

KIRKBY LONSDALE TOWN COUNCIL: WORK PROGRAMME (JAN, 2024)

PROJECT	WORK GROUP/LEAD COUNCILLOR/S	COST	FUNDING	PRIORITY (1 High;2 Medium;3 Low;NR Not relevant)	COMMENTS
GROUPS/MAINTENANCE/ASSETS GROUP	Councillors 2 Vacant and Cassell				
Grounds Maintenance contract	Vacant	£18,000	KLTC	NR	Craig Bradshaw re-appointed from 1 March, 2023 for a two year period at a price of £18,000 (the second year dependent on satisfactory performance in the first year)
Allotments	Vacant		KLTC	2	An allotment holder, Peter Raven, to update the Allotments rules in conjunction with councillor Buswell and the Clerk.
Market Square monument	K Price		KLTC	1	SLDC agreed to transfer the structure to the TC and carried out repairs. Formal transfer to the Council is still awaited, the Clerk to chase.
Lunesdale Hall	R Ree/P Cassell/ M Marczynski/ Vacant		Lunesdale Hall/ Town Council/grants	NR	The TC has four councillors on the Management Committee and the TC are the Custodian trustees
Play Park	R Ree/M Marczynski, with Ed Waller as chair		KLTC	2	The Play Park Working Group manage the Park on behalf of the TC, with £5,000 given to it from the Council in 2023/24. Current resources total circa £8,600. £5,000 to be transferred to the Play Park account as part of the 2023/24 budget. Current actions: consideration of WFC inspection report; reducing size of large sycamore; replacing gate from No 1 car park; improving other entrances; and developing a programme of further improvements. A formal meeting of the Play Park Working Group is to be arranged.
Market Square - re-inforcing of traffic controls/traffic management	K Price		WFC	1	On 9 February 2022 the Council approved a scheme prepared by the County Council, and to be funded by CCC and SLDC at a cost of £9,500 (minute 22/23 refers). The Council did not commit any funding to this. The importance of this has been stressed to WFC and a response is awaited from councillor Ian Mitchell. The Clerk to chase.
Market Square - removal of car parking to enable the Charter Market to expand.	K Price	£10,000, but cost sharing may reduce this by up to two thirds	KLTC/CIC/C of T	2	The TC on 5 May, 2021 agreed the principle of removing parking on Charter Market days and to underwrite the one off cost of approx. £10,000. The CIC and the C of T are being asked to share this cost. This was re-iterated at the Council meeting on 9 February, 2022 (minute 22/23 refers). At the June, 2023 meeting it was agreed that Councillor Marczynski would ask the CIC Board if this is still to be persued.

Kirkby Lonsdale Museum	R Ree		Unknown at this stage	3	The possibility of providing a museum of KL life at the Underley Business Park is being considered and the Curator of Kendal Museum has agreed to assist. A full report will be submitted to the Council in due course.
THE BROW AND RIVER GROUP	Councillors Marczynski, Cassell, Ree and Perrin				
Church Brow/Ruskin's View	M Marczynski/P Cassell/R Ree/M Perrin		KLTC	1	Saving Ruskin's View and re-opening the Brow footpath is the Council's highest priority. Technical and fundraising reports submitted to most meetings of the Town Council. Currently, final report on works and costs expected from Fairhurst; tree works on The Brow are to be arranged; local fund raising well underway; and submissions for the UK Shared Prosperity Fund and Heritage Lottery funding to be submitted by end of June. A joint meeting of The Friends of Ruskin's View and the Council is to be arranged, to consider fundraising to date and how this can be taken forward.
Repair Radical Steps	M Marczynski		YDNP/KLTC	1	Likely to be part of the Brow remedial works.
Repair river bank downstream of newly built wall	M Williams	The Council committed between £16,000 and £17,000 to these works.	YDNP/KLTC	1	The YDNP surveyed the bank and developed proposals to reinforce the bank downstream of the current riverside wall. The Town Council on 10 February, 2021 agreed to contribute £15,000 of CIL money to the works and £1,000 - £2,000 to fence repairs. The reinforcing works were completed in Autumn 2021. The fencing works do not appear to have been carried out - this needs to be checked and if fencing monies were passed to YDNP. Councillor Williams agreed to look into this and the Clerk to supply her with the background documents.
Issues that arose in the summer of 2022 and discussed at a special meeting of the TC on 24 August, 2022	Vacant		TC	1	A number of actions were agreed the main ones being the need for additional signage in Jubilee Park; signage on Devils Bridge re the dangers of jumping; CCTV signs in town; volunteer litter collection after major tourist weekends; and reminders to QES students re the dangers of jumping off the bridge.

Mill Ayre; ownership, improvement and access issues	R Ree		YDNP/KLTC	NR	Improvements have been carried out and YDNP are to do further planting. Discussions are also taking place with the residential occupiers over further improvements. The football club were denied a new vehicular access from Mill Ayre to the ground and investigations are still taking place to prove ownership of Mill Ayre and what measures should be put in place to restrict vehicular access. On 3 November, 2021 the Council agreed that notices should be placed indicating No Parking and No Through Road - these are the responsibility of WFC. A further report will be submitted to the Town Council when ownership investigations are complete. This report will also cover the issue of the Dowson field.
ENVIRONMENT AND PLAY PARK/RECREATION GROUP	Councillors Ree and Marczynski with former councillor Ed Waller co-opted.				
Disabled Access	R Ree/M Perrin		WFC/KLTC/Private	1	A disability audit has been carried out and some initial discussions were held with CCC and SLDC. The Chamber of Trade to be involved in this initiative and other projects (e.g. the Big Vision) will be asked to ensure that their proposals take on board access issues. Councillors Ree and Perrin have agreed to revisit this issue and report back to the Council.
Route from Ingleton to Kirkby Lonsdale	M Williams			3	The YDNP, working with Sustrans, are developing proposals for a possible pedestrian and cycle route. Councillor Williams represents the Town Council and will report back when appropriate.
Red squirrels	R Ree				The Council has agreed that initiatives to encourage the reintroduction of red squirrels should be encouraged. Councillor Ree to progress and report back
Possible designation of the Lune at Kirkby as an Inland Bathing Water	Vacant			2	Following a presentation by Tim Pitt (Lune Rivers Trust) on 17 May, 2023 it was agreed to await feedback from the failed bids elsewhere in the country and for Councillor Bradshaw to submit a report in due course recommending what further action might be taken including the possibility of the Council organising water quality testing in accordance with EA criteria
Environmental Task Force	???				Setting up and managing a small task force to carry out cleaning works to signs, buildings etc and to mobilise to clean up around the river and Jubilee Park after public holidays and events. Agreed that a request for volunteers be made in AKL via the Chair in June and after that it be decided how to take this forward.

CANS (Councils Against Noise and Speed)	Former councillor Ed Waller			3	Former Councillor Waller agreed to sit on this Group and reported back regularly to the TC. The TC has supported the initiatives the Group has taken to date. On 9 February, 2022 (minute 22/28 refers) the Council agreed that noise monitoring via 'noise cameras' should be on the A65 around Devil's Bridge and on the B6254 between Kearstwick and Old Town. It was agreed that the Clerk write to Ed Waller to see if he was still attending these meetings or if there was anything else to report.
FINANCE/STRATEGY/MONITORING GROUP	Councillors Cassell, VACANT and Williams, and the Clerk				
Town Council budget	The Group plus Clerk				Every 3 months the Council to receive a statement of income and expenditure for the year, together with projected income and expenditure to the year end. In November/December the Council to receive an analysis of income and expenditure, prior to setting the precept in January. The Council also to consider whether a three year financial forecast is possible, against which a one year budget can be set.
Audit of Council assets and ownership	The Group plus Clerk				Over the next 12 months the Councils asset register to be reviewed, together with all ownerships.
Town Council/CIC/CoT websites	VACANT				The Council has agreed the principle of combining all three web sites. One quote was sought but others are required. A specification is being prepared and will be forwarded to at least three other companies.
TC Safeguarding policies	P Cassell				Two suggested safeguarding policies were considered by the Council , but these may not be the most appropriate and a funder has suggested changes. Councillor Cassell to review and submit revised policies to the Council for adoption.
Organisations supported financially by the Council	Clerk				Organisations which are provided significant financial support by the Council (e.g. the CIC and the Community Cupboard) be required to: submit a written report to the Clerk by the beginning of September outlining the organisations financial position; its activity over the past year; how it has used the Council's money; and what are its plans for the forthcoming year. A representative of the organisation will be asked to attend a Council meeting in September or October, prior to the Council considering its budget for the following year.

CCTV		The annual maintenance cost is £5,300..	KLTC/Cumbria Police	2	Notices advising of the cameras should have been placed in the town and Cumbria Police have been reminded of this on a number of occasions. A significant element of the Council's budget is the yearly maintenance charge for the cameras (£5,300 in 2023/24). The police have been asked to provide a report on the impact the cameras may have had.
A65 Booths Roundabout - Andy Kay Ram sculpture	M Marczynski		Pro-bono, although some TC funding may be required.	2	The TC submitted for and obtained planning permission for the Ram and discussions are currently taking place over the implementation of the scheme, including the provision of a plinth and the construction process which will include the need for specialist traffic control measures.
Kendal Road - request for a pedestrian crossing at QES/St Mary's Primary School	VACANTI		Not known at this stage	2	The issues of pedestrian and road safety on Kendal Road in the area of the two schools was raised again and reported to the Council on 10 February, 2021. Contact was been made with both schools but no further progress has been made with this. However, revisions have taken place within the QES turning area which helps bus movements. The TC pressed for a new footpath linking the Oakfield Park development to the footpath in front of St Mary's, and this has been included in the legal agreement for the final phase of Oakfield Park.
Auction Mart Yard			Nil	NR	On 2 March, 2022 the Council was advised that the CC had rejected the Council's application to identify a public footpath and it was agreed that the Council could take no further action.
Kirkby Lonsdale Big Vision	VACANTI		Not known at this stage	NR	Town Council members attended a workshop with representatives of the three churches on 1 October, 2019 to receive an update on the consultation process to date and to discuss the Town Council's approach to the initiative. M Burchnall is on the Community Partner Group representing the Council. The Council's Work Programme has been shared with the Big Vision Steering Group and it has been agreed that close working is essential. The Town Council will receive further briefings as work progresses and when options are published will formally consider these. A further update meeting was held on 4 March, 2020. The Big Vision submitted two Expressions of Interest to the NHLF on behalf of St Mary's, for major structural works to the Church and internal re-organisation - both were rejected. A further application to the NHLF for a smaller amount is likely to be submitted.
Community Led Plan	VACANT		Nil	NR	It has been agreed that this should not be progressed until the other priorities of the Council have been achieved.

Transport and Public Realm Study	VACANT		Nil at this stage	3	The TC agreed in principle that a Study should take place and a Brief was prepared and agreed. The proposal was 'soft sold' to a company the Council have used before to assess whether the Brief was robust and what the likely costs would be. It was agreed that the Brief was comprehensive but costs would be in the order of £50,000 for the Study alone. Advice was sought from CCC Highways and whilst co-operation and help were promised it was confirmed that the costs of a study would be of this order. No further action has been taken to date, although certain matters are being taken forward separately (e.g. signage improvements to Market Square, disability access improvements and re-examining Kendal Road traffic issues).
CIL (Community Infrastructure Levy) funding	VACANT		Nil	NR	The Council has received £84248 of CIL money. When used WFC have to be advised of the purpose it has been used for and CIL must be used within 5 years of receiving it. CIL has been used to help rebuild the riverside wall and is currently being used to fund the consultants working on The Brow and on the SRV campaign. A return is required on how the CIL money has been used.
The new SLDC Local Plan and the future planning of Kirkby Lonsdale	VACANT		Nil	NR	SLDC started preparations of the new Local Plan which will run from 2025 to 2040. The Town Council agreed initial views on the Local Plan in a report considered on 9 September, 2020. On 22 October, 2021 the Council agreed detailed comments on the next stage of public consultation. SLDC published the Strategic Housing and Economic Needs Assessment (SHENA) in February 2023. Proposed land allocations will be published by WFC for consultation purposes.
Community Response	VACANT		KLTC	1	Agreed on 8 July, 2020 that the Town Council lead on the preparation of an Emergency Plan, working with groups and individuals across the Town. a Draft Plan was received in November, 2021 and a copy given to all councillors. It was formally considered in February, 2022 and a final version, together with proposals for awareness training etc is to be submitted to a future meeting of the Council.
Kirkby Lonsdale Community Hub/Community Cupboard	VACANT			NR	The Town Council on 8 July, 2021 agreed to work with the Community Hub and the CIC to ensure that the key elements of the Hub are built into the infrastructure of the Town. On 10 March, 2021 the TC agreed funding of £5,000 and on 18 May, 2022 the TC agreed further funding of £7,500. The Council agreed a grant of £12,000 for 2023/24 asking for £12,000.
Addressing Climate Change	VACANT			1	A climate change policy for the Council is to be developed. Councillors Bradshaw and Williams agreed to lead on this.
Communication Strategy	VACANT		Nil	NR	A revised Town Council Digital Communication Policy was approved on 12 April, 2023. Issy Bradshaw is the current moderator and updates the website on behalf of the TC.

				2	Councillors have agreed that a programme should be developed so that key members of the community can address the TC at its public meetings. A schedule of suggested organisations/speakers is to be produced.
Presentations to the Town Council	P Cassell				
	VACANT			2	A programme of in-house training is to be developed and implemented.
In-house training					