

KENDAL TOWN COUNCIL

Council Meeting: 4th May 2020

You are summoned to attend a meeting of the Council, commencing at **7.30 p.m.** on **Monday, 4th May 2020** (via tele-conferencing), for the purpose of transacting the business specified in the following agenda.

AGENDA

Rollcall and Apologies

1. 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.

2. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees 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. MINUTES OF COUNCIL MEETING HELD ON 2ND MARCH 2020 & MATTERS ARISING

To approve the minutes of the meeting held on 2nd March 2020 (see attached)

4. MANAGEMENT COMMITTEE

To approve the minutes of the meeting held on 16th March 2020 (see attached)

4.1 Independent Remuneration Panel Report (Minute 931/19/20)

That KTC Councillors do not accept the Parish Basic Allowance of £30 per annum.

4.2 Campaign for the Local Electricity Bill (Minute 932/19/20)

That KTC support the Local Electricity Bill.

5. PLANNING COMMITTEE

To receive the minutes of the meetings held on 2nd March, 16th March, 6th April and 20th April 2020 (see attached)

6. ENVIRONMENT & HIGHWAYS COMMITTEE

To approve the minutes of the meeting held on 9th March 2020 (see attached)

6.1 Citizen's Jury Update (Minute 907/19/20)

That £900 be allocated from the Committee's Biodiversity budget to make up the shortfall of the cost of the Citizens' Jury.

7. OUTSIDE BODIES – REPORTS FROM COUNCILLORS

- Cumbria Association of Local Councils – Cllr R Sutton (*see attached*)

8. FINANCIAL MATTERS

- (a) **Bank Payments Schedules: March 2020** (*see attached*)
- (b) **Petty Cash Payments: January – March 2020** (*see attached*)
- (c) **Invoices over £3,000**

A handwritten signature in black ink, appearing to read 'Liz Richardson', is centered on a light grey rectangular background.

Liz Richardson, Town Clerk

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

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 2nd March 2020 at 7.30 p.m.
in the SLDC Council Chamber, the Town Hall, Kendal**

PRESENT The Mayor (Councillor A Finch) in the Chair;
Councillors G Vincent, G Cook, J Brook, G Archibald, S Coleman, G Tirvengadam, A Blackman, C Hogg, R Sutton, J Owen, D Rathbone (Deputy Mayor), J Cornthwaite, P Gibson, E Hennessy, H Ladhams, S Long, D Miles, M Miles, C Rowley and T Becker

APOLOGIES Councillors S Evans, M Severn, C Hardy, R Hogg, J Dunlop and A Edwards

OFFICERS L Richardson (Town Clerk), J Lomax (Treasurer) and N King (Council Secretary)

874/19/20 ORDER OF BUSINESS

The Chair proposed that item 4 on the agenda (Presentation of the Wainwright Award 2019) be moved to the next item of business. This was seconded by Councillor Archibald and carried unanimously.

875/19/20 PRESENTATION OF THE WAINWRIGHT AWARD 2019 TO GROWING WELL

The Wainwright Award is presented each year to the person, persons, club, association, society or other local body (political activities excluded), who, or which, in the opinion of the Administrators of the Trust, has done most during the year to promote the prestige of Kendal or has contributed significantly to the betterment of its inhabitants.

The Chair outlined the work of Growing Well which offers an inclusive and welcoming environment for local people with mental health difficulties to volunteer and flourish. The work is meaningful, producing vegetable boxes for retail to the local community. Growing Well have lots of service users from Kendal and volunteers can self-refer, use a GP referral or be referred by community mental health services.

The Chair congratulated Growing Well and presented the Wainwright Award certificate and cheque to Mary Smith, Chief Executive.

Mary Smith said she was honoured to receive the Award on behalf of Growing Well. There are currently 135 people on the register which is the largest number at any time. They have seen a spike in the demand for the service over the last couple of years as mental health has become a growing issue. She explained that it has been a difficult year for Growing Well's survival and the Award would celebrate the continued success and growth of the organisation. Mary Smith commented that it was extremely special to discover who had nominated Growing Well for the Award, as she had once been a service user herself. She added that the service users and volunteers are aware of the Award and are delighted to have been chosen as the winning organisation.

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876/19/20 PUBLIC PARTICIPATION

Three candidates were in attendance for the selection of co-opted Councillor for Strickland Ward and were each given the opportunity to address Council.

Tony Rothwell had known the late Councillor Paul Bramham for a very long time. He is a Kendalian born and bred and has lived in the town all his life. He is a Kendal Civic Society committee member and has previously served as Councillor for both the District and Town Council. His main area of concern is the built and natural environment of the town.

Kate Simpson has lived in Kendal for the last 12 years and her children attend school in the town. As Managing Director of a growing and international business she believed she could bring practical experience in bridging between different interest groups and the needs within the local community. She travels extensively, both nationally and internationally, but commented that she always loves to come home and feels that where we live makes us feel happy, healthy and connected. She expressed a real interest in our local community and the environment.

Ian Wood, also a Kendalian, has lived in the town for 30 years. He runs a photography business based at Dockray Hall which is within the Strickland Ward. For the past 20 years he has lived on the edge of the Ward and therefore knows the people, businesses and area extremely well. He expressed his passion for the town and its people. He added that he is very positive about Kendal and would welcome the opportunity to be involved in making decisions for the future of the town.

877/19/20 DECLARATIONS OF INTEREST

None.

878/19/20 MINUTES OF COUNCIL MEETING HELD ON 3RD FEBRUARY 2020

Members considered the minutes of the meeting of full Council held on 3rd February 2020.

Councillor Coleman proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Archibald and carried with four abstentions.

Councillor Owen referred to minute 806/19/20 and updated Members on the crowd funding appeal. The initial £6,000 target has been reached but the option to increase the target to £10,000 has been taken and the time period extended by a further 9 days. The total currently stands at 64% of the new target.

RESOLVED that the minutes of the Council meeting held on 3rd February 2020 be approved as a correct record and signed by the Chairman.

879/19/20 SELECTION OF A CO-OPTED COUNCILLOR FOR STRICKLAND WARD

There was no requests to pose individual questions to the three

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candidates following their declarations under the Public Participation item nor to discuss the candidates amongst Members.

Members then voted for the co-opted Councillor for Strickland Ward and Kate Simpson was elected to serve until the next scheduled elections in May 2022. The result was Kate Simpson 18 votes, Tony Rothwell 2 votes and Ian Wood 1 vote.

Kate Simpson signed the Declaration of Office and took her seat.

The Chair thanked all the candidates for their applications.

880/19/20 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor presented his engagements that had been previously circulated.

The Mayor's Charity Dinner will take place on Friday 6th March. Tickets are still available.

881/19/20 CALL FOR NOMINATIONS OF MAYOR AND DEPUTY MAYOR OF KENDAL FOR 2020/21

The Town Clerk asked for nominations for Mayor and Deputy Mayor of Kendal for 2020/21. Nominations need to be formally submitted by the end of the month with a proposer and seconder. An announcement will be made at the Full Council meeting in April.

882/19/20 UPDATE ON KTC ANNUAL REPORT 2019/20 AND ANNUAL TOWN ASSEMBLY

The Town Clerk advised that she was currently finalising the Annual Report. A draft had been issued to Councillors and she requested any final comments by tomorrow. The report will then go to print.

The Annual Report will be presented at the Annual Town Assembly on 6th April 2020 at 7.15pm in the Bindloss Room. There will be a short presentation by individual Committee Chairs on the work of each Committee, followed by an open questions session for the general public.

883/19/20 MANAGEMENT COMMITTEE

The minutes of the Management Committee meeting held on 17th February 2020 were presented by Councillor Coleman who proposed that they be approved as a correct record. This was seconded by Councillor Owen and carried unanimously.

Councillor Coleman drew Members' attention to minute 864/19/20 and the KTC staffing structure project. He reassured Council that the steps being taken are an attempt to make democracy more efficient and ensure officer time is used effectively.

RESOLVED That the minutes of the Management Committee meeting held on 17th February 2020 be approved as a correct record of the meeting.

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884/19/20 AUDIT, GRANTS & CHARITIES COMMITTEE

The minutes of the Audit, Grants & Charities Committee meeting held on 27th January 2020 were presented by Councillor Cook, in the absence of the Chair and Vice-Chair of the Committee, who proposed that they be approved as a correct record. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED That the minutes of the Audit, Grants & Charities Committee meeting held on 27th January 2020 be approved as a correct record of the meeting.

Councillor Cook then presented the following recommendations of the Committee:

885/19/20 Grant Applications (Minute 769/19/20)

That Council approve the award of grants for 2020/21 as agreed.

Councillors Cook and C Hogg declared an interest as CCC Councillors. CCC own the building occupied by the hydrotherapy pool.

Carer Support South Lakes - £2,000

Proposed by Councillor Cook, seconded by Councillor Coleman and carried unanimously.

The Birchall Trust – £2,250.

Proposed by Councillor Cook, seconded by Councillor Coleman and carried unanimously.

South Lakeland Hydrotherapy Trust – £3,000.

Proposed by Councillor Gibson, seconded by Councillor Coleman and carried with 3 abstentions.

Dignity in Dementia

It was noted that due to limited budget and concerns regarding the application, Committee had resolved to decline the request.

South Lakes Dementia Community – £500.

Councillor Cook proposed that the remaining budget of £500 be awarded. This was seconded by Councillor Coleman and carried unanimously.

Councillor Archibald requested that Dignity in Dementia be advised to approach other tiers of government for financial support. Councillor C Hogg commented that the process of signposting unsuccessful applicants to other sources of financial support had previously been raised and asked this be considered by the Committee.

RESOLVED That the grant applications be approved as per the Committee's recommendations.

886/19/20 Review of Risk Assessments (Minute 770/19/20)

That Council approve the Risk Assessments.

Councillor Cook proposed approval of the Risk Assessments which had been circulated to Members prior to the meeting. This was seconded by

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Councillor Coleman and carried unanimously.

RESOLVED That Council approve the Risk Assessments.

887/19/20 KENDAL IN BLOOM COMMITTEE

The minutes of the Kendal in Bloom Committee meeting held on 28th January 2020 were presented by Councillor Blackman who proposed that they be approved as a correct record. This was seconded by Councillor Sutton and carried unanimously.

Councillor Blackman referred to minute 779/19/20, Tree Planter Cladding. He advised that the prototype has now been installed on the planter outside the Halifax Bank and asked Members to take a look.

Councillor Archibald asked whether the pollinator project (minute 785/19/20) had concluded or whether there was more that could be done. Councillor Rowley commented that the project had resulted in a comprehensive report containing lessons learnt which will continue to influence future projects. He gave an example of a proposal put forward to request developers of future large scale developments to clear/scrape off an area of land thereby reducing the fertility of the soil to provide a suitable area for wild flower planting to thrive.

RESOLVED That the minutes of the Kendal in Bloom Committee meeting held on 28th January 2020 be approved as a correct record of the meeting.

888/19/20 PLANNING COMMITTEE

The minutes of the Planning Committee meetings held on 3rd and 17th February 2020 were presented by Councillor Rathbone who asked Council to receive these minutes.

RESOLVED That the minutes of the Planning Committee meetings held on 3rd and 17th February 2020 be received.

889/19/20 MAYORALTY & ARTS COMMITTEE

The minutes of the Mayoralty & Arts Committee meeting held on 10th February 2020 were presented by Councillor Finch who proposed that they be approved as a correct record. This was seconded by Councillor Cook and carried unanimously.

Councillor Coleman asked about plans to celebrate VE Day. The Town Clerk advised that she is finalising details and will issue an email with further information shortly.

RESOLVED That the minutes of the Mayoralty & Arts Committee meeting held on 10th February 2020 be approved as a correct record of the meeting.

890/19/20 OUTSIDE BODIES – REPORTS FROM COUNCILLORS

The Town Clerk outlined the work of CALC and explained that Councillor C Hogg would be standing down as KTC representative. This leaves a vacancy and a request was made for a volunteer. Councillor Sutton remains a representative to this outside body.

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FINANCIAL MATTERS

891/19/20 (a) Bank Payments Schedule: January 2020

The Town Treasurer presented the Bank Payments Schedule for January 2020. It was proposed by Councillor Brook that the Bank Payments Schedule for January 2020 be approved. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED That the Bank Payments Schedule for January 2020 be approved.

892/19/20 (b) Invoices over £3,000

The Treasurer reported that there were no invoices over £3,000 which required approval.

The meeting ended at 8.20 p.m.

Signature

Date

KENDAL TOWN COUNCIL

Management Committee

**Monday 16th March 2020 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman and Guy Tirvengadam
- APOLOGIES** Councillor Alvin Finch (Mayor), Jonathan Owen and Susanne Long
- OFFICERS** Liz Richardson (Town Clerk) and Nicky King (Council Secretary)
- 920/19/20 PUBLIC PARTICIPATION**
- None.
- 921/19/20 DECLARATIONS OF INTEREST**
- The Chair declared an interest in respect of Item 11 on the agenda (Update on Town Hall Refurbishment) as a SLDC Councillor and Chairman of SLDC.
- 922/19/20 MINUTES OF THE MEETING HELD ON 17TH FEBRUARY 2020**
- The Chairman presented the minutes of the meeting held on 17th February 2020, which had been approved by full Council on 2nd March 2020.
- RESOLVED** That the minutes of the meeting of the Committee held on 17th February 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 923/19/20** Minute 849/19/20 – New Inn Public House Asset of Community Value
The Town Clerk had met with the owner of the New Inn and conveyed the Committee's decision that it would not lead on applications to become an Asset of Community Value.
- 924/19/20** Minute 855/19/20 – Tree Tub Enhancements
The Chair commented that he was pleased to see the tree tub enhancements project progressing and asked the Town Clerk to congratulate staff involved.
- 925/19/20** Minute 855/19/20 – Christmas Lights
A meeting with Christmas Plus is scheduled for tomorrow to discuss infrastructure issues.
- 926/19/20** Minute 855/19/20 – Oxenholme Defib
Councillor Rathbone advised that the defib has now been taken into safe storage until it can be installed in the disused BT phone box. KTC has received an invoice for the purchase of the phone box in the sum of £1. BT will pay for electricity to operate the defib for the next

7 years. The Chair requested that the press release go ahead in order to keep the public informed.

927/19/20

Minute 860/19/20 – SLDC Overview & Scrutiny Request

The Town Clerk confirmed she had proposed the issue of air quality management as a topic for consideration by the SLDC Overview & Scrutiny Committee.

928/19/20

Minute 861/19/20 – The Castle Inn – Asset of Community Value

The Town Clerk had passed on Committee's agreement to support the nomination, provided a timescale of 6 months be attached.

929/19/20

URGENT ITEMS OF BUSINESS

Coronavirus

In light of latest advice from Government to avoid non-essential social contact, Members discussed the impact of this on the functioning of KTC. The Town Clerk asked Committee to consider civic events, forthcoming festivals, Mayor Making Ceremony etc along with staffing implications.

Following a general discussion the following was agreed about future working:

- To close the general office to general walk-ins. Notice to be posted on the door with phone numbers/email for first contact about any issues.
- Committee and Council meetings to be suspended.
- Town Clerk to explore conferencing facilities for certain meetings so that these may be held in a virtual manner.
- Town Clerk to seek advice from CALC and NALC.
- Annual Town Assembly to be suspended. Town Clerk to seek further guidance in this respect as it is currently a legal requirement that the event be held by the end of May.
- Mayor Making Ceremony to be cancelled. Town Clerk to explore options and discuss the situation with the current Mayor.

VE Day planned events were also discussed especially as expenditure was about to be incurred for road closure notices. Councillor Rathbone proposed that this event should be suspended for the time being. He suspected the same decision would be made nationally. The proposal was seconded by Councillor Cook and carried unanimously.

Councillor Blackman informed Members that the decision had been taken to cancel the Walking Festival. He commented that it is an unrealistic expectation with approximately 50% of leaders being in the 'at risk' group. Money remaining in budget will be required for cancellation costs.

Councillor Tirvengadam advised that the Unity Festival had also been cancelled.

RESOLVED

That VE Day celebrations be suspended for the time being, along with Full Council and Committee meetings and other festivals and events as agreed.

930/19/20**REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for March 2020 and this was noted by Members. The following items were highlighted:

Local Plan Review

Councillor Rathbone had attended the Stakeholder Launch. He advised that he had fed back to the Planning Committee who would like full involvement in the process. The intention was to publicise the matter at the next Full Council meeting to gauge whether other Committees wished to feed into the process. He commented that a way of feeding back to SLDC was required and the Chair suggested a working group might be the way forward. This may now be affected by Coronavirus.

Flooding Group

The KTC working group had met recently. The plan was to agree the minutes of that meeting at the next Planning Committee meeting and present at the Full Council meeting scheduled to follow on straight after. This may now be affected by Coronavirus.

Gooseholme CCTV

A site survey has been commissioned.

Tree Tub Enhancements

The prototype has been installed and has been well received. An order has now been placed for all planters.

Ivy Screening

Councillor Evans advised that she had raised concerns at a recent meeting of the Environment & Highways Committee regarding visibility issues that might be caused by the ivy screening. This was being considered further by that Committee.

Christmas Lights Switch On Event

The Assistant to the Town Clerk to speak with Councillor C Hogg to ascertain whether the Mountain Festival would like the switch on to form part of their event this year.

Citizens' Jury

Under current circumstances, this may have to be postponed.

Biodiversity Open Meeting

This too is likely to be cancelled given the current Coronavirus situation.

931/19/20**INDEPENDENT REMUNERATION PANEL REPORT –
COUNCILLOR ALLOWANCES**

The Town Clerk asked Members to consider the SLDC Parish Remuneration Panel Report 2020/21 which had been previously circulated. She advised that there were no major changes.

Following a general discussion Councillor Rathbone proposed that Committee make a recommendation to Full Council that as in previous years Councillors would not accept the Parish Basic Allowance of £30 per annum. This was seconded by Councillor Cook and carried unanimously.

RECOMMENDATION That KTC Councillors do not accept the Parish Basic Allowance of £30 per annum.

932/19/20

CAMPAIGN FOR THE LOCAL ELECTRICITY BILL

Members considered a request forwarded by CALC to support the Local Electricity Bill. The Bill is being put forward by an organisation called Power for People. If made law it would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply.

The Chair proposed that KTC support the Bill. This was seconded by Councillor Tirvengadam and carried unanimously.

RECOMMENDATION That KTC support the Local Electricity Bill.

933/19/20

UPDATE ON WW1 SCULPTURE PROJECT

The Town Clerk advised that there had been no further progress. Funding is the main issue and support needed to be sought from the public/businesses which was not now appropriate due to the current situation with Coronavirus. Further meetings of the group are now unlikely and the project will probably be in abeyance for a time.

934/19/20

UPDATE ON VE DAY EVENTS

The Town Clerk informed Members that the Royal British Legion had proposed that VE Day events do not go ahead in light of the current Coronavirus situation. The Committee reluctantly agreed to suspend the event agreeing people's health was the first priority. It is expected that VE Day events will be cancelled nationally and in which case we would follow suit. It is possible the focus may move to VJ Day in August.

The Chair proposed that the event suspended, bearing in mind latest Government advice to avoid large social gatherings. This was seconded by Councillor Rathbone and carried unanimously. Town Clerk to arrange a press release.

RESOLVED

That VE Day events be suspended due to Coronavirus. Town Clerk to arrange a press release.

935/19/20**UPDATE ON TOWN HALL REFURBISHMENT**

The Town Clerk updated Members on the current situation following her recent meeting with Sion Thomas from SLDC. Tender bids had been received and several companies were being taken forward for interview. She reported changes to where KTC staff will be located within SLDC offices. During the refurbishment works Full Council meetings will be held at the Mint Works, along with Planning meetings scheduled beforehand. All other Committee meetings will be held in the meeting room in the South Lakeland House foyer.

936/19/20**SOCIAL MEDIA UPDATE – CLLR RATHBONE**

Councillor Rathbone reported that progress is being made, although more slowly than he had hoped. He requested that it be added to the agenda for the next meeting.

RESOLVED

That Social Media be added to the agenda for the next meeting.

937/19/20**CYCLE TO WORK SCHEME UPDATE**

Committee had previously agreed to increase the purchase limit for cycles under the Cycle to Work Scheme, with the restriction of only one application in a 12 month period. The Town Clerk advised that, having contacted the providers of the scheme, they had advised that rules state the scheme should be open to everyone at any time. The decision has already been passed through Full Council so this cannot be amended for 6 months. It was agreed that Committee note the situation and should a further application be received within the next 6 months it will be taken as a special item.

938/19/20**ITEMS FOR THE NEWSLETTER**

Members agreed to consider items for the newsletter at the next meeting. Councillor Cook suggested that the Town Clerk check whether there are any items that would routinely be included in the summer edition, such as grants.

RESOLVED

That this item be considered at the next meeting. Town Clerk to consider any items routinely included in the summer edition of the newsletter.

939/19/20**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Tirvengadam to move to Part II, this was carried unanimously.

RESOLVED

That the press and public be excluded for the following items of business.

Part II

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local

Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [*Paragraph 1*]

STAFFING MATTERS [Paragraph 1]

940/19/20

(i) Update on KTC Staffing Structure Project

The Town Clerk advised that she has started considering the job specification for a part-time job share Town Clerk. The Chair requested that she prepare an Action Plan demonstrating how the key points from the working group are being progressed. The Standing Orders will require amending to reflect the specific action points, as well as general updating. This is a large amount of work which the Town Clerk currently does not have capacity to undertake. It was suggested that if officer time is available tasks should be delegated to other members of staff. Cllr Rathbone requested an electronic version of the current Standing Orders.

941/19/20

(ii) Proposal to recruit a part-time job share Town Clerk

This will be a recommendation to Council at the appropriate time.

942/19/20

(iii) Proposal to continue with contract support until (ii) fulfilled

The Chair proposed that contract support be agreed for the further period of one month (April). This was seconded by Councillor Rathbone and carried unanimously.

RESOLVED

That contract support be approved for one further month (April).

There was a general discussion regarding Coronavirus and related staffing issues. It was agreed that staff should be given the flexibility to work from home where appropriate. The general office will be closed to the general public who will be asked to make contact by telephone or email.

The Town Clerk will speak to the Treasurer about setting up a recurring function for payroll. This would ensure staff receive salaries in the event that the Treasurer is off sick. Any variances can be corrected at a later date.

943/19/20

READMISSION OF PRESS AND PUBLIC

It was proposed by Councillor Coleman to re-admit the press and public. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED

that the press and public be re-admitted for the remainder of the meeting (none were present).

944/19/20

ANY OTHER BUSINESS

None.

The meeting closed at 8.54pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
929	Coronavirus – VE Day Celebrations	RES	That VE Day celebrations be suspended for the time being, along with Full Council and Committee meetings and other festivals and events as agreed.
931	Independent Remuneration Panel Report	REC	That KTC Councillors do not accept the Parish Basic Allowance of £30 per annum.
932	Campaign for the Local Electricity Bill	REC	That KTC support the Local Electricity Bill.
934	Update on VE Day Events	RES	That VE Day events be suspended due to Coronavirus. Town Clerk to arrange a press release.
936	Social Media Update	RES	That Social Media be added to the agenda for the next meeting.
938	Items for the Newsletter	RES	That this item be considered at the next meeting. Town Clerk to consider any items routinely included in the summer edition of the newsletter.
942	Proposal to continue with contract support until recruitment of part-time job share Town Clerk fulfilled	RES	That contract support be approved for one further month (April).

KENDAL TOWN COUNCIL

Planning Committee

Monday 2nd March 2020 at 6.30 p.m.

in the SLDC Chairman's Room the Town Hall, Kendal

- PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Pat Gibson, Helen Ladhams, Graham Vincent and Chris Rowley.
- APOLOGIES** None
- OFFICERS** Rose Tideswell (Temporary Council Secretary)
- 867/19/20 PUBLIC PARTICIPATION**
- Mr. Paul Naylor, 39 High Sparrowmire, Kendal in respect of planning application reference SL/2020/0806 Land at High Sparrowmire, Kendal.
- Paul speaking on behalf of a number of residents from Hallgarth informed the committee that the current application is subject to a new drainage plan. However, the proposed attenuation tanks designed to hold water only hold 99.6 cubic metres, and 1" of rain over the 1.9-acre site would equate to 190 cubic metres. This water has been re-directed from the houses, to be released toward the railway embankment, then into a culvert. The drainage system geo physical report for SLDC states that the land is subject to heave. There is a concern that the water released could cause a problem with the railway embankment and safety of the railway line is paramount. Residents are concerned that the drainage is not sustainable and that rainwater will overwhelm the attenuation tanks. The Chair thanked Paul Naylor for the public participation and advised him that he could stay to hear the committee views on the application.
- 868/19/20 DECLARATIONS OF INTEREST**
- Cllr D. Miles knows the applicant of application number 2 personally.
- 869/19/20 MINUTES OF MEETING HELD ON 17th February 2020**
- Members considered the minutes of the Committee meeting held on 17th February 2020.
- Councillor J. Cornthwaite proposed that the minutes be accepted as a correct record. This was seconded by Councillor C. Rowley and carried unanimously.
- RESOLVED** That the minutes of the meeting held on 20th January 2020 be accepted as a correct record, and signed by the Chair.

870/19/20 MATTERS ARISING NOT ON THE AGENDA

None

871/19/20 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP

There was no business to report, as the working group has not met since the last Planning Committee meeting. The next meeting of the working group is 4th March 2020.

872/19/20 ANY OTHER BUSINESS

The chair Councillor D. Rathbone raised a question from Cllr J. Owen with regard to planning permission required within the conservation area. A local resident wanting to change their windows from single glazed to double-glazed (same design but not 'like-for-like' as it is double glazed) within the conservation area are expected to apply for planning permission and to have plans drawn up. Is a strategic change of policy required?

Cllr. C. Rowley was of the opinion that in light of the climate emergency this area did need addressing.

It was Cllr. D. Rathbone's view that a strategic change was needed in this area. He has also contacted the resident after consultation with SLDC Planning to find a way forward in this particular application. The potential for nuance within the existing regulations has been found and it has been recommended that the resident speaks directly to Planning after their suggestion to do so.

The committee agreed that the Chair is to write to Dan Hudson at SLDC Planning & Cllr. J. Brooks the Housing portfolio holder for SLDC to request that this area is updated and rewritten in light of climate emergency. Copies to Cllr. S. Coleman, Cllr. J. Owen and Cllr. C Rowley.

873/19/20 PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.30 p.m.

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 1043	64 Stramongate, Kendal Change of use from office accommodation (Use Class B1) to self-contained flat (Use Class C3)	03.03.2020	No Objections
2	FPA 0071	20 Sedbergh Road, Kendal Replacement garage with link walkway to side of dwelling	05.03.2020	No Positive Decision due to paucity of information See comments
3	FPA 0806	Land at High Sparrowmire, Kendal Hybrid application for the erection of 24 affordable dwellings (Full Planning Application) and 1 dwelling (Outline) (amended Scheme)	10.03.2020	No Objections in principal See comments
4	FPA 0079	81 Stricklandgate, Kendal Partial demolition and re-building of external walls and full replacement roof with new profile metal cladding, installation of new main roller shutter access door (front) and other access doors and window (rear)	17.03.2020	No material objections See comments

Item 2) FPA [0071](#): - 20 Sedbergh Road, Kendal

Replacement garage with link walkway to side of dwelling.

Comments: - The Committee felt that they could not make a positive decision on this application based on the paucity of information provided. There was no information on the relative effect on the neighbouring properties. Strong doubts were expressed about the future use of the “garage” given the dimensions on the drawings as well as the fact that show a wall in the middle of the garage. Until these questions are answered a positive answer cannot be given.

The Committee would like SLDC to have a formal standard with regard to planning application details, drawings and information submitted. The current system seems to allow a variation from hand drawn sketches to full architect plans

Item 3) FPA [0806](#): - Land at High Sparrowmire, Kendal

Hybrid application for the erection of 24 affordable dwellings (Full Planning Application) and 1 dwelling (Outline) (amended Scheme)

Comments: - The Committee does not disagree in principal to the erection of affordable housing on this site. Cllr. J. Owen had asked the Chair to obtain confirmation that the direction of water is changed away from the properties towards the railway embankment that belongs to Network Rail. Cllr C. Rowley welcomed the changes taking water away from the estate. The Committee gives a cautious welcome to the strategic change but information is still required from Network Rail as to whether they allow use of their trackside surface water drains and the ongoing condition of the culvert. The benefits of any use of the Network Rail culvert were doubted considering it is currently broken as well as previously wrongly stated volumes, by the applicant, of water expected through the site need clarification before a positive decision can be made. Any positive response would depend on confirmation that the surface water system reflects the local natural topography, drains away from Hallgarth and drainage/ attenuation tanks are adequate for the increased volumes seen recently, volumes far in excess of those quoted in the application.

The Committee wishes to be consulted further once answers to these have been ascertained and trusts that SLDC Planning Department will engage to this end. Its next meeting is 16.3.20.

Item 4) FPA [0079](#): - 81 Stricklandgate, Kendal

Partial demolition and re-building of external walls and full replacement roof with new profile metal cladding, installation of new main roller shutter access door (front) and other access doors and window (rear)

Comments:- The Committee supports the provision of this workshop for industrial use but would seek to improve the visual view. Whilst accepting the overall application, improvement to the visual aspect such as the East elevation and those aspects that can be seen, for example the new main roller shutter access door are requested.

KENDAL TOWN COUNCIL

Planning Committee

Monday 16th March 2020 at 6.00 p.m.
in the SLDC Chairman's Room the Town Hall, Kendal

- PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Pat Gibson and Helen Ladhams.
- APOLOGIES** Councillors Chris Rowley and Graham Vincent
- OFFICERS** Rose Tideswell (Temporary Council Secretary)
- 912/19/20 PUBLIC PARTICIPATION**
- None.
- 913/19/20 DECLARATIONS OF INTEREST**
- Councillor M. Miles knew the applicant of planning application number 2 FPA [0056](#) and took no part in the discussions.
- Councillor D. Rathbone declared an interest in planning application number 5 FPA [0112](#) and left the room.
- 914/19/20 MINUTES OF MEETING HELD ON 2nd March 2020**
- Members considered the minutes of the Committee meeting held on 2nd March 2020.
- Councillor P. Gibson proposed that the minutes be accepted as a correct record. This was seconded by Councillor M. Miles and carried unanimously.
- RESOLVED** That the minutes of the meeting held on 2nd March 2020 be accepted as a correct record, and signed by the Chair.
- 915/19/20 MATTERS ARISING NOT ON THE AGENDA**
- The Committee discussed the letter from an applicant with regard to application FPA [0071](#).
- 916/19/20 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**
- The notes/minutes from the meeting on the 4th March will be available for the next planning meeting. Councillor J. Cornthwaite advised the committee the Environment Agency have postponed their information hub scheduled for the 17th March owing to the current Coronavirus situation.

Planning Committee

16th March 2020

917/19/20 **NOTIFICATION OF APPEAL - 35 HAYFELL AVENUE, KENDAL, LA9 7JH (REF SL/2019/0846) (see attached)**

The Committee noted the notification of appeal.

918/19/20 **ANY OTHER BUSINESS**

The chair Councillor D. Rathbone gave an outline of the local plan consultation day.

919/19/20 **PLANNING APPLICATIONS**

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 6.55 p.m.

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0077 & 0078	109 Burneside Road, Kendal Raising existing garage roof and new detached timber building	17.03.2020	No Material Objections See comments
2	FPA 0056	45 Kirkbarrow, Kendal Erection of single dwelling	18.03.2020	No Material Objections
3	FPA 0083	1 Hartside Road, Kendal Single storey rear extension	18.03.2020	No Material Objections
4	FPA 0109	164 Burneside Road, Kendal Enlargement of rear dormer	19.03.2020	No Material Objections
5	FPA 0112	106 Highgate, Kendal Change of use of shop (Use Class A1) to a place of public worship (Use Class D1)	20.03.2020	No Material Objections
6	FPA 0809	30 Empsom Road, Kendal Alterations to porch and garage extension	25.03.2020	No Material Objections
7	FPA 0126	41 Whinfell Drive, Kendal Single storey wrap around extension and installation of a side dormer window	30.03.2020	No Material Objections As long as the issue of overlooking is taken into proper consideration.
8	FPA 0145	Former Enterprise Rent A Car, Station Yard, Kendal	30.03.2020	No Material Objections

		Partial demolition and rebuild with single storey rear extension and remodel of façade		
9	FPA 0147	Summerhill Nursing Home, East View, Kendal Replacement windows	30.03.2020	Material Objections See comments
10	FPA 0143	Kendal Library, Stricklandgate, Kendal Rewiring and replacement heating installation	30.03.2020	No Material Objections
11	FPA 0162	36 Woolpack Yard, Stricklandgate, Kendal Change of use from Use Class A1 (Shops) to Use Class A3 (Restaurants and cafes)	03.04.2020	No Material Objections

Item 1) FPA [0077 & 0078](#): - 109 Burneside Road, Kendal

Raising existing garage roof and new detached timber building

Comments: - The Committee has no material objections as long as there is no overshadowing of neighbours and the planning officers are content with the rational of raising the garage floor. The committee would seek assurance of the agreed height for tree screening is adhered to and that the mature trees and the root system is safeguarded as stated in the heritage statement.

Item 9) FPA [0147](#): - Summerhill Nursing Home, East View, Kendal

Replacement windows

Comments: - The Committee objects to the replacement of wooden windows with UPVC, this is in contravention of section 4 of the direction for Kendal conservation area. There is no precedent for these wooden windows to be changed to UPVC. A justification for any breach of these guidelines would be required or the decision to be made by SLDC Planning Committee.

KENDAL TOWN COUNCIL

Planning Committee

**Monday 6th April 2020 at 6.30 p.m.
(Via Teleconferencing)**

- PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Pat Gibson, Helen Ladhams and Chris Rowley
- APOLOGIES** None
- OFFICERS** Nicky King (Council Secretary)
- 945/19/20 PUBLIC PARTICIPATION**
- None.
- 946/19/20 DECLARATIONS OF INTEREST**
- None.
- 947/19/20 MINUTES OF MEETING HELD ON 16TH MARCH 2020**
- Members considered the minutes of the Committee meeting held on 16th March 2020.
- Councillor Gibson proposed that the minutes be accepted as a correct record. This was seconded by Councillor Ladhams and carried unanimously.
- Councillor Rowley referred to application reference SL/2020/0147, Summerhill Nursing Home, East View, Kendal. The comments stated “A justification for any breach of these guidelines would be required.....”. He understood there was a justification put forward and wished to make a point to note.
- RESOLVED** That the minutes of the meeting held on 16th March 2020 be accepted as a correct record, and signed by the Chair.
- 948/19/20 MATTERS ARISING**
- None.
- 949/19/20 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**
- Members considered the minutes of the meeting held on 4th March 2020. The following recommendation of the group was highlighted:
- Adjustment of Funding – Clarification of KTC Total Commitment of £150k**
- Committee noted The Kendal Flood Relief Scheme Working Group’s

clarification of KTC’s total commitment, which now stands at 150k, and recommended this for approval by Full Council. Members agreed unanimously.

RECOMMENDATION That The Kendal Flood Relief Scheme Working Group’s clarification of KTC’s total commitment be recommended for approval by Full Council

950/19/20 LOCAL PLAN REVIEW – ADDITIONAL MATERIAL

Councillor Rathbone advised that he had attended the launch of the Local Plan consultation period. He had made a request to all Committee chairs to be involved in the process and utilise himself as a liaison point for that consultation for the Local Plan. Initial scoping work runs until June and then the actual consultation follows.

951/19/20 ANY OTHER BUSINESS

None.

952/19/20 PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.40pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0170	7 White Stiles, Kendal Single storey rear extension & 2 storey side extension	07.04.2020	No Material Objections See comments.
2	FPA 0173	Westmorland General Hospital, Burton Road, Kendal Replacement of existing water tanks	10.04.2020	No Material Objections
3	FPA 0188	Juniper House, Oxenholme Road, Kendal Change of Use from B1(a) (Office) to D1 (Eye Clinic)	10.04.2020	No Material Objections
4	FPA 0204	Helm Grove, Burton Road, Oxenholme, Kendal Single storey side extension	14.04.2020	No Material Objections Committee request that Officers confirm the application is not for the purpose of commercial use.
5	FPA 0205	Aikrigg Farm, Parkside Road, Kendal Demolition of detached dwellinghouse and associated outbuildings and the erection of four dwellings, the formation of a new vehicular access and other associated works	15.04.2020	Material Objections See comments.
6	FPA 0212	12 Archers Meadow, Kendal Demolition of rear conservatory and erection of single storey rear extension	20.04.2020	No Material Objections The application lacks clarity on the impact and dimensions on number 14 Archers Meadow and Committee are unable to make a positive decision due to this.

Item 1 – FPA [0170](#) - 7 White Stiles, Kendal

Single storey rear extension & 2 storey side extension

Comments: The Committee has no material objections as long as there is a practical solution for the rendering of the wall adjoining number 5 (given the narrow space between it and next door's extension) and potential overshadowing of number 5 is considered.

Item 5 – FPA [0205](#) – Aikrigg Farm, Parkside Road, Kendal

Demolition of detached dwellinghouse and associated outbuildings and the erection of four dwellings, the formation of a new vehicular access and other associated works

Comments: The Committee has material objections including the building being too concentrated, inadequate space between properties (with reference specifically to Development Management Policy 1) and the different site levels involved. This makes the building of 4 large properties on this site untenable. Any decision needs to be based on space and levels for design and access and Committee does not feel this new application meets the necessary criteria. The Committee disagrees with the attempted argument stated in the Design and Access Statement that it "*contributes to the existing mix of housing in the area*" in a positive way and is therefore not in keeping with the aims of the Local Plan owing to the unnecessary and inappropriate size of dwellings.

Notwithstanding the expired Permission in Principle (2015) this Committee objects to the specific plans, entity and size of dwellings in this application.

The Committee raised objections to any potential transport report on the basis of the increased volume of traffic and look to the Highways report to confirm whether this danger is acceptable.

The Committee wishes to reserve a detailed programme of works for confirmation.

KENDAL TOWN COUNCIL

Planning Committee

**Monday 20th April 2020 at 6.30 p.m.
(Via Teleconferencing)**

- PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Helen Ladhams, Chris Rowley and Graham Vincent
- APOLOGIES** None.
- OFFICERS** Nicola King (Council Secretary)
- 953/19/20 PUBLIC PARTICIPATION**
- None.
- 954/19/20 DECLARATIONS OF INTEREST**
- None.
- 955/19/20 MINUTES OF MEETING HELD ON 6TH APRIL 2020**
- Members considered the minutes of the Committee meeting held on 6th April 2020.
- Councillor Ladhams proposed that the minutes be accepted as a correct record. This was seconded by Michele Miles and carried unanimously.
- RESOLVED** That the minutes of the meeting held on 6th April 2020 be accepted as a correct record, and signed by the Chair.
- 956/19/20 MATTERS ARISING**
- None.
- 957/19/20 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**
- Councillor Cornthwaite reported that there had been no further meetings of the Working Group since the last Planning Committee meeting. He hoped to arrange a video conference meeting in the near future.
- 958/19/20 ANY OTHER BUSINESS**
- None.
- 959/19/20 PLANNING APPLICATIONS**
- Members considered Planning Applications submitted for consultation purposes by the local planning authority, South

Lakeland District Council.

RESOLVED

That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.10pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0224	100A Stricklandgate, Kendal Change of use of retail shop with storage over (Use Class A1 Shop) to ground floor office (Use class A2 Financial and professional services) and 2 bedroom maisonette to upper 2 floors (Use class C3 Dwelling houses)	24.04.2020	No Material Objections
2	FPA 0221	Beezon Lodge, Beezon Road, Kendal Two storey commercial building for mixed use (Use Class A1 Shop / B1 (a) Office / B1 (C) Light industrial & B8 Storage & distribution)	24.04.2020	No Material Objections See comments.
3	FPA 0233	10 Anchorite Fields, Kendal Detached garage	25.04.2020	Material Objection due to size and dominance of proposed garage. Committee wishes Officers to take note of the Highways report re safety issues and would object if the proposal involved the removal of any trees.
4	FPA 0240	Stramongate County Primary School, Blackhall Road, Kendal New access ramps, new external canopy to create an external playing area & new pedestrian gate in the boundary fence.	24.04.2020	No Material Objections See comments.
5	FPA 0763	49 Empsom Road, Kendal Single storey rear extension	02.05.2020	No Material Objections

Item 2 – FPA [0221](#) - Beezon Lodge, Beezon Road, Kendal

Two storey commercial building for mixed use (Use Class A1 Shop / B1 (a) Office / B1 (C) Light industrial & B8 Storage & distribution).

Members considered written comments from Cllr Evans which had been forwarded to all Committee Members before the meeting. The main points raised related to the Heritage assessment that the proposed building is an improvement over the approved building and current appearance of the site, the removal of lawful containers, soakaway, attenuation and tree survey.

Comments: Committee were in agreement with the Heritage Statement that the proposed building is “an improvement over the approved building and current appearance of the site” and would include the “removal of lawful containers”, which would definitely be a great improvement. Councillor Rowley suggested that removal of the shipping containers should be made a condition and Members agreed Officers should be requested to take this action. Committee agreed Officers must be robust in the conditions they implement now and also when removal of any conditions is later requested - in particular with regard to soakaway, attenuation and the possible removal of any trees.

Item 4 – FPA [0240](#) – Stramongate County Primary School, Blackhall Road, Kendal

New access ramps, new external canopy to create an external playing area & new pedestrian gate in the boundary fence.

Comments: Committee had no material objection but strongly sympathise with the viewpoint of neighbours at 1A Blackhall Road and would suggest some signage re movement of vehicles in that area and children playing. Also some mitigation measures as appropriate in discussion between the school, parents and local residents as this is a common issue at school premises and planning is one beneficial time to be able to deal with this. The committee did feel it was disingenuous of the report to say that removal of the temporary nursery would be a benefit when that is negated by this application on the south side. This would be more than negated without amelioration conditions regarding foot & motor traffic & noise.

KENDAL TOWN COUNCIL

Environment and Highways Committee

**Monday 9th March 2020 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Jonathan Owen (Chair), Eamonn Hennessy (Vice Chair), Giles Archibald, Shirley Evans, Jonathan Cornthwaite and Chris Rowley
- APOLOGIES** Councillors Julia Dunlop and Susanne Long
- OFFICERS** Helen Moriarty (Project Manager) and Nicky King (Council Secretary)
- 893/19/20 PUBLIC PARTICIPATION**
- None.
- 894/19/20 DECLARATIONS OF INTEREST**
- None.
- 895/19/20 MINUTES OF THE MEETING HELD ON 13TH JANUARY 2020**
- The Chairman presented the minutes of the meeting held on 13th January 2020, which had been approved by full Council on 3rd February 2020.
- It was proposed by Councillor Archibald that the minutes be approved as a correct record. This was seconded by Councillor Hennessy and carried with 1 abstention.
- RESOLVED** That the minutes of the meeting of the Committee held on 13th January 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 896/19/20 Kendal Experimental Traffic Order (Minute 608/19/20)**
- Councillor Evans advised that the Traffic Order had been passed through at the Local Committee meeting. She is in possession of a set of photographs presented by a lady present at the meeting. The main problem relates to people parking in the disabled bays outside permitted times.
- 897/19/20 Items for the Newsletter (Minute 722/19/20)**
- Councillor Evans remarked that a good newsletter had been produced and thanked those involved.
- 898/19/20 Environment Agency – Tree Removal**
- Councillor Hennessy advised he had raised the matter of the use of wood following tree removal by the EA at a subgroup meeting. He had been advised that a document is in existence which details the hierarchy of how the wood should be used however this is not currently in the public domain.

899/19/20 SLDC Officer for Climate Change and Biodiversity (Minute 724/19/20)

A new officer has now been appointed – Hannah Girven.

900/19/20 Dark Skies Campaign (Minute 717/19/20)

Johanna Korndorfer's successor is now in post. The Project Manager will make contact and forward the extract from the minutes of the meeting attended by Johanna to her.

RESOLVED Project Manager to contact Johanna Korndorfer's successor.

901/19/20 **PROJECT MANAGER'S REPORT**

The Project Manager presented the update for March 2020 which had previously been circulated. The following points were highlighted:

Defib at Oxenholme

The BT consultation is now complete and confirmation has been received that KTC can adopt the box at a cost of £1. The Project Manager has received the paperwork and is currently seeking an electrician to carry out the necessary wiring work.

Ivy Screening

Councillor Rowley commented that it would be helpful to have input from a nearby resident at Longpool. Project Manager to consider approaching households or the newsagents.

Councillor Evans raised concern regarding visibility issues that may be caused by the ivy screening. She commented that current poor sight lines may be made worse, especially for cyclists using the new cycle way. The Chair suggested that it may be possible to shunt the ivy back away from the junction of Wildman Street/Ann Street. Project Manager to liaise with CCC in this respect.

Asset Plaques

Councillor Archibald asked what would determine the success of the project. It was agreed to review the situation in April.

Members of the Committee thanked the Project Manager for the report and welcomed her back to work following her maternity leave.

RESOLVED

1. That the Project Manager consider approaching households or the newsagents at Longpool and liaise with CCC in respect of Ivy screening.
2. That success of the Asset Plaques project be reviewed in April.

902/19/20 **BIO BLITZ EVENT – DISCUSSION RE INTENDED OUTCOMES**

The Project Manager requested Members' opinion regarding the preferred format for the Bio Blitz Event before she contacted potential speakers.

A general discussion ensued. Members agreed the purpose of the event is to provide an opportunity for speakers to talk about what

habitats exist around Kendal, why they are so important and how they may be improved. This would be followed by table time for discussion and a request for suggestions as to how the allocated biodiversity budget could be used. People attending will also be informed that KTC are open to grant applications for biodiversity projects.

Councillor Rowley asked whether subgroups of the Allotments Committee and Kendal in Bloom Committee would be permitted to apply for grants. He explained that that Allotments biodiversity subgroup is currently working on a proposal. It was agreed this would be permitted subject to the correct proportion of funding.

It was suggested by Councillor Cornthwaite that the Anglers Group may wish to be involved. He asked how Committee would cross over the Environment Agency. The Chair asked Councillor Cornthwaite to check whether the EA have an open grants programme.

It was agreed to use the Assembly Room rather than the Georgian Room for the event as it has greater capacity. Members also discussed the hard launch and it was decided this should take place after the elections (mid-May). Councillor Rowley requested that the event be advertised in the SLACC newsletter.

903/19/20**ABBOT HALL BEDS – DISCUSSION RE WILDFLOWER PLANTING**

Committee had previously stated a preference for wildflower planting in the Abbot Hall beds. The Project Manager explained a concern had been raised that the beds would look bare at certain times of the year. Following discussion Members agreed to continue with the wildflower option with a grass seed mix and create an explanatory sign to be erected explaining why the beds may look bare (ie. wildflower planting to encourage bees etc).

RESOLVED

That the Project Manager draft an explanatory sign in partnership with SLDC to explain why the beds at Abbot Hall may appear bare at certain times of the year.

904/19/20**RAILING QUOTE APPROVAL**

The Project Manager advised that the quote for railings at Prospect Terrace and Rosemary Hill on Fellside was £539.22. Councillor Hennessy proposed the quote be accepted. This was seconded by Councillor Cornthwaite and carried unanimously.

RESOLVED

That the quote for railings on Fellside be accepted in the sum of £539.22.

905/19/20**EXPLORE KENDAL SIGNAGE – DISCUSSION RE INSURANCE**

The Project Manager explained that this related to an SLDC asset transferred to KTC. At the last meeting Committee had been asked to consider whether they wished to insure the Explore signs against damage. SLDC had taken the decision not to insure in the past due to cost. There would be a £200 increase in premium with an

insurance excess of £100. Each sign costs £3,000. Taking into account the cost of the signs, Committee considered the increase in premium to be reasonable. Councillor Rowley proposed that the signs be insured. This was seconded by Councillor Hennessy and carried unanimously.

RESOLVED

That the Explore signs be insured against damage.

906/19/20**20'S PLENTY – ACTION CONFIRMATION**

The Chair explained that Full Council approved a budget of £12k from April 2020 for the 20's Plenty initiative. The approval came with a mandate to explore two costed options; (1) blanket 20mph across town and (2) blanket across town excluding arterial roads. Residents had shown the most support for the latter option. Members were advised that Councillor Thornton of CCC wished to explore the two templates of implementation. It was agreed that the next steps would be to engage with CCC. The Project Manager will set up a meeting with Councillor Thornton. The matter will then be brought back to Committee for further discussion before making a presentation to Full Council.

Councillor Rowley suggested that minutes of the Active Travel Group be presented to Committee and this was agreed.

RESOLVED

1. Project Manager to set up a meeting with Karen Johnson and Councillor Peter Thornton, CCC and present an update at the next Committee meeting.
2. Minutes of the Active Travel Group to be presented to Committee.

907/19/20**CITIZEN'S JURY UPDATE**

Councillor Rowley updated Members with regard to the Citizen's Jury. The crowd funder has gone beyond the target (currently standing at £6,770) with a couple of days left to run. Crowdfunder fees are estimated to be between £300 and £500, leaving £6,250. Further funding from other sources including SLDC, KTC and the Locality Budget will take the total to £17,250. There is also potentially a further £2k from CCC which would increase this figure to £19,250, just short of the full cost of the Citizen's Jury of £19,820.

The crowd funder has been very useful from an engagement point of view, with 182 donations. Councillor Rowley advised that he has received approximately 80 comments which are very powerful and he has these recorded on a spreadsheet. The contract has been written for the Citizens Jury facilitator, Shared Planet CIC and approximately 60% of invitations to the Oversight Panel have been received.

He proposed seeking a further £1,500 from a suitable source for design work such as pull up banners. Councillor Archibald asked for clarification of what the additional £1,500 would be used for. Councillor Rowley clarified that £1,000 would make up the shortfall for the complete cost of the Citizens Jury and £500 would be for incidental costs such as the design work mentioned. It was noted

that SLDC are potentially offering free use of the Mintworks, otherwise this would incur a room hire charge of £75 per meeting.

Councillor Archibald proposed that £600 be allocated from the Committee's biodiversity budget and additional funds be sought from other supporters as and when it is clear how much is required. This was seconded by Councillor Hennessy and carried unanimously.

A general discussion ensued regarding pull up banners and Councillor Rowley requested agreement to utilise approximately £150 for this purpose. These would be seen by the oversight panel, the Jury, at the launch and follow up event. There will also hopefully be some presence at Torchlight. Councillor Archibald commented on the need for a process of managing additional spends.

Councillor Archibald proposed a modification to the proposal and suggested allocating £900 from the Committee's Biodiversity budget. From that a certain amount is available for incidental costs, subject to approval by the Chair, Councillor Rowley and the Town Clerk or Treasurer. This was seconded by Councillor Hennessy and carried unanimously.

It was noted that the dates of Jury meetings have been decided and the process should be complete by July, with a report available by the end of August.

Councillor Archibald queried the communications strategy. Councillor Rowley commented that this was a matter for the Communications Group whose next focus will be press releases. The Chair has been in communication with Mark Davis, the Lead Officer at Lancaster City Council who are a couple of months ahead with the process and commented that Committee could learn from their experiences. It was agreed that a small group would meet to discuss the best way to manage communication matters.

RECOMMENDATION That £900 be allocated from the Committee's Biodiversity budget to make up the shortfall of the cost of the Citizens' Jury.

RESOLVED That the Project Manager meet with Councillor Rowley, Councillor Owen and Councillor Archibald to discuss the best way to manage communication matters.

908/19/20 **ITEMS FOR THE NEWSLETTER**

Summer edition:

Possible announcement from the flood group.

Autumn/Winter edition:

Citizens' Jury report

Bio Blitz

20's Plenty

909/19/20 **REVIEW OF SPEND AGAINST BUDGET 2019/20**

Committee reviewed spend against the current budget up to 31st January 2020. It was noted that £1,171 remains in the litter bin

emptying budget line which was considered high for this point in the financial year. The Chair recalled increasing this amount, knowing it would not necessarily be spent immediately.

All Action Plan Projects will carry over into the next financial year and remaining budget will be spent on various projects.

910/19/20

ANY OTHER BUSINESS

Town View

Town View is receiving a grant from the Rivers Trust for an exercise in River Fields to improve biodiversity on that field. It was suggested that Committee may wish to contribute some funding to further enhance biodiversity in that area. The Project Manager advised that she had received an update from SLDC who were keen to link with schools. A KTC contribution could assist in this respect.

Fletcher Park

Councillor Hennessy advised that there had been a meeting of the Friends of Fletcher Park group. Following a topographical survey the Rivers Trust had discovered a compaction issue rather than the assumed drainage issue. There is a boggy section and the group are looking at ways of making a feature of this area.

Bench on Shap Road

Councillor Cornthwaite highlighted a bench on Shap Road (opposite Whitestiles Garage) which has been refurbished by Thomas Armstrong, the contractors working on the new cycleway. Committee expressed their thanks to Thomas Armstrong in this respect. There was a plaque in memory of Brian and Terri Mattinson on the bench which has been replaced. Councillor Cornthwaite has made contact with the couple's family and is liaising with them to hopefully feature their story.

The Project Manager is investigating a missing litter bin on Mint Bridge.

911/19/20

DATE OF NEXT MEETING – MONDAY 11TH MAY 2020

The Project Manager requested that the meeting be held at the earlier time of 6pm.

The meeting closed at 8.38pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
900	Dark Skies Campaign	RES	Project Manager to contact Johanna Korndorfer's successor.
901	Ivy Screening	RES	That the Project Manager consider approaching households or the newsagents at Longpool and liaise with CCC in respect of Ivy screening. That success of the Asset Plaques project be reviewed in April.
	Asset Plaques	RES	
903	Abbot Hall Beds	RES	That the Project Manager draft an explanatory sign in partnership with SLDC to explain why the beds at Abbot Hall may appear bare at certain times of the year.
904	Railing Quote Approval	RES	That the quote for railings on Fellside be accepted in the sum of £539.22.
905	Explore Kendal Signage	RES	That the Explore signs be insured against damage.
906	20's Plenty	RES	1. Project Manager to set up a meeting with Karen Johnson and Councillor Peter Thornton, CCC and present an update at the next Committee meeting. 2. Minutes of the Active Travel Group to be presented to Committee.
907	Citizen's Jury Update	REC	That £900 be allocated from the Committee's Biodiversity budget to make up the shortfall of the cost of the Citizens' Jury.
		RES	That the Project Manager meet with Councillor Rowley, Councillor Owen and Councillor Archibald to discuss the best way to manage communication matters.

KENDAL TOWN COUNCIL REPORT

To: Full Council	4 th May 2020
From: Councillor Sutton	Agenda Item No. 7

Report on CALC Meeting Held on 5th March 2020

The meeting began with a presentation by James Reade of Highways England.

Mr Reade pointed out that Highways England was a Government Agency under the Secretary of State for Transport. In Cumbria, the Agency deals in particular with the following sections of road: Park Road, Barrow to Junction 36 on the M6; the M6 through Cumbria to the Scottish Border; the A66 from Workington to Penrith to the Durham boundary and the A595 from Clifton to Sellafied.

There are a lot of issues to deal with as you may imagine - flooding, noise and traffic issues. Agency officers go out regularly to meet groups and local representatives to discuss area issues, signage, slip roads, roundabouts etc. On the A590, for example there have been meetings with various town councillors. In the Haverthwaite area, traffic issues have been examined on the road from High and Low Newton through to Greenodd. There are also meetings with S.L.D.C. and C.C.C. officers.

The Agency holds drop-in sessions where thoughts are shared with local groups concerning problems of safety, accessibility and flooding. At the last meeting in Haverthwaite 148 people turned up.

Other problems looked at by the Agency include delays caused by road works. Where pipes are being put in by contractors, Highways England will assess safety standards etc.

Funding comes in 5 year blocks, the next block beginning in March 2020. Money is often given to support small schemes such as the improvement of local junctions. On the Newby Bridge to Grange road there will be some road widening, because of accidents on this section

The main aim of Highways England was to look at the network as a whole, rather than just examining individual packages of work

Other items of interest to CALC members included mention of financial support for flood-hit homes. Troutbeck Bridge got caught out by flooding again because flood gates were not installed properly. Windermere Town Council is looking into this.

A presentation has been given about the Haweswater pipework overhaul (on elsewhere).

The police station has re-opened in Ambleside.

The South Cumbria Safety Partnership has been operating a rural police operation and also looking at county lines problems using rail links more. They are also looking at bikes being stolen in the Kendal area, working with local focus units and operating a Sedbergh farm watch.

A re-formed South Lakeland Health and Well-being Partnership met in February and is looking at local issues such as poverty, social prescribing, food and health and better transport issues.

Improving internet connectivity was mentioned in a couple of parishes.

KENDAL TOWN COUNCIL

March 2020 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
05/03/2020	OL 13444	Cyclescheme - Cycle & Equipment	2,419.00		2,419.00
05/03/2020	OL 13445	The MoT Centre - Class 7 Mot + collection Town Council van	103.60	9.00	112.60
05/03/2020	OL 13446	Tech 4 - Photocopying to 19.02.2020	56.79	11.36	68.15
05/03/2020	OL 13447	Grandstand Hire - 50% Deposit re hire 25.09.2020	625.00	125.00	750.00
05/03/2020	OL 13448	Cinnamon Ltd - Project management work re H&S	770.00		770.00
06/03/2020	DD/STO	Barclays Commission 13.01.2020-12.02.2020 (net)	119.12		119.12
13/03/2020	OL 13449	Itek - fully back up & reinstall Windows and test SU laptop	126.00	25.20	151.20
16/03/2020	OL 13450	Cumbria CC - Superannuation re February 2020	2,868.99		2,868.99
16/03/2020	OL 13451	HMRC - NI & Tax re February 2020	2,588.90		2,588.90
15/03/2020	DD/STO	Vanguardier - Monthly van tracking fee	3.50	0.70	4.20
15/03/2020	DD/STO	Vanguardier - Monthly van tracking fee	3.50	0.70	4.20
17/03/2020	OL 13452	The Brewery Arts Centre - Grant re "Our Digital Future"	500.00		500.00
17/03/2020	OL 13452	T Parr - reimbursement re ferns for Fern Trail	475.00		475.00
17/03/2020	OL 13454	Allotment deposit returned ref 8 and 11 Sedbergh Road	61.60		61.60
17/03/2020	OL 13455	Eon - electricity re Christmas Lights	658.04	32.90	690.94
19/03/2020	OL 13456	John Richardson & Son - planter cladding	325.00	65.00	390.00
20/03/2020	DD/STO	Busy Bees - Charges for Childcare Vouchers	0.35	0.07	0.42
20/03/2020	DD/STO	Busy Bees - Childcare Voucher	10.00		10.00
21/03/2020	DD/STO	Moorepay - HR & Health & Safety Advice	175.00	28.30	203.30
24/03/2020	DD/STO	Robert Pinkus (Management Services) Limited - rent	650.00	130.00	780.00
22/03/2020	OL 13457	SLDC - Outdoor Gym equipment for Beck Park Centre	5,000.00		5,000.00
22/03/2020	OL 13458	Plantscape - Round tree planter moulding black + delivery	590.00	118.00	708.00
20/03/2020	OL 13459	Net pay - March 2020	9,576.03		9,576.03
24/03/2020	Chq 9485	Growing Well - Wainwright Award	320.00		320.00
16/03/2020	DD/STO	Sage UK - first payment for Sage upgrade	36.55	7.31	43.86
17/03/2020	OL 13460	Crowdfunder - fees ref donations for Citizen Jury	363.16	72.63	435.79
30/03/2020	DD/STO	EE - Townscape Manager's phone rental	15.70	3.14	18.84
30/03/2020	OL 13461	Allotment deposit returned ref R17	30.40		30.40
30/03/2020	OL 13462	Repayment of expenses - business cards re Walking Festival	36.99	7.39	44.38
30/03/2020	OL 13463	Anna Bailey - Visit Kendal Website January 2020	300.00		300.00
30/03/2020	OL 13464	Anna Bailey - Visit Kendal Website February 2020	300.00		300.00
30/03/2020	OL 13465	Brackens - works to Bus Shelter	942.00	188.40	1,130.40
30/03/2020	OL 13466	CT Hayton - Dust masks (less c/n)	18.95	3.79	22.74
30/03/2020	OL 13467	Tech 4 - photocopying to 16.03.20	53.06	10.61	63.67
			30,122.23	839.50	30,961.73

KENDAL TOWN COUNCIL

Petty Cash Payments: January - March 2020

Date	Ref	Details	Net £	VAT £	Total £
07/01/2020	PC 1133	PL - Lakeland Suppliers - screws & bits	12.93	2.59	15.52
08/01/2020	PC 1134	JH - Ryman - computer mouse	8.32	1.67	9.99
24/01/2020	PC 1135	FM - Costs re preparation for Mayor's Charity Dinner	7.50	0.00	7.50
30/01/2020	PC 1136	FM - Home Bargains - paper towels, bowls, plates	7.79	1.56	9.35
30/01/2020	PC 1136	FM - Poundland - knives and forks	1.67	0.33	2.00
18/02/2020	PC 1137	JH - Rymans - 2020 Diary for Banner Bookings	5.82	1.17	6.99
02/03/2020	PC 1138	FM - Picture House - frame for Wainwright Award	9.45	0.00	9.45
02/03/2020	PC 1139	FM - Balloons for Charity Dinner	6.00	0.00	6.00
02/03/2020	PC 1139	FM - Sewing Box - ribbons for Charity Dinner	1.38	0.00	1.38
04/03/2020	PC 1140	FM - Boots the Chemist - plasters for first aid kit	2.75	0.00	2.75
04/03/2020	PC 1141	SU - Poundland - Party Hats for Charity Dinner	3.33	0.67	4.00
05/03/2020	PC 1142	FM - WH Smith - wine trays for Mayor's Charity Dinner	6.47	0.00	6.47
12/03/2020	PC 1143	FM - Home Bargains - office cleaning products	0.83	0.16	0.99
12/03/2020	PC 1143	FM - Home Bargains - cleaning products	1.91	0.38	2.29
12/03/2020	PC 1143	FM - Tesco Express - cleaning products	3.00	0.60	3.60
Total			79.15	9.13	88.28