

KENDAL TOWN COUNCIL

Management Committee

**Monday 18th September 2017 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Jonathan Brook (Chair), Austen Robinson (Vice Chair), Andy Blackman (Mayor), Guy Tirvengadam (Deputy Mayor), Graham Vincent, Jon Robinson and Geoff Cook.
- APOLOGIES** Councillors Clare, Veevers and Feeney-Johnson.
- OFFICERS** Liz Richardson (Town Clerk), Hazel Belshaw (Temporary Council Secretary) and Helen Moriarty (Project Manager).
- 374/17/18 PUBLIC PARTICIPATION**
None.
- 375/17/18 DECLARATIONS OF INTEREST**
Councillor Brook for item 10, SLDC Infrastructure Delivery Plan, as portfolio holder at SLDC.
- 376/17/18 MINUTES OF THE MEETING HELD ON 17TH JULY**

The Chairman presented the minutes of the meeting held on 17th July, which had been approved by full Council on 7th August.

Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Tirvengadam and carried with one abstention.
- RESOLVED** That the minutes of the meeting of the Committee held on 17th July be accepted as a correct record.
- 377/17/18 MATTERS ARISING (Not on Agenda)**
Kendal Farmers Market (ref minute 222/17/18)
Councillor Cook advised a meeting organised by County Councillor Peter Thornton regarding the farmers market had taken place and the general agreement was that it needs sorting properly and Officers have been asked to look at what is required. The Town Clerk confirmed she had been invited to the next meeting but had been unable to attend the recent meeting.
- 378/17/18 Kendal Flood Risk Management Meeting** (ref minute 226/17/18)
Councillor A Robinson confirmed there was no further news from the Environment Agency.
- 379/17/18 SLDC Car Park Consultation** (ref minute 227/17/18)
Councillor J Robinson asked if the New Road issues would be fed into this as this recent development could affect how people responded to the consultation. Cllr Vincent agreed to consider this.
- 380/17/18 URGENT ITEMS OF BUSINESS**
The Town Clerk advised she had received an email from retired Major Shaun Laider on behalf of the Duke of Lancaster's Regiment

to ask if KTC would host a Freedom Parade in 2018. Although June 2018 had been initially suggested as this was close to the Council elections, the Clerk and Deputy Mayor had suggested later in the year. Dates in September/October 2018 had been suggested by the Regiment and it was agreed that 21/22 or 29/30 September 2018 would fit best.

It was proposed by Councillor Tirvengadam that the Freedom Parade should take place at the end of September, subject to the necessary arrangements including with the Police and Parish Church. This was seconded by Councillor Blackman and carried unanimously.

RECOMMENDATION That KTC host the Duke of Lancaster's Regiment Freedom Parade in September 2018, subject to the necessary arrangements with the Police and Parish Church.

381/17/18

Briefing Invitation, New Road, Kendal

The Town Clerk presented an email from Councillor Archibald regarding new car parking arrangements in the town following the closure of New Road car park. Councillors Archibald and Vincent are also happy to meet with Town Councillors individually or at Committee meetings to discuss the plans for New Road common land

Councillor Cook suggested a presentation at Committee meetings may take up a lot of time therefore it would be better to do it at Full Council.

Councillor Vincent advised that consultations with all interested parties to understand individual agendas were taking place. This would inform on a River Corridor improvement plan to include the New Road common land and suggested that a presentation at November Council would enable all this information to be fed in.

Councillor J Robinson suggested a brief update at the next Full Council would be useful.

RESOLVED

1. A brief update on the New Road common land and River Corridor improvement to take place at Full Council in October.
2. A full presentation on the future of New Road common land and River Corridor improvement to take place at Full Council in November.

382/17/18

REPORT ON WORK PROGRAMME

The Town Clerk presented her report on project progress for September 2017. The following points were highlighted:

Staffing

The Admin Assistant is still on sick leave and Justine McCoy will be covering that role temporarily. A replacement for the Town Handyperson is to be discussed under Part II.

Town Centre Benches

The Town Clerk reported that a town centre bench has been damaged and could possibly have collapsed when someone was sat on it. Therefore KTC will not take over their management until the matter is looked into. The Town Clerk will follow this up.

Council Meeting Venue

The draft lease from SLDC has been passed to the solicitor and a reply has been received. A quick scan seemed to indicate no major issues but once it has been fully reviewed we will need to pass any comments/queries back to SLDC.

Kendal in Bloom and Cumbria in Bloom

The awards for CiB will take place on Thursday afternoon which the Mayor will attend. On Thursday evening the KiB Awards take place. Any support from Councillors would be appreciated.

Kendal Promotional Leaflet Series

The Project Manager confirmed a 65,000 re-print had been ordered. She also confirmed that she had undertaken some research regarding B&B's and hotels in Kendal and it had been agreed to send these establishments leaflets to be left in bedroom 'room browsers'. The list could be re-used for other events.

Street Name Sign Improvements

Councillor J Robinson asked for an update regarding the sign improvements project. The Project Manager confirmed that some of the blue signs in the town centre are rusting and broken. She has consulted the Civic Society to find out the significance of the blue colour of the signage to determine whether they can be replaced with the more traditional black and white heritage signs. Councillor J Robinson is attending a Civic Society meeting tomorrow evening so would pass on any information. Councillor Cook felt the blue is distinctive to Kendal and it would be a shame to lose that.

Kendal Castle Project

The Project Manager confirmed she had received the first draft of the Castle interpretation panels. The final draft will be shared with Councillors and the focus group.

Councillor Blackman asked what the plans were for people with mobility issues. Helen confirmed the bottom path at Sunnyside has been made accessible but can only be accessed if improvements to the kissing gate go ahead. There is also access from the Castle Drive entrance.

383/17/18**DRAFT KTC UPDATED ACTION PLAN – HELEN MORIARTY, PROJECT MANAGER**

The Project Manger presented the draft Action Plan for Kendal which had been updated following the work done on the CIL criteria. She has had help from the Treasurer on how much projects have received so far and what future funding is allocated. She has

shared it with partners such as SLDC, Kendal Futures and BID for comment.

Members were happy with the document and Councillor Blackman thanked Helen and the Treasurer for the work that had gone into the document.

Members noted the draft Action Plan and that it would go to October Council for approval.

RESOLVED

That the draft Action Plan was noted.

384/17/18

DRAFT BUDGET PRIORITIES AND SCORING – JACK JONES, TREASURER

The Town Clerk presented the Draft Budget Priorities and Scoring paper from the Treasurer. She advised it is based on the SLDC system and on the Action Plan priorities. She asked Members to consider it and recommend to Council on the 2nd October. She also advised that a working group should be appointed at Council possibly comprising of the Mayor and Chair of Committees with a view to that group meeting in November and using the scoring system to evaluate budget proposals.

Councillor A Robinson asked if the working group could also evaluate the ease and success of the system.

Councillor J Robinson asked if the intention is that this is a live document to evaluate further requests that come in over the year.

Councillor Brook asked where or how does the grants budget managed by Audit, Grants & Charities Committee fit into this. How much money they receive for grant awards should be part of the process. What grants we award should be guided by our priorities so there needs to be a link.

Councillor A Robinson advised that the budget for the individual grants will not fall well into the scoring system and wondered if the first year a proportion of the budget be set aside.

The Town Clerk advised she will report this feedback to the Treasurer to be included in a revised paper to October Council.

RESOLVED

The Town Clerk to report comments on the draft Budget Priorities and Scoring paper to the Treasurer to be included in a revised paper to October Council.

385/17/18

UPDATE ON KENDAL TRANSPORT INFRASTRUCTURE STUDY

The Project Manager presented a briefing from a meeting on the Kendal Transport Infrastructure study.

Councillor Cook advised he was surprised to see this as a public document as he had been informed this wasn't public yet. The Town Clerk confirmed a summary note had since been received from CCC, which had advised was not for public release, but this had not been known prior to the agenda being published.

Members noted the contents.

RESOLVED

That the update on the Kendal Transport Infrastructure Study be noted.

386/17/18**SLDC INFRASTRUCTURE DELIVERY PLAN – RESPONSE TO KTC SUBMISSION**

The Town Clerk presented the response from SLDC Development Plans Team to KTC following our comments on the Infrastructure Delivery Plan.

Councillor A Robinson was pleased that they had taken note of our comments.

Councillor Tirvengadam felt no answer was really given to the section 3.4.6 - 3.4.8 question regarding the likely need for a new GP practice and hospital provision and asked if it was worth pursuing. Councillor A Robinson agreed and proposed that the Town Clerk contact SLDC to request that they gain clarification from the local health providers. This was seconded by Councillor Tirvengadam and carried with one abstention.

RESOLVED

That the Town Clerk contact SLDC to request that they gain clarification from the local health providers regarding sections 3.4.6 - 3.4.8.

387/17/18**THE MAYOR OF KENDAL'S FUND FOR THE AGED AND INFIRM – RESPONSE FROM CHARITY COMMISSION**

The Town Clerk presented a response from the Charity Commission following the seeking of further clarification. They had stated that they considered the issue an internal administration one and are prevented by law from becoming involved.

Therefore she advised that the current situation is that the Mayor does not attend or Chair the meetings, that we do not offer the use of the Mayors Parlour and the Mayor is no longer an ex-officio trustee. What remained was the issue of changing the name of the charity to reflect that we are no longer involved and it depended how much we wished to see this happen. The charity had quoted up to a cost of £945 ex VAT to cover the legal costs.

It was proposed by Councillor A Robinson to pay The Mayor of Kendal's Fund for the Aged and Infirm up to £945 ex VAT for the legal costs of removing the Mayor's name from their charity. This was seconded by Councillor Tirvengadam and carried with one vote against.

RECOMMENDATION

That KTC pay The Mayor of Kendal's Fund for the Aged and Infirm up to £945 ex VAT for the legal costs of removing the Mayor's name from their charity.

388/17/18**KENDAL INTEGRATED CARE COMMUNITIES – CONSIDERATION OF INVOLVEMENT AND INPUT (REF COUNCIL MINUTE 282/17/18)**

Following on from Mike Conefrey's presentation at August Council meeting the Town Clerk asked Members how they would like to be involved going forward.

Councillor Blackman highlighted that it is worth having a look at the activities KTC are involved in and how it supports the health & wellbeing agenda.

Councillor J Robinson suggested that we use the Action Plan as a template and show how the Plan projects contribute to health and wellbeing.

Councillors Blackman and Vincent will help provide the information for the Action Plan.

Councillor A Robinson asked if copies of the ICC minutes from their meetings could be circulated to Councillors and that we ask for an update from them once a year at Full Council.

RESOLVED

1. That the Town Clerk use the Action Plan to show how the Plan projects contribute to health and wellbeing. Councillors Blackman and Vincent to assist.
2. That the Town Clerk will ask for minutes of the ICC meetings to be circulated to Councillors and an update at Full Council once a year.

389/17/18

VOLUNTEERS TO ATTEND A MEETING WITH NATLAND PARISH COUNCIL RE THE HELM

The Town Clerk advised that she was looking for volunteers to attend a meeting with Natland Parish Council with regards to the future of the Helm. Councillors Tirvengadam and Brook volunteered. The Town Clerk agreed to make arrangements.

RESOLVED

Councillors Tirvengadam and Brook to attend a meeting with Natland Parish Council to discuss the future of the Helm.

390/17/18

FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING

Councillor A Robinson confirmed there was no further update as mentioned under agenda item 4.

391/17/18

ITEMS FOR THE NEWSLETTER

None.

392/17/18

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor J Robinson and seconded by Councillor Tirvengadam 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]**393/17/18**

Members discussed four options for the replacement of the Town Handyperson that had been previously circulated.

Members decided that either options two and three were preferred and that the advert be as open as possible to maximise the best outcome.

It was proposed by Councillor Brook that the Town Clerk would advertise for replacement of the Town Handyperson. This was seconded by Councillor Tirvengadam and carried unanimously.

RESOLVED

That the Town Clerk to advertise to replace the Town Handyperson.

394/17/18

The Town Clerk confirmed the Admin Assistant was on sick leave until mid-November and the role was being covered by Justine McCoy. Councillor Blackman asked if the events information sheet detailing requirements of the Mayor could continue to be sent out and the Town Clerk advised she would speak to Justine about this.

395/17/18

The Town Clerk advised that during budget season the Treasurer works additional hours which he then takes in lieu. Due to further work he is needing to undertake e.g. the setting up of the cycle to work scheme she feels taking the time in lieu is not an option this time and asks that the extra hours be paid. She estimates the extra hours to be 50-60. Members agreed in principle and Town Clerk will follow this up with detailed costings.

It was proposed by Councillor A Robinson that the extra 50-60 hours for the Treasurer be paid subject to costings from the Town Clerk. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That an extra 50-60 hours for the Treasurer be paid subject to costings from the Town Clerk.

396/17/18**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED That the press and public be re-admitted for the remainder of the meeting.

ANY OTHER BUSINESS

397/17/18 The Town Clerk advised that Councillor J Robinson has been trialling the use of a monitor at Planning Committee Meetings, which had proved very useful. He has been using his own screen. The Town Clerk requested approval to use money from the IT budget to buy a monitor for Council that can be used at Planning Committee meetings and other meetings, if required. The cost is approximately £200.

It was proposed by Councillor A Robinson that £200 from the IT budget be used to purchase a monitor for use at Committee meetings. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED That the Town Clerk purchase a monitor that can be used at Committee meetings from the IT budget at a cost of up to £200.

398/17/18 Councillor Cook updated Members on a CCC meeting which had taken place regarding weed spraying in the town. There was general agreement at the meeting that weeds need to be sprayed and the money needs to be found.

399/17/18 Councillor A Robinson asked that when the CCC Wildman street trial was complete could we receive the results and details of the next steps to ensure that KTC are consulted.

RESOLVED That the Town Clerk write to CCC to ask that KTC are informed of the outcome of the Wildman Street trial and consulted over the next steps.

The meeting closed at 9.37pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
380/17/18	Freedom Parade	REC	That KTC host the Duke of Lancaster's Regiment Freedom Parade in September 2018, subject to the necessary arrangements with the Police and Parish Church.
381/17/18	Briefing Invitation, New Road, Kendal	RES	<ol style="list-style-type: none"> 1. A brief update on the New Road common land and River Corridor improvement to take place at Full Council in October. 2. A full presentation on the future of New Road common land and River Corridor improvement to take place at Full Council in November.
384/17/18	Draft Budget Priorities and Scoring	RES	The Town Clerk to report comments on the draft Budget Priorities and Scoring paper to the Treasurer to be included in a revised paper to October Council.
386/17/18	SLDC Infrastructure Delivery Plan	RES	That the Town Clerk contact SLDC to request that they gain clarification from the local health providers regarding sections 3.4.6 - 3.4.8.
387/17/18	The Mayor of Kendal's Fund for the Aged and Infirm	REC	That KTC pay The Mayor of Kendal's Fund for the Aged and Infirm up to £945 ex VAT for the legal costs of removing the Mayor's name from their charity.
388/17/18	Kendal Integrated Care Communities	RES	<ol style="list-style-type: none"> 1. That the Town Clerk use the Action Plan to show how the Plan projects contribute to health and wellbeing. Councillors Blackman and Vincent to assist. 2. That the Town Clerk will ask for minutes of the ICC meetings to be circulated to Councillors and an update at Full Council once a year.
389/17/18	Volunteers to attend a meeting with Natland Parish Council re the Helm	RES	Councillors Tirvengadam and Brook to attend a meeting with Natland Parish Council to discuss the future of the Helm.

393/17/18	Town Handyperson	RES	That the Town Clerk to advertise to replace the Town Handyperson.
395/17/18	The Town Treasurer	RES	That an extra 50-60 hours for the Treasurer be paid subject to costings from the Town Clerk.
397/17/18	Purchase of a monitor	RES	That the Town Clerk purchase a monitor that can be used at Committee meetings from the IT budget at a cost of up to £200.
399/17/18	Wildman Street	RES	That the Town Clerk write to CCC to ask that KTC are informed of the outcome of the Wildman Street trial and consulted over the next steps.