

# KENDAL TOWN COUNCIL

Notice of Meeting

## MANAGEMENT COMMITTEE

**Monday 18<sup>th</sup> February 2019 at 7.30 p.m.  
in The Mayor's Parlour, Kendal Town Hall**

### Committee Membership (10 Members)

Stephen Coleman (Chair)	Geoff Cook (Vice Chair)	Guy Tirvengadam (Mayor)
Alvin Finch (Deputy Mayor)	Jonathan Owen	Shirley Evans
Andy Blackman	Douglas Rathbone	Susanne Long
Paul Bramham		

## 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 PREVIOUS MEETING AND MATTERS ARISING** (not otherwise on the agenda). Minutes of meeting held on 21<sup>st</sup> January 2019 (*see attached*)

**5. URGENT ITEMS OF BUSINESS (CONTACT THE CHAIR PRIOR)**

**6. REPORT ON WORK PROGRAMME** (*see attached*)

**7. CONSIDERATION OF WHICH PROJECTS TO ASSIGN TO CIL FUNDING** (*see attached x2*)

**8. UPDATE ON ANNUAL REPORT AND ANNUAL TOWN ASSEMBLY**

**9. ITEMS FOR THE NEWSLETTER**

- Summer 2019 Edition – deadline 14<sup>th</sup> June 2019, publication 22<sup>nd</sup> July
- Autumn/Winter 2019 Edition – deadline 20<sup>th</sup> September, publication 28<sup>th</sup> October

## KENDAL TOWN COUNCIL

### 10. EXCLUSION OF PRESS AND PUBLIC

*To consider whether members of the press and public should be excluded from the next item, which contains exempt information as described in Schedule 12A of the Local Government Act 1972*

#### **Part II (Excluded Items)**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following report is excluded from inspection by members of the press and public as it contains 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]*

### 11. PART II STAFFING

- Project Officer (Mat Cover) Recruitment Update

### 12. READMISSION OF PRESS AND PUBLIC

### 13. ANY OTHER BUSINESS

**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

## Management Committee

**Monday 21<sup>st</sup> January 2019 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Geoff Cook (Vice Chair), Shirley Evans, Andy Blackman, Douglas Rathbone, and Paul Bramham.
- Councillor Giles Archibald and Sion Thomas, Property Services Contract Manager, SLDC were also present for the presentation on the Town Hall/SLDC refurbishment project.
- APOLOGIES** Councillors Coleman, Finch, Long, Tirvengadam.
- OFFICERS** Liz Richardson (Town Clerk), Amy Robinson (Temporary Council Secretary)
- 807/18/19 PUBLIC PARTICIPATION**  
None
- 808/18/19 DECLARATIONS OF INTEREST**  
None declared
- 809/18/19 MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> DECEMBER 2018**
- The Chairman presented the minutes of the meeting held on 17<sup>th</sup> December 2018, which had been approved by full Council on 7<sup>th</sup> January 2019.
- Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Bramham and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 17<sup>th</sup> December be accepted as a correct record.
- 810/18/19 MATTERS ARISING (Not on Agenda)**
- Stumbling Stones project**  
Councillor Bramham reported that there had been a feature on the Stumbling Stones project in the Gazette (Ref Minute 713/18/19). It was noted that KTC support for this project was still to be brought before Council.
- Events**  
Ref Minute 714/18/19 Councillor Evans confirmed that Janine Holt has identified a suitable gazebo and reported that there is room to store one in the KTC garage.
- Annual Report**  
Ref Minute 714/18/19 Councillor Cook asked the Clerk if she had received all Councillor submissions for the Annual Report. The Town Clerk confirmed she had received all but Councillor Owen's. Councillor Rathbone asked whether there could be a word count for contributions as he had been unsure on the expected length.

The Town Clerk noted that usually Councillor submissions have been about one A4-page but that any length is acceptable.

### **Christmas Lights**

Ref Minute 716/18/19 Councillor Evans noted that she had had a very informal conversation with members of the BID about the Christmas tree holders and lights. The BID have been invited to the next Christmas Lights and Festivals Committee on 15<sup>th</sup> April to discuss further.

At this point, Councillor Cook proposed moving the Part II agenda item to accommodate the invited speakers.

**811/18/19**

### **EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Cook 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]*
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

**812/18/19**

### **PARAGRAPH 3 – Presentation on Re-Modelling & Reconfiguration of South Lakeland House and Sympathetic Refurbishment of Kendal Town Hall by Sion Thomas, Property Services Contract Manager, SLDC.**

Sion Thomas, SLDC, presented an overview of re-modelling & refurbishment plans for South Lakeland House and Kendal Town Hall. He noted that feasibility work had been undertaken to look at both making efficiencies across the two spaces and creating a vibrant public sector hub.

Sion Thomas noted that he would like KTC to support in principle the design, and would be seeking approval from SLDC Cabinet in February to move to the more detailed design stage. He explained that SLDC would work with KTC to determine exact requirements.

Councillor Cook commented that in general he recognised the need for changes and welcomed what had been said although noted there may be additional details to consider, including a review of the space KTC currently use. He also noted there would be financial aspects to bear in mind.

The Town Clerk noted that at times officers struggle for space and acknowledged the problems with staff working on different levels of the building. She confirmed in principle she would welcome the proposed changes.

The importance of recognising the history of the Town Hall, for example, the flooring, was noted and Sion Thomas assured Members that this was being taken seriously and that they were working with a heritage architect as well as an interior designer.

Councillor Evans queried how much talking had been done with user groups. Sion Thomas noted that a public user group had been set up to discuss new systems and they will engage further with them on the next technical stage of the design.

The Town Clerk asked what sort of time scale was proposed for the redevelopment. Councillor Archibald said it was hoped that it would be two years from this point to completion.

There was brief discussion as to the challenges for officers, events and users of the Town Hall during any construction process.

Councillor Cook proposed that Committee welcome the refurbishment plans and look forward to further re-engagement as partners in the project. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED**

That the Committee welcome the refurbishment plans and look forward to further re-engagement as partners in the project.

**813/18/19****PARAGRAPH 1 – STAFFING**

Townscape Manager Annual Appraisal

Councillor Blackman reported on the Townscape Manager's appraisal undertaken with himself and Janine Holt (line manager).

There was discussion on the outcomes. Councillor Blackman proposed a one spinal point pay increase. This was seconded by Councillor Evans and carried unanimously.

**RECOMMENDATION**

That the Townscape Manager be awarded a one spinal point increase following his annual appraisal.

**814/18/19****READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor Cook 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.

**815/18/19****URGENT ITEMS OF BUSINESS**

**Kendal Post Office Re-location to WHSmiths**

The Committee discussed the current consultation on the proposed move of Kendal Stricklandgate Post Office to WHSmiths. The deadline for responses was 27<sup>th</sup> February.

Councillor Cook noted that the criteria of the consultation did not include seeking comments on this move although he suggested comment could still be made. He noted that the Post Office were welcoming comments on:

- *How easy is it to get to the proposed new location?*
- *Are the new premises easy for you to get into and are they easily accessible once inside?*
- *Are there any other local community issues which you believe could be affected by or affect the proposed move?*
- *If the move were to proceed is there anything we could do to make it easier for customers?*

The Town Clerk reported that a Customer Forum is expected to take place on 12<sup>th</sup> February.

The Town Clerk noted that she had invited a representative of the Post Office to February Council but that this may not be possible due to a prior engagement. The representative had noted that they were meeting with Tim Farron on 25<sup>th</sup> January and that a time either side of this meeting would be possible to meet with Councillors. It had also been noted that Councillors were welcome to come along to the public forum on the 12<sup>th</sup> February.

Members discussed the details provided by the Post Office and whether there should be a formal response from the Town Council.

Councillors agreed the proposals raised additional issues of space, access with prams and wheelchairs, long queues and speed of service.

Councillor Bramham noted that in losing the Crown Post Office, only four sub-Post Offices would remain in the town, registering concern that these may become overwhelmed.

It was agreed that the Town Clerk would draft a letter in response to the consultation for consideration at February Council.

## **RESOLVED**

That the Town Clerk draft a letter in response to the Post Office relocation consultation for consideration at February Council.

## **816/18/19**

### **REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for December 2019, during which time many officers had been on leave, and this was noted by Members.

The Town Clerk reported there were a number of consultations including the on-going Environment Agency Flood Scheme and New Road. She is increasingly occupied with planning for the Regimental Freedom Parade on 16<sup>th</sup> March. The Clerk confirmed that the parade would take place from mid-morning to mid-afternoon and include a lunch. She noted that Councillors would be

invited to attend shortly. The Administrative Assistant has been working with her on this and also the Mayors Charity Dinner.

The Assistant to the Town Clerk has been working with Councillor Evans on new Christmas lighting and sourcing a gazebo for the switch-on event. Discussion have been held with the new planting contractor on this year's planting. There is no specific theme this year but more trailing and structural plants were being prioritised.

The Town Clerk reported that there was a large amount of content for the Spring Newsletter, including relating to the Regimental Parade, and that this was too much to fit within the four-page format usual for the Spring edition. She explained that the budget was for one four-page and two six-page newsletters each year. Councillor Bramham asked whether the newsletter could be printed as a six-pager, rather than a four to accommodate the content. The Clerk confirmed that the remaining newsletter budget only allowed for a four-page edition and that to make it six-page would be an estimated £1,000 extra. It was agreed to discuss further under item 8 – Review of Spend against Budget 2018/19.

The Clerk reported that the Project Officer is continuing to map local infrastructure onto a Google mapping system. He needed a better PC for this work but she explained that a recent quote had been higher than the budget remaining. Therefore, this was a priority for purchase in the next financial year.

The Clerk noted that a meeting had been held with staff to discuss improvements needed to the website and a quote for about £700 had been received for this work. She noted that it would be helpful to progress this before the Project Manager goes on Maternity leave. It was agreed to discuss further under item 8 – Review of Spend against Budget 2018/19.

The Clerk reported on the KTC Facebook page. The Administrative Assistant had offered to help but she noted that it would require the training of some staff and possibly Councillors first. A quote had been received for bespoke training but the training budget was already overspent. Councillor Rathbone commented that the Facebook page could just be simple and that they are often best when photographs rather than text are the focus. Councillor Blackman noted that a Facebook page could be helpful for events such as litter picks. It was agreed to re-consider in the new financial year.

The Town Clerk reminded Committee that Development Fund funding of £4,000 had been agreed to replace the trees in the planters in FY 2019/20. She reported that Environment and Highways Committee were concerned that the trees that are removed are replanted elsewhere, rather than being chipped. They had at their recent meeting agreed that they could use a £4,000 underspend in their budget to cover the cost of replanting these trees, with anything left over going towards the wood cladding of the planters. The Clerk reported that subsequently, SLDC had expressed a wish for the trees and would pay the additional cost for them to be removed, transported and planted in Nobles Rest. Therefore, this meant that there was now £4,000 from E&H

Committee towards the cladding of the planters. She noted that Janine Holt is going to look at cladding options and discuss with Kendal College a possible community project.

The Clerk explained to Committee that she was seeking permission to have a logistical change of the budget to enable the trees to be planted at the optimum time in March, the offer from SLDC to be taken up and then when the work is complete for the planters to be clad to avoid any damage. This would involve using the unspent funds from Environment and Highways to pay for the new trees and the £4,000, currently earmarked in the 2019/20 Development Fund for trees, being used to cover the cost of cladding.

Councillor Blackman recommended that this re-ordering of priorities and the associated funding be agreed. This was seconded by Councillor Rathbone and carried unanimously.

**RECOMMENDATION** That the £4,000 unspent funds from Environment and Highways be used to pay for the new planter trees in March and the £4,000, currently earmarked in the 2019/20 Development Fund for trees, be used to pay for wood cladding thereafter.

**817/18/19 ITEMS FOR THE NEWSLETTER**

There were no items raised.

**818/18/19 REVIEW OF SPEND AGAINST BUDGET 2018/19**

The Town Clerk reported on the spend against budget for 2018/19 highlighting the following key points:

The Clerk noted that staff salaries were projecting an overspend. This was due to staff changes and the need to bring in temps. She noted that there were reserves to manage this.

The Clerk noted an overspend due to training undertaken by the Townscape Manager and CALC training that had been provided to new Councillors. It was suggested that more money is budgeted for training in the future.

The Clerk noted a likely underspend in the Supplies and Services budget and whilst some further invoices were expected against the Audits, Subscriptions and Insurances budget, some surplus was expected to remain

Regarding the Newsletter, the Clerk noted that there is budget remaining for a four-page edition but not for six-pages at approx. £1,000 extra. Members discussed using the surplus in the supplies and services budget to cover the cost of a six-page edition.

Councillor Cook asked that the front cover of the newsletter be something that is engaging. Members discussed that the Freedom Parade would be timely given the newsletter will come out shortly before the event. Councillor Rathbone suggested that if there were space a small section be added asking for feedback and Councillors be encouraged to ask the public their views when knocking on doors.

Councillor Evans proposed that any necessary funds be transferred from the Supplies & Services budget to the Newsletter budget to cover the cost of two additional pages in the Spring edition of the newsletter. This was seconded by Councillor Blackman and carried unanimously.

The Clerk noted that the remaining IT and Website funds would be accounted for by the website development if that work is to go ahead. Councillor Cook proposed that Committee agree the plans for improvements to the website to go ahead immediately and the necessary budget for the Project Officer's computer to be made available in the new financial year. This was seconded by Councillor Rathbone and carried unanimously.

Under the Action Plan, the Town Clerk confirmed that she needed to discuss the remaining budget for Support to Kendal Futures Projects with Paula Scott and under Community Emergency planning this needed claiming by KCEPG.

**RESOLVED**

1. That necessary funds be transferred from the Supplies & Services budget to the Newsletter budget to cover the cost of two additional pages in the Spring newsletter.

2. That the remaining IT and Website budget be spent on website improvements with agreement for the Project Officer's computer to go ahead in the new financial year.

**819/18/19**

**ANY OTHER BUSINESS**

The Town Clerk reported that Stewart Game, Force CCTV Officer for Cumbria Police had been in touch about the expansion of the CCTV system in Kendal. The Clerk noted that this was not something the Town Council had been involved in before but suggested an invitation to Stewart Game to explain more to the Committee might be appropriate.

Members discussed their knowledge of existing CCTV in the town and the likely budget required to support any expansion. Councillor Cook suggested that Committee invite Stewart Game to a meeting and that BID could be invited too.

**RESOLVED**

That the Town Clerk invite Stewart Game from Cumbria Police, as well as BID, to Committee to discuss Cumbria Police's plans.

The meeting closed at 9.46pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>812</b>	<b>Part II - Presentation on Re-Modelling &amp; Reconfiguration of South Lakeland House and Sympathetic Refurbishment of Kendal Town Hall by Sion Thomas, Property Services Contract Manager, SLDC.</b>	<b>RES</b>	That the Committee welcome the refurbishment plans and look forward to further re-engagement as partners in the project.
<b>813</b>	<b>Part II - Staffing</b>	<b>REC</b>	That the Townscape Manager be awarded a one spinal point increase following his annual appraisal.
<b>815</b>	<b>Urgent Items of Business</b>	<b>RES</b>	That the Town Clerk draft a letter in response to the Post Office relocation consultation for consideration at February Council.
<b>816</b>	<b>Report on Work Programme</b>	<b>REC</b>	That the £4,000 unspent funds from Environment and Highways be used to pay for the new planter trees in March and the £4,000, currently earmarked in the 2019/20 Development Fund for trees, be used to pay for wood cladding thereafter.
<b>818</b>	<b>Review of Spend Against Budget</b>	<b>RES</b>	<p>1. That necessary funds be transferred from the Supplies &amp; Services budget to the Newsletter budget to cover the cost of two additional pages in the Spring newsletter.</p> <p>2. That the remaining IT and Website budget be spent on website improvements with agreement for the Project Officer's computer to go ahead in the new financial year.</p>
<b>819</b>	<b>AOB</b>	<b>RES</b>	That the Town Clerk invite Stewart Game from Cumbria Police, as well as BID, to Committee to discuss Cumbria Police's plans.

# KENDAL TOWN COUNCIL WORK PROGRAMME – FEBRUARY 2019

COMMITTEE	PROJECT TITLE	PROGRESS	PARTNERS	EST DATE OF COMPLETION	COMPLETED
MANAGEMENT Liz Richardson	Staffing Issues	Time spent advertising, sifting and interviews for Project Manager maternity cover post. Refs being sought.			
	Consultations	Post Office – consultation comments submitted. New Road – comments submitted to Planning Inspector.			
	CIL governance	CIL spend is forming part of 2019/20 Budget discussions (on agenda).			
	Dec 2015 Floods	EA Briefing meeting 11.02.19.			
	Miscellaneous	Time spent on Annual Report and Regimental Freedom Parade.			
E&H Helen Moriarty	Parks & Open Spaces	Nothing to report.	SLDC		
	Infrastructure Projects	Various actions including asset plotting support and co-ordination, development fund project research, Highways and Transport steering group meetings, Sainsburys 106 funding meetings with CCC and SLDC, Dockray Wall project planning and CCC meeting re Dockray Hall Road and signage removals.			
MAYORALTY & ARTS Liz Richardson	Council Meeting Venue (from repair of chairs)	No further correspondence from SLDC legal – possibly now overtaken by Town Hall plans.	SLDC	TBC	
	Heritage	Heritage condition survey actions being progressed. Proposed improvements to the War Memorial – lack of time to progress.		Winter 2018  TBC	
	Mayor	The Mayor of Kendal’s Fund for the Aged & Infirm are undertaking the name change – progress has been made and final approval now sought from the Charities Commission.		TBC	

	Regimental Freedom Parade	Meeting held to continue planning for 16 <sup>th</sup> March 2019 event and review the action list. Invitations sent and Media Release being prepared.	Duke of Lancs Regiment	March 2019	
CHRISTMAS LIGHTS & FESTIVALS Janine Holt	Christmas Lights	Lights being repaired. Meeting to be held shortly to review and discuss 2019 using any underspend to buy new motifs. Discussions being held on light options at Wildman Street and involvement of the BID. Budget in FY 2019/20 for trees in the flagpole holders – discussions with BID.	BID	March/November 2019	
	Switch-On Event	Date set for 2019. Purchasing a marquee. Action now is to speak with existing sponsors – BID have confirmed involvement.		November 2019	
ALLOTMENTS Janine Holt	Letting Plots Mapping Exercise	The Cmttee have asked for site improvements work list. This is a large piece of work and the priority at the moment is to do a baseline assessment but lack of staff time and weather has delayed this work. Allotment rents being received – chasing for those not paid will begin shortly Projects are in hand - A surplus vegetable scheme for 2019 and the composting of allotment green waste.		TBC	
KiB Janine Holt	KiB	Preferred contractor presented to the Cmttee on the summer planting. Tree tub planter replacement programme budget approved. Trees to be done by end March followed by cladding of the planters in FY 2019/20 – with support from E&H Cmttee. Year-round activities focussing on encouraging communities' involvement and to improve our communication links. Currently a community fern project being trialled with Kendal Conservation Volunteers. School's competition to be launched in February.	Continental SLDC		

	CiB/BiB	Nothing to report.			
	Bee Projects	Pollinator project – work is progressing and the findings will be reported in September 2019.	SLACC, SLDC	3 year project	
ACTION PLAN FOR KENDAL Helen Moriarty	Town Centre Vibrancy	<b>Signage Removals.</b> Nothing to report.	SLDC, BID, KFB, CCC	TBC	
	Kendal Promotion	<b>Visit Kendal Website.</b> Nothing to report.	SLDC, BID, KFB	As required	
		<b>Kendal Promotion Leaflet Series.</b> Nothing to report.		As required	
	Green Space Enhancement	<b>Green Wall.</b> Planning Application in progress, result expected by 25 <sup>th</sup> March. Current budget (£21,000) allows installation and a six-year maintenance contract, subject to tender process.	SLDC	TBC	
	Misc	<b>GDPR.</b> Continued SLDC pressure / meetings to improve broadband connection to upstairs office.  <b>Newsletter.</b> Spring edition completed.  <b>KTC Website.</b> Enhancements researched, staff meeting, design brief and comments to Design Works.		As required	

## CIL Criteria Planning

### Background

In 2015 SLDC began collecting a Community Infrastructure Levy (CIL) on new development. CIL payments will be collected by SLDC to provide additional funding to help pay for the cost of infrastructure arising from new developments such as highways and schools. 15% of collected CIL receipts within Kendal will be passed on to Kendal Town Council.

Kendal Town Council can spend CIL on the:

- Provision
- Improvement
- Replacement
- Operation
- Maintenance

of local infrastructure or anything else that is concerned with the demands that development places on an area.

Kendal Town Council can, for example, support and in some case instigate deliverable projects that are stand alone and provide additional community benefit above and beyond the major infrastructure projects delivered by SLDC.

This report outlines:

- Kendal Town Council's CIL Criteria (stage 1 and 2)
- Example projects
- Questions to consider

Kendal Town Council's CIL funded projects must support the recommendations of the following reports to ensure effective partnership working

- Kendal Town Council Action Plan
- Kendal Master Plan (SLDC & KTC) – to be published
- Kendal Transport Infrastructure Study (CCC, SLDC & KTC) – to be published
- Strategic Property Assets Review (SLDC) – to be published

### Kendal Town Council CIL Criteria

**Stage One** – Does the proposed project address one or more of KTC's core themes?

1. **Sustainable Connectivity** (*between new developments and Kendal town centre*)
2. **Town Centre Vibrancy** (*visually via public realm improvement projects and economically via tourism/promotional support*)
3. **Habitat Enhancement** (*enhancement of habitats and the areas people go to enjoy wildlife*)

**Stage Two** – Does the proposal answer yes to three or more of the following?

1. Will the project create value for money via a joint delivery approach or opportunity to secure further match/contributions?
2. Can the project independently cover any ongoing maintenance costs?

3. Does the project proposal provide evidence that the project will create positive outputs and outcomes, does it reinforce previous success?
4. Can the project go ahead without KTC CIL contribution? *(discuss if this is positive or negative ie if 'no' do KTC see as a positive gap filing opportunity?)*

Stage 1 Criteria	Example Project	Stage 2 Criteria			
		1	2	3	4
<b>Sustainable Connectivity</b>	Signage Improvements	y	y	y	N
	Train Station Improvements	y	y	y	?
	Improve Kendal presence at Oxenholme	y	y	y	?
	Kendal Riverside cycling permission – clarity & signage	y	y	y	?
<b>Town Centre Vibrancy</b>	Market Place improvements	y	y	y	Y
	Improved Birdcage / town centre focal point	y	y	y	?
	Improved street lighting – Finkle Street	y	y	y	?
	Additional planted trees (without tubs)	y	y	y	?
	Yard enhancements via murals and improved signage				
	Support for Tourism Promotional Group ie Website, leaflets or events	y	y	y	?
	Support for town centre festivals	y	y	y	Y
<b>Habitat Enhancement</b>	Abbot Hall Park, continued support for current improvements	y	y	y	Y
	Castle Hill, continue support for current improvement project	y	y	y	?
	Bowling Fell, project to improve access, viewpoints and visitor experience	y	y	y	?
	Nobles Rest, continue / increase scope of current improvement project	y	y	y	Y
	New Road, utilise as a green space or improve current parking provision	y	y	y	?
	Riverside, paint railings a uniformed colour	y	y	y	?
	Pollinator Corridor, continue and or increase scope of current project	y	y	y	Y

### Further questions to consider

- Which committee will oversee the criteria process and awarding of CIL grants? The committee would need to have a good understanding of internal resource implications for internal project proposals.
- Will KTC accept proposals from external organisations? If so will we advertise the opportunity and to who?
- Can KTC consider creating maximum and minimum project contribution?
- Can KTC consider sharing the agreed criteria document for comments from partners? ie SLDC, CCC, Kendal Futures and Kendal BID?
- Do KTC need to create a statement to distinguish CIL funding from development funding?
- SLDC questions – do SLDC need to be part of KTC's internal CIL spend agreement process? Is there a specific Kendal caveat KTC need to be aware of?

KENDAL TOWN COUNCIL									
2019/20 BUDGET									
ACTION PLAN BUDGET									
No	Rank	Budget Priority	Priority Outcome	Project	Sponsor	2019/20 £	Cumulative	Notes	2020/21 £
1	1	Business Continuity	Staff to undertake work programme	Increase in Staffing Budget	Management	20,000	20,000		20,000
2	2	Town Centre Vibrancy	Improve Kendal's Flood Resilience	Kendal Community Emergency Planning support	Management	5,000	25,000		
3	3	Green Space Enhancement	Support Pollinator Project	Continue support for Year 3	KIB	1,900	26,900		
4	4	Town Centre Vibrancy	Support Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals	Funding support towards kendal Futures role	Management	8,500	35,400		8,500
5	5	Town Centre Vibrancy	Support Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals	Funding towards Kendal Futures projects in line with Action Plan - visit-kendal.co.uk development and promotion	Management	4,000	39,400		
6	5	Town Centre Vibrancy	Support Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals	Funding towards Kendal Futures projects in line with Action Plan - Kendal destination promotion and advertising	Management	1,000	40,400		
7	5	Town Centre Vibrancy	Support Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals	Funding towards Kendal Futures projects in line with Action Plan - Continuation of footfall counts into years 3 and 4	Management	1,000	41,400		
8	5	Town Centre Vibrancy	Support Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals	Funding towards Kendal Futures projects in line with Action Plan - Replacement Kirkland banners	Management	1,500	42,900		
9	6	Town Centre Vibrancy	Promote Kendal to potential visitors and arrivals	Continue Kendal Leaflet Series (including Group Travel if required)	Management	2,500	45,400		2,500
10	7	Sustainable Connectivity	Regenerate Lancaster Canal	Continued membership of LCRP	Management	250	45,650		250
11	8	Town Centre Vibrancy	Replace (and recycle) High Street Trees	New trees for tree planters on Highgate/ Stricklandgate	KIB	4,000	49,650		
12	9	Town Centre Vibrancy	Improved Signage	Yard signage enhancements	E&H	5,000	54,650		
13	10	Town Centre Vibrancy	Kendal Christmas Lights Display	Annual Christmas trees in holders	Xmas Lights	3,000	57,650		3,000
14	11	Green Space Enhancement	Kendal Castle	Improve Kendal Castle Directional Signage	E&H	5,000	62,650		
15	12	Green Space Enhancement	Playground and Parks Improvements	SLDC led Fletcher Park fencing enhancements on Castle approach	E&H	2,000	64,650		
16	13	Green Space Enhancement	Support Play Area Improvements	Trim Trail, Beck Community Centre (SLDC led)	Clr C Hogg - E&H	5,000	69,650		5,000
17	14	Internal KTC Project	KIB Community Work	Increase in KIB Committee Community Budget from £3K to £5K	KIB	2,000	71,650		2,000
18	15	Internal KTC Project	Audit Committee Grants	Increase in Audit Committee Budget from £36K to £41K	Audit	5,000	76,650		5,000
19	16	Green Space Enhancement	Hallgarth Access	Hallgarth Play Area - new gates to improve access (SLDC led)	E&H	3,000	79,650		
20	17	Green Space Enhancement	Hallgarth Equipment	Youth Activity Equipment (community group led)	E&H	6,993	86,643		
21	18	Green Space Enhancement	Nobles Rest	Nobles Rest Entrance Improvement (Kendal Civic Society led)	E&H	5,000	91,643		
22			Carbon Neutrality	Scoping working towards Kendal becoming carbon neutral.	E&H	5,000	96,643	7.9% increase in Band D Tax (including CIL funds at £12,167)	
23	19	Green Space Enhancement	Green Wall Project	Green Wall maintenance	E&H				1,000
24	20	Sustainable Connectivity	Positively utilise Kendal's railway station	Improve visibility & environs of Kendal Railway Station	E&H				5,000
25	5	Town Centre Vibrancy	Support Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals	Funding towards Kendal Futures projects in line with Action Plan - Smaller projects arising from the Kendal Vision process	Management				2,500
		<b>Total</b>				<b>96,643</b>			<b>54,750</b>