

Kendal Town Council

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



31 March 2025

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 7 April 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', with a long horizontal flourish extending to the right.

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.

Penrith2Kendal Arc Landscape Recovery Project

To receive a presentation from Cumbria Connect, who are developing the Penrith2Kendal Arc Landscape Recovery Project.

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 12)

To receive the minutes of the meeting held on 3 February 2025 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (page 13)

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 14 to 15)

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

7. Schedule of Meetings 2025-2026 (pages 16 to 21)

To consider the Schedule of Meetings for 2025-2026 and, in addition, changes to the previously-approved Schedule of Meetings for 2024/25 around April to June 2025 due to events taking place on VE Day 80th Anniversary (see attached).

8. Footway Lighting (pages 22 to 59)

To consider a report on the transfer of footway lighting in Kendal to Westmorland and Furness Council (see attached).

9. 20 MPH (pages 60 to 61)

To receive a report from the Chair of the Environment Committee seeking the Council's re-affirmation of its approach to the implementation of a 20mph speed limit across the whole of Kendal (see attached).

10. Reports and Minutes from Committees (pages 62 to 123)

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) Allotments Committee on 24 February 2025
- (b) Audit Committee on 20 January 2025
- (c) Culture and Communities Committee on 27 January 2025
- (d) Environment Committee on 13 January and 10 March 2025
- (e) Management Committee on 3 March 2025
- (f) Planning Committee on 20 January, 3 February, 17 February and 3 March 2025

11. Reports from Representatives on Outside Bodies (page 124)

To receive a report from the Council representative on the following outside organisation (see attached):

- Integrated Care Community (a written report from Cllr R Sutton)

12. Schedules of Payments (pages 125 to 126)

To receive the schedules of payments for January and February 2025 (see attached).

Part Two

It is likely that the following item will be considered following a resolution to exclude the press and the public, due to the content being of a confidential nature, disclosure of which would be prejudicial to the public interest, or another special reason stated in the resolution.

13. Wainwright Award 2024-25

To consider the nominations for the Wainwright Award 2024-25 (this report will be circulated to Members under separate cover).

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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, 3 February 2025, at 7.30 p.m.

Councillors

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

In attendance: Chris Bagshaw (Town Clerk) and Natalia Williams (Development and Delivery Officer (Deputy Clerk))

Cumbria Police

Inspector Ross Woods addressed Council on the work of Cumbria Constabulary. He drew attention to four areas of concern.

1 Acquisitive Crime (theft): Operation Raptor concentrated on bikes and cars. 100 bikes had been stolen in the last two years, mostly from shed and outbuildings. Often one arrest is related to many unsolved cases. Thanks to proceeds of crime funding, police planned to security mark 1,000 bikes in 2025. 250 had been done so far after initiative in shopping centre.

2. Operation Enhance was dealing with anti-social behaviour through uniformed foot patrols, with £1 million funding from the Home Office. In a national context, the level of ASB in Cumbria was so low that the response criteria had to be changed. But by concentrating on Kendal town centre, Bowness and Ulverston, disorder rates had reduced by 39%. Further funding from Proceeds of Crime would give operation an additional 12 months.

3. Neighbourhood policing pledges by the government would fund community beat officers and the integration of special constables and PCSOs.

4. Operation Blackhawk was dealing with a specific incident on the riverside path in which a 19 year-old woman had been attacked. A 32-year old man from Blackpool had been arrested, but the issue brought into focus a number of related problems such as lighting.

Following the presentation, members asked a series of questions. It was suggested that a police opinion on some lighting issues could be very beneficial. Various methods were suggested, including possible additional funding streams. It was suggested that the Environment Committee follow up with the appropriate officer for recommendations and data on lighting requirements in specific areas in Kendal. A query about police retention was answered with an explanation relating to the necessary length of time taken to recruit new officers, though in Cumbria there was a relatively high level of transfers in. A question relating to use of tracking apps such as Strava was answered with an observation that although there had been a notable instance at Whinlatter, once, most of the local criminals were not so technically minded. Inspector Woods was asked if he would notify the Council about future cycle marking events, and he undertook to keep the community informed.

The Mayor thanked Inspector Woods for his time and expressed the hope that Councillors would agree that it was worth taking a little more of the meeting than usual. He hoped the Police would make further presentations in the not so distant future.

Friends of Kendal's Heritage

Professor Rob David and Judith Anstee addressed Council on the proposals to create a Friends of Kendal's Heritage Group. They explained the origins of the Museum of Lakeland Life and Industry and expressed concern that the 'MOLLI' had now been closed for five years. They introduced the Council to their two-phased approach to the issue. In Phase One they would be looking at how to celebrate Kendal's heritage in 100 objects. They were grateful to the Mayor for agreeing to convene a meeting of interested parties on 6 March, and have also now had supportive discussions with Lakeland Arts, CWAAS, the Cumbria Industrial History and others. They hoped to have a website and exhibition in 'pop-up' venues such as Stricklandgate House. Phase Two would be to build on the interest demonstrated in Phase One, and hopefully get the MOLLI re-opened. Councillors' questions and observations included a hope that the initiative can be integrated into the Council's 450th Anniversary celebrations and that the material would be made available for schools to use, so that young people can benefit from the immediacy of local history. A question was raised about whether the 100 objects had already been chosen. Professor David explained that he anticipated that Lakeland Arts would coordinate the process, but it would be a popular process and not be top down.

The Mayor thanked Rob and Judith for the presentation.

56/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Blackman, Blunden, Campbell, Dunlop, R Edwards, D Miles, Simpson and Thornton.

57/2024 Declarations of Interest

No declarations of interest were raised under this item.

58/2024 Exclusion of Press and Public

There were no excluded items included within the agenda.

59/2024 Minutes of Last Council Meeting

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

60/2024 Minute Action Sheet

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

Resolved: To note the report.

61/2024 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, including the Mayor's Coffee Morning, before Christmas, and his pride and admiration for the quality of local choirs he has seen performing. He expressed the Council's sympathy on the deaths of David Knipe and Paul Grout, both influential local people with a passion for farming and the built heritage of Kendal, respectively.

He drew members' attention to the upcoming Charity Dinner at the Castle Green Hotel on 14 March and encouraged them to obtain their tickets as soon as possible.

The Mayor confirmed that the Annual Meeting of the Council would be held on Monday 12 May – the first available Monday, rather than Tuesday 6 May. This would also serve to clear any confusion over Mayoral duties at the VE Day anniversary on 8 May.

He drew further attention to an event to mark the third anniversary of the full-scale invasion of Ukraine by Russia, which was being organised by the local Ukrainian community at the war memorial at 12pm on 23 February.

Resolved: To note the report.

62/2024 Committee Memberships

Full Council was asked to consider whether any additional members were to be appointed to committees, in light of recent changes to the Council's membership. The Council had, as a result, vacancies on the Audit, Culture and Communities, Environment and Mayoralty & Heritage committees. Following nominations from the floor it was:

Resolved: That Cllr Hendry re-join the Mayoralty and Heritage Committee.

63/2024 Recording Part Presence

The Town Clerk presented a report on recording councillors' partial presence at meetings. This was due to confusion which had recently arisen over the Council's policy relating to recording a councillor's presence at a meeting when the councillor only attended a part of the meeting for a variety of reasons. The purpose of the report was to clarify what the Council's options were in these circumstances and to make a recommendation for the Council to adopt for future practice, which could entail an amendment to Standing Order 2, t, ii. The issue provoked some debate after which it was

Resolved: To take no further action on this policy, meaning that a councillor's attendance be recorded simply as present, or absent, depending on whether they attended the meeting, or not.

64/2024 Risk Assessment 2024-25

The Town Clerk reported that the Council's audit and governance regime required that it reviewed its risk management procedures on a yearly basis. This assessment had last been carried out by the Audit Committee in January 2025, and was now presented to Full Council for adoption, as recommended by the Committee. The Committee had made a number of suggestions for the presentation of future reviews, and these would be incorporated over the next year, in time for the next review. A copy of the Risk Assessment Review 2025 was attached to the report.

Resolved: To accept the Audit Committee's recommendation that the 2025 review of Risk Management practices be accepted.

65/2024 Council Reserves Policy

The Town Clerk reported that the Audit Committee had reviewed the Council's Reserves Policy and had recommended it for adoption. The Audit Committee would formally review this policy every year and bring it to Council for subsequent adoption whenever changes were proposed. A copy of the Draft Reserves Policy 2024/25 was appended to the report.

Resolved: To adopt the Council Reserves Policy 2024/25.

66/2024 Budget and Precept 2025-26

The Town Clerk reported that the Budget Working Group had reviewed the Council's committees' budget requests for the next Financial Year, and had reported its findings to the Management Committee. The Management Committee, in turn, had reviewed the proposed budget and had made the recommendation contained within the report, to approve the Revenue Budget for 2025 as detailed and to submit a Precept demand of £712,496 to the collecting authority. Attention was drawn to the fact that the Management Committee was the delegated Committee to consider the application of the Council's Community Infrastructure Levy (CIL) receipts. The budget, set out within the report and appended to these minutes, included an application of CIL funding for some areas of expenditure.

Resolved: To approve the Revenue Budget for 2025/26 as detailed within the report and appended to these minutes and to submit a Precept demand of £712,496 to the collecting authority.

67/2024 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) Culture and Communities Committee on 16 November 2024 – Cllr Ladhams presented the minutes and was questioned over the progress made towards the preparations being made for the commemorations of the various anniversaries in 2025. She explained the work being delivered by the cross-committee working group, which had proposed a number of events, including re-scheduling the Full Council meeting in May to avoid a confusion with the anniversary of VE Day. VE Day itself would be marked by, among other things, a procession to the Beacon site at Kendal Castle and a tea dance. VJ Day would focus on the peace that settled the conflict and discussion over appropriate activities would include local church groups such as the Quakers and others. A member observed that he hoped that the significance of VJ Day would not be overlooked.

- (b) Environment Committee on 11 November 2024 - Cllr Hennessy presented the minutes. He expressed a hope that the Council's communications would be more effective in future in the informing the public what good works the Council was achieving.
- (c) Management Committee on 4 November 2024 and 6 January 2025 – Cllr Coleman presented the minutes. He was asked if there was an update on the Town Team and replied that currently he had received no further information on this topic.
- (d) Mayoralty and Heritage Committee on 16 December 2024 – Cllr Cornthwaite presented the minutes.
- (e) Planning Committee on 18 November 2024, 2 December 2024, 16 December 2024 and 6 January 2025 - Cllr Rathbone presented the minutes. The Chair of the Environment Committee commended the Planning Committee on its continued commitment to Biodiversity net gain and even bee bricks. Cllr Rathbone asked if he could share further information with his committee members on beebriicks and then reiterated the Committee's position on the current local plan (Westmorland and Furness Council are producing it and consulting at speed on various sections and there was a risk that the Council might miss out, if it wasn't given sufficient notice to respond.) He undertook to update the Council on developments relating to the Spatial Planning Working Group but that group was not yet ready to present its findings.

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

51/2024 Resolution to Extend Meeting

The Mayor drew the Council's attention to the time and invoked Standing Order 3.x) asking them if they wished to suspend this Order and run the meeting for longer than 2 hours.

Resolved: To continue the meeting to its end, in view of the relatively short items remaining.

52/2024 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 Sutton)
- (b) Lancaster Canal Regeneration Partnership (a written report from Cllr Hendry)
- (c) Westmorland and Furness Diversity, Equity and Inclusion Partnership (a verbal report from Cllr Tirvengadam)

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

68/2024 Dowker Bindloss Charity

The Town Clerk reported that the Dowker Bindloss Charity had been created in 1987 by the merger of several smaller funds for which Kendal Town Council was trustee. In 2012, the Trusteeship had been transferred to Cumbria Community Foundation (CCF). CCF reported annually to the Town Council on its management of the Fund. The report on the Dowker Bindloss Charity Fund 2023/24 was attached to the agenda.

Resolved: To receive the report on the Dowker Bindloss Charity Fund 2023/24.

69/2024 Schedule of Payments

The Council was presented with the schedule of payments for November and December 2024.

Resolved: To receive the schedule of payments for November and December 2024.

The meeting closed at 9.39 p.m.

Appendix One

Budget and Precept 2025-2026

	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%	
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

Agenda Item No.5 - Full Council - Minute Action Sheet - as at 31 March 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 – 7th April 2025 – Agenda Item No.6****Mayor's Engagements 29th January 2025 – 31st March 2025****Mayor:**

Wednesday 29th January 2025	14:30	Opening new classroom	St Patricks Primary School, Endmoor
Friday 31st January 2025	14:30	Living and Learning from Lived Experience of Poverty meeting	Town Hall
Saturday 1st February 2025	14:00	Kendal Model Railway Exhibition	Kendal Leisure Centre
Saturday 8th February 2025	19:00	Amabile Choir Concert	St George's Church
Monday 10th February 2025	10:30	Life Steps Club	Lads and Girls Club, Beezon Fields, LA9 6BD
Tuesday 11th February 2025	10:30 - 12:00	Growing Well	Low Sizergh barn
Wednesday 12th February 2025	16:00 - 17:15	Volunteering Fair	Westmorland Campus, Kendal College
Thursday 20th February 2025	19:00 - 20:30	Kendal Community Theatre's AGM and Celebratory Drinks	Castle Street
Sunday 23rd February 2025	12:00	Ukraine Active Witness	Kendal Market Place
Monday 24th February 2025	18:15 - 19:45	Girl Guiding Event	St. Thomas' Church
Monday 3rd March 2025	17:45	Young Carers	Mayor's Parlour
Thursday 6th March	18:30 - 19:00	Heritage Meeting	Mayor's Parlour
Thursday 6th March	19:00 - 21:00	Heritage Meeting	Georgian Room
Tuesday 11th March 2025	11:00 – 13:00	Event to Celebrate Buddhist Monk's 10 Years of teaching	Mayor's Parlour
Friday 14th March 2025	13:00 - 13:30	School Technology Tournament	Queen Katherine School
Friday 14th March 2025	19:00	Mayor's Charity Dinner	Castle Green Hotel

Tuesday 18th March 2025	12:00	Meet with Men in Sheds	Age UK's Warehouse at Modgate House Station Rd Kendal LA9 6BT.
Friday 21st March 2025	16:30	Cumbrian Yarn Book Launch	Warehouse Café, Brewery Arts
Friday 21st March 2025	18:30 - 22:00	Life Choices SEN Big Night Out	Netherfield Cricket Club
Tuesday 25th March 2025	12:00	Meet with Age UK	17 Finkle Street
Thursday 27th March 2025	11:00	Reverse Jobs Fair	Town Hall
TBC Monday in March or April	19:00	Growing Singing CIC	Town Hall
Monday 31st March 2025	9:15 - 13:30	Cumbria Westmorland Federation of Women's Institutes Annual Council Meeting	Kendal Rugby Club

Deputy Mayor:

Tuesday 4th February 2025	14:15	106 Bus Partnership 10th Anniversary Celebration	Charlies Bar, Kendal
Weds 5th February 2025	10.00 - 12.00	World Interfaith Harmony Event	Mayor's Parlour
Thursday 20th February 2025	19:00 - 20:30	Kendal Community Theatre's AGM and Celebratory Drinks	Castle Street
Tues 11th March 2025	11:00 – 13:00	Event to Celebrate Buddhist Monk's 10 Years of teaching	Mayor's Parlour
Friday 14th March 2025	19:00	Mayor's Charity Dinner	
Tuesday 18th March 2025	10:00 - 12:00	Springfield Domestic Abuse Support Coffee Morning	Unitarian Chapel
Friday 21st March 2025	16:30	Cumbrian Yarn Book Launch	Warehouse Café, Brewery Arts

DRAFT Schedule of Meetings 2025/26**Town Meeting**

An Annual Meeting of the electors is required by s14 (1) of Section 12 of the Local Government Act 1972. It must be held after 6.00pm sometime between 1 March and 1 June (inclusive).

	14 April 2025	Monday	6.15pm
	13 April 2026	Monday	6.15pm

Council

A meeting of all Council Members, generally in the Council Chamber, Kendal Town Hall

1	12 May 2025	Monday	Annual Meeting
1a	15 May 2025	Thursday	Mayor Making
2	2 June 2025	Monday	AGAR
3	28 July 2025	Monday	
4	6 October 2025	Monday	
5	1 December 2025	Monday	Budget
6	2 February 2026	Monday	Precept
7	7 April 2026	Tuesday	
1	5 May 2026	Tuesday	Annual Meeting
1a	14 May 2026	Thursday	Mayor Making

Management

1	27 May 2025	Tuesday	
2	30 June 2025	Monday	
3	1 September 2025	Monday	
4	3 November 2025	Monday	Budget
5	5 January 2026	Monday	
6	2 March 2026	Monday	
1	18 May 2026	Monday	
2	29 June 2026	Monday	

Audit

1	21 July 2025	Monday	1 st quarter
2	20 October 2025	Monday	2 nd quarter
3	19 January 2026	Monday	3 rd quarter
4	27 April 2026	Monday	Year end

Planning

24	12 May 2025	Monday	
1	27 May 2025	Tuesday	
2	2 June 2025	Monday	
3	16 June 2025	Monday	
4	30 June 2025	Monday	
5	14 July 2025	Monday	
6	28 July 2025	Monday	
7	18 August 2025	Monday	
8	1 September 2025	Monday	
9	15 September 2025	Monday	
10	6 October 2025	Monday	
11	20 October 2025	Monday	
12	3 November 2025	Monday	Budget
13	17 November 2025	Monday	
14	1 December 2025	Monday	
15	15 December 2025	Monday	
16	5 January 2026	Monday	
17	19 January 2026	Monday	
18	2 February 2026	Monday	
19	16 February 2026	Monday	
20	3 March 2026	Monday	
21	16 March 2026	Monday	
22	7 April 2026	Tuesday	
23	21 April 2026	Tuesday	
24	5 May 2026	Tuesday	
1	18 May 2026	Monday	
2	1 June 2026	Monday	
3	15 June 2026	Monday	

Environment

1	19 May 2025	Monday	
2	14 July 2025	Monday	
3	8 September 2025	Monday	
4	10 November 2025	Monday	Budget
5	12 January 2026	Monday	
6	9 March 2026	Monday	
1	11 May 2026	Monday	

Culture and Communities

1	9 June 2025	Monday	
2	15 September 2025	Monday	
3	17 November 2025	Monday	Budget
4	26 January 2026	Monday	
5	16 March 2026	Monday	
1	8 June 2026	Monday	

Mayoralty and Heritage

1	16 June 2025	Monday	
2	22 September 2025	Monday	Budget
3	15 December 2025	Monday	
4	23 March 2026	Monday	
5	15 June 2026	Monday	

Allotments

1	23 June 2025	Monday	
2	29 September 2025	Monday	Budget
3	23 February 2026	Monday	
4	13 April 2026	Monday	

Kendal in Bloom

1	22 July 2025	Tuesday	
2	21 October 2025	Tuesday	Budget
3	20 January 2026	Tuesday	
4	21 April 2026	Tuesday	

Kendal Town Council Calendar of Meetings - May 2025 to June 2025						
	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025
Monday						Monday
Tuesday				1		Tuesday
Wednesday	1 BANK HOLIDAY			2		Wednesday
Thursday	2			3	1	Thursday
Friday	3			4	2	Friday
Saturday	4	1	1	5	3	Saturday
Sunday	5	2	2	6	4	Sunday
Monday	6 6.30pm Planning Cmtee 7.30pm Management Cmtee	3 6.30pm Planning Cmtee 7.30pm FULL COUNCIL	3 6.30pm Planning Cmtee 7.30pm Management Cmtee	7 6.30pm Planning Cmtee 7.30pm FULL COUNCIL	5 BANK HOLIDAY	2 6.30pm Planning Cmtee 7.30pm FULL COUNCIL
Tuesday	7	4	4	8	6	3
Wednesday	8	5	5	9	7	4
Thursday	9	6	6	10	8 VE Day 80th Anniversary	5
Friday	10	7	7	11	9	6
Saturday	11	8	8	12	10	7
Sunday	12	9	9	13	11	8
Monday	13 7.00pm Environment Cmtee	10	10 7.00pm Environment Cmtee	14 6.15pm ANNUAL TOWN ASSEMBLY 7.30pm Allotments Cmtee - CANCELLED	12 6.30pm Planning Cmtee 7.30pm FULL COUNCIL (ANNUAL MEETING)	9 7.00pm Culture & Communities Cmtee
Tuesday	14	11	11	15	13	10
Wednesday	15	12	12	16	14	11
Thursday	16	13	13	17	15 7.30pm MAYOR MAKING	12
Friday	17	14	14	18 GOOD FRIDAY	16	13
Saturday	18	15	15	19	17	14
Sunday	19	16	16	20	18	15
Monday	20 6.30pm Planning Cmtee 7.30pm Audit Cmtee	17 6.30pm Planning Cmtee	17 6.30pm Planning Cmtee 7.00pm Culture & Communities Cmtee	21 EASTER MONDAY	19 7.00pm Environment Cmtee	16 6.30pm Planning Cmtee 7.30pm Mayoralty & Heritage Cmtee
Tuesday	21 6.00pm KIB Cmtee	18	18	22 6.00pm KIB Cmtee - CANCELLED 7.00pm Planning Cmtee - WILL NOW COMMENCE AT 6.30PM	20	17
Wednesday	22	19	19	23	21	18
Thursday	23	20	20	24	22	19
Friday	24	21	21	25	23	20
Saturday	25	22	22	26	24	21
Sunday	26	23	23	27	25	22
Monday	27 7.00pm Culture & Communities Cmtee	24 7.00pm Allotments Cmtee	24 7.00pm Mayoralty & Heritage Cmtee	28 7.00pm Audit Cmtee	26 BANK HOLIDAY	23 7.00pm Allotments Cmtee
Tuesday	28	25	25	29	27 6.30pm Planning Cmtee 7.30pm Management Cmtee	24
Wednesday	29	26	26	30	28	25
Thursday	30	27	27		29	26
Friday	31	28	28		30	27
Saturday		29	29		31	28
Sunday		30	30			29
Monday		31	31			30 6.30pm Planning Cmtee 7.30pm Management Cmtee

Kendal Town Council Calendar of Meetings - July 2025 to December 2025							
	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	
Monday			1 6.30pm Planning Cmtee 7.30pm Management Cmtee			1 6.30pm Planning Cmtee 7.30pm FULL COUNCIL	Monday
Tuesday	1		2			2	Tuesday
Wednesday	2		3	1		3	Wednesday
Thursday	3		4	2		4	Thursday
Friday	4	1	5	3		5	Friday
Saturday	5	2	6	4	1	6	Saturday
Sunday	6	3	7	5	2	7	Sunday
Monday	7	4	8 7.00pm Environment Cmtee	6 6.30pm Planning Cmtee 7.30pm FULL COUNCIL	3 6.30pm Planning Cmtee 7.30pm Management Cmtee	8	Monday
Tuesday	8	5	9	7	4	9	Tuesday
Wednesday	9	6	10	8	5	10	Wednesday
Thursday	10	7	11	9	6	11	Thursday
Friday	11	8	12	10	7	12	Friday
Saturday	12	9	13	11	8	13 MAYOR'S COFFEE MORNING	Saturday
Sunday	13 CIVIC SUNDAY	10	14	12	9 REMEMBRANCE SUNDAY	14	Sunday
Monday	14 6.30pm Planning Cmtee 7.30pm Environment Cmtee	11	15 6.30pm Planning Cmtee 7.30pm Culture & Communities Cmtee	13	10 7.00pm Environment Cmtee	15 6.30pm Planning Cmtee 7.30pm Mayoralty & Heritage Cmtee	Monday
Tuesday	15	12	16	14	11 REMEMBRANCE DAY	16	Tuesday
Wednesday	16	13	17	15	12	17	Wednesday
Thursday	17	14	18	16	13	18	Thursday
Friday	18	15	19	17	14	19	Friday
Saturday	19	16	20	18	15	20	Saturday
Sunday	20	17	21	19	16	21	Sunday
Monday	21 7.00pm Audit Cmtee	18 6.30pm Planning Cmtee	22 7.00pm Mayoralty & Heritage Cmtee	20 6.30pm Planning Cmtee 7.30pm Audit Cmtee	17 6.30pm Planning Cmtee 7.30pm Culture & Communities Cmtee	22	Monday
Tuesday	22 7.00pm KiB Cmtee	19	23	21 7.00pm KiB Cmtee	18	23	Tuesday
Wednesday	23	20	24	22	19	24	Wednesday
Thursday	24	21	25	23	20	25 BANK HOLIDAY	Thursday
Friday	25	22	26	24	21	26 BANK HOLIDAY	Friday
Saturday	26	23	27 TORCHLIGHT	25	22	27	Saturday
Sunday	27	24	28	26	23	28	Sunday
Monday	28 6.30pm Planning Cmtee 7.30pm FULL COUNCIL	25 BANK HOLIDAY	29 7.00pm Allotments Cmtee	27	24	29	Monday
Tuesday	29	26	30	28	25	30	Tuesday
Wednesday	30	27		29	26	31	Wednesday
Thursday	31	28		30	27		Thursday
Friday		29		31	28 SWITCH-ON EVENT (TBC)		Friday
Saturday		30			29		Saturday
Sunday		31			30		Sunday

Kendal Town Council Calendar of Meetings - January 2026 to June 2026						
	JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026
Monday						1 6.30pm Planning Cmtee 7.30pm FULL COUNCIL
Tuesday						2
Wednesday				1		3
Thursday	1 BANK HOLIDAY			2		4
Friday	2			3 GOOD FRIDAY	1	5
Saturday	3			4	2	6
Sunday	4	1	1	5	3	7
Monday	5 6.30pm Planning Cmtee 7.30pm Management Cmtee	2 6.30pm Planning Cmtee 7.30pm FULL COUNCIL	2 6.30pm Planning Cmtee 7.30pm Management Cmtee	6 BANK HOLIDAY	4 BANK HOLIDAY	8 7.00pm Culture & Communities Cmtee
Tuesday	6	3	3	7 6.30pm Planning Cmtee BANK 7.30pm FULL COUNCIL BANK HOL	5 6.30pm Planning Cmtee 7.00pm FULL COUNCIL (ANNUAL MEETING)	9
Wednesday	7	4	4	8	6	10
Thursday	8	5	5	9	7	11
Friday	9	6	6	10	8	12
Saturday	10	7	7	11	9	13
Sunday	11	8	8	12	10	14
Monday	12 7.00pm Environment Cmtee	9 7.00pm Environment Cmtee	9 7.00pm Environment Cmtee	13 6.15pm ANNUAL TOWN ASSEMBLY 7.30pm Allotments Cmtee	11 7.30pm Environment Cmtee	15 6.30pm Planning Cmtee 7.30pm Mayoralty & Heritage Cmtee
Tuesday	13	10	10	14	12	16
Wednesday	14	11	11	15	13	17
Thursday	15	12	12	16	14 7.30pm MAYOR MAKING	18
Friday	16	13	13	17	15	19
Saturday	17	14	14	18	16	20
Sunday	18	15	15	19	17	21
Monday	19 6.30pm Planning Cmtee 7.30pm Audit Cmtee	16 6.30pm Planning Cmtee	16 6.30pm Planning Cmtee 7.30pm Culture & Communities Cmtee	20 EASTER MONDAY	18 6.30pm Planning Cmtee 7.30pm Management Cmtee	22
Tuesday	20 6.00pm KIB Cmtee	17	17	21 6.00pm KIB Cmtee 7.00pm Planning Cmtee	19	23
Wednesday	21	18	18	22	20	24
Thursday	22	19	19	23	21	25
Friday	23	20	20	24	22	26
Saturday	24	21	21	25	23	27
Sunday	25	22	22	26	24	28
Monday	26 7.00pm Culture & Communities Cmtee	23 7.00pm Allotments Cmtee	23 7.00pm Mayoralty & Heritage Cmtee	27 7.00pm Audit Cmtee	25 BANK HOLIDAY	29 6.30pm Planning Cmtee 7.30pm Management Cmtee
Tuesday	27	24	24	28	26	30
Wednesday	28	25	25	29	27	
Thursday	29	26	26	30	28	
Friday	30	27	27		29	
Saturday	31	28	28		30	
Sunday		29	29		31	
Monday		30	30			
Tuesday		31	31			

Kendal Town Council

Agenda Report

Committee: Council	Meeting Date: 7 April 2025
From: Town Clerk	Agenda No: 8
Description: Footway Lighting	

Background

The Town Council is a lighting authority under s3 Parish Council Act, 1957. This power to provide lighting extends to roads and public spaces, subject to the consent of the highway authority, or the landowner.

In Kendal the Town Council inherited a peculiar collection of lights which were not passed to either SLDC or Cumbria County Council in 1974. Subsequently, over the intervening 50 years, it has installed new lights in places where the district or county councils did not feel it was within their budgetary scope. Some of the old, inherited lights, were gas lamps, which were converted to electricity in due course. In recent years, all the Town Council's lighting stock has been converted to LED. As recently as March 2025, the Town Council overhauled five of its existing stock to create lighting that was 'dark sky compliant'.

The Town Council would usually budget around £5,000 per year to maintain and power its footway lighting stock. This would be recharged from Cumbria County Council, via SLDC, to reflect any maintenance work required. In the last two years, Westmorland and Furness Council have waived footway lighting costs.

At its Cabinet meeting on 18 March 2025, W&FC adopted a new policy on non-highway lighting across the whole of the unitary district. This is set out in the letter from the Lighting Manager, appended to this report. It offers two approaches to the future maintenance of footway lighting.

- 1) To transfer all our existing stock to Westmorland and Furness Council.
- 2) To be a standalone lighting authority, maintaining our own stock under whatever terms we are able to negotiate.

Recommendation

It is recommended that the Council chooses option 1. Although this will mean writing off the value of the investment the Council has made in lighting over the years, this will also remove the liability for the existing lighting stock and provide Kendal residents with clear reporting procedures when reporting faults (all lighting will be W&FC lighting).

The Council will remain a Lighting authority under the 1957 Act, but will not have to exercise that power. New lighting will be subject to the consideration of W&FC lighting team, as it is in effect, currently, since most public spaces and all highways are within their control.

The unitary authority is committed to improving its lighting stock in terms of efficiency and nature recovery, and is better able to make use of efficiencies of scale when introducing new control mechanisms to support these aims.

Appended to this report: Letter from W&FC Lighting Manager, with current lighting list (this will be fully reconciled prior to transfer)
W&FC Lighting Policy



Your Reference:

Our Reference:

Enquiries to: Scott McLauchlan

Direct Dial: 07818 673 678

Email: scott.mclauchlan@westmorlandandfurness.gov.uk

Date: 18 March 2025

Dear Mr Chris Bagshaw

WESTMORLAND AND FURNESS HIGHWAYS AND LOCAL LIGHTING POLICY

I am writing to inform you the revised Westmorland and Furness Highways and Local Lighting Policy was discussed at Cabinet on 18 March 2025 and has been approved.

The policies key principle allows the Council to take a harmonised approach to exterior lighting assets giving Parish and Town Councils the opportunity to transfer lighting under their ownership onto Westmorland and Furness Council. We ask the Parish and Town Councils to make the following decision from the options below at their next Parish or Town Council meeting.

1. To transfer all Parish or Town Council owned footway lighting onto Westmorland and Furness Council.
2. Parish or Town Council to keep ownership of existing footway lighting and continue to act as their own Lighting Authority.

Please record your decision on the following Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=fqdLrFinxUuUZTXBkgB3BGsgo9nB87pAtiDsxcIMamJUQUZIRjkyMFM0MkdGUURWNVdaMUVBQVFIWS4u>

Following your decision further discussions will be held between the Council and individual Parish or Town Councils to formalise ownership of lighting units within your parish. List of your owned assets enclosed.

South Lakeland House, Lowther Street, Kendal, Cumbria, LA9 4DQ

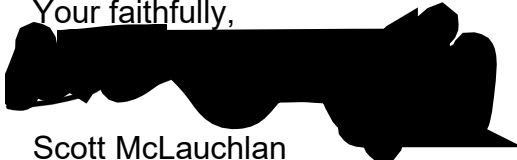
T: 0300 373 3300

westmorlandandfurness.gov.uk



Any concerns you may have regarding this potential transfer may be answered within the FAQ's overleaf or further technical details can be found within the Highways and Local Lighting Policy enclosed.

Your faithfully,



Scott McLauchlan
Lighting Manager

Unit Number	Location
6012	
6015	
6016	
6017	OFF HIGHGATE
6018	AT QUEEN'S ROAD END
6020	JENKIN RISE SIDE
6021	BROAD ING CRESCENT SIDE
6025	
6025	
6027	WEST STREET SIDE
6029	FORD TERRACE TO WATTASFIELD ROAD
6033	VICARAGE DRIVE SIDE
6014	FOOTPATH BETWEEN SERPENTINE & QUEENS ROAD
6019	ON BARCLAYS BANK YARD 17
6022	REAR OF 2 FERNEY GREEN
6023	O/S MONDOORY
6030	GULFS ROAD
6031	FOOTPATH BETWEEN LANDSDOWN & BIRKBECK
6032	ON 21
6001	OPPOSITE NEW INN
6006	FOOTBRIDGE OVER RAILWAY
6007	FIRBANK
6009	HALF WAY UP STONEY LANE
6011	O/S NURSERY VIEW
N/A	FORD TERRACE TO WATTASFIELD ROAD
N/A	VICARAGE DRIVE SIDE

Provided is the information Westmorland and Furness Council hold and may not be fully accurate. Further meetings will be held between your Parish and Westmorland and Furness to get accurate information on asset ownership which will form part of the legal agreement for the transfer of any units.



Frequently Asked Questions (FAQ)

Q. Who will be responsible for the lighting going forward within our parish if lighting is transferred to W&F. *Any lighting transferred to W&F from a Parish or Town Council will become the responsibility of W&F. This means all maintenance and energy management of lighting stock will be integrated into W&Fs current practices and procedures.*

Q. Will W&F take on ownership of all lighting identified by the Parish or Town Council. *In principle yes, however an assessment will be undertaken to assess the lighting put forward for transfer by the Parish or Town Council. For instance, any Parish or Town Council owned lighting where arrangements have been made with a resident regarding supplies being taken from individual properties will not be eligible for transfer.*

Q. In the past some Parish and Town Councils have been recharged from W&F or legacy councils for energy usage and maintenance of lighting units, will this continue? *If a Parish or Town Councils decides to transfer the ownership of lighting onto W&F all responsibilities will then be held with Westmorland and Furness Council. This means recharging will no longer be necessary.*

Q. Our Parish or Town Council has decided not to transfer ownership onto W&F and would like to continue acting as our own Lighting Authority, what does this mean? *Some Parish or Town Councils may like the responsibility being their own Lighting Authority, this gives them the opportunity to apply their own specifications and ideas to lighting in their area. It does mean the Parish or Town Council is responsible for all future maintenance, energy management and general management of their lighting stock. **Will W&F offer any Parish or Town Councils who decide to act as their own Lighting Authority a maintenance and management service?** W&F will no longer provide this service under this policy. Help and advice to Parish or Town will still be given with regards to local lighting contractors and management of energy.*

Q. Under previous lighting policies from legacy councils many footway lights have been deemed as “non-approved” and are removed and disconnected once they are non-operational. Will this continue? *It is proposed that this approach is abandoned, this non-approved lighting will be integrated into existing lighting stock maintainable by W&F. In the instance where a lighting unit has been removed but not disconnected from ENWL, W&F will look to install a new lighting unit as soon as possible.*

Q. Under previous lighting policies from legacy councils many footway lighting columns have been removed and disconnected, can these units be replaced? *Previous decisions from legacy councils have resulted in a number of lighting units being removed and disconnected. In this instance W&F will deal with this as a request for a new lighting installation. All new requests for lighting will be assessed with the requirements given within the Highways and Local Lighting Policy.*



Westmorland and Furness Highways and Local Lighting Policy

Version 0.1



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1 Document Control

Version Management

Date	Revision	Status	Prepared By	Checked By	Approved By

2 Introduction

- 2.1** This document sets out Westmorland and Furness Councils approach to the management of external lighting. It relates to the highway network for which Westmorland and Furness Council is responsible as the Highway Authority, lighting on Council land, and the Council's approach to footway lighting which may be installed on the highway network.
- 2.2** Westmorland and Furness Council is responsible for the provision and maintenance of electrical assets on the adoptable highways network throughout Westmorland and Furness excluding motorways and trunk roads.
- 2.3** Westmorland and Furness Council will continue to liaise with residents on any unadopted parts of the network where historically lighting has been maintained until a time when this is unreasonably practicable or any future policy changes.
- 2.4** This policies aim is to support an approach whereby lighting infrastructure is only switched on at the right time and place with the correct light.
- 2.5** The management of road lighting, illuminated signs, bollards and other equipment is seen as an integral part of the management and maintenance of the highway infrastructure or Council assets. The Council gives a high priority to ensuring safe and efficient maintenance of the existing highway network and recognises that this is critical to achieving the wider aims of the Council.
- 2.6** Where the existing lighting on the adopted highway is below the standards set in this policy it will be upgraded to the standards set in this policy where reasonably practicable and subject to available funding. For example, where it is not reasonably practicable to achieve the standards set in this policy due to the existing column spacing the Council will strive to get as close to the standard with the most appropriate energy efficient lighting using existing column spacing.
- 2.7** The term "lighting installation" includes road lighting, illuminated traffic signs, bollards and other electrically serviced items. It also includes items of equipment that have no electrical service such as solar or wind powered.
- 2.8** The policies set out in this document are the Council's policies that apply to all road lighting, illuminated signs and other electrical installations on the highway, this excludes installations such as traffic signals, speed cameras and traffic counters. The standards are minimum standards which may be increased at a local level at the discretion of the Locality Board, using funding available to them.

3 Objectives

- 3.1** The Council believes that taking a consistent approach to lighting will bring benefits to residents across Westmorland and Furness. Where Parish Councils are acting as the lighting authority the Council is willing to engage with that Parish Council to take on ownership of their lighting assets where full ownership will be the responsibility of Westmorland and Furness Council. If a Parish Council wishes to remain being their own lighting authority, they will be responsible for their lighting unit's maintenance and energy management.
- 3.2** Where Parish Councils continue to act as a lighting authority, the Council are willing to provide initial advice on maintenance providers and energy management. The Council are not willing to enter into agreements to provide any maintenance or energy management.
- 3.3** The Council believes that well designed and maintained lighting makes a positive contribution to reducing night-time traffic collisions, reducing crime and fear of crime, helping business, improving the urban night-time environment and encouraging walking and cycling after dark. Equally, the Council recognises the problems caused by light pollution and has set out policies and standards which take into account location and Environmental factors.
- 3.4** The Council is also committed to minimising energy consumption for lighting through innovation and strategy and using energy from renewable sources where possible and available.
- 3.5** The main objectives of the provision and maintenance lighting are:
- 3.5.1** To provide a safe network for all highway users, taking into account the needs of more vulnerable groups, but with the principal aim of reducing night-time accidents.
- 3.5.2** To maintain lighting to a standard which ensures as far as possible a safe, economic, effective and reliable use of the highway during the hours of darkness.
- 3.5.3** To contribute to crime reduction strategies by improving lighting where funding is available in order to provide a safer night-time environment and biodiversity.
- 3.5.4** To contribute to the economic well-being of the community by helping transport movements and enhancing the night-time environment of urban areas, including tourist centres.
- 3.5.5** To protect the night-time environment by setting levels of lighting provision which reflect the variety and diversity of the community.

- 3.6** The objective of providing illuminated signs and bollards is to inform the movement of traffic at junctions and other locations which will contribute to user safety.

4 Provision of the Service

4.1 Legal Powers and Duties

- 4.1.1 The Council's statutory powers regarding highway lighting arise primarily from the Highways Act 1980. Section 97 empowers the Council as Highway Authority to provide lighting for highways or proposed highways for which they are, or will be, the Highway Authority. This is a discretionary power, not a duty.
- 4.1.2 Where lighting is provided, the Council has a duty under Section 41(1) of the Highways Act 1980 to maintain the physical fabric and structure of the lighting apparatus in good repair as part of the highway infrastructure. As confirmed by the House of Lords in *Goodes v East Sussex CC* [2000] 1 WLR 1356, this duty relates solely to maintaining the physical condition of the highway and its apparatus.
- 4.1.3 The Council's maintenance duty regarding lighting apparatus is absolute in nature but limited to maintaining its structural safety and stability. While the duty does not generally extend to ensuring lights remain operational at all times (which is primarily a discretionary operational service), the Council must ensure that non-operational lights do not create or contribute to physical hazards that would breach the Section 41(1) duty to maintain.
- 4.1.4 District Councils and many Parish or Town Councils also have powers to provide lighting as local lighting authorities under the Public Health Act 1985 or the Parish Councils Act 1957. Where such Councils wish to provide lighting on a highway, the consent of the Highway Authority is required.

Standards and Guidance Updates

- 4.1.5 Where any British Standard, industry guidance, or statutory provision referenced in this policy is revised, updated, or replaced, this policy shall automatically incorporate and comply with such revised, updated or replacement provisions without the need for formal amendment. This includes, but is not limited to:
- 4.1.5..1 British Standard BS5489-1:2020 and any subsequent revisions.
- 4.1.5..2 UK Lighting Board 'Well-lit Highways, Code of Practice for Highway Lighting Management'.
- 4.1.5..3 Institution of Lighting Professionals technical reports.
- 4.1.5..4 Traffic Signs Regulations and General Directions.

4.1.5.5 Relevant legislation and statutory instruments.

4.2 Policy for the Provision of Lighting

4.2.1 The Council will consider the provision of new road and local lighting schemes. Where lighting has been removed and disconnected due to legacy lighting policies, any requests for lighting to be reinstated will be based and assessed on the following criteria.

Each scheme will be evaluated in respect of.

- Reduction of night time accidents.
- Reduction of crime and fear of crime.
- Impact on the local environment.
- Impact on Capital and maintenance costs.
- Added value to commercial and leisure activities.

4.2.2 All, new and replacement, road and local lighting installations shall be designed in accordance with the requirements of BS5489-1: 2020 Code of practice for the design of road lighting, with reference to all standards noted therein, and shall be restricted to the highway network for which the Council is the highway authority. Further guidance is given in Westmorland and Furness Design Guide.

4.2.3 Selection of an appropriate lighting class shall be through the application of the risk assessment process outlined in the above code of practice.

The Council is aware that road and local lighting forms a significant proportion of the Council's electrical energy usage and is committed to reducing energy consumption and carbon emissions by application of the following measures:

Light Source, for all new and replacement road lighting installations the light source shall be Light Emitting Diode (LED).

Trimming, taking advantage of the immediate full power run up of LEDs and modern optimum gear lamps, trimming shall be applied to switch on, and off, road lighting installations when ambient lighting levels are closer to the required level. Developments in switching protocols, devices and systems will be monitored to ensure the Council, where economically viable, realise the full potential of energy savings.

Variable Lighting, road usage can vary at different times during the hours of darkness, the Council will take advantage of available technology to, where appropriate, dim lighting installations during these periods. The

dimmed lighting levels shall not fall below those recommended for the road usage during the dimmed period. Variable lighting equipment shall be compatible with a Central Management System (CMS) to enable the Council to migrate to CMS where this becomes economically viable. This would be subject to consultation.

Part-night Switch Off, where local condition permit, or there is an express desire from residents the Council will consider switching off the streetlights between the hours of midnight and 0500hrs or 0600hrs. This would be subject to consultation, safety and equality assessments.

Full Switch Off, consideration would be given to removing life expired street lighting where there is assessed to be no further need for street lighting provision. This would be subject to consultation, safety and equality assessments and a trial (12 months) switch off period.

4.2.4 All new and replacement associated electrical installations shall comply with the requirements of BS7671 Requirements for Electrical Installations, IET Wiring regulations.

4.2.5 **Requests for New Lighting on Council Land**, the council has a significant lighting stock on its land and is conscious of the environmental impact and cost from increasing our lighting stock. Should a request for additional lighting be made, then it will need to be supported and funded by the relevant service or from Locality Board funding and would normally only be agreed to improve Community Safety, Crime Reduction, or Public Safety.

4.3 Use of Central Management System (CMS)

4.3.1 Central Management Systems enable the Council to accurately control the lighting units operational times and lamp power at any moment. This capability allows the Council to customise the lighting requirements of communities with the option to override the controls if necessary or if circumstances evolve. Additionally, CMS can facilitate service delivery through automatic alerts on failures, energy management, inventory improvements and enhance overall service requirements.

4.3.2 CMS provides further benefits to the Council services other than lighting management.

4.3.2..1 Traffic and Pedestrian Counts

4.3.2..2 Pollution Monitoring

4.3.2..3 Waste Notification

- 4.3.2..4 Gully Emptying
- 4.3.2..5 Parking availability
- 4.3.2..6 Air and Road Surface Temperatures
- 4.3.2..7 Digital Infrastructure
- 4.3.2..8 On-Street Charging Monitoring

4.4 Obtrusive Lighting

The Council recognises that obtrusive lighting can have a negative impact on the local environment which can lead to concerns regarding the quality of lighting installations. Obtrusive light, sometimes referred to as light pollution, is light which falls outside the area to be illuminated and causes annoyance, discomfort, distraction and in extreme cases can reduce the ability to see.

There are three main effects associated with obtrusive light.

Sky Glow - the brightening of the night sky, caused by the scattering of light by dust particle and water droplets in the atmosphere. Often seen as an orange glow over urban areas and is caused by poorly designed luminaires emitting light directly up or at high angles above the horizontal.

Glare - occurs when one part of the visual scene is much brighter than the remainder such as an intense light against a dark background. A common cause of glare is poorly orientated lighting resulting in impaired vision, discomfort and reduced task performance.

Light Intrusion (“Trespass”) - light falling where it is not wanted or needed, light spilling beyond the boundary of the property on which the light is located. Light that shines into neighbouring properties and bedroom windows, hindering sleep and reducing privacy.

- 4.4.1 The control of glare shall be considered for all new and replacement lighting schemes. The guidance contained in EN 13201-2:2003, Annex A for the selection of luminous intensity class and glare index class shall be followed.

4.5 Dark Sky Policy

- 4.5.1 The Council recognises the impact of obtrusive light and the impact this has on the environment. To retain the night environment the council will follow guidance issued from the International Dark-Sky Association by following these core principles.

Preserving Nocturnal Environments, to protect the sanctity of the night environment in reducing artificial light to levels that allow the night sky to be visible in its natural state.

Mitigating Light Pollution, to encourage responsible lighting practices that minimise light pollution by shielding and directing light where it is necessary.

Appropriate Lighting Levels and Colour Temperatures, to avoid over illumination for the task. Careful colour temperature selection by using warmer colour temperatures during the night and minimising blue-rich light which contribute to both our physiological well-being and the environment.

4.6 Environmental Considerations.

- 4.6.1 The Council recognises its responsibility in the impact artificial lighting at night can cause on the environment and biodiversity. The Council will continue to discuss specification and product changes with leading lighting manufacturers within the United Kingdom to protect natural environments and habitats within Westmorland and Furness and requirements within The Environmental (Local Nature Strategies) Regulations 2023.
- 4.6.2 Current specification changes recognise the need to provide the correct lighting in the correct place. The Council has capped the upper colour temperature to 3000k for areas that contribute to CCTV systems. Majority of new lighting installations will be 2700K or 2200K.

4.7 Policy for the Transfer or Adoption of Town and Parish or Un-adopted Road and Local Lighting Systems

- 4.7.1 The Council recognises as a new unitary authority there are a number of arrangements with Town and Parish Council's, and there is no one size fits all approach, the following sets out Westmorland & Furness Council's policy to Town & Parish Lighting:
- 4.7.1.1 The Council will engage with Town and Parish Council's with the proposal to take on full ownership of their lighting stock. The Council see's the

- benefit to the community of being the sole lighting authority within Westmorland and Furness.
- 4.7.1.2 Where Town & Parish Council continue to act within their powers as a lighting authority to provide and maintain lighting systems. The Council are willing to provide initial support on advising electrical contractors to provide maintenance activities and knowledge on energy management. The Council are not willing to enter into any lighting management agreement with the Town or Parish Council.
- 4.7.1.3 Previous legacy lighting policies resulted in some unsupported Lighting by either Town & Parish Council's or Westmorland and Furness Council, the decision was not to support the maintenance of some former District lighting. It is proposed that this approach is abandoned, this unsupported lighting will be integrated into existing lighting stock maintainable by Westmorland and Furness Council. Any unsupported lighting which was removed and disconnected as part of any legacy policies will not be reversed. Should a request be made to reinstate a lighting unit in a location where a previous light was disconnected, the council will assess this request in line with point 4.2 within this policy.
- 4.7.2 **Energy Management** Where the Council takes ownership of lighting from a Town or Parish Council the Council will be responsible for the energy management. For any unadopted, Town or Parish Council lighting where they are acting as the lighting authority they will be responsible for the energy management and payments to the electricity provider. Westmorland and Furness Council will not provide a service to manage this process on their behalf.
- 4.7.3 For existing unadopted roads the council will only agree to adopt lighting if it is brought up to an adoptable standard.

4.8 Policy for the Transfer or Adoption of New Road Lighting Systems

- 4.8.1 Where a developer enters into an Agreement with the Highway Authority, leading to the adoption of specific areas and assets and this may include lighting providing:
- 4.8.1.1 The lighting is designed and installed in accordance with the policies in this document and meets the standards set out in here and in the Westmorland and Furness Design Guide.

4.9 Attachments and Secondary Uses of Lighting Columns

- 4.9.1 No attachments shall be made to lighting columns without prior written approval of the Council.
- 4.9.2 All works shall be carried out in accordance with the requirements of the Council's policy for Attachments and Secondary Uses of Lighting Columns.
- 4.9.3 In view of the financial, legal and safety issues related to the provision of temporary power supplies taken from lighting columns, under no circumstances will this practice be permitted.

4.10 Policy for the Maintenance of Road Lighting and Maintenance Standards

- 4.10.1 The Council recognises the importance of achieving Best Value in lighting maintenance and adopts the recommendations of UK Lighting Board "Well-lit Highways, Code of Practice for Highway Lighting Management" and complementary Institution of Lighting Professionals technical reports and industry good practice.

Statutory Maintenance

- 4.10.1 The Council's duty under Section 41(1) Highways Act 1980 relates to maintaining the physical fabric of lighting apparatus. While this does not extend to keeping lights operational (*Goodes v East Sussex CC* [2000] 1 WLR 1356), the Council must ensure that non-operational lights do not create physical hazards through:

- 4.10.1.1 Regular structural testing and inspection.
- 4.10.1.2 Prompt repair of any dangerous physical defects.
- 4.10.1.3 Removal or replacement of equipment that becomes physically hazardous when unlit.
- 4.10.1.4 Maintaining accurate records of inspections and repairs.

Discretionary Operational Maintenance

- 4.10.2 Beyond the statutory duty to maintain physical fabric, the Council provides additional services including:
- 4.10.2.1 Fault repairs and lamp replacement to achieve target of 97.5% operational lights.
- 4.10.2.2 Night-time monitoring.

4.10.2..3 Emergency response service.

4.10.2..4 Preventative maintenance programs.

4.10.3 These operational services, while discretionary, help prevent situations where non-operational lights might create physical hazards requiring action under the statutory duty.

4.10.4 All elements of the lighting system require inspection and maintenance to ensure they are safe, operate correctly, continue to provide the designed performance and maximize their life. Maintenance comprises:

4.10.4..1 Cyclical or Routine: preventative maintenance carried out on a cyclical basis to help reduce or eliminate failures and ensure the system operates at intended design outputs.

4.10.4..2 Reactive: where failures of equipment are recorded and the equipment repaired or replaced.

4.10.5 Details of each aspect are given in the Service Procedures for lighting maintenance

4.11 Reporting Faults and Emergencies

4.11.1 Faults and emergencies can be reported to the Westmorland and Furness, Highways Hotline by;

Telephone 0300 373 3306

Online: www.westmorlandandfurness.gov.uk

This is a 24-hour service and is also the method of contact for any other types of enquiries relating to highways, lighting or signs.

4.12 Night Time Monitoring

4.12.1 To detect units which are not operating correctly night time monitoring is carried out by means of scouting patrols of the lit sections of the highway network. These inspections take place at specified intervals between the months of November and April which shall be reviewed as the Council migrates to more reliable equipment.

4.13 Management of Maintenance

4.13.1 All the elements of the lighting system require inspection and maintenance to ensure that they are safe, operate correctly, continue to provide the designed performance and to maximise their life. Maintenance can be divided into two aspects:

1. **Cyclical or Routine**, a process of preventative maintenance carried out on a cyclical basis to help reduce or eliminate failures and to ensure the system is operating at its intended design outputs.
2. **Reactive**, where failures of equipment are recorded and the equipment repaired or replaced.

Details of each of these aspects are given in the Service Procedures for lighting maintenance.

4.14 Computer Systems

4.14.1 The Council will continue to develop and maintain an Integrated Highways Asset Management System which will include a Lighting Management module.

4.14.2 The lighting management module will hold comprehensive details of all lighting assets which will record inventory items, works instructions, cyclic maintenance, fault reporting and enable energy calculations and financial monitoring. All maintenance activities will be monitored to ensure that the system is being maintained in an effective manner.

4.15 Competence of Staff

4.15.1 All those involved in managing and providing the service shall have appropriate experience, skills, training and equipment to perform the task. The Council will, through accredited organisations, authorise and certify the level of competency. In addition the Council will continually monitor and assess training and supervision to ensure the certified level of competency is maintained.

4.15.2 Regulation 16 of the Electricity at Work regulations states that “No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or where appropriate, injury, unless he possesses such knowledge or experience, or is under such a

degree of supervision as may be appropriate having regard to the nature of the work”.

4.15.3 Only a competent person, duly authorised, and trained to the required level of competence and able to recognise electrical hazards, must carry out the work.

4.15.4 The Council requires that organisations, through the Council’s framework contracts, delivering the service shall have Quality Management systems in place and have BS EN ISO 9001 accreditation. In addition, the Quality Management systems should comply with the requirements of the National Highway Sector Schemes 8, The Overseeing and/or Installation and/or Maintenance of Highway Electrical equipment and supporting works.

4.16 Asset Management

4.16.1 The lighting assets owned and operated by the Council include:

- 4.16.1.1 Road lighting
- 4.16.1.2 Local lighting
- 4.16.1.3 Illuminated traffic signs
- 4.16.1.4 Illuminated traffic bollards
- 4.16.1.5 Feeder pillars
- 4.16.1.6 School crossing signs
- 4.16.1.7 Highway power supplies, including cables, joints and other components
- 4.16.1.8 Traffic barriers and Navigation lights at Jubilee Bridge, Barrow

This equipment is predominately located on the highway network for which the Council is the Highways Authority. For operational reasons or, where there is a desire to reduce street clutter, equipment may be mounted on adjacent structures or buildings with the owner’s consent.

4.16.2 The Council will develop asset management plans to inform and advise service delivery, performance and condition.

4.16.3 An inventory, based on the requirements of Institution of Lighting Professionals (ILP) Guidance Note GN22/19, of road lighting equipment is currently maintained on a database which includes the information described below:

Geographic Data, linked to the National Street Gazetteer (NSG) each unit has an Ordnance Survey Grid Reference to pin-point the unit on a mapping

interface. The data will be able to provide the address location and, where applicable, lighting standard for each unit.

Apparatus Data, a record of unit type and accompanying technical data to enable the identification of different types of equipment, light sources, operational hours and electricity connection arrangements. Apparatus data also includes additional information necessary to comply with BSCP520 requirements for the purchase of unmetered electricity. Details of metered supplies, or self-generating, are maintained but are excluded from the declared load for unmetered supplies.

Risk Assessment Data, a record of factors which affect the design life, structural stability and life of lighting units. This data feeds into the life cycle process of the asset management plan. Risk Assessments may also include details on access restrictions for maintenance and special equipment.

Operational Data, records actions carried out to units, including cyclic and reactive maintenance, with a history of previous actions, materials used (component failure) and returned under warranty and recurring faults.

4.16.4 Where information is available location of the Council's underground cables will be recorded in accordance with the requirements of

4.16.4..1 New Roads and Street Works Act

4.16.4..2 Code of Practice and the Electricity Safety Quality and Continuity Regulations

4.16.5 The Council will ensure that the Lighting management System is updated regularly to ensure the currency of the data held. Maximum response times are given in the table below:-

Maximum response times for updating of Asset Management System	
Nature of activity	Response time following return of completed work sheet
Cyclic maintenance activities	5 working days
Non-emergency faults	5 working days
Emergency faults	1 working day
Commissioning of a single unit of lighting equipment, illuminated traffic sign or illuminated traffic bollard	10 working days
Commissioning of a complete system of lighting	10 working days
Decommissioning and removal of a single unit of lighting equipment, illuminated traffic sign or illuminated traffic bollard	10 working days
Decommissioning and removal of a complete system of lighting	10 working days
Fixing of non-illuminated attachment	20 working days
Fixing and commissioning of illuminated attachment	5 working days
Adoption of lighting installation under S38 or S278 or other agreements.	20 working days following adoption. Details to be provided by the developer or promoter at their expense.

4.17 Design for Maintenance.

4.17.1 The Council has standards for new lighting installations which are set out in Westmorland and Furness Design Guide and Service Procedures. These standards are aimed to ensure that lighting is installed, maintained and operated to provide durable installations with efficient performance. They have also considered energy costs, compatibility with other components and availability of spares and replacements. These standards also apply to renewal or replacement of installations.

4.18 Effect of Trees

4.18.1 The effect of trees on the performance of the lighting installation shall be considered. Lighting columns in the vicinity of trees will be sited to minimise operational issues such as.

4.18.1.1 Incorrect operation of the photocell.

4.18.1.2 Restricted or impaired access for maintenance.

4.18.1.3 Potential for damage to the lighting unit, including foundation and underground electrical services.

4.18.2 Siting of the lighting installation shall take into account the potential growth and spread of summer foliage; siting shall not necessitate substantial cutting back of trees.

4.18.3 On new roads and developments where it is intended to plant trees, the lighting design shall be carried out in consultation with landscape architects or suitably qualified professionals.

4.18.4 Further guidance is given in the Service Procedures.

4.19 Recycling and Waste Disposal

4.19.1 The Council recognises that the maintenance, replacement and installation of public lighting can generate waste products such as used lamps, control gear, luminaires and lighting columns. For each type of waste product there are different recycling and disposal requirements.

4.19.2 The Council accepts that it is no longer morally, ethically or legally acceptable to just dispose of waste products and specifies equipment with a high recyclable content to reduce waste at end of life. Where existing equipment is to be removed, in accordance with the requirements of the Waste Electrical and Electronic Equipment Directive (WEEE) 2013, the Council will use specialist suppliers to manage this process.

4.20 Best Value

4.20.1 The Council is committed to developing the lighting service and the value of comparison with peer authorities to monitor progress and effect change to improve service delivery.

4.20.2 Performance reporting is undertaken by the Council for both its internal service and framework contracts relating to the lighting service. This set of indicators will be developed to include all aspects of routine and reactive maintenance and the design and installation of new lighting schemes.

4.21 Passive Safety

4.21.1 The Council is committed to safe and well maintained roads and recognises the potential hazard that lighting columns may pose, to both motorised and non-motorised road users, and will consider the installation of passively safe lighting columns and illuminated sign posts in accordance with BS EN 12767.

4.21.2 The requirement for passively safe equipment is different for each individual site and type of road. Each new and replacement lighting installation will be subject to a risk based assessment to determine the need for passive safe equipment.

4.21.2..1 Passively safe equipment shall be considered on rural 'A' roads with an Average Annual Daily Traffic (AADT) flow greater than 5000 vehicles.

4.21.2..2 All other roads shall be subject a site specific risk assessment in accordance with Institution of Lighting Professionals (ILP) Technical Report 30, Passive Safety, Guidance on the Implementation of Passively Safe Lighting Columns and Signposts.

4.21.3 In addition to ILP Technical Report TR30 the design of new and replacement lighting installation shall also take into consideration the following documents relating to passively safe installations;

4.21.3..1 National Annex – BS EN 12767: Passive safety of support structures for road equipment, requirements classification and test methods 2007 (Amended 2009).

4.21.3..2 Transport Research Laboratory (TRL) – SL04/07 Use of Passively Safe Signposts and Lighting Columns.

4.21.3..3 Passive Safety UK – Guidelines for Specification and Use of Passively Safe Street Furniture on the UK Road Network.

4.22 Innovation and New Technology

4.22.1 The Council recognises that the lighting industry is innovative with new products and procedures being developed resulting in energy efficiency, reliability and whole life cost savings.

4.22.2 By liaising with peer authorities, professional organisations and trade groups the Council will monitor technological and innovative developments and, where there is no risk and there is a benefit to the Council, will be open to participation in trials and initiatives.

4.23 Other Electrical Installations on the Highway Network

4.23.1 In addition to lighting installations there are other items of equipment on the highway network whose operation requires an electrical supply such as automated weather stations used as part of the ice prediction system. These installations are generally maintained by specialist companies under contract arrangements.

5 Service Agreements with the Distribution Network Operator

5.1 Service Level Agreement

- 5.1.1 Since the introduction of national terms of connection within the Distribution Connection and Use of System Agreement in 2010 the Council no longer enters into a bilateral agreement with the licensed distribution network operator (DNO), Electricity Northwest Limited.
- 5.1.2 The national terms of connection form an agreement between the Council and the operator (Electricity Northwest Limited) of the distribution system through which electricity is conveyed to the lighting installation when the Council enter into an electricity supply contract with an electricity supplier.
- 5.1.3 The performance requirements for fault repair, quotation and completion of new works are set out in the guide Unmetered Connections Standards of Service for Electricity Distribution Companies in England, Wales and Scotland. This guide summarises the Electricity (Connection Standards of Performance) Regulations 2010 where those regulations relate to unmetered connections.
- 5.1.4 Where the lighting installation is served by a network extension to the DNO network operated by an Independent Distribution Network Operator (IDNO), for example to serve a new housing development, then the Council will enter into a separate agreement with the IDNO.

5.2 Competition in Connections

- 5.2.1 Taking advantage of The Office of Gas and Electricity Markets (Ofgem) decision that connections to both high and low voltage networks are contestable activities the Council has entered into tripartite agreements with Electricity Northwest Limited and Independent Connection Providers to secure competitive rates for network connections.

6 Procurement

6.1 Maintenance Contracts

- 6.1.1 The management and maintenance of the lighting installation is the responsibility of the Council's in house lighting team.
- 6.1.2 Where additional support is necessary this shall be provided by contractors through the Council's existing framework contracts which will be available in early 2025.

6.2 Electricity Procurement

- 6.2.1 Taking advantage of the de-regulation in the market for un-metered highway electrical supplies the Council procure electrical energy for lighting installations on a Half-Hourly trading arrangement by means of an Equivalent Meter. The Equivalent Meter is a two-part process where the Council has installed a photo-cell array unit, located at Millness Depot, which logs the operating hours for the different types of photoelectric cell in use. The second part of the process requires the council submit an inventory, in accordance with BSCP520, to the Unmetered Supplies Operator (UMSO) who combine this with the log data from the photo-cell array. The UMSO then provide a summary inventory to the Council's appointed Meter Administrator (MA) who, using data from the Equivalent Meter, calculate the energy consumption, to be invoiced to the Council, on a monthly basis.
- 6.2.2 Through membership of a Public Sector consortium operating on Half-Hourly and Non-Half-Hourly trading agreement for both metered and unmetered supplies the Council secures the more competitive prices available on large load contracts. The contract is administered by Yorkshire Purchasing Organisation and is subject to a competitive tender process on a four-year basis which is compliant with all European Union procurement guidelines and public contract regulations enacted in UK law.

6.3 Agreements

- 6.3.1 **Connection Agreement**, with the introduction of the Distribution Connection and Use of System Agreement in 2010 Electricity Northwest Limited no longer issue individual connection agreements for unmetered supplies when the Council enters into an electricity supply contract with an electricity supplier.
- 6.3.2 **Meter Administrator's Agreement**, The Council has appointed Power Data Associates as its Meter Administrator. This appointment is reviewed and renewed on an annual basis.

6.3.3 **Supply Agreement**, through membership of the Yorkshire Purchasing Organisation consortium the Council has entered into an electricity supply contract with Npower Limited until 31 March 2027.

7 Appendices

7.1 Appendix A - Definitions

The following definitions are used in the Code of Practice and also apply to this document:

Highway Authority	it is the council that is the local highway authority. As such the council will have responsibility for road lighting on their highway network.
Lighting Authority	This can be the function of either the unitary, or town or parish council. As a lighting authority they can provide a system of footway lighting for a highway with the consent of the highway authority.
Well Lit Highways	This is the code of practice for highway lighting management published in November 2004 (Updated May 2013). It provides guidance on lighting management and forms a foundation for policy and delivery of 'best value'.
BS 5489-1: 2020	This is the code of practice for the design of road lighting and makes recommendations on the general principles of road lighting.
Passive Safety	Is the use of products which, following a serious collision with street furniture, help reduce the severity of any injury to road users.
Asset Management	Is a strategic approach, combining engineering and financial facets, that identifies the optimal allocation of resources for the management, operation, preservation and enhancement of the infrastructure to meet the needs of current and future customers.
Service Procedure	Describes how, and at what intervals, maintenance activities are undertaken.
Client	The person or organisation responsible for the operation and management of the public lighting system in a defined area.
Contractor	The person or organisation employed by the client to undertake any function of the public lighting system in a defined area.
DNO	Distribution Network Operator is a holder of a distribution licence, the DNO owns, operates and maintains a

	distribution network and is responsible for confirming requirements for the connection of distributed generation to that network.
IDNO	Independent Distribution Network Operator is a holder of a distribution licence, an IDNO designs, builds, owns and operates a distribution network, which is an extension to existing DNO network. They typically build network for new developments such a retail parks, retail and residential areas and leisure facilities.
ICP	Independent Connection Provider organisations which have been assessed and granted the necessary accreditation to provide new connections in competition with the DNOs.
Unmetered Supply (UMS)	Is any electronic equipment that draws an electrical current and is connected to the distribution network without a meter recording its energy consumption. Restricted to individual electrical loads of 500 watts and less.
BSCP520	Balancing & Settlement Code Procedure 520. Sets out the requirements for UMS registered in Supplier Meter Registration Service (SMRS).
Meter Administrator (MA)	An agent qualified under the BSC, appointed by the Customer when trading energy on a half hourly basis.
Unmetered Supplies Operator (UMSO)	Is a function of the DNO concerned with the accurate settlement of unmetered electricity.
Highway power supply	An electrical installation comprising an assembly of associated highway distribution circuits, highway distribution boards and street furniture, supplied from a common origin.
Lighting installation	A system of road lighting and any associated illuminated traffic signs and illuminated traffic bollards owned by the authority.
Illuminated traffic bollard	Bollards lit by internal or base mounted lighting units, carrying one or more diagrams from the Traffic Signs Regulations & General Directions (TSR&GD), or the same type of unit with all plain aspects.
Illuminated traffic sign	Internally or externally illuminated signs, carrying a diagram or legend as required by the TSR&GD, flashing school

	crossing warning signs, centre island beacons, and pedestrian crossing Belisha beacons.
Street lighting	A system of lighting illuminating streets, footways, footpaths, cycle tracks and pedestrian subways open to public access.

7.2 Appendix B - Hierarchy and Requirements for Lighting

Lighting Requirements For Traffic Routes

Description	Code of Practice Category / Description 5
<p>Carriageways</p> <p>Strategic Routes</p> <p>Major Distributors</p> <p>Secondary Distributors</p> <p>Link Roads</p> <p>Local Access</p>	<p>2</p> <p>3a</p> <p>3b</p> <p>4a</p> <p>4b</p>
<p>Footways</p> <p>Town Centre Pedestrian Zones</p> <p>Main shopping areas</p> <p>Busy tourist centres</p> <p>Busy urban areas</p> <p>Other tourist areas</p> <p>Other urban areas</p> <p>Rural areas and villages</p>	<p>1a Prestige walking zones</p> <p>1 Primary walking routes</p> <p>1 Primary walking routes</p> <p>2 Secondary walking routes</p> <p>2 Secondary walking routes</p> <p>3 Link Footways</p> <p>4 Local access footways</p>
<p>Cycleways</p> <p>Cycle lane</p> <p>Cycle Track</p> <p>Cycle Trail (limited)</p>	<p>A Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).</p> <p>B Cycle track, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/ pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.</p> <p>C Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the</p>



	highway authority, but may be maintained by an authority under other powers or duties.
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General Requirements for Lighting

National Parks, Areas of Outstanding Natural Beauty, Sites of Special Scientific Importance and other Dark Area	
Rural roads, villages and settlements (Environmental zones E1/E2)	<p>Generally not lit where the Parish Council confirms the community's wish to continue to have no lighting, unless there are issues of road safety which cannot be solved by other means.</p> <p>Consideration would be given to dimming or switching to reduce or vary lighting levels during off peak periods along with luminaires with Dark Sky Compliance</p>
Larger Urban Areas (Environmental zone E3)	<p>Generally lit to the appropriate standard of BS5489.</p> <p>Consideration would be given to dimming to reduce lighting levels during off peak periods along with luminaires with Dark Sky Compliance</p>
Other Areas	
Rural roads, villages and settlements (Environmental zones E1/E2)	<p>Generally not lit except where there is an adopted system of road lighting adjacent to the proposed lighting or there are problems of road safety or where lighting provision is supported by the Parish Council.</p> <p>Consideration would be given to dimming or switching to reduce or vary lighting levels during off peak periods along with luminaires with Dark Sky Compliance</p>
Other Urban Areas (Environmental zone E3)	<p>Lit to the appropriate standard of BS5489 except where a higher standard can be justified because of high crime rates and funding is available.</p> <p>Consideration would be given to dimming to reduce lighting levels</p>

	during off peak periods along with luminaires with Dark Sky Compliance
Urban Areas with High Night-Time Usage (Environmental zone E4)	Lit to the appropriate standard of BS5489 as part of any overall lighting plan (funded and developed by or in partnership with the District Council) which adds to the amenity and value of the centre.

Lighting requirements for specific features

Pedestrian Crossings	Where the night-time pedestrian use of the crossing facility is high or it is in an area of low ambient lighting, high conflict or excessive traffic speed then a risk assessment shall be undertaken to determine the need to provide supplementary positive contrast illumination to complement the existing lighting system.
Traffic Calming	<p>Where there is no existing road lighting, a risk assessment shall be undertaken to determine the need to provide lighting of the Traffic Calming features.</p> <p>In locations which are already lit, the existing installation shall be assessed to determine whether alterations to the installation are necessary.</p> <p>Where lighting of traffic calming schemes is provided, it shall provide the degree of colour rendition necessary for driver navigation or pedestrian orientation and shall be in accordance with:-</p> <ol style="list-style-type: none"> a) The Highways (Road Humps) Regulations 1999 (SI No 1025) and b) The Highways (Traffic Calming) Regulations 1999 (SI No 1026). <p>All traffic calming features shall be lit in accordance with the above regulations and the existing lighting system in the vicinity of</p>

	<p>each proposed feature shall be examined to ensure compliance with BS 5489.</p> <p>To emphasize the positioning of features within the highway and identify the presence of pedestrians in the vicinity of the features, a light source shall be installed adjacent to the feature which contrasts with that used throughout the general extent of the traffic calmed area. and adequately illuminates any pedestrians who may cross at the feature.</p>
Illuminated signs	<p>Wherever possible, the need for sign illumination should be negated by the use of sign face materials with high levels of reflectivity.</p> <p>The illumination of traffic signs shall be in accordance with the requirements contained in the Traffic Signs Regulations and General Directions (SI No 362 2016), the Zebra, Pelican and Puffin Pedestrian Crossings Regulations and General Directions (SI No 2400 1997) and any subsequent amending Regulations.</p>
Historic or Sensitive Areas	<p>Lit to retain or enhance the character of the area. The level of provision will be determined following consultation.</p>

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date 7 April 2025
From: Cllr E Hennessy, Chair of Environment Committee	Agenda No: 9
Description: Report on progress towards 20mph	

Summary

A progress report on the Council's aim to bring all of Kendal into a 20mph scheme.

Background

In December 2023 Westmorland and Furness Council introduced an application process to make it easier for communities to request 20mph speed limits in their area as part of their broader initiatives to enhance road safety, promote active travel and to tackle air quality and emissions. They have since received number of proposals for speed limit schemes, covering 79 locations in Westmorland and Furness.

Scheme proposals are being progressed over a three-year period, which will end in 2027. Schemes will be part funded by investment from Westmorland and Furness Council's Priority Investment Fund.

This phased strategy ensures that each community's unique needs and feedback are considered, promoting safer environments for all road users.

Kendal is among the locations scheduled for the 2025 to 2026, second phase of the 20mph Speed Limit Programme. Oxenholme has already progressed through the initial consultation stages as part of the first phase of proposals.

Meetings are now underway with officers at Westmorland and Furness Council to determine the precise scope of the scheme and to discuss the most valid methods of consultation.

It is hoped that a 20mph scheme for Kendal should be ready for informal public consultation in late summer/early autumn of 2025. Subsequently, a decision will be made by the South Lakeland Locality Board as to whether Kendal should progress to the next stage of full formal consultation which would result in the implementation of a mandatory 20mph speed limit in Kendal in line with the scope agreed following the informal process.

Reasoning

The United Nations and the World Health Organisation both agree that in places where people live, work, and socialise, the default speed limit should be 20mph. Local councils have a duty to protect residents, and these organisations have made it clear that implementing 20mph limits is an essential measure to achieve this.

Implementing a town-wide 20mph speed limit in Kendal offers several benefits:

- **Enhanced Safety:** Lowering speed limits to 20mph reduces the likelihood and severity of accidents, making streets safer for all users. Wales has seen a 26% reduction in collisions since the implementation of 20mph speed limits.

- **Environmental Benefits:** Slower vehicle speeds can lead to decreased emissions and cleaner air, promoting a healthier environment.
- **Encouragement of Active Travel:** Safer roads are more inviting for pedestrians and cyclists, promoting healthier lifestyles and reducing reliance on motor vehicles. In turn, providing alternatives for residents can lead to fewer cars on our roads which can lessen congestion.
- **Tackling Congestion:** Research shows potential for improved traffic flow at 20mph due to increased driver confidence, a wider field of vision and longer driver reaction times.
- **Improved Community Atmosphere:** Reduced traffic speeds contribute to a quieter, more pleasant and friendly environment. Calmer traffic can enhance local businesses by creating a more inviting atmosphere for shoppers and visitors.
- **Financial implications:** We welcome news that in Wales, average car insurance premiums have dropped by around £50 following the introduction of 20mph speed limits. Furthermore, the costs of a fatal accident to the public purse is around £2 million with even a minor collision costing around £20,000. The associated potential for accident reduction with lower speed limits, could represent a long-term saving to tax payers.

Decision Required

Further to recent progress as outlined above, and in relation to the motion passed by full council on January 4th 2021

Members are asked to:

- Reaffirm their support for a town wide 20mph speed limit
- Reaffirm their support for a “signs only” approach to implementation
- Instruct the Chair of the Environment Committee (and others as required) to work with officers with regards to effective communication of the reasoning behind, and benefits to the town of 20mph speed limits, and to utilise available funding where required
- Provide feedback on the proposed scheme. This may be done after the meeting, following the distribution and explanation of appropriate mapping.
- Provide thoughts and feedback regarding Kendal Town Council’s communication strategy on this matter.

Cllr E Hennessy, Chair, Environment Committee

Kendal Town Council

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



Minutes of a meeting of the Allotments Committee held on Monday, 24 February 2025, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.00 p.m.

Kendal Town Council Members

Cllr G Archibald (Vice Chair)	Present	Cllr J Cornthwaite	Apologies
Cllr L Edwards	Present	Cllr A Finch (Chair)	Apologies
Cllr L Hendry	Present	One Vacancy	

Co-optees

Jon Cox (and Castle Hags Ext Representative)	Present
Chris Rowley (and Underley Road Representative)	Present
Ros Taylor (and Wattsfield Representative)	Present

Other Site Representative present

Town View	Helen Belton
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In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Janine Holt (Council Services Officer) and Pierre Labat (Townscape Officer).

Note – In the absence of Cllr Finch (Chair), Cllr Archibald (Vice-Chair) took the Chair for the meeting.

A21/2024 Apologies

Apologies for absence were received and accepted from Kendal Town Cllrs Cornthwaite and Finch (Chair) and from and from Site Representative Bryan Williams (Crow Tree).

A22/2024 Declarations of Interest

No declarations of interest were raised under this item.

A23/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included in the agenda.

A24/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Allotments Committee held on 30 September 2024 and to authorise the Chair to sign them as a true record.

A25/2024 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. In response to a query regarding progress on pathway improvements at Town View (Ref. No.42), the Council Services Officer advised that the contractor appointed in October 2024 would be commencing work in March. The Townscape Officer had cleared vacant Plot No.7 which would be split into three plots. The work would be completed by the end of this financial year.

Resolved: To note the report.

A26/2024 Review of Spend against 2024/25 Budget

The Committee considered a report reviewing spend against the budget as at 11 February 2025.

In response to a query, the Council Services Officer explained the reason for the apparent overspend on Allotments General Expenditure which was due to £3,813 having already been committed for the pathway improvements at Town View. These improvements, she pointed out however, might not go ahead in this financial year. The Council Services Officer further drew attention to the collapsing boundary at Crow Tree. The work required had been costed by the Townscape Officer and, whilst it was hoped that this work would also be carried out by a contractor before the end of the financial year, it was felt that this might not happen. It was raised that if this work did not go ahead then the £600 allocated for the work would not be used in this financial year.

Conversation took place on Pest Control and the potential for a review to be carried out regarding methods being used and efficiency. The Council Services Officer felt that a piece of work was required around public relations on the subject. She further suggested that she could bring up the matter at a forthcoming meeting for Site Representatives on 14 March.

The Town Clerk drew attention to the small water bill which was as a result of the water company's random billing and reported that there may not need to be as much money in that budget moving forward.

A question was raised as to whether the underspend on water could be used to carry out work on how to improve biodiversity on the Council's allotments and, in part, for a review of pest control, potentially by hiring someone in to carry out the work. The Town Clerk undertook to look into this suggestion, with the funding being vired from the Water budget. Ros Taylor, Co-optee and Wattsfield representative, volunteered to carry out some initial desk research on the matter prior to the next meeting of the Committee and to provide her findings to officers.

Resolved: The Town Clerk to look into the potential for work to be carried out around improving biodiversity on the Council's allotments and a review of pest control, with the funding to be vired from the Allotments Water Budget, and with Ros Taylor to carry out some initial desk research, providing her findings to officers prior to the next meeting of the Committee.

Resolved: To note the report.

A27/2024 Townscape Officer Update

The Townscape Officer provided a verbal update; a list of his current tasks was attached to the agenda. Members welcomed the information generated by the new allotments software and the Townscape Officer reported that this was working well.

Resolved: To note the verbal update.

A28/2024 Allotment Statistics Report

The Council Services Officer presented a report which showed that the waiting list currently stood at 74 individuals. The list had increased by nine individuals since the last meeting. 47 plots were vacant, details of which were provided within the report. 19 plots had been let since the last meeting. There were 54 tenants with outstanding rent, with the total amount outstanding being £4,143.76. Payment reminder letters had been sent out on 13 February 2025. Performance indicators on allotments occupancy at 14 February were also attached to the agenda for information. The Council Services Officer pointed out at the meeting that the date of September 2024 shown on the report was incorrect and that it was, in fact, up to date.

In response to a query, the Council Services Officer explained that empty plots would be advertised through the Newsletter and on social media, although pointing out that this had not helped in previous years. She felt that different ways needed to be found through which to reach out to people. It was suggested that empty plots should also be advertised on the Council's Website.

In response to a further query, the Council Services Officer explained that those tenants with outstanding rent would shortly be provided with notices to quit. With regard to empty plots, the Townscape Officer was in the process of getting these cleared and ready to let and would ensure that they did not get out of hand. The Council Services Officer agreed with a further suggestion that empty plots which could not be let might be offered to existing tenants.

The need for an up-to-date detailed list of all plots and tenants was stressed, with the last one having been supplied in 2015.

Resolved: The Council Services Officer be authorised to let multiple plots where all other possible methods of advertisement have been exhausted.

Resolved: An up-to-date detailed list of all plots and tenants to be produced and circulated as necessary.

Resolved: To note the report.

A29/2024 Site Representatives

Chris Rowley, Underley Road representative, welcomed the work which had been carried out by the Townscape Officer on the community plot. In response to a query, the Council Services Officers advised that Carer Support South Lakes had recently taken on this plot. Mr Rowley drew attention to the fact that a number of plots were still not being worked and requested a full list of details in relation to plots.

Ros Taylor, Wattsfield representative, informed the Committee that all was going well on that site.

John Cox, Castle Haggs Ext representative, raised concerns in relation to the access road from Sunnyside alongside Fletcher Park which was often submerged in water, making it impossible for cars to access the site. The Town Clerk raised the question of ownership of the road and undertook to look into the matter.

Helen Belton, Town View representative, welcomed the work in relation to the improvements to the pathway through the middle of the site and the clearing and splitting of Plot 7. She asked, however, whether there was any possibility of allotment holders accessing the compost area via Maude Street and through Maudes Meadow. The Town Clerk, whilst pessimistic, undertook to raise the question.

Resolved: The Council Services Officer to provide an up-to-date list of allotments and allotment holders, also as outlined at Minute No. A28/2024 above.

Resolved: The Town Clerk to look into the matter of the access road to Castle Haggs Ext.

Resolved: The Town Clerk to raise the question of access by vehicle to the Town View compost area via Maude Street and Maudes Meadow.

Resolved: To note the verbal reports from Site Representatives.

A30/2024 Waste into Wellbeing Event

It was reported that the Town Council was supporting Waste into Wellbeing, which was holding an event on 17 May 2025. Allotments would be represented by Officers and allotment holders who would promote Kendal's allotment community.

It was pointed out that the event would be held between 10.00 a.m. and 2.00 p.m. A range of plants would be available for sale on the Allotments stall which would be situated in a gazebo outside the United Reform Church, with sales being in aid of Waste into Wellbeing. The finer details would be discussed at the forthcoming meeting of the Site Representatives on 14 March. The Council Services Officer, in response to a query, undertook to circulate copies of a poster advertising the event.

Resolved: To note the joint event with Waste into Wellbeing.

A31/2024 Bird Boxes on Allotments

Note – At this stage in the meeting, Cllr Archibald (Vice-Chair in the Chair) pointed out that he was a Town Council representative on Natural Kendal. He informed the Committee, however, that there was no conflict, bias or predetermination.

It was reported that Natural Kendal was working to improve the biodiversity and natural landscape in Kendal. One of the organisation's aims was to support bird habitats. The Committee was asked to consider a request from Natural Kendal for the Town Council to work in partnership to site bird boxes in trees on the allotment estate. Appropriate locations on allotment sites would be identified, with boxes being supplied and installed by Natural Kendal. Natural Kendal would work with officers to identify suitable trees and seek relevant permissions. If approved, the scheme would commence in late summer.

Members welcomed the proposal.

Resolved: To support the work of Natural Kendal and work in partnership with the organisation to provide bird boxes on allotment sites.

The meeting closed at 7.33 p.m.

Kendal Town Council

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



Minutes of a meeting of the Audit Committee held on Monday, 20 January 2025, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr S Coleman	Present	Cllr J Dunlop	Present
Cllr L Edwards	Present	Cllr D Evans	Present (part)
Cllr C Russell (Chair)	Present	Cllr D Rathbone (Vice-Chair)	Present
One Vacancy			

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

Also present: One member of the public.

Public Participation

Mrs Shirley Evans addressed the Committee. She referred to the minutes of the previous meeting which stated that she had been disappointed “to feel” that she had had to return to express concerns in relation to the Town Council’s reports and minutes and the process. She wished to point out that she had not “felt” disappointed, but had “been” disappointed, and asked that the words “to feel” be removed from the record.

A27/2024 Apologies

There were no apologies for absence, all Member of the Committee being present at the meeting.

A28/2024 Declarations of Interest

No declarations of interest were raised under this item.

A29/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

A30/2024 Minutes of the Last Meetings

Cllr Evans was of the opinion that the minutes were an inaccurate representation of what had been said at the meeting on 21 October 2024, referring to Mrs Evans’ speech at the start of this meeting. He also believed that use of the word “feel” was a way of diluting what had been said by Mrs Evans at the meeting on 21 October. Cllr Evans, therefore, also sought to have the words “to feel” struck from the record. Cllr Evans further sought to have the word “suggested” replaced with “stated” under Minute No. A21/2024(a) (Minutes of the Last Meetings), line 5. Whilst Members did not feel these to be substantial errors, the Committee accepted these changes. The Town Clerk took the opportunity to draw attention to an error in the spelling of typographical in the same paragraph.

Cllr Evans further referred to the resolution at Minute No.A21/2024(a), which he felt had not been dealt with in accordance with Section 9, paragraphs 9 and 10 of the Council's Standing Orders. He believed that the resolution should, therefore, be struck from the record. The Town Clerk stressed the fact that the item currently being considered was for the Committee to receive the minutes of the meeting of the Committee held on 21 October 2024 and to authorise the Chair to sign them as a true record. He further explained that any issue with compliance with Standing Orders should have been raised as a Point of Order at the meeting in question, however, the Town Clerk was of the opinion that the decision had been made in the correct manner. He further drew attention to the fact that Members had already, on a number of occasions, been advised of the potential to raise comments or amendments on minutes prior to the start of meetings, in order that they could be addressed in a timely manner. The Committee did not support Cllr Evans' wish to strike the resolution at Minute No. A21/2024(a) from the record.

During lengthy discussion on the item, the need for Members to draw the Town Clerk's attention to typographical errors on previous minutes prior to future meetings, as was the process at other councils, was raised. Whilst it was also pointed out that both the Chair and the Town Clerk commented on the draft minutes prior to publication, it was felt that this would better enable the Committee to concentrate on the substantive issues at meetings moving forward.

Resolved: Subject to the amendments raised and outlined above regarding the removal under Public Participation of the words "to feel", the replacement of the word "suggested" with "stated" and the amendment in the spelling mistake in "typographical" under Minute No.A21/2024(a), to receive the minutes of the meeting of the Audit Committee held on 21 October 2024 and to authorise the Chair to sign them as a true record.

A31/2024 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. With regard to Item Ref. 37, the Town Clerk apologised for not having yet completed the action in relation not the Civility and Respect Audit.

Attention was drawn to Items Refs. 4 and 8 regarding improvements to nominal codes and the potential of making the Town Council's finance system available for all Members to view electronically. The Town Clerk explained the problems in relation to nominal codes and the Council's financial system, which was in its third year, advising that this was currently being worked on. Attention was, however, drawn to those items, such as Item Ref. 4, where no start date or end date was specified, it being suggested that these should now be removed from the Minute Action Sheet. With regard to making the finance system available for all Members, the Town Clerk drew attention to problems around licensing and the likely costs involved. It was suggested, however, that the Town Clerk should look into the matter and report back on potential options.

Attention was further drawn to Item Ref. 20, which appeared to have been removed from the document altogether. This related to Bank Reconciliation and the need for the amended document to be brought before the Audit Committee for approval, including the additional step of oversight of the Council's bank reconciliation statements within the Council's financial procedures. It had been raised at the last meeting that this had not been completed and the importance of the Committee seeing the document was stressed. The Town Clerk suggested that this related also to Item Ref. 32 and adoption of the list of financial procedures. This, he said, was in the process of being addressed and he undertook to address Item Ref. 20 within this process. The importance of noting the need to address the matter of Bank Reconciliation was emphasised and it was suggested, therefore, that

additional wording be added to Item Ref. 32 to make it clear that the amended document was to be provided at the next meeting.

Resolved: To remove any items without start or end dates from the Minute Action Sheet.

Resolved: The Town Clerk to report back to Committee on the options for making the Council's finance system available to Members.

Resolved: Additional wording to be added to Item Ref. 32 to make it clear that the amended document on Bank Reconciliation must be provided to the next meeting.

Resolved: To note the report.

A32/2024 2024/25 Budget Monitoring

The Committee considered a report on the Council's budget and expenditure as at 9 January 2025. The Town Clerk responded to questions raised by Members.

During discussion on the monitoring sheets, the Town Clerk undertook to take on board a suggestion that improvements be made in reporting figures, for example, in relation to 4110 Premises Telephones and 4655 Visit Kendal Website Cont., details in relation to which were unclear. Also raised was the need to give careful consideration as to how figures in relation to projects were shown moving forward. Attention was drawn to errors in relation to the figures for 9127 Planting for Pollinators and for 9400 Bowling Fell Project.

During consideration of the Earmarked Reserves, it was suggested that the opening balance should have been shown on the document. The Town Clerk explained that this was 1 April and that the closing balance was year to date. He undertook to include these dates moving forward.

Resolved: To note the report

A33/2024 Bank Reconciliation

The Town Clerk presented the bank reconciliation statements as at 16 December 2024. He drew attention to the fact that Cashbook 2 (Barclays Reserve Account) was not in use. He further pointed out that £0.5m remained in a high interest account at the Cumberland Building Society. Officers continued not to use the Council credit card or petty cash. The Town Clerk also drew attention to Cashbook 4 (NatWest Direct Reserve Account), explaining that research in relation to the signatories on this account had been successful although he had not yet had an opportunity to address the matter.

It was raised that the Audit Committee was not currently being given sight of reconciliation statements as they were being signed off. It was felt that it would be of help to know that reconciliation was actually being carried out in a timely manner by those Members responsible. Whilst the Town Clerk explained that Cllr Tirvengadam sent the Docusign form as proof, it was felt that there should be a formal procedure whereby either the Committee and/or the Chair could be advised that these dates were as stated moving forward.

Resolved: Moving forward, a formal procedure to be introduced with regard to proof of signing off of bank reconciliation statements whereby either the Committee and/or the Chair be advised that the dates are as stated.

Resolved: To receive and note the bank reconciliation statements as at 16 December 2024.

A34/2024 Reserves Policy

The Town Clerk reported that the Council had not formally reviewed its Reserves Policy for at least three years. It was prudent to do this at least every couple of years, and ideally it should be an annual occurrence. Attached to the report was a draft Reserves Policy 2024/25, for consideration by the Committee.

The Town Clerk drew attention to a recommendation which had been made by the External Auditor regarding a need to increase unallocated General Reserves. He proposed that the Council worked over the next two to three years towards having three months' operation costs (i.e. £200,000) in the unallocated General Reserve.

Attention was drawn to the need for an annual review of the Reserves Policy and the fact that this had not previously been carried out as required. The Town Clerk explained the reasons behind this and undertook to ensure that the review was carried out on an annual basis moving forward. The Committee was also advised that the Management Committee's Budget Working Group had recently looked at the Policy.

Resolved: To commend the draft Reserves Policy 2024/25 for adoption by Full Council.

A35/2024 Risk Assessment

The Town Clerk reported that the Council's audit and governance regime required that it reviewed its risk management procedures on a yearly basis. This assessment had last been reviewed by the Audit Committee in January 2024, and considered by Full Council in the following month.

The review followed a matrix developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm councillors with the minutiae of individual process-based risk assessments, it took a much broader view of the concept of risk, and challenged the Council to demonstrate that it was identifying and mitigating risk through its policies and procedures. It included a list of areas where the Council was assisted in this challenge by its Internal Auditor. In this context, the Internal Auditor played the vital role of a critical friend.

Since last year, the Council had:

- introduced numbering, to ease navigation;
- referenced the Council Plan where appropriate;
- compared this approach to other similar councils; and
- 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 had not been completed and was now considered a priority aim for early 2025. It was anticipated that an Health and Safety Advisor would 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.

Full details of the assessment were contained within the report.

Members welcomed the report, however, felt that it would have been useful for the amendments to have been clearly highlighted within the document. The Town Clerk undertook to ensure that this was done in future reviews and in any other such documents

brought to committees. Attention was drawn to the Council's responsibility to the Town's major organisations and the potential for the Committee to monitor their risks as well as the Council's own. Whilst it was felt that a valid point had been made, the Audit Committee's role to focus on the Council and not the Town was stressed. It was suggested, however, that this could be something for the Culture and Communities Committee to look at moving forward. Also raised was a suggestion for the production of a risk register in a matrix style clearly showing the likelihood of a risk together with the significance of its impact. The Town Clerk pointed out that this report had been a strategic review and acknowledged a need for a change in the document to enable the Committee to better focus on high risks.

Resolved: To produce a matrix style risk register clearly showing the likelihood of a risk together with the significance of its impact.

Resolved: To note the Risk Assessment Review 2024/25.

The meeting closed at 9.10 p.m.

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, 27 January 2025, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

CC39/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs L Edwards and Long.

CC40/2024 Declarations of Interest

No declarations of interest were raised.

CC41/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

CC42/2024 Minutes from the Last Meeting

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

CC43/2024 Minute Action Sheet

The Town Clerk presented a report on actions taken by officers on resolutions or recommendations made at previous meetings. He referred to CC29/2023 regarding inviting Kendal BID to a future meeting of the Committee, explaining that he had earlier in the day had a face-to-face meeting with both the Chair and the Manager of the organisation. This had been a positive meeting which, he felt, would help start dialogue and an improved relationship with the BID. The new Chair of the organisation would attend a future meeting of the Committee in due course.

With regard to CC25/2024, the Town Clerk explained that the Management Committee had approved the concept of moving the issues of the Birdcage and Markets into the remit of the Culture and Communities Committee, but consideration had yet to be given to terms of reference for a Town Centre Vitality Group. Both Kendal BID and Kendal Futures were keen to be involved. The correct officers at Westmorland and Furness Council had yet to be identified, although Westmorland and Furness Councillors Archibald and Thornton would be a part of the conversation. Cllr Thornton suggested that the Town Clerk should contact the

Assistant Director for Community Infrastructure and to copy both himself and Cllr Archibald into any correspondence. This raised the question as to which officer at Westmorland and Furness should now be turned to in relation to issues in Kendal. The Town Clerk referred to CC11/2024, explaining that Visit Kendal was all part of the same conversation. The Bid had expressed support for Visit Kendal at the meeting earlier in the day. The Town Clerk referred to a visit to Oxenholme Station and how it related to the Town. The infrastructure there was outdated, still referring to Kendal Tourist Information Centre on Stricklandgate, which no longer existed. Kendal was not appropriately promoted or signposted at the Station and the group had come away with some good ideas. The Town Clerk pointed out that the Environment Committee had the budget to tackle some of these issues. Also raised was the potential to rename both Oxenholme and Kendal Stations to something more suitable in order to provide clarification for visitors.

A query was raised as to whether the Levelling Up Fund money had yet been secured and the Town Clerk undertook to seek clarification on the matter.

A request was made for a date to be added to CC35/2024 regarding Kendal Cycling Festival attending a future meeting of the Committee to provide additional information.

With regard to CC37/2024, the Chair informed Members that the Anniversary Group had met and had discussed a number of actions which the Events and Civic Officer would be taking forward. The Group would be meeting again the following week.

Resolved: To contact the Assistant Director for Community Infrastructure at Westmorland and Furness Council regarding the Birdcage and Markets and to copy Cllrs Archibald and Thornton into any correspondence.

Resolved: The Town Clerk to see clarification on the status with regard to the Levelling Up Fund money.

Resolved: To add a date to the Minute Action Sheet regarding Kendal Cycling Festival's attendance at a future meeting of the Committee.

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

CC44/2024 Budget Monitoring

The Town Clerk presented the Committee's spend against budget as at 15 January 2025.

Resolved: To note the report.

CC45/2024 Community Grant Applications

The Committee was provided with a copy of the Council's Published Grants and Funding Criteria. The Community grants budget for 2024-25 had been set at £43,000. At the last meeting, £3,015.91 had been vired to Festivals for Kendal South Choir. The total value of applications to the current meeting was £1,370. If the Committee agreed to all these grants, there would be £9,364 remaining in the Community Grants budget.

The Committee considered the following applications for community grants:

- (a) Growing Singing - £870 - Promotional material to increase membership.

Resolved: To award a grant of £870 to Growing Singing.

- (b) Netherfield Bowling Club - £500 - Pitch aeration prior to start of new season to allow better drainage and less damage.

Resolved: To award a grant of £500 to Netherfield Bowling Club.

CC46/2024 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 been set at £23,000. At the September meeting, £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. There was one application for Festival funding in the current round. The applicant had already received a grant in the current funding year. The value of the application to the current meeting was £4,000. If the Council was to allocate funding to the applicant, there would be a budget shortfall of £3,825 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 it may seek further funding for this budget line. It may consider viring the required amount from the Community Grants 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 is confirmed in February 2025. Any payment made from this budget line would not be made until 1 April 2025.

Resolved: To vire £2,000 from the 2024/25 Community Grants budget to the 2024/25 Festivals budget.

The Committee considered the following application for a festival grant:

Kendal Unity Festival - £4,000 - To support the running costs of the Festival.

The Town Clerk suggested that the organisation might be invited to make a presentation at the Town Assembly.

Resolved: To award:

- (a) a grant of £2,000 to Kendal Unity Festival from the 2024/25 Festivals budget;
- (b) a grant of £2,000 to Kendal Unity Festival from the 2025/26 Festivals budget, to be paid after 1 April 2025; and
- (c) Kendal Unity Festival to be invited to a future meeting of the Committee to provide details on the event and how its aims are being achieved.

CC47/2024 Christmas Lighting

It was reported that the Christmas lighting scheme had been completely overhauled in 2024, with the Council leasing the equipment for the first time. Leasing the equipment had provided the opportunity for a coherent light display and this had worked very well, with positive feedback received from public.

Officers had appraised the display before Christmas and the following improvements had been suggested:

- (a) Finkle Street lights should go across the whole street and not be offset.
- (b) The lamppost displays in Market Place are to be restrung to match the colours of the rest of the display.
- (c) The projector image on the Town Hall needs to be sharper.
- (d) To discuss feasibility of providing lighting on Lowther Street with the supplier.

The Council Services Officer was scheduled to meet with the supplier in the Spring to review the display. It was suggested that, if Members had any further suggestions to improve the scheme, to forward them to her by the end of February and she would discuss these with the supplier.

Regarding the old display, the old lighting stock was owned by Kendal Town Council and was being stored by the current supplier. The supplier had asked the Council to decide on what they would like to do with the stock, the two options being either to return the stock to the Council for disposal or for the supplier to dispose of the stock on behalf of the Council and provide a credit of approximately £650 (scrap value of the equipment).

The Committee was asked to confirm both potential changes for next year and to confirm disposal preference for old stock.

Disappointment was expressed with regard to the projector and the need for this to be tested prior to VE Day to ensure that it worked was stressed. It was raised that Kendal BID was submitting a planning application for a cross street banner situated across the main road at Oxfam. Discussion took place around the display of banners across the road from the Town Hall and the associated problems. The importance of being able to erect a banner was stressed and the Committee discussed potential solutions to address the matter. It was suggested that a site visit be organised with the Leader and relevant officer at Westmorland and Furness Council, the Town Clerk, the Chair of the Culture and Communities Committee and Cllr Russell to express the Town Council's concern and to discuss what can be done. In relation to the old lighting stock, it was felt appropriate for the supplier to dispose of the stock, however, also suggested that Torchlight be advised that they may wish to contact the supplier should they wish to purchase any such lighting.

Resolved: To make arrangements for the projector to be tested during February.

Resolved: To arrange a site visit with the Leader and relevant officer at Westmorland and Furness Council, the Town Clerk, the Chair of the Culture and Communities Committee and Cllr Russell to express the Town Council's concern and to discuss what can be done in relation to erecting a banner across Highgate at the Town Hall.

Resolved: To ask the supplier to dispose of the stock on behalf of the Council and provide a credit of approximately £650 (scrap value of the equipment).

Resolved: To approve the potential changes to the Christmas Lighting scheme for next year

CC48/2024 Community Resilience

The Town Clerk provided a verbal update on the progress of Community Resilience planning. He advised Members that a Community Resilience Officer had now been recruited and had commenced in his role. The post was for 15 hours per week and was being funded by DEFRA through the Cumbria Community Foundation. The first part of his job was the discovery phase, talking to people and finding out what already existed in terms of resilience. He had already attended a meeting of the Kendal Town Council Flood Scheme Group and had made some good links there. In addition, good support was available for him through the Westmorland and Furness and Cumberland Resilience Teams.

Raised was the importance of the Community Resilience Officer's need to liaise with Cumbria CVS and, in addition, the need for the Committee to meet with that organisation regarding the significance of Kendal as a key centre within the area of Westmorland and Furness. To this end, it was suggested that the Town Clerk make arrangements for Cumbria CVS to attend a future meeting of the Committee. Also raised was the significance of Kendal as a market town and a strategic hub for the farming community and the need to consider this aspect following the relocation of the Auction Mart and the former Kendal Show. It was suggested that this was something that could be looked at by the new Town Centre Vitality Working Group.

Resolved: To invite Cumbria CVS to a future meeting of the Committee.

Resolved: To ask the Town Centre Vitality Group to look at the aspect of the significance of Kendal as a market town and a strategic hub for the farming community.

Resolved: To note the verbal update.

CC49/2024 Anniversaries in 2025

The Chair provided a verbal update on progress and further actions required to ensure the appropriate commemoration of the 80th Anniversary of VE Day and VJ Day, and the 450th Anniversary of Kendal Town Council's Charter. She reported that the Group had met and discussed VE Day and had decided that lanterns would be sourced, with a walk up to Kendal Castle where the beacon would be lit. The Mayor, together with the Sea Cadets, would start off the walk in the Market Place, through town, and join others at the bottom of the Castle. Arrangements were also to be made for a 1940s style tea dance. Reference was made to Torchlight and a suggestion raised for groups to start from, for example, Hallgarth and other different locations. The Town Clerk undertook to take this suggestion back to the Group. Key was the recruitment of volunteers to act as marshalls.

With regard to VJ Day, with this being related to peace rather than celebration, the Chair explained that the intention was to discuss this with the Quakers.

The Chair turned to the 450th Anniversary of Kendal Town Council's Charter, which would be celebrated throughout the year, with one main event on 28 November. The Town Council's logo being displayed at all events. Attention was drawn to the potential for an event in conjunction with the Christmas Lights Switch On. The need ensure that everyone understood exactly what was being celebrated was stressed; it was pointed out that the Charter would be visible in the Market Place. Also raised was the potential to try to link in the celebration with Kendal's museums by unlocking collections and creating an understanding of the Town's heritage. The Town Clerk also informed the Committee that an item would be included within the Newsletter. The Development and Delivery Manager (Deputy Clerk), in response to a query, indicated that Cllr Thornton was due to be invited to join the Anniversary Group.

Resolved: The Town Clerk to suggest to the Anniversaries Group that several groups set off towards the Castle with lanterns from several locations.

Resolved: To note the verbal update.

CC50/2024 Newsletter and Publicity

The Development and Delivery Manager (Deputy Clerk) reported that the next edition of the Council's Newsletter would go into distribution at the start of April, with the content being organised in February. There would be an item on the 450th Anniversary of Kendal Town Council's Charter, with additional publicity on the event. Grants from today's meeting would be publicised through a press release, and potentially an annual summary within the Newsletter to highlight what had been supported by the Town Council. The question of publicity around festivals was raised, and it was pointed out that the next edition of the Newsletter could include an appropriate article. In response to a query, Members were advised that the Management Committee would be giving consideration to revisions to the Council's website.

Resolved: To note the arrangements for publicity, as outlined above.

The meeting closed at 8.30 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, 13 January 2025, at 7.05 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

Also present: Two members of the public, Jack Ellerby and Simon Raven.

E45/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Blunden, Cornthwaite and Simpson.

E46/2024 Declarations of Interest

Cllr Russell declared an interest in Agenda Item No.8 (Natural Kendal), Minute No.E53/2024 below, by virtue of the fact that he was Chair of Natural Kendal. He indicated that he would provide the verbal update and would leave the Chamber should this become necessary.

E47/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E48/2024 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 11 November 2024 and to authorise the Chair to sign them as a true record.

Note – At the Chair’s request, Members voted to move Agenda Item No.13 (Litter) forward, as a member of the public was present to take part in the discussion.

E49/2024 Litter

The Chair provided a verbal update regarding litter in the hope that the Committee might agree to a longer term strategy on how to deal with the issue. He referred to a recent meeting with Simon Raven, and wished to place on record his thanks to Simon and his cohorts for their tireless efforts over the last four to five years in tackling litter within the Town and along the river corridor. In the last few years, the stretch of the river from Romney Road to Stramongate had been of concern, with 40 bicycles having been removed in that period, some having been recycled and some having been returned to their original owners. In that period, there had been countless bags of rubbish, on the previous day alone, 20 bags of

rubbish having been collected from a small area at Scroggs Wood. The Chair felt that this highlighted a serious and ongoing issue which was not resolving itself. Of particular concern were disposable vapes and packaging which posed a genuine threat to the ecosystem. Also of concern were Greggs paper bags and Red Bull cans. The Chair pointed out that the Council had already taken short term steps to address the problem through litter picks. Whilst there had been some success, this did not address the long term issue and the Chair stressed that this was why a long term strategy on litter was required.

The Chair explained that Westmorland and Furness Council's resources were tied up elsewhere. He believed that it was the Town Council's responsibility, through its councillors, to champion and take action on this issue. He explained that Simon Raven had shared a number of observations and ideas. There were simply not enough bins in Kendal, with the one in the Market Place in a totally obscure position. There was no bin at Scroggs Wood. Many of the bins that actually existed were in the wrong place. The Chair felt strongly that retailers, particularly vape shops, needed to take on some responsibility, and he drew attention to a draft letter to retailers which he had circulated at the start of the meeting, seeking the collaboration of business owners in tackling the situation. The Chair suggested that a sub group of members from across the Environment, Culture and Communities and Kendal in Bloom committees, together with Simon Raven, be formed to discuss the matter and form ideas and to build a proactive, community driven strategy.

Members expressed support for the suggestion. Attention was drawn to a report produced by the former South Lakeland District Council Task and Finish Group on Litter, which, it was felt, may be of assistance.

Resolved: To form a sub group of Members from the Environment, Culture and Communities and Kendal in Bloom committees, together with Simon Raven, to discuss the issue and to build a proactive, community driven strategy on litter.

E50/2024 Project Update Report

The Committee was presented with the Project Update Report which provided an update on ongoing projects.

The Town Clerk referred to Footway Lighting, the policy on which was awaited from Westmorland and Furness Council. He explained that that Council had begun a consultation on a policy and were currently offering two options which were either for town or parish councils to continue to manage their own or for Westmorland and Furness to adopt all of their lighting and to centrally manage Footway Lighting. The Town Clerk felt that this was a simplified method, pointing out that the Town Council would still be able to contribute, for example regarding where it was felt new lighting was required. Raised was the need for the Town Council to seek improved clarity on any such policy, for example to ensure that there was a process on how to have lighting installed where it was required, the timelines involved and costs. The Town Clerk stressed that the policy was still in development stage but felt that this was a big step forward. A concern was raised with regard to the impact of LED lighting on nature and the need to consider within the policy the potential for less but more appropriate lighting. In response to a query, the Town Clerk explained that it was within the remit of the Environment Committee to make any decision on the final draft policy, although it could if it so wished pass the matter on to Full Council for wider consideration. He informed Members that the Town Council's current Footway Lighting was mostly old so, in terms of financial implications, was not an issue. In response to a further query, the Town Clerk suggested that it would probably be appropriate for dual hatted Members to recuse themselves from discussion on the final draft although, he could, if necessary, make dispensations. The Town Clerk would bring a report on the proposal to the Committee once the policy had been produced by Westmorland and Furness Council.

Attention was drawn to the Footpath Network which had been included at the last meeting within definition stage as regards project categorisation. It was raised that the Development and Delivery Manager (Deputy Clerk) had undertaken at that meeting to break down the categorisation in relation to the Footpath Network, putting some into concept stage and some in definition. It was felt that this information would be useful. The Development and Delivery Manager (Deputy Clerk) said that this work had been carried out, with most of the paths being in either definition or delivery stage, and that this could become a more regular item on the Committee's future agendas so that she could update on progress. Reference was made to the existing spreadsheet, and the Development and Delivery Manger (Deputy Clerk) suggested that, moving forward, once a footpath was in a position to be moved off that list, another be moved on. Attention was drawn to Westmorland and Furness Council's backlog of footpath improvements due to a lack of contactors and the question raised as to whether the Town Council may be able to help. The Town Clerk explained the legalities and behind different types of footpaths and the difficulties in doing this. The Chair pointed out that there were things that the Town Council could do if it had funding and felt that action should be taken. To this end, the Chair suggested that Cllr Russell have a conversation with the Town Clerk, also requesting that he himself be included.

Resolved: The prioritisation list of footpaths to become a standing item on the Committee's agendas moving forward.

Resolved: To note the report.

E51/2024 Environment Budget 2024/25

The Town Clerk presented a report on the Environment Budget 2024/25 at 7 January 2025. He drew attention to Footway Lighting Charges, explaining that the £5,000 would not be collected by Westmorland and Furness Council. This amount could be vired or put back into the General Reserve.

In response to a query, it was confirmed that money remained in the Biodiversity Grants budget. It was suggested that some of this money might be used by groups being fostered by Natural Kendal. It was pointed out, however, that the Management Committee had already vired the sum towards the relocation of the Aynam Road fountain; the Town Clerk explained that this was the case and that the financial system had yet to catch up and show this within the document. In response to a further query, the Town Clerk confirmed that the Management Committee had been content with recommendations made by individual committees and the work of its Budget Working Group; Full Council would be presented with all of the recommendations on 3 February.

Resolved: To note the report.

E52/2024 Dark Skies Campaign

Jack Ellerby, Dark Skies Officer, Friends of the Lake District, provided a detailed verbal update on the Dark Skies project and activity. He firstly expressed thanks to Kendal Town Council for its enthusiasm and support.

Mr Ellerby explained how areas in communities could apply for dark sky status, these areas having to be less developed and with fewer residents. He also explained about dark sky discovery sites, such as at Allen Bank in Grasmere, and how this status had been shelved some time ago but was due shortly to be rekindled. This would allow new opportunities and the potential to build up a number of discovery sites which would tie in with Kendal's festival programme and the nighttime economy. Mr Ellerby felt that the work on dark skies which

had been carried out by the two councils should be celebrated, with excellent planning guidance and lighting policies having been produced. He drew attention for the need to concentrate on commercial sites, referring in particular to Watchgate, where successful work was being carried out to limit light spillage. He further referred to work carried out in a number of areas in Kendal to make them dark sky compliant, for example at Thornyhills, Cliff Terrace, Abbot Hall and Queen Katharine School. Mr Ellerby stressed the need to change the culture around light pollution and felt that the new Westmorland and Furness Council policy on footway lighting would be of assistance, with the potential to replace old lighting with LEDs.

The Chair thanked Mr Ellerby for this information and for his excellent work over many years, reminding him that Kendal Town Council was here to offer support if needed.

Mr Ellerby answered questions raised by Members.

During discussion, the issue of the new Local Plan and the opportunity to address the issue of dark skies compliant development within the document was raised. Mr Ellerby felt that housing developers could be worked with to ensure that the best balance was achieved and he suggested that he could liaise with the Chair on how to address this.

Also discussed was the potential to provide financial support in order to enable to assist individuals, companies or community groups to meet dark skies requirements. It was suggested that the issue of biodiversity grants for lighting facilities might be considered within the next budget setting process.

Resolved: This Council to define policy criteria that can be used by the Local Planning Authority to ensure the least amount of light pollution and damage to ecology and biodiversity.

Resolved: To look into the potential for financial assistance for lighting facilities during the next budget setting process.

Resolved: To note the verbal update.

E53/2024 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 indicated that he would provide the verbal update and would leave the Chamber should this become necessary.

Cllr Russell provided a verbal update on the work being carried out by Natural Kendal. He informed the Committee that the organisation was making good progress. There had been no launch as yet, as it was still not known what precisely the money could be spent on. Since the last meeting, Natural Kendal had approached Kendal College to enquire if the organisation could use the College's Arts and Media faculty for a festival from 18 to 22 July 2025. This, Cllr Russell felt, was a fine opportunity to expand on the success of Natural Kendal's conference held in 2024. It was planned to apply to the Culture and Communities Committee for grant funding and Cllr Russell pointed out that Natural Kendal might have to pay for some of the facilities. Cllr Russell also drew attention to Natural Kendal's desire to take on the challenge of looking at Kendal's role as a market town. He reminded the Committee how Westmorland County Show had formerly been Kendal Show. Natural Kendal had asked Kendal Farmers' Market for a stall from March onwards as a way by which to recruit volunteers to become involved with nature retention, habitat transformation and other projects. Natural Kendal was also keen to recruit people to assist in other matters, such as litter picking, and to start to open up conversations with key people involved in green

corridors, and principally the river corridor. Cllr Russell referred to the draft service level agreement drafted by the Chair in relation to the management of the green space at Vicarage Drive and was keen to see how this would work. Cllr Russell thanked the Committee for its support, adding that Natural Kendal would be launched in time for approval of the Budget by Full Council on 3 February.

The Chair asked Cllr Russell, should funding be approved, for a regular written update to be provided to the Environment Committee on how this was being spent. The Chair further enquired as to why Natural Kendal had not submitted a request for funding to Westmorland and Furness Council. Cllr Russell explained that a request had already been made to that Council for funding of £5,000 towards Natural Kendal's website development, stressing the importance of a social media presence.

Resolved: Should funding for Natural Kendal be approved on 3 February, the Chair of Natural Kendal to provide a regular written update to the Committee.

Resolved: To note the verbal update.

E54/2024 Kendal Citizen's Climate Jury

Further to a request made at the last meeting for an update, it was reported that, in 2020, Kendal Town Council had commissioned and co-ordinated Kendal's Climate Change Citizens Jury to answer the question 'What should Kendal do about Climate Change?'.

The Jury had agreed four key themes:

- Food and Farming
- Transport
- Energy
- Local Government

The Jury had raised 27 detailed recommendations, the purpose of which were to:

- Educate and encourage change
- Reduce home energy consumption
- Improve political leadership
- Reduce the carbon footprint of food and transport choices
- Improve planning systems
- Plant and protect trees

Since the Jury, Kendal Town Council have continued with actions that contributed towards the relevant recommendations.

Kendal Town Council had also continued with specific communications relating to the Jury, the recommendations and Climate Change Action through newsletters and dedicated social media platforms.

It was now five years since the Jury. Officers would take stock of the recommendations and Kendal Town Council's activities, for an up-to-date view of progress and to inform future plans. Officers would:

- Review the full list of recommendations and re-confirm those that the Town Council can work towards.

- Review the recommendations alongside the Council Plan – highlighting where there is alignment across all council activities and committees i.e. Allotments and Kendal in Bloom.
- Plan to incorporate climate / environmental communications into Kendal Town Council's main communications:
 - merge the Zero Carbon Kendal social media channels and website with the main KTC platforms.

The Development and Delivery Manger (Deputy Clerk) stressed the importance for continued review of the programme and the need to keep it alive, capitalising on that work and embedding it in all that the Council did. She explained that the Council needed to work towards the recommendations that could be fulfilled and that it could make an impact on, also engaging with other local parties to ensure that they remained engaged.

The Chair asked for a more in-depth report to be brought to a future meeting, outlining the finer details in relation to each of the 27 recommendations; he was keen to ensure that the Council maintained its audience.

A query was raised as to how this issue tied into the work being carried out by Zero Carbon Cumbria Partnership. The need to contact that organisation to see how the Town Council's work fit in with what they were doing was stressed.

Resolved: To bring back a more detailed report on the 27 recommendations to a future meeting of the Committee.

Resolved: To note the update on the Kendal Citizen's Climate Jury recommendations.

E55/2024 Local Signage Request Update

It was reported that, at a meeting of the Environment Committee held on 15 July 2024, the issue of local signage had been raised. Members had been polled for details of signage requests from their wards.

Details of the signage requests received from Members were provided, as follows:

Ward	Location	Details of signage requested	New or Replacement
Nether	Drovers Drive	Children playing	New
Kirkland	Cedar Grove	Children playing	Replacement sign for lamppost 1432 – previous sign removed.
Kirkland	Cedar Grove/Aldercroft jct	Hedgehogs crossing	New
Oxenholme	Whinlatter Drive, between Hardknott Gdns and Blencathra Gdns	Children playing	New
Heron Hill/Castle	Wasdale Close/Archers Meadow	Directional signage to play park	New
Oxenholme	Bolefoot	Directional signage/children playing	
Highgate	Greenwood / Barn Holme intersection	Children playing	New
Strickland	Burneside Rd end of Sparrowmire Lane	Footpath finger pointers	

Officers had met with Westmorland and Furness Council's Traffic Management Team Leader who had confirmed that any signage installations required Highways Department authorisation and had to conform to regulations stipulated in the Traffic Signs Manual 2016. The "Golden Rules" stipulated by the manual emphasised a need for consistency, to minimise street clutter and to avoid diluting safety-critical messages.

Of the requests made, officers had received the following feedback:

- 'Children Playing' signs – not deployed by Westmorland and Furness
 - The 'missing' sign from Cedar Grove was not installed by Westmorland and Furness originally.
 - It should be expected that children might be playing on residential streets and drivers should act accordingly, paying attention to the speed limits.
- Directional Signage to playgrounds – also not ordinarily used as highway signage.
- Hedgehogs crossing – approved for use by the Department for Transport in 2023.
 - Deployment managed by local authorities – W&F developing policy for use across the area.
 - Funding expected to be limited from W&F.
- Footpath fingerpointers – Public Rights of Way Team, rather than Highways. To be discussed with the appropriate Officer at W&F.

Conversation took place with regard to a number of previous decisions which had been made by the Town Council in relation to signage and officers answered questions raised by Members. The question of 'Children Playing' signs was raised, it being noted that Westmorland and Furness Council were not currently deploying them. It was felt strongly that Westmorland and Furness Council should be approached on this issue and the Highways Portfolio Holder asked to put this back into the design guide. In addition, it was suggested that the relevant ward members should be informed of the feedback and recommended to also get back to Westmorland and Furness Council. 'Children Playing' signs, it was felt, could save lives. The need also to maintain dialogue in relation to hedgehog signage was raised, as well as 20mph.

Resolved: To note the details regarding Children Playing and Directional Signs for playparks and to retain this concept on the project list, revisiting alongside 20mph, with Westmorland and Furness Council officers. The Highways Portfolio Holder to be approached on the issue seeking for 'Children Playing' signs to be put into the design guide and ward members to be informed of the feedback and recommended also to get back to Westmorland and Furness Council.

Resolved: Officers to maintain a dialogue with the Traffic Management Team Leader at Westmorland and Furness Council and to revisit Hedgehog crossing signs when that Council's Hedgehog sign policy becomes available, at that stage, to discuss the requests and issues with Kendal College and consider allocating biodiversity funding if appropriate.

E56/2024 Footpath Improvements – Riverside Connectivity North and South

The Chair presented a report updating on the ongoing work to improve the footpath along the southern section of the Kendal River corridor (Riverside Connectivity South), with a view to enhancing connectivity and accessibility. The report also proposed moving forward with plans for the northern section (Riverside Connectivity North), building on the successes of the current project. Both footpaths were on the priority footpath list.

With regard to Riverside Connectivity South - Wattsfield to Scroggs Wood (FP 536065) - significant progress had been made on the southern section of the river corridor path, thanks to the efforts of various individuals and groups. Details of the work completed were provided:

- Clearance of weeds and overgrown sections has made sections of the path much safer and more accessible.
- Approximately half of the £25,000 offered by UU has been used to move 75 metres of fencing around their treatment works back by 2 metres, creating better accessibility and enabling the potential re-routing of the existing path to avoid muddy, difficult-to-navigate sections close to the river.
- Additional vegetation clearance has significantly improved the pathway's usability.

The report acknowledged Graham Harrison who had led this work with remarkable dedication and minimal resources. In addition, it acknowledged contributions from councillors, volunteers, and individuals serving community sentences, who had collectively helped clear weeds and overgrowth along a significant portion of the path from Romney Road Bridge towards the area of the United Utilities treatment works.

The Chair referred to planned and required Works in order to fully capitalise on the remaining funding and further enhance this section.

Planned works in relation to path resurfacing were:

- Resurfacing sections of the existing pathway with a durable and more user-friendly material.
- Work will be carried out by Westmorland and Furness and is being managed by the Countryside Access team. Expected Spring 2025.
- Resurfacing works will utilise the remaining funding from UU.

The following works were proposed: Clearing the "Crook" area of the River:

- Removal of significant bramble intrusions.
- Re-routing the path to open access fully through to Scroggs Wood and Wattsfield Road.

With regard to Riverside Connectivity North - Building on the successful outcomes of the southern section, it was imperative to move forward decisively with plans for the northern section. The Council had procured land at Mintsfeet, providing an opportunity to extend and improve the footpath northwards. Officers are working with Countryside Access Officers at Westmorland and Furness Council to discuss issues relating to the footpath crossing the railway. The next steps were to meet with Network Rail and Westmorland and Furness Council Officers (planned for Q4). It was proposed to begin work on the northern section in 2025, utilising available CIL funding and to transform accessibility from the north of Kendal to the south, providing a continuous, high-quality pathway.

The Council owed gratitude to Graham Harrison for his efforts and dedication to this project. His work, often performed without seeking recognition, had laid a foundation for these improvements and demonstrated what could be achieved with determination and vision.

The progress made on the southern section was a testament to what could be accomplished with community collaboration and resourcefulness. The time was ripe to extend this success to the northern section, ensuring comprehensive connectivity and accessibility for Kendal residents and visitors.

The Chair, within the report, stressed the need to act decisively and transform this vision into reality.

The Chair, in presenting the report, also thanked Cllr Long for her work, drew attention to the work which had been carried out by the Community Payback Scheme and thanked Utilities for providing funding for moving the fence back.

During discussion, raised was the need to engage support from other groups. The Town Clerk felt that this was a good type of project for Natural Kendal to co-ordinate. He also took the opportunity to refer to the large quotes which had been received for work on the Mintsfeet footpath; some money had been spent through Westmorland and Furness Council on a feasibility study for a workable route. It was suggested that a variety of routes should be pursued in order for leverage and influence at Westmorland and Furness Council. It was stressed though that the Town Council owned this piece of land and that progress needed to be made. Also raised was the matter of litter on the northern corridor. Cllr Russell referred to a meeting with Helen Brown in the previous week regarding the southern stretch. He pointed out that Graham Harrison was keen to work with Natural Kendal on nature recovery in this area, and Helen had indicated that this would be worthwhile. Attention was drawn to planned resurfacing works and the fact that Westmorland and Furness Council, it was believed, intended to carry out all of this using CIL money or money from some other source. It was pointed out, however, that the piece of path owned by United Utilities had been paid for by United Utilities, with the work having been carried out by Westmorland and Furness Council. To this end, the need for dialogue to take place with Westmorland and Furness Council on this matter was stressed, it being felt that that Council had a lot of CIL money for such projects in Kendal. The Vice-Chair undertook to follow up the matter with colleagues at Westmorland and Furness Council following this meeting, as did the Town Clerk. Also suggested was the potential for the Committee to have sight of the Infrastructure Framework report produced each year by Westmorland and Furness Council. Lastly raised was the matter of the Vicarage Park footpath and flooding and management thereof to channel water in a better way.

Resolved: To pursue a variety of routes in order to achieve leverage and influence at Westmorland and Furness Council in relation to the Mintsfeet footpath.

Resolved: The Committee to request sight of the Westmorland and Furness Council annual Infrastructure Report.

Resolved: The Vice-Chair and Town Clerk to follow up the matter of the allocation of CIL money to projects in Kendal with colleagues at Westmorland and Furness Council.

Resolved: To note the update on the river corridor footpath improvements.

E57/2024 Vicarage Drive Land Management – Draft Service Level Agreement

The Chair pointed out that the Council now owned this piece of land at Vicarage Drive. He informed Members that he had been seeking volunteers, through social media and distribution of a leaflet, to work on the land, and had garnered interest from 50 members of the public. To this end, he had drafted a service level agreement for the management of the green space at Vicarage Drive. The document outlined the responsibilities and expectations between Kendal Town Council and the relevant community group regarding the management, maintenance, and development of the green space, with the intention of ensuring that it became a vibrant, accessible, and biodiverse community resource that was welcoming, purposeful, and well-maintained, with an emphasis on community involvement,

collaborative management of the green space, with specific responsibilities divided between the Council and the Group. The primary goals were to:

- Improve the aesthetic and functional quality of the space.
- Promote biodiversity and sustainability.
- Engage the local community in meaningful ways.
- Make the space safe, accessible, and enjoyable for all.

The document, amongst other things, set out both the Council Responsibilities and the Community Group Responsibilities, as well as their Shared Responsibilities. The Agreement served as a foundational agreement between the Council and the Group, aiming to create a safe, accessible, and enriching community space that encourages biodiversity, community engagement, and local pride.

The Chair explained that the document was currently with the Town Clerk for review. He further referred to a recent meeting on site with an arboriculturalist. The Development and Delivery Manager (Deputy Clerk) explained that some tree work was scheduled to take place in the following week. To this end, the Chair asked to be advised on when this work was due to be carried out so that he could put out a message on social media.

Resolved: To inform the Chair on when the tree work is due to be carried out at Vicarage Drive so that he could put out a message on social media.

Resolved: To note the draft service level agreement for the management of green space at Vicarage Drive.

E58/2024 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) the issue of litter, with the Chair to prepare a press release, making particular reference to disposable vapes, Greggs wrappers and Red Bull cans, and highlighting the voluntary work being carried out in relation to river connectivity, including a quote from Simon Raven; and
- (b) an article on footpaths.

The meeting closed at 9.00 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, 10 March 2025, at 7.05 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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, Phil Clayton.

E59/2024 Chair's Announcement

This being the first meeting since the tragic event in the previous week in which a young Kendalian girl, Poppy Atkinson, had sadly lost her life, the Chair asked the Committee to pay silent tribute to her memory.

E60/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Blunden and Simpson.

E61/2024 Declarations of Interest

Cllr Russell declared an interest in a number of items on the Agenda where the subject of Natural Kendal may arise, and mainly in Agenda Item No.10 (Natural Kendal), Minute No.E70/2024 below, by virtue of the fact that he was Chair of Natural Kendal.

E62/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E63/2024 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 13 January 2025 and to authorise the Chair to sign them as a true record.

E64/2024 Public Participation

Phil Clayton addressed the Committee. He was a representative of Kendal and District Cycling Scene, which was a campaign founded over 30 years previously to improve active travel within Kendal. Mr Clayton pointed out that there had not been much change in this aspect during this time, however, that the group was now excited about the £13.5m Levelling Up funding that had been awarded to Kendal, including an amount of money which had

been set aside for the riverside corridor. The group was keen to know how much money was to be use in relation to cycling and active travel improvements and how to become actively involved.

Cllr Hendry who was present at the meeting stressed that there were a number of areas in Kendal that desperately needed improving, being extremely dangerous for cyclists. She referred to the £13.5m Levelling Up funding and felt that this vital element was not being addressed.

The Chair pointed out that he had only just returned from a meeting on Active Travel in Kendal. In terms of the £13.5m Levelling Up funding, he explained that that money had come to Kendal on the back of a specific bid for specific work within the Town. He further explained that he had recently enquired from officers at Westmorland and Furness Council how much of that money was to be used in relation to cycling and walking, however, had received no response to date. It was hoped though that there may be room for some manoeuvre and discussion. With regard to Active Travel, the Chair pointed out that a separate Active Travel Group, on which he had sat, had existed at one time. He suggested that he would be keen for this group to be restarted and that he would be happy to act as Kendal Town Council's representative. There was some frustration within the Council that LCWIP discussions had not moved forward and the Chair felt that more needed to be done.

Discussion took place around the LCWIP and it was explained that the problems had been around finance and Local Government Reorganisation. It was reported, however, that significant progress was now being made and that this was due to be implemented. It was pointed out that Kendal Town Councillors were due shortly to be provided with a Member Briefing Session in this regard.

Discussion also took place regarding the Heart of Kendal Team on which the Town Council was represented by Cllrs S Coleman and S Long. The first meeting had not yet taken place, however, it was stressed that a lot of work was being carried out in the background. Further raised was the issue of 20mph and it was pointed out that this was moving forward and due to go out for consultation in the near future. In response to a query, it was explained that the money had been earmarked in relation to the pathway on Kendal Town Council-owned land at Mintsfeet.

The Chair thanked Phil Clayton for his enthusiasm and contribution to the meeting.

E65/2024 Project Activity Report and Overview

The Committee was presented with the Project Activity and Overview Report which provided an update on ongoing projects. The Development and Delivery Manager (Deputy Clerk) highlighted a number of areas where progress had been made as outlined within the report in relation to Footway Lighting and Local Ward Signage. She sought a decision as to whether the Committee wished for officers to proceed with defining a project for installing children playing signs at requested locations; if agreed, officers would bring a report to a future meeting. Members took the opportunity to raise concerns in relation to a number of signs, i.e. the black finger post at Victoria Bridge, the 20mph sign at Vicarage Park triangle and a speed sign at Milnthorpe Road. The Town Clerk explained that there was a problem with the batteries in the speed cameras and that they were not charging as they should be. He undertook to carry out an overall review and to report back.

In response to a query, the Development and Delivery Manager (Deputy Clerk) undertook to add Bus Stop Improvements, for which £20,000 had been allocated, to the activity report.

Discussion took place around 20mph and it was stressed that this was moving forward, as planned. Members welcomed the work which had been carried out at Vicarage Drive and expressed thanks to Natural Kendal and to Mr Eamonn Hennessy.

Cllr Cornthwaite referred to anti-social behaviour at Gooseholme, pointing out that meetings were taken place on measures to mitigate this and, in addition, what could be done about security and improvements to the Putting Green, which was one of Kendal's attractions. The Chair asked for feedback and concern to be brought back to a future meeting.

Resolved: The Town Clerk to carry out a review in relation to the Town Council's speed signs and to report back to Committee.

Resolved: Officers to bring a report to a future meeting with regard to the definition of a project for installing children playing signs at requested locations, as outlined within the report.

Resolved: The Development and Delivery Manager (Deputy Clerk) to include Bus Stop Improvements to the Project Activity Report.

Resolved: Concerns around the Gooseholme area and the Putting Green to be brought back to a future meeting of the Committee.

Resolved: To note the report.

E66/2024 Project Close Out Reports

The Committee considered reports on completed projects, as follows:

(a) Ivy Screening

A query was raised as to whether anything could be done with the ivy that had been removed from Longpool, with this being a fantastic plant in terms of biodiversity. It was reported that the ivy continued to thrive in pots and that it could be planted elsewhere. Discussed was the reason as to why the ivy had not thrived at Longpool, and it was suggested that this could be down to varying conditions including differing hydration levels, salt on the road, the large volume of traffic. Also discussed was the potential of rolling out this project in other parts of Town moving forward, however, the Town Clerk explained why this was felt to be inappropriate, pointing out that there were more suitable methods of greening areas. It was suggested that Natural Kendal may wish to carry out an analysis of what could be offered in terms of mitigating pollution.

Resolved: To re-plant the ivy from Longpool in a different location.

Resolved: To approve the close out of the Ivy Screening project.

Resolved: To move responsibility of the ivy at Kendal Bus Station and Canal Head to Townscape Manager for ongoing maintenance.

(b) Pollinator Planting

Members welcomed this work, which had been carried out in partnership with Cumbria Wildlife Trust. In response to a query, it was pointed out that Westmorland and Furness Council would be responsible for the ongoing management of these areas.

Resolved: To approve the close out of Pollinator Planting project.

(c) Plan Bee

It was reported that all the bee boxes had now been distributed. The Chair suggested the need for monitoring to be carried out to see how successful the boxes were.

Resolved: Monitoring to be carried out in relation to the success of the bee boxes.

Resolved: To approve the close out of Cumbria Plan Bee – Solitary Bee Box project.

(d) Yard 5.

Members felt that the artworks at Yard 5 had created a brighter and livelier space. Consideration was given to the £3,792 which remained in the budget and the potential to use this money for the continuation of improvements to yards. Members agreed that there was a need to maintain Yard 5 in a clean and tidy state and that the remaining money should be put towards the improvement of other yards.

Resolved: To approve the close out of Yard 5 Project.

Resolved: To approve the additional yard improvements as outlined within the report.

E67/2024 Kendal Pump Track

Note – In the absence of Cllr Hennessy for part of this item, Cllr Archibald, Vice-Chair, took the Chair.

It was reported that a Pump Track had first been proposed in 2020, to provide a dedicated, appropriate and safe area for local people to practice key balancing and bike handling skills and to keep active. Delivering a Pump Track would meet the vision of both Kendal Town Council and Westmorland and Furness Council in many areas. Particularly the main priorities outlined in the Council Plans: to support people and community wellbeing; and to support active, healthy happy lives for young and old. Westmorland and Furness Council was supportive of the concept for a Pump Track in Kendal and had been communicating with Town Council Officers on progression. There was now an opportunity to support with key preparatory stages.

The organisers of Kendal Cycling Festival wished to deliver a pop-up pump track as part of the Cycling Festival, running from 2 to 4 May 2025. The pop-up track would allow Westmorland and Furness Council to run key consultations that were required for the wider Pump Track project. It would also provide a great opportunity for local people to enjoy the services of a pump track in Kendal across the weekend.

The organisers required additional funding to deliver the track, as they had received less funding for the overall festival than originally envisaged.

Westmorland and Furness Council had committed £2,000 to the pop-up track and Kendal Town Council had been asked to consider funding the remaining amount:

- £900 to deliver a pop-up track for one day; or
- £ ,900 to deliver a pop-up track for two days.

The festival organisers would handle the procurement, delivery and management of the pop-up track during the festival. Westmorland and Furness Council would arrange and run the consultations, in collaboration with Kendal Town Council.

The report drew attention to the wider project. In 2023, the Town Council had contracted Velo Solutions for a site visit, concept design and 3D visualisation for Sandylands Park to the value of £ 2,000. They had delivered the visit and concept design but had been asked to hold the 3D visualisation whilst key stakeholder engagement took place. The Committee was further asked to consider whether they it would like to proceed with the 3D visualisation or to continue to hold and only to pay for the completed work at this time.

Overall progress of the Pump Track project had been slow, however, it was currently understood that Westmorland and Furness Council was considering delivering the overall project, as the Parks and Open Spaces Authority and landowner.

A lengthy discussion ensued during which the Committee was informed that should the project eventually proceed as expected for a permanent pump track, this would be a Westmorland and Furness Council project supported by Kendal Town Council. There was no guarantee that Velo Solutions would be the provider, so their design would not necessarily be the final track to be delivered. To this end, Members were not in support of proceeding with a 3D visualisation. As regards the matter of allocating money for one or two days for a pop-up pump track, whilst there was some concern expressed at the potential for adverse weather conditions and also as to how people would get there, the majority of Members were keen for this to take place at Sandylands, which was the site proposed for a permanent track, for a period of two days..

Resolved: To approve funding for the pop-up pump track at Kendal Cycling Festival, to be based at Sandylands, out of the allocated pump track budget, at £1,900 for two days, subject to those organising the festival appropriately advertising and having a management plan to ensure that people are able to get to the venue.

Resolved: To pay £1,000 only for the services already completed by Velo Solutions and not to proceed with the Velo Solutions 3D visualisation of a pump track for Sandylands park.

E68/2024 Footpaths

Kendal Town Council was allocating funds to improve the Footpath Network across Kendal. Its ambitions were to improve connectivity and routes to school, as well as to encourage the modal shift away from using cars for local journeys.

The Committee considered a report on the footpath network priority list. This would now be a standing item on the Environment Committee's agenda.

The Development and Delivery Manager (Deputy Clerk) took the Committee through the report. She drew attention to the Collinfield Lane to Vicarage Drive footpath and explained that, whilst Members had previously suggested that this work was incomplete, it was in fact complete and required only maintenance.

Attention was drawn to St. Thomas School access, it being pointed out that this was not felt to be complete, as suggested within the report. It became degraded and unsafe in the second section which went steeply downhill to Hallgarth Circle, and it was felt that some means of slowing down children on bicycles was required here. The Town Clerk also drew attention to public safety in that area and the need to revisit it, both in terms of addressing anti-social behaviour and, potentially, the inclusion of a chicane to slow down cyclists.

The Town Clerk further reported on Vicar's Garth to Vicarage Drive, explaining that this was now moving forward as a result of Cllr Archibald's input. He was pleased that both councils were now working well together to achieve one aim. Members welcomed the report and the work being carried out.

A query was raised in relation to the Michaelson Road to Stainbank Green footpath and the fact that the report stated that Kendal Town Council had been asked to fund design work. It was pointed out, however, that the design work had already been carried out by Westmorland and Furness Council who owned that area. The Town Clerk informed the Committee that he was currently addressing this matter.

Resolved: To revisit the St. Thomas' School access footpath in terms of anti-social behaviour and the inclusion of a chicane.

Resolved: To note the report.

E69/2024 Environment Budget 2024/25

The Town Clerk presented a report on the Environment Budget 2024/25 as at 20 February 2025. He referred to the underspend on Biodiversity Grants and explained that this had been addressed within the Council's updated Grants Scheme which was due to be considered by the Culture and Communities the following week.

With regard to the budget referred to in the previous item, it was pointed out that the £25,000 budget for Riverside Connectivity North should, in fact, refer to Riverside Connectivity South.

Resolved: To note the report.

E70/2024 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.

The Chair referred to the update report and the March Action Plan in relation to the work being carried out by Natural Kendal, pointing out that a lot of work was being carried out. He referred to Natural Kendal's request to the Allotments Committee to put up 100 bird boxes and stressed the need to ensure that these were installed as soon as possible. He drew attention to the initials shown in the last column of the report, under Co-ordination, pointing out that this meant nothing to the reader.

Members welcomed the work being carried out by Natural Kendal.

Resolved: To ask Natural Kendal to provide a key in relation to the initials shown under the "Co-ordination" column of the report moving forward.

Resolved: To note the report.

E71/2024 Swift Funding

Attention was drawn to the fact that Kendal Swifts no longer required a grant from Kendal Town Council as the necessary funding for booklets had now been found elsewhere.

Resolved: To note the verbal update.

E72/2024 Litter

The Chair provided a verbal update on the initiatives regarding litter in Kendal. He reported that he had sent an email to Councillors seeking interest in taking part in discussion with regard to a long-term strategy regarding litter in Kendal. A lot of Members had indicated an interest in forming part of the Sub-Group, and he intended to arrange a meeting in the near future. In addition, the Chair had held conversations with residents regarding potential initiatives and he would provide an update at the next meeting. As discussed at the last meeting of the Committee, a letter had been sent to retailers regarding their collaboration in tackling the situation regarding disposable vapes. The Chair had received just three responses outlining those businesses' approach to recycling; they wished to do more to encourage responsible disposal, and he felt strongly that advertising was of importance.

A query was raised as to what was being done regarding cigarette butts, particularly at the Birdcage area. The Chair suggested that, once the Sub-Group meeting was arranged, then lots of different things such as this could be considered, including the issue of the yards.

Resolved: To note the verbal update.

E73/2024 Items for Press Coverage and the Newsletter

The Committee was asked to consider whether any items should be included in the next edition of the Council's Newsletter (Summer 2025). Attention was drawn to the fact that press coverage for this meeting was restricted by the period of pre-election sensitivity. The Town Clerk reported that the Spring 2025 edition of the Newsletter had gone to press and included the article on Recycling. It was suggested that items on those projects which had been closed off might be included in the Summer edition.

In response to a query, the Town Clerk reported that the Newsletters would be delivered by Royal Mail. More copies had been printed and would be made available in Reception, the Library, and other prominent locations.

Resolved: To include items in relation to those projects which have been closed of, as outlined at Minute E66/2024 above, within the Summer edition of the Council's Newsletter.

The meeting closed at 9.02 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, 3 March 2025, at 7.33 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr E Hennessy	Apologies
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	Apologies

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

M63/2024 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Finch (substituted by Cllr G Archibald), Hennessy and Russell.

M64/2024 Declarations of Interest

No declarations of interest were raised.

M65/2024 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.11 (Property and Office Accommodation), 12 (Employment and Staffing Matters) and 13 (Health and Safety Advisor).

M66/2024 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 6 January 2025 and to authorise the Chairman to sign them as a true record.

M67/2024 Minute Action Sheet

The Town Clerk presented a report on actions taken by officers on resolutions or recommendations made at previous meetings. He drew attention to Item Ref.88 regarding the inclusion of an item on Recycling within the next edition of the Council's Newsletter, pointing out that if no contribution had been received from officers at Westmorland and Furness Council in time, then the item would be replaced instead with a reserved topic. Cllr Archibald, during conversation, emailed the relevant colleagues at Westmorland and Furness Council to expedite the matter.

An update was sought in relation to Item Ref.31 regarding a potential Community Governance Review to alter the Town Council's electoral cycle so that it was in sync with that of the principal Council and, in addition, to seek a review of boundaries. The Town Clerk explained his understanding that Westmorland and Furness Council had recently voted to carry out a limited Community Governance Review on election dates and, that assuming that it went in the direction expected, the parish and

town elections due to take place in 2026 would move by one year to 2027, resulting in a saving to Kendal Town Council of around £80,000. The need to ensure that sight was not lost of the need for a full Community Governance Review of boundaries was stressed.

Resolved: To update Item Ref.31 to reflect the forthcoming limited review on election dates.

Resolved: To note the Minute Action Sheet.

M68/2024 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council involved in. Updates to the document were now shown in colour, as previously requested. He drew particular attention to the exciting position in relation to footpaths and cycleways and the river corridor, with a document being put together by Westmorland and Furness Council which the Town Council would also knit into. The need for a Member Briefing Session to be organised was stressed. Discussion took place in relation to tree management and the Town Clerk explained that, following a previous decision by the Management Committee, a tree survey had been carried out on the Town Council's estate around 15 months previously, resulting in a three year management plan.

Resolved: A Member Briefing Session in relation to footpaths and cycleways to be arranged as soon as possible.

Resolved: To note the Council Activity Report.

M69/2024 Budget 2024/25

The Town Clerk presented a report detailing expenditure against budget in the current year, pointing out that it would shortly be the 2024/25 year end.

In response to a query, the Town Clerk undertook to get back to Members with an explanation regarding the Actual Year to Date figure of £28,570 under Other Income.

Resolved: The Town Clerk to provide Members with details regarding the figure of £28,570 outlined above.

Resolved: To note the report.

M70/2024 Community Infrastructure Levy ((CIL)

The Committee considered a proposal from the Environment Committee that the £5,000 CIL money allocated to improving the Birdcage be re-allocated to be available to support Westmorland and Furness Council in re-locating the former water fountain at Jennings Yard Bridge (Aynam Road side) to a bed in Abbot Hall Park. As the decision-making body on the Council's CIL funding, the Management Committee could choose to re-allocate the funding. If the Committee chose not to re-allocate the funding, the fountain might not be moved in a manner beneficial to the community, and the Birdcage funding could remain unspent.

Some discussion took place around future plans for the Birdcage which did not form part of the Heart of Kendal proposal. The CIL money which had originally been allocated by the Town Council had been for design purposes only. It was suggested, however, that the Town Council may wish in future to provide funding towards delivery of any approved improvements.

Resolved: To re-allocate the £5,000 CIL money for improving the Birdcage to support Westmorland and Furness Council in re-locating the former water fountain at Jennings Yard Bridge (Aynam Road side) to a bed in Abbot Hall Park.

M71/2024 Newsletter and Publicity

The Committee considered which items to include in the next edition of the Council's Newsletter, it being pointed out that press coverage for this meeting was restricted by the period of pre-election sensitivity.

The potential for an item in relation to the relocation of the fountain at Aynam Road was raised, with the production of an informative fact sheet and details around a planting regime around it and information around the Kendal in Bloom initiative at Abbot Hall at a later stage, this all after the local elections had been held.

The need to make better use of the Council's Website, social media, etc., as well as the Newsletter and the Westmorland Gazette was stressed. Members were urged to add links to Kendal Everything where possible.

Resolved: To publicise the relocation of Aynam Road fountain and the Kendal in Bloom initiative, as discussed at the meeting and outlined above, following the local elections.

M72/2024 Kendal Futures

Cllr Long provided a verbal update on the progress of work being carried out by Kendal Futures. She pointed out that Westmorland and Furness Council was currently busy with plans in relation to the Levelling Up Funding which linked to the issue of the Bird Cage. When it was clear what the plans were for this funding, then consideration could be given on how this work could influence Finkle Street and what could be done with the Bird Cage and how to seek funding for this aspect. Cllr Long referred to the work being carried out by Kendal Futures in relation to Spatial Planning which linked into the Town Council's own work on the Local Plan. She also referred to the work being carried out by the Local Working Groups which had been running for two years now. It was felt that these needed to be done differently, in a more structured manner, with dates and invitations and presentations on topics to get people thinking. She urged other Members of the Town Council to become involved in Kendal Futures and to attend meetings where possible. Cllr Long informed the Committee that Kendal Futures was also trying to work together with the Lake District National Park Authority in order to try to ensure that it could join forces and make the best of skills across all entities.

Raised was a concern regarding the work in relation to the connection between Kent Street and Waterside, a lot of which was actually being carried out by the Environment Agency but for which part of the Levelling Up Funding was directed, and yet that the Levelling Up Funding could not be used elsewhere. It was pointed out, however, that there would be work at Waterside and New Road that would not be carried out by the Environment Agency.

Also stressed was the fact that Kendal Town Council had provided funding of £35,000 to Kendal Futures and the need for more regular formal, documented reports to be provided in order for the Council to better see details on progress was raised.

Resolved: To seek regular, formal, documented reports to be provided by Kendal Futures moving forward.

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.

M73/2024 Property and Office Accommodation

The Town Clerk provided a brief verbal update on office accommodation. He referred to a forthcoming meeting of Westmorland and Furness Council officers and Members of Kendal Town Council's Planning Committee and believed that the direction of travel was good. In the meantime, whilst short of space, Town Council had sufficient space.

Some discussion took place with regard to parking for Town Council Members and officers and the need to raise the potential for early bird parking at County Hall was suggested. It was further suggested that the potential for staff parking permits for Town Council officers be again raised with the relevant Portfolio Holder at Westmorland and Furness Council.

Resolved: The Chair, in consultation with the Town Clerk, to write to the relevant Portfolio Holder at Westmorland and Furness Council to raise the potential for early bird parking at County Hall, as well as to once again raise the potential for staff parking permits for Town Council officers.

Resolved: To note the verbal update.

M74/2024 Employment and Staffing Matters

The Staffing Sub-Committee was due to meet in the following week. Town Clerk reported on the recent recruitment of a new Projects Officer who, he hoped, would be starting in post on 1 April 2025. He further reported on the recent amalgamation of the Events Officer and Heritage Officer roles into one, "Events and Civic Officer", initially for a trial period of one year. The Town Clerk drew attention to the recently-appointed Community Resilience Officer who was getting to grips with the role and to the Development and Delivery Manager (Deputy Clerk) who had now been in the role for six months. The Town Clerk finally referred to the Team's structure and to the Management Team consisting of himself, the Development and Delivery Manager (Deputy Clerk) and the Council Services Officer which was working well. In addition, he referred to the new time management system which counted each team member's hours and which was a useful tool.

Resolved: To note the verbal update.

M75/2024 Health and Safety Advisor

The Committee considered a proposal from the Town Clerk on the engagement of a Health and Safety Advisor. He reminded members that this was a statutory role, though it did not have to be carried out externally. He proposed to fund this through existing project budgets, as an additional cost in the coming year, with a specific general budgeted value being identified in subsequent years, under overheads.

The Chair stressed the need for Members to be kept informed with regard to the associated scope and costs. Following discussion, it was

Resolved: To authorise the Town Clerk, in consultation with the Chair and Vice-Chair, to seek to engage a Health and Safety Advisor.

M76/2024 Kendal Futures

Further to Minute M72/2024 above and at the discretion of the Chair, Cllr Long provided a further verbal update in relation to Kendal Futures, the confidential details of which had not been appropriate to raise within her earlier report.

Resolved: To note the verbal update.

The meeting closed at 8.58 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, 20 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	Present	Cllr G Supka	Present
Cllr A Finch	Apologies		

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

P140/2024 Apologies

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

P141/2024 Declarations of Interest

No declarations of interest were raised.

P142/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P143/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 6 January 2025 and to authorise the Chair to sign them as a true record.

P144/2024 Minute Action Sheet

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

The Town Clerk referred to Item Ref. No.36 and the planned site visit for all Members to enable them to have a wider view of Kendal in reality. He pointed out that the weather forecast for the forthcoming week appeared to be unsuitable but that he would get back to Members. It was suggested that Members might provide the Town Clerk with their availability.

Resolved: To seek Members' availability for the site visit in relation to the Local Plan.

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

P145/2024 Planning Process and Issues

The Chair referred to a recent meeting with the Westmorland and Furness Council Portfolio Holder for Sustainable Communities and Localities regarding the expected Call for Sites in relation to the Local Plan which had been due to go out for consultation in Autumn 2024. The Chair informed Members that it had come to light that Westmorland and Furness Council was behind schedule in this matter, however, that the Portfolio Holder had undertaken to inform that Council's Development Management Group that they must inform all town and parish council clerks when the consultation commenced. It was suggested, therefore, that the Town Clerk should write to Westmorland and Furness Council's Development Management Group and the Sustainable Communities and Localities Portfolio Holder to say that Kendal Town Council has been informed of the situation and awaits notification of the commencement of the consultation.

The Committee further discussed the matter of the increase in the mention of grey belt sites which was land in the Green Belt comprising previously developed land. The Town Clerk pointed out that whilst Cumbria did not have any formal green or grey belt sites, a number of disused former restaurant areas along principal road corridors, for example the A590 and the A591, could potentially be claimed as such by developers for housing development and, in addition, a number of barns and former farmyards within the boundaries of the Town.

Resolved: The Town Clerk to write to Westmorland and Furness Council's Development Management Group and the Sustainable Communities and Localities Portfolio Holder to say that Kendal Town Council has been informed of the situation regarding the consultation on the Local Plan Call for Sites and awaits notification of the commencement of that consultation

Resolved: To note the verbal update.

P146/2024 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 a meeting of the Group, including representatives of the Environment Agency, was scheduled to be held on 22 January. He referred to an informal sub group meeting of Members only held in the previous week at which the events of the past few months had been discussed so that the relevant questions could be raised on 22 January. Cllr Cornthwaite also referred to another meeting at which he, another Group member and a retired police officer had been present to look at potential mitigating measures in relation to potential anti-social behaviour at the New Road wall moving forward.

Resolved: To note the verbal update.

P147/2024 Kendal Town Council Local Plan Action Group

The Chair pointed out that Westmorland and Furness Council were to be briefed on changes to the National Planning Framework in one week's time.

It was raised that a further meeting of the Action Group had yet to take place and the Town Clerk undertook to make arrangements.

Resolved: The Town Clerk to organise a further meeting of the Local Plan Action Group.

Resolved: To note the verbal update.

P148/2024 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 7.55 p.m.

Kendal Town Council
 Responses from Planning Committee: 20 January 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2024/2410/FPA	Car Park Marks & Spencer Library Road Kendal LA9 4QB Works to car park including the installation of four electric vehicle charging bays supported by four chargers and associated electrical equipment	Fell	24 January	No Material Objection provided that Westmorland and Furness Council's Arboriculturalist agrees with the application's Impact Assessment and Method Statement. The Committee, however, questions the need for additional fencing.
2	2024/2438/FPA	8 Spital Park Kendal LA9 6HG Demolition of detached garage and erection of a 2 storey side & rear extension	Nether	24 January	No Material Objection provided that construction does not harm any potential roosting bats and the extension provides bat boxes as part of the Biodiversity Net Gain that has not been adequately specified within the application.
3	2024/2442/FPA	Pizzeria Italia 9 Allhallows Lane Kendal LA9 4JH Variation of condition 2 (opening hours) attached to planning permission SL/2008/0514 (Change of use from cafe/tea room to hot food takeaway (Class A5))	Fell	24 January	No Material Objection

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2024/2406/FPA	<p>Land along Young Spring below Helsington Mills Low Lane Brigsteer Kendal LA9</p> <p>Modification and extension of the embankments for Reach L3 of the Kendal Flood Risk Management Scheme, originally granted planning permission under reference SL/2018/0925</p>	Helsington	3 February	No Material Objection
5	2024/2419/FPA	<p>Depot Parkside Road Kendal LA9 7DU</p> <p>Partial replacement of windows to meet current U-value & improve the energy performance</p>	Castle	3 February	No Material Objection

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 3 February 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	Apologies
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr R Edwards	Apologies	Cllr G Supka	Present
Cllr A Finch	Present		

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

P149/2024 Apologies

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

P150/2024 Declarations of Interest

No declarations of interest were raised.

P151/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P152/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 20 January 2025 and to authorise the Chair to sign them as a true record.

P153/2024 Minute Action Sheet

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

P147/2024 – The Town Clerk apologised for not having yet organised a further meeting of the Local Plan Action Group and undertook to make arrangements.

P145/2024 – The Town Clerk had not yet written to Westmorland and Furness Council and the relevant Portfolio Holder to stress the fact that the Town Council awaited notification of the commencement of the Call for Sites Consultation.

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

P154/2024 Planning Process and Issues

Discussion took place around the forthcoming consultation on the Call for Sites and the need to ensure that the Town Council was made aware of its commencement. The Town Clerk undertook to follow up on P145/2024 (Minute No.153 above refers). The potential for the Town Council to make an early submission was raised, however, this was not felt to be appropriate, with the potential for the information to become lost. It was further pointed out that Kendal Futures was drawing up a more technical document which would include the Town Council's views; this document could be used in future as a material planning consideration. In response to a suggestion that Kendal Future's document would relate only to the Town Centre, the Town Clerk explained whilst it would focus on the Town Centre, it would draw on the whole of the surrounding area of Kendal.

Particular attention was drawn to Paragraph 11 of the revised National Planning Policy Framework Policy: The 'tilted balance'.

The Town Clerk was pleased with the work carried out by the Planning Committee's Local Plan Action Group, which he felt that been very relevant and well worthwhile. He further drew Members' attention to the availability of hard copies of the latest National Planning Policy Framework.

Resolved: To alter the Minute Action Sheet at P145/2024 to read, "The Town Clerk to write to Westmorland and Furness Council's Sustainable Communities and Localities Portfolio Holder and the Development Management Group regarding the need for all parties to know what is expected with regard to the Call for Sites Consultation and seeking a vague timeframe so that the Town Council can make appropriate plans.

P155/2024 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 a meeting of the Group had been held on 22 January. The Environment Agency had provided a presentation on the various works currently being undertaken and, in addition, with regard to postponements of work and areas which were not quickly progressing. The meeting had provided an opportunity for re-engagement with the Environment Agency. The next meeting was scheduled to take place on 26 March. Cllr Cornthwaite also informed the Committee that the project was due to be completed in 2027, although a lot of the works would be completed in 2026.

In response to a query, Cllr Cornthwaite said that the Environment Agency were content with the new drilling method and piling at Waterside which they looked to progress fairly quickly. He added that works on New Road were moving forward at a pace.

Cllr Cornthwaite finally referred to a current planning application regarding a material alteration for the security gate at the Jennings's Yard Bridge, the design for which was felt by all to be an improvement.

The Town Clerk undertook to provide the notes of the meeting in due course.

Resolved: To note the verbal update.

P156/2024 Kendal Town Council Local Plan Action Group

The Town Clerk was due to seek Members' availability for the site visit of Kendal in relation to the Local Plan.

Resolved: To note the verbal update.

P157/2024 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: 3 February 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/0022/FPA	277 Valley Drive Kendal LA9 7SJ Proposed two storey side and rear extension	Heron Hill	4 February	No Material Objection subject to the proposal for swift boxes being replaced with swift bricks placed within the proposed extension. The Committee would draw to officers' attention the planning application in relation to 275 Valley Drive which was refused in 2005, as referred to in comments from 281 Valley Drive.
2	2024/2466/FPA	Flat 18 119 Highgate Kendal LA9 4EN Installation of an air source heat pump (7 kW or less)	Highgate	4 February	Material Objection based on the fact that no noise assessment has been provided within the application. The application would be acceptable if a subsequent noise assessment is shown to be within the legal parameters, however, would require Biodiversity Net " <i>Gain</i> ", as gain is required, regardless of how large or small any development is.
3	2025/0033/FPA	30 Crescent Green Kendal LA9 6DR Replacement of existing garage with new on larger footprint	Mintsfeet	5 February	Material Objection on the grounds of scale and dominance.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2024/2005/FPA	<p>Unit 3 Parkside Business Park Parkside Road Kendal LA9 7EN</p> <p>Change of use from Industrial Unit (Use Class B2) to Indoor Swimming Pool (Use class F2) for Private Lessons including installation of an air source heat pump (Use Class F2) (Retrospective)</p>	Heron Hill	7 February	<p>Material Objection due to insufficient information having been supplied to enable any possible informed decision to be made. Plans, location, parking and lighting issues have not been adequately outlined or addressed within the application. The Committee suggests that the application should not have been presented to it in the first place. In addition, the Committee expresses disappointment in the retrospective nature of the application.</p>
5	2025/0056/HOU	<p>20 Mayfield Drive Kendal LA9 7NS</p> <p>Enlargement of attached ground floor garage including partial conversion and first floor extension</p>	Castle	12 February	<p>No Material Objection subject to sufficient Biodiversity Net Gain.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	2025/0089/FPA	<p>Kendal College Milnthorpe Road Kendal LA9 5AY</p> <p>Erection of a 1.5 meter timber fenced compound with an access gate for the siting of a Airforce 1 1 KW wind turbine mounted in a concrete foundation fixed at 5m to the centre of the blades & 2 photovoltaic wall mounted panels also the siting of a polytunnel to grow vegetables that will be used to feed the animals that are cared for at the college (Part Retrospective)</p>	Kirkland	12 February	<p>Material Objection. There is no adequate noise report on either the turbine or on the air source heat pump. The information on the turbine is now a decade old and more up to date information needs to be provided to enable a decision to be made on the application. In addition, the Committee expresses disappointment in the retrospective nature of the application, as it would assume that this organisation would be aware of the planning process and it is understood that the Engineering Department has, in fact, already been set up without seemingly knowing that permission is required. The turbine should also be moved away from roosting or nesting wildlife</p>

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 17 February 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	Present	Cllr G Supka	Present
Cllr A Finch	Absent		

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

P158/2024 Apologies

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

P159/2024 Declarations of Interest

The Chair, Cllr Rathbone, declared an interest in Agenda Item No.9, Planning Application No.3 (2025/0140/FPA), Natland Mill Canal Bridge, Natland Mill Beck Lane, Kendal, by virtue of the fact that he was a member of the Lancaster Canal Regeneration Partnership, however, advised that he was not biased or predetermined on the matter.

P160/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P161/2024 Minutes of the Previous Meeting

Cllr Cornthwaite referred to Minute No.P155 (Kendal Town Council Flood Relief Scheme Working Group), and sought an amendment to paragraph 3 to read, "Cllr Cornthwaite finally referred to a current planning application regarding a material alteration for the security gate at the Jennings' Yard Bridge. A new design with covering by a notice board may improve their plan."

Resolved: Subject to the amendment as outlined above, to receive and accept the minutes of the previous meeting of the Planning Committee held on 3 February 2025 and to authorise the Chair to sign them as a true record.

P162/2024 Minute Action Sheet

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

In relation to a query regarding Item Ref. No.40 and conversations with colleagues at Westmorland and Furness Council on the Town Hall building, the Town Clerk reported that officers at Westmorland and Furness Council were in the process of forming a member group. The Town Clerk would be contacting Town Council Members once a meeting had been organised.

Resolved: The Town Clerk to contact Town Council Members once a meeting of the member group to look at plans for the Town Hall building has been arranged.

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

P163/2024 Planning Process and Issues

The Town Clerk reported that he had received a response from Westmorland and Furness Council in relation to the Call for Sites Consultation. That Council remained conscious of the need to consult with parish and town councils but was still in the process of examining the Call for Sites results. A timetable had been provided and the Chair asked for this to be circulated to all Members of the Planning Committee. The Chair stressed the fact that Kendal Town Council's Planning Committee was well prepared with its response as a result of the spatial planning exercise which had already been carried out by its Local Plan Action Group.

The Town Clerk also reported that the figures for housing within Kendal had now been confirmed at 220 units each year, with the total for the Westmorland and Furness area being 1,331. The Chair stressed the need for attention to be drawn to the high percentage of the whole target being in Kendal within the Town Council's response and drew attention to a previous unsuccessful attempt to co-ordinate with Ulverston and Barrow Town Councils regarding a response on the Local Plan. The Town Clerk suggested that he might make a more informal approach to the two relevant Clerks and lastly stressed the need to acknowledge the potential results of not producing a Local Plan which had been imparted by the lawyer who had provided training to Westmorland and Furness Council Members - the potential of ending up with unwanted housing.

In response to a request, the Town Clerk undertook to ask colleagues at Westmorland and Furness Council to provide details on the entire process in relation to the formation of the new Local Plan.

Resolved: Westmorland and Furness Council's timetable in relation to the Local Plan and the Call for Sites Consultation to be circulated to all Members of the Planning Committee.

Resolved: Attention to be drawn to the high percentage of the whole target of 1,331 houses being within Kendal within the Town Council's response.

Resolved: The Town Clerk to make an informal approach to Ulverston and Barrow Town Councils in relation to the formation of a co-ordinated response.

Resolved: The Town Clerk to ask colleagues at Westmorland and Furness Council to provide details on the entire process in relation to the formation of the new Local Plan.

Resolved: To note the verbal update.

P164/2024 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, presented the draft notes of the meeting of the Group held on 22 January 2025. He drew the Town Clerk's attention to the need for amendments at paragraph 4 on page 12 of the Planning Committee's agenda as he felt that what was said had not been clearly reflected.

Cllr Cornthwaite informed Members that Westmorland and Furness Council had recently provided funding for the planting of a third lot of trees and hedgerows on Town Council-owned land at Mintsfeet. The Town Clerk, however, pointed out that this was a matter for the Environment Committee as it related to footpaths and was not related to the flood scheme. He would draw that Committee's attention to this funding.

Discussion took place regarding the gates at the slipway on New Road and as to how to persuade the Environment Agency to keep them open whenever possible.

In response to a query, the Committee was advised that the matter of the relocation of the fountain on Aynam Road lay with Westmorland and Furness Council.

Resolved: Subject to the Town Clerk making the amendments raised by Cllr Cornthwaite, to receive the notes of the meeting of the Kendal Town Council Flood Relief Scheme Working Group held on 22 January 2025.

Resolved: The Town Clerk to draw the Environment Committee's attention to the provision of funding by Westmorland and Furness Council for the planting of trees and hedgerows at Mintsfeet.

Resolved: To note the verbal update.

P165/2024 Kendal Town Council Local Plan Action Group

The Town Clerk reported that he was in the process of organising the site visit of Kendal for Members.

Resolved: To note the verbal update.

P166/2024 Planning Applications

Note - The Chair, Cllr Rathbone, declared an interest in Planning Application No.3 (2025/0140/FPA), Natland Mill Canal Bridge, Natland Mill Beck Lane, Kendal, by virtue of the fact that he was a member of the Lancaster Canal Regeneration Partnership, however, advised that he was not biased or predetermined on the matter.

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 8.03 p.m.

Kendal Town Council
 Responses from Planning Committee: 17 February 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/0117/FPA	<p>Land West of High Sparrowmire Kendal LA9</p> <p>Full planning application for a residential development of 143 new dwellings and the provision of associated access and infrastructure works including roads, drainage infrastructure, car parking, public open space and landscaping.</p>	Strickland	20 February	<p>No Material Objection in accordance with the Local Development Plan and pre-applications, subject to account being taken of the following:-</p> <p>Road Access –</p> <ul style="list-style-type: none"> • The Committee referred to the proposed junction at Windermere Road and would require additional information and/or confirmation from Highways on the safety of the junction as planned – the current information is not clear. • Remedial work is required on part of the existing farm track which looks on the plan to be superfluous. • Plans required with regard to Emergency Vehicle Access. • What are the plans for visitor parking, as these spaces are required to be provided? • Confirmation required regarding sufficient turning heads for service vehicles.

					<p>Sewerage and Drainage –</p> <ul style="list-style-type: none"> • Further information required on a flood emergency plan. • The Committee would expect additional sewerage capability to be developed within the Kendal boundary. <p>Scale and Dominance –</p> <ul style="list-style-type: none"> • The Committee would require a good mixture of stone clad units throughout the estate and not simply “statement” properties at the entrance only. <p>Impact on the Character of the area –</p> <ul style="list-style-type: none"> • The Committee feels that the Biodiversity Net Gain plan is not sufficient to mitigate the impact of the development and that the mitigation must be local to the site or preferably on site to enable permission to be granted. • Should fences be erected between plots, hedgehog holes to be included. <p>Community and Impact on Other Services –</p> <ul style="list-style-type: none"> • Where CIL contribution comes in, the Committee would like to see a contribution to St Thomas’ School and require provision of a play park on the development site.
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No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
					<ul style="list-style-type: none">Confirmation required that the residents of Hallgarth will be protected from noise, dust, fumes, etc., throughout the construction phase. <p>The Committee would finally draw attention to the planning objections raised by Lane Foot Residents' Association. Should the development proceed, then these comments should be taken on board.</p> <p>Note - Cllr Rathbone abstained from voting on this application.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
2	2025/0070/FPA	<p>Kendal Fell Business Park Boundary Bank Lane Kendal LA9 5RR</p> <p>Retrospective erection of 2 lighting columns and the siting of 19 modular containers/buildings for storage (Use Class B8 – Storage & Distribution)</p>	Fell	21 February	<p>Material Objection to the current application as written. The Committee would require a larger number of lower lighting columns in order to comply with the Dark Skies Policy. Also, the Committee notes residents' comments regarding potential noise from generators and would require further information on this. The Committee disagrees with the argument for Biodiversity Net Gain exemption, as this application is current, and the fact that the development was built without planning permission is irrelevant in this case. Notwithstanding this opinion, should planning permission be given, then the Committee would like to restrict hours of lighting as suggested in principle within the application, specifically from dusk to 11.00 p.m. In addition, the Committee expresses disappointment in the retrospective nature of the application.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
3	2025/0140/FPA	Natland Mill Canal Bridge Natland Mill Beck Lane Kendal LA9 7LH Variation of wording on condition 3 (Bat Scoping Assessment) attached to listed building consent SL/2022/0628 (Repair of bridge parapet wall caused by tree falling from SLDC land onto bridge, rebuild of 2m length of 600mm height of wall using new stone)	Stonecross	21 February	Note - The Chair, Cllr Rathbone, declared an interest in this application by virtue of the fact that he was a member of the Lancaster Canal Regeneration Partnership, however, advised that he was not biased or predetermined on the matter. No Material Objection
4	2024/2156/LBC	Kirkland Hall Kirkland Kendal LA9 5AF Listed building consent to attach a defibrillator to the outside wall.	Highgate	24 February	No Material Objection
5	2025/0167/FPA	14 Bellingham Road Kendal LA9 5JW Variation of condition 4 (window on the ground floor on the north elevation in the proposed shower room) to an opening clear glazed window attached to planning permission 2024/1697/FPA (Demolition of existing conservatory and replaced with single storey rear extension)	Stonecross	25 February	Material Objection as there is no argument given to the need to vary the condition as previously agreed. The committee still agrees with the provision in Condition 4.
6	2024/2212/FPA	36 Finkle Street Kendal LA9 4AB Change of use of 1st & 2nd floor office (Use Class E) to 2 dwellinghouses (Use Class C3)	Fell	27 February	No Material Objection provided that sufficient bin storage can be demonstrated.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
7	2025/0110/LBC	36 Finkle Street Kendal LA9 4AB Listed building consent for the change of use of 1st & 2nd floor office (Use Class E) to 2 dwellinghouses (Use Class C3).	Fell	27 February	No Material Objection provided that sufficient bin storage can be demonstrated.
8	2025/0211/HOU	63 Bellingham Road Kendal LA9 5JY Pitched roof rear kitchen/diner extension with abutting workshop/side porch converted to habitable usage as utility room/boiler room & revised workshop layout.	Stonecross	3 March	Material Objection on the grounds of scale and dominance and unneighbourliness owing to the increase in footprint on the current plan.

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 3 March 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	Present	Cllr G Supka	Present
Cllr A Finch	Present		

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

P167/2024 Apologies

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

P168/2024 Declarations of Interest

No declarations of interest were raised under this item.

P169/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P170/2024 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 17 February 2025 and to authorise the Chair to sign them as a true record.

P171/2024 Minute Action Sheet

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

Ref. No.48 – The Town Clerk, in response to a query, advised that there had, as yet, been no response in relation to his informal approach to Ulverston and Barrow Town Councils in relation to the formation of a co-ordinated response on the Local Plan. He was asked to pursue this.

Resolved: The Town Clerk to pursue a response from Ulverston and Barrow Town Councils in relation to the formation of a co-ordinated response on the Local Plan.

Ref. No.45 – In response to a query, it was raised that the meeting for Members with Westmorland and Furness Council officers regarding plans for the Town Hall was due to take place on 5 March. The need to ensure that this was not simply a one-off meeting and that continued conversations took place moving forward was stressed. In addition, the need to ensure that options were provided was raised, with Mintworks being mentioned.

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

P172/2024 Planning Process and Issues

There was nothing further to report under this item.

P173/2024 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 Committee. He had nothing further to report at this stage.

Resolved: To note the verbal update.

P174/2024 Kendal Town Council Local Plan Action Group

The Town Clerk apologised for still having not yet organised the site visit of Kendal for Members due to other work commitments. He undertook to seek Members availability again and to make the necessary arrangements.

The Committee considered whether anything additional needed to be done in terms of positioning itself in readiness for the Call for Sites consultation. The Town Clerk felt that the Committee was prepared, having already prepared its spatial planning document, although suggested that this could be revisited once the Call for Sites consultation start date had been announced. He further suggested that an additional meeting of the Committee could be arranged, purely for consideration of this issue.

The Chair stressed the need to be able to move quickly and referred to a request at the last meeting to ask Westmorland and Furness for a flowchart of the process. This raised the question as to whether the Planning Committee itself should also produce its own flowchart showing target dates in order to ensure that it was well positioned to achieve what it wanted. Cllr Supka confirmed that he would be happy to produce this together with the Town Clerk.

Resolved: Cllr Supka, together with the Town Clerk, to produce a flowchart in relation to the Committee's aims in relation to the Local Plan and Call for Sites consultation process.

Resolved: To note the verbal update.

P175/2024 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 7.20 p.m.

Kendal Town Council
 Responses from Planning Committee: 3 March 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/0181/FPA	Netherfield Sports And Social Club Parkside Road Kendal LA9 7BL Replacement upper machine shed and extension to existing lower machine shed and new car park lighting	Castle	4 March	No Material Objection , however, the Committee would look to the lighting being switched on at dusk and off one hour after the Club closes, at the latest.
2	2024/2466/FPA	Flat 18 119 Highgate Kendal LA9 4EN Installation of an air source heat pump (7 kW or less) (further information)	Highgate	26 February	No Material Objection , however, the Committee would look to see the inclusion of a swift or bat box in mitigation of the proposal.
3	2025/0203/HOU	29 Derwent Drive Kendal LA9 7PB Replacement single story rear extension	Heron Hill	6 March	No Material Objection subject to Biodiversity Net Gain being shown.
4	2025/0236/HOU	39 Hallgarth Circle Kendal LA9 5NU Proposed two storey rear extension and replacement garage	Strickland	6 March	Material Objection on the grounds of scale and dominance. This is not helped by the lack of reference for comparative size with this proposal in relation to the adjoining semi-detached property in order to enable the Committee to make an informed view as to whether this is out of keeping in the area. The garage is viewed as being too large on the site, however, it is difficult to be certain given the lack of helpful measurements. If approved, Biodiversity Net Gain would be expected.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
5	2025/0138/HOU	15 Castle Park Kendal LA9 7AX Proposed summerhouse in rear garden on raised patio	Castle	6 March	No Material Objection subject to Biodiversity Net Gain being shown.
6	2025/0280/FPA	84 Appleby Road Kendal LA9 6HF Change of use of dwelling (Use Class C3) to Early Years Nursery (Use Class E(f))	Nether	6 March	No Material Objection subject to no adverse comments being received from neighbouring properties.
7	2025/0113/FPA	147 Stricklandgate Kendal LA9 4RF Replacement of four second floor windows	Strickland	7 March	No Material Objection provided that the issues raised within the Conservation Officer's report are sufficiently complied with, that is the provision of a proper heritage statement which demonstrates an understanding of the heritage asset. The Committee strongly backs the Conservation Officer's comment in favour of an enhanced style of window with proper attention being given to suitable materials. More information regarding single or double glazing would also be necessary.
8	2025/0271/LBC	Sand Aire House Stramongate Kendal Cumbria LA9 4UA Listed Building consent to undertake remedial works to replace limited areas of existing timber cladding and timber balcony decking within the curtilage of an existing listed building	Fell	11 March	No Material Objection

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
9	2025/0274/FPA	Sand Aire House Stramongate Kendal LA9 4UA Proposed remedial works to replace limited areas of existing timber cladding and timber balcony decking within the curtilage of an existing listed building	Fell	11 March	No Material Objection
10	2025/0217/HOU	9 Watercrock Farm Natland Kendal LA9 7QB Single storey extensions & internal alterations	Natland	19 March	No Material Objection subject to Biodiversity Net Gain being shown.

Kendal Town Council
Full Council – 7 April 2025
Reports from Representatives on Outside Bodies

Zoom Meeting of the Kendal Integrated Care Community Group held on 12 February 2025

The meeting began with discussion of the new ISCFT Strategy. During the last six months there have been meetings with stakeholders and partners concerning the new Strategy. The four guiding principles of the Trust's Strategy are - Improving Health, Best Possible Care, Value for Money, and Joy and Pride in Work.

Also discussed was the NHS Statutory Guidance - "Working Partnerships with People and Communities." Guiding principles for creating meaningful relationships with communities within the Trust. More on this later.

The progress of the Towpath Trail was mentioned (developed by the Lancaster Canal Regeneration Partnership). A new website was launched last summer. A walking guide to the Trail will be published shortly, describing 11 different loop walks that explore the area between Kendal and Lancaster. This summer there will be another Crooklands Canalthon involving paddle-boarding and running.

Gateway Church – Saturday, 12 April, will be running a 'mental health focus event' at the Birdcage.

Kendal ICC is continuing its campaign centred on cardiovascular health called "Know Your Numbers" to promote an understanding of blood pressure numbers and what they mean. Supermarkets may be involved.

HealthWatch, a Womens Health Project, has just concluded. Over 200 women were asked what priorities were important to them with regards to women's health, in the hope of improving services in our area and looking for recommendations for a drop-in event.

Growing Well has just celebrated 20 years at Sizergh and now has sites at Sizergh, Tebay and West Cumbria.

W&F have a Council Public Health Officer who is providing support for people who want to quit smoking. There is a webpage to help W&F residents.

Some concern was expressed that many complex dementia patients are not being fully supported by the mental health team. May return to this topic later.

Cllr Richard Sutton



Kendal
Town Council

Jan 25 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
08/01/2025	Ben Unsworth	Mayors Coffee Morning	£57.50
08/01/2025	Helen Thompson Artist	Eddington Digital Files	£560.00
08/01/2025	iTek Computer Solutions Ltd	Line Rentals	£383.40
08/01/2025	JT Atkinson & Sons Ltd	Floor Paint	£47.99
08/01/2025	RFM Ulverston Ltd	Payroll Services	£128.40
08/01/2025	iTek Computer Solutions Ltd	Business 365	£264.48
08/01/2025	iTek Computer Solutions Ltd	Monthly Support	£417.32
08/01/2025	iTek Computer Solutions Ltd	Email/Backup & Lice	£220.20
08/01/2025	Continental Landscapes	Canal Head Work	£180.00
08/01/2025	Bedroq CCTV Main	Camera Management	£200.19
09/01/2025	Barclays Bank	Bk Charges Jan 25	£10.33
10/01/2025	Adobe Systems Software	Adobe Jan	£91.01
11/01/2025	Lakeland Self Storage	Monthly Storage Unit	£306.50
13/01/2025	Meraki	HR Jan	£598.80
15/01/2025	Vanguarder Ltd	Van Tracking Fee	£9.60
15/01/2025	E-ON Next	Garage Elec	£29.13
17/01/2025	Sage Uk Ltd	Sage Jan	£51.60
20/01/2025	Payroll	Net Pay Jan 25	£14,477.05
20/01/2025	Allotment Waste	Waste	£65.74
20/01/2025	Ten Insurance Services	Van Ins	£713.82
20/01/2025	Westmorland & Furness Council	Meeting Costs	£86.12
20/01/2025	Westmorland & Furness Council	Meeting Costs	£63.04
20/01/2025	Continental Landscapes	Shaw Brow Hedge Cutting	£253.00
20/01/2025	Westmorland & Furness Council	Premises Rent	£683.70
20/01/2025	W&F (paid for Horticare)	Summer Planting	£3,014.40
20/01/2025	B & Q	Roller & Tray	£86.83
20/01/2025	Pennington's Quarry Ltd	Materials	£600.30
24/01/2025	HMRC	Jan 25 HMRC	£4,387.33
24/01/2025	Cumbria LG Pension	Jan 25 Pension	£5,143.31
25/01/2025	Allotment Waste	FCC Waste	£33.58
25/01/2025	North West Pest Control Service	Pest Control	£759.60
25/01/2025	North West Pest Control Service	Rat Treatment	£168.00
25/01/2025	Tech 4 Office Equip	Photocopies	£85.73
25/01/2025	iTek Computer Solutions Ltd	Phone Line Rentals	£383.40
25/01/2025	Rialtas Business Solutions Ltd	Additional Allotment License	£14.00
25/01/2025	Sun Signs Ltd	Signs	£350.11
27/01/2025	Allotment Refunds		£27.30
27/01/2025	Meraki	Recruitment Costs	£5,145.60
27/01/2025	PMH Tree Surgeons	Tree Work	£2,040.00
27/01/2025	Mr Letters Design Services	Design Work Grey Auld Town Sign	£45.00
27/01/2025	Amberol Ltd	Matting & Wicks	£219.60
27/01/2025	Waterplus	Allotment Water	£60.89
27/01/2025	Allotment Refunds		£27.30
		<u>Total</u>	<u>£42,491.20</u>



Kendal Town Council

Feb 25 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
01/02/2025	Sage Uk Ltd	Sage Feb 25	£51.60
03/02/2025	Barclays Bank	Bk Charges Feb 25	£12.90
04/02/2025	Oceans 12 Ltd	Van Repairs	£1,228.99
04/02/2025	Fluid Productions Limited	Xmas Switch On	£2,400.00
04/02/2025	iTek Computer Solutions Ltd	365 and Mthly Support	£896.12
04/02/2025	JT Atkinson & Sons Ltd	Fence Posts	£54.43
04/02/2025	Kendal Office Equip Ltd	Stationery	£350.07
04/02/2025	Designworks	KTC Host	£360.00
04/02/2025	Castle Green Kendal Ltd	Mayors Charity Dinner Deposit	£500.00
04/02/2025	Lound Road Garage	Van Fuel & Car Care	£90.58
10/02/2025	Adobe Systems Software	Adobe Feb 25	£91.01
10/02/2025	DVLA	Van Tax 2025	£335.00
10/02/2025	E-ON Next	Garage Elec	£29.13
11/02/2025	Meraki	HR Feb 25	£598.80
11/02/2025	The Sign Man	A3 Sign Eddington	£55.00
11/02/2025	The Sign Man	Canal Head Wetland Sign	£70.00
11/02/2025	The Sign Man	Grey Auld Town Sign	£40.00
11/02/2025	Screwfix	Padlock	£21.99
11/02/2025	Westmorland & Furness Council	Meeting Exps	£51.78
11/02/2025	Bedroq CCTV Main	Mthly Camera Management	£200.19
11/02/2025	Oceans 12 Ltd	Van MOT	£58.60
13/02/2025	Lakeland Self Storage	Storage Unit	£306.50
15/02/2025	Vanguarder Ltd	Tracking Fee Feb 25	£9.60
20/02/2025	Payroll	Net pay Feb 25	£15,695.90
24/02/2025	HMRC	HMRC Feb 25	£4,898.83
24/02/2025	Cumbria LG Pension	Pension Feb 25	£5,588.25
20/02/2025	Expenses	SKU £30 March 25	£30.00
24/02/2025	J.Cornthwaite	Rinteln Expenses	£909.64
24/02/2025	Mayoral Expenses	Mayoral Expenses	£246.00
24/02/2025	iTek Computer Solutions Ltd	Phone Rentals	£383.40
25/02/2025	Health Assured Ltd	HA Policy Q4	£189.00
25/02/2025	Dance Atikk	Switch On 2024	£100.00
25/02/2025	Kendal Lions and District	Switch On 24 Santa	£130.00
25/02/2025	Community Grants	Growing Singing	£870.00
25/02/2025	Community Grants	Netherfield Bowling Club	£500.00
26/02/2025	B & Q	Materials	£38.90
28/02/2025	Waterplus	Waterplus Feb 25	£35.78
		<u>Total</u>	<u>£37,427.99</u>