

KESWICK TOWN COUNCIL

Council Offices  
50 Main Street  
Keswick  
CA12 5JS  
Tel 017687 73607

14<sup>th</sup> January 2016

Dear Sir/Madam

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 21st January 2016 at 7.30pm.

Members of the public and press are welcome to attend.

Yours faithfully



Lynda Walker  
Town Clerk

**AGENDA**

1. **Apologies**  
To receive apologies for absence.
2. **Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council Meeting held on the 17<sup>th</sup> December 2015 (pages 31-34).
3. **Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

*If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting*

5. **Police Attendance** (10 minutes allowed)  
To receive the report of the Allerdale Neighbourhood Policing Team - a Police Community Support Officer will attend when on duty and available.

**6. Support for Fair Trade Town Status**

To pass a resolution confirming the Town Council's continuing support for Fair Trade in Keswick and to receive a certificate recognising the renewal of the town's Fair Trade status – representatives of Keswick and District Fair Trade will be in attendance.

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

Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

**8. Review of Car Parking Charges - Consultation**

Allerdale Borough Councillor Mike Heaslip and Mike Hall, Parking Services Manager, will attend to explain the proposals for changes to car parking charges in Keswick and to receive the views of the Town Council.

**9. Applications for Development**

- i) To examine applications for development and submit observations to the Lake District National Park Authority.
- ii) To receive update on National Park planning decisions (none received).

**10. Request for Youth Funding**

To consider a request from Keswick School for funding towards indoor equipment for fitness classes.

**11. Request for Grant**

To consider a request for a grant of £100 from Keswick & District Community First Responders from the 2016/17 budget allocation. **Please note – this application was overlooked in error during consideration of grants for 2016 but was received by the deadline.**

**12. Payment of Accounts**

To confirm the payment of accounts for January 2016 as approved by the Inspection Committee (to be circulated at the meeting):

- i) For the Town Council
- ii) For the Trusts

**13. Quarterly Budgets**

To receive for information the third quarter budget comparisons.

**14. Mayor's Report**

To receive a report from the Mayor including details of the Mayor's calendar of duties together with notes from the Allerdale 3 tier meeting held on 11 January 2016 and the meeting of the project group for the reinstatement of the railway line from Penrith to Workington.

**15. Schedule of Meetings**

To approve the Schedule of Meeting Dates for 2016/17.

**16. Reports from Ward Representatives**

To receive reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives
- ii) Cumbria County Council Ward Representative
- iii) Lake District National Park Authority Allerdale Parishes Representative

**17. Reports from representatives on Outside Organisations**

To receive the following report:

- i) Churches Together in Keswick - Councillor Leighton

**18. Minutes of Committee Meetings**

To receive for information the minutes of the following Committee meetings:

- i) Staffing Committee 7 January 2016
- ii) Events Committee 12 January 2016

**19. Clerk's Report**

To consider the Clerk's report.

**20. Correspondence**

To receive details of the following correspondence:

- i) Llandudno Town Council – Cumbria Floods
- ii) Stoke St Gregory Parish Council – Flooding
- iii) NALC – HM Queen's 90<sup>th</sup> Birthday Celebrations



**KESWICK TOWN COUNCIL**

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick, on Thursday 17<sup>th</sup> December 2015 at 7.30pm.

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**Present:**

**Chairman**  
Councillor Paul Titley

**Councillors**

David Burn	Allan Daniels	Martin Jordan
Denstone Kemp	Susan Leighton	Duncan Miller
Adam Paxon	Peter Price	Martin Pugmire

Also present were Lynda Walker (Town Clerk), Catherine Parker (Administration & Finance Officer), 2 members of the press, 5 members of the public and Sgt Gillian Atkinson.

**130. Apologies**

Apologies for absence were received from Councillors Lysser and Lywood (holidays) and Geoff Davies (National Park Authority parishes representative).

**131. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 19<sup>th</sup> November 2015 (pages 27-30).

**132. Requests for Dispensations**

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

**133. Declarations of Interests**

Declarations by elected and co-opted members of interests in respect of items on this agenda were received from:-

Councillors Burn and Miller – item 8 (i) Planning ref. 7/2015/2254(close friends of premises owner)

**134. Flood Response**

The Mayor congratulated the Keswick community on the stunning effort made during the recent flooding and asked for this to be officially recorded. Councillor Pugmire reported on the setting up of the Allerdale Local Recovery Group. A number of issues were raised and an information sheet was circulated giving useful advice and contacts for those affected. The extent of damage to Hope and Fitz Parks was discussed and it was **RESOLVED** that an additional grant of £10,000 be made available to Fitz Park Trust to be funded from the Town Council's contingency budget to assist with clean up costs.

**135. Police Report**

**RECEIVED** the report of the Allerdale Neighbourhood Policing team. Sgt Gillian Atkinson was in attendance and advised on flood recovery work undertaken by the police. Additional security personnel had been employed and would be in place over the Christmas period. Sgt Atkinson agreed to liaise with County Highways regarding clarification of the misleading road closure signage on Chestnut Hill.

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

Mr David Simpson expressed his disappointment that copies of all the reports relating to meetings of the Town Council were not available on the website, especially as Keswick library was now closed due to flooding. The Clerk assured Mr Simpson that all public papers would be included on the website in future. He also requested an explanation as to why the Town Council had objected to a planning application for change of use of a property to provide holiday accommodation for disabled people and accused Councillors

of discrimination. The Mayor refuted this accusation and Councillor Burn on behalf of the Planning Group explained that the reason for the objection was that the application was for holiday lets as opposed to housing for local occupancy.

Mr Roy Johnson spoke on behalf of Keswick Retailers Association objecting to Allerdale Borough Council's proposals to increase car parking charges in Keswick. He referred specifically to the proposal to suspend reduced price permits for the lower paid on the grounds of suspected fraud, and to concerns that the Borough Council does not consider the impact of increases on local people who shop in Keswick and are essential to the viability of businesses.

Rachel Swift of Theatre by the Lake protested against the proposed scale of the increases which would result in an additional £5 charge to theatregoers which would threaten the viability of the theatre.

A member of the public highlighted health and safety concerns which would arise if more indiscriminate parking on the residential streets of Keswick resulted from the increased charges.

Geoff Davidson of Above Derwent Parish Council spoke in support of the objection to the proposed increased charges.

The Mayor advised that representatives of Allerdale Borough Council would be present at the next Town Council meeting when this item would be on the agenda for discussion. In the meantime, the Clerk was asked to forward the concerns on to the Borough Council.

### 137. Applications for Development

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

Plan Ref.	Description of Development Location:
7/2015/2169	Proposed dormer, change windows and internal alterations and associated works 25 Church Street <i>Object – Do not want to see use of upvc on front door and windows. Wood would be more in keeping.</i> <b>OBJECT</b>
7/2015/2228	Proposed new orangery to replace existing conservatory, external ground works to provide boat launch ramp with vehicle access to Derwentwater, plus a new flood defence system incorporating a level lawn Waters Edge, Lake Road <i>Neutral – no concerns over new orangery (to replace existing sun lounge) etc.</i> <i>Presumably has right to boat access to Lake</i> <b>NEUTRAL</b>
7/2015/2248	Variation of condition no. 2 (occupancy restriction) of planning approval 7/2005/2027 with current local occupancy restriction for the North Distinctive area of the Lake District National Park 19 Eskin Street <i>Support – Condition 2 restricted occupation of the 2 flats to proprietor or staff of F &amp; W Green Ltd. Application is to substitute current local occupancy restriction instead. This would bring property into line with current applications</i> <b>SUPPORT</b>
7/2015/2254	Conversion of existing A1 retail unit to A3 restaurant use

28 Lake Road  
*Declared interest – Councillors Burn and Miller*  
**NEUTRAL**

- 7/2015/2268** Installation of new windows  
 40 Wordsworth Street  
*Neutral - wood at front, UPVC at rear, this will match existing as close as possible*  
**NEUTRAL**
- 7/2015/2271** The construction of a single storey bedroom extension, conservatory, front porch and a first floor extension to accommodate a new stair with access to a first floor seating area.  
 Riverside, Crosthwaite Road  
*Neutral – potential overlooking issues have been addressed by use of opaque glass. Do have concerns about potential of increased flooding risk in the area.*  
**NEUTRAL**
- 7/2015/2272** Temporary use of agricultural fields to accommodate campers and caravanners attending the Keswick Convention in Summer 2016  
 Crosthwaite Conference Centre, Church Lane  
*Support – annual application – causes no problems*  
**SUPPORT**
- 7/2015/2273** Replace front porch and repaint previously painted features  
 6 Church Street  
*Support - replacement porch will match those on either side of this property*  
**SUPPORT**
- 7/2015/2277** Window replacement  
 7 Southey Street  
*Neutral – replacement windows (UPVC) will replace high level dormer windows and rear windows, should not detract from appearance of the property*  
**NEUTRAL**
- 7/2015/2279** Site upgrades and improvements including the conversion of 48 no. grass pitches to hardstandings, a new combined motorhome service point and service area, a new service area, regularisation of existing Site Manager's pitches, Site security access and egress barriers in two locations and amended location for reception block (permitted under ref: 7/2006/2048)  
 Walker Park, Crow Park Road  
*Neutral – Hardstanding are to be gravel. Flood Risk Assessment states will not increase flood risk elsewhere*  
**NEUTRAL**
- 7/2015/2281** Change of use of Greta Gardens from C3 use (Dwellinghouses) to C2 use (Residential institutions)  
 Greta Gardens, Crow Park Road  
*Object on grounds of effect and strain on services e.g. Social Care and local GP's*  
**OBJECT**
- 7/2015/2284** Modification of S106 Agreement on approval ref 7/2012/2034 to extend occupancy restriction to Cockermouth and/or local family connection  
 Greta Gardens, Crow Park Road  
*Support the local family connection aspect of this application only*

**SUPPORT**

Object to Cockermouth aspect as it is not within the National Park.

**OBJECT**

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

**138. Mayor's Report**

**RECEIVED** report from the Mayor including details of the Mayor's calendar of duties.

**139. Payment of Accounts**

**RESOLVED** that the accounts for December 2015 as approved by the Inspection Committee be authorised for payment):

- i) For the Town Council, vouchers 163 – FR7 amounting to £20273.42 (twenty thousand two hundred and seventy three pounds and forty 2 pence)
- ii) For the Trusts, vouchers HP95 – FP76 amounting to £3051.52 (three thousand and fifty one pounds and fifty two pence)

**140. Budget for 2016/2017**

The draft budget for 2016/17 was presented for approval including recommended grant payments to local organisations, together with the report of the Staffing Committee following the annual review of pay and conditions of service of employees as required by Standing Order no. 7.

**RESOLVED**

- i) That the list of recommended grants be approved with the addition of £500 to Pets Lifeline
- ii) that the draft Budget for the financial year 2016/17 be approved to include the recommendations in the report of the Staffing Committee and the additional grant
- iii) that the precept for 2016/17 be set at £201,554.

**141. Consultations**

Consideration was given to a report prepared by Councillor Daniels highlighting a number of issues of concern regarding the following consultation documents:

- i) Allerdale Borough Council – Budget Consultation 2016/17
- ii) Cumbria County Council – Consultation on new Council Plan, Budget Savings and new ways of working

**RESOLVED** that the comments contained in the report be submitted as the Council's response to the consultation documents.

**142. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council Ward Representative – Councillor Pugmire
- ii) Lake District National Park Authority Allerdale Parishes Representative

The Mayor thanked County Councillor Lysser in his absence for his tremendous efforts in the Emergency Control room during the recent flooding which were much appreciated.

**143. Clerk's Report**

**RECEIVED** the Clerk's report.

The meeting closed at 9.30 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



**Parish Council update from Allerdale Rural Policing Team**

Thank you for your invite to attend the Keswick Town Council meeting on the 17<sup>th</sup> December. Apologies a Police representative will be unable to attend the meeting on this occasion. Please let us know if there are any matters arising from the meeting, which we can assist with.

There have been 27 Crimes in Keswick over the month of December 2015. Below is an overview of the crimes:

On the 3rd December 2015 an incident of Burglary occurred at a Keswick town center pub. A suspect has been identified and Police investigations into this incident are ongoing.

On the 5th December 2015 a male was arrested for Criminal Damage. This was after a window was damaged in the Station Avenue area. The offender has been charged to court.

On the 11th December 2015 a drill was stolen from a vehicle. This was whilst it was parked unattended at Park Holme overnight. Any witnesses or persons with further details should please contact the Police on telephone number 101. The Police would like to remind members of the public not to leave any valuables in unattended vehicles.

Between 5:30pm on the 16th December and 12:00pm on the 17th December an incident of Criminal Damage occurred at Braithwaite. During the incident a vehicle was damaged. Police investigations have been conducted. Any witnesses or persons with further information regarding this incident should please contact the Police on telephone number 101.

On the 18th December two incidents of shop lifting occurred in two town center outdoor shops. During the incidents, that occurred between 12:30 and 13:00 a down jacket, some Salomon trainers, and a beanie hat were stolen from the stores. Suspects were identified on CCTV. They are described as a family of two white females, with a male and a small 10 year old boy. The females were wearing a yellow and black North Face Jacket and the male was wearing a dark coloured jacket. Police investigations into this incident are ongoing. Any witnesses or persons with

further information regarding this incident should please contact the Police on telephone number 101.

Between 4pm on the 20th December and 7am on the 21st December 2015, a Burglary occurred at a town center business premises. During the incident a safe and an amount of cash were stolen. Police investigations into this incident are ongoing. Any witnesses or persons with further information regarding this incident should please contact the Police on telephone number 101.

On the 22<sup>nd</sup> December a male was arrested in the Dubwath area for trafficking controlled drugs and for being in possession of an offensive weapon. The male offender has been charged to court.

Between the 26<sup>th</sup> November 2015 and the 22<sup>nd</sup> December 2015 a burglary occurred on High Hill. During this incident a vacuum packing machine was stolen. Police investigations have been conducted. Any witnesses or persons with further information regarding this incident should please contact the Police on telephone number 101.

On the 26th December, a member of the public reported the flood barrier at Braithwaite erected by the army had been damaged by a vehicle. The damage was repaired and the Police are investigating the incident.

On the 27<sup>th</sup> December 2015 a mobile phone was stolen from a handbag in a Keswick nightclub. Police investigations have been conducted. Any witnesses or persons with further information regarding this incident should please contact the Police on telephone number 101.

Between 9am 27<sup>th</sup> December 2015 and 2:30pm on the 27<sup>th</sup> December 2015 a vehicle was damaged on Brundholme road. Police investigations have been conducted. Any witnesses or persons with further information regarding this incident should please contact the Police on telephone number 101.

On the 28th December, it was reported a van had its wing mirror damaged on Main St, Keswick. The Police attended and are investigating this incident. Any witnesses or persons with further information regarding this incident should please contact the Police on telephone number 101.

On the 29th December, a local hotel reported a guest had made off without paying for a meal and drinks. The Police are currently investigating this incident.

#### **Anti-Social Behavior:**

There were 6 reported incidents of Anti-Social Behavior in the month of December 2015.

On the 3<sup>rd</sup> December 2015 the Police received a call regarding a drunken female causing nuisance. Police attended the callers address and the female was removed from the property.

On the 14<sup>th</sup> December 2015 the Police received a call regarding loud music being played at residential property. Police contacted the informant and have provided advice. There have been no further calls relating to this incident.

On the 15<sup>th</sup> December the Police received a call regarding a drunken male causing nuisance in a town center pub. A Police patrol attended and the male left the premises.

On the 19<sup>th</sup> December the Police received a call regarding a disturbance at Coleridge Court. A patrol attended the area, where the disturbance had died down, checks were carried out and everything was in order.

On the 31<sup>st</sup> December 2015 the Police attended an incident where two drunken males were causing nuisance outside a town center hotel. The males were moved on from the location by the Police.

## **PLEASE FIND BELOW SOME USEFUL CRIME PREVENTION ADVICE**

### **A Message from your Neighbourhood Policing Team**

#### **Dark Nights Crime Prevention**

**With the winter months drawing in, properties can become more vulnerable in the dark as criminals can move around more freely and are at less risk of being seen entering properties or trying out insecure cars.**

**As it becomes darker earlier, please consider the following safety advice:**

- Fit burglar alarms and good outside security lighting.
- Lock doors and windows before you go out.
- Leave a light on in a room and draw curtains when you go out at night.
- Remove keys from locks and keep out of reach of windows and doors.
- Ensure your house is secure, preventing someone entering, when you are busy elsewhere in the house or garden.
- Ensure side gates and sheds are locked.
- Keep gifts, cash and valuables safe and well hidden, so they can't be seen or reached by thieves.

- Postcode your valuables with a UV pen, consider registering your valuables with immobilise.com.

### **Protect Yourself:**

Where possible don't walk alone after dark.

- Keep to well-lit streets avoiding alleys and shortcuts.
- Watch out for your friends, stay together and get home safely.
- Consider getting a registered taxi home.

**Rural Crime: Protect your Sheep: Grazing animals can be targeted by thieves at this time of the year. A vehicle would need to be involved in such a crime - there are ways that you can combat this:**

- Keep hedges, fences and gates in good repair to assist security and visibility.
- Be vigilant, make regular checks and encourage your neighbours to report the presence of strange vehicles.
- If livestock is stolen, it is important that you can give police an accurate description.
- Make sure you have correct movement documentation.
- Ear tags and horn brands can help to identify livestock. Freeze branding, hot branding or tattooing your postcode can also be carried out. Consider micro chipping or dye in your dip.

### **Report anything suspicious**

Please let us know as soon as possible if you see anyone behaving suspiciously; many criminals are apprehended due to information from members of public. Telephone: 101, or if a crime is in progress: 999. If you have information regarding crime you can also contact Crimestoppers anonymously on 0800 555 111. You will not be asked for your name or any details.

### **Inspector 1653 Richard Smillie**

### **Cumbria Community Messaging**

Please pass this message onto friends, family and residents of your areas to re highlight the issue.

If you would like to join Cumbria Community Messaging then please contact us or visit: [www.cumbriacommunitymessaging.co.uk](http://www.cumbriacommunitymessaging.co.uk)  
It is managed by the Cumbria Neighbourhood Watch Association and offers you and other members of communities across Cumbria the

means to receive crime information from Cumbria Police. You can select which information you wish to receive by managing your own settings, and it is completely **FREE**. Anyone can join, you do not have to be a member of Neighbourhood Watch (NHW), or become a member of NHW to join. Farm Watch, Church Watch and Camping and Caravan Watch are a small example of the schemes that you can register for. You can join as an individual or as a group. If you want to receive information but do not wish to be responsible for a larger group, you are still welcome to make use of this messaging system.

As well as Cumbria Constabulary the partners providing information are Cumbria County Council, Cumbria Fire and Rescue Service and Cumbria Neighbourhood Watch Association. If you do not have internet access, contact your local PCSO and they will aid in registering your details on the system.

YOU CAN ALSO FOLLOW CUMBRIA POLICE ON TWITTER AND FACEBOOK. THESE WILL GIVE TRAFFIC REPORTS AND INFORMATION IN RELATION TO CUMBRIA POLICE AND ANY UNEXPECTED INCIDENTS.

[www.twitter.com/cumbriapolice](http://www.twitter.com/cumbriapolice)

To follow Allerdale Rural Police specifically use the link below.

<https://www.facebook.com/cumbriapolice>

Below is also a link to **Your Area** online News Letter which gives current information about what has been going on. There are also links to the other areas that Allerdale Rural Policing Team cover. It also shows which Community Officer covers your areas and the next meeting dates.

<http://www.cumbria.police.uk/neighbourhood-overview/keswick>

<http://www.cumbria.police.uk/neighbourhood-overview/aspatia>

<http://www.cumbria.police.uk/neighbourhood-overview/cockermouth>

<http://www.cumbria.police.uk/neighbourhood-overview/wigton>

<http://www.cumbria.police.uk/neighbourhood-overview/silloth>

Contact can be made to: call 101

For emergency always call 999

Your local Police Community Support Officer is: 5316 Adele Lyall and 5356 Catherine Smith

Email: [adele.lyall@cumbria.police.uk](mailto:adele.lyall@cumbria.police.uk) and [Catherine.smith@cumbria.police.uk](mailto:Catherine.smith@cumbria.police.uk)

Thank you, Catherine and Adele.



KESWICK TOWN COUNCIL  
21 JANUARY 2016

**ALLERDALE BC CAR PARKING REVIEW**

I think there are two separate but connected issues:

That the Allerdale Borough Council Executive needs to balance books, deal with government cuts and put in place a sustainable structure of Borough wide parking charges which, after 5 years, needs some rejuvenation. It is a matter of public record that Allerdale Borough Council obtains over 50% of their entire parking revenue from Keswick car parks.

Since we are the locality within which these 'golden goose' car parks lie, I believe that certain concessions should be made from the suggested parking review to Keswick. I want to make positive alternatives rather than a blanket 'no' that will be ignored.

So, to that end I am suggesting:

1

No nightly charge or extended hours on the Theatre car park. In other words free car parking for Theatre goers. The idea of a credit note from a theatre ticket sale is too clunky. The Theatre by the Lake's freeholder is Allerdale Borough Council and any move in this direction would be against the theatre's fundamental interests.

2

Keep any increases to no more than inflation rate.

3

A free 30 minute period (by card issue if necessary) for locals (maybe restricted to Central car park only). Locals only ever need a 30 minute slot to do banking, prescriptions etc. If they need more then they can pay. The amount of good will Allerdale will buy with this is immense!

4

Reduce the massive increase on the yearly parking permits (from £290 to £500). This represents a nearly 75% increase in one go.

Keswick Town Council might wish to adopt some or all of these suggestions or add alternatives. I strongly advise that we do not embark on a blanket 'nyet' or our views will be received as just one more 'no'. I believe it is better to suggest workable alternative.

Tony Lywood 10/01/16



## Planning Applications received between 11/12/2015 to 14/01/2016

AGENDA ITEM 9 i).

Plan ref	Location	Description of Proposed Development
7/2015/2200	7 Church Street, Keswick. CA12 4DT	To replace 5 timber sliding sash windows on front elevation
7/2015/2211	3 Blencathra Street, Keswick. CA12 4HW	Variation of condition no 3 of approval ref 7/2004/2368 to widen occupancy condition
7/2015/2283	Market Place, Keswick. CA12 5JS	Allocate a section of highway for the placement of tables and chairs
7/2015/2292	6 Church Street, Keswick. CA12 4DT	Small porch at rear of property
7/2015/2297	The Garth, Chestnut Hill, Keswick. CA12 4LR	Replacement sun room
7/2015/2299	Cider House, Penrith Road, Keswick. CA12 4LJ	Variation of local occupancy condition imposed on planning approval ref 7/2006/2155 to the north distinctive area of the National Park
7/2015/2301	Area of land North West of Moot Hall, Market Place, Keswick. CA12 5JS	Use of land for sale of hand made cakes and tiffins and hot and cold beverages
7/2015/2302	6 Victoria Street, Keswick. CA12 5LP	Replace existing timber doors with composite doors. Replace existing tilt and turn upvc windows with white grained upvc vertical sliding sash windows
7/2015/2307	Keswick Hotel, Station Road, Keswick. CA12 4NQ	10 Bedroom staff accommodation block

**NOTICE TO THE PUBLIC:** Interested parties are invited to let the Town Clerk have their comments, in writing, prior to the meeting regarding any of the planning applications on this sheet.



**AGENDA ITEM 10.**

Hi,

I hope you are well.

I have just finished speaking with a very helpful Wendy from your office and she has kindly passed on your email address.

As you know we have lost the majority of our playing fields due to flood damage (see photos) and are therefore having to teach a far greater number of lessons in doors. At present we do not have the equipment to meet our student's needs.

We are beyond full capacity and unless we can purchase some new indoor equipment we will have to put students into class rooms which would be terrible.

The plan is to run fitness classes in doors using the new equipment purchased.

To make matters worse our sports hall is going to be out of action due to storm damage after Christmas for roof repairs which means that we only have a small gym!

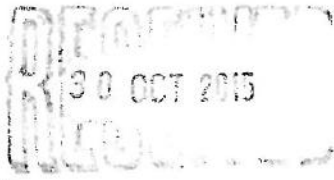
Any financial help you can give us would be fantastic,

I look forward to hearing from you,

Kind regards

Ian Turnbull (Keswick School PE Department)





**KESWICK TOWN COUNCIL**

**APPLICATION FOR GRANT AID**

<b>FULL NAME OF ORGANISATION</b>	Keswick & District Community First Responders
<b>ADDRESS OF ORGANISATION</b>	c/o Limhus High Hill Keswick CA12 5PB
<b>CONTACT NAME</b>	Mrs C Guy
<b>POSITION HELD</b>	Treasurer
<b>CONTACT TELEPHONE NUMBER</b>	017687 72463
<b>CONTACT EMAIL ADDRESS</b>	chrisguy.keswick@gmail.com

**1. OBJECTIVES AND AIMS OF THE ORGANISATION:**

WE ARE VOLUNTEERS ATTACHED TO THE NORTH WEST AMBULANCE SERVICE. WE ARE PAGED BY AMBULANCE CONTROL WHEN THERE IS A LOCAL EMERGENCY WHERE WE CAN HELP A PATIENT WHILE WAITING FOR THE AMBULANCE TO ARRIVE. WE ARE TRAINED TO USE A DEFIBRILLATOR, CARRY OUT CARDIO PULMONARY RESUSCITATION AND ADMINISTER OXYGEN, AND HELP WITH ALLERGIC REACTIONS, BREATHING PROBLEMS, CARDIAC/RESPIRATORY ARREST, CHEST PAIN, CHOKING, CONVULSIONS/FITTING, DIABETIC EMERGENCIES, STROKE AND COLLAPSE.

**2. WHAT IS YOUR ORGANISATIONS GEOGRAPHICAL AREA OF OPERATION?**

KESWICK AND SURROUNDING DISTRICT

**3. THE AMOUNT OF GRANT TO BE APPLIED FOR (£)**

£100

**4. FULL DETAILS OF THE PROJECT FOR WHICH THE GRANT IS TO BE USED INCLUDING ESTIMATED COSTS:**

VODAFONE PAGER RENTAL COSTS £2890 P.A. AND WE ARE LOOKING FOR A CONTRIBUTION TOWARDS THIS, OUR MAJOR EXPENSE. WE RECEIVE DONATIONS FOR PAGER SPONSORSHIP FROM LOCAL PARISH COUNCILS AND BUSINESSES, AND WHEN WE HAVE WRITTEN TO KESWICK TOWN COUNCIL IN THE PAST WE HAVE BEEN ADVISED TO APPLY IN THIS WAY.

**5. IF A GRANT IS MADE TO YOUR ORGANISATION HOW WILL IT CONTRIBUTE TO THE PROJECT?**

IT WILL BE ADDED TO THE OTHER PAGER SPONSORSHIP DONATIONS, CURRENTLY £810 ANNUALLY.

**6. WHAT IMPACT WILL THE GRANT HAVE ON YOUR MEMBERS/SERVICE USERS/ THE WIDER LOCAL COMMUNITY – WHAT DIFFERENCE WILL IT MAKE?**

OUR MAIN CONSTANT EXPENSE IS PAGER RENTAL, WITHOUT WHICH WE CANNOT FUNCTION AS FIRST RESPONDERS. HAVING PAGER SPONSORSHIP GIVES US SOME SECURITY FOR PAYING OUR LARGEST BILL.

**7. DETAILS OF FUNDS/MONIES RAISED SO FAR FROM APPLICATIONS ALREADY MADE AND PROPOSALS FOR FUTURE FUNDRAISING & GRANT APPLICATIONS (INCLUDING AMOUNTS):**

ANNUAL PAGER SPONSORSHIP CURRENTLY AMOUNTS TO £810. THE SHORTFALL IS COVERED BY OTHER ONE-OFF DONATIONS AND FUND-RAISING (BOOTH COLLECTION AND A CEILIDH PLANNED FOR THIS YEAR).

**8. HOW MANY MEMBERS DOES YOUR CLUB HAVE OR ORGANISATION SUPPORT & WHAT ARE THE MEMBERSHIP FEES/SUBSCRIPTION COSTS?**

27 MEMBERS. THERE ARE NO MEMBERSHIP FEES.

**PLEASE ENCLOSE:**

- i. A copy of your latest audited accounts and balance sheet.
- ii. An estimate of the income and expenditure for the current financial year.

**APPLICATIONS SUBMITTED WITHOUT AUDITED ACCOUNTS WILL NOT BE CONSIDERED**

**APPLICATIONS MUST BE RECEIVED BY FRIDAY 30<sup>th</sup> OCTOBER 2015**

**Office Address: - Keswick Town Council, 50 Main Street, Keswick, Cumbria, CA12 5JS**

**PLEASE NOTE ALL SUCCESSFUL APPLICANTS MAY BE REQUIRED TO SEND KESWICK TOWN COUNCIL AN END OF PROJECT STATEMENT. COPY INVOICES MAY ALSO BE REQUIRED.**

# Keswick & District Community First Responders

## Balance Sheet 31 July 2014 to 31 July 2015

<u>Receipts</u>	£	<u>Expenditure</u>	£
Current account @ 31/07/14	9571.34 ✓	Equipment	4160.29
Cash in hand @ 31/07/14	48.74 ✓	Vodafone pagers	2890.08
		Advertisements	74.64
<b>Donations</b>			
Public/Charitable organisations	4422.00 ✓	Current account @ 31/07/15	8824.91
Fund-raising Events	907.84 ✓	Cash in hand @ 31/07/15	0
Private	190.00 ✓		
Pager sponsorship	810.00 ✓		
	<hr/>		<hr/>
	15949.92 ✓		15949.92 ✓

Income 6329.84 ✓  
 Expenditure 7125.01 ✓  
Excess of expenditure over income 795.17 ✓  
*(But of this, £650 ring-fenced from last year)*

The balance in the Mayor's Fund (£185.03) has now been incorporated into the general funds.  
 The cash brought forward (£48.74) has been banked.  
 Both these amounts are included in the current account figure.

*OK inspected by  
 R. Fehle  
 22.09.15*

Chris Guy, Hon Treasurer August 2015

## Bank

Balance at 31/07/2014	9386.31
Mayor's Fund transferred to general fund	185.03
Transfer cash to bank	48.74
Income 2014-2015	<u>6329.84</u>
	15949.92
Expenditure 2014-2015	<u>7125.01</u>
Balance at 31/07/2015	8824.91

## Cash

Balance at 31/07/2014	48.74
Income 2014-2015	<u>0</u>
	48.74
Expenditure 2014-2015: transfer to bank	<u>48.74</u>
Balance at 31/07/2015	0

## **Keswick & District Community First Responders**

### Estimated income and expenditure for current financial year (August 2015-July 2016)

#### Income

Fund-raising	£900
Regular pager sponsorship	£810
Private donations	£200
Public/charitable donations	£300 *
	<hr/>
	£2210

#### Expenditure

Vodafone	£2890
Equipment	£200 *
Advertisements (AGM)	£ 80
	<hr/>
	£3170

\* In the last financial year we received nearly £3500 from organisations including Cumbria County Council to buy specific equipment, hence the large discrepancy between last year and this year in estimated donations and equipment expenditure.



**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 21 January 2016**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 11<sup>th</sup> December 2015 – 14<sup>th</sup> January 2016

Monday 14 <sup>th</sup> December	Chairman of Eden District - Carol Service – held at St Andrew's Church, Penrith
Tuesday 15 <sup>th</sup> December	Keswick Choral Society - A Festival of Christmas Music – held at Crosthwaite Church
Sunday 20 <sup>th</sup> December	Reading at Carol Service – held at St John's Church, Keswick
Friday 25 <sup>th</sup> December	Christmas Day Visits – visits made to Mary Hewetson Cottage Hospital, Millfield Care Home and Nether Place Care Centre
Tuesday 5 <sup>th</sup> January	Children in Need Debrief with BBC– meeting held in Council Chamber
Thursday 7 <sup>th</sup> January	3 tier Council meeting - held at Allerdale Borough Council
Tuesday 12 <sup>th</sup> January	Events Committee – meeting held in Council Chamber



Keswick Town Council  
21 January 2016

Note from Allerdale 3 tier meeting held on 11 January 2016

I attended the above meeting held at Allerdale BC HQ. Nothing new but some serious reminders that we should be gearing up for.

A 'NHA Success Regime' is underway using North Cumberland as one of its target areas. (one of three areas in England to be chosen)

ABC Council tax take is £4.2M this almost exactly matches the ABC budget for waste and recycling, so all other budgets come via car park income, rent income and government grant. The grant will disappear over the next 3 years and unless a ring fenced allocation from government arrives labelled 'parish councils' we should prepare for a reduction in funding.

Cumbria CC is £55M short of the savings required to meet targets over the next 3 years. The current consultation process ends on Jan 22, see section 3.2 of the main document for background. Some fire stations are scheduled for closure or reduction - not Keswick.

Councillor Paul Titley



**Minutes of the Inaugural Meeting of the new pressure group for the reinstatement of the railway  
line from Penrith to Workington**

**Held on Friday 18<sup>th</sup> December 2015**

**At Threlkeld Quarry National Park Depot, Nr Keswick**

**Present** – Richard Utting, Paul Titley, Cedric Martindale, Margaret Martindale, Dickon Chaplin-Brice, Ian Hartland, Barry Surtee, Neil Hughes, Roger Purkiss, Chris Tomlin, Ronny Kenyon, Joy Albert

**Apologies** – Sally Bickerdyke

The Meeting was called to order by Richard Utting at 1.45pm

Agenda Item	Key Points and Action	Person Resp.
1. Agree name of new action group	Those attended agreed that the name of the new pressure group should be the 'North Lakes Rail Action Group'	
2. Consider and agree a constitution	RU referred to the proposed constitution previously circulated. This was agreed subject to the following amendments: For a general meeting at least three members or 25% of the membership should be present as a quorum.	
3. Election of Office holders	<b>Chairman.</b> Richard Utting was proposed by Paul Titley and seconded by Dickon Chaplin-Bruce. All agreed <b>Vice Chairman</b> Paul Titley was proposed by Richard Utting and seconded by Barry Surtees. All agreed <b>Secretary</b> Sally Bickenshaw was proposed by Ronny Kenyon and seconded by Richard Utting All agreed <b>Treasurer</b> Ron Kenyon was proposed by Dickon Chaplin Bruce and seconded by Richard Utting All agreed	
4. Election of members	All present were elected as members to the Board of the Action Group with Margaret Martindale representing Cedric Martindale in his absence. Neil Hughes felt that he could not serve on the Board due to his position on CCC but would wish to be a member of the group. Chris Tomlin to sort out a representative from National Park.	
5. Finance & appointment of bankers	It was agreed that the group should look to use Cumberland Building Society as being a local building society with banking facilities. Ron to contact Cumberland Building. Also agreed that members should pay a minimal amount of £5 as a commitment to membership of the group. Payment to be made by Cheque or BACS	RK

6. AOB	<p>RK to report back to the next meeting</p> <p>After some discussion it was also agreed that the group should hold company status limited by guarantee as this would open up funding opportunities that would not be available if the group was a 'loose' arrangement.</p> <p>RK to report back on status</p> <p>RU raised a point on finance in regard to possible financial assistance from CKP/Bond. To be discussed further at the planning stage as would the whole issue of funding of the groups activities.</p> <p><b>Proposed strategy document</b> – RU had previously circulated this. RU suggested that there should be little discussion on this at this point but for this to be considered fully at a future-planning meeting to ensure that it was fit for purpose.</p> <p><b>Frequency of Meetings</b> – it was agreed that these should take place every two months although this could be subject to change.</p> <p>Venue – these would either take place in Penrith or Keswick. Meeting rooms would be made available at Keswick Town Hall and Honeysuckle Cottage, Skirsgill.</p> <p>Neil suggested a 'twinning with the Waverley Line' to share their expertise. Members liked the idea of sharing the experience of the Waverly but that it should be discussed further at another meeting.</p> <p>RU suggested setting a day aside for planning to decide on a series of actions /logistical calendar. This was agreed for the next meeting.</p> <p>RU also suggested that Peter Ward of the Penrith Partnership should be invited to the planning meeting as he had great experience in such matters. All agreed</p> <p>Contact details – it was agreed that all members should email their full contact details with phone numbers etc to SB.</p>	RK
7.Date and time of next meeting	<p>Thursday 28<sup>th</sup> January commencing at 10am and finishing at 4pm.</p> <p>Venue – Keswick town Hall</p> <p>Thanks was given to Chris Tomlin of the National Park for the use of the meeting room and to SFC for the use of the minibuses for the tour of the rail line.</p>	PT

Meeting Closed – 15.15pm

Minutes submitted by Joy Albert \_\_\_\_\_(Secretary)

Approved and Signed by \_\_\_\_\_ Richard Utting (Chairman) Date \_\_\_\_\_

<u>SCHEDULE OF MEETINGS 2016</u>	
16 <sup>th</sup> JUNE	TOWN COUNCIL MEETING
14 <sup>th</sup> JULY	CHARITABLE TRUST MEETING
21 <sup>st</sup> JULY	TOWN COUNCIL MEETING
18 <sup>th</sup> AUGUST	TOWN COUNCIL MEETING
8 <sup>th</sup> SEPTEMBER	CHARITABLE TRUST MEETING
15 <sup>th</sup> SEPTEMBER	TOWN COUNCIL MEETING
20 <sup>th</sup> OCTOBER	TOWN COUNCIL MEETING
10 <sup>th</sup> NOVEMBER	CHARITABLE TRUST MEETING
17 <sup>th</sup> NOVEMBER	TOWN COUNCIL MEETING
15 <sup>th</sup> DECEMBER	TOWN COUNCIL MEETING
<u>SCHEDULE OF MEETINGS 2017</u>	
12 <sup>th</sup> JANUARY	CHARITABLE TRUST MEETING
19 <sup>th</sup> JANUARY	TOWN COUNCIL MEETING
16 <sup>th</sup> FEBRUARY	TOWN COUNCIL MEETING
9 <sup>th</sup> MARCH	CHARITABLE TRUST MEETING
16 <sup>th</sup> MARCH	TOWN COUNCIL MEETING
20 <sup>th</sup> APRIL	ANNUAL PARISH 6.30PM – 7.30PM TOWN COUNCIL MEETING 7.30PM
18 <sup>th</sup> MAY	ANNUAL COUNCIL MEETING 7.30PM
25 <sup>th</sup> MAY	ANNUAL TRUST MEETING 7.30PM



## **Report from the North DA Parishes Member of the LDNPA - December 2015**

At the full Authority meeting on 16<sup>th</sup> December, the Chief Executive's update and questions to him were dominated by the recent floods. Richard Leafe is representing the LDNPA on the Cumbria-wide Strategic Recovery Coordination Group and chairing its Environment Committee. An important part of this committee's work concerns the effects of the floods on the County's Rights of Way network, which has suffered very severe damage in many places.

Richard explained that, within the National Park, some 1,400 bridges need to be assessed for safety. By the time he gave his report, 200 of them had been examined, but he warned that it was a job that would take significant time. As well as LDNPA staff, the Volunteers Service was making a significant contribution. The overriding consideration was the safety of the public, staff and volunteers. The work is currently in a damage assessment phase: when this is complete, priorities can be set for the recovery phase. He hoped that this would begin later in January.

One of the items of scheduled business on 16<sup>th</sup> December was a significant milestone: the Matterdale Neighbourhood Plan was adopted and so became the first in the National Park to be brought into force. The Plan was the subject of a referendum (organised by Eden DC) on October 15<sup>th</sup>. The turnout was 40.5% and over 70% of those taking part voted in favour.

A Neighbourhood Plan must be in "general conformity" with the Local Development Plan, National planning legislation and guidance. However, these set down strategic principles and a Neighbourhood Plan can put "flesh on the bones" with more tailored policies aimed at local circumstances. With its plan, Matterdale PC "aims to enable development to support and maintain Matterdale Parish as a sustainable and vibrant community whilst protecting its distinctive character and landscape as a dispersed settlement".

The plan contains eight policies which, now it has been adopted by the LDNPA, become part of the Local Development Plan and are material considerations when determining planning applications within Matterdale Parish. They must not be given any weight anywhere else. They include, for example, a policy aimed at facilitating generational transitions on farms and other rural businesses, one to foster the development of hostel or single-bedroom accommodation for people employed in tourism or agriculture and one to facilitate the provision of community broadband infrastructure. I would strongly recommend that you take a look at the Matterdale plan (which is not a long document) to examine the details of the policies and the justifications given for them: some of them may make a useful starting point if you are considering producing a Neighbourhood Plan of your own. I have sent the plan by email to your clerk. If you want to find out more about what would be involved in producing a Neighbourhood Plan. Paula Allen, [paula.allen@lakedistrict.gov.uk](mailto:paula.allen@lakedistrict.gov.uk), will give advice.

Finally, the North DA Ranger, Cath Johnson, tells me that there is still around £5,000 in the Lake District Communities Fund. You can contact her at [catherine.johnson@lakedistrict.gov.uk](mailto:catherine.johnson@lakedistrict.gov.uk).

Geoff Davies

[Geoff.Davies@lakedistrict.gov.uk](mailto:Geoff.Davies@lakedistrict.gov.uk)



## **MATTERDALE PARISH NEIGHBOURHOOD PLAN**

### **NEIGHBOURHOOD PLAN PROPOSAL FOR REFERENDUM**

**Town and Country Planning Act 1990**



## Glossary

### Core Strategy

The Lake District National Park Core Strategy – this sets out the strategic planning policies for the National Park.

### Cluster Community

This is defined within policy CS02 of the LDNPA Core Strategy and copied in the final section of this document.

### Housing SPD

Housing Provision Supplementary Planning Document - Non statutory guidance to help explain the implementation of the Housing Policies within the National Park.

### LDNPA

Lake District National Park Authority

### Local Connection

The criteria used to determine whether someone has a need to live in the Locality is different for proposals for local affordable need and local need housing. The criteria is defined as follows (taken from the LDNPA Housing Provision Supplementary Planning Document March 2014).

### Local Affordable Needs Housing

All new affordable housing will be restricted to those who can demonstrate they have a need to live in the Locality and are in Affordable Housing Need. In practice the occupant must satisfy one of the following criteria:

- The person is continuously resident in the Locality defined for three years immediately prior to occupation; or
- The person has been in continuous employment in the Locality defined for at least the last 6 months and for a minimum of 16 hours per week immediately prior to occupation; or
- The person is a former resident who wishes to return to the Locality defined having completed a post-secondary (tertiary) education course within 12 months prior to occupation and who immediately prior to attending the course lived in the locality defined for at least three years; or
- The person is currently in prison, in hospital or similar accommodation whose location is beyond their control, and immediately before moving to this type of accommodation lived in the Locality defined for at least three years; or
- The person needs to live in the Locality defined because they need substantial care from a relative who lives in the Locality defined, or because they need to provide substantial care to a relative who lives in the Locality defined. Substantial care means that identified as required by a medical doctor or relevant statutory support agency; or

- The person is a former resident who lived in the Locality defined for three years and then lived outside the Locality defined for social and/or economic reasons and is returning to live in the Locality defined within three years of the date of their departure.
- The person is a person who –
  - (a) Is serving in the regular forces or who has served in the regular forces within five years of the date of their application for an allocation of housing under Part 6 of the 1996 Act;
  - (b) Has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where:
    - (i) The spouse or civil partner has served in the regular forces; and
    - (ii) Their death was attributable (wholly or partly) to that service; or
  - (c) Is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service

And, housing for local affordable need is also restricted to:

- those who do not have available to them and could not afford to acquire or rent a home suitable to their needs at normal market prices or rents prevailing in the locality, and
- Needs to move from accommodation which is shared, temporary, over- crowded or has significant hazards, as defined by the Housing Act 2004 (Housing Health and Safety Rating System), or
- Needs to be housed as a result of leaving tied accommodation, or
- Is an older person or disabled and needs to move to more suitable accommodation due to medical conditions

The provisions relating to armed forces personnel are in accordance with the Allocation of Housing (Qualification Criteria for Armed Forces)(England) Regulations 2012

### Local Need Housing

All new local need housing will be restricted to those who can demonstrate they have a need to live in the Locality. The occupant must satisfy one of the following criteria:

- The person has been in continuous employment in the Locality defined for at least the last 9 months and for a minimum of 16 hours per week immediately prior to occupation; or
- The person needs to live in the Locality defined because they need substantial care from a relative who lives in the Locality defined, or because they need to provide substantial care to a relative who lives in the Locality defined. Substantial care means that identified as required by a medical doctor or relevant statutory support agency; or
- The person has been continuously resident in the Locality defined for three years immediately prior to:

- Needing another dwelling resulting from changes to their household (including circumstances such as getting married/divorced, having children or downsizing)
- Undertaking full-time post-secondary education or skills training and is returning to the Locality defined within 12 months of its completion, or
- Being admitted to hospital, residential care or sentenced to prison, and are returning to the Locality defined within 12 months of their discharge/release, or
- The person is a person who -
  - (a) Is serving in the regular forces or who has served in the regular forces within five years of the date of their application for an allocation of housing;
  - (b) Has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where:
    - (i) The spouse or civil partner has served in the regular forces; and
    - (ii) Their death was attributable (wholly or partly) to that service; or
  - (c) Is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service

The provisions relating to armed forces personnel are in accordance with the Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012

#### s106

Section 106 agreements are legal agreements that bind the landowners of sites, regardless if they are subsequently bought and sold, to perform certain obligations such as provision of affordable housing or payments for certain parts of a scheme.

MNP

Matterdale Neighbourhood Plan

MPC

Matterdale Parish Council

NPPF

National Planning Policy Framework <http://planningguidance.planningportal.gov.uk/blog/policy/>

NPPG

National Planning Practice Guidance <http://planningguidance.planningportal.gov.uk/>

## Introduction

1. As part of the government's "Big Society" agenda, local communities are being given the opportunity to develop their own local Neighbourhood Plan covering land use planning matters. Matterdale Parish Council has decided to develop such a plan and this document is part of this process. Ultimately, after completing its various stages of drafting, the plan will be put to a local Referendum which will determine whether or not the plan is implemented.

## Vision

2. The Parish Council aims to enable development to support and maintain Matterdale Parish as a sustainable and vibrant community whilst protecting its distinctive character and landscape as a dispersed settlement. The proposed Neighbourhood Plan will accomplish this by enhancing the existing planning policies within the 2010 Lake District Core Strategy/Local Plan with additional policies aimed at:
  - Allowing limited but necessary new housing for local people
  - Supporting the provision of affordable housing where possible
  - Respecting the existing dispersed pattern of development
  - Supporting working people to live in the parish
  - Supporting new micro businesses
  - Protecting and enhancing the landscape and cultural heritage
  - Supporting the provision of communications technology
  - Supporting new or improved facilities for visitors

## Consultation so far and going forward

3. The Parish Council set up a working party comprising members of the Parish Council and other members of the community with terms of reference aimed at developing a Neighbourhood Plan for the Parish Council to consider. The working party was chaired by Michael Toulmin, who is not a member of the Parish Council. The working party was assisted by Tom Woof MRTPI of H&H Land and Property Limited who provided technical advice on the drafting of the plan.
4. An Initial Questionnaire and Issues Paper was prepared which was delivered to all 331 electors in the parish in June 2014, and is available as a background document from the Clerk to the Parish Council. The feedback received (some 104 responses or 32%) was used to refine the policy ideas which were put forward in the Pre-submission version of this document.

5. Two public meetings were also held at which the results of the consultation was presented back to electors attending and a variety of the issues could be discussed. The National Park Authority was also consulted in this period and its response was very helpful in refining the policies.
6. The Pre-Submission version of the Neighbourhood Plan was subject to a statutory 6 week consultation period and the results of that are published in the Consultation Statement.
7. The Submission Draft Neighbourhood Plan was subject to a further formal 6 week consultation period after it was submitted to LDNPA.
8. It was published for 6 weeks by the Authority, who then asked for an independent examiner to check it met the 'Basic Conditions' of encouraging sustainable development, deliverability, taking account of national guidance and being in 'general conformity with the strategic policies of the area'.
9. The plan was then amended as recommended by the independent examiner for a local referendum. It is this amended version upon which the referendum will be held.

#### Neighbourhood Plan

10. A Neighbourhood Plan attains the same legal status as the Local Plan once it has been agreed at a referendum and is made (brought into legal force) by the planning authority. At this point it becomes part of the statutory development plan. Applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. A neighbourhood plan must be in general conformity with the strategic policies of the development plan. The Lake District National Park Authority Local Plan Part One – Core Strategy, sets out the strategic policies for the Lake District.
11. A Neighbourhood Plan should have a time period in which it applies. The Neighbourhood Plan covers the period from the date when it comes into legal force until 2030. Although this date is beyond the period of the current Core Strategy (up to 2025) a fifteen year period will allow the policies of the Neighbourhood Plan sufficient time to be implemented carefully without undue haste and allow the overall Strategy of the Park to continue, at least within Matterdale Parish beyond 2025.
12. Despite the most rigorous plan preparation there will inevitably be circumstances that arise which are not accounted for in the policies. Pre-application discussions with the Parish Council will be helpful in overcoming any site specific issues.

### Themes for the Neighbourhood Plan

13. Neighbourhood plans can only be concerned with land use planning matters. The themes considered appropriate for this Neighbourhood Plan are:
- Housing including housing to support enterprises
  - Employment
  - Caravan Parks
  - Heritage and Environment

### Strategic Context

14. Matterdale Parish is comprised of two wards, Matterdale and Watermillock. It lies within the Lake District National Park and as such it is part of a nationally important landscape which is to be protected and conserved. It is also recognised that development required for enabling the enjoyment and appreciation of the landscape together with the wellbeing of the communities who live there must be permitted within an overall strategic context.
15. There are 336 electors in Matterdale Parish (17 February 2014 Register of Electors) There is a high proportion of second homes, holiday and, increasingly, residential caravans. It is estimated that the resident population in high tourist season is increased tenfold or more
16. The LDNPA Core Strategy identifies a number of distinctive areas within the whole of the National Park. Matterdale Parish falls within the East Distinctive area and borders with the North Distinctive Area and the South East Distinctive Area (albeit separated by Ullswater). The map overleaf shows how Matterdale Parish fits with these areas and more generally with the strategic context in the Core Strategy.
17. It is apparent that despite being a relatively large parish within the National Park covering some 6539ha, a characteristic of Matterdale Parish is that it does not have a strategic importance assigned to it by the LDNPA Core Strategy - Local Plan Part One.
18. The LDNPA Core Strategy establishes a settlement hierarchy of:
1. Rural Service Centres (such as Keswick, Ambleside, Glenridding/Patterdale) and
  2. Villages (such as Bampton, Pooley Bridge, Askham) and
  3. Cluster Communities. Cluster communities are defined as:
    - Smaller settlements/hamlets which are adjacent to and are easily accessible to the services provided by a Rural Service Centre or Village, or to the services in settlements outside the National Park by sustainable forms of public transport, walking or cycling, or

- Smaller settlements/hamlets which individually, or as a group, are adjacent to and within walking and cycling distance of each other, provide local service provision, employment opportunities and sustainable transport connections.
19. Having a dispersed development pattern has put Matterdale unfairly at odds with recent models of spatial planning and has resulted in it falling to the lowest level of the settlement hierarchy as 'open countryside'. Matterdale (which is currently not considered a settlement at all - unless a Cluster Community is defined) falls in the lowest category within the strategic settlement hierarchy and new building is only considered acceptable in limited circumstances.
20. However, the special qualities of Matterdale Parish are such that these circumstances do not need to be considered exceptional. These qualities include the dispersed nature of the community, which would otherwise suggest that all parts of the Parish are potentially 'isolated' and therefore prevented from benefiting from any development except of the most exceptional kind. However, the community in Matterdale considers that the relative isolation of the parish from facilities and services and the subsequent reliance on the private car are simply a defining characteristic of the parish and not a reason to prevent development in a blanket way. Sustainable development within Matterdale is defined more in terms of energy efficiency of the development, the beneficial economic impact on the community, the social and cultural impact of the development and the environmental impact not focussed solely on the transport issues that arise, particularly in the case of a single dwellinghouse.

## MATTERDALE PARISH



## Policies

### Housing

21. The Lake District Core Strategy only allows new housing (including conversions) which will contribute towards:
- a. Meeting an identified local need or
  - b. Local affordable need with priority given to the delivery of affordable housing, and where they:
    - help to redress the imbalances in the local housing market; and
    - are secured in perpetuity for the purpose it was originally intended through the use of appropriate planning controls.
22. In practice this means that all newly permitted housing will continue to be restricted in terms of its occupancy to either those households with a 'local connection' to defined areas within the Lake District National Park or those with both a 'local connection' and who are in 'housing need'. Please see the Glossary for definitions of these terms. These two forms of housing are referred to as 'local need' and 'local affordable need' housing.

### Type of Housing

23. The Lake District Core Strategy says that "local affordable need" housing is only required where the site is allocated in the Local Plan for Housing (there are no allocated sites in Matterdale) or if four or more dwellings are proposed on one site. Neither of these circumstances are likely to apply to Matterdale. Therefore it is difficult to see how any Affordable Local Needs Housing will be provided by current policy in Matterdale.
24. The Strategic Policies also say that development on unallocated sites (i.e. windfall sites in Matterdale) will be provided as Local Needs Housing in which the occupancy of the dwelling is restricted to those whose household includes someone who has a Local Connection. See Glossary for definition of Local Connection.
25. In addition to these Strategic Policies, the Parish Council considers that it should be simpler for older people to adapt, extend or convert ancillary housing to meet the needs of older age including providing housing for carers.
26. Therefore, the following proposed policies in this draft Neighbourhood Plan which seek to deliver housing will set out the circumstances where housing of these types will be permitted, with an emphasis on ways that should ensure the delivery of affordable housing within the overall plan

## Delivery of Housing

### Local Needs Housing

27. In order to reduce the visual impact on the spectacular landscape and conserve the heritage of the area Local Connection Housing can be delivered through sensitive development that leads to at least one of the criteria below:

- the reuse of redundant agricultural buildings
- reinstatement of former dwellings
- conversion of traditional agricultural buildings
- subdivision of existing dwellings

#### **MNP1 - Local Needs Housing (Conversions, Reinstatement and Subdivisions)**

Local Needs Housing will be supported where it meets any (or some) of the criteria in list A and all of the criteria in list B:

##### **List A**

1. The reinstatement of a former dwelling including ruins where the replacement dwelling will be substantially (in excess of 50%) externally faced employing materials which have been salvaged from the site itself
2. The conversion of existing traditional agricultural (pre 1947) buildings
3. The reuse of redundant agricultural (pre 1947) buildings
4. The subdivision of existing dwellings

##### **List B**

1. The proposal including any access tracks will not have a significant unacceptable impact on the landscape or visual amenity of the area
2. Proposals should maintain and incorporate local design features and materials, respect amenity of neighbouring buildings regarding scale and layout, and not adversely affect highway safety
3. Proposals resulting in the loss of any significance or harm to a heritage asset will need to demonstrate that they are necessary to achieve public benefits that outweigh that harm or loss
4. The design is of high quality and sensitive to the cultural and environmental context of the site

## New Build Local Needs and Affordable Housing

28. It is not considered that any of the above methods will be suitable for the delivery of affordable housing because the costs of construction/conversion will preclude affordable housing. It is also not considered that grant funding will be readily available for small scale affordable housing developments of the size that may be acceptable in the Parish. The Registered Providers of affordable housing, who are eligible for grant aid, are not able to justify grant aid for developments below a size of about 6 - 10 units due to issues of economies of scale of delivery and maintenance and management. The initial consultation process attempted to identify a site where there may be scope for a local community delivered affordable housing scheme to put forward in this plan. However, no such site has been identified so far.
29. Another method for the delivery of affordable local needs housing could be through a process known as 'coat-tailing' whereby the development of a non-affordable (or local need) dwelling cross-subsidises the development of an affordable dwelling. In order to comply with relevant sections of the National Planning Policy Framework (NPPF 54, 173) careful consideration will need to be given to the thresholds and definitions of both the 'non-affordable' and affordable elements of such proposals. To allow this to work, it is likely that the size of the non-affordable dwelling will need to be reasonably significant to enable it to bear the cost of providing an affordable dwelling too.

### **MNP2 - Linked new build local needs housing and affordable local needs housing**

**New build local needs houses may be supported only where:**

1. **an equivalent number of Affordable Local Needs houses are delivered as part of the proposal (secured through a s106 undertaking) and provided all the following criteria are met:**
  - **The proposal relates to a rural exception site**
  - **A financial appraisal of the proposal shows it is viable within the terms of paragraph 173 of the NPPF**
  - **The proposal including any access tracks will not have a significant unacceptable impact on the landscape or visual amenity of the area and the proposed accommodation should maintain and incorporate local design features and materials, respect amenity of neighbouring buildings regarding scale and layout, and not adversely affect highway safety.**

### Housing for employees associated with established businesses

30. Housing of this type is not dealt with in the Core Strategy. It is not considered that such housing, which is often for young, single people, or those who have not formed strong local connections is appropriate to be counted as part of the Housing Provision for Local Needs or Affordable Local Needs.
31. There is need for this type of housing which is particular in its design and restrictions if the tourist and agricultural sectors are to prosper, particularly with the advent of the proposed World Heritage Site Status for the Park as a whole. For example, the two major employers in the parish account for well over 100 employees of whom around 86% commute into the parish for work. A policy which allows this type of housing connected to the tourist or agricultural sectors and subject to a number of design and occupancy restrictions would clarify and encourage the Park's ability to support tourism in Matterdale.

### **MNP3 - Housing for Employees**

**Housing comprising hostel accommodation or 1 bedroom units will be supported where the following criteria are met:**

- **It is necessary for the sustainability or expansion of an established business, and;**
- **The occupation of the housing is restricted to those people employed in the relevant business, and;**
- **The proposed accommodation is;**
  - **located within the site of the established business or immediately adjacent to it;**
  - **in close proximity to existing buildings;**
  - **of a design and scale, and in a location, that is not harmful to landscape and scenic beauty, and is not detrimental to visual amenity; and**
  - **located so that highway safety is maintained.**

### Housing on Farms or at rural businesses

32. The provision of housing on farms that is connected with an established farm enterprise is a successful policy developed in Upper Eden as part of its Neighbourhood Plan. This policy is aimed at helping secure the future of family owned farms particularly where a generational transition is required. It would allow an additional 'farm house' where needed to allow one generation to retire on the farm and allow the next generation to take on the farm business. The use given to the additional farm house is flexible to allow it also to be

used for holiday letting, local needs renting or other farm workers when the generational transition is not occurring and, in default of these uses, it would be restricted to affordable local needs. This policy is not intended to allow multiple application for additional housing on farms.

#### **MNP4 - Housing on Farms or at rural businesses**

**A single proposal during the plan period for one additional dwelling at each owner occupied established farm enterprise or rural business to be used by family members, for holiday letting, or renting to local people or workers will be supported. Applications for an additional house must be accompanied by justification for at least one of these forms of occupation. In addition it will be subject to a section 106 agreement which specifically restricts the occupation of the dwelling to the flexible forms of occupation that the policy intends together with a provision that in the event that the property is not used as part of the farm or rural business enterprise it shall only be occupied as affordable housing.**

**In the case of farm enterprises operating from a tenant farm who need to manage a generational transition and build a property which they will own, the new dwelling need not be tied to the main farm holding but would become an agricultural workers dwelling after the tenancy has expired.**

**The siting and design of such new housing must ensure that there is no unacceptable impact upon the visual or landscape amenity of the area. The reuse of an existing building or a plot near the existing farmyard or rural business premises may prove an acceptable site.**

#### **Employment**

33. Development opportunities may exist which will have regard to the strategic policies of the National Park Authority and bring well paid work into the Parish. Such development should be treated sympathetically.

#### **Broadband**

34. The provision of a fit-for-purpose broadband network is critical to underpinning economic and social sustainability in Matterdale Parish. While neighbourhood planning will not facilitate the delivery of such a system by telecommunications operators, the planning system should not hinder the installation of intermediate technology by individuals or community owned providers where such installations are necessary for good service delivery.

### **MNP5 – Broadband**

**The installation of dishes, masts, cabinets and associated equipment necessary for the delivery of a broadband service will be supported where:**

- **it will assist in the delivery of a community or individually owned network, and;**
- **it will not cause a significant impact on the landscape or visual amenity of the area or where in the case of a significant impact, the permission is strictly time limited to five years**

### **Micro businesses and live-work**

35. Help for small businesses to start up and grow in the parish will help diversify the local economy and increase wage levels locally. The planning regime locally should help such businesses wherever possible. Micro businesses are considered so if the work space involved is below 150m<sup>2</sup>.

### **MNP6 - Micro business and live work support**

**In addition to the support given in CS02, development proposals in the open countryside, including new build, which support or result in facilities for micro businesses such as starter units, business hubs, or home office facilities will be supported where the workspace involved is less than 150 square metres. The reuse of redundant traditional buildings for business use in association with a local needs housing development (as set out in MNP2) as a live-work proposal are particularly supported.**

### **Holiday Parks**

36. Matterdale Parish is well served by holiday parks, hotels and pubs. The provision of Holiday Parks is concentrated within the eastern part of the parish particularly around the Lake, where there are views of Ullswater.
37. It is considered that the number of holiday parks and caravans within them has reached its natural limit in the area of Matterdale Parish close to Ullswater. Any further expansion of these facilities risks undermining the special qualities of the Lake District and those qualities that make this part of Matterdale Parish locally distinctive.
38. However, it is also recognised that holiday parks bring additional benefits to the local economy and so the provision of further holiday parks could be considered acceptable, subject to suitable screening and planting.

### **MNP7 - Holiday Parks**

**New holiday parks and/or the physical extension to existing holiday parks will only be supported provided there is no unacceptable impact on the 'Special Qualities' of the Lake District National Park and of the settlement pattern of the Matterdale area, and no unacceptable harm will be caused to the visual amenities or character of the area. Where general landscaping and/or screen planting is required, planning obligations or planning conditions attached to any planning permission will ensure the requirement is in place and effective before any caravans may be sited.**

**The siting of new static caravans must not harm the internal amenity of the site (for example the loss of important recreational areas or open spaces) or result in a reduction in the effectiveness of landscaping/screening.**

**Holiday park development will only be supported provided that there is no unacceptable impact on the local road network (such as significant increase in traffic levels) or any unacceptable impact caused by light pollution.**

**The change of use from caravans for holiday use to permanent homes will not be supported. The inclusion of new permanent homes within holiday parks will not be permitted except through application of policy MNP3**

### **Heritage and Environment**

39. Matterdale is an unusual parish within the wider North Cumbria area because it has no cohesive settlement centre. This has arisen as the original parishes of Matterdale and Watermillock were manors and chapelries of Greystoke and as such were purely agricultural with saeters and vaccaries (upland grazing and summer housing) for Greystoke. Settlement came by the formation of individual farms, originally set on the 900ft contour at Ulcat Row. The clusters of settlements at Dockray, Matterdale End and Troutbeck came later there being no central cluster in Watermillock. This is evidenced by the positioning of the churches and schools in the centres of the area and isolated from other settlements. The original pattern consisted of small farms with small areas of inbye for arable and winter usage with use of the commons for sheep and this pattern of distribution of buildings continues to the present day and is an important feature of the parish though many of the original buildings have been developed and usage has changed. Originally the only access to Matterdale was from Greystoke, at which there was a market, as the track from Dockray to Ullswater passed through Greystoke property starting at Park Gate. The cluster of settlement at Troutbeck started when the railway was built in the 1860s and the cluster at Dockray resulted from the location of the Inn which was also a changing point for horses for coaches. This isolated settlement pattern continued when the lead mines were opened as the miner's wives and families ran small holdings to supplement the miner's wages. This pattern is one of the features of Matterdale which gives it its special identity.

40. The National Parks and Access to the Countryside Act 1949 defines the National Park purposes as being to conserve and enhance natural beauty, wildlife and cultural heritage and to promote opportunities for the understanding and enjoyment of the special qualities of the National Parks by the public. In pursuing the statutory purposes, National Park Authorities have a duty to seek to foster the economic and social well-being of local communities. The National Planning Policy Framework places great weight on conserving landscape and scenic beauty in National Parks. Planning permission should be refused for major developments in National Parks except in exceptional circumstances and where it can be demonstrated they are in the public interest. The natural beauty and cultural heritage which give Matterdale its special identity and the protection it necessitates is consistent with the Government's aspirations for National Parks (as set out in the English National Parks and the Broads: UK Government Vision and Circular 2010).

#### **MNP8 – Environment**

**All development proposals will be expected to conserve and enhance the special qualities of the Lake District and in particular the special qualities of the settlement pattern of Matterdale. Great weight will be given to conserving landscape and scenic beauty, and the conservation of wildlife and cultural heritage.**



## Churches Together in Keswick and Neighbourhood Report for Keswick Town Council (Jan 2016)

The Churches Together (CTiK) had a meeting last week in which reports were given following the flooding in December.

As well as the members of CTiK and Church members being directly affected by flooding, a few Churches and Church buildings have also been damaged. These include the Catholic Church, St Herbert's Centre, the Sunday School Rooms at Crosthwaite Church and the Parish Room, The Rawnsley Centre (Kings Church), and The Quaker Meeting House (which had been 'tanked' to 3ft following the 2009 flood but had 4ft of water in this time).

The Orthodox Church at Braithwaite had a very lucky escape thanks to tree debris diverting the torrent of water to either side of the building.

Clean-ups and reinstatement plans are in place, with dryers in situ at this time. Some of the above places received more damage than others, and will take more time to be useable again.

The Churches Together are beginning a new community venture in the wake of the flood. Something similar began in Cockermouth after the 2009 flood there.

In Keswick this is to be called Street Friends.

This is supported by Cumbria County Council (Sally Scales) and has Mrs Monica Penny as the local Co-ordinator. A number of volunteers (covered by Church Volunteer Insurance) are visiting those homes and displaced people to lend a listening ear. They will be able to direct people to specific help if that is needed.

The aim is to be in contact with those who have flooded, on a weekly basis for about the next 6 months.

From previous floods in many areas it has been recognised that the trauma of being flooded can have an impact on the mental well-being of some people, and having the opportunity to 'tell their story', to be 'listened to', to 'be heard', by a neighbourly friend at an early stage can be of great help.

This is the aim of the Street Friends.

From Susan Leighton.



KESWICK TOWN COUNCIL  
21 JANUARY 2016

**CLERK'S REPORT**

The office workload remains high with additional demands on time due to flooding enquiries and arrangements for parks reinstatement work and insurance claims. The additional hours I am now able to work have been helpful although it is worth noting that staff are under additional pressure at this time.

Audit Arrangements from 2017

The Audit Commission ceased to exist on 1 April 2015 and a new company – Smaller Authorities' Audit Appointments Ltd – has been created to take over the appointment of **external** auditors and the setting of fees for smaller authorities from 2017. The company was set up on behalf of the Department for Communities and Local Government by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA).

This company will formally appoint external auditors on our behalf, very much as the Audit Commission did previously, for a five year period from the financial year 2017/18. This will happen automatically unless the Council decides to opt out and set up an independent Audit Panel to procure external audit itself. Owing to the way the legislation has been drafted, all Councils with an annual turnover of less than £6.5 million are automatically part of the scheme unless they decide to opt out and appoint their own external auditors. The deadline for those wishing to opt out is 31 March 2016. A fee structure has been agreed and the fee for the income and expenditure band in which the Town Council falls is £600 – the current fee is £800.

I therefore recommend that the Council does not opt out of the new system.

LW  
140116





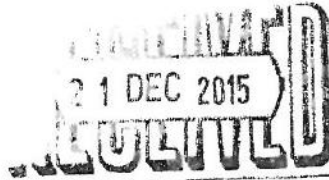
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Cllr Paul Titley  
Mayor of Keswick  
Keswick Town Council  
50 Main Street  
Keswick  
Cumbria  
CA12 5JS



15<sup>th</sup> December 2015

Dear Paul,

The Cumbria Flood's

Llandudno Town Council and its staff were saddened to see on television the destruction to your community and countryside caused by the terrible floods and wished to express support to you. North Wales experienced wide spread flooding itself in 2012, which breached defences and resulted in widespread evacuation of homes and communities. It was a great relief to me that there was not a loss of lives in Cumbria as flood defence after flood defence were breached by storm Desmond.

Mr Mayor, we in Llandudno, who are glad to welcome your residents to our town as visitors, congratulate the resilience and comrade spirit that was evident when your townsfolk joined the brave emergency services to take possession back of their town from the devastation caused by the storm, and assisted local businesses and householders - many having lost so much for a second time.

Llandudno Town Council applauds you and everybody involved for their valiant efforts in such atrocious conditions to return the town back to a state of readiness for the festive season, looking towards the future with a confidence that is inherent in the British nation and culture, brought about by challenging circumstances that brings us together. It is this togetherness that inspires others to be associated with us.

Please convey our very best wishes to your council and staff for the future success of your town and community.

With kind regards

Yours sincerely,

Cllr Frank Bradfield  
Mayor of Llandudno



**Lynda Walker**

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**From:** Cumbria Association, of Local Councils <calc@cumbria.gov.uk>  
**Sent:** 04 January 2016 14:45  
**To:** Cumbria Association, of Local Councils  
**Subject:** FW: Commiseration from Somerset

Dear Colleague,

FAO: Flooded parishes or those parishes affected by recent flooding.

Please see below the email sent from the Chairman of Stoke St Gregory Parish Council.

Kind regards

Samantha

Samantha Bagshaw  
Cumbria Association of Local Councils (CALC)

Our contact details:

Samantha - Monday to Wednesday, Sonia - Thursday and Friday

Post: Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA

Email: [office@calc.org.uk](mailto:office@calc.org.uk)

Telephone: 01768 812663

Web: [www.calc.org.uk](http://www.calc.org.uk)

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Dear Cumbrian Parish Councillors,

I am writing on behalf of Stoke St Gregory Parish Council to express our sympathy and support following the extreme and persistent flooding in your area. Stoke St Gregory is a small community in the heart of the Somerset Moors which were flooded in 2013/2014. Although few of our own parishioners were badly affected, we were very aware of those in neighbouring parishes whose homes and businesses were severely impacted, and we were involved in the attempts to prevent flooding, to alleviate the effects and to assist those who suffered. We can therefore imagine something of what you must be going through and our hearts go out to all those in your area who are having to cope with the horrible problems that flooding brings.

We wish you all the very best as you seek to serve your communities through these difficult circumstances.

Yours sincerely,

Nick Sloan

(Chair, Stoke St Gregory Parish Council)

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STOKE ST GREGORY PARISH COUNCIL

CHAIRMAN: Nick Sloan, Curload Farm, Stoke St Gregory, Taunton, Somerset, TA3 6JA

Tel: 01823 698283, email [nick@curloadfarm.co.uk](mailto:nick@curloadfarm.co.uk)

CLERK: Becky Goodchild, West Point, Athelney Bridge, Burrow Bridge, Bridgwater, TA7 0SB

Tel: 01823 690235, email; [ssgparishclerk@hotmail.co.uk](mailto:ssgparishclerk@hotmail.co.uk)



THE NATIONAL ASSOCIATION OF LOCAL COUNCILS  
109 GREAT RUSSELL STREET LONDON WC1B 3LD



12 January 2016

Dear Colleagues

**LETTER FROM THE CHAIRMAN OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILS - HM  
QUEEN'S 90TH BIRTHDAY CELEBRATIONS**

On 21st April 2016, Her Majesty The Queen celebrates her 90th Birthday, and in celebration of this wonderful milestone, Beacons will be lit that night across the United Kingdom, Channel Islands, Isle of Man and the United Kingdom Overseas Territories, marking this unique moment in history.

Many of you will already have lit Beacons for previous occasions - wood fuelled Beacon Braziers on top of tall wooden posts; gas fuelled Beacons made for the Queen's Diamond Jubilee on 4th June 2012 and VE Day last year, all of which could be re-lit for this event to save costs, or you may wish to build and light a traditional Bonfire Beacon which has been undertaken by many Local Authorities in the past too.

Your event can be as big or as small as you wish to make it. The taking part is the most important thing, sharing this joyous occasion with the Queen that evening. You may even wish to consider working in partnership with your local media, finding someone in your local community sharing their 90th Birthday with the Queen on 21st April 2016, with the view to them having the honour of lighting your Beacon that night, providing you with a nice pre-event media story, as well as some lovely photographs on the night.

It is envisaged that the Beacons will be lit early evening, so please plan around this. The exact lighting time will be sent to you soon.

We would encourage your Council to take part in this once in a life time opportunity, by lighting a Beacon on 21st April this year, and have great pleasure in attaching the projects official "Guide To Taking Part." You will see from its acknowledgements pages that to date over 220 Beacons have already been confirmed in the United Kingdom, even before production and distribution of this publication, so do hope that your Council will want to join with your local community and participate in this once in a life-time opportunity, providing a fitting 'tribute' to this special milestone in the Queen's life.

If not already involved, but do wish to take part, please go to page 3 and provide the important, necessary, information requested as soon as possible please, to ensure the organisers can liaise with you direct, along with listing the name of your Town or Parish Council correctly.

I sincerely hope that you will take up this opportunity by taking part.

Yours sincerely,

A handwritten signature in black ink that reads 'Ken D Browne'.

**COUNCILLOR KEN BROWSE  
CHAIRMAN**

