

# KENDAL TOWN COUNCIL

## Christmas Lights & Festivals Committee

**Monday 15<sup>th</sup> April 2019 at 7.00 pm  
in The Mayor's Parlour, Town Hall, Kendal**

**PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams and Adam Edwards

Brian Harrison, Kendal BID, joined the meeting at 8pm.

**APOLOGIES** Councillors Rachael Hogg (Vice Chair) and Chris Hogg

**OFFICERS** Janine Holt (Assistant to the Town Clerk)

Note: there were some changes to the order of business of the meeting in order to accommodate attendance by Dr Stephen Green from Kendal Rugby Union Football Club and Brian Harrison from Kendal BID.

**1050/18/19 PUBLIC PARTICIPATION**

None.

**1051/18/19 DECLARATIONS OF INTEREST**

None.

**1052/18/19 ROCK ON KENDAL FESTIVAL**

Dr Stephen Green, Chairman of Kendal Rugby Union Football Club, attended the meeting to talk about the Rock on Kendal festival. KRUFU are proposing to host a two day event over the August Bank Holiday weekend. All profits are split between various charities, including CancerCare and St Johns Hospice. They were seeking support for a grant application of £2,500 which would fund improved accessibility for disabled people attending the event, including a raised viewing platform and toilet facilities. Dr Green gave further details of the event and how the grant monies would be spent if awarded.

**1053/18/19 PRESENTATION BY KENDAL WINDOWS ON ART**

Nicola Smith was unable to attend the meeting due to illness. Janine Holt will invite her to attend the next meeting in June.

**RESOLVED** Janine Holt to invite Nicola Smith to the next meeting in June.

**1054/18/19 MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> JANUARY 2019**

Members were asked to accept the minutes of the meeting held on 15<sup>th</sup> January 2019 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 4<sup>th</sup> March 2019.

**RESOLVED** That the minutes of the meeting of the Committee held on 15<sup>th</sup> January 2019 be accepted as a correct record.

**MATTERS ARISING** (Not on Agenda)

**1055/18/19**

**Minute 790/18/19 - Food Festival**

Janine Holt had followed up the possibility of Cumbria Life co-ordinating a food festival in Kendal, however they are not wishing to pursue this at the current time. Janine Holt to speak to Stacy Hurley, Project Manager.

**1056/18/19**

**Minute 798/18/19 – Artfest**

Janine Holt advised she had contacted ArtFest to check banking details but it would appear it is no longer in existence.

**1057/18/19**

**Minute 798/18/19 – Brewery Freerange Comedy Festival**

Janine Holt had previously been asked to confirm the amount that has been funded to the Festival in previous years. She advised that the last grant was in March 2018 for £1,500. There is no current application.

**1058/18/19**

**Minute 799/18/19 – Tree Holders**

Councillor Evans had raised Councillor Edwards' suggestion of using the high street tree holders for an Easter arts project with the BID but it was too short notice.

**RESOLVED**

That Janine Holt speak to Stacy Hurley regarding the possibility of a food festival in Kendal.

**1059/18/19**

**GRANT APPLICATIONS**

(a) AWAZ (Cumbria)

Members considered an application from AWAZ Cumbria for £3,000 to partially cover costs involved in organising and managing the Kendal Unity Festival. The current Mayor had organised the first Unity Festival last year when £2,500 had been awarded. Committee agreed they were happy to award grants to help get new projects up and running, however they would like to see a greater proportion of funds being raised by the organisation themselves in subsequent years. It was agreed to recommend a grant of £2,000.

(b) Kendal Mountain Festival

An application had been received for £10,000 and it was highlighted that the applicant wished to expand the event. Members noted that a figure of £5,000 had been requested in the past and the Grants Criteria states that "grants are usually up to £5,000". A sum of £5,000 had previously been set aside in the budget pending an application and it was agreed to recommend this amount.

(c) Kendal Windows on Art

Members considered an application for £750 to enable KWoA to organise a series of Kendal based workshops and art displays in

community spaces in Kendal. It was agreed to recommend a grant of £750.

(d) KRUF C

Members considered an application from KRUF C for £10,000 towards the annual firework display. It was noted that an amount had previously been set aside in the budget and this was thought to be £3,500, although confirmation was required. Following a general discussion Committee agreed to recommend a grant of £1,500 to the fireworks display and £1,500 to the Rock on Kendal event discussed earlier in the meeting, subject to clarification of the amount set aside in the budget. It was also agreed that a more detailed application was required from KRUF C. Janine Holt advised that Alison Scott from KRUF C was keen to meet to discuss matters further. It was agreed that Janine would request a more detailed application, arrange a date for a meeting and clarify the amount set aside in the budget. An official decision would be made once this had been received.

(e) Kendal Torchlight Funding Application

An application for £10,000 was considered. Committee agreed that this was an important community event and a Kendal tradition which they were keen to support. It was agreed to recommend a grant of £5,000.

Other matters:

Councillor Evans informed Members that the organisers of Woolfest had advised they may have insufficient funding. It was noted that no further monies had been requested. It was agreed to respond with a request to be kept informed.

It was noted that there was capacity in the budget to award a grant to the Mary Wakefield Festival should an application be received.

**RECOMMENDATION** That the following grants be approved:

1. AWAZ Cumbria - £2,000.
2. Kendal Mountain Festival - £5,000
3. Kendal Windows on Art - £750
4. KRUF C – fireworks display £1,500 and Rock on Kendal £1,500 (subject to clarification of the amount set aside in the budget and a more detailed application being received).
5. Kendal Torchlight - £5,000.

**RESOLVED**

1. Janine Holt to request a more detailed application from KRUF C, arrange a date for a meeting and clarify the amount previously set aside in the budget.
2. That Committee respond to the organisers of Woolfest with a request to be kept informed on the level of funding achieved.

**1060/18/19****GRANTS CRITERIA**

Committee considered the Grants Criteria drawn up by the Audit, Grants & Charities Committee. Following a general discussion Committee noted the Criteria.

**1061/18/19****SWITCH ON EVENT 2019 AND SPONSORSHIP**

Janine Holt updated the Committee and advised that she had attended a meeting with Christmas Plus, along with the Chair. The following matters were highlighted:

Kendal Museum

Lights have been ordered for trees outside Kendal Museum. There will be 20 x 10m strings installed (subject to permission from the museum). Members agreed these should be white lights.

Finkle Street

Christmas Plus had made some good suggestions for Finkle Street including new street motifs, large lanterns and additional strings. The cost would be approximately £3,500.

Wildman Street

Four wall mounted motifs have been ordered, along with additional festoons. Ways to enhance the strings of lights had also been discussed. It was agreed to consider the positioning of motifs etc at the next meeting in June, prior to approaching businesses for signed consent to install the decorations.

Sponsorship

Thomson Hayton Winkley have confirmed their support again and given positive feedback. Castle Green Hotel have money put aside in their budget but are still to confirm. Janine Holt remarked that sponsorship is currently short and more will be required.

Venue for start

The Director at Abbot Hall has been approached but not responded. Alternative venues being considered are New Road, the Brewery and Abbot Hall Park. A road closure would be required for New Road and there could be difficulties getting the reindeer up Lowther Street. It was noted that the Brewery would be involved with the Film Festival that same weekend which would not make this a good venue. Following a general discussion it was decided that Janine Holt would make enquiries with Deb Clarke, SLDC regarding the possibility of using Abbot Hall Park. If this was not possible further consideration would be given to New Road.

Janine Holt advised that she had a meeting scheduled with Cath Dutton regarding the market stalls.

It was noted that a Father Christmas is required. There was a suggestion that the Lions be approached as it was thought the current

Town Crier was involved with the Lions and carried out the role of Father Christmas for their events.

A gazebo for Kendal Concert Band has now been purchased. .

Brian Harrison, Kendal BID, arrived at this point in the meeting (8pm). The Chair thanked him for attending the meeting and updated him on discussions regarding the Christmas Lights switch on event. She asked whether BID had any Christmas events in hand, to which he replied that BID currently had no plans. He suggested that Committee submit an application form to BID for sponsorship. Janine Holt agreed to action this.

## **RESOLVED**

1. That the positioning of new motifs etc for Wildman Street be discussed at the next Committee meeting in June.
2. That Janine Holt contact Deb Clarke, SLDC, regarding the possibility of using Abbot Hall Park for the start venue.
3. That Janine Holt submit an application form to Kendal BID for sponsorship.

**1062/18/19**

## **BANNERS UPDATE**

Janine Holt had met with Officers from SLDC Economic Development Department regarding the co-ordination of lamppost banners. It appeared there was no service level agreement in existence. There had been discussions regarding a suggestion that the Committee take over the management of lamppost banners on Highgate and manage bookings. There would be a time constraint on the office, but this should be manageable. Committee agreed to make a recommendation to Council that Committee take over the management.

With regard to KTC's own banners, Committee were asked to consider granting approval for the Christmas lights contractor to install and take down banners in future. This was deemed necessary for health and safety reasons following a banner which snapped last year. Committee agreed a recommendation should be made to Council for this work to be undertaken by Christmas Plus.

## **RECOMMENDATION**

1. That the Christmas Lights & Festivals Committee take over the management and bookings of lamppost banners on Highgate.
2. That Council hand over the installation and taking down of KTC banners to the Christmas lights contractor, Christmas Plus, on the grounds of health and safety.

**1063/18/19**

## **PARTNERSHIP WORKING WITH THE BID**

The Chair thanked Brian Harrison, Kendal BID, for attending the meeting. She had requested he join the meeting to discuss opportunities for partnership work and commented that it would be good for KTC and BID to work together for the benefit of the people of Kendal.

The first matter raised was a suggestion by Christmas Plus to place artificial trees with lights in the tree holders along the high street. The

cost would be approximately £60 per tree. Committee were keen to trial the suggestion this year and have budget for 50 trees. The Chair asked whether BID would assist by speaking to businesses. Brian Harrison suggested a "first come, first served" approach. He said that details could be included in the BID newsletter. It was agreed to add the matter to the agenda of the next meeting in June for further discussion.

The Chair updated Brian Harrison on plans for Wildman Street, as discussed earlier in the meeting.

Brian Harrison informed Members that BID are keen to see a Christmas equivalent of the Unity Festival and talked about the idea of a Winter Light Festival. This would be an event which would enhance the Christmas Lights.

A suggestion was put forward by Brian Harrison that Committee request the Environment Agency build a power supply into the flood defence wall which could be used to light up Christmas trees etc. The idea of including features into the wall was also discussed. BID would be able to obtain match funding in this respect. It was agreed that the Chair would speak informally to the Environment Agency.

Brian Harrison agreed to attend the next Committee meeting scheduled for 24<sup>th</sup> June.

## RESOLVED

1. That the idea of artificial Christmas trees along the high street be included as an agenda item for the next Committee meeting in June.
2. That the Chair speak to the Environment Agency regarding the possibility of a power supply being built into the flood defence wall.

## 1064/18/19

### ITEMS FOR THE NEWSLETTER

#### Summer Edition

- Lakes Alive & Torchlight festivals
- Sponsorship

#### Autumn/Winter Edition

- Christmas Lights switch on
- Mountain Film Festival
- Fireworks

## 1065/18/19

### REVIEW OF SPEND AGAINST BUDGET

Members considered the Budgetary Control Statement showing expenditure to the end of March 2019. It was noted that £61 remained in budget at the end of the financial year.

## 1066/18/19

### ANY OTHER BUSINESS

None.

15.04.2019

Christmas Lights & Festivals Committee

**1067/18/19**

**DATE OF NEXT MEETING – MONDAY 24<sup>TH</sup> JUNE 2019 AT 7PM**

The meeting closed at 8.30pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>1053</b>	Kendal Windows on Art	<b>RES</b>	Janine Holt to invite Nicola Smith to the next meeting in June.
<b>1055</b>	Food Festival	<b>RES</b>	That Janine Holt speak to Stacy Hurley regarding the possibility of a food festival in Kendal.
<b>1059</b>	Grant Applications	<b>REC</b>	That the following grants be approved: <ol style="list-style-type: none"> <li>1. AWAZ Cumbria - £2,000.</li> <li>2. Kendal Mountain Festival - £5,000</li> <li>3. Kendal Windows on Art - £750</li> <li>4. KRUF - fireworks display £1,500 and Rock on Kendal £1,500 (subject to clarification of the amount set aside in the budget and a more detailed application being received).</li> <li>5. Kendal Torchlight - £5,000.</li> </ol>
		<b>RES</b>	<ol style="list-style-type: none"> <li>1. Janine Holt to request a more detailed application from KRUF, arrange a date for a meeting and clarify the amount previously set aside in the budget.</li> <li>2. That Committee respond to the organisers of Woolfest with a request to be kept informed on the level of funding achieved.</li> </ol>
<b>1061</b>	Switch On Event 2019 and Sponsorship	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the positioning of new motifs etc for Wildman Street be discussed at the next Committee meeting in June.</li> <li>2. That Janine Holt contact Deb Clarke, SLDC, regarding the possibility of using Abbot Hall Park for the start venue.</li> <li>3. That Janine Holt submit an application form to Kendal BID for sponsorship.</li> </ol>
<b>1062</b>	Banners Update	<b>REC</b>	<ol style="list-style-type: none"> <li>1. That the Christmas Lights &amp; Festivals Committee take over the management and bookings of lamppost banners on Highgate.</li> <li>2. That Council hand over the installation and taking down of KTC banners to the Christmas lights contractor, Christmas Plus, on the grounds of health and safety.</li> </ol>



<b>1063</b>	Partnership Working with the BID	<b>RES</b>	<ol style="list-style-type: none"><li>1. That the idea of artificial Christmas trees along the high street be included as an agenda item for the next Committee meeting in June.</li><li>2. That the Chair speak to the Environment Agency regarding the possibility of a power supply being built into the flood defence wall.</li></ol>
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