

KESWICK TOWN COUNCIL

Council Offices
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Cumbria
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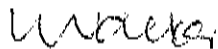
10th May 2018

Dear Sir/Madam

You are summoned to attend the Annual Meeting of Keswick Town Council to be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 17th May 2018 at 7.30pm.**

Prior to the start of the meeting, at 7.00pm, Hanna Latty, Team Leader Strategy and Planning Policy at the Lake District National Park Authority, will give a short presentation about the Local Plan Review which is open for public consultation from 8th May to 29th June. (Visit <http://www.lakedistrict.gov.uk/planning/local-plan-review> for draft policies, allocations and development sites).

Yours faithfully



Lynda Walker
Town Clerk

A G E N D A

- 1. Election of Chairman (Town Mayor)**
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2. Election of Deputy Chairman (Deputy Mayor)**
To elect the Deputy Chairman and to receive the Deputy Chairman's Declaration of Acceptance of Office.
- 3. Presentation of Mayor's Cadet**
The Mayor's Cadet for the year will be presented.
- 4. Apologies**
To receive apologies for absence.
- 5. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on 19th April 2018 (pages 55-59) (enclosed).
- 6. 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.
- 7. 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.

8. Police Report

To receive the report of the Allerdale Rural Neighbourhood Policing Team - a Police Community Support Officer will attend when on duty and available.

9. 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 ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

10. Matters to be received from 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.

11. Applications for Development

- i) To examine applications for development and submit observations to the Lake District National Park Authority (list enclosed - Planning Group report to be circulated at the meeting).
- ii) To receive an update on National Park Planning Decisions (enclosed).

12. Living Lakes - Your Local Plan Review

To consider establishing a working group to study the documents of the Local Plan review and advise the Council on its consultation response.

13. Mayor's Engagements

To receive details of the Mayor's engagements and meeting attendance for the period 13th April 2018 – 10th May 2018 (enclosed).

14. 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 (enclosed)

15. Car Parking Problems in Keswick

To consider a request from the Annual Town Meeting held on 19th April 2018 for the Town Council to write to the authorities concerned to press for a more strategic review of parking in Keswick rather than the proposed review of 'backstreet' parking only.

16. Chairman's Allowance

To fix the amount of the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 (budget provision £2,000).

17. Standing Committee and Working Group Members

To review, and to appoint members to serve on, the undermentioned working groups/committees (details of current working group/committee memberships enclosed):

- i) Staffing Committee
- ii) Events Committee
- iii) Planning Group

18. Outside Bodies & Liaison Meetings

To appoint representatives on outside bodies and to attend liaison meetings e.g. Allerdale 3 tier meetings, LDNPA forum (details of current memberships enclosed).

19. Schedule of Meetings 2018/19

To confirm the date and times of ordinary meetings of the Council for the ensuing year (enclosed).

- 20. Members Attendances**
To receive for information details of members' attendances for 2017/18 (enclosed).
- 21. Schedule of Charges**
To confirm the level of charges to be set for 2018/19 (list of recommended charges enclosed).
- 22. Review of Standing Orders**
To approve revisions to Standing Orders (report of Clerk enclosed).
- 23. Payment of Accounts**
To confirm the payment of accounts for May 2018 as approved by the Inspection Committee (to be circulated at the meeting) for:
- i) The Town Council
 - ii) The Trusts
- 24. General Data Protection Regulations**
To adopt a Data Protection Policy to meet the requirements of the new General Data Protection Regulations coming into force on 25th May 2018 (report of Clerk enclosed).
- 25. Insurance Renewal/Review**
To receive the report of the Responsible Financial Officer (enclosed).
- 26. Clerk's Report**
To receive the report of the Clerk

Prior to the following business the Chairman will move the following resolution:

'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted'

- 27. Staffing**
To receive the report of the Clerk (enclosed).

To: All Councillors, Press, Police, Library

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 19th April 2018 at 7.30pm.

Present:

Chairman
Councillor Susan Leighton

Councillors

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

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press and 7 members of the public.

The Mayor congratulated Councillor Lywood on gaining his Party's support for the nomination as Parliamentary candidate for the Copeland constituency. She also paid tribute to Cliff Sandham who had been a remarkable man of Keswick.

260. Apologies

Apologies for absence were received from Dr Geoff Davies (Lake District National Park Authority) and Borough Councillor Ron Munby.

261. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 15th March 2018 (pages 50 – 54).

262. Requests for Dispensations

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

263. Declarations of Interests

No declarations of interests in respect of items on the agenda were received.

264. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing team for March. 18 crimes had been reported in the Keswick area during March 2018 with 3 anti-social behaviour incidents reported during the month (this compared with a total of 18 incidents for the same period in 2017). PCSO Catherine Smith was in attendance and provided information on the grading system for calls to the Police control room and corresponding response time targets. Councillor Burn asked if information on response times could be provided on a quarterly basis.

265. Matters to be received from the Public

No matters were received from the public.

266. Matters to be received from Councillors

Councillor Murray raised the issue of work which had been carried out by Electricity North West in the Market Square and subsequent reinstatement of the surface with tarmac. She undertook to monitor the situation to secure reinstatement in the original materials.

267. Community Governance Review

Lindsay Tomlinson, Electoral Services Manager at Allerdale BC, was in attendance for this item. She explained the process to be followed for the Community Governance Review to establish whether the

Keswick parish boundaries should be changed to incorporate two additional areas. There would be two consultation stages with any amendment to be effective in 2019.

268. Applications for Development

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

Plan Ref.	Description of Development
7/2018/2037	<p>Location</p> <p>Install a 'wood grain' effect upvc window and door in existing loading bay 2 Southey Yard, Southey Street <i>Support - a great improvement to existing</i> SUPPORT</p>
7/2018/2043	<p>Demolition of existing garage and porch. Single storey extensions providing new garage, porch and master bedroom suite. Relocation of vehicle access Rowan Rigg, Brundholme Road <i>Object – We believe the neighbour's objections should be taken note of. It will impact their properties during the build and dominate the area; basically there is no improvement on the previous plans. This is a revamp of substantial bungalow and still an extensive enlargement that will dominate the area. It would appear to be over development and out of character within The Paddock. Any extension should be considered at the front of property on grassed area. It is difficult to see how it can be built without intrusions to neighbours.</i> <i>4 letters of objection received from neighbours</i> OBJECT</p>
7/2018/2044	<p>New dormer window to rear elevation for loft conversion 43 Southey Street <i>Support - appropriate design to add another bedroom no. 4, will also improve the site (concern that an extra bedroom could add to parking issues in an already congested area -this is an ongoing issue).</i> SUPPORT</p>
7/2018/2049	<p>Construction of a new 21 bedroom hotel extension, dining room extension and changes to the existing car park Keswick Hotel, Station Road <i>Object - The orangery looks out of place and the design of the extension is disappointing for an iconic hotel. An extension of this scale needs an appropriate increase in parking that has been achieved (in the plan).</i> OBJECT</p>
7/2018/2051	<p>Two storey side extension Mount View, 12 Fenton <i>Object - The neighbours are concerned that scaffolding will be on their property, it is also over bearing. Similar to some other developments along Fenton, although extension extremely close to neighbouring property garage.</i> <i>1 letter of objection received</i> OBJECT</p>
7/2018/2053	<p>Demolition of existing lean-to and construction of new lean-to extension Benycot, Southey Street <i>Support - an upgrade to existing</i> SUPPORT</p>

- 7/2018/2061** Alterations to shop front
20 Station Street
Support - sensible plan - no visual impact once completed.
SUPPORT
- 7/2018/2068** Fascia signage for new SPAR store; Totem sign, pop up unit and spreader box for
Texaco Petrol
Spar Store and Texaco Petrol Station, High Hill Garage, High Hill
Support - smart standard garage signage.
SUPPORT
- 7/2018/2069** Change of use to a hot food takeaway
13 Bank Street
*Support - as per previous application (7/2018/2025):-
Glad to see that empty premises are being utilised on a busy Keswick street.
Previously supported applicant in Standish Street (change of location). An
opportunity to energise Bank Street.*
SUPPORT
- 7/2018/2076** Alterations and extensions, improved drive area and detached garage (revised
scheme)
Brantholme, Lonsties
Support - no comments made.
SUPPORT

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

269. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 9th March 2018 – 12th April 2018.

270. Reports from Ward Representatives

RECEIVED 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

271. Payment of Accounts

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

- i) The Town Council, vouchers 267 – 13 amounting to £32,033.52 (thirty two thousand and thirty three pounds and fifty two pence)
- ii) The Trusts, vouchers HP230 – FP5 amounting to £26,819.43 (twenty six thousand, eight hundred and nineteen pounds and forty three pence)

272. Request for Funding – Reinstatement of Keswick to Threlkeld Railway Path

Further to the presentation at the last meeting, consideration was given to providing a contribution to the fundraising campaign to support the reinstatement of the Keswick to Threlkeld railway path.

RESOLVED that a contribution of £2,000 be agreed to be funded from the accrual in the 2017/18 budget for this purpose.

273. Representation on Town Liaison Group

Consideration was given to appointing an additional representative to the Keswick Convention Town Liaison Group.

RESOLVED that two representatives be appointed to the group at the Annual Council meeting (one plus a substitute).

274. CCTV Protocol

The Clerk submitted a draft protocol for the operation of the CCTV cameras on the Moot Hall.

RESOLVED that the draft protocol for the operation of the CCTV cameras on the Moot Hall be adopted.

275. Budget Summary Comparisons as at 31st March 2018

RECEIVED budget comparisons for the fourth quarter.

276. Verification of Bank Reconciliations

RESOLVED that Councillor Kemp be appointed to sign the bank reconciliations and original bank statements as evidence of verification in accordance with the Council's Financial Regulations.

277. Annual Review of Financial Regulations

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

RESOLVED that the revised Financial Regulations be approved and adopted.

278. Assets Register

RESOLVED that the updated Assets Register be adopted.

279. Bank Mandate Amendments

RESOLVED that the current bank mandate be amended to reflect the change in Councillors following the resignation of Andrew Lysser and the election of Jean Murray.

280. Clerk's Report

RECEIVED the Clerk's report.

281. Minutes of Committee Meetings

RECEIVED for information the Minutes of the Events Committee meeting held 3rd April 2018.

282. Minutes of Liaison Meetings

RECEIVED for information the Minutes of the CALC Allerdale 3 tier meeting held on 22nd March 2018.

283. Correspondence

Consideration was given to the following correspondence:

- i) Cumbria County Council – Tour of Britain Cycle Race in Cumbria in 2018 – request for financial sponsorship

RESOLVED that the request be declined.

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'

284. Request for Funding – Keswick Community Housing Trust

Consideration was given to a request from Keswick Community Housing Trust.

RESOLVED that £15,000 be made available to Keswick Community Housing Trust to support the provision of an additional rental property in Keswick, to be repaid no later than 31st March 2019, to be funded from the uncommitted reserves earmarked for support for local housing with the balance from general reserves. *Councillor Titley asked for it to be noted that he had voted against the proposal.*

285. Sickness Absence Policy

The Clerk presented a draft Sickness Absence Policy which the Staffing Committee recommended for adoption by the Council.

RESOLVED that the Sickness Absence Policy be adopted with immediate effect.

286. Minutes of Staffing Committee

RECEIVED for information the draft Minutes of the Staffing Committee meeting held on 4th April 2018.

The meeting closed at 9.45 pm.

Chairman

Date

Planning Applications received between 13/04/2018 - 10/05/2018

Plan ref	Location	Description of Proposed Development
7/2018/0046	The Coach House, Chestnut Hill, Keswick. CA12 4LS	Crown raise & prune 5 beech trees. Thin out holly & self seeded saplings.
7/2018/2051	Mount View, 12 Fenton, Keswick. CA12 4AZ	Two storey side extension - Amended plans
7/2018/2056	Mary Hewetson Cottage Hospital, Crosthwaite Road, Keswick. CA12 5PH	Demolition of existing single storey flat roofed day room extension. Erection of a single storey extension with internal remodelling to existing In-Patient Ward. Extension of existing hardstanding to provide additional car parking.
7/2018/2057	Fern Lea, Penrith Road, Keswick. CA12 4LJ	Erection of two-storey side extension, to the outrigger to create additional living accommodation to create an annex to the main dwelling, and demolish the existing garage and summer house and erect a detached wooden building, for domestic use.
7/2018/2084	The Chief Justice of the Common Pleas - 2-6 Bank Street, Keswick. CA12 5JY	Conversion of existing car park & passage at rear of pub to beer garden - resubmission of 7/2017/2339
7/2018/2085	United Norwest Co-op Ltd, 25 Main Street, Keswick. CA12 5BL	Change the use of existing retail premises to A5 take-away and installation of extraction ductwork
7/2018/2089 (Listed Building Consent)	United Norwest Co-op Ltd, 25 Main Street, Keswick. CA12 5BL	Change of use of existing retail premises to A5 take-away and installation of extraction ductwork

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

Decisions Received from LDNPA

Planning Decisions Received between 13/04/2018 & 10/05/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2017/2174	July-18	Cider House, Penrith Road ✓	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)	OBJECT	REFUSED		
7/2017/2274	March-18	High Hill Garage, High Hill	CA12 5NY	Approval of details reserved by condition on planning application 7/2017/2157: condition 6 (fences) & 9 (staff parking) - 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 - conditions can be considered to have been satisfactorily discharged		
7/2017/2319	January-18	Wood Close, 11 Springs Road	CA12 4AQ	Erection of two-storey side extension for additional living accommodation	SUPPORT	GRANTED		
7/2017/2329	April-18	Royal Mail, Keswick Delivery Office, Penrith Road	CA12 4PE	Approval of details reserved by conditions of planning permission reference 7/2016/2027 (water supply connection from Thirlmere to West Cumbria). Details of Greta Tunneling - Royal mail compound construction and relates to conditions 6,7,8,9,10,11 and 26	APPLICATION NOT RECEIVED FOR COMMENT	details submitted are acceptable - if carried out accordingly - conditions can be considered to have been satisfactorily complied with		
7/2017/2333	December-17	1 Manor Cottages, Manor Brow	CA12 4AS	Detached garage (revised position following approval 7/2017/2195)	SUPPORT	GRANTED		
7/2017/2335	January-18	16 Heads Mount	CA12 5EZ	Single storey rear extension	SUPPORT	GRANTED		
7/2017/2336	January-18	Fine Design, 35 Lake Road	CA12 5DQ	Two storey rear extension	SUPPORT	GRANTED		
7/2017/2341	December-17	Bristowe Hill, Crosthwaite Road	CA12 5PG	Proposed local needs dwelling	SUPPORT	GRANTED		
7/2017/2344	January-18	Rear of 1-3 Stanger Street	CA12 5JU	Demolition of joinery workshop and builder's storage buildings. Erection of 4 local occupancy dwellings and car parking area	SUPPORT	GRANTED		
7/2017/2350	December-17	Lingmell Bungalow, The Heads	CA12 5ET	Extension to North and East elevations to form new kitchen and extended living area.	SUPPORT	GRANTED		

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2017/2353	January-18	43 Main Street	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)	SUPPORT	GRANTED		
7/2018/2001	January-18	12 Manor Park	CA12 4AA	Alteration and extension to dwelling to provide accessible living accommodation	SUPPORT	GRANTED		
7/2018/2002	January-18	32 Briar Rigg	CA12 4NN	Extensions & alterations to make dwelling suitable for disabled person	SUPPORT	GRANTED		
7/2018/2012	January-18	16 Church Street	CA12 4DT	Refurbishment and alteration of the existing property to two separate dwellings	SUPPORT	GRANTED		
7/2018/2015	March-18	Stanwin, 14A Fenton	CA12 4AZ	Approval of details reserved by condition of planning approval ref. 7/2016/2135: conditions nos. 6 (10% renewable energy scheme) and 7 (Construction Method Statement)	APPLICATION NOT RECEIVED FOR COMMENT	details submitted in respect of condition 7 are acceptable - further details regarding condition 6 still required		
7/2018/2022	March-18	High Hill Garage, High Hill	CA12 5NY	Approval of details reserved by condition on planning application 7/2017/2157: condition 8 (renewable energy) - 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 met		
7/2018/2028	February-18	Keswick View, 24 Lake Road	CA12 5BX	Demolition of existing porch, erection of a replacement porch and resurfacing of external sitting out/garden area	SUPPORT	GRANTED		
7/2018/2048	March-18	Crow Park, Lake Road	CA12 5DJ	Semi-circular stone wall capped with slate, that is to form a gateway into Crow Park from Lake Road (height 800-850mm). The area between this wall and the fence along Lake Road will be resurfaced to provide a pedestrian path connecting Lake Road and Crow Park's new path developments.	APPLICATION NOT RECEIVED FOR COMMENT	APPROVAL OF CERTIFICATE OF LAWFUL PROPOSED USE OR DEVELOPMENT		
7/2018/2070	April-18	Stanwin, 14A Fenton	CA12 4AZ	Non-material amendment to planning permission reference 7/2016/2135 - Use of 'Eterdale grey/green' roofing slate	APPLICATION NOT RECEIVED FOR COMMENT	NON-MATERIAL VARIATION GRANTED		

KESWICK TOWN COUNCIL MEETING 17th May 2018

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 13th April 2018 – 10th May 2018

Wednesday 28 March (missed from previous list)	Remembrance 2018 Poppy Making Coffee Morning - held at Greta Garden's Bistro, Keswick
Sunday 22 April	Mummers Play St George and the Dragon – held Market Square, Keswick
Sunday 22 April	World Earth Day Event by the Keswick Youth Hostel - held at Youth Hostel, Keswick
Tuesday 24 April	Lake District National Park Planning Event – held at the Theatre by the Lake, Keswick
Saturday 28 April **	Keswick Choral Society production of The Creation - held at Theatre by the Lake, Keswick
Tuesday 1 May	Launch of the Lake District £ - held at Packhorse Court, Keswick
Tuesday 1 May	Staffing Panel – held in the Council Chamber, Keswick
Thursday 3 May	Ahmaddiya Muslim Community's visit hosted by Churches Together - held at St John's Church and Crosthwaite Parish Meeting Room, Keswick
Wednesday 9 May	Keswick Jazz & Blues Festival Evening - held at Rawnsley Hall, Keswick
Wednesday 9 May **	Workington Town Council 2018 Mayor Making Ceremony - held at The Carnegie Theatre, Finkle Street, Workington
Thursday 10 May	Keswick Jazz & Blues Festival Opening - held Market Place, Keswick

**Attended by Deputy Mayor

Please note, additional information provided as follows:

Remembrance 2018 Poppy Making Coffee Morning - held at Greta Garden's Bistro, Keswick

Wednesday 28 March - The centenary of the armistice of WW1 on Remembrance Sunday 11th November 2018 will be marked in Keswick in a number of ways. One is that a display of 5000 Knitted Poppies will be set up outside St John's Church. This is an important anniversary. I have pledged to knit 100 Poppies before I finish my Mayoral year.

Mummers Play St George and the Dragon – held Market Square, Keswick

Sunday 22 April - This was a play involving the Keswick Street Theatre Group, St Herbert's School's Dragon and Keswick School's musicians. This is becoming an annual event and raises funds for Charity, which this year is the Calvert Trust.

World Earth Day Event by the Keswick Youth Hostel - held at Youth Hostel, Keswick

Sunday 22 April - A lot of effort had gone in to preparing for this event, with a 'Pop-up' shop in the Café area, creative activities for children and the event I joined in with – a litter pick. The Youth Hostel had a promotion poster which read "Help maintain a litter free view, take 5 minutes and pick up 5 items. Taking just a little time out of your day to pick up discarded litter helps keep this area beautiful, supports local wildlife and protects the environment". (Bags and protective gloves were available).

Sadly these litter-picking events continue to be necessary, "if only everyone took home their own litter" and recycled or disposed of it appropriately.

Lake District National Park Planning Event – held at the Theatre by the Lake, Keswick

Tuesday 24 April - This was an opportunity for Councillors to learn more about the thoughts for planning priorities for the next few years. There will be a public consultation on this beginning very soon. A good number of Councillors also attended this event.

Launch of the Lake District £ – held at the Packhorse Court, Keswick

Tuesday 1 May - This scheme is one designed to benefit local businesses not just in Keswick but throughout the Lake District. In Keswick many of the local businesses are taking part. The money can be obtained through the Keswick Tourist Information Centre and the Post Office. The notes are very colourful and themselves promote local people and views, and if any are kept as a memento the money 'unspent' will be divided between the Cumbria Community Foundation and the Lake District Foundation.

Keswick Jazz & Blues Festival Evening - held at Rawnsley Hall, Keswick

Wednesday 9 May - The Jazz organising committee have worked hard to revamp the event resulting in a programme which promises to put Keswick firmly back on the Jazz map.

Keswick Jazz & Blues Festival Opening - held Market Place, Keswick

Thursday 10 May - This was attended by 'The Dipolmats' jazz band from Edinburgh and a sizeable crowd gathered. In talking to people it was clear that many who had come for the four day festival were extending their stay to fully enjoy the area.

Report from the North DA Parishes Member of the LDNPA – April 2018

I have allowed myself two pages for this report because we have reached a very important stage in the revision of the Local Development Plan. On 25th April, Park Strategy & Vision Committee approved the documents that will now be the subject of public consultation from May 8th to June 29th. I urge you to take part in the consultation because of its fundamental importance in the determination of future planning applications.

The consultation documents consist of:

- a summary, *Living Lakes*, that contains the proposed text of the 31 policies that will replace the policies of the 2010 *Care Strategy*;
- proposals for the allocation of sites for purposes such as employment and housing;
- proposals for three Showcase Areas.

As in the current Local Plan, there are five Distinctive Area policies to enable local solutions to specific planning issues identified in each DA. The one for our area is Policy 09. Here are a few highlights:

- support for solutions to car parking problems at Catbells and Seathwaite;
- the redevelopment and/or extension to the Field Study Council site at Blencathra as an environmental education centre;
- a target to deliver at least 20 affordable homes per year across the North DA (over the plan period of 15 years);
- the change of use of guest houses in Keswick to dwelling houses with a “principal or only home” occupancy clause (i.e. no locality defined);
- support for dark skies initiatives at Honister, Whinlatter and Caldbeck Fell.

New to this iteration of the Local Plan is the idea of “Showcase Areas” (Policy 15). Keswick and Borrowdale is one of these. The purpose of Showcase Areas is to secure the cumulative benefits of individual proposals for improved visitor experiences. For example, the policy will seek to ensure that proposals contribute to the development of sustainable transport and infrastructure to help relieve congestion. Significant developments are envisaged in the Keswick and Borrowdale Showcase Area and it is important that communities are aware of them. A document summarising what is proposed for all three areas can be found at :

http://www.lakedistrict.gov.uk/data/assets/pdf_file/0007/1181527/2018_04_25-LDNPA-Local-Plan-Review-Appendix-1.pdf

Two policies are proposed to replace the current CS14 (“Sustainable transport solutions”). One of these (Policy 23) specifically addresses vehicle parking. It is called “Vehicle parking to improve sustainable transport” and it recognises that, in the medium to short term, most people will arrive in the Lake District by private vehicle. What the planners want to achieve, however, is that people arriving by private vehicle should park up for the day and then use sustainable transport for their day’s activities. Proposals for new vehicle parking should, therefore, “plug in” to sustainable transport networks. The three principles underlying proposed Policy 23 are:

- to seek to enable the provision of additional coach parking in suitable locations and where the local highway network can safely accommodate the coaches;

- to seek to permit additional car parking in the right locations where it is supported by onward sustainable transport and to restrict parking in other locations unless exceptional circumstances dictate otherwise;
- to seek to ensure developer contributions in the form of a proportion of turnover for new parking provision in order to contribute to the improvement of local sustainable transport services and infrastructure.

The proposals on housing are set out in Policy 16. The main points of the proposed approach are:

- an increase in the target number of new “permanent” (not second homes or holiday lets) from the current 60 per annum to 80 per annum across the Park as a whole;
- to continue to restrict the occupancy of new houses to households with a local connection, but in such a way that eligibility is restricted to a geography that reflects local circumstances;
- support for new homes on farm holdings where they sustain the functional needs of the business and provide for the transition between generations;
- acknowledgment of the need to have practical assistance available to farm occupiers at peak times such as lambing and silage time.

The second major component of the Plan which is about to go out to consultation is new proposed Allocations of Land. The purpose of allocating land is to establish the principle of what the site may be used for, leaving only the details of proposals to be agreed. It is not a statement that development will only be acceptable on allocated sites: proposals elsewhere (“windfall sites”) will be assessed against policy on a case-by-case basis. Policy 14 outlines the principles, but you need to consult the document “North Distinctive Area Suggested Sites” to see the specific sites in our area that have been put forward for allocation for various purposes.

The Land Allocation exercise began with a call for sites in June 2017. In the North DA, this resulted in 60 sites being suggested and, following an initial screening and then consideration in detail of each of the remaining sites, 11 are now being consulted upon for housing, employment and mixed use. The following list summarises where they are.

- Bassenthwaite (1 - employment)
- Rosthwaite (1 - housing)
- Braithwaite (1 - housing)
- Caldbeck (1 – mixed housing and employment)
- Keswick (6 – 3 employment, 2 housing, 1 mixed housing and/or tourism)
- Moota (1 - employment)

The consultation documents will be available from 8th May at the following location:

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

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

Keswick Town Council Committee Memberships
(to be agreed May 2018)

CHARITABLE TRUST MEETINGS
(All Members of the Town Council)

CHAIRMAN:

Councillor Adam Paxon – proposed and seconded

VICE CHAIRMAN:

Councillor Duncan Miller – proposed and seconded
(Appointment to be made at Annual Trust meeting)

STAFFING COMMITTEE

CHAIRMAN (TOWN MAYOR)

Councillor David Burn (if appointed Mayor – proposed and seconded)

TRUST CHAIR

Councillor Adam Paxon (if appointed Trust Chair – proposed and seconded)

OTHER MEMBERS (x3)

Duncan Miller

Allan Daniels

Susan Leighton (standing down – interest from Cllrs Murray and Pugmire)

PLANNING GROUP

Councillor Allan Daniels

Councillor Duncan Miller

Councillor Paul Titley

EVENTS COMMITTEE

CHAIRMAN:

Councillor Paul Titley (to be appointed at first meeting)

OTHER MEMBERS:

Councillor David Burn

Councillor Allan Daniels

Councillor Tony Lywood

Representative of Keswick Tourism Association

Representative of Keswick Rotary Club

Representative of Keswick Lions Club

Representative of Keswick Traders Association

Keswick Market Manager (Geraud UK)

Keswick Town Centre Manager

Representative from Packhorse Court Traders

Representative from Cumbria Police

(Note: Only Councillors have voting rights at meetings (unless members sign up to the Code of Conduct & sign a Declaration of Interests)

Representatives on Outside Bodies & Liaison Meetings

Proposed Membership - May 2018

The Battersby Charity	Councillor Tony Lywood
Cumbria Theatre Trust	Councillor Martin Pugmire
<i>Keswick In Bloom</i>	<i>No current representative</i>
Keswick Tourism Association	Councillor Paul Titley
Keswick Community Emergency Recovery Partnership	Councillor Martin Pugmire
Keswick Youth Centre	Councillor Graham Kendall
Keswick Fair Trade Committee	Councillor Adam Paxton (standing down – may not need a replacement)
Keswick Flood Action Group	Councillor Martin Jordan
Keswick Convention Town Liaison Group (1 representative plus 1 substitute)	Councillor Duncan Miller (standing down) Interest from Jean Murray and Adam Paxton
Liaison Meetings (CALC Allerdale, Lake District Partnership Parish Forum)	Councillor Susan Leighton Councillor Martin Pugmire Councillor Paul Titley

SCHEDULE OF MEETINGS 2018

21st JUNE	TOWN COUNCIL MEETING
12th JULY	CHARITABLE TRUST MEETING
19th JULY	TOWN COUNCIL MEETING
16th AUGUST	TOWN COUNCIL MEETING
13th SEPTEMBER	CHARITABLE TRUST MEETING
20th SEPTEMBER	TOWN COUNCIL MEETING
18th OCTOBER	TOWN COUNCIL MEETING
8th NOVEMBER	CHARITABLE TRUST MEETING
15th NOVEMBER	TOWN COUNCIL MEETING
20th DECEMBER	TOWN COUNCIL MEETING 7PM

SCHEDULE OF MEETINGS 2019

10th JANUARY	CHARITABLE TRUST MEETING
17th JANUARY	TOWN COUNCIL MEETING
21st FEBRUARY	TOWN COUNCIL MEETING
14th MARCH	CHARITABLE TRUST MEETING
21st MARCH	TOWN COUNCIL MEETING
18th APRIL	ANNUAL PARISH 6.30PM – 7.30PM TOWN COUNCIL MEETING 7.30PM
16th MAY	ANNUAL COUNCIL MEETING 7.30PM
23rd MAY	ANNUAL TRUST MEETING 7.30PM

KESWICK TOWN COUNCIL

RECORD OF MEMBER'S MEETING ATTENDANCES
2017/18

	ANNUAL MEETING	TOWN COUNCIL MEETINGS	CHARITABLE TRUSTS	ANNUAL PARISH	TOTAL
Number of meetings held	1	12	7	1	21
COUNCILLORS					
Councillor David Burn	1	9	5	1	16
Councillor Allan Daniels	1	12	7	1	21
Councillor Martin Jordan	1	11	6	1	19
Councillor Denstone Kemp	1	12	6	0	19
Councillor Graham Kendall	0	10	5	1	16
Councillor Susan Leighton	1	12	7	1	21
Councillor Andrew Lysser ** resigned 14 Sept 2017	1	3 of 4	1 of 2	N/A	5 of 7
Councillor Tony Lywood	1	11	3	1	16
Councillor Duncan Miller	1	11	6	1	19
Councillor Jean Murray ** elected 23 Nov 2017	N/A	5 of 5	2 of 2	1	8 of 8
Councillor Adam Paxon	1	9	5	1	16
Councillor Martin Pugmire	0	9	3	1	13
Councillor Paul Titley	1	10	5	1	17

SCHEDULE OF CHARGES - 2018

The Town Council's current schedule of charges are: -

- Hire of the Council Chamber - £12.00 per hour + VAT
Free of charge for local voluntary groups (Keswick in Bloom, Suskes, and U3A), KCERP and Keswick Tourism Association.
- Photocopying Charges for Keswick In Bloom, Keswick Tourism Association and Flood Recovery Group

5p per copy - A4 Black & white
10p per copy – A4 Colour
10p per copy – A3 Black & white
15p per copy – A3 Colour
- Photocopying Charges for the public

10p per copy - A4 Black & white
20p per copy – A4 Colour
20p per copy A3 – Black & white
30p per copy – A3 Colour
- Events Banner Advertising Space £50 per week per banner +VAT
- Hawthorns Allotment Rent £60 per annum per plot
- Community Sports Area – Lights tokens £2 per hour

Items to consider:-

- Given that Business Rates have now increased due to new legislation recently introduced (currently £2,376.00 for the Council Chamber, in addition to the charge for the Office of £1,752.00), should the Hire of Council Chamber rates be increased and a new charge be introduced as below:-

Local non-profit making organisations – Nominal Annual Fee + VAT – To be agreed. *Note: Moot Hall charge these types of organisations £10.00 per hour, although provide slightly more equipment.*

Local Keswick based commercial companies/organisations - £15.00 per hour + VAT

Other commercial companies/organisations - £20.00 per hour + VAT

- Monday – Thursday (9.30am to 5pm)
- Friday (9.30am to 4.30pm)
- Do Councillors feel that any other charges should be increased?

KESWICK TOWN COUNCIL
17TH MAY 2018

REVIEW OF STANDING ORDERS

It is customary to review the Council's Standing Orders at each Annual Meeting. NALC has recently published new Model Standing Orders which incorporate or reference the requirements of new legislation that has been introduced since the last Model Standing orders were published in 2013.

What's New?

1. Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at council and committee meetings.
2. Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on councillors.
3. The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is the higher) that does not exceed £25,000 to publish certain information electronically.
4. The Local Government (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically.
5. The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales.
6. Utilities Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works contract and £820,370 for a social and other specific services contract.
7. Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which will come into force on 25th May 2018.

In addition, relevant standing orders now encourage corporate responsibilities in relation to the provision and management of information (including personal data). The majority of Standing Orders from 2013 remain unchanged.

The Council's current Standing Orders will be revised as necessary and presented for adoption at the meeting.

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KESWICK TOWN COUNCIL DATA PROTECTION POLICY

Keswick Town Council recognises its responsibility to comply with the 2018 General Data Protection Regulation. The General Data Protection Regulation retains the existing legal principles of the 1998 Data Protection Act and adds some additional protections as to how personal data and sensitive personal data can be used.

THE DATA PROTECTION ACT:

The Data Protection Act 1998 set out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulated how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

THE GENERAL DATA PROTECTION REGULATION:

The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local authority Keswick Town Council has a number of procedures in place to ensure that it complies with the General Data Protection Regulation 2018 when holding personal information.

When dealing with personal data, Keswick Town Council staff and Councillors must ensure that:

- **IT IS PROCESSED FAIRLY AND LAWFULLY** This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- **IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY**
- **IT IS RELEVANT TO WHAT IT IS NEEDED FOR** Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **IT IS ACCURATE AND KEPT UP TO DATE** Personal data should be accurate, if it is not it should be corrected.
- **IT IS NOT KEPT LONGER THAN IT IS NEEDED**
- **IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS** This means that individuals must be informed, upon request, of all the information held about them.
- **IT IS KEPT SECURELY** This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

COLLECTING DATA

Keswick Town Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of Keswick Town Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else. Data may be collected via the Town Council's website via the 'Contact Us' form. The contact us webpage contains a privacy statement about how the data will be stored and used.

STORING AND ACCESSING DATA

Keswick Town Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Council offices and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer. The Town Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them,

- They must be sent all of the information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within one month
- Requests that are manifestly unfounded or excessive may be refused or a charge made
- If a request is refused, a reason must be given.

If an individual requests that their data is rectified or erased, this will be carried out.

DISCLOSURE OF INFORMATION

If an elected member of the council, for example a Councillor, needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If for instance someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. However, before they access any sensitive information about a person, they would need consent to do this from the Town Clerk. Data should never be used for political reasons unless the data subjects have consented.

CONFIDENTIALITY

Keswick Town Council staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

If a data breach is identified the ICO must be informed within 72 hours and an investigation will be conducted.

This policy will be reviewed annually, as well as an annual review of the compliance and effectiveness of the policy.

10th May 2018

KESWICK TOWN COUNCIL

17th May 2018

TOWN COUNCIL INSURANCE RENEWAL/REVIEW – ZURICH

For information I have reviewed our insurance risk, policy and sums insured, prior to our renewal following the various changes over the last year. The review has taken into account the following increases/additions:-

- Mayoral Chains – Revalued
- CCTV – Installation at Moot Hall
- New Parks Van
- Additions to assets during the year (Parks machinery and equipment)
- Equipment Store & Staff Building – New builds at Hope Park including contents

The review information was then forwarded to Zurich, who came back with the following premium costs:-

- Insurance premium for Keswick Town Council and Keswick Parks 2018/19 = **£12,184.69**

This represents an increase of £1,288.33 from the previous year, although given the number of amendments made this is thought to be good value.

The insurance premium quoted above is subject to the following:-

- Assets are increased by 1-5%, this is to cover inflation
- Any changes made in the year will alter the premium e.g. new vehicles, equipment purchased, increases to sums insured
- Insurance premium tax is controlled by the government

We are currently in a long term agreement with Zurich until 14 May 2020, as agreed by Town Council in May 2017.

Catherine Parker

Responsible Finance Officer (RFO)

10th May 2018

KESWICK TOWN COUNCIL
17TH MAY 2018

CLERK'S REPORT

1. General Data Protection Regulations

Work is ongoing to ensure that the Council is compliant with the new GDPR regulations which come into effect on 25th May 2018 and this is placing an additional strain on the office workload, coming when year-end work is at its peak. Councillor Kendall has been involved and has provided invaluable support in relation to information held electronically. The office team is in the process of carrying out an information audit to ascertain what data the Council is processing, what it is used for, where it is located and who has access to it. This is an important step in assessing whether there are any risks in the type of processing the Council carries out and the audit will provide the basis for an internal register of information that the Council processes/stores. Councillors are asked to review any personal information they may hold and to seek advice if required.

It will also be necessary to:

- identify and document the lawful basis for processing and retaining personal data (there are six lawful bases for processing personal data under the GDPR, including 'consent')
- review and update Council policies and Notices, including privacy notices
- review and refresh any existing consents
- review procedures in the event of a data breach
- create a data register
- be equipped to deal with 'subject access requests'

The Government has tabled an amendment to its own Data Protection Bill to exempt Local Councils from the requirement to appoint a Data Protection officer and the situation is being monitored.

2. Parish Boundary Review

On 25th April, Councillor Pugmire and I attended the first meeting of the Working Group set up by Allerdale BC to plan and run the Community Governance Review process prior to the Borough Council making its final decisions. All three Keswick ward members are part of the Working Group and all Councillors are welcome to attend meetings as consultees. The next meeting will take place at Allerdale House on Wednesday 23rd May. Any changes will take effect from next year's May elections. Three other areas apart from Keswick are subject to review, however as Keswick involves a 'land grab' there will be a two stage consultation process which the Town Council will be asked to support. The aim of the Working Group is to conclude the Keswick review by December.

3. Footway Lighting

Allerdale BC has written to confirm the current position and its intentions regarding footway lighting across the Borough. The Borough Council has a budget that is used to cover the electricity costs and any repairs, maintenance and replacement of footway lights. Due to budget reductions and based on previous years' expenditure, there is a very real risk that they will be unable to repair their lights over the winter of 2018/19, unless further funding is made available.

The budget reduction follows significant cuts in funding from Central Government and as provision of footway lighting is not a statutory requirement it is one area where savings have to be generated.

The Council says that it 'does recognise the benefit of working with its partners to ensure that, where feasible, such services can continue to be provided through alternative means' and that it 'is keen to work with parishes on an individual basis to ensure that the transition of responsibility for the provision, maintenance and energy costs of footway lighting is effected over the coming years. The Council is not, at this point, expecting any significant changes within the next two to three years, and is therefore not expecting Parishes to assume all costs within their next budget.'

I am advised that there are 72 lights in Keswick, currently maintained on the Borough Council's behalf by the County Council. The number quoted may change as there may be lights which have been removed or are no longer required etc. They still need to be checked/surveyed and each parish area is to be looked at individually.

4. Local Plan Review

A number of Councillors attended the 'Meet the Planners' event at the Theatre by the Lake on 24th April 2018 when the National Park Authority's planning team gave an overview of the Local Plan review, the Development Management process and answered questions about the planning process generally. All Councillors are urged to view the consultation documents as the new Local Plan will be an important factor in determining future planning applications.

5. Local Government Reorganisation in Cumbria

Cumbria has in the past considered various options for reorganising local government, none of which were successful. The 2016 Cities and Local Government Devolution Act has given the Secretary of State a new framework to work to when considering the creation of unitary authorities. It is in light of the changes to legislation, and against a backdrop of year on year reductions in principal authority grants from central government, that this issue is once again being aired and CALC will be seeking views from member councils in the next few months.

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