

Kendal Town Council

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



30 September 2025

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 6 October 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 'A B' followed by a long horizontal stroke.

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 885430.

Kendal Lions Club

There will be a brief presentation from Kendal Lions Club on their current projects, followed by an opportunity for members to ask questions.

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 10)

To receive the minutes of the meeting held on 28 July 2025 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (page 11)

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 12 to 13)

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

7. Budget Working Group (pages 14 to 15)

To confirm the composition and timetable for the Budget Working Group 2026-27.

8. 20mph

To receive an update from the Chair of the Environment Committee on the progress being made by Westmorland and Furness Council towards delivering 20mph across the town and to consider any necessary supporting statements to ensure that the Council's position on the matter is clear.

Background

Westmorland & Furness Council introduced 20mph speed limits across urban Oxenholme earlier this year. They have recently concluded a consultation on introducing 20mph to the rest of Kendal and the results are due to be considered by the unitary council Locality Board for South Lakeland at their next meeting.

9. Reports from Reps to Outside Bodies

a) Kendal Futures (circulated to members separately)

10. Reports and Minutes from Committees (pages 16 to 68)

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

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

- (a) Culture and Communities Committee on 15 September 2025
- (b) Audit Committee on 21 July 2025
- (c) Environment Committee on 14 July and 8 September 2025
- (d) Management Committee on 1 September 2025
- (e) Mayoralty and Heritage Committee on 22 September 2025
- (f) Planning Committee on 28 July, 18 August, 1 September and 15 September 2025.

11. Schedules of Payments (pages 69 to 71)

To receive the schedules of payments for July and August 2025 (see attached).

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Minutes of a meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 28 July 2025, at 7.30 p.m.

Councillors

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

Andy's Man Club

Chris Green and Lee Ellis addressed Council with regard to Andy's Man Club in Kendal. Andy's Man Club was a men's suicide prevention charity, offering free to attend peer-to-peer support groups across the United Kingdom and online. The organisation took its name from Andrew Roberts, a man who had sadly taken his own life aged 23 in early 2016. His family had had no inkling that he was suffering or struggling to the extent that he would do this, and as a result had looked deeper into male suicide and men's mental health. They had soon discovered that male suicide was the biggest killer of men under 54, with male mental health surrounded by well-ingrained cultural stigma in the UK. The organisation sought to provide men with a safe space where they felt comfortable to talk and open up about their experiences in a room free of judgment. The groups, which were volunteer-led and free of charge, ran every Monday evening at the Shakespeare Centre, from 7.00 p.m., with the exception of Bank Holidays, and the movement continued to grow week by week. Chris Green, who ran the Kendal Group, sought support from the Council in raising awareness of the organisation's existence. Mr Green and Mr Ellis answered questions raised by Members. The Mayor thanked both Mr Green and Mr Ellis for both their good work and their contribution to the meeting. He asked them to keep in touch, acknowledging the current and serious issue of mental health.

23/2025 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Archibald, Campbell,

Coleman, Cornthwaite, Evans, Falshaw, Finch, Rathbone, Russell, Simpson and Thornton.

24/2025 Declarations of Interest

No declarations of interest were raised under this item.

25/2025 Exclusion of Press and Public

There were no excluded items included within the agenda.

26/2025 Minutes of Last Council Meeting

Resolved: To receive the minutes of the Annual Meeting of the Council held on 2 June 2025 and to authorise the Chair to sign them as a true record.

27/2025 Minute Action Sheet

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

28/2025 Mayor's Communications and Announcements

Council was presented with a list of recent activities carried out by both Mayor and the Deputy Mayor, also highlighting a number of the events. He commended the vast amount of voluntary work and fund-raising activities being carried out within Kendal and asked local ward members to contact him should his presence be required at any events. The Mayor thanked the Deputy Mayor for her attendance at a number of events and officers for their support.

Resolved: To receive the report.

29/2025 Committee Membership

Council was asked to consider changes to the membership of the Council's committees.

Resolved: Cllr Campbell to be replaced by Cllr Martland on the Planning Committee.

Resolved: Cllr Martland to join the Culture and Communities Committee.

30/2025 Complaints Procedure

It was 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 needed to 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, which were attached as appendices to the report. These aligned with the proposed changes to the Standing Orders, which were to be considered under a separate report.

Cllr Dunlop reminded Members that the 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. As per that request, the Management Committee had

reviewed the documents at its meeting in June, and had recommended them for adoption by Full Council.

The section of the document in relation to vexatious complaints was particularly welcomed.

Resolved: To accept the recommendation of its Management Committee and to adopt the Complaints Policies and Procedures as attached to the report.

31/2025 Standing Orders

It was 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.

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

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

The affected Sections were 14 and 18. Cllr Dunlop reported that the Management Committee was proposing amendments as follows:

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.

Proposed new Standing Order 14 from Model

CODE OF CONDUCT COMPLAINTS

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.

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.**

A copy of the new full Standing Orders, once amended and adopted, would be sent to every Member of the Council and posted on the Council's website.

Resolved: To accept the recommendation of the Management Committee and to adopt the amended Standing Orders, as outlined within the report and set out above.

32/2025 Representation on Outside Bodies

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.

Resolved: Cllr L Edwards be elected as the Council's representative on the Kendal Pride Steering Group.

33/2025 Stricklandgate House Funding Proposal

Cllr Dunlop reported that the Management Committee had recently 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 had 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 was fit for purpose for many more years to come presented some challenges, and the Trustees had drawn up ambitious plans for a lottery-funded redevelopment.

To demonstrate wider support, the Trustees were 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, i.e. £16,667 per year. The Management Committee had identified that this sum could be paid for from the Community infrastructure Levy (CIL) and had recommended that Council approve the allocation of this funding to support the project.

Details of the CIL receipts and the allocations made to date were provided, showing that a total of £401,712 had been spent to date, with £71,506.47 remaining.

The need for due diligence and appropriate conditions of funding was discussed and the Town Clerk explained how this would be dealt with.

Resolved: To allocate CIL funding of £50,000 spread over three years, i.e. £16,667 per year, to support the Stricklandgate House project.

34/2025 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 on 23 June 2025 (draft) – In the absence of Cllrs Finch and Archibald, Cllr L Edwards presented the minutes.
- (b) Culture and Communities Committee on 9 June 2025 (draft) – Cllr Ladhams presented the minutes and, in response to a query, explained why Cumbria Yoga Foundation had not received grant funding to support in the delivery of a "Yoga Day" in Kendal in summer 2025. This was due to the applicant not being Kendal-based, the fact that a number of yoga organisations already existed within the town and the scarcity of available funding.

- (c) Environment Committee on 19 May 2025 (final) – Cllr Hennessy presented the minutes, also providing an update in relation to 20mph, the six-week consultation on which had now closed. He expressed thanks to those who had taken part in the awareness campaign and those who had completed the survey. The matter would be discussed by Westmorland and Furness Council's South Lakeland Locality Board on 16 October 2025 and Cllr Hennessy urged Members to express Kendal Town Council's support to that body prior to that meeting. The Mayor further thanked all involved.
- (d) Management Committee on 27 May (final) and 30 June 2025 (draft) – In the absence of Cllr Coleman, Cllr Dunlop presented the minutes.
- (e) Mayoralty and Heritage Committee on 16 June 2025 (draft) – Cllr Sutton presented the minutes and highlighted the interesting discussion around Kendal Museum and the suggestion to return the ceremonial horn belonging to the Nandi people in Kenya. Cllr Blackman took the opportunity to refer to the matter of Twinning and to draw Members' attention to the twinning dinner due to take place at Carus Green on 18 October to celebrate 80 years of peace. He welcomed as many Members and their partners as possible to attend alongside civic representatives from across the North West and from Rinteln.
- (f) Planning Committee on 2 June (final), 16 June (final), 30 June (final) and 14 July 2025 (draft) – In the absence of Cllr Rathbone, Cllr Ladhams presented the minutes. In response to a query regarding the finished built height of the flood wall at New Road, she explained that both the Chair of the Committee and the Chair of the Flood Group had written to the relevant Planning Officer at Westmorland and Furness Council with regard to enforcement. In addition, the Chair of the Flood Group had written to the Environment Agency on the subject. This was now a matter for the Enforcement Team to consider and one which would likely be brought back to the Town Council's Planning Committee in due course.

Cllr Blackman spoke about the activities of the Kendal in Bloom Committee and discussion at a recent meeting about civic planting. He took the opportunity to draw to Council's attention the fact that this year's summer planting had been organised and carried out by the Townscape Officer and the Council Services Manager, with the assistance of a contractor. Cllr Blackman commended those involved for having done a wonderful job. The Committee had now to consider the way forward in terms of future civic planting.

In the absence of Cllrs Russell and Coleman, the Town Clerk reported on the activities of the Audit Committee, pointing out that most of its recommendations were forwarded for consideration by the Management Committee. A working group on Civility and Respect had been established at the last meeting and invitations to join this group would be extended to all Members of the Council. The matter would then be brought before Full Council at its meeting in October. The Town Clerk reminded Members that, in addition to financial matters, the Audit Committee looked at governance. The Development and Delivery Manager (Deputy Clerk) had been working on ensuring that the Council's new website would be both robust and accessible, to comply with the new Assertion 10, which will be in the AGAR in 2026, covering transparency and data compliance.

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

35/2025 Schedule of Payments

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

Resolved: To receive the schedule of payments for May and June 2025.

The meeting closed at 8.35 p.m.

Agenda Item No.5 - Full Council - Minute Action Sheet - as at 29 September 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	Working (Task & Finish) group established by Management Committee to report by end of year.
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	Advice being taken from Jamie Hooper at W&FC to feed into Civility & Respect working group
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.
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 as agenda space allows
33	12/05/2025	12/2025	Representation on Outside Bodies	Advise organisations and update website.			28-May-25	In progress

Kendal Town Council**Council – 6th October 2025 – Agenda Item No.6****Mayor's Engagements 19th July 2025 – 27th September 2025****Mayor:**

Saturday 19th July 2025	09:45	Natural Kendal Festival	Marketplace/Westmorland Campus
Saturday 19th July 2025	19:00	Kendal Concert Band Summer Concert	Kendal Parish Church
Friday 25th July 2025	13:00 - 16:00	Sight Advice South Lakes Fete	Unitarian Chapel
Saturday 26th July 2025	10:00 - 16:00	Unity Festival	Kendal Town Hall
Tuesday 29th July	15:30	Presentation of Bible from Good News for Everyone	Mayor's Parlour
Friday 1st August 2025	14:00 - 15:00	Junior Bowls Session	Subscription Bowling Club, Serpentine Road
Wednesday 27th August 2025	15:30 - 18:30	Summer BBQ	Lads and Girls Club
Friday 29th August 2025	Lunch	Lunch Bunch Club	Parish Hall
Friday 29th August 2025	PM	Rag Tag Arts	Sandylands Playing Fields
Tuesday 9th September 2025	17:45 - 20:00	Kendal College Prizegiving Evening	Westmorland Hall, Kendal Leisure Centre
Thursday 11th September	12:15 - 14:15	Drinks reception and lunch at Westmorland County Show	Crooklands
Sunday 14th September 2025	14:24 - 15:30	Millom Civic Sunday	St Lukes Church and Haverigg Cricket Club, Millom
Wednesday 17th September 2025	13:00	Dementia Awareness Day	Beetham Nurseries
Thursday 18th September 2025	17:30	Wool is My Bread	Brewery Arts
Friday 19th September 2025	18:00 - 20:00	Simon Starling:Boat Works	Abbot Hall
Sunday 21st September 2025	14:00 - 16:30	Car Free Weekend - Film Screening	The Eddington
Tuesday 23rd September 2025	10:00	KTC Staff Meeting	KTC Office
Wednesday 24th September 2025	10:30	Client Forum	Manna House, The Stephenson Centre, Ann Street

Saturday 27th September 2025	17:30	Torchlight	Kendal
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Deputy Mayor:

Sunday 27th July 2025	13:00	Fundraising event for hospital radio based at WGH	Sation Inn, Oxenholme
Wednesday 30th July 2025	15:30 - 18:30	National Friendship Day	Friends Club - Lads and Girls Club
Thursday 7th August 2025	17:30 - 19:30	W&F Armed Forces Community Collaboration Event	Assembly Rooms, Town Hall
Saturday 27th September 2025	TBC	Torchlight	Kendal

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 6 October 2025
From: Town Clerk	Agenda No: 7
Description: Budget Working Group Terms of Reference	

Background

The Management Committee has appointed a Budget Working Group to oversee the process of creating a Council Budget for 2026-27. Because the final decision on the Budget is reserved to the Full Council, the Committee felt it was appropriate to ensure that the Working Group's Terms of Reference were in line with the expectations of the Council.

The annual Budget Timetable requires that all committees have reviewed their budgetary requirements for the following Financial Year by the end of November. A first draft is seen by Council in December, but often this is prior to the publication of the Council Tax Base, meaning a firm recommendation on Precept and Budget can't be made.

The Council Tax Base is usually published in mid December, allowing the Management Committee to look at a fully-funded Budget at its meeting in early January. The Management Committee then makes a recommendation to the Full Council at its meeting in early February. At this meeting the Council agrees a final Budget and Precept Demand. The Precept demand divided by the Council Tax Base equals the amount of Council Tax a Band D Council Taxpayer will be required to pay for the Town Council elements of their overall Council Tax bill.

At its meeting in September the Management Committee appointed Cllrs Archibald, Ladhams and Russell to the Budget Working Group

Decision Required

The Council is asked to review and approve the proposed Terms of Reference.

Draft Terms of Reference

Budget Working Group

Consists of three members, with the Town Clerk and such other officers as required in attendance. Other members, up to a maximum of three, may be co-opted to attend any meetings of the Working Group as the Group sees fit.

The Working Group may appoint one of its number as Chair, and another as Vice Chair as required.

To assess the budgetary needs of the Council, in the light of the information provided by Committees, with due regard to the Council's legal duties and the Council's Plan.

To produce a recommended budget and level of Precept for the Management Committee to consider. This will include the appropriate allocation of Reserves, both restricted and unrestricted.

The Working Group will meet at such times as may be required, with a report prepared for the meeting of the Management Committee in early January.

The Working Group may meet subsequently, under specific delegated guidance from the Management Committee, up to the time of the preparation of the appropriate paperwork for the Full Council's meeting in early February, which will be the final decision-making body on the budget and precept for the coming financial year.

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Minutes of a meeting of the Culture and Communities Committee held on Monday, 15th September 2025, at 7.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr L Edwards (Vice-Chair)	Present	Cllr C Russell	Present
Cllr S Falshaw	Present	Cllr K Simpson	Apologies
Cllr H Ladhams (Chair)	Present	Cllr P Thornton	Absent
Cllr T Martland	Apologies	One vacancy	
Cllr S Long	Apologies		

In attendance: Chris Bagshaw (Town Clerk), Simon Unsworth (Events and Civic Officer)

Also present: Cllr E Hennessy

Public Participation

None

CC13/2025 Apologies

Apologies were received and accepted from Cllrs T Martland, S Long and K Simpson.

CC14/2025 Declarations of Interest

Cllr Falshaw observed that she may be acquainted with a member of the scout group who have requested a grant. Cllr Edwards declared that she had been in recent conversation with one of the teachers from a school that has applied for funding. Members did not consider these constituted conflicts of interest.

CC15/2025 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).

CC16/2025 Minutes from the Last Meetings

Resolved: To receive the minutes of meetings of the Committee held on 9 June 2025 and to authorise the Chair to sign them as correct records.

CC17/2025 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 responded to questions raised by Members.

Discussion took place around the matter of the Town Centre Vitality Group and the Town Team. We are still waiting for BID to confirm a date for their attendance at a C&C meeting. Discussion was held around the need for the KTC councillors to have an open meeting to highlight issues and priorities for this work moving forward.

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

CC18/2025 Community Resilience

The Town Clerk informed the meeting that the Emergency Plan is now completed and with various partners. Simon Unsworth is now listed as the Deputy Community Resilience Officer on the plan and will provide a lead on this if the Resilience Officer is away or otherwise unavailable.

Discussion was held around the weekend's event and their highlighting of the importance of people knowing where help/equipment is and how it can be obtained. Cllr Hennessy suggested that Cllrs receive some training/information regarding this. The meeting was informed that W&FC no longer provides sandbags. KTC may be able to purchase a stock of hydrosack-style bags for distribution in the event of flooding. The Town Clerk explained that KTC is developing an emergency phone number system which will hopefully be in place by late October.

Resolved: Town Clerk to investigate the purchase of hydrosack-style bags.

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

CC19/2025 Events

The Events and Civic Officer gave an update on the events delivered so far and the events still being planned. Discussion was held around the Torchlight Reception event. It was clarified that this is a relatively low cost, high impact event that demonstrates KTC and W&F's commitment to this important town event. It is co-hosted by KTC and W&F and costs incurred are split equally.

Discussion was held around the Christmas Lights Switch-On. Elements of this are starting to be booked in – so far Drum Nation, Ragtag Arts and Community TM are confirmed and it is hoped that other contractors/suppliers will be confirmed in the next week. Kendal BID are keen to work with KTC to advertise jointly to create a family-focussed Christmas Weekend, and the Events and Civic Officer will co-ordinate this with them.

Resolved: To accept the report on events

CC20/2025 Installation of Christmas Lights on Lowther Street.

It was confirmed that W&FC has refused permissions for the installation of Christmas lighting catenaries on Lowther Street, due to the damage caused at the front of the Town Hall by their overloading of the existing catenaries. Other options were discussed and can be investigated further.

Resolved: To accept the report but keep working with W&FC to create the best Christmas Lights Display for Kendal

CC21/2025 Budget Monitoring 2025/26

The Town Clerk presented the Committee's spend against budget as at **8 September 2025**. Cllr Ladhams asked a question about £23 listed against Cultural Initiatives.

Resolved: Town Clerk to clarify what the £23 spend was for.

Resolved: To note the report.

CC22/2025 Kendal Town Council Grant Criteria

The Committee reviewed a report on the proposed new Grant Application Criteria. It was clarified that the budget would be split equally across the two meetings held each year. The grant limit remains at £5,000

Resolved: To accept the new criteria as they appear in the report.

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.

CC23/2025 Community Grant Applications

The Committee considered a report on the distribution of grant funding.

The total value of applications to the current meeting was £11,060. The Committee was asked to consider each grant application on its own merits, but could only allocate funding from within the budget allocated.

- (a) Mainspring Arts had applied for a grant of £5,000 to provide creative workshops for neurodivergent adults for three years.

Resolved: To award a grant of £500 as a contribution for a single year, with a note that they could reapply next year.

- (b) Manna House had applied for a grant of £5,000 to support the development of a memory garden.

Resolved: To award a grant of £500 as a contribution, with the application passed to the Environment and Kendal in Bloom committees for consideration.

- (c) Cumbria Education Trust had applied for a grant of £3,500 to develop two 'Safe Spaces' at two Kendal schools for Children with Adverse Childhood Experiences.

Resolved: To award £500.

- (d) 8/11th Kendal Scout Group had applied for a grant of £3,577.81 to purchase camping equipment.

Resolved: To award a grant of £1,150 for the purchase of solar-powered equipment.

- (e) Kendal Windows on Art had applied for a grant of £490 to contribute to the 'Overlooked' community project, running creative workshops for older people.

Resolved: To award a grant of £490

- (f) South Lakeland Hydrotherapy had applied for a grant of £2,500 to contribute towards the running costs of the hydrotherapy pool in Kendal.

Resolved: To award a grant of £2,500

CC24/2025 Festival Grant Applications

The Committee considered a report on the distribution of grant funding from the Festival Grants budget.

- (a) Abbott Hall Bowling Club had applied for a grant of £75 to support the Alexander Cup

Resolved: To award a grant of £75

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

CC25/2025 Newsletter and Publicity

The Committee considered items for publication in press releases or a Council Newsletter. It was pointed out that an item on the grants awarded by the Town Council.

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

The meeting closed at 9.10 p.m.

Kendal Town Council

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



Minutes of a meeting of the Audit Committee held on Monday, 21 July 2025, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

A1/2025 Apologies

No apologies for absence had been submitted in relation to this meeting.

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 excluded items included within the agenda.

A4/2025 Minutes of the Last Meetings

Resolved: To receive the minutes of the meeting of the Audit Committee held on 28 April 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. Whilst the Town Clerk pointed out that most of the items were covered by reports contained within the agenda, the need to address the issue of the Civility and Respect Audit, which remained outstanding, was raised. The Town Clerk observed that this fell within the remit of both the Audit and the Management committees and suggested that a working group of the Management Committee, as the over-riding committee, be set up to address the matter over the summer, with a report to be brought to the September meeting of the Management Committee. Cllrs Dunlop, Rathbone and Russell volunteered to take part.

Resolved: The Town Clerk to organise a working group, seeking volunteers from the Management Committee in addition to Cllrs Dunlop, Rathbone and Russell, to address the Civility and Respect Audit and to bring forward a report to the September meeting of the Management Committee.

Resolved: To note the report.

A6/2025 Breakdown of 2024-25 4305 Costs

Further to a request made by the Committee, the Town Clerk presented a breakdown of HR Costs in 2024/25 under Cost Centre 4305; this Cost Centre had been overspent by £6,923. Much of this difference was accounted for by the £8,882 paid to Meraki HR for Recruitment Services. A certain amount of recruitment expenditure had been included in the original budget, but this had been exceeded when the recruitment needs of the Council had changed. To balance this, the overall staffing costs (excluding recruitment) had been underspent in 2024/25 by £10,664. The budget had been set at £280,000 and the final expenditure under this cost centre had been £269,336. This included additional payments to cover staff positions on a temporary basis.

The Town Clerk was thanked for providing a breakdown of the information. Moving forward, it was suggested that, should anything similar occur, a report be brought to Committee at an early stage in order to attempt to pre-empt any potential queries.

Resolved: To note the report.

A7/2025 Access to Financial Information for Members

The Committee had asked for clarification of the levels of access to the Council's Financial Information. This noted the distinction between members' legitimate interest in the detailed breakdowns shown in the Council's financial system and the rights of the general public to inspect the accounts (known as the Public Right), which ran from early June (when the AGAR has been signed off the Council), to the second week in July.

Access, read only, to the Council's Rialtas Finance System could be made available to Members. Subject to necessary safeguards for GDPR and other issues such as business confidentiality, up to five additional read only users could access the Cloud-based accounting system for around £284 per annum. A hierarchy of need could be created to establish which Members needed to access the system and when.

Members of the Public wishing to exercise the Public Right could receive copies of the Year end accounts and a consolidated list of payments.

The aim of these two measures would be to reduce the impact of Finance queries on staff time. The Council's Finance Officer was part time (25 hours per week) and the Town Clerk was the Responsible Finance Officer, ultimately responsible for financial management alongside his other duties.

There was no current budgetary provision for extending the Rialtas software licence, so the Committee would have to seek the agreement of the budget-holding committee (in this case Management) to either identify sufficient funds elsewhere in their budget for suitable virement, or else make future budget provision in the next financial year.

Identifying the methodology for making finance information available for inspection under the Public Right had no immediate financial implications. The Committee could recommend that, as an open and transparent Council, all the necessary information could be published on the website in a consolidated form, once a year, as a matter of course. Currently all the information was in the public domain, but reported to various separate committee meetings at separate times.

Members considered that five licences would be necessary, for use by all Members of the Committee at separate times. The Town Clerk, therefore, undertook to present a report to the Management Committee along these lines and identifying an appropriate budget line.

Resolved: The Town Clerk to present a report to the Management Committee seeking budget for five licences for read only access to the Council's Rialtas Finance System.

A8/2025 2025/26 Budget Monitoring First Quarter

The Committee gave detailed consideration to a report on the Council's budget and expenditure at 9 July 2025. The Town Clerk explained that the Precept had again been received in one full instalment. He further drew attention to the receipt of £81,313 Community Infrastructure Levy and to the figure of £24,846 in relation to Allotment Rent. The Town Clerk took the opportunity to draw to the attention of the Committee one area of risk in relation to the office photocopier lease which was due to expire at the end of August and the need for a machine with increased functionality. A report would be brought to the September meeting of the Management Committee.

Resolved: To note the report.

A9/2025 Bank Reconciliation

The Town Clerk presented the bank reconciliation statements as at June 2025.

Members thanked the Town Clerk for this transparent process which enabled the Committee to oversee what was being done.

Resolved: To receive and note the bank reconciliation statements as at June 2025.

A10/2025 Internal Auditor Reports

The Council's Internal Auditor's Report had been presented to Council at its meeting in June, prior to the completion of the AGAR, which was required by 30 June. Prior to this it had also been reviewed by the Management Committee, who in commending it to the Council, had noted that its contents would be reviewed and acted upon by the Audit Committee at this meeting.

The fully completed AGAR was appended to this report, along with the Internal Auditor's commentary.

There were two issues of note in the report. The first was an observation that the publication of minutes required further clarity. As a consequence, draft minutes were now always published as soon as they are available, with an additional workstep required that these were taken down and replaced with the signed minutes, should the meeting that created the minutes have made any alteration to them at its next meeting. As a part of the ongoing review of the Council's website, there would be a view taken on how this process could be best presented and achieved with the least disruption to the accurate flow of information and alteration of versions.

The second issue concerned the review and adoption of Financial Regulations. This issue had been considered by the Council at its Annual Meeting in May and a separate report was included within the agenda for this meeting.

Members welcomed the report and the work being carried out by the Internal Auditor.

Resolved: To receive the report.

A11/2025 External Auditor

Following the Council's submission of its AGAR on 27 June 2025, in addition to the receipt for delivery within the required timetable, the Council had received a Notification of Points Raised. This meant that a third party had made representations to the Auditor, which they now had to investigate.

The Council had not received a copy of any representations made to the Auditor, so it could not comment on the likelihood of them being upheld.

The Notification of Points Raised included a reminder that costs were incurred by the Council for any investigations required. In 2023/24 the Council had incurred a charge of £535 following its investigation of Points Raised by a third party, which had not affected the outcome of the Audit, but had delayed its publication by three months.

Details in relation to Moore's costs were provided within the report. It was queried whether the External Auditor could be asked for more information about queries raised by a third party, to allow the Council to conduct its own investigation. It was suggested that this may not be allowed under GDPR.

Resolved: To receive the notice from the External Auditor.

A12/2025 Financial Regulations

The Town Clerk reported that the Council had agreed to adopt the Model Financial Regulations as published by NALC. The latest version had been published in March 2025, to replace a previous version published in March 2019 and adopted by the Council in June 2023.

The currently adopted Financial Regulations stated that they would be reviewed by the Council no later than September 2025.

The layout of the new Regulations was slightly different, making direct comparison more complicated, however, where possible the draft Kendal Town Council proposals had transposed working practices and values, with appropriate adjustments.

The New Model was attached to the agenda and an accompanying report noting the proposed amendments to the Council's existing orders had been circulated and published prior to the meeting. The report highlighted proposed insertions to the draft from the Model (except where the choice was nomenclature).

Whilst it was suggested that a working group might be set up to consider the amendments prior to a recommendation being made to Council, Members felt content simply for the Chair of the Committee to meet with the Town Clerk to go through the document.

Resolved: To note the draft document and for the Chair to meet with the Town Clerk to consider the amendments prior to it being submitted to Full Council for formal adoption in October 2025.

The meeting closed at 7.50 p.m.

Kendal Town Council

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



Minutes of a meeting of the Environment Committee held on Monday, 14 July 2025, at 7.30 p.m. in the Georgian Room at the Town Hall, Highgate, Kendal.

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

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

E15/2025 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Archibald and Russell.

E16/2025 Declarations of Interest

No declarations of interest were raised under this item.

E17/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E18/2025 Minutes of the Previous Meeting

Cllr Long, whilst not present at the meeting held on 19 May, drew attention to an error within Minute No.E10/2025 (Footpaths) where it was stated that she had provided an updated with regard to Michaelson Road to Stainbank Green. The minute indicated that Westmorland and Furness Council was obtaining funding to complete works. She pointed out, however, that this was not a done deal and sought for that sentence instead to read:

- “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.”

Resolved: Subject to the amendment raised at the meeting and outlined above, to receive the minutes of the meeting of the Committee held on 19 May 2025 and to authorise the Chair to sign them as a true record.

E19/2025 Project Activity Report and Overview

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

The Development and Delivery Manager drew attention to the need for a decision as to whether Footway Lighting could be removed from the Project List considering the recent decision by Full Council to pass this responsibility over to Westmorland and Furness Council. It was pointed out that footway lighting at Heron Hill would be retained as a specific item. In response to a query with regard to Aikrigg and Kirkbarrow, the Development and Delivery Manager (Deputy Clerk) advised that the requirements for these areas needed to be confirmed and that these could also be revisited as individual concepts.

The Development and Delivery Manager (Deputy Clerk) drew attention to a number of other items within the report. With regard to the Pump Track, the need to maintain momentum was stressed. Also raised in relation to the Pump Track was previous reference to the site behind the Police Station at Busher Walk and the need to bear in mind the spatial exercise that was currently being carried out in Kendal and for thought to be given to how to use such sites. It was felt, however, that the Sandylands site was the most appropriate for the Pump Track.

The Development and Delivery Manager (Deputy Clerk) further drew attention to activity in relation to 20mph, the consultation for which would close on 18 July. Members were urged to engage in the consultation.

In response to a query on Signage, the Development and Delivery Manager (Deputy Clerk) advised that content was currently being reviewed and that it was anticipated that signs would be installed in August/September 2025.

In response to a further query regarding the finger post at Gooseholme, the Development and Delivery Manager (Deputy Clerk) suggested that this be followed up separately with the Town Clerk.

A question was raised about the land at Vicarage Drive and the Development and Delivery Manager (Deputy Clerk) advised that there had been a delay on this subject and that a report would be brought to the next meeting of the Committee. Cllr Hennessy drew attention to the large amount of work which had been carried out by volunteers at the site and stressed the need for this project to move forward. He also took the opportunity to further draw attention to the 'Friends of Bluebell Woods' group that had been established at Bluebell Woods on Heron Hill and the advice provided by Kendal Conservation Volunteers for activities. He further mentioned the discovery of Dyers Green Weed, which was used to make Kendal Green Dye, on the site. He advised that the group may come to the Committee seeking support in due course.

Attention was drawn to overgrown hedging on the Canal path at Parkside Road and it was suggested that the relevant Westmorland and Furness Ward Councillor be approached in this regard.

Discussion took place with regard to signage at Oxenholme Station and the Development and Delivery Manager (Deputy Clerk) explained that in-roads were being made, with the Project Officer currently looking at defining the project. A report would be brought to the next meeting of the Committee.

In response to a query, the Development and Delivery Manager (Deputy Clerk) undertook to seek a more substantial update on the Mintsfeet Sport and Nature Hub. The need for the Town Council to reiterate its interest in moving forward with regard to the development of the land was stressed and, to this end, it was suggested that Cllr Cornthwaite and the Development and Delivery Manager (Deputy Clerk) compose a letter for the Chair to send to the relevant Westmorland and Furness Council Portfolio Holder on behalf of the

Environment Committee. It was further suggested that the Local Member of Parliament might be asked to do the same.

Resolved: To remove Footway Lighting from the Project List.

Resolved: Cllr Cornthwaite and the Development and Delivery Manager (Deputy Clerk) to draft a letter for the Chair to send, on behalf of the Committee, to the relevant Portfolio Holder at Westmorland and Furness Council regarding the Town Council's desire for the development of the land at Mintsfeet to move forward.

Resolved: To note the report.

E20/2025 Project Close Out Reports

The Committee considered reports on completed projects, as follows:

(a) Kendal Climate Change Citizens' Jury

The Development and Delivery Manager (Deputy Clerk) reported that the aim of the project had been to:

- deliver a Citizens' Jury for Kendal, to answer the question: 'What should Kendal do about Climate Change?'; and
- develop a list of recommendations to guide Kendal's future climate action.

The project had delivered as follows:

- the first UK town to host a Citizens' Jury process;
- a list of 27 recommendations for climate action in Kendal;
- a network of jury members and supporters;
- Citizens' Jury branding and communications - mailing list, newsletter, social media and website; and
- Recommendations Panel – two meetings.

The recommendations had specifically led to:

- The Eddington CIC ; and
- Kendal Town Council's support of Waste into Wellbeing - £8,000 per year for 3 years to support rent/ utilities (2023 – 2026) for their permanent home into the Eddington Hall.

The Kendal Climate Change Citizens' Jury website and mailing list were currently live. It was suggested by officers that:

- the mailing list be maintained;
- the information from the website be integrated into the main Kendal Town Council website (as part of redesign); and
- the separate website be closed following the updated Kendal Town Council website launch.

Kendal Town Council would continue to use the recommendations of the Climate Jury as a basis for project development and action. They would form part of a wider Kendal Town Council 'Climate' agenda and topic areas for future focus. A separate report would be brought to the next meeting of the Committee for consideration, detailing all the

recommendations, progress made and potential for future actions. The recommendations would also be reviewed in line with the Council Plan development (2025).

Members discussed the matter at length. Whilst it the aim of the report was recognised, it was felt that, prior to closing out the project, a full review of the recommendations was required. The importance of Kendal's Citizens' Climate Jury having been used as an example of best practice was stressed. To this end, it was suggested that the project should be retained and that a full list of actions should be brought to the September meeting of the Committee.

Resolved: To maintain the jury mailing list and to close down the jury website following Kendal Town Council's new website launch, however, not to approve the close out of the Kendal Citizens' Climate Jury project at this stage, but for a full review of the recommendations to be brought to the September meeting of the Committee.

(b) Bowling Fell Phase 1

The Development and Delivery Manager (Deputy Clerk) reported that the project had been focussed on accessibility of Bowling Fell. The project had subsequently been split into two phases.

The project had delivered:

- installation of handrail on the steep steps that lead up to Bowling Fell from Garth Heads; and
- installation of directional signage on the accessible step entrances from Garth Heads.

The installation of the historical interpretation sign had been investigated. As agreed at the Environment Committee meeting in May 2025, this would be rolled into Phase 2. In addition, the remaining budget of £960.80 would be held for Phase 2.

Items to be considered as part of Phase 2 were:

- historical interpretation signage;
- further directional signage highlighting the route through Bull Gap to Bowling Fell/Castle Howe;
- re-installation or re-siting of the viewpoint sign;
- biodiversity/flora & fauna Interpretation Signage;
- 'accessibility' of The Motte; and
- ongoing maintenance.

Phase 2 needed to be clearly defined, with accountabilities and deliverables outlined and agreed.

Resolved: To approve the close out of the Bowling Fell Phase 1 project.

E21/2025 Environment Budget 2025/26

The Committee considered a report on the Environment Budget 2025/26 as at 2 July 2025. The Development and Delivery Manager (Deputy Clerk) drew attention to a number of budget codes which were now preceded by "DNU" which meant that those projects were no longer active, with the money having spent as intended.

Discussion took place with regard to the lack of applications for Biodiversity Grants and the

limit of £500 for an individual grant. The Development and Delivery Manager (Deputy Clerk) explained that the Culture and Communities Committee was currently reviewing the Grants Criteria. She pointed out, however, that the current Criteria stated that larger amounts could be considered on request but that this could be better publicised. The potential for Natural Kendal to bring individuals forward to apply was raised.

Attention was also drawn to the significant amount of money within the 20mph budget and the potential to spend some of this on speed indicator devices at, for example, Shap Road and Oxenholme Road.

Resolved: To note the report.

E22/2025 Footpaths

Kendal Town Council has allocated funds to improve the Footpath Network across Kendal. Its ambitions are 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 Development and Delivery Manager (Deputy Clerk) reported that several paths had now been completed. She drew attention to a number of areas and answered questions raised by Members.

The Development and Delivery Manager (Deputy Clerk) referred to the Adventure Footpath, updating that some progress had been made with Westmorland and Furness Council in terms of progressing this as a project. She had met with the Countryside Access Officer regarding resurfacing and potential solutions. At its last meeting, the Development and Delivery Manager (Deputy Clerk) had been asked to seek quotes for the Town Council's section of the path, which she was currently doing. The question remained as to whether the Town Council should consider improvements to the whole of the path. The portion of the path that belonged to South Lakes Housing was quite well surfaced but permission would be required to allow progression of improvements, and Cllr Long, who was a former member of that Organisation, undertook to highlight the matter.

The Development and Delivery Manager (Deputy Clerk) referred to Vicar's Garth to Vicarage Drive footpath. A meeting was planned between Westmorland and Furness and the landowner on site.

In response to a query, the Development and Delivery Manager (Deputy Clerk) advised of a slight delay in relation to the aggregate surface by the contractor on the path from Wattsfield to Scroggs Wood.

The Development and Delivery Manager (Deputy Clerk) drew Members' attention to the Sparrowmire Lane to Empson Road path, pointing out the need for confirmation from local ward members as regards what work was actually required. She undertook to speak to the relevant ward councillors on the matter.

In response to a further query, the Development and Delivery Manager (Deputy Clerk) undertook to get back to Members in relation to Riverside Connectivity North.

Resolved: To note the report.

E23/2025 Happy to Chat Benches

It was reported that 'Happy to Chat' benches were public seats designed to encourage conversation and combat loneliness. They featured a sign indicating that the person sitting there was open to chatting to others. Happy to Chat benches were now commonplace in many towns and cities and were recognised as a small but valuable way to support mental health in the community.

In 2022, Happy to Chat signs had been installed at 3 locations within Kendal: Kendal Library; Nobles Rest Park; and Somervell Gardens

Kendal Town Council had been contacted by Manna House, to suggest the installation of the initiative at the Bird Cage. They had provided first hand feedback that the Bird Cage was considered a pivotal place for people to gather, with people going there to seek company and support. To this end, it was being proposed to update the Happy to Chat sign design in line with Visit Kendal branding and to replace signage on three existing benches and install on one additional bench in the Bird Cage. The cost for design and production of four signs would be £400 which could be funded from the Infrastructure Maintenance budget.

In response to a query as to why the existing signs should be replaced, the Development and Delivery Manager (Deputy Clerk) explained that this was to bring them up to standard and into line with Visit Kendal branding and to create an opportunity to develop an initiative, if necessary. Members, however, felt that the existing signs remained appropriate, although acknowledged that there was a need for a sign at the Bird Cage.

Resolved: To approve the installation of one Happy to Chat sign at the Bird Cage, using the current format.

E24/2025 Bus Shelters

It was reported that Kendal Town Council owned and maintained ten bus shelters in the Kendal area. As part of the budget for 2025/2026, the Council had allocated £20,000 from the Community Infrastructure Levy (CIL) to invest in the development of the shelters. The shelters were of varying construction. They provided shelter at bus stops for services run by Stagecoach. The information posts and boards at each shelter were maintained by Westmorland and Furness Council.

A baseline maintenance report had been carried out in May 2025. It showed that:

- many of the bus shelters required cleaning, graffiti and sticker removal;
- there was no information to enable users to report maintenance issues;
- three of the bus shelters were missing the Westmorland and Furness bus timetable information: Burton Road KKS, Castle Green Lane, and Rydal Road North (this had been reported to Stagecoach and Westmorland Furness Council for action); and
- one bus shelter did not appear to have an active service – Rydal Road North. Stagecoach had been asked to confirm this but it had been included in costings at this stage.

It was recommended that Kendal Town Council had a minimum standard for bus shelters. This would include:

- clean, free from graffiti and stickers;
- a Kendal Town Council logo;

- an Information board, including contact information for reporting damage; and
- up to date information on bus timetables (this was Westmorland and Furness Council's responsibility but the Town Council would highlight any issues to them).

To deliver the 'minimum standard' for the ten bus shelters, costs would be up to £4,000. Following this, it was recommended that an ongoing maintenance contract be established for a full professional clean of the bus shelters every six months. This would be an annual cost of £2,300.

Kendal Town Council, it was felt, should also explore the resource and feasible time to respond to maintenance issues.

There were several options to improve the service and accessibility of the bus shelters. These included:

- solar Lighting – including light, solar panel, batteries and enclosures (indicative costs explored were £1,500 per bus stop);
- seating;
- accessibility improvements;
- amenities; and
- green spaces/landscaping/biodiversity enhancements.

Officers would conduct further site visits to assess requirements of each bus stop and discuss with ward councillors. Information and costing for improvements would be brought to the next meeting of the Committee.

Castle Green Lane bus shelter was in a poor condition. Though it remained safe and a functional bus stop, it was no longer the main stop for the area. The bus stop could be replaced with a smaller bus stop in line with the seating. The cost would be approximately £5,000.

The Committee was informed that, should all the options be approved from the CIL allocation of £20,000, the total would be £11,300, leaving £8,700 remaining.

The Committee considered the matter at length. The question of consideration of the future, long-term management of bus shelters was raised, with the need for conversations between the Town Council and Westmorland and Furness Council. However, attention was drawn to the fact that the Town Council currently had a CIL allocation of £20,000 to invest on its bus shelters.

Resolved: To authorise spend of £4,000 of the allocated £20,000 on implementing a minimum standard for the Kendal Town Council owned bus shelters.

Resolved: To implement an ongoing maintenance contract for bus shelter cleaning for £2,300 annually, to be provided from the Bus Shelter CIL allocation or the Infrastructure Maintenance budget for 2025/2026 (£1,150 in 2025/26 and £2,300 per annum in future years).

Resolved: To replace the bus stop at Castle Green Lane at a cost of £5,000 from the £20,000 CIL allocation.

E25/2025 Local Ward Signage

It was reported that, in July 2024, the Environment Committee had proposed a new project concept - to investigate the installation 'Children Playing', 'Hedgehog Crossings' and 'Footpath Finger posts' in local wards. A request had been sent to Full Council for nominated locations, and seven had been identified, details of which were provided. The nominated locations had been identified to be on land owned by Westmorland and Furness Council, under Highways.

Following research and appropriate discussions, feedback on the concept had been provided to Committee in January 2025, stating that:

- Children Playing signs could not be installed on Westmorland and Furness highways land as they were not a prescribed sign as per national highways policy;
- hedgehog signs: a policy was being developed by Westmorland and Furness and, until the policy was in place, signs would not be approved on highways land; and
- finger pointers to play parks: the issue had been discussed with Westmorland and Furness Council's Parks and Open Spaces team.

It had been agreed that officers would maintain a dialogue with the Traffic Management Team Leader and revisit hedgehog crossing signs when Westmorland and Furness Council's hedgehog sign policy as available.

The Committee had asked officers to continue with the 'children playing' signs, exploring options for installing signage on private land around the locations.

Officers had researched ownership of land at potential locations around each of the requested sites and had found that the majority of land was owned by Westmorland and Furness Council's Highways Department.

It was, therefore, being recommended that the project concept to install Children Playing signs at the seven listed locations be halted, as there were currently no viable options for installing the signs with appropriate permissions. If responses were received from the additional land requests, then they would be brought back to Committee as necessary.

Officers would continue to maintain a dialogue with Westmorland and Furness Council's Highways Department and Kendal College for the progression of the hedgehog policy and report back to Committee in due course.

Resolved: To approve the removal of the project concept on local ward signage from the overall project list.

E26/2025 Biodiversity Grant Recipient Feedback

The Environment Committee had granted Kendal College a £500 biodiversity grant in May 2025. It was reported that the grant had been used to plant 360 wildflower plug plants at the Kendal College Milnthorpe Road Campus, as part of their overall strategy to improve biodiversity and ambitions to become a bee friendly campus. They had created a wildflower bed with 100+ pollinator friendly blooms. The Mayor of Kendal, Councillor Richard Sutton, had joined the Animal Care students and tutors for one of the planting sessions in June. Kendal College had expressed thanks to the Environment Committee and Kendal Town Council for their contribution to the project.

Resolved: To note the report.

E27/2025 Natural Kendal

In the absence of Cllr Russell, Chair of Natural Kendal, the Development and Delivery Manager (Deputy Clerk) drew Members' attention to the Nature Recovery Festival which was due to take place in Kendal on 19 July 2025. On behalf of Cllr Russell, she further drew attention to the fact that Natural Kendal had run a number of events during Big Green Week at the beginning of June and had been lobbying in relation to "Act Now Change Forever." Natural Kendal continued to look into mapping and community surveys of habitat types across Kendal and were exploring options for appropriate consultants.

Resolved: To note the report.

E28/2025 Items for Press Coverage and the Newsletter

The Committee considered whether any items should be included in the next edition of the Council's newsletter (Autumn/Winter 2025). The Development and Delivery Manager (Deputy Clerk) explained that this was scheduled to be distributed in October 2025, with a digital version due to be trialled in August.

It was hoped that a decision on 20mph may have been made prior to publication of the next Newsletter and suggested that this, along with items in relation to the Pump Track, Bowling Fell, Green Spaces, Bus Shelters and Biodiversity Grants might be included.

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

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 Environment Committee held on Monday, 8 September 2025, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In attendance: Natalia Williams (Development and Delivery Manager (Deputy Clerk)), Becca Hewitson (Projects Officer) and Simon Unsworth (Events and Civic Officer).

Also present: Terry Parr, on behalf of Natural Kendal.

E29/2025 Apologies

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

E30/2025 Declarations of Interest

Cllr Russell declared an interest in agenda item 13 (Natural Kendal), minutes nos. E33/2025 and E41/2025 respectively below, by virtue of the fact that he was Chair of Natural Kendal. Cllr Archibald declared an interest in agenda item 12 (biodiversity grants) for the application made by Friends of Nobles Rest, minutes no E41/2025 below by virtue of the fact that he was a member of Friends of Nobles Rest.

E31/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E32/2025 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 14 July 2025 and to authorise the Chair to sign them as true record.

The Chair brought forward agenda item 13 – Natural Kendal due to the attendance of Terry Parr.

E33/2025 Natural Kendal

Terry Parr gave a short presentation on the strategic mapping exercise that will be carried out by Natural Kendal. The exercise will map open spaces, identifying existing biodiversity and to consider potential for improving biodiversity in those areas. It will focus on urban and suburban areas in Kendal and develop a classification for type of land, biodiversity features etc.

It was discussed that the project is an opportunity to inspire people and generate interest in biodiversity in the area. It was encouraged that the output be made available to all. It was also suggested that the results could be used to support Kendal Town Council's Planning Committee, in considering the impacts of planning proposals and new developments.

It was emphasised that the project needs to be connected to other key projects and activities, such as the Local Nature Recovery Strategy, the Penrith to Kendal Arc, and Kendal Futures spatial planning. The committee were reassured that connections had been established between key partners to ensure this is captured.

There were further queries about tree planting and ambitions from the EA of tree planting quotas per resident as part of the flood defence work.

Resolved: Cllr Long to inform Kendal Futures about the Natural Kendal Mapping Exercise.

Resolved: Town Clerk to follow up with EA about tree-planting ambitions (per resident quotas).

E33/2025 Project Activity Report and Overview

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

Discussions took place regarding the following projects:

20 MPH – following the informal consultation, Westmorland and Furness officers will make recommendations on whether to progress to scheme to the South Lakeland Locality Board on the 16th October.

Explore Kendal – following an assessment of metalwork, it was reported that higher costs were anticipated to improve the 17 existing signs. Committee were asked to confirm that the allocated funding should focus on the 17 existing signs and that the additional signs for Oxenholme station should be considered once this had been completed.

Bus Shelters – it was reported that the Kendal Town Council bus shelters had been cleaned as part of the basic maintenance work. Regarding improvements, the bus shelters had been audited for lighting and 3 shelters had been identified as requiring lighting. Councillors were asked to consider purchasing one solar light as a test for the technology. It was recommended that officers discuss the lighting with the ward councillors as well as the police.

Mintsfeet Sports and Nature Hub - The first meeting of the Mintsfeet Sports and Nature Hub Working Group had taken place. This was attended by Westmorland and Furness members and officers. Terms of Reference and Chair had been agreed. The scope of project had been widened to ensure it included connectivity and the nature area.

Resolved: To continue with the Explore Kendal project, focussing on completing improvements for the 17 existing signs before considering 2 additional signs for Oxenholme.

Resolved: To approve the purchase of 1 x solar lamp for Castle Walk or Castle Stores bus stop, subject to agreement from the ward councillors.

Resolved: That the Chair of the Mintsfeet Sports and Nature Hub Working Group report on progress to the Environment Committee in three months.

Resolved: To note the report.

E34/2025 Project Close Out Reports

This is a standing agenda item. There were no proposals for close out to consider at this meeting.

E35/2025 Environment Budget 2025/26

The Committee considered a report on the Environment Budget 2025/26 as at 1 September 2025.

Resolved: To note the report.

E36/2025 Footpaths

Kendal Town Council has allocated funds to improve the Footpath Network across Kendal. Its ambitions are 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. There was a discussion regarding the Riverside North path and the need to confirm the Kendal Town Council funding allocation with Westmorland and Furness Officers.

There were also questions regarding the path at Michaelson Road to Stainbank Green. There was an acknowledgement of the work being done by ward councillors to understand the issues relating to footpaths, particularly in terms of new housing developments, flood awareness and nature recovery. Councillors were encouraged to 'walk through' the area to understand the impacts and to also monitor paths in their own wards to feed back to the Environment Committee.

Resolved: To form a subgroup of Cllrs Archibald, Cornthwaite, Long and Russell to discuss the prioritisation and pipeline of footpaths, and the full footpath audit.

Resolved: For Cllr Archibald to arrange a meeting for the subgroup with John Murray (Cabinet Holder in W&F), to discuss the footpath report and to coordinate priorities.

Resolved: For Cllr Cornthwaite to write to W&F officers regarding the allocation of funding for the Riverside North path, with John Murray in copy.

Resolved: For Cllr Archibald to write to W&F Officers regarding the issues at Michaelson Road to Stainbank Green.

Resolved: To note the report.

E37/2025 Oxenholme Signage

The Committee was asked to consider a report outlining a project scope for the Oxenholme Station project. Four recommendations were made for the project deliverables. The intention is to create a more effective, accurate projection of Kendal when people alight or pass through Oxenholme station and to highlight what Kendal has to offer.

A question was raised about Kendal College's involvement in the new signage at Oxenholme station. The Projects Officer confirmed that the existing artwork will be offered back to the college and that the college are providing photographs for the new platform artwork. Penrith station was highlighted as an example of best practice for creating a welcoming and friendly atmosphere.

Resolved: To proceed with the Oxenholme Station project as outlined in the report.

E38/2025 Kendal Citizen's Climate Jury

The Committee was asked to consider a report regarding progress made against the recommendations of the Kendal Citizen's Climate Jury. It was queried whether a working group was required to carry out a more detailed review of the report.

It was also raised that the recommendations should be considered alongside the new Cumbria Citizen's Climate Assembly recommendations.

It was discussed that an informal, smaller group could complete the detailed review of the report and could recommend if a more formal subgroup is required for any ongoing actions.

Resolved: Cllrs Blunden, Russell and Simpson to review the progress report and to report back to the committee. Cllr Blunden to convene the meeting.

E39/2025 Speed Indicator Devices

The Committee was asked to consider a report on Speed Indicator Devices. The report outlined the process for requesting new speed indicator devices.

An update was provided that the Kendal Town Council speed radar gun has been sent off to be re-calibrated. Officers are also looking into the community speed watch regarding use of the speed radar gun once returned.

The speed indicator on Milnthorpe Road was discussed. The batteries are nearing end of life and were being replaced. The Committee was asked to consider whether they would like to upgrade the device to also capture speed data from the passing vehicles.

Additional areas of concern were raised, including Windermere, Shap Road, Appleby Road and Brigsteer Road. There was a discussion regarding how to survey ward councillors for speed indicator device location requests. A particular concern was raised regarding the increase of traffic on Shap Road due to the M6 diversions.

Resolved: To upgrade the Speed Indicator Device on Milnthorpe Road to capture speed data.

Resolved: For the Town Clerk to arrange a briefing for KTC councillors on the M6 road closures and diversions.

Resolved: To discuss with the Town Clerk surveying Councillors for speed indicator device locations.

E40/2025 Biodiversity Grant Applications

The committee considered biodiversity grant applications from Castle Park School and Friends of Nobles Rest.

Resolved: To award Castle Park School a biodiversity grant of £500

Resolved: To award Friends of Nobles Rest a biodiversity grant of £1,000

Note: Cllr Archibald passed the Chair to Councillor Russell for consideration and vote of the Friends of Nobles Rest grant, as he declared an interest in this item as a member Friends of Nobles Rest.

E41/2025 Natural Kendal

Cllr Russell declared an interest in agenda item 13 (Natural Kendal), minutes nos. E33/2025 and E41/2025 respectively, by virtue of the fact that he was Chair of Natural Kendal.

Cllr Russell provided an additional update regarding the work being carried out by Natural Kendal. They had organised and completed activities through 'Big Green Week', had lobbied for 'Act Now Change Forever' and had delivered the first Nature Recovery Festival.

Cllr Russell clarified that Natural Kendal is creating links with key partners and organisations, but also suggested that KTC needed a higher profile presence at events such as the recent Nature Recovery Festival.

Resolved: To note the report.

E42/2025 Items for Press Coverage and the Newsletter

The Committee considered whether any items should be included in the next edition of the Council's newsletter or press releases.

Resolved: To publicise the items discussed at the meeting.

The meeting closed at 8.53pm

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 1 September 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)	Present	Cllr S Long	Present
Cllr J Dunlop (Vice-Chair)	Present	Cllr D Rathbone	Present
Cllr A Finch	Apologies	Cllr C Russell	Present
Cllr E Hennessy	Present	Cllr R Sutton	Present

Officers in attendance: Chris Bagshaw (Town Clerk), and Natalia Williams (Development and Delivery Manager (Deputy Town Clerk)).

Also present: Cllr Giles Archibold as Vice Chair of the Allotment Committee in place of Chair Cllr Alvin Finch. Cllr L Edwards and Cllr Cornthwaite as members of the public.

M31/2025 Apologies

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

M32/2025 Declarations of Interest

There were no declarations of interest.

M33/2025 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) and 13 (Employment and Staffing Matters).

M34/2025 Minutes of the Previous Meeting

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

M35/2025 Minute Action Sheet

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

Item 31 – Elections are proposed to move to the first Thursday in May 2027. Kendal Town Council are awaiting formal confirmation of the change from Westmorland and Furness Council.

Item 70 – The report on parking will be brought to the next meeting of the Management Committee, rather than presented at the meeting here following further updates from Westmorland and Furness Officers. The report will lay out several options and the Committee can then decide which are of interest to pursue.

Item 113 – The Full Council endorsed the Management Committee’s proposal to support Stricklandgate House’s redevelopment project providing conditions of funding are agreed. These have been agreed in principle and will be confirmed in writing.

Resolved: To amend Item 31 to include that Kendal Town Council are awaiting formal confirmation from Westmorland and Furness Council of the change to election dates.

Resolved: To confirm in writing the conditions of funding with Stricklandgate House, relating to minute action sheet item 114.

Resolved: To note the Minute Action Sheet.

M36/2025 Council Activity Report

The Committee considered a report on progress made across the various actions the Council is involved in. The Town Clerk drew particular attention to the following items:

Plan reference 1, A

- A horticulturalist has been engaged through the Kendal in Bloom committee to help support Kendal Town Council’s civic planting strategy and project around the Kirkland area.
- A review was conducted of Planting for Pollinators sites planted in 2024. Enhancements are required and a proposal will be taken a future meeting of the Environment Committee.
- The River Corridor footpaths are progressing, and Officers are in communication with Westmorland and Furness Officers for plans to spend allocated funding. Future considerations required for path maintenance and this will be discussed within the Environment Committee.

Plan reference 3, D

- The Local Heritage Partnership has its first meeting on Thursday 4th September. It represents great progress to see how heritage can be preserved, presented and reinvented in Kendal.

Plan reference 3, E

- The Christmas Lights Switch On will take place on 28th November and will include the Kendal Farmer’s Market this year.

Plan reference 4, D

- The Community Resilience Officer is finalising the community emergency plan and the first meeting of the Kendal Community Resilience Group met in August.

There was a query from Councillors regarding the walking guides and welcome leaflets, to ensure that they are visible and accessible to visitors. It was discussed that there is an opportunity to develop the car parking signage to update information for visitors in agreement with Westmorland and Furness.

There were acknowledgements of the recent 20 mph consultation and the implementation of new limits in Oxenholme.

There was a query from Councillors regarding Kendal Town Council’s capacity to deliver against all the activities within the activity report. Councillors also reminded Officers to put any queries or issues with progress in writing to the principal authority.

Resolved: Kendal Town Council to consider staffing requirements as part of the budgetary process for 2026/2027.

Resolved: To note the Council Activity Report.

M37/2025 Budget 2025/26

The Town Clerk presented a report detailing expenditure against budget in the current year. The Town Clerk drew attention to the bill from the electricity company regarding the Christmas lights. This included additional cost that had not been forecasted but could be covered within the budget for this year. A procurement exercise for electricity suppliers will be required.

There was a discussion relating to the bank interest.

There was a discussion relating to Community Infrastructure Levy (CIL). The Town Clerk confirmed that around £ 80,000 of the CIL funds were currently unspoken for and suggested that a paper is brought to the next Management Committee in line with budget setting.

Resolved: Officers to go through procurement exercise for electricity supply.

Resolved: Officers to bring a paper regarding CIL allocations and available CIL funding to the next meeting of the committee.

Resolved: To note the report.

M38/2025 Budget Working Group

The Committee considered the steps required for the creation of a Budget Working Group to deliver the budget for coming financial year.

Resolved: To commend to the Full Council that the Budget working group should consist of Cllrs Archibold, Ladhams, alongside officers, and that Terms of Reference for the group will be presented to the next meeting of the Council.

M39/2025 Website Development

The Development and Delivery Manager showed an update of the website development. It was reported that the new website will consider requirements for Assertion 10 as part of the AGAR 2026 – 2027 and that it is planned to launch before the end of the year.

There was a query regarding highlighting Kendal as a 'Dementia Friendly Town' through the website.

There was a query relating to the ability to change visual settings for the visually impaired. It was discussed that this is not part of the current package, but that further accessibility functionality could be looked at in the future. A suggestion was also made to gain input from Sight Advice in Kendal.

It was raised that the Twin Towns should be highlighted within the new website.

Resolved: To note the update.

M40/2025 Kendal Futures

Cllr Long reported that Kendal Futures' spatial planning project continues to move forward and make good progress and that they are involved in the work and development of the Town Team.

Resolved: To note the verbal update.

M41/2025 Newsletter and Publicity

The Development and Delivery Manager (Deputy Clerk) asked Councillors to share any recommendations for outlets or platforms to improve the reach of communications.

Part Two

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

M42/2025 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.

M43/2025 Employment and Staffing Matters

The Town Clerk reported that the Democratic Services Assistant would be on a period of leave until 13th October. A card will be organised on behalf of the Council, and the duties will be covered by other members of staff for this period. The Development and Delivery Manager reported that the Events and Civic Officer had successfully completed the IOSHH Managing Safely course and that all staff members would be undertaking compulsory Health and Safety training.

Resolved: To note the verbal update.

M44/2025 Kendal Town Team

An additional item was discussed under Part Two, updating on the work of the Town Team and progress of the Heart of Kendal project.

Resolved: To arrange a briefing for members regarding the Heart of Kendal project.

The meeting closed at 9.22 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, 22 September 2025, at 7.00 p.m. in the Chairman's Room at the Town Hall, Highgate, Kendal.

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

In attendance: Chris Bagshaw (Town Clerk) and Simon Unsworth (Events and Civic Officer)

MH1/2025 Apologies

Resolved:

MH2/2025 Declarations of Interest

Cllrs Brroke, Ladhams and Cornthwaite declared that as members of Westmorland and Furnace Council they had an interest in Kendal museum as holders in trust of its collections.

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 16th June 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 15th September 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 storage of the remaining items from the K Shoes Collection; this would be addressed moving forward.

Resolved: To note the report.

MH7/2025 Kendal Local Heritage Partnership

The first meeting was generally felt to be a success, although it was recognised that there is a huge amount to do. Discussion was held around possible locations for a future Kendal Museum, including looking at County Hall, the Westmorland Centre and the Allen Institute.

Resolved: To accept the report and continue to work towards the development of a more linked-together heritage provision for Kendal.

MH8/2025 Kendal Museum's Harrison Collection

Discussion was held around the possible repatriation of items from the museum to the Nandi People.

Resolved: Cllr Brooke to ascertain who within W&F would make any decision on this, as the museum's collections are held in trust by W&F.

Resolved: To support the repatriation of Nandi objects by W&F.

MH9a/2025 Report on Donation of Artwork

Resolved: To accept the artwork offered by ex Cllr and Mayor Chris Hogg, and to allocate the works an acquisition rating according to the previously agreed policy.

MH9b/2025 Report on the developments relating to KTC's heritage items with proposals

Resolved: To accept the report.

Resolved: Events and Civic Officer to source an appropriate plan cabinet to house the charters in the Mayor's Parlour

Resolved: Events and Civic Officer to pull together a working group to look at the status of various heritage items in relation to retention or discard, and to make specific recommendations about these items.

Resolved: the items in the KTC kitchen to be reduced in number in line with the different approach to how KTC manages its events and meetings. Unwanted items to be offered to councillors and / or charities.

MH10/2025 Anniversaries in 2025

A verbal update was given on the work to celebrate the town council's 450th anniversary year, which begins on 28th November 2025.

Resolved: To note the verbal updates. Events and Civic Officer to bring concrete proposals for merchandise and events to a future meeting.

MH9/2025 Twinning

A brief verbal update was given on Twinning. There is to be a twinning lunch hosted by the KRA in October at Carus Green with representatives from other Twinning associations and councils – the date has been carefully chosen to ensure it did not get linked with VE and VJ Day activities but focussed on 80 years of friendship. Discussion was held around the importance of displaying the

Twinning memorabilia to highlight the relationships, and of developing a better way of presenting gifts to our twinning counterparts. It was suggested that local charities might be able to create something in the way that a Killarney charity had created wooden pens.

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 Resilience and the Rinteln Twinning Association lunch.

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

The meeting closed at 8.59 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, 28 July 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	Apologies	Cllr D Miles	Absent
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Apologies
Cllr R Edwards	Present	Cllr G Supka	Present
Cllr A Finch	Apologies		

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

Also present: Cllr E Hennessy, Cllr T Martland and one member of the public.

Note – In the absence of Cllr Rathbone, Chair, Cllr Ladhams, Vice-Chair, took the Chair for the meeting.

Public Participation

Bill Woods addressed the Committee with regard to Agenda Item No.9 (Planning Applications), No.3 2025/1288/LBC (Kendal Town Hall, Highgate, Kendal LA9 4DL). He expressed thanks to the Town Council Planning Committee and the Westmorland and Furness Council Conservation Officer for standing firm with regard to the previous retrospective application to retain the hideous roller shutter doors in this fine building. Mr Woods suggested that Westmorland and Furness Council's Scrutiny Committee should investigate this matter and the waste of public funds in relation to such a costly mistake. Officers had now finally admitted defeat and submitted this new application which was supported by himself, the Conservation Officer and, he hoped, this Planning Committee.

The Vice-Chair in the Chair and twin-hatted Member undertook to raise the matter with Westmorland and Furness Council's Scrutiny Committee, pointing out that that Council needed to know that the people of Kendal used Kendal Town Hall and that it needed to be taken care of in an appropriate manner.

Mr Woods was thanked for his submission.

It was raised from the floor that an inquiry should be raised with the relevant formal body as to why the work had been undertaken by the Local Planning Authority in the first place without the relevant planning consent.

P38/2025 Apologies

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

P39/2025 Declarations of Interest

No declarations of interest were raised under this item.

P40/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P41/2025 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 14 July 2025 and to authorise the Chair to sign them as a true record.

P42/2025 Minute Action Sheet

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

P43/2025 Planning Process and Issues

There was nothing to raise under this item.

P44/2025 Kendal Town Council Flood Relief Scheme Working Group

In the absence of Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, Cllr Ladhams informed the Committee that Cllr Cornthwaite had written to both the Environment Agency and Westmorland and Furness Council regarding the error in the height of the flood wall and as to what should be done. The Town Clerk added that he had also written to the Planning Department at Westmorland and Furness Council and that a response had been received stating that the matter had been placed on the enforcement file for consideration.

Cllr Supka displayed photographs of the wall close to the pedestrian traffic lights at Miller Bridge in which the ground level was significantly lower than the top of the wall. Cllr Supka explained that, given that any flood water could flow around the wall at that point, the height of the wall should be approximately 15cm lower than the current height.

The Town Clerk stressed the fact that the matter was now in the hands of the enforcement team at Westmorland and Furness Council and that the matter would, in due course, be brought back to Committee.

Resolved: To note the verbal update.

P45/2025 Kendal Town Council Local Plan Action Group

There was nothing to raise under this item.

P46/2025 Planning Applications

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

Note - Cllr Hennessy, Local Ward Member, spoke in relation to No.4, Planning Application No. 2025/1279/FPA (Amenity open grassed land adjacent to 73 Lingmoor Rise, Kendal LA9 7NR), stating that he was not in support of the application. Whilst he acknowledged that it was not a planning consideration, he questioned the ownership of the land. He further expressed disappointment in the retrospective

nature of the application and, in addition, the claim that there was no requirement for Biodiversity Net Gain.

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

The meeting closed at 7.00 p.m.

Kendal Town Council
 Responses from Planning Committee: 28 July 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/1214/FPA	Station Inn Beehive Lane New Hutton Kendal LA9 7RF Erection of timber decking & covered seating area (Retrospective)	Oxenholme	28 July	No Material Objection , however, the Committee expresses disappointment at the retrospective nature of the application.
2	2025/1257/LBC	Tesco Stores Ltd 26-28 Highgate Kendal LA9 4SX Listed Building Consent to paint Tesco express branding like for like, apply new store address & Est. yr. vinyl lettering to new fascia, apply store directory vinyl to glazing internally and Install new projecting sign made of 2 mm formed aluminium powder coated white RAL 9010 with Tesco in opal 030 Avery 4509 Red 431, Express and blips in Opal 030-Avery 5600 LD/082 A blue letters. Sides, top and bottom to be blue as per fascia.	Fell	29 July	No Material Objection
3	2025/1288/LBC	Kendal Town Hall Highgate Kendal LA9 4DL Listed Building Consent for the replacement of fire shutter to a fire rated glazed door	Fell	1 August	No Material Objection and the Committee welcomes this conclusion.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2025/1279/FPA	<p>Amenity open grassed land adjacent to 73 Lingmoor Rise Kendal LA9 7NR</p> <p>Change of use of amenity land to extend garden curtilage & erection of a random local stone boundary wall (retrospective)</p>	Castle	5 August	Material Objection on the grounds of loss of relatively scarce amenity land to the local area which is needed in Heron Hill and loss of biodiversity to this area, which creates part of the biodiversity pathway through this estate. The Committee further expresses disappointment at the retrospective nature of the application.
5	2025/0313/HOU	<p>Sunny Cote Sunnyside Kendal LA9 7DJ</p> <p>Proposed replacement ground floor porch and first floor sun room with glazed units in timber frames and a new door. Existing glazed roof to be replaced with lead using traditional bottle joints</p>	Mintsfeet	5 August	No Material Objection and the Committee commends the proposed Biodiversity Net Gain shown within the application.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 18 August 2025, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In attendance: Democratic Services Assistant and Development and Delivery Manager (Deputy Clerk).

Also present: One member of the public.

P47/2025 Apologies

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

P48/2025 Declarations of Interest

Cllr Ladhams declared an interest in Agenda Item No.11 (Planning Applications) 2025/1281/FPA (Kendal United Football Club, Castle Grove, Kendal, by virtue of the fact that she had, in her role as Chair of Westmorland and Furness Council's Licensing Committee, provided advice to the Club. She pointed out, however, that she was not biased or predetermined and would remain in the Chamber and take part in the discussion and voting on the item.

Cllr Rathbone declared an interest in Agenda Item No.10 (2025/1436/SCOPE, Land West of Burton Road) by virtue of the fact that he was the Westmorland and Furness Council Ward Member for that area and had had dealings with resident groups and Natland Parish Council with regard to this scope. He pointed out, however, that he was not biased or predetermined and would remain in the Chamber and take part in the discussion and voting on the item.

P49/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P50/2025 Minutes of the Previous Meeting

Attention was drawn to the addition within the minutes due to be signed of Cllr T Martland's name within the section identifying those also present at the meeting.

Cllr Supka drew attention to the second paragraph within Minute No.P44/2025 (Kendal Town Council Flood Relief Scheme Working Group). He advised that what appeared was not what he had actually stated. It was suggested, therefore, that appropriate wording might be considered prior to the next meeting of the Committee in order that a suitable amendment could be raised at that time.

Resolved: To defer a decision on this item to the next meeting of the Committee due to be held on 1 September 2025.

P51/2025 Minute Action Sheet

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

P52/2025 Planning Process and Issues

There was nothing to raise under this item.

P53/2025 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that he currently had no update. No date had yet been scheduled for the next meeting of the Group. This would take place once reliable information had been shared by the Environment Agency on upstream storage.

In response to a query, Cllr Cornthwaite undertook to find out why half of the entire length of Aynam Road had been blocked off during the summer holidays, with no apparent work being carried out.

In response to a further query regarding the floodgates being 7cm below the top of the finished wall on New Road, it was pointed out that this had already been brought to the attention of the Local Planning Authority.

Resolved: Cllr Cornthwaite to seek a response on the closure of half of Aynam Road during the summer holidays and to report back.

Resolved: To note the verbal update.

P54/2025 Kendal Town Council Local Plan Action Group

There was nothing to raise under this item.

P55/2025 Highways Act 1980 Section 119 - Proposed Diversion of Public Footpath 536013 at Kendal

The Committee gave consideration as to whether it wished to make comments regarding the proposed diversion order of a section of public footpath 536013, at Kentrigg in the parish of Kendal.

Resolved: To advise Westmorland and Furness Council that Kendal Town Council has no comment on the proposed diversion order.

P56/2025 [2025/1436/SCOPE](#), Land West of Burton Road

Note - Cllr Rathbone declared an interest in this item by virtue of the fact that he was the Westmorland and Furness Council Ward Member for the area and had had dealings with resident groups and Natland Parish Council with regard to this scope. He pointed out, however, that he was not biased or predetermined and remained in the Chamber and took part in the discussion and voting on the item.

The Committee considered the Council's response to the applicant's request for a scoping opinion on its Environmental Impact Assessment for a development of 450 houses on land west of Burton Road, in Natland Civil Parish.

It was suggested that the Committee should consider whether the proposals to 'scope out' certain topics from the EIA were valid. However the complexity of the issues could preclude effective consideration in the limited time of a Planning Committee.

Whilst it was acknowledged that the application fell within the Parish of Natland, its impact on facilities within Kendal was stressed.

Resolved: To note the applicant's request to the Planning Authority for a Scoping Opinion on its Environment Statement for a proposal to build up to 450 houses on land to the west of Burton Road, Kendal.

Resolved: Due to the size and nature of the proposed development, Kendal Town Council would expect all of the topics described by the Town and Country Planning (EIA) Regulations 2017 to be included within the scope of its Environmental Impact Assessment.

Resolved: Bearing in mind the large impact of the application on the facilities in Kendal, the Committee expects the applicant to engage with Kendal Town Council as a part of its pre-application community engagement.

P46/2025 Planning Applications

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

Note – Attention was drawn to the fact that the Committee would consider planning applications received and published by the Local Planning Authority up to the date of the meeting. Where the publication of the application was after the initial publication of the agenda, items would be added up to the day of the meeting where necessary to meet planning consultation timeframes. Planning Application No.2025/1545/NMA, Land Off Kendal Parks Road, Kendal, details of which had been received by the Town Clerk on 14 August 2025, was, therefore, accepted by the Chair for consideration at this meeting.

Note - Cllr Ladhams declared an interest in Planning Applications 2025/1281/FPA (Kendal United Football Club, Castle Grove, Kendal, by virtue of the fact that she had, in her role as Chair of Westmorland and Furness Council's Licensing Committee, provided advice to the Club. She pointed out, however, that she was not biased or predetermined and remained in the Chamber and took part in the discussion and voting on the item.

Note – At the start of consideration of Planning Applications 2025/0902/FPA and 2025/0903/LBC (109 Burneside Road, Kendal), Cllr Finch declared an interest by virtue of the fact that he was acquainted with the applicant. He remained in the Chamber, however, did not take part in the discussion or voting on the item.

Note – During consideration of Planning Application 2025/1239/FPA (Land adjacent to 35 Queen Katherine Street, Kendal), Cllr Rathbone declared an interest by virtue of being Westmorland and Furness Council's representative on the Lancaster Canal Regeneration Partnership. He pointed out, however, that he was not biased or predetermined and remained in the Chamber and took part in the discussion and voting on the item.

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

The meeting closed at 8.50 p.m.

Kendal Town Council
 Responses from Planning Committee: 18 August 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/1281/FPA	<p>Kendal United Football Club Castle Grove Kendal LA9 7AY</p> <p>Change of use of existing football clubhouse and changing rooms (Use Class F2) to sporting facilities with ancillary licensed bar operation (Use Mixed use Class F2/Sui Generis)</p>	Castle	20 August	No Material Objections subject to the Environmental Protection Officer's comments being appropriately addressed regarding controlling the design and timing of the additional lighting; the provision of details on appropriate opening hours; the neighbours' concerns regarding additional noise being addressed; and ensuring sufficient acoustic standards.
2	2024/0571/FPA	<p>Land adjacent to River Kent on the west side of the Jennings Yard Footbridge Kendal LA9 4EN</p> <p>Minor Planning Application for the installation of two pedestrian gates at the western end of Jennings Yard footbridge in Reach G of the approved Kendal Flood Risk Management Scheme (further information)</p>	Castle / Highgate / Mintsfeet	20 August	No Material Objections

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
3	2025/1364/LBC	Kendal Library Stricklandgate Kendal LA9 4PY Listed Building Consent to undertake essential repairs to a section of the external façade to prevent water ingress, and to carry out re-roofing works	Fell	20 August	No Material Objections
4	2025/1390/ADV	7 Stricklandgate Kendal LA9 4NB Advertisement consent for 4 illuminated fascia signs & an illuminated bus stop sign	Fell	21 August	No Material Objections subject to the comments of the Conservation Officer being suitably addressed.
5	2025/0902/FPA	109 Burnside Road Kendal LA9 6DZ Erection of a new holiday let and conversion of existing building to create a second holiday let (Retrospective) with two replacement windows and a new 1.2m high fence to the rear of Aikrigg End Cottage (further information)	Strickland	19 August	No Material Objection subject to the Planning Officer and neighbours being satisfied that the proposed fence is adequate.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	2025/0903/LBC	109 Burneside Road Kendal LA9 6DZ Erection of a new holiday let and conversion of existing building to create a second holiday let (Retrospective) with two replacement windows and a new 1.2m high fence to the rear of Aikrigg End Cottage (further information)	Strickland	19 August	No Material Objection subject to the Planning Officer and neighbours being satisfied that the proposed fence is adequate.
7	2025/1406/HOU	29 Whinlatter Drive Kendal LA9 7HE Proposed single storey front & side extensions & new dwarf stone boundary wall	Oxenholme	27 August	No Material Objections subject to obtaining an acceptable Arboricultural Report and the Planning Officer being satisfied with regard to the height and materials to be used for the dwarf stone wall being in keeping with the character and appearance of the immediate area.
8	2025/1458/FPA	Town and Village Green area Kendal Fell Kendal Variation of condition 2 (approved plans) attached to planning permission SL/2021/1147 (Signs and viewing platforms)	Fell	28 August	No Material Objections

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
9	2025/1239/FPA	Land adjacent to 35 Queen Katherine Street Kendal LA9 7DG Change of use of vacant, overgrown land under a garden tenancy agreement to domestic garden with erection of a 1800 mm high vertical timber 'featherboard' boundary fence	Mintsfeet	28 August	No Material Objections provided that the height of the fence is reduced by the order of 2 feet and ensuring appropriate conditions that the land remains in the control of Westmorland and Furness Council and not sold on to the property owner.
10	2025/1472/FPA	44 Heron Hill Kendal LA9 7JD Variation of condition 2 (approved plans) attached to planning permission 2024/1797/FPA (Proposed detached rear garage)	Heron Hill	28 August	No Material Objections
11	2025/1545/NMA	Land off Kendal Parks Road Kendal LA9 7SN Non Material Amendment to replace the as approved Method Statement for work around Natland Beck with an updated version (Revision 1) attached to planning permission SL/2018/0959	Heron Hill	21 August	Given the fact that work was originally stopped due to potential damage to Natland Mill Beck, the Committee does not consider this potential change to be a non-material amendment and would, therefore, require a longer period of time to be able to assess this matter and would, therefore, request that the deadline for Kendal Town Council's comments is extended to 3 September 2025 . If this additional time is not allowed, then the Committee would provide a Material Objection to the amendment on the basis of the potential adverse impact on Natland Mill Beck and its local ecology.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 1 September 2025, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In attendance: Town Clerk and Development and Delivery Manager (Deputy Town Clerk).

P58/2025 Apologies

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

P59/2025 Declarations of Interest

There were no declarations of interest.

P60/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P61/2025 Minutes of the Previous Meeting

The Committee considered amended versions of the Minutes from the previous meeting and the minutes from the meeting 28 July.

Resolved: To receive and accept the minutes from the meetings held on 28 July and 18 August and to authorise the Chair to sign them as a true record.

P62/2025 Minute Action Sheet

Item 59 on the minute action sheet – ‘Cllr Cornthwaite to seek response on closure of half of Aynam Road’. Cllr Cornthwaite confirmed that the works are being carried out by the Environment Agency in relation to the flood work and will be ongoing for the duration of the implementation.

Resolved: To remove item 59 from the minute action sheet.

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

P63/2025 Planning Process and Issues

Issue raised regarding 44, Highgate – the ‘One Stop Shop’ recently opened in Kendal. The illuminated shop front signage was in breach of the conservation area and was subsequently

reported to Westmorland and Furness Planning and Enforcement. The signage has now been corrected and the lighting removed. Conversations are ongoing with Westmorland and Furness Council.

P64/2025 Kendal Town Council Flood Relief Scheme Working Group

The Committee viewed the email from the Planning authority, documenting its decision not to take enforcement action against the Environment Agency for the mistake in the wall height on New Road. Councillors expressed their surprise and disappointment at this outcome and instructed officers to convey this to the Planning Authority.

Cllr Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that the next meeting date is the 24th September, with information on the venue to follow. He confirmed that he currently had no further update.

The work progressing on Aynam Road, queried at the last meeting, was preparatory for the installation of the glass wall, which would progress over the winter months.

Resolved: Officers to contact the Planning Authority to express disappointment over the decision to not take enforcement action against the Environment Agency over the mistake in wall height on New Road.

Resolved: To note the verbal update.

P65/2025 Kendal Town Council Local Plan Action Group

The Chair of the Planning Committee and Town Clerk recently met with the Chair of Westmorland and Furness Council to discuss matters of strategic planning relating to Kendal. Conversations will continue with Westmorland and Furness Council to progress this issue.

Resolved: To note the verbal update.

P66/2025 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 7.20 p.m.

Item No.9

Kendal Town Council
Applications for Planning Committee: 1 September 2025
Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/1370/HOU	13 Sunnyside, Kendal LA9 7DJ Proposed replacement front door and top light	Mintsfeet	12 September	No material objections providing that the conservation officer is satisfied.
2	2025/1529/SCREE N	Kendal Flood Risk Management Scheme Reach A Kendal Request for a Screening Opinion to establish if the modification of the approved embankment and flood walls at Reach A (the Proposed Development), on the eastern side of the River Kent and northern side of the River Mint, amounts to EIA development	Mintsfeet	1 September	No material objection.
3	2025/1494/HOU	1 Belmont Kendal LA9 4JP Four replacement timber windows & replacement of 2 concrete cills	Fell	18 September	Material objection. Agree with the Conservation Officer's conclusion. Specifically disagree with stuck on glazing bars and other indications that this is to be a pale imitation of the existing windows. Committee would recommend repair rather than replacement, if possible.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2025/1528/HOU	Skewgarth High Tenterfell Kendal LA9 4PQ Proposed three new dormer windows to facilitate loft conversion to form more habitable space	Fell	18 September	Material Objection and the committee agree with the conservation officers report and conclusion that this does not preserve the special character, appearance and distinctiveness of the Kendal conservation area or neighbourhood.
5	2025/1498/PACOU	36 Finkle Street Kendal LA9 4AB Prior Notification under schedule 2, part 3, class G for the change of use of commercial, business and service (Use Class E) to a mixed use of Use Class E on ground floor and 2 flats on the upper 2 floors (Use Class C3)	Fell	4 September	No material objection to the application but external works will be needed for the conservation and information is therefore insufficient. In Addition, LBC and conservation area consent will be required.
6	2025/1506/HOU	Newlands 37 Milnthorpe Road Kendal LA9 5QG Accoya double glazed replacement windows to front and side	Kirkland	12 September	The committee was unable to make a decision without the further information requested by the Conservation Officer. If this information is not forthcoming, the Committee would have a material objection to the application.
7	2025/1071/FPA	Skewmount, High Tenterfell, Kendal LA9 4PQ Subdivision of single dwelling into 3 separate dwellings with a small side extension	Fell	5 September	No material objections and agree with the Conservation Officers report and conclusion provided the materials used are as outlined in the application.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
8	2025/1513/HOU	9 Beech Hill Terrace, Kendal LA9 4PP Replacement roof to rear (west) outriggers and replacement windows	Fell	12 September	The committee was unable to make a decision without the comments from the Conservation Officer and additional information on the windows. The committee is requesting a 3-day extension to allow the application to be considered at the next Planning Committee.
9	2025/1565/DISC	Kendal Nutricare Ltd, Lake District Business Park, Mint Bridge Road, LA9 6NL Approval of Details Reserved by Condition 6 (Additional riverside planting) attached to planning permission SL/2023/0163	Mintsfeet	10 September	No material objection and the Committee is in agreement with the comments from the Arboriculturist.
10	2025/1586/FPA	Cherry Tree, Kentrigg, Kendal LA9 6EE Variation of condition 2 (approved plans) attached to planning permission 2024/1426/FPA (Alterations to replace existing conservatory and extension to create new extensions)	Strickland	13 September	No material objection.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
11	2025/1432/HOU	6 Langdale Crescent, Kendal LA9 6JU Two storey side extension for accessible bathroom and bedroom accommodation	Nether	13 September	No material objections provided officers take into account neighbours' concerns and Kendal Swifts comments.
12	2025/1481/FPA	Market Hall, Market Place Kendal LA9 4LR Proposed outdoor heat pump & high-level extract fans	Fell	18 September	Material objections. No noise data has been provided with regard to the extraction fans and no LBC application has been submitted.
13	2025/1558/FPA	Formentor, Oxenholme, Kendal LA9 7RF Extension of domestic horse stables approved under planning permission SL/2022/0715.	Oxenholme	13 September	No material objections however we wish officers to take into account neighbours' concerns. The committee did have concerns about size and impact of the building as well as impact on the local environment. The committee wished for biodiversity net gain to be included in any conditions.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 15 September 2025, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In attendance: Town Clerk

P67/2025 Apologies

No apologies were received.

P68/2025 Declarations of Interest

Cllr Martland drew the Committee's attention to the proximity of his house to the development in application 1, however he did not feel that he was predetermined or biased on any of the issues being considered.

P69/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P70/2025 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes from the meeting held on 1 September and to authorise the Chair to sign them as a true record.

P71/2025 Minute Action Sheet

The Clerk reported that the letter expressing the Committee's disappointment at the decision not to take enforcement action over the mistaken height of the flood wall at New Road (Reach F3) had not been sent on 15 September, as reported in the MAS (item 59), but would be sent the following day.

Cllr Ladhams offered to assist in the drafting of the out of town fast food outlets policy (item 22), to ensure the action can be completed.

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

P72/2025 Planning Process and Issues

It was requested that the issue of cumulative harm be added to the concerns about shop front design in the town centre.

Resolved: To ensure the concept of cumulative harm was included in any consideration of the impact of poor or inappropriate shop front design.

P73/2025 Kendal Town Council Flood Relief Scheme Working Group

The Chair of the Working Group, Cllr Cornthwaite, reported that the FRSWG is meeting next Wednesday (24 September) and the agenda will be circulated to all councillors for information. It was suggested that the minutes from the meetings are also circulated to the Full Council.

Concern had been expressed by Kendal Futures about the apparent lack of meaningful consultation on the coming restoration of Gooseholme. Cllr Cornthwaite will endeavour to bring relevant parties together to progress the matter. It was suggested that the FloodHub noticeboards were not being updated as often as bulletins appeared on the FloodHub website.

Resolved: To include notes/minutes of FRSWG meetings in agenda reports to Full Council.

P74/2025 Kendal Town Council Local Plan Action Group

The Clerk reported that the next action to be organised would be a site visit for members, in the next four weeks.

Resolved: To note the verbal update.

P75/2025 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 7.05 p.m.

Kendal Town Council
 Applications for Planning Committee: 15 September 2025
Appendix 1

Item No.9

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/1190/FPA	<p>Land South of Underbarrow Road KENDAL LA9 5RS</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>	Highgate	17 September	<p>The Committee were not convinced that there was a material Planning justification for the removal of any more mature trees from this site, and were very disappointed to learn that one tree had been damaged beyond viability by contractors' negligence. The Committee requested that independent evidence be sought for the requirement to remove this tree, prior to its removal. The proposed replacement trees are not of a sufficient amenity value to compensate for the loss of significant mature trees.</p> <p>Recommend refusal</p>
2	2025/1639/LBC	<p>Kendal And Sedbergh Area Quaker Meeting, Friends Meeting House, Stramongate, Kendal LA9 4BH</p> <p>Listed Building Application for the installation of a replacement window lintel and improved underfloor ventilation details</p>	Fell	24 September	No material objection

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
3	2025/1633/FPA	<p>Kendal Parish Church, Kirkland, Kendal LA9 5AF</p> <p>Fabric repairs, new air source heat pump and new automated entrance doors to porch</p>	Highgate	24 September	<p>No material objection, providing a noise report for Heat Pump is acceptable. Without an acceptable noise report the Committee would not support the application.</p> <p>Any material changes to the look of the building should be supported by public engagement. All works should be supported by the Historic Environment Officer and the Conservation Officer.</p> <p>The Committee also sought further information on the processes required for Listed Building and Scheduled Monument consent.</p>
4	2025/1605/FPA	<p>Eastern side of Gooseholme Footbridge KENDAL LA9</p> <p>The installation of two pedestrian gates at the eastern end of Gooseholme Footbridge in conjunction with the approved Kendal Flood Risk Management Scheme</p>	Mintsfeet	17 September	<p>No material objection but the Committee suggested that information panels on local history could also be installed, as they are proposed for Jennings Yard Bridge. They were also concerned about the practicalities of shutting and opening gates on the right of way, and sought reassurance that this would be both legally achieved and be carried out in a timely and reasonable manner when required. Failure to demonstrate this ought to compromise the integrity of the application.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
5	2025/1612/FPA	<p>Liberty House, Yard 5, Highgate KENDAL</p> <p>Replacement of 32 painted timber sash windows to the south elevation and a set of painted timber French doors to flat 204 (D5) on the east elevation</p>	Fell	17 September	No material objection.
6	2025/1465/FPA	<p>Parr Street Evangelical Chapel, Parr Street, Kendal LA9 7DH</p> <p>Replacement of some windows and doors</p>	Castle	26 September	No material objection.

July 25 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
01/07/2025	Marra	Meeting Exps	£48.90
01/07/2025	Staff Reimbursement	Staff Expenses	£46.95
01/07/2025	Staff Reimbursement	Wipes & Repairs	£5.89
01/07/2025	Paving UK	Peace Garden Cobble Sets	£202.98
01/07/2025	Morag Clement	Collection Audit	£75.00
01/07/2025	Sage Uk Ltd	Sage July	£51.60
01/07/2025	Vanguarder Ltd	July Van Tracking Fee	£9.60
01/07/2025	FCC Recycling Ltd	Allotment Waste	£30.00
01/07/2025	Adobe Systems Software	July Adobe	£133.73
02/07/2025	Kendal Futures CIC	Kendal Futures & Vision	£42,000.00
02/07/2025	Community Grants	Growing Well Comm Grant	£1,750.00
02/07/2025	Community Grants	Lakeland Canoe Club Grant	£500.00
04/07/2025	Travelodge	Accom Peace Garden Volunteers	£478.95
07/07/2025	Staff Reimbursement	Staff Expenses	£41.04
07/07/2025	Barclays Bank	Bk Charges	£9.10
08/07/2025	Jonathan Cornthwaite	Mayoral/VE Day Exp	£115.60
08/07/2025	FCC Recycling Ltd	Allotment Waste	£3.58
08/07/2025	Lound Road Garage	Fuel Van	£104.39
08/07/2025	Westmorland & Furness Council	Mayor's Parlour Rent	£2,850.00
08/07/2025	Westmorland & Furness Council	Unison Room Rent Q1	£683.70
08/07/2025	Westmorland & Furness Council	Unison Rm Rent Q2	£683.70
08/07/2025	Tony Wood Maintenance	Watering Contract	£571.42
08/07/2025	Tythe Barn Nurseries Ltd	Floral Displays	£261.60
08/07/2025	Tythe Barn Nurseries Ltd	Floral Displays	£6,708.00
09/07/2025	Staff Reimbursement	Peace Garden Expenses	£176.95
10/07/2025	SHC Ltd	Equip Hire	£76.37
11/07/2025	Meraki	Jul HR	£633.60
14/07/2025	KTC Grants	Citizens Advice Annual Grant	£5,000.00
14/07/2025	Siemens Financial Services Ltd	Photocopier Lease	£374.40
14/07/2025	Community Grants	Talking Newspapers Grant	£500.00
14/07/2025	Festival Grant	Mountain Festival Grant	£5,000.00
14/07/2025	Nortech Radio Communications	Event Exps	£213.60
14/07/2025	Zingibear Ltd	Event Exps	£155.52
14/07/2025	Mr Fitzpatrick's Ltd	Event Exps	£18.05
14/07/2025	Community TM Ltd	Traffic Management - Event	£1,596.00
14/07/2025	Forty Two Creative Think	Summer Newsletter	£2,340.00
14/07/2025	The Sign Man	Highgate Signs	£180.00
15/07/2025	Craven Safety Services Ltd	July HS	£240.00
16/07/2025	The Sweet Shop	Event Exps	£26.83
16/07/2025	Tony Wood Maintenance	Watering Contract	£571.42
16/07/2025	Shelagh Todd	Peace Garden Project	£250.00
18/07/2025	Salaries	July 25 NP	£16,916.16
21/07/2025	Timpson's	Dry Cleaning	£36.85
21/07/2025	PhotoBox	Mayoral Prints	£14.21
21/07/2025	Tech 4 Office Equip	Photocopies	£124.82

21/07/2025	SHC Ltd	Pruning Blades	£31.18
21/07/2025	North West Pest Control Service	Pest Control	£759.60
21/07/2025	Cath's Garden Plants	Peace Garden Plants	£280.80
21/07/2025	SLCC Enterprises Ltd	CB Membership	£420.00
21/07/2025	Westmorland & Furness Council	Garage & Office Rent	£4,880.00
21/07/2025	JT Atkinson & Sons Ltd	Allotment Materials	£22.39
21/07/2025	JT Atkinson & Son	Allotment Materials	£154.92
21/07/2025	KTC Grants	Torchlight Annual grant	£10,000.00
21/07/2025	Shaun Bainbridge Blacksmiths	Garth Heads Work	£150.00
24/07/2025	Cumbria LG Pension	July Pension	£6,034.45
24/07/2025	HMRC	July 25 HMRC	£6,199.90
28/07/2025	Allotment refund	Allot Refund	£29.95
28/07/2025	KTC Grants	The Brewery Annual Grant	£10,000.00
29/07/2025	Staff Reimb	Staff Exps	£23.03
29/07/2025	Mr Letters Design Services	Leaflet Design	£360.00
29/07/2025	Mr Letters Design Services	Artwork A3 Map	£90.00
29/07/2025	Lakes Line Rail User Group	Subscription	£13.00
29/07/2025	Westmorland & Furness Council	Meeting Exps	£92.26
29/07/2025	B & Q	Plants	£152.00
29/07/2025	DocuSign Inc	DocuSign Exp	£137.78
29/07/2025	Royal British Legion	Wreaths	£27.50
29/07/2025	Office Boffins	Office Chair	£139.14
29/07/2025	Oceans 12 Ltd	Vehicle Repairs	£629.86
29/07/2025	Enviroguard Pest Control	Pest Treatment	£84.00
29/07/2025	FTS Fire & Security Ltd	Annual Fire Equip Service	£157.20
29/07/2025	iTek Computer Solutions Ltd	July Mobile Phones	£388.92
29/07/2025	Tech4	Photocopies	£124.82
30/07/2025	Waterplus	Allotment Water	£99.24
30/07/2025	Lakeland Self Storage	Collection Storage	£306.50
30/07/2025	E-ON Next	July Garage Elec	£29.13
		<u>Total</u>	<u>£133,628.08</u>



Kendal
Town Council

Aug 25 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
31/07/2025	Tony Wood	Watering Contract	£571.42
31/07/2025	Signscape and Signconex	Wall Mounter Poster Case	£351.28
04/08/2025	Westmorland & Furness Council	Visit Kendal/Kirkland Banners	£15,500.00
04/08/2025	Aha Distribution	General Leaflet Dist	£594.00
04/08/2025	Designworks	Updates to 3 Yards	£117.00
04/08/2025	JJC Hire Ltd	Skip Hire Garth	£384.00
04/08/2025	iTek Computer Solutions Ltd	Monthly Support	£859.64
04/08/2025	Jonny Gios	Drone Mayoral Event	£155.00
04/08/2025	Designworks	Wordpress	£114.00
04/08/2025	B & Q	Small Chippings	£10.00
04/08/2025	Lound Road Garage	Fuel Van	£126.05
04/08/2025	Amazon Services Europe	Comp Equip	£38.91
04/08/2025	Currys PC World	New Monitor	£114.00
04/08/2025	Barclays Bank	Bk Charges	£8.50
04/08/2025	AHA Dist	£3 O/P	£3.00
06/08/2025	Amazon Services	Comp Equip	£24.18
11/08/2025	Helen Ladhams	Rinteln Visit	£672.72
11/08/2025	Meraki	Aug HR	£633.60
11/08/2025	Tony Wood	Watering Contract	£571.42
11/08/2025	Witherslack orchards	Plants	£27.60
11/08/2025	Police, Fire & Crime Commision	Camera Maintenance Contract	£850.00
11/08/2025	Westmorland & Furness Council	Meeting Rm Hire	£393.50
11/08/2025	ADT Fire & Security plc	ADT Mayors' Parlour	£1,889.53
11/08/2025	MTP Print and Media	Leaflets	£548.00
11/08/2025	iTek Computer Solutions Ltd	New Laptop	£1,153.07
11/08/2025	Lakeland Self Storage	Storage K Collection	£306.50
11/08/2025	Mailchimp	Mth 1 Mailchimp	£11.70
11/08/2025	Adobe Systems Software	Adobe Aug 25	£152.51
11/08/2025	E-ON Next	Garage Elec Aug 25	£29.13
11/08/2025	Sage UK Ltd	Aug Sage	£51.60
15/08/2025	Craven Safety Services Ltd	HS Aug 25	£240.00
15/08/2025	Vanguard Ltd	Tracking Fee Aug	£9.60
19/08/2025	The Sign Man	Peacr Garden	£145.00
19/08/2025	FCC Recycling Ltd	Waste	£33.58
19/08/2025	South Lakes Action on Climate	Eddington Rm Hire - Resilience Meeting	£54.00
20/08/2025	Salaries	Net Pay Aug 25	£19,033.66
25/08/2025	HMRC	HMRC Aug 25	£7,536.09
25/08/2025	Cumbria LG Pension	Pension Aug 25	£6,990.00
22/08/2025	Designworks	Website Amendments	£78.00
22/08/2025	Designworks	Leaflet Design	£78.00
22/08/2025	Digital ID Limited	Printed Lanyards	£147.53
22/08/2025	The Sign Man	Way Marker Signs	£40.00
22/08/2025	Net Development Ltd	Website Hosting	£318.00
22/08/2025	iTek Computer Solutions Ltd	Aug Mobiles	£388.92
22/08/2025	MD Hanafin and Sons Ltd	20 Round Posts	£107.76
22/08/2025	Anna Bailey	4 Mths Website & Social	£1,440.00
28/08/2025	Waterplus	Aug Allotment Water	£83.69
29/08/2025	ICO Date Registration	Data Protect Reg	£47.00
		<u>TOTALS</u>	<u>£63,032.69</u>