

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
CA12 5JS
017687 73607

11th October 2018

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, 50 Main Street, Keswick on **Thursday 18th October 2018 at 7.30pm**. The press and public 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 the 20th September 2018 (pages 20-24).
3. **Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

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

If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting
5. **Police Report**
To receive the report of the Allerdale Rural Neighbourhood Policing Team - a Police Community Support Officer will attend when on duty and available.
6. **Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 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.
7. **Community Governance Review**
To receive an update on progress with the review of the Keswick boundary and plans for consultation (Lindsay Tomlinson, Electoral Services Manager, Allerdale BC will be in attendance for this item).

- 8. Matters to be raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 9. Applications for Development**
- i) To examine applications for development and submit observations to the Lake District National Park Authority.
 - ii) To receive update on National Park planning decisions.
- 10. Mayor's Engagements**
To receive details of the Mayor's engagements and meeting attendance for the period 14th September 2018 – 11th October 2018.
- 11. 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
- 12. Payment of Accounts**
To confirm the payment of accounts for October 2018 as approved by the Inspection Committee (to be circulated at the meeting):
- i) For the Town Council
 - ii) For the Trusts.
- 13. Quarterly Budgets**
To receive for information the quarterly budget comparisons.
- 14. Audit for the Year Ended 31 March 2018**
To approve and accept the Annual Governance & Accountability Return for the year ended 31 March 2018 including the certificate of conclusion of the External Audit and to report that no matters were arising.
- 15. Reports from Representatives on Outside Bodies**
To receive reports from the following representatives:
- i. Keswick Community Emergency Recovery Partnership – Councillor Martin Pugmire
 - ii. Keswick Tourism Association – Councillor Paul Titley
 - iii. Keswick Ministries Town Liaison Forum – Councillor Jean Murray
- 16. Request for Speed Indication Devices**
To consider the response from the County Council's Traffic Management Officer.
- 17. Clerk's Report**
To consider the Clerk's report .
- 18. Minutes of Committee Meetings**
To receive for information the draft Minutes of the Events Committee meeting held on 9th October 2018.
- 19. Correspondence**
To receive the following correspondence:
- i) Cumbria County Council – Market Place carriageway improvement works
 - ii) Cumbria County Council – Briefing paper on refreshed approach by Highway Services to working with Parish and Town Councils in relation to highway maintenance activities
 - iii) Allerdale BC – commencement of Allerdale Local Plan (Part 2) Site allocations Pre-submission consultation letter
 - iv) Royal Mail – raising awareness of scam mail

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 20th September 2018 at 7.30pm.

Present:

Chairman
Councillor David Burn

Councillors		
Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Susan Leighton	Tony Lywood
Duncan Miller	Jean Murray	Adam Paxon
Martin Pugmire	Paul Titley	

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (Lake District National Park Authority North Distinctive Area Parishes Representative), 1 member of the press, 3 representatives of Keswick Ministries and 2 members of the public.

91. Apologies

There were no apologies for absence.

92. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 16th August 2018 (pages 11-15).

93. Requests for Dispensations

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

94. Declarations of Interests

Declarations of interests in respect of items on this agenda were received from:-
Councillor Kendall – item 8 (i) application no. 7/2018/2209 (property owner)

95. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team – no officers were available to attend the meeting.

96. Matters to be received from the Public

A member of the public spoke to raise awareness of an event taking place on Derwentwater on 11th November 2018 called 'Swim to Remember' to commemorate one hundred years since the signing of the Armistice. The Council's best wishes for a successful event were passed on.

97. Matters to be raised by Councillors

Councillor Titley advised that he had just been notified that a grant had been approved from the United Utilities Legacy Fund for an outdoor gym in Fitz Park. He also gave an update on information about the cost of parking at Whinlatter Forest and advised that it was possible to buy an annual pass costing £45.

Councillor Kendall congratulated Keswick School on the excellent GCSE and A level results recently announced.

Councillor Lywood commented on street trading in the Market Square.

98. 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/2018/0118	Fell 1 silver birch Edgehill, Stanger Street, Keswick, CA12 5LZ <i>Support- Sensible conclusion</i> SUPPORT
7/2018/2006	Redevelopment of Keswick Pencil Factory site to provide new site for Keswick Convention comprising 1) renovation and change of use of original pencil factory building to provide offices, meeting and conference space, accommodation and toilets; 2) demolition of buildings to north of the site and development of a car parking area to be used for the accommodation of a marquee for the Convention for three weeks in every year and for use by third parties on an occasional short-term basis; 3) landscaping of the site The Former Cumberland Pencil Museum, Southey Works, Main Street, Keswick, CA12 5NG <i>Support - Transport Statement</i> <i>Support - Acoustic Report- In accordance with National Policy for outdoor events and will be policed by Allerdale Borough Council as the observing body.</i> SUPPORT <i>Note: Councillor Daniels confirmed that any reference to the use of the marquee by third parties had now been deleted from the application.</i>
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, Keswick <i>No comments made</i> SUPPORT
7/2018/2142	2 scheme identification signs Greta Gardens, Crow Park Road, Keswick, Cumbria, CA12 5EL <i>No comments made</i> SUPPORT
7/2018/2150	Proposed Improvements to footpath and hydrology of Ings Wood SSSI Ings Wood Footpath, Borrowdale Road, Keswick <i>Support - Should make access better, excellent improvement to deal with current and future footfall</i> SUPPORT
7/2018/2183	Installation of stepped fire escape from offices on the top floor to the flat roof leading to the stairs. George Fisher Ltd, 2 Borrowdale Road, CA12 5DA <i>Support - Health & safety feature, very sensible</i> SUPPORT

- 7/2018/2190** A2 poster swing A board
Pack Horse Court, CA12 5JB
Support - Following consultation with Councillors on the A board group, this helps to clean up the Packhorse area and is in accordance with the A Board regulations
SUPPORT
- 7/2018/2203** Conversion of existing attached garage into living accommodation including alteration of the flat garage roof to mono pitched roof
8 Millfield Gardens, CA12 4PB
Support- Design good but moving away from uniformity of the road. We should encourage any local people needing extensions subject to any concerns by the neighbours.
SUPPORT
- 7/2018/2204** Erection of single-storey rear extension including the conversion of a twin bedded letting room into owner's accommodation - Amendment to size of roof-light to approval under 7/2017/2186
Brundholme, The Heads, CA12 5ER
Support - Small extension within existing boundary of B&B - minor amendment - amended plans with larger roof light.
SUPPORT
- 7/2018/2208** Extension to existing house
Lyngarth, Rogerfield, Keswick, CA12 4BN
Support- Innovative design of a property that is in need of major refurbishment works (satisfactory design & access statement which seems to cover any minor concerns)
SUPPORT
- 7/2018/2209** Alterations and enlargement of roof to accommodate additional habitable rooms
32, Stanger Street, Keswick, CA12 5LZ
Neutral - A fairly major change to an appropriate and well balanced property in a Conservation Area. The heritage statement describes that the original character of the property will be maintained but with a major roof alignment/change and with 14 new window openings this is difficult to grasp. This is a significant modification and not minor as stated in the application.
NEUTRAL
Note: Councillor Kendall left the room during consideration of this item and subsequent vote.
- 7/2018/2216** Alterations to the flat roofed canopy to the front elevation and alterations to the existing conservatory to the rear elevation
Glendale, Manor Brow, CA12 4AW
Support - Appropriate improvements/alterations and in keeping with property.
SUPPORT
- 7/2018/2232** Extension to existing hotel to facilitate the enlargement of two existing bedrooms. The proposals also include construction of a new bin store and bike shed to the rear.
Crow Park Hotel, The Heads, Keswick, Cumbria, CA12 5ER
No comments made
SUPPORT

- ii) **RECEIVED** update on National Park planning decisions

99. Mayor's Report

RECEIVED details of the Mayor's engagements and meetings attendance for the period 9th August 2018 – 13th September 2018

100. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Borough Councillor Lywood corrected the recent press report about the sale of the Moot Hall and confirmed that the Battersby Trust was still negotiating to purchase it. He also advised that he was bringing pressure to bear to change the maximum stay on Bell Close car park from two hours to three hours.
- ii) Cumbria County Council – County Councillor Lywood reported that the stone for use on the Market Square was due to arrive on 8th October ready for the improvement work to the paving to be carried out. He also advised that funding for a strategic car parking review of Keswick was being sought and that the timescale for the report was likely to be 18 months. Following discussion at the last meeting, he confirmed that the lease of the area adjacent to Wetherspoons public house by Allerdale BC would go ahead subject to planning permission being granted.
- iii) LDNPA North Distinctive Area Parishes Representative – no report submitted. Dr Geoff Davies advised that the consultation responses to the Local Plan review document were now being dealt with and a summary document would be provided in due course.

101. Payment of Accounts

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

- i) For the Town Council, vouchers 132-151 amounting to £22,104.64 (twenty two thousand one hundred and four pounds and sixty four pence)
- ii) For the Trusts, vouchers HP113-FP87 amounting to £9,561.90 (nine thousand five hundred and sixty one pounds and ninety pence)

102. Assets of Community Value – Moot Hall and Council Offices at Main Street, Keswick

Consideration was given to an email received from Allerdale Borough Council advising that formal notification had now been received from the owners of the Moot Hall of their intention to sell the property to secure the hall for the local community in the future. Notification was also given that the current listing of the Council Offices as an Asset of Community Value was due to expire on 4th October 2018.

RESOLVED:

- i) That no intention to bid be submitted in respect of the Moot Hall
- ii) That the application for the Council Offices at 50 Main Street, Keswick to be listed as an Asset of Community Value be re-submitted

103. Speeding at High Hill and Chestnut Hill, Keswick

Consideration was given to the report of the Mayor concerning speeding issues in Keswick.

RESOLVED that a letter be sent to Cumbria Highways insisting that Speed Indication Devices be installed at both Chestnut Hill and High Hill, Keswick without further delay.

104. Disabled Access Issues

Consideration was given to issues raised by Councillors Pugmire and Lywood concerning wheelchair/mobility scooter access in the town and the need for more seats to be placed on the main pedestrian access routes to the town centre.

RESOLVED that Councillor Pugmire, the Mayor and Deputy Mayor review the current position and report back to a future meeting, and that Councillor Lywood approach local retailers regarding accessibility of shop premises.

105. Latrigg Close/Windebrowe Avenue Issues

Councillor Lywood provided a number of examples of poor maintenance of properties and open space areas managed by Castles and Coasts Housing Association, and expressed disappointment at the Association's recent decision not to allocate land for parking at Latrigg Close.

RESOLVED that a letter be sent to Castles and Coasts Housing Association expressing concern about the poor maintenance of properties and areas under their control in Keswick.

106. Proposed Press and Media Policy

The Clerk presented a draft Press and Media Policy as recommended by Cumbria Association of Local Councils for consideration and approval.

RESOLVED that the Press and Media Policy be adopted subject to one amendment to the 'general principles' section.

107. Document Retention Policy

The Clerk presented a revised Document Retention Policy for approval.

RESOLVED that the revised Document Retention Policy as presented be adopted and implemented.

108. Clerk's Report

Consideration was given to the Clerk's report.

RESOLVED that expenditure of £850 be approved from the current year's contingency budget to cover the cost of scaffolding for the repair work to the Pups Clock on the Council Offices.

109. Minutes of Committee Meetings

RECEIVED for information the draft minutes of the Events Committee meeting held on 7th September 2018.

110. Correspondence

Consideration was given to the following correspondence:

- i) British Consulate-General Chongqing – expression of interest in meeting to discuss areas of mutual co-operation and commercial support
RESOLVED that the matter be referred to Keswick Tourism Association.
- ii) Forestry Commission – draft Whinlatter Forest Plan consultation
RESOLVED that a response be sent to the effect that the Town Council opposes any development at Whinlatter which would have the effect of increasing traffic and parking problems in Keswick.
- iii) Allerdale BC – Consultation on Statement of Gambling Policy – noted.

The meeting closed at 9.50 pm

Chairman

Date

Planning Applications received between 14/09/2017 - 11/10/2017

Plan ref	Location	Description of Proposed Development
T/2018/0132	Lane Rigg House, The Heads, Keswick, CA12 5ES	T1: Silver birch - Fell and remove; T2: Willow - Fell; T3: Elder - Fell
T/2018/0134	Twentyman Court, Penrith Road, Keswick, CA12 4HQ	Sycamore - Fell due to recent storm damage
7/2018/2239	12, High Hill, Keswick, CA12 5NY	Extension to kitchen at rear of property
7/2018/2243	2, Brundholme Mews, Keswick, CA12 4NR	Approval of details reserved by condition on planning application 7/2018/2163: condition 3 relating to details of replacement windows and doors (New UPVC windows, new opening for a window and new glazed Juliet balcony) - <i>Note: For information only, no comments required</i>
7/2018/2247	Ravensworth House, 29 Station Street, Keswick, Ca12 5HH	Extension to the ground floor rear elevation with enclosed balcony above and alterations to the existing rear dormer window.
7/2018/2250	30, Wordsworth Street, Keswick, CA12 4BZ	Removal of the existing wooden shed within the rear yard, erect a stone outbuilding, replace existing timber boundary fence with 2m high rendered wall, replace the existing rear boundary fence and gate with 2m high rendered wall and gate
7/2018/2251	31, Rose Terrace, Keswick, CA12 4HD	Replacement sun room/porch
7/2018/2252	19, Spring Road, Keswick, CA12 4AQ	Extension and alterations to existing house

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 14/09/2018 & 11/10/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2018/2057	Apr-18	Fern Lea, Penrith Road, Keswick	CA12 4UJ	Erection of two storey side extension, to the outgutter to create additional living accommodation to create an annexe to the main dwelling, and demolish the existing garage and summer house and erect a detached wooden building, for domestic use.	OBJECT	GRANTED	
7/2018/2118	July-18	Lakeside Car Park, Keswick Mountain Rescue Team Base, Lake Road, Keswick	CA12 5DJ	Forming new 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.	SUPPORT	GRANTED	
7/2018/2131	Jul-18	3, George Street, Keswick	CA12 4EB	Enclose existing porch with frames	SUPPORT	REFUSED	
7/2018/2134	Jun-18	17, Lonsties, Keswick	CA12 4TD	Extensions & alterations	SUPPORT	GRANTED	
7/2018/2138	Jun-18	13, Manor Park, Keswick	CA12 4AB	Rear extension to 13 Manor Park 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	SUPPORT	GRANTED	
7/2018/2144	Jul-18	Land adjacent to St. Herbert's School, Keswick		Approval of details reserved by condition of planning permission reference 7/2016/2027 (Water supply connection from Thirlmere to West Cumbria) in respect of conditions 6 and 10 (soil management plan and surface water management)	APPLICATION NOT RECEIVED FOR COMMENT	Details submitted in respect of conditions 6 and 10, specifically in the area of St Herbert's School, Keswick are considered acceptable	
7/2018/2165	Jul-18	28, Southey Street, Keswick	CA12 4EF	Replacement of boundary treatment to front and northern side elevation	SUPPORT	GRANTED	

7/2018/2166	Jul-18	Johns Cottage, St. Johns Street, Keswick	CA12 5AP	Enclosure of existing cover porch	SUPPORT	GRANTED
7/2018/2173	Jul-18	Waters Edge, Lake Road, Keswick	CA12 5DJ	Approval of details reserved by condition on planning approval 7/2016/2211 (proposed new orangery, external ground works to provide a boat launch ramp with vehicle access and a new erosion protection system): condition 5 - construction method statement	APPLICATION NOT RECEIVED FOR COMMENT	Details received in respect of condition 5 are considered acceptable
7/2018/2174	Jul-18	Boathouse to Waters Edge, Lake Road, Keswick	CA12 5DJ	Approval of details reserved by condition on planning approval 7/2016/2212 (proposed restoration of flood damaged boat house: condition 8 - construction method statement	APPLICATION NOT RECEIVED FOR COMMENT	Details received in respect of condition 8 are considered acceptable
7/2018/2176	Jul-18	Former Nat West Branch, 28, Main Street, Keswick	CA12 5JD	Installation of replacement timber framed shopfront following the removal of existing external ATM, night safe and external lighting	SUPPORT	GRANTED
7/2018/2181	Jul-18	13, Ambleside Road, Keswick	CA12 4DL	Proposed external refurbishment of the property including reconstruction of the bay windows, re-rendering of front elevation, repointing works to the side and rear elevations, maintenance works to the roof line and replacement of a ground floor window	SUPPORT	GRANTED
7/2018/2183	Aug-18	George Fisher Ltd, 2 Borrowdale Road	CA12 5DA	Installation of stepped fire escape from offices on the top floor to the flat roof leading to the stairs	SUPPORT	GRANTED
7/2018/2190	Aug-18	Pack Horse Court	CA12 5JB	A2 poster swing A board	SUPPORT	REFUSED

7/2018/2195	Aug-18	High Hill Garage, High Hill, Keswick	CA12 5NY	Approval of details reserved by condition on planning permission 7/2017/2157 (Redevelopment of existing petrol filling station to provide replacement SPAR convenience store, forecourt alterations, extended canopy, customer parking and associated works); condition 3 relating to verification plan of remediation strategy	APPLICATION NOT RECEIVED FOR COMMENT	Condition 3 was a pre-commencement condition at the request of ABC, under normal circumstances they would be consulted, although this would serve little purpose now. Details submitted are in breach of condition. However having regard to the work which was carried out and is detailed in the provided information and the extent to which the development has now progressed - no further action would be taken.
7/2018/2203	Aug-18	8 Millfield Gardens	CA12 4PB	Conversion of existing attached garage into living accommodation including alteration of the flat garage roof to mono pitched roof	SUPPORT	GRANTED
7/2018/2204	Aug-18	Brundholme, The Heads	CA12 5ER	Erection of single-storey rear extension including the conversion of a twin bedded letting room into owners accommodation - Amendment to size of roof-light to approval under 7/2017/2186	SUPPORT	GRANTED
7/2018/2216	Aug-18	Glendale, Manor Brow	CA12 4AW	Alterations to the flat roofed canopy to the front elevation and alterations to the existing conservatory to the rear elevation	SUPPORT	GRANTED

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 18th October 2018

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 14th September 2018 – 11th October 2018

Sunday 16 September	Mayors Civic Service held at St Mary's Parish Church, Wigton
Thursday 20 th September	Keswick Parking Survey meeting at Crosthwaite Parish Room, Keswick
Friday 21 st September	Keswick School Annual Prizegiving and Book Launch of 'Keswick School the English Lake District 1898 - 1998' held in the Howard Allen Sports Hall and Mike Pye Terrace
Saturday 22 September	Installation of Revd Andy Murphie at Crosthwaite Church, Church Lane, Keswick
Sunday 23 September	Mayors Civic Service at St Kentigern's Church, Aspatria
Friday 28 September	A - board survey follow up on Main Street and Market Square. Accompanied by Lynda Walker
Friday 28 September	Keswick Community Asset Company Meeting held at Penrith Road, Keswick
Monday 1 October	Establishing signage route to Fitz Park/Crossthwaite Road Car Park. Accompanied by Cllr Lywood
Wednesday 3 October	A - board survey follow up on Main Street. Accompanied by Catherine Parker
Tuesday 9 October	Events Committee Meeting held in Council Chamber

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

At Park Strategy & Vision Committee on 18th September, I requested an update on the Local Plan Review for inclusion in this report. Steve Ratcliffe, Director of Sustainable Development, has provided the following statement:

“Thank you to everyone who took part to help ‘Shape the Lakes’ through our Local Plan Review consultation between 8 May and 29 June 2018. We were pleased to receive a record level of response, with over 2,700 individual responses. We have been successful in our objective of engaging with a representative sample of our Lake District community. Not only did the rate of response exceed expectations but we had a surge in young people getting involved, with 23 per cent of respondents being under 34 years old.

We are now underway with the significant task of reviewing what everyone has told us. Only once this has been completed will we decide which policies and site allocations require attention and what amendments are necessary.

We will publish consultation comments and what we intend to do in response to those comments in due course. However, due to the high level of response rate and the coincidental publication of the new National Planning Policy Framework that we now need to have regard to, it is likely to take us longer than we originally planned. We will be asking Members to agree a revised local plan programme timeline in October. And we will advise all interested as soon as that has been agreed.”

The proposals for a revised timeline will be presented for approval to Park Strategy & Vision Committee on 17th October. Papers for committee meetings are published in the committee pages of the LDNPA website one week in advance of a meeting. I shall provide an update in my October report.

I referred in my July report to the decision made by LDNPA officers to discontinue the practice of sending paper copies of planning application documents to parish councils. CALC notified its member councils in the LDNP that it may be possible for the LDNPA to find funding to help councils purchase projectors, screens and leads to help them in the transition to electronic consultation. I have been keeping in touch with CALC and I have seen the requests and comments sent to them. A number of clerks have expressed misgivings because they thought that the only way they could know that new applications had arrived would be to keep checking the LDNPA website. I can, at least, reassure you on that point. Whenever a new application has been received and validated, the relevant parish clerk will be notified by email. David McGowan (Head of Development Management) has assured me that this is a permanent – not a transitional – arrangement. A number of clerks have also asked whether a “Download All” button could be provided so that all the files associated with an application can be downloaded with a single click. I have passed on this suggestion to the planners and they are discussing with the (third-party) provider of this section of the website whether it is technically feasible.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

PKF Littlejohn LLP

Accountants &
business advisers

Final External Auditor Report and Certificate 2017/18 in respect of Keswick Town Council CU0133

Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

PKF Littlejohn LLP
04/10/2018

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Keswick Town Council CU0133

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MIN NO 41

dated

21/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.keswicktowncouncil.gov.uk


Section 2 – Accounting Statements 2017/18 for

KESWICK TOWN COUNCIL

	Year Ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	217,045	207,463	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	201,554	219,051	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,692	36,407	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	70,557	54,022	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	184,251	205,812	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	207,463	203,087	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	200,048	233,395	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	26,816	47,087	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 21/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

21/06/2018

and recorded as minute reference:

MIN NO 43

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Keswick Town Council
Notice of the audit and right to inspect the Annual Return
Annual Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
 Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Keswick Town Council for the year ended 31 March 2018 has been carried out but cannot be completed for the reasons stated in the auditor's certificate. The accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Keswick Town Council on application to:	
(a) <u>CATHERINE PARKER</u> <u>RESPONSIBLE FINANCE OFFICER</u> <u>KESWICK TOWN COUNCIL</u> <u>55 MAIN STREET, KESWICK.</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>MONDAY TO THURSDAY</u> <u>0930 - 1300</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector on payment of <u>£0.25</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>CATHERINE PARKER</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>30.09.18</u>	(e) Insert the date of placing of the notice

Keswick Community Emergency Recovery Partnership (KCREP)

Keswick Community Emergency Recovery Partnership is going strong.

We continue to arrange training and to keep our equipment situation under review. We may be able to get exclusive use of some radios shortly.

The AGM will be in October. Our extremely efficient administrator is on top everything, and our funding is still in hand due to the grant after Desmond.

Councillor Martin Pugmire
October 2018

Keswick Tourism Association – Report to Keswick Town Council

October 11 2018

The very hot summer was a mixed blessing for the tourism trade in Keswick. The hot weather kept people out on the fells (or probably closer to water), out of the shops, but making picnics and BBQs and not visiting local restaurants etc. There were a couple of narrow escapes from abandoned BBQs but our area avoided damaging fires. KTA has continued to promote the town at national events. The KTA Webcam will soon be live broadcasting 24/7 from the Market Square. It will be possible to witness the Xmas Lights switch-on from anywhere in the world (that has Wi-Fi). The current website will be subject to a major upgrade over the next 18 months. KTA continues to promote Plastic-Free-Keswick, and is encouraging local businesses to offer ‘free- refills” for water bottles to reduce the number of single-use plastic bottles. Accommodation providers were less affected by the hot weather and have had a very good year. Once the rain came normal service was resumed across the tourist economy! Membership is static with some scaling down their business but new faces and businesses joining to replace them.

Paul Titley

Town Liaison Meeting 25th September 2018

The meeting began with an update from this years Convention.

The Convention Programme had been shared this year, to enable businesses to plan.

Attendance this year was 11,000, with 1,200 children and young people.

This is fewer than in previous years, but Convention organisers felt that this may be the result of having to change the dates.

There was a small stand at Base Camp (Rawnsley site) with leaflets and information from local businesses. This was jointly managed by Convention staff and Vanessa Metcalfe from KTA. Feedback from attendees was that this worked well, but it was acknowledged that a larger area would be needed in future.

Representatives from Booths Supermarket and Laura in the Lakes commented that leaving the afternoons free had resulted in trade being more spread out during the day, which they welcomed. It was suggested that the programme for next year should be distributed to all businesses and residents ahead of the Convention.

This year saw the inception of the Friends of Keswick scheme, where Convention attendees were issued with a card and could collect stamps in participating businesses in the town, in order to be entered into a prize draw. It was clarified that cards should only be stamped when customers made a purchase. It was generally accepted as a popular scheme and the feedback was that more businesses wanted to participate next year. Businesses who sign up to the scheme can advertise for free in the Friends of Keswick Handbook, which is distributed inside the Convention programme.

There is also a blog for the scheme, which runs all year.

There was a discussion about security, and the presence of armed police in the town during the Convention. Police had a lower profile this year. It was clarified that the police are in attendance because of the numbers of people attending, not the nature of the event. They also attend other large events, such as the Mountain Festival.

A professional security firm was also engaged for the duration of the Convention.

A more rigorous Complaints Procedure was established this year. All complaints were logged and immediately passed on to a manager to be dealt with. The manager dealt with the complaint then responded to the person who had made it to explain what action had been taken. There some anonymous complaints where this could not be done.

There will be a dedicated phone line for complaints next year, and the number will be publicised.

In discussion about feedback from this years event, it was raised that it was generally welcomed that the programme had been amended to allow attendees

more free time in the town. Some businesses had responded to this by trying different schemes to encourage attendees to use them, such as bikes being rented by the hour, but with variable results. However, there are still some businesses that face difficulties during the event. It was recognised that leaving the afternoons free may take some time to effect change.

With regards to The Pencil Factory site redevelopment, Convention organisers are planning for the event to be on site by 2020. They still need to raise £3 million to complete the project. They expect Conference facilities to be available on site by 2021.

There are no plans in place at present regarding the disposal of the Skiddaw St site.

Dates for the Convention in the next two years are as follows:

2019 13th July to 2nd August

2020 11th July to 31st July.

Jean Murray

**KESWICK TOWN COUNCIL
18 OCTOBER 2018**

Subject: RE: Request for Speed Indication Devices - Keswick

Dear Ms Walker

I am writing in response to your letter from the Town Council as attached.

Recently we have had a further two sets of traffic surveys carried out, at the locations shown below:



Average speeds at the site near the school have been recorded at 25-26mph with 85th percentile speeds of 30-31mph; and at the site nearer the town averages are in the order of 22-23mph with 85th percentile speeds of 27-28mph. The surveys were carried out late August and early September over two separate and full weeks; therefore giving us a true picture of holiday and term-time scenarios – with little difference observed between either.

As such, these figures further validate that there is no issue with speeding in High Hill, and that therefore the location is unsuitable for installation of SID signage. These findings are further validated by earlier traffic surveys we have carried out, and by surveys that have been conducted by the Police. High Hill does not meet the criteria for SID signage – this is very specific, and as an authority we have to be intelligent and pragmatic in where we implement such measures – studies have shown that overuse can lead to familiarity and with them becoming less effective overall – indeed the best practice is for them to be moved from site to site for a week or two at a time, so that familiarity doesn't end up breeding contempt.

I understand the Town Council will be disappointed with this conclusion, however I trust my explanation offers an overview of the protocol and procedures we have to follow as a highways authority. I can hopefully also offer you some level of reassurance in that this matter has been discussed at length and in detail with the Police, and that this conclusion has been formed in partnership via a formal multi-agency working group.

In relation to Chestnut Hill, the situation is slightly different here in that there are instances of speeding; exacerbated by the wide carriageway of a high standard, and the considerable gradient which leads to speeds creeping up. As such, this site does fulfil the criteria for SID signage, and therefore we are supportive of such measures on the basis of funding being provided. Because much of the speeding here being inadvertent, coupled with the fact that many of the road users are not from the local area, the case for the sign being permanently installed is further strengthened.

I trust this email explains matters fully in High Hill and Chestnut Hill. If I can be of any further assistance, please feel free to contact me.

Yours sincerely,

Philip Groom
Traffic Management Officer
Highways, Transport & Fleet
Environment & Community Services Directorate
Cumbria County Council

KESWICK TOWN COUNCIL
18TH OCTOBER 2018

CLERK'S REPORT

1. PUPs Clock

The work has now been completed on the Pups Clock and it is looking splendid – it also lights up at night! Thanks to United Utilities for their grant funding. I feel it would be appropriate to record the refurbishment and the contribution from UU on the plaque on the wall beneath the clock and will make arrangements to do this if Council agrees.

2. War Memorial/Remembrance Sunday

The work is currently ongoing to replace the paving surrounding the war memorial and should be finished in good time for the November commemoration. The service at St Johns Church has been brought forward this year to 9.45 am on Sunday 11th November and will be followed by the parade to the War Memorial and the ceremonies there at 11.00 am. All Councillors are asked to attend if at all possible.

3. Regional Training Seminar

Catherine and I attended the Society of Local Council Clerks regional training seminar on 19th September in Darlington. The day was memorable for the strong winds which resulted in interesting travel and power cuts. However, it was well worthwhile and some useful information was obtained.

4. Castles & Coasts Housing Association

I wrote to Castles & Coasts about lack of maintenance following the last meeting and have been promised a response within 5 working days. I will report this at the meeting.

5. Planning

At the recent planning training sessions held by CALC, delegates were taken through how planning works at a national and district/borough level and how parish councils, as statutory consultees, fit within that framework. Being aware of both national planning policy, as contained in the revised National Planning Policy Framework (NPPF) and local policy, as set out in the Local Plan, can be useful – if an applications appears not to be consistent with the local authorities planning policies or even national policy, this is something that should be highlighted and can be a reason for objecting to an application.

The NPPF has just been revised and republished – to look at the new version follow the link below:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Local Plans are available on the planning authority's website.

LW
101018

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 9th October 2018 at 11.00 a.m.

Present: Councillor Paul Titley (Chair) (PT)
Councillor David Burn (Mayor) (DB)
Councillor Allan Daniels (Deputy Mayor) (AD)
Lynda Walker (Town Clerk) (LW)
Joe Broomfield (Town Centre Manager, Allerdale BC) (JB)
Vanessa Metcalfe (Keswick Tourism Association) (VM)
Sue Plant (Events Co-ordinator) (SP)
David Quainton (Keswick Rotary) (DQ)
Dave Roberts (Keswick Lions) (DR)

The Chair welcomed Sue Plant to the meeting and explained that Sue has agreed to take over the role previously performed by Heather Askew.

28. Apologies

Apologies for absence were received from:
Phil Byers (Geraud Markets)
Chris Harper (Podgy Paws)

29. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee meeting held on 7th September 2018.

30. Christmas Lights Switch On Friday 23rd November 2018

Details/actions required:

- Nurses from Keswick Hospital have now agreed to perform the switch-on – **AD** to visit early November to confirm arrangements and obtain names for introductions.
- Rotary working with Packhorse Court businesses – 5.15 pm switch on of replica Tree of Light by 'Peter Rabbit' and performance by St Herbert's school choir 5.00 pm – 5.30 pm. Looking for other entertainment to cover the period from 4.30 pm – 6.00 pm. Rotary has a street collection permit. AD advised that Keswick Lions were intending to collect for their charities – **DQ/DR/AD** to liaise.
- Stage needs to be booked with Fluid Productions – **SP** to action.
- 'Waters Edge' to perform on Market Square stage
- **SP** to confirm Ben Purkiss available to act as MC
- **LW/SP** to locate the switch on button
- AD as Deputy Mayor (Mayor away) will start countdown
- **LW/SP** to locate fence to go around the Christmas tree on the Market Square used last year
- **LW** to find out when lights testing to take place
- **JB** agreed to ensure extra litter bins made available
- **PT** to check toilets will be open later
- **SP** to ask St John Ambulance to be present
- DR confirmed stewards available
- VM said webcam should be in place and will mean switch on can be watched from anywhere in the world

- **SP** to supply details of timetable etc to **VM** – **VM** to facilitate ‘electronic poster’ if possible
- Access needed to storage yard for barriers – to be put in place 4.30 – 5.00 pm and removed back to storage 7.30 pm approx. **LW/SP**
- **JB** confirmed no budget to place the usual advert in the Cockermouth Post

31. Updates from Partners – Other Events

- Live Advent to take place again – 11 businesses signed up so far pre-publicity
- Keswick Mountain Festival has now been sold to Triathlon Edinburgh Ltd with Nicola Meadley continuing as Festival Director
- Remembrance Sunday arrangements finalised – Veterans will be part of the march
- Santa costume available if anyone needs one

32. Date of Next Meeting

Tuesday 20th November 2018 at 10.30 a.m. in the Council Chamber (apologies noted from **DB**).

The meeting closed at 11.50 a.m.

Chair

Date

Cumbria County Council

Cumbria Highways • Joseph Noble Road • Lillyhall • Workington • CA14 4JH
T: 0300 3032992 • F: 01946 506537 • E: betterhighways.allerdale@cumbria.gov.uk

Date: 4th October 2018
Your reference:
Our reference: PT

Dear Sir/Madam

KESWICK MARKET PLACE CARRIAGEWAY IMPROVEMENT WORKS

It is our intention to carry out carriageway improvement works at Keswick Market Place. The works will be carried out in two phases, Phase 1 will commence Monday 15th October 2018 for a period of up to 30 working days. Phase 2 will commence early January 2019 for a period of up to 25 working days all works will be subject to prevailing weather conditions.

The improvement works will be carried out in approximately 10 metre sections, starting outside Barclays Bank heading towards Derwent Close junction. Parking for vehicles within the works area will not be allowed during working hours of 08:00 to 16:00. Access for Residents, pedestrians and dismounted cyclists will be maintained at all times.

The improvement works have been designed to ensure that the footway remains intact and access will be maintained to all shops and businesses at all times during the works, causing minimal disruption to all visitors to the market place.

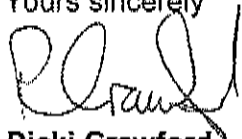
It is requested that all vehicles are removed from the works area to enable the operatives to carry out the works as quickly and safely as possible.

If you have any specific requirements please liaise with our contractors whilst they are on site.

If there are any problems or enquiries, please contact the Highways Hotline 0300 303 2992 and specify you are calling with regard to "**Keswick Market Place Works**".

Your co-operation at this time is appreciated and we apologise for any disruption caused, although it will be our intention to keep this to a minimum.

Yours sincerely



Ricki Crawford
Highway Network Engineer

Webpage Brief



Cumbria County Council cabinet recently agreed to implement a refreshed approach to working with third party organisations in relation to highway maintenance activities. This will mitigate existing liabilities to the Council and enable third parties to work safely in a well-managed and co-ordinated manner.

Work is ongoing relative to this refreshed approach, which will in time, enable communities the opportunity to self-help and contribute towards improving their local environment.

Working Together is focused on offering two avenues which will allow for parish and town councils to be involved with administering a volunteer package and/or a lengthsman agreement. Agreed authorised work will be able to take place under either of these avenues.

Activities which we will be looking to offer which fall under the volunteer scheme and the lengthsman agreement will be determined dependant on the risk level and complexity of the activity.

We are delighted to know this concept has also been successfully delivered by other authorities so we are passionate that in time we will be able to do the same.

A webpage has been launched which will allow individuals the ability to access the most up to date information on the current status of the project. Cumbria Association of Local Councils (CALC) will be providing this web address to their parish/town contacts.

From: SiteAllocations [mailto:SiteAllocations@Allerdale.gov.uk]
Sent: 04 October 2018 16:15
To: SiteAllocations
Subject: Allerdale Local Plan (Part 2): Site Allocations - Pre-submission Consultation 05 October 2018 - 16 November 2018 Adjoining Parishes

Dear Sir/Madam

Please find attached letter drawing your attention to the commencement of the Allerdale Local Plan (Part 2) Site Allocations Pre-submission consultation that will take place between **Friday 05 October 2018 – 16 November 2018**.

This is the final consultation prior to submission to the Planning Inspectorate, and representations on the 'soundness' and legality of the plan (sites and policies) are welcomed.

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

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

Yours faithfully

Julie Ward

Julie Ward | Policy Manager (Spatial)

Our Ref: Local Plan (Part 2) Pre-Submission consultation

This matter is being dealt by: Planning Policy

Direct Line: 01900 878703

E-Mail: siteallocations@allerdale.gov.uk



04 October 2018

Dear Sir/Madam

**ALLERDALE LOCAL PLAN (PART 2): SITE ALLOCATIONS
PRE-SUBMISSION DRAFT CONSULTATION**

Allerdale Borough Council is in the process of preparing a Site Allocations Development Plan Document (DPD) that will form Part 2 of the Allerdale Local Plan. The Site Allocations DPD will identify sites necessary to meet the Borough's development needs up to 2029, as set out in the Allerdale Local Plan (Part 1). It covers the parts of Allerdale that lie outside the Lake District National Park.

Following consideration of comments received in response to the Preferred Options and Focused consultations undertaken in 2017 and 2018, the Council has agreed the final version of the plan to be considered.

Consultation on this final version, the Allerdale Local Plan (Part 2) Pre-Submission Draft, commences on **Friday 5th October 2018** for a six week period. It is the intention of the Local Authority to submit the following documents to the Government for Public Examination:

- **The Allerdale Local Plan (Part 2) Pre-Submission Draft including Policies Maps.**
The Local Plan (Part 1) identified a need for 5,741 houses and 54 hectares of employment land by 2029 across the district. The role of the Local Plan (Part 2) is to identify the land that will deliver this growth for: housing; employment; retail; Gypsy and Travellers and Travelling Showpeople; wind energy and open space and green infrastructure. The Local Plan (Part 2) also includes a number of policies to help deliver the identified level of growth sustainably, and maps of the individual settlements.
- **Sustainability Appraisal**
- **The Habitats Regulations Assessment**

We are now seeking your representations on the Pre-Submission Draft during a formal consultation period between **5th October 2018 and 16th November 2018**. At this stage representations should be based on whether or not the plan is in compliance with legal requirements, and whether or not it is 'sound'. Guidance notes are available to provide further explanation on the legal requirements and test of soundness to assist in making representations.



**Allerdale - a great
place to live,
work and visit**

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

The Allerdale Local Plan (Part 1) Pre-Submission Draft and accompanying maps and documents will be available on the Council's website from **Friday 5th October 2018** at www.allerdale.gov.uk/siteallocations

The Pre-Submission documents can be viewed at the Council's offices at Allerdale House, Workington between 9:00am and 5:00pm Monday to Thursday and 9:00am and 4:30pm on Fridays.

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

- Aspatia Local Link & Library, Market Square, **Aspatia**, CA7 3EZ
- Cockermouth Customer Service Centre and Library, Cockermouth Library, **Cockermouth**, CA13 9LU
- Maryport Customer Service Centre, Town Hall, Senhouse Street, **Maryport**, CA15 6BH
- Maryport Library, Lawson Street, **Maryport**, CA15 6ND
- Silloth Library, The Discovery Centre, Liddell Street, **Silloth**, CA7 4DD
- Wigton Library, High Street, **Wigton**, CA7 9NJ
- Wigton Local Links, Community Office, Market Hall, **Wigton**, CA7 9AA
- Allerdale House, **Workington**, CA14 3YJ
- Workington Library, Vulcans Lane, **Workington**, CA14 2ND

Alternative formats may be available upon request.

Comments should be made using the official representation form which can be downloaded from our website: www.allerdale.gov.uk/siteallocations. A Guidance Note has been prepared to help you make your comment and this is also available on our website.

Hard copies of the form are available at council offices and libraries, and can be requested by telephoning 01900 878703 or by emailing siteallocations@allerdale.gov.uk

Completed forms should be returned by email or post to:

Email: siteallocations@allerdale.gov.uk

Post: Planning Policy
Strategy, Policy and Performance
Allerdale Borough Council
Allerdale House
Workington
CA14 3YJ

Please note that this is a statutory period of consultation and all comments must be received by **4pm on Friday 16th November 2018** – any comments received after this deadline will not be accepted.

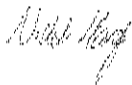
The representations received during this formal period of consultation will be passed to the Planning Inspectorate for use in the Examination in Public, and as such these will be published for public scrutiny.

If you have any queries regarding the Pre Submission consultation or would like to be kept informed as to the progress of the Plan, please do not hesitate to contact a member of the Planning Policy team on 01900 878703 or by email: siteallocations@allerdale.gov.uk

If you no longer wish to be kept updated on the progress of the Local Plan (including any consultation) and other planning policy documents, please contact a member of the team who will remove you from the consultation database.

Please advise us of your email address if you are happy to receive notifications electronically.

Yours faithfully



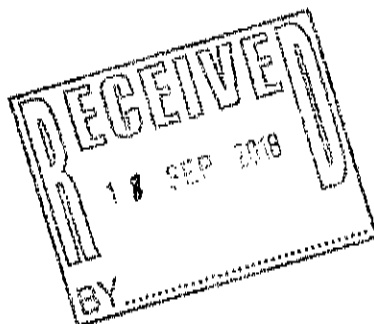
Nik Hardy
Head of Strategy, Policy and Performance

September 2018

Ms Walker
Keswick Town Council
Council Offices
50 Main Street
KESWICK
Cumbria
North West
CA12 5JS

FREEPOST SCAM MAIL

0800 0113 466
scam.mail@royalmail.com



Dear Ms Walker

We are writing to you to seek your help in raising awareness of scam mail in your local community. Royal Mail never knowingly delivers scam mail. We understand the distress that it can cause when received. This type of mail is illegal and targets the most vulnerable in society. We want to put a stop to it.

Typically, scam mail involves professional fraudsters sending convincing letters that are designed to trick people out of money or other valuables. Scam mail can include bogus competitions and fake prize draws. This mail mostly originates from overseas and is hard to detect.

Who receives scam mail? It can be anyone. You, a relative, or a friend could receive this type of mail. Even the most alert people can be taken in by these criminals

We are combating scam mail - Royal Mail is committed to doing all we can to protect our customers from scam mail. In 2016 Royal Mail introduced a series of additional measures to reduce the impact on our customers. This includes the introduction of a new industry-wide code of practice for dealing with scam mail as well as a new clause in Royal Mail's bulk mail contracts. We are working with other postal operators in the UK and around the world to share intelligence and take steps to prevent it entering the UK.

We have to date proactively stopped over 4 million suspected pieces of scam mail at our distribution centres around the UK, before they can be posted through the letterboxes of customers.

We are continuing to work with our postmen and women across the UK who are the eyes and ears in the local community, industry partners and law enforcement agencies including National Trading Standards to tackle this issue more vigorously.

We would appreciate it if you could publicise the various ways listed below to report Scam Mail in your local Parish newsletter or by putting the poster provided with this letter up on your Parish Noticeboard.

Should you be concerned that someone you know is in receipt of scam mail, please contact us by:

- Writing to Royal Mail at FREEPOST SCAM MAIL, enclosing any items that are suspected of being scam mail;
- Calling the Royal Mail Scam Mail Helpline on 0800 0113 466; or
- Emailing scam.mail@royalmail.com

I would like to assure you that we are doing everything within our powers to protect customers in your community from Scam Mail.

Yours sincerely,



David Gold
Director of Public Affairs and Policy



PS For more information on scams and how you can get involved in preventing them please visit www.friendsagainstscams.org.uk