

Kendal Town Council

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



25 September 2023

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 2 October 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.

1. 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.

2. 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.

3. 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.

4. Minutes of Last Meeting (pages 4 to 18)

To receive the minutes of the meeting held on 31 July 2023 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 19 to 21)

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

6. Mayor's Communications and Announcements (page 22)

To receive a report from the Mayor on her recent activities and to hear any announcements (see attached).

7. Reports and Minutes from Committees (pages 23 to 79)

To receive verbal reports from the Council's Committees. Committee Chairs are invited to give a brief account of their Committee's recent activities, if applicable.

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

- (a) Environment and Highways Committee on 17 July and 11 September 2023 **(pages 23 to 37)**
- (b) Kendal in Bloom on 25 July 2023 **(pages 38 to 41)**
- (c) Management Committee on 4 September 2023 **(pages 42 to 51)**
- (d) Planning Committee on 31 July, 14 August, 4 September and 18 September 2023 **(pages 52 to 79)**

8. Reports from Representatives on Outside Bodies (pages 80 to 83)

To receive reports from the Council representatives from the following Outside organisations:-

- (a) Integrated Care Community Meeting (a written report from Cllr R Sutton) **(page 80)**
- (b) Integrated Care Community Extra Meeting (a written report from Cllr R Sutton) **(page 81)**
- (c) Lancaster Canal Regeneration Project Executive Meeting (a written report from Cllr L Hendry) **(pages 82 to 83)**

9. Schedule of Payments (pages 84 to 85)

To receive the schedules of payments for July and August 2023 (see attached).

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Minutes of a meeting of Kendal Town Council held in the Town Hall, Highgate, Kendal, on Monday, 31 July 2023, at 7.30 p.m.

Councillors

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

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant). Also present were Adam Edwards (Kendal Youth Zone) and Cllr Shirley Evans (Westmorland and Furness Council).

Public Participation

No items were brought forward by the public.

Westmorland and Furness Councillor, Shirley Evans, addressed Council with regard to the Rail Delivery Group's proposal to close ticket offices in railway stations. This, she said, was a truly appalling proposal which would have a severely detrimental impact on vulnerable people, visually impaired people, tourists from abroad and on the Town's economic prosperity. Kendal's economy relied on tourism and the Town wished to be green and sustainable and to encourage the use of public transport. The proposal would lead to fewer visitors and to use of less sustainable transport. Cllr Evans believed that there were many organisations within the locality which shared disappointment in the proposal and she, therefore, asked Kendal Town Council to take on board a Kendal-wide response. The deadline for comments was 3 September 2023 and she urged the Town Council to make a case to keep Kendal's ticket offices open.

The Mayor thanked Cllr Evans for her contribution, saying that most Members were aware of the proposal and would have signed various online petitions. Members expressed strong support for the need to take action, also referring to the detrimental impact on the elderly and those who were not IT savvy, as well as on action against climate change. In response to a query as to what could be done by the Council, the Town Clerk suggested that, in light of the clear strength of feeling within the Chamber, the matter could be taken away by the Chair who could take legitimate action in a way that reflected this stance. Cllr H Ladhams, the Council's representative on Kendal BID, undertook to raise the matter with that organisation.

Resolved: The Chair to write to the Secretary of State for Transport along the lines outlined above, making a case to keep Kendal's railway station ticket offices open.

Adam Edwards, representing Kendal Youth Zone, delivered a detailed presentation on the work of the group which provided a safe space to improve young people's wellbeing. The group operated from the Castle Street Centre and offered ten two hour sessions each month, providing young people an opportunity to hang out with friends and meet others, get creative or learn something new. Young people could take part in activities such as outdoor discos and cinema experiences with other opportunities such as roller discos at Kendal Leisure Centre, indoor activities and trips to local outdoor centres. The group, which ran on grant funding, also invited organisations such as Kendal ICC and charity and Third Sector organisations, to give young people the opportunity to talk about a variety of different issues they may be facing. Mr Edwards referred to a recent grant made by Kendal Town Council to fund computer games equipment. He further referred to support from the excellent team at Keppleway. 340 spaces would be available over the summer, and all those who attended would be provided with a bag of food as well as the activity. Mr Edwards informed Members about how the activities provided assisted in building up the confidence of those who attended and he recommended that Members might wish to come and see for themselves how the group operated. Mr Edwards finally explained how the group was keen to expand and how volunteers were desperately needed; they would be DBS checked and given opportunities for training. The group also sought space within local communities and Mr Edwards urged Members to see if there was any available within their own wards.

Westmorland and Furness Cllr Shirley Evans, took the opportunity to voice her support for Kendal Youth Zone, drawing attention to the amazing work carried out by the group and reiterating the need for volunteers to come forward.

The Mayor thanked Mr Edwards for his contribution and for the very important work carried out by Kendal Youth Zone. In response to a query, Mr Edwards explained that the activities of the group were not bound by walls and that the group was able to work in an outside space where no central hub was available. Members welcomed Mr Edwards' presentation and expressed support for this excellent scheme.

32/2023 Apologies

Resolved: To receive and accept apologies for absence from Cllrs A Blackman, J Brook, D Brown, R Edwards, C Hardy, D Rathbone and K Simpson.

33/2023 Declarations of Interest

No declarations of interest were raised under this item.

34/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items contained within the agenda.

35/2023 Minutes of Last Council Meeting

Resolved: To receive the minutes of the meeting of the Council held on 5 June 2023 and to authorise the Chair to sign them as a true record.

36/2023 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 drew attention to Minute No.46/2022 and reported that there had, as yet, been no response from the Secretary of State with regard to the Town Council's letter in relation to Short Term Holiday Letting and Housing Supply. He undertook to pursue the matter.

Resolved: The Town Clerk to make further contact with the Secretary of State with regard to Short Term Holiday Letting and Housing Supply.

Resolved: To note the report.

37/2023 Mayor's Communications and Announcements

A report on the Mayor's recent activities had been included within the agenda. The Mayor drew particular attention to the Art Show at Kirkbie Kendal School, the Prep and Cookalong event held by Waste into Wellbeing and the Westmorland Youth Orchestra's 75th Anniversary Performance.

The report was welcomed and the potential for the publication of a full diary of forthcoming events was raised to provide all Members with an opportunity to attend events should they so wish. The Town Clerk undertook to action this, although pointing out that there were likely to be gaps.

Resolved: The Town Clerk to make arrangements for the publication of a full diary of forthcoming events due to be attended by the Mayor.

Resolved: To note the latest report from the Mayor.

38/2023 Committee Structure and Terms of Reference

The Council had been reviewing its Committee Structure and Terms of Reference for some time. It was reported that the Management Committee had established a working group to complete the task and to make appropriate recommendations. The Working Group had presented its recommendations on a proposed Structure and Terms of Reference to the last meeting of the Management Committee, details of which were appended to the Council agenda. Some consequential budgetary realignment would be required, and it was anticipated that this would be carried out to coincide with the meeting programme from October onwards. It was also being recommended that more Members were appointed to some committees, and this would be dealt with under the next agenda item.

Council was asked to consider the recommendation from the Management Committee that the Council adopted new Committee Terms of Reference, for operation from 1 October 2023.

Attention was drawn to an amended version of the Committee Terms of Reference which had been circulated prior to the commencement of the meeting.

Members welcomed the proposed Committee Structure and Terms of Reference, congratulating those involved in the production thereof and expressing enthusiasm for the renewed commitment for the Environment Committee to tack climate change.

Resolved: To adopt the new Committee Terms of Reference, as amended and attached as an Appendix to these minutes, for operation from 1 October 2023.

39/2023 Consequential Committee Membership Amendments

Further to Minute No.38/2023 above, Council was asked to consider if the membership of committees should be altered in any way to accommodate the changes, as detailed within the following table:-

Former Committee	Membership	New Committee	Membership	Required (including existing vacancies)
Allotments	6 + reps	Allotments	6 + 3 coopted reps	0
Audit, Grants & Charities	7	Audit	9	2
Christmas Lights & Festivals	7	Culture & Communities	9	2
Environment & Highways	9	Environment	9	0
Kendal in Bloom	4 + 4 co-optees	Kendal in Bloom	5 + up to 5 co-optees	1 + 1
Mayoralty & Arts	7 + 2 vacancies	Mayoralty & Heritage	9	2
Planning	9	Planning	9	0

There were no nominations for the two vacancies on the Audit Committee.

Cllr L Edwards was nominated to take up one of the two vacancies on the Culture and Communities Committee.

There were no nominations for the Member vacancy on the Kendal in Bloom Committee.

Cllr C Russell was nominated to take up one of the two vacancies on the Mayoralty and Heritage Committee.

Resolved: To appoint those Members nominated and highlighted above to take up vacancies on the new Committees as shown, from 1 October 2023.

40/2023 Civility and Respect Pledge

It was reported that the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) had been working on a project to promote Civility and Respect in local council business. The organisations were promoting the resolution shown below. Council was being asked to consider what steps it would need to take to meet the pre-conditions for signing the Pledge, and whether it would sign the pledge, once these pre-conditions had been met. The Chair informed Council that she had asked for this item to be included on the agenda.

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

NALC/SLCC/OVW Civility and Respect Pledge Draft Resolution

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
<i>Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.</i>	
<i>Our council has put in place a training programme for councillors and staff.</i>	
<i>Our council has signed up to Code of Conduct for councillors.</i>	
<i>Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.</i>	
<i>Our council will commit to seeking professional help in the early stages should civility and respect issues arise.</i>	
<i>Our council will commit to calling out bullying and harassment when it and when it happens.</i>	
<i>Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.</i>	
<i>Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.</i>	

Members expressed support for the promotion of civility and respect and for signing up to the general principle, however, the need to ensure that the Council was clear on what was meant by the individual statements and on the potential consequences was raised. It was suggested, therefore, that the Council sign up to the general principle but to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct. The need for input to be sought from all Members was stressed. Details were sought in relation to an appropriate training programme and the Town Clerk pointed out that this had already been raised at a number of other meetings. He suggested, therefore, that training was something that could also be addressed by the Management Committee, which could outline what the Council expected and aspired to from both Members and staff. In response to a query, the Town Clerk explained that he believed that the intention was for the Pledge to deal specifically with councillors.

Resolved: To sign up to the Pledge from the National Association of Local Councils, however, to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct, with input to be sought from all Members.

41/2023 Policies for Adoption by Council

Council was asked to consider adopting the following two policies:-

(a) Acquisition and Discard Policy

This draft Policy had been considered by the Mayoralty and Arts Committee on 19 June 2023 and had been recommended to Council for approval. Cllr J Dunlop who chaired the Mayoralty and Arts Committee explained that the draft Policy had been triggered due to the Picture Store being at capacity and items not being stored optimally. Some concern was raised with regard to the use of the words "destruction" and "destroy", and to the need to try to recycle instead. The Town Clerk explained that there were a number of time specific items in storage from past exhibitions which would need to be disposed of, however, acknowledged the need in the main not to refer to "destroy".

Resolved: To adopt the Acquisition and Discard Policy for implementation with immediate effect.

(b) Protocol for Officers being considered at Council Meetings

This draft Policy had been considered by the Management Committee on 3 July 2023 and had been recommended to Council for approval.

Resolved: To adopt the Protocol for Officers being considered at Council Meetings for implementation with immediate effect.

42/2023 Subscriptions

Council was asked to consider the following subscriptions, from the Subscriptions Budget:-

(a) Society of Local Council Clerks (SLCC)

The SLCC was the membership organisation for town and parish clerks. It provided advice and training, as well as a local support mechanism for communication with other councils at an officer level. Although the membership was vested in the Clerk, conventionally this was paid for by the Council. The cost of the subscription was £296.

Resolved: To subscribe to the Society of Local Council Clerks at a cost of £296.

(b) Lakes Line Rail User Group (LLRUG)

The LLRUG was the official rail user group for the Lakes Line and produced a widely read newsletter on matters relating to the line. The Council also appointed a representative to the group. The cost of the subscription was £13.

Resolved: To subscribe to the Lakes Line Rail User Group at a cost of £296.

43/2023 Reports and Minutes from Committees

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

(a) Allotments Committee held on 12 June 2023

Cllr A Finch, Chair of the Committee, presented the minutes. In response to a query, he undertook to discuss with the Committee the matter of ensuring that a balance was maintained between honey bees and native bees and to promote to plot holders the idea of putting bee houses for solitary bees on Kendal Town Council's allotment sites. It was pointed out that Asian hornets were now in the UK and that these threatened all other pollinators and, to this end, a suggestion was raised for the Council to join the Kendal and South Westmorland Association of Beekeepers who were experts in this field.

Resolved: The Allotments Committee to consider the matter of ensuring that a balance is maintained between honey bees and native bees and to promote to plot holders the idea of putting bee houses for solitary bees on Kendal Town Council's allotment sites.

(b) Audit, Grants and Charities Committee held on 10 July 2023

Cllr C Russell, Chair of the Committee, explained that the Committee would be handing over matters relating to charities and grants to the Culture and Communities Committee from 1 October 2023. At its last meeting, the Audit, Grants and Charities Committee had spent time looking at criteria and procedures for the awarding of grants and it was hoped that a lot more work would be carried out in this regard in order for the Council to spread benevolence more widely and strategically.

(c) Christmas Lights and Festivals Committee held on 26 June 2023

Cllr H Ladhams, Chair of the Committee, presented the minutes.

(d) Environment and Highways Committee held on 15 May 2023

Cllr E Hennessy, Chair of the Committee, presented the minutes.

(e) Management Committee held on 30 May and 3 July 2023

Cllr S Coleman, Chair of the Committee, presented the minutes.

(f) Mayoralty and Arts Committee held on 19 June 2023

Cllr J Dunlop, Chair of the Committee, presented the minutes, pointing out that that a number of the items which had been considered formed part of this evening's agenda. A question was raised as to how the Town Council could contribute to ensuring that Kendal had the best museum facilities possible. Cllr Dunlop pointed out that this matter had been considered under Part II of the meeting of the Mayoralty and Arts Committee. Attention was, however, drawn to the fact that the information was now in the public domain, with Lakeland Arts Trust in the process of considering selling the old Grammar School. The potential of saving the property from sale was raised. It was questioned as to whether Lakeland Arts had agreed to meet with stakeholders and also as to how this could happen prior to the imminent sale. Cllr Dunlop referred to a recent meeting between herself and Rhian Harris and

explained that no date had, as yet, been set for a meeting of stakeholders. The Town Clerk was actively pursuing the matter.

- (g) Planning Committee held on 5 June, 19 June, 3 July and 17 July 2023

In the absence of the Chair of the Committee, Cllr H Ladhams, Vice-Chair of the Committee, presented the minutes.

Resolved: To receive the minutes of recent meetings of the Council's standing committees shown above.

44/2023 Reports from Representatives on Outside Bodies

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

- (a) Integrated Care Community (ICC) Meeting (a written report from Cllr R Sutton)

Cllr Sutton referred to forthcoming changes which may impact on the ICC and which would be helpful in improved engagement with the local community. It was suggested that Members should have better access to information on the ICC and Cllr Sutton undertook to follow this up. It was also suggested that it may be useful to invite someone to address Council at a future meeting on the issue of Health and Social Care. Reference was made to the section within the report on Kendal Pride and to the fact that this had been an excellent event. Attention was further drawn to the suggestion made at the previous meeting of Council for Member training on terminology in relation to LGBTQIA+ issues. The Town Clerk felt that this could be dealt with under the Respect agenda.

Resolved: Cllr Sutton to follow up the matter of improved access for Members to ICC information.

Resolved: The Town Clerk to address the issue of training on LGBTQIA+ terminology within the Respect agenda.

- (b) Kendal Bid (a written report from Cllr H Ladhams)

In response to a query, Cllr Ladhams explained that assistance had only recently commenced in relation to the provision of small grants to help businesses with recycling. She undertook to seek information in relation to how business who were interested could navigate the various funding services on offer. Reference was made to the fact that the matter of the Town Council's relationship with Kendal Bid had recently been raised, the Mayor adding that she had not been invited to two recent events arranged by the organisation.

Resolved: The Town Clerk to pursue the matter of the Town Council's relationship with Kendal Bid.

Resolved: The Town Clerk to remind Kendal Bid of the importance of the community link and the Mayor's attendance at the organisation's events.

- (c) Kendal Community Theatre (a written report from Cllr R Sutton)

Cllr Sutton referred to a forthcoming event at Kendal Library at which fairy tales would be read out in order to raise funds for the organisation's Christmas production of the Snow Queen.

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

45/2023 Schedule of Payments

The Council was presented with the schedules of payments for April, May and June 2023.

The Town Clerk responded to queries raised by Members. He undertook to look into the matter of a number of square symbols which appeared within the April document. During discussion on the item, reference was made to the need for publicity in relation to the improved footpath at Vicarage Drive and others, and it was suggested that this matter be included on the agenda for the next meeting of the Management Committee.

Resolved: To bring a report to the next meeting of the Management Committee on publicity around footpath improvements.

Resolved: To receive the schedules of payments for April, May and June 2023.

The meeting closed at 8.50 p.m.

Appendix**Kendal Town Council****Committee Terms of Reference****The Mayor of Kendal**

The Mayor is the First Citizen of Kendal. They are elected from the membership of the Council every year in May. Traditionally the Mayoralty changes every year, but there is nothing preventing a Mayor from serving more than one term. The Mayor is the Chairman of the Council, as defined by the Local Government Act 1972.

The Deputy Mayor's role is to stand in when the Mayor is unavailable. When standing in, the Deputy Mayor has all the powers of the Mayor.

The Council

Kendal Town Council has 28 members serving 10 wards. Meetings of the Full Council are chaired by the Mayor of Kendal, or by the Deputy Mayor in their absence. If neither the Mayor nor the Deputy Mayor are present at a meeting, then the first order of business must be to select a chair from the assembled councillors. The Council's meetings are ruled by its Standing Orders, periodically reviewed and adopted by the Council. The Council is working to implement the Kendal Town Council Plan and the recommendations of the Kendal Citizens' Jury on Climate Change.

The Council:

Elects the Mayor and Deputy Mayor

Approves the budget and precept

Approves the Council's Standing Orders, Financial Regulations, Code of Conduct and other such functions as are reserved to meetings of the full Council by law.

Approves expenditure beyond the limit expressed in the Financial Regulations

Exercising its powers under s101 of the Local Government Act 1972, the Council delegates most of its operations to Committees.

All Committees may appoint sub-committees and working groups, with such membership as they see fit (including co-option of non-councillors), to more effectively deliver any of the functions delegated to them by the Council. Such sub-committees and working groups may be delegated powers otherwise held by the parent Committee, but may not exceed them, and must report their actions to their parent committee, to whom they are accountable.

The **quorum** of the Council and any committee is one third or three, whichever is greater. Where a committee has a co-opted membership drawn from outside the Council, the quorum refers to the Councillor members of the Committee.

The Town Clerk and the Kendal Town Council Staff Team provide a public record of the Council's work and help implement decisions made by each of the Council's Committees.

Committees

The Council's Committees are as appointed as follows:

- Allotments Committee
- Audit Committee
- Culture and Communities Committee

- Environment Committee
- Kendal in Bloom Committee
- Mayoralty and Heritage Committee
- Planning Committee
- Management Committee

Allotments Committee

Consists of 6 members of the Council and 3 co-opted representatives from the allotment tenants. Co-opted members may vote on any decision except those involving expenditure.

To manage the Town Council's duties under the Allotments Acts.

To manage the Town Council's allotment estate.

To liaise with allotment tenants, oversee the Council's tenancy agreements and act as a final arbiter in any dispute.

To manage the allotments budget, including the setting of appropriate charges and the deployment of any reserves.

To encourage biodiversity across the allotments.

To secure new plots and ensure a more even spread of allotments across the town.

Audit Committee

Consists of 9 members.

To develop and maintain the Council's financial controls, including reviewing the Council's Financial Regulations.

To maintain the Council's compliance in all aspects of regulation, governance and statute and to make any necessary recommendations for policy where this affects the operation of other committees and the council.

To develop and maintain the appropriate management of the Council's Schedule of Assets.

To oversee the proper maintenance of Risk Management and other policies, including safe and healthy working practices and the review of the effectiveness of the Council's internal controls.

To appoint Internal Auditors and review their effectiveness.

To receive the budget control statements and monitor the financial performance of each committee.

Culture and Communities Committee

Consists of 9 members.

To work and collaborate with others to develop a thriving town for our communities.

To manage and develop the Council's grants programmes for festivals and the community.

To develop the Council's relationship with cultural and community organisations, including maintaining appropriate funding schemes.

To develop the Council's support for Third sector and voluntary activities.

To develop the promotion of sport, the arts and other areas of community life.

To develop policies and projects which will promote the economic wellbeing and social cohesion of the town, including those that promote resilience and planning for emergencies.

To manage the town's Christmas lights display and work with partners to deliver a 'switch-on' event.

The Committee is delegated by the Council, acting as Sole Trustee, to manage the Schools of Science and Art (Sale Proceeds) Charity. To exercise this delegation, it must convene as a separate meeting and abide by Charity Law.

Environment Committee

Consists of 9 members

To coordinate and manage the Council's response to the Climate Emergency in line with stated commitments to net zero by 2030.

To lead on and address the recommendations of the Citizens' Jury.

To develop and manage the Council's green spaces.

To develop and deliver with partners, active travel concepts.

To develop and manage policies which increase biodiversity.

To develop, manage and oversee council policies which increase and protect biodiversity.

To support initiatives relating to improved air and water quality

To develop and deliver with partners, active travel concepts to include footpaths and dedicated cycle routes.

To develop, manage and maintain physical ('street scene') assets in the town in conjunction with relevant partners.

To oversee the implementation of 20mph speed limits within the town.

To work with partners to identify further potential traffic management projects.

To introduce and support initiatives to reduce waste (in particular single-use plastics), encourage residents to recycle, repair and re-use.

Kendal in Bloom Committee

Consists of 5 Council members and 5 co-optees. Co-opted members may vote on any decision except those involving expenditure.

To coordinate and manage the floral displays across the town.

To coordinate and manage other schemes which make the town a more attractive place to live, work and visit.

To coordinate and manage the town's entry into In Bloom events.

To liaise with other stakeholders over issues like sustainable gardening, biodiversity and conservation.

To encourage biodiversity, native planting and mitigation of the impact of climate change.

Mayoralty and Heritage Committee

Consists of 9 members

To advise and oversee the Mayor of Kendal's role and their programme of events and functions.

To maintain and develop the Council's historic collection.

To oversee the management of the Mayor's Parlour and picture store.

To develop and maintain public access to the Collection and Parlour.

To oversee the Council's role in Civic life, including managing permissions for use of the town crest.

To develop policies and actions which will promote the heritage of the town, including through liaison with Kendal Museum and other dynamic links with partner organisations as the committee see as appropriate.

To oversee the Council's tourism promotion initiatives such as Visit Kendal.

To maintain and promote the town's Twinning relationships with Rinteln and Killarney, including through close liaison with the Kendal Rinteln Association and any other body which supports the aims of Town Twinning.

Planning Committee

Consists of 9 members

To respond on behalf of the Council as Consultee to planning applications.

To respond on behalf of the Council to consultations on matters relating to Planning.

To develop policies on Planning matters.

To appoint and oversee a Flood Relief Scheme Working Group, with such terms of reference as it sees fit.

To manage the Council's budget relating to the Flood Relief Scheme.

Management Committee

Consists of the Chairs of each Committee above (including the Mayor as Chair of the Council), plus a Chair and Vice Chair. Committee vice-chairs may deputise on occasions

when the Chair is unable to attend. May co-opt such other members as it sees fit up to a maximum of two further councillors.

To oversee the strategic roles and decision making of the Council.

To guide the Council in the formulation of its objectives.

To develop policies and direct the Council's Plan.

To maintain oversight of the Council's activities and budgets, including the deployment of CIL funding and the recommendation of an annual budget and medium term financial plan to Council for adoption.

To oversee effective relationships with Westmorland and Furness Council, Kendal Futures and Kendal BID.

To resolve issues of a cross-cutting nature between Committees.

To fulfil such other tasks as the Council may from time-to-time delegate to ensure the effective governance and operation of the Council.

To appoint an Employment Sub-Committee.

Standing Sub-Committees and Working Groups

The council standing sub-committees are:

- Employment Sub-Committee (reports to Management Committee)
- Flood Relief Scheme Working Group (reports to Planning Committee)

Employment Sub-Committee

Consists of three members, with the Town Clerk in attendance.

To coordinate the staffing arrangements of the council in conjunction with the Clerk.

To manage the Council's duties as an employer.

To line manage the Clerk and to oversee staff welfare, appraisal and wellbeing.

To make recommendations on pay and performance in conjunction with the Clerk.

Flood Relief Scheme Working Group

Consists of such members as required, including such Environment Agency staff and members of other Councils or the public as the Group considers necessary.

To consider the Planning and other aspects of the Kendal Flood Relief Scheme as they affect the council and the communities of Kendal.

To represent the Council's interests in liaison meetings with the EA and its suppliers.

To make recommendations to the Council and its Committees on matters relating to the Flood Relief Scheme.

Work with other Organisations

The Council will appoint to other organisations who are seen as partners in achieving its aims and objectives and to help implement the Kendal Town Council Plan.

Full Council - Minute Action Sheet - as at 25 September 2023								
Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
1	05/12/2022	46/2022	Notice of Motion – Short Term Holiday Letting and Housing Supply	Action as necessary	CB		Letter written to Secretary of State	No reply to date other than acknowledgement
2	31/07/2023	N/A	Public Participation	The Chair to write to the Secretary of State for Transport along the lines outlined above, making a case to keep Kendal's railway station ticket offices open.	JD		02/08/2023	
3	31/07/2023	26/2023	Minute Action Sheet	The Town Clerk to make further contact with the Secretary of State with regard to Short Term Holiday Letting and Housing Supply.	CB		Email September 2023	
4	31/07/2023	37/2023	Mayor's Communications and Announcements	The Town Clerk to make arrangements for the publication of a full diary of forthcoming events due to be attended by the Mayor.	CB		in progress	

5	31/07/2023	40/2023	Civility and Respect Pledge	To sign up to the Pledge from the National Association of Local Councils, however, to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct, with input to be sought from all Members.	CB			Being considered through Management Committee
6	31/07/2023	42/2023	Subscriptions	To subscribe to the Society of Local Council Clerks at a cost of £296.	CB		Completed	
7	31/07/2023	42/2023	Subscriptions	To subscribe to the Lakes Line Rail User Group at a cost of £13.	CB		Completed	
8	31/07/2023	43/2023	Reports and Minutes from Committees	The Allotments Committee to consider the matter of ensuring that a balance is maintained between honey bees and native bees and to promote to plot holders the idea of putting bee houses for solitary bees on Kendal Town Council's allotment sites.	CB		On Allotments Committee Agenda for 25/09/23 meeting.	
9	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	Cllr Sutton to follow up the matter of improved access for Members to ICC information	CB			

10	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to address the issue of training on LGBTQIA+ terminology within the Respect agenda.	CB		In progress	
11	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to pursue the matter of the Town Council's relationship with Kendal Bid.	CB		in progress	
12	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to remind Kendal Bid of the importance of the community link and the Mayor's attendance at the organisation's events.	CB		Completed	
13	31/07/2023	45/2023	Schedule of Payments	To bring a report to the next meeting of the Management Committee on publicity around footpath improvements.	CB		In progress	

Kendal Town Council**Schedule of Mayor's Engagements July-September 2023**

01/07/23	12.00pm	M	Kendal Street Choirs	Performance	Brewery Arts Centre
02/07/23	10.00am	M	KTC	Mayor's Sunday	Parish Church and Hall
11/07/23	10.00am	M	KTC	In Bloom School Visits	St Marks, Sandgate, Castle Park
13/07/23	10.00am	M	KTC	In Bloom School Visits	St Thomas' and Stramongate
13/07/23	1.00pm	M	Headway South Cumbria	Meeting and Greeting	Kendal Leisure Centre
22/07/23	2.00pm	M	Kendal Unity Festival	Speech	Birdcage
22/07/23	3.30pm	M	Kendal Pride	Speech	Brewery Arts Centre
23/07/23	2.00pm	M	Millom Town Council	Civic Sunday	St Georges Church
29/07/23	10am	M	Kendal Mountain Festival & KTC	Parlour Talk	Parlour
02/08/23	5.00pm	M	Kendal Youth Zone	Tennis	
04/08/23	3pm	M	KTC	Britain in Bloom	Town Hall
09/08/23	5.00pm	M	Kendal Youth Zone	Netball	
10/08/23	4 days	M	KTC	Rinteln Visit	Rinteln
09/09/23	10am	M	No Hands Rest Coffee House	Opening	K-Village
20/09/23	12noon	M	Kendal Midday Concert Club	Speech	Town Hall
23/09/23	11am	M	Bay Search and Rescue Shop	Opening	Highgate
23/09/23	6pm	M	KTC	Torchlight Reception	Town Hall
24/09/23	10.30am	DM	Workington Town Council	Civic Service	St Johns Church, Workington

Kendal Town Council

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



Minutes of a meeting of the Environment and Highways Committee held on Monday, 11 September 2023, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr G Archibald (Vice-Chair)	Present	Cllr S Blunden	Apologies
Cllr D Brown	Present	Cllr J Cornthwaite	Apologies
Cllr M Helme	Present	Cllr E Hennessy (Chair)	Present
Cllr S Long	Apologies	Cllr C Russell	Apologies
Cllr K Simpson	Present		

In attendance: Town Clerk (Chris Bagshaw), Projects Officer (Anne-Marie Sanderson), Development Manager (Helen Watson-Moriarty) and Dan Hinton (Natural Kendal).

Also present: Mr Dan Hinton (Natural Kendal), Ros Taylor (as m.o.p.)

E30/2023 Apologies

Apologies for absence were received and accepted from Cllrs S Blunden J Cornthwaite, S Long and C Russell.

E31/2023 Declarations of Interest

No additional declarations of interest were raised at this point

E32/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

E33/2023 Verbal Reports from Outside Bodies – Natural Kendal

Dan Hinton, representing Natural Kendal CIC (NK), addressed the Committee regarding a potential collaboration project at Vicarage Drive open space, an area recently acquired by the Town Council. Mr Hinton explained that Natural Kendal was a group of like-minded people taking voluntary action to improve biodiversity in Kendal and its surrounding green corridors. One of their projects was to work with schools, charities and other groups to create a Kendal Conservation Education Park (KCEP). So far this approach had been tried at Hallgarth, with the Round Hills Project, involving the local school, residents' groups and Cumbria Wildlife Trust. NK had identified the Vicarage Drive land as being a good fit for a subsequent project, involving Dean Gibson, Vicarage Park and Ghyllside primary schools. The idea would be to connect all stakeholders associated to the land, to plan an environmental strategy that will audit the ecology and manage the site to promote biodiversity and local usage. The residents' group and schools will work in collaboration with Natural Kendal CIC, other volunteer groups such as Kendal Conservation Volunteers and organisations where necessary such as Cumbria Wildlife Trust. The local residents and schools will provide a work force complete the long-term works.

NK is seeking Kendal Town Council permission to develop the project on the site.

It was noted that both the Chair (Cllr Hennessy) and the Vice Chair of the Committee (Cllr Archibald) were also members of NK, though not trustees of the CIC. The extent of their interest was not considered to be sufficient to exclude them from the meeting at this stage.

It was noted that one of the Town Council's aims in acquiring the land at Vicarage Drive was to ensure that the landownership was not a barrier to improving the connecting path between Echo Barn Hill and Vicarage Drive. Mr Hinton assured the Committee that the NK scheme would be fully complementary to this aspiration.

Resolved: that Mr Hinton liaise with Town Council officers to work up a formal proposal for consideration at its next meeting, and that officers brief members of the Council's Management Committee to ensure that any resulting project was properly in line with the Council's wider strategic plans. If the consent of the Full Council was required, this could be considered at its meeting in December.

E34/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 17 July 2023 and to authorise the Chair to sign them as a true record.

E35/2023 Minute Action Sheet

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

Resolved: To note the report.

E36/2023 Project Update Report

The Development Manager presented a report including an update of ongoing projects and Members were offered the opportunity to ask questions.

The Climate Hub in the former URC hall on Highgate was progressing. A CIC including the owner, SLACC and others was being initiated and negotiations on the terms of a lease were being considered. An application to the Shared Prosperity Fund has been submitted and the outcome was awaited. It was anticipated that the Committee's next meeting would receive sufficient information for them to release the agreed funding (£10,000 pa allocated from the Development Fund for three years). Access to the site from Garth Heads was planned. A site visit for members could be arranged.

Cllr Helme drew the Committee's attention to her registered interest that is not pecuniary in the Outside-In charity, then reported that they were also talking to the owner of the building about a potential relocation of their facility.

Noting that he had had a pecuniary interest in the Solar guide, due to being a property owner installing a scheme, Cllr Archibald drew the Committee's attention to the outcome of discrepancy in the advice offered by planning authority officers about permitted developments in a Conservation Area. He understood this issue had now been resolved and amended advice was now being offered by CAfS to potential solar installers.

The Development Manager reported that a photo opportunity with the Mayor was being planned for a Kirkbie Green, to celebrate a £500 Biodiversity grant.

She reported that she and the Town Clerk had recently met with W&FC officers and the relevant cabinet member to smooth the way to delivering a number of other projects. These included the Rights of Way team, for public footpaths around Vicarage Drive, and the Open Spaces team for other connecting ways.

Cllr Archibald requested a copy of the agreed path priority list.

The Chair reported that the 20mph map of Kendal was close to being finalised but was not yet in the public domain. A policy had now been agreed with W&FC on 20mph across the unitary area, but he was unclear how this funding formula would work specifically in Kendal's circumstances. The roll out map could be shared with members of the committee who wished to see it.

A query was raised about the learning from the various wildflower schemes planted so far. The Project Officer reported that the current supplier methodology was proving expensive and any future projects may utilise plant stock grown by Kendal Conservation Volunteers. There was some discussion about maintenance of the existing sites and it was noted that this was properly a discussion for Kendal in Bloom.

The Development Manager reported that Kendal signage at Oxenholme station now awaited the outcome of a further site meeting with Avanti Trains.

She reported that W&FC colleagues were supportive of a Pump Track for Kendal but not in the location suggested by the Castle. The demand for a site would be added to the list of factors considered in the new Council's asset review.

The Project officer distributed copies of the newly printed leaflets for the Serpentine Wood Nature Trail and Alphabet Trail, which were very warmly received by members. It was suggested that further trails elsewhere could be developed in a similar style, and that the new leaflets should be highlighted in the Council's newsletter.

The Development Manager reported that the concept of the Mintsfeet Sports and Nature Hub would also be a factor considered in W&FC's asset review, with regards to the use of the old Highways Depot. It was suggested that this project could moved along in the meantime by drawing together members who had an active interest to identify the key elements and how they could be delivered. A working group was proposed of Cllrs Cornthwaite, Dunlop and Archibald.

Resolved: To note the report with the following actions:

1. To recirculate copies of the footpath priority list to members.
2. To present the 20mph scheme for Kendal to members of the Full Council, if possible at their next meeting.
3. To invite Cllrs Cornthwaite and Dunlop to join Cllr Archibald in a Task and Finish Group to draw up next stage plans for the Sport and Nature Hub at Mintsfeet.

E37/2023 Environment and Highways Budget 2023/24 and Development Budget 2023/24

The Committee considered a report on the Environment and Highways Budget and the Development Budget for the current year. The Development Manager proposed a number of minor heading amendments, along with proposals to close two Development Fund projects and return the earmarked funding to the Council's General Reserve. Members concurred with the completion of the Solar Made Easy project, and agreed that its remaining earmarked funds should be returned to the General Reserve. The Ivy Screening proposal,

however provoked some discussion on the reasons for the apparent failure of the planting on Longpool and the evident success of the In Bloom floral displays on Windermere Road. It was suggested that the funding remain earmarked until the outcome of the In Bloom Committee's research into sustainable planting is known. At this point the funding could be viated to a new planting scheme, if required, put towards improvements to the existing ivy screening, or returned to the General Fund if neither outcome is feasible.

Resolved: To note the report and confirm the minor changes to nomenclature.

Resolved: To close the Solar Made Easy project and return unspent funds to the Council's General Fund.

Resolved: To retain the earmarked funds for Ivy Screening, pending consideration of subsequent plans for planting from the Kendal in Bloom Committee, and further research into the poor condition of the Longpool ivy planting.

E38/2023 Environment Budget 2024-25

The Committee was asked to consider any forward plans for the next Budget year (2024/25). It was noted that expenditure should be required for further work on footpath improvements, and this should start be in the region of £50,000, so as to ensure an acceleration of the process, in conjunction with Westmorland and Furness Council. Other areas which should be funded in the next budget included the provision of bus shelters (including appropriate seating), improvements to signage on active travel routes, a consideration of accessibility on active travel routes and more wildflowers and bee corridors. It was noted that many of these issues required partnership working with Westmorland and Furness officers and members, and it was hoped that this would be forthcoming.

Resolved: To note these budget aims and reflect them in budget proposals being drawn up for the next meeting.

E39/2023 Pesticides Policy

The Development Manager reported that the Committee, at its last meeting, had considered a paper regarding the use of pesticides. Officers had been tasked with confirming Kendal Town Council's current use of pesticides and drafting a policy statement accordingly to potentially enable a positive dialogue with Westmorland and Furness Council regarding their use of pesticides, which included the use of glyphosate-based herbicides on pavements and in parks.

Additionally, officers had been asked to provide examples of other councils which had ceased to use pesticides for weed control, and alternative methods adopted. Details of their findings were provided within the report.

Officers were recommending approval for the following Kendal Town Council Pesticides Policy statement:

As of 2018 the Town Council stopped using pesticides on empty allotment plots, at the bus station and at various step locations. The Council continued to utilise a small amount for the maintenance of the Cumberland Triangle on Longpool to manage the weeds.

As of August 2023, the Town Council no longer owns pesticides and is developing an alternative weeding solution for the Cumberland Triangle, potentially by planting Thyme densely in the cracks between paving to out-compete weeds.

All Japanese knotweed incidents are usually referred to Westmorland and Furness Council. If Japanese knotweed is discovered on any land owned by Kendal Town Council, we will consult Westmorland and Furness Council and follow their advice to address it appropriately.

Pesticide use by allotment tenants is currently allowed however it is discouraged. Tenancy agreements could be changed to ban pesticide use in the future if led and agreed by the Allotment committee.

Resolved: To approve the Kendal Town Council Pesticides Policy statement as outlined above.

The Committee was further being asked to consider sharing the above statement with Westmorland and Furness Council to initiate discussions regarding best practice.

Resolved: To share the statement above with Westmorland and Furness Council to initiate discussions regarding best practice.

In addition, the Committee was being asked to consider approval of £150 biodiversity funding to plant creeping thyme at the Cumberland Triangle. Members also expressed concern about the state of Somervell Garden, which, it was noted, should be referred to the Kendal in Bloom Committee for attention.

Resolved: To approve £150 biodiversity funding to plant creeping thyme at the Cumberland Triangle.

E39/2023 Dark Skies

The Projects Officer reported that Dark Skies Cumbria, a Friends of the Lake District initiative, had selected Kendal as one of the project's pilot communities. Dark Skies Cumbria aimed to reduce light pollution for the benefit of human health and wellbeing, for nocturnal wildlife, and to save energy, money, and greenhouse gas emissions. This could be achieved by replacing unsuitable lighting with more efficient, targeted lighting of an appropriate colour spectrum.

The Town Council had previously supported the Dark Skies initiative by contributing to new dark skies compliant lighting on Cliff Terrace as well as via an awareness-raising "Switch Off" as part of the 2022 Christmas Lights Switch On event. Features in the Town Council's Newsletter had highlighted the Cliff Terrace lighting and a case study of lighting installed by Belmont residents.

The Council had previously allocated £5,000 towards supporting Dark Skies initiatives in Kendal. The Town Council owned 30 footway lights, many of which required modernisation to become Dark Skies compliant.

An additional £500 had been contributed by Dark Skies Cumbria towards this initiative.

The Committee was asked to consider approval for the following Dark Skies improvements to lights owned by Kendal Town Council:

Supply, installation and associated project management costs to replace five heritage lamp heads at Cliff Brow, Stoney Lane, New Inn Yard, Gulf's Lane and Woolpack Yard with dark sky compliant lighting. Total cost: £5,491 (£5,000 from Dark Skies (biodiversity) budget plus £500 contribution from Dark Skies Cumbria).

Resolved: To approve the Dark Skies improvements to lights owned by Kendal Town Council, namely: Supply, installation and associated project management costs to replace five heritage lamp heads at Cliff Brow, Stoney Lane, New Inn Yard, Gulf's Lane and Woolpack Yard with dark sky compliant lighting, at a total cost of £5,491 (£5,000 from Dark Skies (biodiversity) budget plus £500 contribution from Dark Skies Cumbria).

The Committee was further asked to consider approval for complementary improvements to restore two heritage lighting columns on Stoney Lane and Cliff Brow at a cost of £590 from the Infrastructure Maintenance budget (£2,196 currently available).

Resolved: To approve complementary improvements to restore two heritage lighting columns on Stoney Lane and Cliff Brow at a cost of £590 from the Infrastructure Maintenance budget.

E40/2023 Bowling Fell

The Development Manager reported that Members had previously allocated £7,000 towards improvements at Bowling Fell. Due to Local Government Reorganisation, former South Lakeland District Council officers had been unable to meet and discuss potential improvements when the funding had first been allocated. A meeting had now taken place, and the suggestions below had been supported by Westmorland and Furness Council Officers.

It was recommended that the Committee consider approval for the following improvements, up to the allocated amount of £7,000:

- install handrail on the steep steps that lead up to Bowling Fell from Garth Heads;
- install signage on the accessible step entrances from Garth Heads; and
- install an interpretation panel, in keeping with Kendal Castle interpretation, to describe the heritage of the area.

Members were supportive of the proposals, but it was suggested that a further request for funding should follow in due course to assist in the improvement of access to the top of the motte, around the monument.

Resolved: To approve the following improvements, up to the allocated amount of £7,000, as follows:

- install handrail on the steep steps that lead up to Bowling Fell from Garth Heads;
- install signage on the accessible step entrances from Garth Heads; and
- install an interpretation panel, in keeping with Kendal Castle interpretation, to describe the heritage of the area.

The meeting closed at 8.56pm.

Kendal Town Council

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Minutes of a meeting of the Environment and Highways Committee held on Monday, 17 July 2023, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr G Archibald (Vice-Chair)	Absent	Cllr S Blunden	Present
Cllr D Brown	Present	Cllr J Cornthwaite	Present
Cllr M Helme	Absent	Cllr E Hennessy (Chair)	Present
Cllr S Long	Present	Cllr C Russell	Present
Cllr K Simpson	Apologies		

In attendance: Democratic Services Assistant (Inge Booth), Projects Officer (Anne-Marie Sanderson), Development Manager (Helen Watson-Moriarty) and Cllr P Thornton.

E16/2023 Apologies

An apology for absence was received and accepted from Cllr K Simpson.

E17/2023 Declarations of Interest

No declarations of interest were raised.

E18/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

E19/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 15 May 2023 and to authorise the Chair to sign them as a true record.

E20/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Development Manager advised that all items included within the report had either been actioned or were included for consideration within the agenda.

E7/2023 (Project Update Report) – In response to a query regarding Bowling Fell improvements, the Development Manager advised Members that she was due to attend a meeting on site with Westmorland and Furness Council officers on the following day with a view to exploring possibilities for improvements. On being asked if Members could attend, she said that they would be welcome and that the group was due to meet outside Kendal Town Hall at 11.00 a.m. Cllr R Russell undertook to attend.

E11/2023 (Oxenholme Signage Proposal) – In response to a query on the contract sign-off process, the Development Manager explained that her contact at Avanti had not been back in touch with her for some time and so the Station Master at Oxenholme was looking into the

matter on her behalf. She had explained to Avanti that funding was in place and a design drafted, however, that permission had not yet been received from the company.

E13/2023 (Biodiversity Policy) – The Development Manager explained that she would be putting out a press release in relation to the Council's Biodiversity Policy after this evening's meeting and further drew attention to the related item on the agenda in relation to pesticides.

Resolved: To receive the report.

E21/2023 Verbal Reports from Outside Bodies

Cllr C Russell provided an update on the work being carried out by Natural Kendal, reporting that the group met on a regular basis. A proposal was being put together for core funding for the organisation; the Website had been completed and was due to be launched. Conversations had taken place with experts in biodiversity within the Town and some had indicated that they were keen to become involved. The group had set up a community interest company.

Having been asked to provide more details on the organisation's brief, aims and the area to be covered, Cllr Russell explained that it would cover the whole of Kendal and the surrounding area. Major issues to be considered were in relation to connectivity and green corridors along the river and links to the wider catchment of the Kent down to the sea. In addition, consideration was being given to footpaths within the area and as to how they could be used to enhance biodiversity.

Whilst the work of a like-minded group was welcomed, attention was drawn to those areas which had already been considered by the Environment and Highways Committee and to the need to ensure that the work being carried out by Natural Kendal was not counter-productive. The need for all such groups to work alongside one another was stressed.

Resolved: To note the verbal update on the work of Natural Kendal.

E22/2023 Project Update Report

The Development Manager presented a report including an update of ongoing projects and Members were offered the opportunity to ask questions.

Finkle Street Benches – This project was on track and was due to be completed by the end of the week.

20mph – The additional data had now been gathered by Westmorland and Furness Council and the Policy was due to be reviewed in September. The Chair informed Members that Westmorland and Furness' Overview and Scrutiny Committee was due to consider the draft policy the following week, prior to the Highways and Transport Strategic Board. Consultation work could then commence and the matter brought into the public domain, with the map of Phase 1 being released following adoption of the policy. Discussion took place around publicity, the method of consultation, costs and the importance of ensuring that the project took place. Members were informed that Phase 1 would relate purely to signage, with Phase 2 potentially extending zones and installing traffic calming measures. The fact that most people did not want to break the law was raised and so it was hoped that the measures would be self-enforcing.

Mintsfeet Development – In response to a query, the Development Manager explained that there were a number of projects which required engagement with senior leadership at Westmorland and Furness Council. She informed Members that she had spoken with the

Cabinet Member for Sustainable Communities and Localities on all the projects being worked on, including footpaths. Mintsfeet was on the list and the Development Manager hoped that this would be considered in time for an application to the Shared Prosperity Fund although, she was unsure about support from Westmorland and Furness Council. Discussion took place in relation to proposals for football pitches and pump tracks at both this site and at Kendal Castle and the need to revisit this matter was raised.

Resolved: Proposals in relation to football pitches and pump tracks in the areas of Mintsfeet and Kendal Castle to be revisited by the Committee.

Solar Made Easy Kendal – Reference was made to the potential for a scheme for a group approach to solar companies, however, the Development Manager explained that this was similar to the current CAfS scheme. Cllr P Thornton undertook to pass on details regarding the group scheme to the Development Manager. Also raised was the need for clarity around planning consent in relation to installation of solar panels and also regarding people's perception of solar panels. It was suggested that Westmorland and Furness planning officers might be invited to a meeting of Kendal Town Council's Planning Committee to seek views on the installation of solar panels in the Conservation Area. It was felt that the Town Council would then have an opportunity to share its more relaxed views with the planners who strictly observed planning guidance on the matter.

Resolved: To invite planning officers from Westmorland and Furness Council to a future meeting in order to discuss the matter of installation of solar panels in the Conservation Area.

Living Roof Blackhall Road – In response to a query, the Committee was informed that no response had yet been received from BT. Living roofs on bus shelters on Blackhall Road had been deemed not to be cost-effective.

Wildflowers at Kendal Green – It was pointed out that the flowers were spectacular and that bees were loving the area.

Resolved: To note the report.

E23/2023 Environment and Highways Budget 2023/24 and Development Budget 2023/24

The Committee considered a newly-formatted report on the Environment and Highways budget for the current year.

The need for all Members of the Committee to feel confident in understanding the financial information provided and to take responsibility for this budget was stressed. To this end, it was suggested that training was necessary and further suggested that it may be helpful for the Chair to run through the budget at each meeting via slides.

Resolved: Training on interpretation of budget information to be arranged for Members of the Environment and Highways Committee.

Resolved: To note the report.

E24/2023 Cumbria Bee Plan

The Committee considered a report from the Project Officer. Pollinators and other insects were under threat, and many were experiencing declines due to habitat loss, pesticide exposure, disease and climate change.

The Cumbria Local Nature Partnership had recently launched “Cumbria’s Plan Bee - A Pollinator Action Plan”. The plan urged everyone in the county – communities, the new local authorities and other councils, farmers, landowners and businesses – to sign a pledge and take action to help Cumbria’s pollinating insects.

The plan also included actions that could be taken by local authorities to support pollinators, including raising awareness of pollinators and their habitat needs by supporting schools and increasing the number of young people who understand the value of their local pollinators.

The Committee was being asked to consider signing a pledge to support pollinating insects. Furthermore, it was being asked to allocate £360 to provide a bee house for each school in Kendal. These could be locally made and would be supplied to schools together with information on complementary actions that could be taken to support pollinators, for example, leaving some grass to grow long and planting pollinator-friendly plants. Members were advised that £5,267 remained in the Biodiversity New Projects tbc budget.

During discussion, concerns were raised with regard to the fact that honey bees were not necessarily good for the environment. This led to the suggestion for the need for a discussion with the Allotments Committee with regard to control of the number of hives being kept on Council allotments and the need to strike a balance between native and honey bees. Members, however, welcomed the proposal, also acknowledging the fact that non-native honey bees also acted as pollinators. It was further pointed out that two or three quotes should be sought in relation to the making of the bee houses.

Resolved: To sign a pledge to support pollinating insects.

Resolved: To allocate £360 from the Biodiversity New Projects budget for the provision of a bee house for each school in Kendal as outlined above, to be locally made, with two to three quotes first being sought.

E25/2023 Pesticides

The Committee considered a report from the Projects Officer which explained that there was currently a campaign, led by Pesticide Action Network (PAN UK), to create pesticide-free towns across the country. Pesticide was an umbrella term that referred to a wide range of compounds, including herbicides (designed to kill plants), insecticides, fungicides, rodenticides, molluscicides and nematicides and more.

The report concerned the use of herbicides in Kendal’s public spaces.

Reasons for wishing to go pesticide-free were numerous, but included contamination of local water supplies; the potential impact of pesticides on human health, the environment, biodiversity, and pollinator populations; and public concern.

Over 80 councils across the UK had either entirely stopped using herbicides or put measures in place to significantly reduce their use.

Details of alternative methods of weed control were provided within the report, including hot foam systems; hand weeding; acetic acid dilutions; manual approaches; flame treatment; steel brushing; high pressure hot water treatment; and electronic control systems.

Kendal Town Council was currently assessing its use of pesticides in line with the Council’s Biodiversity Policy which had been adopted by Full Council on 5 June, 2023.

Westmorland and Furness Council currently used glyphosate-based herbicides on pavements and in parks.

The Committee was asked to consider drafting a formal request to Westmorland and Furness Council to phase out the use of pesticides and trial alternative options for weed control.

The Committee discussed the matter at length and, whilst Members expressed strong support, there were also a number of concerns. These were in relation to how invasive species would be dealt with, there being no other effective means of removal other than to inject them directly with pesticide. In addition, questions were raised regarding the alternative methods suggested within the report, some of which were not in keeping with the Council's Climate Change policy, as well as around additional costs.

It was pointed out that Kendal Town Council only used pesticides on the small triangle of crazy paving nearby the Duke of Cumberland, and it was, therefore, suggested that the Town Council might lead by example and cease the use of chemicals altogether. It was further suggested that the Townscape Officer might be asked to consider patch testing different methods. Another suggestion was for the Town Council to offer to carry out a trial in a Westmorland and Furness Council area.

The potential to carry out research into safer chemicals which may be more appropriate for Council use was raised. It was felt that the Town Council had more work to carry out on its stance prior to approaching Westmorland and Furness Council with a formal request to phase out the use of pesticides.

The Projects Officer emphasised the fact that there were numerous case studies which had proved that it was possible to manage public places without the use of herbicides or pesticides.

Following discussion, it was proposed that a further report be brought to the next meeting of the Environment and Highways Committee for clarity around herbicides and pesticides, examples of other Councils which had ceased to use chemicals and success rates, information on the remaining stock of weed control chemicals kept by the Town Council, etc.

Resolved: To carry out further research as outlined above, with a further report to be presented to the Committee at its next meeting.

E26/2023 Serpentine Natural Play Update

The Development Manager reported that, in January 2023, Kendal Town Council had allocated £5,000 towards creating additional play and promotion opportunities around Fellside following the closure of the small play area in Nobles Rest Park.

Councillors had agreed to fund a variety of interventions, details of which were provided.

As the project had progressed, some of the funding needed to be reallocated to achieve core aims. It was, therefore, being recommended that the Committee reconsider the reallocation of the £900 for 'Additional Natural Play Ideas' to improving the Nature Trail way markers to ensure the Nature Trail had consistent way markers and look-out posts throughout the trail to complement the leaflet.

The Development Manager provided details on, and circulated copies of, the two separate draft leaflets relating to the Alphabet Trail and the Nature Trail. She explained that it was

hoped to sign off the final drafts within the next couple of weeks, with a view to launching them in September.

Resolved: To reallocate the sum of £900 for “Additional Natural Play Ideas” to fund improvements to the Nature Trail way markers, as outlined above.

E27/2023 Divestment and Banking

The Development Manager presented a report which informed Members that Divest UK was a national grass root organisation which was calling on public and private institutions to support divestment from fossil fuels and take action to secure a safe and healthy planet for future generations.

A Divest Cumbria group had been set up and was in the process of contacting town and parish councils regarding the Cumbria Group Pension fund and its credentials.

A number of local authorities had divested their investments in accordance with their declarations on climate change and included Waltham Forest, Southward, Islington, Lambeth and Cardiff. The Committee was being asked to consider support for Divest Cumbria.

The report further explained that Barclays Bank was widely acknowledged as one of the twelve global banks which continued to invest in fossil fuel extraction, including via the Tar Sands Pipeline Project.

The Town Council currently held one of its accounts with Barclays and, in accordance with its Climate Emergency declaration, could choose to switch to an alternative ethical banking provider.

In presenting the report, the Development Manager drew attention to the fact that the item and a decision actually fell within the remit of the Management Committee. However, Climate Change fell within the remit of the Environment and Highways Committee and, therefore, it could make recommendations to the Management Committee on the issue.

Whilst Members, on the whole, expressed support for the principle of switching to an alternative banking provider, the need to maintain value for money for Council Tax payers was acknowledged. In addition, strong concerns were raised with regard to making changes that could put risk to other people's pension funds.

Resolved: To ask the Management Committee to give consideration to the matter.

E28/2023 CIL Proposals

The Development Manager reported that, at May's Environment and Highways Committee meeting, Councillors had been informed of a new process to allocate funding to New Infrastructure projects via existing Community Infrastructure Levy funding.

Councillors had subsequently been contacted via email to share project ideas. Details of the ideas received to date were provided, as follows:-

Proposer	Project	Costs
Cllr Archibald	Replacement handrail alongside Fellside Methodist Church	£3750
Cllr Archibald	New bench at Windermere Road bus stop	£750 (approx)
Cllr Blunden	Community Water Fountain (options include renovating the existing Brewery Arts fountain or installing a new (internal or external) one in the Town Centre)	£5,000 (approx)
Cllr Blunden	New access ramp at 'The Eddington'	£10,000
Cllr Hennessy	20mph contribution	£11,600
TOTAL requested		£31,100
TOTAL CIL Available		£85,000

The Committee was being asked to review the suggestions, against the criteria that the initiative was additional to the statutory services of Westmorland and Furness Council, and to decide which were to be recommended for consideration by the Management Committee.

The Development Manager explained that "The Eddington" was the former United Reform Church on Highgate which Waste into Wellbeing were exploring as a venue for a new kitchen and climate change hub.

Whilst support was expressed for a community water fountain, it was felt that this should be situated within the Town Hall and not by renovating the existing one at Brewery Arts which had lead piping and may lead to health and safety issues. Attention was also drawn to the fact that officers at the former South Lakeland District Council had indicated that refurbishment would not be permitted. Also raised was the potential for the purchase of two new units at the suggested cost of £5,000, with an additional fountain to be installed in the Market Hall.

Resolved: All of the five suggestions outlined above to be recommended for consideration by the Management Committee for Community Infrastructure Levy funding.

E29/2023 Jury Recommendations Review Working Group

The Development Manager reported that, at May's Committee, a working group to review the Jury Recommendations had been established.

The Group had met on 5 June and had focused on the Council's ability to action, its impact and affordability of the various recommendations and had noted that there was always trade-offs and tensions.

Best practice from elsewhere had been cited, including the Global Sustainable Development goals, aligning with the Lancaster Jury experience and Cornwall's decision wheel.

Alex Downes had provided an overview of the actions that Westmorland and Furness were currently progressing, such as EV charging, planning, transport, trees and creating a circular economy tool to enable the sharing of resources. He had stressed that all were

opportunities to work together on normalising best practice particularly around renewables and business support.

The group had discussed the advantages of viewing the recommendations as overarching goals for the entire town rather than recommendations Kendal Town Council had to adopt as their own objectives.

Kendal Town Council's areas of influence and activity had been discussed. The idea of matching recommendations against existing activity, it had been felt, would create better stories and therefore a larger sphere of influence to engage others in helping the Council to achieve the town-wide recommendations.

Therefore, Kendal Town Council would become an organisation that tested ideas, shared best practice and promoted sustainability to others in a positive way. The Town Council would actively consider its impacts and shout about its journey, focusing on what it could do within areas that were stable and known, for example, it would always have to water the civic planting.

Ideas had been shared around current influencing opportunities as follows:-

- Within our green spaces (Alex confirmed this is already working) via wildflower projects and biodiversity grants
- Our engagement via the newsletter, Zero Carbon Kendal FB and instagram
- Our funding and grants – we could ask for more evidence of carbon reduction in application forms and offer free sustainable advice sessions to help create carbon reduction statements and visions for each festival we support
- Our civic events – we can transform the way we feed guests, influence how they arrive to our events and ensure the content of our events conveys the messages of the Jury
- 20mph – we can demonstrate how 20mph support traffic reduction (a Jury recommendation) via supporting the consultation with positive stories / pledges from people who will switch to bikes when 20mph is introduced
- Our planting – we can plant sustainable, drought resilient plants and develop projects to harvest rainwater to water them
- Our vehicles – we can explore EV van option and potentially reduce the size of the van if harvesting rainwater is successful. We can also utilise the van as a blank canvas to celebrate what we are doing
- Our allotments – we can engage our allotment holders to reduce pesticides and donate surplus food to WIW via a volunteer led cargo bike delivery service
- Our sustainability hub – We can be an active partner in the hub developments by commissioning murals, creating a library/resource space and consistent messages about what is currently happening in Kendal and what is in development
- Our decision process – We can utilise the Cornwall decision wheel and consider how potential projects support engagement by thinking about the story it will create and who can we tell it to so KTC can become an open source of best practice

Suggested actions were as follows:-

- Integrate Cornwall's decision-making wheel and 'story making potential' into future E&H proposals
- Develop a cargo bike allotment surplus proposal
- Develop the sustainability hub with civic events in mind
- Develop a rainwater harvesting map and action proposal
- Resurrect EV vehicle conversations

- Develop a sustainable planting approach – utilise Kendal Futures board member expertise to inform tender proposal
- Include carbon reduction support and evidence in community grants criteria and grant process redevelopment
- Continue promoting and processing biodiversity grants, wildflower planting, 20mph and current engagement routes to maintain momentum and demonstrate progress

The Committee was being asked to consider the Working group action points and to confirm support or otherwise for progression in this direction. The Development Manager suggested that the Committee might wish to concentrate on what the Town Council could do to demonstrate support for the recommendations.

Members welcomed the action points and the direction being taken. A query was raised as to the potential for the Town Council to lease the former South Lakeland District Council's electric vehicle and to wrap it in the Town Council's livery.

Resolved: To look into the potential for the Town Council to lease the former South Lakeland District Council's electric vehicle.

Resolved: To confirm support for progression in the direction detailed above.

The meeting closed at 9.25 p.m.

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, 25 July 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	Absent	C Stuart-Smith (Horticulture)	Present
A Yates (Kendal Civic Society)	Present		

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Janine Holt (Council Services Officer) and Pierre Labat (Townscape Officer).

Note – In the absence at the commencement of the meeting of Cllr A Blackman (Chair), Cllr R Sutton (Vice-Chair) took the Chair for the entirety of the meeting.

B1/2023 Apologies

Whilst an apology for absence was received and accepted from Cllr A Blackman (Chair), he arrived shortly after the commencement of the meeting.

B2/2023 Declarations of Interest

No declarations of interest were raised.

B3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

B4/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 11 April 2023 and to authorise the Chair to sign them as a true record.

B5/2023 Minute Action Sheet

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

B29/2022 (Kendal in Bloom 2023) – The Town Clerk reported that he would be writing at the end of the week to the Palace to invite King Charles to view the thrones.

B26/2022 (Review of Spend against Budget) – A comment was raised in relation to the planters at Stricklandgate House for which the Committee had earmarked a sum of £500 for the supply of soil, compost and plants, attention being drawn to the vast improvement in appearance.

Resolved: To note the report.

B6/2023 Review of Spend against Budget 2022/23

The Council Services Officer presented a review of spend against budget 2022/23 as at 11 July 2023. She advised the Committee that there would be no calls on the budget at this evening's meeting.

Resolved: To note the Committee's spend against budget at 11 July 2023.

B7/2023 Location of Rotary Crocus Planting 2023

The Council Services Officer reported that the Rotary had purchased 4,000 Ruby Giant (purple) crocuses, 4,000 Chrysanthus Romance (Gold crocuses) and 500 Tete a Tete small daffodils with a grant which had been awarded by the Kendal in Bloom Committee.

The Rotary members had suggested that they plant the majority round the slope of the Coronation Garden on Kirkland. They felt that it would make a good display at the entrance to Kendal. The grass was kept quite short in this location and so the flowers would be clearly visible. Alternatively, the Rotary would be happy to split the bulbs between a couple of sites and suggestions were welcomed. Planting of bulbs usually took place in November.

Members expressed support for the planting of the majority of bulbs at the Coronation Garden. Also suggested was the potential for planting a number of bulbs at Little Aynam, with Westmorland and Furness Council first being approached for permission.

Resolved: Subject to the Rotary's agreement to splitting the planting, the Committee suggests that the bulbs be split equally between the Coronation Garden on Kirkland and at Little Aynam, with Westmorland and Furness Council's consent first being sought with regard to those bulbs to be planted at Little Aynam.

B8/2023 Development of Civic Planting Strategy

The Council Services Officer reported that the civic planting contract had last been reviewed in 2019. This had been a light touch review, with the contract requirements having remained largely unchanged. Since then, weather patterns had changed quite considerably, and this had had a direct impact on the types of plants which thrived and the ongoing maintenance of the plants. The current planting scheme was very water intensive.

The contract was due for renewal in summer 2024. It was evident that the current requirements were outdated and were not sustainable in the long term. The contract renewal process provided the ideal opportunity to undertake a thorough review of the service and to make appropriate changes for the future.

Due to the complexity of the issue, the need for specialist input had been highlighted. The Committee was being asked to consider appointing an independent specialist who would review all the current civic planting procedures and would make recommendations for the future scheme. These recommendations would be used as the foundation for the development of a planting strategy in Kendal.

The Committee supported the proposal, acknowledging the need to put thought into the future management of civic planting. During discussion, the potential for any future sustainable scheme to be used as education for others was raised.

The Council Services Officer undertook to return to the next meeting with a firmer plan with costings.

Resolved: To support the proposals for the appointment of an independent specialist to undertake a review of the civic planting in Kendal, the Council Services Officer to bring a further report detailing a firmer plan with costings.

B9/2023 Kendal, Cumbria and Britain Bloom 2023

The Vice-Chair in the Chair took the opportunity to comment on how well the planting throughout the Town was looking and thanked all involved for their hard work.

The Council Services Officer provided a verbal update on the bloom initiatives 2023.

She first drew attention to the Kendal in Bloom competition pointing out that there had been a huge response, with a number of businesses and schools having been involved. The schools' thrones were currently in the Town Council's care and would be brought out again for the judging of Britain in Bloom the following week. The Committee expressed thanks to Horticare for their part in caring for the flowers which formed part of the thrones. Competition certificates would be issued at a celebration around September/October time, and the Council Services Officer sought suggestions from the Committee on the type of event that should be held. It was felt that this should be one event for both schools and businesses, either on a weekend or around 5.00 p.m., to be held in the Town Council Chamber with refreshments, with information on current Town Council initiatives being on display at the event. Also raised was the potential to hold an annual throne making for the Mayor of Kendal competition. The potential of displaying the thrones in the Town Hall Foyer on Britain in Bloom judging day was raised and officers undertook to find out whether this might be possible.

The Council Services Officer referred to the recent visit by Cumbria in Bloom judges and to the useful feedback which would assist in preparation for Britain in Bloom judging day. The Cumbria in Bloom awards ceremony would take place on 17 October and would again be hosted by Kendal Town Council.

The Council Services Officer drew attention to the fact that judging for Britain in Bloom would take place on Friday, 4 August. She circulated a copy of the tour itinerary which also showed that both the Council Services Officer and Cllr L Hendry would be accompanying the judges on the tour. A lengthy discussion ensued around volunteers, photographs, display boards, and current road closures and contingencies. The Council Services Officers pointed out that there would be a littler pick on the evening before the event, with herself and the Townscape Officer due to perform and additional check early on the following morning prior to the arrival of the judges, with particular attention to be paid to Aynam Road and Nobles Rest. She stressed the need for volunteers to follow the route ten minutes before the formal entourage in order to troubleshoot and ensure that all ran smoothly on the day and to check that the volunteers were in place. She also intended to ask Westmorland and Furness to use road sweepers in a number of areas. Attention was drawn to the need to ensure that the Old Police Yard was tidied up, as this area would be included within the tour so that judges could be informed that Kendal was a working town, that this was an urban landscape and that work was being carried out to enhance such areas. The tour would commence at the Town Hall with refreshments and all Members were invited to attend lunch at the Unitarian Chapel at 12.30 p.m. at the end of the tour in order to talk with the judges. The

Council Services Officer emphasised the need for the judges to experience positivity from those people that they talked to throughout the day.

The Vice-Chair in the Chair thanked the Council Services Officer for her update.

Resolved: To note the verbal update.

The meeting closed at 7.48 p.m.

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 4 September 2023, at 7.37 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Apologies	Cllr H Ladhams	Present
Cllr S Coleman (Chair)	Present	Cllr S Long	Present
Cllr J Dunlop	Present	Cllr D Rathbone (Vice-Chair)	Present
Cllr A Finch	Apologies	Cllr C Russell	Apologies
Cllr E Hennessy	Present		

Also present: Cllr G Archibald as substitute for Cllr A Finch. Cllr S Blunden was also in attendance at the meeting, however, whilst taking part in debate, did not vote on any of the items, as not a Member of the Committee. In addition, two members of the public, Debbie Binch and Anne-Marie Williams, from Cumbria Divest, were present at the meeting.

Officers in attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

Public Participation

Anne-Marie Williams, representing Cumbria Divest, addressed the Committee on the subject of Divestment. Ms Williams pointed out that Kendal Town Council was a key employer member of the Cumbria Local Government Pension Scheme (CLGPS). She further drew attention to the Council's commitment to taking action to support its declaration on climate emergency. Ms Williams provided a brief outline of what divestment was. She went on to provide details of the problems around pension funds engaging with fossil fuel companies, the financial case for divestment from fossil fuels and on the growing support for divestment. Cumbria Divest was asking the Council to write to Westmorland and Furness Council asking it to divest the CLGPS from fossil fuels. Although small in terms of staff numbers, Kendal Town Council, it was felt, could make a big impact by agreeing to add its voice on this matter. Ms Williams explained how Cumbria Divest could support the Council through the provision of a template letter to Westmorland and Furness Council, a session on divestment for staff, contact details for councillors to provide to residents seeking information on divestment (cumbriadivest@gmail.com or facebook: 'Cumbria Divest') and sources of advice/support for the pension fund manager about divestment.

Ms Williams answered a number of questions raised by Members. It was suggested that it would be of help for Cumbria Divest to provide more substantiation on engagement and, furthermore, that the organisation might discuss the matter with the Cumbria Pensions Committee. The need for additional examples of other councils and Local Government pension committees who had voted for divestment was also raised.

The Chair thanked Ms Williams for her presentation and for the provision of contact details.

M25/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Blackman, A Finch and C Russell.

M26/2023 Declarations of Interest

Cllr G Archibald declared an interest in Agenda Item No.8 (Investment and Climate Change), Minutes No.M30/2023 below, by virtue of the fact that he was Vice-Chair of the Cumbria Pensions Committee. Cllr D Rathbone declared the same interest by virtue of being Chair of that Committee. Whilst they would take part in the discussion on the item, they would take no part in the voting thereon. Those other Westmorland and Furness councillors present at the meeting, Cllrs E Hennessy and H Ladhams, also declared an interest in the same item by virtue of membership of that Council. Whilst they would take part in the discussion on the item, they would take no part in the voting thereon.

Cllrs G Archibald, E Hennessy, H Ladhams and D Rathbone, declared interests in Agenda Item No.9 (Community Governance Review), Minute No.M33/2023 below, by virtue of the fact that they were Members of Westmorland and Furness Council.

M27/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Town Clerk explained that his verbal update in relation to Agenda Item No.12b related to confidential matters and asked the Committee to consider whether to exclude the press and the public during discussion on that item.

Resolved: To vote on moving into Part Two for consideration of Agenda Item No.12b (Employment and Staffing Matters).

M28/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 3 July 2023 and to authorise the Chairman to sign them as a true record.

M29/2023 Minute Action Sheet

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

- *Ref. No.1* – The Town Clerk reported that he had discussed the Town Council's representation on Brewery Arts with the organisation and advised that he would shortly be bringing a paper to Full Council on both this and on the Council's representation on other outside bodies.
- *Ref. No.2* – The Town Clerk explained that the only outstanding action in relation to the land at Mintsfeet Riverside was with regard to a press release which he had yet to organise.
- *Ref. No.4* – With regard to telephony, the Town Clerk reported that he had spoken with a supplier with experience in the Town Council's sector and who could provide both telephones and software. He was pursuing the matter.
- *Ref.No.5* – The need to ensure that all committees gave consideration to their budget wishes at their meetings in September was raised, this in order for the information to be fed to the Management Committee in October. Also raised was the need for the establishment of a sub-group of Members of the Management Committee to develop a draft budget for consideration by the Management Committee at its meeting in October.

Resolved: Cllrs G Archibald, H Ladhams and C Russell to form a Sub-Group of the Management Committee to develop a draft budget for consideration by the Management Committee at its meeting in October, with meetings of the sub-group to be arranged by the Town Clerk in due course.

- *Ref. No.10* – The Town Clerk reported that, with regard to property, accommodation and building use, he and Cllr C Russell had walked through the building with the relevant officer from Westmorland and Furness Council, and that the officer would be coming back to the Town Council with a revised, reduced rent.
- *Ref. Nos.12 and 13* – The Town Clerk reported that the Plan for Kendal had gone out with the recently-published Newsletter and that it should, by now, have been published on the Council's Website. Attention was drawn to the fact that some people did not receive a copy of the Newsletter and the Town Clerk asked those individuals concerned to let him know so that he could look into the matter.

Resolved: Those Members who do not receive a copy of the Council's Newsletter to let the Town Clerk know so that he can pursue the matter.

- *Ref. No.22* – The Town Clerk explained that the review of outside bodies related to Ref. No.1 above, reiterating the fact that this work had commenced. The importance of receiving information from other outside bodies was stressed, it being pointed out that this would lead to making Council representation on outside bodies more effective.

Resolved: To note the report.

Note - Cllr G Archibald declared an interest in the following item of business by virtue of the fact that he was Vice-Chair of the Cumbria Pensions Committee.

Cllr D Rathbone declared the same interest by virtue of being Chair of the same Committee. Whilst they took part in the discussion on the item, they took no part in the voting thereon. Those other Westmorland and Furness councillors present at the meeting, Cllrs E Hennessy and H Ladhams, also declared an interest in the same item by virtue of membership of that Council. Whilst they took part in the discussion on the item, they took no part in the voting thereon.

M30/2023 Investment and Climate Change

Cllr E Hennessy, Chair of the Environment and Highways Committee, reported that at the last meeting, Members had considered a proposal from Divest Cumbria that it would be in keeping with the Council's position on the Climate Emergency to look at the investment arrangements of its leading financial institutions and to support their campaign for 'divestment', i.e. to withdraw investment capital from projects which were clearly not conducive to dealing with the Climate Emergency. The Committee had noted that, whilst it was the allocated body for the Council's Climate Change policies, the Management Committee was the appropriate vehicle for dealing with a wider, cross-cutting issue like pension arrangements (Minute No.E27/2023 refers).

The report presented to that meeting had informed Members that Divest UK was a national grass root organisation which was calling on public and private institutions to support divestment from fossil fuels and take action to secure a safe and healthy planet for future generations.

A Divest Cumbria group had been set up and was in the process of contacting town and parish councils regarding the Cumbria Group Pension fund and its credentials.

A number of local authorities had divested their investments in accordance with their declarations on climate change and included Waltham Forest, Southward, Islington, Lambeth and Cardiff. The Committee was being asked to consider support for Divest Cumbria.

The report further explained that Barclays Bank was widely acknowledged as one of the twelve global banks which continued to invest in fossil fuel extraction, including via the Tar Sands Pipeline Project.

The Town Council currently held one of its accounts with Barclays and, in accordance with its Climate Emergency declaration, could choose to switch to an alternative ethical banking provider.

Whilst Members of the Environment and Highways Committee had, on the whole, expressed support for the principle of switching to an alternative banking provider, the need to maintain value for money for Council Tax payers had been acknowledged. In addition, strong concerns had been raised with regard to making changes that could put risk to other people's pension funds.

The Management Committee's view was now, therefore, being sought on whether such a policy was appropriate and how one might be effectively enacted.

A lengthy discussion ensued. Members of the Management Committee expressed some concern, pointing out the complex issues in relation to the pension fund, the fact that they did not have the correct skillset or information with which to make a decision and also that they were not the recipients of the pensions involved. It was felt that if the Council was going to move forward on this, it needed to be made clear that this was partly due to its position on Climate Change and in order to set an example to others.

With regard to the issue of banking, it was felt that the Town Council should look to seek an alternative, not only due to the issue of fossil fuel but also with the aim of making banking more workable. The Town Clerk explained that both he and the Finance and Administration Officer had been looking at alternative banking arrangements and would shortly be coming forward with a proposal.

During conversation, Debbie Binch from Cumbria Divest took the opportunity to emphasise the fact that the organisation offered sessions for staff on divestment. She further pointed out that Keswick Town Council had recently changed banks.

In conclusion, the Committee felt that would be appropriate to instruct the Town Clerk to write to Westmorland and Furness Council's Pensions Committee to ask for their opinion on how they might incorporate a strategy that took them away from involvement in fossil fuel. The matter could then be brought forward for consideration by Full Council.

Resolved: To write to Westmorland and Furness Council Pensions Committee seeking its opinion on how they might incorporate a strategy that takes them away from involvement in fossil fuel for less focus on fossil fuel and, following this, to report further to a future meeting of Full Council.

At this point, concern was raised as to how this item had been included within the agenda for the meeting of the Environment and Highways Committee in the first place. Attention was drawn to the fact that committee chairs and vice-chairs were not always being consulted on the contents of agendas and it was suggested that lead officer should be reminded of this need.

Resolved: Lead officers to be reminded of the need to consult committee chairs and vice-chairs on the content of agendas prior to despatch and publication.

M31/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in, explaining that much of the content had been alluded to during conversation on the Minute Action Sheet (Minute No.M29/2023 above refers). He drew attention to the fact that good progress was being made with Meraki HR and that this would be touched on under Agenda Item No.12b (Employment and Staffing Matters) (Minute No.M36 below). The Town Clerk further wished to point out a risk in relation to Asset Management Reviews and the need for Council to formally resolved that both the Finance and Administration Officer and himself become signatories on the Council's accounts so that they could talk and engage with the banks.

Resolved: To authorise both the Town Clerk and the Finance and Administration Officer to become signatories on the Council's bank accounts.

The Town Clerk, in response to a query, explained that the Planning Committee would, at its first meeting in October, be considering the Department for Levelling Up, Housing and Communities' consultation which sought views on proposals to implement the parts of the Levelling Up and Regeneration Bill which related to plan-making, to make plans simpler, faster to prepare and more accessible. He advised that the whole Council would have an opportunity to provide input. This, he said, raised the question of trying to find a suitable date for a briefing to Council on Kendal Futures, which he hoped shortly to arrange.

Members welcomed the Action Plan and were keen, now that it was in the public domain, for it to be made easily available to all on the Council's Website. It was also suggested that the document might be shared with Members through other means rather than via the Website. The Town Clerk felt that publication of the document on the Website was a good idea and reported that he was currently looking into moving away from WordPress to a different and more user-friendly publishing platform. Members were keen for improvements to be made and acknowledged the need for inclusion of funding within the next Budget.

Resolved: To consider funding for a new website platform within the 2024/25 Budget.

Resolved: To note the report.

M32/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk drew particular attention to the inclusion within the report of the reserve statements which showed a breakdown of the Council's earmarked reserves. The Chair thanked the Town Clerk for the work which had been carried out in this regard which provided clarification and helped Members to understand how money was allocated. The Town Clerk explained the reason for the need for a reserve titled "Cllr Contributions" which was in relation to the total amount contributed by Members over the last three years for the Cycling and Walking Project and was purely to demonstrate that this particular earmarked reserve had not been lost in the system.

Resolved: To note the report.

Note - Cllrs G Archibald, E Hennessy, H Ladhams and D Rathbone, declared interests in the following item of business by virtue of the fact that they were Members of Westmorland and Furness Council.

M33/2023 Community Governance Review

The Town Clerk reported that, in the run up to Local Government Reorganisation (LGR), it had been noted that the Town Council's electoral cycle would become out of sync with that of the principal authority. Town Councillors had been elected for four years in May 2022. In an election held on the same day, Westmorland and Furness Councillors had been elected for a five-year term, the first of which would see them acting in a shadow role. Kendal Town Council's next scheduled election was due to take place in May 2026, whereas the principal authority's was not until 2027.

The savings made by sharing an election day were obvious, when considering the budget allocation made for the new Barrow in Furness Town Council in 2023, in excess of £100,000. Kendal Town Council had been charged around £33,000 for the cost of a shared election in 2022.

In the Council's feedback to the consultation on LGR in 2021, it had been noted that the Council would seek a review of its election dates through a Community Governance Review (CGR) as soon as practicable, once the new unitary authority had been created.

The Town Clerk explained that the Council could seek a CGR on this narrow criterion, or propose to extend the review to cover any boundary or other issues it may have.

The Town Clerk's report provided details on previous reviews. In 2018-19, South Lakeland District Council (SLDC) had conducted a formal CGR for parish boundaries and electoral arrangements. Kendal's southern boundary had been supposed to be aligned with that of the new developments in Oxenholme, pending approval by the Local Government Boundary Commission for England. To date, this change did not appear to have been effected. In 2014 there had been a proposal for a CGR to move the boundary north of Hallgarth to accommodate future development sites within Kendal. This had been countered by a proposal from Burneside Parish Council that all of Hallgarth be incorporated instead into one of their constituent parishes (Burneside was a joint Parish Council for the civil parishes of Strickland Roger and Strickland Ketel). This request for a CGR had been turned down by SLDC on the basis that there had been a general CGR in the previous year in which this issue had not arisen.

The Local Government and Public Involvement in Health Act, 2007, which created the process for Community Governance Reviews, recommended that principal authorities kept their community governance arrangements under review, and empowered them to hold a review at any time, though there are grounds on which they could refuse to carry out a review. The development of new estates on the edge of a parish was cited as a good reason to hold a CGR.

Any proposal to alter the boundaries of the civil parish of Kendal would probably require a demonstration of support from the communities involved, through a petition, for instance.

It was recommended that the Council seek a CGR from Westmorland and Furness Council to alter its electoral cycle so that it was in sync with that of the principal council.

Discussion raised reference to the potential increase in size of Kendal should land allocation go through for housing and the potential, for example, for the doubling of the size of Natland Parish. This, it was felt, should be looked at at the same time. Members supported the recommendation for a request for a CGR for the alteration of the electoral cycle, however, further proposed the need to seek a review of boundaries in order to address new housing development.

Resolved: To seek a CGR from Westmorland and Furness Council to alter the Town Council's electoral cycle so that it is in sync with that of the principal council and, in addition, to seek a review of boundaries in order to address new housing developments.

M34/2023 Council Open Space Land Acquisitions

The Town Clerk reported that the Council now owned two public open spaces, at Vicarage Drive, and at Mintsfeet. The purpose of these strategic acquisitions was to assist in the promotion of connectivity – between Kirkbarrow and the educational establishments around Vicarage Drive (for the Vicarage Drive land), and for the river corridor (for the Mintsfeet land). Both sites contained mature trees, which required their own management arrangements. Subsequently, both sites presented opportunities for biodiversity planting, for improvements to footpaths and signage, and for seating.

It was recommended, therefore, that the Management Committee allocate £4,000 drawn from the General Reserve, for the completion of tree surveys and a general management plan for biodiversity. (current costings for tree surveys were within the range of £1,400 to £5,400). In addition, it was recommended that the oversight of these sites passed to the new Environment Committee, for the development of appropriate management plans.

Cllr E Hennessy, Chair of the Environment and Highways Committee, took the opportunity to inform Members that Natural Kendal had recently indicated that, with regard to the land at Vicarage Drive, a representative of the organisation would be addressing the next meeting of the Environment and Highways Committee with an offer for that organisation to take on stewardship for that piece of land for educational and biodiversity purposes. The Town Clerk explained, however, that the Council would still have to carry out tree surveys for insurance purposes. In response to a query, he believed that it may be possible for this money to be drawn down from CIL.

Resolved: To allocate £4,000 from CIL for the completion of tree surveys and a general management plan for biodiversity in relation to open spaces at Vicarage Drive and Mintsfeet, with the oversight of these sites to pass to the new Environment Committee for the development of appropriate management plans.

M35/2023 CIL Allocations 2023-24

The Committee considered a report which explained that Kendal Town Council received Community Infrastructure Levy (CIL) payments from the local Planning Authority (now Westmorland and Furness Council). The original South Lakeland District Council advice note at Appendix 1 to the report explained where the money came from and what it might be spent on. Appendix 2 to the report provided the Criteria which had been set by Kendal Town Council in 2017 for considering CIL allocations.

When the Council had set its precept and budget in February 2023, it had also agreed reserve allocations from the 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 the Council.

Details relating to the current CIL receipts and expenditure were provided, the total remaining figure being £167,118.66. In addition, details of the CIL allocation spend to date were included within the report.

Subsequent CIL spending was to be assessed by the Management Committee at its meetings in September (for 2023-24) and November (for 24-25). Proposals for expenditure from Committees were to be prepared in advance of those meetings.

Proposals for 2023-24 had been received as follows:-

Proposer	Project	Costs
Environment and Highways (Cllr G Archibald)	Replacement handrail alongside Fellside Methodist Church (£3750) Strengthen and pain Undercliff handrail (£988)	£4,738
Environment and Highways (Cllr G Archibald)	New bench at Windermere Road bus stop	£750 (approx)
Environment and Highways (Cllr S Blunden)	Community Water Fountain Options include renovating the existing Brewery Arts fountain or installing a new (internal or external) one in the Town Centre	£5,000 (approx)
Environment and Highways (Cllr S Blunden)	New access ramp at 'The Eddington'	£10,000
Environment and Highways (Cllr E Hennessy)	20mph contribution	£11,600
Christmas Lights and Festivals (Cllr M Helme)	Ice Rink Infrastructure – installing three phase external power and weight bearing survey for former bowling green area to inform feasibility of installing ice rink structure	£15,000 approx
Christmas Lights and Festivals (Cllr H Ladhams)	Kendal Christmas Lights Upgrade. To improve the Christmas Lights an enter a rental contract with an Xmas Light specialist to enable modern and different displays each year	£30,000 approx
Environment and Highways (Cllr E Hennessy)	Several Kendal Yards are in need of repair. This funding would contribute to a Kendal Futures initiative to improve a number of Yards via the required preparatory works and artist murals	£10,000
Total of Proposals		£87,088

Other considerations contained within the report were as follows:-

Allotments - The Council had spent money (£30,000) from its Allotments Reserve to improve and expand provision of Allotments at Canal Head. Provision of allotments was a statutory duty imposed on the Town Council. Demand for allotments was a direct consequence of development. CIL could be used to replace the allotment reserve, to enable the Council to seek further new allotment sites.

Green Space Improvements - The Council had acquired two green spaces in its own right, which require investment to bring them to a standard commensurate with the Council's aspirations for their use. Other green spaces in the town had been identified as requiring investment (Bowling Fell, Heron Hill OS, etc). The CIL could be used to improve signage, lighting, planting, play facilities, paths and access, etc.

Bus Shelters - The Council currently managed around half the total bus shelters in the town. It could set aside funds to improve and expand this provision, in order to promote the use of buses as a part of the shift from individual cars.

River Corridor Route - The Council had identified the River Corridor as requiring investment to improve its attractiveness as a travel route. Outside the areas being affected by the EA, there were route sections at Wattsfield and Mintsfeet (among others) requiring considerable investment to bring them to an acceptable standard.

Town Centre Improvements - As well as improving the Christmas Lighting, the Kendal in Bloom Committee was looking at ways that the floral display infrastructure could be strategically modernised to reflect the challenges of a changing climate and reductions in maintenance.

Sports and Nature Hub - The Council had already set aside a small sum (£7,500) to support the development of a Sports and Nature Hub on the former Highways Depot in Mintsfeet. Further CIL allocations could be earmarked for this project.

The Chair thanked the Town Clerk and officers for their work on this matter.

A lengthy discussion ensued. Stressed was the need for CIL funding to be used to the benefit of all of Kendal's residents rather than being specifically ward-focussed. The Town Clerk, however, pointed out the need to have regard to those wards which had been affected by development. He also drew attention to the fact that the total sum of CIL was now far in excess of the £86,000 originally budgeted for and to the need now to move forward on allocating and using the money.

The Committee discussed each proposal in detail.

Resolved: To allocate funding to the following projects:-

- replacement handrail along Fellside Methodist Church (£3,750) and strengthen and paint Undercliff handrail (£988);
- community water fountain (£5,000 approx.);
- 20mph contribution (£11,600);
- Kendal Yards (£10,000);

Resolved: To defer consideration of funding of the following projects pending receipt of further information:-

- new bench at Windermere Road (to be considered alongside the bus shelter scheme);
- new access ramp at "The Eddington";
- ice rink infrastructure;
- Kendal Christmas lights upgrade (ensure any future bid links to CIL requirements);

Resolved: To allocating funding of £25,000 towards Allotments.

Resolved: To defer consideration of the following:-

- green space improvements;
- bus shelters;
- river corridor route;
- Town Centre improvements; and
- Sports and Nature Hub.

During consideration of the item, it was noted that the Town Council received only 15% of the total of CIL receipts. Raised therefore was the need to ask the Unitary Authority how its portion of CIL money was being used within the Town in order that the Town Council might be able to assess where the gaps were and to ensure that work was not being duplicated. The Town Clerk suggested that the

Committee instructed him to write to Westmorland and Furness Council to enquire what had been spent, what their plans were and to ask them to involve the Town Council.

Resolved: To write to Westmorland and Furness Council seeking information on how its portion of CIL money was being spent, what its plans are and to ask them to involve the Town Council moving forward.

M36/2023 Employment and Staffing Matters

(a) The Committee was requested to appoint Members to its Staffing Sub-Committee.

Resolved: To appoint Cllrs S Coleman, J Dunlop and D Rathbone to the Staffing Sub-Committee.

Part Two

The next part of this item was considered following a resolution to exclude the Press and Public, due to the confidential or commercial sensitivity.

(b) The Town Clerk provided a verbal update on long term sickness absence and other staffing matters. He drew attention to the helpful support being provided by Meraki HR.

Resolved: To note the verbal update.

Part One

Members voted to move back into Part 1 for the remainder of the meeting.

M37/2023 Newsletter and Publicity

Raised was the need for more staff resilience around publicity, as well as the production of a suitable spreadsheet in relation to press releases. The latest Newsletter had just been published, with the next due to be out just before Christmas. In response to a query, the Town Clerk explained that there was a standard format for the Town Council's press releases and that it took around 1.5 hours to prepare one. This was not always easy due to limited staffing resources. A query was raised as to how this could be more easily dealt with. The need for inclusion of an article on Cumbria Plan B Bee Houses within the next Newsletter was raised.

Resolved: To produce a suitable spreadsheet in relation to press releases.

Resolved: To include an article on Cumbria Plan B Bee Houses within the next edition of the Newsletter.

Resolved: To note the verbal update.

The meeting closed at 9.37 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, 31 July 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant). One member of the public was present.

P42/2023 Apologies

Apologies for absence were received and accepted from Cllrs R Edwards and D Rathbone.

P43/2023 Declarations of Interest

No declarations of interest were raised.

P44/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P45/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 17 July 2023 and to authorise the Chair to sign them as a true record.

P46/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk reported that there had been no further progress made on any of the items at this stage.

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

P47/2023 Planning Process and Issues

There were no planning process issues for consideration.

P48/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, advised the Committee that there had been no further meetings of the Group. Further to Minute No.P38/2023 of the Planning Committee held on 17 July 2023, a planning application

was awaited in relation to the relocation of the Fountain from Aynam Road to Abbot Hall.

Resolved: To note the verbal update.

P46/2023 Planning Applications

Attention was drawn to an additional planning application which had been received by the Town Council on 27 July 2023. This was Planning Application No.SL/2022/0921 (Land at Brigsteer Road (Phase 3), Kendal, and was in relation to amended plans. A response was required by 10 August and so, with the permission of the Chair, would be considered at the end of the schedule of 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 6.45 p.m.

Kendal Town Council
 Responses from Planning Committee: 31 July 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0367	Beech House, 40 Greenside, Kendal Replacement double glazed timber front bay window	Fell	1 August	No Material Objections , however, the Committee expresses disappointment in relation to the poor drawings and lack of measurements, as well as the fact that there are no drawings or pictures showing the side elevation or the bifold aluminium door.
2	SL/2023/0511	8-10 Kirkland, Kendal Re-roofing works to include Solar PV to front and rear roofs	Kirkland	2 August	No Material Objections subject to the Conservation Officer being satisfied that the front PV panels will not impact detrimentally on the visual amenity of the Conservation Area.
3	SL/2023/0534	43-45 Branthwaite Brow, Kendal Fitting of inset photovoltaic panels to the rear elevations of the buildings	Fell	8 August	No Material Objections
4	SL/2023/0547	High Park Cottage, Oxenholme, Kendal Variation of condition 2 (Approved plans) & 7 (Materials) attached to planning permission SL/2020/0726 (Construction of a new dwelling in place of the existing converted garage building)	Oxenholme	10 August	No Material Objections

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
5	SL/2022/0921	Land at Brigsteer Road (Phase 3), Kendal Erection of 24 dwellings with associated vehicular access, roads and footways, hard and soft landscaping, drainage and other associated works MAJOR	Highgate	10 August	The Committee seeks an extension to the consultation period. If, however, this is not possible, then the Committee delegates authority to the Town Clerk, in consultation with the Chair and Vice-Chair, to comment on the application.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 14 August 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In Attendance: Inge Booth (Democratic Services Assistant).

P47/2023 Apologies

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

P48/2023 Declarations of Interest

No declarations of interest were raised under this item.

P49/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P50/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 31 July 2023 and to authorise the Chair to sign them as a true record.

P51/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Reference was made to P95/2022 (Planning Process and Issues) and P164/2022 (Minute Action Sheet), Members raising the need now to seek action on arrangements for Planning Training for Members, the new Council year having commenced in May.

Resolved: The Town Clerk to be asked to progress action in relation to P95/2022 (Planning Process and Issues) and P164/2022 (Minute Action Sheet) and arrangements for Planning Training for Members.

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

P52/2023 Planning Process and Issues

The Chair referred to a suggestion which had been made with regard to the potential for Westmorland and Furness Council's Development Management Team to provide an indication of pertinent points for consideration when discussing individual significant planning

applications for large developments.

Resolved: To ask Westmorland and Furness Council's Development Management Team whether it would be possible to provide an indication of pertinent points for consideration when Kendal Town Council's Planning Committee discusses individual significant planning applications for large developments.

Furthermore, the Chair suggested that the Westmorland and Furness Council's Development Management Team be asked, when seeking comments on material amendments in relation to large developments which had already been granted approval, whether it would be possible to provide a clear description of the amendment.

Resolved: To ask Westmorland and Furness Council's Development Management Team, when seeking comments on material amendments in relation to large developments which have already been granted approval, whether it would be possible to provide a clear description of the amendment.

Also raised during the meeting was the potential for Kendal Town Council Planning Committee Members to carry out site visits in relation to large developments, at the same time observing protocol as regards pre-determination.

Resolved: To ask the Town Clerk to look into the potential for site visits by Kendal Town Council Planning Committee Members to large developments.

Furthermore, Members were keen to know how much of the Land Allocation Plan's five year deliverables needed to be within the Kendal area rather than, for example, Ulverston.

Resolved: To ask the Town Clerk to seek to discuss with officers at Westmorland and Furness Council the question of the Land Allocations Plan's five year deliverables.

Resolved: To note the verbal update.

P53/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that there had been no further meetings of the Group since the last meeting of the Planning Committee. Work continued in the Gooseholme area and exploratory work was being carried out in relation to the fountain on Aynam Road and the proposed relocation to Abbot Hall. Cllr Cornthwaite referred to the work being carried out by Town Councillors, members of the Flood Relief Scheme Working Group and local volunteers on the footpath from Romney Road to Scroggs Lane. In response to a query, he explained that this work bore no relation to the Flood Relief Scheme but that the work was in relation to connectivity right along the river corridor. The Chair drew attention to the fact that it was appropriate to carry out this work at the same time as the Flood Relief Scheme, with funding being available from United Utilities. In response to a further query, Cllr Cornthwaite explained that options with regard to parking in the Castle Street and Castle Crescent area had been explored, however, that no alternative options had come to light. No arrangements had as yet been made for a further meeting of the Group.

Resolved: To note the verbal update.

P54/2023 Planning Applications

The Committee considered the Planning Applications as detailed 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 7.16 p.m.

Kendal Town Council
 Responses from Planning Committee: 14 August 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	<u>SL/2023/0561</u>	25 Dunmail Drive, Kendal Extending the existing front dormer to the width of the house	Heron Hill	15 August	No Material Objections provided that the materials used are in keeping with the character and appearance of those used in other properties in the neighbouring area.
2	<u>SL/2023/0560</u>	Unit 2 Gibsons Of Kendal, Mintsfeet Road South, Kendal Construction of industrial building containing 4 self contained letting units (Use Class B2 & B8)	Mintsfeet	15 August	No Material Objections subject to United Utilities' drainage condition (11/8/23) for sustainable development and management of flood risk; officers being satisfied with contaminants reporting and suitable arrangements for public rights of way; and provision for net biodiversity gain of at least 10%.
3	<u>SL/2023/0562</u>	Flat 1, 64 Stramongate, Kendal Subdivision of single flat into two flats	Fell	17 August	No Material Objections <i>Note – Cllr A Finch declared an interest in this application by virtue of the fact that he was acquainted with the applicant and took no part in the discussion or voting on the item.</i>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	<u>SL/2023/0564</u>	Land north of Laurel Gardens, Kendal Variation of condition 2 (Approved plans) attached to planning permission SL/2019/0602 (Residential development with associated landscaping and infrastructure) (MAJOR APPLICATION)	Strickland	17 August	<p>Recommend Refusal due to seeming over-development of the site and neighbour concerns. There is insufficient provision for net biodiversity gain and the developer should look to include planting and green barriers.</p> <p>A suitable substantive response should be made to neighbour comments regarding increased risk of flooding regarding SUDs and that the lack of privacy is dramatically increased since the original application owing to an increased number of dwellings.</p> <p>On-street parking as shown will cause access issues for emergency and service vehicles.</p> <p>The Committee suggests, therefore, that the application reverts to the previous proposals which were granted for the site.</p> <p>Note – Cllr D Rathbone, Chair, abstained from voting on this application.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
5	<u>SL/2023/0174</u>	Land Adjacent to 17 Gillinggate, Kendal Detached dwelling	Highgate	16 August	Recommend Refusal in line with the comments raised by the Civic Society and Conservation Officer. This Committee agrees with the specifics in these two submissions and underlines that this it does not '(make) a positive contribution to local character and distinctiveness'. This development is unsympathetic to its immediate surroundings and is not in keeping with the character and appearance of the immediate vicinity. It does not preserve or enhance the character, distinctiveness or appearance of the area (NPPF 190 and 197 [above]). The Committee objects to the scale, block appearance and use of materials (zinc and brushed uPVC) as proposed.
6	<u>SL/2023/0576</u>	Town and Village Green Area, Kendal Fell, Kendal Variation of conditions 4 (siting of the sign 4) & 5 (fence) attached to planning permission SL/2021/1147 (Signs & viewing platforms)	Fell	25 August	No Material Objections

7	<u>SL/2022/0921</u>	<p>Land at Brigsteer Road (Phase 3), Kendal</p> <p>Erection of 24 dwellings with associated vehicular access, roads and footways, hard and soft landscaping, drainage and other associated works MAJOR</p>	Highgate	18 August	<p>Recommend Refusal.</p> <p>SHENA looks to two and three bedroom dwellings being provided and this application is in contravention of that outline and of local need. There are not enough of these on the site.</p> <p>There is no play area to the south of the development.</p> <p>There is a lack of provision for net biodiversity gain.</p> <p>On street parking as shown will cause access issues for emergency and service vehicles.</p> <p>The plans show use of block paving as opposed to tarmac, which is harder to maintain and which should be justified given the original consent.</p> <p>The travel plan is inadequate because it needs to take into account the new development on Underbarrow Road which will use the same roads and thus increase total road traffic.</p> <p>A decision must also take into account the 'most used' route for south-west / south with less number of junctions is Underwood – Stainbank Road – Vicarage Drive (or Westwood Ave to Vicarage Drive) This route is already a rat-run south. The development's traffic will have an impact on the already excess speed along Stainbank Road, which necessitates braking sharply to turn left onto Vicarage.</p>
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				<p>This has already been a cause of concern for residents for years without the proposed increase in traffic volume. The traffic backs up on Vicarage Road and is also impacted by the double parking of Kendal College users. The nursery, primary schools (x2) are accessed from higher on Vicarage Road and children's safety must take highest priority.</p> <p>The Committee is very much in support of the Development Brief's adopted position that Cedar Grove will be closed to traffic from the Allocated Site and provide EVA and Active Travel route only ie pedestrians and cyclists. This will prevent Cedar Grove becoming the rat-run for all traffic that is heading to Romney junction and enable children a safer passage to school. Having sole access from Brigsteer Road will encourage a percentage of vehicles to use other routes, from therefore spreading the load.</p> <p>In addition, the majority of the traffic from Brigsteer which is headed for Beast Banks uses East View instead of Greenside / Bankside to avoid the busy crossroads junction. In this case, if additional traffic movements caused queuing to Greenside then that queue would also block the 'crossroad' junction of Brigsteer Road to East View.</p> <p>Any alterations should be made in accordance with the Development Brief, especially with regard to entrance and exit</p>
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No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
					<p>routes for traffic. Anything that differs from the Development Brief must be referred back to the Local Plan itself. In addition, any alterations to one phase of the development must be seen in relation to all four phases of the Development, particularly with regard to the road entrance and exit from the development, and in line with the Development Brief.</p> <p>The Committee suggests, therefore, that the application reverts to the previous proposals which were granted for the site.</p> <p><i>Note – Cllr D Rathbone, Chair, abstained from voting on this application.</i></p>

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 4 September 2023, at 6.32 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	Cllr A Finch	Present
Cllr J Cornthwaite	Present	Cllr H Ladhams (Vice-Chair)	Present
Cllr L Edwards	Present	Cllr D Miles	Present
Cllr R Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr G Supka	Present		

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

P55/2023 Apologies

There were no apologies for absence.

P56/2023 Declarations of Interest

Cllr G Supka declared an interest in Agenda Item No.9, Planning Application Ref. No.5 (SL/2023/0568 and SL/2023/0569), Minute No.P63/2023 below, by virtue of the fact that he was the applicant.

P57/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P58/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 14 August 2023 and to authorise the Chair to sign them as a true record.

P59/2023 Minute Action Sheet

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

Refs. Nos. 1, 2 and 7 – The Town Clerk, in response to a query, reported that he awaited a response from the Royal Town Planning Institute with regard to planning training for Members.

Ref. No.3 – The Town Clerk undertook to follow up with Westmorland and Furness Council the matter regarding a review of the Kendal Town Council Conservation Area, having not yet received a response to his initial approach.

Ref. No.5 – The Town Clerk reported that he had, as yet, received no response from Westmorland and Furness Council with regard to the proposed relocation of the fountain on Aynam Road to Abbot Hall and undertook to follow this up with them.

Resolved: The Town Clerk to follow up with Westmorland and Furness Council the matter regarding the proposed relocation of the fountain on Aynam Road to Abbot Hall.

Ref. No.9 – The Chair suggested that it would probably not be possible for planning officers at Westmorland and Furness to provide an indication of pertinent points for consideration by Kendal Town Council's Planning Committee when considering significant planning applications for large applications, mainly due to the fact that the consultation deadline for such applications would not be until after the Town Council's Planning Committee had considered them.

Ref. No.10 – The Chair stressed the fact that provision by planning officers at Westmorland and Furness of a clear description of the actual amendment in relation to amendments in relation to large developments already granted approval would be very helpful. The Town Clerk explained that this should be feasible, however, that this was outside Westmorland and Furness Council's statutory role. Attention being drawn to a number of forthcoming planning applications, it was further raised that the Lake District National Park Authority had indicated that provision to the Town Council of information on applications within the Kendal Boundary was not a statutory role. To this end, the Town Clerk undertook to set up alerts on these applications to Town Council officers.

Resolved: To arrange for alerts to be sent to the Town Council in relation to Lake District National Park Authority planning applications within the Kendal Boundary.

Ref. No.11 – The Town Clerk advised that he had not yet received a response in relation to the question put to Westmorland and Furness Council regarding the Land Allocations Plan's five year deliverables. The Committee asked for this matter to be pursued and for a further question to be raised as to why these appeared mostly to be within Kendal.

Resolved: To pursue the enquiry with Westmorland and Furness Council regarding the question of the Land Allocation Plan's five year deliverables and as to why these appear mostly to be within Kendal.

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

P60/2023 Protocol for Site Visits

Further to Minute No.P52/2023 and a request by the Committee, the Town Clerk presented a draft Protocol for Site Visits. The protocol referred to the fact that not every planning issue would require a site visit, however, sometimes it was necessary for Members to gain further information before submitting a formal response to the local planning authority. Also, in some instances, councillors may be asked by the applicant to give an opinion on a proposed development prior to submission of a planning application. Councillors and the Clerk needed to exercise care when meeting any third parties. The protocol provided procedure to be followed under these circumstances.

Members welcomed the protocol, however, it was suggested that reference within the document to the Chair should be altered to "the Chair or Vice-Chair".

Resolved: Subject to the amendment raised at the meeting and outlined above being made, to adopt the Protocol for Site Visits, as attached to the agenda, for implementation with immediate effect.

P61/2023 Planning Process and Issues

The Chair drew attention to the fact that the planning application with regard to Phase 3 of the Brigsteer Rise development was due to be considered by Westmorland and Furness Council's Strategic Planning Committee on 19 September 2023 at 10.00 a.m. He sought agreement, as previously discussed by the Committee, from Members for the Town Clerk to

attend and to address that Committee, forcefully emphasising the points raised by Kendal Town Council's Planning Committee.

Resolved: The Town Clerk to address the Westmorland and Furness Council Strategic Planning Committee in relation to Phase 3 of the Brigsteer Rise development at the meeting on 19 September 2023, forcefully emphasising the points raised by Kendal Town Council's Planning Committee.

The Chair further drew attention to two applications due to be considered by the Westmorland and Furness Council's South Lakeland Area Planning Committee on 7 September 2023. These related to Bluebell Close and Laurel Gardens, however, it was felt that nothing further needed to be submitted on these applications.

The Town Clerk finally drew attention to forthcoming online training on 20 September 2023 between 12.00 p.m. and 1.30 p.m. on how the design briefs in relation to the new Levelling Up Bill and changes in setting of Local Plans would work. He undertook to email details on the session to all Members of the Planning Committee and asked them to let him know if they wished to attend.

Resolved: The Town Clerk to email to all Members of the Planning Committee details in relation to the online training session on design briefs, Members to get back to him regarding attendance.

Resolved: To note the verbal updates.

P62/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that no further meetings had been held to date. It was hoped that a meeting would be arranged for late September/early October. He referred to the recent refusal to accept a planning application as a minor material amendment in relation to the scheme at New Road. Discussion led to Cllr Cornthwaite undertaking to discuss the matter with the Environment Agency and then to submit a letter of support.

Resolved: Cllr Cornthwaite to discuss the matter of recent refusal to accept a planning application as a minor material amendment in relation to the flood relief scheme at New Road with the Environment Agency and also to discuss public presentation of events with them.

Resolved: To note the verbal update.

P63/2023 Planning Applications

The Committee considered the Planning Applications as detailed 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 7.32 p.m.

Kendal Town Council
 Responses from Planning Committee: 4 September 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0581 & SL/2023/0582	The Lakeland Museum, Abbot Hall Art Gallery, Kirkland, Kendal Demolition of late 20th century linking structure	Highgate	29 August	No Material Objections provided that the window at the gable end is restored as per the design brief.
2	SL/2023/0590	12 Red Tarn Road, Kendal To remove the existing white upvc framed conservatory and build a garden room with tiled roof on a slightly larger footprint	Heron Hill	31 August	No Material Objections provided that checks are in place to ensure that net biodiversity gain is actioned as stated.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
3	SL/2023/0596	<p>Dividing Wall at entrance to Wainwrights Yard, Stricklandgate, Kendal</p> <p>1. New front entrance sign. A powder-coated aluminium sign, with 3D lettering and colour changing LED light beam. 2. High level banner</p>	Fell	31 August	<p>Recommend refusal in line with the Conservation Officer's response. The Committee raises concern that the applicant does not demonstrate an understanding of the needs of the area or of the Listed Buildings in close proximity to the proposal. The Committee objects specifically to the lettering and colour-changing LED light beam as this does not "respond to the local character and distinctiveness" except in a negative way. Without prejudice to the details of any future application, the Committee would look more favourably on an unchanging, single-colour light beam in any future application. However, the Committee has no objection to the high level banner.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0527 & SL/2023/0528	Wainwright's Yard, Kendal Refurbishment of the 2 entrance passageways off Stricklandgate, new front entrance sign to replace existing, new slate paving with LED uplighters to replace coloured resin flooring in the passageways and out into Stricklandgate, installation of digital screens in the passageways to advertise retailers and event in the yard, upgraded LED down lighters in the ceiling & new 'Wainwright's Yard & Booths' combined banner	Fell	4 September	Recommend refusal in line with the Conservation Officer's response. The Committee feels that the proposal is inappropriate given both the needs of the area and intrusive in the specific location, given the narrow entrance way to the yard. The proposal could have a negative impact on some who may be detrimentally physically affected by the lighting. The Committee feels that the Design and Access Statement is totally inadequate to justify the scale of harm of the application to the heritage assets of this locality – it states the relevant issues but does not address any suitable solutions. The proposal is over-intensive and overbearing in this narrow space, does not “respond to the local character and distinctiveness” except in a negative way and is, therefore, not appropriate.
5	SL/2023/0568 & SL/2023/0569	Flat 4, 150 Highgate, Kendal Replacement of single glazed south facing windows with double glazed hardwood sash windows	Highgate	4 September	<i>Note – Cllr G Supka declared an interest in this application by virtue of the fact that he was the applicant and left the Chamber during the discussion and voting on the item.</i> No Material Objections and the Committee commends the materials to be used and the vernacular style of window.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
6	SL/2023/0599	Marks & Spencer, Car Park, Library Road, Kendal Works to car park including the installation of ten electric vehicle charging bays supported by eight chargers and associated electrical equipment	Fell	5 September	No Material Objections - any harm of this application to heritage assets within the Conservation Area is more than acceptable in supporting the local and national policy of a low carbon future.
7	SL/2023/0604 & SL/2023/0605	2 Stricklandgate, Kendal New shopfront and shopfront sign to include new fascia, bus stop sign, internally illuminated text, screen and vinyl	Fell	5 September	No Material Objections , however, whilst the Committee welcomes the removal of the current garish sign which is out of keeping in the Conservation Area, it would seek to tone down the illumination as proposed and, in addition, to reduce the hours of illumination from 8.00 a.m. to 6.00 p.m.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
8	SL/2023/0609	Kendal College, Milnthorpe Road, Kendal Erection of a single storey building to provide teaching facilities for the Animal Care T-Level curriculum	Kirkland	5 September	<p>No Material Objections subject to the requirements outlined by United Utilities being addressed. The Committee also raises the question of whether an Arboriculture Statement should be required. In addition, conditions should ensure that net biodiversity gain is of at least 10%.</p> <p>The Committee feels that of great importance is the need for the College to look at the increase in parking requirements that already exist in the area and make suitable spaces available so that the existing severe parking problem already outlined to Kendal College does not become any worse.</p>
9	SL/2023/0617	Unit 3 Mintsfeet Road North, Kendal Consruction of a single storey enclosed link between two existing buildings	Mintsfeet	13 September	<p>No Material Objections subject to provision for net biodiversity gain of at least 10%.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
10	SL/2023/0619	75 Sparrowmire Lane, Kendal Erection of 1.8m tall close boarded timber fence to boundary of property	Strickland	13 September	<p><i>Note – Cllr A Finch now declared an interest in this application by virtue of the fact that he was acquainted with the applicant and, whilst he took part in discussion on the item, took no part in voting thereon.</i></p> <p>Recommend refusal due to the fact that the proposal will have a detrimental impact on the character of the area, as well as being overbearing in nature. The Committee specifically refers to the front fence as being overbearing.</p>
11	SL/2023/0627 & SL/2023/0628	Bridge House, Bridge Street, Kendal Replacement of 11 existing windows with new timber windows	Mintsfeet	14 September	No Material Objections

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of a meeting of the Planning Committee held on Monday, 18 September 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	Cllr A Finch	Present
Cllr J Cornthwaite	Present	Cllr H Ladhams (Vice-Chair)	Present
Cllr L Edwards	Present	Cllr D Miles	Present
Cllr R Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr G Supka	Present		

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

P64/2023 Apologies

There were no apologies for absence.

P65/2023 Declarations of Interest

Cllr D Rathbone declared a non-pecuniary interest in Agenda Item No.8, Planning Application Ref. No.9 (SL/2023/0653), Minute No.P71/2023 below and detailed within Appendix 1 to the minutes, by virtue of the fact that he had been in communication with the applicant during the last couple of years in his role as Mayor.

Cllr J Cornthwaite sought advice with regard to a potential interest in Agenda Item No.8, Planning Application Ref. No.10 (SL/2023/0656), Minute No.P71/2023 below, however, was advised by the Town Clerk that no declaration was necessary.

P66/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P67/2023 Minutes of the Previous Meeting

Attention was drawn to the fact that, although the correct version, the minutes of the meeting of the Committee held on 4 September 2023 referred to 14 August in error. This error had been corrected within the document due to be signed by the Chair and published on the Council's Website.

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 4 September 2023 and to authorise the Chair to sign them as a true record.

P68/2023 Minute Action Sheet

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

Ref. No.5 – The Town Clerk reported that he had still received no response from Westmorland and Furness Council with regard to the proposed relocation of the fountain on Aynam Road to Abbot Hall. He assured the Committee, however, that this was being followed up by Graham Harrison as a co-opted Member of the Kendal Town Council Flood Relief Scheme Working Group.

Ref No.16 – The Town Clerk reported that he was due, the following day, to address the Westmorland and Furness Council's Strategic Planning Committee in relation to Phase 3 of the Brigsteer Rise development to emphasise the points which had been raised by Kendal Town Council's Planning Committee.

Ref No.18 – Cllr J Cornthwaite would provide an update on discussions with the Environment Agency on the matter of recent refusal to accept a planning application as a minor material amendment in relation to the flood relief scheme at New Road under Agenda Item No.7, Minute No.P70/2023 below.

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

P69/2023 Planning Process and Issues

There was nothing to report under this item.

P70/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, referred to Agenda Item No.5, Minute No.P68/2023 above, and explained that he had not, as yet, managed to discuss with the Environment Agency the matter of recent refusal to accept a planning application as a minor material amendment in relation to the flood relief scheme at New Road. In addition, Cllr Cornthwaite reported that no further meetings had been held to date but that it was hoped that a meeting would be arranged for October. In the meantime, work on the scheme at Gooseholme continued apace. He also reported that the Local Member of Parliament had met with residents with regard to the parking issue at Castle Street, however, that no alternative options had yet been resolved.

Resolved: To note the verbal update.

P71/2023 Planning Applications

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

During consideration of Planning Application Ref. No.7 (SL/2023/0577) (Ye Olde Fleece Inn, 14 Highgate, Kendal), reference was made to the railings which had been removed from in front of the building some years ago, but which had not been replaced as required. The Town Clerk was asked to write to the proprietor to seek to have the rails reinstated.

Resolved: The Town Clerk to write to the proprietor of Ye Olde Fleece Inn to seek to have the rails from in front of the building reinstated.

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

The meeting closed at 7.23 p.m.

Kendal Town Council
 Responses from Planning Committee: 18 September 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0612	1 Stramongate, Kendal Change of use of first and second floors from Subway seating area and storage (Use Class E) to one 2 bedroom flat and two bedroom flats (Use Class C3)	Fell	20 September	No Material Objections subject to Environmental Health's stipulations being addressed. The Committee, however, notes and emphasises neighbour comments in relation access for bins – storage is also not to be condoned on the street.
2	SL/2023/0616	1 Stramongate, Kendal Installation of new shop fronts	Fell	20 September	The Committee would welcome the signage being brought into line with the aspirations of the 2004 Shopfront Guidance within the Development Document (DM20 5.1) and awaits an improved drawing and description of the signage proposed.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
3	SL/2023/0632	<p>Land Adjacent 39 C Helme Drive, Kendal</p> <p>Application for approval of reserved matters (access, appearance, landscaping, layout & scale) following outline approval SL/2021/0499 (Outline Planning Permission (all matters reserved) for the erection of a bungalow)</p>	Heron Hill	22 September	<p>No Material Objections provided that the advice from Natural England is adhered to, that the requirements from Highways regarding EVAs and turning circles are written into the plans and subject to provision for net biodiversity gain of at least 10%.</p>
4	SL/2023/0634	<p>51 Broad Ing Crescent, Kendal</p> <p>Two storey extension to replace existing single storey extension</p>	Nether	22 September	<p>Recommend Refusal with regard to the roof and window as currently shown. The Committee feels that a flat roof is not appropriate on this site, that it is not in keeping with the character and appearance of the area and that approval of such a roof could set a precedent. The Committee agrees with the neighbour response with regard to loss of privacy and would require a frosted glass window, as suggested. However, the Committee has no objections with regard to the rest of the design or size of the application. Without prejudice, this development would require provision for net biodiversity gain of at least 10%.</p> <p>Note – Cllr D Rathbone, Chair, abstained from voting on this application.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
6	SL/2023/0643 & SL/2023/0644	The Miles Thompson, Allhallows Lane, Kendal Installation of 2 new external condensers	Highgate	22 September	No Material Objections provided that Environmental Health accept the noise of the condensers and that there is no objection from the Conservation Officer with the property being situated within a Conservation Area.
7	SL/2023/0577	Ye Olde Fleece Inn, 14 Highgate, Kendal Remove, damaged wood floor from front of bar to replace with traditional stone tiles	Fell	29 September	No Material Objections
8	SL/2023/0402	11 Gawith Place, Kendal Replacement of wooden black single glazed sash windows with black UPVC double glazed wood effect mock sash windows	Highgate	25 September	Recommend Refusal with regard to the materials and design of the windows. The applicant states that this is “like for like” replacement, which this Committee wholeheartedly disagrees with. It is felt that this would have a detrimental effect on the vernacular style of the property and, therefore, on the surrounding area. Note – Cllr D Rathbone, Chair, abstained from voting on this application.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
9	SL/2023/0653	185 Highgate, Kendal Change of use of shop with offices above (Use Class E) to Muslim Community Centre (Use Class F1)	Highgate	27 September	Note – Cllr D Rathbone declared an interest in this application by virtue of the fact that he had been in communication with the applicant during the last couple of years in his role as Mayor. No Material Objections , however, the issues of noise prevention at any unsocial hours and local parking need to be addressed.
10	SL/2023/0656	33 Shap Road, Kendal Replacement garage/outbuilding	Mintsfeet	27 September	No Material Objections subject to the provisions, subject to the appropriate Flood Risk Assessment and subject to provision for net biodiversity gain of at least 10%.

**Kendal Town Council
Full Council – 2 October 2023
Reports from Representatives on Outside Bodies**

Integrated Community Care (ICC) Meeting on 26 July 2023

Carer Support Rural Outreach Programme - this is a two-year programme focussing on reaching rural and outgoing villages as there are only two rurally-based carers on the books at present.

Wave Forward-Well Mind supports young people 12-25 in the South Lakes area. Young people today face new challenges such as cyber bullying that older people have not experienced. Captain French Surgery have offered the use of their clinic space for access to 13-25 year olds registered with a Kendal GP. They are working to a model in Kendal where the counselling service is being provided by placement students from local universities. The students undergo a strict interview process and can then support young people in accordance with the rules of their university. Clinical supervision is provided by the GP for the patient and the University for the counsellor. This service was introduced after an unmet need was identified and has received great feedback so far. Wave Forward have also set up interventions in schools to support them with regard to suicide issues through group work.

CADAS's new name is Cumbria Addictions; Advice and Solutions. A support group is now established in Kendal. The organisation is supporting schools with education as regards vaping and smoking.

Community Mental Health Team - The service is keen to improve its contacts with the local community. Some people struggle with being independent and need a more supportive structure. The team have also moved away from a care programme approach towards a dialogue which considers all aspects of a person's care and focusses on what the person sees as important.

Growing Well-now includes an ADHD support group (facebook: ADHD&Neurodivergence Adult Support).

Cumbria Fire and Rescue mentioned there was a low uptake on Safe and Well visits in Kendal. It is worth doing as the team will talk through escape plans, falls prevention, alarms and can visit individuals or groups (ring 08003584777).

Endometriosis - support group meets next on 17 October when there will be a reflexology presentation.

The Well-will be doing a 5km run on 9 September with a coach organised. The group meets every Tuesday and Thursday on Morecambe prom and has been good helping people make social connections.

CARE - is a learning and development programme that empowers all primary care professionals to play a key role in their PCN to help shape services based on population health needs and to strengthen their leadership. The CARE programme uses digital technology to connect primary care professionals and supports joined-up, multi-professional working.

The HELM - is an ongoing programme to recruit a team of young people across Cumbria who will help shape the CADAS charity design, create and lead mental health provision across the county.

Cllr Richard Sutton

**Kendal Town Council
Full Council – 2 October 2023
Reports from Representatives on Outside Bodies**

**Integrated Community Care (ICC) Extra Meeting
at Hallgarth Community Centre on 19 September 2023
Theme-Shaping a Healthier, Happier Community in Kendal**

The aim is to gradually move towards an Integrated Neighbourhood Team-building on the network already in place-working for the town and surrounding area; knowing where to access care; who are the best services to access care; reduce health inequalities; understanding what keeps people well and healthy; working together more productively; providing a wider system of support.

The meeting aimed to look back over achievements of the past seven years and plan ahead for the next five years. Achievements included provision of family fun days at Kendal Leisure Centre; lunch clubs at Kendal Parish Church for the isolated elderly with food provided by Waste for Wellbeing; formation of multi-disciplinary groups with regular team meetings; health and well-being clinics at the Auction Mart; the Covid vaccination programme; PCN provision improving emotional wellbeing clinics for children; young people's counselling services; blood pressure checks in town centre; building relationships across the three GP practices.

The rest of the meeting consisted of workshops to discuss issues such as What is going well in Kendal? How to develop from what is good? and What do we want to achieve in Kendal?

Certain themes developed from these group discussions- carers need more support; the need to break down stigma around mental health and addiction issues; improving people's knowledge about how to access help (one suggestion was to create a team called "One Kendal" for greater clarity of information provision - these exist in other towns in the U.K.).

The discussions covered a wide area and conclusions will be discussed at the next meeting on 29 November at Kendal County Hall.

Cllr Richard Sutton

Kendal Town Council Full Council – 2 October 2023 Reports from Representatives on Outside Bodies

Lancaster Canal Regeneration Project Report on executive Meeting held on 14 July via TEAMS

Key points

- Millness project: LDNPA ran an experimental Activity & Visitor Centre at Millness for 6 months in 2022, at its own expense, to test its viability. (This was to establish if this would be the best use of the £300K Dobson Legacy Fund left to IWA to promote the Lancaster Canal restoration). The conclusion is that, whilst *currently* visitor numbers do not justify the investment and infrastructure required, once the towpath improvements are complete, and thus more accessible and usable to walkers, cyclists and families, it becomes a much more viable possibility and one LCRP will be eager to explore.
- National Lottery Heritage Fund project: the restoration of the Stainton Aqueduct, destroyed in 2015 by Storm Desmond. Started in 2019 and subject to numerous delays, this is now nearing completion. A celebratory opening (-or two, one for stake-holders and one for the community) is being planned, possibly during the October half-term.
- An application to the Westmorland & Furness Shared Prosperity Fund has been submitted by the Canal & Rivers Trust, supported by Helen Moriarty, Project Manager & Ruth Leahy, W & F Council. This is to improve the towpath trail on two stretches, Millness to Farleton and Farleton to Holme and to promote wider community engagement. The result should be known in September. If successful, work will start in January 2024. NB As work progresses on improving the towpath, wide muddy rutted tracks, un-navigable in winter, disappear, freeing more land on either side for biodiversity gain.
- Under the new Community Interest Company (CIC) structure Four Task & Finish groups have been set up: Trail Improvement; Trail Promotion; Trail funding & Trail Biodiversity. Cllr Peter Thornton is convening Trail Improvement and Cllr Liz Hendry Trail Biodiversity. Each convenor will draw upon their contacts and connections for expertise, support and to widen the 'stake holding' community of LCRP. Meetings of Directors and stakeholders will now be quarterly and 'sign off' any decisions emerging from the T&F groups that need wider authorisation. There will be a regular (probably annual) outreach event to promote and engage the wider public.
- Executive summary: a draft document is being drawn up by the Project Manager which will outline LCRP's key aims which in turn will be informed by two earlier studies, the Access Strategy (2019) and the Feasibility Study (2022). The document will give guidance to the new T&F groups, suggest ways in which engagement with the community and potential new interest groups can be facilitated and support future funding applications.
- Government cuts: over the coming 10 years, £300 million of government funding is being withdrawn from the Inland Waterways Authority. It is considered very unlikely that any incoming Labour government will reverse this decision, canals being a low priority on their list. The point was made that this will inevitably have an impact on local authorities through which canals pass (eg the CRT will no longer be able to empty rubbish bins along the canals and this will have to be picked up by LAs). The loss of these vital funds will also have a 'slow burning' impact on the state of the canal and towpath infrastructure which will inevitably deteriorate. All avenues of future funding must therefore be explored, and pressure be exerted at both national and local levels, wherever possible. The upcoming General Election affords just such an opportunity for pressure with all stakeholders, including KTC, taking the chance to lobby prospective parliamentary candidates.

- Date of next meeting: Friday, 6th October, 10.00am, via TEAMS.

Cllr Liz Hendry



Kendal Town Council

July 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/07/2023	Farleton Horticultural Ltd KIB Plants	£103.70
01/07/2023	Siemens Financial Services Ltd Photocopy Lease June Q	£374.40
01/07/2023	Petty Cash	£100.00
01/07/2023	EE Ltd June Mobile	£15.00
01/07/2023	Sage UK Ltd	£36.00
01/07/2023	Vanguardier Van Tracking Fee	£9.60
03/07/2023	Waterplus Allotments	£369.01
04/07/2023	B & Q KIB Plants	£68.00
04/07/2023	Kendal Office Equip Ltd Stationary	£318.72
04/07/2023	iTek Computer Solutions Ltd IT Support July 23	£387.71
05/07/2023	Barclays Bank Bank Charges	£8.50
07/07/2023	Bravo Benefits Ltd Childcare Vouchers	£10.42
10/07/2023	Adobe Systems Software Adobe July 23	£30.34
11/07/2023	Lound Road Garage Fuel Van	£179.44
11/07/2023	Meraki HR	£3,985.40
11/07/2023	Christmas Plus Ltd Repairs to Christmas Lights	£1,548.00
11/07/2023	CL&F Festival Grants Proud in Kendal	£500.00
17/07/2023	E-ON Next Garage Electricity	£31.00
19/07/2023	Continental Landscapes Summer Planting	£9,910.80
19/07/2023	B & Q Plants	£106.00
19/07/2023	RFM Ulverston Ltd Payroll Services Q1	£128.40
19/07/2023	The Bakehouse Mayoral Event	£505.90
19/07/2023	CT Hayton Ltd Hose Tail/Valve/Adapter	£11.16
19/07/2023	Tony Wood Maintenance Watering Contract	£571.42
19/07/2023	The Sign Man Event Boards	£240.00
19/07/2023	Parkin & Jackson Ltd Coronation Stone	£240.00
19/07/2023	Westmorland & Furness Council Rents & Service Charges	£5,563.70
19/07/2023	B & Q Garden Hose	£55.00
19/07/2023	IAN PENNEY PAINTING Town Crest	£26.40
19/07/2023	Ben Unsworth Mayor's Sunday	£66.00
19/07/2023	Kendal Parish Church Hall Hall Hire Mayor's Parade	£20.00
20/07/2023	July Payroll	£13,550.56
24/07/2023	HMRC July HMRC	£3,734.80
24/07/2023	Cumbria LG Pension July Pension	£4,725.86
25/07/2023	Tony Wood Maintenance Watering Contract	£571.42
25/07/2023	CT Hayton Ltd Combi Lock	£34.30
25/07/2023	Tech 4 Office Equip Photocopies	£153.41
25/07/2023	Westmorland & Furness Council Meeting Costs April-Jun	£169.06
25/07/2023	Anna Bailey Visit Kendal/BID Website	£4,095.00
31/07/2023	Community Grant Kendal Photography	£500.00
31/07/2023	Community Grant Sth Lakeland Hydrotherapy Trust	£1,500.00
31/07/2023	Community Grant Kendal Youth Zone	£499.00
31/07/2023	Community Grant Bass Drum Nation	£1,500.00
31/07/2023	CL&F Festival Grants Torchlight	£10,000.00
31/07/2023	EE Ltd July Mobile	£15.00
<u>TOTAL</u>		<u>£66,568.43</u>



Kendal Town Council

Aug 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/08/2023	Dan Quiggin and Son Ltd	Kendal Mint Cake £31.61
01/08/2023	iTek Computer Solutions Ltd	ITek Annual License £2,899.90
01/08/2023	B & Q	Plants £35.13
01/08/2023	Royal Mail	Summer Newsletter £1,785.05
01/08/2023	Sebastian Raw	Mayor Making Photography £50.00
01/08/2023	Vanguarder Ltd	Van Tracking Fee Aug £9.60
01/08/2023	Sage Uk Ltd	Sage Aug £36.00
01/08/2023	Sun Signs Ltd	Planter Signs £124.14
04/08/2023	Barclays Bank	Bank Charges £9.34
07/08/2023	Bravo Benefits Ltd	Childcare Vouchers Aug £10.42
09/08/2023	Shaun Bainbridge Blacksmiths	Bench/Seat Repairs £1,412.00
09/08/2023	Forty Two Creative Think	Summer Newsletter £294.00
09/08/2023	Kendal Futures CIC	Kendal Vision £6,600.00
09/08/2023	Tony Wood	T.Wood Watering Contract £571.42
09/08/2023	Rialtas Business Solutions Ltd	Allotment Software 12 mths £97.98
09/08/2023	iTek Computer Solutions Ltd	Aug ITEK Support £387.71
09/08/2023	Kendal Office Equip Ltd	Stationery £20.34
09/08/2023	Lound Road Garage	Fuel Van £124.37
09/08/2023	Waterplus	Allotment Water £133.91
10/08/2023	Adobe Systems Software	Adobe Aug 23 £30.34
14/08/2023	Net Development Ltd	Climate Website Hosting £318.00
14/08/2023	ADT Fire & Security plc	Mayor's Parlour Alarm £1,673.80
14/08/2023	Kendal Community Theatre	KTC Grant £500.00
15/08/2023	E-ON Next	Elec Garage £31.00
19/08/2023	Salaries	Aug Salaries £13,620.76
21/08/2023	Cumbria LG Pension	Pension Aug 23 £4,725.86
21/08/2023	HMRC	HMRC Aug Payroll £3,752.60
22/08/2023	Suez Recycling	Waste £15.84
22/08/2023	JT Atkinson & Son	Concrete & Posts £199.73
23/08/2023	H Wicks (Lindal) Ltd	Waste £166.32
23/08/2023	Absolute Digital Print Ltd	Summer Newsletter £3,155.00
23/08/2023	Lakeland Lawnmowers	Repairs to Hedge Cutter £46.50
23/08/2023	Food	BIB Buffet £75.00
23/08/2023	Tony Wood Maintenance	Watering Contract £571.42
23/08/2023	North West Pest Control Service	Pets Control £730.80
23/08/2023	Holly Acland Illustration	Maps Serpentine Woods £2,070.00
23/08/2023	Tech 4 Office Equip	Photocopies £59.56
26/08/2023	Staff Reimb	Mileage £18.86
29/08/2023	Westmorland & Furness Council	Litter Bin Emptying £2,496.00
29/08/2023	CT Hayton Ltd	New Boots PL £58.83
30/08/2023	ICO Date Registration	ICO Annual Subs £35.00
	<u>TOTAL</u>	<u>£48,984.14</u>