

KENDAL TOWN COUNCIL

Management Committee

**Monday 18th July 2016 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Tom Clare (Chair), Austen Robinson (Vice Chair), Andy Blackman, Lynne Oldham, Jon Robinson, John Veevers, Jonathan Brook, Geoff Cook and Sylvia Emmott
- APOLOGIES** Councillors Stephen Coleman (Mayor) and Clare Feeney-Johnson
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 221/16/17 PUBLIC PARTICIPATION**
- None.
- 222/16/17 DECLARATIONS OF INTEREST**
- Councillor Cook declared an other registrable interest in item 8 on the agenda (Kentmere Ward, Westmorland General Hospital) as a County Councillor. Councillors J Robinson and Veevers declared a pecuniary interest in item 13 (Dispensations for Allotment Committee Members), being allotment holders themselves.
- 223/16/17 MINUTES OF THE MEETING HELD ON 20TH JUNE 2016**
- The Chairman presented the minutes of the meeting held on 20th June 2016, which had not yet been approved by full Council.
- Councillor J Robinson 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 20th June 2016 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 224/16/17 AOB – Organ Donor Plaque on Waterside**
- Councillor Blackman advised the Committee that he had removed more tape from the organ donor plaque on Waterside and asked whether any further action had been taken. The Town Clerk confirmed she had reported the constant defacing of the plaque to the Police. They had interviewed a suspect but there was no evidence and the matter remains with the Police.
- 225/16/17 URGENT ITEMS OF BUSINESS**
- There were no urgent items of business.

226/16/17**ACTION PLAN FOR KENDAL PROGRESS UPDATE**

The Town Clerk highlighted the following projects:

Improved Signage

Phase 2 of the signage project is progressing. The Town Clerk informed Members that the Project Manager was also working on improvements to Kendal train station wayfinding signage and was looking to combine budgets with CCC (Community Rail).

Councillor Cook was concerned at potential overlap with other projects in the vicinity of Kendal train station such as the CCC Highways cycleway and Sainsbury's development junction improvements and that all 3 tiers needed to work together. He said that it would be good to have more detail and it was agreed that the Project Manager's email would be circulated to all Members for information. Councillors to forward any comments direct to the Project Manager.

Explore Kendal Signage

The Project Manager was proposing to allocate £2.5k from existing budget. There were three elements of work (1) work to reflect the walking trails (2) repairs to structure (costs to be covered by SLDC) (3) cleaning work.

Kendal Promotional Leaflet Series

Work ongoing. Launch date mid-October.

Kendal Castle Project

The Town Clerk advised that agreement for funding had just been received.

Councillors noted the update and expressed their thanks to the Project Manager for her work.

Councillor J Robinson commented that it would be good to see work on signage approaching the station.

The Town Clerk said she was seeking Members' approval for the Project Manager to allocate £2.5k for amended artwork for the walking trails and for the cleaning required (from the existing £7.5k Kendal Signage budget). Councillor Oldham proposed that this be approved. This was seconded by Councillor J Robinson and carried unanimously.

Members further discussed the wayfinding signage at Kendal train station and the need for clarity around the proposed junction improvements at the County Hotel. Councillor Emmott commented that as part of the Section 106 Agreement money had been allocated for that end of town through the Sainsbury application. She suggested speaking to Economic Development at SLDC for further clarity. She added that the Section 106 Agreement considered the County Hotel junction but also Wildman Street and a number of others. Members agreed that there was a need for joined up talking amongst parties involved and clear agreement on

who was doing what. Councillor Cook volunteered to liaise with the Project Manager to take the project forward.

With regard to improvements to the Market Place, Councillor Emmott advised that she had made a little progress on moving the Rinteln fingerpost. She hoped to have more to report at the next meeting.

RECOMMENDATION That the Project Manager allocate £2.5k for amended artwork for the walking trails and for the cleaning required on the Explore Kendal signage (from the existing £7.5k Kendal Signage budget).

227/16/17

REPORT ON WORK PROGRAMME

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

The Town Clerk informed Members that the Cumbria in Bloom judges visited on 6th July. Positive feedback had been received but the route for Britain in Bloom required refining as a result. She advised that Britain in Bloom would be the main focus of work for the next month. The Project Manager had submitted the final portfolio to BiB last week.

228/16/17

CCC FLOODING INVESTIGATION REPORT (SECTION 19) RESPONSE

Members considered the Kendal Flood Investigation Report which had been circulated with the agenda prior to the meeting. The report had been produced by the Environment Agency as a key Risk Management Authority under Section 19 of the Flood and Water Management Act 2010, in partnership with Cumbria County Council as Lead Local Flood Authority.

Councillor Clare posed two questions to Members:

1. Are there any issues which the report failed to address?
2. How should KTC respond to the report?

Councillor A Robinson commented that some of the flooding questions previously raised still stood and said these should not be forgotten as matters were progressed.

Councillor Veevers expressed his opinion that the flood siren should be reinstated. Certain areas of Kendal were not alerted to the risk of flooding on 5th December and Councillor Veevers felt the siren would ensure all residents were alerted. He also commented that the report referred to dredging of the river following the flooding, however he said there were already deposits at the end of Castle Street, and other locations, which had not been cleared out for a number of years. He felt that this work was being carried out after the event.

Councillor A Robinson noted that the flood siren would alert all residents, but would not advise them where the flood was likely to occur.

Councillor Emmott remarked that the Environment Agency had said there was £24m to spend and commented that KTC ought to have sight of their Action Plan to see what work they planned to carry out in years 1, 2 etc. She also raised the point that the Environment Agency did not warn SLDC on 5th December of the risk of flooding and would like to know why.

The fact that the report only provided details of the fluvial flooding that occurred was pointed out by Councillor J Robinson.

Councillor Cook commented that there would be no harm in reiterating the earlier flooding questions raised in order to keep them live.

After a general discussion Members agreed that Councillor A Robinson would tweak the previous list of questions into a letter to the Environment Agency/CCC, to be submitted to the next Council meeting as a draft for discussion. Councillor Blackman suggested that the letter consisted of numbered bullet items.

Members discussed concerns relating to the alert system and agreed that this should be included in the draft letter. It was agreed that KTC were looking for a coherent response.

RESOLVED

That Councillor A Robinson would tweak the previous list of questions into a letter to the Environment Agency/CCC, to be submitted to the next Council meeting as a draft for discussion.

229/16/17

KENTMERE WARD, WESTMORLAND GENERAL HOSPITAL – FOLLOW UP FROM COUNCIL

The Chair referred to the paper circulated to Members prior to the meeting which presented options for taking the matter forward and asked which route the Committee would prefer to take.

Councillor A Robinson said he would like Cumbria Partnership NHS Foundation Trust to return and advise further on their proposals. Councillor Veevers was in agreement.

Members discussed the matter in depth, particularly the problem of ambulances still queuing at Lancaster Hospital and the consequences of this. The wider issue of the ever decreasing services provided at WGH was also raised and it was agreed that there were two separate issues (1) the possible closure of Kentmere Ward and (2) long-term strategy of service delivery at the WGH, including the delivery of A&E when there is bed blocking at both Lancaster and Barrow.

It was decided that the Town Clerk would write two separate letters, one to the Cumbria Partnership NHS Foundation Trust regarding

Kentmere Ward and one to Morecambe Bay Hospital Trust on the future of WGH.

RESOLVED

That the Town Clerk write two separate letters, one to the Cumbria Partnership NHS Foundation Trust regarding Kentmere Ward and one to Morecambe Bay Hospital Trust on the future of WGH.

230/16/17**STANDING ORDERS UPDATE**

The Town Clerk advised that she would be seeking approval of the updated Code of Conduct at the August Council meeting. The Financial Regulations would be presented at the Audit, Grants & Charities Committee meeting next week. Hopefully the draft Standing Orders complete document would be taken to the September Council meeting.

The draft Standing Orders will contain several sections highlighted in red which relate to matters requiring a final decision by Council.

Councillor Clare asked that any late comments received be taken into account before the draft Standing Orders were presented to Council.

231/16/17**HATE CRIME**

It had been suggested in an email from Councillor Tirvengadam that an article be included in the KTC newsletter regarding the Peace Garden and expanding on this further in respect of the issue of hate crime in general.

Councillor Blackman informed Members of the potential to develop an assembly in the autumn which could be presented in schools. It was proposed to use the concept behind the Peace Garden to illustrate the point that there are many issues which can divide.

Councillor Oldham commented that there was more information than contained in Councillor Tirvengadam's email. Councillor Clare said Councillors needed a more rounded picture of the proposals. He added that it was a much wider issue than immigration alone and suggested it would be worthwhile forming a group of Councillors to work with South Lakes Equality & Diversity Partnership (SLEDP) to develop material for schools.

It was agreed that Councillor Blackman would issue an email to all Councillors inviting them to join a group to work with SLEDP and teachers on the issue of hate crime. Councillors Clare and A Robinson agreed to be involved.

RESOLVED

That Councillor Blackman issue an email to all Councillors inviting them to join a group to work with SLEDP and teachers on the issue of hate crime.

232/16/17**SLDC DRAFT PARISH CHARTER**

Members considered a draft version of the SLDC Parish Charter 2016/17. The draft Charter is based on consultation at Local Area Partnerships in spring this year and highlights ways that SLDC, Parish and Town Councils can work together to provide high quality local services. SLDC had requested comments from KTC by 5th August 2016.

Councillor Veevers proposed approval of the draft Charter which was very welcome. This was seconded by Councillor J Robinson and carried unanimously.

Councillor J Robinson referred to 'Community led plans' which were highlighted in the draft Charter and advised that a plan for Fellside had been written and would be launched in September.

RESOLVED

That the SLDC Parish Charter 2016/17 be approved.

233/16/17**DISPENSATIONS FOR ALLOTMENT COMMITTEE MEMBERS**

Councillors Veevers and J Robinson left the room for this item.

The Town Clerk explained that dispensations for members of the Allotments Committee who themselves, or whose spouses, rented allotment plots from KTC was last granted by Council in late 2012. A dispensation cannot exceed four years and the Committee was asked to consider whether Council should be recommended to grant a dispensation to Councillors Veevers, Bracey and J Robinson.

Councillor A Robinson proposed that Council be recommended to grant a dispensation to Councillors Veevers, Bracey and J Robinson. This was seconded by Councillor Emmott and carried unanimously.

RECOMMENDATION

That Council be recommended to grant a dispensation to Councillors Veevers, Bracey and J Robinson as members of the Allotments Committee.

234/16/17**REFRESHMENTS FOR COUNCIL AND COMMITTEE MEETINGS**

Refreshments are currently only provided for Members of the Planning Committee. The Mayor had proposed that refreshments should be provided for all Council and Committee meetings as Councillors are volunteers and should be provided with tea and coffee by way of thanks for giving up their time. The Town Clerk informed Members that the cost would be approximately £1 per person.

Councillor A Robinson understood the need for Planning Committee Members to be provided with refreshments as meetings started earlier and many Members came straight from work. Planning meetings were also followed by a further Committee

meeting or Council. However he expressed some concerns with the suggestion and said that people stopping to get refreshments could slow down meetings. Councillor Brook shared a similar view.

Councillor Cook commented that water ought to be available, especially for Council meetings. It was pointed out that there was a water cooler outside the Council Chamber, although this was not necessarily known by Councillors and not easily accessible by the top table in Council meetings.

Councillors Veevers felt that Councillors gave up a lot of their time and should be provided with refreshments during meetings. He disagreed with Councillor A Robinson's comment that this could slow down business at meetings.

After a general discussion, Councillor A Robinson proposed that the current arrangement be continued. This was seconded by Councillor Brook. Councillor Emmott added the proviso that the Mayor's Attendant provide a carafe of water for the top table at Council meetings and Councillors be made aware of the water cooler outside the Council Chamber. This was carried with 1 Member against.

RESOLVED

That refreshments continue to be provided for Planning Committee meetings only. Mayor's Attendant to provide water for the top table at Council meetings and Councillors to be made aware of the water cooler outside the Council Chamber.

235/16/17

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 it would be useful to have a breakdown of the spending to date and commented that the budget process would be starting soon. Councillor Clare agreed that there was a need to start considering this and said it was on the radar.

Councillor J Robinson noted that the possibility of a paid coordinator had been previously discussed to get projects off the ground. He asked whether it would be appropriate to spend flooding monies on such a position. Members agreed that it would and that a proposal would need to be made to Committee.

236/16/17

ITEMS FOR THE NEWSLETTER

Councillor Clare requested any articles for the next newsletter (Autumn/Winter) be submitted by the end of August.

237/16/17

QUARTERLY FINANCE STATEMENT & BUDGET TIMETABLE

The Town Clerk presented the Budgetary Control Statement for three months ended 30th June 2016 and this was noted by Members.

The Budget Timetable for 2017/18 was also presented to Members and approved.

238/16/17

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Veevers and seconded by Councillor Emmott 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*]

239/16/17

Mayor's Attendant

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

Councillor Clare proposed that the Mayor's Attendant move up the pay scale by one spinal point. This was seconded by Councillor Emmott and carried unanimously.

RECOMMENDATION

That the Mayor's Attendant move up the pay scale by one spinal point following his annual appraisal.

240/16/17

Project Manager

The Town Clerk referred to the Committee's previous decision to temporarily increase the Project Manager's working pattern to 3 days per week until the end of August. The Town Clerk referred to the workload and projects that we wished to progress. Members were asked to consider whether they wished to have the ability to ask the Project Manager to work an additional day per week when the need arose after the end of August.

There was a general discussion where it was agreed that further Project Manager time was needed. Members agreed that KTC needed capacity to take on projects and discussed the most advantageous work pattern for the additional hours. There was some concern over an "as and when" approach. The Project Manager was not wishing to work 3 days per week every week. Councillor Emmott suggested a compromise that the equivalent hours of 2.5 days per week on a permanent basis be agreed but

that could be operated on a flexible basis to suit both parties. This was seconded by Councillor Brook and carried unanimously. The Town Clerk agreed to discuss this proposal with the Project Manager.

RESOLVED

That the Town Clerk discuss with the Project Manager the proposal of working the equivalent hours of 2.5 days per week on a permanent basis.

241/16/17**Council Secretary**

The Town Clerk reported that the Treasurer as line manager had undertaken a review of the working hours of the Council Secretary. As expected the high number of hours worked over the first few months of employment had dropped for the same period this year. The additional hours worked for the period Jan-June 2016 was 11.8.

The Town Clerk asked for approval of payment of 11.8 hours of overtime to the Council Secretary. It had been concluded that the hours were not variable enough from the average each month to need a change in the Council Secretary's contract. Therefore it was recommended that the Council Secretary continue to log her working hours and then a claim for any overtime be considered every 6 months.

Councillor John Veevers proposed that the Council Secretary be paid 11.8 hours of overtime and continue to log her working hours with overtime payment being considered every 6 months. This was seconded by Councillor Austen Robinson and carried unanimously.

RECOMMENDATION

That the Council Secretary be paid 11.8 hours of overtime and continue to log her working hours with overtime payment being considered every 6 months

242/16/17**READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor J Robinson to re-admit the press and public. This was seconded by Councillor Oldham and carried unanimously.

RESOLVED

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

ANY OTHER BUSINESS**243/16/17**

Councillor Veevers pointed out that, with Britain in Bloom in mind, there was a sparse area from the bottom of Gillinggate to the top of Highgate due to the window boxes being lost on the Mint Works. He suggested that tiered planters be considered on the area of widened pavement. Councillor Oldham to take forward.

244/16/17

Councillor Veevers reported that the KTC vehicle is seven years old and underpowered to transport the water bowser used by the Town Handyperson. He proposed that the vehicle be replaced next

year. Members supported the request and it was noted that an approximate quotation would be required, along with advice on what engine size is adequate. Councillor Veevers was asked to make further enquires and it was agreed to add the item to a future agenda for further consideration.

RESOLVED

That Councillor Veevers make further enquires on a replacement KTC vehicle and the item be added to a future agenda for further consideration.

245/16/17

Councillor Cook referred to the garage rented by KTC at Peppercorn Lane Car Park and remarked that the bollard was not being used. It was noted that this needed putting up when the garage was not in use, especially overnight and at weekends. The Town Clerk agreed to raise with the Town Handyperson.

246/16/17

Councillor Blackman highlighted a problem with cars parked at New Road. Councillor Veevers was aware of information that would allow Councillor Blackman to pursue the matter and agreed to forward the details to him.

247/16/17

The Town Clerk raised the following points:

1. Members were asked whether they wished KTC, as well as individual Councillors, to respond to the West Coast Main Line Consultation. A sample response had been sent by the Lakes Line User Group which it was proposed be used. Councillor Brook suggested the representative on the Lakes Line User Group had sight of the consultation response before it was submitted. This was seconded by Councillor Clare.
2. The new Police and Crime Commissioner was seeking views on priorities for the Police and Crime Plan. Members noted that hate crime was an issue that should be included. The Town Clerk noted that there was no consultation event to be held in Kendal or South Lakeland. It was agreed that the Town Clerk would write to the Police and Crime Commissioner highlighting this and the issue of hate crime and also to invite individual Councillors to submit any views they may have.
3. Councillor C Hogg had requested that the Kendal in Bloom Committee spend funds on flowers on the recently erected boarding to the front of the Town Hall. The Town Clerk advised that there was ongoing discussions regarding the installation of planters and she was liaising with the Chief Executive of SLDC. Councillor Clare observed that residents considered KTC were responsible for this boarding as they linked the Town Hall with the Town Council, although it is owned by SLDC. The Town Clerk advised that SLDC were issuing a press release and putting signage on the boarding.
4. The Town Clerk reported that the photocopier in the main office required upgrading. It was proposed to replace it with a new model which would be capable of colour copying and would

result in a financial saving. Councillor A Robinson proposed that the Town Clerk proceeded to replace the current photocopier and this was agreed unanimously.

RESOLVED

1. That the representative on the Lakes Line User Group had sight of the West Coast Main Line Consultation response from KTC before it was submitted.
2. That the Town Clerk write to the Police and Crime Commissioner highlighting that there was no consultation event to be held in Kendal or South Lakeland and the issue of hate crime and also to invite individual Councillors to submit any views they may have.
3. That the Town Clerk arrange for the existing photocopier in the main office to be replaced.

The meeting closed at 9.53pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
226	Action Plan for Kendal Progress Update	REC	That the Project Manager allocate £2.5k for amended artwork for the walking trails and for the cleaning required on the Explore Kendal signage (from the existing £7.5k Kendal Signage budget).
228	CCC Flooding Investigation Report (Section 19) Response	RES	That Councillor A Robinson would tweak the previous list of questions into a letter to the Environment Agency/CCC, to be submitted to the next Council meeting as a draft for discussion.
229	Kentmere Ward, Westmorland General Hospital – Follow up from Council	RES	That the Town Clerk write two separate letters, one to the Cumbria Partnership NHS Foundation Trust regarding Kentmere Ward and one to Morecambe Bay Hospital Trust on the future of WGH.
231	Hate Crime	RES	That Councillor Blackman issue an email to all Councillors inviting them to join a group to work with SLEDP and teachers on the issue of hate crime.
232	SLDC Draft Parish Charter	RES	That the SLDC Parish Charter 2016/17 be approved.
233	Dispensations for Allotment Committee Members	REC	That Council be recommended to grant a dispensation to Councillors Veevers, Bracey and J Robinson as members of the Allotments Committee.
234	Refreshments for Council and Committee Meetings	RES	That refreshments continue to be provided for Planning Committee meetings only. Mayor's Attendant to provide water for the top table at Council meetings and Councillors to be made aware of the water cooler outside the Council Chamber.
239	Mayor's Attendant	REC	That the Mayor's Attendant move up the pay scale by one spinal point following his annual appraisal.
240	Project Manager	RES	That the Town Clerk discuss with the Project Manager the proposal of working the equivalent hours of 2.5 days per week on a permanent basis.
241	Council Secretary	REC	That the Council Secretary be paid 11.8 hours of overtime and continue to log her working hours with overtime payment being considered every 6 months

244	AOB – KTC Vehicle	RES	That Councillor Veevers make further enquires on a replacement KTC vehicle and the item be added to a future agenda for further consideration.
247	AOB – Town Clerk	RES	<ol style="list-style-type: none">1. That the representative on the Lakes Line User Group had sight of the West Coast Main Line Consultation response from KTC before it was submitted.2. That the Town Clerk write to the Police and Crime Commissioner highlighting that there was no consultation event to be held in Kendal or South Lakeland and the issue of hate crime and also to invite individual Councillors to submit any views they may have.3. That the Town Clerk arrange for the existing photocopier in the main office to be replaced.