

KESWICK TOWN COUNCIL

Council Offices
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Keswick
CA12 5JS
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14th December 2017

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 21st December 2017 at 7.00pm**. The press and public are welcome to attend.

PLEASE NOTE START TIME OF 7.00PM

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 16th November 2017 (pages 31-35).
- 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 Report**
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 submit observations 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 10th November 2017 – 14th December 2017.

10. Reports from Ward Representatives

To receive reports from the following representatives:

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

11. Payment of Accounts

To approve the payment of accounts for December 2017 as recommended by the Inspection Committee (list to be circulated at the meeting):

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

12. Budget for 2018/2019

To approve the draft Budget for the financial year 2018/19, to set the precept, and to agree grants to local organisations from the 2018/19 budget.

13. Earmarked Reserves and Funds

To consider the report of the Responsible Financial Officer.

14. Notification of External Auditor Appointment

To receive the report of the Responsible Financial Officer.

15. Provision of CCTV in Keswick Market Square

To consider the report of Councillor Burn.

16. Market Square Safety Audit Report

To consider the report of Councillors Kendall and Lywood.

17. Request for Grant - Keswick Community Housing Trust

To consider a request from Keswick Community Housing Trust for financial support from the Council's earmarked reserve for 'Support for Local Housing'.

18. Clerk's Report

To receive the Clerk's report.

19. Reports from Representatives on Outside Bodies

To receive the report of Councillor Titley – Keswick Tourism Association representative.

20. Report on Keswick Ministries' Town Liaison Meeting

To receive the report of Councillor Miller on the Town Liaison Meeting held on 21st November 2017 which he attended as the Council's nominated representative.

21. Committee and Steering Group Minutes

To receive for information the draft Minutes of the Events Committee meeting held on 21 November 2017 and the notes of the Neighbourhood Plan Steering Group meeting held on 7 November 2017.

22. Correspondence

To consider the following correspondence:

- i) Under Skiddaw Parish Council – email from Clerk regarding road safety concerns
- ii) United Utilities – response to letter about Thirlmere Reservoir
- iii) Keep Britain Tidy – The Great British Spring Clean 2018
- iv) Allerdale BC – Allerdale Local Plan Part (2) consultations

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'

23. Contracting - Provision of CCTV in Keswick Market Square

To consider the report of Councillor Burn.

Note: this item may be withdrawn depending upon outcome of consideration of item 15.

24. Staffing - Staffing Committee Minutes

To receive for information the draft Minutes of the Staffing Committee meeting held on 30th November 2017.

25. Proposed Civic Award Scheme

To give further consideration to 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 16th November 2017 at 7.30pm.

Present:

Chairman
Councillor Susan Leighton

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Tony Lywood	Martin Pugmire

Also present were Lynda Walker (Town Clerk), PCSO Todd Stuart, 1 member of the press, and 3 members of the public.

Prior to the start of the meeting the Mayor thanked all Councillors who had attended Remembrance Services in Keswick and elsewhere on 12th November.

149. Apologies

Apologies for absence were received from Councillors Burn (holiday), Miller (holiday), Paxon (work) and Titley (other) and Dr Geoff Davies, LDNPA NDA Parishes representative.

150. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 19th October 2017 (pages 27-30).

151. Requests for Dispensations

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

152. Declarations of Interest

Declarations of interests in respect of items on the agenda were received from:
Councillor Kemp – non-pecuniary interest - item 8 (i) application no. 7/2017/2290 (knows the applicant).

153. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing team for October. 15 crimes had been reported in the Keswick area during October 2017 with 5 anti-social behaviour incidents reported during the month (this compared with a total of 29 incidents for the same period in 2016). PCSO Todd Stuart was in attendance for this item and answered questions from Councillors. The Mayor thanked the Police for their support on Remembrance Sunday.

154. Matters to be received from the Public

Mr Andrew Thoburn raised an issue in relation to the proposed 'UU Legacy Fund' stating that Keswick needed a 3G astroturf pitch which all neighbouring towns had. Councillor Kendall advised that Keswick School were intending to submit an application to the fund for an all-weather pitch for school and community use. Councillor Lywood advised that Cumbria Community Foundation, who would be administering the scheme, would be considering the first round of awards on 21st April 2017.

155. Matters to be raised by Councillors

- i. Councillor Pugmire raised the issue of difficulties for mobility-impaired outpatients attending Newcastle Hospital and travelling by rail. He had found that there was no-one at Newcastle station to provide assistance on the arrival platform and no way of contacting a member of staff for help. He suggested that a telephone link was need on each platform and said that he would be taking the matter up with the operators of the station. The Mayor advised that assistance could be booked in advance.

- ii. Councillor Daniels asked County Councillor Lywood to ensure that Cumbria Highways cleared any leaves blocking drains on Brundholme Road to avoid surface water flooding in the area. Councillor Lywood agreed to pursue this.

156. Applications for Development

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

Plan Ref.	Description of Development Location
7/2017/2208	Alterations and extensions to existing detached garage to form studio office and storage for use with flat 2, Oakside Flat 2, Oakside <i>Support - ample space on site for this small development</i> SUPPORT
7/2017/2265	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. HSBC, Market Square <i>Support - appropriate design for a sensitive area -</i> SUPPORT
7/2017/2269	Erection of porch and canopy to front elevation (resubmission of 7/2017/2176) 7 The Hawthorns <i>No comments made</i> SUPPORT
7/2017/2272	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) 28 Southey Street <i>No comments made</i> SUPPORT
7/2017/2275	Fascia signage for new Spar store High Hill Garage, High Hill <i>No comments made</i> SUPPORT
7/2017/2276	Replacement of existing modern casement windows with traditional sash windows to Main Street elevation First Floor, 26-28 Main Street <i>Support - an improvement</i> SUPPORT
7/2017/2277	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 Lucas Restaurant, High Hill

Support - appropriate alterations to a sensitive building which will allow it to become operational

SUPPORT

- 7/2017/2278** 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 - *LISTED BUILDING CONSENT*

Lucas Restaurant, High Hill

Support - appropriate alterations to a sensitive building which will allow it to become operational

SUPPORT

- 7/2017/2281** Side extension and garage conversion including raising roof level
Linthwaite, Manor Brow

Support - unobtrusive small development, matches current property

SUPPORT

- 7/2017/2288** Convert chip shop back into living accommodation and blocking up access points to front area of property

Windebrowe Chippy, 102 Windebrowe Avenue

Support - adds more housing. S106 should apply

SUPPORT

- 7/2017/2289** Temporary use of agricultural fields to accommodate campers and caravans attending the Keswick Convention between the 15th July and the 4th August 2018
Crosthwaite Conference Centre, Church Lane

No comments made

SUPPORT

- 7/2017/2290** Construction of an attached 2 storey 3 bedroom dwelling
Garden of Glentarn, Crosthwaite Road

NEUTRAL

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

157. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 13th October – 9th November 2017.

158. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Lywood raised awareness of the Special Investment Fund which was distributed by the Borough Council for job creation projects. He also advised that the scaffolding would be removed from the Moot Hall in the next week and that the property would need to be re-valued prior to any sale to the Battersby Trust.
- ii) Cumbria County Council – Councillor Lywood reported on a County Council meeting he had attended that day to consider how to manage diminishing funds.
- iii) LDNPA North Distinctive Area Parishes Representative – Councillor Lywood added to the report submitted by Dr Geoff Davies to the effect that the National Park authority was now having to move in a more commercial direction due to funding cuts.

159. Payment of Accounts

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

- i) The Town Council, vouchers 163 – 181 amounting to £20,033.62 (twenty thousand, and thirty three pounds and sixty two pence)

- ii) The Trusts, vouchers HP123 – FP137 amounting to £65,084.65 (sixty five thousand, and eighty four pounds and sixty five pence)

160. Provision of CCTV in Keswick

Councillor Kendall reported that a number of suppliers had now been approached and he and Councillor Burn had made visits to see systems currently in operation in the town. A demonstration had been scheduled to take place in the near future and he would submit a written report to the next meeting. Councillors Burn and Kendall were thanked for their hard work.

161. Market Square Safety Audit

Councillor Kendall reported that the audit was now largely complete and confirmed that there was a problem to be addressed. The report contained proposals for measures to resolve the situation but funding would be needed to implement these. County Councillor Lywood said that he would use his best endeavours to ensure that the County Council made the necessary funding available at the next Local Area Committee meeting when budgets would be discussed.

Councillors Kendall and Lywood were thanked for their work.

162. Events Co-ordinator Role

Consideration was given to the report of the Events Committee.

RESOLVED that a provision be included in the draft budget for 2018/19 to provide an on-line Events Guide at a cost of approximately £2,000, and that efforts be made to source external funding, possibly from the Lake District National Park Authority.

163. Request for funding – Keswick Cricket Club

Consideration was given to a request for funding from Keswick Cricket Club towards a Climate Cover sheet.

RESOLVED that the request be supported in principle but that the Cricket Club be advised to apply to the United Utilities Legacy fund.

164. Keswick Town Council Business Plan

Consideration was given to the report of the Clerk.

RESOLVED that no action be taken to produce a further Business Plan when the current one expires in 2018.

165. Clerk's Report

The Clerk's report was considered.

RESOLVED that a noticeboard be provided in the foyer of the Council offices with Councillors photographs and contact details displayed.

166. Reports from Representatives on Outside Bodies

RECEIVED the report of Councillor Pugmire on Keswick Community Emergency Recovery Partnership.

The Mayor thanked all the volunteers for their time and efforts.

167. Minutes of Committee Meetings

RECEIVED 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.

168. Minutes of Liaison Meetings

RECEIVED for information the Minutes of the CALC Allerdale meeting held on 19th September 2017 and the Lake District National Park Authority Parishes Forum held on 10th October 2017.

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'

169. Proposed Civic Award Scheme

Consideration was given to the format of and possible nominations for a Civic Award scheme.

RESOLVED that the Mayor submit a report to a future meeting outlining proposed criteria and process for nominations, and format for presentation ceremony.

The meeting closed at 9.00 pm

Chairman

Date

Planning Applications received between 10/11/2017 - 14/12/2017

Plan ref	Location	Description of Proposed Development
T/2017/0182	Lower Fitz Park, Keswick	Crown reduce 1 holly
T/2017/0191	Bishops House, Ambleside Road, Keswick, CA12 4DD	Prune 1 beech and 1 yew
T/2017/0200	Bridge House, Main Street, Keswick. CA12 5NW	Remove 1 cypress tree
T/2017/0201	Market Square, Keswick. CA12 5BE	Pruning of London plane tree
T/2017/0204	5 Grange Park, Keswick. CA12 4AY	Sycamore - coppice; Yew - crown lift; Beech - crown lift; Yew - crown reduction
7/2017/2193	The Old Brewery, Brewery Lane, Keswick. CA12 5BY	Extensions & alterations to micro-brewery building, shop and visitor areas - Amended plans
7/2017/2293	Borrowdale, Manor Brow, Keswick. CA12 4AP	Replacement of existing garage and sunroom with new garage, sunroom and bedroom - revised application 7/2017/2124
7/2017/2296	Field off Penrith Road, Keswick	Outline planning application for residential development with all matters reserved
7/2017/2303	St John's Church, St John's Street, Keswick. CA12 4DD	The installation of 4No. antennas to be located behind replica replacement GRP (Glass Reinforced Plastic) louvres, the installation of equipment cabinets to be located internally within the church tower, the installation of an electrical meter cabinet, measuring 378 x 171 x 872mm, to be located externally adjacent to the church tower, and ancillary development thereto
7/2017/2305	Crow Park, Lake Road, Keswick, CA12 5DJ	The official UNESCO World Heritage Site plaque and installation for the English Lake District. The plaque and a quote from Thomas Gray will be inset into a felled oak tree brought onto Crow Park. Five new oak standards will be planted adjacent. An interpretation panel 650mm (h) x 950mm (w) 3mm Dibond sign within 770mm (h) x 1070mm (w) Oak Frame located at park entrance.
7/2017/2311	41 Millfield Gardens, Keswick. CA12 4PD	Erection of single-storey rear/porch extension for additional living accommodation
7/2017/2324	7a St John's Street, Keswick. CA12 5AZ	A temporary change of use from holiday let to additional office space

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 10/11/2017 & 14/12/2017

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2017/0182	November-17	Lower Fitz Park		Crown reduce 1 holly	DECLARED INTEREST	No Tree Preservation Order to be served - may proceed to carry out works CONFIRMED		

KESWICK TOWN COUNCIL MEETING 21 December 2017**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 10 November 2017 – 14 December 2017

Saturday 11 November	Short Remembrance Service by The Royal British Legion - held at Cenotaph, Keswick
Sunday 12 November	Remembrance Service – held at St John's Church, Keswick, followed by parade to Cenotaph
Tuesday 14 November	Handel's Giulio Cesare performance - held at Theatre by the Lake, Keswick
Friday 17 November	Charity Event for Children in Need - held at Booths Store, Keswick
Saturday 18 November	CALC AGM - held at Carlisle Racecourse
Saturday 18 November	Attendance at the 'Local's Weekend' - held in Keswick
Tuesday 21 November	Operation Christmas Child Shoe Box Warehouse visit - held at Rawnsley Centre, Keswick
Thursday 23 November	Interview to assist with studies of Keswick Student - held at Keswick School
Thursday 23 November	Poll count for the East Ward Keswick Councillor Vacancy - held at the Quaker Meeting House, Keswick
Friday 24 November	Meeting with Freedom Wizard, a charity who works to get wheelchair users on the fells - meeting held at Market Square, Keswick
Friday 24 November	Keswick Town Council's Christmas Lights Switch On Event - held Market Place, Keswick
Saturday 25 November	Operation Christmas Child, the packing and setting off of the Shoe box lorry - held at Rawnsley Centre, Keswick
Wednesday 29 November	Keswick Tourism Association AGM - held Council Chamber, Keswick
Thursday 30 November	Staffing Committee - held Council Chamber, Keswick
Friday 1 December	Keswick School Christmas Fayre – held at Keswick School
Saturday 2 December	Live Advent Calendar, switching on of second day's window display – held at George Fishers, Keswick

Sunday 3 December	Official Reception for the Keswick Victorian Fayre - held at Skiddaw Hotel, Keswick
Sunday 3 December	Victorian Fayre Advent Service - held at St John's Church, Keswick
Tuesday 5 December	Final Play of the Season, 'Good night Mister Tom' - held at the Theatre Royal, Workington
Wednesday 6 December	Live Advent Calendar - held at West Cumbria Rivers Trust with St Herbert's School Choir
Friday 8 December	Live Advent Calendar - held at Keswick Brewery
Friday 8 December	Allerdale Borough Council Mayor's Dutch themed Charity Dinner - held at Royal British Legion Club, Workington
Saturday 9 December	Live Advent Calendar - held at Lake District Florist and Cakery
Monday 11 December	Eden District Council's Chairman's Carol Service - held at St Andrew's Church, Penrith
Tuesday 12 December	St Herbert's Christmas Service - held at St John's Church, Keswick
Tuesday 12 December	Festival of Christmas Music - held at Crosthwaite Church, Keswick

Please note, additional information provided as follows:

Supporting Attendance Information:

Short Remembrance Service by The Royal British Legion - held at Cenotaph, Keswick

Saturday 11 November - Although a very short ceremony, it was led by Rev Charles Hope and Cllr Graham Kendal played the Trumpet.

Remembrance Service – held at St John's Church, Keswick, followed by parade to Cenotaph

Sunday 12 November - For the first time this was held at 11 am which has been the aim of some for quite a few years. It was good to all be united in the one service, rather than be split into two groups. Again thanks to Cllr Graham Kendall for sounding the calls on the Trumpet.

Handel's Giulio Cesare performance - held at Theatre by the Lake, Keswick

Tuesday 14 November - The sound of the voices and the orchestra were incredible. The plot was well acted and was sad not to be able to get to the second evening due to other commitments.

Charity Event for Children in Need - held at Booths Store, Keswick

Friday 17 November - An opportunity to be part of this national fund-raising event.

CALC AGM - held at Carlisle Racecourse

Saturday 18 November - The talk given by The Chief Crime and Police Commissioner Major Peter McColl was both very insightful and confidence inspiring.

Attendance at the 'Local's Weekend' - held in Keswick

Saturday 18 November - Visiting local shops and purchasing items for Christmas and to be used as presents.

Operation Christmas Child Shoe Box Warehouse visit - held at Rawnsley Centre, Keswick

Tuesday 21 November - Meeting with the centre organiser George Tsintas and the visiting children of Brampton School.

Interview to assist with studies of Keswick Student - held at Keswick School

Thursday 23 November - This was an interesting experience and a rare opportunity to work directly with a student. I hope the results turn out to be good for him.

Poll count for the East Ward Keswick Councillor Vacancy - held at the Quaker Meeting House, Keswick

Thursday 23 November - Jean Murray was elected by the voters to be the new Councillor for the East Ward.

Meeting with Freedom Wizard, a charity who works to get wheelchair users on the fells - meeting held at Market Square, Keswick

Friday 24 November - Allie Pennington and Jeanette Moore set up this company just over a year ago. They have an all-terrain mobility chair and with this those with limited mobility can access Skiddaw, Binsey, Latrigg, Tarn Hows, Dodd summit. They fund-raise so can charge only a nominal amount for each adventure. Many people who they assist have been fell walkers and really grateful that they have been able to get to the fell tops again. They are not initially from this area, but are here frequently on the local fells. www.freedomwizard.co.uk for more information.

Keswick Town Council's Christmas Lights Switch On Event - held Market Place, Keswick

Friday 24 November - The event seemed well co-ordinated, so thanks are due to the Events Committee. Paddy and Max, together with their owner Kerry did the main 'deed' with great effect. They were very popular, and I hope the many stalls did well. Max and Paddy are Ambassa-dogs for Freedom Wizzard (see earlier note).

Operation Christmas Child, the packing and setting off of the Shoe box lorry - held at Rawnsley Centre, Keswick

Saturday 25 November - It was amazing to see how so many boxed shoe boxes fit into such a small space in a very large lorry. After Keswick the Lorry was going to a centre in Liverpool to collect more boxes.

Keswick Tourism Association AGM - held Council Chamber, Keswick

Wednesday 29 November - A short appearance was all I could manage for the launch of the 2018 Tourist Brochure. Many people have worked hard to produce this booklet and to continue to present Keswick as a welcoming and exciting place to visit.

Staffing Committee - held Council Chamber, Keswick

Thursday 30 November

Keswick School Christmas Fayre – held at Keswick School

Friday 1 December - An opportunity to support Keswick School in their fundraising event. They are hoping to be able to purchase a minibus in the near future.

Live Advent Calendar, switching on of second day's window display - held at George Fishers, Keswick

Saturday 2 December - The switching on of the second day's window took place at George Fishers.

Official Reception for the Keswick Victorian Fayre - held at Skiddaw Hotel, Keswick

Sunday 3 December - An opportunity to meet with MP Trudy Harrison and give her updates on the concern regarding possible flooding, and also the situation at Keswick School's Rugby field.

There was also the opportunity to meet with John Crouch the Deputy Mayor of Allerdale, and David Simpson the Chairman of the Victorian Fayre Committee. Many people told me that they thought the event was a great success.

Victorian Fayre Advent Service - held at St John's Church, Keswick

Sunday 3 December - This was the final event of the Victorian Fayre, with Dickon Chaplin-Brice talking about Threlkeld Quarry Railway.

Final Play of the Season, 'Good night Mister Tom' - held at the Theatre Royal, Workington

Tuesday 5 December - This was a very well thought through production that captured the story well and stirred the emotions. Again it was good to meet with a few other local Mayors at a less formal event.

Live Advent Calendar - held at West Cumbria Rivers Trust with St Herbert's School Choir

Wednesday 6 December - An opportunity to hear the School Choir at this well attended event.

Live Advent Calendar - held at Keswick Brewery

Friday 8 December - Being able to support a variety of local businesses is a good thing, as is being able to sample one of their craft beers - before buying.

Allerdale Borough Council Mayor's Dutch themed Charity Dinner - held at Royal British Legion Club, Workington

Friday 8 December - This was a combination of a cookery demonstration, an evening meal, and an auction. This was in aid of the Mayor of Allerdale's charity.

Live Advent Calendar - held at Lake District Florist and Cakery, Keswick

Saturday 9 December - Santa (a Town Councillor) was also part of the shop's event, along with mulled wine and mince pies.

Eden District Council's Chairman's Carol Service - held at St Andrew's Church, Penrith

Monday 11 December - This was a well organised event involving children from Armthwaite School and Ullswater Community College, and Penrith Town Brass Band. Funds were being raised for Hospice at Home, and the Great North Air Ambulance.

St Herbert's School Christmas Service - held at St John's Church, Keswick

Tuesday 12 December - The whole school was involved in this music and drama packed event.

Festival of Christmas Music - held at Crosthwaite Church, Keswick

Tuesday 12 December - A very well attended event. A lot of hard work and time had been put into making the whole event very successful.

Mayoral Report Christmas 2017

Over the last few months there have been some changes in Keswick. Including a new logo for the Town Council— no longer a fading image but a fresh bright mountain and lake scene. In November after a number of years of discussions, the annual Remembrance Day (Sunday) Service was moved to 11am from its afternoon timing, and plans are already beginning to be discussed for the special Anniversary of November 11th 2018.

Of international significance at this time is the designation of the Lake District as a World Heritage Site. Keswick's Crow Park has been chosen as the site for the placing of a plaque. This site looks towards the mountains and Derwentwater, and is a stunningly beautiful place to visit at any time of the year.

With all of these changes and plans for the future, there is the need to work together to secure alterations and improvements for the benefit of Keswick as a whole.

This 'working together' for local people, businesses and visitors is not an easy task at times. Every issue, whether that be a planning application, Town Council budget priority, or ways to achieve the prevention of flooding, has its share of opinions.

Changes do need to happen from time to time, and my hope for the coming year is that when there are necessary discussions, these will be both peaceable and fruitful.

Another of my hopes is that The Lake District will gain from its World Heritage Site Status, that there will be an increased benefit to all – those who live or work here, and those who visit here. Sharing the recognised beauty of the landscape more widely is a skill that we need to develop more fully in the months and years to come.

May this coming year of 2018 begin well, continue well, and end well.

From Keswick Mayor Councillor Susan Leighton.

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

Two years after Storm Desmond the damage done to the Lake District's rights of way network is still a major challenge to the Park Management service of the LDNPA. However, a significant milestone was recently passed and the Head of Park Management, Mark Eccles, has provided me with the following report.

"Andy Tordoff, Regional Director of the Rural Payments Agency (RPA), visited the northern area of the National Park in November. He opened the new bridge at the Mill Inn, Mungrisdale, which was the 50th bridge to be replaced within the National Park as part of the £3million funded Routes to Resilience Programme which started in January 2017, following Storm Desmond in December 2015. Of over 100 jobs delivered so far, some highlights include: revetment walling and path restoration in Caldbeck, new bridges at Bog House (Portinscale), Springs Wood (Keswick) and over the River Caldew at Heggale Lane. This Programme needs to be completed by September 2018 and with all the allocated grant funding spent and claimed. The extent of work programme and short delivery timeframe present a challenge given that on top of access improvement, the provision of additional resilience is an essential element of all jobs; to ensure the grant conditions are met. Resilience aims to ensure that the network is robust enough to withstand similar damage in future.

Given that the estimated cost of fully restoring all the public path network in the National Park is £5.8million, the shortfall beyond the £3million RPA grant is being actively sought through alternative sources of funding.

Work has started on the detailed design, consenting and permissions for the creation of a multi-user trail between Keswick and Threlkeld, replacing the one lost through Storm Desmond along the old railway track. The task is to design and secure permissions for four alternative or replacement river crossings that were lost to the floods, along with potential re-alignment of some of the lost track bed, and even the exploration of re-opening an old railway tunnel. In June 2018 the aim is to have infrastructure designs approved and fully costed to allow a move to construction. The construction costs are yet unfunded and will require an ambitious and challenging fundraising campaign to raise the currently estimated £5.4million costs."

On a different matter, Park Strategy and Vision Committee is currently very busy with the review of the Local Plan and is meeting every month, rather than the usual pattern of once every two months. Draft versions of a number of the new policies have been presented for comment, but they will not be in the public domain until the draft plan is put out for public consultation in 2018. Currently it seems likely that this will happen in May 2018. The period of consultation will be eight weeks, and I shall continue to keep you updated. The following link also allows you to follow progress:

<http://www.lakedistrict.gov.uk/planning/local-plan-review>

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

KESWICK TOWN COUNCIL
21 DECEMBER 2017

BUDGET FOR 2018/19

Attached is the Town Council's draft budget for the next financial year based on pre-budget discussions and known commitments. As it stands, total budgeted expenditure for next year shows an increase of 10.87% on this year. The bulk of the Council's income comes from the precept*, with approximately 16% coming from other sources. Income (excluding the precept) is estimated to increase by 6.25% next year, which means that the precept will need to increase by 11.6% to cover the increase in budgeted expenditure. This represents an increase of approximately £12.49 for the year, or 24 pence per week, for each Band D property in Keswick – making a total payment of approximately £119.60 for the year i.e. less than £10 per month for each Band D property.

What do the Keswick Council Tax payers get for this money?

- Management and maintenance of Fitz Park – the Town Council is the managing trustee for the park and will spend over £122,000 in the next financial year on this – almost 50% of the precept.
- Over £30,000 will be spent on providing Christmas Lights for the town during the festive period
- £15,000 is set aside to provide grants to Keswick organisations – recipients have included Keswick in Bloom (floral displays etc), Theatre by the Lake (work with young people), Keswick Scout Group, Citizens Advice, Great North Air Ambulance, St John Ambulance, Keswick First Responders, Keswick Museum & Art Gallery.
- £15,000 will be spent on producing events to be enjoyed by Keswick residents and visitors i.e. Proms in the Park, Rock Concert in the Market Square, Scruffs dog competition – all free entry, together with the annual Christmas Lights switch on event.
- £7,500 has been allocated for hanging baskets which are placed around the town during the summer, supplemented by the work of Keswick in Bloom
- A further £2,300 will go towards maintaining the Towns Field and other open spaces not cared for by Allerdale Borough Council
- £1,500 will be spent on looking after the War Memorial on Penrith Road
- The Council Chamber is provided free of charge to local community and voluntary groups including Keswick in Bloom, U3A, Keswick Community Emergency Recovery Partnership.

The Council also manages a small allotment site at the Hawthorns.

*Note: Keswick Town Council receives money from the Council tax payers of Keswick (not businesses) which is called a 'precept'. The precept covers the majority of the Council's expenditure and is supplemented by other sources of income e.g. grants and rent

KESWICK TOWN COUNCIL

BUDGET ESTIMATES 2018/19

GENERAL FUND - DRAFT

	Actual Spend 15/16	Actual Spend 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 18/19
Expenditure:					
General Administration	60854	68409	73648	69322	72613
Grants to outside bodies	15020	15600	15000	12950	15000
Christmas Lights	27099	31443	30000	30000	30300
Mayors Allowance	2000	2000	2000	2000	2000
War memorial	1298	1399	1500	1500	1500
Townsfeld	800	800	1300	1300	1300
Open Spaces	1000	999	1000	1000	1000
Fitz Park - Grant from KTC (deficit)	88529	88994	105848	105848	122044
Communications & Neighbourhood Plan	0	1200	500	500	500
Audit Fee/Accounts Preparation	1330	1460	1775	1370	1370
Contingency Sum	10130	10021	5000	5000	10000
Keswick Events (Inc Scruffs 18-19)	7000	7000	10000	10999	15805
Events Co-ordinator	0	0	2520	2520	4305
Floral displays	6472	6593	7000	6500	7500
Allotments Expenditure	350	350	600	600	600
Youth Projects	1000	500	0	0	0
Professional Advice - Provision	0	1000	0	0	0
Annual Parish Meeting (inc room hire & refreshments)	0	79	100	170	200
Advertising	217	185	250	245	270
Event Banner Expenditure	0	250	100	0	100
Promotional gifts to civic visitors to Keswick	0	0	250	250	250
Civic Pride Award	0	0	300	300	0
Environment Agency Permit	0	0	0	0	170
TOTAL EXPENDITURE:	223099	238282	258691	252374	286827

	Actual Income 15/16	Actual Income 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 18/19
Income:					
Precept	197414	201554	220930	220930	246700
Grant to Fitz Park - ABC	20000	20000	20000	20000	20000
Council Tax Support Grant	4206	2818	1879	0	939
Bank/Investment interest (inc War Memorial)	61	56	5	5	5
Walker Park rent	11000	12267	12267	12267	12267
Allotments Income - Rent	612	575	600	600	600
Events Banners Income	2727	1450	600	1392	1000
Keswick Events Contributions (Inc Scruffs)	0	0	0	3111	5000
Christmas Light Contribution	6086	5300	0	300	300
Townsfeld Interest	0	0	10	16	16
Contribution from General Reserves	0	0	2400	2400	0
TOTAL INCOME:	242106	244020	258691	261021	286827
<i>Estimated Surplus</i>	<i>19007</i>	<i>5738</i>	<i>0</i>	<i>8647</i>	<i>0</i>

KESWICK TOWN COUNCIL

BUDGET ESTIMATES 2018/19

ESTABLISHMENT EXPENSES - ADMINISTRATION & ON COSTS - DRAFT

	Actual Spend 15/16	Actual Spend 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 18/19
Expenditure:					
Salaries, Nat ins & Pension (18.9%) & Pension Deficit	80709	92714	96515	90040	93615
Payroll - Outsource Costs	268	307	360	320	330
Rent	7100	7100	7100	7100	7100
Rates	973	981	4008	3991	4128
Building Service Costs	4670	4490	5000	5000	5000
Repairs - Decorating/Carpets/Upgrades	298	29	500	500	1500
Insurances	507	509	600	547	600
Subscriptions	653	692	735	676	700
Conferences/Training	88	226	750	650	900
Stationery	1040	979	1000	1000	1000
Postage	256	360	400	250	300
Telephone & Internet	609	815	750	794	800
Photocopier	1474	1023	1400	1250	1300
Computer maintenance/support	918	625	1200	1189	1190
Office Equipment	239	481	300	200	200
Staff Expenses	0	2142	300	200	200
Ex Employee Pension	1300	1300	1300	1300	1300
Health and Safety	0	96	50	50	50
Website (Annual Fee)	400	1033	280	250	300
Council Chamber/Meeting Expenditure	164	107	150	250	250
Annual Parish Meeting (inc room hire & refreshments)	50	0	0	0	0
Quality Award	0	50	100	100	100
Election Provision	0	0	0	0	0
Telephone System - Maintenance Fee	0	0	0	0	200
Total Expenditure:	101716	116059	122798	115657	121063

	Actual Income 15/16	Actual Spend 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 18/19
Income:					
Photocopies	0	36	0	100	20
Council chambers rental	292	78	50	20	20
Total Income:	292	114	50	120	40

To be allocated:	101424	115945	122748	115537	121023
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	15/16	16/17	17/18	17/18	18/19
Allocation:					
General Fund - 2013 to 2017 (60%) 18/19 (60%)	60854	68409	73648	69322	72613
Hope Park 2013 to 2017 (20%) - 18/19 (20%)	20285	22803	24550	23107	24205
Fitz Park - 2013 to 2017 (20%) -	20285	22803	24550	23107	24205
	101424	114015	122748	115537	121023

APPLICATIONS FOR FINANCIAL ASSISTANCE - PAYABLE MAY 2018

Grant Given 2017	Name of organisation	Nature of Project	Local Cause?	Grant Requested 2018	Comments	Grant Recommended for Approval
0	Citizens Advice Allerdale	To assist citizens advice to continue to provide outreach advice services in Keswick for local residents	Y	500		400
0	Great North Air Ambulance	To buy 20 exothermic rescue blankets	Y	500	Grants given in 2014 & 2015 (£500/£954) Any contribution to this would be very gratefully received and would allow the society to spend more on marketing and advertising allowing for more public engagement/involvement in the project for the people of Keswick	250
0	Keswick Choral Society	To put on a production of 'The Creation by Haydn' to be held at Theatre by the Lake - Total cost of putting on this production is £6,325	Y	6325		0
120	Keswick & District Community First Responders	Donation/contribution towards Vodafone pager rental	Y	120		120
0	Keswick Film Club	Creation of a marketing strategy for the Film Club and Film Festival with the aim of increasing attendance and the long term sustainability	Y	600		400
3000	Keswick In Bloom	To enhance the natural and planted environment of the Town of Keswick by working with all interested parties including local traders, the community, Keswick Town Council, Hope Park and Fitz Park	Y	3500	With the loss of Allerdale Borough Council's grant for £2,300 Keswick in Bloom in future will have to reduce the planting they do annually. The annual costs are £5,000, luckily all the labour is voluntary	3500
0	Keswick Museum & Art Gallery	To organise an engaging art week for Keswick offering a variety of exciting, quality art sessions delivered by professionals for different age groups. The sessions will be focusing on different aspects of Keswick's artistic heritage	Y	3000		1500
0	Keswick School	To help ensure the continuation of the current level of Rugby coaching provision at all levels from year 7 to year 13	Y	2000		1000
1500	1st Keswick Scout Group	To help with costs towards insurance premium	Y	1500		1500
750	Keswick Tourism Association	KTA are proposing to install a webcam on the Council building looking up Market Square	Y	750		0
0	Lakeland Rowing Club	To enable the Lakeland Rowing Club to relocate from temporary rented space at Derwent Water Marina, which it has outgrown, to an independent Derwentwater site on the isthmus where it can flourish and grow	Y	1000		750
0	St Herbert's C of E Primary & Nursery School	Setting up a nurture forest school programme to support our children's mental health & well being	Y	1007.91		600
400	St Johns Ambulance	Purchase a duo fold stretcher, trolley with trays and carry bag for stretcher	Y	500		500
3500	Theatre by the Lake	Towards work with young people and support for voluntary organisations in Keswick area	Y	3500		3500
Total Requested				24802.91	Annual Grants Total 2018/2019	14020
					Grant Contingency 2018/2019	980
					Total Recommended Grants Budget 2018/2019	15000

to be awarded for emergency requests only

**Keswick Town Council
Earmarked Reserves & Funds**

Earmarked Reserves

It was resolved at a previous meeting that the Town Council should consider the level of reserves held in balances and possible earmarking of them, this suggestion being made by our Internal Auditor.

Local councils need to hold an amount in reserves to meet unexpected expenditure; otherwise they could run out of money before the end of the financial year.

A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.

Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

The council may have 'earmarked reserves' for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. Many councils also hold an 'election reserve', as all reasonable costs of holding local council elections can be fully recharged by the district or unitary council to the local council, as was the case for Keswick Town Council last year and this.

Information

General Reserves Balance as at 31.03.17	£206,615
<i>Less earmarked reserve – contribution to Local Housing (agreed to date)</i>	<i>£20,000</i>
<i>Less contribution from reserves to Income to keep precept below 10%</i>	<i>£2,400</i>
Total General Reserves working balance	£184,215

General Expenditure year ending 31 March 2017	£239,482	
3 months general expenditure	£59,870	
6 months general expenditure	£119,741	

Suggested Earmarked Reserves

Elections <ul style="list-style-type: none"> • Co-option • Statutory (every 4 years) 	£6,000
Office & Council Chamber <ul style="list-style-type: none"> ▪ Decorating - £2,100 • Carpeting - £2,100 • Repairs not covered by landlord - £800 	£5,000
Equipment <ul style="list-style-type: none"> • Computer & software upgrades - £3,000 • Office equipment & furniture - £1,000 • Council Chamber equipment & furniture £1,000 	£5,000
Professional Advice	£5,000

Christmas Lights <ul style="list-style-type: none"> • Infrastructure(until fund built up – if agreed) 	£5,000
War Memorial <ul style="list-style-type: none"> • Stonework • Repairs & Cleaning 	£3,000
Total Suggested Earmarked Reserves	£29,000

General Reserves Balance as at 31.03.17	£206,615
<i>Less earmarked reserve – contribution to Local Housing (agreed to date 17/18)</i>	<i>£20,000</i>
<i>Less contribution from reserves to Income to keep precept below 10%</i>	<i>£2,400</i>
<i>Less suggested Earmarked Reserves</i>	<i>£29,000</i>
Revised Total General Reserves working balance	£155,215

Introducing the above 'earmarked reserves' would still leave a balance of £35,474 (£155,215 - £119,741) in the General Reserves over and above 6 months general expenditure, therefore should Councillors wish to introduce other 'earmarked' suggestions it would be possible. The reserves could then be reviewed on an annual basis if it was felt necessary.

Funds – Christmas Lights

In addition to the above I would like to suggest that we reintroduce a Christmas Lights fund to work as per the current Events fund:-

- Income and expenditure set as part of the annual budgets
- Any additional expenditure during year to be covered by additional income sought by the relevant committee
- Any surplus to be placed in the fund at year end
- If any expenditure is required from the 'fund' this must be authorised by the Council

In addition to this, as the infrastructure for the Christmas lights is used by organisations during the year for event banners, then it is suggested that the hire income from events banners be placed into the Christmas lights fund. This will cover future infrastructure costs such as replacement catenary wires and eye bolts in addition to any earmarked reserves agreed.

Catherine Parker
Responsible Finance Officer

December 2017

KESWICK TOWN COUNCIL**21st December 2017****NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT FOR 2017/18 TO 2021/22**

The Smaller Authorities Audit Appointments Ltd (SAAA), appointed by the Secretary of State for Communities and Local Government to appoint external auditors, has sent notification to us with details of our External Auditor for the next 5 years along with the scale of charges.

Our appointed External Auditor's details are:-

PKF Littlejohn LLP SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

sba@pkflittlejohn.com

020 7516 2200

We are required to contact the SAAA immediately if our authority has any potential conflict of interest relating to the auditor appointed, for instance if a Councillor, or close relation is employed by the appointed auditor.

Scale of Fees

Fees have been determined by SAAA following consultation for the Audit Years 2017/18 to 2021/22, these are based on bands of annual income or expenditure, whichever is higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

The fee below states the scales of the audit fee applicable to Keswick Town Council, providing that the Annual Return is fully completed and accurate within the required timescales, and provide the necessary supporting information and any explanations sought.

Table1 Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
200,001 300,000	600

Authorities with neither income or expenditure exceeding £200,000 will be subject to basic limited assurance review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance review.

Where a supplier is required to send a reminder letter to any authority, the supplier will charge the authority £40 for each reminder.

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a

public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in the table above.

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Catherine Parker
Responsible Finance Officer (RFO)

CCTV PROVISION FOR MARKET SQUARE

Councillor Graham Kendall and I were asked to investigate the possible provision of CCTV in Keswick, after it became apparent from our monthly Police Reports that this could result in a significant saving of PCSO time. It was also thought that CCTV could improve the wellbeing of the community. Joe Broomfield has confirmed that Allerdale would be happy for us to cover the cost of a CCTV installation from our Market Towns Grant.

Our initial enquiries revealed that a significant proportion of crimes committed in Keswick either start or finish in Market Square, so Councillor Kendall and I have concentrated our efforts on providing coverage of this area.

Cumbria Police's CCTV Officer told us that the force uses Chubb Security for various CCTV systems throughout the county's police stations, and also mentioned that Distington Parish Council had installed a system, which is often used by the Whitehaven PCSOs, using a different company. Enquiries of Distington PC revealed that this firm was Compass Services Group.

Meetings were held with both Chubb Security and Compass Services Group. Chubb said that a 2 camera system could provide coverage of Market Square. One camera would need to be mounted on the corner of the Council Offices, and would look up Market Square, while the other would be mounted above the Old Keswickian. A receiver/transmitter would need to be mounted above Greggs, and would beam images back to the base unit (the recording part of the system) in the Council Offices.

Compass suggested a similar system but said they would use 4 cameras – 2 looking up Market Square, and 2 looking back towards the Offices.

Both companies, however, said that mounting 4 cameras on to the Moot Hall would be a simpler and far cheaper option. The cameras would be hard wired to the base unit, which would be installed inside the Moot Hall.

The Moot Hall is a listed building, owned by Allerdale, but in the process of being sold to the Battersby Trust. The LDNPA Information Centre is a tenant.

Enquiries of LDNPA Planning have revealed that the need for planning permission is highly unlikely but that Listed Building consent would definitely be needed. It is not envisaged that securing this would be a problem. The LDNPA Information Centre and Allerdale have said they are happy in principle for cameras and related equipment to be installed at the Moot Hall, and the Battersby Trust would not have any objections.

At the end of November, an email was received from the police saying that "the Constabulary have found a company who are willing and able to supply systems that will be compatible with the police-monitored CCTV at a rate far lower than previously quoted. These systems

will be able to tie in with the Constabulary's own monitored cameras and provide towns with a far better service."

The police go on to say that this would be dependent on Allerdale being prepared to re-instate a monitored system for the area. I have asked the police whether Allerdale have given any indication that they may be prepared to do this, what timescale would be involved etc, but have not yet received any further information.

Decision needed.

Councillors are asked to say:

Whether they wish to continue with the possibility of installing our own CCTV system in Market Square or whether they want to put the matter on hold.

Recommendation

Councillor Kendall and I recommend that we continue with the possibility of installing our own system which Allerdale have said they will fund.

Allerdale would need to fund the reinstatement of an area-wide monitored system that the police say they would prefer, but to-date there have been no detailed discussions about this as far as we are aware. Further, it would require co-ordination across several bodies but as yet there is no clear plan so at best this is likely to be several years away. Even if an Allerdale scheme is eventually implemented, a system of our own would remain useful and enhance whatever is eventually deployed. In the meantime, it would be of considerable use and value to the town marking significant progress on the current situation.

Cllr David Burn

11 December 2017

Market Square Kerbs

Context

- KTC commissioned an independent audit following the motion passed at our July meeting.
- KTC selected WYG Environment Planning Transport Limited to carry out the audit, and the final Stage 4 Road Safety Audit report is attached.

Summary of Stage 4 Road Safety Audit report

- The report reveals there have been hundreds of recorded accidents in Keswick town centre since 2004, which consisted of slips, trips and falls. No vehicles were involved.
- The independent report finds that the kerbs “have contributed to a significant pedestrian accident history” (para 6.3).

The excerpt below from the report covers options and conclusions:

5. OPTIONS FOR TREATMENT

5.1. The original concept for the town centre improvements was an environmental, pedestrian - friendly scheme that included delineation of the footways and carriageways to segregate pedestrians and vehicle to some extent. However, full kerb heights were avoided to discourage the appearance of a dedicated carriageway space and to restrict vehicle speeds by the semblance of pedestrian domination. The kerbs that are in place, while perhaps giving the suggestion of a shared space, have contributed to a significant pedestrian accident history.

5.2. Discussions between Keswick Town Council and Cumbria County Council revealed that the County Council was prepared to ‘shave’ some of the kerbs to give the effect of a ramp, along the lines of a traditional dropped kerb arrangement usually provided for wheelchair users at locations where they cross the carriageway. However, this was subsequently considered to be unfeasible given the resilience of the paving materials.

5.3. The Audit Team is of the opinion that the existing paving pattern requires change in order to address the problem of pedestrian accidents. Two alternative recommendations are made as follows: -

- 1) Remove the 50mm high and tapered kerbs and pave the entire space as ‘wall to wall’. It is accepted that this option will present some challenges in terms of drainage. However, it should not increase the risk of pedestrian/vehicle conflicts given the low traffic flows and speeds and the overall feeling of shared space (and overall pedestrian domination) currently enjoyed in Main Street and Market Place;
- 2) Install full height (c . 100mm) kerbs at the footway /carriageway boundaries. This will require the provision of dropped kerbs and tactile paving at carriageway crossing points as appropriate. If this option is taken up, it is also recommended that,

notwithstanding the environmental pressures and constraints of any scheme in the town centre, the kerbs are laid in a contrasting colour and/or material to the footways and carriageways to facilitate identification.

6. CONCLUSIONS

6.1. The study has revealed that there have been 208 recorded accidents in Keswick town centre between 2004 and 2017. The accidents have all consisted of slips, trips and falls and no vehicles were involved.

6.2. Previous Road Safety Audits have raised the issue of pedestrian trips and falls and recommended remedial measures.

6.3. The original concept for the town centre improvements was an environmental, pedestrian - friendly scheme that included delineation of the footways and carriageways to segregate pedestrians and vehicle to some extent. However, full kerb heights were avoided to discourage the appearance of a dedicated carriageway space and to restrict vehicle speeds by the semblance of pedestrian domination. However, the kerbs that are in place, while perhaps giving the appearance of a shared space, have contributed to a significant pedestrian accident history.

6.4. The suggestion by Cumbria County Council to 'shave' the kerbs might have been sufficient to reduce the numbers of pedestrian trips and falls but they have concluded that the option is unfeasible as the kerbs are considered to be too durable to adjust. Alternative recommendations for treatment have been formulated as part of this Road Safety Audit.

Ongoing discussions with CCC

Over the summer and following receipt of the final report Councillors Lywood and Kendall have been in discussions with CCC.

Key points include:

- CCC recognises that the audit requires an appropriate response.
- In outline, CCC are heading towards a phased approach, including:
 - Re-painting the existing white lines on areas of high risk
 - Initial exploratory work to understand the engineering options and best approach, to take place during early 2018
 - Flattening kerbs over a period of two to three years. Work would be carried out only during out-of-season periods
 - CCC's area committee will need to agree funding for this work.

Recommendation

We recommend that KTC should:

- welcome the findings of the independent report
- emphasise our support for the report's recommendation to flatten the kerbs

- write to CCC to and welcome their constructive response, calling them to implement the plan outlined above asap

Councillors Lywood and Kendall
December 2017



Keswick Town Council

**Keswick Town Centre Environmental Improvements
Stage 4 Road Safety Audit**

Report No. A105580/RSA4

Date: November 2017



REPORT CONTROL

Document: Stage 4 Road Safety Audit

Project: Keswick Town Centre Environmental Improvements

Client: Keswick Town Council

Job Number: A105580/RSA4

File Origin: -

Document Checking:

Primary Author	K Nicholson	Initialled:	KN
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Review By	A Green	Initialled:	AG
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Issue	Date	Status	Checked for Issue
1	19/10/17	Draft 1	A Green
2	15/11/17	Draft 2	A Green



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1. INTRODUCTION

Background to the Audit

- 1.1. This report results from a Stage 4 (Collision Monitoring) Road Safety Audit carried out on the environmental improvements in Keswick town centre that included Main Street, Market Square, Derwent Close, Lake Road and St John's Street. The works in the town centre were carried out in phases between 2000 and 2005 and included traffic regulation orders restricting vehicle movements. The roads subject to this Stage 4 Road Safety Audit are Main Street and Market Square.
- 1.2. Stage 4 Road Safety Audits are produced as part of routine post-opening collision monitoring studies and the terms of reference are as described in HD 19/15. Usually, Stage 4 Audits are carried out at 12 months and 36 months following completion of the scheme. However, it is understood that no collision monitoring studies have been carried out post-completion although Stage 3 (completion of works) Road Safety Audits were carried out on Phases 1 and 2 of the scheme in 2003 and 2004 respectively.
- 1.3. STATS 19 collision data has been made available by Cumbria County Council and reveals that 2 collisions involving vehicles occurred, in 2014 and 2017. Both resulted in slight personal injury. Details of the incidents involving pedestrians only (predominantly slips, trips and falls), have been provided by Keswick Town Council from those reported to them between October 2004 and August 2017. This data is assessed in detail in Section 2. It is likely, anecdotally and naturally, that additional pedestrian accidents have occurred that were not reported to the Town Council. Nevertheless, this study is based only on those that were reported and recorded.
- 1.4. Routine Stage 4 Road Safety Audits usually study the collisions involving vehicles that have occurred following scheme completion (that is, those recorded by the Police as part of their STATS 19 process). However, given that there are only 2 recorded collisions involving vehicles, this study concentrates on the predominant accidents that have occurred, those involving pedestrians.
- 1.5. Effectively, therefore, this Stage 4 Road Safety Audit is a 13-year monitoring report of the accident data relating to incidents involving pedestrians only.



Previous Road safety Audits

1.6. A number of Previous Road Safety Audits have been made available to the Audit Team and these are reviewed in Section 4.

1.7. The Audit was requested by Keswick Town Council and the Audit Team membership was as follows:-

Kevin Nicholson BSc, CMaths, MCIHT, FSoRSA, HE Cert Comp
Associate Director, WYG, Newcastle Upon Tyne

Eleanor Bunn Graduate Transport Planner, WYG, Cockermouth

1.8. The Audit took place in the offices of WYG and on site between September and November 2017. Site visits were carried out on Tuesday 18 September and Saturday 30 September. During the first visit the weather was fine and bright and the road and footway surfaces in the area were dry. On the second visit, the weather was damp and windy and the footway surfaces were damp. Vehicular traffic was light and free flowing and pedestrian activity was busy in Main Street and Market Square on both occasions.

Purpose of the Audit

1.9. The purpose of this Audit is as follows:-

- to undertake an in-depth study of the pedestrian accidents that have taken place since the scheme opened;
- to identify any problems with the scheme that may have contributed to the accidents that have occurred;
- to suggest potential remedial measures that would contribute to the reduction of accidents in terms of both their occurrence and severity;
- to review the recommendations from the previous Road Safety Audits that have been carried out on the scheme together with any responses.



2. DATA COLLECTION AND ANALYSIS OF ACCIDENTS

Data Collected by Cumbria County Council and Keswick Town Council

- 2.1. Cumbria County Council has provided details of 2 recorded personal injury collisions involving vehicles. These occurred in August 2014 (a vehicle collided with a pedestrian) and in May 2017 (a cyclists collided with a pedestrian). Both resulted in slight personal injury and, while the details are shown in Section 7, they have been discounted from this study as they are neither statistically significant nor readily treatable.
- 2.2. 208 accidents involving pedestrians only (predominantly slips, trips and falls) have been reported to Keswick Town Council between October 2004 and August 2017. The Town Council has maintained a log of the incidents reported to them, although, for a short period between late 2016 and early 2017, the log was suspended temporarily, due mainly to minimal staff resources at the Town Council.
- 2.3. Up until early 2017, the Town Council's approach to collecting information had always been passive, only noting incidents if they happened to be reported to them. However, trips and falls were still made this known to Council staff in the office and it was known that many incidents went unreported. The Town Council have made it clear that from both their knowledge and anecdotally (from others), many unreported trips, slips and falls have occurred since the completion of the scheme so they are certain that the numbers of incidents far exceeds those recorded.
- 2.4. In 2017, when the Town Council resumed collecting information, they took a more comprehensive approach by encouraging local shops and market stallholders to refer any incidents to them. To that end, they distributed forms and also posted an online form using Survey Monkey.

Ambulance Callouts in Keswick Market Square

- 2.5. In response to a Freedom of Information enquiry from the Town Council to North West Ambulance Service about the number of falls in Keswick, since April 2013, North West Ambulance Service attended 53 callouts related to falls in Keswick Market Square.



Analysis of Accidents

- 2.6. There are no readily available local, regional or national statistics with which to compare the numbers or significance of the pedestrian accidents that have occurred in Keswick. Nevertheless, the accident record is substantial in that 208 reported incidents have occurred in a period spanning some 13 years, or 16 per year. The data presented in the tables below represents the recorded accidents only. The base accident information from the logs is shown in Section 6.
- 2.7. The injuries sustained during the pedestrian accidents are listed but have not been officially classified in terms of severity as they would if they had been recorded under the STATS 19 process. However, they have been unofficially classified based on the example descriptions of severity shown on the STATS 20 form, used by the Police to record the level of injury sustained as a result of a road traffic collision (fatal. Serious or slight).
- 2.8. Table 1 below shows the numbers occurring in each year along with severity.

Table 1: Reported accidents by year and casualty severity

Year	Personal Injury Severity			Personal Injury Total
	Serious	Slight	None/Unknown	
2004 (from 29/10)	0	3	1	4
2005	16	57	0	73
2006	6	12	3	21
2007	3	11	1	15
2008	7	3	0	10
2009	7	8	0	15
2010	4	3	0	7
2011	1	8	0	9
2012	1	3	0	4
2013	3	2	0	5
2014	4	2	0	6
2015	0	6	0	6
2016	2	2	0	4
2017 (to 30/08)	7	21	1	29
Totals	61	141	6	208



- 2.9. The year with the most reported accidents was 2005 with 73. The lowest number reported was in 2016 but this could be affected by the temporary suspension of the recording process.
- 2.10. The severities of the injuries (as estimated from STATS 20 guidance) show that 61 pedestrians sustained serious injuries and 141 sustained slight injuries. 6 records show that trips, slips or falls occurred but no injury was reported or were unknown to those involved.
- 2.11. Table 2 shows the days of the week on which the accidents occurred. Other than Sundays, the days are reasonably consistent with slight peaks on Tuesdays and Saturdays (Saturday is one of the market days, along with Thursday).

Table 2: Reported accidents by day of the week

Day	Number of Accidents	Percentage of Total
Sunday	13	6.3%
Monday	32	15.4%
Tuesday	36	17.3%
Wednesday	31	14.9%
Thursday	30	14.4%
Friday	28	13.4%
Saturday	38	18.3%
Totals	208	100%

- 2.12. The months during which the accidents occurred are shown in Table 3. The month with the most accidents during the study period was June with 35 (16.8% of the total) and the least December with 2 (1%). 187 (90%) of the accidents occurred between March and October.

Table 3: Reported accidents by month

Month	Number of Accidents	Percentage of Total
January	3	1.4%
February	9	4.3%
March	26	12.5%
April	19	9.1%
May	31	14.9%
June	35	16.8%
July	24	11.5%
August	18	8.7%
September	22	10.6%
October	12	5.8%
November	7	3.4%
December	2	1.0%
Totals	208	100%



- 2.13. Table 4 shows the split of the accidents by sex (gender). Of the 208 pedestrian accidents recorded, 132 (63.5% of the total) were female casualties and 53 (25.5%) male. The sex of 23 casualties (11%) was not recorded. There has been some research nationally into the patterns of pedestrian behavior by gender in terms of parameters such as walking speed, perception of risk, cognitive functions and visual impairment. However, these are heavily dependent upon age as well as gender and the differences between men and women in these areas vary significantly, as well as being equivalent, at certain ages. In any case, because ages were not recorded for the accidents subject to this study, no statistical conclusions can be drawn as to its effect. It is possible, but not conclusive, that women are the dominant casualty because there were simply more of them present in the pedestrian population.

Table 4: Accidents by sex

Sex	Number of Collisions	Percentage of Total
Female	132	63.5%
Male	53	25.5%
Unrecorded	23	11.0%
Totals	208	100%

- 2.14. Table 5 shows the weather and road surface conditions at the time of the accidents and the light conditions (daylight or dark with street lighting). About two thirds of the accidents occurred during in fine and dry conditions. Of the light conditions recorded, only 1% occurred during the hours of darkness.

Table 5: Accidents by weather, surface condition and light condition

Weather Conditions	Number of Accidents	Percentage of Total
Fair (surfaces dry)	130	62.5%
Raining (surfaces damp or wet)	78	37.5%
Totals	208	100%

Light Condition	Number of Accidents	Percentage of Total
Daylight	108	51.9%
Dark (Lit)	2	1.0%
Unknown	98	47.1%
Totals	208	100%



Accident trends and clusters

- 2.15. The most significant trend is the overarching pattern of slips, trips and falls amongst the accident population. The most prominent sub-trend is the occurrence of almost all of the accidents taking place during daylight and about two thirds of them in fair and dry weather (although those two factors will not always be coincident).
- 2.16. In terms of location, the accidents are spread along Main Street and Market Square. However, about three quarters of them took place on the north east side.
- 2.17. Anecdotally, the slips, trips and falls have been mostly located along the 50mm kerb faces and those that reduce linearly from 50mm to flush. Pedestrians have reported to the Town Council that they did not see the kerbs or the level differences where the tapers occur.
- 2.18. It is as common, reportedly, for pedestrians to slip down the low or tapered kerb faces as it is to trip up them. Typically, the injuries sustained bear this out – ankle breaks, twists and sprains, grazes to limbs, impact injuries and bruising. Many of the incidents involve falls and a number have included head and facial injuries.
- 2.19. The Audit Team considers that the various materials used for the scheme do not have significant colour contrast and this, combined with the low kerb heights, can make the kerblines difficult to identify. However, while a strong colour contrast would probably help to highlight the location of the kerbs, on its own it would not provide a full solution to the problem.

3. TRAFFIC CONDITIONS

- 3.1. Traffic flows in this part of the town centre are light and consist mainly of delivery vehicles. There is virtually no traffic movement on the market days (Thursday and Saturday).
- 3.2. Cumbria County Council have indicated that would be willing to progress a traffic regulation order to prohibit waiting by vehicles in Market Square and given effect by the introduction of double yellow lines. However, no mention has been made in any of the accidents reported to the Town Council (or anecdotally) of vehicular traffic being a contributory factor in any of the pedestrian accidents. It is possible that a restriction of waiting could present a marginal benefit in terms of the visibility of kerblines for pedestrians – in particular by restricting parking on the footway areas – but this is not quantifiable in terms of predicted accident reduction because of the absence of vehicular involvement in the accident record.



4. PREVIOUS ROAD SAFETY AUDITS

4.1. Cumbria County Council have provided the following Road Safety Audit reports:-

- a) Stage 3 Road Safety Audit of Phase 2 of the scheme (2004)
- b) Stage 1 Road Safety Audit of Phase 4 of the scheme (2005)
- c) Stage 2 Road Safety Audit of Phase 4 of the scheme (2005)

4.2. The Audit Team is aware of additional Road Safety Audits that have been carried out but the reports were not available. These are as follows:-

- Stage 1 Road Safety Audit of Keswick Market Place & Market Square Enhancement (2000)
- Stage 2 Road Safety Audit of Phase 1 of the scheme (2002)
- Stage 3 Road Safety Audit of Phase 1 of the scheme (2003)
- Stage 2 Road Safety Audit of Phase 2 of the scheme (2003)
- Stage 2 Road Safety Audit of Phase 1 of the scheme (2003)
- Stage 2 Road Safety Audit of Phase 3 of the scheme (2004)
- Stage 1 Road Safety Audit of Phase 4 of the scheme (2004)
- Stage 3 Road Safety Audit of Phase 3 of the scheme (2005)

Problems Identified during the Road Safety Audits

4.3. Report 4.1 b) above repeated the following issue from a previous Audit:-

2.5 The 'Trip Hazard' continues to be a problem within the Zone. Anecdotal evidence suggests that the most likely location for tripping is around the Moot Hall where the kerb upstand varies from 0 to 50mm linearly over a short distance. It is also likely that trips are occurring at the varying kerb upstand created by the new footway surfacing and the existing blacktop carriageway surfacing.

There is a proposal to put litterbins or similar street furniture adjacent to the linearly varying upstand around the Moot Hall to dissuade pedestrians from walking along the kerb at these locations. Again it is recommended that the final phase(s) of the scheme be completed to give a better overall pedestrian 'feel' for the Zone and to remove the unintentional varying kerb upstands.



The situation of the 'trips ' needs to be monitored more closely and further solutions to the problem should be implemented if necessary.

4.4. The same Audit raised the following issue:-

PROBLEM

Location: Kerb Height, full length of scheme, from Market Square to Derwent Street.
Summary: .. In previous phases of the Town Centre scheme, vertical displacement along the line of the kerb is generally flush or alternatively about 50mm. A flush kerb is liable to encourage vehicle overrun, whilst a kerb with only a 50mm upstand is liable to act as a trip to pedestrians and an obstacle to impaired mobility users. A trip for public liability purposes is generally accepted to be 20mm, whereas a normal kerb face is 100mm (SD1110/ AmO). Evidence suggests these kerbs have caused a number of falls since their installation, which has prompted the audit team to recommend that the design team/project sponsor re-examine this design. The Experimental Order was made on 23rd February 2001, and was made permanent on 3rd June 2002.

RECOMMENDATION

On Phase 4, consistent with threshold levels, attempt to achieve as close as possible to the 'normal' kerb face of 100mm. Alternatively build the pedestrian edge flush with the road surface and incorporate street furniture into the design to provide the necessary delineation. The auditors accept that the current upstand of 0-50mm has been used to delineate the road space and the pedestrian footway and to maintain a certain aesthetic value. However, anecdotal evidence of falls caused due to these upstands suggests that the problem is likely to continue if the design remains in its current format.

The audit team recommends that in the light of the number of trip instances, the provision of these kerbs at their current height should be re-examined during a review of this scheme (to include this and any other problems or issues which might have arisen), say 5 years from inception. This would be a Report to Allerdale Local Committee.

4.5. Report 4.1 c) above raised the following issue:-

PROBLEM:

Location: The Kerb Height at Sections 1-1 (as shown in Drawing No: 31986/05/406/AmO) on Lake Road.

Summary: Kerbs heights are to remain at their current levels in Phase 4. However changes to the road surface should be completed to be consistent with threshold levels thus avoiding repetition of the trip hazards experienced by vulnerable road users in Phases 1-3.



RECOMMENDATION

On Phase 4 ensure that kerb upstands retain their current height after construction of the new road surface.

5. OPTIONS FOR TREATMENT

- 5.1. The original concept for the town centre improvements was an environmental, pedestrian-friendly scheme that included delineation of the footways and carriageways to segregate pedestrians and vehicle to some extent. However, full kerb heights were avoided to discourage the appearance of a dedicated carriageway space and to restrict vehicle speeds by the semblance of pedestrian domination. The kerbs that are in place, while perhaps giving the suggestion of a shared space, have contributed to a significant pedestrian accident history.
- 5.2. Discussions between Keswick Town Council and Cumbria County Council have revealed that the County Council is prepared to 'shave' some of the kerbs to give the effect of a ramp, along the lines of a traditional dropped kerb arrangement usually provided for wheelchair users at locations where they cross the carriageway. The potential effectiveness of this proposal in terms of pedestrian safety would be best assessed by an independent Road Safety Audit of the design in advance of any works being carried out.
- 5.3. The Audit Team is of the opinion that the existing paving pattern requires change in order to address the problem of pedestrian accidents. As well as the County Council proposal to 'shave' the kerbs, two alternative recommendations are made as follows: -
- 1) Remove the 50mm high and tapered kerbs and pave the entire space as 'wall to wall'. It is accepted that this option will present some challenges in terms of drainage. However, it should not increase the risk of pedestrian/vehicle conflicts given the low traffic flows and speeds and the overall feeling of shared space (and overall pedestrian domination) currently enjoyed in Main Street and Market Place;
 - 2) Install full height (100mm) kerbs at the footway boundaries. This will require the provision of dropped kerbs and tactile paving at carriageway crossing points as appropriate. If this option is taken up, it is also recommended that, notwithstanding the environmental pressures and constraints of any scheme the town centre, the kerbs are laid in a contrasting colour and/or material to the footways and carriageways to facilitate identification.



6. CONCLUSIONS

- 6.1. The study has revealed that there have been 208 recorded accidents in Keswick town centre between 2004 and 2017. The accidents have all consisted of slips, trips and falls and no vehicles were involved.
- 6.2. Previous Road Safety Audits have raised the issue of pedestrian trips and falls and recommended remedial measures.
- 6.3. The original concept for the town centre improvements was an environmental, pedestrian-friendly scheme that included delineation of the footways and carriageways to segregate pedestrians and vehicle to some extent. However, full kerb heights were avoided to discourage the appearance of a dedicated carriageway space and to restrict vehicle speeds by the semblance of pedestrian domination. However, the kerbs that are in place, while perhaps giving the appearance of a shared space, have contributed to a significant pedestrian accident history.
- 6.4. The suggestion by Cumbria County Council to 'shave' the kerbs might be sufficient to reduce the numbers of pedestrian trips and falls. However, this will depend on the extents of the proposals, that is the precise locations and lengths of the kerbs to be adjusted. The design should be subject to Road Safety Audit and Designer's Response prior to progression of the works. Alternative recommendations for treatment have been formulated as part of this Road Safety Audit.



7. APPENDIX 1 - ACCIDENT DATA TABLE

Taken from the log collated by Keswick Town Council.

(U/R = Unrecorded)

Date	Day	Time	Weather	Location	Sex	Injuries Sustained
08/05/2004	Sat	U/R	Rain	Cotswolds	F	Soft tissue injuries to left ankle.
26/07/2004	Mon	U/R	Dry	All Seasons	F	Twisted ankle and knee
29/10/2004	Fri	U/R	Dry	Friars	F	Not known.
19/11/2004	Fri	U/R	Dry	Pattinsons Shoe Shop	F	Bruising
04/03/2005	Fri	U/R	Rain	Nat West Bank	F	Cut face.
07/03/2005	Mon	U/R	Dry	Boots the Chemist	F	Leg, knee and hip injuries
12/03/2005	Sat	10:45	Dry	Council Offices (where surface type changes)	F	Very tearful. Shocked and upset. Put lip causing it to split and bleed. She a spectacles.
12/03/2005	Sat	U/R	Dry	UNKNOWN	F	Broke arm
19/03/2005	Sat	U/R	Dry	Boots the Chemist	F	Black eye and bruised hand.
19/03/2005	Sat	U/R	Dry	Queens Hotel	M	Bruising to shoulder, sprained ankle.
21/03/2005	Mon	U/R	Rain	Cotswolds	F	Badly bruised hip and leg. Cricked ne
21/03/2005	Mon	U/R	Rain	Friars	F	Twisted ankle
24/03/2005	Thu	U/R	Rain	Cotswolds	F	Very severe bruising
25/03/2005	Fri	U/R	Dry	Moot Hall/Greggs	F	Hurt knee
25/03/2005	Fri	U/R	Dry	Cotswolds	M	Twisted ankle
26/03/2005	Sat	U/R	Dry	Cotswolds	F	Severe sprain and slight fracture. On walk, drive, etc.
26/03/2005	Sat	U/R	Dry	Nat West	U/R	Sore ankle.
28/03/2005	Mon	U/R	Rain	Cotswolds	U/R	Twisted ankle
29/03/2005	Tue	U/R	Dry	Pattinsons shoe shop	F	Hand and wrist injuries
30/03/2005	Wed	U/R	Dry	All Seasons	F	Grazed knees, severely shocked, twin

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02/04/2005	Sat	U/R	Dry	Queens Hotel	F	Badly bruised elbow, stiff neck, very sh
05/04/2005	Tue	U/R	Rain	Skiddaw Hotel	F	Large bump on forehead. Large bump shin.
08/04/2005	Fri	U/R	Dry	Cotswolds	F	Grazed knees and bruised hands.
09/04/2005	Sat	U/R	Rain	Rathbones Walking Shop	F	Swelling to ankle – unable to walk unai
11/04/2005	Mon	13:15	Dry	Market Square – doesn't specify where	M	Fractured finger and bruising
12/04/2005	Tue	U/R	Rain	Julian Graves	F	Fell backwards and hurt base of spine.
13/04/2005	Wed	U/R	Rain	Skiddaw Hotel	U/R	Elderly gentleman rolled his electric bug Needed assistance to get back into his bruising and shock.
16/04/2005	Sat	U/R	Rain	Between PO & Moot Hall	U/R	Shaken
18/04/2005	Mon	15:00	Rain	Lightfoots / Kings Arms	F	Black eye, bump on head.
19/04/2005	Tue	U/R	Dry	Between Woolworths & Boots	U/R	Sore leg muscles
22/04/2005	Fri	14:15	Dry	Natwest Bank	F	Bruised elbows and legs
23/04/2005	Sat	U/R	Dry	Cotswolds	F	Badly sprained ankle
25/04/2005	Mon	16:25	Dry	Barclays Bank	F	Twisted ankle and grazed knee
26/04/2005	Tue	16:30	Rain	Queen's Hotel	F	Broken foot.
26/04/2005	Tue	10:45	Rain	Near Natwest / Cancer Research	M	Thigh, banged face
03/05/2005	Tue	15:00	Rain	All Seasons	M	Twisted knee
04/05/2005	Wed	17:30	Dry	Cotswolds	M	Left foot bruised on outside
07/05/2005	Sat	10:15	Dry	The Skiddaw Hotel	F	Black eyes, bruising, swelling, pains in
07/05/2005	Sat	U/R	Dry	Boots the Chemist	M	Twisted ankle, dropped child
10/05/2005	Tue	U/R	Dry	Friar's	M	Injured foot / heel
13/05/2005	Fri	11:15	Dry	Queens Hotel	F	Sprained ankle, cut & bruising to legs
13/05/2005	Fri	10:20	Dry	Pillar House	M	Sprained ankle.
16/05/2005	Mon	10:20	Dry	Pillar House	F	Bloody nose, cut lip, scratched glasses

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17/05/2005	Tue	13:00	Dry	Kings Arms	F	Bruised hip & knee
23/05/2005	Mon	15:30	Rain	Cotswold Outdoor Store	F	Fell on face, stitches in chin
30/05/2005	Mon	14:20	Dry	Queens Hotel	M	Hurt left upper arm, badly bruised left t
06/06/2005	Mon	U/R	Dry	Between Blacks and the PO	F	Suspected broken ribs
09/06/2005	Thu	U/R	Dry	Pattinsons Shoe Shop	F	Suspected broken toe
09/06/2005	Thu	14:00	Dry	Candy Shop	M	Cut little finger on right hand and hurt
14/06/2005	Tue	11:30	Dry	Pet Shop	F	Swelling and pain in lower right leg, ba
18/06/2005	Sat	12:30	Dry	Boots the Chemist	M	Bruised shoulder & elbow
21/06/2005	Tue	12:00	Dry	Market Square	F	Left ankle damage
21/06/2005	Tue	21:00	Dry	Queens Hotel	U/R	Bruised swollen ankles & feet – Hospliz
22/06/2005	Wed	18:00	Dry	Between Moot Hall & Helena Dress Shop (Pillars)	F	Sprained right ankle, grazed left knee,
27/06/2005	Mon	U/R	Dry	Helena Dress Shop	M	Ankle sprain
29/06/2005	Wed	12:15	Dry	Cancer Research Shop	F	Grazed left knee, grazed elbow, bruise engagement ring.
06/07/2005	Wed	10:45	Rain	Queens Hotel	M	Sprained ankle
12/07/2005	Tue	10:15	Dry	Between Boots and the Moot Hall	F	Hip and wrist bruising
26/07/2005	Tue	11:00	Dry	Cancer Research Shop	F	Blacked out, twisted ankle, smashed fa eye, nose glued.
04/08/2005	Thu	13:45	Rain	Coffee shop near town hall	F	Bruised nose and knee
05/08/2005	Fri	14:00	Rain	Cotswolds	M	Bruised hands & knee
08/08/2005	Mon	14:30	Dry	Ye Olde Friars	F	Bruising.
17/08/2005	Wed	15:00	Dry	Outside Boots / The Skiddaw Hotel	F	Suspected broken hand, head injury, t & chest
21/08/2005	Sun	11:15	Dry	Boots Chemist	F	Bruised knees, heavy nose bleed, bruise hands

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30/08/2005	Tue	19:00	Dry	Queens Hotel	M	Bruising to hip / shoulder and knee
02/09/2005	Fri	10:15	Dry	Natwest Bank	F	Swollen foot – unable to weight bear. I to elbow
04/09/2005	Sun	U/R	Dry	Barclays Bank	M	Fractured fifth metatarsal on r foot treated
05/09/2005	Mon	11:20	Dry	Queens Hotel	F	Severe grazing and cut to right hand six spectacles
05/09/2005	Mon	11:55	Dry	Queens Hotel	F	Shock, pain to lower back, left ankle tw Damage to shirt and bracelet
10/09/2005	Sat	15:30	Dry	Cotswold Outdoor Clothing	F	Damage to teeth, injured left foot, graz Hospital/Dentist visit
21/09/2005	Wed	15:25	Dry	Nat West Bank	U/R	Bruised leg and right cheek
12/10/2005	Wed	10:30	Rain	Golden Lion	F	Broken little finger, bruised face and hi at Hospital.
14/10/2005	Fri	12:30	Dry	Old Keswickian	F	Bruising/Cut to left knee torn (new) tro
18/10/2005	Tue	U/R	Dry	The Edinburgh Woolen Mill	F	Cuts and bruises to face, taken by Amb
01/11/2005	Tue	10:00	Rain	The Pet Shop	F	Skinned knees and bruising to hands a
04/11/2005	Fri	U/R	Rain	Unknown as advised via letter	F	Avulsion fracture of ankle.
08/12/2005	Thu	15:20	Dry	Left handside of market	F	Banged left knee, grazed left hand, twi
07/01/2006	Sat	U/R	Dry	Ye Olde Friars	M	Damage to spine
14/02/2006	Tue	14:30	Rain	Queens Hotel	F	Pulled arm muscle and severe shock
09/03/2006	Thu	U/R	Dry	Queens Hotel	F	Hurt both knees and right hand and w
18/03/2006	Sat	U/R	Dry	Unknown as form not completed only letter received	F	Blacking of eye, bruising to shoulder a taken to Carlisle hospital
15/04/2006	Sat	Am	Dry	Cotswold Outdoor	F	Fell heavily on both knees on stupid ke
30/04/2006	Sun	16:00	Dry	HSBC Bank	F	Split lip and cheek injuries. Neck and k
07/05/2006	Sun	11:30	Rain	Boots the Chemist	M	fell off father's shoulders and bumped
10/05/2006	Wed	10:40	Dry	Between Ye Olde Friars & Golden Lion	F	Hurt hand and bruised knee

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16/05/2006	Tue	17:00	Rain	Pattinsons Shoe Shop	M	Fell and hit head on road
07/06/2006	Wed	U/R	Dry	Lloyds Bank	U/R	Sprained Ankle
18/06/2006	Sun	12:00	Rain	Woolworths and later outside Oxfam	M	Sprained ankle
18/06/2006	Sun	16:00	Rain	U/R	U/R	U/R
02/08/2006	Wed	20:30	Rain	Lloyds TSB	M	None
11/09/2006	Mon	10:20	Dry	Natwest Bank	U/R	Bruised left & right knees and right wrist
12/09/2006	Tue	18:00	Dry	Queens Hotel	U/R	Sprained ankle, bruising left foot, friction and wrist
13/09/2006	Wed	13:00	Dry	Golden Lion	M	Badly swollen ankle
13/09/2006	Wed	11:00	Dry	Skiddaw Hotel	U/R	None
15/09/2006	Fri	16:15	Dry	Opposite Chemist	F	Severe bruising to elbow and leg, skin hospital attention
13/10/2006	Fri	U/R	Dry	Outside post office	F	Broken ankle on three places resulting weeks
25/10/2006	Wed	13:00	Rain	Java Coffee & Chocolate	F	Sprained ligaments & possible fracture
25/10/2006	Wed	U/R	Rain	Market Square exact area unknown	F	Sprained ankle, two broken teeth
16/01/2007	Tue	16:20	Rain	Cotswold Outdoors	F	Mother carrying 10 day old baby in car grazed knees
26/04/2007	Thu	U/R	Dry	Boots	F	Sprained ankle & bruised knee
21/05/2007	Mon	12:45	Dry	HSBC	U/R	Hurt knee & lower leg
31/05/2007	Thu	10:45	Dry	Rathbones	F	Cut eye, bruised elbow, cut cheekbone left arm and left shoulder
05/06/2007	Tue	12:00	Dry	Cancer Shop	U/R	Broken teeth and head injury. Ambulance required
07/06/2007	Thu	16:00	Dry	Harpers Newsagents	U/R	Bloody and bruised knee and ripped jeans
11/06/2007	Mon	14:00	Dry	Java Coffee Shop	F	Severe bruising to jaw & face also knee
29/06/2007	Fri	13:45	Rain	Boots	F	2 knees and skin broken & bruised
09/07/2007	Mon	16:20	Rain	Youngs	F	Bruising legs, right ankle painful

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31/07/2007	Tue	16:00	Dry	Cotswolds	U/R	None hopefully
02/08/2007	Thu	12:45	Dry	Queens Hotel	F	Wrenched shoulder RHS
05/08/2007	Sun	10:45	Rain	Queens Hotel	F	Grazing to right knee – very shaken fee
06/08/2007	Mon	13:30	Dry	Barclays Bank	F	Huge bruise on r leg, head. Attended h
03/10/2007	Wed	Pm	Dry	Ye Olde Friars	M	Damaged left knee
06/10/2007	Sat	14:30	Rain	Ye Olde Friars	M	Twisted and badly sprained ankle. Off
04/01/2008	Fri	12:30	Rain	Cotswold	M	Shattered shoulder and split amorous a to be put in
26/02/2008	Tue	11:55	Rain	Between Wishes and All Seasons	F	Serious facial injury (eye area) left arm Carlisle hospital by ambulance
27/02/2008	Wed	12:00	Dry	Wishes (Cancer research shop)	F	Spectacles damaged. Tooth chipped, b twisted left ankle
03/03/2008	Mon	14:30	Dry	Friars	M	Broken bone in left foot visit to Carlisle
08/03/2008	Sat	10:30	Rain	Cotswold	F	Broken right wrist
13/03/2008	Thu	10:20	Rain	Just below Moot Hall	M	Broken Arm
08/04/2008	Tue	17:15	Dry	Tog 24	F	Heavy facial injuries – split nose, bruisi
08/05/2008	Thu	09:45	Dry	Youngs	F	Bruising right knee, right elbow, left th
05/06/2008	Thu	15:00	Dry	Lloyds Bank	F	Knee, mouth & hands
23/06/2008	Mon	15:00	Rain	Queens Hotel	M	Broken bone in foot
15/03/2009	Sun	15:15	Dry	Sweet Temptations	F	Bruised knee, leg from ankle to lower t shoulders and neck stiff and sore. All i
19/03/2009	Thu	10:45	Dry	Sweet Temptations	F	Damage to glasses, cut to right eye & cheekbone
12/05/2009	Tue	14:30	Dry	Cotswold Outdoors	M	Head injury needing hospital attention
15/05/2009	Fri	14:00	Rain	Nat West Bank	M	Knee and elbow on left side
30/05/2009	Sat	U/R	Dry	Ye Olde Friars (Chocolate Shop)	F	Broken bone left ankle. Hospital treati
04/06/2009	Thu	13:45	Dry	Lloyds & Britannia	F	Broken Jaw, Cuts to chin, severe interi chipped tooth

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06/07/2009	Mon	U/R	Rain	Boots	F	Cut mouth, tooth through lip, badly spr visit Keswick & Carlisle
09/07/2009	Thu	12:40	Dry	Cotswold & Queens Hotel	F	Fractured Ankle
28/07/2009	Tue	U/R	Rain	Kings Arms Hotel	U/R	Bruising to legs and back
29/07/2009	Wed	12:30	Rain	Lloyds TSB	M	Broken small break to the fibia and ank
06/08/2009	Thu	U/R	Dry	Moot Hall	F	Cracked bone in ankle and foot spraine
18/09/2009	Fri	11:55	Dry	Moot Hall	U/R	Jarred back
25/09/2009	Fri	13:30	Dry	Entrance to Pack Horse	F	Bruised right hip, right elbow and hanc
26/09/2009	Sat	U/R	Dry	Friars	F	Badly bruised/swollen knees and graze
10/11/2009	Tue	09:45	Rain	Moot Hall	M	Sprained ankle and bruising to neck ar
13/02/2010	Sat	16:45	Dry	Market Square	F	Carlisle hospital x-ray. Shoulder broke
25/03/2010	Thu	16:00	Rain	Near Java & Chocolate	F	Hurt hand and arm
22/05/2010	Sat	10:40	Dry	Between Greggs & Old Keswickian	F	Badly sprained left hand & torn ligame times, 2 x-rays, bruised ankle & hip
27/07/2010	Tue	11:00	Dry	Boots the Chemist	F	Head & r cheek, inside mouth, r knee, scratched glasses, attended Keswick H
28/07/2010	Wed	16:30	Rain	Ye Olde Friars	F	Scraped elbow, twisted r knee, r ankle
21/09/2010	Tue	09:30	Dry	Moot Hall	M	Could not read
08/10/2010	Fri	18:20	Dry	Moot Hall	F	Severe bruising to eyes, nose, chin an left shoulder and twisted ankle and de
03/02/2011	Thu	14:00	Rain	Seasons Outdoor Clothing	F	Ankle
11/02/2011	Fri	13:50	Rain	Golden Lion	M	Don't know but could affect hip & 2 k
11/03/2011	Fri	11:05	Rain	Lloyds TSB	F	Bruising & swelling to both knees, retr pain in recovering broken ankle
11/05/2011	Wed	16:00	Rain	Shoe Shop	M	Severe damage to Lt knee inc skin off hobbling along
11/06/2011	Sat	U/R	Rain	Pet stall on Market	F	Broken bone in foot plus hospital visit
04/07/2011	Mon	U/R	Dry	Happy Secrets	M	Foot cut on raised metal from gutter
26/08/2011	Fri	12:05	Dry	Lloyds TSB	F	Grazed elbow, jarred wrists & back, b

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31/08/2011	Wed	11:10	Dry	Joules	F	Cut & grazed knee & bruised wrist
07/09/2011	Wed	16:45	Rain	John Youngs	M	Damaged ankle
08/05/2012	Tue	14:30	Rain	Natwest Bank	M	Sprained ankle (treated at Keswick Hos
14/05/2012	Mon	13:20	Rain	Cotswold Outdoor	F	Facial injury, right side, sustained by tri pavement edge
08/09/2012	Sat	11:30	Dry	Cotswold Outdoor	F	Broken glasses, black & cut eye, bruise
26/11/2012	Mon	15:00	Rain	Ye Olde Friars	M	Twisted and damaged knee
23/05/2013	Thu	U/R	Rain	Lloyds Tsb	F	Head injuries – two stitches required, g
23/06/2013	Sun	14:00	Rain	Sweet Delights	F	Torn ligaments to left ankle & immobili Hospital Visit
20/07/2013	Sat	U/R	Dry	NA	M	Nose bleeds, no breaks but visit to Cun
28/08/2013	Wed	U/R	Dry	Between sweet shop and Brysons	F	Badly sprained and bruised ankle
05/09/2013	Thu	13:30	Dry	Joules	F	Twisted foot and badly bruised knee
25/02/2014	Tue	am	Rain	Not stated	F	Taken by ambulance to Cumberland In ankle and off work for 5 weeks.
11/09/2014	Thu	U/R	Dry	Not stated	F	Slipped off kerb, called 999, ambulance
13/09/2014	Sat	U/R	Dry	Kerb to north of Market Square	M	Hurt his arm & back
24/09/2014	Wed	U/R	Rain	Outside Joules Shop	F	Severe bruising & swelling to right kne elbow & severe injury to left hand, thu & bruised, - thankfully no broken bone Hospital for physiotherapy, very painfu
19/11/2014	Wed	U/R	Dry	Market Square, Keswick	F	Head Injury, grazed knee & broke her went to Keswick Hospital, then to Carli clinic – 2 x-ray advised in 2 weeks....
07/12/2014	Sun	U/R	Rain	Market Square	F	Badly bruised knee
11/02/2015	Wed	15:00	Dry	Between John Young & Cotswold	F	Damage to left knee and left elbow
06/05/2015	Wed	11:45	Rain	Kerbside outside Friars of Keswick	F	Cut lip, bruised knee, cut to right hanc

Keswick Town Centre
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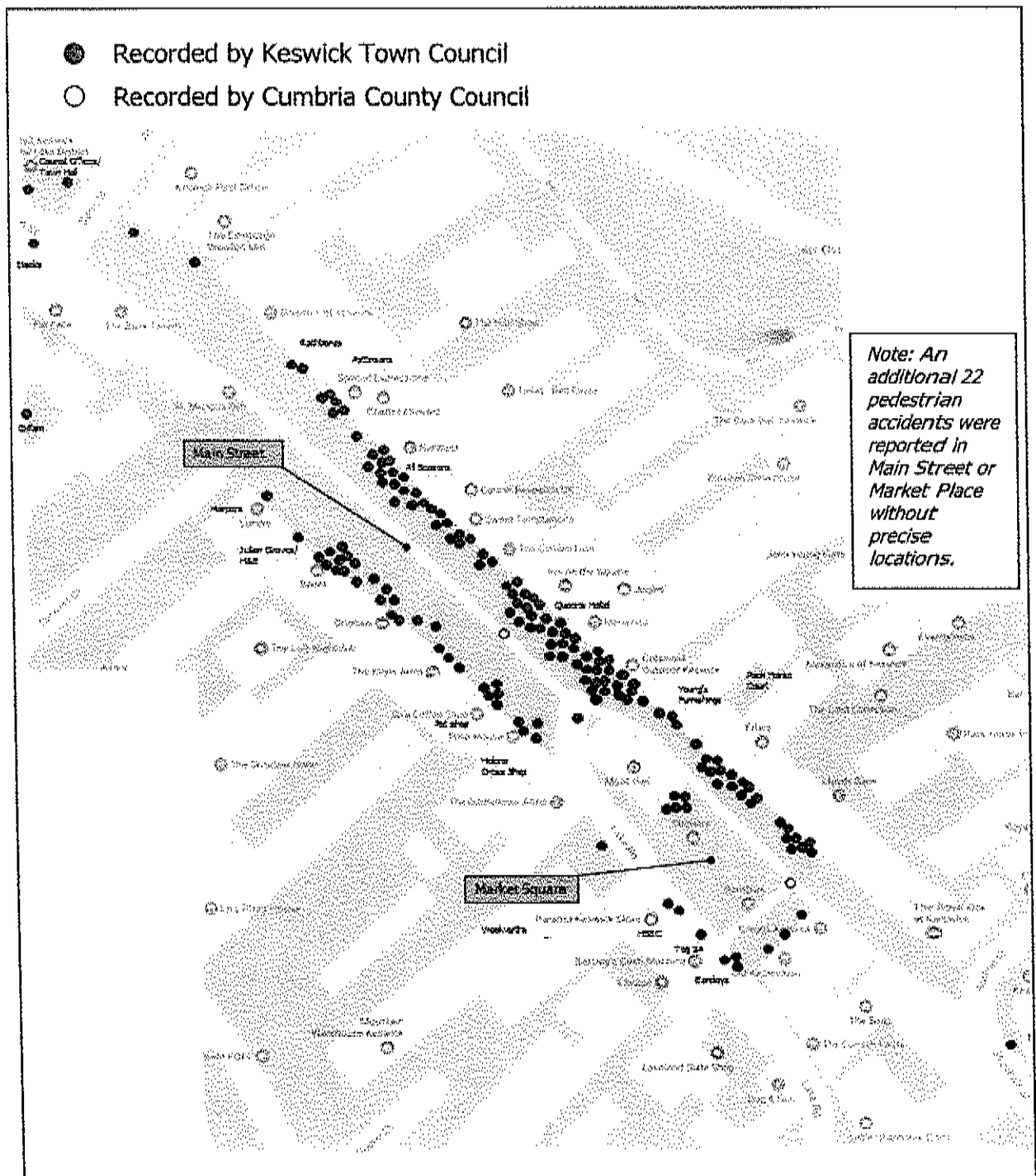
06/06/2015	Sat	U/R	Dry	Skiddaw Hotel Conservatory	F	Commented would have broken wrist if taken force – slid along flat on my front
19/09/2015	Sat	U/R	Dry	Between Friars and the Golden Lion	F	Badly injured right arm
09/10/2015	Fri	U/R	Dry	Market Square	F	Injured ankle
15/10/2015	Thu	U/R	Dry	Market Square	M	Swollen hip and ankle leave from work
13/02/2016	Sat	U/R	Dry	Market Square	F	Some bruising
01/03/2016	Tue	U/R	Rain	Market Square	F	Teeth damage ,bottom lip split, nose broken face.
25/07/2016	Mon	U/R	Rain	Market Square	F	Fracture and bruised ribs.
15/11/2016	Tue	U/R	Rain	Market Square	F	Broken bone in her left foot
14/05/2017	Sun	U/R	Rain	Market Square	F	Broken ankle
17/05/2017	Wed	U/R	Dry	Market Square	M	Injuries to knees
25/05/2017	Thu	U/R	Dry	Cancer Research	F	Sprained ankle
26/05/2017	Fri	U/R	Dry	Old Friars	F	Sprained ankle
01/06/2017	Thu	U/R	Dry	Cotswolds	F	Fractured foot
08/06/2017	Thu	U/R	Rain	Special Expressions	M	Bruised knee
09/06/2017	Fri	U/R	Rain	Unspecified	F	Sprained ankle
12/06/2017	Mon	U/R	Dry	Joules	M	Cut elbow
15/06/2017	Thu	U/R	Rain	Nat West	F	Tripped
15/06/2017	Thu	U/R	Rain	Market Square	U/R	Bruised leg and strained shoulder
22/06/2017	Thu	U/R	Dry	Nat West	M	Smashed knee
24/06/2017	Sat	U/R	Dry	George	F	Bruised hand
24/06/2017	Sat	U/R	Dry	Market Square	U/R	Twisted ankle and black eyes
25/06/2017	Sun	U/R	Dry	Clinkards	M	Twisted ankle
25/06/2017	Sun	U/R	Dry	Market Square	U/R	Fractured ankle
29/06/2017	Thu	U/R	Rain	Old Friars	F	Ankle
08/07/2017	Sat	U/R	Dry	Explore	F	Broken foot

Keswick Town Centre
Stage 4 Road Safety Audit



08/07/2017	Sat	U/R	Dry	Market Square	U/R	Right leg bruises/grazes and broken left
11/07/2017	Tue	U/R	Rain	Coop Pharmacy	F	Elbow and wrist
14/07/2017	Fri	U/R	Rain	Cancer Research	F	Knees
15/07/2017	Sat	U/R	Rain	Cancer Research	M	Twisted ankle
17/07/2017	Mon	U/R	Dry	Cotswolds	M	Twisted ankle
22/07/2017	Sat	U/R	Rain	Boots	F	Ankle
24/07/2017	Mon	U/R	Dry	Cancer Research	M	Knees
31/07/2017	Mon	U/R	Rain	Market Square	U/R	Wife - strained tendon in her foot
02/08/2017	Wed	U/R	Rain	Brysons	M	Knees
12/08/2017	Sat	U/R	Rain	Old Friars	F	Cut head
29/08/2017	Tue	U/R	Dry	Explore	M	No injury but tripped
30/08/2017	Wed	U/R	Dry	Nat West	F	Broken collar bone

8. APPENDIX 2 - PEDESTRIAN ACCIDENT LOCATIONS





9. APPENDIX 3 - PHOTOGRAPHS

• Financial Statements available from
Keswick Town Council Office •



Keswick Community Housing Trust

Registered Number 31141R

Registered office: Glaramara, Halls Mead, Keswick, Cumbria, CA12 4BE

Charity Number XT36054

Glaramara
Halls Mead
Keswick
CA12 4BE
Tel. 017687 72034
lorrainejtaylor@hotmail.com

22nd November, 2017

Dear Catherine,

Re: Application to Keswick Town Council for grant.

Keswick Community Housing Trust is now at the planning stage for the proposed development of 4 houses to the rear of Southey Methodist Church. Completion of this site will bring the total number of KCHT properties to 40. We are very aware as a committee that we are a victim of our own success. Such work doesn't stop after we have build the properties, it is the beginning of a long term commitment to our tenants to provide good quality affordable housing. The work involved with the day to day management of our properties and welfare of tenants takes up a large amount of our time and leaves very little energy to look at future developments. We have recently made the decision to put on hold such developments because the workload for our volunteers has become onerous, and we are in danger of losing members.

This is why we have taken the decision to contract the services of a part time manager, to see to regular maintenance and safety checks of properties and tenants needs. We hope to have a person in place at the beginning of the New Year, allowing the committee to concentrate on the Southey Street development. Though we do have funds in our account, we have learnt from past experience the early stages of any development can be expensive buying in services of Solicitor, Architects, Quantity Surveyors and planning costs, so its important to have funds available when needed. We hope to receive support from Allerdale Borough Council from funding they receive from the government supporting CLTs. This funding is for the development costs of new schemes, but they do not fund the day to day running costs. Our only source of revenue is the rents on our properties, which during these difficult financial times we try to keep as affordable as possible for our tenants. We would therefore like to apply to Keswick Town Council for a grant to fund the first 3 years of the managers role. We are looking at flexible working of 25 hours per month at £12 per hour, which would be a total of £3,600 for a 3 year period.

We appreciate that Keswick Town Council have been supportive of our aims as a trust and made budget commitments for the development of sites, but we find that we can not move

forward without relieving the day to day tasks from our committee members. We therefore ask the council to consider this financial support towards a managers role.

Yours sincerely

Keswick Community Housing Trust.

Mission Statement for Keswick Community Housing Trust

1 To set up a Community Land Trust to contribute to the stock of affordable houses for local people in Keswick and immediate neighbourhood.

2 To work with providers of affordable housing: statutory authorities; advisory and voluntary bodies; builders and local businesses; local groups and individuals who support the cause.

3 To consult with and represent the wider community and those in need of affordable housing.

4. To secure a formula to permanently protect the trusts affordable housing so that it cannot be lost to the commercial market.

5 To include sustainability in the design and building of affordable housing

DESCRIPTION OF MANAGERIAL SERVICES ROLE

Keswick Community Housing Trust (KCHT)

KCHT is a Community Land Trust, run by volunteers, which was formed to address concerns about the future of the townspeople of Keswick. The combined impact of high house prices and second homes, low wages associated with the tourism industry, the loss of affordable housing through the Right to Buy, and the high cost of recent housing association shared ownership meant that young people and families were unable to afford to live in the town. Currently KCHT has three developments in the town.

KCHT Manager: An opportunity to provide an essential service to KCHT and its tenants

Purpose of Role:

To carry out key aspects of administration associated with KCHT's housing stock and tenant activities. To be the main point of contact for tenants, including responding to maintenance issues and dealing with tenants who are leaving and new tenants taking up occupancy. To be a lynch pin for the Board of Directors, to maintain records and information for the Board and regularly report on progress.

This list of responsibilities should be read in conjunction with the KCHT Manager Service Contract.

Role Description - Key Activities

General Administration

- To attend monthly committee meetings in order to report to the Board and gather information.
- To liaise with the Board through an appointed representative and with other officers of the board when required.
- To make monthly checks that all rents are paid and follow up any omissions - checks needed weekly as each tenant has an individual rent day.
- Inform tenants in writing of annual changes to rent and/or maintenance charges and issue new standing order mandates.
- To notify tenants and shareholders in writing of the Annual General Meeting and to arrange a notice of the meeting in the Keswick Reminder inviting all interested parties to attend.
- To liaise with the residents association at The Hopes and the Management Company for Calvert Way as and when required.
- To arrange annual insurance for all properties - discuss with brokers to get the best deal and collect payment from householders. Each development has a different renewal date.
- To make an annual check of liability insurance of the tradesmen used by KCHT.
- To complete any forms that might be required by the Department for Work and Pensions in relation to a tenant claiming housing benefit.

Management of Properties

- To be available during normal working hours to take calls from tenants and to respond to notifications from residents regarding breakdowns and maintenance issues as and when they occur.
- To arrange for tradesmen to carry out work as and when required.
- To keep the keys to the properties safe, arrange access to properties for workmen and attend if required.
- To carry out regular checks of the fire alarm at Banks Court - weekly.
- To organise annual Landlord Safety Checks. Arrange for gas boilers to be checked, inform tenants and issue the Landlord Safety Certificate. Each development to have a separate date.
- Make annual inspections of all rental properties - arrange access with tenants and report any issues back to the Board.
- Respond to requests from tenants to make alterations. To make a site visit and take photographs if required. To liaise with the line manager if the request is not straightforward and to report outcomes to the board as and when required.

New Tenants

- To respond to tenants who give notice to end their tenancy.
- To advertise any vacant properties as directed by the Board.
- To arrange viewings and show prospective tenants round a property.
- To inspect properties prior to them being vacated and to arrange to make good any damage. To inform tenant of any costs to be taken from their deposit before they are reimbursed.
- To take all necessary meter readings on the day a tenancy ends and to do the same the day a new tenancy begins.
- To manage deposits with Tenancy Deposit Scheme.
- To assist tenants with registering their solar panels.

The KCHT Manager may be asked to take on other tasks as and when they arise and by arrangement.

Further Information

It is important that the KCHT Manager is available to take calls during standard working hours (8.30am - 5.00pm Monday to Friday), responding to messages as soon as possible. However, we estimate that the role will require approximately 20 hours activity per month.

KCHT will reimburse expenses associated with fulfillment of the responsibilities above. These will be agreed in advance.

We require the role holder to be self-employed. Hours worked to be invoiced monthly.

KESWICK TOWN COUNCIL
21 DECEMBER 2017

CLERK'S REPORT

War Memorial Update

Councillor Miller has been in contact with local tradesmen regarding the proposed repairs to the paving around the War Memorial and has asked for estimates for carrying out the work. He will bring a report to the January meeting.

Keswick Community Emergency Recovery Partnership AGM

The partnership held its first AGM on 12th December 2017 which was attended by myself and Councillor Pugmire, as Trustees. The group has had a successful first year since its registration as a Charitable Incorporated Organisation and much has been achieved. There are now more than 90 volunteers registered as well as pledged support from Keswick WI and Keswick School boarders. The Community Emergency Plan has been reviewed and updated and expanded to include additional emergency situations. A risk assessment has been written to improve the safety of volunteers, who are now insured. A number of training sessions have been provided and a new VHF radio system installed with the help of Keswick Mountain Rescue. A leaflet has been written, printed and delivered to over 500 households at risk of flooding, encouraging them to plan and prepare. Thanks were given to the Town Council for its support for the group and its activities.

Training

Catherine and I attended a VAT course organised by CALC on 21st November at Penrith which was delivered by an expert on VAT for local councils. We are confident that our procedures meet the current requirements.

I have circulated details of CALC's latest training programme to Councillors and have nominations for the Effective Councillor modules 1 and 2 and the Experienced Chairman courses. CALC will also be organising training on the new Data Protection regulations in the spring, which I will need to attend, together with the Society of Local Clerks Practitioners Conference which will also be covering this topic.

Training is also being organised for the Staffing Committee to include dealing with disciplinary and grievance hearings – this is also open to other Councillors who may become involved in any appeal – nominations are sought.

Election

The election to fill the vacancy caused by the resignation of Andrew Lysser took place on 23rd November 2017 and Jean Murray is welcomed onto the Town Council. Allerdale Borough Council have notified the estimated cost of the election will be £5,500 and an itemised bill will be received in due course.

Deputy Mayor Badge

Following comments that the current Deputy Mayor badge was not fit for purpose and gave a poor impression of the Town Council, I have been in contact with a local designer to see what could be produced. Funding would need to be agreed for this, possibly from general reserves.

Christmas Lights and Closure of offices

Many compliments have been received about the Christmas lights and the switch-on 'ceremony' had record attendance this year. These tend to be taken for granted but a lot of hard work goes into ensuring that they are correctly installed and maintained throughout the festive period, as well as coming on at the correct moment. Thanks go to Catherine and Heather.

Allerdale BC will be closing the offices at 12 noon on Friday 22nd December and they will re-open at 9.00 am on Tuesday 2nd January. May I wish you all a peaceful and happy Christmas and New Year.

LW

141217

Keswick Town Council Report – KTA

The 5% increase in Tourism reported by Cumbria Tourism is reflected in Keswick say KTA but it is not evenly spread. B&B has been static but self-catering shows the greatest increase. Numbers may be up but the amount spent in the shops is not although spend in attractions and 'experiences' are also up. It is therefore a mixed conclusion for the year. The award of World Heritage status may have caught the headlines, but it is too soon for it to have had any effect. However, all businesses are encouraged to take advantage of the branding provided by WHS using the hashtag WeAreTheLakes.

Keswick Tourism Association continues to be the only organisation with a total promotional focus on Keswick. It is fortunate that it has a great product to advertise! KTA is not a B&B club, and both membership and promotional activities reflect the diversity of Keswick, including retail, hotels, restaurants, activities, attractions and the outdoors e.g. Retail has been endorsed by the campaign 'no superstores – just super stores.'

The KTA is funded solely by its members and the current budget continues to be spent on digital media, print, and around events. The Keswick Guide is a key output (this high quality printed brochure may be considered passé by many in this age of Facebook, but it proves immensely popular with important age groups). KTA promotes Keswick through a wide variety of channels including social media, and tourism exhibitions. All this activity is limited by the annual income from member subscriptions. In simple terms the more that comes in, the more work that can be done. An increased membership would certainly help promotion of Keswick overseas. To make the best of its limited resources KTA has joined with a number of public and private organisations to develop a joint marketing strategy for the Chinese markets.

The future looks bright, but not without an effort behind it. Nothing in the world of advertising or marketing happens by accident. When Keswick is chosen as a subject by any media outlet it is rarely because they just 'turned up'. KTA play an important role in encouraging Keswick as that subject.

It is also good to report that Allerdale BC have appointed a Destination Manager (Mr Graham Kennedy) to lead on the implementation of the Council's tourism strategy. Hopefully this will contribute to Keswick's reputation as the Adventure Capital and Place to Be.

Paul Titley

December 2017

Keswick Ministries Town Liaison Meeting. (21st November, 2017).

I represented Keswick Town Council at the above meeting which included within its Agenda 1) Convention – Feedback on 2017 and initial planning for 2018. 2) Town and Business promotion. 3) People movement. 4) Security. 5) Suggestions from Town and Businesses.

In summary I would say that Keswick Ministries are listening to local people and businesses and are beginning to better understand the impact that their large event has on the small town of Keswick. This impact can be both negative and positive and through planning and improved communication Keswick Ministries are working hard to minimise the negatives that derive from the annual Convention.

The dates have been set for 2018 and the event will run from Saturday 14th July to Friday evening 3rd August. In 2019 the respective dates are Saturday 13th July to Friday 2nd August.

K.M's are looking to de-clutter their programme which will allow more free time for the participants to move around the town and the surrounding area. With this in mind various Marketing initiatives are being proposed which will hopefully be seen as a vast improvement by the local business community.

Keswick Tourism Association are working alongside K.M's on people movement within the town as well as bringing to the table their members thoughts on issues relating to the Convention. Cumbria Tourism were also represented at the meeting.

The Police advised that the 'threat level' is continually under review not only for the Convention but all large events in our area.

The next meeting is scheduled for 20th February when further details on the Derwent project will be disclosed. I am of course happy to take any thoughts of Councillors to the said meeting.

Duncan Miller.

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 Tuesday 21 November 2017 at 10.30am.

Present:

Chair:

Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator

Phil Byers (Geraud Markets)

Allan Daniels (AD) – KTC Cllr

Tony Lywood (TL) – KTC, ABC & CCC Cllr

Vanessa Metcalfe (VM) - Keswick Tourism Association

Leanne Petit (LP) – Cumbria Police

Dave Roberts (DR) – Keswick Lions

1. Apologies

Apologies were received from: , David Burn (DB) – KTC Cllr, David Quainton (DQ) – Rotary Club, Lynda Walker (LW) – KTC Town Clerk

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 27 October 2017 (pages 10 – 12) be agreed as a correct record.

3. Budget Update

HA reported that a draft events budget for 2017-18 has been prepared, it will go to the December Town Council Meeting for approval as part of the Town Council Budget.

Action: HA to share draft with Councillors.

4. Strictly Mulled Wine Competition – Sunday 5 November

The event took place as planned with 10 entrants. Raising £260 for Blood Bikes. Dry Sunny day.

Comments on the event included:

- VM reported positive comments received
- Needed bigger sign to say what event was
- Full cost not known yet – awaiting stall installation cost
- Took 10 -15 minutes to try all samples – so probably don't need many more entrants
- Lucky with the good weather – otherwise would have been poorly attended
- Entrants were allowed to bring other items to sell (food)
- Needs to find a 'home' in the events calendar
- HA suggested it might be a better fit as a charity event
- Cost of staff time/availability made some businesses reluctant to take part
- May be possible to do during the day on Christmas switch on event. (bottom of Market Square)

5. Christmas Lights Switch On – Friday 24 November

- Light installation has been completed by Lite Ltd
- May be issue with resurfacing of Derwent Close – CCC hope to be finished before Friday, if not access allowed before 10am
- ABC had planned to take down scaffolding on Friday – have been asked to delay until next week so as not to cause disruption
- Fencing round Christmas Tree looks good – an improvement on previous barriers
- TL interested in additional decorations on tree for future years, perhaps with further sponsorship
- HA reported that due to a problem with the lights on the Market Square Tree of Light, there would be no Rotary Tree of Light Switch on as part of the event. The main tree of Light on Penrith Road will be on over the Christmas Period
- MC – PT to undertake during first part of the evening – Ben Purkiss to do later part of evening
- PB reported approx. 30 stalls for the market, with majority around the Moot Hall and a couple at the bottom of Market Square

- LED light box to be used for 'Max and Paddy' to switch on Lights
- HA shared timetable and risk assessment
- Lions and PT, AD and TL to steward, Lions have permission to collect
- Timetable:
 - 10-7 Market
 - 5.30pm – Kev Kendal
 - 6.15pm – Committed 2 Rock
 - 7pm Light switch on – Mayor and Max and Paddy
- Poster – sponsored by Travis Perkins

6. Midsummer Festival 2018 29 June – 1 July

Fitz Park Trust have agreed permission for use of the park and temporary closure of the MUGA for the Prom and Scruffs

Nothing to report on Scruffs or Prom.

Rock – PT reported that investigation into possible Take That and David Bowie performers not positive so far. Looking into a Rod Stewart singer and David Bowie performer who recently performed at TBTL.

Action: HA to undertake variation for Premises License to cover July Date for Fitz Park

7. Other Events In Keswick

New Year – VM reported that current clock is not going up at Skiddaw because of problems it caused with their lights. PT reported that the Keswick Toilet Company are willing to pay for a new clock, but may not possible to get this done for this year (purchasing lead time).

Action: PT and VM to liaise re temporary siting of old countdown clock for New Years Eve only.

Live Advent - VM confirmed that plans for Live Advent are in place. Still places on the Santa Boat Race available if anyone wanted to take part.

Victorian Fayre – Sunday 3 December. PB reported that organisation was progressing, asked to borrow metal barriers. Agreed.

Remembrance Day Service 2018 - LP reminded group that if additional march or changes to event for 2018 were planned (Centenary event), then as much notice as possible should be given.

AOB

NO AOB

6. Date of Next Meeting

Tuesday 30 January 10.30am

The meeting closed at 11.15am

Keswick Town Neighbourhood Plan

Steering Group Meeting Notes

Date: 9th November 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 Herbert's School)
 Tom Woof (TW) (Prospus)
 Lynda Walker (LW) (Town Clerk)
 Heather Askew (HA) (Admin Support)

Apologies: Gary Lovatt (GL) (Federation of Small Businesses)
 Councillor Tony Lywood

No.	Item
1.	Welcome and introductions took place. GL sent apologies due to attendance at a Federation of Small Businesses meeting. GL to be asked for relevant feedback from that meeting.
2.	Minutes of last meeting- the minutes of the last meeting held on 25 th September 2017 were agreed as a correct record. HA appointed to undertake administration support for the Neighbourhood Plan on a freelance basis.
3.	Issues List TW shared the list from last time including comments from Paula Allen (PA) (LDNPA) (purple) and from TW (green). The remaining issues from Renewable Energy onwards were discussed. Comments shown in red on matrix attached to these minutes as well as actions allocated. TW to review and share with PA for further comment in advance of the next meeting.
6.	Date of Next Meeting It was agreed to hold the next meeting on Tuesday 5 th December 2017 at 5.30 pm in the Council Chamber.

Action list

No.	Description	Owner
1.	Statistics re number of people looking for small business accommodation	GL
2.	Impact of increasing number of days car parking provision	GL

	allowed on an 'ad hoc' basis	
3.	Allerdale Housing Needs information -- documentation to be supplied for 'dropbox' library	AS/TW
4.	TW to review issues list and share with PA in advance of next meeting	TW
5.	TW to check what is achievable percentage for housing proposals to provide from decentralised or low carbon sources.	TW
6.	Agenda for next meeting on 5 th December 2017 and produce minutes/action list from this meeting. Note – large scale plan to be available at all meetings.	HA

E-mail received on 4 December 2017

Calvert Way Access

At the last meeting of Underskiddaw Parish Council concern was raised on behalf of the residents of the Calvert Way development which are technically within the U/S Parish but the access/roads etc fall within the Keswick Town Council area. In addition the area has been included by Keswick with the support of U/S Parish Council in the Keswick neighbourhood plan area (as per earlier dialogues in the Summer).

The Parish Councillors of Underskiddaw have asked that I contact Keswick Town Council to raise concerns regarding the lack of safe pedestrian access to this development, there are no pavements suitable for mothers with children, the less abled to connect this development to the town. E.g. round the corner towards the timeshare to connect with the pre-existing footpath that exists from this point into town Via Station Road? Is this something that Keswick Town Council would be willing to highlight to CCC on the grounds of pedestrian/road safety?

Underskiddaw Parish Council would support any such approach made by Keswick Town Council, but acknowledge that the area of concern is within the boundaries of the Town Council, and as such concerns should be raised with you.

I look forward to hearing from you.

Thanks in advance

Kind regards

Becx Carter

Underskiddaw Parish Clerk
underskiddawparishclerk@hotmail.com



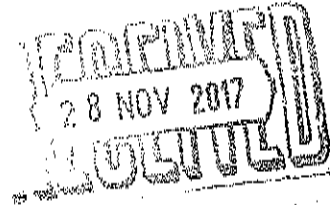
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Your Ref: DB/LW
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www.unitedutilities.com

23 November 2017

Councillor David Burn
Deputy Mayor
Keswick Town Council
Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS



Dear Councillor Burn,

Re: Thirlmere Reservoir

Thank you for your letter of 8 November 2017. I am sorry you have had to contact me with concerns about Thirlmere Reservoir.

You may be aware that we have been working with the Keswick Flood Action Group (KFAG) for a number of years and, as a result, have implemented changes to how we operate Thirlmere.

As such, we are aware of the views regarding the operation of Thirlmere reservoir and will continue to work with the Flood Group to explore opportunities as the West Cumbria pipeline scheme progresses.

In order to do this we have started two significant pieces of work:-

- Firstly, we have commissioned work to determine the maximum flow that St John's Beck could accommodate whilst not compromising ecology, the environment or create downstream flooding. Whilst this work is not yet complete we have early indications of the maximum flow which would not cause flooding and this has been reported to the Flood Group. I can confirm that the flow could be accommodated through the lower valves alone. Having more valves available gives no additional benefit; the limiting factor is ensuring no flooding downstream of the Beck.
- Secondly, we are currently at the start of enabling works at our Bridge End Water Treatment Works to install new valves and required infrastructure which will give us the ability to better control any releases. The amount we can release is subject to the aforementioned study, however, we believe it will be significantly more than we currently do and the imminent construction work will remove the current constraints we have on valve operation. This planned new valve arrangement will enable reservoir monthly target levels to be achieved more quickly as release volumes will be increased. This work will complete in December 2018.

(2)
Councillor David Burn
23 November 2017

With regard to causing flooding deliberately on any land, whether agricultural or not, there is currently no mechanism to indemnify us from releasing water which would knowingly flood land. However, I believe the Environment Agency are looking at the options and whether this may be viable in the future and we would expect to be involved with this.

With regard to current operation, the reservoir is maintained and managed according to legislation and we operate to a set of flood drawdown rules already agreed by the K FAG. These rules specify reservoir trigger levels for each month at which we will release more water into St John's Beck. Releases continue whilst the reservoir level is above the trigger level.

This is a best endeavours effort as incoming water from rainfall and the catchment may be greater than the maximum possible releases, although the planned new lower valves will make this more achievable. These targets were set to enable some storm storage in the reservoir whilst ensuring we do not put water supplies at risk in drier months.

It is important to recognise that our statutory duty is to provide reliable water supplies in the long term for our customers; there is no statutory duty to use reservoirs for flood mitigation. Put simply, reservoirs are designed to collect water over the winter so that it is available during summer.

Temporarily emptying reservoirs, at a time when they are designed to be filled to ensure provision through the summer, could put supplies at risk. However, we are actively involved in a Working Group at a national level, considering opportunities for using reservoirs for flood mitigation which will report to the Floods Ministers: this group comprises DEFRA, EA, Ofwat, Yorkshire Water and ourselves.

I hope the above answers your questions however, if you have any further queries, please do not hesitate to get in touch.

Yours sincerely

A handwritten signature in black ink, appearing to be 'SM' followed by a stylized flourish.

Steve Mogford
Chief Executive

From: "Keep Britain Tidy" <news@KeepBritainTidy.org>
Date: 27 November 2017 at 11:00:07 GMT
Subject: The Great British Spring Clean 2018 is coming...
Reply-To: news@KeepBritainTidy.org

And we need your help to clean up the country!

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HELP US CLEAN UP THE COUNTRY

Heroes assemble. On the weekend of the 2-4 March 2018, we want you to get outdoors, get active and help clear up the rubbish that lies around us.

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Registered office at Elizabeth House, The Pier, Wigan, WN3 4EX

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Lynda Walker

From: SiteAllocations <SiteAllocations@Allerdale.gov.uk>
Sent: 20 November 2017 12:09
To: SiteAllocations
Subject: Allerdale Local Plan (Part 2): Site Allocations - Focused Consultation: Additional Sites Submitted and Policy Options 2017 Monday 20 Nov 2017 - Monday 22 Jan 2018 Adjoining Parish Councils & Allerdale National Park Parishes
Attachments: Consultation letter - adjoining Parish Councils.pdf

Dear Sir/Madam

Please find attached letter drawing your attention to the Allerdale Local Plan (Part 2) Site Allocations **Focused Consultation: Additional Sites Submitted and Policy Options 2017** that will take place between **Monday 20 November 2017 and Monday 22 January 2018**.

Full details of the consultation, where to view the documents, and how to comment are included.

Although the Allerdale Local Plan (part 2) relates to the parts of the borough that lie outside the Lake District National Park, all Parish Councils in Allerdale are being notified of the consultation, as are adjoining parishes in neighbouring districts.

Yours faithfully

Kevin Kerrigan

Kevin Kerrigan | Head of Development Services
 Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ
 T: 01900 878703 | E: siteallocations@allerdale.gov.uk | W: www.allerdale.gov.uk

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Allerdale Borough Council
 Allerdale House, Workington, Cumbria, CA14 3YJ

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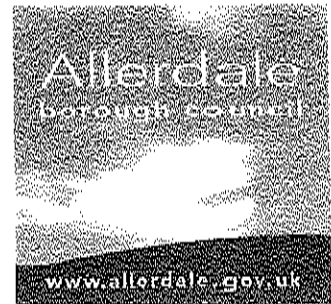
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Our Ref: SA/11/2017

This matter is being dealt by: Planning Policy

Direct Line: 01900 878703

E-Mail: siteallocations@allderdale.gov.uk



17 November 2017

Dear Sir/Madam

ALLERDALE LOCAL PLAN (PART 2): SITE ALLOCATIONS

FOCUSED CONSULTATION: ADDITIONAL SITES SUBMITTED AND POLICY OPTIONS 2017

Allerdale Borough Council is in the process of preparing a Site Allocations Development Plan Document (DPD) that will form Part 2 of the Allerdale Local Plan. The Site Allocations DPD will identify sites necessary to meet the Borough's development needs to 2029, as set out in the Strategic and Development Management Policies DPD (Allerdale Local Plan Part 1).

Following the 'call for sites' conducted at the end of 2013, and 'Issues and Options' consultations undertaken in 2014 and 2015, the Council identified those sites that it considered most appropriate for development to meet the strategy and targets set out in the Allerdale Local Plan (Part 1) in its Preferred Options consultation carried out earlier this year.

The Council is currently in the process of reviewing the Preferred Options in response to the comments received. A number of new sites were also submitted for consideration.

This letter is to inform you that a consultation on the additional sites put forward is now commencing. The sites are illustrated as submitted, with no assessment of their suitability or fit with the Local Plan strategy; they are not being promoted by the Council. A number of policy options also forms part of the consultation. Although your parish lies outside the area covered by the Allerdale Local Plan, you are being notified as an adjoining Parish.

Comments received from this consultation will assist the Council in making its final selection of sites and policies to take forward for allocation. This will involve the publication of the 'Site Allocations Pre-submission draft' for further public comment prior to examination by an independent inspector.

The consultation period for the Focused Consultation: Additional Sites Submitted And Policy Options 2017 runs from Monday 20 November 2017 – 22 January 2018.

The documents can also be viewed online (www.allderdale.gov.uk/siteallocations), and at the Council's offices at Allerdale House, Workington between 9:00 am and 5:00 pm Monday to Thursday and 9:00 am and 4:30 pm on Fridays (0303 123 1702)

Copies are also available for inspection at the following locations during their normal opening hours:



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place to live,
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**Allerdale Borough Council
Allerdale House
Workington
Cumbria CA14 3YJ
Tel: 0303 123 1702**

- Aspatia Library: Local Link, The Brandraw, Aspatia, CA7 3EZ (016973 20515)
- Cockermouth Library Link and Customer Service Centre: Main Street, Cockermouth, CA13 9LU (01900 706170 or 0303 123 1702)
- Maryport Library: Lawson Street, Maryport CA15 6ND (01900 812384)
- Maryport Customer Services Centre: Town Hall, Senhouse Street, Maryport CA15 6BH (0303 123 1702)
- Silloth Library: The Discovery Centre, Liddell Street, Silloth CA7 4DD (016973 32195)
- Wigton Library: High Street, Wigton (016973 66150)
- Wigton Local Link: Community Office, Market Hall, Wigton CA7 9AA (0303 123 1702)
- Workington Library: Vulcans Lane, Workington, CA14 2ND (01900 706170)

There are two ways in which you can register your comments, which should be made on the official representation form.

- **By email**

Word document versions of the representation form can be downloaded from our website (www.allerdale.gov.uk/siteallocations) which can then be completed and emailed back to us at siteallocations@allerdale.gov.uk

- **By Post**

You can either download a pdf version of the representation form from our website to fill in by hand (www.allerdale.gov.uk/siteallocations), or complete a paper copy of the form. Forms are available from any of the venues listed above or upon request from the planning policy team.

Completed forms should be returned to:

Planning Policy
Development Services
Allerdale Borough Council
Allerdale House
Workington
CA14 3YJ

All comments should be received by **4pm on Monday 22 January 2018**.

If you have any queries regarding the consultation or require any further information, please contact a member of the Planning Policy team on **01900 878703** or by email: siteallocations@allerdale.gov.uk

Yours faithfully



Kevin Kerrigan
Head of Development Services

