

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 3rd June 2019 at 7.30 p.m.
in the SLDC Council Chamber, the Town Hall, Kendal**

- PRESENT** The Mayor (Councillor A Finch) in the Chair;
Councillors G Vincent, G Cook, P Bramham, J Brook, G Archibald, S Coleman, S Evans, G Tirvengadam, A Blackman, C Hardy, R Hogg, R Sutton, D Rathbone (Deputy Mayor), J Cornthwaite, J Dunlop, A Edwards, E Hennessy, H Ladhams, S Long, D Miles, M Miles and C Rowley
- APOLOGIES** Councillors P Gibson, J Owen, C Hogg and T Becker plus J Lomax, Town Treasurer
- OFFICERS** L Richardson (Town Clerk) and N King (Council Secretary)
- 065/19/20 PUBLIC PARTICIPATION**
- None.
- 066/19/20 DECLARATIONS OF INTEREST**
- Councillor Coleman declared an interest in item 5 on the Agenda (Presentation on Town Hall Refurbishment) as Chairman of SLDC.
- 067/19/20 MINUTES OF COUNCIL MEETING HELD ON 13TH MAY 2019**
- Members considered the minutes of the meeting of full Council held on 13th May 2019.
- Councillor Hennessy referred to minute 1153/18/19 regarding minutes of the Environment & Highways Committee meeting held on 25th March 2019. The third paragraph made reference to Councillor Rowley making an observation relating to Air Quality Monitoring Results. It was noted that Councillor Rowley was not present at the Council meeting, but the comments had been made by him at the Environment & Highways meeting held on 25th March 2019. It was agreed that the minutes be amended accordingly.
- Councillor Evans highlighted minute 1038/18/19 and clarified that it was the lady who had taken her around the gardens at Sizergh Castle that had made the comment about the possibility of the Head Gardener being happy to offer support and advice, not the Head Gardener himself. It was agreed that the minutes be amended accordingly.
- Councillor Coleman proposed that the minutes be approved as a correct record, subject to the amendments agreed, and signed by the Chair. This was seconded by Councillor Tirvengadam and carried with four abstentions.
- RESOLVED** that the minutes of the Council meeting held on 13th May 2019 be approved as a correct record, subject to the amendments agreed, and signed by the Chairman.

068/19/20

**QUARTERLY POLICE REPORT BY SUZANNE SCOTT-O'NEIL,
CUMBRIA CONSTABULARY**

Suzanne Scott-O'Neil explained that the main Police focus recently has been dealing with the run up to the Appleby Horse Fair. There has been an increase in rural crime and burglary, as well as criminal damage and anti-social behaviour by youths. The general trend is groups of youths causing damage, burglaries and anti-social behaviour. Shoplifting is also still a problem within the town. Suzanne talked about the CCTV cameras and the need to raise funds in order to increase the current system. The desire is to increase the number of cameras currently in the system from 5 to 7. The 2 new cameras could be positioned at Kirkland and on the corner of Gooseholme. These would be wireless and cost in the region of £6k each. KTC were asked to consider allocating funds towards the cost from their budget. The Constabulary are also currently working in partnership with Social Services, as the reduction in the number of Youth Workers is thought to have exacerbated the problem with youths. Ways of funding additional Youth Workers is being looked into.

Councillor Archibald asked whether there would be a maintenance cost associated with the new CCTV cameras. Suzanne replied that finding funds for the initial cost was the current focus. She did not have details of ongoing maintenance available. Councillor Archibald strongly endorsed the extra cameras and commented that a camera at Gooseholme would be especially useful. He fully supported KTC sourcing funds towards the cost. The Mayor agreed and said the matter would be discussed further by the Management Committee.

Councillor Vincent referred to the continued problem of shoplifting and noted that there would be a meeting of Kendal Business Against Crime next week. He extended thanks to Inspector Latham and PCSO's for the attention given to the problem of stealing in his Ward.

Councillor Tirvengadam thanked the police force for their support at various events during his year as Mayor. He too supported the extension of the CCTV system. He mentioned the issue of drugs and asked for an update. Suzanne said this continues to be a big problem. She highlighted recent problems at Castle Haggs allotments. The Mayor commented that allotment holders are starting to feel quite intimidated by the presence of youths on this allotment site and damage to property is a problem. Suzanne talked about ways the police force are trying to tackle the issue of drugs and remarked that they would welcome any ideas.

Councillor Coleman noted that the matter of CCTV had been discussed at the last Management meeting but there had been no report available at that time. He informed Members that Committee would discuss the matter again at the next meeting in light of further information given by Suzanne. He referred to recent burglaries on Kendal Green and Windermere Road and asked how the police force were reacting to these crimes. Suzanne explained these burglaries appear to have been targeted, with valuable bikes being the attraction for the thieves. She discussed the possibility of Strava accounts, which are held by many cyclists to log details of rides, being used by thieves to pinpoint houses where there are likely to be valuable bikes stored. It is also possible that accounts held by local cycling groups may be used by offenders to obtain

personal information, addresses etc and the police force are liaising with cycle groups to encourage them to secure such accounts. She added that this was another area of town which would benefit from a CCTV camera.

Councillor Evans expressed disappointment that Morrisons are still not incorporating a number plate recognition system. Suzanne agreed this is disappointing as public feedback/concerns were highlighted to them. Councillor Evans added that "prevention is better than cure". She made the point that the young people of Kendal need something to do and urged Cumbria Constabulary to speak to Karen Johnson at CCC South Lakeland Local Committee.

Councillor Long asked whether Morrisons might be willing to contribute towards CCTV in their carpark. It was noted that an ongoing dispute between the two companies that own the car park might make this unlikely. Comment was made that it is extremely disappointing for such a large supermarket not to show support.

Councillor Cornthwaite endorsed the additional CCTV cameras. He asked whether the groups of youths causing problems are local or from outside of Kendal. Suzanne confirmed the groups are local youths. She commented that the problem is spiralling and there is no real penalty to deter youths from anti-social behaviour.

Councillor Edwards mentioned that the relationship with the PCSO in the Sandylands area is proving very successful. He gave an example of the Hayton's wall which has now been cleaned up with the support of the PCSO for the area. He reported that her presence has been noted and is making a real difference to the neighbourhood.

RESOLVED

That the Management Committee discuss the extension of the current CCTV system further, in light of information learned.

069/19/20

PRESENTATION ON TOWN HALL REFURBISHMENT INCLUDING PLANS FOR KTC OFFICE ACCOMMODATION BY SION THOMAS, ASSET MANAGER, SLDC

Sion Thomas, Asset Manager, SLDC talked Members through the brief for the Town Hall refurbishment which included ensuring the refurbished accommodation is fit for purpose, fit for the future and maximises use of available space, as well as supporting the Customer Connect Strategy. He explained the data collection process which has been undertaken including workshops with the IT team and SLDC departments, consultation with those people who work mostly with the Town Hall, KTC staff and surveys. There has also been analysis of current market trends of office accommodation and an open day for various user groups will be held.

The benefits of the scheme for SLDC and KTC were presented. These included the potential to attract more user groups, a joint reception facility and a new reception and customer contact space directly off the high street. The refurbished accommodation will offer greater accessibility for customers.

Sion Thomas presented proposed layouts to Council. He explained that no radical changes are proposed and stressed the need to respect that the Town Hall is a Listed Building. The rooms mostly affected by the proposals would be the Romney Room, current KTC ground floor office, the Bindloss Room and the District Council Chamber. There would also be some changes to the first and second floors, with the refurbishment of the KTC office and SLDC staff room on the top floor. The scheme proposed an area within the ground floor of South Lakeland House for KTC office accommodation. No increase in rent was anticipated for KTC as a result of the refurbishment.

The issue of energy efficiency was discussed. SLDC have appointed Cumbria Action for Sustainability (CAFS) to undertake an appraisal of SLDC buildings. This will consider DEC rating, gas consumption and electricity usage.

Sion Thomas explained that the next step was to secure agreement in principle from KTC in order to submit applications for Planning and Listed Building consent by the end of June.

The Mayor thanked Sion Thomas for the presentation and requested that the information provided be forwarded to the Town Clerk for distribution to Councillors.

Councillor Vincent noted that the scheme would need to be DDA compliant. He raised the current need to call someone to operate the disabled lift and commented that there must be a better alternative. Sion replied that a more user-friendly platform lift was proposed as part of the refurbishment. The only area that would not be accessible would be the second floor of the Town Hall.

Councillor Evans expressed her concern regarding the loss of the Bindloss Room. The room has access to a small kitchen which is used for coffee mornings etc. She commented that a nice space is potentially being lost which did not appear to be replicated elsewhere in the scheme. Sion acknowledged this concern and said options were being considered to resolve the issue including a small kitchen area off the Town Council Chamber.

Councillor Edwards mentioned the People's Café and other such groups which were low on funds and said it would be great if some community space could be included for their use in order that they can continue to offer vital services.

Councillor Dunlop queried why the Mayor's Parlour had been omitted from the proposals. Sion replied that this is a special room with a unique look and feel, décor etc. It had been decided to omit it from the scheme in order to respect its heritage.

Two matters were raised by Councillor Cook. The first related to the KTC kitchen on the first floor which would be lost. The second referred to the use of toilets by the public and whether the intention was for these to be retained. Sion advised that a small kitchen area would remain. With regard to toilets, it was proposed to add a second toilet on the ground floor to encourage the public to use only the downstairs toilets as part of the Toilet Courtesy Scheme. On the first floor the mens toilet would be

moved next to the ladies so they were accessible.

Councillor Cornthwaite was concerned about the inconvenience that might be caused by KTC staff not being in the Town Hall. It was explained that SLDC is looking to provide an area for meetings with the public and also minimise where possible travel between the Town Hall and the new KTC office space in South Lakeland House.

Councillor Sutton asked how much disruption there would be to groups using rooms in the Town Hall during the works. Sion explained that SLDC are working with contractors to assess how long various phases are likely to take in order to minimise disruption.

Councillor Long referred to the Changing Places Toilet Scheme and asked whether there would be a toilet included in the proposals. Sion advised that there would be no Changing Places toilet, however SLDC has made a grant available. One business has come forward that is interested in applying for the grant.

Councillor Rowley said he would like to see climate emergency made a priority. Sion explained that options are limited due to the type of building but CAF will be analysing and offering advice.

Councillor Archibald declared an interest as Leader of SLDC. He raised the matter of solar panels. Sion advised that CAFS would be considering the use of solar panels, potentially on the top level of South Lakeland House car park.

The Town Clerk asked Members whether they were happy to grant agreement in principle to the proposed works. Councillor Cook proposed that Council agree the outline proposals in principle, provided there is ongoing detailed discussions with KTC and updates at future Council meetings. This was seconded by Councillor Blackman and carried with one abstention.

RESOLVED

That Council agree outline proposals for the refurbishment of the Town Hall in principle, provided there is ongoing detailed discussions with KTC and updates at future Council meetings.

070/19/20

MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor presented his engagements that had been previously circulated. He thanked the Deputy Mayor for attending events that he was unable to due to family holiday commitments.

A thank you letter from Richard Matthews, former Town Crier, had been received and was read out to Members.

The Mayor mentioned a mixed golf tournament being held by the Killarney Twinning Association and asked Councillors to help promote the event. Councillor Archibald requested further details be provided.

071/19/20

APPOINTMENTS TO KTC COMMITTEES AND OUTSIDE BODIES

Councillor Brook presented the appointments to Committees and Outside Bodies for 2019/20 (attached to these minutes). He provided

background information and explained that a working group is currently looking at structural and operational changes, which may result in changes to Committee structure later in the Mayoral year.

Councillor Brook proposed acceptance of the Outside Bodies as circulated and highlighted 3 vacancies. He suggested it would be appropriate to fill such vacancies at this meeting.

At this point Councillor Bramham expressed his wish to resign from the Kendal Bus User Group. Councillor Cook declared an interest as Chairman of the Kendal Bus User Group.

Cumbria Association of Local Councils

There were no volunteers from those present. Councillor Book informed Council that Councillor C Hogg had expressed an interest therefore he would be appointed.

Kendal Bus User Group

Councillor Cook advised that this group has become dormant but there are hopes it will be resuscitated. Councillor Hennessey volunteered to become a representative.

Lancaster Canal (Northern Reaches)

2 vacancies. Councillors Rowley and Blackman volunteered. Councillor Coleman suggested a substitute arrangement where only one Councillor needed to attend and the Town Clerk will enquire whether this is acceptable to the organisation.

The proposal was seconded by Councillor Coleman and carried unanimously.

Councillor Brook noted that the Appointments to Committees circulated with the papers had been amended and an updated version was on Councillors desks. Councillor Tirvengadam stated that he wished to not be on the Audit, Grants & Charities Committee.

Vacancies were noted on the Planning Committee and the Audit, Grants & Charities Committee. As there were no volunteers these vacancies were left open.

Councillor Brook proposed that the Appointments to Committees be approved. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED

1. That the list of Appointments to Committees 2019/20 be approved.
2. That the list of Appointments to Outside Bodies 2019/20 be approved.
3. That Councillor C Hogg be appointed as representative to Cumbria Association of Local Councils.
4. That Councillor Hennessey be appointed as representative to Kendal Bus User Group.
5. That Councillors Rowley and Blackman be appointed as representatives to Lancaster Canal (Northern Reaches).

072/19/20 MANAGEMENT COMMITTEE

The minutes of the Management Committee meeting held on 20th May 2019 were presented by Councillor Coleman who proposed that they be approved as a correct record. This was seconded by Councillor Evans and carried unanimously.

Councillor Coleman highlighted minute 033/19/20 regarding Oxenholme Station car parking and confirmed that the draft letter to Virgin Trains had now been sent. Councillor Blackman asked whether the pedestrian safety issues were a consequence of the lack of short stay parking spaces. Councillor Coleman replied that there is an existing scheme for 20 minutes free parking in the car park, although it is not well publicised. The Mayor asked how people could be made aware of the current scheme. Councillor Blackman suggested an article in the KTC Newsletter. As the next edition of the Newsletter was about to go out, Councillor Coleman proposed a press release. This was seconded and carried unanimously.

RESOLVED

1. That the minutes of the Management Committee meeting held on 20th May 2019 be approved as a correct record of the meeting.
2. That the Town Clerk prepare a press release regarding the possible pedestrian safety issues and publicising the scheme for 20 minutes free parking at Oxenholme Railway Station.

Councillor Coleman then presented the following recommendation of the Committee:

073/19/20***Refurbishment of the Town Hall (Minute 030/19/20)***

That the old KTC Council Chamber furniture be taken out of storage and sold.

It was noted that old KTC Council Chamber furniture had now been in storage for 3 years. In light of the proposed refurbishment plans for the Town Hall the Management Committee had recommended it now be sold.

The Town Clerk provided further background information. Councillor Coleman proposed acceptance of the recommendation. This was seconded by Councillor Archibald and carried unanimously.

Councillor Brook noted from the minutes that how much furniture should be sold and by what means was still to be decided and queried who would make that decision. The Town Clerk said she would carry out further research and present this to Management Committee before referring back to Council for a final decision.

The Town Clerk informed Members that the intention had originally been to retain one desk and one chair for posterity. It was noted that the Mayoral desk and chair would not be part of the exercise and would be retained as it is used at Mayor Making.

Councillor Bramham proposed that one desk and one chair be retained as suggested. This was seconded by Councillor Evans and carried with 4 Members against and 1 abstention.

- RESOLVED**
1. That the old KTC Council Chamber furniture be taken out of storage and sold.
 2. That one desk and one chair be retained.

074/19/20 PLANNING COMMITTEE

The minutes of the Planning Committee meetings held on 13th May and 20th May 2019 were presented by Councillor Rathbone who asked Council to receive these minutes.

Councillor Archibald referred to the Flood Relief Scheme and advised that the planning application would be coming back to SLDC for a procedural matter. The Town Clerk advised that she had distributed a press release to all Councillors via email in this respect.

The following spelling mistakes were highlighted by Councillor Cook:

Minutes of 13th May 2019:

- Minute 1143/18/19 – ‘License’ should be ‘Licence’.
- In KTC comments for FPA 0064 ‘in principal’ should be ‘in principle’.

Minutes of 20th May 2019:

- In KTC comments for FPA 0366 ‘in principal’ should be ‘in principle’.

- RESOLVED** That the minutes of the Planning Committee meeting held on 13th May and 20th May 2019 be received.

075/19/20 ENVIRONMENT & HIGHWAYS COMMITTEE

The minutes of the Environment & Highways Committee meeting held on 7th May 2019 were presented by Councillor Hennessy who proposed that they be approved as a correct record. This was seconded by Councillor Archibald and carried unanimously.

Attention was drawn to the appendix to the minutes regarding the Green Wall and the proposal to temporarily shelve the proposal.

Councillor Archibald referred to minute 1122/18/19 regarding a proposed new bus shelter at Valley Drive. He commented on the possibility of Councillor Cook feeding into the Kendal Bus User Group regarding bus shelters as he had previously mentioned efforts to resuscitate that group.

- RESOLVED** That the minutes of the Environment & Highways Committee meeting held on 7th May 2019 be approved as a correct record of the meeting.

Councillor Hennessy then presented the following recommendation of the Committee:

- 076/19/20** ***Green Wall Environmental Impact Research (Minute 1124/18/19)***
That the Green Wall project be temporarily shelved in light of information learned.

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

RESOLVED That the Green Wall project be temporarily shelved in light of information learned.

077/19/20 OUTSIDE BODIES – REPORTS FROM COUNCILLORS

A report following the recent Brewery Arts Centre Trust Ltd Board Meeting was presented by Councillor Sutton. He highlighted that a new CEO had been appointed who will be gradually taking on the role beginning in June. The appointee has considerable experience of running similar Brewery style arts centres.

The Brewery will also be taking back control of the restaurant. This will be completely redeveloped with a more open and comfortable atmosphere.

FINANCIAL MATTERS

078/19/20 (a) Bank Payments Schedule: April 2019

The Town Clerk presented the Bank Payments Schedule for April 2019. It was proposed by Councillor Rathbone that the Bank Payments Schedule for April 2019 be approved. This was seconded by Councillor R Hogg and carried unanimously.

Councillor Dunlop noted that petrol for the KTC van was being purchased from Lound Road garage and queried the reason for this. The Town Clerk advised that KTC hold an account with them and are invoiced. An account is required as the Townscape Manager does not have access to a credit card. It was suggested that Morrisons would be a cheaper alternative and also offer fuel accounts. The Town Clerk agreed to make enquiries.

RESOLVED That the Bank Payments Schedule for April 2019 be approved.

079/19/20 (b) Invoices over £3,000

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

- Mayoral allowance of £5k for 2019/20 (£1,250 of which will be passed on to the Deputy Mayor).

Councillor Brook proposed that the invoice be approved. This was seconded by Councillor Hardy and carried with 2 abstentions.

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

The meeting ended at 9.30 p.m.

Signature

Date

KENDAL TOWN COUNCIL

APPOINTMENTS TO OUTSIDE BODIES 2019 - 2020

ORGANISATION	NO. OF REPS	REPRESENTATIVE(S)	REPORTS TO
Air Quality Working Group (SLDC)	1	Cllr G Archibald	Environment & Highways
BID Board	1	Cllr J Dunlop	Management & Council
Brewery Arts Centre	1	Cllr R Sutton	Council
Cumbria Association of Local Councils	2	Cllr R Sutton Cllr C Hogg	Council
Emergency Plan (Kendal Community Emergency Plan Group)	1	Cllr J Cornthwaite	Management & Council
Flood Working Group	2	Cllr S Evans and Cllr A Blackman	Management
Integrated Care Community/Healthy Towns Status (CCC)	1	Cllr P Gibson	Council
Lakes Line User Group	1	Cllr S Coleman	Council
Kendal Bus User Group	1	Cllr E Hennessy	Council
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council
Kendal Futures Board	1	Cllr S. Long	Management & Council
Kendal Lads and Girls Club	1	Cllr M Miles	Council
Kendal Mountain Festival	1	Cllr R Sutton	Christmas Lights & Festivals
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council
Lancaster Canal (Northern Reaches)	2	Cllr C Rowley Cllr A Blackman	Council
LDNPA Lakes Alive Steering Group	1	Cllr J Dunlop	Christmas Lights & Festivals
One Voice	1	Cllr P Bramham	Council
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllrs J Dunlop & A Blackman	Mayoralty & Arts
South Lakeland Action on Climate Change & Transition South Lakes	2	Cllr J Owen Cllr E Hennessy	Environment & Highways
South Lakes Equality & Diversity Partnership	1	Cllr G Tirvengardum	Council

KENDAL TOWN COUNCIL

Committees 2019 / 2020

	<u>Meetings</u>	<u>Members</u>
KENDAL TOWN COUNCIL Town Council business except Planning	Monthly 1st Monday each month	All Councillors
MANAGEMENT COMMITTEE Staffing Development & Training Project Monitoring	Monthly 3rd Monday each month except August	9 Members S.Coleman (Chair) (Council rep) G. Cook(Vice-Chair) (Council rep), A. Finch (Mayor, Allotments and Mayoralty & Arts), D. Rathbone (Deputy Mayor and Planning), J. Owen (Env & Highways), S. Evans (Xmas Lights & Festivals), A. Blackman (KiB), S. Long (KFB rep), G. Tirvengadam (Council rep).
ALLOTMENTS COMMITTEE Management, Inspection & Development of Allotments	Quarterly	6 Members + 3 co-opted Members (on a rotational basis) A. Finch (Chair) , D. Miles (Vice-Chair), G. Archibald, M.Miles, S. Coleman, C. Hardy
AUDIT, GRANTS & CHARITIES COMMITTEE To receive and discuss Auditor's reports Risk Assessments Health & Safety Consider Grant Applications Dowker Bindloss Schools of Science & Art	Quarterly	8 Members M. Severn (Chair) , J. Dunlop (Vice-Chair), P.Gibson, R. Hogg, G. Cook, D. Rathbone, G.Vincent, VACANCY
BLOOM COMMITTEE Kendal in Bloom Cumbria in Bloom Floral Displays Community Projects	Quarterly	5 Members + 5 co-opted Members A. Blackman(Chair) , R.Sutton(Vice-Chair), A.Edwards, C. Hardy, C. Rowley
CHRISTMAS LIGHTS & FESTIVALS COMMITTEE Christmas Lights Display Organise the Switch-on Event Support for the Town's Festivals inc Grants	Quarterly	5 Members S. Evans (Chair) , VACANCY (Vice-Chair). T. Becker C. Hogg, A. Edwards, H. Ladhams
ENVIRONMENT & HIGHWAYS COMMITTEE Parks & Open Spaces "Litter-picks" Highways Footpaths and Cycle Routes Seats, Lighting, Litter Bins and Bus Shelters	Every Two Months	9 Members J. Owen(Chair), E. Hennessy (Vice-Chair) , G. Archibald, S. Long, S. Evans, J.Dunlop, J.Cornthwaite A. Edwards, C. Rowley
MAYORALTY & ARTS Mayoralty & Mayor's Parlour presentations Ceremonies & Civic Occasions Town Council's Artefact Collection Collection and retention policy Display and storage of our heritage Kendal Museum	Quarterly	9 Members A. Finch (Chair & Mayor) , P. Bramham (Vice-Chair), D. Rathbone (Deputy Mayor), J. Brook, P.Gibson, C. Hogg, R. Sutton, J.Dunlop, G. Tirvengadam
PLANNING COMMITTEE (Delegated Powers) Planning Applications Street Naming Road Closures Local Development Framework	Twice Monthly 1st & 3rd Mondays	8 Members D. Rathbone(Chair) , J.Cornthwaite (Vice-Chair), D. Miles, M. Miles, P.Gibson, C. Rowley, G Vincent, VACANCY