

KENDAL TOWN COUNCIL

Notice of Meeting

MANAGEMENT COMMITTEE

**Monday 15th June 2020 at 7.30 p.m.
(Via Teleconferencing)**

Committee Membership (9 Members)

Stephen Coleman (Chair)	Geoff Cook (Vice Chair)	Alvin Finch (Mayor)
Douglas Rathbone (Deputy Mayor)	Jonathan Owen	Shirley Evans
Andy Blackman	Susanne Long	Guy Tirvengadam

AGENDA

1. APOLOGIES

2. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

3. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

4. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING (not otherwise on the agenda). Minutes of meeting held on 18th May 2020 (*see attached*)

5. URGENT ITEMS OF BUSINESS (CONTACT THE CHAIR PRIOR)

6. REPORT ON WORK PROGRAMME (*see attached*)

7. FACEBOOK PAGE FOR KENDAL TOWN COUNCIL (*see attached – sent by separate email*)

8. BLACK LIVES MATTER

9. USE OF CIL MONEY FOR A MOUNTAIN BIKE PARK IN KENDAL

10. REFURBISHMENT OF THE TOWN HALL

11. ITEMS FOR THE NEWSLETTER

- Autumn/Winter 2020 Edition – deadline 18th September, publication 26th October
- Spring 2021 Edition – deadline 22nd January, publication 1st March (provisional)

KENDAL TOWN COUNCIL

12. EXCLUSION OF PRESS AND PUBLIC

To consider whether members of the press and public should be excluded from the next item, which contains exempt information as described in Schedule 12A of the Local Government Act 1972

Part II (Excluded Items)

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following report is excluded from inspection by members of the press and public as it contains exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:

- *Information relating to any individual [Paragraph 1]*

13. PART II STAFFING

- (a) Town Clerk Recruitment (*see attached – sent by separate email*)
- (b) Projects for Handover from Town Clerk (*see attached – sent by separate email*)
- (c) Officers' Report

14. READMISSION OF PRESS AND PUBLIC

15. ANY OTHER BUSINESS

Liz Richardson

Town Clerk

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

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

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

KENDAL TOWN COUNCIL

Management Committee

**Monday 18th May 2020 at 7.30 pm
(Via Teleconferencing)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- APOLOGIES** None
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 1067/19/20 PUBLIC PARTICIPATION**
- None.
- 1068/19/20 DECLARATIONS OF INTEREST**
- None.
- 1069/19/20 MINUTES OF THE MEETING HELD ON 20TH APRIL 2020**
- The Chairman presented the minutes of the meeting held on 20th April 2020.
- Councillor Finch advised that he had given apologies for this meeting and asked that the minutes be amended to reflect this.
- Councillor Coleman proposed that the minutes be accepted as a correct record, subject to the amendment highlighted. This was seconded by Councillor Blackman and carried with one abstention.
- RESOLVED** That the minutes of the meeting of the Committee held on 20th April 2020 be accepted as a correct record, subject to the amendment highlighted.
- MATTERS ARISING** (Not on Agenda)
- 1070/19/20** Heritage (Minute 965/19/20)
No further information was available regarding the item of Heritage not found during the annual internal audit. Janine Holt will follow up for the next Committee Meeting.
- RESOLVED** Further information to be obtained for the next meeting.
- 1071/19/20 URGENT ITEMS OF BUSINESS**
- Councillor Tirvengadam raised the matter of the Unity Festival. He advised that the Festival will proceed as a virtual event and outlined the proposed format. He referred to grant monies which KTC had previously approved and asked whether this would still be made available.

Councillor Evans commented that the Christmas Lights & Festivals Committee were hoping to award grants previously agreed, even if the festival would not be proceeding due to Covid-19, in order to support them until next year. She added that virtual events will obviously still require the grant money to proceed. The Assistant to the Town Clerk is currently seeking clarity from the Treasurer and Town Clerk as to whether monies can be transferred for a festival which is not going ahead.

Councillor Cook said each festival should be taken on its merits and ideally a written report should be requested advising what the grant monies would be spent on if the festival is not taking place, or proceeding in a different format.

Councillor Tirvengadam will provide costings to the Assistant to the Town Clerk with a view to progressing this for presentation to Full Council.

RESOLVED

Councillor Tirvengadam will provide costings for a virtual Unity Festival to the Assistant to the Town Clerk with a view to progressing this for presentation to Full Council.

1072/19/20

REPORT ON WORK PROGRAMME

Members considered the report on project progress for May 2020. The Town Clerk's continued absence on sick leave was noted. The Project Manager and Assistant to the Town Clerk had updated their respective sections of the report and the following items were highlighted:

A large amount of the Project Manager's time had been spent on Zoom setup and the Citizens Jury. Councillor Coleman commented that it should be made clear on the Action List that the Citizens Jury is a virtual meeting.

Oxenholme Defib

No further update available. Councillor Coleman requested that this matter continue to be pursued.

Burton Road Bus Shelter Paving

Councillor Blackman asked whether the scope has been extended as his understanding was KTC were only supporting the immediate town centre. Councillor Cook summarised those shelters owned by KTC for Members information. Councillor Coleman queried whether those bus shelters are listed on the KTC Asset List and requested Janine Holt arranged for that list to be circulated to Members.

Allotments – Infestation of Rats/Rabbits

Councillor Cook mentioned an infestation of rats and rabbits. Janine Holt remarked that there was a big problem with rats on 7 allotment sites, several members of the public have been in touch and rats have been seen both in town and in houses. She observed that this is an unusual problem and the budget will likely be overspent because of the action that will be required to tackle it.

Christmas Lights Switch-On Event

An event with the same format as 2019 has been agreed and a provisional date set. Councillor Evans commented that the scaled down event could be organised fairly quickly if it was able to go ahead.

Janine Holt advised that the Christmas lights contractor is now working in some capacity and the load testing has taken place. It was noted that certain towns are proceeding with the installation of bunting from 1st June and this would be a possibility for Kendal.

Social Media Update

Work has been ongoing for a Facebook page for the Mayor and Deputy Mayor. There was a general discussion regarding options and the need to monitor the content of any Facebook page that is set up. It was highlighted that the site would require monitoring on a daily basis and Members agreed it should be used for the good and not an opportunity for negativity. A suggestion of one Facebook page for KTC as a whole (incorporating the Mayor, Deputy Mayor and various Committees) was put forward. Councillor Coleman requested that ongoing work in respect of a Facebook page for the Mayor and Deputy Mayor be withdrawn for the time being whilst the idea of one KTC Facebook page be explored further. Councillor Blackman suggested contacting other Town Councils with Facebook pages to ask how they manage the content etc. Councillor Coleman agreed this would be a worthwhile exercise which could be undertaken by the Officer who progresses the project. He requested Officers research options, requirements etc and present findings at the next Management Committee meeting.

RESOLVED

1. Janine Holt to circulate the list of bus shelters under KTC's responsibility to Committee Members.
2. Officers to explore the idea of a KTC Facebook page incorporating the Mayor, Deputy Mayor and various Committees and present findings at the next Management Committee meeting.

1073/19/20**COVID-19 UPDATE AND REVIEW EVENT IMPLICATIONS**

Members considered a paper circulated prior to the meeting which summarised KTC's forthcoming civic events. There was a general discussion regarding the implications of Covid-19. Councillor Coleman confirmed that Mayoral Sunday had been cancelled. It was noted that an update was required from the Town Clerk in respect of arrangements for VJ day. Councillor Coleman commented that any required road closures would need to be considered as they are on a long lead time. Janine Holt advised that she was due to speak to Craig Russell and would request an update in respect of Torchlight.

Councillor Cook queried whether the Town Hall would be available for the Mayor's Coffee morning in December. It was agreed a watching brief would have to be kept in this respect. Councillor Coleman suggested it would be worth speaking to Debbie McKee to keep us updated in respect of the Town Hall refurbishment work.

1074/19/20 BURNESIDE PARISH COUNCIL NEIGHBOURHOOD PLAN AREA DESIGNATION APPLICATION – PUBLIC CONSULTATION

The Chair explained that this item relates to the Neighbourhood Plan for Burneside being changed so that the new part of the future potential housing development which would extend Hallgarth, would be part of Burneside Parish.

Councillor Rathbone advised that the Planning Committee had considered the application and said it was a question of who would benefit from CIL monies.

A general discussion then ensued. The Chair commented that if KTC do not oppose the change to the Neighbourhood Plan, Burneside may then have roles and responsibilities for a parcel of land which is linked to existing Kendal habitation. It was highlighted that the land in question is allocated for housing in the Local Plan.

Councillor Cook proposed this area should not form part of Burneside Neighbourhood plan, but form part of Kendal Neighbourhood Plan. This was seconded by Councillor Coleman and carried unanimously. Members were urged to also submit their comments individually to SLDC.

RESOLVED That the area of land should not form part of Burneside Neighbourhood plan, but form part of Kendal Neighbourhood Plan.

1075/19/20 REFURBISHMENT OF THE TOWN HALL

It was noted that the refurbishment works are going ahead. The Chair requested an Officer contacts Sion Thomas at SLDC to obtain an update for the next Committee meeting.

RESOLVED That an update on the refurbishment works be obtained from Sion Thomas at SLDC for the next Committee meeting.

1076/19/20 ITEMS FOR THE NEWSLETTER

The Chair asked whether Members considered the publication dates needed to be altered in view of the current situation with Covid-19. It was felt that matters can change quickly at the moment and information could become out of date between the deadline for submission of articles and the publication date. Janine Holt said she would liaise with the Project Manager but understood we have to work to those timescales. Councillor Cook commented that a conversation to discuss the value of proceeding with the next newsletter would be worthwhile.

The Chair requested that electronic versions of the newsletter be included to the KTC website.

Councillor Evans mentioned that the Christmas Lights & Festivals Committee proposed to include an article confirming support for Kendal festivals.

RESOLVED

Janine Holt to liaise with the Project Manager regarding deadline dates for the newsletter and whether these can be altered.

1077/19/20

EXCLUSION OF PRESS AND PUBLIC

It was proposed by the Chair to omit Part II of the meeting in the absence of the Town Clerk and this was agreed.

The meeting closed at 8.42pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
1070	Heritage	RES	Further information to be obtained for the next meeting.
1071	Urgent Items of Business – Unity Festival	RES	Councillor Tirvengadam will provide costings for a virtual Unity Festival to the Assistant to the Town Clerk with a view to progressing this for presentation to Full Council.
1072	Report on Work Programme	RES	<ol style="list-style-type: none"> 1. Janine Holt to circulate the list of bus shelters under KTC's responsibility to Committee Members. 2. Officers to explore the idea of a KTC Facebook page incorporating the Mayor, Deputy Mayor and various Committees and present findings at the next Management Committee meeting.
1074	Burneside Parish Council Neighbourhood Plan Area Designation Application – Public Consultation	RES	That the area of land should not form part of Burneside Neighbourhood plan, but form part of Kendal Neighbourhood Plan.
1075	Refurbishment of the Town Hall	RES	That an update on the refurbishment works be obtained from Sion Thomas at SLDC for the next Committee meeting.
1076	Items for the Newsletter	RES	Janine Holt to liaise with the Project Manager regarding deadline dates for the newsletter and whether these can be altered.

KENDAL TOWN COUNCIL WORK PROGRAMME – JUNE 2020

COMMITTEE	PROJECT TITLE	PROGRESS	PARTNERS	EST DATE OF COMPLETION	COMPLETED
MANAGEMENT Liz Richardson	Staffing	Recruitment of Town Clerk now required. Secretary annual appraisal complete.			
	Consultations	South Lakeland Local Plan Review – Cllr Rathbone leading for KTC. Other Cmttee Chairs contacted for input. Burneside PC Neighbourhood Plan – Submissions from Planning & Management Cmttee made.			
	CIL governance	Working on Woolpack Yard signage and tree planter cladding projects but on hold due to Coronavirus.	SLDC		
	Dec 2015 Floods	KTC working group meeting regularly (under Planning Cmttee remit). The revised funding requirement was agreed at June Council.	EA		
	Miscellaneous	Majority of time spent dealing with email backlog following sick leave, handover work and office move/sort. Annual report finalized and gone for printing.			
E&H Helen Moriarty	Infrastructure Projects	<p>Asset enhancements – Priority benches identified for repainting and completion expected this week. Taners Yard and Allhallows complete. Fellside Railings project complete. Boundary Signs complete.</p> <p>Tree Tub Enhancements – Prototype installed and additional planters ordered. On hold post lockdown.</p> <p>Ivy Screening – On hold post lockdown.</p> <p>Woolpack Yard Signage – Awaiting response from</p>		<p>June 2020</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>	

		<p>Landlords solicitor regarding signage license.</p> <p>Wattsfield Bus Stop Bench – New bench received. Installation on hold. New permits will be required.</p> <p>Burton Road Bus Shelter Paving – CCC approval. Installation on hold. New permits will be required.</p> <p>Oxenholme Defib – BT consultation results confirmed adoption is possible and relevant paperwork completed and sent. Correct defib case identified awaiting quotes. Installation on hold.</p> <p>20mph – Links made with CCC re emergency funding and potential uses for Kendal. Additional info provided to contractors keen to quote.</p>		TBC	
				TBC	
				TBC	
				Ongoing	
MAYORALTY & ARTS Liz Richardson	Offices & Council Meeting	TH refurbishment going ahead July. Project handed over to Project Manager. Meeting was held with Sion Thomas to discuss arrangements. KTC's TH offices to be packed up from mid-June.	SLDC	Throughout 2020	
	Heritage	Main work is on Knights to Town Council revision and re-print, TH refurbishment heritage storage and thorough sort and file of Mayor's Parlour whilst still accessible.		TBC	
	The Mayor of Kendal's Fund for the Aged & Infirm	Awaiting final confirmation – at present operating using both names.		Spring 2020	
CHRISTMAS LIGHTS & FESTIVALS Janine Holt	Christmas Lights	As of 18.05.20 Christmas Plus is operating on a small scale. The repairs that were identified before the lockdown can now be undertaken. Consideration should be given to the installation of the bunting and this will be discussed at the next Committee meeting in June.			

	Switch-On Event	Provisional date set as 21.11.20. Awaiting further guidance from central government on current restrictions before this can be progressed any further.			
	Festival Grants	This was discussed at Full Council on 1 st June. The Committee acknowledges their continued support for the festivals during this challenging time and a decision is to be made as to whether the grants can still be transferred to festivals that are not going ahead.			
ALLOTMENTS Janine Holt	Letting Plots Site Management	Allotment management is progressing with demand for allotments currently high. Due to homeworking, Janine has not visited the allotments since February 20. She has scheduled to undertake allotment visits w/c 15 th June. The rat problem is being brought under control by the new contractor and the associated high costs will be discussed at the next Committee meeting. The Townscape Manager has been undertaking routine maintenance on the allotments throughout the season.			
KiB Janine Holt	KiB	Civic planting is due to start shortly and should be completed by the end of the second week in June. The action plan project work on the rings at Milnthorpe Road and Shap Road has commenced and this should be completed by 5 th June.	Continental		
	CiB/BiB	Cumbria in Bloom has requested that we send them any photos or information of horticultural achievements for their website.			
ACTION PLAN FOR KENDAL Helen Moriarty	Green Space Enhancement	Radial Beds – Ongoing communication for re-design of radial beds. Site visit to agree. Final plan pending.	SLDC	TBC	

	Tourism	Welcome to Kendal Leaflet – Partner feedback secured and final proof signed off. Printing and distribution contracts on hold.	BID	TBC	
	Citizen's Jury	Oversight Panel and Support Meeting support and co-ordination. Recruitment support. Planning meetings attended. Stacy Hurly support organised and agreed.	Various	Ongoing	
	Misc	<p>Newsletter – Potential articles collated. Awaiting confirmation re print or online.</p> <p>Facebook – Paper provided regarding pros and cons for Management Cmttee decision (see agenda item).</p> <p>Office Move – Meeting with Sion Thomas and key tasks and deadlines confirmed.</p> <p>Website – News page items.</p> <p>Standing Orders – Comparison completed to include updated NALC model and include some Member suggestions.</p> <p>Council & Cmttee Teleconferencing - Guidance document for Councillors drafted.</p> <p>Kendal High Street Recovery Plan – Support requested.</p>	SLDC	TBC Ongoing Ongoing Ongoing Ongoing Ongoing TBC	