

12th November 2020

A meeting of Keswick Town Council will be held via the Zoom app on Thursday 19th November 2020 at **7.30 pm**.

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 sent by email and made available on request to members of the public.



Lynda Walker
Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on the 15th October 2020 (pages 26-29).
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 Interest**
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 for October. Latest crime figures for Keswick from the website are:
Violence – 5 this includes abh
Sexual offences - 0
Anti-social behaviour – 3 incidents noted
Other theft - 5
All other crimes – 10 includes criminal damage
Total crime in the area – 20 crimes recorded in October 2020

For comparison, for the month October 2019 the following figures are given for the area of Keswick:

- 2 Thefts
- 1 Criminal Damage
- 3 Assaults
- 1 Harassment
- 2 Burglaries
- 4 Public Order offences
- 1 Road Traffic Collision
- 2 Possession of a controlled substance

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. Mayor's Report

To receive details of the Mayor's engagements and meeting attendance for the period 9th October – 12th November 2020

10. Clerk's Report

To consider the Clerk's report

11. Holiday Lets and Second Homes in Keswick/Local Occupancy Conditions

- i) To consider what action, if any, the Town Council can take to preserve the community vibrancy of Keswick in the light of increasing numbers of residential dwellings becoming second homes and holiday lets.
- ii) Councillor Lywood will put forward a motion 'that the Town Council support the Lake District National Park Authority in producing a list of local occupancy restriction houses in Keswick. Further, that the Town Council send a letter to all local holiday letting agencies advising them that local occupancy restrictions preclude any dwelling being used for holiday letting purposes, and suggesting that all clients should make a declaration that the property being let for holiday use has no local occupancy restriction on it, and that this be made part of their terms and conditions for letting properties'

12. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Allerdale Borough Council
- ii) Cumbria County Council
- iii) LDNPA North Distinctive Area Parishes Representative

13. Request from Keswick Museum

To consider a request from Keswick Museum for a reduction in the cost of hiring banner space in the Market Square or on Station Street from 1st April – 31st October 2021 (30 weeks) – normal charge £50 per week (reduction of one third of the cost made in previous years).

14. CCTV Installation

To receive a report from Councillor Terry.

15. Payment of Accounts

To confirm the payment of accounts for November 2020 as approved by the Inspection Committee (to be circulated at the meeting):

- i) For the Town Council
- ii. For the Trusts

16. Audit for the Year Ended 31st March 2020

To approve and accept the Annual Governance & Accountability Return for the year ended 31st March 2020 including the certificate of conclusion of the External Audit and to report that no matters were arising.

17. Reports from Representatives on Outside Bodies

To receive a report from Keswick Community Emergency Recovery Partnership – Council representative Councillor Lansbury.

18. Report from the Climate Emergency Working Group

To receive a report from Councillor Boardman and an update on Himalayan Balsam from Councillor Terry.

19. Minutes of Committee Meetings

To receive for information the Minutes of the Events Committee meetings held on 20th October and 3rd November 2020.

20. Correspondence

To consider the following correspondence:

- i) Cumbria Association of Local Councils – Local Government Reorganisation in Cumbria
- ii) Allerdale Borough Council – application for premises licence for Premier Inn, Keswick
- iii) Lake District National Park Authority – Lake District Local Plan: Consultation on Proposed Main Modifications – 29th October to 11th December 2020
- iv) Police & Crime Commissioner for Cumbria – pedlars in Keswick

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’

21. Staffing - Minutes of Committee Meetings

To receive the draft Minutes of the Staffing Committee meeting held on 30th October 2020.

22. Contracting - Appointment of Internal Auditor

To consider the report of the Responsible Financial Officer.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held remotely using the Zoom app on Thursday 15th October 2020 at 7.30 p.m.

Present:

Chairman
Councillor Paul Titley

Alexandra Boardman
Allan Daniels
Sally Lansbury
Peter Terry

David Burn
Alan Dunn
Tony Lywood

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 North Distinctive Area Parishes' representative), 1 member of the press and 2 members of the public.

Prior to the meeting, Nicola Meadley, Paul McGreal and Richard Pearson gave an update on the situation regarding the Keswick Mountain Festival event for 2021. Plans were well in hand for the event which could be held following current Government Covid guidelines although the role of the Theatre by the Lake was uncertain at present. An additional 'run up Skiddaw' event was planned starting from Fitz Park. Financial constraints meant that external funding was being sought and a number of suggestions were put forward by Councillors.

103. Apologies

Apologies for absence were received from Councillor Paxon and the Police.

104. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 17th September 2020 (pages 21-25).

105. Requests for Dispensations

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

106. Declarations of Interests

No declarations of interest were received.

107. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team.

108. Matters to be received from the Public

No matters were received from the public.

109. Matters to be raised by Councillors

Councillor Miller referred to a recent press report regarding the number of second homes and holiday lets in Keswick about which a number of residents had approached him. He was concerned that the sustainability of the community could be affected should the number continue to rise. The Clerk was asked to include an item on the agenda for the next meeting.

Councillor Terry clarified that he had no objection to the provision of additional CCTV cameras in the Market Square as agreed at the last meeting. His concerns had been about privacy and these had now been largely addressed.

110. Mayor's Report

RECEIVED a report from the Mayor covering the period 11th September 2020 – 8th October 2020.

111. Covid Update

The Mayor said that Keswick was coping well, with current levels of infection relatively low. He felt that this was largely due to mask wearing and asked everyone to remain vigilant and follow the rules to avoid the area moving to a higher 'tier' of intervention.

112. Applications for Development

Councillor Burn commented on the decision of the Planning Authority to grant permission for a Premier Inn on the site of the former Ravensfield care home. He thanked those who had supported refusal.

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

Plan Ref:	Description of Development Location
T/2020/0125	Beech - Lift crown by 1-2m and thin by no more than 30% to reduce pressure on stem during high winds 13 Fenton, Keswick, CA12 4AZ <i>No comments made</i> SUPPORT
T/2020/0129	T2 - Oak - Remove lowest limb back to stem. Reduce long limbs which reach across garden towards garage to growth points by approx 4mtrs and shape (back to boundary) 14 Fenton, Keswick, CA12 4AZ <i>No comments made</i> SUPPORT
T/2020/0130	Reduce branch by 2.5m - 5 day notice Greta Lodge, Southey Hill, Keswick, CA12 5ND <i>For information only, no comments required</i>
T/2020/0131	Reduce 1 beech (T2) by 2-2.5m and crown lift to 4.5-5m east side. Fell 1 sycamore (T3). Reduce canopies of yew trees under beech by 1-1.5m to reshape and crown lift to 3-3.5m Greta Hall, Main Street, Keswick, CA12 5NH <i>No comments made</i> SUPPORT
7/2020/2212	Proposed new pitched roof over existing flat roof, with rear single storey bedroom extension and new front porch 3, Lakeland Park, Keswick, CA12 4AT <i>No comments made</i> SUPPORT
7/2020/2220	Non-material amendment to planning approval 7/2020/2075 (Proposed ground floor infill extension, first floor side extension, loft conversion, facade alterations and all associated works, following refusal of 7/2019/2291) to use seamed GRP instead of seamed metal maintaining RAL 7016 colour Manor Crest, Manor Brow, Keswick, CA12 4AW <i>For information only, no comments required</i>

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

113. White Paper – ‘Planning for the Future’

Consideration was given to the report of the Working Group recommending responses to the questions in the Government’s consultation on the Planning White paper.

RESOLVED that the proposed response be submitted as drafted.

114. Clerk’s Report

Consideration was given to the Clerk’s report.

RESOLVED:

- i) That the current delegation arrangements to the Clerk continue for a further six month period i.e.
 - a) To take action on any issue of such urgency that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult with the Mayor or Deputy Mayor if the Mayor is unavailable and take his/her view into account
 - b) To submit planning observations on behalf of the Council to the planning authority following consultation with Councillors who for the time being constitute the Council’s Planning Group and with the Mayor or Deputy Mayor as above
 - c) To authorise the payment of accounts on behalf of the Town Council and Keswick Parks Charitable Trusts following inspection by two Councillors and consultation with Mayor or Deputy Mayor as above.

All decisions taken under delegated authority to be in accordance with the Council’s Standing Orders and Financial Regulations and reported to the next available Council meeting.
- ii) That the Staffing Committee be authorised to make an appointment following interviews to fill the post of Town Clerk
- iii) That the Terms of Reference for the Events and Staffing Committees be amended to provide for the appointment of up to six Councillors

115. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Campbell-Savours reported that the Borough Council was currently looking at options for the re-opening of the Leisure Pool and a decision would be made in the next week.
Councillor Daniels referred to the item raised by Councillor Miller concerning second homes and holiday lets quoting a current figure of 35% of houses in Keswick coming into these categories, with a 6-7% increase in the last 3 years. He suggested that representations be made to the Trudy Harrison MP and Tim Farron MP. It was agreed that this be considered at the next meeting.
(Councillor Lansbury left the meeting).
- ii) Cumbria County Council – Councillor Lywood said that the one-way system in Station Street/St John’s Street appeared to be working well and that seasonal restrictions on parking in Church Street would be continued for the time being.
He reported that following the public vote in the competition to design a mural for the Penrith Road bus shelter, Paul Wilmott’s design (The Three Bears) had been chosen and the artist would be liaising with St Herbert’s School in due course.
He advised that Keswick Library had not been included in the County’s initial list of libraries to be re-opened and he was lobbying for it to re-open as soon as possible.
- iii) Lake District National Park Authority North Distinctive Area Parishes’ Representative – Dr Davies submitted a written report together with information concerning the actions which had been taken to address the issue of second homes and holiday lets in the National Park. He also commented on the Planning White Paper.
Dr Davies left the meeting.

The Mayor gave an update on work on the Keswick to Threlkeld Trail which should be open for public use by the end of November. He said that discussions were ongoing regarding the provision of toilets at the old Station site.

116. Reports from Representatives on Outside Bodies

RECEIVED a report from the following representatives:

- i) The Battersby Charity – Councillor Lywood submitted a written report.
- ii) Keswick in Bloom – Councillor Terry reported that the Cumbria in Bloom awards were to be held digitally this year and offered to provide details to anyone who wished to 'attend'.

117. Grants – Additional £2,000 allocation

Consideration was given to recommendations for grant payments from the additional £2,000 allocated from the Mayor's expenses.

RESOLVED that the list of grants be approved for payment.

118. Payment of Accounts

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

- i) For the Town Council, vouchers 78 – 98, amounting to £47,921.10 (forty seven thousand, nine hundred twenty one pounds and ten pence)
- ii) For the Trusts, vouchers HP96 – FP104, amounting to £13,608.74 (thirteen thousand, six hundred and eight pounds and seventy four pence)

119. Quarterly Budgets

RECEIVED for information the quarterly budget comparisons.

120. Proposed Amendment to Financial Regulations

Consideration was given to the report of the Responsible Financial Officer.

RESOLVED that the revised Financial Regulations be approved and adopted.

121. Update from Climate Emergency Working Group

RECEIVED an update from the Climate Emergency Working Group. Councillor Boardman confirmed that Allerdale Borough Council had approved in principle the provision of a Tetra Pack recycling facility at Otley Road.

122. Minutes of Committee Meetings

RECEIVED for information the draft Minutes of the Events Committee meeting held on 28th September 2020.

123. Correspondence

RECEIVED the following correspondence:

- i) Allerdale Borough Council – Proposed Footway Lighting Energy Costs.
- ii) Lake District National Park Authority – Update on financial position.

The meeting closed at 8.55 p.m.

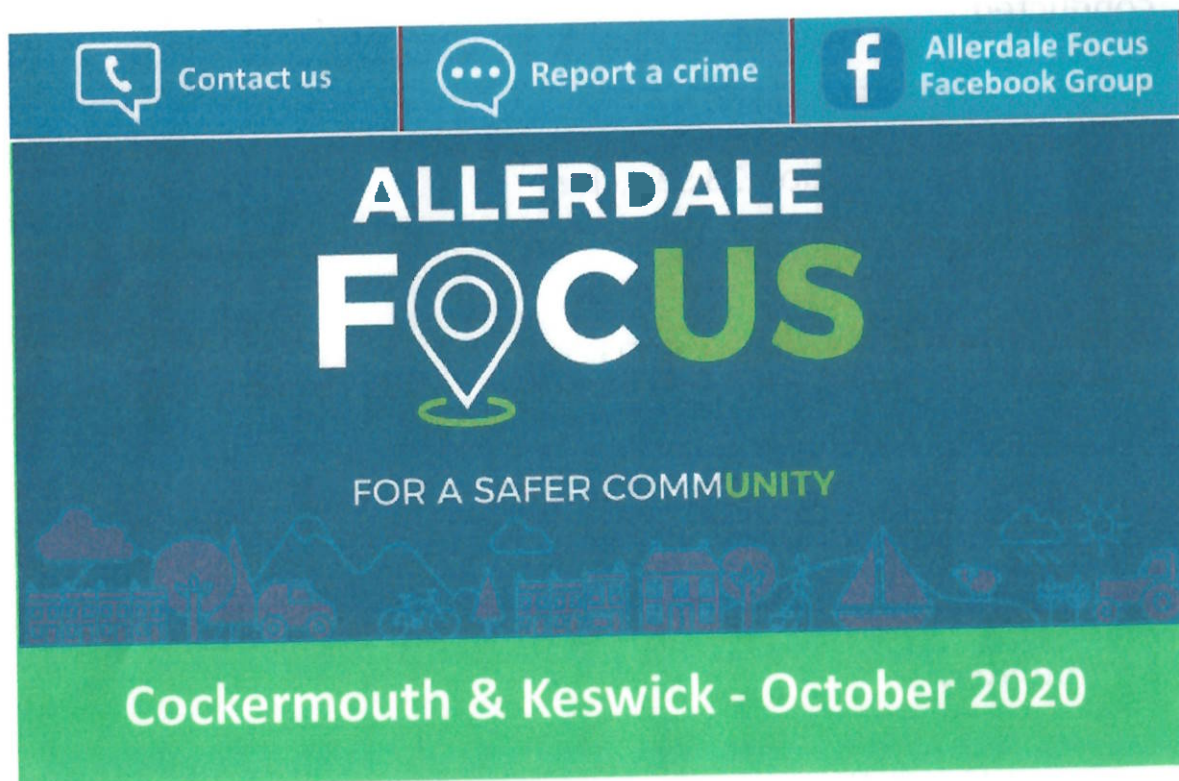
Chairman

Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 30 October 2020 13:24
To: Ania Mlynczak
Subject: Cockermouth & Keswick - October 2020

[View in browser](#)



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Officers in west Cumbria conduct operation checkpoint

Officers in west Cumbria conducted operation Checkpoint on the 30th September.

The operation, which is regularly conducted, targets organised crime



groups who travel throughout the region committing crime such as theft and burglary, particularly in rural areas.

In the first part of the operation crime prevention officers spoke with 11 farms.

In the second part of the operation officers conducted a road block and targeted patrol in the rural areas. During this officer conducted

- Five stop searches
- Four section 18 searches
- Three arrests
- Ten intel submissions
- Six cars stopped

Inspector Steve Waddell said: "Operations such as this are vital in not only disrupting criminals who travel across county borders, but in gaining intelligence by engaging with the rural communities.

"Yesterday, engagement with the public was really positive – we gave crime prevention advice and gained lots of valuable intelligence from the vehicle stops.

"Targeting rural crime and keeping people safe are priorities for the neighbourhood policing teams in Cumbria."

Acceptable Behaviour Agreement Contract issued.

Home Group and Police issued a contract after an ongoing neighbour dispute was brought to the partnerships attention.

Both parties on St Helen's Street, Cockermouth have been asked to abide by rules to develop a good neighbour agreement.

Community Protection Warning

A warning has been issued to a resident in the area of Melbreak Avenue, Cockermouth in relation to ongoing issues.

Patrols in the area and a street safe has also been conducted.

Anyone with information is asked to contact Police on 101 or your local problem Solver PC2099 Lisa Law.

Crime Prevention surveys

Surveys have been completed on properties and advice was provided to the residents with recommendations on how to improve security. Cumbria Police are requesting people to be vigilant against vehicle crime.



Sergeant Scott Adams said "As we move into the winter months please ensure you secure vehicles.

"I'd like to take this opportunity to remind motorists to remove any valuables from their vehicles when leaving them parked and to ensure vehicles are properly locked. Don't just rely on your key fob and the sound of the locks engaging, make sure the doors and boot are locked by double checking them by hand.

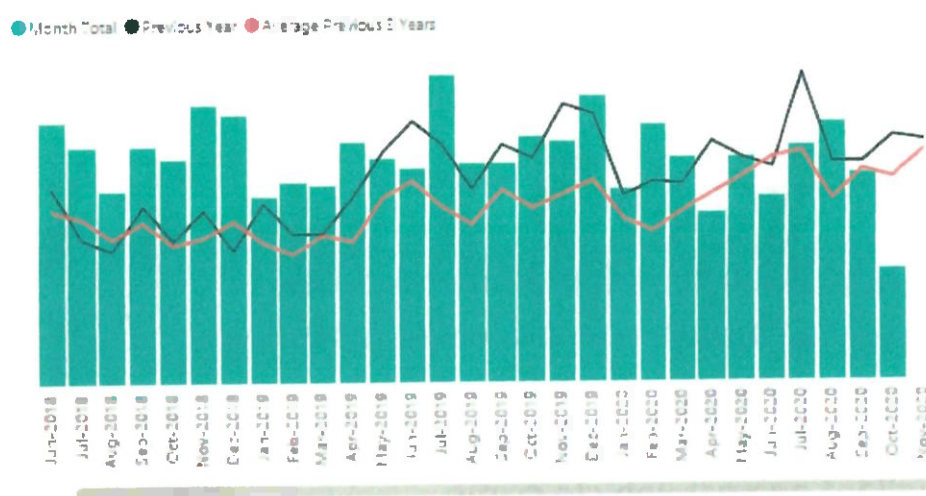
"Also take care where you place car keys, do not leave them next to letter boxes or in areas that could be easily accessed by criminals."

Anyone with information about crimes should contact police via 101. Alternatively call Crimestoppers, anonymously, on 0800 555 111.

CRIME FIGURES

Crime figures can also be obtained via the Cumbria Police Website:

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



OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	13	27	-14	-51.9%
Burglary	7	17	-10	-58.8%
Drug offences	3	3	0	0.0%
Hate Incident	1	1	0	0.0%
Miscellaneous Crimes Against Society	2	4	-2	-50.0%
Possession of weapons offences	2	1	1	100.0%
Public order offences	20	28	-8	-28.6%
Reported Incidents	2	0	2	0.0%
Robbery	1	2	-1	-50.0%
Sexual offences	10	12	-2	-16.7%
Theft offences	19	20	-1	-5.0%
Vehicle Offences	4	6	-2	-33.3%
Violence against the person	60	84	-24	-28.6%
Total	144	205	-61	-29.8%

To receive more policing news, sign up to our other area newsletters by clicking on the links below:

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[Maryport, Aspatria, Silloth & Wigton](#)

[Cumbria \(covering the whole county\)](#)



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govDELIVERY

Planning Applications received between 09/10/2020 - 12/11/2020		
Plan ref	Location	Description of Proposed Development
T/2020/0147	Greta Cottage, Greta Side, Keswick, CA12 5LG	Removal of 1 conifer tree (T1)
T/2020/0150	High Spy, 7 Fenton, Keswick, CA12 4AZ	2 x Beech trees - Prune limbs back to boundary and crown reduce by 2 mtr and shape. Remove epicormic hedge growth from trunk
7/2020/2189	2, Springs Road, Keswick, CA12 4AQ	Single storey rear extension and installation of 2m rear high boundary wall
7/2020/2228	Car park adjacent to the Chief Justice of the Common Pleas Public House, 2-6 Bank Street, Keswick, CA12 5JY	Conversion of an existing car park to the north-east side of the existing public house to form an external customer and landscaped area.
7/2020/2239	19 Grizedale Close, Keswick, CA12 4JL	The erection of a single storey extension and porch to create an additional 2no bedrooms and a bathroom
7/2020/2241	Lock up Garage, Penrith Road, Keswick, CA12 4NE	Demolition of lock up storage building to create site for residential development
7/2020/2242	44 Trinity Way, Keswick, CA12 4HZ	Two storey extension to dwelling following approval of 7/2019/2250
7/2020/2248	26 Heads Road, Keswick, CA12 5EX	Demolition of conservatory and porch, internal alterations and 3 storey extension
7/2020/2252	71 Wordsworth Street, Keswick, CA12 4BZ	Alterations and extensions and replacement garage
7/2020/2253	40 Windebrowe Avenue, Keswick, CA12 4JA	Rear single storey kitchen extension
<p>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 09/10/2020 & 12/11/2020

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2020/0125	September-20	13 Fenton, Keswick	CA12 4AZ	Beech - Lift crown by 1-2m and thin by no more than 30% to reduce pressure on stem during high winds.	SUPPORT	GRANTED		
7/2020/2212	September-20	38 Lakeland Park, Keswick	CA12 4AT	Proposed new pitched roof over existing flat roof, with rear single storey bedroom extension and new front porch	SUPPORT	GRANTED		
7/2020/2220	October-20	Manor Crest, Manor Brow, Keswick	CA12 4AW	Non-material amendment to planning approval 7/2020/2075 (Proposed ground floor infill extension, first floor side extension, loft conversion, facade alterations and all associated works, following refusal of 7/2019/2291) to use seamed GRP instead of seamed metal maintaining RAL 7016 colour	Application not received for comments	GRANTED		
7/2020/2199	September-20	Fell House, 28 Stanger Street, Keswick, Cumbria	CA12 5JU	Change of use of guest house (C1) to holiday letting accommodation (C3) (following withdrawal of application 7/2020/2142)	OBJECT	GRANTED		

KESWICK TOWN COUNCIL**TOWN COUNCIL MEETING 19TH NOVEMBER 2020****MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 9th October 2020 – 12th November 2020

Monday 12 th October	Meeting with Rev Charles Hope and British Legion re Remembrance Sunday
Monday 12 th October	Keswick Council Green Working group meeting, held via zoom
Monday 12 th October	Landscape for Everyone Conference (pre meeting), held via zoom
Tuesday 13 th October	All day Landscapes for everyone Conference, held via zoom
Tuesday 20 th October	Keswick Events Committee meeting, held via zoom
Friday 30 th October	Keswick Council Staffing Committee meeting, held via zoom
Tuesday 3 rd November	Keswick Events Committee meeting, held via zoom
Friday 6 th November	Ahmadiyya Muslim Remembrance service, held via zoom
Sunday 8 th November	Remembrance Service at cenotaph
Tuesday 10 th November	Keswick Council Green Working Group meeting, held via zoom

KESWICK TOWN COUNCIL
19TH NOVEMBER 2020

CLERK'S REPORT

Well we are once again in 'lockdown' with staff working from home where possible. This is a busy time of year with budget preparations and staff appraisals, however, this year we do not have the added pressure of the annual Christmas Lights Switch On event which has had to be cancelled. Installation of the lights should be complete within the next week and these will hopefully provide some cheer at this dismal time.

Draft budgets have been completed for Hope and Fitz Parks and the Town Council, and these will be formally approved and the precept for 2021-22 set at the next Council meeting. There will be an opportunity for Councillors to input prior to consideration at the meeting.

Lease of Offices

At the time of writing I have received no reply from Allerdale BC regarding our office lease which has now expired. In the absence of any other information, next year's budget has been prepared on the basis of a similar rent level to this year.

Changes to the Current Planning System

The National Association of Local Councils has now circulated a copy of its response to the Ministry of Housing, Communities and Local Government 'Changes to the current planning system' consultation (note this is separate from the Planning White Paper consultation to which the Council has responded). A copy is attached for information.

LW
111120

28 SEPTEMBER 2020

PR 10-20 | CHANGES TO THE CURRENT PLANNING SYSTEM

I am writing in response to the Ministry of Housing, Communities and Local Government (MHCLG) 'Changes to the current planning system' consultation.

The National Association of Local Councils (NALC) is the nationally recognised membership and support organisation representing the interests of around 10,000 parish and town councils and many parish meetings in England, 70% of which are situated in rural areas. Local (parish and town) councils are the backbone of our democracy and closest to local people, providing our neighbourhoods, villages, towns and small cities with a democratic voice and structure for taking action, contributing in excess of £2 billion of community investment to supporting and improving local communities and delivering neighbourhood level services.

Executive summary

- NALC agrees with the government that the planning system could be improved and should have more emphasis on building design, (we endorse the recommendations in the report 'Living with beauty' published by the Building Better, Building Beautiful Commission:
(<https://www.gov.uk/government/publications/living-with-beauty-report-of-the-building-better-building-beautiful-commission>) .
- However, NALC urges MHCLG to re-think the changes it has proposed in the Planning White Paper and in 'Changes to the Current Planning System'. The changes would result in a democratic deficit and less community involvement and would not tackle the key issue slowing down the delivery of more housing that was identified by Sir Oliver Letwin in his report 'Independent Review of Build Out' which he presented to parliament in October 2018
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752124/Letwin_review_web_version.pdf).
- Sir Oliver Letwin identified that the key problem was the market absorption rate (i.e. the rate at which builders were prepared to deliver homes which would ensure their market price in any given local area was not affected in an adverse manner). Sir Oliver, whose report was commissioned by the chancellor of the exchequer, expressed support for master planning (which is not mentioned in the current consultation documents) and the use of Section 106 agreements (which, it is proposed, should be dropped, despite these agreements having delivered significant affordable housing). Master planning

is eminently sensible and 106 agreements have been very successful in delivering affordable housing.

- Whilst the narrative in the two consultation documents says much about having a planning system that is fit for purpose, inclusive and which improves public trust, the proposals come on top of a significant extension to permitted development rights and they:
 - Dictate the amount of housing each Local Planning Authority (LPA) has to deliver, based on an algorithm geared to delivering over 300,000 housing units per year – despite a lack of verisimilitude for that over-arching figure and despite falling population projections.
 - Require LPAs to divide all land into one of three (or possibly only two) zones, ensuring that the two development zones ('Growth' and 'Renewal') together are large enough to accommodate the housing they have been instructed centrally to supply, thereby forcing the LPAs to not place land in the 'Protected' zone which would be worthy of being there.
 - Allow only 30 months for the evolution of and consultation on Local Plans and thereafter remove from principal authorities the right to decide on planning applications on a case by case basis and the right of local councils to comment upon them.
 - Abolish Sustainability Appraisals and question the value of the 'Duty to Co-operate' between neighbouring local authorities and Strategic Environmental Assessments.
 - Do nothing to strengthen Neighbourhood Plans and stop them from being overturned when principal authorities cannot meet housing delivery numbers or any land tests that may apply and do not tackle the community capacity problem if they have to be reviewed five yearly.
 - Do not recommend that a percentage of the income to LPAs from developers is automatically distributed via local councils for the benefit of their local communities.
 - Do not align with the climate change agenda (NALC has declared a climate emergency).

Consultation questions

NALC's responses to the consultation questions are as follows:

1. Do you agree that planning practice guidance should be amended to specify that the appropriate baseline for the standard method is whichever is the higher of the level of 0.5% of housing stock in each local authority area OR the latest household projections averaged over a 10-year period?

No. There are any number of pitfalls in adopting a standard methodology for complex planning issues. The proposed approach for generating housing numbers of taking three disparate baselines – existing stock levels, household projections and affordability ratios – appears to have been devised in order to arrive at a national headline housing figure of over 300,000 per year. But the intention is to only abide by the housing projection figures so long as they produce a figure of 300,000 or above. If they do not, they are to be dismissed as not robust.

From our perspective, developers (as the Local Government Association recently confirmed), have been given 1 million planning permissions in the last ten years which still have not been built out – so a focus should be given to rectifying that first. Local communities will feel aggrieved if they are required to surrender more land for development when existing planning permissions have not been delivered.

NALC is calling on the MHCLG to establish a housing delivery test focused on developers which requires them to build out sites for which they have planning permission – rather than allowing a punitive system which punishes local authority areas for not meeting either artificially high housing delivery numbers (or their five-year housing land supply if this measure is in fact retained) and which forces them to accept even more development.

We doubt that the government will be able to deliver on its commitment in the White Paper to build 337,000 new homes. The government should revise its aspirations to ensure they are based on the latest ONS population figures. We would point out that since 2014 ONS household projections have declined significantly whilst the government's target has escalated. We concur that more homes are needed and that there is a dire shortage of affordable homes but we cannot support the government's contention that the country requires 300,000 homes plus every year.

2. In the stock element of the baseline, do you agree that 0.5% of existing stock for the standard method is appropriate? If not, please explain why.

No. There are undoubtedly issues around both the baselines and the headline figure. For instance, a statement in paragraph 20 maintains that diverse housing needs are taken into account. But it is not possible to find a basis for this statement. Meanwhile, the headline figure (of 300,000 or 337,000) appears to NALC to be more or less a fixed entity, despite the fact that the ONS population figures have declined since 2014 and irrespective of future variations in population predictions or any other relevant factors which may emerge. With all the

variables that actually exist, it would be very difficult to support any standard methodology but it is not possible to support this one which does not withstand serious scrutiny.

The figure of 300,000 houses per year nationally is approximately 1.2% of national stock. Consequently, many areas would have to contribute well in excess of 0.5%. Also, the proposed new methodology does not only fail to focus development on urban areas but directs it to areas which are less sustainable and where housing is more expensive.

We also think that the requirement in the National Planning Policy Framework (NPPF) for a five year land supply for housing - needs to be amended and clarified in a way which prevents developers riding roughshod over Local Plans, contrary to the wishes of local communities, endorsed planning policies and emerging and 'made' Neighbourhood Plans. We agree with the Kent Association of Local Councils that the government should amend the 300,000 target for new dwellings as ONS population figures become available. Housing allocation across authorities is fundamental and should be agreed regionally for that reason.

3. Do you agree that using the workplace-based median house price to median earnings ratio from the most recent year for which data is available to adjust the standard method's baseline is appropriate? If not, please explain why.

No, on balance. The idea of trying to second guess how the economy will react in future, particularly after COVID 19, is deeply flawed, as old methods of housing need assessment will go out of the window with more and more people working from home. We would like the government to reverse the negative impact on the availability of affordable social housing caused by factors such as the reduced contribution to Housing Associations and a failure to make use of empty properties that could be used for housing for local people.

4. Do you agree that incorporating an adjustment for the change of affordability over 10 years is a positive way to look at whether affordability has improved? If not, please explain why.

No. See position in response to Q.3. Also, local councils (e.g. Newport Pagnell) are telling us that such approaches may not last forever as it is not possible to predict yet what the impacts on house building from COVID 19 will be. We see this as an attempt to smooth calculation using trends, but we have the same concerns as for question 3. In our view, the proposed methodology would do little to address affordability. It merely places a lot of pressure on high value

areas where developers would restrict their build-out rates in order to keep property values high. The demand for affordable housing would not be met.

5. Do you agree that affordability is given an appropriate weighting within the standard method? If not, please explain why.

No. NALC supports the linking of housing need calculations to affordability but it is unable to concur with any of these three propositions or with the proposition that the housing figures which emanate from the proposed new methodology should become mandatory. The affordability formula put forward has the effect of directing the biggest increase in housing numbers to areas of high demand and high housing prices. Whilst this might improve the amount of land that is made available, it will not improve the delivery of housing.

Builders will not build out at a rate which would affect the prices they can achieve. (Oliver Letwin's 2018 review of build out rates explained that builders work to a 'market absorption rate', only constructing new homes at a pace which the local market can stand without materially affecting the market price). The need is to boost the supply of affordable tenures, not the supply as a whole. The other point that NALC would make here is that less affordable housing would be delivered if the government went ahead with the idea of exempting developments of fewer than 40 or 50 homes from having to pay the proposed new levy. See again our answer to question 3. But, for the future, MHCLG needs to consider the following factors when assessing housing need:

The real issues are where is new industry that requires close proximity to the workplace to be built?

Where will tax break incentives for this to happen take place?

How much of retail sales will move to online sales, where warehousing and logistics become far more important than proximity of people to a central shopping area?

6. Do you agree that authorities should be planning having regard to their revised standard method need figure, from the publication date of the revised guidance, with the exception of:

Authorities which are already at the second stage of the strategic plan consultation process (Regulation 19), which should be given 6 months to submit their plan to the Planning Inspectorate for examination?

On balance, no. Whilst this strikes an appropriate balance between the needs of those planning authorities not already at the second stage of the strategic plan consultation process and those which are - the government must ensure that Local Planning Authorities (LPAs) can only rely on accountable and transparent evidence of housing need which they are obliged to share with local councils progressing Neighbourhood Plans. This would ensure that a failure to do so should result in the new Infrastructure Levy (IL) being payable as if relevant councils had adopted a Neighbourhood Plan. Government should be undertaking research into these questions, both to kick-start the economy and to prepare for what will be a new housing market in the future with no basis on old standard methods of assessing housing needs, that were always at best, nothing more than a guess based on past experience.

7. Authorities close to publishing their second stage consultation (Regulation 19), which should be given 3 months from the publication date of the revised guidance to publish their Regulation 19 plan, and a further 6 months to submit their plan to the Planning Inspectorate?

We do not agree. There is an element of unreality to these suggested transitional timescales. If the new methodology results in a significant change (upwards or downwards) to a local authority's housing figures, obviously, it is going to affect their need for development sites. There could also be wider impacts on other parts of the Local Plan. Are these adjustments supposed to be made without collecting further evidence and without further consultation? Certainly, the time frames proposed do not allow for either.

If not, please explain why. Are there particular circumstances which need to be catered for?

See our answer to question 6.

8. The Government is proposing policy compliant planning applications will deliver a minimum of 25% of onsite affordable housing as First Homes, and a minimum of 25% of offsite contributions towards First Homes where appropriate. Which do you think is the most appropriate option for the remaining 75% of affordable housing secured through developer contributions? Please provide reasons and / or evidence for your views (if possible):

- i) **Prioritising the replacement of affordable home ownership tenures, and delivering rental tenures in the ratio set out in the local plan policy.**
- ii) **Negotiation between a local authority and developer.**

iii) Other (please specify)

NALC does not feel able to endorse these proposals because they do not deal with the need for a range of different types of tenures to be available. These proposals are linked to the government's (apparently exclusive) commitment to home ownership as the preferred tenure despite the evidence that facilitating home ownership does not improve affordability. Shelter demonstrated in 2015 that the 'Help to Buy' scheme had added over £8,000 to the average house price and that those 'helped to buy' were able to do so at the expense of worsening the affordability situation for everyone else.

We agree with the Kent Association of Local Councils that affordable housing targets should be re-assessed and re-aggregated from a county to a regional perspective. We think that key to all housing development is the delivery of required infrastructure. GP surgeries, roads and schools should be built ahead of new housing developments – according to the government's own manifesto priorities. We also think that climate change factors and health and wellbeing factors for residents should also be considered when affordable housing targets are set. We think this also depends on existing need and demand.

9. Should the existing exemptions from the requirement for affordable home ownership products (e.g. for build to rent) also apply to this First Homes requirement?

No (the 'Changes to the current planning system' document does not appear to contain the relevant information necessary to answer this question fully). There should be a clear policy uncluttered by conditions giving ways out. One would expect the local authority to have all the facts to ensure they meet local needs for First Homes and not be governed by exemptions which could lead to fewer First Homes becoming available.

10. Are any existing exemptions not required? If not, please set out which exemptions and why.

No (the 'Changes to the current planning system' document does not appear to contain the relevant information necessary to answer this question fully). Exemptions tend to cause confusion. The Local and Neighbourhood Plans should already have dictated the number and tenure mix required.

11. Are any other exemptions needed? If so, please provide reasons and /or evidence for your views.

No (the 'Changes to the current planning system' document does not appear to contain the relevant information necessary to answer this question fully). Further exemptions would add to the confusion. The definition of key workers needs to be clearly thought about. From a local council perspective there are key workers too, working in leisure, parks, play areas, cemeteries, etc.

12. Do you agree with the proposed approach to transitional arrangements set out above?

More detailed clarification is required around the proposed transitional arrangements. For instance, what would happen to a Local Plan submitted now? Neighbourhood Plans must reflect Local Plans. If a Local Plan is in a Regulation 19 phase – and MHCLG gives 6 months for aligning it to new proposals, the Neighbourhood Plan that must relate to the Local Plan will not be at Regulation 19 stage-equivalent, and so should be given longer (say 1 year) to bring the Plan in line. We are also asking MHCLG to expressly set out the relationship that will exist between neighbourhood plans and any new types of future spatial plans.

13. Do you agree with the proposed approach to different levels of discount?

It is apparent that very high levels of discount would be required in some areas in order to bring house prices to an affordable level. This prompts the question, should significant sums be invested in this way – or would some of the money be better spent enabling affordable rented properties and / or socially rented ones? NALC also asks MHCLG to reconsider its decision to require local authorities to review their Local Plans every 5 years as this means that neighbourhood plans also have to be reviewed with the same frequency. There are capacity issues related to both types of spatial plans and, in any event, a longer period of currency would bring with it more certainty.

14. Do you agree with the approach of allowing a small proportion of market housing on First Homes exception sites, in order to ensure site viability?

No, on balance. A mix of homes (market and affordable) seems to work well and MHCLG have imposed constraints to ensure that is the way forward by insisting on a percentage of a development being affordable etc. Allowing for the ratio of affordable to market to be reversed in this way does not seem well thought through. We are also asking for the mandatory provision of protection for parishes from speculative development during the creation of Neighbourhood Plans and greater certainty that 'made' plans will be upheld.

15. Do you agree with the removal of the site size threshold set out in the National Planning Policy Framework?

No. Any new development must, by necessity, be proportionate to the existing settlement which suggests a size limit is required. Paragraph 64 says First Home Exception Sites are small sites brought forward outside the Local Plan. MHCLG cannot refer to 'small' and then leave, undefined, what is meant by the word. The size limit should be retained. Government should change the National Planning Policy Framework (NPPF) so that local councils (and Neighbourhood Planning bodies) have the same right as promoters / developers to appeal planning decisions. Developments must have a proportion of affordable housing.

16. Do you agree that the First Homes exception sites policy should not apply in designated rural areas?

In the first instance, clarification is needed as to what constitute 'designated rural areas'. Communities need to understand whether they are in a designated area or not and how they would be affected. Clarification is also needed as to how exception sites would be treated within the different zones proposed in the Planning White Paper. It is understood, however, that the proposals change how exception sites would be used. Up to now, the purpose of exception sites has been to enable the provision of affordable housing by using sites that would not otherwise have achieved planning consent. But the proposal in 'Changes to the current planning system' is that small sites can be promoted outside the Local Plan for First Homes – but not for other tenures. Studies have shown that building owner-occupied housing in an area tends to cause prices to rise – and quite rapidly. Hence housing in that area quickly becomes unaffordable. There needs to be an exclusion of the Right to Buy extension to housing in rural areas and, where this is not possible, for priority to be given to land already pre-allocated by LPAs for local need.

17. Do you agree with the proposed approach to raise the small sites threshold for a time-limited period?

Only if the LPA thinks so after consultation with affected local councils. We applaud the desire to help small businesses to recover, but this approach is not right for rural areas. Furthermore there is no telling how long the COVID restrictions and their impact will last. Smaller sites making a contribution to affordable housing are more acceptable to rural communities than larger ones. Other ways of supporting SME builders with their cashflow should be considered such as subsidised loans, VAT exemption for a specified period, tax breaks. It is important not to trade off help for SMEs with a reduction in supply of affordable homes. The government should give local councils the freedom to spend what should be a statutorily fixed share of Infrastructure Levy monies (developers'

contributions) on leisure and recreation facilities – or other community facilities – as they judge to be necessary.

18. What is the appropriate level of small sites threshold? i) Up to 40 homes ii) Up to 50 homes iii) Other (please specify)

Other – see 16. We need much more affordable housing, not less. It has been estimated that if SMEs were allowed to completely forego affordable housing provision for sites of up to 50 units, it would lead to a reduction of affordable housing of between 10% and 20%. A far better way to secure employment for small builders is to make it a requirement of large build sites that a percentage of the available land is sold off to small builders, at a 'reasonable price' that does not see huge margins on original cost of site. However, we agree with the Kent Association of Local Councils that, as matters currently stand, authorities have to maintain a 5 year housing land supply and maintain a retrospective housing delivery test and - on the ground - the two are not compatible.

19. Do you agree with the proposed approach to the site size threshold?

No. Local councils should be legally consulted on site size threshold up to 40 homes – see 16. Our view is that land banking is one of the major reasons for lack of home building, be this by developer or land ownership, and we accept that both are occurring.

20. Do you agree with linking the time-limited period to economic recovery and raising the threshold for an initial period of 18 months?

No, on balance. Developers of large sites are taking an unnecessarily long time to build, as developers like to hold their price levels by building no more than 100 homes per year. Any new planning system should robustly counteract that by insisting that a major development site (anything over 50 homes) must be completed (not just started) no less than 3 years from the date of detailed planning application. This would ensure major developers work collaboratively with minor builders to get many more workers onto site at the same time, and would have the beneficial effect of reducing house prices.

21. Do you agree with the proposed approach to minimising threshold effects?

No. Forty or fifty homes on one site in a small rural community is a lot and could change the character of that community. Proportionality should be a factor if this idea is introduced. Also, it has to be said that short term economic boosts for

specific sectors historically only tend to be effective for as long as the initiative lasts.

22. Do you agree with the Government's proposed approach to setting thresholds in rural areas?

NALC would repeat here a point it made earlier in this consultation response and that is that circumstances vary around the country and even within local authority areas. Consequently, it would be better to leave this matter to each LPA. Also, communities preparing neighbourhood plans need a 'breathing space' in which to plan and national planning policy and guidance must explicitly recognise this.

23. Are there any other ways in which the Government can support SME builders to deliver new homes during the economic recovery period?

Yes – by engaging with local councils and LPAs on housing sites and allocations through neighbourhood plans. The government should be examining ways to help local authorities to deliver social housing. MHCLG must be aware that the ability for a community to shape its area through neighbourhood planning is an important part of the social role of planning. Methods of collaboration between major and minor builders can vary from a straight supply and demand agreement to purchase of land subject to conditions of build. No planning applications on adjoining sites that could share a common build should be allowed to come forward in piecemeal ways.

24. Do you agree that the new Permission in Principle should remove the restriction on major development?

No, on balance. This should be optional for LPAs to decide whether it is appropriate case by case to remove such restrictions. Communities should always be consulted where major developments are concerned. The detailed planning stage is where the average person and Neighbourhood Plans can have the most influence.

25. Should the new Permission in Principle for major development set any limit on the amount of commercial development (providing housing still occupies the majority of the floorspace of the overall scheme)? Please provide any comments in support of your views.

Yes, on balance. A limit should be imposed and communities (including local councils) should be consulted on the size of commercial development as needed – especially in rural areas.

26. Do you agree with our proposal that information requirements for Permission in Principle by application for major development should broadly remain unchanged? If you disagree, what changes would you suggest and why?

Yes. But more information is needed when consulting local councils. Without this phase important contributions to landscaping, amenities, nature of schooling, community centres, public open space and all the other very important issues for residents are ignored. These items are only touched on very briefly during the outline planning phase, so the detailed planning phase is required to ensure that places are built which people want to live in.

27. Should there be an additional height parameter for Permission in Principle? Please provide comments in support of your views.

Yes. A ceiling should be set for the number of storeys a building can be built to and local councils / the community should be consulted on heights during the application process. There should also be a requirement when submitting planning applications that all plans should have dimensions for all proposed buildings, including the height above ground level, and the distance from the plot boundary. This also depends on the local character of the area.

28. Do you agree that publicity arrangements for Permission in Principle by application should be extended for large developments? If so, should local planning authorities be:

- i) required to publish a notice in a local newspaper?
- ii) subject to a general requirement to publicise the application or
- iii) both?
- iv) Disagree

Both. The more publicity local councils have access to for permission in principle applications for large developments, the better.

29. Do you agree with our proposal for a banded fee structure based on a flat fee per hectare, with a maximum fee cap?

NALC has no view on this question.

30. What level of flat fee do you consider appropriate, and why?

We have no view on this. But it should strike a balance between what SMEs can afford to pay and what large developers should pay.

31. Do you agree that any brownfield site that is granted Permission in Principle through the application process should be included in Part 2 of the Brownfield Land Register? If you disagree, please state why.

Yes - but there needs to be a national housing land supply policy which does not have such a totally negating effect on so many neighbourhood plans.

32. What guidance would help support applicants and local planning authorities to make decisions about Permission in Principle? Where possible, please set out any areas of guidance you consider are currently lacking and would assist stakeholders.

NALC believes that permitted development rights should come within the purview of LPAs and Neighbourhood Planning Fora.

33. What costs and benefits do you envisage the proposed scheme would cause? Where you have identified drawbacks, how might these be overcome?

Our concerns are that communities and local councils will not be consulted enough; that despite the need for more balanced development – development will be excessive, that developers will simply sit on housing permissions, and quality of builds will suffer.

34. To what extent do you consider landowners and developers are likely to use the proposed measure? Please provide evidence where possible.

We think it will be widely used. But neighbourhood planning must be factored in here. NPs cannot be completely side-tracked by PiP. NP is the best way local councils and communities will likely have a say on housing in their communities. As MHCLG seeks to promote NP in urban areas it needs to create a direct link between NP and PIP.

35. In light of the proposals set out in this consultation, are there any direct or indirect impacts in terms of eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations on people who share characteristics protected under the Public Sector Equality Duty?

Not that we know of.

Should you require any further information on this response please do not hesitate to contact Chris Borg, policy manager, on 07714 771049 or via email at chris.borg@nalc.gov.uk.

Yours sincerely,

A handwritten signature in black ink that reads "Sue Baxter." The signature is written in a cursive, slightly stylized font.

Cllr Sue Baxter

Chairman of NALC

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

Section 66 of the Environment Act 1995 requires each National Park Authority to adopt a National Park Management Plan and to review it at least every five years. It is the statutory management plan for a National Park. The National Parks England website¹ points out that:

It is the National Park Authority that adopts the National Park Management Plan, but this hides the hugely important contribution of others – whether local communities, or communities of interest who shape the Plans. Indeed, in many cases it will be others, not the National Park Authority that will be leading on the actions in the Plan. And that is as it should be – these are shared plans.

In recognition of this, the Lake District National Park Partnership² was formed in 2006 around an agreed Vision for the Lake District. The Partnership now consists of 25 organisations, one of which is the Lake District National Park Authority. The Partnership produces its plan (the Partnership's Plan) for the National Park on a five-year cycle, and this has been adopted by the LDNPA as their statutory management plan. The current Partnership's Plan covers the period 2015-20, and so it is now being reviewed.

The Partnership's Plan is not the same thing as the Local Development Plan. The Local Development Plan guides the functions of the LDNPA under the Town & Country Planning Acts. These functions are part of what the LDNPA contributes to the fulfilment of the Vision. The Partnership's Plan goes well beyond planning functions.

Five interlinked priority areas have been identified for the 2020-25 iteration of the Plan.

- Vibrant communities and a prosperous economy following Covid-19
- Climate action and resilience – adapting to climate change and achieving net-zero in the Lake District
- The future of farming and forestry, nature recovery and climate change related to Lake District landscapes
- Landscapes for everyone
- Smarter, sustainable travel

The new Partnership's Plan will be subject to a period of public consultation in the Spring of 2021. Prior to that, the Partnership is seeking views on what are the key issues facing the National Park. CALC recently announced two virtual sessions for parish-town councils to be held on 10th and 19th November and your Clerk will have details of how you can register. It is also possible to provide your views directly on the website³.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

¹ <https://www.nationalparksengland.org.uk/national-park-management-plans/more-information-on-national-park-management-plans>

² <https://www.lakedistrict.gov.uk/caringfor/lake-district-national-park-partnership>

³ <https://www.lakedistrict.gov.uk/national-park-partnership>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16.07.2020

and recorded as minute reference:

MIN. NO. 55.

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

Chairman

Clerk

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

Authority web address

www.keswicktowncouncil.gov.uk

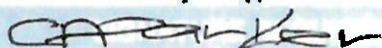
Section 2 – Accounting Statements 2019/20 for

KESWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	213,504	236,701	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	246,701	261,777	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	63,407	52,520	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	55,186	56,852	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	231,725	244,330	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	236,701	249,816	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	238,425	275,687	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	46,602	46,942	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0		<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

16.07.2020

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

16.07.2020

as recorded in minute reference:

MIN. No. 55.

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Keswick Town Council- CU0133

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

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

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

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Keswick Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

<p>1. The audit of accounts for Keswick Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Keswick Town Council on application to:</p> <p>(a) <u>CATHERINE PARKER, KESWICK TOWN COUNCIL, 50 MAIN STREET,</u> <u>KESWICK, CA12 5JS - catherine@keswicktowncouncil.gov.uk</u></p> <p>(b) <u>AN APPOINTMENT MUST BE MADE FOR INSPECTION VIA EMAIL - MONDAY</u> <u>TO THURSDAY ONLY</u> <u>OFFICE CURRENTLY CLOSED DUE TO COVID 19 RESTRICTIONS</u></p> <p>3. Copies will be provided to any person on payment of £ <u>0.30</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>CATHERINE PARKER</u></p> <p>Date of announcement: (e) <u>02.11.2020</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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KESWICK TOWN COUNCIL
19TH NOVEMBER 2020

Green Working Group Update

TETRA PAC – Allerdale Borough Council has approved the use of Otley Road with ACE. However they are now in negotiation with each other about ‘contamination’ (i.e. where people put the wrong items into re-cycling).

MEADOWLAND – Elizabeth Barraclough has prepared a paper for KTC. She would like to ask for KTC support of this project, she is not asking for money just potential lobbying/letter writing etc. As a group we support her project.

BALSAM BASHING – Peter Terry is progressing well with this. He now has a working group of 7 made up from West Cumbria Rivers Trust, Lions, National Trust and Sustainable Keswick. They plan their initial meeting the week of 16th Nov.

PROCUREMENT RULES – At the Parks Trusts Meeting we will raise queries regarding the replacement of the All-Terrain Diesel Vehicle.

INCREASE IN PLASTIC FROM OUR SUPERMARKETS – Last year we felt we were making progress with the reduction of plastics on foods from Booths especially. However, this initiative appears to have gone by the wayside with plastic use back on the increase (probably COVID related). We are looking at ways we can positively influence our local supermarkets with potential letter writing and photographing excessive plastics. We will liaise with the SusKes lobbying group for ideas etc to discuss at our next meeting. Meanwhile Paul and Alexandra will remove the plastic from one of their weekly shops to highlight the issue.

TREE PLANTING – the 250 trees that were due to be planted this month with volunteers can not go ahead due to lockdown. However although we can’t have the event it is hoped that the Woodland Trust will simply plant as many as they can.

Councillor Boardman

KESWICK TOWN COUNCIL

Minutes of the meeting of the Events Committee held via the Zoom app on Tuesday 20th October 2020 at 10.30 a.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burn (DB)
 Councillor Allan Daniels (ADa)
 Councillor Alan Dunn (ADu)
 Councillor Tony Lywood (TL)
 Lynda Walker (Town Clerk) (LW)
 Catherine Parker (Responsible Financial Officer) (CP)
 Sue Plant (Events Co-ordinator) (SP)
 Mary Elliott (Theatre by the Lake) (ME)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 David Quainton (Keswick Rotary) (DQ)
 David Roberts (Keswick Lions Club) (DR)

14. Apologies

No apologies for absence were received.

15. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Events Committee meeting held on 28th September 2020 (pages 2-3).

16. Christmas 2020

CP said that everything was in place for the Christmas lights as agreed at the last meeting. PT asked CP to arrange to meet David from Lite Ltd for a refresher on how the 'app' worked. TL said that the Battersby Trust had concerns about the amount of wiring etc. on the exterior of the Moot Hall and would be arranging for an inspection to be carried out. Indemnity would be required from organisations involved. LW asked for details of what was required from the Town Council in due course. DQ confirmed that the Rotary Tree of Light would be switched on in accordance with the timings for the town centre lights i.e. 1.00 p.m. until 10.30 p.m. daily. He also advised that Packhorse Court would only be having a tree this year so there would be no lighting in this area.

17. Remembrance Sunday

(Rev Charles Hope (CH) joined the meeting for this item).

PT confirmed that there was no planned church service or parade and nothing planned at Fitz Park on Sunday 8th November. A small wreath-laying ceremony was possible at 11.00 am at the War Memorial. Whilst the event organisers were primarily St John's Church and the British Legion, he felt the Town Council's strong recommendation would be against holding a large gathering where social distancing would be difficult or impossible. Neighbouring areas had no formal ceremonies planned. PT had been in touch with the Police who had no advice to offer. TL outlined guidance from Allerdale BC advising that any private ceremony should not have more than 6 people present. CH concurred with the broad view and said that there were a range of views on risk management to take into account, also the guidance was constantly changing. He had a plan for a 'slimmed-down' version and would be publishing this in the Reminder in early November. He planned to speak to a representative from the British Legion later that day. The consensus was that the public should be asked to stay at home – no marshalls would be required. CH to pass on information to LW for the Reminder advertisement and the signage at the War Memorial to be provided by the Town Council. It was agreed that a single agenda item meeting should take place nearer the time.

18. Updates on Planned Events

- Live Advent - VM said that all windows would be lit at the same time on 1st December to create a walking trail around the town. ME asked if the Theatre had been included. She advised that following the award of Government funding, the Theatre was planning a socially-distanced re-opening early next year.
- Mountain Festival – PT said that the event would be going ahead in 2021
- Beer Festival - ADu asked about tickets which were due to go on sale 1st December – DR said that many had been carried forward from this year.

19. Date of next meeting

Single agenda item meeting to discuss Remembrance Sunday only to take place on Tuesday 3rd November at 10.30 a.m.

The meeting ended at 11.15 a.m.

Chairman

Date

KESWICK TOWN COUNCIL

Minutes of the meeting of the Events Committee held via the Zoom app on Tuesday 3rd November 2020 at 10.30 a.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burn (DB)
 Councillor Alan Dunn (ADu)
 Councillor Tony Lywood (TL)
 Lynda Walker (Town Clerk) (LW)
 Joe Broomfield (Allerdale BC) (JB)
 Paul Brownrigg (Royal British Legion) (PB)
 Revd Charles Hope (St Johns Church) (CH)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 David Quainton (Keswick Rotary) (DQ)
 David Roberts (Keswick Lions Club) (DR)

20. Apologies

Apologies for absence were received from Councillors Allan Daniels and Sally Lansbury, Sue Plant, Chris Harper, Mary Elliott.

21. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Events Committee meeting held on 20th October 2020 (pages 4-5).

22. Remembrance Sunday

Arrangements for the annual Remembrance Sunday commemoration were discussed in the light of the latest Government guidance and the announcement of a second lockdown from Thursday 5th November for a four week duration. CH shared a letter he was drafting for the Keswick Reminder and suggestions for wording were put forward. It was agreed that members of the public should be asked to stay away from the War Memorial at 11 am on Sunday 8th November and that the ceremony be live-streamed on the Keswick St John's webpage, to be shared later on the KTA page. Paul Brownrigg said that British Legion members would be able to help manage anyone who did attend. The Mayor would lay a wreath on behalf of the Town Council, and others would be asked to place their wreaths at a different time.

23. Date of next meeting

To be advised.

The meeting ended at 10.51 a.m.

Chairman

Date

Lynda Walker

From: Hutchinson, Sonia D <Sonia.Hutchinson@cumbria.gov.uk>
Sent: 26 October 2020 09:57
To: Cumbria Association, of Local Councils
Cc: Cumbria Association, of Local Councils
Subject: CALC update re Local Government Reorganisation in Cumbria
Attachments: Local government reorganisation in Cumbria - interim position (FINAL VERSION).pdf

For Councillors and Clerks

Dear Colleague,

I wrote to you in August, setting out CALC's interim position regarding local government reorganisation in Cumbria (attached). Our position is that we are supportive of the view that the tiers of local government would benefit from reorganisation but that we are not taking a view on what shape that reorganisation will take.

As it is now late October, I thought it might be helpful to update you on the situation as far as we know it. Many of you might agree that it is a difficult time to be considering this issue, but nevertheless Cumbrian principal authorities have been invited to submit reorganisation proposals to the Ministry for Housing, Communities and Local Government by early November.

The timeline after this is not fully known yet. Any authorities who submit proposals will then receive requests for additional information and further detail from MHCLG. There will then be a period of consultation, including with town and parish councils, before any structural change orders are laid and come into force. Early understanding of when this may happen is either April 2022 or possibly April 2023.

CALC will be requesting that there is early dialogue between local councils and the principal authorities as proposals are being drafted and evolve. These proposals may include ways in which your council might have a voice in any new arrangements, and may also include any ambitions your councils has regarding the way it may wish to grow in the future. We recognise that not all councils will have ambitions in this direction, but it is worthwhile for all councils to think about what the possibilities may be. However, as many of you have said in the past, knowing what these options are is a challenge in itself. In the coming months, or when there is greater clarity about the proposals being considered, CALC will work with yourselves, and the principal authorities, to assist in exploring these matters in greater detail.

If you have any questions about reorganisation, please email the CALC office and we will do our best to respond. We will also keep you updated on any future developments.

In the meantime, please stay safe and well.

Kindest regards,

Samantha

Samantha Bagshaw
Chief Officer
Cumbria Association of Local Councils (CALC)

Our contact details:

Samantha - Monday to Wednesday, Sonia - Thursday and Friday



Local government reorganisation in Cumbria Interim position - August 2020

The purpose of this paper is to clarify CALC's current position on the future of local government in Cumbria and the role of town and parish councils.

Summary of Cumbria Association of Local Councils' interim position

1. Cumbria Association of Local Councils (CALC) welcomes in principle the aim of delivering better public services through a local government reorganisation in Cumbria.
2. CALC feels that local government in two tier areas like Cumbria faces additional challenges that can sometimes make it harder to achieve the strong leadership and clear accountability which our communities need. There are risks of duplication and inefficiency between tiers resulting in confusion for local residents and the stretching of limited resources for small districts.
3. CALC agrees with the government's view that in two tier local government areas like Cumbria, maintaining the status quo is no longer an option. Our view is that the people of Cumbria are not as well served by existing local government as they could be and the time has come to make significant changes in the way local government operates within the county.
4. The best prospect of achieving high quality local government in Cumbria in the future lies in the replacement of the present two tier local government structure with one or more unitary authorities delivering services and the creation of a combined authority to receive the additional powers. We understand that any new model of local government will be subject to consultation but the decision will be made by ministers.
5. CALC will consider and take a position on any proposals submitted to the government and hopes that the present county and district councils will produce practical proposals for a unitary local authority structure in Cumbria by the government's deadline.
6. In any reorganisation, CALC would expect to see arrangements in place which allow communities, through their elected town and parish councils, greater influence over what happens in their areas. We are looking for decentralised decision making which enables service planning and delivery to be sensitive to local aspirations and circumstances. CALC is looking for this level of community influence to be integral to any new arrangements.

Empowered communities

7. CALC's particular interest in any future local government arrangements is focussed on how town and parish councils and a principle authority could work together to achieve empowered communities. The following paragraphs are a contribution to debate on how this may be achieved.
8. Some general principles are:
 - a. The empowerment of local communities should be an explicit objective of the principle authority. It will need to organise itself appropriately and allocate adequate resources to achieve the objective.

- b. Governance at the local community level should be led by elected town and parish councils in partnership with the principle authority and other community groups. This means town or parish councils should be created in those areas where they currently do not exist.
 - c. The principle authority should not micro-manage at the community level itself but should empower town and parish councils and others to do so.
 - d. Arrangements for community governance and empowerment should be flexible to allow for variations in capacity and aspirations amongst town and parish councils. Communities should be free to choose the nature and extent of their involvement.
 - e. Local diversity should be viewed as an opportunity, not a problem. There should be no 'one size fits all' solutions.
9. The interest of town and parish councils in empowerment covers:
- a. Influencing principle authority decisions before they are made
 - b. The opportunity to take on responsibility for the management of local services, facilities and land
 - c. scrutinising and challenging principle authority performance

Influencing decisions

10. Influencing decisions is about town and parish councils collectively influencing broader policy decisions and also about individual councils influencing decisions affecting their specific area.
11. Currently decisions are taken at local level within the framework of policies that have been decided at a more strategic level. This presents a dilemma for town and parish councils – their forte is handling detailed local matters yet they need to find time and resources to participate at the strategic level to ensure the options at local level are not closed down. This means that individual council representatives or CALC representatives need to commit, often over lengthy time scales, to debates, discussions and consultations. Sometimes representatives with sufficient expertise and free time are difficult to find. A way will need to be found to resource community participation in strategic policy making.
12. At the individual parish level, councils want consultation and participation processes to leave them with the feeling that they have been listened to and their views actually taken into account. This is particularly important in town and country planning where the current process leaves local councillors feeling that sometimes decisions have been taken without their views being properly heard or considered. The 'neighbourhood plan' initiative has helped in recent years but many smaller communities are not in a position to develop their own neighbourhood planning strategy.
13. Town and parish councils have been increasingly working with their communities to prepare and adopt a 'community plan', which is a constructive contribution to place shaping by the community. It is increasingly the main way that a community will seek to highlight and prioritise matters of importance to them. The principle authority should actively engage in the preparation of community plans and establish protocols which enable them to influence policy decisions and initiate actions. In particular, there needs to be arrangements that enable all aspects of a parish plan to influence community strategies and local development frameworks.

Devolution of service responsibility

14. A town or parish council's interest in taking on a service responsibility from the principle authority will depend on whether the council believes it can provide a better service or better value for money, the benefits of the service or facility to the community and the adequacy of resources and officer support from the principle authority. It will also depend on the council's preferences and its assessment of its own capacity.
15. A principle authority should not think in terms of either 'we' do it or 'they' do it. Often the combination of local resources, local knowledge and sensitivity to local considerations provided by the town or parish council, coupled with the professional officer expertise and support provided by the principle authority will provide the best arrangement.
16. The initiative to encourage town and parish councils to take on ownership and management of services, facilities and land should come in the first instance from the principle authority. The principle authority is in the best position to shape some possibilities for discussion, enabling town and parish councils to explore the specific opportunities.
17. Proposals for the devolution of service responsibility should be accompanied by the necessary financial resources from the principle authority to deliver the service. This does not mean that town and parish councils are always looking to undertake service provisions at no cost to themselves and their communities. In fact they will sometimes be prepared to provide some form of 'added value' from their own resources.
18. Arrangements to enable town and parish councils to take on the ownership and management of services, facilities and land will need to be flexible to allow for the variations in capacity and aspirations. Allowances will need to be made for the likely increase in capacity and aspirations over time. It is anticipated that in the future, more councils will be recognised under the Local Council Award Scheme (LCAS) and as more clerks qualify with the Certificate in Local Council Administration (CiLCA), an increasing number of councils will also become eligible to implement the General Power of Competence. However until that time, fixed long term contractual arrangements will not always be appropriate.
19. Although town and parish councils will resist being pushed into geographical 'clusters' where a loss of identity will be feared, they recognise that working in groups on cross boundary service provisions will often be the only practical arrangement. This can also deliver economies of scale.

Scrutinising performance

20. The 2000+ town and parish councillors across the county have considerable knowledge and experience of principle authority performance in the delivery of services. At present feedback to the principle authority is random, partial and most commonly in the form of complaints. There needs to be a mechanism for this wealth of experience to be gathered in a more systematic and constructive manner. There should be a clear role for town and parish councils (perhaps via CALC) in formal scrutiny and review of activities, as well as more informal mechanisms through the principle authority's own front line councillors.
21. Arrangements which enable town and parish councils to hold principle authorities to account are of no value unless they also enable town and parish councils to influence change. Following the scrutiny and review of existing performance, processes need to be in place to either implement change or give full explanations of why change is not possible.

Capacity of town and parish councils and availability of resources

22. A review by CALC indicates that in relation to 'good practice' the performance of town and parish councils has improved in recent years. There is good attendance at CALC training courses, there was an encouraging cross section of councillors from across the county at the 2019 summer conference, there is a more professional approach amongst parish clerks with a growing number serving more than one council, there is widespread interest in the preparation of community plans, the use of IT and the internet is now universal despite variations in availability of Broadband, most councils have recently embraced virtual meetings as routine and there is a willingness to raise money through the precept to implement projects.
23. However there remain differences in capacity across the parish sector which will need to be taken into account if empowerment of communities through town and parish councils is to be a reality across the county. A variety of measures will need to be implemented with the support of the principle authority.
24. CALC and other organisations will need to continue to provide basic training for councillors and clerks. This work may include a mix of traditional courses, workshops and conferences (Covid-19 restrictions permitting), discussions and coaching via virtual meeting platforms and webinars. The Local Council Award Scheme will need to be promoted more actively, alongside the Certificate in Local Council Administration qualification course.
25. Efforts will need to be made to attract new people to local council activities and this will require a higher profile for parish elections without the fear of the financial burden of a poll. It is acknowledged that some parish councils are too small to generate sufficient capacity and should be encouraged to join with an adjacent council, while many other councils should be encouraged to reduce their number of councillors to improve decision making.
26. Town and parish councils have to raise their income from the parish precept. There is an understandable reluctance amongst town and parish councillors to add to the council tax burden and face the disapproval of their neighbours. All town and parish councils have considerable 'back office' costs, including salaries, insurance, audit fees, health and safety inspections, subscriptions and IT costs. As a consequence, financial allocations for training and parish elections are often lower down the list of annual budget priorities and there is a wariness about taking on new responsibilities unless the financial consequences are small.
27. Town and parish councils' natural caution about spending will constrain efforts to empower them unless the principle authority is prepared to help find economies of scale in meeting their 'back office' costs and where appropriate fund or subsidise specific expenditure such as training costs, election costs, IT costs etc.
28. CALC is capable of helping to facilitate change and assist in the empowerment of town and parish councils but has limited income provided by its member councils and grants from county and district councils. In view of the potential contribution CALC could make to successfully implementing an agreed local government reorganisation in Cumbria, CALC will be seeking principle authority assistance to promote and support the key training and development programmes of Local Council Award Scheme and Certificate in Local Council Administration.

CALC Executive Committee
August 2020

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
You may wish to keep a copy of the completed form for your records.

We Whitbread Group PLC apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
Proposed Premier Inn, At the site of the former Ravensfield Care Home, High Hill	
Post town Keswick	Post code CA12 5NX

Telephone number of premises (if any)

Non-domestic rateable value of premises

Part 2 – Applicant Details

Please state whether you are applying for a premises licence as

- | | | |
|---|-------------------------------------|-----------------------------|
| a) An individual or Individuals* | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual* | | |
| i. as a limited company | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) a health service body | <input type="checkbox"/> | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital | <input type="checkbox"/> | please complete section (B) |
| h) the chief officer of police of a police force in England and Wales | <input type="checkbox"/> | please complete section (B) |

* If you are applying as a person described in (a) or (b) please confirm:

Please tick π yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒
- I am making the application pursuant to a
 - Statutory function or ☐
 - A function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other title (For example, Rev) ☐

Surname

First names

Date of Birth:

I am 18 years old or over

Please tick

☐

Nationality:

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

Second Individual Applicant (if applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other title (For example, Rev) ☐

Surname

First names

Date of Birth:

I am 18 years old or over

Please tick

☐

Nationality:

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

Name Whitbread Group Plc
Address Whitbread Court, Porz Avenue, Dunstable, Bedfordshire, LU5 5XE
Registered number (where applicable) 29423
Description of applicant (for example, partnership, company, unincorporated association etc.) Public Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 – Operating Schedule

When do you want the premises licence to start?
On completion of the works – to be advised in due course

Day Month Year

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If you wish the licence to be valid only for a limited period,
when do you want it to end?

Day Month Year

--	--	--	--	--	--	--	--	--	--

If 5,000 or more people are expected to attend the premises at any one time,
please state the number expected to attend.

N/A

Please give a general description of the premises (please read guidance note 1)

This is a development site for which no rateable value has been fixed attributable to the proposed development of a Premier Inn with associated food and beverage provision. Building works have yet to commence.

It is intended that the proposed premises will operate as a stand alone Hotel with related licensed accommodation operating under the Premier Inn brand.

The proposed Hotel will have at ground floor level a secure entrance lobby with the Hotel reception and food and beverage area (usual in developments of this type) situated on the ground floor. The bedrooms (which will be unlicensed) will comprise in all some 71 bedrooms and will be located on the upper floors.

The details of the development are shown on the drawings identified below, deposited with this application in respect of which an application for Planning Permission has been made.

A Licensed Premises Notification will be given for 2 gaming machines under the Gaming Act 2005.

It is proposed that the permitted hours for licensable activities for these premises should be :-

Monday to Sunday: 10:00 – 00:30 Inclusive with the premises closing to the general public 30 minutes thereafter. However, the premises will remain open 24 hours a day to hotel residents.

This application seeks to licence the premises specifically to authorise under the Licensing Act 2003 the following activities:

1. Exhibition of a film principally non-live television or educational videos.
2. The sale of alcohol.
3. The provision of late night refreshment after 23.00

The appropriate drawings deposited with this application are :-

- Drawing number 15647-131-A – Site Location plan.
- Drawing number 15647121 Rev R – Site plan.
- Drawing number AM1/PI875 – Ground floor showing detailed licensed layout.
- Drawing number 15647-133 Rev M – Level 1 showing bedrooms (unlicensed).
- Drawing number 15647-134 Rev K – Level 1A bedrooms layout (unlicensed).
- Drawing number 15647-135 Rev K – Level 2A showing bedrooms (unlicensed).

Please further note that the appropriate fire safety precautions will be incorporated within the development in consultation with the Fire Safety Officer and under the Building Regulation approval process.

It is not anticipated that the proposed development will adversely affect crime and disorder or public nuisance.

It is proposed that the redevelopment of the site and particularly the development of a Premier Inn at this location will improve the area by providing jobs for the local community and a new Hotel facility at this location with associated food and beverage provision.

It is understood that the site does not fall within any area of cumulative impact as adopted by the local Council but it will be noted that developments of this type in any event are not normally known to undermine the licensing objectives and particularly those of crime and disorder and public nuisance.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick ☒ yes**Provision of regulated entertainment (please read guidance note 2)**

- a) Plays (If ticking yes, fill in box A) ☐
- b) Films (If ticking yes, fill in box B) ☒
- c) Indoor sporting events (If ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (If ticking yes, fill in box D) ☐
- e) live music (If ticking yes, fill in box E) ☐
- f) recorded music (If ticking yes, fill in box F) ☐
- g) performances of dance (If ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (If ticking yes, fill in box H) ☐

Provision of late night refreshment (If ticking yes, fill in box I) ☒**Supply of alcohol** (If ticking yes, fill in box J) ☒**In all cases complete boxes K, L and M****A**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	π
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) Exhibition of a film principally video entertainment on screens and tv screens.		
Mon	10:00	00:30			
Tue	10:00	00:30	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Wed	10:00	00:30			
Thur	10:00	00:30	N/A – save as below		
Fri	10:00	00:30			
Sat	10:00	00:30	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	10:00	00:30			
			When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)		
Day	Start	Finish			
Mon					
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick {Y}(please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick {Y}(please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors
				Outdoors
				Both
Mon			Please give further details here (please read guidance note 3)	
Tue			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)	
Wed			Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)	
Thur				
Fri				
Sat				
Sun				

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	π
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	23:00	00:30			
Tue	23:00	00:30	To allow the provision of hot food and drinks for consumption on and off the premises at the manager's discretion and in the areas identified.		
Wed	23:00	00:30	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	23:00	00:30	N/A – save as below		
Fri	23:00	00:30	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat	23:00	00:30	When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		
Sun	23:00	00:30			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	
				Off the premises	
Day	Start	Finish		Both	π
Mon	10:00	00:30	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue	10:00	00:30			
Wed	10:00	00:30			
Thur	10:00	00:30	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	10:00	00:30			
Sat	10:00	00:30	To extend the proposed hours on New Year's Eve to New Year's Eve - terminal hour as proposed being 00.30 on 2 nd January.		
Sun	10:00	00:30			
			The premises shall remain open to permit the sale of alcohol to hotel residents 24 hours a day.		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name: Jacqueline Allum
Date of Birth: 3rd June 1968
Address: Whitbread Court, Houghton Hall Office Park, Dunstable
Postcode: LU5 5XE
Personal Licence number (if known): HARTDC05/00452/LAPER
Issuing licensing authority (if known): Hart DC

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

NONE save for the presence of gaming machines the use of which is not permitted by persons under the age of 18.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	06:00	01:00	<p>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> <p>The premises shall remain open 24 hours a day for hotel residents.</p> <p>For non residents, the premises will close 30 minutes after the end of the non-standard timings identified in box J above.</p>
Tue	06:00	01:00	
Wed	06:00	01:00	
Thur	06:00	01:00	
Fri	06:00	01:00	
Sat	06:00	01:00	
Sun	06:00	01:00	

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General - all four licensing objectives (b,c,d,e) (please read guidance note 9)

We have undertaken our own risk assessment to propose the following steps:-

The steps which we have identified in relation to the four licensing objectives are listed below

b) The prevention of crime and disorder

No further risks have been identified which need to be addressed, save as below

1. The use of door staff will be risk assessed on an ongoing basis by the licence holder of premises supervisor. Where engaged, door staff shall be licensed by the Security Industry Authority.
2. Staff will receive training on matters concerning underage sales, drugs policies and operating procedures.
3. There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to the police.
4. The premises shall operate a proof of age scheme and will require photographic identification from any person who appears to be under the age of 21 years.
5. The management of the premises will liaise with police on issues of local concern or disorder.
6. CCTV will be installed with recording facilities such recordings shall be retained for a period of 31 days and made available within a reasonable time upon request by the police, such as to cover the main entrance to the premises.
7. There shall be no drinks promotions at the premises which are inconsistent with the need to promote responsible drinking.

c) Public safety

No further risks have been identified which need to be addressed, save as below

1. To comply with the reasonable requirements of the fire officer from time to time.

2. The premises will have adequate safety and fire fighting equipment and such equipment will be maintained in good operational order.
3. Staff will be trained on matters of safety, evacuation and use of emergency equipment as required.
4. Spillages and breakages will be removed as soon as possible to reduce the risk to patrons and staff.
5. Toughened glasses will be used in the premises where appropriate.
6. Fire Exits and means of escape shall be kept clear and in good operational condition.

d) The prevention of public nuisance

No further risks have been identified which need to be addressed, save as below

1. Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly.
2. Patrons will be encouraged by staff to leave quietly and respect the interests of the occupiers of any nearby noise sensitive premises, Where appropriate the licensee or a suitable staff member will monitor patrons leaving at the closing time.
3. Noise or vibration shall not emanate from the premises so as to cause a nuisance to nearby properties.
4. Contact numbers for local taxi firm(s) shall be kept at the premises and made available to patrons requiring a taxi.

e) The protection of children from harm

1. The restrictions set out in the Licensing Act 2003 will apply. No unusual or additional risks of harm to children have been identified.
2. No films or videos of any description will be shown so that they can be viewed by persons under the age of any applicable BBFC/Local Authority certification.
3. Children under the age of 16 shall not be permitted to enter the premises after 21:00 unless dining with an adult or attending a pre booked function or resident in the hotel.
4. There shall be adequate controls in place including staff training to safeguard against the sale of alcohol to persons under 18 years.
5. The premises supervisor or appointed staff member shall ensure that when children are admitted to the premises their presence is not inconsistent with the style of operation of the premises at that time and the licensable activities that are being carried out.
5. Policies in relation to children shall be adequately communicated to patrons by staff or through appropriate signage.

Please tick π Yes

- I have made or enclosed payment of the fee ☒
- I have enclosed the plan of the premises ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable ☒
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable ☒
- I understand that I must now advertise my application ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒
- {Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships} I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent. (Please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • {Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership} I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
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Signature: John Gaunt & Partners

Date: 21st October 2020

Capacity: Solicitors.....

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (Please read guidance note 13). **If signing on behalf of the applicant please state in what capacity.**

Signature: John Gaunt & Partners

Date:.....

Capacity: Solicitors.....

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)	
John Gaunt & Partners Omega Court 372 Cemetery Road	
Post town Sheffield	Post code S11 8FT
Telephone number (if any)	0114 2668664
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) tshield@john-gaunt.co.uk	

Notes for Guidance

Converted to Word by
John Gaunt & Partners
Licensing Solicitors

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08:00 and 23:00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK (please see note below about which sections of the passport to copy).
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **birth or adoption** certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Lynda Walker

From: localplan <localplan@lakedistrict.gov.uk>
Sent: 28 October 2020 16:08
To: Lynda Walker
Subject: Lake District Local Plan: Consultation on Proposed Main Modifications - 29 October to 11 December 2020

You are receiving this email as you are listed on our Local Plan consultation database. If you have a consultee ID number please include this in your submission.

Dear Mrs L Walker,

Lake District Local Plan: Consultation on Proposed Main Modifications - 29 October to 11 December 2020

The Lake District Local Plan is undergoing an independent public examination following its submission to the Government in August 2019.

Examination hearings took place in November and December 2019 under the direction of Planning Inspectors Sarah Housden BA(Hons) MRTPI and Kelly Ford MSc, MRTPI. The Authority and the Inspectors are now undertaking further work aimed at the Authority formally adopting the Local Plan in spring 2021.

This letter is to tell you that you have an opportunity to comment proposed Main Modifications to the Local Plan between **29 October 2020 and 11 December 2020**.

The proposed Main Modifications to the Local Plan

The Inspectors consider that the Local Plan could be found 'sound' subject to it including a number of Main Modifications. These are identified in:

- Schedule of Main Modifications (LDNPA-027)
- Proposed changes to Submission Policies Map and diagram alterations (LDNPA-028)
- Habitats Regulation Assessment (LDNPA-029)
- Appropriate Assessment (LDNPA-030)
- Sustainability Appraisal (LDNPA-031)

The proposed Main Modifications are put forward without prejudice to the Inspectors final conclusions regarding the soundness of the Plan. All representations made on the proposed Main Modifications during this consultation period will be taken into account by the Inspectors before reaching final conclusions on the Main Modifications required to the Plan.

You can also view a tracked changes version illustrating how the proposed modifications to the Local Plan would be incorporated into the Local Plan.

- Tracked Change Local Plan (LDNPA-032)
- Tracked Change Section 4 (Allocations of Land) (LDNPA-033)

Comments are invited on the Main Modifications during the consultation period commencing on **29 October 2020** and concluding at 5pm on **11 December 2020**. Comments are not invited on other areas of the plan or evidence documents.

Comments on the proposed Main Modifications should focus on whether you think the proposed Main Modifications are necessary to make the Local Plan 'sound' (including legally compliant) as required by paragraph 20 of the Planning and Compulsory Purchase Act 2004. The National Planning Policy Framework (2019) explains that to be 'sound', Local Plans have to be positively prepared, justified, effective and consistent with national policy (paragraph 35).

Please quote the relevant Main Modification reference number including, the policy or paragraph to which your response relates.

Revisions and updates to the Local Plan evidence base

The following documents have been prepared to support the Main Modifications and for the purposes of clarification and can be commented on as part of the representations on a related Main Modification:

- Note regarding Modifications to Showcase Areas, Use Class Order changes, and Site CSE05M, by LDNPA (LDNPA-034)
- Infrastructure Delivery Plan v1.2 (reformat) (LDNPA-035)
- LDNPA response to 2018 household projections (LDNPA-025)

A schedule of Additional Modifications (LDNPA-036) which are changes which would not materially affect the policies in the Plan has also been prepared and is available for information.

Parts of the Local Plan which have not changed

This consultation only deals with the proposed Main Modifications, and changes to the Policies Map. The rest of the Local Plan is no longer open for comment and any comments not related to the proposed Main Modifications or Policies changes will not be taken into account.

If you have already submitted comments on the Local Plan then there is no need to repeat these or re-submit them as they have already been considered as part of the examination process.

Consultation Arrangements

The Government has emphasised the importance of plan-making continuing during the Covid-19 pandemic. In accordance with Government guidance the Authority has made temporary changes to its adopted Statement of Community Involvement (LDNPA-026) to set out how the Authority will ensure that the public consultation is meaningful, open and accessible to all stakeholders including residents of the Lake District.

Where copies of the documents can be viewed?

Copies of the documents can be viewed online in the [Examination Library](#).

As paper documents can't be made available for inspection at some deposit locations in accordance with our normal arrangements, we will provide you with paper copies of the documents free of charge along with a freepost envelope if you do not have access to the internet or are unable to view them. If you require paper copies of documents please notify us at the earliest opportunity on 01539 724555 or email localplan@lakedistrict.gov.uk so you have sufficient time to read and respond.

Copies can also be viewed by appointment only at LDNPA headquarters at Murley Moss, Kendal. Please call 01539 724555 to arrange a viewing. Please note this may be subject to change if further COVID restrictions are imposed. You should only travel to view documents in accordance with Government advice.

We will also provide documents in alternative formats if requested and where it is possible to do so.

Comments should be a maximum of 3,000 words per any modification and should be sent by email to localplan@lakedistrict.gov.uk or returned to:

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

All comments will be passed to the Inspectors and will be made available on the [Examination](#) web site.

We are unable to accept anonymous responses as your comments will form part of the Independent Examination, and we may need to contact you. All comments made will be publicly available but we will not publish your contact details. We will only use your contact details to provide you with information about the Local Plan. Our [Privacy Notice](#) contains further information about how we use your data and your rights to privacy.

For further advice on the consultation including access to the documents please contact by email localplan@lakedistrict.gov.uk or by phone 01539 724555.

Next steps

Having considered all responses to the proposed Main Modifications, the Inspectors will finalise the report into the soundness of the Local Plan and the schedule of recommended Main Modifications. The Inspector's report is expected in early 2021. If the Inspectors find the Local Plan 'sound' and legally compliant, the Authority will adopt the Plan at our earliest convenience.

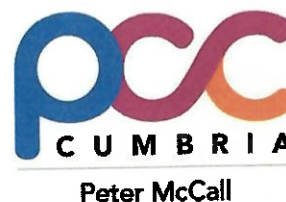
Yours sincerely

Hanna Latty

Acting Head of Strategy and Partnerships

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Peter McCall
Police and Crime Commissioner for Cumbria
 Carleton Hall
 Penrith CA10 2AU



Mr Paul Titley
 Mayor of Keswick
 Email

In case of enquiry please
 contact: L Hodgson
 Tel: 01768 217734
 Email: lisa.hodgson@cumbria.police.uk
www.cumbria-pcc.gov.uk

Email:- 32penrithroad@gmail.com

27 October 2020

Our Ref: QSPI – 348/20

Dear Paul,

Thank you for your email which was received by the Office of the Police and Crime Commissioner, in which you raise concerns about an individual operating under a pedlars license at Keswick Market.

I have now had the opportunity to consult with Sergeant Miller, the local problem solving sergeant who has been looking into this issue in conjunction with Allerdale Borough Council. Officers conducted two joint visits on 17th and 24th September, in company with a representative from Allerdale Borough Council. The male in question was present on both occasions but was able to provide a valid pedlar's license. There were no apparent offences providing officers with any power to remove the male from the locality. I do take your point about the need for enforcement, but as you will appreciate the Police can only enforce the law and unless the individual is actually breaking a law (and it would seem he is not) then there is little that the police can do if he has the necessary licence. I do appreciate however, how irritating this must be to those stall holders who are 'doing the right thing' and to an extent being penalised for it.

The Constabulary have confirmed that any decision around prosecution in respect of trading, or apparent breaches of Covid- safe working practices, will sit with Allerdale Borough Council and I understand that legal advice is in the process of being sought. Sergeant Miller will remain in contact with the council and will provide any further assistance which is required but ultimately this matter rests with the council to progress.

I hope the above information provides some clarity around which agency has primacy concerning such issues however if you require any further information please don't hesitate to make further contact.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Peter McCall'.

Peter McCall
Police and Crime Commissioner