

Kendal Town Council

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



27 January 2026

Dear Councillor,

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 2 February 2026**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Council Chamber at the Town Hall, Highgate, Kendal.

Members of the Press and Public are also welcome to attend the meeting.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C Bagshaw'.

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 885 430.

Waste into Wellbeing

To receive a presentation from Waste into Wellbeing.

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 8)

To receive the minutes of the meeting held on 1 December 2025 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (page 9)

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

6. Mayor's Communications and Announcements (pages 10 to 11)

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

7. Budget 2026/2027 (pages 12 to 15)

To consider a recommendation from Management Committee that the Council adopts the proposed budget for 2026/2027.

8. 3 Angel Yard (page 16)

To confirm the Council's intention to take on a three-year lease at 3 Angel Yard.

9. Policy Adoption (pages 17 to 33)

To consider a recommendation that the Council adopts a new Information Technology (IT) policy and Documentation Retention Policy as required by the AGAR.

10. Corporate Risk Assessment (pages 34 to 43)

To consider a recommendation that the Council adopts the corporate risk assessment.

11. Notification of Spend for Footpath Improvements (pages 44)

To approve a proposal of spend from the Environment Committee relating to footpath improvements.

Background

The Environment Committee are proposing to spend up to £ 15,000 to deliver key footpath improvements to the footpath between Vicarage Drive and Echo Barn Hill from an approved

budget. As per financial regulations, this requires approval from Full Council as it is over the maximum amount delegated to Committee.

12. Reports from Reps to Outside Bodies

None submitted to the meeting.

13. Reports and Minutes from Committees (pages 45 to 76)

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, even if not included in the list below.

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

- (a) Audit Committee on 19 January 2026 (draft if available).
- (b) Environment Committee on 11 December and 12 January 2026 (Draft).
- (c) Management Committee on 5 January and 12 January 2026 (Draft).
- (d) Mayoralty and Heritage Committee on 15 December 2025 (Draft).
- (e) Planning Committee on 15 December 2025, 5 January and 19 January 2026 (Draft).

14. Schedules of Payments (pages 77 to 79)

To receive the schedules of payments for November and December 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, 1 December 2025, at 7.30 p.m.

Councillors

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

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

At the beginning of the meeting, respects were paid to Graham Vincent, previous Town Councillor, South Lakeland District Councillor and Green Party Member. Tributes were given by Councillor Hendry on behalf of the Green Party and Councillor Thornton on behalf of the Liberal Democrats. The Council expressed their condolences to his family.

Public Participation

The council heard from two members of the public during public participation.

Mr Bill Wood addressed the Council regarding the out of service elevator at Kendal Bus Station. He requested that the Council apply pressure to the unitary authority, Westmorland and Furness Council who are responsible for the building and upkeep, to fix the elevator for the residents and visitors to the town. The lack of appropriate, accessible, alternative routes into the shopping centre and town centre were highlighted. Mr Woods also raised concerns over the general state of the bus station and the interior staircase leading to the shopping centre, stating its cleanliness and maintenance were unacceptable.

Mr Woods also queried the Christmas Lights operating hours and provided feedback to the Council regarding the magnificent floral displays through the summer.

Councillor Hennessy responded to Mr Woods regarding the bus station. He stated that the Council will continue to put pressure on Westmorland and Furness Council and that Kendal Town Council's Environment Committee had acknowledged the issues of overall cleanliness and maintenance and put funding aside to contribute to improvements.

Mr David Ingram addressed the Council regarding the Remembrance Service conducted on Sunday 9th November 2025. He said that he had 36 years with Cadet forces all over the Northwest region. Mr Ingram acknowledged the positive change to the service schedule so that the church service took place prior to the war memorial service. He expressed his disappointment that the war memorial service was started prior to 11 o'clock and re-iterated the importance of practices around the last post and silence. He referenced the town hall clock and said that the chime needs to be addressed so that it does not take place during the silence. He suggested that a timekeeper be appointed to avoid the issue in the future and that sound needs to be improved to allow all those who attend to experience the service.

The Town Clerk responded to Mr Ingram to thank him for his attendance and to acknowledge the concerns raised. Lessons would be taken into next year's event to continue to improve it.

47/2025 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Brook, Campbell, Coleman, Evans, Finch, Miles, Simpson and Tirvengadam.

48/2025 Declarations of Interest

No declarations of interest were raised under this item.

49/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no items for exclusion of press and public.

50/2025 Minutes of Last Council Meeting

Resolved: To receive the minutes of the Annual Meeting of the Council held on 6 October 2025 and to authorise the Chair to sign them as a true record.

51/2025 Minute Action Sheet

Councillors were presented with the minute action sheet. The following queries were raised:

- Reference 5 – Civility and Respect. The Clerk was asked to provide an update on progress, to which he replied that the working group would be established as soon as possible.
- Reference 31 – Flood. Several members expressed their concerns relating to current flood response, including communications, access to clear information for residents and clarity for Councillors over systems and their role in emergency plans.
 - o It was reiterated that Kendal Town Council's Resilience Officer works 15 hours a week and is not responsible for emergency response.
 - o The issue of hydro-sacks was raised in terms of availability and access. The Town Clerk responded to say that hydro-sacks were available in two locations and that the Community Resilience Officer was looking into more locations so that they can be available to more residents as a community resource.
 - o Acknowledgement was made for the 10-year anniversary of Storm Desmond which would be taking place on Friday 5th December.
 - o The urgent need for improved communication and preparation by the unitary authority was discussed, with confirmation that the topic would be raised at upcoming meetings by members.
 - o The need for clarity for members of the public over who to ring in cases of

- emergency was also stressed as a critical issue.
- Questions were also raised regarding the timescale of the Environment Agency's (EA) work on the flood defences. The Clerk responded that the EA do not have an issue with funding and are leveraging Westmorland and Furness Council to unblock issues relating to delivery of the scheme.

Attention was also drawn to the Kendal Emergency Plan, which was available as a resource for members of the public as well as Councillors.

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

52/2025 Mayor's Communications and Announcements

Council was presented with a list of recent activities carried out by both Mayor and the Deputy Mayor. The Mayor highlighted that he continues to meet with local volunteers to highlight the contribution they make to the town. He also highlighted events including the Remembrance service at Castlehead, the Rotary Youth Speaks event, Singing in Mind at Hallgarth and the Memory Wheelchairs 6-year celebration. The Mayor highlighted several upcoming events in the lead up to Christmas and thanked Councillors for their continued work and support.

Resolved: To receive the report.

53/2025 Financial Regulations

Councillors were presented with a recommendation from the Audit Committee to adopt the draft model of financial regulations, as proposed in the report.

The Town Clerk highlighted elements of the new regulations, including the scheme of delegation for payments.

It was highlighted that figures should be 'up to and including £10,000' where relevant.

Resolved: To adopt the financial regulations as proposed in the report, with amendment of 'up to and including £10,000' where applicable.

54/2025 Bank Account Signatories

Council received a report regarding the Mayor's charity fund. It was stated that the money the Mayor raises for charity in their mayoral year currently goes through the Council's main current account. However, the fund is essentially an 'in-out' budget line, and it is misleading to include it in the Council's formal statement of income and expenditure. The RFO proposed to create a new account with Cumberland Building Society to accommodate this exclusively. It was explained that the Council previously benefitted from an account of this nature, however it was withdrawn in the aftermath of Covid and the transfer of Treasurer roles. The Council retains two other accounts with Cumberland Building Society, which is considered a relatively secure savings vehicle. Creation of a new account required a Council resolution confirming the signatories.

Resolved: To confirm that the existing authorised signatories may be used for a new bank account with the Cumberland Building society to accommodate the Mayor's Charity Fund.

55/2025 Community Governance Review (CGR)

The Council were presented with a report from the CGR working group. It contained a recommendation for the Council's response to the current CGR by Westmorland and Furness Council.

It was discussed that the CGR was a result of the boundary report from the Boundary Commission, in which the Kendal Town Council ward boundaries were updated to align to changes to Westmorland and Furness Council Kendal ward boundaries. The Council are required to contribute to the consultation to request any changes to the proposal and see an opportunity to consider future changes for Kendal as a growing town. The Council were presented with a map of proposed changes and justifications. It was stated that the working group had recommended changes to avoid single member wards, large member wards, or inaccurate ward naming in relation to place. The recommendation also included reducing the total number of Kendal Town Councillors from 28 to 25.

Several Councillors raised concerns regarding reducing the number of councillors when the proposal included increasing the overall boundary of Kendal. In general, Councillors expressed an appreciation for the work done on outer boundaries for the parish.

It was raised that the area of Roman Forts currently within Natland Parish should be included in Kendal in proposed boundary changes.

It was also noted that Councillors can make individual representations to the consultation and should be encouraged to do so.

Resolved: To accept the report on proposed changes to the ward boundaries and boundary of the Parish with an amendment to include the Roman fort.

Resolved: To reject the proposal to reduce the number of Kendal Town Councillors.

Resolved: To retain the current 28 Kendal Town Councillors and for the CGR working group to distribute the additional 3 councillors against the proposed wards as suitable.

56/2025 Representatives to Outside Bodies

Natural Kendal was created three years ago to promote the natural environment in Kendal through greater public awareness, nature recovery and practical environmental work and volunteering. A number of councillors were involved in its inception and the group reports to the Council's Environment Committee as a standing agenda item. However, it was noted at the last meeting of the Environment Committee that the Council has never formally appointed a representative to the group, with a brief to represent the Council's interests and report back on the group's activities.

It was proposed that Councillor Archibald is appointed as the representative to outside bodies for Natural Kendal.

Resolved: To appoint Councillor Archibald as the representative to outside bodies for Natural Kendal.

57/2025 Reports from Outside Bodies

The Council received a written update on work being conducted by Lancaster Canal Regeneration Partnership. An additional verbal update was provided for the upcoming social media campaign for which the Mayor had recorded a short video.

No update was provided for Kendal Futures as it was noted there had been no changes since the previous update.

Resolved: To note the update regarding Lancaster Canal Regeneration Partnership.

58/2025 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 29 September 2025 (draft) – the Town Clerk presented the minutes on behalf of the Chair and Vice Chair.
- (b) Audit Committee on 20 October 2025 (draft) – Cllr Russell presented the minutes.
- (c) Culture and Communities Committee on 17 November 2025 (draft) – Cllr Ladhams presented the minutes. Councillor Russell drew attention to the agenda item relating to the Town of Culture 2028 and the upcoming meeting on Tuesday 9th December to discuss the opportunity. A query was raised regarding the Christmas Lights and whether they were turned off at any stage during nighttime hours. The Clerk would follow up with the relevant officer to confirm. The return of the Comic Arts festival to Kendal was also welcomed.
- (d) Environment Committee on 6 October (final) and 10 November 2025 (draft) – Cllr Hennessy presented the minutes. He highlighted the recently completed improvement works to the footpath between Vicarage Drive to Vicars Garth and commented on the budget recommendations. There was a query regarding whether a handrail could be considered on the steps from Canal Head up to the Castle, which was welcomed.
- (e) Kendal in Bloom on 21 October 2025 (draft) – Cllr Blackman presented the minutes.
- (f) Management Committee on 3 November 2025 (draft) - In the absence of Cllr Coleman, Cllr Dunlop presented the minutes.
- (g) Planning Committee on 6 October (final), 20 October (final), 3 November (final) and 17 November 2025 (draft) - Cllr Rathbone presented the minutes.

Resolved: To receive and accept the minutes as presented.

59/2025 Schedules of Payments

The Council was presented with the schedule of payments for September and October 2025. Attention was drawn to pg 78, the Footpath Vicarage Drive transaction. Thanks were expressed to Cllrs Finch, Severn and Long for the Councillor contributions that contributed to the funding of the works.

Resolved: To receive the schedule of payments for September and October 2025.

The meeting closed at 9.17 p.m.

Agenda Item No.5 - Full Council - Minute Action Sheet - as at 26 January 2026								
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 and process being scoped.
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
29	12/05/2025	N/A	Dementia Awareness	To look into the matter of Kendal as a Dementia Friendly Town.	CB			To be considered by Culture and Communities Committee as agenda space allows
30	06/10/2025	42/2025	Budget Working Group	To establish a Budget working Group	CB		07/10/2025	Budget proposal made to Council for adoption.
31	06/10/2025	45/2025	Flood	To contact W&FC confirming lines of responsibility during flood event	CB		18/12/2025	Clear lines of responsibility now established, with co-working across tiers and sectors.

Kendal Town Council**Council – 2nd February 2026 – Agenda Item No.6****Mayor's Engagements 21st November 2025 – 22nd January 2026****Mayor:**

Friday 21st November - Sunday 23rd November 2025	TBC	Kendal Mountain Festival	Kendal
Monday 24th November 2025	10:00 - 14:00	Young Peoples Public Speaking Event	Kendal Rugby Club - Upstairs Function Room
Wednesday 26th November 2025	19:00	CRKC <i>I am the River, the River is Me</i> film	Brewery Arts
Friday 28th November 2025	17:00	Christmas Switch-On	Kendal
Thursday 4th December 2025	18:30	NSPCC Carols by Candlelight	Kendal Parish Church
Saturday 6th December 2025	9:00 - 12:00	Storm Desmond 10th Anniversary	Birdcage
Saturday 6th December 2025	16:00 - 18:00	Unlocking Our Collections	Abbot Hall
Saturday 13th December 2025	10:00 - 15:00	Mayor's Coffee Morning	Kendal Town Hall
Saturday 13th December 2025	19:30	Christmas Concert	Stricklandgate Methodist Church
Monday 15th December 2025	10:30 - 11:30	Veterans Tea, coffee and mince pies	Town Council Chamber, Town Hall
Wednesday 17th December 2025	16:15	Christmas Party	Lads and Girls Club
Friday 19th December 2025	PM	Opening of Unitarian Warm Hub	Finkle Street
Saturday 20th December 2025	19:00	Kendal Choral Society Christmas Concert	St George's Church, Kendal
Wednesday 24th December 2025	TBC	Christmas Dinner	Manna House
Friday 21st November - Sunday 23rd November 2025	TBC	Kendal Mountain Festival	Kendal
Monday 24th November 2025	10:00 - 14:00	Young Peoples Public Speaking Event	Kendal Rugby Club - Upstairs Function Room
Wednesday 26th November 2025	19:00	CRKC <i>I am the River, the River is Me</i> film	Brewery Arts

Thursday 8th January 2026	13:30	Mainspring Arts	Mayor's Parlour
Friday 9th January 2026	10:00	Kendal Windows on Art	Mayor's Parlour
Friday 9th January 2026	11:00	Opening of Craig Travel	Finkle Street
Friday 9th January 2026	12:30	Muslim Prayer Meeting	Kirkland House
Tuesday 13th January 2026	Midday	Connect Café	Salvation Army, Gillinggate
Monday 19th January 2026	TBC	Meet with Beavers and Cubs	Becks Community Centre
Thursday 22nd January 2026	PM	Age Friendly Volunteering Event	

Deputy Mayor:

Friday 28th November 2025	17:00	Christmas Switch-On	Kendal
Saturday 6th December 2025	9:00 - 12:00	Storm Desmond 10th Anniversary	Birdcage
Sunday 7th December 2025	14:00 - 16:00	Life Steps Carol Service	Sandylands Methodist Church
Saturday 13th December 2025	10:00 - 15:00	Mayor's Coffee Morning	Kendal Town Hall
Saturday 13th December 2025	19:30	Wind in the Willows	Castle Street Centre
Sunday 14th December 2025	14:00	Kendal Concert Band Christmas Concert	Kendal Town Hall
Monday 15th December 2025	10:30 - 11:30	Veterans Tea, coffee and mince pies	Town Council Chamber, Town Hall
Saturday 20th December 2025	19:00	Kendal Choral Society Christmas Concert	St George's Church, Kendal
Sunday 11th January 2026	15:00	Westmorland Orchestra Concert	Kendal Leisure Centre

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 2 February 2026
From: Management Committee	Agenda No. 7
Description: Draft Budget 2026-27	

The power to set a budget and make a precept demand on the Council Tax is reserved by legislation to a meeting of the full Council. The Council's Management Committee delegates its oversight function to the Budget Working Group for a line by line analysis of the proposed expenditure.

The Budget Working Group has been reviewing the Committees' budget requests for the next Financial Year, and the External Auditor has commented on the balance of our General Reserve. The Working Group has reported to the Management Committee, and now the Management Committee is making a recommendation on the budget proposals for the Council's approval.

The Council should set a balanced budget, in so far as it should set out how much it would like to spend and on what, and how it would expect to pay for it.

In the budget below, the majority of expenditure is funded through the principal sources of revenue – the Council Tax, rental income and bank interest. The remaining balance of £13,500 is proposed to be funded through the Community Infrastructure Levy. A grant of £12,500 is paid by Cumbria Community Foundation on behalf of Defra to support the role of the Community Resilience Officer. This is the second of a three year funding arrangement, after which the Council will have to finance the whole of the role itself.

The Income budget makes no assumptions about the CIL income in 2026/27. We will not know how much has been distributed in CIL for the second half of 2025 until April 2026.

Distribution of the Community Infrastructure Levy is delegated to the Management Committee, along with the longer term apportioning of reserves.

Most committee budgets show an increase reflecting both the increase in cost of delivering services and the refining or expanding of their programmes. The Environment Committee budget appears to show a decrease, but this committee draws heavily on the CIL and currently has a programme budget in excess of £250,000. The Management Committee budget includes the cost of employing staff to deliver the Council's programme, and to oversee the Council's required measures of legal compliance, and these are shown as separate headings. The expenditure on premises is uplifted to allow the Council to occupy 3 Angel Yard. The Culture and Communities budget includes a sum previously attributed to the Management Committee on Promoting Kendal, and also includes a contribution to the bid for Town of Culture in 2028.

For an explanation of individual Committee budgets, please see the minutes of the respective meetings which proposed them.

Proposed Income 2026-2027

	2025/26	Projected Outturn	Proposed Budget 26/27	% of previous
Precept	712,496	712,496	785,488	110.2%
Rents	25,000	25,000	25,250	
Interest	15,000	15,000	20,000	
Grants	0	0		
CIL	-	89,973		
Other income	12,500	12,500	12,500	
Total	764,996	854,969	843,238	110.2%

Proposed Expenditure 2026-2027 by Committee

Allotments				
Water	2,100	2,100	2,500	
Rent	1,050	1,050	1,050	
Pest control	3,300	3,300	3,300	
Maintenance	9,200	9,200	9,500	
Total	15,650	15,650	16,350	104.5%
Culture & Communities				
Community Grants	30,000	30,000	33,000	
Festival Grants	25,000	25,000	30,000	
Citizens' Advice	5,500	5,500	5,500	
Torchlight	10,000	10,000	10,000	
Brewery Arts	10,000	10,000	10,000	
Community Resilience	5,000	5,000	5,500	
Xmas Lights	31,000	31,000	31,000	
Lights infrastructure				5k still to be spent
Electricity	1,750	1,750	2,000	
Switch on	11,000	10,750	11,000	
Bunting	1,500	1,500	2,500	
Anniversaries	10,000	10,000	5,000	
Additional Project	-		7,000	
Promoting Kendal	From Mgt		22,500	
Total	140,750	140,500	175,500	124.7%
Kendal in Bloom				
Floral Displays	30,600	30,600	32,000	
Projects (and Grants)	6,000	6,000	6,000	

Grants			2,000	
Total	36,600	36,600	40,000	109.3%
Environment				
New infrastructure				12,000
Infrastructure Maintenance	8,000	8,000	8,500	
Litter bin charges	4,250	4,250	4,420	
Biodiversity	10,000	10,000	8,000	
Green infrastructure maintenance	6,000	6,000	6,000	
Footpath Improvements	-	-		CIL funded
Bus stop improvements	-	-		CIL funded
Natural Kendal	10,000	10,000		Funded through individual grants and projects.
Contribution to projects (Bowling Fell)			8,682	
Contribution to projects (Kendal Yards)			1,493	
Total	43,250	43,250	37,095	85.8%
Management				
Premises	27,000	25,600	40,150	
IT	34,000	33,360	42,800	
Direct delivery	124,000	124,000	159,400	
Support & Compliance	236,000	236,000	248,443	
Insurance and Finance	16,000	16,734	27,050	
Stationery & office	8,200	7,315	9,300	
Vehicle	5,500	5,986	8,500	
Elections	15,000	15,000	0	
Futures and Vision	15,800	15,800	16,000	
Promoting Kendal	21,000	21,000	To C&C	
Total	502,500	500,795	551,643	109.7%
Mayoralty & Heritage				
Mayoral Allowance	3,500	3,500	3,850	
Deputy Mayoral Allowance	1,500	1,500	1,650	
Mayoral Travel	800	800	1,000	
Mayor Making	2,100	1,500	2,100	
Torchlight Reception	2,000	2,000	1,900	

Remembrance	1,600	500	1,600	
Pictures & others	250	250	250	
Misc Functions and expenditure	4,000	4,000	3,800	
Twining	1,500	1,500	4,000	
Exhibitions	1,000	1,000	1,000	
Museum	2,000	2,000	2,000	
Total	20,250	18,550	23,150	114.3%
Planning				
Neighbourhood Plan	1,500	250	0	
Training	2,500	250	0	1,500
FRSWG	-			
Total	4,000	500	0	0%
			To fund from CIL	13,500
Total	763,000	756,345	843,238	110.2%

Calculating the Council Tax

The Collecting Authority (Westmorland and Furness Council) has published the Council Tax Base for 2026/27. This shows a very slim 0.577% increase in Kendal (last year it increased by more than 4%). The Precept figure shown in the Income table is divided by the Council Tax base to calculate the Band D rate of Council Tax for the parish contribution.

In the proposed budget, a 10.24% increase in the Precept, requires an 9.6% increase in the parish contribution from the Council Tax. In Kendal this equates to a £6.02 increase in the annual bill for a Band D Council Tax payer – the equivalent to less than 12p per week. The contributions from other Council Tax Bands are set out below.

	2025	2026	Increase
Council Tax base	11,378	11,443.70	0.577%
Band D	62.62	68.64	109.6%

Impact on Council Tax Bands in Kendal 2026-27

Band A	45.76
Band B	53.39
Band C	61.01
Band E	83.89
Band F	91.52

Note: the parish precept element makes up less than 4% of a Council Taxpayer's total bill.

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 2 February 2026
From: Town Clerk	Agenda No: 8
Description: 3 Angel Yard	

Background

The Budget for 2026-27 includes an element to allow for the Council to take a lease on the neighbouring two-room office across Angel Yard. No 3 Angel Yard was formerly the rent office of a housing association, but has been empty since the pandemic. It has recently benefitted from work to fix the roof and internal decoration. The rooms will be used to allow the Town Council to vacate the former offices it occupied in the attic of the Town Hall. In due course, the Town Council expects to lower its rental bill for accommodation with Westmorland and Furness Council, but this has not been reviewed since the Town Hall renovation scheme and Local Government Reorganisation, so there is an element of uncertainty around the level of savings that may be available.

However, the attic space is not serviceable as an office going forward, neither is it a secure store for the Town Council's records (it contains a wardrobe and four large filing cupboards plus a dozen or so boxes of material). 3 Angel Yard will accommodate the Council's records, in line with retention policies and GDPR, and serve as both a break out meeting room and an accessible store for the Town Council's Events equipment, which is presently being stored under desks and on filing cabinets in the main office, in contravention of the Fire and working environment regulations.

It is expected that it will be able to connect with the existing router in the Kendal Business Hub.

The Town Council agreed in principle to pursue the occupation of 3 Angel Yard in 2024, when the Freehold was for sale. We were unsuccessful in that purchase, so the current rental arrangement will be with the new owners.

The rent for 3 Angel Yard is £7,500 per annum. The Town Council has agreed Heads of Terms, but the contract is currently with our Solicitor. It is expected to be available for signing in early February.

Decision Required

The Council is asked to delegate the signing and sealing of a three-year lease on 3 Angel Yard to the Clerk, subject to the required legal affirmations and advice, and to the necessary risk management policies and procedures being applied to the new premises.

Kendal Town Council**Agenda Report**

Committee: Full Council	Meeting Date: 2 February 2026
From: Management Committee	Agenda No: 9
Description: Information Technology Policy and Document Retention Policy	

Background

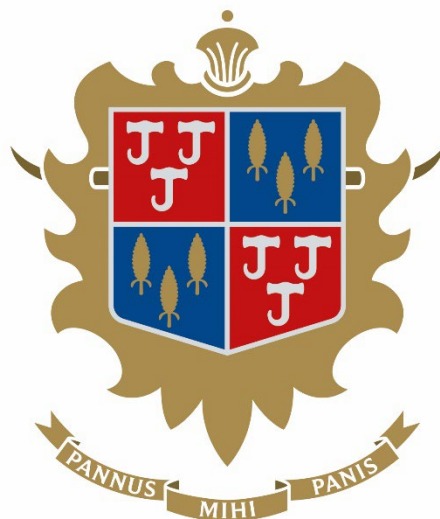
The Council is required to implement an Information Technology (IT) Policy and Document Retention Policy to ensure compliance with best practice, current legislation and upcoming changes to the AGAR.

The proposed draft policies have been attached to this report.

Recommendation

That the Council adopts the Information Technology Policy and Document Retention Policy as proposed.

A copy of the policies will be posted on the Council's website.



Kendal Town Council
Information Technology Policy

V1

Draft

INFORMATION TECHNOLOGY POLICY

Name of Governing Body: Kendal Town Council

Date of Policy Approval: Draft to Full Council – February 2026

Date of Policy Review: January 2027

Purpose

Kendal Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT equipment and systems provided by the Council and used to conduct Council business.

It is important that the controls set out in this policy are observed at all times.

Persons Affected

This policy applies to all individuals who use Kendal Town Council's IT resources, including computers, networks, software, devices, data and email accounts. This includes employees and councillors.

Policy

1. Acceptable use of IT resources and email

Kendal Town Council's IT resources and email accounts are to be used for official council-related activities and tasks. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

2. Devices and Software

Where possible, authorised devices, software, and applications will be provided by Kendal Town Council. Council computer equipment is provided for council purposes only.

- 2.1 Locking computers when leaving desk. All councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work.
- 2.2 All computer and other electronic equipment supplied should be treated with good care at all times. It should be kept clean and every precaution taken to prevent food or drink being dropped or spilled onto it. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.
- 2.3 All equipment will have an asset label applied. A database of equipment issued to individuals will be kept.
- 2.4 Councillors and staff are not to purchase any computer or mobile equipment (including software) unless previously authorised by their line manager or the Town Clerk.
- 2.5 Personal disks, USB sticks, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Town Clerk.

- 2.6 Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns. All software downloads should be managed through the Council's out-sourced IT company.
- 2.7 Any faults or repairs should be reported by the employee to the line manager.

Equipment

- 2.8 Employees are issued with portable equipment including laptops and smart phones. Portable equipment includes any devices with email capability and access to the internet etc.
- 2.9 All portable equipment must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles.
- 2.10 All portable devices must be protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Any security set on these devices must not be disabled or removed.
- 2.11 For additional information relating to Mobile Devices, refer to the Council's Mobile Devices Policy.
- 2.12 If an item of portable equipment is lost or damaged this should be reported to the line manager, or Town Clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet costs of the loss/damage.
- 2.13 Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 2.14 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Town Clerk.
- 2.15 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

3. Data management and security

All sensitive and confidential Kendal Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Documents containing confidential information sent as attachments to an email should be password protected. Recipients should be notified of the password separately (preferably by a means other than email).

4. Network and internet usage

Kendal Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited. The network password may not be shared outside of employees, unless authorised by the Town Clerk.

5. Email communications

Email accounts provided by Kendal Town Council are for official communication only. Email messages sent on the Council's account are for council use only and personal use is not permitted. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

All users must be cautious with attachments and links to avoid phishing and malware. Sources must be verified before opening any attachments or clicking on links.

6. Password and account security

- 6.1 Kendal Town Council users are responsible for maintaining the security of their accounts and passwords. All accounts and devices must be password protected. Passwords should be strong, appropriate and not shared with others. Regular password changes are encouraged to enhance security, and they should be immediately changed if compromise is suspected.
- 6.2 In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals from the Town Clerk.
- 6.3 All users must ensure that secure WiFi networks are used on council-issued devices.
- 6.4 Upon receiving a new device, the initial user account password will be generated by the out-sourced IT provider. Default passwords must be changed immediately upon installation or setup.
- 6.5 All access to administrative or shared credentials must be logged and auditable.

7. Remote work

Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or attending meetings):

- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- papers, files or computer equipment must not be left unattended at a non-council premises unless arrangements have been made with a responsible person at non-council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed.

8. Use of personal devices

8.1 **Employees**

Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

The use of personal email accounts for council business is not permitted.

8.2 **Councillors**

The Council recognises that councillors use their personal own devices and email accounts for council purposes, including reading their emails and accessing documentation shared via email. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

- Where a personal device is being used for Council business, it must adhere to the following:
 - o be secured with device level passcode and/or biometric authentication. For smartphones and tablets this should lock the device after 5 failed log-in attempts.
 - o Configure their device to auto-lock after a period of inactivity of more than 2 minutes.
 - o have the latest software updates installed.
 - o must have some form of anti-virus software.
- Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.
- Wherever possible, the user must ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device.
- If a personal device used for Council business is inappropriately accessed, lost or stolen, the Town Clerk must be notified immediately.
- Councillors are personally liable for their own device(s).

9. **Monitoring**

9.1 Kendal Town Council reserves the right to monitor and maintain logs of computer usage, files or email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. Monitoring will be necessary and proportionate.

9.2 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

- 9.3 In cases of legal proceedings against the council the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.
- 9.4 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.
- 9.5 Councillors and employees have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.
- 9.6 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.
- 9.7 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

10. Use of the Internet

- 10.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.
- 10.2 Users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).
- 10.3 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

Trademarks, links and data protection

- 10.4 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Town Clerk or Deputy Town Clerk.
- 10.5 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy.

Accuracy of information

- 10.6 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

11. Use of AI tools

Microsoft's Co-Pilot may be used by employees within the Microsoft 365 subscription to assist in the completion of their role. No confidential information should be entered into AI Platforms and judgement should be applied before using information generated.

Examples of acceptable use include: communications such as social media posts or press releases, formatting emails, summarising meeting notes (as long as they do not contain confidential information).

The use of external or public AI platforms such as Chat GPT is not permitted.

12. Website

Kendal Town Council's website is: www.kendaltowncouncil.gov.uk

The kendaltowncouncil.gov.uk domain is owned by Kendal Town Council and is registered on our behalf by a third party. The website is hosted and maintained by the same third party:

Designworks
Suite 5, Kendal Business Hub
South Lakeland House
Angel Yard
Highgate
Kendal, LA9 4DY

www.thedesignworks.co.uk
01539 723254

Additional websites managed by Kendal Town Council include:

[Home - Kendal Climate Citizens' Jury](#)

[Zero Carbon Kendal - Zero Carbon Kendal](#)

13. Social Media

Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

Employees

Employee use of social media is outlined in the Employee Handbook. Employees should not make contributions relating to the Council on social networking sites unless part of their role. This applies whether they use our equipment or their own and whether in work time or their own. Personal use of social media and chat sites are not permitted by employees during working hours.

Councillors

13.1 The council recognises the importance of councillors joining in and helping to shape sector conversation and enhancing its image through interaction in social media. Therefore, where it is relevant to use social networking sites as part of the Councillor's position, this is acceptable. However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors should be aware that parishioners or other local organisations may read councillors personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

13.2 To protect both the council and its interests, Councillors are required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors and state that the views expressed on the blog or website are theirs alone and do not represent the views of the Council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Inappropriate conversations should not take place on any social networking sites, including forums.
- Councillors must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles.
- Councillors who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.

14.2 Councillors and employees authorised to use social media on behalf of the council should comply with the following rules:

- Comments posted by councillors should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors or employees, or disclose personal data or information about any individual that could breach data protection legislation.

13.3 Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.

13.4 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

13.5 It is important to note that contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including contact details from any personal device/equipment.

14. Communication platforms

Employees will only use platforms approved by Kendal Town Council for council related communications. Approved communications platforms include email; Microsoft teams; connect team; Zoom and mobile SMS.

Whatsapp from employee devices may only be used for work related purposes.

15. Retention and archiving

Please refer to Kendal Town Council's Document Retention Policy.

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox and in line with GDPR regulations.

16. Reporting Security Incidents

All suspected security breaches or incidents should be reported immediately to the out-sourced IT company for investigation and resolution. Report any email-related security incidents or breaches to the IT company immediately.

17. Training and awareness

Kendal Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

18. Health and Safety

Employees who work in council offices will be provided with an appropriate workstation. They will receive training on Display Screen Equipment and risk assessments will be conducted to ensure proper use.

Further details, including employee access to eye tests are set out in the Employee Handbook and Health and Safety Policy.

19. Compliance and consequences

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

20. Policy Review

This policy has been approved by Full Council. It will be reviewed by officers annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures, and any significant changes will be re-submitted to Council for additional approval.

21. Contacts

For IT-related enquiries or assistance, users can contact the outsourced IT Company.

All staff and councillors are responsible for the safety and security of Kendal Town Council's IT and email systems. By adhering to this IT and Email Policy, Kendal Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Outsourced IT Company:

iTEK Computer Solutions
Bridge Mills
Kendal
LA9 4BD

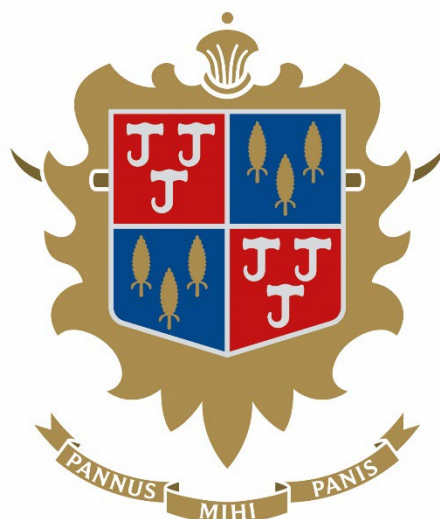
Helpdesk: 01539 898 125

helpdesk@itekcomputersolutions.co.uk

Document Revision History

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

Date	Amendments	Signed	Adoption
14.01.26	Draft Policy		



Kendal Town Council
Document Retention Policy
DRAFT V1

DOCUMENT RETENTION POLICY

Name of Governing Body: Kendal Town Council

Date of Policy Approval:

Date of Policy Review: Annual

Purpose

This policy relates to Kendal Town Council's documentation retention and disposal.

The purpose of this policy is to ensure that Kendal Town Council:

- Meets legal and regulatory requirements.
- Preserves records needed for transparency, accountability and good governance.
- Manages information efficiently and securely.
- Disposes of records safely when no longer required.

It is important that the controls set out in this policy are observed at all times.

Persons Affected

This policy applies to all employees and elected members of Kendal Town Council.

Policy

This policy applies to all records created, received or maintained by Kendal Town Council in any format (paper, digital, audio, video, email).

Document Retention Schedule

Document	Minimum retention period	Reason
Council minutes and minute books (signed)	Indefinite	Archive
Agenda and meeting papers	5 years	Archive
Policies and procedures	Current + 6 years	Management
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive

Receipt books of all kinds	7 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	7 years	Limitation Act 1980 (as amended)
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980 (as amended)
VAT records	7 years generally but 20 years for VAT on rents	VAT
Petty cash, postage, and telephone books	7 years	Tax, VAT, and Limitation Act 1980 (as amended)
Timesheets	3 years (or last completed audit year)	Audit (requirement) and personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	As long as a claim can be made under it	Management and legal proceedings
Certificates for Insurance against liability for employees	Indefinite	Future claims
Investments	Indefinite	Audit and management
Title deeds, leases, agreements, contracts	Indefinite	Audit and management
Members allowances register	6 years	Tax and Limitation Act 1980 (as amended)
Grant Applications (submitted/ received)	6 years	Audit and management
Planning Applications (Council copies)		

Asset Register	Indefinite	Transparency Code
General correspondence	2 years	
CCTV	30 days	
Accident Books	3 years (adults)	
Payroll and pension records	6 Years	Employment Law
Personnel Files	6 Years after termination	
For allotments:		
Register and plans	Indefinite	Audit and management

Storage and Security

All paper records will be stored in locked cabinets or secure rooms.

All digital records will be stored on secure servers, with regular backups.

Access to records will be restricted to authorised personnel only.

Disposal

When the retention period of a document expires, the document will be appropriately disposed of:

- Paper records must be shredded or securely destroyed.
- Digital records must be permanently deleted from all systems and backups.
- A disposal log must be maintained, detailing:
 - o Record type
 - o Date of disposal
 - o Method of disposal
 - o Authorising officer

Archiving

Records of historical, legal or community value (e.g. minutes, major projects, maps) will be archived. They will be held in secure, long-term storage and accessed by authorised personnel only. Authorised personnel will be determined by the Council. Where appropriate, records will be digitised. They will be made accessible to the public where required.

Document Revision History

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

Date	Amendments	Signed
16.01.26	Draft Policy	

Kendal Town Council

Committee Report

Committee: Full Council	Date of meeting: 2 February 2026
Report from: Town Clerk	Agenda Item 8

General Risk Assessment 2026

The Audit Committee reviewed the Council's General Risk Assessment at its meeting in January. As a result of their recommendations, there has been a slight design improvement, and the introduction of risk elements relating to IT infrastructure and security.

The tables below use a standard Risk management matrix in which events and outcomes are scored for their likelihood and the potential severity of their impact on the Council.

Actions taken to date assumes that some actions or interventions are ongoing or iterative. As an example, the council has always maintained lists of its assets, including information on values. The current work taking place on the Asset Registers means this information is being overhauled and improved, to better serve the wider control of long term asset management through improved and informed budgeting and medium term financial planning.

Action to date is shown as either Red, Amber or Green (RAG), depending on whether the work is yet to be scoped, in progress, or largely completed under existing terms.

		Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Areas where we use insurance to help us manage risks

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

1	Internal controls	Risk Severity	Risk Likelihood	Action by Kendal Town Council	Risk level after Mitigation	Action to date RAG
1.1	Maintaining an up-to-date asset register	8	2	Asset register being continuously reviewed and updated. Also Retention and Disposal policy and valuation review of assets being undertaken	4	amber
1.2	Fidelity guarantee	10	1	Insurance reviewed annually to ensure adequate provision	5	green
1.3	Regular maintenance arrangements for physical assets	12	3	Officers' workload monitored. Programme of work scheduled. Christmas lighting procedures under review. Allotment inspection and maintenance procedures monitored and new software enabled. Register and review of other physical assets ongoing.	8	green
1.4	Annual review of risk and adequacy of insurance cover by RFO and Audit Committee	12	4	Ensure risk is continually monitored by officers, and the process is overseen by the appropriate committee.	5	green
1.5	Ensure robustness of insurance provider	5	1	Monitor and take advice from CALC and others	5	green
1.6	Vehicle maintenance and insurance	10	5	Reviewed annually with regular inspections. Policy to be reviewed again Summer 2024.	4	green

2	Internal Audit Assurance					
2.1	Review internal controls by internal auditor and Audit Committee	5	2	Work with Internal Auditor to ensure compliance	4	green
2.2	Review management arrangements for insurance	5	2	Internal Auditor to cover	4	green
2.3	Spot test specific internal controls	4	2	Internal Auditor to cover. Audit Committee to scrutinise.	2	green

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable buildings, amenities or equipment
- Maintenance of vulnerable buildings, amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

3	Internal Controls			Action by Kendal Town Council		
3.1	Standing orders and financial regulations dealing with award of contracts and purchase of capital equipment	4	4	Standing Orders and Financial Regulations adopted specifying process. New Financial regulations adopted 2025 and now being embedded in practice.	4	amber
3.2	Regular reporting on performance by suppliers/providers/contractors	5	4	Identify suppliers and bring to council where necessary	4	green

3.3	Annual review of contracts	4	2	Appropriate committee to schedule in meetings where required. Staffing contract consolidation ongoing as Green Book and legislation changes	4	amber
3.4	Clear statements of management responsibility for each service	4	2	Council has developed new roles for committees in line with the 2023 Council Plan. Officer roles have been reviewed and new practices developed to ensure clearer lines of responsibility. Further work being done to meet current challenges.	4	amber
3.5	Regular scrutiny of performance against targets	4	2	Review against new plan being implemented across all committees. Management Committee Activity Plan now includes monitoring against plan targets. Staff have regular performance monitoring through line management and overseen by Staffing Sub-Committee.	4	green
3.6	Adoption of and adherence to codes of practice for procurement and investment	4	4	Updated Financial regulations to be adopted. To be reviewed to ensure they match current best practice and statutory requirements.	4	green
3.7	Arrangements to detect and deter fraud and corruption	6	4	Reviewed in 2023 and new procedures for reconciliation introduced. Further work to be done.	4	green
3.8	Regular bank reconciliation, independently viewed	10	4	Reviewed in 2023 and new procedures for reconciliation introduced. Further work has been done to improve reporting and transparency.	5	green

3.9	Check on Pension fund liabilities, including stranded assets	5	4	Reviewed in 2024 with Cumbria Pension Fund	5	green
3.10	IT systems safe from external threats	15	4			
	Operations systems able to withstand loss of power or IT	10	4			
4	Internal audit assurance					
4.1	Review of internal controls in place and their documentation	10	4	IA reports to appropriate committee	5	green

Areas where we can self-manage risk

5	Internal Controls			Action by Kendal Town Council		
5.1	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	10	2	DocuSign system used with all payments reported to Full Council. Audit committee briefed to make deeper dives into process.	4	green
5.2	Recording in minutes the precise powers under which expenditure is being approved.	4	4	Reviewed in 2023 and still requires further improvements to embed across all areas of activity.	4	amber
5.3	Regular returns to HMRC	8	2	Salary system subject to periodic checks with payroll supplier	4	green

5.4	Contracts for all staff, annually reviewed by the council	8	2	Whole suite of contracts reviewed by external HR consultants in 2023, overseen by Management Committee through Staffing Sub-Committee.	4	green
5.5	Systems for recording any relevant changes in legislation	4	4	Clerk reviews and reports to appropriate committee	2	green
5.6	Regular VAT analysis	6	4	Finance Officer oversees this. Reviewed at least every two years to ensure compliance with VAT Notice 749.	4	green
5.7	Training of RFO and finance staff in VAT and taxation issues	6	2	Next tranche due with publication of latest Model Financial Regulations in 2025.	4	green
5.8	Regular budget monitoring statements	6	2	All Committees now review same-format budget monitor statements at every meeting.	4	green
5.9	Procedures for monitoring grants or loans made or received	6	2	Whole system reviewed in 2021. Ongoing improvements being implemented with single point of contact and clear terms of reference and follow up. Further improvements made in 2024, but main grant committee still requires overhaul of criteria for funding.	4	green
5.10	Minutes properly numbered and paginated with a master copy in safe keeping.	2	2	Master copies kept in locked metal cupboard. Reviewed 2022, with proper practices restored after premises changes and Covid. All processes now compliant.	1	green
5.11	Documented procedures to deal with enquiries from the public.	3	2	To be reviewed in Spring 2025, following staffing changes.	2	green

5.12	Documented procedures to deal with responses to consultation requests.	3	3	Included in changes to Committee Terms of Reference, so most consultations have Committee response	2	green
5.13	Monitoring arrangements for Local Councils Award scheme.	3	2	To be reviewed in 2025-26.	1	green
5.14	Documented procedures for document receipt, circulation handling and filing.	3	3	GDPR and document storage reviewed in 2023 in Meraki Audit. Further work being carried out including moving council record store to standalone facility prior to review for digitisation.	2	amber
5.15	Procedures for recording and monitoring members' interests and gifts and hospitality.	3	2	Reviewed in 2021-22 and 2024-25.	1	green
5.16	Adoption of code of conduct for members	4	1	New Code and legislation reviewed 2021/22-2022/23 and adopted as required. New Code used post LGR with no material changes.	1	green
5.17	Safe operating practices of staff/volunteers and participants in Events	12	4	Clerk to ensure proper risk management and training for all staff. Training to be reviewed continuously, at least annually. Records to be kept. Operational staff IOSH trained as appropriate. New H&S advisory service sought 2024 – this was delayed is now a priority in 2025.	4	green
5.18	Safe operating of events	12	4	Risk management policies to be implemented at outset. Officers to be trained to appropriate IOSH level.	4	green
5.19	Safe operating and maintenance of public	12	4	Staff to be trained to appropriate level. Regular inspection regime with records of inspections	4	green

	spaces, including aspects of tree management and building management.			logged. Continuous improvement culture adopted, but system requires consistent reinforcement. New H&S advisory service sought 2025.		
5.20	Safeguarding of young people and adults at risk who interact with the council	12	4	Safeguarding policies reviewed 2024. Safeguarding lead identified and trained. DBS checks on appropriate staff. Further appropriate training where required. Continuous review. Training and awareness also required from elected members.	8	Amber
5.21	Safe working practices for staff inside and outside.	16	4	Regular assessments of working environment, fire and other risks, COSHH, effective PPE, lone working, work station safety, vehicle use, building safety. Risk assessment system in place for most activities. Dynamic risk assessment where appropriate. New H&S advisory service sought 2024-25.	4	green
5.22	Safe working in the context of Coronavirus or other pandemics	8	1	Regular and thorough review of government, PHE specialist sector and NHS guidelines for all activities. Adopt and adapt as required.	4	green
6	Internal Audit Assurance					
6.1	Review of internal controls in place and their documentation	6	2	IA to note and include in report to council	2	green
6.2	Review of minutes to ensure legal powers in	6	2	IA to note and include in report to council	2	amber

	place, recorded and correctly applied.					
6.3	Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc including petty cash transactions	6	2	IA to note and include in report to council	2	green
6.4	Review and testing of arrangements to prevent and detect fraud and corruption	6	2	IA to note and include in report to council	2	green
6.5	Testing of disclosures	4	4	IA to note and include in report to council	2	green
6.6	Testing of specific internal controls and reporting findings to management.	6	2	IA to note and include in report to council	4	green

26 January 2026

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 2 February 2026
From: Environment Committee	Agenda No: 11
Description: Notification of Spend for Footpath Improvements	

The Environment Committee is continuing to carry out improvement works to priority footpaths in Kendal. They have approved works to be carried out on the footpath between Vicarage Drive to Echo Barn Hill, coined the 'Adventure Footpath', with a spend of up to £15,000.

The required funding is available within an existing budget allocation; however, it exceeds the maximum approval amount delegated to a committee as per the financial regulations.

The committee is therefore providing notification of spend to Full Council, with a request for approval to proceed.

Recommendation

That the Council approves the notification of spend for the footpath improvements as outlined.

Details of the improvement

The footpath is on the priority list and is considered a key connectivity route due to its proximity to the local primary schools, college and connection between estates. At Vicarage Drive, the footpath runs through the area of land owned by Kendal Town Council.

Proposed works will include clearing and resurfacing the full length of the existing footpath, increasing width to minimum standard and removing deteriorating timber edgings. They will be funded by Kendal Town Council and managed by Westmorland and Furness Council's Assets and Estates team.

Footpath, Vicarage Drive to Echo Barn Hill



Kendal Town Council

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



Minutes of a meeting of the Environment Committee held on Thursday 11 December 2025, at 5.00 p.m. in the Atrium, South Lakeland House, Kendal.

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

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

E65/2025 Apologies

Resolved: Apologies were received and accepted from Cllr Archibald.

E66/2025 Declarations of Interest

None were declared.

E67/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

E68/2025 Footpath Work at Stainbank Road/Michaelson Road

The Committee reviewed a proposal for work on the footpath between Stainbank Road and Michaelson Road, which could be done by W&F contractors in the week before Christmas. The work would aim to provide a dry, surfaced route linking the two roads across the centre of the park, which was prone to flooding. A wall at the Stainbank Road end of the path would also be reinstated.

Resolved: That the Committee approves up to £2,500 from the CIL allocation for footpath improvements. Publicity would be arranged with members after the work was complete.

The meeting closed at 17.04.

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 5 January 2026, 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	Absent

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

The Clerk apologised that due to a mix up in Agenda notices over the Christmas holiday, the meeting did not have the requisite three clear days' notice period required by law, though all members had received notice of the meeting and were aware of the substantive items on the agenda. In the circumstances, it was prudent to treat any decisions made in the meeting as advisory to a subsequent meeting which would consist of a single agenda item to affirm their formal resolution.

M60/2025 Apologies

Resolved: To receive and accept apologies for absence from Cllr Finch, and of his substitute Cllr Archibald.

M61/2025 Declarations of Interest

There were no declarations of interest.

M62/2025 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. 13 (Property and Office Accommodation) and 14 (Employment and Staffing Matters).

M63/2025 Minutes of the Last Meeting

There was a query regarding minute item M51/2025 and clarification of the term 'earmarked funds'. The Town Clerk answered the query, stating that Council reserves are either earmarked, or un-earmarked, and that the external auditor had recommended that the Council increase the amount of un-earmarked funds to build up the general reserve.

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

M64/2025 Minute Action Sheet

The Town Clerk presented a report on actions taken by officers on resolutions or recommendations made at previous meetings. Attention was drawn by the Clerk to:

Item 123 M50/2025 - Reference was made to Councillor Archibald's action to convene a regular meeting for Councillors and Officers at Westmorland and Furness Council and Kendal Town Council regarding footpaths in Kendal. The meetings were positive and leading to action on footpaths. Officers were following up with Westmorland and Furness Council for a map that captured the footpath works alongside the Local Cycling and Walking Infrastructure Plan (LCWIP), to provide an overview.

Queries were raised in relation to:

Item 95 M57/2024 – ‘...draw up a Terms of Reference for a Town Centre Vitality Working Group’. It was acknowledged that this action was delayed. There was discussion around the purpose of the working group and whether it was still required. It was agreed that a working group would provide the Town Council with an opportunity to highlight areas of concern and push for action. A request was made for volunteers to the group, and it was agreed that the first meeting should look at the Terms of Reference.

Resolved: To appoint Cllrs Coleman, Hennessy, Russell, Ladhams and Long to the Town Centre Vitality Working Group.

Item 105 M6/2025 – ‘to invite the Environment Agency to provide a briefing...to a future meeting of the Full Council’. It was acknowledged that the Environment Agency (EA) did not present to the Full Council in December. The scope and purpose of the presentation were discussed, and it was agreed that there was a need to reset the relationship and to understand how the Flood Relief Scheme Working Group relates to the wider agency.

Resolved: For Cllr Jonathan Cornthwaite, as Chair of the Flood Relief Scheme Working Group and the Town Clerk to meet with the Environment Agency to discuss issues, governance and future reporting.

It was raised that the Management Committee had previously expressed interest in approving a schedule of organisations/ individuals who would present to Full Council and that this should be a standing item on future agendas.

Resolved: To add Full Council presentations as a standing item to future Management agendas.

Resolved: To note the Minute Action Sheet.

M65/2025 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:

Council Audit and Administration – Community Governance Review (CGR). An update was provided on the CGR process. Westmorland and Furness Council had responded to Kendal Town Council's initial response to the CGR. They had disagreed with the comments put forward by Kendal Town Council regarding ward boundaries and the extended outer boundary. Kendal Town Council were preparing a reply to underline the logical premise of the initial response before the CGR goes to Westmorland and Furness Council's Cabinet in January.

Plan 4, B – a query was raised regarding the Mintsfeet Sports and Nature Hub working group. It was confirmed that the working group chair had been asked to provide an update at the next meeting of the Environment Committee and that following this, a further update could be provided on progress and next steps. It was currently understood that the working group was internal to Westmorland and

Furness Council.

Resolved: To note the Council Activity Report.

M66/2025 Budget 2025/26

The Town Clerk presented a report detailing expenditure against budget in the current year. Attention was drawn to line 4755 Exhibitions and the difference between the total budget and the actual year to date. The Town Clerk confirmed that this was due to the cost of external storage for some of the heritage collection items and that this storage solution was due to be reviewed.

Queries were raised regarding:

- Line 4760 Museum and whether the budget would be spent. It was confirmed that the budget was expected to be spent and that the latest update regarding the Kendal Museum could be found in the minutes from the last meeting of the Mayoralty and Heritage Committee.
- Line 9400 Bowling Fell and the remaining budget. It was confirmed that, as agreed in a previous meeting of the Environment Committee, this budget would be rolled over into phase 2 of the project, and subject to additional budget being approved for the next financial year, the project would continue as scoped.
- Line 9506 Kendal Yards and the remaining budget. It was confirmed that, as agreed in a previous meeting of the Environment Committee, this budget would be rolled over and subject to additional budget being approved for the next financial year, a second phase of the project would be developed.

Resolved: To note the report.

M67/2025 Budget 2026/27

The Town Clerk presented a report detailing the proposed budget for 2026/2027 following the budget submissions by each committee and the work of the budget working group.

Attention was drawn to two new items under the Management budget, 'direct delivery' and 'support & compliance', which accounted for staffing costs and better represented that Council staff were employed to deliver specific outcomes and services.

Thanks were expressed to the budget working group.

Resolved: to approve the budget proposal for 2026/2027 and recommend it to Full Council.

M68/2025 CIL Requests

The committee were presented with a report regarding the Community Infrastructure Levy (CIL). The report detailed two funding requests from the Environment Committee regarding the installation of 2 x Explore Kendal totem poles at Oxenholme Train Station and contribution funding for improvement works at Vicarage Park.

Vicarage Park – it was queried whether Westmorland and Furness Council had responsibility for the park and for subsequent actions. It was confirmed that ultimately Westmorland and Furness Council did have responsibility, but it was acknowledged that Kendal Town Council have been working very collaboratively on footpath improvements across Kendal and that

the spirit of partnership had thus far been successful. It was acknowledged that any funding from Kendal Town Council would be a contribution to overall works delivered by Westmorland and Furness Council and that there was not yet any plans or solutions proposed.

Explore Kendal Totem Poles – it was queried whether there had been any funding contributions requested or proposed from Avanti. It was confirmed that this was not the case relating to this project and that communications with Avanti had been difficult following an initial interest. It was acknowledged that good links had been made with the Lakes Line Rail User Group and the Community Rail Partnership Officer at Westmorland and Furness Council, who were supportive of initiatives.

Resolved: To approve the CIL funding requests:

1. £ 11,000 for 2 x Explore Kendal Totem installations at Oxenholme Station.
2. £ 10,000 as a contribution to Vicarage Park footpath improvement works.

With any underspend from these projects being returned to the general CIL fund.

M69/2025 Kendal Town Council Communications

The Deputy Town Clerk presented a report on communications, detailing the recent newsletter, digital newsletter, press releases and social media. Attention was drawn to the social media for the Christmas Lights Switch On Event, which had been considered successful this year for generating interest and visibility for the event.

It was acknowledged that there has been a noticeable improvement in recent external communications, including social media and local press. Committee members were encouraged to highlight any future press releases or requests for stories.

Regarding future articles, there was a request for additional articles relating to the budget, following Full Council in February and for the CIL funding allocations made during the meeting.

Resolved: To schedule press releases for the Budget (following February Full Council) and for the CIL funding allocations made during the meeting.

The committee were shown an update on the development of the new Council website, including several draft web pages. The website launch is planned for February 2026.

There were queries raised regarding Councillor information available on the website including home addresses. It was clarified that the Councillors already had the option of not including their home address in contact information. It was queried whether membership to outside bodies could be added to the Councillor information, to demonstrate the varied interest and activities of the individuals.

There were also queries raised regarding the removal of green as the brand colour, the inclusion of Twinning on the website and the use of the phrase 'community resilience' in the navigation bar. These were answered respectively; green was still included in Council's brand colour palette, but emphasis had been shifted to create differentiation and a new, contemporary and consistent look; the twinning relationship and associated links would be included in the new website.

It was suggested that members of the public and Councillors could assist in testing the website at the correct stage of development.

Resolved: To add outside bodies to Councillor information on the website and to check all Councillor information remains accurate before publication.

Resolved: To note the report.

M70/2025 Kendal Futures

A short verbal update was provided – the Spatial Planning activity was continuing, and reference was made to recent briefings provided by Kendal Futures.

A query was raised regarding a design consultation for the Heart of Kendal project and the market. It was clarified that this relates to the Kendal Town Team rather than Kendal Futures and there were no further updates available. It was stressed that Officers at Westmorland and Furness Council were engaging with the Market traders directly.

M71/2025 Newsletter and Publicity

Items for newsletter and publicity were discussed under the Communications agenda item. No further items were raised.

Part Two

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

M72/2025 Property and Office Accommodation

The Town Clerk provided a verbal update on office accommodation and viable office space that could be explored to provide additional and convenient storage. He answered queries raised by Members and commented that a proposal would be brought to Full Council.

Resolved: To support the progression of additional accommodation options and for a proposal to be brought to Full Council.

Resolved: To note the verbal update.

M73/2025 Employment and Staffing Matters

The Town Clerk provided a verbal update on staffing matters.

It was raised that the Staffing Sub-Committee minutes should be presented to future meetings.

Resolved: To include Staffing Sub-Committee minutes under Part Two in the Management Committee agenda.

Resolved: To note the verbal update.

The meeting closed at 9.08 p.m.

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 12 January 2026, at 6:15 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Officers in attendance: Chris Bagshaw (Town Clerk)

M74/2025 Apologies

Resolved: To receive and accept apologies for absence from Cllr Finch, and of his substitute Cllr Archibald, and those of Cllrs Long, Rathbone and Sutton.

M75/2025 Declarations of Interest

There were no declarations of interest.

M76/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Resolved: No exclusions were considered.

M77/2025 Minutes of the Last Meeting

The Committee considered the notes taken at the meeting held on 5 January 2026, and noted that they were in the format of the proper minutes of a Council meeting, and that the meeting was attended by a quorum of members of the Committee who were aware of the items being considered and had received the proper notice of both the date and time of the meeting and its venue, though there had been a problem with the delivery of the Agenda document itself.

It was further noted that due to this clerical error it was necessary to reaffirm that the resolutions were indeed the resolutions of the Committee and that the notes should be considered to be the minutes of the meeting, confirmed with the robust authority of this subsequent meeting, convened especially for that purpose.

Resolved: To receive the notes of the meeting held on 5 January 2026 and to affirm their outcomes and resolutions as Minutes of that meeting, as a true record of the meeting.

The meeting closed at 6.20 p.m.

Kendal Town Council

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



Minutes of the meeting of the Mayoralty and Heritage Committee held on Monday, 15 December 2025, at 7.30 p.m. in the Council Chamber, Town Hall, Highgate, Kendal.

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

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

MH24/2025 Apologies

Resolved: To accept apologies from Cllrs Brook and Dunlop

MH25/2025 Declarations of Interest

Cllrs Cornthwaite, Hendry, Ladhams and Sutton drew the Committee's attention to their various relationships with Kendal Rinteln Association, mostly as a consequence of their role as councillors.

MH26/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

MH27/2025 Minutes from the Last Meeting

The Meeting noted a few typos in the minutes of the previous meeting and that Cllr Brook had in fact been present, not absent. These would be corrected on a clean copy for the Chair to sign.

Resolved: To receive the minutes of the meeting of the Mayoralty and Heritage Committee held on 22nd September 2025 and to authorise the Chair to sign them as a true record.

MH28/2025 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.

MH29/2025 Review of Spend against Budget 2025/26

It was noted that the museum had not yet requested its money from Kendal Town Council.

There was a brief discussion held around the position of the council as Trustee of the museum building in relation to Westmorland and Furness Council and the College. There is

a meeting of the Trustees of the building in February at which it is hoped that W&F would present a more definite plan for the museum going forwards.

Resolved: That the Town Clerk reminds Kendal Museum to request their funds.

Resolved: That further details relating to the Town Council's role as sole Trustee of the College and Museum buildings be considered at a specially convened meeting of the Trustee body on the rising of the Council in February.

Resolved: To note the report.

MH30/2025 Budget 2026/27

The Clerk reported that an additional budget had been requested, subsequent to the previous meeting but following the meeting of the Kendal Rinteln Association. The request from the Mayor was submitted to the Management Committee who agreed to pass it on to the Budget Working Group. The Budget Working Group however had now proposed that this additional amount was reduced in order to keep the overall cost to Council Taxpayers of the Council's plans to a sum below a 10% increase. The Committee expressed disappointment at this decision and asked the Budget Working Group to reconsider (Cllrs Ladhams and Russell are members of the Working Group). The additional funding would be to support the strengthening of the Twinning relationship with Rinteln. The Clerk suggested any subsequent increase would doubtless be subject to reassurances that it was not spent on travel and hospitality for members.

Resolved: That the Clerk would report the request to the Budget Working Group, who would in due course report their findings to the Management Committee, and in turn the full Council.

MH31/2025 Kendal Flag and Flagpole

The Committee considered a report on the purchase and installation of a flag and flag pole, to meet the Committee's aim of having independent control over what flag flew and when in the town. However, concerns were raised that in the current climate the advocating of specific flags might be seen as not appropriate. It was suggested that the spend could be better used on more practical things that benefit people, and may generate bad publicity/feeling. Members did not feel there was sufficient consultation on whether the public felt this was something the Council should deliver.

The Clerk drew members' attention to the part of the report that outlined a consultation process, but no consensus emerged on the specific proposal to pursue the project as outlined. It was suggested that use might be made of other flag poles around the town, such as the one at County Hall. It was proposed that, as an interim measure, the council purchases a flag and investigates flying it from existing poles and that the issue of the flagpole be revisited at a later date. No specific budget was identified for this.

Resolved: That the Council investigate getting a flag designed and purchased.

MH32/2025 Kendal Local Heritage Partnership

The Heritage Partnership has met and would meet again in January. A steering group has also been formed and met recently. The issue of the Quaker Tapestry Museum closing was discussed, with Cllr Russell explaining that there are three sets of trustees involved and all need to be involved in ongoing discussion. There may be a need for increased use of volunteers, and improved promotion. The Heritage partnership can offer support as needed.

Resolved: To note the report.

MH33/2025 Kendal Museum

Discussion was held around the current position of the museum, which is not particularly promising. Members felt that it was important that Kendal Town Council is involved in discussions around the future of the Museum, especially since the Town Council was the sole trustee of the building. The Clerk was asked if the Council as Trustee had Trustee insurance. He did not think that it did. He went on to remind members of the complex legacy of the Museum's operation, with the collections being owned in trust by Westmorland and Furness Council, but the buildings held trust by the Town Council as a charity. As previously reported in the meeting, there would be a meeting of the Trustee body convened after full Council in February, at which the Clerk hoped to give a proper briefing to members about their limited scope for action in this matter.

Resolved: To note the report.

MH34/2025 Town Council Collection

The Committee considered a report from the Events and Civic Officer on the progress made towards a sustainable future for the Town Hall Collection.

Resolved: To note the report.

MH35 Civic Events

The Committee considered a report from the Events and Civic Officer on recent events, including the Mayor's Coffee Morning and the Christmas Lights Switch on. Future events in this Mayoral year would include a Charity Dinner (or equivalent event) and a Civic Reception celebrating 450 years of local government in Kendal.

Resolved: to note the report

MH36/2025 Twinning

Cllr Ladhams reported that she had visited Rinteln and that it had been a successful and enjoyable trip.

Concerns were expressed about the state of the relationship with Klilarney, which appeared very flat, and discussion was held around this. The Events and Civic Officer clarified that they are invited to all Kendal events. The Clerk explained that the civic structure in Killarney had changed recently, which might explain the dampening of the relationship. It may improve in the future, depending on the individuals involved.

MH37/2025 Newsletter and Publicity

The Clerk explained that we have been much more proactive using social media and the press recently, and that this is having some success. It was suggested that the newsletter could highlight any good news about the Quaker Tapestry Museum in the next newsletter if there is any.

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

The meeting closed at 9.30 p.m.

Kendal Town Council

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



Minutes of a meeting of the Planning Committee held on Monday, 1 December 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	Present	Cllr D Rathbone (Chair)	Present
Cllr A Finch	Apologies	Cllr G Supka	Present
Cllr H Ladhams (Vice-Chair)	Present		

In attendance: Town Clerk

P113/2025 Apologies

Apologies were received and accepted from Councillors A Finch and D Miles.

P114/2025 Declarations of Interest

Cllr Cornthwaite, Ladhams and Rathbone declared an interest in item 10, 7) due to their membership of Westmorland and Furness Council. They agreed to move the item to the end of the meeting and leave the room before it was considered.

P115/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P116/2025 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes from the meeting held on 17 November 2025 and to authorise the Chair to sign them as a true record.

P117/2025 Minute Action Sheet

It was noted that the issue of training for Councillors in Planning would be reported on at the next meeting.

The Clerk reported that he had been in a meeting early that day with officers from Westmorland & Furness Council's Planning and Economic Development teams, and Kendal Futures, to move the Shopfront Design guide issue on.

The Clerk reported that no further progress had been made with Westmorland & Furness Council on the position of W&FC-owned allotment land in Kendal being brought forward in the current Call for Sites process.

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

P118/2025 Planning Process and Issues

No specific issues were reported at this time.

P119/2025 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite reported on the group's meeting on 19 November, for which notes were not yet prepared. The Environment Agency announced that they were confident about a newly identified site for upstream storage in the Mint catchment area, which would meet their needs to give the Kendal scheme a 1 in 100 year flood rating. An issue with Electricity North West was reported, which had also been conveyed to the press. On Waterside the stone cladding was progressing, but New Road had had to have a lane closure again for repairs to damaged drains.

The Chair sought clarification about the closure of the large flood gates on New Road. The Clerk explained that the planning consent had allowed for the gates to be closed as a matter of course, but included the potential for them to be left open during the summer months if the LCWIP project delivered an adjacent cycle lane. The cycle lane would act as a barrier to motor traffic and therefore meet the risk assessment needs of the Environment Agency.

Resolved: To note the verbal update.

P120/2025 Kendal Town Council Local Plan Action Group

It was noted that a further round of the Call for Sites process had been issued by the Planning Authority, which run until 20 February 2026. After this, the sites would be published unfiltered, before a filtered version was published for consultation later in 2026.

P121/2025 Footpath Diversion

The Committee considered a proposal to alter the course of FP557003, which currently connected a point on Natland Road around 150m from the edge of the urban area, to a point further along Natland Road, around 200m from the edge of Natland village. The path to the northern access point was to be extinguished and a new alignment of the footpath would instead run north, through a further field, to emerge on the access road to the Beeches development. The Committee noted that this was the proposed site of a large housing development by Story Homes, and had been included in the Committee's site visit earlier in the year. Members were concerned that diversion of the footpath might jeopardise the longer term aim of the LCWIP to connect Natland village and Kendal with a shared use path adjacent to the highway, but it was noted that this was an unrelated matter, brought forward by the landowner.

Resolved: To support the diversion of the path as shown in the proposal.

P122/2025 Planning Applications

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority. Cllr Rathbone (as Chair) did not vote on any of the recommendations.

The meeting closed at 7.20 p.m.

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

Item No.10

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/1239/FPA	<p>Land adjacent to 35 Queen Katherine Street KENDAL</p> <p>Change of use of vacant, overgrown land under a garden tenancy agreement to domestic garden with erection of a 1200 mm high vertical timber 'featherboard' boundary fence</p>	Mintsfeet	27 November	The Committee agreed with the Conservation Officer that a stone wall would be more in keeping with the area. They were also concerned that the height should be as low as practicable and that it was considered 'temporary' in so far as use of the Council land was concerned. They wanted to draw attention to the potential for the land being contaminated, as the canal was known to have been used for landfill, prior to its conversion to a pathway. However, the Committee had no material objections , assuming these factors had been accounted for.
2	2025/1856/HOU	<p>36 Wattsfield Road, Kendal</p> <p>Loft conversion with rear flat roof dormer, balcony, and landscaping at the rear of the house.</p>	Stonecross	2 December	The Committee did not feel the application had progressed from their initial misgivings and reiterated their previous Material Objections , leading them to Recommend Refusal .
3	2025/2163/HOU	<p>41 Empsom Road, Kendal</p> <p>Conversion of external stores to living accommodation, single-storey side extension, and external rendering of existing house</p>	Strickland	9 December	No material objections , though the Committee did query whether black fibreglass was a suitable roofing material.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2025/2185/FPA	114 Highgate, KENDAL Preservation of the front road elevation; retention of 2 retail units (Use Class E) to ground floor; addition of two front dormers; conversion & change of use of the front section to eleven Apart Hotel units (Use Class C1); restoration of existing rear outrigger & creation of rear amenity space	Highgate		No material objections.
5	2025/0782/HOU	2 Low Garth, KENDAL Proposed single storey rear and side wrap around extension, front porch and new pitched roof over the existing flat roofed bay window & new vehicular access to create off road parking.	Strickland		No material objections.
6	2025/2123/HOU	34 Windermere Road, KENDAL Installation of four solar photovoltaic (PV) panels on the front-facing roof slope	Fell		Notwithstanding the objection of the Conservation Officer, the Committee had No Material Objections , feeling that the location was sufficiently shielded from general view and therefore the development didn't compromise the visual amenity of the Conservation area

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
7	This item was held over to the end of the meeting				
8	2025/2206/FPA	Flat 18, Yard 119, Highgate, KENDAL Variation of condition 2 (approved plans) and removal of condition 3 (low sound cover) attached to planning permission 2024/2466/FPA (Installation of an air source heat pump (7 kW or less))	Highgate		No material objection
9	2025/2230/HOU	108 Stainbank Road, Kendal Single storey side extension	Kirkland		No material objection , however the Committee would like to see some consideration of biodiversity net gain as a condition.
10	2025/2257/HOU	18 Lumley Road, Kendal Demolition of the existing flat-roofed garages, utility room area, front canopy, porch, and rear conservatory, Construction of a two-storey extension and a single-storey extension on the north-west elevation, a two-storey extension on the north-east elevation. & a detached double garage	Stonecross		Recommend refusal. The Committee felt the development was out of keeping with the local area, that its scale and dominance in the location was inappropriate and it would constitute an overdevelopment of the site.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
11	2025/2266/HOU	30 Copperfield Lane, KENDAL Proposed single story rear extension & detached garden office.	Nether		No material objections , but the Committee felt that biodiversity net gain should be a planning condition along with reassurance that the flood plan was sufficient to deal with a Flood Zone 2 location.
12	2025/1690/FPA	Little Aynam House, Canal Head North, KENDAL Installation of new window and door openings	Mintsfeet		The Committee did not feel its previous concerns had been adequately addressed and so feel the need to Recommend refusal . Additionally Conservation Officer comments on glazing bars should be conditional on the physical capacity of the windows to sustain them.
7	2025/2199/FPA	South Lakeland House, Lowther Street, KENDAL Removal of the existing solar panels and their mounting system, which will be reused at an alternative location. A total of 161 new photovoltaic panels will be installed on a slate-compatible mounting system, comprising 84 east-facing panels and 77 west-facing panels.	Fell		Cllrs Cornthwaite, Ladhams and Rathbone vacated the room, as they are members of Westmorland & Furness Council. The remaining members elected Cllr Martland as Chair. No material objections

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 15 December 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	Apologies	Cllr G Supka	Present
Cllr H Ladhams (Vice-Chair)	Present		

In attendance: Town Clerk

P123/2025 Apologies

Apologies were received and accepted from Councillors A Finch.

P124/2025 Declarations of Interest

None were declared.

P125/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P126/2025 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes from the meeting held on 1 December 2025 and to authorise the Chair to sign them as a true record.

P127/2025 Minute Action Sheet

It was noted that the issue of training for Councillors in Planning would be reported on at a meeting in the new year.

It was noted that any emerging Shop front guidance from W&FC should be actionable.

The Clerk was asked to follow up the issue of National Highways presentation, as the council would require something more substantial than a 'stakeholder' group meeting.

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

P128/2025 Planning Process and Issues

The Chair drew the Committee's attention to a story reported in the Daily Telegraph from the Local Government Information Unit that suggested the government had changed the rules on planning policy to alter the scale at which a housing development triggered various levels of intervention. The implication appeared to be that the government had reduced the 'large' scale housing development meaning to include anything over 150 units.

Resolved: That the Clerk investigate whether the reported change was actual and material to the policies of the Town Council.

P129/2025 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite reported that he expected Waterside to be open for Christmas, but would be checking with the EA to ensure this was still their intention. He suggested that there may be a site visit for upstream storage but did not have further details. A query was raised about the apparent step down in the newly installed glass wall on Waterside and whether this was a part of the design. Cllr Cornthwaite was asked to seek clarification from the EA.

Resolved: To note the verbal update.

P130/2025 Kendal Town Council Local Plan Action Group

The Committee continued to await the outcome from the current round of Call for Sites.

P122/2025 Planning Applications

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

The meeting closed at 7.22 p.m.

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

Item No.9

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/1494/HOU	1 Belmont, KENDAL Four replacement timber windows & replacement of 2 concrete cills	Fell		The Committee agreed with the Conservation Officer, and would like to frame their response of no other material objections as being conditional on the acceptance of the Conservation Officer's report.
2	2025/2315/HOU	18 Hayfell Rise, KENDAL Single storey front extension and two storey side extension with rear terrace to existing house along with minor alterations	Heron Hill		The Committee were concerned about issues of overlooking and the extent of the glazing, but subject to neighbour's concerns being allayed had No material objections .
3	2025/1279/FPA	Amenity open grassed land adjacent to 73 Lingmoor Rise, Kendal Change of use of amenity land to extend garden curtilage & erection of a random local stone boundary wall (retrospective)	Castle		The Committee reasserted that the ownership of the space was not a planning matter, but the building of a wall which interrupted the public amenity space was. It confirmed its initial view that it Recommended Rejection , on grounds of it restricting public amenity. The design of the wall was immaterial in this respect. It further noted that reference in the application to pre-application advice, should either be challenged, or reconsidered, as the apparent advice quoted appeared not to be in accordance with good practice or process.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2025/2324/FPA	<p>Former Arnold Clark Vauxhall Garage, Mintsfeet Road, Kendal</p> <p>Change of use of the former Arnold Clark Motor Dealership (Use Class Sui Generis) to a mixed-use development comprising Class B2 (General Industrial), Class B8 (Storage or Distribution), and Class E(g) (Offices, research and development of products or processes, and industrial processes suitable for residential areas without detriment to amenity) together with alterations to the external appearance of the building and associated site works.</p>	Mintsfeet		<p>No material objections but a flood evacuation plan should be provided as a Planning Condition, to ensure the property continues to be occupied safely and contents and occupiers are adequately protected..</p>

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 5 January 2026, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

In attendance: Town Clerk

P132/2025 Apologies

Apologies were received and accepted from Councillors Cornthwaite, Finch and Supka. Cllr Supka had also informed the Chair that he would like to stand down from the Committee, for a short period.

P133/2025 Declarations of Interest

Cllr Rathbone reminded members that he was also a substitute member of Westmorland and Furness Council's local Planning committee, but he would not be predetermined on any issue that subsequently arose.

P134/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P135/2025 Minutes of the Previous Meeting

It was noted that there was an incorrect Minute number at the end of the minutes. Minute 131 was incorrectly labelled. This was corrected on the master copy.

Resolved: To receive and accept the minutes from the meeting held on 15 December 2025 and to authorise the Chair to sign them as a true record.

P136/2025 Minute Action Sheet

The Clerk reported that he had not been able to verify or confirm that any changes had been made to the National Planning Policy Framework, as discussed at the last meeting. The Chair reported that Planning Authority members had been given notice that changes were in the pipeline, so a close eye should be kept on MHCLG announcements.

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

P137/2025 Planning Process and Issues

The Committee received a report from Cllr S Long concerning the process of ensuring the Lead Local Flood Authority was sufficiently briefed on the impact of development on the

drainage pattern on the Western Heights, with flooding in Vicarage Park now a frequent problem. She suggested that not enough was understood about the impact of the upstream development on the sensitive limestone catchment. She drew members' attention to the apparent failure of the existing SUDS pond in the Brigsteer 1 and 2 developments, the now semi-permanent water flows through the centre of the park and down one of its few surface paths, and the several complaints from residents about flooding in gardens and garages that has taken place since the development of the upper heights commenced. It was suggested that the LLFA needs to be able to explain the flooding in the park, why the SUDS appeared to have failed and to have investigated residents' complaints.

Resolved: That the Council write a letter to the LLFA, copied to the Chair of Strategic Planning, asking them to seek answers to the questions raised by members and urging them to seek the necessary expertise and knowledge on karst landscape hydrology before assenting to further SUDS plans on developments upstream of Vicarage Park.

P138/2025 Kendal Town Council Flood Relief Scheme Working Group

Cllr Cornthwaite was not able to attend the meeting, so there was no report. The Chair asked that the date of the next meeting and the notes from the last meeting be circulated as soon as they were available.

P139/2025 Kendal Town Council Local Plan Working Group

It was noted that further details had been published by the Planning Authority on the Call for Sites, but it was still too early for the Committee to take an informed position. The Local Plan Working Group would need to convene shortly to consider the latest publication of assessments of sites submitted in 2024. This includes an assessment of the Planning Constraints for each site. It was noted that two of the three sites proposed to be listed as most constrained were on Mintsfeet Industrial Estate, and currently in Flood Zone 3. The Kendal Flood Relief Scheme, however placed both these sites on the 'dry side' and would therefore presumably benefit from a change in their flood zone status. It was noted that they were no more prone to flooding than any other site on the industrial estate.

Resolved: That the Local Plan Working Group convene to consider the Constraints publication.

Resolved: That the Clerk seek guidance from the Planning Authority on the impact of the FRS on future liabilities of sites.

P140/2025 Planning Applications

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

The meeting closed at 7.22 p.m.

Kendal Town Council
 Applications for Planning Committee: 5 January 2026
Appendix 1

Item No.9

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2025/2298/FPA	Carus Green Golf Club, Burneside Road, Kendal Erection of a dwelling for on-site Senior Manager and associated relocation of the First Tee.	Strickland	5 January 2026	<p>The Committee felt that this was an unnecessary development beyond the urban boundary of the town. They were concerned about the loss of green space and biodiversity, the apparent lack of effective flood planning, the scale and dominance of the development in an open setting and loss of space designated for sports provision. They did not feel that the development was for an essential use for needs different from those outlined in the core strategy, which would not allow development. Additionally they expressed the view that the design of the property is out of character with the area and its size is not required for the stated use. They also noted and supported the comments from the neighbouring parish council.</p> <p>Recommend refusal</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
2	2025/2268/FPA	<p>4 Yard 77, Highgate, Kendal</p> <p>Change of use of two garages (Use Class Sui Generis) and first-floor office (Use Class E) to residential use (Use Class C3), comprising two self-contained one-bedroom flats.</p>	Highgate	5 January 2026	No material objections , subject to the satisfaction of the Conservation Officer that it does not compromise the amenity of the Conservation Area.
3	2025/2335/LBC	<p>Parklands, Parkside Road, Kendal</p> <p>Listed Building Consent for the installation of an en-suite shower room within the north bedroom. The proposal includes one small external cast iron air brick for ventilation on the east elevation and a roof light positioned to allow maintenance access to the concealed valley gutters at the centre of the roof.</p>	Nether	7 January 2026	No material objections , subject to the satisfaction of the Conservation Officer that it does not compromise the integrity of the Listed Building.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
4	2025/2419/FPA	<p>Stricklandgate House, 92 Stricklandgate, Kendal</p> <p>Repairs and renovation to Stricklandgate House and Service Wing, replacement of the existing extension and fire escape with a new glazed link, renovation and extension of the former Council Office Building to form a Community Building, Coach House roof replacement and refurbishment, and associated external landscaping and yard improvements.</p>	Fell	12 January 2026	No material objections , subject to the satisfaction of the Conservation Officer that it does not compromise the integrity of the Listed Building, or the amenity of the Conservation Area.
5	2025/2420/LBC	<p>Stricklandgate House Trust Ltd, 92 Stricklandgate, Kendal</p> <p>Listed Building Consent for the repairs and renovation to Stricklandgate House and Service Wing, replacement of the existing extension and fire escape with a new glazed link, renovation and extension of the former Council Office Building to form a Community Building, Coach House roof replacement and refurbishment, and associated external landscaping and yard improvements.</p>	Fell	12 January 2026	No material objections , subject to the satisfaction of the Conservation Officer that it does not compromise the integrity of the Listed Building, or the amenity of the Conservation Area.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
6	2025/1890/HOU	<p>14 Barn Holme, Kendal</p> <p>The Planning Officer has asked the Committee to reconsider its opinion of this application in the light of the information supplied. (see attached)</p>	Kirkland	7 January 2026	<p>The Committee reconsidered its original recommendation on this application. It noted the observation from the Planning Officer that it was only 900mm short of being a permitted development. It was suggested that if the applicant were to reduce its footprint by 900mm, then it wouldn't have required them to comment. However, on a vote (in which Cllr Rathbone did not participate), the Committee concluded not to alter its view that the development, on balance was too large, so reaffirmed its original position.</p> <p>Recommend Refusal</p>

Kendal Town Council

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Minutes of a meeting of the Planning Committee held on Monday, 19 January 2026, 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	Apologies	Cllr D Rathbone (Chair)	Present
Cllr A Finch	Apologies		
Cllr H Ladhams (Vice-Chair)	Present		

In attendance: Town Clerk

Public Participation

Prior to the meeting the Committee heard a representation from Mr J Corcos, a resident on Shap Road who expressed his concerns about the impact on the local area and the wider town of the development proposals in 2025/2124/OPA, Land North of Meadowbank Business Park. The Chair thanked Mr Corcos for his contribution.

P141/2025 Apologies

Apologies were received and accepted from Cllrs Finch and R Edwards.

P142/2025 Declarations of Interest

Cllr Rathbone reminded members that he was also a substitute member of Westmorland and Furness Council's Strategic Planning committee, and a member of their Local Planning Committee, but he would not be predetermined on any issue that subsequently arose.

P143/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

P144/2025 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes from the meeting held on 5 January 2026 and to authorise the Chair to sign them as a true record.

P145/2025 Minute Action Sheet

The Chair reiterated his concerns about the proposed changes to the NPPF and that they would serve to emasculate the locally accountable element of the Planning Authority's decision making. It was noted that the new NPPF would not change the way in which parishes were consulted, but would make it even less likely that parish level comments were taken into consideration.

The Clerk reported that he had heard nothing further from National Highways, but would re-engage with them to ensure the town's interests were recognised through their Tebay bridges project.

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

P146/2025 Planning Process and Issues

The Chair reported that the Planning Authority local committee had conducted a site visit to Barn Holm, a subject of further debate at the previous meeting. After considerable discussion, it approved the application.

P138/2025 Kendal Town Council Flood Relief Scheme Working Group

The Chair of the Working Group presented draft notes from its last meeting with the Environment Agency. He confirmed that Waterside was progressing well, having been opened at Christmas, but now sporadically closed for completion of the final piece of walling and to ensure work at Somervell Garden was protected.

Resolved: To receive the notes from the Working Group.

P147/2025 Kendal Town Council Local Plan Working Group

The Chair reported that the Working Group had not yet met in the new year, and asked the Clerk to facilitate a meeting in the near future.

Resolved: That the Clerk conduct a Doodle Poll to identify a suitable meeting date in the near future.

P148/2025 Planning Applications

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

The meeting closed at 7.15pm.

Kendal Town Council
 Applications for Planning Committee: 19 January 2026
Appendix 1

Item No.9

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	2028/2430/LBC	<p>36 Finkle Street, Kendal</p> <p>Listed Building Consent for the refurbishment of existing property to create a retail space for a local estate agency, with office accommodation on the first and second floors. Works include internal alterations such as removal of modern partitions, installation of new plaster and glazed screens, replacement of suspended ceiling, removal of goods lift, and general refurbishment. External works comprise installation of two air-conditioning units on the rear elevation and recessed shopfront lighting integrated with front signage.</p>	Fell	29 January 2026	<p>The Committee agreed with the comments of the Conservation Officer and did not feel it could support the application with the details provided so far.</p> <p>The positioning of air conditioning units was of particular concern and could lead to a out and out rejection if not handled sensitively.</p> <p>However, subject to the conclusion of the Conservation Officer that the details had been subsequently dealt with to their satisfaction, the Council would withdraw any material objection.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
2	2025/2456/FPA	<p>36 Finkle Street, Kendal</p> <p>Refurbishment of existing property to create a retail space for a local estate agency, with office accommodation on the first and second floors. Works include internal alterations such as removal of modern partitions, installation of new plaster and glazed screens, replacement of suspended ceiling, removal of goods lift, and general refurbishment. External works comprise installation of two air-conditioning units on the rear elevation and recessed shopfront lighting integrated with front signage.</p>	Fell	29 January 2026	<p>The Committee agreed with the comments of the Conservation Officer and did not feel it could support the application with the details provided so far.</p> <p>The positioning of air conditioning units was of particular concern and could lead to a out and out rejection if not handled sensitively.</p> <p>However, subject to the conclusion of the Conservation Officer that the details had been subsequently dealt with to their satisfaction, the Council would withdraw any material objection.</p>
3	2025/2443/PACOU	<p>Unit 1 Offices, 141 Highgate, Kendal</p> <p>Prior Notification under Schedule 2, Part 3, Class MA, for change of use of the ground floor and lower ground floor from (Use Class E) to one dwellinghouse (Use Class C3).</p>	Highgate		<p>The Committee echoed the concerns of the Conservation Officer and did not feel there was sufficient detail in the application to support it. On this basis it could only Recommend rejection.</p>

4	2025/2124/OPA	<p>Land North of Meadowbank Business Park, Shap Road, Kendal</p> <p>Application for outline planning permission (with all matters reserved) for an employment development, comprising Storage & Distribution (Use Class B8) and Industrial (Use Classes B2 and E(g)(iii)) uses with supporting Food and Beverage (Use Class E(b)), and associated landscaping, highway works, cycleway and footpath linkages and other ancillary infrastructure.</p>	Mintsfeet	29 January 2026	<p>It was noted that the detail of the application differed somewhat from the pre-app presentation by the developer.</p> <p>The Committee had concerns across a number of areas. The proposal was for a fairly dense development, with mixed, and not particularly cohesive design elements. It was felt that its impact on the landscape would not be compatible with that of a gateway site, both to the town travelling south, and to the countryside and National Park, travelling north. The impact of its scale and dominance in the context of the rural fringe would be very detrimental, and the additional areas of land take from the previous application represent a negative intrusion into the town's green hinterland, and the rurality that characterises the neighbouring parish. The loss of local lowland grazing land was also noted as a concern.</p> <p>The application talks of ease of access to J36 on the M6, yet this requires crossing Kendal's already severely challenged urban traffic circulatory system. The impact on existing Shap Road congestion would be very detrimental, and the application appeared to offer no form of mitigation for this.</p> <p>The Committee was unconvinced by the plans to manage surface water drainage</p>
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No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
					<p>and the impact of the new estate on surrounding drainage patterns.</p> <p>The Committee was not convinced that a proper sequential test for alternative sites had been carried out. It further noted that the current land allocation was believed to be for mixed-use, which might include housing, whereas the application appeared to be for light industrial and warehousing use.</p> <p>The impact of noise and light on the surrounding countryside was not properly accounted for, and would currently seem very intrusive.</p> <p>There would be a requirement for a comprehensive archaeological survey of the site.</p> <p>The Committee felt these factors were sufficiently weighty for them to Recommend Refusal.</p>



Nov 25 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
01/11/2025	Sage Uk Ltd	Sage Nov 25	£51.60
01/11/2025	Onbuy.com	Weed Killer	£41.93
01/11/2025	Waterplus	Allotment Water	£140.58
03/11/2025	Barclays Bank	Bk Charges	£9.10
04/11/2025	iTek Computer Solutions Ltd	Nov IT Contract	£859.64
04/11/2025	Heron Travel Ltd	Coach Hire for Site Visits	£150.00
04/11/2025	H Wicks (Lindal) Ltd	Waste	£97.50
04/11/2025	We Love Logos	Workwear	£626.04
04/11/2025	Kendal Office Equip Ltd	Stationery	£23.94
04/11/2025	Lound Road Garage	Fuel Van	£102.83
05/11/2025	J.Cornthwaite	Rinteln Visit	£1,110.79
06/11/2025	Anna Bailey	Photography Mayoral	£195.00
11/11/2025	Emma C Brown Ltd	Nov HR	£633.60
11/11/2025	Mr Letters Design Services	Brand Design	£360.00
11/11/2025	FCC Recycling Ltd	Waste	£33.58
11/11/2025	Oceans 12 Ltd	Van Repairs	£244.68
11/11/2025	Adobe Systems Software	Adobe Nov	£139.54
12/11/2025	iTek Computer Solutions Ltd	ITEK Mobiles	£391.20
13/11/2025	Mailchimp	Nov Mailchimp	£11.95
15/11/2025	Craven Safety Services Ltd	Nov H&S	£240.00
15/11/2025	E-ON Next	Garage Elec	£29.13
15/11/2025	Vanguarder Ltd	Van Tracking Fee Nov 25	£9.60
17/11/2025	MJW Audio	Audio Christmas 25	£925.00
17/11/2025	Christine Nicholson	Remembrance Staff	£96.00
17/11/2025	Royal British Legion	Wreath Remembrance Sunday	£168.00
17/11/2025	Royal Mail	Stamps	£348.00
17/11/2025	Kendal Holy Trinity Parish Chu	Remembrance Sunday Printing	£41.20
17/11/2025	Ring O Bells Pub - A&D Leach	Veterans Lunch	£360.00
18/11/2025	Kentdale First Aid Ltd	1st Aid Switch On	£650.00
18/11/2025	Stuart Lockton	Dismantling Planters	£90.00
18/11/2025	The Sweet Shop	Biscuits Remembrance	£36.23
20/11/2025	Salaries	NP Nov 25	£17,288.12
25/11/2025	Cumbria LG Pension	Nov Pension	£6,257.37
25/11/2025	HMRC	HMRC Nov 25	£6,507.90
20/11/2025	Forty Two Creative Think	Christmas Cards	£264.00
20/11/2025	Lakeland Self Storage	Storage K Shoe Collection	£306.50
20/11/2025	DHL Express	DHL SID Courier	£86.40
20/11/2025	Community TM Ltd	Traffic Management Services	£1,452.00
20/11/2025	Tech 4 Office Equip	Photocopies	£80.21
20/11/2025	FCC Recycling Ltd	Waste	£16.79
25/11/2025	MH Music	Xmas Switch on	£100.00
25/11/2025	Community Grants	Queen Katherine School	£500.00
25/11/2025	Festival Grants	Kendal Pride	£5,000.00
25/11/2025	Festival Grants	Christmas Tree Festival	£500.00
25/11/2025	Westmorland & Furness Council	Events Lic	£21.00
		<u>TOTAL</u>	<u>£46,596.95</u>



Kendal

Town Council

Dec 25 Payment Schedule

<u>Date Paid</u>		<u>Details</u>	<u>Amount Paid</u>
01/12/2025	The Sign Man	Boundary Boards Xmas	£430.00
01/12/2025	Blackburn IT Services Ltd	Allotment App	£180.00
01/12/2025	Kendal Office Equip Ltd	Stationery	£20.22
01/12/2025	South Lakes Action on Climate	Meeting Room Hire	£70.00
01/12/2025	Mr Letters Design Services	Additional work KTC Brand	£720.00
01/12/2025	Lakeland Thinning's Christmas	Christmas Tree	£730.00
01/12/2025	iTek Computer Solutions Ltd	Dec IT	£859.64
01/12/2025	Richard Bell Electrical Ltd	Xmas Electrical Work	£330.00
01/12/2025	Mr Letters Design Services	Branded Template	£180.00
01/12/2025	Mr Letters Design Services	KTC Website Stage 1	£1,395.00
01/12/2025	Westmorland & Furness Council	Mayors Parlour Rent	£2,850.00
01/12/2025	Voucher	Voucher for Chris Mason	£50.00
01/12/2025	SLACC	Meeting	£70.00
01/12/2025	Community Grants	Appleby Rd Comm Grant	£2,500.00
02/12/2025	Shaun Bainbridge Blacksmiths	Christmas Tree Base	£504.00
02/12/2025	Biodiversity Grants	Kirby Green Comm Grant	£2,100.00
02/12/2025	We Love Logos	Staff Uniforms	£82.44
02/12/2025	Mr Letters Design Services	Bus Stop Signs	£90.00
02/12/2025	FCC Recycling Ltd	Waste	£16.79
02/12/2025	Lound Road Garage	Van Fuel	£84.13
02/12/2025	ADT Fire & Security plc	Mayor's Parlour Alarm	£588.05
02/12/2025	The Purple Guide	Purple Guide Annual Subs	£30.00
02/12/2025	Amazon Services Europe	Desk Fan	£19.23
05/12/2025	Barclays Bank	Bank Charges Dec	£8.50
05/12/2025	DocuSign Inc	DocuSign Annual Fees	£792.00
05/12/2025	Screwfix	Materials	£110.95
05/12/2025	Screwfix	Materials	£244.36
05/12/2025	B & Q	Materials	£5.25
10/12/2025	DHL Express	Courier Costs SID Part	£45.84
10/12/2025	Ring O Bells Pub - A&D Leach	Contrib Staff Xmas Meal	£50.00
10/12/2025	Bob and Berts Coffee Shop	Switch On Hot Drinks	£50.10
11/12/2025	Meraki	Dec HR	£633.60
11/12/2025	Community Action Suffolk	DBS	£34.50
11/12/2025	Christmas Plus Ltd	Installation Christmas	£9,450.00
11/12/2025	Westmorland County	Crowd Barriers	£48.00
11/12/2025	LRC Projects (North West Ltd)	Installation Christmas Tree	£2,040.00
11/12/2025	Forty Two Creative Think	Christmas Card work	£19.50

Date	Description	Amount
11/12/2025	Rental Concert Band	£203.90
11/12/2025	Anna Bailey	£360.00
11/12/2025	Staff Reimb	£7.05
11/12/2025	Staff Reimb	£27.90
11/12/2025	Lakeland Self Storage	£306.50
11/12/2025	Adobe Systems Software	£139.54
12/12/2025	Mailchimp	£11.74
12/12/2025	Petty Cash	£100.00
15/12/2025	Craven Safety Services Ltd	£240.00
15/12/2025	Vanguarder Ltd	£9.60
15/12/2025	E-ON Next	£29.13
16/12/2025	Drum Nation CIC	£550.00
16/12/2025	SHC Ltd	£57.85
16/12/2025	Printing Plus	£81.60
16/12/2025	Nortech Radio Communications	£213.60
16/12/2025	MD Hanafin and Sons Ltd	£223.40
16/12/2025	Forty Two Creative Think	£198.00
16/12/2025	A La Carte Landscapes and	£2,556.00
16/12/2025	iTek Computer Solutions Ltd	£388.92
16/12/2025	Quaker Tapestry Ltd	£75.60
16/12/2025	Tech 4 Office Equip	£69.32
16/12/2025	Westmorland & Furness Council	£214.50
16/12/2025	Rialtas Business Solutions Ltd	£861.60
16/12/2025	Sage Uk Ltd	£51.60
17/12/2025	Staff Reimb	£72.79
19/12/2025	Salaries	£17,375.00
22/12/2025	HMRC	£6,428.10
22/12/2025	Cumbria LG Pension	£6,257.37
18/12/2025	The Sweet Shop	£25.80
18/12/2025	FCC Recycling Ltd	£16.79
19/12/2025	Canva	£107.88
20/12/2025	Waterplus	£190.70
22/12/2025	Staff Reimb	£72.89
	TOTAL:	£64,956.77