

KENDAL TOWN COUNCIL

Notice of Meeting

ENVIRONMENT & HIGHWAYS COMMITTEE

Monday, 13th July 2020 at 6.00 p.m.
(Via Teleconferencing)

Committee Membership (9 Members)

Jonathan Owen (Chair)	Eamonn Hennessy (Vice Chair)	Giles Archibald
Susanne Long	Shirley Evans	Julia Dunlop
Jonathan Cornthwaite	Adam Edwards	Chris Rowley

AGENDA

1. APOLOGIES

2. 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.

3. 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.]

4. MINUTES OF MEETING HELD ON 11TH MAY 2020 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

5. REVIEW OF TERMS OF REFERENCE (SEE ATTACHED)

6. CLIMATE CHANGE CITIZENS JURY UPDATE

7. DARK SKIES & BIODIVERSITY UPDATE

8. IVY SCREENING UPDATE

9. 20MPH AND SPEED INDICATORS UPDATE

10. OXENHOLME DEFIB UPDATE

11. HIGH STREET TREE TUBS UPDATE

12. SCOUT SCAR MUSHROOM INTERPRETATION

13. BUS SHELTER MAINTENANCE AND IMPROVEMENT UPDATE

KENDAL TOWN COUNCIL

14. **BENCHES MAINTENANCE AND IMPROVEMENT UPDATE**
15. **SIGNAGE MAINTENANCE AND IMPROVEMENT UPDATE**
16. **ITEMS FOR THE NEWSLETTER**
 - Autumn/Winter 2020 Edition – deadline 18th September, publication 26th October
 - Spring 2021 Edition – deadline 22nd January, publication 1st March (provisional)
17. **REVIEW OF SPEND AGAINST BUDGET 2020/21** (*see attached*)
18. **ANY OTHER BUSINESS**
19. **DATE OF NEXT MEETING – TUESDAY 29TH SEPTEMBER 2020 AT 6PM**

Judith Lomax
Treasurer

By e-mail/post to: Members of the Committee
 All other Councillors (agenda only, for information)

Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

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

KENDAL TOWN COUNCIL

Environment and Highways Committee

**Monday 11th May 2020 at 6.00 pm
(Via Teleconferencing)**

- PRESENT** Councillors Jonathan Owen (Chair), Eamonn Hennessy (Vice Chair), Giles Archibald, Shirley Evans, Julia Dunlop and Chris Rowley
- Councillor Kate Simpson was also present.
- APOLOGIES** Councillors Adam Edwards, Susanne Long and Jonathan Cornthwaite
- OFFICERS** Helen Moriarty (Project Manager) and Nicky King (Council Secretary)
- 1034/19/20 PUBLIC PARTICIPATION**
- None.
- 1035/19/20 DECLARATIONS OF INTEREST**
- None.
- 1036/19/20 MINUTES OF THE MEETING HELD ON 9TH MARCH 2020**
- The Chairman presented the minutes of the meeting held on 9th March 2020, which had been approved by full Council on 4th May 2020.
- It was proposed by Councillor Rowley that the minutes be approved as a correct record. This was seconded by Councillor Archibald and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 9th March 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 1037/19/20** Councillor Evans noted that the Government have announced a £2 billion package for walking and cycling to relieve pressure on public transport amid the Coronavirus pandemic. She asked whether the Active Travel group could look into this further with a view to KTC accessing funding.
- 1038/19/20 KENDAL'S CLIMATE CHANGE CITIZENS JURY UPDATE**
- Oversight Panel
- The first Oversight Panel have met (the governance group for the Citizen's Jury), chaired by Councillor Owen. Minutes of that meeting will be distributed to the Oversight Panel this week. Councillor Rowley summarised key points as follows:

- The jury recruitment phase is going ahead. 4,000 letters will be sent out with the aim of recruiting 25 members of the Kendal community. The boundary is to be Kendal Parish boundary, recruitment will not take place outside that boundary.
- There was some discussion at the Oversight Panel meeting about how the recommendations will be implemented, comparing the process in other countries and other juries in Britain.
- Fundamental business of the panel at the last meeting was to decide on the sampling profile – key decision was the extent it would make extra effort to recruit from marginalised voices. Decided the voices of younger people and those living in deprived areas and from ethnic minorities would be given a slight over representation. Reasons for this are given in the oversight panel minutes.
- When publicising the jury and throughout the process we should describe it as “reflecting the diversity of the local population” not “representing the population”.
- Jury will be held online. A large voluntary support group will be recruited to provide expertise in IT, videos, blogging, social media etc. KTC will be the first jury in Britain to use a video link to carry out the process.

Extending the impact (PM's role and PR budget discussion)

Councillor Owen commented that the rise of a support group has created another group and there is scope to get confused. He clarified that Councillors Rowley, Archibald, Hennessy and himself form a sub-committee (Kendal Carbon Neutral Committee) which is accountable to the Environment & Highways Committee. The Jury is the sole KTC action off the back of our collective declaration of climate emergency. The role of the Oversight Panel is one of governance.

At the meeting held on 4th May, Full Council approved Committee's recommendation that a further £900 be allocated from the Committee's Biodiversity budget to make up the shortfall of the cost of the Citizens' Jury. £400 of this has been used to commission Rory Black to develop a website as it has been identified that the KTC website will not have the necessary functionality. This leaves approximately £400 for other things that may crop up.

Committee had previously identified that there may be a need for further management capacity. Councillor Owen noted that the Project Manager currently has around 5 hours a week she could dedicate to the project.

Councillor Evans asked whether the new website would enhance the current KTC website or whether it would be separate. The Chair advised this would be a separate site but strongly linked across.

Councillor Evans also asked how individuals had been chosen for the support group. The Chair explained up to now this had been through virtual shout outs through the likes of SLACC and the crowd-funder page. Councillor Rowley commented that it had been decided not to advertise in the paper partly as it could involve a lot of work dealing with peoples' understanding of the jury and whether they would be able to contribute. It was felt there were enough networks to get enough people.

Councillor Simpson asked whether there would be an opportunity for live streaming. Councillor Owen replied that Pete Bryant felt this was not appropriate at the start of the process, but there may be opportunity at a later stage. Councillor Rowley added that presentations by the experts would be live streamed and having the second website will make that process easier.

Councillor Owen said Pete Bryant advised that, in his experience, an upfront commitment from the commissioning council (KTC) about what is going to happen to the recommendations is a strong motivating factor for jurors. He has asked if Committee could provide a commitment to act on or respond to the recommendations that come out of the process. Committee Members discussed whether they would be happy to make such an endorsement and a general discussion ensued. Councillor Owen put forward the following suggested wording for consideration:

What happens after the jury? The recommendations will be written by jury members in their own words and presented to a meeting of Full Council who, within 3 months, will explain how they will respond to or act on each point. The recommendations will feed into the future work of KTC's Carbon Neutral Kendal Group.

Given there are three tiers of local Government (Town, District and County) it is likely one or more will relate to services for which either the District or County, or indeed other organisations, are responsible. This is why the Jury's Oversight Panel includes representatives from all three tiers.

A support group is also being set up with the intention of amplifying the work of the Jury whilst it is meeting and also with the hope that the support group will continue to function afterwards carrying the Jury's recommendations forward.

Councillor Archibald suggested amplifying the wording by adding that KTC will request that the other tiers will respond to the points that are made that are in their domain to ensure a full response from all tiers of Government.

Members agreed the wording put forward and it was decided to request endorsement from Full Council.

Councillor Archibald raised a question regarding Officer capacity and whether an additional 5 hours per week by the Project Manager would be sufficient. He felt a further 2 days per week would be necessary in total. A general discussion ensued and it was proposed

by Councillor Archibald that money from the biodiversity budget be used to fund 2 days per week of Officer time to assist with the Citizens Jury. This was seconded by Councillor Dunlop and carried unanimously.

The Project Manager mentioned logos for the recruitment letter and suggested KTC should be the feature header, but also include all the logos of the different organisations of the Oversight Panel. This was agreed by Members.

Members were informed that the Treasurer has advised the finances of the Citizens' Jury are best represented in a different way than they are currently. The Project Manager is working with the Treasurer to ensure they are reflected correctly in the Committee's budget.

Greening KTC (home working and reduced printing post lockdown)

This item was not discussed.

- RECOMMENDATION**
1. That Council be requested to endorse the wording put forward to commit to the recommendations that arise from the Citizens' Jury.
 2. That £3,500 (figure obtained from Project Manager post meeting) from the biodiversity budget be used to fund an additional 2 days per week of Officer time to assist with the Citizens Jury.

1039/19/20

BIODIVERSITY FUND CRITERIA DISCUSSION

The Project Manager referred to Councillor Archibald's earlier suggestion to utilise some of the Biodiversity budget for the Citizens' Jury and said it would be useful to know how much of the fund Committee would want to move over. She also asked Members whether they still wished to create a criteria and invite applicants as the fund will have dwindled. Members discussed the way forward. There was a general feeling that Committee would not have the expertise on biodiversity to set the criteria. Councillor Owen understood that it was intended to use various experts that were going to be brought together to do the launch.

Councillor Archibald advised that SLDC (Simon Blythe) are about to launch a fund of around £20/25k which is very similar. Members discussed whether there might be an opportunity to combine with SLDC. It was agreed the Project Manager would liaise with Simon Blythe to discuss the possibility of combining. Councillor Rowley commented that SLDC have a different set of responsibilities which impact on biodiversity which KTC does not and advised caution.

Actions agreed: Project Manager to liaise with the Treasurer regarding what likely remains in the Biodiversity fund and approach Simon Blythe at SLDC to explore what extent we could combine together.

Councillor Owen asked what the current situation was with the launch event. The Project Manager advised that a poster had been designed but no invitations had been issued.

RESOLVED

Project Manager to liaise with the Treasurer regarding Biodiversity fund balance and approach Simon Blythe at SLDC to explore what extent we could combine together.

1040/19/20**20MPH STUDY UPDATE**

The Project Manager has been in contact with CCC regarding the best approach. It was thought best to approach Mott MacDonald considering they led the Kendal Transport Study. CCC are also happy to share the Kendal transport model with Mott MacDonald. The Project Manager advised they are interested in quoting for the work but asked whether we want the study to reflect the benefits to the town purely in terms of transport, or the wider benefits and economy of the town?

Councillor Archibald said the benefits have already been decided, what is required is advice on how it can be implemented and what the alternatives are. Councillor Rowley stressed Committee need to be careful not to spend all of the money on a consultant's report. He said there was a bigger picture to be painted and whilst the benefits are known, we haven't the got data to give the case for the benefits. Those figures will need to be available if we are going to justify this change to CCC or other parties. He queried whether Mott MacDonald are the best people to give that advice.

Councillor Owen recalled that Committee's mandate to Council was to present an options appraisal looking at two options (1) blanket 20mph or (2) blanket 20mph excluding arterial roads. This could simply be a cost appraisal, a combination of costs and benefits or we could decouple those things. Members discussed the options and it was agreed to approach Mott MacDonald, ensure they do not divert to the overall case for speed reduction but concentrate on cost benefit analysis between the two options. The Project Manager will also obtain alternative quotes. Councillor Rowley mentioned a member of SLACC who works for Greater Manchester Travel and is also supporting with the Active Travel Group. Councillor Owen also had further contacts that the Project Manager could approach.

Councillor Evans raised the Government's £2 billion package for walking and cycling. She suggested finding out what the criteria is, who can apply etc. It was agreed the Project Manager will liaise with CCC's Travel Planner and ask what their plans are and explore the possibility of partnering up for a bid.

RESOLVED

1. Project Manager to approach Mott MacDonald to request a quote, concentrating on the cost benefit analysis between the two options. Alternative quotes also be obtained.
2. Project Manager to liaise with CCC's Travel Planner and ask what their plans are in respect of Government's £2 billion package for walking and cycling and explore the possibility of partnering up for a bid.

1041/19/20**OVERVIEW OF PROJECTS CURRENTLY ON HOLD**

The Project Manager summarised the projects that have not gone ahead due to the lockdown. She also advised that Different Strokes, Painters and Decorators, are back in business and will paint the benches, railings and new signage locations from 1st June.

Members were asked to authorise expenditure of £833 for work to the boundary signs which require improvement. The Kendal in Bloom Committee have agreed to do the replanting and organise removal of plants so the legs of the signs can be painted. Councillor Owen proposed that the work proceed. This was seconded by Councillor Archibald and carried unanimously.

Councillor Archibald referred to the review of the asset of KTC plaques on benches. It was agreed the Project Manager would check progress with the Townscape Manager. The Project Manager will obtain some photographs of plaques in place for a future meeting so Committee can assess how they are weathering etc. A decision will then be taken whether to purchase more.

RESOLVED

1. Project Manager to check progress of the installation of KTC plaques on benches with the Townscape Manager. Photographs of installed plaques to be obtained for a future Committee meeting.
2. Project Manager to progress the Boundary Sign improvement project.

1042/19/20**ITEMS FOR THE NEWSLETTER**

The Project Manager requested contacts for any volunteer groups which have been active during the lockdown for a feature to celebrate volunteer activity. Councillor Archibald suggested the Taylors who worked on the Himalayan Balsam project. Councillor Hennessey offered to forward some contact details of various groups.

Councillor Evans raised a proposal by the Christmas Lights & Festivals Committee to award organisations their grants even though their festivals are not going ahead in order to keep them going to next year. The proposal will be presented to Full Council in June and she will then write an article for the newsletter.

Councillor Rowley will write an article regarding Kendal's People Café (the Mayor's Charity) who have responded to Coronavirus with food distributions around town.

1043/19/20**REVIEW OF SPEND AGAINST BUDGET 2019/20**

The Project Manager highlighted the Carbon Neutrality line. A rearrangement of how this is presented was discussed earlier in the meeting.

1044/19/20**ANY OTHER BUSINESS**Mushroom on Scouts Scar

Councillor Dunlop reported a query from a local resident regarding the Mushroom at Scouts Scar, in particular the poor condition of the signage. The resident had queried who is responsible and whether it could be improved. The Mushroom falls under the remit of another Parish Council and it was suggested KTC contribute towards the cost of improvement works since, although it is outside the Kendal boundary, it is used by a large number of Kendal residents. The Chair advised Members that the Project Manager will research past involvement of KTC in respect of the Mushroom and approach the other Parish Council to discuss further.

Councillor Evans suggested approaching the Wainwright Society as the panorama on the Mushroom details the names of the Wainwrights. She will pass contact details to the Project Manager.

RESOLVED

That the Project Manager research and develops a route toward improvements in partnership with above.

Area of Land for Possible Habitat

Councillor Hennessey mentioned an area of land between the playground on Kirkbarrow and Vicarage Drive. It has never been adopted and is overgrown and neglected. He suggested it could be a good area to semi-manage and create a habitat with some educational facility. He is looking into the possibly and will report back to Committee.

1045/19/20**DATE OF NEXT MEETING**

Monday 13th July 2020 at 6pm.

The meeting closed at 7.28pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
1038	Kendal's Climate Change Citizens Jury	REC	<ol style="list-style-type: none"> 1. That Council be requested to endorse the wording put forward to commit to the recommendations that arise from the Citizens' Jury. 2. That £3,500 (figure obtained from Project Manager post meeting) from the biodiversity budget be used to fund an additional 2 days per week of Officer time to assist with the Citizens Jury.
1039	Biodiversity Fund Criteria Discussion	RES	Project Manager to liaise with the Treasurer regarding Biodiversity fund balance and approach Simon Blythe at SLDC to explore what extent we could combine together.
1040	20MPH Study Update	RES	<ol style="list-style-type: none"> 1. Project Manager to approach Mott MacDonald to request a quote, concentrating on the cost benefit analysis between the two options. Alternative quotes also be obtained. 2. Project Manager to liaise with CCC's Travel Planner and ask what their plans are in respect of Government's £2 billion package for walking and cycling and explore the possibility of partnering up for a bid.
1041	Overview of Projects Currently on Hold	RES	<ol style="list-style-type: none"> 1. Project Manager to check progress of the installation of KTC plaques on benches with the Townscape Manager. Photographs of installed plaques to be obtained for a future Committee meeting. 2. Project Manager to progress the Boundary Sign improvement project.
1044	AOB – Mushroom on Scouts Scar	RES	That the Project Manager research and develops a route toward improvements in partnership with above.



Terms of Reference for Environment & Highways Committee

The Committee

It is the Environment & Highways Committee's remit to make recommendations to full Council concerning the natural and built environment and highways and infrastructure, not dealt with by the Kendal-in-Bloom or Planning Committees. In support of this it will plan the Town Council's programme of works in relation to its Environment & Highways powers.

In particular the Committee will be pro-actively concerned with open spaces, including parks and commons, the landscape of the town, and bio-diversity. It will also be concerned with the appearance of the built environment where not dealt with by the Planning Committee, e.g. the surface of the Yards, graffiti and litter, street cleaning, the street scene (including seats, hand rails but not lights), bus shelters/seats and the War Memorial. The Committee aims to support and promote initiatives relating to action on air quality and Climate Change.

In respect of specific tasks that the Committee identify require work to be undertaken by the Council, it will also request approval and funding, plan and oversee the operational management of such tasks, either through the Council's own staff, through contractors, or by funding work carried out by other statutory organisations.

The Committee will, in addition to managing the application of these powers by the Council, hold an overview and monitoring role on behalf of the residents of Kendal and the Council in respect of environment and highways matters affecting the town. For example, receiving reports from the Bus Users Group and Lakes Line representatives, commenting on cycle path plans etc. It will make representations to relevant bodies about such matters through the Chair as agreed by the Committee following the approval of the relevant minutes by Council.

The Committee will act as the referral point for detailed consideration of any Highway, Travel or Transport plans, or these elements within wider planning consultations, that the Council is asked to comment on. The Committee will also consider any environment or highways issues raised by individual Councillors in their wards to maintain an overview of issues across Kendal, and will support such matters if they fit in with the strategic plans of the Council.

The Committee shall agree an estimate of costs of works that it would like the full Council to fund, to tie in with the Council's budget cycle, in time for the council's budget round. The Committee will oversee the costs of any agreed task, for example requesting financial statements on work in progress or on completion.

All members of the Committee can put forward agenda items for meetings. All Councillors not on the Committee can also request an item to be considered by the Committee either by asking the Chair, or by resolution of the full Council. As per Standing Orders, any motion to be considered by the Committee has to be received and logged by the Clerk within seven days of the Committee meeting.

The Environment & Highways Committee meeting shall be held bi-monthly, further meetings may be called if necessary.

The Chairman

The role of the Chairman of the Environment & Highways Committee is to provide direction and ensure Committee members work together. The Chairman's duty is to ensure this end is achieved with consensus.

The Chairman will need to ensure:

all points of view are given a fair hearing,

all relevant information is available at the meeting,

that Councillors are clear about the reasons for a decision and/or recommendations,

that irrelevant matters are not brought to Committee,

the Council is protected from outside interference,

that a friendly atmosphere is created and

that business is conducted with reasonable speed.

The Chairman will liaise with the Appointed Officer on drawing up agendas' approve draft Minutes and support the Appointed Officer, as appropriate, in the implementation of the Environment & Highways Committee actions.

APPENDIX 1

Statutory Powers of the Council relating to Highway and infrastructure matters

FUNCTION	POWERS
Drainage	Power to deal with ponds and ditches (re footpaths)
Roadside Verges	Power to plant and maintain roadside verges.
Bye Laws	Power to make bye-laws in regard to cycle parks
Bus Shelters *	Power to provide and maintain bus shelters
Footpaths - see also rights of way	Power to repair and maintain public footpaths and bridleways
Highways	Power to light roads and public places
.	Power to provide parking places for vehicles, bicycles and motor-cycles
.	Power to enter into agreement as to dedication and widening
.	Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway
.	Power to provide traffic signs and other notices
.	Power to plant trees, etc and to maintain roadside verges
Lighting	Provision/maintenance of any footway lighting which lights roads or pavements provided the columns are not above specified heights.
Parking Places	Provision and management of car and cycle parks.
Rights of Way	Maintenance of public footpaths and bridleways.
Transport *	Powers to spend money on community transport schemes
Traffic Calming	Powers to contribute financially to traffic calming schemes
War Memorials	Power to maintain, repair, protect and adapt war memorials.
Clocks *	Provision and maintenance of public clocks, on churches or elsewhere.
Seats *	Provision and maintenance of public seats

Where a power is marked with an asterisk a parish or town council may, in addition to exercising the power itself, help another body to act by giving financial assistance.

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 30 JUNE 2020

2020/21 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
22,610	Environment:				
500	Staffing	5,653	16,957	22,610	0
	Somervell Garden Maintenance			0	500
23,110	Sub-Total:	5,653	16,957	22,610	500
	Highways & Infrastructure:				
2,700	Infrastructure Maintenance		2,271	2,271	429
2,500	Litter Bin Emptying	1,560		1,560	940
3,500	New Infrastructure			0	3,500
2,680	Lighting - running costs		2,680	2,680	0
				0	0
11,380	Sub-Total:	1,560	4,951	6,511	4,869
34,490	Environment & Highways Total:	7,213	21,908	29,121	5,369
	Action Plan Projects Overseen by E&H:				
21,000	Green Wall Project	1,134		1,134	19,866
1,680	Signage Improvements	1,230		1,230	450
5,000	Yard Signage	374	2,197	2,571	2,429
5,000	Kendal Castle Directional Signage	2,185		2,185	2,815
2,000	Fletcher Park Enhancements	500		500	1,500
3,000	New Gates Hallgarth Play Area - SLDC led			0	3,000
5,000	Nobles Rest Entrance Improvements (Civic Soc led)			0	5,000
4,000	Planter Cladding	915		915	3,085
7,000	Kendal Leaflet Series	2,256	400	2,656	4,344
12,000	Support 20's Plenty Project			0	12,000
6,800	To Support Biodiversity		3,500	3,500	3,300
19,820	Carbon Neutrality - Citizens' Jury		9,910	9,910	9,910
0	Environment Reserve (Parks, Gardens & Open Spaces):			0	0
0		0	0	0	0