

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 22<sup>nd</sup> January 2018 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Austen Robinson (Vice Chair), Andy Blackman (Mayor), Guy Tirvengadam (Deputy Mayor), Jon Robinson, John Veevers, Geoff Cook and Jonathan Owen
- APOLOGIES** Councillors Jonathan Brook (Chair) and Clare Feeney-Johnson
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 863/17/18 PUBLIC PARTICIPATION**
- None.
- 864/17/18 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 865/17/18 ORDER OF BUSINESS**
- It was proposed that the order of business of the Agenda be amended to bring forward item 6 (Presentation on Creating a Kendal Park Run – Brian Harrison, Vice Chair of Kendal BID) and this was agreed by all.
- 866/17/18 PRESENTATION ON CREATING A KENDAL PARK RUN – BRIAN HARRISON, VICE CHAIR KENDAL BID**
- Councillor A Robinson welcomed Brian Harrison, Vice Chair of Kendal BID, to the meeting.
- Brian Harrison briefed the Committee on the aspirations of Kendal BID to set up a Park Run in Kendal utilising facilities in Market Place and on New Road to bring business into the town centre. He explained that Park Runs are attended by hundreds of runners who travel nationwide to take part. There is a wide range of participants of different ages, abilities and gender. A national structure of events exists, along with national advertising. Kendal BID believe that Kendal could host an attractive Park Run event with parking in Westmorland multi storey car park, use of facilities in Market Place (toilets, refreshments, registration etc) and runner assembly point at New Road. The starting point would be on Gooseholme and follow the canal path and return to finish on Gooseholme. The route would require the re-opening of the Gooseholme footbridge. Marshalling would be needed along the route, specifically at Canal Head and Parkside Road.
- Initial proposals and contact with Park Run had been positive and projected costs were within Kendal BID's budget. However subsequent consultation with local running groups found that previous attempts to set up a Park Run had failed due to difficulties

in finding a suitable level route. Kendal BID were recommended to contact Councillor Feeney-Johnson who advised that the canal route could not be used as it was not traffic free. It was thought that the latest SLDC Kendal Development Plan might offer a solution to the traffic free requirement, with proposals for development at Canal Head, Parkside Road and Miller Bridge. Kendal BID had the idea of attaching Community Infrastructure Level or Community Agreement (Section 106) to these developments. Councillor Feeney-Johnson indicated this might offer a way forward with a traffic free route.

Mr Harrison presented the benefits of the proposals and explained ideas for potential funding. He added that an ambassador from Park Run was due to come to Kendal to look at the possibilities and discuss requirements etc.

Councillor J Robinson agreed that there could be potential to use CIL money in order to achieve infrastructure aspirations. However, he stated that Section 106 Agreements could prove difficult as they have to be tied to specific developments.

Councillor Veevers commented that he could foresee many difficulties in setting up the Park Run. Feedback from runners showed that many are reluctant to run on roads and they like a start and finish point following a circular route. He added that Park Run require alternative passage for other park users, timers, tokens, bar code scanner, toilet facilities etc. Park Run will not allow dual usage along the route. He informed Committee that there was a running group in Kendal called Women on the Run. The lady who set up the group had previously tried to create a Park Run in Kendal but had been unsuccessful in finding an appropriate route and therefore had not pursued it.

Councillor Owen commented that it was positive that a Park Run ambassador was due to come to Kendal and Kendal BID should not be put off being ambitious and exploring possibilities.

Members agreed that whilst creating a Kendal Park Run could prove challenging, there were wider possibilities and aspirations regarding development around the town and the benefits and opportunities that these may present should be considered.

It was decided that the Town Clerk would circulate supporting papers to Committee members for further consideration. The item would be added to the Agenda of the next meeting for further discussion.

Brian Harrison to provide the Committee with feedback following the meeting with the Park Run ambassador.

## **RESOLVED**

That the Town Clerk circulate supporting papers on a potential Park Run to Committee members for further consideration. The item to be added to the Agenda of the next meeting for further discussion.

**867/17/18****MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> DECEMBER 2018**

The Chairman presented the minutes of the meeting held on 18<sup>th</sup> December 2018, which had been approved by full Council on 8<sup>th</sup> January 2018.

**Proposals for Interim Arrangements for New Road** (ref minute 767/17/18)

Councillor Owen queried the completion date for the works which was incomplete in the minutes. Town Clerk to check and advise.

**Town Centre Benches** (ref minute 769/17/18)

The Town Clerk advised that this matter had been discussed at the Environment & Highways Committee meeting and was ongoing.

**Kendal War Memorial** (ref minute 771/17/18)

The Town Clerk advised that she was waiting for Kendal Civic Society to come back with proposals.

**Kendal Dementia Action Alliance** (ref minute 778/17/18)

The Town Clerk commented that although it had been agreed at Council that Kendal Dementia Action Alliance would be added to the Outside Bodies list, nobody had volunteered as representative. It was agreed the Town Clerk would write to the organisation confirming their inclusion on the list and notify them that a representative would be appointed following the elections in May.

Councillor Veevers proposed that the minutes be accepted as a correct record. This was seconded by Councillor J Robinson and carried with 1 abstention.

**RESOLVED**

That the minutes of the meeting of the Committee held on 18<sup>th</sup> December 2018 be accepted as a correct record.

**868/17/18****MATTERS ARISING** (Not on Agenda)

None.

**869/17/18****RESIGNATION OF COUNCIL REP CLLR T CLARE AND REPLACEMENT BY CLLR J OWEN**

Councillor A Robinson formally welcomed Councillor Owen to the Management Committee following the resignation of Councillor Clare.

**870/17/18****URGENT ITEMS OF BUSINESS**

None.

**871/17/18****REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for December 2017 and highlighted the main areas of work as follows:

- Handing over the Environmental & Highways Committee to the Project Manager.
- Regimental Freedom Parade.
- Remembrance Sunday 2018.
- Heritage condition survey report follow on work.
- Maintenance work on allotments.
- Discussions with Continental Landscapes on summer planting. An RAF celebratory colour theme had been agreed (red/white/blue). The Town Clerk noted that blue flowers may be challenging. Councillor J Robinson suggested structures such as trellis painted blue in planters as an alternative.

The Project Manager's main projects included:

- New signs/improvements around Market Place.
- Kendal Castle.
- Green Wall. It was noted that a further refusal had been received from Network Rail.
- Directional signage to the castle. LIP funding application submitted.

**872/17/18**

### **UPDATE ON THE MARKET PLACE**

Members considered an update which had been prepared by Councillor Emmott and circulated prior to the meeting.

Councillor J Robinson commented that the use of awnings had previously been discouraged and asked whether SLDC Planning Department were considering a change of stance in this respect to encourage a café culture. Town Clerk to pass the comment on to Councillor Emmott.

Councillor Veevers asked about progress with formalisation of the Farmers Market. Councillor Cook commented that he had not heard anything further recently. Town Clerk to pass the comment on to Councillor Emmott.

Councillor A Robinson thanked Councillor Emmott for preparing the update and for her work in respect of the works to the Market Place.

**RESOLVED**

That the Town Clerk pass on comments regarding the use of awnings and the Farmers Market to Councillor Emmott.

**873/17/18**

### **CITY OF SANCTUARY UK**

Councillor Tirvengadam presented his proposal for Kendal to become part of the City/Town of Sanctuary network. He observed that Kendal is expecting some refugee families to settle in the town in the near future.

City of Sanctuary holds the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. City of Sanctuary began in October in

2005 with Sheffield being the first 'City of Sanctuary' – a city that takes pride in the welcome it offers to people in need of safety.

Councillor Cook thought it was a good idea and asked how Kendal went about becoming part of the network. Councillor Tirvengadam explained that Kendal would need to meet the requirements of the charter and apply to City of Sanctuary. He had a meeting with a co-ordinator on 6<sup>th</sup> February to discuss the process for taking the matter forward.

Councillor Tirvengadam proposed taking the idea to full Council and was seeking agreement in principle from the Committee. He added that he would also be looking to approach SLDC and CCC. Councillor J Robinson seconded the proposal and it was carried unanimously.

Councillor Cook suggested approaching SLDC and CCC at this stage to obtain initial support. It was agreed that Councillor Tirvengadam would contact SLDC (via Councillor Archibald) and Councillor Cook would raise the matter with CCC.

**RECOMMENDATION** That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network

**RESOLVED** That initial support be sought from SLDC and CCC. Councillor Tirvengadam to contact SLDC and Councillor Cook to raise the matter with CCC.

**874/17/18 UPDATE ON SLDC LEASE FOR KTC ACCOMMODATION**

The Town Clerk advised that it was hoped the lease would commence 1<sup>st</sup> April 2018. This would coincide with the end of the current 3 year agreed rent and therefore a rent review was due. All general principles had been agreed but the actual calculations for the rent were awaited. She advised that there was likely to be an uplift in rent.

Councillor Veevers asked whether the lease was for the entire accommodation occupied by KTC and what would happen in the case of KTC seeking alternative premises. The Town Clerk confirmed that it was for the whole of the accommodation and whilst there may be in future an accommodation review and aspiration to seek new accommodation, this was not the current situation and notice could always be given on the lease.

A general discussion ensued regarding appropriate accommodation and the tendency for the public to confuse KTC with the other tiers of Council.

**875/17/18 FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING**

Councillor A Robinson referred to the paper he had prepared for the last Committee meeting. He said he had produced the paper because he was frustrated that KTC's comments regarding flooding

issues appear to be falling on stony ground. Several developments, including those on Strawberry Fields and land north of Laurel Gardens, had been given the go ahead despite a series of floods since 2015. He added that no other organisation appeared willing to put their heads above the parapet and asked whether KTC would be the organisation to do that. He did not feel that KTC had been properly represented.

Councillor A Robinson had attended a meeting of the Kendal & District Engineering Society at the beginning of January. Information on proposals to help alleviate potential for flooding had been presented at this meeting. The Environment Agency were due to hold a meeting on 7<sup>th</sup> February (1-2pm for Councillors and interested flood groups; 2-7pm for the general public). Councillors were urged to attend.

Councillor J Robinson suggested that the flooding sub-group agreed at the last meeting held its first meeting prior to the EA meeting and Councillor Blackman's leave from 3<sup>rd</sup> February.

Councillor Veevers referred to the waste treatment works at Watercrock and said it was noticeable that works on a replacement drainage pipe damaged in Storm Desmond had stopped. He added that foaming in the water and smell indicated that there may be an issue with the quality of wastewater being pumped into the river. It was not known if water samples were being collected. He also raised the question of whether the path would be made good once works were complete and noted that it is a public footpath and is currently very overgrown. Councillor A Robinson suggested that the Town Clerk write to United Utilities seeking assurance that nothing inappropriate is being put into the river and asking whether the water quality is being monitored. An update as to the progress of the work and the footpath would also be requested. Letter to be copied to the EA and CCC.

## **RESOLVED**

1. That the flooding sub-group meet prior to 3<sup>rd</sup> February 2018.
2. That the Town Clerk write to United Utilities regarding works at Watercrock. Letter to be copied to the EA and CCC.

## **876/17/18**

### **ITEMS FOR THE NEWSLETTER**

Councillor Tirvengadam requested a small article regarding the Kendal Unity Festival in the Spring edition. A larger review of the event with photographs etc to appear in the Autumn edition.

It was agreed to include an article on the Regimental Freedom Parade in the summer edition.

## **877/17/18**

### **REVIEW OF SPEND AGAINST BUDGET 2017/18**

Town Clerk presented the Budgetary Control Statement for nine months ended 31<sup>st</sup> December 2017.

A likely underspend in the Supplies and Services heading was highlighted.

It was noted that there was budget remaining under IT and website. The Town Clerk informed Members that her laptop was due for replacement under the rolling replacement programme and requested approval to purchase a new one. This was proposed by Councillor Owen, seconded by Councillor J Robinson and carried unanimously.

£5,000 remained in budget for 'Support for Kendal TIC'. The Town Clerk is aware of discussions on the Kendal TIC. The funds would be kept until such time as a proposal is forthcoming.

Councillor Tirvengadam asked whether the uptake had been good at the Credit Union. Councillors agreed that an excellent presentation was made to January Council and uptake was thought to be ahead of expectations.

**878/17/18**

**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Veevers and seconded by Councillor A Robinson 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*]

**879/17/18**

The Town Clerk advised Committee that the Admin Assistant had indicated she was likely to apply for early retirement due to continued ill health. A quotation had been requested from the pension supplier and was being considered by the Admin Assistant. She was currently signed off work until the end of March and early retirement would be likely to commence 1<sup>st</sup> April. Councillor A Robinson proposed a recommendation to agree in principle to proceed with early retirement, subject to the Admin Assistant accepting the pension quotation. Current temporary admin support to be continued for continuity until recruitment could commence. This was seconded by Councillor Tirvengadam and carried unanimously.

**RECOMMENDATION**

That Council agree in principle to proceed with early retirement for the Admin Assistant, subject to her acceptance of the pension

quotation. Current temporary admin support to be continued for continuity until recruitment could commence.

**880/17/18 READMISSION OF PRESS AND PUBLIC**

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

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

**ANY OTHER BUSINESS**

**881/17/18 SLDC Overview and Scrutiny Committee**

The Town Clerk had received correspondence from the SLDC Overview and Scrutiny Committee requesting suggestions for their work programme for 2018/19. A response had been requested by 24th February. It was agreed that the Town Clerk would forward the email to all Councillors.

Councillor Blackman suggested that the matter of tree management on SLDC land be put forward as this had been raised by the Environment & Highways Committee at their last meeting.

**RESOLVED** That the Town Clerk forward the email from SLDC Overview and Scrutiny Committee to all Councillors and pass on suggestions, including tree management on SLDC land.

**882/17/18 Footfall Survey**

The Town Clerk advised that she had received the results of the footfall survey for the period June - December 2017. The busiest days were noted to be around Christmas and in September which coincided with the Torchlight Festival. Saturday was the busiest day of the week. Town Clerk to circulate the results to all Councillors.

**RESOLVED** That the Town Clerk circulate the results of the footfall survey to all Councillors.

**883/17/18 Annual Report Submissions**

The Town Clerk urged Chairs of Committees to provide her with their submissions for the Annual Report.

**884/17/18 Kendal Lads & Girls Club**

Councillor Owen put forward a request by Kendal Lads & Girls Club to be added as an Outside Body. It was agreed that a recommendation be made to Council to decide at the next meeting.

**RECOMMENDATION** That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.

**885/17/18 Snow Clearing Equipment**

Councillor Veevers asked whether KTC still held snow clearing equipment at Canal Head. The Town Clerk replied that it had not

been used for 3/4 years. She had requested the Townscape Manager to make enquires and also check on salt levels. She had also appraised the Townscape Manager of his duties in the case of snow and ice.

**886/17/18**

**SLDC Annual Review of Constitution.**

Councillor A Robinson noted the deadline for comment had passed. It was agreed that it was important to keep an eye on this in future.

**887/17/18**

**Police & Crime Commissioner - Council Tax Levey Consultation**

It was noted that there had been a very low response.

The meeting closed at 9.31pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>866</b>	Presentation on Creating a Kendal Park Run	<b>RES</b>	That the Town Clerk circulate supporting papers on a potential Park Run to Committee members for further consideration. The item to be added to the Agenda of the next meeting for further discussion.
<b>872</b>	Update on the Market Place	<b>RES</b>	That the Town Clerk pass on comments regarding the use of awnings and the Farmers Market to Councillor Emmott.
<b>873</b>	City of Sanctuary UK	<b>REC</b>  <b>RES</b>	That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network  That initial support be sought from SLDC and CCC. Councillor Tirvengadam to contact SLDC and Councillor Cook to raise the matter with CCC.
<b>875</b>	Flooding December 2015	<b>RES</b>	3. That the flooding sub-group meet prior to 3 <sup>rd</sup> February 2018. 4. That the Town Clerk write to United Utilities regarding works at Watercrock. Letter to be copied to the EA and CCC.
<b>879</b>	Staffing Matters	<b>REC</b>	That Council agree in principle to proceed with early retirement for the Admin Assistant, subject to her acceptance of the pension quotation. Current temporary admin support to be continued for continuity until recruitment could commence.
<b>881</b>	SLDC Overview and Scrutiny Committee	<b>RES</b>	That the Town Clerk forward the email from SLDC Overview and Scrutiny Committee to all Councillors and pass on suggestions, including tree management on SLDC land.
<b>882</b>	Footfall Survey	<b>RES</b>	That the Town Clerk circulate the results of the footfall survey to all Councillors.
<b>884</b>	Kendal Lads & Girls Club	<b>REC</b>	That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.