

# Kendal Town Council

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



6 May 2025

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 12 May 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 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.

### Dementia Awareness

The Council will receive a short presentation on Dementia Awareness from Liz Axtell of Kendal and District Lions.

## **1. Mayor and Deputy Mayor 2025**

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, 15 May 2025, 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 5 to 12)**

To receive the minutes of the meeting of the Council held on 7 April 2025 and to authorise the Chair to sign them as a true record (see attached).

## **6. Review of the Terms of Reference for Committees (pages 13 to 18)**

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

## **7. 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

## **8. 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*
- (c) Culture and Communities (7 ordinary members to be appointed)  
*Committee of 9, including Chair and Vice Chair of Committee*
- (d) Environment (7 ordinary members to be appointed)  
*Committee of 9 including Chair and Vice Chair of Committee*
- (e) 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*
- (f) 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*
- (g) Mayoralty and Heritage (7 ordinary members to be appointed)  
*Committee of 9, including Chair and Vice Chair, who may be Mayor and Deputy Mayor*
- (h) Planning (7 ordinary members to be appointed)  
*Committee of 9, including Chair and Vice Chair of Committee*

## **9. Standing Orders and Financial Regulations (page 19)**

To note the timetables for the review and adoption of the latest model Standing Orders and Financial Regulations.

## **10. Complaints and Grievance Procedure (page 20)**

To note the timetable for review of the Council's Complaints and Grievance procedures (see attached).

## **11. Review of Subscriptions to Other Bodies (page 21)**

To review the Council's subscriptions to Other Bodies (see attached).

## **12. Representation on Outside Bodies (pages 22 to 25)**

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

**13. Reports from Representatives on Outside Bodies (page 26)**

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

- Lancaster Canal Regeneration Partnership (a written report from Cllr L Hendry) (see attached)

**14. Minutes from Committees (pages 27 to 63)**

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

- (a) Culture and Communities Committee meeting held on 17 March 2025 (see attached)
- (b) Mayoralty and Heritage Committee meeting held on 24 March 2025 (see attached)
- (c) Kendal in Bloom Committee meeting held on 25 March 2025 (see attached)
- (d) Planning Committee meetings held on 17 March, 7 April and 22 April 2025 (see attached)

# Kendal Town Council

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**Minutes of the meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 7 April 2025, at 7.40 p.m.**

## Councillors

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

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

**Also present:** Martin Varley, Ian Kell, representatives from Walk and Wheels Kendal and a number of members of the public.

**Note – The Council paid silent tribute to the memory of Phil Clayton who had been standing in the by-election to the Council on behalf of the Green Party. He had played an enthusiastic role within the community and would be sorely missed.**

**Note – The Mayor welcomed recently-elected Member for Kendal Nether, Sharon Falshaw, to the Council.**

## Public Participation

Ian Kell addressed Council regarding both his and flood action groups within the Town's concerns about the future progress of the Kent Flood Alleviation Scheme. Mr Kell pointed out that the whole scheme had been predicated on achieving a "1-in-100" protection from flooding for the Town, with approval and funding having been granted on against this Environment Agency promise. He said that a separate business case for Phase 1 in-town defences alone had not been made. He also said that Phase 1, when and if completed, would give a "1-in-20" protection compared to the existing "1-in-5" protection of the 1970s scheme and would introduce a new hazard of retention of flood behind walls designed for the full "1-in-100" scheme. Mr Kell felt that a business case for Phase 1 alone would almost certainly have failed. Mr Kell stated that the "meat" of the Scheme in terms of protection afforded lay in two key elements: the provision of adequate managed upstream storage volume and the provision of an additional channel to divert Stockbeck flow. He said that the technical setbacks in identifying upstream storage sites were well known. Options were said

to be in development for presentation later this year. Similarly, the preferred option for an additional channel for Stockbeck, Stockbeck North, or whatever it was now called, was said to be ready.

Mr Kell's main concern was whether the Scheme would ever be delivered in full. He referred to recent communications between himself and the authorities involved, and said that none of them would commit to completion of the Scheme to the intended "1-in-100" level of protection. None of them would confirm that funding was secure to complete the scheme. Mr Kell believed that completion of the Scheme as intended would be a political decision and pointed out that Kendal Town Council was the first-line political troop to fight for the Town. He urged the Council, therefore, to fight for the funding to complete the Scheme as originally conceived and to resist any watering down.

Two representatives from Walk and Wheels Kendal next addressed the Council. The Group represented walkers and cyclists from across the community in Kendal and advocated for all who wished to participate in Active Travel. The representatives referred to Agenda Item no.9 on the Agenda (20MPH) (Minutes No. 8/2024 below refers). The Group strongly supported 20's Plenty within Kendal and wished to collaborate with the Council. The representatives stressed the benefits of a 20mph speed limit within the Town, particularly around safety, traffic flow reduction and potential decreases in insurance premiums.

### **Penrith2Kendal Arc Landscape Recovery Project**

Martin Varley from Cumbria Connect, who were developing the Penrith2Kendal Arc Landscape Recovery Project, made a presentation to Council on the Landscape Recovery Scheme.

Mr Varley informed Council about the Cumbria Connect Endangered Landscape and Seascape Programme, which was a five-year enabling project (2023-2028) covering 35,000ha, involving five partners, £4m funding, for nature restoration, future farming, community and science programmes. Mr Varley provided an overview of P2K, which was a DEFRA farming support scheme part of Environmental Land Management Scheme programme. The Round 2 project development phase had started on 1 May 2024 and was being delivered through Cumbria Connect, with Lowther as named lead. 35 land managers had signed up, with a mix of owners and tenants. The project covered 16,000ha in total, with holdings ranging from 5ha to 2,500ha, lowland to upland. The implementation phase was due to start in Spring/Summer 2025. Priority Habitats included species rich grasslands; wood pasture; montane scrub and heath; peatlands, rivers, floodplains and wetlands; and temperate rainforest. Flagship/Indicator species included water vole – wetland restoration and control of INNS; marsh fritillary – damp pasture and sustainable grazing; red squirrel – expansion and connectivity of woody habitats; willow warbler and tree pipit – expansion of scrubby habitat mosaic; barn owl – healthy habitat mosaics and small mammal populations; atlantic salmon/brown trout – functional river systems and clean water; and sphagnum – peatland restoration and carbon sequestration. Missing species and potential reintroductions would be corncrake; pine marten; golden eagle; beaver; black grouse; and wild cat. Key interventions would be a shift to sustainable grazing; restoration of functioning hydrology; promotion of natural regeneration; targeted scrub and woodland planting; and species reintroduction and reinforcement. Ecological/ecosystem outcomes would be improved habitat connectivity; abundant flowering and seeding; switch from carbon source to carbon sink; flood risk reduction; and improved landscape resilience. Social, economic and culture outcomes would be secure income streams for project partners; support transition towards nature positive land management; continuity of culturally and ecologically valuable agricultural habitats, such as Wood Pasture and Hay Meadows; wider community bought into landscape change with more opportunities to connect through volunteering, education and events; and enhanced access and ecotourism opportunities, which did not have

negative impact on landscape or communities. Mr Varley talked about communicating change, saying that success would depend largely on how they communicated and engaged with their partners. It was recognised that change was not easy and that they needed to take their partners on a journey. They would share positive examples of farmers who had already switched to different ways of farming. They would offer, not force, and show, not tell. They would spend time listening and respect different points of view. They would aim to build productive and trusting relationships. They would try to make it clear that change was a continual process, and set what was happening now in a historical context. Mr Varley highlighted progress to date around recruitment and team building; engagement with partners; drafting up land management plans; starting work on CIC; drawing up outline land management and monitoring plans; heritage impact and opportunities assessments; and the P2K trail, a map of which was displayed. Mr Varley outlined the delivery concepts which were a multifunctional CIC at the heart of the project, providing ongoing support and advice to partners; monitoring and reporting; dispersal of project funds; attracting further inward investment; practical land management support (ranger service); representation for all project partners ; communications; match payment rates available elsewhere (CS, SFI); farming/nature – ratcheting mechanism; and a flexible approach to payment rates to promote succession and ecotones. Mr Varley finally outlined the Vision; in 20 years, the landscape would be a carbon sink; hydrologically functional; driven by natural processes; well connected; economically resilient; valued by people; and quantifiably richer.

The Mayor thanked Mr Varley for his presentation. Mr Varley answered questions raised by Members who expressed support for the project, also drawing attention to the Town's own river connectivity project.

#### **70/2024 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllrs Blunden, Campbell, Coleman, Hennessy, Miles and Supka.

#### **71/2024 Declarations of Interest**

Cllrs Archibald, Brook, Cornthwaite, Thornton, Ladhams and Rathbone all declared an other registrable interest in Agenda Item No.8 (Footway Lighting) (Minute No.77/2024 below) by virtue of the fact that they were Members of Westmorland and Furness Council. Whilst they would remain in the room during the discussion on the item, they would abstain from voting thereon.

#### **72/2024 Exclusion of Press and Public**

It was raised that an item relating to a confidential matter appeared later on the Agenda at Item No.13 (Wainwright Award 2024-25), at which point a vote would be taken to exclude the press and public from the meeting, in accordance with the Public Bodies Admission to Meetings Act 1960.

#### **73/2024 Minutes of Last Council Meeting**

Attention was drawn to the fact that Cllr Brook's apology for absence, whilst noted in the list of attendees, had not been noted within Minute No.56/2024.

The need for more regular attendance at Full Council meetings by Cumbria Police was stressed.

**Resolved:** Subject to the amendment raised at the meeting and outlined above, to receive the minutes of the meeting of the Council held on 3 February 2025 and to authorise the

Chair to sign them as a true record.

#### **74/2024 Minute Action Sheet**

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

The Town Clerk referred to Item Ref.24 regarding the need for an interim statement on outside bodies to be brought to the next meeting of the Council. He apologised for not having yet done this and undertook to bring an active statement to the Annual Meeting, also pointing out that the number of outside bodies that the Council appointed was proposed to be decreased following a review which had been carried out by officers.

**Resolved:** To note the report.

#### **75/2024 Mayor's Communications and Announcements**

The Mayor presented a report on his recent activities pointing out that this had been a busy time. He highlighted a number of events which he had attended and urged Members to attend the Annual Town Assembly which was due to take place at 6.15 p.m. on Monday, 14 April. The Mayor further drew particular attention to the 80<sup>th</sup> Anniversary of VE Day and events which were due to take place, starting on the morning of 8 May at the Market Place Memorial, with an event later in the evening on Kendal Castle; a tea dance was due to take place in the Assembly Room at the Town Hall on the afternoon of 9 May. In addition, the Mayor drew attention to Mayor Making which would take place on the evening of 15 May, after Annual Council on 12 May.

The Mayor raised the fact that this would be his last Full Council meeting as Chair and Mayor and took the opportunity to thank all Councillors for having elected him to the position and for their support throughout the year.

Members expressed their appreciation to Cllr Cornthwaite.

**Resolved:** To note the report.

#### **76/2024 Schedule of Meetings 2025/26**

Council was asked 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 80<sup>th</sup> Anniversary. The Town Clerk stressed the fact that the Schedule was contingent on the outturn of the Community Governance Review currently being carried out by Westmorland and Furness Council in terms of election years. The Calendar was based on the proposed move of the Town Council's Elections from May 2026 to May 2027, however, could be subject to change.

**Resolved:** To approve the Schedule of Meetings for 2025/26 and, in addition, changes to the previously-approved Schedule of Meetings for 2024/25.

#### **77/2024 Footway Lighting**

**Note - Cllrs Archibald, Brook, Cornthwaite, Thornton, Ladhams and Rathbone all declared an other registrable interest in this item of business by virtue of the fact that they were Members of Westmorland and Furness Council. They remained in the room during the discussion on the item, however, abstained from voting thereon.**

It was reported that the Town Council was a lighting authority under s3 Parish Council Act, 1957. This power to provide lighting extended to roads and public spaces, subject to the consent of the highway authority, or the landowner.

In Kendal, the Town Council had inherited a peculiar collection of lights which had not been passed to either South Lakeland District Council or Cumbria County Council in 1974. Subsequently, over the intervening 50 years, the Town Council had installed new lights in places where the district or county councils had not felt it was within their budgetary scope. Some of the old, inherited lights, were gas lamps, which had been converted to electricity over time. In recent years, all the Town Council's lighting stock had been converted to LED. As recently as March 2025, the Town Council had 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 South Lakeland District Council, to reflect any maintenance work required. In the last two years, Westmorland and Furness Council had waived footway lighting costs.

At its Cabinet meeting on 18 March 2025, Westmorland and Furness Council had adopted a new policy on non-highway lighting across the whole of the unitary district. Two approaches were offered for the future maintenance of footway lighting:

- (1) To transfer all Kendal Town Council's existing stock to Westmorland and Furness Council.
- (2) To be a standalone lighting authority, maintaining Kendal Town Council's own stock under whatever terms the Council was able to negotiate.

It was recommended that the Council chose Option 1. Although this would mean writing off the value of the investment the Council had made in lighting over the years, this would also remove the liability for the existing lighting stock and provide Kendal residents with clear reporting procedures when reporting faults (all lighting would be Westmorland and Furness Council lighting).

The Council would remain a lighting authority under the 1957 Act, but would not have to exercise that power. New lighting would be subject to the consideration of Westmorland and Furness Council's lighting team, as it was in effect, currently, since most public spaces and all highways were within their control.

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

Appended to the report was a letter from Westmorland and Furness Council's Lighting Manager, the current lighting list which would be fully reconciled prior to transfer should Option 1 be chosen and the Westmorland and Furness Council Lighting Policy.

In response to a suggestion that the Town Council would maintain control of what happened with Kendal's lights, Cllr Thornton pointed out that this was not actually correct, as all lighting would be owned and controlled by Westmorland and Furness Council. However, he stressed the fact that it would be in that Authority's interest to listen to the wishes of the Town Council. Cllr Thornton added that dark skies and dimming of lighting was fully recognised by Westmorland and Furness Council. Members welcomed the proposal of Option 1, to transfer all Kendal Town Council's existing stock to Westmorland and Furness Council.

**Resolved:** To transfer all Kendal Town Council's existing stock to Westmorland and Furness Council.

## **78/2024      20 MPH**

In the absence of Cllr Hennessy, Chair of the Environment Committee, Cllr Archibald, the Committee's Vice-Chair, presented a progress report on the Council's aim to bring all of Kendal into a 20mph scheme.

In December 2023, Westmorland and Furness Council had 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 had since received number of proposals for speed limit schemes, covering 79 locations in Westmorland and Furness. Scheme proposals were being progressed over a three-year period, which would end in 2027. Schemes would be part funded by investment from Westmorland and Furness Council's Priority Investment Fund. This phased strategy ensured that each community's unique needs and feedback were considered, promoting safer environments for all road users.

Kendal was among the locations scheduled for the 2025 to 2026, second phase of the 20mph Speed Limit Programme. Oxenholme had already progressed through the initial consultation stages as part of the first phase of proposals. Meetings were 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 was hoped that a 20mph scheme for Kendal should be ready for informal public consultation in late summer/early autumn of 2025. Subsequently, a decision would 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.

Details behind the reasons for the scheme were provided. The United Nations and the World Health Organisation both agreed that, in places where people lived, worked and socialised, the default speed limit should be 20mph. Local councils had a duty to protect residents, and these organisations had made it clear that implementing 20mph limits was an essential measure to achieve this.

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

- Enhanced Safety.
- Environmental Benefits.
- Encouragement of Active Travel.
- Tackling Congestion.
- Improved Community Atmosphere.
- Financial implications around car insurance.

Further to recent progress as outlined and in relation to the motion passed by Full Council on 4 January 2021, Members were 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 could 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.

Members welcomed the proposals and the work which had been carried out by the Chair of the Environment Committee in this respect. Attention was also drawn to the fact that Kendal Town Council's ten year ambition in this respect had fed into Westmorland and Furness Council's policy around making it easier for town and parish councils to achieve 20mph within their areas. Kendal Town Council could be proud and take credit for assisting in the shaping that policy.

**Resolved:** To re-affirm Kendal Town Council's approach to the implementation of a 20mph speed limit across the whole of Kendal, as detailed within the report and outlined above.

### **79/2024 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) Allotments Committee on 24 February 2025 – Cllr Finch presented the minutes.
- (b) Audit Committee on 20 January 2025 – Cllr Russell presented the minutes, referring to the good work carried out by the Committee in recent years to tidy up the budget process and develop a reserves policy.
- (c) Culture and Communities Committee on 27 January 2025 – Cllr Ladhams presented the minutes. She drew attention to Minute No.CC43/2024 and to the communication which had been due to be sent to Westmorland and Furness Cllrs Archibald and Thornton regarding the Birdcage and Markets. Cllr Ladhams undertook to ensure that this was dealt with as soon as possible.
- (d) Environment Committee on 13 January and 10 March 2025 – In the absence of Cllr Hennessy, Cllr Archibald presented the minutes. He congratulated officers on the detailed project log, encouraging Members to look at it. In addition, Cllr Archibald encouraged Members to let either the Chair or the Town Clerk know if there were locations within their wards where bus stops would benefit from seating or improvements to footpaths were required. The Environment Committee had significant funds for both of these items. This led to discussion on the need for improvements to bus routes within the Town, particularly at Parkside Road. It was raised that many councils lobbied in this regard and was suggested that Kendal Town Council might wish to do the same. This could potentially be a topic for the Environment Committee to discuss in the forthcoming year, with the new Projects Officer becoming involved.
- (e) Management Committee on 3 March 2025 – In the absence of Cllr Coleman, Cllr Dunlop presented the minutes. In response to a query, the Town Clerk explained how the appointment of a Health and Safety Advisor had come about, following a number of issues, mostly procedural in nature, having been identified. The appointment related mostly to projects and so would be paid for in the first year from the Projects Budget, following which time it would become a core function.
- (f) Planning Committee on 20 January, 3 February, 17 February and 3 March 2025 – Cllr Rathbone presented the minutes. He thanked Members of the Planning

Committee for their diligence in attending these twice-monthly meetings.

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

#### **80/2024 Reports from Representatives on Outside Bodies**

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

- Integrated Community Care (a written report from Cllr Sutton) – In response to a query, Cllr Sutton explained that the LSCft was a partner in the Lancashire and South Cumbria Health and Care Partnership which dealt with mental health and learning disabilities.

**Resolved:** To receive the report from representative on the outside organisation shown above.

#### **81/2024 Schedule of Payments**

The Council was presented with the schedule of payments for January and February 2025. The Town Clerk responded to queries raised by Members.

**Resolved:** To receive the schedule of payments for January and February 2025.

#### **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.***

#### **82/2024 Wainwright Award 2024-25**

***Note – At this stage in the meeting, Cllr Archibald declared an interest in the item by virtue of the fact that his brother-in-law was related to one of the nominees. He left the Council Chamber for the remainder of the meeting.***

All Members having received the relevant documentation, the Council considered nominations for the Wainwright Award 2024-25.

During discussion, it was proposed that all nominees in each year should be presented with a framed certificate to indicate that they had been a nominee for this prestigious award.

**Resolved:** Moving forward to present all nominees in each year with a framed certificate to indicate that they have been nominated for the Wainwright Award.

Following detailed consideration of the nominations, a secret ballot took place which was tied. Following a second secret ballot, it was

**Resolved:** To present the Wainwright Award 2023-24 to Memory Wheelchairs.

The meeting closed at 9.30 p.m.

## Kendal Town Council

### Agenda Report

|   |                           |
|---|---------------------------|
| Committee: Full Council                   | Meeting Date: 12 May 2025 |
| 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.

## Kendal Town Council

### Agenda Report

|  |                           |
|--|---------------------------|
| Committee: Full Council                                | Meeting Date: 12 May 2025 |
| From: Town Clerk                                       | Agenda No: 9              |
| Description: Standing Orders and Financial Regulations |                           |

### Background

The Council adopted new Standing Orders in April 2022 and Financial Regulations in April 2023, based on the models published by NALC.

In March/April 2025 NALC have published new models for both, which the Council should consider adopting.

Prior to adoption both documents were examined by Committees, who then made a recommendation to the Council. This is because there are several elements in both which have discretionary elements and values to be added.

Adoption of Models in this context is considered best practice, as it ensures that the relevant Council policies have been developed by the national body and are therefore already considered fit for purpose. Copies of both documents can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk). Printed copies are available from the council office.

### Recommendation

A review and adoption timetable is proposed as follows:

#### Standing Orders

|  |         |
|--|---------|
| Report on new Standing orders considered by Management Committee | 30 June |
| Recommendation for adoption to Full Council                      | 28 July |

#### Financial Regulations

|   |           |
|---|-----------|
| Report on new Financial Regulations considered by Audit Committee | 21 July   |
| Recommendation for Adoption to Full Council                       | 6 October |

## Kendal Town Council

### Agenda Report

|  |                           |
|--|---------------------------|
| Committee: Full Council  | Meeting Date: 12 May 2025 |
| From: Town Clerk   | Agenda No: 10             |
| Description: Timetable for Review of Grievance and Complaints Procedures |                           |

### Background

The Council should have clear and transparent procedures for the handling of all complaints and grievances. In line with statutory updates to Staff Terms and Conditions, and proposed changes to the Council's Standing Orders, the Council should review the adequacy and extent of its procedures for handling Complaints and Grievances.

### Recommendation

A review and adoption timetable is proposed as follows:

|  |         |
|--|---------|
| Report on new Complaints and Grievance Procedures considered by Management Committee | 30 June |
| Recommendation for adoption to Full Council  | 28 July |

## Kendal Town Council

### Agenda Report

|  |                           |
|--|---------------------------|
| Committee: Full Council                      | Meeting Date: 12 May 2025 |
| From: Town Clerk                             | Agenda No: 11             |
| Description: Subscriptions to Outside Bodies |                           |

### Background

The Council currently subscribes to the following bodies.

| Name  | 2025-26 Subscription |
|---|----------------------|
| Cumbria Association of Local Councils (CALC, includes membership of the National Association of Local Councils) | £2641.86             |
| Society of Local Council Clerks (SLCC)  | £360.00              |
| National Allotment Society  | £70.00               |
| Lakes Line Rail User Group  | £13.00               |
| Rural Services Network Market Towns Group   | £143.85              |

### Recommendation

That the Council renews the above subscriptions.

**Kendal Town Council****12 May 2025****Item 12****Representatives on Outside Bodies 2025-26**

The Council currently appoints the following members to represent the Council on 'Outside Bodies'. There is scope to expand this list, subject to the Council, or a particular committee's approval, and there are processes currently underway to include representatives to Natural Kendal and Kendal Local Heritage Partnership, which will be reported to the relevant Committees and then Council in due course.

**A note on roles**

Councillors appointed to outside bodies are usually required to report back to the appointing body or committee at least once a year. New organisations requiring representation from Councillors are welcomed. Representatives will be prompted by Democratic Services to submit written reports to the appointing body. Written reports are usually preferred to verbal reports.

**Active member**

An 'active member' representative may have voting rights in the organisation at an appropriate level. They are expected to represent Council policy on relevant issues and report back to their appointing body any contentious issues which may require wider consideration and policy steer. An Active member representative role may affect a Councillor's status in reporting Declarations of Interest.

**Watching brief**

A 'watching brief' representative does not have voting rights in the host organisation, but is present to observe their decision making and report back on any issues which may be of active interest to the Council. A watching brief representative role is less likely to affect a Councillor's status in reporting Declarations of Interest.

| <b>Organisation</b>                                    | <b>No. of Rep(s)</b> | <b>Representative(s) in 2024-25</b> | <b>Reports to</b>       | <b>Notes on role</b>  | <b>Appointed 2025-26</b> |
|--|----------------------|-------------------------------------|-------------------------|---|--------------------------|
| Air Quality Working Group                              | 1                    | Cllr G Archibald                    | Environment             | Group disbanded by W&FC due to improvements in air quality                                    | Not applicable           |
| BID Board  | 1                    | Cllr H Ladhams                      | Management; Council     | Active member   |                          |
| Brewery Arts Centre                                    | 1                    | Cllr J Dunlop                       | Council                 | Watching brief  |                          |
| Cumbria Association of Local Councils                  | 2                    | Cllr C Russell<br>Vacancy           | Council                 | Active members  |                          |
| Emergency Plan (Kendal Community Emergency Plan Group) | 1                    | n/a                                 | Culture and Communities | Former group disbanded. New group being created. Report will be considered by C&C Committee   | Not applicable           |
| Integrated Care Community/Healthy Towns Status (W&FC)  | 1                    | Cllr R Sutton                       | Council                 | Active member. Cllr Sutton has indicated that he would like to stand down from this position. |                          |
| Lakes Line User Group                                  | 1                    | Cllr S Coleman                      | Council                 | Watching brief  |                          |
| Kendal Bus User Group                                  | 1                    | Cllr E Hennessy                     | Council                 | Watching brief, but group appears to be moribund as no contact in 12 months                   | Not applicable           |

| <b>Organisation</b>  | <b>No. of Rep(s)</b> | <b>Representative(s) in 2024-25</b>        | <b>Reports to</b>       | <b>Notes on role</b>   | <b>Appointed 2025-26</b> |
|--|----------------------|--|-------------------------|--|--------------------------|
| Kendal Dementia Action Alliance                                    | 1                    | Cllr R Sutton                              | Council                 | Active member  |                          |
| Kendal Futures Board   | 1                    | Cllr S. Long                               | Management;<br>Council  | Active member  |                          |
| Kendal Lads and Girls Club   | 2                    | Cllr L Edwards<br>Vacancy                  | Council                 | Watching brief. Noted that meetings currently clash with Council committees. |                          |
| Kendal Mountain Festival   | 1                    | Vacant (Was Cllr Helme)                    | Culture and Communities | Watching brief   |                          |
| Kendal Relief in Need Charity                                      | 2                    | Mayor and Deputy Mayor                     | Council                 | Active members. Mayor's Charity in 2024-25.                                  |                          |
| Lancaster Canal (Northern Reaches)                                 | 2                    | Cllr P Thornton<br>Cllr L Hendry           | Council                 | Active members   |                          |
| One Voice  | 1                    | Cllr R Sutton                              | Council                 | Watching brief to be clarified   |                          |
| Rinteln Town Twinning Association                                  | 4                    | Mayor and Deputy Mayor<br>Cllr J Brook     | Mayoralty and Heritage  | Active members   |                          |
| South Lakeland Action on Climate Change and Transition South Lakes | 2                    | Cllr S Blunden<br>Vacancy (was Cllr Helme) | Environment             | Watching brief   |                          |

| Organisation  | No. of Rep(s) | Representative(s) in 2024-25   | Reports to                        | Notes on role  | Appointed 2025-26 |
|---|---------------|--|-----------------------------------|--|-------------------|
| Westmorland & Furness Diversity, Equity and Inclusion Partnership | 1             | Cllr G Tirvengadam   | Council                           | Active member  |                   |
| Cumbria Constabulary Neighbourhood Policing Pledge body           | 3             | Cllr H Ladhams<br>Cllr L Edwards<br>(Sub Cllrs J Dunlop & C Russell) | Culture & Communities;<br>Council | This is a new body created by the Police, Fire & Crime Commissioner. Its first meeting was in early May 2025 and no report on terms of reference or expectations were available at time of going to press. |                   |

**Kendal Town Council**  
**Full Council – 12 May 2025**  
**Reports from Representatives on Outside Bodies**

**Lancaster Canal Regeneration Partnership**  
**Report on committee meeting held on April 25<sup>th</sup> at the Longlands Hotel, Tewitfield**

**Key points**

- **Presentation by Michael Bell from Mott McDonald engineering company:** five bridges (numbers 178-182) and the Sedgewick Aquaduct were surveyed and repairs to each structure costed. All are listed monuments. Only two were in poor condition, meaning that they will need attention soon. The survey was the necessary first step towards renewed engagement with the land owners on whose land the bridges are situated. LCRP is very grateful for Mott McDonald's generosity in conducting the surveys for £1!
- **Funding update:** i) the IWA Legacy fund is now in place, securing HWM's salary for three years. £80k now remains of the SPF underspend which can be used to attract matched funding. ii) All of the Thrive Heritage Fund has now been spent on hiring the social media consultant, Martha Wood and producing the new leaflets. (see Promotion update below). iii) The future funding strategy, currently being developed, will be targeted at a) developing the Hincaster tunnel as a key feature of the Towpath Trail, starting with a feasibility study and b) completing the upgrading of the towpath between Holme and Burton-in-Kendal, a distance of 3.25 kms.
- **Biodiversity update:** i) plans are being considered to improve the very unattractive entrance to the towpath on the south side of Parkside Rd, (part of which was formerly an over-flow carpark for K Village). It is currently a mish-mash of concrete and tarmac. The potential exists to create an attractive entrance, with eye-catching signage, and then to develop a 'pocket park', with a pollinator-friendly wild flower meadow and tree and scrub planting, thus greatly enhancing the biodiversity (and attractiveness) of the area. It would also increase the access, usage, visibility and pleasure to be derived from this section of the towpath trail for all Kendalians. ii) An informal early spring survey of the upgraded stretch of the towpath from Crooklands to Stainton has shown that the wild flowers have re-emerged along the edges very quickly. Nine species were already in flower in early April, allaying any concerns that the upgrade work would have damaged biodiversity. iii) It is hoped to engage two local primary schools to take part in nature walks at the end of term.
- **Promotion update:** i) in spite of cold, damp- and at times windy- weather the February half-term activities were successful. They included the Troll Trail (with maps-very popular!); 3 guided bike rides; a Nature Connection workshop and two guided heritage walks. Only the boat trip had to be cancelled because of the wind. In all, 520 people took part in the activities. ii) Although fun for those who took part, the numbers for last August's Canalathon were small compared with the effort invested in it and therefore another is not scheduled for this year. However, the very popular Paddle and Pies events at Holme will run again. iii) 7,500 newly designed leaflets have been printed and are being widely distributed iv) Since the appointment of the social media consultant there has been a dramatic increase (303%) in social media activity, along with hits on the website and engagement through sharing stories etc. v) the new signage is now in place along the trail vi) LCRP will have a presence at Country Fest (May 31<sup>st</sup>/1<sup>st</sup> June) and at the County Show (10<sup>th</sup>/11<sup>th</sup> September)

**Cllr Liz Hendry**

# 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, 17 March 2025, at 7.43 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

### Public Participation

Tamsin Doyle and Josh Simpson from Ragtag Arts and Community Scrapstore addressed the Committee, speaking support of their application for community grant funding. Ragtag's mission was to reuse, create and play. Ragtag was a team of artists and facilitators, passionate about inclusion and community. They supported local families and young people, working with up to 30 volunteers every week, 80% of whom had a learning disability or were neurodiverse. Ragtag worked in partnership with local festivals, community groups, schools and services. The Ragtag Roadshow had originally been created with Arts Council England funding in 2022, to bring creative fun and eco-arts workshops to communities, schools, and festivals across Cumbria. Summer Fun Days would provide five pop-up family fun days in the heart of Kendal. These would be free and accessible to all, with different engaging activities at each event. The events would support families, promote sustainability and celebrate Kendal.

### CC51/2024 Apologies

**Resolved:** To receive and accept apologies for absence from Cllr Long.

### CC52/2024 Declarations of Interest

Cllr Russell declared an interest in Agenda Item No.8 (Festival Grant Applications) by virtue of the fact that he was Chair of Natural Kendal. He would leave the Chamber during discussion and voting on the item.

### CC53/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### CC54/2024 Minutes from the Last Meeting

**Resolved:** To receive the minutes of meeting of the Committee held on 27 January 2025 and to authorise the Chair to sign them as a correct record.

## **CC55/2024 Minute Action Sheet**

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

CC21/2023 – This action relating to the formation of a working group to consider the Council's Grants Criteria had been completed and could now be removed from the sheet.

CC47/2024 – The Development and Delivery Manager (Deputy Clerk) reported that a meeting was due to be held with Christmas Plus and the Town Hall projector was to be tested with a poppy image at the end of March/early April. The Town Clerk referred to the matter of a banner across Highgate at the Town Hall, suggesting that it may be preferable to approach the Leadership at Westmorland and Furness Council in this regard. This linked to plans to approach the Leadership around all aspects relating to the Town Hall, as discussed at the meeting of the Planning Committee earlier in the evening. The Town Clerk explained that the Planning Committee had been of the opinion that the Town Council's concerns regarding both its and community needs had not been addressed at the latest meeting between its Members and officers of Westmorland and Furness Council. To this end, it had been decided that the Chair and the Town Clerk should take the matter forward in the most appropriate manner by writing to the Leadership of Westmorland and Furness Council. Members stressed this Committee's concerns in relation to Westmorland and Furness Council's proposals for the Town Hall. The Town Clerk suggested that the Culture and Communities Committee's concerns and the matter of the banner could be addressed within the same conversation. CC47/2024 could now be removed from the Minute Action Sheet.

CC48/2024 – It was suggested that when inviting Cumbria CVS to address a future meeting of the Committee, that the invite should be to the Westmorland and Furness Regional Head of the Organisation, in order to enable a more strategic conversation to take place.

**Resolved:** To note the actions taken by officers on resolutions or recommendations made at previous meetings of the Culture and Communities Committee and to make the necessary changes, as discussed at the meeting and outlined above.

## **CC56/2024 Budget Monitoring**

The Town Clerk presented the Committee's spend against budget as at 3 March 2025. He reported that at this stage in the Financial Year the Committee was close to spending all of its budget.

**Resolved:** To note the report.

## **CC57/2024 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 a previous meeting, £3,015.91 had been vired to Festivals for Kendal South Choir. A further £2,000 had been vired to Festival grants at the last meeting. Details of grants awarded to date, totalling £35,620 were shown within the report. The total budget remaining was £2,364.09.

The total value of applications to the current meeting was £30,105. There was £2,364 in the remaining 2024/25 budget. The discretionary grant budget for 2025/26 had been reduced to £30,000 to reflect the extraction of Citizen's Advice and Brewery Arts (£5,000 and £10,000 respectively) to standalone budget items.

The Committee was asked to consider each grant application on its own merits, but could only allocate funding from within the budget allocated. The indication on multi-year agreements detailed within the report was believed to be correct, but would be subject to further verification. It was pointed out that at least £750 from the 2025/26 budget had already been allocated.

The Committee considered the following applications for community grants, acknowledging the fact that the funding available within the budget was limited, which may result in worthwhile organisations not being awarded the full sum requested:

- (a) Cancer Care North Lancashire and South Cumbria - £4,725 for three years - The grant would provide 135 sessions of one to one therapy for people affected by cancer from the Kendal area. Any funding received from Kendal Town Council could be ringfenced to provide services to the people of Kendal.

**Resolved:** To award a grant of £2,000 per year for a period of three years.

- (b) Kendal Rifle and Pistol Club - £5,000 - Towards getting the Club back up to range standards and future proofing the Club for its members and new members.

The need to establish how the public might get access and join in, as well as where the Club met and carried out its activities was stressed.

**Resolved:** Subject to establishing how the public might get access and join in, as well as where the Club meets and carries out its activities, to award a grant of £250.

- (c) Music for All - £3,230 - To offer the opportunity to children around our part of Kendal to have an opportunity to experience the benefits of learning to play an instrument and engaging with music and singing.

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

- (d) Ragtag Roadshow: Summer Fun Days - £4,950 - Funding will cover five days of events over the summer holidays with the duration of the days being 11.00 a.m. to 4.00 p.m.

Members expressed some concern at all of the events being held within the Town Centre and were keen for three of the events to be held on Kendal's estates of Hallgarth, Kirkbarrow and Sandylands. Suggested was the potential for the organisation to approach Kendal BID for funding.

**Resolved:** To award a grant of £3,000, subject to three of the events being held within the estates of Hallgarth, Kirkbarrow and Sandylands.

- (e) Waste into Wellbeing's Kendal Community Kitchen Programme 2025 - £5,000 - To contribute towards the overall delivery costs of the 12-month programme, (total delivery budget £17,463).

**Resolved:** To award a grant of £3,000.

- (f) Wave Forward - £5,000 - To contribute towards the (salary) cost of the Co-ordinator.

**Resolved:** To award a grant of £3,000

- (g) Westmorland Orchestra Summer Concert 2025 - £2,200 - To pay the fees for professional musicians, i.e. conductor and leader.

**Resolved:** To consider this application under the following item (Minute No.CC58/2024 below) as a Festival Grant application.

### **CC58/2024 Festival Grant Applications**

***Note - Cllr Russell declared an interest in the grant application relating to the Natural Kendal Festival by virtue of the fact that he was Chair of Natural Kendal. He left the room during discussion and voting on the entirety of the item.***

The Committee was provided with a copy of the Council's Current Grants Criteria for Festivals. There was one application for Festival funding in the current round.

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. A further £2,000 had been vired to the budget at the last meeting. The grants made so far under this budget were detailed within the report, with the total to date being £32,840.91, leaving £175 remaining.

The value of applications to the current meeting was £4,800. If the Council was to allocate funding to the applicant, there would be a budget shortfall of £4,625 in this budget line in this year. The Committee could choose to allocate funding against its budget for 2025/26. Any payment made from this budget line would not be made until 1 April 2025. The budget for 2025/26 had been set at £25,000, with Torchlight having been removed to its own budget line.

It having been resolved to consider the Community Grant application from Westmorland Orchestra Summer Concert instead as a Festival Grant application (see Minute No.CC57/2024 above), the Committee considered the following applications for festival grants:

- (a) Natural Kendal Festival - £4,800 - Towards five Community Artists to work with Local Schools to make 'market barrows' that will be used at the Natural Kendal Festival and in the Education for Life Marquee at the Westmorland County Show and at the Kendal Torchlight Gathering.

**Resolved:** To award a grant of £2,500.

- (b) Westmorland Orchestra Summer Concert 2025 - £2,200 - To pay the fees for professional musicians, i.e. conductor and leader.

**Resolved:** To award a grant of £1,200.

### **CC59/2024 Grants Criteria**

Following the initial meeting of the working group, the Kendal Town Council draft Grants' Criteria had been developed and was attached to the report. It built on the existing Criteria and included a number of changes for community and festival grants, as set out within the report.

The draft Criteria would allow for fair distribution of grant funding, based on application and criteria rather than time of application.

If approved by the Committee, it was suggested that the Grants' Criteria be reported to the next meeting of the Management Committee and that changes be implemented gradually, ensuring appropriate notice was given to the public.

Concern was expressed at the rationale behind the proposed reductions of both Large Community Grants and Large Festival Grants from £5,000 to £2,500. It was felt that this aspect required further consideration and it was suggested that the proposal for consideration of grants just two times each year instead of at each meeting may assist in better allocation of funding.

**Resolved:** To defer consideration of the proposed changes to the maximum amounts for both Large Community and Festival grants from £5,000 to £2,500, this aspect to be revisited at the Committee's 2025 budget meeting.

**Resolved:** To approve the proposed change in approval of grants at just two meetings each year, to commence in November 2025 (i.e. applications to be considered on a rolling basis up to November 2025, and any applications received after this date to be considered at a single committee meeting in March 2026).

**Resolved:** To defer recommendation to the Management Committee of the proposed draft of the Grant Criteria for the time being.

#### **CC60/2024 Christmas Lights Switch On 2025**

The Christmas Lights Switch-On was a key event in the Kendal Town Council calendar. Following feedback from the previous year, the event required some changes and updates moving forward to ensure that it delivered for the people of Kendal. Some work had yet to be carried out in terms of attaching budget costs to individual elements, but the overall budget had been set at £11,000.

The event was aimed at Kendal families and being family friendly and aimed at children of all ages. The event was to switch on the Christmas lights and create an event for the Town, with the key elements being:

- To create a spectacle for the Town to be involved in and enjoy, with the event to be family focussed.
- The Mayor of Kendal to switch on the lights.

It was proposed to hold the event on Friday, 28 November, to link with the Town's 450<sup>th</sup> Anniversary of being incorporated as a "body corporate and politick" by the Elizabeth 1<sup>st</sup> Charter.

Details in relation to timing, locations, entertainment, food and drink, etc., were provided within the report.

**Resolved:** To approve the proposed plan for changes to the Christmas Switch-On Event in 2025.

#### **CC61/2024 Anniversaries in 2025**

The Anniversary working group had been tasked with helping to plan and deliver three key events this year, the 80<sup>th</sup> anniversaries of VE Day (8 May) and VJ Day (14 August) and the Town 450<sup>th</sup> Anniversary of being incorporated into a "body corporate and politick" by the Charter of Elizabeth 1<sup>st</sup> (28 November). An overall budget of £10,000 had been allocated.

With regard to VE Day on 8 May, the aim of the event was to both commemorate those who had been lost in the conflict and to celebrate the end of the war in Europe. Accordingly, the following plan was proposed, the finer details of which were provided within the report:

- Day time – an event at the war memorial in Market Place.
- Evening – Beacon Lighting event at Kendal Castle.

Alongside this, the Town Hall projector would be used for four nights, from Thursday, 8 May to Sunday, 11 May, using the Poppy images.

This plan ensured that everyone who attended had access to parking, was not standing in roads or pavements to watch the event and could see everything clearly.

The total estimated costs were £2,050.

A VE Day Tea Dance was to be held on 9 May in Kendal Town Hall in the afternoon. It would feature period music and dance instructions and a buffet. People would be welcomed to attend in dress appropriate to the era. The event would be ticketed so that numbers could safely be tracked against capacity, but no charge would be made for tickets. They would be issued on a first come first served basis. The total estimated costs were £1,250. Members were informed that a band was now lined up to play at the dance.

With regard to VJ Day on 14 August, this event would focus on reflection. It was proposed that the event took place at the Peace Garden in Abbot Hall. It would start in the morning and consist of a small ceremony, with readings/commemorations from various groups, followed by a 're-opening' of the garden. This would be followed by a small lunch reception at the Brewery. To prepare for the event, there was some improvement work required at the Peace Garden. It was suggested that this be carried out by the Kendal in Bloom Committee, due to its expertise and focus. It would include updating the planting and treatment of the peace pole. It was also felt desirable to produce a sign to explain the significance of the garden and unveil this at the event. The total estimated costs were £3,000.

With regard to the 450<sup>th</sup> Anniversary on 28 November, event planning was still to take place. The 2025 Christmas Lights Switch-On would be linked to the 450<sup>th</sup> Anniversary, as would all other Council events through the year. Consideration needed to be given to one or more specific 450<sup>th</sup> Anniversary events during the year. It was proposed that the Council ran an art competition in local schools for a 450<sup>th</sup> commemorative design. It was further suggested that the remaining budget of £3,700 be used for 450<sup>th</sup> Anniversary celebrations. Members were encouraged to come forward with further suggestions to mark the Anniversary.

**Resolved:** To approve each of the event proposals.

## **CC62/2024 Community Resilience**

The Town Clerk provided a verbal report on progress in relation to Community Resilience planning. He drew attention to the recently-appointed Community Resilience Officer who was getting to grips with the role, having met with the Flood Group and other relevant colleagues. The next stage was for him to collate up to date contact details into the existing Emergency Plan. In addition, a small working group was to be formed to look at how to bring Community Resilience into the 21<sup>st</sup> Century by talking to the community and identifying strengths and weaknesses, for example hotels which did not have their own emergency evacuation procedures. The Community Resilience Officer was also making strong links with the Resilience Teams at both Westmorland and Furness and Cumberland Councils. Excellent progress was being made.

It was suggested that the Community Resilience Officer might report on progress to the next meeting of the Committee.

**Resolved:** The Community Resilience Officer to report on progress to the next meeting of the Committee.

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

#### **CC63/2024    Newsletter and Publicity**

To Committee was asked to consider whether any items should be included in the next edition of the Council's newsletter (Summer 2025). It was pointed out that press coverage for the meeting was restricted by the period of pre-election sensitivity.

In response to a query, the Development and Delivery Manager (Deputy Clerk) confirmed that there would be an article on Kendal Torchlight in the Summer edition of the Newsletter. She further pointed out that other forms of communications would be used between the Spring and Summer editions.

**Resolved:** To include items in relation to the Festivals Calendar and Resilience within the Summer edition of the Council's Newsletter.

The meeting closed at 9.40 p.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, 16 December 2024, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.**

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

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

**Also present:** Rob David.

## **MH40/2024 Chairman's Announcement**

The Mayor welcomed Members to his last meeting as Chair of the Mayoralty and Heritage Committee. He said that it had been a pleasure to Chair this Committee which dealt with Kendal's heritage. He referred to the work which had been undertaken during the year and to the work which remained for the future.

## **MH41/2024 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllrs Brook and Rathbone.

## **MH42/2024 Declarations of Interest**

No declarations of interest were raised under this item.

## **MH43/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

## **MH44/2024 Minutes from the Last Meeting**

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

## **MH45/2024 Minute Action Sheet**

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

Item Ref. No.15 – Twinning – The Town Clerk reported that good contact had been made with the Mayor of Killarney, with the Mayor having recently attended Kendal Town Council's Mayor's Charity Dinner.

Item Ref. No.29 – Museum Provision – The Town Clerk advised that the meeting of a Friends of Kendal's Heritage Group had taken place and that an item on the subject appeared later on in the agenda.

Items Refs. Nos. 28 and 31 – Kendal Flag – The Events and Civic Officer reported that the outcome with regard to the flag location was awaited, with formal permission having been sought from the Church Trustees. A supplier for the flag and pole had been identified. The next step would be to agree a suitable design.

Item Ref. No.30 – Inter-Faith Groups – Reference was raised with regard to an approach from the Interfaith Forum which was seeking support from the Town Council and, in addition, attendance by the Mayor or Deputy Mayor at their festival. They had been advised to make a submission to the Culture and Communities Committee. Cllr Tirvengadam undertook to discuss the matter further with the Group and to report back.

**Resolved:** To note the report.

#### **MH46/2024 Review of Spend against Budget 2024/25**

The Committee considered its budget monitoring report as at 10 March 2025. The Town Clerk drew attention to a proposed virement which appeared at Item No.9 (Twinning) on the agenda.

**Resolved:** To note the budget monitoring report as at 10 March 2025.

#### **MH47/2024 Museum Provision in Kendal**

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

Cllr Russell addressed the Committee in relation to progress in the development of a Museum for Kendal. He advised that Rob David, who had previously addressed the Committee, would attend to speak at 7.30 p.m., and sought agreement for the item to be considered at that time.

The Town Clerk referred to a recent meeting of the Kendal Museum Management Partnership at which he had represented the Town Council, which was trustee of the building. A subsequent meeting was scheduled to take place in the following week between himself, Westmorland and Furness Council's Director of Communities and the Principal of Kendal College. The Town Clerk advised that once he had something to report back to Members, he would convene a meeting of the Trustee Body which was, in fact, the Council. Issues need to be ascertained in relation to conditions of the collection and the forthcoming closure of Brockhole as a Visitor Centre, as well as a number of other challenges.

Discussion on the item would continue under Minute No. MH49/2024 below.

#### **MH48/2024 Anniversaries in 2025**

The 450<sup>th</sup> Anniversary of the Town Council's Charter and the 80<sup>th</sup> Anniversary of the end of the Second World War fell in 2025. The Committee had formed a working group together with Members of the Culture and Communities Committee to establish an appropriate

programme of events. The Committee was provided with a verbal update on the actions made and required for the two principal anniversaries in 2025.

The Events and Civic Officer reported on discussions by the Culture and Communities Committee. A plan was in place for D-day, with the necessary permissions being sought from the landowner. The Royal British Legion, which would be celebrating the event at the weekend, would join in on the Town Council's events on the day, first at the War Memorial and on Castle Hill in the evening. The tea dance at the Town Hall had been arranged, with the Kendal Concert Big Band due to attend to play period appropriate tunes, on the afternoon of 9 May.

Time remained to plan for the 450th Anniversary of the Town Council's Charter, however, a vague plan was being developed for the celebration in November, with all other Town Council events throughout the year being related to the Anniversary.

With regard to VJ-day, discussion had taken place around improvements to the Peace Garden, with Men in Sheds having advised that the pole required only annual treatment. The Kendal in Bloom Committee was looking at planting up the Peace Garden, for which budget would be required. Following the planned rededication event at the Peace Garden, refreshments would be available, perhaps at Waste into Wellbeing.

In response to a query, the Events and Civic Officer explained that the D-day event at the War Memorial would likely take place at 11.00 a.m., with the evening event commencing when darkness fell. A timeline had been developed and an events plan produced. Road closures would be required and permissions sought from Westmorland and Furness Council.

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

#### **MH49/2024 Museum Provision in Kendal**

Rob David addressed the Committee, speaking on behalf of both himself and Judith Anstee who was unable to attend the meeting. He expressed thanks to the Mayor for calling the first meeting of the Local Heritage Partnership and Kendal in 100 Objects which had taken place on 6 March 2025. Details including the outline of the meeting, the draft Terms of Reference and the list of attendees had been circulated prior to the meeting. Mr David reported that a large number of interested and enthusiastic people had attended. Discussion had taken place around the establishment of a Local Heritage Partnership and on the Kendal in 100 Objects initiative, with an initial grant application to the Arts Council for England. Support had been indicated, as well as several offers for funding and one organisation even having offered some degree of match funding. Since the meeting, Lakeland Arts had continued to construct the bid to the Arts Council. A significant issue raised had been that of how to maintain momentum moving forward. It had been felt that the success of the group would be dependent on the enthusiasm of members and on the Chair. The group had some views as to who to invite to be an independent Chair and sought the Town Council's views.

#### **Part Two**

***The next part of the item was considered following a resolution to exclude the Press and Public, with the exception of Rob David, due to the confidential or commercial sensitivity of the discussion.***

**MH50/2024 Museum Provision in Kendal**

Rob David informed the Committee of two potential individuals who could be approached with regard to taking up the position of independent Chair or potentially Vice-Chair of the Local Heritage Partnership. Also discussed was the matter of who would act as Secretary for the Group, it being suggested that Kendal Town Council may be able to offer assistance. This, it was felt, was a matter for future discussion and that the approach currently under consideration today could simply be noted. Also raised was the matter of Town Council representation on the Group and the need to set a date for the next meeting once Lakeland Arts had created a bid to the Arts Council.

**Part One**

***A resolution was made to re-admit the Press and Public to the meeting for the remainder of the meeting.***

**MH51/2024 Museum Provision in Kendal**

Stressed was the importance of success in the grant application to the Arts Council toward the Kendal in 100 Object initiative.

**Resolved:** Rob David to approach the individuals referred to within Minute No. MH50/2024 above to seek their interest in becoming Independent Chair of the Local Heritage Partnership.

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

**MH52/2024 Twinning**

***Note – During discussion on part (a) of the item, it was raised that five Members present had an interest by virtue of the fact that they were members of the Kendal Rinteln Association. To this end, the Town Clerk provided a dispensation to allow them to take part in the discussion and voting on the item, in order to enable a decision to be made.***

(a) The Committee was asked to consider a proposal to vire sufficient remaining unspent budget funds to assist the KRA in supporting a visit to Rinteln by Ibis FC's junior teams. The KRA had suggested that the Town Council match funded its £500 support for the trip.

During discussion, it was raised that this was a special case, with the Town Council always having put funding through KRA rather than directly form itself and with one of the Council's aims being to nurture twinning relations with Rinteln and Killarney.

The Town Clerk explained that not enough funding remained in the Twinning Budget and that part would need to be vired from the Exhibitions budget which remained unspent. It was suggested, however, that the full amount should be vired from the Exhibitions budget.

**Resolved:** To vire the sum of £500 from the Exhibitions budget to assist the KRA in supporting a visit to Rinteln by Ibis FC's junior teams.

(b) The Committee was provided with a brief verbal report on the activities and affairs of the Town's two twinning relationships. Reference was made to the recent visit by the Mayor of Killarney at the Mayor's Charity Dinner. The Events and Civic Officer informed the Committee that he was developing a good relationship with Killarney's Municipal Officer. The Mayor suggested the need to build a stronger connection and the potential for a return visit for either himself or the incoming Mayor during the forthcoming year.

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

**MH53/2024 Newsletter and Publicity**

The Committee was asked to consider whether any items should be included in the next edition of the Council's newsletter (Summer 2025). It was pointed out that press coverage for this meeting was restricted by the period of pre-election sensitivity.

The Events and Civic Officer raised the need for publicity in relation to Kendal's heritage and the 450<sup>th</sup> Anniversary of the Town Council's Charter, also drawing attention to forthcoming heritage open day events. The Town Clerk also hoped that by the time the Council's Summer Newsletter was due to be published, it may be possible to include an article regarding Kendal in 100 Objects.

The Mayor took the opportunity to remind Members to make a note of 8 May in their diaries and hoped to see as many of them as possible either in the Market Place during the day or at the evening event on Castle Hill. He again thanked Members of the Committee for their support during his Mayoral Year.

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

The meeting closed at 8.18 p.m.

## Kendal Town Council

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



**Minutes of a meeting of the Kendal in Bloom Committee held on Tuesday, 25 March 2025, at 6.03 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.**

### Kendal Town Council Members

|                         |         |                            |           |
|-------------------------|---------|----------------------------|-----------|
| Cllr A Blackman (Chair) | Present | Cllr D Brown               | Present   |
| Cllr A Finch            | Absent  | Cllr E Hennessy            | Apologies |
| Cllr L Hendry           | Present | Cllr R Sutton (Vice-Chair) | Present   |

### Co-optees

|                                |         |                            |           |
|--------------------------------|---------|----------------------------|-----------|
| J Cottam                       | Absent  | C Stuart-Smith (Horticare) | Apologies |
| A Yates (Kendal Civic Society) | Present |                            |           |

**Also present:** Rachel Eardley (Horticare Supervisor).

**In attendance:** Janine Holt (Council Services Officer), Inge Booth (Democratic Services Assistant) and Pierre Labat (Townscape Officer).

### Public Participation

Graham Harrison, representing the community of Aynam Road, addressed the Committee. He referred to work which had been carried out in order to save the historic fountain on Aynam Road. He expressed thanks to all those involved in this effort, including the Kendal in Bloom Committee and, in particular, Cllr Sutton, for their help in progressing the project to move the fountain from Aynam Road to Abbot Hall. The matter now lay with officers at Westmorland and Furness Council. Mr Harrison displayed an artist's impression of the fountain in its new situation at Abbot Hall.

Mr Harrison was thanked for his hard work and commitment in relation to the relocation of the fountain.

### **B21/2024 Apologies**

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

### **B22/2024 Declarations of Interest**

Cllr Blackman, Chair, declared an interest in Agenda Item No.9 (Kendal in Bloom Grant Application) by virtue of the fact that he was Chair of Netherfield Bowling Club. He indicated that he would leave the Chamber during the discussion and voting on that item.

### **B23/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

**B24/2024 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 22 October 2024 and to authorise the Chair to sign them as a true record.

**B25/2024 Minute Action Sheet**

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

Item Ref. No.3 – B8/2023 – Development of Civic Planting Strategy and appointment of independent specialist to undertake a review – This appeared as an item later on in the agenda.

Item Refs. Nos.9, 10, 11 and 14 could now be deleted from the sheet.

Item Ref. No.15 – Bloom 2024 Update Report and open event – It was felt that, with a three year plan in place, an open meeting could now be held to encourage the local community to become engaged with the project. It was suggested that a speaker may be invited to the event, and Toni Yates, who was a member of the Westmorland Horticultural Society, undertook to see if she could approach someone suitable. It was pointed out that the recently-appointed Projects Officer would be taking on this project and that a date could not, therefore, be set until they had settled into their role.

**Resolved:** To update the Minute Action Sheet, as discussed at the meeting and outlined above.

**Resolved:** Toni Yates to seek to find a speaker for the Kendal in Bloom project event.

**Resolved:** To note the report.

**B26/2024 Review of Spend against Budget 2024/25**

The Council Services Officer presented a review of spend against budget 2024/25 as at 10 March 2025, explaining why funds remained. She drew attention to one call on the budget which was for replacement planters outside the Town Hall, at a cost of £780 which could be ordered prior to the close of the financial year on 31 March 2025.

**Resolved:** To approve the purchase of four replacement planters to be situated outside the Town Hall, at a cost of £780, to be purchased prior to the close of the financial year.

**Resolved:** To note the report.

**B27/2024 Civic Planting Strategy**

The Kendal in Bloom Committee had commissioned Lakeland Gardens to produce a sustainable planting report, as a review of current civic planting and to inform a civic planting strategy. A full copy of the report was attached to the report.

The Development and Delivery Manager (Deputy Clerk) had, together with officers, identified the following key requirements:

- The need to apply sustainability to the entire lifecycle of planting.
- Reconsideration of the planting displays:
  - Creation of larger planted spaces, planted in the ground where possible.
  - Review of planters – tiered, wall troughs, hanging baskets.
  - Drought resistant and lower maintenance plant mixes.
  - Perennial planting, with annual ‘top ups’.
- Additional tree planting.
- Greenery in the town centre, including the Birdcage and Market Place.
- Sustainable practices – water collection.

The report would be reviewed for specific suggestions that could be incorporated into future planting plans. It would further be used to inform principles for planting moving forwards, to be integrated into the strategy. To progress with the development of a planting strategy, officers would seek additional advice and bring a proposal to a future meeting of the Committee. This would also outline implications for the civic planting plans, where required.

In response to a query, the Council Services Officer explained that civic planting would be carried out in-house in 2025, with an appropriate plan having been developed by herself and the Townscape Officer. The Chair thanked the Council Services Officer and the Townscape Officer for taking on this additional work. Watering would continue to be carried out by the previous contractor who would also assist in transportation of plants during planting up.

The Townscape Officer referred to a problem which had developed over the past few months in that plants had been damaged or taken, and he suggested that this may be something for the Working Group to look at moving forward.

The Chair looked forward to the Development and Delivery Manager (Deputy Clerk) coming back with further information on how the Strategy would be developed. The Council Services Officer indicated that her role would be to manage the contract.

**Resolved:** To note the report.

### **B28/2024      Kendal in Bloom Kirkland Project**

The Committee had previously approved that the Kendal in Bloom initiative should focus efforts on the Highgate/ Kirkland Area, over a three-year period. Officers had been working on defining the scope of the project to enable it to progress.

The report from the Development and Delivery Manager (Deputy Clerk) outlined the objectives of the project which were to:

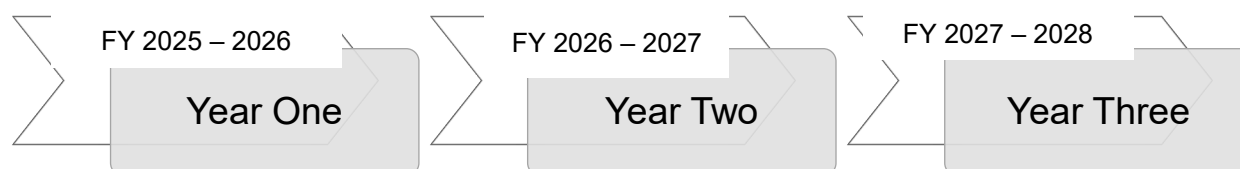
- develop a Cumbria in Bloom competition route through the Kirkland ‘Triangle’ Area, focusing on the area in and around Abbot Hall Park; and
- encourage community involvement by engaging local groups and businesses to undertake their own projects within the area.

*The report outlined the scope of the project, with the area being defined as ‘Kirkland Triangle’: Abbot Hall Park (Dowker’s Lane to Nether Bridge, East of Kirkland.)*

Within this, the project would only focus on specific areas, namely:

- (1) Gillinggate Park
- (2) Dowker's Lane Bed and Planter
- (3) Dowker Lane 'entrance'
- (4) Abbot Hall Park - Radial Beds
- (5) Abbot Hall Park - Peace Garden
- (6) Abbot Hall – river side
- (7) Kirkland Curb Planters
- (8) Coronation Bed
- (9) EA planting area (area of awareness)

Following the recommendations of the working group, the project would be developed over a three-year period. This would allow management of budget and resources and allow Kendal Town Council to develop sustainable community engagement. It was proposed that the project be divided as follows:



2. Dowker Lane Bed and Planter
4. Abbot Hall Park - Radial Beds
5. Abbot Hall Park - Peace Garden
7. Kirkland Curb Planters

3. Dowker Lane Entrance
6. Abbot Hall – river side
8. Coronation Bed

1. Gillinggate Park

If approved, the next steps would be to confirm permissions, develop specific plans for each area in line with stakeholders and begin community engagement. Once in post, the Projects Officer would be assigned as the project lead.

The civic planting strategy would be developed alongside the project and would inform decision making as and when appropriate.

The 80<sup>th</sup> Anniversary of VJ day was to be commemorated in August this year. Kendal Town Council would hold an event to mark the anniversary, and the current proposal was that the event would be centred around the Peace Garden in Abbot Hall. To prepare for the event, there were improvement works required at the Peace Garden, including updating the planting and treatment of the peace pole. It had been requested that the planting be led by the Kendal in Bloom Committee, due to its expertise as well as connection to the wider Kirkland project. There would be budget available from the Anniversary funding. This would be provided once approved by the Culture and Communities Committee.

Attention was drawn to the fact that Horticare were offering to help with the works required at the Peace Garden. The need to engage volunteer groups was also raised. The Committee would work together with the Mayoralty and Heritage Committee through the Events and Civic Officer and the Culture and Communities Committee through the Development and Development Manager (Deputy Clerk) or Projects Officer, but would lead on the planting work.

**Resolved:** To approve the proposed focus areas for year one.

**Resolved:** To agree to lead the improvement works at Abbot Hall Peace Garden following provision of budget from the Culture and Communities Committee.

**Resolved:** To meet as a Working Group on Thursday, 10 April 2025, at 11.00 a.m., in order to discuss plans for the Peace Garden.

**Note – Cllr Blackman, Chair, declared an interest in the following item by virtue of the fact that he was the Chair of Netherfield Bowling Club. He left the Chamber during the discussion and voting on the item. In his absence, Cllr Sutton, Vice-Chair, took the Chair.**

#### **B29/2024 Kendal in Bloom Grant Application**

The Committee considered an application from Netherfield Bowling Club for the sum of £500 towards enhancing the spectator area around the bowling green by the creation of flower beds and positioning of appropriate planters; the funding would be used to purchase robust large outdoor planters.

**Resolved:** To award a grant of £500.

**Note – Cllr Blackman resumed the Chair.**

#### **B30/2024 Date of Next Meeting**

**Resolved:** To cancel the meeting of the Committee due to be held on 22 April 2025.

The meeting closed at 6.46 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, 17 March 2025, at 6.31 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).

**Also Present:** Cllr C Russell and one member of the public.

#### **P176/2024 Apologies**

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

#### **P177/2024 Declarations of Interest**

No declarations of interest were raised under this item.

#### **P178/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

#### **P179/2024 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 3 March 2025 and to authorise the Chair to sign them as a true record.

#### **P180/2024 Minute Action Sheet**

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

Item Ref. No.7 – To remove from sheet and the Town Clerk instead to present a report on Planning Training for Members to the Committee in April 2025.

Item Ref. No.22 – The Chair and the Town Clerk to discuss the matter of a draft statement in relation to out of town food outlets and to alter the commencement date on the sheet to 17 March 2025.

Item Ref. No.36 – The Town Clerk explained that he continued to seek a convenient date for all with regard to the site visit for Members to have a wider view of Kendal in reality.

Item Ref. No.40 – The Town Clerk referred to the most recent meeting held between officers from Westmorland and Furness Council and a number of Members of Kendal Town Council. Town Council representatives had been disappointed in the outcome of the meeting as it had been felt that Westmorland and Furness Council had not changed its position in relation to its proposals for the Town Hall building. It was felt that Westmorland and Furness Council had not in any way addressed the concerns raised by Kendal Town Council and its dissatisfaction with the process that had taken place to date. To this end, the need was stressed for the Town Council to ensure that it worked in the most effective way to pursue this issue by bringing the matter to the attention of the relevant Portfolio Holder at Westmorland and Furness Council. The importance of the heritage of the building and Kendal Town Council's historic use of it, as well as the expectation of the people of Kendal was again emphasised. The Chair and the Town Clerk undertook to take the matter forward in the most appropriate manner by writing to the Leadership of Westmorland and Furness Council, with Cllr Cornthwaite also indicating that he would be prepared to write a letter to Westmorland and Furness Council Leadership in his capacity as Mayor.

Item Ref. No.41 – It was noted that a site visit to look at the New Road wall had yet to take place. Cllr Cornthwaite advised that arrangements would shortly be made.

Item Ref. No.42 – To remove from sheet as it duplicates Item Ref. No.36.

Item Ref. No.45 – To remove from sheet as a meeting for Members had been held to look at plans for the Town Hall building.

Item Ref. No.48 – To remove from sheet as the Town Clerk has made an informal approach to Ulverston and Barrow Town Councils in relation to the formation of a co-ordinated response on the Local Plan and this is repeated under Item Ref. No.51.

Item Ref. No.52 – Cllr Supka reported that he had discussed the matter of the production of a flowchart in relation to the Committee's aims with regard to the Local Plan and Call for Sites consultation process with the Town Clerk. They had decided that there was a need to approach the relevant Assistant Director at Westmorland and Furness Council to compare, match and influence their Call for Sites information against the Town Council's outline map of preferred areas.

**Resolved:** To make the updates to the Minutes Action Sheet discussed at the meeting and outlined above.

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

## **P181/2024 Planning Process and Issues**

The Chair raised the need for the Committee to consider the Design Code and questioned progress by Westmorland and Furness Council in relation to the document. The Town Clerk in response circulated copies of a document received from that Council earlier in the day which set out a programme for the preparation of new planning policy documents. He drew particular attention to the section on Key Programme Milestones for the production of Development Plan Documents, pointing out that the Draft Plan was due to be available in Quarter 4 of 2026/27. The Town Clerk pointed out, however, that the consultation on the Design Code had been completed in September 2024 and that it would be appropriate now to seek the outcome of this.

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

**P182/2024 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 no further meetings had yet taken place, with the next one due to be held on 26 March 2025. He referred to comments raised by residents with regard to the height of the wall on New Road informed the Committee that he planned to arrange a site visit for those interested with regard to discussing plans to mitigate anti-social behaviour in the area.

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

**P183/2024 Kendal Town Council Local Plan Action Group**

There was nothing further to report under this item, the Local Plan having already been discussed under Minute P180/2024 (Minute Action Sheet) above.

**P184/2024 Planning Applications**

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

Further to a request received from the Local Planning Authority on 12 March 2025 asking the Planning Committee to consider withdrawing its previous objection, an additional application was dealt with under this item, 2025/0167/FPA, 14 Bellingham Road, Kendal, 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).

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

The meeting closed at 7.32 p.m.

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

| No. | App No./Type                  | Address/Proposed Development  | Parish Ward | Comments to W&F | Observations/Recommendations   |
|-----|-------------------------------|---|-------------|-----------------|--|
| 1   | <a href="#">2024/1661/FPA</a> | <p><b>80 Stramongate Kendal Cumbria LA9 4BD</b></p> <p>Change of use from shop (Use class E) to short term let / holiday accommodation and staff accommodation (Mixed use classes C3 Dwellinghouse &amp; C4 house in multiple occupation)</p> | Fell        | 20 March        | <p><b>No further comments.</b> The Committee was previously against this proposal. It continues to hold the same view, however, feels that the proposal could move forward subject to the applicant being able to sufficiently address the concerns raised by the Environment Agency in their letter dated 14 October 2024, which states “<i>We have considered the findings of the FRA in relation to the likely duration, depths, velocities and flood hazard rating against the design flood event for the development proposals. We disagree that this indicates that there will be a low degree of hazard and no danger to people.</i>” A Flood Risk Assessment has been provided but is not currently adequate in showing what steps are to be taken to protect residents and visitors to make this response meaningful. In addition, whilst off-site parking availability was felt to be overstated, and would need to be ensured, it is felt to be sufficient.</p> |

| No. | App No./Type                  | Address/Proposed Development  | Parish Ward | Comments to W&F | Observations/Recommendations  |
|-----|-------------------------------|---|-------------|-----------------|---|
| 2   | <a href="#">2024/1948/FPA</a> | <b>Yard 64 Stramongate Kendal Cumbria LA9 4BD</b><br><br>Change of use of storage building (Use Class B8) to dwelling (Use class C3) with 2 storey extension                                | Fell        | 24 March        | <b>No Material Objection</b> provided that the design and materials to be used for the windows are suitable for the Kendal Conservation Area and Biodiversity Net Gain being shown through the provision of swift bricks. |
| 3   | <a href="#">2025/0248/HOU</a> | <b>27 Silver Howe Close Kendal Cumbria LA9 7NW</b><br><br>New render and slate cladding. New window on front elevation. New velux windows. Work to steps to Garden and Deck Access at rear. | Heron Hill  | 24 March        | <b>No Material Objection</b>  |
| 4   | <a href="#">2025/0285/HOU</a> | <b>3 Collin Road Kendal LA9 5HN</b><br><br>Second storey front extension and side carport   | Stonecross  | 24 March        | <b>No Material Objection</b> subject to Biodiversity Net Gain being shown given the increase in footprint.  |
| 5   | <a href="#">2025/0239/HOU</a> | <b>68 Lingmoor Rise Kendal Cumbria LA9 7NU</b><br><br>Replacement of three flat roof garages with two pitched roof garages  | Heron Hill  | 24 March        | <b>No Material Objection</b>  |
| 6   | <a href="#">2025/0374/ADV</a> | <b>Sainsbury's Shap Road Kendal LA9 6DL</b><br><br>Advertisement consent for the erection of 1 medium internally illuminated Starbucks fascia wordmark sign                                 | Mintsfeet   | 25 March        | <b>No Material Objection</b> subject to the lighting being switched on one hour before and off one hour after opening hours and provided that the frequency of the LEDs does not harm insects.                            |

| No. | App No./Type                  | Address/Proposed Development   | Parish Ward | Comments to W&F | Observations/Recommendations   |
|-----|-------------------------------|--|-------------|-----------------|--|
| 7   | <a href="#">2025/0315/HOU</a> | <b>16 Sedbergh Road Kendal LA9 6AD</b><br><br>Installation of a roof window and EV charging point  | Nether      | 25 March        | <b>No Material Objection</b>   |
| 8   | <a href="#">2025/0439/HOU</a> | <b>15 Oak Tree Road Kendal LA9 6AN</b><br><br>Single storey side extensions and alterations to dwelling  | Nether      | 31 March        | <b>No Material Objection</b> subject to Biodiversity Net Gain being shown.                               |
| 9   | <a href="#">2025/0167/FPA</a> | <b>14 Bellingham Road, Kendal</b><br><br>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  |                 | <b>Objection Withdrawn</b> provided that the bathroom window opening is restricted to a maximum of 10cm. |

## Kendal Town Council

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



### Minutes of a meeting of the Planning Committee held on Monday, 7 April 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                | Apologies |
| Cllr A Finch       | Present   |                             |           |

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

**Also Present:** One member of the public.

#### Public Participation

Mr Bill Woods addressed the Committee in relation to Agenda Item No.9(6) (Planning Applications) (2924/0811/LBC – Kendal Town Hall, Highgate, Kendal – Retrospective Listed Building Consent for the installation of a roller shutter door at the internal entrance to the reception area (further information)). Mr Woods referred to his long relationship with the Town Hall which had begun in the 1950s when his father had worked in the building. He further referred to the history of the application and the Town Council's recommendation of refusal. He drew attention to the recommendation of the Planning Authority's own Conservation Officer for refusal of this type of modern shutter door which was felt to be totally inappropriate in this Listed Building. The Planning Authority, however, instead of determining or withdrawing the application, had decided to go back to the drawing board and had now, after eight months, submitted this revised application which was simply a drawing with no further justification of retaining this metal door, repainted, with some of the frame being boxed in and casing with stained MDF. Mr Woods had been advised that stained MDF was not an appropriate material for use in this Listed Building and nor was painting the roller shutter door, which would make it appear an alien feature when rolled down. He drew attention to the Conservation Officer's comments on the amended plan, which stood by their previous recommendation for refusal and continued to suggest installation instead of the same glass doors as installed in the main corridor which had the same fire rating as the metal shutter door. Mr Wood hoped that the Town Council's Planning Committee would again recommend refusal and demonstrate to the Planning Authority that this revised plan was not acceptable in this Listed Building.

#### P185/2024 Apologies

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

#### P186/2024 Declarations of Interest

No declarations of interest were raised under this item.

#### P187/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

#### **P188/2024 Minutes of the Previous Meeting**

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

#### **P189/2024 Planning Applications**

**Note – At this stage in the proceedings, Cllrs Cornthwaite, Ladhams and Rathbone (Chair) all declared an Other Registrable Interest in Planning Application Ref. No.6 (2924/0811/LBC – Kendal Town Hall, Highgate, Kendal) by virtue of the fact that they were Members of Westmorland and Furness Council, the applicant, and left the Chamber during the discussion and voting thereon. In the absence of Cllrs Rathbone and Ladhams, Cllr Finch was elected to take the Chair.**

Mr Bill Woods being present, the Committee considered Planning Application Ref. No.6 (2924/0811/LBC – Kendal Town Hall, Highgate, Kendal) as detailed in Appendix 1 to these minutes.

**Resolved:** To submit the recommendation relating to Planning Application Ref. No.6 (2924/0811/LBC – Kendal Town Hall, Highgate, Kendal) in Appendix 1 to these minutes to the Planning Authority.

**Note – Cllr Rathbone resumed the Chair.**

#### **P190/2024 Minute Action Sheet**

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

#### **P191/2024 Planning Process and Issues**

There was nothing to report under this item.

#### **P192/2024 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 taken place on 26 March 2025. The Group had been updated on the timetable, brought up to date on potential delays and informed about the current work on both New Road and Waterside. The work on New Road was coming on apace and Police Inspector Ross had been in attendance to talk about potential anti-social behaviour on New Road Common. Also discussed were areas that might be used for retention of flood waters.

The Town Clerk advised that Mr Ian Kell was due to address Full Council with regard to the slowness on work in relation to upstream storage. He further reported that he had discussed with the Police and Mrs Shirley Evans the matter of safety and the current policing arrangements with regard to CCTV. In response to a query, the Town Clerk explained that the Police were proposing to take back the management of CCTV moving forward and would be able to move cameras around as required.

Cllr Cornthwaite informed the Committee that the next meeting of the Group was scheduled to be held on 9 July 2025.

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

**P193/2024 Kendal Town Council Local Plan Action Group**

The Town Clerk apologised for not having yet been able to organise a convenient date for all on which to carry out a site visit for Members to have a wider view of Kendal in reality. He would deal with this in the following week.

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

**P194/2024 Planning Applications**

Further to Minute No.,P189 above, the Committee considered the remaining Planning Applications as detailed in Appendix 1 to these minutes.

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

The meeting closed at 7.25 p.m.

Kendal Town Council  
 Responses from Planning Committee: 7 April 2025  
**Appendix 1**

| No. | App No./Type                  | Address/Proposed Development   | Parish Ward | Comments to W&F | Observations/Recommendations  |
|-----|-------------------------------|--|-------------|-----------------|---|
| 1   | <a href="#">2025/0399/FPA</a> | <p><b>Caravan Site Spital Farm Appleby Road Kendal LA9 6PJ</b></p> <p>Change of use of agricultural land for 12 additional touring caravan pitches and installation of stone access track.</p> | Nether      | 9 April         | <p><b>Material Objection.</b> The Committee does not wish to see the loss of any further agricultural land in this area, particularly that it would create a permanent extension of the limits of the town and its adverse effect on the locality would be larger than the simple siting of 12 new pitches.</p> <p>This application would also allow the creation of pitches directly opposite the entrance to a special needs school, with no screening proposed, and no recognition given in planning terms to mitigate the potential resultant safeguarding issues.</p> <p>The Committee also agrees with the objections made by (remove) Natural England, the Environment Agency and United Utilities and, if any subsequent reports deem that the objections have been sufficiently addressed, then the Committee would require sight of them prior to a change in its opinion. The Committee felt the application's increase in the number of pitches and change in site layout and biodiversity loss resulted in "a significant adverse effect" on the area.</p> |

| No. | App No./Type                  | Address/Proposed Development  | Parish Ward | Comments to W&F | Observations/Recommendations  |
|-----|-------------------------------|---|-------------|-----------------|---|
|     |                               |   |             |                 | <p>The Committee would also require a Highways Report on the traffic disturbance which would be caused by this proposal as well as any need for inclusion of increased visibility splays at the entrance/exit or increased need for highway access.</p> <p>In addition, the Committee underlines its comments in objection to the removal of the 6m hedge which is the opposite to being "sensitive" to the natural features of the existing site, with sufficient reason and justification not being given for this removal. Whilst not an ancient hedge, a great deal of biodiversity exists and there is a need for sensitivity in relation to the natural features that exist. There is not sufficient justification for its removal.</p> |
| 2   | <a href="#">2025/0415/HOU</a> | <p><b>9 Beech Hill Terrace Kendal Cumbria LA9 4PP</b></p> <p>Replacement second floor dormer window</p> | Nether      | 17 April        | <p><b>No Material Objection</b> subject to the comments of the Conservation Officer being taken on board.</p>   |

| No. | App No./Type                  | Address/Proposed Development   | Parish Ward | Comments to W&F | Observations/Recommendations   |
|-----|-------------------------------|--|-------------|-----------------|--|
| 3   | <a href="#">2025/0089/FPA</a> | <p><b>Kendal College Milnthorpe Road<br/>Kendal LA9 5AY</b></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 &amp; 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) (further information)</p> | Kirkland    | 2 April         | <p><b>Material Objection.</b> The Committee reiterates its previous comments which it does not consider to have been sufficiently answered or addressed. The Committee requires an adequate Noise Report which is not ten years old and that is site specific. The precise location of this turbine is crucial in judging the application and the turbine should not be close to roosting or nesting wildlife. The Committee remains disappointed at the retrospective nature of the application given the fact that this organisation would be aware of the planning process.</p> |
| 4   | <a href="#">2025/0499/HOU</a> | <p><b>21 Esthwaite Avenue Kendal LA9 7NZ</b></p> <p>Proposed single storey rear extension, an extension to the rear of the existing garage to provide a utility area and a porch extension to the front</p>  | Heron Hill  | 9 April         | <p><b>Material Objection</b> on the grounds of scale, dominance and over-intensity on this site. The appearance and density of the development would have a negative impact on the character and appearance of the surrounding area. Notwithstanding this and in relation to any decision made on the application, the Committee objects to the removal of the 5 metre hedge which would result in the loss of biodiversity.</p>   |

| No. | App No./Type                  | Address/Proposed Development  | Parish Ward | Comments to W&F | Observations/Recommendations  |
|-----|-------------------------------|---|-------------|-----------------|---|
| 5   | <a href="#">2025/0500/HOU</a> | <b>16 Esthwaite Green Kendal LA9 7RZ</b><br><br>Proposed single storey rear extension, first floor side extension above existing garage and porch and bay window extension to the front                         | Heron Hill  | 9 April         | <b>Material Objection</b> on the grounds of scale, dominance and over intensity on this site. The appearance and density of the development would have a negative impact on the character and appearance of the surrounding area. Notwithstanding this and in relation to any decision made, the Committee feels that it would be appropriate to carry out a Flood Risk Assessment.   |
| 6   | <a href="#">2024/0811/LBC</a> | <b>Kendal Town Hall Highgate Kendal LA9 4ED</b><br><br>Retrospective Listed Building Consent for the installation of a roller shutter door at the internal entrance to the reception area (further information) | Fell        | 2 April         | <b>Note - Cllrs Cornthwaite, Ladhams and Rathbone (Chair) all declared an Other Registrable Interest in this Planning Application by virtue of the fact that they were Members of Westmorland and Furness Council, the applicant, and left the Chamber during the discussion and voting. In the absence of Cllr Rathbone, Cllr Finch took the Chair during consideration of this application.</b><br><br><b>Material Objection.</b> The roller shutter is not in keeping with the character of the Listed Building and supports the comments raised by the Conservation Officer. The Committee reiterates its previous comments, is disappointed in this proposal and feels that alternative options should be explored for a more sympathetic conclusion, potentially through the use of |

| No. | App No./Type                  | Address/Proposed Development   | Parish Ward | Comments to W&F | Observations/Recommendations   |
|-----|-------------------------------|--|-------------|-----------------|--|
|     |                               |  |             |                 | glass fire proof doors as per those already situated within the corridor.  |
| 7   | <a href="#">2025/0512/HOU</a> | <b>83 Valley Drive Kendal LA9 7AQ</b><br><br>Proposed demolition of existing conservatory and construction of single storey rear extension   | Castle      | 10 April        | <b>No Material Objection</b> subject to Biodiversity Net Gain being shown.   |
| 8   | <a href="#">2025/0519/HOU</a> | <b>103 Parkside Road Kendal LA9 7LG</b><br><br>Two storey rear extension, relocation of the front entrance and creation of a pitched roof to replace existing single story flat roof   | Nether      | 10 April        | <b>No Material Objection</b> subject to Biodiversity Net Gain being shown.   |
| 9   | <a href="#">2025/0447/ADV</a> | <b>Santander 35 Stricklandgate Kendal LA9 4LT</b><br><br>Advertisement Consent for 1no. externally illuminated projecting hanging sign and 1no. new externally illuminated fascia sign in Santander's new standard script font. Fascia sign externally illuminated by existing light trough. | Fell        | 15 April        | <b>No Material Objection</b> subject to the lighting being switched on one hour before and off one hour after opening hours and that the lighting used is in accordance with this Council's Dark Skies Policy. |
| 10  | <a href="#">2025/0345/HOU</a> | <b>127 Lingmoor Rise Kendal LA9 7PL</b><br><br>Proposed front porch extension  | Castle      | 16 April        | <b>No Material Objection</b> subject to Biodiversity Net Gain being shown.   |

# 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 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     | Present   | Cllr G Supka                | Present   |
| Cllr A Finch       | Present   |                             |           |

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

### **P195/2024 Apologies**

Cllrs Cornthwaite and Rathbone apologised in advance for their late arrival. Cllr Ladhams took the Chair.

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

### **P196/2024 Declarations of Interest**

No declarations of interest were raised under this item.

### **P197/2024 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

### **P198/2024 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 7 April 2025 and to authorise the Chair to sign them as a true record.

### **P199/2024 Minute Action Sheet**

Members drew attention to their ongoing disappointment with the manner of Westmorland and Furness Council's engagement over developments at the Town Hall, suggesting that it was setting a poor example to other developers of Listed Buildings in the Conservation area.

The Clerk reported that he had not received positive reports of engagement with the Local Plan process from any of the other towns in Westmorland and Furness.

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

### **P200/2024 Planning Process and Issues**

None were raised.

**P201/2024 Kendal Town Council Flood Relief Scheme Working Group**

The Chair of the Flood Relief Scheme Working Group, was not yet present at the meeting, however other members of the group reported that there was a site visit at New Road planned for the coming week, and a subsequent all-member briefing on the progress of the scheme planned for June.

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

**P202/2024 Kendal Town Council Local Plan Action Group**

No report.

**P203//2024 Westmorland and Furness Council Pavement Licensing Policy 2025-2030**

It was reported that Westmorland and Furness Council had advised that a consultation was now taking place for its draft Pavement Licensing Policy. The consultation would be open until 28 April 2025 and the Authority welcomed comments. The draft Policy introduced a permanent pavement licensing regime in England to replace the temporary provisions introduced by the Business and Planning Act 2020 which had been put in place during the Coronavirus pandemic to enable hospitality businesses to use the pavement space outside of their premises. A business which used (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) could apply for a pavement licence. A licence permitted the business to use temporary furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises. This draft Policy retained the key features of the 2020 regime, intended to streamline processing and reduce costs, but also incorporated some changes, to ensure the long-term sustainability of the model, which were summarised as follows:

- extend both the public consultation period from 7 days to 14 days, and council determination period from 7 days to 14 days;
- extend the maximum duration of pavement licences from 1 year to 2 years. The length of a licence is however granted at the discretion of the local authority (s4 of the 2020 Act);
- provide that pavement Licences can also be amended by the local authority, with the consent of the licence holder, if it is considered that the conditions on the licence are not being met (new s6(3) inserted in the 2020 Act);
- prohibit a local authority from granting a tables and chairs licence under the old regime (Highways Act 1980) if a pavement licence is capable of being granted under this Act (s115E(1) amended and new s115E(5) inserted in the Highways Act 1980); and
- insert a new enforcement section providing powers to the local authority to give notice to businesses who have placed furniture on the highway without the required licence, and to remove said furniture if it continues to remain on the highway in contravention of the notice (new s7A inserted in the 2020 Act).
- amend the fee councils can charge applicants, increasing it from a set £100 to a maximum of £350 for renewals (premises which already hold a pavement licence) and £500 for new applicants (s2(1) of the 2020 Act and new s2(1A) & (10)), the actual fee being determined by the local authority;

The proposed new policy was available on Westmorland and Furness Council's website for review. The Pavement Licensing Policy, once adopted, would be in force for five years from the date of implementation, subject to any change in legislation.

**Resolved:** To support the new process, with observations that there should be a clear method reporting to members which premises had licenses, and for what, and for reporting licensing infringements. There should also be a subsequent clear statement of enforcement policies.

#### **P204/2024 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 7.25 p.m.

Kendal Town Council  
 Responses from Planning Committee: 22 April 2025  
**Appendix 1**

| No. | App No./Type                  | Address/Proposed Development   | Parish Ward | Comments to W&F | Observations/Recommendations  |
|-----|-------------------------------|--|-------------|-----------------|---|
| 1   | <a href="#">2025/0554/HOU</a> | <b>6 Green Road Kendal LA9 4QR</b><br><br>Replacement of all current brown wood frame windows on the front elevation with modern uPVC windows in a sliding sash style  | Strickland  | 22 April        | <b>Material Objection</b><br><br>The Committee did not feel able to support this application until the concerns of the Conservation Officer had been addressed  |
| 2   | <a href="#">2024/1661/FPA</a> | <b>80 Stramongate Kendal Cumbria LA9 4BD</b><br><br>Change of use from shop (Use class E) to short term let / holiday accommodation and staff accommodation (Mixed use classes C3 Dwellinghouse & C4 house in multiple occupation) (further information) | Fell        | 15 April        | <b>Material Objection</b><br><br>The Committee remained unconvinced by the developer's flood evacuation plan for temporary residents. It still believes that it is insufficient in a Zone 3 Flood Risk to observe that visitors could sign up to an EA flood warning, and that the developer has a duty to be far more proactive in this process (NPPF 181e). An emergency entry/exit planning document and plan, as outlined in the EA letter of 11 April 2024, is still required. |

| No. | App No./Type                  | Address/Proposed Development   | Parish Ward         | Comments to W&F | Observations/Recommendations   |
|-----|-------------------------------|--|---------------------|-----------------|--|
| 3   | <a href="#">2025/0601/HOU</a> | <b>16 Hillswood Avenue Kendal LA9 5BT</b><br><br>Two storey side extension with single storey rear extension   | Highgate / Kirkland | 24 April        | <b>Material Objection</b><br><br>The design as shown appears too large in the context, and therefore should be rejected for its scale and dominance. A smaller-scale plan is mentioned in the application, and this may be acceptable but no further information or measurements are supplied. |
| 4   | <a href="#">2025/0567/FPA</a> | <b>Land Adjacent to 17 Gillinggate Kendal LA9</b><br><br>Erection of a self-build detached dwelling.   | Kirkland            | 28 April        | <b>No material objections</b><br><br>The Committee expects to see biodiversity net gain, and the consent of the Conservation Officer.  |
| 5   | <a href="#">2025/0639/ADV</a> | <b>Natwest 10 Elephant Yard Kendal LA9 4LZ</b><br><br>Advertisement consent to replace existing external ATM surround with anew external ATM surround  | Fell                | 29 April        | <b>No material objections</b>  |
| 6   | <a href="#">2025/0576/HOU</a> | <b>35 Queen Katherine Street Kendal LA9 7DG</b><br><br>Replace existing PVC windows with PVC sash windows. Replace front and rear doors. Replace rear ground floor window with French doors. Replace garage window with PVC open casement window | Castle              | 29 April        | <b>No material objections</b><br><br>The application appears to be a welcome improvement in appearance, assuming the sashes are installed in accordance with their specification. Door colours should be in keeping with the overall context of the Conservation Area.                         |

| No. | App No./Type                  | Address/Proposed Development   | Parish Ward | Comments to W&F | Observations/Recommendations  |
|-----|-------------------------------|--|-------------|-----------------|---|
| 7   | <a href="#">2025/0671/HOU</a> | <b>5 Kendal Green Kendal LA9 5PN</b><br>Replacement of the existing original sash windows with high quality timber double glazed units to match the existing | Strickland  | 30 April        | <b>No material objections</b><br>The Committee welcomed the effective choice of appropriate materials |