

# Kendal Town Council

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



1 May 2024

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Tuesday, 7 May 2024**, 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 read '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.

### 1. Mayor and Deputy Mayor 2024

To elect a Mayor and Deputy Mayor for the coming municipal year. Also to resolve that the new Mayor and Deputy Mayor will take office immediately, having agreed to sign their declarations of acceptance of office at the Mayor Making ceremony on Thursday 16 May 2024, in accordance with the Local Government Act, 1972 s83(4)(c).

### 2. 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.

### **3. 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.*

### **4. 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.

### **5. Minutes of Last Council Meeting (pages 4 to 9)**

To receive the minutes of the meeting of the Council held on 8 April 2024 and to authorise the Chair to sign them as a true record (see attached).

### **6. Review of the Terms of Reference for Committees (pages 10 to 15)**

To review the Terms of Reference for the Council's Committees and make any amendments (see attached).

### **6. Chairs and Vice-Chairs of Committees**

To receive nominations for and resolve the Chairs and Vice Chairs of the following Committees of the Council (nominations may be taken from the floor):

- (a) Allotments
- (b) Audit
- (c) Culture and Communities
- (d) Environment
- (e) Kendal in Bloom
- (f) Management
- (g) Mayoralty and Heritage (by convention, the Mayor is the Chair of the Mayoralty and Heritage Committee, and the Deputy Mayor Vice Chair).
- (h) Planning

### **7. Membership of Committees**

To receive nominations for and resolve the membership of the following committees (nominations may be taken from the floor):

- (a) Allotments (4 ordinary members to be appointed)  
*Committee of 9 including Chair and Vice Chair of committee, of which 3 are co-opted reps from Allotment sites.*
- (b) Audit (7 ordinary members to be appointed)  
*Committee of 9, including Chair and Vice Chair of Committee*
- (d) Culture and Communities (7 ordinary members to be appointed)  
*Committee of 9, including Chair and Vice Chair of Committee*
- (b) Environment (7 ordinary members to be appointed)  
*Committee of 9 including Chair and Vice Chair of Committee*
- (f) Kendal in Bloom (3 ordinary members to be appointed)

*Committee of 10, including Chair and Vice Chair of Committee, of whom 5 are co-opted members from local interest groups*

- (a) Management  
*Committee of 10 includes the Chairs of the other Committees, plus three additional members, of which one is the Chair of the Committee, one is the Vice Chair and one is the Rep to Kendal Futures.*
- (h) Mayoralty and Heritage (7 ordinary members to be appointed)  
*Committee of 9, including Chair and Vice Chair, who may be Mayor and Deputy Mayor*
- (g) Planning (7 ordinary members to be appointed)  
*Committee of 9, including Chair and Vice Chair of Committee*

**8. Schedule Of Meetings 2024-25 (pages 16 to 18)**

To approve the proposed schedule of meetings for the forthcoming year (see attached).

**9. Representation on Outside Bodies (pages 19 to 20)**

To review the Town Council's representation at meetings with Outside Bodies and the arrangements for reporting back to the Council (see attached).

**9. Reports from Representatives on Outside Bodies (page 21)**

To receive a report from the Council representative on the following outside organisation

- Integrated Care Community (ICC) Meeting (a written report from Cllr R Sutton) (see attached)

**10. Minutes from Committees (pages 22 to 41)**

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

- (a) Allotments Committee meeting held on 29 April 2024 (to follow as available)
- (b) Culture and Communities Committee meeting held on 15 April 2024 (see attached)
- (c) Mayoralty and Heritage Committee meeting held on 25 March 2024 (see attached)
- (d) Planning Committee meetings held on 8 April and 22 April 2024 (see attached)

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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**Minutes of a meeting of Kendal Town Council held in the Town Hall, Highgate, Kendal, on Monday, 8 April 2024, at 7.30 p.m.**

## Councillors

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

**In attendance:** Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant), two members of the public and Isobel Stoddart and Sue Meyrick from the Clean River Kent Group.

## Public Participation

No items were brought forward by the public.

Isobel Stoddart and Sue Meyrick of the **Clean River Kent Group** addressed Council with regard to the work of the Group.

Isobel Stoddart informed Members that the Clean River Kent Campaign, a coalition of communities along the length of the River Kent, including Kendal, was in its 3rd year. Its vision was to protect the River Kent for both wildlife and humans. The group had about 160 volunteers, a steering group and several working groups. The group was grateful for funding from Kendal Town Council to date in helping it to deliver its programme, including the Mayor's recent attendance at the group's Open Day. Ms Stoddart informed Council about the group's key achievements in 2023, including the Citizen Science Programme, campaigning, networking, events and information sharing. She further advised the Council of the group's priorities for 2024, including the continuation of the Citizen Science Programme, ensuring that the health of local rivers was addressed by Parliamentary candidates in the General Election, developing a new programme of engagement with the river (this would be a creative venture which would reflect both the emotional attachment which many people had to the river, and the benefits which a river could bring to both mental and physical health), press coverage, developing closer links with Natural Kendal, engagement with stakeholders, events, ongoing communications, fund raising and applying to DEFRA for bathing water status at Sandy Bottoms.

Sue Meyrick talked about the group's plans to apply to DEFRA for Bathing Water Status for the Sandy Bottoms area of the River Kent. If successful, this would oblige the Environment Agency to test the river at Sandy Bottoms for E. Coli and Enterococcus, both of which could be harmful bacteria if ingested. With help from both the Town Council and Westmorland and Furness Council, the group felt confident that all of DEFRA's criteria could be met. The Mintsfeet Nature Reserve at Sandy Bottoms, the group felt, would partner extremely well with the notion of open water swimming, an increasingly popular pastime and one which promoted the good health of both body and mind and was free to the user. Ms Meyrick stressed that the group was keen for the potential of adding Bathing Water Status to Kendal's initiative to promote the wonderful natural environment.

The representatives responded to questions raised by Members, who expressed support for the scheme. Cllrs G Archibald and J Cornthwaite suggested that the group may find it useful to contact them as they were both Members of both Kendal Town Council and Westmorland and Furness Council and had close connections with the Environment Agency. Cllr M Helme further suggested that the group may wish to engage with local vets within the area. Cllr C Russell, who was Chair of Natural Kendal, welcomed the work being carried out by the group and expressed a desire for involvement by Natural Kendal. The Mayor thanked the representatives for their contribution to the meeting, acknowledging the need for everyone to work together for the good of the River Kent.

#### **79/2023 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllrs S Blunden, J Brook, A Campbell, S Coleman, C Hardy, M Severn, K Simpson and G Supka.

#### **80/2023 Declarations of Interest**

Cllr P Thornton declared an interest in Agenda Item No.11 (Wainwright Award 2023-24) as outlined at Minute No.89/2023 below.

#### **81/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

It was raised that items relating to a confidential matter appeared later on the Agenda at Item No.7(b) (Internal and External Audit) and Item No.11 (Wainwright Award 2023-24), at which points votes would be taken to exclude the press and public from the meeting.

#### **82/2023 Minutes of Last Meeting**

Attention was drawn to the an typographical error under Public Participation, where Mary Biddle (Youth Presence) was incorrectly referred to as May Biddle.

**Resolved:** To receive the minutes of the meeting of the Council held on 5 February 2024 and to authorise the Chair to sign them as a true record.

#### **83/2023 Minute Action Sheet**

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the Council. The Town Clerk referred to Items Refs. Nos.16, 17 and 18, informing Council that he had on the day following the meeting carried out the actions specified in relation to the motion, submission of the precept demand and inclusion of improved details within the Schedules of Payments.

Attention was drawn to the fact that the motion on the Divestment Policy of Cumbria Pension

Fund had been taken very seriously by the Fund Group, Kendal Town Council's comments having had a strong effect.

**Resolved:** To note the report.

### **84/2023 Mayor's Communications and Announcements**

The agenda included a report from the Mayor on her recent activities. The Mayor drew particular attention to her successful trip to Kendal's twin town of Killarney. She explained that this relationship had lain dormant for a number of years, however, that it was now being revitalised. This year would see the 20<sup>th</sup> anniversary of this twinning and the plan was to mark the occasion in a similar manner to that of the 30<sup>th</sup> anniversary of Kendal's twinning with Rinteln. Representatives from Killarney were keen, subject to re-election, to visit Kendal.

The Mayor took the opportunity to draw attention to the fact that Cllr R Edwards had been voted Positive Young Person of the year at the Diverse Cumbria Awards in Carlisle last month. Council applauded Cllr R Edwards for her achievement.

**Resolved:** To note the report.

### **85/2023 Internal and External Audit**

(a) Council was asked to consider the report from the External Auditor in relation to the Annual Governance and Accountability Return (AGAR) 2022-23, as attached to the agenda.

The Town Clerk explained that the report stated that, except for those matters detailed within the document, on the basis of External Audit's review of Sections 1 and 2 of the Annual Governance and Accountability Return, in their opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) was in accordance with the Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Those matters referred to within the report related to the fact that the announcement of the Period for Public Rights had been made prior to the approval of Section 2 of the AGAR when the Regulations required that the Return should be approved prior to the Notice being published. In addition, the report referred to other matters not affecting External Audit's opinion. Firstly, the comparative column of the AGAR Section 2 Statement of Accounts did not arithmetically add down to Box 7 by £1 when summed. When rounding the number for the Return, care should be taken to ensure the Return summed correctly as well as ensuring that Box 7 of the comparative year equalled Box 1 of the current year. Incomplete information had been provided with the initial supporting data submitted for review with regard to significant variances, which had been later requested but had remained insufficient. Attention was drawn to the fact that the Council should, in future, ensure that all the necessary supporting information was provided. Also pointed out was the fact that the Internal Auditor had commented that they had been unable to confirm that the Council had met its annual publishing responsibilities. The Council had, however, been certain that it had met its responsibilities and had, therefore, responded in the affirmative to the relevant assertions. External Audit had been unable to independently confirm this, however, the Internal Auditor had indicated their intention to timetable this into their checks during 2023/24. The Internal Auditor had answered in the affirmative to question K on the Annual Internal Audit Report regarding authorities that were exempt in the current or prior year, however, this had been incorrect.

The letter from External Audit also referred to the fact that it had been noted that certain

internal review policies and procedures were out of date due to changes in systems. Explanations had, however, led External Audit to state that it was unlikely that any matters had been improperly concluded by the Council, although there may have been practical difficulties in the ease and speed of the Council's decision-making processes resulting from the need to use "hybrid" information. As a result, and so that they could be satisfied that the systems were now in place, they asked now to be provided with a copy of the updated policies and procedures in relation to financial management during the year and for internal controls to be provided with the 2024 AGAR, together with a copy of the minutes adopting those practices. They also wished to see confirmation from the Internal Auditor that they had reviewed these policies and were satisfied that they were being followed.

The Town Clerk provided an explanation in relation to the one exception raised by External Audit. He informed Members that, with regard to early publication of the Notice prior to approval of the Return, he had been due to be away on leave when this was due to be done, and so carried out this task in advance. The control for this was to timetable in future for the Notice to be published after the relevant Council meeting. He acknowledged the fact that the issues raised were technical in nature but that the Council should be getting them right. The Audit Committee would do its best to ensure that all was correct moving forward.

**Resolved:** To receive and note the report from the External Auditor in relation to the Annual Governance and Accountability Return 2022-23.

### **Part Two**

***The next item was considered following a resolution to exclude the Press and Public due to the confidential or commercial sensitivity of the report.***

(b) Council was asked to consider the recommendation from the Audit Committee on the appointment of the Council's Internal Auditor (Minute A27/2023 of the Audit Committee meeting held on 22 March 2024 refers).

Cllr C Russell, Chair of the Audit Committee, referred to the special meeting of the Audit Committee which had been held to consider the appointment and to the need to select the right candidate with the relevant experience.

Whilst a Member raised concern in relation to the recruitment and selection process which had been followed, the majority of Members took assurance from the fact that the Members of the Audit Committee were sufficiently qualified and experienced in this type of business and that they had discussed the matter appropriately and at length.

**Resolved:** To approve the appointment of Julie Hartley as the Council's Internal Auditor, initially for a year, and then in three year blocks as required, subject to appropriate review.

### **Part One**

***The Press and Public were readmitted to the meeting following a resolution to move back into Part One.***

### **86/2023 Reports and Minutes from Committees**

The Council was presented with the following minutes from recent meetings of the Council's standing committees:-

(a) Allotments Committee on 26 February 2024

In presenting the minutes, Cllr A Finch drew attention to the fact that the title of “Chair” had been omitted from next to his name in the attendance list.

- (b) Audit Committee on 29 January and 22 March 2024
- (c) Culture and Communities Committee on 19 February 2024

In response to a query, Cllr HI Ladhams and the Town Clerk provided explanations around the consideration of and awards of grants. Cllr Ladhams also explained how the Comic Arts Festival was no longer based within Kendal and that the Committee’s preference was to support Kendal-based organisations.

- (d) Environment Committee on 11 March 2024
- (e) Kendal in Bloom on 13 February and 19 March 2024
- (f) Management Committee on 4 March 2024
- (g) Planning Committee on 5 February, 19 February, 4 March and 18 March 2024.

The question of how Members who arrived at or left meetings part way through proceedings was recorded and the need for a consistent policy was, once again, raised. The Town Clerk undertook to bring the matter to a future meeting of the Management Committee for a recommendation to be made to Council.

**Resolved:** To include the title “Chair” next to Cllr A Finch’s name in the attendance list within the minutes of the meeting of the Allotments Committee held on 26 February 2024.

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

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

### **87/2023 Reports from Representatives on Outside Bodies**

The Council considered a report from its representative on the following outside organisation:

Integrated Care Community (ICC) Delivery Group Meeting (a written report from Cllr R Sutton).

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, took the opportunity to raise the situation with regard to the Environment Agency’s new application in relation to the proposed wall on New Road.

***Note – Cllr D Rathbone at this stage drew attention to the fact that he was Vice-Chair of the Westmorland and Furness Council South Lakes Area Planning Committee and took no further part in the discussion on the item.***

Cllr H Ladhams, Vice-Chair of the Planning Committee, referred to a forthcoming meeting that she would be attending with Tim Farron MP and the Chief Executive Officer of the Environment Agency, at which the planning application was to be discussed. She further advised that consideration of the application by Westmorland and Furness Council’s South

Lakes Area Planning Committee had been put back to 15 April 2024 in order to allow for further representations to be made.

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

### **88/2023      Schedule of Payments**

The Council was presented with the schedules of payments for January and February 2024. The Town Clerk provided clarification with regard to a number of queries raised by Members. The Town Clerk undertook to get back to Members to elaborate on the payment of £6,200 made to Westmorland and Furness Council in respect of Footpaths. In addition, he undertook to provide clarification on the two payments made on 22 February to North West Pest Control Service.

**Resolved:** The Town Clerk to provide clarification in relation to the payments referred to above.

**Resolved:** To receive the schedules of payments for January and February 2024.

### **Part Two**

***The next item was considered following a resolution to exclude the Press and Public due to the confidential or commercial sensitivity of the report.***

### **89/2023      Wainwright Award 2023-24**

***Note – Cllr P Thornton declared an interest in this item by virtue of being related to an individual who had been nominated for the Wainwright Award. He left the Council Chamber for the remainder of the meeting, taking no part in the discussion or voting on the item.***

Prior to consideration of the nominations, some discussion took place around the need for clarity around the criteria for nominations. The Town Clerk explained that the Deed of Covenant referred to both individuals and groups and pointed out that there had also originally been a requirement for a small group of Members, the Town Clerk and the Treasurer to consider the award. He pointed out that legal advice would be required on the matter.

All Members having received the relevant documentation, the Council considered nominations for the Wainwright Award 2023-24.

Following a secret ballot, it was

**Resolved:** To present the Wainwright Award 2023-24 to Nina Bale, Founder and Co-ordinator, Friends of Manna House.

The meeting closed at 9.00 p.m.

## Kendal Town Council

### Agenda Report

Committee: Full Council	Meeting Date: 7 May 2024
From: Town Clerk	Agenda No: 6
Description: Committee Terms of Reference	

### Background

The Council adopted new Terms of Reference for its Committees, with effect from 1 October 2023. The Annual Meeting of the Council affords an opportunity to review these and to make any necessary changes, prior to appointing members.

### Committee Terms of Reference

#### The Mayor of Kendal

The Mayor is the First Citizen of Kendal. They are elected from the membership of the Council every year in May. Traditionally the Mayoralty changes every year, but there is nothing preventing a Mayor from serving more than one term. The Mayor is the Chairman of the Council, as defined by the Local Government Act 1972.

The Deputy Mayor's role is to stand in when the Mayor is unavailable. When standing in, the Deputy Mayor has all the powers of the Mayor.

#### The Council

Kendal Town Council has 28 members serving 10 wards. Meetings of the Full Council are chaired by the Mayor of Kendal, or by the Deputy Mayor in their absence. If neither the Mayor nor the Deputy Mayor are present at a meeting, then the first order of business must be to select a chair from the assembled councillors. The Council's meetings are ruled by its Standing Orders, periodically reviewed and adopted by the Council. The Council is working to implement the Kendal Town Council Plan and the recommendations of the Kendal Citizens' Jury on Climate Change.

#### The Council:

Elects the Mayor and Deputy Mayor

Approves the budget and precept

Approves the Council's Standing Orders, Financial Regulations, Code of Conduct and other such functions as are reserved to meetings of the full Council by law.

Approves expenditure beyond the limit expressed in the Financial Regulations

Exercising its powers under s101 of the Local Government Act 1972, the Council delegates most of its operations to Committees.

All Committees may appoint sub-committees and working groups, with such membership as they see fit (including co-option of non-councillors), to more effectively deliver any of the functions delegated to them by the Council. Such sub-committees and working groups may be delegated powers otherwise held by the parent Committee, but may not exceed them, and must report their actions to their parent committee, to whom they are accountable.

The **quorum** of the Council and any committee is one third or three, whichever is greater. Where a committee has a co-opted membership drawn from outside the Council, the quorum refers to the Councillor members of the Committee.

The Town Clerk and the Kendal Town Council Staff Team provide a public record of the Council's work and help implement decisions made by each of the Council's Committees.

## **Committees**

The Council's Committees are as appointed as follows:

- Allotments Committee
- Audit Committee
- Culture and Communities Committee
- Environment Committee
- Kendal in Bloom Committee
- Mayoralty and Heritage Committee
- Planning Committee
- Management Committee

### **Allotments Committee**

Consists of 6 members of the Council and 3 co-opted representatives from the allotment tenants. Co-opted members may vote on any decision except those involving expenditure.

To manage the Town Council's duties under the Allotments Acts.

To manage the Town Council's allotment estate.

To liaise with allotment tenants, oversee the Council's tenancy agreements and act as a final arbiter in any dispute.

To manage the allotments budget, including the setting of appropriate charges and the deployment of any reserves.

To encourage biodiversity across the allotments.

To secure new plots and ensure a more even spread of allotments across the town.

### **Audit Committee**

Consists of 9 members.

To develop and maintain the Council's financial controls, including reviewing the Council's Financial Regulations.

To maintain the Council's compliance in all aspects of regulation, governance and statute and to make any necessary recommendations for policy where this affects the operation of other committees and the council.

To develop and maintain the appropriate management of the Council's Schedule of Assets.

To oversee the proper maintenance of Risk Management and other policies, including safe and healthy working practices and the review of the effectiveness of the Council's internal controls.

To appoint Internal Auditors and review their effectiveness.

To receive the budget control statements and monitor the financial performance of each committee.

### **Culture and Communities Committee**

Consists of 9 members.

To work and collaborate with others to develop a thriving town for our communities.

To manage and develop the Council's grants programmes for festivals and the community.

To develop the Council's relationship with cultural and community organisations, including maintaining appropriate funding schemes.

To develop the Council's support for Third sector and voluntary activities.

To develop the promotion of sport, the arts and other areas of community life.

To develop policies and projects which will promote the economic wellbeing and social cohesion of the town, including those that promote resilience and planning for emergencies.

To manage the town's Christmas lights display and work with partners to deliver a 'switch-on' event.

The Committee is delegated by the Council, acting as Sole Trustee, to manage the Schools of Science and Art (Sale Proceeds) Charity. To exercise this delegation, it must convene as a separate meeting and abide by Charity Law.

### **Environment Committee**

Consists of 9 members

To coordinate and manage the Council's response to the Climate Emergency in line with stated commitments to net zero by 2030.

To lead on and address the recommendations of the Citizens' Jury.

To develop and manage the Council's green spaces.

To develop and deliver with partners, active travel concepts.

To develop and manage policies which increase biodiversity.

To develop, manage and oversee council policies which increase and protect biodiversity.

To support initiatives relating to improved air and water quality

To develop and deliver with partners, active travel concepts to include footpaths and dedicated cycle routes.

To develop, manage and maintain physical ('street scene') assets in the town in conjunction with relevant partners.

To oversee the implementation of 20mph speed limits within the town.

To work with partners to identify further potential traffic management projects.

To introduce and support initiatives to reduce waste (in particular single-use plastics), encourage residents to recycle, repair and re-use.

### **Kendal in Bloom Committee**

Consists of 5 Council members and 5 co-optees. Co-opted members may vote on any decision except those involving expenditure.

To coordinate and manage the floral displays across the town.

To coordinate and manage other schemes which make the town a more attractive place to live, work and visit.

To coordinate and manage the town's entry into In Bloom events.

To liaise with other stakeholders over issues like sustainable gardening, biodiversity and conservation.

To encourage biodiversity, native planting and mitigation of the impact of climate change.

### **Mayoralty and Heritage Committee**

Consists of 9 members

To advise and oversee the Mayor of Kendal's role and their programme of events and functions.

To maintain and develop the Council's historic collection.

To oversee the management of the Mayor's Parlour and picture store.

To develop and maintain public access to the Collection and Parlour.

To oversee the Council's role in Civic life, including managing permissions for use of the town crest.

To develop policies and actions which will promote the heritage of the town, including through liaison with Kendal Museum and other dynamic links with partner organisations as the committee see as appropriate.

To oversee the Council's tourism promotion initiatives such as Visit Kendal.

To maintain and promote the town's Twinning relationships with Rinteln and Killarney, including through close liaison with the Kendal Rinteln Association and any other body which supports the aims of Town Twinning.

## **Planning Committee**

Consists of 9 members

To respond on behalf of the Council as Consultee to planning applications.

To respond on behalf of the Council to consultations on matters relating to Planning.

To develop policies on Planning matters.

To appoint and oversee a Flood Relief Scheme Working Group, with such terms of reference as it sees fit.

To manage the Council's budget relating to the Flood Relief Scheme.

## **Management Committee**

Consists of the Chairs of each Committee above (including the Mayor as Chair of the Council), plus a Chair and Vice Chair. Committee vice-chairs may deputise on occasions when the Chair is unable to attend. May co-opt such other members as it sees fit up to a maximum of two further councillors.

To oversee the strategic roles and decision making of the Council.

To guide the Council in the formulation of its objectives.

To develop policies and direct the Council's Plan.

To maintain oversight of the Council's activities and budgets, including the deployment of CIL funding and the recommendation of an annual budget and medium term financial plan to Council for adoption.

To oversee effective relationships with Westmorland and Furness Council, Kendal Futures and Kendal BID.

To resolve issues of a cross-cutting nature between Committees.

To fulfil such other tasks as the Council may from time-to-time delegate to ensure the effective governance and operation of the Council.

To appoint an Employment Sub-Committee.

## **Standing Sub-Committees and Working Groups**

The council standing sub-committees are:

- Employment Sub-Committee (reports to Management Committee)
- Flood Relief Scheme Working Group (reports to Planning Committee)

## **Employment Sub-Committee**

Consists of three members, with the Town Clerk in attendance.

To coordinate the staffing arrangements of the council in conjunction with the Clerk.

To manage the Council's duties as an employer.

To line manage the Clerk and to oversee staff welfare, appraisal and wellbeing.

To make recommendations on pay and performance in conjunction with the Clerk.

### **Flood Relief Scheme Working Group**

Consists of such members as required, including such Environment Agency staff and members of other Councils or the public as the Group considers necessary.

To consider the Planning and other aspects of the Kendal Flood Relief Scheme as they affect the council and the communities of Kendal.

To represent the Council's interests in liaison meetings with the EA and its suppliers.

To make recommendations to the Council and its Committees on matters relating to the Flood Relief Scheme.

### **Work with other Organisations**

The Council will appoint to other organisations who are seen as partners is achieving its aims and objectives and to help implement the Kendal Town Council Plan.

**DRAFT Schedule of Meetings 2024-25**

All meetings at 7pm unless otherwise shown

**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 6pm sometime between 1 March and 1 June (inclusive).

	23 May 2024	Thursday	6.15pm
	14 April 2025	Monday	6.15pm

**Council**

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

1	7 May 2024	Tuesday	Annual Meeting
1a	16 May 2024	Thursday	Mayor Making
2	3 June 2024	Monday	AGAR
3	29 July 2024	Monday	
4	7 October 2024	Monday	
5	2 December 2024	Monday	Budget
6	3 February 2025	Monday	Precept
7	7 April 2025	Monday	
1	5 May 2025	Monday	Annual Meeting
1a	15 May 2025	Thursday	Mayor Making

**Management**

1	20 May 2024		
2	1 July 2024		
3	2 September 2024		
4	4 November 2024		Budget
5	6 January 2025		
6	3 March 2025		
1	19 May 2025		

**Audit**

Note these should revert to four times per year in 2025-26.

1	13 May 2024		Year end
2	22 July 2024		1 <sup>st</sup> quarter
3	21 October 2024		2 <sup>nd</sup> quarter
4	20 January 2025		3 <sup>rd</sup> quarter
5	28 April 2025		Year end

**Planning**

24	7 May 2024		
1	20 May 2024		
2	3 June 2024		
3	17 June 2024		
4	1 July 2024		
5	15 July 2024		
6	29 July 2024		
7	19 August 2024		
8	2 September 2024		

9	16 September 2024		
10	7 October 2024		
11	21 October 2024		
12	4 November 2024		Budget
13	18 November 2024		
14	2 December 2024		
15	16 December 2024		
16	6 January 2025		
17	20 January 2025		
18	3 February 2025		
19	17 February 2025		
20	3 March 2025		
21	17 March 2025		
22	7 April 2025		
23	22 April 2025	Tuesday	
24	6 May 2025	Tuesday	
1	19 May 2025	Monday	
2	2 June 2025	Monday	
3	16 June 2025		
4	7 July 2025		
5	21 July 2025		
6	18 August 2025		
7	8 September 2025		
8	21 September 2025		
9	6 October 2025		
10	22 October 2025		
11	3 November 2025		
12	17 November 2025		
13	8 December 2025		
14	22 December 2025		
15	5 January 2026		

### Environment

1.	13 May 2024		
2.	15 July 2024		
3.	9 September 2024		
4.	11 November 2024		Budget
5.	13 January 2025		
6.	10 March 2025		
1	12 May 2025		

### Culture and Communities

1	10 June 2024		
2	16 September 2024		
3	18 November 2024		Budget
4	27 January 2025		
5	17 March 2025		
6	9 June 2025		

### Mayoralty and Heritage

1	17 June 2024		
2	23 September 2024		Budget
3	16 December 2024		

4	24 March 2025		
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**Allotments**

1	24 June 2024		
2	30 September 2024		Budget
3	24 February 2025		
4	14 April 2025		

**Kendal in Bloom**

1	23 July 2024	Tuesday	
2	22 October 2024	Tuesday	Budget
3	21 January 2025	Tuesday	
4	22 April 2025	Tuesday	

**Kendal Town Council****Annual Meeting 7 May 2024****Appointments to Outside Bodies 2024/25**

The following memberships were agreed at the Council's meeting on 2 May 2023. Where the Council's appointed role is known, or assumed, this has been noted in column 5. Members appointed to these Outside Bodies are required to make contact with the Outside Body as soon as possible to confirm their appointment, and to relay the current contact details of the Outside Body to the Council.

<b>Organisation</b>	<b>No. of Rep(s)</b>	<b>Representative(s) in 2023</b>	<b>Reports to</b>	<b>Notes on role</b>	<b>Proposed</b>
Air Quality Working Group	1	Cllr G Archibald	Environment	Watching brief	
BID Board	1	Cllr J Dunlop	Management; Council	Active member	
Brewery Arts Centre	1	Cllr C Russell	Council	Watching brief	
Cumbria Association of Local Councils	2	Cllr R Sutton Cllr M Severn	Council	Active members	
Emergency Plan (Kendal Community Emergency Plan Group)	1	Cllr J Cornthwaite	Management; Council	Group Disbanded	n/a
Integrated Care Community/Healthy Towns Status (W&FC)	1	Cllr R Sutton	Council	Active member	
Lakes Line User Group	1	Cllr S Coleman	Council	Watching brief	
Kendal Bus User Group	1	Cllr E Hennessy	Council	Watching brief	
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council	Active member	

<b>Organisation</b>	<b>No. of Rep(s)</b>	<b>Representative(s) in 2023</b>	<b>Reports to</b>	<b>Notes on role</b>	<b>Proposed</b>
Kendal Futures Board	1	Cllr S. Long	Management; Council	Active member	
Kendal Lads and Girls Club	2	Cllr K Blamire Cllr L Edwards	Council	Watching brief	
Kendal Mountain Festival	1	Cllr M Helme	Culture and Communities	Watching brief	
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council	Active members	
Lancaster Canal (Northern Reaches)	2	Cllr A Blackman Cllr L Hendry	Council	Active members	
One Voice	1	Cllr R Sutton	Council	Watching brief	
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllrs J Brook and R Sutton	Mayoralty and Heritage	Active members	
South Lakeland Action on Climate Change and Transition South Lakes	2	Cllr G Archibald Cllr M Helme	Environment	Active members	
South Lakes Equality and Diversity Partnership	1	Cllr G Tirvengadam	Council	Active member	

**Kendal Town Council  
Full Council – 7 May 2024  
Reports from Representatives on Outside Bodies**

**Integrated Care Community (ICC) meeting held at Hallgarth Community Centre  
on 17 April 2024**

At this meeting there was a presentation by the Green Doctor, a national organisation supported by Cadent and the Westmorland and Furness Council locally.

This organisation has been set up to provide free home energy advice and simple energy saving measures to help those who may be struggling with high energy prices. Debt and billing advice can be given. Advice can be given on how to reduce damp or mould. (this was noted by local nurses who have noticed how quickly local elderly people decline as their housing situation deteriorates). Helpful hints and tips can be given that can save energy, waste and money. Reducing carbon footprint is also important. The Green Doctor can be contacted at- [www.GreenDoctor.info/08000982814/](http://www.GreenDoctor.info/08000982814/) or at the Gateway Church Hub in the Town Hall on Wednesdays between 10.00 a.m. and 1.00 p.m.

The Gateway Church is involved in an audit of local faith groups to discover what they do for their communities.

Age UK has been very busy offering advice to people over the age of 50. In 3 months they have dealt with 1300 enquiries. Again some funding is available for people struggling to pay energy bills.

Carer Support South Lakes mentioned a local carers action week beginning the 10th June.

Manna House and Gillinggate Surgery mentioned how useful student counsellors from Lancaster University have been in assisting clients.

Growing Well is 20 years old now and is launching a big fundraising campaign to raise £20,000. On 15 June they plan a sponsored walk from Tebay to Sizergh.

Dr Lee mentioned an interesting book called "Sick Society" by Dr Andy Knox which looks at more effective ways generally that society can be made healthier. I have suggested that Kendal Library might like to buy a copy!

**Cllr Richard Sutton**

# 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, 15 April 2024, at 7.00 p.m., in the Lowther Room at the Town Hall, Highgate, Kendal.

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

**In attendance:** Town Clerk (Chris Bagshaw).

### Public Participation

The Committee received a verbal presentation from Hester Hetherington, who delivers art sessions in schools under the Lakeland International Comic Arts Festival banner. Hester explained how her project helped to develop a wide range of young people's skills, including fine motor skills, communication and expression. She showed some samples of the artwork produced, and explained how important she felt the work had been and why it was presented under the LICAF branding.

In a discussion, Committee members expressed sympathy for her funding dilemmas, whilst confirming that the Festivals funding was quite limited in its scope and really was for bringing festivals to the streets of Kendal. It was suggested that the School of Science and Art Charity may be a more suitable fit, but this would require a different application, because the Charity was independent of the Town Council's finances. Further conversations should be initiated on this basis. Cllr Thornton also encouraged Hester to make further contact with officers at Westmorland and Furness Council (where Cllr Thornton is also a councillor) and offered to support her in making this connection.

### CC26/2023 Apologies

**Resolved:** To receive and accept apologies for absence from Cllrs Long, Simpson and Sutton.

### CC27/2023 Declarations of Interest

No declarations of interest were raised under this item.

### CC28/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### CC29/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

It was noted that a date was still being sought for the working group on Christmas lights. Visit Kendal and tourism generally would be topics for a future meeting. Matters relating to the market aspect of the Heart of Kendal LUF funding would also be on a future agenda.

Kendal BID could also be involved in these conversations (on tourism in particular)

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

**Resolved:** That Kendal BID be invited to a future meeting of the Committee.

### **CC30/2023 Budget Monitoring 2023/24**

(a) The Committee considered its budget monitoring report for 2023/24 as at 7 April 2024. There were further queries about the precise meaning of headings in the report and the Clerk acknowledged that there was further work to be done in making these things clearer.

**Resolved:** To receive and note the report.

### **CC31/2023 Community Grant Applications**

The Committee first gave full consideration to each of the applications prior to making decisions on figures in relation to community grant funding, as follows:

(a) *Gateway Church - £1,000 per annum for three years (£3,000 in total)*

The grant, if approved, would be put towards continuing to fund the Community Hub for the next three years. Estimated costs for the current year £9,229.35. The leaflet drop would only go ahead if funds are available. It was noted that this was a Church application, and whilst the committee acknowledged it had made funding allocations to Church groups in the past, it felt the Council needed to be more specific in the terms under which it offered funding to faith-based groups.

**Resolved:** To defer consideration of this application for further work by the funding criteria working group.

(b) *Kendal Community Theatre - £1,000*

The grant, if approved, would be put towards cost of hire of Castle Street Centre for the production of Kendal community event "The Hound of the Baskervilles" during week 8 to 15 December 2024.

**Resolved:** To offer a grant of £1,000.

(c) *Netherfield Bowling Club - £500*

The grant, if approved, would be put towards work to carry out deep aeration of the bowling green.

**Resolved:** To offer a grant of £500

(d) *Netherfield Bowling Club - £5,000 over three years*

The grant, if approved, would be put towards waterlogging relief/future proofing the green; floodlights; site maintenance; Crown Green Bowls promotion. The Committee did not feel able to commit such a sum over the period requested at this stage, noting that the Club was one of a number in the town

**Resolved:** To decline the application as it stood, but to make clear to the Club that it would accept an application for a further £500 in the future.

### **CC32/2023 Christmas Lighting 2024**

The Town Clerk provided a verbal report on the preparations for the Christmas lighting display and switch-on in 2024. The lighting working group, as previously noted, was still awaiting a mutually convenient date to meet. Preliminary work for the switch-on event had revealed the current shortfall in staffing at the Town Council. A workaround suggestion is to employ the previous Development and Delivery Manager to manage the event on a freelance basis, ensuring that the Council's Events Officer gains the experience necessary to take the project on in future years. It was noted that the budget for this would require some input from the Management Committee and that this was currently being sought. The Ice Rink proposals were now left to the landowner (W&FC) to conclude, in conjunction with the operator and Lakeland Arts.

**Resolved:** To note the verbal report.

### **CC33/2023 Grants and Funding Criteria**

The Committee was presented with a report from the Grants Criteria Working Group which had met on 26 March 2024 to begin the process of agreeing a revised set of criteria for the awarding of grants and funding from the Council's two, principal budget lines – Community Grants and Festivals.

The Working Group had noted that the Council currently awarded small grants up to £500 for community groups and start-up festivals, and would consider funding organisations up to £5,000, per year, for larger scale projects. The application forms were different for each purpose, but the criteria were identical. The Working Group had further noted that several organisations were Kendal 'institutions', and might reasonably be allocated their own budget line, rather than a requirement for them to apply for reactive grant funding every year/three years.

The Working Group had discussed how a scheme of grants might better support the wide range of community and third sector groups in the town – the ones for whom even a £500 grant might be enough to help them thrive. It was noted that larger organisations tended to be funded from a wide range of sources and sometimes even benefitted from having professional fundraising. In their circumstances, funding from the Town Council was an important indication of local support for match funding, but not critical in actual volume of relative funding.

Although the Working Group made considerable headway in identifying the issues surrounding the Grants Criteria, it did not yet find a working formula that could be applied to future applications. It had noted that the Grants Criteria must support the Council's plan, be within the powers of the Council, and be within budget. On this basis, it had agreed that further work was necessary to bring this issue to a satisfactory conclusion.

**Resolved:** To note the report. The Working Group will reconvene once the Christmas Lighting Working Group has completed its tasks.

**CC34/2023 Festival Grant Applications**

There were currently no grant applications to this budget to be considered.

**CC36/2023 Community Resilience**

The Town Clerk provided a brief verbal report on the progress of Community Resilience planning. The Council's application for funding was due to be considered by Cumbria Community Foundation on 14 May 2024. The funder required a safeguarding policy, which was now in draft form awaiting Management committee consideration. The Clerk will write up a Project brief and share the application details with members. It was suggested that the new officer, should the funding be successful, could be hosted at Stricklandgate House.

**Resolved:** To note the verbal report.

The meeting closed at 8.55p.m.

## Kendal Town Council

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



### Minutes of the meeting of the Mayoralty and Heritage Committee held on Monday, 25 March 2024, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr J Brook	Present	Cllr S Coleman	Apologies
Cllr J Cornthwaite (Vice-Chair)	Present	Cllr J Dunlop (Chair)	Present
Cllr D Rathbone	Present	Cllr M Severn	Absent
Cllr G Tirvengadam	Present	Cllr C Russell	Present
One vacancy			

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

#### MH26/2023 Apologies

Attention was drawn to the fact that Cllr S Coleman, who had been appointed by Council on 5 February 2024 to take up one of the vacancies on the Committee, had been omitted from the membership list on the front sheet of the agenda in error. In addition, Cllr L Hendry, who had recently left the Committee, appeared in the membership list in error.

**Resolved:** To receive and accept an apology for absence from Cllr S Coleman.

#### MH27/2023 Declarations of Interest

No declarations of interest were raised under this item.

#### MH28/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

#### MH29/2023 Minutes from the Last Meeting

**Resolved:** To receive the minutes of the meeting of the Mayoralty and Heritage Committee held on 22 January 2024 and to authorise the Chair to sign them as a true record.

#### MH30/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

MA41/2022 and MH5/2023 – With regard to signage for directions to the Mayor's Parlour and on the room door, the Heritage Officer reported that he had corresponded with the relevant officer at Westmorland and Furness Council who had indicated that they would be happy to deal with this. Westmorland and Furness Council would liaise with the individual producing the signs and would ensure that the Heritage Officer was provided with proofs.

The Town Clerk indicated that updates on the remaining items within the Minute Action Sheet were included within the agenda for the meeting.

**Resolved:** To note the report.

### **MH31/2023 Review of Spend against Budget 2023/24**

The Committee considered its budget monitoring report.

The Town Clerk advised that any remaining money within the 2023/24 Mayoralty Budget would be put towards corporate banners which he had already commissioned. In addition, he suggested that any money remaining within the Exhibitions budget could be put towards assisting in the retention of the remaining items from the K-Shoe Heritage Centre, as detailed under Agenda Item No.10 (K-Shoes Collection) (see Minute No.MH35/2023 below).

**Resolved:** To note the budget monitoring report as at 17 March 2024.

### **MH32/2023 Reimagining the Wildlife Collection at Kendal Museum**

Cllr C Russell, through his role with Natural Kendal, had been involved in a group working at Kendal Museum to 'reimagine' the way that the world wildlife collection was presented. Some of this had been inspired by the academic work of Joe Rigby, who had shown that many of the core items of the collection had been donated by a local English Colonialist, who had acquired them in East Africa, often in circumstances which would not be considered acceptable by modern ethical standards. The group was exploring ways that this collection could be given context, and that links could be made with some of the local East African communities from whom they had been taken.

Cllr Russell gave a detailed verbal report on the contact he had had through Natural England with Kendal Museum on reimagining the presentation of the historic wildlife collection at the Museum, the details of which were available within the notes of a meeting held at Kendal Museum on 15 March 2024 which had been attached to the Agenda to support Cllr Russell's report on this and other meetings on the issue.

Cllr Russell drew particular attention to a major issue which had been unearthed relating to three significant ritual objects from Kenya and Uganda which had been brought to Kendal and which, it was felt, should be given back to the Nandi people in an appropriate manner. Cllr Russell drew attention to Cllr A Blackman's strong connection to the area through the Open Arms International Charity and to a forthcoming visit to Kendal by several Kenyan partners, including a visit to the Museum.

Attention was drawn to the fact that Westmorland and Furness Council were the trustees of the Kendal Museum Collection and the question raised as to that Council's feelings with regard to the potential to hand back the items. Also raised was the question regarding how the items would be handed back and funding of that process.

In terms of this Committee's involvement, Cllr Russell suggested that this was the appropriate body to hold initial discussions. He further drew attention to the fact that Cllr E Hennessy was the Westmorland and Furness representative on the Museum Development Committee, however, that it had not met for over 11 years and, he felt, needed to be reconstituted. Cllr Russell explained that he had asked Cllr Hennessy to look into this matter. This Committee would need to wait until Cllr Hennessy came back with news before it could establish its future role. Cllr Dunlop asked Cllr Russell to keep the Committee informed so that its role, if any, could be established.

Cllr Russell took the opportunity to point out that Carol Davies, Curator at Kendal Museum for the past 37 years, was retiring. There would be a presentation to celebrate her work at the Nature Recovery Conference on 18 May 2024 and Cllr Russell asked for a means to ensure that Members were invited to contribute to a collaborative gift. The Town Clerk agree to allow a facility to ensure that this was possible.

**Resolved:** Cllr Russell to keep the Committee informed of the situation so that its role, if any, can be established.

**Resolved:** To note the report.

### **MH33/2023 Slavery and Kendal Exhibition**

The Heritage Officer provided a brief verbal report on progress of plans for the Slavery and Kendal Exhibition.

Following meetings with representatives at Kendal Museum, instead of a static, six day exhibition, the plan now was for a trail which would become part of Kendal's cultural offering. The Heritage Officer was now trying to develop the beginnings of a trail, initially with eight points, detail of which he circulated to Members at the meeting. The points included an introduction and information relating to items and places within the Town relating to the Slave Trade - the Cumberland Sausage, Rum Nicky, Grasmere Gingerbread, Cumbrian Rum Butter, Kendal Black Drop, Kendal Mint Cake and Tobacco. The intention was to produce a trail sheet and to include information on the Council's Website. The launch of the trail would take place at the Unity Festival and would include information on how the Council was trying to further to develop the trail and invite local people to include their stories. The Heritage Officer sought the Committee's approval to continue with this direction of travel.

Members thanked the Heritage Officer for his work. They welcomed the new direction, also seeking a presence and something visual for the Unity Festival on 20 July, based within the Kent Room, and the potential for a taster trail session. The need for a more meaningful partnership with other organisations was stressed and, in particular, the need to involve the Civic Society. The Heritage Officer pointed out that this was a collaborative piece of work on which the Town Council would lead. Discussion took place with regard to the fact that snuff was still manufactured on the Mintsfeet Estate, however, the Heritage Officer pointed out that the trail would not, as yet, reach out to that area, although details relating to the Kendal Brown House could be included within the leaflet.

**Resolved:** To organise a presence, visuals and a taster trail for the Unity Festival on 20 July.

**Resolved:** To note the verbal report and support the new direction of travel.

### **MH34/2023 Museum Provision**

The Town Clerk reported that work was progressing in the right direction, and he drew Members' attention to work being carried out by the Town Council together with the Museum to draw in additional partners.

**Resolved:** To note the report.

### **MH35/2023 K-Shoes Collection**

The Town Clerk reported that the K-Shoes Heritage Collection had been mostly removed to Street, Somerset when the K-Village Heritage centre had closed circa 2018/19. In Street, it was in the care of the Alfred Gillett Trust, which had acquired the heritage collections of Clarks when the firm had been restructured. The Gillett Trust had given assurances that the Collection was in good hands, though obviously it was now 300 or so miles from its original home. Still in the K-Village building

remained a number of additional files and boxes which had not been taken to Street, either because they had not been on site when the items had been collected or they had not been considered directly valuable to the Gillett Trust. Also remaining on site were the glass display cabinets, and a Waring and Gillow shop front, which had been a feature of the heritage centre. The centre's large graphic displays were also stored on site.

The long-serving manager of the K-Village site had retired on 13 March, leaving custody of the remaining items in the hands of the site's managing agents, Savills. The agent had a tenant lined up to occupy the space currently used to store the remaining items, and had suggested that the items could and should be removed from the site as soon as possible to ensure that they did not end up in a skip.

Following discussions with officers, it was apparent that Kendal Futures currently had a remaining restricted fund for the Collection of approximately £2,300. Additionally, the Town Council currently had revenue funding for its exhibition, which would not be rolled over into the next financial year.

It was, therefore, being proposed that the Town Council remove the remaining items to a safe store, where it could be appraised by curatorial and archive experts and preserved, retained or disposed of appropriately. An appeal for storage space had been put to Westmorland and Furness Council, but in the meantime, inside safe storage for items could be found at several places in Kendal, with prices at around £120 per month. The Town Council had appropriate curatorial contacts for an initial assessment to be made at approximately £30 per hour.

Discussion took place during which the potential to site the Waring and Gillow shop front within the new market area was raised. Also raised was the fact that the Gillett Trust had indicated a willingness to lend out some of its items in Street from time to time. In addition, the Trust was happy to share its catalogue of the items with the Town Council. The Clerk reconfirmed the details relating to funding of the proposal.

**Resolved:** To approach the Gillett Trust to obtain a copy of the catalogue of the Kendal K-Shoe items.

**Resolved:** To retain the remaining items from the K-Shoe Heritage Centre in Kendal for appraisal, as outlined within the report and set out above.

### **MH36/2023    Twinning**

Cllr J Dunlop first talked about Rinteln, reporting that the AGM had recently been held at Kendal Rugby Club. Five representatives from Rinteln were due to attend the Council's Mayor Making in May 2024, and a small programme of events to entertain them was being developed. Rinteln's Alstadtfest would be taking place in August and 14 representatives from Kendal would be attending. In addition, Kendal Concert Band would be taking 47 people and would perform at various venues in the area.

Cllr Dunlop next referred to her recent visit to Killarney, from 15 to 17 March 2024. Groups from Killarney's other twin towns, Pleinfeld in Bavaria and Casperia in Italy, had also been in attendance. Cllr Dunlop had taken part in the Killarney Park Run on the Saturday morning. In the evening the twinning association had been invited to a Chopin Recital. On the Sunday morning, St. Patrick's Day, there had been a ceremony for the representatives from the twin towns to sign a visitors' book, with each signatory being presented with a wooden pen made from fallen trees by Killarney's Men in Sheds. The St. Patrick's Day Parade had taken place at 2.00 p.m. Prior to her visit, Cllr Dunlop explained that she had spoken with Kendal Rotary Club who were keen to make contact with their opposite group in Killarney. The group in Killarney had indicated that they were also keen to develop the link. Cllr Dunlop had met the Mayor of Killarney and its councillors, who wished to return to Kendal, subject to re-election. Cllr Dunlop had also had discussions with Killarney's Mountain

Festival group who had acknowledged the help and supported provided by the organisers of Kendal Mountain Festival. Cllr Dunlop drew attention to the fact that this September would be the 20<sup>th</sup> anniversary of the twinning link with Killarney and, pointing out that this relationship was being revitalised, questioned whether the anniversary should be marked. If this was the case, then she felt that former Mayor Marilyn Molloy would need to be in attendance, also suggesting that this might take place around either the Torchlight Event or the Mountain Festival and Christmas Light Switch-on.

Members thanked Cllr Dunlop for her work, expressed support for the marking of the 20<sup>th</sup> Anniversary and furthering the relationship with Killarney. Also raised was the potential to invite representatives from Killarney to the Kendal Whiskey Festival in December 2024.

**Resolved:** To take steps to mark the 20<sup>th</sup> anniversary of the twinning of Kendal with Killarney.

**Resolved:** To note the verbal update.

### **MH37/2023    Newsletter and Publicity**

The Committee was asked to consider which items discussed at the meeting, if any, would be included in a press release and, in addition, items for the next edition of the Council's Newsletter.

**Resolved:** To publicise the following:

- (1) the Mayor's visit to Killarney and the revival of the relationship;
- (2) the return of the Town Crier/Bellman; and
- (3) forthcoming Heritage Events Mayor's Parlour open days.

The meeting closed at 7.55 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, 8 April 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

**In Attendance:** Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant) and one member of the public.

### Public Participation

No items were brought forward by the public.

### P169/2023 Apologies

**Resolved:** To receive and accept apologies for absence from Cllrs A Campbell and G Supka.

### P170/2023 Declarations of Interest

No declarations of interest were raised under this item.

### P171/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### P172/2023 Minutes of the Previous Meeting

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

### P173/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. It was suggested that the deadlines on Items Ref. Nos. 21 and 23 relating to dialogue with officers from Westmorland and Furness should be moved on by six months.

**Resolved:** To move on the deadlines relating to Items Ref. Nos. 21 and 23 by six months.

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

**P174/2023 Planning Process and Issues**

Discussion took place on the need for officers from Westmorland and Furness Council's Planning Policy Team to be invited to attend a future meeting of the Planning Committee to talk about the Neighbourhood Plan and the Local Plan. The importance of Kendal Town Council ensuring that it could feed into the Local Plan was stressed.

**Resolved:** To invite officers from Westmorland and Furness Council's Planning Policy to attend a future meeting of the Planning Committee to talk about the Neighbourhood Plan and the Local Plan.

Also raised was the issue relating to enforcement at both the Chip Shop on Finkle Street and the Newsagent's on Kirkland and the need for action to be pursued.

**Resolved:** To contact Westmorland and Furness Council with regard to the need for enforcement action to be pursued in relation to the Chip Shop on Finkle Street and the Newsagent's on Kirkland.

**P175/2023 Kendal Town Council Flood Relief Scheme Working Group**

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, presented the minutes of the meeting of the Group held on 21 March 2024.

**Resolved:** To receive the minutes of the meeting of the Kendal Town Council Flood Relief Scheme Working Group held on 21 March 2024.

Cllr Cornthwaite further reported on recent contact with the Environment Agency with regard to the planning situation around New Road and the potential alteration to the original consent. He referred to details held by the Environment Agency from when they had carried out boring tests in that area and to the need to authorise the Town Clerk to write to the Agency requesting that information.

**Resolved:** To authorise the Town Clerk to write to the Environment Agency seeking information from when they carried out boring tests in the New Road area.

Also raised was the question of the fountain on Aynam Road which, it was understood, the Environment Agency was no longer prepared to remove and re-site as previously agreed. It was suggested that a letter should be written to the Environment Agency seeking clarification on the matter.

**Resolved:** To authorise the Town Clerk to write to the Environment Agency seeking clarification on the matter of moving the fountain on Aynam Road and re-siting, as previously agreed.

**Resolved:** To note the verbal report.

**P176/2023 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 7.15 p.m.

Kendal Town Council  
 Responses from Planning Committee: 8 April 2024  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	<a href="#">2024/0413/FPA</a>	<b>8 Castle Oval Kendal LA9 7BD</b> Construction of new side and rear single storey extension and associated internal layout alterations to create open-plan living / kitchen / diner with separate utility and porch	Castle	1 April	Recommend <b>Refusal</b> on the basis of scale and dominance and the close proximity to the neighbouring property and that the development is out of character in the area. Without prejudice to any decision made, there has been the removal of a significant amount of hedging without anywhere near an adequate biodiversity net gain, which should be remedied adequately.
2	<a href="#">2024/0443/FPA</a>	<b>15 Wansfell Drive Kendal LA9 7JF</b> Proposed garage conversion and 1st floor extension above	Heron Hill	10 April	<b>No Material Objections</b> and the Committee welcomes the potential inclusion of internal swift bricks within the design and would encourage this to be pursued.
3	<a href="#">2024/0468/FPA</a>	<b>2 Serpentine Road Kendal LA9 4PE</b> Replacement uPVC double glazed windows	Fell	8 April	<b>No Material Objections</b> provided that the windows are of a colour and finish that match the originals and that the Conservation Officer is content that they are appropriate in the Conservation Area.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	<a href="#">2024/0464/LBC</a>	<p><b>The Eddington Kendal (former United Reformed Church) Highgate Kendal LA9 4HE</b></p> <p>Change of use to community facility, including café, food larder and training kitchen, together with associated facilitating works including internal alterations to former church hall, installation of extractor fan, alterations to provide accessible WC, installation of air source heat pump and removal of lean-to structure.</p>	Highgate	15 April	<p><b>No Material Objections</b> provided that it is ensured that the proposal will not have a detrimental impact on either the existing building or the neighbouring properties and subject to an appropriate environmental report in relation to the extractor fans and any attendant implications of the change of use to a café.</p>
5	<a href="#">2024/0463/FPA</a>	<p><b>The Eddington Kendal (former United Reformed Church) Highgate Kendal LA9 4HE</b></p> <p>Change of use to community facility, including café, food larder and training kitchen, together with associated facilitating works including internal alterations to former church hall, installation of extractor fan, alterations to provide accessible WC, installation of air source heat pump and removal of lean-to structure.</p>	Highgate	15 April	<p><b>No Material Objections</b> provided that it is ensured that the proposal will not have a detrimental impact on either the existing building or the neighbouring properties and subject to an appropriate environmental report in relation to the extractor fans and any attendant implications of the change of use to a café.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	<a href="#">2024/0467/FPA</a>	<b>36 Kendal Green Kendal LA9 5PP</b> Single storey extension, raised decking with glazed balustrade and solar panels to roof	Strickland	16 April	<b>No Material Objections</b> subject to the inclusion of the same conditions applied to the previous planning consent and, particularly, the inclusion of four internal swift bricks in the northern elevations. As previously, the Committee would stress the importance of water run off being taken into consideration.
7	<a href="#">2024/0393/FPA</a>	<b>5 Sunnyside Kendal LA9 7DJ</b> Replacement timber front door & 3 windows above	Mintsfeet	16 April	<b>No Material Objections</b> and the Committee welcomes the use of the materials and design as stated.
8	<a href="#">2024/0479/FPA</a>	<b>78 Hayclose Road Kendal LA9 7ND</b> Installation of L shaped Bay window to front elevation	Heron Hill	16 April	<b>No Material Objections</b>
9	<a href="#">2024/0496/FPA</a>	<b>17 Castle Road Kendal LA9 7AU</b> Replacement front and rear window	Castle	23 April	<b>No Material Objections</b> and the Committee welcomes the use of the materials and design as stated.
10	<a href="#">2024/0503/LBC</a>	<b>32 Lowther Street Kendal LA9 4DH</b> Minor internal improvements and alterations, including toilet facilities, provision of bike store within existing lean-to at the rear, replacement of some existing windows.	Fell	23 April	<b>No Material Objections</b> provided that the roofing materials and design are like for like and that the replacement timber sash windows are appropriate in the Conversation Area, with the Conservation Officer being satisfied that the changes do not have a detrimental effect on the visual amenity of the Conservation Area and are appropriate. The Committee welcomes the provision of a bike store.

## Kendal Town Council

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



### Minutes of a meeting of the Planning Committee held on Monday, 22 April 2024, at 6.30 p.m., in the Georgian Room at the Town Hall, Highgate, Kendal.

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

**In Attendance:** Chris Bagshaw (Town Clerk).

Also Cllr S Long

#### Public Participation

Mr G Harrison drew the Committee's attention to the absence of a design for the actual gates in the Application 0571, and queried their location. The Committee's consideration of this issue is shown in the appropriate table.

#### P177/2023 Apologies

**Resolved:** To receive and accept apologies for absence from Cllrs A Campbell, J Cornthwaite and G Supka.

#### P178/2023 Declarations of Interest

No declarations of interest were raised under this item.

#### P179/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

#### P180/2023 Minutes of the Previous Meeting

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 8 April 2024 and to authorise the Chair to sign them as a true record.

#### P181/2023 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. On the matter of the Aynam Road fountain (issue 27), the matter was diarised for follow up at the first meeting in June.

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

**Resolved:** To review the progress of the Aynam Road fountain at the first meeting in June.

### **P182/2023 Planning Process and Issues**

The Chair reported that the Planning Authority had given consent to the Nutricare application, considered at a previous meeting. He explained that the consent was due in no small part to the feedback the committee had given and the subsequent changes the applicant made. He drew attention to the Planning Authority's rejection of the Pennington's application for a self-build development beside the quarry. He stressed that this rejection was mostly for technical reasons, which the Town Council would not have been aware of and did not consider, though the size of the proposed dwellings was considered to be outwith the scope of the current SHENA. He reported that following the Committee's recent meeting with a senior Planning Officer, further training was being offered to all the parishes in Westmorland and Furness outwith the National Parks.

The Clerk reported that he had received an email from Dan Hudson, who was now interim Senior Manager in Planning Policy at Westmorland and Furness Council. Mr Hudson had consented to attending a subsequent meeting of the Committee to explain the development of the new Local Plan. He also reiterated the jeopardy and challenge presented by the proposed commencement of a Neighbourhood Plan in Kendal, for the reasons usually cited – the size, complexity and volume of work. Committee members concurred that the preferred outcome was the involvement of the Town Council in the generation of the Local Plan in a meaningful and strategic manner.

**Resolved:** To note the verbal update.

### **P183/2023 Kendal Town Council Flood Relief Scheme Working Group**

Cllr Ladhams reported that, although the Working Group had not met since the last meeting of the Committee, there had been a Zoom meeting with Westmorland and Furness Cllrs Thornton, Ladhams and Cornthwaite and senior officers at the Environment Agency, along with Tim Farron MP, to review the New Road scheme and its particular history. W&FC Ward member Cllr G Archibald had also spoken separately with Richard Knight (Flood and Coastal Risk Manager, EA) and discussed this meeting and the variety of possible solutions to the New Road design issue. Cllr Ladhams reported that a further meeting was planned, which would be reported back to the Committee through the Working Group.

**Resolved:** To note the verbal update.

### **P184/2023 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.

### **P185/2023 Story Homes Development at Brigsteer Road Phase 4**

The Committee considered proposed amendments from Story Homes to their application for Phase 4 of the development of land at Brigsteer Road. The developer has not yet submitted the application for the amendments, so was notifying the Town Council of its intentions and offering it the opportunity to comment prior to Planning.

The Committee reviewed the latest proposal map against the original application

(2023/1061/FPA) layout map.

The developer had listed seven significant amendments to their initial proposals, and the Committee responded in that order.

1. The Committee gave a cautious welcome to the introduction of character areas with differing densities, but noted there was insufficient supporting information to be conclusive.
2. The Committee welcomed the retention of the existing hedgerow to protect the green corridor from Vicarage Park open space, although it did not reach the whole length of this part of the development, due to a road. It noted that the connectivity to the buffer zone at the south of the site was also important.
3. The relationship with the TPO sycamore tree was welcomed, if it was satisfactory to the Tree Officer.
4. Improved active travel connectivity would be welcomed, especially if it contributed to a reduction in surface water drainage. It was noted that further work may be needed, alongside the developer's works, to maximise the potential of the connecting routes.
5. The improvements to the SUDS pond were welcomed, especially if the new pond was as it appeared in the illustration, with much less obvious hard engineering, and softer, greener surroundings.
6. The Committee observed that the proposed traffic calming measures did not make up for the Emergency Vehicles Only access point it had requested instead of an access road into Cedar Grove. It reiterated its opposition to this vehicular exit into the neighbouring residential estate. It further pointed out that creating an EVA here would improve the development's space for play, which the Committee feels is also seriously lacking. If the developer will not install a new play area, sufficient for the number of houses already built in previous phases, the existing play facilities at Maple Drive would require significant enhancement to compensate for the loss of play space.
7. Improving the relationship between the development and existing homes would be welcomed, but so would a play area.

The Committee noted that generally it might have been beneficial for the developer to talk directly to the Council, before making its updated proposals. The parking areas were not clear in the new design and this could lead to the spoiling of the proposed new open space feel to the character areas.

**Resolved:** To pass this feedback on to the developer.

The meeting closed at 19.33 p.m.

Kendal Town Council  
 Responses from Planning Committee: 22 April 2024  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	<a href="#">2024/0529/LBC</a>	<b>8-10 Highgate Kendal LA9 4SX</b> Application for Listed Building Consent for the relocation of CCTV from 6 to 8 - 10 Highgate	Highgate	29 April	<b>No material objections</b>
2	<a href="#">2024/0532/LBC</a>	<b>40 Market Place Kendal LA9 4TN</b> Application for Listed Building Consent for the installation of CCTV on 40 Market Place	Fell	29 April	<b>No material objections</b>
3	<a href="#">2024/0537/FPA</a>	<b>29 Dunmail Drive Kendal LA9 7JG</b> Replacement of existing detached garage and canopy structure with a two storey side extension and rear infill extension	Heron Hill	29 April	The committee noted that the development appeared to be out of keeping with the surrounding area, but not to sufficiently material extent. They had <b>No material objections</b> but recommend the imposition of some biodiversity net gain conditions.
4	<a href="#">2024/0541/LBC</a>	<b>Parish Hall Kirkland Kendal LA9 5AF</b> Listed Building Consent for the restructuring and re-roofing of entrance porch & narthex	Highgate	29 April	<b>No material objections</b>
5	<a href="#">2024/0540/FPA</a>	<b>Parish Hall Kirkland Kendal LA9 5AF</b> Application for Planning Permission for the restructuring and re-roofing of entrance porch & narthex	Highgate	29 April	<b>No material objections</b>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	<a href="#">2024/0550/FPA</a>	<b>109 Milnthorpe Road Kendal LA9 5HH</b> Demolition of an existing extension & store and erection of a two storey extension	Stonecross	29 April	<b>No material objections</b> , subject to the imposition of biodiversity net gain conditions in this important wildlife corridor, confirmation that the Arboriculture report is supportive and that any neighbours' reservations can be overcome.
7	<a href="#">2024/0571/FPA</a>	<b>Land adjacent to River Kent on the west side of the Jennings Yard Footbridge Kendal Cumbra LA9 4EN</b> Minor Planning Application for the installation of two pedestrian gates at the western end of Jennings Yard footbridge in Reach G of the approved Kendal Flood Risk Management Scheme	Highgate	6 May	<b>Recommend refusal</b> on the basis that there is insufficient design information submitted to assess the impact of the proposal in the Conservation Area. The committee were very concerned that the proposed gates for public safety should be placed where they are less intrusive and where they would have a less detrimental impact in this sensitive location. .
8	<a href="#">2024/0588/FPA</a>	<b>17 Sunnyside Kendal LA9 7DJ</b> Single storey rear extension to create a larger Dining room	Mintsfeet	6 May	<b>No material objections</b> , subject to the Conservation Officer's opinion that the development does not harm the heritage or visual amenity of the Conservation Area, that neighbour's opinions are taken into account and that there is meaningful biodiversity net gain imposed as a condition.