

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 18<sup>th</sup> December 2017 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Jonathan Brook (Chair), Guy Tirvengadam (Deputy Mayor), Graham Vincent, Clare Feeney-Johnson, Jon Robinson, John Veevers and Geoff Cook
- APOLOGIES** Councillors Clare, Blackman and A Robinson
- OFFICERS** Liz Richardson (Town Clerk), Hazel Belshaw (Temporary Council Secretary)
- 765/17/18 PUBLIC PARTICIPATION**  
None
- 766/17/18 DECLARATIONS OF INTEREST**  
None
- 767/17/18 PROPOSALS FOR INTERIM ARRANGEMENTS FOR NEW ROAD, PRESENTATION BY SION THOMAS, PROPERTY SERVICES CONTRACT MANAGER, SLDC**  
Mr Sion Thomas, Property Services Contract Manager at SLDC presented the interim arrangements for New Road, Kendal that have been passed by SLDC full Council.

He explained that following safety advice New Road was closed to parking and as the land is registered as common land their insurance company had advised them that they would not be covered if there was an accident.

The interim arrangements have been discussed with both the Environment Agency and Cumbria County Council. The design has been produced by IBI, who were the consultants for the Kendal Design Framework.

He then showed Members a 3D image of the site which included grassed areas and footpaths. He advised that the stone wall around the site will be repointed and a small railing fixed to the top on the part of the wall lower than 1.1m. The lighting of the area will be with lamp posts similar to the ones fitted on Finkle Street and there will be a drop kerb for access onto the slip way.

He further advised that Gooseholme footbridge was due to be replaced within this financial year but the Environment Agency have now asked for a single span footbridge and so this may now be delayed. SLDC's legal team are looking at a small area of land near the footbridge that has existing permission to park.

Councillor Feeney-Johnson asked if the lamp posts installed could be of a design capable of having Kendal banners hung on them. Mr Thomas agreed to look into this request.

Councillor Veevers advised that tarmac had been laid on the area and was this not a waste of money since it was all to be dug up. Mr Thomas confirmed they are filling in the pot holes as this could be a safety hazard to pedestrians and is required by the insurance company.

Councillor Tirvengadam asked about the arrangements with the fair. Mr Thomas confirmed that discussions will be had with Taylor's and the next fair is at the end of May. Discussions will need to include the siting of the rides, trucks and caravans. Following their departure checks will be made for any damage.

Members then went on to discuss the use of permeable surfaces to ensure that there is no additional flooding risk. The new design should be more permeable than the current tarmac. Councillor J Robinson wanted to see permeable tarmac used on paths due to be tarmacked.

Mr Thomas then confirmed that the tender is to be issued on 22.12.17, with a return date of 26.01.18. Work will then start on 19.02.18 with completion by 04.0.18.

768/17/18

### **MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> NOVEMBER**

The Chairman presented the minutes of the meeting held on 20<sup>th</sup> November, which had been approved by full Council on 4<sup>th</sup> December.

769/17/18

#### **Town Centre Benches** (ref minute 680/17/18)

Councillor Brook suggested the following amendment:

*The Town Clerk advised that all current benches are within scope but do not conform to standard.*

**RESOLVED**

That the minutes of the meeting of the Committee held on 20<sup>th</sup> November be accepted with the amendment mentioned as a correct record.

#### **MATTERS ARISING** (Not on Agenda)

770/17/18

#### **Effective Communication** (ref minute 684/17/18)

The Town Clerk advised that she had written to SLDC and CCC. To date she has received a reply from CCC who were disappointed to learn that KTC do not feel sufficiently involved in projects which affect Kendal. She advised that she was still awaiting a response from SLDC.

771/17/18

#### **Kendal War Memorial** (ref minute 685/17/18)

Councillor J Robinson asked for an update. The Town Clerk advised that she had written to the Kendal Civic Society and was awaiting a response which she will then take to the Mayoralty and Arts Committee.

772/17/18

#### **URGENT ITEMS OF BUSINESS**

None

**773/17/18****REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for December 2017 and highlighted the following points:

- Staffing issues – work had started on the annual report and she reminded Cmttee Chairs about their contributions.
- Infrastructure projects – discussion around the Blackhall Road bus shelters following the KADBUS group looking to improve them. Councillor Cook advised that the plan is to relocate the 3 current shelters together to make a larger shelter and an extra one being erected.
- Town Centre benches – Councillor Vincent and the Town Clerk met with Karen Johnson of CCC last week to finalise arrangements for the transfer of the Stricklandgate/Highgate benches. There is some re-wording required of the legal document which will come to Council for approval.
- A meeting has taken place to discuss the lease for the Council offices and SLDC Chamber with the Treasurer, KTC solicitor and SLDC solicitor. We are now awaiting the final lease document from SLDC. Councillor Veevers suggested a discussion for the future was around alternative accommodation regarding future needs and costs.
- A meeting on arrangements for Remembrance Day 2018 has taken place and will be discussed at the next Mayoralty and Arts Committee meeting.
- Councillor Cook confirmed that CCC have approved a trial to transfer the disabled parking places from the Market Place to Stricklandgate.
- The Regimental Freedom Parade will take place on 29<sup>th</sup> September 2018 and a start-up meeting has been arranged for January.
- Dressing the Town – the new banners are now in place on Highgate.
- Councillor Feeney-Johnson raised the issue that the Christmas Lights and Festivals Committee have had resistance in the past to Christmas lights on Wildman Street, even though there is no cost to the businesses. She thought BID had tried to speak and involve the businesses but within days of installing the strings we had to remove one after a complaint. There are currently only 2 strings and this looks poor and reflects badly on us. The Committee feel that this needs to be addressed as there are concerns that residents of the town may feel that KTC do not look upon that area as being important. She also feels that we need

to support Officers who have to deal with the complaints. It was suggested that Christmas Lights and Festivals Committee review this at their next meeting with a view to reporting their outcomes to the Management Committee Agenda for further discussion. Members also agreed to support Officers who deal with the complaints.

- Kendal in Bloom – termination notice has been given to the current contractor and discussions are being had with an alternative supplier for summer 2018 planting.
- Street name signs – the old blue signs have now been painted and should be back up by the end of the year.
- Kendal Castle Project – the Town Clerk showed Members a new draft design for the panorama sign.
- Green Wall – a letter has gone to Network Rail and copied to Northern Rail to request a site visit.

**774/17/18**

**FLOODING DECEMBER 2015 – ISSUES RELATING TO RESPONSE TO THE FLOODING**

The Town Clerk presented a note from Councillor A Robinson that had been previously circulated.

The note advises that a public consultation for a proposed development at land to the north of Laurel Gardens has taken place. Previously the Town Council has suggested that no further developments should take place until the Environment Agency has followed up the Section 19 Report and any relevant recommendations have been implemented. There are serious concerns about this particular tract of land as it goes down towards Burneside Road it is known to flood and is basically on the flood plain.

Also mentioned in the note is the issue of recent flooding in Burneside and at Strawberry Fields in Kendal, a site that KTC had indicated no development should take place.

The note suggests asking SLDC along with the Environment Agency and/or Cumbria County Council (as the Leading Flood Authority) to come to a Council meeting at the earliest possible opportunity to explain the situations and attempt to allay any fears we may have for the residents of Kendal over this and all other Local Plan sites.

Councillors J Robinson added that he had attended the consultation along with Councillors Owen and Coleman and concerns were raised for that site with regards to flooding and that developers should ensure that the issues are addressed before work starts.

Members discussed if it was appropriate to bring this issue to full Council. Councillor Brook suggested that interested parties be

invited to a round table discussion. Councillor Feeney-Johnson suggested a focussed meeting is arranged that is headed up by the Chair of Planning and the Mayor and to invite all Councillors. It was agreed that Councillors A Robinson, J Robinson and Blackman should discuss and decide on the way forward.

**RESOLVED**

That Councillors A Robinson, J Robinson and Blackman discuss and decide on the way forward for a meeting with SLDC along with the Environment Agency and/or Cumbria County Council (as the Leading Flood Authority).

**775/17/18**

At this stage Councillor Feeney-Johnson asked if Agenda item 11, funding request for the Brewery Comedy Festival could be brought forward. This was agreed by Members.

**776/17/18**

**FUNDING REQUEST FOR THE BREWERY COMEDY FESTIVAL FROM THE FESTIVALS GRANT BUDGET – COUNCILLOR FEENEY-JOHNSON**

Councillor Feeney-Johnson advised Members that in the past KTC had contributed to the Comedy Festival, which has not been run now for several years. Following a discussion with Julie Tait there is a plan to re-establish the Comedy Festival. With this in mind they have approached the Christmas Lights and Festivals Committee for a grant of £1,500. There are funds in the budget this Financial Year. The event is in May 2018 and any grant would need to be paid by end March. She is proposing approval of the grant to be recommended to Council in January due to timescales.

This was seconded by Councillor J Robinson and carried unanimously. Cllr Veevers asked that we are assured that the event is going ahead before any monies are paid.

**RECOMMENDATION**

That a grant of £1,500 from the Festivals grant budget be made this Financial Year for the 2018 Comedy Festival.

**777/17/18**

**FREEDOM OF INFORMATION PUBLICATION SCHEDULE – DRAFT FOR COMMENT FOLLOWING ANNUAL REVIEW**

The Town Clerk advised Members of minor modifications to the Freedom of Information Publication Schedule following the annual review to add clarity.

It was proposed by Councillor Veevers to approve the amendments. This was seconded by Councillor Tirvengadam and carried unanimously.

**RECOMMENDATION**

That the revised Freedom of Information Publication Schedule be approved.

**778/17/18**

**OUTSIDE BODIES – REQUEST TO ADD KENDAL DEMENTIA ACTION ALLIANCE TO THE APPOINTMENTS LIST**

The Town Clerk advised Members of a request she had received for the Kendal Dementia Action Alliance (KDAA) to be added to the list of outside bodies and for a representative to be appointed.

It was proposed by Councillor Veevers to accept the inclusion of KDAA to the list of outside bodies. This was seconded by Councillor Tirvengadam and carried unanimously.

**RECOMMENDATION** That Kendal Dementia Action Alliance be included in the list of outside bodies and that Council appoint a representative.

**779/17/18**

**ITEMS FOR THE NEWSLETTER**

None

**ANY OTHER BUSINESS**

**780/17/18**

The Town Clerk informed Members that Councillor Hurst-Jones has not attended a meeting in the last 6 months therefore there will need to be an item on the January Council agenda declaring the vacancy. Due to the upcoming elections, there will not be an election and we do not have to co-opt.

**781/17/18**

The Town Clerk advised that some time ago Kendal Museum had a steering group which they are looking to resurrect. Councillor C Hogg has volunteered to sit on the group, having been involved before. Members were in agreement that this offer should be taken up.

**RESOLVED**

That Councillor C Hogg represent KTC on the Kendal Museum Steering Group as and when this is resurrected.

**782/17/18**

The Town Clerk advised that the 3 year loan agreement with Abbot Hall to display the George Romney *King Lear in the Tempest* painting is due to end in December. Abbot Hall wish to continue with the loan and have requested a further 3 year term.

It was proposed by Councillor Veevers to allow another 3 year loan agreement to Abbot Hall. This was seconded by Councillor J Robinson and carried unanimously.

**RECOMMENDATION**

That a further 3 year loan period for the George Romney *King Lear in the Tempest* painting be agreed with Abbot Hall.

**783/17/18**

The Town Clerk advised that Abbot Hall have requested the use of a black and white version of the KTC logo on their new marketing material.

There was some concern that the colours were an integral part of the crest. Members agreed this would be allowed as a one-off and that this was not a blanket agreement.

**RESOLVED**

That Abbot Hall can use a black and white version of the KTC logo as a one-off for their new marketing material.

**784/17/18**

The Town Clerk advised that the new Townscape Manager has been asked to highlight any risks he felt needed to be addressed. He has suggested that, due to the size of the van, it is difficult to reverse, especially into the garage. He also has concerns about hitting a pedestrian. Therefore he has asked if a reversing camera

could be installed at a cost of £300. She advised Members that there is a separate budget for vehicle maintenance that could cover the cost.

It was proposed by Councillor J Robinson to install a camera on the van. This was seconded by Councillor Tirvengadam and carried with two against.

**RECOMMENDATION** That a reversing camera be installed on the Town Council van.

**785/17/18**

**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Brook and seconded by Councillor Vincent 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*]

**786/17/18**

**STAFFING MATTERS** [*Paragraph 1*]

The Town Clerk advised Members that Helen Moriarty, Project Manager, has requested to reduce her working hours to 16 hours from 18.5 hours, working two 8 hour days per week. This would be a temporary change to her hours from 1<sup>st</sup> January 2018 for one year.

It was proposed by Councillor Veevers to approve the reduction in hours for one year. This was seconded by Councillor Vincent and carried unanimously.

**RECOMMENDATION** That the reduction in hours of the Project Manager from 18.5 to 16 hours per week for one year from 1<sup>st</sup> January 2018 be approved.

**787/17/18**

Councillor Veevers raised concerns regarding the cost of using agency staff to cover for the Admin Assistant who was on sick leave. There was a discussion by Members and the Town Clerk advised that she was looking into the matter.

**788/17/18**

**READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

The meeting closed at 9.36pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>774</b>	Flooding December 2015 – Issues Relating to Response to the Flooding	<b>RES</b>	That Councillors A Robinson, J Robinson and Blackman discuss and decide on the way forward for a meeting with SLDC along with the Environment Agency and/or Cumbria County Council (as the Leading Flood Authority).
<b>776</b>	Funding Request for the Brewery Comedy Festival from the Festivals Grant Budget	<b>REC</b>	That a grant of £1,500 from the Festivals grant budget be made this Financial Year for the 2018 Comedy Festival.
<b>777</b>	Freedom of Information Publication Schedule	<b>REC</b>	That the revised Freedom of Information Publication Schedule be approved.
<b>778</b>	Outside Bodies – Request to Add Kendal Dementia Action Alliance to the Appointments List	<b>REC</b>	That Kendal Dementia Action Alliance be included in the list of outside bodies and that Council appoint a representative.
<b>781</b>	Kendal Museum Steering Group	<b>RES</b>	That Councillor C Hogg represent KTC on the Kendal Museum Steering Group as and when this is resurrected.
<b>782</b>	3 Year Loan Agreement with Abbot Hall	<b>REC</b>	That a further 3 year loan period for the George Romney <i>King Lear in the Tempest</i> painting be agreed with Abbot Hall.
<b>783</b>	Abbot Hall use of KTC logo	<b>RES</b>	That Abbot Hall can use a black and white version of the KTC logo as a one-off for their new marketing material.
<b>784</b>	Townscape Manager	<b>REC</b>	That a reversing camera be installed on the Town Council van.
<b>786</b>	Staffing Matters	<b>REC</b>	That the reduction in hours of the Project Manager from 18.5 to 16 hours per week for one year from 1 <sup>st</sup> January 2018 be approved.