

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



24 April 2023

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Tuesday, 2 May 2023**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'A B' followed by a long horizontal stroke.

Chris Bagshaw
Town Clerk

AGENDA

Roll Call

The Clerk will take a roll call of council members present.

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.

Youth Presence

Mary Biddle will deliver a brief presentation on Youth Presence in Kendal, after which there will be an opportunity to ask questions.

1 Mayor and Deputy Mayor 2023

To elect a Mayor and Deputy Mayor for the coming municipal year. Also to resolve that the new Mayor and Deputy Mayor will take office immediately, having agreed to sign their declarations of acceptance of office at the Mayor Making ceremony on Thursday 18 May 2023, in accordance with the Local Government Act, 1972 s83(4)(c).

2 Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of Local Government Act 1972, s85.

3. Declarations of Interest

To receive declarations by Members 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. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and the public should be excluded.

5. Minutes of Last Council Meeting

To receive the minutes of the meeting of the Council held on 3 April 2023 and to authorise the Chair to sign them as a true record (see attached).

6. Co-option to Town Council

To consider nominations for co-option as a Member of Kendal Town Council to the casual vacancy in Nether ward. Councillors will receive a separate briefing on this.

Once successfully co-opted, the Member may take up their seat immediately, upon signing the Declaration of Acceptance of Office.

7. Chairs and Vice-Chairs of Committees

To receive nominations for and resolve the Chairs and Vice Chairs of the following Committees of the Council:

- (a) Management
- (b) Environment and Highways
- (c) Allotments
- (d) Christmas Lights and Festivals
- (e) Audit, Grants and Charities
- (f) Kendal in Bloom
- (g) Planning

By convention, the Mayor is the Chair of the Mayoralty and Arts Committee.

8. Membership of Committees

To receive nominations for and resolve the membership of the following committees:

- (a) Management (1 ordinary member to be appointed)
Committee of 10 includes the Chairs of the other Committees, plus three additional members, of which one is the Chair of the Committee and another is the Vice Chair.
- (b) Environment and Highways (7 ordinary members to be appointed)
Committee of 9 including Chair and Vice Chair of Committee
- (c) Allotments (4 ordinary members to be appointed)

Committee of 9 including Chair and Vice Chair of committee, of which 3 are co-opted reps from Allotment sites.

- (d) Christmas Lights & Festivals (4 ordinary members to be appointed)
Committee of 6, including Chair and Vice Chair of Committee
- (e) Audit, Grants and Charities (6 ordinary members to be appointed)
Committee of 8, including Chair and Vice Chair of Committee
- (f) Kendal in Bloom (3 ordinary members to be appointed)
Committee of 10, including Chair and Vice Chair of Committee, of whom 5 are co-opted members from local interest groups
- (g) Planning (6 ordinary members to be appointed)
Committee of 8, including Chair and Vice Chair of Committee
- (h) Mayoralty and Arts (7 ordinary members to be appointed)
Committee of 9, including Chair and Vice Chair, who may be Mayor and Deputy Mayor

9. Schedule Of Meetings 2023-24

To approve the proposed schedule of meetings for the forthcoming year (see attached).

10. Representation on Outside Bodies

To review the Town Council's representation at meetings with Outside Bodies and the arrangements for reporting back to the Council (see attached).

11. Minutes from Committees

To receive the draft minutes from the following Committees (may be received en bloc):-

- (a) Kendal in Bloom Committee meeting held on 11 April 2023 (see attached)
- (b) Mayoralty and Arts Committee meeting held on 27 March 2023 (see attached)
- (c) Planning Committee meeting held on 3 and 17 April 2023 (see attached)

12. Christmas Lights and Festivals Grant Limit

To consider a request from the Christmas Lights and Festivals Committee that they exceed their usual grant limit of £5,000 and offer a single grant of £10,000 to Kendal Torchlight.

Background

Kendal Torchlight received grant funding of £10,000 in 2022, but divided into two halves. The Committee considered the most recent application at its meeting on 24 April and would like to grant the full sum in one payment in 2023. The amount is a within budget allocation from the Festivals budget.

Part Two

It is likely that the following item proceeds following a resolution to exclude the press and the public, due to the content being of a confidential nature, disclosure of which would be prejudicial to the public interest, or another special reason stated in the resolution.

13. Wainwright Award

To consider nominations for the Wainwright Award 2022-23. (Councillors will receive a separate briefing on this matter.)

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Minutes of a meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 3 April 2023, at 7.30 p.m.

Councillors

G Archibald	Present	A Blackman	Apologies
S Blunden	Present	J Brook	Apologies
D Brown	Present	A Campbell	Present
S Coleman	Apologies	J Cornthwaite	Present
J Dunlop (Deputy Mayor)	Present	L Edwards	Present
D Evans	Absent *	A Finch	Present
C Hardy	Absent *	M Helme	Present *
L Hendry	Present	E Hennessy	Present
H Ladhams	Present	S Long	Present
D Miles	Present	T Perkins	Absent
D Rathbone (Mayor)	Present	C Russell	Present
M Severn	Present	K Simpson	Present
R Sutton	Present	P Thornton	Present
G Tirvengadam	Apologies		

* Following the meeting, it became apparent that Cllrs D Evans and C Hardy had also tendered their apologies for absence.

In attendance: Chris Bagshaw, Town Clerk and Inge Booth, Democratic Services Assistant.

Public Participation

No items were brought forward by the public.

There was a presentation by Rhian Harris and Becca Muir from **Lakeland Arts** on their current plans for Abbot Hall and Lakeland Museum. Following its refurbishment Abbot Hall was due to reopen on Saturday, 20 May 2023, launching a fresh direction for the gallery, with a major exhibition by internationally renowned artist, Julie Brook. Members were provided with details of what had been a light touch refurbishment to allow safe operation of the building, including interior and exterior decoration, replacement of window frames and removal of shutters to allow natural lighting, new signage and electrical installation to enable Abbot Hall to function as a 21st Century gallery. Created also had been a strong visual connection so that the gallery became part of the life of the Town and the fells in the distance. Abbot Hall was to be a responsive and welcoming place, with Kendal's fine art collection at the heart of the programme.

Lakeland Museum, it was explained, would remain closed for future development, as this required a complete rethink. Abbot Hall would be used as a test bed and the Town Council's, and the community's, input on what the Museum should become would be sought in order to help to tell the story of life in this part of the world.

Rhian and Becca answered a number of questions raised by Members, during which the need to work collaboratively was stressed, also taking into account the Town Council's and other collections in Kendal, as well as having regard to Climate Change and Biodiversity.

The Mayor thanked the speakers for their submission, again stressing the Town Council's desire to be actively involved.

62/2022 Apologies

Resolved: To receive and accept apologies for absence from Cllrs A Blackman, J Brook, S Coleman and G Tirvengadam.

63/2022 Declarations of Interest

No declarations of interest were raised.

64/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

65/2022 Minutes of Last Meeting

Resolved: To receive the minutes of the meeting of the Council held on 6 February 2023 and to authorise the Chairman to sign them as a true record.

66/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the Council.

The Town Clerk referred to Minute No.47/2022 and reported that nothing further had been heard from the Secretary of State regarding the Council's motion on retained EU Law (Reform and Revocation Bill). With regard to Minute No.44/2022, the Town Clerk pointed out that consideration was due to be given to a change in membership of the Planning Committee later in the Agenda.

Resolved: To note the report.

67/2022 Mayor's Communications and Announcements

Members considered the latest report from the Mayor which was included within the Agenda, indicating that he had attended a wide variety of events in recent weeks. Cllr Rathbone pointed out that the real job of a Mayor was to meet with smaller community organisations and charities, share work and gain a wider audience. He informed Council that there was just one month before the Coronation and a series of Kendal-wide events. He would do his best to promote the work of volunteers and charities as well as represent Kendal in the wider sphere of the community.

Resolved: To note the latest report from the Mayor.

68/2022 Committee Membership

Council was asked to accept a proposed amendment to Committee memberships.

Resolved: To accept the proposal for the addition of Cllr A Finch on the Planning Committee.

69/2022 Financial Regulations

The Town Clerk reported that the Audit, Grants and Charities Committee had been reviewing the Council's Financial Regulations as part of its role in bringing the Council's audit and governance regime up to date. The Practitioners' Guide from the Joint Panel on Accountability and Governance (JPAG) recommended that the Council's Regulations were reviewed regularly, fit for purpose and adhered to.

It had been noted in 2022 that the variance between the Council's existing Financial Regulations, and those contained in the 'Model' promoted by JPAG and (National Association of Local Councils (NALC)), were sufficient for the process of review to require a clean start. To this end, the Committee had reviewed the latest model Financial Regulations, made the necessary alterations to nomenclature for Kendal Town Council's purposes, and now submitted them to the Full Council for adoption, along with a brief commentary from the Town Clerk, who for Financial Reporting purposes was also the Council's Responsible Financial Officer.

Councillor J Dunlop, Chair of the Audit, Grants and Charities Committee, referred to the NALC model and to the Responsible Finance Officer's comments and queries shown in the margin of the Town Council's draft document, and suggested that the draft be put back before the Audit, Grants and Charities Committee to allow full consideration prior to coming back to Council. In response to a query, the Town Clerk explained that he fulfilled both the role of the Clerk to the Council and that of Responsible Finance Officer. He further explained the role of the Council's Finance Officer who's role it was to carry out the Council's book keeping, although not responsible for making decisions.

Resolved: To defer consideration of the draft Financial Regulations to the Audit, Grants and Charities Committee prior to resubmission to Council for adoption.

70/2022 Risk Assessment

The Council's audit and governance regime required that it reviewed its risk management procedures on a yearly basis. Council was being asked to adopt the Risk Assessment document proposed by the Audit, Grants and Charities Committee at its meeting on 20 March 2023. This assessment was due to be next reviewed by the Audit, Grants and Charities Committee at its meeting in January 2024. The format of the document followed a matrix development by the Joint Practitioners' Advisory Group.

Resolved: To adopt the Risk Assessment document as attached to the Agenda.

71/2022 Kendal Town Council Plan

It was reported that the Council's Management Committee had flagged up the need for an updated Council Plan in 2022. Following the conclusion of the budget setting process for 2023/24, a proposed Council Plan had now been drafted by a small group of councillors. Subject to adoption, it was intended that the draft Plan, which was attached to the report, would be launched to the general public at the Town Assembly on Monday, 22 May 2023.

Cllr C Russell commended adoption of the Plan for Kendal Town, pointing out the unity of purpose across the priorities identified therein, which would enable people to know what to expect. Cllr Russell referred to good working relationships with Westmorland and Furness and other partners, stressing that this collaborative approach would continue moving forward. He drew attention to the Five Priorities contained within the Plan:-

- Climate Change and Biodiversity;
- How Kendal Looks and Feels – the Public Realm;
- Thriving Town;
- Supporting People and Community Wellbeing; and
- Getting Around.

Some concern was expressed in relation to consultation with Members on the contents of the Plan, it being pointed out that not all parties were represented on the Management Committee where initial consideration had been given to the document. It was, however, pointed out that all Members were welcome to attend meetings of the Management Committee and to engage in discussion. In addition, consideration of the document at this Council meeting provided an opportunity for contribution and it was also stressed that this was a living document and not set in stone.

A number of Members spoke in support of the draft Council Plan and Councillor Russell and all involved were thanked for their efforts in producing the document.

Resolved: To adopt Kendal Town Council's Plan (2023).

72/2022 Community Infrastructure Levy (CIL)

The Town Clerk reported that, when the Council had set its precept and budget in February, it had also agreed reserve allocations from the Community Infrastructure Levy (CIL) to support its ongoing priorities. CIL funding required a reporting schedule, both for the public and the collecting authority, and this had also to be agreed by Council. Council was, therefore, being asked to adopt the CIL allocation report contained within the report, which provided details around CIL Receipts to Date, CIL Allocation Spend to Date. Subsequent CIL spending would be assessed by the Council's Management Committee at its meetings in September (for 2023/24) and November (for 2024/25). Proposals for expenditure from committees would need to be prepared in advance of those meetings.

Resolved: To adopt the CIL allocation report as attached to the Agenda.

73/2022 Timetable for Council Meetings, Finance and Budgeting

Recent meetings to consider the budget process (of both Management Committee and Audit, Grants and Charities Committee) had highlighted the need for greater transparency in timetabling decisions and actions relating to the budget, audit and other statutory needs of the Council. Following consultation, an outline timetable was now being proposed, details of which were contained within the report. Council would confirm its Schedule of Meetings for 2023/24 at its Annual Meeting on 2 May.

Cllr G Archibald referred to the fact that the draft timetable indicated that the draft budget may be available without Council Tax base information at the meeting of Full Council on 4 December 2023 and sought an amendment to alter "may" to "will."

Resolved: Subject to inclusion of the amendment outlined above, the timetable for Council Meetings, Finance and Budgeting, as attached to the Agenda and now appended to these minutes, be approved.

74/2022 Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees:-

- (a) Allotments Committee on 27 February 2023 – presented by Cllr A Finch.
- (b) Audit, Grants and Charities Committee on 20 March 2023 – presented by Cllr J Dunlop.
- (c) Christmas Lights and Festivals Committee on 20 February 2023 – presented by Cllr H Ladhams. Cllr C Russell took the opportunity to explain that this Committee had started to look at some of the aspects of the Council Plan around the area of community resilience and that, to this end, the Committee had started to explore widening its remit. Cllr Russell stressed the need for consideration of the Council's Committee Structure. It was pointed out, however, that this was a matter for a decision by the Management Committee. In response to a query, Cllr Ladhams informed Members that feedback on costs in relation to the Christmas Electricity budget would be brought to the next meeting of the Christmas Lights and Festivals Committee.
- (d) Environment and Highways Committee on 13 March 2023 – presented by Cllr E Hennessy. Cllr Hennessy referred to Cllr D Rathbone's presence at this meeting with regard to Oxenholme Signage and to the presentation by representatives of the Clean River Kent Campaign and to their subsequent request for funding which had since been signed off. He further referred to recent receipt of a grant of £10,000 from the Zero Carbon Cumbria Partnership to support Waste into Wellbeing create a low carbon kitchen at Stricklandgate House as part of the sustainability hub. In response to a query, Cllr Hennessy welcomed the fact that Westmorland & Furness Council was committed to pushing through the 20mph Kendal Scheme. With regard to a further query, he stressed the fact that the Committee was committed to improving footpaths.
- (e) Kendal in Bloom on 13 February 2023 – In the absence of Cllr A Blackman, the Mayor announced on his behalf that Britain in Bloom judging would take place on 4 August 2023. A working group of the Committee had already met on a number of occasions and was excited at the potential of creating an interesting route. Cllr Blackman would endeavour to keep Members up to date and, in the meantime, Members were being encouraged to support litter picks and report dog fouling, as cleanliness was at the heart of the judging. Cllr R Sutton presented the minutes, pointing out that this was a busy Committee, with Cumbria in Bloom and Kendal in Bloom also within its remit. A lot of matters would be considered at the Committee's forthcoming meeting on 11 April 2023 and all Members would be kept informed.
- (f) Management Committee on 6 March 2023 – A comment was raised regarding the need, following adoption of the Council Plan, to examine the Council's structures and committee remits to ensure that everything was in place to deliver that Plan. It was pointed out that this was something being looked at by the Management Committee and that a report would be made to Council in due course. Members were reminded that they would be consulted on the matter and that they could attend meetings of the

Management Committee and participate if they so wished. The Town Clerk confirmed that the matter would be discussed at the next meeting of the Management Committee. Members stressed the need to be provided with details of the consultation process.

- (g) Mayoralty and Arts on 23 January 2023 – Cllr D Rathbone drew Members' attention discussion which had taken place on the Council Collection Storage, Retention and Discard Policy and the Slavery and Kendal Exhibition. In response to a query, the Town Clerk advised that the visit for all Members to Kendal Museum was due to take place on Tuesday, 18 April 2023, at 11.00 a.m. In response to a further query, Cllr Rathbone informed Members that the Alfred Gillett Trust, trustees of the K Shoes Collection, were keen to work with the Town Council and to loan items as required. This collection was now housed at Gillett's premises in Street, which had been developed into a shoe exhibition centre.
- (h) Planning Committee on 23 January, 6 February, 20 February, 6 March and 20 March 2023 – Cllr D Rathbone informed Council that the Committee had made recommendations in relation to a variety of large and small applications. The Committee's view in relation to applications for double glazed windows in the Conservation Area was sought. Cllr Rathbone explained that, over the last four to five years, the Committee's opinion had been very much in favour of making it as easy as possible to convert to double glazing on the condition that the window style fitted in with the Conservation Area. The problem lay in the fact that these types of new windows were not like for like and so a full application was required by the responsible Planning Authority which was currently trying to simplify the process. There had been no recent update, however, South Lakeland District Council had confirmed that work was in progress in this regard. Reference was made to recent applications where the Town Council's Planning Committee had sought further information, and Cllr Rathbone explained that this had been due to the fact that these specific applications had lacked sufficient information. The need to encourage and facilitate these types of applications was again stressed. The Town Clerk confirmed that the Committee had sometimes struggled due to poor design graphics and suggested that the Town Council could contribute through the Development and Delivery Manager's work in relation to carbon reduction, by including information in relation to double glazing. Also raised was the need to make the process easier in order to encourage private landlords to make improvements to the homes of their tenants. The fact was again stressed that the Town Council's Planning Committee took this matter very seriously, however, was only able to pass on its comments to the responsible Planning Authority.

Resolved: To receive the minutes from the committees, with any suggested amendments outlined above to be made to the receiving committees.

75/2022 Reports from Representatives

The Council considered the following reports from representatives on outside bodies:-

- (a) Integrated Care Community Meeting (a written report from Cllr R Sutton) – Cllr Sutton further referred to a new respiratory advice centre at Kendal Leisure Centre and to a forthcoming poetry competition for people with dementia.
- (b) Kendal Bid (a written report from Cllr H Ladhams).

- (c) Lancaster Canal Regeneration Project Meeting (a written report from Cllrs A Blackman and L Hendry) – Cllr Hendry apologised for having inferred that the Town Council was to push ahead with the Canal Head interpretation/signage process, explaining that this was not actually within the Town Council's remit, although the Council had provide a grant of £5,000.

Resolved: To receive the reports from representatives on outside organisations.

76/2022 Schedule of Payments

The Council was presented with the schedules of payments for January and February 2023.

The Town Clerk provided an explanation with regard to the figure of £538.81 paid on 28 February 2023 in relation to N Power – Christmas Electricity. In response to a further query, he informed Members that the figure of £67.38 paid on 3 January 2023 in relation to CP Catering Equipment – Christmas Switch On, had been for a new flask.

Further queries were raised around whether the Kendal Cycle Event was going ahead and whether feedback was received from organisations which had received grants. Cllr D Rathbone, Mayor, understood that the Cycle Event would be taking place on the weekend of 29/30 April. Cllr H Ladhams confirmed that this was the case and explained that feedback was occasionally received following events.

Resolved: To receive the schedules of payments for January and February 2023.

The meeting closed at 9.15 p.m.

3 April 2023 Full Council Minutes - Appendix**Timetable for Council Meetings, Finance and Budgeting**

Date	Meeting/Event	Comment
Monday 3 April 2023	Planning	
	Full Council	
Monday 10 April	Bank Holiday	
Tuesday 11 April	Kendal in Bloom	
Friday 14 April	Mayor's Civic Dinner	
Monday 17 April	Planning	
	Audit, Grants and Charities	Q4 and also proposed meeting after as School of Science and Art
Monday 24 April	Christmas Lights & Festivals	
Monday 1 May	Bank Holiday	
Tuesday 2 May	Planning	Last Meeting as Committee of 2022-23.
	Full Council	Annual Meeting of the Council. This is the statutory meeting of the council, which the law says must take place in May. It is the one at which chairs, vice chairs and committee members are appointed, outside reps are appointed, a number of statutory policies may be reviewed. The first item on the agenda must be the election of a chair for the new municipal year. This is the legal point at which we select our Mayor, to be celebrated a fortnight later.
Friday 5 May	Coronation	
Monday 8 May	Bank Holiday	
Monday 15 May	Planning	
	Environment & Highways	

Date	Meeting/Event	Comment
Thursday 18 May	Mayor Making Ceremony	The Council will have already elected a Mayor at this point, so the meeting is symbolic and ceremonial – a celebration of the Mayoral year and an opportunity for the new Mayor to introduce themselves.
Monday 22 May	Town Assembly	This is the statutory 'parish meeting' of electors in the Civil Parish of Kendal. The law says it must be convened between 1 March and 1 June.
Monday 29 May	Bank Holiday	
Tuesday 30 May	Management	This is the first opportunity for the new Management Committee to set out its plans for the coming year.
Monday 5 June	Planning	
	Full Council	The Council must approve the statements in the AGAR, required by external auditor by end of June.
Monday 12 June	Allotments	
Monday 19 June	Planning	
	Mayoralty & Arts	
Monday 26 June	Christmas Lights and Festivals	
Monday 3 July	Planning	
	Management	
Monday 10 July	Audit, Grants and Charities	Q1
Monday 17 July	Planning	
	Environment & Highways	
Tuesday 25 July	Kendal in Bloom	
Monday 31 July	Planning	
	Full Council	This could be the following week, but this avoids the need for a Full Council meeting in August
Monday 7 August	NO MEETING	
Monday 14 August	Planning	
Monday 21 August	NO MEETING	
Monday 28 August	Bank Holiday	
Monday 4 September	Planning	

Date	Meeting/Event	Comment
	Management	
Monday 11 September	Environment & Highways	
Monday 18 September	Planning	
Friday 23 September	Torchlight	
Monday 25 September	NO MEETING	
Monday 2 October	Planning	
	Full Council	
Monday 9 October	Mayoralty & Arts	Includes committee budget setting
Monday 16 October	Planning	
	Audit, Grants and Charities	Q2, includes committee budget setting
Tuesday 17 October	Kendal in Bloom	Includes committee budget setting
Monday 23 October	Christmas Lights and Festivals	Includes committee budget setting
Monday 30 October	NO MEETING	
Monday 6 November	Planning	
	Management	Includes committee budget setting
Saturday 11 November	Armistice Day	
Sunday 12 November	Remembrance Sunday	
Monday 13 November	Environment & Highways	Includes committee budget setting
Monday 20 November	Planning	
Monday 27 November	Allotments	Includes committee budget setting, including rent rate for Jan 2025
Monday 4 December	Planning	
	Full Council	DRAFT budget will be available without Council Tax base information.
Monday 11 December	NO MEETING	
Saturday 16 December	Mayor's Coffee morning	
Monday 18 December	Planning	
Tuesday 19 December	Council Tax Base published	
Monday 25 December	Bank Holiday	
Monday 1 January 2024	Bank Holiday	
Monday 8 January	Planning	
	Management	Includes review of whole council budget, following publication of Council Tax Base by W&F
Monday 15 January	Environment & Highways	
Monday 22 January	Planning	

Date	Meeting/Event	Comment
	Mayoralty & Arts	
Monday 29 January	Audit	Q3 and Risk Assessment
Monday 5 February	Planning	
	Full Council	Budget, precept and risk assessment
Tuesday 13 February	Kendal in Bloom	
Monday 19 February	Planning	
	Christmas Lights and Festivals	
Monday 26 February	Allotments	
Monday 4 March	Planning	
	Management	
Monday 11 March	Environment & Highways	
Monday 18 March	Planning	
Tuesday 19 March	Kendal in Bloom	
Monday 25 March	Mayoralty & Arts	
Monday 1 April	Bank Holiday	
Monday 8 April	Planning	
	Full Council	
Monday 15 April	Christmas Lights and Festivals	
Monday 22 April	Planning	
	Audit	Q4
Monday 29 April	Allotments	
Monday 6 May	Bank Holiday	
Tuesday 7 May	Planning	
	Full Council	Annual meeting of the council
Monday 13 May	Environment & Highways	
Thursday 16 May	Mayor Making	
Monday 20 May	Planning	
	Management	
Monday 27 May	Bank Holiday	
Tuesday 28 May	Town Assembly	
Monday 3 June	Planning	
	Full Council	AGAR

Kendal Town Council Calendar of Meetings - January 2023 to June 2023

	JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023	
Monday					1 BANK HOLIDAY		Monday
Tuesday					2 6.30pm Planning Cmttee 7.30pm FULL COUNCIL (ANNUAL MEETING)		Tuesday
Wednesday		1	1		3		Wednesday
Thursday		2	2		4	1	Thursday
Friday		3	3		5 KING'S CORONATION EVENT	2	Friday
Saturday		4	4	1	6	3	Saturday
Sunday	1	5	5	2	7	4	Sunday
Monday	2 BANK HOLIDAY	6 6.00pm Planning Cmttee 7.30pm FULL COUNCIL	6 6.00pm Planning Cmttee 7.30pm Management Cmttee	3 6.00pm Planning Cmttee 7.30pm FULL COUNCIL	8 BANK HOLIDAY	5 6.30pm Planning Cmttee 7.30pm FULL COUNCIL	Monday
Tuesday	3	7	7	4	9	6	Tuesday
Wednesday	4	8	8	5	10	7	Wednesday
Thursday	5	9	9	6	11	8	Thursday
Friday	6	10	10	7 GOOD FRIDAY	12	9	Friday
Saturday	7	11	11	8	13	10	Saturday
Sunday	8	12	12	9	14	11	Sunday
Monday	9 6pm Planning Cmttee 7.30pm Management Cmttee	13 7pm KiB Cmttee	13 7pm Environment & Highways Cmttee	10 EASTER MONDAY	15 6.30pm Planning Cmttee 7.30pm Environment & Highways Cmttee	12 7pm Allotments Cmttee	Monday
Tuesday	10	14	14	11 7pm KiB Cmttee	16	13	Tuesday
Wednesday	11	15	15	12	17	14	Wednesday
Thursday	12	16	16	13	18 7.30pm MAYOR MAKING	15	Thursday
Friday	13	17	17	14 6.30pm MAYOR'S CHARITY DINNER	19	16	Friday
Saturday	14	18	18	15	20	17	Saturday
Sunday	15	19	19	16	21	18	Sunday
Monday	16 7pm Environment & Highways Cmttee	20 6pm Planning Cmttee 7pm Christmas Lights & Festivals Cmttee	20 6pm Audit, Grants & Charities Cmttee 7pm Planning Cmttee	17 6.30pm Planning Cmttee 7.30pm Audit, Grants & Charities Cmttee	22 7.00pm ANNUAL TOWN ASSEMBLY	19 6.30pm Planning Cmttee 7.30pm Mayoralty & Arts Cmttee	Monday
Tuesday	17	21	21	18	23	20	Tuesday
Wednesday	18	22	22	19	24	21	Wednesday
Thursday	19	23	23	20	25	22	Thursday
Friday	20	24	24	21	26	23	Friday
Saturday	21	25	25	22	27	24	Saturday
Sunday	22	26	26	23	28	25	Sunday
Monday	23 6pm Planning Cmttee 7pm Mayoralty & Arts Cmttee	27 7pm Allotments Cmttee	27 7pm Mayoralty & Arts Cmttee	24 7pm Christmas Lights & Festivals Cmttee	29 BANK HOLIDAY	26 7pm Christmas Lights & Festivals Cmttee	Monday
Tuesday	24	28	28	25	30 7.30pm Management Cmttee	27	Tuesday
Wednesday	25		29	26	31	28	Wednesday
Thursday	26		30	27		29	Thursday
Friday	27	26	31	28		30	Friday
Saturday	28	27		29			Saturday
Sunday	29	28		30			Sunday
Monday	30						Monday
Tuesday	31						Tuesday
Wednesday							

Kendal Town Council Calendar of Meetings - July 2023 to December 2023							
	JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023	
Monday							Monday
Tuesday		1					Tuesday
Wednesday		2			1		Wednesday
Thursday		3			2		Thursday
Friday		4	1		3	1	Friday
Saturday	1	5	2		4	2	Saturday
Sunday	2 MAYOR'S SUNDAY	6	3	1	5	3	Sunday
Monday	3 6.30pm Planning Cmttee 7.30pm Management Cmttee	7	4 6.30pm Planning Cmttee 7.30pm Management Cmttee	2 6.30pm Planning Cmttee 7.30pm FULL COUNCIL	6 6.30pm Planning Cmttee 7.30pm Management Cmttee	4 6.30pm Planning Cmttee 7.30pm FULL COUNCIL	Monday
Tuesday	4	8	5	3	7	5	Tuesday
Wednesday	5	9	6	4	8	6	Wednesday
Thursday	6	10	7	5	9	7	Thursday
Friday	7	11	8	6	10	8	Friday
Saturday	8	12	9	7	11 REMEMBRANCE DAY	9	Saturday
Sunday	9	13	10	8	12 REMEMBRANCE SUNDAY	10	Sunday
Monday	10 7.00pm Audit, Grants & Charities Cmttee	14 6.30pm Planning Cmttee	11 7.00pm Environment & Highways Cmttee	9 7.00pm Mayoralty & Arts Cmttee	13 7.00pm Environment & Highways Cmttee	11	Monday
Tuesday	11	15	12	10	14	12	Tuesday
Wednesday	12	16	13	11	15	13	Wednesday
Thursday	13	17	14	12	16 SWITCH-ON EVENT	14	Thursday
Friday	14	18	15	13	17	15	Friday
Saturday	15	19	16	14	18	16 MAYOR'S COFFEE MORNING	Saturday
Sunday	16	20	17	15	19	17	Sunday
Monday	17 6.30pm Planning Cmttee 7.30pm Environment & Highways Cmttee	21	18 6.30pm Planning Cmttee	16 6.30pm Planning Cmttee 7.30pm Audit, Grants & Charities Cmttee	20 6.30pm Planning Cmttee	18 6.30pm Planning Cmttee	Monday
Tuesday	18	22	19	17 7.00pm KiB Cmttee	21	19	Tuesday
Wednesday	19	23	20	18	22	20	Wednesday
Thursday	20	24	21	19	23	21	Thursday
Friday	21	25	22	20	24	22	Friday
Saturday	22	26	23 TORCHLIGHT (TBC)	21	25	23	Saturday
Sunday	23	27	24	22	26	24	Sunday
Monday	24	28 BANK HOLIDAY	25	23 7.00pm Christmas Lights & Festivals Cmttee	27 7.00pm Allotments Cmttee	25 BANK HOLIDAY	Monday
Tuesday	25 7.00pm KiB Cmttee	29	26	24	28	26 BANK HOLIDAY	Tuesday
Wednesday	26	30	27	25	29	27	Wednesday
Thursday	27	31	28	26	30	28	Thursday
Friday	28		29	27		29	Friday
Saturday	29		30	28		30	Saturday
Sunday	30			29			Sunday
Monday	31 6.30pm Planning Cmttee 7.30pm FULL COUNCIL			30		31	Monday
Tuesday				31			Tuesday
Wednesday							Wednesday

Kendal Town Council Calendar of Meetings - January 2024 to June 2024							
	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	
Monday				1 EASTER MONDAY			Monday
Tuesday				2			Tuesday
Wednesday				3	1		Wednesday
Thursday		1		4	2		Thursday
Friday		2	1	5	3		Friday
Saturday		3	2	6	4	1	Saturday
Sunday		4	3	7	5	2	Sunday
Monday	1 BANK HOLIDAY	5 6.30pm Planning Cmttee 7.30pm FULL COUNCIL	4 6.30pm Planning Cmttee 7.30pm Management Cmttee	8 6.30pm Planning Cmttee 7.30pm FULL COUNCIL	6 BANK HOLIDAY	3 6.30pm Planning Cmttee 7.30pm FULL COUNCIL	Monday
Tuesday	2	6	5	9	7 6.30pm Planning Cmttee 7.30pm FULL COUNCIL (ANNUAL MEETING)	4	Tuesday
Wednesday	3	7	6	10	8	5	Wednesday
Thursday	4	8	7	11	9	6	Thursday
Friday	5	9	8	12	10	7	Friday
Saturday	6	10	9	13	11	8	Saturday
Sunday	7	11	10	14	12	9	Sunday
Monday	8 6.30pm Planning Cmttee 7.30pm Management Cmttee	12	11 7.00pm Environment & Highways Cmttee	15 7.00pm Christmas Lights & Festivals Cmttee	13 7.00pm Environment & Highways Cmttee	10	Monday
Tuesday	9	13 6.00pm KiB Cmttee	12	16	14	11	Tuesday
Wednesday	10	14	13	17	15	12	Wednesday
Thursday	11	15	14	18	16 7.30pm MAYOR MAKING	13	Thursday
Friday	12	16	15	19	17	14	Friday
Saturday	13	17	16	20	18	15	Saturday
Sunday	14	18	17	21	19	16	Sunday
Monday	15 7.00pm Environment & Highways Cmttee	19 6.30pm Planning Cmttee 7.30pm Christmas Lights & Festivals Cmttee	18 7.00pm Planning Cmttee	22 6.30pm Planning Cmttee 7.30pm Audit, Grants & Charities Cmttee	20 6.30pm Planning Cmttee 7.30pm Management Cmttee	17 6.30pm Planning Cmttee	Monday
Tuesday	16	20	19 6.00pm KiB Cmttee	23	21	18	Tuesday
Wednesday	17	21	20	24	22	19	Wednesday
Thursday	18	22	21	25	23	20	Thursday
Friday	19	23	22	26	24	21	Friday
Saturday	20	24	23	27	25	22	Saturday
Sunday	21	25	24	28	26	23	Sunday
Monday	22 6.30pm Planning Cmttee 7.30pm Mayoralty & Arts Cmttee	26 7.00pm Allotments Cmttee	25 7.00pm Mayoralty & Arts Cmttee	29 7.00pm Allotments Cmttee	27 BANK HOLIDAY	24	Monday
Tuesday	23	27	26	30	28 7.00pm ANNUAL TOWN ASSEMBLY	25	Tuesday
Wednesday	24	28	27		29	26	Wednesday
Thursday	25	29	28		30	27	Thursday
Friday	26		29 GOOD FRIDAY		31	28	Friday
Saturday	27		30			29	Saturday
Sunday	28		31			30	Sunday
Monday	29 7.00pm Audit, Grants & Charities Cmttee						Monday
Tuesday	30						Tuesday
Wednesday	31						

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Kendal in Bloom Committee held on Tuesday, 11 April 2023, at 6.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Kendal Town Council Members

Cllr A Blackman (Chair)	Present	Cllr D Brown	Present
Cllr L Hendry	Present	Cllr R Sutton (Vice-Chair)	Present

Co-optees

J Cottam	Not present	M Nicholson	Not present
C Stuart-Smith (Horticare)	Present	A Yates (Kendal Civic Society)	Present

In attendance: Chris Bagshaw (Town Clerk), Janine Holt (Council Services Officer)

B35/2022 Apologies

No apologies for absence were received.

B36/2022 Declarations of Interest

No declarations of interest were raised.

B37/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

B38/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 13 February 2023 and to authorise the Chair to sign them as a true record.

B39/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

The Council Services Officer reported that the W&FC highways were still looking at the possibility of planting wildflowers at the Asda roundabout (B18/2022). It was suggested that recent changes in policy at Heron Hill School meant a site visit to the nature area was no longer a possibility.

Relating to Minutes B26-28/2022, the Council Services Officer reported that a grant of £500 had been made to Stricklandgate House, £1,500 had been spent on planting at the new

Coronation Garden, new planters for Finkle Street had been ordered and the planting in public beds at Bishops Court had been very effectively delivered by Continental Landscapes for £1,028. The cost of the latter was queried as being on the high side, but it was explained that the planters were actually very large and required a lot of plants. The fee also included labour and other materials.

Also under Minute B26, an allowance of up to £100 had been made for planting at Nobles Rest, but this had not come to fruition within the timescale allowed for expenditure from the 2022-23 budget. A similar sum would be allocated from the 2023-24 budget instead.

The Town Clerk confirmed that he had not yet discussed with the Mayor the appropriate wording for an invite to the King to come to Kendal, but was hoping to do so this week.

Resolved: To note the report and its related expenditure outcomes.

B40/2022 Review of Spend against Budget 2022/23

The Council Services Officer presented the report, informing Members that she was confident of being able to cover the watering costs this year, with a private contractor, following Continental Landscapes decision to withdraw from the work.

The Council Services Officer further asked the Committee to consider a funding request from Rotary Club for £500 to further expand the town's Crocus display, which marks the club's role in fundraising to support the eradication of Polio. There was some discussion about suitable locations, including the existing grass at Blackhall Road, areas on Gooseholme or New Road. Due to the restricted nature of these areas of Common Land, the Council Services Officer would liaise with the club over other suitable locations.

Resolved: To note the review of spend against budget at 29 March 2023.

Resolved: To grant £500 to the Kendal Rotary Club funding for crocuses.

B41/2022 Kirkland Crest – Coronation Garden

The Council Services Officer provided a verbal update on the Coronation Garden. She explained that the project was on schedule, plants were ordered, invites to the 5 May event sent out, and the badge would be painted as soon as the weather abated. The Chair expressed his excitement about the project and recorded his gratitude for the generosity of staff at Lakeland Gardens for their exciting designs and installation.

Resolved: To note the verbal update.

B42/2022 Beezon Fields Planting Scheme

The Council Services Officer informed the Committee that Beezon Fields formed a large part of the Environment Agency flood scheme. The Town Council had been asked to provide a planting scheme around the proposed bee sculpture on site. To this end, the Projects Officer had worked with partner agencies to develop a planting scheme for around the base of the bee sculpture. The scheme included native varieties, plants to attract pollinators and some varieties to discourage climbing on to the structure. The Committee was being asked to consider funding support for the purchase of plants.

Resolved: To allow a budget of £275 for the planting scheme.

B43/2022 Kendal, Cumbria and Britain in Bloom 2023

The Council Services Officer reported that the Committee had participated in the Cumbria in Bloom awards for a number of years and had been invited to represent Cumbria in the National awards this year. Alongside the regional and national initiatives, Kendal also developed and promoted a local initiative.

With regard to Kendal in Bloom, a working group had been established in December 2022, and had met on a regular basis. The theme for this year was Coronation Throne. The challenge was to find an upright chair of any description and transform it into a Throne celebrating King Charles' interests during his many years as Prince of Wales, using horticultural arrangements and wool as essential elements of the throne. The thrones were to be displayed by late spring/early summer and throughout the season (if possible). Businesses were being encouraged to display their creations in a prominent position. The Chair of the Committee and Mayor of Kendal would visit participating schools to view their displays shortly before the summer term finished. Members of the Committee would view community and businesses displays during summer. The initiative would be promoted via social media, leaflet drop to businesses, direct mailing to previous participant and Town Council website. Best entries would be invited to afternoon tea with Mayor in the Parlour. There were three category entries, namely schools; community group-clubs, societies, neighbourhood groups, sports and social clubs, etc.; and businesses. The closing date was initially set at 5 May 2023, but it was suggested that this now moves to the end of May, to allow more entries. The Council Services Officer reported that three business had already been in touch.

The need for the competition to be fun/wacky was emphasised as members felt this was an important aspect of making it accessible to as many people as possible. It was suggested that this 'upcycling' would make a good subject for a press release.

The Chair of the committee offered to supply an actual chair for the committee's own entry.

There was some discussion about the prospect of planting around Gooseholme Bridge. The Clerk suggested the timetable for EA works in the area, the problem of watering and the difficulties in planting on Common Land may all mitigate against this being possible this year, but that conversations could be initiated with EA and W&FC to scope future planting.

Horticare expressed their disappointment with their winter planting this year, which had suffered from a combination of poor weather and logistic/timing issues, forcing them to rely on bought-in stock. Summer planting was well in hand, however, and the Council Services Officer confirmed this was the case for the main summer planting, too.

There was no further news about the prospect of being able to use an empty shop, but the Chair offered to hand deliver school letters around the town's schools next week. Cllrs Hendy and Sutton agreed to join him.

The Town Council had entered into the Cumbria in Bloom competition and would use the judging day as a trial run for the Britain in Bloom judging. It was not yet known when the judging day will take place, but it was usually during the last two weeks in July. The Cumbria in Bloom judging panel was using Kendal for a training day on 20 April. Cllr Hendry would attend this event and provide feedback to the Committee.

The judging day for Britain in Bloom had been confirmed as 4 August 2023. Judging times were currently planned for 09:00 – 12:30 and this included 30 minutes for any press and presentations. The route could only be within a mile radius of the Town Centre. The Working Group had met on 28 March 2023 and had established a shortlist of suitable areas.

The Council Services Officer had been asked to develop a draft route from that list, ensuring that the criteria was cross-referenced and included on the route and within the portfolio. Any gaps in the criteria were to be discussed with Committee Members. Once a draft route had been developed, it was suggested that Members visited the proposed locations to assess their suitability. Members would also be invited to participate in a trial route tour.

The Committee was being asked to consider the draft route and discuss amendments and to identify a date(s) to undertake a trial tour. The Council Services Officer explained that she was not quite satisfied with the current proposal, as it didn't quite flow from 'Wow to Wow'.

The current proposal was to begin at Beezon Fields, then progress via the jubilee beds to Fletcher park, then Rinkfield allotments, Ford Park, Milnthorpe Road, college, fern trail, Gillingate park, Tenterfell, bowling club, Triangle Garden, Nobles Rest, Stricklandgate House, Market Square, Unitarian church, then Braithwaite Brow and pick up to the Coronation Garden. Following discussion it was suggested that the final point should be the emergence into the Brewery Garden from Garth Heads. This would give the requisite 'Wow' and also provide a convenient finishing point for refreshments. This would require a revision of the route, which the Council Services Officer would draft, prior to a trial walk on 24 April, meeting at Beezon Fields at 9.30am.

The Council Services Officer also reported that the carved wooden wolf, which had been installed as a part of the Kendal's Legendary Landscapes Trail several years ago, but almost immediately gone missing, had been found, intact, by EA contractors working on the planted areas in Kirkland. It would be reinstalled in the coming weeks with attendant press release.

Resolved: To note the report and the arrangements for the In Bloom routes.

The meeting closed at 7.15pm.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of the meeting of the Mayoralty and Arts Committee held on Monday, 27 March 2023, at 6.00 p.m. in the Mayor's Parlour at the Town Hall, Highgate, Kendal.

Cllr J Brook	Present *	Cllr J Dunlop (Vice-Chair)	Present
Cllr L Hendry	Present	Cllr D Rathbone (Chair)	Present
Cllr M Severn	Absent	Cllr G Tirvengadam	Apologies
Vacancy			

* Left at 7.40 p.m. during consideration of Agenda Item No.11 (Museum Provision), Minute No.MA47/2022 below.

In attendance: Chris Bagshaw (Town Clerk), Simon Unsworth (Heritage Officer) and Inge Booth (Democratic Services Assistant).

MA37/2022 Apologies

An apology for absence was received and accepted from Cllr G Tirvengadam.

MA38/2022 Declarations of Interest

No declarations of interest were raised under this item.

MA39/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No items were considered for exclusion.

MA40/2022 Minutes from the Last Meeting

Resolved: To receive the minutes of the meeting of the Mayoralty and Arts Committee held on 23 January 2023 and to authorise the Chairman to sign them as a true record.

MA41/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

MA16/2022 (Kendal Museum) – The Heritage Officer reported that he had met with representatives of the Museum and that arrangements were being made for the familiarisation tour to take place on Tuesday, 18 April 2023, at 11.00 a.m. Details would be circulated to all Members once finalised.

MA17/2022 (Twinning) – The Town Clerk informed the Committee that he had heard nothing further from Kerry County Council with regard to the twinning arrangement between Kendal and Killarney. Further discussion would take place under Agenda Item No.12 (Twinning), Minute No.MA48/2022 below.

MA18/2022 (Town Council Collection) – With regard to arrangements for a sign for the Mayor's Parlour door, the Heritage Officer reported that he was able to obtain a small brass plaque at a cost of £50. Members confirmed that the sign should simply read "Mayor's Parlour". Further discussed was the need for a sign at Town Hall ground level, with directions to the Mayor's Parlour and the Heritage Officer undertook to discuss with the relevant Westmorland & Furness Officer appropriate signage in keeping with house style. A cautionary note was raised with regard to the future potential for a mayoral combined authority, with its own mayor.

MA22/2022 (Purchasing in relation to Kendal Town Council Events) – The Heritage Officer reported that purchases had been made for Mayor Making and other public events.

Resolved: The Heritage Officer to purchase a small brass plaque for the door to the Mayor's Parlour at a cost of £50, to read "Mayor's Parlour".

Resolved: The Heritage Officer to meet with the relevant Officer at Westmorland & Furness to discuss appropriate signage for directions to the "Mayor's Parlour" at Town Hall ground floor level, in keeping with house style.

Resolved: To note the report.

MA42/2022 Review of Spend against Budget 2022/23

The Town Clerk presented the Committee's budget monitoring report (year to date month 12) for 2022/23. He pointed out that the figures reflected the agreed transfer from earmarked reserves for mending the Mayor's chain.

In response to a query with regard to details in relation to the breakdown of staffing costs for individual committees, the Town Clerk explained that the old system of recharging was no longer used, with all staffing costs now being kept centrally. He suggested the possibility of reverting to recharging following the Council's forthcoming transition.

Resolved: Following the Council's forthcoming transition, to consider the possibility of reverting to recharging in relation to staffing costs for individual committees.

Resolved: To note the budget monitoring report (year to date month 12) for 2022/23.

MA43/2022 Council Collection – Storage, Retention and Discard Policy

The Heritage Officer provided a verbal report on the progress of the production of a policy with regard to the storage, retention and discarding of items in the Council Collection. He informed the Committee that this was a work in progress and that he had already produced a very comprehensive draft to ensure that there was flexibility as to what was specific to the Town/should be retained/sold on/etc. He stressed the fact that the Council currently had more assets than it had either storage or display space. A lot of work had been carried out in relation to a robust and recognised scoring system in relation to the policy. He hoped to bring the draft policy to the next meeting for Members to recommend the document to Full Council for adoption.

Members acknowledged that the benefit of the process was to open up the Town Council's collection to all and to allow more control of what gifts were accepted and the ability to suggest other options of County Archives or Kendal Museum. To this end, the Town Clerk drew attention to discussion which would take place under Agenda Item No.11 (Museum Provision), Minute No.MA47/2022 below. The Chair was keen to ensure that there was a change in attitude in thinking what access should be provided to the collections as opposed to were to store it.

Resolved: The final draft of the Council Collection – Storage, Retention and Discard Policy to be brought to the next meeting of the Committee for consideration for recommendation to Full Council for adoption.

Resolved: To note the verbal report.

MA44/2022 Slavery and Kendal Exhibition

The Heritage Officer provided a verbal update on progress for plans for the Slavery and Kendal Exhibition. Eight boards would be created, providing a picture of Kendal and context; details on families and individuals involved; fundamental information around, for example, tobacco and snuff; with the last board providing a round up.

The Heritage Officer had met with the two curators from Kendal Museum and had discussed the polar bear which had belonged to the Lowther family who had mostly been involved in the coal industry, however, had had earlier links to slavery. He explained that he had received no further input from Members, and so would now be writing up the information he already had, with a view to having it verified by someone academic with the correct historic knowledge. Consideration also needed to be given as to where the display should be housed.

Members stressed the need to ensure that the exhibition was not focussed on the negative side of slavery but that it was a relatively passive exhibition, demonstrating how slavery and Kendal merged together. With regard to where to place the display, it was suggested that the Brewery Arts Centre may be appropriate, particularly if timed to be displayed at the same time as the Unity Festival. The Heritage Officer undertook to make enquiries with the Brewery, pointing out that he should at least be able to prepare a leaflet publicising the event by that time, with a trail aimed at primary school children. He stressed the importance of ensuring that what was produced was correct.

Also raised were the exhibition's links to the Heritage Officer's talks in the Town Hall and to Anti-Racist Cumbria. In addition, the potential for the inclusion of something in relation to modern slavery on the boards was raised. The Heritage Officer explained his intention to include the fact that slavery was an ongoing issue, as well as the fact that this year it was 200 years since the anti-slavery movement.

Suggested was the need also for Cllr J Dunlop to meet with the Heritage Officer.

Resolved: The Heritage Officer to make enquiries with the Brewery Arts Centre with regard to display of the exhibition.

Resolved: The Heritage Officer to prepare a leaflet to publicise the event during the Unity Festival, together with a trail aimed at primary school children.

Resolved: to include information regarding modern slavery, as outlined above.

Resolved: The Heritage Officer to meet with Cllr J Dunlop to discuss the exhibition.

Resolved: To note the verbal update.

MA45/2022 Mayor Making and Town Assembly

The Committee was asked to consider the arrangements for Mayor Making 2023 and for the parish meeting or Town Assembly, which had to be held between 1 March and 1 June. Dates had been agreed for Mayor Making to take place on 18 May in the Assembly Room, with the Annual Town Assembly and launch of the Town Plan to take place at 7.00 p.m. on 22 May, potentially in the Kendal Town Council Chamber. Details would be publicised through press releases, social media, flyers, etc. The relevant staff had been appraised and would be available as necessary, with the Events Officer arranging invitations. The need to involve both Cllrs J Dunlop and C Russell was raised.

Resolved: To note arrangements for Mayor Making 2023 and the Annual Town Assembly.

Resolved: To ensure that Cllrs J Dunlop and C Russell are involved in arrangements.

MA46/2022 Town Hall Signage

This item had been dealt with under Agenda Item No.5 (Minute Action Sheet), Minute No.MA41/2022 above.

MA47/2022 Museum Provision

The Committee was asked to consider any actions required to support museum provision in Kendal.

The Town Clerk referred to a recent discussion held with representatives from Lakeland Arts. It was felt that there was work to be carried out with regard to co-ordination of Kendal's museum provision and various collections between Kendal Museum and Lakeland Arts, with involvement from the Town Council and the Westmorland & Furness Library Service.

Attention was drawn to the fact that nowhere actually told the story of Kendal and the potential to create a trail leaflet, including information relating, for example, to tenter hooks, Bowling Fell, snuff, K Shoes, etc., was raised. Also raised was the need to bring on board the relevant Westmorland & Furness portfolio holders and officers. To this end, it was suggested that a meeting should be initiative between relevant stakeholders, with further people being brought in following that meeting.

Members welcomed this suggested direction of travel. The Heritage Officer undertook to encourage Members to attend the visit to Kendal Museum on 18 April and the Town Clerk undertook to make the necessary arrangements for a stakeholder meeting immediately after the Torchlight event in September.

Resolved: The Heritage Officer to encourage all Town Council Members to attend the visit to Kendal Museum on 18 April 2023.

Resolved: The Town Clerk to make arrangements for a stakeholder meeting, probably after the Torchlight event in September, with a view to discussions in relation to co-ordination of Kendal's museum provision and collections, through the creation of a trail leaflet.

MA48/2022 Twinning

The Committee considered the activities and affairs of the Town's two twinning relationships.

With regard to the relationship with Killarney, the Chair advised that the Clerk had made attempts to make contact and he himself had responded to a number of communications on Facebook. The Town Clerk explained that the relationship had struggled since the abolition of Killarney Town Council. It was felt that consideration now needed to be given with regard to how to move forward.

Attention was drawn to the strong community of Ukrainians living in Kendal and the potential for developing a link with that country. The question, however, of whether the Council had the ability to do justice to a new relationship was raised, as well as the need to bring on board the whole Council and Town and District of Kendal. Various different options were discussed and the general consensus of opinion was that the Council should continue to look to foster relationships with Killarney, as well as looking at options for twinning in the future.

The Town Clerk suggested a need in future for reports to be submitted by Kendal's twin towns.

Attention was drawn to the fact that Rinteln were hoping to bring four representatives to Mayor Making in May and also to a virtual quiz due to be held at 3.00 p.m. on 19 April between Rinteln and Kendal.

Resolved: To continue to look to foster relationships with Killarney, as well as looking at options for twinning in the future.

Resolved: To make arrangements for reports to be submitted to the Council from its twin towns.

Resolved: To note that a virtual quiz is due to be held at 3.00 p.m. on 19 April 2023 between Rinteln and Kendal.

MA49/2022 Newsletter and Publicity

The Committee considered which items discussed at the meeting would be included in a press release and items for the next edition of the Council's Newsletter.

It was suggested that a press release be written in relation to the Annual Town Assembly and process for and the launch of the Kendal Plan, including the first priorities of Climate Change and Biodiversity.

It was further suggested that the next Newsletter include information on the success of the five recent Mayor's Parlour Talks, all of which were over-subscribed, with attendees having been both interested and engaged. Details in relation to future dates needed to be included, the Heritage Officer reporting his intention to hold two or three sessions in each month up until September. He also wished to encourage group bookings and for invitations to be extended to Westmorland & Furness staff.

Resolved: A press release to be written in relation to the Annual Town Assembly and process for and the launch of the Kendal Plan, as outlined above.

Resolved: The next Newsletter to include information on the success of the five recent Mayor's Parlour Talks, and details with regard to future dates, also encouraging group bookings

Resolved: Invitations be extended to the staff of Westmorland & Furness to attend Parlour Talks.

The meeting closed at 7.20 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Planning Committee held on Monday, 3 April 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present **	Cllr H Ladhams (Vice-Chair)	Present *
Cllr J Cornthwaite	Present	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr D Evans	Absent ***	Vacancy	

* Arrived at 6.33 p.m., prior to consideration of Agenda Item No.5 (Minute Action Sheet), Minute No.P164/2022.

F

** Arrived at 6.52 p.m., during consideration of Agenda item No.9 (Planning Applications) (Planning Application No.SL/2023/0202).

*** Following the meeting, it became apparent that Cllr D Evans had tendered his apologies by email shortly before the meeting.

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

P160/2022 Apologies

No apologies for absence had been seen before the start of the meeting, although it became apparent following the meeting that Cllr D Evans had tendered his apologies by email shortly before the meeting.

P161/2022 Declarations of Interest

No declarations of interest were raised.

P162/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P163/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 20 March 2023 and to authorise the Chair to sign them as a true record.

P164/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

P95/2022 Planning Process and Issues – The Town Clerk informed the Committee that he intended to deal with arrangements for Planning training for Members after May. He also reported that the checklist of relevant points for discussion during consideration of large housing developments was nearly complete and that he would bring this to the next meeting of the Committee.

Resolved: Arrangements be made for Planning training for Members to be held after May.

Resolved: The checklist of relevant points for discussion during consideration of large housing developments be brought before the next meeting of the Committee.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P165/2022 Planning Process and Issues

The Vice-Chair referred to a recent discussion between herself and the Town Clerk on whether the Town Council should consider enlarging the Kendal Conservation Area, drawing attention to Castle and Kirkbarrow estates as fine examples of 1930s council estates. The Clerk referred to a Lake District National Park Authority design guide which he had circulated to Members earlier in the day and which was likely to become a supplementary planning document. He suggested that the Town Council could also have a similar design strategy.

Members questioned the process of making changes to the Conservation Area boundaries. The Town Clerk informed the Committee that Kendal Futures was supportive of a review of the Kendal Conservation Area and suggested that he could write informally to the Planning Authority to find out how to initiate proceedings. The importance of finding out how the concepts of any new proposal may conflict with the intentions of the original documents was raised, and attention drawn to a number of unusual boundaries. The Town Clerk encouraged Members to look at the 2007 Character Appraisal which provided a useful history of the Kendal Conservation Area.

Resolved: To make informal enquiries of the Planning Authority on how to initiate proceedings with regard to a review of the Kendal Town Council Conservation Area.

P166/2022 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group reported that the next meeting of the Group would be held virtually on Tuesday, 4 April 2023, at 6.30 p.m.

Members acknowledged that flood management was a function of the County Council and the fact that Westmorland & Furness wished to discuss the matter with Members.

Resolved: To note the verbal update.

P167/2022 South Lakeland Strategic Housing and Economic Needs Assessment Study (SHENA)

Further to P158/2022, the Planning Authority had not consented to a submission so late after its preferred deadline. The Authority had been willing to accept comments up to 31 March, so the Chair had consulted Members and the Clerk accordingly and the Council had submitted comments. The Town Clerk undertook to circulate a copy of the feedback provided.

Resolved: Members to be provided with a copy of the feedback provided in relation to SHENA.

Resolved: To note the verbal update.

P168/2022 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 6.57 p.m.

Kendal Town Council

Responses from Planning Committee: 3 April 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0059	35 Beast Banks, Kendal Repair and raise the height of a section of limestone boundary wall which borders Bowling Fell using local limestone and mortar to match the existing materials	Highgate	4 April	No Material Objections provided the stone used is on a like for like basis.
2	SL/2023/0202	Jewson Ltd, Stockbeck, Kendal Variation of condition 2 (Approved plans) attached to planning permission SL/2022/0226 (Demolition of existing warehouse building and erection of new warehouse building)	Nether	4 April	Recommend Refusal due to the site's proximity to Stockbeck. This is subject to the Environment Agency report and whether this objection can be overcome as stated by the Environment Agency in the further comments they have requested. This is also subject to National Rail's agreement.
3	SL/2023/0205	33 Castle Road, Kendal Demolish single storey rear extension and replace with larger single storey extension	Castle	4 April	No Material Objections provided surety is given on the ability to maintain the north-east boundary with the neighbouring property. In addition, subject to the Conservation Officer being satisfied that the development does not compromise the visual amenity of the Conservation Area. Also, sufficient net biodiversity gain to conform with the Government's requirements for a 10% gain to make up for the hardstanding planned at the front and considering the loss of hedging.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0196	8 Belmont, Kendal Installation of 4 solar panels in the front of the roof (east facing) and 6 on the back (west facing)	Fell	12 April	No Material Objections subject to the Heritage Officer being satisfied that the development does not compromise the visual amenity of the Conservation Area.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Planning Committee held on Monday, 17 April 2023, at 6.31 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr A Finch	Present
Cllr J Cornthwaite	Present	Cllr H Ladhams (Vice-Chair)	Present
Cllr L Edwards	Present	Cllr D Miles	Present
Cllr D Evans	Present *	Cllr D Rathbone (Chair)	Present

* Arrived at 6.43 p.m., prior to consideration of Agenda Item No.8 (Town and Country Planning Act 1990 - Appeal Under S78 against Refusal of a Planning Application at the Duke Of Cumberland Inn, 1 Appleby Road, Kendal LA9 6ES), Minute No.P176/2022 below.

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

P169/2022 Apologies

An apology for absence was received and accepted from Cllr A Campbell.

The opportunity was taken to welcome Cllr A Finch back as a Member of the Committee.

P170/2022 Declarations of Interest

No declarations of interest were raised.

P171/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P172/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 3 April 2023 and to authorise the Chair to sign them as a true record.

P173/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

P95/2022 (Planning Process and Issues) and P164/2022 (Minute Action Sheet) – The Town Clerk circulated hard copies of a set of draft Notes for Guidance in Responding to Planning Applications to Members of the Committee, advising that the document would be included on the agenda for the next meeting. It was pointed out that the paragraphs within the document required numbering and DM numbers including. With regard to the same Minute Nos. within the Minute Action Sheet, in response to a query, the Town Clerk reminded Members that Planning Training had been put on hold until May 2023.

P165/2022 (Planning Process and Issues) – The Town Clerk explained that no progress had been made as yet with regard to a review of the Kendal Town Council Conservation Area.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P174/2022 Planning Process and Issues

There was nothing to report under this item.

P175/2022 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group reported that a virtual meeting of the Group had been held on Tuesday, 4 April 2023, the minutes of which would be presented to the next meeting of the Planning Committee. He drew attention to recent articles in the Westmorland Gazette regarding various aspects of the scheme. He further mentioned the issue relating to access at Beezon Fields and aspirations for future activity on that side of the river. Planting had resulted in a gap of less than 2 metres when a 3 metre gap had been expected, and this needed to be looked into. Members asked for an update to be provided with regard to the field under discussion and its horses at the next meeting.

Resolved: An update to be provided at the next meeting with regard to the field under discussion and its horses at the next meeting.

Resolved: To note the verbal update.

P176/2022 Town and Country Planning Act 1990 - Appeal Under S78 against Refusal of a Planning Application at the Duke Of Cumberland Inn, 1 Appleby Road, Kendal LA9 6ES

The Committee was asked to consider whether to submit comments in relation to an appeal against refusal of the erection of convenience store, retention of public house with redesigned beer garden, reconfigured car park including retained vehicular access from Shap Road and relocated vehicular access from Appleby Road, introduction of a service layby on Appleby Road and provision of a pedestrian crossing on Appleby Road (Resubmission of SL/2020/0431).

Resolved: A response to be made confirming the Committee's previous recommendation for refusal, reiterating the reasons.

P177/2022 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1 to these minutes.

During consideration, attention was drawn to the lack of provision of appropriate measurements within the drawings relating to some applications. It was pointed out that although planning officers were professionals in their field and could recognise the information before them, this was not necessarily the case for Committee Members whose responsibility it was to form fair and proper judgement. The need for the Planning Department at Westmorland & Furness Council to try to address this issue was raised.

Resolved: To approach the Planning Department at Westmorland & Furness Council to discuss the potential for provision of appropriate scale and measurements within the drawings relating to planning applications.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 7.22 p.m.

Kendal Town Council

Responses from Planning Committee: 17 April 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0127	21 Stonecross Road, Kendal Single story rear extension	Stonecross	18 April	No Material Objections subject to resolution in relation to the maintenance gap of 200mm which the Committee feels to be insufficient and to provision for some net biodiversity gain at a sufficient level.
2	SL/2023/0216	60 Sedbergh Road, Kendal Two storey rear extension and single storey side garage	Nether	18 April	No Material Objections , however, notice should be made of neighbour objections in relation to loss of privacy and overlooking. The Committee backs Kendal Swifts' request for integral swift bricks. The Committee further seeks net biodiversity gain of 10% as required by DM4.
3	SL/2023/0236	52 Greenside, Kendal Part demolition of dwelling & outbuilding, alterations and erection of single storey extension with associated landscaping	Fell	19 April	No Material Objections provided that the materials used are sympathetic to the Conservation Area given its real heritage significance and subject to net biodiversity gain of 10% as required by DM4.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0241	Flats 1-6 Melrose House, 36 Aynam Road, Kendal Replacement of windows to apartments	Mintsfeet	19 April	Recommend Refusal on the basis that the application would destroy the line, conformity and design of existing windows in this location. The Committee also expresses disappointment that UPVC windows have previously been allowed on this site and would oppose any future applications for UPVC windows of poor design in this location.
5	SL/2023/0242	37 High Garth, Kendal Demolition of rear outbuilding, erection of a single storey rear extension, a single storey side workshop extension, replacement front porch with associated landscaping works	Strickland	19 April	No Material Objections subject to net biodiversity gain of 10% as required by DM4.
6	SL/2023/0254	78 Shap Road, Kendal Demolition of rear glazed extension and outbuildings & erection of new annexe extension with glazed link	Mintsfeet	19 April	No Material Objections subject to there being no adverse comments from neighbours and to provision for some net biodiversity gain at a sufficient level.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
7	SL/2023/0237	<p>Farley Health Products Ltd, Lake District Business Park, Mint Bridge Road, Kendal</p> <p>Erection of a warehouse extension to the existing factory together with access road, turning area (MAJOR APPLICATION)</p>	Mintsfeet	24 April	No Material Objections subject to a suitable policy being put in place to mitigate the noise and impact of increased deliveries and to provision for some net biodiversity gain at a sufficient level. The Committee commends this application as beneficial to the Town's economy and necessary for the expansion of the business, provided that the Arboricultural Impact Assessment and Method Statement requested by the Arboriculture Specialist are submitted and deemed sufficient.
8	SL/2023/0277	<p>45 Beast Banks, Kendal</p> <p>Replacement single storey extension with pitched roof & replacement timber boundary fence</p>	Highgate	20 April	No Material Objections subject to the fence being in keeping with the Conservation area and to provision for some net biodiversity gain at a sufficient level.
9	SL/2022/1146 & SL/2022/1147	<p>Wetherspools, The Miles Thompson, Allhallows Lane, Kendal</p> <p>Increase the capacity for outdoor seating by closing off a portion of the pub's car park at the rear of the property (Retrospective)</p>	Highgate	17 April	Recommend Refusal and no change in the Committee's comments in relation to the previous, similar application. The Committee is still disbelieving that a PLC chain takes on itself to disregard the planning process and make these changes without consent. In addition, the Committee has found flaws in the submitted acoustic report.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
10	SL/2023/0253	8 Natland Road, Kendal Demolition of existing rear shed & porch & erection of a single storey rear extension	Stonecross	24 April	No Material Objections subject to there being no adverse comments from neighbours and to provision for some net biodiversity gain at a sufficient level.
11	SL/2023/0278	3 Briarwood, Kendal Single storey side extension	Highgate	25 April	No Material Objections subject to provision for some net biodiversity gain at a sufficient level.
12	SL/2023/0286	140 Windermere Road, Kendal Two storey side extension	Fell	27 April	No Material Objections subject to ensuring no adverse impact on neighbours from construction works by the provision of a suitable and robust plan regarding timings in relation to working hours and noise during construction and subject to provision for some net biodiversity gain at a sufficient level.
13	SL/2023/0272	48 Bellingham Road, Kendal Demolition of rear glazed porch and replace with single storey rear extension	Stonecross	2 May	No Material Objections subject to provision for some net biodiversity gain at a sufficient level.
14	SL/2023/0291	166 Valley Drive, Kendal Single storey front extension (Resubmission of SL/2022/0977)	Heron Hill	2 May	No Material Objections subject to provision for some net biodiversity gain at a sufficient level.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
15	SL/2023/0297	9 Castle Riggs, Kendal Erection of a two storey side, single storey rear & front extension with internal and external alterations	Castle	2 May	No Material Objections subject to provision for some net biodiversity gain at a sufficient level.