

KESWICK TOWN COUNCIL

Council Offices  
50 Main Street  
Keswick  
Cumbria  
CA12 5J5  
017687 73607

11<sup>th</sup> April 2019

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 18<sup>th</sup> April 2019 to start at the conclusion of the Annual Town Meeting and not before 7.30 pm. 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 21<sup>st</sup> March 2019 (pages 46 – 49).
3. **Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
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 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. **Hunting in the Keswick area**  
To consider representations and specific requests that the Town Council:
  - i) Write to the Lake District National Park Authority, the National Trust and United Utilities asking them to ban trail hunting on their land
  - ii) Write to the Chief Constable of Cumbria and to the Police and Crime Commissioner for Cumbria to ask them to uphold the law on illegal hunting and to take the issue of anti-social behaviour by hunt followers more seriously
  - iii) Write to the Blencathra Hunt asking them not to come to Keswick Market Square on any future Boxing Day
8. **Applications for Development**
  - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group comments to be circulated at the meeting)
  - 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 15<sup>th</sup> March 2019 – 11<sup>th</sup> April 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
- 11. Reports from Representatives on Outside Bodies**  
To receive a report from Councillor Jean Murray – Keswick Ministries Town Liaison Group
- 12. Payment of Accounts**  
To confirm the payment of accounts for April 2019 as approved by the Inspection Committee (list to be circulated at the meeting) for:  
i) The Town Council  
ii) The Trusts
- 13. Budget Summary Comparisons as at 31<sup>st</sup> March 2019**  
To receive budget comparisons for the 4<sup>th</sup> Quarter.
- 14. Verification of Bank Reconciliations**  
To appoint a Councillor to sign the bank reconciliations and original bank statements as evidence of verification.
- 15. Annual Review of Financial Regulations**  
To consider the report of the Responsible Financial Officer.
- 16. Assets Register**  
To approve and adopt the updated Assets Register.
- 17. Business Rates – Reversal of 'Staircase Tax' Legislation**  
To receive the report of the Responsible Financial Officer.
- 18. Clerk's Report**  
To consider the Clerk's report.
- 19. Correspondence**  
To consider the following correspondence:  
i) Lake District National Park Authority (LDNPA) – publication of Pre-submission Local Plan  
ii) Cumbria Association of Local Councils – Election of Parish Members to the LDNPA

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

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

- 20. Contracting – Floral Displays**  
To consider the report of the Responsible Financial Officer.

## 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 March 2019 at 7.30 pm.

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**Present:**

**Chairman**  
Councillor Allan Daniels

<b>Councillors</b>		
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 (LDNPA) North Distinctive Area Parishes representative), 1 member of the press and 1 member of the public.

Prior to the start of the meeting, Rose Lord (LDNPA's Strategy and Partnership Adviser – Conservation Officer) and Mel Morris (Conservation Consultant) gave a briefing on the Keswick Conservation Area Appraisal and Management Plan which would include a review of the current Conservation Area boundary. A consultation draft would be presented to the Town Council and be available for public consultation in due course.

The Deputy Mayor made a statement following the recent attacks on Muslims in Christchurch, New Zealand condemning all forms of terrorism and urging people of all faiths and none to work together. He advised that the Mayor had written to the Mayor of Christchurch offering condolences on behalf of the town.

**206. Apologies**

Apologies were received from Councillor Burn and PCSO Catherine Smith.

**207. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 21<sup>st</sup> February 2019 (pages 42 - 45).

**208. Requests for Dispensations**

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

**209. Declarations of Interests**

Declarations of interests in respect of items on the agenda were received from:

Councillors Allan Daniels and Susan Leighton – item 8 (i) application no. T/2019/0035 (friends of the applicant).

**210. Police Attendance**

**RECEIVED** the report of the Ailerdale Rural Neighbourhood Policing Team – no officers were present. There had been 4 antisocial behaviour incidents and 21 crimes reported during February (comparative figures from February 2018 were 5 and 25 respectively).

Councillor Murray raised a question about a recent serious assault incident which had not been listed in the report and expressed concern that the statistics did not reflect a true picture. Councillor Lywood said that there was reluctance to report crimes due to a perception that they would not be investigated thoroughly, and expressed concerns about lack of policing in rural areas. The Clerk was asked to write to the Police and Crime Commissioner on these points. Councillor Titley asked whether more detailed information could be provided in the reports to assist members of the public in coming forward with relevant information.

**211. Matters to be received from the Public**

No matters were received from the public.

**212. Keswick Mountain Festival 2019**

Richard Pearson of Triathlon Edinburgh (the new owners of Keswick Mountain Festival) gave a presentation about the 2019 event. The format would be the same as in previous years i.e. a weekend festival celebrating the outdoors which included music and camping, sports events, activities and speakers. He explained that a Noise Management Consultant had been appointed who would be on site for the duration of the event to deal with any issues raised. Lake Road would not be closed this year which should help with traffic movements. He offered to come back to a future meeting to provide a de-brief on the Festival and hear any comments. Richard was thanked for his presentation.

**213. Applications for Development**

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

<b>Plan Ref.</b>	<b>Description of Development</b>
<b>T/2019/0029</b>	<b>Location</b> Crown Reduce and prune Quercus Robor Keswick Superglaze, Penrith Road, Keswick, CA12 4JP <i>Support - Safe &amp; sensible management of tree</i> <b>SUPPORT</b>
<b>T/2019/0035</b>	3x Cypress trees - fell; 1x Yew tree - prune back, 4x Laurel - cut back 1 The Hollies, High Street, Keswick, CA12 5AH <i>Support - Concur with Derwent Charcoal's summary of work</i> <b>SUPPORT</b>
<b>7/2019/2014</b>	Replacement of shop front No 28 (Old NatWest Bank), Main Street, Keswick, CA12 5JH <i>Support - Good to see a former bank building occupied. Shop front a great improvement on existing, removes the current eyesore and provides more employment</i> <b>SUPPORT</b>
<b>7/2019/2022</b>	Removal of coal store and replacement with single storey extension, replacement windows to rear and roof light to front elevation 66 Blencathra Street, Keswick, CA12 4HX <i>Support - Very little impact on neighbours (neighbourhood)</i> <b>SUPPORT</b>
<b>7/2019/2026</b>	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 Gower, Blencathra Street, Keswick, CA12 4HW <i>Object – Losing a parking place as the garage is to be converted into living accommodation, therefore placing additional stress on the already limited parking in the area</i> <b>OBJECT</b>
<b>7/2019/2028</b>	Extension and alteration to dwelling house 16 Poplar Street, Keswick, CA12 5BW <i>Support - Appropriate design and matches building line of neighbouring properties (conservation area)</i> <b>SUPPORT</b>

- 7/2019/2033** 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.  
Gower, Blencathra Street, Keswick, CA12 4HW  
*Object – Losing a parking place as the garage is to be converted into living accommodation, therefore placing additional stress on the already limited parking in the area*  
**OBJECT**
- 7/2019/2035** Single storey master bedroom & porch extensions  
Rowanrigg, The Paddock, Brundholme Road, Keswick, CA12 4NL  
*Support - significant reduction in footprint from original application, much more in keeping with neighbourhood*  
**SUPPORT**
- 7/2019/2045** 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  
8 Millfield Gardens, Keswick, CA12 4PB  
*No comments required, for information only*

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

**214. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 15<sup>th</sup> February 2019 – 14<sup>th</sup> March 2019.

**215. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives – Councillor Lywood reported that there was evidence that some holiday home owners who did not pay Council tax as they were registered as small businesses, which then qualified for business rate relief, were using the domestic waste collection service provided by the Borough Council and were effectively being subsidised by Council tax payers. The Borough Council was moving towards taking measures to prevent this. He further reported that the Borough Council intended to build a new sports stadium in Workington and were looking at providing a new swimming pool and leisure centre in Keswick.

Councillor Pugmire thanked Allerdale BC for providing a new automatic door to facilitate entrance to the Council offices.

Councillor Miller raised the issue of the poor condition of the area parallel to the old railway line on Brundholme Road leading up to the mini roundabout. Councillor Leighton said that difficulties were caused for residents of Calvert Way due to the lack of pavement on this stretch. Councillor Lywood agreed to follow these issues up with Cumbria Highways.

- ii) Cumbria County Council Ward Representative – Councillor Lywood reported that the new kerbing on the Market Square was almost complete and thanked all those involved in the work. The Chair thanked Councillors Lywood and Kendall for their efforts in securing the improvements.
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative – Dr Geoff Davies submitted a written report and also provided an update on the Local Plan review. The Allocations of Land and Pre-submission Local Plan documents had been approved by the Authority and consultation would be open soon in relation to 'legal compliance' and/or

'soundness'. He advised that a web page provided advice on how to respond at this stage. Three policies had been removed – two because they were covered in the National Planning Policy Framework and one because it was considered that there was no need for a separate policy.

**216. Public Footpath at the Howrah's, Keswick**

Consideration was given to a request from County Councillor Lywood that the Town Council make a contribution of £500 towards repair work to be carried out by Cumbria County Council at the Howrah's public footpath. This had been requested as evidence of local support for the project, the total cost of which was £20,000.

**RESOLVED** that a contribution of £500 be made to Cumbria County Council towards repair work at the Howrah's public right of way to be funded from contingency.

**217. Keswick Youth Club**

Councillor Kendall provided an update on plans to provide a new Youth Centre in Keswick. He reported that the Club intended to move back to its original site and that planning permission was to be sought for a scheme to provide housing as well as a new Youth Centre. The Club also intended to employ a youth worker.

**218. Payment of Accounts**

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

- i) For The Town Council, vouchers 244 - 263 amounting to £19826.99 (nineteen thousand eight hundred and twenty six pounds and ninety nine pence)
- ii) For The Trusts, vouchers HP239 - FP193 amounting to £10576.15 (ten thousand five hundred and seventy six pounds and fifteen pence)

**219. Annual Review of the Effectiveness of Internal Financial Control**

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

**RESOLVED** that the Council's Financial Regulations be amended as necessary to comply with the Model Regulations in relation to the reporting of suspected fraud.

**220. Clerk's Report**

**RECEIVED** the Clerk's report.

**RESOLVED** that delegated authority be granted to the Clerk to provide information and approvals in relation to the Keswick Transport Study review report, in consultation with Councillors Burn, Lywood and Murray, reporting back to the next available Town Council meeting.

**221. Minutes of Committee Meetings**

**RECEIVED** for information the draft Minutes of the Events Committee meeting held on 12<sup>th</sup> March 2019.

The meeting closed at 9.30 p.m.

\_\_\_\_\_  
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 18th April 2019. Apologies but there is currently no one available to attend the meeting. This is due to PCSO Smith and Jones being on Annual Leave.

**Your area priorities are:**

**Drug use in the night time economy:**

The Proactive Team will be specifically deployed to the town center during weekend evenings and will consider their use of stop search powers should the grounds exist to do so. They will take positive action should a person be found in possession of a controlled substance.

**Area Update**

For the period from the 1<sup>st</sup> of March 2019 until the 31<sup>st</sup> March 2019, there have been a total of **0 ASB** incident logs and **22 Crimes** reported in this area. Here follows a summary of those incidents within the public interest.

**Incident logs:** There were no Anti-Social Behavior incidents reported to the Police in the month of March 2019.

**Crimes:**

On the 1<sup>st</sup> March 2019 the Police received a report of an incident of Shoplifting. This occurred at a town center outdoor retail premises. It was believed by the staff, that an offender had attended the premises on several occasions and taken items to the value of £300, this included tent pegs and a compass. A possible suspect has been identified. Police investigations into this incident are ongoing.

On the 3<sup>rd</sup> March 2019 Police received a report of an incident of Shoplifting. This occurred at a town center outdoor retail premises. During the incident a jacket to the value of £100 was taken. The incident was covered by CCTV. The suspects were described as a male and a female, with a small child. Police are working with the retail staff to investigate this incident and identify the suspects.

On the 5<sup>th</sup> March 2019 the Police received a report of an incident of theft. This occurred on Penrith Road, at around 5:50pm. During the incident an amount of metal was taken from a skip. CCTV of the area showed two male suspects, who were described as wearing dark clothing and made off from the area in a van. 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 13<sup>th</sup> March on the Police received a report from a third party of two incidents of Common Assault. These incidents occurred in the Coleridge Court area of Keswick. The suspect was identified as being the same male in both of these incidents. The victims did not wish to progress with prosecution, so no further action was able to be taken by the Police.

On the 24<sup>th</sup> March 2019 the Police received report of a Section 4A Public Order Offence. This occurred at a town center hotel. During the incident a male suspect used abusive language towards the victim, causing harassment, alarm or distress. However the victim did not wish to progress the prosecution, so no further action was able to be taken by the Police.

On the 25<sup>th</sup> March 2019 the Police received a report of a verbal altercation. This incident occurred between two customers in a town center food retail premises. During the incident the male suspect, who was known to the victim has threatened violence. However, the victim did not wish to progress the prosecution, so no further action was able to be taken by the Police.

On the 25<sup>th</sup> March the Police received a report of an incident of Criminal Damage in a dwelling. This occurred at a Holiday let in the Keswick area. During the incident damage was caused within the property. This was to the value of £400. Police are working with the owners of the holiday let to investigate the incident.

On the 26<sup>th</sup> March 2019 the Police received a report of Harassment. This incident occurred in the Market Square. During this incident the suspect approached a male selling Magazines, and claimed that the victim's business was a scam. This has caused the victim to feel harassed. The suspect has been identified, and Police investigations into this incident are ongoing.



### **Engagement Update for March 2019:**

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.

On 1<sup>st</sup> March 2019 PCSO 5298 Jones attended Keswick and visited members in the Keswick Shop Watch scheme.

On 8<sup>th</sup> March 2019 PCSO 5356 Smith attended the Malcom Wilson Rally.

On 12<sup>th</sup> March 2019 PCSO 5356 Smith attended Keswick School for a Careers day.

On the 26<sup>th</sup> March 2019 PCSO 5356 Smith attended St Herbert's School to present a talk to the students.

On 27<sup>th</sup> March 2019 PCSO 5356 Smith attended a Crime Prevention meeting at Keswick.

**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](http://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 summer 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](http://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](http://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](mailto:megan.jones@cumbria.police.uk)

[catherine.smith@cumbria.police.uk](mailto:catherine.smith@cumbria.police.uk)

Thank you.

**From:** [REDACTED]  
**Date:** 21 March 2019 at 17:05:39 WET  
**Subject:** Town Council Meeting/18 April/Blencathra Hunt 'gathering'/Fox hunting

Dear Town Councillor

I am sending this email in advance of the Town Council meeting on 18 April, to request that the Council takes the following practical steps regarding the above:

**1. Write to the Lake District National Park, the National Trust and United Utilities, asking them to ban trail hunting on their lands as it is clearly being used as a 'cover' for illegal hunting.**

*Only recently, a United Utilities employee witnessed the Blencathra Hunt **urging hounds onto a fox** by the reservoir just north of Overwater - not only was the fox killed, but it then led to a drinking water pollution issue, a police investigation, & a temporary UU ban on 'trailing' on its lands.*

**2. Write to the Chief Constable of Cumbria, and to the Police and Crime Commissioner for Cumbria, and ask them to uphold the law on illegal hunting and take the issue of the associated anti-social behaviour by hunt followers far more seriously.**

*In particular, the Council should ask why the police issue requests calling on members of the public to report any suspicions of poaching taking place - but do NOT do the same for suspicions of illegal fox hunting. This seems really strange, given the fact that, in a meeting with Cumbria HuntWatch, Inspector Ashley Bennett from Cumbria Police admitted that they know the hunt packs are NOT trail hunting! In addition, it is perhaps significant that hunt supporters are so aggressive in trying to stop people monitoring their activity. If they are keeping within the law, as they claim, I would have thought they would welcome observers!*

**3. Write to the Blencathra Hunt, asking them not to come to Keswick Market Square on any future Boxing Day.**

*My main reasons for making this request are because they use the 'gathering' to collect money, despite apparently having no Street Collection Permit; because the hounds are not on leads but are, instead, left to roam freely in designated pedestrian zones; and because people have witnessed the hounds fouling in the Town Square/surrounding streets - with no attempt by the organisers to clear up.*

This Boxing Day 'gathering' is essentially a desperate PR stunt rather than a simple 'social event' - intended to get some fast-disappearing social licence for one of the UK's last remaining barbaric 'sports'.

The latest opinion polls show that 85% of people - both town AND country dwellers - are now opposed to fox hunting. Such a statistic will, of course, be reflected amongst the large numbers of tourists who visit Keswick - and on whom so many businesses and jobs in Keswick and its surrounding area depend. It thus seems somewhat risky for a tourist town to be seen giving passive endorsement to illegal behaviour and a barbaric 'sport'.

Yours faithfully

[REDACTED]  
[REDACTED]  
[REDACTED]

-----Original Message-----

From: [andrew.fearn@keswicktowncouncil.gov.uk](mailto:andrew.fearn@keswicktowncouncil.gov.uk)

Sent: 01 March 2019 17:43

To: Office <[Office@keswicktowncouncil.gov.uk](mailto:Office@keswicktowncouncil.gov.uk)>

Subject: Fox hunting in this area

Dear Lynda Walker/ Keswick Town Council Councillors

Thank you for allowing me and others to attend the meeting on 21st February and expressing our views on the Boxing Day Hunt meet in Keswick and also on the wider issue of hunting in Cumbria.

As you will have realised, the strength of feeling regarding these issues is high. This is particularly the case amongst those who have witnessed the cruelty of the hunt first hand and of those of us who have campaigned against it for many years and are bitterly disappointed by how ineffectual the Hunting Act 2004 in England and Wales and the Protection of Wild Mammals (Scotland) Act 2002 are.

How can we condemn bear baiting in countries such as Pakistan and bull fighting in Spain when we turn a blind eye to chasing a fox to exhaustion followed by it being mauled to death by a terrifying group of braying, excitable hounds?

Incidents of hunts exploiting loopholes in the legislation and blatantly breaking the law under the guise of trail hunting are many. Surely allowing the Blencathra Hunt to display in Keswick centre is condoning this illegality. It also sends a message to tourists and locals that we approve of the hunt. I was also disturbed to hear that the dogs are allowed to run free off lead. If a small dog or cat were to appear in their sight would there not be a risk of children or elderly people, in particular, being hurt in the rush of dogs after the prey?

It appears to me that an exception is being made for the hunt that would not be made for other groups who had transgressed the law.

I would therefore ask that a decision be made to put an end to this event.

On the wider issue I would like to ask that Keswick Town Council write to the various authorities who allow trail hunting on their land, namely The Lake District National Park Authority, The National Trust and United Utilities, asking them to ban this activity. I would also be grateful if you would write to The Chief Constable Of Cumbria Police asking for the issue to be taken more seriously .

Yours sincerely









[REDACTED]

2 April 2019

Dear Councillors,

Until 2004 I used to go hunting and members of my family still hunt to this day.

Over the past 14 years there have been many discussions within my family who openly admit to me that they are still intentionally hunting foxes when they go out and that I am wasting my time trying to stop them as they have no intention of obeying the law – the sad fact being that they are getting away with it.

I have had numerous discussions with the Cumbria Police over the last fourteen years which had led me to only one conclusion, that Cumbria Police have no intention of policing the Hunting Act 2004.

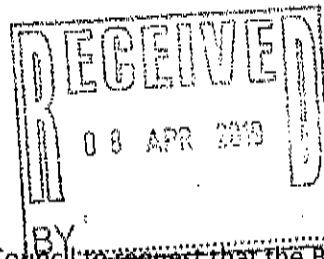
I once saw and videoed a pack of hounds on a badger sett near Gatesgarth in 2017, they were there for over an hour but when I past my evidence to the Police no action was taken; how can someone interfere with a protected badger sett and avoid prosecution?

Since the National Trust changed their licence agreement last year banning hunts from taking terriers, not one hunt in the Lake District National Park has applied for a licence – why should this affect hunts if they are trail hunting? Unfortunately several local packs have now resorted to trespassing on National Trust land instead.

I would now like help from Keswick Town Council. I would like the council to write to the National Trust and ask them what they intend to do about hunts trespassing. In an area of significant tourism it is high time this illegal activity, which most people find repulsive is stopped.

Yours sincerely

[REDACTED]



Dear Sir,

As local residents we wish to appeal to the Keswick Town Council to request that the Blencathra Fox Hounds do not visit the town centre on Boxing Day or parade through the town attempting to give the appearance of an accepted local tradition.

There is ample evidence, for those who wish to know the truth, about Fox Hunting being carried out illegally throughout the country while hiding behind the loop holes of a deliberately poorly crafted law.

There is no evidence of any Fox Hunt laying a trail for the hounds to follow, and Blencathra are notable in not even attempting this popular ruse to avert Police attention. This particular hunts dubious practices have been monitored for many years. In recent months the neighbouring Mellbreak hounds were monitored hunting illegally on National Park & National Trust land, where they are not authorised, blocking up Badger setts and chasing Deer, Hare and Foxes with dogs, yet when the Police were called they claimed to be following an aniseed trail and no action was taken. Which begs the question why would they have allegedly laid a trail across land they have no authority to hunt on?

Allowing the Blencathra hunt to parade through the town gives the impression to visitors that we as locals approve of and condone illegal hunting practices under the excuse that it is a tradition. Can the Town Council justify hounds running loose in the streets when every other dog owner must put their dogs on a lead and face prosecution if it fouls the pavement?

We would request that the Town Council write to the Blencathra Fox Hounds and advise them on the grounds of Health & Safety, public order and the principal that the Town and its residents no longer wish to be associated with illegal Blood-sports, and that the Boxing Day parade is no longer acceptable.

We would also request that the Town Council write to the Chief Constable and ask why they allow the local hunts to blatantly flout the law with dogs running loose on roads, fouling the market place, not to mention the abusive nature of the hunt supporters blocking roads with vehicles and obstructing monitoring as well as tourists and visitors – note the recent verbally abused fell runner and monitor run off the road by hunt supporters.

The Town, National Park and County as a whole should distance itself from this blatant illegal activity as the residents do not wish to be associated with this unacceptable antiquated practice.

Yours faithfully

Address withheld due to the bullying tactics of the hunt and its supporters.



**Lynda Walker**

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**From:** [REDACTED]  
**Sent:** 10 April 2019 16:29  
**To:** lynda@keswicktowncouncil.gov.uk  
**Subject:** Boxing Day Hunt events in Keswick: questions for the consideration of the Council at its meeting, Thursday 18th April 2019

I hope the following, in the form of two questions for the consideration of the Council, might provide possible justification(s) for the Council to prohibit the annual Boxing Day public exhibition by Hunts in Keswick. Thank you.

**Question 1:** Could (or might) a parish or town council, or its members, who knowingly permit the public exhibition of the 'sport' of hunting wild mammals with dogs in their parish (for example, in the town of Keswick, annually on Boxing Day), be guilty of an indictable or summary offence under the Serious Crime Act 2007?

" Encouraging or assisting a crime is itself a crime in English law, by virtue of the Serious Crime Act 2007. It is one of the inchoate offences of English law.

The offences of encouraging or assisting crime under the Serious Crime Act 2007 are inchoate offences. In each case, the *actus reus* requirement is that the defendant carry out an act capable of "encouraging or assisting" the commission of another offence. An offence is committed under section 44, if this is done with intent to do the same; under section 45 if it is done "believing that the offence will be committed and that the act will encourage or assist its commission"; or under section 46 where there are multiple possible offences being encouraged or assisted, and at least one is foreseen."

Source 1:  
Wikipedia article (link below), para. 2:  
[https://en.wikipedia.org/wiki/Encouraging\\_or\\_assisting\\_a\\_crime\\_in\\_English\\_law](https://en.wikipedia.org/wiki/Encouraging_or_assisting_a_crime_in_English_law)

Source 2:  
The Serious Crime Act 2007, on the UK Government's legislation website:  
<https://www.legislation.gov.uk/ukpga/2007/27/part/2>

**Question 2:** Would a parish or town council be within its rights, or deemed to have behaved reasonably and responsibly to prevent 'outraging public decency', if it prohibited ('banned') public exhibitions by Hunts with horses and foxhounds within its jurisdiction, following the Hunting Act 2004?

**Simplification of the Criminal Law: Public Nuisance and Outraging Public Decency**

This report concludes the Law Commission's Simplification of Criminal Law: Public Nuisance and Outraging Public Decency project. Published 25 June 2015; submitted to the Right Honourable Michael Gove MP, Lord Chancellor and Secretary of State for Justice.

The Report document is available for download from the link below.

Source: <https://www.gov.uk/government/publications/simplification-of-the-criminal-law-public-nuisance-and-outraging-public-decency>

Excerpt from the Law Commission's Report, Chapter 1 (italics added for salience):

"OUTRAGING PUBLIC DECENCY

1.7 *Outraging public decency is also a common law offence, and was formerly regarded as one form of public nuisance. The offence can consist of any act or display fulfilling the following conditions:*

*(1) it must be lewd, obscene or disgusting to such an extent as to outrage*

*minimum standards of public decency as judged by the jury (or other*

*tribunal of fact) in contemporary society;*

*(2) it must occur in a place which is accessible to or within view of the Public; and*

*(3) two or more persons must be present during the act or display, whether or not they are aware of the act or display or are outraged by it.*

1.8 *The act or display must be deliberately undertaken by the defendant. But beyond this there is no requirement of fault. The defendant need not intend or believe that, or be reckless whether, the act or display is indecent.*

*Nor need the defendant know, believe, or expect that any person will witness it or be outraged by it, or indeed that any person will be present at all.*

1.9 *As with public nuisance, in the CP we provisionally proposed that the offence should be restated in statute, with an added requirement that the defendant should intend or be reckless about the risk that a person will be outraged."*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

My concerns are being voiced after I have researched around the organising of a public event.

1. This is an organised event, advertised widely in local press and on the internet. Who is the organiser? As an organiser, the person or the group needs to ensure the safe and smooth running of the event and to look at the law and procedures to ensure the public are protected
2. Funds were being collected by a lady in the Town Centre, using a bucket/basket type receptacle. This was passed to me with no explanation and I was left to feel uneasy when I refused to donate. Was a street collection permit applied for?
3. Traffic was delayed and roads blocked whilst the parade went towards the hospital. The correct procedure is to apply for a special events order? Did the organiser have one processed?
4. Is this an event that requires Public Liability Insurance?
5. Did the organiser assess any risks or complete a risk assessment?
6. On the law side of things. It is an offence to not clean up after your dog. Anyone who fails to clean up after their dog can be issued with a Fixed Penalty Notice of up to £100. If the case goes to court this could cost the owner or person in charge of the animal up to £1,000. I saw a hound foul just coming into the town centre. Why is the organiser not enforcing the law to clean up after a hound?
7. The hounds were loose in the town centre, I am very nervous around dogs, they terrified me walking around and sniffing me. In a public area, dogs must be kept on a lead in designated pedestrian zones and on land where livestock is present. This is the law

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Michael Thompson [REDACTED]  
**Date:** 1 March 2019 at 14:52:30 GMT  
**To:** [lyndawalker@keswicktowncouncil.gov.uk](mailto:lyndawalker@keswicktowncouncil.gov.uk)  
**Subject:** Fwd: Boxing Day meet on Market Square 2018

Good afternoon Lynda,

I would be grateful if you can share with your members the pictures below .

These were taken on Boxing Day this year and I believe that they totally and utterly undermine Mr Nick Weston's claims about the hounds being a "threat to humans."

This joyous family occasion continues to be a popular part of the traditional Christmas festivities ,which is always well attended on the Main Street in Keswick.

We continue to take our responsibilities extremely seriously , whilst operating within the law which we have done now for the last 14 years since the ban was introduced - without a blemish.

I am grateful to you for you acting as postman on this occasion.

With kind Regards,  
Michael Thompson -Blencathra Foxhounds.

PS I am also sending through separately some examples of our regular weekly visitors.

**Planning Applications received between 15/03/2019 to 11/04/2019**

<b>Plan ref</b>	<b>Location</b>	<b>Description of Proposed Development</b>
<b>7/2019/0050</b>	5 The Hollies, High Street, Keswick, CA12 5AH	Remove 1 eucalyptus and reduce height and spread of 1 yew tree
<b>7/2019/2050</b>	Land to the rear of 61 The Headlands, Keswick, CA12 5EH	Confirmation of compliance with conditions 6 and 7 on approval ref 7/2018/2308 - Construction method statement and energy statement
<b>7/2019/2058</b>	Lyngarth, Rogerfield, CA12 4BN	Demolition of existing house and erection of house
<b>7/2019/2061</b>	29 Southey Street, Keswick, CA12 4EE	Erection of single-storey side extension following demolition of existing extension/conservatory to the side elevation, replacement (retrospective) of two sash windows and one casement window to the rear elevation and reinstate balustrade to the front elevation
<b>7/2019/2069</b>	80 Blencathra Street, Keswick, CA12 4HY	Front elevation: replacement windows and doors, Rear elevation: converting window to patio doors
<b>7/2019/2075</b>	Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land, Keswick	Approval of details reserved by condition on planning application 7/2018/2116 (Re-instatement, improvement and resurfacing of traffic free Multi User Trail along a section of former railway line): condition 3 relating to phasing plan for construction work
<b>7/2019/2082</b>	Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land, Keswick	Approval of details reserved by condition on planning application 7/2018/2116 (Re-instatement, improvement and resurfacing of a traffic free Multi - User Trail along a section of former railway line): conditions 4 (construction management plan), 5 (architectural method statement) and 7 (construction traffic management plan)
<b>7/2019/2083</b>	8, Millfield Gardens, Keswick, CA12 4PB	Approval of details reserved by condition on planning application 7/2018/2203: Condition 3 (Roof Material) - Conversion of existing attached garage into living accommodation including alteration of the flat garage roof to mono pitched roof.

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

Decisions Received from LDNPA

Planning Decisions Received between 15/03/2019 & 11/04/2019

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2018/2326	December-18	27, Blencathra Street, Keswick	CA12 4HX	Installation of conservation roof light to the front elevation, insert patio doors to the ground floor rear elevation, and alterations to the existing outrigger located at the rear of the property	SUPPORT	GRANTED	
7/2019/2001	January-19	14a, Fenton, Keswick	CA12 4AZ	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	OBJECT	GRANTED	
7/2019/2004	February-19	Town Head House, 25, St John's Street, Keswick	CA12 5AB	Vertical extension of existing bay window	OBJECT	REFUSED	
7/2019/2005	February-19	Town Head House, 25, St John's Street, Keswick	CA12 5AB	Vertical extension of existing bay window (Listed Building Consent)	OBJECT	REFUSED	
7/2019/2011	January-19	Pack Horse Court, Keswick	CA12 5JB	A2 poster swing board	SUPPORT	GRANTED	
7/2019/2013	January-19	22, Lakeland Park, Keswick	CA12 4AT	Single storey rear extension and associated internal works	SUPPORT	GRANTED	
7/2019/2014	February-19	No 28 (Old NatWest Bank), Main Street, Keswick	CA12 5JH	Replacement of shop front	SUPPORT	GRANTED	
7/2019/2022	February-19	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	SUPPORT	GRANTED	
7/2019/2026	February-19	Gower, Blencathra Street, Keswick	CA12 4HW	Refurbishment of dwelling including, alterations to integral garage, replacement of existing windows and doors and removal of one chimney	OBJECT	GRANTED	
7/2019/2028	February-19	16, Poplar Street, Keswick	CA12 5BW	Extension and alteration to dwelling house	SUPPORT	GRANTED	
7/2019/2045	March-19	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	No comments required, for information only	GRANTED	

**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 18<sup>th</sup> APRIL 2019**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 15<sup>th</sup> March 2019 – 11<sup>th</sup> April 2019

Saturday 30 <sup>th</sup> March	Keswick Lions 30 <sup>th</sup> Charter Dinner, held at Greta Suite, Skiddaw Hotel, Keswick attended by Deputy Mayor, Councillor Allan Daniels
Tuesday 9 <sup>th</sup> April	Events Committee meeting, held in Council Chamber
Wednesday 10 <sup>th</sup> April	Accessible Keswick 'tour', held in Market Square
Thursday 11 <sup>th</sup> April	Town Centre Forum, held in Council Chamber

## Report from the North DA Parishes Member of the LDNPA – March 2019

I have to present you with another bumper edition this month, because we have reached another important milestone in the development of the new Local Plan: the two principal documents are now at the “pre-submission” stage. At the full Authority meeting on 20<sup>th</sup> March, we approved the following documents and agreed to release them for public consultation from April 8<sup>th</sup> to June 3<sup>rd</sup>:

- the pre-submission Local Plan;
- the proposed Site Allocations.

Earlier versions of both documents were the subject of public consultation in the summer of 2018 and they have been modified in light of the responses received and to ensure their compliance with the new version of the National Planning Policy Framework (NPPF) released in July 2018.

The forthcoming round of public consultation is focussed particularly on the soundness and legal compliance of the plan. “Soundness” means that the plan should be “positively prepared, justified, effective and consistent with national policy”. Further information on how the public can assess a pre-submission plan can be found here.

In the rest of this report, I will focus on a sample of “substantive” changes in the pre-submission Plan, with particular reference to the North Distinctive Area. A more comprehensive statement of the changes that have been made can be found in Appendix 1 of a paper presented on 11th March to Park Strategy & Vision Committee.

The following policies have been deleted from the Plan:

- Policy 02 (Presumption in favour of Sustainable Development) – because this is adequately covered, including in the context of National Parks, in the NPPF
- Policy 15 (Showcase Areas) – see below
- Policy 28 (Major Developments) – as this is adequately covered in the NPPF.

Government expects that Local Plans will not duplicate national planning guidance documents, and this is why Policies 02 and 28 have been deleted following the publication of the new NPPF. In the case of Policy 15 it is important to understand that the notion of Showcase Areas has not been abandoned: It has simply been decided that there is no need for a separate policy covering them. Some of the development ideas contained within the original Policy 15 have been moved to other policies, including the Distinctive Area policies. Hence, all the Distinctive Area policies have undergone “substantive” change.

Policy 09 (North Distinctive Area) now includes some of the ideas previously included in Policy 15 (Showcase Areas), but some of these have been substantially modified. For example, while the policy still expresses support for a leisure centre and pool in Keswick, there is no longer a suggested location for it. One item that has been removed from the North DA policy is the one that proposed a new approach to the change of use of guest houses in Keswick. This is because it is now clear that the issue is not restricted to Keswick – or to the North DA. Hence, it has been moved to the policy on Housing, which has now become Policy 15. The policy supports the change of use of guest houses to dwelling houses where they are secured for permanent occupation, and where it can be



demonstrated that there is no detrimental impact on the range of visitor accommodation types in the area. In practice, where the change of use results in a single dwelling, a planning condition will be applied ensuring that it is used as a permanent dwelling (not for holiday letting or as a second home). Where the change of use results in more than one dwelling, one of them must be for permanent occupancy and the remainder will additionally have a local occupancy clause applied.

One aspect of the Showcase Area policy in the consultation document that attracted particular interest was the idea of a Whinlatter Mountain Centre – and, in particular, the idea that a gondola might provide a sustainable transport solution for people wishing to access it. Possible developments at Whinlatter are now included in the North DA policy (Policy 09). A significant new proposal in the pre-submission version of Policy 09 is to “secure a Masterplan for the Whinlatter Centre”. A glossary item will explain that a Masterplan will include spatial layout and overarching vision that will be used to structure land use and development. Importantly, it will need to include public input and to consider social and economic conditions. A landowner or developer will prepare a masterplan and must undertake public engagement as part of its preparation. The landowner or developer can present the masterplan to the LDNPA for endorsement and, if agreed, it will become a material consideration in determining planning applications.

Policy 09 envisages that a Whinlatter Centre Masterplan would include:

- valley-scale landscape restoration
- redevelopment and expansion of the recreational and leisure uses (which may include new visitor accommodation utilising the landscape TOPOGRAPHY)
- proposals that do not adversely impact on surrounding settlements
- measures to secure a net improvement in traffic flow in Braithwaite and a net reduction in parking at the Whinlatter Centre
- an increased role for Keswick as a transport interchange hub.

There is no longer any reference to a specific form of transport to Whinlatter.

You can find a summary of the responses received during the 2018 consultation, together with actions that were considered to address them, in the [Consultation Statement Part 1](#). Shortly, the LDNPA will publish a redacted version of all the comments received. You can follow progress on the [Local Plan Review page](#) of the LDNPA website.

Geoff Davies

[Geoff.Davies@lakedistrict.gov.uk](mailto:Geoff.Davies@lakedistrict.gov.uk)

## **Keswick Ministries Town Liaison Meeting**

**12th February 2019**

### **Notes**

It was reported that Brian Price is standing down as he feels it is a "sanitized" meeting.

Keswick Ministries are keen to reach out to more business representation but were not sure how to do this.

The video produced by Allerdale to increase tourism to areas outside of the National Park was shown. It will be shown during the Convention this year.

Action from last meeting: A bigger space has been allocated for local businesses and KTA this year. Now 3m x 2m.

LDNPA have approved the plans for development of the old Pencil Factory site.

Phase 1 will run for the next 18 months and will involve:

- demolition of warehousing
- building of hard standing for marquee
- clear out basement of factory to build toilet facilities

It is expected that the Convention will take place on the site by 2020.

Phase 2 will involve the full renovation of the site and is expected to be completed by 2022/23.

Ministries report that noise concerns have been addressed. Levels will be monitored by Allerdale and will not exceed 65 decibels.

Jean Murray raised an issue about increased littering during the 2018 event. It was suggested that the marshals who monitor car parking compliance could take litter pickers and bin bags with them and deal with any litter on the streets surrounding the Skiddaw St site.

There was some discussion about complaints received during the 2018 event, and it was felt that not all complaints had been noted or registered as such.

There will be a different system for the 2019 event to try to ensure that all complaints are both registered and dealt with by a manager on site.

Activities arranged for "free time " in the programme include;

- The Alhambra Cinema will show a children's film on one afternoon each week – probably Toy Story 4
- A guided walk will be offered on one afternoon each week
- Activities for children will be offered in afternoons.

It was suggested that Conventioneers and their families could be signposted to the facilities available in both Hope and Fitz Parks, such as tennis, bowls, golf, and the new outdoor gym.

The 2019 programme will include;

Week 1

James Cary as speaker

An afternoon theatre production of *The Turbulent Priest*

Week 2

Professor Keith Fox with a presentation about the human geno.

The Torch Trust

Week 3

Tim Farron M.P. as speaker

Seminar by Dai Harkey

It was suggested that schedules and the full programme should be circulated to all businesses to allow them to plan.

The Friends of Keswick scheme will run again. A brochure "Enjoy Keswick" will be produced again through KTA and the Federation of Small Businesses.

There was some discussion about the naming of the new site. It was felt that "Keswick Convention Centre" was not appropriate as it is neither owned nor run by the town. Suggestions included "The Old Pencil Factory" or "Keswick Ministeries Conference Centre".

There was some discussion about the presence of armed police during the event.

It was emphasised by staff from the Ministeries and by both the Vicar from St Johns and the Police Officer present from the Anti-Terrorism Group that this was due to the numbers attending the event. However some concern was expressed about the public perception of the reasons that armed police were very visible in the town during the event.

Next meeting 14<sup>th</sup> May

Brief notes taken by Jean Murray

KESWICK TOWN COUNCIL

GENERAL FUND - ADMINISTRATION

1st April 2018 - 31st March 2019

Budget Summary as at 31 March 2019 - PENDING YEAR END ADJUSTMENTS

4th Quarter

Expenditure:	AGREED Budget 18/19	Expenditure to 31.03.19	% of budget spent
Salaries, Nat ins & Pension (18.9%) & Pension Deficit	93615	91977	98.25
Payroll - Outsource Costs	330	298	90.30
Rent	7100	7100	100.00
Rates	4128	4128	100.00
Building Service Costs	5000	4720	94.40
Repairs - Decorating/Carpets/Upgrades	1500	12	0.80
Insurances	600	634	105.67
Subscriptions	700	547	78.14
Conferences/Training	900	997	110.78
Stationery	1000	936	93.60
Postage	300	234	78.00
Telephone & Internet	800	971	121.38
Photocopier	1300	1143	87.92
Computer maintenance/support	1190	2787	234.20
Office Equipment	200	0	0.00
Staff Expenses	200	211	105.50
Ex Employee Pension	1300	1342	103.23
Health and Safety	50	49	98.00
Website (Annual Fee)	300	240	80.00
Council Chamber/Meeting Expenditure	250	118	47.20
Quality Award	100	0	0.00
Election Provision	0	0	0.00
Telephone System - Maintenance Fee	200	200	100.00
<b>Total Expenditure:</b>	<b>121063</b>	<b>118644</b>	<b>98.00</b>

Overspend due to Mayoral Chair Votation

inc Prepayment

Income:	AGREED Budget for year 17/18	Income to 31.03.19	% of budget income
Photocopies	20	14	0.00
Council chamber rental	20	222	1110.00
Rates - Refund	0	8119	0.00
<b>Total Income:</b>	<b>40</b>	<b>8355</b>	<b>20887.50</b>

KCERP  
Staircase Tax Refund

98% Exc Rates

To be allocated:	121023	110289	91.13
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Allocation:	Agreed allocation 18/19	% of allocation to date
General Fund - (60%)	72613	66173
Hope Park - (20%)	24205	22058
Fitz Park - (20%)	24205	22058
	<b>121023</b>	<b>110289</b>

KESWICK TOWN COUNCIL

GENERAL FUND - 1st April 2018 - 31st March 2019

Budget Summary as at 31st March 2019 - PENDING YEAR END ADJUSTMENTS

4th Quarter

Expenditure:	AGREED Budget for 18/19	Expenditure to 31.03.19	% of Budget
General Administration	72613	66173	91.13
Grants to outside bodies	15000	14520	96.80
Christmas Lights	30300	29550	97.52
Mayors Allowance	2000	2000	100.00
War memorial	1500	1379	91.93
Townfield	1300	855	65.77
Open Spaces	1000	1000	100.00
Fitz Park - Grant from KTC	122044	122044	100.00
Communications & Neighbourhood Plan	500	0	0.00
Audit Fee/Accounts Preparation	1370	0	0.00
Contingency Sum	10000	1410	14.10
Keswick Events (Inc Scruffs 18-19)	15805	10914	69.05
Events Co-ordinator	4305	2008	46.64
Floral displays	7500	5236	69.81
Allotments Expenditure	600	186	31.00
Professional Advice - Provision	0	0	0.00
Annual Parish Meeting (Inc room hire & refreshments)	200	49	24.50
Advertising	270	265	98.15
Event Banner Expenditure	100	0	0.00
Promotional gifts to civic visitors to Keswick	250	0	0.00
Civic Pride Award	0	0	0.00
Environment Agency Permit	170	0	0.00
<b>TOTAL EXPENDITURE:</b>	<b>286827</b>	<b>257589</b>	<b>89.81</b>

Inc wall repair  
recharge

Street Wks  
Permit & HR,  
CCTV

Income:	AGREED Budget 18/19	Income to 31.03.19	% of Budget
Precept	246700	246700	100.00
Grant to Fitz Park - ABC	20000	20000	100.00
Council Tax Support Grant	939	939	100.00
Bank/Investment interest (inc War Memorial)	5	35	700.00
Walker Park rent	12267	12267	100.00
Allotments Income - Rent	600	950	158.33
Events Banners Income	1000	1000	100.00
Keswick Events Contributions (Inc Scruffs)	5000	5643	112.86
Christmas Lights Contributions	300	0	0.00
Townfield Interest	16	489	3056.25
<b>TOTAL INCOME:</b>	<b>286827</b>	<b>288023</b>	<b>100.42</b>

Inc Prepayment

Inc wall repair  
recharge

General Reserves Expenditure - Earmarked reserves	AGREED Spend 18/19	Expenditure to 31.03.19	% of Budget
Contribution to Local Housing	3600	3600	100

**KESWICK TOWN COUNCIL**  
**18<sup>th</sup> April 2019**

**VERIFICATION OF BANK RECONCILIATIONS**

In compliance with our Financial Regulations (see relevant section stated below) we are required to appoint a member (other than the Chairman) to sign both the bank reconciliations and original bank statements as evidence of verification.

**2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.2 *At each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.*

Therefore Council is asked to appoint a Councillor to carry out this task (once the final bank reconciliation has been completed for this financial year) in conjunction with the RFO.

**Catherine Parker**  
**Responsible Finance Officer (RFO)**  
**11<sup>th</sup> April 2019**

**KESWICK TOWN COUNCIL**

**18<sup>th</sup> April 2019**

**ANNUAL REVIEW OF REVISED FINANCIAL REGULATIONS & INTERNAL AUDITORS TERMS OF REFERENCE (LETTER OF ENGAGEMENT)**

**RESPONSIBLE FINANCE OFFICER'S REPORT**

ANNUAL REVIEW OF REVISED FINANCIAL REGULATIONS

It is a requirement to review the Town Council's Financial Regulations on an annual basis to reflect any changes in general, recent changes in legislation or items for renewal by resolution.

There have been no general or legislation changes during the year, although as per current Financial Regulations the following items must be renewed by resolution of council at least every two years:-

- 6.7 *If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.*
- 6.8 *If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.*
- 6.9 *If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.*

Copies of the Financial Regulations can be viewed in the office or on the Town Council website – [www.keswicktowncouncil.gov.uk](http://www.keswicktowncouncil.gov.uk) .

**Approval is sought for the renewal of the above terms contained within the current regulations.**

INTERNAL AUDITORS TERMS OF REFERENCE (LETTER OF ENGAGEMENT)

Following a resolution at the last Town Council meeting I have been doing some research. It has become apparent that no other Town Council in the area have a reference to the reporting of fraud by the Internal Auditor within their Financial Regulations, nor is this included in the Model Regulations.

I therefore feel that it be more appropriate to include this requirement in the Internal Auditors Terms of Reference (Letter of Engagement) and when I contacted Workington Town Council, this is what they were planning to do.

I have detailed below the suggested wording in red text to be added to the current Terms of Reference:-

**1. Reporting requirements**

*The Internal Auditor will provide a written report to the Council following the audit, setting out the results of work carried out during the previous twelve months. In the event that the Internal Auditor*

*suspects fraud, depending on the type of fraud discovered and the perpetrator, they must report this immediately to the Council, Chairman, Clerk or RFO outlining the concerns and the scale of any discovered loss. If appropriate this would be followed by the Town Council contacting the Police to take advice on the next steps, then potentially trigger internal employment controls for misconduct. In the event of another serious matter coming to light during the year, the Internal Auditor may report to the Council at other times.*

*To enable the Internal Auditor to fully complete Section 4 of the Annual Return, he will carry out work relating to the year-end in May/June. The results of such work will be reported alongside the Annual Return to the Council.*

**Agreement is sought to the above revision.**

**Catherine Parker  
Responsible Finance Officer  
11<sup>th</sup> April 2019**



KESWICK TOWN COUNCIL								
ASSETS REGISTER AS AT 31/3/19								
Date Purchased	Purchase Cost	Description	Location	Notes	Original Purchase Cost (rounded to nearest £)	Additions (at purchase cost)	Disposals	Total
		Council Offices:						
		Office Equipment						
				S/N				
				CB1702001FH2642				
16.06.06	£70	Epson stylus D88 printer	Clerk's Office	4 0872	70			
Not known	£130	Dahle standard guillotine	Office	Model 00904	130			
Not known	£57	EB Spirit binding machine	Office		57		57	
29.07.04	£134.10	Air conditioning unit	Clerk's Office		134			
03.03.08	£17.00	Challenge Laminator	Office	S/N LM0898R	17			
03.11.08	£85.00	Nikon Coolpix S210 BMP digital camera	Office		85			
08.11.08	£13.00	Sandisk Memory card for camera	Office		13			
03.11.08	£12.00	White Roller Blind for Office door	Office		12			
				Catharine				
				CZC1075848 Lynde				
30.09.11	£1,437.17	HP 5008 Workstation Computer Systems x 2	Office	CZC1120M49	1437			
14.12.12	£86.70	Fellowes Shredder P-48C Cross Cut	Office	3214802	87			
31.01.14	£718.90	HP ProBook 450 laptop, case & mouse	Office	28489	719			
19.09.14	£695.00	New HP IQ5 Computer & accessories	Office	S/N CZC4032574	695			
30.04.14	£37.99	HP Deskjet 2540 printer	Reception/Office	S/N CN3CL2BH72	38			
03.03.15	£258.33	Synology NAS Server & Red SATA H/Drive	Office	DS213 Air	258			
20.02.15	£117.42	Epson Expression Printer XP-620	Office	S/N C11CE01401	117			
09.09.16	£107.50	HP Monitor	Office	P222va 21.5"	108			
15.02.17	£2,184.89	OpenStage Telephone System	Office & Clerk's Office	OpenStage 15 T (Lava) Black Monitor, base unit	2185			
16.03.18	£1,809.12	Chubb CCTV System	Moot Hall	& 4 cameras	1809			
					7971	0	57	7014
		Office Furniture						
Not known	£257.00	Desks x 3	Office & Clerk's Office	Estimate	257			
Not known	£306.00	3 drawer mobile pedestal x 2	Office & Clerk's Office	n/a	306			
Not known	£220.00	4 shelf book case	Office	n/a	220			
1974	£500	Safe	Clerk's Office	Model John Port	500			
				Estimate				
				2 black leather chairs, 1 operator chairs, 1 operator stool				
11.12.91 & Nov. 2005	£162.00	Chairs x 4	Office & Clerk's Office		162			
12.12.92	£76.00	Polyprop chairs x 4 (£18.99 each)	Clerk's Office	Blue	76			
Not known	£467.00	2 drawer Harvey filing cabinets x 4 (£58.29 each)	Office, Clerk's Office and Store	Beige	467		117	
Not known	£30.00	Dimplex electric heater	Chamber	White	30			
10.03.05	£91.95	Fridge	Office	White	92			
				Charcoal Fabric				
30.04.08	£99.00	Sirius HB Syncro Op Chair	Office	Chair	99			
11.05.09	£47.99	Low Cupboard	Office	Q25-741590	48			
29.05.09	£256.52	9 New Blinds	Office/Chamber	Cream Vertical	257			
04.08.10	£39.99	Berlin Leather Chair	Office	Black	40			
08.08.13	£79.99	2 Drawer Filing Cabinet	Office	Coffee	80			
07.08.13	£101.98	4 Drawer Filing Cabinet	Office	Coffee	102			
25.02.14	£122.24	2 Low Cupboards	Office	Q25-741590	122			
07.09.15	£128.54	Operators Chair	Office	Black	128			
20.11.15	£159.00	Desk	Office	Ergo Maple	159			
30.11.15	£139.00	Desk	Office	120cm Maple	139			
15.04.16	£99.00	4 Drawer Filing Cabinet	Office	Coffee	99			
30.09.16	£117.00	Infinite Bookcase & doors	Office	Beech	117			
02.12.16	£69.99	Operators Chair	Office	Stanley Togo	70			
05.01.17	£69.99	Operators Chair	Clerk's Office	Stanley Togo	70			
14.12.16	£14.99	Operators Chair Arms	Clerk's Office	RealSP Hug	15			
		Council Chambers						
12.12.92	£266.00	Polyprop chairs x 14 (£18.99 each)	12 scrapped 2010	Blue	266			
12.12.92	£1240.00	Tables x 6		Dark Wood	1240		310	
12.12.92	£224.00	SB2 Chairs x 14 (£16.00 each)		Blue	224			
				Mayors Chair £20k				
				Mayorsess Chair				
Not known	£13,416.00	REVALUED MARCH 2018	Safe	£11,500	31500			
Not known	£300.00	2 x 4 draw filing cabinets (£99.99 each)	Store room	Grey	300			
28.10.08	£407.00	Deputy Mayors Jewel	Safe		407			
31.07.09	£213.60	Filter Coffee Machine	Chamber Kitchen		214			
19.12.14	£338.99	3 X walnut steel framed tables	Chamber	Walnut	339			
07.09.15	£81.97	Meeting table	Chamber	Beech	82			
		Miscellaneous Assets						
01.06.13	£	Metal stacking chairs	Rear Yard	Brown	0			From Convention Centre - Gifted
07.03.14	£487.70	Green Plastic Chairs	Rear Yard	4 x rectangle & 16 round	488			
		Community Asset						
	£1.00	War Memorial	Penrith Road		1			1
					39116	0	427	38689
					47087	0	484	46603

**Amended asset register as per amendments to proper practices as noted in Governance and Accountability for Local Councils - A Practitioners' Guide**

The practice below should now be applied:-  
 Each asset owned by the body should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of the first recording on the asset register, the body should, having taken appropriate advice, establish a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal.

Assets should not be adjusted for depreciation. The cost will remain as the asset value in the asset register and on the Annual Return until the asset is disposed.

**KESWICK TOWN COUNCIL – BUSINESS RATES – REVERSAL OF ‘STAIRCASE TAX’ LEGISLATION**

In December 2016 I reported to Town Council that a newly introduced ‘staircase tax’ was in place from April 2017 and that the Town Council would fall under this legislation.

Due to the Town Council occupying a ground floor office and 1<sup>st</sup> floor meeting room the ruling meant that we would be sent a bill for each area (2 bills instead of 1) and would no longer be able to claim SBRR.

I was made aware during a conversation in November 2018 that new legislation had been introduced to reverse the impact of ‘staircase tax’, which had unfairly affected businesses. This introduction meant that firms would be able to choose to have their rates recalculated under the old single bill system and any savings due backdated.

I contacted the VOA (Valuation Office) to ask them how we would go about reclaiming any amounts due and was advised to complete a ‘Check and Challenge’ form for both areas, I completed these on 28<sup>th</sup> November 2018.

On the 19<sup>th</sup> February 2019 I received confirmation that both checks had been completed and following numerous emails and telephone conversations finally received a **credit of £8119.38** from Allerdale Borough Council (the billing authority) on 11<sup>th</sup> March 2019. This is the full amount we have paid in business rates over the last 2 years due to the unfair ‘staircase tax’.

I am now pleased to confirm that the Town Council has been revalued as one property with a rateable value of 8000. As you will be aware Small Business Rates Relief of 100% is available for ratepayers occupying a single property with a rateable value up to and including £12,000 from 1 April 2017, with tapered relief of between 100% and 0% for properties with rateable values between £12,001 and £15,000.

Therefore the Town Council is not liable for any Business Rates payments, for 2019/20 and future years, unless legislation changes.

**Catherine Parker**  
**Responsible finance officer**  
**April 2019**

KESWICK TOWN COUNCIL  
18<sup>TH</sup> APRIL 2019

**CLERK'S REPORT**

Lake Road – Street Lighting

I attended a site meeting recently with the Street Lighting Officer for Cumbria County Council (Adam Williamson) and representatives of Keswick Rotary Club and the Theatre by the Lake, when the poor condition and lack of street lighting along the stretch from the Underpass to the Boat Landings was noted. This has been a cause for concern for some time, particularly for pedestrians accessing the Theatre and beyond in the autumn and winter months, the path along the side of Hope Park being particularly badly lit. Keswick Rotary Club had suggested festoon lighting between the trees in this area, but this was considered to be an unsatisfactory solution to the problem.

At the meeting we were advised that only four of the current street lamps were the responsibility of Cumbria County Council, the remaining ones (which are in the poorest condition) are the responsibility of Allerdale Borough Council. Adam Williamson subsequently supplied a lot of useful information and has indicated that the County's recommendation would be to install standard road lighting luminaires and to make a feature of the columns through the use of embellishment kits, colour or outreach brackets. If this specification is followed, then subject to a final inspection of the works, he has given an undertaking that Cumbria County Council would adopt these and add them to their database for future maintenance. They are, however, unable to fund the scheme. I have asked Adam if he can supply an indicative cost to carry out this work.

Allerdale Borough Council has previously advised that they intend to cease maintaining street lighting in the near future and will be looking to parish and town councils to take over this responsibility. I have been in contact with the Borough Council and asked if they would be prepared to contribute to improving the street lighting in this area, on the basis that the County Council would adopt it once it is improved, and both the Borough Council and the Town Council would be relieved of any future maintenance obligation. They have indicated that in principle they would be prepared to contribute to a refurbishment scheme pending costings being obtained.

In order to pursue other possible funding streams, the Town Council is asked to agree to be the 'lead authority' in this project and to consider making a financial contribution towards the scheme (actual figures to be agreed once costings for the scheme have been obtained).

Planning – Site Visits

It is often necessary for members of the Planning Group to make site visits when studying planning applications as part of their role to advise and inform the full Council of relevant issues. Some time ago I included some guidelines for Councillors in these circumstances and advised that the Society of Local Council Clerks had agreed to produce an Advice Note on this subject. This Advice Note has now been issued and is attached to this report for information. It is timely to remind Councillors who visit properties to ensure that they have an ID badge with them and if possible to agree a convenient time.

Elections and Purdah

The Statements of Persons Nominated for the East and West Wards of Keswick Town Council have now been published in advance of the local council elections to take place on Thursday 2<sup>nd</sup> May.

There has been a good level of interest with eight nominations for the five seats in the West Ward and ten for the seven seats in the East Ward – many parish and town councils fail to secure sufficient nominations to fill the seats available – and elections will take place in Keswick.

Guidance is available on communicating during the pre-election period, or 'purdah', which started on 26<sup>th</sup> March 2019 and I have attached a list of frequently asked questions for information.

LW  
100419

## ADVICE NOTE - PLANNING – A SIMPLE GUIDE TO UNDERTAKING PLANNING RELATED SITE VISITS

Site visits by parish councillors and clerks have become an increasing part of the planning decision making process. However, the evidence suggests that the approach amongst councils on the operation of site visits, both in terms of why they are held and how they are conducted varies.

While a variety of approaches is not necessarily a bad thing, the lack of any common approach on when and why to hold a site visit and how to conduct it can leave a local council open to the accusation that such visits are arbitrary and unfair.

It would appear that few parish councils have formal procedures governing the site visits.

However, some districts/borough councils have produced guides which, while aimed at principal authorities are of relevance and interest to parish councils. One good example is that produced by South Gloucestershire District Council in its useful document - "Member's Planning Code of Good Practice", which includes a specific section (10) on site visits. This can be found at <http://www.southglos.gov.uk/documents/cex030024.pdf>.

This states, amongst other things, "*Sites inspection by Committee can be helpful in reaching a decision on issues where site circumstances are clearly fundamental to that decision. This is true particularly when the issues concern visual impact, the character of an historic building or the effect of development on local amenities. Site visits should be held when inspection of the site is relevant to the material considerations..... The criteria for holding site inspections are as follows:-*

- *The character or appearance of the development itself is a fundamental planning consideration*
- *A judgement is required on visual impact*
- *Setting and surroundings are fundamental to the determination or to the conditions being considered".*

This is a view shared by the Society itself. Visits (formal or informal) should only take place where the benefit of undertaking such a visit is clear and substantial, normally when the impact of the development is difficult to visualise from the plans and any supporting material. In particular, we would add:

- A site visit is essentially about gathering information – it is not a decision-making forum.
- To avoid any risks of being seen as impartial or unfair when undertaking a site visit, discussing the planning application with an applicant or a third party should be avoided.
- Avoid expressing opinions or views to anyone (including other members) during the course of the site visit.
- That parish councils do not have any legal powers of entry onto private land to inspect for particular planning purposes. They should view the site from publicly accessible vantage points. Do not trespass!

## Frequently Asked Questions

Does this guidance only apply to councils?

No. The Code of Recommended Practice on Local Authority Publicity covers the full range of authorities.

What happens during the general election period if local elections are held, there is no re-election or if these rules still apply?

Yes. In a general election year, the guidance applies to all local authorities, even if there are no local elections.

Do these rules apply to councillors who are not standing for re-election?

Council business continues so all sitting councillors, whether seeking re-election or not, should have regard for the Publicity Code.

Can voluntary officers take part in political campaigning in their own time?

Officers who hold politically restricted posts, or who are likely to be involved or employed in connection with the elections, should not take part in a political campaign or canvass on behalf of a political party or candidate. Please check local arrangements.

Do the restrictions apply to officers who are members of a trade union?

Trade unions themselves are not bound by the Code, but individual officers are, and must have regard to the Code.

Should council press officers still run on-line or release ahead of the election?

Yes, but with limitations. Official, factual press statements about council decisions for public information purposes may still be issued. However, no publicity should deal with controversial issues or report views or proposals in a way which identifies them with individual councillors or groups of councillors.

Can councillors private consultations, for example about candidates, to their constituents during purdah?

Consultations should be considered very carefully during purdah as it is a period of heightened sensitivity and should not be put out if they contravene pre-election rules.

Can we use the council's own website, or other council owned facilities, to publish information about the election?

The best approach could be to delay publication of the review until after the election. However, if there is an imperative to publish you should use another, non-political spokesperson.

Can council events, such as the council leader or other leading councillor opening a new council facility such as a play park, during purdah?

Generally not; however if the timing of the event is unavoidable and postponing it would adversely affect local residents (for example the opening of the facility has been delayed by long-running work and postponing the opening will cause the council to lose income), you might choose to have the event hosted by a non-political spokesperson.

Can council sanction the use of meeting rooms for political purposes?

Schedule 5 of the Representation of the People Act 1983 covers the use of meeting rooms in school premises for parliamentary elections. The Registration Officer is required to keep lists of such premises.

## Frequently Asked Questions

Do the regulations apply to council notice boards?	Councils are required to publicise details of the election and how to register to vote. Material relating to wider political issues should not be posted on official notice boards which may be seen by members of the public. This includes publicity issued by, or on behalf of, a trade union.
Can councillors issue their own press releases or talk to the media?	Councillors are free to talk to the media and issue press releases, but must not use council resources to do so.
Can councillors write letters for publication to their local newspaper?	Yes, as long as they don't use council resources (such as staff) to help them do it.
Can councillors still tweet or blog?	Councillors can continue, but must not use council resources (such as council twitter accounts, email accounts, telephones etc.) to do so.
Can councillors who are up for re-election refer to themselves as councillors in their public statements?	A person remains as a 'councillor' and can refer to themselves as such until they retire on the fourth day after the ordinary day of election.
Can councillors leave their normal establishments?	The guidance may vary by council. Generally reasonable requests by current members who are also candidates at the election to visit council establishments <b>in the course of their council functions</b> would be approved. Again, check local arrangements and any such visits must not be supported by the council's media team or council officers.
Can councillors speak or canvass at a political event which is registered or organised during the pre-election period?	Yes they can. In fact it is to be expected. Councillors and those potentially standing for election can arrange to speak and canvass as long as these activities are not funded nor arranged by local authorities. The fact that the union is a charity has no bearing – the guidance applies to local authorities, not to other organisations.
Can the council still publish its newsletter/magazine during elections?	Yes, if it is done in the ordinary course of business and meets all other purdah requirements.

## Acknowledgements

The LGA would like to thank LGcommunications, Coventry City Council, Warwickshire County Council and Eastleigh Borough Council in the creation of this document.

**Lynda Walker**

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**From:** Paula Allen <Paula.Allen@lakedistrict.gov.uk>  
**Sent:** 08 April 2019 15:46  
**Subject:** FW: Regulation 19 Publication of Pre-Submission Local Plan  
**Attachments:** Statement of Representations procedure.pdf

Hello

The Authority has prepared the Pre-Submission Local Plan which it has published for further consultation prior to submitting it to the Secretary of State for Communities and Local Government for examination.

This Pre-Submission Local Plan sets out the broad spatial planning, policy framework and vision for the Lake District up to 2035, as well as the necessary development sites to support this growth. It will be used to make decisions on future planning applications.

The consultation documents comprise of:

- Pre-Submission Local Plan
- Proposed site allocations

Representations at this stage should only be made on the legal and procedural compliance of the Pre-Submission Local Plan, the soundness of the Local Plan and whether the Authority is in conformity with the Duty to Cooperate.

Comments are invited on the consultation documents during the eight week consultation period commencing on **Monday 8 April 2019** and concluding on **Monday 03 June 2019**. No late comments can be accepted.

A dedicated Local Plan webpage has been set up. Please visit <http://www.lakedistrict.gov.uk/localplan> to view the documents and/or give us your comments using the electronic survey form.

For further information please email [localplan@lakedistrict.gov.uk](mailto:localplan@lakedistrict.gov.uk)

Paula Allen  
Strategy Planner  
Lake District National Park Authority  
01539-792677

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## **Statement of Representation Procedure**

### **The Town and Country Planning (Local Planning) (England) Regulations 2012**

#### **Statement of Representations Procedure and Availability of Documents**

##### **'Living Lakes' Local Plan (2020 – 2035) - Publication**

This statement has been prepared in accordance with both The Planning and Compulsory Purchase Act 2004 and The Town and Country Planning (Local Planning) (England) Regulations 2012 – Regulations 19, 20 and 35.

##### **Subject Matter and Area Covered**

The Lake District National Park Authority has prepared the Pre-Submission Local Plan which we intend to submit to the Secretary of State for Communities and Local Government. This Pre-Submission Local Plan sets out the broad spatial planning, policy framework and vision for the Lake District up to 2035, as well as the necessary development sites to support this growth. It will be used to make decisions on future planning applications.

##### **Period of Publication for Representations**

The Authority is now inviting comments on the Pre-Submission Local Plan. The statutory period for making representations in relation to 'legal compliance' and/or 'soundness' of the Local Plan is for a period of **eight weeks** starting from 8 April 2019 to 5pm 3 June 2019.

##### **Inspection of Documents**

From Monday 8 April 2019 the proposed submission documents will be available to view on our website [[www.lakedistrict.gov.uk/localplan](http://www.lakedistrict.gov.uk/localplan)], and at our principal office during normal office hours:

- Lake District National Park. Murley Moss, Oxenholme Road, Kendal, LA9 7RL

They will also be available for inspection at the following deposit locations, during normal opening hours:

- Ambleside Library, Kelsick Road, Ambleside
- Coniston Library, John Ruskin Institute, Coniston
- Penrith Library, St Andrews Churchyard, Penrith
- Windermere Library, Ellerthwaite, Windermere
- Bowness Bay TIC, Glebe Road, Bowness on Windermere
- Keswick TIC, Moot Hall
- Ullswater TIC, Beckside Car Park, Glenridding
- Bootle Post Office, 4 Main Street, Bootle
- Broughton in Furness Library, Victory Hall, Station Road
- Gosforth Library, Public Hall, Gosforth
- The Gather, Ennerdale Bridge

The 'proposed submission documents' refers to the following documents:

- Living Lakes – Pre-submission Local Plan
- Allocations of Land
- Sustainability Appraisal Report
- Habitats Regulations Assessment Report
- The Consultation Statement Part One
- Statement of Representations Procedure
- Strategic Flood Risk Assessment
- Duty to Co-operate Statement of Compliance
- Supporting documents that are relevant to the preparation of the Local Plan

Copies of documents can be provided on request from Lake District National Park, Murley Moss, Oxenholme Road, Kendal, LA9 7RL or on 01539-724555 or email [localplan@lakedistrict.gov.uk](mailto:localplan@lakedistrict.gov.uk) (in accordance with Regulation 36, a reasonable charge may be levied dependent on the volume of copies requested to cover printing costs and / or postage).

### **Representations**

Please use the Publication Stage Representation Form available on our website [www.lakedistrict.gov.uk/localplan](http://www.lakedistrict.gov.uk/localplan). Representations on the Pre-Submission Local Plan can be made throughout the representations period. Representations must be made before 5pm on Monday 3 June 2019. **Please note that late representations cannot be accepted.**

Completed forms should be submitted online. If this is not possible then they can be sent by email to [localplan@lakedistrict.gov.uk](mailto:localplan@lakedistrict.gov.uk) or returned to:

**Strategy and Partnerships, Lake District National Park Authority, Murley Moss, Oxenholme Road, Kendal, LA9 7RL.**

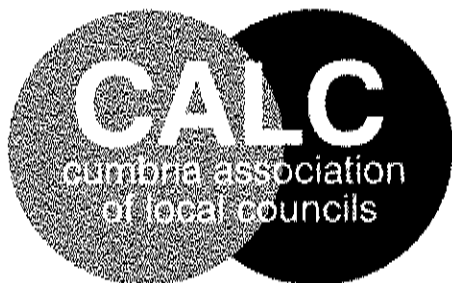
All individual representation received will be submitted to the Secretary of State, together with a summary of the main issues raised during the representations period and considered as part of a public examination by an independent planning inspector. Representations at this stage should only be made on the legal and procedural compliance of the Pre-Submission Local Plan, the soundness of the Local Plan and whether the Authority is in conformity with the Duty to Cooperate. Please refer to our representation guidance notes when preparing representations.

### **Receiving notification of the progress of the Local Plan**

By using the Representation Form you can request to be notified of the following steps:

- The submission of the 'Living Lakes' Local Plan to the Secretary of State for Communities and Local Government for independent examination.
- Publication of the Planning Inspector's Report on the 'Living Lakes' Local Plan
- Adoption of the 'Living Lakes' Local Plan

For further details, please email [localplan@lakedistrict.gov.uk](mailto:localplan@lakedistrict.gov.uk)



Fire and Rescue Service Headquarters  
Carleton Avenue  
Penrith  
Cumbria, CA10 2FA

01768 812663  
[office@calc.org.uk](mailto:office@calc.org.uk)

To: Clerks of Parish Councils/Parish Meetings in the East, North and West Distinctive Areas of the Lake District National Park

18 March 2019

Dear Colleague,

**ADVANCE NOTICE**

**ELECTION OF PARISH MEMBERS TO LAKE DISTRICT NATIONAL PARK AUTHORITY**

The term of appointment of the parish members on the Lake District National Park Authority from the West, East and North distinctive areas comes to an end in May 2019.

The election of new parish members (who will be recommended to the Secretary of State for appointment) will be arranged by the Cumbria Association of Local Councils. Nominations for election have to be supported by a Parish Council or Meeting. For all parishes that are wholly or partly in the National Park, every councillor (and Chairman of a Parish Meeting) has one vote. The votes are recorded on a single ballot paper for each parish which is then sent by the Clerk of the Council/Meeting to the CALC office for counting.

In May one member will be elected by the parishes in each of the three distinctive areas below:

**You are asked to make the necessary arrangements** for your council to participate in the election process in accordance with the following timetable. The timetable is very tight in order to meet the date of the National Park Authority's Annual Meeting on Wednesday 19 June 2019.

Monday 25 March	CALC dispatches Notice of Election and Nomination Papers to Council/Meeting Clerks
Thursday 2 May	All parish councils have elections
During May	Annual meetings of Parish Councils. <b>Prior</b> to council meeting clerk provides information to councillors on nomination procedure. Council/Meeting decides whether to support a nomination.
<b>Noon</b> , Wednesday 22 May	Deadline for receipt of completed Nomination Papers at the CALC office
Wednesday 22 May	CALC dispatches Ballot Papers to Council/Meeting Clerks

(one Ballot Paper per Council/Meeting on which the vote of each councillor, or Meeting Chairman, is to be recorded)

- Noon Wednesday 5 June** Deadline for receipt of completed Ballot Papers in sealed, marked envelopes at the CALC office
- Wednesday 5 June (pm)** Envelopes opened and count of the number of votes cast for each candidate. The candidate receiving the highest number of votes notified to DEFRA
- Prior to 19 June** DEFRA notify the appointed Parish Members and the National Park Authority
- Wednesday 19 June** Annual Meeting of the Lake District National Park Authority

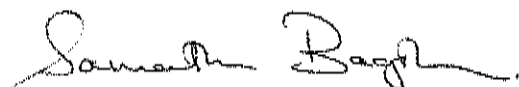
**Please make a note of these key dates in your diary**

Key points to bear in mind are:

1. Nominations can only be made by a council (or a Parish Meeting in parishes without a council). Any councillor or Chairman of a Parish Meeting is eligible for nomination. It is anticipated that any nominations will be decided at the council's annual meeting in May (or a Parish Meeting's annual meeting).
2. Each councillor (and Chairs of Parish Meetings) will have one vote to be recorded on his/her council's Ballot Paper. It is **not** necessary to convene a further meeting of the council in order for councillors to cast their votes (although councils may do this if they so wish). Appropriate arrangements should be made by the Clerk to receive and then record the votes of councillors on the ballot paper. The completed ballot paper will need to be signed by both the Clerk and the Chairman in order to be valid.

If you have any queries please contact the CALC office on 01768 812663 or email to [office@calc.org.uk](mailto:office@calc.org.uk)

Yours sincerely,



Samantha Bagshaw, Chief Officer, CALC