered and forward to Councillors for their comment/input.

RESOLVED

That the Town Clerk draft a letter to the Cumbria Partnerships NHS Foundation Trust with questions to be answered on the closure of Kentmere Ward at Westmorland General Hospital and forward to Councillors for their comment/input.

032/16/17

(b) Future Agenda Items

Councillor Veevers requested that the location of AOB on the agenda be reviewed.

RESOLVED That the location of AOB on the agenda be reviewed at a future meeting.

033/16/17 ACTION PLAN FOR KENDAL PROGRESS UPDATE

There was nothing to report on this item.

034/16/17 REPORT ON PROJECT PROGRESS

The Town Clerk presented her report on project progress for May 2016 and this was noted by Members.

Items highlighted by the Town Clerk were as follows:

- Meetings with auctioneers regarding the sale of chairs and desks.
- Tender awarded for the Christmas lights contract.
- Britain in Bloom – large volume of work required.
- Tender awarded for Kendal in Bloom planting contract.

Councillor Cook queried progress with SLDC improvement works to Nobles Rest Park/Maudes Meadow/Abbot Hall. The Town Clerk advised that she would pick this up with Deborah Wright, SLDC, when she returned from annual leave.

Councillor Veevers commented that there was no sign of the seats in Maudes Meadow which had been paid for. The Town Clerk advised that she would follow this up with Deborah Wright, SLDC.

Councillor Veevers advised that there had been a decline in the number of allotment tenancies since the renewal letters had been issued. The reason was not fully apparent.

Councillor Cook asked that deadlines be included in the Action Plan for Kendal section of the Project Progress Report rather than 'TBC'.

Councillor Clare suggested that the Project Progress report be renamed 'KTC Work Programme' and this was agreed.

- RESOLVED**
1. Town Clerk to follow up the SLDC improvement works to Nobles Rest Park/Maudes Meadow/Abbot Hall with Deborah Wright, SLDC, when she returned from annual leave.
 2. Town Clerk to follow up the seats in Maudes Meadow with Deborah Wright, SLDC.
 3. That deadlines be included in the Action Plan for Kendal section of the Project Progress Report
 4. That the Project Progress report be renamed 'KTC Work Programme'

035/16/17 ORDER OF BUSINESS

It was suggested that the order of business of the agenda be amended to bring forward item 10 (KTC Project Manager's Work Programme) and this was agreed.

036/16/17**KTC PROJECT MANAGER'S WORK PROGRAMME**

The Town Clerk had been requested to review the workload of the Project Manager at the last meeting of the Committee. A schedule of projects and tasks had been circulated to Members prior to the meeting and the Town Clerk ran through each item on the schedule. She concluded that the Project Manager's work programme was currently at full capacity. Certain projects had morphed into much larger items of work than anticipated and it was envisaged that the Project Manager would need to spend time on the 20mph project.

Members considered the schedule and discussed the content in detail. It was decided that the Project Manager's input on the 20mph project should be added to the agenda of the next meeting for further discussion.

It was noted that the yellow highlighting used on the schedule of projects and tasks had not photocopied. Councillor Clare suggested the use of 'stipple' effect rather than colour shading for future reports which would photocopy without problem.

Councillor Archibald commented that KTC should be using the Westmorland Gazette more to advertise the work of the Council.

RESOLVED

That the Project Manager's input on the 20mph project be added to the agenda of the next meeting for further discussion.

037/16/17**APPROVAL FOR KTC FUNDING OF KENDAL FUTURES BOARD PROJECTS**

The Town Clerk presented requests for project funding from Kendal Futures Board.

Councillor Cook queried whether the funding had already been allocated. The Town Clerk advised that £3,500 had already been allocated from the £10,000 which had been put aside. This request was for funding towards four projects totalling £6,500. Councillor Cook proposed that the Committee supported the requests from KFB. This was seconded by Councillor Clare and carried with 1 abstention.

Councillor Veevers asked what other parties funded KFB projects. The Town Clerk advised that the BID, SLDC and CCC also supported KFB, although input from the various parties was variable. Councillor Clare commented that it would be useful to know who the other contributors were and suggested that the Town Clerk asked Paula Scott of KFB to provide this information.

RECOMMENDATION

That the Committee supported the requests from KFB for project funding.

RESOLVED

That the Town Clerk ask Paula Scott of KFB to provide information on other contributors of funding.

038/16/17**SUMMER EDITION KTC NEWSLETTER – CLLR T CLARE**

Councillor Clare informed Members that the summer edition of the KTC newsletter would need to be larger than usual with 6 pages. He advised that the Treasurer had confirmed the availability of budget for the increased cost and proposed that the edition go ahead with the additional 2 pages. This was seconded by Councillor Oldham and carried unanimously.

Councillor Clare had also met with Sight Advice to discuss how easily the newsletter could be read by visually impaired people. It was noted that text was lost on certain colour backgrounds. The possibility of producing a braille version had been discussed. It had also been flagged up that the text was too small to read when printed off from the pdf on the website. It was agreed that Councillor Clare would highlight this with the contractor.

Councillor Veevers asked Councillor Clare to liaise with the Assistant to the Town Clerk regarding an article which was to be included in the newsletter regarding allotments.

RECOMMENDATION 1. That the summer edition of the KTC newsletter go ahead with 6 pages at increased cost.

RESOLVED 1. That Councillor Clare speak to the consultant regarding the pdf version of the newsletter for the website.
2. That Councillor Clare liaise with the Assistant to the Town Clerk regarding an article which was to be included on allotments.

039/16/17**LOCAL GOVERNMENT BOUNDARY COMMISSION – DRAFT RECOMMENDATIONS ON NEW ELECTORAL ARRANGEMENTS FOR SLDC AND IMPACT ON KTC WARDS**

The Local Government Boundary Commission for England had published draft recommendations on the future electoral arrangements for SLDC. There was to be a 10 week public consultation period closing on 18th July 2016.

The Town Clerk advised that proposed changes to KTC wards as a result of the electoral review had come out of the blue. She had held a brief meeting with SLDC and there were some radical changes proposed for Kendal Town Council wards. One major change was the proposal for differing numbers of Councillors per ward ranging from 1 to 5. Further discussions with SLDC were needed in order to draft a response.

Councillor A Robinson volunteered to work with the Town Clerk on a response to the electoral review.

040/16/17**FLOODING DECEMBER 2015 - SPENDING IDEAS RELATING TO RESPONSE TO THE FLOODING**

Members were asked whether they had any further ideas for spending relating to response to the flooding.

Councillor Cook said that it would be useful to have a snapshot of the current position. It was agreed that the Town Clerk would prepare an update for discussion at the next meeting.

RESOLVED That the Town Clerk prepare an update on the current position regarding spending ideas relating to response to the flooding.

041/16/17 EXCLUSION OF PRESS AND PUBLIC

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

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

Part II

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

Information relating to any individual [*Paragraph 1*]

STAFFING MATTERS [Paragraph 1]

042/16/17 Annual Appraisal for Council Secretary

The Town Clerk reported that the Annual Appraisal for the Council Secretary had been completed by her line manager who was happy with her work. She informed Members that the Council Secretary was entitled to move up one spinal point on the pay scale.

Councillor A Robinson proposed that the Council Secretary move up the pay scale by one spinal point. This was seconded by Councillor Oldham and carried unanimously.

RECOMMENDATION That the Council Secretary move up the pay scale by one spinal point following her annual appraisal.

043/16/17 Appointment of Apprentice (Minute 1111/15/16)

It had been agreed at the last meeting that the Town Clerk explore the possibility of appointing an apprentice to work with the Town Handyperson. The Town Clerk advised that she had spoken to the Town Handyperson who did not feel such an appointment was necessary at the current time. Councillor Veevers suggested that the idea be suspended until such time as the Town Handyperson felt it worthwhile. This was seconded by Councillor Cook and carried.

Councillor Clare commented that consideration still needed to be given to ensuring that the duties of the Town Handyperson could be met, eg. watering of planters, baskets etc. He suggested that the matter be added to a future agenda.

044/16/17**Mayor Making**

Following on from the Annual General Meeting and Mayor Making Ceremony, Councillor Veevers expressed some concern regarding the new Mayor's intention to run Council meetings using a laptop. Members discussed the matter and agreed that the Mayor should be given an opportunity to run meetings in whichever way he preferred.

Councillor Clare made the point that, due to the new Mayor being in full time employment, the new Deputy Mayor was likely to attend a larger number of events than some previous Deputy Mayors. He suggested that for this reason the Deputy Mayor be introduced in the newsletter as well as the Mayor.

045/16/17**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

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

The meeting closed at 9.37pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
028	Kendal Strategic Transport Infrastructure Study	RES	That the Town Clerk write to Karen Johnson (CCC Local Committee) advising that based on KTC's understanding of the brief, it is willing to support the study with a grant of up to £10k.
031	AOB – Urgent Items	RES	That the Town Clerk draft a letter to the Cumbria Partnerships NHS Foundation Trust with questions to be answered on the closure of Kentmere Ward at Westmorland General Hospital and forward to Councillors for their comment/input.
032	AOB – Future Agenda Items	RES	That the location of AOB on the agenda be reviewed at a future meeting.
034	Report on Project Progress	RES	<ol style="list-style-type: none"> 1. Town Clerk to follow up the SLDC improvement works to Nobles Rest Park/Maudes Meadow/Abbot Hall with Deborah Wright, SLDC, when she returned from annual leave. 2. Town Clerk to follow up the seats in Maudes Meadow with Deborah Wright, SLDC. 3. That deadlines be included in the Action Plan for Kendal section of the Project Progress Report 4. That the Project Progress report be renamed 'KTC Work Programme'
036	KTC Project Manager's Work Programme	RES	That the Project Manager's input on the 20mph project be added to the agenda of the next meeting for further discussion.
037	Approval for KTC Funding of Kendal Futures Board Projects	REC RES	<p>That the Committee supported the requests from KFB for project funding.</p> <p>That the Town Clerk ask Paula Scott of KFB to provide information on other contributors of funding.</p>
038	Summer Edition of KTC Newsletter	REC	That the summer edition of the KTC newsletter go ahead with 6 pages at increased cost.
		RES	<ol style="list-style-type: none"> 1. That Councillor Clare speak to the consultant regarding the pdf version of the newsletter for the website. 2. That Councillor Clare liaise with the Assistant to the Town Clerk regarding an article which was to be included on allotments.

040	Flooding December 2015	RES	That the Town Clerk prepare an update on the current position regarding spending ideas relating to response to the flooding.
042	Annual Appraisal for Council Secretary	REC	That the Council Secretary move up the pay scale by one spinal point following her annual appraisal.