

**KESWICK TOWN COUNCIL**  
**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

Minutes of the Annual Meeting of Keswick Town Council held in the Council Chamber, Town Hall, Keswick on Thursday 15th May 2025 at 7.00 p.m.

**Present:**

**Chair**  
 Councillor Louise Dunn  
**Councillors**

Natalie Evans  
 Claire Houghton  
 Rob Nelson  
 Lorraine Taylor

Steve Harwood  
 Denstone Kemp  
 Claire Peat

Chris Houghton  
 Benita Lapthorn  
 Richard Scott

Also present was Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press, and 8 members of the public

**1. Election of Chair (Town Mayor)**

There being only one nomination it was **RESOLVED** that Councillor Louise Dunn be elected as the Chair (Town Mayor) for the ensuing year. Councillor Dunn made the statutory Declaration of Acceptance of Office.

**2. Election of Deputy Chair (Deputy Mayor)**

There being only one nomination it was **RESOLVED** that Councillor Natalie Evans be elected as Deputy Chair (Deputy Mayor) for the ensuing year. Councillor Evans made a Declaration of Acceptance of Office.

**3. Apologies**

Apologies for absence were received from Councillor Murray. Her apologies were noted and agreed by Councillors.

**4. Minutes**

**RESOLVED** that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on 17th April 2025 (pages 42-45).

**5. Requests for Dispensations**

The Clerk reported that no requests for dispensations had been received.

**6. Declarations of Interests**

Councillor Lapthorn declared a personal interest in agenda item 19 as she was Secretary of the Keswick Community Housing Trust. She would remain in the room and vote on the item.

**7. Matters to be received from the Public**

No matters were raised by members of the public.

**8. Matters to be raised by Councillors**

No matters were raised by Councillors.

**9. Applications for Development**

- i) **RESOLVED** that the following observations be submitted to the Lake District National Park Authority (Action - RFO):



Plan Ref.	Description, Location, Comments Recommendation
7/2025/2071	<p>Construction of a dormer to the left hand side main roof pitch 11, Crosthwaite Gardens, Keswick, CA12 5QF</p> <p><i>Support – this would be a departure from the general pattern of roof forms in this cul-de-sac of 17 dwellings. As it is in a secluded location with no impact on adjacent properties we feel this is acceptable in this situation</i></p> <p><b>SUPPORT</b></p>
7/2025/2072	<p>Replacement windows 2, Manor Park, Keswick, Cumbria, CA12 4AA</p> <p><i>Object – this property is within the extended Conservation Area. As the existing windows are wood it is acknowledged in the recently adopted Lake District Design Code that replacement in wooden windows would normally represent the most appropriate and sustainable option. It is acknowledged that the upvc heritage range of sliding sash windows proposed does replicate visually the traditional features of existing wood windows. However the carbon footprint of wood windows is significantly better than upvc over the lifetime of a building. We consider that if conservation means anything replacement windows should be in the same material</i></p> <p><b>OBJECT</b></p>
7/2025/2073	<p>Erection of rear and side extensions, raised patio and internal alterations 37, Lakeland Park, Keswick, CA12 4AT</p> <p><i>Object – this application represents a significant expansion and remodelling of the existing single storey dwelling which is not objected to in principle. We consider the detailed design of the proposal does not meet the criteria set out in Local Plan Policy 06 as we believe it does have an unacceptable impact on the amenity of residents in the properties below on Springs Road due to visual intrusion, overlooking and overbearing effect. The appeal decision of a smaller extension at 32 Lakeland Park in 2016 is noted. However we consider the double roof pitch fully glazed design of the extension at the rear looking towards No.22 and Owls Crag on Springs Road has a much greater 'in your face' impact particularly to the first floor accommodation on these properties. This is a non traditional detail which given the extent of remodelling would be more sympathetic with lesser impact by extending the roof pitch to the full width – as proposed at 21 Lakeland Park. This is exacerbated by an extension of an external raised patio where people using this space would look down directly onto the rear garden area of these properties which would be particularly intrusive and overbearing</i></p> <p><b>OBJECT</b></p>
7/2025/2074	<p>Rear extension to provide a larger kitchen/dining room, toilet and utility. Upstairs alterations to allow a midway bedroom, upstairs bedroom and office space 21, Lakeland Park, Keswick, CA12 4AT</p> <p><i>Support – we support the proposed rear extension and remodelled roof in principle which respects the design of the existing dwelling. There appears to be an omission on the proposed elevations which shows a new dormer in outline on the side elevations but is not shown on the rear elevation. This should be corrected to enable consideration of any impact on windows to nearby dwellings</i></p> <p><b>SUPPORT</b></p>
7/2025/2075	<p>Construction of an 'acoustic' wooden fence to the front of the site, a small section to one side and a pair of wooden driveway gates, plus planting of 'evergreen' Laurel shrubs in front of the fence Quinta, Keswick, Cumbria, CA12 5RA</p>



*Support – The reasons for the new fence along the front boundary is noted but we consider the proposed laurel planting to screen the visual impact of the fence is of vital importance. We support this proposal subject to a condition that the laurel screen planting is maintained at all times in the future*

**SUPPORT**

7/2025/2077 Extension to form domestic garage  
Gatesgarth, High Hill, Keswick, Cumberland, CA12 5PB  
*Support – we support this application subject to a requirement that all external paved/hard surface areas are in permeable construction*  
**SUPPORT**

ii) **RECEIVED** an update on National Park planning decisions.

**10. Mayors Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 11 April – 8 May 2025.

**11. Annual Review of Standing Orders**

**RESOLVED** that the amendments to the Standing Orders be agreed as presented (Action – Clerk).

**12. Standing Committee and Working Group Members**

- i) Staffing Committee  
**RESOLVED** that the Staffing Committee comprises Councillors Dunn, Chris Houghton, Claire Houghton, Murray and Taylor
- ii) Events Committee  
**RESOLVED** that the Events Committee comprises Councillors Dunn, Evans, Harwood, Claire Houghton, Nelson and Scott.
- iii) Planning & Licensing Group  
**RESOLVED** that Councillors be appointed to the Planning Group were Councillors Harwood, Chris Houghton, Peat and Taylor.
- iv) Visitor Management Working Group  
**RESOLVED** that Councillors be appointed to the Visitor Management Working Group were Councillors Harwood, Claire Houghton, Peat and Scott.
- v) Housing Working Group  
**RESOLVED** that Councillors be appointed to the Housing Group were Councillors Harwood, Laphorn and Taylor.

**13. Outside Bodies & Liaison Meetings**

**RESOLVED** that the following Councillors be appointed as representatives on outside bodies and to attend liaison meetings

The Battersby Charity	Councillor Harwood
Keswick in Bloom	Councillor Peat
Keswick Community Emergency Recovery Partnership	Councillor Murray
Keswick Tourism Association	Councillor Chris Houghton
Keswick Youth Centre	Councillor Evans



Keswick Flood Action Group

Councillor Peat

Keswick Convention Town Liaison Group

Councillor Claire Houghton  
Councillor Nelson

Sustainable Keswick

Councillor Evans

**14. Chairman's Allowance**

**RESOLVED** that the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 be set as £2,000 as per the budget provision made with the normal payment arrangements to apply (Action – RFO)

**15. Schedule of Meetings 2025/26**

**RESOLVED** that the date and times of ordinary meetings of the Council for the ensuing year be fixed as follows (Action – Clerk). **NB ALL VENUES ARE NOW TBC.**

**SCHEDULE OF MEETINGS 2025**

19th JUNE	TOWN COUNCIL MEETING 7PM
10th JULY	CHARITABLE TRUST MEETING 7PM
17th JULY	TOWN COUNCIL MEETING 7PM
21st AUGUST	TOWN COUNCIL MEETING 7PM
11th SEPTEMBER	CHARITABLE TRUST MEETING 7PM
18th SEPTEMBER	TOWN COUNCIL MEETING 7PM
16th OCTOBER	TOWN COUNCIL MEETING 7PM
13th NOVEMBER	CHARITABLE TRUST MEETING 7PM
20th NOVEMBER	TOWN COUNCIL MEETING 7PM
11th DECEMBER	TOWN COUNCIL MEETING 7PM

**SCHEDULE OF MEETINGS 2026**

15th JANUARY	TOWN COUNCIL MEETING 7PM
22nd JANUARY	CHARITABLE TRUST MEETING 7PM
19th FEBRUARY	TOWN COUNCIL MEETING 7PM
12th MARCH	CHARITABLE TRUST MEETING 7PM
19th MARCH	TOWN COUNCIL MEETING 7PM
16th APRIL	ANNUAL PARISH 6.00PM TOWN COUNCIL MEETING 7PM



21st MAY ANNUAL COUNCIL MEETING 7PM

28th MAY ANNUAL TRUST MEETING 7PM

**16. Schedule of Charges**

Consideration was given to the report of the Responsible Financial Officer.

**RESOLVED** that the charges be agreed as set out in the report (Action – RFO).

**17. Annual Review of Effectiveness of Internal Financial Controls**

Consideration was given to the report from the Responsible Financial Officer.

**RESOLVED** that the observations in the report be noted.

**18. Town Council Insurance Renewal/Review**

Consideration was given to the report from the Responsible Financial Officer.

**RESOLVED** that the Responsible Financial Officer continue to chase Zurich for a renewal figure, and bring to the next Town Council meeting (Action – RFO).

**19. Clerk's Report**

**RECEIVED** the report from the Clerk.

**RESOLVED** that:

- i) Keswick Town Council hand back the £7,999 shares to Keswick Community Housing Trust, thereby cancelling the liability and retaining the £1 voting share (Action – Clerk);
- ii) Keswick Town Council will request that Cumberland Council ringfences 100% of the council tax premium raised from 2<sup>nd</sup> home owners in Keswick, so that the money can be used towards the provision of affordable rental housing in Keswick, whether that is via new build, conversions or the purchase of existing properties within Keswick (Action – Clerk); and
- iii) Keswick Town Council will request that Cumberland Council actively works to identify opportunities in Keswick, including disused buildings and other spaces, that may be able to be used to add to the stock of affordable homes available for the people of Keswick (Action – Clerk).

**20. Payment of Accounts**

**RESOLVED** that the accounts for May 2025 as approved by the Inspection Committee be authorised for payment for

- i) The Town Council, vouchers 16-57, amounting to £75,443.64 (seventy five thousand four hundred and forty three pounds and sixty four pence)
- ii) The Trusts, vouchers HP8 – FP23, amounting to £20,606.89 (twenty thousand six hundred and six pounds and eighty nine pence)

**21. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Cumberland Council – written report submitted (see attached appendix).
- ii) Lake District National Park Authority North Distinctive Area Parishes Representative – no report available.

**22. Correspondence**

**RECEIVED** one letter from the Lake District National Park Authority relating to their Strategic Visitor Management Group, and one letter relating to second homes and holiday lets, and to decide Keswick Town Council's response to these.

**RESOLVED** that Councillor Harwood, Peat and Dunn complete drafting a letter to be submitted as part of the Planning and Infrastructure Bill written evidence, as well as sent to appropriate authorities such as the LDNPA, Cumberland Council and Markus Campbell-Savours, MP (Action – Clerk).

**23. Policies for adoption**

**RESOLVED** that Health and Safety Statement be approved, on the proviso that the Council Chamber is not used for further meetings (Action – Clerk).

**24. Meeting attendance for 2025/26**

**RECEIVED** the report of the Clerk.

**25. Police Report**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing Team

The meeting closed at 8.10 p.m.



Chair



Date

## Cumberland Councillor Observations for KTC Annual Meeting May 2025

Councillor Sally Lansbury

Apologies I can't be there in person tonight.

I was elected to Cumberland Council on 17 October 2024. Very soon after, I was nominated for the Lake District National Park Authority representative for Keswick and the Cumberland representative for the Lake District National Park Partnership. These posts are all very important for Keswick in order to represent all of our issues. I also represent two other Parish Councils – Borrowdale and, St Johns, Castlerigg and Wythburn, whose issues are similar to those of Keswick in terms of housing, visitor management, waste, roads and transport, although in a more rural context.

Keswick Town Council does a great job for Keswick residents and I support their work by ensuring that Keswick issues are high on the agenda at Cumberland Council and the Lake District National Park.

Keswick Leisure Facilities are a Town Council priority. Things are moving forward through Cumberland, but at a very considered pace. We await the results of a condition survey and a wider reaching report on potential rejuvenations of the area behind the pool.

My first six months have been dominated by highways issues and the traffic regulation orders for Keswick. The pressure upon Keswick parking caused by increased car ownership and usage, visitor numbers and camper vans, creates issues for both residents and businesses. These issues are not unique to Keswick but are more significant as we have such a small resident population. (c 5,000). Trying to control these issues will be ongoing for a very long time. As soon as one pressure point is sorted out – there is a knock-on effect elsewhere. At the moment, the emphasis must be on health and safety and that is why there are priority areas for double yellow lines (DYLs) and enforcement, a motorhome and camper van policy, review of car parking charges and future consideration of more disc zones and residents parking. Enhancing public transport must be a goal. Supporting small initiatives such as the Keswick Community Car scheme are important in changing behaviour and rethinking car ownership.

The team at Cumberland Highways are of course overstretched and there is never enough budget for all requests but they are very responsive and work hard to address our issues. The TROs have been reviewed and Town Council recommendations taken on board – the formal consultation is imminent and then those recommendations will go to the highways board (July) for approval and allocation of funding.

Cumberland has now purchased jetpatchers for potholes and a small machine for painting DYLs so can now be very responsive in carrying out small repairs. It is an ongoing trial to ensure that UU and Fibrus and other private contractors, carry out suitable repairs and remediations following their work.

Nature restoration is important for all species and for food security, including the health and wellbeing of humans. Local sustainability groups such as Sustainable Keswick work with both Town Council and Cumberland to create initiatives such as the Borrowdale Road wildflower meadow, Springs Road attenuation basis and Elizabeth's woodland. On a strategic level at Cumberland and the National Park, future step change is possible with the implementation of Biodiversity Net Gain and Carbon Capture credits. These provide huge possibilities for rewilding, peat restoration and woodland creation, hence

protecting species and improving carbon storage, whilst maintaining financial stability through investment.

The changes to waste collections did ruffle some feathers, mainly of those who have larger gardens and prefer two garden waste bins – but overall the changes seem to be acceptable and the additional recycling collections are welcome. Importantly this has brought the whole of Cumberland into alignment which brings efficiencies in transportation of waste. Holiday homes in the backstreets do seem to be an ongoing issue and this will be observed and reported upon going forward.

The proposal for a Keswick Community Partnership is gaining momentum and several Cumberland Officers are now involved in assisting its development. A meeting of community groups with presentations and information is planned in June. The KCP intends to provide support to smaller community groups and has an eye towards much community projects for the town.

I intend to work closely with Town Council with support from Cumberland events and youth teams to work up proposals for a teenage market and performance day, (successfully trialled in Carlisle) which could, I hope be combined with Keswick Midsummer Festival to create a new, youth focused event.

I cannot stress enough, how important it is to report any issues regarding waste, highways, potholes, pavements and drains through the MyCumberland App. This system does work. If you feel that a report has been followed up ineffectively or there is a cluster of issues then contact me for action but always report first via: Cumberland Council UK App, OR [www.cumberland.gov.uk](http://www.cumberland.gov.uk) report a problem.