

# KENDAL TOWN COUNCIL

## Council Meeting: 2<sup>nd</sup> November 2020

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 2<sup>nd</sup> November 2020** (via Zoom), 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. 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 COUNCIL MEETING HELD ON 5<sup>TH</sup> OCTOBER 2020

*To receive the minutes of the meeting held on 5<sup>th</sup> October 2020 (see attached) and affirm them as a true record.*

#### 5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

*To receive a report from the Mayor on their recent activities and to hear any announcements.*

#### 6. MANAGEMENT COMMITTEE

*To receive the minutes of the last meeting held on 19<sup>th</sup> October 2020 and approve any actions (see attached).*

#### 7. CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

*To receive the minutes of the last meeting held on 14<sup>th</sup> September 2020 (see attached)*

**8. ALLOTMENTS COMMITTEE**

*To receive the minutes of the last meeting held on 28<sup>th</sup> September 2020 (see attached)*

**8.1 Annual Rent Review** (Minute 279/20/21)

*That allotment rent be increased by 1p per square metre.*

**9. ENVIRONMENT & HIGHWAYS COMMITTEE**

*To receive the minutes of the last meeting held on 29<sup>th</sup> September 2020 (see attached)*

**9.1 Request for Funding by the KTC Flood Relief Scheme Working Group**  
(Minute 294/20/21)

*That full Council assign £1,500 of the Castle signage underspend towards Cllr Cornthwaite's flood recovery group.*

**10. PLANNING COMMITTEE**

*To receive the minutes of the meetings held on 5<sup>th</sup> October and 19<sup>th</sup> October 2020 (see attached)*

**11. KENDAL IN BLOOM COMMITTEE**

*To receive the minutes of the last meeting held on 12<sup>th</sup> October 2020 see attached)*

**12. NOTICE OF MOTION FROM CLLR JULIA DUNLOP**

*To consider the following motion from Cllr Dunlop:*

*That Kendal Town Council writes a letter to the Secretary of State for Housing, Communities and Local Government, Robert Jenrick MP, indicating that:*

*Kendal Town Council does not believe that there is an appetite for local government reorganisation in Cumbria at this time, given the need for Cumbrian authorities to focus on the urgent, ongoing response to the COVID-19 emergency.*

**13. OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

- Kendal Brewery Arts Centre Trust Limited – Cllr R Sutton (see attached)

**14. FINANCIAL MATTERS**

**(a) Bank Payments Schedules: September 2020** (see attached)

To note the schedule of payments for September 2020.

**(b) Invoices over £3,000**

To approve any recommended payments due for budgeted items which exceed £3000.

**Chris Bagshaw**  
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, 5<sup>th</sup> October 2020 at 7.30 p.m.  
(Via Teleconferencing)**

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

Also in attendance:  
Peter Thornton, SLDC Councillor

**APOLOGIES** Councillors T Becker, J Dunlop, C Hardy and R Hogg

**OFFICERS** C Bagshaw (Town Clerk), J Lomax (Treasurer) and N King (Council  
Secretary)

Councillor Finch welcomed the new Town Clerk, Chris Bagshaw, to the  
meeting. Chris Bagshaw replied that it was a pleasure to be present and  
hoped it would be the start of a long and fruitful relationship.

**313/20/21 PUBLIC PARTICIPATION**

None.

**314/20/21 DECLARATIONS OF INTEREST**

None.

**315/20/21 MINUTES OF COUNCIL MEETING HELD ON 7TH SEPTEMBER 2020**

Members considered the minutes of the meeting of full Council held on  
7<sup>th</sup> September 2020.

Councillor Coleman proposed that the minutes be approved as a correct  
record and signed by the Chair. This was seconded by Councillor  
Cornthwaite and carried with one abstention.

**RESOLVED** that the minutes of the Council meeting held on 7<sup>th</sup> September 2020 be  
approved as a correct record and signed by the Chairman.

**316/20/21 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor reported on the virtual Torchlight event held on 26<sup>th</sup>  
September. The convoy of floats around the estates had been a big  
success and well supported, especially around Sandylands, Hallgarth  
and Kirkbarrow. Thanks were passed on to all Councillors involved.

The High Sherriff visited on 30<sup>th</sup> September for a tour of the town,  
accompanied by the Mayor, Mayor's Attendant and Town Crier. The

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Mayor passed on thanks from the High Sherriff for the bottle of Lakeland Gin gifted to her.

The performances scheduled for 3<sup>rd</sup> and 17<sup>th</sup> October by Kendal Community Theatre Group have been postponed until December.

The Mayor advised that a further meeting was held on 22<sup>nd</sup> September to discuss arrangements for Remembrance Sunday. Details are still to be finalised and it is not clear whether the march will be permitted under current Covid guidelines. A further meeting is to be held on 15<sup>th</sup> October which the Town Clerk will attend. Clive Sumpter, Secretary of the Royal British Legion, will not be able to attend. The Town Clerk advised that advice received today was that the march would not be possible.

The virtual Lakes International Comic Arts Festival will take place 9-11<sup>th</sup> October.

**317/20/21****MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 21<sup>st</sup> September 2020 were presented by Councillor Coleman who proposed that they be approved as a correct record. This was seconded by Councillor Cook and carried unanimously. .

Minute 261/20/21 – Report on Work Programme

Councillor Vincent noted that the Project Manager was to be asked to attend the next Management Committee meeting. He requested that Management Committee secure a report discussion document from the Project Manager on the subject of Kendal Vision. He said the Town Centre Strategy should also be the subject of significant discussion, along with exciting economic prospects with the Morecambe Bay Economic Region. He felt these three items are extremely important to Kendal and hoped Management Committee would be discussing them further.

Councillor Coleman thanked Councillor Vincent for his comments. He said it had been a difficult period not having a town clerk and apologised if some matters had not been pursued due to that. He added that the three points raised would certainly something Committee wished to enliven for the future.

**RESOLVED**

That the minutes of the Management Committee meeting held on 21<sup>st</sup> September 2020 be approved as a correct record of the meeting.

**318/20/21****MAYORALTY & ARTS COMMITTEE**

The minutes of the Mayoralty & Arts Committee meeting held on 1<sup>st</sup> September 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 C Hogg advised that he had met with Simon Unsworth in respect of the K-Shoes Heritage Collection and provided the information Simon requires to progress this matter. The lead Officer for this project needs to be established. It was suggested a working group be established comprising the various individuals involved. Item to be

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added to the agenda of the next meeting.

It is proposed to hold the KTC exhibition in 2021 subject to Covid restrictions at that time.

Councillor Severn referred to the purchase of 10 wooden shields and asked for further details. He was advised that they are KTC shields which are presented to people for various reasons. The shields were purchased and have now been received.

Councillor Cook made the point that various items of work have been on hold pending the commencement of the new Town Clerk. At the last meeting Simon Unsworth was tasked with checking progress of previous action points in order that progress can be made at the next meeting.

**RESOLVED**

1. That the minutes of the Mayoralty & Arts Committee meeting held on 1<sup>st</sup> September 2020 be approved as a correct record of the meeting.
2. K-Shoes Heritage Collection to be an agenda item for the next meeting.

**319/20/21****PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 7<sup>th</sup> and 21<sup>st</sup> September 2020 were presented by Councillor Rathbone who asked Council to receive these minutes.

**RESOLVED**

That the minutes of the Planning Committee meetings held on 7<sup>th</sup> and 21<sup>st</sup> September 2020 be received.

Councillor Rathbone then presented the following recommendation of the Committee:

**320/20/21****Government White Paper on Planning (Ref Minute 254/20/21 - 21<sup>st</sup> September 2020)**

*That the amended response to the White Paper (attached) be presented to Full Council at the next meeting on 5<sup>th</sup> October, confirmed by separate resolution that it is to be issued by the Council to the Secretary of State as an official KTC reply by the deadline of 29<sup>th</sup> October.*

It was proposed by Councillor Rathbone that the proposed response to the Government White Paper on Planning be issued by Full Council to the Secretary of State as an official KTC response.

Councillor Rathbone talked about the paper, which attempts to address the delays and lack of transparency in the current planning process, as well as aiming to increase community involvement. He expressed Committee's opinion that it is a "one size fits all urban development plan which does not address local needs and should be opposed". He added that the potential result of the central government changes when viewed as a whole would appear to be more expensive, lower quality housing with greater density, in the wrong place for local needs and with no affordable housing. He highlighted that the local MP has spoken against the proposals in the House of Commons and proposed that Council vote in favour of the motion.

A general discussion ensued during which several Members thanked the

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Planning Committee for their diligence and hard work on this important piece of work.

Councillor Archibald highlighted two issues:

Affordable Housing – to raise the threshold for the requirement of affordable housing would be extremely damaging in the Kendal area and beyond in terms of affordable housing being delivered.

Biodiversity Loss – the requirement for biodiversity gain needs to be clear in Planning policies. The White Paper is inadequate in this respect. Councillor Archibald emphasised the importance of biodiversity in a planning context.

It was requested by Councillor C Hogg that the heritage aspect of the White Paper be strengthened in the response. He commented that advice received from Historic England and other professionals on these matters must be emphasised. The historic environment and what that adds to our town is absolutely crucial and must be protected. He suggested that Councillor Rathbone be delegated to strengthen this area in the response and this was agreed.

Councillor Coleman shared the concern in respect of affordable housing and hopes National Government will listen to KTC's response. He commented that a lot of hard work has been undertaken locally to get affordable housing. The White Paper would make it easy for developers not to include any affordable housing which would undermine the hard work carried out.

Councillor Brook expressed his support for the motion and welcomed the contents of the proposed response. He felt it struck a good balance between the aspirations of speeding up the planning process and the lack of sufficient detail likely to be necessary for Government to form an understanding of the requirements of a town such as Kendal with its unique characteristics, environment and history. He commented that a "one size fits all" approach is not appropriate to Kendal. He hoped the response would be noted by members of the public and others because anyone can respond to the proposals.

The issue of CIL money was raised by Councillor Evans who expressed concern that this would only become available on the sale of property. She also shared concern on the availability of affordable housing, commenting that this could be very disturbing and sad for the people of Kendal.

Councillor Coleman seconded the proposal made by Councillor Rathbone and this was carried unanimously.

## **RESOLVED**

That Council approve the motion to issue the response on the Government White Paper on Planning to the Secretary of State as an official KTC reply by the deadline of 29<sup>th</sup> October.

**321/20/21**

## **OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

### Integrated Community Care Meeting – Cllr Sutton

Councillor Sutton presented notes from the Integrated Community Care

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meeting held 17<sup>th</sup> September. There are currently many issues being faced including mental health, poverty, food sufficiency, unemployment and social isolation.

The Gateway Church has received funding towards initiatives to help people manage their finances.

A Well Community group has provided family support for those struggling with drug or alcohol addictions.

Thanks were passed on to the many volunteers who helped out at the start of the pandemic and to those that are still helping now.

Councillor Coleman thanked Councillor Sutton for a thorough report. He highlighted reference to The HARRI bus and requested further information. This is a wellbeing resource on wheels which travels around Cumbria and is available for general health enquiries (non-specific for Covid). It is proposed that it visits Kendal next year (possibly located in the Market Place) but will be dependent on the situation with Covid at that time.

Councillor Finch thanked Councillor Sutton for all the work he undertakes on Outside Bodies.

## **FINANCIAL MATTERS**

**322/20/21**

### **(a) Bank Payments Schedule: August 2020**

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

Councillor Cook referred to the monthly fee of £25 plus VAT in respect of DocuSign. He explained that moving to this electronic system has enabled the signing off of invoices to continue during the pandemic. Whilst it is an ongoing expense, continuity of this financial aspect would prove impossible without it.

Reference was made to payment of £450 to The Quirky Coach for Facebook training delivery and an update was requested. The Treasurer advised that the Project Manager had been waiting for the new Town Clerk to take up position before proceeding with this item. Councillor Coleman confirmed that the matter will be discussed at the next Management Committee meeting. Chris Bagshaw commented that it was hoped to get something out in the next couple of weeks.

**RESOLVED**

That the Bank Payments Schedule for August 2020 be approved.

**323/20/21**

### **(b) Invoices over £3,000**

The Treasurer reported that there was one invoice over £3,000 which required approval as follows:

- Shared Future – Citizens Jury payment 2 of 3 – 25% of total project cost - £4,955 plus VAT totalling £5,946. This was confirmed to be in

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line with the expected cost.

Councillor Owen proposed that the invoice be paid. This was seconded by Councillor Sutton and carried unanimously.

**RESOLVED** That payment of the invoice over £3,000 be approved.

Councillor Blackman thanked the Treasurer for bridging the gap whilst KTC was without a Town Clerk.

The meeting ended at 8.20 p.m.

Signature .....

Date .....

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 19th October 2020 at 7.30 pm  
(Via Teleconferencing)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- Alvin Finch (Mayor) was present for part of the meeting due to technical issues.
- APOLOGIES** None
- OFFICERS** Chris Bagshaw (Town Clerk), Hazel Belshaw (Temporary Council Secretary)
- 348/20/21 PUBLIC PARTICIPATION**  
None
- 349/20/21 DECLARATIONS OF INTEREST**  
None
- 350/20/21 MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER**
- The Chairman presented the minutes of the meeting held on 21st September, which had been approved by full Council on 5th October.
- RESOLVED** That the minutes of the meeting of the Committee held on 21st September be accepted as a correct record.
- 351/20/21 MATTERS ARISING (Not on Agenda)**  
The Town Clerk advised that the minutes should be taken as read and any objections should be on the accuracy of the minutes. No comments were made.
- 352/20/21 URGENT ITEMS OF BUSINESS**  
None
- 353/20/21 REPORT ON WORK PROGRAMME**
- The Town Clerk presented the report on project progress for September 2020, which had been prepared by the Project Manager. He highlighted the following:
- Infrastructure projects: The Project Manager is sourcing contractors and waiting on suppliers.
- Citizens' Jury: Stacy is continuing to support the group and has secured funds for her to stay in post for a further 12 weeks. The Project Manager has also secured a grant for the design of the final report.

Ivy screening: Going ahead on Blackhall Road.

KTC Newsletter: Almost ready to print.

Kendal Town Council website: There had been an issue with the URL, which has now been resolved.

Allotments: There is a lot of development to do, the Town Clerk plans to sit down with the Assistant to the Town Clerk and the Townscape Manager to discuss.

Christmas Lights: There is an issue with the cable on Stricklandgate and the Assistant to the Town Clerk is looking into costs.

Cllr Owen gave an update on 20 MPH: Following the receipt of the report there had been a change of direction. The report suggests that it is poor practice to try and reduce speeds with only signage in areas where the limit is over 24mph. Following a discussion by Members Cllr Owen advised he would share the report.

**354/20/21**

#### **VISIT KENDAL WEBSITE**

For the last two years the Visit Kendal website has been funded by KTC and Kendal Futures. In the early days the BID were also involved and recently some feedback was sought from the BID who made some suggestions. The Project Manager is looking at the suggestions to see if any can be implemented. The Town Clerk felt the website still serves a purpose and is updated regularly with approximately 11,000 users per month. Cllr Long suggested that Members should go onto the website and use it as a guest and give any feedback to the Project Manager that might be useful. Cllr Cook suggested that this be put on to the agenda for the next meeting with a further update from the Project Manager along with some more stats.

**355/20/21**

#### **LANCASTER UNIVERSITY PLACEMENT**

Cllr Owen updated Members on the Lancaster University student placement who will be working with the Citizens' Jury group. The MSc student, Marcia Lucien, is researching local democracy and climate change policy. She will spend 7 weeks looking at how the Jury was established, how it has worked and what happens at the end. KTC may be asked to contribute to some travel costs although most meetings will be held via Zoom.

It was proposed by Cllr Owen to accept the 7 week placement from Lancaster University and any associated costs as mentioned. This was seconded by Cllr Coleman and carried unanimously.

**RESOLVED**

That the Committee agree to the 7 week placement from Lancaster University to work with the Citizens' Jury group and pay any associated travel costs.

**356/20/21**

#### **FACEBOOK PAGE FOR KENDAL TOWN COUNCIL**

The Town Clerk advised Members that the KTC Facebook page is ready to launch. The Admin Assistant is keen to get started and she will be helped by the Town Clerk, the Project Manager and the

Assistant to the Town Clerk in keeping the page updated and responding to comments. The Town Clerk also talked about using other platforms for KTC including YouTube. It was proposed by Cllr Blackman that the launch of the KTC Facebook page should go ahead. This was seconded by Cllr Cook and carried unanimously.

**RESOLVED**

That the Committee agreed to launch the KTC Facebook page.

**357/20/21****KENDAL LEAFLETS**

The Town Clerk presented the paper, which has been previously circulated. The cost for another print run of 30,000 Welcome to Kendal and Kendal Culture leaflets is £4,628. It is suggested that the underspend in the castle signage budget would cover the £284 overspend for this. There was a discussion by Members as to whether this was a good use of funds bearing in mind that people are not picking up leaflets at the moment. Cllr Evans was keen to highlight the amount of work that has already gone into this and suggested that they can be shared online as an alternative to printing. There was also a discussion as to which Committee this decision sits with. It was proposed by Cllr Cook to put a stop on the printing until it was clear there is a need for these. This was seconded by Cllr Evans with the exception of the Cactus costs and it was carried unanimously. It was proposed by Cllr Owen to move the printing of the leaflets decision to the Management Committee. This was seconded by Cllr Blackman and carried unanimously.

**RESOLVED**

That the Committee will put a stop to the print run until there is evidence there is a need for them. They also agreed the decision for this should sit with the Management Committee.

**358/20/21****REMEMBRANCE TRAIL**

Cllr Coleman presented the paper on the Remembrance Trail, which had been previously circulated. He advised Members that mainly due to Covid-19 the project would not be going ahead. Cllr Evans suggested that it was important to look at this again in the future so all the hard work that had already gone into the project was not lost. The Mayoralty & Arts Committee may be interested in being involved.

**359/20/21****REFURBISHMENT OF THE TOWN HALL**

The Town Clerk advised Members that he has a meeting with Sion Thomas on Wednesday and will report back after that meeting. He advised that KTC staff are currently working from the SLDC offices and with a few tweaks this is going well. There was a discussion about members of the public not being able to access the office until after 11am which the Town Clerk will pick up at his meeting.

**360/20/21****ITEMS FOR THE NEWSLETTER**

Members suggested a feature on the new Town Clerk.

**361/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

The Town Clerk presented the Budgetary Control Statement to 30th September 2020. The following items were highlighted:

There was £10,000 in the budget for Kendal Community Emergency Planning Group (KCEPG) which had not been requested.

There was a discussion about the £5,000 allocated to K Shoes Heritage Collection. Cllr Long suggested there was some urgency to this. The Town Clerk advised this would be picked up by Mayoralty & Arts Committee on the 9th November.

**362/20/21****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Blackman 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*]

**363/20/21****STAFFING MATTERS** [Paragraph 1]

Members discussed the appointment of the new Town Clerk and expressed their gratitude for all the work he has done in the few weeks he has been in post. He gave a brief update on what he had been doing to date. Cllr Coleman reminded Members of the previous discussions on a change to bi-monthly meetings. There was a further discussion around Part II and how this is managed using Zoom. Cllr Evans would like to thank all KTC Officers for their work during this difficult period.

**364/20/21****READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**365/20/21****ANY OTHER BUSINESS**

None

The meeting closed at 9.05pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>355</b>	Lancaster University Placement	<b>RES</b>	That the Committee agree to the 7 week placement from Lancaster University to work with the Citizens' Jury group and pay any associated travel costs.
<b>356</b>	Facebook Page for KTC	<b>RES</b>	That the Committee agreed to launch the KTC Facebook page.
<b>357</b>	Kendal Leaflets	<b>RES</b>	That the Committee will put a stop to the print run until there is evidence there is a need for them. They also agreed the decision for this should sit with the Management Committee.

## KENDAL TOWN COUNCIL

### Christmas Lights & Festivals Committee

**Monday 14<sup>th</sup> September 2020 at 7.00 pm  
(Via Teleconferencing)**

- PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams (Vice Chair), Tina Becker and Adam Edwards
- APOLOGIES** Councillors Chris Hogg
- OFFICERS** Janine Holt (Assistant to the Town Clerk)
- 236/20/21 PUBLIC PARTICIPATION**
- None.
- 237/20/21 DECLARATIONS OF INTEREST**
- None.
- 238/20/21 MINUTES OF THE MEETING HELD ON 29TH JUNE 2020**
- Members were asked to accept the minutes of the meeting held on 29<sup>th</sup> June 2020 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 3<sup>rd</sup> August 2020.
- RESOLVED** That the minutes of the meeting of the Committee held on 29<sup>th</sup> June 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 239/20/21 Approval of Projector Use (Minute 04/20/21)**
- Janine advised that she had no further update in respect of the projector which was still in Italy for repair, however she is meeting Paul tomorrow and will update Members by email.
- 240/20/21 UPDATE FROM TORCHLIGHT – CRAIG RUSSELL**
- Craig Russell updated members in respect of current arrangements for Torchlight. The event is to go ahead in a virtual format this year due to Covid restrictions.
- There will be a series of puppets and lanterns and people will be encouraged to decorate their homes. An event management plan has been prepared for a convoy (based on the idea of the Lions' Christmas convoy). Drum Nation will be at the start of the convoy, there will be 5 large sculptures at the heart of it and Milnthorpe Steel Band at the rear. Original plans had to be revised following recent Government guidelines reducing gatherings from groups of 30 to 6. Marshals will be working to stop gatherings of more than 6 people. The convoy will travel a 13 mile route through the main estates and Tim Farron will be running the route. The proposals are out for

consultation and confirmation of the latest regulations is currently awaited. Organisers are working closely with the police to ensure regulations are complied with. The event will run from 12 noon (at Kirkbie Kendal School) to 5.30pm on Saturday 26<sup>th</sup> September.

Councillor Edwards referred to a request for tree pruning along Jenkin Rise. Craig Russell advised that a small amount of pruning would be advisable to allow large vehicles in the convoy to travel down the road without damaging either the sculptures or the trees. It was noted that the trees in question are CCC responsibility. Councillor Evans will take this up with them, although she was not confident this would be achievable.

Councillor Evans queried the role of the marshals. Craig Russell commented that the idea is for people to watch the convoy pass from their houses and gardens where possible, rather than congregate in town. The role of the marshals will be to keep people within their family groups of no more than 6 people and ensure social distancing is adhered to.

There will be a leaflet drop to approximately 15,000 houses to inform people of the plans. Colin Russell commented that the event has taken a lot of rethinking but it is a great opportunity to keep the tradition alive and adapt it to the changing times. He thanked everyone for their support and effort in trying to ensure this happens for Kendal.

Councillor Evans thanked Craig Russell for attending the meeting.

**RESOLVED**

Councillor Evans to speak to CCC regarding the pruning of trees along Jenkin Rise.

**241/20/21****CHRISTMAS LIGHTS**

Janine provided the following update:

- The new 3D Christmas star and baubles have been ordered.
- At the last meeting Janine had been tasked with looking into purchasing a second hand Santa scene motif for around £500. The only one available was not appropriate and she asked whether the budget could be increased.
- She had spoken to Peill & Co (the landlord of Gees Clothing shop) and advised there would be no problem gaining access to the premises. The possibility of a power supply outside the shop had previously been discussed. Janine advised that the contractor is due to look at the junction box at McDonalds on 7<sup>th</sup> October and it may be possible to tie the work in together on that day.
- She will order a 28ft Christmas tree.

Councillor Evans asked Janine to ensure that Paul made a note of any parts that require attention for next year when he puts the lights up. She is due to meet with him tomorrow and will mention this.

It is hoped to install 'trader trees' in brackets between the Town Hall and the Bird Cage. Councillor Evans identified 3 premises which have both a power source and bracket – these are Ooh La La, British Heart Foundation and Greenhalghs. She suggested trying 3 trees on each side of the street as a trial. On the other side of the road Halifax and Inglewood Cards have brackets but no power. VPZ have power but no bracket. Furness Building Society have a bracket but no power. It was agreed Janine will approach the Halifax and ask if they are happy for us to get a power source. Janine commented that it is more difficult in cases where there is no bracket as permission is required from the landlord. She will therefore approach Furness Building Society in the first instance re getting a power source, but if they say no she will approach VPZ who will need a bracket.

Members discussed the need for a Santa scene motif and the potential cost. As there is no definite gap in the display Members decided it was not appropriate to spend a large sum of money on this at the current time and agreed to retain the money.

**RESOLVED**

Janine to speak to various businesses re installation of 'trader trees'.

**242/20/21****CHRISTMAS LIGHTS SWITCH ON**

The original plan was to arrange the switch on event hand in hand with the Mountain Film Festival. This will not now be possible due to the Film Festival being virtual.

Members discussed the idea of a virtual Christmas Lights switch on. Janine commented that the KTC Facebook page should be up and running by then and would make a good platform. The possibility of it being live streamed was also made. Councillor Edwards suggested contacting Film on the Brain who worked on Torchlight and may be able to help. The idea of asking businesses and shops to film Merry Christmas messages and putting it all together as a film was also discussed. Councillor Becker suggested that Tim Farron could possibly announce the results of the Christmas Card competition.

Action required in order to progress includes talking to Councillor Finch and Councillor Sutton (Father Christmas) and researching someone to undertake the filming. It was agreed Janine will explore possibilities.

**RESOLVED**

Janine to explore possibilities for a virtual Christmas Lights Switch On.

**243/20/21****EVENTS AND FESTIVALS**Comic Arts Festival

Councillor Evans advised that she had received email communication from the organisers outlining their plans. It was

agreed to feedback Committee's thanks and wish them every success. It was noted that they would be using a projector on the Town Hall. Janine will enquire whether it would be possible to use this if the KTC projector has not been returned.

#### Wool Gathering

Organisers of the Wool Gathering had asked whether it would be possible to receive the grant monies to see them through to next year despite the event not going ahead. Committee had already agreed this at the last meeting and Councillor Evans commented that she thought the festival grants had all been paid. Janine advised that the Treasurer still needed to award some of the grant monies. She will contact the organisers and confirm that the money will be made available.

#### Mountain Film Festival

The decision has been taken to hold a virtual event this year.

#### Armed Forces Day

Councillor Evans advised that the BID are not supporting this event. Discussions are underway, however the event is not until next summer. It was agreed to ask the Mayoralty & Arts Committee to consider the matter at their next meeting on 9<sup>th</sup> November. Depending on their decision, the Christmas Lights & Festivals Committee will consider making a contribution at the meeting scheduled for January. Janine commented that it would be for the Town Clerk to consider whether a further civic event should be added to the calendar and supported on a yearly basis.

Janine noted that no grant applications have been received. She will start reminding applicants.

### **RESOLVED**

1. Janine to feedback Committee's thanks to the organisers of Comic Arts and wish them success. She will also enquire about the possibility of using their projector.
2. Janine to confirm that grant monies will be awarded to the Wool Gathering.
3. Mayoralty & Arts Committee to be asked to consider Armed Forces Day at their meeting on 9<sup>th</sup> November. If appropriate the Christmas Lights & Festivals Committee will consider making a contribution at their meeting in January.
4. Janine to remind applicants that grant applications are due.

### **244/20/21**

#### **ITEMS FOR THE NEWSLETTER**

It was noted that the deadline for the next edition is 18<sup>th</sup> September. Members agreed a statement should be included advising that the Christmas Lights Switch On will take a virtual format this year due to Covid. It will inform residents that Committee would like businesses and children to get involved and that there will be a tree, lights display and virtual switch on. Councillor Evans to prepare the text and submit for publication in the newsletter.

### **RESOLVED**

Councillor Evans to prepare a statement regarding the Christmas Lights Switch On taking a virtual format due to Covid.

**245/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budget Statement to 31<sup>st</sup> July 2020. Janine highlighted the following points:

- The **Improvements & Maintenance** heading refers to “includes Anchor Testing”. She was under the impression this was carried out last year and was not due this year and will clarify with the treasurer.
- **Switch-on Event** – there is budget of £3,000 which will cover the cost of filming the virtual switch-on.
- **Festival Grants** – The Treasurer has transferred the grants for the large events such as Torchlight and Mountain Film Festival. She is discussing the remaining grants with the Treasurer. There is likely to be money remaining in budget.
- **VE 75 Commemoration** – the money budgeted was for a one off event this year so that will remain.

Note for next meeting – need to be thinking about upgrading the lights display.

**RESOLVED**

Consider upgrading the lights display at the next Committee meeting.

**246/20/21****BUDGET REQUIREMENTS 2021/22**

Members considered the annual budget for the next financial year and agreed the following:

Christmas Lights Heading

Increase budget for Christmas Tree from £150 to £250.

Festival Grants Heading

Budget to remain the same at £35k.

Action Plan Projects Heading

Request a further £1.5k towards Christmas trees in holders and expansion possibilities and an additional £1.5k for electrical installations.

**RESOLVED**

That alterations to the budget for the next financial year be put forward to Council as discussed.

**247/20/21****ANY OTHER BUSINESS**

Councillor Edwards asked Janine whether she could order the Sandylands Christmas tree at the same time as the KTC tree. She agreed to order a 6ft tree.

Councillor Edwards also mentioned that he had met with Councillor Finch, Councillor Sutton and Miriam at the Brewery. The Sandylands

Residents Association are able to claim some funding and the meeting was called to discuss how this money could be utilised. One idea being explored is for cinema screenings for children (one for younger audience and one for teenagers). The Brewery already have plans in place for cinema screenings adhering to the current Government guidelines for bubbles of 6. Councillor Evans supported the idea but was unsure how Committee could help since it was neither an event nor festival. Councillor Edwards asked whether Council could be asked to consider supporting smaller events while the current circumstances with Covid remains. It was decided to hold an informal discussion with the new Town Clerk once he is in post.

**248/20/21****DATE OF NEXT MEETING – JAN 2021 (DATE TBC)**

The meeting closed at 8.52pm

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>240</b>	Update from Torchlight	<b>RES</b>	Councillor Evans to speak to CCC regarding the pruning of trees along Jenkin Rise.
<b>241</b>	Christmas Lights	<b>RES</b>	Janine to speak to various businesses re installation of 'trader trees'.
<b>242</b>	Christmas Lights Switch On	<b>RES</b>	Janine to explore possibilities for a virtual Christmas Lights Switch On.
<b>243</b>	Events and Festivals	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Janine to feedback Committee's thanks to the organisers of Comic Arts and wish them success. She will also enquire about the possibility of using their projector.</li> <li>2. Janine to confirm that grant monies will be awarded to the Wool Gathering.</li> <li>3. Mayoralty &amp; Arts Committee to be asked to consider Armed Forces Day at their meeting on 9<sup>th</sup> November. If appropriate the Christmas Lights &amp; Festivals Committee will consider making a contribution at their meeting in January.</li> <li>4. Janine to remind applicants that grant applications are due.</li> </ol>
<b>244</b>	Items for the Newsletter	<b>RES</b>	Councillor Evans to prepare a statement regarding the Christmas Lights Switch On taking a virtual format due to Covid.
<b>245</b>	Review of Spend Against Budget 2020/21	<b>RES</b>	Consider upgrading the lights display at the next Committee meeting.
<b>246</b>	Budget Requirements 2021/22	<b>RES</b>	That alterations to the budget for the next financial year be put forward to Council as discussed.

# KENDAL TOWN COUNCIL

## Allotments Committee

**Monday 28<sup>th</sup> September 2020 at 7.00 pm  
(Via Teleconferencing)**

- PRESENT** Councillors Alvin Finch (Chair & Mayor), Dave Miles (Vice Chair), Giles Archibald, Michele Miles and Stephen Coleman
- Also in attendance:  
Gwen Tordoff – Castle Haggs Site Rep  
Deborah Allison – Canal Head Site Rep  
Ros Taylor – Wattsfield Site Rep  
Charlotte Wight – Allotment holder, Plot 12 Rinkfield  
Councillor Chris Rowley – Allotment holder, Underley Road  
Jason Rushworth – Reporter, Newsquest
- APOLOGIES** None.
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Nicky King (Council Secretary) and Pierre Labat (Townscape Manager)
- 270/20/21 PUBLIC PARTICIPATION**
- None.
- 271/20/21 DECLARATIONS OF INTEREST**
- Councillors Coleman and Finch declared an interest in item 10 on the agenda (Annual Rent Review) as allotment holders.
- 272/20/21 MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> JUNE 2020**
- The Chairman presented the minutes of the meeting held on 22<sup>nd</sup> June 2020, which had been approved by full Council on 3<sup>rd</sup> August 2020.
- Councillor Finch proposed that the minutes be accepted as a correct record of the meeting. This was seconded by Councillor Coleman and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 22<sup>nd</sup> June 2020 be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 273/20/21** Minute Ref 087/20/21 – Noticeboards/Rat Problem  
Councillor Coleman asked whether the press release had been issued in respect of the rat problem and control measures being undertaken. Janine will action as soon as possible.
- Minute Ref 088/20/21 – Polytunnels  
Janine advised that she had met with a tenant in respect of a greenhouse which is over the permitted size. The tenant had not

realised permission was required and will submit a retrospective application.

**RESOLVED**

Janine to action a press release in respect of the rat problem and control measures being undertaken asap.

**274/20/21****ANNUAL REVIEW OF THE TERMS OF REFERENCE**

Members considered the Terms of Reference for the Committee. One point raised was clarity around the issue of site reps voting at meetings. The Terms currently refer to 'co-opted members' and it was agreed to amend the wording to make it clear that site reps can vote on any matters other than expenditure.

**RESOLVED**

Terms of Reference to be amended to ensure clarity around the issue of site reps voting at meetings.

**275/20/21****PROJECT UPDATE**

Janine presented the Project Update and highlighted the following points:

- Increase in people joining the waiting list. Currently the list stands at 215, an increase of 54 from the last meeting.
- Site visits have been undertaken on 2 occasions with a further visit scheduled for 14<sup>th</sup> October.
- 4 notices to quit have been issued since the last meeting.
- There are no vacant plots currently. 7 plots have been offered with a deadline of 30<sup>th</sup> September. To date only 2 have replied. If replies are not received by the deadline the plots will be offered to the next person on the list. Ros Taylor has been asking tenants on Wattsfield whether they want to split plots.

Rats

A large increase in rat activity has been experienced this year. Castle Hags and Castle Hags Extension is currently experiencing a very high volume of rats. It is thought that they are attracted by the presence of sunflowers.

There is no longer rat infestation at Coley Barn.

The Pest Control Officer has been requested to maintain Rinkfield, Castle Hags, Castle Hags Extension and Coley Barn on a routine basis. Regular reports have also been requested.

Anti-Social Behaviour

Castle Hags and Extension have seen previous problems of anti-social behaviour, stolen produce is a particular problem. The idea of a combination lock on the gates has been floated.

Rabbits at Town View

Following the last meeting Janine contacted SLDC to request permission to allow a marksman on site to shoot the rabbits. To date permission has not been granted.

New Tenants are informed about the problem and advised to rabbit proof their own plots. The Townscape Manager regularly checks the integrity of the fencing.

#### Allotment Maps and Numbering

Simon Unsworth (Mayor's Attendant) will commence mapping the allotments and produce an accurate map of each site. Following this exercise the database will be updated and new plot numbers issued if required.

#### Bonfires on Allotments

Janine advised she had contacted the National Association for guidance following the last meeting. They referred back to the Local Authority. The clause currently in tenancy agreements relating to bonfires states:

*4.9 The Tenant is only permitted to burn non-compostable garden waste from their allotment. Bonfires must be kept to a minimum and not cause a nuisance to other plot holders, neighbouring residents or neighbouring businesses.*

It was agreed Committee need to consider their position further.

#### Abuse to Staff

Janine has spoken to CALC who advised they do not have a policy available in relation to abuse to staff. Advice from the National Association is to follow what is in the tenancy agreement. The clause currently included reads:

*Verbal or physical abuse to Kendal Town Council staff will not be tolerated under any circumstances. This will result in immediate termination of your tenancy.*

Janine will discuss the matter further with the new Town Clerk when they take up position. One point highlighted by CALC was the need for a lone worker policy. She will check this is in place also.

Councillor Coleman referred to the rats on Castle Hags and asked that information and advice in this respect be put on all sites which have a noticeboard. With regard to abuse to staff, he suggested a strong letter be sent to any individual that abuses a member of staff advising that if a further incident occurs they will risk termination of their tenancy.

Councillor Archibald reported the presence of rats on Greenside. He also commented that he would want to see the burning of waste on sites kept to a minimum given concern about climate change. In respect of the problem of verbal abuse to staff, he advised informing the individual they are being abusive and risk termination of their tenancy and ending the conversation.

Councillor Finch advised that no rabbits have been seen on Town View recently. He suggested any shooting of rabbits be put on hold for the time being.

Pierre updated Members in respect of works at Castle Hags Extension to remove sunflowers after rats were seen eating the sunflowers. Strimming work has also been undertaken at Town View to help control rabbits.

There was a general discussion in respect of bonfires on allotments and whether they should be allowed. Councillor Rowley commented that it is a very difficult issue which needs to be managed gently. Some piles of twigs etc are needed to support biodiversity. He suggested placing some articles on the subject in the newsletter. It was agreed to include an article on the topic of bonfires stating that Committee wish to keep them to a minimum but for various reasons will not be banning them altogether.

Deborah Allison asked whether it would be acceptable to lay small logs from fruit trees over the fence adjoining the wood at Canal Head instead of burning them. Janine advised that she would need to check and commented that wood piled up can attract rats and add to the problem.

Ros Taylor observed that the presence of bird feeders can also encourage rats. Janine will include this in information passed on to tenants.

## **RESOLVED**

1. Janine to discuss the issue of abuse to staff with the new Town Clerk. She will also check a lone worker policy is in place.
2. Article to be included in the newsletter on the topic of bonfires.
3. Janine to advise re placing of logs from fruit trees on land adjoining Canal Head.

## **276/20/21**

### **TOWNSCAPE MANAGER WORK UPDATE**

The Townscape Manager informed Members of work at plot 8, Rinkfield which has been split and is now ready to let. Further work to split plots was carried out over the summer. He plans to carry out structural work to the fence at Crow Tree over the winter. As this will cost in excess of £1,500 an additional quote will be required which Pierre will present at the next meeting.

Pierre had spoken with a contractor in respect of asbestos on sites. He suggested that it is the wrong time of year to carry out a survey due to vegetation. The survey will therefore be undertaken in the New Year and a report will be presented to Committee. It was agreed that if anything particularly urgent was highlighted in the survey report Councillor Finch would have authority to action.

Janine commented that the fencing contractor for Crow Tree could also be requested to look at Castle Hags. Pierre will obtain quotes for the next meeting.

Councillor Archibald stressed the importance of the issue of asbestos removal and asked how site reps and tenants could be engaged in the exercise. He added that people should be informed the survey is being carried out and their input invited. Councillor Finch advised

that he had spoken to Janine about holding a site reps meeting and agreed to organise this as soon as possible.

Councillor Rowley thanked everyone who responded to the People's Café request for produce. A tonne and a half of fresh produce was received in July, August and September and a further half tonne from Low Sizergh garden. It was agreed to include an article in the newsletter. Councillor Rowley to forward details to Jason Rushworth for a possible article in the Gazette.

**RESOLVED**

1. Pierre to obtain cost for fencing at Crow Tree for the next meeting.
2. Asbestos survey to be carried out in the New Year and presented to Committee.
3. Pierre to obtain quotes for fencing at Castle Haggs from contractor working on Crow Tree for the next meeting.
4. Site reps meeting to be arranged asap.
5. Article to be included in the newsletter re donation of produce to People's Café. Details to be forwarded to Jason Rushworth also.

**277/20/21****REQUEST FOR A POLYTUNNEL ON UNDERLEY ROAD**

Members considered a request for polytunnel at plot 25, Underley Road. It was agreed Janine will ensure all tenants on the site are agreeable. She will also write to residents whose houses back onto plot 25.

**RESOLVED**

Janine to contact all tenants of Underley Road to check they are agreeable and write to residents whose houses back onto Plot 25.

**278/20/21****APPRENTICESHIP OPPORTUNITY**

Councillor Finch raised the possibility of offering an apprenticeship position to assist the Townscape Manager and asked Members to consider the idea. A general discussion ensued and several Members indicated their support in principle. The Townscape Manager agreed it would be useful to have assistance in the case of illness or emergency.

It was agreed Councillor Finch and Janine will explore the possibility further. Discussions to be had with the new Town Clerk and Kendal College.

**RESOLVED**

Councillor Finch and Janine to explore the possibility of an apprenticeship opportunity.

**279/20/21****ANNUAL RENT REVIEW**

Councillor Finch abstained from this item and Councillor D Miles (Vice Chair) chaired the discussion.

Janine advised that it had previously been decided to increase rent by 1p per square metre in 2018, freeze rent in 2019 and increase by 1p per square metre in 2020. Members were asked whether they wished to continue with, or vary, this proposal.

It was noted that the annual rate of increase equates to around 2% per year which is approximately in line with inflation. Councillor Coleman proposed the increase of 1p per square metre and this was passed with 2 abstentions.

The matter of supporting tenants who experience financial hardship and who are unable to afford the rent was discussed. Ideas put forward included the reduction of rent or deferment for a certain length of time, splitting payments over the year to help with cash flow and a waiver scheme. Members agreed that allotments are important for mental health and it should not be the case that someone loses a plot due to poverty. It was agreed that Janine will research what other Councils do in this situation and take some guidance.

**RECOMMENDATION** That allotment rent be increased by 1p per square metre.

**RESOLVED** Janine to seek guidance in respect of supporting tenants who are experiencing financial hardship.

**280/20/21 ITEMS FOR THE NEWSLETTER**

It was agreed to include an article in the allotments newsletter thanking people for looking after allotment sites during a challenging year. Waiting list figures etc to be included. Other items for inclusion are:

- Bonfires.
- Rats.
- Donation of veg
- Advice if experiencing financial hardship
- Advice on aspects of biodiversity
- Asbestos project

**281/20/21 REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budgetary Control Statement for the period ended 31 August 2020.

Pest Control - budget will require increasing for next year as expenditure is going to be significant.

Water charges – water usage should decline throughout the winter.

Walls and fences – any remaining budget will carry into the next financial year as this is an Action Plan project.

Allotment fund – this has previously been earmarked for site improvements and could possibly be used for the asbestos project.

It was agreed to organise a site reps meeting asap so that site improvements can be discussed.

**282/20/21****2021/22 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS**

Members discussed budget requirements for 2021/22 and the requirements for one-off Development Fund bids and agreed the following:

- Request Development Fund bid of £5k for the asbestos project.
- Request £1.5k increase in budget for pest control.

Councillor Finch proposed to submit the requests for consideration by Full Council. This was seconded by Councillor Coleman and carried unanimously.

The possibility of replacing the current KTC van with an electric vehicle was raised. It was noted that if the intention was to purchase this in 2021/22 the money would need to be included in this budget. Janine will seek advice from the Treasurer as to when the vehicle would normally be replaced.

Councillor Rowley referred to the Allotment Fund and suggested it would be useful to issue information as to its origin, purpose etc for those that were not aware. Councillor Coleman explained it was originally set aside for purchasing a new site however nothing suitable materialised. It was subsequently decided to utilise the money to bring all sites up to a certain standard.

**RECOMMENDATION** Request for Development Fund bid for the asbestos project and budget increase for pest control to be submitted to Council.

**RESOLVED** Janine to seek advice from the Treasurer re normal timeframe for replacing the KTC van.

**283/20/21****ANY OTHER BUSINESS**

It was noted that a request to keep hens had been received from an allotment holder. The tenant has been informed that further guidance is being sought and the matter will be brought to Committee at the next meeting scheduled for December.

**RESOLVED** Guidance on the keeping of hens on allotments to be sought and discussed at the next Committee meeting.

**284/20/21****DATE OF NEXT MEETING**

Monday 14<sup>th</sup> December 2020 at 7pm.

The meeting closed at 8.55pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>273</b>	Matters Arising – Rat problem	<b>RES</b>	Janine to action a press release in respect of the rat problem and control measures being undertaken asap.
<b>274</b>	Annual Review of the Terms of Reference	<b>RES</b>	Terms of Reference to be amended to ensure clarity around the issue of site reps voting at meetings.
<b>275</b>	Project Update	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Janine to discuss the issue of abuse to staff with the new Town Clerk. She will also check a lone worker policy is in place.</li> <li>2. Article to be included in the newsletter on the topic of bonfires.</li> <li>3. Janine to advise re placing of logs from fruit trees on land adjoining Canal Head.</li> </ol>
<b>276</b>	Townscape Manager Work Update	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Pierre to obtain cost for fencing at Crow Tree for the next meeting.</li> <li>2. Asbestos survey to be carried out in the New Year and presented to Committee.</li> <li>3. Pierre to obtain quotes for fencing at Castle Hags from contractor working on Crow Tree for the next meeting.</li> <li>4. Site reps meeting to be arranged asap.</li> <li>5. Article to be included in the newsletter re donation of produce to People's Café. Details to be forwarded to Jason Rushworth also.</li> </ol>
<b>277</b>	Request for a Polytunnel on Underley Road	<b>RES</b>	Janine to contact all tenants of Underley Road to check they are agreeable and write to residents whose houses back onto Plot 25.
<b>278</b>	Apprenticeship Opportunity	<b>RES</b>	Councillor Finch and Janine to explore the possibility of an apprenticeship opportunity.
<b>279</b>	Annual Rent Review	<b>REC</b>  <b>RES</b>	<p>That allotment rent be increased by 1p per square metre.</p> <p>Janine to seek guidance in respect of supporting tenants who are experiencing financial hardship.</p>

<b>282</b>	2021/22 Budget	<b>REC</b>	Request for Development Fund bid for the asbestos project and budget increase for pest control to be submitted to Council.
		<b>RES</b>	Janine to seek advice from the Treasurer re normal timeframe for replacing the KTC van.
<b>283</b>	AOB – Hens	<b>RES</b>	Guidance on the keeping of hens on allotments to be sought and discussed at the next Committee meeting.

# KENDAL TOWN COUNCIL

## Environment and Highways Committee

**Tuesday 29th September 2020 at 7.30 pm  
(Via Teleconferencing)**

- PRESENT** Councillors Jonathan Owen (Chair), Eamonn Hennessy (Vice Chair), Giles Archibald, Susanne Long, Shirley Evans, Jonathan Cornthwaite, Kate Simpson and Chris Rowley
- APOLOGIES** Councillor Dunlop
- OFFICERS** Helen Moriarty (Project Manager) and Hazel Belshaw (Temporary Council Secretary)
- 285/20/21 PUBLIC PARTICIPATION**
- Friends of The Lake District Officer Jack Ellerby for agenda item 6 - Cumbria Dark Skies Project (CDSP) – Saving Our Night Skies  
Jane Willis for agenda item 7 - Cycle Track Presentation
- 286/20/21 DECLARATIONS OF INTEREST**  
None
- 287/20/21 MINUTES OF THE MEETING HELD ON 13TH JULY**
- The Chairman presented the minutes of the meeting held on 13th July which had been approved by full Council on 3rd August.
- RESOLVED** That the minutes of the meeting of the Committee held on 13th July be accepted as a correct record.
- 288/20/21 MATTERS ARISING (Not on Agenda)**  
None
- 289/20/21 TABLE OF RESOLVED ACTIONS**
- The Chair presented the table of resolved actions which had been previously circulated. Members noted the actions and no comments were made.
- 290/20/21 CUMBRIA DARK SKIES PROJECT (CDSP) - SAVING OUR NIGHT SKIES - JACK ELLERBY**
- Jack Ellerby from Friends of the Lake District explained that he was seeking £2,000 funding towards the commission of a lighting engineering consultant(s) to produce a Lighting Audit and Action Plan. After the audit there are plans to run workshops so people can get involved in the project. He advised that he would also approach SLDC for some funding. The funds would be needed for December/January time with a report being available in March 2021. Cllr Archibald confirmed the Locally Important Project (LIP) fund is still open with SLDC. Jack advised he will apply to this fund. Cllr Evans is very supportive of the project. Cllr Rowley asked if there had been any discussions with the police regarding security lighting. Jack confirmed he has spoken with the four

crime prevention officers. There was a discussion by Members on star gazing opportunities at Kendal Castle and also what impact this may have on businesses with existing external lighting. Members then discussed where the money could come from in the budget. Cllr Hennessy suggested the biodiversity pot as they are linked. Cllr Archibald advised that SLDC also have a biodiversity fund so they could be approached for £1,000 if KTC funded the other £1,000. It was proposed by Cllr Archibald to agree to support the project. This was seconded by Cllr Hennessy and carried unanimously.

**RESOLVED**

That the Committee agree funding of £1,000 towards the commission of a lighting engineering consultant(s) to produce a Lighting Audit and Action Plan

**291/20/21****CYCLE TRACK PRESENTATION - JANE WILLIS**

Jane Willis who lives on Fountain Brow in Kendal advised Members that the 70 steps from Fountain Brow to Fellside had proved popular with youths on bikes. She is worried of the dangers this could cause but is also aware that there is nowhere else that is as exciting to ride bikes in the town. She had spoken with some of the youths recently who agreed that there is a shortage of anywhere to cycle with the same thrills. She asked Members if there was any scope to incorporate some cycle routes around the hills in Kendal that would be safe for the riders and pedestrians. One suggestion could be Kendal Castle. It was agreed that involving Kendal Cycle Club and the schools in discussions around how this may work would be useful. Cllr Owen will speak to Kendal Cycle Club and Cllr Cornthwaite will speak to the Environment Agency as there could be a way of connecting this to the cycle routes along the river.

**RESOLVED**

To explore the possibility of developing cycle tracks around Kendal Castle

**292/20/21****KENDAL CITIZENS JURY**

Cllr Rowley updated Members on the work of the Citizens Jury. It had been very successful to date with regular attendance at the meetings and presentations from national experts. He thanked Helen and Stacy for their excellent support along with the Torchlight team who had used the climate change theme for the 2020 Torchlight. There is a support group involved in the evaluation and they are currently undertaking a survey, which can be found online. There is also a support group involved in creative engagement. They are now looking for support from KTC to reallocate the current 'New Infrastructure' budget of £3,500 toward the Jury to extend Stacy's contract for 12 weeks to continue working with the support groups to develop and deliver the initiatives. They are also looking to reopen the Crowdfunder and develop additional funding options to raise the required funds for a facilitated launch event with Shared Futures and further public engagement and finally endorse the placement of a Lancaster MSc Student to review and evaluate the Citizens Jury process.

There was then a discussion around the role of the Town Council and how to make this clear. Cllr Evans, Cornthwaite and Hennessy raised concerns that it would use all the money from the new infrastructure budget. Cllr Evans suggested using £2,000 of the budget leaving £1,500 in place. It was proposed by Cllr Owen to relaunch the Crowd Funder, extend Stacy's contract for 12 weeks and endorse the Lancaster student on the understanding that the role of KTC is clear. This was seconded by Cllr Rowley and carried with one abstention.

**RESOLVED**

That the Environment & Highways Committee agree to:

1. Reallocate £2,000 of the 'New Infrastructure' budget towards the Jury to extend Stacy Hurly's contract for 12 weeks.
2. Endorse the reopening of the Crowdfunder and development of additional funding options to raise the required funds for a launch event and further public engagement.
3. Endorse the placement of a Lancaster MSc Student to review and evaluate the Citizens Jury process.

**293/20/21****BIODIVERSITY GRANTS**

The Chair presented the Biodiversity Grants paper which had been previously circulated. The idea is to make financial grants which help local communities to implement biodiversity projects which support Kendal Town Council's response to its declaration of a Climate emergency. Members discussed using an article in the KTC newsletter as a launch for the grants but they must agree a deadline for applications.

**RESOLVED**

That the launch of the Biodiversity Grants will be published in the KTC newsletter and a corresponding application form is created.

**294/20/21****REQUEST FOR FUNDING BY THE KTC FLOOD RELIEF SCHEME WORKING GROUP**

Cllr Cornthwaite advised Members that the group are moving to the next stage to enhance the cycle routes down the river corridor and are looking for engagement with all three tiers. Cllr Owen advised it had been agreed at the last meeting that up to £1,500 be allocated from areas identified within the budget as having spare monies, subject to Councillor Cornthwaite submitting a costed proposal. He suggested putting something forward for project funding.

**RECOMMENDATION**

That full Council assign £1,500 of the Castle signage underspend towards Cllr Cornthwaite's flood recovery group.

**295/20/21****KENDAL LEAFLETS**

The Project Manager advised the current leaflet budget is £7,785 and needs to release £4,228 to:

1. Print an additional 30,000 new Welcome to Kendal leaflets
2. Extend Aha distribution contract for another 2 years to distribute leaflets
3. Pay Cactus Creative for amends

She would also be looking to:

4. Allocate future funding request of £5000 to support leaflet distribution and production in 2020/21

She further advised that due to a 30% reduction in leaflet display opportunities, Aha are currently trailing an online Tourist Information website which will be promoted at the traditional leaflet outlets. A QR code will direct visitors to an online leaflet hub where information can be downloaded and the relevant links followed. The Visit Kendal website is listed together with the Visit Kendal leaflets. In January Aha will report the success of this trail and a monthly contract arrangement will be discussed.

**RESOLVED**

That this spend decision is referred to the Management Committee.

**296/20/21**

**IVY SCREENING**

The Project Manager explained that three potential locations for a pilot project had been found and the costs are outlined in the paper, which had been previously circulated. There was a discussion on the proposed sites. Cllr Rowley asked why the area outside the Citizens Advice Bureau had not been considered. Cllrs Evans and Hennessey are worried about the line of sight at the Longpool location. Cllr Rowley proposed that the Project Manager seek advice on whether the area outside the Citizens Advice Bureau would be suitable and if this was not then the bus stop opposite would be the preferred site and that an Air Quality Monitor be purchased. This was seconded by Cllr Owen and carried unanimously.

**RESOLVED**

The Project Manager will seek advice on whether the area outside the Citizens Advice Bureau would be a suitable location for the ivy screening and if this was not then the bus stop opposite would be the preferred location and that an Air Quality Monitor be purchased.

**297/20/21**

**BT PROPOSAL**

The Project Manager advised this item was for information. BT are seeking views on whether to remove or adopt 46 BT telephone kiosks around South Lakeland. Cllr Hennessey will register the interest of KTC.

**RESOLVED**

Cllr Hennessey will register the interest of KTC.

**At this point Cllr Long left the meeting.**

**298/20/21**

**UPDATED TERMS OF REFERENCE**

The Project Manager presented the Terms of Reference which had been previously circulated. It was proposed by Cllr Rowley to accept the updated terms of reference. This was seconded by Cllr Archibald and carried unanimously.

**RESOLVED**

That the updated Terms of Reference be accepted.

**299/20/21****AIKRIGG SIGNAGE**

Cllr Owen advised this item was now to be raised under ward business and he will bring it back to Committee if needed.

**300/20/21****ITEMS FOR THE NEWSLETTER**

The Project Manager advised she has enough content for the next newsletter with the main feature being festivals.

**301/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

The Committee reviewed the spend against the current budget. The following points were highlighted:

- Line numbers to be added to enable easier reading.
- Cllr Hennessy advised that the funding for Fletcher Park is no longer needed but it would need to remain ring fenced at this stage.
- The Blackhall Road bus shelter is now complete so can be moved over.

Cllr Archibald proposed that £1,000 of the £6,600 in the biodiversity fund be allocated to the Cumbria Dark Skies Project. This was seconded by Cllr Hennessy and carried unanimously. Cllr Owen further suggested the Project Manager to write to Simon Blyth on his behalf for the further £1,000 required for the project.

It was proposed by Cllr Rowley to spend £2,000 from the New Infrastructure budget to employ Stacy for a further 12 weeks to continue the work with the Citizens Jury and develop the proposals. This was seconded by Cllr Owen and carried unanimously.

**RESOLVED**

That the Committee agree to:

1. Pay £1,000 of the £6,600 in the biodiversity fund be allocated to the Cumbria Dark Skies Project.
2. Pay £2,000 from the New Infrastructure budget to employ Stacy for a further 12 weeks to continue the work with the Citizens Jury and develop the proposals.

**302/20/21****2021/22 BUDGET - REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS**

The Project Manager presented the 2021/22 budget from the Treasurer. Due to time restraints it was suggested to discuss this at a separate meeting at the end of October.

**RESOLVED**

That the Project Manager sets up an E&H budget meeting for the end of October.

**303/20/21**

**ANY OTHER BUSINESS**

Cllr Ladhams advised Members that she had been approached by residents in her ward over concerns with the burning of garden rubbish, which had increased during lockdown. She asks that the Committee add this as an agenda item to the next meeting to see how this can be tackled. Cllr Hennessy advised SLDC are putting together a white paper on this and wondered if this was something that KTC could do. Cllr Ladhams advised that the Planning Committee had done something similar and it was being presented at the next Full Council Meeting.

**RESOLVED**

That an agenda item on the burning of garden rubbish be added to the next E&H agenda.

**304/20/21**

**DATE OF NEXT MEETING**

30th November

The meeting closed at 9.58pm

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>290</b>	Cumbria Dark Skies Project	<b>RES</b>	That the Committee agree funding of £1,000 towards the commission of a lighting engineering consultant(s) to produce a Lighting Audit and Action Plan
<b>291</b>	Cycle Track Presentation	<b>RES</b>	To explore the possibility of developing cycle tracks around Kendal Castle
<b>292</b>	Kendal Citizens Jury	<b>RES</b>	That the Environment & Highways Committee agree to: <ol style="list-style-type: none"> <li>1. Reallocate £2,000 of the 'New Infrastructure' budget towards the Jury to extend Stacy Hurly's contract for 12 weeks.</li> <li>2. Endorse the reopening of the Crowdfunder and development of additional funding options to raise the required funds for a launch event and further public engagement.</li> <li>3. Endorse the placement of a Lancaster MSc Student to review and evaluate the Citizens Jury process.</li> </ol>
<b>293</b>	Biodiversity Grants	<b>RES</b>	That the launch of the Biodiversity Grants will be published in the KTC newsletter and a corresponding application form is created
<b>294</b>	Request for Funding by KTC Flood Relief Scheme Working Group	<b>REC</b>	That full Council assign £1,500 of the Castle signage underspend towards Cllr Cornthwaite's flood recovery group.
<b>295</b>	Kendal Leaflets	<b>RES</b>	That this spend decision is referred to the Management Committee.
<b>296</b>	Ivy Screening	<b>RES</b>	The Project Manager will seek advice on whether the area outside the Citizens Advice Bureau would be a suitable location for the ivy screening and if this was not then the bus stop opposite would be the preferred location and that an Air Quality Monitor be purchased.
<b>297</b>	BT Proposal	<b>RES</b>	Cllr Hennessy will register the interest of KTC.
<b>298</b>	Updated Terms of Reference	<b>RES</b>	That the updated Terms of Reference be accepted.

<b>301</b>	Review of Spend Against Budget 2020/21	<b>RES</b>	That the Committee agree to: 1. Pay £1,000 of the £6,600 in the biodiversity fund be allocated to the Cumbria Dark Skies Project. 2. Pay £2,000 from the New Infrastructure budget to employ Stacy for a further 12 weeks to continue the work with the Citizens Jury and develop the proposals.
<b>302</b>	2021/22 Budget	<b>RES</b>	That the Project Manager sets up an E&H budget meeting for the end of October.
<b>303</b>	AOB – Burning of Garden Rubbish	<b>RES</b>	That an agenda item on the burning of garden rubbish be added to the next E&H agenda.

# KENDAL TOWN COUNCIL

## Planning Committee

**Monday 5<sup>th</sup> October 2020 at 6.00 p.m.  
(Via Teleconferencing)**

**PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Pat Gibson, Helen Ladhams, Chris Rowley and Graham Vincent

Also in attendance:

Terry McCormick – resident of Captain French Lane

Jason Rushworth – Local Democracy Reporter, Newsquest

**APOLOGIES** None.

**OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)

### **305/20/21 PUBLIC PARTICIPATION**

Mr McCormick addressed the Committee in respect of application SL/2020/0648 for change of use of former Safehands Nursery, Captain French Lane to provide 5 dwellings.

As a resident of Captain French Lane Mr McCormick's main concern related to vehicle parking. The application proposes that the current area of road side parking in front of the former nursery be registered with the 5 new dwellings and used for parking by residents of those properties following conversion. Mr McCormick has established that ownership of this land lies with CCC and as such cannot be registered with ownership of the new dwellings (a letter from Councillor Cook, in turn from CCC Development Manager, confirms this point). His wish is for the area to become designated on street parking within Zone C. He does not consider it should form part of the application in any way.

Mr McCormick was thanked for his clear representation. Committee then considered the application in question.

### **306/20/21 DECLARATIONS OF INTEREST**

Councillor Vincent declared an interest in respect of application SL/2020/0325, Field South of Quarry. The applicant is known to him and he absented himself from the discussion.

### **307/20/21 MINUTES OF MEETING HELD ON 21ST SEPTEMBER 2020**

Members considered the minutes of the Committee meeting held on 21<sup>st</sup> September 2020.

Councillor Cornthwaite proposed that the minutes be accepted as a correct record. This was seconded by Councillor Rowley and carried unanimously.

**RESOLVED** That the minutes of the meeting held on 21<sup>st</sup> September 2020 be accepted as a correct record, and signed by the Chair.

**308/20/21 MATTERS ARISING**

None.

**309/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**

Councillor Cornthwaite advised that there had been no further meeting of the Group since the last Planning Committee meeting. There have been interactions with various tiers of Council and the EA. It is hoped to bring matters to fruition at a further group meeting shortly.

Councillor Rathbone requested advance warning be given to Committee as matters progress to enable Councillors to reach out to their own wards to help facilitation and noted some information may have to be disseminated in Part II for commercial confidentiality.

**310/20/21 NOTIFICATION OF APPEAL UNDER SECTION 78 – SLDC REF SL/2019/0969 – SAINSBURY’S SUPERMARKET LTD**

Members considered notification of an Appeal by Sainsbury’s Supermarket Ltd to removal of Condition 22 (delivery hours). Deliveries are currently not permitted between the hours of 11pm and 6am and the applicant wishes to see this removed.

Councillor Rathbone proposed a written response be sent to the Planning Inspectorate stating Committee still hold with their original objection as changing this condition would adversely affect all neighbouring residents. Committee strongly consider this condition should not be removed as no permanent considerations have altered since the conditions were agreed.

Comments formally made by Cllr Evans to the Chair, which agreed with these opinions, were relayed to the Committee.

**RESOLVED** That a written response be sent to the Planning Inspectorate stating Committee’s strong view that the condition should not be removed for the above reasons.

**311/20/21 ANY OTHER BUSINESS**

Public Consultation for Residential Development at Land off Brigsteer Road

Committee considered correspondence received from Story Homes, the developer that will be taking forward a proposed housing development at land off Brigsteer Road. The correspondence advised that a letter drop consultation would shortly be undertaken and invited feedback by Friday 16<sup>th</sup> October.

Committee expressed severe disappointment at the lack of information provided and felt unable to make a meaningful comment. They look forward to receiving something that was actually substantial which would enable both Committee and residents to comment fruitfully.

Committee also require the development to include affordable housing to the percentage agreed by the SLDC Local Plan, which should be mixed and integrated into the development as a whole. Committee trust further information will provide details on the sustainability of the build and the strategic planning involved for transport, with it based on practical assumptions of increased journeys undertaken, as well as all other matters required. The Committee looked forward to the provision of information to show, as stated in this 'consultation', that it will be a "sustainable and integrated development".

**312/20/21**

**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 6.55pm

Signed .....

Dated .....

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA <a href="#">0325</a>	<b>Field South of Quarry, Kendal</b> Use of land for storage of farm equipment, lock up cabin, stone and builders material (Retrospective)	07.10.2020	See comments below.
2	FPA <a href="#">0411</a>	<b>60 Highgate, Kendal</b> Change of use of 1st and 2nd floor from storage space (retail) to 2 self-contained flats	07.10.2020	<b>No material objections</b> subject to submission of a detailed scheme for external noise reduction.
3	Advertisement <a href="#">0615</a>	<b>7 Stricklandgate, Kendal</b> 2 x internally illuminated fascia signs, 1x internally illuminated projecting sign, acrylic opening hours, acrylic letterbox and night safe surrounds and printed and frosted window manifestation.	09.10.2020	<b>No material objections</b> provided not illuminated
4	FPA <a href="#">0648</a>	<b>Former Safehands Nursery, Captain French Lane, Kendal</b> <i>Change of use of former nursery to provide 5 dwellings, demolition of single storey modern extensions, external alterations to side and rear elevations, erection of single-storey garden room and balconies to rear of property, installation of dormer windows and solar panels to rear elevation, and installation of conservation roof lights</i>	09.10.2020	See comments below.
5	FPA <a href="#">0653</a>	<b>Stoneworld, Mintsfeet Road North, Kendal</b> Stone finishing room extension	15.10.2020	<b>No material objections</b> provided fitting of temporary flood defence barriers as outlined.
6	FPA <a href="#">0564</a>	<b>14 Crummock Drive, Kendal</b> Proposed front porch extension, detached garden room & retention of boundary fence	16.10.2020	<b>No material objections</b>

**COMMENTS:****1. 0325 - Field South of Quarry, Kendal**

Committee are unable to positively view this application because of the lack of detail to back up assertions made in the application form, specifically regarding hedging, waste and

sustainable drainage. No reason has been given as to why permission has not been sought to this since 2009 – please confirm this is the case.

#### **4. 0648 - Former Safehands Nursery, Captain French Lane, Kendal**

Whilst committee approves the conversion to residential accommodation subject to Conservation Area status, it points out that there is a material consideration concerning the over development of the site and feel that 4 dwellings would be more appropriate given the existing density of parking within the area as one particular issue.

Use of materials to be consistent with Kendal Conservation Area Article 4 Direction.

Committee draw attention to the fact that the answer given to question 9 in the application appears to be incorrect.

With regard to parking, we assume the application for parking will not be considered because it is currently adopted highway and therefore cannot have a change of use.

No change of use from current publically adopted highway should be entertained in this or another application for the area designated here as for parking. This would exacerbate the problem with local parking outlined above. We suggest the area in front of the nursery be designated on street parking within Zone C as per other neighbouring streets.

# KENDAL TOWN COUNCIL

## Planning Committee

**Monday 19th October 2020 at 6.00 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** Councillor Gibson
- OFFICERS** Chris Bagshaw (Town Clerk) and Hazel Belshaw (Temporary Council Secretary)
- 339/20/21 PUBLIC PARTICIPATION**
- None
- 340/20/21 DECLARATIONS OF INTEREST**
- Councillors Ladhams and Rathbone declared an interest in respect of the applications relating to Kendal Town Hall (items 5, 6 & 7) as they are District Councillors. All other Councillors declared an interest as they are Town Councillors.
- Councillors Ladhams, Rathbone, Vincent, Cornthwaite, M. Miles, D. Miles and Rowley declared an interest in respect of the application relating to The New Union (item 11) as the applicants are known to them.
- Councillor Vincent declared an interest in respect of the application relating to Stricklandgate House (item 16) as he is a Trustee and he took no part in the discussion.
- 341/20/21 MINUTES OF MEETING HELD ON 5TH OCTOBER**
- Members considered the minutes of the Committee meeting held on 5th October.
- Councillor Ladhams proposed that the minutes be accepted as a correct record. This was seconded by Councillor Cornthwaite and carried unanimously.
- RESOLVED** That the minutes of the meeting held on 5th October be accepted as a correct record, and signed by the Chair.
- 342/20/21 MATTERS ARISING**
- None

19.10.2020

**343/20/21 PLANNING APPLICATION REF SL/2020/0594 - 75 HAYCLOSE CRESCENT, KENDAL – TO CONSIDER ADDITIONAL INFORMATION RECEIVED FROM SLDC**

Councillors reviewed the application and have no material objection.

**344/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**

Cllr Cornthwaite advised there was no further update but the group is scheduled to meet on Wednesday 28th October at 7pm. Cllr Vincent asked if there was an update following the article in the Westmorland Gazette regarding the Open Space Society who are looking at part of the river being common land resulting in a delay to the project. He suggested he would contact them to find out more and report back to Cllr Cornthwaite before the meeting on the 28th.

**345/20/21 NOTIFICATION OF APPEAL UNDER SECTION 78 – SLDC REF SL/2019/1036 – FLIXTON HOUSE, FAIRFIELD LANE, KENDAL, LA9 5ER**

Members noted the appeal as it has ‘no opportunity to submit further comments’. Cllr Rowley felt very disappointed in the decision. There followed a discussion on how to improve the communication with SLDC Planning and this Committee. A meeting with the Town Clerk will be arranged to discuss further.

**346/20/21 ANY OTHER BUSINESS**

None

**347/20/21 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 7.24pm

Signed .....

Dated .....

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA <a href="#">0677</a>	<b>The Beeches, 7b Sedbergh Road, Kendal</b> New carport, raised garage roof to create 1st floor, 1st floor side extension and single storey rear porch	20.10.2020	<b>No material objections</b> provided it is not overlooking neighbouring properties and there are no further neighbour responses, especially from residents on Sandgate.
2	FPA <a href="#">0575</a>	<b>24 Kendal Green, Kendal</b> Erection of fence (retrospective)	20.10.2020	<b>No material objections</b> The Committee was disappointed to receive this as a retrospective application with no excuse or explanation. They would also like to draw attention to the comments from the neighbours regarding overshadowing and suggest they seek negotiation or mediation.
3	FPA <a href="#">0586</a>	<b>Parr Street Evangelical Chapel, Parr Street, KENDAL</b> Installation of new ancillary fire exit through the lower part of an existing roadside window with stepped access to the pavement below.	20.10.2020	<b>No material objections</b>
4	FPA <a href="#">0645 &amp; 0646</a>	<b>53 Stramongate, Stramongate, KENDAL</b> Application of white cement render to the west gable to prevent water ingress	21.10.2020	Before making a decision on whether use of white cement render the Committee would wish the applicant to take advice from a building surveyor in particular around venting of

				the chimney space and this advice to be included in the application papers.
5	FPA <a href="#">0654</a>	<b>Kendal Town Hall, Highgate, KENDAL</b> Removal and reinstatement of existing roof light and refurbishment of associate skylight.	21.10.2020	<b>No material objections</b> in line with the application and Ancient Monument Society response and that it is like-for-like.
6	FPA <a href="#">0655</a>	<b>Kendal Town Hall, Highgate, KENDAL</b> Replacement of defective windows	21.10.2020	<b>No material objections</b> as long as the hardwood used is verifiable and sustainable sapele wood.
7	FPA <a href="#">0656</a>	<b>Kendal Town Hall, Highgate, KENDAL</b> Structural reinforcements to stairway skylight and stair	21.10.2020	<b>No material objections</b>
8	FPA <a href="#">0665</a>	<b>1A Finley Close, KENDAL</b> First floor rear extension	21.10.2020	<b>No material objections</b> providing there is no overlooking
9	FPA <a href="#">0672</a>	<b>14 Stonecross Road, KENDAL</b> Erection of a new glass front porch with a slate roof	22.10.2020	<b>No material objections</b>
10	FPA <a href="#">0676</a>	<b>26 River Bank Road, Kendal</b> Demolition of side carport & rear conservatory, erection of single storey rear extension, alterations and conversion of the existing single garage to a utility room, new side window & move of the entrance door to the side elevation and alterations to the front elevation fenestration.	23.10.2020	<b>Material objection</b> The proposal is out of keeping with the neighbourhood and would result in dominance with the surrounding dwellings. The committee would want to have fears that this would negatively impact on the appearance & character of the area and reduce local biodiversity removed.
11	FPA <a href="#">0679</a>	<b>The New Union Tavern, 159 Stricklandgate, KENDAL</b>	23.10.2020	<b>No material objections</b> although the Committee was

		Removal of window and cellar door/hatch, and replacement with disabled access door		disappointed to receive this as a retrospective application.
12	Advertisement <a href="#">0685</a>	<b>Land Off Underbarrow Road, KENDAL</b> 1 flagpole, 1 sign board & V sign board	23.10.2020	<b>No material objections</b> subject to CCHLLFA condition in their response of 5th October 2020.
13	FPA <a href="#">0687</a>	<b>3 Scafell Drive, KENDAL</b> Raised platform to access rear conservatory with opaque glazed privacy screening (retrospective)	23.10.2020	<b>Non-material/material objections</b> attention is drawn to initial 'overlooking' & loss of privacy resulting from the building of the initial platform; use of materials & design/impact on the appearance of the area. These are to be taken into consideration in Development Control Officers' decision as to whether this is in keeping with local design plan. The Committee was disappointed to receive this as a retrospective application.
14	FPA <a href="#">0684</a>	<b>Empsom Hill, Kendal Green, KENDAL</b> Dwelling (resubmission of SL/2019/0904)	26.10.2020	<b>Material objections</b> Committee do not feel that the issues raised in the initial application (SL/2019/0904), raised by KTC or SLDC Planning Officers have been sufficiently addressed, especially given the nature of this site, ridge heights, & the special

				character of the Conservation Area. The issue of access to the house by easement and for building purposes does not deem to have been addressed. A materially changed re-submission is recommended once United Utilities' outlined suggestions are decided upon.
15	FPA <a href="#">0699</a>	<b>Homebase, Beezon Road, KENDAL</b> Refurbishment and external alterations to the existing store and other associated works to provide a discount food store	27.10.2020	<b>Material objections</b> (see comments below)
16	FPA <a href="#">0691 &amp; 0692</a>	<b>Stricklandgate House Trust, 92 Stricklandgate, KENDAL</b> Change of use of coach house to dwelling	28.10.2020	<b>No material objections</b>
17	FPA <a href="#">0705</a>	<b>66 Natland Road, Kendal</b> Proposed porch and side extensions	30.10.2020	<b>No material objections</b>
18	FPA <a href="#">0412</a>	<b>4 Thorny Hill, Kendal</b> Patio steps down to garden, garden wall modification and addition of garden studio/office	30.10.2020	<b>No new material objections</b> The new proposals should be considered in line with the previous neighbour responses for the superseded application.

#### 1. **0699, Homebase, Beezon Road, KENDAL**

- Under planning legislation neither KTC nor SLDC planning committees can determine where an application is made nor tell applicants what to apply for on that site. Each application must therefore be determined by national guidelines & local plans that are properly formulated under those national guidelines. SLDC do have a Local Strategic Plan under which this application must be judged, which should be underlined in this process. This application should also be viewed in line with the Kendal Town Centre Strategy 2020 and the Kendal Vision statement;
- The committee recognises that this is already an existing retail site (Class A1) with the resultant decision process;

- No sequential test of a supermarket on this site has been given and no evidence of a required need. This is in line with neighbour responses, which have been made on the SLDC portal as well as personally to every member of the Committee;
- Attention should also be drawn to the apparent increased internal sales space requested, given the above seeming test omission;
- A response is required from Highways, despite the Transport Statement and Travel Plan provided, regarding safety for:
  - (a) the junction between the A6 & Beezon Road as there will be significant increase in traffic, despite the Travel Plan provided, on a difficult turning which will result in significant tail backs, a lot of traffic disruption on what is already a congested one-way system through much of Kendal and potential dangers from resultant driver behaviour
  - (b) deliveries to the back of the premises;
- If the application is successful a permanent condition of approval should be for the hours of deliveries to be limited to 6am - 10pm despite the Noise Impact Assessment provided;
- Concerns that this store would disrupt the business of long existing neighbourhood stores, which are part of the Town Centre Strategy & Kendal Vision statement, are significant;
- We would look for a condition of agreement, if made, of installation of electric car charging points in the car park;
- Development Control should also look at ways of gaining alternative funding from the applicant to take into consideration the strategic impact of the increased vehicle and footfall in the area, as well as waste created and recycling needs on site. This would be beneficial to the Council's current work to create linked new/improved footpaths, shared cycle routes, open spaces, public realm, connectivity and biodiversity along the whole route of the river through Kendal. Working with Kendal Town Council in this way would enhance the environmental and biodiversity credentials of this application significantly on this riverside site.

# KENDAL TOWN COUNCIL

## Kendal in Bloom Committee

**Monday 12<sup>th</sup> October 2020 at 7.00 pm  
(Via Zoom)**

### **PRESENT**

Councillors Andy Blackman (Chair), Richard Sutton (Vice Chair), Adam Edwards and Chris Rowley

Co-opted: Toni Yates (Kendal Civic Society), Mandy Nicholson and Brian Harrison

Also in attendance:

Jason Rushworth, Reporter, Newsquest

Terry Parr

### **APOLOGIES**

Lynne Oldham

### **OFFICERS**

Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)

### **324/20/21**

#### **PUBLIC PARTICIPATION**

None.

### **325/20/21**

#### **DECLARATIONS OF INTEREST**

None.

### **326/20/21**

#### **MINUTES OF THE MEETING HELD ON 8TH JUNE 2020**

The Chairman presented the minutes of the meeting held on 8<sup>th</sup> June 2020, which had been approved by full Council on 5<sup>th</sup> July 2020.

### **RESOLVED**

That the minutes of the meeting of the Committee held on 8<sup>th</sup> June 2020 be accepted as a correct record.

#### **MATTERS ARISING** (Not on Agenda)

None.

### **327/20/21**

#### **UPDATE FROM TERRY PARR – NATURAL HERITAGE TRAIL**

The Chair welcomed Terry Parr who updated Members on the progress of the Natural Heritage Trail.

The Heritage Trail, also called Kendal's Legendary Landscape Trail, is something which has been worked on over the past two years. The idea is to replant certain planters, or other areas around Kendal, with plants that reflect the landscape as it was in the past millennia for Kendal. Reflecting messages about the relationship of people with their environment whilst addressing topics such as sustainability, biodiversity and climate change. There is also an element of fun, although the messages are serious.

With the help of Pierre, Janine and Toni Yates good progress was being made until lockdown. Terry thanked Pierre for keeping things running during the difficult period after lockdown. At that stage there were seven planters and plans to put in signs to make it clearer for the public to read. Those signs have just been put in place. An interactive map was also on the agenda which would provide a single source for people to see where the other things are. This element still needs progressing. They were almost in the position of installing two new centrepieces to ensure these areas have a central feature. A Roman mosaic has just been installed outside Fish Express on Highgate. A Wild Boar in the Wild Boar planter will shortly be installed reflecting the Mediaeval period.

Next plans include bringing existing areas into the Landscape Trail to broaden its range. One idea is to link directly to the Victoria Fern Garden at the entrance to Serpentine Woods. There are also plans to consider a new area, with ongoing discussions about the area outside the cricket ground on Shap Road. The proposal is for a vertical structure along the theme of Kendal green cloth. This would be centred around tenter frames and hooks as a structure enclosing plants that are high and tall. The tenter frame will also provide the possibility of engaging with people interested in dyeing, as cloth could be dyed and draped on the structure. Another aspiration for the future is to widen the project out to a broader community and engage with schools.

An area of Coppice woodland has been set up at Nobles Rest and is almost ready to be revealed.

Councillor Blackman thanked Terry for his hard work and commented that there was some very imaginative work in progress.

There was a discussion regarding the area at Shap Road outside the cricket ground. Terry Parr proposed that it be turned into part of the Landscape Trail along the theme of Kendal green cloth. Terry clarified the area as the circular plot of land in front of the seats (the town badge area). Mandy Nicholson had previously talked about the need to improve the town badge area in that location and was open to new ideas. Members agreed to support the proposal and Terry Parr will produce a planting plan for further discussion. Timescale would be planting up late Feb/Mar. Members discussed likely plants and flowering seasons. It was not proposed to change the shape of the town badge. Mandy asked whether it would still be ok to plant daffodils as she had planned and this was agreed.

Councillor Rowley commented that there was potential for the romantic period to be represented by using daffodils (Wordsworth's influence on landscape).

Another point raised was the problem of continuity of community events. Councillor Rowley talked about the vegetable planters and suggested a discussion regarding a community strategy and how we maintain continuity of these community projects. It was agreed to add this to the agenda of the next meeting.

Councillor Edwards was keen to talk to Terry Parr in respect of the Sandylands Residents Association. He commented that the Association would be interested in providing funding to bring part of the trail to Sandylands to encourage people to visit the area. He also suggested integrating the trail into Kendal Walking Festival which the Association is supporting.

Councillor Edwards proposed an extension of the Natural Heritage Trail to encompass the area outside the cricket ground on Shap Road with a theme relating to Kendal's cloth and dyeing industry. This was seconded by Councillor Sutton and carried unanimously.

**RESOLVED**

1. Agenda item for next Committee meeting - discussion regarding a community strategy and how to maintain continuity of community projects.
2. That the Natural Heritage Trail be extended to the area outside the cricket ground on Shap Road.

**328/20/21****ORDER OF BUSINESS**

Councillor Blackman proposed that item 10 on the agenda be moved forward. This was seconded by Councillor Rowley and carried unanimously.

**329/20/21****COMMUNITY PROJECT – HEDGEHOG HOMES**

Robert and Charlotte Wight and Dave and Jill Bell had attended the meeting to talk about a community project for hedgehog homes. Robert is in Year 10 at school and is working on a project to make Rinkfield the first allotment site in the UK to be hedgehog friendly. Members were referred to a presentation which had been circulated prior to the meeting.

Robert wishes to see as many plots as possible have a hedgehog house and was looking for financial support from Committee for the hedgehog houses which cost £15 each to produce. He has produced a slug data collection sheet which will initially be used to measure the success of the project. Hedgehogs are good for allotments as they eat slugs, which in turn protects flowers. It is hoped to expand the project to other allotment sites in Kendal if successful.

The first stage of the project is time critical as hedgehogs will soon go into hibernation.

Charlotte Wight commented that the allotment site they took on during lockdown provided a huge sense of wellbeing for Robert. She hoped Committee would be able to support the hedgehog project.

Following a general discussion Councillor Blackman proposed Committee support the project, the exact financial contribution to be discussed later in the meeting under Review of Spend Against Budget. This was seconded by Councillor Edwards and carried unanimously.

Councillor Rowley commented that it is a great project and fits the mood of the times. He suggested they might like to look for longer term funding from biodiversity funds from KTC and SLDC. Such an application may have to be made in the next few months.

**RESOLVED**

That Committee support the hedgehog homes community projects.

**330/20/21****KENDAL IN BLOOM AND CUMBRIA IN BLOOM COMPETITIONS**

Due to Covid there have been no competitions this year. Janine reported that she has spoken to organisers of Cumbria in Bloom who are awaiting further guidance before making any plans for next year.

Janine advised that the KTC Facebook page is imminent which will provide a good medium for next year's events if they take place. This will also make a virtual competition possible if necessary. The civic planting has gone ahead as normal, winter planting will be carried out during the last week of October.

Pierre added that there has been a change in style of planting this year which is doing well. He acknowledged the work of Horticare on the boundary signs which has been very successful.

Councillor Blackman referred to a letter received expressing concern about the lack of pollinator plants within civic planting in planter tubs. Councillor Rowley commented that this is a challenge as pollinators tend to be much smaller flowers. Mandy Nicholson recalled a previous discussion about not using pollinators in the town centre as they attract insects and increase the risk of people being stung. A general discussion ensued about the use of pollinators. Councillor Blackman proposed that Committee explore the potential for increasing pollinator planting within the current contract specification. This was seconded by Councillor Rowley and carried unanimously.

A further point raised by Councillor Blackman was the need to rake up grass cuttings as these provide nutrients into the grass which hinders the growth of wild flowers. Councillor Rowley commented that this was the main problem with the pollinator project on the Canal footpath. Councillor Blackman noted Continental leave grass cuttings on the Castle mound and suggested this area should provide a wonderful opportunity for wild flower meadows. He proposed Committee liaise with the Environment & Highways Committee and SLDC (who are responsible for the contract for grass cutting on the castle grounds) expressing the desire to use the Castle grounds and Canal towpath for wild flower meadows, which would necessitate a change the cutting regime. This was seconded by Councillor Rowley and carried unanimously.

Janine Holt reported on an item for consideration from the Environment & Highways Committee. It is proposed to install ivy screening on the railings outside the Citizens Advice Bureau. To facilitate this the Environment & Highways Committee have requested that barrier baskets currently in place be removed and relocated. Councillor Rowley explained the background to the ivy

screening project for the benefit of those present. Members voted unanimously to support the project by removing the baskets.

Councillor Blackman mentioned the idea of a Walking Trail which had previously discussed. This is a concept he is keen to pursue and intends to do so over the autumn. Councillor Rowley commented that the trail is quite long and suggested breaking down the route into 3 or 4 shorter walks. There might be a possibility for each section to take in part of the Natural Heritage Trail.

**RESOLVED**

1. Committee to explore the potential for increasing pollinator planting within the current contract specification.
2. Committee to liaise with the Environment & Highways Committee and SLDC to express the desire to use the Castle grounds and Canal towpath for wild flower meadows.
3. That barrier baskets on railings outside the Citizens Advice Bureau be relocated to facilitate the ivy screening project.

**331/20/21****FUNDING REQUEST FROM MANNA HOUSE**

Committee considered a request for funding from Manna House for a sensory garden. Members agreed to support the request in principle, but would appreciate a specific plan and detailed costings.

**RESOLVED**

Committee support the request in principle, but request a specific plan and detailed costings

**332/20/21****CROCUSES**

Members were requested to consider locations for the planting of crocuses.

It was proposed to plant some crocuses on the roundabout outside Kirkbie Kendal School. Janine commented that she would advise them in respect of the possible need to obtain permission from SLDC in this respect.

Options for the new bulbs supplied this year were either New Road Common or outside Kendal Cricket Club on Shap Road. It was agreed these should be planted outside the Cricket Club.

Mandy advised that Lynne Oldham has purchased 1000 bulbs which she will be planting along Shap Road.

**RESOLVED**

1. Janine to advise of the possible need to obtain permission from SLDC for planting on the roundabout outside Kirkbie Kendal School.
2. Bulbs supplied this year to be planted outside Kendal Cricket Club.

**333/20/21****GHYLLSIDE PLANTERS PROPOSAL**

Committee considered a bid to KTC for a street planter scheme at Ghyllside. The proposal was for flower shrub and vegetable planters

and two small trees. KTC have been asked to fund the installation of the project and share yearly running costs with residents.

Following previous consideration of this request, the Project Manager contacted Highways who expressed agreement in principle but required confirmation that KTC will be responsible for maintenance and insurance. It was also noted that Committee had previously requested match funding.

It was agreed Councillor Rowley will make contact and discuss a way forward that might attract third party funding to match KTC funding.

**RESOLVED**

Councillor Rowley to contact and discuss a way forward that might attract third party funding to match KTC funding.

**334/20/21**

**ITEMS FOR THE NEWSLETTER**

Items suggested were the hedgehog project and Kendal in Bloom Legendary Trail Project.

**335/20/21**

**REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Financial Statement as at the end of September 2020.

It was highlighted that budget remaining is £15,851. Of that amount, budget headings for Community Projects and Kendal in Bloom Competitions are likely to remain at the end of the financial year. These will be returned to source and lost if not spent, therefore it may be necessary to consider utilising this budget elsewhere.

Community Projects

Councillor Rowley suggested a strategy for community projects such as the hedgehog project is required. It was agreed to form a subgroup comprising Councillor Blackman, Councillor Sutton and Janine Holt. Janine will organise a date to meet via Zoom.

Members then discussed a financial contribution towards the hedgehog project considered earlier in the meeting. It was felt a more realistic number of hedgehog houses would be 10. Councillor Sutton proposed Committee support 10 hedgehog houses at £15 each, totalling £150. This was seconded by Councillor Edwards and carried unanimously. Councillor Rowley suggested the possibility of Robert producing more hedgehog houses to sell to other allotment holders. It was noted that it is hoped to roll out the project across more sites. Janine confirmed that it will be on the agenda for the next Allotments Committee in December. Councillor Blackman suggested that Robert be encouraged to become involved with the Committee.

Manna House

It was agreed to await detailed costings and consider the request at the next meeting. Councillor Rowley requested that the need for security be pointed out to them if water features are to be considered in the proposals.

**RESOLVED**

1. Subgroup to be formed to discuss community projects strategy. Janine to organise a meeting via Zoom.
2. To provide financial support for the hedgehog homes community project in the sum of £150. Robert to be encouraged to become involved with the Committee.
3. Funding request from Manna House to be considered once detailed costings received.

**336/20/21****2021/22 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS**

Members considered the 2021/22 Budget Proposals paper. It was agreed to continue with the current financial year's budget for 2021/22.

**RESOLVED**

To continue with the current financial year's budget for 2021/22.

**337/20/21****ANY OTHER BUSINESS**Compost

Pierre raised the matter of compost and a warning from last year's supplier that they may not be able to source the core product to make the product used last year. Orders have been requested as soon as possible so they can attempt to fulfil customer's requirements. Pierre requested funding to purchase half the amount used last year (50 bags at a total cost of around £200). It was agreed to place the order. Janine suggested this become part of the yearly budget if it will be an ongoing annual cost.

Planters Outside Nobles Rest

Mandy Nicholson raised the subject of vegetable planters outside Nobles Rest which are not looking their best. Councillor Rowley advised that the lady involved with these planters would be unable to continue next year and these may have to be transferred to floral planters or moved to another location. Janine mentioned that she has discussed the idea of planting herbs/aromatic plants with Pierre which could be easily maintained by him. It was noted the vegetable planter at the Leisure Centre is also looking overgrown. The need for community projects such as these to have continuity was again highlighted.

Toni Yates offered to take on the planters outside Nobles Rest. Councillor Rowley will discuss with her further.

Co-opted Committee Members

It was agreed Janine will contact Lynne Oldham and Phil Walker to ask if they still wish to be involved.

Councillor Rowley thanked Toni Yates for the work she does around town, looking after areas which would otherwise be unkempt. Toni has taken over from Tony Rothwell as the representative for the Civic Society.

Planters

Pierre noted that there is a spare round planter available, along with cladding. Need to think about how this can be used.

**RESOLVED**

1. Pierre to order compost as agreed.
2. Councillor Rowley to discuss the planters at Noble Rest with Toni Yates.
3. Janine to contact co-opted Members Lynne Oldham and Phil Walker.

**338/20/21**

**DATE OF THE NEXT MEETING**

That the next meeting will be held in January 2021 (date to be advised).

The meeting closed at 8.54pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>327</b>	Natural Heritage Trail	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Agenda item for next Committee meeting - discussion regarding a community strategy and how to maintain continuity of community projects.</li> <li>2. That the Natural Heritage Trail be extended to the area outside the cricket ground on Shap Road.</li> </ol>
<b>329</b>	Hedgehog Homes – Community Project	<b>RES</b>	That Committee support the hedgehog homes community projects.
<b>330</b>	KIB and CIB Competitions	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Committee to explore the potential for increasing pollinator planting within the current contract specification.</li> <li>2. Committee to liaise with the Environment &amp; Highways Committee and SLDC to express the desire to use the Castle grounds and Canal towpath for wild flower meadows.</li> <li>3. That barrier baskets on railings outside the Citizens Advice Bureau be relocated to facilitate the ivy screening project.</li> </ol>
<b>331</b>	Funding Request from Manna House	<b>RES</b>	Committee support the request in principle, but request a specific plan and detailed costings
<b>332</b>	Crocuses	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Janine to advise of the possible need to obtain permission from SLDC for planting on the roundabout outside Kirkbie Kendal School.</li> <li>2. Bulbs supplied this year to be planted outside Kendal Cricket Club.</li> </ol>
<b>333</b>	Ghyllside Planters	<b>RES</b>	Councillor Rowley to contact and discuss a way forward that might attract third party funding to match KTC funding.
<b>335</b>	Spend Against Budget 2020/21	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Subgroup to be formed to discuss community projects strategy. Janine to organise a meeting via Zoom.</li> <li>2. To provide financial support for the hedgehog homes community project in the sum of £150. Robert to be encouraged to become involved with the Committee.</li> <li>3. Funding request from Manna House to be considered once detailed costings received.</li> </ol>

<b>336</b>	2021/22 Budget	<b>RES</b>	To continue with the current financial year's budget for 2021/22.
<b>337</b>	AOB	<b>RES</b>	<ol style="list-style-type: none"><li>1. Pierre to order compost as agreed.</li><li>2. Councillor Rowley to discuss the planters at Noble Rest with Toni Yates.</li><li>3. Janine to contact co-opted Members Lynne Oldham and Phil Walker.</li></ol>

## KENDAL TOWN COUNCIL REPORT

To: Full Council	2 <sup>nd</sup> November 2020
From: Cllr Sutton	Agenda Item No. 13

### **Kendal Brewery Arts Centre Trust Limited - Meeting of 24<sup>th</sup> Sept 2020**

The Brewery is now open. The main entrance is at the bar and restaurant. Cinema is up and running. The creative arts are beginning their courses. The learning programme is going well and most classes are already sold out. There has been good feedback on the new design for the restaurant.

Live events are being planned for 2021, but these are constantly being reviewed. The Brewery is working closely with the Kendal Mountain Festival, which will be streamed live from the Brewery and will include talks, literature and a Question and Answer panel.

The Brewery hopes to upgrade its signage and to inform people about developments and what's on. Flyers have been sent out into the community. Digital screens are in the buildings now to enable visitors to safely navigate the stairs and corridors. The air-conditioning in the cinema has been upgraded and improved.

The Brewery wishes to engage with young people especially, many of whom may find some of the creative courses too expensive. There may be some kind of subsidised places available. There are consultations with schools about this. There are discussions about the Youth Zone development.

There were ideas discussed about taking the Brewery into town more. Perhaps using the Birdcage regularly.

Above all, the Brewery is keen to engage with groups that might not come to the centre regularly, if at all. Providing free or subsidised tickets for the cinema or other events were considered.

The massive re-structuring is mainly in place and a smaller team is involved in running the centre. The course of the Covid epidemic may determine the direction ahead.

## KENDAL TOWN COUNCIL

## September 2020 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
03/09/2020	OL 13610	JT Atkinson - sundries	50.00	10.00	60.00
03/09/2020	OL 13611	JT Atkinson - hedging stake pegs etc	79.47	15.89	95.36
03/09/2020	OL 13612	JT Atkinson - sundries	4.52	0.90	5.42
03/09/2020	OL 13613	JT Atkinson - sundries	50.00	10.00	60.00
03/09/2020	OL 13614	Itek - Set up VPN and map network drives on Apple Macbook	31.50	6.30	37.80
03/09/2020	OL 13615	Itek - IT upgrade re office move	2,076.00	415.20	2,491.20
03/09/2020	OL 13616	SLDC - Hire of room re staff training	125.00	25.00	150.00
10/09/2020	OL 13617	Water Plus Windermere Road	151.91		151.91
10/09/2020	OL 13618	Water Plus Greenside Allotments	131.53		131.53
10/09/2020	OL 13619	Water Plus to 01.08.2020 Castle Hagsgs	100.32		100.32
10/09/2020	OL 13620	Water Plus to 16.08.2020 Rinkfield Allotments	34.02		34.02
11/09/2020	OL 13621	Wel Medical - Defib	570.95	114.19	685.14
11/09/2020	OL 13622	Markides Associates - Policy review etc 20mph study Kendal	3,073.80	614.76	3,688.56
11/09/2020	OL 13623	John Richardson & Son - Planter cladding x 9	2,925.00	585.00	3,510.00
11/09/2020	OL 13624	Forty Two Creative - Newsletter - summer 2020	250.00	50.00	300.00
11/09/2020	OL 13625	Designworks - Domain name renewal	190.00	38.00	228.00
11/09/2020	OL 13626	Anna Bailey - Visit Kendal Website May 2020	300.00		300.00
11/09/2020	OL 13627	Anna Bailey - Visit Kendal Website July 2020	300.00		300.00
11/09/2020	OL 13627	Eon - electricity to garage to August 2020	42.07	2.10	44.17
11/09/2020	OL 13628	Itek - Aug monthly service charge netted off	213.50	42.70	256.20
14/09/2020	OL 13629	Mike Hewitt - collection, instal defib Oxenholme phone box	150.00		150.00
15/09/2020	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
15/09/2020	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
16/09/2020	DD/STO	Sage UK - monthly subscription	20.00	4.00	24.00
16/09/2020	DD/STO	DocuSign - monthly fee	25.00	5.00	30.00
07/09/2020	DD/STO	Barclays - Commission charges 13.07.2020-12.08.2020	6.50		6.50
18/09/2020	OL 13636	Net Pay - September 2020	10,343.85		10,343.85
17/09/2020	OL 13630	Mary Wakefield - Festival Grant	500.00		500.00
17/09/2020	OI 13631	Kendal Wool Gathering - Festival Grant	1,500.00		1,500.00
17/09/2020	OL 13632	Kendal Parish Church Christmas Tree Festival Grant	500.00		500.00
17/09/2020	OL 13633	Cumbria Festival Chorus - Festival Grant	500.00		500.00
17/09/2020	OL 13634	Cumbria Opera Festival - Festival Grant	500.00		500.00
03/09/2020	DD/STO	Zoom via Barclaycard - monthly subscription	221.18	35.08	256.26
20/09/2020	DD/STO	Busy Bees - Charges for Childcare Vouchers	0.35	0.07	0.42
20/09/2020	DD/STO	Busy Bees - Childcare Voucher	10.00		10.00
21/09/2020	DD/STO	Moorepay - HR & Health & Safety Advice	175.00	28.30	203.30
21/09/2020	OL 13635	Kendal Poetry Festival - Festival Grant	1,500.00		1,500.00
30/09/2020	DD/STO	EE - Townscape Manager's phone rental	16.04	3.21	19.25
18/09/2020	OL 13637	Cumbria LG Pension - superannuation	2,545.72		2,545.72
18/09/2020	OL 13638	HMRC - Tax & NI	1,654.67		1,654.67
			<b>30,874.90</b>	<b>2,007.10</b>	<b>32,882.00</b>