

# Kendal Town Council

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



6 February 2024

To Members of the Kendal in Bloom Committee

Cllr A Blackman (Chair)	J Cottam
Cllr D Brown	C Stuart-Smith (Horticulture)
Cllr L Hendry	Toni Yates (Kendal Civic Society)
Cllr R Sutton	
One Vacancy	

You are invited to a meeting of the Kendal in Bloom Committee on Tuesday, 13 February 2024, at **6.00 p.m.**, in the Council Chamber at the Town Hall, Highgate, Kendal. Details of the meeting can be found on the Town Council's website. [www.kendaltowncouncil.gov.uk](http://www.kendaltowncouncil.gov.uk).

**(Distributed to other Members of the Council for information only.)**

Yours faithfully

Chris Bagshaw  
Town Clerk

## Public Participation

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

### 1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of the Local Government Act 1972, S.85.

### 2. Declarations of Interest

To receive declarations by members and/or co-optees of interests in respect of items on this agenda.

### 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 public should be excluded.

### 4. Minutes from the Last Meeting (pages 3 to 6)

To receive the minutes of the meeting of the Committee on 17 October 2024 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. Review of Spend against Budget 2023/24 (page 9)**

To note the Committee's spend against budget (see attached).

**7. Kendal in Bloom 2024**

To discuss ideas for the Kendal in Bloom initiative 2024.

**8. Civic Planting (pages 10 to 12)**

(a) To review the current maintenance schedule and identify specific areas that require attention (see attached). **(pages 10 to 11)**

(b) To receive an update on the appointment of an independent specialist to undertake a review of the civic planting in Kendal (see attached). **(page 12)**

**9. Date of Next Meeting**

To confirm the date of the next meeting of the Committee, currently scheduled to take place 19 March 2024.

## Kendal Town Council

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**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 1<sup>st</sup> 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 1<sup>st</sup> 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
<b>Floral Displays</b>	26,500	26,500	30,000	+13.2%
<b>Projects and Grants</b>	8,500	6,000	6,000	-29%
<b>Total</b>	<b>35,000</b>	<b>32,500</b>	<b>36,000</b>	<b>+2.9%</b>

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 Beeson 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-in-Bloom Committee - Minute Action Sheet - as at 06-02-24**

<b>Ref. No.</b>	<b>Meeting Date</b>	<b>Minute No.</b>	<b>Title</b>	<b>Action (Resolution)</b>	<b>Officer Responsible</b>	<b>Deadline, if any</b>	<b>Date Actioned</b>	<b>Comments</b>
1	13/02/2022	B29/2022	Kendal in Bloom 2023	To invite King Charles, on behalf of the Committee and the Mayor of Kendal, to view the chairs at some point during the summer.	CB			Minute B14/2023 referred to this item and 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.
2	25/07/2023	B7/2023	Location of Rotary Crocus Planting 2023	Subject to the Rotary's agreement to splitting the planting, the Committee suggests that the bulbs be split equally between the Coronation Garden on Kirkland and at Little Aynam, with Westorland and Furness Council's consent first being sought with regard to those bulbs to be planted at Little Aynam	JH		Completed	Planting took place on Coronation Garden in November.
3	25/07/2023	B8/2023	Development of Civic Planting Strategy	To support the proposals for the appointment of an independent specialist to undertake a review of the civic planting in Kendal, the Council Services Officer to bring a further report detailing a firmer plan with costings	JH		Ongoing	Despite contacting other contractors, only one quote to produce the report has been received.

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
4	17/10/2023	B19/2023	Civic Planting Maintenance	To explore the installation of a metal display arch ensuring costings are included.	PL			
5	17/10/2023	B19/2023	Civic Planting Maintenance	The Town Clerk to liaise with the Environment Agency on the planting at Beezon Fields.	CB			
6	17/10/2023	B19/2023	Civic Planting Maintenance	To explore further the services of the 'community payback scheme'.	JH		Completed	Contact was made with the scheme administrator and it was confirmed that scheme would not be appropriate for this project.
7	17/10/2023	B19/2023	Civic Planting Maintenance	The Town Clerk to act as the link the Committee and the wider Market Place development group.	CB			



15:05

**Kendal Town Council**  
**Annual Budget - By Centre (Actual YTD Month 10)**  
**Note: Full Budget Statement**

		<u>22/23</u>				<u>23/24</u>			<u>24/25</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>440</b>	<b><u>Kendal In Bloom</u></b>											
4900	KIB Floral Displays	21,500	21,444	0	0	26,500	0	26,500	18,040	30,000	0	0
4905	KIB Projects & Grants	8,700	8,114	0	0	8,500	0	8,500	2,591	6,000	0	0
4910	Other Expenses	0	322	0	0	0	0	0	84	0	0	0
	<b>Overhead Expenditure</b>	<b>30,200</b>	<b>29,880</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>20,715</b>	<b>36,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(30,200)</b>	<b>(29,880)</b>			<b>(35,000)</b>		<b>(35,000)</b>	<b>(20,715)</b>	<b>(36,000)</b>		
	<b>Total Budget Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>30,200</b>	<b>29,880</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>20,715</b>	<b>36,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(30,200)</b>	<b>(29,880)</b>			<b>(35,000)</b>		<b>(35,000)</b>	<b>(20,715)</b>	<b>(36,000)</b>		



# Kendal Town Council

## Agenda Report

Committee: Kendal in Bloom	Meeting Date: 13 <sup>th</sup> February 2024
From: Council Services Officer	Agenda No: 8a
<b>Description:</b> To review the current maintenance schedule, identify specific areas that require attention and to have a general discussion in relation to the capacity of the Townscape Officer.	

**Summary:** *The committee are asked to consider the report and identify any specific areas which require attention.*

### Background

The Chairman of the Committee suggested a discussion on the current maintenance schedule undertaken by the Townscape Officer (Pierre Labat). This discussion will highlight any areas that require attention and the opportunity to review the capacity of the Townscape Officer.

### Current KIB Maintenance Schedule

#### **Somervell Garden wildflowers**

- Monthly grass cutting (varies with the weather conditions)
- Cut the dead flowers at the end of September
- Waste removal from site and composted at Sedbergh Road facility

#### **Kendal Green wildflowers**

- Cut the dead flowers at the end of September
- Waste removal from site and composted at Sedbergh Road facility

#### **Aynam Road wildflowers**

- Monthly grass cutting (varies with the weather conditions)
- Cut the dead flowers at the end of September
- Waste removal from site and composted at Sedbergh Road facility

#### **Jubilee Bed (with help from Toni)**

- Watering of the beds during the summer season
- General maintenance as and when required
- Monthly grass cutting (varies with the weather conditions)

#### **Coronation Bed (with help from Toni)**

- Watering of the beds during the summer season
- Monthly grass cutting (varies with the weather conditions)
- General maintenance as and when required

## Kendal Town Council

### **Civic planters (83 plus 49 hanging baskets)**

- Watering of the planters during the summer season, up to 17 hours a week
- Checking all planters and undertaking routine maintenance (dead heading, weeding etc) at least twice a week during the summer season and once a week during the winter season
- Support the contractor during the bi-annual planting
- Waste removal from site and composted at Sedbergh Road facility

### **Boundary beds**

- Grass cutting as and when required (varies with the weather conditions)
- Watering the beds during the summer season
- Checking the beds on a regular basis and undertaking routine maintenance (dead heading, weeding etc)
- Support the contractor during the bi-annual planting
- Waste removal from site and composted at Sedbergh Road facility

### **Round beds on Milnthorpe road and Shap road**

- Watering the beds during the summer season
- Checking the beds on a regular basis and undertaking routine maintenance (dead heading, weeding etc)
- Support the contractor during the bi-annual planting
- Waste removal from site and composted at Sedbergh Road facility

### **Ivy at the bus station and Longpool**

- General maintenance
- Watering, as and when required

### **Watering Contract**

The majority of the watering is undertaken by a self-employed contractor during the summer season, on average the watering takes approx. 17 hours a week. The Townscape Officer will water as and when required at all other times.

### **Capacity**

The Townscape Officer works across various project areas, the main focus being civic planting and allotments maintenance. Requests for Pierre's time can come from a number of sources or committees. In the past, requests for ongoing maintenance have given little consideration to the workload impact of the Townscape Officer. To ensure the longevity of a project, it is essential that ongoing maintenance is considered at the initial stages of project planning. If appropriate, identifying funding and professionals to support the ongoing maintenance of the project.

### **Recommendation**

That Committee members are asked to highlight any specific areas which they feel may need additional attention.



## Agenda Report

Committee: Kendal in Bloom	Meeting Date: 13 <sup>th</sup> February 2024
From: Council Services Officer	Agenda No: 8b
Description: To consider funding the commission of a planting strategy report.	

Summary: *The committee are asked to consider the commission of a planting strategy report.*

### Background

The civic planting contract is due for renewal. It has been acknowledged that the civic planting in Kendal needs an overhaul and now would be a good time to undertake a thorough review and to develop a robust planting strategy.

### Proposal

To commission a Planting Sustainability Strategy Report, Concept and Planting List.

This will include the following:-

- Identification of the different spaces within the town.
- Existing Planting of each identified area.
- Current issues and advice on how these can be improved.
- Sustainability issues and proposed solutions
- Full planting concept for the town
- Seasonal planting list

The Council Services Officer has approached three different organisations to commission the report. To date, only one of those has expressed an interest and produced a quote for consideration.

### Recommendation

That Committee members are asked to consider the quote and suggest how to progress with the report.