

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 16th July 2018 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Deputy Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Douglas Rathbone and Paul Bramham
- APOLOGIES** Councillors Guy Tirvengadam and Susanne Long
- OFFICERS** Helen Moriarty (Project Manager), Nicky King (Council Secretary)
- 163/18/19 PUBLIC PARTICIPATION**
- None.
- 164/18/19 DECLARATIONS OF INTEREST**
- Councillor Cook declared an other registrable interest in respect of item 8 on the Agenda, Gooseholme Bridge, as SLDC and Chair of CCC Development Control Committee.
- 165/18/19 MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> JUNE 2018**
- The Chairman presented the minutes of the meeting held 18<sup>th</sup> June 2018, which had been approved by full Council on 2<sup>nd</sup> July 2018.
- RESOLVED** That the minutes of the meeting of the Committee held on 18<sup>th</sup> June 2018 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 166/18/19** Councillor Blackman referred to Minute 076/18/19 and reported that Kendal in Bloom judges had been shown round the incomplete work at Nobles Rest that day. Feedback received was very positive.
- 167/18/19 URGENT ITEMS OF BUSINESS**
- None.
- 168/18/19 ORDER OF BUSINESS**
- The Chair proposed that the order of business of the agenda be amended to bring forward item 15 (Presentation on the Kendal Tourist Information Centre) and this was agreed.
- 169/18/19 EXCLUSION OF PRESS AND PUBLIC**
- It was proposed by Councillor Evans and seconded by Councillor Blackman 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 the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

170/18/19

**PRESENTATION ON THE KENDAL TOURIST INFORMATION CENTRE – DEREK ARMSTRONG, CUMBRIA CHAMBER OF TRADE**

The Chair introduced Derek Armstrong, Manager of Cumbria Chamber of Commerce, to the meeting. It was made clear during the introduction that KTC was fully supportive of Tourist Information Services and how important they are to the town.

Derek Armstrong explained that Cumbria Chamber of Commerce, under the trading arm of Made in Cumbria, has now delivered the Kendal TIC for several years. Initially the TIC operated out of the Made in Cumbria retail outlet on Stramongate and, in more recent years, from Branthwaite Brow. It was felt that the services complemented each other; visitors and residents could visit the TIC and have access to Made in Cumbria products.

The TIC delivers accommodation services via a Destination Management System which gives details of accommodation providers and availability. Other services include information leaflets, Traveller's Choice bookings, bus and train timetables (displayed in the shop window on a TV screen) and ticket sales (Westmorland County Show, Countryfest etc).

Derek Armstrong talked about proposals to create another TIC facility in Kendal. He expressed concerns that a second TIC in Kendal would be detrimental to the service that MIC are providing.

Following the move to Branthwaite Brow of the Made in Cumbria outlet, £5k was given by KTC who wished to offer financial support the TIC service. Further funding allocated by KTC had not been applied for because the establishment and viability of the service needed to be determined.

Councillors asked questions about future funding and the provision of information required by KTC. Concerns were expressed about the reporting back to KTC about the initial grant and that any future funding would need clear reporting criteria.

The Chair thanked Derek Armstrong for attending the meeting and said it had been a useful presentation.

Members then discussed how best to take matters forward.

**RESOLVED**

That the Town Clerk invite both TIC proposers to apply to KTC for the funds of £5000 per year, for two years by the end of the September. The proposal must include a clear business proposal, vision for the TIC and reporting dates to report to KTC against outcomes and outputs outlined in the proposal.

**171/18/19****READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**172/18/19****REPORT ON WORK PROGRAMME**

The Project Manager presented a verbal report on project progress for June 2018. The following main areas of work were highlighted:

Town Clerk

- Outstanding Actions – Parish Poll letter to Tim Farron and press release – cost of Parish Poll not yet confirmed.
- Treasurer and Admin Assistant recruitment.
- Work associated with SLDC's move to paperless planning meetings.
- Lease – new solicitor at SLDC is currently away on holiday. Will progress on return.

Partnership Projects

- Nobles Rest is nearing completion.
- Blackhall Road bus shelter – work ongoing. The Project Manager advised that the Contractor had asked whether KTC would like the crest on the shelter free of charge. Confirmed yes.

Assistant to the Town Clerk

- Christmas lights switch on – still working on format.
- Allotments - successful drop in session held recently.
- Kendal in Bloom judging took place today. Councillor Blackman reported very positive feedback.
- Working to support contractor in respect of mistake with the pollinator project – pursuing with co-ordinator and SLDC contractor.

Project Manager

- Permissions for new street signage – 8 out of 9 completed. Install by end July.
- Attended Lakes and Dales event re encouraging more young people to live in the area. .
- Preparation for Environment & Highways meeting.
- Greenwall – progressing at Lowther Street. Tender will be released once planning permission obtained.

- Visit Kendal leaflet series – slight change in printing order this time due to reduced funding.
- GDPR – transferring all files onto shared system. Deadline end August.
- VPN system – A better broadband connection is required to access shared files externally. Project Manager explained that it is necessary to switch to BT line rental. The monthly cost will increase from £13 to £35 on a two year contract. It was agreed that the Project Manager would clarify with the Town Clerk whether a paper was required for presentation at the next meeting in order to obtain approval.

**RESOLVED**

That the Project Manager clarify with the Town Clerk whether approval is required from Committee for the switch to BT line rental at an increased monthly cost.

**173/18/19****LAKES LINE UPDATE**

Members considered the letter written by the Town Clerk to Northern Rail and the response received. The Chair commented that early indications were the new replacement service is not working very well. A general discussion ensued and there was a feeling amongst Members that they remained unsatisfied with the Lakes Line service. Councillor Blackman suggested a joint response to Northern Rail with neighbouring Parish Councils such as Staveley, Burneside and Windermere.

It was agreed to include the matter on the agenda for the next Management Committee meeting in September and speak to neighbouring Parish Councils in the meantime to get their thoughts on the issue.

**RESOLVED**

To include the matter on the agenda for the next Management Committee meeting in September. For the Town Clerk to contact neighbouring Parish Councils to ask how they have responded to the situation and investigate the possibility of joint action from the Parish and Town Councils affected.

**174/18/19****GOOSEHOLME BRIDGE**

Councillor Long had expressed concern that there was no design for review in respect of the proposed new Gooseholme Bridge. With work scheduled to commence in September she was concerned that KTC would not get an opportunity to view proposals.

A general discussion ensued. Members discussed whether funding could be utilised for design and groundwork etc in preparation, rather than for installation of the bridge. Councillor Cook commented that any design would have to go through the CCC planning process. There would be opportunity for KTC to make representation at that meeting. He added that funding was very much time limited and would cease to be available if works fell too far behind schedule.

Councillor Evans felt there was a need to be practical and perceived that it was important to get a bridge back. She said the bridge could be embellished at a later date if necessary.

It was agreed that a letter be sent by the Chair to CCC expressing the Committee's concerns that the proposed design might be aesthetically displeasing and stating KTC's wish to be involved in the design process. A copy of the design brief to also be requested. The Project Manager would contact CCC.

**RESOLVED**

That the Project Manager contact CCC expressing the Committee's concerns that the proposed design of the new bridge might be aesthetically displeasing and stating KTC's wish to be involved in the design process. A copy of the design brief to also be requested.

**175/18/19****NEW COUNCILLOR TRAINING**

Councillor Blackman suggested that a training event be organised in order to bring new Councillors up to speed with KTC's vision, current projects, Action Plan etc. The event would also provide an opportunity for Councillors to meet Officers and staff of KTC. This would be a specific event for Kendal Town Council, rather than the generic training available on becoming a Councillor.

Members discussed the suggestion and agreed it would be a good idea to hold an informal event in September. Councillor Owen suggested each Committee Chair give an overview of the work of each Committee and Councillor Blackman noted that the Project Manager has some ideas for the format of the event

It was proposed by Councillor Bramham that a request be made to the Town Clerk to organise an event. This was seconded by Councillor Owen and carried unanimously.

The Chair felt that the Full Council seating arrangement could be improved. Seating is currently arranged by length of service and he proposed that new Councillors should be interspersed with experienced Councillors. This was seconded by Councillor Finch and carried unanimously. Change to be implemented at the next Full Council meeting in August.

**RESOLVED**

That the Town Clerk organises an informal event for new Councillors to meet staff members (to be attended by as many Councillors and Officers as possible) to learn more about each other's role and how we can work together.

**RECOMMENDATION**

That the Full Council seating arrangement be changed so that new Councillors are interspersed with experienced Councillors.

**176/18/19****CIL FUNDING**

The Project Manager reported that she had met with Councillors Long and Blackman to discuss CIL funding. The criteria required a review of how funding would be spent when CIL monies received reached £5k. Currently £4,995k had been reached.

Discussions with SLDC had suggested that KTC could theoretically expect to receive approximately £83k over the next 3 years. However it was difficult to predict an exact figure and this did not take into account planning applications that might not go ahead. It was noted that unfortunately many bigger developments were approved before CIL was adopted and would therefore not attract CIL.

The CIL Group wished to propose that it considers applications from each Committee rather than the CIL group themselves proposing how monies should be spent. It was suggested that there be a standing agenda item and ideas be put forward to the Management Committee who would then make recommendations to the CIL group for consideration.

Members were in favour of the idea in principle but felt that it was too early to include a standing agenda item due to the unpredictability of the level of funding likely to be received.

**RESOLVED**

That the criteria and overview of CIL is shared with Management Councillors to share with committees.

**177/18/19****NEIGHBOURHOOD PLAN**

Members were informed by the Project Manager that if KTC adopted a Neighbourhood Plan CIL contributions could increase from 15% to 25%. Any Neighbourhood Plan would have to complement the existing Strategic Local Plan, but there would be opportunity to utilise existing studies such as the Transport Infrastructure Study and the Kendal Master Plan. Other parishes such as Grange, Heversham and Hincaster have adopted a Neighbourhood Plan.

During a general discussion it was noted that the matter had been considered previously, however it was felt that the level of work involved could not be sustained. The Project Manager pointed out that using existing studies could reduce the amount of work required. Councillor Evans commented that the other parishes with a Neighbourhood Plan were all smaller than Kendal. The possibility of using an external contractor was also raised.

It was agreed that the Project Manager would speak with the Town Clerk regarding what would be involved, the availability of staff resources etc. Town Clerk to also research the possibility of using an external contractor along with likely cost etc.

**RESOLVED**

That the Project Manager discuss the possibility of adopting a Neighbourhood Plan with the Town Clerk and the Town Clerk feedback to Management Committee regarding the costs of sub-contracting the work.

**178/18/19****FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING**

There were no matters raised.

**179/18/19**

**ITEMS FOR THE NEWSLETTER**

The following articles were suggested:

- KTC's communication with Northern Rail regarding continued concern in respect of the Lakes Line (KTC working in conjunction with the Lakes Line User Group).
- Work at Nobles Rest (funds provided by KTC).

**180/18/19**

**ANY OTHER BUSINESS**

None.

The meeting closed at 9.17pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>170</b>	Presentation on the Kendal Tourist Information Centre	<b>RES</b>	That the Town Clerk invite both TIC proposers to apply to KTC for the funds of £5000 per year, for two years by the end of the September. The proposal must include a clear business proposal, vision for the TIC and reporting dates to report to KTC against outcomes and outputs outlined in the proposal.
<b>172</b>	Report on Work Programme	<b>RES</b>	That the Project Manager clarify with the Town Clerk whether approval is required from Committee for the switch to BT line rental at an increased monthly cost.
<b>173</b>	Lakes Line Update	<b>RES</b>	To include the matter on the agenda for the next Management Committee meeting in September. For the Town Clerk to contact neighbouring Parish Councils to ask how they have responded to the situation and investigate the possibility of joint action from the Parish and Town Councils affected.
<b>174</b>	Gooseholme Bridge	<b>RES</b>	That the Project Manager contact CCC expressing the Committee's concerns that the proposed design of the new bridge might be aesthetically displeasing and stating KTC's wish to be involved in the design process. A copy of the design brief to also be requested.
<b>175</b>	New Councillor Training	<b>RES</b>          <b>REC</b>	That the Town Clerk organises an informal event for new Councillors to meet staff members (to be attended by as many Councillors and Officers as possible) to learn more about each other's role and how we can work together.  That the Full Council seating arrangement be changed so that new Councillors are interspersed with experienced Councillors.
<b>176</b>	CIL Funding	<b>RES</b>	That the criteria and overview of CIL is shared with Management Councillors to share with committees.

<b>177</b>	Neighbourhood Plan	<b>RES</b>	That the Project Manager discuss the possibility of adopting a Neighbourhood Plan with the Town Clerk and the Town Clerk feedback to Management Committee regarding the costs of sub-contracting the work.
------------	--------------------	------------	--