

Kendal Town Council

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



25 July 2023

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 31 July 2023**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Yours faithfully

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

Chris Bagshaw
Town Clerk

AGENDA

Roll Call

The Clerk will take a roll call of Council Members present.

Public Participation

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

Kendal Youth Zone

To receive a presentation from Kendal Youth Zone.

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 5 to 11)

To receive the minutes of the meeting held on 5 June 2023 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (page 12)

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

6. Mayor's Communications and Announcements (page 13)

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

7. Committee Structure and Terms of Reference (pages 14 to 19)

To consider the recommendation from the Management Committee that the Council adopts new Committee Terms of Reference, for operation from 1 October 2023 (see attached).

Background

The Council has been reviewing its Committee structure and Terms of Reference for some time. The Management Committee established a working group to complete the task and make recommendations, which were presented at its last meeting. The appended Structure and Terms of Reference are presented as a Recommendation. Some consequential budgetary realignment will be required, and it is anticipated that this will be done to coincide with the meeting programme from October onwards. It is recommended that more members are appointed to some Committees, and this is dealt with under the next agenda item.

8. Consequential Committee Membership Amendments

To consider if the membership of Committees should be altered in any way to accommodate any changes resolved in item 7 (see table overleaf). Nominations may be taken from the floor for these vacancies, or they may be left to stand.

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

9. Civility and Respect Pledge (pages 20 to 21)

To consider what steps the Council must take to be able to sign the Civility and Respect pledge from the National Association of Local Councils (see attached).

10. Policies for Adoption by Council (pages 22 to 28)

To consider the following policies (see attached) which have been recommended for adoption by Council:-

- Acquisition and Discard Policy (Mayoralty and Arts Committee 19 June 2023) (pages 22 to 27)
- Protocol for Officers being considered at Council Meetings (Management Committee 3 July 2023) (page 28)

11. Subscriptions

To consider renewing the following subscriptions, from the Subscriptions budget:-

(a) Society of Local Council Clerks (SLCC)

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

Subscription: £296

(b) Lakes Line Rail User Group (LLRUG)

The LLRUG is the official rail user group for the Lakes Line and produces a widely read newsletter on matters relating to the line. The Council also appoints a rep to the group.

Subscription: £13

12. Reports and Minutes from Committees (pages 29 to 88)

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 12 June 2023 (pages 29 to 33)
- (b) Audit, Grants and Charities Committee on 10 July 2023 (pages 34 to 39)
- (c) Christmas Lights and Festivals Committee on 26 June 2023 (pages 40 to 43)
- (d) Environment and Highways Committee on 15 May 2023 (pages 44 to 52)
- (e) Management Committee on 30 May and 3 July 2023 (pages 53 to 64)
- (f) Mayoralty and Arts Committee on 19 June 2023 (pages 65 to 68)
- (g) Planning Committee on 5 June, 19 June, 3 July and 17 July 2023 (pages 69 to 88)

13. Reports from Representatives on Outside Bodies (pages 89 to 91)

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

- (a) Integrated Care Community Meeting (a written report from Cllr R Sutton) (page 89)
- (b) Kendal Bid (a written report from Cllr H Ladhams) (page 90)
- (c) Kendal Community Theatre (a written report from Cllr R Sutton) (page 91)

14. Schedule of Payments (pages 92 to 94)

To receive the schedules of payments for April and May 2023 (see attached).

Kendal Town Council

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Minutes of a meeting of Kendal Town Council held in the Town Hall, Highgate, Kendal, on Monday, 5 June 2023, at 7.30 p.m.

Councillors

G Archibald	Apologies	A Blackman	Present
S Blunden	Apologies	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	Absent *
M Helme	Present	L Hendry	Present
E Hennessy	Present	H Ladhams	Apologies
S Long	Present	D Miles	Apologies
D Rathbone	Apologies	C Russell	Present
M Severn	Present	K Simpson	Present
R Sutton	Present	P Thornton	Apologies
G Tirvengadam	Apologies		

* Subsequent to the meeting, it became apparent that Cllr C Hardy's apologies had been submitted prior to the meeting.

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant), Beki Winter (Kendal Community Land Trust) and Jamie Hooper, Emily Lyons, Katie Marston and Joshua Simpson (Kendal Pride).

Public Participation

No items were brought forward by the public.

Beki Winter delivered a presentation on behalf of the **Kendal Community Land Trust** on their latest projects and developments. She explained that town and parish councils often set up community land trusts in areas which were in desperate need of affordable homes, which is why, she said, it was of importance for the Trust to have the support of the Town Council. This was a non-profit-making, member-owned organisation which was dedicated to providing affordable housing and other benefits to the local community. Unlike Housing Associations, the Trust was not subject to 'right to buy', and so could preserve affordable homes, prioritised for local people, long term. The Trust always ensured high sustainability build and community involvement from the outset, as well as management of biodiversity. Beki referred to two current projects, firstly one on land at Busher Walk where it was hoped that the Westmorland and Furness Council would transfer a piece of land in Kendal into the Trust's ownership so that it could create affordable homes for local people. The second project was at Fellside Methodist Church Sunday School Building. The Trust was hoping to purchase the Sunday School building through a community loan share scheme and grant funding. Consideration was also being given to a third potential project. Beki finally drew attention to the fact that the organisation was also marketing itself in order to promote being community-led and she asked Members to inform the Trust of any events or opportunities through which it could do this. In addition, she asked Members to contact the Trust with suggestions for any other potential sites.

Beki responded to questions raised by Members and asked them to collect a leaflet on the work of the organisation on their way out.

The Mayor thanked Beki for her presentation and for the contribution being made by the Trust, stressing the fact that affordable housing for local people was a key area of need within the Town.

Jamie Hooper, Emily Lyons, Katie Marston and Joshua Simpson delivered a presentation on **Kendal Pride** which was due to take place between 21 and 23 July 2023, with the Unity Festival also taking place on the Saturday. This was to be Kendal's first Pride celebration and would offer something different to other Pride festivals that took place across the UK. It would be known as Pride Done Differently. As well as fun and partying, a huge part of the festival would be aimed at introducing people to the outdoors. The Festival would further offer opportunities for people to enjoy the arts and creativity collaboratively through music, performances, a celebration of queer arts and drag performances. On the Saturday, a space would be created aimed at supporting families of LGBTQIA+ children and parents in the area to feel part of the community, signposting them to local services and groups. There would be free activities such as a roadshow from Rag Tag, theatre and play activities. Opportunities would be on offer for people to explore and experience the outdoors, with walking, trail runs, climbing and swimming. Details in relation to a project being run with Brathay and an LGBTQIA+ group were provided, and it was pointed out that this was an opportunity for them to enjoy Pride in their own home town. In addition, attention was drawn to work being carried out with Kendal Youth Zone. Attention was also drawn to an LGBTQIA+, outdoor-themed film night. In addition, there would be quiet moments during which to pause and reflect, including a vigil on Kendal Castle. The group referred to partnership working and the focus now to reach out to local businesses and organisations asking them to help to promote the event, to get involved and to contribute. Partners would, in time to come, be offered training in relation to the LGBTQIA+ population in order to assist in making South Lakeland a safe place for the community. The group closed, asking Members to offer assistance through supporting the festival and becoming involved.

The group responded to questions raised by Members and asked them to collect a festival flyer on their way out. Members indicated keenness in taking up the training on offer from the group.

The Mayor thanked the group for their presentation on an interesting and ambitious programme and offered to attend the Festival in a mayoral capacity.

17/2023 Minutes of Last Council Meeting

Attention was drawn to the fact that Cllr K Simpson was shown as being absent for the meeting, however, that she had in fact been present.

Resolved: Subject to the amendment outlined above being made, to receive the minutes of the annual meeting of the Council held on 2 May 2023 and to authorise the Chair to sign them as a true record.

18/2023 Mayor's Communications and Announcements

A report on the Mayor's recent activities had been included within the agenda. The Mayor pointed out that the majority of the events included within the list had been attended by former Mayor, Cllr D Rathbone.

Members expressed thanks to Cllr Rathbone for his commitment during his time as Mayor, remarking on the vast number of events which he had attended.

Resolved: To note the latest report from the Mayor.

19/2023 Co-option to Town Council

Consideration was given to a nomination for co-option as a Member of Kendal Town Council to the casual vacancy in Stonecross Ward.

Resolved: To elect G Supka for co-option as a Member of Kendal Town Council.

Note – Cllr G Supka signed his Declaration of Acceptance of Office and took up his seat immediately, having been provided with a copy of the agenda within the appropriate timescales.

20/2023 Committee Membership

It was reported that whilst Cllr L Edwards had been omitted from the list of nominations for committee places submitted to the Annual Meeting of the Council for a place on the Allotments Committee, it had been her intention to remain on that Committee.

Resolved: To accept the proposal for the addition of Cllr L Edwards on the membership of the Allotments Committee.

21/2023 Financial Regulations

It was reported that the Audit, Grants and Charities Committee had been considering the Council's Financial Regulations, in line with its role to periodically review them. At its last meeting, the Committee had completed the process, and had resolved to commend the draft Financial Regulations, as attached to the report, to Council for adoption.

Members welcomed the document, remarking that this was the second time it had been put before Full Council and acknowledging that this would be the basis of the Council's financial processes moving forward. Attention was, however, drawn to the fact that the Audit, Grants and Charities Committee had also discussed the potential level of the Council's precept moving into the future and to the possible need for a separate Responsible Finance Officer. It was raised that the duties of the Responsible Finance Officer and the Town Clerk were separate and attention was drawn to the concept of each of those postholders looking out for one another and providing cover for each other during leave or sickness absence. It was suggested that this was a matter for consideration by the Management Committee.

Resolved: To adopt the Financial Regulations 2023, as attached to the agenda, with immediate effect.

22/2023 Biodiversity Policy

Cllr E Hennessy, Chair of the Environment and Highways Committee, presented the draft Biodiversity Policy, which been recommended to Full Council for approval by that Committee on 15 May 2023. The Policy had been developed to reflect awareness of biodiversity challenges and the Council's role in meeting those challenges. The contents of the Policy would need to be borne in mind during consideration of all future decisions made by the Council.

Resolved: To adopt the Biodiversity Policy, as attached to the agenda, with immediate effect.

23/2023 Annual Governance and Accountability Return (AGAR) 2023 ‘Except Fors’

It was reported that the Council's External Audit had been returned with an “except for” note observing that:-

“The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights by answering ‘yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to section 1, Assertion 7, which on the basis of the above is not correct.

The issue related to a decision by the Council in 2021 to align the consideration of the AGAR with meetings the Council felt it was appropriate to hold in public during the changes in government regulations relating to the COVID pandemic. The Council had decided that arranging a late submission of the AGAR that year was a lesser risk to Council members and the public than holding a public meeting at the height of the pandemic. The external auditor had noted that the Council had not completed the Governance questionnaire correctly in this regard and subsequently had not completed the corresponding questionnaire correctly the following year, in that this related to the actions in that year and not the previous.

The control measure for this had been to ensure that the Governance questionnaire was completed correctly, with any ‘No’ responses explained to the External Auditor in the covering letter with the 2022-23 AGAR submission. There were no ‘No’ responses proposed for the 2023 submission.

Resolved: To confirm the Council's arrangements for dealing with the “except for” issues highlighted in 2022.

24/2023 AGAR 2023 Internal Auditor's Report

Consideration was given to a report from the Internal Auditor, who had recently completed its audit for the year ended 31 March 2023. Whilst there were no points that had arisen during the period with regard to the financial statements, there had been an additional concern raised with regard to the cash funds held with Barclays Bank and Cumberland Building Society. The Internal Auditor's advice was to echo that as highlighted previously in relation to the level of funds invested with both institutions and to encourage the Council to consider investment opportunities. In the Internal Auditor's opinion, the general control environment at the Council was good, and they did not consider the issues raised to be fundamental to the operation of the Council. The Internal Auditor had seen nothing to suggest the possible weaknesses, as raised, created issues to the Council.

Strong concern was expressed with regard to the actual scope and sampling process which had been undertaken in relation to the internal audit and a question raised as to what extent the Internal Auditor could be relied on. The importance of being able to rely on the report from the Internal Auditor in voting on decisions relating to the council's governance was stressed. The Town Clerk explained that the Internal Auditor had followed guidelines set out in the Joint Panel on Audit and Governance (JPAG) Practitioner's Guide and that they had confirmed that they had followed the guidelines to the best of their ability, also carrying out the appropriate measures and checks. The Internal Auditor had been provided in advance with the necessary information to enable the audit to be carried out and had spent a day in the Town Council office. The Town Clerk, furthermore, stressed the fact that the Audit, Grants and Charities Committee had undertaken to become more involved in the process

moving forward. In response to a further query as to why the response to Objective L (the authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation) was “not covered”, the Town Clerk explained that he would follow this up and explain to the External Auditor why the Internal Auditor had not actioned this when finalising the paperwork.

Resolved: To accept the Internal Auditors’ Report 2022/23.

25/2023 AGAR 2023 Governance Statement

Council discussed the completion of the AGAR Governance Statement 2023.

A number of concerns were raised around the need for all councillors to ensure that they understood the contents of the report; the fact that the Council should not simply rely on the Internal Auditor’s conclusions; whether the Council could feel confident with regard to the all the statements and with regard to some documents, which did not appear within the public domain. Attention was drawn to the need for the Responsible Finance Officer to put in place a process to record all financial management and procedures throughout the year together with supporting information. Notice was drawn to some erroneous figures supplied during the budget deliberations at the start of 2023. This led to a question about how a positive response could be given to this statement. The Mayor suggested that the fact that these errors had been noted at the time, corrected and set aside demonstrated that there were systems in place, enabling amendments and improvements to be made. The Town Clerk explained how this had since been addressed through an improved and reliable management system. The majority of Members felt comfortable with fully positive completion of the questionnaire.

Resolved: To agree with the Annual Governance statements in AGAR 2023.

26/2023 AGAR 2023 Accounting Statements

Council discussed completion of the Accounting Statements in AGAR 2023 (Form 3, Section 2). It was raised that the Council’s precept had increased significantly and hoped that the Audit, Grants and Charities Committee would be considering this fact moving forward. The Town Clerk provided explanations with regard to increases in a number of the figures shown, particularly with regard to staffing costs due to recent recruitment. The need for the Council to more speedily unlock spending was stressed and it was questioned whether consideration should be given to taking on more staff in order to achieve this. In response to a query relating to the 20% increase in staffing cost, the Town Clerk undertook to share the updated staffing cost spreadsheet as necessary.

Resolved: To accept the Accounting Statement in the AGAR 2022/23.

27/2023 CALC Membership

The Town Clerk reported that Cumbria Association of Local Councils (CALC) was the county-level association of NALC (the National Association of Local Councils). Kendal Town Council had been a member since its creation in 1974. The Council had to join CALC to be in NALC. NALC was the national representative body of councils in the Town Council’s sector (where principal authorities such as Westmorland and Furness Council were represented by the Local Government Association (LGA)).

Council was being requested to consider the Council’s subscription to the associations.

Resolved: To continue Kendal Town Council’s membership of CALC/NALC for 2023/24.

28/2023 Rural Market Towns Group

The Town Clerk reported that the Rural Market Towns Group was a branch of the Rural Services Network (RSN) specifically aimed at supporting and promoting the interests of market towns in England's more sparsely populated counties. The annual fee for membership for 2023-24 was £133. Kendal Town Council had hosted an RMTG conference in the Town Hall in 2018.

Council was being asked to consider renewing membership of the Rural Market Towns Group.

Resolved: To renew Kendal Town Council's membership of the Rural Market Towns Group.

29/2023 Reports and Minutes from Committees

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

- (a) Audit, Grants and Charities Committee held on 17 April 2023
- (b) Christmas Lights and Festivals Committee held on 24 April 2023
- (c) Planning Committee held on 2 and 15 May 2023

Attention was drawn to the need for improved thought as regards the positioning of items on agendas, it being felt that consideration of the minutes of the meeting of the Audit, Grants and Charities Committee should have taken place prior to consideration of the Annual Governance and Accountability Return.

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

30/2023 Reports from Representatives on Outside Bodies

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

- (a) Integrated Care Community Meeting (a written report from Cllr R Sutton)
- (b) Kendal Community Theatre (a written report from Cllr R Sutton)
- (c) Lancaster Canal Regeneration Project Meeting (a written report from Cllr L Hendry) – It was raised that whilst this item had not been referred to on the agenda front sheet, the document had been included within the agenda pack.

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

31/2023 Schedule of Payments

The Council was presented with the schedules of payments for March 2023.

In response to a query, the Town Clerk explained that the contribution of £1,000 from Cumbria County Council to a footpath was in relation to the path through the allotments at Sandylands, for which the Town Council was most grateful. Attention was drawn to the need to be more specific in relation to the Gateway Church grant of £1,500 towards the Warm Hub.

Resolved: To receive the schedules of payments for March 2023.

The meeting closed at 9.16 p.m.

Full Council - Minute Action Sheet - as at 25 July 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

Kendal Town Council
Full Council – 31 July 2023
Mayoral Engagements (May and June 2023)

Event Date	Time	Mayor or DM	Organisation	Event	Venue
05/05/23	2.00pm	M	KTC	Coronation Garden Opening	Parish Hall
05/05/23	7.00pm	M	Buddhist Group of Kendal	Vesak	Unitarian Chapel
06/05/23	1.00pm	M	Hallgarth Residents Association	Coronation Street Party	Community Centre
07/05/23	3.00pm	M	Fellside Forum	Coronation Street Party	Greenside
07/05/23	4.00pm	M	Kirkbarrow Residents Association	Coronation Street Party	Greengate Lane
07/05/23	1.00pm	DM	Sandylands Residents Association	Coronation Street Party	Community Church
10/05/23	10.30am	M	KTC	Portraits	Parlour
16/05/23	4.00pm	M	Kendal Rinteln Association	Meet and greet	Restaurant
17/05/23	5.00pm	M	Kendal Rinteln Association	Dinner	Restaurant
18/05/23	1.30pm	M	KTC	Rehearsal Mayor Making	Town Hall
18/05/23	6.30pm	M	KTC	Mayor Making	Town Hall
19/05/23	6.00pm	M	Abbot Hall	Preview	Abbot Hall
22/05/23	1.45pm	M	Waste into Wellbeing	Meeting	Parlour
27/05/23	11.30am	M	Comic Arts	Little Comic Arts	Kendal Library
27/05/23	12.30pm	M	Transplant Sports	Kids and Teen Weekend	Kendal Ski Club
27/05/23	1.30pm	M	People's Café	Café and Food Share	South Lakes Foyer
31/05/23	10.30am	M	Manna House	Mayor Talk and Lunch	Manna House
06/06/23	12.30pm	M	KTC and Parish Church	Meeting re Mayor's Sunday	Parish Church
08/06/23	4.00pm	M	Kendal College	Art & Design End of Year Exhibition	Wildman Street Gallery
10/06/23	10.30am	M	Ragtag	Road Show	Ragtag Arts and Community Scrapstore
11/06/23	2.00pm	M	Dalton Town Council	Dalton's Civic Sunday	Dalton Community Church
15/06/23	6.00pm	M	Kirkbie Kendal School	Art Show	Kirkbie Kendal School
17/06/23	10.45am	M	Environment Agency & KTC	Community Heritage Event - Threads Through Time	River Walk and Parish Church
17/06/23	1.00pm	M	BID	Folk and Food Festival	Market Place
20/06/23	10.00am	M	Waste into Wellbeing	Prep and Cookalong	Parish Hall
24/06/23	7.30pm	M	Westmorland Youth Orchestra	75th Anniversary Performance	Parish Church
25/06/23	1.30pm	M	Ulverston Town Council	Civic Sunday	Coronation Hall and Streets
28/06/23	11.00am	M	Dementia Hub	Dementia Awareness Day	Beethan Nurseries

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 31 July 2023
From: Management Committee	Agenda No: 7
Description: Committee Terms of Reference	

Background

The Management Committee reviewed the Draft Terms of Reference at its meeting in July 2023 and resolved to recommend the following to the next meeting of the Full Council for adoption. The provisional timetable requires that the Council appoint members to the new committees, where required, in time for the second half of the financial year (ie with effect from 1 October 2023).

Second DRAFT Committee Terms of Reference

The Mayor of Kendal

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

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

The Council

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

The Council:

Elects the Mayor and Deputy Mayor

Approves the budget and precept

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

Approves expenditure beyond the limit expressed in the Financial Regulations

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

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

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

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

Committees

The Council's Committees are as appointed as follows:

- Allotments Committee
- Audit Committee
- Culture and Communities Committee
- Environment Committee
- Kendal in Bloom Committee
- Mayoralty and Heritage Committee
- Planning Committee
- Management Committee

Allotments Committee

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

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

To manage the Town Council's allotment estate.

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

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

To encourage biodiversity across the allotments.

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

Audit Committee

Consists of 9 members.

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

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

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

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

To appoint Internal Auditors and review their effectiveness.

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

Culture and Communities Committee

Consists of 9 members.

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

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

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

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

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

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

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

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

Environment Committee

Consists of 9 members

To coordinate and manage the Council's response to the Climate Emergency, including policies and projects which address the recommendations of the Kendal Citizens' Jury.

To develop and manage the Council's street-scene assets.

To develop and manage the Council's green spaces.

To develop and deliver with partners, active travel concepts.

To develop and manage policies which increase biodiversity.

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

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

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

To support initiatives relating to improved air and water quality.

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

To develop, manage and maintain physical assets within the town in conjunction with relevant partners.

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

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

Kendal in Bloom Committee

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

To coordinate and manage the floral displays across the town.

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

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

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

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

Mayoralty and Heritage Committee

Consists of 9 members

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

To maintain and develop the Council's historic collection.

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

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

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

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

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

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

Planning Committee

Consists of 9 members

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

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

To develop policies on Planning matters.

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

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

Management Committee

Consists of the Chairs of each Committee above (including the Mayor as Chair of the Council), plus a Chair and Vice Chair. Committee vice-chairs may deputise on occasions when the Chair is unable to attend. May co-opt such other members as it sees fit up to a maximum of two further councillors.

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

To guide the Council in the formulation of its objectives.

To develop policies and direct the Council's Plan.

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

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

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

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

To appoint an Employment Sub-Committee.

Current Standing Sub-Committees and Working Groups

The current council standing sub-committees are:

- Employment Sub-Committee
- Flood Relief Scheme Working Group

Employment Sub-Committee

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

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

To manage the Council's duties as an employer, as line management for the Clerk.

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

Flood Relief Scheme Working Group

Consists of 12 members, including such Environment Agency staff and members of other Councils or the public as the Group considers necessary.

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

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

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

Work with other Organisations

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

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 31 st July 2023
From: The Mayor of Kendal	Agenda No: 9
Description: Civility and Respect Pledge	

Background

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) have been working on a project to promote Civility and Respect in local council business. The details of the project can be found on the website: [Civility and Respect Project \(nalc.gov.uk\)](https://www.nalc.gov.uk/civility-and-respect-project). They are promoting the resolution shown below. The Council is asked to consider what steps it must take to meet the pre-conditions for signing the Pledge, and whether it would sign the pledge, once these pre-conditions have been met.

NALC/SLCC/OVW Civility and Respect Pledge Draft Resolution

Definition of Civility and Respect
<p>Civility means politeness and courtesy in behaviour, speech, and in the written word.</p> <p>Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.</p>

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

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

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

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	

Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Acquisition and Discard Policy

Name of organisation: **Kendal Town Council**

Name of governing body: **Kendal Town Council Mayoralty and Arts Committee**

Date on which this policy was approved by governing body:

Policy review procedure: The Acquisitions and Discard policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

1) Relationship to other relevant policies/plans of the organisation:

- a) The Council's statement of purpose is: 'To collect, conserve and make available for study and display heritage items relating to the development and history of the town of Kendal, with particular reference to the town's Mayoralty and government'.
- b) The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- c) By definition, the council has a long-term purpose and holds the collection in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the Town's collection.
- d) Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- e) The council recognises its responsibility, when acquiring additions to its collections, to ensure that it takes into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- f) The council will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the town can acquire a valid title to the item in question.
- g) The town will not undertake disposal motivated principally by financial reasons.

3) History of the collection

The collection (usually called The Mayor's Parlour Collection) is the result of many years of acquisition by Kendal Town Council (formerly Kendal Borough Council). It is housed in part in Kendal's Mayor's Parlour in the Town Hall where it can be viewed (by arrangement) by individuals or groups. More items are in the Picture Store, also in the Town Hall. Items in the collection represent significant moments in Kendal's history and illustrate the town's growth and development from the middle ages onwards. The majority of items in the collection are donations.

4) An overview of current collection

The collection consists of around 900 items including paintings, silver plate, furniture, sketches, books and other artefacts which relate to the town and its history.

5) Archival holdings

As the town holds archives, including council documents, photographs and printed ephemera, its governing body will be guided by any available good practice for the item's storage, conservation and display. The council recognises that other organisations and archives exist who have similar interests and aims and, where an item is being considered for acquisition or disposal and is categorised accordingly, will work with these partner organisations to ensure that the most appropriate host is found for it.

6) Acquisition

Donations should only be accepted with the agreement of the governing body and using the categorisations set out in Appendix 1.

Authority to approve the acquisition of items with a value of up to £500 is delegated by the Council's Governing Body to the Town Clerk and heritage Officer. The acquisition of items over £500 will be subject to authorisation by the Governing Body. The ownership of the collections remains with Kendal Town Council. The town will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the town can acquire a valid title to the item in question.

The town will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the town will reject any items that have been illicitly traded.

7) Archaeological material

- a) The town will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- b) In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

8) Exceptions

Any exceptions to the above clauses will only be because the town is:

- a) acting as an externally approved repository of last resort for material of local (UK) origin
- b) acting with the permission of authorities with the requisite jurisdiction in the country of origin
 - i) In these cases the town will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

9) Disposal procedures

- a) All disposals will be undertaken with specific reference to the guidance in Appendix 2.
- b) The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- c) When disposal of a town object is being considered, the town will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

- d) When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- e) The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the town's collection and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the town will also be sought.
- f) A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the town acting on the advice of professional curatorial staff, if any, and not of the officer or manager of the collection acting alone.
- g) Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Organisations likely to be interested in its acquisition.
- h) If the material is not acquired by any Accredited Organisation to which it was offered as a gift or for sale, then the wider community at large will be advised of the intention to dispose of the material normally usual council channels.
- i) Any monies received by the town from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the conservation of current and future items but may include the acquisition of items. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way.
- j) The proceeds of a sale must be restricted to the long-term sustainability, use and development of the collection.
 - i) Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned.

10) Disposal by exchange

11) Disposal by destruction

- a) If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

- b) It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- c) Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- d) Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- e) The destruction of objects should be witnessed by an appropriate member of the town workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Appendix 1: Ranking of Items for Acquisition

1. Item has a direct link to the Mayoralty and/or Kendal Town Council. Acquisition should be strongly considered.
2. Item has a direct link to the town of Kendal's history and development. Acquisition should be strongly considered.
3. Item has a direct link to individuals or groups associated with the town **and** also has a direct link to the Mayoralty and/or Town Council. Acquisition should be strongly considered.
4. Item has a direct link to individuals or groups associated with the town **but** has no direct link to the Mayoralty or Town Council. Acquisition should only be considered under exceptional circumstances.
5. Item has no obvious link to the town, the Mayoralty or Town Council. Acquisition should not be considered.

Appendix 2: ranking of Items for Retention/Discard

1. Item has a direct link to the Mayoralty and/or Kendal Town Council. Not to be disposed of unless under point 6.
2. Item has a direct link to the town of Kendal's history and development. Not to be disposed of unless under point 6.
3. Item has a direct link to key individuals or groups associated with the town **and** also has a direct link to the Mayoralty and/or Town Council. Not to be disposed of unless under point 6.
4. Item has a direct link to key individuals or groups associated with the town **but** has no direct link to the Mayoralty and/or Town Council. Disposal can be considered.
5. Item has no obvious link to town, Mayoralty and/or Town Council. Disposal can be considered.
6. Item is irretrievably damaged. Disposal should be considered.

Protocol for Officers being considered at Council Meetings

Occasionally, the Council, or one of its Committees, will have cause to consider aspects of an officer's role, behaviour, actions or appraisal. Such consideration should usually be held following a resolution by the Council or Committee to exclude the Press and Public under the terms of the Public Bodies Admission to Meetings Act 1960. This is because a Council meeting is a public meeting, but it is considered a breach of the council's duty of confidentiality under Data Protection regulations, to discuss matters relating to an individual that the individual might reasonably consider to be of a confidential nature.

The Council's current review of its Committee structure, recommends that employment matters are delegated to a Sub-Committee in line with best practice. The Sub-Committee must report to its parent committee, but can do so in such a way as to not conflict with the need for confidentiality. However, occasionally there may be instances when the Council needs to consider issues relating to officers who would normally be present at the meeting. On these occasions it is considered good practice to ensure at least one officer remains present to advise the Council and take such minutes as are required to ensure the public record is maintained. Issues of this nature must be clearly identifiable from the agenda. Councillors should resist the temptation to drop into debate, issues that might reasonably be considered to be confidential, if members and the public (including officers) have not been given proper notice in advance that such consideration might arise.

Note: a member, who is not a member of a committee, but is attending a committee meeting in their role as a councillor, must consider information received during confidential sessions, as confidential.

Kendal Town Council

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



Minutes of a meeting of the Allotments Committee held on Monday, 12 June 2023, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.00 p.m.

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

Site Representatives present

Castle Haggs	Gwen Tordoff
Castle Haggs Ext	Jon Cox
Underley Road	Chris Rowley
Wattsfield	Ros Taylor

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

A1/2023 Apologies

Apologies for absence were received and accepted from Cllrs G Archibald and C Hardy, and from Site Representative Ali Paddle (Greenside).

A2/2023 Declarations of Interest

Cllr Finch, for the purpose of transparency, reminded the Committee of his previously-declared interest as an allotment holder. In addition, also for transparency and in relation to Agenda Item No.7 (Request to Keep Bees on Wattsfield Allotments), he informed the Committee that he was himself a beekeeper.

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

There were no confidential items included within the agenda.

A4/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Allotments Committee held on 27 February 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.

A number of updates were provided, including:-

A32b2022 (Budget 2023-24 and Rental Charges 2024) – The Committee had questioned the apportionment of interest on the allotment reserve. The Town Clerk would revisit this now that interest rates were rising.

A40/2022 (Site Signage) – The Council Services Officer reiterated that she would be meeting with the Town Clerk and the Development and Delivery Manager, within whose remit community engagement lay, after Britain in Bloom.

A42/2022 (Site Representatives) –

The Council Services Officer believed that the issue of the lock at the Castle Hags Extension had not yet been dealt with but that the Townscape Officer would shortly be meeting with the tenant who was unhappy about it.

The Council Services Officer further undertook to meet with site representatives on the matter of newly-let allotments following Kendal and Britain in Bloom.

With regard to the potential for litter picking on allotments sites, the Council Services Officer reported that the Projects Officer had put together a schedule of litter picks and would be discussing with site representatives the matter of what type of litter needed collecting.

A43/2022 (Town Council Allotments) – The Town Clerk informed the Committee that there was nothing further to report at this stage.

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

A6/2023 Review of Spend against 2023/24 Budget

The Council Services Officer presented a report reviewing spend against budget as at 5 June 2023. Whilst the report showed no spend so far in the current year, the Town Clerk explained that there had, in fact, been spend but that it had not yet been processed and so did not appear within the document. The spend so far in 2023/24, he said, was less than £332.

Resolved: To note the report.

A7/2023 Request to Keep Bees on Wattsfield Allotments

A report was presented advising that a tenant from Wattsfield allotments had requested permission to keep a colony of bees on their allotment plot. Details of the supporting information provided by the tenant were contained within the report. This was an experienced beekeeper who already had five hives within Kendal. The tenant had discussed the matter with the allotment holders on either side of their plot, both of whom were supportive of the proposal. The tenant, within their application, had addressed a number of concerns which people may be likely to raise, in relation to proximity, risk of injury, regulation and bee welfare, emergency handling, livestock and the need for splitting of hives.

It was further reported that the tenant had contacted all the local residents, via a flyer through each door, to ascertain if there were any objections or people with bee allergies. No one had raised any concerns. The Council Services Officer would be contacting all the

tenants on Wattsfield to ensure that they were happy to have a colony of bees on site - approval would not be granted if any tenant on Wattsfield objected to the proposal.

The Committee was being asked to consider the request for permission to keep a colony of bees on Wattsfield allotments.

The Council Services Officer was now in a position to report positive responses from all of the allotments holders. She referred to a letter received earlier in the day expressing concerns in relation to swarming and bees moving into the residential area. The Council Services Officer herself expressed reservations as to what may happen in the future and whether the Town Council may find itself with a legacy of bees. She drew attention to the fact that whilst there was an element of livestock on Wattsfield, livestock was not really allowed on this site.

The Chair, having earlier indicated that he was a beekeeper, explained that now was the swarming season and how it was part of nature, how bees could swarm anywhere and how it was simple enough to retrieve a swarm.

The matter was discussed at length. Members of the Committee were, on the whole, supportive of the request, acknowledging the benefits bees brought in relation to cross pollination and biodiversity. The matter as to whether this may set a precedent was discussed, however, it was felt that each application had to be considered on its own merit. During discussion, the question was raised as to whether people in general planted enough pollinator flowers, it being felt that this should be encouraged both in gardens and on allotments. The potential for a condition for dedication of a proportion of the plot to pollinator flowers to be built into the beekeeper's agreement, as well as all tenancy agreements, was raised, particularly in light of the recent adoption by Council of its own Biodiversity Policy. Also suggested was the need to encourage companion planting in order to assist in a reduction of the use of pesticides, potentially through the publication of advice to allotment holders. The Committee as a whole supported the idea of redrafting all tenancy agreement conditions, including details relating to hens, vermin, rabbits, invasive species, etc. The Town Clerk undertook to address the matter.

Resolved: To grant the request to keep bees on Wattsfield allotments, subject to the provision of a condition for the dedication of a proportion of the plot to pollinator flowers.

Resolved: The Town Clerk to re-draft the Town Council's standard Allotments Tenancy Agreement as outlined above.

A8/2023 Allotment Statistics Report

The Council Services Officer presented a report which showed that the waiting list currently stood at 198 individuals. The list had reduced by 41 since the last meeting. 12 plots were vacant, details of which were provided within the report. 53 plots had been let since the last meeting.

The Council Services Officer informed the Committee that she would shortly be carrying out site visits, using her new app., and answered questions raised by Members and site representatives.

Resolved: To note the report.

A9/2023 Site Representatives

Chris Rowley, Underley Road Site Representative, referred to a plot on the site where glass bottles were being used as edging. Whilst pointing out that the plot was very well maintained, the use of glass bottles as edging, he felt, was of concern and may set a precedent. He enquired if a Council policy existed in this regard. The Council Services Officer said that there was currently no such policy, however, acknowledged that this was a health and safety risk. The Town Clerk undertook to address this within his current work on policies, both from a safety and pollution point of view. The Council Services Officer undertook to approach the tenant during her forthcoming site visit.

Chris further referred to a plot on the site which he felt may have been abandoned. The Council Services Officer, however, advised that this was not the case and undertook to approach the tenant of the plot during her visit to the site.

Resolved: The Town Clerk to address the issue of use of glass bottles as edging on allotments plots within his current policy update.

Resolved: The Council Services Officer to approach the tenant with regard to use of glass bottles as plot edging during her forthcoming site visit.

Resolved: The Council Services Officer to approach the tenant of the plot referred to as appearing abandoned during her forthcoming site visit.

Ros Taylor, Wattsfield Site Representative, referred to a gap in the fence on the site which the Council Services Officer had previously undertaken to look into. The Council Services Officer explained that she first needed to discuss the matter with the Town Clerk to check ownership of the panel which had been removed. It was her understanding that boundary was the Town Council's.

Resolved: The Council Services Officer to discuss the matter of the gap in the fence on Wattsfield allotment with the Town Clerk prior to addressing the issue.

Gwen Tordoff, Castle Haggs Site Representative, referred to reports of rats on the site. The Council Services Officer informed the Committee that she had spoken earlier in the day with the Pest Control technician who intended to bring another colleague with him next time he visited for a second opinion. She referred to the problems associated with rat control and to the laws with regard to use of poison, which were soon to become even tighter. This was a continuing struggle and there were limitations as to what could be done. The fact, however, that more plots were being let was acknowledged, which meant that there were less hiding places for rodents.

Resolved: The Council Services Officer to raise the matter with the Pest Control technician.

Jon Cox, Castle Haggs Extension Site Representative, informed the Committee of a rabbit problem along the bottom fence line of the site, where one keen allotment holder had lost all of his produce. This committed tenant had, sadly, suggested that he may give up his plot, and Jon had promised to discuss with the Committee the possibility of replacing that fence line. The Council Services Officer undertook to re-visit the matter and potentially to work on this in partnership with Cemeteries, although the question was raised as to whether Cadent should also play a part in discussions. The Council Services also referred to "Grazers" rabbit repellent, an organic spray, which Ros Taylor had suggested worked successfully, and for the potential for the Council to provide this to those tenants affected. She further suggested that tenants may need to consider netting their plots themselves, pointing out that allotments would never be free of rabbits. The Town Clerk referred to the expense of

fencing land which was not owned by the Town Council. He felt that, moving forward, there was a need to discuss the ownership of the land, which currently belonged to Westmorland and Furness Council.

Resolved: The Council Services Officer to re-visit the matter of rabbits on Castle Haggs Extension and potentially to work on the matter in partnership with Cemeteries.

Resolved: Moving forward, the Town Clerk to discuss the ownership of allotment land with Westmorland and Furness Council.

Cllr A Finch took the opportunity to seek an update in relation to cockerels and noise from Coley Barn. The Council Services Officer explained that, although noise could still be heard, it was not as bad as it had been in the past.

Cllr Finch also asked about the tap which the Townscape Officer had been going to install at Greenside. The Council Services Officer did not think that the work had been carried out as yet and undertook to follow up the matter. The Town Clerk drew attention to the fact that the water troughs at Canal Head were working well and had been very much welcomed by the tenants on that site. The Council Services Officer added that officers were being more proactive with regard to water meter readings on all sites.

Resolved: The Council Services Officer to follow up the matter of the installation of a tap at Greenside.

Resolved: To note the verbal reports from site representatives.

The meeting closed at 7.45 p.m.

Kendal Town Council

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



Minutes of a meeting of the Audit, Grants and Charities Committee on Monday, 10 July 2023, at 7.00 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	Absent
Cllr M Helme	Apologies	Cllr C Russell (Chair)	Present
Cllr D Rathbone (Vice-Chair)	Present		

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant), and one Member of the Public, Annie Alison, in relation to Agenda Item No.11(a) (Grant Applications – Drum Nation) (Minute No.AGC5/2023 below).

AGC1/2023 Apologies

An apology for absence was received and accepted from Cllr M Helme.

AGC2/2023 Declarations of Interest

Cllr L Edwards declared an interest in Agenda Item No.11(e) (Grant Applications – Kendal Youth Zone) (Minute No.AGC5/2023 below), by virtue of the fact that she was a member of the Kendal Youth Zone Committee. She left the Chamber during the discussion and voting on that particular grant application.

AGC3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

AGC4/2023 Minutes of the Last Meeting

Resolved: To receive the minutes of the Audit, Grants and Charities Committee held on 17 April 2023 and to authorise the Chair to sign them as a true record.

AGC5/2023 Grant Applications

The Town Clerk presented a report, attached to which was a summary of all the grants paid in the last financial year. The current budget allocation was shown in the Budget Monitoring statement attached to agenda. The report further drew attention to the grants criteria which were available on the Council's Website. Members were being asked to consider a number of grants, details of which were provided.

The Town Clerk provided an explanation with regard to the Committee's current budget allocation of £43,000. Attention was drawn, however, to existing commitments of around £20,000 in relation to three-year deals. Members expressed the need moving forward for the Committee to be provided with a table showing a breakdown of the budget, for example, funds for the year, existing commitments and the amount of funding which remained for the

year, although it was recognised that the responsibility for grant funding may in due course be taken on by a different committee. In this context, it was suggested that of importance was the need for that committee to examine the whole aspect of the style of the application form to ensure that clear details were in future sought on what each individual grant was to be spent on.

Resolved: Moving forward, the committee with the responsibility for consideration of grants to be provided at each meeting with a table showing a breakdown of the budget including, for example, details on funds for the year, existing commitments and the amount of funding remaining.

Resolved: Moving forward, the committee with the responsibility for consideration of grants to examine the format of the grant application form to ensure that clear details are sought on what each individual grant is to be spent on.

During consideration of the first grant, the question of how to distribute the entire grants budget fairly over the year was raised. Of initial importance, it was felt, was the need in future for each meeting to be provided with a table summarising all those applications included within the agenda.

Resolved: A table summarising all applications included within the agenda to be provided in future to each meeting of the committee considering applications.

The fact that the Audit, Grants and Charities Committee held four meetings each year was highlighted. To this end, it was proposed that no more than one quarter of the budget of £23,000 should be granted at this particular meeting, i.e. around £6,000. The Town Clerk expressed the opinion that, moving forward, grants applications should be looked at twice yearly, with the process being advertised well in advance. By way of caution, attention was drawn to late applications which had been submitted in previous years and to the fact that not always enough money remained in the budget. It was also suggested that organisations granted funding early in the year should not be precluded from making further applications later on in each year.

Resolved: To consider total funding of £6,000 at this meeting, first reviewing all of the applications prior to allocation a grant figure to each one as felt appropriate.

During consideration of the applications, the Council's grants criteria were questioned around not offering grants in relation to ongoing running costs. It was noted that there were, in fact, a number of organisations which were offered grants on an annual basis, and that it was vital that this was addressed. To this end, Members stressed the importance of reviewing the grants criteria and for Council to adopt an updated policy, in order to maintain clarity and transparency.

Resolved: To review the Council's grants criteria in order for Council to consider and adopt an updated policy.

The Committee next considered whether or not to make grants, as follows:-

- (a) Drum Nation for a contribution of £4,978 towards offering ten free samba drumming gigs to groups and organisation within the Kendal area.

Discussion took place around whether the funding would be used to fund events in Kendal, why Drum Nation could not run the events without a grant and the fact that beaters would need to be purchased in any case. Annie Alison of Drum Nation, being present at the meeting as a member of the public, was asked to address the

Committee. She explained that, whilst most member of the band owned their own equipment, a stock of drums and other essential equipment was kept for the workshops which were run by the organisation. This equipment often became damaged and needed replacing. Members of the group paid a membership subscription which was mostly used for travel. Annie further explained that events were becoming more cost challenging and pointed out that some were not even charged for. She also provided details in relation to funding received from other organisations, including on national lottery funding which was for a specific project in Carlisle. Members acknowledged the work carried out at events by Drum Nation and were, on the whole, of the opinion that a grant should be made.

- (b) Kendal Breastfeeding Drop-in Group for a contribution of £5,000 towards securing the future of the group for a whole year. The funding would be spent as follows:-

- £690 Room Rent (£15 per week for 46 weeks)
- £110 Refreshments (tea, coffee, cold drinks, snacks)
- £200 Volunteer training
- £4,000 Professional fee for Breastfeeding Counsellor (c£87 per session for 46 weeks) This fee is significantly below the 'going rate', which would be closer to £200 per session. The Counsellor offers much of her work on a voluntary basis / discounted rate, in order that the group can come close to meeting local need.

Regret was expressed at the fact that this organisation needed to seek assistance in this way, Members noting that this type of support would previously have been provided by the National Health Service. Members acknowledged the need for such a service and the worthwhile work being carried out by the organisation. The fact was, however, raised that the application was in relation to the organisation's ongoing running costs which did not meet the Town Council's grants criteria. In addition, there was some question as to whether the funding was aimed solely at users in the Kendal area. It was suggested, therefore, that the organisation should be advised that Members had expressed support for the work of the organisation and that the group might return with an application for a grant in relation to a specific project, also indicating how Kendal users were being targeted.

Resolved: To make no grant to Kendal Breastfeeding Drop-in Group, however, to advise the organisation that the Committee is supportive for its work and that the group might consider returning with an application in relation to a specific project, also indicating how Kendal users are being targeted.

- (c) Kendal Community Theatre for a contribution of £1,500 a year.

The Committee discussed whether the application related to a specific project or to the organisation's ongoing running costs. It was suggested that the funding was in relation to specific events. Whilst it was noted that one of the events had already taken place, it was pointed out that the application for grant funding had been made in March 2023. Attention was drawn to a number of gaps in the application form. Despite this, Members were of the opinion that a grant should be made.

- (d) Kendal Photography Club for a contribution of £500 towards buying new IT equipment to replace an aged laptop and projector which no longer meets the club's requirements.

The Committee noted that the grant application was for equipment and not for ongoing costs and Members were of the opinion that a grant should be made.

Note - Cllr L Edwards declared an interest in the following grant application by virtue of the fact that she was a member of the Kendal Youth Zone Committee. She left the Chamber during the discussion and voting on the application. In order to avoid Cllr Edwards having to leave the Chamber twice, Members proposed considering both whether to make a grant to the organisation and, if appropriate, to make a decision on the figure to be offered.

(e) Kendal Youth Zone for a contribution of £498.97 towards:-

- Xbox Game Pass 12 months - £70
- Bimawen 17.3 inch Portable Monitor £169
- Xbox Wireless Controller – 349.98
- Xbox Series - £209.99.

Members expressed support for the work of the group and proposed that the full amount be offered to the organisation.

Resolved: To offer a grant of £499 to Kendal Youth Zone.

Cllr L Edwards on returning to the Chamber informed Members that the group was trying to become a registered charity.

(f) South Lakeland Hydrotherapy Trust for a contribution of £3,000 towards enabling the Trust to cover the running costs of the pool.

Members noted that this application was in relation to the running costs of the organisation and raised the fact that rules should be applied consistently. However, the fact that funding was granted on an annual basis to a number of other organisations in Town was raised, for example Brewery Arts and the Citizens' Advice Bureau. South Lakeland Hydrotherapy Trust had been provided with a grant every year and was an institution that was part of the framework of the Town. Members believed that the Town Council's continuing support offered vital leverage for funding contributions by other organisations. To this end, it was felt that a grant should be made.

(g) Outside In for a contribution of £4,800 to support their work with Pupil Premium children in Kendal.

Members were keen to offer support to this organisation and to make a grant.

The Committee having reviewed each of the applications, next considered distribution of the funding of £6,000, and it was subsequently

Resolved: To offer grants to the following organisations as shown:-

- Drum Nation - £1,500.00
- Kendal Community Theatre - £500.00 for one year
- Kendal Photography Club - £500.00
- South Lakeland Hydrotherapy Trust - £1,500.00
- Outside In - £1,500.00

Resolved: To make clear to Kendal Community Theatre that the £500.00 grant is for one year only but that the organisation is welcome to re-apply for a further amount at a later stage.

AGC6/2023 Minute Action Sheet

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

The need for items on the Minute Action Sheet to be given reference numbers was raised.

AGC37/2022 (2022/23 Budget Monitoring) and AGC47/2022 (Minute Action Sheet) – Discussion took place on the importance of finance training for Members and the need to ensure that they were suitably equipped to carry out their roles as councillors. Attention was drawn to the difficulties in registering for CALC virtual training sessions. In addition, the need for a record to be kept of Members' attendance at training sessions was raised. Suggested was the potential to approach CALC with a view to establishing clearer instructions on how their training programme could be accessed. In addition, the option to consider bespoke financial training for Members of the Audit, Grants and Charities Committee was raised. Stressed was the need to set up training in a way that would maximise Member attendance. By way of caution, the need to recognise the existing skill set of Members was pointed out, including the fact that Town Council Members were all volunteers, some of whom worked, and so may not be able to commit to training sessions. It was felt that some form of support should be offered to all Members to ensure that they felt confident in managing their financial responsibilities.

Resolved: To seek some form of support to be offered to all Members to ensure that they feel confident in managing their financial responsibilities.

Resolved: To note the report.

AGC7/2023 2023/24 Budget Monitoring

The Committee considered a report on the Council's budget and expenditure for the first quarter, to the end of June 2023. The Town Clerk explained that the Committee's budget was allocated in its entirety to grants and that nothing had been spent to date in the current financial year.

It was suggested that basic budget training might be provided by the Town Clerk to a small group of Members of the Audit, Grants and Charities Committee. The Town Clerk also drew attention to an aspiration to make the Town Council's finance system available for all Member to view electronically and undertook to report on this at the next meeting.

Resolved: Basic budget training to be provided by the Town Clerk to a small group of Members of the Audit, Grants and Charities Committee.

Resolved: To bring a report to the next meeting on the potential of making the Town Council's finance system available for all Members to view electronically.

Resolved: To note the report.

AGC8/2023 Budget Planning

The Chair sought an update on progress in relation to the budget process for 2024/25.

Note – At 9.00 p.m., in accordance with the Council's Standing Orders No.3 Meetings Generally x, a meeting shall not exceed a period of 2 hours, the Committee voted to continue the meeting.

The Town Clerk explained that this matter had already been given serious consideration by the Management Committee and pointed out that the Council was about to consider and vote on a change in structure and a regrouping of committees. Following this, work would be required by officers in dividing up budgets between the new committees. Subject to approval of the proposed structure, the Audit, Grants and Charities Committee, in its new format, would consider its budget at its next meeting.

Resolved: Subject to approval by Council of the proposed committee structure, a report on the budget to be brought to the next meeting of the Audit, Grants and Charities Committee in its new format.

Resolved: To note the verbal update.

AGC9/2023 Internal Audit

The Town Clerk presented the report from the Internal Auditor in relation to the audit for the year ended 31 March 2023, which had been considered and accepted by Council at its meeting on 5 June 2023. The Town Clerk explained the timetabling issues in relation to consideration of the document. He drew attention to the Internal Control Objective regarding publication of the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. He informed the Committee that he had advised External Audit that this would be covered with Internal Audit in an interim review at six months, adding that an interim review should be carried out as a matter of course.

Members welcomed the proposal for a six month interim review which, it was pointed out, was industry standard.

Resolved: To endorse the Town Clerk's proposal for a six month interim review.

Resolved: To note the Internal Auditors' Report 2022/23.

AGC10/2023 Financial Regulations and Governance Arrangements Next Steps

The Town Clerk confirmed that the Financial Regulations had been adopted by Council on 5 June 2023. Processes and policies relation to those regulations were now in the process of being developed by officers.

Resolved: To note the verbal update.

The meeting closed at 9.04 p.m.

Kendal Town Council

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



Minutes of a meeting of the Christmas Lights and Festivals Committee held on Monday, 26 June 2023, at 7.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In attendance: Town Clerk (Chris Bagshaw), Council Services Officer (Janine Holt) (part) and Democratic Services Assistant (Inge Booth). Also in attendance as an observer was Cllr L Edwards.

CLF1/2023 Apologies

Apologies for absence were received and accepted from Cllrs M Helme (Vice-Chair) and K Simpson.

CLF2/2023 Declarations of Interest

Cllr L Edwards, whilst not a Member of the Committee, declared an interest in Agenda Item No.9 (Minute No.CLF9/2023 below), by virtue of the fact that she was a member of the Kendal Pride Committee. She left the Chamber during the discussion and voting on the item.

CLF3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

CLF4/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Christmas Lights and Festivals Committee held on 24 April 2023 and to authorise the Chair to sign them as a true record.

CLF5/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings and the Town Clerk responded to queries raised by Members.

CLF33/2022 (Festival Grant Applications) – The Town Clerk explained that the Events Officer was in the process of collating the information regarding a procedure and deadlines for processing of grant applications.

CLF47/2022 (Community Resilience) – With regard to the proposal to Management Committee for an appropriate structure to be brought into being in order to address the wellbeing and culture agenda, the Town Clerk advised Members that this was due to be considered by the Management Committee on 3 July 2023.

CLF56/2022 (Festival Grant Applications) – The Town Clerk reported that a staff meeting was due to take place with regard to a suitable and consistent mechanism for the making of grants to individuals.

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

CLF6/2023 Budget Monitoring 2023/24

The Committee considered its budget monitoring report for 2023/24 as at 16 June 2023.

The Town Clerk and Council Services Officer responded to queries raised by Members. Attention was drawn to the fact that there appeared to be no provision for Christmas Electricity within the current year's budget and the Town Clerk undertook to look into the matter. The Town Clerk suggested that the Committee may now wish to vire the remaining Jubilee/Coronation budget to another fund. He suggested that officers would first check on the exact figures and bring a report to the next meeting. To this end, the Council Services Officer suggested that the remaining money might be vired to the Infrastructure Development and Maintenance Budget where not much money remained.

Resolved: To check the figures in relation to the Christmas Electricity budget for 2023/24.

Resolved: To bring a report to the next meeting in relation to proposals for virement of the remaining Jubilee/Coronation budget.

Resolved: To receive the report.

CLF7/2023 Christmas Plus Ltd – Kendal Repairs and Additions 2023

The Council Services Officer reported that she had recently met with Christmas Plus in order to discuss what repairs were required this year. She asked Members to consider a quote from Christmas Plus (costs not inclusive of VAT) for repairs and improvements for 2023, as follows:-

- Repairs to existing cross street motifs - £1,020
- String lighting replacements - £270
- Projector replacement (flooding the Town hall with colour projection) – free of charge
- Wheatsheaf socket – to be examined by an electrician
- Ice lights along the shops on Stricklandgate – clips - £681; supply of 24v Clusterline as a replacement to icicle lighting - £5,850
- Changing all festoon lamps to white - £3,877
- Christmas tree improvements – cost to re-rope star in pastel rope light - £166

The Council Services Officer drew attention to the fact that the current lighting contract was due to expire in July 2024. She advised that a total of £7,413 remained in the budget, explaining that this would cover changing the festoons and upgrading the tree.

The Committee discussed the matter at length, acknowledging the value of the Christmas lights to residents in Kendal.

Considered was the potential for use of digital lighting moving forward into the future. Raised was the possibility of using CIL funding, with Christmas lights offering a benefit towards economic development. It was felt that consideration should be given to what could be achieved if more funding was available and that a task and finish group should be established to look into this and to visit other displays that Kendal Town Council could afford and visit, for example at Ilkley. It was further suggested that arrangements could be made for a knowledge gaining demonstration by a lighting company specialising in such displays.

As regards 2023, Members felt that there was a need to repair the motifs. They suggested that officers might look into the cost for hire of a suitable projector for the Town Hall for 2023. Lighting on Stricklandgate, it was felt, should be picked up in 2024. With regard to the festoon lighting, the idea of changing the lamps to white was welcomed, with a mixture of both cold and warm white. Also welcomed were the improvements to the Christmas tree.

Resolved: To approve the repairs as proposed, with the exception of the ice lights along the shops on Stricklandgate, this to be addressed in 2024, officers also to look into the cost for hire of a suitable projector for the Town Hall for 2023.

Resolved: A task and finish group to be established regarding Christmas lighting moving into the future, as outlined above, including visits to other displays and a knowledge gaining demonstration by a specialist lighting company.

CLF8/2023 Mountain and Sky Christmas Lights Switch On 2023

The Committee considered a report from the Events Officer and Development Manager which provided an update on the Christmas Lights switch-on event which was due to take place on Thursday, 16 November 2023. The report provided details on key developments, further details regarding stalls on Finkle Street and an event delivery timetable.

The Town Clerk referred to the world record-breaking slack liner, Lucas Irmmler, who was to be present on the evening, pointing out that this would be a very exciting event. In addition, the Town Clerk pointed out that the theme for the event was "The Joy of Outdoors". Kendal Mountain Festival had indicated a desire for flags, to be developed within the community, through workshops and schools, and that this was being addressed by the Development and Delivery Manager.

Resolved: To note the report.

Note - Cllr L Edwards, whilst not a Member of the Committee, declared an interest in the following item of business by virtue of the fact that she was a member of the Kendal Pride Committee. She left the Chamber during the discussion and voting thereon.

CLF9/2023 Festival Grant Applications

The Committee was asked to consider one application for grant funding:-

Kendal Pride (Proud in Kendal) - £500

The grant, if approved, would be put towards the first ever pride festival in South Lakeland, taking place on 21, 22 and 23 July 2023. The festival would be known as "Pride Done Differently" and it was felt that this approach would capitalise on the distinct nature of Kendal and attract visitors who wanted to celebrate LGBTQIA+ identity in an alternative way.

The Town Clerk confirmed that sufficient money remained in the budget.

Resolved: To award a grant of £500 to Kendal Pride (Proud in Kendal) towards the first ever pride festival in South Lakeland.

During consideration of the item, attention was drawn to the redactions within the application under consideration, some of the details of which, it was felt, should have remained within the document. Members questioned the system of redaction and the Town Clerk undertook to give attention to the matter.

Resolved: To consider an appropriate system of redaction of information provided within grant applications.

CLF10/2023 Terms of Reference Review

The Clerk reported that the Council was currently reviewing its Committee Terms of Reference with a view to implementing changes in the Autumn of 2023 (September onwards). The Christmas Lights and Festivals Committee had already stated its outline ambitions to the Management Committee, and it was likely that the resulting changes would see it merge its grant function with the Community Grants function currently operated by the Audit, Grants and Charities Committee. It was also likely that the new Committee will take on a wider brief for Community, Economic Development and Wellbeing.

The Town Clerk informed Members that the Membership of the new Culture and Communities Committee would be nine and he read out a copy of the draft Terms of Reference as attached to the agenda for the meeting of the Management Committee which was scheduled to be held on 3 July 2023. The Management Committee would consider the proposed Committee Structure for recommendation to Council either at the end of July or early September.

The Committee discussed the proposal at length, also considering the need for scoping and for performance indicators and targets to be set for the Committee. It was suggested that the Committee should first meet as an informal group to carry out a scoping exercise to examine priorities and to enable a loose budget to be set in October. During discussion, attention was drawn to the need to consider where the Town Council sat in relation to Westmorland and Furness Council and the potential of discussion with their Sustainable Communities and Localities Portfolio Holder. Further raised was the possibility of talking to Calne Town Council, that authority having taken on board many of the functions of the former district council following Local Government Reorganisation in Wiltshire.

Resolved: To establish a Working Group to carry out a scoping exercise for the proposed new Culture and Communities Committee.

Resolved: To express support by the Christmas Lights and Festivals Committee to the Management Committee with regard to the draft proposals for a new Committee Structure.

The meeting closed at 8.20 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, 15 May 2023, at 7.30 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	Present	Cllr J Cornthwaite	Present
Cllr M Helme	Apologies	Cllr E Hennessy (Chair)	Present *
Cllr S Long	Absent	Cllr C Russell	Present
Cllr K Simpson	Present		

* Arrived at 8.05 p.m. at the commencement of discussion on Agenda Item No.11 (Oxenholme Signage Proposal). Cllr G Archibald (Vice-Chair) took the Chair from the start of the meeting until discussion on Agenda Item No.12 (Biodiversity Grant Application) commenced, at which point Cllr Hennessy took over the Chair.

In attendance: Democratic Services Assistant (Inge Booth), Projects Officer (Anne-Marie Sanderson), Development and Delivery Manager (Helen Watson-Moriarty) and one member of the public (Chris Rowley from South Lakes Action on Climate Change).

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

E1/2023 Apologies

An apology for absence was received and accepted from Cllr M Helme.

E2/2023 Declarations of Interest

Cllr C Russell declared an interest in any discussion which might arise in relation to Stricklandgate House by virtue of the fact that he was a Trustee of the Organisation.

E3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

E4/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 13 March 2023 and to authorise the Chair to sign them as a true record.

E5/2023 Minute Action Sheet

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

E52/2022 (Project Update Report)

- Discussion on the matter of the handrail at Fountain Brow had not yet taken place and it was suggested that this item should be carried forward.
- The handrail at Sepulchre Lane had now been painted and this item could be removed from the Action Sheet.
- Fellside Forum did not wish for the Stoney Lane handrail to be painted and so this item could now be removed from the Action Sheet.
- It was reported that the wildflowers at Kendal Green were starting to sprout and that the project had been well received by residents, as well as the collaborative nature of the planting.

E63/2022 (Presentation from Clean River Kent Campaign)

- It was confirmed that a grant had now been paid to the Clean River Kent Campaign.

E65/2022 (Minute Action Sheet)

- The Development and Delivery Manager explained that the question of the possibility of wildflowers at Yeats Close remained outstanding and that she would bring this up with the Chair.

E67/2022 (Project Update Report)

- In response to a query as to whether the money had been released to the Climate Hub, the Development and Delivery Manager advised that this had not been transferred at this point.

Resolved: To update the report along the lines outline above.

Resolved: The Development and Delivery Manager to bring up the matter of the possibility of wildflowers at Yeats Close with the Chair.

Resolved: To receive the report.

E6/2023 Verbal Reports from Outside Bodies

No verbal reports were brought forward for consideration.

E7/2023 Project Update Report

The Committee was presented with an update of ongoing projects and Members were offered the opportunity to ask questions.

The Development and Delivery Manager referred to the development of a Climate Hub and Café at Stricklandgate House, explaining that the money had not yet been released as both parties wished first to finalise the costings associated with the project.

With regard to the Dark Skies Campaign, the Development and Delivery Manager explained that the question as to who would carry out the work of Kendal Town Council's light assets had yet to be resolved prior to a proposal being made to the Committee.

The Development and Delivery Manager referred to the Windermere Road Railings Improvements and advised that a meeting was scheduled to take place on 22 May between Kendal Town Council and Westmorland and Furness officers with regard to the way forward, the work not having been transferred into the new Council as expected. Members were keen for Ward Members to be invited to the meeting.

A suggestion was raised to reach out to Westmorland and Furness with regard to the Bowling Fell Improvement Project.

Also raised was the need for clarification around Stricklandgate House and Waste into Wellbeing's positions in relation to the Climate Hub to be provided at the next meeting of the Committee, following a joint meeting between the Town Council and relevant partners, confirmation having been provided that the funding had not yet been transferred.

The question of why the water fountain refill project did not appear within the list of items was raised. The Development and Delivery Manager confirmed that this was the case because new infrastructure projects would be allocated via CIL funding moving forward.

Resolved: Ward Members to be invited to the meeting regarding Windermere Road Railings on 22 May 2023.

Resolved: Bowling Fell improvements to be addressed and progressed with Westmorland and Furness officers.

Resolved: A proposal on the Dark Skies Campaign to be progressed and brought to the next meeting of the Committee.

Resolved: Clarification around Stricklandgate House and Waste into Wellbeing's positions in relation to the Climate Hub to be brought to the next meeting of the Committee, following a joint meeting between the Town Council and relevant partners.

Resolved: To note the report.

E8/2023 Environment and Highways Budget 2023/24 and Development Budget 2023/24

The Committee considered a report on the Environment and Highways budget for the current year. The Development and Delivery Manager explained that whereas the allocated budget for new infrastructure in previous years had shown a figure of £3,500, 2023/24 showed a figure of nil, as funding of these initiatives would now be via the Community Infrastructure Levy. The budget for infrastructure maintenance would continue as before, with an allocation of £3,700.

With regard to the ongoing action plan development budget, the Development and Delivery Manager reported that this had been updated in terms of biodiversity grants so that it was clear what had been spent and/or allocated.

Members welcomed the report.

Resolved: To note the report.

E9/2023 New Infrastructure Proposals

The Town Council's funding approach for infrastructure projects had changed. Previously, an allocation within the Environment and Highways revenue budget had been available to fund new infrastructure projects. The 2023/24 budget reflected that funding new infrastructure initiatives would now be via the Community Infrastructure Levy and had to meet the criteria of that funding, i.e. projects that provided a community benefit above and beyond the statutory duties of local authorities. The 2023-24 budget for new infrastructure was £0. The infrastructure maintenance was £3,700 to maintain the infrastructure assets of Kendal Town Council, i.e. a number of benches, bus stops, bins and street lights as and when improvements and repairs were required.

The Committee was asked to consider a number of projects and to identify which ones it wanted to move forward via a CIL funding request. Each of the initiatives listed within the report had featured on previous project update reports as 'to be considered in next financial year', namely Rosemary Hill Handrails; Undercliff Handrail Improvements; Entry Lane Handrails; three Green finger posts around Abbot Hall park; and Blackhall Road / CAB entrance signage and public realm improvements. The list included a description of each project, and details on the cost and community benefit.

The Development and Delivery Manager, in presenting the report, drew attention to the fact that the water fountain refill project could also be considered as an initiative. She added that, once the Committee had identified which items were to be presented as a CIL funding request, they would then be considered by the Management Committee prior to a decision being made by Full Council.

In response to a query, the Development and Delivery Manager informed Members that the current CIL balance was around £30,000 but would increase when more payments were made and rise to around £150,000. With regard to timescales for submission of proposals, she suggested the sooner the better.

Suggestions regarding improvements required at Abbot Hall park were raised, namely a deficit of benches, particularly in front of the Parish Church and a lack of bins.

The need to ensure that all Members were provided an opportunity to submit proposals was stressed. It was, therefore, proposed that officers write to all Members for project suggestions at a cost of around £2,000 to £3,000 for bids for CIL funding. It was also felt that a set of criteria to demonstrate how proposals would enable residents to use outdoor spaces should be produced, providing examples for projects such as bins, benches and handrail painting, in order to keep expectations realistic. It was, however, raised that Members could, if they so wished, also suggest larger projects, such as water fountains and kick-starting the bird cage improvements.

Further discussion took place in relation to the dangerous gate at the south-east corner of the new playground at Abbot Hall park. This, it was felt, should be raised with Westmorland and Furness due to the health and safety nature of the issue.

The Development and Delivery Manager having asked whether to make formal proposals in relation to those projects outlined within the report and above, Members felt that the cost of the replacement handrails at Entry Lane was too high. They felt that the existing handrails simply needed fixing into the ground and pointed out that the Committee had already agreed to this. The importance of ensuring that all Members were given the opportunity to submit suggestions prior to consideration of submissions was reiterated. Whilst the Committee wished to seek suggestions from all Members, the previously requested projects

as outlined above would remain on the list for consideration and would not have to be re-submitted.

Resolved: Officers to produce a set of criteria for submissions of proposals for CIL funding along the lines outlined above and to write to all Members seeking proposals, the long list of proposals to be brought to a future meeting of the Committee for consideration.

Resolved: Officers to write to Westmorland and Furness with regard to the dangerous gate at the south-east corner of the new playground at Abbot Hall park.

E10/2023 Infrastructure Maintenance Proposals

The Infrastructure Maintenance budget was £3,700 to maintain the infrastructure assets of Kendal Town Council, i.e. a number of benches, bus stops, bins and street lights as and when improvements and repairs were required.

The Committee was asked to consider the following projects:-

- *Finkle Street Benches Improvements* - Kendal Town Council owned the four benches on Finkle Street which were loose and damaged. It was being proposed to allocate £1,000 to fund the removal and renovation of existing four steel benches and £420 to lift and repair the paving sets in the seating area so that the improved benches could be securely attached. Additional quotes were not required as this was under £1,000 threshold. Permission had been received from Westmorland and Furness Council. These improvements would complement the new planters which would be installed as part of the Britain in Bloom competition.
- *Happy to Chat Signage* - Kendal Town Council had installed Happy to Chat signage on Kendal Town Council benches and had received positive feedback. Previous versions had been created 'in house' and were, therefore, subject to vandalism. It was being proposed to allocate £250 to install robust 'Happy to Chat' signage.

Members welcomed the proposals.

Resolved: To allocate a figure of £1,000 to fund the removal and renovation of existing four steel benches on Finkle Street, as outlined above.

Resolved: To allocate a figure of £420 to lift and repair the paving sets in the seating area on Finkle Street, as outlined above.

Resolved: To allocate a figure of £250 to install robust 'Happy to Chat' signage, as outlined above.

E11/2023 Oxenholme Signage Proposal

The Committee was reminded of signage issues at Oxenholme Station including the lack of information regarding its proximity to Kendal and the lack of visibility regarding how to easily access Kendal.

Funding of £4,014, inclusive of Cllr Rathbone's South Lakeland District Council locality budget contribution, had been identified within the Development Fund to improve signage at the Entrance Tunnel and replace the University of Cumbria signage, if possible. Details of three signage quotes were included within the report, with Quote 1 for tunnel panels £119 each (x10) and UoC replacement £24 each (x10) being the recommended option based on costs, experience and testimonials.

Cllr Rathbone would be invited to comment on draft tunnel designs as part of the approval process.

The Committee was being asked which Members should be involved in the sign off process and Cllrs E Hennessy and C Russell indicated an interest in this.

In response to a query, the Development and Delivery Manager explained that the signage design would be based on the current Visit Kendal branding and that the quote was not for new signs but for vinyl wraps to cover the old signage.

Resolved: To approve contractor choice as outlined above and progress tunnel improvements as phase one of Oxenholme Signage improvements.

Resolved: Cllrs E Hennessy and C Russell to be involved in the sign off process.

Note – Cllr E Hennessy (Chair), having arrived at the meeting, took over the Chair.

E12/2023 Biodiversity Grant Application

It was reported that a Biodiversity Grant application had been received from the Kirkbie Green Community Group to improve the green spaces at either end of the Kirkbie Green residential area (40 homes) by increasing the biodiversity and, therefore, wildlife. The group planned to reduce grass cutting and plant wildflowers. They had already pruned shrubbery, reduced dog fouling, and enhanced current signage.

The group would need relevant permissions from Westmorland and Furness Council and Kendal Town Council officers were recommending that this informed the terms of the conditions of funding. The Group had a registered bank account, the details of which had been shared with the Clerk. The other relevant paperwork had been received. The group was also applying for a Kendal in Bloom grant for £500. Members were asked to consider awarding £500 to the group and were advised that £4,250 remained in the Biodiversity Grant budget.

In response to a query, the Development and Delivery Manager explained that although applications had not before been made to both the Environment and Highways Committee and the Kendal in Bloom Committee, she saw no problem with this. Members were keen to support the Group, provided that it could demonstrate that native plants would be used. Members suggested that, for the purpose of transparency, there was a need for an appropriate mechanism through which groups could apply to two separate committees for grants. The need to ensure that the relevant Ward Members were aware of the initiative and application for grants was stressed.

Resolved: To approve the application from the Kirkbie Green Community Group for a grant of £500 to improve the green spaces at either end of the residential area, subject to demonstration that native plants will be used.

Resolved: Officers to contact Ward Councillors in relation to the initiative and progress transfer of the grant from the Environment and Highways Committee.

Resolved: Officers to consider an appropriate and transparent mechanism through which applications for grant funding can be made to more than one Town Council committee.

E13/2023 Biodiversity Policy

The Committee was asked to consider a Biodiversity Policy which had been developed to reflect awareness of biodiversity challenges and the Council's role in meeting those challenges.

Members welcomed the Policy and it was suggested that, once it had been adopted by Full Council, a press release should be produced in order to make residents aware of the fact that the document would be taken into consideration in relation to all future decisions. In response to a suggestion to make mention of 'No Mow May' within the document, attention was drawn to the fact this was a specific action which should not form part of the document. However, it was pointed out that the Policy demonstrated a commitment by the Council to support such biodiversity initiatives. Members further sought for inclusion on all future agendas of a report from Natural Kendal.

Resolved: To recommend the Biodiversity Policy for adoption by Full Council.

Resolved: To put out a press release once the Policy is adopted by Full Council.

E14/2023 Footpath Improvements

It was reported that, following the footpath audit presented to the Environment and Highways Committee on 12 September 2022, a prioritisation criteria had been agreed with the Chair and Vice-Chair of the Committee. The prioritisation criteria used a numerical scoring system based on each path's proximity to schools, biodiversity improvement potential, and accessibility improvements required, resulting in a score (out of 15) for each path which would aid prioritisation. The full data was provided as an appendix to the agenda pack, and summarised within the report, as set out below:-

Kirkbarrow

- Echo Barn Hill to the Adventure / Vicarage Drive to the Adventure: score 12 (confirms previous designation as priority path)
- Vicarage Drive to Collinfield Lane: score 11 (confirms previous designation as priority path)

Hallgarth

- Kendal Green to High Mead: score 12
- Sparrowmire Lane to Prickley Fell (northern section): score 11

Sandylands

- Eastgate – Sandgate – Westgate: score 13
- Bowland Drive – Castle Park School: score 10 (biodiversity potential outweighs accessibility need)
- Sedbergh Drive – Bowland Drive: score 10 (biodiversity potential outweighs accessibility need)

Heron Hill, Rinkfield, Kendal Parks

- Canal Path to Dunmail Drive (N): score 13

Collinfield

- Michaelson Rd – Stainbank Rd: score 12
- Michaelson Rd – Collinfield Lane: score 11

The proposals contained within the report were that officers continued partnership working with Westmorland and Furness officers to facilitate the transfer of Town Council funds to progress and project manage improvements at paths previously identified as priority paths (Kirkbarrow paths as detailed above, plus Vicarage Drive to Vicar's Garth). In addition, the Committee was being asked to confirm the priority path selection to assist in these discussions.

Members thanked those officers involved for their work, however, concerns were raised with regard to the score weighting in relation to biodiversity and attention drawn to the importance of those footpaths used by children to get to school. Members were unclear as to which footpaths were being recommended for taking forward and were anxious to make progress. It was felt that the scoring in relation to biodiversity should be revisited and adjusted, and details as to what progress had already been made provided. In response to a suggestion for a database accessible by all Members showing details on progress on improvements to footpaths, the Development and Delivery Manager explained that this was not yet possible as improvement work had not yet commenced on any paths. Attention was drawn to the potential for putting a bid in to Westmorland and Furness for funding and it was pointed out that a prioritised list would assist in this aspiration. It was suggested that a reduction in the biodiversity weighting from 1 to 5 down to 1 to 3 should be used and that a list of six to eight priority paths should be brought back before the Committee so that these could be concentrated on over the next few years. It was further suggested that one path in each ward might be chosen so that residents could see their aspirations come into fruition.

During discussion, the Development and Delivery Manager drew attention to a forthcoming meeting with officers from Westmorland and Furness with regard to the Echo Barn Hill to the Adventure path. She undertook to bring forward a proposal in this regard to the next meeting of the Committee.

Resolved: Officers to reduce the biodiversity weighting as outlined above and a list of the top six to eight priority paths to be brought forward for consideration at a future meeting of the Committee.

Resolved: Officers to develop an Adventure proposal for consideration at a future meeting of the Committee.

E15/2023 Citizens' Jury Recommendation Review

It was reported that Kendal Town Council had commissioned and co-ordinated Kendal's Climate Change Citizens' Jury, the first Citizens' Jury on a town level in the UK.

The Jury had created 27 recommendations based on presentations from experts to answer the question 'What should Kendal do about Climate Change?' The Town Council's progress against the recommendations was summarised within the report. The Town Council and multiple partners had committed to delivering the recommendations to honour the process and support Kendal Town Council's Climate Emergency Declaration in 2019. The Town Council had progressed many recommendations and had refocussed its budget and resources accordingly, recruiting an additional member of staff to support delivery.

The Committee was asked to consider progress on recommendations, as outlined within the report, and to establish a working group to support focused recommendation actions which were currently in progress.

Members accepted the need to establish a working group which, it was felt, should review the recommendations in relation to how close they came to assisting Kendal in achieving the target of becoming net zero by 2030. The Group, it was felt, should review and inform the next focus areas based on ability to action, affordability and influence. It was also felt that where it was believed that a recommendation could not be implemented, then this should be stated, together with justification for not doing so. It was further suggested that the Group might consider inviting the Citizens' Jury instigators, Becki Willis and Mike Berners Lee, to endorse direction at subsequent meetings and, in addition, the new Westmorland and Furness Locality Board Chair and Vice-Chair.

Resolved: To establish a working group of Members of the Committee, namely Cllrs S Blunden, E Hennessy, C Russell and K Simpson, to review the recommendations of the Citizens' Jury, as outlined above, also inviting the Citizens' Jury instigators and Chair and Vice-Chair of the Westmorland and Furness Locality Board to a subsequent meeting.

The meeting closed at 8.45 p.m.

Kendal Town Council

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



Minutes of the meeting of the Management Committee held on Tuesday, 30 May 2023, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Also present: Cllr G Archibald acting as substitute for both Cllrs A Finch and E Hennessy.

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Helen Watson-Moriarty (Development Manager) and Cllr J Cornthwaite, who took no part in the debate, nor in voting on any of the items, as not a Member of the Committee.

M1/2023 Apologies

Apologies for absence were received and accepted from Cllrs S Coleman (Chair), A Finch and E Hennessy.

M2/2023 Declarations of Interest

No declarations of interest were raised.

M3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Committee considered whether to exclude the press and the public from any items related to a confidential matter and attention was drawn to Agenda Item No.11 (Employment and Staffing Matters), copies of the report for which had been circulated to Members of the Committee on 26 May 2023.

Resolved: To vote on moving into Part Two for consideration of Agenda Item No.11 (Employment and Staffing Matters).

M4/2023 Minutes of the Previous Meeting

Attention was drawn to M77/2022 (Budget Processes) and to a proposal which had been made for a Full Council budget meeting to take place in late November/early December. This process had happened in previous years, the purpose being to provisionally set the precept which would be confirmed at the January meeting. It was raised that this discussion had not been reflected within the minutes. Whilst the Town Clerk explained that Full Council had already agreed to the timetable for meetings, which included such a meeting, Members still felt it of importance to amend the minutes of the Management Committee and, in addition, for it to be made clear on the Council's Website that this would be a budget meeting.

Resolved: Subject to the changes outlined above being made, to receive the minutes of the previous meeting of the Management Committee held on 6 March 2023 and to authorise the Chairman to sign them as a true record.

M5/2023 Minute Action Sheet

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

M43/2022 (Report on the Work Programme)

The Town Clerk informed the Committee that, with regard to seeking clarification on the Town Council's representation on Brewery Arts, a conversation had yet to take place and that he hoped that this would take place soon.

In response to a query, the Development and Delivery Manager explained that tenders were expected from four different designers in relation to the Visit Kendal leaflets and that, once the contract was awarded, the aim would be for a first draft to be produced before the summer holidays.

M74/2022 (Office Telephony) –

In response to a query, the Town Clerk advised that this was a priority issue and one which related to Agenda Item No.10 (Property, Accommodation and Building Use). The Town Council's telephony system, currently hosted by the former District Council's platform, would have to be taken out of the landlord's hands and become fully virtual and remote.

Resolved: To note the report.

M6/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in.

Members welcomed the new format of the document.

A query was raised in relation to Kendal Futures and the action regarding the Vision process requiring ongoing engagement. This, it was felt, needed to be outcome focussed and it was questioned as to what was being proposed in relation to ongoing engagement on this very important issue. The Town Clerk explained that clarification was required with regard to how to move forward, as well as a need for re-affirmation of the relationship in terms of the direction in which Kendal Futures was heading and where Kendal Vision fitted in, particularly bearing in mind the fact that the Town Council funded both areas. It was, however, recognised that Kendal Futures' role was not as deliverer, but rather enabler. A lengthy discussion ensued during which it was acknowledged that this matter required addressing, that there was a clear need to establish a better strategic partnership and that it was time for Kendal Town Council to become a strategic player with Kendal Futures as its partner. The need to ensure that the work being carried out was consistent with the Plan for Kendal was stressed. It was felt that all Members should become involved, potentially through a Member briefing session. However, it was suggested that initial, informal discussion should take place between Members of the Management Committee, committee chairs and other Members with significant responsibility together with Town Council and Kendal Futures officers, in order to gain an understanding of the current situation and to set out expectations. Also to be invited to this meeting would be Westmorland and Furness Members Jonathan Brook and Doug Rathbone. It was proposed that the Chair and Town Clerk be authorised to establish an appropriate date and to make the necessary arrangements. It was further proposed that, moving forward, Kendal Futures be included on all agendas of the Management Committee as a standing item.

Resolved: The Chair and Town Clerk be authorised to establish and appropriate date and to make the necessary arrangements for an initial informal meeting of Members and officers, as outlined above, for discussion in relation to Kendal Futures, to be followed up in due course by a Briefing Session for all Members.

Resolved: To note the report.

M7/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk drew attention to an inconsistency within the report, explaining why details in relation to the Mayoralty and Arts budget appeared part way through. This was down to an irregularity in relation to coding and would be dealt with moving forward.

It was raised that the Committee had asked for the Reserve Statement to be included within future budget reports due to the importance of ensuring that reserves were maintained at an appropriate level. The Town Clerk explained that he had thought that this had been a request from the Audit, Grants and Charities Committee, however, undertook to include this information within future agendas.

Resolved: To include the Reserve Statement within future budget reports to the Management Committee.

Resolved: To note the report.

M8/2023 Committee Terms of Reference

The Council had been considering differing approaches to delivering its services now that it has published an overarching plan. Some committees had drawn attention to their Terms of Reference and had suggested that reforming these to match the Council's aspirations more clearly may be the correct approach. Previous proposals had included wholesale reform of the Committee system, but this has not been supported by the Committee in the past. Officers had re-drafted existing Terms of Reference as a starting point, but these proposals had not yet been widely distributed, and may require further work before bringing them into the public domain.

It was recommended that the Committee convened a Task and Finish Group to complete the review of the Committee structure, Terms of Reference and appropriate staffing support levels, with a view to ensuring any new structures were in place by the mid-point of the year.

The Vice-Chair in the Chair drew attention to the importance of this matter being addressed in time for the next budget. The Town Clerk also raised the need to carry out the work during June so that consideration could be given to the matter at the next meeting of the Management Committee in July. Concern was expressed regarding the need to ensure that the Membership of the Task and Finish Group was all-party. The necessity to move forward apace was acknowledged, as well as the need for a small group of Members to give consideration to the matter, prior to opening up discussion more widely.

Resolved: A Task and Finish Group to be convened by the Town Clerk and the Chair of the Committee to complete the review of the Committee Structure, Terms of Reference and appropriate staffing support levels, with a view to ensuring that any new structures are in place by the mid-point of the year, the Membership to comprise Cllrs S Coleman, J Cornthwaite, J Dunlop, H Ladhams, C Russell and R Sutton and either Cllrs S Blunden or L Hendry.

M9/2023 Employment Support

Kendal Town Council had decided to cancel its Human Resources (HR) contract with Moorepay in 2021. The decision had been informed by best practice from elsewhere and a value for money analysis. Additionally, at the time, the Cumbria Association of Local Councils (CALC) had provided HR services which provided adequate HR coverage. CALC had now removed HR case support from its membership benefits. They continued to offer generic advice.

As a result, Kendal Town Council had no external HR case support to inform best practice and/or policies and procedures. In practice, this meant that Council officers were not supported should any grievances be raised, the Council's staff handbook was not updated in a methodical and systematic way and Council officers were only aware of updated HR policies on an ad hoc basis, leaving possible gaps in compliance. Strong HR policies and procedures strengthened teams and helped to create a harmonious working environment. This boosted productivity and created an insurance against possible costly and damaging grievance procedures.

A proposed solution was to engage a local HR firm which had the capacity and time to engage with the Council's staff and management. Details of services provided were included within the report. The indicative cost was up to £3,560 per annum.

There were several suppliers in the remote servicing model across the North of England. Generally, the cheaper they were, the less personal and bespoke the service, meaning that like for like comparisons were difficult. Details and costings in relation to two sample services were provided within the report. However, these were services akin to the version the Council had in place up to 2021. The level of service, attention to detail and resource support were of the same generic category, and there was little scope for face-to-face interaction with the advisors.

The service being proposed would enable Kendal Town Council to effectively employ an in-house HR service, instead of requiring significant staff time to ask the right questions, review the current documents and write new policies. The service provided would be bespoke and detailed, taking time to understand the Council's needs and tailor accordingly rather than providing templates for officers to interpret and implement. The proposed service was Kendal-based, enabling easy access for staff when required. The face-to-face service enabled relationship building and the recruitment of HR management as part of the team, rather than a faceless online service.

Members welcomed the proposal.

Resolved: To allocate a budget of £3,600 to the appointment of an HR support service and to support the proposal to seek a Kendal-based provider, the allocation to be funded from the subscriptions budget and by anticipated underspends elsewhere in the overall budget.

M10/2023 Property, Accommodation and Building Use

Note – At this stage in the proceedings, Cllrs G Archibald, H Ladhams and D Rathbone declared an interest in this item of business by virtue of the fact that they were Members of the Westmorland and Furness Council, the landlord. Cllr Archibald took no part in the discussion or voting on the item, being a Cabinet Member of that Authority.

The Council currently had a Tenancy at Will on its office in the Kendal Business Hub. It had tenancy agreements on other parts of the Town Hall, which were no longer serviceable, and

had User Rights to the Mayor's Parlour and meeting rooms through the Local Authorities (England) (Property etc) Order 1973, SI 1973/1861.

Previously these User Rights had been described as 'archaic', but attempts to extinguish them appeared to have stalled in 2019 and had not been renewed.

The Tenancy at Will in the Business Hub had been a convenient vehicle for avoiding the need for complex lease negotiations while the principal authorities were going through Local Government Reorganisation, and had allowed the Town Council to re-establish the offices it formerly occupied in the Town Hall, prior to renovation. However, it did not provide security of tenure for the Council, nor security of continuity for the landlord (now Westmorland and Furness Council).

The Committee was being recommended to authorise the Clerk to open discussions with the new principal authority, with the long-term aim of establishing a secure base for the Town Council's administration, its historic rights to use of the Town Hall and its facilities and other related matters, including the safe and secure home of the Town Hall Collection. This would include establishing what legal advice would be required, what the aspirations of the new Authority may be, what the ongoing cost implications would be and any other issues that required consideration.

Members expressed support for the proposal.

Resolved: To authorise the Town Clerk to open discussions with the new principal authority, as outlined above.

Part Two

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

M11/2023 Employment and Staffing Matters

Copies of the confidential report had been circulated to Members of the Committee on 26 May 2023.

The Committee considered a number of alterations to the establishment level hours, details of which were contained within the report. There was a small financial implication for this change, because the officers are on different increments in their salary scale, however, the variance was within the budget window set.

In addition, the report contained details relating to staff who had met the criteria for their increments to be increased in line with their contracted salary scales. The report further referred to staff where increments should be accepted subject to completion of appraisals.

During discussion, Members raised the need for suitable protocol to be developed in relation to consideration about individual employees at Committee meetings, attention being drawn to the fact that the relevant individuals should not be present during discussion. Also raised was the question of the Town Clerk's appraisal, which was overdue, and the need to identify two people with the relevant knowledge to undertake this. It was suggested that a report be brought to the next meeting of the Committee so that an appropriate decision could be made. Members, however, supported the proposals contained within this report.

Resolved: A report to be brought to the next meeting with regard to suitable protocol in relation to consideration about individual employees at Committee meetings.

Resolved: A report to be brought to the next meeting on the process for the Town Clerk's appraisal.

Resolved: To approve the recommendations contained within the report.

Part One

The next item was considered following a resolution to re-admit the Press and Public.

M12/2023 Newsletter and Publicity

The Development and Delivery Manager reported that the deadline for submission of items for the next Newsletter was mid-July.

Raised was the need to introduce the Plan for Kendal within the next edition following its launch at the recent Town Assembly. However, the importance of ensuring that every residence within Kendal received a copy of the Plan in its current format was stressed, it being suggested that the leaflet be either included as a supplement to the Newsletter or distributed in place of the Newsletter. The Town Clerk believed that the additional cost would be in the region of £3,000 and that there may be potential to fund this through reserves. Also raised was the need for inclusion of an introduction within the leaflet by the Mayor, as well as promotion of the Plan via the Council's Website and through social media, and a suitable press release. It was reiterated that the Plan was a quality document which provided a clear and transparent view of the work carried out by the Town Council and that it was important that all people in the Town were given an opportunity to see it. The Development and Delivery Manager further suggested the potential to reformat the headings within the Newsletter to match those included within the Plan. The Town Clerk also made reference to the possibility of reformatting the Newsletter which was currently produced in A4.

Resolved: Arrangements be made for copies of the Plan for Kendal to be delivered to every residence in Kendal, included as a supplement to the Newsletter and with the addition of an introduction by the Mayor.

Resolved: The Plan to be promoted via the Council's Website and through social media, as well as through a press release.

Resolved: To reformat the headings within the Newsletter to match those included within the Plan.

Resolved: To look into the possibility of reformatting the Newsletter which is currently produced in A4.

The meeting closed at 9.04 p.m.

Kendal Town Council

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



Minutes of the meeting of the Management Committee held on Monday, 3 July 2023, at 7.35 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 J Cornthwaite acting as substitute for Cllr J Dunlop. Cllr L Hendry was also in attendance and whilst taking part in debate, did not vote on any of the items, as not a Member of the Committee.

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

M13/2023 Apologies

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

M14/2023 Declarations of Interest

No declarations of interest were raised.

M15/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No items were to be considered for exclusion.

M16/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 30 May 2023 and to authorise the Chairman to sign them as a true record.

M17/2023 Minute Action Sheet

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

MA43/2022 (Report on the Work Programme) – The Committee asked for the matter of seeking clarification on the Town Council's representation on Brewery Arts to be addressed.

Resolved: To address the matter of seeking clarification on the Town Council's representation on Brewery Arts.

MA46/2022 (Land at Mintsfeet and Vicarage Drive) – The Town Clerk reported that the horse had now been removed from the land at Mintsfeet and that he would be inspecting the site together with the former licensee with regard to any outstanding items. In addition, the Town Clerk advised that he had found out that the land just beyond the railway bridge and the big wall belonged to Westmorland and Furness Council. Only the area below the bridge belonged to Network Rail. He further reported that he was due to contact the solicitors once more in relation to Vicarage Drive. With regard to the bench due to be installed on the site, he awaited instructions from the former landowner's solicitors. The Town Council had, however, done what had been undertaken.

MA60/2022 (Council Activity Report) – It was remarked that neither the Committee Membership nor the Outside Body pages of the Website had yet been updated following the start of the new Council year.

Resolved: To update the Committee Membership and Outside Body pages of the Council's Website.

M77/2022 (Budget Processes) – With regard to the establishment of a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management, as well as health and safety aspects, the Town Clerk advised that some of these issues were due to be considered at the next meeting of that Committee.

M6/2023 (Council Activity Report) – In response to a query in relation to arrangements for a briefing session for Members on Kendal Futures, the Town Clerk advised that the officer meeting had already taken place, however, that a date or format for a member briefing had not yet been agreed. He stressed the importance of the need for a mutual understanding as to what was being discussed.

M9/2023 (Employment Support) – The Town Clerk reported that the contract with Meraki had commenced on 1 July 2023 and advised on the initial work to be carried out. In response to query, he advised that he believed that the implication of the budget of £3,600 was that this was an annual fee, the Town Council having signed up to the Company's silver standard.

M10/2023 (Property, Accommodation and Building Use) – The Town Clerk reported that this remained ongoing.

Resolved: To note the report.

M18/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in.

In response to a query, the Town Clerk advised that, in the absence of Cllr A Blackman, Cllr L Hendry was supporting the Council Services Officer in relation to Bloom matters. The Britain in Bloom portfolio and the staff throne had been completed. Attention was drawn to the fact that a Miss Kendal costume had been produced for Torchlight, that it incorporated all the key symbols of Kendal and may be of use moving forward for Bloom and other events in Kendal.

Reference was made to 20mph and the fact that an update was due to be presented to the Environment and Highways Committee on 17 July. The need for a suitable method of communication to Members in relation to 20mph was raised, and the Chair of the Environment and Highways Committee undertook to take notes at the meeting and to circulate to Members.

Resolved: The Chair of the Environment and Highways Committee to take notes in relation 20mph at the meeting of that Committee on 17 July and circulate to Members.

Attention was drawn to a typographical error within the report under Street Furniture and the need to refer to Windermere Road railings. In response to a query on this item, the Town Clerk undertook to find out when the next meeting was due to be held and to inform Members. The Chair of the Environment and Highways Committee explained that there was an outstanding question as to the need for the Windermere Road railings in relation to 20mph.

Resolved: The Town Clerk to find out when the next meeting regarding Windermere Road railings is due to be held and to inform Members accordingly.

Resolved: To note the report.

M19/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk referred to the fact that the Reserve Levels had not been included within the agenda paper and undertook to ensure that these were, instead, presented to the Audit, Grants and Charities Committee at its meeting on 10 July 2023. He pointed out that the budget before Members related to the end of the first quarter of 2023-24 and that he currently had no particular concerns. He drew attention, however, to the lack of a specific budget line with regard to councillor training, and undertook to make a proposal on this to the Audit, Grants and Charities Committee at its forthcoming meeting. This raised a comment on the importance for Members on the new committees to be fully confident in performing their roles as councillors. The Town Clerk explained that the CALC finance training due to be carried out by Steve Parkinson, who was a national expert in finance matters, would be aimed at a high level.

Resolved: To note the report.

M20/2023 Committee Terms of Reference

Following the last meeting of the Management Committee, a Task and Finish Group had been established to consolidate the work already carried out on the Council's Committee Structure. The proposals, which were a second draft of Committee Terms of Reference, were attached to the report, were the result of that Group's deliberations.

It was proposed that the Management Committee review the second draft and, subject to whatever changes suggested, submit the Terms of Reference to the next meeting of Full Council for adoption. The provisional timetable required that the Council appointed members to the new committees, where required, in time for the second half of the financial year, i.e. with effect from 1 October 2023.

Attention was drawn to the need to ensure that the sub-committees and working groups, currently the Employment Sub-Committee and the Flood Relief Scheme Working Group, were shown as reporting to their parent committees. It was pointed out that there was a superficial line relating to the Citizens' Jury under the Environment Committee at the seventh bullet point and that this was already covered under the first bullet point. In addition, concern was raised that there was no reference to plastic reduction and, to this end, it was proposed that an additional bullet point be added to the list, "To oversee waste reduction, with particular focus on plastics and recycling." Whilst some concern was raised that the name of the Environment Committee did not clearly indicate its full remit, Members, on the whole, felt content that the term "Environment" encapsulated all of the work involved. The Town Clerk drew attention to the line in brackets below Management Committee and to the need to remove, "This may be seen as an Audit function." A change to the third bullet point under the Employment Sub-Committee was suggested, removing, "as line management for the Clerk" and replacing with, "and including overseeing staff welfare, wellbeing and appraisals." An additional bullet point, "To act as line manager for the Clerk" was proposed. It was noted that the membership of the Flood Relief

Scheme Working Group was stated as 12 and it was suggested that this should instead say, "To appoint such Members as are required."

The need to adopt the Terms of Reference and to elect people to the committees in a timely manner was raised, this to ensure that Members were able to gain an understanding of the work of the committees prior to the 2024/25 budget being considered, was stressed. It was suggested, therefore, that this should be addressed by Full Council at its July meeting. The Town Clerk explained that this was possible.

Resolved: Subject to the inclusion of the amendments raised at the meeting and outlined above, the draft Terms of Reference, attached to the report, be recommended to Full Council for adoption and implementation.

M21/2023 Representatives on Outside Bodies

The Town Clerk reported that the Council appointed a number of members to 'Outside Bodies', a catch-all that covered everything from local government bodies and partnerships to community groups. Sometimes the member might be on a governing body, at other times they would attend on a report-back-to-council basis. For some organisations on the list, it was not immediately clear what the role of the councillor was intended to be. A full list of the appointments from the Council's Annual Meeting was attached to the report. Some of the bodies listed appeared to meet sporadically, if at all. Some of the members appointed attended diligently and reported back to Council frequently, others were less assiduous.

Presence on an Outside Body could be a very immediate way of the Council exerting influence over the activities of the Body. Occasionally it could lead to confusion and potential conflicts of interest, as a member might be uncertain what their brief was on the Outside Body, and to what extent they were merely a conduit for communication between the body and the Council.

Some members attended Outside Body meetings in a role which was not appointed (or delegated) by the Council. Some Outside Body meetings were attended by officers.

The Town Clerk was, therefore, proposing that the Council initiated a review of the Outside Bodies it appointed members to attend, with a view to ensuring that the Council derived the maximum benefit from the process. The Committee might identify Outside Bodies it wished to be represented on and it might identify Outside Bodies on which members or officers already attended. The aim would be to report back to Full Council with a list of Outside Bodies, with agreed frameworks of reference for members, and agreed reporting back, schedule, and notes on dealing with Conflicts of Interest as they might arise.

Although there was no immediate financial implication for this, officer time would need to be made available over the next six months to ensure that a report was made to Council in the Spring of 2024, prior to the Council's Annual Meeting in May.

During consideration of the item, it was raised that Cllr H Ladhams was the Town Council's representative on Kendal Bid, and not Cllr J Dunlop as shown. In addition, former Cllr K Blamire's name required removing from the Kendal Lads and Girls Club, and Cllr P Thornton instead of Cllr A Blackman on Lancaster Canal (Northern Reaches). The existence of Air Quality Working Group (SLDC) was questioned and that of the Kendal Bus User Group. Also questioned was the potential for a representative in relation to Kendal Museum and Cllr C Russell's position as a representative on Brewery Arts. The Town Clerk referred to a potential political role on the Cumbria Association of Local Councils which, he suggested, could provide for a direct link to the National Association of Local Councils. The fact that a number of the outside bodies had two representatives was remarked on, and it was suggested that this provided resilience where one member was unable to attend.

Discussed was the need to consider dual-hatted representation on outside bodies, which, it was felt, created confusion. Also of importance, it was felt, was the production of guidance for members appointed to serve on outside bodies.

Members welcomed the review, and the Town Clerk undertook to bring forward the information required within the next three to four months. He further undertook to update the Website in relation to the discrepancies raised.

Resolved: To update the List of Appointments to Outside Bodies, as raised at the meeting and outlined above, including the information shown on the Council's Website.

Resolved: To undertake a review in relation to the Town Council's representation on outside bodies, as discussed at the meeting and outlined above, prior to the Council's Annual Meeting in May 2024.

M22/2023 Protocol for Officers being considered at Council Meetings

At the last meeting of the Management Committee, a query had been raised about the protocols in place for the occasions when a committee considered the behaviour, actions, appraisal or performance of an individual officer who was otherwise attending the meeting in their supporting role.

The Town Clerk presented a draft protocol, as follows.

"Occasionally, the Council, or one of its Committees, will have cause to consider aspects of an officer's role, behaviour, actions or appraisal. Such consideration should usually be held following a resolution by the Council or Committee to exclude the Press and Public under the terms of the Public Bodies Admission to Meetings Act 1960. This is because a Council meeting is a public meeting, but it is considered a breach of the council's duty of confidentiality under Data Protection regulations, to discuss matters relating to an individual that the individual might reasonably consider to be of a confidential nature.

The Council's current review of its Committee structure recommends that employment matters are delegated to a Sub-Committee in line with best practice. The Sub-Committee must report to its parent committee, but can do so in such a way as to not conflict with the need for confidentiality. However, occasionally there may be instances when the Council needs to consider issues relating to officers who would normally be present at the meeting. On these occasions it is considered good practice to ensure at least one officer remains present to advise the Council and take such minutes as are required to ensure the public record is maintained. Issues of this nature must be clearly identifiable from the agenda. Councillors should resist the temptation to drop into debate, issues that might reasonably be considered to be confidential, if members and the public (including officers) have not been given proper notice in advance that such consideration might arise.

Note: A member, who is not a member of a committee, but is attending a committee meeting in their role as a councillor, must consider information received during confidential sessions, as confidential."

Members welcomed the protocol.

Resolved: To recommend to Council for adoption and implementation the draft protocol for Officers being considered at Council Meetings.

M23/2023 Employment and Staffing Matters

The Town Clerk had nothing to report under this item. He referred to his recent appraisal carried out by the Chair of the Management Committee and the Mayor and to proposals for a Staffing Sub-Committee.

The Chair drew attention to the fact that the new Terms of Reference would provide for a regular update by the Staffing Sub-Committee to the Management Committee. He added that the Town Clerk's appraisal, which had been well overdue, had gone well and been useful.

Resolved: To note the verbal update.

M24/2023 Newsletter and Publicity

The Town Clerk reported that the deadline for items for inclusion in the next Newsletter was close and that the Management Committee had already given instructions in relation to insertion of the Council Plan. In response to a comment suggestion that the Newsletter could simply refer readers to view the Plan on the Council's Website, the Town Clerk explained that digital exclusion would be of concern. In response to a query, he undertook to ensure that the Plan had been published on the Website.

Some concern was raised with regard to the Newsletter becoming lost in junk mail and to cases where individuals had opted not to receive junk mail would not receive the document. It was suggested that Members could make enquiries as to whether people were receiving the document when visiting residents.

Resolved: To ensure that the Council Plan had been published on the Council's Website.

Resolved: To note the verbal update.

The meeting closed at 9.00 p.m.

Kendal Town Council

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



Minutes of the meeting of the Mayoralty and Arts Committee held on Monday, 19 June 2023, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In attendance: Chris Bagshaw (Town Clerk), Simon Unsworth (Heritage Officer), Inge Booth (Democratic Services Assistant) and Cllr C Russell, who took part in discussion in relation to Agenda Item No.9 (Kendal Museum), however, took no part in the voting thereon.

MA1/2023 Apologies

Apologies for absence were received and accepted from Cllrs J Brook, J Cornthwaite (Vice-Chair) and G Tirvengadam.

MA2/2023 Declarations of Interest

No declarations of interest were raised under this item.

MA3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Committee considered whether to exclude the press and the public from any items related to a confidential matter and attention was drawn to Agenda Item No.9 (Museum Provision), discussion on which, it was felt, should not take place within the public domain.

Resolved: To vote on moving into Part Two prior to consideration of Agenda Item No.9 (Museum Provision).

MA4/2023 Minutes from the Last Meeting

Cllr C Russell, who was present at the meeting, raised the fact that he had also attended the meeting of the Committee held on 27 March 2023 but that this had not been recorded within the minutes.

Resolved: Subject to the inclusion of the amendment detailed above, to receive the minutes of the meeting of the Mayoralty and Arts Committee held on 27 March 2023 and to authorise the Chairman to sign them as a true record.

MA5/2023 Minute Action Sheet

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

MA18/2022 (Town Council Collection) and MA41/2022 (Minute Action Sheet) - With regard to signage for the Mayor's Parlour, the Heritage Officer informed Members that he had spoken with the relevant officer at Westmorland and Furness Council who had advised on the appropriate style and on the contact details for the person who had made all the other signs in the Town Hall. He had, in turn, contacted the sign maker who had quoted £355 for a sign for the Mayor's Parlour door and a finger sign for the Town Hall foyer. It was suggested that Westmorland and Furness should be approached in this regard, having, omitted to include these signs during the redevelopment of the building.

Resolved: To write to the relevant officer at Westmorland and Furness, copying in the relevant Portfolio Holder, to ask them to purchase the signage for the Mayor's Parlour, at a cost of £355.

MA18/2022 (Town Council Collection) – The Town Clerk reported that there was a wider piece of work to carry out with regard to solidifying the Town Council's relationship with Westmorland and Furness and use of the Town Hall building, e.g. display of works on the walls. He would copy the relevant Portfolio Holder into any correspondence. Discussion led to disappointment being expressed in relation to the lack of an invitation to Kendal Town Council to attend the flag raising ceremony to mark Armed Forces Day, the Town Clerk drawing Members' attention to the relevant law of 1973 and parish property regulations.

Resolved: To correspond with Westmorland and Furness in relation to use of the Town Hall building, copying in the relevant Portfolio Holder.

MA49/2022 (Newsletter and Publicity) – It was reported that around 50 staff from Westmorland and Furness Council had taken up the opportunity to attend the Parlour Talks. They had found the sessions of value, not previously having known about or seen the Parlour.

Resolved: To note the report.

MA6/2023 Review of Spend against Budget 2023/24

The Town Clerk presented the Committee's budget monitoring report, explaining that the report having been produced on 9 June 2023, some bills had not yet been paid; he made particular reference to the costs in relation to Mayor Making.

Resolved: To note the budget monitoring report as at 9 June 2023.

MA7/2023 Acquisition and Discard Policy

Members were reminded that the Committee had sought a review of the Council's Acquisition and Discard Policy following its viewing of the Council's Collection earlier in 2023. The Heritage Officer presented a draft Policy which was the first stage in a process that would simplify the rationale behind the Council's Collection, make strategic decisions on retention or disposal easier and assist the Council in bringing more of the Town's heritage into an accessible position. In presenting the Policy, the Heritage Officer drew particular attention to Appendix 1, Ranking of Items for Retention/Discard, and provided an explanation in relation to each of the categories shown. He further pointed out that these rankings could be reversed in relation to acquisitions.

The Committee welcomed the draft Policy and the Heritage Officer answered questions raised by Members, suggesting that changes could be made as felt necessary. Attention was drawn to the fact that the Policy was something which had been under consideration by the Committee for a while and to the fact that it related mainly to the desire to ensure that more items from the Council's Collection were put on public display. The Policy would also assist in being able to politely decline offers of

items which did not meet the criteria stated within the document. The Town Clerk further drew attention to the existence of the Kendal Archives at Busher Walk and their statutory role in the archiving of Local Government documents. The potential to include an additional sentence at Bullet Point (5) (Archival Holdings), to state the Town Council also recommended other organisations that may be better suited to house some archives, was raised.

It was felt that amendments should be made to the draft Policy around the inclusion of ranking of items for acquisition and around direction to other organisations that may be better suited to housing acquisitions, prior to the draft Policy being put forward for recommendation to Council for adoption. It was suggested, therefore, that these amendments could be made and emailed to Members of the Committee for agreement to move forward in this manner.

Resolved: Subject to the amendments raised and outlined above being made and emailed to Members, and written agreement being received, the draft Policy, as amended, to be recommended to Council for adoption.

MA8/2023 Slavery and Kendal Exhibition

The Heritage Officer reported on progress on planning for the Slavery and Kendal Exhibition. Included within the agenda were first drafts of two of the exhibition panels – “The Sum of all Villainies: Kendal and the Transatlantic Slave Trade” and “Ecroyde Claxton: Helping to End the Transatlantic Slave Trade”. In addition, attached was a draft flyer for the exhibition, which, it was hoped, would be ready in time for the Unity Festival in July. The Heritage Officer sought guidance from Members on whether to progress in this manner.

Members thanked the Heritage Officer for his work and welcomed the emphasis and approach being taken in relation to this delicate subject. Discussion took place around what stage to involve Anti-racist Cumbria and it was felt that this should be done when most of the slides had been drafted, which was likely to be mid-July. The need, however, already to flag up plans for the exhibition to the organisation was acknowledged, and the Heritage Officer undertook to do this, also with a view to enquiring if the organisation had any initial thoughts. The Committee would then be provided an opportunity to take on board any of their suggestions. The Heritage Officer further proposed that the organisation’s contact details could be added to one of the panels to indicate that the exhibition had been endorsed by Anti-racist Cumbria, subject to the organisation’s agreement. Proposals were made to replace the word “dark” with “sad” and “secret” with “little known” within the draft flyer.

During discussion attention was drawn to an excellent heritage talk by the Heritage Officer which had taken place at the Parish Church on the previous Saturday evening and Members wished to place on record their appreciation.

Resolved: To contact Anti-racist Cumbria and draw attention to the forthcoming exhibition, seeking initial thoughts.

Resolved: To share the slides, once drafted in mid-July, with Anti-racist Cumbria.

Resolved: To provide the Committee the opportunity to take on boards any suggestions made by Anti-racist Cumbria.

Resolved: To include Anti-racist Cumbria’s contact details on one of the panels, subject to the organisation’s agreement.

Resolved: To make the changes proposed at the meeting in relation to replacing the word “dark” with “sad” and “secret” with “little known” within the draft flyer.

Resolved: To note the verbal update.

MA9/2023 Twinning

The Town Clerk provided a brief verbal update on the activities and affairs of the Town's twinning relationships. He explained that there was nothing further to report in relation to Killarney, pointing out that the current relationship seemed only to exist on Facebook. He drew attention, however, to an informal relationship between Kendal and Chengdu which had arisen from that Town in China's involvement with the Kendal Mountain Festival. The Town Clerk was due to provide representative from Chengdu with a Heritage Talk on 29 July 2023.

The Chair reported on Kendal's continuing and thriving relationship with Rinteln, representatives of which had attended Mayor Making. She further informed the Committee that she had recently received her official invitation to Rinteln's Altstadtfest in August. She had accepted the invitation and looked forward to representing Kendal at the Festival. The Town Clerk added that good links had been created between cyclists in Kendal and Rinteln, with Kendal Cycle Club being keen to organise some form of cycling reciprocation.

Resolved: To note the verbal updates.

MA10/2023 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.

In response to a query, the Town Clerk advised Members that the deadline for inclusion of items in the Newsletter was in around two weeks' time. The Chair reported that the Development and Delivery Manager was preparing monthly updates on the Mayoral activities to post on Facebook. With regard to the Slavery and Kendal Exhibition, the Heritage Officer anticipated that this would take place towards the end of the year, which would allow time to ensure that the content was correct and to advertise the event.

Resolved: To note the verbal update.

Part Two

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

M11/2023 Museum Provision

Cllr C Russell addressed the Committee in relation to museum provision in Kendal.

The Committee discussed the matter at great length, during which the need to bring together, as a matter of urgency, those stakeholders involved was raised.

Resolved: The Mayor of Kendal as Chair of the Mayoralty and Arts Committee to convene, as a matter of urgency, a private meeting of representatives of those stakeholders involved, namely, Kendal College, Lakeland Arts, Kendal Futures, Kendal Town Council and Westmorland and Furness Council, to discuss how to move forward in relation to museum provision in Kendal.

The meeting closed at 9.04 p.m.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 5 June 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In Attendance: Inge Booth (Democratic Services Assistant)

P9/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Campbell, A Finch and D Rathbone.

P10/2023 Declarations of Interest

No declarations of interest were raised.

P11/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P12/2023 Minutes of the Previous Meeting

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

P13/2023 Minute Action Sheet

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

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

P14/2023 Planning Process and Issues

There were no planning process issues for consideration.

P15/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reminded Members that the next meeting of the Group would be held on Wednesday, 14 June 2023. Current works in the area of the Scout Hut continued to progress.

Resolved: To note the verbal update.

P16/2023 Planning Applications

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

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

The meeting closed at 7.01 p.m.

Kendal Town Council

Responses from Planning Committee: 5 June 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0375	Scout Hut, Little Aynam, Kendal Erection of steel palisade security fencing above approved flood defence wall to a height of 2m above dry side ground level	Mintsfeet	2 June	No Material Objections , however, whilst the Committee notes that the trees will hide the structure, it wishes to emphasise that it would like to see this happen.
2	SL/2023/0379	12 Stonecross Green, Kendal Single storey rear extension & alterations	Stonecross	2 June	No Material Objections subject to provision for net biodiversity gain of at least 10%. In addition, the Committee does not want to see the loss of the Beech hedging.
3	SL/2023/0381	23 Laurel Gardens, Kendal Erection of a two-storey side extension, single storey rear extension with balcony, front porch extension and rear dormer window	Strickland	2 June	Recommend Refusal on the grounds that the balcony will result in a loss of privacy for the new development and, in addition, the front window will result in overlooking.
4	SL/2023/0384	10 Bluebell Close, Kendal Demolition of existing rear conservatory and erection of a single storey rear extension (Part Retrospective)	Heron Hill	2 June	Recommend Refusal due to overshadowing of neighbouring properties, the application is not in keeping with the character of the neighbourhood, the likely increase in surface water run off and close proximity to the adjoining property. The Committee expresses disappointment that this is a Part Retrospective application.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
5	SL/2023/0389	19 - 25 Highgate, Kendal Removal of the defective cement mortar ribbon pointing to the front left hand side elevation and replacement with thin line lime mortar pointing. In addition, general like for like building repairs are to be carried out to the front elevation to guttering, window mastics, render masonry painting (Part Retrospective)	Fell	5 June	No Material Objections provided that the changes are not detrimental to the building and that like for like materials are used, apart from the lime mortar, which is a welcome and suitable replacement. The Committee expresses disappointment that this is a Part Retrospective application.
6	SL/2023/0393	4 Howard Street, Kendal Single storey rear extension	Kirkland	5 June	No Material Objections provided that the extension is the same size as neighbouring extensions in order to prevent overshadowing of those properties. The Committee expresses disappointment in the lack of measurements provided.
7	SL/2023/0365	77 Kendal Parks Road, Kendal Detached 2 storey ancillary extension	Heron Hill	5 June	No Material Objections subject to provision for net biodiversity gain of at least 10%, satisfactory completion of the CIL form, that the property when built will not result in an increase in parking or traffic and the attachment of a condition that the extension is ancillary to the main dwelling and will remain so in the future.
8	SL/2023/0404	9 Hawesmead Avenue, Kendal Single storey rear extension	Stonecross	12 June	No Material Objections subject to provision for net biodiversity gain of at least 10%, for example, the provision of a grass or sedum roof.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
9	SL/2023/0397 & SL/2023/0405	Parklands, Parkside Road, Kendal New summerhouse, garden sheds, gates and fences	Nether	12 June	No Material Objections subject to provision for net biodiversity gain of at least 10%.
10	SL/2023/0090	Land off Brigsteer Road, Brigsteer Road, Kendal Variation of condition 2 (approved plans) attached to planning permission SL/2020/0783 (Erection of 88 dwellings and associated works) to: (1) amend plots 60 to 69; (2) amend the boundary treatment to plots 56 to 59; and (3) amend tree planting proposals adjoining highway from plots 79 to 61 (MAJOR APPLICATION)	Highgate	9 June	No Material Objections , however, the Committee would wish to see the same treatment for the affordable element of the development.
11	SL/2023/0414	129 Lingmoor Rise, Kendal Single storey rear kitchen extension	Castle	16 June	No Material Objections subject to provision for net biodiversity gain of at least 10%, for example, the provision of swift bricks.

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 19 June 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

P17/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Campbell, J Cornthwaite, L Edwards, R Edwards and A Finch.

P18/2023 Declarations of Interest

No declarations of interest were raised.

P19/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P20/2023 Minutes of the Previous Meeting

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

P21/2023 Minute Action Sheet

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

With reference to P95/2022 (Planning Process and Issues) and P164/2022 (Minute Action Sheet), the Town Clerk informed the Committee that he would now be getting back to RTP1 to explore what training could be achieved.

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

P22/2023 Planning Process and Issues

The Town Clerk referred to recent receipt of a letter from Story Homes with regard to an application for the variation of a condition in relation to Planning Application No.SL/2020/0783, Land at Brigsteer Road, Kendal. This application had been considered

by the Town Council Planning Committee on 20 February 2023, when the response had been that, *“The Committee positively noted the comments raised by the residents of No.4 Briarwood. The Committee further noted Natural England’s inability to assess this application. **Objection** on the basis of loss of visual amenity and owing to insufficient plans outlined in the application, as well as impact through loss of vegetation and to the removal of planting adversely affecting flood water run off.”* Story Homes, in the letter, asked that Kendal Town Council review the content of the letter and consider removing its current objection to the amendments proposed under Planning Application No.SL/2023/0090. The Town Clerk provided the Committee with details in relation to the original application and to the application for a variation of conditions, also displaying the relevant site plans. Lengthy discussion ensued, during which Members expressed the wish to stand by their original comments.

Resolved: To respond to Story homes informing them that the Town Council's Planning Committee stands by its original decision in relation to Planning Application No.SL/2023/0090 and suggesting that the applicant comes back with an improved application, also copying in the relevant Planning Officer at Westmorland and Furness Council.

The Town Clerk further wished to draw the Committee’s attention to planning process, explaining that all those applications regarding which the Town Council recommended refusal were now being put before Westmorland and Furness’ South Lakeland Area Planning Committee as a matter of course. He made reference to two such planning applications within the Kendal Conservation Area considered recently by the Town Council Planning Committee, both of which had resulted in a recommendation of refusal, and both of which had subsequently been considered by the South Lakeland Area Planning Committee. Both applications had been approved, and the Town Clerk felt that this raised questions around the delivery at the meeting of the Town Council’s comments. He felt that consideration needed to be given to the question of how to react moving forward and how to ensure that the Town Council’s comments raised were relayed appropriately. The Town Clerk, therefore, suggested that, when making recommendations for refusal of applications within the Kendal Conservation Area, specific reference should be made to the Conservation Area listing for the relevant property. He further suggested that, on occasion, he might attend the relevant meeting in order to present the Town Council’s views on a specific planning application, this to be directed by the Committee. Also raised was the need for the Town Council to be aware of what applications were being considered by the South Lakeland Area Planning Committee and to diarise those meetings moving forward. Whilst it was acknowledged that Westmorland and Furness were now informing the Town Council of any such applications being presented to their Planning Committee, the need to ensure that those emails were sent to an appropriate group email address was highlighted in order to make certain that they were dealt with swiftly. Also mentioned was the need for feedback on final decisions by the Planning Authority, and it was suggested that the Chief Planning Officer at Westmorland and Furness be requested, therefore, to seek to provide the Town Council with a list of decisions in relation to applications within the Kendal Area and, in addition, details showing which Town Ward each application fell in when initially advising the Town Council about forthcoming applications.

Resolved: Future recommendations on applications recommended for refusal within the Kendal Conservation Area include specific reference to the Conservation Area listing for the site under consideration.

Resolved: The Town Clerk to attend meetings as directed by the Planning Committee in order to present the Town Council’s views on specific planning applications.

Resolved: To write to the Chief Planning Officer at Westmorland and Furness seeking regular provision of a list of decisions in relation to applications within the Kendal Area and, in addition, details showing which Town Ward each application falls in when initially advising the Town Council about forthcoming applications.

Resolved: To note the verbal reports.

P23/2023 Kendal Town Council Flood Relief Scheme Working Group

In the absence of Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, the Town Clerk reported that, the meeting of the Group scheduled to take place on 14 June 2023 having been cancelled, the next meeting would take place on Thursday, 6 July 2023.

Resolved: To note the verbal update.

P24/2023 Planning Applications

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

During consideration of the applications, the Committee asked for details to be provided to Members regarding the shop-front style for the Kendal Conservation Area.

Resolved: The Committee to be provided with details regarding the shop-front style for the Kendal Conservation Area.

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

The meeting closed at 7.15 p.m.

Kendal Town Council

Responses from Planning Committee: 19 June 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0409	Land North of Laurel Gardens, Kendal Variation of Condition 2 (approved plans) attached to planning permission SL/2019/0602 (Residential development with associated landscaping and infrastructure) (MAJOR APPLICATION)	Strickland	21 June	No Material Objections dependent on the response from United Utilities and provided that the changes do not adversely affect surface catchment site elevations or result in overlooking of neighbouring properties compared with what was previously approved. In addition, the Committee would require the footpath wall referred to within the neighbour response from 206 Burneside Road to be reinstated.
2	SL/2023/0418	35-55 Finkle Street, Kendal Formation of new entrances into the existing building from Finkle Street	Fell	22 June	No Material Objections , however, the Committee would prefer down-lighting on the Spinning Jenny logo in line with Kendal Town Council's Dark Skies Policy and approval being dependent on the design conforming with the shopfront style for the Kendal Conservation Area.
3	SL/2023/0440	Empsom Hill, Kendal Green, Kendal Extension and thermal improvement works to the existing dwelling, including installation of solar panels to the roof a new pedestrian access onto the public footpath	Strickland	28 June	No Material Objections provided that there is not a detrimental impact on the visual amenity of the Conservation Area.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0435	144 Stricklandgate, Kendal Change of use & conversion of ground floor annex/garage to a 2 bedroom flat	Fell	28 June	No Material Objections provided that the the proposal is in accordance with the design and materials stated.
5	SL/2023/0258	2 Summer Hill, Kendal Removal of middle chimney stack which has been causing internal water damage to the property	Highgate	28 June	No Material Objections
6	SL/2023/0420	27 High Fellside, Kendal Replacement single glazed front door with composite triple glazed door	Fell	29 June	No Material Objections

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 3 July 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	Present
Cllr R Edwards	Apologies	Cllr D Rathbone (Chair)	Present
Cllr G Supka	Present		

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant). Cllrs S Long and C Russell were also in attendance in respect of Agenda Item No.8 (Proposed Residential Development on Land off Brigsteer Road, Kendal), Minute No.P33/2023 below, however, whilst taking part in the discussion, took no part in the voting thereon, not being Members of the Planning Committee.

P25/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Finch and R Edwards.

P26/2023 Declarations of Interest

No declarations of interest were raised.

P27/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P28/2023 Minutes of the Previous Meeting

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

P29/2023 Minute Action Sheet

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

P24/2023 (Planning Applications) – The Town Clerk reported that he had found a document on shop-front style for the Kendal Conservation Area dated May 2004. He had, subsequently, contacted Westmorland and Furness Council to find out whether this document remained current, however, had received no reply to date. The Chair understood that the document formed part of a suite with regard to window design and materials produced at the same time and suggested, therefore, that it remained current. The Town Clerk undertook to circulate the document to Members in the absence of anything else. Further raised was the fact that the document may be pertinent to Kendal BID and the Town Clerk further undertook to pass on the document to that organisation.

Resolved: To circulate the shop front style document for the Kendal Conservation Area dated May 2004 to both Members and Kendal BID.

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

P30/2023 Planning Process and Issues

The Chair referred to Minute No.P22.2023 (Planning Process and Issues) of the previous meeting of the Committee when Members had been informed of the new planning process at Westmorland and Furness Council where applications recommended by town/parish councils for refusal were now being put before their area planning committees in cases where Westmorland and Furness officers were recommending approval. He stressed the need to ensure that recommendations for refusal were robust and that they included reference to national and local policy so that Westmorland and Furness planning officers would need to be able to justify why they were not in agreement with the comments raised.

The Chair also referred to recent notification of such an application being put forward to the South Lakeland Local Area Committee on 6 July in relation to 10 Bluebell Close, Kendal. The Town Clerk explained that, due to the short notice provided, it would not be possible to provide a meaningful response within the deadline. He further mentioned another such application due to be considered by that Committee at the same meeting in relation to 4a High Tenterfell, Kendal. He added that any further input would only be to reiterate the comments already raised. The Chair, however, drew attention to the potential for submission of any additional information of significance following the Town Council's initial consideration which might lead to a difference of opinion. This, he suggested, meant that a suitable process was required. The Town Clerk at this point drew attention to the fact that applications recommended by town/parish councils for approval were also now being put before the area planning committees in cases where Westmorland and Furness officers were commending refusal. The Chair was of the opinion that the South Lakeland Area Planning Committee needed to be reminded about the importance of Kendal Town Council's comments on planning applications, the Town Clerk also drawing attention to the personal knowledge and experience of local Town Councillors.

Resolved: To note the verbal reports.

P31/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reminded Members that the meeting of the Group and the Environment Agency which had been due to take place on 14 June 2023 had been rescheduled to take place on Thursday, 6 July 2023, at the Flood Hub and also virtually for those unable to attend in person.

Cllr Cornthwaite drew attention to progress on the scheme, especially to current work along Aynam Road and reinforcing that area of the river. He further reported that the Environment Agency would in Autumn be removing the recently-planted trees at Beezon Fields to open up a wider section, having realised that there had been an error in the planting distance.

The Town Clerk was now in a position to report on the extent of Network Rail's property at this site, which was just the area below the railway arch. The dangerous piece of wall actually belonged to Westmorland and Furness Council, and the Town Clerk would be making arrangements to meet with officers of that Authority on that point of conversation.

A question was raised as to whether there would be an update at the meeting in relation to Scroggs Wood and the need to ensure that there was co-ordination between those involved was raised. The importance of ensuring that the funding on offer from United Utilities was not lost was stressed.

The Town Clerk, in response to a query, reported that the former tenant at Beezon Fields had now removed the ponies. Whilst progress had been made, the Town Clerk had yet to meet with the individual with regard to those items that remained on the field.

Resolved: To note the verbal update.

P32/2023 Planning Applications

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

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

P33/2023 Proposed Residential Development on Land off Brigsteer Road, Kendal

The Committee was asked to consider a letter from Story Homes in relation to their intention to submit a full planning application for approximately 108 new homes on the above site in Summer 2023.

The letter pointed out that Members would be aware that Story Homes was currently constructing 88 new homes on the first phases of Brigsteer Rise and that a planning application for a further 24 homes in the third phase was currently pending determination. The application site formed part of the larger area of land allocated for housing development by policies LA1.3 (Housing Allocations) and LA2.7 (Stainbank Green) of the Land Allocations Development Plan Document. Attached to the letter was a copy of the Consultation Layout which showed the application site in the context of the phases referred to above. Story Homes sought comments by 5 July 2023. The letter further highlighted the fact that once the full planning application had been submitted to Westmorland and Furness Council and had been validated, formal comments could be submitted to that Council as part of the planning application process.

A lengthy discussion ensued, during which both Cllrs S Long and C Russell put forward a number of comments.

Raised was the need for any development to reflect the sensitivity of the location, close to the Town boundary and the Lake District National Park World Heritage Site.

Members wished to reiterate that the Stainbank Green Supplementary Planning Document (SPD) proposed the Brigsteer Road as the sole vehicle exit and noted that, whilst the proposed access route was in line with the 2015 SPD, implication could be drawn that the exit onto Cedar Grove could be something more than a restricted emergency exit. It was felt that the development should bring forward robust active travel solutions to lessen the impact of creating a cul-de-sac of the size proposed.

Members found it difficult to comment on the density and design of the dwellings from the drawings supplied and welcomed an opportunity to discuss their expectations with the developer prior to an application being made. It was noted that the proposal for 108 new homes would take the cumulative total for the development to 220, 31 units over the recommended level in the Land Allocations Development Plan Document (DPD), which would place an additional burden on traffic flows. The Council would expect to see an affordable element representing 35% of the total.

The Council was committed to defending the integrity of the town's few remaining green corridors, of which the Vicarage Drive/Collinfield Lane open space was a vital part. Although the 2015 SPD saw this area reduced, the adopted version still requiree a greater link than as was implied from the preliminary sketches. Members wishedto see the site's southern boundary more robustly and overtly connected for nature and amenity through to the descending open space.

The Council was had been disappointed that the developer's initial designs had led to misleading representations of tree distribution in the previous phases of the development. Members were keen to see a generous and realistic distribution of tree cover.

Members felt that that interconnectivity with existing walking and cycling routes was of importance and would be seeking proper provision for this in any subsequent travel plan, especially in the context of the EVA to Cedar Grove and other permeability points in the development. Whilst motor vehicle access into the existing estate to the East of the development should not be possible, theCouncil would look for traffic mitigations which served to encourage active travel to services.

Members were keen to see new developments having the benefits of Solar/PV and sustainable sources of power built in to the design and layout of the estate and its buildings, and not as an aftersales, afterthought.

Members expected the design for managing surface water run off to be sustainable and to be sufficient to cope with the expectation of very severe weather.

There was increasing evidence that the area occupied by the development may be on a route of genuine historic significance, and Members expected robust independent archaeological survey work to be carried out prior to any development.

Members further wished to see imaginative and impactful proposals for biodiversity net gains and an ecological impact survey that encompassed the cumulative impact of the development, particularly on the green corridor in the south east corner.

The Council would expect to see adequate play provision for the cumulative impact of the development, and this was not clear from the proposal drawings.

Members also that the cumulative impact on Brigsteer Road might lead to a proposal to split the development in two as a mitigation, with the southern half accessed through Cedar Grove. The Committee noted that this would be in contravention of the SPD, and would probably not present a viable solution. Members considered the preservation of access through this portal to be suitable for an EVA only.

Resolved: The Town Clerk, in consultation with the Chair of the Committee, to write a letter of comment to Story Homes along the lines discussed at the meeting and outlined above.

The meeting closed at 7.24 p.m.

Kendal Town Council

Responses from Planning Committee: 3 July 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0460	22 Gillinggate, Kendal Replacement of 4 single glazed timber sash windows with Upvc double glazed sash windows	Highgate	11 July	No Material Objections providing the Conservation Officer is confident that the materials in the application are not deemed to be overly detrimental in the Conservation Area.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 17 July 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant). Two members of the public were present, Graham Harrison (co-opted Member of the Kendal Town Council Flood Relief Scheme Working Group) and Jon Robinson (Kendal Civic Society).

Public Participation

Graham Harrison, co-opted Member of the Kendal Town Council Flood Relief Scheme Working Group) addressed the Committee. He referred to the fountain on Aynam Road which was dated 1857, pointing out, however, that the structure had not always been at this site. He explained the Environment Agency's proposals to lift the structure and to drop it behind the wall, so obscuring an ancient part of Kendal's history. Kendal Town Council had put pressure on the Environment Agency to move the fountain to a more suitable location and Kendal Civic Society was fully supportive of the move to a better location at Abbot Hall. Mr Harrison circulated papers providing details of what the fountain would look like should the Environment Agency carry out its proposals, how it might look in Abbot Hall and a plan of the Abbot Hall site detailing a number of suitable re-location sites.

P34/2023 Apologies

There were no apologies for absence, all Members of the Committee being present.

P35/2023 Declarations of Interest

No declarations of interest were raised.

P36/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P37/2023 Minutes of the Previous Meeting

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

P38/2023 Kendal Town Council Flood Relief Scheme Working Group

The Town Clerk, referring to the issue raised by Graham Harrison under public participation, provided further details on the matter. He referred to the latest suggestion from Kendal Civic Society which was to position the fountain at the entrance to Abbot Hall. The Town Clerk had forwarded this proposal to colleagues at Westmorland and Furness Council ten days previously, however, had not yet received a response. The matter had been discussed at the last meeting of the Kendal Town Council Flood Relief Scheme Working Group and Mr Harrison's plan provided details of the latest iteration. The Environment Agency had indicated a willingness, subject to the Town Council providing funding, to place the structure on a pallet and to store it, on the condition that it did not remain within the flood relief scheme.

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, drew attention to changes in personnel at the Environment Agency and to differing priorities resulting in this matter having been pushed down the list. He questioned whether Westmorland and Furness Council now had to make the final decision on the relocation of the fountain. He also stressed dependency on the Environment Agency fulfilling its commitment.

Members expressed support for the Flood Relief Scheme Working Group and the Civic Society's proposal. It was felt that officers at Westmorland and Furness Council should be approached again to inform them of this support and to discuss the way forward.

Resolved: To approach officers at Westmorland and Furness Council to inform them of the Committee's support for the proposal for relocation of the fountain to Abbot Hall and to discuss the way forward.

Resolved: To note the verbal update.

Cllr Cornthwaite presented the notes of the meeting of the Working Group held on 6 July 2023.

Resolved: To receive the notes of the meeting of the Kendal Town Council Flood Relief Scheme Working Group held on 6 July 2023.

P39/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings and the Town Clerk responded to queries raised.

P29/2023 (Minute Action Sheet) – The shop front style document for the Kendal Conservation Area having been circulated to both Members and Kendal BID, it was queried whether any feedback had been received from the BID. This raised the question as to whether the BID was aware of the 2004 doors and windows legislation.

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

P40/2023 Planning Process and Issues

The Chair referred to P30/2023 (Planning Process and Issues) of the last meeting of the Committee when Members had been informed of the new planning process at Westmorland and Furness Council where applications recommended by town/parish councils for refusal were now being put before their area planning committees where Westmorland and Furness

officers were recommending approval. Members had also been notified of two such applications relating to 4a High Tenterfell and 10 Bluebell Close.

These applications had since been considered by the South Lakeland Area Planning Committee where it had been negotiated with the applicant for the High Tenterfell application for windows of a different style and a site visit had been sought regarding Bluebell Close. This, the Chair believed, provided that planning officers at Westmorland and Furness Council were taking notice of the Town Council's recommendations.

Resolved: To note the verbal report.

P41/2023 Planning Applications

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

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

The meeting closed at 7.09 p.m.

Kendal Town Council
 Responses from Planning Committee: 17 July 2023
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0482	7 The Old Woodyard, High Tenterfell, Kendal Replacement wooden windows with UPVC	Fell	19 July	No Material Objections on the condition that the windows proposed do not damage the visual conformity and consistency with the rest of the development as mentioned in the neighbour response.
2	SL/2023/0484	23 Parr Street, Kendal Replacement of front timber dormer windows with matching hardwood timber double-glazed windows	Mintsfeet / Castle	19 July	No Material Objections
3	SL/2023/0485	9 Wildman Street, Kendal Alterations to frontage to reinstate a more traditional shopfront appearance	Mintsfeet	20 July	No Material Objections subject to there being no adverse comments from the Conservation Officer.
4	SL/2023/0479	Printers Croft, Entry Lane, Kendal Replace wooden door frame and surrounding window with UPVC & aluminium to main entrance on the west elevation	Fell	20 July	No Material Objections despite disappointment that the use of materials predates the Kendal Conservation Area Statement.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
5	SL/2023/0504	The Birches, Murley Moss Lane, Kendal Demolition of existing lean-to porch canopy/roof and construction of first floor glazed balcony	Heron Hill	26 July	No Material Objections provided that officers do not view the proposal as overlooking the premises opposite.
6	SL/2023/0505	6 Bellingham Road, Kendal Replacement single-storey rear extension	Stonecross	26 July	No Material Objections provided that officers do not view the proposal as overlooking neighbours and subject to provision for net biodiversity gain of at least 10%.

**Kendal Town Council
Full Council – 31 July 2023
Reports from Representatives on Outside Bodies**

Integrated Community Care (ICC) Meeting on 24 May 2023

The theme was "Young People (especially Mental Health Issues)".

At the beginning of the meeting there was a group discussion about the current provision of mental health services in Kendal and area for young people. There was a general feeling that services for young people as regards mental health were not as good as they used to be. Out of 10, the group gave Kendal a score between 5 and 7 as regards suitability of services for young people. This was due to a variety of causes, including fewer staff, etc.

Gender issues were examined. Doctors are now helping many trans-gender, non-binary and gender-exploring children and young people.

Mention was made of Kendal Pride taking place on 21 to 23 July, which will include outdoor activities, walks, swimming, drag queen performances ,etc.

A roller disco will be coming to Kendal in September 2023.

A youth group for young people with gender issues takes place on Wednesday evenings at the Brewery Arts Centre, providing a safe environment.

Sight Advice is running mainly free activities for young people with visual impairment issues (involving cooking, bushcraft, independent skills, etc). Sight Advice is also setting up counselling services to support families.

There followed a very comprehensive presentation on LGBTplus Training by Tessa Higgs. It began with the message that it takes courage, practice and effort to challenge your own assumptions and support the LGBTQ+ community. Councillors interested in learning more should [contact-----tessa.higgs@lscft.nhs.uk](mailto:tessa.higgs@lscft.nhs.uk)

Cllr Richard Sutton

Kendal Town Council Full Council – 31 July 2023 Reports from Representatives on Outside Bodies

Kendal BID

I attended the Kendal Bid meeting on 4 July.

The Bid board are looking into and are to have a consultation on increasing the Bid area in Kendal and they are looking for a firm to do a consultation in the proposed new area on their behalf. The new area will bring in the factory area of Aynam Road and from Beezon Road up to The Duke of Cumberland.

They are looking into a town calendar of events so KTC Bid and other partners can add to this so we all know what is on or what is needed and gaps.

Town trails are still planned for dates around the year.

Festivals:

The Food and Folk Festival was reported to have gone well with a larger festival or over two days duration festival being looked into for next year.

In August there will be a family festival with stalls and activities for families.

The Gaming Festival will be small this year in October (23 - 29) aiming to have a larger one in Easter next year with some big names being mentioned.

Christmas - the manager is having trouble locating cabin type stalls.

Music festival bands and locations are being booked up.

Discover app:

The draw backs of the app were discussed as well as looking at the Visit Kendal website. It was left to look at totem displays that we can put our own media/VK on and to compare these with the Discover totem displays.

A new Bid office:

This was debated and a shop at Blackhall yard may be available as well as a room at Arnold Greenwood Solicitors.

Grants:

The following Grants or Forums are available on the Bid website:-

1. Growing your own business forum quarterly (but none in Sept)
2. Green grants... early days
3. Shop Front grants... has a good take up
4. Seedl training courses for staff... available on line

Cllr Helen Ladhams

**Kendal Town Council
Full Council – 31 July 2023
Reports from Representatives on Outside Bodies**

Kendal Community Theatre Street Theatre 24 June 2023

After a week of intensive rehearsal directed by Emma Ruscastle, the company put together a very successful half hour of street theatre, complete with songs, music and costumes - "A Midsummer Day's Dream."

The journey of Bottom from pretentious know-it-all to humbled community team player was very entertaining.

There has been some excellent feedback - i.e. "A good production and team effort that the crowd seemed to enjoy and appreciate."

Cllr Richard Sutton



Kendal
Town Council

Kendal Town Council

April 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
03/04/2023	Absolute Digital - Newsletter	£2,995.00
03/04/2023	Bank Charges	£19.00
05/04/2023	Rural Services Partnership Subscription	£26.00
11/04/2023	Penningtons Quarry - Limestone □	£480.00
11/04/2023	RFM Payroll Services	£123.60
11/04/2023	Tech 4 Photocopies	£47.27
11/04/2023	CP Catering - Kitchen Equip	£41.12
11/04/2023	ADOBE - April	£30.34
11/04/2023	J T Atkinson - speedfit Elbow□	£4.82
12/04/2023	Christmas Plus - Lights Dismantle	£4,063.20
12/04/2023	J.Richardson - Planter Cladding	£564.00
12/04/2023	Penningtons Quarry - Spoil Kendal Green□	£54.00
12/04/2023	Waterplus - Allotment Water	£165.92
17/04/2023	Ian Penny - Handrails	£1,152.00
17/04/2023	Cycling Festival Grant	£1,000.00
17/04/2023	Ian Penny - Painting Town Crest	£696.00
17/04/2023	Ian Penny - Painting Town Crest	£696.00
17/04/2023	ITek - April	£387.71
17/04/2023	Lound Rd Garage - Fuel	£97.03
17/04/2023	Sage - April	£36.00
17/04/2023	Vanguarder - Van Tracking Fee	£9.60
18/04/2023	Zurich - Public Liability Insurance	£6,033.43
18/04/2023	E-on Electricity	£141.12
19/04/2023	SENS - Biodiversity Grant □	£750.00
19/04/2023	Coronation Grant - Sandylands Residents	£750.00
19/04/2023	Coronation Grant - Hallgarth Residents	£750.00
19/04/2023	Coronation Grant - Heron Hill School	£750.00
19/04/2023	Coronation Grant - Kirkbarrow Residents	£662.00
19/04/2023	Coronation Grant - Fellside Forum	£400.00
19/04/2023	NWPC - Pest Services	£586.80
19/04/2023	RFM Payroll Services	£123.60
19/04/2023	Amberol - KIB Civic Planting	£74.95
19/04/2023	JT Atkinsons - Allotment Materials	£23.75
20/04/2023	April Payroll	£13,389.42
20/04/2023	Childcare Vouchers	£10.42
28/04/2023	Cumbria Pension Fund - April Pension	£4,519.04
24/04/2023	HMRC - April Payroll	£3,676.56
24/04/2023	Screwfix - Litter Pick Equip	£444.80
24/04/2023	CT Hayton - Combi Padlock	£34.30
	<u>TOTAL</u>	<u>£45,808.80</u>



Kendal Town Council

May 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
02/05/2023	Wildflower Turf	£383.40
02/05/2023	Travis Perkins - Wood Chipper Hire	£120.00
02/05/2023	S. Unsworth - Expenses	£23.85
02/05/2023	EE April	£15.00
02/05/2023	B&Q - Materials	£9.77
03/05/2023	Rialtas - Software Support	£3,065.31
03/05/2023	ITEK - May	£387.71
03/05/2023	Tech4 - Photocopies	£54.26
03/05/2023	Waterplus - Allotments	-£79.47
09/05/2023	Bk Charges	£16.00
10/05/2023	Christmas Plus - Bunting Removal/replacement	£980.88
10/05/2023	Continental Landscapes - Soil Removal	£270.00
11/05/2023	Kendal In Bloom Grant - Stricklandgate House	£500.00
11/05/2023	ADOBE - May	£30.34
15/05/2023	Lakeland Gardens - Coronation Garden	£2,526.16
15/05/2023	Mayoral Expenses	£263.06
15/05/2023	Lound Rd Garage - Fuel	£121.39
15/05/2023	Henry Armer - Brushcutter	£76.22
15/05/2023	E-on - Elec	£31.00
15/05/2023	Vanguarder - Van Tracking Fee	£9.60
16/05/2023	Sage - May	£36.00
17/05/2023	KTC Grant - Fair Oak Housing	£500.00
19/05/2023	May Payroll	£13,519.79
19/05/2023	Bravo Benefits - Childcare Vouchers	£10.42
24/05/2023	HMRC - May	£3,635.88
26/05/2023	Cumbria Pension Fund - May Pension	£4,842.73
22/05/2023	THW - Solicitors Fees Vicarage Drive	£2,714.18
22/05/2023	Ian Wood Photography - Portraits - Mayors'	£360.00
22/05/2023	Cumbria Wildflower - Plants	£51.48
24/05/2023	Designworks - Climate Jury Hosting	£420.00
24/05/2023	Farleton Horticulture - Bedding Plants	£100.00
24/05/2023	H.Wicks - Waste Allotments	£79.20
24/05/2023	S. Unsworth Expenses	£24.42
25/05/2023	RFM - Audit Fees	£1,080.00
25/05/2023	Tech4 - Photocopies/Cartridges	£182.27
25/05/2023	Cumbria-in-Bloom Entry	£90.00
25/05/2023	B. Unsworth - Mayoral Functions	£50.00
31/05/2023	EE - May	£15.00
<u>TOTAL</u>		<u>£36,515.85</u>



Kendal
Town Council

Kendal Town Council

June 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/06/2023	Vanguarder Ltd	Van Tracking Fee £9.60
01/06/2023	Sage UK Ltd	Sage - June 23 £36.00
01/06/2023	Waterplus	Allotments Water £19.56
05/06/2023	Jack Palmer	Wall Repairs £99.00
05/06/2023	Designworks	Design work & Images £468.00
05/06/2023	The Bakehouse	Mayoral Events £138.90
05/06/2023	The Bakehouse	Mayoral Events £1,771.80
05/06/2023	Flowers by Arrangement	Mayoral Events £226.00
05/06/2023	Kendal Parish Church Hall	Mayoral Events £156.00
05/06/2023	Kendal Picture Frames	Wainwright Frame £28.07
05/06/2023	Designworks	Wainwright Certif £8.40
06/06/2023	Barclays Bank	Bank Charges £19.02
07/06/2023	B&Q	Schools Vouchers £106.00
07/06/2023	Bravo Benefits Ltd	Childcare Vouchers £10.42
12/06/2023	Staff Expenses	£35.00
12/06/2023	Mayoral Allowances	£5,000.00
12/06/2023	Kendal Office Equip Ltd	Stationary £318.64
12/06/2023	Kendal Office Equip Ltd	Stationary £15.60
12/06/2023	iTek Computer Solutions Ltd	ITEK June £387.71
12/06/2023	Tony Wood Maintenance	Watering Contract £571.42
12/06/2023	Naturescape.co.uk	Plants £293.04
12/06/2023	Lound Road Garage	Van Fuel £87.33
12/06/2023	W&F (Horticare)	Bishops Court Plants £84.00
12/06/2023	Morag Clement	Audit £50.00
12/06/2023	Hannah Baines	Mayoral Events £55.00
15/06/2023	E-ON Next	Garage Elec £31.00
19/06/2023	KTC Grant	Kendal Zine Festival £488.00
19/06/2023	CALC	2023 Subscription £2,388.69
19/06/2023	KTC Grant	Growing Well £500.00
20/06/2023	June Payroll	£13,742.41
24/06/2023	Cumbria LG Pension	June Pension £4,816.42
26/06/2023	HMRC	June HMRC £3,892.52
26/06/2023	Wainwright Award	M.Baird £250.00
26/06/2023	Westmorland & Furness C	Rent £2,850.00
26/06/2023	Westmorland & Furness C	Rent £683.70
26/06/2023	KTC Grant	The Brewery Arts Centre £10,000.00
26/06/2023	CT Hayton Ltd	Combi Padlock £34.30
26/06/2023	Tech 4 Office Equip	Photocopies £106.68
26/06/2023	Catalyst Collective	Staff Course £540.00
26/06/2023	Adobe Systems Software	Adobe June £30.34
26/06/2023	Westmorland & Furness C	Allotment Lease £840.00
26/06/2023	Westmorland & Furness C	Beds/Plants £1,746.00
28/06/2023	Tony Wood Maintenance	Watering Contract £571.42
28/06/2023	Christmas Plus Ltd	Anchor Point £3,646.20
28/06/2023	Westmorland Mower Centre	Mower Repairs £288.62
28/06/2023	Designworks	Website Amendments £26.40
<u>TOTAL</u>		<u>£57,467.21</u>