

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 18<sup>th</sup> March 2019 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Guy Tirvengadam (Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Susanne Long and Paul Bramham
- APOLOGIES** Councillor Alvin Finch (Deputy Mayor) & Councillor D. Rathbone
- OFFICERS** Liz Richardson (Town Clerk), Rose Tideswell (Temporary Council Secretary)
- 959/18/19 PUBLIC PARTICIPATION**
- None.
- 960/18/19 DECLARATIONS OF INTEREST**
- Agenda Item 8 Community Governance Review Consultation. Councillors Owen and Coleman declared an interest in the part of this item dealing with 'Development Land North of Laurel Gardens' as they are the District Councillors for this area.
- 961/18/19 MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> FEBRUARY 2019**
- The Chairman presented the minutes of the meeting held on 18<sup>th</sup> February 2019, which had been approved by full Council on 4<sup>th</sup> March 2019.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Bramham and carried with one abstention.
- RESOLVED** That the minutes of the meeting of the Committee held on 18<sup>th</sup> February 2019 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 962/18/19 Minute 884/18/19 Town Hall Refurbishment**
- The Town Clerk updated the Committee advising them that Sion Thomas will be coming to the June Council meeting to give a presentation and talk through the next stages of the project. Cllr Coleman asked where the refurbishment leaves KTC with regard to the lease. The Town Clerk has taken advice from Sion Thomas and KTC is to continue with progressing the lease, which is still with SLDC's legal team. The Committee asked that the Town Hall refurbishment plan is put as a standing agenda item.

**963/18/19 Minute 886/18/19 Report on Work Programme**

Councillor Evans advised the Committee that she has received the information on the purchase of a marquee from Janine Holt.

**964/18/19 Minute 887/18/19 Projects to Assign to CIL Funding**

It was noted that the subgroup had been formed and a meeting held. The outcome will be an agenda item at the April meeting.

**965/18/19 Minute 888/18/19 Update on Annual Report and Annual Town Assembly.**

It was noted that the Annual Town Assembly now starts at 7.15pm not 7.30pm as in the minutes.

**966/18/19 Minute 893/18/19 Any Other Business**

Councillor Evans reported that she has met with Sandgate School to look at any specific projects regarding a possible donation from the Schools of Science and Art Charity. The meeting had been good and she will feedback with some ideas shortly. The Town Clerk reported that there will be an item at the Trustees meeting following April Council for Councillor Evans to provide an update.

**967/18/19 URGENT ITEMS OF BUSINESS****Future High Streets Fund**

The Town Clerk advised the Committee that there was a request from SLDC for a letter of support for their Future High Street Fund (FHSF) Expression of Interest submission. The Town Clerk had drafted a letter for consideration.

Councillor Cook gave the Committee some background information on the FHSF. He suggested adding that there is much proactive work in Kendal by amongst others the BID and Kendal Futures and that we have a complimentary Action Plan for Kendal.

It was proposed by Councillor Cook that the Town Clerk writes on behalf of the Mayor and this Committee supporting the SLDC application. This was seconded by Councillor Tirvengadun and carried unanimously.

**RESOLVED**

that the Town Clerk writes a letter of support on behalf of the Mayor and this Committee for the SLDC application to the Future High Street Fund.

**968/18/19 REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on the Kendal Town Council Work Programme – March 2019. The report was noted by Members.

Councillor Coleman asked for further details about the new horse field by the river. The Town Clerk updated the Committee.

The Town Clerk provided a report on the recent Regimental Freedom Parade. Councillor Blackman commented that there had not been many Councillors present. It was suggested that a personal note to Councillors from the Mayor prior to civic events would be useful.

Councillor Evans updated on a recent meeting with the Christmas lights contractor regarding new motifs.

Councillor Blackman commented that the Walking Festival would be putting a banner on Kirkland but that the cost was high.

The Town Clerk reported that the trees in the planters along Highgate and Stricklandgate had been successfully replaced. The old pot bound trees had been replanted at Gooseholme. The next stage is to look at cladding the planters to make them more attractive hopefully in a project with Kendal College.

The Town Clerk reported that the Green Wall had received planning permission. The next stage was to go out for tender.

**969/18/19**

**REQUEST FOR SUPPORT REGARDING PROVISION OF FREE SPACE AT KENDAL OUTDOOR MARKET FOR TRADITIONAL SELLERS (REF KENDAL MARKET ACT 1978)**

The Town Clerk had received a letter from a member of the public, which had been circulated prior to the meeting. The letter was regarding the provision of free space to local producers which had been something the Town Council had requested in its support of SLDC's application to be the market authority (the Kendal Market Act 1978). The member of the public had asked for free space to sell his damsons and was advised by SLDC that he did not qualify. He had subsequently found out that no one has been granted a free space apart from the original 1978 traders, and only one now remains occupying a free space. His letter asks that KTC support his request to SLDC to honour their original request.

The Committee considered the request for support although it was noted that we could only make a request to SLDC. There was general support for the concept and some merit in the claimant's request but it was unclear whether the resultant Act had allowed for the original home producers rather than in perpetuity for newcomers as well. Clarification of the legal position by SLDC was required. It was agreed that the Town Clerk would write to SLDC for clarification. This was proposed by Councillor Coleman and seconded by Councillor Cook and carried unanimously.

**RESOLVED**

that the Town Clerk would write to SLDC for clarification on the position regarding the provision of free space at Kendal Market.

**970/18/19****COMMUNITY GOVERNANCE REVIEW CONSULTATION**

The Town Clerk gave a report on the Community Governance Review currently being undertaken by SLDC. Initial submissions closed in November 2018 and SLDC has now published their draft recommendations. These are now being consulted on until 26<sup>th</sup> May 2019. The Town Clerk outlined the responses to our submissions as follows:

- 1) Land West of High Sparrowmire - SLDC proposes to alter the boundary as requested.
- 2) Small triangle of land north of Laurel Gardens - SLDC is not minded to change this boundary as there is no evidence buildings will occupy this area. However the Committee felt that this small triangle of land is an anomaly and breaks the continuity of the Development Brief for this area. It was agreed that the Town Clerk is to write to SLDC stating that the Committee does not agree with the decision.
- 3) Gilthwaiterigg Lane - SLDC does not propose to change the boundaries here as there are no domestic properties.
- 4) Appleby Road - SLDC does not propose to change the boundaries here as there is no indication this site will be developed in the near future. The Committee felt that if it was then the community would be split in two and if identified for development it would be better to be proactive.
- 5) South of Natland Mill Beck Farm and industrial development land - SLDC proposes to change the boundaries here as requested.
- 6) Industrial development land at Scroggs Wood - SLDC proposes to change the boundary here as requested.
- 7) Brigsteer Road & Kendal Fell Quarry - there is no housing on the land and the request was to tidy up the boundary. SLDC does not propose to change the boundaries here
- 8) Rochester Gardens and development land south of Fell Close, Oxenholme - SLDC proposes to change the boundaries here as requested.

The Town Clerk also reported that the new Parish of Oxenholme submission had not at this stage provided enough evidence to be taken forward.

The Town Clerk noted that any final recommendations affecting Kendal Town Council would go to the Local Government Boundary Commission for England and that the decision would be theirs.

It was proposed by Councillor Coleman to respond to the consultation as outlined. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED**

that the Town Clerk respond to the SLDC second round consultation on the Community Governance Review draft recommendations.

**971/18/19****FUTURE OF THE TOWN CRIER ROLE**

The Town Clerk reported that the present Town Crier is leaving the post after 11 years. His last engagement will be Mayor Making in May.

It was proposed by Councillor Tirvengadam that a formal presentation be made at Mayor Making with a gift of up to £100 from the Council in recognition of all his work, much of it voluntarily. This was seconded by Councillor Blackman and carried unanimously. There was some discussion on the nature of the gift.

It was further proposed by Councillor Tirvengadam that the Town Crier should be replaced as this role forms an important part of Town Council proceedings and events and also supports the town. It was suggested that we advertise for a replacement and agreed to fund any replacement regalia required by any new Town Crier. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED**

that a formal presentation be made to the retiring Town Crier at Mayor Making with a gift of up to £100 from the Council in recognition of all his work.

**RECOMMENDATION**

that the Town Crier should be replaced by advertisement and any replacement regalia required by any new Town Crier be funded.

**972/18/19****ITEMS FOR THE NEWSLETTER**

The Town Clerk advised the Committee that the Summer 2019 edition has sufficient articles. Councillor Tirvengadam requested that the Autumn/Winter edition included an article reporting on the Unity Festival.

**973/18/19****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Evans to move to Part II, this was carried unanimously.

**RESOLVED**

That the press and public be excluded for the following items of business.

**Part II**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain 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*]

**STAFFING MATTERS** [Paragraph 1]**974/18/19**                      **Town Treasurer Probation**

The Town Clerk had met with the Town Treasurer to review her probation period. The Town Clerk reported on the review period and the conclusions. The Town Clerk recommended approval of her permanent appointment. Councillor Coleman suggested offering training in the highlighted areas and for her to sit closer to the Town Clerk at Full Council.

Councillor Coleman proposed that the appointment of the Town Treasurer be made permanent following her probation period. This was seconded by Councillor Tirvengadam and passed unanimously.

**RECOMMENDATION**    that the appointment of the Town Treasurer be made permanent following her probation period.

**975/18/19**                      **Update on KTC Staffing Structure Project**

The Chairman reported on work so far and that the working group would be meeting before the next Management Committee and he will advise of the progress then. He asked that this be a standing item on the agenda.

**RESOLVED**                      that an Update on the KTC Staffing Structure Project be a standing item on the agenda.

**976/18/19**                      **READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor Blackman to re-admit the press and public. This was seconded by Councillor Tirvengadam and carried unanimously.

**RESOLVED**                      That the press and public be re-admitted for the remainder of the meeting (none were present).

**ANY OTHER BUSINESS****977/18/19**                      **INSURANCE**

The Town Clerk advised the Committee that the Treasurer had negotiated to extend the Council's insurance, including Public Liability and assets, with the provider for a further 2 years. This had taken some time and had missed the last Audit, Grants & Charities Committee. There had been a slight increase of circa £200 for the coming year due to additional assets being added. The price will be the same for 2020/21 as long as KTC does not add any more assets or change the valuation of those we already have. Councillor Owen proposed this was acceptable. This was seconded by Councillor Bramham and carried unanimously.

**RESOLVED** that the Council's insurance, including Public Liability and assets, be extended with the current provider for a further 2 years.

**978/18/19 COUNCILLOR TRAINING**

Councillor Coleman asked if there was any training that could be provided for new members, especially Chairing skills. These would be useful for vice chairs roles also. The Town Clerk advised the Committee that there were courses provided by CALC and that she regularly shares emails advertising upcoming courses. She agreed to look specifically at the Chairing course and advise Councillors.

**RESOLVED** That the Town Clerk looking at training courses run by CALC, specifically the Chairing course, and advise Councillors.

The meeting closed at 8.55pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>967</b>	Future High Streets Fund	<b>RES</b>	That the Town Clerk writes a letter of support on behalf of the Mayor and this Committee for the SLDC application to the Future High Street Fund.
<b>969</b>	Provision of Free Space at Kendal Outdoor Market	<b>RES</b>	That the Town Clerk would write to SLDC for clarification on the position regarding the provision of free space at Kendal Market.
<b>970</b>	Community Governance Review Consultation	<b>RES</b>	That the Town Clerk respond to the SLDC second round consultation on the Community Governance Review draft recommendations.
<b>971</b>	Future of the Town Crier Role	<b>RES</b>	That a formal presentation be made to the retiring Town Crier at Mayor Making with a gift of up to £100 from the Council in recognition of all his work.
		<b>REC</b>	That the Town Crier should be replaced by advertisement and any replacement regalia required by any new Town Crier be funded.
<b>974</b>	Town Treasurer Probation	<b>REC</b>	That the appointment of the Town Treasurer be made permanent following her probation period.
<b>975</b>	KTC Staffing Structure Project	<b>RES</b>	That an Update on the KTC Staffing Structure Project be a standing item on the agenda.
<b>977</b>	Insurance	<b>RES</b>	That the Council's insurance, including Public Liability and assets, be extended with the current provider for a further 2 years.
<b>978</b>	Councillor Training	<b>RES</b>	That the Town Clerk looking at training courses run by CALC, specifically the Charing course, and advise Councillors.