

Kendal Town Council

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



27 January 2025

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 3 February 2025**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Yours faithfully

A handwritten signature in black ink, appearing to be 'C Bagshaw'.

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.

Cumbria Police

There will be a brief presentation from Cumbria Police, followed by an opportunity to put questions to the Neighbourhood Policing Team.

Friends of Kendal's Heritage

There will be a brief presentation from Professor Rob David on the proposals to create a Friends of Kendal's Heritage Group.

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.

4. Minutes of Last Meeting (pages 4 to 9)

To receive the minutes of the meeting held on 2 December 2024 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (page 10)

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

6. Mayor's Communications and Announcements (pages 11 to 12)

To receive a report from the Mayor on recent activities and to hear any announcements (list of engagements attached).

7. Committee Memberships

To consider whether any additional members may be appointed to Committees, in light of changes to the Council's membership.

Background

The Council has vacancies on the Audit, Culture and Communities, Environment and Mayoralty & Heritage committees.

8. Recording Part Presence (page 13)

To consider a report on recording councillors' partial presence at meetings.

9. Risk Assessment 2024-25 (pages 14 to 20)

To consider the recommendation of the Audit Committee that the Council adopts the Risk Assessment report for the current year (see attached).

10. Council Reserves Policy (pages 21 to 26)

To consider the recommendation of the Audit Committee that the Council adopts the latest Reserves Policy (see attached).

11. Budget and Precept 2025-26 (pages 27 to 31)

To consider a report on the Budget for 2025-26 and to set a precept for the coming financial year (see attached).

12. Reports and Minutes from Committees (pages 32 to 102)

To receive verbal reports from the Council's Committees. Committee chairs are invited to give a brief account of their Committee's recent activities, if applicable.

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

- (a) Culture and Communities Committee on 18 November 2024
- (b) Environment Committee on 11 November 2024
- (c) Management Committee on 4 November 2024 and 6 January 2025
- (d) Mayoralty and Heritage Committee on 16 December 2024
- (e) Planning Committee on 18 November 2024, 2 December 2024, 16 December 2025 and 6 January 2025

13. Reports from Representatives on Outside Bodies (pages 103 to 105)

To receive reports from the Council representatives on the following outside organisations:

- (a) Integrated Community Care (a written report from Cllr R Sutton)
- (b) Lancaster Canal Regeneration Partnership (a written report from Cllr L Hendry)
- (c) Westmorland and Furness Diversity Equity and Inclusion Partnership (a verbal report from Cllr G Tirvengadam)

14. Dowker Bindloss Charity (pages 106d to 114)

To receive a report on the Dowker Bindloss Charity Fund.

Background

The Dowker Bindloss Charity was created in 1987 by the merger of several smaller funds for which Kendal Town Council was trustee. In 2012 the Trusteeship was transferred to Cumbria Community Foundation (CCF). CCF reports annually to the Town Council on its management of the Fund.

15. Schedules of Payments (pages 115 to 117)

To receive the schedules of payments for November and December 2024 (see attached).

Kendal Town Council

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Minutes of the meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 2 December 2024, at 7.30 p.m.

Councillors

G Archibald	Apologies	A Blackman	Present
S Blunden	Present	J Brook	Present
D Brown	Apologies	A Campbell	Apologies
S Coleman	Apologies	J Cornthwaite (Mayor)	Present
J Dunlop	Present	L Edwards	Present
R Edwards	Present	D Evans	Absent
C Hardy	Apologies	A Finch	Present
L Hendry	Present	M Helme	Apologies
H Ladhams	Present	E Hennessy	Present
D Miles	Present	S Long	Apologies
C Russell	Present	D Rathbone	Apologies
K Simpson	Present	M Severn	Present (part)
P Thornton	Present	G Supka	Apologies
R Sutton (Deputy Mayor)	Present	G Tirvengadam	Apologies

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Officer) and Natalia Williams (Development and Delivery Officer (Deputy Clerk)).

Also present: One member of the public.

43/2024 Apologies

Raised was the fact that a number of Members had not attended meetings for quite some time and the resulting potential impact on both their ward residents and fellow committee Members who had to shoulder more burden. This, it was felt, required addressing. The Mayor pointed out, however, that this matter had already been considered by the Management Committee.

Resolved: To receive and accept apologies for absence from Cllrs Archibald, Brown, Campbell, Coleman, Hardy, Helme, Long, Rathbone, Supka and Tirvengadam.

44/2024 Declarations of Interest

No declarations of interest were raised under this item.

45/2024 Exclusion of Press and Public

There were no excluded items included within the agenda.

46/2024 Minutes of Last Council Meeting

Resolved: To receive the minutes of the meeting of the Council held on 7 October 2024 and to authorise the Chair to sign them as a true record.

47/2024 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the Council.

Reference was made to Item Ref. No.23 (Representation on Outside Bodies) and a query raised as to whether there had been any tangible progress in relation to the Museum Partnership. Council was advised that there had been some action on this matter and that a progress update was due to be brought to the next meeting of the Mayoralty and Heritage Committee.

Resolved: To note the report.

48/2024 Mayor's Communications and Announcements

The Mayor presented a report on his recent activities, pointing out that the Deputy Mayor had attended a number of events on his behalf and highlighting a number of areas. He explained that a few festive events were yet to take place and referred to the forthcoming Mayor's Coffee Morning due to take place on 14 December, asking Members to try to attend and to contribute raffle prizes.

The Mayor and Deputy Mayor were thanked for their commitment and diligence.

Reference was made to Inter Faith Week which had taken place in November and it was suggested that the Mayoralty and Heritage Committee might consider the potential to invite other faith communities to attend Remembrance Sunday in 2025 alongside the Christian community. Information was sought with regard to the World AIDS Day event, however, the Deputy Mayor explained that he had been unable to attend. Some confusion had arisen with regard to the date, with the event being held on a Wednesday and World AIDS Day being on the Sunday. He hoped, however, that the Council would become involved in the future.

Attention was drawn to the fact that the List of Engagements included events which had not yet taken place, and the Town Clerk undertook to address this matter.

Resolved: To note the report.

49/202 External Auditor's Report

The Council's Audit Committee had reviewed the External Auditor's Report for 2023-24., which had been published alongside the Notice of Conclusion of Audit on 1 October 2024. The Committee had accepted the proposed actions by the Responsible Finance Officer (RFO).

The External Auditor's report was appended to this report. As last year, it was an unqualified audit, with two minor 'except-fors', which the Council needed to address and account for in the 2024-25 AGAR.

The 'except-fors' in 2023-24 were:

- (1) *The Internal Auditor has omitted the Council's website address from the top of their submitted report.*

This had been corrected immediately, and had been noted by the Internal Auditor.

- (2) *The External Auditor, in noting the Council's levels of reserves, and their relationship with earmarked reserves, recommends that the Council works towards ensuring that the unallocated (and therefore available cash) reserve is in the region of three months operating costs. This is in line with the recommendations in the JPAG Practitioners' Guide.*

This would be around £175,000 on current budgets. It was difficult to predict the precise level of general reserves at year end, but a conservative estimate suggested that the Council would be on track to have at least £60,000 unallocated on current expenditure. Further reserves could be identified if project funding was more aggressively reviewed. The Council needed to set out a three-year medium term financial plan as a part of its annual budget process, which should show how these reserves would be identified. This would be reported to Management Committee in the first instance, and the Full Council at its Precept setting meeting in February 2025.

Cllr Russell, in presenting the report, commended officers for their work and was proud to affirm that the Council was in a good position.

The need for such a large reserve for such a small council and whether it could be used for unexpected community need as well as emergencies was questioned, with attention being drawn to the question as to whether the Levelling Up Funding of £13.5m would actually come forward. The Town Clerk explained that the External Auditor's recommendations could not be ignored and added that Kendal Town Council was becoming bigger, with the Precept now being over £410,000. He added that there was nothing to say that unallocated reserves could not be accessed. It was suggested that the definition of unexpected expenditure might form part of the budget discussion.

Resolved: To note the External Auditor's report and accept the proposed mitigating actions.

50/2024 Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees and committee chairs were invited to give a brief account of their committee's recent activities, if they so wished:

- (a) Audit Committee on 21 October 2024 – Cllr Russell presented the minutes. He drew particular attention to Minute No.A22/2024, pointing out that the Committee had placed on record Members' heartfelt thanks to the former Events Officer for her work and commitment to the Council during her employment. The Council's thanks had since been conveyed, however, Cllr Russell now asked Council also to acknowledge and place on record its thanks for the work which had been carried out by the former postholder.
- (b) Allotments Committee on 30 September 2024 - Cllr Finch presented the minutes.
- (c) Kendal in Bloom Committee on 22 October 2024 – Cllr Blackman presented the minutes. He reminded Council of the Committee's decision not to enter Cumbria in Bloom 2025, however, pointed out that the Committee remained extremely busy in planning the trajectory moving forward.

Cllr Russell, in his capacity as Chair of Natural Kendal, took the opportunity to refer to money which had been set aside by the Environment Agency a number of years earlier for an arts event. He asked now whether the Council would be willing to back

a festival which was due to take place in the Town in July 2025. To this end, Cllr Hennessy raised a Point of Order, saying that this was an inappropriate request from a Member representing another organisation.

- (d) Mayoralty and Heritage Committee on 23 September 2024 – Cllr Cornthwaite presented the minutes. Reference was made to the recent Remembrance Sunday event and the need in future to use the road in the best way possible, ensuring that the two minute silence took place at the War Memorial. Queried was whether there had been any more thought with regard to the forthcoming anniversaries and, in particular, the 450th Anniversary of the Borough Charter, potentially utilising the Jubilee Budget. Members were advised that the anniversaries were due to be discussed at various committees, particularly Mayoralty and Heritage. Members would be kept informed. Also referred to was Minute No.MH25/2024 regarding Twinning and the invitation for the mayor equivalent of Killarney to attend Kendal Mountain Festival (and not Mintfest as referred to within the document). It was queried as to whether there had been any feedback. The Town Clerk explained that there had been mixed responses, however, pointed out that the mayor equivalent of Killarney was not actually local to that Town. He believed though that there was still enthusiasm from the Killarney Twinning Association and he would be bringing a report to the next meeting of the Mayoralty and Heritage Committee on the latest progress.
- (e) Planning Committee on 7 October, 21 October and 4 November 2024 - Cllr Ladhams presented the minutes. Attention was drawn to the fact that the Town Council was due the next day to make representation to Westmorland and Furness Council's South Lakeland Local Area Planning Committee with regard to the Town Hall planning application.

Resolved: To receive the minutes of recent meetings of the Council's standing committees shown above.

51/2024 Reports from Representatives on Outside Bodies

Council considered reports from the Council representatives on the following outside organisations:

- (a) Integrated Community Care (a written report from Cllr R Sutton)
- (b) Lancaster Canal Regeneration Partnership (a written report from Cllr L Hendry) – Cllr Hendry took the opportunity to draw attention to the success of the "Great British Rake-Off" which had taken place on 30 November. Attention was drawn to the need for additional information boards along the canal towpath.
- (c) South Lakes Action on Climate Change (SLACC) (a written report from Cllr S Blunden) – Cllr Blunden drew attention to the fact that the meeting referred to had taken place on 14 November, although two dates were mentioned in error within the report. He also stressed the fact that he had not been present at the meeting.

Cllr Hennessy hoped that he was speaking on behalf of all Members in expressing the Council's thanks to SLACC for the work carried out over the last 15 years. The organisation was shortly going to close down and Cllr Hennessy commended the work which had been carried out in Kendal and the wider area.

Resolved: To receive the reports from representatives on the outside organisations shown above.

52/2024 Budget 2025/26

The Town Clerk provided an update on actions taken to date in relation of the making of budget recommendations for the 2025/26 financial year.

The Council's committees had been making their budget recommendations for the forthcoming financial year, and the Management Committee's Budget Working Group had met to begin the process of drawing them together into a single budget. The next stage in the process was for the Management Committee itself to receive the recommendations of the Budget Working Group, with particular reference to delivering a balanced budget, with appropriate reserves allocated. This would be done at the January 2025 meeting of the Management Committee, from which there will be a recommended budget, precept and Council Tax level, for the Full Council to consider at its meeting in February.

Cllr Russell explained that the full draft budget was not being considered this evening due to the External Auditor's recent recommendation for the Council to work towards ensuring that the unallocated reserve was in the region of three months' operating costs, i.e. around £175,000. This would be discussed by the Management Committee on 6 January 2025 prior to the Budget being set by Council in February. Despite the need to address this recommendation, Cllr Russell stressed that the Council remained in a strong position. He reminded Members that the Council needed to plan for a budget to meet its expected requirements. Should unexpected need emerge, then this would be something that could be accommodated from reserves, if necessary.

Resolved: To note the progress made to date towards the delivery a balanced budget for the 2025/26 financial year.

53/2024 Wainwright Award 2024

The Town Clerk provided details of the timetable in relation to the Wainwright Award 2024, which would culminate in Council considering nominations received at its meeting in April 2025. The Town Clerk explained that, following approval of the timetable, he would post the information and application form on the Council's Website.

Resolved: To approve the timetable in relation to the Wainwright Award 2024-25.

54/2024 Schedule of Payments

The Council was presented with the schedule of payments for September and October 2024 and the Town Clerk responded to a number of queries raised by Members.

Raised in particular was the need to alter the reference to "Consultant Fees Christmas Switch on" to something more meaningful, for example "Organisation Support for Christmas Switch on" to better reflect the work which had been carried out. The Town Clerk acknowledged the fantastic work which had been carried out in this respect, pointing out how much the parish precept was reinvested in the Town.

Attention was drawn to the fact that the reference to Abbot Hall Bowling should sit within the heading of Community Grants and the Town Clerk undertook to address this matter.

Stressed was the need to source locally where possible and the purchase by the Projects Officer from Bookshop.org by the Projects Officer in relation to books for the Eddington was commended. The Town Clerk took the opportunity to inform Members that the Projects Officer would shortly be leaving the employment of the Town Council. This would be a great loss to the Council, however, the Town Clerk was pleased to say that this would allow the Projects Officer to concentrate on her music career.

Resolved: To receive the schedule of payments for September and October 2024.

55/2024 Mayor's Announcements

The Mayor made a number of announcements, in particular referring to the latest edition of the Council Newsletter. He asked those Members who had not received a hard copy of the document or who know of others who had not to contact the Development and Delivery Manager (Deputy Clerk) so that she could look into the reasons as to why they had not been delivered.

The meeting closed at 8.55 p.m.

Agenda Item No.5 - Full Council - Minute Action Sheet - as at 27 January 2025								
Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
5	31/07/2023	40/2023	Civility and Respect Pledge	To sign up to the Pledge from the National Association of Local Councils, however, to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct, with input to be sought from all Members	CB		22-Jul-24	Being considered through Management Committee and now being actioned by the Audit Committee. Recommendations will be sent back to the Management Committee for consideration before adoption by the Full Council.
10	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to address the issue of training on LGBTQIA+ terminology within the Respect agenda.	CB		In progress	
24	07/10/2024	38/2024	Minute Action Sheet	An interim statement on outside bodies to be brought to the next meeting of the Council.				Not yet complete. Report to be considered by Management Committee in January.
25	07/10/2024	42/2024	Schedule of Payments	To provide clarification within future schedules of payments around the service charge paid by the Town Council to Westmorland and Furness Council in relation to the Town Hall				This will be clarified as the Council clarifies its current contracts with Westmorland and Furness Council.

Kendal Town Council**Council – 3 February 2025 – Agenda Item No.6****Mayor's Engagements 28th November 2024 – 31st January 2025****Mayor:**

Thursday 28th November 2024	18:30 - 19:30	Inspired Meadows Networking Event	Carus Green Golf Club
Sunday 1st December 2024	14:00	Kendal Bid Christmas Market	Kendal Market Place
Tuesday 3rd December 2024	17:30 – 19:30	Kendal Futures Christmas Drinks	Bootleggers, Market Place Kendal
Wednesday 4th December 2024	16:30 - 18:00	Youth Presence Community Celebration	Kendal Rugby Club
Wednesday 4th December 2024	18:45	NSPCC Candlelight Service	Kendal Parish Church
Friday 6th December 2024	9:00	Talk to Children	Whinfell School
Monday 9th Dec 2024	18:30 – 20:00	Prize Giving	The Queen Katherine School
Thursday 12th December 2024	19:30	Hound of the Baskervilles Play – Kendal Theatre Group	Castle Street Centre
Friday 13th December 2024	Lunchtime	Signing memory book for David Knipe	Kendal Market Place
Friday 13th December 2024	19:00	Choir	Stricklandgate Methodist Church
Saturday 14 th Dec 2024	10:00 – 13:00	Mayor's Christmas Coffee Morning	
Saturday 14th Dec 2024	14:00	Life Steps Christmas Carol Service	Kendal Unitarian Chapel
Saturday 14 th Dec 2024	19:00 – 20:00	Amabile Choir – Christmas Concert	Kendal Parish Church
Sunday 15th December 2024	14:00 – 16:00	Kendal Concert Band	Town Hall Assembly Rooms
Monday 16th Dec 2024	12:00 – 13:00	Veterans Coffee Event	Kendal Town Hall
Tuesday 17th December 2024	19:00	Burneside Brass Band	Burneside Cricket Ground
Sunday 22 nd December 2024	16:00 – 17:00	Carols	Kendal Parish Church
Thursday 16th January 2025	17:00 – 19:00	Alcohol Free Tasting Event	19 The Wine Bar
Wednesday 29 th January 2025	14:30	Opening new classroom	St. Patrick's Primary School, Endmoor

Deputy Mayor:

Sunday 1st December 2024	14:00	Kendal Bid Christmas Market	Kendal Market Place
Friday 6th December	14:30	Opening of memorial bench	Greenside Allotments
Saturday 7th December 2024	11:00 – 12:00	Kendal Whisky Festival	Mayor's Parlour
Sat 14 th Dec 2024	10:00 – 13:00	Mayor's Christmas Coffee Morning	
Sat 14th Dec 2024	14:00	Life Steps Christmas Carol Service	Kendal Unitarian Chapel
Monday 16th Dec 2024	12:00 – 13:00	Veterans Coffee Event	Kendal Town Hall
Thursday 16th January 2025	17:00 – 19:00	Alcohol Free Tasting Event	19 The Wine Bar

Kendal Town Council

Agenda Report

Committee: Council	Meeting Date: 3 February 2025
From: Town Clerk	Agenda No: 8
Description: Recording Part Presence at Council Meetings	

Background

There has been some confusion over the Council's policy relating to recording a Councillor's presence at a meeting, when the Councillor only attends a part of the meeting for a variety of reasons. The purpose of this report is to clarify what the Council's options are in these circumstances and to make a recommendation for the Council to adopt for future practice. This may entail an amendment to Standing Order 2, t, ii)

2, t, The minutes of a meeting shall include an accurate record of the following:

...

ii. the names of councillors who are present and the names of councillors who are absent;

What is the issue?

If a councillor arrives late to a meeting, or if they leave before the business of the meeting has been transacted, should they be described in the Minutes as being present?

If the policy were to be adopted that a Councillor is described as being present, regardless of how much of the meeting they actually attend, does this serve the public interest?

Currently, the model standing orders are silent on this subject. Minute-taking officers have developed the habit of recording a councillor as 'part' present, in circumstances where they arrive very late or leave very early. This allows the partial absence from the meeting to be noted. If a councillor absents themselves prior to a specific part of the meeting which may require a vote, then the point at which they leave *may* be noted in the minutes, and the summary table would show that they were Present (part). Likewise an absent member's arrival may be noted in the minutes if it is after an issue requiring a vote. Again, the summary table would record that they were 'Present (part)'.

Town Council meetings are usually unlike meetings at principal authorities – there is very little coming and going during the meeting, and committee meetings will often briefly adjourn if a member requires a comfort break. In this respect, officers do not find themselves required to log every movement from the meeting.

A quick poll of other Town Councils revealed no consensus on this issue. Some Councils record the exact time of the members arrival or departure, others note it more generally, and others still do not make any distinction.

Recommendation

That the Council adopts a policy of recording a member's 'part' presence if they are not present for a significant section of the meeting. 'Significant' in this context would mean not being present for items on the agenda which are not procedural or requiring considerable debate.

Decision Required

The Council is asked to adopt the Policy and amend Standing Orders appropriately.

Kendal Town Council**Agenda Report**

Committee: Council	Meeting Date: 3 February 2025
From: Town Clerk	Agenda No:9
Description: Risk Assessment Review	

Background

The Council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis. This assessment was last reviewed by the Audit Committee in January 2025, and is presented to Full Council for adoption. The Committee made a number of suggestions for the presentation of future Reviews, and these will be incorporated over the next year, in time for the next review.

Decision Required

The Council is asked to accept the Audit Committee's recommendation that the review of Risk Management practices be accepted.

Risk Assessment Review 2025

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis. This assessment was last reviewed by the Audit Committee in January 2024, and considered by Full Council the following month.

The format below follows a matrix developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm councillors with the minutiae of individual process-based risk assessments, it takes a much broader view of the concept of risk, and challenges the council to demonstrate that it is identifying and mitigating risk through its policies and procedures. It includes a list of areas where the Council is assisted in this challenge by its internal auditor. In this context the internal auditor plays the vital role of a critical friend.

Since last year, we have:

- introduced numbering, to ease navigation
- referenced the Council Plan where appropriate
- compared this approach to other similar councils.
- added issues relating to the Council's pension fund

The Council had hoped to recruit a Health and Safety advisor in 2024, to complement the work carried out by its Human Resources Advisor (Meraki HR). However, for capacity reasons, this task was not completed and is now considered a priority aim for early 2025. It is anticipated that an H&S advisor will audit the Council's existing processes, and recommend various actions relating to the more detailed risk management process, particularly issues relating to the physical and mental wellbeing of staff, members and the public.

Risk Assessment 2025

Areas where we use insurance to help us manage risks

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

1	Internal controls	Risk Level	Action by Kendal Town Council
1.1	Maintaining an up-to-date asset register	H	Asset register being continuously reviewed and updated. Also Retention and Disposal policy and valuation review of assets being undertaken
1.2	Fidelity guarantee	M	Insurance reviewed annually to ensure adequate provision
1.3	Regular maintenance arrangements for physical assets	M	Officers' workload monitored. Programme of work scheduled. Christmas lighting procedures under review. Allotment inspection and maintenance procedures monitored and new software enabled. Register and review of other physical assets ongoing.
1.4	Annual review of risk and adequacy of insurance cover by RFO and Audit Committee	H	Ensure risk is continually monitored by officers, and the process is overseen by the appropriate committee.
1.5	Ensure robustness of insurance provider	L	Monitor and take advice from CALC and others
1.6	Vehicle maintenance and insurance	M	Reviewed annually with regular inspections. Policy to be reviewed again Summer 2024.
2	Internal Audit Assurance		
2.1	Review internal controls by internal auditor and Audit Committee	H	Work with Internal Auditor to ensure compliance
2.2	Review management arrangements for insurance	H	Internal Auditor to cover
2.3	Spot test specific internal controls	M	Internal Auditor to cover. Audit Committee to scrutinise.

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable buildings, amenities or equipment
- Maintenance of vulnerable buildings, amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities

- Quality assurance of Professional services

3	Internal Controls		Action by Kendal Town Council
3.1	Standing orders and financial regulations dealing with award of contracts and purchase of capital equipment	L	Standing Orders and Financial Regulations adopted specifying process. New Financial regulations adopted 2023. New model regulations expected 2024, which will require reviewing prior to adoption in 2025.
3.2	Regular reporting on performance by suppliers/providers/contractors	L	Identify suppliers and bring to council where necessary
3.3	Annual review of contracts	L	Appropriate committee to schedule in meetings where required
3.4	Clear statements of management responsibility for each service	L	Council has developed new roles for committees in line with the 2023 Council Plan. Officer roles have been reviewed and new practices developed to ensure clearer lines of responsibility.
3.5	Regular scrutiny of performance against targets	L	Review against new plan being implemented across all committees. Staff have regular performance monitoring through line management and overseen by Staffing Sub-Committee.
3.6	Adoption of and adherence to codes of practice for procurement and investment	L	Updated Financial regulations to be adopted. To be reviewed to ensure they match current best practice and statutory requirements.
3.7	Arrangements to detect and deter fraud and corruption	L	Reviewed in 2023 and new procedures for reconciliation introduced. Further work to be done.
3.8	Regular bank reconciliation, independently viewed	M	Reviewed in 2023 and new procedures for reconciliation introduced. Further work has been done to improve reporting and transparency.
3.9	Check on Pension fund liabilities, including stranded assets	L	Reviewed in 2024 with Cumbria Pension Fund
4	Internal audit assurance		
4.1	Review of internal controls in place and their documentation	L	IA reports to appropriate committee

Areas where we can self-manage risk

5	Internal Controls		Action by Kendal Town Council
5.1	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	H	DocuSign system used with all payments reported to Full Council. Audit committee briefed to make deeper dives into process.

5.2	Recording in minutes the precise powers under which expenditure is being approved.	L	Reviewed in 2023 and still requires further improvements to embed across all areas of activity.
5.3	Regular returns to HMRC	L	Salary system subject to periodic checks with payroll supplier
5.4	Contracts for all staff, annually reviewed by the council	L	Whole suite of contracts reviewed by external HR consultants in 2023, overseen by Management Committee through Staffing Sub-Committee.
5.5	Systems for recording any relevant changes in legislation	L	Clerk reviews and reports to appropriate committee
5.6	Regular VAT analysis	L	Finance Officer oversees this. Reviewed at least every two years to ensure compliance with VAT Notice 749.
5.7	Training of RFO and finance staff in VAT and taxation issues	L	Next tranche due with publication of latest Model Financial Regulations in 2025.
5.8	Regular budget monitoring statements	M	All Committees now review same-format budget monitor statements at every meeting.
5.9	Procedures for monitoring grants or loans made or received	L	Whole system reviewed in 2021. Ongoing improvements being implemented with single point of contact and clear terms of reference and follow up. Further improvements made in 2024, but main grant committee still requires overhaul of criteria for funding.
5.10	Minutes properly numbered and paginated with a master copy in safe keeping.	L	Master copies kept in locked metal cupboard. Reviewed 2022, with proper practices restored after premises changes and Covid. All processes now compliant.
5.11	Documented procedures to deal with enquiries from the public.	L	To be reviewed in Spring 2025, following staffing changes.
5.12	Documented procedures to deal with responses to consultation requests.	L	Included in changes to Committee Terms of Reference, so most consultations have Committee response
5.13	Monitoring arrangements for Local Councils Award scheme.	L	To be reviewed in 2025-26.
5.14	Documented procedures for document receipt, circulation handling and filing.	L	GDPR and document storage reviewed in 2023 in Meraki Audit. Needs further work for full implementation.
5.15	Procedures for recording and monitoring members' interests and gifts and hospitality.	L	Reviewed in 2021-22. To be reviewed again 2024-25.
5.16	Adoption of code of conduct for members	L	New Code and legislation reviewed 2021/22-2022/23 and adopted as required. New Code used post LGR with no material changes.

5.17	Safe operating practices of staff/volunteers and participants in Events	M	Clerk to ensure proper risk management and training for all staff. Training to be reviewed continuously, at least annually. Records to be kept. Operational staff IOSH trained as appropriate. New H&S advisory service sought 2024 – this was delayed is now a priority in 2025.
5.18	Safe operating of events	H	Risk management policies to be implemented at outset. Officers to be trained to appropriate IOSH level.
5.19	Safe operating and maintenance of public spaces, including aspects of tree management and building management.	H	Staff to be trained to appropriate level. Regular inspection regime with records of inspections logged. Continuous improvement culture adopted, but system requires consistent reinforcement. New H&S advisory service sought 2025.
5.20	Safeguarding of young people and adults at risk who interact with the council	H	Safeguarding policies reviewed 2024. Safeguarding lead identified and trained. DBS checks on appropriate staff. Further appropriate training where required. Continuous review. Training and awareness also required from elected members.
5.21	Safe working practices for staff inside and outside.	H	Regular assessments of working environment, fire and other risks, COSHH, effective PPE, lone working, work station safety, vehicle use, building safety. Risk assessment system in place for most activities. Dynamic risk assessment where appropriate. New H&S advisory service sought 2024-25.
5.22	Safe working in the context of Coronavirus or other pandemics	L	Regular and thorough review of government, PHE specialist sector and NHS guidelines for all activities. Adopt and adapt as required.
6	Internal Audit Assurance		
6.1	Review of internal controls in place and their documentation	L	IA to note and include in report to council
6.2	Review of minutes to ensure legal powers in place, recorded and correctly applied.	L	IA to note and include in report to council
6.3	Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	L	IA to note and include in report to council

	including petty cash transactions		
6.4	Review and testing of arrangements to prevent and detect fraud and corruption	L	IA to note and include in report to council
6.5	Testing of disclosures	L	IA to note and include in report to council
6.6	Testing of specific internal controls and reporting findings to management.	L	IA to note and include in report to council

10 January 2025

Kendal Town Council

Agenda Report

Committee: Council	Meeting Date: 3 February 2025
From: Town Clerk	Agenda No:10
Description: Reserves Policy	

Background

The Audit Committee has reviewed the Council's Reserves Policy and recommends it for adoption. The Audit Committee will formally review this policy every year and bring it to Council for subsequent adoption whenever changes are proposed.

Decision Required

The Council is asked to adopt the Policy.

Kendal Town Council DRAFT RESERVES POLICY 2024/25

Purpose

The Town Council maintains three types of reserves, for differing reasons:

- a general reserve, represented by the General Fund working balance, which provides working capital and a buffer against financial risks; and
- earmarked reserves to meet known, planned or predicted spending requirements which have been identified specifically.
- restricted reserves, which are usually the product of specific activities, and from which future spending is restricted to a specific area of expenditure.

The Council acknowledges that there is a balance to be struck between holding excessive reserves raised from public monies and retaining a prudent level of funds. The Council will follow the guidance set out in Section 5 of the JPAG Practitioners' Guide, which suggests that the General Reserve level should be set at between 3 and 12 months operating costs. The External Auditor in 2024 drew attention to the level of earmarked reserves the council maintained, and suggested that the balance to General Reserves should be increased in line with the JPAG recommendations.

Previously (to 2021), the Council resolved to follow the advice of the RFO/Treasurer on the appropriate levels of General Reserve.

General Fund Working Balance

This reserve represents the balance on the Council's revenue account, ie the account which records all its financial transactions. Unless allocated for a specific purpose, revenue budget underspendings and windfalls are added to the working balance, while overspendings are taken from the balance.

The balance provides working capital to assist the Council's cash flow and acts as a buffer against unexpected events or expenditure. The optimum level for the working balance is determined by an assessment of the Council's potential exposure to financial risks, together with a judgement of the extent to which earmarked reserves can support its cash flow on a temporary basis.

Earmarked Reserves

Other than funds governed by legal conditions, the earmarking of reserves is at the discretion of the Council and monies can be moved from one to another if required. Reserves do not generally accrue interest on the investment of their funds; exceptions to this rule are the subject of specific decision by Council, eg Allotments and Wainwright Funds.

In order to avoid future over-commitment, the day to day operational costs of running the Council are to be met from the revenue budget and reserves shall not be used to fund recurring expenditure.

Establishment and Use of Reserves

The Annex to this policy provides further details of the Council's current reserves with a target range for each one.

The establishment or closing of an earmarked reserve requires a formal decision of Council. Similarly the approval of Council is required for all contributions and transfers to reserves, and all use of reserves to fund expenditure.

Funding from Earmarked Reserves may be used for projects which may take more than a single financial year to resolve. However, project funding should not be used for expenditure items which should properly be funded by revenue. Project funding through earmarked reserves should be subject to proper Project Management practices, in terms of scoping, financial reporting and time-framing.

Review

This policy will be subject to annual review.

Reserves Policy

Current Reserves

Reserve	Purpose	Target level
General Reserves		
General Fund Working Balance	<ul style="list-style-type: none"> • Provision of working capital • Buffer against uneven cash flows, inflationary pressures, sharp budgetary changes, unexpected events or emergencies 	Assessed on the basis of financial risks to the Council, with a rule of thumb being 3 months' operating costs. Range: £175,000 to £200,000
Earmarked Reserves		
Development Fund	<ul style="list-style-type: none"> • Provision of funds for non-recurring initiatives which further the Council's objectives, primarily via the Council Plan • Mechanism to accumulate funds for major multi-year projects 	Based on an assessment of the financial requirements of specifically identified and approved schemes. Typical Range: £nil to £200,000
Allotments Fund	<ul style="list-style-type: none"> • To fund the acquisition of land as required for the provision of new allotment sites • To fund major repair and improvement schemes for allotments 	The Fund was established with a major contribution from a capital sale; other than interest, it is not anticipated that regular contributions will be made until the Fund falls to an unacceptable level. Range: £10,000 to £75,000
Arts and Heritage Fund	<ul style="list-style-type: none"> • The Fund is credited with the proceeds of the sale of heritage assets • To meet the costs of cleaning, repairing, renovating and valuing the Council's heritage assets 	It is not anticipated that regular substantial contributions will be made to the Fund, in which case it will gradually be depleted, after which time relevant expenditure would be met from the revenue account or its working balance. Range: £nil to £15,000

Reserves Policy

Reserve	Purpose	Target level
Environment Reserve	<ul style="list-style-type: none"> • To fund significant environmental improvements to benefit the local community • Initially established to fund a set programme of work totalling £90,000 over a three year period 	<p>There are no current plans to maintain this reserve, which will be gradually depleted as projects are delivered. Range £nil to £13,000</p>
Election Reserve	<ul style="list-style-type: none"> • To smooth the impact on the revenue budget of periodic full Council elections by accumulating the anticipated expenditure over the intervening period 	<p>Regular annual contributions will seek to accumulate sufficient funds in advance to meet the cost of full and by-elections. <i>Range £16,000-£80,000</i></p>
Community Infrastructure Levy (CIL) Reserve	<ul style="list-style-type: none"> • To retain CIL income from developments within the Kendal area pending its use for projects, primarily within the Action Plan, to deliver: <ul style="list-style-type: none"> ○ the provision, improvement, replacement, operation or maintenance of infrastructure; or ○ anything else that is concerned with addressing the demands that development places on an area. • The monies have to spent within five years of receipt and the reserve allows funds to be accumulated to enable projects to be delivered. • The Management Committee is delegated the function of managing requests for the utilisation of this fund. 	<p>Funding from this source is expected to be variable year on year, dependant on the level of development in the town. Range £nil to £300,000</p>
Kendal Resilience	<ul style="list-style-type: none"> • A legacy fund which was established to support the work of Kendal Community Emergency Planning Group, and now funds the work of the Council's Community Resilience Officer 	<p>A balance of £10,629 was transferred over from KCEPG. It is not anticipated that this fund will be replenished, so it will be run down and expenditure eventually will be revenue funded.</p>

Reserves Policy

Reserve	Purpose	Target level
FRSWG	<ul style="list-style-type: none"> A fund developed to contribute towards the cost of a glass wall on Aynam Road as a part of the Kendal Flood Relief Scheme. An agreement with EA in 2020 committed the Council to paying £150,000 after 1 April 2024. 	This fund achieved its target of £150,000 and should be drawn down in the financial year 2024-25
Connectivity	<ul style="list-style-type: none"> An earmarked fund developed to ensure the council could contribute usefully to its aspirations relating to the River Corridor Connectivity plan. Most of it was used to buy, and the thereby safeguard the land at Mintsfeet riverside from a private developer. 	There is less than £3,000 in the fund currently and no specific plans to replenish it.
Wainwright Fund	<ul style="list-style-type: none"> Established by a legacy contribution of £10,000 which cannot be eroded, supplemented by windfall income of a charitable nature Income is used to fund the award of an annual grant to persons or organisations which has done most to promote the prestige of Kendal or contributed significantly to the betterment of its inhabitants. 	In the absence of further windfall contributions, the Fund will gradually reduce from its current level to that of the original legacy. The Fund would have to be replenished if its balance inadvertently fell below £10,000. Range £10,000 to £12,000

Date of Approval:

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 3 February 2025
From: Town Clerk	Agenda No. 11
Description: Draft Budget 2025-26	

Summary: The Council is asked to consider the recommendation for a Budget for 2025-2026 from the Management Committee, and on acceptance, approve a Precept Demand to the Collecting Authority.

The Budget Working Group reviewed the Committee's budget requests for the next Financial Year, and reported their findings to the Management Committee. The Management Committee, in turn, has reviewed the proposed budget and made the attached recommendation.

The Management Committee is the delegated Committee to consider the application of the Council's Community Infrastructure Levy (CIL) receipts. The budget includes an application of CIL funding for some areas of expenditure.

Decision Required

The Council should consider the Recommended Budget, make any changes it sees fit, and resolve to accept it along with the level of Precept for 2025-2026.

Kendal Town Council Budget 2025-2026

Preliminary Notes

The Council should set a balanced budget, in so far as it should set out how much it would like to spend and on what, and how it would expect to pay for it.

In the budget below, the majority of expenditure is funded through the principal sources of revenue – the Council Tax, rental income and bank interest. The remaining balance of £44,500 is proposed to be funded through the Community Infrastructure Levy.

This year (2025) is the first year there is no contribution from central government to support the impact of the decrease in the Council Tax base caused by changes to the calculation of Council Tax support in 2013. This grant, known as the Council Tax Support Grant, was worth £33,000 to Kendal Town Council in 2024.

The Income budget makes no assumptions about the CIL income in 2025/26. We will not know how much has been distributed in CIL for the second half of 2024 until April 2025.

For an explanation of individual Committee budgets, please see the minutes of the respective meetings which proposed them.

	2024/25	Projected Outturn	Proposed Budget 25/26	% of previous	CIL funded
Income					
Precept	636,157	636,157	712,496	112.0%	
Rents	24,200	24,200	25,000	103%	
Interest	4,500	12,000	15,000	333%	
Grants	33,000	33,046		0%	
CIL	-	111,616			
Other income	-	28,500	12,500		
Total	697,857	845,519	764,996	110%	
Expenditure					
Allotments					
Water	1,950	1,950	2,100	108%	
Rent	1,050	900	1,050	100%	
Pest control	3,200	3,200	3,300	103%	
Maintenance	9,000	9,000	9,200	102%	
Total	15,200	15,050	15,650	103%	
Culture & Communities					
Community Grants	43,000	43,000	30,000	70%	
Festival Grants	28,000	28,000	25,000	89%	
Citizens' Advice	-	-	5,500		
Torchlight	-	-	10,000		

Culture & Communities (cont'd)	2024/25	Projected Outturn	Proposed Budget 25/26	% of previous	CIL funded
Brewery Arts	-	-	10,000		
Community Resilience	-	-	5,000		
Xmas Lights	30,000	30,000	31,000	103%	
Lights infrastructure	5,000	5,000			5,000
Electricity	1,100	1,100	1,750	159%	
Switch on	10,000	10,000	11,000	110%	
Bunting	1,500	1,500	1,500	100%	
Anniversaries	-	-	10,000		
Total	118,600	118,600	140,750	119%	
Kendal in Bloom					
Floral Displays	30,000	30,000	30,600	102%	
Projects and Grants	6,000	6,000	6,000	100%	
Total	36,000	34,500	36,600	102%	
Environment					
New infrastructure	-	-			4,500
Infrastructure Maintenance	5,000	5,000	8,000	160%	
Footway lighting charges	5,000	-	-	0%	
Litter bin charges	3,250	3,702	4,250		
Biodiversity Grants	10,000	10,000	10,000	131%	
Planting for Pollinators	6,400	6,400			
Birdcage improvement	5,000	5,000			
Green infrastructure maintenance	-	-	6,000		
Footpath Improvements	-	-			20,000
Bus stop improvements	-	-	5,000		15,000
Natural Kendal	-	-	10,000		
Total	34,650	30,102	43,250	125%	

Table continued on next page

Management	2024/25	Projected Outturn	Proposed Budget 25/26	% of previous	CIL funded
Premises	22,628	21,000	27,000	119%	
IT	29,700	29,700	34,000	114%	
Staffing Costs	322,000	322,000	360,000	112%	
Insurance and Finance	14,520	17,605	16,000	110%	
Stationery	8,100	8,700	8,200	101%	
Vehicle	5,100	5,100	5,500	108%	
Elections	10,000	10,000	15,000	150%	
Kendal Futures and Kendal Vision	15,800	15,800	15,800	100%	
Promoting Kendal website and leaflets	20,850	19,350	21,000	101%	
Total	448,698	449,255	502,500	112%	
Mayoralty & Heritage					
Mayoral Allowance	5,000	5,000	3,500	70%	
Deputy Mayoral Allowance	-	-	1,500		
Mayoral Travel	800	800	800	100%	
Mayor Making	2,500	2,068	2,100	84%	
Torchlight Reception	2,000	1,800	2,000	100%	
Remembrance	350	380	1,600	457%	
Curatorial services	250	250	250	100%	
Misc Functions and expenditure	4,000	4,500	4,000	100%	
Twinning	1,500	1,250	1,500	100%	
Exhibitions	1,000	1,000	1,000	100%	
Kendal Museum	2,000	2,000	2,000	100%	
Total	19,400	19,048	20,250	104%	
Planning					
Local Plan development	2,500	1,500	1,500	60%	
Training	2,500	2,500	2,500	100%	
FRSWG	20,000	20,000	-	0%	
Total	25,000	24,000	4,000	16%	
Total	697,548	690,555	763,000	109%	44,500

Council Tax Implications

The Collecting Authority (Westmorland and Furness Council) has published the Council Tax Base for 2025/26. This shows a 4.1% increase in Kendal. The Precept figure shown in the Income table is divided by the Council Tax base to calculate the Band D rate of Council Tax for the parish contribution.

In the proposed budget, a 12% increase in the Precept, requires an 8% increase in the parish contribution from the Council Tax. In Kendal this equates to a £4.44 increase in the annual bill for a Band D Council Tax payer – the equivalent to less than 9p per week. The contributions from other Council Tax Bands are set out below.

	2024	2025	Increase
Council Tax base	10933.36	11378	104.1%
Band D	58.18	62.62	108%

Impact on Bands 2025-26

Band A	41.75
Band B	42
Band C	49
Band E	76.54
Band F	83.49

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED

www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Culture and Communities Committee held on Monday, 18 November 2024, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr L Edwards (Vice-Chair)	Present	Cllr M Helme	Apologies
Cllr H Ladhams (Chair)	Present	Cllr S Long	Present
Cllr C Russell	Present	Cllr K Simpson	Absent
Cllr R Sutton	Present	Cllr P Thornton	Present

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant) and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

Also present: A number of members of the public.

Public Participation

Ann Bruce, representing South Cumbria Breastfeeding Support, addressed the Committee. The group was applying to Kendal Town Council for a grant for funding in order to run ante natal sessions for parents. It worked in collaboration with Kendal Parent Network. M/s Bruce explained that the aim was for every mother and baby to have the breastfeeding experience that they wanted to have. She pointed out that having good support throughout the breastfeeding journey made a big difference, from social support and encouragement to skilled support with breastfeeding challenges.

A representative of Kendal Parent Network informed the Committee about the weekly ante natal group in Kendal, pointing out that there was a lack of this type of education in the area, with NHS provision being scant. Bumpstart brought in services providers from a whole range of areas, including Cumbria Breastfeeding Support.

Parent representatives explained how different the assistance provided by Cumbria Breastfeeding Support was to that provided by the NHS. Breastfeeding Support Cumbria provided the resources to improve each individual's breastfeeding journey and, in addition, provided an opportunity to gain peer support.

The speakers responded to questions raised by Members.

CC27/2024 Apologies

Resolved: To receive and accept an apology for absence from Cllr Helme.

CC28/2024 Declarations of Interest

No declarations of interest were raised.

CC29/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

CC30/2024 Minutes from the Last Meeting

Resolved: To receive the minutes of meeting of the Committee held on 16 September 2024 and to authorise the Chair to sign them as a correct record.

CC31/2024 Minute Action Sheet

The Town Clerk presented a report on actions taken by officers on resolutions or recommendations made at previous meetings. He pointed out that the only outstanding issues were those with regard to working groups. The Grants Criteria Group would need to meet before the end of February before the grants process re-started. A working group, which would be led by the Heritage Officer, was also required for consideration around the 80th Anniversary of VE Day, VJ Day and FEPOW Day. To this end, the Chair nominated herself and Cllr L Edwards.

Resolved: Cllrs Ladhams and L Edwards to be appointed to the working group in relation to the 80th Anniversary of VE Day, VJ Day and FEPOW Day.

Raised was the matter of the grant made at the previous meeting in relation to the Kendal Community Firework Event. The Town Clerk advised that a grant of £750 had been made, however, that consideration of this issue had raised the need for a consistent policy around applications for grants in relation to firework displays moving forward.

In response to a query with regard to the Levelling Up Fund money, it was suggested that this was still expected to come forward. In the meantime, the work in relation to the Shared Prosperity Fund would now have to commence.

Raised was the potential to seek additional information, for example accounts, from organisations which had received grant funding from the Town Council following events having taken place. Also raised was the potential for all applicants for grant funding to appear before Committee. In addition, it was suggested that the Town Council's conditions of funding should be strengthened. The Town Clerk believed that there would be a fair and robust methodology with regard to grant funding in place by February/March 2025.

Talk turned to earlier discussions around an ice rink for Kendal, which appeared to have been removed from the Minute Action Sheet. The Town Clerk explained that this had been a potential commercial venture which, whilst the Committee had expressed support for it, had not been possible to action, and had therefore been removed. Members, however, remained keen for this matter to be pursued and for the Town Clerk to go back to Westmorland and Furness Council for further discussion and for arrangements to be made for a site visit to the ice rink in Lancaster.

Resolved: The Town Clerk to approach Westmorland and Furness Council for further discussion around an ice rink for Kendal and to make arrangements for a site visit to the ice rink at Lancaster.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings of the Culture and Communities Committee.

CC32/2024 Budget Monitoring

The Town Clerk presented the Committee's spend against budget as at 10 November 2024. He drew attention to the fact that funding of £15,734 currently remained available in the Community Grants budget and £3,175 in the Festival Grants budget.

A query was raised with regard to the figures relating Christmas Lights expenditure which appeared to be incorrect, and the Town Clerk explained that £14,000 remained, with £14,230 having already been committed. It was suggested that a note to this effect might be added to the document. Attention was drawn to reference within the document to "Audit, Grants and Charities" and the Town Clerk acknowledged the need to remove this.

Resolved: To add to the document an explanatory note in relation to Christmas Lights expenditure.

Resolved: To remove reference within the document to "Audit, Grants and Charities".

Resolved: To note the report.

CC33/2024 Budget Proposals 2025/26

The Committee was asked to consider its expenditure aims for the next financial year and make recommendations to Council. Expenditure had to be in keeping with the aims of the Council Plan.

The table shown within the report and set out below showed the current budget and estimated outturn, the estimated amount required in the next financial year to complete the Council's actions and the percentage variance on the previous year's budget.

Previous budget lines for other expenditure had dropped out, but new budget lines for Community Resilience and Anniversaries (VE Day and 450 years of KTC) had been created. The Community Grants budget line had been reduced by 30 per cent to reflect the fact that the Council proposed to create new budget lines for Citizen's Advice and Brewery Arts, removing these two Kendal institutions from the annual grant application process, which could now be done instead through Service Level Agreements.

The Festival Grant budget was proposed to remain the same, but with the Torchlight Festival removed, reflecting the pressure the Committee had experienced against this in the current year. The Torchlight Festival would be required moving forward to commit to a service level agreement in return for its core funding allocation.

2025 was a year of anniversaries in Kendal, with the 450th anniversary of the Town Council's Royal Charter and the national commemoration of the 80th anniversary of the end of the Second World War (VE Day on 8 May, VJ Day on 15 August). In previous years, the Council had looked to the Culture and Communities Committee to co-ordinate these commemorations, so it was proposed that £15,000 should be the budget for all the Council's activities in this sphere.

Item	Budget 2024-25	Estimated Outturn	Proposed 2025-26	% change
Community Grants	43,000	43,000	30,000	-30%
Festival Grants	25,000	25,000	25,000	0%
Citizens' Advice	(5,000)	(5,000)	5,500	10%
Torchlight	0	(10,000)	10,000	
Brewery Arts	(10,000)	(10,000)	10,000	0%
Community Resilience	0		5,000	
Xmas Lights	30,000	30,000	31,000	3.3%
Lights infrastructure	5,000		5,000	0
Electricity	1,100		1,750	59%
Switch on	10,000	10,000	11,000	10%
Bunting	1,500		1,500	0
Anniversaries	0	0	15,000	
Total	115,600	0	150,750	30%

During discussion, attention was drawn to the fact that 2025 would see 500 years since the formation of Kendal Grammar School and it was suggested that this anniversary might also be celebrated. It was pointed out, however, that this was not a matter for the Council to address, although the school could come forward for grant funding should it wish to apply. In relation to a concern raised, the Town Clerk explained that the pressure referred to around the Torchlight Festival grant was with regard to the Committee having to repeatedly consider its applications each year. It was suggested, that this should instead be referred to as "budgetary pressure". In response to a further concern, the Town Clerk reiterated that fact that those figures shown in brackets in relation to Citizens' Advice, Torchlight and Brewery Arts, were to indicate that these organisations to which the Town Council provided grant funding every year would have discrete budget lines moving forward.

Note – During consideration of the item and when discussion turned to Torchlight, Cllrs Ladhams (Chair) and Russell declared interests by virtue of the fact that they were organiser and director respectively of the organisation. They left the room at this point and during voting on the entire item. In the absence of the Chair, the Vice-Chair, Cllr L Edwards, took the Chair for the remainder of the item.

Resolved: To recommend the proposed budget requirements for the next financial year, as outlined above, for consideration by the Management Committee prior to presentation to Full Council.

CC34/2024 Community Grant Applications

The Committee was provided with a copy of the Council's Published Grants and Funding Criteria. The total remaining budget was currently £15,734. The total value of applications to the meeting was £8,250. If the Committee agreed to all these grants, there would be £7,215 remaining in the Community Grants budget.

The Committee considered the following applications for community grants:

- (a) Growing Well – Recovery through Activity- £5,000 for three years – To deliver the Recovery through Activity Programme provided by the organisation for individuals experiencing and/or recovering from poor mental health who live in Kendal and its immediate surrounding area.

Resolved: To award Growing Well a grant of £1,750 for three years.

- (b) Kendal Lads and Girls Club - £2,000 - To renovate the male and female toilets.

Note – At this point in the proceedings, Cllr Sutton declared an interest in this application for grant funding by virtue of the fact that he was a Trustee of the Kendal Lads and Girls Club. He left the Chamber during the discussion and voting on the application.

Resolved: To award Kendal Lads and Girls Club a grant of £2,000.

- (c) 'Preparing to Breastfeed' Project by South Cumbria Breastfeeding Support in collaboration with Kendal Parent Network - £750 for three years – The funding would contribute towards SCBS's Breastfeeding Counsellor/IBCLC's costs @ £100 per workshop, plus some funding for preparation time and equipment.

Resolved: To award "Preparing to Breastfeed" a grant of £750 for three years.

- (d) Springfield Domestic Abuse Support - £500 – Towards provision of a buffet lunch at a Christmas party for all children in the service who have experienced domestic abuse and lived in a household where domestic abuse is present.

Resolved: To award Springfield Domestic Abuse Support a grant of £500.

CC35/2024 Festival Grant Applications

The Committee was provided with a copy of the Council's Current Grants Criteria for Festivals. The festival grants budget for 2024/25 had originally been set at £23,000. At the last meeting of the Committee £8,015.91 had been vired to the total budget, taking the total available to £31,015.91 to allow further grants to be made. The total now remaining was £3,175. The total value of applications to the current meeting is £7,760.40. If the Council were to allocate funding to all the applicants, there would be a budget shortfall of £4,585.40 in this budget line in this year. The Town Clerk advised that the Committee may decline to fund applicants beyond its budget in the current year, or that it may seek further funding for this budget line. The Committee could also allocate funding against its budget expectation for 2025/26, although the totals available would not be confirmed until the Council's budget for the next financial year was confirmed in February 2025. Any payment made from this budget line would not be made until 1 April 2025.

The Committee considered the following applications for festival grants:

- (a) Charity Christmas Tree Festival - £500 – To help offset the costs of advertising which will enable the group to reach a wider audience and to enable the group to pay for the trees prior to delivery and purchase new LED tree lights as the original ones fail.

Resolved: To award the Charity Christmas Tree Festival a grant of £500.

- (b) Kendal Cycling Festival 2025 - £4,860.40 - For the planning, preparation and set up costs of the festival.

Resolved: To award the Kendal Cycling Festival 2025 a grant of £1,500 and to invite the Group, following the event, to make a presentation providing additional information at a future meeting of the Committee.

- (c) Kendal Walking Festival 2025 - £2,400 - For the planning, preparation and set up costs of the festival.

Resolved: To award the Kendal Walking Festival 2025 a grant of £1,000.

CC36/2024 Community Resilience

The Town Clerk provided a short verbal update on the progress of Community Resilience planning. Recruitment was taking place for a part-time Community Resilience Officer, a part time post funded by the Department for Environment, Food and Rural Affairs via Cumbria Community Foundation for a three year period. The postholder would co-ordinate the Town Council's resilience initiatives in relation to flooding and other community emergencies.

Resolved: To note the verbal update.

CC37/2024 Anniversaries in 2025

The Town Clerk referred to the actions required to ensure the appropriate commemoration of the 80th Anniversary of VE Day and the 450th Anniversary of Kendal Town Council's Charter. He pointed out that a Working Group, on which Cllrs L Edwards and Ladhams had been chosen to sit on, had yet to meet. The Heritage Officer would be leading the Group.

It being noted that the Group would be formed from two Members of both the Culture and Communities Committees, it was suggested that Cllr Sutton should also be put forward as a Member by the Mayoralty and Heritage Committee.

Resolved: To set a date for the first meeting of the Working Group.

Resolved: To note the verbal update.

CC38/2024 Newsletter and Publicity

The Committee considered which items would be included in a press release and items for the next edition of the Council's Newsletter.

The need for appropriate publicity in respect of the awarding of community and festival grants moving forward was raised. Further raised was the need for inclusion within the next Newsletter was an article around Paddy McGuinness' Cycle Challenge in aid of Children in Need and his arrival and departure from Kendal where he met with the Mayor.

Resolved: To address and publicise the items discussed at the meeting and outlined above.

The meeting closed at 9.25 p.m.

Kendal Town Council

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



Minutes of a meeting of the Environment Committee held on Monday, 11 November 2024, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr G Archibald (Vice-Chair)	Present	Cllr S Blunden	Present
Cllr D Brown	Present	Cllr J Cornthwaite	Present
Cllr M Helme	Apologies	Cllr E Hennessy (Chair)	Present
Cllr S Long	Present	Cllr C Russell	Present
Cllr K Simpson	Present		

In attendance: Town Clerk (Chris Bagshaw), Inge Booth (Democratic Services Assistant), and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

Also present: Cllr L Hendry and one member of the public.

E33/2024 Apologies

Resolved: To receive and accept an apology for absence from Cllr Helme.

E34/2024 Declarations of Interest

Cllr Russell declared an interest in Agenda Item No.8 (Natural Kendal), Minute No.E40/2024 below, by virtue of the fact that he was Chair of Natural Kendal, and indicated that he would leave the room during the discussion and voting thereon. Cllr Archibald declared that, whilst not a director, he was a member of the same organisation, however, that he would remain in the room and take part in the discussion on the item, although not the voting.

Cllr Archibald further advised that he would be happy for his position on Natural Kendal to be formalised moving forward.

E35/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E36/2024 Minutes of the Previous Meeting

Raised was the question of how Members' part attendance was recorded at meetings and the need for a consistent policy.

Resolved: To take a report on a policy for the reporting of part attendance by Members at meetings to a future meeting of the Management Committee in order for a recommendation to be made to Full Council.

Resolved: To receive the minutes of the meeting of the Committee held on 9 September 2024 and to authorise the Chair to sign them as a true record.

E37/2024 Project Update Report

(b) The Committee, under this item, first considered a report from the Development and Delivery Manager (Deputy Clerk) regarding project categorisation.

The report identified that there were currently 39-line items on the project activity report.

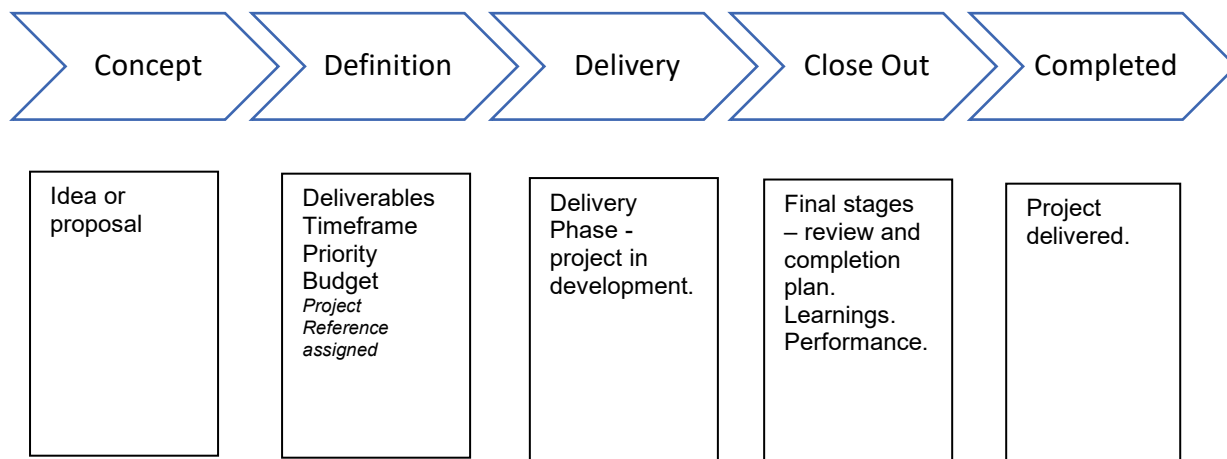
Officers had conducted an initial review of this list to qualify the projects.

At this stage, the activity report had been updated with the following information:

- A new project phase for each project, further explained below.
- Review notes, following several reviews by Officers and Committee Chair.
- Recommendation, including decision required, where applicable.

The review would continue, to allow the creation project plans, prioritisation of workload and improved delivery rate.

Officers would use project phases to help categorise, prioritise and scope deliverable projects moving forwards:



The report provided a summary of the project list categorised by the new project phases, as follows (it was pointed out however that the list was based on recommendations made in the Project Activity Report. Line items not considered to fall within a project phase had been removed. Some projects had been pulled into wider project headings to improve alignment.):

Phase	Project Heading	Name
Concept	Footway Lighting	Aikrigg Avenue
		Kirkbarrow Lane
		Heron Hill
	Signage	Local Ward Signage
		Oxenholme to Kendal
	Pumptrack	
	Easy Travel Kendal	
	Management of Open Spaces	Vicarage Drive Land
Footpath Network	Aikrigg Avenue Footpath Signage	
Mintsfeet Sports and Nature Hub		
Definition	Accessibility of Public Spaces	Handrail Vicarage Drive – Birchwood
	Footpath Network	Prioritisation of Work / Prioritisation Plan
		Vicarage Drive to Vicars Garth
Delivery	Signage	Explore Kendal Signage
	Riverside Connectivity (South)	'United Utilities Path'
	Dark Skies Retrofit	
	Bowling Fell	Phase 1
	Kendal Yards	Yard 5
	Cumbria Plan Bee	
	The Eddington	Hub Development
	Pollinator Planting	
Close Out	Water Bottle Refill Point	
	Citizens Jury Recommendations	
	Wetland Planting – Canal Head	
	Further Ivy Screening Projects	
Completed	Asset Maintenance	Bench – Burneside Road
		Bench – Wainrights Court
		Bench – Romney Bridge

Officers' short-term focus would be on projects in the 'Delivery' and 'Close Out' phases – to bring them to completion.

This list would formulate the project updates in future meetings, replacing the previous documentation.

The Chair stressed the need to concentrate efforts on results, pointing out that too much funding had previously been assigned to speculative projects.

Members considered the proposal at length. The importance of the Footpath Network and its funding was stressed, it being noted that this had been included within the definition stage. The Development and Delivery Manager (Deputy Clerk) explained that individual footpaths would be broken down, with some being put into concept stage and some in definition. This matter had yet to be discussed with Westmorland and Furness Council with regard to how better to schedule work on footpaths, and would also include some speculative projects.

Reference was made to the recommendations made by the Citizens' Jury and the need for an update. The Development and Delivery Manager advised that an update would be provided at the next meeting of the Committee following discussion with Westmorland and Furness Council regarding the need to ensure that the recommendations remained relevant.

The need to ensure that partners were aware of their involvement in projects was raised and, in addition, the need to ensure that there was no duplication of work. The Town Clerk reiterated the fact that the Town Council was working together with colleagues at Westmorland and Furness Council on several areas of work. With regard to Mintsfeet Depot, this remained on hold pending completion of Westmorland and Furness Council's review of assets, which was nearly concluded. The Town Clerk also drew attention to Westmorland and Furness Council's limitations in terms of delivery and contractor availability.

Reference was made to the report which stated that officers' short term focus would be on projects in the Delivery and Close out phases. The Development and Delivery Manager (Deputy Clerk) explained that "short term" meant within the next eight weeks and Members requested, therefore, for "short term" to be altered to "eight weeks".

Members welcomed the report.

Resolved: To approve the introduction of project phases to categorise and manage active projects.

(a) The Development and Delivery Manager (Deputy Clerk) next introduced the Project Update Report which provided an update on ongoing projects. She made particular reference to Footway Lighting, seeding the Committee's decision on any interim action required whilst integrated policy work was awaited from Westmorland and Furness Council. She was now able to provide an update and advised that the policy was now being finalised and would shortly be brought before the Committee for consideration. She suggested, therefore, that a decision on interim action should be put on hold in the meantime. She pointed out, however, that Footway Lighting on Heron Hill had been flagged as being important.

Resolved: A decision on interim action in relation to Footway Lighting to be put on hold pending consideration by the Committee of the forthcoming policy from Westmorland and Furness Council.

In response to a query regarding the pumptrack, Members were advised that there had been no movement on this as yet, but that it remained on the radar.

The question of beehouses was raised and the Development and Delivery Manager explained that the deadline for responses from schools was within the next couple of weeks. There had been, as yet, no additional requests. It was suggested that any Members with ideas for suitable locations should contact officers.

Resolved: Members with ideas for suitable locations for beehouses to contact officers.

Attention was drawn to the need for a decision as to whether the project at Collinfield Open Space was still required. Members felt that it was clear that remediation was definitely required, however, that how this would be funded was not clear. The Vice-Chair advised that he had written to Westmorland and Furness Council seeking clarification on plans to address the matter. Cllr Archibald further raised the need for relevant Ward Members to be advised on issues in respect of their wards prior to them being brought into the public arena, drawing attention to the recent issue relating to the bus stop at Queen's junction. The Town Clerk indicated that an email had been sent to the relevant Members in which he had suggested that this matter should form part of a wider issues around bus stop accessibility which could be examined by this Committee.

Resolved: To retain the project at Collinfield Open Space.

Cllr Blunden raised the issues of the potential relocation of the water fountain on Aynam Road to Abbot Hall and accessibility at Bowling Fell. With regard to the water fountain, the Town Clerk explained that, although not within the remit of the Environment Committee, the Town Council had considered the matter at length, and that the decision was one to be made by Westmorland and Furness Council. He explained in detail to Members attempts which had been made by the Town Council through its Planning Committee in relation to relocation of the fountain and that the Town Council's position had been made perfectly clear.

Discussion turned to Bowling Fell and Members were advised that handrails had been installed, with signage being the final action regarding Phase 1. The site was to be known as Bowling Fell. Natural Kendal had approached the Civic Society and Kendal Conservation Volunteers to provide assistance with signage. Town Council officers would contact the Tree Officer at Westmorland and Furness regarding the overgrown trees. Access to the top end of the site required consideration and accessibility assessed. The Council remained acutely aware of the issues of heritage, biodiversity and accessibility. Cllr Blunden stressed that there were ways to reconcile these challenges. It was suggested that this concept could be addressed within the 2025/26 budget. The need for an appropriate press release including photographs of local councillors was raised.

Resolved: To address the issue of Bowling Fell Phase 2 within the 2025/26 budget.

In response to a query, the Development and Delivery Manager explained that Policy Development would be removed from the Project Update Report and assigned instead to the Management Committee.

It was lastly suggested that each of the items within the Project Update Report be assigned reference numbers moving forward.

Resolved: To assign reference numbers to each of the items within the Project Update Report.

Resolved: To note the report.

E38/2024 Environment Budget 2024/25

The Town Clerk presented a report on the Environment Budget 2024/25 at 26 August 2024.

A question was raised as to why £9,000 remained within the current year's Biodiversity Grants budget. This matter, it was pointed out, would be addressed as part of the 2025/26 budget setting process. Similar grants were available through the Kendal in Bloom Committee and, in addition, Westmorland and Furness Council's South Lakeland Locality Board. The Environment Committee was currently simply not receiving grant requests.

Resolved: To note the report.

E39/2024 Environment Budget Proposals 2025/26

The Town Clerk's report indicated that the Committee had overseen a large slice of the Council's Development Fund allocation over the previous five years, mainly meeting the Council's targets on the challenges of Climate Change. The outturn, and lifespan, of these Projects had been detailed within in the Project Report considered earlier in the meeting.

The Committee had made the following additional budget plans for 2024/25:

Item	Cost	Funding Source	Activity/outcome
Birdcage Design	£5,000	2024/25 Budget	Issue with condition of Birdcage was resolved by repairs by W&FC, at no cost to KTC. Proposal to use money as contribution towards re-siting the Aynam Road fountain.
Kendal Biodiversity Grant & Projects continuation	Maintained at £10,000 (therefore top up by £6,400)	2024/25 Budget, added to existing Dev Fund allocation.	Draw down limited at present (10% to date). It is doubtful whether this should qualify as Project Funding. A similar Grant programme is delivered by the Kendal in Bloom Committee.
Kendal Wildflowers	£10,000	2024/25 Budget	Project delivered with Cumbria Wildlife Trust. Will require further budget allocation for ongoing maintenance, which has been included in the KTC Green Infrastructure Maintenance budget.
Footpath Enhancements	£50,000	CIL	One project delivered, so far, but lead-in times for this work are long due to capacity issues at W&FC level.
Easy Travel Kendal	£50,000	CIL	Project stalled at initial design stage and is being re-scoped.
Kendal Pumptrack	£35,000	CIL	£35k added to remaining £2k in ongoing project budget, but stalled due to capacity issues at W&FC.

The Project Report had demonstrated the difficulties in making realistic budget allocations in many of these areas, for projects which took a long time to deliver. Officers had been reviewing this process to tighten up the Development and Delivery phases of existing projects but, to date, many of the existing budget allocations remained unspent. In the meantime, other priorities had emerged, particularly around footpaths and active travel, which could have an impact on subsequent long term revenue funded activities, i.e. things that the Council did that were funded in-year from the Precept.

Retaining the Core and Project funding model, for 2025/26, the Council was looking at looking at the following expenditure:

Proposed Core Budget Detail - it was pointed out within the report that these expenditure items were usually recurring and usually increased with inflation, year on year. Exceptionally, policy changes at the principal authority level could result in radical outcomes, such as the temporary zeroing of footway lighting charges, pending a review at their end:

Item	24-25	Proposed 25-26	
New Infrastructure	0	5,000	New infrastructure was funded through projects budget and CIL, but there is considerable year-on-year demand from ward members. Any new infrastructure has a knock on effect on the Maintenance Budget.
Infrastructure Maintenance	5,000	10,000	This includes a maintenance contract for the Town Council's CCTV camera on Stramongate Bridge, operated by Cumbria Police, and costing around £2k pa. The uplift is intended to allow for proactive maintenance of the existing asset base of seating, bus shelters and wildflower planting. There is an issue to be resolved around whether this can be used to fund maintenance of non-KTC assets, and whether it should be uplifted significantly to allow for the town-wide adoption of the remaining W&FC bus shelter estate.
Footway Lighting charges	5,000	0	These costs are for maintenance and power supply to the Council's existing footway lighting estate and are allocated by W&FC. They have been zeroed for the time being, while W&FC sort out their district-wide policies for footway lighting.
Bin servicing charges	3,250	4,250	These costs are allocated by W&FC and the increase would allow for an additional bin in 2025, subject to W&FC approval.
KTC Green infrastructure maintenance	0	6,000	For tree management and ongoing low level maintenance of Vicarage Drive, Mintsfeet Riverside and wildflower planting.
Total	13,250	25,250	

Additional Funding Proposals for 2025-26 - the following additional projects had been proposed by Members for the coming financial year:

Proposal	Member	Ward	Likely Cost	Comment
New seat at Birchwood Close open space	Cllr Sutton	Kirkland	Less than £500	The council has some surplus seating that could be allocated, so this would be installation cost only and could be covered by the New Infrastructure in the Core Budget.
New footway lights on Kirkbarrow Lane	Cllr Sutton	Kirkland	Uncosted	A lighting installation at the junction of Low Kirkbarrow and Kirkbarrow Lane would protect the existing change in footway heights. Research suggests there was originally a gas lamp here, which was not replaced, historically. Installation costs would depend on design and availability of electric supply, though a Shrewsbury-style heritage solar light may work. A light close to 'T'Crack has also been requested, where KTC installed a handrail recently. This would probably require wall-mounting, and would probably not be suitable for solar power. Locating a suitable power source is the most significant variable. Once any installation is complete, the ongoing cost for maintenance would be added to the Core Budget.
Seating at Bus stops	Cllr Archibald	Townwide	£20,000	To improve facilities at bus stops generally
Footpath improvements	Cllr Archibald	Townwide	£20,000	To contribute to the improvements to footpaths across the town

Proposal	Member	Ward	Likely Cost	Comment
New Bus Shelters in Collinfield	Cllr Brown	Stonecross	Uncosted	Could be part of townwide scheme to adopt and improve bus shelters. Once any installation is complete, the ongoing cost for maintenance would be added to the Core Budget.
Vicarage Drive open space footpaths	Cllr Long	Kirkland	Currently uncosted, but will draw from allocated footpath funding	Currently awaiting costs from W&FC for footpath work.
Collinfield Open Space footpaths and drainage	Cllr Long	Stonecross	Uncosted, but footpaths would be part of general footpath improvement evaluation.	
Natural Kendal	Cllr Russell, who is also a member of Natural Kendal	Townwide, but initial proposals are for Highgate and Strickland wards	£16,200	Supporting proposal is appended. It is not clear but could be assumed that the request is for a one-off payment, covering five years of activity.

The Committee was asked to consider the proposed Core Budget and to make a recommendation which would be added to the Total Council Budget considered by Full Council in December and February. The Committee also needed to consider how to respond to the additional Funding requests from Members, deciding whether to ask Council to fund these through revenue (i.e. the Council Tax), or from Reserves, which would now be Community Infrastructure Levy, or not to fund them at all.

The Appendix to the report provided documentation which had been received from Natural Kendal to support its funding proposal, which would be considered under the next item (Minute E40/2024 below refers).

The Committee considered a number of issues relating to the Budget for the coming year. After considerable debate, it was

Resolved: To request from Management Committee that the £ 5,000 CIL money previously allocated for Birdcage Design can be used as a contribution towards the re-siting of the Aynam Road fountain.

Resolved: To recommend the following proposed budget requirements for the next financial year, as set out below, for consideration by the Management Committee prior to presentation to Full Council:

Environment – Revenue Funded Budget

	24-25 £	25-26 £	% of previous
New infrastructure	0	4,500	-
Infrastructure Maintenance	5,000	8,000	160%
Footway lighting charges	5,000	0	-
Litter bin charges	3,250	4,250	131%
Biodiversity Grants	6,400	10,000	156%
Green infrastructure maintenance	0	6,000	-
Footpath Improvements	0	20,000	-
Bus stop improvements	0	20,000	-
Natural Kendal	0	10,000	-
Total	19,650	82,750	421%

(Note - Some previous items were Reserve funded, so do not appear in this budget.)

E40/2024 Natural Kendal

Note - Cllr Russell declared an interest in this item of business by virtue of the fact that he was Chair of Natural Kendal. He left the Chamber during discussion and voting on the item. Cllr Archibald declared that, whilst not a director, he was a member of the same organisation, and remained in the room and took part in the discussion, however, abstained from voting on the item.

Prior to the start of the meeting, Members had been provided with a second draft of the document, Natural Kendal Detailed Costs for Kendal Town Council Environment Committee. This was with regard to a request for additional funding in 2025/26 by Cllr Russell for Natural in relation to its following projects, totalling £16,200:

- the production of a base line map - £5,000;
- the recruitment of 50 new volunteers to Nature Recovery programme for Kendal - £3,000;
- the establishment of three new community groups and the initiation of nature recovery projects - £5,000;
- Project 1 – Prickley Fell, Project 2 – Kendal Scars and Project 3 – Blind Beck Green Corridor - £3,200.

The Chair explained that he had recently met with the Chair of Natural Kendal and that he had concerns as to what was actually achievable, as well as also around the fact that results had yet to be seen on the ground. He felt that the funding was to be directed towards the campaign and marketing as opposed to delivery. Natural Kendal had, however, committed to continue to follow the document provided two years earlier by Stacy Hurley.

A lengthy discussion ensued. Raised was the need to ensure that none of Natural Kendal's projects were in conflict with or duplicated any of those of the Town Council. Also stressed was the need for regular feedback from Natural Kendal, particularly with this being a new organisation. Some concern was expressed with regard to the need for 50 volunteers, it being pointed out that a number of worthwhile groups already existed within the locality. It

was queried what Natural Kendal was doing in addition to the current activity. Questioned was the support being offered by other organisations such as Westmorland and Furness. Concern was also raised around the need to ensure that recreation at, for example, Scout Scar, would not become controlled as a result of the protection of nature. Pointed out was the fact that the request for some of the funding was for projects which were not within the Parish of Kendal. The Chair explained that he had suggested that the community groups should establish themselves and that £5,000 would be better served through Biodiversity Grant funding. Raised was the fact that the original concept of Natural Kendal had been for it to be an umbrella organisation to oversee community groups.

In support of the request for funding, it was pointed out that Natural Kendal's programme fit in well with the Cumbria Local Nature Recovery Strategy and provided more detail with regard to the Kendal area. Also pointed out was the fact that the volunteers would be asked to work on areas such as Scout and Cunswick scars and, for example, local projects where the residents' associations had appeared to have lost momentum. Natural Kendal would provide further impetus behind those initiatives which already existed in order to get things done; this initiative would result in additional resources to work with existing community groups to address the issue of biodiversity. It was stressed that biodiversity regeneration was so important that some risks needed to be taken; the situation would be carefully monitored. It was felt that Kendal Town Council's support would show that it wished to be part of biodiversity regeneration.

It was acknowledged that Natural Kendal was a new organisation and that there was value in the work being carried out by the organisation. It was suggested that it became apparent that results were not being achieved moving forward, then further consideration could be given to the matter. The majority of Members of the Committee felt that support should be given to the second version of Natural Kendal's requests, as circulated at the start of the meeting, by the provision of a total of £10,000, it being noted that the organisation could apply to the Culture and Communities Committee for a grant in the sum of £5,000.

Resolved: To budget for the provision within 2025/26 of a sum of £10,000 towards Natural Kendal, as outlined above.

E41/2024 Dark Skies Campaign

It was reported that, as had been agreed by the Committee in September 2023, the current Dark Skies Campaign project was working on the supply and installation of five heritage lamp heads at the following locations:

6008	Cliff Brow
6014	Stoney Lane
6017	New Inn Yard
6030	Gulf's Road
6016	Woolpack Yard

On removal of the current lantern heads, a key fitting had been found to be severely corroded and unsuitable for siting a new lantern. The Council's suppliers had, therefore, developed a bespoke solution to allow for the work to continue. As such, additional budget was required to cover the new materials and increased installation complexity on four of the lanterns. Subject to approval, the work was planned to take place in December 2024, which would close off the current project.

The Committee was asked to approve the additional budget of £2,000, to vire from the Biodiversity Grant budget.

Members supported the proposal and

Resolved: To approve the additional budget of £2,000, to be vired from the Biodiversity Grant budget.

E42/2024 Art Sculpture – Little Aynam

A report from the Development and Delivery Manager (Deputy Clerk) indicated that Westmorland and Furness Council was proposing to install a sculpture on land at Little Aynam, adjacent to Gooseholme Bridge. The sculpture would be set back from the footpath and be surrounded by a landscaped area made up of a variety of plants, shrubs and wildflowers. This would use existing funding for Public Art and Realm improvements being delivered as part of the Flood Alleviation Scheme, previously agreed by the former South Lakeland District Council in 2022.

Westmorland and Furness had received proposals for the sculpture from three Artists local to Kendal. The Artists had been requested to use materials already used in sculptures in Kendal - metal, wood or stone - and to present a design around the theme: 'History of Kendal'. The sculpture height would not exceed 3m when on the base, and would be created and installed within the maximum budget of £10,000.

Details of the proposals for each of the materials were provided within the report and the Committee was asked to consider its preference on the material to be used for the sculpture, i.e. wood, stone or metal. It was pointed out that there had currently been no request to provide feedback on design elements.

Resolved: To approve the use of stone as the material to be used for the Art Sculpture at Little Aynam.

E43/2024 Footpath Progress Report – Next Prioritised Paths

The Committee considered a report from the Projects Officer which drew attention to the fact that, at September's Environment Committee meeting, Councillors had been provided with an update of progress on footpath improvements, and suggestions for further priority paths. Councillors had expressed an ambition to improve four to five paths in addition to those which had been identified in September's update.

Officers had now met with colleagues at Westmorland and Furness Council who had confirmed that their teams were working at capacity. Furthermore, contractors were working at capacity and unavailable until 2026.

The report provided a summary of footpath improvement work to date, also showing in green details relating to those paths which had been completed, as follows

Path	Progress status
St Thomas' school access	Completed by SLDC in 2023 (funded by SLDC)
Collinfield Lane to Vicarage Drive (PROW 536079)	Completed in partnership with W&FC May 2024 (funded by KTC)
Vicarage Drive to Echo Barn Hill ("the Adventure" footpath)	In discussion with W&FC (awaiting permit to be issued by W&F's assets team).
Vicar's Garth to Vicarage Drive	Partnership working with W&FC is underway. Difficulties in ascertaining the ownership of unregistered land bordering the path is delaying progress. This is required so that drainage work to the path can be completed with necessary permission.
Riverside Connectivity South – Wattsfield to Scroggs Wood (FP 536065)	£25k contribution received from United Utilities. Partnership working underway with W&FC. Volunteer workgroups also taking place, co-ordinated by Graham Harrison (member of the public).
Riverside Connectivity North	Partnership working underway with W&FC.

A new addition to the priority path list as of September 2024 was:

Path	Suggested approach	Progress status
Michaelson Road to Stainbank Green	Flooding issues to be addressed as part of wider improvements at Vicarage Park Public Fields / Collinfield open space.	Discussions initiated with relevant W&FC officers.

Officers were recommending to continue to support Westmorland and Furness Council colleagues in the delivery of above footpath improvements, with the addition of one new path to the priority path list, as follows:

Path	Suggested approach	Progress status
Sparrowmire Lane to Empson Road path (PROW 536077)	To improve access to the path at Sparrowmire Lane and to ensure path is kept clear.	Discussion initiated with W&F's Countryside Access Officer

The need for discussion with Members and officers at Westmorland and Furness Council was raised in order to come to a decision on what could be achieved. Attention was drawn to the fact that the issue of the St. Thomas' school access had not, in fact, been completed, as stated within the report. It was suggested at this point in the meeting that any funding remaining within the Biodiversity Grant budget might be put towards Phase 2 of the Bowling Fell project.

Resolved: A meeting to be arranged between Members and officers of both Kendal Town Council and Westmorland and Furness Council to discuss the matter of footpath improvements and what can be achieved moving forward.

E44/2024 Items for Press Coverage and the Newsletter

Consideration was given to which items from the meeting should be the subject of items for inclusion in the Newsletter or for press coverage this week.

Resolved: To publicise the following:

- (a) improvements to Bowling Fell, with photographs to be taken following the installation of signage;
- (b) that funding remains for those who wish to put in requests for Biodiversity Grants;
and
- (c) Kendal Town Council's funding towards the moving of the fountain on Aynam Road, one of Kendal's heritage assets..

The meeting closed at 9.40 p.m.

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 4 November 2024, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr E Hennessy	Present
Cllr S Coleman (Chair)	Apologies	Cllr H Ladhams	Present
Cllr J Cornthwaite	Present	Cllr S Long	Present
Cllr J Dunlop (Vice-Chair)	Present	Cllr D Rathbone	Present
Cllr A Finch	Apologies	Cllr C Russell	Present

Also present: Cllr G Archibald acting as substitute for Cllr Finch and Cllr L Hendry.

Officers in attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant) and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

Note – In the absence of Cllr Coleman, Chair, Cllr Dunlop, Vice-Chair, took the Chair for the meeting.

M35/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Coleman (Chair) and Finch (substituted by Cllr Archibald).

M36/2024 Declarations of Interest

No declarations of interest were raised.

M37/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Resolved: Prior to consideration, to vote on moving into Part Two for consideration of Agenda Items Nos.10 (Property and Office Accommodation) 11 (Kendal Futures) and 12 (Employment and Staffing Matters).

M38/2024 Minutes of the Previous Meeting

Cllr Long said that she had tendered her apologies for the meeting of the Committee held on 2 September 2024 but that this did not appear to have been recorded within the minutes.

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 2 September 2024 and to authorise the Chairman to sign them as a true record.

M39/2024 Minute Action Sheet

The Town Clerk presented a report on actions taken by officers on resolutions or recommendations made at previous meetings.

Attention was drawn to the fact that the action in relation to Minute No.M34/2024 (Newsletter and Publicity) – to prepare a press release in relation to Reach 3 of the Flood Release Scheme – had not been included within the report and, whilst this had been prepared, it had not been sent out, and the Town Clerk explained the reasons behind this and apologised.

The Town Clerk referred to Item Ref.78 around following up on the issue of the Community Governance Review with Westmorland and Furness Council and the response indicating the complexity of procedural issues and the fact that it would not be practical to run a community governance review until after the LG BCE review was complete. The Town Clerk, however, drew attention to the potential for Westmorland and Furness Council to take account of the problems faced by the Town Council having to pay around £80,000 for elections in 2026 and to offer support, as it had done for Barrow in Furness Town Council at the start of the Local Government Review process. The Town Council further referred to the potential for a reduction in the number of Kendal Town Councillors, with this problem also being as a result of the Local Government Review. Suggested was the possibility of approaching the Secretary of State to seek the waiving of the requirement for an election in 2026. A motion could be taken to Full Council to seek to hold the elections instead in 2027 or 2031 for the purpose of making a saving of £80,000. It was also pointed out that other councils within the area of Westmorland and Furness would be facing the same problem. To this end, the Town Clerk suggested that he raise the matter at a forthcoming NALC legal meeting, prior to inclusion of a report on the agenda for the next meeting of Full Council.

Resolved: The Town Clerk to raise the matter of the Council's next elections at a forthcoming legal meeting of NALC and then to include an item on the agenda for the next meeting of Full Council.

This led a Member to raise the issue of non-attendance by some Members at meetings for a significant amount of time, which, it was felt, required addressing. The Town Clerk explained the rules behind this as set out within the Local Government Act 1972 and the fact that committees, at each meeting, were asked to both receive and accept apologies for absence. He further stressed the fact that Kendal Town Council recognised that there were circumstances that could create longer term absences, for example, sickness. It was raised that Westmorland and Furness Council dealt with apologies for absence and long term absences in a different manner to Kendal Town Council.

Reference was made to Item Ref.72 around the Council's Health and Wellbeing Support Scheme and progress for Members. The Town Clerk advised that two members of staff had in the previous week attended carbon literacy training.

Discussion took place around Item Ref.70 in relation to parking for staff and members and the Town Clerk explained the problems now faced by Westmorland and Furness Council with many more staff having relocated to South Lakeland House. The view was that Kendal Town Council, if Members and staff wanted to use the car park, would have to pay.

Whilst not within the report, attention was drawn to the fact that the Town Council had not, as yet, made a public statement on its position in relation to the river wall at New Road and the need to make it clear to residents that the Town Council had done its best but that its pleas had been ignored. In addition, that the Environment Agency had been unwilling to converse with regard to the potential for inclusion of glass in the wall, which would be a vast improvement. Attention was, however, drawn to the fact that the Council had not to date formed an unanimous position on this matter. It was, however, pointed out that the Planning Committee, which had delegated powers, had already made clear the Council's position on the matter. The Town Clerk added that other options to soften the impact of the wall, whilst not glass, were currently being explored. Cllr Rathbone, Chair of the Planning Committee, felt strongly that what had already been said was sufficient.

Resolved: To note the report.

M40/2024 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council involved in.

A question was first raised as to whether the conversation around the potential for remote meetings as put forward by the Government could be considered in order for the Town Council to put forward a response. The Town Clerk suggested that this could form a report to Full Council on 2 December 2024, with the deadline for comments on the consultation being 18 December. In the meantime, it was felt that a small working group should be formed in order to put forward a view to aid meaningful discussion at Full Council.

Resolved: An invitation be sent out to all Members of the Council who may be interested in becoming involved in a working group to form a view on the Government Consultation on remote meetings in order to aid meaningful discussion at Full Council on 2 December 2024.

Reference was made to 1(d) on Climate Change and Biodiversity and to the potential for the recycling of tetra paks. Also raised was the vast amount of clothing being sent to landfill and whether it may be possible for the Town Council to organise collection points for clothing, to be either sent to charity or to be pulped. Attention was drawn to the fact that Westmorland and Furness Council had recently hired a new officer whose sole focus was on the subject of renewable waste and that the Town Council would be welcome to engage with them. Furthermore, it was pointed out that most Westmorland and Furness Council's waste, with the exception of bulky waste, did not go to landfill. The Town Council was encouraged to connect with Westmorland and Furness Council to ensure that as much waste as possible was recycled. In addition, Westmorland and Furness Council was keen to look at ways in which Kendal could become an exemplar on doing recycling differently, with some potentially exciting schemes. It was suggested that the Town Council's Newsletter might provide information on existing recycling centres within Kendal. The need for the Town Council to encourage people to recycle and re-use was stressed.

Resolved: To connect with Westmorland and Furness Council on the subject of recycling and re-using.

A query was raised with regard to the use of the term "neighbourhood planning" within the report and the Town Clerk explained the reasons for this in relation to the Localism Act 2011 and the fact that the Planning Committee now felt that the Local Plan would achieve the same outcomes. He felt, therefore, that this nomenclature could be changed. In response to a query regarding the Town Council's submission in relation to the new Local Plan, the Town Clerk advised that this was not yet ready. Stressed was the need for the Town Council to engage with the South Lakeland Locality Board on the matter.

Resolved: To change the nomenclature in relation to "Neighbourhood Planning".

Resolved: To note the Council Activity Report.

M41/2024 Budget 2024/25

The Town Clerk presented a report detailing expenditure against budget in the current year. He drew particular attention to the Staffing budget and the consequences of this year's staffing changes on the outturn. This budget was likely to be underspent, however, the Human Resources budget was likely to be overspent as a result of recruitment costs and other Human Resources-related work. The Town Clerk further drew attention to the potential for the Council to have to pay election costs in 2026.

In response to a query relating to the Community Infrastructure Levy element of the budget which, it was pointed out, was capital expenditure, the Town Clerk undertook to see how to make this clearer within the document.

Resolved: The Town Clerk to more clearly define the Community Infrastructure Levy element of the budget within the document.

Resolved: To note the report.

M42/2024 Budget 2025/26

The Committee gave consideration to its element of the budget for the coming financial year in order to make recommendations to Council. Expenditure had to be in keeping with the aims of the Council Plan.

The table contained within the report and set out below showed the summary table of the Committee's budget headings, demonstrating an anticipated growth over the next three years:

Medium Term Financial Summary

	Current	Proposed	Projected		
Summary Heading	2024-25	2025-26	2026-27	2027-28	Notes
Staffing Costs	322,000	350,000	357,000	365,000	1
Premises	22,628	27,000	27,500	28,000	2
IT	29,700	34,000	35,000	36,000	3
Insurance and Finance	14,520	19,000	19,500	20,000	4
Stationery	8,100	8,200	8,300	8,400	
Vehicle	5,100	5,500	5,500	6,000	5
Elections	10,000	15,000	15,000	12,000	6
Futures and Vision	15,800	15,800	16,000	16,000	
Promoting Kendal	20,850	21,000	21,500	22,000	
Total	448,698	495,500	505,300	512,900	7
Wainwright	250	250	250	250	8
Futures and Vision	30,000	30,000	30,000	0	9

Notes

1 The Staffing costs include an element for Staff Training set to increase from £2,000 in 2024-25 to £5,000 in 2025-26. This is to reflect the requirements for professionalising events and project management, as well as keeping track of the needs for safeguarding and working safely and effectively. The total includes an allowance for pay increases and increments.

No element has been included for Councillor training, which would sit more easily in the Mayoralty budget, currently, alongside the Mayoral allowances.

2. Premises includes costs for rent and service charges relating to the Parlour and offices, as well as meeting rooms. Phone costs should come out of this heading and under IT in 2025, reflecting the changes the Council has made to its telephony. This also includes uplifts to PPE, proposed later in this agenda.

3. This includes telephony, going forward, and the increase in licensing and support contracts needed for more members of staff, as well as improvements to the website proposed later in this agenda.

4. There is a necessary uplift under this heading reflecting a change in the way that Insurance Premium Tax is accounted for. It also reflects HR support and the need for a Health and Safety support contract, which is currently being costed.

5. Vehicle costs ought to stabilise, once the Council has procured a new electric van in 2025, though initial costs may be higher than anticipated, depending on how a charging facility is installed.

6. Elections costs reflect the probability that there will be an election in 2026, for which the Council may have to accept the full cost, thought to be in the region of £75,000.

7. Although the proposed increase from 2024-25 to 2025-26 is around 10%, the budget growth projections stabilise in the following years to less than 2%, reflecting the savings made through effective investment in staff and equipment.

8. The Wainwright Fund is financed from the product of a legacy from A Wainwright in 1986. Setting the payments at £250 pa (it was previously £500) has allowed the fund to return to growth, even in times of low interest rates. Previous advice to the Council has suggested that the prize fund may only be drawn from the product of the capital gift, not from the gift itself.

9. The Council allocated £30,000 for three years from the Community infrastructure levy to support the work of Kendal Futures in mapping routes to further development and improvement in the town.

The Committee was asked to consider the recommendations and commend them to the Council and its Budget Working Group.

The Town Clerk responded to queries raised. He explained that the River Corridor Flood Wall project was now within the Planning Committee's remit. River Connectivity, as a footpath and cycleway, fell within the remit of the Environment Committee.

Attention was drawn to the timetable around budget setting and the Committee acknowledged the need today to establish a working group to consider submissions made by all committees with regard to the 2025/26 budget. The need for Members of that group to take into account any potential conflicts of interest was stressed.

Resolved: To establish a 2025/26 Budget Working Group of Cllrs Archibald, Ladhams and Russell.

Resolved: To commend the draft proposals set out within the report and outlined above to the Council and its Budget Working Group.

M43/2024 Website Review

The Development and Delivery Manager (Deputy Clerk) presented a report on the necessary changes to the Council's website to bring it into line with current legislation, best practice and future functionality.

A new website design would refresh and professionalise the public image of the Council and then provide a template for additional communications moving forward. Alongside the website, aligning other brand collateral would support officers in positively promoting the work of the Council at events and in public interactions. This included PPE, identification, signage, event materials and social media. Officers would then develop a proactive communications strategy relevant to the Town Council and its services.

The Committee was asked to consider allocating additional budget in 2025/2026 to the following headings:

- IT & Communications: IT Domain/Web: £ 4,000
- Premises: PPE: £2,000
- Stationery/Office General: £ 2,000

It was pointed out within the report that consideration was also being given to a new budget line for Marketing Collateral – banners, invites, posters, decorations etc, which are currently covered under event and stationery costs.

In response to a query, the Development and Delivery Manager (Deputy Clerk) explained that quotes were being sought from five different suppliers. In addition, she advised that the design fees were included within the figure of £4,000. Members welcomed the proposal and commended officers for getting this work underway, with the Website being the public face of the Town Council. Also raised was the potential for the Website to take over from the paper Newsletter in time to come.

Resolved: To allocate additional budget in 2025/26 to the new website design, as outlined with in the report and set out above.

Part Two

Members voted to exclude the Press and Public for the following three items of business, due to the confidential nature of the discussion.

M44/2024 Property and Office Accommodation

The Town Clerk provided a brief verbal update on office accommodation, informing the Committee that Town Council officers now had access throughout South Lakeland House and the Town Hall. He referred to the recent planning application from Westmorland and Furness Council in relation to the Town Hall and to strong representations which had been made by the Town Council's Planning Committee; Westmorland and Furness Council had accepted the Town Council's comments in this regard. The Town Council was, however, aware of Westmorland and Furness Council's new circumstances and was keen to work with them as partners in this matter moving forward. The Town Clerk referred to the issue of parking, explaining Westmorland and Furness Council was not now in a position to offer dedicated parking to the Town Council. He suggested, however, that future consideration might be given to parking for the Mayor. The Town Clerk lastly referred to office accommodation and the need for additional space moving forward.

Members questioned whether it may be worth pursuing a parking permit scheme for staff. The potential for Town Councillors to also be given access to the main building was raised, as well as the need for them to have security passes. In addition, the potential for business cards for Members was discussed. Nomenclature around South Lakeland House and Kendal Town Hall was finally referred to, with people being confused between the two.

Resolved: To note the verbal update.

M45/2024 Kendal Futures

Cllr Long who was the Council's representative on the organisation provided a detailed update report on the work being carried out by Kendal Futures. She provided details around the funding provided by Kendal Town Council in 2024/25, which contributed towards the General Manager; to support and delivery of smaller, practical vision work and action group projects; to support for vision related projects; and to Kirkland banners (insurance, printing installation), visit-kendal.co.uk (hosting, maintenance, development costs). Cllr Long informed the Committee that there were currently 30 projects ongoing, and she went into detail in relation to a number of these. Cllr Long undertook to provide Members with a copy of the progress report.

Cllr Long was thanked for her presentation and for her time and effort in representing the Town Council on Kendal Futures. Some concern was, however, expressed with regard to the Bird Cage and the budget allocated for the piece of work referred to within Cllr Long's report.

Resolved: To note the verbal update.

M46/2024 Employment and Staffing Matters

(a) A report from the Staffing Sub-Committee on the progress in recruiting new staff was presented. The Town Clerk indicated that he had now been appraised. Work was currently being carried out around accommodating the former Events Officer's role within the Team. In addition, recruitment was currently taking place for a Community Resilience Officer, a part time post funded by the Department for Environment, Food and Rural Affairs via Cumbria Community Foundation for a three year period.

In response to a query, the Town Clerk informed Members that the former Events Officer had been thanked for her hard work and commitment to the Council over several years, with flowers having been sent. She had indicated that she was doing well and that she would be pleased to hear from both staff and Members and the Town Clerk would be able to provide contact details.

Resolved: To note the verbal update.

(b) The Committee was provided with a verbal update from the Staffing Sub-Committee on any other staffing matters requiring the Committee's consideration and guidance. The Vice Chair in the Chair reported that the Sub-Committee had met on 15 October 2024, and had received positive reports with regard to new members of staff. The next meeting of the Sub-Committee would take place on 19 December 2024.

Resolved: To note the verbal update.

Part Two

Members voted to re-admit the Press and Public for the remainder of the meeting.

M47/2024 Newsletter and Publicity

The Committee considered which items to include in a press release and items for the next edition of the Council's Newsletter. Members were keen for the inclusion of an item on Recycling Sites within the next edition of the Newsletter, including the promotion of less recycling and the importance of re-using and fixing – a green Newsletter. This led to discussion on the need for the Newsletter to be made available online, with just a number of paper copies being made available in local places for those without access to technology. Again raised was the fact that some people were still not receiving copies of the document and the need for a message via social media to be put out asking them to let the Council know if this was the case.

Resolved: To put out a message via social media asking people to contact the Council if they do not receive a copy of the Newsletter.

Resolved: To include an item on Recycling Sites within the next edition of the Council's Newsletter, as outlined above (and at Minute No.M40/2024 above).

The meeting closed at 9.35 p.m.

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 5 January 2025, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr E Hennessy	Present
Cllr S Coleman (Chair)	Present	Cllr H Ladhams	Present
Cllr J Cornthwaite	Present	Cllr S Long	Present
Cllr J Dunlop (Vice-Chair)	Present	Cllr D Rathbone	Present
Cllr A Finch	Apologies	Cllr C Russell	Present

Officers in attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant) and Natalia Williams (Development and Delivery Manager (Deputy Clerk)).

M48/2024 Apologies

Resolved: To receive and accept an apology for absence from Cllr Finch.

M49/2024 Declarations of Interest

No declarations of interest were raised.

M50/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Resolved: Prior to consideration, to vote on moving into Part Two for consideration of Agenda Items Nos.12 (Property and Office Accommodation), 13 (Employment and Staffing Matters), 14 (Brewery Arts) and 15 (Kendal Futures).

M51/2024 Minutes of the Previous Meeting

Attention was drawn to Minute No.M42/2024 (Budget 2025/26) and the Medium Term Financial Summary. It was felt that clarification on the figures relating to Futures and Vision was required moving forward.

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 4 November 2024 and to authorise the Chairman to sign them as a true record.

M52/2024 Minute Action Sheet

The Town Clerk presented a report on actions taken by officers on resolutions or recommendations made at previous meetings.

The Town Clerk referred to Item Ref. No.70 and explained that he had yet to consult councillors with regard to parking for Members.

In response to a query regarding Item Ref. No.78 and the Boundary Review, the Town Clerk explained that Westmorland and Furness Council had indicated that there would be an Election in 2026.

Resolved: To note the report.

M53/2024 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council involved in. The Chair asked that, moving forward, updates to the document be made in red so that the Committee could clearly see what was new.

In response to a query, the Town Clerk said that he had heard nothing further with regard to the Levelling Up Fund.

Cllr Blackman, Chair of the Kendal in Bloom Committee, provided an update with regard to a three-year plan for planting in Kendal following advice from Cumbria in Bloom for Kendal Town Council not to submit entries whilst work was being carried out by the Environment Agency. The Committee had decided to focus on the gap between Kirkland and Kendal, details of which Cllr Blackman provided. Focussing on this distinct area would make a significant impact and draw attention to the work being carried out by the Town Council. Members of the Management Committee welcomed the plan and the work being carried out by the Kendal in Bloom Committee. Raised was the potential to also look at the Peace Garden. Cllr Blackman suggested the need to harvest the skills and support of local community groups such as the Salvation Army, the Parish Church and the Well Community. Attention was also drawn to Aynam Road Fountain which it was hoped would be relocated to Abbot Hall.

Reference as made to the Christmas Lights Switch On at which, whilst largely a successful event, there had been a number of issues on the Kendal Mountain Festival side. Cllr Ladhams, Chair of the Culture and Communities Committee, explained that she had provided feedback to officers and that the matter was to be addressed, with the potential of altering the format in future years. Attention was drawn to the inefficient power supply to the stalls on Finkle Street and the Development and Delivery Manager (Deputy Clerk) was commended for her composure under pressure during the event.

Also raised was the problem around the distribution of the Council's Newsletter, hard copies of which had not reached all residents. The Development and Delivery Manager (Deputy Clerk) explained that Royal Mail had been contacted and were launching an investigation into what had happened.

The Town Clerk drew attention to the development of the Local Plan and to the exciting work being carried out by the Planning Committee and Kendal Futures. This, he stressed, was of great importance, bearing in mind the enormous risks presented by changes in the national planning system. A question was raised as to how other Members could become involved in the work being carried out by the Planning Committee's Local Plan Action Group. The Town Clerk explained that a position statement was due to be recommended by the Group to the Planning Committee prior to this being shared with all Council Members.

The Town Clerk further drew attention to the Events Officer role which was currently being reviewed and reconfigured as a result of staffing changes. The Heritage Officer had now delivered three successful events and the two roles would now be integrated into a Civic and Events post. He also advised Members that a Community Resilience Officer had now been recruited and would be joining the Council at the end of the month. The post was for 15 hours per week and was being funded by DEFRA through the Cumbria Community Foundation.

Raised was the issue of the Zero Carbon Kendal Website and assurance sought that steps would be taken to maintain the audience and enthusiasm which had already been gathered. The Town Clerk acknowledge the importance of both maintaining and developing the audience and undertook to ensure that this was followed through following the former Projects Officer having left the employment of the Council.

In addition to the work which was being carried out by the Kendal in Bloom Committee, the work of the work of the Culture and Communities Committee and officers in relation to the Christmas Lights event and the impact on the Town was praised.

Resolved: To maintain and develop the audience in relation to the Zero Carbon Kendal Website.

Resolved: Future updates to the Council Activity Report to be made in red.

Resolved: To note the Council Activity Report.

M54/2024 Budget 2024/25

The Town Clerk presented a report detailing expenditure against budget in the current year. He was pleased to inform the Committee that the outturns would meet those which had been predicted, which was testimony to how well the Budget had been planned for 2024/25.

Resolved: To note the report.

M55/2024 Budget 2025/26

The Town Clerk reported that the Budget Working Group had been reviewing the Committee's budget requests for the next Financial Year, and the External Auditor had commented on the balance of the Council's General Reserve.

The Council had to set a balanced budget, in so far as it should set out how much it would like to spend and on what, and how it would expect to pay for it.

In the draft budget set out within the report and below, the majority of expenditure was funded through the principal sources of revenue – the Council Tax, rental income and bank interest. The remaining balance of £44,500 was proposed to be funded through the Community Infrastructure Levy.

This year (2025) was the first year there was no contribution from central government to support the impact of the decrease in the Council Tax base caused by changes to the calculation of Council Tax support in 2013. This grant, known as the Council Tax Support Grant, had been worth £33,000 to Kendal Town Council in 2024.

The Income budget made no assumptions about the CIL income in 2025/26. It would not be known how much had been distributed in CIL for the second half of 2024 until April 2025.

There was a separate item on the agenda on the Community Infrastructure Levy (Minute No.M56/2024 below refers).

Explanations of individual committee budgets could be seen within the minutes of the respective meetings which proposed them.

	2024/25	Projected Outturn	Proposed Budget 25/26	% of previous	
Income					
Precept	636,157	636,157	712,496	112.0%	
Rents	24,200	24,200	25,000	103%	
Interest	4,500	12,000	15,000	333%	

	2024/25	Projected Outturn	Proposed Budget 25/26	% of previous	
Grants	33,000	33,046		0%	
CIL	-	111,616			
Other income	-	28,500	12,500		
Total	697,857	845,519	764,996	110%	
Expenditure					
Allotments					
Water	1,950	1,950	2,100	108%	
Rent	1,050	900	1,050	100%	
Pest control	3,200	3,200	3,300	103%	
Maintenance	9,000	9,000	9,200	102%	
Total	15,200	15,050	15,650	103%	
Culture & Communities					
Community Grants	43,000	43,000	30,000	70%	
Festival Grants	28,000	28,000	25,000	89%	
Citizens' Advice	-	-	5,500		
Torchlight	-	-	10,000		
Brewery Arts	-	-	10,000		
Community Resilience	-	-	5,000		
Xmas Lights	30,000	30,000	31,000	103%	
Lights infrastructure	5,000	5,000			5,000
Electricity	1,100	1,100	1,750	159%	
Switch on	10,000	10,000	11,000	110%	
Bunting	1,500	1,500	1,500	100%	
Anniversaries	-	-	10,000		
Total	118,600	118,600	140,750	119%	
Kendal in Bloom					
Floral Displays	30,000	30,000	30,600	102%	
Projects and Grants	6,000	6,000	6,000	100%	
Total	36,000	34,500	36,600	102%	
Environment					
New infrastructure	-	-			4,500
Infrastructure Maintenance	5,000	5,000	8,000	160%	
Footway lighting charges	5,000	-	-	0%	
Litter bin charges	3,250	3,702	4,250		
Biodiversity Grants	10,000	10,000	10,000	131%	

	2024/25	Projected Outturn	Proposed Budget 25/26	% of previous	
Pollinators	6,400	6,400			
Birdcage	5,000	5,000			
Green infrastructure maintenance	-	-	6,000		
Footpath Improvements	-	-			20,000
Bus stop improvements	-	-	5,000		15,000
Natural Kendal	-	-	10,000		
Total	34,650	30,102	43,250	125%	
Management					
Premises	22,628	21,000	27,000	119%	
IT	29,700	29,700	34,000	114%	
Staffing Costs	322,000	322,000	360,000	112%	
Insurance and Finance	14,520	17,605	16,000	110%	
Stationery	8,100	8,700	8,200	101%	
Vehicle	5,100	5,100	5,500	108%	
Elections	10,000	10,000	15,000	150%	
Futures and Vision	15,800	15,800	15,800	100%	
Promoting Kendal	20,850	19,350	21,000	101%	
Total	448,698	449,255	502,500	112%	
Mayoralty & Heritage					
Mayoral Allowance	5,000	5,000	3,500	70%	
Deputy Mayoral Allowance	-	-	1,500		
Mayoral Travel	800	800	800	100%	
Mayor Making	2,500	2,068	2,100	84%	
Torchlight	2,000	1,800	2,000	100%	
Remembrance	350	380	1,600	457%	
Pictures & others	250	250	250	100%	
Misc Functions and expenditure	4,000	4,500	4,000	100%	
Twinning	1,500	1,250	1,500	100%	
Exhibitions	1,000	1,000	1,000	100%	
Museum	2,000	2,000	2,000	100%	
Total	19,400	19,048	20,250	104%	
Planning					
Local Plan	2,500	1,500	1,500	60%	
Training	2,500	2,500	2,500	100%	
FRSWG	20,000	20,000	-	0%	
Total	25,000	24,000	4,000	16%	

	2024/25	Projected Outturn	Proposed Budget 25/26	% of previous	
			To fund from CIL		44,500
Total	697,548	690,555	763,000	109%	

With regard to Council Tax implications, the Collecting Authority (Westmorland and Furness Council) had published the Council Tax Base for 2025/26. This showed a 4.1% increase in Kendal. The Precept figure shown in the Income table had been divided by the Council Tax base to calculate the Band D rate of Council Tax for the parish contribution.

In the proposed budget, a 12% increase in the Precept, required an 8% increase in the parish contribution from the Council Tax. In Kendal this equated to a £4.44 increase in the annual bill for a Band D Council Tax payer – the equivalent of less than 9p per week. The contributions from other Council Tax Bands were shown within the report and set out below:

	2024	2025	Increase
Council Tax base	10933.36	11378	104.1%
Band D	58.18	62.62	108%

Impact on Bands 2025-26

Band A	41.75
Band B	42
Band C	49
Band E	76.54
Band F	83.49

The Committee was asked to consider the Draft Budget, to amend as required and to submit it to the Full Council for consideration.

It was suggested that, moving forward, improvements were made to table headings and, in addition, for table headings to be repeated at the top of each new page, as necessary. The need for a simplified approach to data for the Budget Council meeting and for the benefit of members of the public was stressed.

A query was raised as to whether the potential for an increase in office accommodation had been accounted for within the Budget. The Town Clerk drew attention to the Council's allocated reserves which could be de-allocated if necessary and further pointed out that this issue also demonstrated a need to increase unallocated General Reserves.

Resolved: To improve the budget table headings and to ensure that they are repeated at the top of each new page moving forward.

Resolved: To recommend the draft Budget for 2025/26 for approval by Full Council at its meeting on 3 February 2025..

M56/2024 Community Infrastructure Levy

The Town Clerk reported that the Management Committee had the delegated responsibility to oversee the allocation of the Community Infrastructure Levy (CIL), alongside making a recommendation to the Council for the annual budget. The Budget Working Group had suggested that the Council utilise some of the available CIL funding to support the annual budget in 2025-26.

The extent of this proposed report was shown within the Budget Proposal considered under the previous item, Minute No.M55/2024 above refers.

• Christmas Lighting infrastructure:	£5,000
• New infrastructure (public realm)	£4,500
• Contribution to footpath improvement projects	£20,000
• Contribution to bus stop improvement projects	£15,000
Total	£44,500

The Working Group had proposed that in using the CIL in this way, the Council would be able to meet the spending aspirations of its committees, without severely impacting on the Council Tax, by funding them through the Precept.

To qualify for CIL funding, as well as being within the legal powers of the Town Council, the expenditure had to be for:

- the provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that is concerned with addressing the demands that development places on an area.

The Working Group had further recommended that the remaining available CIL be used to fund qualifying projects to the same value, currently funded through the Development Fund. This would allow the Council to de-allocate Development Fund resources, and subsequently re-allocate them to the General Reserve.

The External Auditor had asked that the Council look at its levels of General Reserve (i.e. the reserves which were not earmarked for a specific purpose), and to work towards bringing them into line with the recommendations in the Practitioners Guide, which was currently the equivalent of three months operating.

With regard to current reserves, at year end 2024, the Council's General Reserve had risen to £99,000. After the FRSWG money had been allocated, and a £2,500 grant had been returned unspent, the total sat at £79,000. According to the 2025 outturn forecasts, there would be an estimated £25,000 underspend, across the whole revenue funded Income/Expenditure budget. This was mostly accounted for by an increase in Bank Interest payments and a budget for Footway Lighting costs which would not be collected by Westmorland and Furness Council. This meant that the General Reserve would sit around £104,000 at 31 March 2025.

The External Auditor had not given an expected timetable for the Council to achieve the recommended level of Unallocated General Reserves, but it was felt that the Council should show how it intended to achieve the preferred level over a reasonable period – usually the period of medium term financial plan, i.e.three years.

The Working Group had already proposed allocating £44,500 from the remaining £58,693 to support the budget plans for the coming year. The Committee could further allocate £14,000 to an existing qualifying Development Fund project, which would allow the equivalent amount to be transferred to the General Reserve. Although this would leave no further money available for CIL allocation, the Council could reasonably expect some CIL income in April/May 2025, covering the collection period 1 October 2024 to 31 March 2025. This would bring the General Reserve up to around £120,000 on 1 April 2025.

The Council would need to allocate in the region of an additional £80,000 over the next three years to bring its Unallocated General Reserve up to the base recommended level.

The tables shown within the report detailed the CIL receipts, the allocations made to date, and the current levels of Earmarked Reserves held by the Council.

Resolved: To approve the CIL allocations to the 2025/26 Budget, and the re-allocation of funds to the Development Fund, to free up an additional amount to contribute to the General Reserve, as outlined at the meeting and set out above.

M57/2024 Policy Development

The Town Clerk asked the Committee to consider the following policy issues for Council activity, and which Council Committee should be delegated the relevant oversight.

(a) Bus Shelters

The Committee was asked to consider if the Council should negotiate the adoption of the bus shelters in Kendal that it did not currently own.

The fixing of a broken roof on a semi-derelict bus shelter on Stricklandgate in the run-up to Christmas had brought into focus the confused status and ownership of bus shelters in Kendal. The shelter had sat damaged for over three years before a contractor from Clear Channel had arrived and replaced the broken glass panels with a non-matching, but functional version in a different colour.

Nearly half the bus shelters in Kendal were owned and managed by Kendal Town Council. It had been suggested by Members of both Kendal Town Council and Westmorland and Furness Council that there would be benefits in the Town Council owning or at least managing the entire estate. A list of current shelters was shown in the Appendix to the report. Clear Channel had owned a series of shelters around the town until their withdrawal over ten years ago. They continued to own and manage shelters in Barrow and Carlisle, funded through the advertising panels on the side of the shelter. When Clear Channel had withdrawn from the smaller Cumbrian towns, their shelters had been offered to the three councils operating in Kendal at the time. Town Council records appeared to show that none of the shelters had been adopted, and had therefore been removed by Clear Channel. The Stricklandgate shelter may have remained because of ongoing street works in this part of town. Cumbria County Council records suggested that this had been owned by them as Highway Authority.

There were several issues which would need to be considered prior to the Council adopting the remaining shelters in the town. These ranged from the obvious expense of maintenance (and presently the Council did not have a specific budget line for bus shelter maintenance), to the legal implications of ownership (the Council had a freehold on a shelter in Sandylands, but others seemed not to have such extensive legal agreements), the liability of the shelter

becoming unused, the consent levels required for any advertising that might be considered, to name but a few.

Bus transport in Cumbria had been un-regulated since 1986. The two unitary authorities were able to support some routes, but their influence was relatively minor, and most were subject to the market forces experienced by the private operators. Stagecoach was the dominant operator, with some very small, local operators serving routes with financial assistance from the principal authorities. The status of public transport in Cumbria could be about to change, if the Government's Devolution White Paper was acted upon. This could be seen as an opportunity for engagement, or it might be seen as a threat to immediate progress on the issue. It added a level of unknown to the process which had to be acknowledged in any project timeline which emerged.

Members welcomed the proposal, also emphasising the need for regular maintenance of bus shelters. Stressed was the need for consideration of associated costs and liabilities in discussion with Westmorland and Furness Council.

Resolved: Officers to prepare a report proposing the Adoption of Bus Shelters, with associated costs, permissions and project timelines.

(b) Town Centre Vitality

It was reported that a recent query from the Culture and Communities Committee had highlighted the lack of cohesion in the Town Council's approach to Town Centre vitality, which was one of the key elements of the Town Council's Plan.

The Town Council had put a great deal of faith in the capacity of Westmorland and Furness Council to re-establish the Town Team process, which had formerly overseen policy and strategic investment issues in the Town Centre. However, the stalling of the Levelling Up Fund process, and the challenges of the post-LGR operating environment seemed to have left a space in the principal authority's strategic oversight of matters relating specifically to Kendal.

From the Town Council's operations, matters relating to Kendal Futures sat with the Management Committee, those relating to the BID with the Culture and Communities Committee, and those to the public realm with the Environment Committee. Christmas lighting sat with Culture and Communities, but floral displays sat with Kendal in Bloom. Spatial Planning issues rightly sat with the Planning Committee, but there was considerable overlap with the Environment Committee. Whilst the Management Committee was tasked with managing 'cross-cutting' issues, it was not usually geared up to specific project management which might be considered to be cross-cutting. The development of the town's Visit Kendal website, its provision of tourist literature, maps, signage, market trading and marketing, were all issues which occasionally fell into this apparent grey area.

A possible solution to this issue, would be to develop a Town Centre Working Group, with a specific brief to look at all the issues affecting the development of the Town Centre. This could take its membership from any part of the Council and could have delegated functions in the same way the Flood Relief Scheme Working Group (FRSWG) or the Spatial Planning Working Group had. Like the FRSWG it could incorporate members of other councils or organisations, and would clearly have to work hand in hand with Westmorland and Furness Council as the principal authority.

The Committee was asked to consider whether this was the approach it would like to take to this issue. A subsequent paper would draw up terms of reference and an initial work programme. Membership could be by appointment or election. Alternatively, the Committee could choose to bring a clarification of Committee Terms of Reference to the Full Council, to allocate specific and clear responsibilities to relevant existing committees in this sphere.

Some Members acknowledged that a co-ordinated, focussed and fresh approach was vital. It was suggested, however, that the issue might be addressed in due course by a new committee rather than a working group. Others were unsure as to what a working group could add, particularly if their recommendations had to come back to the current committees within whose remit Town Centre vitality sat. Also questioned was the definition of the Town Centre boundary.

The Town Clerk explained that the purpose of having raised the matter was to answer some of these questions. He was of the opinion that the Council was not currently sufficiently organised to move forward on Town Centre vitality in a suitable manner and believed that it was time now for officers to look into how this could be appropriately addressed and to come back with recommendations. If the Committee was agreeable, the Town Clerk suggested that consideration should be given to membership of the working group by seeking volunteers at a future meeting of Full Council. He envisaged in the first instance a report back to the Management Committee.

Members felt that this was a worthwhile way forward, however, stressed the need to ensure that the group made recommendations to the existing committees. To this end, the need for clear Terms of Reference was felt to be of importance.

Resolved: The Town Clerk to draw up Terms of Reference for a Town Centre Vitality Working Group for consideration by the Management Committee prior to seeking volunteers to sit on the Group at a future meeting of Full Council.

M58/2024 Newsletter and Publicity

The Committee was advised that following a number of residents not having received a hard copy of the last edition of the Newsletter, Royal Mail had been asked to look into the matter.

Discussion took place with regard to the production and distribution of the Newsletter. The Committee was advised that there had been three editions of the document produced and delivered in previous years, at a cost of between £3,000 and £4,000. The next edition of the Newsletter in its current format was due out in May 2025. Officers were in the process of looking at the format and content of the document and means of delivery via alternative platforms.

Whilst it was felt that the Newsletter was an excellent means by which the Town Council could portray itself, it was no good if it was not being delivered and seen.

Resolved: To note the verbal update.

Part Two

Members voted to exclude the Press and Public for the following items of business, due to the confidential nature of the discussion.

M59/2024 Property and Office Accommodation

The Town Clerk provided a brief verbal update on office accommodation. He referred to a meeting held on 16 December 2024, when three Assistant Directors from Westmorland and Furness Council had been present to inform Kendal Town Councillors of the situation with regard to the Town Hall and South Lakeland House. Changes were due to be made, however, the Town Council had yet to be consulted. The Town Clerk was due shortly to attend a meeting with Westmorland and Furness Council's Facilities Manager and would report back on this to the Planning Committee. In addition, the Town Clerk pointed out that any other available options would be pursued.

Resolved: To note the verbal update.

M60/2024 Employment and Staffing Matters

(a) Progress in recruiting new staff had been covered under Agenda Item No.6 (Council Activity Report), Minute No.M53/2024 above.

Resolved: To note the verbal update.

(b) The Chair of Staffing Sub-Committee reported that the minutes of that Sub-Committee would be included for receiving on agendas for meetings of the Management Committee moving forward.

Resolved: To note the verbal update.

M61/2024 Brewery Arts

A verbal report was provided by the Council's representative to Brewery Arts, Cllr Dunlop, on an issue affecting the organisation, to enable the Committee to consider what actions the Council might be able to take.

Resolved: To seek further information from Brewery Arts and to bring back details to Members of the Committee.

M62/2024 Kendal Futures

Cllr S Long provided a verbal update on the progress of work being carried out by Kendal Futures in relation to the Local Plan.

Attention was drawn to the work currently being carried out by the Town Council's own Local Plan Action Group, with its recommendations due to be brought to the Planning Committee prior to consideration by all Members at Full Council.

Resolved: To note the verbal update.

The meeting closed at 9.35 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of the meeting of the Mayoralty and Heritage Committee held on Monday, 16 December 2024, at 7.40 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr J Brook	Apologies	Cllr J Cornthwaite (Chair)	Present
Cllr J Dunlop	Apologies	Cllr D Rathbone	Present
Cllr C Russell	Present	Cllr M Severn	Present (part)
Cllr R Sutton (Vice-Chair)	Present	Cllr G Tirvengadam	Apologies

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), and Simon Unsworth (Heritage Officer).

Also present: Three members of the public.

Note – Prior to the commencement of the meeting, the Chair drew the Committee’s attention to the recent death of Paul Grout, Chair of Kendal Civic Society, who had been a major contributor to the Town. Members paid silent tribute to his memory.

Public Participation

Rob David and Judith Anstee addressed the Committee, having prepared a ‘Concerned Citizen’s Statement’ in relation to Kendal Museum.

Ms Anstee referred to concerned citizens of Kendal with regard to museum provision in the Town. The Museum of Lakeland Life and Industry, known as MOLLI, had been closed to the public now for nearly five years and, there seemed to be no plan its re-opening at present. Ms Anstee provided the history behind MOLLI which had opened in 1971, with her father having been its first curator and instrumental in its inception and development. At the time, MOLLI had been at the cutting edge, and this had been reflected in its winning of the first Museum of the Year award in 1973. Over the years, members of the public, farmers and industrialists had been immensely generous with their donations to the Museum and it had built up a real reputation in the museum world. This was also reflected in its popularity with the public who visited the Museum in droves.

Mr David explained that when he had come to Kendal as a young teacher in 1975, he had quickly found the MOLLI collection and the enthusiastic and knowledgeable John keen to welcome visitors and in particular school groups. He explained how MOLLI had formed part of the curriculum for his school and student groups. John had encouraged children to use the huge printing press to learn how to print like Caxton and in the early 1980s he enabled Queen Katharine School children to star in a home-made video production based on a day in the life of a Kendal family using the reconstructed parlour, kitchen and bedroom at MOLLI as film sets. MOLLI had been fantastic teaching resource and Mr David worried that this was being denied to the present generation of teachers and children.

Ms Anstee drew attention to the fact that Mary Burkett had told the Westmorland Gazette in 2012 that ‘People were anxious to give, not sell us, items, and in return we promised to treasure them forever’. Lakeland Arts Trust, Ms Anstee felt, had broken this contract through its prolonged closure of the museum.

Mr David pointed out that there were many heritage groups increasingly concerned about Kendalians' inability to access their history at MOLLI, and opportunities to enhance Kendal's history offering were being missed. For example, Kendal Oral History Group had some 400 recordings of Kendalians describing their lives in the past. Many of these elderly people lived in houses with rooms similar to the reconstructed rooms at MOLLI. Mr David felt it would be good if these voices could be heard in these rooms but that was impossible while the Museum remained closed to the public. Similar frustrations apply to county-wide groups. Lancaster University's Regional Heritage Centre would publish in 2025 the Victoria County History volume for Kirkby Lonsdale and the 14 parishes around it, and was embarking on a similar volume for Furness using the Dock Museum, Barrow Archives, Morecambe Bay Partnership and a substantial grant from the CWAAS. For the moment Kendal and its adjacent parishes had been put on the back burner because it was so difficult to access the museums as well as Kendal Archive Centre.

Ms Anstee stressed the concern about the continuing (and developing) lack of access to the places responsible for looking after Kendal's past. As a first step to once again giving Kendalians access to their past, the concerned residents wholeheartedly endorsed an idea that Cllr Russell had suggested to them – a book to be called 'Kendal in 100 objects', and they suggested that this brilliant way of promoting Kendal's museum collections should be supplemented by making available at least some of the 100 objects in appropriate pop up venues around the town. This would remind Kendalians of what existed and increase the clamour for a proper long-term solution to Kendal's museums, with the most obvious solution being to combine MOLLI with the Town Museum. The now, largely unused, County Hall would be a brilliant location for such a museum of Kendal's heritage assets given that the archives were already located there. There were so many possibilities, which, with imagination and vision, could provide people both locally and in the region with full and exciting access to their history and heritage whilst significantly enhancing Kendal's heritage reputation and its attraction as a tourist stopover. It was hoped that representatives at every level of government would consider the future of Kendal's museums a priority and seek the views of members of the public and also the many heritage and history groups and societies which the town was fortunate to have.

The Chair thanked Ms Anstee and Mr David for their contribution.

MH27/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Brook, Dunlop and Tirvengadam.

MH28/2024 Declarations of Interest

No declarations of interest were raised under this item.

MH29/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

MH30/2024 Minutes from the Last Meeting

The minutes of the meeting held on 23 September 2024, at Minute No.MH25/2024, referred incorrectly to the mayor equivalent of Killarney having been invited to Mintfest. This had been altered in the copy due to be signed by the Chairman to Kendal Mountain Festival.

Resolved: To receive the minutes of the meeting of the Mayoralty and Heritage Committee held on 23 September 2024 and to authorise the Chair to sign them as a true record.

MH31/2024 Museum Provision

The Committee was provided with verbal reports on progress in the development of a Museum for Kendal. Concurrent initiatives were reported on by both Cllr Russell and the Town Clerk.

The Town Clerk reported that Westmorland and Furness Council was convening a meeting of the old Kendal Museum Liaison Group with representation from Kendal College, Westmorland and Furness Council and Kendal Museum Trust Committee (i.e. the Town Council). The Town Clerk advised that he would be attending the first scoping meeting and would come back to say whether the Town Council required future representation. He pointed out that Cllr E Hennessy already represented Westmorland and Furness Council on the group.

Cllr Russell drew the Committee's attention to major concerns in terms of Kendal's museum provision. He stressed the need for the Town Council to represent the people of Kendal and to ensure the museums met the needs of the community with recognition of the Town's heritage which currently did not exist. There was a need, he felt, for Kendal Town Council to lead a discussion with Westmorland and Furness Council in an attempt to move forward, and to open up to other stakeholders, Kendal College and Lakeland Arts Trust. Cllr Russell hoped that strong relationships could be built with these organisations to support them in what they were doing.

Cllr Russell hoped that a Friends of Kendal's Heritage Group could be established to compliment the well-established historic societies of Kendal and Cumbria, and to have an activist and forward-looking role, caring for contemporary issues, concerns and opportunities regarding Kendal's heritage. He hoped that the Town Council could get behind the group as they worked with partners on a way forward for Kendal's museum provision.

Cllr Russell suggested that a book and photography exhibition of all the Kendal collections – Kendal in a Hundred Objects – could be a great resource for a public awakening of the significance of the Town, with emphasis on the engagement of children.

Rob David, who had spoken during public participation, endorsed all said by Cllr Russell, and stressed the need for something to happen quickly and to raise the profile of what Kendal had forgotten existed.

Members expressed support for the initiative, also concerned at the over-long closure of MOLLI and, in particular, the cohort of children that had already missed out on being able to see the collection. The need to seek a statement of intent from Lakeland Arts on what was planned for that Museum moving forward was raised. Also raised was the need to consider the bigger picture, including those artefacts held by both Kendal Museum and within the Town Hall.

The Town Clerk pointed out that the Mayoralty and Heritage Committee had always recognised the fact that there was a shortfall in museum provision in Kendal. He drew attention to the potential for use of social media and the possibility of Kendal's History in 100 Tik Toks. The Town Clerk further pointed out that the Town Council could support and help to facilitate a Friends of Kendal's Heritage Group if it so wished. He explained that the Exhibitions budget could be used in relation to Museum Provision and that it could, if necessary, be increased. He confirmed that the Town Council could write to Lakeland Arts to find out what the organisation's plans were. In addition, he stressed the need for publicity through the Members of both Kendal Town Council and Westmorland and Furness Council and, in addition, for Town Councillors to lobby Westmorland and Furness Councillors. Cllr Severn, who was Chair of Westmorland and Furness Council, undertook to approach their Culture and Communities Portfolio Holder.

The Heritage Officer added his support for the establishment of a Friends of Kendal's Heritage Group. The Town Clerk suggested that the Heritage Officer could be part of the conversation and that his role might thus be developed.

Resolved: The Town Council to establish and convene a meeting of a Friends of Kendal's Heritage Group early in 2025 under the auspices of the Mayor of Kendal.

MH32/2024 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. He explained that there had as yet been no progress in relation to Item Ref. No.23 regarding the Heritage Collection Risk Assessment, however, a meeting had been arranged to meet with Westmorland and Furness Council colleagues to discuss heritage and storing thereof within the Town Hall.

The Heritage Officer referred to Item Ref. No.14 regarding retention of the remaining items from the K-Shoe Heritage Centre and explained that storage space had been booked locally. He further explained that he was seeking assistance in moving the items. The Heritage Officer also drew attention to Item Ref. No.21 regarding Kendal and the International Slave Trade Trail, advising the Committee that there had been no take up during Black History Month. Two trails had, however, been successful during Kendal Mountain Festival. The Heritage Officer intended to continue to offer the trails during forthcoming festivals, also pointing out that he had made a number of alterations to the leaflet.

Resolved: To note the report.

MH33/2024 Review of Spend against Budget 2024/25

The Committee considered its budget monitoring report as at 9 December 2024. The Town Clerk reported that £12,000 of the £19,000 Mayoralty and Heritage Committee budget had been spent to date.

Resolved: To note the budget monitoring report as at 9 December 2024.

MH34/2024 Proposed Budget 2025/26

The Committee was asked to consider its expenditure aims for the next financial year. Expenditure had to be in keeping with the aims of the Council Plan. Due to scheduling issues, the Committee had not submitted a proposed budget to the Budget Working Group in November, so the Working Group had considered an indicative budget instead. The budget shown below contained the same overall totals as the indicative budget considered by the Group, but some of the individual budgets had been adjusted in the light of more accurate outturn data.

The Mayoral allowances had been formally split to clarify the practice that seems to have been long-standing.

Torchlight reception costs had been reduced in line with the costs savings made to the event this year and last.

Additional budget had been allocated to Remembrance, to allow for traffic management costs, should Cumbria Police decline to manage the road closure for the parade.

Commemoration of the 450th anniversary of the Town Council and the 80th anniversary of the end of the Second World War had been allocated budget from the Culture and Communities Committee. An additional £2,000 had been proposed in the Miscellaneous Function and Expenditure line, to cover the proposed purchase of a flag and the installation of a flagpole.

Item	2024-25	Proposed 25-26	Change
Mayoral Allowance	5,000	3,500	0*
Deputy Mayoral Allowance	*	1,500	0*
Mayoral Travel	800	800	0
Mayor Making	2,500	2,600	4%
Torchlight Reception	2,000	1,500	(25%)
Remembrance	350	1,600	457%
Pictures & others	250	250	0
Misc Functions and expenditure	4,000	6,000	50%
Twinning	1,500	1,500	0
Exhibitions and Tours	1,000	1,000	0
Museum	2,000	2,000	0
Total	19,400	22,250	14.7%
Arts & Heritage Reserve	13,687	14,234	4%

Attention was drawn to the fact that the Arts and Heritage Reserve was the product of sales from the Collection. Revenue from sales had to be spent on the Collection.

Discussion took place around Remembrance and Mayor's Sunday and traffic management costs, and the need to consider what to do should Cumbria Police decline to manage the road closure for the parade moving forward, particularly with the forthcoming anniversaries in 2025. The Heritage Officer informed the Committee that he had arranged a meeting with representatives of the Royal British Legion and the Church, to take place on 14 January 2025, to look into the matter. The Town Clerk confirmed that the figures outlined were sufficient and further drew attention to the budget set aside by the Culture and Communities Committee with regard to the 450th Anniversary of the Town Council's Charter.

Resolved: To recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

MH35/2024 Anniversaries in 2025

The 450th Anniversary of the Town Council's Charter and the 80th Anniversary of the end of the Second World War would fall in 2025. The Committee would be forming a working group together with members of the Culture and Communities Committee to establish an appropriate programme of events.

The Heritage Officer reported that the Royal British Legion, whilst they had central plans, had made no decision as yet at local level. He would be meeting with the Legion on 14 January when this matter would be discussed. He would also be convening the working group on the same day, with no external input.

Cllr Russell took the opportunity to refer to the 500th anniversary in 2025 of Kirkbie Kendal School which he felt should also be celebrated. The Chair explained that this, along with a number of other forthcoming anniversaries, was something that he had suggested may be recognised through incorporation within the 2025 Torchlight procession.

Resolved: To note the actions made and required for the two principal anniversaries in 2025.

MH36/2024 Inter-Faith Groups

It was reported that there were a number of inter-faith initiatives in Kendal, which the Mayor or Deputy Mayor had usually been able to support and occasionally host. The Deputy Mayor had asked whether the Council should be doing more to recognise these initiatives and what that might entail. This could include passing the issue to the Culture and Communities Committee for further consideration.

Attention was drawn to the fact that many faith communities in Kendal appreciated the presence of the Mayor or Deputy at their events. It was suggested that this matter should remain within the remit of the Mayoralty and Heritage Committee due to the experience of its Members in leadership of the Town. The Town Clerk, however, also drew attention to the remit of the Culture and Communities Committee which included community matters, pointing out that interfaith harmony was a community matter.

On reflection, Members agreed that the matter fell within the remit of both committees, with Culture and Communities taking on the action with Mayoralty and Heritage acting as the beacon.

Resolved: The issue of inter-faith initiatives to fall within the remit of both the Culture and Communities Committee and the Mayoralty and Heritage Committee, as discussed at the meeting and outlined above.

MH37/2024 Kendal Flag

It was reported that the Mayor had asked that Kendal Town Council consider erecting a flagpole somewhere visible in Kendal so that the Town Council's presence and importance to the Town and its history was highlighted. The report set out initial thought around basic options and costs.

The first thing to consider was where the flagpole might be situated. The most obvious place suggested was on the Coronation Garden – most of the traffic entering Kendal from the south went past it, and it would also be visible to people leaving to go south. Other sites suggested included the bottom of Gillinggate, somewhere in the town centre (although there was no obvious location), Chantry Garden (by Stramongate Bridge), Blackhall Road, and Aynam Road.

Landowner's consent would be required, along with any necessary planning consents. Flying a flag itself did not require consent.

The second issue was the pole itself (size, construction, etc.) and the design to have on the flag. The design seemed obvious – the Coat of Arms and motto, repeated on either side, which was included in the costs set out below. If the Council chose to have something new designed, it would include input from a professional vexillologist, and the costs of that then would vary depending on what was requested.

For the pole, the advice was to choose a minimum of 8m (26ft) with an internal pulley system. Quotes for this size were coming around £1,000, delivered, but the cost of the actual installation would need to be factored in, which could be as much as £500 or more.

There would need to be clear lines of responsibility for the flag's general cleaning, upkeep and repair, and the cost of this (either in internal staff time or in bringing in external workers / services) would need to be added to a budget line yet to be identified. It was felt reasonable to allocate around an hour every couple of months.

The Committee was asked to consider whether it would allocate Council resources to this, or whether it could achieve the general aims of raising the Council's profile through some other method. It was unlikely to qualify to be a CIL-funded project, so an allocation from the Council's general budget would be required.

The Chair felt that the installation of a flagpole and flag was warranted and Members expressed support. Some discussion took place regarding the need to consider design and logistics around raising and lowering of the flag. The Chair was keen for the installation to take place during his mayoral year. The Town Clerk drew attention to the need to first seek planning permission. Also raised was a desire to ask Westmorland and Furness to ensure that the Ukrainian flag was being flown outside the Town Hall at this time and the Chair, as Mayor, undertook to make this request.

Resolved: Subject to seeking the relevant planning permissions, to allocate resources to the erection of a flagpole at the Coronation Garden, as outlined above.

MH38/2024 Twinning

The Committee was provided with verbal reports on the activities and affairs of the Town's two twinning relationships. Members were informed of activities planned by Kendal Rugby Club and IBIS around a trip to Rinteln in 2025 which, it was felt, would bring some fresh young interest to the table. The Rinteln Twinning Association had manned a stall at the Christmas Lights Switch-on event and had also been present at the Mayor's Winter Warmer Coffee Morning.

The Town Clerk drew attention to Town Council grants available via the Rinteln Twinning Association. This funding was used mainly to support those travelling to Rinteln for events and it was suggested that both the Rugby Club and IBIS should be urged to make an application in this financial year.

Resolved: To note the verbal updates.

MH39/2024 Newsletter and Publicity

The Committee was asked to consider which items to include in press releases and items for the next edition of the Council's Newsletter. Reference was made to the fact that although 16,000 of the last edition had been printed, not all households had received a copy; this was being pursued with Royal Mail.

Resolved: To publicise the following:

- (a) an item within the Newsletter regarding museum provision in Kendal and the establishment of a Friends of Kendal Heritage Group; and
- (b) a press release in relation to the Committee's silent tribute to the memory of Paul Grout and drawing attention to a book of condolences, to be organised by officers and put at the front of the Town hall; and

The meeting closed at 9.35 p.m.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 18 November 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr R Edwards	Apologies	Cllr G Supka	Apologies
Cllr A Finch	Absent		

In attendance: Chris Bagshaw (Town Clerk).

P102/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Campbell, R Edwards and Supka.

P103/2024 Declarations of Interest

No declarations of interest were raised under this item.

P104/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P105/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 4 November 2024 and to authorise the Chair to sign them as a true record.

P106/2024 Minute Action Sheet

The Clerk reported that he had not received a reply to his follow up query concerning shop fronts, and had noticed a third new shop front on Stramongate which he didn't believe had been through the appropriate planning process. The Committee asked that he follow this up with the appropriate officers at Westmorland and Furness Council, including Cllr Vicky Hughes in any correspondence, as Chair of the Local Area Planning Committee.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P107/2024 Planning Process and Issues

The Chair, in giving his apologies for the next meeting, asked if the Committee felt strongly enough to make representations at the next meeting of the Local Area Planning Committee on the issues of the most recent large scale housing development and the Town Council Chamber. The Committee agreed that it should send someone to speak on its behalf. Cllr L

Edwards agreed to do this, and could be briefed by the Clerk and Cllr Ladhams on how to present the Council's position on these developments.

Resolved: That Cllr L Edwards make representations on the Council's behalf at the next meeting of the Local Area Planning Committee.

P108/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that the Working Group had not yet met and was struggling to find a suitable date. However, a meeting had been arranged by the Director of Thriving Places at Westmorland and Furness Council with himself, the Leader of W&FC, and supporting officers, the local police, EA officers, W&F ward councillors, Cllr Ladhams and the Town Clerk to review the actions that could be taken to reduce the perceptions of crime risk at New Road.

Members noted that the test drilling at Waterside had resulted in the route being blocked without warning for periods of time. The Clerk reported that there had been a fault with the temporary pedestrian crossing at New Road, which appeared to have been fixed. A query was raised about whether St George's Church was being compensated for the disruption.

Resolved: To note the verbal update.

P109/2024 Kendal Town Council Local Plan Action Group

The Working Group has a meeting fixed for 28 November 2024.

Resolved: To note the verbal update.

P110/2024 Planning Applications

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes.

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

The meeting closed at 7.22pm.

Kendal Town Council
 Responses from Planning Committee: 18 November 2024
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/2042/LBC	HALIFAX 19-23 Highgate Kendal LA9 4DA Listed Building Consent to retain letterbox and secure internally, remove all external signage and branding, remove ATM, all low level external glazing to doors and windows are obscured with white vinyl (applied internally) & all 'Closure Posters' to be removed from Branch on the final day of decommissioning	Fell	19 November	No material objections. It was suggested that the window vinyls could be more imaginative, to give some vibrancy to the hole this withdrawal would create in prominent location.
2	2024/1926/FPA	Kerian House Yard 64 Stramongate Kendal LA9 4BD Proposed replacement doors & windows	Fell	19 November	No material objections.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
3	2024/1752/FPA	25 Castle Road Kendal LA9 7AU Single storey rear extension	Castle	21 November	No material objections. The Committee concurred with the views of the Conservation Officer, and their recommendation is contingent on their recommendations being accepted. The Committee further noted that the apparent dispute over various ownerships did not constitute a material planning consideration.
4	2024/2059/FPA	34 Langdale Crescent Kendal LA9 6JU Installation of air source heat pump We	Nether	21 November	Recommend refusal. The committee noted that the pump was considered too noisy to be acceptable as a permitted development. It felt that the appropriate mitigation was to install a pump that would be permissible, otherwise the installation would be too noisy.
5	2024/1865/FPA	12 Spital Park Kendal Cumbria LA9 6HG Single storey rear extension	Nether	22 November	No material objections. As conditions the Committee would expect a satisfactory flood risk assessment, and that the development did not lead to overlooking or overshadowing issues. Some meaningful biodiversity net gain should also be a condition.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	2024/1799/FPA	25 Jenkin Rise Kendal Cumbria LA9 6JN Single storey extensions at the front and rear of the property to provide accommodation for an elderly relative (further information)	Nether	20 November	No material objections. The Committee would like to see some meaningful biodiversity net gain applied as a condition.
7	2024/2064/FPA	Fairhavens Fell Close Oxenholme Kendal LA9 7ES Two storey side extension including internal platform lift to replace existing external stairs and two storey structure	Oxenholme		No material objections. The Committee added the proviso that the Planning Officer didn't feel the development was overbearing or out of keeping with the location.
8	2024/1661/FPA	80 Stramongate Kendal LA9 4BD Change of use from shop (Use class E) to short term let / holiday accommodation and staff accommodation (Mixed use classes C3 Dwellinghouse & C4 house in multiple occupation) (further information)	Fell	26 November	Recommend refusal. Whilst noting the slight improvements in design, the Committee reiterated its previous objections based on the lack of a meaningful flood response, the impact on local parking, the absence of any attempt at biodiversity net gain etc.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 2 December 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Apologies
Cllr R Edwards	Present	Cllr G Supka	Apologies
Cllr A Finch	Present		

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

Note - In the absence of Cllr Rathbone (Chair), Cllr Ladhams (Vice-Chair) took the Chair.

P111/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Campbell, Rathbone (Chair) and Supka.

P112/2024 Declarations of Interest

No declarations of interest were raised under this item.

P113/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P114/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 18 November 2024 and to authorise the Chair to sign them as a true record.

P115/2024 Minute Action Sheet

The Committee considered the actions which had been taken by officers on recommendations made at previous meetings. The Town Clerk reported that, with regard to Item Ref. No.33, Cllr L Edwards was due to address Westmorland and Furness Council's South Lakeland Local Area Planning Committee on behalf of Kendal Town Council on 3 December 2024.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P116/2024 Planning Process and Issues

The Town Clerk reported under this item on an issue relating to a planning application for a telecoms tower on Burneside Road. The application was outside of the Town Council's boundary, although only just, on top of one of the drumlins on the left hand side heading towards Burneside. It would be most visible from the edge of Carus Green. Looking at the rules, there did not appear to be a great deal that anyone could do about it, except that the installation would require Planning Consent if it were to visually intrude more than might be considered reasonable. This was why it had to be confirmed that it was a permitted development. The Town Clerk pointed out that the Town Council had not been specifically consulted, because the application was outwith Kendal's parish boundary, however, that the proposal would impact on Kendal far more than Burneside, and was most likely to improve 5G, etc., for Kendalians living in the new estates at the northern end of Town. The Town Clerk also drew Members' attention to the large fence which was to be built around the tower.

The Town Clerk advised Members that the deadline for comments was on 12 December, prior to the next meeting of the Planning Committee. He suggested, therefore, that he might seek an extension to the deadline in order to enable the Committee to fully consider the application on 16 December. Should this not prove possible, then he suggested that he would then circulate some thoughts to Members of the Planning Committee and, subject to their agreement, to put together an appropriate response on their behalf.

Resolved: To seek an extension to the deadline for comments with regard to planning application 2024/2142/PATEL, however, should this not prove possible, then the Town Clerk to circulate suggestions to Members of the Planning Committee and, subject to their agreement, to put together an appropriate response on their behalf.

P117/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that there had as yet been no further meetings of the Group. He pointed out, however, that he was due on 5 December to meet with representatives from the Police, Westmorland and Furness Council and the Environment Agency with regard to mitigation of the impact of the New Road wall.

It was suggested that a timetable might be produced for meetings of the Group in 2025.

Resolved: To produce a 2025 timetable of meetings for the Kendal Town Council Flood Relief Scheme Working Group.

Resolved: To note the verbal update.

P118/2024 Kendal Town Council Local Plan Action Group

The Working Group had met on 28 November 2024, with the Town Clerk having sent to all Members of the Planning Committee the notes of the meeting. He explained that the next stage would be to produce a position statement.

Resolved: To note the verbal update.

P119/2024 Planning Applications

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes.

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

The meeting closed at 6.53 p.m.

Kendal Town Council
 Responses from Planning Committee: 2 December 2024
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/2104/FPA	29 Landsdown Close Kendal LA9 7SB Single storey side garden room extension	Castle	5 December	No Material Objections subject to the inclusion of additional Biodiversity Net Gain.
2	2024/1973/FPA	Summerhill Care Home East View Kendal LA9 4JY Replacement of existing timber doors with UPVC equivalent	Highgate	5 December	No Material Objections , however, the Committee expresses disappointment that timber materials are not being used in a Conservation Area.
3	2024/2064/FPA	Fairhavens Fell Close Oxenholme Kendal LA9 7ES Two storey side extension including internal platform lift to replace existing external stairs and two storey structure	Oxenholme	5 December	No Material Objections The Committee added the proviso that the Planning Officer didn't feel the development was overbearing or out of keeping with the location.
4	2024/2080/FPA	11 Becksides Kendal LA9 7PF Proposed two storey side extension and raised rear decking	Heron Hill	5 December	No Material Objections subject to the inclusion of appropriate Biodiversity Net Gain.
5	2024/1802/FPA	High Gillinggrove 23 Gillinggate Kendal LA9 4JB Replacement Anthracite UPVC double glazed windows & door	Highgate	5 December	No Material Objections , however, the Committee expresses disappointment that timber materials are not being used in a Conservation Area.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	2024/1509/FPA	5a Thorny Hills Kendal LA9 7AL Replacement of windows from timber single-glazed with timber double-glazed vertical sliding sash windows	Mintsfeet	6 December	No Material Objections and the Committee commends the use of timber in a Conservation Area. The Committee also asks the Planning Officer to note the comments raised by the Conservation Officer.
7	2024/1818/LBC	5a Thorny Hills Kendal LA9 7AL Listed Building consent for the replacement of windows from timber single-glazed with timber double-glazed vertical sliding sash windows	Mintsfeet	6 December	No Material Objections and the Committee commends the use of timber in a Conservation Area. The Committee, however, would ask the Planning Officer to note the comments raised by the Conservation Officer.
8	2024/1992/FPA	Cottage attached to the main church building Parr Street Evangelical Chapel Parr Street Kendal LA9 7DH Change of use of cottage (Use Class C3 - Dwellinghouses) to church office and storage space (Use Class E(g)(i) - Offices)	Castle	12 December	No Material Objections
9	2024/2086/FPA	41 Union Street Kendal LA9 4RR Replacement of existing single glazed sliding sash front windows with new double glazed Accoya timber sliding sash windows fitted into the existing box frames	Strickland	12 December	No Material Objections and the Committee commends the use of timber in a Conservation Area, subject to it being sustainably sourced.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
10	2024/2146/FPA	The Eddington Highgate Kendal LA9 4HE Installation of an accessible lift	Highgate	13 December	No Material Objections
11	2024/2147/LBC	The Eddington Highgate Kendal LA9 4HE Listed building consent for the installation of an accessible lift	Highgate	13 December	No Material Objections

Kendal Town Council

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www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Planning Committee held on Monday, 16 December 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Apologies
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr R Edwards	Apologies	Cllr G Supka	Present
Cllr A Finch	Apologies		

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

Also present: Cllr L Hendry and three members of the public.

Public Participation

Paul Dale addressed the Committee. He wished to draw the Committee's attention to the proposal for a 5G telecoms mast between Kendal and Burneside at the area of "Todds" where stood what was locally known as the "Lone Tree" (2024/2142/PATEL). The proposed mast would be 5m taller and situated, together with associated fencing and structures, within 10 metres of the tree. This tree was a local landmark in an area of beauty and now had its own dedicated website, being felt to be similar to Sycamore Gap. The proposal for a telecoms mast would have a hugely detrimental effect on the landscape and, should it go ahead, that view would be gone forever. Mr Dale drew attention to the 96 neighbour responses from all over Kendal and to the proposal having been featured in Cumbria Crack fuelling a lot of emotional response. Mr Dale urged the Committee to seek full planning permission for the proposal in order to enable objections to be made through the full planning process.

The Town Clerk explained that, despite discussion on the subject at the previous meeting, the proposal, which sought confirmation that it was permitted development, had been omitted in error from today's agenda. He drew attention, however, to Item No.11 on the agenda (Planning Applications) and the statement whereby "where the publication of the application is after the initial publication of the agenda, items will be added up to the day of the meeting where necessary to meet planning consultation deadlines." He suggested, therefore, that consideration of the matter could take place at the start of discussion on Item No.11.

P120/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Campbell, R Edwards, Finch and Miles.

P121/2024 Declarations of Interest

In relation to Agenda Item No.11 (Planning Applications), Planning Application No.2024/2030,FPA, Cllr Ladhams explained that whilst she used to work for the applicant, Temple Heelis, she had no current pecuniary interest.

P122/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P123/2024 Minutes of the Previous Meeting

Whilst the minutes of the meeting held on 2 December attached to the agenda were dated 18 November, this had been corrected in the version due to be signed by the Chair.

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 2 December 2024 and to authorise the Chair to sign them as a true record.

P124/2024 Minute Action Sheet

The Committee considered the actions which had been taken by officers on recommendations made at previous meetings.

The Town Clerk drew attention to Item Ref. No.34 which was with regard to 2024/2142/PATEL and the proposed telecoms tower between Burneside and Kendal. He informed Members that he had sent out a list of queries in relation to the proposal to the relevant Planning Officer at Westmorland and Furness Council only to be told that the officer would not be back in the office until 6 January 2025.

The Town Clerk further referred to Item Ref. No.32 regarding enforcement in relation to a number of shopfronts. Westmorland and Furness Council's Enforcement Officer had indicated that there was a case to be answered in relation to the Finkle Street shopfront as it was within a Conservation Area. However, it was the Enforcement Officer's view that this issue was a low priority in terms of planning resources. The Town Clerk had, therefore, since sought a response on what constituted a high or low priority.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P125/2024 Planning Process and Issues

The Town Clerk referred to a briefing held prior to this meeting on Westmorland and Furness Council's recent application for Listed Building Consent to carry out alterations to Kendal Town Hall. He referred to the Town Council's representations in this regard querying whether this was the best use of the building, with many of the heritage aspects having not apparently been addressed within the application. He was now able to inform Members that the application had now been deferred, possibly until as late as March/April 2025, with Westmorland and Furness Council having asked for a Members group to refer to with future plans. The Town Council Planning Committee would be able to give full consideration to the matter when the next Listed Building Consent application came forward.

Resolved: To note the verbal update.

P126/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that he had on 5 December attended a meeting with representatives from the Police, Westmorland and Furness Council and the Environment

Agency with regard to mitigation to alleviate potential anti-social behaviour along the flood relief scheme at New Road. There was no possibility for an alternative structure being achieved and the wall was already being swiftly built as per the recent planning application. Cllr Cornthwaite added that he was due on Wednesday to met with the Environment Agency regarding planning a series of future meetings for 2025, as suggested at the last meeting of the Planning Committee.

Resolved: To note the verbal update.

P127/2024 Kendal Town Council Local Plan Action Group

The Town Clerk explained that comments were being collated and a position statement on Spatial Planning was being produced. He further referred to the new National Planning Policy Framework and the Local Government White Paper which may have implications for the Council's actions in this sphere.

The Chair stressed the need in the new year for a site visit for all Members to enable them to have a wider view of Kendal in reality.

Resolved: To note the verbal update.

P128/2024 Budget 2025-26

The Town Clerk reported that the Committee had to consider its expenditure aims for the next financial year, and make recommendations to the Council's budget making process. The Budget Working Group had assumed the following pattern of expenditure for 2025-26:

Item	2024-25	Estimated Outturn	Proposed 2025-26
Local Plan	2,500	1,500	1,500
Training	2,500	2,000	2,500
FRSWG	20,000	20,000	0
Total	25,000	23,500	4,000

The Committee no longer needed to allocate revenue funding to support the glass wall on Aynam Road, as this fund was now at its allocated target of £150,000. The Committee remained committed to the needs of further training, and recognised that some resource might be required to fulfil its role in developing the Local Plan.

It was questioned whether there might be a need to continue to fund the Flood Group, however, the Town Clerk explained that this had previously set as a specific project with a set timescale. He pointed out, however, that money could always be re-allocated from reserves should this become necessary.

Resolved: To recommend the proposed budget requirements for the next financial year, as attached to the report and outlined above, for consideration by the Management Committee prior to presentation to Full Council.

P129/2024 Statutory Consultation – The County of Cumbria (Various Roads, South Lakeland Area) (Consolidation of Traffic Regulations) (Order 2023) Variation Order No.1 (pages 14 to 26)

The Committee was asked to consider a response to the consultation. The consultation period ran from 28 November 2024 to 20 December 2024.

Resolved: To note the proposed County of Cumbria (Various Roads, South Lakeland Area) (Consolidation of Traffic Regulations) (Order 2023) Variation Order No.1 and that no comments be raised.

P130/2024 Planning Applications

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes.

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

The meeting closed at 7.30 p.m.

Kendal Town Council
 Responses from Planning Committee: 16 December 2024
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
	2024/2142/PATEL	<p>Burneside Road at Eggholme Land West of Burneside Road Strickland Ketel Kendal LA9 6PN</p> <p>Prior Notification under schedule 2, part 16, class A, for the proposed installation of 20m lattice tower supporting 3 no. antennas, 2 no. transmission dishes, 2 no. equipment cabinets, 1 no. meter cabinet and ancillary development thereto including GPS module, RRUs, hardstanding area and 2.1m high palisade fence.</p>		19 December	<p>Recommend that the development requires Planning Consent on the grounds of its scale and dominance in the setting, the scale of ancillary structures being outwith the scope of Permitted Rights, the impact on the locally significant tree, and the detrimental impact on local Biodiversity without any apparent mitigation. The Committee feels that, bearing in mind these factors, this proposal should require a full planning application, and given the extent and volume of local concern, that the issue should in due course be considered by the South Lakeland Area Planning Committee, and not resolved through delegated powers.</p> <p>Note - Cllr Rathbone abstained from voting on this application.</p>
1	2024/2030/FPA	<p>Temple Heelis 1 Kent View Kendal LA9 4DZ</p> <p>Widening the existing car park entrance, expansion of car park area, new steps and pathway & a new disabled access ramp</p>	Highgate	19 December	<p>No Material Objection subject to the inclusion of a condition for work to be carried out outside of the bird nesting season and that the replacement hedge is like for like.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
2	2024/2238/FPA	22 Strawberry Fields Kendal LA9 7TA Proposed first floor side extension and ground floor front extension	Oxenholme	25 December	No Material Objection dependent on neighbour comments with reference to the impact on the visual amenity from Strawberry Fields Road and the inclusion of three swift bricks in addition to the proposed bird box.
3	2024/2069/FPA	W M Morrison Queen Katherines Avenue Kendal LA9 6DU Works to car park including the installation of 3 EV charging points, 6 EV charging bays with canopy, substation, LV panel and meter cabinet	Mintsfeet	25 December	No Material Objection
4	2024/2252/FPA	Land at the Rear of Kent Lea (Dwelling 2) Kentrigg Kendal LA9 Variation of condition 1 (Approved plans) attached to planning permission SL/2023/0191 (Variation of condition 1 (Approved plans) attached to approval of reserved matters SL/2017/1048 (Erection of two dwellings))	Strickland	25 December	No Material Objection subject to the addition of Biodiversity Net Gain.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
5	2024/2255/FPA	<p>Empsom Hill Kendal Green Kendal LA9 5PT</p> <p>Variation of conditions 2 (approved plans) & 3 (external materials) attached to planning permission SL/2023/0440 (Extension and thermal improvement works to the existing dwelling, including installation of solar panels to the roof a new pedestrian access onto the public footpath)</p>	Strickland	25 December	<p>No Material Objection provided that the Countryside Access Officer at Westmorland and Furness Council confirms the acceptability of the new pedestrian access to the public footpath.</p>
6	2024/1177/FPA	<p>8 Littledale Kendal LA9 7SG</p> <p>Removal of hedge and replace with a 2.4 meter wooden fence</p>	Castle	25 December	<p>Material Objection on the grounds that the size of the proposed fence does not fit within the locality and will have a detrimental impact on the visual amenity of the area. The removal of a hedge and replacement with an artificial structure will have a negative impact on Biodiversity. No information has been provided with regard to either the design or the materials to be used; “treated wood” is not sufficient for a decision to be made. The Committee notes the points made with regard to joint management of the boundary but would point out that this is a civil and not a planning matter.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
7	2024/2312/FPA	115 Burnside Road Kendal LA9 6DZ Installation of two domestic 7kW air source heat pumps	Strickland	27 December	No Material Objection provided that the installation accords with the application and conforms with the MCS Planning Standard.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of a meeting of the Planning Committee held on Monday, 6 January 2025, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr R Edwards	Apologies	Cllr G Supka	Present
Cllr A Finch	Apologies		

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

P131/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Campbell, R Edwards and Finch.

P132/2024 Declarations of Interest

All councillors present declared an interest in Agenda Item No.9 (Planning Applications), Planning Application No.2024/2234/ADV (13 Market Place Kendal LA9 4TN) by virtue of the fact that they were acquainted with the applicant, however, as not biased or predetermined, would remain in the Chamber and take part in discussion and voting on the application.

Cllr Rathbone, Chair, declared an interest in Agenda Item No.9 (Planning Applications), Planning Application No.2024/2376/FPA (Willowfield Parkside Road Kendal LA9 7BL) by virtue of the fact that he was related to the applicant, and would leave the Chamber during the discussion and voting on the application.

P133/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P134/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 16 December 2024 and to authorise the Chair to sign them as a true record.

P135/2024 Minute Action Sheet

The Committee considered the actions which had been taken by officers on recommendations made at previous meetings.

The Chair drew attention to Item Ref. No.7 in relation to Planning Training for Members. He pointed out that the Westmorland and Furness Council South Lakeland Local Area Planning Committee was due to be provided with training in early February 2025 and asked the Town Clerk to see if it might be possible for the Members of Kendal Town Council's Planning Committee to be invited to take part.

With regard to Item Ref. No.22 and the production of a draft statement in relation to out of town food outlets, it was pointed out that this had yet to be addressed.

Resolved: The Town Clerk to approach Westmorland and Furness Council to see if it may be possible for the Members of the Town Council Planning Committee to take part in the training scheduled in February 2025 for it South Lakeland Local Area Planning Committee.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P136/2024 Planning Process and Issues

In response to a query, the Town Clerk advised that he had, as yet, nothing further to report with regard to enforcement.

The Town Clerk informed Members of the good media coverage in relation to the proposed installation of a communications tower on Burneside Road (2024/2142/PATEL) following the Town Council's press release. He further suggested that he had heard that this proposal may since have been withdrawn. Both he and the Chair would look into this matter.

In response to a query as to whether there had been any further discussion with regard to the Town Hall building, attention was drawn to possible movement already taking place within South Lakeland House. The Town Clerk said that colleagues at Westmorland and Furness Council had been clear on the fact that the Town Council would be kept in the conversation moving forward. The need for the Committee to be kept up to date was stressed.

Resolved: The Town Clerk and the Chair to approach Westmorland and Furness Council to find out what is happening with regard to the proposal for the installation of a communications tower on Burneside Road (2024/2142/PATEL).

Resolved: Conversations to continue with colleagues at Westmorland and Furness Council with regard to the Town Hall building, with the Committee to be kept up to date.

Resolved: To note the verbal update.

P137/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that he had met with representatives of the Environment Agency on 18 December 2024, and that there was an appetite for improved communication and to get back to regular meetings moving forward. The next meeting of the Working Group was scheduled to take place at 5.30 p.m. on 22 January 2025 at the Flood Hub. Any Member was welcome to attend in person or potentially via Teams. Cllr Cornthwaite intended to arrange a sub-group meeting the week before in order to enable Members to air any thoughts or issues prior to the full Group meeting.

Raised was the fact that a site visit had been due to take place to look at the New Road wall but that this had not yet happened. Cllr Cornthwaite undertook to follow this up.

Resolved: To note the verbal update.

P138/2024 Kendal Town Council Local Plan Action Group

Attention was drawn to the fact that a site visit was due to be arranged to enable all Members the opportunity to have a wider view of Kendal rather than through abstract discussion and maps. Transport would be arranged. The Town Clerk pointed out that the Management Committee was due on the rising of the Planning Committee to hear about the work being carried out by Kendal Futures in relation to the Local Plan.

Resolved: To note the verbal update.

P139/2024 Planning Applications

Note –

All councillors present declared an interest in Planning Application No.2024/2234/ADV (13 Market Place Kendal LA9 4TN) by virtue of the fact that they were acquainted with the applicant, however, as not biased or predetermined, remained in the Chamber and took part in discussion and voting on the application.

Cllr Rathbone, Chair, declared an interest in Planning Application No.2024/2376/FPA (Willowfield Parkside Road Kendal LA9 7BL) by virtue of the fact that he was related to the applicant, and left the Chamber during the discussion and voting on the application. In his absence, Cllr Ladhams, Vice-Chair, took the Chair.

The Committee considered the Planning Applications as detailed in Appendix 1 to these minutes.

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

The meeting closed at 7.17 p.m.

Kendal Town Council
 Responses from Planning Committee: 6 January 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/2234/ADV	13 Market Place Kendal LA9 4TN Advertisement consent for an externally illuminated fascia sign (Retrospective)	Fell	31 December	Note – All councillors present declared an interest in this application by virtue of the fact that they were acquainted with the applicant, however, as not biased or predetermined, remained in the Chamber and took part in discussion and voting. No Material Objection , however, the Committee expresses disappointment at the fact that this is a retrospective application, particularly in light of the applicant's experience in the planning process.
2	2024/2137/FPA	68 Vicarage Drive Kendal LA9 5AZ Replacement of existing garage with single storey side extension with flat roof to create living accommodation, external finish with smooth white render. Relocation of door from side to front elevation. Addition of rear sliding doors and front and side windows. We have received the above application	Kirkland	2 January	No Material Objection provided that officers feel that the proposal is not overlooking and the Committee recommend that it is subject to Biodiversity Net Gain through two to three swift bricks being built into the side of the extension.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
3	2024/2287/LBC	The Miles Thompson Allhallows Lane Kendal LA9 4JH Listed building consent for the upgrade to Wi-Fi services	Highgate	10 January	No Material Objection
4	2024/2376/FPA	Willowfield Parkside Road Kendal LA9 7BL Alterations to existing dwelling including new first floor side extension to replace existing conservatory. Proposed front porch. Erection of steel framed car port. Change of roofing material. Change of cladding material to some of the external walls	Nether	10 January	Note – Cllr Rathbone, Chair, declared an interest this application by virtue of the fact that he was related to the applicant. He left the Chamber during the discussion and voting on the application. In his absence, Cllr Ladhams, Vice-Chair, took the Chair. No Material Objection subject to Biodiversity Net Gain through the inclusion of three swift bricks.
5	2024/2364/LBC	11 Church Walk Kendal LA9 5AG Listed Building Consent for repair and refurbishment works	Kirkland	10 January	No Material Objection provided that it is confirmed that the proposal for rooflights is on No.9 Church Walk. In addition, the design and materials must be in keeping and agreed by the Conservation Officer, with like for like where stated. Execution must be in accordance with the design and plans shown in the application.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	2024/2360/LBC	<p>9 Church Walk Kendal LA9 5AG</p> <p>Listed Building Consent for repair and refurbishment works, reinstatement of original door opening, conversion of attic space.</p>	Kirkland	10 January	<p>No Material Objection provided that it is confirmed that the proposal for rooflights is on No.9 Church Walk. In addition, the design and materials must be in keeping and agreed by the Conservation Officer, with like for like where stated. Execution must be in accordance with the design and plans shown in the application.</p>
7	2024/2369/FPA	<p>Albion Buildings Sandes Avenue Kendal LA9 4LL</p> <p>Variation of condition 2 (Approved plans) (Remove the staircase and change the layout to the second floor apartment involving reopening an existing window on the west elevation) attached to planning permission SL/2021/0514 (Alterations & change of use of 1st & 2nd floor show room & storage (Use Class E) to 4 dwellings (Use Class C3))</p>	Fell	14 January	<p>No Material Objection</p>

**Kendal Town Council
Full Council – 3 February 2025
Reports from Representatives on Outside Bodies**

Integrated Community Care (ICC) Meeting held at the Eddington on 18 December 2024

This was an informal meeting using the facilities at the Eddington for tea and cake, etc!

There was a short talk about the Eddington Hub. The venue is being used at present as a community cafe part-time. In January and February 2025, the cycling hub facilities are due to be installed. Another project includes the gradual development of the garden area, where it is hoped vegetables, etc, will be grown for the cafe. The church space will be gradually developed in 2025. It is hoped that the Cycling Festival will use the venue in 2025. Fund raising continues to provide an accessible lift at the front of the building.

Other discussions centred around the development of community-based health provision in South Lakeland, possibly in January.

Sight Advice can offer advice about sight awareness to suit particular workplaces.

The ICC and Primary Care Network have a new logo, "We love (heart shape) Kendal".

Cllr Richard Sutton

Kendal Town Council Full Council – 3 February 2025 Reports from Representatives on Outside Bodies

Integrated Community Care (ICC) Meeting held at the Eddington on 18 December 2024

Lancaster Canal Regeneration Partnership Meeting held via TEAMS on 24 January 2025

Key points

- **Towpath Improvement:** the upgrade work is now complete apart from some ‘snagging’ issues which will be corrected by the end of February. An Operations Manual for ongoing maintenance is being supplied by CPC. The conclusion of the upgrade will be included in the celebration event at Crooklands on February 21st. It is now optimistically expected that there will be enough money to complete the upgrade to the south side of Holme and, with luck, to the Lancashire border-a 10 km stretch of improved towpath! Reaching the Lancashire border would enable funding applications to be made to Lancashire CC and Lancaster City Council. Farleton area: contractors are now onsite and should be finished next week, having greatly improved access to the towpath.
- **Funding:** a funding strategy drawn up by HWM identifies 3 key sections of the towpath: Kendal town centre to Natland Rd, especially the Canal Head and Parkside Rd sections (ie the public realm areas for improvement); Natland Rd to near Sedgewick (involving engagement with landowners- the ‘Bridges and Bridleways’ approach) and the Hincaster Tunnel to Wellheads Lane section (employing a heritage consultant to develop a partnership with CRT). This ‘packaged approach’ means each section will target different funders. These include the W&F Locality Fund and KTC for the enhancement of Canal Head & Parkside Rd; the National Heritage Lottery fund for the Bridges & Bridleways initiative and also for the Hincaster Tunnel (along with other partners). An application has also been made to IWA Legacy fund to continue HWM’s contract for the next 3 years (the decision is expected in February). £120k is left in the ‘risk/contingency’ pot (legacy money from CCC and SLDC) which can be used to secure matched funding. There is possibly a small IWA legacy fund which could go to improve the Stables picnic/viewing area. Sustrans will also be approached as they have suddenly acquired £25Million for work nation-wide! Realistically, Sustrans are focused on the Shropshire Union canal-but if you don’t ask...
- **Promotion:** the February half-term engagement events are going well-35 booked on the free boat trips so far. The ‘towpath trolls’ should be in place in time- Crooklands hotel is hosting the troll maps and stickers for the children; there is now a 12-page leaflet of looped walks. However, our social media presence needs boosting, eg to increase take up of the Newsletter and to increase awareness of events etc. A tender for a 12 month contract for a social media expert is now out. The importance of engaging all W & F councillors through whose wards the towpath goes was emphasised, for example extending invitations to them for the celebration event etc.
- **Biodiversity:** Four ideas to consider. i) the Stables ‘enclosure’: ask KCV supply any plants needed to fill gaps. It will be important to balance enhancing the viewing potential with possible biodiversity loss. ii) Canal Head: Tapping into the enthusiasm of the Kirkbie Kendal group of volunteers (currently supported by KTC’s Environment Cttee) by asking them to manage some planters (supplied by KTC) at the adjacent, but currently uninspiring, almost invisible, start of the towpath? Plus good signage, as flagged up by HWM? iii) Parkside Rd: once across the road the towpath becomes a dismal, ‘wasteland’ area, reflecting its earlier life as a car-park. But-it offers huge potential for creative, biodiversity-enhancing planting- as well as making it a much more attractive area for walkers, cyclists etc. It was agreed that establishing ownership of

the land is the first step. There could also be potential for sponsorship with the adjacent businesses. iv) Engagement with local primary schools: after the February events, could some guided nature walks be piloted with local primary schools in the summer term? Heron Hill Primary literally backs onto the towpath and Natland Primary school is very close.

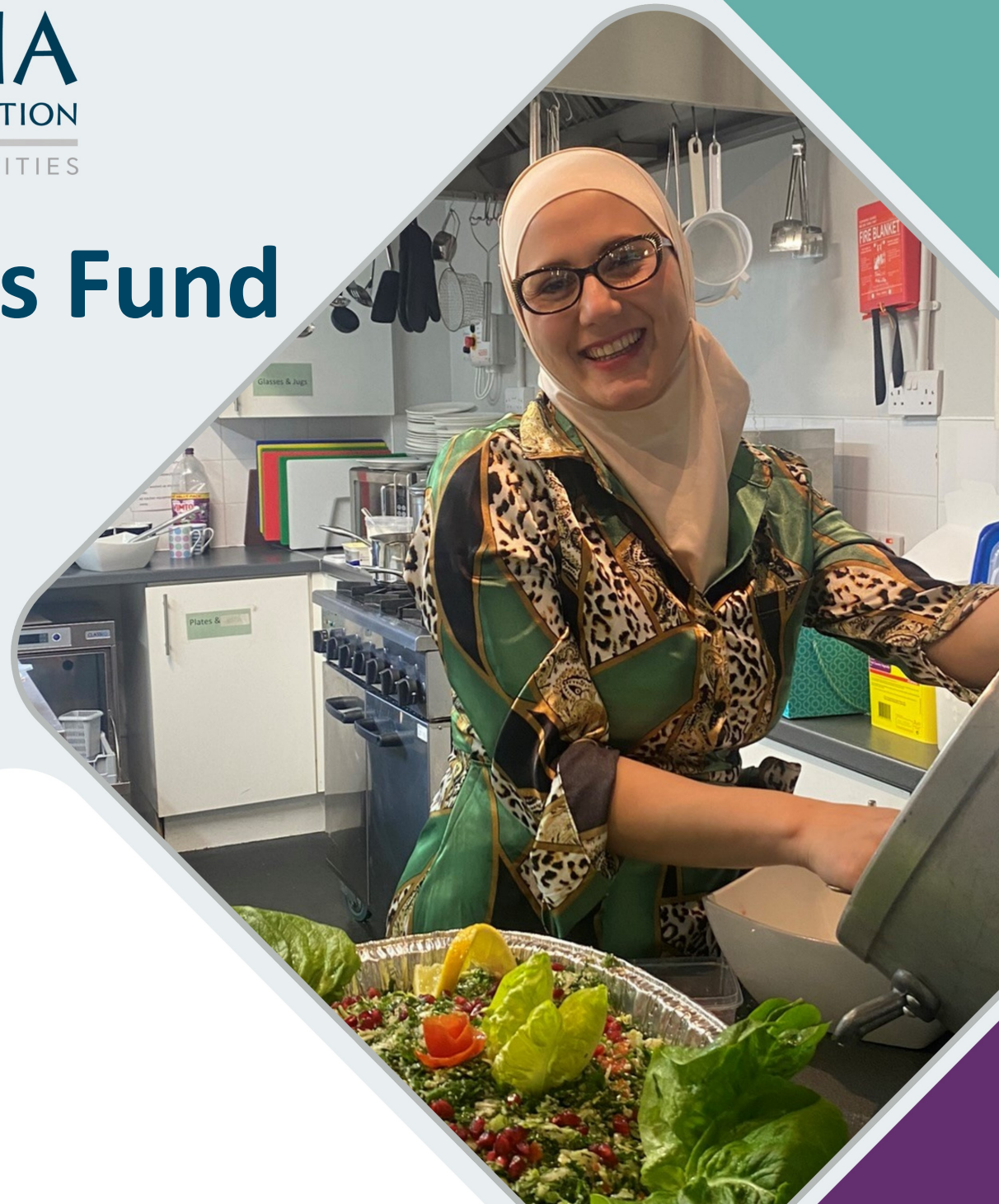
Cllr Liz Hendry



Dowker Bindloss Fund

2023-24

FUND REPORT



We are delighted to share with you your grant making fund report for 2023/24.

Cumbria Community Foundation's over-arching purpose is to bring people together to use their expertise, time and donations to improve the lives of Cumbrians and to make our communities stronger. We want people in Cumbria to have better lives. For us, this means that everyone should have a place to call home, where every child has aspirations and the opportunity to thrive, and no one has to experience the horror of abuse or the despair of loneliness, but instead can enjoy a true sense of belonging.

We do this by making high quality grants in support of our most effective charities and community organisations, targeted to address the greatest need in the county.

Our total grant making for the year was over £6.8m, awarded from 124 funds. An increase of £1m on the year before, this is a remarkable achievement only made possible thanks to the generosity of our funders and donors who collectively help us to make such a positive difference to so many people in Cumbria.

In total, 407 community organisations and 178 individuals received a grant award. The average group grant was £16,402, an increase of nearly £6,000 on the prior year and the average individual grant was £890, over £200 more than the year before. The largest grant awarded was £135,233, and the smallest £70.

We pride ourselves on our personal approach and encourage all applicants to speak to a Grants Officer for advice before making an application.

Significantly, one in four group applicants received multi-year funding. This enables organisations to deliver vital services over a longer period and gives them the stability they need to do their work. In addition, we were able to make larger grant awards by funding applications from

more than one fund; 284 applicants were supported in this way.

Addressing the needs of our communities and the root causes of the problems that they face is at the heart of our work. Over the year, we continued to develop our programmatic grant giving in partnership with a range of organisations and funders, which enables us to support longer-term solutions.

These include the Transforming West Cumbria social impact programme, funded by Sellafield Ltd, which has made a difference to thousands of people from increasing mental health to improving family wellbeing, and the Better Tomorrows youth work development programme, which has trained over 50 new youth workers and provided nearly 5,000 hours of new youth work provision.

Our annual Winter Warmth Appeal, delivered in partnership with the four Age UKs and Copeland Age & Advice Service, benefited 1,941 vulnerable older people who were struggling to heat their homes. Crucially applicants were helped to secure £633,882 of unclaimed and backdated benefits as they were offered free checks as part of the grant assessment process.

Thank you for your continued and generous support. We would not be able to help so many people and provide the support that we do for our communities without you.



Dr Jenny Benson
Director of Programmes & Partnerships



This page is a summary of the combined impact and value of the Foundation's grant making across all funds

£16,402
average group grant



124
funds awarded grants



£6,834,102
awarded in total



The largest grant was **£135,233**
and the smallest grant was **£70**



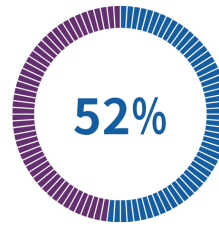
12
new funds established



284
applications received support from multiple funds



407
successful group applications* **94** were first time applicants



52% of successful group applicants had an income of **£100,000** or less

778
applications received



178
people received individual grants. **124** were first time applicants



£890
average individual grant

37%
of applicants were new to CCF



585
successful applicants



89%
application success rate



* this figure includes multi-year grants awarded to applications received in previous financial years

This report illustrates the impact the fund has made to support your philanthropic giving through Cumbria Community Foundation. The aim of the Dowker Bindloss Fund is to support voluntary and community organisations benefiting residents of Kendal.

The Dowker Bindloss Fund awarded one grant totalling £650 to the following applicant between April 2023 and March 2024:

APPLICANT	AMOUNT	PROJECT
Gateway Church	£650	Salary for Community Connector

GATEWAY CHURCH

Gateway Church in Kendal, which helps to relieve loneliness and connect people in the community, received £31,900 over three years, which this grant contributed towards.

The Community Connector works three days a week. This is a key role that mobilises volunteers and projects into working with the community. They plan new and exciting activities to support the community, and also join in initiatives that are taking place in the town.

The Community Hub continues to run weekly on a Wednesday. They have seen 25 people attend on average.

They were responsible for organising Give a Day Kendal in September 2023. This initiative brings businesses, charities, volunteers together to be fiercely generous to our town.

This year involved professional contractors creating gardens on raised beds at Eskdale House, Kendal which is an Independent Social Living complex.

Misty Adair, registered service manager at Eskdale House, said: *“The transformation has been amazing for us and for the service.*

“Some of our residents have started growing their own vegetables. The raised beds mean that residents in wheelchairs can access the soil and one of our residents has started growing radishes. He absolutely loves it.

“It was a brilliant idea and it has created our own little community hub. It is not only a talking point but provides a communal ground to talk to each other and for the parents of some of our residents to meet and talk to each other as well. It has given our residents a sense of purpose.

“The garden/raised beds has been so successful that it has inspired

other services to do the same thing. Your hard work has definitely not gone to waste.”

In summer 2023, a holiday football club was organised for 40 9-12-year-olds (with cooked lunch) held at St. Thomas School playing fields during the school holiday. This was well received by the players and the wider community.

The Community Coordinator is connecting with a range of other agencies including the police, The Well, Age friendly, Age Concern, Kendal Integrated Care Community and the Community Connector's programme through CVS.

They continue to receive referrals from social prescribers and other community services for direct assistance/extra support to local residents.



FUND OVERVIEW

The table below shows the number and value of grants made since the fund was established.

Projects supported	13
Total grants awarded	£8,207
Largest grant	£1,179
Smallest grant	£150
Average grant	£631

*Applications to the Dowker Bindloss Fund in 2023/24 were also matched to other funds within the Foundation to the value of **£10,350***

FINANCIAL INFORMATION

The Dowker Bindloss Trust was formed in 1987 from the merger of two long-established charities: Miss Dowker's Spinners Hospital established in 1831 and the will of Agnes Sarah Bindloss set up in 1895. Trusteeship of the charity was transferred from Kendal Town Council to Cumbria Community Foundation in April 2012.

Investment Performance

Stock values in the main investment portfolio performed much better this year with a strong growth in the third quarter. Recovery from the previous year has been slow but markets are starting to show signs of growth despite the global instability over the last few years. Overall, there was a 10.4% positive total return (compared to 2022/23 where there was a negative return of 2.8%). The portfolio has increased in value by 8.5% (compared to last year's decrease of 5.2%), and the dividend income generated was 2.5% (2022/23 was 2.4%).

The ARC Sterling Equity Risk benchmark, which the Foundation uses to benchmark performance of its investment managers had a positive total return of 10.3%.

Following consideration of the performance of the Foundation's investments and the current rate of inflation, the Trustees agreed this year to prioritise returns over capital retention and recommended a 4% total return for grant making in 2023/24. The capital drawdown has been added to any funds carried forward from the previous year for grant making.

FUND STATEMENT

Funds at 31 March 2024

	Endowment £	Grants £
Balance B/Fwd	26,833	736
Donations	-	-
Investment income	-	822
Grants paid in the year	-	(650)
Investment managers fee	-	-
Fund management costs	-	(130)
Change in market value of investments	2,429	-
Balance C/Fwd	29,262	778
Capital drawdown		
Balance C/Fwd	29,262	778

Funds available for grant making in 2024/25 are £778

Cumbria Community Foundation is committed to supporting the United Nations Sustainable Development Goals (UNSDGs). Developed in 2015, the 17 SDGs tackle root causes of poverty and unite us together to make a positive difference to both people and planet. The goals are based on five pillars for sustainable development: people, planet, prosperity, peace and partnership and focus on actions such as ending poverty, fighting inequality and addressing the urgency of climate change.

Our vision is to create a culture of giving that strengthens and supports the local community in a global context. We work alongside partners, collaborators, voluntary community groups, charities and donors, inspiring others to take on the challenge of building a better and more sustainable world locally.



Working together we can achieve something bigger, a global vision that starts with local grassroots change. Through our grant making and your donations, we have been able to help address these global challenges at a local community level. Projects funded during 2023/24 have contributed to these nine SDGs.

GRANT MAKING PRIORITY	1 NO POVERTY	2 ZERO HUNGER	3 GOOD HEALTH AND WELL-BEING	4 QUALITY EDUCATION	5 GENDER EQUALITY	8 DECENT WORK AND ECONOMIC GROWTH	10 REDUCED INEQUALITIES	11 SUSTAINABLE CITIES AND COMMUNITIES	15 LIFE ON LAND
Improving the lives of disadvantaged children and families	✓	✓	✓	✓	✓	✓	✓	✓	
Improving the life skills, education, employability and enterprise of people			✓	✓	✓	✓	✓	✓	
Supporting vulnerable older adults	✓		✓	✓		✓		✓	
Improving the health and wellbeing of people	✓		✓	✓	✓	✓	✓	✓	
Strengthening and supporting fragile communities	✓		✓			✓	✓	✓	✓
Enabling access to arts, sports, culture, heritage and the environment			✓	✓		✓		✓	✓
TOTAL	£203,535	£13,000	£2,840,071	£1,097,930	£118,474	£928,039	£159,642	£1,454,445	£18,966

CUMBRIA COMMUNITY FOUNDATION

We are one of 47 community foundations across the UK, and over 1,700 similar foundations around the world. We work with fundholders to provide a permanent, flexible and growing source of local charitable funding that will directly address the needs of Cumbria's most vulnerable.

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Cumbria Community Foundation is a charitable company limited by guarantee. Company No 3713328. Registered in England and Wales. Registered Charity No 1075120. Cumbria Community Foundation is quality accredited by UK Community Foundation.

Published: September 2024





Kendal
Town Council

Nov 2024 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
01/11/2024	Vanguarder Ltd	Tracking Fee	£9.60
01/11/2024	Emma C Brown Ltd	HR Support	£258.00
01/11/2024	Sage Uk Ltd	Sage Nov	£43.20
04/11/2024	Barclays Bank	Bk Charges Nov 24	£8.68
05/11/2024	Community Grants	Lakeland Arts Grant	£5,000.00
07/11/2024	Remembrance Sunday	Expenses	£96.87
07/11/2024	Lound Road Garage	Van Fuel	£85.48
07/11/2024	iTek Computer Solutions Ltd	License. Back up	£180.00
07/11/2024	B & Q	Materials	£12.00
07/11/2024	Bedroq CCTV Main	Camera Management	£200.19
07/11/2024	Continental Landscapes	Winter Planting	£4,728.00
07/11/2024	Kendal Office Equip Ltd	Stationery	£81.30
07/11/2024	Suez Recycling	Suez Waste	£10.07
08/11/2024	E-ON Next	Garage Elec	£29.13
12/11/2024	Staff Reimb	Expenses	£63.64
12/11/2024	Amazon	Switch On Cow Bells	£176.73
12/11/2024	Royal Mail	Stamps	£340.00
12/11/2024	Kendal Parish Church Hall	Mayor's Sunday/Remem	£29.22
12/11/2024	Floralistas	Wheel Sculpture	£250.00
12/11/2024	Adobe Systems Software	Adobe Nov 24	£91.01
14/11/2024	David Wilson	Remembrance Sunday	£39.80
14/11/2024	Cinnamon Ltd	Mayor's Parade Management	£1,050.00
14/11/2024	JT Atkinson & Sons Ltd	Concrete Path Edge	£10.68
14/11/2024	Christmas Plus Ltd	Christmas Lights	£1,998.00
14/11/2024	Blackburn IT Services Ltd	Allotment App	£180.00
15/11/2024	iTek Computer Solutions Ltd	ITEK Mthly Support	£403.21
18/11/2024	Helen Watson	Road Closure Fee	£21.00
18/11/2024	Helen Watson-Moriarty	Christmas Switch On	£1,000.00
18/11/2024	iTek Computer Solutions Ltd	Set up Costs New Phones	£1,074.00
18/11/2024	North West Pest Control Servic	Pest Control	£759.60
18/11/2024	North West Pest Control Servic	Pest Control	£67.20
18/11/2024	Community TM Ltd	Traffic Management Services	£1,590.00
18/11/2024	Kentdale First Aid Ltd	Christmas Switch On	£495.00
18/11/2024	Helen Watson-Moriarty	License Christmas Switch On	£21.00
20/11/2024	Nov Payroll	NP	£19,485.77
21/11/2024	Ben Unsworth	Support Remembrance	£57.50
21/11/2024	Lakeland Thinning's Christmas	Christmas Tree	£730.00
21/11/2024	LRC Projects (North West Ltd)	Transport of Christmas Tree	£708.00
21/11/2024	Tech 4 Office Equip	Photocopies	£77.93
21/11/2024	Net Development Ltd	Web Hosting	£342.00
26/11/2024	HMRC	HMRC Nov Payroll	£6,502.64
26/11/2024	Cumbria LG Pension	Pension Nov	£6,925.68
26/11/2024	Waterplus	Allotment Water	£454.07
27/11/2024	Westmorland & Furness Council	License Coffee Morning	£21.00
		<u>Total</u>	<u>£55,707.20</u>



Kendal
Town Council

Dec 2024 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
01/12/2024	Children in Need	Donation Bike Challenge	£250.00
02/12/2024	Staff Reimb	Mileage	£34.20
02/12/2024	Forty Two Creative Think	Christmas Card	£276.00
02/12/2024	Community Grants	Domestic Support Comm Grant	£500.00
02/12/2024	Festival Grant	Pride Festival	£2,500.00
02/12/2024	Festival Grant	Walking Festival	£2,500.00
02/12/2024	iTek Computer Solutions Ltd	Mobile Line Rentals	£376.86
02/12/2024	Drum Nation CIC	Xmas Switch on Gig	£450.00
02/12/2024	Taylor's Funfair	Xmas Switch on Fairground Rides	£780.00
02/12/2024	Helen Watson-Moriarty	Xmas Switch on Management	£2,500.00
02/12/2024	Nigel Vardy Mr Frostbite	Xmas Switch on - Speaker/Author	£200.00
02/12/2024	Cinnamon Ltd Stacy Hurley	Xmas Switch on Support	£280.00
02/12/2024	Rialtas Business Solutions Ltd	Additional User License	£4.01
02/12/2024	DocuSign Inc	Annual DocuSign Package	£396.00
05/12/2024	Barclays Bank	Bk Charges Dec 24	£9.10
09/12/2024	Suez Recycling	Waste	£16.79
09/12/2024	iTek Computer Solutions Ltd	Dec Monthly Support	£403.21
09/12/2024	Fellside Singers	Xmas Switch on - Singers	£100.00
09/12/2024	Kendal Office Equip Ltd	Stationery	£149.91
09/12/2024	Lound Road Garage	Van Fuel	£81.72
09/12/2024	Bedroq CCTV Main	Camera Support	£200.19
09/12/2024	Continental Landscapes	Plants	£253.44
09/12/2024	Christmas Plus Ltd	Festive Display	£9,450.00
09/12/2024	Amy Rachel Williams	Lantern Hire	£250.00
09/12/2024	Kendal Conservation Volunteers	Wildflower Planting	£600.00
09/12/2024	Dalton Magg Ltd	TONDO Desktop Fonts	£170.40
09/12/2024	iTek Computer Solutions Ltd	365 Business Account Licenses	£483.72
09/12/2024	Community Grants	Kendal Lads & Girls Grant	£2,000.00
09/12/2024	Community Grants	Growing Well Grant	£1,750.00
09/12/2024	Festival Grant	Christmas Tree Grant	£500.00
09/12/2024	Art in Motion	Xmas Switch on - Stilt Walkers	£700.00
09/12/2024	Westmorland County Agricultural	Xmas Switch On - Crowd Barriers	£75.60
09/12/2024	Westmorland & Furness Council	Meeting Costs - Rm Hire	£66.72
09/12/2024	Westmorland & Furness Council	Mayors Parlour - Rent & Service	£2,850.00

Full Council 3 February 2025

07/12/2024	ITEK Computer Solutions Ltd
09/12/2024	Staff Expenses
10/12/2024	Mike Duff
10/12/2024	The Bakehouse
10/12/2024	Mr Letters Design Services
10/12/2024	The Purple Guide
11/12/2024	Emma C Brown Ltd
11/12/2024	Adobe Systems Software
12/12/2024	Cash Withdrawal
12/12/2024	JT Atkinson & Sons Ltd
13/12/2024	C. Nicholson
13/12/2024	Ring O Bells
13/12/2024	Quaker Tapestry Ltd
13/12/2024	Lakeland Self Storage
15/12/2024	Mayoral Expenses
15/12/2024	Vanguarder Ltd
16/12/2024	Mayoral Costs
16/12/2024	Meraki
16/12/2024	Meraki
16/12/2024	E-ON Next
16/12/2024	Sage Uk Ltd
17/12/2024	Community Grants
17/12/2024	Shaun Bainbridge Blacksmiths
17/12/2024	Oceans 12 Ltd
18/12/2024	Canva
19/12/2024	ADT Fire & Security plc
19/12/2024	Salaries
22/12/2024	HMRC
22/12/2024	Cumbria LG Pension
22/12/2024	Staff Reimb
22/12/2024	Tech 4 Office Equip
22/12/2024	JT Atkinson & Sons Ltd
23/12/2024	Ragtag Arts CIC
23/12/2024	Ragtag Arts CIC
29/12/2024	Siemens Financial Services Ltd
30/12/2024	Waterplus

ITEK Costs	£220.20
Book/Stationery/Mileage	£33.24
Mayoral Travel	£7.20
Torchlight Refreshments	£928.80
Eddington Sign	£45.00
Risk Assessment Subs	£30.00
Mthly HR	£258.00
ADOBE Dec 24	£91.01
Petty Cash Top up	£100.00
Materials	£76.88
Remembrance Sunday	£96.00
Remembrance Sunday Lunch	£280.00
Meeting Costs - Rm Hire	£124.50
Storage Unit	£153.25
Coffee Morning	£94.08
Tracking Fee	£9.60
Vouchers Chris/Rowan	£200.00
HR Costs	£551.20
Training Session	£90.00
Garage Electricity	£29.13
Sage Dec	£43.20
Breastfeeding Group Grant	£750.00
Tree Fitting	£744.00
Van Repairs	£130.30
Annual Canva Package	£107.88
Signalling Transmission	£550.10
Dec Net Pay	£16,017.43
Dec HMRC	£4,739.39
DEC Pension	£5,613.88
Expenses	£7.69
Photocopies	£83.11
Disposable Gloves	£53.94
Xmas Switch On	£1,000.00
Youth Arts Project	£8,525.00
Photocopy lease	£374.40
Waterplus	£59.79

<u>Total</u>	<u>£73,376.07</u>
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