

# KENDAL TOWN COUNCIL

Notice of Meeting

## MANAGEMENT COMMITTEE

**Monday 20<sup>th</sup> May 2019 at 7.30 p.m.  
in The Mayor's Parlour, Kendal Town Hall**

### Committee Membership (10 Members)

Stephen Coleman (Chair)  
Alvin Finch  
Andy Blackman  
Paul Bramham

Geoff Cook (Vice Chair)  
Jonathan Owen  
Douglas Rathbone

Guy Tirvengadam  
Shirley Evans  
Susanne Long

## 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 23<sup>rd</sup> April 2019 (*see attached*)

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

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

**7. REFURBISHMENT OF THE TOWN HALL**

**8. KENDAL CCTV**

**9. UPDATE ON KENDAL MUSEUM LEASE**

**10. OXENHOLME STATION CAR PARKING – DRAFT LETTER TO VIRGIN TRAINS** (*see attached*)

**11. 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

### 12. 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]*

### 13. PART II STAFFING

- Update on KTC Staffing Structure Project
- Secretary's Annual Appraisal

### 14. READMISSION OF PRESS AND PUBLIC

### 15. 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

**Tuesday 23<sup>rd</sup> April 2019 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Geoff Cook (Vice Chair), Shirley Evans, Andy Blackman and Paul Bramham
- APOLOGIES** Councillors Stephen Coleman (Chair), Guy Tirvengadam (Mayor), Douglas Rathbone and Susanne Long; plus Liz Richardson (Town Clerk)
- OFFICERS** Judith Lomax (Treasurer), Nicky King (Council Secretary)
- 1078/18/19 PUBLIC PARTICIPATION**
- None.
- 1079/18/19 DECLARATIONS OF INTEREST**
- None.
- 1080/18/19 MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> MARCH 2019**
- The Chairman presented the minutes of the meeting held on 18<sup>th</sup> March 2019, which had been approved by full Council on 1<sup>st</sup> April 2019. Members accepted the minutes as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 1081/18/19 Minute Ref 966/18/19 – Schools of Science and Art Charity**  
At the last meeting the possibility of a donation from the Schools of Science and Art Charity to Sandgate School had been discussed. Councillor Evans had since met with the School to consider suitable projects. This was subsequently discussed by Full Council on 1<sup>st</sup> April 2019 when it was resolved that a subgroup would give the matter further consideration. Councillor Blackman advised that the subgroup was due to meet on 24<sup>th</sup> April 2019 and would report back with a recommendation at the next Full Council meeting in May.
- 1082/18/19 Minute Ref 969/18/19 – Kendal Outdoor Market**  
It was agreed that the Treasurer would check whether the Town Clerk has written to SLDC for clarification of the legal position in respect of the provision of free space at Kendal Outdoor Market for traditional sellers.
- RESOLVED** That the Treasurer liaise with the Town Clerk for an update on progress.
- 1083/18/19 Minute Ref 970/18/19 – Community Governance Review**  
It was agreed that the Treasurer would check whether the Town Clerk has responded to the SLDC second round consultation on the Community Governance Review draft recommendations.

**RESOLVED** That the Treasurer liaise with the Town Clerk for an update on progress.

**1084/18/19** **Minute Ref 971/18/19 – Town Crier Role**

It was noted that the recruitment process was in hand for a replacement Town Crier. Treasurer to check on progress with the Town Clerk.

**RESOLVED** That the Treasurer liaise with the Town Clerk for an update on progress.

**1085/18/19** **URGENT ITEMS OF BUSINESS**

None.

**1086/18/19** **REPORT ON WORK PROGRAMME**

Members considered the report on project progress for April 2019 prepared by the Town Clerk.

It was noted that comments on draft recommendations in respect of the Community Governance Review had been sent. This had been raised earlier in the meeting.

It was further noted that the Green Wall project was on hold pending further discussions and research in respect of absorption rates.

Councillor Evans referred to work at Woolpack Yard and commented that the Project Manager needs to keep liaising with contractors in respect of the likely timescale for completion of the works.

**RESOLVED** That the Project Manager should keep liaising with contractors in respect of the likely timescale for completion of the works at Woolpack Yard.

**1087/18/19** **REFURBISHMENT OF THE TOWN HALL**

There was nothing to report at the current time. Further advice is currently awaited from SLDC.

Councillor Bramham raised concern regarding disabled access. He pointed out that access from the Council Chamber to the ground floor is difficult for disabled people. It was noted that there is to be a presentation by SLDC at a future Council meeting and suggested that this matter be raised at that time.

**RESOLVED** That disabled access be raised during discussions concerning the Town Hall refurbishment.

**1088/18/19** **CIL WORKING GROUP REPORT AND RECOMMENDATIONS – CLLRS OWEN & BLACKMAN**

Councillor Blackman presented a paper following a recent meeting of the Community Infrastructure Levy Working Group. The Group had met to consider the action plan projects to determine where CIL

monies would be best utilised. After scoring projects against criteria previously agreed the following recommendations were made by the Group:

£2k towards the planter cladding (50% contribution)  
£5k for Woolpack signage  
£5k for Castle directional signage

Members noted the contents of the paper.

**1089/18/19 REVIEW OF BUDGET TIMETABLE 2020/21**

Members considered the Budget Timetable for 2020/21 and this was approved.

**1090/18/19 ITEMS FOR THE NEWSLETTER**

Summer Edition

Standard items from individual committees, along with an article introducing the new Mayor for 2019/20.

**1091/18/19 REVIEW OF SPEND AGAINST BUDGET 2018/19**

The Treasurer presented the Budgetary Control Statement to 31<sup>st</sup> March 2019. An overspend on salaries was highlighted which had been reported and discussed previously. There had also been an overspend on Miscellaneous which was mainly due to the Parish Poll.

**1092/18/19 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 any individual [*Paragraph 1*]

**1093/18/19 STAFFING MATTERS [Paragraph 1]**

**Update on KTC Staffing Structure Project**

Councillor Cook confirmed that a working group had been formed and a meeting had been held. The Group are looking at various options to ensure KTC is operating as effectively as possible and discussions are ongoing. A comparison exercise is taking place which will consider staff roles against other similar sized Councils.

**1094/18/19**

**READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**1095/18/19**

**ANY OTHER BUSINESS**

None.

The meeting closed at 8.01pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>1082</b>	Kendal Outdoor Market	<b>RES</b>	That the Treasurer liaise with the Town Clerk for an update on progress.
<b>1083</b>	Community Governance Review	<b>RES</b>	That the Treasurer liaise with the Town Clerk for an update on progress.
<b>1084</b>	Town Crier Role	<b>RES</b>	That the Treasurer liaise with the Town Clerk for an update on progress.
<b>1086</b>	Work at Woolpack Yard	<b>RES</b>	That the Project Manager should keep liaising with contractors in respect of the likely timescale for completion of the works at Woolpack Yard.
<b>1087</b>	Refurb of Town Hall	<b>RES</b>	That disabled access be raised during discussions concerning the Town Hall refurbishment.

# KENDAL TOWN COUNCIL WORK PROGRAMME – MAY 2019

COMMITTEE	PROJECT TITLE	PROGRESS	PARTNERS	EST DATE OF COMPLETION	COMPLETED
MANAGEMENT Liz Richardson	Staffing Issues	New Town Crier has been appointed – John Bateson. Richard’s last event will be Mayor Making. Handover and uniform requirements to be determined after Mayor Making.			
	Consultations	None			
	CIL governance	No update			
	Dec 2015 Floods	No update			
	Miscellaneous	Time spent on Stonecross Ward By-Election, Mayor Making, & Mayor’s Sunday, Town Hall Refurbishment (on agenda) and Museum lease (on agenda).			
E&H Stacy Hurley	Infrastructure Projects	<p><b>Asset plotting</b> - Lamps complete and identified 2 no longer existing. SLDC finance are readjusting charges accordingly.</p> <p><b>Tree Tub Enhancements</b> – Met with Kendal College and discussed possible delay in project completion due to student syllabus planning. Not an option to do in pallet work. KC to present prototype in June as planned and decision can be made with Kendal In Bloom as to the next step.</p> <p><b>BT Assets Investigation</b> – numerous assets around town in poor aesthetical condition. Repeated contact has so far led to no response.</p> <p><b>106 Project, Longpool</b> – attended a follow up meeting to the initial site visit to discuss</p>		<p>March 2019</p> <p>March 2019</p>	<p>March 2019</p> <p>March 2019</p>

		<p>priorities for the budget spends. Currently with CCC for costing all options.</p> <p><b>New Handrails, Low Fell Side</b> – Currently seeking permissions and permits to carry out the work for two installations.</p>			
MAYORALTY & ARTS Liz Richardson	Offices & Council Meeting Venue Lease	No further communication from SLDC legal. Involved in refurbishment planning.	SLDC	TBC	
	Heritage	Heritage condition survey actions being progressed. Currently arranging for a silversmith to undertake asset valuations on silver ware.		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	
CHRISTMAS LIGHTS & FESTIVALS Janine Holt	Christmas Lights	Nothing to report		November 2019	
	Switch-On Event	To speak with SLDC Open Spaces team to confirm whether Abbot Hall Park can be used as the start venue. The other suggested alternatives have been ruled out. Meet with Cath Dutton to discuss stalls.		November 2019	
	Banners	Christmas Lights and Festivals Committee have recommended that Kendal Town Council take over the management of the lamp post banners on Highgate - this needs full Council approval.	SLDC	April 2019	
ALLOTMENTS Janine Holt	Letting Plots Mapping Exercise	There will be an open morning at Rinkfield allotments on Saturday 18 <sup>th</sup> May. The aim of this is to chat with tenants and to ascertain their views on improving the site. There are currently no vacancies. Site visits will be undertaken on the 22 <sup>nd</sup> May.		Ongoing	

		We have been undertaking some research as to good green practice on allotments. This is to be an agenda item on the next Allotments Committee.			
KiB Janine Holt	KiB	The fern planter signage has been ordered. The civic planting is on schedule to be planted up the last week in May. The eyeeful towers will be in situ by 15 <sup>th</sup> May in readiness for Mayor Making. The BID is helping to promote hanging baskets that are available from Horticare. This year there is no financial support from the BID for this initiative. Continuing promotion of the main competition.	Continental SLDC	Ongoing	
	CiB/BiB	KTC is entered into CiB 2019. Work is starting on collating information for the portfolio and consideration of the judging route.		July 2019	
	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 Stacy Hurley	Green Space Enhancement	<b>Green Wall</b> - E&H Committee voted to pause on project. This follows detailed research by Cllr Rowley into the possible impact of a wall in such a location and to such scale as budget and planning permission allow. This research was based on new scientific evidence available, relating in particular, to the dangers and possible reduction of Pm2.5. Committee are considering all options available prior to make a decision.  <b>Woolpack Yard Signage</b> – Holland and Barratt have granted permission. Freeholder permission is likely but subject to design and KTC willingness to draft/sign agreement – ongoing	SLDC	TBC  Summer 2019	

		<p>communication. Design and production costs are being sought for a sign using the SLDC yard branding to complement Wainwright and Elephant Yard signage. Debbie at Elephant Yard in support. SLDC supporting an application for advertising consent. No businesses approached until provisional designs and costs agreed. Building works due for completion by late June at earliest. Contact been made with CCC Highways about reinstating a bollard on Woolpack to stop high volume of traffic cutting through. Also raised issue of broken cobbles due to said vehicles – no response to date.</p> <p><b>Castle signage</b> – Phase one of audit complete and presented to E&amp;H Committee. Essential replacements and additions have been identified. Invitation offered to SLDC Economic Development team and Kendal Futures for feedback. Aim for costings received by mid-June with permission stage commencing by end of June. Audit raised issues with some of the castle entrance pathways. Following up with ward Cllrs and SLDC Green Spaces team.</p> <p><b>Nobles Rest</b> – Update from Civic Society sought. Civic Society’s Paul Grout, architect is working with Robert Burgess, structural engineer, to come up with detailed plans for the entrance which are needed for the SLDC planning application. Next meeting is 14<sup>th</sup> May and plan for application to be in by then. Also, sought update from SLDC on Nobles Rest works. Central planting planned for May and wild flower planting for Autumn. Bog Garden planned but no timeframe given. Awaiting answer as to whether ‘spiking’ is planned for new turf (as</p>		<p>Summer 2019</p> <p>TBC</p> <p>TBC</p>	
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		<p>requested by E&amp;H Committee).</p> <p><b>Fletcher Park</b> – Awaiting proposal from South Cumbria Rivers Trust re flooding prior to any further work commencing.</p> <p><b>Hallgarth</b> – Installation of Youth Activity Equipment planned for June and options for new gates being discussed, possible installation mid/end of Summer.</p> <p><b>Trim Trail</b> – On hold as land ownership issues. Currently with SLDC legal team.</p> <p><b>Kendal Series Leaflet</b> – Reprint postponed until December as stock permits. Rescheduled contributors' liaison until Sept.</p>		<p>Autumn 2019</p> <p>TBC</p> <p>December 2019</p>	
	Misc	<p><b>GDPR</b> - Continued SLDC pressure / meetings to improve broadband connection to upstairs office. Follow up with team to ensure deadline of end of May for signing of revised GDPR agreement is achievable.</p> <p><b>Newsletter</b> - Articles being collated. Meeting planned with Simon Unsworth and Cllr Eamonn Hennesey 13th May to discuss content.</p> <p><b>KTC Website</b> - Admin Assistant prioritized updating calendar ready for new homepage to go live. Continue with ongoing updates.</p>		<p>May 2019</p> <p>June 2019</p> <p>May 2019</p>	

# DRAFT

## KENDAL TOWN COUNCIL

**Town Clerk**  
Elizabeth Richardson BSc (Hons)

**Town Treasurer**  
Judith Lomax ACCA

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21 May 2019

Dear Ms Normansell

### OXENHOLME STATION CAR PARKING ISSUES

At the meeting of the Lakes Line Rail Users Group on 8 April 2019, concerns were expressed about car parking at Oxenholme Station. The Chair Robert Talbot wrote an email to you on 9 April regarding these concerns and making suggestions to alleviate the problems. We understand a reply has not yet been received.

The Council's LLRUG representative Cllr Stephen Coleman raised the issue at our Management Cmttee last night.

LLRUG Members described potentially dangerous parking on the ramp (the narrow road between the upper car park and the booking office side of the station). At times, one side of the ramp can be entirely parked up creating difficulties for other vehicles entering and leaving the area. In addition, this will inevitably create a Health and Safety risk to any pedestrians walking to or from the station, particularly if they are carrying luggage. There is concern that a pedestrian could be seriously injured if this problem is not addressed.

The 20-minute free parking in the car park is not sufficiently clearly signed for those collecting train passengers. In addition, with the risk of mainline trains arriving up to 10 minutes or more late, drivers may be concerned that 20 minutes will not be long enough, making them liable for a £12 charge.

LLRUG have suggested various improvements including making it clear that cars should never park on the ramp with double yellow lines clearly painted, improving the visibility of the signs which indicate that parking in the car park is free for up to 20 minutes to allow drivers to collect/drop off passengers and considering allowing more flexibility in the "20-minute rule" to accommodate trains arriving late.

Management Cmttee support these suggested improvements and would ask that Virgin Trains undertake these as a matter of urgency.

Yours sincerely

A handwritten signature in blue ink that reads 'Liz Richardson'.

Liz Richardson  
Town Clerk

Cc Cllr S Coleman, Chair of Management Cmttee & Council Rep to LLRUG

Ms Laura Normansell  
Virgin Trains