

## KESWICK TOWN COUNCIL

Council Offices  
50 Main Street  
Keswick  
CA12 5JS  
Tel 017687 73607  
Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

14<sup>th</sup> January 2021

A meeting of Keswick Town Council will be held remotely via the Zoom app on Thursday 21<sup>st</sup> January 2021 at 7.30 p.m.

**Prior to the meeting, at 7.00 p.m.** Gary Brady, Census Engagement Manager for North Cumbria, will speak about arrangements for delivery of the 2021 National census (details enclosed).

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 17<sup>th</sup> December 2020 (pages 36 -40).
3. **Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
5. **Police Report**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team (if available).
6. **Matters to be received from the Public**  
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
7. **Matters to be raised by Councillors**  
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes. **PLEASE NOTE THIS IS ONLY FOR URGENT ITEMS.**

- 8. K2T Trail – Latrigg Close Privacy**  
At the request of the Mayor, to consider the following motion:  
'That Keswick Town Council prevail on the Lake District National Park Authority to restore some privacy to the residents of Latrigg Close following the elimination of most of the trees and shrubs along that section of the K2T multi-user trail'.
- 9. Request for Pedestrian Crossing outside Keswick School**  
To consider making representations to Cumbria County Council, as highway authority, to support a request for a crossing outside Keswick School.
- 10. 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.
- 11. Mayor's Report**  
To receive details of the Mayor's engagements and meeting attendance for the period 11th December 2020–14th January 2021.
- 12. Reports from Ward Representatives**  
To receive reports from the following representatives:
- i) Allerdale Borough Council Ward Representatives
  - ii) Cumbria County Council Ward Representative
  - iii) Lake District National Park Authority North Distinctive Area Parishes Representative
- 13. Clerk's Report**  
To consider the Clerk's report.
- 14. Request for Funding**  
To authorise payment of a grant to St Herbert's School, Keswick for IT equipment for pupils to facilitate home learning.
- 15. Provision of Bus Shelters**  
To consider the report of the Clerk.
- 16. Lake District National Park Authority – Supplementary Planning Documents consultation**  
To consider response, if any, to the consultation.
- 17. Payment of Accounts**  
To approve the payment of accounts for January 2021 as approved by the Inspection Committee:
- i) For the Town Council
  - ii) For the Trusts
- 18. Quarterly Budgets**  
To receive for information the third quarter budget comparisons.
- 19. Climate Change Working Group**  
To receive an update from the Climate Change Working Group.

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

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

- 20. Staffing**  
To receive the report of the Clerk (enclosed).

**census**  
2021

# Helping everyone take part in Census 2021

The census is happening in March 2021.  
By taking part and encouraging others to do  
the same, you'll help make sure you and your  
community get the services you need.

## What is the census?

The census is a survey that happens every 10 years and gives us a picture of all the people and households in England and Wales.

Local councils, charities and many other organisations use census information to decide how to spend billions of pounds on services every year.

This includes spending on transport, education and healthcare. To make sure this money is spent where it's most needed, it's important that the census counts everyone.



## Your support matters

We understand that building good relationships with communities means more people will want to take part in the census.

We also understand that no one knows your community better than you. Support from trusted local leaders and community representatives will be vital in helping people take part.

## Building community links

We need your help to reach the widest possible audience for Census 2021.

Our local community engagement staff will be on hand throughout the census with resources, advice and practical support that helps everyone to take part.



# Knowledge

You have a unique understanding of your community's interests and the challenges it faces. This knowledge allows us to plan support that help everyone take part.

# Awareness

Your community links can help us spread the word about what the census is and why it matters to everyone. This will build trust in the census and increase support.

# Access

Your networks can help us reach people in your community who need support to take part. This will make sure they're included.

# Find out more

Find out more about working together to support your community.

Read more about the census at [www.census.gov.uk](http://www.census.gov.uk)

Follow the census @Census2021



census  
2021

# Community handbook

**The census is happening in March 2021.**

This handbook explains what the census is, why it matters to everyone and how we can work together to spread the word within your community.

# Contents

<b>Message from ONS Census Director of Operations</b>	3
<b>About the census</b>	4
What is the census and why does it matter?	4
Who runs the census?	5
What does the census ask?	6
New questions to reflect the needs of society	7
Data protection and privacy	8
<b>Making it easy to take part</b>	9
An accessible census	9
Specialist support for communities	10
Local field staff	10
A wide-reaching marketing campaign	11
<b>How we can work together</b>	12
Census engagement managers	13
Building community links	14
Community toolkit	15
<b>Useful information</b>	16

**Please note:** The information in this document is correct at the time of writing. Should developments related to Covid-19 or other unforeseen circumstances require us to change our approach to Census 2021, we will endeavour to update you as they occur.

## Dear reader

Welcome to your Census 2021 community handbook. It explains what the census is and why it matters to everyone. It also gives information on the ways you can help make the census a success in your area and for your community.

The census is for everyone. Once every 10 years, it helps build the most complete picture of England and Wales. The whole population has the chance to provide the information that ensures all communities are represented in decisions on funding and services.

The census is so important that it's compulsory for everyone in England and Wales to take part. We at the Office for National Statistics (ONS), are responsible for making it as easy as possible for everyone to join in.

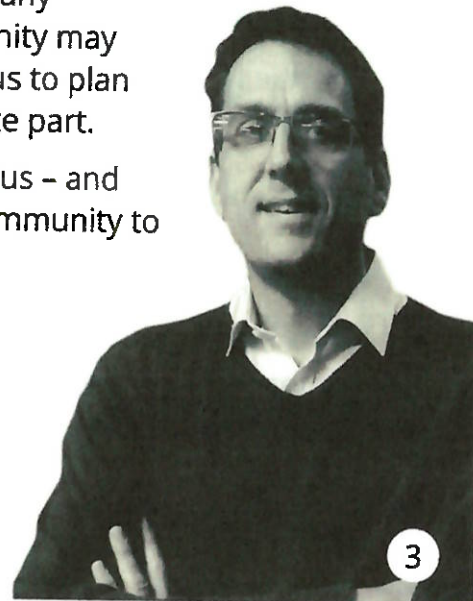
We want to understand the needs of communities and organisations like local charities for Census 2021. We're working closely with your local council to co-ordinate census activities in your area that'll help raise awareness and increase engagement. We're also working closely with local community groups and charities. By working with you, we can make sure we understand any challenges people in your community may face in taking part. This will allow us to plan support that helps everyone to take part.

Thank you for supporting the census – and for encouraging people in your community to take part in March 2021.



**Peter Benton**

Director of Census Operations  
Office for National Statistics





# About the census

## What is the census and why does it matter?

The census is a survey that happens every 10 years and gives us a picture of all the people and households in England and Wales.

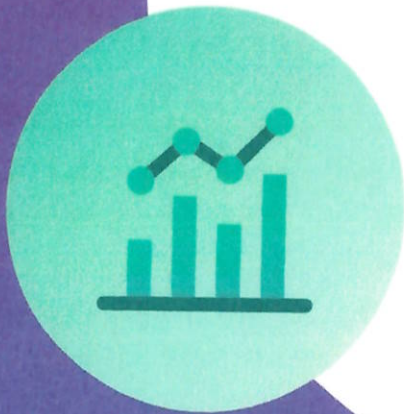
The census is unique. There's simply nothing else that gives so much detail about us and the society we live in. It tells us what our needs are now, and what they're likely to be in the future. It also gives a snapshot of how we live, for future generations to look back on.

Knowing what your community's needs are helps organisations like councils plan and fund public services in your area and across England and Wales. Information you give informs where billions of pounds of funding is spent on things like transport, education and health.



Charities and voluntary organisations often use it as evidence to get funding. It helps businesses to understand us as customers and, for example, decide where to open new shops. Plus, those doing research, like university students and people looking into their family history, use the information.

Without the census – and without people in your community telling us about their household and home – it would be much more difficult to do this. That's why it's so important everyone takes part.



## Who runs the census?

The census in England and Wales is run by the Office for National Statistics (ONS). The ONS is the UK's largest independent producer of official statistics. Our main responsibilities are collecting, analysing and sharing statistics about the UK's economy and society, as well as organising the census.

The ONS and the statistics we generate are independent from government. Although we report to the UK's Parliament, our work is protected from political interference.

You can read more about the ONS at [www.ons.gov.uk](http://www.ons.gov.uk)

## What does the census ask?

The information we collect during the census helps us to create an in-depth picture of our society. It'll also identify important trends that'll help organisations plan services and allocate funding in the future.

To achieve this, the census asks questions on a range of topics, including information about:

- individuals, such as their name, age, sex and marital status
- households, such as family relationships
- the homes we live in, such as their location, number of people living there and what facilities they have

It is up to individuals to decide how they would like to answer each question. For questions such as those about ethnicity, religion and nation identity, we actively encourage people to complete the questionnaire how they feel best represents them. We are engaging with community groups to ensure that everyone knows they are free to identify how they choose, and how to do so.

The ONS only ever publishes anonymous statistics from the census. We don't publish anyone's name. We only ask for them to help ensure the statistics are accurate, for example, to help us make sure that each person is only counted once.



## **New questions to reflect the needs of society**

Following discussions with the public, testing and research, and after careful consideration, Census 2021 will ask questions on three new topics. These are:

- service in the UK Armed Forces
- gender identity
- sexual orientation

The UK Armed Forces question will gather information on past service in the UK Armed Forces. This is to help organisations support veterans in line with the Armed Forces Covenant – a promise between our country and those who have served it.

The questions on sexual orientation and gender identity will give us better information on lesbian, gay, bisexual and transgender populations. This'll help organisations to combat any inequalities these groups may face and show where services are needed.

We'll only ask people aged 16 years and over these questions. The sexual orientation and gender identity questions are also voluntary, so no one will be forced to answer if they do not want to. People can also request an individual census questionnaire and give their answers separately if they want to.

If you'd like more information about the census, visit [www.census.gov.uk](http://www.census.gov.uk)





## Data protection and privacy

The safety of your information is our top priority.

The census asks questions about you, your home and the people who live in it. The census has a proud 200-year history of keeping this personal information safe.

We have a strict security regime that follows government standards. This includes physical and IT security measures to protect your data, covering people, processes and technology.

What's more, no one can tell who you are in the statistics we publish.

All our systems, staff and suppliers, and the way we do things must protect your confidentiality by law. It is a crime for anyone to share your personal information.

Government departments dealing with any applications you've made, or any payments or services you receive, cannot see your census information. For example, it cannot be used to influence benefit claims, a residency application, immigration status or taxes. Landlords, or any private organisation, will not be able to see your personal information either.

We'll never use your personal information to try to sell you anything or find you. We'll never sell your information.

Census records will be kept secure for 100 years. Only then can future generations view them, for example, those interested in family history.

## Making it easy to take part

Everyone should have the support they need to take part in the census and we've made the questionnaire as simple as possible to complete. Most people will be able to do it themselves, but we know there are people who'll need a little extra help.

### An accessible census

Census 2021 will be "digital first" meaning it'll be mainly online. We know there are people who'll find this challenging. We'll offer a wide range of support services to make sure the census is as accessible and inclusive as possible. These include:

- guidance and support in many languages and formats
- help in local centres with trained staff and online access
- a contact centre to give help over the phone, in a webchat, webform, email and SMS
- field staff contacting households that have not yet filled in their form
- accessible census questionnaires, for example, in Large Print
- the option to request paper questionnaires

We'll also automatically issue paper questionnaires in areas where we've identified residents are highly likely to need them.

No one from the ONS or Census 2021 will ever ask for payment to help anyone to fill in their questionnaire.

## Specialist support for communities

We've hired census engagement managers (CEMs) to work with local leaders, community organisations and charities. Their role is to build understanding of the census and help everyone take part.

Local engagement staff also work with CEMs to support communities with specific needs, for example, people who do not use English as their first language.

To find out more about the role of CEMs see page 13.

## Local field staff

There'll also be a large team of field staff on hand to help people across England and Wales. They'll have local knowledge and be there to encourage and support people to fill in their questionnaires.

We want these field staff to reflect the local communities they serve, so we welcome applicants from all backgrounds and ages. People can find out more at [www.censusjobs.co.uk](http://www.censusjobs.co.uk)



## **A wide-reaching marketing campaign**

Our marketing campaign will raise awareness of the census. It'll include adverts in newspapers, on television, radio and social media, as well as posters on buses and billboards. Some adverts will aim to reach everyone in England and Wales. We'll tailor others to meet the needs of specific groups, such as students, older people, or people who may not speak English as their first language.

We'll also be working with partners like schools and businesses to help spread the word and encourage support.





## How we can work together

We know that building positive relationships with communities and charities means more people will see the benefits of the census and decide to take part.

We also understand that no one knows your community better than you. We need your help to raise awareness of the census in your community and encourage people to fill in their questionnaire.



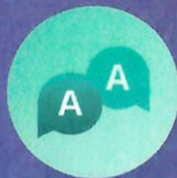
### Knowledge

Your knowledge of the people in your community can help us put support in place that lets everyone take part.



### Awareness

Your community links can help us spread the word about what the census is and why it's so important. This will build trust in the census and encourage people to join in.



### Access

Your networks can help us reach people in your community who need support filling in their census form. This will make sure they're included and counted too.

## Census engagement managers

Census engagement managers (CEMs) help groups of people to take part in the census.

Their job is to build links with local community organisations, trusted local leaders and charities, so that more people can take part in the census. They do this by raising awareness, helping people understand why the census is important and building trust in the census. They give reassurance and practical support so that everyone can take part.

You can work with CEMs in many ways to help your community take part in Census 2021. There are a few examples on the next page.

To find out who your CEM is, contact the Census Partnerships team, who'll be co-ordinating engagement activities for the census at the ONS.

Email [2021census.engagement@ons.gov.uk](mailto:2021census.engagement@ons.gov.uk)



## **Building community links**

Your local census engagement manager would love to hear from you to learn more about your community and the ways in which they can help support you in Census 2021.

These are some of the questions they may ask you.

- Can you tell us how we could help make the census easier to complete for people in your area?
- Can you put us in touch with other local leaders and community representatives who'll spread the word?
- Can you give examples of how census information has benefited your community?
- Can you host meetings where we introduce the census?
- Can you invite us to your community events?
- Can you advertise census jobs through your newsletters or social media?
- Can you provide space or technology for people wishing to fill in their census form with support?

Your CEM can also help you raise awareness of the census by:

- giving information, advice and support for your organisation/community
- supplying digital and printed resources, such as information leaflets, for you to share
- creating content for you to use, for example, in your newsletters or on social media
- creating and sharing case studies that promote your work and community

If you work for a local authority, we have a dedicated team to help you. Email them at [2021census.LA.liaison@ons.gov.uk](mailto:2021census.LA.liaison@ons.gov.uk)

If you know someone who might like to work for the census in your local area, send them to [www.censusjobs.co.uk](http://www.censusjobs.co.uk)

### **Community toolkit**

We've created an online toolkit with resources you can start using straight away to help your community. We'll be adding more and more things to this as the census gets nearer.

You can access them at [www.census.gov.uk/partners](http://www.census.gov.uk/partners)

Resources include, or will soon include:

- information to help you explain what the census is and why it matters
- ideas to help you and your CEM build support in your area
- content about the census for you to use in newsletters and on social media
- census job descriptions
- activities for children

Between now and March 2021, please do keep talking about how important the census is.

The Census Partnerships team is on hand at [2021census.engagement@ons.gov.uk](mailto:2021census.engagement@ons.gov.uk) if there's anything you'd like to talk about.

We look forward to working with you to make Census 2021 a success.

## Useful information

You can find information and resources for local authorities and community organisations at [www.census.gov.uk/partners](http://www.census.gov.uk/partners)


Find out more about census jobs at [www.censusjobs.co.uk](http://www.censusjobs.co.uk)

Contact the Census Partnerships team at [2021census.engagement@ons.gov.uk](mailto:2021census.engagement@ons.gov.uk)

Follow the census on our social media channels

 Twitter: @Census2021

 Facebook: @Census2021

 Instagram: @Census2021

This document is available digitally at [www.census.gov.uk/partners](http://www.census.gov.uk/partners)



10716 1 2021



## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held remotely using the Zoom app on Thursday 17<sup>th</sup> December 2020 at 7.00 p.m.

Present:

Chairman  
Councillor Paul Titley

Councillors		
Alexandra Boardman	David Burn	Allan Daniels
Alan Dunn	Steve Harwood	Sally Lansbury
Tony Lywood	Duncan Miller	Peter Terry

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (Lake District National Park Authority (LDNPA) North Distinctive Area Parishes Representative), 1 member of the press and 4 members of the public.

**147. Apologies**

Apologies for absence were received from Councillors Campbell-Savours and Paxon.

**148. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 19<sup>th</sup> November 2020 (pages 30 - 35).

**149. Requests for Dispensations**

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

**150. Declarations of Interests**

Declarations of interests in respect of items on the agenda were received from:  
Councillor Daniels – item 15 – member of Keswick Community Housing Trust

**151. Police Report**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing Team for November. 19 crimes and 7 anti-social behaviour (ASB) incidents had been recorded during the month which compared with 17 crimes and 4 ASB incidents for November 2019. Councillor Terry asked that action be taken to ensure that motorists comply with the one-way system on Station Street.

**152. Matters received from the Public**

A local resident raised concerns about the activities of the Blencathra Hunt, which were under police investigation, and expressed disappointment that his request had been refused for an agenda item proposing that a letter be sent by the Town Council to indicate that the Hunt would no longer be welcome in Keswick town centre on Boxing Day. The Mayor pointed out that the Blencathra Hunt was based in Threlkeld Parish which came under Eden District Council and that the matter was still under consideration by the Crown Prosecution Service.

A different local resident expressed concerns about the safety of children crossing the road outside Keswick School and requested the support of the Town Council in approaching Cumbria County Council, as the highway authority, to provide a pedestrian crossing. Councillor Burn advised that the County Council had agreed to provide 'rumble strips' in this area to slow down traffic, however he supported the proposal for a crossing and suggested that the matter be included on the agenda for the next meeting.

**153. Matters raised by Councillors**

Councillor Terry expressed concern about lack of privacy for some householders on Latrigg Close following the recent removal of trees and the re-opening of the Keswick to Threlkeld Multi-User Trail which was attracting large numbers of users. The Mayor said that some residents appreciated the increased light onto their gardens.

Councillor Terry suggested that it would be useful, as a relatively new Councillor, to have knowledge of other Councillors' professional backgrounds and their skills and experience. He was happy to provide a short resume of his own career and asked if others would be prepared to share similar information via the Clerk, on a purely voluntary basis.

**154. Applications for Development**

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

<b>Plan Ref:</b>	<b>Description of Development</b>
	<b>Location:</b>
T/2020/0160	T3 - Lime: Crown reduction and crown lift Greta Lodge, Keswick CA12 5ND <i>No comments made</i> <b>SUPPORT</b>
T/2020/0166	Removal of co-dominant rubbing branch back to union, remainder of branch reduced back into canopy by 2.5-3m (C1). Crown reduce over properties by 2.5-3m (C1) Land to rear 1 Calvert Way, Keswick CA12 4LZ <i>No comments made</i> <b>SUPPORT</b>
T/2020/0169	Fell 1 Monterey cypress (T5). Crown lift 1 giant redwood to 5m in line with apex of roof (T2) Woodclose, Borrowdale Road, Keswick CA12 5DD <i>No comments made</i> <b>SUPPORT</b>
7/2020/2174	Change of use to existing utility block to provide additional accommodation including minor elevation changes to the building Keswick Convention Centre, Skiddaw Street Keswick CA12 4BY <i>No comments made</i> <b>SUPPORT</b>
7/2020/2250	Installation of two upper floor windows, on side profile of house. One with frosted glass (to open) one with clear glass (non-opening). 86 Latrigg Close, Keswick CA12 4LF <i>No comments made</i> <b>SUPPORT</b>
7/2020/2265	Replacement of two front facing windows 25 Southey Street, Keswick CA12 4EF <i>Support in principle but would prefer the proportion of the sliding sash windows to match ground floor &amp; other windows</i> <b>SUPPORT</b>

- 7/2020/2268 Installation of outdoor electricity substation sited on raised concrete blocks. Installation of a secure steel fence around proximity of the site with steel access gate at the front Bridge Terrace Substation, Booths, Tithebarn Street, Keswick CA12 5EA  
*For information only, no comments required.*
- 7/2020/2280 Approval of details reserved by condition on planning application 7/2018/2006: condition no. 16 a) All external windows and doors; their materials, design and finished colour; b) External wall finishes; their type and colour; c) Rainwater goods, their design, materials and colour; d) Parapet coping stones.  
The Former Cumberland Pencil Factory Site, Southey Works, Carding Mill Lane, Keswick CA12 5NG  
*For information only, no comments required.*
- 7/2020/2283 Non-material amendment to planning approval 7/2020/2114 (Removal of existing garage and construction of new single storey extension to side and rear of existing dwelling to provide additional living accommodation) - minor changes to the exterior including relocation of roof windows and changes to doors and windows and replacement of the as built patio doors with bifold doors  
14 Manor Park, Keswick CA12 4AA  
*For information only, no comments required.*
- 7/2020/2288 Replacement utility, conservatory and kitchen extension  
16 Springs Road, Keswick CA12 4AQ  
*No comments made*  
**SUPPORT**

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

**155. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 13<sup>th</sup> November 2020 – 10<sup>th</sup> December 2020.

**156. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council – Councillor Lansbury reported that the Borough Council had submitted a proposal for dual unitary authorities in Cumbria – formal consultation was expected in February 2021 - and that the Borough Council's Climate Change Group was updating its action plan.
- ii) Cumbria County Council – Councillor Lywood reported that he was pushing for early action to be taken to address the parking problems in the 'back streets' area in line with the recommendations of the Keswick Transport Study. Signage was still awaited for the one-way system in Station Street/St John's Street.
- iii) LDNPA North Distinctive Area Parishes – Dr Davies submitted a written report and provided further information about different types of mechanisms used to ensure 'local occupancy' of properties. He advised that there was an interactive map available which would help the public to be aware of requirements so that they could be the 'eyes and ears' of the authority.



Councillor Lywood called for holiday letting properties to be exempt from Small Business Rates Relief and asked that this be discussed at the next Town Council meeting. Reference was also made to the Glover Report and its impact on representation on National Park authorities.

**157. Payment of Accounts**

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

- i. For the Town Council, vouchers 123–141, amounting to £23,022.10 (twenty-three thousand, twenty-two pounds and ten pence)
- ii. For the Trusts, vouchers HP145–FP141, amounting to £4,264.90 (four thousand two hundred and sixty-four pounds and ninety pence)

**158. Budget for 2021/2022**

The draft budget for 2021/22 was presented for approval together with recommended grant payments to local organisations.

**RESOLVED:**

- i) That the draft Budget for the financial year 2021/22 be approved
- ii) That the precept for 2021/22 be set at £273,697
- iii) That the list of recommended grants be approved for payment

**159. Clerk's Report**

The Clerk's report was received and noted.

**160. Road Safety Issues - Calvert Way**

Councillor Miller asked for Council support in making representations to the appropriate authorities for action to be taken to address the road safety issue caused by the lack of pavement on Brundholme Road when exiting Calvert Way both left and right.

**RESOLVED** that Cumbria Highways' Network Manager be asked to progress action to address this issue in the first instance.

**161. Keswick Community Housing Trust – Grant Request**

Consideration was given to a request for financial support from Keswick Community Housing Trust.

**RESOLVED** that a grant of £3,000 p.a. for the next three financial years be agreed, to be funded from the 'Local Housing' reserve.

**162. CCTV**

Councillor Burn reported that the installation of the new CCTV cameras in the Market Square was now complete which would offer reassurance to residents and visitors particularly during the Christmas and New Year period. Councillor Burn was thanked for his efforts.

**163. Reports from Representatives on Outside Bodies**

**RECEIVED** a report from Councillor Alan Dunn – Keswick Tourism Association.

**164. Climate Change Working Group**

**RECEIVED** an update from the Climate Change Working Group including a request for support with the 'Meadowland' project to convert grassed areas into wildflower meadows.

**RESOLVED** that the project be supported in principle based on completion of the area on the Borrowdale Road as a pilot, with full consultation prior to any other areas being changed, and particular consideration being given to potential road safety issues.

**165. Minutes of Liaison Meetings**

**RECEIVED** for information the notes of Keswick Ministries Town Liaison Forum held on 8<sup>th</sup> December 2020.

**166. Correspondence**

- i. Response from Dept for Environment, Food & Rural Affairs – Governance of Lake District National Park Authority – noted.

**Prior to the following business the Chairman moved the resolution:**

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

**167. Staffing Committee Minutes**

**RECEIVED** for information the draft Minutes of the Staffing Committee meeting held on 9<sup>th</sup> December 2020.

The meeting closed at 8.55 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Planning Applications received between 11/12/2020 - 14/01/2021**

Plan ref	Location	Description of Proposed Development
7/2020/2262	Flat 5, Leonards Place, Keswick CA12 4HL	Install 2 no Velux windows
7/2020/2294	1 Millbank, Keswick CA12 5LX	Demolition of garage and conservatory, replacement windows and door, and erection of shed and outdoor shelter
7/2020/2298	131 Windebrowe Avenue, Keswic, CA12 4JB	extension & alterations
7/2020/2299	22 Stanger Street, Keswick CA12 5JU	Change of Use of Guest House to Guest House/Holiday Let
7/2020/2300	83 Lattrigg Close, Keswick CA12 4LF	Erection of a single storey wet room extension to side of existing dwelling and rear ramped access for disabled person
7/2020/2306	32 Lake Road, Keswick CA12 5DQ	Alterations to shop front to Lake Road and installation of new kitchen extract system to rear
7/2020/2309	High Hill Garage, Keswic, CA12 5NY	Amendment to condition 5 (opening hours) on planning permission 7/2017/2157. Redevelopment of existing petrol filling station to provide replacement SPAR convenience store, forecourt alterations, extended canopy, customer parking and associated works
<p><b>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.</b></p>		

**Decisions Received from LDNPA**

**Planning Decisions Received between 11/12/2020 & 14/01/2021**

**AGENDA ITEM 10.ii)**

<b>Plan Ref</b>	<b>Date of Application</b>	<b>Location</b>	<b>Postcode</b>	<b>Description</b>	<b>KTC Observations</b>	<b>LDNPA Decision</b>	<b>Appeal</b>	<b>Appeal Decision</b>
7/2020/2165	July-20	Acorn Garage, Helvellyn Street, Keswick	CA12 4EH	Development of 5 no. flats/maisonettes for local occupancy	<b>OBJECT</b>	<b>REFUSED</b>	Dec-20	
7/2020/2174	November-20	Keswick Convention Centre, Skiddaw Street, Keswick	CA12 4BY	Change of use to existing utility block to provide additional accommodation including minor elevation changes to the building	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2020/2241	October-20	Lock up Garage, Penrith Road, Keswick	CA12 4NE	Demolition of lock up storage building to create site for residential development	<b>SUPPORT</b>	<b>REFUSED</b>		
7/2020/2274	November-20	Royal Oak House, Flat 4, Station Street, Keswick	CA12 5HE	Replacement of single glazed wooden windows with double glazed wooden windows	<i>Application not received for comments</i>	<b>GRANTED</b>		

**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 21ST JANUARY 2021**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 11<sup>th</sup> December 2020 – 14<sup>th</sup> January 2021

Tuesday 15 <sup>th</sup> December	Climate Change subgroup (supermarket packaging survey)
Wednesday 16 <sup>th</sup> December	Staffing Committee – Clerk Candidate Interviews
Saturday 19 <sup>th</sup> December	St John's Carol Service
Tuesday 22 <sup>nd</sup> December	Staffing Committee – Clerk Candidate Interview (Zoom)
Wednesday 23 <sup>rd</sup> December	Staffing Committee – Clerk selection (Zoom )
Tuesday 5 <sup>th</sup> January	Staffing Committee – Lockdown 3 procedure review
Thursday 7 <sup>th</sup> January	Climate Change Subgroup (Zoom)

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

One of the matters that I expect to be occupying the LDNPA in the coming year is the Glover report<sup>1</sup>. It proposes that there should be a National Landscapes Service (NLS), and I understand that Government is keen to move forward in this direction. How closely they will wish to follow the Glover proposals is as yet uncertain, but here I will give a flavour of what Glover suggests.

The NLS would bring together the National Parks and AONBs “to achieve more than the sum of their parts”. Among other functions, the NLS will

- set the vision and strategy for England’s 44 national landscapes from which their own Management Plans will evolve
- hold national landscapes to account for carrying out these plans
- oversee a new professional national ranger service
- represent the 44 bodies with a single strong voice to Whitehall, making ambitious offers to the nation, for example on access and recreation, transport, health, education and nature, as well as advocating on their behalf.

NLS board members “must be successful inspirational leaders in their own fields ... nature, culture, economic vitality and people” and they should “fully reflect diversity in our society”. The NLS would be led by “a small, high-calibre board appointed by Defra”. The chief executives, lead officers and chairs of the individual national landscapes would report into the NLS.

The NLS would also have an important role in determining the membership of the individual Boards because the current governance of NPAs is considered by Glover to be poor. Specifically, Glover argues that they are:

- Far too large to be effective
- Lacking in diversity, lacking proper representation across age, gender, ethnicity and (dis)ability
- Lacking in people who emphasise the purposes of securing nature and connecting people with our special places.

The report concludes that individual national parks should be governed by small (9-12) boards. The chair of each board should be appointed by the Defra Secretary of State “after a process led by the NLS”. The other members would be appointed by the NLS and this board should be advised by a partnership group along the lines of the Lake District National Park Partnership. However, “planning issues should continue to involve local authority members” via a planning committee.

Geoff Davies

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

---

<sup>1</sup> <https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review>

KESWICK TOWN COUNCIL  
21<sup>ST</sup> JANUARY 2021

**CLERK'S REPORT**

Well we are back in lockdown and staff are working from home as much as possible. This situation is likely to continue for some weeks. A discussion took place with the Staffing Committee on 5<sup>th</sup> January to review arrangements needed to safeguard staff and a review meeting is scheduled for 19<sup>th</sup> January.

Licensing Applications

Allerdale Borough Council has recently changed its licensing policy and is now consulting the Town Council on applications in Keswick. These applications are usually dealt with quickly and there is no time to agree an official response at a Council meeting. It has been suggested that the remit of the existing planning group be amended to include commenting on licensing applications – delegated authority would need to be given to the group to submit comments on behalf of the Council and then report back to the next meeting. Alternatively, I could continue to circulate applications to all Councillors and relay any comments back to Allerdale, with the caveat that this is not the official view of the Council. Councillors are asked for their preference.

Blue Fingerposts in Keswick Town Centre

There are a number of blue fingerposts in the town centre which I believe were installed by Keswick Business Improvement District a few years ago. These are now looking shabby and the fingers have been moved into 'unhelpful' positions for visitors. Following complaints, I have contacted Amber Sykes at Cumbria Highways to see if the County Council, as highways authority, can rectify this. Amber has advised that the County Council has no knowledge of the history of the signs, or any agreement regarding their maintenance, nor does it have any highway resources spare for things such as sign painting. She has suggested that the Town Council may wish to commission a local contractor to re-paint them and re-align the finger plates at the correct angles, and has offered to contribute 50% towards the cost up to a maximum of £2,500.

The Council is asked whether it wishes to take on responsibility for ongoing maintenance of these signs which would involve completing a Memorandum of Agreement indemnifying the County Council as highways authority for any damage, and/or to allocate a sum of money for the work needed to restore them.

LW  
130121

Request for support – St Herbert’s School

St Herbert’s school has requested support to help families who are struggling with lack of devices to manage home learning, while they are in lockdown and teaching remotely. The following information has been provided:

What the grant is for:

*The grant is to purchase laptops and iPads to support families with remote learning. We have surveyed parents and discovered that approximately 30 families (that we know of at present) are struggling to help their children access the remote learning. These families either do not possess any device other than a mobile phone, or they have several children all of whom need to access different learning set by the teachers each day and are having to juggle one device between them all. Our KS2 pupils would benefit from laptops at home and our younger children are better working on iPads, so we are looking at ways of purchasing at least 30 devices. Our recent quote for 30 iPad minis, set up and ready to work with our school systems, came out at just under £10,000, so this is going to be a project which we will have to spread out over a long period of time unless we can access funding through other means. Obviously these machines would be on loan from school, so once lockdown is over they will return to school and become devices used on site.*

Who will benefit:

*Currently, 30 families we are aware of through our recent survey. This number may increase as time passes and parents who are currently “managing” find things increasingly difficult. Obviously there will be a knock on advantage to staff also as they are currently producing paper packs of work for some families who have no devices. If a device can be sourced then the staff can focus on one job rather than several!*

How much in total is needed and who else is contributing:

*We need in the region of just under £10,000 for 30 devices and are only aware of the DfE who are offering laptops in addition to this funding. We applied in November when we were told we qualified for 15 devices, but were only sent two. We have reapplied this week and hope that their systems may be improved now, but have had no reassurances as of today.*

Shelagh Hughes  
Headteacher  
12<sup>th</sup> January 2021



KESWICK TOWN COUNCIL  
21<sup>ST</sup> JANUARY 2021

**PROVISION OF BUS SHELTERS IN KESWICK**

One of the objectives of the adopted Keswick Transport Study was to 'Identify improvements to shift journeys to public transport and to improve opportunities for onward sustainable travel to other key destinations around Keswick'. Work package 5 of the study - public transport infrastructure and service improvements - seeks to address the issues identified of

- Lack of bus shelters across town, including the Bus Station, and provision of Real Time information and
- Lack of high frequency buses to Penrith, including Penrith Train Station, for wider connectivity

(page 10 of the non-technical summary refers).

The lead delivery organisations for this package of work are the Town Council and the National Park Authority (in partnership with Stagecoach).

Cumbria County Council advised last month that there may be availability of capital funding for public infrastructure improvements i.e. new bus shelters, but that the County would be prepared to arrange for the installation and management of the works only if assurances were given that the Town Council would maintain the bus shelters in the future. Details of number of new shelters and possible locations would be determined.

The Town Council currently has no responsibility for any bus shelters in Keswick and would be required to sign a Memorandum of Agreement with the County indemnifying them against any claims arising from accidents etc. There would also be a requirement to deal with any damage caused by vandalism and to carry out regular inspections of any new shelters.

Councillors are asked whether this additional responsibility and funding should be taken on by the Town Council.

LW  
120121

**Lynda Walker**

---

**From:** localplan <localplan@lakedistrict.gov.uk>  
**Sent:** 11 January 2021 14:19  
**To:** Lynda Walker  
**Subject:** LDNPA Supplementary Planning Document Consultations

## Lake District National Park Authority Supplementary Planning Documents consultation

Dear Mrs L Walker

We are commencing two planning policy related consultations on Monday 11 January 2021 and inviting you to make comments. These are for the revised Housing Supplementary Planning Document and a new Biodiversity Supplementary Planning Document.

The purpose of these Supplementary Planning Documents is to provide additional guidance on how we will apply the relevant planning policy in the Local Plan in assessing future planning applications. They do not introduce new policies.

The consultation period runs from Monday 11 January to 5pm 19 February 2021. The draft Supplementary Planning Documents will be available to view on our website and copies can be provided on request. If you require paper copies of documents please notify us at the earliest opportunity on 01539 724555 or email [localplan@lakedistrict.gov.uk](mailto:localplan@lakedistrict.gov.uk) so you have sufficient time to read and respond. Representations should be made via the questionnaire and submitted online which is available on our website.

The relevant links are provided below...

<https://www.lakedistrict.gov.uk/planning/planningpolicies/spd/housing-provision-supplementary-planning-document-consultation>

<https://www.lakedistrict.gov.uk/planning/planningpolicies/spd/biodiversity-supplementary-planning-document-consultation>

If you require any assistance on the consultation please contact by us by email [localplan@lakedistrict.gov.uk](mailto:localplan@lakedistrict.gov.uk) or by phone 01539 724555.

Thank you

Local Plans Team  
Lake District National Park Authority

[lakedistrict.gov.uk](http://lakedistrict.gov.uk) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

This email contains information intended for the addressee only. It may be confidential and may be the subject of legal and/or professional privilege.. Any dissemination, distribution, copyright or use of this communication without prior permission of the addressee is strictly prohibited. Any views or opinions presented are solely those of the author and do not necessarily represent those of the Lake District National Park Authority. Although this email and any attachments are believed to be free of any virus or other defects which might affect any computer or IT system into which they are received, no responsibility is accepted by the Lake District National Park Authority for any loss or damage arising in any way from the receipt or use thereof. Computer systems of this Authority may be monitored and

KESWICK TOWN COUNCIL

GENERAL FUND

1st April 2020 - 31st March 2021

Budget Summary as at 31st December 2020

3rd Quarter

Expenditure:	AGREED Budget for 20/21	Expenditure to 31.12.20	% of Budget
General Administration	74135	52113	70.29
Grants to outside bodies	16219	16218	99.99
Christmas Lights	30300	174	0.57
Mayors Allowance	2000	2000	100.00
War memorial	1500	1326	88.40
Townsfild	1300	900	69.23
Open Spaces	1000	750	75.00
Fitz Park - Grant from KTC (deficit)	152719	152719	100.00
Communications & Neighbourhood Plan	500	0	0.00
Audit Fee/Accounts Preparation	1700	30	1.76
Contingency Sum	5000	2865	57.30
Keswick Events (Inc. Scruffs 19-20)	15805	295	1.87
Events Co-ordinator	4305	0	0.00
Floral displays	500	300	60.00
Allotments Expenditure	600	845	140.83
Annual Parish Meeting (Inc. room hire & refreshments)	200	0	0.00
Advertising	300	193	64.33
Promotional gifts to civic visitors to Keswick	250	0	0.00
CCTV Annual Maintenance	3000	0	0.00
<b>TOTAL EXPENDITURE:</b>	<b>311333</b>	<b>230728</b>	<b>74.11</b>

PCC CCTV

Inc until Oct 2021

Income:	AGREED Budget 20/21	Income to 31.12.20	% of Budget
Precept	270641	270641	100.00
Grant to Fitz Park - ABC	20000	20000	100.00
Bank/Investment interest (Inc. War Memorial)	5	0	0.00
Walker Park rent	12267	12267	100.00
Allotments Income - Rent	600	950	158.33
Events Banners Income	2500	733	29.32
Keswick Events Contributions (Inc. Scruffs)	5000	0	0.00
Christmas Lights Contributions	300	0	0.00
Townsfild Interest	20	4	20.00
<b>TOTAL INCOME:</b>	<b>311333</b>	<b>304595</b>	<b>97.84</b>

Amount still outstanding

Inc until Oct 2021

**KESWICK TOWN COUNCIL**

**GENERAL FUND - ADMINISTRATION**

**1st April 2020 - 31st March 2021**

**Budget Summary as at 31 December 2020**

**3rd Quarter**

<b>Expenditure:</b>	<b>AGREED Budget 20/21</b>	<b>Expenditure to 31.12.20</b>	<b>% of budget spent</b>
Salaries, Nat ins & Pension & Pension Deficit	99144	73447	74.08
Payroll - Outsource Costs	330	238	72.12
Rent	7100	5325	75.00
Rates	0	0	0.00
Building Service Costs	5000	0	0.00
Repairs - Decorating/Carpets/Upgrades	500	13	2.60
Insurances	700	835	119.29
Subscriptions	770	747	97.01
Conferences/Training	750	180	24.00
Stationery	1000	790	79.00
Postage	300	200	66.67
Telephone & Internet	750	314	41.87
Photocopier	1358	1117	82.25
Computer maintenance/support	2325	1468	63.14
Office Equipment	200	0	0.00
Staff Expenses	250	0	0.00
Ex Employee Pension	1400	704	50.29
Health and Safety	50	226	452.00
Website (Annual Fee)	300	295	98.33
Council Chamber/Meeting Expenditure	150	0	0.00
Telephone System - Maintenance Fee	200	0	0.00
Staff Recruitment Costs	1000	956	0.00
<b>Total Expenditure:</b>	<b>123577</b>	<b>86855</b>	<b>70.28</b>

*Overspend due  
to planters,  
copier & seat*

*Including Zoom*

*Overspend due  
to Covid 19*

<b>Income:</b>	<b>AGREED Budget 20/21</b>	<b>Income to 31.12.20</b>	<b>% of budget income</b>
Photocopies	0	0	0.00
Council chamber rental	20	0	0.00
<b>Total Income:</b>	<b>20</b>	<b>0</b>	<b>0.00</b>

<b>To be allocated:</b>	<b>123557</b>	<b>86855</b>	<b>70.30</b>
-------------------------	---------------	--------------	--------------

<b>Allocation:</b>	<b>Agreed allocation 20/21</b>	<b>% of allocation to date</b>
General Fund - (60%)	74135	52113
Hope Park - (20%)	24711	17371
Fitz Park - (20%)	24711	17371
	<b>123557</b>	<b>86855</b>

KESWICK TOWN COUNCIL  
21<sup>ST</sup> JANUARY 2021

Update for January Council Meeting from the Climate Change Working Group

TETRAPAK On previous updates we have stated that Allerdale BC are working with TETRAPAK to have a facility at Otley Road. However Sally updated the group with the good news that the discussions are now going Allerdale wide and that ABC is considering enabling Tetrapak to go into our domestic plastic/glass recycling bins.

MEADOWLAND PROJECT – This is all progressing for the land privately owned on Borrowdale Road, Sally is currently progressing the possibility of Tivoli preparing the land as part of their community programme.

UPDATE ON EXCESS PLASTICS USAGE AT SUPERMARKETS – Paul highlighted that the excess plastics fall into the following categories:

- Items packaged in plastic that could be sold loose
- Multipacks
- Products that contain several materials that in combination make it difficult/impossible to recycle
- ‘Make life easier’ products

It was agreed that Paul will liaise with SusKes but we would not progress this during lockdown when we appreciate the work going on to keep our Supermarkets stocked and open etc.

ALLERDALE GREEN ACTION PLAN - See document attached from Sally.

CLIMATE AND ECOLOGICAL SURVEY BILL - CALC has sent details through and all Councils are being asked to support it. There are currently a few bills with Parliament (the Environment Bill, the Decarbonisation and Economic Strategy Bill and the Climate and Ecology Bill); we want to research further how these all link together with the aim of having a letter for our MP for the Town Council to review at the February Council Meeting.

Councillor A Boardman

12<sup>th</sup> January 2021

Members of the Group:

Councillors Boardman, Daniels, Lansbury, Terry and Titley.

## Allerdale Borough Council Climate Change and Biodiversity Group

Now that everyone is well and truly up to speed with Zoom and the reporting framework for the group has been established, we are now having regular meetings once a month. With sub groups for each area meeting up as necessary between these scheduled meetings.

The Portfolio Holder for this area of work is Cllr Marion Fitzgerald and the Chair is Cllr Sally Lansbury. Group membership is across all political groups and the group reports to the Executive team.

### Strategy and Action Plan

The framework for the new strategy and action plan is now well underway with specific members and officers responsible for each section:

- Energy and Resources
- Transport
- Domestic adaptations and renewables for homes
- Planning Policy and Management of the Built Environment
- Land Management
- Water Management and Coastal Erosion
- Training, Skills, Partnerships and Communication
- Waste reduction and recycling

We may add additional work areas as the work of these groups progresses and to bring us in line with the themes from the National Climate Change Committee, who advise Govt on this issue. New themes we may add include Health and Social Care, Young People, Finance and Business.

We hope to involve stakeholders through workshops in the near future and we hope to have an action plan for circulation in the near future.

### Waste and Recycling

Allerdale plan to develop a campaign around three strands. Officers will come to the next SK Steering Group Meeting to get some feedback and answer questions. Please do take the time to have a look at the links below.

- Our Waste (recycling, domestic bins, bring sites etc);
- Our Environment (litter, dog fouling, fly-tipping etc);
- Our World (climate change efforts, conservation efforts etc).

As part of the "Our Waste" strand we've been putting some things into place as some foundation resources.

- We now have the A-Z recycling page live on the website: <https://www.allerdale.gov.uk/en/waste-recycling/recycling-index/> with links to it throughout the site with more to come. This can always be added to and amended as we go.
- We now have a Christmas waste page on the site: <https://www.allerdale.gov.uk/en/waste-recycling/christmas-recycling-advice/> which we've been promoting over the past few weeks and has proved really popular with residents - please do help amplify any social media messages, and if

you haven't done so already sign up to our newsletters (there is one specifically for waste and the environment) and encourage others to do so (you can do this via the email links on the briefings from Andrew Seekings as we use the same system).

- We have also developed a page from Ernie's information on what happens to your recycling. And I've rebuilt the video which uses footage from the plant at Hespin Wood. You can see the page at: <https://www.allerdale.gov.uk/en/waste-recycling/what-happens-your-recycling/> which includes the video, but you can also see it at: <https://biteable.com/watch/what-happens-to-all-your-recycling-2749751>

I'd like to propose to KTC that we put these videos and the A – Z onto the Council website at the earliest opportunity.

Cllr Sally Lansbury

Jan 7<sup>th</sup> 2021