

KENDAL TOWN COUNCIL

Christmas Lights & Festivals Committee

**Monday 24th June 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Shirley Evans (Chair), Tina Becker, Chris Hogg, Adam Edwards and Helen Ladhams
- APOLOGIES** None.
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 120/19/20 PUBLIC PARTICIPATION**
None.
- 121/19/20 DECLARATIONS OF INTEREST**
None.
- 122/19/20 ELECTION OF VICE CHAIR**
Councillor Edwards nominated Councillor Ladhams. This was seconded by Councillor Becker and carried unanimously. Councillor Ladhams accepted the position.
- RESOLVED** That Councillor Ladhams be appointed Vice Chair of the Committee.
- 123/19/20 PRESENTATION BY KENDAL WINDOWS ON ART**
The Chair welcomed Nicola Smith from Kendal Windows on Art to the meeting. Nicola gave examples of projects undertaken by the Charity. In particular she updated Committee on the 2018/19 'VIP's – A Story to Tell' project and explained the 2019/20 'Circles in Time' project. KTC has contributed grant funding to both these projects.
It was confirmed that further grant applications would need to be submitted to the Audit, Grants & Charities Committee because the projects undertaken by Kendal Windows on Art are not a festival.
The Chair thanked Nicola for attending the meeting and said her presentation had been inspiring.
- 124/19/20 MINUTES OF THE MEETING HELD ON 15TH APRIL 2019**
Members were asked to accept the minutes of the meeting held on 15th April 2019 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 7th May 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 15th April 2019 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)**125/19/20**Minute 1059 – Grant Applications

Janine Holt had not heard any further from the organisers of Woolfest regarding the level of funding achieved. She will follow this up.

RESOLVED

Janine Holt to contact the organisers of Woolfest regarding funding achieved.

126/19/20Minute 1063 – Partnership Working with the BID

The Chair had spoken informally to the Environment Agency. She is due to attend a meeting and will put forward the suggestions made by Brian Harrison at the last Committee meeting for possible ways to enhance the flood defences.

RESOLVED

Councillor Evans to put forward suggestions made by Brian Harrison regarding flood defences at the forthcoming meeting with the EA.

127/19/20**ANNUAL REVIEW OF TERMS OF REFERENCE**

Members considered the Terms of Reference for the Committee. These were accepted, with the correction of the following typos:

Third paragraph, last line.....*festivals which enhance **the** economic vibrancy **and wellbeing** of the town*".

Fourth paragraph, third line...."*management **of** such tasks*".

Sixth paragraph, third Line....."*asking **for** the Chair*" (*delete for*). Last line... "*days **of** the committee meeting*".

RESOLVED

That the Terms of Reference be accepted, subject to the corrections highlighted.

128/19/20**SWITCH-ON EVENT UPDATE**

Janine Holt presented a paper which had been circulated prior to the meeting. She explained that for a number of years KTC has worked in partnership with other organisations in a supporting role, but has not taken a lead role in the co-ordination of the event.

2018 was a year of considerable change, including the withdrawal of support by Lakeland Radio following its demise, the loss of a number of sponsors and the resignation of Elephant Yard Shopping Centre as Event Organiser. This resulted in additional challenges being faced last year.

Members were updated on the organisation of the 2019 event. The main concern was sponsorship; there is currently no sponsorship and KTC cannot meet the cost of the event from the current budget. An application for BID funding will have to be made and the chance of success is unknown. The successors of Lakeland Radio, Global Radio, no longer have a local base and will have no input into the event. The provision of staging and sound is uncertain and Kendal Concert Band are not available to perform. It was reported that Abbot

Hall Park is available as a replacement for Abbot Hall Museum frontage and a volunteer Santa has been found.

A general discussion then ensued and Members considered the challenges being faced and options for 2019. The Chair said she had looked at the BID application for funding and felt an application could be made. Janine Holt advised that Castle Green have budgeted £1k sponsorship, however they require further details of how they would benefit from a promotional point of view before committing. Councillor Hogg made the point that it is local businesses that benefit from the event, not KTC, and partnership working with the BID should be explored. It was suggested that Lake District Radio may be able to assist, Councillor Hogg also mentioned Bay Hospital Radio.

Members discussed the issue of reindeer welfare. Concerns had been raised by members of the public following last year's event and Committee had raised the matter with the company who supply the reindeer. The Chair advised that a reply had been received and consideration was given as to whether or not to proceed with the inclusion of reindeer.

Members agreed they would like to continue with the 2019 switch on event, but officer support would need to be identified. One suggestion put forward was to utilise Development Fund money to appoint the Project Manager to oversee the co-ordination of the event (via her company, Cinnamon Events). The Project Manager would review the current position and set up a small working group to progress matters, to include a representative from the Christmas Lights & Festivals Committee. Members were supportive of this suggestion and agreed to make a recommendation to Council on this basis. It was further agreed to recommend that reindeer not be included in the event. Committee agreed they wished to use this opportunity to review the event as a whole. Councillor Hogg proposed the recommendation be made to Council. This was seconded by Councillor Edwards and carried unanimously.

Councillor Becker said she would be interested in working with the Project Manager/working group. The Chair requested that any ideas for the event be fed through to Councillor Becker.

The Chair raised the matter of artificial trees which was discussed at the last Committee meeting. A quotation of £50 per tree had been obtained and Committee had a budget of £3k. The Chair will approach BID to discuss the best way of progressing this.

- RECOMMENDATION**
1. That Committee continue with the 2019 switch on event and that Development Fund money be utilised to appoint the Project Manager to oversee the co-ordination (via her company, Cinnamon Events).
 2. That reindeer are not included in the event.

RESOLVED That the Chair approach BID regarding the best way to progress the idea of placing artificial trees with lights along the High Street.

129/19/20**CHRISTMAS LIGHTS CONTRACT EXTENSION**

Janine Holt advised that she was happy with the service provided by Christmas Plus and asked Members whether they were happy to extend the Christmas lights contract for a further two years. This was agreed unanimously.

RESOLVED

That the Christmas Lights contract be extended for a further two years.

130/19/20**KENDAL RUGBY CLUB GRANT REQUEST**

At the previous meeting Members had considered two applications from KRUFCC, one for the annual firework display and one in respect of the Rock on Kendal event. Committee had recommended to Council that £1,500 for each event be set aside in the budget. It was also agreed that Janine Holt would request a more detailed application in respect of the fireworks and arrange a date for a meeting. The Chair explained that the meeting had now been held and a more detailed application received. She also advised that the Rock on Kendal event was not now happening.

A general discussion then ensued. Councillor Hogg raised concerns about the potential for commercial gain, Councillor Edwards expressed his concern regarding environmental impact issues. The level of funding to be granted was discussed and it was pointed out that Committee had previously agreed £5k for large festivals and £1.5k for smaller events. Alternatives to a firework display were also considered, including the suggestion of a light show on the Town Hall. Janine Holt advised that a Gobo would need to be purchased and planning consent obtained. She agreed to look into this.

Members agreed to award a grant of £1.5k towards the fireworks display as this was what had previously been budgeted.

RECOMMENDATION

That £1.5k be awarded to KRUFCC for the fireworks display.

RESOLVED

That Janine Holt investigate the suggestion of a light show on the Town Hall for Bonfire night.

131/19/20**APPROVAL OF BANNER POLICIES**

Members considered the following banner policies:

- Banner policy relating to Kirkland, Finkle Street and Stramongate
- Boundary Boards Policy
- Lamp Post Banner Policy relating to Highgate

The Chair queried responsibility for public safety issues. Janine Holt confirmed that KTC is fully responsible and holds the appropriate public liability insurance in this respect.

Members noted and agreed the policies.

RESOLVED

That Members noted and agreed the banner policies.

132/19/20**WILDMAN STREET CHRISTMAS LIGHTS**

Janine Holt advised that the sites for the four wall mounted motifs at Wildman Street had been chosen by Christmas Plus. Businesses now need to be approached for signed consent. It was agreed that Janine Holt would draft a letter to Wildman Street businesses outlining the proposals and explaining the enhancements that had been agreed and requesting signed consent for the works. It was noted that four businesses would need to consent to the installation of brackets on their premises for the new motifs. Deadline for reply to be included in the letter. Draft letter to be sent to the Chair for comment.

Councillor Edwards suggested approaching the new owners of the hotel on Wildman Street regarding their plans for Christmas lights etc.

RESOLVED

That Janine Holt draft a letter to Wildman Street businesses and forward to the Chair for comment.

133/19/20**ITEMS FOR THE NEWSLETTER**

Autumn/Winter Edition:

- Switch-on event
- Mountain film festival

134/19/20**REVIEW OF SPEND AGAINST BUDGET 2019/20**

Janine Holt advised that she has a number of queries with the budget statement which she will raise with the Treasurer. A revised statement will be circulated once the matters have been resolved.

RESOLVED

Janine Holt to query the budget statement with the Treasurer and circulate a revised copy.

135/19/20**ANY OTHER BUSINESS**

Councillor Hogg referred to previous discussions, instigated by Councillor Edwards, relating to an Easter egg trail and asked what had happened to the suggestion. The Chair advised she had spoken to the BID but it was unfortunately too late to action this year. Councillor Hogg suggested some form of Easter trail be considered and commented that Kendal Windows on Art could be invited to be involved, along with Space2Create and TAG. It was agreed to include this on the agenda for the next meeting.

RESOLVED

Consideration of an Easter trail to be included on the agenda of the next meeting.

136/19/20**DATE OF NEXT MEETING – MONDAY 9TH SEPTEMBER 2019 AT 7PM**

The meeting closed at 8.37pm.

Summary of Information, Resolutions and Recommendations to Council

| Min | Subject | Information/Resolution/Recommendation to Council | |
|------------|--|---|---|
| 122 | Election of Vice Chair | RES | That Councillor Ladhams be appointed as Vice Chair of the Committee. |
| 125 | Grant Applications | RES | Janine Holt to contact the organisers of Woolfest regarding funding achieved. |
| 126 | Partnership Working with the BID | RES | Councillor Evans to put forward suggestions made by Brian Harrison regarding flood defences at the forthcoming meeting with the EA. |
| 127 | Terms of Reference | RES | That the Terms of Reference be accepted, subject to the corrections highlighted. |
| 128 | Switch-on Event | REC | 1. That Committee continue with the 2019 switch on event and that Development Fund money be utilised to appoint the Project Manager to oversee the co-ordination (via her company, Cinnamon Events). 2. That reindeer are not included in the event. |
| | | RES | That the Chair approach BID regarding the best way to progress the idea of placing artificial trees with lights along the High Street. |
| 129 | Christmas Lights Contract Extension | RES | That the Christmas Lights contract be extended for a further two years. |
| 130 | Kendal Rugby Club Grant Request | REC | That £1.5k be awarded to KRUF C for the fireworks display. |
| | | RES | That Janine Holt investigate the suggestion of a light show on the Town Hall for Bonfire night. |
| 131 | Approval of Banner Policies | RES | That Members noted and agreed the banner policies. |
| 132 | Wildman Street Christmas Lights | RES | That Janine Holt draft a letter to Wildman Street businesses and forward to the Chair for comment. |
| 134 | Review of Spend Against Budget 2019/20 | RES | Janine Holt to query the budget statement with the Treasurer and circulate a revised copy. |
| 135 | AOB | RES | Consideration of an Easter trail to be included on the agenda of the next meeting. |