

KESWICK TOWN COUNCIL

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

13th February 2020

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, Keswick on Thursday 20th February 2020 at 7.30 pm. The press and public are welcome to attend.

Prior to the meeting, at 7.00pm, there will be a presentation from Carol Rennie about the Community Renewable Energy Scheme.



**Lynda Walker
Town Clerk**

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 16th January 2020 (pages 47 - 50).
- 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 Report**
To receive the newsletter of the Allerdale Rural Neighbourhood Policing Team (if available).
- 6. Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 7. Matters to be raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 8. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
 - ii) To receive update on National Park Planning Decisions.

- 9. Keswick Flood Action Group (K FAG)**
To note correspondence (copy enclosed) sent by K FAG to Trudy Harrison MP, including the 'K FAG Memorandum' and to consider sending letters of support to Trudy Harrison MP, Lord Gardiner of Kimble - Parliamentary Under Secretary of State for Rural Affairs and Biosecurity, and John Curtin - Chief Executive of the Environment Agency.
- 10. Keswick to Threlkeld (K2T) Trail**
To receive a report from the Working Group and to consider the following motion put forward by the Mayor:
'That Keswick Town Council supports Councillor Tony Lywood's efforts to get the Lake District National Park Authority to change its stance on the surface material to be used on the K2T Trail. Furthermore, that this Council believes in free speech and does not believe a complaints procedure should be used to suppress it.'
- 11. Mayor's Report**
To receive details of the Mayor's engagements and meeting attendance for the period 10th January 2020 – 13th February 2020.
- 12. 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
- 13. Allerdale Borough Council – Draft Delivery Plan 2020-24**
To consider response, if any, to the consultation on the Borough Council's four year Delivery Plan that sets out how it will deliver against the priorities set out in its new Council Strategy 2020-2030. The consultation can be found at <https://cumbria.citizenspace.com/allerdale-borough-council/council-strategy-delivery-plan-2020-24/> and closes on 3rd March 2020.
- 14. Reports from Representatives on Outside Bodies**
 - i) Keswick Youth Centre – Councillor Campbell-Savours
 - ii) Keswick Ministries Town Liaison Group
- 15. Payment of Accounts**
To confirm the payment of accounts for February 2020 as approved by the Inspection Committee (to be circulated at the meeting) for:
 - i) The Town Council
 - ii) The Trusts
- 16. Review of Internal Control and Audit**
To agree arrangements for the annual review of the effectiveness of the Council's system of internal audit.
- 17. Annual Review of Risk Management**
To approve for adoption the Annual Risk Management Assessment report.
- 18. Climate Change Emergency**
To receive an update from the Working Group.
- 19. Minutes of Committee Meetings**
To receive for information the Minutes of the Events Committee meeting held on 4th February 2020.
- 20. Clerk's Report**
To consider the Clerk's report.

21. Correspondence

To consider the following correspondence:

- i) Keswick Athletics Club – route for annual ‘Round the Houses’ race on 22nd April 2020

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, Council Offices, 50 Main Street, Keswick on Thursday 16th January 2020 at 7.30 pm.

Present:

Chairman
Councillor David Burn

Alexandra Boardman
Alan Dunn
Duncan Miller

Markus Campbell - Savours
Steve Harwood
Paul Titley

Allan Daniels
Sally Lansbury

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press and 17 members of the public.

Prior to the meeting, Rose Lord, Strategy and Partnership Adviser (Conservation Officer), Lake District National Park Authority, shared the final recommendations of the Keswick Conservation Area Appraisal and Management Report prior to formal public consultation. Following consideration of comments submitted during the consultation, the final report would be adopted by the Park Strategy and Vision Committee and a separate consultation would then be carried out on changes to the Article 4 area, and a Local Development Order may follow. She stressed that advice would be available to ensure that work carried out was done appropriately. Rose was thanked for an excellent report.

174. **Apologies**

Apologies for absence were received from Councillors Lywood and Paxon, Dr Geoff Davies and the Police.

175. **Minutes**

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council Meeting held on the 19th December 2019 (pages 41- 46).

176. **Resignation of Councillor**

The Clerk reported the resignation of Councillor Allan Todd which had been received on 20th December 2019. An election had been called to fill the vacancy, and this would take place by 18th March 2020.

177. **Requests for Dispensations**

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

178. **Declarations of Interests**

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

Councillor Duncan Miller (personal) – item 9 (i) application no. 7/2019/2336 – friend of the applicant
Councillor Markus Campbell-Savours (personal) – item 9 (i) application no. 7/2019/2336 – friend of the applicant

179. **Police Attendance**

RECEIVED the new format newsletter of the Allerdale Rural Neighbourhood Policing Team. No officers were present.

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

Jo Alberti of Keswick Fair Trade Campaign requested Councillor representation on the organisation following Councillor Allan Daniels' resignation. Councillor Campbell-Savours agreed to take on this role.

Glenn Savage of Fair Parking for Keswick supported the recommendations of the Keswick Transport Study and urged Councillors to endorse the Study and to keep up the pressure to see its implementation.

A resident of Threlkeld updated on action taken regarding the Lake District National Park Authority's recent decisions regarding the Keswick to Threlkeld trail and other issues.

181. **Matters to be raised by Councillors**

Councillor Titley spoke about the consequences of the prolonged closure of Penrith Road on the condition of other routes being used as a diversion, particularly the increase in potholes. He urged the highway authority to ensure that the necessary repair work would be carried out as a priority and to put in place additional traffic restrictions to avoid this happening with future schemes.

The Clerk provided an update on the Penrith Road closure which would now be in place until 19th February due to delays caused by wet weather before Christmas. Traffic lights would then be put in place.

182. **Applications for Development**

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

Plan ref.	Description of Development Location
T/2019/0233	Crown raise group of holly trees (G1); fell 2 beech trees (T1 & T2) Bishops House, Ambleside Road, Keswick, CA12 4DD <i>Support - Following investigation into the reason for the dramatic reduction of T2 beech tree the group is happy with works</i> SUPPORT
7/2019/2292	Two storey side and rear extension with single storey to front elevation, alteration to front and rear garden to enlarge patio and form additional parking 7 Fenton, Keswick, CA12 4AZ <i>Support in principle but concern about increased traffic generated on a difficult access road due to significant increase in number of bedrooms.</i> SUPPORT
7/2019/2333	Approval of details reserved by condition on planning permission ref. 7/2018/2147 - condition no 3 roofing details Keswick Methodist Church, Southey Street, Keswick, CA12 4HH No comments made
7/2019/2336	Construction of new dwelling Maiden Moor, The Heads, Keswick, CA12 5ER <i>Object – On the grounds of the height of the building and overlooking issues.</i> OBJECT

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

183. **Mayor's Report**
RECEIVED details of the Mayor's engagements and meeting attendance for the period 13th December 2019 – 9th January 2020.
184. **Reports from Ward Representatives**
RECEIVED reports from the following representatives:
- i) Allerdale Borough Council Ward Representatives
 Councillor Lansbury reported that consultation had started on the Borough Council's budget and urged Councillors to submit comments. Councillor Daniels reported on discussions regarding changes to parking permits and disabled parking arrangements on Allerdale owned car parks. Councillor Campbell-Savours reported that he had taken up the issue of poor street lighting between the underpass and the lake and secured a promise that lights would be put into working order where necessary.
 - ii) Cumbria County Council Ward Representative – no report received.
 - iii) Lake District National Park Authority (LDNPA) North Distinctive Area Parishes Representative – Dr Davies submitted a written report.
185. **Keswick to Threlkeld Multi User Trail**
 The Mayor reported that a response was still awaited from the LDNPA to letters regarding possible errors in the calculation of whole life costs of a tarmac surface, and the Council's response to the Board statement issued at the meeting on 18th December 2019. The compromise put forward to part-surface with tarmac on the 'urban' section of the trail and use ultritec on the remaining parts had not been accepted. Concerns were expressed regarding the timescale for the work and the need for timely action which currently had to be agreed at monthly Council meetings.
RESOLVED that a working group comprising the Mayor, Deputy Mayor, Councillors Harwood and Lansbury be set up to monitor developments and report back to the Council, with delegated authority to correspond with appropriate bodies via the Clerk.
186. **Keswick Transport Study**
 Consideration was given to the report of the Clerk containing the final version of the Keswick Transport Study.
RESOLVED that the Town Council:
- i. Endorse the principle of the packages of improvements (as summarised in Proformas 1-8 in the Keswick Transport Study's Non-Technical Summary)
 - ii. Agree to work with partner organisations to explore the opportunities to secure funding to deliver the packages of improvements through internal and external funding opportunities
 - iii. Agree to the establishment of a Programme Delivery Board to ensure the co-ordinated delivery of the package of improvements.
187. **Payment of Accounts**
RESOLVED that the accounts for January 2020 as approved by the Inspection Committee be authorised for payment for:
- i. The Town Council, vouchers 172 - 192, amounting to £63,456.50 (sixty three thousand four hundred and fifty six pounds and fifty pence)
 - ii. The Trusts, vouchers HP186 - FP173, amounting to £6,849.38 (six thousand eight hundred and forty nine pounds and thirty eight pence)
188. **Quarterly Budgets**
RECEIVED for information the third quarter budget comparisons.
189. **Clerk's Report**
RECEIVED the report of the Clerk.

190. **Committee Meetings**

RECEIVED the draft Minutes of the Events Committee meeting held on 7th January 2020.

191. **Correspondence**

Consideration was given to the following correspondence:

- i. CALC – Buckingham Palace Garden Party 27th May 2020 – nomination request.

RESOLVED that the Mayor be nominated for one of the four places available

- ii. R W Booth – Johnathan Otley and Springs Road Flood Detention Basin

RESOLVED that the Clerk follow this up with Cumbria County Council

Prior to the following business the Chairman moved the resolution:

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

192. **Legal - Street Trading**

RECEIVED an update from Councillor Campbell-Savours who undertook to monitor the situation and to obtain a regular update from Allerdale Borough Council.

193. **Bridges Guidance**

Consideration was given to the report of the Clerk.

RESOLVED that the recommendations contained in the report be approved.

The meeting finished at 9.30 pm.

Chairman

Date

Planning Applications received between 10/01/2020 - 13/02/2020

Plan ref	Location	Description of Proposed Development
7/2020/0018	Lower Fitz Park, Station Road, Keswick	Fell 1 horse chestnut (T946); removal of dead wood and hung up branches along river bank - group of trees (G962)
7/2019/2276	Loweswater, Penrith Road, Keswick, CA12 4NE	Balcony
7/2019/2295	35, Main Street, Keswick, CA12 5BL	Change of first floor single glazed display windows to double glazed grey UPVC to improve the aesthetics of the building and the internal energy performance
7/2020/2001	Site off George Street, Rear of 16 Church Street, Keswick, CA12 4DT	Demolition of a semi - derelict workshop/store building and construction of a 1 bedroom local needs dwelling following refusal of planning application 7/2019/2149
7/2020/2003	Old Windebrowe and adjoining barn, Windebrowe, Keswick, CA12 4NT	Landscape works to the rear courtyard including erection of small shelter
7/2020/2015	Loweswater, Penrith Road, Keswick, CA12 4NE	To put up a metal black flue for a multi fuel stove
7/2020/2016	11, Bank Street, Keswick, CA12 5JY	1 x Fascia sign and 1 x Hanging sign - retrospective
7/2020/2018	Gower, Blencathra Street, Keswick, CA12 4HW	Refurbishment of dwelling including alterations to integral garage, addition of velux windows and replacement of porch
7/2020/2026	24, Stanger Street, Keswick, CA12 5JU	Works to existing house conversion to improve external access to three flats within (with the addition of an internal communal stairwell and replacement existing entrance porch) and add to external amenity with 2 no. new balconies following approval of planning permission 7/2019/2232
7/2020/2027	Keswick Brewing Co, The Old Brewery, Brewery Lane, Keswick, CA12 5BY	Alterations and resurfacing of forecourt and beer garden areas
7/2020/2031	The Hub, Elliot Park, Keswick, CA12 5NZ	Approval of details reserved by condition on planning permission 7/2019/2229: condition 4 (tree protection & construction method statement) -extension to form improved workshop service area and office
7/2020/2032	4 Main Street, Keswick, Cumbria, CA12 5JA	Alterations to ground floor shop front comprising lowering of the stone cills and installation of larger timber framed windows. Installation of timber fire escape door to the northern elevation.
7/2020/2037	Oddfellows Arms 19, Main Street, Keswick, CA12 5BL	New signage
7/2020/2038	Oddfellows Arms 19, Main Street, Keswick, CA12 5BL	New signage (Listed Building Consent)

7/2020/2039	Former Ravensfield Care Home, High Hill, Keswick, CA12 5NX	Erection of Hotel (C1) with restaurant / bar (A3/A4) at ground floor, together with means of access, car parking, creation of loading /delivery bay and ancillary works
<p align="center">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.</p>		

Decisions Received from LDNPA

Planning Decisions Received between 10/01/2020 & 13/02/2020

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2019/2269	October-19	18, Otley Road, Keswick	CA12 5LE	Change of use of vacant retail store to 4 No 1 bed dwellings	SUPPORT	GRANTED		
7/2019/2270	October-19	6, Grange Park, Keswick	CA12 4AY	Demolition of conservatory & porch. Addition of dining and play room extension with porch, following withdrawal of planning application ref 7/2019/2226	OBJECT	GRANTED		
7/2019/2272	November-19	85 - 87 Main Street, Keswick	CA12 5DT	Provision of replacement shop fronts to 85 & 87 Main Street. 85 - To set the window and door back to the original position i.e. set back 1 m from existing window elevation, 87 - To create a new entrance doorway into the property	SUPPORT	GRANTED		
7/2019/2273	November-19	85 - 87 Main Street, Keswick	CA12 5DT	Provision of replacement shop fronts to 85 & 87 Main Street. 85 - To set the window and door back to the original position i.e. set back 1 m from existing window elevation, 87 - To create a new entrance doorway into the property	SUPPORT	GRANTED		
7/2019/2290	November-19	Former Pencil Mill Factory, Main Street, Keswick	CA12 5NG	Minor material amendment (condition 2) to existing planning permission reference 7/2018/2006 (redevelopment of former Cumberland Pencil Factory site) comprising of 1) single storey plant room to rear elevation of existing building 2) enclosure of existing escape stairs on side and rear elevations 3) removal of existing chimney	SUPPORT	GRANTED		
7/2019/2292	December-19	7, Fenton, Keswick	CA12 4AZ	Two storey side and rear extension with single storey to front elevation, alteration to front and rear garden to enlarge patio and form additional parking	SUPPORT	GRANTED		
7/2019/2302	November-19	58, Windebrowe Avenue, Keswick	CA12 4JG	Extensions, alterations & parking area	SUPPORT	GRANTED		
7/2019/2317	December-19	Land at Vendace Court, Borrowdale Road, Keswick	CA12 4EU	Erection of single storey dwelling with associated parking for local occupancy	SUPPORT	REFUSED		
7/2019/2323	December-19	Crosthwaite Conference Centre, Church Lane, Keswick	CA12 5QG	Operation of a Temporary self catering Campsite for 3 weeks. To run in conjunction with Keswick Convention 2020	SUPPORT	GRANTED		

From: **Lynne & Andy Jones**
Date: Thu, 13 Feb 2020 at 15:40
Subject: Lord Gardiner of Kimble & the K FAG Memorandum
To: Trudy Harrison MP
Cc: John Curtin

Trudy

As I am sure you are aware, Lord Campbell-Savours has maintained an interest in reducing flood risk for Keswick since he was our MP many years ago. In fact, he tells me, it is the only topic in which he has maintained an interest on our behalf in all that time. He has seen Lord Gardiner of Kimble (Parliamentary Under Secretary of State for Rural Affairs and Biosecurity) today and given him a letter along with a copy of, what we now officially call, "The K FAG Memorandum". Last year I was fortunate enough to have a long phone conversation with Lord Gardiner who was most interested in Keswick's situation with regard to the management of Thirlmere for flood mitigation and I feel sure he will be supportive of our views and help to move this forward.

In the meantime, in response to my email asking if the lower valves were now ready to be operational, I had a response from Steve Mogford, Chief Executive of UU, which said: *work on the valves is progressing well. However, as we have also previously explained, any further additional release of water from Thirlmere is subject to the outcome of the environmental investigations and mitigation trials we are conducting in conjunction with the Environment Agency and Natural England. These trials will conclude in the autumn of this year and will determine the nature, size and scope of the releases required to meet our obligations under the habitats regulations. Until such time, we are committed to continue with the agreed trigger levels and release rates for Thirlmere reservoir.*

I replied as follows: *So it seems clear that the direct answer to my question "are the lower valves and infrastructure now upgraded and good to go?" is "No". Nothing short of a disgrace after all the promises for 9 years and the assurances the valve work being "front ended" as the pipeline project goes ahead. The trials are a completely different issue which we continue to tackle elsewhere. What we were looking for was some recognition by UU of how vital it was to the community that the upgrade of at least the two lower valves should have been done. Some sense of a duty of care to the community below the reservoir. I am sure the community will view this situation as shameful.*

In the meantime, with a dire forecast for this coming weekend, the reservoir is now overflowing at slightly less than the flows we would expect if the valves were open to allow the "normal" additional flows. i.e. the overflow rate is just below the trigger release at .95cumecs or 82Ml/day. UU are afraid of litigation if they make releases when the reservoir overflows and add to the river systems so there is always a period where the reservoir is just overflowing and thus less water is actually going out than would be the case if the 100 Ml/d agreed was released. ***Just one more reason why the situation is insane.***

I am sure you will do all that you can to support us. We have been patient far too long I fear. The recent weather helps to concentrate minds. Someone has to be accountable for the way the years have gone by and our situation has not improved. I look forward to hearing from you.

Kind regards

Lynne

The K FAG Memorandum

A statement of 3 targets for Thirlmere reservoir which we feel we need to give Keswick and the Derwent catchment the best chance of reducing flood risk:

1. United Utilities to use the two lower valves at Thirlmere reservoir (which were scheduled to be upgraded by this month) to let out the combined maximum of circa 700 MI/d to try to get some storm space before this next event ***and for this to be the routine response ensuring flood protection takes precedence over all other considerations.***
2. United Utilities to invest in upgrading the two upper valves at Thirlmere to enable their intermittent use to allow greater releases between storms to achieve space in Thirlmere between weather events (since we know that use of the two upgraded lower valves will not provide sufficient flows to keep up with incoming rainfall).
3. The schedule of "Trigger Levels" to be viewed as intended "Maintenance Levels" and these to be increased by 1m for some winter months: December from 2m to 3m and for January/February from 1m.

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 20th FEBRUARY 2020

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 10th January 2020 – 13th February 2020

Monday 20 th January	Attendance at "Get Safe Online" session, held at Allerdale House, Workington
Tuesday 21 st January	Meeting with PCC Peter McCall and publicity team re: award CCTV grant, held in Market Square, accompanied by Councillor Paul Titley
Monday 3 rd February	Meeting with LNER Regional Customer Experience Manager re: improved facilities for travellers with mobility difficulties, held at Central Station, Newcastle
Tuesday 4 th February	Events Committee meeting, held in Council Chamber
Wednesday 5 th February	Telephone interview re: article on 'dog - friendly Keswick' for Your Dog Magazine
Thursday 6 th February	Meeting with K2T working group, held in Council Chamber
Friday 7 th February	VE75 celebration planning session, held in Council Offices
Monday 10 th February	Meeting with Chairman of ADPC re: local issues, held in Thornthwaite

Report from the North DA Parishes Member of the LDNPA – January 2020

On 16th January, the inspectors appointed to carry out the public examination of the new Local Plan sent a letter ¹ to the LDNPA setting out their interim findings. The examination is a rigorous process and, as I wrote in my August 2019 report, it is usually the case that Inspectors require “Main Modifications” (MMs) in order to ensure the soundness and legal compliance of a Local Plan, and this is what has happened in this case. The points below give a flavour of the Inspectors’ letter.

- Further work is needed on the Viability Assessment to give confidence that the cumulative costs (to developers) of the policies will not threaten the delivery of development by undermining its financial viability.
- An MM is required to include a policy on major development. While the draft Plan had originally included such a policy, it was removed on publication of the new version of the NPPF because the Framework sets out the required approach to major developments in National Parks. It also advises that Local Plans should not unnecessarily duplicate guidance in the NPPF. However, the Inspectors say that we need a policy that sets out locally specific criteria to assess whether a proposal constitutes major development in the context of the Lake District.
- The submitted Policy 20 requires all new housing and all other developments with floor space in excess of 100 m² to secure “a minimum of 30%” of their energy requirements from decentralised, district heating, renewable or low-carbon sources. However, the evidence report submitted to the Inspectors concluded that “up to” 30% was achievable. Because this evidence does not support the requirement for a *minimum* of 30%, an MM is required to remove the words “a minimum of” and to allow for exceptions to be considered where 30% is not feasible.

MMs are required in respect of two of the proposed land allocations in the North DA.

- To delete the Keswick Leisure Centre Allocation. This is because the relevant site allocation requirements require the provision of an alternative leisure centre in another location prior to construction on the current site. As no such site has been secured or identified and no evidence is presented to show that one could be delivered, the allocation needs to be deleted.
- With respect to the proposed further allocation at Sheepdog Field, the Inspectors require a Major Modification to remove the northern section of the site, as development there “would be a significant intrusion into the open landscape to the north of Keswick”.

In conclusion, the Inspectors note that, while further work is needed to achieve a sound plan, they will take a proactive approach to move the Examination process forward, and LDNPA officers are working with the Inspectors to develop the required Main Modifications and the additional evidence required.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

¹ https://www.lakedistrict.gov.uk/data/assets/pdf_file/0011/1838189/INS012-post-hearings-letter-to-LDNPA-January-2020.pdf

Council Strategy 2020-30

Draft Delivery Plan 2020-24

This draft Delivery Plan starts to set out how we will deliver against the priorities set out in our new Council Strategy 2020-2030.

The new Council Strategy provides the direction of travel for new approaches and programmes of work for us to take forward over the next 10 years, so activities and approaches in the Delivery Plan will be updated as activities emerge and develop from work to explore new opportunities and ways of working. We intend to assess our progress over the next 4 years and refresh our delivery plan each year to reflect progress.

This draft Delivery Plan is focused on achieving the six priorities set out in the Council Strategy:

- **A financially secure council**
- **A cleaner, greener Allerdale**
- **Invest to grow**
- **Outstanding local services**
- **Thriving towns and villages**
- **Resilient communities**

For each priority we set out below the proposed objectives, some proposed key actions/projects, a list of key day-to-day service activity that contributes to achieving those objectives, and potential measures of progress.

This is draft document at this stage and is still under development.

A financially secure council

Our objectives:

- Address the projected budget gap
- Become self-sufficient by 2030
- Become more commercial
- Become more efficient and productive

Key actions/projects
Review and rewrite the Medium Term Financial Plan in line with Business Rates Retention Scheme and Local Government Funding Settlement once known
Develop an updated strategy for reserves
Develop and deliver a savings and transformation programme
Maximise our income from commercial activity and built assets
Identify new commercial opportunities
Carry out a programme of service reviews to improve productivity and efficiency
Deliver the Organisational Development Strategy to develop our people
Work towards Gold in the Better Health at Work Award

Key day-to-day service activity that contributes to achieving our objectives for this Council Strategy priority:
Programme Office (ensuring delivery of key projects)
Commissioning and procurement (ensuring best value)
Financial services
Legal services
Assurance, audit and risk service
ICT services
Estates (asset management)
People Resources
Strategy, Policy and Performance

How we will measure progress against this priority
Achievement of income and savings targets
Level of forecast budget gap
NNDR collection rate
Council Tax collection rate
Proportion of residents who feel the Council offers value for money
% of invoiced debt collected within 28 days
% of debt outstanding for over 90 days
Average number of working days lost due to sickness absence
% of workforce with zero absence

A cleaner, greener Allerdale

Our objectives:

- Make sure our neighbourhoods are clean and tidy
- Reduce waste and increase recycling
- Improve and protect our open spaces and green infrastructure
- Ensure environmental sustainability is at the heart of our policies
- Use our assets to encourage green technology

Key actions/projects
Deliver education, promotion, and options around recycling and waste reduction
Tackle and reduce fly tipping through increased enforcement and education
Improve street cleanliness (weeds, litter, dog fouling)
Carry out spring cleans and beach cleans to improve environmental cleanliness
Undertake enhancements to nature reserves and open spaces
Develop an approach to addressing climate change based on current scrutiny work
Support and promote environmental campaigns
Use our powers to tackle environmental crime, eyesore properties and poor housing
Explore opportunities to develop green technologies

Key day-to-day service activity that contributes to achieving our objectives for this Council Strategy priority:
Waste collection and recycling
Street and public places cleaning and enforcement (fly tipping, dog fouling, litter)
Grounds maintenance
Parks and open spaces, nature reserves (development of natural environment and open spaces)
Environmental Protection (air pollution, water quality, private water supplies, contaminated land, nuisance from noise and other environmental factors)
Area of Outstanding Natural Beauty management
Planning (enforcement – derelict properties)

How we will measure progress against this priority
% of household waste sent for reuse, recycling and composting
Residual household waste per household
Satisfaction with the waste and recycling service
Number of fly tipping incidents
Street cleanliness measure (Grade B and above)
Satisfaction with cleanliness of town centres
Satisfaction with cleanliness of streets and public places
Measure of the Council's carbon footprint

Invest to grow

Our objectives:

- Use our asset portfolio to create new or different opportunities (at Lillyhall, Oldside, Reedlands Road, and Derwent Valley)
- Develop a housing company to provide the right homes in the right places at the right price
- Utilise the Allerdale Investment Partnership, the Local Enterprise Partnership and Britain's Energy Coast to stimulate growth
- Work with partners on key economic sites and opportunities

Key actions/projects
Develop an updated economic development strategy
Revise Asset Management Strategy in line with more commercial approach
Complete the project to build new business units at Reedlands Road
Create and deliver a commercial development plan for Council-owned land at Lillyhall.
Develop the Housing Company business case
Progress a Community Sports Village as part of the Lower Derwent Valley Regeneration Programme
Work with partners to develop plans for Derwent Forest and Port of Workington
Facilitate and support the Allerdale Work and Skills Partnership

Key day-to-day service activity that contributes to achieving our objectives for this Council Strategy priority:
Planning policy (housing growth and development, affordable housing, quality of housing, development of towns and villages)
Asset management
Economic development
Strategic engagement with partners (on economic development, skills, infrastructure, key business sectors)
Procurement (encouraging local businesses to tender)
Strategy, Policy and Performance (horizon scanning, large business engagement, key stakeholder engagement, strategic direction)

How we will measure progress against this priority
Floorspace delivered
Occupancy rate of Council's property portfolio
Average income per sq metre for investment properties
Nos of jobs in Allerdale*
Nos. of businesses in Allerdale*
Number of housing units granted planning permission
Number of housing completions

These measures reflect key day to day service delivery and the longer term outcomes we want to achieve for Allerdale. Measures marked * are longer term measures that will help us judge progress against this outcome – they are contextual measures that we may be able to influence, but not directly affect.

Outstanding local services

Our objectives:

- Make it easy for customers to contact us
- Ensure we get it right first time
- Be bold in our use of technology
- Look at different and better ways to deliver services

Key actions/projects

Carry out and implement a programme of reviews of service delivery to improve productivity and efficiency and including exploration of alternative service models
Identify and employ new technology where appropriate
Customer journey mapping - understand our customer requirements
Undertake work to deliver a solution for waste collection
Undertake full options appraisal for future delivery before end of current leisure contract.

Key day-to-day service activity that contributes to achieving our objectives for this Council Strategy priority:

All service areas contribute to this priority
Customer services (first point of contact for many services)
Programme Office (ensuring delivery of key projects)
Commissioning and procurement (ensuring best value)
ICT services (helping to ensure best use of technology)

How we will measure progress against this priority

Digital transactions as a percentage of total transactions
Customer satisfaction score (Customer Services)
Abandoned call rate
Satisfaction with Council services overall
Service satisfaction levels
Service standards including: Time taken to process Housing Benefit new claims (no. of days) Time taken to process Council Tax new claims (no. of days) % disabled facilities grants dealt with within 10 weeks % of local land charge searches carried out in 10 days % of minor planning applications processed in stat timeframe % of major planning applications processed in statutory timeframe % of full plans determined in 5 weeks (Building Control) % of private water supplies compliant % of food inspections at high risk premises (cat A&B) carried out

Thriving towns and villages

Our objectives:

- Create deliverable town plans that enable our towns to adapt to the changing nature of the high street
- Give people a reason to visit our towns (festivals, events, cultural and sporting activities, markets)
- Support businesses (with advice, finance, and accommodation)
- Ensure there are suitable, affordable, decent homes for all
- Increase the number of people living in our town centres
- Build communities, not just homes

Key actions/projects
Delivery of the Maryport Regeneration Programme
Develop plans for Workington using the Stronger Towns Fund
Identify and capitalise on other government and funding programmes for towns
Deliver town centre improvement schemes
Provide 'easy in, easy out' incubation spaces for businesses
Car parking improvements
Complete the Central Way underpass improvement works
Deliver Destination Development and events strategy
Complete the coastal cyclepath extension - Allonby to Silloth
Deliver the existing Housing Strategy to 2021 and then develop a new strategy
Support Community Led Housing Schemes
Develop a council-wide approach to dealing with problem empty properties
Review business rate relief policy

Key day-to-day service activity that contributes to achieving our objectives for this Council Strategy priority:
Planning policy (housing growth and development, affordable housing, quality of housing, development of towns and villages)
Economic development (business engagement, tourism development, town centre management and support)
Planning (development management and enforcement)
Building Control (inspections, standards)
Property Services (health and safety of council owned buildings, footway lighting, public conveniences, shoreline management plans)
Car parks (maintenance, management and enforcement)
Housing strategy (identifying housing need, strategies for housing development and maximising affordable housing)
Housing (disabled facilities grants, affordable housing schemes, empty property grants, derelict properties)
Private sector housing (inspection, enforcement and engagement)

Procurement (encouraging local businesses to tender)
Finance (paying local businesses)
Licensing (premises, events and taxis)
Land charges (land charge searches)
Environmental Health and Food (food safety inspections, dealing with noise and other complaints)
Leisure, arts, culture, heritage and museums
Festivals and events
Strategy, Policy and Performance (horizon scanning, large business engagement, key stakeholder engagement, strategic direction)

How we will measure progress against this priority
Satisfaction with town centres
Satisfaction with cleanliness of town centres
Tourism expenditure in Allerdale*
Visitor numbers to Allerdale*
Footfall and dwell times in our towns
Number of affordable homes delivered
Housing affordability ratios*
Numbers of empty properties*
Number of empty property grants completed
% of invoices from local Cumbrian businesses paid within 14 days
% of Council spend (less than £50k) on goods and services with local Allerdale businesses

These measures reflect key day to day service delivery as well as the longer term outcomes we want to achieve for Allerdale. Measures marked * are longer term measures that will help us judge progress against this priority – they are contextual measures that we may be able to influence, but not directly affect.

Resilient communities

Our objectives:

- Promote healthy, active lifestyles
- Address community safety issues
- Engage with our communities, and our town and parish councils
- Prevent and reduce homelessness
- Address inequalities

Key actions/projects
Develop the leisure offer through our leisure centres to encourage increased usage by young people, older people and those at risk of being inactive.
Extend social prescribing of physical activity
Contribute to development of countywide healthy weight action plan
Further develop the Allerdale Local Focus Hub
Develop an antisocial behaviour support network
Develop and implement a community engagement strategy
Refresh and implement the Communications Strategy
Develop an Allerdale Strategic Forum and a Community Strategy/Plan to ensure more focused joined up working with partners on key issues facing our area
Delivery of the Tackling Poverty Strategy Action Plan
Deliver activity to address fuel poverty and affordable warmth in the district
Develop and deliver a new Homelessness Strategy
Deliver the Rough Sleepers Project

Key day-to-day service activity that contributes to achieving our objectives for this Council Strategy priority:
Leisure centres (provision of centres in Workington, Cockermouth, Keswick and Maryport)
Sports development (including physical activity programmes, and supporting clubs and local facilities)
Arts development (including small grants to arts groups)
Parks and open spaces, nature reserves (development of natural environment and open spaces)
Strategic work with health partners (policy development, health improvement activity)
Food and Occupational Health (food inspections, food hygiene, licensing of variety of animal and skin piercing activities, health and safety)
Emergency planning
Housing Options (homelessness service)
Housing (hoarding cases, affordable warmth)
Benefits (processing claims to support people on low incomes)
Bereavement services
Democratic Services (member support, engagement with town and parish councils)

How we will measure progress against this priority
Leisure centre usage by target groups
Proportion of adults not participating in at least 30 mins of activity per week*
% of children overweight and obese*
% of adults overweight and obese*
Life expectancy gap between most and least deprived areas*
% of successful homeless preventions and relief outcomes
% of homeless decisions made in 56 days
% of residents in fuel poverty*
% of residents who see ASB issues as a big problem*
Proportion of residents who feel well informed about the Council

These measures reflect key day to day service delivery and the longer term outcomes we want to achieve for Allerdale. Measures marked * are longer term measures that will help us judge progress against this outcome – they are contextual measures that we may be able to influence, but not directly affect.

**KESWICK TOWN COUNCIL
REVIEW OF INTERNAL CONTROL AND AUDIT
February 2020**

The regulations require councils to carry out an annual review of the effectiveness of their system of internal control and audit during the financial year. This review is an integral part of continually improving governance and accountability. The results of the review must be included in the annual governance statement which is Part 2 of the annual return. The review should, as a minimum, include making an assessment of each of the following:

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

Ian Smithson was appointed as the Council's Internal Auditor in December 2017. This appointment was made to cover the next 3 years.

Financial controls in place:

- The Town Council has fulfilled its statutory obligation to appoint a Responsible Financial Officer (RFO) (LGA 1972 s 151). The RFO has made available a written record of all financial procedures which have been adopted by the Council and included in the Financial Regulations
- The supplier invoices are authorised with an initial by the Responsible Finance Officer/Parks Manager and countersigned by either the Responsible Finance Officer or Town Clerk. Invoices are coded to the relevant approved annual budget head and entered onto the payment list and posted onto Sage accounts.
- A monthly rota of two Councillors has been set up who, when signing cheques and BACS/Direct Debit payment authorities, counter check them to invoices and the schedule of payments approved at Council.
- Accounts are paid by the BACS system where possible or direct debit. Payments are entered onto the Sage Accounts system and made electronically. The payments are checked once again by the Responsible Finance Officer, prior to submission, to ensure that they correspond to the approved payments list. The payments are then submitted to suppliers and a copy of the Barclays payments report is attached to each approved payment list as an audit trail.

The Council is asked to appoint two Councillors to carry out a review of the effectiveness of the current system. A copy of the Annual Review undertaken in 2019 is attached for information.

**Catherine Parker
Responsible Finance Officer**

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

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

Comments & Observations – Councillor Burns:-

I have reviewed the following documents:

SLCC advice note on the Effectiveness of Internal Financial Control

Governance and Accountability for Smaller Authorities in England March 2018

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

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

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

Ian Smithson's internal audit report of June 2018.

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

KTC Financial Regulations

No comments.

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

Comments & Observations – Councillor Daniels:-

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

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

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

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

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

KESWICK TOWN COUNCIL

Annual Risk Management Assessment

Revised February 2020

Catherine Parker – Responsible Finance Officer

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT		Establishment/Central Administration (Office)			
Key Decision Area					
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks Council Offices	Buildings insurance arranged by Allerdale Borough Council as landlord Contents organised direct by Town Council with Zurich Public Liability Insurance cover in place £15m	No further action Policy amounts are annually revised for inflation No further action			*
Accident – Member of the Public whilst on site (Public Liability)	Public Liability Insurance cover in place £15m	No further action			*
Establishment	All covered within Zurich Policy	No further action			*
Libel & Slander	Sum insured £250,000				*
Business Interruption	Sum insured – additional expenditure £100,000 – loss of Gross revenue £166,000 £170,000	Hope Park, Lake Road, Keswick, CA12 5DJ			*
Money	Sum insured: – <ul style="list-style-type: none"> Loss of money in custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe £5,000 In the private residence of any member or employee £500 In the premises in custody of or under the actual supervision of any member or employee £5k 	No further action			*

Establishment cont.	Current Arrangements	Comments	Red	Action Amber	Green
	<ul style="list-style-type: none"> In the premises in locked safes or strong rooms £5,000 In the premises in locked receptacles other than safes or strong rooms £250 				
Fidelity Guarantee	Sum insured – all members and employees £1,000,000	No further action			*
Personal Accident	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings' Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Civic Regalia (Mayoral chains of office x 2 & Deputy Mayors Jewel)	Sum insured £34,907 £43,000	Revalued February 2018 – Northern Valuations, Kendal and details supplied to Vincent Liu at Zurich Under All Risks items are insured anywhere within the UK postal code. They are insured whilst in a members home on the understanding that: <ul style="list-style-type: none"> The member takes reasonable precautions .i.e. not leaving in plain site The member has informed their own insurance (home/contents) 			

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. Tiled Mosaic – Subway Artwork, Lake Road	Sum insured £22,073 £22,735	No further action			*
Bus Shelter – Wivell Park Street Furniture – Bins, Benches & Picnic Tables	Included in sum insured for street furniture – bins, benches, picnic tables, bus shelter etc. £16,509 £17,003	No further action <i>Bus Shelter – New shelter built during 2019/2020 flood alleviation work – CCC now to take on full responsibility including insurance for this structure – Emailed Mathew Wanning (CCC) 5th Dec 2019 & 5th Dec 2020 for written confirmation – STILL AWAITING RESPONSE</i>		*	
Subway Wall & Seating – Low Wall, Lake Road	Sum insured £6,242 £6,429	No further action			*
Laptops – Office & Parks Managers	Sum insured £1,010 £1040	No further action			*
Council Office – as per asset register	Sum insured £8,000 £8,240	No further action			*
Council Office Furniture, Fixtures & Fittings	Sum insured £4,120 £4,243	No further action			*
Council Chamber Furniture, Fixtures & Fittings	Sum insured £16,995 £5,000	No further action			*
Secure Yard at rear of Council Offices – Tables & Chairs for use at events	Sum insured £2,060 £500	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
CCTV System, Moot Hall	Sum insured £2,235 £2,302	No further action			*
Keswick Countdown Clock	Sum insured £4,326	No further action			*
Slate Seat Lower Lake Road	Sum insured £824	No further action			*
3 x Planters – Market Square & Derwent Close	Sum insured £4,649	No further action			*
HP Copier/Printer leased item	Sum insured £12,000	No further action			*
SID (Speed Indication Device) – Chestnut Hill	Sum insured £6,186	No further action			*
CCTV Camera's (PCC) – Lower Main Street & Market Square	Sum insured £16,269	No further action			*
Water Colour – E Wake-Cooke	Sum insured TBC	Valuation pending		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
b) Third Party Arrangements					
Internal Auditor appointed by Council under new Audit regulations following 'Lighter Touch Audit'	Regular internal audit work carried out to establish 'proportionate, affordable & sustainable' process to strengthen Council's own governance & to 'provide proper accountability for public money' and to enable the Council to 'properly address its risk and their management, the principles of good internal controls and the roles of internal & external auditors'.	No change			*
c) Self-Governance					
Back Up of Computer Information	Regular backups carried out & spare copy kept in the safe at Council Offices. NAS box installed as 'networked' drive, this has 2 mirrored drives for onsite backups.	<i>Cloud 'offsite' backup now installed (Nov 2016) – accessible 24/7 plus documents can be retrieved from a previous backup if deleted by mistake (Onedrive). This is an additional precaution as NAS box would be destroyed in event of fire.</i> No further action			*
Standing Orders & Financial Regulations	Standing Orders & Financial Regulations in place updated annually	No further action			*
Risk Assessments	In place	Review Risk Assessment Annually			*
Annual Budget including regular budget reporting	In place. Quarterly reports produced and circulated with agenda papers	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
Asset Insurance/Valuation	Assets register held inspected annually	No further action			*
Data Protection Act registration	Registered 01/04/06. Updated annually.	Town Council are registered. Training has been undertaken by Town Clerk & RFO. Procedures put in place by Town Clerk and archiving ongoing			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		Keswick Parks (Hope, Fitz, Wivell & Townsfield)			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accidents on site to members of the public	Public Liability Insurance cover in place £15m	No further action			*
Claim by members of the public e.g. collapsed seat, torn clothing, hanging basket falling on someone	Public Liability Insurance cover in place £15m Regular inspections take place.	No further action			*
Accidents involving children using designated play areas	Public Liability Insurance cover in place £15m Regular inspections take place	No further action			*
Injury to athletes	Liability left to individuals/clubs themselves	Ensure all event organisers and athletic clubs organising events have appropriate cover		*	
Impact damage to street furniture	Items covered under policy:- <ul style="list-style-type: none"> Ornamental Gates, Walls & Fences Sum Insured £10,300 £10,609 Council stand loss re vandalism but counter claim possible. Sum insured £172,266 £177,434				
War Memorial	Buildings insured by Zurich:- <ul style="list-style-type: none"> Hope Park £867,382 £893,401 Fitz Park £894,995 £921,844 Contents in Council use buildings insured by Zurich	No further action			*
Buildings on site – Sports Clubs and Council (Parks) use	Properties (excluding Football clubhouse) revalued by Edwin Thompson 2013. Copy of valuations supplied to Zurich. Buildings sum insured increases each year – index linked Proof of cover required from Sports Clubs supplied				*

	Keswick Football Club insure buildings & contents for clubhouse	annually			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
	Contents to be insured by sports clubs/lessee: <ul style="list-style-type: none"> • Bowling Club • Sports Pavilion • Tennis Club • Football Club • Kiosk & Café • Golf Hut 				
Loss of rent	Sum insured – Sum insured – Hope Kiosk & café £166,000 £170,000	No further action			*
W/Well Bridge	Sum insured £350,000 £360,500 Regular structural inspections organised by Parks Manager	No further action			*
Knight's Bridge	Sum insured £350,000 £360,500 Regular structural inspections organised by Parks Manager	No further action			*
Play Equipment, CSA & BMX Track	Sum insured £255,824 £263,499 Annual inspections carried out by ROSPA and any actions carried out by Parks staff with instruction from Parks Manager	No further action			*
Use of chainsaw	Only used by qualified staff member. Insured under All Risks Part C & Public Liability	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
Townsend	Impact damage – covered under All Risks Part C (Ornamental gates, walls and fences)	No further action			*
Benches & Picnic Tables	Sum insured £16,509 £17,003 – All Risks Part C Street Furniture	No further action			
Hope & Fitz Park – Garden equip, tools etc.	Sum insured £102,060 As per Material Damage – contents (a), (b) ,(c) & (d) – Zurich schedule	No further action			*
Hope Park Plant & Machinery – as per asset register	Sum insured £44,000 £45,320 – All risks Asset register updated annually	No further action			*
Hope Park Open Spaces – Memorial Benches as per asset register	Sum insured £17,000 £17,510 – All risks Asset register updated annually	No further action			*
Fitz Park Open Spaces – Memorial Benches as per asset register	Sum insured £14,000 £14,420 – All risks Asset register updated annually	No further action			*
Fitz Park – Secure containers & Attendants Hut – Plant Machinery & Equipment as per asset register	Sum insured £10,300 £10,609 – All risks	No further action			*
b) Third Part Arrangement					
Accidents to authorised contractors/workmen whilst working within the parks	Responsibility of contractors to arrange appropriate insurance cover	Parks Manager to check contractors liability details – counter claim would be made by Keswick Parks/Council if sued		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
Independent Examiner appointed by Trustees	Annual inspection of accounts to ensure compliance with SORP & Charities Act 2006	No further action require			*
c) Self-Governance					
Play Area, CSA, BMX Track & Parks Open Spaces	Annual inspection of Play Area, CSA & BMX Track carried out by ROSPA. Annual inspection Contract carried out by Zurich contractor – as per Part K insurance schedule External Area Inc. Accessibility Assessment & checklist carried out by ROSPA every 3 years	Inspections carried out by Parks Staff/Manager at frequencies as stated in the Parks Risk Assessment – Inspection Policy Schedule Full documentation kept on file in office – Parks Manager delivers completed inspections to office at regular intervals			*
Inspection of seats and other Council/Keswick Parks owned property	Periodic inspections by Parks Staff	Annual seat/property inspections in place (as recommended). Memorials policies adopted January 2012			*
Tree Management for possible problems (falling branches etc.)	Regular checks carried out by Parks Manager. Annual Tree Survey carried out in parks and open spaces suitably qualified by third party contractor	No further action			*
Golf Hut – Staff security	Alarm bell & CCTV surveillance in place Responsibility transferred to lease holder	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont..... Crosthwaite Road – Community Car Park	Regular checks carried out by Parks Staff. Car Park managed by Parking Infrastructure Services Ltd – responsibility of emptying pay machines and banking lies with tis contractor Covered under Public Liability	No further action			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	War Memorial

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Material & Impact Damage	Sum insured £172,266 £177,434	No further action			*
Public Liability e.g. if monument collapses on someone	Covered by Public Liability on Zurich policy – sum insured £15m	No further action			*
b) Third Party Arrangements	NIL				
c) Self-Governance	NIL				

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area		Events & External Activities			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks Injury to person from accident on site	Public Liability in place via Zurich – Cover £15m	No further action			*
b) Third Party Arrangements Injury to individual performing or stall holder	Performers/traders/contractors to be advised to arrange suitable public/employers liability insurance cover & competed necessary risk assessments/inspection	No further action			*
c) Self-Governance Staging, stall & public safety	Suitably qualified contractors appointed to supply staging and stalls. Barriers to be erected around the stage areas at a safe distance to be agreed in conjunction with contractors. Necessary signage put in place. Stewards to be appointed. Risk assessment carried out by appointed person. Premises licence obtained from ABC (which includes notifying higher authorities & emergency services)	Ensure risk assessments are adhered to Ensure all contractors have suitable insurance cover Follow any instruction/advise given by higher authorities		*	

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		Christmas/Festive Illuminations			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Damage to property/person by falling festoon cable etc.	Public Liability in place via Zurich – Cover £15m	No further action			*
Electrocution by tampering or otherwise	Public Liability in place via Zurich – Cover £15m	No further action			*
Accident when helping with arrangements – members, employees & volunteers	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings' Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Damage to hired lighting displays whilst installed and in place	Sum insured £20,806 £21,430	Amount reviewed each time new contractor is appointed via tender		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Christmas/Festive Illuminations cont.....					
b) Third Party Arrangements					
Negligence by Town Council's contractor	<p>Copies of the following required from contractor prior to work commencing to cover any possible counter claim:-</p> <ul style="list-style-type: none"> • Public & employers Liability cover • Risk Assessments & Method Statements <p>The responsibility for safe installation of all displays rests with contractors</p>	No further action			*
c) Self-Governance					
Accidental electrocution by member of the public	<p>110v lamps with transformers used for Christmas Tree at lower level and safety barriers placed around the tree</p> <p>Contractor instructed to carry out load testing no more than 6 months prior to installation, by a qualified contractor</p> <p>Contractor advised to supply and install wind resistant displays in the Market Square area</p>	No further action			*
Cross street displays falling down		No further action			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Allotment Site - Hawthorns

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accident – Member of the public whilst on site	Public Liability in place via Zurich – Cover £15m	No further action			*
Damage to property on site	None	Allotment holders to be responsible for insurance and safe keeping of their property on site			*
Accident when preparing site	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings' Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
b) Third Party Arrangements	NIL				
c) Self-Governance	NIL				

Update for KTC from CCE Working Group (February 2020)

Alan Todd has resigned and so the Working Group is currently made up of Alexandra, Allan Daniels, Sally and Paul.

Over the past six months we have met several times and thought it would be useful to update fellow Councillors on some of the work being undertaken in Keswick.

Allerdale Borough Council now have a Climate Change Working Group (first meeting was 17th January) the group is made up of seven Councillors from across the parties supported by two officers. The group will consult and share information with representatives from Sustainability Organisations across Allerdale, including Sustainable Keswick and Climate Emergency West Cumbria.

Allerdale has committed to being carbon neutral by 2030 (unfortunately they were not prepared to include this in their 10 year plan! We supported the presentation of a petition to ABC at their December meeting asking them to declare a CCE.

The Plastic-free Code of Conduct by KTC is now being adopted by Sports Clubs, market traders and volunteer stall at Council events will be encouraged and supported in becoming plastic free.

The Fitz Park Trust has now declared a Climate Emergency and has committed to: Eliminating the use of Glyphosphates in fertiliser and to eliminate the use of composts containing peat. Introducing beehives to assist with pollination and to grow our bee population is also being looked at.

Keswick Community Energy Scheme - Sustainable Keswick is in the early stages of developing a Community Energy Scheme (Carole Rennie will update KTC prior to the February meeting)

Zero Carbon Cumbrian - Sustainable Keswick has representatives on the newly formed Zero Carbon Cumbria Partnership. The Partnership includes a wide range of organisations with a key role to play in decarbonising the county at the pace and scale required by climate science, and ensuring that Cumbria benefits from the opportunities this brings. The purpose of the group is to plan and oversee a radical programme of action that will enable Cumbria to become a carbon neutral county and to mitigate the likely impact of existing climate change. (<https://cafs.org.uk/2020/01/30/meet-the-zero-carbon-cumbria-partnership/>)

Keswick Mountain Festival - Sustainable Keswick is also working with the Mountain Festival on big waste reduction plans.

National Refill Scheme - There are now 36 businesses in Keswick which take part in the national REfill scheme which encourages everyone to refill their cups and bottles from participating organisations. 19th June is the National Day for this scheme and on that day representatives from Sustainable Keswick will visit more Keswick businesses to get them to subscribe.

KeswickEcoCups – these are shortly to be launched in Keswick. The idea is to get local cafes to sign up to the scheme so that instead of take away cups they use the Keswick Eco Cup (made from Rice Husks) So far Fellpack, Wild Strawberry Café, Fultons, Kat's Kitchen, The Square Orange, Merienda, Hope Park Games and Café, Mrs F's Fine Food Emporium, Panino Italiano has signed up. We hope to be able to share more information on this shortly.

Balsam Bashing - West Cumbria Rivers Trust is co-ordinating a series of 'Balsam Bashing'. Nearer the time we will promote these events more – as it is the case of 'more the merrier' on the day. The dates are: Saturday 20th June 10-12 am, Tuesday 14th July 5-7 pm, Tuesday 4th August 10-12 am

The Transitional Network - Sustainable Keswick is looking into becoming affiliated with the transitional network – this would benefit Keswick by networking with other towns across the country on Sustainability issues (for more information: <https://transitionnetwork.org/>)

March 21st is a 'Caring for the Common Home' day. Organised by Cumbria Theological Society, Churches Together Environment Group, *St John's Keswick*, *Caring for our Common Home* is a day to reflect on why we should care for the earth, our common home, and the challenges we face in doing so. Tickets are available by using the following link: <https://www.eventbrite.co.uk/e/caring-for-our-common-home-tickets-81609138129>

Green Get Together Group – this group meets every other month and is open to everyone to attend and each session has a different theme. The February meeting is on the 10th at the Quaker Meeting House, it is based around peat bogs and their importance and preservation, plus horticulture - reducing your carbon footprint and improving biodiversity in your garden - Deb Land from Natural England is doing that bit. Then hopefully (but not yet confirmed) Woodland Trust will also do a short presentation - about tree planting, funnily enough!

Recycling Index – This is a 'work in progress' and is continuously being updated. It is a simple table showing where and how different items can be recycled in Keswick. At the moment it is a simple word document but we are looking into getting it into an online version so that we can hope to get links from the KTC website to it. We would love to spread this information around Keswick and are open to any suggestions for achieving this!

	Can it go in Allerdale Recycling Bin?	Should it go in household waste?	Nearest recommended primary recycling scheme.	Alternatives to try	Other comments
<p>This recycling index was prepared by sustainable Keswick in March 2019, it has yet been published as we need to create a format for it to be published on-line. It has been checked by the Waste Team at Allerdale Borough Council, so pending updates, suggestions and improvements, it is ready to be published.</p>					
Aerosols	yes	no			They must be rinsed clean or they will be discarded and could contaminate the rest of your recycling
Aluminium Trays	yes	no			
Baby Food Pouches	no	no	Another Weigh Zero Waste shop in Penrith (via TerraCycle)		better in a primary recycling scheme - if it goes in general waste will be burnt as SRF
Batteries	no	no	Anyone selling batteries should have a recycling system on site. Booths have a collection point. Flusco for larger batteries	reduce dependency - use rechargables and electric or manual products where possible	never put batteries in general waste - always find a collection point
Bikes	no	no	Rebike is a non profit social enterprise, offering quality 2nd hand refurbished bicycles. They collect unwanted or donated bicycles and thoroughly service them. Offer training opps to the unemployed. Resell bikes at bargain prices. rebikeca2@gmail.com		
Biscuit wrappers	no	no	Alhambra Cinema Terracycle scheme		*better in primary recycling - if in general waste will be burnt

Bread Bags and any other plastics with some elasticity in them	no	no	Morrisons Tesco and some other supermarkets have recycling points	Help needed to get bag collection points at Co-op Spar and Booths - please mention every time you shop - if no co-operation - plastic bag return days! We are chasing them!	carrier bags, bread bags, plastic wrappers and ring joiners from multipack cans, wrappers from loo roll and kitchen roll, fruit and veg bags, bubble wrap . There must be an element of stretch in the bag. Its much better to go in primary recycling via a supermarket scheme. If they go into refuse, they will become SRF
Cans - food	yes	no			Rinse
Cans - aluminium drinks etc	yes	no			
Cardboard - wet or dirty	no	yes			Will be treated as non- recyclable - SRF
Cardboard composite	no	yes		If you can tear it you can recycle it - if it's lined with foil or plastic it is composite and <u>can't</u> be recycled	Will be treated as non- recyclable - SRF
Cardboard packaging	yes	no			Must be clean and dry.
carpet and rugs	no	no		If it's in good condition it can go to Impact furniture - also to animal rescue centres, use as weed suppressant on allotments	
CD's	no	yes			CD itself - theoretically can be recycled but where / how?? Cases will be used as RDF

	no	yes			SRF
Celophane (from flowers / some veggies / dry goods)	no	yes			
chemicals	no	no		Flusco Disposal Only	
Cling film	no	yes / no*		Avoid using. Try containers and lids, plates, paper, waxed wraps, silicone lids etc.	SRF
Clothing	no	no* SRF	Charity shops if still in good condition. Repurpose if not Use as cleaning rags	really old cotton t-shirts or wool jumpers soon disappear in compost. Cotton is very thirsty re: water usage in its production so use it until the very last thread!	
Contact lenses and cases	no	no	Potentially TerraCycle		Local scheme not yet established.
Cosmetic bottles from moisturisers/shampoos etc	no	SRF	Potentially TerraCycle		Local scheme not yet established
Crisp packets and similar biscuit wrappers	no	no	West Cumbria Rivers Trust - Lake Road St Herberts School reception Via TerraCycle schemes		better in primary recycling - if in general waste will be burnt
Crockery and broken glass	no	yes/no			If it goes in household waste it will be used in tarmac, at Flusco it will be used as hardcore
DVDs	** need to split composite parts				Remove the paper and thin plastic cover. Paper can go in paper bin but the thin plastic cant be recycled. Put case in recycling. <i>DVD itself - TerraCycle do have a scheme but its quite costly.</i>

Electrical equipment	no	no	Flusco Disposal OR Cumbria Recycling Ltd	REPAIR CAFÉ First Saturday of every month 10am to 1pm. Keswick Lions The Riverside Bar (Cons Club) 14-15 Penrith Rd Keswick CA12 4HU	they are recyclable when dismantled but if exported for dismantling - the plastics can end up burnt in the open, discharging chemicals and damaging health. Consider carefully if you need to replace and try to repair before binning Cumbria Recycling Ltd provide Waste Electrical and Electronic Equipment (WEEE) collection in Cumbria
Foam sponges for washing up	No	SRF	none	Try brushes made from natural materials, sisal or coconut husk	Don't buy foam sponges!
Food trays plastic	depends ***	SRF		avoid buying -- shop in zero waste stores, take own containers. reduce waste - shop thoughtfully and compost waste where possible	Need to check packaging - some are OK for example PET, and those with triangle symbol but others are not. If it goes in general waste it will be allowed to dehydrate and decompose and will eventually go to landfill.
Food Waste	COMING SOON - all Councils will be required to collect separately in the near future	ideally not*	Compost or green cone digester or find a friend who composts.		
Furniture	no	no	Impact Furniture: Barrow, Carlisle or Workington. British Heart Foundation Penrith and Whitehaven - there may be others		They will often collect. There may be other organisations as well.
Garden Furniture and buckets / footballs etc	no	Yes, RDF			Best to separate and take to Flusco
Glass Bottles and jars	yes	no			easily recycled. But re-use as often as possible. Lids should be removed and go in general waste. SRF

Ink Cartridges	no	no			See the guidelines of the relevant company. All have recycling schemes of some description. Reduce printing.
Light bulbs	no	no	Flusco only		Need to check bottles - some are OK for example PET, and those with triangle symbol but others are not.
Moisturiser tubs	depends	SDF		buy plastic free products	
Nappies	no	yes	recycling schemes are becoming established for local authorities in high density urban areas but not Cumbria just yet	Consider using some cloth nappies - not all of the time, just some of the time...	In a recycling scheme, the cellulose fibre can be used for a wide variety of commercial purposes, including the production of fibre boards and acoustic panelling, with the plastics sent to secondary re-processors for recycling
Paint tins and paint	no	no	Flusco Disposal Only		
Paper - composite	no	no		if it 'unscrunches' when you crush it can not be recycled	
Paper- newspapers	yes	no			
Paper - packaging	yes	no	can compost some	Does it tear easily? As long as it is not reinforced with foil or plastic you can recycle it	
Paper - wrapping	Depends – yes if it is plain coloured and crushable.	yes, if shiny		If it stays crushed when you scrunch it - it can be recycled - remove all other bits like bows and tape. If its shiny it can't be recycled.	Shiny paper = SRF use brown paper, get creative, use old magazines, unwanted silky scarves, make textile gift bags.

Pens and tippex containers	no	no	no	Another Weigh Zero Waste shop in Penrith (via TerraCycle)	better in primary recycling - if in general waste will be burnt
Pet food bags (large ones) and pouches.	depends	no	no	WCF in both Cocker mouth and Penrith – using TerraCycle scheme	NOT cans which can be recycled through the normal Allerdale scheme. Please ensure reasonably clean - not half used pouches.
Plant Pots from garden centres	no - conflicting advice	no	no	HTA registered garden centres may take them back. Waiting for confirmation from Hayes Ambleside and Garden Centre Cocker mouth - believe if enough people ask - they will start the scheme	Believe these become SRF U3A visit to CWM centre were told no, but they are not on the list of 'no's on Allerdale advice
Plastic Toys	no	no	no	avoid buying	RDF - will be burnt as a fuel source
Plastics 1	yes				U3A group were told that only types 1
Plastics 2	yes				PET and 2 HTPE are recycled. Checking with Allerdale
Plastics 3	yes				
Plastics 4	yes				
Plastics 5	yes				
Polystyrene	no	yes	yes	avoid	SRF – will be burnt as fuel source Nasty stuff - avoid buying and invite food outlets still using it to change.
Pringles Tubs	no	no	no	Potentially TerraCycle	*** scheme not yet set up locally – very difficult to recycle as they are composite – usually SRF
Shampoos and Conditioners	depends	no - SRF	no - SRF	Potentially TerraCycle	Need to check bottles - some are OK for example PET, and those with triangle symbol but others are not.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 4th February 2020 at 10.30 a.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burn (DB)
 Councillor Allan Daniels (AD)
 Councillor Sally Lansbury (SL)
 Lynda Walker (Town Clerk) (LW)
 Catherine Parker (Responsible Financial Officer) (CP)
 Sue Plant (Events Co-ordinator) (SP)
 Phil Byers (Geraud Markets) (PB)
 Chris Harper (Podgy Paws) (CH)
 Karen Mullarkey (Keswick Tourism Association) (KM)
 David Quainton (Keswick Rotary Club) (DQ)
 Dave Roberts (Keswick Lions Club) (DR)

46. Apologies.

Apologies for absence were received from Councillor Tony Lywood and Vanessa Metcalfe (Keswick Tourism Association).

47. Minutes -

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee Meeting held on the 7th January 2020 (pages 11-12).

48. Christmas Arrangements 2020

CP reported that the same issues had arisen with the Christmas Lighting displays as last year. The 'bluetooth' arrangement had worked well when appropriate support was available from the contractor. The additional cost of having the lights on 24/7 was estimated at around £50 which was a minimal amount, however some concerns were expressed about energy usage. It was agreed to stay with the existing contractor for the final year of the contract and to go out to tender for the 2021 lighting display as planned.

PT said that discussion about a Christmas tree for 2020 would take place at the next meeting and all were asked to bring ideas and information along so that a decision could be made.

49. VE/VJ Day Celebrations 2020

i) VE Day:

PT reported that he had arranged for a bugler from Burnside Brass Band to perform the Last Post at 2.55 p.m. after which Dr Jim Cox OBE would give the loyal toast. Committed to Rock Choir were to be asked to perform a special song. A running order for the day was now required plus a site plan (ST/AD/PT to action for next meeting).

SP reported that 20 requests had been received for stalls on the Market Square. SL asked that the requirement to comply with the Use of Plastics Code be passed onto organisations.

AD advised that ladies from St Johns' Church had offered to bake a cake – PT said this should be a fruit cake and advised that Paul Wilmott had offered to decorate it free of charge - 200 portions would be required.

SP advised that Friday 8th May was the first night of Keswick Jazz Festival – PT to make contact (PB to advise appropriate person).

SP to register on VE75 website. MC still needed for the day. DB agreed to make contact with the British Legion regarding contacting veterans who may be willing to go on the stage.

ii) VJ Day:

PT reported that the Choral Society were now unable to perform. PT to contact KAOS.

AD to contact St Herbert's School re choir. PT to check if any national programme for the day.

49. Midsummer Festival 2020

- i) Scruffs: CH updated on arrangements for the 2020 event. Pre-entries would close a week before rather than a day before the event – otherwise everything was the same as last year. No entertainment for registration period arranged – may do mock-Sumo wrestling as last year. CH to ask for suggestions via social media.
- ii) Rock Night: arrangements in place
- iii) Prom in the Park: same as previous years.

50. Updates from partners

- DR – Beer Festival to take place as usual
- SL – attending Mountain Festival meeting – let her know if any issues to raise
- PT – notification received about Battle of Britain 80th anniversary 7th-13th September 2020. DB to advise British Legion in case they wish to do anything – offer KTC support.

51. Budgets

SP reminded everyone that an additional £3,000 was required to meet the budget for VE/VJ Day events.

52. Date of next meeting

Wednesday 18th March 2020 at 10.30 a.m.

Chairman

Date

KESWICK TOWN COUNCIL
20TH FEBRUARY 2020

CLERK'S REPORT

1. Speed Indication Device (SID) at Chestnut Hill

The SID for Chestnut Hill is now on order and should be installed within the next few weeks. Funding for this will be provided by Keswick Community Asset Company. A Memorandum of Agreement has been signed with the County Council as the Highways Authority confirming Town Council responsibility for this equipment, and insurance arrangements have been put in place with our insurers. A resolution is required authorising this action.

2. CALC Climate Change Workshop Friday 13th March 2020

Two Councillors are able to attend this workshop at Newbiggin Village Hall and places have also been reserved for three members of staff (myself, Catherine and Christine). The cost of £10 per head will be funded from the training budget. This is a whole day event that sets the context of climate change, explores local impacts of the climate emergency and includes an exercise to consider the route to a zero carbon future.

3. Election Update

The election to fill the vacancy in the East Ward will take place on Thursday 12th March and nomination papers were due to be hand delivered to Allerdale House by 4.00pm on Friday 14th February.

4. NALC Spring Conference 2020

This event will be taking place on 17th March in London and the theme is health and wellbeing. It is an opportunity to meet other councillors, clerks and representatives from other parts of the public, private and voluntary sectors to discuss some of the key health and wellbeing policy issues of the moment affecting the country and communities. If anyone would like to attend please let me know.

NALC has also announced that it will once again hold a Lobby Day at Westminster for Town and Parish Councils on 10th March 2020. Rick Petecki will be attending on behalf of CALC and will be able to raise any issues which are important to local councils.

5. Correspondence with Stagecoach re X4/X5 Bus Service

At the November Town Council meeting Councillor Daniels asked whether anything could be done to change the timing of the bus service used by students of Keswick School who had to wait for approximately an hour for transport home after school finished for the day. I was asked to write to the bus operators and have now received a reply from the Head of Commercial at Stagecoach as follows:

With the school finishing at 3.30pm to allow the children enough time to leave school and get to the stop would require the bus to leave at 3.40pm. This would mean the bus running 20 minutes later than now. This would cause a problem for us as it would mean that all subsequent journeys on the route would run later. At present we have an even interval timetable and delaying this bus would mean that this would no longer be the case.

I have looked at whether we could make all Penrith departures go at 40 minutes past the hour however this would leave a long gap in the morning and would also reduce the utility of connections to and from the 555 service in Keswick throughout the day.

Furthermore the 15:20 bus from Keswick returns as the 16:15 from Penrith. This bus carries a good number of customers who would be disadvantaged in having to wait longer than now by 20 minutes as the bus would still need to have some waiting time at Penrith to guarantee punctuality during this busy period of the day. In addition the bus arrives at Penrith Rail Station at 16:03 which gives a good connection for the 16:21 train to London and the 16:32 to Glasgow. If we moved the times the London connection would no longer be possible and the Glasgow connection time would reduce.

Because of the points above we do not intend to change the time of the 15:20 bus in the afternoon. This being the case I don't think it would be wise to change the route of the 16:20 bus in the afternoon to match the diversion which is happening now. By the time the of the 16:20 bus it is likely that any passengers from the school will have walked into town and we can therefore keep serving the section of Penrith Road which would otherwise not receive a bus for two hours.

We have a longer term plan to increase the frequency on the X4/X5 route between Keswick and Penrith to every half hour. Were this to happen this would naturally give a better departure for Keswick School students. Whilst this is a longer term aspiration I would be hopeful that we would be able to deliver this sometime in the next three years.

LW
130220

Lynda Walker

Subject: FW: Council Meeting Agenda

From: Stephen Harwood
Sent: 12 February 2020 14:41
To: Lynda Walker; Catherine Parker
Subject: Council Meeting Agenda

Hi lynda

Could the following be included on the agenda for the Council Meeting on 20 February.

Keswick Athletic Club requests approval to stage our annual Round the Houses race on Wednesday Evening 22 April 2020 starting at 7.00pm. It is planned to use the same course as last year which starts and finishes in the town centre by the Moot Hall, taking in a loop to the Borrowdale roundabout, turning at George Fishers to a run out and back to Friars Crag returning to the town centre, heading up Ambleside Road for the Manor Brow/ Penrith Road loop to finish back in the town centre. Part of the return from Friars Crag would involve running along the path through Hope Park as last year which we hope will be acceptable again. Last year had 292 finishers in poor weather conditions. This will be run with a UK Athletics licence providing insurance cover and all the statutory authorities will be consulted. I am aware of possible disruption to traffic routes in the pipeline and will be liaising with Cumbria CC Highways on this. I will be the race organiser for the event and it is proposed to use the cricket pavilion in Fitz Park for registration of competitors from 5.00pm.

Regards

Steve Harwood