

# Kendal Town Council

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



21 July 2025

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 28 July 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.

### Andy's Man Club

To receive a presentation on Andy's Man Club.

### 1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of Local Government Act 1972, s85.

**2. Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda

*In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable Interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.*

**3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

To consider whether there are any agenda items during consideration of which the press and the public should be excluded.

**4. Minutes of Last Meeting (pages 4 to 7)**

To receive the minutes of the meeting held on 2 June 2025 and to authorise the Chair to sign them as a true record (see attached).

**5. Minute Action Sheet (pages 8 to 9)**

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

**6. Mayor's Communications and Announcements (pages 10 to 12)**

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

**7. Committee Membership**

To consider changes to the membership of the Council's committees, as necessary.

**Background**

It is proposed that Cllr Martland replaces Cllr Campbell on the Planning Committee.

**8. Complaints Procedure (pages 13 to 25)**

To consider a recommendation from the Management Committee that the Council adopts new policies and procedures for handling complaints.

**9. Standing Orders (pages 26 to 30)**

To consider a recommendation from the Management Committee that the Council adopts amendments to its Standing Orders.

**10. Representation on Outside Bodies**

To consider a request from Kendal Priode that the Council appoints a representative to its Steering Group.

**11. Stricklandgate House Funding Proposal (pages 31 to 43)**

To consider a recommendation from the Management Committee that the Council funds a project at Stricklandgate House through the Community Infrastructure Levy.

**12. Reports and Minutes from Committees (pages 44 to 100)**

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

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

- (a) Allotments Committee on 23 June 2025
- (b) Culture and Communities Committee on 9 June 2025
- (c) Environment Committee on 19 May 2025 (final)
- (d) Management Committee on 27 May (final) and 30 June 2025
- (e) Mayoralty and Heritage Committee on 16 June 2025
- (f) Planning Committee on 2 June (final), 16 June (final), 30 June (final) and 14 July 2025

**13. Schedules of Payments (pages 100 to 102)**

To receive the schedules of payments for May and June 2025 (see attached).

# Kendal Town Council

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



**Minutes of a meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 2 June 2025, at 7.30 p.m.**

## Councillors

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

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

**Also present:** Jamie Hooper and Josh Simpson of Kendal Pride

## Kendal Pride

Jamie Hooper (Chair of Kendal Pride and Corporate Equality, Diversity, and Inclusion Advisor at Westmorland and Furness Council) and Josh Simpson (Director of Kendal Pride) addressed Council on the work currently being carried out by Kendal Pride, also tendering apologies for Sally Lofthouse who was unable to attend this meeting. 13 to 15 June 2025 would see Kendal Pride's third festival event. This was a grass roots festival celebrating LGBTQ+ identities, with this year's theme being "Together for everyone, no exceptions." The event would bring in visitors from outside of the area, as well as attract those who had moved away from Kendal to their rural roots. Details of the event and its diverse programme of activities were provided.

Council was further informed about the organisation itself, which had become more professional over time, with a Board, Terms of Reference and policies now in place. In addition, Pride was re-establishing its Advisory Group. The organisation had also become more successful in bringing in funding, and the Council was thanked for its support over the last three years. Reference was made to funding from elsewhere which was due to be put towards establishing LGBTQ+ safe places for the queer community in Kendal and to a bid to Westmorland and Furness Council for funding towards developing drag scratch nights in Kendal, which would help individuals to develop their acts and gain confidence.

Mr Hooper and Mr Simpson answered questions raised by Members, during which time the need for training in appropriate LGBTQ+ language and terminology was raised. The Mayor expressed thanks for the group's contribution to the meeting and wished them well with the event which he would be attending.

### **15/2025 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllrs Blunden, Campbell, Coleman, R Edwards, Evans, Martland, Miles and Simpson.

### **16/2025 Declarations of Interest**

No declarations of interest were raised under this item.

### **17/2025 Exclusion of Press and Public**

There were no excluded items included within the agenda.

### **18/2025 Minutes of Last Council Meeting**

Attention was drawn to the presentation on Dementia Awareness and the need to refer the matter of looking into the matter of Kendal as a Dementia Friendly Town to the Culture and Communities Committee.

**Resolved:** To receive the minutes of the Annual Meeting of the Council held on 12 May 2025 and to authorise the Chair to sign them as a true record.

### **19/2025 Minute Action Sheet**

The Town Clerk referred to Item Ref. No.32 regarding the need to seek clarification as to whether the Council received invitations to all of the Rural Services Network Market Town Group seminars and conferences. Cllr Thornton had spoken with the organisation which had confirmed that all Members were welcome to attend these events, details of which the Town Clerk undertook to publicise moving forward.

It was pointed out that a number of items contained within the report had not yet been acted on and required attention. The Town Clerk referred to Item Ref. No.10 regarding the need for training on LGBTQ+ terminology and advised that he had discussed with the matter with Jamie Hooper (Chair of Kendal Pride and Corporate Equality, Diversity, and Inclusion Advisor at Westmorland and Furness Council) who had indicated that he would be providing this training for Members of Westmorland and Furness Council and could provide Kendal Town Council with the training materials.

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

### **20/2025 Mayor's Communications and Announcements**

Council was presented with a list of recent activities carried out by both the former Mayor and the current Mayor. The Mayor highlighted a number of the events and drew attention to additional engagements which he had attended. He congratulated Cllr Cornthwaite, former Mayor, for having managed to attend so many events at the end of his term.

**Resolved:** To receive the report.

**21/2025 Annual Governance and Accountability Return (AGAR) 2024-25**

- (a) Council considered a report on the completion of the AGAR 2024-25, including the recommendations on how the Council is dealing with 'Except fors' and other matters raised by the internal and External Auditors.

**Resolved:** To accept the report.

- (b) Council was asked to note the report from the Internal Auditor for 2024-25.

**Resolved:** To accept the report.

- (c) Council was asked to consider the relevant sections of the Council's AGAR 2024-25 as follows:

- (i) The Annual Governance Statement (Section 1)
- (ii) The Accounting Statement (Section 2)

**Resolved:** To accept the recommended completed sections in the order they were presented.

**22/2025 Reports and Minutes from Committees**

The Council was presented with minutes from recent meetings of the Council's standing committees, details of which are provided below. Committee chairs were further provided an opportunity to provide a brief account of their committee's recent activities.

- (a) Allotments Committee – There was no update.
- (b) Audit Committee on 28 April 2025 (Cllr Russell presented the minutes). The Committee had been carrying out a lot of work in terms of the Audit and AGAR. Some discussion took place regarding A41/2024 and the suggestion to maintain a zero budget line for footway lighting. The Town Clerk explained that this was for instances where the Town Council wished to put in additional lighting which it would provide the funding for, with the agreement of Westmorland and Furness Council, and then pass over the responsibility to the Lighting Authority. The need to place on record and pass on the Council's thanks to the Finance Officer for her hard work in relation to the successful completion of the AGAR was raised.
- (c) Culture and Communities Committee on 6 May 2025 (Cllr Ladhams presented the minutes). In response to a request for an update in relation to proposals to mark the 80<sup>th</sup> Anniversary of VJ Day, the Deputy Clerk (Development and Delivery Manager) explained that the plan was for the Culture and Communities Committee to work together with the Kendal in Bloom Committee to rejuvenate the Peace Garden. There would be an event to commemorate VJ Day and to rededicate the garden, with an information panel being installed at the location, followed by a small reception. Details would be confirmed in due course.
- (d) Environment Committee – Cllr Hennessy drew attention to the Consultation on 20mph which would open on Wednesday, 4 June, urging Members to respond in a positive manner and to recommend their residents to do the same. He further welcomed Members to join him at the Bird Cage on 7 June to talk to residents on the matter. The need to ensure that residents knew that 20mph was not simply for the benefit of cyclists, but was about the safety of children, the elderly and pedestrians, was stressed.

- (e) Kendal in Bloom Committee – Cllr Blackman referred to the plans for the Peace Garden and commemoration of VJ Day, reporting that he had met with Projects Officer and representatives of the Royal British Legion and Veterans Community Group to look at the garden. It was their intention to engage with both the Air and Sea Cadets during the process.
- (f) Mayoralty and Heritage Committee – There was no update.
- (g) Planning Committee on 12 May 2025 (Cllr Rathbone presented the minutes).
- (h) Management Committee – There was no update.

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

### **22/2025      Schedule of Payments**

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

**Resolved:** To receive the schedule of payments for March and April 2025.

The meeting closed at 8.30 p.m.

Agenda Item No.5 - Full Council - Minute Action Sheet - as at 27 May 2025								
Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
5	31/07/2023	40/2023	Civility and Respect Pledge	To sign up to the Pledge from the National Association of Local Councils, however, to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct, with input to be sought from all Members.	CB		22-Jul-24	Being considered through Management Committee and now being actioned by the Audit Committee. Recommendations will be sent back to the Management Committee for consideration before adoption by the Full Council.
10	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to address the issue of training on LGBTQIA+ terminology within the Respect agenda.	CB		In progress	
24	07/10/2024	38/2024	Minute Action Sheet	An interim statement on outside bodies to be brought to the next meeting of the Council.				Not yet complete. Report to be considered by Management Committee in January.
25	07/10/2024	42/2024	Schedule of Payments	To provide clarification within future schedules of payments around the service charge paid by the Town Council to Westmorland and Furness Council in relation to the Town Hall.				This will be clarified as the Council clarifies its current contracts with Westmorland and Furness Council.
26	07/04/2025	77/2024	Footway Lighting	To transfer all Kendal Town Council's existing stock to Westmorland and Furness Council.				

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
27	07/04/2025	82/2024	Wainwright Award 2024-25	Moving forward to present all nominees in each year with a framed certificate to indicate that they have been nominated for the Wainwright Award.	NW		15.05.25	Wainwright nominees were invited to attend Mayor Making and also received certificates.
28	07/04/2025	82/2024	Wainwright Award 2024-25	To present the Wainwright Award 2023-24 to Memory Wheelchairs.	NW		15.05.25	Completed at Mayor Making
29	12/05/2025	N/A	Dementia Awareness	To look into the matter of Kendal as a Dementia Friendly Town.				To be considered by Culture and Communities Committee
30	12/05/2025	6/2025	Review of the Terms of Reference for Committees	To include within the Terms of Reference for the Council's Committees the fact that the Mayor and Deputy Mayor will be Chair and Vice-Chair respectively of the Mayoralty and Heritage Committee.			14-May-25	
31	12/05/2025	7&8/2025	Chairs/Vice Chairs/Membership of Committees	To update website.			27-May-25	
32	12/05/2025	11/2025	Review of Subscriptions to Other Bodies	To seek clarification as to whether the Council receives invitations to all of the Rural Services Network Market Towns Group seminars and conferences.			27-May-25	
33	12/05/2025	12/2025	Representation on Outside Bodies	Advise organisations and update website.			28-May-25	

**Kendal Town Council**  
**Council – 28<sup>th</sup> July 2025 – Agenda Item No.6**  
**Mayor’s Engagements 22<sup>nd</sup> May 2025 – 17<sup>th</sup> July 2025**

**Mayor:**

Thursday 22nd May 2025	PM	Musical - Jamie	Kendal Colleege
Friday 23rd May 2025	13:30	Memorial Service for Baby Loss	Kendal Parkside Road Cemetery, LA9 7DU
Saturday 24th May 2025	10:30 - 14:30	Millom Town Council 100 Year Memorial Re-Dedication	Millom Memorial at 10:30 followed by Rugby Club from 1pm
Saturday 31st May 2025	12:00 - 14:00	Picnic Lunch with Kirkbie Green Community Group	Kirkbie Green
Sunday 1st June 2025	15:15 - 17:00	Life Steps Club - Causeway Gathering	Sandylands Methodist Church
Wednesday 4th June 2025	13:45 - 16:00	Volunteer Celebration Day	Brewery Arts
Sunday 8th June 2025	12:20pm	Kendal and District Lions Charter Anniversary	Stone Cross Manor Function Room
Monday 9th June 2025	13:00	Tour around CancerCare Centre	CancerCare, Blackhall Road
Monday 9th June 2025	16:00 - 18:00	Launch of the Eddington Cyclery	The Eddington
Thursday 12th June 2025	2pm	Pollinator Planting at Kendal College	Kendal College
Friday 13th June 2025	TBC	Sight Advice Exhibition	Town Hall
Saturday 14th June 2025	11:45	Pride	Abbot Hall
Saturday 14th June 2025	19:30	Westmorland Orchestra Summer Concert	Kendal Parish Chrush
Sunday 15th June 2025	14:00	Ulverston Civic Sunday	Ulverston Parish Church, Church Walk, Ulverston, LA12 7EN
Sunday 15th June 2025	16:00	Special Evensong for Patronal Festival Trinity Sunday Choirs and Music	Kendal Parish Church
Thursday 19th June 2025	18:15	Kendal College Prize giving	Kendal Town Hall
Saturday 21st June	10:30 - 17:00	Rotary Summer Fete	Abbot Hall Park
Monday 23rd June 2025	11:00 - 11:45	Armed Forces Flag Raising	Assembly Rooms, Town Hall

Saturday 28th June 2025	12:30	Garden Party	Kirkbie Kendal School
Thursday 3rd July 2025	10:30	Work on Peace Garden	Peace Garden
Sunday 6th July 2025	13:45	Barrow Civic Sunday	Barrow Town Hall and St. George's Church
Monday 7th July 2025	14:00	Heron Hill Care Home Dementia Celebration	Heron Hill Care Home, LA9 7JN
Saturday 12th July 2025	14:00 - 16:00	Manna House Summer Fete	Queen Katherine School Field
Sunday 13th July 2025	10:00	Kendal Civic Sunday	Kendal
Thursday 17th July 2025	12:00 - 16:00	South Lakes Talking Newspaper 50th Year of Operation	Netherfield Cricket Club

**Deputy Mayor:**

Saturday 24th May 2025	10:30 - 14:30	Millom Town Council 100 Year Memorial Re-Dedication	Millom Memorial at 10:30 followed by Rugby Club from 1pm
Saturday 24th May 2025	19:30	Kendal Choral Society	St George's Church, Kendal
Saturday 31st May 2025	12:00 - 14:00	Picnic Lunch with Kirkbie Green Community Group	Kirkbie Green
Sunday 1st June 2025	15:15 - 17:00	Life Steps Club - Causeway Gathering	Sandylands Methodist Church
Sunday 8th June 2025	10:00	Open Day	Growing Well
Sunday 8th June 2025	13:00	Kendal Eid Community Lunch	Kirkland Centre, Kendal
Monday 9th June 2025	13:00	Tour around CancerCare Centre	CancerCare, Blackhall Road
Monday 9th June 2025	16:00 - 18:00	Launch of the Eddington Cyclery	The Eddington
Wednesday 11th June 2025	16:30 - 18:00	Judge at End of year student art exhibition	Kendal College Art Campus, Beeson Road

Saturday 14th June 2025	10:00 - 15:00	Open Day	Appleby Rd Community Gardens
Sunday 15th June 2025	14:00	Ulverston Civic Sunday	Ulverston Parish Church, Church Walk, Ulverston, LA12 7EN
Saturday 21st June	10:30 - 17:00	Rotary Summer Fete	Abbot Hall Park
Monday 23rd June 2025	11:00 - 11:45	Armed Forces Flag Raising	Assembly Rooms, Town Hall
Wednesday 2nd July	16:30 - 18:30	Art and Photography Exhibition	Art Block, QKS
Sunday 13th July 2025	TBC	Kendal Civic Sunday	Kendal

## Kendal Town Council

### Agenda Report

Committee: Full Council	Meeting Date: 28 July 2025
From: Town Clerk	Agenda No: 8
Description: Review of Grievance and Complaints Procedures	

### Background

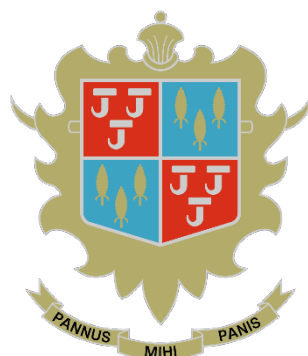
The Council should have clear and transparent procedures for the handling of all complaints and grievances. In line with statutory updates to Staff Terms and Conditions, and proposed changes to the Council's Standing Orders, the Council should review the adequacy and extent of its procedures for handling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

Following a review of the previous arrangements, those practiced by other Councils, and national recommended good practice, officers have drafted a new statement of policy and relevant procedures (attached as Appendices to this report). These align with the proposed changes to the Standing Orders, considered in a separate report.

The Council requested that the Management Committee consider these documents, prior to them being recommended for adoption by the Council at its meeting in July. The Management Committee reviewed the documents at its meeting in June, and presents them for adoption

### Recommendation

That the Council accepts the recommendation of its Management Committee and adopts the the proposed Policies and Procedures.



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# **Kendal Town Council**

## **Complaints Policy**

**DRAFT**

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## COMPLAINTS POLICY

Name of Governing Body: Kendal Town Council

Date of Policy Approval: TBC

Date of policy review: Annual

The Kendal Town Council Complaints Policy should be read in conjunction with the Complaints Procedure.

### 1. Introduction

- a The Council recognises that it is not subject to the jurisdiction of the Local Government Ombudsman but has adopted this policy to ensure that complainants are properly and fully considered.
- b The Town Council does not consider formal complaints against councillors. These are dealt with by Westmorland and Furness Council's Monitoring Officer in accordance with the Town Council's adopted Code of Conduct.
- c All complaints should be addressed to the Town Clerk.
- d Should the complaint be in regard to the Town Clerk, it should be addressed to the Mayor of Kendal and Chair of the Management Committee.
- e A fair and courteous response will be given in all cases, and a full and proper investigation may be undertaken to establish all the pertinent facts.

### 2. Informal Complaints – Stage 1

- a The Town Council will seek to resolve all complaints informally prior to a formal complaint being lodged.

- b An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/officers to seek resolution.
- c Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.
- d Should, in the opinion of the Town Clerk, the complaint be of a serious nature, the complaint shall be escalated to a formal complaint.
- e The Town Clerk shall maintain logs of informal complaints.
- f There is no defined process for an informal complaint; but full records must be kept of any communications and attempts at resolution.

### **3. Formal Complaints – Stage 2**

Where possible, the Town Council would wish to solve any complaint informally prior to a formal complaint being lodged.

#### Formal Complaints about Councillors

- a The Town Council does not consider formal complaints about its councillors.
- b Councillors are required to comply with an adopted Code of Conduct.
- c A formal complaint about a councillor should be addressed to the Monitoring Officer of Westmorland and Furness Council who will arrange the investigation of the complaint. Westmorland and Furness Council has its own policies for dealing with such complaints and a form must be completed and submitted to the monitoring officer.
- d The contact details for the Monitoring Officer are:

The Monitoring Officer  
Westmorland and Furness Council  
South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4DQ  
monitoringofficer@westmorlandandfurness.gov.uk

### Formal Complaints about Officers/Employees

- e Formal complaints about an employee of the Town Council must be made in writing to the Town Clerk setting out the reasons for the complaint and providing any supplementary information that will assist an investigation.
- f Complaints will be referred to the appropriate Line Manager and be processed in accordance with the council's disciplinary policy.
- g Complaints about the Town Clerk must be made in writing to the Town Mayor and Chair of the Management Committee, setting out the reasons for the complaint and providing any supplementary information that will assist an investigation. The panel may escalate the complaint to the Staffing Sub Committee should they consider it appropriate to do so.

The complainant will be informed that the complaint will be progressed under the council's disciplinary policy and at the end of that process will receive a response to the complaint.

### Formal Complaints about the Council, Committees or Decisions

- h Complaints about the activity or decisions of the council should be made to the Town Clerk in writing, providing any additional information that will enable the complaint to be investigated.
- i The council will only consider complaints about its formal (council/committee) decisions where the complainant puts forward missing information or evidence to suggest that the council has erred in its decision making.
- j The complaint shall first be considered by the Town Clerk, Town Mayor and Chairman of the Management committee who shall seek to resolve the issue or explain the background to the decision. The panel may escalate the complaint to the appropriate committee or Full Council should they consider they are unable to resolve it.

- k Should the complainant be dissatisfied with the response from the panel, the panel may at its discretion refer the complaint to the appropriate committee or Full Council where the complainant will be invited to address the meeting.
- l Records shall be kept detailing all complaints, actions undertaken and outcomes.

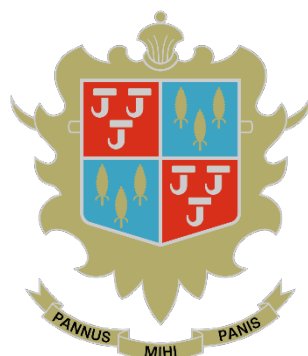
#### **4. Vexatious complaints**

- a A vexatious complainant is one who persists unreasonably with their complaints, or makes complaints in order to inconvenience the Council rather than genuinely resolve an issue. This may include making serial complaints about different issues or continuing to raise the same or similar matters repeatedly.
- b If such complaints affect the Council's ability to undertake its work and provide its services to others, it may alter the way it deals with complaints by not acknowledging or responding to vexatious complaints. Complaints will still be read in case they contain new information.
- c If a complainant is to be classified as vexatious they shall be informed so and given a timescale of how long this will remain the case.
- d Should a vexatious complainant make a new complaint about new issues these will be treated on their merits.

### *Document Revision History*

This policy and related guidance will be monitored by the Town Clerk and Kendal Town Council on a regular basis for compliance and will be reviewed at least annually.

Date	Amendments	Signed
01.05.25	Draft Policy	



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# **Kendal Town Council**

## **Complaints Procedure**

**DRAFT**

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## COMPLAINTS PROCEDURE

Name of Governing Body: Kendal Town Council

Date of procedure approval: TBC

Date of procedure review: Annual

### Purpose

This procedure should be read in conjunction with the Kendal Town Council Complaints policy.

The purpose is to outline the Kendal Town Council complaint process.

This procedure does not apply to complaints against councillors. A formal complaint about a councillor should be addressed to the Monitoring Officer of Westmorland and Furness Council who will arrange the investigation of the complaint.

A form can be completed and submitted to the Monitoring Officer:

- Form: [Code of Conduct Complaint Form](#)
- Contact details:
  - o The Monitoring Officer, Westmorland and Furness Council, South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4DQ
  - o [monitoringofficer@westmorlandandfurness.gov.uk](mailto:monitoringofficer@westmorlandandfurness.gov.uk)

### Procedure

#### Informal complaint – Stage 1

The Town Council will seek to resolve all complaints informally prior to a formal complaint being lodged.

An informal complaint should be addressed to the Town Clerk:

- by telephone - 01539 885 430
- by email - [chris@kendaltowncouncil.gov.uk](mailto:chris@kendaltowncouncil.gov.uk)

- in person or by letter - Kendal Town Council, Town Hall, Highgate, Kendal LA9 4DD

The Town Clerk will liaise with the complainant and relevant members/officers to seek resolution.

Informal complaints will be acknowledged within 2 weeks and, where possible, will aim to be resolved within 4 weeks from the date of the complaint.

The process followed will depend on the nature of the complaint. The complaint will be appropriately documented, and the complainant will be kept informed.

If the informal complaint is in relation to the Town Clerk, it should be addressed to the Mayor of Kendal and Chair of the Management Committee:

- by telephone - 01539 885 430
- by letter - Kendal Town Council, Town Hall, Highgate, Kendal LA9 4DD

### Formal Complaint - Stage 2

If it is not possible to resolve a complaint informally, the complainant may escalate the complaint to a formal complaint.

The Town Clerk may also escalate an informal complaint if deemed to be of a serious nature.

Formal complaints will be acknowledged within 2 weeks and, where possible, will aim to be resolved within 8 weeks from the date of the complaint.

For more complex complaints, the timeline may be extended but this will be communicated on receipt and review of the complaint.

### Complaints about officers/ employees

A formal complaint should be made in writing, addressed to the Town Clerk:

- by email - [chris@kendaltowncouncil.gov.uk](mailto:chris@kendaltowncouncil.gov.uk)
- by letter - Kendal Town Council, Town Hall, Highgate, Kendal LA9 4DD

If the complaint is in relation to the Town Clerk, it should be made in writing to the Mayor of Kendal and Chair of the Management Committee:

- by email - C/O [office@kendaltowncouncil.gov.uk](mailto:office@kendaltowncouncil.gov.uk)
- by letter - Kendal Town Council, Town Hall, Highgate, Kendal LA9 4DD

The complaint will be referred to the appropriate line manager and progressed in accordance with the Council's disciplinary policy.

The complainant will be informed and will receive a response to the complaint at the end of the process.

### Complaints about the Council, Committees or Decisions

Complaints about the activity or decisions of the council should be made in writing, addressed to the Town Clerk:

- by email - [chris@kendaltowncouncil.gov.uk](mailto:chris@kendaltowncouncil.gov.uk)
- by letter - Kendal Town Council, Town Hall, Highgate, Kendal LA9 4DD

If deemed necessary, the Town Council will complete an investigation into the complaint. Complainants shall be provided with routine updates on the progress of investigating ongoing complaints.

The outcome of the investigation will be communicated to the complainant, with details of any action to be taken (if any).

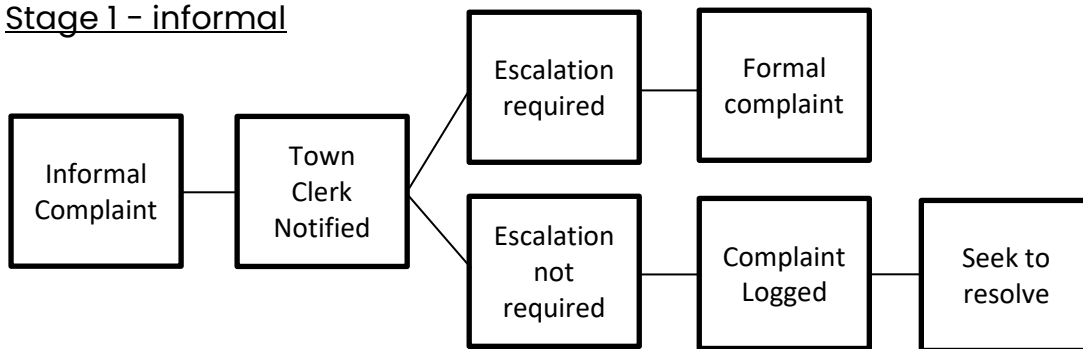
Records shall be kept detailing all complaints, actions undertaken and the outcome.

Kendal Town Council's complaints procedure does not include an opportunity to appeal a decision. Except for matters relating to the issues covered by the AGAR, there is currently no external agency or government body which can investigate a complaint if you are not satisfied with the initial consideration. Complaints relating to issues in the AGAR may be escalated to the External Auditor, if local resolution has not been possible. The External Auditor will charge the Council for their time and any response required, which may include a public interest notice.

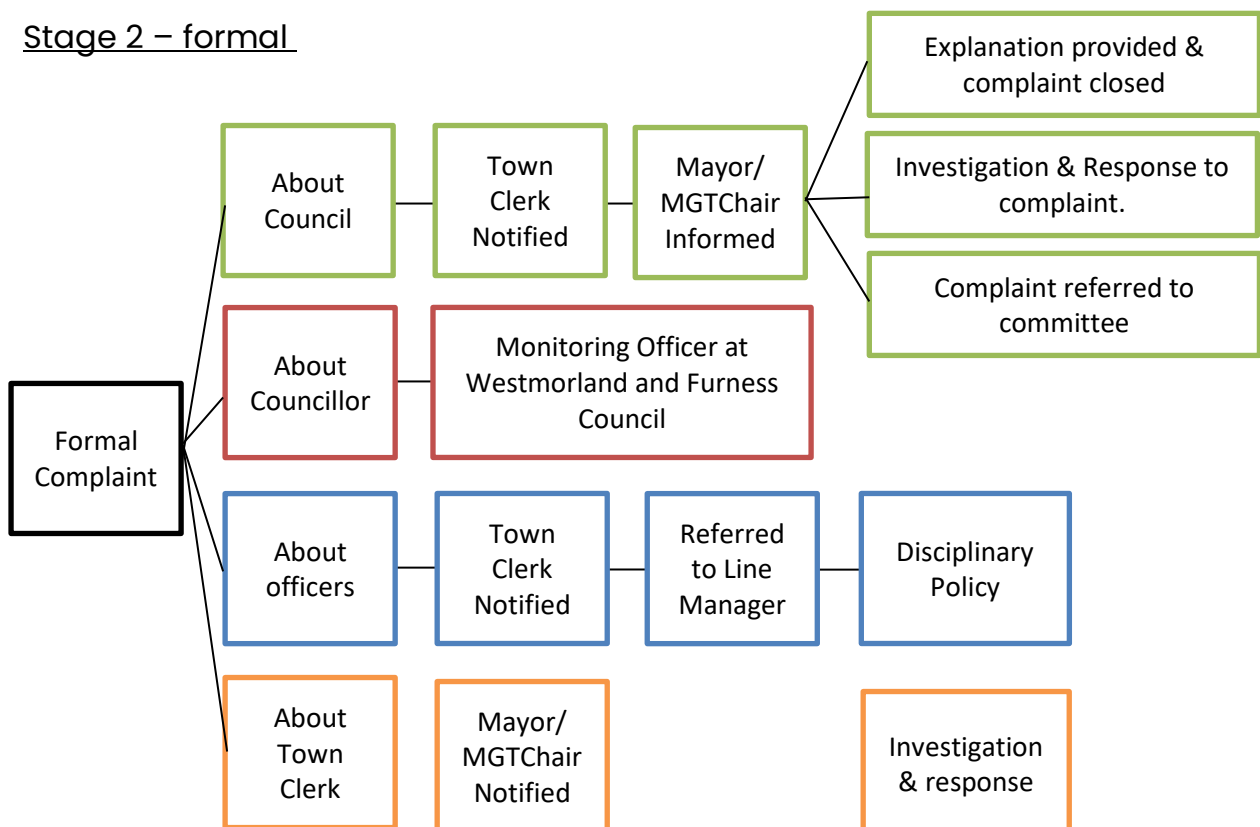
*If you require any specific help or guidance about the Council's procedures, please contact the Town Clerk. 01539 885 430 / [chris@kendaltowncouncil.gov.uk](mailto:chris@kendaltowncouncil.gov.uk)*

**Decision Trees**

Stage 1 - informal



Stage 2 - formal



*Document Revision History*

Referred to  
staffing sub  
committee

This policy and related guidance will be monitored by the Town Clerk and Kendal Town Council on a regular basis for compliance and will be reviewed at least annually.

Date	Amendments	Signed
02.05.25	Draft Policy	

## Kendal Town Council

### Agenda Report

Committee: Full Council	Meeting Date: 28 July 2025
From: Management Committee	Agenda No: 9
Description: Review of Standing Orders	

### **Background**

The Council should regularly review its Standing Orders to ensure that they are compliant with both best practice and current legislation.

The last full scale review of Standing Orders was in 2022, when the Council adopted the model Standing Orders published by NALC.

The Full Council meeting in early June requested that the Management Committee review the proposed changes to Standing Orders and make a recommendation to the next meeting of the Council, in July.

NALC have amended these to align with current law and practice, particularly with regard to complaints about the behaviour of Councillors, and procurement. The former has been stripped down, following the resolution of the 'Ledbury case' and subsequent legal debate. The latter has been adjusted in the context of Brexit.

The affected Sections are 14 and 18. The Management Committee proposes amendments as follows:

### **Standing Order 14**

The Ledbury Case concluded with a judgement in the High Court that a Town or Parish Councillor could only be disciplined for their behaviour in that role through the Standards Regime that applies to the Council in question. Any other form of investigation or action by the Council preceding that process would be Ultra Vires, and any action taken subsequently must be in accordance with the Standards Regime to avoid the same issue.

### **Current Standing Order 14**

#### ***Code of conduct complaints***

- a *Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.*
- b *Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).*
- c *The Council may:*

- i. *provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;*
  - ii. *seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;*
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **Proposed new Standing Order 14 from Model**

##### **CODE OF CONDUCT COMPLAINTS**

- a. **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

#### **Standing order 18**

Standing Order 18 included legislation from the European Union which is no longer applicable, so this too has been simplified. The Council is also in the process of reviewing its Financial Regulations, to keep them in line with the latest published Model. Changes proposed to this document will be reflected in the new Financial Regulations and vice versa.

#### **Current Standing Order 18**

##### ***Financial controls and procurement***

- a. *The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:*
  - i. *the keeping of accounting records and systems of internal controls;*
  - ii. *the assessment and management of financial risks faced by the Council;*
  - iii. *the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;*
  - iv. *the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and*
  - v. *whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.*
- b. *Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.*

- c. ***A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).***
- d. *Subject to additional requirements in the financial regulations, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:*
- i. *a specification for the goods, materials, services or the execution of works shall be drawn up;*
  - ii. *an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;*
  - iii. *the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;*
  - iv. *tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;*
  - v. *tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;*
  - vi. *tenders are to be reported to and considered by the appropriate meeting or a committee or sub-committee with delegated responsibility.*
- e. *Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.*
- f. ***A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.***
- g. ***A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and***

***other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.***

## **Proposed New Standing Order 18 from the Model**

### **FINANCIAL CONTROLS AND PROCUREMENT**

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

**e) Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

### **Recommendation**

That the Council accepts the recommendation of its Management Committee and adopts the amended Standing Orders.

A copy of the new full Standing Orders will be sent to every member of the Council and posted on the Council's website.

**Kendal Town Council****Agenda Report**

Committee: Full Council	Meeting Date 28 July 2025
From: Management Committee	Agenda No:11
Description: CIL allocation to fund Stricklandgate House	

**Background**

The Management Committee has the delegated responsibility to oversee the allocation of the Community Infrastructure Levy (CIL). Where a funding allocation to a third party exceeds £10,000 in one year, the council's approval is sought.

**Request for CIL Funding**

The Management Committee received a funding proposal from the Trustees of Stricklandgate House to support their ambitious plans to transform this historic building into a modern third-sector hub for Kendal. The Grade II listed building on Stricklandgate has played a strategic role in the town's history – as a dwelling, a museum, as Council Offices and more latterly as a base for several charities and third sector organisations serving the communities of Kendal and the surrounding area.

Ensuring the building is fit for purpose for many more years to come presents some challenges, and the Trustees have drawn up ambitious plans for a lottery-funded redevelopment.

To demonstrate wider support, the Trustees are seeking funding from a range of local supporters. They have asked the Town council if it could fund the project for £50,000 spread over three years (ie £16,667 per year).

The Management Committee identified that this development could be paid for from the Community Infrastructure Levy (CIL)

**Decision Required**

The Council is asked to approve the allocation of CIL to support the Stricklandgate House project.

The tables below show the CIL receipts and the allocations made to date.

**Kendal Town Council CIL Receipts to date**

CIL Payments are made twice a year by the Planning Authority, and calculated at 15% of the total CIL charged to a developer in the Civil Parish.

	<b>Year</b>	<b>period</b>	<b>Levy period start</b>	<b>Levy period end</b>	<b>Levy period total</b>
	1	1	01/10/2015	31/03/2016	43.42
	2	2	01/04/2016	30/09/2016	602.77
	2	3	01/10/2016	31/03/2017	1,961.12
	3	4	01/04/2017	30/09/2017	1,350.73
	3	5	01/10/2017	31/03/2018	2,037.06
	4	6	01/04/2018	30/09/2018	6,171.79
	4	7	01/10/2018	31/03/2019	1,187.60
	5	8	01/04/2019	30/09/2019	1,249.49
	5	9	01/10/2019	31/03/2020	3,943.12
	6	10	01/04/2020	30/09/2020	5,081.74
	6	11	01/10/2020	31/03/2021	6,955.24
	7	12	01/04/2021	30/09/2021	7,369.73
	7	13	01/10/2021	31/03/2022	48,305.25
	8	14	01/04/2022	30/09/2022	19,870.97
	8	15	01/10/2022	31/03/2023	84,137.86
	9	16	01/04/2023	30/09/2023	56,681.02
	9	17	01/10/2023	31/03/2024	111,615.9
	10	18	01/04/2024	30/09/2024	33,340.62
	10	19	01/10/24	31/03/2025	81,313.07

**Total Receipts to date: £473,218.47**

**Kendal Town Council CIL Allocations and Expenditure to date**

The Management Committee is currently updating its CIL Criteria documentation to reflect the changes since LGR.

<b>Year</b>	<b>Amount</b>	<b>Project</b>	<b>Committee</b>	<b>Spent/allocated</b>	<b>Wards</b>
<b>2019-20</b>	<b>£3,149</b>	<b>Street furniture</b>	<b>Environment</b>	<b>Spent</b>	<b>Fell, Castle, Mintsfeet, Highgate</b>
<b>2022-23</b>	<b>£31,000</b>	<b>20mph</b>	<b>Environment</b>	<b>Allocated</b>	<b>Townwide</b>
	<b>£600</b>	<b>Serpentine trail</b>	<b>Environment</b>	<b>Spent</b>	<b>Fell</b>
<b>2023-24</b>	<b>£4,738</b>	<b>Railings</b>	<b>Environment</b>	<b>Spent</b>	<b>Fell</b>
	<b>£5,000</b>	<b>Water refill fountain</b>	<b>Environment</b>	<b>Allocated</b>	<b>Fell</b>
	<b>£10,000</b>	<b>Yards project</b>	<b>Environment</b>	<b>Spent</b>	<b>Highgate/Fell</b>
	<b>£25,000</b>	<b>Back to allotment reserve for Canal Head development</b>	<b>Allotments</b>	<b>Spent</b>	<b>Townwide</b>
	<b>£4,000</b>	<b>Green space and Tree management planning</b>	<b>Management/Environment</b>	<b>Spent</b>	<b>Mintsfeet, Kirkland</b>
	<b>£4,725</b>	<b>Town Hall projector</b>	<b>Culture &amp; Communities</b>	<b>Spent</b>	<b>Highgate, Fell</b>
<b>24/25</b>	<b>£50,000</b>	<b>Footpath renovation</b>	<b>Environment</b>	<b>Allocated</b>	<b>Townwide</b>
	<b>£50,000</b>	<b>Easy travel project</b>	<b>Environment</b>	<b>Allocated</b>	<b>Fell</b>
	<b>£35,000</b>	<b>Pump Track</b>	<b>Environment</b>	<b>Allocated</b>	<b>Nether</b>
	<b>£5,000</b>	<b>Aynam Rd Fountain (reallocated from Birdcage project)</b>	<b>Environment</b>	<b>Allocated</b>	<b>Fell</b>
	<b>£90,000</b>	<b>Kendal Futures</b>	<b>Environment/C&amp;C</b>	<b>Allocated over three years</b>	<b>Highgate/Fell</b>
	<b>£15,000</b>	<b>Footpath design</b>	<b>Environment</b>	<b>Allocated</b>	<b>Mintsfeet</b>
	<b>£5,000</b>	<b>Christmas Lighting Infrastructure</b>	<b>C&amp;C</b>	<b>Allocated</b>	<b>Highgate/Fell</b>
	<b>£4,500</b>	<b>Public realm</b>	<b>Environment</b>	<b>Allocated</b>	<b>All</b>

	<b>£20,000</b>	<b>Footpath Improvements</b>	<b>Environment</b>	<b>Allocated</b>	<b>All</b>
	<b>£15,000</b>	<b>Bus stop improvements</b>	<b>Environment</b>	<b>Allocated</b>	<b>All</b>
	<b>£14,000</b>	<b>Development Fund project</b>	<b>TBC</b>	<b>Allocated</b>	<b>TBC</b>
	<b>£10,000</b>	<b>Visit Kendal information panels</b>	<b>Environment</b>	<b>Allocated</b>	<b>All except Nether, Stonecross, Heron Hill and Strickland</b>
<b>Total</b>	<b>£401,712</b>				
<b>Remain</b>	<b>£71,506.47</b>				

The previously allocated £750 for a seat by a bus stop on Windermere Road has been de-allocated, because the project proved unviable.

# Kendal Town Council

## Community Funding Proposal 2024-2025 (R)



Please use this form to make a Community Funding Proposal for your organisation from Kendal Town Council. You must complete all the boxes on the form and submit it along with the required paperwork. On receipt of this form you will be given a date when your application will be considered by the relevant committee. You can use additional pages if you require.

Name of Project	Principal Contact
Stricklandgate House for Sustainable Heritage	Amy Carrick-Knowles
Address of organiser	Address of contact
92 Stricklandgate, Kendal, Cumbria, LA9 4PU	92 Stricklandgate, Kendal, Cumbria, LA9 4PU
Date of application	20/06/2025
Telephone	01539 742600
E-mail	Heritage@stricklandgate-house.org.uk
Organisation website	<a href="https://www.stricklandgate-house.org.uk/">https://www.stricklandgate-house.org.uk/</a>

### Description of proposal

Our project, *Stricklandgate House 4 Sustainable Heritage*, will safeguard and strengthen the vital role Stricklandgate House (SGH) plays at the heart of Kendal, championing community wellbeing, connection, and resilience for generations to come.

Currently, SGH provides permanent accommodation for 18 organisations, and an additional 50 organisations work here on an occasional basis for purposes including counselling, training and community engagement activities such as exhibitions and support groups. Our tenant charities benefit communities experiencing poverty, disadvantage, discrimination and trauma, specifically rape, sexual assault and domestic abuse survivors; young people

and adults in need of mental health support; people living with a disability; people with an acquired brain injury; people with Special Educational Needs; and veterans and uniformed officers and their families. Other charities at SGH provide help to get people into work; housing support; drug and alcohol dependency support; family mediation; support for refugees; suicide and self-harm prevention and much more.

SGH is an ideal base for charities, as we take care of maintenance and office facilities at affordable rents, allowing charities to focus fully on delivering their core services. By sharing a single hub, organisations benefit from opportunities to connect, collaborate, cross-refer clients, and learn from one another, all with the dedicated support of our staff. The significant range of organisations based here offers anonymity for service users entering the building, reducing a barrier to accessing services. We are conveniently located in the town centre, easy to find and get to. If referred between charities, people don't need to find and get to know a new location. SGH is part of Kendal's local identity, and we know our area, and its challenges. We enable charities to amplify their services and impact, reaching the most vulnerable people in Kendal, and helping reduce social inequality.

### **The Need**

Increasing demand for the services of charities, such as meeting mental health needs and the needs of an ageing population, and changes in how public services are provided and funded, is leading to greater emphasis on the importance of a stronger voluntary and charitable sector. This drives an ongoing and increasing need for workspaces, development and growth / incubation for charities. Our experience is that demand for services continues to outstrip supply. In the last three months alone, four organisations sought a home at SGH but had to be redirected elsewhere. Meanwhile, the need for counselling and meeting rooms has surged, doubling over the past year.

SGH specialises in supporting new, fledgling charities. They already benefit from connecting with similar charities in the building, but our project will provide dedicated in-house support from our Community Engagement Officer and a local mentoring programme. This will help charities develop the skills and competencies they need so they can reach more of the people who need their help.

### **The Project**

The project addresses key infrastructure and capacity issues, delivering a 30% increase in flexible, affordable accommodation and a new, independently accessible community hub to meet demand.

Capital investment in the fabric of the building will ensure its future sustainability, allowing us to continue our support for the charity and voluntary sector and their essential work supporting disadvantaged and vulnerable

<p>individuals in Kendal. We need to address water ingress, inefficient use of space, accessibility, energy efficiency and old services (leading to reduced carbon footprint and sustainable costs) modernise workspaces to promote collaboration and redevelopment of the 1960's built annex.</p> <p>The project aims to increase support for vulnerable people by 25%, facilitate space for 50 charities and community groups, and strengthen the voluntary sector through affordable rents, training, mentoring and collaboration.</p> <p>The project will secure and conserve the heritage of SGH and ensure the modern annex complements the conservation area.</p> <p>See Annex 1 Tenants and building users</p>	
<p><b>How much funding do you require in total?</b></p>	<p><b>Project total currently stands at £5.5m. We need to raise £820,000 in match funding to match National Lottery Heritage Fund investment.</b></p>
<p><b>How much funding are you requesting from the Town Council (maximum £5,000)</b></p>	<p><b>£50,000</b></p>
<p><b>Over how many years would you like this funding to be in place? (max 3 years)</b></p>	<p><input checked="" type="checkbox"/> <b>Three years</b></p>
<p><b>Have you approached other funding sources? If so, please list them and the amount you have applied for.</b></p>	<p>Westmorland and Furness Council - £200,000          Freida Scott Trust - £100,000          Cumbria Community Foundation - £100,000          The National Lottery Community Fund - £117,040</p> <p>In line with our fundraising strategy, securing support from local funders is our first priority. This foundation will enable us to confidently approach larger trusts and additional funding sources</p>
<p><b>Tell us what you will do with funding from Kendal Town Council. Please include a breakdown of how it will be spent.</b></p>	
<p>This opportunity is enabled by a generous offer of around £4.7 million from the National Lottery Heritage Fund. However, there is a pressing need to raise the final £820,000 required to complete the project by February 2026. Failure to secure this remaining 17% would jeopardise the entire £4.7 million lottery funding.</p>	

The funding sought from Kendal Town Council will support capital works to redevelop the inappropriate and deteriorating 1960's annex and sustain its structure and function for the community. The 1960s annex will be redesigned to provide flexible conference and meeting space, a community space, additional offices, temporary exhibition areas and a café offering a social space and warm spot for service users and others who need it, to make friends and relax in a safe, known location.

The redeveloped spaces, allowing access 7 days a week including evenings, will support more charities, enhancing outcomes for disadvantaged and vulnerable communities in Kendal.

We will redevelop and conserve the original coach house to make use of this currently underused space for the community.

We will deliver an example of a sustainably run heritage building, with low carbon emissions, contributing to net zero and improving our financial sustainability for tenant charities. We will improve thermal performance via effective insulation and draught-proofing. Solar panels, more efficient and sustainable heating and lighting solutions combined with overall efficient energy performance will reduce our carbon footprint and improve our environmental sustainability.

Careful design and inclusive co-production with audiences, will remove physical and perceived barriers that prevent people engaging with our services.

The redevelopment will conserve the heritage and more sensitively complement and enhance the Georgian town house and the conservation area.

See Annex 2 for budget outline.

#### **How will your proposal benefit the people of Kendal?**

SGHT has been offered a rare opportunity to secure the sustainability of our charity and voluntary centre and a significant community asset.

It will enable SGH to continue to contribute to the welfare and well-being of our communities into the future, providing a discreet access point for services.

#### **Outputs**

The project will deliver:

- 30% increase in the supply of flexible and affordable accommodation for the charity and voluntary sector

- Independent of the historic Georgian building, the creation of a vibrant community hub enabling community development, activities and events
- Increased support for charities to form and grow in response to local needs
- A new café, offering a social space for service users to make friends and relax in a safe, known location
- Better physical access throughout
- Substantial building upgrades, including rewiring, new heating, a new lift and updated fire safety measures; modernised IT infrastructure
- Space for exhibitions and displays, and community and heritage activities

### **Outcomes**

- 25% increase in the number of vulnerable, under-served and disadvantaged people accessing support through SGH
- Face to face support and social interaction, in an age of increasing isolation
- Charity and voluntary sector strengthened by the development of a growth hub with affordable rents, training, mentoring, mutual support and networking opportunities, in collaboration with CVS and social enterprises
- Facilities for 50+ charities and community groups
- Enhanced outcomes and reduced barriers for service users due to improved signposting between charities and clients in the building
- Better inclusion due to access improvements in a welcoming, discreet, non-judgmental atmosphere
- SGH set up, through investment in the physical space and secure business model, to provide sustainable support to the third sector into the future

### **Wider impact**

- SGH serves more people, as an improved, larger multi-use centre in an accessible location.
- Enhanced support for charities and service users from our team creates a real sense of community, in a safe, known space.

- Charities in Kendal and Westmorland strengthened, so they can: help more people rebuild their lives after trauma; provide advice on financial and housing issues; build life skills and confidence in young people; offer mental health and wellbeing support; and more.
- Our heritage offer, and social spaces will enhance Kendal's cultural & tourism visitor economy.

SGH is of significant social, community and heritage value, we recognise our opportunity to deepen & broaden the contribution it can make to community welfare, well-being, and local heritage.

Our project directly supports the Kendal Town Council Plan 2023 across five key priorities:

- **People & Wellbeing:** Supporting local charities and improving access to services that promote wellbeing and reduce social isolation. Addressing social issues and building communities and efficient partnerships. Currently 13,000 people use the building annually.
- **A Thriving Town:** Creating fit-for-purpose work and meeting spaces and strengthening the role of SGH as a vibrant town centre, charity and community hub.
- **Climate Action:** Responding to the Citizens' Jury recommendations with sustainability improvements that lower carbon impact and protect biodiversity.
- **Public Realm:** Improving how Kendal looks and feels through sensitive renovation and ongoing maintenance of a key historic building. Engage communities with the heritage of SGH and its significance to the town
- **Heritage & Community Engagement:** Conserving and enhancing local heritage while actively involving the community.

See Annex 3 for further information on strategic fit.

**How will your proposal address the challenges of Climate Change and help Kendal reduce its carbon footprint?**

We are committed to meeting the challenges of climate change by transforming SGH into an example of sustainable heritage management. Our goal is to operate a heritage and community building with low carbon emissions, contributing meaningfully to Kendal's net zero targets. Our project meets four recommendations by the Citizens Jury.

We will enhance the building's thermal performance through effective insulation and draught-proofing, and introduce solar panels, and efficient heating and lighting solutions. These improvements will significantly reduce our carbon footprint and increase overall environmental efficiency.

Investing in sustainability, will keep service charges low for our tenants, enabling them to focus their resources on frontline service delivery. It will also create financial sustainability for the Trust in a volatile energy market.

Renovating SGH to ensure it remains fit for purpose helps prevent it from falling into disrepair and becoming a liability within Kendal's conservation area. This project will demonstrate how we can breathe new life into the town's heritage, enabling the meeting of infrastructure needs and providing social outcomes for our communities.

#### **How does your proposal address the needs for diversity and equality?**

By providing an affordable base for charities, we benefit communities experiencing poverty, disadvantage, discrimination and trauma. Specifically rape and sexual assault survivors; domestic abuse survivors, young people suffering with poor mental health; people living with a disability; people with an acquired brain injury, people with Special Educational Needs; veterans and uniformed officers and their families; and people in need of mental health support. In addition to our tenant charities, more than 50 charities use our facilities, providing: help to get people into work; housing support; drug and alcohol dependency support; family mediation; support for refugees; suicide and self-harm prevention and much more.

We expect a 25% increase in service user numbers as a result of the project.

Our unique facility gives specialist, front-line charities working with these groups an accessible, affordable town-centre location for their users, reducing barriers to accessing services, in a region with poor public transport links. We work closely with tenants and consult with them regularly to ensure that we fully understand the needs of their services users: they are the experts in the people who are accessing the support provided. By reducing physical access barriers, we will give them the resource and support they need to flourish.

With multiple services under one roof, it's much easier for our tenants to signpost and cross-refer clients to the help they need, without requiring them to navigate a new location or face the anxiety of an unfamiliar environment. For vulnerable individuals, being able to access multiple services in a single, welcoming place makes a real difference. The shared space also reduces

stigma, offering a sense of anonymity that encourages people to seek support without feeling singled out.

The tenants and hirers of SGH are the experts in reaching the communities in need of help. This project directly benefits those charities. We provide the services they need, and want to further support them, to deliver the local services that our communities need.

Kendal is an area of huge contrasts, with pockets of wealth surrounded by areas of great deprivation. Historically, it has been under-funded and under-served. Charities are at the heart of the community here, addressing social issues and supporting our communities. In a rural area, where travelling to find services can be a challenge, the central hub provided by Stricklandgate House is a real benefit.

See Annex 4 for tenant case study.

### **How will you evaluate the success of your proposal?**

We are working with an experienced evaluation consultant in the development of a robust monitoring and evaluation process. The process includes training the team in best practice, along with ongoing support to capture the necessary quantitative and qualitative data across both capital and activity strands.

The evaluation is collaborative, drawing on input from partners, staff, volunteers, stakeholders, and communities to ensure their feedback is integrated.

During our current Development Stage, the consultant will produce an independent final evaluation report. This will outline achievements, learning, and recommendations to inform the delivery of the project.

Throughout the Delivery Stage, the evaluation will track outputs, outcomes, and learning, enabling the team to adapt and refine the project as it progresses. A tailored evaluation toolkit will support the consistent collection of data by the project team.

Regular reviews will provide an independent assessment of progress, identifying risks, improvements, and ensuring alignment with outcomes and timelines. Interim mentoring and guidance from the consultant will support continuous improvement.

Monitoring will generate valuable insight into the reach and impact of project activities, feeding into a 'do-learn-adapt' cycle and informing future plans.

The final evaluation report will capture project outputs, outcomes, and impact in full. It will shape future strategic planning and be shared to support learning across the wider sector.

**Bank Details – How does the name of your organisation appear on your bank account?**

This is who we will transfer funds to, should your application be successful. You'll need to state the name, sort code and account number. Please note the Council cannot make payments to personal accounts.

Stricklandgate House Trust Ltd

Sort Code: XXXXX

Acc No: XXXXX

**Please include the following documents with your application**

- Constitution of your organisation
- Last accounts and most recent bank statements

**Declaration**

- I/we understand that grant money from Kendal Town Council must be used for the agreed purpose.
- I/we will abide by the conditions of funding.

***Please note that we require three signatures in order to present your application to Committee.***

<b>Signature</b>		<b>Name</b>	<b>John Leigh</b>	<b>Position</b>	<b>Trustee</b>
<b>Signature</b>		<b>Name</b>	<b>Devid Sykes</b>	<b>Position</b>	<b>Trustee</b>
<b>Signature</b>		<b>Name</b>	<b>Jill Salmon</b>	<b>Position</b>	<b>Centre Manager</b>

Please return completed forms by e-mail or post: Kendal Town Council, Town Hall, Kendal, LA9 4ED. Email: [office@kendaltowncouncil.gov.uk](mailto:office@kendaltowncouncil.gov.uk)

**Form ref KTC CFP2/22**

# Kendal Town Council

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



Minutes of a meeting of the Allotments Committee held on Monday, 23 June 2025, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.00 p.m.

## Kendal Town Council Members

Cllr G Archibald (Vice Chair)	Absent	Cllr J Cornthwaite	Present
Cllr L Edwards	Present	Cllr S Falshaw	Present
Cllr A Finch (Chair)	Apologies	Cllr L Hendry	Apologies

## Co-optees

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

## Other Site Representative present

Canal Head	Deborah Allison
Castle Drive	Liz Kelly
Castle Hags	Gwen Tordoff
Sedbergh Road	Julie Sykes
Town View	Helen Belton

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

**Note – In the absence of both Cllrs Finch (Chair) and Archibald (Vice-Chair), and following a vote having been taken, Cllr Cornthwaite took the Chair for the meeting.**

### A1/2025 Apologies

Apologies for absence were received and accepted from Kendal Town Cllrs Finch (Chair) and Hendry, from Co-optee Chris Rowley (and Underley Road Representative) and from Site Representative Bryan Williams (Crow Tree).

### A2/2025 Declarations of Interest

No declarations of interest were raised under this item.

### A3/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

**A4/2025 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Allotments Committee held on 24 February 2025 and to authorise the Chair to sign them as a true record.

**A5/2025 Minute Action Sheet**

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk provided updates in relation to a number of the items.

Ref. No.3, A40/2022, Site Signage – Changes in Council typeface and logos had been awaited, with a new masthead and updates in relation to telephone numbers and the Council's website. New signs would be installed by the end of the month.

Ref. No.18, A18/2023, Review of Tenancy Agreements – All should have seen a copy of the new model Tenancy Agreement and the Council Services Officer would circulate the document to tenants at the end of the month. The new Agreement would come into power in January 2026 when new tenancies were renewed. All allotment holders would have to sign the new Agreement. A query was raised with regard to the possibility of two individuals signing up for one Agreement. Whilst the Town Clerk believed that this was not possible, he undertook to ask colleagues. Where there were split plots with two tenants, he believed that it was the lead tenant that signed the agreement.

Ref. No.46, A29/2024, Site Representatives – This was with regard to the matter of the access road to Castle Hags Ext and was a complex issue. It was suggested that the residents of the adjacent housing would be content to agree to the access being used by allotment holders. The Town Clerk undertook to pursue the matter and to bring Westmorland and Furness Council on board. In response to a query, the Town Clerk agreed that the work necessary would be worth doing at the Town Council's expense.

Ref. No.47, A29/2024, Site Representatives – This was with regard to the matter of access for allotment holders by vehicle to the Town View compost area via Maude Street and Maudes Meadow. The Town Clerk reported that the landowner had confirmed this would not be possible.

**Resolved:** To ask the Council Services Officer to confirm arrangements regarding the signing of tenancy agreements where plots are shared or split.

**Resolved:** To note the report.

**A6/2025 Review of Spend against 2025/26 Budget**

The Committee considered a report reviewing spend against the budget as at 12 June 2025. The Town Clerk provided details in relation to a number of the figures, drawing particular attention to Pest Control. This was one of the largest budget lines and the Town Clerk suggested the need to try to reduce it by following some of the measures recommended in the report on research findings on the risk of secondary poisoning in owls due to be discussed at the next agenda item (Minute No.A7/2025 refers).

**Resolved:** To note the report.

**A7/2025 Research Findings on the Risk of Secondary Poisoning in Owls**

The Committee considered a detailed report from Ros Taylor, Co-optee and Site Representative, Wattsfield Site. This was following the last meeting of the Committee at

which she had agreed to research the risk of secondary poisoning in owls and birds of prey. She had contacted the RSPB for advice and they referred her to Dr Ed Blane, a retired DEFRA wildlife poisoning expert and investigator who now worked with Wild Justice. Dr Blane's lengthy and informative response was provided within the report. He hoped that mentioning all the issues raised explained why this was a difficult question to answer. However, his advice was simply not to use Second Generation Anticoagulant Rodenticides (SGARs). Even if these poisons were used indoors, rodents would often move out, taking their poison loads outside with them. The classic example was when chicken sheds (which often had high mice levels) were cleared out and then cleaned. Here, all the mice left in plague numbers and all the surrounding wildlife predators got poisoned. He suggested that a council who was employing a professional pest controller to control rodents on the allotment sites should be asking them to use a Cholecalciferol product.

The Committee was asked to consider the report and to decide if any follow up action was required.

A lengthy discussion ensued. The need to keep sheds and all areas tidy and to keep moving things around was stressed. Attention was drawn to the strip of land between the Cemetery and Castle Hags Ext where a dead zone of tarpaulin had been installed; this was unattractive to rats to cross. This had helped, although had now become overgrown and required work.

In response to a query, the Town Clerk advised that the Town Council used an expensive gel poison, however, pointed out that this type of intervention should only be used as a last resort. There needed to be a move towards a system where there was less opportunity to allow rats to flourish. The need to ensure that all tenants were informed that rat poison was being used was stressed, and, in addition, progress following attendance by pest control, although the difficulties in doing this were pointed out. The Committee was reminded that tenancy agreements encouraged tenants not to use rat poison, although it may be better to say instead that tenants should do things to discourage rats.

Cllr Cornthwaite, in the Chair, thanked Ros Taylor on behalf of the Committee for her research and attention to detail. He hoped that through adopting the various options moving forward that the Council could try to improve matters in a friendly manner.

**Resolved:** To ask the Townscape Officer to attend to the dead zone at Castle Hags Ext allotments.

**Resolved:** To put into place a system to advise tenants when poison is being used.

**Resolved:** To note the report and to act on the recommendations contained therein.

## **A8/2025 Allotments Project Update and Statistics Report**

The Town Clerk presented a report from the Council Services Officer.

The report referred to the improvement works at Town View, outlining the work which had been carried out in preparation by the Townscape Officer and providing details of the work carried out by the contractor which had been completed on 28 March 2025. The improvement works had been well-received and had made a positive impact on site safety.

After using the task list for approximately 12 months, it has become apparent that the Townscape Officer task list had its limitations and flaws. The Council Services Officer was currently looking at an alternative and hoped to trial a new system over the coming weeks. Details would be reported to the next meeting.

The Council Services Officer was scheduled to undertake visits week commencing 30 June and it was suggested that anyone wishing to meet her on site should make contact with her.

The new Tenancy Agreement was based on the standard NALC template. There were some comments from Committee Members that still needed to be considered before the document was finalised. The Council Services Officer would be seeking advice from the Town Clerk with regard to amending the draft document and hoped shortly to circulate the document.

The report included statistical details in relation to the Allotments Waiting List which currently stood at 30 individuals, having decreased since the last meeting by 40. 5 plots remained vacant, details of which were provided within the report. 54 plots had been let since the last meeting. Performance indicators on allotments occupancy at 12 June were also attached to the agenda for information.

The Council Services Officer explained within the report that the high number of vacant plots at the beginning of the season had been a cause for concern. With this in mind, she had changed her approach to letting plots. She had offered out the vacant plots to all prospective tenants, regardless of which site waiting list they were on. The uptake had been good and had reduced the overall waiting list significantly. Also, to note, on sites where there had been no waiting list but vacant plots, if an allotment enquiry had been received, the individual had been offered a plot straightaway. The Council Services Officer thanked site representatives who had been very helpful in directing interested parties to the office.

Discussion took place during which attention was drawn to inaccuracies in the data and the Town Clerk undertook to ask the Council Services Officer to look into the matter. The Committee welcomed the work which had been carried out by the Council Services Officer who had worked hard to let 40 plots since the last meeting. It was suggested that, moving forward, the Council Services Officer be allowed to continue to follow the system of offering vacant plots to all prospective tenants. Also raised was the potential to carry out research into uptake of allotment plots, for example whether the individuals new to Kendal and whether take up was influenced by the new estates. This could also be considered as a Planning matter where housing without gardens was proposed with the potential to seek Community Infrastructure Levy money to create additional allotment sites.

**Resolved:** To ask the Council Services Officer to look into the inaccuracies within the Statistics Report.

**Resolved:** To consider in the future carrying out research in relation to the uptake of allotments.

**Resolved:** To note the report.

#### **A9/2025      Site Representatives**

Helen Belton, Town View Site Representative, said that the work which had been carried out on the site was looking good. There were three new tenants who were all working hard. These people had not been on the waiting list for Town View and, to this end, she welcomed the blanket email regarding vacant sites which had been sent to all individuals on the waiting list.

Jon Cox, Castle Haggs Ext Site Representative, had nothing further to add.

Gwen Tordoff, Castle Haggs Site Representative, had nothing further to add.

Deborah Allison, Canal Head Site Representative, raised the issue of the need for a site representative for the new section of the site, also drawing attention to a couple of empty plots. The Town Clerk pointed out that the statistics report indicated that all plots were taken and undertook to ask the Council Services Officer to seek volunteers to act as site representative. He also asked M/s Allison whether there had been any problems with the wetland filling up during the recent spell of rain. She advised that this had not been the case.

Liz Kelly, Castle Drive Site Representative, said that whilst there was nothing to report on the site itself, she had spotted workmen on the perimeter of the site, with retarmacking taking place in the parking area above the cricket field. She undertook to advise officers if the access became blocked.

Ros Taylor, Wattsfield Site Representative, had nothing further to add.

Julie Sykes, Sedbergh Road Site Representative, explained that she had just started in this role. She reported that there were five plots which were not currently being used, however, that the statistics report indicated that they were all taken. She referred to previous theft of vegetables and fruit from the site and enquired whether it may be possible for locks to be installed on the gates. The Town Clerk, in response, undertook to ask the Council Services Officer or Townscape Officer to re-install locks at the site in order to act as a deterrent. He stressed the need to ensure that allotment holders did not leave anything of value on the sites and suggested that sheds should remain unlocked. In addition, he suggested the need to report theft to the Police.

Discussion took place further around payments for allotment rental which were due in January, which sometimes proved a difficult financial time following the Christmas period. The Town Clerk reminded the Committee that, whilst the system did not allow for monthly or quarterly payments, the Council remained flexible in situations where there were problems relating to payment. Further raised was a suggestion for WhatsApp groups to be set up so that inexperienced allotment holders could seek advice from those more experienced. The Town Clerk drew attention to the availability of notice boards located on all sites and recommended allotment holders to raise the suggestion with their site representatives.

**Resolved:** To note the verbal reports from Site Representatives.

The meeting closed at 8.05 p.m.

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED

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## Minutes of a meeting of the Culture and Communities Committee held on Monday, 9 June 2025, at 7.00 p.m., in the Georgian Room at the Town Hall, Highgate, Kendal.

Cllr L Edwards (Vice-Chair)	Present	Cllr C Russell	Present
Cllr S Falshaw	Present	Cllr K Simpson	Present
Cllr H Ladhams (Chair)	Present	Cllr P Thornton	Present
Cllr S Long	Absent	Two vacancies	

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

**Also present:** One member of the public, Karen O' Donoghue.

### Public Participation

Karen O'Donoghue, representing the team that organised **Kendal Unity Festival**, addressed the Committee. She explained that the initiative had started in Carlisle, spreading to Kendal and other parts of the County. The purpose of the Festival was to change people's perspectives and to demonstrate the meaning of Unity. This was an annual event which aimed to celebrate the strength and diversity of the people of Kendal through building community cohesion, advancing equality and social integration. This year's event would take place on 26 July in the Town Hall, which would be host to all sorts of organisations and groups offering a wide range of interesting things to do. Some examples of activities for children included face painting, Lego, Henna, arts and crafts. There would also be an Escape to Safety Exhibition and various workshops. Ms O'Donoghue answered questions raised by Members and took the opportunity to thank the Town Council for its support.

### CC1/2025 Apologies

There were no apologies for absence.

### CC2/2025 Declarations of Interest

No declarations of interest were raised under this item.

### CC3/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

**Resolved:** Prior to consideration, if felt necessary, to vote on moving into Part Two for consideration of Agenda Items Nos.9 (Community Grant Applications) and 10 (Festival Grant Applications).

### CC4/2025 Minutes from the Last Meetings

**Resolved:** To receive the minutes of meetings of the Committee held on 17 March and 6 May 2025 and to authorise the Chair to sign them as correct records.

## CC5/2025 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings and the Town Clerk and Deputy Clerk (Development and Delivery Manager) responded to questions raised by Members.

Discussion took place around the matter of the Town Centre Vitality Group and the Town Team. The Town Clerk explained that this was now starting to take shape, with a meeting of the Town Team due to take place on 18 June. He explained the history behind the Town Team which had originally been established to consider the Levelling-up Funding bid. That Team would now look at what else needed to be done to develop the management and the infrastructure of Kendal, and the Town Centre Vitality Team would look at how it could add value to that process. Both the Culture and Communities Committee and the Environment Committee would be involved in the process. Further raised was the potential for the Town Council to approach Westmorland and Furness Council with regard to suggestions for CIL funding within the Town. Members were keen for an update report on the Town Team to be presented to the next meeting of the Committee.

Also raised was the need for the invitation to Kendal BID to address a meeting of the Committee to instead be an invitation to Full Council.

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

## CC6/2025 Community Resilience

The Community Resilience Officer provided an in-depth presentation on the progress of Community Resilience planning. He explained that the three key elements of Community Resilience were: PREPARE – RESPOND – RECOVER. This was around identifying the potential risks faced by the community. Creating plans and building community networks to help it prepare for, respond to and recover from incidents.

Key things that the community could do to support emergency responders included:

- identifying what our main risks are as a community and prepare for them as best we can;
- helping support local people to be more prepared through personal, household and neighbourhood plans;
- linking up and activating local knowledge, resources, skills, facilities and people (volunteers) who can help in the response;
- providing local knowledge and capacity to support emergency services (when required);
- planning how to manage and support volunteers to safely and appropriately respond during an incident when required; and
- identifying and planning in advance key community locations to co-ordinate our community response.

The “exploratory phase” was now more or less complete:

- understanding the current/historic situation in terms of Kendal resilience planning;
- meeting with key members of the community and organisations who have traditionally been involved with plans and incidents in the past and understanding what networks already exist;
- meeting new members of the community and talking to them about resilience and understanding what capacity exists and building connections for the future;

- various meetings and sessions with Cumbria-wide organisations and people including the 'JEMR' team and people from the Local Resilience Forum (emergency responders/ACT/CVS/others);
- forging links with FLAG groups/Environment Agency/Utilities companies/Local Authority;
- presentation delivered for the Kendal Integrated Care Community;
- presentations planned for Rotary Club/U3A and various others;
- reviewing and starting to re-draft existing community emergency plans and the outlines of future resilience plans;
- newsletter articles – and more to come;
- completion of five day Starting out in Civil Protection course ran by the Emergency Planning College;
- identifying and approaching people to form a new community-led 'steering group' to take ownership of these plans from a community perspective and help drive things forward; and
- starting to reach out to potential bases/centres to become community resilience 'hubs' during an incident - dividing Kendal into four 'zones'.

The "Planning phase" had commenced, and this would comprise the following specific workstreams:

- commencement of the Kendal Resilience steering group; it was hoped that the first meeting would be at the end of July and the Community Resilience Officer sought an interested councillor to be part of this steering group and represent the Town Council thereon;
- interim update of Kendal Emergency Plan (RESPOND);
- production of new Kendal Resilience Plan (to include PREPARE and RECOVER);
- community engagement in support of the above;
- drop-in sessions, workshops, leaflets and events providing information and support to the community;
- reprising old resilience facebook groups; and
- creation of a resilience page on the Town Council website in the future which contains lots of useful links for the public.

Members welcome the presentation and the work being carried out. Discussion took place during which the Community Resilience Officer responded to questions raised by Members. He undertook to send all Members a copy of his presentation, together with supporting information and useful links.

**Resolved:** Cllr L Edwards to represent the Town Council on the Kendal Resilience Steering Group.

**Resolved:** To note the progress made on Community Resilience planning.

#### **CC7/2025      Budget Monitoring 2025/26**

The Town Clerk presented the Committee's spend against budget as at 27 May 2025, drawing attention to budget headings which had been amalgamated under a new heading of "Rolling Grants" which related to Kendal Torchlight, Brewery Arts and Citizens' Advice.

**Resolved:** To note the report.

#### **CC8/2025      Kendal Town Council Grant Criteria**

The Committee considered a report on updated Kendal Town Council grant criteria.

The Deputy Clerk (Development and Delivery Manager) reported that, at its last meeting, the Committee had 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). It had been agreed that this would allow for fair distribution of grant funding, based on application and criteria rather than time of application.

The report contained draft Grant Criteria against which grants would be evaluated. Stage One was to determine whether the grant applicant met the basic requirements and whether the project adequately addressed one or more of Kendal Town Council's core issues. Stage Two was with regard to the amount awarded which would be dependent on the degree of benefit that would be achieved, as well as alignment to the Council Plan.

Discussion took place during which concern was raised with regard to the basic requirements shown within Stage One which, it was felt, provided too much latitude. In addition, the need to rule out statutory bodies was brought up, although the need to take into consideration, for example, schools' extra-curricular activities was felt to be of importance. The potential for inclusion of examples of the types of activities that the Council would grant awards for was mentioned. Also stressed was the need to rule out organisations which were primarily for political purposes. The question of whether to offer support for organisations based outside of Kendal but providing an outreach service to the Town was also asked.

Attention was drawn to the fact that the issue with regard to a policy in relation to fireworks which, it was felt, was a matter for discussion by Full Council, had not yet been addressed within the document.

**Resolved:** Officers to address the points raised at the meeting and outlined above and to bring the updated draft Grants Criteria back to the next meeting of the Committee prior to presentation to Full Council.

## **Part Two**

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

***Note – During consideration of the following item, at 9.05 p.m., in accordance with Standing Order 3x, a meeting shall not exceed a period of 2 hours, Members voted to continue the meeting.***

### **CC9/2025 Community Grant Applications**

The report included a copy of the Council's Published Grants and Funding Criteria. There were seven applications for Community Grants funding in the current round. The Community grants budget for 2025/26 had been set at £30,000. At the March meeting, £5,000 of this year's budget had been allocated to grants received. Details of grants to date were show provided, totalling £10,500. The total budget remaining was £19,500.

The total value of applications to the current meeting was £11,060. A community grant application had also been received from Kendal Rotary Club for £500, however, this was to be considered as a festival grant application. 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 was believed to be correct, but would be subject to further verification.

- (a) Subscription Bowling Club had applied for a grant of £660 to provide 6 x sets of Junior Bowls for the Bowling Club, to encourage younger members.

**Resolved:** To award a grant of £330 for the provision of three sets of Junior Bowls and, should this prove popular, to recommend to Club to submit a further application,

- (b) Subscription Bowling Club had applied for a grant of £4,500 towards improved facilities at the club house including toilets.

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

- (c) Cumbria Yoga Foundation had applied for a grant of £500 to deliver a 'Yoga Day' in Kendal, summer 2025.

**Resolved:** Not to award a grant.

- (d) Fair oak Housing Association had applied for a grant of £2,000 to cover a series of events and activities for tenants.

**Resolved:** To award a grant of £840 to support the two Kendal-based activities.

- (e) Kendal Community Theatre had applied for a grant of £1,400 to contribute to rehearsal space for the Wind in the Willows Christmas production at Castle Street Centre.

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

- (f) Lakeland Canoe Club had applied for a grant of £1,000 to contribute towards six new pool kayaks for sessions delivered at Kendal Leisure Centre.

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

- (g) Talking Newspaper had applied for a grant of £1,000 to contribute to core running costs including room hire and equipment to deliver services.

**Resolved:** To award a grant of £500 and to ask the organisation to provide details next year in relation to the amount of people within Kendal who benefit from the service.

### **CC10/2025 Festival Grant Applications**

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 2025/26 had been set at £ 25,000. Details of the grants made so far under this budget were provided, totalling £12,700. The total budget remaining was £12,300.

The value of application to the current meeting was £500 and the Committee was asked to consider the application on its merits.

- (a) Kendal Rotary Club (submitted as community grant but to be considered as Festival Grant) had applied for a grant of £500 for a PA system for the fun family gala on 21 June in Kendal.

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

**Part One**

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

**CC11/2025 Anniversaries in 2025**

The Deputy Clerk (Development and Delivery Manager) provided a brief update on the arrangements in place and still to be made for the commemoration of the anniversary of VJ Day on 15 August and for the 450<sup>th</sup> Anniversary of Kendal Town Council's Charter. In relation to proposals to mark the 80<sup>th</sup> Anniversary of VJ Day, she explained that the plan was for the Culture and Communities Committee to work together with the Kendal in Bloom Committee to rejuvenate the Peace Garden. There would be an event focussed on reflection to commemorate VJ Day and to rededicate the garden, with a small service and an information panel being installed at the location, followed by a small reception. The Events and Civic Officer was working on the event in liaison with the Royal British Legion to ensure that there would be no clashes. With regard to the 450<sup>th</sup> Anniversary of Kendal Town Council's Charter, proposals for additional events would shortly be brought to the Working Group, with the largest crossover being with the Christmas Lights Switch-on event. The Committee would be kept informed on progress.

The need to ensure that the VJ Day event was an Interfaith Service was raised. In response to a query, the Deputy Clerk (Development and Delivery Manager), explained that all options for venues for the VJ Day reception would be examined by the Working Group.

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

**CC12/2025 Newsletter and Publicity**

The Committee considered items for publication in press releases or a Council Newsletter. It was pointed out that an item on Community Resilience had already been included within the Summer Newsletter and that this would become a regular feature moving forward. It was further suggested that the Autumn Newsletter, which was due to be published shortly before the Christmas Light Switch-on, should include an article on that event, as well as an article on the grants awarded by the Town Council.

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

The meeting closed at 9.30 p.m.

## Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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### Minutes of a meeting of the Environment Committee held on Monday, 19 May 2025, at 7.05 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

**Also present:** Alistair Kirkbride (Community E Bikes)

Alistair Kirkbride from **Community E Bikes** addressed the Committee. He informed the Committee that nationally, the potential for reduction of carbon emissions was significantly larger in rural rather than in urban areas. Mr Kirkbride explained how a Community E Bike Scheme had been set up in Staveley, having been launched in 2022 with two bikes. The scheme had been set up with the intention of the model being copied and used in its entirety in other areas. Mr Kirkbride informed the Committee, however, that there had not been as much take up of the bikes as originally hoped and that the scheme, whilst reducing carbon emissions, had proved not to be financially viable. If there was no significant improvement this year, then the scheme would cease to be in Staveley.

Mr Kirkbride explained how lessons had been learnt and he now believed that there was a good reason to develop schemes along the route of the Lakes Line. He was currently working with The Eddington to see if such a scheme could be set up in Kendal, in partnership with that organisation, using the original model. It was also his intention to approach Kendal Futures on the matter. Mr Kirkbride explained how he felt that the scheme could work well in Kendal with its larger population.

Mr Kirkbride answered questions raised by Members. The Chair thanked him for his contribution, advising that the Town Council would be supportive of such a scheme in the Town.

#### **E1/2025 Apologies**

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

#### **E2/2025 Declarations of Interest**

Cllr Russell declared an interest in both Agenda Items Nos. 12 (Biodiversity Grants) (the grant application from Kendal College) and 13 (Natural Kendal), Minutes Nos.E6/2025 and E7/2025 respectively below, by virtue of the fact that he was Chair of Natural Kendal.

**E3/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

**E4/2025 Minutes of the Previous Meeting**

Attention was drawn to a typographical error within Minute No.E67/2024 (Kendal Pump Track) in the last line on page 4 of the document where it should have read:

“- £1,900 to deliver a pop-up track for two days.”

The Chair took the opportunity to thank those officers involved for their attendance at the pump track event.

**Resolved:** Subject to the amendment raised at the meeting and outlined above being made, to receive the minutes of the meeting of the Committee held on 10 March 2025 and to authorise the Chair to sign them as a true record.

**E5/2025 Project Activity Report and Overview**

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

Discussion took place with regard to the venue for the permanent Pump Track and the Committee was advised that there were two potential sites, the one at Sandylands and another possibility being an area behind the Police Station which was currently a Westmorland and Furness Council-owned asset.

The Committee was informed that consultations would commence on 20mph on 4 June 2025. All Members were encouraged to respond to the consultation and to encourage others in favour of the scheme to do the same.

Some discussion took place with regard to the land at Vicarage Drive, and Members were encouraged to visit the site and see the great work which had been carried out in clearing the site. Attention was drawn to a couple of trees which may require attention and Members were informed that these would be looked at in Autumn. The Town Clerk asked Members to bring any concerns to the attention of officers. The Chair advised that he had submitted a request to officers for a dog bag dispenser at the site and informed Members that Westmorland and Furness Council's Overview and Scrutiny Committee was shortly due to look into the matter of dog fouling more generally; feedback would be provided to this Committee following that review. In response to a query as to the status of the provision of a bench at that location, which was also nearby to a bus stop, the Town Clerk explained that the previous owner of the land had undertaken to provide this and undertook to look into the matter; he added that a review of bus stops and benches was due to be carried out.

Stressed was the need to keep alive the recommendations of the Citizens' Jury on Climate Change and the need for a clear understanding of the agenda for zero carbon Kendal. Also stressed was the need for an ongoing partnership with The Eddington. The Deputy Clerk (Development and Delivery Manager) advised the Committee that she attended eight weekly meetings with the Eddington in order to understand their management and how plans were progressing. This relationship would continue to be nurtured. In addition, The Eddington CIC had been invited to speak at the December 2025 meeting of the Full Council.

**Resolved:** To note the report.

**E6/2025 Biodiversity Grants**

The Committee was asked to consider the following biodiversity grant applications:

- (a) Growing Well for the sum of £320 towards covering the costs of a vermiculture workshop.

**Resolved:** To award a grant of £320.

- (b) Kendal College for the sum of £500 towards planting at least 100 pollinator plants across its Milnthorpe Road Campus this spring/early summer, to ensure sustainability.

**Note - Cllr Russell declared an interest in this application for a biodiversity grant by virtue of the fact that he was Chair of Natural Kendal which was partnering with Kendal College on the application. He remained in the Chamber during discussion on the application, however, took no part in voting on it.**

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

**E7/2025 Natural Kendal**

**Note - Cllr Russell declared an interest in this item of business by virtue of the fact that he was Chair of Natural Kendal. He remained in the Chamber during discussion on the item, however, took no part in voting on it.**

The Committee considered a detailed update report in relation to the work being carried out by Natural Kendal.

Natural Kendal sought decisions from the Environment Committee on two elements of the report:

- mapping and community surveys of habitat types across Kendal; and
- Kendal to become part of the Nature Towns and Cities Network.

The report suggested that the Environment Committee set up a small task and finish group(s) to oversee both activities, the group to comprise three members of the Environment Committee, Terry Parr from Kendal Conservation Volunteers and two other members from Natural Kendal.

It was further suggested that the Town Clerk or Deputy Town Clerk and a second member of staff work on the Nature Towns and Cities Network Accreditation.

Whilst the Committee fully supported the idea of mapping and community surveys of habitat types across Kendal, Members expressed concern at the potential amount of resources required in order to become part of the Nature Town and Cities Network, which would require an amount of officer time. The Town Clerk suggested that officers look into the matter of accreditation to establish what was required, pointing out that the Town Council was currently looking into a number of accreditation issues. In addition, it was felt that further consideration needed to be given to the membership of the task and finish group, and that these should potentially come from the Planning, Allotments, Kendal in Bloom and Environment committees. Also raised was including the 20 MPH consultation in communications regarding Big Green Week activities.

**Resolved:** Officers to look into appropriate membership for the task and finish group and exactly what would be required regarding the matter of accreditation.

**Resolved:** To include 20 MPH consultation to be included in Big Green Week communications.

**Resolved:** To note the report.

## **E8/2025      Project Close Out Reports**

The Committee considered reports on completed projects, as follows:

### **(a)      Dark Skies**

This project had delivered five heritage dark sky approved lamp heads. At installation, there had been issues identified at two of the locations which had prevented work taking place. As a result, the heritage lamp heads had been fitted at two different locations as recommended by the Dark Skies Officer at Friends of the Lake District. Before and after images of the lights are included at the end of the report. With Kendal Town Council owned lighting stock being transferred to Westmorland and Furness Council, there would be no ongoing requirements. The report suggested that the two lights that had originally been scoped but not delivered would be recommended as 'priority lights' to Westmorland and Furness Council. It was possible for Kendal Town Council to provide funding for additional lights to be converted to Dark Skies approved options, should it so wish. Dark Skies would remain a key Council priority, to be integrated in projects where possible and as a planning concern.

Members, whilst supportive of closing out this particular part of the project, were keen to remain engaged on the matter of Dark Skies and to maintain contact with the Dark Skies Officer at Friends of the Lake District. It was reiterated that Westmorland and Furness Council would take over the Town Council's lighting stock, however, that the Committee could consider additional funding for lighting in the forthcoming budget should it so wish. Also highlighted was the fact that the Town Council's Planning Committee took Dark Skies into consideration when making recommendations on planning applications.

Reference was made to proposals for lighting at Heron Hill. The Committee was advised that officers would conduct a public consultation to confirm the lighting needs and plans, and depending on the outcome, a request for funding would be brought to a future meeting of the Committee. If approved, then the Town Council would pay Westmorland and Furness Council to instal the lighting and then that Council would continue to maintain it.

**Resolved:** To approve the close out of the Dark Skies project.

### **(b)      Canal Head Wetland**

This project had delivered the landscaping and planting of Plot 37 at Canal Head allotments as a wetland area to help tackle excess surface water. The planting benefitted biodiversity, providing nectar for pollinators as well as habitats for creatures including frogs and toads. An information sign had been installed at the location. The report suggested collaboration with the Allotments Committee on future biodiversity opportunities.

**Resolved:** To approve the close out of the Canal Head Wetland project.

**Resolved:** To move responsibility of Plot 37 to the Townscape Manager for ongoing maintenance.

### (c) The Eddington Hub Development

The Town Council had a commitment to act on the recommendations of the Kendal Citizen's Climate Jury as part of its response to Climate Change. In 2023, the Council had committed funding to collaborate on the development of a property in Kendal to advance the recommendation: '14b. create a 'one stop shop/climate change hub/info centre'. This was now known as The Eddington and was managed by The Eddington CIC.

Budget had been agreed to develop displays and materials to support the décor. This had been designated as the 'Eddington Hub Development' project. The purpose was to provide an engaging space to host activities, providing a community space for education, inspiration as well as practical help and support to further the goals of the Citizen's Jury. Kendal Town Council had also agreed to support Waste into Wellbeing with £8,000 per year for three years to support rent/utilities (2023 – 2026) for their permanent home in the Eddington Hall. The project had delivered the following:

- A mural in the archway entrance including information signs.
- Installation display of upcycled cycling wheels.
- A blackboard installation – for climate messaging, education and awareness.
- A 'Climate Library' of ~30 books – available for users of the Eddington Hall and Waste into Wellbeing Café.
- A contribution towards promotional materials for the venue, its activities and connection to the Climate Jury – *in development by The Eddington CIC*.
- A contribution towards energy efficiency events during the Summer and Autumn, including display materials telling the story of the hall's transition from sports hall to fossil-fuel free, warm, energy efficient community space.

Kendal Town Council would continue the relationship with the Eddington CIC and Waste into Wellbeing, remaining connected to the development plans. There was, however, no ongoing requirement for the 'Hub Development' project.

The report suggested the need for further work on recommendations of the Kendal Citizen's Climate Jury and specific projects with the Eddington CIC and Waste into Wellbeing.

Members reiterated the need to maintain engagement with The Eddington. The Town Clerk explained that the Memorandum of Understanding required continued engagement, with The Eddington delivering on what had been supported by the Town Council. The Deputy Clerk (Development and Delivery Manager) advised that she would be happy to provide updates to future meetings. The Town Clerk raised the potential for a future request for assistance from The Eddington following the initial three-year support already provided.

**Resolved:** To approve the close out of The Eddington Hub Development project.

### **E9/2025 Environment Budget 2025/26**

The Town Clerk presented a report on the Environment Budget 2025/26 as at 12 May 2025.

**Resolved:** To note the report.

### **E10/2025 Footpaths**

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

The Committee considered the standing report on the footpath network priority list.

The Deputy Clerk (Development and Delivery Manager) provided a number of updates, as follows:

- Riverside South – surfacing work was planned to take place in June, using the remaining United Utilities funding. Westmorland and Furness Council Countryside Access Officers were putting in an additional application for funding to pay for further surfacing and improvements to the handrail and steps from Bellingham Road to the footpath.
- Riverside North –
  - Dockray Bridge - North to EA path – Westmorland and Furness Council Countryside Access Officers were applying for CIL funding for this section to be aggregate surfaced. It was hoped that this would be completed this Autumn.
  - Dockray Bridge to Skate Park - The Westmorland and Furness Council Countryside Access Officer was writing up the plans for works under the viaduct for Network Rail approval. The next stage was to have the retaining wall surveyed and to speak to the Environment Agency.
- Michaelson Road to Stainbank Green – An update had been received from Councillor Long to say that confirmation was awaited from Westmorland and Furness Council regarding obtaining funding to complete works.

Discussion turned to the Town Council-owned path through Vicarage Park triangle which connected to the 'adventure' footpath, running alongside the adventure playpark. The need for the Town Council to move forward and carry out the works on its section of the path was stressed.

**Resolved:** Officers to seek quotations for works on the Town Council's section of the path through Vicarage Park triangle.

**Resolved:** To note the report.

### **E11/2025      Easy Travel Kendal**

The Committee was asked to consider a report with regard to progressing a bike storage project in Kendal, as part of the Easy Travel Project. The cost of a feasibility study was estimated to be £3,000 and could be delivered by Active Travel Officers at Westmorland and Furness Council. Following the feasibility study, funding for the delivery stage would be required. At present, this was estimated to be in the region of £5,000 to around £10,000, although this was subject to feasibility. If sheltered cycling storage provisions were required, this increased the overall cost, as planning consent would be required. The delivery stage would be estimated to be in the region of £5,000 to £20,000.

The need to ensure that enough money remained available following any feasibility study was stressed.

**Resolved:** To fund the feasibility study for bike parking provisions in Kendal, at a cost of £3,000, to be taken from the Easy Travel project budget.

**E12/2025 Explore Kendal Signage**

The Committee considered a report on the next steps on the Explore Kendal Signage following an updated condition report and quotation.

A number of issues had been highlighted, including out of date information due to the change of buildings and services. Examples included Council Offices at Busher Walk, Tourist Information Centre, South Lakeland District Council.

Officers had received updated quotations and had explored a few options to take this forward, details of which were provided. The quotes included removal of existing panels, as well as printing and installation of new panels.

Members were keen to pursue the option of updating and replacing all panels on all signs, for which a quotation of £4,510 had been received. The Town Clerk suggested that the entire amount, or more, could be taken from CIL funding, subject to approval from the Management Committee.

**Resolved:** To submit a bid to the Management Committee for CIL funding of £10,000 to cover the cost of full revision of the Explore Kendal Signs.

**E13/2025 Bowling Fell**

The Committee considered a report on progress on improvements at Bowling Fell project, for which a sum of £7,000 had been allocated. The project was focussed on accessibility and would require two phases of development, details of which were provided.

Members welcomed the report and the progress made to date. Some discussion took place on the sum which had been set aside, accessibility, and the need for a more defined scope. The Town Clerk suggested that the Projects Officer might be asked to approach Westmorland and Furness Council to find out what that Council's aspirations were for the site and the potential for them to apply for lottery funding for a more ambitious scheme as part of phase 2 development.

Lastly raised was the need to place on record thanks to the recently-appointed Projects Officer for moving the project forward.

**Resolved:** To note the update on phase 1 of the Bowling Fell project.

**Resolved:** To agree to the historical interpretation signage to be moved into Phase 2 of the project, and for a scope and budget for Phase 2 to be brought to a future meeting.

**E14/2025 Items for Press Coverage and the Newsletter**

It was reported that the Summer 2025 edition of the Council's Newsletter was due out in July.

**Resolved:** To arrange for press coverage in relation to the land at Vicarage Drive referred to at E5/2025 (Project Activity Report and Overview) above, to include before and after photographs.

The meeting closed at 9.05 p.m.

# Kendal Town Council

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



## Minutes of a meeting of the Management Committee held on Tuesday, 27 May 2025, at 6.35 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

### M1/2025 Apologies

**Resolved:** To receive and accept apologies for absence from Cllrs Blackman, Dunlop, Finch and Long, and from Substitute Member Cllr G Archibald.

### M2/2025 Declarations of Interest

No declarations of interest were raised.

### M3/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

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

### M4/2025 Minutes of the Previous Meeting

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

### M5/2025 Minute Action Sheet

The Town Clerk presented a report on actions taken by officers on resolutions or recommendations made at previous meetings. He referred to Item Ref. No.103, M73/2024, Property and Office Accommodation, explaining that he had not yet had an opportunity to write to Westmorland and Furness Council regarding parking issues. He further referred to Item Ref. No.99, M69/2024, Budget 2024/25 explaining that the Actual Year to Date figure of £28,570 under Other Income was regarding receipts from third parties against specific schemes.

Attention was drawn to item Ref. No.9995, M57/2024, Policy Development, and the drawing up of Terms of Reference for a Town Centre Vitality Working Group. In response to a query, the Town Clerk explained that this Group was not the same as the Town Team, although that one was contingent on the other, with the Working Group taking its lead from the Town Team, the first meeting of which was due to take place on 18 June 2025.

**Resolved:** To note the Minute Action Sheet.

### **M6/2025 Council Activity Report**

The Town Clerk presented a report on progress made across the various actions the Council involved in. He drew particular attention to interesting and exciting developments in relation to the Friends of Kendal's Heritage Group which would be discussed more under Agenda Item No.13, Kendal Museum, Minute No.M13/2025 below.

Discussion took place on a number of items within the document and a number of updates were provided by officers.

In response to a query, the Town Clerk advised that the Town Team process was no longer delayed.

Reference was made to a recent invitation from the Environment Agency for all Members to attend a meeting in relation to progress on the Flood Relief Scheme. This meeting had been cancelled due to apparent lack of interest. It was suggested, therefore, that the Environment Agency might instead be invited to provide a briefing prior to the commencement of a future meeting of the Full Council.

During discussion, it was suggested that the items within the report might be numbered moving forward for ease of reference.

**Resolved:** To invite the Environment Agency to provide a briefing on progress on the Flood Relief Scheme prior to the commencement of a future meeting of the Full Council.

**Resolved:** To number the individual items contained within the Council Activity Report.

**Resolved:** To note the Council Activity Report.

### **M7/2025 Budget 2025/26**

The Town Clerk presented a report detailing expenditure against budget in the current year. He answered questions raised by Members. Reference was made to Budget Heading 4135, Premises Alarms, Service and Maintenance, and the need to consider putting the contract out to tender again.

The Town Clerk drew attention to recent receipt from Westmorland and Furness Council of more of the Town Council's precept which he had again placed in a high interest account at the Cumberland Building Society.

**Resolved:** To consider putting the Premises Alarms, Services and Maintenance Contract out to tender again.

**Resolved:** To note the report.

### **M8/2025 Community Infrastructure Levy ((CIL)**

The Committee considered a report on the latest receipts to the CIL Fund and a funding proposal from the Environment Committee for £10,000 to support the refurbishment of the Town's 17 Explore Kendal information totems.

The Town Clerk drew attention to recent receipt of a further £82,000 CIL money. In response to a comment regarding the need to avoid listing example projects within the Criteria, the Town Clerk suggested that the Council's CIL Project Funding Criteria required updating.

**Resolved:** To note the report.

**Resolved:** To allocate £10,000 CIL money to support the refurbishment of the Town's 17 Explore Kendal information totems.

**Resolved:** The Town Clerk to update the Council's CIL Project Funding Criteria for consideration by Management Committee.

#### **M9/2025 Internal Auditor's Report**

It was reported that, because of the run of meetings and Bank Holidays in April and May, the Council's Audit Committee had not been able to receive the Internal Auditor's report prior to it being presented to the Full Council meeting in June. The report was, therefore, being presented to the Management Committee as the next available appropriate meeting to review it prior to Full Council. The interim report for the current year would be considered by the Audit Committee at its next meeting. The Management Committee was, therefore, asked to consider the Internal Auditor's report for 2024-25.

Cllr Russell, Chair of the Audit Committee, welcomed this good report, only drawing attention to the need for the Council to be more prompt in publishing its minutes. The Town Clerk pointed out that the Internal Auditor's report would be further scrutinised by the Audit Committee at its next meeting and included in the suite of documents which would form the Annual Governance and Accountability Return (AGAR) which was due to be presented to Full Council for approval on 2 June 2025.

**Resolved:** To receive and note the report from the Council's Internal Auditor for the year 2024-25.

#### **M10/2025 Kendal Futures**

Cllr S Long, the Council's representative on the organisation, having tendered her apologies for the meeting, had provided a note to the Town Clerk drawing attention to the fact that Kendal Futures continued work in relation to its Town Centre Spatial Strategy which would knit in with the Town Council's wider spatial strategy.

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

#### **M11/2025 Newsletter and Publicity**

The Deputy Clerk (Development and Delivery Manager) reported that the summer edition of the Council's Newsletter would be out for distribution in July. Officers continued to look into the delivery method, with the previous newsletter having reached more people due to improvements made by Royal Mail and additional hard copies being left in public buildings. A proposal would shortly be brought before Management Committee in relation to communications and additional digital newsletters. The Committee considered which items to publicise from this meeting.

**Resolved:** To publicise the sign-off of CIL funds to support the improvement of the Explore Kendal signs and details in relation to the establishment of the Town's new Heritage Group.

#### **Part Two**

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

**M12/2025 Property and Office Accommodation**

The Town Clerk provided a brief verbal update on office accommodation.

Following discussion, it was

**Resolved:** To authorise the Town Clerk to visit premises referred to within discussion and to report back to Committee.

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

**M13/2025 Kendal Museum**

The Committee was provided with a brief verbal report from the Town Clerk on an issue relating to the Council's Trusteeship of Kendal Museum.

A lengthy discussion took place and it was

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

**M14/2025 Employment and Staffing Matters**

The Committee was provided with a verbal report by the Chair of Staffing Sub-Committee who advised that, following recent events, the Committee would shortly receive for consideration a draft Formal Complaints Procedure.

Reference was made to forthcoming Standards Training and the need to urge Members to attend.

The Town Clerk referred to the role of the Council Services Officer and the increase in that Postholder's responsibility over recent years. He was proposing to change the title of the current postholder to Council Services Manager and to provide an appropriate upgrade. Members welcomed this proposal.

**Resolved:** The Town Clerk to urge Members to attend the forthcoming training on Standards.

**Resolved:** To support the Town Clerk's decision for the promotion of the current Council Services Officer to Council Services Manager, with an appropriate upgrade.

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

The meeting closed at 8.00 p.m.

## Kendal Town Council

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



### Minutes of a meeting of the Management Committee held on Monday, 30 June 2025, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

**Also present:** Jill Salmon (Centre Manager, Stricklandgate House) and Amy Carrick-Knowles (Project Co-ordinator, Stricklandgate House).

#### Public Participation

Jill Salmon (Centre Manager, Stricklandgate House) and Amy Carrick-Knowles (Project Co-ordinator, Stricklandgate House) addressed the Committee with regard to Stricklandgate House 4 Sustainable Heritage, providing additional background relating to a report which was included within the agenda for the meeting (Minute No.18 below refers). For the past 32 years, Stricklandgate House had been a cornerstone of the local voluntary sector, providing affordable charity office space, fostering the growth of emerging charities, and enabling collaboration within the sector; 48 Charities had called Stricklandgate House their home. Attention was drawn to the deteriorating state of the aging building, to inefficient services and high energy costs, and to its poor access and convoluted layout. This all put Stricklandgate House at risk of failing. Whilst rental income covered daily operations, it was insufficient for major repairs, upgrades, or substantial investment. Demand for charitable services was growing, driven by rising mental health needs, an ageing population, and changes to public service delivery. There was an increasing need for affordable workspace, development opportunities, and incubation support for charities. Demand exceeded capacity and, in the past three months, four organisations had been turned away due to lack of space. Counselling and meeting room use had doubled in the past year, highlighting urgent space pressures. For this reason, Stricklandgate House Trust had applied to The National Lottery Heritage Fund for Development Phase funding and had been successful in securing support. With this funding, the Trust was developing a project that would unlock £4.7 million in investment for Stricklandgate House and the wider Kendal community. However, securing this funding was contingent upon raising an additional £820,000 by February 2026. Failure to do so would result in the loss of the £4.7 million grant, and a loss of investment in Kendal. If the Trust was unsuccessful, this would put the future of Stricklandgate House at risk and potentially weaken Kendal's charity sector. It was explained how the Georgian building would be rejuvenated by modernising and increasing office space by 30% and establishing a Community Hub through the redevelopment of the 1960s annex. This would result in a 25% increase in the number of vulnerable, under-served and disadvantaged people accessing support through Stricklandgate House; those most vulnerable in the community deserved a welcoming place. In addition, the project would showcase how Kendal could utilise its

historic buildings for the benefit of the local community and reduce its carbon footprint, by creating an energy efficient heritage asset.

M/s Salmon and M/s Carrick-Knowles answered questions raised by Members. The Chair thanked them for their contribution to the meeting, also congratulating them on the work carried out so far in securing such a significant grant and for the vision they had for the future.

#### **M15/2025 Apologies**

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

#### **M16/2025 Declarations of Interest**

Cllr Russell declared an interest in Agenda Item No.8, Stricklandgate House (Minute M18/2025 below) by virtue of the fact that, although having recently formally resigned, he was still registered at the Charity Commission as a Trustee of Stricklandgate House. He would leave the Chamber during discussion and voting on the item.

#### **M17/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

**Resolved:** Prior to consideration, to vote on moving into Part Two for consideration of Agenda Items Nos.16 (Property and Office Accommodation) and 17 (Employment and Staffing Matters).

#### **Part Two**

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

#### **M18/2025 Stricklandgate House**

**Note - Cllr Russell declared an interest in this item of business by virtue of the fact that, although having recently formally resigned, he was still registered at the Charity Commission as a Trustee of Stricklandgate House. He left the Chamber during discussion and voting on the item.**

A copy of the report had been circulated prior to the meeting. Stricklandgate House was proposing to be funded by the Council to the total value of £50,000, spread over three years, to assist in the delivery of their Lottery-funded project to develop the building into an effective third-sector hub at the heart of Kendal. The Town Clerk explained that the amount being sought was beyond the delegated amounts of any committee that this might come under and, in any case, would be out of budget. He was, therefore, bringing the report to Management Committee for consideration, prior to a recommendation to Council, if required. He explained that, whilst the request could be funded through General Reserves, it could also be funded through the Community Infrastructure Levy (CIL), if the Committee felt that this was appropriate.

Members supported the use of CIL money to fund the request for this important type of provision within Kendal.

**Resolved:** To recommend to Council the use of CIL funding of £16,667 per year for three years to assist Stricklandgate House in the delivery of their Lottery-funded project to develop the building into an effective third-sector hub.

**M19/2025 Property and Office Accommodation**

The Town Clerk provided a verbal update on office accommodation, drawing attention to the need for additional office and storage space. He answered queries raised by Members.

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

**M20/2025 Employment and Staffing Matters**

The Town Clerk reported the need to timetable and formalise meetings of the Staffing Sub-Committee. He further reported that the Events and Civic Officer was six months into his secondment role and would be completing IOSHH training in July, which would assist with events.

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

**M21/2025 Kendal Futures**

In the absence of Cllr S Long, the Council's representative on the organisation, the Town Clerk reported that Kendal Futures' spatial planning project continued to move forward and make good progress.

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

**Part One**

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

**M18/2025 Minutes of the Previous Meeting**

**Resolved:** To receive the minutes of the previous meeting of the Management Committee held on 27 May 2025 and to authorise the Chairman to sign them as a true record.

**M22/2025 Minute Action Sheet**

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

Item Ref. No.101 regarding publicising the relocation of Aynam Road fountain – The Town Clerk sought direction on how to move forward on this matter.

**Resolved:** Officers, together with Cllr Hennessy, to approach Westmorland and Furness Council for discussion on the way forward with regard to the relocation of Aynam Road fountain.

Item Ref. No.105 regarding inviting the Environment Agency to address Full Council on progress on the Flood Relief Scheme – The Town Clerk advised that he intended to speak to the Environment Agency the following morning.

Item Ref. No.95 regarding the drawing up of Terms of Reference for a Town Centre Vitality Working Group – In response to a query, Cllr Ladhams reported that there had been a meeting of the Town Team where slides on what was to be done with the Levelling-Up Fund money had been displayed. The Town Clerk raised the issue of the Town Centre Vitality Group and the fact that there was no method of Town Centre management within Kendal, pointing out that this subject would be an item on the agenda for the next meeting of the Town Team meeting in three weeks' time. The Town Clerk further drew attention to the fact that the current Shop Front Design Toolkit was 21 years old and

required updating. Whilst it was accepted that Westmorland and Furness did not have the capacity to do this, this was a priority for the Town Council, and the Planning Committee felt that budget should be sought to carry out this work. He further stressed the importance of Town Centre vitality remaining on the agenda for the Management Committee and, in particular, the need to manoeuvre Finkle Street and the Birdcage into discussion.

**Resolved:** To note the Minute Action Sheet.

### **M23/2025 Council Activity Report**

The Committee considered a report on progress made across the various actions the Council involved in. The Town Clerk drew particular attention to the work being carried out by the Projects Officer in relation to improved signage at Oxenholme Station. Cllr Blackman further highlighted the tremendous work carried out by the Council Services Manager and the Townscape Officer on civic planting this summer, with the contract with Continental having expired earlier in the year.

**Resolved:** To note the Council Activity Report.

### **M24/2025 Budget 2025/26**

The Town Clerk presented a report detailing expenditure against budget in the current year. The Town Clerk drew attention to the figure of £166,500 shown within Earmarked Reserves for the flood relief scheme, reporting that the sum of £150,000 was due to be paid to the Environment Agency within the next couple of days as the Town Council's contribution to the glass wall.

**Resolved:** To note the report.

### **M25/2025 Communications**

The Deputy Clerk (Development and Delivery Manager) reported that, in response to the Council's request for improved communications, officers had reviewed the communication methods and platforms being utilised. Officers were developing a content schedule to ensure regular and consistent communications moving forward.

It was proposed that the core Kendal Town Council communications be as follows:

<b>Type</b>	<b>Platform</b>	<b>Frequency</b>	<b>Distribution</b>	<b>Comments</b>	
Website	KTC main website				
Social Media	Facebook	2 per week <i>(minimum)</i>	No. of followers to be outlined.	Posts to KTC owned pages only. Instagram to be set up.	
	Instagram	TBC			
	Linkedin	TBC			
Newsletter	Physical	3 per year	Mar	Distributed by Royal Mail & copies in local 'hubs'	
			Jul		
			Oct ( <i>late</i> )		
	Digital	Trial bi-monthly from August 2025	Aug	Digital distribution platform	<i>To be facilitated out of existing newsletter budget.</i>
			Oct ( <i>early</i> )		
			Dec		

Type	Platform	Frequency	Distribution	Comments	
Press releases	Specific topics to be planned into content calendar.  Other press releases as and when requested by Council.		Westmorland Gazette		
			Cumbria Crack		
			Clerk & Councils Direct		
			Visit Kendal		
			BBC Radio Cumbria		
			BBC News		
			Topic specific outlets to be identified.	<i>Public Realm Climate Civic / Heritage</i>	
Annual Report		Annual	April	To be developed for 2025/2026 annual report	Following feedback from 2024/2025

Kendal Town Council would also share information with partners, where appropriate, to widen reach.

Events publicity and communications would be handled in relation to each event, but generally would follow:

- Pre-event – publicity and advertising
  - o Social media channels
  - o Press releases
  - o Printed communications i.e. posters
- Post-event – publicity
  - o Social media channels
  - o Press releases – *as and when appropriate*

Updated photography would be provided this year, including general images of Kendal and specifically of Kendal Town Council assets. They would be supplied by a professional photographer and the photography students from Kendal College. The collaboration with Kendal College photography students would continue into the next academic year.

As agreed at a previous meeting of the Management Committee, the Kendal Town Council website would be re-developed this year. The project was underway, and a comprehensive update would be provided at the next Management Committee meeting in September. This would also address options for the additional websites currently hosted by Kendal Town Council:

- Kendal Citizen's Climate Jury – [www.kendalclimatejury.org](http://www.kendalclimatejury.org)
- Zero Carbon Kendal – [www.zerocarbonkendal.org.uk](http://www.zerocarbonkendal.org.uk)

Attention was drawn to other council's sites as examples of best practice. It was raised that the website was the front face of the Council and the need to ensure that councillors were at the forefront in terms of accountability was stressed. The Development and Delivery Manager (Deputy Clerk) was thanked for her work on this matter.

**Resolved:** To note the information contained within the report.

## **M26/2025      Informal Management Meeting**

The Management Committee had benefited in the past from an informal opportunity for Members to meet officers and talk through issues prior to them becoming agenda items for consideration. It was proposed that such meetings should be revived and held on a regular pattern, such as once a quarter. Members were, therefore, asked to consider the arrangements for an informal meeting of Management Committee Members and Council officers sometime over the summer.

Members welcomed the proposal.

**Resolved:** To revive informal meetings of the Management Committee and officers, with dates and venue to be arranged by the Town Clerk.

## **M27/2025      Standing Orders**

The Town Clerk reported that the Council should regularly review its Standing Orders to ensure that they were compliant with both best practice and current legislation. The last full scale review of Standing Orders had been in 2022, when the Council had adopted the model Standing Orders published by NALC. The Annual meeting of the Council requested that the Management Committee review the proposed changes to Standing Orders and make a recommendation to the next meeting of the Council, in July.

NALC had amended these to align with current law and practice, particularly with regard to complaints about the behaviour of Councillors, and procurement. The former has been stripped down, following the resolution of the 'Ledbury case' and subsequent legal debate. The latter has been adjusted in the context of Brexit.

The affected Sections were 14 and 18.

With regard to Standing Order 14, the Ledbury Case had concluded with a judgement in the High Court that a Town or Parish Councillor could only be disciplined for their behaviour in that role through the Standards Regime that applied to the Council in question. Any other form of investigation or action by the Council preceding that process would be Ultra Vires, and any action taken subsequently had to be in accordance with the Standards Regime to avoid the same issue.

Current Standing Order 14 was provided within the report. The proposed new Standing Order 14 from Model was as follows:

### **CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

With regard to Standing Order 18, this included legislation from the European Union which was no longer applicable, so this too had been simplified. The Council was also in the process of reviewing its Financial Regulations, to keep them in line with the latest published Model. Changes proposed to this document would be reflected in the new Financial Regulations and vice versa.

Current Standing Order 18 was provided within the report. The proposed New Standing Order 18 from the Model was as follows:

## FINANCIAL CONTROLS AND PROCUREMENT

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

The Town Clerk took the opportunity to draw to Members' attention to a forthcoming training session on Standards, due to take place on 3 July 2025.

**Resolved:** To recommend to Council the proposed amendments to Standing Orders.

### **M28/2025      Complaints Procedures**

The Development and Delivery Manager (Deputy Clerk) reported that 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.

Following a review of the previous arrangements, those practiced by other councils, and national recommended good practice, officers had drafted a new statement of policy and relevant procedures, both of which were attached to the report. These aligned with the proposed changes to the Standing Orders, considered in a separate report (Minute M\*\*/2025 above refers).

Full Council had requested that the Management Committee consider these documents, prior to them being recommended for adoption by the Council at its meeting in July.

It was felt that more work was required on the documents in relation to tense. It was suggested that "Formal Complaints about the Council, Committees or Decisions, K" should refer to a "written" response. Furthermore, it was felt unclear that complaints could relate to a matter, as well as an individual.

**Resolved:** Subject to revisions being made as outlined at the meeting and highlighted above, to recommend the new Complaints procedures and policies, as attached to the report, for adoption by Full Council.

#### **M29/2025 Appointment of member to Kendal Pride Steering Group**

Following the successful launch of Kendal Pride three years ago, the organising group had requested that a Member of the Town Council join their Steering Group, to oversee the continued success of the event, and to embed the Town Council's support. The Group had suggested that any representative should not already be involved in the running of the event. Further details about the precise role of the representative would be worked out by the Steering Group as it evolved and related to the Council. The Committee was, therefore, asked to consider the appointment of a Councillor to serve on the Kendal Pride Steering Group.

Whilst it was reported that Cllr L Edwards had volunteered for the role, attention was drawn to the fact that she was already a member of the Steering Group in her own right, and that an individual who was not already involved was sought. The Town Clerk therefore undertook to clarify the position and to bring the request to the next meeting of Full Council. Cllr Dunlop indicated a willingness to take on the role if necessary.

**Resolved:** The Town Clerk to seek clarification with regard to the role of a Council representative on the Kendal Pride Steering Group and to bring the request to the next meeting of the Full Council.

#### **M30/2025 Newsletter and Publicity**

The Development and Delivery Manager (Deputy Clerk) reported that the Summer edition of the Newsletter would be out for delivery at the end of July. A digital version was due to be trialed in August, which would allow an opportunity for updates and new articles. The next hard copy of the Newsletter was due to be distributed in October.

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

The meeting closed at 9.18 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 June 2025, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

### MH1/2025 Apologies

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

### MH2/2025 Declarations of Interest

*Those Members present who had an interest by virtue of the fact that they were members of the Kendal Rinteln Association had recently been provided a dispensation by the Town Clerk to allow them to take part in the discussion and voting on the standing item where this was necessary in order to enable a decision to be made.*

### MH3/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### MH4/2025 Minutes from the Last Meeting

**Resolved:** To receive the minutes of the meeting of the Mayoralty and Heritage Committee held on 24 March 2025 and to authorise the Chair to sign them as a true record.

### MH5/2025 Minute Action Sheet

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

**Resolved:** To note the report.

### MH6/2025 Review of Spend against Budget 2025/26

The Committee considered its budget monitoring report as at 2 June 2025.

The Town Clerk drew attention to the figures in relation to the Exhibitions budget which was currently slightly overspent due to this budget having been used for the removal of the remaining items from the K Shoes Collection; this would be addressed moving forward. He

further drew attention to the need to re-examine the Mayor Making budget and, in addition, Mayoral Allowance budget, which required breaking down to include the allowance for the Deputy Mayor; he suggested the potential to approach the Independent Remuneration Panel in this regard. The Town Clerk finally suggested that the Torchlight budget should be renamed the Torchlight Reception budget, as this budget related purely to the civic reception.

**Resolved:** To note the report.

#### **MH7/2025      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 provided an update on the Kendal Local Heritage Partnership, the foundation meeting for which had been chaired by Cllr Cornthwaite. Cllr Russell named a number of members of the Group, advising that Claire Hensman had been appointed Chair. Cllr Russell referred again to interesting finds in Kendal Museum in relation to the exploits of a senior member of the British Army who had passed through Uganda and Kenya, and objects which had come from the Nandi people. He also drew attention to the appointment by Lakeland Arts of a new Curator who would also be a member of the Partnership. Cllr Russell lastly asked the Committee to consider the appointment of a Member as a representative on the Kendal Local Heritage Partnership, with he himself having already been co-opted as a result of his early involvement in the Steering Group. Kendal Town Council's representative would be the individual to pass on the Town Council's messages to the Partnership. The first full meeting of the Partnership was due to take place in early September, with Terms of Reference having already been prepared. The Mayor would be afforded ex-officio status.

The Town Clerk reported that Lakeland Arts was in the process of apply for Arts Council funding for unlocking the collections display. He was pleased to inform the Committee that Lakeland Arts was now refocussing on Kendal. He was optimistic about the exciting work which was being carried out in partnership with Westmorland and Furness Council, the Town Council, the Parish Church, the Quaker Museum and Stricklandgate House. The Town Clerk drew attention to the challenges relating to Kendal Museum for which the Town Council was Trustee of the building, with Westmorland and Furness Council owning the collection. He also pointed out the involvement of Kendal College who ran the Museum, and the need for a legal solution to be sought around these challenges. Also highlighted was the closure by the Lake District National Park Authority of Brockhole which currently housed a number of Kendal Museum's dioramas which would need to be brought back to Kendal and stored. Then there was the issue of the future of County Hall where Archives was situated. The Town Clerk was pleased to report that that Council now employed a Collections Manager and that that Council was carrying out a strategic heritage review. The Town Clerk would continue to liaise with officers at Westmorland and Furness Council on these issues and report back to the Management Committee.

A lengthy discussion ensued. The Chair reported that he had been talking with teachers within the locality to find out what they would like to see in terms of a museum offering; he would report back to a future meeting. In response to a query regarding a previous discussion by the Committee at which the need for the Nandi people's objects to be returned, Cllr Russell explained that this was with regard to a ceremonial horn and that the suggestion continued to be explored. Also raised was the potential for the Allen Annexe at the Museum, currently used by the College, to be used instead to house some of the collection. In response to a further query, it was reported that Kendal in 100 Objects remained at the core of unlocking the Collections bid by Lakeland Arts, it also being pointed out that this was likely to be a digitised display.

**Resolved:** To appoint Cllr Ladhams as the Town Council's representative on the Kendal Local Heritage Partnership.

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

#### **MH8/2025      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 with Members of the Culture and Communities Committee to establish an appropriate programme of events. Events had been organised to mark the anniversary of VE Day, and there was a programme proposed for VJ Day on 15 August.

Cllr Ladhams provided an update on the proposals to mark VJ Day, explaining that an event plan was in place, with the the Culture and Communities Committee working together with the Kendal in Bloom Committee to rejuvenate the Peace Garden. There would be an event focussed on reflection to commemorate VJ Day and to rededicate the garden, with an information panel being installed at the location. This would be a low key event followed by a small reception at the Brewery. The Town Clerk added that Armed Services volunteers would be renovating the peace pole. He further referred to match funding provided by Westmorland and Furness Council and a grounds maintenance plan which would ensure that the garden remained in good condition.

Cllr Ladhams informed Members that details in relation to plans around the 450<sup>th</sup> Anniversary of the Town Council's Charter would be brought to the next meeting. The Town Clerk highlighted the fact that the Christmas Light Switch On event on 28 November would form the main event, and that ideas on what to do throughout the rest of the year required further consideration.

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

#### **MH9/2025      Twinning**

***Note – Those Members present had an interest by virtue of the fact that they were members of the Kendal Rinteln Association and had recently been provided a dispensation by the Town Clerk 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 funding request from the Kendal Rinteln Association totalling £760 from the Twinning budget to support a significant event that the Association was planning. This was in relation to inviting representatives from communities across the North West, which had twinning links with other German towns and villages, to come together at Carus Green Golf Club to celebrate Town Twinning and 80 years of Peace. Financial assistance, at a total of £660, was sought towards the cost of a meal at Carus Green for seven people from Rinteln and an allowance for welcome drinks for all of the guests. In addition, WOSP, in recognition of their 20 years' friendship with the Lebenshilfe wished to take a gift to present on their trip to Rinteln at the end of August, details of which were provided. The Association wished to support them in this and requested that, along with match funding from the Town Council, it offered £100 (KRA - £50, TC - £50). The letter requesting the funding also included an update on activities and the twinning relationship between Kendal and Rintlen, which continued to thrive.

The need for the Town Council to consider offering to pay for accommodation for representatives from Rinteln was raised and the Town Clerk undertook to look into this.

**Resolved:** The Town Clerk to give consideration to the Town Council offering to pay for accommodation for representatives from Rinteln.

**Resolved:** To allocate the sum of £760 from the Twinning budget to support their forthcoming activities, as discussed at the meeting and outlined above.

(b) The activities and affairs of the Town's twinning relationships with Rinteln had been included within the letter requesting funding discussed earlier within this Minute and outlined above. Members welcomed the support which had been given to the Ibis Youth Football Club who would be visiting Rinteln. Attention was also drawn to the success of Rinteln's participation in the Kendal Walking Rugby Festival.

With regard to the twinning with Killarney, it was pointed out that a new Mayor was due to be appointed in the following week. The Events and Civic Officer continued to liaise with Killarney's Local Area Officer. The need to try to establish sporting links between Kendal and Killarney was raised.

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

### **MH10/2025 Newsletter and Publicity**

The Committee was asked to consider whether any items should be included in the next edition of the Council's newsletter (Autumn/Winter 2025). Suggestions raised were around Kendal's Heritage and the Rinteln Twinning Association.

Frustration was again expressed in relation to delivery of the Newsletter and the Town Clerk undertook to take this back to the Deputy Clerk (Development and Delivery Manager), also pointing out that she was still working on a new format.

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

The meeting closed at 8.30 p.m.

# Kendal Town Council

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



## Minutes of a meeting of the Planning Committee held on Monday, 2 June 2025, at 6.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

### **P1/2025 Apologies**

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

### **P2/2025 Declarations of Interest**

No declarations of interest were raised.

### **P3/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

### **P4/2025 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 12 May 2025 and to authorise the Chair to sign them as a true record.

### **P5/2025 Minute Action Sheet**

Attention was drawn to Item Ref. No.36, Minute No.P127/2024, and arrangements for a site visit for all Members to enable them to have a wider view of Kendal in reality. The Town Clerk undertook now to arrange a suitable date, particularly with the Call for Sites document having been recently published.

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

### **P6/2025 Planning Process and Issues**

The Town Clerk reported that the Call for Sites document had now been published, pointing out that this was not the final Call for Sites. Attention was drawn to the need to make residents aware that the consultation had not yet been opened up to the public. The Town Clerk also drew Members attention to the large amount of housing land held in Kendal by Westmorland and Furness Council which it called "non-statutory allotment land". He

explained that he had approached colleagues at Westmorland and Furness Council on the matter but that he had as yet received no response. He raised the need to address this issue at an early stage and to seek for all allotments to be transferred to the Town Council. This, he pointed out, needed consideration by both the Planning and the Allotments committees.

**Resolved:** The Town Clerk to report back to Committee on receipt of a response from Westmorland and Furness Council regarding its “non-statutory allotment land.”

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

#### **P7/2025 Kendal Town Council Flood Relief Scheme Working Group**

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that there had been no further meetings to date, with the next meeting due to be held on 9 July 2025. He provided a brief update in relation to the recent unveiling of the wall on New Road and with regard to the Mintsfeet area of the Scheme.

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

#### **P8/2025 Kendal Town Council Local Plan Action Group**

There was no further update, the matter having already been discussed under Minute No.P6/2025 above.

#### **P9/2025 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 7.18 p.m.

Kendal Town Council  
 Responses from Planning Committee: 2 June 2025  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	<a href="#">2025/0500/HOU</a>	<b>16 Esthwaite Green Kendal Cumbria LA9 7RZ</b>  Proposed single storey rear extension, first floor side extension above existing garage and porch and bay window extension to the front (further information)	Heron Hill	21 May	<b>No Material Objections</b>
2	<a href="#">2024/2323/FPA</a>	<b>5 Galloway House Stramongate Kendal LA9 4BD</b>  Replacement of 2 front windows to double glazed timber sash windows	Fell	28 May	<b>No Material Objections</b> provided that the subsequent information provided by the applicant is sufficient for the Conservation Officer to recommend approval. The Committee is in favour of the improvements and looks forward to the further information being sufficient.
3	<a href="#">2024/2324/LBC</a>	<b>5 Galloway House Stramongate Kendal LA9 4BD</b>  Listed Building Consent for replacement of 2 front windows to double glazed timber sash windows	Fell	28 May	<b>No Material Objections</b> provided that the subsequent information provided by the applicant is sufficient for the Conservation Officer to recommend approval. The Committee is in favour of the improvements and looks forward to the further information being sufficient.
4	<a href="#">2025/0857/HOU</a>	<b>10 Wansfell Drive Kendal LA9 7JF</b>  Single storey front & side wrap around extension.	Heron Hill	28 May	<b>No Material Objections</b> subject to Biodiversity Net Gain being shown.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
5	<a href="#">2025/0211/HOU</a>	<b>63 Bellingham Road Kendal Cumbria LA9 5JY</b>  Pitched roof rear kitchen/diner extension with abutting workshop/side porch converted to habitable usage as utility room/boiler room & revised workshop layout (further information)	Stonecross	22 May	<b>No Material Objections</b> , however, the Committee notes and would draw Planning Officers' attention to the alleged inaccuracies outlined within the neighbour response. In addition, the side extension should be on the same footprint as the original building and as per the plan.
6	<a href="#">2025/0887/HOU</a>	<b>7 Carrock Close Kendal LA9 7HW</b>  Amendments to roof line and window and door revisions.	Oxenholme	30 May	<b>No Material Objections</b>
7	<a href="#">2024/2005/FPA</a>	<b>Unit 3 Parkside Business Park Parkside Road Kendal LA9 7EN</b>  Change of use from Industrial Unit (Use Class B2) to Indoor Swimming Pool (Use class F2) for Private Lessons including installation of an air source heat pump (Use Class F2) (Retrospective) (further information)	Heron Hill	5 June	<b>Material Objections</b> due to insufficient information having been provided on infrastructure around parking, lighting and safety of young children and the current opposition from Highways. The Committee, however, expresses favour with regard to the principle of this valuable local amenity.  The Committee continues to express disappointment at the Retrospective nature of the application.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
8	<a href="#">2025/0900/HOU</a>	<b>39 Kendal Green Kendal LA9 5PP</b>  Replacement single storey rear extension.	Strickland	2 June	<b>No Material Objections</b> subject to the Arboriculturist's Report being taken into consideration and the working guidelines outlined within the bat survey and as stated in the application being added as a condition.
9	<a href="#">2025/0902/FPA</a>	<b>109 Burneside Road Kendal LA9 6DZ</b>  Erection of a new holiday let and conversion of existing building to create a second holiday let (Retrospective).	Strickland	5 June	<b>Material Objection.</b>  The Committee felt the change of use for the existing building should have been requested and drew attention to the neighbour comment in respect of noise and the disruption of the quiet enjoyment of the locality.  The Committee objects to a second holiday let due to the size of the site and due to the Arboriculturist's comments regarding disturbance to trees and it adversely disturbing the curtilage of a Listed Building.  In addition, the Committee is of the opinion that a Flood Plan is required.  The Committee expresses disappointment at the Retrospective nature of the application.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
10	<a href="#">2025/0903/LBC</a>	<p><b>109 Burnside Road Kendal LA9 6DZ</b></p> <p>Erection of a new holiday let and conversion of existing building to create a second holiday let (Retrospective).</p>	Strickland	5 June	<p><b>Material Objection.</b></p> <p>The Committee felt the change of use for the existing building should have been requested and drew attention to the neighbour comment in respect of noise and the disruption of the quiet enjoyment of the locality.</p> <p>The Committee objects to a second holiday let due to the size of the site and due to the Arboriculturist's comments regarding disturbance to trees and it adversely disturbing the curtilage of a Listed Building.</p> <p>In addition, the Committee is of the opinion that a Flood Plan is required.</p> <p>The Committee expresses disappointment at the Retrospective nature of the application.</p>
11	<a href="#">2025/0554/HOU</a>	<p><b>6 Green Road Kendal LA9 4QR</b></p> <p>Replacement of all current brown wood frame windows on the front elevation with modern uPVC windows in a sliding sash style (<i>see document attached to agenda</i>)</p>	Strickland	29 May	<p><b>No Material Objections</b> subject to the Conservation Officer being satisfied that the proposal does not compromise the visual amenity of the Conservation Area. The Committee, however, expresses disappointment that traditional materials are not being used.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
12	<a href="#">2025/0835/HOU</a>	<b>51 Aynam Road Kendal LA9 7DW</b>  Paint house exterior to better match that of neighbouring properties and weatherproof building due to being end of terrace.	Castle	5 June	<b>No Material Objections</b>
13	<a href="#">2025/0946/HOU</a>	<b>2 Wordsworth Drive Kendal LA9 7JW</b>  Single storey extension to side elevation of property.	Heron Hill	6 June	<b>No Material Objections</b> subject to Biodiversity Net Gain being shown.
14	<a href="#">2025/0940/HOU</a>	<b>18 Sedbergh Road Kendal LA9 6AD</b>  Single storey side & rear extension, loft conversion & rear dormers	Castle	6 June	<b>No Material Objections</b> , however, the Committee disagrees with the applicant's stance that there is no requirement for Biodiversity Net Gain and would require this to be included as a condition. The application will also be dependent on Network Rail requirements, if relevant.
15	<a href="#">2025/0969/ADV</a>	<b>44-46 Stricklandgate Kendal LA9 4ND</b>  Advertisement Consent for a non illuminated 4 x fascia signs & 1 x projecting sign	Fell	11 June	<b>No Material Objections</b>
16	<a href="#">2025/0982/ADV</a>	<b>W M Morrison Petrol Filling Station Queen Katherines Avenue Kendal LA9 6DU</b>  Advertisement Consent for a 7m internally illuminated pole sign	Mintsfeet	12 June	<b>No Material Objections</b> subject to conforming with this Council's Dark Skies Policy by restricting the lighting times from 6.30 a.m. to 10.00 p.m.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
17	<a href="#">2025/0236/APP</a>	<b>39 Hallgarth Circle, Kendal, LA9 5NU</b>  Proposed two storey rear extension and replacement garage ( <i>see document attached to agenda</i> )	Strickland	12 June	<b>No further action</b> , the Committee's original Material Objections remain unchanged.
18	<a href="#">5/25/9003</a>	<b>Kendal Household Waste Recycling Centre (HWRC), Canal Head North, Kendal, LA9 7BY</b>  Section 73 application to vary Condition 1 of planning permission 5/20/9004 to allow continued use of land as part of Kendal Household Waste Recycling Centre (HWRC) for an extended time period ( <i>see document attached to agenda</i> )	Castle	12 June	<b>No Material Objections</b>

# Kendal Town Council

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



## Minutes of a meeting of the Planning Committee held on Monday, 16 June 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	Apologies
Cllr A Finch	Apologies		

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

### P10/2025 Apologies

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

### P11/2025 Declarations of Interest

The Chair, Cllr Rathbone, declared an interest in Agenda Item No.10 (Planning Applications), No.5, 2025/1051/PAPP, Minute No.P19/2025 below, by virtue of the fact that he was a Member of the Lake District National Park Authority, the applicant. He would leave the Council Chamber during the discussion and voting on the application.

### P12/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### P13/2025 Minutes of the Previous Meeting

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 2 June 2025 and to authorise the Chair to sign them as a true record.

### P14/2025 Minute Action Sheet

The Town Clerk referred to Item Ref. No.44, advising that a date for a future meeting of the Local Plan Action Group would be discussed under Agenda Item No.8 (Kendal Town Council Local Plan Action Group).

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

### P15/2025 Planning Process and Issues

There was currently nothing to report under this standing item.

**P16/2025 Kendal Town Council Flood Relief Scheme Working Group**

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that a hastily convened meeting of the Group had taken place on 10 June due to the need to discuss a number of factors with regard to some of the current situations. First was with regard to Jennings Yard Footbridge Signage which had resulted in the need to rethink one individual character. New Road was now open to pedestrians, however, was still coned off for traffic. Attention was drawn to complaints received around why the wall was higher than the floodgates; this, it was felt, was a matter for the Environment Agency to answer.

The Town Clerk took the opportunity to inform the Committee about recent correspondence in relation to the Town Council's contribution to the glass wall. The original written agreement had been for the Town Council to pay its contribution to South Lakeland District Council and for that Council to make the joint payment to the Environment Agency. He explained that he had now been asked by Westmorland and Furness Council to make the Town Council's payment direct to the Environment Agency. He was, however, reluctant to do this without a formal change of arrangements and so had made a request to Westmorland and Furness Council for formal notification prior to moving forward.

The Town Clerk undertook to include the notes of the meeting of the Group held on 10 June on the agenda for the next meeting of the Committee. The next meeting was scheduled to take place on 9 July.

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

**P17/2025 Kendal Town Council Local Plan Action Group**

The Town Clerk circulated copies of a map of the Kendal area indicating the results of the Call for Sites. He sought Members' availability for a meeting to discuss the content.

It was stressed that the sites indicated on the map had yet to be considered and consulted on, and that some may be removed during this process. Attention was again drawn to the large amount of housing land held in Kendal by Westmorland and Furness Council which it called "non-statutory allotment land" and the need to address this issue.

**Resolved:** Arrangements to be made to hold a meeting of the Kendal Town Council Local Plan Action Group at 5.30 p.m. on Monday, 23 June 2025, in the Atrium at South Lakeland House Business Hub.

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

**P18/2025 Shop Front Design Toolkit**

The Committee considered proposing an update to the Shop Front Design Toolkit originally approved as Supplementary Planning Guidance by the former South Lakeland District Council on 18 May 2004, a copy of which was attached to the agenda. Westmorland and Furness had indicated a willingness to take this matter on board.

Members welcomed the proposal. The need for involvement from Kendal Futures and Kendal BID was raised.

**Resolved:** To ask Westmorland and Furness to update the current Shop Front Design Toolkit.

## **P19/2025      Planning Applications**

***Note - The Chair, Cllr Rathbone, declared an interest in Planning Applications No.5, 2025/1051/PAPP, by virtue of the fact that he was a Member of the Lake District National Park Authority, the applicant. He left the Council Chamber during the discussion and voting on the application,***

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 7.18 p.m.

Kendal Town Council  
 Responses from Planning Committee: 16 June 2025  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	<a href="#">2025/1043/HOU</a>	<b>11 Hayfell Avenue Kendal LA9 7JH</b>  Proposed rear extension and driveway alterations	Heron Hill	23 June	<b>No Material Objection</b> provided that Biodiversity Net Gain is made as suggested, and appropriately conditioned. In addition, the Lead Flood Authority must be satisfied with regard to potential surface water run off caused by the reduction in the green area on the driveway.
2	<a href="#">2025/0905/HOU</a>	<b>14 Oxenholme Road Kendal LA9 7NJ</b>  Rear two-storey extension	Oxenholme	23 June	<b>No Material Objection</b> subject to Biodiversity Net Gain being shown.
3	<a href="#">2025/0856/FPA</a>	<b>15 Kirkland Kendal LA9 5AF</b>  Change of use of redundant ground floor cafe (Use Class E) to a two bedroom apartment with parking and external space (Use Class C3) to include the removal of glazed screen and door to the front (west) elevation, alteration to the rear elevation to remove the door and change into a window	Kirkland	24 June	<b>No Material Objection</b>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	<a href="#">2025/0983/HOU</a>	<b>68 Lingmoor Rise Kendal LA9 7NU</b>  Replacement of three flat roof garages with two pitched roof garages (Resubmission of 2025/0239/HOU)	Heron Hill	24 June	<b>No Material Objection</b>
5	<a href="#">2025/1051/PAPP</a>	<b>Wayfaring House Murley Moss Business Park Oxenholme Road Kendal LA9 7RL</b>  Prior Notification under schedule 2, Part 14, Class OA, for the installation of 90 kWp solar canopies for renewable energy generation and consumption at the business park	Oxenholme	25 June	<b>Note - The Chair, Cllr Rathbone, declared an interest in this application by virtue of the fact that he was a Member of the Lake District National Park Authority, the applicant. He left the Council Chamber during the discussion and voting on the application.</b>  <b>No Material Objection</b>
6	<a href="#">2025/0902/FPA</a>	<b>109 Burneside Road Kendal LA9 6DZ</b>  Erection of a new holiday let and conversion of existing building to create a second holiday let (Retrospective). <b>(Further information)</b>	Strickland	20 June	<b>Material Objection</b> due to sufficient flooding information not having been received and as a result of the Environment Agency recommending refusal. In addition, the Committee would draw officers' attention to neighbour comments and potential civil matters arising from these.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
7	<a href="#">2025/0903/LBC</a>	<p><b>109 Burnside Road Kendal LA9 6DZ</b></p> <p>Erection of a new holiday let and conversion of existing building to create a second holiday let (Retrospective). <b>(Further information)</b></p>	Strickland	20 June	<p><b>Material Objection</b> due to sufficient flooding information not having been received and as a result of the Environment Agency recommending refusal. In addition, the Committee would draw officers' attention to neighbour comments and potential civil matters arising from these.</p>

## Kendal Town Council

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



### Minutes of a meeting of the Planning Committee held on Monday, 30 June 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	Apologies		

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

#### **P20/2025 Apologies**

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

#### **P21/2025 Declarations of Interest**

No declarations of interest were raised under this item.

#### **P22/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

#### **P23/2025 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 16 June 2025 and to authorise the Chair to sign them as a true record.

#### **P24/2025 Minute Action Sheet**

In response to a query in relation to Item Ref. No.56, the Town Clerk advised that he awaited a response from Westmorland and Furness Council with regard to its “non-statutory allotment land.”

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

#### **P25/2025 Planning Process and Issues**

The Town Clerk reported that he had had a conversation with a colleague at Westmorland and Furness Council who had indicated that he was not averse to the idea of the Town Council funding an update of the Shop Front Design Toolkit and that he would discuss the matter with their Planning Policy Group. The Town Clerk suggested that this may cost in the region of £5,000.

In response to a query regarding the Community Governance Review (CGR), the Town Clerk was of the opinion that the first of the two CGRs had already been addressed, with Westmorland and Furness having recommended the extension of the current electoral term to 2027. The review of boundaries, in a subsequent CGR, would be proposed following conclusion of the Local Government Boundary Commission for England's review of the new unitary authority wards. The Town Clerk further informed Members that this issue fell within the remit of the Management Committee.

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

#### **P26/2025 Kendal Town Council Flood Relief Scheme Working Group**

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reminded Members that the next meeting of the Group was due to take place on 9 July 2025. Some discussion took place with regard to comments on social media about the wall at New Road. The Town Clerk was pleased to report that, at the end of the meeting, two Members would be signing the Funding Agreement for the glass wall, following which the Environment Agency would submit an invoice for the Town Council's share - £150,000.

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

#### **P27/2025 Kendal Town Council Local Plan Action Group**

A meeting of the Kendal Town Council Local Plan Action Group had taken place 23 June 2025 at which the content of the Call for Sites document had been discussed, with strong reasons as to why the Town Council did not want some of the sites being used being settled on. A map with details of plots currently being evaluated in the Call For Sites, as well as one showing flooded areas in Storm Desmond, was circulated. It was again stressed that the sites indicated had yet to be considered and consulted on, and that some may be removed during the process.

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

#### **P28/2025 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 7.08 p.m.

Kendal Town Council  
 Responses from Planning Committee: 30 June 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>	<b>Caravan Site Spital Farm Appleby Road Kendal LA9 6PJ</b>  Change of use of agricultural land for 12 additional touring caravan pitches and installation of stone access track ( <i>further information</i> )	Nether	1 July	<b>No Material Objection</b> subject to the drainage proposals being acceptable to United Utilities' and confirmation of the footway entrance and crossing being acceptable to Highways.
2	<a href="#">2025/1108/HOU</a>	<b>4 Undercliff Road Kendal LA9 4PS</b>  Proposed workshop and covered external store to replace existing outbuilding	Fell	9 July	<b>No Material Objection</b>
3	<a href="#">2025/0930/HOU</a>	<b>69 Serpentine Road Kendal LA9 4PD</b>  Replacement of 4 windows	Fell	9 July	<b>No Material Objection</b>

## Kendal Town Council

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



### Minutes of a meeting of the Planning Committee held on Monday, 14 July 2025, at 6.30 p.m., in the Georgian Room at the Town Hall, Highgate, Kendal.

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

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

**Also present:** Seven members of the public.

#### Public Participation

Michelle Rothwell, representing Watch this Space, addressed the Committee with regard to a forthcoming planning application for the Flock Business Park on Shap Road. She drew the Committee's attention to recent projects carried out by the organisation – Billy's Space in Staveley and a Co-living Scheme in Windermere. The organisation's skill was to do things differently and it had won several national and regional awards for its work. Ms Rothwell referred to the previous scheme for the site on Shap Road and explained that the owner of the site had now asked Watch this Space to bring the site forward and to make it deliverable. She had, therefore, spent the last year carrying out research with regard to demand and how to make it work and believed now that there was a deliverable scheme. The intention was to submit an application to the Planning Authority in September 2025, however, the organisation wished in the meantime to seek views in order to attempt to address any comments or concerns raised. She pointed out, in particular, the plan to remove the roundabout which had been included in the previous application for the site. In addition, the size of the field had been doubled, and the application now covered both plots of land. She also drew attention to the inclusion of trees to mitigate the impact of the site on Kendal. Ms Rothwell informed the Committee that the organisation was also speaking to local businesses, Kendal Futures and the public, with a public consultation due to take place on 14 July 2025 at Carus Green. Details were also available on the organisation's website and on social media.

#### P29/2025 Apologies

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

#### P30/2025 Declarations of Interest

No declarations of interest were raised under this item.

**P31/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

**P32/2025 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 30 June 2025 and to authorise the Chair to sign them as a true record.

**P33/2025 Minute Action Sheet**

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

**P34/2025 Planning Process and Issues**

There were no issues to report under this item.

**P35/2025 Kendal Town Council Flood Relief Scheme Working Group**

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported on the meeting which had taken place on 9 July 2025, in the form of a site visit with the Environment Agency at New Road Common. The Group had been taken through progress on the various reaches in that area. Waterside had moved on considerably, with less disruption to neighbours and businesses; the café was due to open in the following week. Works at Gooseholme were progressing well, and the Engineer in Charge had been positive that dates set for completion would be met. New Road Common had been opened up and was accessible by the public. However, regrettably, the Environment Agency explained that there had been an oversight on the build in the height of the wall, with the finished build height being approximately 70mm higher than what had been approved by the Planning Authority. Cllr Cornthwaite expressed disappointment in both the manner in which this had been brought to the Group's attention and also given the time and effort which the Town Council had put into ensuring that the area remained fit for purpose but had failed; the least that could have been expected was for the build which had been approved to be correct.

The Committee discussed the matter at some length, considering how the matter should be addressed. Whilst it was felt that the Committee should attempt to seek for enforcement action to be taken, Members suggested the need first for additional information on measurements and as to whether there was a material difference as currently believed. To this end it was proposed that the Group should write to the Environment Agency and that the Committee and the Town Clerk should send initial complaints to Westmorland and Furness Council, with the matter to be brought back to the next meeting of the Committee for consideration on the way forward, including detailed information on the height of the wall as built.

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

**Resolved:** The Chair of the Kendal Town Council Flood Relief Scheme Working Group to submit a complaint to the Environment Agency and Planning Authority as per his report, and the Chair of the Planning Committee and the Town Clerk to write to the Enforcement at the Planning Authority with initial complaints and seeking detailed information on the height of the wall at New Road as built, with the matter to be brought back to the next meeting of the Committee for consideration on how to move forward and subsequent action with Enforcement.

**P36/2025 Kendal Town Council Local Plan Action Group**

There were no issues to report under this item.

**P37/2025 Planning Applications**

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

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

The meeting closed at 7.15 p.m.

Kendal Town Council  
 Responses from Planning Committee: 14 July 2025  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	<a href="#">2025/1122/FPA</a>	<b>37-39 Highgate Kendal LA9 4ED</b>  Minor alterations to re-open and widen a side entrance door from Tanners Yard which has previously been infilled. This will therefore reinstate secondary access to the property. Provision of an accessible WC and a small kitchenette on the ground floor, enhancing both the accessibility and functionality of the space.	Highgate	16 July	<b>No Material Objections</b> subject to the Countryside Access Officer's and the Conservation Officer's comments being addressed.
2	<a href="#">2025/0601/HOU</a>	<b>16 Hillswood Avenue Kendal LA9 5BT</b>  Two storey side extension with single storey rear extension ( <i>further information</i> ).	Kirkland	9 July	<b>Material Objection.</b> The new design as shown still appears too large in the context, and therefore should be rejected for its scale and dominance, as stated previously. The Committee, however, takes a positive view with regard to the inclusion of Biodiversity Net Gain.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
3	<a href="#">2025/1190/FPA</a>	<p><b>Land South of Underbarrow Road Kendal LA9 5RS</b></p> <p>Variation of condition 2 (approved plans) attached to planning permission SL/2019/0398 (Residential development for 84 dwellings with associated access, landscaping and drainage works).</p>	Fell	16 July	<b>Material Objection.</b> The Committee agrees with the comments raised by neighbours. There is no material reason that the Committee can see to vary the conditions of the original planning application. The Committee opposes this application to change Condition 2 as it will result in the destruction of habitat and loss of biodiversity.
4	<a href="#">2025/1200/HOU</a>	<p><b>39 Milnthorpe Road Kendal LA9 5QG</b></p> <p>Proposed single storey rear extension, landscape alterations and replacement garage roof.</p>	Kirkland	16 July	<b>No Material Objections</b> subject to the comments raised by the Arboriculturist being followed and subject to the inclusion of a bat box and swift brick for Biodiversity Net Gain.
5	<a href="#">2025/1136/HOU</a>	<p><b>Norfolk House 9 Thorny Hills Kendal LA9 7AL</b></p> <p>Take down the middle chimney stack of three and to provide a lead damp proof course prior to rebuilding. The proposal includes the replacement of lead flashing and soakers to the perimeter of the chimney stack.</p>	Mintsfeet	17 July	<b>No Material Objections</b>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	<a href="#">2025/1137/LBC</a>	<b>Norfolk House 9 Thorny Hills Kendal LA9 7AL</b>  Listed Building Consent to take down the middle chimney stack of three and to provide a lead damp proof course prior to rebuilding. The proposal includes the replacement of lead flashing and soakers to the perimeter of the chimney stack.	Mintsfeet	17 July	<b>No Material Objections</b>
7	<a href="#">2025/1231/HOU</a>	<b>7 Wray Crescent Kendal LA9 7NX</b>  Proposed single storey side extension and front porch.	Heron Hill	22 July	<b>No Material Objections</b> , however, the Committee would wish to see the proposals for Biodiversity Net Gain being made a condition.
8	<a href="#">2025/1259/HOU</a>	<b>22 Serpentine Road KENDAL LA9 4PD</b>  Replacement single glazed windows with like for like double glazed windows	Fell	28 July	<b>No Material Objections</b> and the Committee commends the like for like approach with regard to design and materials.



## May 25 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
01/05/2025	Sage Uk Ltd	SAGE May	£51.60
01/05/2025	Vanguarder Ltd	Tracking Fee May 25	£9.60
06/05/2025	Britaania Direct	Bunting VE Day	£39.50
06/05/2025	Amazon Services Europe	Torches VE Day	£86.97
06/05/2025	Staff Exp	Reimb VE Day	£48.95
07/05/2025	Mike Duff	Mileage - Mayoral	£5.40
07/05/2025	CL&F Grants	Kendal Comm Theatre Festival Grant	£1,000.00
07/05/2025	Shaun Bainbridge Blacksmiths	Captain French Lane work	£284.40
07/05/2025	Shaun Bainbridge Blacksmiths	Eddington & Yard 5 Work	£24.00
07/05/2025	iTek Computer Solutions Ltd	Mthly Support May	£902.84
07/05/2025	Ring O Bells Pub	VE Day Buffet	£825.00
07/05/2025	Meraki	May HR	£633.60
07/05/2025	Steep Soda Co	Drinks VE Day	£115.20
07/05/2025	Lound Road Garage	Van Fuel	£187.73
07/05/2025	Craven Safety Services Ltd	May H&S	£240.00
07/05/2025	Internal Auditor	Audit 25	£300.00
07/05/2025	Kendal Office Equip Ltd	Stationery	£118.18
07/05/2025	Bedroq CCTV Main	Camera Support	£200.19
07/05/2025	Tech 4 Office Equip	Photocopies	£97.44
08/05/2025	Barclays Bank	May Bk Charges	£27.94
12/05/2025	Adobe Systems Software	Adobe May	£103.98
12/05/2025	Staff Exp	VE Day	£2.55
13/05/2025	Westmorland & Furness Council	Parking Fine Supplier VE Day	£35.00
13/05/2025	Staff Reimb	Expenses	£48.95
13/05/2025	Boots	Sun Protector	£7.50
13/05/2025	Max Spielman	Frames Mayoral	£34.50
14/05/2025	Memory Wheelchairs	Wainwright Award	£250.00
14/05/2025	Shaun Bainbridge Blacksmiths	Work to Garth Heads	£96.00
14/05/2025	H Wicks ( Lindal) Ltd	Waste	£97.50
19/05/2025	Staff Reimb	Mayor Making Exps	£68.31
19/05/2025	John Richardson and Son	Planters	£936.00
19/05/2025	iTek Computer Solutions Ltd	Mobile Monthly Contract April	£388.92
19/05/2025	Blackburn IT Services Ltd	Allotment App	£180.00
19/05/2025	SHC Ltd	Drill & Charger	£33.12
19/05/2025	Tech 4 Office Equip	Photocopies	£116.23
19/05/2025	iTek Computer Solutions Ltd	Mobile Monthly Contract May	£388.92
19/05/2025	Screwfix	Padlock	£65.97
19/05/2025	B & Q	Bamboo Canes	£13.00
19/05/2025	Screwfix	Karabiners	£79.90
19/05/2025	B & Q	Hook & Tape	£6.43
19/05/2025	North West Pest Control Service	Pest Control	£168.00
19/05/2025	JT Atkinson & Sons Ltd	Black Roll	£295.32
19/05/2025	Westmorland & Furness Council	Meeting Fees	£16.75
19/05/2025	Waterplus	Water May 25	£112.67
20/05/2025	Ben Unsworth	Mayor Making Staff Support	£68.75
20/05/2025	Staff Exps	Eye Test	£30.00
20/05/2025	Kendal Concert Band	Band VE Day	£300.00
20/05/2025	Salaries	May Net Pay	£16,735.56
23/05/2025	HMRC	May HMRC	£5,973.53
23/05/2025	Cumbria LG Pension	May Pension	£6,014.98
20/05/2025	A K Fencing Ltd	Rinkfield Allotments	£432.00
22/05/2025	Mayoral Allowance	Mayoral Allowance	£3,500.00
22/05/2025	Petty Cash	P.Cash	£50.00
27/05/2025	Cracking Spread	Buffet Mayor Making	£968.50
28/05/2025	Mike Duff	Mayoral Mileage	£39.60
28/05/2025	Barrow Town Council	Mayor's Gala Event	£24.00
28/05/2025	Kentdale First Aid Ltd	VE Event Support	£225.00
28/05/2025	Biodiversity Grants	Growing Well Bio Grant	£320.00
28/05/2025	Sun Signs Ltd	Tape	£25.26
28/05/2025	Westmorland & Furness Council	Allotments Lease	£840.00
28/05/2025	Designworks	Climate Jury Website	£800.40
29/05/2025	Helen Ladhams	Deputy Mayoral Allowance	£1,500.00
		<u>Total</u>	<u>£47,360.07</u>

## June 25 Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>	
01/06/2025	Jonny Gios	Drone Footage VE Day	£150.00
01/06/2025	B & Q	Planter	£48.00
01/06/2025	MD Hanafin and Sons Ltd	Posts	£22.90
02/06/2025	Biodiversity Grants	Kendal College Bio Grant	£500.00
03/06/2025	SHC Ltd	Shredder Hire	£79.07
03/06/2025	Kendal Office Equip Ltd	Stationery	£119.44
03/06/2025	Ian Wood Photography	Mayoral Portrait	£325.00
03/06/2025	iTek Computer Solutions Ltd	ITEK Mthly Support May	£848.84
03/06/2025	Oceans 12 Ltd	Water Pump	£471.91
03/06/2025	Designworks	Website Hosting Climate Jury	£420.00
04/06/2025	Timpson's	key Cutting Parlour	£30.00
04/06/2025	Lound Road Garage	Fuel Van	£98.61
04/06/2025	The Sweet Shop	VE Day Confectionary	£61.50
05/06/2025	Barclays Bank	Bk Charges June	£9.10
05/06/2025	20s Plenty For Us	20's Plenty Signs	£150.00
11/06/2025	Allotment	Allot Refund	£80.56
11/06/2025	Westmorland & Furness Council	Premises Rent	£2,850.00
11/06/2025	Les Halman Nurseries Ltd	Summer plants	£1,674.22
11/06/2025	Meraki	June HR	£633.60
11/06/2025	Nat Soc for Prevention of Crue	Child Protection Training	£30.00
11/06/2025	Stuart Lockton	Allotments Labour	£600.00
11/06/2025	Cumbria Association of Local C	CALC/NALC Subs	£2,641.86
11/06/2025	JT Atkinson & Sons Ltd	Hose	£49.25
11/06/2025	Christmas Plus Ltd	Festive Display 2025	£19,200.00
11/06/2025	KIB Grants & Projects	Appleby Rd Comm	£500.00
11/06/2025	MJW Audio	Mayor Making Engineer	£150.00
11/06/2025	Rural Services Partnership Ltd	Rural Town Subs	£172.62
11/06/2025	Mr Letters Design Services	Website Work	£540.00
12/06/2025	iTek Computer Solutions Ltd	June Mobiles/Phones	£389.77
12/06/2025	Travel Lodge	Volunteers Peace Garden	£478.95
13/06/2025	SA Associates Management	IOSH Training	£1,254.00
13/06/2025	Safety Signs 4 Less	Signs	£16.61
15/06/2025	Vanguard Ltd	Van Tracking Fee June	£9.60
15/06/2025	Craven Safety Services Ltd	June H&S	£240.00
16/06/2025	Sage UK Ltd	Sage June	£51.60
16/06/2025	E-ON Next	Eon June 25	£29.13
20/06/2025	Salaries	June NP	£16,854.31
24/06/2025	HMRC	June HMRC	£6,014.70
24/06/2025	Cumbria LG Pension	June Pension	£6,044.63
20/06/2025	Staff Reimb	Expenses	£5.89
20/06/2025	Christmas Plus Ltd	Hanging Baskets	£2,586.00
23/06/2025	Community Grants	Kendal Sub Bowling Club	£330.00
23/06/2025	Community Grants	Kendal Comm Theatre	£1,000.00
23/06/2025	Community Grants	Kendal Sub Bowling Club	£1,000.00
23/06/2025	CL&F Grants	Rotary Club of Kendal	£500.00
23/06/2025	Community Grants	Fairoak Housing	£840.00
30/06/2025	Community Grants	Carere Support Grant	£3,000.00
30/06/2025	Community Grants	Cumbria Breastfeeding Group	£750.00
30/06/2025	Royal Mail	June Newsletter	£1,470.72
30/06/2025	Lakeland Self Storage	Storage - K Collection	£306.50
30/06/2025	RFM Ulverston Ltd	Payroll Services	£128.40
30/06/2025	iTek Computer Solutions Ltd	ITEK Mthly Support June	£859.64
30/06/2025	Cumbria Association of Local C	GDPR Training	£20.00
30/06/2025	Cumbria Association of Local C	Procurement Act Training	£15.00
30/06/2025	Health Assured Ltd	Policy - Jun-Sep	£189.00
30/06/2025	The Sign Man	Garth Head/Bowling fell	£190.00
30/06/2025	Tech 4 Office Equip	Photocopies	£61.22
30/06/2025	Stuart Lockton	Labour Allotments	£120.00
30/06/2025	Waterplus	June Allotment Water	£397.75
30/06/2025	Cumbria Association of Local C	Training Course	£20.00
30/06/2025	Adobe Systems Software	ADOBE June	£103.98
	<b>Total</b>		<b>£77,733.88</b>