

KESWICK TOWN COUNCIL

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

Email: townclerk@keswicktowncouncil.gov.uk

11th February 2021

A meeting of Keswick Town Council will be held remotely via the Zoom app on Thursday 18th February 2021 at **7.30 p.m.**

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**

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 21st January 2021 (pages 41 - 45).
- 3. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 4. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
- 5. Police Report**
To receive the newsletter of the Allerdale Rural Neighbourhood Policing Team.
- 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. Visitor Management Action Plan – Keswick to Threlkeld Multi User Trail**
To consider how the Lake District National Park Authority (LDNPA) and partners can manage the expected visitor pressures on and around the K2T Trail in spring/summer 2021.

Emma Moody and Cath Johnson of the LDNPA will be in attendance. This item will include visitor management in Keswick generally in preparation for the impact of the anticipated summer 'staycation'.

9. Proposed Sustainability Charge for access to the Lake District National Park

To give preliminary consideration to the report of the Mayor for discussion at the next Town Council meeting.

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
- iii) To receive an update from the Planning Group on the response to the Housing and Biodiversity supplementary planning documents consultation.

11. Licensing Applications

- i) To agree observations to be submitted to Allerdale Borough Council
- ii) To agree revised Terms of Reference for the Planning Group

12. Blue Finger Post Signage

To agree match funding for improvements to the blue fingerpost signage in the town - Jonathan Moore, a local resident, will be present at the meeting.

13. Mayor's Report

To receive details of the Mayor's engagements and meeting attendance for the period 15th January 2021 – 11th February 2021.

14. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Lake District National Park Authority North Distinctive Area Parishes Representative
- ii) Allerdale Borough Council Ward Representatives
- iii) Cumbria County Council Ward Representative

15. Reports from Representatives on Outside Bodies

- i) Keswick Youth Centre – Councillor Campbell-Savours
- ii) Keswick Fair Trade Committee – Councillor Campbell-Savours

16. Payment of Accounts

To confirm the payment of accounts for February 2021 as approved by the Inspection Committee for:

- i) The Town Council
- ii) The Trusts

17. Council Tax Base Confirmation

To receive the report of the Responsible Financial Officer.

18. Review of Internal Control and Audit

To agree arrangements for the annual review of the effectiveness of the Council's system of internal audit.

19. Annual Review of Risk Management

To approve for adoption the Annual Risk Management Assessment report.

20. Climate Change Working Group

To receive an update from the Council's Working Group to include the Allerdale Climate Change and Biodiversity Group.

21. Clerk's Report

To receive the Clerk's report.

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'

22. Contracting – Covid Business Grant

To consider the report of the Responsible Financial Officer.

23. Minutes of Committee Meetings

To receive for information the Minutes of the Staffing Committee meetings held on 19th and 26th January and 2nd and 9th February 2021.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held remotely using the Zoom app on Thursday 21st January 2021 at 7.30 pm.

Present:

Chairman
Councillor Paul Titley

	Councillors	
Alexandra Boardman	David Burn	Markus Campbell-Savours
Allan Daniels	Alan Dunn	Steve Harwood
Tony Lywood	Duncan Miller	Adam Paxon
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.

Prior to the meeting, Gary Brady, Census Engagement Manager for North Cumbria, explained the arrangements for the census which would take place on 21st March. He asked for the Council's help in ensuring that as many as possible took part as the information obtained helped the Government and local authorities to plan services and to allocate resources where need is identified. The aim was for as many people as possible to complete the 2021 census on-line, however it was accepted that in Cumbria there are many small rural communities, some with poor broadband reach, and many older residents, some of whom are not confident working with computers. Paper census forms could be supplied where this was preferred. It was agreed that the information would be placed on the Council's website.

168. Apologies

Apologies for absence were received from Councillor Lansbury.

169. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council Meeting held on the 17th December 2020 (pages 36 -40).

170. Requests for Dispensations

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

171. Declarations of Interests

No declarations of interests in respect of items on the agenda were received.

172. Police Report

No report was available from the Allerdale Rural Neighbourhood Policing Team.

173. Matters to be received from the Public

No matters were raised by the public.

174. Matters to be raised by Councillors

Councillor Terry reported that the roof on the former railway station had now been made safe and thanked Councillor Campbell-Savours for his intervention with Allerdale Borough Council.

Councillors Lywood and Paxon joined the meeting.

175. K2T Trail – Latrigg Close Privacy

A local resident outlined the privacy issues which had been caused for residents of Latrigg Close properties which backed onto the multi-user trail. Since the re-opening of the trail there had been high user numbers and the extensive felling of trees had left the rear of the properties completely exposed.

The issue had been raised with the LDNPA and an officer was now working to resolve the situation. It had been suggested that a living willow screen could be erected and the authority was also looking at the re-planting of the embankment. She was confident that the work would go ahead but asked for the Council's support in keeping the pressure up. Dr Davies offered to progress the issue.

RESOLVED that the 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.

176. Request for Pedestrian Crossing outside Keswick School

The Headteacher of Keswick School spoke in support of the need for a crossing outside Keswick School which had been raised by a member of the public at the last Town Council meeting.

Councillor Burn advised that an on-line petition had now been started by a local resident. County Councillor Lywood said that he would ask for the matter to be considered by the Highways Working Group and the Local Area Committee. Councillor Terry asked for a holistic approach to be taken to pedestrian safety on High Hill rather than just a crossing of the road adjacent to Vicarage Hill.

RESOLVED that representations be made to Cumbria County Council, the highway authority, for a crossing to be placed in an appropriate location outside Keswick School.

177. Applications for Development

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

Plan Ref:	Description of Development Location
7/2020/2262	Install 2 no Velux windows Flat 5, Leonard Place, Keswick CA12 4HL <i>No comments made.</i> SUPPORT
7/2020/2294	Demolition of garage and conservatory, replacement windows and door, and erection of shed and outdoor shelter 1 Millbank, Keswick CA12 5LX <i>No comments made.</i> SUPPORT
7/2020/2298	Extension and alterations 131 Windebrowe Avenue, Keswick CA12 4JB <i>No comments made.</i> SUPPORT
7/2020/2299	Change of Use of Guest House to Guest House/Holiday Let 22 Stanger Street, Keswick CA12 5JU

Support on the basis that the proposed use is for a single unit of holiday letting accommodation with owner's accommodation retained and no external alterations on the same condition applied to previously approved application 7/2020/2199 at 28 Stanger Street

SUPPORT

7/2020/2300

Erection of a single storey wet room extension to side of existing dwelling and rear ramped access for disabled person

83 Latrigg Close, Keswick CA12 4LF

No comments made.

SUPPORT

7/2020/2306

Alterations to shop front to Lake Road and installation of new kitchen extract system to rear

32 Lake Road, Keswick CA12 5DQ

Support – subject to Environmental Health being satisfied that the new extract system will not have a detrimental effect on adjacent properties.

SUPPORT

7/2020/2309

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

High Hill Garage, Keswick CA12 5NY

Object – It is considered to be un-neighbourly to have a 24 hour, 7 days a week business operation in this location with a high number of residential properties in close proximity involving traffic entering and exiting in night-time hours.

We strongly support the objections raised by neighbouring residents in the context of noise and light pollution, who have direct experience of the impact of night-time opening. This challenges the conclusions reached in the noise impact assessment submitted and should not be ignored.

OBJECT

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

178. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 11th December 2020–14th January 2021.

179. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Daniels spoke about the need for more rental properties in Keswick as Keswick Community Housing Trust had recently received 38 applications for one vacant property. He referred to the Borough Council's Housing

Strategy which identified the need for 100 properties over 5 years but contained no plan for how this might be achieved.

- ii) Cumbria County Council Ward Representative – Councillor Lywood outlined action he had taken to resolve the problems being caused for St Herbert's Primary school due to lack of IT equipment for pupils who were home schooling. He also advised that he had been in contact with the Property Services department of Allerdale Borough Council to try to establish a safe route to town for residents of Calvert Way.
- iii) Lake District National Park Authority North Distinctive Area Parishes – Dr Davies provided a written report. He also advised that due to resource issues it would not be possible for the LDNPA to produce the promised list of local occupancy properties within the original timeframe. The Clerk was asked to write to the authority to establish progress and to ask when it would be available.

180. Clerk's Report

Consideration was given to the Clerk's report.

RESOLVED

- i. that a report be brought to the next meeting recommending that delegated powers be granted to the Planning Working Group to submit comments to the Borough Council on licensing applications, in consultation with other Councillors
- ii. that costs be obtained for the work required to renovate the blue finger posts in the town centre for consideration at the next meeting.

181. Request for Funding

RESOLVED that a payment of £3,000 be authorised to St Herbert's School, Keswick for IT equipment for pupils to facilitate home learning, to be funded from underspends in the Events budget for 2020/21.

182. Provision of Bus Shelters

Consideration was given to the report of the Clerk.

RESOLVED that no action be taken at the present time.

183. Lake District National Park Authority – Supplementary Planning Documents consultation

Dr Davies explained the implications of the proposals contained in the Supplementary planning documents which set out how the policies in the Local Plan would be implemented in relation to Biodiversity and Housing, in particular a proposed change to local occupancy conditions.

RESOLVED that a proposed response be formulated by the Planning Group for consideration at the next meeting.

Dr Davies left the meeting.

184. Payment of Accounts

RESOLVED that the accounts for January 2021 as approved by the Inspection Committee be authorised for payment:

- i. For the Town Council, vouchers 142 – 165, amounting to £74,113.54 (seventy four thousand one hundred and thirteen pounds and fifty four pence)
- ii. For the Trusts, vouchers HP164 – FP157, amounting to £4,197.85 (four thousand one hundred and ninety seven pounds and eighty five pence)

185. Quarterly Budgets

RECEIVED for information the third quarter budget comparisons.

186. Climate Change Working Group

RECEIVED an update from the Climate Change Working Group.

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'

187. Staffing

RECEIVED the report of the Clerk.

The meeting closed at 9.25 p.m.


Chairman


Date


Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 29 January 2021 09:34
To: Ania Mlynczak
Subject: December 2020 - January 2021 - Cockermouth and Keswick

[View in browser](#)

 Contact us

 Report a crime

 Allerdale Police Facebook Page

ALLERDALE FOCUS

FOR A SAFER COMMUNITY



December 2020 - January 2021 - Cockermouth
and Keswick

Please let us know how useful these newsletter updates are, [Click Here](#)

Keswick to Threalkheld

We have increased patrols onto the Keswick to Threalkheld walk as the path has proved very popular.

We are requesting people continue to adhere to the [coronavirus guidance](#).

We are continuing to work with partners.



Cockermouth

We have received reports of underage drinking in the Cockermouth area.

When liaison with local shops two underage girls were identified to be trying to steal alcohol from shops. These girls were identified and parents spoken to with early intervention work began.

We are requesting anyone who sees underage drinking to contact the police via 101.

PS 217 Andrew Miller said *"Underage drinking can often lead to anti-social behaviour and poor decision making by young people. This can have a wider impact on the local community."*

"To challenge this we have various techniques from early intervention work, education right through to prosecution."

"We want everyone to be able to enjoy their local community, to do this we will challenge those drinking alcohol, those committing anti-social behaviour. Any one with information about this can contact Cumbria Police via 101".



Winter driving

During the winter months driving conditions change drastically day by day.

We are asking drivers to be cautious in the coming weeks.

Please drive to the conditions of the road, slow down and take care to avoid this having a dramatic impact on your lives please take the following advice;

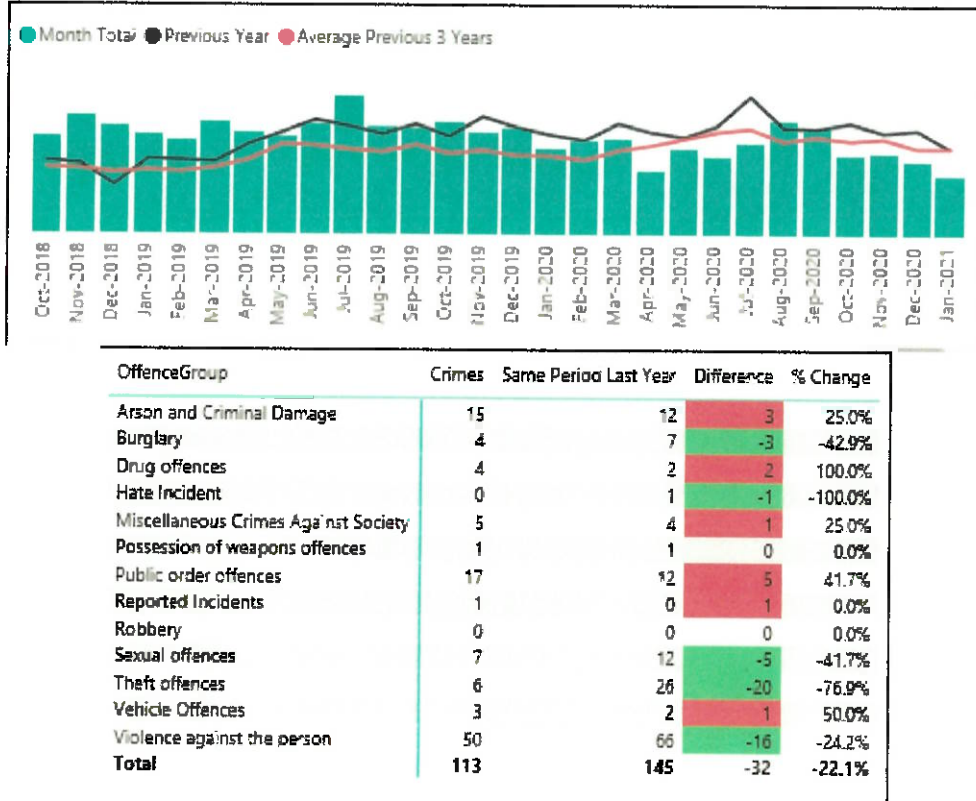


- Set off on journeys with plenty of time, expect that conditions cause people to slow down leave yourself longer to get to your destination. Remember Arrive Alive.
- With plummeting temperatures comes risks if you breakdown or are stuck due to flooding for example. Ensure you have warm blankets, jackets wellies and a survival kit in your car containing things like torches.
- Ensure you check tyres and they are legal and inflated to the right levels. This helps with stopping distances and fuel consumption.
- Try to ensure you have you fuel tank as close to full as you can, this will allow you heat should you become stuck in large traffic jams.
- Ensure you keep your mobile phones charged and ready for use with breakdown companies contacts.

CRIME STATS

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

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



Allerdale Police want you to report all anti-social behaviour and crime

Please report any incidents of crime or antisocial behaviour to us, to help us keep Allerdale safe.

If a crime is in progress always call 999.

To report a non emergency crime please call 101 or complete our non-emergency crime and incident reporting form [here](#).



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

[Workington](#)

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

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

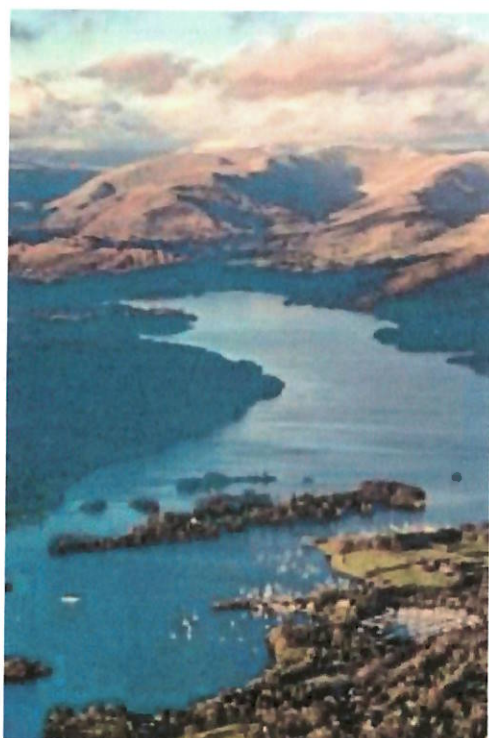


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2021 VISITOR MANAGEMENT TACTICAL ACTION PLAN

PRODUCED BY THE TACTICAL VISITOR
MANAGEMENT GROUP DECEMBER 2020

2021 Visitor Management Tactical Action Plan

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Introduction

2020 has been an extremely challenging and difficult year in many ways, and it is likely many of the issues will continue into 2021. In 2020 the world experienced the rapid and devastating effects of Covid19 pandemic, impacting both on the health of individuals and businesses and also on wider societal and economic fortunes. All four nations were impacted together with wider Europe and the world. Agencies throughout Cumbria have had to move quickly and respond to a dynamic situation, and work together on a multi-agency response and this partnership working has been a breakthrough that has made a significant difference to the effectiveness of visitor management and we hope it can continue. Many people from many organisations have worked extremely hard to make this work, and we all owe a debt of thanks to them.

The negatives are easily recounted and include:

- Closed attractions and accommodation during two lockdowns – the economic impact of which will be felt for many years to come;
- Increases in use of cars, congestion, parking and behavioural issues;
- Businesses unable to operate at pre-Covid capacities, leading to reduced levels of profitability;
- Lower spend than anticipated in an already fragile economy.

However there are also positives that shouldn't be overlooked, including:

- A more diverse visitor profile and new 'first time' visitors to the county;
- The many happy days and memories that help to create our future returnees;
- Health and mental well-being;
- Multi-agency working;
- A connection with nature and surroundings;
- Greater appreciation of what's on our doorstep;
- A renewed valuing of 'local';
- Increased awareness of less well known areas of the county;
- Business innovation and adaptability.

Whilst we may feel like we have been fire-fighting in 2020 we need to take the opportunity of the quieter winter season to make preparations and be proactive about the 2021 season.

Introduction to the Tactical Visitor Management Group (TVMG)

The Tactical Visitor Management Group has been set up in response to the visitor management challenges of the pandemic and pandemic recovery, recognising the need to work across agencies to deliver action on the ground. Its purposes are:

- To ensure sufficient resources and measures are in place, and coordinated, to effectively deliver the 2021 Visitor Management Tactical Action Plan (2021 VMTAP);
- To regularly submit Implementation Progress Updates of the 2021 VMTAP to the Cumbria Local Enterprise Partnership's (CLEP) Visitor Economy Sector Panel, with attendance at the Sector Panel (or relevant Sub Groups) by Chair or Vice Chair;

2021 Visitor Management Tactical Action Plan

- To respond to the government's evolving guidance (and any potential future local lockdowns/restrictions) that may impact on Cumbria;
- To use established channels to provide effective communications to people who visit/work/live in Cumbria to support the safe social and economic recovery of our communities and tourism businesses; and
- To engage with, and reassure our communities to support the maintenance of trust and confidence in the multi-agency working arrangements.

Membership of the group and reporting is shown in the full Terms of Reference in [Appendix D](#)

Purpose of this document

The purpose of the document is to identify and set out what actions the TVMG should be undertaking in preparedness for the 2021 season in light of experiences in 2020 season and in context of the longer term vision for visitor management within the county. In drafting this document we have had regard to (a) Lessons learned (b) the CLEP's Visitor Economy Priority Actions Summary and Recovery Plan (MACMAC) document (c) the Lake District National Park Partnership's (LDNPP) Plan for the Lake District National Park (LDNP) and its longer term vision. The document focuses not just on the Lake District National Park, where the focus of the Local Resilience Forum (LRF) has been during 2020 in terms of managing visitors and community concerns, but also the wider county which provides some of the solutions in terms of interventions as we prepare for the 2021 season. We've also taken into account the 'Response to Visitor Management in 2020' report, written by the Lake District National Park Authority's (LDNPA) Commercial and Communications Team, feedback received on it from stakeholders, as well as Cumbria Tourism's (CT) Visitor Survey findings. The intention for this Tactical Action Plan is to act as a clear and coordinated call to action to multi-agency partners and combine resources, seeking additional resources as necessary -to bring these recommendations to fruition, capitalising on the outstanding multi agency working demonstrated in 2020.

Strategic Context

This is a short term, tactical action plan which has been written in the context of a wider strategic picture and care has been taken to ensure its recommendations complement and move progress towards ambitions contained in other relevant strategies. For example, the development of the Lake District National Park Partnership's (LDNPP) Partnership Plan which has identified the relevant key challenges of creating a 'Lake District for Everyone' and 'Sustainable Transport'. It also recognises the work that has taken place with CLEP, particularly the Visitor Economy Sector Panel, which has produced a plan for Cumbria's economic recovery using a model of restart-reboot-rethink. This is a short-term Visitor Management Tactical Action Plan which complements and which will support delivery of the Visitor Economy Priority Actions such as Provision of Strategic Visitor Facilities, Effective Communication and Destination Marketing, Visitor Behaviour and New Domestic Audiences, Connectivity and realising Attract and Disperse.

Current position

The 2020 season provided us with the following evidence:

- Due to increases in staycations, increase in day visits and reduced use of public transport, car traffic increased. The overall increase was not experienced until August ([Appendix B](#)) but there were localised hotspots where vehicles congregated.

2021 Visitor Management Tactical Action Plan

- 1062 additional temporary car parking spaces were made available through additional permitted development rights which gave 56 days annual parking. This added to the existing 6900 off street car parking spaces available (data collected by LDNPA and partners in the Car Parking Strategy Group (CPSG)).
- These overflow and existing car parks were well used and frequently exceeded capacity.
- Increase in domestic visitor and collapse in international visitor market. Just 2.1% of visitors originated from outside the UK in the September 2020 CT Visitor Survey.
- An almost complete cessation of group travel business (typically using coaches), which has historically been important for certain parts of Cumbria.
- Spend profile changed, with visitors tending to spend on different items. Visitors spent between 23% and 29% less on non-essential shopping, attractions and other leisure or recreational activities.
- Change in visitor profile, including younger more diverse audience. Full details are included in [Appendix C](#).
- Poor behaviours by a minority of users. This has included vandalism, littering, noise and partying and excessive drinking and drugs offences. This has been put down mainly to ignorance and wider societal issues including the normalisation of 'festival culture'.
- Lack of social distancing in honey pot areas. In the CT Sept 2020 Visitor Survey, whilst 96% of visitors overall and 99% of new visitors felt safe during their visit, 51% of visitors cited lack of social distancing as a problem.
- All the above has contributed to community tension, with qualitative information from residents and farmers showing that some of them are feeling fearful in their own locality and finding their daily work is obstructed.

The photos in [Appendix A](#) illustrate some of the issues experienced.

Assumptions for 2021 Season

- The pandemic will still be with us (even with vaccine rollout having commenced it will possibly take 12 months to complete the vaccination programme, and even then this may not be fully effective) – and that is in UK.
- Little international flights – either in or out.
- A repeat of the 2020 levels of domestic day visitors, or even a further increase, and in turn a risk for poor behaviours from a minority of visitors/users.
- A repeat of the 2020 levels of domestic holidays, or even a further increase, and raised demand for camping and motorhome holidays.
- Although we will try to encourage people back onto public transport when safe to do so there is likely to be a continuing dependency on private car, especially as our 'new visitors' will have got used to a car dependent visit.
- Desire for outdoor activity in order to escape the pressures of lockdowns and the stresses of the pandemic and post pandemic effects on health, wellbeing and economic stability.
- From the above we can assume that any sunny day, within or outside the usual visitor season, will be busy (recognising that this will be impacted by any Tier restrictions).

Long term strategy

There has been a need to be flexible and, where required, reactive in dealing with the changing impacts of the pandemic in the Lake District and Cumbria, and this will need to be continued through 2021. The LDNPP is currently working to review the Partnership Plan and this will need to reflect the

impact of CV19. However the LDNPP will still wish to pursue its long term strategy which includes:

- Continuing the policy of attract and disperse both geographically and seasonally.
- Carbon reduction through reduced car dependency, decarbonising driving, increased overnight stays and reducing the carbon impacts of visitors and residents consumption.
- A move towards more sustainable, low carbon transport, which includes increased use of rail and bus, more active travel on foot and by bike, increased electric vehicles and electric bikes and improved digital connectivity.
- Lake District for everyone, to enable a diverse range of visitors to enjoy and gain the health and wellbeing benefits of spending time in the national park.
- Greater spend in the local economy, through increasing overnight stays, encouraging spend in and use of local businesses and encouraging use of locally produced food and goods.

Other relevant documents that should be taken into account are the LDNPA's Smarter Travel Vision and its Access and Recreation Strategy. The overarching vision as set out in the Partnership Plan for the LDNP is shown below:



We should also take into account relevant strategies prepared by all the partners involved in this document.

For 2021 we should plan, prepare, learn from 2020 and ensure we have a workable Visitor Management Tactical Action Plan which benefits residents, visitors, the local economy and the environment. We must still align with countywide long term strategies and adopted policies, yet at the same time be flexible to respond to the present conditions, with mitigation to ensure this does not have long term negative consequences.

Objectives

The objectives for our action plan are:

2021 Visitor Management Tactical Action Plan

1. Reducing pressures on communities
2. Recovery of the Lake District and wider county visitor economy
3. A safe, welcoming and world class visitor experience for all
4. Protecting the Lake District National Park and wider county environment

Reduce pressures on Communities

What will 2021 look like?

- We will communicate an Attract and Disperse approach – this will mean that we will market the attractiveness of our less visited areas e.g. our coast and areas outside of the National Park, whilst also seeking to alleviate issues for those parts of the National Park experiencing unsustainably high visitor pressures.
- Visitor behaviours will have a reduced impact on communities, through a combination of communication, education, engagement and enforcement.
- Improved traffic management in busy areas will reduce conflict and safety issues that affect residents. These will be developed according to the local circumstances but can include additional temporary car parking, linked with wider strategic interventions such as visitor traffic reduction, on-street parking prohibition and enforcement.
- Close multi agency work with communities will enable us to work together to respond to concerns and issues with the introduction of 'Geographic Pressure Zone Teams', which are explained in [Appendix D](#).

A safe, welcoming and world class visitor experience for all

What will 2021 look like?

- Park for all; the Lake District and wider Cumbria will be a welcoming place for a diverse visitor profile, including visitor information, opportunities to engage with and educate visitors, access by foot and by bike and visitor facilities such as toilets, Wi-Fi and suitable and affordable accommodation such as camp sites.
- The Lake District and wider Cumbria will make a valued contribution to the nation's mental and physical well-being. We will enable visitors to enjoy outdoor and active tourism through our footpath and cycling network, access to water and visitor attractions.
- Enable social distancing in honey pot areas and public realm.
- International visitors may start to return, and will need to feel safe and welcomed in the Cumbria and the Lake District, setting us up for return in larger numbers in 2022. The Lake District and Hadrian's Wall World Heritage Sites are part of the national strategy to encourage visitors to return.
- Visits by school and other groups will start to resume, supporting the continuation and growth of the outdoor education and activity sector, benefitting the health and understanding of the next generation.

Recovery of the Lake District and wider Cumbria visitor economy

What will 2021 look like?

- Visitors will be encouraged to stay longer, to convert day visits to overnight stays and to increase spend locally. Where appropriate there will be increased supply of suitable and affordable places to stay, especially camp sites.

2021 Visitor Management Tactical Action Plan

- Under the 'attract and disperse' policy the visitor season will be extended to help reduce pressures at peak times and more effectively support the visitor economy.
- Visitor transport services, including lake cruises, rail and bus services and tours will be able to carry greater numbers safely, and people will return to spending in this significant part of the visitor economy.
- Visitors will return to indoor visitor attractions, including cultural attractions which have remained closed.
- The strong performance of outdoor based visitor experiences, including gardens, forests, cycle hire and high ropes courses will continue to build.
- Visitors will continue to enjoy eating in local cafes and restaurants, and the outdoor dining experiences will continue to attract visitors.
- Events will return.
- Businesses that have suffered financially during the pandemic will return to profitability and increase employment opportunities to benefit our communities.
- Business opportunities to cater for new visitors including those camping and using motorhomes will be developed.

Protect the environment

What will 2021 look like?

- Less litter and fire/barbeque waste.
- Reduced fly parking, especially in dangerous and obstructive locations and where there is greatest community and landscape impact.
- Reduced fly camping, in tents and motorhomes.
- Visitors will have a greater knowledge, appreciation and desire to help protect the county's special environment

Actions

A long list of actions has been produced, based on the on the ground experience from members of staff of various agencies who have between them spent every day over the summer in the national park and surrounding areas, dealing with the issues arising, as well as the results of CT's Visitor Survey and highways traffic information. Additional potential actions have been raised and added by colleagues and partners and they have also provided feedback on their priorities from the long list of actions.

The full list of actions is shown in [tables 2-4](#).

Responses from partners

The LDNPA's end of year report, which highlighted the issues experienced and actions taken, was circulated to key partners who have been directly involved in the multi-agency response to visitor management in summer 2020. The responses were very positive around the actions taken this year and the recommendations. Partners were asked to provide 5 priorities from their point of view, which provided some very useful feedback. There was strong support for the continuation of the 'safer lakes' initiative, many of the traffic measures, the 'attract and disperse' working group and the actions around attract and disperse for motorhomes. There was also strong support for geographic area recommendations, and closer working on the key hot spots, particularly around traffic issues. Many praised the multi-agency working that has achieved good progress in difficult circumstances.

Responses have been received from and taken into account in the paper:

Allerdale Borough Council, Copeland Borough Council, Cumbria County Council, Cumbria Constabulary, Cumbria Local Enterprise Partnership, Cumbria Tourism, Eden District Council, Forestry England, National Trust, South Lakeland District Council and United Utilities.

Discussions around this Visitor Management Tactical Action Plan will be extended to further partners.

Exit strategy

Some of the actions proposed are short term actions to deal with short term issues. For those we will need an exit strategy. Others may develop into longer term projects, either in their existing form or be changed to meet the needs of the time, but the importance of ensuring that resources are available, if there are good reasons for them to continue, should be recognised. Longer term strategies are being developed through a range of initiatives including the CLEP Visitor Economy Strategy, Lake District National Park Partnership Plan, Cumbria Tourism Strategy and other strategic documents. All actions should work towards a collective vision in the long term.

Geographic area recommendations

Most of the actions set out in tables 2-4 below apply to all or most of the Lake District and certain areas outside the National Park. However, some areas experienced particularly heavy pressure this year. For these a package of complementary measures is recommended, including a combination of actions delivered by different partners to improve the situation.

These geographic area measures have not been included as such in the strategic scoring tables 2-4 due to them encompassing multiple actions, instead we have indicated them on the table below.

The responses from partners were supportive of this approach and many highlighted particular locations. Cumbria County Council suggested additional locations were included, and this has been actioned.

These area recommendations would be managed by the 'Geographic Pressure Zone Teams', details in [Appendix D](#).

Table 1: Geographic areas summary of pressures

Location	Temporary overflow Car parking	4. VMS	8. Traffic regulation (parking mgmt/signage /quiet road creation)	13. Visitor Welcome Hosts	Other/notes
Coniston Village and West shore					
Coniston East shore					
Wasdale					Restrict verge parking
Ullswater (Pooley, Glenridding, Aira)					
Buttermere/Newlands					
High Dam					
Bowness and Windermere					
Grasmere					
Borrowdale, including Seathwaite and Cat Bells					Possibly Visitor welcome hosts
Langdales, including Stang End &Hodge Close					

All the above will be reinforced by Car Parking and Traffic recommendations, which cover the whole Lake District as well as other areas experiencing pressures these include a suite of measures covered in the action plan below. We would be working with all relevant stakeholders including parish councils and the business community on the implementation of these measures.

Tables of Actions

Table 2: priority actions to be delivered for the 2021 season

CPDG: Car Parking Delivery Group managed by LDNPA, members include LDNPA, CT, CCC, NT, District Councils, Forestry England, Lowther Estates, UU.

Action	Lead delivery partner	Other key partners	Date delivered by
Car Parking and Transport Recommendations			
1-2 The online travel management system, Safer Lakes will continue running into 2021. It will continue to allow visitors to see busy areas, car parks with capacity and to encourage sustainable travel to the National Park. It will increasingly take advantage of automated systems to reduce manpower involved and will evolve to create a 'valley level' indication of how busy things are on the Safer Lakes site which will also allow for specific travel information to be provided specific to each area. This channel could be used for purposes of community safety to disperse from busy locations where required. There are two main elements to this 1. Safer Lakes communications/website This will continue to be led by LDNPA and hosted on the LDNPA website, but can be mirrored on the Cumbria Tourism website 2. Safer Lakes patrols and updating	LDNPA	CT, NT, Police, CCC, CPDG partners	Ongoing, changes made by March 2021
3 All agencies to place greater emphasis on encouraging visitors to pre-plan their journey using the Safer Lakes tool, helping to deliver 'Attract and Disperse'	LDNPA	CT, Districts CPDG partners	March '21
4 Create more varied thematic itinerary suggestions for visitors to prevent everyone heading to four or five popular mountains / waterfalls.	CT	LDNPA, District Councils	Jan- May '21
5 Creation of temporary A-frame signage to redirect visitors from full car parks to the nearest one with capacity.	LDNPA	CPDG partners	Feb '21
6 Install signage that does not require a TRO to discourage parking in key locations such as passing places	CCC	LDNPA, NT, CPDG partners	April '21
7 Communications campaign around responsible parking, that enforcement is taking place and why together with installation of 'enforcement in operation' signage, seasonally, to deter bad parking	SMAC (& subsequently TVMG Comms Grp if needed)	CT/CCC/ Police	Plan for year in place Mar '21
8 Grading of roads for new users, caravan & motorhome drivers to prevent new visitors ending up on roads beyond the capability of their vehicle or their skill.	CT	CCC, Police, LDNPA	Mar '21

2021 Visitor Management Tactical Action Plan

9	Strategic approach to increasing temporary car parking capacity at specific geographic locations as referred to in Table 1, taking advantage of the increase in permitted development rights to 56 days at locations where localised parking issues were experienced in 2020. Sites prioritised will be complemented with additional measures such as welcome volunteers and traffic management as appropriate.	LDNPA	NT, Landowners, VPDG partners	End February 2021
	Fly Camping			
10	Multi agency camping campaign to discourage irresponsible camping supported by consistent and specific anti-camping signage to be installed in all problem areas.	SMAC (& subsequently TVMG Comms Grp if needed)	NT, UU, Police, CPDG partners	Plan for year in place Mar '21
11	More camping opportunities developed across the Lake District using 56 day rule to satiate likely demand and production of mapping solution to allow visitors to see where has pitches available.	LDNPA	Landowners District Councils	Jan-Mar '21
	Motorhomes			
12	Development of a "How to Motorhome in Cumbria" Guide including rules to disperse clusters of vans. Share with media to help with dispersal	CT	LDNPA and District Councils	Easter '21
13	Installation of consistent signage relating to overnight stays.	CPDG		Easter '21
14	Implementation of 24 hour tariffs, supported by no overnight parking/ or occupation of vehicles signage depending on bylaws in car parks to discourage car parks being filled with motorhomes.	CPDG		Easter '21
15	Attract & disperse listing of individual acceptable locations for motorhomes to stop for the night.	CT	LDNPA, CPDG partners	Easter '21
16	Outreach to motorhome blogs & websites to correct false / incorrect information and to encourage compliance with our motorhome guide.	CT	LDNPA	Feb '21
	Connectivity & Visitor Infrastructure			
17	Toilets: manage toilet provision for our visitors to improve consistency and availability.	TVMG	District Councils, Town Councils	Feb '21

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18	Ensure litter bin provision and collection is developed to meet the needs of our visitors	SLDC	CCC, District Councils CPDG	
	Management of Visitor Pressures			
19	Formation of a supporting structure of governance to manage visitors during the season. This would include integrating with existing groups where suitable ones exist and agreeing the structure, membership and terms of reference for any new groups.	TVMG		Dec '20
20	Continue and develop frontline tactical communications system for communities to raise visitor concerns, using cvalerts	LDNPA	CPDG partners	Ongoing
21	Lake Ranger resource and comms to ensure water safety compliance with lake bylaws	LDNPA		Ongoing
	Providing a World Class Welcome to Our New Visitors, as we are a Park for All.			
22	Significant expansion of Visitor Welcome Volunteers – The Lakes Makers. To appear in more car parks and key hub locations in 2021. Look to recruit new volunteers from under-represented groups.	LDNPA	NT & partners with volunteer services	Recruitment/training Jan-Feb for March
23	LDNPA visitor services team to recruit and manage a team of Visitor Welcome Hosts using the Kickstart Scheme.	LDNPA		April '21
24	Commission detailed analysis of new visitors to the Lake District and Cumbria	LDNPA/CT	UoC,	Jan '21
25	Joint development of 'New Visitor' Communications, based on Countryside Code, to be promoted by all relevant stakeholders, to include environmental messaging to prevent damage, safety and dog control messaging to protect livestock and ground-nesting birds, advice on safety on the fells, advice on safety on the water and encouragement of sustainable and active travel.	LDNPA	All others Defra	Jan'21 development
26	Development of communications and marketing to encourage visitors back onto sustainable transport services (when safe to do so) including rail, bus, lake cruises and coach tours. Include information in communication around safer lakes and in itineraries/walks above.	CT	LDNPA, Operators, CCC, District Councils	From Easter 2021

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27	Coordinate outdoor events in Cumbria to ensure safe management in a pandemic situation.	Police	CCC, LDNPA, Local Authorities, NT, UU	End January 2021
28	Install temporary VMS at key locations.	CCC	LDNPA	April 2021
29	Create Area Action Plans to set out and coordinate the detail and the implementation of the actions to be delivered in each of the 5 distinctive areas of the Lake District: North, West, South, Central and SE and East	LDNPA	CCC, NT, Police, District Councils	Feb 2021

2021 Visitor Management Tactical Action Plan

Table 3: Priority actions which cannot be delivered for the 2021 season, but for which work should take place to consider introduction in 2022

	Action	Lead delivery partner	Other key partners	Timescale
	Car Parking and Traffic Recommendations			
30	Installation of parking VMS Systems at key entry points into the National Park to provide live guidance to visitors on how to improve their journey and where there is capacity.	CCC	LDNPA	Start Jan 2020 for delivery in late 2021 and 2022
31	Conduct a detailed review of road enforcement lines and other methods to improve visitor behaviour. This includes the use of double yellows, quiet lanes and valley entrance signage.	CCC	LDNPA and parish councils	
32	Implement TROs to prevent blocking of passing places at key problem areas	CCC	LDNPA and parish councils	
	Toilets			
33	Promote strategic approach to toilet provision for our visitors to improve consistency and availability.	HPB	District Councils	
	Additional actions			
34	Installation of benches for all larger family groups, taking account of feedback from visitors from diverse backgrounds	LDNPA	NT/ District Councils	
35	Installation of more Changing Places in NP (£10m govt funding due to be announced)	All		
36	Development of cycle opportunities and promotion of existing ones – encourage modal shift	CCC (MACMAP Action)	CTL/DNPA	
37	Promotion of and possibly development of pop up bike hire	CT	LDNPA	
38	Encourage people to park up and walk/cycle/use public transport for the day through tariffs, comms and info on routes	CPDG		

2021 Visitor Management Tactical Action Plan

Table 4: Actions which were not prioritised for delivery.

	Action
	Car Parking and Traffic Recommendations
39	Sharing of Enforcement Powers by officers trained in PACE from each organisation.
40	Hard wire all parking machines into the network where possible.
41	Agree a unified mobile operator for all car park operators in the Lake District.
42	Introduce 24 hour car parking tariffs to allow for better management of excessive overnight stays.

Appendix A: Images illustrating visitor impacts and management



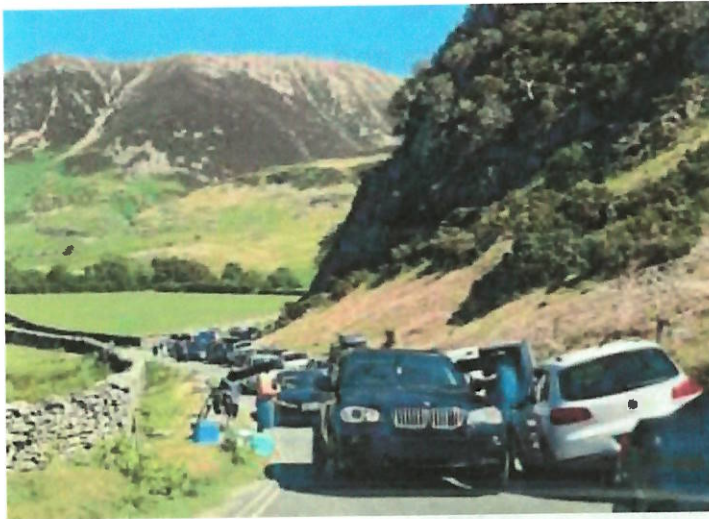
Boundary stones were updated with new messaging to reflect level of lockdown



Multi agency patrols worked evenings and weekends to deal with antisocial behaviour, fly-camping and Covid regulation breaches



Camping and parking by lakeshores was incredibly busy



Fly parking led to congestion, obstruction and verge damage



Verge and lakeshore parking at Wasdale led to damage of SSSI



Certain fells became particularly popular. Coniston Old Man was one, which led to obstruction to the mountain rescue team and verge parking on the Walna Scar road



Vandalism of gates, signs and ticket machines increased

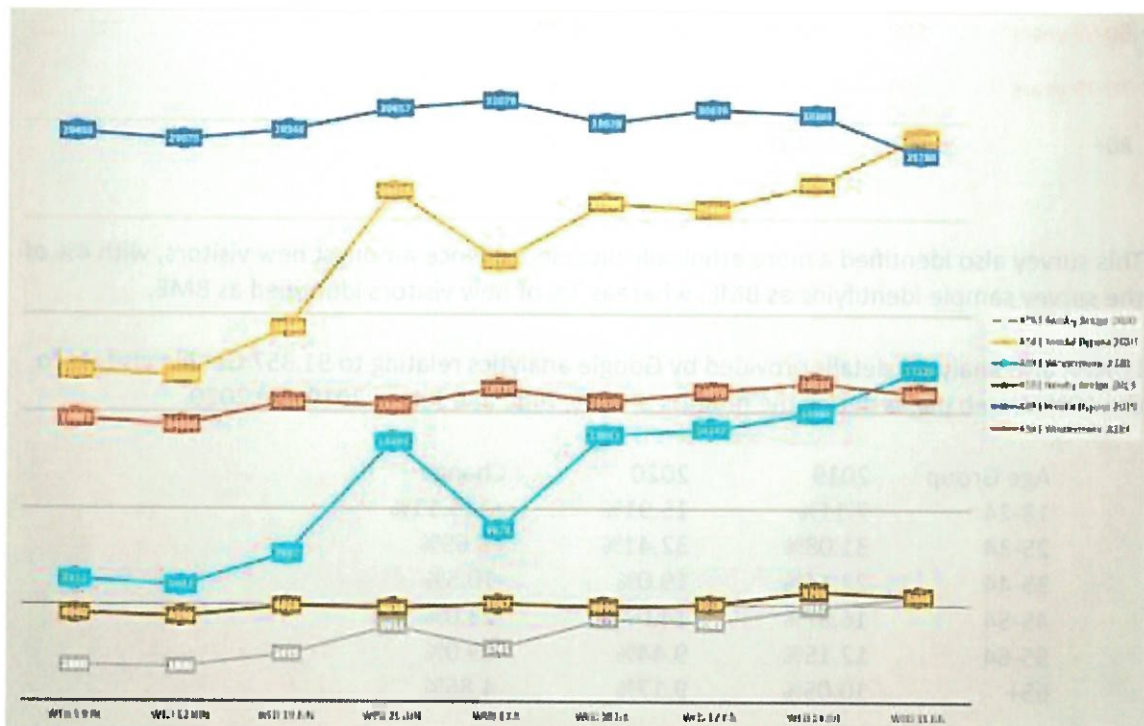
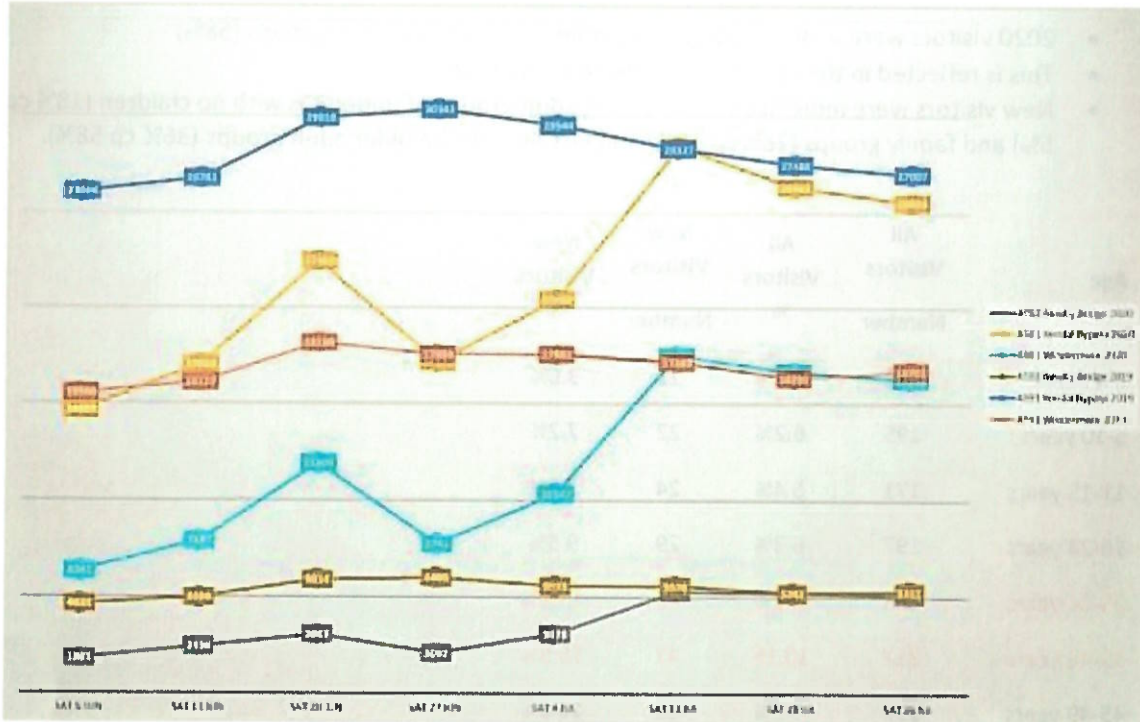


Fly camping in many locations led to environmental damage, littering and community tensions



Appendix B: Traffic counts

(Source: Cumbria County Council – Aug to October figures to be added when provided by CCC)



Appendix C: Audience change

Cumbria Tourism carried out a Visitor Survey in September 2020 which identified changes in our visitor audience. Below shows the difference in age group between people who have visited before and the new visitor:

- 2020 visitors were a mix of group types dominated by adult only groups (58%)
- This is reflected in the age groups of those in the party
- New visitors were more likely to be young adult groups of under 35s with no children (18% cp 5%) and family groups (28% cp 18%) and less likely to be older adult groups (36% cp 58%).

Age	All Visitors Number	All Visitors %	New Visitors Number	New Visitors %
0-4 years	128	4.1%	11	3.6%
5-10 years	195	6.2%	22	7.2%
11-15 years	171	5.4%	24	7.9%
16-24 years	197	6.3%	29	9.5%
25-34 years	255	8.1%	46	15.1%
35-44 years	317	10.1%	47	15.5%
45-49 years	292	9.3%	32	10.5%
50-59 years	671	21.4%	52	17.1%
60-69 years	589	18.8%	28	9.2%
70-79 years	259	8.2%	9	3.0%
80+	67	2.1%	4	1.3%

This survey also identified a more ethnically diverse audience amongst new visitors, with 4% of the survey sample identifying as BME, whereas 7% of new visitors identified as BME.

LDNPA also analysed details provided by Google analytics relating to 91,357 Google visitors to the LDNPA web pages during the months of May, June and July in 2019 and 2020.

Age Group	2019	2020	Change
18-24	7.11%	15.91%	+115.11%
25-34	31.08%	32.41%	+8.69%
35-44	22.14%	19.0%	-10.5%
45-54	16.87%	14.07%	-13.0%
55-64	12.15%	9.44%	-19.0%
65+	10.05%	9.17%	-4.86%

Appendix D: Terms of Reference and Governance

Tactical Visitor Management Group: Terms of Reference

Purpose of the TVMG

- To ensure sufficient resources and measures are in place, and coordinated, to effectively deliver the 2021 Visitor Management Tactical Plan (2021 VMTP);
- To regularly submit Implementation Progress Updates of the 2021 VMTP to the CLEP's Visitor Economy Sector Panel, with attendance at the Sector Panel (or relevant Sub Groups) by Chair or Vice Chair;
- To respond to the government's evolving guidance (and any potential future local lockdowns/restrictions) that may impact on Cumbria;
- To use established channels to provide effective communications to people who visit/work/live in Cumbria to support the safe social and economic recovery of our communities and tourism businesses; and
- To engage with, and reassure our communities to support the maintenance of trust and confidence in the multi-agency working arrangements.

Ways of working

- Demonstrate agile and flexible ways of working.
- To report to CLEP's Visitor Economy Sector Panel (or relevant Sub Group).
- To report to SCG (or TCG if reactivated) as required.

Board Structure

Chaired by: Cumbria Constabulary (Superintendent South Cumbria) with the Secretariat also provided by the Constabulary

Vice Chair: LDNPA (Director of Sustainable Development)

Senior representatives from each of the following organisations are required:

- Allerdale Borough Council
- Barrow Borough Council
- Carlisle City Council
- Copeland Borough Council
- Cumbria Constabulary
- Cumbria County Council
- Cumbria Tourism
- Cumbria LEP
- Eden District Council
- Lake District National Park Authority
- South Lakeland District Council

Key principles

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

Meeting frequency

As directed by Chair

Governance: Visitor Management Tactical Action Plan

Group	Existing/New	Role
Strategic Coordination Group (SCG)	Existing	High level oversight, strategic matters
CLEP Visitor Economy Sector Panel and Sub-group (VESP)	Existing	Delivery of Visitor Economy Recovery Plan
Tactical Visitor Management Group (TVMG)	Reviewed Police-chaired Reports to SCG and CLEP VESP	Overarching responsibility for all actions in VMTAP, lead on actions not led elsewhere
Strategic Media Advisory Cell (SMAC)	Existing	Responsible for communications related actions from VMTAP
Car Parking Delivery Group (CPDG)	Existing, renamed CPSG to reflect role	Tactical delivery based car parking actions from VMTAP
Geographical pressure zone teams*	New	North: Borrowdale, Buttermere West: Wasdale South: Coniston SE&C: Langdale, Hodge Close, Windermere, Grasmere East: Ullswater
LDNPA Recovery Programme Board	Existing, LDNPA staff only	Tactical management of delivery of LDNPA actions in VMTAP programme

*One team for each Distinctive Area within the LDNP, North, West, South, Central and South East and East, led by the LDNPA area ranger and involving NT rangers, CCC and others including Police, other major landowners (e.g. UU, Lowther) Parish Councils, as and when needed. They would focus on the areas of greatest pressure, the areas where the pressures were greatest in 2020 are highlighted, but the groups would have the ability to be agile if problems crop up at short notice elsewhere in the area. These are tactical groups that would create an action plan of integrated measures to tackle issues on the ground, which would be agreed by the TVMG. This would inform priorities for patrols and actions.

This paper outlines the case for Cumbria County Council to carry out a feasibility study on the Introduction of a Sustainability Charge for access to the Lake District National Park.

1. **Introduction.** The Popularity of the Lake District continues to increase. In 2020 we all witnessed the huge surge in visitor numbers. We put this down to the effect of Covid. But it might also be what a 'normal' summer in a few years will look like if nothing is done to change the transportation model in the National Park. Currently there are too few places to park, too many vehicles arriving and few alternative means of transport apart from a few boats and a thin but expensive bus service. The funds raised by a charge for visitors to the park could go a long way to solve all these problems.
2. **Improvements to Public Transport.** We believe that the charge would be bearable by those well-off enough to have a car, and through subsequent improvements in local transport, will improve access for those that are unable to visit the park as they do not have personal transport. The presence of plentiful, reliable, and cheap public transport should reduce the reliance on cars by visitors and enable workers to access new opportunities without having to pay penal bus fares.
3. **Financial impact on Residents.** We envisage that the charge will not be made to those vehicles with registered addresses in the county.
4. **Financial impact on Businesses.** We envisage that the charge will not be made on business vehicles entering the park, whether based inside or outside the county. Improved public transport should improve the ability to hire staff who have long journeys to get to work. We acknowledge the concerns of businesses regarding visitors who might be put off by the thought of having to pay to get in. The National Park remains a world-wide destination and a gate fee is common in National Parks all over the world. The beauty of the park is already threatened by the numbers of cars and ripped up roads, and the decline in its beauty will certainly have a negative impact on visitor numbers.
5. **Highways burden.** 41 counties in England have larger populations than Cumbria, but only 3 have larger road networks. It is therefore not surprising that road maintenance in Cumbria struggles with so few residents to support those costs. The surge in traffic in 2020 matches the surge in potholes. (Cumbria Highways Statistics: 4,900 miles of carriageway, 2,500 miles of footways and cycleways, 3,200 structures, including some 1,800 bridges, 900 large culverts and 500 retaining walls, 145,000 road gullies and 45,000 street lighting columns.)
6. **Tax Raising.** The government is committed to the reduction of petrol and diesel cars. This will undoubtedly mean a significant drop in taxes raised by petrol tax and petrol VAT. The obvious (and most talked about) alternative is road pricing, i.e., you pay according to the distance driven. However, all these taxes revert to central government. Congestion charges, Sustainability charges, and general road pricing are going to become the norm for car owners. A Sustainability Charge operated by CCC would keep the income in Cumbria.
7. **Legislation.** Current legislation makes it possible for the local transport authority to introduce a congestion charge if it is part of the local Transport Plan, and provided the proceeds are used for transport. Cumbria Highways is the authority for Cumbria (part of CCC). It is debatable if congestion in the Lakes is sufficient to meet the definition required by the legislation. However, that can be balanced by an offer to reduce the charge to zero in off season periods.
8. **Technology.** The technology exists. London's congestion charge complex comprises 400 points of entry. The Lake District National Park has around 180. Since 2009, IBM has been responsible for the day-to-day operation of the charging system, whilst Siemens Traffic Solutions provides and operates the physical enforcement infrastructure. The scheme makes use of purpose-built automatic number plate recognition (ANPR) cameras, manufactured by PIPs Technology, to record vehicles entering and exiting the zone. Cameras can record number plates with a 90% accuracy rate through the technology. The camera network and other roadside equipment is managed largely automatically by an installation system developed by Roke Manor Research Ltd, which delivers number plates to the billing system. The registered keeper of such a vehicle is looked up in a database provided by the DVLA.
9. **Climate Change Emergency (CCE).** Keswick Town Council has declared a CCE, and in 2019 MPs approved a motion to declare an environment and climate emergency. Applying pressure to reduce the number of cars in the National Park plus offering an alternative convenient public transport system is a move in the right direction to address the emergency.

Planning Applications received between 15/01/2021 - 11/02/2021

Plan ref	Location	Description of Proposed Development
T/2021/0017	Beetholm, Southey Hill, Keswick, CA12 5ND	Fell 1 ash tree (T1). Remove lower limbs overhanging boundary hedge 1 sycamore (T2)
T/2021/0024	Greta Lodge, Southey Hill, Keswick, CA12 5ND	Remove 1 limb from beech tree (T1) - 5 day notice
7/2021/2003	2, Springs Road, Keswick, CA12 4AQ	Single storey rear extension and erection of rear wall with screening hedge
7/2021/2004	Crosthwaite Conference Centre, Church Lane, Keswick, Cumbria, CA12 5QG	Operation of a Temporary self catering Campsite for 3 weeks, To run in conjunction with the Keswick convention in 2021. Subject to Covid-19 Regulations
7/2021/2007	26, Heads Road, Keswick, CA12 5EX	Demolition of conservatory and porch, internal alterations and side extension following withdrawal of 7/2020/2248
7/2021/2013	Ambulance Station, Penrith Road, Keswick, CA12 4PA	Extension to existing car parking area to rear
7/2021/2015	1, Helvellyn Street, Keswick, CA12 4EH	Replacement windows and door
7/2021/2017	Greta Motor Body Works Ltd, Industrial Estate, Southey Hill, Main Street, Keswick, CA12 5NR	Erection of a new detached building consisting of 3 no. light industrial works units
7/2021/2024	23, Lakeland Park, Keswick, CA12 4AT	Extensions & alterations
7/2021/2025	11, Pack Horse Court, Keswick, CA12 5JB	Change of use from retail (Class A1 to Sui Generis) cafe bar
7/2021/2027	24, Poplar Street, Keswick, CA12 5BW	Erection of two-storey rear extension for additional living accommodation
7/2021/2034	Manor Crest, Manor Brow, Keswick, CA12 4AW	Amendment to design for terrace and additional of pergola at Eastern boundary, Condition 2 (plans) and removal of privacy screening, condition 5 on planning permission 7/2020/2075 (Proposed ground floor infill extension, first floor side extension, loft conversion, facade alterations and all associated works)
<p style="text-align: center;">NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or by e-mail to: townclerk@keswicktowncouncil.gov.uk, prior to the meeting regarding any of the planning applications on this sheet.</p>		

Decisions Received from LDNPA

Planning Decisions Received between 15/01/2021 & 11/02/2021

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2020/0166	December-20	Land to rear 1 Calvert Way, Keswick	CA12 4LZ	Sycamore tree (C1 in application) - Removal of co-dominant rubbing branch back to union, remainder of branch reduced back into canopy by 2.5-3m. Crown reduce over properties by 2.5-3m	SUPPORT	GRANTED		
7/2020/2242	October-20	44 Trinity Way, Keswick	CA12 4HZ	Two storey extension to dwelling following approval of 7/2019/2250	OBJECT	REFUSED	Jan-21	
7/2020/2262	December-20	Flat 5, Leonards Place, Keswick	CA12 4HL	Install 2 no Velux windows	SUPPORT	GRANTED		
7/2020/2268	November-20	Bridge Terrace Substation, Booths, Tithelbarn Street, Keswick	CA12 5EA	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	Application not received for comments	GRANTED		
7/2020/2294	December-20	1, Millbank, Keswick	CA12 5LX	Demolition of garage and conservatory, replacement windows and door, and erection of shed and outdoor shelter	SUPPORT	GRANTED		
7/2020/2298	December-20	131, Windybrowe Avenue, Keswick	CA12 4JB	Extension & alterations	SUPPORT	GRANTED		
7/2020/2300	December-20	83, Latrigg Close, Keswick	CA12 4LF	Erection of a single storey wet room extension to side of existing dwelling and rear ramped access for disabled person	SUPPORT	GRANTED		

LICENSING APPLICATIONS RECEIVED BETWEEN 15/01/2021 AND 11/02/2021

Business Name/Applicant	Location	Details of Application
Magic Mountain Café Bar	11 Packhorse Court Keswick CA12 5JB	Hours premises open to public – Mon to Sun 8am to 1.30am Live Music – Mon to Sun 6pm to 11pm Recorded Music – Mon to Sun 8am to 1am Supply of Alcohol – Mon to Sun 8am to 1am
St John's Church	Ambleside Road Keswick CA12 4DD	Occasional social events such as meals after church held occasionally during the year and during/after some concerts

KESWICK TOWN COUNCIL
18TH FEBRUARY 2021

TERMS OF REFERENCE FOR PLANNING GROUP

The Council's planning group currently consists of three Councillors appointed at the Annual Meeting. There are no specific terms of reference for the Group but Standing Orders give devolved powers to research, discuss and propose/recommend actions to Council except where otherwise agreed.

The Group's current role is to study all planning applications received for comment and to advise the Council on a response. All other Councillors are able to view planning applications for themselves and can of course comment at meetings and propose an alternative response to that recommended by the group. The response agreed at full Council is submitted to the planning authority which allows an extension on the deadline where necessary. In the case of major or controversial planning applications, these are often deferred to full Council with no recommendation from the group.

Allerdale Borough Council has recently carried out a review of its licensing policy and now notifies the Council of applications and provides an opportunity for comment. The deadlines for response are usually quite short and cannot be extended.

It was agreed at the last meeting that the Planning Group's remit be extended to include commenting on licensing applications and that delegated authority be given to the group to submit a response on behalf of the Council to meet the deadlines. The attached Terms of Reference for the Group are therefore proposed for approval.

KESWICK TOWN COUNCIL

PLANNING AND LICENSING GROUP TERMS OF REFERENCE

Purpose of Planning and Licensing Group

The Group is appointed to advise the Council on its response to planning applications for submission to the Lake District National Park Authority (the planning authority) and to make decisions about all licensing applications received from Allerdale Borough Council (the licensing authority).

Composition of Planning Group

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting.

Terms of Reference

Planning

- To study all planning applications received by the Council as statutory consultee
- To carry out site visits where appropriate and in accordance with the recommended protocol
- To make recommendations and to draft responses for approval by the Council and submission to the planning authority
- To advise the Council on its response to any planning consultation documents received

Licensing

- To study all licensing applications received by the Council for comment
- To consult other parties as appropriate
- To prepare and submit responses on behalf of the Council to the licensing authority
- To report details of responses submitted to the next Council meeting

Adopted February 2021

Keswick's 'Historic' Blue Tourist Signs



Keswick's "Historic" Blue Tourist Signs

- Review the locations and state of the existing signs/signposts*
- Propose repairs and replacement fingers for existing blue posts
- Remove Motor Museum and boost listing of other attractions (Pencil Museum, Fitz Park, Leisure Pool, Alhambra Cinema)
- Identify costs
- Local resident Jonathan Moore has volunteered his time at no cost to manage the project, repairs and installations at zero cost so that funds can be fully focused on buying replacement fingers. Jonathan's interest/volunteer time stems from wanting the Alhambra Cinema to be appropriately included
- The existing signs were made by Porter Engineering Ltd, now defunct. New fingers to be sourced from David Gosling of [Signpost Restoration Ltd](#) and will be made using Porter Engineering's original engineering drawings (which saves around £500 design costs) and which David has access to.
- *scope excludes "modern" style blue road signs (e.g. near lake)

Key Locations that are signposted

Shopping Areas: Packhorse Courtyard, Station Street, Lake Road, Museum Square, St Johns Street, Tithebarn Street

Town Centre, Tourist information, Toilets, Coach Parking

Attractions: The Lake, Keswick Museum, Pencil Museum, Theatre, Cinema, Rugby Club, Parks, Gardens, Leisure Pool, Climbing Wall, Galleries

Proposal – pragmatic repair and update of existing signposts

- 7 posts require fingers to be realigned (whether moved due to wind or vandalism)
- 3 posts require rust-repair and repainting = 3 @ up to £300 = up to £900
- 11 new fingers to be procured and fitted = 13 @ £350 = £3,850
- 2 fingers to be stripped, letters added and repainted OR new fingers made (whichever is cheaper) = 2 @ £350 (max) = £700
- 1 finger to be moved to from one post to another
- Voluntary labour to manage project, realign existing and fit new fingers at zero cost

TOTAL COST = £5,450 split as follows:

Cumbria County Highways £2,500 (having offered 50% of cost up to £2,500)

Keswick Town Council £2,500 (matching funding)

Alhambra Cinema makes up the balance of up to £450

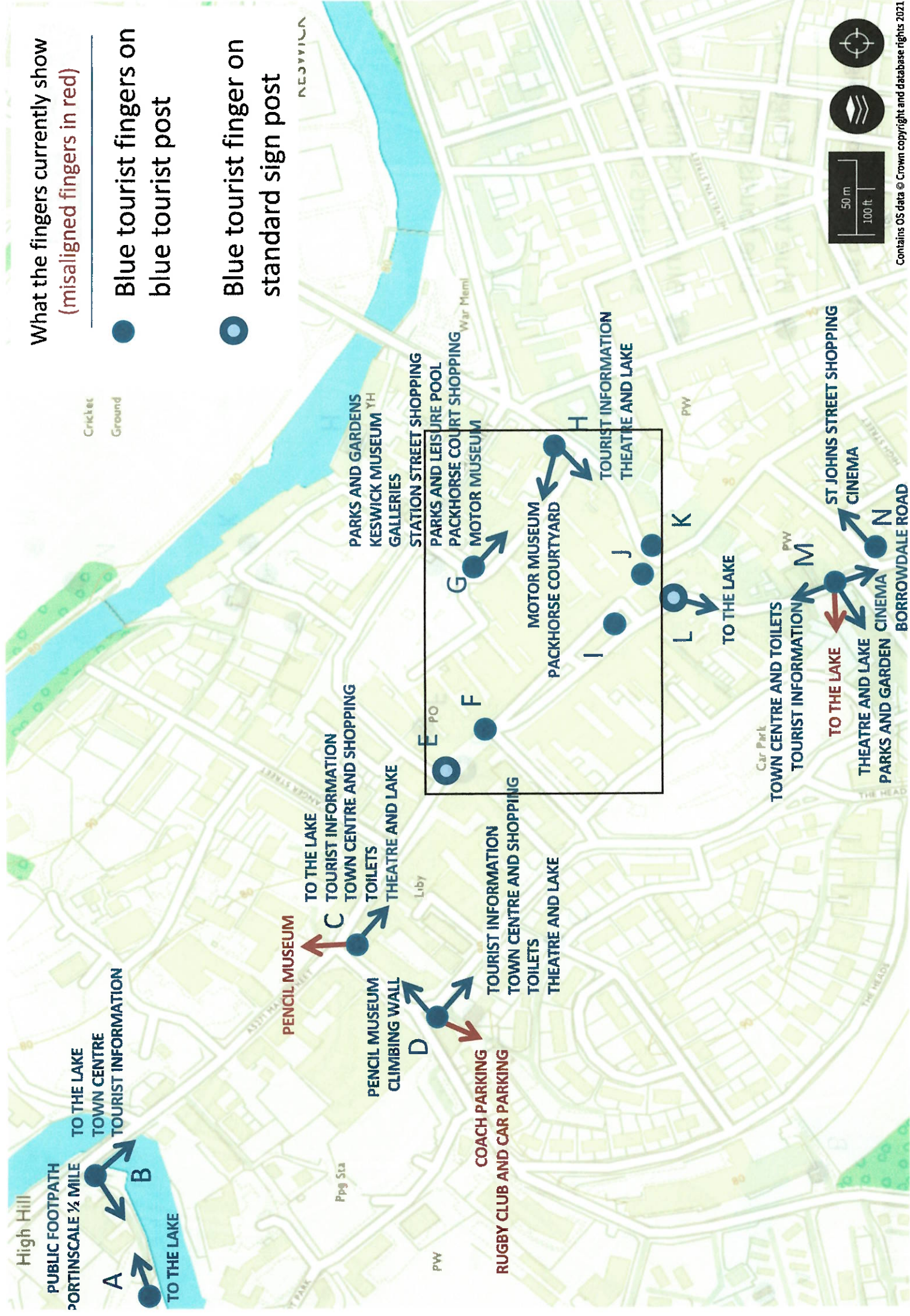


Locations of the 14 Tourist Signs

- Blue tourist fingers on blue tourist post
- Blue tourist finger on standard sign post

What the fingers currently show
(misaligned fingers in red)

- Blue tourist fingers on blue tourist post
- Blue tourist finger on standard sign post



E

TO THE LAKE

TOILETS

COACH PARKING

PENCIL MUSEUM

MUSEUM SQUARE

SHOPPING

TITHEBARN STREET

SHOPPING

LAKE ROAD SHOPPING

LEADING TO PARKS AND GARDENS

TO THE LAKE

TOURIST INFORMATION

THEATRE AND LAKE

ST JOHNS STREET SHOPPING

KESWICK MUSEUM

GALLERIES

STATION STREET SHOPPING

PARKS AND LEISURE POOL

G

PARKS AND GARDENS

KESWICK MUSEUM

GALLERIES

STATION STREET SHOPPING

PARKS AND LEISURE POOL

PACKHORSE COURT SHOPPING

MOTOR MUSEUM

H

MOTOR MUSEUM

PACKHORSE COURTYARD

TOURIST INFORMATION

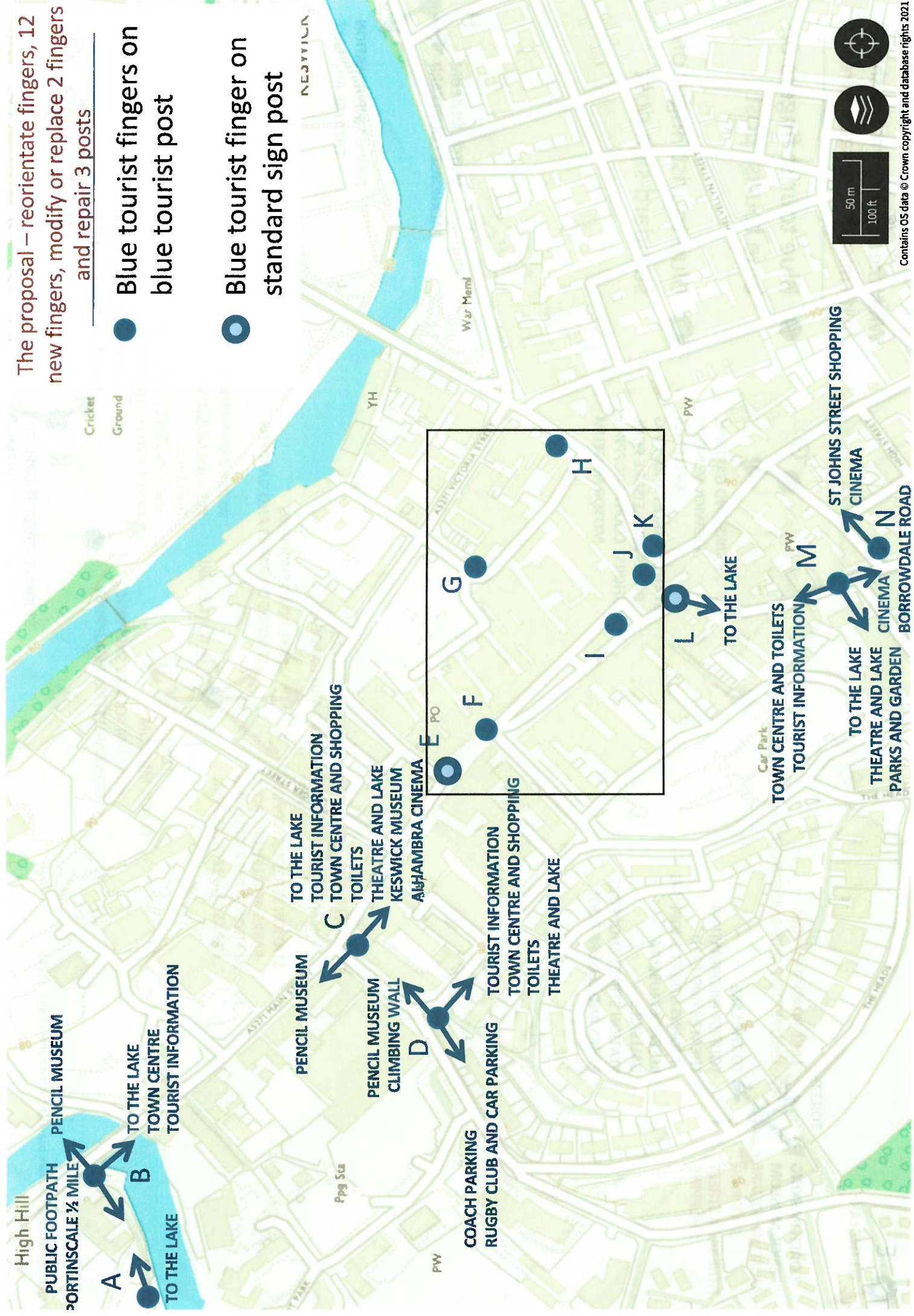
THEATRE AND LAKE

10 m

20 ft

The proposal – reorientate fingers, 12 new fingers, modify or replace 2 fingers and repair 3 posts

- Blue tourist fingers on blue tourist post
- Blue tourist finger on standard sign post



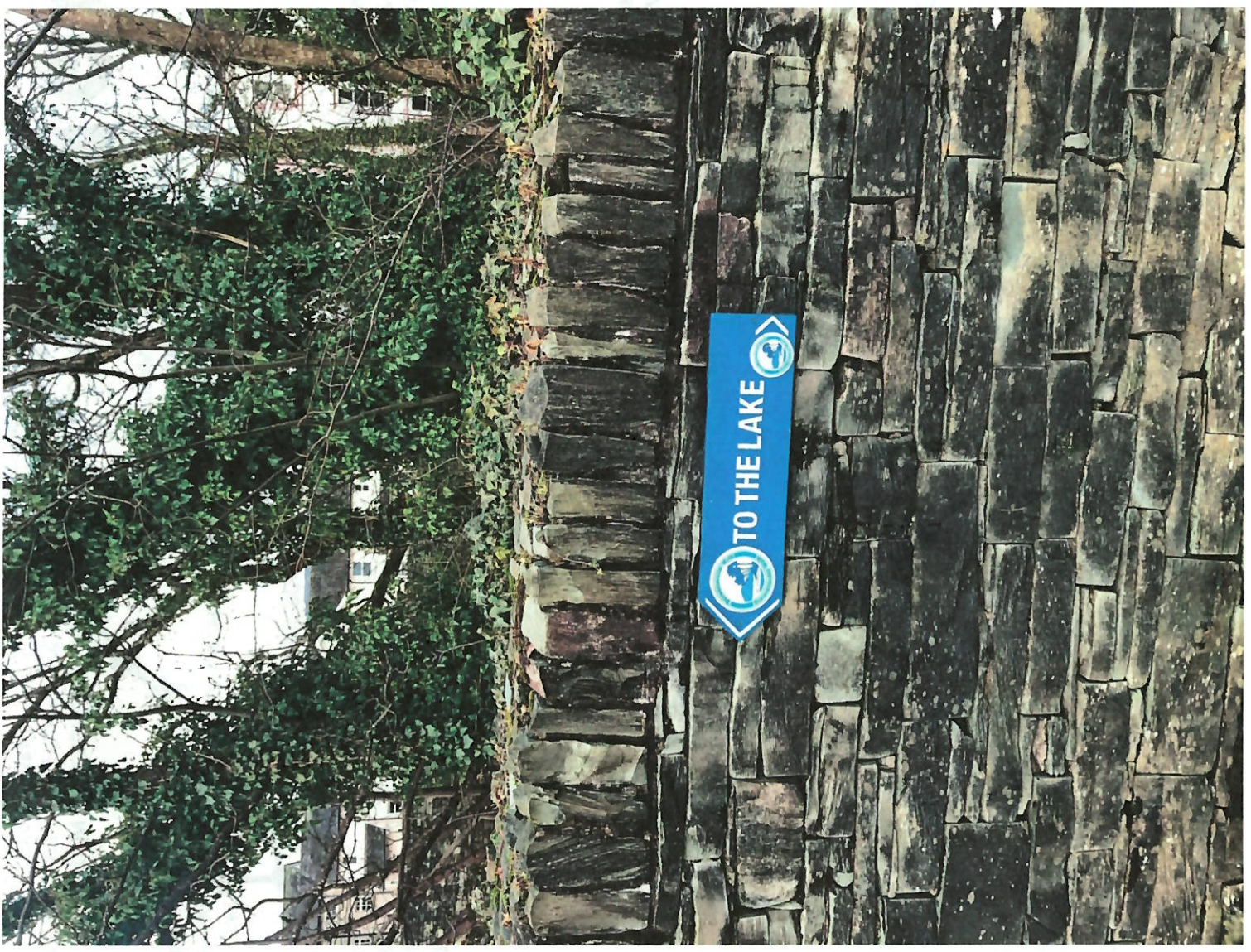
The proposal – reorientate fingers, 12 new fingers, modify or replace 2 fingers and repair 3 posts

- Blue tourist fingers on blue tourist post
- Blue tourist finger on standard sign post



A

PROPOSAL
No action required



B

Newer post/signs and must have been added in a second wave of signage.

Option to add Pencil Museum finger

PROPOSAL

Remove Pencil Museum finger from Sign C and add it here instead.



C

“TO THE LAKE” and “PENCIL MUSEUM” fingers are newer.

Three fingers require realignment.

Some rust to signpost, could clean and repaint post.

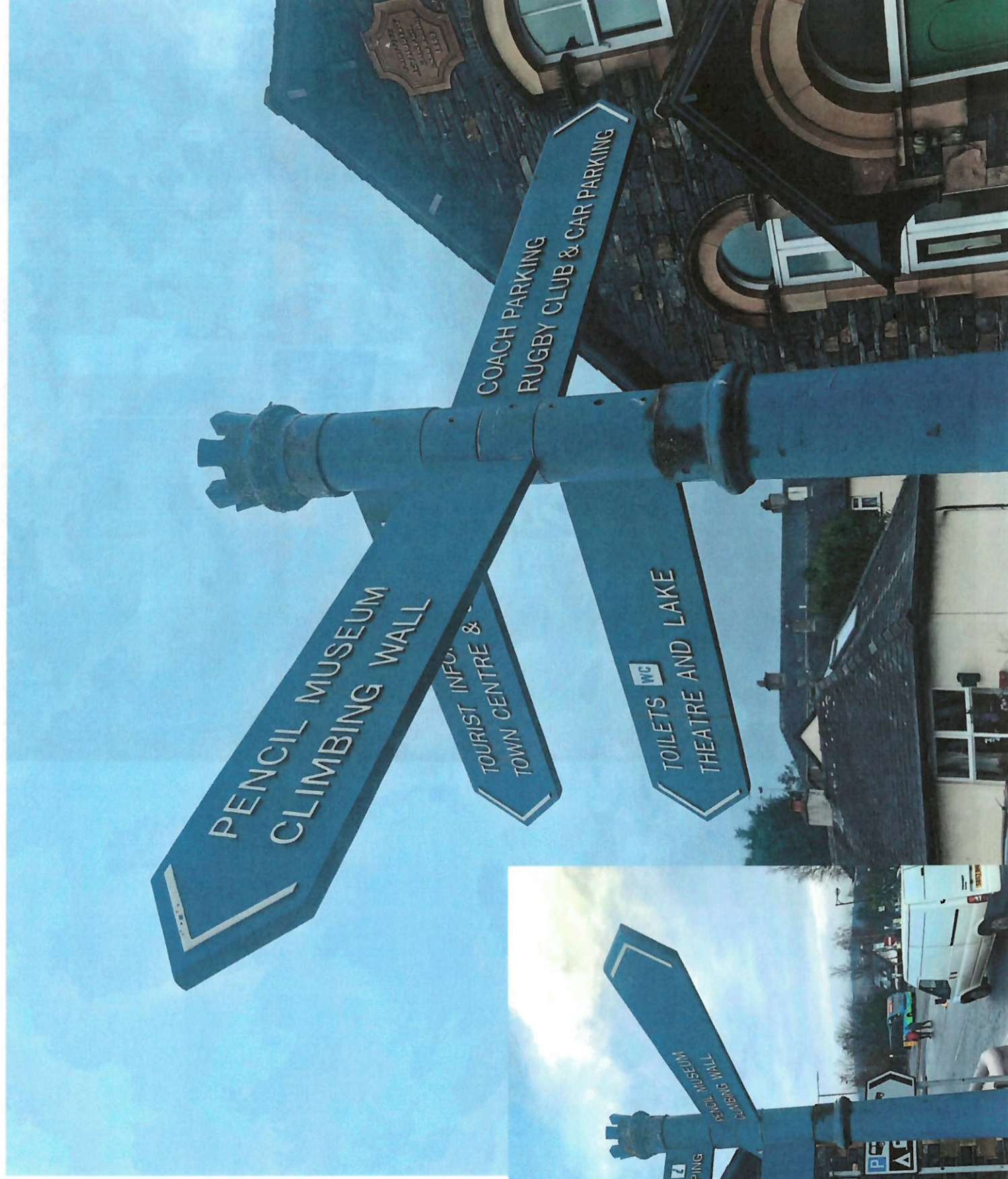
PROPOSAL

- Clean and repaint post
- Realign fingers
- Move Pencil Museum finger to Sign B
- Fit new finger for Pencil Museum with half collar
- Fit new finger with half collar for Keswick Museum/Alhambra Cinema



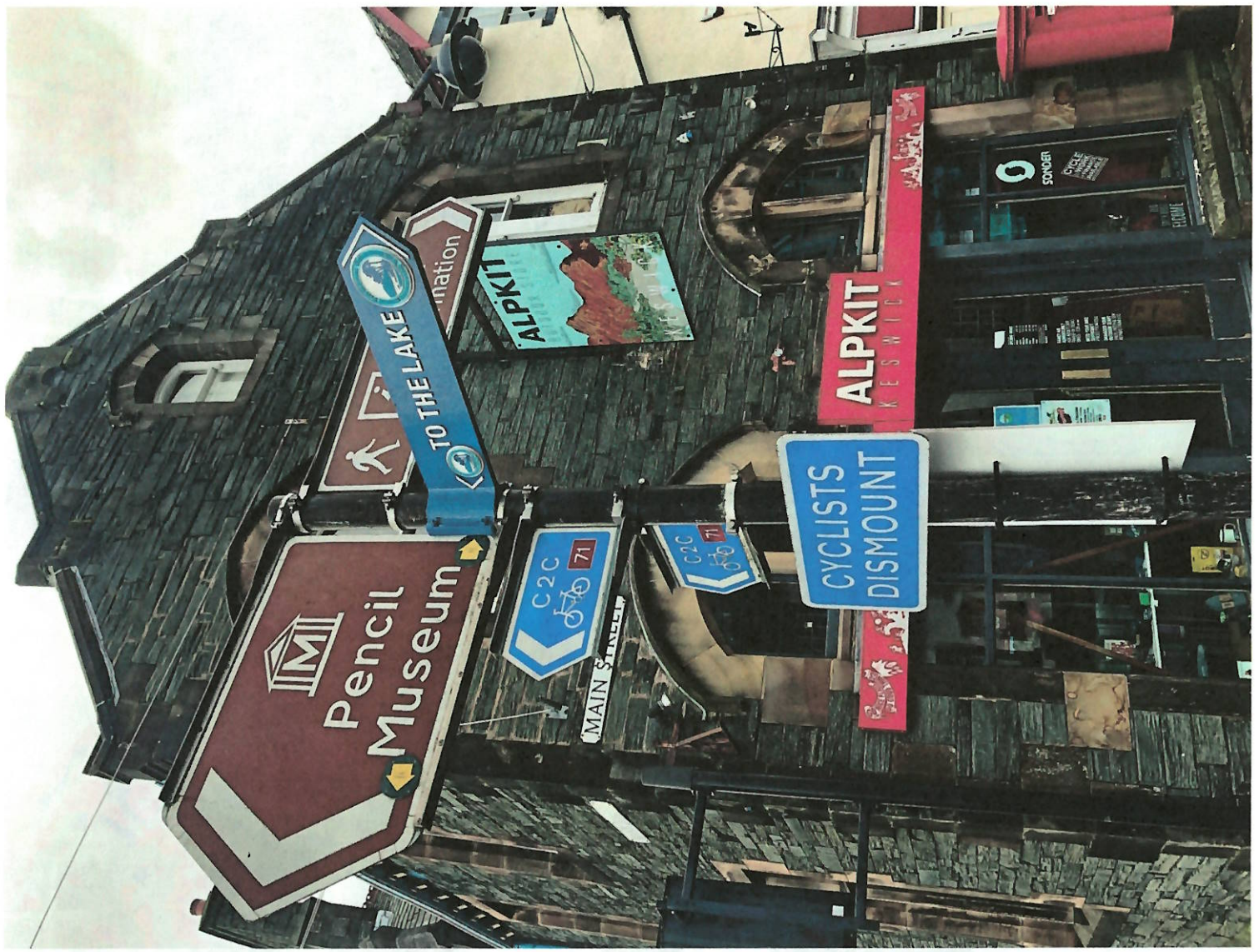
D

PROPOSAL - Realign fingers



E

PROPOSAL
- Realign finger



F

One of the two main signs in the town square

What is Tithebarn Street shopping?

PROPOSAL

- Realign all fingers
- Reorder fingers to give better balance
- Repair/repaint post
- EITHER remove paint, add letters "and Cinema" to "Galleries" and repaint that finger OR replace finger with new one



G

One finger has been knocked off presumably by passing lorry

PROPOSAL

Trim overgrown bush obscuring sign and replace all three fingers:

Keswick Museum/Fitz Park/Leisure Pool

Station Street Shopping/Packhorse Court Shopping

St Johns Street Shopping/Alhambra Cinema/Galleries



One finger has been knocked off presumably by passing lorry (no longer likely in one way system)

PROPOSAL

- Keep top finger
- Add one new finger for Keswick Museum/Fitz Park/Leisure Pool
- Move one finger from post K for St Johns Street Shopping and Cinema

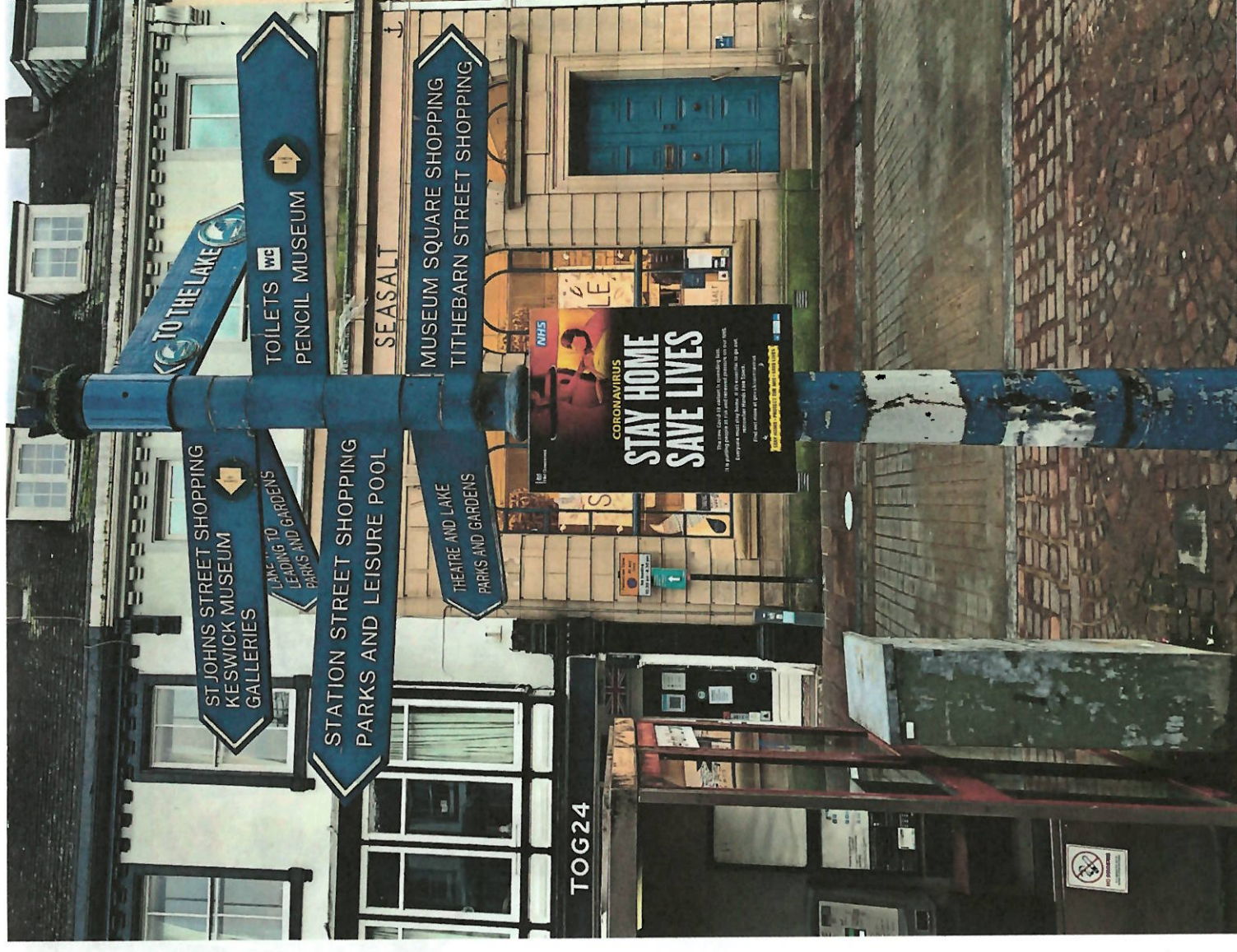


The second of the two main posts in the town square

What is Tithebarn Street shopping?

PROPOSAL

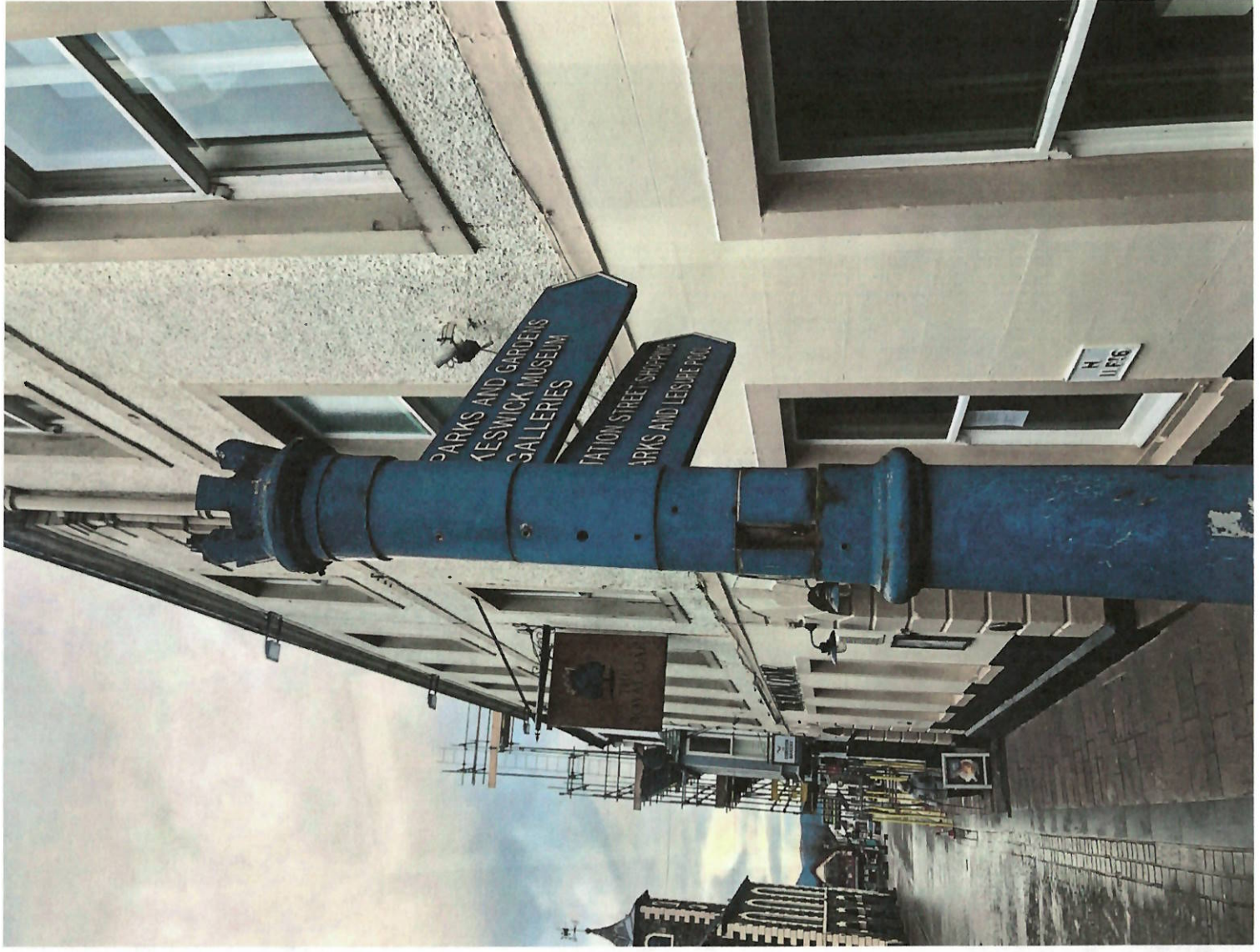
- Realign all fingers
- Repair/repaint post
- EITHER remove paint, add letters "and Cinema" to "Galleries" and repaint that finger OR replace finger with new one



J

PROPOSAL

- Realign top finger, add three new fingers for:
 - Tourist Information/Toilets
 - Keswick Museum/Fitz Park/Leisure Pool
 - Station Street Shopping/St Johns Street Shopping/Alhambra Cinema



K

PROPOSAL

- Repair and repaint post where damaged by vehicles
- Move St Johns Street Shopping and Cinema finger to Post H
- Fit two new fingers for:

Station Street Shopping

Keswick Museum

Fitz Park and Leisure Pool

St Johns Street Shopping

Alhambra Cinema

Galleries



L

PROPOSAL

No action required



M

PROPOSAL

Realign one finger



N

No issues



11 New Double Sided Fingers Required

C	PENCIL MUSEUM	J	TOURIST INFORMATION TOILETS
C	KESWICK MUSEUM ALHAMBRA CINEMA	J	KESWICK MUSEUM FITZ PARK AND LEISURE POOL
G	KESWICK MUSEUM FITZ PARK AND LEISURE POOL	J	STATION STREET SHOPPING ST JOHNS STREET SHOPPING ALHAMBRA CINEMA
G	STATION STREET SHOPPING PACKHORSE COURT SHOPPING	K	STATION STREET SHOPPING KESWICK MUSEUM FITZ PARK AND LEISURE POOL
G	ST JOHNS STREET SHOPPING ALHAMBRA CINEMA		ST JOHNS STREET SHOPPING ALHAMBRA CINEMA GALLERIES
H	KESWICK MUSEUM FITZ PARK AND LEISURE POOL		

one
sided
only

2 Existing Double Sided Fingers to modify or replace (adding “AND CINEMA”)

F



|



KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 18TH FEBRUARY 2021

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 15th January 2021 – 11th February 2021

Tuesday 19 th January	Staffing Committee meeting, held via zoom
Tuesday 26 th January	Staffing Committee meeting, held via zoom
Wednesday 27 th January	LDNPA meeting, held via zoom
Tuesday 2 nd February	Staffing Committee meeting, held via zoom
Wednesday 3 rd February	Keswick Mountain Festival meeting, held via zoom
Thursday 4 th February	Climate Change Working Group meeting, held via zoom
Tuesday 9 th February	Staffing Committee meeting, held via zoom

Report from the North DA Parishes Member of the LDNPA – January 2021

When the new Local Plan is adopted by the LDNPA later this year, it is planned to release two Supplementary Planning Documents (SPDs) that are currently out for public consultation. They are the Biodiversity SPD¹ and the Housing SPD². Neither of them introduces any new policies: rather they set out how policies in the main document will be implemented. Here, I will focus on the Housing SPD, which explains how Policy 15 will be used.

There have been several iterations of a Housing Provision SPD during the lifetime of the current Local Plan and the latest was adopted in February 2019. The January 2021 version that is the subject of the current consultation is similar in many ways, but there is a significant proposed change in one of the Local Connection Criteria that a person must satisfy in order to occupy a dwelling. The 2019 SPD contains the following employment criterion.

The person has been in continuous employment in the Locality defined for at least the last XX months and for a minimum of 16 hours per week immediately prior to occupation ...

While this criterion is applied both to Local Affordable Need and Local Need dwellings, the value of XX differs: it is 6 months for Local Affordable Need and 9 months for Local Need. The “locality” is generally a single Distinctive Area, but provision is made for this to flex when local circumstances warrant it.

The January 2021 draft proposes to take a different approach to the employment criterion. It is proposed that, in order to qualify, the person must satisfy the following criterion immediately prior to occupation:

The person can demonstrate a permanent job contract or a valid self-employment business in the County of Cumbria for a minimum of 16 hours per week ...

Again, it is intended to apply this criterion both to Local Affordable Need and Local Need dwellings. The background to this proposed change is that:

“It is important that new permanent homes successfully meet a local community need, particularly in relation to working age people, as this will help communities remain vibrant and resilient ...”

Other local connection criteria (for example, having lived in the locality for three years) remain unchanged in the new SPD. The consultation on these proposals closes on 19th February.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

¹ <https://www.lakedistrict.gov.uk/planning/planningpolicies/spd/biodiversity-supplementary-planning-document-consultation>

² <https://www.lakedistrict.gov.uk/planning/planningpolicies/spd/housing-provision-supplementary-planning-document-consultation>

**Keswick Town Council
Council Tax Base Confirmation
February 2021**

Confirmation has now been received from Allerdale Borough Council of the Council Tax Base for Keswick. The base has been calculated to include additional properties now within the Keswick Parish following the Ward Boundary Review in 2019.

The Council Tax Base for Keswick for 2021/22 set by Allerdale Borough Council = 2042.85

This amount represents an increase of £2.65 for the year, or 5p per week, for each Band D property in Keswick – making a total payment of £133.98 for the year equating to £11.16 per month for each Band D property in relation to Keswick Town Council's proportion of the Council Tax bill.

**Catherine Parker
Responsible Finance Officer
18th February 2021**

Note – For Information

Council Tax Base for Keswick 2020/21 = 2060.73

Increase from previous year £4.91 equivalent of 9p per week

**KESWICK TOWN COUNCIL
REVIEW OF INTERNAL CONTROL AND AUDIT
February 2021**

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

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

Ian Smithson was appointed as the Council's Internal Auditor in December 2020. This appointment was made to cover the next 3 years.

Financial controls in place:

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

The Council is asked to appoint two Councillors to carry out a review of the effectiveness of the current system. A copy of the Annual Review undertaken in 2020 is attached for information.

**Catherine Parker
Responsible Finance Officer**

Keswick Town Council

**Annual Review of Effectiveness of Internal Financial Controls
March 2020**

The above review was undertaken by Councillors Burn and Daniels on 27th February 2020.

Comments & Observations – Councillor Burn:-

I have reviewed the following documents:

1. The report completed by Councillor Burn and Daniels following the completion of their review February 2019
2. SLCC advice note on the Effectiveness of Internal Financial Control
3. Governance and Accountability for Smaller Authorities in England

Although no longer a requirement for cheques to be signed by 2 elected members, the RFO has decided to keep this in place. I think this is a sensible precaution.

4. Ian Smithson's internal audit report of June 2019

This was taken to the Council meeting on 20th June 2019 and the RFO has acted upon its 2 recommendations.

5. Keswick Town Council Financial Regulations

Although the above regulations have not been amended to show to whom the Internal Auditor should report in the event they suspect fraud, this point has been covered in the Internal Auditor's Terms of Reference. I believe this to be satisfactory.

I am satisfied that Keswick Town Council has effective internal financial control.

Comments & Observations – Councillor Daniels:-

I carried out my review on 27th February 2020, I believe our audit arrangements are in compliance and conform to the regulations set down by guidance in the Governance and Accountability for Smaller Authorities in England and also in terms of 'proper practice' issued by JPAG.

1. It is noted that my recommendation regarding paragraphs 6.7 to 6.9 of the Financial Regulations 2019 have been implemented at the April 2019 Council meeting.
2. The recommendation of the Town and Parish Council internal audit testing June 2019 has been acted on.

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

KESWICK TOWN COUNCIL

Annual Risk Management Assessment

Revised February 2021

Catherine Parker – Responsible Finance Officer

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

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
	<ul style="list-style-type: none"> In the premises in locked safes or strong rooms £5,000 In the premises in locked receptacles other than safes or strong rooms £250 				
Fidelity Guarantee	Sum insured – all members and employees £1,000,000	No further action			*
Personal Accident	<p>Cover is limited to £500,000 any one person and £2,000,000 any one incident</p> <p>Persons Insured:</p> <p>Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings'</p> <p>Volunteers & Directors/Councillors Capital Sum £50,000</p> <p>Weekly Cover £200</p> <p>Cover Section 2 and 3 – Accident and Assault Cover</p>	No further action			*
Civic Regalia (Mayoral chains of office x 2 & Deputy Mayors Jewel)	Sum insured £43,000 £44,290	<p>Revalued February 2018 – Northern Valuations, Kendal and details supplied to Vincent Liu at Zurich</p> <p>Under All Risks items are insured anywhere within the UK postal code. They are insured whilst in a members home on the understanding that:</p> <ul style="list-style-type: none"> The member takes reasonable precautions i.e. not leaving in plain site The member has informed their own insurance (home/contents) 			

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
Tiled Mosaic – Subway Artwork, Lake Road	Sum insured £22,735-£23,417	No further action			*
Bus Shelter – Wywell Park Street Furniture – Bins, Benches & Picnic Tables	Included in sum insured for street furniture – bins, benches & picnic tables - £17,003 £17,514	No further action <i>Bus Shelter – New shelter built during 2019/2020 flood alleviation work – CCC now to take on full responsibility including insurance for this structure – Emailed Mathew Wanning (CCC) 5th Dec 2019 & 5th Dec 2020 for written confirmation – CONFIRMED THAT CCC WILL BE TAKING FULL RESPONSIBILITY</i>			*
Subway Wall & Seating – Low Wall, Lake Road	Sum insured £6,429 £6,622	No further action			*
Laptops – Office & Parks Managers	Sum insured £1,040 £1,072	No further action			*
Council Office – as per asset register	Sum insured £8,240 £8,487	No further action			*
Council Office Furniture, Fixtures & Fittings	Sum insured £4,243 £4,371	No further action			*
Council Chamber Furniture, Fixtures & Fittings	Sum insured £5,000	No further action			*
Secure Yard at rear of Council Offices – Tables & Chairs for use at events	Sum insured £500	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
CCTV System, Moot Hall	Sum insured £2,302 £2,371	No further action			*
Keswick Countdown Clock	Sum insured £4,326 £4,456	No further action			*
Slate Seat Lower Lake Road	Sum insured £824 £849	No further action			*
3 x Planters – Market Square & Derwent Close	Sum insured £4,649 £4,789	No further action			*
HP Copier/Printer leased item	Sum insured £12,000 £12,360	No further action			*
SID (Speed Indication Device) – Chestnut Hill	Sum insured £6,186	No further action			*
CCTV Camera's (PCC) – Lower Main Street & Market Square	Sum insured £16,269	No further action			*
Water Colour – E Wake-Cooke	Sum insured TBC	Valuation pending		*	
Bench – Manor Brow	Sum insured £339	No further action			*

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

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

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		Keswick Parks (Hope, Fitz, Wivell & Townsfield)			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accidents on site to members of the public	Public Liability Insurance cover in place £15m	No further action			*
Claim by members of the public e.g. collapsed seat, torn clothing, hanging basket falling on someone	Public Liability Insurance cover in place £15m Regular inspections take place.	No further action			*
Accidents involving children using designated play areas	Public Liability Insurance cover in place £15m Regular inspections take place	No further action			*
Injury to athletes	Liability left to individuals/clubs themselves	Ensure all event organisers and athletic clubs organising events have appropriate cover		*	
Impact damage to street furniture	Items covered under policy:- • Ornamental Gates, Walls & Fences Sum Insured £10,609 £10,927 Council stand loss re vandalism but counter claim possible.				
War Memorial	Sum insured £177,434-£182,757	No further action			*
Buildings on site – Sports Clubs and Council (Parks) use	Buildings insured by Zurich:- • Hope Park £893,401 £920,206 • Fitz Park £924,844 £949,502 Contents in Council use buildings insured by Zurich Keswick Football Club insure	Properties (excluding Football clubhouse) revalued by Edwin Thompson 2013. Copy of valuations supplied to Zurich. Buildings sum insured increases each year – index linked Proof of cover required from Sports Clubs supplied annually			*

	buildings & contents for clubhouse				
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
	Contents to be insured by sports clubs/lessee: <ul style="list-style-type: none"> • Bowling Club • Sports Pavilion • Tennis Club • Football Club • Kiosk & Café • Golf Hut 				
Loss of rent	Sum insured – Sum insured – Hope Kiosk & café £170,000	No further action			*
Wivell Bridge	Sum insured £360,500-£371,315 Regular structural inspections organised by Parks Manager	No further action			*
Knight's Bridge	Sum insured £360,500-£371,315 Regular structural inspections organised by Parks Manager	No further action			*
Play Equipment, CSA & BMX Track	Sum insured £263,499 £271,404 Annual inspections carried out by RoSPA and any actions carried out by Parks staff with instruction from Parks Manager	No further action			*
Use of chainsaw	Only used by qualified staff member. Insured under All Risks Part C & Public Liability	No further action			*

KTC – Annual Risk Management Assessment – Revised February 2020

Catherine Parker – Responsible Finance Officer

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
Townsville	Impact damage – covered under All Risks Part C (Ornamental gates, walls and fences)	No further action			*
Benches & Picnic Tables	Sum insured £17,003-£17,514 – All Risks Part C Street Furniture	No further action			
Fitz Park – Garden equip, tools etc.	Sum insured £13,331 As per Material Damage – contents (a), (b) ,(c) & (d) – Zurich schedule	No further action			*
Hope Park Plant & Machinery – as per asset register	Sum insured £45,320 £46,680 – All risks Asset register updated annually	No further action			*
Hope Park Open Spaces – Memorial Benches as per asset register	Sum insured £17,510 £18,035 – All risks Asset register updated annually	No further action			*
Fitz Park Open Spaces – Memorial Benches as per asset register	Sum insured £14,420 £14,853 – All risks Asset register updated annually	No further action			*
Fitz Park – Secure containers & Attendants Hut – Plant Machinery & Equipment as per asset register	Sum insured £10,609-£10,927 – All risks	No further action			*
b) Third Part Arrangement					
Accidents to authorised contractors/workmen whilst working within the parks	Responsibility of contractors to arrange appropriate insurance cover	Parks Manager to check contractors liability details – counter claim would be made by Keswick Parks/Council if sued		*	

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

KTC – Annual Risk Management Assessment – Revised February 2020

Catherine Parker – Responsible Finance Officer

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

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

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Material & Impact Damage	Sum insured £177,434 £182,757	No further action			*
Public Liability e.g. if monument collapses on someone	Covered by Public Liability on Zurich policy – sum insured £15m	No further action			*
b) Third Party Arrangements	NIL				
c) Self-Governance	NIL				

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Events & External Activities

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

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area

Christmas/Festive Illuminations

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Damage to property/person by falling festoon cable etc.	Public Liability in place via Zurich – Cover £15m	No further action			*
Electrocution by tampering or otherwise	Public Liability in place via Zurich – Cover £15m	No further action			*
Accident when helping with arrangements – members, employees & volunteers	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings' Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Damage to hired lighting displays whilst installed and in place	Sum insured £24,430 £22,073	Amount reviewed each time new contractor is appointed via tender		*	

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

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area

Allotment Site - Hawthorns

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

KESWICK TOWN COUNCIL
17TH FEBRUARY 2021

Update from the Climate Change Working Group

TETRAPAK Last month we reported that Allerdale is looking into a County wide solution with Tetrapak, this is still ongoing.

CLIMATE AND ECOLOGICAL SURVEY BILL Last Month CALC asked all Councils if they wished to support this Bill, there are currently several Environmental Bills going through Parliament. Sally Lansbury has kindly produced the following summary of each one:

Environment Bill – (George Eustice) this is the legal framework (which needed to be established after Brexit) for environmental governance and in particular introduces the creation of the Office for Environment Protection (OEP) and fills gaps in existing powers re procurement and waste, air quality, biodiversity and conservation. Producers are made more responsible for waste. A framework for recycling and deposit return schemes. Licensing and statutory changes regarding water resource management and abstraction.

Decarbonisation and Economic Strategy Bill (aka The Green New Deal) – (Caroline Lucas) this is aimed at the Treasury in particular, so focuses on funding, economy, jobs, fairness, green job creation and divestment from fossil fuels. (plus detail of potential actions in the second part of the Bill). Framework for managing the transition from low and zero carbon industries

The Climate and Ecology Bill (aka the Climate and Ecological Emergency Bill) – Caroline Lucas - it asks Government to create a Strategy and Action Plan to readdress the Climate Change Act of 2008. It focusses on involving experts and stakeholders and to ensure that the required immediate actions are embedded in policy. It establishes a system of citizens assemblies. It also enforces a Government requirement for base line measurements for both carbon emissions and carbon sink capacities of natural solutions. The Bill requires Government to take the lead on the strategic framework to achieve Climate and Ecology objectives and to establish statutory methodologies etc which currently occur in different ways across different authorities.

BALSAM BASHING Peter Terry continues to Champion this work. Originally a large 'community involvement event' had been planned but his team are now looking into alternatives for this year due to current restrictions.

PROPOSED 'SUSTAINABILITY CHARGE' FOR LDNPA Paul Titley presented a paper on a proposed 'sustainability charge' for access to the Lake District National Park. This proposal is included in this months Agenda Pack for discussion at the March Council Meeting.

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 Government 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 on what happens to your recycling, and I've rebuilt the video which uses footage from the plant at Hespian 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 the Town Council that we put these videos and the A – Z onto the Council website at the earliest opportunity.

Cllr Sally Lansbury

Jan 7th 2021

KESWICK TOWN COUNCIL
18TH FEBRUARY 2021

CLERK'S REPORT

It is with mixed feelings that I write my last Town Council Clerk's report. The past year has been the strangest one I have experienced in my working life and I sincerely hope that things return to normal for everyone as soon as possible.

Preparing for a Possible Return to Face to Face Meetings

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7th May 2021. This means that, without any further action from the Government, all local authorities including local councils must return to face to face meetings from 7th May 2021. The National Association of Local Councils (NALC) is working with a number of national bodies to press the Government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. At this time Government has no plans to extend these regulations and so councils should start preparing for the real possibility of face to face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force and has prepared guidance to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7th May 2021. There is still much uncertainty however around how legislation or COVID-19 risks may change over the coming weeks and months and NALC will update the guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

Rural/Market Town Group Membership

The Council became a member of the Rural/Market Town Group on the basis of a period of free membership at the end of which a decision could be made on whether to take up a paid membership based on the benefits and costs. The Rural Services Network has decided to extend the period of free membership until the end of July when a pro rata payment option of two thirds of the 21/22 subscription amount will be available. No decision is required at this time.

Liaison Meetings

Cumbria Association of Local Councils hosted a virtual three tier meeting on 20th January 2021 which was well attended by Keswick representatives and covered Local Government Reorganisation, Nuclear Waste Geological Disposal Facility, principal authorities' budget consultations, and the work of the Allerdale Covid response group. The minutes will be circulated in due course.

Keswick Ministries held an on-line Town Liaison Forum on 9th February attended by Councillor Campbell-Savours.

And finally, thanks to all Councillors, past and present, for your friendship and support over the past 13 years. Keswick continues to thrive thanks to all your efforts – I have been lucky to work with such a great team. No-one could accuse Keswick of being a 'Vicar of Dibley' (or Handforth) Parish Council! I must also pay tribute to my colleagues who have made working for the Town Council such a pleasure and privilege. I know that they will rise to any future challenge, be it flooding, pandemic or even Local Government Reorganisation with energy and commitment. Thank you all.