

## KESWICK TOWN COUNCIL

Council Offices  
50 Main Street  
Keswick  
CA12 5JS

Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

4th June 2020

A meeting of Keswick Town Council will be held using the Zoom app on **Thursday 11<sup>th</sup> June 2020 at 7.30 pm.**  
**PLEASE NOTE THE CHANGE OF DATE FOR THE MEETING.**

The meeting will be open to the press and public, however access to a laptop/pc/iPad will be required to use 'Zoom', together with the link and password for the meeting which will be made available on request to members of the public by emailing [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

Any members of the public who wish to raise matters under item 6 on the agenda are asked to notify the Clerk no later than 24 hours before the meeting by email to [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)



Lynda Walker  
Town Clerk

### AGENDA

1. **Apologies**  
To receive apologies for absence.
2. **Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 21st May 2020 (pages 1-6).
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 report of the Allerdale Rural Neighbourhood Policing Team.
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. **Wearing of Face Coverings**  
Further to Minute no. 8 the Mayor will put forward the following proposal:  
'That the Town Council supports the Covid-19 About Face Campaign 'Protect Yourself by Protecting Others' and encourages all visitors and residents to wear face masks in the shops and town centre of Keswick.'
8. **Matters to be raised by Councillors**  
An opportunity for Councillors to raise any **unforeseen** matters, with the consent of the Chair, which do not require a decision – items raised should not be discussed for longer than 10 minutes.

**9. Applications for Development**

- i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
- ii) To receive an update on National Park planning decisions.

**10. Re-opening of Keswick Market**

Further to Minute no. 19 (i) to consider the implications of the re-opening of Keswick market and to agree comments, if any, to be submitted to Allerdale Borough Council.

**11. Proposal for Councillors' Surgeries**

Further to Minute no. 20 to consider the report of the Working Group.

**12. K2T Multi User Trail**

Further to Minute no. 21 to approve a proposed submission to the Department for the Environment, Food and Rural Affairs regarding concerns about the governance of the Lake District National Park Authority with particular reference to the K2T Trail.

**13. Reports from Ward Representatives**

To receive reports from the following representatives:

- i) LDNPA North Distinctive Area parishes representative
- ii) Allerdale Borough Council
- iii) Cumbria County Council

**14. Payment of Accounts**

To confirm the payment of accounts for June 2020 as approved by the Inspection Committee:

- i) For the Town Council
- ii) For the Parks' Trusts

**15. Clerk's Report**

To receive the Clerk's report.

**16. Minutes of Liaison Meetings**

To receive for information the notes of Keswick Ministries Town Liaison Forum held on 12<sup>th</sup> May 2020 attended by Councillors Paxon and Campbell-Savours.

**17. Correspondence**

To consider the following correspondence:

- i) Allerdale BC – Re-opening of premises following easing of Covid-19 closure restrictions.
- ii) Cumbria CC – Emergency Active Travel Fund Update

**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'*

**18. Staffing**

To receive for information the Minutes of the Staffing Committee meetings held on 19<sup>th</sup> May 2020 and 2<sup>nd</sup> June 2020.

## KESWICK TOWN COUNCIL

Minutes of the Annual Meeting of Keswick Town Council held remotely via the Zoom app on Thursday 21st May 2020 at 7.30 p.m.

Present:

Chairman  
Councillor Paul Titley

Alexandra Boardman  
Allan Daniels  
Sally Lansbury  
Adam Paxon

David Burn  
Alan Dunn  
Tony Lywood  
Peter Terry

Markus Campbell – Savours  
Steve Harwood  
Duncan Miller

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), Vanessa Metcalfe (Keswick Tourism Association (KTA)), 2 members of the press and 2 members of the public.

Prior to the start of the meeting, there was a one minute silence in memory of James (Jim) Newstead, one of Keswick's remaining World War 2 veterans, to acknowledge his service to the Royal British Legion. The outgoing Mayor, Councillor Burn, then reflected on his mayoral year which had been unusual in many ways starting with the sad death of Martin Pugmire which had resulted in a two stage election resulting in a full Council not being in place until July, and ending with the Coronavirus pandemic. He thanked Councillor Titley for his support as Deputy Mayor during the year, all other Councillors and the office staff.

**1. Election of Chairman (Town Mayor)**

There being only one nomination it was **RESOLVED** that Councillor Paul Titley be elected as the Chairman (Town Mayor) for the ensuing year. Councillor Titley made the statutory Declaration of Acceptance of Office. He said that it was a huge honour to be Mayor of Keswick again and that he expected it to be an unusual and difficult year. He thanked Councillor Burn for all his work as Mayor.

**2. Election of Deputy Chairman (Deputy Mayor)**

There being two nominations a vote had taken place and it was **RESOLVED** that Councillor Burn be elected as Deputy Chairman (Deputy Mayor) for the ensuing year. Councillor Burn made a Declaration of Acceptance of Office.

**3. Apologies**

There were no apologies for absence.

**4. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on 16<sup>th</sup> April 2020.

**5. Requests for Dispensations**

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

**6. Declarations of Interests**

Declarations by elected and co-opted members of interests in respect of items on this agenda were received from:-

Councillor Lansbury – item 11 (i) application no. T/2020/0052 – property owner

Councillor Terry – item 11 (i) application no. 7/2020/2073 – owns neighbouring property

**7. Police Report**

**RECEIVED:** the report of the Allerdale Rural Neighbourhood Policing team. Councillors reported difficulty in accessing the crime statistics on the website and the Clerk was asked to raise this with the Police.

## 8. Matters to be received from the Public

A local resident raised the issue of the wearing of face coverings during the coronavirus pandemic. She asked for the Council's support in encouraging residents and visitors to wear them and to promote Keswick as a 'covered community'. There was general support for the initiative and it was agreed to include an item on the agenda for the next meeting.

The meeting was adjourned for ten minutes so that participants could join the weekly 'Clap for Carers' at 8.00 p.m.

## 9. Matters to be raised by Councillors

- i) Councillor Boardman thanked Councillor Dunn for repairing the plaque at Friars Crag placed by former Mayor Martin Pugmire who died last year. She said that this had meant a lot to the family.
- ii) Councillor Dunn raised the issue of the placing of signs at the entrances to Keswick to deter visitors to the town following the relaxation of lockdown rules allowing people to travel to take exercise. He was concerned that the Town Council might be portrayed as 'vigilantes' and asked for consultation in future prior to any such action being taken. The Clerk explained that the signs had been organised by Keswick Community Asset Company.

## 10. Keswick Recovery Plan

The Mayor gave further details about a proposed three point plan for the recovery of Keswick following Covid-19. Vanessa Metcalfe of Keswick Tourism Association provided information about its planned campaign and 'road map' giving provisional dates when businesses would re-open. Messaging was likely to start in June and reassurance would be provided that Keswick was as safe as possible to visit.

Councillor Lansbury outlined initiatives which could benefit local people and asked for the Town Council to identify a sum of money to support these. The Mayor said that the 'Party in the Park' was unlikely to happen for some time and that the Events Committee would keep this proposal 'on the back burner'. Councillor Campbell-Savours asked for community consultation to take place.

## 11. Applications for Development

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

| Plan Ref:   | Description of Development<br>Location   |
|-------------|--|
| T/2020/0044 | Fell 1 multi stem cypress (T1)<br>12 Greta Villas, Keswick, CA12 5LJ<br><i>Support - Tree is dominating the property and is only going to cause problems as it grows with regard to underground services etc.</i><br><b>SUPPORT</b>  |
| T/2020/0052 | Raise crown to 4.8m, crown clean and prune 2 beech trees<br>The Grange, Manor Brow, Keswick, CA12 4BA<br><i>Support - Subject to a professional/affiliated Tree Surgeon being appointed to carry out the work on said trees which have T.P.O's on them.</i><br><b>SUPPORT</b>  |
| 7/2020/2073 | Siting of timber chalet for temporary residential purposes during construction of approved dwelling<br>Land Adj The Screes, Chestnut Hill, Keswick, CA12 4LR<br><i>Object – The standard of accommodation proposed goes beyond what would normally be considered as temporary accommodation while a house is being built. It is stated that the new house has an extant permission which would allow it to be built at any time in the future. In this context the chalet could be left in place for an undefined period and should be considered as a possible permanent structure.</i> |

*The Tree Report submitted to support the application includes a plan which shows the siting of the chalet in a different position - behind the tree cluster - to that shown on the planning application drawing which shows it between and in front of the tree cluster. We object to the siting on the Tree Report plan as this would be open to other uses independent of the new house. We also object to the siting as shown on the application drawings as it would be in too close proximity to the rear of the new house without impacting on existing trees - not considered in the report submitted. In addition, Keswick Town Council would like assurance that this planning application will be decided by the Development Control Committee and that it will not be made under the extended delegated powers.*

**OBJECT**

- 7/2020/2087 Permanently retaining temporary access AP07 approved under temporary permission (ref:7/2016/2027) as part of the United Utilities Thirlmere West Coast Pipeline, providing new access to High Keld  
High Keld, Chestnut Hill, Keswick, CA12 4LR  
*Support - This access will satisfy United Utilities' needs and provide a safer vehicle entrance/exit for the property named 'High Keld'.*  
**SUPPORT**
- 7/2020/2100 Provision of a small store adjacent and connected to the existing pencil museum, to replace the small section of building removed as part of the entrance realignment  
The Pencil Museum, the former Cumberland Pencil Factory Site, Southey Works, Carding Mill Lane, Keswick, CA12 5NG  
*Support - New build storage unit in a more prominent location than existing one. Suggest that colour co-ordination of exterior match the strong visual style of the Pencil Museum*  
**SUPPPORT**
- 7/2020/2104 Permanent retention of existing temporary access track and re-landscaping and re-profiling of compound area back to grass field incorporating material excavated from tunnel excavations  
Naddle Compound, Keswick to Threlkeld Railway Trail and adjoining land, Keswick  
*Support - Sensible recycling of material from the 'Big Tunnel' on the K2T Multi Use Trail*  
**SUPPORT**
- ii) **RECEIVED** an update on National Park planning decisions.

**12. Standing Committee and Working Group Members**

- i) Staffing Committee  
**RESOLVED** that the Staffing Committee comprise six Councillors - the Mayor (ex officio) (Councillor Titley) and the Chair of the Parks Trusts (ex officio) (Councillor Paxon), plus Councillors Burn, Daniels, Harwood and Miller
- ii) Events Committee  
**RESOLVED** that the Events Committee comprise six Councillors and that Councillors Burn, Daniels, Dunn, Lansbury, Lywood and Titley be appointed to the Committee.
- iii) Planning Group  
**RESOLVED** that Councillors Daniels, Harwood, and Miller be appointed to the Planning Group.

**13. Outside Bodies & Liaison Meetings**

**RESOLVED** that the following Councillors be appointed as representatives on outside bodies and to attend liaison meetings e.g. Allerdale 3 tier meetings, CALC etc.:-

|   |  |
|---|--|
| The Battersby Charity   | Councillor Tony Lywood   |
| Keswick in Bloom  | Councillor Peter Terry   |
| Keswick Community Emergency Recovery Partnership                          | Councillor Sally Lansbury  |
| Keswick Tourism Association   | Councillor Alan Dunn   |
| Keswick Youth Centre  | Councillor Markus Campbell-Savours   |
| Keswick Fair Trade Committee  | Councillor Markus Campbell-Savours   |
| Keswick Flood Action Group  | Councillor Paul Titley   |
| Keswick Convention Town Liaison Group                                     | Councillor Adam Paxon<br>Councillor Markus Campbell-Savours<br>Councillor Duncan Miller (substitute) |
| Liaison Meetings<br>(CALC, Lake District Partnership<br>Parish Forum etc) | Councillor Alexandra Boardman<br>Councillor Steve Harwood<br>Councillor Paul Titley                  |

**14. Chairman's Allowance**

**RESOLVED** that the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 be set at £2,000, as per the budget provision made with the normal payment arrangements to apply.

**15. Schedule of Meetings 2020/21**

**RESOLVED** that the dates and times of ordinary meetings of the Council for the ensuing year be fixed as follows:

(Meetings start at 7.30 pm except where stated otherwise)

|                            |   |
|----------------------------|---|
| 18 <sup>th</sup> June      | Town Council Meeting                      |
| 9 <sup>th</sup> July       | Charitable Trust Meeting                  |
| 16 <sup>th</sup> July      | Town Council Meeting                      |
| 20 <sup>th</sup> August    | Town Council Meeting                      |
| 10 <sup>th</sup> September | Charitable Trust Meeting                  |
| 17 <sup>th</sup> September | Town Council Meeting                      |
| 15 <sup>th</sup> October   | Town Council Meeting                      |
| 12 <sup>th</sup> November  | Charitable Trust Meeting                  |
| 19 <sup>th</sup> November  | Town Council Meeting                      |
| 17 <sup>th</sup> December  | Town Council Meeting <b>7.00 pm start</b> |

|                           |   |
|---------------------------|---|
| 14 <sup>th</sup> January  | Charitable Trust Meeting                              |
| 21 <sup>st</sup> January  | Town Council Meeting                                  |
| 18 <sup>th</sup> February | Town Council Meeting                                  |
| 11 <sup>th</sup> March    | Charitable Trust Meeting                              |
| 18 <sup>th</sup> March    | Town Council Meeting                                  |
| 15 <sup>th</sup> April    | Annual Parish Meeting 6.30 pm<br>Town Council Meeting |
| 20 <sup>th</sup> May      | Annual Council Meeting                                |
| 27 <sup>th</sup> May      | Annual Trust Meeting                                  |

**16. Schedule of Charges**

**RECEIVED** the report of the Responsible Financial Officer.

**RESOLVED** that the existing charges stay in place for 2020/21.

**17. Annual Review of Standing Orders**

Consideration was given to the report of the Clerk.

**RESOLVED** that the template protocol to cover 'virtual' meetings be added to the current Standing Orders and that no other revisions be made.

**18. Payment of Accounts**

**RESOLVED** that the accounts for May 2020 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 10 – 31 amounting to £52,571.71 (fifty two thousand five hundred and seventy one pounds and seventy one pence)
- ii) The Parks' Trusts, vouchers HP6 – FP16 amounting to £3,963.19 (three thousand nine hundred and sixty three pounds and nineteen pence).

**19. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives  
Councillor Daniels said that the Borough Council was considering the re-opening of Keswick market and had asked for comments on this proposal. Concerns were expressed and it was agreed to include an item on the agenda for the next meeting.  
Councillor Lansbury said that she had been dealing with a number of applications for business grants which had 'slipped through the net'. She commended Heather Askew for her work in setting up the Street Warden Scheme in Keswick and thanked her and all the volunteers.
- ii) Cumbria County Council Ward Representative  
Councillor Lywood said that the K2T Multi-user trail was expected to be open at the end of October/beginning of November. Final work was being completed on the Penrith Road flood alleviation project. He advised that Danfo had now re-opened the public toilets in Keswick. The County Council was not currently meeting. The Battersby Trust intended to re-paint the Moot Hall and had allocated £15,000 for grants to local schoolchildren in need.
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative  
Dr Davies submitted a written report and advised that two planning applications had now been determined using enhanced delegated powers. A 'virtual' meeting of the Development Control Committee was planned for 1<sup>st</sup> July.

**20. Proposal for Councillors' Surgeries**

Consideration was given to Councillor Terry's report proposing that Town Councillors hold 'surgeries' with members of the public to provide an opportunity for issues to be raised and to raise the profile of the Council. **RESOLVED** that the proposal be trialled for 3-6 months when conditions allow, and that Councillors Terry, Burn and Campbell-Savours bring detailed proposals to the next meeting.

**21. Keswick to Threlkeld Multi-User Trail**

Consideration was given to the response received from UNESCO to the Council's concerns regarding the decision by the LDNPA to use a tarmac material on the K2T Multi-User trail, and to a request from Councillor Harwood for the Council's support to continue the challenge to the governance of the LDNPA which he felt had been deeply flawed on the project and totally unresponsive to widespread local concerns.

**RESOLVED** that Councillor Harwood prepare a submission to the Department for the Environment, Food and Rural Affairs setting out the Council's concerns on the decision-making process employed in the project whereby the LDNPA had acted as client, developer and applicant and had granted themselves planning permission in contravention of their own stated policies and their prime responsibilities under the Environment Act 1995 to conserve and enhance the natural beauty, wildlife and cultural heritage of the area.

**22. Climate Change**

Councillor Boardman put forward a proposal from the Climate Change Working Group to send a letter to Trudy Harrison MP and the Secretary of State asking for changes to 'build back better' to avoid future environmental disasters in setting out a strategy for how the country will come out of the Covid-19 pandemic. Councillor Terry expressed dissent on the basis that there was no reference in the letter to the effect of a burgeoning world population on climate change.

**RESOLVED** that the letter be sent as drafted.

**23. Clerk's Report**

**RECEIVED** the report of the Clerk.

**24. Correspondence**

**RECEIVED** the following correspondence:

- i) DEFRA and Trudy Harrison MP – Thirlmere Reservoir

**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'*

**25. Committee Minutes**

**RECEIVED** for information the Minutes of the Staffing Committee meetings held on 14<sup>th</sup> April 2020, 20<sup>th</sup> April 2020, 5<sup>th</sup> May 2020 and 11<sup>th</sup> May 2020 (draft).

**RESOLVED** that adjustments to the current year's staffing budget be approved as recommended.

The meeting closed at 10.00 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



**Planning Applications received between 15/05/2020 - 04/06/2020**

| Plan ref    | Location  | Description of Proposed Development  |
|-------------|---|--|
| T/2020/0053 | 22, Stanger Street, Keswick, CA12 5JU   | Fell 1 conifer   |
| T/2020/0054 | 53, Calvert Way, Keswick, CA12 4LZ  | T1 - Lime - Pollard, T2 - Sycamore - Remove 2 x horizontal limbs over gardens and 1 x single dead stem   |
| 7/2020/2115 | Dowthwaite, Keswick, CA12 4LS   | Proposed porch   |
| 7/2020/2123 | Keswick Mountain Rescue Team, Lakeside Car Park, Lake Road, Keswick, CA12 5DJ | Amendment to car park layout and materials, condition 2 (plans) on application ref 7/2018/2118 - Forming new 2 storey dedicated family entrance, extension to vehicle bays and 2 storey garage and Silver Command Office space with High ropes training area. Reconfiguration of adjacent public parking spaces and associated landscaping |
| 7/2020/2125 | 9, Grange Park, Keswick, CA12 4AY   | Extension to rear elevation of house, installation of a multi fuel burner flue, installation of windows, replacement of front door, addition of balcony to side and rear elevation – Amended scheme by variation of condition 2 (plans) on planning permission 7/2016/2097   |
| 7/2020/2130 | 16, Brandlehow Crescent, Keswick, CA12 4JE                                    | Single storey extension of bungalow to accommodate new kitchen, utility and shower room  |

**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.**







KESWICK TOWN COUNCIL  
11<sup>TH</sup> JUNE 2020

### **Councillors' Surgeries**

The working group consisting of Councillors Burn, Campbell-Savours and Terry met via a 'Zoom' meeting on 2nd June. Our recommendations are as follows:

#### **Location**

Booths café in a cordoned off area. Councillor Burn had prior to the meeting discussed this possibility with the manager of Booths who, both being socially minded and wanting to encourage local involvement, was very happy to host the surgeries.

#### **Periodicity**

Monthly, on the first Thursday of the month. The manager of Booths said that Tuesday – Thursday tended to be local custom whereas other days tended to be more visitors and holiday makers.

#### **Time and duration**

Two hours 5.00pm – 7.00pm. Other times were considered such as Saturday mornings but it was felt, because of the suggested location, that this time could prove difficult basically due to the high 'footfall' of café users, many of whom, particularly in the summer holiday period, would be visitors,.

#### **Format**

Two Councillors at each meeting on a pre-arranged rota system. In the event of a Councillor being unable to make a particular evening it would be up to him/her to arrange a substitute. Although two Councillors is the working group's recommendation, additional Councillors could attend any surgery.

We would expect all Councillors to participate in the trial, but ongoing involvement would be optional.

#### **Trial period**

Six months. If successful, surgeries should become a regular feature of our community engagement. If take-up proves to be disappointing, consideration should be given to 'tweaking' the format in both time and location.

#### **Need to advertise.**

Under the present circumstances of Covid-19 and its social distancing requirements, virtual surgeries were considered but discounted as being an inappropriate means of communicating with the electorate. We should therefore aim to hold the first surgery as soon as the lifting of Covid-19 restrictions allows, and the following advertising is recommended.

- i. Initially a press release to the 'Reminder' on the concept
- ii. The Council's web site to include a similar article
- iii. Each month in the 'Reminder' the names of Councillors and location/time for the surgery to be advertised. The Council would need to authorise a small budget for this.
- iv. After each surgery a short resume of discussion points be produced for submission as a standing agenda item on the next Council meeting. Topics of discussion at the surgery would hopefully also be 'advertised' by virtue of the fact that the local press would be present at our meetings.

If the concept of Councillors' surgeries is correctly packaged and advertised it is anticipated that it would raise the profile of both the Council and Councillors.

Councillors:-

David Burn,  
Markus Campbell-Savours  
Peter D Terry

2<sup>nd</sup> June 2020

## Report from the North DA Parishes Member of the LDNPA – May 2020

In light of the Prime Minister's announcement on May 10<sup>th</sup> of a relaxation of the travelling restrictions introduced on March 23<sup>rd</sup>, a decision was made by the LDNPA and partner organisations to begin re-opening car parks and public toilets in the National Park. Neither of these is straightforward because of the need to protect users and staff from Covid-19. However, the potential impacts on local communities of visitors arriving and finding no such facilities could have been severe.

Staff from the LDNPA, the National Trust and Forestry England are patrolling car parks throughout the National Park. The LDNPA's [coronavirus webpage](#) contains information on which car parks and toilets are open, including frequently updated reports on how busy the car parks are. Potential users are advised to avoid car parks that are marked red ("busy") on the web page and to try a less busy alternative instead. There is also strong emphasis on the fact that camping (which includes overnight stays in vehicles) is not permitted. This remains the case following the Prime Minister's announcement of further loosening of the lock-down on May 28<sup>th</sup>.

My diary is increasingly populated with virtual meetings. I was pleased to attend the virtual Annual General Meetings of Caldbeck PC and Keswick TC on 18<sup>th</sup> and 21<sup>st</sup> May respectively. During the preceding week, Development Control Committee (DCC) had a successful first rehearsal of a virtual meeting and a second will take place on June 3<sup>rd</sup>. I am, at this stage, confident that real virtual meetings of DCC can begin on July 1<sup>st</sup>.

On May 15<sup>th</sup>, the DCC Deputy Chair (Louise Waterhouse) and I had a virtual meeting with the Head of Development Management (Dave McGowan) and his deputy (Andrew Smith) to consider the first three applications to be determined in accordance with the extended powers of delegation that I described in my April report. The use of these extended powers for some of the applications that would, in normal times, have been considered by DCC is likely to continue in parallel with virtual meetings of DCC. This is because it seems probable that the throughput of virtual meetings will be less than can be achieved with physical ones.

The Park Management Service is currently operating with a skeleton team, but Rights of Way issues that are health and safety matters are still being attended to. Cath Johnson, the Area Ranger for the North DA, has provided me with the following message.

*If you have general enquiries or to report an issue with a public right of way please contact our main office at - [HQ@lakedistrict.gov.uk](mailto:HQ@lakedistrict.gov.uk) or call 01539 724555. Our reception works normal office hours and is on reduced staffing; please be patient.*

*If you wish to report people breaching the Covid19 - Social Distancing guidance in the Lake District National Park please do this online: [www.cumbria.police.uk/Report-It/Report-a-Crime/Non-Emergency-Crime-Online.aspx](http://www.cumbria.police.uk/Report-It/Report-a-Crime/Non-Emergency-Crime-Online.aspx) or call the police non-emergency number – Tel: 101.*

Geoff Davies

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





KESWICK TOWN COUNCIL  
11<sup>TH</sup> JUNE 2020

## CLERK'S REPORT

With only three weeks since the last Town Council meeting and the Annual Trust meeting in between, together with several other virtual meetings, it has been a busy time. Catherine and I are continuing to work between home and the office, taking care to avoid each other, and Ania continues to pick up emails and to update the website from home.

### 1. Request to change start time for Council meetings

The Deputy Mayor has asked the Council to consider whether, only for the period during which we need to have virtual meetings, we can start our meetings at 7.00pm rather than 7.30 pm. This would help to ensure an earlier finish time and Councillors views are sought. An amendment to Standing Orders will be required if this is agreed.

### 2. Crime Statistics

At the last meeting, dissatisfaction was expressed regarding the current format of the Police report and difficulty in accessing crime figures. Other Councils are finding similar difficulties and propose to write to the Police and Crime Commissioner if this is a problem shared by many. The Town Council may wish to consider following suit.

### 3. Update on Footway Lighting

Following notification from Allerdale BC that they will cease to fund the electricity cost of their footway lights from next year, and that these will be unlit if the local Parish or Town Council does not pick up this cost, CALC has taken legal advice from NALC on whether:

- I) ABC can legally enforce the transfer of responsibility for the footway lights onto the parishes
- II) ABC can unilaterally pass the cost to parishes without their agreement
- III) There is a legal requirement to provide a footway light, whose responsibility it is (Borough or Parish Council), and in the case of a footpath accident in a previously well-lit area where the light was removed, would there be a legal liability.

NALC has advised that Parish Councils have a power, but not a duty, to light any highway including contracting for the electricity or contributing to the cost of any person providing lighting. However, this power is limited to footway lighting as provision of road lighting is restricted to the Highway Authority (the County Council). The Borough Council can arrange for any of its functions to be done by another authority (provided that function is not an executive function) but this arrangement needs to be agreed between the parties. There is no requirement for a Parish Council to contribute to the cost of electricity for footway lighting unless it agrees to do so.

The Borough Council as a principal authority can stop lighting the footway lamps, as it is only a power for that authority and not a duty. If a person has an accident on an unlit highway they would not have a claim against either the Parish Council or the Borough Council as a power does not create a liability. However, if the principal authority had made the decision to light an area a court would have to decide whether it had behaved reasonably in stopping lighting the area.

CALC's view is that the above seems to make it clear that parishes will either contribute or the Borough Council will stop power to the footway lights. Allerdale BC has supplied data which they believe is sufficient to look at costs for budget purposes, however the information I have

received only provides the number of lights, not the locations of them, and I have asked for this additional information which I believe is necessary to enable the Town Council to assess whether it should pick up the cost of electricity and continue to light a particular location. ABC has made it clear that if any parishes want lights removed or switched off, they will facilitate this at their cost.

The figures supplied show that 72 footway lights are currently funded by the Borough Council in Keswick at a cost of £2,768.66 plus VAT per annum. This cost would fall to the Town Council next year if all these lights are retained.

**Notes of Keswick Ministries Town Liaison Forum  
Tuesday 12<sup>th</sup> May 2020**



1. **Welcome & apologies:** Apologies received from Becks Skinner and Joe Broomfield. All participating in the Zoom call were welcomed.
2. **Notes from previous meeting held on 11<sup>th</sup> February. (There were no specific actions.)** The notes were agreed.
3. **Items raised:**
  - a. **Skiddaw Street updated noting marked out for parking. (Adam Paxon)**  
It was confirmed that planning permission had been granted for 73 permitted spaces to be made available to the local B&B's, guest houses, self-catering properties and businesses, with a view to easing congestion in the area. There would be no signage on Penrith Road drawing unwelcome traffic into the area. Permits, which may be managed by Allerdale, would be for a minimum of 3-4 days.
4. **Covid-19 situation reports and updates from forum representative:**
  - a. **Police:** Many events cancelled; crime down, but there have been a number of Covid related offences. Concern over easing of restrictions and allowed travel into the area.
  - b. **KTA:** LDNP and Mayor have made statements asking people not to visit – businesses and facilities aren't open. Preparing campaign to encourage safe visiting once appropriate.
  - c. **Town Council:** Priority is keeping the town safe; concern about influx without basic facilities. Once we are back to "normal" there is a desire to run an event for the people of Keswick, involving businesses and organisation in the town.  
It was suggested that it might be good for the Mayor to produce a short video about the current situation, in partnership with KTA.  
Markus asked if he could have a tour of the PF building, when appropriate.  
**Action: PF tour to be arranged in the autumn for members of TLF.**
  - d. **Churches:** Working on-line; emphasising with those struggling e.g. seeking to organise weddings and funerals. Aware of people with many needs – mental health, anxiety, poverty etc; noting people don't like to ask for help. On the positives, the street wardens are doing great work, and there is a sense of community we want to retain.
  - e. **Keswick Ministries:** Convention cancelled once clear that was the right things to do; supporters understand, but disappointed. Warm response to Virtually Keswick Convention. Office closed and some staff furloughed.
5. **Updates from KM:**
  - a. **Virtually Keswick Convention – On-line Convention:** BBC Radio 4 Sunday morning broadcast to be recorded and then transmitted on Sunday 26<sup>th</sup> July with VKC2020 then running from Monday 27<sup>th</sup> to Friday 31<sup>st</sup> July. The theme is Hope, from a Christian perspective. Most material will be pre-recorded. The programme will be similar to normal with morning Bible Readings, Evening Celebrations, seminars and Children and Youth programmes. Keswick based KCS are developing our website and we are working with Fluid Productions.
  - b. **Derwent Project Update including works in progress and planned:** We are using 30 contractors based in Cumbria, with 12 Keswick based. Work initially stopped with lock-down, but has recommenced albeit on a smaller scale with social distancing maintained. The building has been stripped out and work done to prepare for new windows and insulation; work has been undertaken on the roof, and there has been some landscaping.

Work is under way to modify the Pencil Museum linked to widening the entrance to the site; a planning application is being submitted in this respect.

- c. **Teaching & Training Events (on-line):** A number of events have been rescheduled and others are being run on-line, including a preaching workshop to aid those now delivering services on-line - 90 people have registered.

- 6. **Future meetings: Tuesdays at 2pm:**
  - September 8<sup>th</sup>**
  - December 8<sup>th</sup>**

**Our Ref: BO letter**  
**Your Ref:**  
**This matter is being dealt with by:**  
**Food & Occupational Health Team**



**Direct Line: 01900 702580**

**Email: [environmental.health@allerdale.gov.uk](mailto:environmental.health@allerdale.gov.uk) 27 May 2020**

31824C

CIL OFFICES



KESWICK TOWN COUNCIL COUNC  
 50 MAIN STREET  
 KESWICK  
 CUMBRIA  
 CA12 5JS

Dear Business Operator

### **Reopening of premises following the easing of Covid-19 closure restrictions**

#### **The Health Protection (Coronavirus, Business Closure) (England) Regulations 2020**

The government has announced plans to lift the coronavirus lockdown, in a staggered way. Whilst the reopening is conditional on certain things being in place (including actions you as a business owner need to take), I wanted to write to you to ensure you were aware of the help I and my colleagues in the Environmental Health team can offer you.

You may be a business which has been able to continue to operate during the government lockdown, operate partially i.e. providing a delivery/takeaway service or you may have been a business required to close. Whatever your situation, we wanted to make sure you had as much help as possible to continue to operate safely - for yourselves, your employees, the public and visitors to your premises.

We have therefore developed a page on our website which provides you with the most meaningful and appropriate links to government bodies/agencies to ensure you get easy access to the most up to date information and guidance.

The link is: <https://www.allerdale.gov.uk/en/coronavirus/reopening-guidance/> As guidance is updated or produced we will try to keep this information up to date. Therefore please do keep checking back and following us on Facebook and Twitter to find the latest.

You may already be aware of much of this information and guidance, but we wanted to ensure that all our businesses were clear where to find help and guidance so you can put in place control measures to operate your business safely.



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

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

I'd just like to run through some of the key points.

## **Government advice**

For all business operators, whatever type of business you are, the gov.uk website provides a great deal of information for businesses and we would recommend you visit their website regularly to keep pace with the government changes and advice. The main guidance and support page is <https://www.gov.uk/coronavirus>. This includes:

- Latest guidance on social distancing
- Guides for different types of work – ie shops, restaurants offering takeaway/delivery, vehicles etc.

## **Water management/safety**

Should you have been a business which was required to close under the regulations or you made the decision to close, we would bring your attention to the resources on water management/Legionella. These provide information on what to do to ensure your water is clean and wholesome before reopening your business.

## **Risk assessments**

As you are aware, as an employer, you need to re-visit your risk assessments to take into account the Covid-19 pandemic and the controls that need to be in place to protect your employees, and others, from harm.

There is no question that Covid-19 can cause harm so you must take action to control the risk. If you have more than five employees, then you must document this risk assessment, although it is good practice to document this even if you have less than five employees.

## **Food safety advice**

If you are a food business, The Food Standards Agency (FSA) has provided additional guidance specifically for you including checklists to help you ensure your business is operating safely.

Our website also provides links to guidance to give you a practical framework to identify what you need to do to continue, adapt, or restart operations during the COVID-19 pandemic. This includes the hygiene processes and requirements you must follow to safely operate your food business.

Other areas which may interest you include:

- Guidance on hygiene and dealing with allergies if you have started a takeaway/food delivery operation
- Food safety for community cooking and food banks
- Safety regarding bulk freezing of ambient and chilled foods
- Guidance on cleaning and other hygiene issues.
- Adapting your food safety management system to reflect any new practices
- Registration



The webpage also includes links to other guidance including from the Cumbria Local Enterprise Partnership (LEP) and Cumbria Chamber of Commerce on topics like the financial help available to businesses.

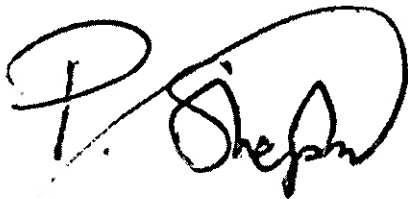
We very much appreciate the last few months have been a tremendously challenging time for our business community, and want to ensure you have the right information and assistance to help you get back into business.

We hope this advice and guidance will provide you with the confidence to reopen safely. We recognise that a lot of it is generic, and one size does not fit all. As the business operator, you are most familiar with your business operation to provide specific controls most suitable for your business. We would recommend you contact your trade association and/or also seek professional advice on specific issues as necessary.

Should you require further assistance or clarification with regard to business closures or the content of this letter then please email at [environmental.health@allerdale.gov.uk](mailto:environmental.health@allerdale.gov.uk) and we will get back to you as soon as we can.

Stay safe.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. Shepherd'. The signature is fluid and cursive, with a large initial 'P' and a long, sweeping underline that extends across the name.

Mrs Pam Shepherd

Food and Occupational Health Manager  
Governance and Regulatory Services





**Sent:** 04 June 2020 12:35

**Subject:** Emergency Active Travel Fund Update

The Department for Transport (DfT) have announced the allocation of funding for Cumbria as part of their £225m Emergency Active Travel Fund.

They will release the funding in two phases; the first tranche of £45 million will be released as soon as possible and can be used to install segregated cycle lanes, widening pavements and other pop up measures, the second tranche will be released later in the summer to be used to install further, more permanent measures to cement cycling and walking habits.

The main purpose of the initial funding is to promote cycling and walking as a replacement for journeys previously made by public transport. Their funding is therefore weighted towards areas which until the crisis had high levels of public transport use, especially for short and local journeys.

Cumbria County Council received confirmation last week that £233,000 has been allocated as part of the first tranche. However, a regional press notice from the DfT later confirmed that combined indicative allocation for Cumbria of both tranche one and two of the Fund is £1,167,000. This means that Cumbria could receive a further £934,000 as part of the second tranche later in the summer. Please note that for both phases, receiving the grant will be dependent on a convincing case being made to the DfT.

In anticipation of the announcement from the DfT, we have been working for a number of weeks on identifying potential schemes in each of our six districts. We have prioritised the schemes which could be delivered within this first phase of funding that will achieve the greatest impact. These will be submitted to the DfT for their approval on Friday.

In Allerdale we are seeking funding for the following:

#### **Workington**

Creating a number of bike boxes on approach to traffic lights/cross roads at:

- Washington Street Lights
- Harrington Road/Annie Pit Road
- Oxford Street Light

Central Way (Workington Underpass) - Provide separate cycleway facility by way of barriers which allows easy two-way link between Northside and Workington.

Stainburn Road - Formal cycle lanes on both sides of carriageway by way of road markings.

#### **Cockermouth**

Market Place - Close off Market Place to through traffic, allowing more open space for pedestrians and cyclists with the use of planters.

Station Street - Provide separate cycleway facility by way of barriers and temporary extension of footway width to help social distancing.

Creating a number of bike boxes on approach to traffic lights/cross roads at:

- Lorton St junction and Gallowbarrow

#### **Maryport**

Creating a number of bike boxes on approach to traffic lights/cross roads at:

- Netherhall Corner

### **Keswick**

Creating a number of bike boxes on approach to traffic lights/cross roads at:

- Main Street
- Penrith Road

Thirlmere Dam Road, Thirlmere, Keswick - Create Shared Pedestrian & Cycle Footpath (restrict vehicles).

Western Road at Derwentwater - Create quiet road with priority give way at either end.

I will write to you again once we hear back from the DfT, however if you have any questions or queries please contact [mark.brierley@cumbria.gov.uk](mailto:mark.brierley@cumbria.gov.uk)