

KENDAL TOWN COUNCIL

Management Committee

**Monday 17th February 2020 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), , Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans, and Guy Tirvengadam
- APOLOGIES** Councillors Alvin Finch (Mayor), Andy Blackman and Susanne Long and Liz Richardson (Town Clerk)
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 846/19/20 PUBLIC PARTICIPATION**
- None.
- 847/19/20 DECLARATIONS OF INTEREST**
- None.
- 848/19/20 MINUTES OF THE MEETING HELD ON 20TH JANUARY 2020**
- The Chairman presented the minutes of the meeting held on 20th January 2020, which had been approved by full Council on 3rd February 2020. He approved them as a correct record.
- RESOLVED** That the minutes of the meeting of the Committee held on 20th January 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 849/19/20** Minute 748/19/20 – New Inn Public House Asset of Community Value
Members requested an update from the Town Clerk following her meeting with the owner of the New Inn.
- RESOLVED** Town Clerk to update in respect of the New Inn Public House (Asset of Community Value).
- 850/19/20** Minute 748/19/20 – Kendal WW1 Remembrance Trail Memorial
Members agreed to discuss this at the next meeting.
- RESOLVED** Kendal WW1 Remembrance Trail Memorial to be discussed at the next meeting.
- 851/19/20** Minute 750/19 – Armed Forces Events
Brian Harrison from BID had attended a recent meeting of the Mayoralty & Arts Committee to update on plans for Armed Forces events. Clive Sumpter from the Royal British Legion had also attended. BID will be holding another Armed Forces Day similar to last year with elements to celebrate VE Day, VJ Day etc. Clive Sumpter is working on arrangements for VE Day celebrations in May.

There will be a War Memorial evening event on Friday 8th and a Church service parade on Sunday 10th May. In addition there will be two community events taking place; The Fellside Forum are organising a celebration on Fellside and there will be an event at the Cricket Club.

Whilst KTC are not directly involved in VE Day events, the Town Clerk will organise a road closure order for the War Memorial evening event and Church service parade. The Chair commented that KTC insurers would need to be informed. Update to be requested from the Town Clerk for the next meeting.

VJ Day is in August and plans are yet to be finalised in this respect.

RESOLVED

Town Clerk to update on arrangements for Armed Forces events.

852/19/20

Minute 751/19/20 – Policy for Co-option of a Councillor

Councillor Owen queried the timeframe for co-option. The Chair advised that the Co-option policy had been approved by Full Council at the meeting held on 3rd February. Approval had also been granted to commence the co-option process for Strickland Ward and the window is now open for applications.

853/19/20

Minute 752/19/20 – CCTV Camera for Gooseholme

The Town Clerk has signed the Funding Agreement and KTC have now received the grant from SLDC. The grant from the PCC is still awaited.

854/19/20

URGENT ITEMS OF BUSINESS

None.

855/19/20

REPORT ON WORK PROGRAMME

Janine Holt presented the report on project progress for February 2020 prepared by the Town Clerk. The following items were highlighted:

Staffing – the Project Manager has now returned to work from Maternity Leave.

Tree Tub Enhancements – a prototype planter has been created and is to be installed in situ prior to project being commissioned.

Ivy Screening – Councillor Owen commented that it was good to see this project progressing.

Ski Club Access to Kendal Castle – Councillor Cook raised the need for work to the pathway at the bottom of the Castle by the cemetery. This path is very muddy (even during dry spells) and needs flagging up for improvement works. Ownership of the path needs to be established. Councillor Owen asked that this be raised with SLDC on his behalf and he will highlight the issue.

Christmas Lights – there is a problem with the infrastructure and a date is awaited for a review meeting with the contractor. The junction box near McDonalds is an immediate priority. There will be some investment required to rectify the problems identified.

Oxenholme Defib – Councillor Rathbone updated Members on progress. KTC will take on ownership of the phone box in which the defib will be housed following the imminent closure of the Post Office. BT will pay for electricity for the next 7 years. The timescale will not meet the closure of the Post Office as KTC are not yet in a position to take on ownership. The defib will be put into storage in the meantime. Members noted that the provision of a defib will continue, however it is likely there will be a gap in service. The need to ensure emergency services are aware that the Oxenholme defib will be out of action was highlighted. The Chair suggested that the Town Clerk action a press release.

It was pointed out that Oxenholme and Natland first responders approached the Environment & Highways Committee initially and further requests to house defibs in unused phone boxes may be received.

Allotments – the ongoing issue of anti-social behaviour on Castle Hags Ext has been discussed with the police. A dedicated officer is to assess the area and produce a report with recommendations to help alleviate current issues.

Citizens Jury – it was noted that funding raised currently stands at around 60% of the target. The Citizens Jury will run until 3rd March. All money raised will be retained (regardless of whether the target is met).

RESOLVED

That the Town Clerk action a Press Release in respect of the Oxenholme defib. Emergency services to be made aware that it will be out of action.

856/19/20

SOCIAL MEDIA UPDATE

Councillor Rathbone agreed to take the lead on this project and will update Members at the next meeting.

RESOLVED

That Councillor Rathbone take the lead on this project and update Members at the next meeting.

857/19/20

HIGH STREETS TASK FORCE UPDATE

The first session of the High Streets Task Force is scheduled to be held on 19th March. The Project Manager will attend as KTC representative. The Town Clerk has discussed the Committee's desire for a press release with Matt Williams, Senior Specialist (Economy & Culture) at SLDC. He will draft a press release and liaise with the Town Clerk prior to its release.

858/19/20**REFURBISHMENT OF THE TOWN HALL UPDATE**

The Town Clerk has met with Sion Thomas of SLDC. The final decision as to whether or not to proceed with the refurbishment work will be made by SLDC by the end of March. Work is scheduled to take place from the beginning of June until October. KTC Officers will pack up the KTC office w/c 25th May and move into interim office accommodation the week after (location to be confirmed). Storage of Mayor's Parlour and Heritage items are still being considered. The Town Clerk is meeting with Sion Thomas on a monthly basis and will provide updates. Permanent office accommodation should be available in April 2021.

It was noted that Community Groups would not be able to use the Town Hall during the refurbishment period.

The Chair asked that the Town Clerk provide an update in respect of arrangements for Torchlight and location of Council and Committee meetings during the works.

RESOLVED

Town Clerk to provide an update at the next meeting.

859/19/20**UPDATE ON ANNUAL REPORT AND ANNUAL TOWN ASSEMBLY**

Members considered the draft Agenda which had been circulated prior to the meeting. It was noted that the Town Treasurer will stand in for the Town Clerk during the Annual Town Assembly. The agenda will be finalised next week and go to print at the end of February.

860/19/20**ANNUAL SLDC OVERVIEW & SCRUTINY REQUEST**

Each year the SLDC Overview and Scrutiny Committee sets an annual work programme to ensure Committee is able to focus on those areas likely to add the most value to the work of the Council. KTC have been invited to propose topics for the following year's work programme based upon strategic issues faced by the Council or the South Lakeland area.

Councillor Owen suggested that the issue of air quality be proposed in respect of concerns over air quality in Kendal town and whether the air quality management area needs to be extended geographically. He also raised the issue of particulate matter and asked whether SLDC could monitor PM2.5 readings.

Committee agreed this topic should be proposed to the Overview & Scrutiny Committee. It was noted that the deadline is Friday 21st March 2020.

RESOLVED

That the issue of air quality management be proposed as a topic for consideration by the SLDC Overview & Scrutiny Committee.

861/19/20 REQUEST FOR COMMENT ON ASSET OF COMMUNITY VALUE NOMINATION – THE CASTLE INN

Members were asked to comment on a nomination by a recently formed unincorporated body, named Castle Inn Kendal Open for the Future (CIKOFF), for the Castle Inn to be registered as an asset of community value. It was noted that the Town Clerk had requested a copy of the application form but SLDC advised they are not able to share it whilst the assessment is underway.

A general discussion ensued. Whilst members were inclined to support the Castle Inn being a community asset, there was a general concern that an eyesore might be created by an empty building and it was suggested that a timescale should be attached.

The Chair proposed that Committee support the nomination provided a timescale of 6 months be attached. This was seconded by Councillor Owen and carried unanimously.

RESOLVED That Committee support the nomination for the Castle Inn to be registered as an asset of community value, provided a timescale of 6 months be attached.

862/19/20 ITEMS FOR THE NEWSLETTER

Summer edition:

- Town Hall refurbishment – arrangements for events and location of meetings etc.
- Citizen's Jury update.

863/19/20 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*]

864/19/20 Update on KTC Staffing Structure Project

The Chair reported on initial recommendations from the working group as follows:

1. That Management Committee composition be amended to include Vice Chairs of Committees as substitute members in the absence of the Chair for a particular meeting.
2. That financial reporting, delegated authorities and sign-offs be reviewed with the aim of reducing bureaucracy.
3. That Committees be given greater delegated powers, such as approval of their own minutes and specific authority for action. Identify delegation from Full Council to each Committee and delegation to Council Officers.
4. Take Committee Minutes and questions arising therefrom en-block at Full Council.
5. Consider making Full Council and Management Committee bi monthly (alternating each month).
6. Consider ways of reducing Committee workloads. Consult Committee chairs and officers. Promote Task & Finish groups to reduce workload of each Committee.
7. Align grants policy with the Council's strategic objectives, including climate change and biodiversity.
8. Clarify the role of senior councillors including the Mayor, Deputy Mayor and Chair of Management Committee in directing the affairs of the Council.
9. Need to encourage all Committee Chairs and Vice Chairs to undertake Chairs training as essential training for the role. Encourage aspiring chairs to undertake Chairs training.
10. Make standing to speak at Council optional. But ensure that the Chair makes it clear who is speaking whenever members of the public are present.

The key points have been discussed with the Town Clerk who is considering practicalities. The Chair reiterated that the aim is to ensure greater efficiency and effectiveness of KTC in order to free up Officer time and have capacity to support task and finish groups and external projects.

865/19/20

READMISSION OF PRESS AND PUBLIC

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

RESOLVED

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

866/19/20

ANY OTHER BUSINESS

None.

The meeting closed at 8.25pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
849	New Inn Public House - Asset of Community Value	RES	Town Clerk to update in respect of the New Inn Public House (Asset of Community Value).
850	Kendal WW1 Remembrance Trail Memorial	RES	Kendal WW1 Remembrance Trail Memorial to be discussed at the next meeting.
851	Armed Forces Events	RES	Town Clerk to update on arrangements for Armed Forces events.
855	Oxenholme Defib	RES	That the Town Clerk action a Press Release in respect of the Oxenholme defib. Emergency services to be made aware that it will be out of action.
856	Social Media	RES	That Councillor Rathbone take the lead on this project and update Members at the next meeting.
858	Refurbishment of the Town Hall	RES	Town Clerk to provide an update at the next meeting.
860	SLDC Overview & Scrutiny Request	RES	That the issue of air quality management be proposed as a topic for consideration by the SLDC Overview & Scrutiny Committee.
861	The Castle Inn – Asset of Community Value	RES	That Committee support the nomination for the Castle Inn to be registered as an asset of community value, provided a timescale of 6 months be attached.