

## **Kirkby Lonsdale Town Team Meeting**

**17 November, 2025 at 17.30, at the Methodist Church, Kirkby Lonsdale**

### **Minutes of meeting**

#### **Attendees**

Mike Burchnall (Friends of Ruskins view), David Waugh (QES Head), Cllr Hazel Hodgson (Sedbergh and Kirkby Lonsdale) Derek Houston (SL Area Manager), Laura Chapman (W&F- Economic Development), Karen Johnson (Community Cupboard), Robin Ree (Lunesdale Hall), Marie Batty (KL CIC), Kim Bradshaw (Chamber of Trade) Peter Gregson (Churches Together), Lyn Richardson (W&F- Community Development Team), Robin Sadler (Chamber of Trade), Matt Kerslake (Sports and clubs ), Ruth Leahy (Economic Development)

Apologies received from: Rachel Ward (Town Council), Amanda Coleman (Police) Adam Roberts (Police)

#### **1. Agreement of minutes from the last meeting (30th September) and matters arising.**

Minutes of the previous meeting were agreed as a true record.

#### **2. AKL article submitted for the November edition**

The article has now been submitted. Thank you to everyone for your valuable contributions.

#### **3. Ratify of Draft Constitution**

The group confirmed that the proposed amendments were all acceptable. A vote was taken, and **the Constitution was approved.**

Mike Burchnall proposed

Peter Gregson seconded

#### **4. Business Survey**

Separate report included

Key impacts

28 business responses. Impacts report income and takings, road closure and footfall.

7.1 % Permanent closure or relocated following the fire.

28% remain open but reduced hours of service

7/10 made a claim re insurance

In terms of support, Financial Aid most supportive especially marketing and advertising.

How do figures match up against National figures?

Similar trends in other areas potentially due to increased Business rates and drop in footfall.

Possible benchmarking with other Towns- look at how data informs decisions.

**Laura to check Tourism figures and the Team to consider how best to get further information from visitors and re spend**

## **5. St Mary's HLF bid**

Peter informed the group that the Development application will be submitted at the end of February to repair and restore St Mary's. To strengthen the application, it is important to show Town wide support.

**It was agreed that the Town Team formally endorses the application by St Mary's for the next stage of HLF funding.**

## **6. Place Standards Document/Questionnaire**

The group reviewed the questionnaire presented by Karen. There was positive feedback, and constructive points raised around how the questions should flow.

The core survey will consist of 4 key questions with a further 14 supplementary questions which will provide more quantitative feedback, these are based on the Place Plan 14 areas of focus. David to provide a new QR code for the questionnaire.

There will be opportunities during the workshop sessions to do a deep dive.

The current QR code links to the school; discussion on accessibility for other Town Team members.

Alison and David can download results as an attachment, but real-time data would be good.

**Karen Johnson to revise the survey questions following the discussion. David to provide new QR code with an agreed closing date of end of February 2026**

**Box to be placed in the Information Centre for surveys to be dropped off.**

**Derek Houston to be the substitute for Community Development Representative.**

**Thanks were given to the students who took part in the logo competition.**

**Peter agreed to set up Face Book page for the Group**

#### **7. Article for December/January AKL**

The article was agreed and has now been submitted. Thank you to everyone for your valuable contributions.

#### **8. Engagement and Consultation Programme – agreement on leads and dates (Draft to be circulated before the meeting)**

The stakeholder map looks great and will be the basis for engaging the community.

The Market stall sessions to be scheduled for early March

Community Groups encouraged to complete their own form.

**Make sure local elected members are included in the discussions.**

**Organise separate meeting to go over Stakeholder mapping and allocation of leads (held on 25 December)**

#### **9. St Mary's Stall at Christmas Fair – 6 and 7 December**

10am-5pm Saturday, 10am-4pm Sunday

The event will be used to share information about the Town Team as well as asking for people to complete the survey.

There is the possibility of a hamper to encourage the community to complete the survey.

6<sup>th</sup> Formers signing up to help- 2 hours at a time.

**Marie and Mike to make a formal arrangement with Stuart regarding banners and adverts.**

**Robin Ree, Karen, Mike, volunteers so far, 2-hour time slot, Lyn to send email re more volunteers.**

## **10. Community Fair 10 January**

11.00am-2pm St Marys Church-

**Volunteers required, Lyn to send out email**

## **11. Finance update**

As the Constitution has now been agreed Karen will start the process of opening a Bank Account, this will enable the group to apply for funds as and when required.

**Funding – Karen to apply to W&F Community Fund for approx. £2,500.  
Deadline January 31<sup>st</sup> 26**

## **12. AOB**

One Year Anniversary, 8<sup>th</sup> December, 5.30pm.

Unveiling of the memorial stone; additional benches being installed.

There will be a Brass Band, Speech and refreshments in the Church afterwards.

Well-being has been mentioned, drop in sessions

**LR to check with HAWC and Social Prescriber to see if available for support.**

AKL being advertised in this edition plus through social media and then We are Kirkby Lonsdale.

**Laura Chapman to send David Waugh the details of the day.**

**Lyn to speak to Louise Elspworth to call a cluster meeting ASAP regarding the bereavement.**

## **13. Date and time of next meeting and programme of future meetings all at 5.50 – 7.00**

- January – 12<sup>th</sup> January Methodist Church
- February- 9<sup>th</sup> February Methodist Church
- March- 9<sup>th</sup> March Methodist Church
- April- 13<sup>th</sup> Methodist Church