

**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 21st May 2026 at 7.00 p.m.

Present:

Chair

Councillor Natalie Evans

Councillors

Louise Dunn

Benita Laphorn

Richard Scott

Steve Harwood

Jean Murray

Lorraine Taylor

Denstone Kemp

Claire Peat

Also present was Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press, and 20 members of the public

1. Election of Chair (Town Mayor)

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

3. Apologies

Apologies for absence were received from Councillor Chris Houghton and Councillor Claire Houghton. Their 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 16th April 2026 (pages 56-59).

5. Requests for Dispensations

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

6. Declarations of Interests

No declarations of interest were made at this meeting.

7. Matters to be received from the Public

A member of the public asked Councillors a question regarding the lack of a Tourist Information Centre in Keswick. They wished to know if a local property had been found to house the Tourist Information Centre, and questioned whether the Battersby Hall Charity had received any monies yet from the new tenants.

Councillor Harwood, as one of the Trustees of the Battersby Hall Trust, corrected the member of the public on some of their information, and stated that any information relating to monies received from the new tenants was subject to commercial confidentiality.

Councillor Murray then stated her belief that the LDNPA considered TIC's outdated, and thought that they had no intention of opening another office. There was discussions about having a part-time volunteer at an info desk within the Moot Hall, but that was still at some point in the future.

Two members of the public spoke in relation to agenda item 21, Keswick Archery Club, to clarify information regarding this, and to confirm that full ranges needed to be confined in a certain area, an area that needed a minimum of 150 yards.

The Clerk agreed to go to the LDNPA Development Control Committee and speak as CEO of Hope and Fitz Park Trusts in support of Keswick Archery Club.

8. Matters to be raised by Councillors

No items were raised by Councillors at this meeting.

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
T/2026/0063	Upper Fitz: TO89 Willow - remove wind-blown tree; TO10 Cedar - hung up branches to be removed; Lower Fitz: TO49 mature Oak - large branch blown off, tidy up back to main stem - 5 Day Notice Upper and Lower Fitz Park, Station Road, Keswick, CA12 4NF <i>Declared interest</i>
T/2026/0072	5 Day Notice - Fell Douglas Fir tree Castlehead Medical Centre, Ambleside Road, Keswick, CA12 4DB <i>No comments required</i>
T/2026/0074	T1 - Sycamore - Fell - dead. T2 - Sycamore - Fell - diseased with Brittle Cinder. T3 - Cherry - Fell - Tree has lifted root plate and damaging drive. T4 - Laurel - Fell - dead. T5, T6, & T7 - Beech trees - Crown lift lower branches. Small diameter. (Branched marked in photos). Greta Hall, Main Street, Keswick, CA12 5NH <i>Support – this is within Conservation Area and in the grounds of a listed building. We support the tree management recommendations of Julian Grave of Derwent Charcoal and Tree Services</i> SUPPORT
T/2026/0089	T106 Sitka spruce tree, lack of growth over last 2 years - Fell. T107 Sitka spruce tree, lack of growth over last 2 years - Fell Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF <i>Declared interest</i>
7/2026/2072	Changes to fenestration and replacement rear porch 14, Stanger Street, Keswick, CA12 5JU <i>Support – we support the proposed changes at the rear of 14 Stanger Street which represents an improvement to the property in keeping with adjacent buildings</i> SUPPORT
7/2026/2090	Installation of solar panels Riverside, Crosthwaite Road, Keswick, CA12 5PG <i>No comments required</i>

7/2026/2021 Change of use of the first floor of the former Biketreks Building, 133 Main Street, Keswick along with external alterations to the building fenestration and associated works
133 Main Street, Keswick, CA12 5NJ
Support – the basis of this application is the conversion of the upper floor accommodation to 2 self contained 2 bedroom flats each with its own entrance at ground level. Accompanying this are changes proposed externally to the side elevation and replacement of all windows, The application indicates that there is existing car parking provision for this building but no details are provided. Whilst supporting the application in principle we object to the new flats being treated as market housing and request that local occupancy conditions should apply. We note it is proposed that existing upvc windows and new windows are to be replaced with powder coated aluminium. As this building is within the Conservation area we consider that timber windows would be more appropriate
SUPPORT

7/2026/2025 Change of use of land to mixed use of agriculture and recreation (archery) and associated development comprising two shipping containers, for storage of equipment, composting toilet and an area of hardstanding for parking.
Grazing Field, Portinscale, CA12 5RS
Although this application is outside our Town Boundary, it is the Keswick Archery Club and we consider this application should be supported. We note that objections were originally raised by Cumberland Flood and Development Management on Highways issues and the Environment Agency on Flood Risk concerns. These have been addressed with responses by the applicant and the objections have been withdrawn.

The efforts made by the Archery Club in finding a suitable location are well documented. On initial consideration this would be considered to be an inconvenient site to access for its members. When you visit this remote location and see the flat green open meadow, off the beaten track and well screened by mature trees, you can immediately see why they are prepared to make the effort. It is ideally suited for the special needs of this historic countryside and Olympic sport. It is in an area which affects no one else and allows it to continue being grazed as open pastureland when not in use. Our only concern was the introduction of metal box storage containers in the open countryside. The applicant has provided details and illustrations to show how well screened this location is from vantage points and how it has been painted to blend in with the natural landscape colours. As Keswick has been recently classified as a "deprived" area in provision of leisure facilities outside the mainstream sports, this initiative should be welcomed and encouraged.

The parks in Keswick are unsuitable for the club as trustees would not allow the club to set up their base in the parks. Given the open nature of the parks, and the times there are large amounts of people/ animals/children running around, parks trustees would be extremely concerned about the risks involved, and could not easily find a way for the Archery club to safely practice in those circumstances. Also the parks could not accommodate the containers required for storage. We wish to strongly support this application.

SUPPORT

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

10. Licensing Application

RECEIVED Planning and Licensing Group report on licensing applications received.

11. Mayors Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 10 April – 14 May 2026.

Councillor Kemp left the room before the discussion on this item.

12. Annual Review of Standing Orders

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

Councillor Kemp returned to the room.

13. Standing Committee and Working Group Members

RESOLVED that the following Councillors be appointed as representatives on Committees and Working Groups (Action – Clerk):

i) Staffing Committee

RESOLVED that the Staffing Committee comprises Councillors Dunn, Evans, Chris Houghton, Claire Houghton, Murray and Taylor

ii) Events Committee

RESOLVED that the Events Committee comprises Councillors Evans, Harwood, Claire Houghton 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, Peat and Scott.

v) Housing Working Group

RESOLVED that Councillors be appointed to the Housing Group were Councillors Harwood, Laphorn and Taylor.

vi) Commercial Group

RESOLVED that Councillors be appointed to the Commercial Group were Harwood, Chris Houghton and Scott.

vii) Fundraising Group

RESOLVED that Councillors be appointed to the Fundraising Group were Dunn, Evans, Claire Houghton, Murray and Peat.

14. Outside Bodies & Liaison Meetings

RESOLVED that the following Councillors be appointed as representatives on outside bodies and to attend liaison meetings (Action – Clerk).

The Battersby Charity

Councillor Steve Harwood

Keswisck in Bloom

Councillor Claire Peat

Keswick Fairetrade

Councillor Lorraine Taylor

Keswick Tourism Association	Councillor Chris Houghton
Keswick Community Emergency Recovery Partnership	Councillor Jean Murray
Keswick Youth Centre	Councillor Natalie Evans
Keswick Flood Action Group	Councillor Claire Peat
Sustainable Keswick	Councillor Natalie Evans
Tour de France Liaison	Councillor Steve Harwood

15. Chair'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).

16. Schedule of Meetings 2026/27

RESOLVED that the date and times of ordinary meetings of the Council for the ensuing year be fixed as follows (Action – Clerk).

SCHEDULE OF MEETINGS 2026

18th JUNE	TOWN COUNCIL MEETING 7PM
9th JULY	CHARITABLE TRUST MEETING 7PM
16th JULY	TOWN COUNCIL MEETING 7PM
20th AUGUST	TOWN COUNCIL MEETING 7PM
10th SEPTEMBER	CHARITABLE TRUST MEETING 7PM
17th SEPTEMBER	TOWN COUNCIL MEETING 7PM
15th OCTOBER	TOWN COUNCIL MEETING 7PM
12th NOVEMBER	CHARITABLE TRUST MEETING 7PM
19th NOVEMBER	TOWN COUNCIL MEETING 7PM
17th DECEMBER	TOWN COUNCIL MEETING 7PM

SCHEDULE OF MEETINGS 2027

14th JANUARY	CHARITABLE TRUST MEETING 7PM
21ST JANUARY	TOWN COUNCIL MEETING 7PM
18th FEBRUARY	TOWN COUNCIL MEETING 7PM
11th MARCH	CHARITABLE TRUST MEETING 7PM
18th MARCH	TOWN COUNCIL MEETING 7PM

15th APRIL ANNUAL PARISH 6.00PM
TOWN COUNCIL MEETING 7PM

20TH MAY ANNUAL COUNCIL MEETING 7PM

27th MAY ANNUAL TRUST MEETING 7PM

17. 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*).

18. Annual Review of Effectiveness of Internal Financial Controls

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

RESOLVED that the Clerk and Responsible Financial Officer draft a Heads of Terms based on previously drafted terms for Walker Park, and send them to Cumberland Council. (*Action – Clerk/Responsible Financial Officer*).

19. Town Council Insurance Renewal/Review

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

RESOLVED that the recommendations within the report are approved (*Action – RFO*).

20. Resolutions from the Annual Meeting of Electors of the Parish

RECEIVED the report from the Clerk.

RESOLVED that the Clerk write to Cumberland Council with the following resolutions (*Action – Clerk*):

- i) Keswick Town Council requests that Cumberland Council ring fences 100% of the Council Tax Premium raised from 2nd 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 premises in Keswick; and
- ii) Keswick Town Council requests 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.

21. Keswick Archery Club

RECEIVED the report of the Clerk.

RESOLVED that the planning observation set out above (application number 7/2026/2025) be sent to the Lake District National Park Authority in support of the Archery Club's application (*Action – RFO*).

22. Payment of Accounts

RESOLVED that the accounts for May 2026 as approved by the Inspection Committee be authorised for payment for

- i) The Town Council, vouchers 13 – 56 amounting to £53,309.38 (fifty three thousand three hundred and nine pounds and thirty eight pence).
- ii) The Trusts, vouchers HP8 – FP30 amounting to £24,099.40 (twenty four thousand and ninety nine pounds and forty pence).

23. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – no report submitted.
- ii) Lake District National Park Authority North Distinctive Area Parishes Representative – no report submitted.

24. Correspondence

RECEIVED one letter from the Lake District National Park Authority relating to their Strategic Visitor Management Group.

RESOLVED that Councillor Dunn and the Clerk write to Tiffany Hunt and Gavin Capstick (LDNPA), raising concerns over motorhomes, and the fact that there is no real residents voice on any of the Tactical Groups, and request that they be included somehow (Action – Councillor Dunn and Clerk).

25. Policies for adoption

RESOLVED that Health and Safety Statement be approved (Action – Clerk).

26. Meeting attendance for 2026/27

RECEIVED the report of the Clerk.

27. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team.

28. Tour de France

RECEIVED an update from Councillor Harwood.

29. Events Minutes

RECEIVED for information the minutes of the Events Committee held on 26 March 2026 (pages 17-18).

Prior to the following business the Chair moved the following resolution:

‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’

30. Building Update

RECEIVED an update from the Responsible Financial Officer.

RESOLVED that option A was no longer viable, and that the Council should explore Option B (Action – RFO/Clerk).

The meeting closed at 8.34 p.m.

Chair

Date