

## KESWICK TOWN COUNCIL

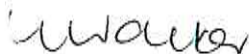
Council Offices  
50 Main Street  
Keswick  
Cumbria  
CA12 5JS  
017687 73607

8<sup>th</sup> February 2018

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, Keswick, on Thursday 15<sup>th</sup> February 2018 **at 7.30pm**. The press and public are welcome to attend.

Prior to the start of the meeting, **at 7.00pm**, David Thomas of Keswick Rowing Club will give a short presentation about the growth of the Club and the benefits it provides for the local community.

Yours faithfully



Lynda Walker  
Town Clerk

### A G E N D A

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 Thursday 18<sup>th</sup> January 2018 (pages 41 – 45).
3. **Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

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

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

5. **Police Attendance**  
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 12<sup>th</sup> January 2018 – 8<sup>th</sup> February 2018.

**10. The Great British Spring Clean – 2<sup>nd</sup> to 4<sup>th</sup> March 2018**

At the request of the Mayor, to consider focusing work on cleaning up the tiles of the underpass as part of this initiative.

**11. Reports from Ward Representatives**

To receive reports from the following representatives:

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

**12. Payment of Accounts**

To confirm the payment of accounts for February 2018 as approved by the Inspection Committee (to be circulated at the meeting) for:

- i) The Town Council
- ii) The Trusts

**13. Review of Internal Control and Audit**

To agree arrangements for the annual review of the effectiveness of the Council's system of internal audit.

**14. Review of Risk Assessment**

To receive for adoption the revised Risk Assessment as at February 2018.

**15. Community Governance Reviews**

To consider response to letter from Allerdale Borough Council regarding the possibility of carrying out a review of the size of the Town Council i.e. number of Councillors.

**16. Minutes of Committee Meetings**

To receive for information the Minutes of the Events Committee meeting held on 30<sup>th</sup> January 2018 and the Neighbourhood Plan Steering Group meeting held on 30<sup>th</sup> January 2018.

**17. Clerk's Report**

To consider the Clerk's report.

**18. Correspondence**

To consider the following correspondence:

- i) United Utilities – response to letter regarding UU Legacy and Tree Funds.



## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 18<sup>th</sup> January 2018 at 7.30pm.

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**Present:**

**Chairman**  
Councillor Susan Leighton

**Councillors**

David Burn	Allan Daniels	Denstone Kemp
Graham Kendall	Tony Lywood	Duncan Miller
Jean Murray	Martin Pugmire	Paul Titley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), PCSO Catherine Smith, 1 member of the press, and 6 members of the public.

**196. Apologies**

Apologies for absence were received from Councillors Jordan (holiday) and Paxon, and Dr Geoff Davies (National Park Authority).

**197. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on 21<sup>st</sup> December 2017 (pages 36 -40) subject to the amendment of Minute No. 185 to read '...pending the *possible* introduction...'

**198. Requests for Dispensations**

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

**199. Declarations of Interests**

Declarations of personal interests in respect of items on the agenda were received from:  
Councillor Lywood – item 9 (member of Lake District National Park Authority)  
Councillor Pugmire – item 8 (i) application no. 7/2017/2354 (near neighbour)

**200. Police Attendance**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing team for December. 16 crimes had been reported in the Keswick area during December 2017 with 8 anti-social behaviour incidents reported during the month (this compared with a total of 32 incidents for the same period in 2016). PCSO Catherine Smith was in attendance for this item and answered questions from Councillors. The Mayor thanked the police for their work over the Christmas and New Year period.

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

Two members of the public voiced objections to planning application no. 7/2017/2339 (Conversion of existing car park and passage at rear of pub to beer garden at The Chief Justice of the Common Pleas, Bank Street). Concerns were expressed relating to increased noise levels in close proximity to residential properties and hotel bedrooms, increase in antisocial behaviour, the size of the proposal, ability of staff to manage the additional customers and difficulties of servicing deliveries at the pub.

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

No matters were raised by Councillors.

**203. Applications for Development**

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

<b>Plan Ref.</b>	<b>Description of Development</b>
	<b>Location</b>
<b>7/2017/2283</b>	Replacement windows and door on front elevation 16 Derwent Street <i>Support - absolutely needs to be done and a very welcome application re this property</i> <b>SUPPORT</b>
<b>7/2017/2312</b>	Demolition and replacement of dilapidated shared outbuildings 15 Acorn Street <i>Support - sensible and much needed improvement</i> <b>SUPPORT</b>
<b>7/2017/2319</b>	Erection of two-storey side extension for additional living accommodation Wood Close, 11 Springs Road <i>Support - ample room for extension and compliments existing street scene. Suggest there should be a limit on the hours/days the building works are carried out.</i> <b>SUPPORT</b>
<b>7/2017/2324</b>	A permanent change of use from holiday let to additional office space - <i>resubmission of application from temporary to permanent</i> 7a St Johns Street <i>Support - a positive application from a local company in a commercial area of town and will provide permanent employment</i> <b>SUPPORT</b>
<b>7/2017/2333</b>	Detached garage (revised position following approval 7/2017/2195) 1 Manor Cottages, Manor Brow <i>Support - sensible relocation</i> <b>SUPPORT</b>
<b>7/2017/2335</b>	Single storey rear extension 16 Heads Mount <i>Support - small pitched roof extension within ample garden ground</i> <b>SUPPORT</b>
<b>7/2017/2336</b>	Two storey rear extension Fine Designs, 35 Lake Road <i>Support - small well designed infill development with marginal impact on the location</i> <b>SUPPORT</b>
<b>7/2017/2337</b>	Single storey rear extension and side extension - resubmission of approval ref 7/2016/2248 White Wicket, Lonsties <b>NEUTRAL</b>
<b>7/2017/2339</b>	Conversion of existing car park & passage at rear of pub to beer garden The Chief Justice of the Common Pleas, 2-6 Bank Street <i>Object for the following reasons:-</i> <ul style="list-style-type: none"> <li><i>given the pressure on car parking in Keswick it is unwise to sacrifice parking provision for a pub extension when that pub already has substantial external areas</i></li> <li><i>Increased noise and disruption in a residential area</i></li> <li><i>Scale of the development is too large and out of place in a residential area</i></li> </ul>



- *Development is located in a conservation area (some of the building is listed)*
- *Additional lighting installed could be a distraction to vehicles on the highway*

*Note - Representations were made at the meeting by residents living in close proximity to the development*

**OBJECT**

- 7/2017/2341** Proposed local needs dwelling  
Bristowe Hill, Crosthwaite Road  
*Support - includes improved access to Bristowe Hill; however will be market led local occupancy and will not meet local need for affordable housing*  
**SUPPORT**
- 7/2017/2350** Extension to North and East elevations to form new kitchen and extended living area  
Lingmell Bungalow, The Heads  
**SUPPORT**
- 7/2017/2351** Front and side extension  
22 Lakeland Park  
*Support - looks to be appropriate improvement, sufficient garden ground for development with little impact on neighbours. Suggest there should be a limit on the hours/days the building works are carried out*  
**SUPPORT**
- 7/2017/2354** Extensions & alterations  
7 Brandlehow Crescent  
*Support - well thought out renovation and appropriate modifications*  
**SUPPORT**
- 7/2018/2001** Alteration and extension to dwelling to provide accessible living accommodation  
12 Manor Park  
*Support - Improves appearance and creates new accessible living*  
**SUPPORT**
- 7/2018/2002** Extensions & alterations to make dwelling suitable for disabled person  
32 Briar Rigg  
*Support - a substantial development to provide accessible living. Should be a limit on the hours/days the building works are carried out*  
**SUPPORT**

Note: item to be placed on agenda for next meeting to consider calling for review of Wetherspoons licence.

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

**204. Planning Application 7/2017/2298 – Activity Hub at Thirlmere**

Consideration was given to the planning application submitted to the Lake District National Park Authority for an activity hub at Thirlmere.

**RESOLVED** that the following objections to the proposal be submitted:

- Adverse impact on traffic and highway safety on a main road
- Increased noise will disturb the tranquillity of the area
- Adverse visual impact on a valley of great natural beauty
- Out of keeping with the purpose of the National Park i.e. 'for the quiet enjoyment of the Lake District'

**205. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 15th December 2017 – 11th January 2018

**206. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives – Councillor Pugmire commented on the Borough Council meeting held on 17<sup>th</sup> January 2018 and Councillor Lywood expressed disappointment at the limitations of the United Utilities (UU) Legacy fund, the details of which had just been announced. It appeared that no weighting was to be given to applications from the Keswick area, which would suffer the greatest disruption. The Clerk was asked to write to United Utilities to seek an explanation and to invite representatives to attend a future Town Council meeting.
- ii) Cumbria County Council Ward Representative – Councillor Lywood reported that remedial work on the kerbs in the Market Square was moving forward and budget allocations would be sought via the Allerdale Area Committee.
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative – no report submitted

**207. Council Tax Consultation – Cumbria Police & Crime Commissioner**

Consideration was given to a request from the Cumbria Police & Crime Commissioner for views on increasing the Council Tax for a band D property by nearly £12 per year to boost the number of police officers visible and present in local communities.

**RESOLVED** that no response be submitted.

**208. Allerdale BC – Budget Consultation 2018-19**

Consideration was given to Allerdale Borough Council's notification of consultation on their budget for 2018-19. A proposal to remove the annual £10k town centre funding which has been available over the last three years was noted.

**RESOLVED** that no response be submitted.

**209. Payment of Accounts**

**RESOLVED** that the accounts for January 2018 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 208 – 224 amounting to £23,113.98 (twenty three thousand, one hundred and thirteen pounds and ninety eight pence)
- ii) The Trusts, vouchers HP165 – FP161 amounting to £6,236.55 (six thousand, two hundred and thirty six pounds and fifty five pence)

**210. Quarterly Budgets**

**RECEIVED** for information the third quarter budget comparisons.

**211. Schedule of Meetings**

**RECEIVED** and noted the Schedule of Meeting Dates for 2018/19.

**212. Clerk's Report**

**RECEIVED** the Clerk's report.

**213. Steering Group Minutes**

**RECEIVED** for information the draft notes of the Neighbourhood Plan Steering Group meeting held on 5<sup>th</sup> December 2017.

**214. Correspondence**

**RECEIVED** the following correspondence:

- i) CALC – Buckingham Palace Garden Party 31<sup>st</sup> May 2018 – nomination request  
**RESOLVED** that Councillor Leighton be nominated for inclusion in the draw for tickets for the Royal Garden Party on 31<sup>st</sup> May 2018

- ii) Lake District National Park Authority – Local Plan Review consultation
  - iii) Highways England – Strategic Road Network Initial Report
  - iv) CKP Railways – update no. 64 and request for letter of support
- RESOLVED** that a letter of support be submitted

**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’*

**215. Contracting – Floral Displays Tender**

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

**RESOLVED** that the recommendation in the report be approved and the contract be awarded to CGM (Keswick) Ltd.

**216. Office Accommodation**

**RECEIVED** an update from the Clerk.

The meeting closed at 9.15 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date





## Planning Applications received between 12/01/2018 - 08/02/2018

Plan ref	Location	Description of Proposed Development
T/2018/0003	Upper Fitz Park, Station Road, Keswick.	T1 - Alder: Reduce height
T/2018/0017	Lower Fitz Park, Crosthwaite Road, Keswick. CA12 5PB	Remove 1 silver birch
7/2017/2304	Ravensfield Residential Home, High Hill, Keswick. CA12 5NX	Erection of 60 bedroom hotel with associated underground car park, parking and landscaping
7/2017/2344	Rear of 1-3 Stanger Street, Keswick. CA12 5JU	Demolition of joinery workshop and builder's storage buildings. Erection of 4 local occupancy dwellings and car parking area
7/2017/2353	43 Main Street, Keswick. CA12 5DS	Permission to increase the designated pavement area outside shop premises for the use of tables and chairs by an additional 60cm (on non market days)
7/2018/2006	The Former Cumberland Pencil Museum, Southey Works, Main Street, Keswick. CA12 5NG	Redevelopment of Keswick Pencil Factory site to provide new site for Keswick Convention comprising 1) renovation and change of use of original pencil factory building to provide offices, meeting and conference space, accommodation and toilets 2) demolition of buildings to north of the site and development of a car parking area to be used for the accommodation of a marquee for the Convention for three weeks in every year and for use by third parties on an occasional short-term basis 3) landscaping of the site
7/2018/2012	16 Church Street, Keswick. CA12 4DT	Refurbishment and alteration of the existing property to two separate dwellings
7/2018/2017	8 Museum Square, Keswick. CA12 5DZ	The proposed works are to extend the ground floor curtain wall facing into the pedestrian walkway, to alter the shop front facing onto Main Street
LEG/2018.1292	Greta Gardens, Keswick	Proposal to amend Section 106 Agreement

**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 12/01/2018 &amp; 08/02/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2017/2296	December-17	Field off Penrith Road		Outline planning application for residential development with all matters reserved	OBJECT	WITHDRAWN		

**KESWICK TOWN COUNCIL MEETING 15<sup>th</sup> February 2018**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 12<sup>th</sup> January 2018 – 8<sup>th</sup> February 2018

Tuesday 16 January	First showing of the Japanese Film about Keswick - held at the Alhambra Cinema, Keswick
Wednesday 31 January	Tea Party at Alexandra's of Keswick to launch their nominated charity - Amy's Care - held at Packhorse Court
Wednesday 31 January	HERstory Invitation - held at Keswick Museum and Art Gallery, Keswick
Thursday 1 February	Launch of Bassenthwaite School joining Keswick School Multi Academy Trust - held at Bassenthwaite School
Saturday 3 February	Keswick Lion's Club Charter Anniversary Dinner - held at Skiddaw Hotel, Keswick

**Supporting Attendance Information:**

**First showing of the Japanese Film about Keswick - held at the Alhambra Cinema, Keswick**

Tuesday 16 January

This 30 minute film managed to capture a lot of local scenery, Lake and Fells, Town Centre and Market, places to go and sights to see. It seemed to me to be well filmed. Contained some local characters (Bob Bryden, Brenda and friends), and was designed to promote Keswick to the over 50's. A small working group involving Vanessa Metcalf of KTA are looking at how the film might be used here – though it will need English rather than Japanese subtitles.

**Tea Party at Alexandra's of Keswick to launch their nominated charity - Amy's Care - held at Packhorse Court**

Wednesday 31 January

It is really good to celebrate when 'local independent' businesses choose to support 'local Charities'. It was a well organised event with great cakes. And those who attended from Amy's Care were very interested in the Mayoral Chain and its dating from the Coronation of Queen Elizabeth.

**HERstory Invitation - held at Keswick Museum and Art Gallery, Keswick**

Wednesday 31 January

This exhibition is very interesting. Not just the story of the struggles of influential women (one of whom featured in the information was pictured with her mother outside the house where I now live), but also the social History of Keswick. People were also fascinated by the 300 year old map of Keswick with its courts and yards. My hope is that this map becomes printed and available for sale.



## **Launch of Bassenthwaite School joining Keswick School Multi Academy Trust - held at Bassenthwaite School**

Thursday 1 February

It is a long time now since I left School, although I have been in and out of a number of schools with my children. Though none of the past ones has such a beautiful setting as this one. It is good to know that some 'joined up thinking' has been going on, which will benefit all the pupils, as well as both schools. All those involved in the process are to be congratulated.

## **Keswick Lion's Club Charter Anniversary Dinner - held at Skiddaw Hotel, Keswick**

Saturday 3 February

A most enjoyable evening. But more importantly, an opportunity to thank Keswick Lions for the work they do in and around the Town. Whenever there is any 'doing' to be done, they are there. This was the Lion's 29<sup>th</sup> Charter Anniversary Dinner. And I wish them very well for the coming year.

Amongst the enjoyment there was also opportunity to mull over a few ideas which may bear some good fruit.

KESWICK TOWN COUNCIL  
15<sup>TH</sup> FEBRUARY 2018

## Cumbria County Council Report

'I am happy to announce that the Local Area Committee of Cumbria County Council at its meeting held on Monday 5<sup>th</sup> February approved the report from the Highways Working Group which has allocated nearly £145k to 'footway reconstruction' in Keswick Market Square for this financial year coming.

These improvements are to be phased over the next three years, £145k being the first phase, of three. Work will commence in this next financial year to either lower the kerbs or raise the carriageway.

These improvements to Keswick's Market square will make a better, more easily manageable and safer environment for locals and visitors alike.

I have worked very closely with the officers in the Highways Department of Cumbria County Council who have seen the vital need for these improvements. I commend these officers for listening to our concerns and the proactive way that they have moved forward. There will be some disruption while these works are going on, but I hope that these will be mainly in the quieter parts of the year.

I would also like to thank Town Cllr Kendal, who has been forthright throughout this process and steered through the safety audit that highlighted many of the issues that these improvements will deal with.'

The Town Council has been crucial in enabling and helping this to come about by highlighting the issue with County and working with officers there to get the best result.

These improvements will begin to take place later this year and it is the intention of County Highways to work with the Town Council and businesses to create the minimum of disruption and to try to keep any works to the periods that are less busy.

Tony Lywood

Cumbria County Councillor  
7<sup>TH</sup> February 2018

## Report from the North DA Parishes Member of the LDNPA – January 2018

On January 23<sup>rd</sup> Park Strategy & Vision Committee received a progress report on the delivery of the LDNPA's Health and Wellbeing Action Plan. This plan, originally agreed by Members in February 2017, is based on a growing recognition of the mental, emotional and physical benefits of spending time in the natural environment. For example, the Government's 8-Point Plan for England's National Parks (2016) states that "we know that exercise is moderately more effective than therapy for reducing symptoms of depression". It is also noted that National Park Authorities have already worked with Clinical Commissioning Groups to trial innovative schemes in mental health treatment. The term "green prescriptions" is used in this context.

The recognition of the potential of National Parks to foster public health and wellbeing is the reason why point 8 of the Government's plan includes the ambitions to:

- Promote innovative schemes for National Parks to serve public health.
- Realise the immense potential for outdoor recreation in National Parks

In 2017 this Government ambition led to the launch of an accord between National Parks England (a not-for-profit company that exists to support policy and practice by coordinating the views of the English National Parks) and Public Health England (a national public health agency that fulfils the Secretary of State's statutory duty to protect health and address inequalities). It expresses the intention to work together to improve public health. It is based on a widely adopted approach of "Five Ways to Wellbeing":

- Connect
- Be active
- Take notice
- Keep learning
- Give

This is not just about high-energy outdoor activities. The "be active" theme, for example, stresses that people should discover a physical activity that suits their ability. The "be aware" theme promotes a better awareness of the environment through activities such as photography, learning to identify trees, birds and butterflies. The "Giving" theme could include voluntary work on footpath maintenance.

The LDNPA will base its health and wellbeing work on this approach. Initially, there will be two main target audiences: those under 25 and older people.

The LDNPA website now has a Health & Wellbeing landing page for more information:

<http://www.lakedistrict.gov.uk/visiting/thingstodo/wellbeing>

Geoff Davies

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



**KESWICK TOWN COUNCIL  
REVIEW OF INTERNAL CONTROL AND AUDIT  
8<sup>th</sup> February 2018**

The regulations require councils to carry out an annual review of the effectiveness of their system of internal control and audit during the financial year. This review is an integral part of continually improving governance and accountability. The results of the review must be included in the annual governance statement which is Part 2 of the annual return. The review should, as a minimum, include making an assessment of each of the following:

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

Ian Smithson was appointed as the Council's Internal Auditor in December 2017. This appointment was made to cover the next 3 years.

Financial controls in place:

- The Town Council has fulfilled its statutory obligation to appoint a Responsible Financial Officer (RFO) (LGA 1972 s 151). The RFO has made available a written record of all financial procedures which have been adopted by the Council and included in the Financial Regulations
- The supplier invoices are authorised with an initial by the Responsible Finance Officer/Parks Manager and countersigned by either the Responsible Finance Officer or Town Clerk. Invoices are coded to the relevant approved annual budget head and entered onto the payment list and posted onto Sage accounts.
- A monthly rota of two Councillors has been set up who, when signing cheques and BACS/Direct Debit payment authorities, counter check them to invoices and the schedule of payments approved at Council.
- Accounts are paid by the BACS system where possible or direct debit. Payments are entered onto the Sage Accounts system and made electronically. The payments are checked once again by the Responsible Finance Officer, prior to submission, to ensure that they correspond to the approved payments list. The payments are then submitted to suppliers and a copy of the Barclays payments report is attached to each approved payment list as an audit trail.

***The Council is asked to appoint two Councillors to carry out a review of the effectiveness of the current system. A copy of the Annual Review undertaken in 2017 is attached for information.***

**Catherine Parker  
Responsible Finance Officer**

**Keswick Town Council**  
**Annual Review of Effectiveness of Internal Financial Control**  
**April 2017**

The above review was undertaken by Councillors Burn and Miller on the 10<sup>th</sup> and 19<sup>th</sup> April 2017.

**Comments & Observations – Councillor Burn:-**

I have carried out my review today (10<sup>th</sup> April) and believe that our Internal Audit arrangements conform with the guidance in "Governance and Accountability for Smaller Authorities in England: March 2016"

**Comments & Observations – Councillor Miller:-**

I have reviewed our system of internal audit and believe it conforms with the 'Local Council's Governance and Accountability Guidance'.

However I note that in 2015 Councillor Burn recommends, in the case of fraud, that the audit report should be issued to the Mayor, Trust Chairman, Clerk and the R.F.O. This seems fine in most cases but I would suggest that depending on the fraud discovered there should be some flexibility in whom the auditor reports too.

Perhaps Councillors could help me out on this caveat to my general approval of the review.

# KESWICK TOWN COUNCIL

## Annual Risk Management Assessment

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Revised February 2018

Catherine Parker – Responsible Finance Officer



KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		Establishment/Central Administration (Office)			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Council Offices	Buildings insurance arranged by Allerdale Borough Council as landlord	No further action			*
	Contents organised direct by Town Council with Zurich	Policy amounts are annually revised for inflation			*
Accident – Member of the Public whilst on site (Public Liability)	Public Liability Insurance cover in place £15m	No further action			*
Establishment	All covered within Zurich Policy	No further action			*
Libel & Slander	Sum insured £250,000				*
Business Interruption	Sum insured – additional expenditure £100,000 – loss of Gross revenue £162,000	Hope Park, Lake Road, Keswick, CA12 5DJ			*
Money	Sum insured: – <ul style="list-style-type: none"> <li>Loss of money in custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe £5,000</li> <li>In the private residence of any member or employee £500</li> <li>In the premises in custody of or under the actual supervision of any member or employee £5k</li> </ul>	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. ....					
	<ul style="list-style-type: none"> <li>In the premises in locked safes or strong rooms £5,000</li> <li>In the premises in locked receptacles other than safes or strong rooms £250</li> </ul>				
Fidelity Guarantee	Sum insured – all members and employees £1,000,000	No further action			*
Personal Accident	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Civic Regalia (Mayoral chains of office x 2 & Deputy Mayors Jewel)	Sum insured £14,716	Current valuation requested 7 <sup>th</sup> February 2018 – Northern Valuations, Kendal		*	
Bus Shelter – Wivell Park	Included in sum insured for street furniture – bins, benches, picnic tables, bus shelter etc. £16,028 Sum insured £21,430	No further action			*
Tiled Mosaic – Subway Artwork, Lake Road	Sum insured £6,060	No further action			*
Subway Wall – Low Wall, Lake Road		No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. ....					
Laptops – Office & Parks Managers	Sum insured £981	No further action			*
Council Office & Chamber Equipment – as per asset register	Sum insured £6,500	No further action			*
Council Office Furniture, Fixtures & Fittings	Sum insured £4,000	No further action			*
Council Chamber Furniture, Fixtures & Fittings	Sum insured £16,500	No further action			*
Secure Yard at rear of Council Offices – Tables & Chairs for use at events	Sum insured £2,000	No further action			*
<b>b) Third Party Arrangements</b>					
Internal Auditor appointed by Council under new Audit regulations following 'Lighter Touch Audit'	Regular internal audit work carried out to establish 'proportionate, affordable & sustainable' process to strengthen Council's own governance & to 'provide proper accountability for public money' and to enable the Council to 'properly address its risk and their management, the principles of good internal controls and the roles of internal & external auditors'.	No change			*



Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. ....					
c) Self-Governance					
Back Up of Computer Information	Regular backups carried out & spare copy kept in the safe at Council Offices. NAS box installed as 'networked' drive, this has 2 mirrored drives for onsite backups.	<i>Cloud 'offsite' backup now installed (Nov 2016) – accessible 24/7 plus documents can be retrieved from a previous backup if deleted by mistake (Onedrive). This is an additional precaution as NAS box would be destroyed in event of fire.</i> No further action			*
Standing Orders & Financial Regulations	Standing Orders & Financial Regulations in place updated annually	No further action			*
Risk Assessments	In place	Review Risk Assessment Annually			*
Annual Budget including regular budget reporting	In place. Quarterly reports produced and circulated with agenda papers	No further action			*
Asset Insurance/Valuation	Assets register held inspected annually	No further action			*
Data Protection Act registration	Registered 01/04/06. Updated annually.	Town Council are registered. Training planned for new GDPR regulations coming into place May 2018 – procedures to be put in place once training has taken place		*	

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		Keswick Parks (Hope, Fitz, Wivell & Townsfield)			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accidents on site to members of the public	Public Liability Insurance cover in place £15m	No further action			*
Claim by members of the public e.g. collapsed seat, torn clothing, hanging basket falling on someone	Public Liability Insurance cover in place £15m Regular inspections take place.	No further action			*
Accidents involving children using designated play areas	Public Liability Insurance cover in place £15m Regular inspections take place	No further action			*
Injury to athletes	Liability left to individuals/clubs themselves	Ensure all event organisers and athletic clubs organising events have appropriate cover		*	
Impact damage to street furniture	Items covered under policy:- • Ornamental Gates, Walls & Fences Sum Insured £1,149 Council stand loss re vandalism but counter claim possible.				
War Memorial	Sum insured £167,249	No further action			*
Buildings on site – Sports Clubs and Council (Parks) use	Buildings insured by Zurich:- • Hope Park £662,798 • Fitz Park £843,619 Contents in Council use buildings insured by Zurich	Properties (excluding Football clubhouse) revalued by Edwin Thompson 2013. Copy of valuations supplied to Zurich. Buildings sum insured increases each year – index linked			*
	Keswick Football Club insure buildings & contents for clubhouse	Proof of cover required from Sports Clubs supplied annually			

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
	Contents to be insured by sports clubs/lessee: <ul style="list-style-type: none"> <li>• Bowling Club</li> <li>• Sports Pavilion</li> <li>• Tennis Club</li> <li>• Football Club</li> <li>• Kiosk &amp; Café</li> <li>• Golf Hut</li> </ul>				
Loss of rent	Sum insured – Sum insured – Hope Kiosk & café £162,000	No further action			*
Wivell Bridge	Sum insured £235,732  Regular structural inspections organised by Parks Manager	No further action			*
Knightsbridge	Sum insured £300,000  Regular structural inspections organised by Parks Manager	No further action			*
Play Equipment, CSA & BMX Track	Sum insured £248,373  Annual inspections carried out by RoSPA and any actions carried out by Parks staff with instruction from Parks Manager	No further action			*
Use of chainsaw	Only used by qualified staff member. Insured under All Risks Part C & Public Liability	No further action			*



Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
Townsfild	Impact damage – covered under All Risks Part C (Ornamental gates, walls and fences)	No further action			*
Benches & Picnic Tables	Sum insured £16,028 – All Risks Part C Street Furniture	No further action			
Garden Equipment – as per asset register	Sum insured £15,743 Asset register updated annually	No further action			*
Hope Park Plant & Machinery – as per asset register	Sum insured £40,000 Asset register updated annually	No further action			*
Hope Park Open Spaces – Memorial Benches as per asset register	Sum insured £20,300 Asset register updated annually	No further action			*
Fitz Park Open Spaces – Memorial Benches as per asset register	Sum insured £12,500 Asset register updated annually	No further action			*
Hope Park Golf Hut IT & Equipment – Blanket Cover	Sum insured £6,000	No further action			*
Fitz Park – Secure containers & Attendants Hut – Plant Machinery & Equipment as per asset register	Sum insured £10,000	No further action			*
b) Third Part Arrangement					
Accidents to authorised contractors/workmen whilst working within the parks	Responsibility of contractors to arrange appropriate insurance cover	Parks Manager to check contractors liability details – counter claim would be made by Keswick Parks/Council if sued		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Keswick Parks cont.....</b>					
Independent Examiner appointed by Trustees	Annual inspection of accounts to ensure compliance with SORP & Charities Act 2006	No further action require			*
<b>c) Self-Governance</b>					
Play Area, CSA, BMX Track & Parks Open Spaces	Annual inspection of Play Area, CSA & BMX Track carried out by RoSPA.  Annual Inspection Contract carried out by Zurich contractor – as per Part K insurance schedule  External Area Inc. Accessibility Assessment & checklist carried out by RoSPA every 3 years	Inspections carried out by Parks Staff/Manager at frequencies as stated in the Parks Risk Assessment – Inspection Policy Schedule  Full documentation kept on file in office – Parks Manager delivers completed inspections to office at regular intervals			*
Inspection of seats and other Council/Keswick Parks owned property	Periodic inspections by Parks Staff	Annual seat/property inspections in place (as recommended). Memorials policies adopted January 2012			*
Tree Management for possible problems (falling branches etc.)	Regular checks carried out by Parks Manager.  Annual Tree Survey carried out in parks and open spaces suitably qualified by third party contractor	No further action			*
Golf Hut – Staff security	Alarm bell & CCTV surveillance in place  Responsibility transferred to lease holder	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Keswick Parks cont.....</b>					
Crosthwaite Road – Community Car Park	Regular checks carried out by Parks Staff.  Car Park managed by Parking Infrastructure Services Ltd – responsibility of emptying pay machines and baking lies with tis contractor  Covered under Public Liability	No further action			*



## KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

## Key Decision Area

War Memorial

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks Material & Impact Damage Public Liability e.g. if monument collapses on someone	Sum insured £167,249  Covered by Public Liability on Zurich policy – sum insured £15m	No further action  No further action			  *
b) Third Party Arrangements	NIL				
c) Self- Governance	NIL				

## KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area		Events & External Activities			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Injury to person from accident on site	Public Liability in place via Zurich – Cover £15m	No further action			*
b) Third Party Arrangements					
Injury to individual performing or stall holder	Performers/traders/contractors to be advised to arrange suitable public/employers liability insurance cover & competed necessary risk assessments/inspection	No further action			*
c) Self-Governance					
Staging, stall & public safety	Suitably qualified contractors appointed to supply staging and stalls.  Barriers to be erected around the stage areas at a safe distance to be agreed in conjunction with contractors. Necessary signage put in place. Stewards to be appointed.  Risk assessment carried out by appointed person.  Premises licence obtained from ABC (which includes notifying higher authorities & emergency services)	Ensure risk assessments are adhered to  Ensure all contractors have suitable insurance cover  Follow any instruction/advise given by higher authorities		*	

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Christmas/Festive Illuminations

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>a) Insurable Risks</b>					
Damage to property/person by falling festoon cable etc.	Public Liability in place via Zurich – Cover £15m	No further action			*
Electrocution by tampering or otherwise	Public Liability in place via Zurich – Cover £15m	No further action			*
Accident when helping with arrangements – members, employees & volunteers	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Damage to hired lighting displays whilst installed and in place	Sum insured £20,200	Amount reviewed each time new contractor is appointed via tender		*	
<b>b) Third Party Arrangements</b>					
Negligence by Town Council's contractor	Copies of the following required from contractor prior to work commencing to cover any possible counter claim:-	No further action			*



Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Christmas/Festive Illuminations cont.....	<ul style="list-style-type: none"> <li>Public &amp; employers Liability cover</li> <li>Risk Assessments &amp; Method Statements</li> </ul>				
	The responsibility for safe installation of all displays rests with contractors				
c) Self-Governance					
Accidental electrocution by member of the public	110v lamps with transformers used for Christmas Tree at lower level and safety barriers placed around the tree	No further action			*
Cross street displays falling down	Contractor instructed to carry out load testing no more than 6 months prior to installation, by a qualified contractor  Contractor advised to supply and install wind resistant displays in the Market Square area	No further action			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Allotment Site - Hawthorns

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accident – Member of the public whilst on site	Public Liability in place via Zurich – Cover £15m	No further action			*
Damage to property on site	None	Allotment holders to be responsible for insurance and safe keeping of their property on site			*
Accident when preparing site	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
b) Third Party Arrangements	NIL				
c) Self-Governance	NIL				





Our Ref: LT/CGR/Parishes

Your Ref:

This matter is being dealt with  
by: Lindsay Tomlinson



23 January 2018

Dear Parish Clerk,

### Community Governance Reviews

I met yesterday with representatives from CALC to discuss the potential to carry out reviews of parish councils within Allerdale, specifically in terms of the number of parish councillors. Guidance on CGRs can be found via the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8312/1527635.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)

In essence, Allerdale Borough Council as the principal authority has the power to conduct reviews of the parishes in its area and make certain changes where necessary. These can include councillor numbers, ward boundaries, warding, electoral arrangements etc.

I have enclosed a table showing each parish council within Allerdale, the size of the council (I have not taken current vacancies into consideration) and the number of nominations received during the elections in 2015. This should give an indication of which councils struggle to fill all of their seats and could potentially benefit from a review of councillor numbers. Please note that the quorum, i.e. the minimum number of councillors you can legally have, is three but that CALC's view is that there should not be fewer than six councillors on a parish council.

If you would like us to conduct a review of your council we would ideally need a formal resolution of your council requesting that Allerdale Borough Council conducts a Community Governance Review, and the scope of the review that you would wish us to undertake. I will then take that formal request to a meeting of full council and seek approval to start the review. Any changes will be implemented with the scheduled elections in May 2019. To reiterate, this is entirely voluntary and we will not conduct a review unless you request one.

I would like to get approval from our council when it next meets on 7 March which means that I will need a response from you by 19 February at the latest. I appreciate that some of you may not have council meetings between now and then; if this is the case then please contact me as soon as possible and we can discuss other options. The guidance should give you all the information you need about this process but if you would like further detail please don't hesitate to contact me. My email address is [lindsay.tomlinson@allerdale.gov.uk](mailto:lindsay.tomlinson@allerdale.gov.uk) and my direct dial number is 01900 878657.

Yours sincerely,

Lindsay Tomlinson  
Electoral Services Manager



Allerdale - a great  
place to live,  
work and visit

Allerdale Borough Council  
Allerdale House  
Workington  
Cumbria CA14 3YJ  
Tel: 0303 123 1702

Warded Parishes

PARISH COUNCIL / WARD	Number of Seats	Nominations 2015	Electorate 01/12/17	Ratio
Aspatia / Central	7	7	970	
Aspatia / East	5	4	700	
Aspatia / West	3	3	443	
<b>TOTAL</b>	<b>15</b>	<b>14</b>	<b>2113</b>	<b>140</b>
Cockermouth / All Saints	4	8	2412	
Cockermouth / Christchurch	3	6	2019	
Cockermouth / Double Mills	2	3	813	
Cockermouth / South Lodge	2	4	1265	
Cockermouth / Fitz	1	2	391	
<b>TOTAL</b>	<b>12</b>	<b>23</b>	<b>6900</b>	<b>575</b>
Embleton / Embleton	8	6	255	
Embleton / Setmurthy	3	3	87	
Embleton / Wythop	2	2	37	
<b>TOTAL</b>	<b>13</b>	<b>11</b>	<b>379</b>	<b>29</b>
Keswick / East	7	8	2220	
Keswick / West	5	6	1468	
<b>TOTAL</b>	<b>12</b>	<b>14</b>	<b>3688</b>	<b>307</b>
Maryport / Brooklands	1	1	416	
Maryport / Ellenfoot	1	0	294	
Maryport / Ellenborough	3	5	2053	
Maryport / Ewanrigg	5	4	1818	
Maryport / Flimby	3	3	1276	
Maryport / Glasson	1	1	279	
Maryport / Netherhall	4	8	1974	
<b>TOTAL</b>	<b>18</b>	<b>22</b>	<b>8110</b>	<b>450.5</b>
Workington / Ellerbeck	1	2	223	
Workington / Harrington	3	3	2483	
Workington / Iredale	1	1	215	
Workington / St Joseph's	1	1	1433	
Workington / Moorclose	6	8	3363	
Workington / Moss Bay	2	2	1208	
Workington / North Side	1	1	744	
Workington / Sallerbeck	4	4	1974	
Workington / Stainburn	2	1	1637	
Workington / St John's	3	4	2571	
Workington / St Michael's	6	7	2882	
<b>TOTAL</b>	<b>30</b>	<b>34</b>	<b>18733</b>	<b>624.4</b>

Parishes	PARISH COUNCIL	Number of Seats	Nominations 2015	Electorate 01/12/17	Ratio
	Above Derwent	11	9	955	86.8
	Aikton	10	7	389	38.9
	Allhallows	11	9	427	38.8
	Allonby	8	4	348	43.5
	Bassenthwaite	9	8	333	37
	Bewaldeth & Snittlegarth	1	0	36	36
	Blennerhasset & Torpenhow	9	6	345	38.3
	Blindbothel	6	3	128	21.3
	Blindcrake	9	7	259	28.7
	Boltons	10	7	521	52.1
	Borrowdale	8	8	267	33.3
	Bothel & Threapland	8	7	374	46.7
	Bowness-on-Solway	11	8	865	78.6
	Bridekirk	9	8	573	63.6
	Brigham	9	7	800	88.8
	Bromfield	11	9	412	37.4
	Broughton	13	12	1426	109.6
	Broughton Moor	11	7	602	54.7
	Buttermere	8	8	98	12.2
	Caldbeck	10	7	592	59.2
	Camerton	8	3	138	17.2
	Crosscanonby	10	9	872	87.2
	Dean	12	9	964	80.3
	Dearham	15	13	1943	129.5
	Dundraw	6	4	140	23.3
	Gilcrux	8	6	244	30.5
	Great Clifton	12	8	882	73.5
	Greysouthen	9	7	476	52.8
	Hayton and Meald	8	8	177	22.1
	Holme Abbey	8	3	593	74.1



Holme East Waver	6	285	47.5
Holme Low	6	275	45.8
Holme St Cuthbert	7	350	50
Ireby & Uldale	8	346	43.2
Kirkbampton	8	383	47.8
Kirkbride	8	401	50.1
Little Clifton	9	349	38.7
Lorton	7	206	29.4
Loweswater	7	174	24.8
Oughterside & Allerby	9	499	55.4
Papcastle	9	327	36.3
Plumland	9	301	33.4
Seaton	15	3859	257.2
Sebergham	8	303	37.8
Silloth	12	2259	188.2
St John's Castlerigg & Wythburn	8	328	41
Thursby	9	1000	111.1
Underskiddaw	7	292	41.7
Waverton	8	260	32.5
Westnewton	7	191	27.2
Westward	10	657	65.7
Wigton	15	4572	304.8
Winscales	7	169	24.1
Woodside	10	407	40.7

## 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 30 January 2018 at 10.30am.

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Present:

Chair:

Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator  
Joe Broomfield (JB) – ABC Town Centre  
Manager

Chris Harper (CH) – Podgy Paws  
Vanessa Metcalfe (VM) - Keswick Tourism Association

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

Lynda Walker (LW) – KTC Town Clerk

# 1. Apologies

Apologies were received from: , David Burn (DB) – KTC Cllr, Mitch Franks (Cumbria Police), Victoria Kimber (George Fisher), David Quainton (DQ) – Rotary Club, , Leanne Petit (LP) – Cumbria Police, Dave Roberts (DR) – Keswick Lions

# 2. Minutes

**RESOLVED** that the minutes of the Events Committee Meeting held on the 21 November 2017 (pages 13 – 14) be agreed as a correct record.

# 3. Budget Update

HA reported on the events spend for 2017/18. As at the 25 Jan 2018 there was £642 remaining in the overall events budget, £ 530 remaining in the Christmas lights budget and £1,109 profit from Scruffs. There are still two unreceived invoices relating to events in 17/18 and admin time for Jan, Feb and Mar. It was agreed by the councillors present that these items plus any additional expenditure can continue to use this budget surplus during the financial year.

Events Budget for 2018/19. HA presented the budget for events as agreed by the Town Council in December. There is budget for the midsummer festival, Christmas lights and a contingency for unplanned events.

TL asked JB about Allerdale's ability to fund/support events in 2018/19. JB reported that budgets for 2018/19 were being restructured, but likely that a small budget for new events will still be available.

There were some concerns about the cost of the Rock Night.

# 4. Christmas Lights Switch On

Overall good turn out and positive evening. Further comments:

- Shame Packhorse Court were not involved, noted that we could use space for entertainment
- LW noted that Rotary are discussing the future use of the 'tree of light' in the market square. Due to some of the lights not working, it was not included in the switch on event. Perhaps Rotary could have a separate event for the turn on of lights on Penrith Road
- Some concerns about the sound quality of the performance for Committed to Rock
- Max and Paddy were popular
- Noted that need a personality of some kind to turn the lights on.
- HA suggested a children's competition (design poster or similar) with the winner invited to switch on the lights along with the personality.

# 5. Great British Spring Clean Up

HA highlighted the steps needed to organise a clean up event including: equipment, removal of waste, risk assessment, recruitment of volunteers, publicity.

Committee had a discussion about whether there was a particular litter problem to be addressed. It was felt that there was not enough of an issue for the Town Council to organise an event.

It was noted that the Keswick Beavers have organised for their members to do a litter pick along the railway line. TL said he had Litter Pickers available if the Beavers needed to borrow some.

The Committee agreed that there was no further action for the committee to take.

## 6. **Midsummer Festival 2018 29 June – 1 July**

### **Landscape Painting Competition – on same day as Prom**

- Gazebos along by river (upto 12)
- 11am-3pm
- Judges from Keswick Society of Art
- No organisation required from Events Co-ordinator
- TL asked if pictures could be displayed during the rest of the Prom, perhaps in the MUGA

### **Prom**

- Suggested time 4-9pm, to be agreed with Shelagh Hughes
- LW asked that signs saying closure of MUGA be put up several days in advance of the event.

### **Scruffs**

- Overall aim to shorten the day
- Reduce number of classes but increase entries
- 2 sponsors per class, 1 for winner, 1 for wooden bone. Place 1-6 rosettes
- Any demonstration/entertainment to be before judging. James Breedon has said Medieval Combat could be interested in performing again.
- Junior Park run now use the Park at 9am every Sunday – need to be aware about vehicle movement in the park.
- Fun Fair discussion – agreed that overall it is not a good fit for both Scruffs and Prom. Agreed no fun fair this year.

### **Publicity**

Agreed similar print to last year with Poster, A5 folded programme, Reminder advert and social media sharing.

### **Charity Collection**

HA asked whether consideration could be given to making any collections made during the events in favour of the Lake District Foundation Fundraising campaign in aid of the Keswick to Threlkeld Railway Path reinstatement. General support for this project was noted. It was felt that the collection during the prom for the support of the Prom was needed for that purpose. It was felt that a collection during Scruffs would be appropriate and that a collection during the Rock Night was a possibility. Further discussion to take place.

PT noted that the new Countdown clock is an LED Screen, so could be used at other events to show who collecting for etc.

### **Sponsorship**

**ACTION:** TL to approach the sponsors of last year's event.

### **Rock Night**

There was concern about the cost of the Rock Night and whether this could be replaced by music in the pubs only. Concerns about the cost and need for security. Discussion about main act.



**Action:** HA to investigate cost of security

**Action:** TL to contact Fluid about Main Act possibilities

## 7. Other Events in Keswick

**Remembrance Day Service 2018** - AD reported on plans being made for Remembrance Day. PT asked if there was any involvement required from the Town Council in the arrangements. It was agreed that no particular Events Committee support was required.

**Allerdale:** JB noted that Allerdale may want to do something for WW1 commemoration. JB also noted that the UU legacy fund was now open and there may be scope to access it for Arts related projects.

### AOB

**Royal Wedding** – noted that there is no official event planned by Keswick Town Council

**Keswick's Got Talent** – request via Graham Murray as to whether the winner of this event organised by Keswick Cricket Club could have a performance slot at either Christmas or Midsummer Festival. Answer is yes, depending on what the winning act is – as to which event it will fit with.

**ACTION:** HA to contact

**Chairs** – HA asked if there were any objections to getting rid of the grey chairs in the yard. They have become rusty. Agreed they could go.

**SPOC** – CCC are undertaking a review of the Single Point of Contact service. General comments are that the committee think it is a valuable service, but not willing to pay for it as the Town Council.

**ACTION:** HA to fill in survey

LW noted that she now has permission to prune the tree in Market Square and JB confirmed that Allerdale are able to pay for the permits.

PT reported that he had received a request to keep Christmas lights on for longer and to have a light switch off event. There was no interest from the rest of the committee.

## 8. Date of Next Meeting

Monday 26 February 10.30am

The meeting closed at 12.05pm



## Keswick Town Neighbourhood Plan

### Steering Group Meeting Notes

**Date:** 30<sup>th</sup> January 2018

**Time:** 5.30pm

**Location:** Council Chamber, KTC offices

**Present:** Bill Bewley (BB) (Keswick Community Housing Trust)  
Councillors Allan Daniels(AD) (Keswick TC)  
Tom Woof (TW) (Prospus) (Acting as Chair of meeting)  
Jim Wilson (JW) (Chair Underskiddaw Parish Council)  
Heather Askew (HA) (Admin Support)

### Apologies:

Paula Allan (PA) (Lake District National Park Authority)  
Revd Charles Hope (CH) (St Johns Church) - Chair  
Shelagh Hughes (SH) (Headteacher, St Hertbert's School)  
Lynda Walker (LW) (Town Clerk)

No.	Item
1.	<p><b>Minutes of last meeting</b></p> <p>The minutes of the last meeting held on 5<sup>th</sup> December 2017 were agreed as a correct record.</p> <p>AD asked whether a Community Economic Development Plan was within the remit of this group or the Town Council. It was agreed that it is not.</p> <p>Notes on Action List:</p> <p>3. Percentage for housing proposals from decentralised or low carbon sources – TW confirmed that the neighbourhood plan cannot go beyond current building regulations.</p> <p>4. Map of economic development areas has been shared on drop box, and at the meeting. Group confirmed the likely line for additional housing along from Calvert Way.</p>
2.	<p><b>Issues List</b></p> <p>Working Group agreed to continue through the list for the second time, touching on affordable housing onwards.</p> <p>Comments shown in red on matrix attached to these minutes as well as actions allocated.</p> <p>Discussion about whether to talk to Steve Ratcliffe at the LDNPA about whether there is anything that could be put into the neighbourhood plan to help with economic development.</p> <p>Shared Ownership – Keswick Community Housing are interested in changing the local rules on shared ownership, this would require a local referendum, which could be included at the same time as the neighbourhood plan referendum.</p> <p>TW summarised the progress to say there seemed to be 4 policies that can be taken forward:</p> <ul style="list-style-type: none"> <li>• Materials in a conservation area</li> <li>• Temporary permission on carparking</li> <li>• Affordable housing sites</li> <li>• Local occupancy on B&amp;B conversions</li> </ul>

	<p>TW will formalise these into an initial drafting.</p> <p>BB suggested sending the B&amp;B local occupancy to PT for comment.</p> <p>TW asked that the group review the map to consider any other housing sites.</p> <p>HA confirmed the grant for this work had been extended to the end of March. TW said that it would be possible to reapply for the unspent proportion of the grant for 2018/19.</p>
3.	<p><b>Date of Next Meeting</b></p> <p>Next meeting on Monday 26<sup>th</sup> February 2018 at 5.30 pm in the Council Chamber.</p>

### Action list

No.	Description	Owner
1.	Allerdale Housing Needs information – documentation to be supplied for 'dropbox' library	AS/TW
2.	TW to review issues list and share with PA in advance of next meeting	TW
3.	Parking survey – is evidence available from Allerdale/County or Parking Pressure group?	
4.	Contact Sus-Kes for clarification on what meant by an Alternative Technology Centre	HA
5.	Contact Steve Ratcliffe at LDNPA re Economic Development Plan	TW
6.	Contact Allerdale about cost of shared ownership referendum	BB
7.	Initial draft of 4 policies	TW
8.	Agenda for next meeting on 26 February 2018 and produce minutes/action list from this meeting.	HA
	Note – large scale plan to be available at all meetings.	



Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red, LDNPA Officer Comments in Purple, TW Comments in green. Updated: 31/01/18 meeting					
Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
<b>Employment/workshop provision</b>	2 sites allocated in 2010 LP (KE01E and KE02E)	2010 LP	Develop workshop, hub and B1 units to provide jobs and free up sites for community/housing use	2010 sites not developed (flood plain and off market). Underused/stranded sites could have alternative uses	Allocate sites for business use close to A66
<b>Steering Group comments – Needs a 'Champion'</b>		5/12/17 - Cumbria Intelligence Observatory data. National Reports provided by GL.	Agreed by Steering Group 5/12/17 - Flexible hub – drop-in / office sharing model	GL to supply statistics re number of small businesses looking for sites	Suggested sites Fire/Ambulance Station/PO sorting office Penrith Road Former Job Centre building corner of Otley Road. 5/12/17 - Area at top of Crosthwaite Road before A66 roundabout behind railway embankment. May require land assembly/swap. Possible to take advantage of new convention site-business models like conferences or photography school.
<b>Informal LDNPA Officer comments</b>					The sites in the Allocations of Land (Local Plan Part Two) are being appraised as part of the Local Plan Review process. Formal consultation Spring 2018.
<b>Modern build materials that 'fit' with Conservation Area</b>	Wooden window frames are specified in planning decisions, yet require considerable maintenance	Anecdotal and record of planning decisions	To allow certain more robust materials to be used as window frames such as upvc or coated aluminium	Window frames are essentially consumable items within the life of a building and changes in technology should be encouraged where efficiency savings can be	Specify certain materials as acceptable in CA schemes.

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Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
				made.	
Steering Group comments			Agreed by Steering Group		Appearance is the important factor rather than the material used  5/12/17 Agreed: to propose policy that will allow certain materials to be consented when applied for in a normal planning application;
Informal LDNPA officer comments					There is currently a designation known as an Article 4 Direction which applies to most of the central core of Keswick. (See Policies Map on website) This removes certain Permitted Development Rights, and means that where a person proposes to alter a dwelling situated in this area in a way which materially affects its appearance, then a planning application will be required. Such alterations include changes to roofing, rainwater goods, doors and windows, gates and fences. Applications of this type will then be considered against the policies in the Development Plan.

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Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
<b>TW comment</b>					Possible ways of intervening here are: 1. to propose policy that will allow certain materials to be consented when applied for in a normal planning application; 2. make a Neighbourhood Development Order that automatically gives consent for, say, replacement windows that look like wood but may be made of other materials.
<b>Future flood resilience</b>	??	Strategic Flood Risk Assessment	To ensure that the existing built areas of the town are better protected and that new development improves the situation rather than maintains it.	2015 floods were very damaging	??
<b>Steering Group comments</b>			Agreed by Steering Group		Any new development should improve the flood situation i.e. flood resilience measures
<b>Informal LDNPA Officer comments</b>					The Government has published comprehensive guidance on flood risk. Through the review of the Local Plan we are also seeking to prevent increased surface water run-off from new development.



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Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
<b>TW comment</b>					Suggest keep this under review to see what LDNPA come up with or propose policy that seeks say 25% betterment than greenfield run-off
<b>Off street car parking</b>	There are ?? public off-street car parking spaces in Keswick	Survey of parking provision	Ensure more (seasonal?) off street car parking is available together with shared transport solution (ie park and ride)	Lack of sufficient parking provision to support employment and visitor facility opportunities on busy days (anecdotal)	Develop (seasonal?) park and ride areas with Shuttle Bus near A66
<b>Steering Group comments</b>		Still need baseline data. Have Allerdale/county/parking pressure group done survey – needs to be checked.			Suggested increase in number of days parking allowed without planning permission from 28 currently to 100 to increase supply. GL to provide statistics 5/12/17 – agreed - propose policy that supports 100 day parking provision on suitable sites
<b>Informal LDNPA Officer comments</b>					There is a provision within planning regulations for the temporary use of land (Part 4 of Town & Country Planning General Permitted Development Order). Which effectively allows the use of any land for any purpose for not more than 28 days in total in any calendar year. To use the land for a period longer than 28 days would require formal planning permission. The issue of car parking in Keswick has been raised through Local Plan Review engagement and we are



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					seeking to address it through the Local Plan process.
TW comment					Possible solutions are: 1. propose policy that supports 100 day parking provision on suitable sites; 2. propose Neighbourhood development order that automatically gives consent for 100 days parking on selected sites subject to suitable conditions.
Affordable housing	AH sought on 4 (5) unit plus schemes or on allocated sites for 100% affordable housing	2010 LP CS18 Keswick Community Land (?Housing) Trust information	Secure more affordable housing and other tenures that meet an identified local need	Affordable Housing need in Keswick is increasing as evidenced by ??	Allocate sites for 100% affordable housing ??
Steering Group comments	TW provided evidence from 2016 housing study: Need for affordable housing: 1bed – 9			Evidence on Allerdale BC website AS to supply for document library	Need to be deliverable. Suggested sites: Land next to Calvert Way Skiddaw Street convention building 30/1/18 Identify extension of Calvert Way and the Skiddaw Street Site as 100% affordable housing.

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Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
	2bed – 13 3bed – 1 4bed – 3 5bed – 1				5/12/17: Policy – allocate sites at 30% for affordable housing. Is it possible to do anything about the 5 units or less sites?
Informal LDNPA Officer comments				Net annual affordable housing imbalance in Cluster 1 = 40 (general needs and older person) (Source: Allerdale BC – Lake District National Park Summary Report June 2016)	Local Plan Review is seeking to provide a policy framework to help address this issue, including site allocations for affordable housing
TW Comment					The issue here is whether sites should be allocated for housing generally and allow some market housing, or to allocate for 100% affordable housing only. This will be a matter of funding and delivery mechanism.
Local occupancy	All new housing development including change of use in NP must have occupancy conditions attached. Existing housing (except former Council Housing) cannot have occupancy conditions.	2010 LP CS18	To allow certain modifications to this rigid policy to reflect the particular issues that are affecting Keswick	The policy requirement for all new development to be so conditioned is having a detrimental effect on investment and purchases of existing B&B units in the town.	To allow change of use from B&B to self contained units with one unit without a Local Occupancy condition.

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red, LDNPA Officer Comments in Purple, TW Comments in green. Updated: 31/01/18 meeting					
Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
Steering Group comments Need to re-visit at another meeting					Agreed. Discussion about mixed use and mix of tenure but no conclusion reached. 30/1/18 – Agreed To allow change of use from B&B to self contained units with one unit without a Local Occupancy condition
Informal LDNPA Officer comments					Seeking to offer a policy response to this issue through the Local Plan Review. However, if the response is not consider suitable a policy in the Neighbourhood Plan may be more appropriate. See formal consultation in Spring 2018
Second Homes	There is a high ??% proportion of second homes in the town.	Council Tax and rating information	??	??	??
Steering Group comments	Figure suggested is 10.5%			30/1/18 No obvious solution to stop any increase in second home ownership outside of local occupancy rules	Not considered a land use planning policy issue



Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red, LDNPA Officer Comments in Purple, TW Comments in green. Updated: 31/01/18 meeting					
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Informal LDNPA Officer comments	02/06/2016 – 10.5 per cent second homes 29.17 per cent of properties not used for permanent residential (second homes, empty properties and properties used as holiday homes)	Source: Allerdale BC			All new homes need to be secured for permanent occupation, to ensure new development is not lost to the second homes market.
Holiday Homes (London Act, St Ives)	Holiday Homes do not need change of use permission either for Air B&B or short let accommodation	GPD 2015 [Evidence of unsustainable increase in AirB&B accommodation in existing housing?]	Secure conditions on new development that prevents short let accommodation. Consider seeking 90 day rule on existing housing.	??	??
Steering Group comments				30/1/18 – No further comment	Is this an issue here?
Informal LDNPA Officer comments					New housing development is secured by planning condition for use as a permanent home, therefore not allowing its use as holiday let.

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red, LDNPA Officer Comments in Purple, TW Comments in green. Updated: 31/01/18 meeting					
Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
<b>Renewable Energy</b>	Housing and 200m2 proposals must provide 10% energy from decentralised or low carbon sources.	2010 LP CS16	Seek higher percentage (??%)	[Is CS16 working? How is it measured? Is the Cumbria carbon reduction target still valid?]	Insert another figure greater than 10%.
<b>Steering Group comments</b>				31/1/18 – No further comment	Interested in higher percentage, but unsure what would be achievable. TW to check. Examples could be biomass heating or solar panels. CH asked whether solar panels suitable in National Park.
<b>Informal LDNPA Officer comments</b>					We are reviewing the Renewable Energy Policy (CS16) in the Core Strategy; this includes reviewing the 10 per cent and considering increasing the figure. We are working with the Town and Country Planning Association with regards to increasing the figure and considering viability. See formal consultation in Spring 2018.
<b>Allotment provision</b>	Keswick has ?? allotments LDNPA will allocate new open spaces in DPD with evidence from Parish Plans	2010 LPCS21			

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red, LDNPA Officer Comments in Purple, TW Comments in green. Updated: 31/01/18 meeting					
Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
Steering Group comments	Town Council has 10 plots – no waiting list. PF&K 36 plots and a waiting list of 24.			Is there a need for further plots?	Could say that if landowners come forward could support development.
Informal LDNPA Officer comments					The proposed Open Spaces policy would support the principle of providing new open space which includes allotments. See the formal consultation in Spring 2018 and then decide whether you need a further reference in the NDP.
Community orchard	There is no Community orchard in Keswick. 2010 LP is silent on community orchards, but could be included in CS21	Local Knowledge 2010 LP			
Steering Group comments	Planting fruit trees does not require planning permission.				No intervention required at this time
Alternative Technology Centre	There is no Alternative Technology Centre in Keswick	Local knowledge			



Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red, LDNPA Officer Comments in Purple, TW Comments in green. Updated: 31/01/18 meeting					
Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
Steering Group comments	Need to ask SusKes for more info about this – not sure what it would involve			30/1/18 – Need to ask SusKes what they had in mind	Would need capital/revenue support. Steering Group felt that a suitable site would be outside of the area under consideration.
Office IT Hub				[Is there something about start up companies that require a hub?]	
Steering Group comments	No current provision	Local Knowledge	To diversify the economy	Benefits of having a building with 'hot desks'/services for start ups – could lead to more business/growth	To support if it comes forward.
Sports facilities					
Steering Group comments	Allerdale will have baseline		Upgrade sports facilities		To support future development. But it was noted that flooding has and will cause damage to sports facilities. Need to state that flood plain flooding will occur, but that this will protect houses.
Informal LDNPA Officer comments					The proposed Open Spaces policy would support the principle of providing new recreation facilities. See the formal consultation in Spring 2018 and then decide whether you need a further reference in the NDP.
Shared Ownership at 80% max					

Land use planning issues taken from initial consultation with stakeholder groups in Keswick – Steering Group comments in red, LDNPA Officer Comments in Purple, TW Comments in green. Updated: 31/01/18 meeting					
Issue	Summary of baseline	Source of Baseline information	Aspiration	Justification	Policy intervention
Steering Group comments	At present residents can buy out 100% of shared ownership – leading to loss of shared ownership property.	Keswick Community Housing Trust	To retain shared ownership housing within the community		This change would require a referendum – could be done at same time at Neighbourhood plan referendum??
Informal LDNPA Officer comments					Shared ownership is designed to help people who want to buy a home but cannot afford to buy outright. It allows people to buy a share of a property (normally between 25% and 75%) while paying rent on the rest. Most schemes allow people to buy further shares in the future, however, on some schemes in the National Park this 'stair-casing' will only allow you to purchase up to 80%. This is controlled through a S106 agreement, to ensure that the property remains within the shared ownership scheme.
Appropriate community space	[Requires audit of community space]	[Requires audit of community space]	Possible link with employment/works hop provision to release suitable sites.		
Steering Group comments	Youth Club – lack of current base	CH interested in doing an audit of youth provision in the town.			



KESWICK TOWN COUNCIL  
15 FEBRUARY 2018

**CLERK'S REPORT**

**1. Community Governance Review**

Allerdale Borough Council has circulated a letter to all local Councils asking whether they would like a review of the number of Councillors to be carried out. This would be done by way of a Community Governance Review. These reviews can also look at boundaries and I have been in contact with the relevant officers at Allerdale to remind them of the Town Council's request some time ago for the re-alignment of the parish boundary to incorporate the new development at Calvert Way and to include Lonscale View. This had been put on hold while the review of district electoral arrangements was being carried out which has now been completed. I am waiting for a response from the acting Monitoring Officer at Allerdale.

**2. PUPs Clock Refurbishment**

In October last year the Town Council agreed to pay for a new clock control system at a cost of £2,140, to be funded from the £10,000 Market Towns Grant provided by Allerdale Borough Council. Cumbria Clock Company started the work on 19<sup>th</sup> January and have now advised that the housing is in poor condition as is the glass in the dial, and they have suggested that a full restoration of the clock be considered whilst work is being undertaken and the scaffolding is in place. This will cost an additional £10,980. Allerdale BC have indicated that they have no funds to pay for this work.

Should the Town Council wish to fund this additional work, there will be approximately £4,000 of the remaining Market Towns grant available, which will leave a shortfall in the region of £7,000. If no external funding can be secured, this would have to be funded from the Council's General Reserves which currently stand at £155,215, of which £120,000 would need to be kept to meet audit guidelines for operational reserves. Councillors are asked whether they wish to authorise the additional work and if so, how it is to be funded.

**3. General Data Protection Regulation (GDPR) Update**

NALC continues to lobby government and Parliament on the implications of the GDPR for the sector in terms of additional workload and cost and have called for new burdens funding to support the introduction of the new regime. NALC is also pressing the Information Commissioner's office for sector specific support, and they have confirmed that their dedicated telephone advice line for smaller organisations is available for parishes to use. NALC is also planning the publication of a toolkit for local councils. CALC is running a training session on 7<sup>th</sup> March at Penrith which Catherine and I will be attending.

**4. Local Government Financial Settlement 2018/19**

Government has just finished its consultation on next year's Local Government financial settlement and has confirmed that it intends to defer the setting of referendum principles for town and parish councils for three years.

LW  
070218





## **Lynda Walker**

**From:** Marsh, Deborah <Deborah.Marsh@uuplc.co.uk>  
**Sent:** 05 February 2018 11:56  
**To:** Lynda Walker  
**Cc:** Murphy, Gaynor; McCoy, Ian; Mooney, Sean; Hilton, John  
**Subject:** RE: West Cumbria Pipeline Project - Launch of Tree and Legacy Fund

Dear Keswick Town Council,

I am sorry to hear that the Town Council are disappointed that they feel that no weighting appears to have been given through the Legacy Fund to the Keswick area.

While individual grants of up to £30,000 are on offer, the total value of the Legacy and Tree Funds is over £1m. Added to the additional support we have been giving over the last few years to events and organisations such as Keswick Beer festival, Calvert Trust, Keswick Rotary and supporting Keswick museum with its River Greta exhibition, the total community investment funded through the West Cumbria Water Supply Scheme is much higher. In addition we have partly funded an education officer to deliver environmental education to schools within the vicinity of the pipeline route and have created a customer information point on the high street at Keswick which is increasingly engaging with the community such as the advent window at Christmas.

Keswick is of course the largest town along the pipeline route but it is not the only place to be affected and we think it would be unfair to exclude others from the chance to apply for funding. The fund is set up to recognise disruption in each calendar year and therefore grants awarded will reflect that in essence that means that for the first few years of the project Keswick, along with other areas affected will be given precedent. In later years that disruption will shift as will those areas given priority.

Cumbria Community Foundation has said it will help with the application process if needed, so we hope councillors will use their voice to encourage people to get involved and come up with ideas for spending the money in their local communities.

Thank you for the invitation for UU representatives to attend the next Town Council meeting on the 15<sup>th</sup> February 2018 but due to other commitments on this occasion we have no available representatives that can attend.

If you require any further information, please do not hesitate to contact me.

Regards

*Deborah Marsh*  
 Stakeholder Coordinator  
 West Cumbria Supplies Project  
 Programme Support Services  
 United Utilities  
 M: 07917 266048  
 unitedutilities.com



Think of the environment...please don't print this e-mail unless you really need to.

**From:** Lynda Walker [mailto:lynda@keswicktowncouncil.gov.uk]  
**Sent:** 25 January 2018 17:52

