

# KENDAL TOWN COUNCIL

Notice of Meeting

## CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

**Tuesday 15<sup>th</sup> January 2019 at 7.00 p.m.  
in The Mayor's Parlour, Kendal Town Hall**

### Committee Membership (5 Members)

Shirley Evans (Chair)  
Helen Ladhams

Rachael Hogg (Vice Chair)  
Adam Edwards

Chris Hogg

### AGENDA

**1. APOLOGIES**

**2. PUBLIC PARTICIPATION**

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

**3. DECLARATIONS OF INTEREST**

**To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda**

*[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]*

**4. MINUTES OF MEETING HELD ON 22<sup>ND</sup> OCTOBER 2018 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

**5. WALKING FESTIVAL – PRESENTATION BY COUNCILLOR BLACKMAN**

**6. REPORT FROM INSTITUTE OF LIGHTING PROFESSIONALS RE WILDMAN STREET (SEE ATTACHED)**

**7. CHRISTMAS LIGHTS – REVIEW OF THIS YEAR AND IDEAS FOR NEXT YEAR**

**8. ITEMS FOR THE NEWSLETTER**

- Spring 2019 Edition – deadline 25<sup>th</sup> January, publication 4<sup>th</sup> March
- Summer 2019 Edition – deadline 14<sup>th</sup> June, publication 22<sup>nd</sup> July

**9. REVIEW OF SPEND AGAINST BUDGET 2018/19 (SEE ATTACHED)**

**10. ANY OTHER BUSINESS**

**11. DATE OF NEXT MEETING**

## KENDAL TOWN COUNCIL

*Liz Richardson, Town Clerk*

By e-mail/post to:     Members of the Committee  
                              All other Councillors (agenda only, for information)

***Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.***

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**Members of the Press and Public are welcome to attend the meeting.**

## KENDAL TOWN COUNCIL

### Christmas Lights & Festivals Committee

**Monday 22<sup>nd</sup> October 2018 at 6.00 pm  
in The Mayor's Parlour, Town Hall, Kendal**

**PRESENT** Councillors Shirley Evans (Chair), Rachael Hogg (arrived approx. 7pm), Helen Ladhams and Adam Edwards

**APOLOGIES** Councillor C Hogg

**OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)

**439/18/19 PUBLIC PARTICIPATION**

None.

**440/18/19 DECLARATIONS OF INTEREST**

None.

**441/18/19 MINUTES OF THE MEETING HELD ON 4TH SEPTEMBER 2018**

Members were asked to accept the minutes of the meeting held on 4<sup>th</sup> September 2018 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 1<sup>st</sup> October 2018.

**RESOLVED** That the minutes of the meeting of the Committee held on 4<sup>th</sup> September 2018 be accepted as a correct record.

**MATTERS ARISING (Not on Agenda)**

**442/18/19 Update on Christmas Lights Switch on Event 2018  
(Minute Ref 298/18/19)**

Councillor Ladhams reported that she had secured sponsorship from one of the two businesses she had approached.

Janine Holt had spoken to the member of public who had brought forward the issue of enhancing lighting in the Wildman Street area. It was agreed that a more strategic approach would need to be considered for the area next year.

**Ideas for Festivals (Minute Ref 299/18/19)**

Janine Holt advised that she was yet to contact Cumbria Life to explore the possibility of them co-ordinating a food festival.

**ORDER OF BUSINESS**

The Chair suggested some changes to the order of the Agenda due to the anticipated late arrival of Councillor R Hogg. This was agreed.

**443/18/19****FESTIVAL GRANTS – VISIT KENDAL INCLUSION IN T&C'S**

A request had been received from Helen Moriarty that the terms of receiving a KTC festival grant include use of the Visit Kendal web links and Visit Kendal leaflet series. Helen Moriarty co-ordinates the Visit Kendal website and leaflets along with Paula Scott and they had noticed that some of the large festivals embrace both the website and leaflets (advertising the website link on the festival website and including Visit Kendal leaflets in artist welcome packs) but some do not.

Members discussed the request which would require adding a line to the Grants Criteria. There were no objections to the request.

**RESOLVED**

That the Grants Criteria include a request that Visit Kendal web links be used and the Visit Kendal leaflet series.

**444/18/19****REPRESENTATIVE ON THE LAKES ALIVE COMMITTEE**

An Outside Bodies representative was requested for Lakes Alive. It was agreed that Councillor Ladhams would be appointed. Janine Holt to forward contact details.

**RESOLVED**

That Councillor Ladhams be appointed as Outside Bodies representative for Lakes Alive. Janine Holt to forward contact details.

**445/18/19****CHRISTMAS LIGHTS SWITCH ON EVENT 2018**

Janine Holt reported that she was encountering a problem with Abbot Hall. The new Operational Manager was requesting payment for use of the grounds and was not prepared to supply chairs for the concert band or open the café. There was also no gazebo which would be required in the case of wet weather. She commented that the funfair, face painting, balloons etc could not be booked until this was resolved.

A general discussion ensued and Members agreed that alternative options would need to be considered next year. The possibility of using Abbot Hall Park was also raised.

It was agreed that Janine Holt would speak to Councillor C Hogg and request that he liaise with the Operational Manager at Abbot Hall regarding the supply of chairs etc. Should his stance not change, Janine Holt would speak to Deb Clarke at SLDC regarding the possibility of using Abbot Hall Park. Councillor Ladhams offered to investigate gazebo options.

Janine Holt reported further on other arrangements. Road closures and St John's Ambulance were in place. Global Radio will attend and host with a playlist of Christmas music. They will also do the countdown for the switching on of the lights. Tim Farron and the Mayor will make a speech. The Christmas tree will be installed on 12<sup>th</sup> November.

The podium around the Christmas tree is still be organised. Janine Holt is meeting with Kath Dutton next week to discuss barriers and the siting of market stalls.

**RESOLVED** That Janine Holt ask Councillor C Hogg to liaise with Abbot Hall. Councillor Ladhams to investigate gazebo options.

**446/18/19 CHRISTMAS LIGHTS DISPLAY**

Lights will be installed on 8<sup>th</sup> November. It was noted that two new motifs have been ordered. Janine Holt is trying to get lights in the museum.

**447/18/19 ITEMS FOR THE NEWSLETTER**

Spring 2019 edition:  
Festival diary of dates

Summer 2019 edition:  
Lakes Alive

**448/18/19 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Ladhams 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]*

**449/18/19 BANNER PROPOSAL**

SLDC and KTC officers met in early October to discuss the current street and street lamp festival banner co-ordination, opportunities for improvements and new locations. Via a capital grants bid, SLDC have secured funding to test and apply for planning permission accordingly for new street dressing sites throughout Kendal town centre, principally on arrival routes. KTC were being asked to consider whether they wished to take the project on. It was noted that it is not currently within the Project Manager's remit.

The matter had been discussed by the Management Committee at their last meeting who did not view the project as a priority due to current staffing issues. They resolved to ask the Christmas Lights & Festivals Committee to consider whether they wished to undertake the project. It was noted that staff resources would have to be found

via an outside contractor and this would need to be deducted from the funding secured.

A general discussion ensued. The ownership of various banners and the need to co-ordinate banner policies was raised.

Members agreed that the Committee are not currently in a position to undertake the project and were concerned that it would be unsustainable. The general consensus was that SLDC would need to review the matter again.

**RESOLVED** That Committee are not currently in a position to undertake the project. SLDC to review the matter again.

**450/18/19 READMISSION OF PRESS AND PUBLIC**

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

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

**451/18/19 FESTIVAL GRANTS CRITERIA**

In the absence of Councillor C Hogg it was decided to defer this item to the next meeting in January 2019.

**452/18/19 FESTIVAL GRANT APPLICATIONS**

Members considered the festival grant applications for the forthcoming year and the following was agreed:

**Lakes Arts (Comic Arts Festival)**

Members considered a request for £7,500 towards the cost of the festival. The possibility of granting funding for the remainder of the current Council (3 years) was discussed. Janine Holt to seek clarity in this respect.

**RECOMMENDATION** That a grant of £5,000 be awarded.

**Mary Wakefield Festival**

Members considered a request for £500 towards the cost of the festival.

**RECOMMENDATION** That a grant of £500 be awarded.

**Kendal Windows on Art**

Members considered a request for £750 towards the cost of the festival. It was agreed that Janine Holt would request a representative attends the next Committee meeting to present more information on the festival.

**RECOMMENDATION** That a grant of £750 be awarded.

**Kendal Wool Gathering**

Members considered a request for £5,000 towards the cost of the festival. It was noted that a one-off grant of £5,000 was made last year, however previously £1,500 has been given. It was agreed to grant a provisional amount of £2,500 and request accounts for the next meeting.

**RECOMMENDATION** That a grant of £2,500 be awarded. Accounts to be requested.

**Christmas Tree Festival**

Members considered a request for £500 towards the cost of the festival. Councillor R Hogg declared an interest at this point as Kendal Organ Donor Town participate in the festival.

**RECOMMENDATION** That a grant of £500 be awarded.

**LDNPA (Lakes Alive)**

Members considered a request for £5,000 towards the cost of the festival. It was noted that 3 year funding was being sought.

**RECOMMENDATION** That a grant of £5,000 be awarded.

**Torchlight**

No application had been received to date. It was agreed to allocate a provisional sum of £5,000 pending an application.

**RECOMMENDATION** That a grant of £5,000 be allocated pending an application.

**Kendal Mountain Film Festival**

No application had been received to date. It was agreed to allocate a provisional sum of £5,000 pending an application.

**RECOMMENDATION** That a grant of £5,000 be allocated pending the application.

**Kendal RUFC Winter Festival**

Members considered a request for £10,000 towards the cost of the festival. It was noted that £3,500 had been granted previously.

**RECOMMENDATION** That a grant of £1,500 be awarded.

**Artfest**

Janine Holt informed Members that no application had been received to date. It was agreed to allocate a sum of money pending an application.

**RECOMMENDATION** That a sum of money be allocated pending an application.

Janine Holt advised that there was an unallocated budget and asked Members whether they wanted to include a contingency. It was agreed to request the usual amount of £35,000 to allow a contingency for other potential festivals such as the Walking Festival and Diversity Festival.

It was noted that 3 year funding was wanted for Torchlight, Comic Arts, Lakes Alive and Kendal Mountain Film Festival if possible.

**453/18/19****2019/20 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS**

Members considered the annual budget for the next financial year and agreed the following:

**Christmas Lights Heading:**Improvements and Maintenance

Increase to £3,000 as anchor testing needs to be included next year at a cost of £2,500.

Annual Christmas Trees in Holders

New budget line required for £3,000 in the main budget.

Staffing

Increase to £8,000 to take into account banners work.

Switch-on Event

Increase to £3,000.

**Festival Grants Heading:**

It was pointed out that an overspend is highlighted for the Walking Festival, although there is budget remaining. Janine Holt to seek clarity from the Treasurer.

**Action Plan Projects Heading:**

Committee would like to change the budget line *Christmas Lights, Stramongate* to read *Christmas Lights, Wildman Street*.

**RECOMMENDATION**

That alterations to the budget for the next financial year be put forward as discussed.

**454/18/19****REVIEW OF SPEND AGAINST BUDGET 2018/19**

The contents of the Budgetary Control Statement as at the end of September 2018 were noted. This was discussed under the item above.

**455/18/19****ANY OTHER BUSINESS**

Janine Holt reported that Kendal Rugby Club would like to publicise the fireworks event utilising KTC banner space. They had requested that there be no charge for use of the space. It was noted that the banner space is owned by SLDC and Kendal Rugby Club should be referred to Imelda Winters at SLDC.

**RESOLVED**

That Kendal Rugby Club be referred to SLDC regarding the use of banner space free of charge.

**456/18/19****DATE OF NEXT MEETING**

15<sup>th</sup> January 2019 at 7pm.

The meeting closed at 7.35pm.



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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>443</b>	Festival Grants – Visit Kendal Inclusion in T&C's	<b>RES</b>	That the Grants Criteria include a request that Visit Kendal web links be used and the Visit Kendal leaflet series.
<b>444</b>	Representative on the Lakes Alive Committee	<b>RES</b>	That Councillor Ladhams be appointed as Outside Bodies representative for Lakes Alive. Janine Holt to forward contact details.
<b>445</b>	Christmas Lights Switch-on Event 2018	<b>RES</b>	That Janine Holt ask Councillor C Hogg to liaise with Abbot Hall. Councillor Ladhams to investigate gazebo options.
<b>449</b>	Banner Proposal	<b>RES</b>	That Committee are not currently in a position to undertake the project. SLDC to review the matter again.
<b>452</b>	Festival Grant Applications	<b>REC</b>	<p>That the following grants be awarded:</p> <ul style="list-style-type: none"> <li>• £5,000 to Lakes Arts (Comic Arts Festival).</li> <li>• £500 to the Mary Wakefield Festival.</li> <li>• £750 to Kendal Windows on Art.</li> <li>• £2,500 to Kendal Wool Gathering.</li> <li>• £500 to the Christmas Tree Festival.</li> <li>• £5,000 to LDNPA (Lakes Alive)</li> <li>• £5,000 to Torchlight.</li> <li>• £5,000 to Kendal Mountain Film Festival.</li> <li>• £1,500 to Kendal RUFC Winter Festival.</li> <li>• A sum of money allocated for Artfest.</li> </ul> <p>Janine Holt to seek clarity regarding 3 year funding.</p>
<b>453</b>	2019/20 Budget	<b>REC</b>	That alterations to the budget for the next financial year be put forward as discussed.
<b>455</b>	AOB	<b>RES</b>	That Kendal Rugby Club be referred to SLDC regarding the use of banner space free of charge.

# KENDAL TOWN COUNCIL REPORT

To: Christmas Lights & Festivals Committee	15 <sup>th</sup> January 2019
From: Assistant to the Town Clerk	Agenda Item No. 6

## Report from Paul Mitchell, Member Institute of Lighting Professionals

As requested we attended Wildman Street Kendal to identify suitable site to allow the installation of Cross Street Christmas Lighting in the form of Motifs.

After several measurements we assess that there are no reasonable fixing points available along this section of road that would be appropriate and conform to the current regulations, PLG06 issued by Institute of Lighting Professionals and the County Surveyors Society Code of Practice (second edition).

In order to install such decorations would require the installation of 2 parallel support wires (size calculated dependant on type, size and weight of decoration) to be fixed to 2 adjacent buildings, the bottom wire should be absolute minimum height 5.9mtr from centre of road this should be measured whilst under load of motif.

In order to be certain of this height along this area would require top wire to be fixed at minimum 7.5mtr from ground level, this allows for sagging when under load.

As mentioned above there are no suitable adjacent buildings that could accommodate these fixing points. It should also be noted that assuming the correct height was achievable the structural specification and condition should also be taken into account.

No fixings should be installed to any building without prior consent from the building owners, this may be different persons to the tenant. Special attention should be taken to ascertain permission where a listed building consent may be required.

Any fixings/fastenings should be suitable for the job in hand as well as being installed by reputable capable company, then load tested to ensure compliance with all current regulations and insurance purposes.

**Paul Mitchell (Director, Member Institute of Lighting Professionals)**

## KENDAL TOWN COUNCIL - CHRISTMAS LIGHTS &amp; FESTIVALS COMMITTEE

## BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 DECEMBER 2018

2018/19 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	<b>Christmas Lights:</b>				
6,740	Staffing	5,055	1,685	6,740	0
10,750	Tender	7,697	3,299	10,995	(245)
3,500	Improvements & Maintenance (no Anchor Testing) incl New Displays	2,952	144	3,097	403
1,200	Installation & Removal of Bunting			0	1,200
150	Christmas Tree (incl. decorations)			0	150
430	Power			0	430
2,590	Switch-on Event	1,761		1,761	829
25,360	<b>Total:</b>	17,465	5,128	22,593	2,767
	<b>Festival Grants:</b>				
5,000	Kendal Torchlight Procession	5,000		5,000	0
5,000	Lakes Arts Festivals - Comic Arts Festival	5,000		5,000	0
0	Kendal Mountain Festival (£5,000 paid in 2017/18)			0	0
0	Kendal Windows on Art (£750 paid in 2017/18)			0	0
0	Mary Wakefield Festival (£500 paid in 2017/18)			0	0
5,000	Kendal Wool Gathering	5,000		5,000	0
200	Artfest North	0		0	200
500	Christmas Tree Festival	500		500	0
5,000	LDNPA - Lakes Alive	5,000		5,000	0
4,000	Moon Fest			0	4,000
3,500	Kendal RUFC - Winter Festival	3,500		3,500	0
940	Walking Festival	(122)		(122)	1,062
2,500	AWAZ - Unity Festival	2,500		2,500	0
3,360	Unallocated Budget	96		96	3,264
35,000	<b>Total:</b>	26,474	0	26,474	8,526
	<b>Action Plan Projects:</b>				
2,000	Christmas Lights, Stramongate			0	2,000
1,084	Building Flag & Tree holder maintenance and replacement			0	1,084
3,084		0	0	0	3,084