

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



31 August 2021

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30pm** on **Monday, 6 September 2021**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Town Hall, Highgate, Kendal.

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

Yours faithfully



Chris Bagshaw
Town Clerk

AGENDA

Roll Call

The Clerk will take a roll call of council members present.

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.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of Local Government Act 1972, s85.

2. Declarations of Interest

To receive declarations by Members 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.

3. Exclusion Of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and the public should be excluded. It is likely that this will be applied to Item 9 on the agenda, because the award process is confidential until a winner is proclaimed.

4. Minutes Of Council Meeting Held on 5 July 2021

To receive the minutes of the meeting held on 5 July 2021 and affirm them as a true record (see attached).

5. Co-option of a Councillor for Kirkland Ward

To co-opt a Councillor to serve in Kirkland Ward.

Details of candidates who have submitted their application for co-option will be circulated to councillors by separate cover.

6. Chair and member of Environment & Highways

a) To appoint a Chair of the Environment & Highways Committee, following the vacancy created by the resignation of the previous Chair. If the existing Vice Chair is appointed, then the Council will need to appoint a vice chair also.

b) To appoint a member of the Environment and Highways Committee to fill the current vacancy.

Nominations for these positions will be taken from the floor.

7. Member of Planning Committee

To appoint a member of the Planning Committee.

Nominations for this position will be taken from the floor.

8. Member of the Mayoralty and Arts Committee

To appoint a member of the Mayoralty and Arts Committee.

Nominations for this position will be taken from the floor.

8. Face to Face Meetings

To consider the Council's policy with regard to Face to Face meetings in the light of the current pandemic conditions.

Background

The Council decided at its annual meeting in May that Face to Face meetings of committees would be suspended until the Covid risk significantly lessened. In their place the Council instigated a hybridised system of non-statutory working groups considering committee business and making recommendations either to the Town Clerk, for a delegated decision, or to meetings of the Management Committee, to which the necessary powers of approval were also delegated, or to a meeting of the Full Council, whichever was sooner.

Non-statutory working groups of the committees would continue to meet on Zoom, with full public access, until such time as either the Council regarded the risk of Covid to be sufficiently lessened, and it to be in the interests of the community generally, or the government, through amendments to primary legislation, made fully functioning hybridised or online meetings to decide council business lawful. At present the Ministry of Housing, Communities and Local Government is considering the feedback it received in its call for evidence on remote meetings. There is no indication, at present, when ministers will reach a conclusion on this matter, and when parliamentary time might be scheduled to allow for a change in the law.

It is believed that the Council's current position, whilst being imperfect, does provide a lawful solution to the issue of virtual council meetings.

9. Minutes From Committees

To receive the draft minutes from the following Committees (may be received en bloc, see attached).

- a) Management Committee meeting on 2 August
- b) Planning Committee meetings on 5 July, 19 July, 2 August, and 16 August.
- c) Environment and Highways Committee on 12 July
- d) Audit Grants and Charities Committee on 26 July
- e) Christmas Lights and Festivals Committee on 9 August
- f) Kendal in Bloom Committee 28 June

10. Representation On Outside Bodies

To receive reports from the following representatives on outside bodies (see attached):

- a) Brewery Arts on 19 August
- b) Kendal Integrated Care Community Delivery Group on 26 May, 28 July

11. Schedule of Payments

To note the schedule of payments to July 2021 (*see attached*).

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Minutes of the Meeting of Kendal Town Council held on Monday, 5 July 2021 at 7.30pm at the Town Hall, Highgate, Kendal.

G Vincent	Present	J Owen	Present
G Cook	Not present	D Rathbone (Mayor)	Present
J Brook	Present	J Cornthwaite	Not present
G Archibald	Present	J Dunlop	Present
S Coleman	Present	A Edwards	Not present
S Evans	Not present	P Gibson	Not present
A Finch (Mayor)	Not present	E Hennessy	Present
M Severn	Not present	H Ladhams	Present
G Tirvengadam	Not present	S Long	Not present
A Blackman	Present	D Miles	Not present
C Hardy	Not present	C Rowley	Apologies
C Hogg	Not present	T Perkins	Not present
R Hogg	Not present	K Simpson	Not present
R Sutton	Present		

In attendance: Town Clerk and Democratic Services Assistant

The Council held a minute's silence to remember Cllr Michele Miles, who died in June.

The Clerk explained that those councillors marked not present had agreed not to attend in order to reduce the number of people in the room, and so reduce the risk of infection through the coronavirus. For the purposes of the record of attendance, it would be noted that these councillors could consider either that their apologies were accepted, or that their presence at the meeting was not required, and therefore their absence was not on their record.

14/21/22 Apologies

Apologies were received and accepted from Cllr Rowley.

15/21/22 Declarations of Interest

None

16/21/22 Exclusion of Press and Public

As not all Councillors were attending this meeting due to covid restrictions, it was agreed that Item 9 (Wainwright Award) should be delegated to an online working group.

17/21/22 Minutes of the Last Meeting

The Council received the minutes of the meeting held on 4 May 2021. The Clerk notified Council of one correction, that Councillor S Long is not a member of the Planning Committee

Resolved: To accept them as a true record.

18/21/22 Minutes from Committees

The Council considered and received the following minutes:

- a) Management Committee meeting on 7 June
- b) Planning Committee meetings on 4 May, 24 May, 7 June and 21 June.
- c) Environment and Highways Committee on 17 May
- d) Audit Grants and Charities Committee on 26 April
- e) Christmas Lights and Festivals Committee on 10 May

Minutes from the Kendal in Bloom Committee held on 28 June were not yet available.

Resolved: That the minutes be accepted.

19/21/22 Representation on Outside Bodies

The Council received reports from Cllr R Sutton as representative on the following:

- a) Brewery Arts
- b) Lancaster Canal Regeneration Partnership

In response to members' questions, Cllr Sutton reported that the Brewery were still being cautious but were optimistic there would be improvements in number especially after the refurbishment work is completed.

Resolved: To receive both reports.

20/21/22 Membership of Societies and Associations

The Council considered the subscriptions which were due related to Cumbria Association of Local Councils, the Society of Local Council Clerks and the Open Spaces Society.

Resolved: To approve for payment for membership of these organisations.

21/21/22 Schedule of Payments

The Council received the Schedule of Payments for June 2021. A question was raised concerning the mail redirection charges. The Clerk will investigate and report to a future meeting

Resolved: To accept the schedule.

22/21/22 Annual Governance and Accountability Return (AGAR) 2020/21

The Council considered the Annual Governance Statement contained in the AGAR.

Resolved: To accept the proposed Annual Governance Statement for the AGAR 2020/21

24/21/22 Accounting Statements

The Council considered the proposed Accounting Statements.

Resolved: To accept the Accounting Statements for the AGAR 2020/21

25/21/22 Internal Auditors Report

The Council considered the Annual Internal Auditor's Report for the AGAR 2020/21.

Resolved: To accept the Internal Auditor's report.

The meeting closed at 19.53.

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Minutes of the meeting of the Management Committee held on Monday, 2 August 2021 at 7.30 at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Apologies	Cllr A Finch	Absent
Cllr S Coleman	Present	Cllr S Long	Present
Cllr G Cook	Present	Cllr E Hennessy	Apologies
Cllr J Dunlop	Present	Cllr D Rathbone	Apologies
Cllr S Evans	Present	Cllr G Tirvengadam	Present
Cllr H Ladhams	Present		

In attendance: Town Clerk and Democratic Services Assistant

M11/21/22 Apologies

Apologies were received and accepted from Cllrs A Blackman, E Hennessy and D Rathbone

M12/21/22 Declarations of Interest

None

M13/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Committee considered whether to exclude the press and the public from item 10 and 12, as it related to a commercially confidential matter.

Resolved: To exclude the press and public from item 10 and 12.

M14/21/22 Minutes of the Previous Meeting

The Council received the minutes of the meeting held on 7 June 2021.

Resolved: To accept them as a true record.

M15/21/22 Matters delegated to the Committee

The Committee considered the items which were delegated for its consideration at the meeting of the Full Council on 4 May.

The committee considered the recommendations of the following committees

Planning	5 July and 19 July 2021
Environment and Highways	12 July 2021

Resolved: To accept the recommendations within the scope of the Committee's delegated powers.

M16/21/22 Report on the Work Programme

The Committee considered a report from the Town Clerk on the Council's work programme.

- (a) Staffing. The clerk reported that staffing levels are now at full capacity. A councillor asked for a copy of the staff structure. The clerk reported this was available on the

website and promised to circulate a copy of the organisational chart directly to councillors.

- (b) Website. The clerk reported on a planned upgrade to the council website. Councillors requested the calendar of meetings be extended to cover the whole year with the opportunity to directly feed to councillor's outlook calendars.
- (c) Budget. The clerk updated councillors on the budget report (agenda item 8c) which provided additional information to aid clarity but stressed this was a work in progress statement. Subject to the approval and installation of new software, it is anticipated that greater clarity will be possible when the new software system is installed and the Finance Officer suitably trained. The Chair suggested submitting final approval for the new financial accounting package to the next full council meeting. It was suggested that budget headings be repeated at the top of each page. The clerk agreed to review this report and bring forward further improvements for the next meeting.
- (d) Town Hall Accommodation. The Clerk reported that informal conversations with colleagues at SLDC suggested that the new accommodation would not be finished in October. A date in December might be more realistic. Temporary storage space can be available immediately which would allow the Mayor's Parlour to be reopened. The chair suggested plans for a move from Mintworks should be postponed until January 2022.
- (e) Audit, Grants & Charities. With the closure announced of the Clarks shoe distribution site in Kendal, councillors sought clarity on the historical artefacts currently stored at Clarks in Street. The Clerk reported he was contacting the Gillett Trust who are currently the keepers of these items. Other points were noted.
- (f) Environment & Highways.
 - a. A councillor commented on Cllr Edwards initiative with the Music for Youths programme and their recent visit to the skate park. This was received positively and the people using the skate park spoke positively about the idea of a pump track coming to Kendal. The Clerk reported that he and the Vice Chair of E&H were currently reviewing two possible sites between Kendal United's ground and Netherfield, and in a long meadow adjacent to the Castle.
 - b. It was asked if Speed Indicator Devices (SIDs) were mobile. The clerk reported that the new installation is movable and currently the council was in discussion with CCC on possible new sites.
 - c. Provision of Toilets. Councillors noted the community toilet scheme had been a success but with covid and resultant closures it had not been possible to continue with the scheme. The chair felt there was a benefit in looking at automatic and self-cleaning toilets. It was suggested that officers speak to neighbouring councils who have installed such devices.
 - d. Allotments. Clarity was sought on the precise location of potential new allotment sites adjacent to the tow path next to the Civic Amenity Site. The chair reported that SLDC had removed some of the trees and suggested a press release relating to the provision of new allotments and that the website should be updated.

Resolved: To note the report.

M18/21/22 Budget 2021-22

- (a) Shredder. Councillors considered the proposed purchase of a new office shredder and agreed to delegate the task of procuring a new shredder for less than £500.
- (b) Subscriptions. The Clerk updated councillors on the existing membership of the Rural Market Town Group. Councillors were not persuaded that ongoing membership represented good value for money. It was proposed that membership be cancelled

subject to any mitigating information being received from the Rural Market Town Group.

- (c) Spend against Budget. The Chair felt the current report format still does not work but welcomed the potential benefits from the new software being installed later in the year. The Clerk was asked why the Wainwright Award was posted at £320, when the working group delegated to making the award had assumed a £500 allocation was available. The Clerk apologised for apparently misleading the Working Group on the year's allocation but felt that the Working Group's idea to split the award this year would not seem so generous if the principal sum was only £320. A number of solutions were considered in the context of the Council protecting the original £10,000 donation from A Wainwright to fund the award. In the circumstances, the Committee felt a subsidy of £180 from the Council's contingency fund would ensure the award fund remained properly intact.

Resolved: To authorise the Clerk to purchase a new office shredder for less than £500.

Resolved: To authorise the Clerk to cancel the subscription to the Rural Market Town Group but revert to the Management Committee if new information on the benefits of membership is made.

Resolved: To make a once only transfer of £180 to upgrade the Wainwright Award for 2020 to a total of £500.

M19/21/22 Refurbishment of the Town Hall

This item was addressed in M16/21/22 (d) above. Councillors asked when the council chamber would be ready. The Clerk reported that it was planned for September.

Resolved: To note the report.

It was proposed and agreed unanimously to move into Part 2 for the items 10 and 12.

M20/21/22 Employment and Staffing Matters

Resolved:

M21/21/22 Property Matters

Resolved:

The meeting closed at 9.13pm

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Minutes from the meeting of the Planning Committee held on Monday, 5 July 2021 at 6.30pm at the Town Hall, Highgate, Kendal.

Cllr J Cornthwaite	Apologies	Cllr D Rathbone (chair)	Present
Cllr P Gibson	Present	Cllr C Rowley	Apologies
Cllr H Ladhams (vice chair)	Present	Cllr G Vincent	Present

In attendance: Town Clerk and Democratic Services Assistant

P22/21/22 Apologies

Apologies were received and accepted from Cllrs Cornthwaite and Rowley

P23/21/22 Declarations of Interest

None.

P24/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion but a query was raised about the practice of journalists contacting individual Councillors for a view, straight after the meeting. It was suggested that members of the Committee refer such queries to ward councillors who are not on the Planning Committee.

P25/21/22 Notes of the Previous Meeting

The Council received the notes of the Working Group meeting held on 21 June 2021.

Resolved: To accept them as a true record.

P26/21/22 Planning Process Issues

With regard to the biodiversity issues previously discussed, the Clerk noted that the Portfolio Holder for these matters at SLDC was happy to meet up to discuss them further.

Resolved: That the Clerk to arrange a meeting by Doodle Poll, or similar.

A Councillor raised an issue originally discussed at Environment and Highways concerning the replacement of brown signs, particularly those associated with the old K Factory Village. He didn't feel this was a cost that should be borne by the Town Council, but rather should be the subject of a s106 agreement with any new developer.

The Chair reminded councillors that the SLDC Local Plan is currently open for consultation and urged Councillors to consult widely in their areas.

P27/21/22 Kendal Town Council Flood Relief Scheme.

The Chair asked for the minutes from the Working Group's last meeting to be appended to the minutes of this meeting, for reference.

P28/21/22 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1.

Resolved: To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.02

Kendal Town Council

Appendix 1

Applications for Planning Committee 5 July 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/0583	Land to the south of Underbarrow Road Discharge of Condition 5 Noise Mitigation Measures	n/a	The application to discharge the condition is noted and the Council has expressed a view that it would support the EHO if any further measures were required.
2	SL/2021/0628	The Mews, Parkside Road Alterations to include 1st floor side extension, single storey garden room extension and revised entrance hall	12 July 2021	Councillors had some concerns on possible loss of privacy with neighbours. Councillors wished to see improvements in net bio-diversity gains. <u>No material objections.</u>
3	SL/2021/0613	30 Grasmere Crescent Single storey rear and side extension	12 July 2021	Insufficient information available on SLDC Planning website. Planning officer agreed to provide additional information. Consideration postponed to 3 August.
4	SL/2021/0641	36 Anchorite Road Two storey front and side extension & single storey rear extension	16 July 2021	Councillors had some concerns on possible loss of privacy with neighbours. <u>No material objections.</u>
5	SL/2020/0030 APP/M0933/W/21/379457	31 Anchorite Road Subdivision of house to create two self-contained dwellings. The above application was refused by SLDC and is now with the Planning Inspector. The Inspector will review our original comments and receive any further comments we may have.	26 July 2021	The Committee acknowledged that further information had been obtained during an SLDC site visit made subsequent to its previous comments. The Committee supports the SLDC observations in rejecting the application.

				The Committee supports the action taken by SLDC.
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Appendix 2

Appendix 2
Flood Relief Scheme Working Group

Kendal Town Council

Appendix 1

Applications for Planning Committee 5 July 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/0583	Land to the south of Underbarrow Road Discharge of Condition 5 Noise Mitigation Measures	n/a	The application to discharge the condition is noted and the Council has expressed a view that it would support the EHO if any further measures were required.
2	SL/2021/0628	The Mews, Parkside Road Alterations to include 1st floor side extension, single storey garden room extension and revised entrance hall	12 July 2021	Councillors had some concerns on possible loss of privacy with neighbours. Councillors wished to see improvements in net bio-diversity gains. <u>No material objections.</u>
3	SL/2021/0613	30 Grasmere Crescent Single storey rear and side extension	12 July 2021	Insufficient information available on SLDC Planning website. Planning officer agreed to provide additional information. Consideration postponed to 3 August.
4	SL/2021/0641	36 Anchorite Road Two storey front and side extension & single storey rear extension	16 July 2021	Councillors had some concerns on possible loss of privacy with neighbours. <u>No material objections.</u>
5	SL/2020/0030 APP/M0933/W/21/3273457	31 Anchorite Road 3273457 Division of house to create two self-contained dwellings. The above application was refused by SLDC and is now with the Planning Inspector. The Inspector will review our original comments and receive any further comments we may have.	26 July 2021	The Committee acknowledged that further information had been obtained during an SLDC site visit made subsequent to its previous comments. The Committee supports the SLDC observations in rejecting the application. The Committee supports the action taken by SLDC.

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Notes from the non-statutory Working Group meeting held on Monday, 19 July 2021 at 6.30pm via Zoom.

Cllr J Cornthwaite	Present	Cllr D Rathbone (chair)	Present
Cllr P Gibson	Apologies	Cllr C Rowley	Present
Cllr H Ladhams (vice chair)	Present	Cllr G Vincent	Present

In attendance: Democratic Services Assistant, Graham Harrison (member of the public)

P29/21/22 Apologies

None

P30/21/22 Declarations of Interest

The chair declared an interest in planning application 6 (SL/2021/0667), took no part in the discussion and withdrew from the meeting. The vice-chair took over for this agenda item.

P31/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P32/21/22 Minutes of the Previous Meeting

The Council received the minutes of the previous planning committee meeting held on 5 July 2021.

Resolved: To accept them as a true record.

P33/21/22 Planning Process Issues

The chair commented that the Clerk had suggested a date for a meeting with Councillor Chaffey of SLDC and was awaiting the return of the Clerk from leave to confirm.

P34/21/22 Kendal Town Council Flood Relief Scheme.

Councillor Vincent spoke to his notes from the last Kendal Town Council Flood Relief Scheme meeting. The next meeting is likely to be held on 28 July although this is awaiting confirmation. Councillor Vincent raised issues about the plans to display public art in the riverside area. Councillor Rowley raised his concern with the Environment Agency not responding to the opportunity to carry out improvements and using local farmers to build barriers, as has been done elsewhere. There is a forthcoming meeting with Stewart Mounsey of the Environment Agency where these items and others will be addressed.

P35/21/22 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1.

Resolved: To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.50

Kendal Town Council

Appendix 1

Applications for Planning Committee 19 July 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/0652	Kentmere and Garburn Ward, Westmorland General Hospital, Burton Road Redevelopment of Kentmere and Garburn wards to remove dormitories from the mental health accommodation. Reconfiguration of internal spaces and small main entrance extension and new secure garden space formed	21 July 2021	No Material Objections. Councillors applauded the initiative being taken by WGH. However, councillors wished to ensure verges, trees and hedges were maintained.
2	SL/2021/0654	89 Appleby Road Erection of a replacement detached garage and 2 meter high post and panel boundary fence	21 July 2021	Material Objection. Councillors' object to the removal of boundary hedge and replacement with 2m high fence which they feel is out of keeping and makes no discernible contribution to net bio-diversity gains. In addition the proposal to use in part a corrugated metal roof is inappropriate and would better be suited to a slate roof throughout.
3	SL/2021/0661	6 Hawthorn Gardens Single storey rear extension	23 July 2021	No Material Objection. Councillors were concerned about the development being too close to the boundary of the property and potential resultant maintenance issues encroaching on adjacent properties. Councillors were concerned the scale of the development was too large and out of keeping. Notwithstanding these points, if approved a significant improvement in bio-diversity <i>net</i> gains is needed.

4	SL/2021/0664	Curry's PC World, Unit 1 South Lakeland Retail Park, Queen Katherines Avenue Replacement illuminated & non-illuminated signs	23 July 2021	The committee could not make a positive recommendation due to the fact the applicant has not stated the amount of illumination in question.
5	SL/2021/0666	6 Market Place Replacement shopfront	26 July 2021	No material objection
6	SL/2021/0667	1 Silver Howe Close Raised parking area at front of property (Retrospective)	26 July 2021	Material Objection. Councillors expressed their disappointment that this was a retrospective planning application. Councillors object that the whole front garden was removed without any biodiversity never mind inadequate contribution to net biodiversity. This is against SLDC biodiversity policy 2019.
7	SL/2021/0671	30 Birkbeck Close Two storey front extension	27 July 2021	No Material Objection subject to any negative comments from No 31 on overlooking. Insufficient net bio diversity gains in the application.
8	SL/2021/0677	18 Loughrigg Avenue Side conservatory	27 July 2021	No Material Objection. However, active consideration should be given to net biodiversity gain ensuring an increase in appropriate natural habitat and ecological features over and above the area being affected.
9	SL/2021/0683	26 River Bank Road Demolition of side carport & rear conservatory, erection of a single storey rear extension under a pitched roof with 4 Velux roof lights to the roof, rear-facing bi-fold door system and insertion of a side window with obscure glass, alterations and conversion of the existing single garage to a utility room & move of the entrance door to the side elevation and alterations to the front elevation fenestration (Resubmission of SL/2020/0676)	28 July 2021	No Material Objection. Councillors were concerned about the scale of the development and possible dominance of the proposal on neighbours. Councillors were also concerned about the lack of planting to compensate for the loss of the whole garden. Significant improvements in biodiversity net gain are needed to ensure the natural environment is in a measurably better state than beforehand.

10	SL/2021/0685	24A Finkle Street Replacement roof vents (Retrospective)	28 July 2021	No Material Objections. Councillors expressed their disappointment that this was a retrospective planning application.
11	SL/2021/0706	5 Peat Lane Demolition of existing single storey rear extension and construction of a two storey rear extension	30 July 2021	No Material Objections. Councillors require to see significant improvements in biodiversity net gain. These have not been stated in the application and no agreement should be made without such permanent conditions
12	SL/2021/0701	57 Shap Road Garage conversion & extension to form ground floor bedroom	30 July 2021	No Material Objections. Councillors require to see significant improvements in biodiversity net gain. These have not been stated in the application and no agreement should be made without such permanent conditions.

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Minutes from the Planning Committee meeting held on Monday, 2 August 2021 at 6.30pm at Kendal Town Hall.

Cllr J Cornthwaite	Apologies	Cllr D Rathbone (chair)	Apologies
Cllr P Gibson	Present	Cllr C Rowley	Apologies
Cllr H Ladhams (vice chair)	Present	Cllr G Vincent	Present
Cllr D Miles	Absent		

In attendance: Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant).

P36/21/22 Apologies

The Committee received and accepted apologies from Cllrs J Cornthwaite, C Rowley and D Rathbone.

P37/21/22 Declarations of Interest

None

P38/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P39/21/22 Minutes of the Previous Meeting

The Council received the minutes of the previous planning committee meeting held on 19 July 2021.

Resolved: To accept them as a true record.

P40/21/22 Planning Process Issues

Councillor Rowley had circulated a report by email on Dark Skies with specific wording that could be adopted by the Council. It was suggested that this was helpful in the Town Council formatting its own policy. Councillors agreed to bring this back to the next meeting as an agenda item.

Cllr Vincent raised the report Kendal Flood Risk Management Scheme – Design and Benefits Guide produced by the Environment Agency. Councillors felt this was a useful document to help format future recommendations. The clerk reported that the Town Council's Project Manager was now in contact directly with Maria Ulyart from the Environment Agency to liaise over design matters.

P41/21/22 Kendal Town Council Flood Relief Scheme.

No update from last report. The Working Group is due to meet on Wednesday 4 August 2021.

P42/21/22 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1.

Resolved: To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 18.53

Kendal Town Council**Appendix 1****Applications for Planning Committee 2 August 2021**

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/0643 & SL/2021/0644	8 Collin Croft, KENDAL Replacement UPVC double glazed first and second floor windows	10 August 2021	Recommend Refusal. Councillors are concerned on the use of UPVC and strongly recommend wood to maintain the character of the building.
2	SL/2021/0739	Westmorland Shopping Centre Change of use from Class E (Commercial, Business and Service) to Class F1 (Learning and non-residential institutions)	12 August 2021	No Material Objections Councillors positively welcome the diversity nature of this application as an enhancement on town centre vitality. Councillors request a contribution towards net biodiversity gain be achieved.
3	SL/2021/0740	15 Sandes Avenue Change of use of dwelling (Use Class C3 Dwelling house) to residential accommodation for up to four children, aged 11-18 with carers (Use Class C2 Residential Institutions)	12 August 2021	No Material Objections Councillors were concerned on its location on a busy road.
4	SL/2021/0725	73 Helmside Road, Oxenholme Dropped kerb to allow vehicular access to the front of the property	13 August 2021	No Material Objections
5	SL/2021/0751	8 Fell Close, Oxenholme Front & rear dormers, demolition of existing garage & erection of a detached double garage	16 August 2021	No Material Objections

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Notes from the non-statutory Working Group meeting of the Planning Committee meeting held on Monday, 16 August 2021 at 6.30pm via Zoom.

Cllr J Cornthwaite	Present	Cllr D Rathbone (chair)	Present
Cllr P Gibson	Apologies	Cllr C Rowley	Apologies
Cllr H Ladhams (vice chair)	Present	Cllr G Vincent	Present
Cllr D Miles	Absent		

In attendance: Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant).

P43/21/22 Apologies

The Committee received and accepted apologies from Cllrs C Rowley and P Gibson

P44/21/22 Declarations of Interest

The Chair and Councillor Vincent declared a non-pecuniary interest in planning application 1 (Natland Mill Beck Bridge) and both confirmed that they were not pre-determined in this matter.

P45/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P46/21/22 Minutes of the Previous Meeting

The Council received the minutes of the previous planning committee meeting held on 2 August 2021.

Resolved: To accept them as a true record.

P47/21/22 Planning Process Issues

- (a) There has been a swathe of EA applications that KTC have not been consulted on. Whilst not feeling they are controversial, the Chair suggested an additional meeting to allow KTC to respond to them. Proposed meeting next Monday at 6.30pm by Zoom. The Democratic Services Assistant to circulate details of applications.

Resolved: To hold an additional non statutory working group meeting of the Planning Committee on Monday 23rd August 2021 at 6.30pm via Zoom. There would be a single agenda item to consider the Environment Agency planning applications relating to flood defence work in and around Kendal.

- (b) With the impact of the local government review, the Chair felt it pertinent to look at Kendal's borders and protect its position and think about KTC ownership of land etc.

The Chair recommended taking a holistic view of who owns what both within Kendal and its borders. The Clerk drew the Committee's attention to the need to consider how Kendal's footprint might expand if such circumstances were desirable. Councillors agreed a physical meeting with maps would be the best way forward. It was suggested planning committee members plus one other ward member could meet in the Town Hall. The Chair and Clerk could sort out logistics.

Resolved: The Chair and Clerk to organise a date, venue and agenda.

- (c) It was noted that a Dark Skies paper had been had previously circulated to members of the committee but there had not been the opportunity to debate any position that may be adopted by KTC. It was agreed to make this an agenda item for the next meeting.

Resolved: To add Dark Skies as an agenda item to the next Planning Committee meeting.

- (d) The Committee considered how they might best meet the challenge of meeting the requirements of the various strategies for the town, mostly developed by SLDC. Councillors felt it was important that the Town Council supports agreed strategies and that the Committee should be more purposeful. The Town Centre Strategy was suggested as an example of such a policy document which could be developed as a check list of points that could be referenced against planning applications.

Resolved: The Clerk bring a report identifying how town councillors can ensure action points and strategies can be embedded in future decisions of the council.

P48/21/22 Kendal Town Council Flood Relief Scheme.

Councillor Cornthwaite reported on the meeting that took place on 4th August. The minutes are being agreed and will be available for the next planning meeting. The councillor highlighted the EA publication which all planning committee members had received.

Resolved: To note the report.

P49/21/22 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1.

Resolved: To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.15 and the committee expressed their best wishes to Councillor Rowley who is currently in hospital.

Kendal Town Council

Appendix 1

Applications for Planning Committee 16 August 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/0741	Natland Mill Beck Bridge Excavate and construct a bound surface on the area immediately below Natland Mill Beck Bridge on the line of the old canal. This is intended to improve the accessibility of the existing footpath number 536047	26 August 2021	No Material Objections.
2	SL/2021/0712	60 Lingmoor Rise Installation of window to gable end	31 August 2021	No objection to the positioning of the window however additional required ventilation and other requirements for the bathroom should be put before building control.
3	SL/2021/0764	24 Castle Oval Single storey rear extension	2 September 2021	No Material Objection. However, net biodiversity gain is insufficient with only a single bird box. In addition, if a new nesting box is to be fitted and be maintained for the life of the building, as a proper condition, the positioning of boxes should ensure their location is appropriate to achieve an <i>actual</i> net biodiversity gain.
4	SL/2021/0778	7 Helsington Laithes, Helsington Insertion of a ground floor window and 2 new roof lights	2 September 2021	No material objection. However, if two new nesting boxes are to be fitted and be maintained for the life of the building, as a proper condition, the positioning of boxes should ensure their location is appropriate to achieve an <i>actual</i> net biodiversity gain.
5	SL/2021/0767	6 Ford Terrace Rear dormer & 2 Velux roof lights on front elevation of roof space	3 September 2021	No Material Objection

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Notes from the meeting of the Non-Statutory Working Group of the Environment and Highways Committee held on Monday, 12 July 2021 at 6.15pm via Zoom.

Cllr G Archibald	Present	Cllr S Evans	Present
Cllr J Cornthwaite	Present	Cllr S Long	Present
Cllr J Dunlop	Present	Cllr J Owen (Chair)	Present
Cllr A Edwards	Present	Cllr C Rowley	Present
Cllr E Hennessey (Vice chair)	Present		

In attendance: Town Clerk, Project Manager, Democratic Services Assistant

Also present: Mr J Rushworth (Local Democracy Reporter), Jack Ellerby, Quentin Merritt.

E13/21/22 Apologies

None.

E14/21/22 Declarations of Interest

None.

E15/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

A member of the public sought to raise an issue related to minute E6/21/22. The Chair assured the member of the public that input was welcome but the process for such input must be followed and intervention during the meeting did not follow the Council's standing orders. The Clerk invited the member of public to contact him directly after the meeting.

E16/21/22 Minutes of the Previous Meeting

The Council received the minutes of the Committee meeting held on 17 May 2021.

Resolved: To commend them as a true record

E17/21/22 Dark Skies

The Committee considered a presentation from Jack Ellerby, the Project Officer on the Dark Skies Project on their work to reduce the polluting impact of inappropriate levels of lighting in and around Kendal. The Dark Skies Project wished to establish a working group with representation from Kendal Town Council. The aim of the working group would be to support and advise the Dark Skies Project and work positively to bring about change through providing guidance ensuring the right amount of light is provided, where it is needed, when it is needed. Mr Ellerby provided examples of projects that had significantly reduced unneeded levels of lighting and notified the meeting of a forthcoming Dark Skies Festival in November at the Brewery Arts Centre on 8th, 9th or 10th November. The Chair reminded Council of their support for the light audit and this was a fast moving topic.

Resolved: That the Committee appoints Cllrs Hennessey, Rowley and Cornthwaite as members of a Dark Skies Working Group.

E17/21/22 E&H Budget

The Committee considered a budget monitoring report. The Clerk noted that some work was still needed clarifying allocation of costs to budget headings but the new format is an improvement in the information provided.

Resolved: To receive the report.

E18/21/22 Highways and Infrastructure Proposals

The Committee considered proposals for improvements to the highways and infrastructure of Kendal.

- a) Speed Indicator Devices. The working group considered proposals to expand the scheme to include three new locations at Burneside Road, Burton Road and Sedbergh Road on an eight week rotation. It was asked if a SID could be used to warn of excessive speeds on out of town routes. The working group noted the challenges of siting a SID on the Appleby Road.

Resolved: To support the three sites and approve the purchase of an additional SID and request the Project Manager liaise with the Police on a possible location on Appleby Road and Shap Road and report back to this working group.

- b) Cliff Terrace footway lighting. As part of the Dark Skies project, Kendal Town Council have supported the installation of wildlife friendly lighting on Cliff Terrace.

Resolved: To add the costs of Cliff Terrace lighting to existing lighting budget at a cost of £120 per year.

E19/21/22 Action Plan and Development Projects Proposals

The Committee considered reports on the development of the following items:

- a) Pumptrack feasibility. Councillor Hennessey updated the meeting on the idea of establishing a Pumptrack and identified a number of potential sites. The Committee debated the suitability of the different sites acknowledging the difficulty of finding a safe site that is not too near residential properties.

Resolved: Officers produce an evaluation report of potential sites and report back to next meeting.

- b) Beck footway lighting. The Project Officer reported on complaints on the lack of lighting behind the Beck Community Centre. A solution to provide solar powered, motion sensitive and wildlife friendly lighting was intimated within the Climate Change Jury recommendations. Councillors were anxious that SLDC and CCC have an active part in implementing this solution.

Resolved: Officers to re-evaluate the proposal and request support from SLDC and CCC

- c) Wild Kendal. The committee considered a detailed report submitted by Quentin Merritt tackling the problems of biodiversity loss through an ambitious nature recovery plan. Some concern was expressed on the use of the name Wild and the risk of confusing this initiative with Wilding. There was support for this initiative and it was suggested that Kendal Town Council would benefit from a biodiversity policy that would capture the key elements of this report and the other complimentary activities happening elsewhere. The Chair suggested there would also be wider links with schools, flood defence work and other crossover schemes who are active in this area. The Clerk advised the working group on the forthcoming meeting with the

Planning Committee and SLDC's specialist on biodiversity and the opportunity to incorporate this activity.

Resolved: The council establishes a working group to liaise with the Wild Kendal initiative and Councillors Giles, Hennessy and Rowley agreed to serve.

- d) Local Plan consultation. The clerk reminded councillors of the local plan consultation and the option of joint meetings between committees when covid restrictions are eased.

E20/21/22 Project Updates

The Committee considered reports on the following projects.

- a) Highways and Infrastructure Update. Councillors received the report and noted the difficulty identifying the owner of land adjoining Vicarage Drive. Councillors felt there was an opportunity for Kendal Town Council to take a lead on the restoration of footpaths across Kendal and suggested a condition survey that was Kendal wide. Given the possibility of major restructuring of local authorities in the near future there is some concern that public ownership of some paths could be missed. Councillor Archibald felt there was some urgency in making progress. The Clerk reported that there had been a detailed condition report constructed by the Ramblers Association and this could be reviewed.

Resolved: The Clerk to bring forward ideas at next meeting.

- b) Action Plan and Development Project Updates.

Resolved: To note the updates.

- c) Citizens Jury. The Project Manager reported on the positive initiatives on the development of 27 recommendations generated by the Citizens Jury. Aspirations include the creation of a physical space (possibly a café) to promote and inform. Initially there may be a pop-up café to test the suitability of an information site. Councillors welcomed the report and were keen to see measurements of sustainability. The Project Manager reported that the Sustainability Officer at SLDC was helping identify key performance indicators which will help identify who is responsible for what.

Resolved to note the report

The meeting closed at 20.35

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Notes from the Audit, Grants and Charities non-statutory Working Group meeting held on Monday 26 July 2021 via Zoom.

Cllr J Dunlop (Chair)	Present	Cllr G Cook	Present
Cllr D Rathbone (from 7.50)	Present	Cllr R Hogg (Vice Chair)	Present
Cllr J Cornthwaite	Present	Cllr G Vincent	Present

In attendance: Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant), Jason Rushworth (Newsquest Reporter), Graham Harrison (member of public), Kelly Watson (CCLA).

AGC 1/21/22 Apologies

Apologies were received and accepted from Cllr P Gibson.

AGC 2/21/22 Declarations of Interest

None

AGC 3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Item 12 was highlighted as being confidential.

AGC 4/21/22 Minutes of the Previous Meeting

The Council received the minutes of the Audit, Grants and Charities meeting held on 26 April 2021.

Resolved: To accept them as a true record.

AGC 5/21/22 Presentation from Churches, Charities and Local Authorities (CCLA).

Kelly Watson from CCLA presented a report outlining the role of the CCLA since 1958 investing funds for and on behalf of local authorities, town and parish councils. They have funds of over £13bn, 3,500 clients of which 400 are parish or town councils. Their objective is to deliver responsible investment as a mutual investment trust and they see their role as being stewards of public sector money.

CCLA have three main funds of which two are eligible for use by Kendal Town Council. The Public Sector Deposit Fund (PSDF) provides short term returns in the region of 0.04% with same day access to funds. Minimum investment is £25,000 although this can be withdrawn at any time. The Local Authorities Property Fund (LAPF) is a longer term fund (usually a minimum of five years) that manages assets such as offices and industrial spaces which makes up 70% of their portfolio. CCLA's priority is Security, Liquidity and Yield and they are triple A rated.

A councillor asked the Clerk if other organisations had been approached for presentations on investment. The Clerk drew the Committee's attention to the reference in Arnold Baker on Local Council Administration citing the LAPF as an appropriate investment vehicle. The Council was investigating whether a greater yield could be obtained for an appropriate portion of its reserves, for example the Allotment Reserve, which had been in place since the early 1980s.

The Chair thanked Kelly for her presentation and requested a copy of the slides to be circulated to councillors.

AGC 6/21/22 Grants Funding.

There were no applications to consider. The Clerk raised the issue of a small number of grants that had been awarded to organisations who did not have a bank account. Kendal Town Council (KTC) practice over several years had been to pay expenditure items on behalf of the grant recipient. This potentially raises issues with HMRC who are not keen on town councils paying bills for and on behalf of beneficiaries. Councillors felt strongly that grant funding should only be given to organisations with a bank account and there was a need for a clearer policy incorporating these inconsistencies.

Resolved: To note the report and ask the Clerk to produce a draft policy incorporating comments from this meeting.

AGC 7/21/22 Budget Monitoring

The Clerk presented the Finance Report in a new format which provided more granularity. This is work in progress but with hopefully a new financial accounting system becoming available from the autumn it is anticipated that greater clarity would be available. This additional level of detail was welcomed by councillors. A councillor queried the £2,000 spend on allotment repairs. The Clerk did not have that level of detail to hand but would investigate and report back at the next meeting.

Resolved: To note the report.

AGC 8/21/22 Internal Audit

The Clerk presented the audit report from RFM Accountants. There were no material concerns though RFM did consider there was some risk in holding cash reserves with only two institutions. The Clerk commented that the initial discussion with CCLA (see minute AGC 5/21/22) directly addresses this point.

Resolved: That Committee recommend acceptance of the internal audit report.

AGC 9/21/22 Financial Management System

The Clerk presented the report on a new financial management system. Councillors acknowledged it was essential that KTC upgrades systems to improve financial reporting and enhance governance.

Resolved: The committee agreed to delegate the decision on a specific system to officers in consultation with the Chair and Vice Chair.

AGC 10/21/22 Standing Orders and Financial Regulations

The committee noted the report on progress updating financial regulations and standing orders and the delay imposed by covid restrictions.

Resolved: The Committee recommends that the Council revert to the latest Model Standing Orders and Financial Regulations as a basis for their current governance documents.

AGC 11/21/22 School of Science and Art Charity

The committee received a report on the allocation of funds from the Charity. It noted the report and supported the idea of a higher profile for the award of funds from this charity linking awards to the Mayor Making or Town Meeting ceremonies.

Resolved: To accept the three recommendations in the report.

PART TWO

The following item was considered following a resolution to exclude the press and public from the meeting on the grounds of commercial confidentiality.

AGC 12/21/22 Payment of Outstanding Invoices

The Clerk presented a report which sets out the details surrounding an outstanding payment from 2016/17. Councillors expressed their disappointment at this oversight and further noted their concern on the lack of an asset register or purchase order system. Councillors welcomed the rigour of the proposed new financial accounting system which should mitigate the chances of this happening again.

Resolved:

1. To settle the account from the 'Contingencies' budget line in the current year.
2. To ensure any new Finance Management System will include a provision for mandatory purchase orders.
3. Ensure the reporting methods for expenditure is able to identify what is being purchased and from which budget.
4. To acknowledge which statutory power is being exercised in making purchases.

The meeting closed at 8.40pm.

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Minutes of the meeting of the Christmas Lights and Festivals held on Monday, 9 August 2021 at 7.00pm via Zoom.

Cllr A Edwards	Present	Cllr T Perkins	Present
Cllr S Evans (chair)	Present	Cllr K Simpson	Present
Cllr H Ladhams	Apologies	Cllr R Sutton	Present

In attendance: Council Services Officer's (Janine Holt and Florence McMahon), Town Clerk (Chris Bagshaw), Democratic Services Assistant (Ian Gordon), Craig Russell (Kendal Torchlight)

C13/21/22 Apologies Councillor H Ladhams

C14/21/22 Declarations of Interest
None

C15/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Resolved: No items to exclude

C16/21/22 Minutes of the Previous Meeting
The Council received the minutes of the meeting held on 10 May 2021

Resolved: To accept them as a true record.

C17/21/22 Presentation by Torchlight Festival Chair – Craig Russell

Work on this year's torchlight procession is going well. Mr Russell gave an overview of last year's limited torchlight and signposted councillors to a video that had been made of the 'tiny torchlight' using shoe boxes. There was also a series of workshops to encourage people in their networks and make their own carnival at home and celebrate. They also organised a convoy and took them on trailers round the estates of Kendal. Last year, the emphasis was on encouraging people not to meet in crowds but still take part in the festival whilst social distancing. The Torchlight Festival Committee were extremely grateful for the support from Kendal Town Council. In response, councillors felt the event had been a very positive experience and credit to Craig and the team bringing it all together and producing a high-profile event for Kendal.

Mr Russell reported that for this year they are responding to the challenge on how to reduce the carbon footprint. The Torchlight Committee decided this was the year not to have vehicles in the procession. As a result, a large part of the festival will be static. However, on Friday evening, there will be four 'fire chariots' converging on Abbott Hall from four areas – the Stag from Oxenholme/Kendal Parks, the Crayfish from Kendal College/Kirkbarrow, the Dragon from Hallgarth/Dockray and the Bee from Sandylands. There will be a lantern garden in Abbott Hall with a fire garden and lots of entertainment.

All day Saturday there will be a series of events around Abbott Hall including theatre performances presented by Kendal College. There is also a Fringe programme more aimed at adults. Green Door is also having an open day plus other events. Sunday is a quieter day

but allows for those still wishing to keep isolated to view the fire garden at Abbott Hall. There will be a tour of care homes and WGH with dance troupe and one of the fire chariots.

Mr Russel was delighted to be able to report that Kendal Torch Light has been recognised by the Arts Council. As a result, Kendal Torchlight Festival will make a five-year commitment to environmental sustainability and promoting the green agenda. Propose having a green week every year in September, The Green Gathering. Next year the focus will be on scrap, recycling, charities and upcycling. Following year propose focusing on the river and celebrating its contribution to the town.

Details of the plan will be in the public domain shortly pending agreements with various stakeholders.

Anyone can volunteer via the website to help as stewards or marshals for Friday night and/or Saturday. People can still make a float for the Garden of Delights. There will be a wheelbarrow parade. They can join one of many workshops in dance, fire management, and puppetry.

The chair thanked Craig for his update and felt it was an exciting programme of events.

C18/21/22 Christmas Lights Display

Council Services Officer Janine Holt gave a verbal report on her meeting with Christmas Plus in May. Councillor Evans (Chair) was keen for extra baubles for the tree, probably ten. Councillors also discussed the New Shambles and their excellent Christmas display last year. Christmas Plus did discuss putting one of their lamps at the entrance but councillors felt if New Shambles were decorating there was no need for the additional lamp. Also discussed maybe doing something at the Library but as it is a listed building, this might be difficult. Another suggestion was battery operated lights in the trees in tubs. We have 12 trees. The cost would be £1,386. Lights in the trees in the birdcage need replacing and now awaiting a price. Considered replacing the festoons (lights across the street). New ones are like a cluster. KTC currently have 30 festoon strings which cost about £230 per festoon. It would be too much to change immediately but maybe trial. Happy with Market Place. Councillors thought Wildman Street would be a good idea to trial new coloured festoons. Councillors also felt they should be looking at carbon footprint and reducing energy consumption.

Resolved: Extra baubles on the trees, trial with battery powered lights for trees in tubs and trial festoons across Wildman Street. Agreed if new Shambles are decorating their street no need for Christmas Plus to add anything.

C19/21/22 Infrastructure Report

The Committee considered the infrastructure report produced by Christmas Plus circulated by Janine Holt earlier today.

Resolved: To act immediately on all Grade 1 repairs listed in Christmas Plus's report (5) to ensure KTC complies with health and safety regulations. Agreed to contact previous contractor first then obtain two other quotes.

Depending on the cost, to also look if any of the Grade 2 repairs could be included, especially where they are in the same area.

C20/21/22 Switch on Event 2021

Wanted to see a simple round the tree event this year as there may yet be covid related issues to deal with. Councillors wish to be cautious with creating a crowd. Councillors agreed with the report produced by officers identifying a simple process centred on Market Square. Kendal Youth Zone would be happy to use their solar powered PA system.

Councillors also discussed how we could produce another Christmas film this year. The clerk indicated that funding may be available from other committees towards this.

Resolved: Councillors endorsed the outline plan submitted and authorised officers to move forward with this and also look into producing a Christmas film.

C21/21/22 Grant Applications

There were no grant applications to consider. Councillors shared insights on grant funded activities especially Kendal Walking.

C22/21/22 Budget Monitor

Chair felt this was much easier to follow.

Resolved: To note the report.

C23/21/22 Newsletter

Clerk updated councillors on the current status of the newsletter. The June newsletter is due by end of August followed by the next one hopefully in time for the Christmas lights switch on event.

The meeting closed at 8.50pm

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Minutes of the meeting of the Kendal in Bloom non-statutory Working Group held on Monday, 28 Ju 2021 at 7pm via Zoom.

Cllr A Blackman (Chair)	Present	C Stuart (Horticare)	Not present
Cllr A Edwards	Absent	M Nicholson	Not present
Cllr C Hardy	Apologies	L Johnston (Kendal BID)	Apologies
Cllr C Rowley	Present	T Yates (Civic Society)	Present
Cllr R Sutton	Present*	P Walker	Not present

* arrived late

In attendance: Council Services Officer, Townscape Manager, Town Clerk

Also present: Cllrs E Hennessy (VC, Environment and Highways Committee), J Cornthwaite
J Rushworth (Local Democracy Reporter)
G Harrison
C Russell (Torchlight)

B1/21/22 Apologies

Apologies were received and accepted from L Johnston (Kendal BID)

B2/21/22 Declarations of Interest

No additional declarations were made.

B3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues.

B4/21/22 Minutes of the Previous Meeting

The Council received the minutes of the meeting held on 17 March 2021. The Chair noted that he had inspected the planter on Sandgate, the tower planter and the display on Shap Road, and felt these issues were now resolved.

Resolved: To accept them as a true record.

B5/21/22 Kendal Torchlight

Craig Russell gave an update on the Kendal Torchlight Festival for 2021, and its role in promoting a 'Green Gathering' in Kendal the same week. The Chair welcomed the development and hoped that Kendal in Bloom could be involved at any level appropriate.

Members asked how they could volunteer to assist in the programme, and how Kendal in Bloom could support it. It was noted that the next KiB meeting was scheduled for after the event, so there was no obvious opportunity to discuss it further, after this meeting. Craig shared various links for individuals to follow.

Resolved: That Kendal in Bloom offer whatever support it could to Green Week and Torchlight, and hoped to be more involved in subsequent years.

B6/21/22 Somervell Garden

The Council Services Officer explained how the Council's Environment and Highways Committee (E&H) had earmarked a grant for the planting of wild flowers in the grass lawns at Somervell Gardens. The Vice Chair of Environment and Highways confirmed that this was aimed at improving the biodiversity of the riverside area, and was the result of the Committee exploring grant-funding options to promote biodiversity. The Council Services Officer further explained that the Townscape Manager had agreed that the scheme could be supported within his workload, but that it was felt the continued management of the site should be through Kendal in Bloom Committee, rather than E&H. It was noted that the land was the subject of a licence from Cumbria County Council, which had now been renewed from a previous initiative dating back to 2008. The main threat to the planting of wildflowers was the mowing regime from Continental Landscapes.

Resolved: That Kendal in Bloom assume responsibility for the ongoing maintenance of the site, once the capital work of planting was complete.

Resolved: That the Townscape Manager liaises with Continental Landscapes to ensure that the wildflower crop is cut at the right times and in the right way to enhance and promote the site's biodiversity.

B7/21/22 Kendal in Bloom and Cumbria in Bloom 2021

The Council Service Officer confirmed that Kendal in Bloom would continue to be low key this year due to the uncertainty caused by the pandemic. A Blooming Businesses scheme was launching on Facebook, and some of the civic planting was being augmented by lavender this year, to improve its bee-friendly credentials, and reduce the loss through annuals. Councillors asked if the Blooming Business scheme could also be promoted by handouts which they would distribute.

The Townscape Manager explained the current Horticare planting colour scheme, which was softer than in previous years, with pastels to the fore.

The Council Services Officer proposed that several projects be submitted for In Your Neighbourhood judging, including schemes at Castle Hags and Rinkfield allotments, Legendary Landscapes and Briary Meadows. It was thought that the Somervell Garden scheme would not qualify because it was a direct council initiative. It was suggested Nobles Rest planters might also be a good entrant. The Chair observed that the Subscription Bowling Club on East Banks might wish to be involved in future years.

The public were encouraged to submit samples of quirky planters.

Resolved: To note the report.

B8/21/22 Funding Criteria

The Committee considered a report from the Council Services Officer on the criteria for future grant funding. It was suggested that categories d) (the requirement for match funding) and b) (the requirement for measurable outcomes) be switched, so as to emphasise the importance of matching the council's support with funding from other sources.

Resolved: That the Criteria be adopted with these amendments.

B9/21/22 Newsletter

The Committee suggested longer term projects should be highlighted in the newsletter - the legendary landscapes, Rinkfield community allotment and the dedication of the Sandgate planters to the NHS.

B10/21/22 Review of Expenditure and Funding Requests

The Committee reviewed the expenditure against the budget so far and considered a number of requests for funding. The Rotary Club was seeking £450 plus additional delivery costs for 10,000 crocuses. It was suggested that the Townscape Manager liaise more directly with Continental Landscapes over the planting of the crocuses and daffodils which did not complement each other. There should also be an article in the Newsletter, or at least some publicity around the cause of the purple crocuses.

Resolved: To approve the request for £450 plus delivery cost.

There was a request from Sandgate School for two signs to accompany their planters, at £50 each

Resolved: To approve £100 for signs.

The Council Services Officer requested an allocation of £950 from the planting budget to allow her to assist the Townscape Manager in watering through the summer. Continental Landscapes had offered to supply this service.

Resolved: To approve this expenditure.

Manna House had requested £543 towards a variety of costs associated with their sensory garden, including £250 for a greenhouse. It was noted that the application did not include any mention of matched or additional funding from elsewhere.

Resolved: To offer up to £500 to support this project.

The meeting closed at 20.14.

Kendal Town Council Report

To: Full Council	6 September 2021
From: Cllr R Sutton	Agenda Item No 10 a)

Outside Bodies Report

Kendal Brewery Arts Centre Trust Limited

The Trust met via Zoom on 19th August 2021

The Brewery is applying for up to £118,000 of Culture Recovery Funding to help support and develop the organisation as audiences gradually build-up. This is a post-Covid fund. This will cover the period from the 1st November 2021 to 31st January 2022.

The application for £40,000 for the Future Creatives was unsuccessful due to high competition for funds. However, £2,000 came from Great Place Lakes and Dales. This will be used to fund a short course in electronic music making. This will be offered to interested young people this autumn.

SLDC will give a grant of £65,000 under the Brewery's Strategic Cultural Partner agreement for 2021-22. The application for an £18,000 business recovery fund from the S.L.D.C. restart grant scheme was successful. The Town Council is on track to provide £10,000 annual funding. CCC will also be providing £10,000 within the year.

The Brewery is applying to BFI Film Hub North for £30,000 to support the Brewery's cultural film programme.

There will be a phased reopening with many Covid safety measures in place – staff wearing masks, provision of sanitisers, encouraging customers to wear masks when moving around the building. Tickets for live events are currently selling well and there is an appetite to return to live events. 40 events are programmed between August and September and ticket sales forecast a total audience of 10,000+ people during this period. Ticket holders have been informed of the safety measures. The new Foyer Bar has opened and will be used in conjunction with the bar upstairs to avoid overcrowding. Events in August and September are seated gigs in the theatre. Standing gigs in the malt room will be expected at full capacity, according to Government guidelines as things develop.

From the 20th August there will be full capacity seating in the theatre. From the 1st September the same will apply to the cinemas. From the 20th August creative learning classes will be at full capacity. From the 1st October the bar and restaurant will be open for at least 4 days a week, and 5 days in November. Currently a new head chef is being employed. There is a slight shortage of staff at present but hopefully this will change and volunteers are also used again.

On the 9th October there will be an "Aerial Festival"- a day of live performances, film, talks and music from 2pm to 1am.

The Kendal Mountain Festival (November) and the Comic Arts Festival (October) will consist of online activities plus live streamed elements.

Animated Futures is being delivered by Anti-Racist Cumbria and is for 30 young people of colour, who are residents of Cumbria, to create an animated short film about their lives and experiences.

A professional Investment Manager is to be appointed to provide sound, ethical investment advice as the Brewery moves forward.

Next year is the Brewery's 50th Anniversary.

Kendal Town Council Report

To: Full Council	6 September 2021
From: Cllr R Sutton	Agenda Item No 10 b)

Outside Bodies Report

Kendal Integrated Care Community Delivery Group (1)

Notes from the 26th May 2021. The theme of the meeting was mental health

Mention was made of the Move for Health in South Lakeland programme. This programme provides free physical activity sessions designed to help people move at their own pace, in their own way from the comfort of their own home. Funded by the CCG Population Fund it runs on Zoom over 12 weeks and is suitable for all levels of fitness focussing on healthy bodies and healthy minds. (www.activecumbria.org/behealthybeactive/move-health-southlakeland).

The Stock Beck Project has involved volunteers in the construction of green structures. Bracken has been removed and trees planted.

The vaccine rollout. 330 housebound people in local rural areas have now been vaccinated twice. Also vaccinated twice are all those in care homes, those with learning difficulties and those at Manna House. Future plans involve the vaccination of the over 50s in the Autumn. (this report from Dr Amy Lee).

Care Support South Lakes-the new support platform Care Connect provides a network for carers to share and be part of the community, helping to address isolation and bring people together. (<http://care-connect.org>).

Attention has been focussed on 16-21 year olds to help improve the health and well-being of this group. Carried out by Population Health and looking at inequalities in health, emotional health and well-being through face-to-face interviews being held at local schools and colleges.

Ongoing.

- Growing Well has welcomed Rebecca Bratstone to the organisation. Growing Well is currently open for referrals. A healthy lunch is available for staff, volunteers and visitors at 12.30 each day.
- The Well is excited to be in Kendal and opening its new venue at the former Highgate Hotel. It hopes to host an open day in mid-August. Referrals are being taken for residents in the Kendal/Westmorland area.
- Kendal Community Emergency Group has been helped by many volunteers undertaking shopping, collecting prescriptions etc. for local people. It hopes to form a group to work independently as a charity to continue the work done previously. It will probably be a smaller group. More details later.

Agenda Item 10 b (2)

Notes from the Integrated Care Community zoom meeting held on the 28th July 2021. The theme was Lifelong Learning.

The Cumbria Alcohol and Drug Advisory Service (CADAS) has been concentrating on helping people to remove the barriers that might prevent them from entering lifelong learning. Support has been given to vulnerable individuals to help them take steps towards employment, to gain confidence and self-esteem. Help has been given for childcare, overcoming addiction problems etc. Face-to-face support is now taking place again. Gambling addiction is also being looked at. There has been less support in this area. There are opportunities to work with the Well (Highgate House).

A new initiative introduced by a new group was aimed at developing community gardens around Kendal. These would benefit public health and produce free local produce. (I am trying to find out more about this project which might be of interest to the Kendal in Bloom committee).

Active Cumbria is developing courses to help those leading sedentary lives. There are free resources available.

Cumbria Adult Learning has a new brochure available highlighting free health and well-being courses.

Space to Create is open for people of all ages and conditions. The art courses encourage positive outcomes and develop self-esteem, confidence and resilience. Art materials are available for other groups. Young person groups begin in September.

The Well (Highgate House) now has 7 beds occupied. Residents have to be clean of addiction. Help is also offered for carers living with someone who has an addiction. A daily "hub" is available which local people with an addiction can attend free and be taken through the programme.

A clinical psychologist gave a presentation about the importance of resilience and psychological wellbeing.

5 ways to wellbeing were suggested:

Connect/Give (i.e. volunteer)/take Notice/Keep learning/Be Active. (self-care is not selfish).

Dr Amy Lee gave several updates:

- There was a need to encourage younger people to be vaccinated. The Westmorland Shopping Centre has 2 clinics for vaccination.
- 12-18year-olds who were clinically vulnerable are being vaccinated.
- Flu jabs and vaccine boosters should be available in the autumn.
- GPs are now doing about 30-40 phone consultations a day now and 6-7 face-to-face consultations daily.

Dr Lee mentioned difficulties in recruiting GPs to Kendal.

The Kendal PCN have recently employed a physiotherapist, a paramedic, a clinical pharmacist and a social prescriber.

A new dermatology service is now available at the James Cochrane service.

Since December 2020, a small group of us have been volunteering with the Meals on Wheels service from Westmorland General Hospital. This service is now quite well established. However, the service could be expanded with the input of more volunteers. Interested parties should contact the hospital.

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July 2021 - Bank Payments

<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Total</u>
01/07/2021	DD/STO	EE - Phone Rental	£19.48
03/07/2021	DD	Zoom Monthly Costs	£57.55
05/07/2021	Barclaycard	Leaving Gift	£100.00
05/07/2021	Barclaycard	Delivery Costs	£7.99
05/07/2021	Barclays Commission	Bank Commission	£6.50
05/07/2021	OL13926	Water Plus - Allotments	£103.37
06/07/2021	OL13894	IT Mthly Support	£294.00
06/07/2021	OL13895	Quarter Rent	£2,850.00
06/07/2021	OL13896	Vehicle Costs - Fuel	£119.84
06/07/2021	OL13897	Signage Improvements/Alterations	£53.87
06/07/2021	OL13898	1500mm Self Watering Promenade	£549.00
06/07/2021	OL13929	SLDC - Footway Lighting	£4,917.41
06/07/2021	OL13899	Landscape Design and site visit Canal Head Allotment	£373.49
06/07/2021	OL13900	Canal Head Landscape Design	£1,200.00
06/07/2021	OL13901	New SID	£3,330.00
06/07/2021	OL13902	Installation of Christmas Banners DEC 2020	£180.00
06/07/2021	OL13903	Allotments Pest Control (2020/21)	£1,395.00
06/07/2021	OL13904	Allotment Repairs	£16.20
12/07/2021	OL13913	KTC Community Grants	£39,249.00
13/07/2021	OL13906	KIB Equip	£50.28
13/07/2021	OL13907	Re-imb Expenses	£26.19
20/07/2021	Payroll	July Net pay	£11,555.71
13/07/2021	2570	July Superannuation	£3,643.74
13/07/2021	2569	July Tax & NI	£2,247.86
14/07/2021	OL13908	Event Signs & Logos	£120.00
14/07/2021	OL13909	Stationary	£96.02
14/07/2021	OL13910	12 mths Cloud Hosting	£376.80
14/07/2021	OL13911	Vehicle Costs - Fuel	£181.79
15/07/2021	DD/STO	Monthly van tracking fee	£8.40
15/07/2021	OL13912	2021 Festival Grants	£24,000.00
16/07/2021	DD/STO	Sage UK	£30.00
16/07/2021	DD/STO	Docusign - monthly fee	£30.00
20/07/2021	DD/STO	Busy Bees - Childcare Vouchers	£208.40
20/07/2021	OL13928	Wildflower Turf (April 22)	£1,042.80
20/07/2021	OL13927	CALC - Annual Subscription	£2,218.03
23/07/2021	DD/STO	HR Monthly Contract	£208.22
26/07/2021	OL13930	IT Equip	£33.98
27/07/2021	OL13915	Donation to "its your Neighbourhood Competition	£10.00
27/07/2021	OL13916	Wreath for British Legion Centenary	£35.00
27/07/2021	OL13917	Christmas Lights	£32.39
27/07/2021	OL13918	Plants	£6.00
27/07/2021	OL13918	Sticker remover	£6.74
27/07/2021	OL13918	Power washer Repairs	£8.99
27/07/2021	OL13919	Allotment Repairs	£16.20
27/07/2021	OL13920	Traning Course	£155.13
27/07/2021	OL13921	Allotment Repairs	£53.46
27/07/2021	OL13922	IT Annual Contract	£1,584.00
27/07/2021	OL13923	Mthly IT Support	£294.00
27/07/2021	OL13924	Floral Displays	£1,860.00
27/07/2021	OL13925	Floral Displays	£11,708.04

TOTAL £116,670.87