

**Council Meeting: 12<sup>th</sup> April 2021**

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 12<sup>th</sup> April 2021** (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 1<sup>ST</sup> MARCH 2021**

*To receive the minutes of the meeting held on 1<sup>st</sup> March 2021 and affirm them as a true record (see attached).*

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

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

**6. NOTICE OF MOTION**

*To consider the following Motion from Cllr Julia Dunlop:*

*On 9 October 2020 the Secretary of State invited the seven Cumbria councils to submit locally led proposals for unitary local government. The Secretary of State received four proposals from councils in Cumbria. A consultation period is now underway – taking views from the councils which made the proposals, other councils affected by the proposals and the councils in neighbouring areas which may be affected by the proposals.*

*It is important for the views of Kendal Town Council to be represented.*

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Kendal Town Council supports the creation of a new Bay Authority, combining the administrative areas of South Lakeland District Council, Barrow Borough Council and Lancaster City Council.

The Council believes that this option:

- a) Represents a credible geography
- b) Is likely to improve local government and service delivery
- c) Will benefit from strong strategic and local leadership.

## **7. MANAGEMENT COMMITTEE**

To receive the minutes of the Management Committee meeting on 15<sup>th</sup> March 2021 and consider the following recommendations (*see attached*):

### **7.1 Kendal Community Emergency Planning Group (Min 686/20/21)**

*To make a recommendation to Council that KCEPG become independent of KTC's finance systems and make their own management and finance decisions as a freestanding concern.*

### **7.2 Standing Orders and Financial Regulations (Min 687/20/21)**

*It was resolved to recommend the changes to Council's Standing Orders and Financial Regulations to the next meeting of the Council.*

### **7.3 Budget Evaluation (Min 689/20/21)**

*That Council agree to appoint the Chair of the Audit, Grants & Charities Committee (or the Vice Chair if the Chair is unable to attend) to future Management Committee meetings.*

### **7.4 Annual Meeting of the Council and Mayor Making (688/20/21)**

To consider the arrangements for the Annual Meeting of the Council, Mayor Making, and other meetings (*see attached report*).

## **8. CHRISTMAS LIGHTS & FESTIVALS COMMITTEE**

To receive the minutes of the Christmas Lights & Festivals Committee meeting on 22<sup>nd</sup> February 2021 and consider the following recommendations (*see attached*):

### **8.1 Grant Applications (Minute 625/20/21)**

That grants awarded for 2021/22 be maintained as per last year:

Kendal Torchlight Procession - £5,000

Comic Art - £5,000

Kendal Mountain Festival - £5,000

Mary Wakefield Festival - £500

Unity Festival - £1,500

Kendal Wool Gathering - £1,500

Christmas Tree Festival - £500

Cumbria Festival Chorus - £500

Cumbria Opera Festival - £500

Kendal Poetry Festival - £1,500

## **9. PLANNING COMMITTEE**

To receive the minutes of the Planning Committee meetings on 1<sup>st</sup> March and 15<sup>th</sup> March 2021 (*see attached*).

## **10. ENVIRONMENT & HIGHWAYS COMMITTEE**

To receive the minutes of the Environment & Highways Committee meeting on 8<sup>th</sup> March 2021 (*see attached*).

**11. KENDAL IN BLOOM COMMITTEE**

To receive the minutes of the Kendal in Bloom Committee meeting on 17<sup>th</sup> March 2021 (*see attached*).

**12. ALLOTMENTS COMMITTEE**

To receive the minutes of the Allotments Committee meeting on 22<sup>nd</sup> March 2021 (*see attached*).

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

To receive reports from Councillors in respect of Outside Bodies:

- Integrated Care Community – Cllr Sutton (*see attached*).

**14. FINANCIAL MATTERS**

**(a) Bank Payments Schedule: February 2021** (*see attached*)

To note the schedule of payments for February 2021.

**(b) Invoices over £3,000**

To approve any recommended payments due for budgeted items which exceed £3,000.



**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, 1<sup>st</sup> March 2021 at 7.30 p.m.  
(Via Zoom)**

**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 Hogg, R Sutton, J Owen, D Rathbone (Deputy Mayor), J Cornthwaite, J Dunlop, E Hennessy, H Ladhams, S Long, D Miles, M Miles, C Rowley, T Perkins and K Simpson

Also in attendance:  
Peter Thornton, SLDC Councillor  
Jason Rushworth, Newsquest Reporter  
Graham Harrison

**APOLOGIES** Councillor A Edwards, C Hardy and P Gibson

**OFFICERS** C Bagshaw (Town Clerk) and N King (Council Secretary)

**637/20/21 PUBLIC PARTICIPATION**

**PRESENTATION: OIYAA**

The Mayor welcomed Neeta Dhorajiwala, CEO of Oiyaa, and Oliver Breese, Regional Manager, to the meeting. There was a presentation which explained the Oiyaa platform; a loyalty scheme which uses proven loyalty software customised to meet market requirements. The Oiyaa brand is being rolled out and the platform and app have been built and tested. It is a coalition of all high street retailers to increase sales, cashflow and profits. The aim is to keep customers spending locally and increase sales by enticing rewards and discounts.

A question and answer session followed the presentation. It was pointed out that Kendal BID have already opted to follow the ShopAppy platform and question was raised as to similarities with the initiatives. Council were informed that the two platforms have different functionality, ShopAppy being a single merchant scheme only. With Oiyaa, retailers only pay for successful transactions.

Following a general discussion, which included details of fees and the benefits for individual retailers, it was agreed the Management Committee would discuss the scheme further at their next meeting.

**RESOLVED** Management Committee to discuss the Oiyaa platform at the next meeting and decide whether it wishes to implement the scheme.

**638/20/21 DECLARATIONS OF INTEREST**

Councillor Archibald declared an interest in respect of agenda item 8.2 (Refurbishment of the Town Hall) as Leader of SLDC. The Deputy Leader and all SLDC Councillors also declared an interest.

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**639/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**

Council agreed there were no agenda items during consideration of which the press and public should be excluded.

**640/20/21 MINUTES OF COUNCIL MEETING HELD ON 1<sup>ST</sup> FEBRUARY 2021**

Members considered the minutes of the meeting of full Council held on 1<sup>st</sup> February 2021.

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

**RESOLVED** that the minutes of the Council meeting held on 1<sup>st</sup> February 2021 be approved as a correct record and signed by the Chairman.

**641/20/21 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor advised he had no announcements.

**642/20/21 EXTERNAL AUDITOR'S REPORT & CERTIFICATE**

The Town Clerk advised the External Auditor's Report had returned a 'No Comment'. The clean audit was noted by Council and acknowledgement was extended to the Treasurer for this result.

**643/20/21 RISK ASSESSMENT REVIEW 2021**

Council were asked to approve a recommendation from the Audit, Grants & Charities Committee to accept the report on the Risk Assessment Review 2021. It is a requirement of the AGAR that it be reviewed and accepted by Full Council.

The recommendation was approved.

**RESOLVED** That Full Council approves the Risk Assessment Review 2021.

**644/20/21 MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 15<sup>th</sup> February 2021 were presented by Councillor Cook who proposed that they be received.

**RESOLVED** That the minutes of the Management Committee meeting held on 15<sup>th</sup> February 2021 be received.

Councillor Cook then presented the following recommendations of the Committee:

**645/20/21 Wainwright Award (Minute 614/20/21)**

*To defer the presentation of a Wainwright Award for 2020. Town Clerk to investigate the legality of different options for 2021,*

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***including doubling up the Award.***

Councillor Cook proposed the recommendation be accepted.

There was a difference of opinion amongst Councillors. Some expressed a view that it would be a shame not to acknowledge some of the good work carried out in 2020 during the pandemic, whilst others felt Covid had deprived certain people of the opportunity. It was noted that the normal timescale for publicity and nominations had not been followed in the normal way this year, the Award having normally been presented in January as dictated by the Deed of Trust from Alfred Wainwright.

An amendment to the recommendation was proposed by Councillor Severn that, subject to there being no legal restraints, nominations for the 2020 award be invited from 1<sup>st</sup> April 2021 with a two month window. Award to be decided by Full Council at the August or September meeting. The normal timeframe will be followed for the 2021 award. This was seconded by Councillor Archibald and carried.

**RESOLVED** Subject to there being no legal restraints, nominations for the 2020 award will be invited from 1<sup>st</sup> April 2021 with a two month window. Award to be decided by Full Council at the August or September meeting. Normal timeframe to be followed for the 2021 award

**646/20/21 Refurbishment of the Town Hall (Minute 616/20/21)**

***That the administration office be moved to the Mintworks, subject to SLDC being responsible for removal costs.***

The Town Clerk advised that the proposed relocation of the administration office to the Mintworks would be for a period of approximately 6 months to the end of September whilst Town Hall refurbishment works are completed.

It was proposed by Councillor Cook that the recommendation be approved. This was seconded by Councillor Evans and carried.

**RESOLVED** That Council approve the recommendation to move the administration office to the Mintworks whilst Town Hall refurbishment works are completed, subject to SLDC being responsible for removal costs.

**647/20/21 AUDIT, GRANTS & CHARITIES COMMITTEE**

The minutes of the Audit, Grants & Charities Committee meeting held on 25<sup>th</sup> February 2021 were presented by Councillor Severn who proposed that they be received. This was seconded by Councillor Dunlop and carried.

**RESOLVED** That the minutes of the Management Committee meeting held on 25<sup>th</sup> February 2021 be received.

Councillor Severn then presented the following recommendation of the Committee:

**648/20/21 General Grant Applications 2021/22 (Minute 563/20/21)**

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That Council approve the award of grants for 2021/22 as follows:

(a) SLEDP – grant of £150.

Councillor Severn proposed that the recommendation be approved. This was seconded by Councillor Finch and carried with 1 abstention.

Note; Councillor Tirvengadum declared an interest as the Chair of the South Lakeland Equality and Diversity Partnership.

(b) The CPR Group – application to be declined.

Councillor Severn explained the recommendation was based on there being no supporting information from schools, no correlation between the grant requested and goods supplied and discrepancy in numbers stated in the application.

Councillor Severn proposed the recommendation to decline the application be approved. This was seconded by Councillor Dunlop and carried.

(c) The Well Communities – grant of £2,000

The Well Communities is a charity originating from Barrow looking to open a centre in Kendal. It supports people with addiction. Council were informed that there are insufficient funds to be able to meet the full request.

Councillor Severn proposed that the recommendation be approved. This was seconded by Councillor Archibald and carried.

Several Councillors indicated strong support for this charity. Councillor Archibald requested the Town Clerk writes to SLDC and CCC explaining that KTC are unable to meet the full amount requested and ask they consider supporting The Well Communities.

It was suggested by Councillor Brook that the Audit, Grants & Charities Committee issue guidelines in terms of the size of grant KTC are likely to be able to support. He made the point that applicants may have unrealistic expectations. Councillor Severn acknowledged the suggestion and agreed to take it on board.

(d) Autus – grant of £1,360

This is a social group for adults on the autistic spectrum. Councillor Severn proposed that the recommendation be approved. This was seconded by Councillor Finch and carried.

It was noted that the remaining budget of £1,500 will be carried over for future applications.

**RESOLVED**

That Council approves grant applications recommended by Committee as follows:

(a) SLEDP – grant of £150.

(b) The CPR Group – application to be declined.

(c) The Well Communities – grant of £2,000

(d) Autus – grant of £1,360

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**649/20/21 PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 1<sup>st</sup> February and 15<sup>th</sup> February 2021 were presented by Councillor Rathbone who asked Council to receive these minutes.

**RESOLVED** That the minutes of the Planning Committee meetings held on 1<sup>st</sup> February and 15<sup>th</sup> February 2021 be received.

**650/20/21 MAYORALTY & ARTS COMMITTEE**

The minutes of the Mayoralty & Arts Committee meeting held on 8<sup>th</sup> February 2021 were presented by Councillor Finch who proposed that they be received. This was seconded by Councillor Brook and carried.

Minute reference 595/20/21 (Budget Underspend Due to Covid) was highlighted by Councillor Coleman. A resolution had been recorded in the minutes that funding of £5k remaining from this year be put into the Conservation Fund to conserve items in the Mayor's Parlour. It was agreed this should in fact be a recommendation to Full Council. Councillor C Hogg proposed the £5k go into the Conservation Fund. This was seconded by Councillor Coleman and carried.

Clarity regarding expected funding required to meet recommendations following the conservation audit was requested.

**RESOLVED**

1. That the minutes of the Mayoralty & Arts Committee meeting held on 8<sup>th</sup> February 2021 be received.
2. That £5k budget remaining from this year be put into the Conservation Fund to conserve items in the Mayor's Parlour.

**651/20/21 OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

Council noted a report prepared by Councillor Sutton following a meeting of Kendal Brewery Arts Centre Trustees Limited on 18<sup>th</sup> February. Councillor Sutton was thanked for his excellent Outside Bodies reports.

Councillor Long presented a report from Kendal Futures. She outlined the main aspirations and highlighted links to work of the Environment & Highways Committee and LCWIP. There will be a presentation by Kendal Futures during March/early April for Councillors of all tiers.

**FINANCIAL MATTERS****652/20/21 (a) Bank Payments Schedule: January 2021**

The Town Clerk presented the Bank Payments Schedule for January 2021. It was proposed by Councillor Coleman that the Bank Payments Schedule for January 2021 be approved.

A bank payment for Barclaycard was highlighted. The Town Clerk advised that he is looking to move some payments from Barclaycard to pro forma invoice which is a more robust process.

**RESOLVED** That the Bank Payments Schedule for January 2021 be approved.

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**653/20/21 (b) Invoices over £3,000**

The Town Clerk reported that there were 3 invoices over £3,000 which required approval as follows:

- Christmas Plus – final payment due for dismantling the display - £3,225. Councillor Finch proposed the invoice be paid. This was seconded by Councillor Brook and carried.
- Installation of CCTV camera on Stramongate Bridge (40% of the contracted work) - £3,505.94. Also £5,258.92 – second payment due for installation. Councillor Cook proposed the invoices be paid. This was seconded by Councillor Coleman and carried.

The Town Clerk advised that the Police and Crime Commissioner and SLDC had funded £5,500 of the total cost, giving a total amount of £3,264.68 payable by KTC.

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

**654/20/21 OTHER BUSINESS**

The Town Clerk was asked to request a quarterly police report.

Councillor Ladhams agreed to join the interview panel for the recruitment of the Finance Assistant, along with the Town Clerk and Councillors Blackman and Rathbone.

The meeting ended at 8.54 p.m.

Signature .....

Date .....

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 15<sup>th</sup> March 2021 at 7.30 pm  
(Via Zoom)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans and Andy Blackman
- Also in attendance:  
Hazel Belshaw (Kendal Community Emergency Planning Group)
- APOLOGIES** Councillors Guy Tirvengadam and Susanne Long
- OFFICERS** Chris Bagshaw (Town Clerk), Nicky King (Council Secretary)
- 677/20/21 PUBLIC PARTICIPATION**
- None.
- 678/20/21 DECLARATIONS OF INTEREST**
- None.
- 679/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**
- Committee agreed there were no matters on the agenda that required the exclusion of press and public.
- 680/20/21 MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2021**
- The Chairman presented the minutes of the meeting held on 15<sup>th</sup> February 2021.
- Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Rathbone and carried with three abstentions.
- RESOLVED** That the minutes of the meeting of the Committee held on 15<sup>th</sup> February 2021 be accepted as a correct record.
- 681/20/21 URGENT ITEMS OF BUSINESS**
- None.
- 682/20/21 REPORT ON WORK PROGRAMME**
- The Town Clerk presented the report on project progress for March 2021 and this was noted by Members. The following points were highlighted:
- Remote interviews are taking place tomorrow for the position of Finance and Admin Officer.

- The KTC office will temporarily move to the Mintworks on Thursday.
- Thanks were extended from the Trustees of Kendal Museum for the signing of the lease.
- It was noted that the Beck trim trail is complete and can be removed from the report.
- Councillor Coleman requested clarification in respect of the Hallgarth entrance gate project. The Town Clerk will seek further information and update at the next meeting.
- The postponed KIB meeting from January will take place on Wednesday 17<sup>th</sup> March.
- Police attendance at a forthcoming Council meeting has been requested.

**RESOLVED**

Town Clerk to seek further information in respect of the Hallgarth entrance gate project for the next meeting.

**683/20/21****OIYAA**

Members discussed the presentation by OIYAA at Full Council on 1<sup>st</sup> March. The general feeling was that KTC are not the right body and they should approach the Kendal BID.

It was suggested the Management Committee should decide which presentations are allowed at full Council in future, bearing in mind these are due to be held bi-monthly.

**684/20/21****REFURBISHMENT OF THE TOWN HALL**

The Town Clerk advised that the refurbishment work appears to be on schedule. The end date being given is 17<sup>th</sup> October. Removal of the atrium roof in South Lakeland House is a major piece of work which cannot be undertaken until some form of reception is in place in the Town Hall. The earliest date this could happen would be 12<sup>th</sup> April when lockdown restrictions allow.

There was a discussion regarding how to redirect people to the temporary office. The office remains officially closed to the general public currently due to Covid, but details will be publicised at the relevant time. Telephones will remain the same. Consideration is being given to the diversion of post.

**685/20/21****STAFFING**

Changes to the staffing structure is progressing and paperwork is being updated. Interviews for the position of Finance and Administration Officer are being held tomorrow.

**686/20/21****KENDAL COMMUNITY EMERGENCY PLANNING GROUP**

Committee were asked to consider a report on the Council's ongoing support of the Kendal Community Emergency Planning Group (KCEPG).

The Group was formed in 2017 in the aftermath of the Storm Desmond floods with the aim of assisting residents and businesses in the Kendal area to plan, prepare and recover from an emergency.

Initially it was assumed the main focus would be flooding, however the Covid 19 pandemic has shown the value of a third sector resilience infrastructure embedded in the community. The Group was established with support from KTC, among others.

It is now proposed that KCEPG become independent of KTC's finance systems and make their own management and finance decisions as a freestanding concern. Committee were asked to endorse this suggested policy.

Following a general discussion Councillor Coleman proposed that the proposal be approved. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED**

To make a recommendation to Council that KCEPG become independent of KTC's finance systems and make their own management and finance decisions as a freestanding concern.

**687/20/21****STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk presented a report on a series of proposed changes to Standing Orders and Financial Regulations, which had the aim of ensuring that the payments system would not be jeopardised when the Council altered its meeting schedule to bi-monthly. The issue had been initially raised in December 2020, and the present paper was aimed at overcoming some of the matters raised in that meeting. There was some discussion about the implications for this and how it would affect individual Councillor's ability to comment on Committee activity. It was noted that Councillors were always allowed to attend committee meetings, receive the paperwork, and at the discretion of the Chair, take a limited part in the discussion, though without a voting role. There was a query about the impact on the current Christmas lights tender, but the Clerk was of the view that there would be little or no impact on this process. The Clerk observed that there were other necessary changes to the Standing Orders which would require adopting over the coming months, but these would be the subject of further reports.

It was proposed by Councillor Coleman that Committee approves the recommended changes and commends them to the next available Council meeting. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED**

It was resolved to recommend the changes to Council's Standing Orders and Financial Regulations to the next meeting of the Council.

**688/20/21****MEETINGS DURING THE PANDEMIC**

Committee considered arrangements for meetings during the current pandemic. The Town Clerk noted that if a move to bi-monthly Full Council meetings is to be made this will have to be from May,

therefore a Council meeting needs to be scheduled for April to comply with Standing Orders. This was discussed further, along with arrangements for forthcoming Committee meetings, the Annual Town Assembly and Annual General Meeting/Mayor Making Ceremony.

It was noted that the Annual General Meeting/Mayor Making Ceremony must by law take place by 12<sup>th</sup> May. It was agreed to plan for a virtual event since no public event will be possible until 17<sup>th</sup> May at the earliest under current Covid restrictions. It was noted that Standing Orders state this must be held on the 3<sup>rd</sup> Thursday in May "*unless otherwise directed by Council*". There was a suggestion that, should the current Deputy Mayor become the newly elected Mayor, he may continue in that position for a term of two years, as has been the case with the current Mayor due to the pandemic situation. In this case Council may consider holding the public ceremony in 2022. There was a general discussion regarding the ceremony and the possibility of adopting a different format in the future.

Councillor Coleman proposed that a Full Council meeting be held on Tuesday 4<sup>th</sup> May 2021, followed by the Annual General Meeting and the election of the new Mayor/Deputy Mayor. This was seconded by Councillor Blackman and carried unanimously.

The new meeting dates were agreed as:

- Tuesday 6<sup>th</sup> April at 6.30pm – Planning Committee
- Monday 12<sup>th</sup> April at 7.00pm – Annual Town Assembly
- Monday 12<sup>th</sup> April at 7.30pm – Full Council (Kendal in Bloom Committee meeting to be rearranged)
- Tuesday 4<sup>th</sup> May – Full Council
- Tuesday 4<sup>th</sup> May – Annual General Meeting/Mayor Making Ceremony (Environment & Highways meeting to be rearranged).

The Town Clerk will prepare a paper for the April Council meeting with the new meeting dates, along with an order of service for the AGM/Mayor Making Ceremony.

## **RESOLVED**

That new meeting dates be agreed as:

- Tuesday 6<sup>th</sup> April at 6.30pm – Planning Committee
- Monday 12<sup>th</sup> April at 7.00pm – Annual Town Assembly
- Monday 12<sup>th</sup> April at 7.30pm – Full Council (Kendal in Bloom Committee meeting to be rearranged)
- Tuesday 4<sup>th</sup> May – Full Council
- Tuesday 4<sup>th</sup> May – Annual General Meeting/Mayor Making Ceremony (Environment & Highways meeting to be rearranged).

Town Clerk to prepare a paper for April Council and order of service for the AGM.

**689/20/21****BUDGET EVALUATION**

Councillor Owen commented that it would be useful for the Town Clerk to attend and support any political group meetings in the run up to budget setting.

At the last Committee meeting Members considered the way in which the Council's budget was evaluated by Council and how its priorities were established. It was resolved that the Clerk would bring proposals for consideration to a future meeting.

The Town Clerk presented a paper for discussion. Members considered the effectiveness of the current scoring grid system and possibilities for streamlining the budget process in the future.

The implication of moving to bi-monthly Council and Management meetings was raised and how the budget would be monitored under the new meeting schedule. It was suggested that Management Committee or Audit, Grants & Charities Committee could meet twice more per year. It was also noted that the Chair of the Audit, Grants & Charities Committee does not currently hold a seat on the Management Committee. Councillor Coleman proposed that it be recommended to Council that the Chair of the Audit, Grants & Charities Committee be appointed to attend future Management Committee meetings (or the Vice Chair if the Chair is unable to attend). This was seconded by Councillor Owen and carried.

**RECOMMENDATION**

That Council agree to appoint the Chair of the Audit, Grants & Charities Committee (or the Vice Chair if the Chair is unable to attend) to future Management Committee meetings.

**690/20/21****ITEMS FOR THE NEWSLETTER**

Councillor Owen suggested ensuring space is made available for the new Mayor to outline their plans and to mention engagement in Local Government Reforms.

The meeting closed at 9.08pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>682</b>	Report on work programme	<b>RES</b>	Town Clerk to seek further information in respect of the Hallgarth entrance gate project for the next meeting.
<b>686</b>	Kendal Community Emergency Planning Group (KCEPG)	<b>RES</b>	To make a recommendation to Council that KCEPG become independent of KTC's finance systems and make their own management and finance decisions as a freestanding concern.
<b>687</b>	Standing Orders and Financial Regulations	<b>RES</b>	It was resolved to recommend the changes to Council's Standing Orders and Financial Regulations to the next meeting of the Council.
<b>688</b>	Meetings during the pandemic	<b>RES</b>	<p>That new meeting dates be agreed as:</p> <ul style="list-style-type: none"> <li>• Tuesday 6<sup>th</sup> April at 6.30pm – Planning Committee</li> <li>• Monday 12<sup>th</sup> April at 7.00pm – Annual Town Assembly</li> <li>• Monday 12<sup>th</sup> April at 7.30pm – Full Council (Kendal in Bloom Committee meeting to be rearranged)</li> <li>• Tuesday 4<sup>th</sup> May – Full Council</li> <li>• Tuesday 4<sup>th</sup> May – Annual General Meeting/Mayor Making Ceremony (Environment &amp; Highways meeting to be rearranged).</li> </ul> <p>Town Clerk to prepare a paper for April Council and order of service for the AGM.</p>
<b>689</b>	Budget evaluation	<b>REC</b>	That Council agree to appoint the Chair of the Audit, Grants & Charities Committee (or the Vice Chair if the Chair is unable to attend) to future Management Committee meetings.

Priority Outcome	Identified Project	Jury recommendation	KTC's Sponsoring Committee	Lead Partner	Support Partners	Budget allocation			Budget status (Contribution to a wider project or fully funded by KTC)	Delivery Status (0 to be approved, 1 committed, 2 in development or delivery, 3 delivered)	KTC Role
						2021/22	2022/23	2023/24			
Provide support for enhanced green spaces	Nobles Rest - Entrance improvements		E&H	KCS	SLDC	5000 (carried over)	x	x	Contribution	1	Enabler
Provide excellent allotments	Extend the number of KTC allotments and make sharing plots easier to access.	1a,1c	Allotments & KIB	tbc	tbc	x	x	x	KTC Budget only	2	Doer
	Provide free food growing course to new allotment holders	1d	Allotments & KIB	Waste into wellbeing?		x	x	x	n/a	0	Commission
	Continue partnership with Kendal Peoples café to encourage allotment holders to donate excess produce and support them to develop their educational work	2	Allotments & KIB	KTC	Various	x	x	x	Contribution	2	Commission
Increase Biodiversity	Continue support for Cumbria Dark Skies project and Kendal pilot area.		E&H	FLD	Various	x	x	x	n/a	2	Enabler
	Support phase two of Kendal Composting Project		E&H	SLACC	Various	5,000	x	x	KTC Budget only	1	Champion
Kendal Community Forest	Identify areas for potential planting, create opportunities for sponsorship and adoption of trees to nurture. Create a positive narrative regarding planned new planting. Work toward creating an annual tree counting event.	22a,b,c,d,e	E&H	SLDC	Various	n/a	x	x	n/a	0	Champion
Areas are enhanced for young people	Research the feasibility and partnership buy in to create a pump track	19	E&H	SLDC	Various	2,000	x	x	KTC Budget only - at feasibility stage	1	Doer

Identified Project	Jury recommendation	KTC's Sponsoring Committee	Lead Partner	Support Partners	Budget allocation			Budget status (Contribution to a wider project or fully funded by KTC)	Delivery Status (0 to be approved, 1 committed, 2 in development or delivery, 3 delivered)	KTC Role
					2021/22	2022/23	2023/24			
Support the creation of the Kendal to Lancaster Towpath Trail (one aspect of improved cycle infrastructure in Kendal)	19a	E&H	LCRP	all	5,250	x	x	Contribution	1	Enabler
Continued membership of LCRP	19a	E&H	LCRP	n/a	250	x	x	Contribution	1	Doer
Support the Flood Relief Improved Connectivity Project	19a	E&H	EA	all	15,000	x	x	Contribution	1	Champion
Continue to lobby for town wide 20mph speed limits	19, 20	E&H	CCC	all	10,000	x	x	Contribution	1	Champion
Support LCWIP process via engagement and promotion of improvements (see E&H papers March 21)	19a,d,e	E&H	CCC	all	5,000	5,000	5,000	Contribution	1	Enabler
Ivy Screening Project	22	E&H	KTC	all	3,266 (£10,000 LIPs new application needed)	x	x	Fully Funded via KTC (with LIPs grant)	1	Doer
Report Jury recommendation progress via recommendation panel	12a	E&H	KTC	all	1176	1,176	1176	KTC budget only	1	Doer
Promote energy and carbon saving advice and awareness	8, 10e,g,h, 14a,b, 15	E&H	KTC	Various	4500 (tbc via existing £11K biodiversity commitment)	x	x	KTC budget only	0	Doer & Champion
Research the feasibility of a food mile awareness project to be delivered in partnership with Kendal BID.	5,8,24a,b	E&H	Kendal BID	Various	n/a	x	x	n/a	0	Champion
Train Councillors in Carbon Literacy utilising the Carbon Decision wheel and other relevant tools	13a,b,e,g	E&H	KTC	Various	n/a	x	x	n/a	0	Doer
Encourage and support businesses to reduce footprint, lobby SLDC to reward energy reductions via reduced business rates.	24a,b, 10f,	E&H	KTC	Various	n/a	x	x	n/a	0	Champion
Support and encourage the creation of a Kendal Community Renewable Energy Company via feasibility research with landowners. Audit current provision to highlight progress and opportunities in partnership with Lancaster University.	11a & b, 4.	E&H	KTC	Various	n/a	x	x	n/a	0	Enabler
Tree planting / scoping projects	See Green Spaces									n/a
Kendal Composting Project										n/a
Dark Skies Cumbria										n/a

Priority Outcome	Identified Project	Jury recommendation	KTC's Sponsoring Committee	Lead Partner	Support Partners	Budget allocation			Budget status (Contribution to a wider project or fully funded by KTC)	Delivery Status (0 to be approved, 1 committed, 2 in development or delivery, 3 delivered)	KTC Role
						2021/22	2022/23	2023/24			
Kendal is positively promoted to visitors and arrivals	Continue to co-ordinate the Kendal Leaflet Series	n/a	E&H	KTC	KF	2500 - check with Chris	x	x	KTC Budget only (potential for BID contribution)	2	Doer
	Continue to support Visit Kendal Website	(Promotion platform for awareness projects)	E&H	KF/KTC/BID	KF	Included in KF allocation	x	x	n/a	2	Doer & Commission
Improved Kendal Market	Increase the opportunities for local farmers/producers to sell their products by supporting SLDC's re tendering process and stressing the importance of showcasing local produce	3	E&H	SLDC	SLDC	x	x	x	n/a	2	Champion
Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals are supported	Kendal Futures Contribution - Funding has been agreed on the condition of regular updates, inclusion in working groups and the intergration of the Jury recommendations where possible.	Multiple as per KTC funding agreement	Mgmt	KF	KTC	25,250	x	x	Contribution	2	Champion, Enable and Commission

<b>Previous Action Plan projects without budget allocation</b>	<b>Status</b>
Town centre wayfinding from Oxenholme and Kendal Station	In development via Kendal Futures Vision
Longpool Traffic Island (replace crazy pave with bonded gravel to prevent weeds, poor KTC 'advert')	Not developed
Urban Tree Planting (Reduce current planter clutter)	In development via Kendal Futures Vision
Birdcage Improvement Project	Not developed
Improve Kendal's Night Time Economy	Town Centre Vibrancy projects can complement this aspiration
Art and public realm along the riverbank corridor	KTC are meeting with EA, potential to link to flood relief scheme
Train Townscape manager as Master Composter, move KTC towards using own compost for town centre planting	Potential to link to the Kendal Composting project?
Kendal Walking Festival	Assume application will follow if needed
Improve visibility , gateway & environs of Kendal Railway Station	In development via Kendal Futures Vision
Support low income households	Mobile CAB can provide energy saving advice
Support excellent sports & activities provision	Not developed
Support Tour of Britain's return to Kendal	Not developed
Plaques on all KTC assets	Needs development due to logo issue
Improve WW1 Memorial	Not developed

## Kendal Town Council Report

To: Full Council	12 April 2021
From: Town Clerk	Agenda Item No. 7.4

### **Annual Meeting of the Council and Mayor Making 2021**

The rules affecting the Town Council's capacity to meet remotely are changing in May. The Coronavirus Act 2020, which specifically cancelled all annual meetings until 7 May 2021 expires, and it is possible that the legal right of the council to conduct its meetings by Zoom expires at the same time. The rules allowing councillors and the general public to meet inside, however, are not expected to change prior to 17 May, under the government's 'roadmap' out of lockdown, and even after this date, there are still restrictions on the way in which councillors could meet inside with the public present. Social distancing measures must be in place, and venues must have their own access restrictions to protect the public, members of staff and councillors.

The Council, however, is obliged to hold its annual meeting in May under the Local Government Act, 1972. In order to avoid any confusion and unnecessary risk, the Management Committee has recommended that the Council holds its annual meeting on the Zoom platform on 4 May 2021 (ie, while the current legislation still makes explicit provision for remote meetings).

The Meeting on 4 May would elect a new Mayor and Deputy Mayor, and those elected councillors would take up their roles immediately. The rest of the meeting would follow the usual practice of the old June council meetings, in which committee membership and outside body representatives are selected, and would then proceed with the usual business of the council.

This meeting would agree a time and place for the new Mayor and Deputy to sign their Declaration of Acceptance of Office, which would be at the formal Mayor Making Ceremony (see below).

It is important that the Council celebrates its Mayoralty, and the traditional ceremony that has not been possible during the pandemic, should be held at the first available opportunity. The government's current roadmap out of lockdown would indicate that a full Mayor Making ceremony could take place after 21 June. It is proposed that the Council holds a Mayor Making, with all the appropriate ceremonial trimmings, on Thursday 24 June, subject to the availability of the venue. At this ceremony the symbolic transfer of gowns and Mayoral insignia would take place, the new Mayor and Deputy Mayor would sign their Declarations of Acceptance of Office. For the purposes of the Ceremony only, the former Mayor would wear the robes and chains of office whilst attending, up to the point of the handover, in the traditional manner. It is anticipated that the Mayor Making ceremony would be at the first available

opportunity for the Mayor to meet people in public formally, so there would be fewer issues with public confusion.

### **Consequential Changes**

Holding the Annual Meeting of the Council on 4 May displaces a scheduled meeting of the Environment and Highways Committee. It is suggested that this committee meets instead on either Tuesday 11 May, or Monday 17 May. The previously proposed meeting of the Mayoralty and Arts Committee would move to Tuesday 1 June (Monday 31 May being a bank holiday). An additional date is also being sought for Kendal in Bloom to meet, replacing the date displaced by the Full Council on 12 April.

It is suggested that all Council meetings begin to return to face to face after 21 June, with a number trialled in the preceding weeks to ensure the correct procedures are in place in the newly refurbished Town Hall,

### **Decision Required**

The Council's approval is sought for this plan. Not adopting it may lead the Council into a breach of its obligations under the Local Government Act 1972 or the Coronavirus Act 2020.

## KENDAL TOWN COUNCIL

### Christmas Lights & Festivals Committee

**Monday 22<sup>nd</sup> February 2021 at 7.00 pm  
(Via Zoom)**

- PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams (Vice Chair), Tina Perkins, Chris Hogg and Adam Edwards
- Also present: Jason Rushworth, Newsquest Reporter
- APOLOGIES** None.
- OFFICERS** Chris Bagshaw (Town Clerk), Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 620/20/21 PUBLIC PARTICIPATION**
- None.
- 621/20/21 DECLARATIONS OF INTEREST**
- None.
- 622/20/21 MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> SEPTEMBER 2020**
- Members were asked to accept the minutes of the meeting held on 14<sup>th</sup> September 2020 as a correct record of the proceedings.
- RESOLVED** That the minutes of the meeting of the Committee held on 14<sup>th</sup> September 2020 be accepted as a correct record.
- 623/20/21 CHRISTMAS LIGHTS DISPLAY**
- There was a general discussion regarding the 2020 Christmas lights display. The following points were highlighted:
- Councillor Hogg suggested investigating the possibility of tweaking the film (potentially working with Kendal College students) in order to extend its lifespan.
  - Councillor Evans asked the Assistant to the Town Clerk to look into adding more baubles to the Christmas tree this year. A further 5 baubles was suggested.
  - Lights to be rearranged so as to avoid repeated sections of lighting.
  - It was felt the Christmas trees lit by white lights on brackets outside shops did not offer much impact. Alternative to be investigated.
- RESOLVED** Assistant to the Town Clerk to look into adding more baubles to the Christmas tree this year.

**624/20/21****PROJECTOR**

The Assistant to the Town Clerk reported that the projector may be used by the Committee with prior consultation with SLDC.

It was noted that Planning consent expires in November and will need renewing by 24<sup>th</sup> November.

Members discussed the potential use of the projector. A suggestion was put forward to utilise it for Easter. The matter of the Dark Skies Campaign was raised as having a possible bearing on its use, although it was felt that any use would be limited and should not impact on the campaign.

Members agreed use of the projector should be limited to 6 per year. This would include the three big festivals, poppies, Christmas and one further occasion.

**625/20/21****GRANT APPLICATIONS**

Members were requested to consider grant applications received for next year's budget 2021/22. Councillor Hogg proposed maintaining the grants as per last year:

Kendal Torchlight Procession - £5,000  
 Comic Art - £5,000  
 Kendal Mountain Festival - £5,000  
 Mary Wakefield Festival - £500  
 Unity Festival - £1,500  
 Kendal Wool Gathering - £1,500  
 Christmas Tree Festival - £500  
 Cumbria Festival Chorus - £500  
 Cumbria Opera Festival - £500  
 Kendal Poetry Festival - £1,500

Total = £21,500

The proposal was seconded by Councillor Ladhams and carried.

It was noted that the proposal leaves some capacity in the budget of £35k.

The matter of small development grants was raised and members considered whether to budget for such applications this year. It was agreed to continue to offer a start-up grant of £500 to organisers of new festivals or events. Applications to be invited through publicity on the KTC website, Facebook etc. Town Clerk to review the wording from last year and organise publicity.

**RECOMMENDATION** That grants awarded for 2021/22 be maintained as per last year:

Kendal Torchlight Procession - £5,000  
 Comic Art - £5,000  
 Kendal Mountain Festival - £5,000

Mary Wakefield Festival - £500  
 Unity Festival - £1,500  
 Kendal Wool Gathering - £1,500  
 Christmas Tree Festival - £500  
 Cumbria Festival Chorus - £500  
 Cumbria Opera Festival - £500  
 Kendal Poetry Festival - £1,500

**RESOLVED**

That small development grants of £500 for new festivals/events continue to be made available. Town Clerk to review the wording from last year and organise publicity.

**626/20/21****DRAFT CHRISTMAS LIGHTS TENDER**

Committee were asked to consider the Draft Tender Document for Christmas Lights in Kendal Town Centre 2021-2024. The Town Clerk confirmed the following points in response to queries raised by The Assistant to the Town Clerk:

- The opening of tenders can be done by video if necessary.
- The Statement in respect of Standing Orders can be deleted. Town Clerk to provide alternative wording.
- Physical tenders still require to be submitted, tenders by email will not be acceptable.

Councillor Evans remarked that there should be stringent instructions for return of tenders in respect of the address, in order to avoid any tenders going astray.

The document will be amended and circulated by 1<sup>st</sup> March.

**RESOLVED**

Town Clerk to provide alternative wording in respect of Standing Orders.

**627/20/21****ARMED FORCES DAY**

Committee discussed possibilities for Armed Forces Day 2021. It was felt the occasion could be marked on a small scale given the uncertainty about what may be possible. Something along the lines of Remembrance Day last year with the raising of the flag by the Mayor. The Town Clerk will liaise with the British Legion to ascertain if they would like to be involved.

**RESOLVED**

Armed Forces Day to be marked on a small scale with the raising of the flag by the Mayor. Town Clerk to liaise with the British Legion.

**628/20/21****ITEMS FOR THE NEWSLETTER**

Suggestions for the summer edition included:

- The availability of £500 start-up grants for new festivals/events.
- A retrospective article on festivals including the Mountain Festival, Comic Art Festival and Torchlight Festival. These festivals developed a good online presence during lockdown.

The Assistant to the Town Clerk will liaise with the Mayor's Attendant regarding capacity to include the above in the next newsletter.

**RESOLVED**

Assistant to the Town Clerk to liaise with the Mayor's Attendant regarding capacity to include the suggested articles in the next newsletter.

**629/20/21**

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

Members noted the Budgetary Control Statement for expenditure to 31<sup>st</sup> January 2021. The Assistant to the Town Clerk advised there were some minor alterations required to the Improvements and Maintenance heading.

**630/20/21**

**DATE OF NEXT MEETING – MONDAY 29<sup>TH</sup> MARCH 2021 AT 7PM**

Committee agreed the date of the next meeting should be pushed back. The Town Clerk will arrange an alternative date in late April/early May.

The meeting closed at 7.44pm

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>623</b>	Christmas Lights Display	<b>RES</b>	Assistant to the Town Clerk to look into adding more baubles to the Christmas tree this year.
<b>625</b>	Grant Applications	<b>REC</b>	That grants awarded for 2021/22 be maintained as per last year:  Kendal Torchlight Procession - £5,000 Comic Art - £5,000 Kendal Mountain Festival - £5,000 Mary Wakefield Festival - £500 Unity Festival - £1,500 Kendal Wool Gathering - £1,500 Christmas Tree Festival - £500 Cumbria Festival Chorus - £500 Cumbria Opera Festival - £500 Kendal Poetry Festival - £1,500
		<b>RES</b>	That small development grants of £500 for new festivals/events continue to be made available. Town Clerk to review the wording from last year and organise publicity.
<b>626</b>	Draft Christmas Lights Tender	<b>RES</b>	Town Clerk to provide alternative wording in respect of Standing Orders.
<b>627</b>	Armed Forces Day	<b>RES</b>	Armed Forces Day to be marked on a small scale with the raising of the flag by the Mayor. Town Clerk to liaise with the British Legion.
<b>628</b>	Items for the Newsletter	<b>RES</b>	Assistant to the Town Clerk to liaise with the Mayor's Attendant regarding capacity to include the suggested articles in the next newsletter.

# KENDAL TOWN COUNCIL

## Planning Committee

**Monday 1<sup>st</sup> March 2021 at 6.30 p.m.  
(Via Zoom)**

- PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Helen Ladhams, Chris Rowley and Graham Vincent
- Also in attendance: Jason Rushworth, Newsquest Reporter and Graham Harrison
- APOLOGIES** None
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 631/20/21 PUBLIC PARTICIPATION**
- None
- 632/20/21 DECLARATIONS OF INTEREST**
- Councillor Vincent declared an interest in application refs SL/2021/0101 and SL/2021/0102 in respect of Kendal Rugby Club. He is a Member of the Club.
- 633/20/21 MINUTES OF MEETING HELD ON 15<sup>th</sup> FEBRUARY 2021**
- Members considered the minutes of the Committee meeting held on 15<sup>th</sup> February 2021.
- Councillor Ladhams proposed that the minutes be accepted as a correct record. This was seconded by Councillor Rowley and carried with one abstention.
- RESOLVED** That the minutes of the meeting held on 15<sup>th</sup> February 2021 be accepted as a correct record, and signed by the Chair.
- 634/20/21 MATTERS ARISING**
- None.
- 635/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**
- Councillor Cornthwaite advised that the next meeting will be held on 17<sup>th</sup> March. It was noted that the Environment Agency have now started work in a couple of areas.
- 636/20/21 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 7.10pm

Signed .....

Dated .....

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA <a href="#">SL/2021/0089</a>	<b>43 Helme Drive, KENDAL</b> Erection garden building	02.03.2021	<b>No Material Objections</b>
2	Advertisement <a href="#">SL/2021/0097</a>	<b>Duke Of Cumberland Inn, 1 Appleby Road, KENDAL</b> Installation of 4 x externally illuminated facia signs	02.03.2021	<p><b>No Material Objections</b></p> <p>Whilst Committee welcome the attempt to vitalise these premises in keeping with the community, they would like to see rules and recent committee responses in relation to lighting adhered to.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> <li>• Uplighters not considered necessary at all. This is not in keeping with the Darker Skies Project and KTC's policy initiative. Lighting, where agreed, should be directional and/or be purely using downlighters</li> <li>• Unnecessary lighting has been included where it is not for signage and should look to removing them for reasons above</li> <li>• Proposed time limit for the lights (to conform to best practice on similar properties and not on all night). This is also relevant given the property's site, on a busy, difficult junction</li> <li>• Request detailed information on levels of luminosity proposed for officers when making delegated decision. To be in keeping with other applications on similar premises and being mindful of the specific siting of the building</li> </ul>

				<ul style="list-style-type: none"> <li>• Concern that excessive lighting would increase danger to traffic at an already busy junction</li> <li>• The committee agreed with all the consultee responses on the SLDC portal when in keeping with its comments above.</li> </ul>
3	FPA <a href="#">SL/2021/0101</a>	<b>Kendal Rugby Union Football Club, Mint Bridge, Shap Road, KENDAL</b> Variation of condition 19 (Open Hours) attached to planning permission SL/2015/0016 (Engineering operation and development to re-grade the site to form one full sized floodlit rugby pitch, one full sized floodlit artificial pitch, two training pitches, a clubhouse, parking and landscaping.)	02.03.2021	<p><b>No Material Objections</b></p> <p>Committee made the following comments:</p> <ul style="list-style-type: none"> <li>• Car parking –parking overflow in neighbouring streets is a potential problem. It should be looked at as to whether it should be allowed to park on the pitch/campsite to avoid roadside parking or alternative amelioration found</li> <li>• Flood lighting is not necessary, especially in a campsite environment</li> </ul>
4	FPA <a href="#">SL/2021/0102</a>	<b>Kendal Rugby Union Football Club, Mint Bridge, Shap Road, KENDAL</b> Change of use of land to allow seasonal camping	03.03.2021	<ul style="list-style-type: none"> <li>• Recommendation that SLDC Licensing Committee addresses noise concerns. Suggest a condition with regard to noise levels outside certain times (10pm or 10.30pm)</li> <li>• Toilet facilities – given usual campsite behaviour, that people do not travel any distance for toilets, any decision regarding suitability of facilities should include distance of toilet/shower and ease of use and how this may impact on the surrounding neighbourhood and the site itself.</li> <li>• The committee wondered whether agreement had been obtained from club members regarding use of facilities</li> <li>• The use of a Noise Survey dating back to 2015 was not felt to add to any argument in favour of this application</li> </ul>

				<ul style="list-style-type: none"> <li>The dates outlined in the Planning Statement are to be adhered to.</li> </ul>
5	FPA <a href="#">SL/2021/0124</a>	<b>5 Hawesmead Avenue, KENDAL</b> First floor extension over existing single storey extension	10.03.2021	<b>No Material Objections</b>
6	FPA <a href="#">SL/2021/0129</a>	<b>2 Murley Moss, KENDAL</b> Single storey rear extension & detached garden room for domestic & business use	10.03.2021	<p><b>No Material Objections</b></p> <p>The committee had no comments regarding the rear extension.</p> <p>However it wishes to raise neighbours' comments re positioning and size in respect of the garden room/business premises. It was discussed as to whether it would be beneficial to the application and neighbouring properties if it were moved further from the back fence, to remove its dominance and resultant potential loss of quiet enjoyment. In addition Committee suggest the possibility of screening when the issue of possibly moving the office is looked into. The size of the detached business/private use room was felt to be a questionable feature in the local environment. It was mentioned that there seemed negligible biodiversity effort, let alone net gain, for the size of new build.</p> <p>The committee did not make a judgement relating to the use of separate domestic premises for business purposes.</p>

# KENDAL TOWN COUNCIL

## Planning Committee

**Monday 15<sup>th</sup> March 2020 at 6.00 p.m.  
(Via Zoom)**

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

Also in attendance:  
Richard Alker – resident of Kendal Parks Road  
Georgina – resident of Kendal Parks Road  
Councillor Hennessy  
Councillor Evans

**APOLOGIES** Councillor Pat Gibson

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

**671/20/21 PUBLIC PARTICIPATION**

(1) Richard Alker – resident of Kendal Parks Road.  
Re: Application Ref: SL/2021/0188 – 63 Kendal Parks Road

Richard Alker wished to voice an objection against this application. The main points of concern were:

- In order to maintain a nice development all property owners signed restricted covenants. A letter from Story Homes states the proposed garage does not meet these conditions.
- A number of residents feel very strongly about the application and have submitted objections in writing on the SLDC portal.
- The estate design provides off-road parking for 2-3 vehicles per property. If the garage is approved, there would only be room for one small car on the driveway which will inevitably lead to more parking on the road (there would also be insufficient room left to open the garage door). This will lead to the pavement being obstructed, potentially causing safety issues for pushchairs, prams and wheelchair users. There are many families with children living on the development and more cars parked on the roadside would be a safety concern.
- Residents opposite have driveways facing the property and have difficulty accessing their driveways when vehicles are parked on the roadside opposite.

Material objections were highlighted as follows:

- To build the garage requires access to Richard Alker's property. Under the Access to Neighbouring Land Act 1992 he would be withholding consent to access his property to apply render. Doing so would therefore be trespassing.
- The garage changes the symmetrical shape of the semi-detached houses and other buildings on the development.

Story Homes' original design allowed for a gap between properties allowing good visibility to the surrounding hills. The Minimum gap between any two properties is approximately 2m. Building the proposed garage would reduce this gap to approximately 1m.

Richard Alker expressed his view that approval of the proposal would be a detriment to many residents and requested that the application be rejected.

(2) Georgina – resident of Kendal Parks Road.  
Re: Application Ref: SL/2021/0188 – 63 Kendal Parks Road

Georgina raised the following main areas of concern:

- **Appearance and design of the development.** All the properties on the development are designed to be symmetrical and aesthetically pleasing. No properties were designed with garages. The proposed garage, if approved, would mean the loss of the aesthetically pleasing design.
- **Layout and density of buildings.** The development was designed to allow for an open aspect between properties. Building the proposed garage would not be in line with the wider development design.
- **Scale and dominance.** The proposed structure is disproportionately large, with the apex being about 60% of the existing gable end. This would result in a dominating addition to the property and the look of the development.
- **Parking and safety.** Parking is a major issue at the property which can fit 2 small vehicles on the driveway. As the owners have 2 cars and a van, one has to be parked on the roadside permanently. This already causes significant disruption and provision of a garage will make matters worse. More vehicles parked on the road will cause an obstruction and safety risk for children, pedestrians etc.
- **Restrictive covenant.** The conditions of the covenant in place have not been complied with.

The Chair advised that residents' comments have not been uploaded to the SLDC website as of yet due to the volume of comments received for this application and a further application.

(3) Councillor Hennessy  
Re: Application Ref: SL/2021/0175 – Duke of Cumberland Inn

Councillor Hennessy stated that numerous inherent issues remain with the resubmitted application. He was disappointed that the applicant had failed to take note of previous opposition to the proposals and listed reasons for objection as follows:

- The logic for building a new layby for the purpose of deliveries more or less opposite the already overwhelmed junction of Sandylands and Appleby Roads is beyond comprehension. It directly contravenes DM1 of SLDC Development Management Policy which requires an adequate and safe view for pedestrians

and vehicles is ensured. This proposal will essentially cut the pavement area by half restricting the movement of pedestrians etc. In addition the ability of large vehicles to safely negotiate exit and entry of this layby is questionable. The sight lines of traffic and pedestrians will be severely impaired by the presence of 10m long high sided vehicles in the area. Traffic flow will be negatively affected by vehicles pulling in and out of this layby.

- There will be reduced air quality in an area which already has some of the highest levels of pollution in the town.
- Safety of pedestrians and road users must be paramount and this proposal, which will lead to an increase of traffic and pedestrians, does nothing to address previous concerns.
- The proposal would fail to help retain existing community facilities such as local shops and fail to help the economy. Its presence would seriously impact other businesses who currently employ 46 people.
- It fails on biodiversity as hedging and existing scrub are proposed to be removed.
- Noise support is inadmissible.
- There is no provision for waste.

(4) Councillor Evans

Re: Application Ref: SL/2021/0175 – Duke of Cumberland Inn

Councillor Evans expressed her view that the resubmitted application presented even more concerns than the original. She stated that there are many reasons why the application should be rejected, including the negative effects on local residents and businesses and the increased risk of flooding. In particular she wished to highlight the issue of highways and the following points:

- The statements in 7.6 and 7.12 are contradicted in the application.
- The moving of the access further south makes these proposals even more dangerous. An already dangerous junction will become even more hazardous with the potential for more accidents.
- The proposed new pedestrian crossing is in a very dangerous position with no line of sight for traffic approaching from the right.
- She would like to challenge the developers to produce a detailed map of where the parking spaces that they list in the area actually are. From April 1<sup>st</sup> all parking in the Shap Road area will be residents' permits only. This will mean very little capacity for overflow parking.
- Many statements in the application have no basis in reality and will only increase the dangers for residents.

672/20/21

**DECLARATIONS OF INTEREST**

Councillor Cornthwaite declared an interest in application SL/2021/0120 (8 Rosemede Avenue). The applicant is known to him.

01.03.2021

**673/20/21 MINUTES OF MEETING HELD ON 1<sup>ST</sup> MARCH 2021**

Members considered the minutes of the Committee meeting held on 1<sup>st</sup> March 2021.

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

**RESOLVED** That the minutes of the meeting held on 1<sup>st</sup> March 2021 be accepted as a correct record, and signed by the Chair.

**674/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**

The next meeting is scheduled to be held Wednesday 17<sup>th</sup> March 2021 at 7pm.

**675/20/21 DIVERSION OF PUBLIC FOOTPATHS AT LAND NORTH OF LAUREL GARDENS**

The Town Clerk advised that KTC get to see all proposed orders of footpath diversions. This particular order is part of the footpath diversion necessary to build in the fields beyond Laurel Gardens.

Committee noted the Order for diversion of footpath numbers 536008 and 536009.

The Chair wished to reiterate Committee's interest in all similar orders. The Town Clerk advised that it would be unlawful for SLDC to divert a footpath without notifying KTC as a statutory consultee.

**RESOLVED** That Committee note the Order for diversion of footpath numbers 536008 and 536009.

**676/20/21 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.

Note:

Councillor Vincent wished to register his non-compliance with the discussion held in respect of The Duke of Cumberland. He talked about Kendal Futures Strategy and their employment of a specialist transport consultant to resolve issues of heavy traffic and pedestrian safety in the area. In his view Committee are making decisions on changes that could be fairly imminent and he feels the wider picture should be looked at.

The meeting ended at 7.20pm

Signed .....

Dated .....

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA <a href="#">SL/2021/0028</a>	<b>274 Valley Drive, KENDAL</b> Erection of fence to road facing boundary wall, total height of 1800mm (Retrospective)	17.03.2021	<b>No Material Objections</b> Committee were disappointed to note the retrospective nature of this application.
2	FPA <a href="#">SL/2021/0120</a>	<b>8 Rosemede Avenue, KENDAL</b> Single storey side extension	15.03.2021	<b>No Material Objections</b> Committee noted that 12 weeks' notice is required if scaffolding is to be erected on the footpath.
3	FPA <a href="#">SL/2021/0125</a>	<b>22 Derwent Drive, KENDAL</b> Single storey side extension & alterations to front porch	17.03.2021	<b>No Material Objections</b>
4	FPA <a href="#">SL/2021/0135</a>	<b>24 Heron Hill, KENDAL</b> Single storey side extension	17.03.2021	<b>No Material Objections</b>
5	FPA <a href="#">SL/2021/0138</a>	<b>49 - 51 Low Fellside, KENDAL</b> Re-roof, chimney repairs, rebuilding of car park retaining wall & removal of Silver Birch	18.03.2021	<b>No Material Objections</b> Committee suggest Officers look into the possibility of using cast iron for downpipes and guttering.
6	Advertisement <a href="#">SL/2021/0153</a>	<b>2A Elephant Yard, KENDAL</b> 1 internally illuminated fascia sign, 2 non-illuminated fascia signs & 1 internally illuminated projecting sign	22.03.2021	<b>Material Objections</b> Whilst Committee welcome the business itself with no objections regarding the internal changes, it raised objections relating to the following:
7	FPA <a href="#">SL/2021/0155</a>	<b>2A Elephant Yard, KENDAL</b> Internal refurbishment of existing retail unit for use as a cafe including the formation of an external seating area.	22.03.2021	<ul style="list-style-type: none"> <li>• There is no requirement for internally illuminated signs on this site.</li> <li>• The external colour scheme, window motifs, 3D cup and screening to the seating area is not at all in keeping with the character, design and feel of Elephant Yard, or Kendal's Conservation Area as a whole.</li> </ul>

				<ul style="list-style-type: none"> <li>The width of outdoor seating restricts the movement of pedestrians and an adaptation of that application to enable free flow of shoppers to other retail units is not possible within the overall design of the walkway.</li> </ul>
8	FPA <a href="#">SL/2021/0154</a>	<b>70 Rusland Park, KENDAL</b> Single storey front & rear extensions	23.03.2021	<p><b>No Material Objections</b></p> <p>We would wish conditions to ensure the sufficiency and permanence of any biodiversity gain.</p>
9	FPA <a href="#">SL/2021/0172</a>	<b>5 Curson Rise, KENDAL</b> Two storey side extension with single storey side extension attached and a detached single garage	24.03.2021	<p><b>Material Objections</b></p> <p>Clarification required as to whether the garage creates a new exit onto a separate entrance. If so a report from Highways would be required.</p> <p>There appears to be no net biodiversity gain.</p>
10	FPA <a href="#">SL/2021/0176</a>	<b>7 Peat Lane, KENDAL</b> Two storey rear extension	25.03.2021	<p><b>No Material Objection</b> however Committee noted the extension is large for its plot. Any decision should ensure there is no overlooking issue on Langdale Crescent.</p> <p>Although the neighbours have not objected to the proposal, Committee were concerned to ensure that they are suitably aware of, and happy with, the resultant loss of light.</p>
11	FPA <a href="#">SL/2021/0175</a>	<b>Duke of Cumberland Inn, 1 Appleby Road, KENDAL</b> Erection of convenience store, retention of public house with redesigned beer garden, reconfigured car park including retained vehicular access from Shap Road and relocated vehicular access from Appleby Road, introduction of a service layby on Appleby Road and provision of a	25.03.2021	<p><b>Material Objections</b></p> <p>Committee stand by the comments it made previously as material objections to the proposal; previously in response to application SL/2020/0431 for the same premises. They wish to repeat that those material objections raised on 3rd August 2020 have not been adequately addressed in this application and are therefore re-</p>

		<p>pedestrian crossing on Appleby Road (Resubmission of SL/2020/0431)</p>	<p>stated here. They also draw Officers' attention to concerns raised by Councillors Evans and Hennessy, as submitted via the SLDC portal and presented to Committee this evening (below). They would further draw attention to the over 250 residents' comments submitted.</p> <p>Main concerns discussed included:</p> <ul style="list-style-type: none"> <li>• Safety of school children - not mentioned by the applicant</li> <li>• Highways issues – not sufficiently addressed These are especially regarding the safety of proposed lay-by contravening proper sight lines for pedestrians or motorists while turning; lack of safe entry or exit to premises; traffic flow figures that are not realistic and despite projections given, trip generation will be large; danger of standing and turning lorries whilst delivering; problems that exist on an already congested and complicated junction.</li> <li>• There is a potential 'cut through' created for vehicles between Shap Road and Appleby Road through the carpark. This had previously been blocked off precisely because of the frequent and dangerous use that had been made of it.</li> <li>• Detrimental effect on air quality for the area and for children on a busy route to and from school, caused by increased traffic flow and idling</li> <li>• First priority for under-utilised land should be housing as in planning guidelines.</li> <li>• Proposal fails to help retain community facilities such as local shops.</li> </ul>
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				<ul style="list-style-type: none"> <li>• The application states availability of the car park, which currently has a beer garden situated on it.</li> <li>• The Design and Access Statement quotes core strategies which are actually detrimental to the application, eg pp17, 118 &amp; 124.</li> <li>• New development should, under guidelines, be acceptable to local communities, which this is not – see volume and content of the neighbour responses.</li> <li>• There is no sufficient plan for increased biodiversity on the site and a subsequent inclusion of a bird box will not be sufficient.</li> <li>• The committee did not deem the increased risk of flooding had been accurately addressed and await comments from the Lead Flood Authority.</li> </ul>
12	FPA <a href="#">SL/2021/0194</a>	<b>65 Rinkfield, KENDAL</b> Glazed balcony over existing single storey extension	26.03.2021	<b>No Material Objections</b> provided there is no issue of overlooking.
13	FPA <a href="#">SL/2021/0188</a>	<b>63 Kendal Parks Road, KENDAL</b> Single storey side garage & rear conservatory	25.03.2021	<p><b>Material Objections</b></p> <p>Committee have no objections to the proposal for a conservatory provided that residents of Hawthorn Way - with gardens that back on to it - have had the opportunity to comment on any potential loss of privacy given the slope of the site.</p> <p>However the Committee wishes to underline objections raised by residents present at the meeting and the additional residents' comments submitted on the SLDC portal. These objections are based on concerns regarding scale and dominance, overdevelopment of a newly</p>

				<p>designed and approved site, adherence with restrictive covenants from Story Homes, sightlines/visual amenity of the development, and highway safety as mentioned. Committee view these issues as material objections.</p> <p>In addition to these was the fact that necessary access to facilitate building will not be given by the neighbouring residence.</p> <p>The Chair has advised the Planning Officer that one of the neighbour's' comments to the proposal has been wrongly posted under SL/2021/0175 (processed 17/3/21), is therefore missing from comments here, and should be re-applied to this application.</p>
14	FPA <a href="#">SL/2021/0204</a>	<b>23 Burton Road, KENDAL</b> Front porch extension	29.03.2021	<b>No Material Objections</b>
15	FPA <a href="#">SL/2021/0203</a>	<b>Formally Playmates Pre School Nursery, Captain French Lane, KENDAL</b> Installation of solar panels to south facing roofs of Units 2 and 5	30.03.2021	<b>No Material Objections</b> Committee would welcome a swift box as per the Kendal Swifts submission.
16	FPA <a href="#">SL/2021/0179</a>	<b>25 Aldercroft, KENDAL</b> First floor extension over existing garage	31.03.2021	<b>No Material Objections</b> Committee would welcome a swift box as per the Kendal Swifts submission.
17	FPA <a href="#">SL/2021/0186</a>	<b>68 Lingmoor Rise, KENDAL</b> Erection of two-bed end of terrace house (Resubmission of SL/2020/0491)	05.04.2021	<b>No Material Objections</b>
18	FPA <a href="#">SL/2021/0146</a>	<b>11 Nether Street, KENDAL</b> Replacement UPVC windows and front door and installation of French patio doors to the rear.	05.04.2021	<b>No Material Objections</b> On a design level Committee approve the change to sash windows, subject to the Conservation Area Officer confirming this is not prejudicial to the visual amenity of the Conversation Area.

01/03/2021

Planning  
Appendix 1

				Committee have raised the issue of like for like double glazing many times. This policy requires to be rewritten.
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# KENDAL TOWN COUNCIL

## Environment and Highways Committee

**Monday 8<sup>th</sup> March 2021 at 7.30 pm  
(Via Zoom)**

- PRESENT** Councillors Jonathan Owen (Chair), Eamonn Hennessy (Vice Chair), Giles Archibald, Susanne Long, Shirley Evans, Julia Dunlop, Jonathan Cornthwaite and Chris Rowley
- Also in attendance: Jason Rushworth (Newsquest Reporter) and Graham Harrison
- APOLOGIES** Councillor Adam Edwards
- OFFICERS** Helen Moriarty (Project Manager), Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 655/20/21 PUBLIC PARTICIPATION**
- None.
- 656/20/21 DECLARATIONS OF INTEREST**
- None.
- 657/20/21 MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> JANUARY 2021**
- The Chairman presented the minutes of the meeting held on 11<sup>th</sup> January 2021. Councillor Hennessy proposed that the minutes be approved as a correct record. This was seconded by Councillor Evans and carried.
- RESOLVED** That the minutes of the meeting of the Committee held on 11<sup>th</sup> January 2021 be accepted as a correct record.
- 658/20/21 MATTERS ARISING (Not on Agenda)**
- None.
- 659/20/21 TABLE OF RESOLVED ACTIONS**
- Members considered the Table of Resolved Actions. It was noted that a press release in respect of biodiversity grants had been issued.
- 660/20/21 ACTION PLAN DRAFT**
- The Project Manager presented the Draft Action Plan detailing all development project and Jury recommendation response projects for discussion. She explained the table format and delivery status column which allocated a number to each project depending on its progress.
- Councillor Archibald noted that the table does not make it clear whether a project with a delivery status of 1 (committed) is fully

funded or whether additional funding is still required. He suggested incorporating 1a and 1b to identify this. He also highlighted that KTC will not be acting as the lead on all projects and queried how such projects would be monitored. The Project Manager advised that SLDC have offered some officer support and an agenda item for a future meeting is required to discuss this further. There was a request for sight of the SLDC response to the Jury's recommendations to aid discussions in respect of project monitoring.

It was agreed to add the Draft Action Plan to the KTC website for transparency. The Project Manager will amend the draft document to identify fully funded projects and those which will require further funding.

## RESOLVED

Project Manager to (a) add the Draft Action Plan to the KTC website (b) amend the draft document to identify fully funded projects and those which will require further funding and (c) share SLDC's response to the Jury's recommendations.

The Project Manager then put forward two proposed projects from the Action Plan which are currently delivery status 0 (to be approved) for Committee's consideration as follows:

## 661/20/21

### Mobile Carbon Advice Bureau

It was a recommendation of Kendal's Climate Change Citizens' Jury to provide accessible information to make it easier for individuals to make informed decisions. The proposal presented to Committee was to create a mobile 'one stop shop' or Carbon Advice Bureau to action this recommendation.

The benefits of creating a mobile version of the recommendation were discussed. Current ideas included purchasing an E Bike and trailer and hosting family fun days in Kirkbarrow, Sandylands and Hallgarth. Funding of £4,500 was proposed from the Biodiversity budget of £11,000 as follows:

£1,000 towards an electric bike and trailer

£3,000 towards 3 family fun days

£500 towards a tablet, loud speaker and decoration of the trailer

A general discussion ensued and possible alternatives were discussed. Councillor Archibald mentioned a presentation that had taken place in Grange. An offer had been made to bring this to Kendal and he suggested this be explored further. There was a feeling that it was an ambitious project which would require a significant amount of work. Members were concerned about the level of engagement that would be achieved with residents. There were also concerns regarding the mobile element of the proposal which would require somebody's time to cycle around town etc. It would also be weather dependant. Councillor Rowley talked about the experiences of SLACC who have endeavoured to carry out a similar project with difficulties. Councillor Evans noted that Councillor Edwards, Chair of the Sandylands Residents Association, was

hoping to hold a fete at Sandylands this year which may provide a suitable event to attend.

It was agreed the Project Manager would consider the points raised and report back to Committee further at the next meeting.

**RESOLVED**

Project Manager to consider the points raised and report back to Committee further at the next meeting.

**662/20/21**

LCWIP & Your Priorities Engagement Proposal

KTC are a member of Kendal's Local Cycling and Walking Infrastructure Group (LCWIP) led by CCC. The purpose of the LCWIP is to identify solutions to Kendal's cycling and walking infrastructure challenges.

The paper put forward by the Project Manager addressed a further recommendation of Kendal's Climate Change Citizens' Jury to improve Kendal's cycling infrastructure and to agree a vision. The proposal was to use the 'Your Priorities' platform to engage with residents in the design and decisions regarding future cycling improvements in Kendal. 'Your Priorities' is a website which highlights options and enables public participation.

The project would be developed in partnership with Andrew Marshall, Lead Infrastructure Officer at CCC.

There is no cost associated with 'Your Priorities' therefore any cost is in Officer time rather than financial. It was suggested, however, that funding of £200 would support promotion and engagement.

During the ensuing discussion several Members raised the point that walking infrastructure should be captured as well as cycling. The Project Manager confirmed that LCWIP is taking this into account.

Question was raised by Councillor Evans as to responsibility for footpaths leading to allotments. She was concerned about the footpath leading from Jenkin Crag to Sandylands allotments. The Town Clerk replied that KTC have no specific duty regarding footpaths and advised that particular area is SLDC land. He will make further investigations in this respect. Councillor Rowley highlighted a similar situation at Underley.

Councillor Rowley indicated concern re sufficient Officer time in respect of the LCWIP proposal. He added that he would like to see schools involved with the project.

It was noted that 10 jurors have volunteered to support the private screening events of the Citizens Jury film. There is a possibility they may form a constituted group to monitor the recommendations and ensure progression and momentum.

Councillor Rowley proposed that the proposal be accepted. This was seconded by Councillor Evans and carried unanimously.

**RESOLVED**

That the engagement of the 'Your Priorities' proposal be accepted.

**663/20/21****DARK SKIES UPDATE**

Members considered a report from Jack Ellerby, Dark Skies Cumbria Project Officer.

One item highlighted related to the Cliff Terrace pilot scheme which is on track to be installed in April. The scheme will see the first genuine Dark Sky and Wildlife Friendly Heritage Lights in Kendal (and possibly Cumbria). The Town Clerk advised that he will obtain a specification from Jack Ellerby and bring to the next meeting. Committee will be required to approve to the adoption of the finished project. Councillor Archibald commented that this would be a positive news item for the Westmorland Gazette.

Councillor Long raised the interest of the Planning Committee in the Dark Skies project and suggested they be requested to consider the implication of the scheme on planning issues. It was agreed the Project Manager will liaise with Jack Ellerby to provide best practice guidance for consideration by the Planning Committee. Councillor Rowley commented that Planning Committee are aware of the scheme and have been in contact with Jack Ellerby.

It was noted that Jack Ellerby is likely to attend the next Environment & Highways Committee meeting.

**RESOLVED**

Town Clerk to obtain a specification of the Cliff Terrace lighting from Jack Ellerby to enable Committee to approve adoption of the finished project. He will also request best practice guidance for consideration by the Planning Committee.

**664/20/21****AIKRIGG AVENUE PROPOSAL**

It was noted that residents have requested a mirror to improve visibility issues. Councillor Rowley explained that a 90 degree bend causes difficult visibility and a mirror will improve safety, particularly for cyclists.

Councillor Owen advised that the original intention was to request funding from the New Infrastructure budget, however he has successfully secured funds from the Locality Budget. The proposal is therefore for KTC to install the mirror and maintain it as an asset. Committee were informed that CCC are agreeable to KTC undertaking this item of work.

Committee were in agreement with the proposal.

**RESOLVED**

That Committee agree to the proposal to install a mirror at Aikrigg Avenue. To be installed and maintained as a KTC asset and funded from Councillor Owen's Locality Budget.

**665/20/21****SID UPDATE**

Members considered a paper in respect of KTC's Speed Indicator Device (SID). The SID had broken in 2020 and Committee were

asked to consider whether a new one should be purchased and which locations it would serve.

The matter of cost was raised. The Project Manager advised this would depend on the preferred type. Options were either a fixed solar powered type, or one which can be rotated around arterial roads. During a general discussion the general feeling amongst Councillors was that a mobile SID would be more effective and could be helpful with the 20's Plenty project. A preference for a 'SID featuring a 'smiley face' was noted.

Councillor Rowley proposed Committee agree to the purchase of a new SID up to a maximum spend of £2,500. This was seconded by Councillor Dunlop and carried. The Project Manager will obtain costs.

**RESOLVED**

That Committee agree to the purchase of a new SID up to a maximum spend of £2,500.

**666/20/21****VICARAGE DRIVE**

Committee discussed the poor state of footpaths and open spaces in the area around Vicarage Drive. Councillors are particularly concerned about an unsurfaced section of footpath. The Town Clerk has been in touch with CCC in this respect. Members were asked to consider what role they wished to take with improvements in the area.

Councillor Hennessy referred to his aspiration for some wild planting in the area which he has previously mentioned. He has tried without success to contact Fleetwood Housing in this respect.

A general discussion ensued. Members agreed this is a neglected area which is disappointing. The Town Clerk will pursue the matter of the footpath between Vicarage Drive and Vicarage Garth with SLDC and look into ideas for general care of the area. He will present a paper for consideration at the next Committee meeting.

A suggestion was made to contact Kendal Ramblers Association who are keen to maintain footpaths and may be able to offer some help.

**RESOLVED**

Town Clerk to present a paper at the next meeting re ideas for general care of the area.

**667/20/21****20MPH**

Committee were informed of an invitation from Karen Johnson of the Local Area Committee to be involved in informal discussions. It was agreed Councillors Hennessy and Rowley would attend, along with the Town Clerk and Project Manager.

**668/20/21****ITEMS FOR THE NEWSLETTER**

Items suggested for the summer edition of the KTC newsletter included:

- Audit results of the Dark Skies consultation
- Cliff Terrace lighting
- Citizens' Jury update
- LCWIP 'Your Priorities' engagement
- EA public realm improvements
- Vision for Kendal (Kendal Futures) update

**669/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members noted the Budgetary Control Statement for expenditure to 31 January 2021. The following points were highlighted:

- The Project Manager advised that £10,000 of the stated budget is a LIP grant which needs to be reapplied for once the permissions for the Ivy Screening project have been obtained.
- Any budget remaining in respect of Action Plan Projects will be carried forward.
- Permission is being sought for the Nobles Rest Entrance Improvements (Civic Society led project) but is progressing. Councillor Archibald commented that, once complete, this will be a good improvement for Kendal and suggested an article be included in a future KTC newsletter.
- Councillor Evans referred to the CCTV camera on Gooseholme and asked when feedback could be expected. The Town Clerk will request Sergeant Suzanne Scott-O'Neill to attend a Council meeting and provide an update on police matters.

**670/20/21****DATE OF NEXT MEETING**

The next meeting will be held at 7.30pm on Tuesday 4<sup>th</sup> May 2021.

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>660</b>	Action Plan Draft	<b>RES</b>	Project Manager to (a) add the Draft Action Plan to the KTC website (b) amend the draft document to identify fully funded projects and those which will require further funding and (c) share SLDC's response to the Jury's recommendations.
<b>661</b>	Mobile Carbon Advice Bureau	<b>RES</b>	Project Manager to consider the points raised and report back to Committee further at the next meeting.
<b>662</b>	LCWIP & Your Priorities Engagement Proposal	<b>RES</b>	That the engagement of the 'Your Priorities' proposal be accepted.
<b>663</b>	Dark Skies Update	<b>RES</b>	Town Clerk to obtain a specification of the Cliff Terrace lighting from Jack Ellerby to enable Committee to approve adoption of the finished project. He will also request best practice guidance for consideration by the Planning Committee.
<b>664</b>	Aikrigg Avenue Proposal	<b>RES</b>	That Committee agree to the proposal to install a mirror at Aikrigg Avenue. To be installed and maintained as a KTC asset and funded from Councillor Owen's Locality Budget.
<b>665</b>	SID update	<b>RES</b>	That Committee agree to the purchase of a new SID up to a maximum spend of £2,500.
<b>666</b>	Vicarage Drive	<b>RES</b>	Town Clerk to present a paper at the next meeting re ideas for general care of the area.

# KENDAL TOWN COUNCIL

## Kendal in Bloom Committee

**Wednesday 17<sup>th</sup> March 2021 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 Lynda Johnston (BID)
- APOLOGIES** None
- OFFICERS** Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 691/20/21 PUBLIC PARTICIPATION**
- None.
- 692/20/21 DECLARATIONS OF INTEREST**
- Councillor Adam Edwards declared an interest in item 7 of the Agenda (Community Funding).
- 693/20/21 MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> OCTOBER 2020**
- The Chairman presented the minutes of the meeting held on 12<sup>th</sup> October 2020. Councillor Sutton proposed that the minutes be approved as a correct record of the meeting. This was seconded by Councillor Edwards and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 12<sup>th</sup> October 2020 be accepted as a correct record.
- 694/20/21 MATTERS ARISING (Not on Agenda)**
- Minute Ref 327/20/21 – Natural Heritage Trail  
Funding of £430 is required to extend the Natural Heritage Trail to the area outside the cricket ground on Shap Road. Terry Parr and Councillor Edwards are in discussions regarding the Sandylands area.
  - Minute Ref 330/20/21 – Kendal in Bloom and Cumbria in Bloom Competitions  
Pollinator planting has been provided and further plants are on order.
  - The Project Manager has advised that the Environment & Highways Committee would be supportive of the idea to utilise the Castle grounds and Canal towpath for wild flower meadows, subject to the Kendal in Bloom Committee taking the project forward. The idea was raised at the last meeting when it was suggested that Continental collect grass cuttings to enable some

wild flower meadows. Councillor Rowley commented that choosing the least fertile areas should result in greater success. Councillor Blackman proposed that Committee explore the potential for some areas of the Castle grounds and towpath to be encouraged as wild flower meadows. This was seconded by Councillor Rowley and carried.

- Janine and Pierre are to liaise on a suitable place to relocate barrier baskets on railings outside the Citizens Advice Bureau to facilitate the ivy screening project.
- Minute Ref 337/20/21 – AOB  
Pierre advised that compost has been ordered and is in storage.
- Janine confirmed that Phil Walker wishes to remain a co-opted Member of the Committee, Lynne Oldham does not.

**RESOLVED**

That Committee explore the potential for some areas of the Castle grounds and towpath to be encouraged as wild flower meadows.

695/20/21

**COMMUNITY INVOLVEMENT**

Members discussed how Committee could engage with the community and promote Kendal in Bloom.

Suggestions put forward included advertising on the KTC Facebook page and Residents' Associations and community gardening groups such as Kendal Fell Triangle. There was a discussion regarding whether community engagement should be a committee or full Council led initiative.

Grants for community initiatives was raised and it was agreed to advertise this on Facebook to encourage groups to come forward. The need for a policy/set of guidelines was highlighted. Janine will prepare a KIB specific draft to align with other granting committees for the next meeting. Councillor Edwards proposed that Committee consider bids from community groups for a minimum of £50 and a maximum of £500 to develop horticultural projects. Evidence of some form of match funding to be encouraged. This was seconded by Councillor Rowley and carried.

**RESOLVED**

Janine to prepare draft KIB policy for community initiatives grants for the next meeting. Grants for a minimum of £50 and a maximum of £500 to be considered. Evidence of match funding to be encouraged.

696/20/21

**KIB INITIATIVE 2021**

Janine advised that she has received no communication from Cumbria in Bloom organisers so presumes the competition has been put on hold for this year due to the pandemic. She expressed her wish to organise some form of community planting scheme to acknowledge a challenging year.

Councillor Blackman put forward a suggestion to endeavour to create some bloom interest with the town centre. The idea was to encourage shops and businesses to decorate florally an old kitchen chair and display in windows or bring outside. Flowers could be real or made out of wool etc. A competition could be held. Lynda Johnston commented that getting business engagement can be a challenge, however BID are very aware of the appearance of the town for the 'recovery year' and she will talk to BID committee. During a general discussion it was agreed not to actively pursue a schools completion, although schools would be welcome to participate. It was suggested that the project could be called 'Blooming Businesses' or 'Business is Blooming'. A separate Zoom discussion will be arranged to discuss promotion ideas.

Pierre commented that the appearance of the Bird Cage is currently very poor and suggested improvements could be made such as increasing vegetation. Members agreed to look at ways to make floral enhancements at the next meeting.

It was noted that civic planting is on track.

The tower displays usually positioned outside the Town Hall entrance are to be placed elsewhere. The possibility of relocating these to the Market Place is to be explored.

Work has started on the Canal Path area to develop approx. 40 new allotment plots.

A community group for young people with complex needs have taken on an allotment plot on Rinkfield. The plot will be used for gardening therapy. The group has transformed the area and there have been a lot of community donations.

## **RESOLVED**

1. Possible floral enhancements to the Bird Cage to be discussed at the next meeting.
2. Possibility of relocating tower displays usually positioned outside the Town Hall to the Market Place to be explored.

**697/20/21**

## **COMMUNITY FUNDING**

Committee were asked to consider the following bids for funding:

**698/20/21**

- (1) Ghyllside Group for planters at Ghyllside.

The Group approached Committee in 2019 with a proposal for planters. This was rejected at the time and match funding was requested. A detailed proposal was put forward in October 2020, however this was considered to be expensive. Councillor Rowley advised that he has discussed a phased approach with the Group, along with a suggestion that they carry out nitrogen and particulate monitoring and Committee support them in year one with 1 or 2 planters. The cost for one planter is approximately £500. The Group would start to put in some screening such as bamboo and look into match funding for another planter next year. Highways indicated

approval to the screening in 2020, provided KTC would take on responsibility from the Group if necessary in the future.

It was proposed by Councillor Rowley to fund £500 for the purchase and installation of one planter based on a promenade style of planter. This was seconded by Councillor Sutton and carried. Janine to write to the group to confirm.

**RESOLVED**

That Committee fund £500 to the Ghyllside Group for the purchase and installation of one planter.

**699/20/21**

(2) Manna House for developing a sensory space in small garden.

Costings have previously been requested and it was noted that these have still not been provided. The request is for a donation of between £200-£500. Committee discussed the difference between a donation and a grant to fund a project. Janine will remind Manna House that costings are still awaited.

**RESOLVED**

Janine to remind Manna House that costings are still awaited.

**700/20/21**Birds Park Reservoir

Councillor Edwards talked about development works at Birds Park Reservoir by United Utilities. He suggested that this presents a good opportunity to work with UU to set up an educational project on flood risk. He is currently in discussions with Terry Parr in this respect. Councillor Rowley commented that the biodiversity element should be highlighted in discussions with the EA and UU. Councillor Edwards will provide more detail at the next Committee meeting.

**701/20/21**Extension of the Kendal Legendary Landscape Trail into Sandylands

Following previous discussions with Terry Parr regarding extending the Trail to the area outside the Cricket Club, Janine advised that funding of £430 is required to create a display there.

Terry Parr is also proposing a demo planter outside Sandgate School with a "natural health service" theme. The cost would be £150 for planting and the donation of a clad planter. Councillor Edwards said the Sandylands Residents' Association would be supportive of the project.

Councillor Blackman proposed that funding of £430 to extend the legendary landscape trail outside the Cricket Club and £150 for a demo planter at Sandgate School be approved. This was seconded by Councillor Edwards and carried.

**RESOLVED**

That funding of £430 to extend the legendary landscape trail outside the Cricket Club and £150 for a demo planter at Sandgate School be approved.

**702/20/21****SOUTH LAKES FOYER AND MAUDES MEADOW PLANTERS**South Lakes Foyer

There are 2 tiered planters outside South Lakes Foyer which have not been used this year. It was noted that the location is dark and

shady. Watering is also difficult and impractical and the planters would be better relocated. Members discussed possible locations including the Market Place, railway station area, gravelled area on Shap Road and outside County Hotel. It was agreed that Councillor Blackman, Pierre and Mandy will carry out site visits to assess suitability for relocation. Janine will contact Horticare regarding the possibility of them supplying planting for this year.

#### Maudes Meadow

At the previous meeting Toni Yates offered to take on the planters outside Nobles Rest. She presented a planting plan for consideration by Members. The cost to implement the planting would be £309 for both planters. Members agreed the plan fit in well with the central planting scheme in Maudes Meadow. Councillor Rowley proposed that Committee approve the planting. This was seconded by Councillor Edwards and carried.

It was noted that these works need progressing as soon as possible before the end of the financial year on 31<sup>st</sup> March.

Mandy commented that the area outside the Cricket Club is looking really good following recent work there.

#### **RESOLVED**

1. Site visits to be conducted to assess suitability for the relocation of planters at South Lakes Foyer.
2. Planting plan for planters outside Nobles Rest to be approved at a total cost of £309.

#### **703/20/21**

#### **ROOTS OF REMEMBRANCE**

Councillor Blackman highlighted a tree planting initiative by RHS in memory of those who have lost their lives during the pandemic. Members were asked to consider whether they wished to publicise the initiative. Following a general discussion it was agreed to bring the idea to people's attention on the KTC Facebook page.

#### **RESOLVED**

That the tree planting initiative be publicised on the KTC Facebook page.

#### **704/20/21**

#### **TORCHLIGHT GARDENS OF DELIGHTS**

Members considered correspondence from Craig Russell which advised that the theme for this year's Kendal Torchlight will be "Gardens of Delight".

Janine will contact Craig Russell, Chair of Kendal Torchlight, to advise Committee are fully supportive of the theme and delighted to provide support in any way possible.

There was a general discussion regarding the possibility of an initiative for residents to send in pictures of their front gardens etc.

#### **RESOLVED**

Janine to contact Craig Russell to confirm Committee's support for the Torchlight theme.

**705/20/21****ITEMS FOR THE NEWSLETTER**

Items suggested included:

- Business is Blooming project discussed earlier in the meeting.
- Maudes Meadow Planters.
- Extension of the Kendal Legendary Landscape Trail.

Councillor Blackman suggested organising monthly 'Keeping Kendal Mint Clean' litter picks to promote cleanliness in the town. He will prepare a proposed schedule of dates. This will be publicised on the KTC Facebook page and residents will be invited to suggest grot spots to be targeted. There was a general discussion regarding litter, during which it was suggested that Kendal's yards should be an area to target.

**706/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Financial Statement as at the end of February 2021.

Community Projects

Budget of £3,610 remains following expenditure approved during the meeting. It was agreed to purchase a dozen litter pickers and other litter picking equipment such as disposal gloves from the remaining budget.

Installation & Maintenance

It was noted that budget remains under the heading. A suggestion was made to purchase peat free compost from Horticare. Some of this would be provided to the Ghyllside Group for the planters at Ghyllside and the rest will be stored.

Action Plan Projects

The £750 budget remaining will rollover.

Members discussed the vouchers for schools which are usually presented. It was agreed as a goodwill gesture to give a £25 voucher to those schools that are historically involved in recognition of ongoing commitment to bloom projects over the years.

**RESOLVED**

1. Litter picking equipment to be purchased from remaining Community Projects budget.
2. Peat free compost to be purchased from remaining Installation & Maintenance budget.
3. £25 vouchers to be presented to schools as a goodwill gesture.

**707/20/21****DATE OF THE NEXT MEETING**

The date scheduled for the next meeting is currently Monday 12<sup>th</sup> April 2021, however the Town Clerk is to look at an alternative date in May.

The meeting closed at 9.01pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>694</b>	Wild Flower Meadows – Castle grounds and towpath	<b>RES</b>	That Committee explore the potential for some areas of the Castle grounds and towpath to be encouraged as wild flower meadows.
<b>695</b>	Community Involvement	<b>RES</b>	Janine to prepare draft KIB policy for community initiatives grants for the next meeting. Grants for a minimum of £50 and a maximum of £500 to be considered. Evidence of match funding to be encouraged.
<b>696</b>	KIB Initiative 2021	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Possible floral enhancements to the Bird Cage to be discussed at the next meeting.</li> <li>2. Possibility of relocating tower displays usually positioned outside the Town Hall to the Market Place to be explored.</li> </ol>
<b>698</b>	Community Funding - Ghyllside Group	<b>RES</b>	That Committee fund £500 to the Ghyllside Group for the purchase and installation of one planter.
<b>699</b>	Community Funding - Manna House	<b>RES</b>	Janine to remind Manna House that costings are still awaited.
<b>701</b>	Community Funding – Legendary Landscape Trail into Sandylands	<b>RES</b>	That funding of £430 to extend the legendary landscape trail outside the Cricket Club and £150 for a demo planter at Sandgate School be approved.
<b>702</b>	South Lakes Foyer and Maudes Meadow Planters	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Site visits to be conducted to assess suitability for the relocation of planters at South Lakes Foyer.</li> <li>2. Planting plan for planters outside Nobles Rest to be approved at a total cost of £309.</li> </ol>
<b>703</b>	Roots of Remembrance	<b>RES</b>	That the tree planting initiative be publicised on the KTC Facebook page.
<b>704</b>	Torchlight Gardens of Delights	<b>RES</b>	Janine to contact Craig Russell to confirm Committee's support for the Torchlight theme.
<b>706</b>	Review of spend against budget 2020/21	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Litter picking equipment to be purchased from remaining Community Projects budget.</li> <li>2. Peat free compost to be purchased from remaining Installation &amp; Maintenance budget.</li> <li>3. £25 vouchers to be presented to schools as a goodwill gesture.</li> </ol>

# KENDAL TOWN COUNCIL

## Allotments Committee

**Monday 22<sup>nd</sup> March 2021 at 7.00 pm  
(Via Zoom)**

- PRESENT** Councillors Alvin Finch (Chair & Mayor), Giles Archibald, Michele Miles and Stephen Coleman
- Also in attendance:  
Councillor Chris Rowley – Allotment holder, Underley Road  
Gwen Tordoff – Castle Haggs Site Rep  
Elizabeth Kelly – Castle Drive Site Rep  
Deborah Allison – Canal Head Site Rep  
Tilly and Tim Nicholls – item 7 on Agenda  
Kim Baker – Allotment Holder, Greenside (item 7 on Agenda)
- APOLOGIES** Councillors Dave Miles and Carol Hardy
- OFFICERS** Chris Bagshaw (Town Clerk), Janine Holt (Assistant to the Town Clerk), Pierre Labat (Townscape Manager) and Nicky King (Council Secretary)
- 708/20/21 PUBLIC PARTICIPATION**
- None.
- 709/20/21 DECLARATIONS OF INTEREST**
- None.
- 710/20/21 ORDER OF BUSINESS**
- The Chair proposed that item 7 on the Agenda (Approval of Hens on Greenside) be taken as the next matter. This was agreed.
- 711/20/21 APPROVAL OF HENS ON GREENSIDE**
- At the last meeting it was resolved to defer making a decision on the request by Kim Baker to keep hens on Greenside. The reason for the deferral was so that Tim Nicholls and his daughter, Tilly, could be present since Tilly had been instrumental in forming the idea of keeping hens and carrying out research.
- Members considered a paper which outlined the background and current policy. It presented options for consideration as (1) to not permit hens on Greenside (withholding currently KTC policy), (2) to allow hens on Greenside, (3) to allow hens with suitable conditions attached and (4) to defer a decision pending findings on the research of the Kendal Fell Acts of 1861 and 1907.
- It was noted that the Assistant to the Town Clerk has written to tenants on Greenside. She reported 5 positive responses, 4 negative and 7 expressing concern about vermin. She also advised that the Kendal Fell Act Project Officer is currently unable to access the

archives, therefore the existence of a byelaw for the regulation of activities on Kendal Fell is still unknown. Avian Flu restrictions are to be lifted on 31<sup>st</sup> March so is no longer a consideration.

Tilly spoke about her research into keeping hens. She outlined the benefits such as increasing biodiversity and reducing carbon footprint and talked about the plan to use chicken feeders designed to prevent other animals accessing the feed and avoid attracting vermin.

The Town Clerk raised the outstanding issue with Kendal Fell Act. He read out an extract from The 1950 Allotments Act which states that on Council land there is an expectation that hens and rabbits may be kept. It further states that Councils can impose restrictions to manage the site properly and ensure the keeping of such animals is not prejudicial to health.

Following a general discussion Councillor Archibald proposed adopting option 3 “to allow hens with suitable conditions attached”. The conditions would include regular monitoring of the vermin situation and consideration of other tenants. A probation period would be set to allow this to take place and Committee would review the situation in 6 months’ time. A maximum of 2 hens was agreed initially and it was stressed that no cockerels will be allowed at any time. The proposal was seconded by Councillor Coleman and carried.

**RESOLVED**

That Committee agree to allow hens to be kept on Greenside with suitable conditions attached.

**712/20/21****MINUTES OF PREVIOUS MEETING**

The Chairman presented the minutes of the meeting held on 14<sup>th</sup> December 2020.

Councillor Coleman proposed that the minutes be accepted as a correct record of the meeting. This was seconded by Councillor Archibald and carried.

**RESOLVED**

That the minutes of the meeting of the Committee held on 14<sup>th</sup> December 2020 be accepted as a correct record.

**713/20/21****PROJECT UPDATE**

The Project Update was noted. The Assistant to the Town Clerk reported that sites are generally looking good and the number of problem plots have diminished. The demand for sites has levelled off this quarter, although still remains high. The waiting list currently stands at 234, a decrease of 33 since the last meeting.

The Project Officer is currently undertaking site mapping and tree survey work and a report will be circulated at the next meeting.

Tenants Experiencing Financial Hardship

The Assistant to the Town Clerk presented a draft policy for consideration. The policy set out the procedure for supporting allotment tenants who are experiencing financial hardship. It allows tenants in such circumstances to apply to split their annual invoice into 3 smaller payments. Members were advised of an amendment recommended by the Town Clerk to incorporate clauses relating to GDPR and appeals process.

There was a general discussion during which Members discussed what further support might be offered and the legality of requesting the reason for tenants wishing to give up their plots. The Town Clerk commented that support should be offered "at the discretion of the Council" and suggested having a discretionary fund.

Councillor Coleman proposed that the draft policy be approved with the addition of clauses relating to GDPR and appeals process. This was seconded by Councillor Archibald and carried.

**RESOLVED**

That the draft policy for Tenants Experiencing Financial Hardship be approved, with the addition of clauses relating to GDPR and appeals process.

**714/20/21****ASBESTOS SURVEY**

Committee considered results from a recent survey of asbestos on allotments in Kendal. The survey highlighted the presence of asbestos at Rinkfield and Shaws Brow. It recommended the collection and disposal of the profile cement roof sheets forming boundary fences and from shed roofs on these sites.

There is a further issue at Underley Hill where asbestos is known to be present in the ground which makes it hard to easily assess the extent of the problem. The contaminated area has been cordoned off and a specialist contractor is required to carry out further investigative work. The Town Clerk commented that this site requires treating as a special case and advised he will be visiting the site tomorrow.

During a general discussion Members discussed timescale and the implications of the survey results. It was noted that removal of roofs of the pigeon lofts concerned is a major project. As the roofs are currently solid Members debated whether to remove and replace immediately, or upon the tenants of the plots concerned vacating.

Councillor Finch proposed that all asbestos found present on Rinkfield and Shaws Brow be removed as soon as possible. A timetable for removal to be set. This was seconded by Councillor Coleman and carried. It was agreed that budget from the Allotment Fund would be used.

**RESOLVED**

That all asbestos found present on Rinkfield and Shaws Brow be removed as soon as possible. A timetable for removal to be set. Budget from the Allotment Fund to be used.

**715/20/21****APPROVAL OF POLYTUNNEL ON CASTLE HAGGS EXTENSION**

Committee considered a request to erect a polytunnel on Castle Haggs Extension. The size proposed was 4m wide x 7m long.

It was noted that the proposed size is below the current policy of no more than 20% of the size of the plot.

There was a general discussion regarding current policy and whether this presented a fair approach to all sizes of plots. There was a suggestion to set a standard size which would also avoid the necessity of Committee considering individual requests. It was felt this would be unfair of holders of large plots which can accommodate a larger size polytunnel.

Councillor Coleman proposed that the request be approved, subject to the normal provision of contacting other tenants. Tenant to be advised that the polytunnel must not be placed on hardstanding. This was seconded by Councillor Miles and carried with 1 Member against.

The Town Clerk advised that the site is inside the Conservation Area, the implications of which will need checking.

**RESOLVED**

That Committee approve the request for a polytunnel at Castle Haggs Extension, subject to other tenants being contacted. Conservation Area implications to be checked.

**716/20/21****FENCING AT CROW TREE**

Committee were asked to consider three quotes received for fencing at Crow Tree allotments. Councillor Coleman proposed that AK Fencing be chosen as the preferred contractor to carry out the works. This was seconded by Councillor Archibald and carried.

**RESOLVED**

That AK Fencing be appointed to carry out installation of fencing at Crow Tree allotments.

**717/20/21****ADDITIONAL ALLOTMENT LAND**

The Town Clerk reported that work is underway at Canal Head to form new plots. This became a viable project much sooner than anticipated due to SLDC tree management work in the area. The land is currently being cleared and marked out and will provide at least 20 new plots. It was noted that there is currently 21 on the waiting list.

There was a discussion regarding associated costs of the work. The Townscape Manager reported projected costs of £8,980. Extras would bring the total to approximately £10k for all ground work required, including water points. Fencing costs are expected to be in the region of £20k (same specification as at Rinkfield and Wattsfield), bringing the total to around £30k. The Townscape Manager talked

about the removal of tree roots on the land and a method which would avoid costly waste removal.

The Town Clerk commented that post and wire fencing would be a more cost effective alternative to security fence. He also said that the footpath running through the land would need consideration. It was agreed that the Town Clerk will prepare a management plan to include costings, planting regime etc. Vehicle access is to be borne in mind.

Deborah Allison reported some tenants of Canal Head being upset by the lack of notice of planned tree felling. She asked that Committee communicate any such plans with advanced notice in future. The Town Clerk replied that under normal circumstances notices would have been displayed on site, however due to the short notice given by SLDC this had not been possible on this occasion. A discussion ensued regarding the need for a noticeboard at Canal Head. Councillor Finch proposed that this be installed. Councillor Archibald seconded the proposal and it was carried.

## **RESOLVED**

1. Town Clerk to prepare a management plan to include costings, planting regime etc.
2. That a noticeboard be installed at Canal Head Allotments.

## **718/20/21**

### **REPORTS FROM SITES**

Councillor Finch thanked those site reps present for attending and commented that he would encourage reps to attend Committee meetings.

The Assistant to the Town Clerk reported an increase in the number of rats on sites in the last couple of weeks. Reports of rats are responded to immediately and Pest Control routinely visit certain sites. This is likely to be an ongoing problem. Global warming is thought to be the cause of wildlife changing their habits which is seeing an increase in moles, rats and rabbits.

The Townscape Manager commented that allotments have brought much needed wellbeing for tenants during lockdown.

## **719/20/21**

### **ITEMS FOR THE NEWSLETTER**

Items suggested for the summer edition included:

- Canal Head update
- Waste into Wellbeing Scheme
- Facebook page

## **720/20/21**

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

Members considered the Budgetary Control Statement for the period ended 28<sup>th</sup> February 2021.

The Assistant to the Town Clerk will request a breakdown of figures in respect of water charges.

Budget remaining under boundary walls and fences heading to be utilised for fencing at Crow Tree.

**RESOLVED**

The Assistant to the Town Clerk will request a breakdown of figures in respect of water charges.

**721/20/21**

**DATE OF NEXT MEETING**

Monday 14<sup>th</sup> June 2021 at 7pm.

The meeting closed at 9.07pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>711</b>	Approval of hens on Greenside	<b>RES</b>	That Committee agree to allow hens to be kept on Greenside with suitable conditions attached.
<b>713</b>	Tenants experiencing financial hardship	<b>RES</b>	That the draft policy for Tenants Experiencing Financial Hardship be approved, with the addition of clauses relating to GDPR and appeals process.
<b>714</b>	Asbestos Survey	<b>RES</b>	That all asbestos found present on Rinkfield and Shaws Brow be removed as soon as possible. A timetable for removal to be set. Budget from the Allotment Fund to be used.
<b>715</b>	Polytunnel on Castle Hags Extension	<b>RES</b>	That Committee approve the request for a polytunnel at Castle Hags Extension, subject to other tenants being contacted. Conservation Area implications to be checked.
<b>716</b>	Fencing at Crow Tree	<b>RES</b>	That AK Fencing be appointed to carry out installation of fencing at Crow Tree allotments.
<b>717</b>	Additional allotment land	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Town Clerk to prepare a management plan to include costings, planting regime etc.</li> <li>2. That a noticeboard be installed at Canal Head Allotments.</li> </ol>
<b>720</b>	Review of spend against budget 2020/21	<b>RES</b>	The Assistant to the Town Clerk will request a breakdown of figures in respect of water charges.

# KENDAL TOWN COUNCIL REPORT

To: Full Council	12 <sup>th</sup> April 2021
From: Cllr Sutton	Agenda Item No. 13

## **Integrated Care Community - Meeting of 25<sup>th</sup> March 2021**

The meeting concentrated on mental health provision, which Colin Cox has described as being the next pandemic.

Manna House has been delivering food parcels at the door 3 days a week. Individual support group with some face to face appointments have continued inside, focussing on issues such as housing benefits, psychotic issues etc. Clients in need have also been phoned. Manna House has also been playing a part in the vaccination programme.

Growing Well will re-open on the 26<sup>th</sup> April to volunteers. A new volunteer support manager has been appointed. The hope is to extend the Growing Well concept gradually throughout the county.

The Lighthouse (which has replaced Mind) - over 30 people have been supported through their befriending service. When Stricklandgate House opens on the 12<sup>th</sup> April daily drop-ins will be possible. The chronic fatigue group will soon be up and running.

The Well - Outreach support has had to stop, but online contacting has been very successful. The Well has secured the Highgate Hotel as a base for those with drug and alcohol problems. This hopes to open in 4 to 6 weeks' time. 12 beds will be provided.

Action for Wellbeing - provides support for people with suicidal tendencies. Support is generally provided for 6 months, possibly beyond. Health and Wellbeing coaches help to improve people's wellbeing through coaching.

I Matter - is providing support for children with complex emotional needs. Support has been provided on-line before Covid, so this system has been working well

Well Mind - launched last year and has trained some young people between the ages of 12-25 to provide support for children with difficulties. Kirkby Kendal School has been involved in this project, which continues between April and July with year 11.

Cumbria Wildlife Trust is organising a flood management project at Stock Beck (tree planting etc). This will be on the 25<sup>th</sup> May and will involve volunteers being transported to the site.

There has been concern about people's anxieties during this period. Nursing staff in care homes have often been affected. A care home support team is being developed

The Community Foundation has provided over £2,000,000 in funding to local groups during this period. An anonymous donor has provided a large amount of funding for the provision of outdoor activities in schools as the pandemic eases.

Covid-19 vaccination has been going well. 80% of over 70 year-olds have been vaccinated. Those with learning disabilities will be receiving their 2<sup>nd</sup> vaccination soon.

The Harri Bus will be coming to Kendal in early May - the date to be finalised (before lockdown over 3000 people had been spoken to).

## KENDAL TOWN COUNCIL

## February 2021 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
04/02/2021	OL 13766	The MoT Centre - replace brake pads KTC Van	167.14	33.43	200.57
04/02/2021	OL 13767	Lound Road Garage - fuel for Town Council van	66.67	13.34	80.01
04/02/2021	OL 13768	Water Plus - Windermere Rd Allotments to 28.01.2021	144.25		144.25
04/02/2021	OL 13769	Water Plus - Greenside allotments to 28.01.2021	56.55		56.55
04/02/2021	OL 13770	Water Plus - Castle Haggs allotments to 28.01.2021	102.76		102.76
04/02/2021	OL 13771	HM Exp - Facebook fees for Citizen Jury Promotion	20.00		20.00
04/02/2021	OL 13772	Land & Sky Media - Citizen Jury film 2nd 50% (E&H)	1,000.00		1,000.00
04/02/2021	OL 13773	PL Exp - Rymans - 2021 diary	5.83	1.15	6.98
04/02/2021	OL 13774	PL Exp - Screwfix - tape measure	48.32	9.65	57.97
04/02/2021	DD/STO	Barclays Bank Commission 14.12.2020-12.01.2021	6.50		6.50
03/02/2021	DD/STO	Canva via Barclaycard	89.90	17.98	107.88
03/02/2021	DD/STO	Waterstones via Barclaycard - gift voucher	15.00		15.00
03/02/2021	DD/STO	Zoom via Barclaycard - monthly subscription	35.97	7.19	43.16
03/02/2021	DD/STO	Suez via Barclaycard - green waste removal	9.91	1.98	11.89
03/02/2021	DD/STO	Hartley Hire via Barclaycard - chipper/shredder hire	75.00	15.00	90.00
11/02/2021	OL 13775	EM - Allotment deposit refund SR15	47.36		47.36
15/02/2021	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
15/02/2021	DD/STO	Vanguarder - Monthly van tracking fee	3.50	0.70	4.20
16/02/2021	DD/STO	Sage UK	20.00	4.00	24.00
16/02/2021	DD/STO	DocuSign - monthly fee	25.00	5.00	30.00
18/02/2021	OL 13776	Marsh Commercial - van insurance, 1 year	934.69		934.69
18/02/2021	OL 13777	SLDC - Broadband costs Aug 2019-Mar 2020	347.20	69.44	416.64
18/02/2021	OL 13778	KTT Services - Routine visit Rinkfield re rodent activity	45.00		45.00
18/02/2021	OL 13779	The MoT centre - Service KTC van	194.27	38.85	233.12
18/02/2021	OL 13780	Butler Proctor Ltd - report re lease Museum building	350.00		350.00
18/02/2021	OL 13781	Itek - monthly service agreement Feb 2021	245.00	49.00	294.00
18/02/2021	OL 13782	Forty Two Creative - Newsletter Spring 2021	200.00	40.00	240.00
18/02/2021	OL 13783	Water Plus - Castle Drive allotments to 29.01.2021	17.27		17.27
18/02/2021	OL 13784	Water Plus - Canal Head Allotments to 13.02.2021	60.68		60.68
19/02/2021	OL 13785	Cumbria LG Pension - Superannuation	3,242.09		3,242.09
19/02/2021	OL 13786	HMRC - Tax & NI	2,479.17		2,479.17
20/02/2021	DD/STO	Busy Bees - Charges for Childcare Vouchers	7.00	1.40	8.40
20/02/2021	DD/STO	Busy Bees - Childcare Voucher	200.00		200.00
20/02/2021	OL 13787	Net Pay - February 2021	9,818.05		9,818.05
25/02/2021	OL 13788	Water Plus - Rinkfield 07.12.2020-16.02.2021	16.12		16.12
28/02/2021	DD/STO	EE - Townscape Manager's phone rental	16.04	3.21	19.25
21/02/2021	DD/STO	Moorepay - HR & Health & Safety Advice	175.00	28.30	203.30
			<b>20,290.74</b>	<b>340.32</b>	<b>20,631.06</b>