

KESWICK TOWN COUNCIL

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

14th March 2019

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, Keswick, on Thursday 21st March 2019 at 7.30 pm.

Prior to the meeting, at 7.00 pm, there will be a briefing on the Keswick Conservation Area Appraisal and Management Plan by the Lake District National Park Authority's Strategy & Partnership Adviser (Conservation Officer), Rose Lord.

The press and public are welcome to attend.

Lynda Walker

Lynda Walker
Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 21st February 2019 (pages 42 - 45).
3. **Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
5. **Police Attendance**
To receive the report of the Allerdale Rural Neighbourhood Policing Team - a Police Community Support Officer will attend when on duty and available.
6. **Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
7. **Keswick Mountain Festival 2019**
To receive a short presentation from Paul McGreal and Richard Pearson (the owners of Triathlon Edinburgh) about the 2019 Keswick Mountain Festival.
8. **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

9. Mayor's Report

To receive details of the Mayor's engagements and meeting attendance for the period 15th February 2019 – 14th March 2019.

10. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives
- ii) Cumbria County Council Ward Representative
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative – to include an update on the changes to the Living Lakes Local Plan Review in response to the public consultation.

11. Public Footpath at the Howrah's, Keswick

To consider making a contribution of £500 towards the repair work to be carried out by Cumbria County Council.

12. Keswick Youth Club

To receive an update from Councillor Kendall.

13. Payment of Accounts

To confirm the payment of accounts for March 2019 as approved by the Inspection Committee (to be circulated at the meeting) for:

- i) The Town Council
- ii) The Trusts

14. Annual Review of Effectiveness of Internal Financial Control

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

15. Clerk's Report

To receive the Clerk's report.

16. Minutes of Committee Meetings

To receive for information the draft Minutes of the Events Committee meeting held on 12th March 2019.

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 February 2019 at 7.30 pm.

Present:

Chairman
Councillor David Burn

Councillors		
Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Susan Leighton	Duncan Miller
Jean Murray	Martin Pugmire	

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), PCSO Catherine Smith, 1 member of the press and 16 members of the public.

Prior to the start of the meeting, Doug Coyle and James Daplyn of Cumbria County Council's Capital Programmes team gave a presentation about the Penrith Road Flood Alleviation project which was intended to provide a solution to address surface water flooding. Contractors had now been appointed and planning permission would be sought from mid-March which would involve extensive consultation. There was a possibility of a road closure being necessary during August but this would be avoided if at all possible.

185. Apologies

Apologies were received from Councillors Lywood, Paxon and Titley and Dr Geoff Davies.

186. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 17th January 2019 (pages 38 - 41).

187. Requests for Dispensations

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

188. Declarations of Interests

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

189. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team. There had been 1 antisocial behaviour incident and 10 crimes reported in the area during January (comparative figures from January 2018 were 6 and 19 respectively).

It was agreed to bring forward item 19 i) on the agenda as there were a number of members of the public present for this item.

190. Correspondence

i) League Against Cruel Sports – Fox Hunt Meeting in Keswick

Consideration was given to the letter requesting that 'Keswick Council commits to *never again* allowing the Blencathra Foxhounds to hold its Boxing Day meet in Keswick'. Councillors were made aware by members of the public present of alleged incidents when foxes had been killed as part of the hunt and of antisocial behaviour by hunt members. However, as it is not within the powers of the Town Council to ban any activity on the Market Square, it was not possible to comply with the request in the letter. It was reiterated that offences should be prosecuted and that any evidence of illegal activity should be passed onto the relevant authorities.

191. Matters to be received from the Public

A number of members of the public spoke about the activities of the local hunt and asked that the Town Council consider what, if anything, could be done to stop any incidences of foxes being killed. A future agenda item was requested.

PCSO Smith left the meeting.

192. Matters to be raised by Councillors

Councillor Murray drew attention to a poster advertising a lunch club at Keswick Methodist Church as a measure to combat loneliness.

193. 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/2019/0018	Pollard 1 cherry plum Linnett Hill Hotel, 4 Penrith Road, Keswick, Cumbria CA12 4HF <i>Support - Pollarding signed off by professional tree service company</i> SUPPORT
7/2019/2001	Variation of condition 3 of planning permission reference 7/2016/2135 (development of 3 dwellings) to allow local occupancy condition to apply to property 1 instead of property 2. Local occupancy condition to remain on property 3 14a Fenton, Keswick, Cumbria CA12 4AZ <i>Object - This objection is in principle to the fact that a less affordable property in this development will now become free from a 106 Clause/Agreement</i> OBJECT
7/2019/2004	Vertical extension of existing bay window Town Head House, 25 St John's Street, Keswick CA12 5AB <i>Object - Application in conservation area and property is listed. Object due to its size and the fact that it looks out of keeping with the classically designed Town Head House and the adjoining Georgian terrace</i> OBJECT
7/2019/2005	Vertical extension of existing bay window (Listed Building Consent) Town Head House, 25 St John's Street, Keswick CA12 5AB <i>Object - as per comments on application 7/2019/2004</i> OBJECT
7/2019/2011	A2 poster swing A board Pack Horse Court, Keswick CA12 5JB <i>Support - Following consultation by members of Keswick Town Council and a representative of Packhorse Court, County Highways are satisfied with application</i> SUPPORT

- 7/2019/2013** Single storey rear extension and associated internal works
22 Lakeland Park, Keswick CA12 4AT
Support - unless objections from neighbours we support this medium sized extension to the rear of the property
SUPPORT
- 7/2019/2017** Approval of details reserved by condition of planning permission approval ref. 7/2018/2116: condition no 3 (Phasing Plan); condition no 4 (Construction Management Plan); condition no 5 (Arboricultural Method Statement) and condition no 7 (Construction Traffic Management Plan)
Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway path and adjoining land, Keswick
Support - We conclude this is a professional phasing plan
SUPPORT

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

194. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 11th January 2019 – 14th February 2019.

195. Reports from Ward Representatives

RECEIVED reports from the following representatives:

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

196. Reports from Representatives on Outside Bodies

RECEIVED reports from the following representatives:

- i) Councillor Allan Daniels – Keswick and District Fair Trade Campaign
- ii) Councillor Jean Murray – Keswick Ministries Town Liaison Forum – a verbal report was provided on the last meeting held on 12th February 2019.

197. Monitoring of Local Occupancy Housing

Councillor Jean Murray raised the issue of non-compliance with local occupancy rules on housing in the town and suggested that a working group be set up to investigate the situation and report back to the Council.

RESOLVED that Councillors Murray, Daniels and Kemp look at how the Town Council might help in monitoring compliance with local occupancy conditions and report back to a future meeting.

198. Payment of Accounts

RESOLVED that the payment of accounts for February 2019 as approved by the Inspection Committee be authorised:

- i) For The Town Council, vouchers 226 - 243 amounting to £37,128.88 (thirty seven thousand one hundred and twenty eight pounds and eighty eight pence)
- ii) For The Trusts, vouchers HP211 to FP177 amounting to £20,991.13 (twenty thousand nine hundred and ninety one pounds and thirteen pence)

199. Confirmation of Council Tax Base

RECEIVED the report of the Responsible Financial Officer.

200. Review of Internal Control and Audit

RESOLVED that the Mayor and Deputy Mayor carry out the annual review of the effectiveness of the Council's system of internal audit.

201. Review of Risk Assessment

RESOLVED that the revised Risk Assessment as at February 2019 be approved and adopted.

202. Minutes of Committee Meetings

RECEIVED for information the Minutes of the Events Committee meeting held on 5th February 2019.

RESOLVED that the Events Committee be asked to reconsider the decision to provide a natural artificial Christmas tree for 2019 in the light of comments from Keswick Tourism Association and other Councillors.

203. Clerk's Report

RECEIVED the Clerk's report.

204. Correspondence

Consideration was given to the following correspondence:

i) Jill Chambers – Amenity Benches

RESOLVED that Ms Chambers be thanked for her interest and offer of a donation and that the provision of benches in Hope and Fitz Parks be referred to the next meeting of Keswick Parks Trusts. It was further **RESOLVED** that the suggested locations for other benches in the town be referred to the Accessible Keswick Group and Cumbria County Council as highway authority for comment.

ii) Police & Crime Commissioner – proposed increase in Council Tax precept – response.

205. Caring for our Common Home

RECEIVED information from Councillor Leighton following her attendance at a recent conference considering Environmental Issues, in particular the topic of Climate Change.

The meeting closed at 9.00 pm.

Chairman

Date



Keswick Town Council update from Allerdale Rural Neighbourhood Policing Team

Thank you for your invite to attend the Keswick Town Council meeting on Thursday 21st March 2019. Apologies but there is currently no one available to attend the meeting.

Your area priorities are:

Rural Acquisitive Crime.

Area Update

For the period from the 1st of February 2019 until the 28th of February 2019, there have been a total of 4 ASB incident logs and 21 Crimes reported in this area. Here follows a summary of those incidents within the public interest.

Incident logs:

On the 16th and 17th February 2019, the Police received reports of motorbikes being ridden in an anti-social manner. This was in the Threlkeld quarry area. Local officers were made aware and continue to work with the local community and National Park officers to prevent further incidents.

On the 22nd February 2019, the Police received a report of two teenagers behaving in an anti-social manner in the area of Station Road. On Police arrival the youths had left the area. The Police Officer in attendance was able to identify the youths and later attended their home address to speak with their parents.

On the 28th February 2019, the Police received report of a female acting in an anti-social manner in a town centre public house. When Police officers arrived at the incident, the female had left the premises. There were no offences.

Crimes:

On the 6th and 7th February 2019, two separate retail premises on the Market Square reported to the police that two males had attempted to exchange counterfeit Scottish notes. The incidents were covered by CCTV, however the suspects have yet to be identified. Police have identified several other similar incidents that are believed to be linked to these ones. Due to this, investigations into the incidents are ongoing, with the information received being collated.

On the 7th February 2019, the Police received a report of an incident of Criminal Damage. This is believed to have occurred between the 28th and the 30th December 2018. There was no CCTV and no witnesses have come forward to the Police. If anyone has information that may assist with police enquiries, they are encouraged to contact 101 or speak to their local PCSO.

On the 13th February 2019, the Police attended the area of Penrith Road after receiving a report of a public order offence. The Police are still investigating this incident and a suspect has been identified.

On the 16th February 2019, the Police received a report of a public order offence. This was in the area of St Johns Street. The victim did not wish to progress with prosecution, so no further action was able to be taken by the Police.

On the 16th February 2019, a retail premises in the area of Tithe Barn Street reported a theft. During the incident two outdoor style jackets were stolen to the value of £400. The incident was covered by CCTV, however the suspects are still yet to be identified. Police investigations into this incident are ongoing. If anyone has information that may assist with police enquiries, they are encouraged to contact 101 or speak to their local PCSO.

On the 24th February 2019, the Police received a report of a Burglary. This occurred in the Briar Rigg area of Keswick. During the incident, which is believed to have happened sometime between the 17th and the 24th February, entry was gained to a residential property and a television was taken. Police investigations have been conducted into this incident and a suspect is yet to be identified. If anyone has information that may assist with police enquiries, they are encouraged to contact 101 or speak to their local PCSO. The Police would like to encourage all members of public to ensure that as many security measures as possible are put into place to prevent further incidents. This could include keeping all doors and windows locked, the use of security lighting, and marking valuable items with a security marking device, such as Selecta DNA. If members of the public would like further crime prevention advice relating to their residential property or business then they are encouraged to contact their local PCSO.

Engagement Update for December:

Below are listed examples of some of the engagement activities your local PCSO has been involved with. This list is not exhaustive and is included to provide a flavour of some of the work that is ongoing in the community.

11/02/2019 5356 did a talk for Portinscale WI group.

20/02/2019 5356 attended Little Monkeys Nursery at Braithwaite with Police dog Handler 2153 and his dogs to provide a demonstration and talk.

21/02/2019 5356 attended the Keswick Town Council meeting.

25/02/2019 5356 attended the Keswick Pub Watch scheme meeting.

27/02/2019 5298 attended the Keswick Shop Watch scheme meeting.

Information can be passed anonymously to CRIMESTOPPERS on 0800 555 111

Our web-site is up and running and you can find general advice and information on how to deal with some situations, and who would be best to contact to assist with them. www.cumbria.police.uk/services

Crime figures can be obtained via the Cumbria Police Website:
Alternatively use the following link:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Once you have opened the link follow the below

- Find your Neighborhood
- Enter your location / postcode
- Explore crime map
- Click on area
- Click on each incident for details

For road traffic collision data please follow the below link (search by post code as it defaults to Gateshead): -

<http://gis2.gateshead.gov.uk/GatesheadMaps/RRS/>

A message from Allerdale Rural Neighbourhood Policing Team

Crime prevention over the winter months.

Please be vigilant where you park your vehicle, ideally park in well used car parks and try to avoid parking in laybys in isolated locations. Please remove all belongings including tell-tale signs such as satellite navigation / iPod cables.

Keep an eye on your oil storage tank, make regular checks on the level of oil and make sure any filling caps are secure. There are specialist alarms that can be fitted to alert the householder of any tampering to the tank or a sudden drop in the level of oil.

Cyclists are advised to secure your cycle at all times to immovable object. There have been instances where cyclists have popped into toilets or into a café and on returning to where they left their cycle, it has been stolen. Think about registering your bike through the Bike Register scheme, ask your local PCSO for details.

•**Whenever possible** keep your doors locked and windows closed, especially if you are upstairs, or in another part of the house, or in the garden. Also we encourage people to fit, and most importantly use, good locks on ground floor and accessible windows.

•**Remember to lock up** even if you are only going out for a couple of minutes – that is all the time a thief needs.

•**Before** going to bed, close all ground floor and accessible windows and remember to lock all your doors.

•**It is worth remembering** that most household insurance policies do not cover the theft of property from within a home that has been left insecure.

•**If you have an intruder alarm** – use it. Set it at night to protect vulnerable zones.

•**Outbuildings and sheds** – make sure they are locked and secure using suitable locks

•**Quad bike thefts / farm machinery** - Police would advise owners to check their storage security. The Police can provide farmers or other quad bike owners with **Smartwater kits and signs** at a discounted price of £45. Some quad bike specialists can also fit them with tracking devices. You can check the internet for local suppliers. It is advised that you store your quad bike in a secure outbuilding and remove the key when they are stationary. Domestic households can contact their local PCSO for a Selecta DNA kit which cost £10.

•**Postcode all types of property** to deter thieves and improve the chances of tracing the stolen items. "Postcoding" can be done with ultra-violet marker pens, engraving, stamping or even paint. Further details are available from your local Neighbourhood Police Community Support Officer details below.

•**Tents & Caravans** – please make sure that valuables are taken from them and stored securely out of site no matter how long you are away from them

Report anything suspicious

Please let us know as soon as possible if you see anyone behaving suspiciously; many criminals are apprehended due to information from members of public. Telephone: 101, or if a crime is in progress: 999. If you have information regarding crime you can also contact Crimestoppers anonymously on 0800 555 111. You will not be asked for your name or any details.

Cumbria Community Messaging

Please pass this message onto friends, family and residents of your areas to re highlight the issue.

If you would like to join Cumbria Community Messaging then please contact us or visit: www.cumbriacommunitymessaging.co.uk

It is managed by the Cumbria Neighbourhood Watch Association and offers you and other members of communities across Cumbria the means to receive crime information from Cumbria Police. You can select which information you wish to receive by managing your own settings, and it is completely **FREE**. Anyone can join, you do not have to be a member of Neighbourhood Watch (NHW), or become a member of NHW to join. Farm Watch, Church Watch and Camping and Caravan Watch are a small example of the schemes that you can register for. You can join as an individual or as a group. If you want to receive information but do not wish to be responsible for a larger group, you are still welcome to make use of this messaging system.

As well as Cumbria Constabulary the partners providing information are Cumbria County Council, Cumbria Fire and Rescue Service and Cumbria Neighbourhood Watch Association. If you do not have internet access, contact your local PCSO and they will aid in registering your details on the system.

YOU CAN ALSO FOLLOW CUMBRIA POLICE ON TWITTER AND FACEBOOK. THESE WILL GIVE TRAFFIC REPORTS AND INFORMATION IN RELATION TO CUMBRIA POLICE AND ANY UNEXPECTED INCIDENTS.

www.twitter.com/cumbriapolice

or

<https://www.facebook.com/cumbriapolice>

Contact can be made to: call 101

For emergency always call 999

Your local Inspector is Inspector 1915 Rachel Gale

Your local Sergeant is Sergeant 1113 Gillian Atkinson

Your local Police Community Support Officer is: PCSO 5298 Jones and PCSO 5356 Smith

Email: megan.jones@cumbria.police.uk

catherine.smith@cumbria.police.uk

Thank you.

Planning Applications received between 15/02/2019 - 14/03/2019

Plan ref	Location	Description of Proposed Development
7/2019/0029	Keswick Superglaze, Penrith Road, Keswick, CA12 4JP	Crown Reduce and prune Quercus Robor
7/2019/0035	1, The Hollies, High Street, Keswick, CA12 5AH	3x Cypress trees - fell; 1x Yew tree - prune back; 4x Laurel - cut back
7/2019/2014	No 28 (Old NatWest Bank), Main Street, Keswick, CA12 5JH	Replacement of shop front
7/2019/2022	66, Blencathra Street, Keswick, CA12 4HX	Removal of coal store and replacement with single storey extension, replacement windows to rear and rooflight to front elevation
7/2019/2026	Gower, Blencathra Street, Keswick, CA12 4HW	Refurbishment of dwelling including, change of use of integral garage into additional living accommodation, replacement of existing windows and doors and removal of one chimney
7/2019/2028	16, Poplar Street, Keswick, CA12 5BW	Extension and alteration to dwelling house
7/2019/2033	Gower, Blencathra Street, Keswick, CA12 4HW	Refurbishment of dwelling including, change of use of integral garage into additional living accommodation, replacement of existing windows and doors, removal of one chimney and insert of dormer to rear elevation.
7/2019/2035	Rowanrigg, The Paddock, Brundholme Road, Keswick, CA12 4NL	Single storey master bedroom & porch extensions
7/2019/2045	8, Millfield Gardens, Keswick, CA12 4PB	Non - material amendment to planning application 7/2018/2203 (conversion of garage into living accommodation)- removal of roof light and add a window to the northwest elevation

Decisions Received from LDNPA

Planning Decisions Received between 15/02/2019 & 14/03/2019

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2018/2350	January-19	Great Eddy, Borrowdale Road, Keswick	CA12 5UP	New double garage	SUPPORT	GRANTED		
7/2018/2356	January-19	Bristowe Lodge, Crosthwaite Road, Keswick	CA12 5PG	Variation to condition 2 (plans) on planning application 7/2017/2341 - Proposed local needs dwelling	SUPPORT	GRANTED		

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 21st MARCH 2019

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 15th February 2019 – 14th March 2019

Saturday 16 th February	Charity Performance by the Committed 2 Rock Choirs of Whitehaven and Keswick, held at the Theatre by the Lake
Monday 25 th February	Review of Internal Audit, undertaken in Council Offices
Wednesday 27 th February	Meeting with Area Chair of Institute of Advanced Motorists on High Hill, Keswick
Friday 1 st March	Presentation of SID petitions to CCC's Area Committee for Allerdale, held in Market Hall, Wigton
Friday 1 st March	Reception and Private Viewing at Northern Lights Gallery, Ambleside Road, Keswick
Saturday 2 nd March	Film Festival Gala Screening, held at the Theatre by the Lake
Saturday 2 nd March	Opening of Oak Tree Animals' Charity shop, Bell Close, Keswick
Wednesday 6 th March	Meeting at ADPC re: Local Plan Review, held at Church Hall, Braithwaite
Friday 8 th March	Launch Party Ways with Words, held at Theatre by the Lake, attended by Deputy Mayor, Councillor Allan Daniels

Report from the North DA Parishes Member of the LDNPA – February 2019

Government published a new version of the National Planning Policy Framework (NPPF) in July 2018, and it necessitated a revision of the LDNPA's Housing Provision Supplementary Planning Document (SPD). This revision was presented to Park Strategy & Vision Committee on 12th February. Subject to a few minor changes suggested by members, the document was approved and is now a part of the Local Plan. The Local Plan is always the starting point in the determination of planning applications, and the SPD explains how Policy CS18 of that Plan will be applied until the new Plan is adopted in 2020.

Planning Law requires that all planning applications are determined in accordance with the Local Plan unless material considerations indicate otherwise. The NPPF is an important material consideration. The 2018 version of the NPPF says, in effect that affordable units should not be sought on residential developments of 10 or fewer units – except in “designated areas” (which includes National Parks. The LDNPA has adopted a threshold of 5 units: all units beyond that threshold must be affordable. It is no longer the case that units 6-10 can be for local need (as distinct from local affordable need) provided that a financial contribution towards the delivery of affordable housing is made on each of them: they must be actual affordable units. This applies both to sites allocated for housing in the Local Plan and to “windfall” sites. There is nothing in the SPD that prevents developers from delivering a higher proportion of affordable units if they so wish.

The Housing Provision SPD is a very useful document, and it can be found at:

https://www.lakedistrict.gov.uk/_data/assets/pdf_file/0012/1479999/Supplementary-Planning-Document-Final-Feb-2019.pdf

A new tool has become available this month that will help the public to find details of new and previous planning applications. It is an interactive map that allows users to home in to individual sites about which the LDNPA holds planning application records. In the case of applications received in the last 12 years or so, it is possible to drill down to documents such as decision notices, so this is a way of finding out what planning conditions were imposed. For applications prior to about 2006, all you can see on the map is planning references and brief descriptions of the proposal. However, you can request further information from the LDNPA once you have the planning reference number. The map is updated daily with new applications and it can be found at:

<http://www.lakedistrict.gov.uk/planning/planning-application-webmap>

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

KESWICK TOWN COUNCIL
21ST MARCH 2019

The Howrahs

As Councillors may have read in the Reminder I have just about secured around £20k funding to repair the Howrahs (the path from Keswick to Portinscale footbridge) from Cumbria County Council. The path will be 'top surfaced', the fences will be replaced where necessary and new signs will be put up. I would also like a sign explaining the name Howrahs - its origin from India in the 18th century somewhere along that path.

Cumbria County Council need £1000 to be raised locally as match funding to the project and I would like to ask Keswick Town Council for a £500 contribution towards this. I have asked the Keswick Community Asset Company for the other £500.

This would show that the Town Council considers this project to be important, and also demonstrate that a Keswick Community organisation is working with the Town Council to get this important project off the ground. Effectively, £1k in match funding will result in approximately £19k project spending received back .

Councillor Tony Lywood

**Keswick Town Council
Annual Review of Effectiveness of Internal Financial Control
February 2019**

The above review was undertaken by Councillors Burns and Daniels on the 25th February and 27th February 2019.

Comments & Observations – Councillor Burns:-

I have reviewed the following documents:

SLCC advice note on the Effectiveness of Internal Financial Control

Governance and Accountability for Smaller Authorities in England March 2018

The report completed by Councillors Daniels and Titley following the completion of their review in February/March 2018

I still do not think we have satisfactorily covered the point about to whom the auditor should report in the event he suspects fraud. We maybe should adopt the wording in the SLCC advice note i.e. that depending on the type of fraud discovered, the auditor should report to the council, chairman or clerk.

Whatever we decide should be incorporated into the KTC Financial Regulations, and made clear in the internal auditor's terms of reference.

Ian Smithson's internal audit report of June 2018.

This was taken to the council on 21 June 2018, and did not contain any recommendations.

KTC Financial Regulations

No comments.

Subject to what I have said above about the need for clarity in the event the auditor suspects fraud, I am satisfied that KTC has effective internal financial control.

Comments & Observations – Councillor Daniels:-

I carried out my review on 27th February 2019, I believe our audit arrangements are in compliance and conform to the regulations set down by the guidance in the Governance and Accountability for Smaller Authorities in England and also in terms of "proper practice" issued by JPAG.

I further concur with Councillor Burn's recommendation that we follow the advice of SLCC that depending on the type of fraud and the perpetrator, the auditor should report to the Council, Chairperson or Clerk.

I can report that the recommendations by Ian Smithson to earmark cash reserves for specific purposes have been actioned.

I have consulted the RFO regarding my recommendations from 2018 regarding paragraph 6.7 to 6.9 and these will be presented at the April council meeting.

In conclusion it would seem that our financial controls are rigorously adhered to and well scrutinized.

KESWICK TOWN COUNCIL
21ST MARCH 2019

CLERK'S REPORT

Keswick Transport Study

The 'inception' meeting for the Study took place on 14th March with the appointed consultants WSP. Following the meeting there was a walk around Keswick to highlight to the delivery group the main areas of focus/features/issues. The terms of reference for the Project Board and the Project Delivery Group were confirmed – the Town Council has an officer place on each of these groups. Project Management sits with the County Council. A list of stakeholders was also compiled to contribute to the study and help shape its outcome and a draft Communications and Stakeholder Engagement plan was presented.

A face to face user survey is planned to take place over the Easter weekend to establish where people have come from, their purpose, whether they could have come by another mode (of travel), if they are day trippers or if they have come from their holiday home. There will be two workshops – one with 'technical' stakeholders and one with other stakeholders to gain feedback on the potential improvement options.

Due to the short timescale for the study (report due in September 2019) information and approvals have to be submitted to the Project Manager quickly and it is suggested that the Clerk be given delegated authority to provide these, reporting back to the next appropriate Town Council meeting, possibly in consultation with a nominated Councillor.

Lake District National Park Authority Development Control Meeting

The Deputy Mayor (as a member of the Planning Group), Catherine and I attended the last LDNPA Development Control Committee by way of staff development and also to assess presentation methods for plans. The visit was very useful and has given an insight into the role played by comments from the Town Council in assessing planning applications. We also had the opportunity to assess the format for the meeting, including how public involvement is managed. Contact will now be made with the appropriate officer at the authority for advice on the equipment in use and whether this could be suitable for the Council Chamber.

Allerdale Borough Council Standards Review

The Borough Council is currently reviewing its Standards framework and members Code of Conduct and I was asked to attend a meeting with the consultants carrying out the review on 13th March. There were some concerns about communication with Town and Parish Councils and this will be addressed in the review. Training for Councillors was requested, particularly following the May elections.

Elections

Town and Borough Council elections take place on 2nd May 2019 and there has been a higher level of interest than in previous election years. Nominations commenced on Tuesday 19th March and close at 4pm on Wednesday 3rd April 2019. I have nomination packs available for collection but these need to be returned by hand to Allerdale Borough Council no later than 4pm on 3rd April. The Statement of persons nominated will be published by 4pm on Thursday 4th April.

CALC Allerdale 3 tier meeting Tuesday 26th March at Workington

So far I have no volunteers to attend this liaison meeting to be held at the offices of Allerdale BC in Workington (usual start time 7.00 pm). If anyone is able and willing to attend could they please let me know.

Working Together Project – update

The County Council is looking to implement the 'Working Together' service from April onwards. This aims to 'build on well-established locality working arrangements to develop services and solutions with communities' and will involve developing two clearly defined written partnership 'agreements'. The first will allow Parish and Town Councils to employ an 'authorised' person to undertake agreed work on the highway. This work will be of a medium risk such as hedge trimming or sign cleaning and this agreement will be supported by Cumbria County Council and will ensure that the necessary 'check and balances' such as suitable risk assessments and necessary training requirements are in place. When developed this will be known as an 'Annual Lengthsman Agreement'.

The second will enable communities to undertake volunteer activities which are 'low risk', such as litter picking and grass cutting, but again with Cumbria County Council's support and supervision. These new arrangements will not cover winter or existing resilience agreements, for example, managing large scale gritting and snow clearance – this will be looked at separately through a winter maintenance review.

Information is being disseminated through CALC to Town and Parish Councils and is available on www.cumbria.gov.uk/workingtogether.

LW
140319

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 12th March 2019 at 10.30 a.m.

DRAFT

Present: Councillor Paul Titley (Chair) (PT)
 Councillor Allan Daniels (Deputy Mayor) (AD)
 Councillor Tony Lywood (TL)
 Lynda Walker (Town Clerk) (LW)
 Sue Plant (Events Co-ordinator) (SP)
 Joe Broomfield (Allerdale Borough Council) (JB)
 Phil Byers (Geraud Markets) (PB)
 Rachel Kearns (George Fisher) (RK)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)

1. Apologies

Apologies for absence were received from:

Councillor David Burn (Mayor)
 Chris Harper (Podgy Paws)
 David Quainton (Rotary)

2. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee Meeting held on the 5th February 2019.

3. Christmas Tree

At the request of the Town Council and following representations from Keswick Tourism Association, further consideration was given to the position and type of Christmas tree to be provided in 2019. It was agreed that a real tree should be used although there were issues with the position of the tree on the Market Square.

RESOLVED that the London Plane tree in the centre of Lower Market Square be dressed with Christmas lights instead of purchasing a separate 'Christmas' tree subject to discussion with the lighting contractors.

4. Midsummer Festival 28, 29 and 30 June 2019

The Chair provided an update on arrangements for the 2019 Festival.

- **Rock Night**
 'Zen' booked for 2 x 45 minute sets with a 15 minute break. Possibly supported by 'Waters Edge' (pending confirmation).
- **Prom in the Park**
 Draft programme provided. SP to check information on website.
- **Painting Competition**
 Will take place and include children's entries – to be displayed on MUGA fencing. MUGA closure required – PT to request at Parks Trust meeting.
- **Scruffs**
 'Dog Diving' suggested as a new activity – risk assessments, proof of insurance etc will be needed (SP to check in place). Sumo suits to be hired for 'sumo wrestling' – LW/SP to check insurance and risk assessments required.

TL confirmed that straw bales were on order – SP to ensure sufficient volunteers available to unload.

Request received from Calvert Trust for opportunity to collect at the Festival – agreed that this would be possible at the Rock Night but not at the other events.

Better amplification being looked at for Rock Night and Prom in the Park.

RK – George Fisher would like more involvement in the Festival – suggested opportunity to sponsor the children's art competition.

Publicity – same supplier to be used as last year for posters etc. Ad in the Reminder with press releases at regular intervals (SP).

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5. Updates from Partners

- Wine and Food Fair – Rotary/Cricket Club still in planning stages.
Note – need to speak to JB re licences required.
- PB – Art & Craft market still planned but now later in the year – probably early November.
- SP gave an update from the Mountain Festival meeting – possible new event in town centre but funding needed. JB offered to circulate a video of a similar event and to speak to Nicola Meadley. No road closures this year with only the lower part of the Theatre car park to be used so that traffic can pass onto Lake Road.
- JB outlined effects of restructuring at ABC – new Events Manager to be appointed to take events back 'in house'. New role of Business Engagement Manager for existing Town Centre Manager with JB to take on a Tourism Development Manager role.

6. Date of next meeting

Tuesday 9th April 2019 at 2.30 pm.

Chair

Date