

9th November 2017

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 16th November 2017 at 7.30pm.**

The press and public are welcome to attend.

Lynda Walker

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 19th October 2017 (pages 27-30).
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 Interest**
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).

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**
To receive the report of the Allerdale Rural Neighbourhood Policing Team (a Police Community Support officer will attend when on duty and available).
6. **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.
7. **Matters to be raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.

8. Applications for Development

- i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
- ii) To receive update on National Park planning decisions.

9. Mayor's Report

To receive details of the Mayor's engagements and meetings attendance for the period 13th October – 9th November 2017.

10. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Allerdale Borough Council
- ii) Cumbria County Council
- iii) LDNPA North Distinctive Area Parishes Representative

11. Payment of Accounts

To confirm the payment of accounts for November 2017 as approved by the Inspection Committee (to be circulated at the meeting):

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

12. Provision of CCTV in Keswick

To receive an update from Councillor Kendall.

13. Market Square Safety Audit

To receive an update from Councillor Kendall.

14. Events Co-ordinator Role

To consider the report of the Events Committee.

15. Request for funding – Keswick Cricket Club

To consider a request for funding from Keswick Cricket Club towards a Climate Cover sheet.

16. Keswick Town Council Business Plan

To consider the report of the Clerk.

17. Clerk's Report

To receive the Clerk's report.

18. Reports from Representatives on Outside Bodies

To receive reports from the following representatives:

- i. Keswick Community Emergency Recovery Partnership – Councillor Martin Pugmire

19. Minutes of Committee Meetings

To receive for information the Minutes of the Events Committee meeting held on 27th October 2017 and the Neighbourhood Plan Steering Group meeting held on 25th September 2017.

20. Minutes of Liaison Meetings

To receive for information the Minutes of the CALC Allerdale meeting held on 19th September 2017 (no representation from Keswick) and the Lake District National Park Authority Parishes Forum held on 10th October 2017 (attended by the Clerk).

Prior to the following business the Chairman will move 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'

21. Proposed Civic Award Scheme

At the request of the Mayor, to consider the format of and nominations for a Civic Award scheme.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 19th October 2017 at 7.30pm.

Present:

Chairman
Councillor Susan Leighton

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Tony Lywood	Duncan Miller
Adam Paxon	Martin Pugmire	Paul Titley

Also present were Lynda Walker (Town Clerk), PCSO Catherine Smith, 2 members of the press, and 1 member of the public.

Prior to the start of the meeting, representatives of United Utilities provided an update on progress to date on the West Cumbria Supply project and forthcoming work affecting Keswick. It was estimated that this would take between 18 months and 2 years (subject to confirmation). Information was also provided about the Legacy Fund to be managed by Cumbria Community Foundation which was due to be launched in November 2017. Councillors asked for a representative from Keswick to be included on the Grants Panel.

126. Apologies

Apologies for absence were received from Councillor Burn (illness), Dr Geoff Davies and Borough Councillor Ron Munby.

127. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 21st September 2017 (pages 22-26).

128. Requests for Dispensations

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

129. Declarations of Interests

Declarations of interests in respect of items on the agenda were received from:
Councillor Daniels - item 8 (i) application no. T/2017/0163 (member of Keswick Community Housing Trust) and application no. 7/2017/2225 (friend of the applicant).

130. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing team for September. 20 crimes had been reported in the Keswick area during September 2017 with 7 anti-social behaviour incidents reported during the month (this compared with a total of 38 incidents for the same period in 2016). PCSO Catherine Smith was in attendance and answered questions from Councillors.

131. Matters to be received from the Public

Simon Jackson, Head of Keswick School, updated Councillors on the position regarding the proposed sale by Cumbria County Council of land adjacent to the school. Councillors were concerned at the lack of notification to local representatives about forthcoming land disposals and asked the Clerk to write to the County and Borough Councils to request that the ward representatives be notified of plans for any future disposals affecting Keswick.

132. Matters to be raised by Councillors

Councillor Kendall provided an update on progress with the safety audit on the Market Square and said that the report would be available for the next Town Council meeting.

133. Applications for Development

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

Plan Ref.	Description of Development Location
T/2017/0156	T5 - Lop low level branches Land to rear of 19 Brandlehow Crescent <i>No comments made</i> SUPPORT
T/2017/0163	W1 - Crown lift trees 4-5 metres and prune to create clearance from buildings Calvert Way <i>Support - sensible management of trees</i> SUPPORT
T/2017/0168	Mature Oak, Quercus Robur (T1) Dead wooding to mature limbs of tree Derwent Service Station, Penrith Road <i>No comments made</i> SUPPORT
7/2017/2218	Works to an existing house conversion to improve external access to the three flats within (with the addition of an extension stairwell to replace the existing entrance porch) and add to external amenity with 2 no new balconies. Internal renovation works. 24 Stanger Street <i>Support - a vast improvement, sensible renovation on a tired looking property. Heritage qualities not affected by this application</i> SUPPORT
7/2017/2224	Retention of internal refurbishment of flood damaged properties and replacement windows and doors Brigham Forge Cottages, Forge Lane <i>No comments made</i> SUPPORT
7/2017/2225	Erection of new dwelling without complying with condition no 2 of application ref 7/2015/2234 - enlargement of side extension, and addition of patio doors Garden House, 38 Southey Street <i>Support - LDNPA wording misleading as this is only a slight change to original approved application whilst it was being constructed i.e. not completed</i> SUPPORT
7/2017/2236	New single storey dwelling and access Fern Lea, Penrith Road <i>Object - very tiny space to put a house, very little information given and this looks to be inappropriate for the size of the garden/plot</i> OBJECT
7/2017/2237	Construction of a Rowing Boat storage area and placement of storage containers and portable welfare units Area of land at Isthmus <i>Neutral – but concerns regarding appearance of containers in a sensitive area – need to be well screened.</i> NEUTRAL

7/2017/2247 Use as a dwelling house
8 Southey Street
Support – application for information only
SUPPORT

7/2017/2250 Proposed local needs dwelling
Meadow Sweet, Lonsties
Support - nice to see another house for local occupancy, ample garden area for this development.
SUPPORT

ii) **RECEIVED** update on National Park Planning Decisions.

134. Vacancy on the Planning Group

RESOLVED that no action be taken pending the filling of the vacancy on the Council.

135. Mayor's Engagements

RECEIVED details of the Mayor's engagements and meeting attendance for the period 15th September 2017 – 12th October 2017.

136. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council)
- ii) Cumbria County Council)

Councillor Lywood reported on progress with new car parking signs and work on the Moot Hall. He confirmed that 'No overnight parking' signs would be installed at Longbridge, Portinscale and that Highways England had agreed to fund repairs to the old railway line footpath to Threlkeld. The County Council were looking at areas where mobility crossings were required and Councillor Pugmire asked for one to be provided at a location in the Castlerigg/Rakefoot area.

- iii) LDNPA North Distinctive Area Parishes Representative

137. Payment of Accounts

RESOLVED that the accounts for October 2017 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 137 – 162 amounting to £27,981.85 (twenty seven thousand, nine hundred and eighty one pounds and eighty five pence)
- ii) The Trusts, vouchers HP108 – FP128 amounting to £23,205.10 (twenty three thousand, two hundred and five pounds and ten pence)

138. Quarterly Budgets

RECEIVED for information the quarterly budgets.

139. Audit for the Year Ended 31 March 2017

RESOLVED that the Annual Return for the year ended 31 March 2017 including the Certificate of Conclusion of the External Audit be approved and accepted.

140. County Square War Memorial Update

Consideration was given to the report of Councillor Miller following a War Memorial Condition Survey workshop he had attended in Carlisle on 4th October. He recommended that any necessary work be carried out before the November 2018 Remembrance Services.

RESOLVED that the fixings on the bronze plaque be replaced and the paving surrounding the memorial be improved, and that external funding be sought to supplement the £2,000 set aside in the Council's budget.

141. Provision of CCTV in Keswick

RECEIVED an update from Councillor Kendall. Further report to be brought to next meeting.

142. PUPs Clock

Consideration was given to a report on the condition of the 'Pups' Clock on the Council building.

RESOLVED that a new clock control system be fitted to be funded from the Market Towns grant for 2017/18 from Allerdale BC.

143. Works to B5289 Borrowdale Road

Consideration was given to a request from Borrowdale Parish Council for the Town Council to support a programme of roadworks to the B5289 which would necessitate road closures for approximately 3 weeks in late January/early February 2018.

RESOLVED that the Town Council's support be given for the proposed works which will be of long term benefit.

144. Clerk's Report

RECEIVED the Clerk's report.

RESOLVED that Councillor Miller be appointed as the Town Council's representative at the Keswick Convention Liaison meetings.

145. Minutes of Committee Meetings

RECEIVED for information the Minutes of the Events Committee meeting held on 22nd September 2017.

146. Correspondence

RECEIVED the following correspondence:

- i) Peter Knowles – Olympic style rowing on Derwentwater
- ii) Mrs Mary Douglas – dogs in Keswick
- iii) Sally Bickerdyke – creation of a show ground for Keswick
Note: letter to be referred to the Neighbourhood Plan Steering Group
- iv) United Utilities – update on West Cumbria supply project
- v) RAF Spadeadam – RAF Centenary Celebrations
Note: Keswick Parks/Keswick in Bloom/Friends of Keswick Parks to be asked to consider providing a flower bed as suggested.
- vi) Cumbria County Council – Cumbria Minerals and Waste Local Plan Adoption

Prior to the following business the Chairman moved the 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'

147. Contracting – Internal Audit

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

RESOLVED that Ian Smithson be appointed as the Town Council's Internal Auditor for the next three years (2017/18, 2018/19 and 2019/20) on the terms outlined in the report.

148. Staffing

RECEIVED the report of the Clerk.

The meeting closed at 9.00 pm

Chairman

Date

Planning Applications received between 13/10/2017 - 09/11/2017

Plan ref	Location	Description of Proposed Development
7/2017/2208	Flat 2, Oakside, Keswick. CA12 5PW	Alterations and extensions to existing detached garage to form studio office and storage for use with flat 2, Oakside
7/2017/2265	HSBC, Market Square, Keswick. CA12 5BG	Lower the cill level of 2 no. main banking hall windows on the Market Square façade of the building to improve internal daylight and street aspect of the internal ground floor accommodation.
7/2017/2269	7 The Hawthorns, Keswick. CA12 4LL	Erection of porch and canopy to front elevation (resubmission of 7/2017/2176)
7/2017/2272	28 Southey Street, Keswick. CA12 4EF	Erection of a single-storey rear extension. Replace existing white UPVC windows with triple glazed white UPVC windows. Replace existing front door with composite door. Introduce doors to the front and rear of the car port. Raise bay window sill heights by 200mm. Reposition existing PV Solar panels. Introduce 2 no. rooflights to front elevation and 1 no. rooflight to rear elevation. Reposition existing rear rooflight in rear elevation not in accordance with condition no. 2 of planning approval ref. 7/2016/2264 (amended design)
7/2017/2275	High Hill Garage, High Hill, Keswick. CA12 5NY	Fascia signage for new Spar store
7/2017/2276	First Floor, 26-28 Main Street, Keswick. CA12 5JD	Replacement of existing modern casement windows with traditional sash windows to Main Street elevation
7/2017/2277	Lucas Restaurant, High Hill, Keswick. CA12 5NX	Flood resilience improvements to the existing structure, raising of cill level to 3 no fixed light windows on South East elevation, insertion of full height glass panels above balustrade at first floor level
7/2017/2278	Lucas Restaurant, High Hill, Keswick. CA12 5NX	Flood resilience improvements to the existing structure, raising of cill level to 3 no fixed light windows on South East elevation, insertion of full height glass panels above balustrade at first floor level- <i>LISTED BUILDING CONSENT</i>
7/2017/2281	Linthwaite, Manor Brow, Keswick. CA12 4AP	Side extension and garage conversion including raising roof level
7/2017/2288	Windebrowe Chippy, 102 Windebrowe Avenue, Keswick. CA12 4JD	Convert chip shop back into living accommodation and blocking up access points to front area of property
7/2017/2289	Crosthwaite Conference Centre, Church Lane, Keswick. CA12 5QG	Temporary use of agricultural fields to accommodate campers and caravans attending the Keswick Convention between the 15th July and the 4th August 2018
7/2017/2290	Garden of Glentarn, Crosthwaite Road, Keswick. CA12 5PG	Construction of an attached 2 storey 3 bedroom dwelling

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.

Decisions Received from LDNPA

Planning Decisions Received between 13/10/2017 & 09/11/2017

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2017/2110	September-17	6 High Street	CA12 5AQ	3 replacement windows on front of house	SUPPORT	GRANTED	
7/2017/2133	June-17	High Corner, 25 Lake Road	CA12 5BZ	Replace existing slide and sash windows on front elevation	SUPPORT	REFUSED	
7/2017/2137	June-17	Keswick School, Vicarage Hill	CA12 5QB	Construction of a steel framed canopy with clear polycarbonate roof	SUPPORT	GRANTED	
7/2017/2152	July-17	The Old Smokehouse, The Forge	CA12 4NX	Repair works to river embankment following damage caused by Storm Desmond - involving construction of a retaining wall, new treatment plant for Smoke House Cottage and temporary construction compound	APPLICATION NOT RECEIVED FOR COMMENT	GRANTED	
7/2017/2157	June-17	High Hill Garage, High Hill	CA12 5NY	Variation of condition no. 2 (change pitch of roof & inclusion of air & water facility) on planning application 7/2016/2228 - Redevelopment of existing petrol filling station to provide replacement SPAR convenience store, forecourt alterations, extended canopy, customer parking and associated works.	SUPPORT	GRANTED	
7/2017/2160	July-17	13 Crosthwaite Gardens	CA12 5QF	Extension and alterations	SUPPORT	GRANTED	
7/2017/2164	August-17	Little Field, Chestnut Hill	CA12 4LT	Replacement of existing lounge window with smaller bay window	SUPPORT	GRANTED	
7/2017/2169	July-17	60 The Headlands	CA12 5EJ	Rear extension to existing dwelling	SUPPORT	GRANTED	
7/2017/2171	July-17	Part of former Cars of the Stars, Standish Street	CA12 5LS	Change of use from retail to restaurant	SUPPORT	GRANTED	
7/2017/2172	September-17	High Hill Garage, High Hill	CA12 5NY	Approval of details reserved by condition no. 4 of planning approval ref. 7/2017/2157 relating to construction method statement	APPLICATION NOT RECEIVED FOR COMMENT	details submitted in respect of condition 4 - Ref: 7/2017/2157 are acceptable	
7/2017/2173	July-17	Ghyll House, Lonsties	CA12 4TD	Addition of a bathroom and dressing room over the existing garage	SUPPORT	GRANTED	

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2017/2176	July-17	7 The Hawthorns	CA12 4LL	Erection of porch and canopy to front elevation	SUPPORT	GRANTED	
7/2017/2178	August-17	12 Greta Street	CA12 4HS	Replacement of canopy roof over front door to Greta Street elevation	SUPPORT	GRANTED	
7/2017/2186	July-17	Brundholme, The Heads	CA12 5ER	Erection of single-storey rear extension including the conversion of a twin bedded letting room into owners accommodation	SUPPORT	GRANTED	
7/2017/2194	August-17	6 Penrith Road	CA12 4HF	Alterations to garden room not in compliance with condition no 2 of application ref 7/2016/2331 - change roof from pitched to lean to on small garden room; change lower and upper window type, re-position upper window, entrance door and side window and roof over entrance in games room; - stone face garden room	SUPPORT	GRANTED	
7/2017/2195	August-17	1 Manor Cottages, Manor Brow	CA12 4AS	Detached garage	SUPPORT	GRANTED	
7/2017/2200	October-17	High Hill Garage, High Hill	CA12 5NY	Approval of details reserved by condition no 3 on planning approval ref 7/2017/2157 - scheme to deal with the risks associated with contamination of the site	APPLICATION NOT RECEIVED FOR COMMENT	submitted contamination reports and remediation strategy are acceptable	
7/2017/2202	August-17	Borrowdale View	CA12 5PW	Proposed car port	SUPPORT	GRANTED	
7/2017/2206	August-17	Keswick Leisure Pool, Station Road	CA12 4NF	Replace existing street light columns with 12 x low level bollard type lights	SUPPORT	GRANTED	
7/2017/2207	September-17	Sports Grounds and Premises Keswick School, Vicarage Hill	CA12 5QB	Proposed development is for the removal of an existing modular classroom building and construction of a new two storey six classroom building.	SUPPORT	GRANTED	
7/2017/2210	August-17	High Hill Garage, High Hill	CA12 5NY	Free standing illuminated pole sign (relocation of existing pole sign)	SUPPORT	NOTICE OF EXPRESS CONSENT SUBJECT TO CONDITIONS	
7/2017/2211	August-17	Fitz Park, Station Road		2 fixed signs to each side of bridge	DECLARED INTEREST	NOTICE OF EXPRESS CONSENT SUBJECT TO CONDITIONS	

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2017/2212	August-17	Moorside, Lonsties	CA12 4TD	Replacing existing conservatory	SUPPORT	GRANTED	
7/2017/2214	August-17	High Hill Garage, High Hill	CA12 5NY	Approval of details reserved by condition 5 of planning permission ref 7/2017/2162 - surface water drainage details	APPLICATION NOT RECEIVED FOR COMMENT	details submitted in accordance with condition 5 - Ref: 7/2017/2162 are acceptable	
7/2017/2218	September-17	24 Stanger Street	CA12 5JU	Works to an existing house conversion to improve external access to the three flats within (with the addition of an extension stairwell to replace the existing entrance porch) and add to external amenity with 2 no new balconies. Internal renovation works.	SUPPORT	GRANTED	
7/2017/2225	September-17	Garden House, 38 Southey Street	CA12 4EF	Erection of new dwelling without complying with condition no 2 of application ref 7/2015/2234 - enlargement of side extension, and addition of patio doors	SUPPORT	GRANTED	
7/2017/2259	October-17	Land adjacent to Brundholme Road		Approval of details reserved by condition of planning permission reference 7/2016/2027 (Water supply connection from Thirfmore to West Cumbria) in respect of scheme section 3 RWA an Sub Phase 5 - enabling works for Greta Tunnel including access construction and perimeter fence: - Condition 9 Construction Traffic Management Plan - Condition 11 Haulage Plan - Condition 15 Temporary Access Construction	APPLICATION NOT RECEIVED FOR COMMENT	details submitted regarding conditions 9,11 and 15 are acceptable for this specific section of the route	

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 16th November 2017

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 13th October 2017 – 9th November 2017

Saturday 14 October	Opening of U3A Pottery & Photography Exhibition - held at Keswick Museum and Art Gallery
Sunday 15 October	Silloth-on-Solway Town Council, Annual Civic Service - held at Christ Church, Silloth
Saturday 28 October	Hospice at Home Coffee and Lunch Event - held at Crosthwaite Parish Room, Keswick
Wednesday 1 November	Budget and Strategy Meeting for the Parks Trust - held in Council Chamber, Keswick
Friday 3 November	Keswick School PTA Fundraising Event - held at Crosthwaite Church, Keswick
Sunday 5 November	Mulled Wine Competition - held Market Square, Keswick
Tuesday 7 November	Mother's Union Talk - held at St John's Church, Keswick

Please note, additional information provided as follows:

Supporting Information:

Opening of U3A Pottery & Photography Exhibition - held at Keswick Museum and Art Gallery

Saturday 14 October

The U3A is an amazing organisation, enabling people with existing interests to get together, and give opportunity for new interests to be developed. This display of work showed great ability and creativity.

Silloth-on-Solway Town Council, Annual Civic Service - held at Christ Church, Silloth

Sunday 15 October

Another opportunity to meet with other Mayors, and to meet the Deputy Mayor of Silloth.

Hospice at Home Coffee and Lunch Event - held at Crosthwaite Parish Room, Keswick

Saturday 28 October

It was good to be able to support this Charity which does so much for people at the end of their life, providing expert help and support for the individual and their family.

Budget and Strategy Meeting for the Parks Trust - held in Council Chamber, Keswick

Wednesday 1 November

Keswick School PTA Fundraising Event - held at Crosthwaite Church, Keswick

Friday 3 November

This was an event at which two school Choirs and two adult groups sang. Supporting the School to raise money towards a mini bus was the reason for the evening. There is another opportunity to support the School on 1st December at their Christmas Fayre from 5-8pm.

Mulled Wine Competition - held Market Square, Keswick

Sunday 5 November

This seemed to be a successful event with 10 entrants, so 10 samples of Mulled wine to taste. The winner was presented with a trophy, and was West View Guest House from Lake Road.

Mother's Union Talk - held at St John's Church, Keswick

Tuesday 7 November

The opportunity to talk about the Mayoral role and to meet with local ladies. (one of whom was a former Mayoress)

Report from the North DA Parishes Member of the LDNPA – October 2017

At the meeting of Rights of Way Committee on October 10th we considered a claim that the status of a route in the parish of Mungrisdale was incorrectly shown on the Definitive Map. The route was marked as a public footpath, but the Cumbria Bridleways Society had submitted an application to record the way as a bridleway, which would mean that horse riders and cyclists also had a legal right to use it.

In dealing with such a matter, the LDNPA is performing a statutory function under powers delegated to it by the relevant highway authority (since, legally, even a footpath is a highway) – Cumbria County Council. The case must be determined in a quasi-judicial way according to legal requirements and the evidence available: the policies of the LDNPA are of no relevance.

Though the claim was to record the way as a bridleway, it was also important to look beyond what had been claimed, to see whether a still higher status was warranted by the evidence. Had rights to use mechanically propelled vehicles (MPVs) been established, for example? This question is greatly affected by the provisions of the Natural Environment and Rural Communities (NERC) Act, 2006.

Before 2006, if the evidence showed that the route was a way for vehicles of any kind, then the order-making authority had to add the way to the Definitive Map as a Byway Open to all Traffic (BOAT). This meant that, if evidence could be adduced that showed that horse-drawn vehicles had used the route, as of right, for a continuous period of 20 years at some time in the past, then the route would have to be marked as a BOAT. This would confer the right to use MPVs even if there was no evidence that they had previously used the route. The NERC Act changed this by extinguishing all unrecorded MPV rights unless one or more exceptions applied to the route in question. One example of an exception in the Act is ways that were created by use by MPVs prior to 1930, when it first became an offence to drive 'off road'. This is based on the legal principle that rights cannot be established by illegal use.

In the case we considered – an old road from Mosedale to the Hutton Roof road via Carrhead Ford, the evidence appeared to show that none of the NERC Act exceptions applied so that, on the balance of probabilities, MPV rights on the route had been extinguished by the Act. However, evidence did appear to show that the route had, in the past, been used for a sufficient period by horse-drawn vehicles. This usage appeared to have been established long before the existence of motor vehicles, so it could not be argued that the route had been *created* by MPV use prior to 1930.

Rights of way law recognises a status of route that applies to this kind of usage – the Restricted Byway. This status confers rights for pedestrians, horse-riders, cyclists and the use of horse-drawn vehicles – but not MPVs. On the basis of the legal requirements and the evidence before it, the Committee resolved to issue a modification order showing the route in question as a restricted byway on the Definitive map. You can find the full officer's report at.

http://www.lakedistrict.gov.uk/__data/assets/pdf_file/0019/1012087/2017_10_10-Claimed-Mod-of-Def-Map-and-Statement-Route-along-Public-Road-C3033-and-FP-348002,-Mosedale-and-Carrhead-Ford,-Mungrisdale-Parish.pdf

Geoff Davies Geoff.Davies@lakedistrict.gov.uk

KESWICK TOWN COUNCIL
16 NOVEMBER 2017

EVENTS CO-ORDINATOR

At the Town Council meeting held on 17th August 2017 consideration was given to whether the services of an Events Co-ordinator should be employed to help improve liaison and consultation on town events, including how this might be funded. It was resolved that the issue be referred to the Events Committee with a report back to a future meeting.

A working group of the Events Committee comprising Councillors Burn, Daniels and Titley, myself, Heather Askew (Events Co-ordinator for the Town Council) and Joe Broomfield (Town Centre Manager for Keswick employed by Allerdale BC) met on 27th October 2017 to consider this issue.

Councillor Burn had drafted a proposed job description for the role and discussion centred around this. The Group's main concerns centred on the difficulty of compiling information on the many and varied events which take place in Keswick and whether value for money would be gained from employing someone on an ad hoc basis to do this and to provide advice for event organisers whilst having no jurisdiction over any of the events taking place or licences required for activities.

Whilst there is currently information available from statutory bodies on different websites, there is no one website or guide which brings this information together in an easily understood form. The Group felt that there would be some merit in producing a specific guide for event organisers, available on the Town Council's website in downloadable format, with an uploadable calendar of events. This would draw in both statutory and non-statutory information and was estimated to cost in the region of £2,000.

It was considered unlikely that funding would be available from external sources, although we should examine potential of finance from Lake District National Park Authority given that the impact of World Heritage Status can only increase pressure on events.

The Town Council is asked to consider whether provision should be made in the budget for 2018/19.

LW
091117

KESWICK TOWN COUNCIL
16TH NOVEMBER 2017

REQUEST FROM KESWICK CRICKET CLUB

While it was admittedly a bad summer in 2016 Keswick CC last year only managed to play four (4) out of a total of 11 (eleven) 1st XI home league games. The matches fell victim to the abysmal weather and the fact that our cricket square is continuing to recover from the devastation of Storm Desmond.

This loss of key games had a massive impact on the club, not only in terms of lost revenue but also in terms of all-round support. To say it was a very difficult and totally frustrating summer would be an understatement, and all on the back of Storm Desmond and our continued recovery.

The club recognises that the loss of so many matches was not simply the inevitable result of a bad summer.

The restoration of the ground, and the central cricket square in particular, is an ongoing project and at the end of last summer we spent a further £2,000-plus on remedial work. We envisage that the total recovery of the cricket square will take several more seasons to complete. We are happy to continue with this work but in order to ensure that games are played at the same time and we do not have a repeat of this summer, when so many games were lost, we need to invest in a special 90' x 90' Climate Cover sheet costing £7,700 plus VAT.

This will cover a 10-wicket area at the heart of the cricket square and which is the focus of our ongoing recovery work.

The fact is that many of the games we lost to the weather last season were due to the overall condition of the cricket square. While we were able to keep a single playing surface protected (the immediate area where players bat and bowl) with our mobile covers, the league-appointed match day umpires called off matches on the afternoon of games because of the condition of the remainder of the square which we were unable to protect as match day approached. They felt that the condition of the rest of the square made it unfit for play, even though the sun had come out and conditions in all other respects were good.

To say that this caused immense frustration and disappointment is an understatement.

Our inability to cover virtually the entire square in the build up to match days is having a serious impact on the club - both on match day fund raising and player resource. We also need to focus on the disappointment caused to the many volunteers, supporters and spectators (many of the latter being visitors to the town).

We know that the addition of a 90' x 90' Climate Cover sheet to our equipment will help enormously. While we accept there is absolutely nothing we can do if the weather on a match day is rainfall without any respite from midday to evening (you simply cannot play through the rain) we recognise that many of the games we lost to the weather and ground conditions last year could have gone ahead if only we had had a Climate Cover sheet in place of the type and size described.

The purpose of this letter is to ask the town council / trustees of the park if they will consider helping the club with the purchase of a Climate Cover sheet. In writing this I am unsure if there are any funds that would be appropriate or available to meet our request. But we would be delighted if you could consider our position and advise accordingly.

If there is any further information you need please do not hesitate to ask.

This is simply an initial enquiry and I would be pleased to make a formal application if you felt it was advisable.

On the financial front we must have spent (through insurance, grants, our own funds etc) in excess of £100,000 in restoring our ground, equipment and the pavilion since Storm Desmond. That alone was a massive undertaking for the club.

The Climate Cover sheet, should we be successful, will not need to be in place until the spring 2018, in all probability late March / or early April at the latest when we start preparing wickets for the new season which begins in mid April.

Many thanks for your consideration.

Keith Richardson (Chairman Keswick CC).

Clerk's note: as the funding will be required prior to spring 2018 this application has not been included for consideration with grant requests for 2018/19.

KESWICK TOWN COUNCIL
16 NOVEMBER 2017

TOWN COUNCIL BUSINESS PLAN 2013-2018

The current Business Plan was compiled with the assistance of the Association of Market Towns (AMT) and funded by the National Lottery through its Awards for All scheme. A lengthy process of consultation took place resulting in a series of focus group meetings covering specific themes and resulting in an Action Plan covering the following:

Theme 1	Town Council Governance
Theme 2	Leisure and Community
Theme 3	Town Appearance, Environmental Services and Public Safety
Theme 4	Transport, Access and Highways
Theme 5	Town Centre, Economy and Development
Theme 6	Housing and Health

The exercise provided a vehicle to inform the local population about the current activities of the Town Council, where its funding is spent, its limitations, and to obtain satisfaction data with the Council's activities and associated spending. The document is available to view on our website: <http://keswicktowncouncil.gov.uk/your-council/keswick-town-council-business-plan/>

It was agreed that monitoring of actions in relation to one theme should take place at each monthly Council meeting, therefore each theme would be monitored every six months. A working group was set up comprising the Mayor and four other Councillors to carry out an annual review of the plan.

For a number of reasons, this monitoring and review work was not continued beyond 2015 and as the document is due to expire next year, it is suggested that a working group be reconstituted to report back to the Council on the value of the Plan and how, or if, it should be continued beyond 2018.

LW
091117

KESWICK TOWN COUNCIL
16 NOVEMBER 2017

CLERK'S REPORT

The last month has been busy with staff appraisals and preparing draft budgets. A pre-budget meeting in relation to the parks has taken place and a further one will be arranged by the end of the month to consider the draft Town Council budget and grants for 2018/19 prior to submission for approval at the December Town Council meeting.

1. Town Council Election

Four candidates have been nominated for the vacancy on the Town Council and the election will take place on Thursday 23rd November with the Count being held in the Council Chamber.

2. Allotments at The Hawthorns

The lease on the land at the Hawthorns for allotments has been renewed for a further seven year term. Efforts are being made to allocate the two vacant plots, although the waiting list has now been exhausted. It is suggested that as plots become vacant in the future, an advertisement be placed in the Reminder and on our website etc. and that they be filled on a first come first served basis.

3. Christmas Lights Switch On

Observers will have noticed that the Christmas lights are being installed. The switch on will take place on Friday 24th November and the timetable is as follows:

- 5.30pm – Kev Kendal (right) performing on stage
- 6.15pm – Committed 2 Rock Choir on stage
- 6.30pm – Tree of Light (Market Square) switch on
- 7.00pm – Main Lights switch on by the Mayor plus Max and Paddy (below)



(Photo ref: Kev Kendal - Music Page)



(Photo ref: Max & Paddy out in the Lake District)

Picket style fencing has been provided to go around the Christmas Tree this year thanks to sponsorship from a local business. This will look more attractive than the metal barriers previously used.

4. Councillor Notice Board

A suggestion has been put forward by Councillor Lywood that Councillors' photographs and details should be displayed within the Council offices (see example attached from Cleater Moor). A noticeboard could be purchased and installed in the main hall outside the office door if this is agreed.

5. UU Legacy Fund

A meeting of the working group set up to collate and generate ideas for projects which might benefit from funding from the UU Legacy Fund took place on 7th November. A few suggestions were put forward but as details of the amounts available and criteria for allocation are still awaited, it was agreed to meet again once these parameters are known.

6. Parking Strategy

Cumbria County Council and I are pressing officers of Allerdale BC for information on progress with the promised car parking strategy for Keswick. I may have something to report by the time of the meeting.







7. Consultation on Constituency Boundaries in the North West

The link to the current Parliamentary Boundary Commission consultation on proposals for new constituency boundaries in Cumbria – i.e. the proposal that 6 constituencies go down to 5) is given below:

<https://www.bce2018.org.uk/node/6487?postcode=CA125JS>

The report includes specific comments about areas in Cumbria that will be potentially affected by the proposed changes. Revised proposals, published on 17th October 2017, are set out with comments from earlier consultation exercises. The Council and individuals have until 11th December 2017 to comment.

LW
091117

	<p>Councillor Lisa Adair</p> <p>1 Wheatley Terrace Cleator Moor CA25 5NE</p> <p>01946 817494 or 07756636841</p>	<p>Cleator Moor East Ward</p>
	<p>Councillor Michelle Denwood</p> <p>25 Priory Drive Cleator Moor CA25 5NA</p> <p>07756295973</p>	<p>Cleator Moor East Ward</p>
	<p>Councillor Nick Ford (Chair)</p> <p>Quaker Cottage 52 Crossfield Road Cleator Moor CA25 5BU</p> <p>01946 748773 or 07802 632463</p> <p>Nominated representative to serve on the Three Tier Meetings, the Cleator Moor Chamber of Trade, Healthwatch meetings and Sustrans Partnership board.</p>	<p>Cleator Moor North Ward</p>
	<p>Councillor Joan Hully</p> <p>6 Wyndham Street Cleator Moor CA25 5AN</p> <p>01946 810088 or 07818 656963</p> <p>Nominated representative to serve on Regeneration North East Copeland board</p>	<p>Cleator Moor North Ward</p>
	<p>Councillor Linda Jones-Bulman</p> <p>29 Arlecdon Park Road Arlecdon Frizington CA26 6XG</p> <p>01946 862934 or 07775 547645</p> <p>Nominated representative to serve on the Health Watch and Patient Participation Group meetings.</p>	<p>Cleator Moor North Ward</p>
	<p>Councillor Charles Moores</p> <p>19 Mark Thompson Close Cleator Moor CA25 5JB</p> <p>01946 817442 or 07443659429</p>	<p>Cleator Moor North Ward</p>



Cleator Moor
CA25 5JB

01946 817442 or 07443659429

VACANCY

Cleator Moor
North Ward



Councillor David Hully

46 Montreal Avenue
Cleator Moor
CA25 5NJ

01946 810681

Cleator Moor
South Ward



Councillor Margaret Messenger

Todholes
Todholes Road
Cleator Moor
CA25 5LU

07743480770

Nominated representative to the Cleator Moor Youth and
Community Centre Board and Phoenix Youth Project

Cleator Moor
South Ward



Councillor David Riley (Vice-Chair)

18 Towerson Street
Cleator
CA23 3EL

07775548800

Nominated representative to serve on the Cleator Moor
Town Team meetings.

Cleator Moor
South Ward



Councillor Richard Wood

3 Queen Street
Cleator Moor
CA25 5BH

01946 817559

Nominated representative to serve on the Sustrans
Partnership Board

Cleator Moor
South Ward

VACANCY

Cleator Moor
South Ward

All Town Councillors work as volunteers in the community. In addition to attending council meetings they also act as representatives on outside bodies.

They represent YOU, the community and actively encourage people to take up their roles of active and engaged citizenship.

The general public are welcome to attend any council meeting. An agenda item is set aside for any member of the public to raise a concern.



Report to Keswick Town Council – October 2017

Since becoming a registered charity in September 2017 Keswick Community Emergency Recovery Partnership (KCERP) has continued to develop and improve the Community Emergency Plan (CEP) for Keswick.

By being a partner in this, Keswick Town Council provides invaluable support to this community organisation.

Over the last year KCERP has achieved the following:

The Partnership now has regular Trustee meetings and wider Partnership meetings, each four times a year.

We now have more than 90 volunteers registered with us, as well as pledged support from Keswick WI and Keswick School Borders. This gives us a huge pool of people to call on.

We have reviewed and updated the community emergency plan, expanding it to include additional emergency situations. We will continue to review the plan on an annual basis.

We have written a risk assessment to improve the safety of our volunteers.

We have provided a number of training sessions for volunteers as well as undertaking an emergency exercise.

We have installed a new VHF radio system with the help of Keswick Mountain Rescue, as well as improving the WIFI and computer facilities available to us in the event of an emergency.

Supply cupboards have been restocked and a majority of volunteers now have their own hi-vis jackets to wear.

We have written, printed and delivered our own leaflet to households at risk of flooding – encouraging them to plan and prepare.

In addition to this planned work, time has been spent with other developing emergency groups, sharing ideas and offering support.

Following the emergency exercise held on Saturday 7 October, there is a large amount of feedback to review, this will fuel further improvements to the CEP.

The Partnership is grateful for the support of Keswick Town Council, particularly the time and support given by Lynda Walker and Martin Pugmire in their roles as Trustees and the use of the Council Chamber for training and in the event of an emergency.

Statistics

Number of Volunteers

As at the 30 September we had 91 volunteers registered.

Volunteer Training

Winter 16/17: 6 Sessions were run attend by 48 volunteers. These sessions covered: safety, procedures and radio training.

September-October 2017: 4 evening sessions to focus on key roles – Administrator (11), Volunteer Coordinator(8), Radio Operator(10) and Lead Volunteer(4).

7 October 2017: Emergency Exercise and Training Session

Volunteers were split into two groups, both the emergency exercise and the training session were run twice, allowing different volunteers to experience different roles and attend the training session.

The emergency exercise was based on a flooding scenario, with various 'injects' of information to simulate a real-life event. (Morning – 23, afternoon – 24, including statutory personnel)

The training session included safety, manual handling and practical information and practice with sandbags and floodsax. (Morning – 14, afternoon – 12)

Leaflets

In November 2016 – leaflets were delivered to approx. 500 at risk households. The delivery included – a purpose written leaflet for Keswick, explaining how residents can prepare, a leaflet about Flood Re, a leaflet about Cumbria Community Messaging and a newsletter from the Flood Action Group.

Number of Vulnerable Households registered:

As at the 30 September: 30

KESWICK TOWN COUNCIL

Minutes of the Keswick Town Council (KTC) Events Committee meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Friday 27 October 2017 at 10.30am.

Present:

Chair: Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator	Vanessa Metcalfe (VM) - Keswick Tourism Association
Joe Broomfield (JB) – Allerdale Borough Council	Dave Roberts (DR) – Keswick Lions
David Burn (DB) – KTC Cllr	David Quainton (DQ) – Rotary Club
Allan Daniels (AD) – KTC Cllr	Lynda Walker (LW) – KTC Town Clerk

1. Apologies

Apologies were received from: Gill Atkinson (Cumbria Police), Phil Byers (Geraud Markets), Victoria Kimber (George Fisher), Tony Lywood (TL) – KTC, ABC & CCC Cllr

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 22 September 2017 (pages 8 – 9) agreed as a correct record.

3. Budget Update

HA gave a verbal update on Events Budget.

Following the Midsummer Festival and Bridge opening there is currently £2,160 plus an additional £1,283 contribution from Scruffs available. This needs to cover the strictly Mulled Wine event and the time of the Events- Co-ordinator for Oct-Mar. In addition there is approx. £400 available from the Christmas Lights Budget.

4. Strictly Mulled Wine Competition – Sunday 5 November

Involvement in the event was ratified by the committee at an estimated cost of £700.

PT and AD visited establishments in the town, a small number have expressed interest.

Currently 6-10 establishments interested in taking part.

Stalls will be in main area down from Moot Hall, from Cotswolds down.

One entrant has asked about having power on the stalls

Action: PT to check about power

Discussion about the suitability of the date, if the event is repeated next year, it may work better as part of the Christmas lights switch on event.

The event will take place between 11am and 4pm, with voting by the public for a donation to blood bikes. The winner will be announced at 4pm and presented with the cup by the Mayor.

5. Christmas Lights Switch On – Friday 24 November

- Installation Dates – Icicles will be installed from 27 Oct onwards, 14 Nov – Tree, 12-18 Nov cross street displays and small trees.
- KTA will put up countdown clock on Skiddaw at the beginning of December, but it will need replacing for future years:
- Picket Style Fencing for Christmas Tree – Being funded by local business.
- Tree of Light – Main tree (Penrith Road) will be connected via the new lamppost. Market Square tree – LW applying for permits/licence to prune tree, but this will not affect the lights this year. Rotary are also interested in lighting up the corner opposite Co-op, possibly with a sponsor.
- Timetable:
 - 10-7 Market (PB reported good bookings)
 - 5.30pm – Kev Kendal
 - 6.15pm – Committed 2 Rock
 - 6.30pm – Tree of Light
 - 7pm Light switch on – Mayor and Max and Paddy
- Poster – sponsored by Travis Perkins
- Collection/stewarding – Lions to steward and collect. Rotary currently have collection permission – they will pass to Lions.

Action: DQ and HA to agree

- Toilets - can these stay open?

Action: TL to ask about Toilets

At present scaffolding is still up at Moot Hall. No guarantee that this will be removed before installation completed.

Also scaffolding up around Town Council building, this should be removed w/b 30 October, but if not Lite Ltd are aware and will find a work around solution.

6. Midsummer Festival 2018

Change of Dates 29 June-1 July

Due to availability of Scruffs organisers the date has been moved. This does not clash with any other known events in Keswick.

HA noted that this would require a variation to the premises licence for Fitz park as the licence covers June, not July.

Scruffs

PT reported some planned changes

- Fewer Categories with more entries
- One show ring
- Entries from 10.30 with judging from 12 to 4, Best in show at 4pm
- Displays from 10.30-12
- Entry fee the same, but with 2 sponsors per class – winner and wooden bone

Prom

- Shelagh Hughes happy to organise the Prom again

Rock

- Possible acts – David Bowie or Take That tributes

Actions: HA to change dates on line, HA to check with Fluid about availability, LW to check with Fitz Park Trustees for permission to use the park and to have MUGA shut. HA to check on progress of external electricity requirements from MUGA

7. Other Events in Keswick

Carol Service – AD reported that not possible to move Victorian Fayre day Carol service to the Market Square.

Victorian Fayre – Sunday 3 December. From receiving minutes JB reported that organisation was progressing.

Live Advent - VM confirmed that plans for Live Advent were being progressed with the Santa Boat Race being the kick-off event. Only 6 slots left to fill.

Remembrance Day Service - Sunday 12th November at 9.45am followed by walk to War Memorial for 11am.

Rotary event – September 2018 - Possible Pop up dining event on Latrigg/Skiddaw crossover. Over 10 days to raise significant funds.

8. 2018/19 Events

Agreed Planned events for 2018/19 year

- Midsummer Festival – 3 days, Rock in the Market Square, Prom in the Park and Scruffs Dog show
- Christmas Lights Switch on Event (with inclusion of Mulled Wine Competition)

Budget: Similar Budget to previous years, with 20% increase. Needs to cover Events Co-ordinator time as well.

Action: HA to provide draft figures to Catherine Parker

9. Delegated Authority

LW noted that the current terms of reference state that the committee can only organise

events that are agreed by the Town Council. To enable more flexibility within the agreed budget, the terms of reference could be amended to allow the events committee to organise and spend on unforeseen events within the current budget.

Action: LW to take amendment to Town Council

AOB

AD suggested that there may be more cost effective alternatives to poster/programme printing and design.

Action: AD to investigate and report to HA

6. Date of Next Meeting

Tuesday 21 November 10.30am

The meeting closed at 11.45am

Keswick Town Neighbourhood Plan

Steering Group Meeting Notes

Date: 25th September 2017

Time: 5.30pm

Location: Council Chamber, KTC offices

Present: Revd Charles Hope (CH) (St Johns Church) - Chair
 Councillors Allan Daniels and Paul Titley (AD/PT) (Keswick TC)
 Bill Bewley (BB) (Keswick Community Housing Trust)
 Shelagh Hughes (SH) (Headteacher, St Hertbert's School)
 Gary Lovatt (GL) (Federation of Small Businesses)
 Jim Wilson (JW) (Chair of Underskiddaw PC)
 Tom Woof (TW) (Prospus)
 Lynda Walker (LW) (Town Clerk)
 Andrea Smith (AS) (Allerdale BC Housing Dev Manager)
 Paul Taylor (PTa) (Allerdale Community Led Affordable Housing Officer)

Apologies: Councillor Tony Lywood
 Paula Allen (LDNPA)

No.	Item
1.	Welcome and introductions took place.
2.	Minutes of last meeting- the minutes of the last meeting held on 10 th July 2017 were agreed as a correct record.
3.	Designation of area – TW confirmed that the Designated Area application had been approved to include part of Underskiddaw PC..
4.	Grant application – LW confirmed that the grant funding had been received with the exception of the £1,000 requested for administrative support which had not been approved. She had made a request to the Town Council who had agreed to fund this amount. TW to submit a job description – LW to seek freelance administrator to carry out the work required.
5.	Issues List The group reviewed the matrix of issues prepared by TW following the last meeting. It was reiterated that the Neighbourhood Plan could only address land use planning issues. Comments shown in red on matrix attached to these minutes as well as actions allocated. Due to the limited time available and the lengthy discussions, it was agreed to deal with issues from Renewable Energy onwards on the list at the next meeting.
6.	Date of Next Meeting It was agreed to hold the next meeting on Tuesday 7 th November 2017 at 5.30 pm in the Council Chamber.

Action list

No.	Description	Owner
1.	Job description/list of tasks for administrator Seek freelance administrator to carry out work	TW to supply LW to source
2.	Statistics re number of people looking for small business accommodation	GL
3.	Impact of increasing number of days car parking provision allowed on an 'ad hoc' basis	GL
4.	Allerdale Housing Needs information – documentation to be supplied for 'dropbox' library	AS/TW
5.	Agenda for next meeting on 7 th November 2017 and produce minutes/action list from this meeting. Note – large scale plan to be available at next meeting.	LW

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red

Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
Employment/ workshop provision	2 sites allocated in 2010 LP (KE01E and KE02E)	2010 LP	Develop workshop, hub and B1 units to provide jobs and free up sites for community/housing use	2010 sites not developed (flood plain and off market). Underused/stranded sites could have alternative uses	Allocate sites for business use close to A66
Steering Group comments -- Needs a 'Champion'			Agreed by Steering Group	GL to supply statistics re number of small businesses looking for sites	Suggested sites Fire/Ambulance Station/PO sorting office Penrith Road Former Job Centre building corner of Otley Road
Modern build materials that 'fit' with Conservation Area	Wooden window frames are specified in planning decisions, yet require considerable maintenance	Anecdotal and record of planning decisions	To allow certain more robust materials to be used as window frames such as upvc or coated aluminium	Window frames are essentially consumable items within the life of a building and changes in technology should be encouraged where efficiency savings can be made.	Specify certain materials as acceptable in CA schemes.
Steering Group comments			Agreed by Steering Group		Appearance is the important factor rather than the material used
Future flood resilience	??	Strategic Flood Risk Assessment	To ensure that the existing built areas of the town are better protected and that new development improves the situation rather than maintains it.	2015 floods were very damaging	??

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red

Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
<p>Steering Group comments</p>			<p>Agreed by Steering Group</p>		<p>Any new development should improve the flood situation i.e. flood resilience measures</p>
<p>Off street car parking</p>	<p>There are ?? public off-street car parking spaces in Keswick</p>	<p>Survey of parking provision</p>	<p>Ensure more (seasonal?) off street car parking is available together with shared transport solution (ie park and ride)</p>	<p>Lack of sufficient parking provision to support employment and visitor facility opportunities on busy days (anecdotal)</p>	<p>Develop (seasonal?) park and ride areas with Shuttle Bus near A66</p>
<p>Steering Group comments</p>					<p>Suggested increase in number of days parking allowed without planning permission from 28 currently to 100 to increase supply. GL to provide statistics</p>
<p>Affordable housing</p>	<p>AH sought on 4 (5) unit plus schemes or on allocated sites for 100% affordable housing</p>	<p>2010 LP CS18 Keswick Community Land (Housing) Trust information</p>	<p>Secure more affordable housing and other tenures that meet an identified local need</p>	<p>Affordable Housing need in Keswick is increasing as evidenced by ??</p>	<p>Allocate sites for 100% affordable housing ??</p>
<p>Steering Group comments</p>				<p>Evidence on Allerdale BC website AS to supply for document library</p>	<p>Need to be deliverable. Suggested sites: Land next to Calvert Way Skiddaw Street convention building</p>

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – **Steering Group comments in red**

Issue	Summary of baseline	Source of Baseline Information	Aspiration	Justification	Policy Intervention
<p>Local occupancy</p>	<p>All new housing development including change of use in NP must have occupancy conditions attached. Existing housing (except former Council Housing) cannot have occupancy conditions.</p>	<p>2010 LP CS18</p>	<p>To allow certain modifications to this rigid policy to reflect the particular issues that are affecting Keswick</p>	<p>The policy requirement for all new development to be so conditioned is having a detrimental effect on investment and purchases of existing B&B units in the town.</p>	<p>To allow change of use from B&B to self contained units with one unit without a Local Occupancy condition.</p>
<p>Steering Group comments Need to re-visit at another meeting</p>					<p>Agreed. Discussion about mixed use and mix of tenure but no conclusion reached.</p>
<p>Second Homes</p>	<p>There is a high ??% proportion of second homes in the town.</p>	<p>Council Tax and rating information</p>	<p>??</p>	<p>??</p>	<p>??</p>
<p>Steering Group comments</p>	<p>Figure suggested is 10.5%</p>				<p>Not considered a land use planning policy issue</p>

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red

Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
Holiday Homes (London Act, St Ives)	Holiday Homes do not need change of use permission either for Air B&B or short let accommodation	GPDO 2015 [Evidence of unsustainable increase in AirB&B accommodation in existing housing?]	Secure conditions on new development that prevents short let accommodation. Consider seeking 90 day rule on existing housing.	??	??
Steering Group comments					Is this an issue here?
Renewable Energy	Housing and 200m2 proposals must provide 10% energy from decentralised or low carbon sources.	2010 LP CS16	Seek higher percentage (??%)	[Is CS16 working? How is it measured? Is the Cumbria carbon reduction target still valid?]	Insert another figure greater than 10%.
Allotment provision	Keswick has ?? allotments LDNPA will allocate new open spaces in DPD with evidence from Parish Plans	2010 LPCS21			
Community orchard	There is no Community orchard in Keswick. 2010 LP is silent on community orchards, but could be included in CS21	Local Knowledge 2010 LP			
Alternative Technology	There is no Alternative Technology Centre in Keswick	Local knowledge			

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red

Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
Centre					
Office IT Hub				[Is there something about start up companies that require a hub?]	
Sports facilities					
Shared Ownership at 80% max					
Appropriate community space	[Requires audit of community space]	[Requires audit of community space]	Possible link with employment/workshop provision to release suitable sites.		

Cumbria Association of Local Councils Allerdale District

**Minutes of a General Meeting held on the 19th September 2017
At Cockermouth Town Hall**

Chairman Rick Petecki (Cumbria Association of Local Councils)

PRESENT:-

Joan Wright (Workington TC)	Peter Bales (Workington TC)
Tony Markley (Silloth TC/CCC/ABC)	Gordon Moore (Ireby and Uldale PC)
Roger Hart (Allonby PC)	Marian Fitzgerald (ABC)
John Cowan (Oughterside and A PC)	Hugh Morgan (Papcastle PC)
Pauline Scott (Dearham PC)	Rebecca Hanson (Cockermouth TC/CCC)
Geoff Davies (Above Derwent PC)	Margaret Throp (Above Derwent PC)
Andrea Smith (Allerdale B C)	Lizzy Shaw (CCC)
Ian Hinde (Allerdale BC)	Samantha Bagshaw (CALC)
Norman Atkinson (Caldbeck PC)	Simon Smith (Caldbeck PC)
Chris Shaw (Calc Allerdale Liaison Officer)	Mike James (Cumbria Constabulary)

Annual General Meeting of the Allerdale District of Cumbria Association of Local Councils

1. Welcome and Apologies Rick Petecki welcomed councillors to the meeting. Apologies were given from David Colborn (Boltons PC)

2. Minutes of the Allerdale association annual meeting September 2016 meeting The minutes had been circulated earlier and were agreed.

3 Liaison Officers Report The report had been circulated earlier. The officer had nothing further to add.

No matters were raised by councillors

It was agreed that the report represented a fair summary of the issues that had arisen in the year.

4. Election of Officers and other representatives

a) Chairman Rick Petecki (Embleton PC) was proposed and seconded There were no other nominations and Rick Petecki was elected for the year 2017/2018

b) Vice Chairman Peter Bales (Workington TC) was proposed and seconded. There were no other nominations and Peter Bales was elected for the year 2017/2018

c) Representatives to the county executive. The clerk said that because Peter Bales had been elected to the county executive for a period of three years by the full membership another representative had to be elected. He said he would speak to Jenny Alexander (Kirkbampton PC) who was elected to that position last year.

d) Allerdale Association Executive Margaret Throp (Above Derwent PC) and David Colborn (Boltons PC) were elected and it was agreed that in addition to the officers they would form the executive.

5 The Transparency Fund The chairman welcomed Samantha Bagshaw the chief officer at CALC. Sam said that when the Transparency Code was introduced by central government they also gave NALC a grant to assist parish councils in complying with the requirements. She said that the fund will close on the 30th March 2018 and although almost all parishes in Allerdale have a website a number did not have a computer and relied on the clerk. She said that the fund would meet the cost of a parish council owned lap top and would also meet the cost that the clerk has incurred in loading information onto a website. She said that the fund will meet costs retrospectively from April 2015. The code was mandatory for all councils with a turnover of up to £25k but the sponsoring department expected all councils to abide by the code and spot checks were now being carried out by Nalc and the county associations to ensure that parishes were meeting their obligations. Sam said that in some instances parishioners have requested information from the external auditor and that has resulted in a cost to the local council. By ensuring that all the information required by the code is easily accessible on the website this may be avoided. Sam reminded the meeting that the councillor's entries in the register of member's interests should be kept up to date and included on the website. Information concerning the external auditor arrangements was requested. Sam said that not all the information had been received from NALC but it was expected that the forms used to date will not change in any meaningful way.

Joint Meeting

6 Note of the May 2017 meeting The note had been circulated earlier and was agreed as a true record

7 Allerdale Parish Charter The chairman said that the executive had considered the Charter and had agreed to ask NALC for advice. NALC said that there was no legislative requirement to have any formal agreement in place between the different tiers of local government. However they said that it is advisable if there is to be any delegation of services from one tier to another that it is covered in a contractual agreement. The chairman said in these circumstances no action would be taken to review the charter.

8 United Utilities Legacy Fund The liaison officer said that he had made enquiries as to the progress on setting up the fund. He said he had been advised that LDNPA would not act as the secretariat and discussions were underway with another organisation. Geoff Davies (Above Derwent PC) said that he understood that a meeting similar to the one held at Embleton village hall to discuss the fund was to be arranged once final arrangements had been made.

9 Highways Management Information System Lizzy Shaw said that not all the glitches have been overcome but the system was proving useful and she encouraged councils to use this method of reporting highways problems rather than using the hotline which was still active or the Better Highways Allerdale e-mail address. Two issues were raised a) Work done by other authorities may be shown as completed when that was not the case b) Signs were not

being removed when the work was completed. Lizzy said that the county council website at <https://www.cumbria.gov.uk/roads-transport/highways-pavements/highways/highwayscapitalprogramme.asp> would be very useful to parishes as it set out all the work planned by the county council in the year to April 2018

10) Police Attendance at parish council meetings The chairman said that he had contacted Inspector Rachel Gale who said that she was reviewing what information the police provide to, and what attendance they can realistically commit to parish council meetings. It was noted that attendance varied from regular attendance at some of the bigger councils to little or no attendance at the more rural parishes. The question of reporting information was discussed and the point was made that if the constabulary were advising an outside body of matters that had been logged they could at the same time advise the parish councils and it was thought that the information received in this way would be current and not months old. The chairman said that he would ask Insp. Gale to the next meeting.

11) Footway lighting. The chairman said that he had exchanged messages with Cllr M Heaslip who continues to hold the portfolio for Streetscene which included footway lighting. He reported that there was £70k in the reserve budget for replacing ENW lights. At the current rate that would last 5 years. There is no plan to change the current arrangement with the district council meeting cost of energy and maintenance but that was not sustainable in the long term. There is no district council budget for new lights. The chairman said that he intended to meet Cllr Heaslip to discuss the matter further.

12) Empty Homes and Community Led Housing Andrea Smith an Allerdale borough council officer spoke to this item Andrea said that she would concentrate on the Community Led Housing item. She said that Allerdale borough council were one of four district councils in Cumbria who had been awarded a grant to help local communities find out about community led housing and help with projects. She said that this was a five year programme and the borough council in the first two years would receive around £1.5m. She said that the guidance from central government was fairly flexible but in Allerdale there were particular problems with a large area being within the National Park Andrea emphasised that the projects had to be community led to meet local needs She said that the four councils were working with ACT and a launch event was to be held in October details of which would be circulated. Amanda gave examples of groups and projects which were likely to benefit from a grant. She said that two officers were to be appointed with one already in post working in Keswick and Above Derwent. Work with Caldbeck had just started and it was planned that work with other groups would be extended.

13) Cyber Crime The chairman said he had added the item to the agenda and welcomed Mike James. Inspector James said he was working with the Crime Commissioner on this subject and the team would provide a very large number of training sessions over the next three years. He said organised groups including parish councils could apply to the team for a date for training. He said that there were three coordinators in Cumbria with Lisa Elder (lisa.elder@cumbria.police.uk) working in West Cumbria. Mike said that half of all crime now has a cyber element and the programme with training would help in users understanding how to stay safe by emphasising the basic rules. He said that leaflets were available at all the usual outlets under the banner "Get Safe Online in Cumbria"

The meeting closed at 8.30 pm. The date and venue of the next meeting was to be arranged.

LAKE DISTRICT NATIONAL PARK PARTNERSHIP – PARISH FORUM

Notes of a meeting of the Parish Forum held on Tuesday 10th October 2017 at 7.00pm at Ambleside.

Present: There were 13 representatives of 9 parish councils present. The meeting was chaired by Cllr Lilley from Windermere TC

Apologies for absence – were received from:

Cllr Anthea Jones from Ulpha PM,
Cllr Ann Hall, Coniston PC
Cllr Peter Lansberry, Kentmere PM
Cllr Dean Colton PC
Cllr Hoyle Colton PC

Discussion items

2. Local Plan – LDNPA Head of Strategy and Partnership, Liam McAleese, gave an update, explaining that all documents and evidence can be found on the website. LDNPA has found the comments from parishes useful. The call for sites has led to 290 sites coming forward, with a good geographical spread. There are industrial sites, as well as housing, because jobs are needed too. Those sites are currently being assessed with members and there could be pre-consultation with parishes on sensitive sites. The formal consultation, including the final list of sites, is planned for spring 2018. There was a question on litter, broken walls etc. **ACTION: Lakes parish council to arrange a meeting with LDNPA, CCC and SLDC to discuss, though some issues will be the responsibility of the landowner. Parishes can consider increasing the precept to employ a lengthsman (or to increase the hours of an existing lengthsman).**

3. Business signage – Windermere town council raised the issue of large and lurid business signs, walls and A-boards on pavement and has sent photos to LDNPA. Some issues are covered by national regulations and others by local planning powers but these seem weak and there is insufficient enforcement. Signage needs to be picked up under “change of use.” Grasmere village society recently counted 400 signs in their village. Notices on lamp posts are not permitted but they take manpower to remove and enforce. In Keswick, town council not managed to address two brightly painted buildings even in a Conservation Area but hoping that a Neighbourhood Plan will help. **ACTION: Samantha Bagshaw to request that NALC lobbies government. Any parish with concerns over signage should contact LDNPA Duty Planner.**

4. World Heritage Site (WHS) – Liam McAleese said that UNESCO confirmed Lake District's status as a WHS in July 2017 to huge international media coverage but awareness amongst local communities is low, despite stands at local shows and pack to every school. Any organisation can use the marketing and strapline of "We are the Lakes" campaign. The emphasis is on higher value visitors staying longer, rather than an increase in overall visitors. One useful recommendation by UNESCO to the UK government (which is ultimately responsible for maintaining the site) was about the importance of affordable housing and sustaining the vitality of local communities. WHS status could give the area an edge in funding bids. Liam explained that WHS status will not have an impact on development control policies because the Local Plan is the same; only a few permitted development rights have been removed. Attendees were asked to jot down what excites and alarms them about the Lake District being WHS and what benefits would they want to realise in their community as a result of WHS.

5. Partnership Management Plan – LDNP Partnership Officer, Eric Barker, introduced an item on breakthrough actions for Vibrant Communities within the Management Plan. **ACTION: Samantha Bagshaw to send link to all parishes and ask for feedback on draft objectives.** Government has given money to each district council for community-led housing. Some companies cannot recruit because employees can't afford local housing and transport is poor. Bootle parish was told that mortgage companies only want small number of affordable houses together. Some communities don't need more overall housing, just for the existing ones to be affordable, rather than second or holiday homes.

6. West Travel Corridor – **ACTION: Eric Barker to email Samantha Bagshaw link to the plan on LDNPA website to send to all parishes.** Though an application to the Department of Transport was unsuccessful, through the work of Rangers and volunteers and some flood funding, several projects linking the western valleys to the coast and its railway are being developed: a cycle track to link Ennerdale lake and village; an upgrade of the multi-user EskTRAIL; safe off-road route between Gosforth and Seascale; a path linking Seascale railway station to Nether Wasdale; reintroduction of a Sunday service on the West Coast railway.

For information, Nurture Lakeland has been relaunched as the Lake District Foundation, which will hopefully raise more money for the National Park (eg. through a possible visitor tax).

Business items

7. Notes of meeting held on 13th March 2017 – all fine

8. Matters arising – none

9. Matters raised by parishes – Lakes parish said that there is concern within Grasmere about the proposed Thirlmere zip wire. It is also concerned about a proposal to create 70

new parking places at Brockhole, when additional parking is only allowed as part of strategic traffic management plan and the parish council is unaware of such a plan and normal policy is against parking to meet peak traffic demand. **ACTION: CALC to write to LDNPA Planning Department.** Since June 2017, Grasmere has been holding a successful farmers' market on the first Friday of each month.

10. CALC updates – all parishes need to be compliant with the Transparency Regulations by publishing certain information online. Department of Communities and Local Government is starting to check up. Until March 2018, there is still funding available to parishes for website creation or the purchase of a laptop or scanner. CALC is expecting to distribute more information about the changes to year end and the annual return (as a result of the abolition of the Audit Commission etc) after Christmas.

11. LDNPA update – none

12. Any other business – none

13. Next meeting – **March 2018**

