

Kendal Town Council

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



28 November 2023

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 4 December 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 be '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.

Humanise Festival

To receive a presentation from Matt Burke on proposals for a Humanise Festival in Kendal.

Levelling Up Fund

To receive a presentation from Westmorland and Furness Council about the Levelling Up Fund Round 3 award of £13.7 million to Kendal.

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 6)

To receive the minutes of the meeting held on 2 October 2023 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 7 to 8)

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 (pages 9 to 10)

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

7. Committee Memberships

To consider the addition of Cllr S Long to the membership of the Culture and Communities Committee.

8. Budget 2024/25 (pages 11 to 15)

To consider a report on the Budget and Precept for next Financial Year (2024/25)

9. Reports and Minutes from Committees (pages 16 to 82)

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) Allotments Committee on 25 September 2023 **(pages 16 to 23)**
- (b) Audit Committee on 16 October 2023 **(pages 24 to 27)**
- (c) Culture and Communities Committee on 30 October 2023 **(pages 28 to 32)**
- (d) Environment Committee on 13 November 2023 **(pages 33 to 44)**
- (e) Kendal in Bloom Committee on 17 October 2023 **(pages 45 to 48)**
- (f) Management Committee on 6 November 2023 **(pages 49 to 56)**
- (g) Mayoralty and Heritage Committee on 9 October 2023 **(pages 57 to 60)**
- (h) Planning Committee on 2 October, 16 October, 6 November and 20 November 2023 **(pages 61 to 82)**

10. Reports from Representatives on Outside Bodies (pages 83 to 87)

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

- (a) Integrated Care Community Workshop (a written report from Cllr R Sutton) **(pages 83 to 84)**
- (b) South Lakeland Westmorland and Furness Diversity Equity and Inclusion Partnership (a written report from Cllr G Tirvengadam) **(pages 85 to 86)**
- (c) Lancaster Canal Regeneration Partnership Executive Meeting (a written report from Cllr L Hendry) **(page 87)**

11. Notice of Motion – Israel-Hamas War

To consider the following Motion proposed by Cllr L Hendry, and seconded by Cllr J Dunlop.

“This Council:

- *Expresses its deep sympathy for anyone in Kendal affected by the conflict in Israel and Palestine, both in the Gaza strip and in the West Bank;*
- *Believes that Muslims, Jews and people of all faiths and none should feel safe and supported, in Kendal and throughout the world and condemns the increase of antisemitic and Islamophobic violence and abuse in the UK;*
- *Urges, the UK government, via a letter to the Foreign Secretary, to call for an immediate, and permanent, ceasefire so that all hostages can be safely returned and meaningful peace negotiations started, as opposed to brief ‘humanitarian pauses’;*
- *Urges the government to do all in its power to secure a just and lasting peace for the Palestinian people;*
- *Submits this motion, once passed, to Westmorland and Furness Council in order that it may pass it, or something like it, and enact it at the first opportunity.”*

12. Schedule of Payments (pages 88 to 89)

To receive the schedules of payments for September and October 2023 (see attached).

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of a meeting of Kendal Town Council held in the Town Hall, Highgate, Kendal, on Monday, 2 October 2023, at 7.30 p.m.

Councillors

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

In attendance: Chris Bagshaw (Town Clerk) and Simon Unsworth (Heritage Officer)

Public Participation

No items were brought forward by the public.

46/2023 Apologies

Accepted were received from Cllrs A Finch, C Hardy and D Miles.

47/2023 Declarations of Interest

No additional declarations of interest were made

48/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No items needed excluding.

49/2023 Minutes of Last 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.

50/2023 Minute Action Sheet

The Council considered the Minute Action Sheet and the following issues were highlighted: Item 8 The importance of highlighting with the public the need to identify *vespa mandarinia*, the Asian or Northern Giant Hornet, was stressed to protect local bee populations.

Item 10 The Town Clerk was asked what progress had been made towards assisting the Council with its understanding of the issues surrounding language in the context of LGBTQ+. He confirmed that this was still work in progress with dialogue with appropriate bodies such as Stonewall.

Item 13 The Town Clerk was asked what progress was being made on publicity for the Council's work on footpaths around Kendal. He suggested this would be addressed imminently with some press coverage for Vicarage Drive. A general point was made that the councils communication with the public and internally needs to improve. The importance of using the post-meeting press releases was stressed and the Clerk confirmed that additional resources may be required to ensure this.

Resolved: To note the Minute Action Sheet.

51/2023 Mayor's Communications and Announcements (page 22)

The Council received a report on the Mayor's activities. The Mayor highlighted the success of the Torchlight event and complimented everyone involved from both the council and the Torchlight committee and volunteers, the Unity and Pride festival which created a real sense of community in the town and the 80th anniversary of the Midday Concert Club.

Resolved: To note the report.

52/2023 Reports and Minutes from Committees (pages 23 to 79)

Minutes were received en bloc with notes and queries as follows:

- (a) Environment and Highways Committee on 17 July and 11 September 2023
Environment and Highways Committee is now called the Environment Committee. It was confirmed that highways are still covered by this committee. Cllr Thornton also confirmed that the recent government announcements on 20mph do not directly affect Kendal's plans.
- (b) Kendal in Bloom on 25 July 2023
- (c) Management Committee on 4 September 2023
- (d) Planning Committee on 31 July, 14 August, 4 September and 18 September 2023
A councillor asked whether there was a simple way of monitoring the long-term effectiveness of the Planning Committee's recommendations? It was confirmed that there is no automated method to do this, but that it can be addressed. It was confirmed that a change in guidance means there is no requirement for planning permission for solar panels. It was noted that W&FC planning committee appears to be committed to encouraging local input into committees and listening to local opinion and that this is to be welcomed.

In the light of recent events in Northumberland, the Clerk was asked if there was enough protection for local trees and whether there was an easy way to find this information. He confirmed that this information is not published by the planning authority for Kendal, but that this will hopefully improve as harmonisation occurs across the W&FC area. A question was asked about the ownership of the damaged bus stop by the Westmorland Shopping centre. It was confirmed that this was a stop managed by W&FC.

Resolved: To note the Minutes.

53/2023 Reports from Representatives on Outside Bodies (pages 80 to 83)

The Council received the following reports:

- (a) Integrated Care Community Meeting (a written report from Cllr R Sutton)
- (b) Integrated Care Community Extra Meeting (a written report from Cllr R Sutton)
- (c) Lancaster Canal Regeneration Project Executive Meeting (a written report from Cllr L Hendry)

Resolved: To note the reports.

54/2023 Schedule of Payments

The Clerk confirmed that the payment to Meraki HR is to cover HR services and that Meraki are based in the Kendal Business Hub, close to the Town Council offices.

Resolved: To receive the Schedule of Payments.

The meeting closed at 8.27pm

Full Council - Minute Action Sheet - as at 27 November 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
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

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	
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

Full Council – 4th December 2023

Mayoral Engagements to November 2023

Note of additional engagements from Aug/Sept 23:

Event Date	Time	Mayor or DM	Organisation	Event	Venue
20/08/23	1.30pm	DM	Barrow Council	Civic Sunday	Town Hall
26/08/23	11.00am	DM	Kendal Civic Society	Community Engagement	Birdcage
24/09/23	11.00	DM	Workington Town Council	Civic Sunday	Church
27/09/23	6.00pm	M	Kirkbie Green Residents' Group	Cheque presentation	Kirkbie Green Coppice

Engagements from October to November 23:

Event Date	Time	Mayor or DM	Organisation	Event	Venue
01/10/23	11.30am	M	Age Friendly South Lakeland	Silver Sunday	Kendal Leisure Centre
04/10/23	6.45am	M	Kendal Business Network	Business breakfast	Castle Green Hotel
04/10/23	6.30pm	M	Space2Create	Quiz & Pizza night	Marra
07/10/23	3.30pm	M	Kendal Lions	Launch of 'signs'	Westmorland Centre
07/10/23	4.30pm	M	Drum Nation	Music Festival	Noble's Rest
17/10/23	2.00pm	M	Cumbria in Bloom	Awards ceremony	Kendal Town Hall
23/10/23	5.30pm	M	KTC	Torchlight Reception	Town Hall
24/10/23	7.00pm	M	Kendal Civic Society	AGM	Castle St Centre
24/10/23	7.00pm	DM	Kendal Civic Society	AGM	Castle St Centre
27/10/23	11.30am	M	Cancer Care	40 th Anniversary Open Day	Cancer Care, Kendal
31/10/23	19.15pm	M	Kendal Amateur Operatic Society	Addams Family Musical	Kendal Town Hall
01/11/23	10.00am	M	Workington Town Council	Signing of covenant	WTC Community Centre
07/11/23	6.00pm	DM	KTC	Kendal In Bloom Presentations	Carus Green
11/11/23	9.30am	M	KTC	Wreath-laying	K village & Market Place
11/11/23	12.00pm	M	Kendal Rugby Club	Lunch, Match, Remembrance	Shap Road
12/11/23	8.00am	M	KTC	Wreath Laying	Gilkes, Romney Gardens, Market Place
12/11/23	10.25am	M	KTC	Parade and Remembrance Service	Town Hall to Parish Church
13/11/23	1.00pm	M	KTC	Meeting re Humanise festival	Mayor's parlour
14/11/23	10.00am	M	KTC	Meeting re: Slavery exhibition	Mayor's parlour
14/11/23	TBC	M	Knotted Project	Meeting with Art Directors	Bakery No 4

16/11/23	4.00pm	M	Food Share Cumberland	Video recording saying thank you	Parlour
16/11/23	4.30pm	M	KTC/Mountain Festival	Parade & Lights switch-on	Town Centre
17/11/23	6.45pm	M	Carers Support	Charity Ball	Castle Green Hotel
22/11/23	1.00pm	M	Abbot Hall Art Gallery	Stewarding	Abbot Hall Art Gallery
25/11/23	10.30am	M	KTC/Fellside Forum	Launch	Serpentine Wood
29/11/23	2.00pm	M	World Aids Day	Pop in	Kentwood Clinic

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 4 December 2023
From: Town Clerk	Agenda No: 8
Description: To consider the Council's Budget for 2024-2025	

Background

In the preceding months, each Council Committee has considered its likely budget requirements for 2024/25.

These requirements have been collated and considered by the Management Committee's Budget Working Group.

The Budget Working Group has prepared a draft budget for the Council to adopt. The Budget relates mostly to the activities that the Council will fund from the Council Tax or other sources of revenue next year. The other significant sources of revenue are the Council Tax Support Grant, from Westmorland and Furness Council, and rental income from allotment holders. The Council Tax Support Grant will be considered by W&FC in December, but there is reasonable cause to believe that it will stay constant, at least in the next financial year. Allotment rents are collected in January, so it will be January 2025 before the rental increase agreed by the Allotment Committee at its last meeting take effect.

When these two sources of income have been removed from the total amount required, the remainder becomes the amount to be 'precepted' from council tax payers in Kendal in the financial year 2024/25 (from 1 April 2024) – known as 'the Precept'.

Council Tax is divided into bands relating to relative property values. The index value, from which all bands are calculated, is Band D. The Band D rate is calculated by dividing the Precept by the 'Council Tax Base'. The Council Tax Base is calculated by the Collecting Authority (Westmorland and Furness Council) based on their estimation of how many full council tax payers there will be in the year. This figure is usually published towards the end of December, so it will be the new year before Kendal Town Council is able to confirm its 'Precept demand' based on an accurate calculation of residents' council tax bills. The February meeting of the Full Council will confirm this.

In 2023/24 Kendal Town Council set a Precept of £567,997, which meant we collected £52.66 from Band D residents in the town (Precept divided by the Council tax base, which was 10,785.7 in 2023/24). Households whose Council Tax is Band C pay 8/9 (eight ninths) of this. Residents in Band B, 7/9, Band A 6/9. Households in Band E pay 11/9, and this extends all the way to Band H 18/9.

The following Draft Budget indicates a Precept of £627,637 will be sufficient to balance the Council's income against revenue-based expenditure. Other expenditure, previously agreed as Development Fund spending, will continue to be funded from the Reserves earmarked for that purpose. The Column headed 'Probable Spend', represents the current estimated outturn figures based on the information available at the time of writing.

Expenditure plans which cannot be met through the revenue budget in this way, may be met by drawing on Reserves, the largest of which is the Community Infrastructure Levy (CIL)

reserve. The allocation of CIL funding is managed by the Management Committee and is reported to the Full Council through their Minutes.

A simplified analysis of current reserve projections is shown at the end of this report. The size of the General Reserve is still considered too low – as a rule it should represent three months revenue-funded expenditure. The Council maintains quite high levels of earmarked reserves (money which has been allocated to projects but remains unspent, or money in restricted funds, such as the allotment reserve and the arts reserve, which should only be spent in the capital areas from which they were originally derived). The Reserves also include money set aside from the Council Tax to contribute to the Flood wall, and money set aside to pay for elections every four years, and at least once per year as a by-election.

The Council's Management and Audit Committees will be looking at the medium term financial planning (MTFP) implications for this, with Management looking forward, and Audit reviewing expenditure to show how this will be rectified in the coming years.

Decision Required

The Council is asked to approve the Draft Revenue Budget shown below. The Budget will remain draft until the Council meeting in February 2024 when it will be confirmed, following the publication of the Council Tax Support Grant, the various highway costs imposed by Westmorland and Furness Council and the Council Tax base.

Kendal Town Council

DRAFT Revenue Budget 2024-2025

Committee	Item	23-24 Budget	Prob spend	From other sources	24-25	Change
Allotments	Water	1,800	1,800		1,950	8%
	Rent	950	1,040		1,050	11%
	Pest Control	3,000	3,000		3,200	7%
	Maintenance	8,800	8,800		9,000	2%
Bloom	Displays	26,500	26,500		30,000	13%
	Projects and Grants	8,500	6,000		6,000	-29%
Culture & Community	Community Grants	43,000	43,000		43,000	0%
	Festival Grants	25,000	25,000		23,000	-8%
	Christmas Lighting	18,000	18,000		30,000	67%
	Lights infrastructure	3,000	4,726		5,000	6%
	Electricity	850	850		1,100	29%
	Switch on	4,500	8,470		10,000	18%
	Bunting	1,250	1,100		1,500	20%
	Coronation	10,000	6,032		-	-100%

	Cultural initiatives	-	-		5,000	
Environment	Infrastructure Maintenance	3,700	3,700		5,000	-41%
	Footway lighting	4,200	4,200		5,000	19%
	Waste Bin servicing	3,000	2,650		3,250	8%
	Project Birdcage	-	-	5,000		
	Project Biodiversity Grants	-	-	-	10,000	
	Project Wildflower planting				6,400	
	Footpath enhancements	-	-	50,000		
	Project Easy Travel	-	-	50,000		
	Project Pumptrack	-	-	50,000		
Management	Premises Rent and services	16,872	16,872		17,000	1%
	Premises Equipment	2,678	2,678		2,778	4%
	Premises Alarms	1,850	1,850		1,850	0%
	Premises PPE	100	100		1,000	900%
	IT Support	6,854	6,854		7,050	3%
	IT Website	1,250	1,250		1,500	20%
	IT Equipment/software	5,879	5,879		7,400	26%
	IT other	17	605		750	137%
	Newsletter	12,500	12,500		13,000	4%
	insurance	5,386	5,387		5,400	0%
	HR	2,930	4,000		4,500	13%
	Audit	2,800	2,800		3,800	36%
	Vouchers and Payroll	884	720		720	-19%
	Other	530	100		100	-81%
	Printing & Stationery	2,100	2,100		2,100	0%
	Equipment	1,000	1,000		1,000	0%
	Photocopier	1,398	1,398		1,500	7%
	General inc repairs	2,902	500		500	-83%
	Subscriptions	3,000	2,896		3,000	0%
	Vehicle fuel	1,250	1,000		1,200	-4%
	Vehicle Repairs	2,500	2,100		2,600	4%
	Insurance/tax/MOT	1,300	1,300		1,300	0%
	Staffing	278,000	280,000		310,700	12%
	Staffing Training	2,000	2,000		3,000	50%
	Elections Ward	-	-		-	

	Elections Fund	30,000	30,000		10,000	-67%
	Futures Manager	10,000	10,000		10,800	8%
	Futures Vision	5,500	5,500		5,000	-9%
	Kendal Vision support	-	-	30,000		
	Diversity	150	150			0%
Mayoralty & Heritage	Mayoral Allowance	5,524	5,000		5,000	-9%
	Mayoral Travel	800	500		800	0%
	Mayor Making	2,200	2,200		2,500	14%
	Torchlight	1,730	1,730		2,000	16%
	Remembrance	300	300		350	17%
	Pictures and others	100	100		250	150%
	Functions	3,170	3,170		4,000	26%
	Twinning	1,500	1,500		1,500	0%
	Exhibition	1,000	1,000		1,000	0%
	Museum	2,000	2,000		2,000	0%
	Visit Kendal	16,600				
	Kirkland Banners		1,500		1,600	7%
	VK leaflets		8,280		9,000	9%
	VK Website		2,500		3,000	20%
	VK Content Coordinator		6,770		7,250	7%
Planning	Flood	20,000	20,000		20,000	0%
	Neighbourhood Planning	-	-		2,500	
	Training	-	-		2,500	
Total		623,624	622,807	185,000	684,248	9.7%
Income	W&F Support Grant	33,046			33,000	
	Allotment Rents	23,500			24,200	
				Proposed precept		
	23/24 Precept	567,997			627,637	10.5%
	Revenue total	624,543			684,837	

Reserves Projection at 27 November 2023

	1 April 2023	31 March 2024	Comments
General fund	30,260	36,853	
Development	151,019	6,140	Assuming all allocated funds to Projects are spent in year
Flood Scheme	110,000	130,000	Final allocation of £20,000 due 1 April 2024
Other Reserves	91,738	112,847	Other earmarked funds include Allotment, Arts, Wainwright and Elections reserves
CIL	82,981	157,962	Assuming no further allocations from CIL this year

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Minutes of a meeting of the Allotments Committee held on Monday, 25 September 2023, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.01 p.m.

Cllr G Archibald (Vice Chair)	Present	Cllr J Cornthwaite	Present
Cllr L Edwards	Present	Cllr A Finch	Present
Cllr C Hardy	Apologies	Cllr L Hendry	Apologies

Site Representatives present

Castle Drive	Elizabeth Kelly
Castle Hags Ext	Jon Cox
Crow Tree	Bryan Williams
Underley Road	Chris Rowley
Wattsfield	Ros Taylor

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

A10/2023 Apologies

Apologies for absence were received and accepted from Cllrs C Hardy and L Hendry, and from Site Representatives Deborah Allison (Canal Head) and Gwen Tordoff (Castle Hags).

A11/2023 Declarations of Interest

Cllr Finch, for the purpose of transparency, reminded the Committee of his previously-declared interest as an allotment holder.

A12/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

A13/2023 Minutes of the Previous Meeting

Cllr J Cornthwaite took the opportunity to offer a retrospective apology for his absence at the meeting of the Committee held on 12 June 2023.

Resolved: To receive the minutes of the previous meeting of the Allotments Committee held on 12 June 2023 and to authorise the Chair to sign them as a true record.

A14/2023 Minute Action Sheet

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

In response to a query regarding Ref. No.7, the Town Clerk, pointing out that this was a confidential matter, explained that this matter was being progressed, with a solicitor having been approached.

Resolved: To note the report and the additional update provided at the meeting and outlined above.

A15/2023 Co-option of Members

The Chair explained that the Committee's new Terms of Reference allowed for six councillor members and three co-opted members. The three co-opted members had to be allotment tenants and would be able to vote as ordinary members, except on issues involving expenditure. The three co-optees did not have to be existing site representatives. Site representatives continued to have a role in the Committee's work, reporting on their respective site's issues, and assisting the Committee members in their management of the allotment estate.

The Committee was, therefore, asked to consider the co-option of three tenant members to the Committee.

Resolved: To co-opt, with immediate effect and in accordance with its new Terms of Reference, the following allotment tenants to the Committee:-

- Jon Cox
- Chris Rowley; and
- Ros Taylor

A16/2023 Review of Spend against 2023/24 Budget

The Council Services Officer presented a report reviewing spend against budget as at 12 September 2023. He advised Members that he would provide an explanation regarding use of the apportionment by the Management Committee to Allotments of £25,000 from the Community Infrastructure Level during consideration of the following item.

A request was made for the document relating to Interest Apportionment 2022/23 to be appended to the minutes.

Resolved: To note the report and to append the document relating to Interest Apportionment 2022/23 to the minutes.

A17/2023 Budget and Rent Review 2024/25

The Town Clerk presented a report, asking the Committee to consider a proposed draft budget for the forthcoming financial year 2024/25 and the plot rental charges for 2025.

The report draft Proposed Budget for 2024/25, was as follows:-

Item	2023-24	Est outturn	percentage	Proposed 2024-25	Notes
Water	1,800	1,800	100%	1,950	
Rent	950	1,040	109.5%	1,050	Anticipated rental increase for Castle Hags Ext
Pest control	3,000	3,000	100%	3,200	
Maintenance	8,800	8,800	100%	9,000	
Total	13,600	14,640	108%	15,200	

In addition, the report provided details in relation to estimated rental incomes. Although annual inflation for 2023 was running at around 6.5%, the Council had to balance this against the impact on Allotment Rents for 2025, by which time it was predicted that inflation would have stabilised. The current budget had increased the rental charge in 2024 by 3%. A similar increase was being proposed for 2025, which continued to compromise between necessary allowance for rising costs and an acknowledgement by the Council that Allotments met a Climate Change priority and were subsequently required not to be prohibitively expensive.

The Reserve level was increased by the apportionment by the Management Committee of £25,000 from the Community Infrastructure Levy, to initiate further expansion and improvement to the estate.

	2023	2024	2025	Notes
Income	23,671 (Outturn)	23,500 (Estimated)	24,200 (Proposed)	

The report, finally, provided details in relation to Allotment Reserves, as follows:-

	1 April 2023	Proposed 1 April 2024	Proposed 31 March 2025
Cash	42,886	68,225	44,000

The Town Clerk provided details in relation to the proposals contained within the report and answered questions raised by Members.

Concern was raised with regard to the proposal for an increase by 3% in the rental charge for 2025, given that inflation was currently quite high and that the Council's costs would increase as a result. It was, therefore, suggested that this should be increased, to a figure of 44p per square metre for 2025.

Reference was made to the Hardship Fund and the need to negotiate with people to split allotments.

Resolved: Subject to an amendment to increase the allotment rental charge for 2025 to 44p per square metre, to recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

A18/2023 Review of Tenancy Agreements

The Town Clerk informed the Committee that the Council should keep its Allotment tenancy agreements under review to ensure that they continued to represent best practice and could be legally enforced. It was prudent to give tenants as much notice as possible of any likely change to their tenancy agreements. With this in mind, any changes agreed by the Committee before January 2024 would not come into force until January 2025.

The Council's existing tenancy agreements, whilst containing many elements of best practice, did not conform to the Model Tenancy Agreement published by the National Association of Local Councils (NALC). NALC recommended that councils adhere to their model tenancy agreement as it assisted them when giving legal advice to councils on allotment-related matters.

As well as complying with the necessary legislation (known collectively as 'Allotment Acts'), the NALC model enabled a council to use a section of the Model to apply its own, specific rules (as allowed by the legislation and explained in the NALC guidance). This was the section which allowed the Council to reasonably control numbers of hens, size of structures, behaviour of tenants, etc. Additional conditions for consideration included discounts or preference for returning service personnel, a review of existing discounts (for instance currently some tenants received a discount for keeping hens rather than growing produce), and the appropriate sanctions for late payment, non-cultivation, anti-social/nuisance behaviour, etc.

The current Kendal Town Council, NALC recommended and NALC Guidance were appended to the report for information.

Resolved: To note the report and the recommendation that the Council adopt the NALC template for its agreements from January 2025, with officers submitting a draft version covering Kendal's specific needs for the Committee's approval at its next meeting.

A19/2023 Rats on Allotments

In the absence of the Council Services Officer, the Town Clerk presented a report which drew attention to the fact that rats had always been present on allotments and, to date, had been successfully managed with rodenticide administered by a specialist contractor.

Currently, however, from an allotment perspective, rats had been very problematic this year. The Council Services Officer had been informed by the contractor that the guidance on the use of rodenticide was changing. At the moment, it could only be used in limited amounts and by July 2024 will be phased out altogether. This would further exacerbate an already acute problem.

The worst affected allotment site this year had been Castle Haggs Ext, but numerous sites had seen an increase in activity. The Council Services Officer had met with contractor to discuss the problem and to identify why this year has been so bad. There were a number of reasons, as follows:-

- kitchen waste being composted on site;
- numerous non rat proof compost bins and storage containers on site (compost bins should have wire on the bottom of the bin);
- overgrown, uncultivated plots;
- difficulty in gaining access to plots;
- poor animal husbandry;

- general rubbish and building materials on site;
- adjacent land which is left to go wild, providing a safe haven for rats; and
- types of crops planted.

In order to alleviate the issue, the above-mentioned points needed to be addressed through:-

- engagement of the allotment holders;
- researching natural methods of controlling rat populations;
- promoting a dialogue with local landowners; and
- developing a strategy on managing rats on allotments.

In presenting the report, the Town Clerk informed the Committee that he was still taking legal advice on the legality of use of rodenticide which the Council's contractor had indicated would not be lawful from the following year.

Resolved: To note the report.

A20/2023 Surplus Food – Community Initiative

On behalf of the Council Services Officer, the Town Clerk presented a report which drew attention to the fact that making the best use of surplus produce on allotments had been raised in a number of forums over the last few years. The allotment holders currently had the facility to donate surplus produce to Waste into Wellbeing, with the allotment holder responsible for dropping off the produce. Some allotment holders found this prohibitive, so unfortunately, some produce went to waste.

Over this growing season, an increase in the incidents of stolen crops had been reported. The type of crops and quantity had also changed and it appeared that individual items were being taken at a time and not only produce that was ready to eat but items that would have to be taken home and cooked. The Council Services Officer believed that this was a direct result of the cost of living crisis and increased burden on local residents.

To this end, it was being proposed to purchase and install 'food larders' in key locations near or on allotment sites. These food larders were to be used by allotment holders to donate their surplus produce. The food could be accessed by other allotment holders, directly by members of the community or collected by Waste into Wellbeing. It was anticipated that these food larders would complement the current arrangements with waste into wellbeing.

The idea was only in the very initial stages and needed to be further worked up to see if it could be a viable project. The project would be developed in liaison with representation from the Environment Committee, Waste into Wellbeing and allotment holders.

Members were asked if they had any further suggestions and it was recommended that the Committee approve the development of an allotment surplus produce scheme.

The Townscape Officer, whilst positive with regard to the proposal, expressed some concern with regard to available resources, as to where the produce was to be taken and around transportation.

The Committee discussed the matter at length, both welcoming the proposal, however, also expressing concerns regarding how this could work in practice. It was suggested that a pilot study might first be carried out on one allotment – a tenant on Greenside had indicated a keenness to take this forward. Also suggested was the need for the siting of more boxes in

which to put excess produce for people to take away, to be publicised through use of a telegram app. The Town Clerk suggested that an upcycled cupboard for surplus produce could be sited on the tow path between Castle Hags and Canal Head next summer, to be advertised by word of mouth. In addition, it was suggested that those people on the Allotments Waiting List might be informed of the scheme so that they might be able to reap the benefits, as well as drawing attention to the scheme through the Allotments Newsletter. It was raised that a different model should be trialed at Greenside, as suggested earlier in the discussion.

Resolved: To site an upcycled cupboard for surplus produce on the tow path between Castle Hags and Canal Head next summer, to be advertised by word of mouth and for those people on the Allotments Waiting List to be informed of the scheme in order that they might be able to reap the benefits, the scheme also to be mentioned within the Allotments Newsletter.

Discussion turned to surplus apples and to the potential for a community pressing day using the Orchard Group's apple press. It was suggested that more research should be carried out in this regard and Ros Taylor, Wattsfield Site Representative, indicated a willingness to assist.

Resolved: To look into the potential for a community apple pressing event.

A21/2023 Cumbria Plan Bee

The issue having been discussed at the last meeting of Full Council, the Chair asked the Committee to consider a suggestion that bee houses for solitary bees were sited appropriately on the Allotment Estate, and that tenants were suitably informed about the value of solitary bees and the risk presented by invasive Yellow-Legged Hornets (*Vespa Velutina*, also known Asian Hornets).

In introducing the item, the Chair stressed the importance of allotment holders keeping an eye out for Asian Hornets.

The Town Clerk believed that there were a number of suitable spaces on allotment sites for bee houses, and it was suggested that these should initially be trialed at Canal Head and at the top of Anchorite.

Ros Taylor, Wattsfield Site Representative, referred to a local expert on bumble bees who would be able to provide advice on the matter.

Resolved: To trial bee houses at Canal head and at the top of Anchorite.

A22/2023 Townscape Officer Update

The Townscape Officer provided verbal updates as follow:-

- Water Troughs – These were proving to be very successful – tenants liked them and they were easy to use. The Townscape Officer was keen to extend this scheme to other sites, for example Castle Hags, and to try out different, more cost-effective containers, for example, tubs with ballcock valves. He drew particular attention to the good example being set by the Town Council and to the fact that use of water troughs overcame the problems in relation to hose pipe bans.

The importance of further research, dialogue with tenants and robust consultation was raised.

Resolved: Further research and dialogue with tenants and robust consultation to be carried out in relation to the proposal to use water troughs at Castle Haggs.

- Fence at Castle Haggs Ext – The Townscape Officer drew attention to the state of the fencing around this site, pointing out that the work required was estimated to cost in the region of £10,000 to £15,000.

The Committee discussed how this could be funded, as well as potential alternative options for fencing. Also discussed was the need to prevent further weed growth around the perimeter of the site, as well as vermin. The Town Clerk suggested that discussion should take place with Westmorland and Furness Council around the need to move the access on that site. He also drew attention to that Council's plans for tree planting in that area which would improve biodiversity in that area. He undertook to talk to colleagues at Westmorland and Furness and to come up with an appropriate plan.

Resolved: The Town Clerk to carry out further research and to come back with an appropriate plan regarding fencing at Castle Haggs.

- Tap at Greenside – The Townscape Officer informed the Committee that the stop tap had not been fitted as yet.

Strong concern was expressed at the fact that a tap had been purchased but not used. The Town Clerk undertook to find a suitable site on which to instal the tap.

Resolved: The Town Clerk to find a suitable site on which to instal the stop tap originally purchased for Greenside.

Resolved: To note the verbal updates.

A23/2023 Allotment Statistics Report

The Town Clerk presented a report from Council Services Officer presented a report which showed that the waiting list currently stood at 112 individuals. The list had increased by 14 individuals since the last meeting. Nine plots were vacant, details of which were provided within the report. Five plots had been let since the last meeting.

A query was raised with regard to the routine followed by the Council Services Officer in relation to inspection of allotments, particularly where allotment holders were not taking up their responsibilities in an appropriate manner. It was felt that the next three months were crucial in this regard, it being pointed out that people would shortly be invoiced for the following 12-month period. Reassurance was sought that those people who needed to be moved on would receive notice to quit in a timely fashion.

The Town Clerk explained that he and the Council Services Officer had discussed this matter at length, pointing out that this was a labour-intensive task. He referred to the Council's new technology which had helped to some extent, although this was in its early stages and required some initial ground work – once initial inspections had been carried out using the system, management of allotments would become much easier in future. He informed the Committee, however, that additional resources may initially be required to carry out the ground work. The Town Clerk provided details of the lengthy process in relation to

moving on allotment holders, drawing attention to the initial inspection; due notice to improve; time to improve; following up at each stage; and then provision of notice to quit - all this could take up to ten weeks. The Town Clerk further drew attention to the problem of some plots being too large for some people to work and to the need for the Council to be more proactive in splitting some of these. He stressed the fact officers tried their best to manage the sites and that they would try to do more moving forward.

The need to restore the Committee's confidence and for the matter to be addressed quickly and rigorously was stressed. Raised was the potential for the Council Service Officer to be accompanied by either a Committee Member or a Site Representative when carrying out inspections so not just officer making decisions. The Town Clerk, pointing out that this may not be appropriate, suggested that contracts needed to be re-examined to ensure that procedures around non-cultivation of plots were more clearly reflected.

Following lengthy discussion, the Committee felt that the Town Clerk should be left to come up with an appropriate plan and to report back to the next meeting, also addressing resource allocation.

Despite this discussion, attention was drawn to the fact that the Council Services Officer was held in the highest regard.

Resolved: The Town Clerk to devise an appropriate plan in relation to persistent non-cultivation of plots, also addressing resource allocation, and to report back to the next meeting of the Committee.

Resolved: To note the report.

A24/2023 Site Representatives

Bryan Williams, Crow Tree Site Representative, drew attention to frustration being raised at this site with regard to the time being taken for some new allotment holders to start work on plots. The Chair made reference to similar problems in relation to a plot on Coley Barn.

Resolved: To note the verbal report from the Crow Tree Site Representative.

The meeting closed at 8.50 p.m.

Kendal Town Council

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



Minutes of a meeting of the Audit Committee held on Monday, 16 October 2023, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr S Coleman	Present	Cllr J Dunlop	Present
Cllr L Edwards	Present	Cllr D Evans	Apologies
Cllr M Helme	Present	Cllr C Russell (Chair)	Present
Cllr D Rathbone (Vice-Chair)	Present		

In attendance: Chris Bagshaw (Town Clerk).

A1/2023 Apologies

Apologies for absence were received from Cllr Evans, but require ratifying at a subsequent meeting, as they were forwarded to a member of staff who was not present at the meeting.

A2/2023 Declarations of Interest

No declarations of interest were raised under this item.

A3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

A4/2023 Minutes of the Last Meeting

Resolved: To receive the minutes of the former Audit, Grants and Charities Committee held on 10 July 2023 and to authorise the Chair to sign them as a true record.

A5/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. It was suggested that running headings could be carried over onto subsequent pages.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings. It was suggested that the individual headings on the sheet be made to run over subsequent pages.

A6/2023 New Terms of Reference

The Town Clerk reported that the Audit Committee had inherited its role in overseeing the Audit of the Council's activities from the previous Audit, Grants and Charities Committee. He drew attention to the new Terms of Reference and asked the Committee to consider any actions required. The Committee noted that the 'Grants and Charities' element had now passed to the Culture and Communities Committee.

The Clerk explained that it was the Committee's role to manage the appointment of Internal Auditors, but the External Auditor was currently assigned by Smaller Authority Audit Appointments (SAAA).

It was noted that the new Terms of Reference refer to nine members, but that the current membership was only seven. The Committee suggested that this may be reviewed for the next municipal year.

Resolved: To note the Committee's revised Terms of Reference.

A7/2023 2023/24 Budget Monitoring

The Committee considered a report on the Council's budget and expenditure for the second quarter, to the end of September 2023. The Clerk explained a number of income headings, including the grant from SLDC, which was now discretionary for the collecting authority and related to the council tax support grant system, introduced through the Local Government Finance Act in 2013. It was suggested that the Council contacts Westmorland and Furness Council's chief finance officer to seek guidance on the likely continuance of this scheme.

As the various cost centres were reviewed and explained, a number of queries arose, which the Clerk answered, including the way the Council makes provision for electoral costs, both 4-yearly and as one-off events. The Chair explained that he was about to have a series of meetings with both the Clerk and the Finance Officer to get a better understanding of how the budget costs are calculated in the Council's finance system. It was noted that vehicle costs would be likely to change if the Council replaced its diesel van with an electric one, but the overall cost of having a vehicle may not change.

It was suggested the way in which ear-marked funds are presented to Council should ensure that members are reassured about particular projects. The term 'councillor contributions' was also felt to be opaque and could be improved.

Resolved: To note the report, including its statements of earmarked reserves.

Resolved: The Town Clerk to contact W&FC about the Council Tax Support Grant.

Resolved: The Town Clerk to consider ways in which the finance information of the Council is presented so that it is more readily understood by members.

A8/2023 Bank Reconciliation

The Committee considered the bank reconciliation statements to September 2023.

Resolved: To receive and note the bank reconciliation statements to September 2023.

A9/2022 External Audit

The Town Clerk reported that, at the time of publication of the agenda on Monday, 9 October 2023, the External Auditor had not submitted the Council's Audit Report. Instead, they had offered an 'interim statement', confirming that they had not completed the report within the statutory timescale. This statement had been published on the Council's website to maintain the Council's requirement for publishing within the statutory timescale and was attached to the agenda. The Clerk reported that this was very unusual, and the Committee asked that he take up the matter with the External Auditor and report the outcome to Management Committee.

Resolved: To receive and note the interim statement from the Council's External Auditor for the year 2022-23.

Resolved: That the Town Clerk take up the matter of late reporting with the External Auditor, and report the outcome to the Management Committee.

A10/2023 Tax Investigation Insurance Scheme

The Committee was asked to consider a Tax Investigation Service offered by RfM to protect the Council from the professional costs, stress and uncertainty brought about by an HMRC enquiry.

Resolved: Not to take up the Tax Investigation Service at this time, but to include the risk for consideration in the review of the Council's Risk Assessment at a subsequent meeting.

A11/2023 Internal Audit

The Town Clerk reported that the Accounts and Audit Regulations 2015 required the Council to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

Public sector internal audit standards were not applied by regulation to the Town and Parish council sector, so the standards were for guidance and best practice.

The Town Clerk reminded Members that the Council should carry out a review of the effectiveness of its overall internal audit arrangements annually. The former Audit, Grants and Charities Committee had recommended that the Council refresh the Internal Auditor's terms of engagement. Pressure of time had meant that this had not been possible in 2022-23, but the Town Clerk advised that this should now be taken forward, as a matter of priority.

The extract from the Practitioners' Guide formed the basis for the letter of engagement, and should include:

- roles and responsibilities;
- audit planning and timing of visits;
- reporting requirements;
- rights to access information, Members and officers;
- period of engagement;
- remuneration;
- any other matters required for the management of the engagement by the Council; and
- professional indemnity insurance.

The Town Clerk further presented draft terms of engagement for Internal Audit.

The Committee was asked to consider the Council's arrangements for Internal Audit and to make any necessary recommendations.

Resolved: To draw up a new letter of engagement and invite potential Internal Auditors (which may include the current IA) to quote for the work, including an interim audit (equivalent to a six month review in future years).

A12/2023 Financial Regulations and Governance Arrangements Next Steps

The Town Clerk reported that the Council had adopted new Financial Regulations in June, based on the NALC 2019 Model Financial Regulations. One of the roles of the Audit Committee was to keep the Financial Regulations under review.

A new model was being drafted by NALC currently and the Town Clerk reported on progress of their current consultation on this matter. ***

The Committee was asked to consider if it wished to set out such other steps in the Council's governance arrangements as it saw appropriate and to consider the next steps in the Council's appraisal of its governance arrangements, following the adoption of new Financial Regulations.

Resolved: To note the review of the model financial regulations and to bring a list of financial procedures and practices to the next meeting of the Committee for review and consideration.

The meeting closed at 9.25 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED

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Minutes of a meeting of the Culture and Communities Committee held on Monday, 30 October 2023, at 7.00 p.m., in the Georgian Room at the Town Hall, Highgate, Kendal.

Cllr L Edwards	Present	Cllr R Edwards	Apologies
Cllr M Helme (Vice-Chair)	Apologies	Cllr H Ladhams (Chair)	Present
Cllr C Russell	Present	Cllr K Simpson	Present
Cllr R Sutton	Apologies	Cllr P Thornton	Present

In attendance: Town Clerk (Chris Bagshaw); Development Manager (Helen Watson-Moriarty).

CC1/2023 Apologies

Apologies for absence were received and accepted from Cllrs R Edwards, M Helme and R Sutton.

CC2/2023 Declarations of Interest

No declarations of interest were raised under this item.

CC3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

CC4/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the meeting of the former Christmas Lights and Festivals Committee held on 26 June 2023 and to authorise the Chair to sign them as a true record.

CC5/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the former Christmas Lights and Festivals and Audit, Grants and Charities Committees. A query concerning the supply of three-phase power to a potential site for a temporary ice rink was answered by the Development Manager, who recently met with staff from W&FC (as landowner) and Lakeland Arts (as tenants). Aspects of the project were being investigated and the Committee would hear more in due course.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings of the former Christmas Lights and Festivals and Audit, Grants and Charities Committees.

CC6/2023 New Terms of Reference

The Chair reminded members that the former Christmas Lights and Festivals Committee had been re-named with new Terms of Reference coming in to effect from 1 October. The new terms re-focussed the Committee's role away from the narrow issue of Christmas Lights and into the wider area of community development. To support this goal, the Committee was taking on the grant-giving roles previously held by the former Audit, Grants and Charities Committee. As well as responding to applications for Community Grants (and deciding what the criteria for those grants might be), the Committee was also being delegated the function of being the managing committee for the School of Science and Art (Sale Proceeds) Charity, a standalone Charity for which the Council was the Sole Trustee. The Town Clerk drew attention to the new Terms of Reference and asked the Committee to consider any actions required.

It was noted that the Terms of Reference related to the 'Thriving Towns' element of the Unitary Council's plan, and this implied that economic development was one of the Committee's core objectives. It was suggested that for this reason, the Council's Visit Kendal' work, probably should also belong to this Committee, rather than to Mayoralty and Heritage.

The Committee noted that the School of Science and Art (Sale Proceeds) (SoSA) charity could benefit from having a review of its funding criteria, which both could and should be different from those of the Council, generally.

It was noted that the breadth of the Committee's sphere of interest would include the voluntary faith and community enterprise sector, and that concepts like a 'Faith Covenant' for the Council would also be in this area.

Resolved: To note the Committee's new Terms of Reference.

Resolved: That the Chair would raise the issue of Visit Kendal with the Management Committee.

Resolved: That the next meeting of the Committee would be followed by a meeting of the SoSA management committee, which ought to consider the criteria for funding applications.

CC7/2023 Budget Monitoring 2023/24

The Committee considered its budget monitoring report for 2023/24 as at 13 October 2023 and the Town Clerk responded to queries raised by Members.

A virement from the underspends on both the Coronation and the Jubilee budget lines to the current Christmas Lights switch on budget was noted.

It was suggested that some elements of the budget report were still unclear to members and the Clerk agreed to look at how things might be clarified for future meetings.

Resolved: To receive and note the report.

Resolved: That the Clerk look at the scope for clarifying the presentation of the report from the Council's Finance system to ensure that members can fully understand what is being presented to them.

CC8/2023 Budget Review 2024/25

The Committee considered a report on its draft expenditure aims for the next financial year.

The table contained within the report showed the current budget and estimated outturn, as set out below. In addition, the table showed the estimated amount required in the next financial year to complete the Council's actions and the percentage variance on the previous year's budget.

The Town Clerk drew attention to the fact that the Coronation budget line had dropped out, but that he was proposing an additional £5,000 for contingencies or other priorities, allowing the Committee to develop social and cultural initiatives if it saw fit. The Committee felt this was better expressed as 'Cultural initiatives'.

The Chair proposed that the Christmas Lighting display element be uplifted to £30,000, to ensure that the programme for 2024/25 had genuine wow impact. It was noted that this would enable the Council to lease new lighting displays, which would serve to lift the existing infrastructure considerably. She was also optimistic that the Kendal Business Improvement District (BID) would contribute further funding to this, aiming for £40,000 in total.

The Committee considered if the Town Council needed to make budgetary provision for the development of the town's markets. It was noted that Westmorland and Furness Council, currently the town's market authority, had allocated £750,000 funding from the UK Shared Prosperity Fund, for the refurbishment of the markets, following the unsuccessful Levelling Up Fund application earlier in the year. It was suggested that the Town Council's role in the running of Kendal's markets might be the subject of a longer term plan, which didn't require a budgetary allocation at this stage, but should begin with a conversation with colleagues at W&FC.

Item	Budget 2023-24 £	Estimated Outturn £	Proposed 2024-25 £	% change
Community Grants	43,000	43,000	43,000	0
Festival Grants	25,000	25,000	23,000	0
Xmas Lights	18,000	18,000	30,000	+67%
Lights infrastructure	4,726	4,726	5,000	+6%
Electricity	850	850	1,100	+29%
Switch on	8,470	8,470	10,000	+18%
Bunting	1,250	1,100	1,500	+20%
Coronation	6,032	6,032	0	-100%
Cultural Initiatives	0		5,000	
Total	107,328	107,328	120,600	+8%

Resolved: To recommend the proposed budget requirements for the next financial year, as outlined above, for consideration by the Management Committee prior to presentation to Full Council.

CC9/2023 Mountain and Sky Christmas Lights Switch On 2023

The Committee considered a report from the Development Manager. The Kendal Switch-On Event was due to take place on 16 November in partnership with Kendal Mountain Festival. The report provided finer details of the event, which would include a parade from Abbot Hall

Park to the Market Square. The Committee thanked the Development Manager for picking up this task and also Stacey Hurley who was assisting with comms.

Resolved: To note the report.

CC10/2023 Festival Grant Applications

The Committee was asked to consider three applications for festival grant funding, as follows:

(a) Kendal Zine Fest - £489

The grant, if approved, would be put towards costs associated with Zine Fest. It was noted that the Chair had been delegated an assessment of the applicant's suitability, in the absence of the required number of signatures. The Chair reported that she had seen the quality and enthusiasm of the previous event and that it was the type of event that the council should be encouraging through its events grant system.

Resolved: To offer a grant of £489

(b) Kendal Mountain Festival - £5,000

The grant, if approved, would be put towards costs associated with delivering the festival.

Resolved: To offer a grant of £5,000

(c) Kendal Rugby Union Football Club - £2,000

The grant, if approved, would be put towards a firework display on Bonfire Night. The Club accepted that the figure of £2,000 may be more than the amount available. The Committee noted that the Council had offered a grant of this nature in the previous year, but the club had not been able to run the event, so had returned the money.

Resolved: To offer a grant of £2,000

CC11/2023 Community Grant Applications

The Committee was asked to consider three applications for community grant funding, as follows:

(a) Kendal Windows on Art - £500

The grant, if approved, would be put towards supporting the delivery of art outreach in Kendal.

Resolved: To offer a grant of £500

(b) Abbot Hall Bowling Club - £75

The grant, if approved, would be put towards supporting the Alexander Cup festival of bowling 2023.

Resolved: To offer a grant of £75

(c) *Kendal South Choir - £250*

The grant, if approved, would be put towards supporting the presentation of two concerts in Kendal.

Resolved: To offer a grant of £250

(d) *Space2Create - £5,000 per annum for three years*

The grant, if approved, would be put towards supporting the establishment of a community exhibition and events programme.

Resolved: To offer a grant of £1,500 pa

(e) *St Thomas' Community Connections - £480*

Cllr Thorton drew the Committee's attention to his connection to this application, and took no part in the decision making.

The grant, if approved, would be put towards assisting in provision of Christmas Meal day for the Cedars Support Group.

Resolved: To offer a grant of £480

Resolved: All grant recipients were to receive Conditions of Funding which set out the Council's expectations for publicity and feedback. The Festivals Grant criteria require review to ensure they fitted the Council's expectations and a report should be brought to a subsequent meeting of the Committee..

CC12/2023 Community Resilience

The Town Clerk provided a brief verbal report on a Community Resilience Planning project being run by Action with Communities in Cumbria (ACT). Giving the context that the Council had previously supported the Kendal Community Emergency Plan group, both financially and in back office support, and that now the subject required reinvigorating, he explained that ACT was in receipt of government funding to develop a scheme in Kendal, but was seeking a delivery partner, such as the Town Council. The role would be similar to the Council's previous involvement but could be set up with more up to date governance arrangements.

Resolved: To note the verbal report and seek further information and a proposal from ACT.

The meeting closed at 9.00 p.m.

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, 13 November 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	Present
Cllr D Brown	Apologies	Cllr J Cornthwaite	Present
Cllr M Helme	Present	Cllr E Hennessy (Chair)	Apologies
Cllr S Long	Present	Cllr C Russell	Present
Cllr K Simpson	Apologies		

In attendance: Town Clerk (Chris Bagshaw), Inge Booth (Democratic Services Assistant), Anne-Marie Sanderson (Projects Officer) and Helen Watson-Moriarty (Development Manager). In addition, Chris Rowley, Trustee of South Lakes Action on Climate Change (SLACC) was in attendance to contribute under Agenda Item No.7 (Project Update Report). One member of the public was present as an observer.

Note - In the absence of Cllr E Hennessy, Chair, Cllr G Archibald, Vice-Chair, took the Chair.

E41/2023 Apologies

Apologies for absence were received and accepted from Cllrs D Brown, E Hennessy (Chair) and K Simpson.

E42/2023 Declarations of Interest

No declarations of interest were raised under this item.

E43/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E44/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 11 September 2023 and to authorise the Chair to sign them as a true record.

E45/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Development Manager pointed out that all of the items were either complete or were included for consideration on the agenda.

Resolved: To note the report.

E46/2023 New Terms of Reference

Members were reminded that the Environment and Highways Committee had been renamed the Environment Committee at the meeting of Full Council held on 31 July 2023. Members had welcomed the proposed Committee Structure and Terms of Reference and had expressed enthusiasm for the renewed commitment for the Environment Committee to tackle climate change.

The Committee's Terms of Reference were restated within the report included on the agenda.

Resolved: To note the Environment Committee's new Terms of Reference.

Note – During consideration of the following item, Cllr G Archibald declared an interest as an observer on SLACC. Cllr M Helme also declared an interest due to her involvement with Outside In.

E47/2023 Project Update Report

The Committee was presented with a report including an update of ongoing projects.

The Development Manager introduced Chris Rowley, Trustee of SLACC which managed Waste into Wellbeing, who was present to provide an update on significant developments in relation to the Climate Hub and Café.

Chris Rowley addressed the Committee, referring to the Citizens' Jury recommendation of two years ago regarding the need for a physical presence in Kendal of a Climate Hub to support people over the next 20 to 30 years. He pointed out the challenges involved and referred to a decision which had been made for the provision of funding to create a physical presence. He drew attention to the current best option location of the United Reformed Church Hall and provided a detailed update on partnership work which had been carried out to secure this property. Significant progress had been made, including confirmation from the owner the building could become a community asset managed by a community interest company. Terms had been negotiated to enable work to start on that building. Heads of Agreement set out not only the terms but also indicated that ownership of the building would eventually transfer to the Community Interest Company. Of significance was the fact that the Hall would ultimately come into an equivalent to public ownership. To this end, Mr Rowley asked whether the allocated funding could now be released by Kendal Town Council, and he drew attention to a Memorandum of Understanding which was ready for signing.

The Vice-Chair in the Chair, whilst showing support, explained that it was for Town Council officers to make this decision, first ensuring that appropriate conditions and legalities were in place. He thanked Mr Rowley for his contribution to the meeting and offered Members an opportunity to ask questions.

Members offered congratulations on progress in terms of the securing of the building, welcoming the fact that the Town Council's financial contribution was going to a worthwhile public cause. Members expressed a desire for regular monitoring reports to be submitted to the Town Council and the Town Clerk confirmed that this could be included within the Memorandum of Understanding. Attention was also drawn to CIL funding which had been applied for towards the provision of a disabled lift, with Waste into Wellbeing also having identified a contribution. The CIL application had been deferred until Environment

Committee funding was drawn down and it had, therefore, been recommended that they re-apply once the Memorandum of Understanding had been signed.

Resolved: To reconsider the request for CIL funding for a disabled lift for Waste into Wellbeing via the Management Committee.

Resolved: Officer to consider the release of funding to Waste into Wellbeing, first ensuring that appropriate conditions and legalities are in place.

Resolved: To note the Project Update Report.

E48/2023 Environment Budget Proposals

(a) The Committee considered a report on the Environment and Highways Budget 2023/24.

With regard to Budget Code 9411, Green Mintsfeet Development, it was suggested that the name related to the time when the project related more to the Cumbria County Council depot and that “Green” could now be removed from the title.

Resolved: To remove the word “Green” from the title of Budget Code 9411.

In response to a query in relation to Budget Code 9308 and Cllrs Contributions, the Development Manager explained that the figure of £6,700 was the total which had been contributed by Members. Only Cllr S Long’s Cllr Contribution had been specifically for Kirkbarrow Connections. It was suggested that all Members should be updated on progress in relation to the Kirkbarrow footpaths.

Resolved: The Committee and local ward councillors to be provided via email with an update on Kirkbarrow Connections.

In response to a query, the Projects Officer confirmed that the funding allocated to the small footpath in the Vicarage Drive area was sufficient.

The need to examine the list of projects and to ensure that they could be delivered was stressed and that, where this was not possible, for the allocated funding to be put back into the Development Budget for other aspirations. The Development Manager explained that two projects were dependent on partners:

- Oxenholme Signage awaited permission from Network Rail and this was currently being sought by the train provider on behalf of the Town Council.
- The Kendal Yards project which was being carried out in partnership with Kendal Futures was dependent on landowner permission and upgrading the condition of the walls for murals.

Resolved: To note the report.

(b) The Committee considered funding for two bins at Oxenholme. The Town Clerk explained that proposal was as a result of a request from a ward member and two Westmorland and Furness colleagues following consultation with residents. The cost of the bins was approximately £800 each and would be drawn from the Infrastructure Maintenance Budget due to the fact that not enough money remained in the New Infrastructure Budget, resulting in the need for a virement.

Members expressed disappointment that not enough information had been provided and felt that a decision could not be made without specific details.

Resolved: Subject to specific details being presented to and agreed by the Chair and Vice-Chair, the funding for the two bins at Oxenholme be approved, the sum to be vired from the Infrastructure and Maintenance Budget.

(c) The Committee considered a report including proposals for the next Budget year (2024/25).

As discussed at September's Committee meeting, Councillors had been encouraged to suggest projects for funding in the financial year of 2024/25. The Chair had emailed all Members, and the Chair and Vice Chair had met with the Clerk and Development Manager to collate results and provide the overview provided, as set out below.

Environment Committee Budget Requests				
Item	Proposer	Purpose	Cost	Source
Birdcage Design	Cllr Russell	To provide design visuals of an improved Birdcage support a request to W&F Council to improve	£5,000	2024/25 Budget
Kendal Biodiversity Grant & Projects continuation	Cllr Hennessy and Cllr Archibald	To continue to provide local community groups with biodiversity and nature recovery grants	£10,000	2024/25 Budget
Kendal Wildflowers*	Environment Committee	To continue to enhance Kendal's biodiversity with additional wildflowers at five new locations	Maintain at £10,000 (therefore top up by £6400)	2024/25 Budget
Footpath Enhancements	Environment Committee	To improve footpaths to enable more children to walk and cycle to school	£30,000	2024/25 Budget
Total 24/25 Budget Requests (in addition to core Environment budget commitments)			£55,000 - 2024/25 Budget	
Easy Travel Kendal*	Environment Committee	To improve the sense of arrival, public realm and welcome at key transport hubs and provide bike storage facilities	£50,000	Proposed CIL
Kendal Pumptrack*	Environment Committee	To provide a pumptrack for the young people of Kendal	£50,000	Proposed CIL

Total CIL Requests (in addition to current Environment Committee approved CIL projects, 20mph contribution, water fountain and bus seat at Windermere Road)	100,000 - CIL Request
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**Additional info paper to follow for committee mtg*

Current CIL balance £90,000 (more expected in 2024)

Current Enviro CIL Approved projects Water Fountain (£5000)

Windermere Road Bus Stop Bench (£750) 20 mph contribution (£11,500)

Proposed Core Budget Detail (in addition to proposals shown above)

Item	23-24	Proposed 24-25	
New Infrastructure	0	0	New infrastructure was funded through projects budget and CIL
Infrastructure Maintenance	8,438	5,000	Additional added from reserves to complete specific project in 2023. This is the money allocated to service existing infrastructure including CCTV
Footway Lighting charges	4,200	5,000	These costs are allocated by W&FC
Bin servicing charges	3,000	3,250	These costs are allocated by W&FC
	15,638	11,750	

The Town Clerk explained how some of the items could be met from CIL and others from the ongoing budget. The Committee's recommendations would be forwarded to the Management Committee Budget Working Group which would make recommendations for subsequent consideration by Full Council. The Committee today was being asked if it was comfortable with these proposals to move forward.

A lengthy discussion ensued, particularly around plans in relation to the Birdcage and the need for this eyesore to be addressed as soon as possible. It was questioned whether the amount of £5,000 was sufficient, however, it was pointed out that this sum was purely in relation to the preparation of a design visuals in order to support a request to Westmorland and Furness Council for improvements. Members acknowledged the need for the Town Council to demonstrate a commitment to improving the infrastructure of the Town, together with Kendal Futures, however, wished to be clear first that other sources of funding were available to carry out the work. It was felt that careful consideration needed to be given to the whole area in this location and that there needed to be clear commitment demonstrated by other partners.

Resolved: To write to Westmorland and Furness Council advising that the Environment Committee will recommend allocation of the sum of £5,000 within its 2024/25 Budget for the provision of design visuals of an improved birdcage to support Westmorland and Furness to carry out the improvements, subject to obtaining commitment to any other available partnership funding.

A request was then raised from the floor for additional funding towards footpath enhancements, it being felt that £30,000 was not sufficient. It was, therefore, proposed to increase this request to £50,000 and that it be pointed out that this was likely to be an ongoing demand year on year.

Resolved: To increase the proposal of £30,000 towards footpath enhancements to £50,000 and to point out that this is likely to be a demand year on year.

Attention was drawn to the fact that the Committee's recommendations were subject to agreement by Full Council which would determine the 2024/25 Budget and precept.

Resolved: Subject to the changes detailed above relating to the request for £5,000 for Birdcage Design and an increase from £30,000 to £50,000 (and the likelihood of an ongoing demand year on year), to recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

E49/2023 Wildflowers Kendal

The Projects Officer reported that wildflower planting in 2022 had been well-received by the public and that informal observation showed that these plantings had benefitted pollinating insects by providing a variety of nectar sources over several months from May to September. A budget proposal had been included in Agenda Item No.8 (Environment Budget Proposals) (Minute No.E48.2023 above refers) to allocate £10,000 to wildflower projects in the next year.

Officers were now working together with colleagues at Westmorland and Furness Council to secure permissions for planting at a number of sites including:

- Bowling Fell
- Kendal Green (North end, near St Thomas')
- Kendal Castle (west side)
- The Adventure (Kirkbarrow)
- Kirkbarrow roundabout (corners of junction of Anchorite Fields/Anchorite Rd/Glebe Rd)
- Hallgarth (to complement tree planting recently completed by Natural Kendal)

The Projects Officer pointed out that the list of sites was not exhaustive and that there were other possibilities.

Two methods of planting were proposed, either spring seeding or Autumn plug planting. Both methods would benefit from volunteer involvement via organised work parties which would be promoted to residents living within the locality of each project and via Kendal Town Council social media. Kendal Conservation Volunteers (KCV) were aiming to grow up to 6,000 wildflower plugs for the Town Council's use, to be provided for a nominal donation. Depending on success rates across different species, additional plugs from other local suppliers might be required. Signage would accompany each new wildflower site to inform the public and grounds maintenance contractors of the presence of wildflowers. Details in relation to costs which would be incurred were provided, at an estimated total of £6,500 which fell within the budget of £10,000.

Members welcomed the report, praising the success of the work which had already been carried out. It was pointed out that any funding would be dependent on the outcome of consideration of the Council's Budget. A suggestion was raised that if the projects were lined up to be carried out at a similar time, then this might result in the total cost being cheaper. Also raised was the need to involve specialist consultants with regard to the correct blend of wildflowers to suit the soil in the locations chosen, as well as the need for signage providing information on the project. It was pointed out that a lot had been learnt with regard to the mix of wildflowers planted at Kendal Green. The Projects Officer pointed out although she had talked with experts in the field, she would be keen to hear of any other resources. Finally, stressed was the hope that elderly residents were engaged to join in as it was felt that they would gain considerably from taking part. If the project was addressed within the Budget, the project would need to be publicised, inviting people to participate.

Resolved: To note the report and to take on board the comments raised at the meeting and outlined above.

E50/2023 Water Fountain Proposal

The Projects Officer referred to councillors having identified a need for accessible, free of charge drinking water stations in Kendal Town centre. Providing drinking water to the public would help to alleviate heat stress experienced during hotter temperatures of recent summers; it would also help to reduce the amount of single use plastic bottles consumed in Kendal, in keeping with the Citizens' Jury's recommendation #23 – "that Kendal is promoted as a single-use plastic free town and works towards ways of achieving that."

Several local businesses already participated in the Refill scheme (a national scheme spearheaded by City to Sea). There was also a water station available upstairs in the library, but this was not widely known. £5,000 of Community Infrastructure Levy (CIL) funding had recently been approved by the Management Committee for this project.

Locations within and outside of the Town Hall had been considered, but constraints of space, water mains connection, and limited opening hours, as well as necessary listed building consent, made this location impractical. It could be possible to install a water fountain in a prominent outdoor location in future, but it was felt that this would be better incorporated into a larger scheme, such as potential redevelopments of the Birdcage, with partnership working.

The indoor market within Westmorland Shopping Centre was owned by Westmorland and Furness Council and presented the opportunity for partnership working. The report included an image which illustrated a suitable location within the indoor market which would benefit from relatively high footfall and good visibility from the Shopping Centre's entrance on the Market Place. The units were available on a rental basis, which, it was felt, could be a good way to gauge levels of use before committing to it as a permanent fixture. Units were fitted with an LED display bottle counter. A hands-free option was recommended to ensure public acceptance. Unit casing could be customised to display the Kendal brand, relevant logos and messaging. Details of the potential costs involved were provided within the report. Also outlined within the report was the need for permission to be sought from the landlord, Westmorland and Furness Council, and clarification on future planned improvements to the Indoor Market to ensure compatibility.

The Committee was being asked whether officers should move forward with the project to instal a water fountain at the proposed location.

During discussion Members questioned the robustness of the proposal in the face of the work due to be carried out by Westmorland and Furness at the Market Hall. Raised was the potential for the unit to be situated in a more prominent place outside, however it was pointed out that there were a number of reasons as to why this was not appropriate, for example lack of water supply. In response to a suggestion for locating the unit at a completely different site, the Projects Officer explained that the two other sites belonging to Westmorland and Furness were the Town Hall which would require Listed Building Consent and the Library which already had a water fountain. Also suggested was locating the unit at the front of the Westmorland Shopping Centre by Waterstones, and the Projects Officer advised that this could be investigated, although pointing out that this area was owned by the Shopping Centre which could cause complications.

Resolved: Subject to robustness around whether the water station can be suitably integrated into the works due to be carried out by Westmorland and Furness Council at the Market Hall, officers be delegated to move forward, however, should it become apparent that the proposed location is unsuitable, then to investigate alternative locations for siting the unit.

E51/2023 Easy Transport Kendal Proposal

The Committee considered a report from the Development Manager. Kendal Town Centre was accessible via train, bus and cycling. However, the sense of welcome and facilities at these arrival points were not currently celebrated with high quality, welcoming public realm. Instead, arrivals by bus, train or bikes were faced with navigation issues, underwhelm, and a lack of places to safely store bikes.

The report proposed to seek to address these issues by improving the public realm and signage and providing cycling facilities, potentially highlighting Kendal's transport link and encouraging more people to utilise them. To achieve everything set out within the proposal, both significant funding and partnership working were required.

Kendal Futures placemaking and Vision Groups had contributed to the outlined ideas and would be supportive of delivery via their 'Creative Group' regarding the mural recommendations. Permissions and maintenance agreements would need to be confirmed with both Westmorland and Furness Council and the Shopping Centre owners.

The proposal outlined actions for year one – focusing on the Bus Station and Cycling Storage – and suggestions for Years 2 and 3, as follows:

Year 1 - Bus Station Improvements & Cycling Storage £50,000 -

- Bus station mural - £5000
- New bus station signage - £2000
- New directional Signage - £2000
- Improved public realm area - £10,000
- Roof cleaning - £2000
- New covered bike shelter, including cargo bike storage - £20,000
- New covered bin area for Police Yard (repurposing Woolpack yard Bin shelter) - £3000
- Contingency - £5000

Year 2 - South Bound Green Roof Shelter and Kendal Train Station Improvements £50,000 -

- South bound shelter
 - Create a single uniformed bus shelter with green roof (potentially 'upcycling' existing infrastructure)
 - Improve the seating
 - Improve the planting
 - Install wayfinding decals to zebra crossing
- Kendal Train Station
 - Longpool is a challenging crossing for pedestrians leaving the train station and the route into the town centre is not clear. The pedestrian section of the approach is also badly faded and creates a poor first impression. The train station is not visible from Sandes Avenue.
 - Install decals on the approach, way marking the route the pedestrian crossing 'Town Centre via safe crossing'
 - Installing decals after the crossing with the simpler message 'To the Town Centre' until Strammongate where it would change to 'Welcome to Kendal'.
 - Repainting approach
 - Installing Kendal Train Station sign at the platform so visible from Sandes Avenue

Year 3 – Blackhall Yard Welcome Square £50,000 -

- Repaint the pedestrian walkway in vibrant colours to tie in with mural and bus station signage
- Replace the current cycle storage with new storage
- Install a vibrant mural on the uncovered brick wall
- Trim vegetation and replant in gaps
- Investigate parking usage (to support long term vision of creating a square)
- Investigate bin usage (to support long term vision of creating a square)

Attention was drawn to the fact that the funding had already been requested within the forthcoming proposed Budget and that the Committee had today to consider whether or not the project should move forward.

Whilst Members expressed strong support for the improvements to the Town Centre, it was felt that the specifics required further consideration together with key partners. It was suggested that both Kendal Futures and Kendal Bid should be consulted to see if they wished to work in partnership on the proposals. Stressed was the importance of bike storage and the need to consult cyclists. In addition, should the proposal be included within the approved Budget, then it was felt that the manner in which consultation and community engagement should take place, as well as collaboration at councillor level, should be well considered. It was further highlighted that several budget allocations already existed in relation to infrastructure. Whilst Members acknowledged the need to liaise directly with Kendal Bid's working groups, it was raised that the decision-making aspect should remain with the Town Council. Attention was also drawn to the need to discuss the proposals with Westmorland and Furness Council and the Environment Agency. No plan would be implemented without full consultation.

Resolved: The Chair or Vice-Chair of the Environment Committee to convene a discussion with the principal bodies involved on the proposals and the issues raised at the meeting and outlined above in order to establish the priorities and how funding will be used to make improvements to infrastructure within Kendal Town Centre.

Note – At this stage in the proceedings, Cllr G Archibald declared an interest in the following item of business by virtue of the fact that he had attended meetings of Friends of Nobles Rest and due to having used some of his Westmorland and Furness Member Locality Budget to offer support. Cllr Archibald, Vice-Chair in the Chair, having declared an interest and that he would take no part in the discussion or voting, Cllr C Russell took the Chair for the duration of the item.

E52/2023 Biodiversity Grant Proposal

The report outlined the aims of Friends of Nobles Rest and asked the Committee to approve a Biodiversity Grant of £500 to:

- contribute to a new wildflower area notice board to outline the establishment and value of wildflower areas, to be designed in conjunction with Westmorland and Furness Council and Cumbria Wildlife Trust (£300); and
- replace two trees that had died, one Damson as part of the Damson Orchard established five years ago and one Shady Oak.

All of the relevant paper work and evidence had been received as part of the grant application process.

Resolved: To offer a Biodiversity Grant of £500 to Friends of Nobles Rest in support of the items outlined above

Note – Cllr G Archibald, Vice-Chair, resumed the Chair for the remainder of the meeting.

E53/2023 Pumptrack Design Proposal

Members considered a report which explained that, in 2022, Velosolutions had provided a design overview for a potential pumptrack at Kendal Castle. Following the design and a planning application from a different applicant, the Town Council had been advised that the castle location would not be suitable for a pumptrack.

An alternative site, at Sandylands Park, had been researched by Town Council officers together with Westmorland and Furness Council officers.

To confirm the suitability and potential resident buy in for this site, a design was needed to create a strong visualisation and talking point. A design would also support future funding applications to Westmorland and Furness Council and others.

The Committee was asked to consider spending the remaining pumptrack funding of £2,000 on a sketch design to demonstrate how and where a pumptrack could fit into the existing space at Sandylands park without impacting the current play park, multi-use games area and/or the communities annual fete space.

The Town Clerk confirmed £2,000 of the £4,000 pumptrack funding remained.

Resolved: To allocate the remaining pumptrack funding of £2,000 on a sketch design, to demonstrate how and where a pumptrack could fit into the existing space at Sandylands park without impacting the current play park, multi-use games area and/or the communities annual fete space.

E54/2023 Kendal Rotary Proposal

It was reported that Kendal Rotary were in the early stages of planning the Centenary Celebrations. The actual date would be 25 April 2025, though the Centenary year would be from July 2024.

Kendal Rotary had, over the years, benefitted the Town. For example, they had been involved with the founding of Sandgate School, and continued to help the staff and students. They ran a number of youth projects and competitions and, of course, had planted crocuses which adorned the roadsides of the Town.

The Committee was asked to consider providing a brass plaque for the bench outside Oxfam commemorating the centenary year.

In response to a query, the Development Manager informed Members that the likely cost of the plaque would be no more than £100. In addition, she confirmed that the bench belonged to Kendal Town Council. The need to ensure that either the Mayor or Deputy Mayor were present when the plaque was affixed to the bench.

Resolved: To provide a brass plaque for the bench outside Oxfam commemorating the Rotary Centenary Celebrations.

E55/2023 Footpath Investment Proposal

It was reported that, following the completion of the Kendal Footpath Audit, quotes and partnership working with Westmorland and Furness Council had begun to implement improvements which, over time, would enable all children in Kendal to access school easily via an excellent network of local footpaths.

The Committee was asked to consider a number of quotes which had been received to deliver improvements to the footpath between Dean Gibson School and Vicarage Park School. The Projects Officer confirmed details in relation to the fourth quote which included delivery of both the fencing and footpath improvements within reasonable timescales, drawing attention to the potential for a slight cost in the figure dependent on the amount of earth removed. The Town Clerk advised that the figure fell within the remaining budget of £7,576. The Projects Officer further highlighted the fact that the work would be carried out during either school half term or Easter holidays in order to address safeguarding concerns.

The need to ensure that the three relevant ward councillors were advised of plans was raised and, in addition, the need for a suitable press release including a quote from one of them. Also raised was the need to liaise with Westmorland and Furness Council with regard to a contribution towards signage relating to dog fouling. The question of arrangements for suitable diversion during the time of the works was also raised.

Resolved: To award the contract to deliver improvements to the footpath between Dean Gibson School and Vicarage Park to the contractor identified at the meeting.

Resolved: To contact the three relevant ward councillors with a view to seeking a quote and producing a suitable press release.

Resolved: To liaise with Westmorland and Furness with regard to a contribution towards signage relating to dog fouling.

Resolved: To look into the matter of suitable diversion during the time of the works being carried out.

E56/2023 Announcement

The Committee expressed sincere thanks to the Development Manager, Helen Watson-Moriarty, who would shortly be leaving the employment of the Town Council. Helen had been involved in a tremendous amount of work over the last eight years in the delivery of many projects throughout the Town. Members took the opportunity to wish her the very best for the future.

The meeting closed at 8.30 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, 17 October 2023, at 6.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Kendal Town Council Members

Cllr A Blackman (Chair)	Apologies	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), Janine Holt (Council Services Officer) and Pierre Labat (Townscape Officer).

B10/2023 Apologies

Apologies for absence were received and accepted from Cllr Blackman.

B11/2023 Declarations of Interest

No declarations of interest were raised under this item.

B12/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

B13/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 25 July 2023 and to authorise the Chair to sign them as a true record.

B14/2023 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 the request to invite King Charles to Kendal has to be submitted to the Lord Lieutenants office with a date identified at the time of submission. The Town Clerk suggested the 1st anniversary of the coronation would be ideal date to invite King Charles. The committee members agreed and the official request will be submitted.

Resolved: To note the report.

B15/2023 Review of Spend against Budget 2023/24

The Council Services Officer presented a review of spend against budget 2023/24 as at 1st September 2023. She advised the Committee that the Townscape Officer would like to expand the in house composting scheme at a cost of £500 to purchase 4 more compost bins. The Committee approved this expenditure.

Resolved: To note the Committee's spend against budget at 1st September 2023.

Resolved: To approve the expenditure of £500 for 4 compost bins.

B16/2023 Budget Review 2024/25

The Town Clerk presented a report to assist the Committee in considering its expenditure aims for the next financial year, and to make recommendations via the Management Committee to the Council. Expenditure needed to be in keeping with the aims of the Council Plan.

The report showed the Committee's current budget and estimated outturn. In addition, it showed the estimated amount required in the next financial year to complete the Council's actions, as well as the percentage variance on the previous year's budget.

Item	Current year	Expected outturn	Proposed 24-25	% variance
Floral Displays	26,500	26,500	30,000	+13.2%
Projects and Grants	8,500	6,000	6,000	-29%
Total	35,000	32,500	36,000	+2.9%

The Floral Display contract was currently up for renewal, and it was anticipated that a new contract would be in place for the winter of 2024, with Continental Landscapes continuing cover through their existing agreements in the summer of 2024. For this reason, it was felt necessary to give the contract value some headroom, as there was currently a great deal of volatility in the Grounds Maintenance market.

The Projects and Grants budget had been less well used in the last couple of seasons, so it seemed appropriate to reduce this commensurately, bringing down the total budget to one that was effectively increased by a below-inflation amount.

Resolved: To recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

B17/2023 Kendal, Cumbria and Britain Bloom 2023

The Council Services Officer provided an update report on the bloom initiatives 2023.

Britain in Bloom - The judges had visited Kendal on 3 August and the results would be announced on 23 October. A small group consisting of the Mayor, Cllrs Blackman and Hendry and the Council Services Officer would attend the awards ceremony in London. The results will be circulated soon after the awards ceremony.

Cumbria in Bloom - The awards ceremony took place on 17 October and Kendal was awarded a Silver Gilt along with a special gold award for the coronation bed. The Council Services Officer reported that the Cumbria in Bloom visit had been a useful experience and had helped the Council to modify the route for Britain in Bloom. The Council Services Officer asked the Committee to consider participation in the Cumbria in Bloom initiative in the following year.

Resolved: The Committee agreed to participate in the Cumbria in Bloom initiative next year.

Kendal in Bloom - The awards ceremony and celebratory tea would be held at 5.30 p.m. on 8 November, with a formal invite due to be sent out during the forthcoming week. The Deputy Mayor had confirmed his attendance and would present the certificates. The Council Services Officer asked the Committee to consider if it wished to present vouchers as in previous years or simply a certificate of participation. She also sought a volunteer to open the ceremony and to bring the event to a close after the presentations. She hoped to keep the event informal, with a celebratory tea as a 'thank you' to all participants.

Resolved: Cllr Hendry and Cllr Sutton volunteered to speak at the event. The Committee agreed a certificate of participation was appropriate.

Resolved: To note the report.

B18/2023 KIB Grant Application

The Committee considered an application for a grant of £500 from Kirkbie Green Community Group towards assisting in increasing biodiversity and encouraging wildflowers on green spaces at each end of the Green.

Resolved: To approve the grant of £500 from Kirkbie Green Community

B19/2023 Civic Planting Maintenance

The Committee discussed the maintenance schedule. The Council Services Officer highlighted that the current maintenance schedule had reached saturation point and taking on anymore would not be feasible. A general discussion was held and suggestions put forward of schemes and organisations who may be able to offer assistance. The Council Services Officer will make contact with the probation service who provide the 'community payback scheme'.

The Townscape Officer reported that the planters on Finkle Street had been subject to numerous incidents of vandalism this season. Currently they have been moved in order to facilitate the switch on event. The Townscape Officer suggested an alternative to the ground floor planting. He proposed the creation of a metal arch at the entrance to Old Police Yard that would hold floral displays. The Committee agreed in principle with this concept and requested that the Townscape Officer explored this further with costings attached.

The Council Services Officer reported the plants which were purchased for planting at Beezon Fields had still not been planted and were being cared for by Kendal Conservation Volunteers. The concern was that we would lose these if they are not planted soon but Toni Yates confirmed that they would be ok until spring. The Town Clerk agreed to relay our concerns about the lack of progress with the planting scheme to the Environment Agency.

The Council Services Officer pointed out that the Market Place was underwhelming from a floral display perspective and that it was an area that needs development. The Town Clerk said that the redevelopment of the Market Place was on the agenda with an established

group. The group consists of representation from Westmorland & Furness Council, Kendal Town Council, Kendal Futures and the BID. The Town Clerk agreed to represent the Committee and act as the link between the Committee and the wider group.

Resolved: To explore the installation of a metal display arch ensuring costings are included.

Resolved: The Town Clerk to liaise with the Environment Agency on the planting at Beezon Fields.

Resolved: To explore further the services of the 'community payback scheme'.

Resolved: The Town Clerk to act as the link the Committee and the wider Market Place development group.

The meeting closed at 7.20p.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, 6 November 2023, at 7.30 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	Apologies	Cllr D Rathbone (Vice-Chair)	Present
Cllr A Finch	Apologies	Cllr C Russell	Present
Cllr E Hennessy	Present		

Also present: Cllr G Archibald as substitute for Cllr A Finch and Cllr J Cornthwaite, in the capacity of Deputy Mayor) as substitute for J Dunlop (Mayor).

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

M38/2023 Apologies

Apologies for absence were received and accepted from Cllrs J Dunlop and A Finch.

M39/2023 Declarations of Interest

No declarations of interest were raised under this item.

M40/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

M41/2023 Minutes of the Previous Meeting

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

M42/2023 Minute Action Sheet

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

- *Ref. No.28* – The Town Clerk informed Members that, whilst Divest Cumbria would like to have returned to address the Committee again, it had been felt that they had put forward their views very eloquently on the last occasion. He reported that the matter remained ongoing and that he was due to attend a meeting of the Pension Fund Committee on 10 November 2023, at which Divestment would be explained; he would report back.
- *Ref. No.31* – The Town Clerk reported that Westmorland and Furness had responded saying that they were supportive of altering the Town Council's electoral cycle and a review of boundaries and that they would be addressing this in due course. They were seeking information on what

boundaries the Town council wished to change and, to this end, the Town Clerk was in the process of obtaining the necessary maps. He suggested that it would be worthwhile for a working group to look into the matter and to report back to the Committee. Members felt that this was something best suited to the Planning Committee. Members further asked whether any feedback had been received from Westmorland and Furness in relation to land allocations and any potential new housing strategies. The Town Clerk explained that the status of the Local Plan had been complicated by the passing in the previous week of the Levelling Up and Regeneration Act which would result in a job of work for the Planning Committee, with the new system being subtly different.

Resolved: To pass on the issue of responding to Westmorland and Furness on a review of the Town Council's boundaries to the Planning Committee.

- *Ref. No.2* – In response to a request for an update in relation to Mintsfeet, the Town Clerk referred to a recent meeting with the Rivers Trust at which attention had been drawn to the presences of Japanese Knotweed. This would require an appropriate management plan to be put in place. He further drew attention to inroads made by Cllr G Archibald regarding the revitalisation of the river corridor, pointing out that this subject would eventually become part of the Environment Committee's remit. The Town Clerk also reported that the Environment Agency had completed footpath work at Mint Fields, which meant that the path network was now complete, however, that there had been a potential offer for extension of the path through the Town Council's land. This matter also now lay with the Environment Committee. A query having then been raised in relation to publicity around the acquisition of land at Vicarage Drive, the Town Clerk explained that this was yet to be done due to recent staffing shortages. Cllr E Hennessy, Chair of the Environment Committee, undertook to put a press release together.

Resolved: Cllr E Hennessy to draft a press release in relation to the acquisition of land at Vicarage Drive.

- *Ref. No.16* – This also related to Ref.No.1, the Town Clerk explaining in response to a query that a full report on a review of outside bodies would be made to the April 2024 meeting of Full Council, with representation on Brewery Arts being fed into that report.

Resolved: To note the report.

M43/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in, highlighting a number of very positive areas around the success of Silver Gilt award for Britain in Bloom and the forthcoming Christmas Lights Switch-on Event.

Discussion took place in relation to the need to review the Visit Kendal Website and, in addition for this area to move across to the Culture and Communities Committee rather than Mayoralty and Heritage. The Town Clerk explained that the Council currently paid someone to update this site and that the content was reviewed by staff from both the Town Council and Kendal Futures. Of all of the Council's media platforms, the Visit Kendal site was the most up to date. Members stressed the fact that this was a highly visited site, by both visitors and the local community, and that its content should be appropriate and up to date. It was felt that the site currently focussed on events and festivals but that the content should be broader, including, for example, an events calendar, details in relation to businesses and a broader mix of cultural events. In addition, the need for the leaflets to be appropriately focussed was stressed.

Resolved: To seek to make the improvements outlined above to the Visit Kendal Website and leaflets.

Concern having been expressed regarding the the vast number of items included within the Activity Report, the Town Clerk explained that this was an indication of work that was currently being delivered. He confirmed that if staffing levels could be maintained then most of the items would be prioritised and delegated to individuals within the Team.

Discussion turned to the Council's Newsletter and to the fact that not all councillors had received a copy. The Town Clerk informed the Committee that he had not, as yet, collated the information requested from Members in relation to this issue but that he was surprised how many had not received a copy. He suggested that he would need to take the matter up with Royal Mail and also referred to alternative options for delivery. Members stressed the need for this to be addressed as soon as possible and asked for a link to be sent to all councillors as soon as the next edition of the Newsletter was published on the Council's Website. The Town Clerk indicated that the next edition would be available prior to Christmas.

Resolved: The Town Clerk to address the matter regarding delivery of the Council's Newsletter as a matter as soon as possible and, in addition, to ensure that a link is sent to all councillors as soon as the next edition of the Newsletter is published on the Council's Website.

Resolved: To note the report.

M44/2023 Kendal Futures Programme Proposal

Cllr S Long, as the Council's representatives on the outside body, introduced a programme proposal from Kendal Futures, details of which were included within the agenda. Kendal Futures wanted to transform Kendal as a Place, developing the aspirations and principles set out in its Vision to inspire change and ensure the town's future success. Kendal Futures would do this by working with the Kendal Futures Board, Kendal Town Council, Westmorland and Furness Council, other partners (including the private sector) and the local community via the Vision Action Groups.

The report detailed Kendal Vision's Core values and provided a link to Kendal Futures priorities for 2023-24; these would continue to be progressed.

Details of the funding request to the Town Council were provided, showing a Year 1 total of £49,800, Year 2 £55,500 and Year 3 £51,000.

Further details of projects and their alignment with Kendal Town Council's priorities were provided. Attention was drawn to the fact that Kendal Futures had the ambition to progress and ultimately deliver the projects shown, but their success and actual delivery was often dependent on other parties, including Westmorland and Furness Council, for funding, expertise, permissions, development and physical completion. Many of the activities outlined were to bring projects closer to a stage where they would be sufficiently progressed to bid for future Government funding rounds if made available. Kendal Futures had project development funding to contribute towards the Year 1 activities and was committed to finding funding for some projects via alternative sources such as private sector contributions and crowdfunding. However, gaining commitments from Kendal Town Council and Westmorland and Furness Council would help to leverage other support. Costs were estimated for the different project elements, and a range of funders would be required. Some of the project work could be completed using existing staff/team resources only, and did not have a direct cost attributed to them.

Year 1 (2024/25) projects were as follows:

- Extending the Stramongate public realm scheme to Kent Street
- Develop a public realm improvement scheme for Market Place and Finkle Street

- Meanwhile projects
- Canal Head Masterplan
- Influence the development of the revised Local Plan to align with the Vision's principles
- Community Wealth Building (ongoing work see current priorities for details)

Year 2 (2025/26) projects were as follows:

- Extending the Stramongate public realm scheme to Kent Street
- Public realm improvement scheme for Market Place and Finkle Street
- Meanwhile projects
- Canal Head revised masterplan
- Influence the development of the revised Local Plan to align with the Vision's principles
- Masterplan for Busher Walk/County Hall

Year 3 (2026/27) projects were as follows:

- Public realm scheme for Market Place and Finkle Street
- Continue to influence the development of the revised Local Plan to align with the Vision's principles
- Busher Walk/County Hall Masterplan
- Enhancing the Kendal Conservation Area
- Station Gateway Masterplan

Details of each of the projects were provided.

In presenting the report, Cllr Long referred to Kendal Futures' recent presentation to the Town Council, expressing disappointment that not many councillors had attended.

The Committee discussed the matter at length, and it was suggested that the Budget Sub-Group might give consideration to this funding request for inclusion within the budget as a possible set of projects that would justify an increase in the precept. Whilst there was some apprehension, Members on the whole felt that this was an opportunity to demonstrate the Town Council's support for the valuable work carried out by Kendal Futures. This was an opportunity for the Town Council's to show its commitment to community engagement and an opportunity to make a huge difference. Highlighted also was the potential for unlocking additional money should the Council provide funding to Kendal Futures. It was stressed that clear measures of success would need to be set and monitored to ensure that Kendal Futures were delivering and, if not met, then payments could be withheld as necessary. Attention was drawn to the potential for use of CIL money and also to the fact that residents might wish to know how Westmorland and Furness were contributing their share to Kendal; it was pointed out that this question had already been raised with Westmorland and Furness. It was suggested that the work of Kendal was predominantly Kendal Town Centre focussed and questioned how it may benefit outlying areas of the Town; it was felt that a wider agenda was required. It was pointed out, however, that the proposal demonstrated enhancement opportunities for the whole of the Town.

Resolved: The Budget Sub-Group to give full consideration as to how the funding request from Kendal Futures might be included within the Council's budget as a possible set of projects that would justify an increase in the precept, and to report back to Management Committee prior to any recommendation being made to Full Council.

The need for a repeat presentation to be made by Kendal Futures to Kendal Town Council Members was raised, with suitable advance notification.

Resolved: Kendal Futures be requested to deliver a repeat presentation to Kendal Town Council Members, with suitable advance notification to be provided.

M45/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk referred to the recent Local Government pay settlement for 2023/24 and pointed out that this had been estimated for within the budget.

Some concern was expressed that no details had been provided in relation to the revenue budget whilst it had been thought that information was going to be provide on a regular basis about the development fund and reserves. The Town Clerk pointed out that this information would be seen by the Budget Sub-Group but that it was the Audit Committee's role to examine these details. He accepted, however, the need for the Management Committee to be aware, and undertook to bring a regular report to future meetings.

Resolved: To bring a regular report on the revenue budget to future meetings of the Management Committee.

Resolved: To note the report.

M46/2023 Budget 2024-25

(a) The Committee was asked to consider its expenditure aims for the next financial year and to make recommendations to the Council. Expenditure had to be in keeping with the aims of the Council Plan.

The following table showed the current budget and estimated outturn, the estimated amount required in the next financial year to complete the Council's actions and the percentage variance on the previous year's budget.

	Item	Current year	Expected outturn	Proposed 24-25	% variance
Staffing	Staffing	278,000	281,000	295,700	+6%
	Staff Training	2,000	2,000	3,000	+50%
Premises	Rent and Services	16,872	16,872	17,000	+1%
	Equipment	2,678	2,678	2,778	+4%
	Alarms	1,850	1,850	1,850	0%
	PPE	100	100	1,000	+900%
IT	Support	6,854	6,854	7,050	+3%
	Website	1,250	1,250	1,500	+20%
	Equipment/software	5,879	5,879	7,400	+26%
	Other	317	605	750	+137%
	Newsletter	12,500	12,500	13,000	+4%
Insurance and Finance	Insurance	5,386	5,387	5,400	0%
	HR	4,000	4,000	4,500	+13%
	Audit	2,800	2,800	3,800	+36%
	Vouchers and payroll	884	720	720	-19%
	Other	530	100	100	-81%
Office	Printing and stationery	2,100	2,100	2,100	0%

	Item	Current year	Expected outturn	Proposed 24-25	% variance
	Equipment and Consumables	1,000	1,000	1,000	0%
	Photocopier	1,398	1,398	1,500	+7%
	General inc repairs	2,902	500	500	-83%
	Subscriptions	3,000	2,896	3,000	0%
Vehicle	Fuel	1,250	1,000	1,200	-4%
	Repairs	2,500	2,100	2,600	+4%
	Ins/tax/mot	1,300	1,300	1,300	0%
Elections	Ward	0	0	0	
	Fund	30,000	30,000	12,000	-60%
Equality & Diversity	Training	150	150	150	0%
Futures	Manager	10,000	10,000	10,800	+8%
	Vision	5,500	5,500	5,000	-9%
Wainwright	Award	250	250	250	0%
	Total	403,250	402,789	406,948	+1%

The Town Clerk, in presenting the report, advised that the table showed a few small increases. He drew attention to the 900% variance in relation to PPE which was a result of the Council needing to make improvements, particular in staff clothing when out on site. He further drew attention to an element of uncertainty around staffing costs relating to the recent Local Government pay settlement for 2023/24 and following the recent resignation of a member of the Team and the potential for cost implications. This, however, afforded the opportunity to review how the Council delivered projects moving forward.

The need to examine the possibility of increasing the Council's staffing resources was raised, this in order to ensure delivery building on the excellent work which had been carried out to date. Attention was also drawn to the cost of recruitment which had not been accounted for within the proposed budget. Also stressed was the need for resilience and the potential for a Deputy Clerk role. It was felt that these matters should be considered by the Budget Sub-Group.

The Town Clerk further referred to vehicle costs and the fact that the Council hoped to transfer to a different type of vehicle moving forward, which would mean an increase in the proposed budget. This could also be examined by the Sub-Group.

Resolved: To delegate consideration of the Management Committee budget to its Sub-Group, with a view for an increase in staffing costs, including recruitment; the implications of the Local Government finance settlement 2023/24; and the potential costs related to the Council transferring to a different type of vehicle.

(b) The Committee was further asked to review the Council's budget making process and make any necessary related to decisions. It was raised, however, that this matter had already been addressed under Minute No.M46/2023 (Budget 2024-25) above.

M47/2023 Employment and Staffing Matters

(a) The Committee was provided with a report from the Staffing Sub-Committee. The Sub-Committee had held its first meeting on 12 October 2023. It had reviewed the current state of appraisals and had agreed that all staff should have a more structured appraisal and training plan with time-framed outcomes. The Committee had reviewed a report from the Council's Human Resources advisor, Meraki HR. This was the result of an audit of Council

policies and a series of 'Stay Interviews' which had been held with members of staff earlier in the year.

There had been a number of recommendations raised relating to GDPR, best practice record keeping, recruitment and retention. The Town Clerk would be working through these recommendations, with support from Meraki HR, over the next couple of months. In addition, the Council had engaged a temporary worker to cover recent staff absences more effectively.

Moving forward, a series of action plans would be developed on HR best practice, including continuing professional development, compliance, Health & Safety, and GDPR, with the aim of bringing the Council up to date with current legislation and good operating systems as soon as possible. The Sub-Committee would be looking at priorities and preparing a list of policies for review/creation at its next meeting

The Town Clerk drew attention to the fact that at the time of the meeting of the Sub-Committee, there had been no need to consider recruitment. However, following the recent resignation of a member of staff, a further meeting would need to be convened in the near future.

Resolved: To note the report from the Staffing Sub-Committee.

(b) The Town Clerk reported that there were currently no staffing matters requiring the Committee's consideration and guidance.

M48/2023 CIL Funding for Town Hall Exterior Projector

The Committee was asked to consider allocating Community Infrastructure Levy (CIL) to the cost of a replacement exterior projector for Kendal Town Hall. The projector used to display poppies, Christmas motifs, etc., on the Town Hall was irreparably broken due to water ingress. A new one could be installed in time for Remembrance for £4,750. There were, however, insufficient funds in the Christmas lighting budget to cover this. An allocation of CIL funding was, therefore, proposed to cover the shortfall. A contribution from Westmorland and Furness Council was likely, however, it was unclear at this stage how much. There was currently around £167,000 in the CIL fund, the most recent allocation (October 2023) of £56,000 being roughly equal to the allocation from the last meeting.

In response to a query, the Town Clerk explained the contractor had confirmed that new projector would be more sophisticated than the previous one. He further drew attention to the fact that Westmorland and Furness had promised a contribution from their Communications Department but that this had not yet been received. The Chair suggested the need to ensure that this contribution was reclaimed.

Resolved: To allocate the sum of £4,750 from the CIL fund for the cost of a replacement exterior projector for Kendal Town Hall, with the Town Clerk to ensure that the contribution promised by Westmorland and Furness Council is reclaimed.

M49/2023 Newsletter and Publicity

The Committee was asked to consider what items discussed at the meeting to include in a press release and, in addition, items for inclusion in the next edition of the Council's Newsletter.

The Town Clerk explained issues in relation to resources and a delay in the production of the next Newsletter. He pointed out, however, that whilst the deadline had been met in the

previous year, many people had not received the Newsletter until after the Christmas Lights Switch-on event. Efforts would be made to ensure that the Newsletter would be out before Christmas. The Town Clerk also referred to Cllr E Hennessy's earlier undertaking to draft a press release in relation to acquisition of land, suggesting that this could be sent out as a press release on the following day (Minute M42/2023 above refers).

In response to concern that the Newsletter would not be out in time to advertise the Switch-on event, the Town Clerk drew attention to the Council's Events Management Plan and the reasons for a need for simply a soft launch. In addition land acquisition, Members pointed out the need for publicity around the Council's Silver Gilt award for Britain in Bloom. It was raised that a number of items, for example the wildflowers at Kendal Green, had been included in the last Newsletter, copies of which had not been received by many people. The potential the wildflower item to be revisited within the next Newsletter was raised, including photographs, and, in addition, this item to be forwarded the Westmorland Gazette.

Resolved: To make efforts for the next Newsletter to be sent out before Christmas.

Resolved: Cllr E Hennessy to draft a press release in relation to acquisition of land by the Council, to be sent out the next day.

Resolved: Publicity in relation to the Silver Git award for Britain in Bloom to be included within the next Newsletter and publicised as necessary.

Resolved: The item on wildflowers at Kendal Green to be revisited within the next issue of the Newsletter, including photographs, as well as forwarding this item to the Westmorland Gazette.

The meeting closed at 9.17 p.m.

Kendal Town Council

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



Minutes of the meeting of the Mayoralty and Heritage Committee held on Monday, 9 October 2023, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr J Brook	Present	Cllr J Cornthwaite (Vice-Chair)	Present
Cllr J Dunlop (Chair)	Present	Cllr L Hendry	Present
Cllr M Severn	Present	Cllr D Rathbone	Present
Cllr C Russell	Present	Cllr G Tirvengadum	Present
One Vacancy			

In attendance: Chris Bagshaw (Town Clerk) and Simon Unsworth (Heritage Officer)

MH1/2023 Apologies

All members were present.

MH2/2023 Declarations of Interest

No declarations of interest were raised under this item.

MH3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

MH4/2023 Minutes from the Last Meeting

Resolved: To receive the minutes of the meeting of the former Mayoralty and Arts Committee held on 19 June 2023 and to authorise the Chair to sign them as a true record.

MH5/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the former Mayoralty and Arts Committee. The Heritage Officer reported that the plaque for the Parlour door was in abeyance because he had been off work, but was now in a position to action. A quote for £350 had been received for two signs, one at the foot of the stairs and one on the door. It had been suggested that Westmorland and Furness Council be approached to contribute to this, since it was the absence of the Parlour on the main sign that prompted the requirement in the first place.

The Heritage Officer confirmed that he had received 13 or 14 members of W&FC staff in the parlour to help familiarise them with the Town Hall collection and history. This was mostly frontline reception staff and he would now widen this offer to other staff in the Town Hall and W&FC offices.

Resolved: That the Town Clerk approach W&FC for a contribution to the door plaque and direction sign.

Resolved: To note the report.

MH6/2023 New Terms of Reference

The Committee reviewed its new Terms of Reference, which had been approved by Council on 31 July 2023, to come into effect on 2 October 2023. They noted that this now included oversight of the Visit Kendal budget, and this would require some consideration in due course of the content of the leaflets.

Resolved: To note the Committee's Terms of Reference.

MH7/2023 Review of Spend against Budget 2023/24

The Committee considered the budget monitoring report, which now included figures for Visit Kendal and Kirkland banners. Queries were raised about the management of banners generally, which the Clerk would investigate and report back to members as a point of information (they mostly appear under budget lines from other committees).

Resolved: To note the budget monitoring report as at 26 September 2023.

MH8/2023 Budget Review 2024/25

The Town Clerk asked Members to give consideration to proposed budget requirements for the next financial year. There was some discussion about the Torchlight reception and the value of this event, especially now that it had more of a community focus, which councillors felt was much more in keeping with the spirit of the festival. There was a debate about whether to uplift the Mayoral Travel element, but it was felt that this was sufficient currently. Noting a proposed uplift in the region of 5.9%, it was agreed to commend the following budget to the full council.

Item	2023-24	Proposed 24-25	Change
Mayoral Allowance	5,524	5,000	-9.5%
Mayoral Travel	800	800	0%
Mayor Making	2,200	2,500	13.6%
Torchlight	1,730	2,000	15.6%
Remembrance	300	350	16.7%
Pictures & others	100	250	150%
Misc Functions and expenditure	3,170	4,000	26.2%
Twinning	1,500	1,500	0%
Exhibitions	1,000	1,000	0%
Museum	2,000	2,000	0%
Sub total	18,324	19,400	5.9%
Kirkland Banners	1,500	1,600	6.7%

Visit Kendal Leaflets	8,280	9,000	8.7%
Visit Kendal website	2,500	3,000	20%
Visit Kendal content coordinator	6,770	7,250	7.1%
Sub total	19,050	20,850	9.5%
Total	37,374	40,250	7.7%

The Art and Heritage Reserve would continue to have interest paid from the general reserve, and it was noted that better rates may be available, currently. It was further suggested that the £1,000 currently allocated to the Exhibition be rolled in to next year's £1,000 allocation to bring the budget for the Exhibition back up to £2,000 in 2024-25.

Resolved: To recommend the proposed budget requirements for the next financial year, as attached to the report, for consideration by the Management Committee prior to presentation to Full Council.

MH9/2023 Slavery and Kendal Exhibition

The Heritage Officer provided a brief verbal report on progress of plans for the Slavery and Kendal Exhibition. A new date would be required for the exhibition, now he was back at work. It was suggested that it be held to tie in with the next Unity Festival which would be in June 2024. It was noted that this had been an aspiration for the 2023 Exhibition but that insufficient preparation time had been available. It was suggested that connections were made with AWAZ and Multicultural Cumbria, as well as Anti-Racist Cumbria, who had been identified as useful points of reference previously. Various venues were discussed which the Heritage Officer confirmed could now be approached with a date in mind.

Resolved: To note the verbal report and to invite AWAZ and Multiracial Cumbria to join the discussion panel advising on the Exhibition, which will be held during the Unity Festival in June 2024 (perhaps the weeks either side, also).

MH10/2023 Acquisition, Retention and Discard

The Heritage Officer provided a verbal update on progress made towards developing a priority list for acquisition, retention and discard in the collection. He explained that he was working through the catalogue to score entries, using the criteria in the policy. He stressed that this did not signal any indication of intent to dispose. There was discussion about what the criteria for retention might be if the collection reflected the ordinary lives of the working people of Kendal, rather than just the great and the good. The Committee also explored other possibilities for displaying the collection – in other parts of the Town Hall for instance. It was noted that this was the beginning of a process, that further conversations would be required with stakeholders such as the Civic Society and Westmorland and Furness Council.

Resolved: To note the verbal update. The Heritage Officer will circulate his preliminary results along with the low res version of the collection catalogue to members in due course.

MH11/2023 Museum Provision

The Chair of the Committee reported verbally on the recent meeting between stakeholders in Museum provision for Kendal. She explained that representatives from Kendal College, Kendal Futures, Lakeland Arts and Westmorland and Furness Council and Kendal Town Council presented brief sketches of their current position and their organisation's aspirations. It was noted that 9-11 Church Walk was being put up for auction by Lakeland Arts, as it no longer fitted with their plans to re-

open the Museum of Lakeland and was threatening a considerable net drain on their resources. The Director of Kendal College explained how the Kendal Museum finances worked and their relationship with the funding of the College's educational programme. He had explained that no cross subsidy was possible. Cllr Virginia Taylor, whose portfolio at W&FC covers museums, had explained that the new council was just beginning to formulate policies for Arts and Heritage across their new unitary area. The Assistant Director for Community Assets had offered staffing time to look at museum provision in Kendal, and this had been welcomed by the meeting. It had also been noted that the Archive Service and Quaker Tapestry should be considered important stakeholders on the issue. Future finance for any project or proposal was a considerable impediment to progress.

Following the Chair's report, the Committee considered points raised about the future plans of Kendal Museum and threats to its continued existence. The Committee discussed the need to reinvigorate a historic working group which at one time liaised between the former district council and the museum, and also involve the necessary stakeholders in this task. It was suggested that the W&FC officer support offered at the stakeholder meeting should be the focus to pull the various threads together on this and that the timescale should be considered to be one of some urgency.

Resolved: To note the report.

Resolved: The Town Clerk to follow up actions with W&FC.

MH12/2023 Twinning

The Chair provided a brief account of her trip to Rinteln for the Altstadt Festival, which she described as very well organised and welcoming. Recent contact with the two town's rugby clubs has suggested that there may be a sporting link developing, which would be very exciting. Stronger interest has also been picked up from friends in Killarney, suggesting there may be some movement on this relationship imminently.

Resolved: To note the verbal update.

MH13/2023 Newsletter and Publicity

The Committee was asked to consider which items discussed at the meeting, if any, would be included in a press release and, in addition, items for the next edition of the Council's Newsletter. The newsletter deadline would be early November now, as staffing challenges had necessitated a brief delay in production. The Mayor noted that many of her recent activities had been reported on Facebook.

Resolved: To liaise with officers over further newsletter items in due course.

The meeting closed at 8.49pm.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of a meeting of the Planning Committee held on Monday, 2 October 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In Attendance: Chris Bagshaw (Town Clerk).

P72/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Finch and D Miles.

P73/2023 Declarations of Interest

Cllr Rathbone drew the Committee's attention to his previous knowledge of the Oakmere Homes development at Strawberry Fields (as a local resident and councillor), but confirmed that the present application was not within his scope of knowledge. Cllrs R and L Edwards drew the Committee's attention to their knowledge of an applicant as a neighbour, and suggested they will take no part in consideration of Item 10 1).

P74/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P75/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 18 September 2023 and to authorise the Chair to sign them as a true record.

P76/2023 Minute Action Sheet

It was suggested that Issue 3 be given a new Deadline.

Resolved: To alter this deadline to 17 October 2023.

It was suggested that Issues 8 and 9 are followed up with officers at Westmorland and Furness Council for attention.

Resolved: To follow up these issues further with W&FC

There was further consideration of the significance of the response offered by the Planning Authority to the Council's query on deliverable housing supply. It was noted that the imminent new Levelling Up and Regeneration Act would alter the way in which Local Plans are developed and that this would need careful studying to assess its impact. It was further noted that it seemed likely that Neighbourhood Planning would be boosted by the Act and that this was an issue that the Town Council would have to look at if it wanted to resolve some of its aspirations concerning housing and development.

Resolved: To consider the impact of the new Act alongside the challenges of Neighbourhood Planning in future meetings, including briefing sessions outwith the scheduled programme of Committee meetings.

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

P77/2023 Planning Process and Issues

The Chairman reported that Westmorland and Furness Council had received an application for the vacant properties at 9-11 Church Walk to become an Asset of Community Value and was inviting the Council to comment.

Resolved: To inform the Planning Authority that the Council would support any initiative which secures a viable future for a historic listed building within a sensitive part of the Conservation Area.

P78/2023 DLUHC Consultation

The Committee noted that it had been asked to consider a response to a request from NALC on a consultation on permitted development rights from the Department for Levelling Up, Housing and Communities (DLUHC), but that the NALC request was for responses by 22 September, whereas the DLUHC deadline was 18 October.

Resolved: To submit a response to DLUHC supporting NALC's response.

(Note: it subsequently transpired that NALC's response was not yet available, so this item will be considered again at the Committee's next meeting.)

P79/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite reported that he was awaiting confirmation of a choice dates from the Environment Agency for the Working Group's next meeting.

Resolved: To note the verbal update.

P80/2023 SL/2023/0586

The Committee considered a request from the local Planning Authority for comments on a Non Material Amendment following approval of reserved matters SL/2016/0398 (erection of 69 dwellings (phase 2)). The developer, Oakmere Homes, has found that it no longer needs to use an area in the development earmarked for surface water drainage. It is proposing an amenity planting scheme in its place.

Resolved: To delegate a response to this request to the Clerk, in consultation with Committee members.

P81/2023 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 7.23 p.m.

Kendal Town Council
 Applications for Planning Committee: 2 October 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0668	20 Drovers Drive, Kendal Single storey rear extension	Nether	3 October	<i>Cllrs L and R Edwards took no part in the consideration of this item.</i> Whilst having No Material Objections , the Committee suggests that a biodiversity net gain of at least 10% is stated as a condition, along the specific lines indicated in the application.
2	SL/2023/0675 & SL/2023/0676	43–45 Branthwaite Brow, Kendal Installation of Solar Panels to the rear elevation with battery backup	Fell	4 October	The Committee had No Material Objections , subject to confirmation by the Conservation Officer that the development is not detrimental to the visual amenity of the Conservation Area. The Council understands that solar panels may now be considered a permitted development, even in the Conservation area, but would hope that this issue is still subject to planning oversight in some form.
3	SL/2023/0683	5 Highgate, Kendal Replacement shopfront	Fell	16 October	See below

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0684	5 Highgate, Kendal Installation of 1 illuminated fascia sign	Fell	16 October	<p>The Committee did not feel the development is in line with the aims of the Planning Authority's shop front design toolkit (agreed as Supplementary Planning Guidance by SLDC in 2004), and did not feel any effort had been made to acknowledge the site's prominent location within the town centre and Conservation area. Whilst it welcomes the re-occupation of a vacant shop, it feels this should be done sympathetically with appropriate materials and design, using the existing style points. The Committee questioned the purpose of the design toolkit if it can be so apparently readily ignored by developers.</p> <p>Recommend refusal on the plans shown. If an illuminated sign is subsequently accepted it should be restricted in its lit hours to those required for trading, to comply with Dark Skies initiatives.</p>

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 16 October 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	Apologies
Cllr R Edwards	Apologies	Cllr D Rathbone (Chair)	Present
Cllr G Supka	Present		

In Attendance: Chris Bagshaw (Town Clerk).

P82/2023 Apologies

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

P83/2023 Declarations of Interest

No declarations of interest were raised under this item, though Cllr Cornthwaite drew the Committee's attention to his acquaintance with the architect of the Stainbank Green application.

P84/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P85/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 2 October 2023 and to authorise the Chair to sign them as a true record.

P86/2023 Minute Action Sheet

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

It was suggested that Action Sheet ref 18, 19, 21 and 22 could be deleted, as these had no been dealt with. Action 8 and 9 could be merged. It was noted that there was not yet anything to report on Neighbourhood Planning, but scoping of the task ahead was being commenced.

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

P87/2023 Planning Process and Issues

The Committee responded to the Clerk's recent circulation of the Weekly list from the Planning Authority. It was felt to be a helpful addition to the flow of information. Cllr Ladhams will endeavour to send out back dated lists from the previous year for members who needed them.

Recent indications about the guidance on Solar Panels in a Conservation Area and on Listed Buildings changing will be followed up with officer at Westmorland and Furness.

Resolved: To clarify any changes in policy advice concerning Solar Panels with Westmorland and Furness.

P88/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that the group would be meeting on Thursday 26th October, at the Flood Hub on Little Aynam. He reported that ongoing disruption to parking at Castle Crescent was continuing to affect residents adversely, but that no alternative options could be identified. The status of works on Waterside would be reported at the meeting, and the latest timetable for completion of the scheme would be circulated to members in due course.

Resolved: To note the verbal update.

P89/2023 DLUHC (Department for Levelling Up, Housing and Communities) Consultation

Further to Minute No.P78/2023, the Chair requested that the matter of a Council response to the consultation be delegated to the Clerk in consultation with the Chair and members.

Resolved: To delegate the substance of a response to DLUHC to the Clerk in consultation with the Chair any other members required.

P90/2023 Westmorland and Furness Council Planning Application for Comment - SL/2023/0634 – 51 Broad Ing Crecent, Kendal – Two storey extension to replace existing single storey extension - Amended Plan

The Committee was asked to consider an amended plan submitted to Westmorland and Furness Council by the agent in relation to Planning Application No.[SL/2023/0634](#). The design of the roof had been altered. The Town Council had objected to the original proposal and the Planning Authority had asked for it to be reconsidered. The Planning Authority stated that other elements (windows) can be controlled by condition.

Resolved: The Committee welcomed the amendments to the application, which now appeared closer to the Committee's view of what would be acceptable. Whilst observing that a bird box does not make up an effective biodiversity net gain, they now had no material objections to the application.

P91/2023 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 7.18pm.

Kendal Town Council
 Responses from Planning Committee: 16 October 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0691	116 & 118 Windermere Road, Kendal Proposed storage outbuilding and garden boundary wall to rear of dwellings	Fell	18 October	Concern was expressed over the width of the access gates, particularly to 118, however there were <u>No material objections.</u>
2	SL/2023/0692	41 Whinfell Drive, Kendal Single storey rear extension forming self contained annex accommodation	Nether	18 October	The development was characterised as having the appearance of a shipping container in a garden. The Committee felt it was out of keeping with the surrounding area, of an inappropriate scale and dominance, with inappropriate design and materials. There was also concern that it would be very visible from Garburn Road. The Committee welcomed the proposal to plant silver birches, but otherwise could not support the proposal and therefore <u>recommend refusal.</u>
3	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	20 October	The Committee could not find anything in the additional details supplied to cause them to alter their initial opinion. It was still unclear as to whether the new windows were opening sliding sash and this didn't seem to be reflected in the new information. No further comments to make unless this issue can be explained further.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0705	115 - 119 Stricklandgate, Kendal Change of use of part of the ground floor existing shop (Use Class E) to a 1 bedroom flat (Use Class C3), alterations to the shop front window configuration and installation of double glazing	Fell	24 October	<u>No material objections.</u>
5	SL/2023/0707	18 Michaelson Road, Kendal Front porch	Stonecross	24 October	The Committee would like to see net biodiversity gain lifted from the status of being 'taken into consideration' to actually being specified, but otherwise had <u>no material objections.</u>
6	SL/2023/0623	8 Stainbank Green, Brigsteer Road, Kendal Single-story extension to create open plan kitchen/dining area.	Highgate	26 October	The Committee would like to see a net biodiversity gain of 10%, but otherwise had <u>no material objections.</u>
7	SL/2023/0712	11 Castle Road, Kendal Enlargement of rear extension and including installation of French doors to replace windows and relocation of back door	Castle	27 October	<u>No material objections.</u>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
8	SL/2023/0722	78 Greenside, Kendal Roof alterations to existing garage with installation of solar panels	Fell	27 October	<u>No material objections.</u>
9	SL/2023/0727	64 Hayclose Crescent, Kendal Single storey detached garage	Heron Hill	27 October	There was concern about whether the design actually provided sufficient space for a vehicle to turn into the garage, but otherwise there were <u>no material objections.</u>

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 6 November 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

P92/2023 Apologies

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

P93/2023 Declarations of Interest

Cllr H Ladhams declared an interest in Agenda Item No.8 (Westmorland and Furness Council Consultation on both their Draft Statements of Licensing and Gambling Policies) by virtue of the fact that she was the Chair of the Westmorland and Furness Licensing Committee. Whilst she would not vote on the item, she would take part in the discussion.

The Chair, Cllr D Rathbone, declared an interest in Agenda Item No.11 (Planning Applications) (Planning Application No.SL/2022/0490) by virtue of the fact that his property adjoined the application site. He would leave the Chamber during discussion and voting on the item.

P94/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P95/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 16 October 2023 and to authorise the Chair to sign them as a true record.

P96/2023 Minute Action Sheet

The agenda included a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk had nothing further to raise.

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

P97/2023 Planning Process and Issues

The Town Clerk drew attention to the fact that the Levelling Up and Regeneration Act had been passed in the previous week. This would lead to a move towards the way design codes for plans were enacted and a tighter timetable for their creation. He explained that the Town Council would need to ensure that the design code reflected the requirement for something that was distinctly local.

Resolved: To note the verbal report.

P98/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that the group had met on 26 October but that the minutes of that meeting had not yet been produced; these would be included on the agenda for the next meeting of the Planning Committee. He, however, drew attention to the fact that work at Gooseholme had progressed well and that the glass panel was due to be in place at that location before Christmas. In addition, the pumping station building at Gooseholme would soon be demolished. There was though a problem in relation to the outlet at both this location and at Waterside due to the existence of reinforced concrete. Cllr Cornthwaite also pointed out that the platform now fully installed at Waterside, works could continue throughout the winter months. Cllr Cornthwaite lastly referred to the ongoing parking issues and problems for residents at Castle Crescent and Thorny Hills.

Cllr Cornthwaite responded to a query, providing details in relation to Aynam Road. The Town Clerk responded to a query regarding the problems being faced by Waterside Café as a result of the works with the footpath having had to be closed. He had alerted Environment Agency colleagues to their duty of care to those affected by the works, and was exploring other lines of potential support.

Resolved: To note the verbal update.

P99/2023 Westmorland and Furness Council Consultation on both their Draft Statements of Licensing and Gambling Policies

Note - Cllr H Ladhams declared an interest in this item of business by virtue of the fact that she was the Chair of the Westmorland and Furness Licensing Committee. Whilst she did not vote on the item, she took part in the discussion.

The Committee considered a response to the consultations, as per request from Westmorland and Furness Council below:

Westmorland and Furness Council are consulting on both their draft Statements of Licensing and Gambling Policies, from 1 October 2023 to 31 December 2023.

Statement of Licensing Policy 2024-2029

The Licensing Act 2003 requires that the Council, acting as the Licensing Authority, prepare, consult on and publish a Statement of Licensing Policy to be published every five years, setting out the policies the Council will generally apply to promote the four licensing objectives when making decisions on applications under the Act.

Statement on Gambling Policy 2024-2027

The Gambling Act 2005 requires that the Council, acting as the Licensing Authority to prepare, consult on and publish a Statement of Gambling Policy every three years, setting out how the Authority will manage the licensing of local gambling premises.

These will be Westmorland and Furness Council's first Statement of Licensing Policy and Statement of Gambling Policy and once adopted will be in force from 1 April 2024. The former Barrow Borough, Eden and South Lakeland District Council legacy policies will remain in place until 31 March 2024.

Copies of the documents can be downloaded here:

Draft Statement of Licensing Policy 2024-2029

<https://www.westmorlandandfurness.gov.uk/business-and-licensing/licensing/alcohol-entertainment-and-late-night-refreshment-licensing>

Draft Statement of Gambling Policy 2024-2027

<https://www.westmorlandandfurness.gov.uk/business-and-licensing/licensing/gambling-licensing-and-permits>

Members expressed support for the documents, acknowledging that the policies related to statutory functions of Westmorland and Furness Council

Resolved: To submit a response to Westmorland and Furness Council expressing support for both of the Draft Statements of Licensing and Gambling Policies.

P100/2023 Westmorland and Furness Council Planning Application for Comment - [SL/2023/0402](#) – 11 Gawith Place, Kendal – Replacement windows

The Town Council had recommended refusal to the above-mentioned planning application on 20 September 2023 for reason of design and materials (mock sash uPVC windows).

The applicant had subsequently decided to amend the proposal to sliding sash upvc windows and the Town Council had been consulted again (see Appendix 1 to the minutes of Planning Committee meeting held on 16 October 2023). The Committee had appeared to be unclear on this change. However, Westmorland and Furness Council had pointed out that the website included details of the Spectus Vertical Slider windows (originally submitted 17 May). These windows had been successfully installed in other parts of the Conservation Area.

Westmorland and Furness Council, therefore, now sought clarification that the Committee would like to retain their initial opinion (refusal).

The Town Clerk displayed an image depicting the type of windows to be used. Members felt more amenable to the application having now been provided with sufficient information.

Resolved: To submit a response to Westmorland and Furness Council advising that the Committee feels that sufficient information has now been provided confirming that the windows are sliding, that the depth of the material is appropriate and that the colour has been confirmed to be suitable.

P101/2023 Westmorland and Furness Council Planning Application for Comment - SL/2023/0683 – 5 Highgate, Kendal – Replacement shopfront & Installation of 1 illuminated fascia sign- Amended Plan

The Committee considered an amended plan received by Westmorland and Furness Council in relation to Planning Application No. [SL/2023/0683](#) (The fascia sign will be illuminated EXTERNALLY.).

The Town Council's Planning Committee, on 2 October 2023, had not felt the development was in line with the aims of the Planning Authority's shop front design toolkit (agreed as Supplementary Planning Guidance by SLDC in 2004), and had not felt that any effort had been made to acknowledge the site's prominent location within the town centre and Conservation area. Whilst it had welcomed the re-occupation of a vacant shop, it had felt that this should be done sympathetically with appropriate materials and design, using the existing style points. The Committee had questioned the purpose of the design toolkit if it could be so apparently readily ignored by developers. The Committee had recommended refusal on the plans shown. If an illuminated sign was to be subsequently accepted, it had been felt that it should be restricted in its lit hours to those required for trading, to comply with Dark Skies initiatives.

Members, whilst now expressing support for the amended plan, were keen to ensure that the hours of lighting should be restricted.

Resolved: To submit a response to Westmorland and Furness Council advising that the Committee withdraws its objection to the design of the application but still wishes that lighting should be restricted to up to one hour either side of opening hours to comply with Dark Skies initiatives.

P102/2023 Planning Applications

Note - The Chair, Cllr D Rathbone, declared an in interest in Planning Application No.SL/2022/0490 by virtue of the fact that his property adjoined the application site. He left the Chamber during discussion and voting on the item.

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 7.30 p.m.

Kendal Town Council
 Responses from Planning Committee: 6 November 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0737	Flats 4, 18, 20 and 22 New Shambles, Finkle Street, Kendal Replacement of the existing roof structure, roof covering, and damp remediation works including associated works to the rainwater goods, external works, windows and doors, internal staircase and internal decoration	Fell	1 November	No Material Objections and would encourage re-use of existing materials. The Committee welcomes Home Group's investment in housing. The Committee supports the comments regarding Kendal Swifts and notes the comments raised within the Conservation Officer's report.
2	SL/2023/0741	37 Park Street, Kendal Single storey rear extension	Kirkland	1 November	No Material Objections subject to there being no detrimental effect on neighbours and subject to biodiversity net gain of at least 10%
3	SL/2023/0748	138 Highgate, Kendal Penetrating damp remediation and thermal/energy improvement works	Highgate	7 November	No Material Objections subject to the protection of the items identified as of significance, re-use of existing materials where possible, that the shop front is in keeping with the 2004 Regulations and subject to the remedial works being in keeping with the comments raised by the Conservation Officer.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0699	7 Gilthwaiterigg Lane, Shap Road Industrial Estate, Kendal Raise roof of existing building, single storey side extension, rear roofed canopy & erection of a new workshop unit	Mintsfeet	14 November	No Material Objections provided that adequate note is taken of the requirement for biodiversity net gain of at least 10% and of Dark Skies commitments (any external lights to conform to the Council's Dark Skies policy). In addition the Committee asks that adequate importance will be given by the Lead Local Flood Authority relating to additional needs for drainage.
5	SL/2023/0716 & SL/2023/0761	Aynam Lodge, Bridge Street, Kendal Installation 1 non-illuminated single sided post sign, 2 non-illuminated wall mounted tray signs & 1 non-illuminated aluminium projecting sign	Mintsfeet	14 November	No Material Objections.
6	SL/2023/0752	25 Ruskin Close, Kendal To remove the existing lean too shelter and replace with single storey side extension	Heron Hill	14 November	No Material Objections.
7	SL/2023/0758 & SL/2023/0759	Unitarian Church, Market Place, Kendal Replacement of the defective ceiling in the existing school room & the addition of solar panels to the east roof pitches	Fell	15 November	No Material Objections in line with the structural inspection report and subject to the Conservation Officer's report.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
8	SL/2023/0762	61 Castle Street, Kendal Replacement roof material, door and windows to existing single storey extension with new rooflights and one additional window	Mintsfeet	15 November	No Material Objections given that it is at the rear of the property, but on condition the the uPVC is wood effect.
9	SL/2023/0763	17 High Sparrowmire, Kendal Single storey rear extension to replace existing conservatory & replacement front porch	Strickland	15 November	No Material Objections and the Committee notes the requirement for 10% Biodiversity net gain and confirmation that it conforms with the “DM4 net gains policy measures”.

10	SL/2022/0490	<p>Land East of Hayclose Road, Kendal Parks, Kendal</p> <p>Application for Outline Planning Permission (with All Matters Reserved) for a residential development of up to 160 Dwellings and associated infrastructure</p>	Heron Hill	15 November	<p><i>Note - The Chair, Cllr D Rathbone, declared an in interest this application by virtue of the fact that his property adjoined the application site. He left the Chamber during discussion and voting on the item.</i></p> <p>Recommend Refusal. The application does not address the Committee's previous concerns raised on 20 June 2022. The following points need to be taken into consideration:</p> <ul style="list-style-type: none"> • The development overlooks the houses on Howe Bank Close. • The roundabout is planned on a very dangerous corner with poor visibility and should not be permitted. • Any other entrance to the site will cause bottle necks and excess traffic through Kendal Parks which has a problem with parking already. • More houses will bring a strain to Schools, doctors and dentists. • Too many houses – the Committee would like to see 20 less, more green areas and a play area. • The Committee would like to see a separating green corridor between this development and Howe Bank close and along to the corner at the north West corner. • The Committee would like flooding potential dealt with for the stream near the South west corner.
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No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
					<ul style="list-style-type: none"> • The Committee wishes for the main road to access and exit from the site to be Kendal Parks. • The Committee wishes for Oxenholme road to be the emergency vehicle entrance and exit only and for bikes and walkers. • In addition, the Committee would like to see EV charging units as standard at houses or in various areas of the development.
11	SL/2023/0767	12 Greenside, Kendal Replacement of 5 timber sliding sash windows with white UPVC	Fell	16 November	No Material Objections on the condition that the upvc is of timber effect in order to be in keeping with the Conservation Area and subject to assurance that the Conservation Officer is content.

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 20 November 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In Attendance: Chris Bagshaw (Town Clerk)

Public Participation

Messrs F and M Pennington, accompanied by Mr P Winter (the developers) made a brief representation on the principles behind their Planning Application SL/2023/0781. They explained that a similar application had been made in 2017 but had been rejected by the local planning authority at the time. Several amendments had been made, and there was a new development on the site opposite which altered the sites relationship with the surrounding town. The low density of the proposed development afforded the opportunity to considerably improve the biodiversity of the site. In response to queries from the developers explained the SUDS scheme for the site and the design principles. The application was for outline consent for self-build dwellings, so would not be so tightly prescriptive as to preclude innovation, but there would be protections in place to prevent overdevelopment, subdivision and design not in accordance with the site's sensitive location on the edge of the Lake District National Park and World Heritage Site.

The Committee went on to consider the application and the result is recorded in the later minute.

Prior to the formal commencement of the meeting, a minutes' silence was observed in memory of Mrs S Blackman, wife of Cllr A Blackman, whose funeral had been held earlier in the day.

P103/2023 Apologies

All members were present

P104/2023 Declarations of Interest

No declarations were raised under this item.

P105/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P106/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning

Committee held on 6 November 2023 and to authorise the Chair to sign them as a true record.

P107/2023 Minute Action Sheet

The agenda included a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Clerk reported that he anticipated being able to have some arrangements for training available by February 2024. After a query about progress on the Aynam Road fountain, it was concluded that the Clerk and Cllr Cornthwaite would follow this up and report back to a subsequent meeting. Issues relating to the changes to the Planning system following the passing of the Levelling Up and Regeneration Act, which received Royal Assent on 26 October, would await the secondary legislation the act enabled.

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

P108/2023 Planning Process and Issues

No additional items were raised

P109/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, presented the notes of the meeting of the Group which had been held on 26 November 2023. Cllr Ladhams noted that her presence was recorded, when in fact she had sent her apologies.

Resolved: With this amendment, to receive the notes of the meeting of the Kendal Town Council Flood Relief Scheme Working Group held on 26 October 2023.

Resolved: To note the verbal update.

P110/2023 Budget 2024/25

The Clerk presented a report asking the Committee to consider its expenditure aims for the next financial year. Expenditure had to be in keeping with the aims of the Council Plan.

The following table included within the report showed the current budget and estimated outturn, the estimated amount required in the next financial year to complete the Council's actions and the percentage change to the previous year's budget.

There was one more payment instalment on the glass wall, with the total bill of £150,000 being due on 1 April 2024. The Committee had had no specific budget lines to deal with training support, and the need for some work on Neighbourhood Planning (as yet to be determined) suggested that it was prudent to bring in budget lines for these.

Item	Budget 2023-24	Estimated Outturn	Proposed 2024-25	% change
FRSWG	20,000	20,000	20,000	0
Planning Training	0	0	2,500	-
Neighbourhood Planning	0	0	2,500	-
Total	20,000	20,000	25,000	+25%

Resolved: To recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

P111/2023 Planning Applications

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes. Prior to their consideration of application SL/23/0777, they watched a short video from the RSPB on the use of Swift boxes to encourage Swift nesting on new estates and elsewhere. The Committee reaffirmed its commitment to supporting the use of Swift-friendly policies, and other planning conditions which supported provision in development for nesting birds.

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

The meeting closed at 7.24 p.m.

Kendal Town Council
 Responses from Planning Committee: 20 November 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0777	1 Rydal Road, Kendal Two storey side extension, single front extension and single storey rear extension	Nether	23 November	No material objections. The Committee welcomed the provision of integral nesting boxes and supported the application in the context of the recommendations from the local tree officer, and with the proviso that the planning officer is satisfied that the development does not unduly compromise the visual amenity of the area.
2	SL/2023/0781	Land to north of Underbarrow Road, Kendal Application for outline application (some matters reserved - access, layout & scale) for the erection of 8 self-build dwellings (Resubmission of SL/2017/0575)	Fell	28 November	No material objections. The Committee welcomed a development which enabled self-build opportunities into the housing mix. With the various improvements to the application, and appropriate conditions relating to the comments already made by statutory consultees, they commended the application.

**Kendal Town Council
Full Council – 4 December 2023
Reports from Representatives on Outside Bodies**

**Integrated Community Care (ICC) Integrated Neighbourhood Team Workshop
held in September 2023**

The workshop was to discuss "How to create a healthier and happier Kendal community." A draft action plan was made and this will be discussed in more detail on Wednesday, 13 December. Several areas were discussed.

- (1) Enhancing Positive Initiatives - building on successful areas.
 - continue to expand Lunch Brunch and other networking events
 - foster collaboration between the voluntary sector and local charities
 - build the offer for warm hubs
- (2) Engaging different demographics.
 - conduct surveys or meetings with young and older residents to understand their needs
 - target health initiatives specifically for particular age groups
- (3) Strengthening partnerships.
 - promote partnership working with local schools, children's centres and healthcare providers
 - encourage use of technology for communication and co-ordination
 - explore opportunities for joint rural health projects and reduce fragmentation
- (4) Increase Promotion and Outreach.
 - develop a comprehensive promotional strategy using local radio, social media, Town Hall, etc
 - collaborate with local influencers such as M.P. and Council
- (5) Data sharing and Integration.
 - sharing for better decision-making
- (6) Community culture and empowerment.
 - develop programmes to involve marginalised and less confident individuals
 - focus on small pockets of deprivation within the community
 - partner with local schools for youth engagement and social prescribing
- (7) Breakdown stigma and increase support.
 - local awareness campaigns to reduce stigma around mental health, homelessness and substance misuse
 - collaborate with the Wave Forward charity for peer support programmes
 - enhance access to mental health services, education and support for the wider population

(8) Regular evaluation and feedback.

- establish a feedback mechanism involving community members
- regularly review action plan's effectiveness and adjust as necessary
- maintain a delivery group to oversee and report on progress

(9) Resource allocation.

- lobby for longer funding cycles
- prioritise agreed-upon goals and allocate funding accordingly

(10) Publicise and communicate.

- develop a comprehensive communication strategy that includes digital, print and in-person channels
- have a single point of access for streamlined support

Cllr Richard Sutton

**Kendal Town Council
Full Council – 4 December 2023
Reports from Representatives on Outside Bodies**

South Lakeland Equality and Diversity Partnership Summer Meeting 2023

At our summer meeting the South Lakeland Equality and Diversity Partnership agreed that with the changes to the Council boundaries we would evolve into the Westmorland and Furness Diversity Equity and Inclusion Partnership (WFDEIP) to cover the same new Council boundaries and with a new terms of reference.

We held an event during the National Interfaith week, see attached document, and we are grateful for the support of Kendal Town Council for this event.

One of our main tasks in 2023 has been to deal with issues raised with people seeking refuge and housing in the South Lakeland area. A working group was formed led by SLEDP which helped to resolve some of the issues raised and new officers have been employed to deal with these issues across the County now.

Our next event is planned for the World Harmony Interfaith week in February 2024 and will probably take place in the Mayor's parlour as in previous years.

One of our main tasks in 2024 is helping and supporting the development and implementation of a Faith Covenant for the Westmorland and Furness Council. This is progressing slowly as the working group agreed that a key next step is to carry out a Faith Audit across the WF area which has not yet started.

Cllr Guy Tirvengadam (Chair of WFDEIP)



Inter Faith Week 12 - 19 November 2023

<https://www.interfaithweek.org/>

Wednesday 15th November 10.30am – 1pm

Quaker Friends Meeting House, Stramongate, Kendal, Cumbria LA9 4BH

AWAZ Cumbria and the Westmorland and Furnes Diversity, Equity & Inclusion Partnership (WFDEIP) present talks on interfaith by

Mike Humphreys is the Chair of SLIF South Lakeland Interfaith Forum. He is an Elder of the Kendal Branch of The Church of Jesus Christ of Latter-day Saints. His talk is Religious Freedom.

Douglas Rathbone is a Congregational Church lay minister and United Reformed Church lay preacher. He has served as Mayor of Kendal and is a member of a local working group looking at Faith Covenants. He has read at interfaith meetings. His talk is Faith in Public Life in Kendal in the 1600's.

All welcome Free - donations welcome

Further information from WFDEIpartnership@gmail.com

No free parking at Quaker Meeting House. Nearest car park on Blackhall Road Kendal LA9 4BT.

<https://www.southlakeland.gov.uk/parking-roads-and-travel/where-to-park/car-parks-and-parking-charges/kendal-car-parks-and-parking-charges/kendal-car-parks/>

Religion, Belief and Culture in our Community; Cumbrian supplement (2nd edition)

<https://www.cumbria.gov.uk/elibrary/Content/Internet/535/612/43503101029.pdf>

<https://worldinterfaithharmonyweek.com/resources/>

https://worldinterfaithharmonyweek.com/wp-content/uploads/2020/03/Cumbrian_Supplement_for_the_National_Booklet-2009.pdf

AWAZ Cumbria empowers the voices of Black and Minority Ethnic (BME) People and Communities in Cumbria

AWAZ Cumbria aims to create strong and vibrant BME communities, fully engaged in the decisions which affect their growth and development.

Our shared vision with the people of Cumbria is to build pride in and make Cumbria a place where:

- Everyone is welcome to live, learn, work, visit and conduct business.
- People celebrate their diversity and maintain their heritage.
- BME communities and local people work together to tackle prejudice and promote understanding.

Westmorland and Furness Diversity, Equity & Inclusion Partnership (WFDEIP) is the local Diversity, Equity & Inclusion Partnership. WFDEIP developed from South Lakeland Equality and Diversity Partnership (SLEDP) when the county boundaries changed in 2023. SLEDP has held events in Inter Faith Week since 2012.

<https://www.westmorlandandfurness.gov.uk/your-environment/your-community/equality-and-diversity>



Westmorland & Furness
Diversity, Equity & Inclusion
Partnership

**Kendal Town Council
Full Council – 4 December 2023
Reports from Representatives on Outside Bodies**

**Lancaster Canal Regeneration Partnership
Report on Executive Meeting held on 6 October 2023 via Zoom**

Key points

- The Vision document has been circulated and has been well received.
- Discussion ensued as to whether LCRP should be including the Lancaster to Preston stretch. It was agreed that if this were to happen, emphasis should be on Preston linking with us, not vice-versa!
- It is important for LCRP to clarify the percentage of land along the canal owned by Westmorland & Furness Council: the perception currently exists that it is greater than it is.
- Improvements update: excellent news: the Shared Prosperity Fund application was successful. £761,876 has been awarded. Combined with the £300k already in the pot, this gives over a million to spend on upgrading the stretch of tow-path from Stainton to just north of Holme. LCRP is the designated delivery agent. Some of the money will be for revenue rather than capital expenditure. This includes £30,000 to the CRT towards their project management costs and £52,850 to LCRP as the delivery partner delivering the project's promotional elements.
- All SPF money must be spent by January 2025. Legal documentation work will start immediately. Design work will start in spring 2024. Full tenders will be required. In the case of any underspend, it was agreed there should be a design in place for continuing right to, and then south of, Holme. Allowing for the contract tenders, design work etc there are approximately 15 months actual construction time. When complete, the total improved stretch from Kendal to Holme is 9.1 kms. Unfortunately some land ownership issues continue to exist meaning there is a break in the continuous route. However, as work progresses and the vision becomes clearer, it is hoped that landowners will be able to see the benefits and can be re-approached with more chance of success.
- The outcome of the application to the Climate Change Recovery Fund for £30,000 is awaited. Funding will be essential for biodiversity /recovery work to take place. On the Burton Rd to Natland Rd stretch work analogous to the pollinator project is needed-currently, nettles are the dominant plant!
- Organisations such as CWT, RSPB and the Butterfly Conservation Trust have all expressed interest and willingness to be involved.
- Many potential stake holders have expressed interest in the towpath improvements. These include: Lake District Estates; Tewitfield Marina and complex; Crooklands Hotel; Cumbria Tourism; Lancaster City Council.
- A celebratory event, open to the public, with an emphasis on activities attractive to families during half-term week, along with invited guests, will take place on Friday October 27th at the Crooklands hotel.
- Date of next meeting: January 5th 2024, 10.00am via TEAMS.

Cllr Liz Hendry



Kendal
Town Council

Kendal Town Council

Sep 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/09/2023	Sage Uk Ltd	Sage Sept £36.00
01/09/2023	Waterplus	Allotment Water Charges £159.60
04/09/2023	Tony Wood Maintenance	Watering Contract £571.42
04/09/2023	CT Hayton Ltd	Treated Posts £33.84
04/09/2023	Westmorland & Furness Council	Meeting costs £92.40
05/09/2023	Oceans 12 Ltd	Parts Van £24.00
05/09/2023	iTek Computer Solutions Ltd	ITEK mthly Support Sep £387.71
05/09/2023	Kendal Office Equip Ltd	Stationery £105.88
05/09/2023	Society of Local Council Clerk	CB Membership £296.00
05/09/2023	Bedroq CCTV Main	Camera - Stramongate £2,287.73
05/09/2023	Lound Road Garage	Fuel Van £92.56
05/09/2023	Barclays Bank	Bank Charges £8.50
05/09/2023	Rialtas	Counter entry Re Rialtas £97.98
07/09/2023	Sun Signs Ltd	Printed Signs Coat of Arms £61.13
07/09/2023	Bravo Benefits Ltd	Childcare Vouchers £10.42
11/09/2023	Adobe Systems Software	Adobe Sep 23 £30.34
11/09/2023	E-ON Next	Garage Electricity £31.00
11/09/2023	Vanguarder Ltd	Van Tracking Fee £9.60
12/09/2023	Petty Cash	Cash Withdrawal to P.Cash £100.00
12/09/2023	Suez Recycling	Suez Waste £15.84
12/09/2023	Kirbie Green Community Group	Kirbie Green Bio Grant £500.00
12/09/2023	Westmorland & Furness Council	Premises Rent & Phones £2,970.00
12/09/2023	Mr Letters Design Services	Leaflets Serpentine/Trails £1,930.00
15/09/2023	Suez Recycling	Suez Waste £31.68
20/09/2023	SLCC Enterprises Ltd	Finance Course CB £72.00
20/09/2023	EH Penny & Son	Mower Repairs £15.00
20/09/2023	Screwfix	Adhesive £2.25
20/09/2023	Carus Green Golf Ltd	Deposit Mayors Charity Event £250.00
20/09/2023	Siemens Financial Services Ltd	Photocopier Lease £428.40
20/09/2023	Salaries	Sept Net Pay £13,704.50
20/09/2023	HMRC	HMRC Sep Payroll £3,794.05
20/09/2023	Cumbria LG Pension	Pension Sep Payroll £4,780.00
	<u>TOTAL</u>	<u>£32,929.83</u>

**Kendal Town Council****Oct 2023 - Payment Schedule****Kendal**
Town Council

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/10/2023	Vanguarder Ltd	Tracking Fee £9.60
01/10/2023	E-ON Next	Garage Electricity £31.00
01/10/2023	Sage Uk Ltd	Sage Oct 23 £36.00
02/10/2023	The Sign Man	Music Festival Boards £160.00
02/10/2023	A.A.M Services Ltd	Garage Repairs £426.00
02/10/2023	Shaun Bainbridge Blacksmiths	Handrail Repairs £438.00
02/10/2023	Shaun Bainbridge Blacksmiths	Handrails £31.34
02/10/2023	Lakes Line Rail User Group	Membership Lakes Line £13.00
02/10/2023	H Wicks (Lindal) Ltd	Waste £166.32
05/10/2023	Barclays Bank	Bank Charges £8.50
09/10/2023	Bravo Benefits Ltd	Childcare Vouchers £10.42
09/10/2023	Waterplus	Allotment Water £202.94
10/10/2023	Staff Expenses	SKU Expenses/Mileage £32.20
10/10/2023	iTek Computer Solutions Ltd	ITEK Oct £387.71
10/10/2023	Kentdale First Aid Ltd	Medical Support Event £425.00
10/10/2023	Gee Tee Bulb Co	Bulbs £504.00
10/10/2023	Westmorland & Furness Council	Premises Rent £683.70
10/10/2023	Adobe Systems Software	Adobe Oct 23 £30.34
10/10/2023	The National Allotment Society	Annual Subscription £66.00
10/10/2023	RFM Ulverston Ltd	Payroll Services £128.40
10/10/2023	TRAINLINE	Train Tickets KIB £385.38
10/10/2023	B & Q	Materials £15.56
10/10/2023	North West Pest Control Service	Pest Control £144.00
16/10/2023	MTP Print and Media	Walking leaflet £4,201.00
16/10/2023	H Wicks (Lindal) Ltd	Waste £83.16
16/10/2023	MTP Print and Media	Welcome Booklet £4,769.00
16/10/2023	Lound Road Garage	Van Fuel £93.01
20/10/2023	Salaries	Oct Net Pay £13,598.30
20/10/2023	Cumbria LG Pension	Oct Pension £4,744.43
20/10/2023	HMRC	Oct HMRC £3,759.92
23/10/2023	Westmorland & Furness Council	Kendal Futures £16,800.00
23/10/2023	Designworks	KTC Web Maint £468.00
24/10/2023	B&Q	Screws £2.90
24/10/2023	The Bakehouse	Buffet Torchlight £858.30
24/10/2023	Tech 4 Office Equip	Photocopies Oct 23 £80.62
27/10/2023	Staff Reimb	Train Ticket CIB £30.00
27/10/2023	Booths	Biscuits CIB £25.50
27/10/2023	Staff Reimb	Staff Expenses £25.00
27/10/2023	Mr Letters Design Services	Serpentine Woods Flyer £270.00
30/10/2023	KIB Grants & Projects	KIB Kirkbie Green Grant Wildflc £500.00
<u>TOTAL</u>		<u>£54,644.55</u>