

KESWICK TOWN COUNCIL

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12th July 2018

A meeting of Keswick Town Council will be held in the Council Chamber, 50 Main Street, Keswick, on Thursday 19th July 2018 at 7.30pm. The public and press are welcome to attend.



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 21st June 2018 (pages 7-10).
3. **Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

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

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

5. **Police Report**
To receive the report of the Allerdale Rural Neighbourhood Policing Team - a Police Community Support Officer will attend when on duty and available.
6. **Greta Gardens, Keswick – Extension to S.106 Agreement**
Dave McGowan (Head of Development Management, Lake District National Park Authority) will be present to explain the reason for the planning authority's decision to approve an amendment to the S.106 agreement relating to Greta Gardens as follows:
Initial locality defined: the parishes of Keswick, Above Derwent, Borrowdale, St John's Castlerigg and Wythburn, Threlkeld, Underskiddaw, Mungrisdale, Embleton, Wythop and Cockermouth
Subsequent locality defined: administrative area of Allerdale Borough Council and the parish of Lamplugh (those parts within the Lake District National Park).
(Greg Denwood (Property Services Manager - Development, Castles and Coasts Housing Association) will also be present for this item).

- 7. 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.
- 8. Matters to be raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 9. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
 - ii) To receive update on National Park planning decisions.
- 10. Request for Representative - Keswick and District Fair Trade Campaign**
To consider a request from Keswick and District Fair Trade Campaign for a Council representative on the organisation's Committee – Jo Alberti, Secretary, will be present for this item.
- 11. Allerdale Borough Council Street Trading Policy Consultation**
To consider the Council's response to the above consultation which closes on 25th July 2018.
- 12. Mayor's Engagements**
To receive details of the Mayor's engagements and meeting attendance for the period 15th June 2018 – 12th July 2018.
- 13. Reports from Ward Representatives**
To receive reports from the following representatives:
 - i) Allerdale Borough Council
 - ii) Cumbria County Council
 - iii) LDNPA North Distinctive Area Parishes Representative
- 14. Strategic Review of Parking in Keswick**
To receive an update on the Council's request to Cumbria County Council and Allerdale Borough Council for an overarching strategic review of car parking in Keswick.
- 15. Payment of Accounts**
To confirm the payment of accounts for July 2018 as approved by the Inspection Committee (to be circulated at the meeting):
 - i) For the Town Council
 - ii) For the Trusts
- 16. Quarterly Budgets**
To receive for information and approval the quarterly budgets.
- 17. Reports from Representatives on Outside Bodies**
To receive a report from Councillor Tony Lywood, Battersby Trust.
- 18. Clerk's Report**
To consider the Clerk's report.
- 19. Minutes of Committee Meetings etc.**
To receive for information the following:
 - i) Minutes of the Events Committee meeting held on 26th June 2018
 - ii) Notes of the Neighbourhood Plan Steering Group meeting held on 19th June 2018

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.'

20. Staffing

To consider the report of the Clerk.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on Thursday 21st June 2018 at 7.30pm.

Present:**Chairman**

Councillor David Burn

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Tony Lywood	Susan Leighton
Adam Paxon	Martin Pugmire	Paul Tittley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (National Park Authority NDA Parishes representative), 1 member of the press and 13 members of the public.

28. Apologies

Apologies for absence were received from Councillors Miller and Murray (holiday).

29. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 17th May 2018 (pages 1-6).

30. Requests for Dispensations

The Clerk reported that requests for dispensations had been received from Councillors Kendall and Burn in relation to item 18 on the agenda – Living Lakes Local Plan Review. It was considered that this issue could potentially affect all property values in Keswick and the surrounding area and therefore **RESOLVED** that a dispensation be granted to all Councillors to speak and vote on item 18 as without this the number of members prohibited from participating would be so great a proportion of the Council as to impede the transaction of the business. It was further **RESOLVED** that Councillor Burn be granted a dispensation to speak in the interests of persons living in the area in properties which had been affected by flooding (the dispensations to apply for this meeting only).

31. Declarations of Interests

Declarations of interests in respect of items on this agenda were received from:-
Councillor Kendall – item 9 (joint owner of a self-catering holiday property in the area concerned).

32. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team for May. PCSO Catherine Smith attended for this item.

33. Matters to be received from the Public

No matters were received from the public.

34. Matters to be raised by Councillors

Councillor Tittley expressed concerns that locals were required to pay full price for parking at, for example, Whinlatter Visitor Centre, and he felt that some concession should be available for regular users. He said that he intended to take this issue up with the relevant bodies and agreed to report back to a future meeting.

35. New Deputy Mayor's Chain of Office

Brian Fulton of Brian Fulton Jewellery presented the new chain of office for the Deputy Mayor which he had designed and made. He explained that the design was based on the Arts & Crafts movement and the chain was made out of Fair Trade silver and carried a unique hallmark which he was qualified to apply. Councillors

thanked Brian for his work and interest in providing a valuable addition to the Town Council's deputy mayoral regalia.

36. Proposed On Street Parking Scheme

Steph Davis-Johnston of Cumbria County Council presented a summary of proposals for the introduction of an on street parking scheme in the Blencathra Street area of Keswick. She explained that the proposal for two hour disc parking in this area with an exemption for residents was in the early stages of design and the effect would be to restrict on street parking to two hours between 8.30 am and 6.00pm daily. Residents would be allocated permits for a maximum of two vehicles per property and visitor parking for 60 days p.a. A number of questions and suggestions were put forward by Councillors and members of the public present which Steph agreed would receive consideration in design of the scheme. Public consultation would follow later in the year.

(Councillor Kendal took no part in the discussion on this item).

It was agreed to bring forward item 12.

37. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Lake District National Park Authority North Distinctive Area Parishes representative – Dr Geoff Davies submitted a written report. The Mayor asked about the recent delegated decision to allow Greta Gardens to widen its local occupancy restriction despite opposition from both the Town Council and Allerdale Borough Council. Dr Davies was unable to comment but suggested that an officer of the authority be invited to a future meeting to explain the reasons for the decision.
(Dr Davies left the meeting).
- ii) Allerdale Borough Council ward representative – Borough Councillor Lywood advised that a meeting was to take place shortly to discuss terms for the sale of the Moot Hall to the Battersby Trust. He also advised that he had been appointed to the United Utilities Legacy Fund panel.
- iii) Cumbria County Council ward representative – County Councillor Lywood reported on a meeting which had taken place with United Utilities when he had been advised that the pipeline project was under budget and ahead of schedule. Minimal disruption for Keswick had been promised with no traffic lights. He was optimistic that discussions would take place with all relevant authorities to find a strategic parking solution for Keswick.

38. 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/2018/0066	Prune, thin and reduce height of 1 yew tree (G3) _ 6 Fenton Support - yew tree in question is over hanging No.6 Fenton (tree does need to be managed), although not convinced height should be reduced. SUPPORT
7/2018/2077	Extension of garage to provide outhouse 9 Myers Street Support - Appropriate improvement SUPPORT
7/2018/2103	Demolition of existing dwelling and erection of six dwellings Site of former Castlehead House Hotel, Borrowdale Road Support - any future development to the vacant area will be subject to a further application. Will finally tidy up this eyesore. Although not affordable these houses will be local occupancy. SUPPORT

7/2018/2116 Re-instatement, improvement and resurfacing of a traffic free Multi-User Trail along a section of former railway line between Keswick and Threlkeld
 Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land
 Support this essential project. Initially concerned with plan for bituminous surfaced pathway but being a Multi User Trail we would imagine this surface most appropriate for variety of users and gives greater options as time goes on. This is an ambitious and well-designed plan that is an important recreational path for locals and tourists alike.
SUPPORT

ii) **RECEIVED** an update on National Park planning decisions.

39. Mayor's Engagements

RECEIVED details of the Mayor's engagements and meeting attendance for the period 11th May 2018 – 14th June 2018.

40. Payment of Accounts

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

- i) For the Town Council, vouchers 51-74 amounting to £27,715.53 (twenty seven thousand seven hundred and fifteen pounds and fifty three pence)
- ii) For the Trusts, vouchers HP43 to FP40 amounting to £7,722.26 (seven thousand seven hundred and twenty two pounds and twenty six pence)

The Rota for Attendance of Members for Inspection of Accounts 2018-19 was noted.

41. Annual Governance and Accountability Return (AGAR) – Section 1

RESOLVED that section 1 - Annual Governance Statement 2017-18 - of the Annual Governance and Accountability Return be approved and that the Chairman be authorised to sign it.

42. Annual Accounts

RESOLVED that the statement of accounts for the year ending 31st March 2018 be approved and that the Chairman be authorised to sign it.

43. Annual Governance and Accountability Return (AGAR) – Section 2

RESOLVED that section 2 - Accounting Statements 2017-18 – of the Annual Governance and Accountability Return be approved and the Chairman be authorised to sign it.

44. Internal Auditor's Report for Year Ending 31st March 2018

RECEIVED the report of the Internal Auditor for the year ending 31st March 2018. No recommendations were made.

45. Living Lakes Local Plan Review

Consideration was given to the report of the Working Group proposing the Council's response to the consultation on the 'Living Lakes' Local Plan Review. The new Local Plan will be the Strategic Plan for the Lake District up to 2034. Following a lengthy discussion it was

RESOLVED that the report be submitted as the Council's response to the consultation with the addition of a comment in support of Policy 31 – Waste Management – that there should not be a Geological Disposal Facility for radioactive waste in or under the Lake District National park

46. Clerk's Report

RECEIVED the Clerk's report.

47. Representatives on Outside Bodies

RECEIVED the rota for reporting to Council.

48. Minutes of Committee Meetings

RECEIVED for information the minutes of the Events Committee meeting held 22nd May 2018.

49. Correspondence

Consideration was given to the following correspondence:

- i) Cumbria County Council – Tour of Britain Community Projects
RESOLVED that no action be taken.
- ii) Cumbria County Council – Restoration of traditional highway directional signs and milestones.
Councillors were asked to forward any relevant information to the Clerk.

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'

50. Christmas Lights

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

RESOLVED that the existing contract with Lite Ltd be extended as recommended in the report.

51. Mayor's Report

Consideration was given to the report of the Mayor.

52. Minutes of Staffing Committee

RECEIVED for information the Minutes of the Staffing Committee meeting held on 25th May 2018.

The meeting closed at 10.05 pm

Chairman

Date

Planning Applications received between 15/06/2018 - 12/07/2018

Plan ref	Location	Description of Proposed Development
T/2018/0074	The Oaks, 2 Church Street	Ash (T1) - corrective and remedial pruning works
T/2018/0080	Greta Haven, 32 Stanger Street	Copper beech tree - reduce
7/2018/2006	The Former Cumberland Pencil Museum, Southey Works, CA12 5NG	Redevelopment of Keswick Pencil Factory site to provide new site for Keswick Convention comprising 1) renovation and change of use of original pencil factory building to provide offices, meeting and conference space, accommodation and toilets; 2) demolition of building 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 - REVISED EMPLOYMENT IMPACT STATEMENT (REV 01)
7/2018/2017	8 Museum Square, Heads Road	The proposed works are to extend the ground floor curtain wall facing into the pedestrian walkway, to alter shop front facing onto Main Street (amended plan)
7/2018/2057	Fern Lea, Penrith Road, CA12 4LJ	Erection of two-storey side extension, to the outtrigger 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 - AMENDED SUN ROOM PLAN
7/2018/2118	Lakeside Car Park, Keswick Mountain Rescue Team Base, Lake Road, CA12 5DJ	Forming new 2 storey dedicated family entrance, extension to vehicle bays and 2 storey garage and Silver Command Office space with High ropes training area. Reconfiguration of adjacent public parking spaces and associated landscaping
7/2018/2131	3 George Street, CA12 4EB	Enclose existing porch frames
7/2018/2137	Camping and Caravan Club, Keswick, CA12 5EP	Retention of five no. existing street lights
7/2018/2138	13 Manor Park, CA12 4AB	Rear extension and movement of existing garage not in accordance with condition 2 previously attached to planning permission ref 7/2016/2087 - amended footprint of first floor extension to increase its depth
7/2018/2134	17 Lonsties, CA12 4TD	Extensions and alterations
7/2018/2147	Keswick Methodist Church, Southey Street, CA12 4HH	Demolition of existing Church Hall and former Sunday School and construction of 4 no. affordable houses

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 15/06/2018 & 12/07/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2018/2043	March-18	Rowan Rigg, Brundholme Road	CA12 4WL	Demolition of existing garage and porch. Single storey extensions providing new garage, porch and master bedroom suite. Relocation of vehicle access	OBJECT	GRANTED		
7/2018/2051	March-18	Mount View, 12 Fenton	CA12 4AZ	Two storey side extension	OBJECT	GRANTED		
7/2018/2056	April-18	Mary Hewitson Hospital, Crosthwaite Road	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	SUPPORT	GRANTED		
7/2018/2068	April-18	Spar Store and Texaco Petrol Station, High Hill	CA12 5NY	Fascia signage for new SPAR store; totem sign, pop up unit and spreader box for Texaco Petrol	SUPPORT	CONSENT SUBJECT TO CONDITIONS		
7/2018/2069	March-18	13 Bank Street	CA12 5JY	Change of use to a hot food takeaway and installation of associated flue	SUPPORT	GRANTED		
7/2018/2076	April-18	Brantholme, Lonsties	CA12 4TD	Alterations and extensions, improved drive area and detached garage (revised scheme)	SUPPORT	GRANTED		
7/2018/2077	May-18	9 Myers Street	CA12 4EW	Extension of garage to provide outhouse	SUPPORT	GRANTED		
7/2018/2085 & 7/2018/2089	April-18	25 Main Street	CA12 5BL	Change of use of existing retail premises to A5 take-away and installation of extraction ductwork (and listed building consent)	SUPPORT	GRANTED		

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2018/2104	May-18	27 Manor Park	CA12 4AB	Use of building as a dwelling house	NOT RECEIVED FOR COMMENT	CERTIFICATE OF LAWFULLNESS GRANTED	
7/2018/2107	June-18	Spar, High Hill	CA12 5NY	Non-material amendment to planning application 7/2017/2157 - revision to fuel forecourt area to include handling of the fuel delivery pumps, revised drainage channels around the offset fill and revised offset fill chamber and vent locations	NOT RECEIVED FOR COMMENTS	APPROVED UNCONDITIONALLY	



Street Trading Policy



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Glossary

Annex 1

Street Trading – Prohibited Streets

Annex 2

General conditions for Street Trading Consents

1. Purpose of the Policy

This policy sets out Allerdale Borough Council's (hereafter referred to as the Council) framework for the management of street trading in the borough of Allerdale. Through the street trading scheme, the Council aims to regulate the location and number of street traders. The scheme also aims to prevent the obstruction of the streets of Allerdale by street trading activities. In doing so, it recognises the importance of licensed businesses to the local economy and the character of the area whilst trying to ensure that the activities do not cause nuisance or annoyance to the people in the area.

This document will guide the Council as the Licensing Authority when it considers applications for Street Trading Consents. It will inform applicants of the parameters in which the Council will make decisions and how their needs will be addressed.

It also highlights the Council's undertaking to avoid duplication with other statutory provisions and our commitment to work in partnership with other enforcement agencies.

The aim of the policy is to ensure that we deal with applications, licences, consents and prohibitions in a consistent, fair and proportionate way, and that we will consider each application on its own merits. Subject to this policy, we will have regard to the individual circumstances of particular cases as is necessary for the proper exercise of our functions.

We recognise the valuable contribution that street trading can make to communities, culture and the local economy. We also understand the service that street traders can provide to residents of Allerdale, some of whom are unable to travel to centralised shopping centres and districts. Street trading can also provide people with a flexible way of working, to meet the demands of the public where and when that demand arises.

We do however recognise that problems may arise in situations where individual vendors don't pay proper regard to their location and street trading can create undesirable and unnecessary situations such as obstructions in the street, thereby compromising the safety of pedestrians. Furthermore, certain types of trading in the street may not complement the character of the surroundings.

Uncontrolled street trading activities can also result in unnecessary littering, unreasonable disturbance and nuisance to persons in the vicinity, and can have a detrimental effect on the amenity of town centres and other neighbourhoods. Excessive numbers of street traders in particular areas can also lead to elevated risks to public safety, in particular in relation to traffic and parking.

It is our intention that the application of this policy, together with the proper application of street trading laws in a consistent, fair and proportionate way, will benefit the people who live, work and visit areas of Allerdale.

We will monitor and periodically review this policy and we will apply it in a manner, which is consistent with other Council policies.

The purpose of this policy is to help to create and maintain a commercial setting in Allerdale that:

- complements trading from fixed premises
- supports the provision of business diversity and consumer choice; and
- is sensitive to the needs of both local residents and visitors alike.

The objectives of this street trading policy are as follows:

- To help protect public health and safety.

- To help safeguard public places that may be adversely affected by undesirable or uncontrolled street trading activities.
- To help prevent unreasonable disturbance and public nuisance resulting from street trading activities.
- To promote fair trading practices and consumer choice.
- To support retail opportunity and economic growth and development.

In developing the policy, we considered the legal requirements of the Local Government (Miscellaneous Provisions) Act 1982 and our duties under:

- a) Section 17 of the Crime and Disorder Act 1998 to take all reasonable steps to reduce crime and disorder.
- b) The Regulators' Code (set out under the Legislative and Regulatory Reform Act 2006) not to impede economic progress by the regulations set out and to particularly consider the impact of regulations on small businesses.
- c) The Provision of Services Regulations 2009 to ensure requirements are non-discriminatory justified by an overriding reason relating to the public interest, proportionate to that public interest objective, clear and unambiguous, objective, made public in advance, transparent and accessible.

Details of applications and objections referred to the Regulatory Panel for determination will be published in reports that are made publicly available in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000.

Names and addresses of objectors will not be disclosed or published in public reports in accordance with the 1982 Act although such details will be made available to Councillors on the Licensing Committee. We will not disclose the names and addresses of objectors to applicants without the consent of those who have made objections.

2 Consultation

In determining this policy, the Council has consulted the following people and bodies within Allerdale:

- Police
- Fire and Rescue Service
- Cumbria County Council
- Town Councils
- Market traders
- All current Consent Holders
- The general public

We have consulted with relevant departments within the Council.

We have considered and taken into account the views of all the appropriate bodies and organisations.

3 Review of the Policy

We will monitor and periodically review this policy and we will apply it in a manner, which is consistent with other Council policies.

4 Legislation and current provision

In 2006 the Council resolved that Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 should apply to its area. Under Schedule 4 of the Act the Council can manage street trading by designating streets as 'consent streets', 'licence streets' or 'prohibited streets'.

'Street Trading' is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street. Certain forms of street trading are outside the legal controls however, there are a number of **lawful exemptions** removing certain activities from the need to obtain a street trading licence or consent including the following:

- Trading by a person acting as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871. Pedlars are itinerant traders who travel and trade on foot. Certificated pedlars are free to trade without consent or licence subject to the terms of their certificates, and may even trade in prohibited streets;
- Anything done in a market or fair the right to hold which was acquired by virtue of the grant (including a presumed grant) or acquired or established by virtue of an enactment, order or market licence;
- Trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980;
- Trading as a news vendor, including sellers of newspapers, magazines, periodicals etc. If such vendors trade in other items in addition to newspapers etc. the exemption is lost;
- Trading which is carried out at premises used as a petrol filling station; or is carried on at premises used as a shop or in a street adjoining premises so used and as part of the businesses of the shop;
- Selling things, or offering or exposing them for sale, as a roundsman. (Roundsman include milkmen, coalmen etc. who have established or recognised customers in the street);
- The use of trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway;
- The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980;
- The doing of anything authorised by regulations made under section 5 of the Police, Factories, and c. (Miscellaneous Provisions) Act 1916.
- Trading on private land may under certain circumstances not need consent for example, when the public do not have free access (where a fee for entry onto the land is demanded by the organiser).
- Trading in and around shops in a street adjoining premises used as a shop where the business is part of the business of the shop. This does not mean that a trader who positions a stall or display outside his or her shop on the highway is lawful as they may cause an obstruction. Permission to place such items on the highway should always be obtained from the Highways Authority in advance.
- Trading in a street, which is not designated as a Licence, Consent or Prohibited Street by the Council. Such undesignated streets are not covered by this policy and the provisions of the street trading legislation, even if adopted by the Council, do not apply unless and until a particular designation has been passed in the correct manner.

Schedule 4 defines a street as any road, footway, beach or other area to which the public have access without payment; and a service area as defined in section 329 of the Highways Act 1980.

Street trading activities may include hot and cold food vendors, vendors of non-food products who trade on static pitches or fixed locations from any vehicle, a stall, barrow, trailer, or other moveable construction. The Council can issue 'mobile' consents to the owners of vehicles used as ice cream vans, mobile shops, sandwich vendors etc.

As the definition of "street" includes any land to which the public have access without payment, private land to which the public has free access may also be included. Street trading law and associated policy therefore can extend to events off the highway that are conducted on private premises.

Where trading takes place on private land, the applicant must ensure they have the appropriate planning permission and seek the landowner's permission to trade. Written permission from the landowner to trade on the land must be provided upon application.

It is the responsibility of the applicant to obtain planning permission, permission to trade from the landowner and any other licences or consents prior to making an application for Street Trading Consent. The grant of a Consent does not confer the right to trade on any private land without the permission of the landowner and in particular, the grant of a Consent does not confer the right to trade on any land owned or controlled by the Council without the specific permission of the Council.

The Council is permitted to apply the measures contained within Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 (often referred to as the Street Trading Code). Where the 'code' applies, it is an offence to engage in unlicensed street trading (trading without a licence, street trading consent or to trade in a prohibited street).

The law allows councils to 'zone' areas for street trading control purposes. For example, zoning permits a council to prohibit street trading or confine it to certain designated areas. Under paragraph 2 of Schedule 4 of the 1982 Act, we may designate any street in Allerdale according to the following categories:

Consent Streets: Designation of a street as a 'consent street' prohibits street trading in such a street without the consent of the Council. This system of control gives the Council more extensive, discretionary powers than is the case for street trading licences. The consent system was designed to regulate itinerant traders including those that operate from vehicles or barrows and in practice will most often apply to traders selling from vehicles. It is a more stringent system than the quasi-judicial one applicable to street trading licences.

Prohibited streets: If a street is designated as a prohibited street, all street trading within that street is prohibited.

Licence Streets: The Council may alternatively designate a street as a 'licence street'. This has the effect of prohibiting street trading in that street unless the trader obtains a licence granted by the Council. The licensing system was intended to apply to those who trade from a fixed position including a stationary barrow, cart or stall.

It is important to note that a trader who disregards the designations and trades without permission commits an offence punishable by a fine of up to £1,000 per offence.

All streets in Allerdale are designated as either consent streets or prohibited streets. There are currently no licence streets within Allerdale.

Street Traders that serve hot food or drink at any time between the hours of 23.00 and 05.00 will also require a Premises Licence under the Licensing Act 2003.

5 The Licensing Process and Delegation of functions

This part of the document sets out how we will deal with applications for Street Trading Consent in the Borough of Allerdale. The Council aims to provide a clear, consistent licensing service for

service users. At the same time, it aims to protect the safety of highway users and to prevent nuisance or annoyance.

Delegation is laid out in the Council's Constitution as follows:

- Licensing Committee considers and decides upon any necessary changes in licensing policy.
- The Head of Housing and Health agrees the licence under delegated authority, unless there are objections, in which case the application is referred to the Regulatory Panel.
- The Regulatory Panel considers and decides upon applications and appeals for licences for street trading.

6 Provisions for Granting Street Trading Consent Applications

A) General Provisions

1. Each application for grant or renewal of street trading consent will be considered on its merits.
2. For every such application, or renewal, the Council may impose such conditions as may be reasonable, having regard to all the circumstances to prevent:-
 - (a) obstruction of the street or danger to persons using it; or
 - (b) Crime and disorder and nuisance or annoyance (whether to persons using the street or otherwise). In relation to the prevention of annoyance, conditions may address any effects of street trading on the neighbourhood that might fall short of a nuisance in law.

Standard conditions will be imposed unless circumstances dictate otherwise.

We may exercise the power to attach conditions to the consent when we grant the consent or when it is renewed and traders operating under consents issued by us may be subject to different terms on renewal in comparison to previous consents.

We may also vary the conditions of a street trading consent at any time but are bound by the general duty to act fairly and reasonably when exercising this power.

Unless the consent stipulates to the contrary, its holder cannot trade from a van or other vehicle or from a stall, barrow or cart. We will expressly permit such trading, however the consent may be conditional on the holder obeying restrictions as to the places in which he or she can trade and the times at which the trading may take place.

3. Where the imposition of conditions is not adequate to control potential problems, applications will be refused. **Refusal** or **withdrawal** of street trading consents will be normal in the following circumstances:
 - (a) Where the granting of the application is likely to give rise to nuisances or loss of amenity caused by noise, odour, litter, disturbance or anti-social behaviour.

- (b) In respect of applications for hot, odorous food where granting the application is likely to give rise to odour, litter, disturbance or anti-social behaviour.
- (c) Where there is not enough space in the street for the applicant to engage in the trading in which he/she desires without causing undue interference or inconvenience to persons using the street.
- (d) Where granting of a consent for the sale of goods or services would conflict with those provided by nearby shops.
- (e) Where the applicant is unsuitable to hold a consent by reason of having been convicted of an offence, or for any other reason.
- (f) Where the applicant has at any time been granted a Street Trading Consent by the Council, and has persistently refused or neglected to pay fees due to them for it or charges due to them for services rendered.
- (g) Where the applicant has, without reasonable excuse, failed to make reasonable use of a previous Street Trading Consent.
- (h) Where applicant or operator of the stall is under the age of 17 years.
- (i) Where a trader has failed to comply with the conditions attached to the Consent.
- (j) Where street trading in a particular location will conflict with a legally constituted market or market franchise rights.
- (k) Where street trading in a particular location will conflict with concessions granted to traders.
- (l) Where the street trading may damage the structure or surface of the street.
- (m) Where the appearance of the trading equipment or structure in use is not compatible with the character of the area in which it is proposed to be situated.
- (n) Where the quality of stall and the impact of its activities may be detrimental to the character and appearance of the area in which it is proposed to trade.
- (o) Where the application relates to trading on the highway in relation to which a control order has been made.

4. The Council may at any time revoke a Consent or vary the conditions of an existing consent where there are reasonable grounds for so doing. A consent may be revoked for a variety of reasons such as non-compliance with conditions, non-payment or because other agencies such as the utility companies require access to the trading location.

Street traders do not benefit from any statutory procedural safeguards before we revoke consents. If consent is revoked, there is no statutory right of appeal against the decision other than judicial review. In the absence of statutory procedures, we will observe the rules of natural justice before we will impose a revocation and we will treat the consent on this basis as an existing privilege.

Following a revocation, the person or company issued with the street trading consent shall have no claim against the Council.

B) Provisions for Specific Towns

1) Silloth

Normally no more than two consents for ice cream/soft drinks would be granted at any one time.

The Head of Housing and Health is authorised to:

- (a) Issue Street Trading Consents and to attach such conditions as are necessary under the Local Government (Miscellaneous Provisions) Act 1982;
- (b) Refer applications to the Regulatory Panel:
 - (i) in the opinion of the Head of Housing and Health does not comply with the Council's conditions and policies;
 - (ii) where there are objections from any of the following consultees; (Police, Fire or Highways on the grounds of Public or Highway safety);
 - (i) when there has been a complaint about the trader or the trader has broken the conditions of their Street Trading Consent in the past year;
 - (ii) To suspend a Consent for a period of up to 28 days pending referral to the Regulatory Panel where serious food safety issues are found.

New Applications for a Street Trading Consent

An application for Street Trading Consent must be made to the Council in writing. The following will be required to be submitted with the application:

- (a) A completed and signed Street Trading Consent Application Form including payment of the relevant application fee
- (b) Where the proposed street activity is from a fixed position, a copy of a map of at least 1:1250 scale. The map should clearly identify the proposed site position by marking the site boundary with a red line.
- (c) Colour photographs of the stall, van, barrow, cart etc. that will be used for the street trading activity.
- (d) A certificate of Public Liability Insurance that covers the street trading activity for third party and public liability risks. The minimum insurance cover shall be £5,000,000.
- (e) A current Level 2 Award in Food Safety in Catering certificate for all food handlers.
- (f) A valid Waste Transfer Note.
- (g) Proof of the applicant's and any prospective employee's right to work in the UK.
- (h) Gas safety certificate for the vehicle or stall if applicable.

Street Trading Consents are issued for a period of up to one year and renewed annually for the period 1 April to 31 March, unless granted for a reduced period.

Before a Street Trading Consent is granted or refused the Council will carry out a consultation process with various persons and groups. In addition to internal consultation, the following organisations or persons are consulted:

- Highways
- Police
- Ward Councillors
- Fire and Rescue Service

Written observations from the above organisations will be sought and taken into consideration when determining an application.

Where representations are received the application will be referred to the Council's Regulatory Panel which will use the criteria listed below to make their determination of the application, with equal weight applied to the criteria listed. Each case will be assessed on its merits and individual circumstances, where appropriate, may be taken into consideration. When there are no representations, the Head of Housing and Health acting under delegated powers may approve an application.

We will notify applicants for street trading consents of the substance of any objections to the granting of consent and we will give them the opportunity to respond to those objections. We will fully consider such representations and in certain cases, this may be by way of an oral hearing but in most cases, written representations from the applicant will suffice.

In considering applications for the grant or renewal of a Street Trading Consent the following factors will be considered:

(a) Public Safety

Whether the street trading activity represents, or is likely to represent, a substantial risk to the public. Factors taken into account will include: obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site.

(b) Public Order

Whether the street trading activity represents, or is likely to represent, a substantial risk to public order. Traders will conduct themselves in a professional manner.

(c) The Avoidance of Public Nuisance

Whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance to the public from noise and/or odour particularly in residential areas.

(d) Appearance of the stall or vehicle

The stall or vehicle must be maintained in good condition smart appearance and meet criteria, including size, laid down in the standard Consent conditions. Photographs or sketches, including dimensions, must be provided with all new applications and requests for approval of changes to or replacement of a stall or vehicle. The general appearance of the vehicle or stall will also be considered in order to determine that the unit will not detract from the appearance of the surrounding area.

(e) Needs of the Area

The demand for the articles or services for sale, and the geographical location of the proposed site.

(f) Environmental Credentials

The impact of the proposed operation on the local environment including street surfaces and materials, power supply, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste generated by customers. Provision of adequate measures to minimise the environmental impact of the proposed operation.

(g) Food Traders

Applicants to trade in hot or cold food must be able to demonstrate a good understanding of food safety and be registered as a food business with the relevant local authority. As a minimum, food handlers must hold a current Level 2 Award in Food Safety in Catering accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.

(h) Highway

The location and operating times will be such that the highway can be maintained in accordance with the County Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.

No right of appeal to the criminal courts exists in respect of a refusal, revocation or variation of a street trading consent. We will exercise discretion in these matters that are subject only to the principles exercised by the courts in judicial review proceedings.

Peripatetic Street Trading

Street traders that meet the conditions below will be classed as peripatetic. Ice cream vans and mobile sandwich sellers would typically be deemed to be peripatetic street traders.

Traders must meet all of the below conditions to be classed as peripatetic:

- move from location to location
- move at least 50 metres from the last trading location and do not return to that location within four hours.
- do not wait in one location for more than twenty minutes
- do not trade within 100 metres of the boundary of any school or college between the hours of 07:30 and 18:00 (without formal invitation from the establishment).

Pedlars

We want to help genuine pedlars to trade. It is important that pedlars read the Guidance for Pedlars to ensure that they do not illegally participate in street trading, as they could face enforcement action, including the possibility of prosecution.

Renewal Applications for a Street Trading Consent

Street Trading Consents are renewed annually for the period 1 April to 31 March, unless granted for a reduced period. A renewal application for Street Trading Consent must be made to the Council in writing by 1 February. Once the renewal application has been received, the Council may consult further to determine if the consent holder is a cause for concern or has been subject to any complaints.

The following will be required to be submitted with the application:

- (a) A completed and signed Street Trading Consent Application Form.
- (b) The full fee as appropriate
- (c) A certificate of Public Liability Insurance that covers the street trading activity for third party and public liability risks.
- (d) A current Level 2 Award in Food Safety in catering certificate for all food handlers.
- (e) Proof of the applicant's and any prospective employees' right to work in the UK.
- (f) A gas safety certificate for the vehicle or stall if applicable.
- (g) A licensed waste carrier agreement.

At this renewal time, the Council may consult further to determine if the street trader is a cause for concern or has been the subject of complaints.

If a renewal application is not made before the expiry of the current licence, a new application will have to be made. The effect of this will be that a trader will not be permitted to trade until the new Consent is issued.

Where a renewal application has been made and there have been no justifiable complaints, no enforcement issues and all fees have been paid on time, the Consent will be renewed.

Where a renewal application has been made and there have been complaints or enforcement issues or fees have not been paid on time, then the application will be referred to the Regulatory Panel.

Transfers

A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity. The subletting of a pitch is prohibited.

Variations

Any variation to the details of the consent holder must be notified to the Council in writing. The Council will issue an amended consent on payment of the relevant fee. The original consent must be returned to the Council.

Any variation to the range of goods or services for sale, days and/or hours of trading must be notified to the Council in writing. The Council will consider the request, taking into consideration the request and the number of existing traders already offering the proposed goods for sale. Payment of the relevant fee is required. The original consent must be returned to the Council.

7 Markets

Markets, defined as a concourse of five or more stalls, are outside the scope of the street trading scheme. Guidance on regulations governing markets and how to apply for a markets licence can be found in the Council's Markets Policy

<http://www.allerdale.gov.uk/business/markets-in-allerdale/markets-policy.aspx>.

8 Special Events

For events comprising five or more stalls a markets licence must be obtained (see section 5 above). For events where street trading is proposed to take place with between 2 and 4 stalls, the Council will accept one application from the person organising the event. The event street trading application will require full details of each trader attending the event. Consent will be issued to each individual stall holder. This policy is aimed at promoting events and encouraging traders to attend.

Street trading fees for stalls at charitable or small community events may be waived. Street trading is considered to be for charity benefit if the profits from individual stalls/units are donated to charity. These stalls/units would be exempt from Street Trading fees. Any traders (such as traders selling food or refreshments) attending for commercial gain will be subject to a Street Trading fee. Trading at small, not-for-profit community events will be exempt from Street Trading fees.

A premises licence or temporary event notice may be required for an event. Further information and guidance can be found at <http://www.allerdale.gov.uk/business/licences-and-street-trading.aspx>

9 Fees

Fees will be set and reviewed annually on a full cost recovery basis. The level of fees applicable takes into account the location, the duration of the Consent, trading hours, and the articles to be sold. Where trading ceases during the term of Consent, refunds will not be given for any outstanding period of less than 3 months. Details of the current fees can be found on the Council's website or on application to the Licensing Officer. Fees must be paid in advance. Consent fees may be paid in equal instalments, but the first instalment must be paid in advance of the issue of Consent.

10 Conditions

The Council applies the Standard Conditions to Street Trading Consents. The Standard Conditions are not exhaustive and other conditions may be added to individual Consents where appropriate.

Standard Trading Hours are:

- (a) Roadside locations for vehicles
 - Daytime site from 08:00 to 18:00.

- Evening sites for the Sale of Hot Food from 18:00 to 23:00

(b) Pavement locations

- 08:00 to 21:00.

Street trading can only be carried out from the stall or vehicle authorised on the Certificate of Street Trading Consent. Any changes to or replacement of the stall or vehicle must be approved by the Head of Housing and Health.

The Standard Conditions applied to Street Trading Consents are attached to this policy as Annex 2. This list is not exhaustive and other conditions may be added to the Consent.

11 Offences

The adopted street trading legislation is statutory in nature. There are criminal sanctions available for street traders in breach of obligations imposed by the law.

The following are street trading offences:

- Engaging in street trading activities in a prohibited street.
- Engaging in street trading in either a licence or a consent street without the appropriate authorisation granted by the Council.
- Contravention of any of the principal terms of a street trading licence.
- Breach of any of the conditions included in a consent in relation to the time and place in which trading is permitted.
- Trading as a consent holder from a stationary van, cart, barrow or other vehicle unless permission has been granted.
- Trading as a consent holder from a portable stall unless permission has been granted to do so.
- Knowingly making a false statement in support of a licence application.

It is important to note that a trader who disregards the designations and trades without permission commits an offence punishable by a fine.

12 Enforcement

The Council is committed to enforcing the provisions contained within the relevant legislation and to work in partnership with all enforcement agencies, to provide consistent enforcement on licensing issues. In cases where action of a more formal nature is considered appropriate, the key principles of consistency, transparency and proportionality will be applied.

The Council aims to work closely with other enforcement authorities to regulate relevant legislation where necessary.

Each consent holder must comply with the Standard Conditions at all times. To ensure compliance with the conditions, any duly authorised Officer of the Council may visit traders during the term of the licence.

Where licensable activities are conducted without the benefit of a licence, permit or consent or where conditions are breached, the Council will look to gather evidence and take enforcement action as appropriate.

Persons trading without authorisation and not subject to exemptions will be the subject of proactive enforcement action.

If the Council feels that there is an issue of public order or threat to public safety in any particular instance, it will call for assistance from the Police.

The Council may refer to CCTV footage when dealing with such issues.

Where appropriate, the Council will prosecute those responsible for unlawful street trading. The Council will work with the Police and other enforcing authorities to provide for the targeting of agreed problem or high-risk areas and issues.

A person will be liable to criminal prosecution if they:

- engage in street trading without the appropriate Consent as described in this policy;
- engage in street trading in a prohibited street;
- contravene any condition of the Street Trading Consent; or
- make a false statement in relation to the application for a Street Trading Consent.

Failure to comply with one or more of the Standard Conditions of Consent may lead to revocation or non-renewal of Street Trading Consent.

If there are any concerns about the consent holder through justified complaints or evidence of breach of conditions, the Head of Housing and Health may refer the consent holder to the Regulatory Panel for consideration.

The consent holder will be provided with the opportunity to present oral and/or written evidence to Members for consideration.

Where a consent is surrendered or revoked, the council shall remit or refund, as they consider appropriate, the whole or a part of any fee paid for the grant or renewal of the consent

Enforcement may be carried out by any duly authorised officer of the Council.

13 Contacts

The street trading function is part of the Housing and Health Service.

Allerdale Borough Council
Housing and Health
Allerdale House
Workington
CA14 3YJ

To enquire about any street trading issue, or report an incident of alleged unlawful street trading, please visit our website: www.allerdale.gov.uk or contact us via email environmental.health@allerdale.gov.uk or by ringing the Housing and Health Team on 0303 1231702

14 Equality, diversity and equal opportunities

This policy takes into account our Equal Opportunities Policy, which aims to achieve equality for all by removing direct and indirect discrimination and barriers on the following grounds:

- Age
- Gender or transgender identity
- Race, colour, national or ethnic origin

- Disability including people with hearing or visual impairments, learning disabilities, mental illness and those living with HIV and AIDS
- Religious belief, non-belief or other beliefs
- Marital status, family circumstances or caring responsibilities
- Sexual orientation
- Income, employment status or housing circumstances
- Membership or non-membership of trade unions or involvement in trade union activity
- Offending status

Any other grounds not specified here, that are not justified. This is not an exhaustive list.

Glossary

The Council	Allerdale Borough Council
The Applicant	The trader who has submitted an application for Street Trading Consent.
Consent Holder	The person, company or organisation to whom the consent to trade has been granted by the Council.
A Street	Includes any road, footway, beach or other area to which the public have access without payment.
Consent Street	A street in which street trading can only take place if the consent of the local authority has first been obtained.
A Prohibited Street	A street where no street trading may take place at all.
Street Trading Consent	A permission to trade, which is granted by a council subject to conditions and payment of a fee.
A Roundsman	An individual who visits a 'round' of customers and delivers the orders of those customers, for example a milkman. A person operating an ice-cream van is not classed as a roundsman.
A Pedlar	A pedlar is a trader who must: <ul style="list-style-type: none">• keep moving, stopping only to serve customers at their request• move from place to place• hold a valid pedlar's certificate, issued by a Chief Constable of Police.
Peripatetic Trader	A peripatetic street trader is one that: <ul style="list-style-type: none">• continually moves from location to location• moves at least 50 metres from the last trading location and does• not return to that location within four hours• does not wait in one location for more than twenty minutes• does not trade within 100 metres of any entrance to any school or college (without formal invitation from the establishment).
Licensing Officer	An officer employed by the Council and authorised by the Council to act in pursuance of the provisions of the Local Government (Miscellaneous Provisions) Act 1982.

Activities that do not require Street Trading Consent

Trading:

- as a pedlar under a pedlar's certificate
- as a news vendor
- at a market or fair, the right to hold which having been obtained by a grant, enactment or order
- at or adjoining a shop premises as part of the business of the shop
- as a roundsman (i.e. delivering pre-ordered goods to customers)
- from a licensed highway area
- under a street collection permit for charitable purposes.

Standard Conditions

The standard conditions applied to Street Trading Consents, listed in Annex 2

ANNEX 1

Street Trading - Prohibited Streets (from 09/10/06)

Cockermouth

Both sides of Station Street, Station Road, St. Helen's Street, Kirkgate and Crown Street. Both sides of South Street between the junctions of Station Road and Rubbybanks Road. Both sides of Gallowbarrow. Both sides of Main Street, from its junction with Market Place and Gallowbarrow.

Maryport

Both sides of Senhouse Street including the area up to its junction with Well Lane and North Quay, Crosby Street, High Street, John Street, Wood Street, Fleming Street, Fleming Square, Eaglesfield Street, Kirkby Street and Curzon Street, King Street, North Quay, South Quay, both sides of the bridge connecting South Quay and Senhouse Street.

Keswick

Both sides of Market Square, Market Place, Main Street, Station Street, Station Road, St. John's Street, Derwent Close, The Headlands, Heads Road, Tithebarn Street, Bank Street and Stanger Street. Both sides of Lake Road from Market Square to the Boat House opposite Derwent Island. Both sides of Station Road, Southey Street and the Heads.

Workington

Both sides of Gray Street between Oxford Street and Harrington Road. The area between Brow Top and Lonsdale Park known as the Cloffocks excluding parking areas. Both sides of Brow Top. Both sides of Derwent Street. Both sides of Speedwell Lane from its junctions with Pow Street and Brow Top. Both sides of Oxford Street from its junctions with Vulcan's Lane and John Street.

Armstrong Street	New South Watt Street
Belle Isle Street	Nook Street
Campbell Savours Way	North Watt Street
Chapel Street	Park Lane
Clay Street	Peter Street
Corporation Road	Pow Street, east of 17 Pow Street, to its junction with
Craggs Lane	Washington Street
Curwen Street	Risman Place including the area at its junction with Washington
Dean Street	Street
Dora Crescent	Ritson Street
Duke Street	Rosemary Lane
Edkin Street	Sanderson Street
Fletcher Crescent	Senhouse Street
Gordon Street	South Watt Street
Harcourt Street	Station Road
Ivison Lane	Steelman's Walk
James Street	Tiffen Lane
Jane Street	Thompson Street
John Street	Udale Street
King Street	Vulcan's Lane
Lismore Place	Warwick Place
Lonsdale Place	Washington Square (all areas other than those specifically
Market Place	designated as consent areas)
Milburn Street	Washington Street – other than those specifically designated as

Murraydale Terrace

consent areas
William Street
Wilson Street
Winifred Street
Woods Lane
Wybrow Terrace
Yeowartville
York Street

Silloth

Both sides of Lawn Terrace, including the area of street leading to The Promenade, and both sides of Skinburness Road, north of its junction with Skinburness Drive.



ANNEX 2

Standard Conditions for Street Trading Consents

1. No trading shall take place except between the dates specified on the Certificate of Street Trading Consent.
2. Street trading shall only be carried out during operational hours specified on the Certificate of Street Trading Consent.
3. The Street Trading Consent relates only to the area/site, vehicle or stall specified on the Certificate of Street Trading Consent.
4. Street trading can only be carried out from the stall or vehicle authorised under the conditions of the Consent. Any significant changes to or replacement of the stall or vehicle must be approved by the Head of Housing and Health.
6. The Consent Holder's vehicle/stall shall be kept in a clean, safe and well maintained condition and be of a presentable appearance. The Street Trading Consent bearing the name of the consent holder shall be displayed conspicuously on the stall/vehicle so that members of the public can clearly see it during hours of business.
7. The Consent Holder's vehicle shall be maintained in a roadworthy condition, taxed, insured and with a current MOT Certificate. Vehicle movements must be carried out legally and must not present a risk to people and structures. The Consent Holder shall not drive or park a vehicle on any part of a footway.
8. The Consent Holder shall ensure that the stall/vehicle is positioned only in the allocated space (which may be marked on the ground) in the Consent Street for which the Street Trading Consent is issued. All goods shall be displayed on the stall and no freestanding racks or displays are permitted. If a Consent Holder or operator/assistant is requested to move the vehicle/stall by an authorised Council Officer or Police Officer they shall immediately comply with that request.
9. The Consent Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Consent Holders must pay particular attention to the requirements of the Health & Safety at Work etc. Act, 1974 and the Food Safety and Hygiene (England) Regulations 2013. Advice on these requirements is available from the Council.
10. The Consent Holder shall conduct their business in a professional manner and in a way that minimises risks to employees and others.
11. The Consent Holder must take reasonable precautions to prevent the risk of fire at the stall or vehicle. All hot food vans/trailers are required to comply with current legislation on fire safety. A serviceable fire blanket and a suitable fire extinguisher shall be provided in all vehicles selling hot food.
12. Reasonable steps must be taken to ensure gas safety where gas appliances are used on a stall or vehicle. Gas appliances must be maintained and serviced as per manufacturer's instructions. Gas appliances and systems must be checked for safety by a competent Gas Safe engineer at least annually. Any faults or concerns in relation to gas safety must be appropriately investigated and made safe by a competent Gas Safe engineer as soon as possible.
13. All hot food vans/trailers are required to carry a basic first aid kit and have the means to contact the emergency services if necessary.
14. All food businesses must be registered as a food business with the local authority where the van/stall is kept overnight. All food businesses registered outside of the Allerdale area must be able to demonstrate food business registration, e.g. by written confirmation from the relevant local authority or by providing a copy of the latest inspection letter or report. Any changes in registration details must be notified to the relevant local authority.

15. All food handlers must hold a current Level 2 Award in Food Safety in Catering accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.
16. All food businesses must achieve and maintain a minimum Food Hygiene Rating of '3 – Generally Satisfactory'. The Hygiene Rating must be displayed prominently on the stall or vehicle.
17. The Consent Holder shall not be the cause of any nuisance or annoyance to any other user of the highway, the occupier of any land or building or the Council. Consent Holders shall have special regard to and must take action to prevent excessive noise.
18. The Environmental Protection Act 1990 places a duty of care on businesses to dispose of their trade waste in an appropriate manner. Trade waste must be stored appropriately and be disposed of by a licensed waste carrier. No water or waste material shall be discharged on to the highway or any adjacent property. The Consent holder shall take reasonable steps to ensure that litter arising from their own trade is minimised as far as possible, for example by making a bin available for customers to use.
19. A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity on payment of a fee. The subletting of a pitch is prohibited.
20. The Consent Holder must be the principal operator and have day to day control of the stall/vehicle. The Consent Holder may employ any other person to assist in operating the stall/vehicle and shall notify the Head of Housing and Health of the name and address of that person. An administration fee will be payable.
21. Anyone who operates a stall/vehicle other than the Consent Holder must be authorised by the Head of Housing and Health.
22. A Consent Holder may terminate a Street Trading Consent by written notice to the Head of Housing and Health. A refund of the portion of the fee equal to the remaining full months will be payable, less £50 which the Council will retain to cover administrative costs.
23. Consent holders shall ensure that disabled people and wheelchair users can be adequately served. This may involve serving persons from outside the vehicle.
24. A copy of the Consent shall be clearly displayed by the operator when trading and must be produced on demand to a Council Officer or Police Officer.
25. Consent Holders shall have and maintain a proper insurance policy against public liability and third party risks. The minimum insurance cover shall be £5,000,000 and shall cover the operator's vehicle, or stall and any additional equipment under their control. If food is sold the insurance shall specifically include cover against food poisoning to the same amount. Proof of cover must be produced to an officer of the Council on application and as required.
26. These general conditions, which apply to all Street Trading in Allerdale, may be varied, having regard to a particular location. They are termed Special Conditions and listed on the Consent Certificate. These Special Conditions must also be complied with.
27. For Annual Street Trading Consents fee instalments are required quarterly, in advance. The first instalment must be paid in advance of the issue of Consent. The remaining fee can be paid in instalments on the following dates 1st July, 1st October and 2nd January. Annual fees may be paid in advance.
28. For Weekly and Daily Street Trading Consents fees must be paid two weeks in advance before trading commences. This is to allow sufficient time to process the application and receive the consent. It must be in your possession before you can trade.

Failure to comply with these conditions

If a Consent Holder fails to comply with any of the conditions attached to a Street Trading Consent, the Consent may be suspended for an indefinite period or revoked. The Consent Holder may also be prosecuted.

DRAFT

Guidance for Pedlars

Allerdale Borough Council is applying a clearer definition of pedlary to enable genuine pedlars to continue to trade. The definition is taken from a Government consultation on Street Trading and Pedlary and recent case law. The guidance is given below:

1. As a Pedlar, you must 'go from town to town' so you must not frequent one particular town centre in Allerdale every day.
2. A pedlar can remain static in the same location for a maximum of 10 minutes after arrival. As a pedlar, you should then move on (at a reasonable speed) to a location which is at least 50 metres away from the first location, and again you should not remain in that second location for more than 10 minutes. You cannot immediately return to the first location since you cannot return to a location you have previously occupied within three hours. Nor can you occupy a location within 50 metres of any location he has occupied during the previous 3 hours. These requirements are intended to keep a pedlar trading while on the move.
3. However, we do recognise that a pedlar may be approached by potential customers during the 10 minute period mentioned above but you may be unable to conclude the transaction with that customer during that period. Similarly, we recognise that a pedlar may be approached by potential customers while travelling from one location to a location at least 50 metres away. Since we do not want to place unreasonable restrictions on a pedlar's ability to do business, there is an exception to the above limitations to enable a pedlar who is approached in this way to remain in his location beyond the 10 minute period or to stop to conclude those transactions. Once all such transactions have been concluded (or aborted) the pedlar must continue to move away immediately.
4. So, if as a pedlar you are not actively making a sale or being approached by a customer at the 10 minute cut-off point, you must immediately start to move away from the location towards a location at least 50 metres away from that location. If while on the move to your next location, you are approached by a customer, you may stop to deal with that customer. But, as soon as the sale is concluded, you should continue on the move towards your next location (unless, of course, you are approached again by another customer on your way there).
5. Pedlars should not use large wheeled trolleys or similar as a device to carry and expose for sale all, or the vast majority of your goods as these can cause an obstruction of the highway which is an offence under Section 137 of the Highways Act 1980.
6. You should be aware that some of our town centres are monitored by CCTV (Closed Circuit Television).
7. Pedlars' Certificates can be obtained from the police station. It is an offence to peddle without a certificate and an offence to lend a certificate or use someone else's. The Council, in partnership with Cumbria Police, will take formal action against illegal street trading under paragraph 10(1) of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 19th July 2018

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 15th June 2018 – 12th July 2018

Saturday 16 June	Pets Lifeline Coffee Morning held at Southey Street Methodist Church
Sunday 17 June	Opening of the full Lakesman Triathlon (06:00am) with the Deputy Mayor of Allerdale, held at Lakeside, Keswick
Sunday 17 June	Opening of the half Triathlon (07:15am) with the Deputy Mayor of Allerdale held at Lakeside, Keswick
Tuesday 19 June	Shortlisting for interview, with Councillor Daniels, for the post of Administration & Finance Assistant held in Council Chamber
Thursday 21 June	Starting the Lake District foundation's Duck Race held in Lower Fitz Park
Friday 22 June	Interviews, with Councillor Daniels, for the post of Administration & Finance Assistant held in Council Chamber
Friday 22 June	Friends of Keswick St John, Launch of Charity held at St Johns Church
Sunday 24 June	Guest House owners' meeting with Trudy Harrison MP about parking in Keswick held in the Conservative Club
Monday 25 June	Raising the Flag for Armed Forces Day held at Allerdale House, Workington
Tuesday 26 June	Events Committee Meeting held in Council Chamber
Tuesday 26 June	Interviews, with Councillor Daniels, for the post of Administration & Finance Assistant held in Council Chamber
Friday 29 June	Midsummer Festival - Rock Concert held in Market Square, Keswick
Saturday 30 June	Midsummer Festival – Judging and Presentation of Awards for the Landscape Painting Competition held at Fitz Park, Keswick

Saturday 30 June	Midsummer Festival – Proms in the Park held in Fitz Park
Sunday 1 July	Midsummer Festival – Scruffs Dog Show held at Fitz Park, Keswick
Sunday 1 July	Songs of Praise Service held at St John's Church, Keswick
Wednesday 4 July	Parking in Keswick meeting with CCC Highways and Cllr Lywood held at 7 Penrith Road, Keswick
Saturday 7 July	St John's Church Fete held at St John's Church, Keswick
Saturday 14 July	Opening of Keswick Convention held at Skiddaw Street

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

At the Annual General Meeting of the LDNPA on June 20th one of the items under consideration was the Government's recently-announced review of National Parks and AONBs in England. Government made a commitment to carry out this review in the 25-Year Environment Plan (25YEP) which it published in January this year. ¹

The Terms of Reference of the review begin by stating:

At the outset, it is important to state one thing the review will not do: propose reductions in either the geographic extent or the protections given to England's designated landscapes.

The review aims not to diminish the character or independence of our designated landscapes, or to impose new burdens on them and the people who live and work in the areas they cover. Instead, its purpose is to ask what might be done better, what changes could assist them, and whether definitions and systems - which in many cases date back to their original creation - are still sufficient. ... The review will respect the cultural and visual heritage of people, farms and businesses in National Parks and Areas of Outstanding Natural Beauty.

The review will consider the following:

- the existing statutory purposes for National Parks and AONBs and how effectively they are being met
- the alignment of these purposes with the goals set out in the 25-Year Plan for the Environment
- the case for extension or creation of new designated areas
- how to improve individual and collective governance of National Parks and AONBs, and how that governance interacts with other national assets
- the financing of National Parks and AONBs
- how to enhance the environment and biodiversity in existing designations
- how to build on the existing eight-point plan for National Parks and to connect more people with the natural environment from all sections of society and improve health and wellbeing
- how well National Parks and AONBs support communities

The review report is due to be submitted to Government in 2019, which marks the 70th anniversary of the National Parks and Access to the Countryside Act, which set up National Parks and AONBs. The purposes set out for these two types of designation are different. In brief, National Park purposes are to conserve and enhance natural beauty, wildlife and cultural heritage; and promote opportunities for the understanding and enjoyment of the special qualities of national parks. For AONBs, the primary purpose is to conserve and enhance the natural beauty of the area.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

¹

KESWICK TOWN COUNCIL

GENERAL FUND

1st April 2018 - 31st March 2019

Budget Summary as at 30th June 2018

1st Quarter

Expenditure:	AGREED Budget for 18/19	Expenditure to 30.06.18	% of Budget
General Administration	72613	22928	31.58
Grants to outside bodies	15000	14520	96.80
Christmas Lights	30300	35	0.12
Mayors Allowance	2000	1000	50.00
War memorial	1500	216	14.40
Townfield	1300	200	15.38
Open Spaces	1000	250	25.00
Fitz Park - Grant from KTC (deficit)	122044	16261	13.32
Communications & Neighbourhood Plan	500	0	0.00
Audit Fee/Accounts Preparation	1370	306	22.34
Contingency Sum	10000	0	0.00
Keswick Events (Inc Scruffs 18-19)	15805	2553	16.15
Events Co-ordinator	4305	1414	32.85
Floral displays	7500	2272	30.29
Allotments Expenditure	600	146	24.33
Professional Advice - Provision	0	0	0.00
Annual Parish Meeting (inc room hire & refreshments)	200	49	24.50
Advertising	270	124	45.93
Event Banner Expenditure	100	0	0.00
Promotional gifts to civic visitors to Keswick	250	0	0.00
Civic Pride Award	0	0	0.00
Environment Agency Permit	170	0	0.00
TOTAL EXPENDITURE:	286827	62274	21.71

Street Wks
Permit & HR

Income:	AGREED Budget 18/19	Income to 30.06.18	% of Budget
Precept	246700	123350	50.00
Grant to Fitz Park - ABC	20000	0	0.00
Council Tax Support Grant	939	470	50.05
Bank/Investment Interest (inc War Memorial)	5	0	0.00
Walker Park rent	12267	12267	100.00
Allotments Income - Rent	600	350	58.33
Events Banners Income	1000	2891	289.10
Keswick Events Contributions (Inc Scruffs)	5000	2807	56.14
Christmas Lights Contributions	300	0	0.00
Townfield Interest	16	0	0.00
TOTAL INCOME:	286827	142135	49.55

	AGREED Spend 18/19	Expenditure to 30.06.18	% of Budget
General Reserves Expenditure - Earmarked reserves			
Contribution to Local Housing	3600	0	0

KESWICK TOWN COUNCIL

GENERAL FUND - ADMINISTRATION

1st April 2018 - 31st March 2019

Budget Summary as at 30 June 2018

1st Quarter

	AGREED Budget 18/19	Expenditure to 30.06.18	% of budget spent
Expenditure:			
Salaries, Nat ins & Pension (18.9%) & Pension Deficit	93615	23030	24.60
Payroll - Outsource Costs	330	79	23.94
Rent	7100		0.00
Rates	4128	1237	29.97
Building Service Costs	5000	0	0.00
Repairs - Decorating/Carpets/Upgrades	1500	0	0.00
Insurances	600	11517	1919.50
Subscriptions	700	547	78.14
Conferences/Training	900	43	4.78
Stationery	1000	183	18.30
Postage	300	89	29.67
Telephone & Internet	800	233	29.13
Photocopier	1300	317	24.38
Computer maintenance/support	1190	791	66.47
Office Equipment	200	0	0.00
Staff Expenses	200	57	28.50
Ex Employee Pension	1300	0	0.00
Health and Safety	50	0	0.00
Website (Annual Fee)	300	71	23.67
Council Chamber/Meeting Expenditure	250	18	7.20
Quality Award	100	0	0.00
Election Provlision	0	0	0.00
Telephone System - Maintenance Fee	200	0	0.00
Total Expenditure:	121063	38212	31.56

Recharges to be
made

	AGREED Budget for year 17/18	Income to 30.06.18	% of budget income
Income:			
Photocopies	20	0	0.00
Council chamber rental	20	0	0.00
Total Income:	40	0	0.00

To be allocated:	121023	38212	31.57
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	Agreed allocation 18/19	% of allocation to date
Allocation:		
General Fund - (60%)	72613	22928
Hope Park - (20%)	24205	7642
Fitz Park - (20%)	24205	7642
	121023	38212

KESWICK TOWN COUNCIL
12TH JULY 2018

CLERK'S REPORT

1. Allotments at the Hawthorns

The water supply for the ten allotment plots at the Hawthorns is from the beck which runs alongside the site. Due to the hot weather and lack of rain, the beck has dried up and the tenants have asked for a water supply to be provided. The Parks Manager has agreed to deliver 1,000 litres of water (approximately 1 cubic metre) three times per week while the dry spell continues and there are no restrictions on water usage. This will be metered from Hope Park and will incur an additional cost to the park, not only in the cost of water but also its transportation. This will need to be re-charged from Hope Park to the Town Council and should the amount exceed the budget provision for allotments maintenance (£250 for the year) approval is sought for any additional amount to be funded from the contingency provision.

2. Lake District National Park Authority – Development Management Update

The National Park Authority is changing the way it will consult on planning applications on 1st August 2018. It is to stop sending out paper copies of planning applications and will expect local Councils to go on line to look at them. CALC have asked for information on how this change will affect local Councils. Whilst we are able to print plans from the website, these will not be to scale and the maximum size available to us is A3. There will also be a considerable additional cost involved in printing out all the documents relating to major applications. There will be more onus on Councillors, particularly members of the Planning Group, to view documents on line. The change will save the LDNPA a lot of expense in printing costs and staff time as they now receive nearly all applications electronically.

The LDNPA will also charge for written pre-application advice but will continue with their free informal advice including duty planner and planning surgeries.

Publicity, consultations and changes to applications – the LDNPA is making changes set out in the new Practice Guidance on Publicity for Planning Applications. In summary, the main changes are that it will: use email for all consultations, site notices exclusively and display public comments on its website. The guidance also sets out arrangements for making changes to applications and public speaking at Development Control Committee meetings.

3. Training Update

CALC has notified details of the following training events in September:

New member event 12th September 2018

Kendal area session 9am coffee and registration for a 9.30 start to finish approx. 12.30

Penrith area session 2pm coffee and registration for a 2.30 start to finish approx. 5.30pm

Course programme will include

Understanding Planning - The origins of town planning, The modern planning system, Core legislation

What is development? - Development Plans and planning policy, National Planning Policy Framework, - Development Plans, - Other policy documents

The control and management of development - Types of planning application, - Consultation processes, Decision making, Appeals, Case studies

The role of the Town & Parish Councillor .

Experienced member event 19th September 2018

Kendal area session 9am coffee and registration for a 9.30 start to finish approx. 12.30

Penrith area session 2pm coffee and registration for a 2.30 start to finish approx. 5.30pm

Course programme will include

Neighbourhood Planning - What is neighbourhood planning?, Legislative background, Who leads?, Process, Designation, Policy development, Relationship with the LPA, Examination, referenda and adoption, Use in decision making, Planning obligations and community benefit, Case Studies

Development Plans - What is a development plan?, Legislative background, Process – stages in the plan making process. Time frames, Community engagement and consultation – the role of the Parish and Town Council, Examination – Consideration by the Secretary of State. Local Council interaction, Adoption, Challenge – the scope for legal challenge to the plan, Review, Case Studies

Development Management - Review of the statutory process, The meaning of development, Permitted development rights, Consideration and determination of planning applications, Consultation with Town and Parish Councils – how to engage effectively, Decision making – including prejudicial interest, Planning obligations, Supporting local representations, Post decision – appeals and challenge, Case studies

Please let me know if you would like to attend.

LW

120718

KESWICK TOWN COUNCIL

Minutes of the Keswick Town Council (KTC) Events Committee meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 26 June 2018 at 10.00am.

Present:

Chair:	Paul Titley (PT) – KTC Cllr
Heather Askew (HA) – KTC Events Co-ordinator	Allan Daniels (AD) – KTC Cllr
David Burn (DB) – KTC Cllr	Tony Lywood (TL) – KTC, ABC & CCC Cllr
Phil Byers (PB) - Geraud Markets	Vanessa Metcalfe (VM) - Keswick Tourism Association

1. Apologies

Apologies were received from Joe Broomfield (JB), Lynda Walker (LW) – Town Clerk

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 22 May 2018 (pages 3 – 5) be agreed as a correct record.

3. Midsummer Festival 2018 29 June – 1 July

Rock Night

- TL has checked arrangements with Fluid
- Upstairs room at Golden Lion to be used as Green Room
- Ben Purkiss to MC
- Info about LDH charity to be shared from stage

Landscape Painting Competition

- 9am for gazebo erection, Paul, Allan and David with a practice at 2pm Wednesday
- Tony to bring portable loud speaker for prize announcement
- Comp finishes at 3pm with winner announced by 3.15pm
- PT has cash prize for winner
- If possible, gazebos will be moved to prom area

Prom

- Meet from 12 to set up
- Hay Bales being delivered at 12
- West House doing food for performers
- Chairs being borrowed from Museum
- TL to borrow Parks vehicle for weekend

Scruffs

- Meet at 7.30am to set up
- DB as Mayor to act as back up judge
- PT to bring Dogathlon and Terrier Racing Equipment
- TL to sort dog bowls

Volunteers

PT, TL, AD, DB and HA to be present at all events.

Head Steward: Rock – Paul Titley

Head Steward: Prom – Allan Daniels

Head Steward: Scruffs – Tony Lywood

Lions providing stewards for Prom and Scruffs

Publicity

- Full page advert in 29 June Reminder

- Banners to be displayed in advance
- Programmes to be distributed during the weekend
- Press Release on Monday 2 July

Risk Assessment

- HA shared final risk assessments
- Agreed that extreme weather could lead to the cancellation of events (forecast indicated that is unlikely)

Other

- Museum Arts Week 27-30 June, complete by 3pm on Saturday

4. Keswick Mountain Festival Debrief Meeting 19 July

HA unable to attend debrief meeting, VM will be attending. Brief discussion about festival, main concern was the sporting event routes cause a choke point between the Theatre and the Crow Park. This raised both safety concerns and access issues.

There was further discussion about the use of the carpark both by the Mountain Festival and the Lakesman Triathlon

Action: HA to share concerns with Keswick Mountain Festival in advance of the debrief meeting

5. Tour of Britain

Events committee confirmed town council will not be undertaking any events in support of the Tour of Britain this year.

6. AOB

Christmas Lights Contract: Town Council agreed an extension to the current contract with Lite Ltd of a further two years to cover 19/20 and 20/21 Christmas periods.

The Committee were show possible designs for replacement of the climber on Moot Hall, Option 3 was preferred with amendments (removal of crescent moon and removal of rucksack outline on man's back)

HA confirmed that due to other work commitments she would not be renewing her events work contract after the 2018 Mid-summer Festival.

7. Date of Next Meeting

Friday 27 July 10am for debrief discussion on 2018 festival.

The meeting closed at 11.15 am

Keswick Town Neighbourhood Plan

Steering Group Meeting Notes

Date: 19th June 2018
Time: 3.00pm
Location: Council Chamber, KTC offices

Present:

Bill Bewley (BB) (Keswick Community Housing)
 Councillor Allan Daniels(AD) (Keswick TC)
 Councillor Paul Titley (PT) (Keswick TC)
 Lynda Walker (LW) (Town Clerk)
 Tom Woof (TW) (Prospus)
 Heather Askew (HA) (Admin Support)

Apologies:

Paula Allan (PA) (Lake District National Park Authority)
 Revd Charles Hope (CH) (St Johns Church) - Chair
 Shelagh Hughes (SH) (Headteacher, St Herbert's School)
 Gary Lovatt (GL) (Federation of Small Businesses)
 Councillor Tony Lywood (TL) (Keswick TC, ABC, CCC)
 Jim Wilson (JW) (Chair Underskiddaw Parish Council)

No.	Item
1.	<p>Minutes of last meeting</p> <p>The minutes of the last meeting held on 26th February 2018 were not reviewed.</p>
2.	<p>Lake District National Park Local Plan</p> <p>Following the last meeting the LDNPA have published their draft local plan. It had been agreed by email not to progress further with the neighbourhood plan until the draft local plan was published.</p> <p>A Keswick Town Council working group has reviewed the local plan in relation to its impact on Keswick, a formal response to the Local plan will be agreed by the Town Council at their June Meeting.</p> <p>It was agreed to discuss the proposed policies from the neighbourhood plan in relation to how they are covered by the local plan proposals.</p> <p>Policies</p> <p>Materials Issue covered under policy 07 (Design and development) in the local plan. The working group felt the local plan policy does not meet the need identified.</p> <p>Car Parking Issue covered under policy 23 (Vehicle parking to improve sustainable transport). The local plan policy is to reduce the need to travel by private motor vehicle. It states it will permit additional public parking at transport interchanges (Keswick has been identified as a transport interchange). The working group felt that the local plan policy did not identify where the additional parking would be or identify solutions for the parking issues felt by residents. TW reported that there was a conflict between the Neighbourhood plan policy and the local plan policy.</p> <p>Affordable Housing Issue covered under policy 16 (Housing)</p>

	<p>The working group felt that there was a high degree of compatibility in the two policies.</p> <p>Bed and Breakfast Accommodation Issue covered under policy 19 (Sustainable tourism and holiday accommodation) and under policy 09 (North Distinctive Area) The working group felt that the LDNPA policy is not clear and doesn't go as far as the suggested Neighbourhood plan policy.</p>
3.	<p>Proposed Actions</p> <ol style="list-style-type: none"> 1. Keswick Town Council to submit formal response to LDNPA to include the draft neighbourhood plan policies as part of the local plan. 2. Continue with neighbourhood plan with adoption of plan after implementation of local plan, if multiple policies are not adopted as part of Local Plan. 3. Consider a Neighbourhood Development Order if only one policy needs to be adopted. <p>Notes: TW noted that the Local Plan process is planned to be completed in 2020. Draft Neighbourhood Plan has not yet been formally shared with the Town Council.</p>
4.	<p>Date of Next Meeting</p> <p>Next meeting to be arranged following Town council meeting when response to Local plan is agreed.</p>