

KESWICK TOWN COUNCIL

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

8th March 2018

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

Prior to the start of the meeting, at 7.00pm, Heather Askew will give a short presentation about the fundraising campaign to support the reinstatement of the Keswick to Threlkeld railway path.



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 Thursday 15th February 2018 (pages 46 - 49).
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
- iii) Application no. 7/2018/2006 – the former Cumberland Pencil Museum (factory), Southey Works, Main Street, Keswick
To consider making further observations to the Lake District National Park Authority given the amendments made to the above planning application

9. Deputy Mayor's Chain of Office

To approve the design for the new Deputy Mayor's chain of office (Brian Fulton will be present for this item) and to agree funding.

10. Mayor's Report

To receive details of the Mayor's engagements and meeting attendance for the period 9th February 2018 – 8th March 2018.

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. Dog Fouling in Keswick

To consider ways of addressing the problem caused when owners do not pick up dog mess.

13. 'Plastic-free Keswick'

At the request of Councillor Lywood, to consider ways to support the campaign for a 'plastic-free Keswick'.

14. County Square War Memorial

To receive an update from Councillor Miller and the Clerk and to agree funding required to carry out improvement works to the paved area surrounding the memorial.

15. Payment of Accounts

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

- i) The Town Council
- ii) The Trusts

16. Annual Review of Effectiveness of Internal Financial Control

To receive a report on the Annual Review of Effectiveness of Internal Financial Control from Councillors Daniels and Titley.

17. Council Tax Base Confirmation

To receive the report of the Responsible Financial Officer confirming the Council Tax base for Keswick for 2018/19 and its impact on the amount of precept payable for a Band D property in Keswick.

18. Keswick Neighbourhood Development Plan – Item deferred to April meeting

19. Minutes of Committee Meetings

To receive for information the draft Minutes of the Events Committee meeting held on 26th February 2018 and the Neighbourhood Plan Steering Group meeting held on 26th February 2018.

20. Clerk's Report

To receive the Clerk's report.

21. Correspondence

To receive for information the following correspondence:

- i) Rural Services Network – Utility Priority Services Register
- ii) UK Parliament – UK Parliament Week

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'

22. Contracting - Assistive Listening System in Council Chamber

To consider the report of the Responsible Financial Officer.

23. Staffing Committee Minutes

To receive for information the draft Minutes of the Staffing Committee meeting held on 8th February 2018.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 15th February 2018 at 7.30pm.

Present:

Chairman
Councillor Susan Leighton

Councillors

David Burn	Allan Daniels	Martin Jordan
Denstone Kemp	Tony Lywood	Duncan Miller
Jean Murray	Adam Paxon	Martin Pugmire
Paul Titley		

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (Lake District National Park Authority), 1 member of the press, and 12 members of the public.

Prior to the start of the meeting David Thomas and Lauren Strong of Lakeland Rowing Club delivered a presentation about the activities and growth of the Club and the benefits it provides for the local community. The Club was currently submitting a funding bid and the Council agreed to send a letter of support.

217. Apologies

Apologies for absence were received from Councillor Kendall (work).

218. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 18th January 2018 (pages 41 – 45).

219. Requests for Dispensations

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

220. Declarations of Interests

Declarations of personal interests in respect of items on the agenda were received from:
Councillor Leighton – item 8 (i) application no.7/2018/2012 (near neighbour)

221. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing team for January. 19 crimes had been reported in the Keswick area during January 2018 with 6 anti-social behaviour incidents reported during the month (this compared with a total of 28 incidents for the same period in 2016). PCSO Catherine Smith was in attendance for this item and answered questions from Councillors. Councillor Murray raised the issue of response times and the Clerk was advised to write to the Chief Constable or Police & Crime Commissioner to ask if this information could be provided in the reports.

222. Matters to be received from the Public

The proprietor of the Cornish Pasty shop in Lake Road (Yannika) raised the issue of new businesses opening in Keswick in premises which required a change of classification of use, without the relevant planning consents. She was concerned that retrospective applications would be approved as the businesses were already operational and employing staff. She felt that Keswick should retain its diversity in the type of shops in town and that national chains should be discouraged.

223. Matters to be raised by Councillors

Councillor Lywood said that he had been to a presentation about 'Plastic -free Keswick' and asked for an item on the next agenda to further discuss this issue.

Councillor Titley raised the issue of proliferation of dog poo in the streets of Keswick. He urged dog owners to be responsible and to pick up any mess left by their dogs and asked for an item on the next agenda to discuss ways of combating this problem.

224. Applications for Development

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

Plan Ref.	Description of Development
	Location
T/2018/0003	T1 - Alder: Reduce height Upper Fitz Park, Station Road <i>Declared interest – Applicant is Keswick Town Council</i> DECLARED INTEREST
T/2018/0017	Remove 1 silver birch Lower Fitz Park, Crosthwaite Road <i>Declared interest – Applicant is Keswick Town Council</i> DECLARED INTEREST
7/2017/2304	Erection of 60 bedroom hotel with associated underground car park, parking and landscaping Ravensfield Residential Home, High Hill <i>Object on the grounds:-</i> <ul style="list-style-type: none"> • <i>that the building is too large for the site</i> • <i>that there is not enough parking for both customers and staff</i> • <i>that the underground car park is a major concern and would be dangerous in times of flooding</i> OBJECT
7/2017/2344	Demolition of joinery workshop and builder's storage buildings. Erection of 4 local occupancy dwellings and car parking area Rear of 1-3 Stanger Street <i>Support – subject to the semi-detached houses having 2 car parking spaces each.</i> SUPPORT
7/2017/2353	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) 43 Main Street <i>Support - as long as the tables and chairs stay within the confines along with any A-Boards attached to the business</i> SUPPORT
7/2018/2006	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 The Former Cumberland Pencil Museum, Southey Works, Main Street <i>Support subject to the following conditions:-</i> <ul style="list-style-type: none"> • <i>that prior to any construction work taking place the first act of the developer should be to create an access route across the Rawnsley site to the development site. Construction traffic should NOT use Carding Mill Lane as the road is too narrow for traffic of any size to pass in two directions and to reduce the very real risk of damaging that road surface.</i>

- *that efforts must be made to reduce the noise from the event and that the marquee must be sound proofed.*
- *that the evening events should end by 9pm to limit noise affecting neighbours.*
- *that construction noise must also be constrained to 8am – 6pm weekdays and exclude weekends.*

SUPPORT

7/2018/2012 Refurbishment and alteration of the existing property to two separate dwellings
16 Church Street
Support – subject to the ‘additional’ property having a local occupancy clause
SUPPORT

7/2018/2017 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
8 Museum Square
Support - an improvement to the retail area in keeping with surroundings
SUPPORT

LEG/2018.1292 Proposal to amend Section 106 Agreement
Greta Gardens
Object - the desired extension area does not match and is inconsistent with previous S106 areas. It is suggested that an initial area extension would be the Northern Distinctive Area and further extensions should be subject to separate applications
OBJECT

It was agreed to bring forward item11 (iii)

225. Reports from Ward Representatives

RECEIVED the report of Dr Geoff Davies, Lake District National Park Authority North Distinctive Area Parishes Representative. Dr Davies also gave an update on the Local Plan review.

Councillor Titley left the meeting at 9.25 pm

226. Applications for Development (cont)

RECEIVED update on National Park planning decisions.

227. Mayor’s Report

RECEIVED details of the Mayor’s engagements and meetings attendance for the period 12th January 2018 – 8th February 2018.

228. The Great British Spring Clean – 2nd to 4th March 2018

The Mayor put forward a suggestion that work on cleaning up the tiles of the underpass be done as part of this initiative. She also advised that Keswick Lions were interested in participating in the event. Councillor Jordan said that he had noted a number of areas of the town which required attention.

RESOLVED that a group of Councillors undertake to clean the underpass and that Councillor Jordan prepare a list of areas which require cleaning to be passed onto Keswick Lions Club.

Councillor Titley re-joined the meeting at 9.45 pm

229. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- Allerdale Borough Council – Councillor Lywood reported that the Borough Council was facing pressure on finances due to Government funding cuts
- Cumbria County Council – Councillor Lywood reported that funding had been secured to progress improvements to the Market Square pedestrian area which would hopefully reduce the number of trips and falls. Councillors thanked Councillors Lywood and Kendall for their work on this.

230. Payment of Accounts

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

- i) The Town Council, vouchers 225 – 248 amounting to £23,775.07 (twenty three thousand, seven hundred and seventy five pounds and seven pence)
- ii) The Trusts, vouchers HP179 – FP171 amounting to £52,473.29 (fifty two thousand, four hundred and seventy three pounds and twenty nine pence)

231. Review of Internal Control and Audit

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

RESOLVED that Councillors Daniels and Titley be appointed to carry out a review of the effectiveness of the current system of internal control and audit.

232. Review of Risk Assessment

RECEIVED for adoption the revised Risk Assessment as at February 2018.

RESOLVED that the revised Risk Assessment be approved and adopted.

233. Community Governance Reviews

Consideration was given to a letter from Allerdale Borough Council asking whether the Council would like a Community Governance Review to be carried out in relation to the number of Town Councillors.

RESOLVED that Allerdale Borough Council be requested to undertake a Community Governance Review of Keswick parish boundaries with a view to re-aligning the current boundary with the line of the A66 northern bypass incorporating part of Underskiddaw Parish (the area between the current northern boundary and the A66 including Calvert Way) and to include part of St Johns Castlerigg and Wythburn Parish (12 properties at Lonscale View).

234. Minutes of Committee Meetings

RECEIVED for information the Minutes of the Events Committee meeting held on 30th January 2018 and the Neighbourhood Plan Steering Group meeting held on 30th January 2018.

235. Clerk's Report

Consideration was given to the Clerk's report.

RESOLVED that no additional work be carried out on the Pups Clock pending an application for a grant from the United Utilities Legacy Fund to cover the cost of a full refurbishment.

236. Correspondence

RECEIVED the following correspondence:

- i) United Utilities – response to letter regarding UU Legacy and Tree Funds.
Councillors were disappointed with this response to the request for more funding to be directed towards Keswick as the area which would suffer the greatest disruption from the pipeline project.

The meeting closed at 10.00 pm

Chairman

Date

Planning Applications received between 09/02/2018 to 08/03/2018

Plan ref	Location	Description of Proposed Development
T/2018/0021	County Hotel, Penrith Road, Keswick	T1: Ash - fell
7/2017/2174	Cider House, Penrith Road, Keswick, CA12 4LJ	Use of building as a dwellinghouse with an occupancy restriction (Allerdale inside and outside the National Park, Eden within the National Park and Penrith town administrative area) in lieu of existing occupancy restriction (north locality)
7/2018/2016	11 The Heads Mount, Keswick. CA12 5EY	Erection of glazed porch on the front of the property
7/2018/2024	8 Museum Square, Heads Road, Keswick. CA12 5DZ	3 wall mounted aluminium signs (replacement signage)
7/2018/2025	11 Bank Street, Keswick. CA12 5JY	Change of use to a hot food takeaway
7/2018/2028	Keswick View, 24 Lake Road, Keswick. CA12 5BX	Demolition of existing porch, erection of a replacement porch and resurfacing of external sitting out/garden area
7/2018/2042	Brantholme, Lonsties, Keswick. CA12 4TD	Alterations & extensions, improved drive area and detached garage

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 09/02/2018 & 08/03/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
T/2018/0003	February-18	Upper Fitz Park, Station Road		T1 - Alder: Reduce height/coppice	DECLARED INTEREST	No Tree Preservation Order to be served - may proceed to carry out works.	
T/2018/0017	March-18	Lower Fitz Park, Crosthwaite Road	CA12 5PB	Remove 1 silver birch	DECLARED INTEREST	No Tree Preservation Order to be served - may proceed to carry out works.	
7/2017/2217	September-18	Bridge End Water Treatment Works		Amendments to an approved water supply connection from Thirlmere to West Cumbria (ref 7/2016/2027): Bridge End, Thirlmere - revised water connection, including extended compensation flow channel, revised layout and extension of working area. St. John's Beck - extension of working area. Smaithwaite - realignment of pipeline and extension of working area. Maddle Valley - realignment of pipeline. Castlerigg - proposed tunnel, tunnel shafts, contractors' compound and temporary access tracks. Chestnut Hill - realignment of approved pipeline to the east of A591. Chestnut Hill - amendments to temporary construction accesses from the A591 onto the working area. Sheepdog Field, Keswick - extension of working area. Bassenthwaite - realignment of pipeline. Iset, Blindrake - extension of working area.	SUPPORT	GRANTED - decision is subject to the signing of a unilateral undertaking	
7/2017/2221	January-18	Land at Elliott Park	CA12 5NZ	Approval of details reserved by condition of planning approval ref. 7/2017/2004: condition no. 5 relating to surface water details.	APPLICATION NOT RECEIVED FOR COMMENT	details submitted are acceptable - if carried out accordingly - condition can be considered to have been satisfactorily discharged	
7/2017/2276	November-17	First Floor, 26-28 Main Street	CA12 5JD	Replacement of existing modern casement windows with traditional sash windows to Main Street elevation	SUPPORT	GRANTED	
7/2017/2282	January-18	High Hill Garage, High Hill	CA12 5NY	Approval of details reserved by condition of planning application 7/2017/2157: condition 8 - renewable energy (redevelopment of existing petrol filling station to provide replacement SPAR convenience store, forecourt alterations, extended canopy, customer parking and associated works)	APPLICATION NOT RECEIVED FOR COMMENT	details submitted are acceptable - if carried out accordingly - condition can be considered to have been satisfactorily discharged	
7/2017/2283	December-17	16 Derwent Street	CA12 5AN	Replacement windows and door on front elevation	SUPPORT	GRANTED	
7/2017/2289	November-17	Crosthwaite Conference Centre, Church Lane	CA12 5QG	Temporary use of agricultural fields to accommodate campers and caravans attending the Keswick Convention between the 15th July and the 4th August 2018	SUPPORT	GRANTED	

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2017/2293	November-18	Borrowdale, Manor Brow	CA12 4AP	Replacement of existing garage and sunroom with new garage, sunroom and bedroom - revised application to reduce the size of the extension approved in application ref 7/2017/2124)	SUPPORT	GRANTED	
7/2017/2305	November-18	Crow Park, Lake Road	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.	SUPPORT	GRANTED	
7/2017/2311	November-18	41 Millfield Gardens	CA12 4PD	Erection of single-storey rear/porch extension for additional living accommodation	SUPPORT	GRANTED	
7/2017/2312	December-17	15 Acorn Street	CA12 4EA	Demolition and replacement of dilapidated shared outbuildings	SUPPORT	GRANTED	
7/2017/2324	December-17	7a St John's Street	CA12 5AZ	A change of use from holiday let to additional office space	SUPPORT	GRANTED	
7/2017/2337	December-17	White Wicket, Lonsties	CA12 4TD	Single storey rear extension and side extension - resubmission of approval ref 7/2016/2248	NEUTRAL	GRANTED	
7/2017/2342	January-18	High Hill Garage, High Hill	CA12 5WY	Non-material amendment to planning approval ref. 7/2017/2157 relating to changes to the plant/bin compound to rear of store and increase in volume of above ground fuel storage tank	APPLICATION NOT RECEIVED FOR COMMENT	NON-MATERIAL VARIATION GRANTED	
7/2017/2351	December-17	22 Lakeland Park	CA12 4AT	Front and side extension	SUPPORT	GRANTED	
7/2017/2354	December-17	7 Brandelhow Crescent	CA12 4JE	Extensions & alterations	SUPPORT	GRANTED	
7/2018/2021	February-18	Bridge End Water Treatment Works		Approval of details reserved by condition on planning application 7/2016/2027: conditions B (construction method statement - highways), 9 (traffic management plan), & 15 (highways & access) - development of a water supply connection from Thirlmere to West Cumbria	APPLICATION NOT RECEIVED FOR COMMENT		part details submitted are acceptable - if carried out accordingly and other details required/submitted - conditions can be considered to have been satisfactorily complied with

KESWICK TOWN COUNCIL MEETING 15th March 2018

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 9th February 2018 – 8th March 2018

Thursday 8 February	Staffing Committee Meeting (pm) - held in Council Chamber, Keswick
Friday 9 February	Redevelopment of former Pencil Factory Site - on-site meeting, Keswick
Saturday 10 February **	Seasalt Cornwall Store opening - held at new store Market Place, Keswick
Monday 19 February	Opening of the restaurant 'Sultan of Keswick' - held at premises on St John's Street, Keswick
Friday 23 February	Mayor of Workington's Civic Dinner - held at Hunday Manor Country House Hotel, Winscales, Workington
Friday 2 March	Great British Spring Clean at the Underpass, Lower Lake Road, Keswick
Friday 2 March	Sustainable Keswick Plus Green Get Together - held at Golden Lion, Keswick
Saturday 3 March	Great British Spring Clean event - held around the Market Square, Keswick
Saturday 3 March	Saturday Chataway event - held at Crosthwaite Parish Room, Keswick

***Attended by Deputy Mayor*

Supporting Attendance Information:

Staffing Committee Meeting (pm) - held in Council Chamber, Keswick

Thursday 8 February. Also attended by members of the Staffing Committee.

Redevelopment of former Pencil Factory Site - on-site meeting, Keswick

Friday 9 February. This was an opportunity to visualise the effect of the planning application on the site, and also to ask questions of the Architect and James Devenish. A number of Councillors attended this meeting.

Seasalt Cornwall Store opening - held at new store Market Place, Keswick **

Saturday 10 February

Supporting Attendance Information:

Opening of the restaurant 'Sultan of Keswick' - held at premises on St John's Street, Keswick

Monday 19 February. It was good to see these premises in use again. I wish this new business well.

Mayor of Workington's Civic Dinner - held at Hunday Manor Country House Hotel, Winscales, Workington

Friday 23 February. This was a fund raising event and an opportunity to meet with other Mayors, and to network with other invited guests.

Great British Spring Clean at the Underpass, Lower Lake Road, Keswick

Friday 2 March. Councillors Miller and Daniels and I cleaned the Underpass. This took a little over an hour, and thanks go to West View Guest House and Morrells for supplying the hot water.

Sustainable Keswick Plus Green Get Together - held at Golden Lion, Keswick

Friday 2 March. The first meeting of people who are keen to pursue the idea of enabling Keswick towards using less single use plastic, and to talk about 'Green' issues. This was attended by Councillors Lywood and Murray.

Great British Spring Clean event - held around the Market Square, Keswick

Saturday 3 March. This was spearheaded by the local 'Lets pick up plastic' group. I joined them for a while and thank them for their efforts. (The Lions group postponed their 'Clean' till 11th March).

Saturday Chataway event - held at Crosthwaite Parish Room, Keswick

Saturday 3 March. This was a joint event with Keswick First Responders, and Copeland MP Trudy Harrison. A way of contacting with people from the local area. It was attended also by Councillors Miller and Daniels. An opportunity to support the First Responders and meet their mascot.

Report from the North DA Parishes Member of the LDNPA February 2018

The draft Local Plan will be released for public consultation on May 7th. The consultation will end on June 29th. One document (called 'Living Lakes') will set out the proposed text of the policies to be included in the Local Plan Part 1. Another document will set out the sites that are proposed for allocation for specific uses (for example, housing or employment). These draft documents are due to be approved by Park Strategy & Vision Committee on 25th April. I shall give more details in my March and April reports.

Another document that will be issued for public consultation at the same time as the Local Plan is entitled *Visitor Travel in the Lake District: Vision and Delivery Plan*. The draft document can be found at:

http://www.lakedistrict.gov.uk/data/assets/pdf_file/0016/1101751/2018_02_13-Visitor-Travel-in-the-Lake-District-2040-Vision-and-Delivery-Plan-Annex-1.pdf

The document sets out a vision for visitor travel in the year 2040. It envisages that, by then, 22 million visitors will come to the LDNP per year. This compares with 17.3 million who came in 2015. The aim is to keep overall traffic levels stable despite the projected increase in visitor numbers. Specifically, the vision is to reduce the proportion of visitors arriving at the LDNP by car from 93% in 2015 to 72% in 2040 and to reduce the proportion of visitors using the car as their main mode of transport once they are here from 58% in 2015 to 45% in 2040.

All this requires changes in people's behaviour, but there is good evidence that this is possible. From 2011 to 2015 the £4.9 million Go Lakes Travel programme made improvements to sustainable transport options in the South and Central Lake District. Visitor surveys before and after the programme indicated a reduction in vehicle mileage of 14.5% (4.8 million miles) and an estimated 7.8% reduction in carbon emissions from visitor travel.

Among the ideas proposed in *Visitor Travel* for investigation in the next three years are to:

- develop a real-time parking availability and information app;
- develop and promote real time public transport information apps
- complete a feasibility study on driverless pods
- look at feasibility for autonomous electric water taxis.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

**Keswick Town Council
Annual Review of Effectiveness of Internal Financial Control
March 2018**

The above review was undertaken by Councillors Daniels and Titley on the 20th February and 7th March 2018.

Comments & Observations – Councillor Daniels:-

I have carried out my review today 20th February 2018 and I believe that our audit arrangements are in compliance and conform to the regulations set down in the guidance in "Governance and Accountability for Smaller Authorities in England March 2016.

Further to this may I suggest that councillor Miller's suggestion regarding flexibility regarding reporting of fraud (presently restricted to the Mayor, Trust Chair, Clerk and RFO) be taken into consideration.

Councillor Miller's comments 2017 - 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.

My other suggestion is with regard to items 6.7, 6.8 and 6.9. That we should follow the recommendations that D.D's Standing Orders, B.A.C's and Chaps be referred to the full council for approval every 2 years.

6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

6.8 If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.

6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

Further to this it would seem that our financial controls are rigorously adhered to and well scrutinized.

Comments & Observations – Councillor Titley:-

I have reviewed the following documents:

The report compiled by Councillors Burn and Miller following completion of their review in 2017

I think the point raised regarding who the auditor should report to would be covered by common sense if any of the name officers were implicated in the fraud. Perhaps one addition would be to include the police in any record of fraud reporting.

Ian Smithson's internal audit report from May 2017 – this was taken to the June meeting

The single recommendation to perhaps earmark reserves for specific purposes can lead to unfortunate hobbling of future projects when the right cash can be in the wrong pot. I think that recommendation is unnecessary¹

KTC Financial Regulations (current)

6.9. Every two years the use of BAC or CHAPS should be authorised by Council (I am not certain we do this)²

SLCC advice note for the effectiveness of internal financial control

No comment.

I am satisfied that Keswick Town Council has effective Internal Financial Control.

¹ **RFO note for information** – Keswick Town Council resolved in December 2017 to earmark some General Reserves – Minute number 183.

² **RFO Note for information** – This was included in the annual revision of Financial Regulations in April 2017, therefore authorisation is next sought in April 2019

**Keswick Town Council
Council Tax Base Confirmation
March 2018**

Following the Town Clerk's report¹ accompany the Annual Budgets 2018/19 placed on the agenda in December 2017, confirmation has now been received from Allerdale Borough Council of the Council Tax Base for Keswick.

The Council Tax Base for Keswick for 2018/19 set by Allerdale Borough Council = £2046.35.

This amount represents an increase of £13.45 for the year, or 26p per week, for each Band D property in Keswick – making a total increase of £120.56 (12.56%) for the year equating to £10.05 per month for each Band D property.

**Catherine Parker
Responsible Finance Officer
15 March 2018**

¹ Copy attached for information

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

Minutes of the Keswick Town Council (KTC) Events Committee meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Monday 26 February 2018 at 10.30am.

Present:

Chair: Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator

David Burn (DB) – KTC Cllr

Phil Byers (PB) – Geraud Markets

Allan Daniels (AD) – KTC Cllr

Chris Harper (CH) – Podgy Paws

Rachel Kearns (RK) – George Fisher

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

Vanessa Metcalfe (VM) - Keswick Tourism Association

David Quinton (DQ) - Rotary

Dave Roberts (DR) - Lions

Lynda Walker (LW) – KTC Town Clerk

1. Apologies

Apologies were received from: Mitch Franks (Cumbria Police)

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 30 January 2018 (pages 15 – 17) be agreed as a correct record.

3. Midsummer Festival 2018 29 June – 1 July

Rock Night

- Headline Acts – Tribute acts – Rod Stewart and Ed Sheeran
- Agreed to go ahead with Bands in Pubs – Fluid to organise
- Cost/ availability of security staff still to be arranged

ACTION: HA to contact

Landscape Painting Competition

- PT to buy and store gazebos
- PT to arrange posters
- 3 Judges -1 from Keswick Society of Art, Mayor and AnnMarie Theobald (N4)

ACTION: PT to source gazebos and arrange posters

Prom

- No update

ACTION: AD to speak to Shelagh Hughes

Scruffs

- CH working on sponsors and categories
- Medieval Combat demonstration arranged for during registration time
- PB reported that stall bookings have started to come in. CH will also publicise on social media
- Agreed will need entry and exit signage for show ring

Sponsorship

- The Lakes Partnership (Keith Graham) have agreed to sponsor the Rock Night £1000
- Podgy Paws to sponsor Scruffs
- Lake District Hotels – TL to approach

ACTION: TL to approach Lake District Hotels

Publicity

- Malcolm Rigg to be asked to quote for design and print of leaflets/poster
- McKanes to be asked for a quote for printing
- Songs of Praise Service at St Johns on Sunday 1 July at 6.30pm to be included in publicity

ACTION: HA to obtain quotes

4. Other Events in Keswick

Keswick Mountain Festival – HA reported on advisory group meeting. Similar set up as previous years. Using Lakeside carpark and parking at the Rugby Club. Next advisory group meeting will be on 10 May.

Schools Remembrance Day Service 2018 - HA approached by Braithwaite school about whether Town Council wanted to be involved in an event by Schools on Friday 9 November. It was agreed that this was not a decision for the Committee.

Christmas Lights Switch on 2018 – PT has tried to approach St Herbert's school about a possible competition re turning on the Christmas lights, AD to provide different email address.

DQ confirmed that Rotary would like to coincide the Tree of Light Switch on with the general lights switch on event. Rotary are considering options on how to do this.

Keswick Beer Festival 1-2 June 2018 – DR confirmed dates for Beer Festival and plans well under way.

Art and Craft Event – PB brought forward the idea of a 'Prom Art' event in Keswick. (Current Grange over Sands event). Probably in Market Square, perhaps in October on a Sunday. It was agreed that it sounded like a positive event, but that local artists/shops should be consulted/invited to attend.

5. AOB

Countdown Clock – PT reported that the new countdown clock has been purchased (by Keswick Community Asset Company). Would like to see it on Moot Hall for the New Year Countdown, alternatively the Skiddaw.

Could be used for other events, possibly Scruffs.

Discussion about how long it can be in place – re National Park rules on advertising.

ACTION: TL to ask permission for siting of countdown clock

6. Date of Next Meeting

Tuesday 3 April 10am

The meeting closed at 11.30 am

Keswick Town Neighbourhood Plan

Steering Group Meeting Notes

Date: 26th February 2018

Time: 5.30pm

Location: Council Chamber, KTC offices

Present: Councillors Allan Daniels(AD) (Keswick TC)
 Revd Charles Hope (CH) (St Johns Church) - Chair
 Lynda Walker (LW) (Town Clerk)
 Tom Woof (TW) (Prospus)
 Heather Askew (HA) (Admin Support)

Apologies: Paula Allan (PA) (Lake District National Park Authority)
 Shelagh Hughes (SH) (Headteacher, St Herbert's School)
 Paul Titley (PT) (Keswick TC)

No.	Item
1.	<p>Minutes of last meeting</p> <p>The minutes of the last meeting held on 30th January 2018 were agreed as a correct record.</p> <p>Notes on Action List:</p> <p>4.HA confirmed she had received clarification from SusKes on the meaning of an Alternative Technology Centre. They envisage a community hub to improve community cohesion and resilience, inspiring local residents and visitors about sustainable low carbon living. It was agreed that this was not a planning issue. Suskes had also shared a copy of the Low Carbon Neighbourhood Planning report.</p> <p>5. TW not contacted Steve Ratcliffe.</p> <p>7. TW shared initial draft of policies</p>
2.	<p>Draft Policies</p> <p>TW presented the initial draft of the 4 policies, as agreed at the previous meeting.</p> <p>Local Occupancy – there was a discussion about using a radius approach for this to include areas like Threlkeld. Note: Following the meeting TW confirmed that the Northern Distinctive Area does include the above area.</p> <p>The draft neighbourhood plan includes the contents page which shows the need for the following items:</p> <ul style="list-style-type: none"> • Preface by Chairman • Introduction (Legislative context and process to date) • Vision for Keswick • Brief History of Keswick (Pre-20th Century, National Parks, 21st Century) • Rationale for the policy themes (Outline of LDNPA Plan and the process of review, Likely LDNPA policies, Issue of timing) • Policies • Process going forward • Glossary

	<p>Policies</p> <p>Materials The Working Group confirmed they were happy with this policy</p> <p>Car Parking The working group were generally happy with this policy with the suggested amendment of – additional deck of carpark could be possible where visual impact is minimal.</p> <p>Affordable Housing It was noted that the reported official need seems to be low in comparison to demand on new developments such as Calvert Way. – TW to check on data. Anecdotal evidence of this number of applicants to be added to this section.</p> <p>Bed and Breakfast Accommodation Agreed to remove the second point about if converting to one unit, that it could be exempt from local occupancy, as this is going against the desire to have local occupancy homes.</p> <p>Additional Policy – Local Occupancy To be extended to be the Northern Distinctive Area.</p> <p>Possible additional policy – increased council tax on second homes Yorkshire Dales are considering a 500% increase in council tax on second homes – it was suggested that this could be considered in Keswick.</p>
3.	<p>Process</p> <p>As the LDNPA are in the process of undertaking their own review, it makes sense to complete the Keswick Neighbourhood Plan Process after LDNPA complete their process.</p> <p>CH suggested completing pre-consultation process then putting on hold until LDNPA complete their review.</p> <p>Grant At present grant has been extended to the end of March, TW will invoice up to this point. The grant will need to be reapplied for in the new financial year, and any amounts unspent to be returned.</p> <p>Presentation It was suggested that TW make a presentation to the Town Meeting on the 19th April. If councillors approve, then can go to consultation stage.</p>
3.	<p>Date of Next Meeting</p> <p>Next meeting on Wednesday 4 April 2018 at 5.00 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 Steve Ratcliffe at LDNPA re Economic Development Plan	TW
5.	Contact Allerdale about cost of shared ownership referendum	BB
6.	Second draft of Policy Document	TW
7.	Share Low Carbon Neighbourhood Planning to Dropbox	HA
8.	Invoicing and managing grant process	TW
9.	Presentation to Town Meeting	TW
10.	Agenda for next meeting on 4 April 2018 and produce minutes/action list from this meeting. Note – large scale plan to be available at all meetings.	HA

KESWICK TOWN COUNCIL
15 MARCH 2018

CLERK'S REPORT

General Data Protection Regulation (GDPR)

Catherine and I have attended a training session organised by CALC to help Councils to prepare for the new General Data Protection Regulation which comes into effect on 25th May 2018. NALC has produced a toolkit for local Councils which provides practical tools to assist with GDPR compliance. There is also a wealth of information on the Information Commissioner's Office website ico.org.uk. All public and private organisations are legally obliged to protect any personal information they hold. Everyone in the workplace has a legal duty to protect the privacy of information about individuals.

The Regulation replaces the existing law on data protection and gives individuals more rights and protection regarding how their personal data is used by councils. It will however impose new burdens on councils, including new reporting requirements and increased fines and penalties. I have attached a brief 12 step guide to what needs to be done now to prepare.

The first step is awareness and by way of this report I am making Councillors aware that the law is changing and that this will have an impact on the organisation. Staff members will be made aware through staff meetings and I will be working with Catherine and Wendy to carry out an information audit to document what personal data we hold and to review procedures.

The Council will need to designate someone to take responsibility for data protection compliance and there is currently discussion around whether this can be the Clerk or whether this role should sit somewhere else within the Council's structure and governance arrangements. A more detailed report will be brought to a future meeting.

CCTV Installation

The four cameras have now been installed on the Moot Hall and Catherine and I have had a training session on downloading recordings for use by the Police. A protocol will be brought to the next meeting for approval to ensure we are compliant with Data Protection Regulations.

LW
090318

Preparing for the General Data Protection

Regulation (GDPR)

12 steps to take now



Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.



Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.



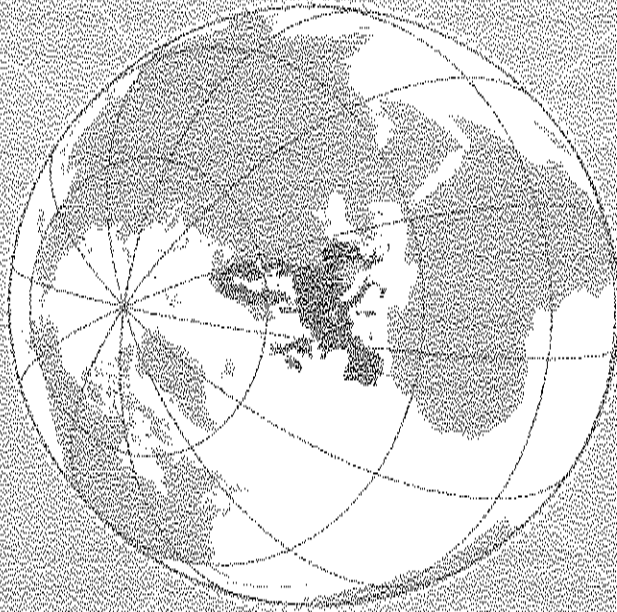
Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.



Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.



Subject access requests

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.



Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.



Consent

You should review how you seek, record and manage consent and whether you need to make any change. Refresh existing consents now if they don't meet the GDPR standard.



Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.



Data breaches

You should make sure you have the right procedure in place to detect, report and investigate a personal data breach.



Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.



Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where their role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.



International

If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

Lynda Walker

From: Nicola Busuttill <nicola.busuttill@sparse.gov.uk>
Sent: 09 February 2018 11:33
To: Nicola Busuttill
Subject: Utility Priority Services Register

Importance: High

Dear Parish Clerk,

At the Rural Services Network we are currently working with Electricity North West to assist people in rural areas who may find themselves in vulnerable circumstances. This could be due to ill health, disability, mental health issues or language barriers.

You may be aware of the Priority Services Register which is operated by utility companies for example Electricity North West. This allows people who register on it to receive special consideration and action particularly in the event of disruption of power or water power disruption. Although this service may be fairly well known, it may be that the people who may benefit the most are not aware of its existence.

It is likely that the Priority Services Register may become a common list for both energy and water companies to users in priority need and Electricity North West and United Utilities are two companies that are already working closely on these issues. For example you could register with one company and with the customer's permission, automatically register with the other. Currently, United Utilities run a separate list so there is the need for people to register their need for priority with both organisations, although there is currently a 12 week trial (as from 5 February 2018) where customers who newly register for Priority Services, with their consent, will have their data shared between the two companies, therefore only registering once.

We have agreed to work with Electricity North West to do some research to firstly find out about how well known this Priority Services Register is to parish councils and to Parish Councillors in Lancashire and Cumbria. Secondly we would like to see how many parish councils would be interested in working with ourselves and the Companies in an exercise designed to increase the level of registration.

This is an exercise designed exclusively to help those in rural areas who might need it - there is absolutely NO ulterior sales or marketing motive here. We wish to work with Parish Councils to help them help those in priority need in their communities.

Below is a link to an online survey and we would be grateful if you could complete the details in the first instance. It will only take around 2 minutes to complete! Getting it back from all parishes by the end of April would be tremendously helpful to all of us.

[Utility Priority Services Register](#)

If you have any queries about this process please do not hesitate to contact us direct.

Kind regards

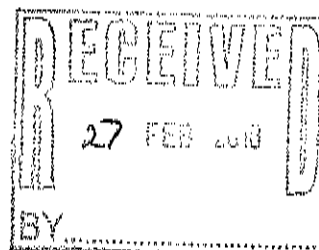
David.

David Inman
Director
Rural Services Network
www.rsnonline.org.uk
01822 851370

The Rural Services Network seeks to provide a voice for rural communities by representing rural services, networking between rural service organisations and establishing and broadcasting best practice in rural service provision.

It comprises SPARSE Rural, the Rural Assembly, the wider Rural Services Partnership and the RSN Community Group working with Rural England, a stand - alone CIC research group.

Rural England Company Number 9023202. Rural Services Partnership Company Registration Number 6960646.



Hello!

Celebrate democracy with EqualiTeas and UK Parliament Week!

In 2018, we're marking key anniversaries in the journey towards equal voting rights for women and men with an exciting programme of UK-wide activities. Join us celebrating these milestones by involving your organisation and empowering people to be active and informed citizens.

Share, debate and celebrate with EqualiTeas: 18 June – 2 July 2018

EqualiTeas is a celebration of our democratic equality, with parties and picnics taking place in communities all over the country! This is a great opportunity to get people involved with your organisation thinking about democracy and their right to vote.

When you sign up for EqualiTeas, you'll receive a Host Pack containing a range of free resources to help you plan your event and get people actively engaged, sharing stories and debating ideas.

Find out more and register for your EqualiTeas Host Pack at www.equaliteas.org.uk

Engage, explore and empower with UK Parliament Week: 12 – 18 November 2018

Last year's UK Parliament Week was the biggest yet, with over 4000 activities taking place around the UK. This year's festival will focus on the struggle for equal suffrage and will empower people to get involved with the UK Parliament and have their voices heard.

A free Partner Kit has everything you need to inspire people to get involved, including activities and resources exploring equality, votes for women, and the UK Parliament.

Find out more and register for your Partner Kit at www.ukparliamentweek.org

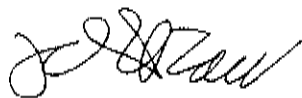
Vote 100: celebrating women's voices in democracy

EqualiTeas and UK Parliament Week are ways your organisation can take part in Vote 100, a year-long project marking 100 years since Parliament passed the law allowing some women, and all men, to vote for the first time; and the 90th anniversary of the law giving all people the right to vote on an equal basis. Find out more about Vote 100 at www.parliament.uk/vote100

Follow @YourUKParl on Twitter for EqualiTeas and UK Parliament Week updates!

Contact the UK Parliament Education and Engagement Service for more information at outreach@parliament.uk or call 020 7219 1650.

Yours sincerely,



Rt Hon. John Bercow MP
Speaker of the House of Commons



Rt Hon. the Lord Fowler, Lord Speaker
Speaker of the House of Lords

