

KENDAL TOWN COUNCIL

Management Committee

**Monday 19th September 2016 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Tom Clare (Chair), Austen Robinson (Vice Chair), Andy Blackman (Deputy Mayor), Clare Feeney-Johnson, Lynne Oldham, Jon Robinson, John Veevers, Jonathan Brook, Geoff Cook and Sylvia Emmott
- APOLOGIES** Councillor Stephen Coleman (Mayor)
- OFFICERS** Liz Richardson (Town Clerk), Rose Tideswell (Temporary Council Secretary)
- 378/16/17 PUBLIC PARTICIPATION**
- None.
- 379/16/17 DECLARATIONS OF INTEREST**
- Councillors Cook and Feeney-Johnson declared an Other Registrable Interest in item 6 on the agenda (Action Plan for Kendal & 20mph Project). Councillor Brook declared an Other Registrable Interest in items 7, 8 and 10 (CIL Governance including Burneside Neighbourhood Area & CIL), Thinking about the budget and Localism and Mayor's Parlour wi-fi Connectivity).
- 380/16/17 MINUTES OF THE MEETING HELD ON 18th JULY 2016**
- The Chairman presented the minutes of the meeting held on 18th July 2016, which had been approved by full Council on 5th September 2016.
- Councillor Emmott proposed that the minutes be accepted as a correct record. This was seconded by Councillor A. Robinson and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 18th July 2016 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 381/16/17 Hate Crime** (Ref minute 231/16/17)
- Councillor Blackman reported that he had received an email with dates of a meeting with the MP and the Police & Crime Commissioner.
- 382/16/17 URGENT ITEMS OF BUSINESS**
- There were no urgent items of business.

383/16/17**ACTION PLAN FOR KENDAL & 20MPH PROJECT**

The Project Manager Helen Moriarty had provided Members with the Kendal Action Plan update which had been circulated with the agenda prior to the meeting.

Improved Signage Project

Phase 2 of the signage project is progressing with 32 signage removals identified to date, with permission from both SLDC and CCC granted for work to progress.

The Explore Kendal signage is to be completed very soon. The Kendal Trails Wayfinding Signs locations are to be agreed with the designer and interested Councillors, then permission will be sought once the locations are agreed.

Kendal Train Station signage improvement is on hold post Kendal Masterplan and Transport Infrastructure study completion. There had been a successful meeting with CCC and the Project Manager was looking to combine budgets with CCC and SLDC. The pedestrian refuge is proposed to be moved closer to the museum away from the roundabout. This may result in changes to the directional route into the town from the station.

Councillor Feeney-Johnson commented on the recent signage at Oxenholme Railway Station saying 'Home of the University of Cumbria'. The Project Manager hoped that the new leaflets and branding will be at Oxenholme Station. Councillor Emmott enquired as to whether A0 poster frames could be positioned in the underpass at the station to advertise forthcoming events in the Town. The Project Manager agreed to contact the Station Manager to discuss. There is funding for this within the 'Dressing the Town' budget. Councillor Feeney-Johnson commented that at Manchester Piccadilly Station there is a poster paid for by BID advertising visiting Kendal. Councillor Clare suggested that KTC should thank Virgin Trains for their recent support by offering reduced price rail travel to Kendal. There was uncertainty as to whether it would be better for the BID to write and Councillor Emmott agreed to ask.

Integrated Advertising of Attractions & Events

The Project Manager advised Members that the promotional leaflets and website should be ready later in the year and would now probably be launched together. There will be 3 leaflets and a print run of 10,000 each was needed for a distribution contract. There was a shortfall in the budget of £1,500 for this print run. Questions were asked about new technology in particular the QR code that can be scanned by mobile phones. The Project Manager assured members that the website will highlight the leaflets and she will investigate the use of QR codes. Councillor Emmott advised members that there was a very good article in Lancashire Life about visiting Kendal.

Councillor A. Robinson proposed that the £1,500 should be made available for the printing of leaflets. This was seconded by Councillor Emmott and it was agreed that the monies should come from the Flood Reserve. This was carried with 1 against.

Improve Public Realm

The tender for a Heritage Consultant for the Kendal Castle Project had resulted in only one bid. The Project Manager was seeking agreement from SLDC and Members to extend the project timescale so she could re-advertise the tender. Potential tenderers had advised that timescales for the project were an issue rather than the work itself. Councillor Clare advised the Project Manager that she should ask Graham Darlington of SLDC and Mark Brennand of CCC for contact names that may be interested in tendering. It was agreed that the Project Manager should put the project timescale back, subject to agreement by SLDC. The original company who tendered should be asked again as part of the re-tendering.

Additional Projects

20 MPH

The Project Manager presented a letter from Karen Johnson the Area Manager, South Lakeland Community Services, CCC which had been circulated to Members prior to the meeting. The letter outlined the fact that the County Council does not have a policy to introduce 20mph zones, and national guidance doesn't support a town wide approach to such restrictions. Working as a partnership CCC, KTC and SLDC recently commissioned the Kendal Strategic Transport Infrastructure Study and CCC would be concerned that the 20mph study will detract from this wider strategic overview. Any recommendations from our study will not be binding on CCC and it may be better to link to the Kendal Masterplan led by SLDC.

The Committee discussed the contents of the letter. Councillor Feeney-Johnson advised members that CCC Cabinet was looking at how to make 20mph easier to implement. Councillor Cook advised members that the Local Committee looks after all roads apart from A roads which required Cabinet approval. The Town Clerk advised members that after an earlier approach regarding the Kendal Masterplan she had been advised that 20mph was not part of that study. It was noted that the brief had been written for the Kendal Strategic Transport Infrastructure Study which did not explicitly include 20mph but did include traffic calming measures. Members agreed that the Project Manager should discuss with Karen Johnson making the consultant aware of the KTC 20mph proposed study and how 20mph could be included in the Infrastructure study. Councillor Clare proposed that the 20mph project is re-visited at the next Management meeting and this was carried unanimously.

Future Project planning and funding preparation.

This is to be discussed at the October meeting as part of the budget process.

Woolpack Yard Mural

The Project Manager advised Members that the artist Clare Cooper was happy to investigate the wool theme and has identified funding options, which would require matching by KTC. There were questions about the condition of the wall and which committee would oversee this project. The Town Clerk advised Members that this would be Environment and Highways. Councillor J. Robinson advised that as the building was Grade II listed, that SLDC's Graham Darlington should be approached before any work took place. Councillor Veevers asked for assurances that the brief for the mural would be wool based. Councillor Clare asked that the Project Manager enquires about the condition of the wall, the Grade II listing and who owns the building and to report back on progress.

RECOMMENDATION That £1,500 should be made available for the printing of leaflets from the Flood Reserve.

RESOLVED That the Project Manager should discuss with Karen Johnson, CCC making the Kendal Strategic Transport Infrastructure Study consultant aware of the KTC 20mph proposed study and how 20mph could be included in the Infrastructure study and that the 20mph project is put on the agenda for the next meeting.

384/16/17

CIL GOVERNANCE INCLUDING BURNESIDE NEIGHBOURHOOD AREA & CIL *(ref Planning Committee Meeting 01.08.2016 Minute 267/16/17)*

Members discussed the issue of CIL governance and that CIL monies should form a separate fund which is not part of the KTC annual budget.

The matter of the Burneside Neighbourhood Area and the issue of who would receive CIL monies was part of an overall question on developments on the fringes of Kendal that were not actually within the Town boundary. It was a difficult and not easily resolvable issue.

Councillor Brook reminded members that there was already a SLDC prioritised infrastructure list which there was insufficient money to meet. Contributions towards projects on this list could be considered by KTC. Councillor A. Robinson suggested that a list of KTC priorities from the Action Plan be compiled by the Project Manager for the next meeting and this be compared with the SLDC list to identify our priorities.

Councillor Clare suggested that a small group of Councillors look at the governance of CIL to include who makes the decisions and identifying projects that KTC can deliver. Any CIL monies would be separately held to spend on specific projects which would be ring-fenced.

Councillor Emmott proposed acceptance of Councillor Clare's suggestion. This was seconded by Councillor Veevers and carried unanimously.

RESOLVED

1. That the Project Manager compiles a list of KTC priorities from the Action Plan for the next meeting.
2. That a small subcommittee of Members is formed to look at the governance issues surrounding CIL monies and that members be sought at Council.

385/16/17**THINKING ABOUT THE BUDGET AND LOCALISM**

Councillor Clare had provided Members with a paper which had been circulated with the agenda prior to the meeting. It posed two questions:

1. Does Council want to begin thinking about localism and the financial requirements of that? Does it want to begin to think about a budget that delivers (new/additional) strategic objectives or simply to have a budget debate that involves tinkering with existing budget lines?
2. In that context should CIL monies when it comes to budget setting be regarded more as project specific windfalls, rather than a constant income stream like the precept?

A discussion ensued on projects that could be financed and whether the precept should be reduced or kept as is. The Project Manager reminded Members that the 'The Action Plan' included the aspirations for KTC. Councillor Emmott felt that the Action Plan should be progressed. There was discussion on the taking over of services from SLDC and CCC such as the market, parks and infrastructure. Cllr Cook felt that only one service should be progressed at a time. The Town Clerk suggested that the issues be discussed as part of the budget agenda item at the October Management meeting. Councillor Emmott proposed that this be the first item on the October meeting agenda. This was seconded by Councillor Veevers and carried unanimously.

RESOLVED

That the budget be the first agenda item at the October meeting.

386/16/17**ORDER OF BUSINESS**

The Chair suggested that the order of business of the agenda be amended to bring forward item 14 (Flooding December 2015 – Spending ideas relating to response to the flooding) in order to allow the Project Manager to contribute and to leave the meeting early. This was agreed by all.

387/16/17**FLOODING DECEMBER 2015 – SPENDING IDEAS RELATING TO RESPONSE TO THE FLOODING**

Councillor C. Hogg had approached the Town Clerk to see if it would be appropriate to hold an event to commemorate the

anniversary of the flooding. There was concern at how this could be perceived given some people were still not yet back in their homes. Councillor Oldham thought the schools garden and plaque at the Cricket Club and the bloom work on Shap Road that has already been agreed was sufficient. Members agreed that it was preferable to spend the money on tangible longer term benefits than one off events. There is still money available in the Flood Reserve should Councillors wish to put forward costed proposals. Other possible projects included painting the railings along Riverside and a footpath with interpretation around the sewage works.

388/16/17**PARISH REMUNERATION PANEL**

The Town Clerk presented a letter from SLDC about the annual Parish Remuneration Panel who are to consider the Allowances for Parish Councils for 2016/17. This item usually goes to Council but the letter was received too late and due to the deadline date is presented to the Management Committee.

Councillor Brooks proposed that as usual KTC Councillors do not accept an allowance and therefore there were no issues to raise with the Panel. This was seconded by Councillor A. Robinson and carried unanimously. The Town Clerk undertook to report to October Council.

RESOLVED

That KTC Councillors do not accept an allowance and therefore there were no issues to raise with the Parish Remuneration Panel.

389/16/17**MAYOR'S PARLOUR WI-FI CONNECTIVITY**

The Town Clerk presented Councillor Coleman's request and quotation from SLDC IT Department for wi-fi connectivity in the Mayor's Parlour.

The Committee were asked to consider a one-off cost and whether to go ahead. Councillor Veevers asked about ongoing maintenance. There were several other technical issues raised by Councillor J Robinson. It was agreed that Councillor J Robinson would speak to the SLDC IT Manager. Members agreed that there is a need and as long as any installation will enable servicing of up to 12 people in the room the work should be undertaken.

Councillor Brook proposed that the work go ahead, subject to Councillor J Robinson seeking clarification on the issues he had raised, at a maximum cost of +10% that quoted. If further funds were required then the Town Clerk would need to report back to the next meeting. This was seconded by Councillor Emmott and carried unanimously.

RESOLVED

That the Town Clerk progresses wi-fi connectivity in the Mayor's Parlour, subject to clarification on some technical issues raised, within 10% of the quotation.

390/16/17**NEW COUNCIL VEHICLE**

Councillor Veevers updated Members on the condition of the current Council vehicle and bowser. The vehicle at 1600cc is not fit for purpose with regards to its towing capacity. The bowser is also in poor condition. After discussions with the Town Handyman, he considers that the best vehicle would be one where the bowser would be permanently fitted in the back of the van, was baffled and with access doors on both sides. Councillor Veevers has obtained one quote for a van ply lined and with an installed 1200l tank for £17,050 (+ VAT which would be claimed back), and a trade in of £2,200 for the existing van. The bowser could be sold as well. The current vehicle was bought on a three year lease with the Council purchasing the van at the end of this term, if this was repeated the Council could budget with a fixed outlay for three years.

Councillor Clare advised members that it could go in as a budget proposal for next year. Councillor Brook proposed that a line for the purchase of a van and bowser is put in the budget for next year and this was carried unanimously.

RESOLVED

That the Town Treasurer puts in a budget line for next year for the purchase of a van and bowser.

391/16/17**NEWSLETTER INCLUDING REQUEST FOR 6-PAGE AUTUMN 2016 & SPRING 2017 EDITIONS**

The Town Clerk reported that the Chairman of the Committee has requested that the autumn and spring issues of the Newsletter have six pages rather than the budgeted four, this would involve additional costs of £800. It was proposed that the 2017/18 Newsletters would continue to have six pages and be considered as a growth item of £1,200 in next year's budget.

Councillor Emmott proposed that autumn and spring issues extra expenditure should come from a budget underspend. This was seconded by Councillor Feeney-Johnson and carried unanimously.

Councillor A. Robinson proposed that 2017/18 Newsletter's extra funding should be dealt with as a growth item and put into next year's budget. This was seconded by Councillor Emmott and carried unanimously.

RESOLVED

1. That £800 for the autumn and spring issues of the Newsletter to have six pages rather than the budgeted four is allocated from a budget underspend.

2. That £1,200 for the 2017/18 Newsletters to continue to have six pages is dealt with as a growth item in next year's budget.

392/16/17**REPORT ON WORK PROGRAMME**

The Town Clerk gave a verbal update on current projects.

- In July the KTC has taken on maintenance of their speeding device from CCC for use around Kendal.
- There was a successful awards ceremony for Kendal in Bloom.
- In Cumbria in Bloom, Kendal was awarded Silver. There were no gold or silver-gilt awards and the large town category was won by Workington.
- The Britain in Bloom awards ceremony is on 14th October.
- The Canal bee corridor project has been successful in obtaining funding.

The committee noted the verbal report.

RESOLVED

That the verbal report on the work programme be noted.

393/16/17

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor J. Robinson 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]

394/16/17

The Town Clerk

The Members were recommended to note a satisfactory appraisal for the Town Clerk, proposed by Councillor Emmott. This was seconded by Councillor A. Robinson and carried unanimously.

RESOLVED

That the Town Clerk's yearly appraisal was satisfactory.

395/16/17

The Town Handyperson

The Town Clerk reported that the Annual Appraisal for the Town Handyperson had been completed by his line manager. It was reported that his work had been very satisfactory in his first year in post. The Town Handyman is at the top of his pay scale, but it had been agreed earlier that there would be possibilities to progress further if additional responsibilities were taken on. The Town Clerk reported on the agreed additional duties. This would enable the Assistant to the Town Clerk to concentrate on other strategies such as the bee corridor, the mapping of all our allotments and the banner policies.

Councillor Feeney-Johnson advised that this should be reflected in a new job description detailing the extra responsibilities and any future supervisory roles. This should then come back to the Committee together with the recommended range of spinal points for further discussion. Councillor Emmott thought that a new job description may need to be drawn up for the Assistant to the Town Clerk outlining any future strategic roles she may have.

Councillor J. Robinson proposed that the Town Handyperson has a new job description prepared. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED

That the Town Clerk draws up a new job description for the Town Handyperson, for discussion at the next meeting.

396/16/17**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

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

ANY OTHER BUSINESS**397/16/17**

The Town Clerk advised Members that a consultation on the proposed new boundary for the MP's constituency had been received from the Boundary Commission. It was agreed that this should be an agenda item for the October Council meeting.

RESOLVED

That the Boundary Commission consultation on the proposed new boundary for the MP's constituency be an agenda item for the October Council meeting

398/16/17

The Town Clerk reported that she had received a reply from SLDC's Dan Hudson regarding progress with the Town Centre Masterplan. Due to the flooding and the need to incorporate findings from this the Masterplan was progressing slower than anticipated. There will be a briefing in mid-October.

399/16/17

The Town Clerk advised members that she had had correspondence about the KTC representative on the BID board. Currently the representative was Councillor Emmott, who advised that she was happy to continue.

Councillor J. Robinson proposed that Councillor Emmott remain as the Kendal Town Council representative on the BID board. This was seconded by Councillor Oldham and carried unanimously.

RESOLVED

That the Town Clerk writes to Kendal BID advising them that Councillor Emmott will remain as the KTC representative on their board.

The meeting closed at 10.10pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
383	Action Plan for Kendal & 20mph Project	REC	That £1,500 should be made available for the printing of leaflets from the Flood Reserve.
		RES	That the Project Manager should discuss with Karen Johnson, CCC making the Kendal Strategic Transport Infrastructure Study consultant aware of the KTC 20mph proposed study and how 20mph could be included in the Infrastructure study and that the 20mph project is put on the agenda for the next meeting.
384	CIL Governance including Burneside Neighbourhood Area & CIL	RES	1. That the Project Manager compiles a list of KTC priorities from the Action Plan for the next meeting. 2. That a small subcommittee of Members is formed to look at the governance issues surrounding CIL monies and that members be sought at Council.
385	Thinking about the Budget and Localism	RES	That the budget be the first agenda item at the October meeting.
388	Parish Remuneration Panel	RES	That KTC Councillors do not accept an allowance and therefore there were no issues to raise with the Parish Remuneration Panel.
389	Mayor's Parlour Wi-fi Connectivity	RES	That the Town Clerk progresses wi-fi connectivity in the Mayor's Parlour, subject to clarification on some technical issues raised, within 10% of the quotation.
390	New Council Vehicle	RES	That the Town Treasurer puts in a budget line for next year for the purchase of a van and bowser.
391	Newsletter Including Request for 6-page Autumn 2016 & Spring 2017 Editions	RES	1. That £800 for the autumn and spring issues of the Newsletter to have six pages rather than the budgeted four is allocated from a budget underspend. 2. That £1,200 for the 2017/18 Newsletters to continue to have six pages is dealt with as a growth item in next year's budget.
392	Report on Work Programme	RES	That the verbal report on the work programme be noted.
394	Staffing Matters – Town Clerk	RES	That the Town Clerk's yearly appraisal was satisfactory.
395	Staffing Matters – Town Handyperson	RES	That the Town Clerk draws up a new job description for the Town Handyperson, for discussion at the next meeting.
397	AOB	RES	That the Boundary Commission consultation on the proposed new boundary for the MP's constituency be an agenda item for the October Council meeting.

399	AOB	RES	That the Town Clerk writes to Kendal BID advising them that Councillor Emmott will remain as the KTC representative on their board.
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