

KENDAL TOWN COUNCIL

Notice of Meeting

ENVIRONMENT & HIGHWAYS COMMITTEE

Tuesday, 29th September 2020 at 7.30 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 13TH JULY 2020 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

5. **TABLE OF RESOLVED ACTIONS** *(see attached)*

6. **CUMBRIA DARK SKIES PROJECT (CDSP) – SAVING OUR NIGHT SKIES**
Friends of The Lake District Officer Jack Ellerby will attend the meeting to answer any Questions *(see attached)*

7. **PUBLIC PARTICIPATION - Jane Willis - Cycle Track Presentation**

8. **KENDAL CITIZENS JURY** *(see attached)*

9. **BIODIVERSITY GRANTS** *(see attached)*

10. **REQUEST FOR FUNDING BY THE KTC FLOOD RELIEF SCHEME WORKING GROUP**

11. **KENDAL LEAFLETS** *(see attached)*

12. **IVY SCREENING** *(see attached)*

KENDAL TOWN COUNCIL

13. **BT PROPOSAL** *(see attached)*
14. **UPDATED TERMS OF REFERENCE** *(see attached)*
15. **AIKRIGG SIGNAGE – CLLR ROWLEY AND CLLR OWEN**
16. **ITEMS FOR THE NEWSLETTER**
 - Spring 2021 Edition – deadline 22nd January, publication 1st March (provisional)
 - Summer 2021 Edition – deadline 11th June, publication 19th July (provisional)
17. **REVIEW OF SPEND AGAINST BUDGET 2020/21** *(see attached)*
18. **2021/22 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS** *(see attached)*
19. **ANY OTHER BUSINESS**
20. **DATE OF NEXT MEETING – MONDAY 30TH NOVEMBER 2020 AT 7.30PM**

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 13th July 2020 at 6.00 pm
(Via teleconferencing)**

- PRESENT** Councillors Jonathan Owen (Chair), Eamonn Hennessy (Vice Chair), Giles Archibald, Susanne Long, Shirley Evans, Jonathan Cornthwaite, Adam Edwards and Chris Rowley
- APOLOGIES** Councillor Julia Dunlop
- OFFICERS** Helen Moriarty (Project Manager) and Nicky King (Council Secretary)
- 124/20/21 PUBLIC PARTICIPATION**
- None.
- 125/20/21 DECLARATIONS OF INTEREST**
- None.
- 126/20/21 MINUTES OF THE MEETING HELD ON 11TH MAY 2020**
- The Chairman presented the minutes of the meeting held on 11th May 2020, which had been approved by full Council on 1st June 2020.
- It was proposed by Councillor Rowley that the minutes be approved as a correct record. This was seconded by Councillor Evans and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 11th May 2020 be accepted as a correct record.
- 127/20/21 MATTERS ARISING (Not on Agenda)**
- None.
- 128/20/21 REVIEW OF TERMS OF REFERENCE**
- Councillor Rowley raised the matter of Statutory Powers in Appendix 1. He felt there was lack of clarification of KTC powers and CCC powers. The Chair considered KTC as the “tier of last resort” who pick up elements of work which are not CCC/SLDC matters. Councillor Evans made the point that KTC act as first resort when residents make contact with an issue and KTC find out who is responsible. It was noted that KTC have the power to facilitate, not implement, and do not have primary authority for many items on Appendix 1. It was decided not to sign off the Terms of Reference. Helen will contact CALC for a benchmark and the Terms will be reviewed again at the next Committee meeting.
- RESOLVED** Helen to contact CALC for a benchmark. Terms of Reference will be reviewed again at the next Committee meeting.

129/20/21**CLIMATE CHANGE CITIZENS JURY UPDATE**

The first jury session has been held since the last meeting. All recruitment targets have been hit, except recruiting a member of the public who didn't have concerns about climate change which has proved hard to recruit. Chris Stark, Chief Executive of UK Committee on Climate Change, will be speaking to members at the next meeting. The presentation will be available on the website after the meeting. Further presentations will be made by Becky Willis and Mike Berners-Lee. Following these the Jury will decide who else they wish to invite to present, depending on what themes they wish to explore. The Oversight Panel have been working to decide who the three commentators should be, ensuring the recruitment is fair and transparent and the targets have been set correctly. There has been good representation and attendance. The Support Group have been managing the evaluation process and communications and a creative strategy has made the whole process more engaging for the general public. Stacy Hurley has also been supporting the process via a fixed term contract. A website and Facebook page have been launched.

Councillor Rowley added that the Support Group is looking at how the findings of the jury are carried forward. They are working closely with the Torchlight Group. There is a current discussion about having banners displayed around town each with a question raised by the Jury and possibly a large banner outside the Town Hall. He advised that it may be necessary to consider reopening the crowd funder for a small boost to funds to enable the good ideas generated by the Support Group to be carried forward. Following a general discussion Members agreed to the crowd funder being reopened.

Councillor Rowley also advised that a number of national groups are interested in what Kendal is doing. Kendal is the first Town Council to hold a Citizen's Jury and it is the first Jury to be held online. He commented that a good publicity opportunity existed. It was agreed Helen will approach national media in an attempt to create a greater awareness.

RESOLVED

Helen to approach national media in an attempt to create a greater awareness of the Citizen's Jury.

130/20/21**DARK SKIES & BIODIVERSITY UPDATE**

Helen has received an updated from the new officer at the Friends of the Lake District, Jack Ellerby. The scope of the project has been identified. There will be four communities in total and Kendal has been identified as the large town pilot to pilot a lighting audit and action plan. The purpose is to celebrate and raise awareness of the value of dark skies, try and prevent more light pollution and reduce existing levels of light pollution. There will be work with Planners, Highways and Crime Prevention Officers and consultants will be hired to audit current levels of pollution. KTC are being asked to support the Dark Skies Cumbria Project as an active supporter, agree, support and take part in the action plan and contribute funding for the audit and action plan and Dark Skies festival.

A general discussion ensued. Councillor Rowley commented that he had spoken to Jack Ellerby on behalf of KTC Planning Committee and the Friends of the Lake District Planning Officer had been very helpful.

The Chair made the point that some residents may not consider dark skies as a good thing. Councillor Evans agreed more education and factual information may be required to present to residents. Councillor Rowley said it is about lighting places effectively (making sure flood lights are turned off at certain times, using low energy lighting etc).

It was agreed Helen will request more information from Jack Ellerby and circulate the link to the website and Action Plan document to Members.

Biodiversity Funding

Helen was previously tasked with investigating whether there was an opportunity to combine SLDC's Climate Change Community Fund Grant with KTC's Biodiversity Fund. She has spoken to Simon Blythe at SLDC who has suggested KTC use the processes they have set up. She advised there is £3,500 remaining in budget and Members were asked how they wished to utilise this. The Chair suggested a working group be set up to consider the matter further. Councillors Hennessy, Rowley and Helen will form the group.

RESOLVED

1. Helen to request further information from Jack Ellerby. Also circulate the link to the website and Action Plan document to Members.
2. Councillors Hennessy, Rowley and Helen to form a Working Group to consider biodiversity funding further.

131/20/21

IVY SCREENING UPDATE

Helen will be meeting with a possible contractor on site on Thursday. Funding has been allocated and Longpool is the chosen pilot location.

Councillor Evans highlighted her concern previously raised regarding the effect of the ivy screening on sight lines and will attend the meeting.

132/20/21

20MPH AND SPEED INDICATORS UPDATE

20mph Project

Helen advised that Mott McDonald did not submit a quote for the 20mph scheme. She has received two quotes from alternative companies, one via Kendal Vision and the other via a link from Councillor Rowley. The two quotes are in the sum of £9,595 plus VAT and £7,500 plus VAT. Both are well within the total budget of £12k. She reported that both companies have submitted very similar proposals.

Councillor Hennessy asked whether the proposals would encompass the two options previously discussed (1) a blanket 20mph limit across

the whole town and (2) exclude some key arterial routes. It was noted that the companies have quoted for both options.

Councillor Evans referred to the Department of Transport Covid Active Travel Fund. She made the point that if this project can be put into place it may support a bid to that Fund.

It was proposed by the Chair that the quote in the sum of £7,500 plus VAT be accepted. This was seconded by Councillor Hennessy and carried unanimously.

Speed Indicator Devices (SIDs)

Committee were informed that the SID on Milnthorpe Road has broken again. It was previously fixed in Germany in November 2019 at a cost of approximately 419 Euros. Following a general discussion it was agreed the device should be sent back to Germany for repair. Councillor Rowley suggested it would be useful to purchase an additional device as they are useful in many areas around town. It was agreed Helen will obtain a quotation for a further device.

RESOLVED

1. That the quote in the sum of £7,500 plus VAT for the 20mph project be accepted.
2. That the broken SID be returned to Germany for repair. Helen to obtain a quotation for a further device.

133/20/21

OXENHOLME DEFIB UPDATE

Helen is still awaiting a quotation from the company recommended by First Responders which is expected this week. The budget has been approved. Helen will purchase the defib case and an electrician to fit it once the quote is received.

134/20/21

HIGH STREET TREE TUBS UPDATE

Helen reported that the tubs have now been installed. Thanks were extended to SLDC for storing and fitting, along with KTC's Townscape Manager and Continental Landscapes. She also advised that there is now a spare planter and requested ideas of where this could be installed. Councillor Edwards suggested asking residents for ideas via a request in the KTC newsletter/Facebook page.

Councillor Hennessy commented on the potential for such items of work to go unnoticed by residents. He suggested that the spare planter could be used for a further edible planter at a suitable location.

The Chair mentioned a plan he is working on for a plot of land between the BT building and Stramongate School. Attempts were previously being made to establish contact with the BT/Open Reach Estates Manager to ascertain ownership of the land. He commented that it would lend itself well to an edible street scene. Helen will follow up establishing the name of the contact.

Councillor Cornthwaite put forward Shap Road and Gooseholme as possible locations for the spare planter.

RESOLVED Helen to follow up establishing the contact at BT/Open Reach.

135/20/21 SCOUT SCAR MUSHROOM INTERPRETATION

Helen reported that Underbarrow Parish Council are responsible for the mushroom on Scout Scar. They are aware of its need for attention and are currently replacing missing interpretation panels. Work is expected to be complete in 4 weeks and the panels will be welded in place. She has thanked them for the update and left the door open for future collaborative work. Helen will update Councillor Dunlop who raised the matter at the last meeting.

RESOLVED Helen to update Councillor Dunlop on progress.

136/20/21 BUS SHELTER MAINTENANCE AND IMPROVEMENT UPDATE

Helen updated Committee on bus shelter maintenance. It has been difficult to secure a contractor for repairs to the shelter on Sandylands due to it being a small job. Members discussed the option of purchasing or hiring the required tools to enable the Townscape Manager to carry out such items of repair. Helen will feedback the options to the Townscape Manager.

Maintenance work to the shelter on Burton Road opposite Kirkbie Kendal School has been on hold due to Coronavirus. Helen advised that permissions were in place prior to lockdown and the chosen contractor is now no longer an approved CCC contractor. She will kick start the project again before the next meeting.

RESOLVED

1. Helen to feedback the options of purchasing or hiring tools to the Townscape Manager.
2. Helen to kick start work to the bus shelter on Burton Road prior to the next meeting.

137/20/21 BENCHES MAINTENANCE AND IMPROVEMENT UPDATE

Ten benches along the Kendal in Bloom route have now been painted. Before/after pictures have been taken. The plaque prototypes have worked, however they are too big for the Stramongate benches (former CCC benches) and a new quote is needed. The Townscape Manager requires the correct tools to be able to fit the plaques. Helen will order further plaques and concentrate on Stramongate benches initially. She will check on the spending threshold with the Treasurer.

Councillor Archibald requested that the before/after pictures of the benches be publicised in some way. Councillor Evans suggested the new planters also be publicised.

Councillor Archibald also recalled a previous discussion regarding swapping responsibility for benches and lighting with CCC/other parties so that KTC owned all benches. Helen to check previous minutes.

RESOLVED

1. Tools to be ordered for the Townscape Manager to fit plaques on benches. Helen to order further plaques after checking the spending threshold with the Treasurer.
2. Helen to check previous minutes in respect of responsibility for benches and lighting.

138/20/21**SIGNAGE MAINTENANCE AND IMPROVEMENT UPDATE**

Painting for Castle signage on Tanners Yard and at Allhallows has been completed. The Lowther Street sign has also been reinstated.

Councillor Archibald asked whether work has been carried out to signage on entry to the town. Helen advised that boundary signs have all been repainted.

Helen advised that Officers have recently undertaken Facebook training and commented that such items of work would make good posts on a KTC Facebook page.

Councillor Archibald referred to some organisations withdrawing advertising on Facebook, as reported in the press recently. It was not considered by the Committee that this should affect KTC's proposed use of Facebook.

Councillor Hennessy suggested the completion of small jobs such as those discussed being publicised via a press release to the Westmorland Gazette, along with photographs.

139/20/21**ITEMS FOR THE NEWSLETTER**

The summer edition of the newsletter is due out this week.

Items for the autumn edition:

- Citizens Jury
- Criteria for Biodiversity grants
- 20mph project
- Flood group update
- Biodiversity (as per earlier discussion)

An article on Swifts in Kendal was suggested by Councillor Archibald. It was agreed to include this in the Spring edition.

140/20/21**REVIEW OF SPEND AGAINST BUDGET 2020/21**

Councillor Evans advised she intended to request an additional litter bin and asked how much emptying costs are per bin. Helen to find out from SLDC.

It was noted by Councillor Cornthwaite that there is £3.5k remaining for support for biodiversity. The Chair understood this was the amount remaining after requesting further monies for the Citizen's Jury. It was clarified that £3.3k remains for the call for applications.

Councillor Archibald asked what falls under the 'New Infrastructure' heading which has budget remaining of £3.5k. This was confirmed to include bins, benches, bus shelters etc. As there are no current proposals it was suggested Ward Councillors be invited to put forward suggestions, as not every Ward is represented on the Committee. It was agreed suggestions should be predominantly for bins and benches.

Helen advised that costs for the Kendal leaflet series need to be confirmed with Aha Marketing. There may be a cost saving resulting from lockdown.

Councillor Evans advised that a number of people on Castle Crescent and from St George's Church carry out a lot of tidying up work to the area and would appreciate a litter bin. She will wait until September before submitting a formal request to allow Ward Councillors to put forward their suggestions for expenditure from the New Infrastructure budget. Helen to research unit cost of litter bins and annual maintenance costs.

RESOLVED

Helen to request New Infrastructure project ideas from Ward Councillors. Also research unit cost of litter bins and annual maintenance costs.

141/20/21

ANY OTHER BUSINESS

Nobles Rest - Library Road Footpath

Progress was queried by Councillor Cornthwaite. Councillor Archibald understood the work had been approved and was progressing. Helen to check progress with the Civic Society.

Flood Relief Scheme Working Group

Councillor Cornthwaite talked on behalf of the KTC Flood Relief Scheme Working Group. To date no funds have been requested, nor has there been any impact on Officer time. However Councillor Cornthwaite advised that the next stage of work involves looking at improving and enhancing pathways and cycleways from north Kendal (Mintbridge) to south Kendal (Scroggs Lane) which is likely to require significant input, architectural drawings etc. He asked whether funding could be allocated from the biodiversity or infrastructure budgets to facilitate this work.

Following an in depth discussion during which several Members expressed their support for the work being undertaken by the working group, Councillor Archibald proposed the Chair and Vice Chair be authorised to allocate up to £1,500 from areas identified within the budget as having spare monies, subject to Councillor Cornthwaite submitting a costed proposal. This was seconded by Councillor Evans and carried unanimously.

Greening our town

Councillor Archibald had been reading about towns that green themselves and commented that we need to keep pushing ourselves

to use our urban environment more aggressively. Councillor Edwards referred to the tiny urban forests initiative which has been taken up in Europe. He commented that it is very biodiverse, reduces carbon footprints and would fit well with Councillor Archibald's suggestion. He will circulate a link to Members.

Councillor Hennessy referred to an area of land off Vicarage Drive that he mentioned at the last meeting which has scope to become a biodiversity area. He has established the owner and is asking for ideas on how to approach the matter.

A general discussion then ensued regarding various areas with scope for biodiversity. The Chair commented that it is important to ensure a scrutiny stage exists to avoid committing time and money on an idea and then not being able to proceed further.

Use of Weed Killers

Councillor Hennessy raised the subject of the use of glyphosate weed killers. Councillor Rowley commented that many people are against its use and suggested alternatives should be researched further. Some companies offer a free trial of some of the alternatives and it was agreed to speak to the Townscape Manager to ascertain his thoughts on doing this. This could be a possible agenda item for the next meeting. Councillor Archibald suggested engaging with CCC at some point as they have also looked at alternatives.

RESOLVED

1. Helen to check progress of the Nobles Rest/Library Road footpath with the Civic Society.
2. That the Chair and Vice Chair be authorised to allocate up to £1,500 from the budget towards the work of the KTC Flood Relief Scheme Working Group, subject to Councillor Cornthwaite submitting a costed proposal.
3. Liaise with the Townscape Manager on suggestion of trialling alternatives to glyphosate weed killer.

142/20/21

DATE OF NEXT MEETING

Tuesday 29th September 2020 at 7.30pm.

The meeting closed at 7.59pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
128	Review of Terms of Reference	RES	Helen to contact CALC for a benchmark. Terms of Reference will be reviewed again at the next Committee meeting.
129	Climate Change Citizens Jury Update	RES	Helen to approach national media in an attempt to create a greater awareness of the Citizen's Jury.
130	Dark Skies & Biodiversity Update	RES	<ol style="list-style-type: none"> 1. Helen to request further information from Jack Ellerby. Also circulate the link to the website and Action Plan document to Members. 2. Councillors Hennessy, Rowley and Helen to form a Working Group to consider biodiversity funding further.
132	20mph and Speed Indicators Update	RES	<ol style="list-style-type: none"> 1. That the quote in the sum of £7,500 plus VAT for the 20mph project be accepted. 2. That the broken SID be returned to Germany for repair. Helen to obtain a quotation for a further device.
134	High Street Tree Tubs Update	RES	Helen to follow up establishing the contact at BT/Open Reach.
135	Scout Scar Mushroom Interpretation	RES	Helen to update Councillor Dunlop on progress.
136	Bus Shelter Maintenance and Improvement Update	RES	<ol style="list-style-type: none"> 1. Helen to feedback the options of purchasing or hiring tools to the Townscape Manager. 2. Helen to kick start work to the bus shelter on Burton Road prior to the next meeting.
137	Benches Maintenance and Improvement Update	RES	<ol style="list-style-type: none"> 1. Tools to be ordered for the Townscape Manager to fit plaques on benches. Helen to order further plaques after checking the spending threshold with the Treasurer. 2. Helen to check previous minutes in respect of responsibility for benches and lighting.
140	Review of Spend against Budget 2020/21	RES	Helen to request New Infrastructure project ideas from Ward Councillors. Also research unit cost of litter bins and annual maintenance costs.
141	AOB	RES	<ol style="list-style-type: none"> 1. Helen to check progress of the Nobles Rest/Library Road footpath with the Civic Society. 2. That the Chair and Vice Chair be authorised to allocate up to £1,500

			<p>from the budget towards the work of the KTC Flood Relief Scheme Working Group, subject to Councillor Cornthwaite submitting a costed proposal.</p> <p>3. Liaise with the Townscape Manager on suggestion of trialling alternatives to glyphosate weed killer.</p>
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ENVIRONMENT & HIGHWAYS COMMITTEE MEETING 29TH SEPTEMBER 2020
TABLE OF RESOLVED ACTIONS

Min	Subject	ACTION & UPDATE	
128	Review of Terms of Reference	Helen to contact CALC for a benchmark. Terms of Reference will be reviewed again at the next Committee meeting.	See attached terms of ref paper
129	Climate Change Citizens Jury Update	Helen to approach national media in an attempt to create a greater awareness of the Citizen's Jury.	Requests send, current interest from The Gaurdian.
130	Dark Skies & Biodiversity Update	Helen to request further information from Jack Ellerby. Also circulate the link to the website and Action Plan document to Members. Councillors Hennessy, Rowley and Helen to form a Working Group to consider biodiversity funding further.	See attached Dark Skies paper See attached Biodiversity paper
132	20mph and Speed Indicators Update	That the quote in the sum of £7,500 plus VAT for the 20mph project be accepted.	Markides Associates have been appointed. Next catch up meeting scheduled for 9 th October at 4pm via zoom. All E&H Cllrs have been invited. CCC are implementing temporary 20mph limits on the following roads: Kirkland and Highgate including Lowther Street and Allhallows Lane. The TTRO notice will be published in the Gazette on Thursday 17th September , and a press release will also be issued by SLDC and CCC to raise public awareness. The 20mph zones will be implemented by Cumbria County Council's Highways team beginning on Tuesday 29th September , with temporary Corex signs highlighting the new speed limits to drivers. The TTRO could be in place for up to 18 months, but can be removed should the recovery from the COVID-19 pandemic make the measures unnecessary.

ENVIRONMENT & HIGHWAYS COMMITTEE MEETING 29TH SEPTEMBER 2020
TABLE OF RESOLVED ACTIONS

		That the broken SID be returned to Germany for repair. Helen to obtain a quotation for a further device.	After confirming guarantee with the manufactures the SID was sent back on the 24 th of August. To replace will cost £2,894.18 (via Mallaite) or £2,355.41 (via Simon Signs).
134	High Street Tree Tubs Update	Helen to follow up establishing the contact at BT/Open Reach.	Correct contact established - Sam Thompson, Property Manager North (07483148958). Full proposal required.
135	Scout Scar Mushroom Interpretation	Helen to update Councillor Dunlop on progress.	Complete.
136	Bus Shelter Maintenance and Improvement Update	Helen to feedback the options of purchasing or hiring tools to the Townscape Manager. Helen to kick start work to the bus shelter on Burton Road prior to the next meeting.	Tools purchased. Kevin Cook contractor in place, completion date tbc following site visits on the 22 nd .
137	Benches Maintenance and Improvement Update	Tools to be ordered for the Townscape Manager to fit plaques on benches. Helen to order further plaques after checking the spending threshold with the Treasurer. Helen to check previous minutes in respect of responsibility for benches and lighting.	Tools and plaques purchased. Instalment expected by end of October. Update via Ian Harker CCC. The transfer of lighting systems from local lighting authorities (Town Council) to the Highway Authority (County Council) is covered by Section 270 of the Highways Act 1980 and requires a legal agreement. This is quite onerous on the transferring authority (Town Council) and is not something which can be achieved by an "understanding" between officers. Without this agreement in place no transfer of lighting can have taken place. While I'm not familiar with this scheme I'd advise that, if the lighting is not located on adopted highway or if the lighting is located on adopted highway but does not meet the requirement for a system of road lighting then there is no opportunity for this lighting to be transferred to the County Council.

ENVIRONMENT & HIGHWAYS COMMITTEE MEETING 29TH SEPTEMBER 2020
TABLE OF RESOLVED ACTIONS

140	Review of Spend against Budget 2020/21	Helen to request New Infrastructure project ideas from Ward Councillors. Also research unit cost of litter bins and annual maintenance costs.	Meeting arranged with SLDC on the 22 nd to discuss Bin costs. Cllr email to request ideas to follow once SLDC resource is understood. Request from Cllr Evans received.
141	AOB	<p>Helen to check progress of the Nobles Rest/Library Road footpath with the Civic Society.</p> <p>That the Chair and Vice Chair be authorised to allocate up to £1,500 from the budget towards the work of the KTC Flood Relief Scheme Working Group, subject to Councillor Cornthwaite submitting a costed proposal.</p> <p>Liaise with the Townscape Manager on suggestion of trialling alternatives to glyphosate weed killer.</p>	<p>Update from Kendal Civic Society:</p> <p>Planning Application did get unanimous approval although it was delayed by the Covid situation.</p> <p>The Planning Department has asked for a Bat Survey which is underway.</p> <p>The Civic Society committee decided to employ Lowther & Dawson to do a preliminary inspection of the site which will involve removal of some of the iron fencing at the back of the car park and clearance of the undergrowth, litter etc where the path will go.</p> <p>This preliminary work will be paid via Society funds (approx. £2,000), and the Town Council funding will be requested later once we are ready to start construction of the entrance properly.</p> <p>See attached paper from Cllr Cornthwaite?</p> <p>Townscape Manager has confirmed that he uses a small amount of weed killer and it is approved by DEFRA.</p>

KENDAL TOWN COUNCIL REPORT

To: Environment & Highways Committee	29 th September 2020
From: Project Manager	Agenda Item No. 6

CUMBRIA DARK SKIES PROJECT (CDSP)- SAVING OUR NIGHT SKIES

Support Request (Sept 2020)

E&H Proposal

- To consider the following prepared by Jack Ellerby and prepare any questions for the Committee meeting

Background

The Project's Vision is: *Conserving Cumbria's Dark Skies for the health and well-being of people and wildlife, to help tackle the climate emergency, support a sustainable economic recovery and provide opportunities to enjoy an unspoilt night sky.*

This supports several corporate priorities in South Lakeland and Kendal, and is delivered through three principle Project aims, to:

- Celebrate and raise awareness of the value of Dark Skies and the impacts of light pollution;
- Prevent more light pollution; and
- Reduce existing levels of light pollution.

I reported to you previously on the range of activities under each of these aims. Since then support is building for the work of the Project, including Kendal Civic Society, Kendal Swifts Group, the South Cumbria Bat Group and South Lakes Action on Climate Change. I hope following your meeting that your Council will become a key supporter too.

Proposal

Under the third aim above, the Project wants to commission a lighting engineering consultant(s) to produce a Lighting Audit and Action Plan (LAAP) for Kendal and Oxenholme. The LAAP would:

- Provide a baseline assessment of external lighting;
- Identify the main contributors to light pollution; and
- Identify priority actions to mitigate the effects of stray/obtrusive light on sky glow.

This would be one of four LAAPs in different communities, the others being Cockermouth (& Papcastle), the Melbreak Communities and Patterdale Parish. The total budget allocation for this is £14,000 (inclusive of VAT). I estimate the Kendal-Oxenholme LAAP will cost £8,000 (as the largest settlement with a greater volume of lighting).

I am seeking £2,000 contribution from Kendal Town Council towards the £8,000, with Friends of the Lake District funding the remainder. Unfortunately, due to Covid and re-structuring, SLDC's Locally Important Project's fund has not re-opened to support this phase of the Project.

This cost for Consultants I've kept as low as a practical, in part as I would then work alongside a small team of key people in Kendal-Oxenholme to carry out some support work, for example, taking Sky Quality Meter readings and night-time photographs. I hope that you are able to nominate 1 or 2 volunteers who could commit some time and knowledge to assist.

I am aiming to appoint the Consultant(s) in December and for them to report in February 2021. The second phase will then be to approach businesses, organisations and any premises where light pollution was a major issue, and try to fix the problem. I will be applying for funding to pay lighting engineers/contractors to do individual premise/business assessments, as an incentive to these property owners to alter their lighting. I hope that at that stage I could apply to the Town Council's wider Action Fund for that crucial work.

Kendal-Oxenholme would hopefully become an exemplar community tackling light pollution and supporting wider climate emergency and biodiversity recovery goals. Beyond that, with the Edington Astronomical Society as a great foundation, Kendal could build a brand as a Dark Skies destination and begin to see a growth in Astro-tourism and a night-time economy.

Now is the time to think big, take action and make a difference on this win-win agenda. Thank you for your support.

Jack Ellerby

Cumbria Dark Skies Project Officer

KENDAL TOWN COUNCIL REPORT

To: Environment & Highways Committee	29 th September 2020
From: Project Manager	Agenda Item No. 8

KENDAL CITIZENS JURY

E&H Proposal

- To consider the following update and the three requests at the end of the paper

Progress to date

[The Jury](#) have met 7 times and have 2 remaining sessions to develop and finalise its recommendations. It has received presentations on a [range of themes](#) all related to the overarching question ‘What should Kendal do about the emergency of climate change?’ Attendance at the sessions has been excellent and the quality of organisation, facilitation, presentation and response from Jury members has been widely recognised as excellent. An application has been made to the Design Council to support the process of implementing the recommendations, decision expected on the 25th of September.

Proposal context

Whilst all levels of council as well as many local organisations have committed their [response to the Jury’s recommendation report](#) there is also a need to ensure that the report is widely reported, read and actioned across the town and indeed the district to add pressure and accountability to the existing commitments.

The implications of this report and responses to it are really important, particularly as an example of what local citizens can do when encouraged by the process of a Citizens Jury.

In order to ensure that its conclusions are not lost, and that the outcomes become a part of public as well as council dialogue and action, we should ensure that current support group initiatives are continued with proper administrative support. Stacy Hurly currently provides co-ordination support to all of the support groups and maintains the website and social media platforms.

Current support groups include:

EVALUATION

Evaluation is important because the status of the Jury is a key aspect of its justification. We need to understand how it is perceived. Project progress to date includes:

- The Oversight Panel has been professionally evaluated by volunteer academics

- Lancaster University students are evaluating the public response to the Jury via face to face interviews
- An MSc student is keen to secure a placement with Kendal Town Council to assist the evaluation process

CREATIVE ENGAGEMENT

We have a range of support group volunteers who we want to continue to engage in the following ways:

- Vox Pops with local business leaders carried out by student volunteers
- Video edits of current content to improve accessibility and utilise social media opportunities.
- Strengthen Torchlight connections in addition to current feature on promotional banners

IT & MEDIA

We have created a strong web and social media presence however the following is required:

- Website maintenance
- Social media engagement
- Secure national newspaper article / interest
- Embedding the vox pops and creative groups outputs

Recommendation Launch Event

In addition to continuing the above, a launch event is also recommended as a way of bringing together all the relevant local organisations to hear from Jury members themselves about how and why their recommendations were made.

Jury members are supported by Shared Futures (current Jury facilitator) to empower them to present at an event of this scale.

The cost of a launch event is £5,250 which includes supporting Jury members and accessing Shared Futures expertise. Without investment, any launch of the recommendations will be via Kendal Town Council alone and will therefore lack the weight and credibility provided by the voices of Jury members.

E&H Proposal

1. Reallocate the current 'New Infrastructure' budget of £3,500 toward the Jury to extend Stacy Hurly's contract for 12 weeks to continue developing and delivering the initiatives outlined above.
2. Endorse the reopening of the Crowdfunder and development of additional funding options to raise the required funds for a launch event and further public engagement.
3. Endorse the placement of a Lancaster MSc Student to review and evaluate the Citizens Jury process.

KENDAL TOWN COUNCIL REPORT

To: Environment & Highways Committee	29 th September 2020
From: Project Manager	Agenda Item No. 9

BIODIVERSITY GRANTS

E&H Proposal

- To consider the following draft Biodiversity Fund overview
- To agree next steps regarding timescales and applications

Draft Biodiversity Community Fund Overview

Context

Kendal must work with the rest of the UK to address our greenhouse gas emissions and mitigate the impacts of climate change by improving biodiversity. Becoming carbon neutral will improve quality of life and build new green, clean growth opportunities for our economy.

Kendal Town Council declared a Climate Emergency in 2019 and are currently adopting greener practices to reduce its impact. Kendal Town Council commissioned a Citizens Jury, [full details here](#), to debate the question ‘What should Kendal do about Climate Change?’ and have committed to implementing its recommendations where possible.

Purpose

To make financial grants which help local communities to implement biodiversity projects which support Kendal Town Council’s response to its declaration of a Climate emergency in 2019.

The funding must be spent to benefit the local community, and we expect applicants will work with other funders and community organisations and agencies to maximise benefit.

For example the funding could support:

- Community schemes/ projects that enhance local biodiversity
- Projects to support local people increase the biodiversity of their gardens / local area
- Projects to support local people in moving toward cleaner renewable sources of energy and environmentally friendly technologies
- Conserving and enhancing the biodiversity of Kendal to offset or capture carbon emissions
- Behaviour change initiatives towards cleaner, greener ways of living that support biodiversity

The Fund

The fund can support all costs relating to your project or activity, including: core costs (e.g. staff, office costs), project costs (e.g. venue hire, project worker) and capital costs (can support the cost of a renewable installation).

Grants are targeted at small organisations with charitable or community focused aims that are based and working in Kendal.

The fund will support up to a maximum of 50% of total costs (more than 50% for groups with an exceptional case) for the project for voluntary and community groups who wish to deliver community based carbon reduction projects.

Who Can Apply?

Kendal Town Council will consider applications from local charities, community interest companies, voluntary groups and other not for profit organisations in Kendal.

Minimum and maximum awards

To ensure focus and impact, grants will be awarded for a minimum of £500 and a maximum of £1,000

Procedure

Community groups/ organisations will submit a short proposal about their project, explaining how they would meet the criteria. An application form will be used to ensure all necessary information is supplied.

Decision making on the scheme and awarding of grants will rest with Kendal Town Council. Proposals will be short listed by the biodiversity working group and agreed by the Environment & Highways Committee.

Biodiversity Criteria

Does the proposal:

- proactively increase biodiversity?
- address community behaviour change and consumption habits to better support biodiversity?
- include clear and measurable outputs?
- include reasonable costs?
- demonstrate a minimum of 50% match funding? (Waived in exceptional circumstances at discretion of E&H committee)
- explain how the grant would fit with a wider package of funding if applicable?
- provide evidence of public support and community involvement?
- demonstrate how the project will be completed within one year?
- ensure recognition of KTCs support in a publicity plan?

What will we not fund?

- 100% of your project (unless an exceptional case and at discretion of portfolio holder)
- Funding of general running costs of your organization

- Activities that create additional CO2
- Projects not benefiting people living Kendal
- Building projects that just comply with current Building Regulations requirements
- Direct replacement of statutory obligation and public funding
- Groups that cannot justify having significant unrestricted reserves e.g. where a Group has £10k or more in unrestricted reserves
- Private members' sports/social clubs
- National charities/organisations

Grant Agreement

The grant agreement will comprise of:

- An offer letter (including invoicing details and reporting timescales)
- A copy of the proposal

To receive the award the applicant must have their match funding in place and confirmed.

KENDAL TOWN COUNCIL REPORT

To: Environment & Highways Committee	29 th September 2020
From: Project Manager	Agenda Item No. 11

KENDAL LEAFLETS

Background

The Welcome to Kendal and Kendal Culture leaflets have been combined to create a single Welcome to Kendal leaflet. Covid-19 has impacted the distribution of leaflets due to a reduction in pick up, therefore an application to Kendal BID has not been made.

Stock levels at the beginning of August were:

- 12,000 Kendal Walking Trails Leaflet
- 4,160 Welcome to Kendal

The current leaflet budget (via Kendal Action Plan funding) is £7,785

Proposal

To spend £4,228 as follows:

- Print an additional 30,000 new Welcome to Kendal leaflets via MTP printers at a cost of £2,613
- Extend Aha distribution contract for another 2 years to distribute leaflets at a cost of £1,615
- Pay Cactus Creative for amends £400
- Allocate future funding request of £5000 to support leaflet distribution and production in 2020/21
- Due to a 30% reduction in leaflet display opportunities, Aha are currently trailing an online Tourist Information website which will be promoted at the traditional leaflet outlets. A QR code will direct visitors to an online leaflet hub where information can be downloaded and the relevant links followed. Visit Kendal is listed together with the Visit Kendal leaflets. In January Aha will report the success of this trail and a monthly contract arrangement will be discussed.

KENDAL TOWN COUNCIL REPORT

To: Environment & Highways Committee	29 th September 2020
From: Project Manager	Agenda Item No. 12

IVY SCREENING

Background

An allocation of £13,266 for green wall projects remains in the Action plan budget. £10,000 of this is unclaimed via a successful Locally Important Project application in 2019. To release the LIP funds a project update report is required.

The key objectives are to add year-round greenery to our townscape, enhance the aesthetics of otherwise unsightly railings, improve air quality for pedestrians and residents and provide additional habitat/biodiversity within our urban environment

Options

Contractors 'In Leaf' provided the following costed options for their Ivy Screening service at the following locations.

Corner of Ann Street and Longpool

- Ivy screens planted in custom fibreglass containers
- Top of screens approximately matching the top of the existing fencing
- Approximately 9m span on pedestrian side of fence
- Supply and installation

Required investment: £5,942+VAT

This location has the space available and is a high traffic area where it will be visible to a large number of people each day. The downside is that the screens would have to be significantly back from the approach to the roundabout to avoid limiting visibility to vehicles approaching the roundabout.

Bus stops on Blackhall road

We discussed placing four planters of two different sizes, two large ones in the central spaces between the bus stops, and a smaller one either side. These would be fixed to the top of the existing dwarf walls in these spaces and the Ivy screens would then roughly be inline with the top of the bus shelters.

- Ivy screens planted in custom fibreglass containers
- Top of screens approximately matching the top of the existing bus shelters
- Approximately 9m span on pedestrian side of fence
- Supply and installation

Required investment: £6,245+VAT

This location has the space available and is a high traffic area where it will be visible to a large number of people each day, and would also be visible from the car park on the other side of the wall. The downside may be that the wall would no longer be available to sit on whilst waiting for the bus, alternative seating may be required to compensate.

Corner of Blackhall road

Ivy screens could be planted directly into the soft land behind the wall at the corner of Blackhall road to create a 'green wall' feature.

- Ivy screens planted in soft ground
- Screens approximately 1.8m tall
- Approximately 14m in curve to follow dwarf wall
- Supply and installation

Required investment: £6,380+VAT

This location has the space available and is a high traffic area where it will be visible to a large number of people each day. As the planters are not required a larger span can be achieved within approximate the same budget as the other options.

Windermere Road location were also explored but are too challenging location due to the available space and steep angle of the road.

Proposal

1. Agree a preferred location to develop detailed plans
2. Approve purchase of Air Quality monitor to start assessing pollution levels of chosen area for before and after comparison

KENDAL TOWN COUNCIL REPORT

To: Environment & Highways Committee	29 th September 2020
From: Project Manager	Agenda Item No. 13

BT PROPOSAL

BT are seeking views on whether to remove or adopt 46 BT telephone kiosks around South Lakeland. South Lakeland District Council are carrying out the consultation for BT. The consultation closes on 11th October and can be found here: <https://cumbria.citizenspace.com/south-lakeland-district-council/bt-payphone-removal-consultation-2020/>

Ring the Changes!
New Uses for Old Phone Boxes

ACT **ACTION**
with communities
in cumbria

**Remove or Adopt
Your Local Telephone Box**
How could you use yours?

BT is consulting on removing or adopting 46 local phone boxes. The consultation ends 11th October 2020. Go to:
<https://cumbria.citizenspace.com/south-lakeland-district-council/bt-payphone-removal-consultation-2020/>

Local Youth Info Hub, art gallery, Phone Box of Loveliness (local produce exchange), flower garden, defibrillator, info booth & book exchange

To discuss how you could turn your old phone box into a new community asset contact Jemma Metcalfe-Gibson Tel: 01768 425 643
Email: jemmametcalfe-gibson@cumbriaaction.org.uk

ACT champions community and rural issues

ACTION with Communities in Cumbria, Offices 0 - Q Skingill Business Park, Penrith, Cumbria CA11 0FA
T: 01768 425 666 | www.cumbriaaction.org.uk | info@cumbriaaction.org.uk | Follow us @ACTCumbria
Registered in England as Voluntary Action Cumbria | Charity Registration Number 1080675 | Company Number 3957858

ACTION with Communities in Cumbria are encouraging communities to take their local phone box over and use it for the benefit of their community. The following poster is available to Councillors if this appropriate for your ward.

KENDAL TOWN COUNCIL REPORT

To: Environment & Highways Committee	29 th September 2020
From: Project Manager	Agenda Item No. 14

UPDATED TERMS OF REFERENCE

E&H Proposal

- CALC were contacted to advise if there was a standard term of reference to follow, they do not provide standard terms for individual committees.
- To consider the draft below which has been simplified and is ready for comment and or approval.

The Environment & Highways Committee's remit is 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.

The Environment and Highways Committee will support the Town Council's programme of works in relation to Kendal's Environment & Highways. The Committee will be pro-actively concerned with the appearance and functionality of open spaces, including parks and commons, the landscape, built environment and public realm of the town. .

The Committee aims to support and promote initiatives relating to improving air quality, biodiversity and tackling Climate Change.

The Committee will oversee and monitor any environment and highways matters affecting the town delivered by higher tiers of local government. 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 and appropriately signpost concerns to the relevant partner to consider or action.

To achieve the above the committee will:

- request project approval and funding
- plan and oversee the project management of tasks via the Councils staff, contractors and or partners.
- Oversee the costs of any agreed task, for example requesting financial statements on work in progress or on completion.
- Agree budgets based on the Councils current budgetary procedures.

All Councillors can 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 Chair of the Environment & Highways Committee is to provide direction and ensure Committee members work together. It is the Chair's duty is to ensure this end is achieved with consensus. The Chair will need to ensure all points of view are given a fair hearing, that 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 Chair 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.

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 MARCH 2020

2019/20 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
22,380	Environment:				
500	Staffing	22,380	0	22,380	0
	Somervell Garden Maintenance			0	500
22,880	Sub-Total:	22,380	0	22,380	500
	Highways & Infrastructure:				
2,700	Infrastructure Maintenance	1,971	377	2,348	352
2,500	Litter Bin Emptying	1,329	680	2,009	491
3,500	New Infrastructure	2,403	2,098	4,501	(1,001)
2,441	Lighting - running costs	2,441		2,441	0
11,141	Sub-Total:	8,143	3,155	11,298	(157)
34,021	Environment & Highways Total:	30,523	3,155	33,678	343
	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
21,500	Blackhall Road Bus Shelter	21,379		21,379	121
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
5,000	Trim Trail Beck Community Centre (Cllr Hogg)	5,000		5,000	0
3,000	New Gates Hallgarth Play Area - SLDC led			0	3,000
6,993	Youth Activity Equipment (Community Group led)	6,993		6,993	0
5,000	Nobles Rest Entrance Improvements (Civic Soc led)			0	5,000
5,000	Carbon Neutrality			0	5,000
4,000	Planter Cladding	915		915	3,085
7,000	Kendal Leaflet Series	2,256	400	2,656	4,344
92,173	Action Plan Total:	41,966	2,597	44,563	47,610
1,638	Environment Reserve (Parks, Gardens & Open Spaces):	1,495		1,495	143
1,638		1,495	0	1,495	143

KENDAL TOWN COUNCIL - ENVIRONMENT & HIGHWAYS COMMITTEE

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 (maybe reallocated to Jury)			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
21,500	Blackhall Road Bus Shelter	21,379		21,379	121
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			0	6,800
19,820	Carbon Neutrality - Citizens' Jury			0	0
	Citizens' Jury Receipts	-7,677		(7,677)	(7,677)
143	Environment Reserve (Parks, Gardens & Open Spaces):			0	143
143		0	0	0	143

KENDAL TOWN COUNCIL - ENVIRONMENT & HIGHWAYS COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 AUGUST 2020

2020/21 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Environment:				
22,610	Staffing	9,421	13,189	22,610	0
500	Somervell Garden Maintenance			0	500
23,110	Sub-Total:	9,421	13,189	22,610	500
	Highways & Infrastructure:				
2,700	Infrastructure Maintenance	2,271	49	2,320	380
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:	6,511	49	6,560	4,820
34,490	Environment & Highways Total:	15,932	13,238	29,170	5,320
	Action Plan Projects Overseen by E&H:				
14,400	Green Wall Project	1,134		1,134	13,266
1,680	Signage Improvements	1,230		1,230	450
21,500	Blackhall Road Bus Shelter	21,379		21,379	121
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	2,925	3,840	160
7,000	Kendal Leaflet Series	2,256	400	2,656	4,344
12,000	Support 20's Plenty Project		3,074	3,074	8,926
6,600	To Support Biodiversity			0	6,600
19,820	Carbon Neutrality - Citizens' Jury Citizens' Jury Receipts	(14,927)	9,910	9,910 (14,927)	19,820 (14,927)
143	Environment Reserve (Parks, Gardens & Open Spaces):			0	143
143		0	0	0	143

KENDAL TOWN COUNCIL

Committee:	Date:
MAYORALTY & ARTS	Tuesday 1 September 2020
CHRISTMAS LIGHTS & FESTIVALS	Monday 14 September 2020
ALLOTMENTS	Monday 28 September 2020
ENVIRONMENT & HIGHWAYS	Tuesday 29 September 2020
KENDAL IN BLOOM	Monday 12 October 2020
MANAGEMENT	Monday 19 October 2020
AUDIT, GRANTS & CHARITIES	Monday 26 October 2020

2021/22 Budget Proposals

1. Budget Timetable

The Town Council has agreed a timetable for the preparation and approval of its 2021/22 Budget. This follows the process adopted for the current year's budget, including provision for Council to approve its priorities for the budget and devise a scoring system for evaluating growth proposals against those priorities. The identification of priorities is the first step towards developing a clear statement of corporate objectives and aligning the Council's Action Plan, Development Fund, CIL programme and revenue budget.

Key dates in the 2021/22 budget process are as follows:

September/October 2020	<ul style="list-style-type: none"> • Committees to consider proposals for: <ul style="list-style-type: none"> ○ Budget variations (additions, reductions, new items) ○ One-off Action Plan schemes • Allotments Committee to consider recommended rent levels
21 September 2020	<ul style="list-style-type: none"> • Management Committee to consider: <ul style="list-style-type: none"> ○ Restated Action Plan ○ Budget priorities and scoring system
5 October 2020	<ul style="list-style-type: none"> • Council to approve priorities and scoring system
Early November 2020	<ul style="list-style-type: none"> • Management Committee to review budget proposals and recommend prioritised bids
23 November 2020	<ul style="list-style-type: none"> • Special Council to set allotment rents, consider proposals, prioritise bids and agree a draft indicative budget
4 January 2021	<ul style="list-style-type: none"> • Council to approve budget and set precept

Some Committees meet before the Action Plan and budget priorities are established by Council on 5 October. Whilst this is not ideal as it does not guide Committees fully, Councillors should be aware of the Council's main aims when considering the formulation of budget proposals.

2. Budget Process

The budget process identifies areas of uncommitted budget proposals ("growth items/proposals") separately from the standstill costs of maintaining existing levels of service ("commitments"). The draft standstill budget will be drawn up by Officers for submission to Council, taking into account current service levels, committed expenditure and inflationary increases.

Growth proposals can be for one-off schemes or recurring expenditure in service budgets. Because the available monies can be used for either of these, all growth proposals will be grouped together in the prioritisation exercise.

3. Priority Areas

The September meeting of Management Committee will consider the key priorities for development. The priorities established in that exercise will guide the budget process and shape the variations to resource allocation. The draft priorities are:

- Sustainable Connectivity
- Town Centre Vibrancy
- Green Space Enhancement
- Health & Wellbeing
- Internal KTC Projects (eg efficiency, business needs)
- Statutory Requirement
- Unavoidable Health & Safety or Business Continuity Issue.

These should be adopted for the 2021/22 Budget, with the addition of one further heading:

- Climate Change

These priorities will form the basis of the scoring system to assess budget proposals.

4. Budget Variations

a) Reductions or Re-allocations

Committees are invited to review their current budget and to formulate proposals for budget reductions in "day to day" services, which may be available for re-allocation to higher priority expenditure. Proposals for reductions in current budgets should identify the implications for services and the community. It is suggested that Committees use the routine budgetary control and year-end accounts information to identify budgets which regularly underspend and consider whether the current level of budget provision is appropriate.

b) One-off (non-recurring) Schemes

Committees are invited to suggest bids for schemes or projects, within their remit. These should be non-recurring (ie one-off) items, which do not create a significant ongoing commitment in the form of maintenance, energy or other costs.

The main source of funding for such schemes will be the Development Fund, which is currently fully committed and requires the allocation of further monies to deliver the Council's indicative schemes for the next two years. This does not preclude the introduction of any new projects as the availability of funds next year will depend on the overall budget set by Council.

Ideally each bid should identify:

- the benefit to the Council/community
- its alignment with the Council's Action Plan and budget priorities (as outlined above)
- estimated one-off cost
- ongoing annual costs
- contributions (if any) from other organisations
- planned timing of expenditure
- length of scheme (if a multi-year project)
- any permissions needed to deliver the scheme
- whether the scheme can be progressed with current staff resources.

Given that resources are likely to be limited for next year, Committees are also asked to review their existing schemes within the latest approved Action Plan to confirm that they are still valid and supported by the Committee. These schemes are shown in the **Appendix** to this report.

c) Growth Proposals - Recurring Expenditure

Growth proposals can be an extension or expansion of an existing service or a new area of service. In order to enable each growth proposal to be considered objectively, Committees should consider:

- its benefit to the Council and the community
- its alignment with the Council's Action Plan and budget priorities
- the deliverability
- the initial cost
- whether it creates an ongoing commitment
- whether the proposal would promote efficiencies.

5. Next Steps

After Committees have considered this report during the current cycle of meetings, all proposals will be collated for consideration by the Management Committee in early November. This will prioritise budget proposals, using the identified priorities, and make recommendations to the Budget meeting of Council on 23 November. Before

that date, individual Councillors will be contacted to ensure that all budget proposals have been identified.

6. Recommendations

Each Committee is recommended to accept this report and:

- a) identify proposals for reductions or re-allocations in service budgets;
- b) confirm whether it continues to support its existing indicative Development Fund schemes (as set out in the Appendix); and
- c) identify proposals for recurring growth in service budgets.