

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 18th June 2018 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Guy Tirvengadum (Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Douglas Rathbone, Susanne Long and Paul Bramham
- Councillor Adam Edwards was also present for Agenda item 10 - Northern Rail - Operation of the Lakes Line
- APOLOGIES** Councillors Alvin Finch (Deputy Mayor)
- OFFICERS** Liz Richardson (Town Clerk), Hazel Belshaw (Temporary Council Secretary)
- 067/18/19 PUBLIC PARTICIPATION**  
None
- 068/18/19 DECLARATIONS OF INTEREST**  
None
- 069/18/19 MINUTES OF THE MEETING HELD ON 23RD APRIL 2018**
- The Chairman presented the minutes of the meeting held on 23rd April, which had been approved by full Council on 14th May 2018.
- Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Blackman and carried with five abstentions.
- RESOLVED** That the minutes of the meeting of the Committee held on 23rd April be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 070/18/19 Unity Festival ref minute 1148/17/18**  
Councillor Blackman asked if Councillor Tirvengadum had received a response from Rinteln and Killarney regarding their invitations to the Unity Festival. Councillor Tirvengadum advised that no response had been received.
- 071/18/19 Kendal Futures Board Update ref minute 1150/17/18**  
Councillor Cook advised Members that at a recent funders meeting an action plan had been agreed and they are presenting to Full Council in July.
- 072/18/19 ORDER OF BUSINESS**  
The Chair proposed that the order of business of the agenda be amended to bring forward item 10, Northern Rail - Operation of the Lakes Line, and this was agreed.

**073/18/19****NORTHERN RAIL - OPERATION OF THE LAKES LINE**

The Chair invited Councillor Edwards to speak. He advised Members that following the march from Windermere to Oxenholme station on 9th June, he spoke to people at Kendal station who told him that there were last minute changes to the bus replacement timetable and some buses did not turn up. He also observed that the area where people wait for the buses is unsafe. He shared some photographs with Members.

The Town Clerk advised that Northern were due to meet with the Community Rail Partnership on Monday 2nd July. Councillor Coleman was due to attend the meeting but is unavailable therefore it was suggested that a replacement be sent. Councillor Edwards is available to attend. The Town Clerk agreed to send him details.

Councillor Cook advised that CCC as the Authority responsible for transport are looking into the issue and there is work being done to improve the signage.

Councillor Blackman confirmed heritage trains are now running on the line.

It was agreed that asking Northern to attend a council meeting would not be the best use of their time and a letter requesting that they concentrate on resolving the situation was proposed by Councillor Coleman. The letter should detail the reasons the line is important to the town and urge a speedy resolution with a copy to CCC. This was seconded by Councillor Tirvengadam and carried unanimously.

**RESOLVED**

That the Town Clerk draft a letter to be sent to Northern Rail and copied to CCC with the reasons the Lakes Line is important to the town and urging a speedy resolution.

**074/18/19****REVIEW TERMS OF REFERENCE**

The Town Clerk presented the Terms of Reference that had been previously circulated.

Members made no comments. It was proposed by Councillor Owen to accept the Terms of Reference. This was seconded by Councillor Tirvengadam and carried unanimously.

**RESOLVED**

That the Terms of Reference be accepted.

**075/18/19****URGENT ITEMS OF BUSINESS**

None.

**076/18/19****REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for May 2018 and this was noted by Members. The following matters were highlighted:

- The work continues in Nobles Rest. The Maudes Meadow footpath is complete but an invoice has yet to be received.

- The Market Place Project is largely complete. We are just awaiting notification of the position of the Christmas tree.
- Blackhall Road Bus Shelter Project is being managed by CCC and all the work has been ordered. Once in place KTC will take over the maintenance.
- The lease for the KTC accomodation is still ongoing.
- The Regimental Freedom Parade has been postponed with a possible new date of 16th March 2019.
- Councillor Cook advised that the RAF are holding a parade in August to mark the 100 year anniversary. The Town Clerk will follow this up.
- Looking at some possible replacement lights for the Bird Cage trees and improved lights around Wildman Street area. The format of the switch on event is still uncertain.
- Work is continuing on the allotments. Councillor Coleman advised that at the last Allotments Committee meeting it was raised whether the money ringfenced for purchasing new land for allotments could be used to improve existing allotments.
- The focus is on Kendal in Bloom at the moment with all the summer planting now done. The Assistant to the Town Clerk is working on a tender for the planting contract. Five schools have entered the KiB schools competition and the judging for Cumbria in Bloom will take place on 16th July.

**077/18/19**

**NEW ROAD PARISH POLL RESULT**

The Town Clerk confirmed the declaration of the result of the Parish Poll which had taken place on 24th May. She had no indication of the costs attached to the poll as yet.

There was a discussion by Members on the cost of Parish Polls and how easily they can be called by such a small number of people. It was proposed by Councillor Coleman to write a press release to advise people of the town the cost of the poll when known and the effect this can have on other work/projects. He also proposed that a letter be written to Tim Farron MP requesting Parliamentary reform to change the number of electors to a percentage of the electorate to reflect the size of larger Town Councils. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED**

To write a press release highlighting the costs of a Parish Poll when known and the effect this can have on other work/projects and that a letter be written to Tim Farron MP requesting Parliamentary reform to change the number of electors to a percentage of the electorate to reflect the size of larger Town Councils.

**078/18/19****APPOINTMENT TO COMMUNITY INFRASTRUCTURE LEVY GROUP**

The Town Clerk presented background information on the Community Infrastructure Levy (CIL) and that the CIL fund has reached £5,000. At this point the CIL Task and Finish group needs to meet quarterly. She was looking for two Councillors to meet with the Project Manager to decide the next course of action. There was some discussion by Members whether this was to be a single hatted Councillors. Councillors Blackman and Long both volunteered.

It was proposed by Councillor Tirvengadam to appoint Councillors Blackman and Long to the CIL Task and Finish group to discuss the CIL fund. This was seconded by Councillor Evans and carried unanimously.

**RESOLVED**

That Councillors Blackman and Long be appointed to the CIL Task and Finish group and will meet with the Project Manager to discuss the CIL fund.

**079/18/19****APPOINTMENTS TO POSSIBLE NEW OUTSIDE BODIES - KENDAL MUSEUM, FLOODING WORKING GROUP AND KENDAL BUSINESS AGAINST CRIME**

The Town Clerk presented three new possible outside bodies requiring representation from the Town Council.

**Kendal Museum**

This was highlighted by Councillor C Hogg at Full Council. The Town Clerk advised that she does not feel it needs a representative at this stage as there is no meeting planned. It was agreed to leave for now although should they require a representative in the future Councillor Bramham would be happy to step in. There followed a discussion around the opening times of the Museum. The Town Clerk will make contact with the new Kendal College Principal.

**Flooding Working Group**

Councillors Blackman and Evans have been involved in this group and are happy to carry on being representatives.

**Kendal Business Against Crime**

This was highlighted by Councillor Vincent at Full Council. The Town Clerk advised that she currently sits on the Committee. Members felt it was not in the Town Council remit to cover businesses and the evening economy. Members suggested that the Town Clerk ask KBAC to supply minutes of their meetings for the next year and then they would review again. They also advised it may be worth asking for a BID representative.

The Town Clerk advised there are also vacancies on Cumbria Association of Local Councils and Integrated Care Community.

It was proposed by Councillor Tirvengadam to 1) not appoint a representative at this time to the Kendal Museum 2) appoint Councillors Blackman and Evans to the Flooding Working Group 3) not to appoint a representative to Kendal Business Against Crime. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED**

That the Committee 1) not appoint a representative at this time to the Kendal Museum 2) appoint Councillors Blackman and Evans to the Flooding Working Group 3) not to appoint a representative to Kendal Business Against Crime.

080/18/19

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

Councillor Blackman updated Members on a meeting he had attended along with Councillor Evans. He reported that the Environment Agency are starting ground investigation work at 40 sites along the river corridor until December. Additional funding will be required on top of what national government has given them for enhancement of structures. They will also be looking for contributions from businesses. If the EA can secure more upstream storage then this would reduce the need for raised defences in the town. There was some discussion on anticipating climate change and volatile weather events. The EA would like a project that is capable of extending and modifying in the future. Some compulsory purchase orders may be necessary although this is an option they would rather not take.

Members discussed Gooseholme Bridge. CCC have appointed a designer and a site investigation is ongoing.

Councillor Evans added that they met with Stewart Mounsey, who will be Andy Brown's replacement at the EA. The EA had talked about having a presence in the town over summer, ideally in an empty shop. Unfortunately, they had been unable to secure anywhere so far. Angela Jones and Karen Johnson from CCC had offered the library.

081/18/19

**ITEMS FOR THE NEWSLETTER**

The Town Clerk advised that the latest newsletter had gone to print. Members discussed possible stories for future newsletters:

Timetable for Remembrance Sunday  
Grant applications  
Review of Unity Festival  
Flood defence work?  
Gooseholme Bridge?

082/18/19

**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Owen and seconded by Councillor Evans 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]

**083/18/19**

**Admin Assistant Recruitment**

The Town Clerk advised Members that 13 applications had been received and interviews were taking place on 2nd July.

**084/18/19**

**Town Treasurer Recruitment**

The Town Clerk advised that the position had not been filled and in the interim they were using a temp from Adecco. There was some discussion by Members about splitting the role with the more routine work being done by an outside contractor. Councillor Coleman proposed that the Committee agree to use a temp in the interim but look at the possibility of splitting the role. This was seconded by Councillor Tirvengadam and carried unanimously.

**RESOLVED**

That the Committee agree to use a temp in the interim but look at the possibility of splitting the role.

**085/18/19**

**KENDAL TOURIST INFORMATION CENTRE**

The Town Clerk advised that the request for financial support towards a new Local and Visitor Information Hub taken at the last meeting had not progressed any further. Members discussed the money being held by KTC for the current Tourist Information Centre in Kendal. It was decided that the Town Clerk would approach SLDC for more information.

**086/18/19**

**READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**ANY OTHER BUSINESS**

**087/18/19**

Councillor Long advised Members that she had been unaware of the Parish Poll until the day it happened. Councillor Coleman advised that Parish Polls are run differently and no one will receive a polling card.

**088/18/19**

The Town Clerk advised that following a review of data protection it was advised that all information should be stored in a central location. This information can currently only be accessed when in the office. The Council Secretary does a majority of her work from home and was finding the new arrangements difficult. To enable staff to access electronic files at home we require a new router. The current one is very old. The cost for the router and installation is £350. She asked the Committee for permission to go ahead and purchase the router.

She did advise that it would improve the connection speeds within the office.

It was proposed by Councillor Bramham to purchase of the router for £350. This was seconded by Councillor Tirvengadum and carried unanimously.

**RESOLVED**

That the Committee agree to the purchase of a new router at a cost of £350.

The meeting closed at 9.05pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>073</b>	Northern Rail – Operation of the Lakes Line	<b>RES</b>	That the Town Clerk draft a letter to be sent to Northern Rail and copied to CCC with the reasons the Lakes Line is important to the town and urging a speedy resolution.
<b>074</b>	Review Terms of Reference	<b>RES</b>	That the Terms of Reference be accepted.
<b>077</b>	New Road Parish Poll Result	<b>RES</b>	To write a press release highlighting the costs of a Parish Poll when known and the effect this can have on other work/projects and that a letter be written to Tim Farron MP requesting Parliamentary reform to change the number of electors to a percentage of the electorate to reflect the size of larger Town Councils.
<b>078</b>	Appointment to Community Infrastructure Levy Group	<b>RES</b>	That Councillors Blackman and Long be appointed to the CIL Task and Finish group and will meet with the Project Manager to discuss the CIL fund.
<b>079</b>	Appointments to Possible New Outside Bodies	<b>RES</b>	That the Committee 1) not appoint a representative at this time to the Kendal Museum 2) appoint Councillors Blackman and Evans to the Flooding Working Group 3) not to appoint a representative to Kendal Business Against Crime.
<b>084</b>	Town Treasurer Recruitment	<b>RES</b>	That the Committee agree to use a temp in the interim but look at the possibility of splitting the role.
<b>088</b>	AOB – Router Upgrade	<b>RES</b>	That the Committee agree to the purchase of a new router at a cost of £350.