

## KESWICK TOWN COUNCIL

Council Offices  
50 Main Street  
Keswick  
Cumbria  
CA12 5JS

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

14<sup>th</sup> May 2021

The Annual Meeting of Keswick Town Council to be held in person at St John's Church, Church Lane, Keswick on **Thursday 20th May 2021 at 7.30 p.m.**

Prior to the meeting at **7pm**, Marie and Phil Whitehead from Lakesman Trails will provide an update on the 2021 event.

Any members of the public who wish to raise matters under item 9 on the agenda are asked to notify the Clerk no later than 24 hours before the meeting using the email address given above.

**Please note:** Under current Covid restrictions and following appropriate guidance, the number of members of the public who can attend this meeting is strictly limited. To ensure a space at the meeting, you must contact the Town Clerk before 5pm on Wednesday 19 May 2021 at [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk). If too many members of the public wish to attend, attendance will be on a first come, first served basis.



Viven Little  
Town Clerk

### A G E N D A

- 1. Election of Chairman (Town Mayor)**  
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2. Election of Deputy Chairman (Deputy Mayor)**  
To elect the Deputy Chairman and to receive the Deputy Chairman's Declaration of Acceptance of Office.
- 3. Apologies**  
To receive apologies for absence.
- 4. Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on 15<sup>th</sup> April 2021 (pages 59 – 64 enclosed).
- 5. 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.
- 6. Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

*If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.*

- 7. Police Report**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team (enclosed).
- 8. Keswick Transport Study**  
To receive an update from Emma Moody (LDNPA) and Steph Davies-Johnson (Cumbria County Council) on the progress on actions identified in the Keswick Transport Study.
- 9. Matters to be received from the Public**  
Members of the public wishing to raise items should notify the Clerk by email no later than 24 hours before the start of the meeting. Such matters may be received throughout the meeting, however items raised should not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 10. 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.
- 11. Applications for Development**
  - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (list enclosed – Planning Group comments to be circulated by email prior to the meeting).
  - ii) To receive an update on National Park planning decisions (enclosed).
  - iii) To note an application from Allerdale Borough Council to remove a public payphone box (enclosed)
- 12. Mayors Report**  
To receive details of the Mayor's engagements and meeting attendance for the period 9<sup>th</sup> April 2021 – 13<sup>th</sup> May 2021 (enclosed).
- 13. Standing Committee and Working Group Members**  
To appoint members to serve on the undermentioned working groups/committees (details of current working group/committee memberships enclosed):
  - i) Staffing Committee
  - ii) Events Committee
  - iii) Planning Group
- 14. Outside Bodies & Liaison Meetings**  
To appoint representatives on outside bodies and to attend liaison meetings e.g. Allerdale 3 tier meetings, LDNPA forum (details of current memberships enclosed).

**15. Chairman's Allowance**

To fix the amount of the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 (budget provision £2,000) and to note timing of payments.

**16. Schedule of Meetings 2021/22**

To confirm the date and times of ordinary meetings of the Council for the ensuing year (enclosed).

**17. Schedule of Charges**

To confirm the level of charges to be set for 2021/22 (list of current charges enclosed).

**18. Annual Review of Standing Orders**

To review the current Standing Orders and consider any revisions recommended by the Clerk (report enclosed).

- 19. Payment of Accounts**

To confirm the payment of accounts for May 2021 as approved by the Inspection Committee (to be circulated at the meeting) for:

  - i) The Town Council;
  - ii) The Trusts
  
- 20. Reports from Ward Representatives**

To receive reports from the following representatives:

  - i) Allerdale Borough Council Ward Representatives (enclosed);
  - ii) Cumbria County Council Ward Representative;
  - iii) Lake District National Park Authority North Distinctive Area Parishes Representative (enclosed).
  
- 21. Town Council Insurance Renewal/Review**

To consider the report from the Responsible Financial Officer (enclosed)
  
- 22. Sustainability Charge**

To receive correspondence received from Cumbria County Council in relation to the letter previous sent, and to agree next steps (enclosed).
  
- 23. Review of Events Banners Policy**

To receive the report of the Responsible Financial Officer (enclosed).
  
- 24. Disposable Barbeques**

To consider the motion from Councillor Lansbury which asks Keswick Town Council to support a motion being made to the Lake District National Park Authority regarding a proposed Code of conduct to be introduced with respect to the use of disposable barbeques in the Lake District National Park (enclosed).
  
- 25. Derwent Foreshore**

To consider a motion from Councillor Terry to consider the reinstatement of the Keswick Foreshore four party management agreement between Allerdale Borough Council, Cumbria County Council, the Hope Park Trust and the National Trust (enclosed).
  
- 26. Proposed Neighbourhood Local Occupancy Watch Scheme**

To consider a motion from Councillor Campbell-Savours to set up a Neighbourhood Local Occupancy Watch Scheme along with Keswick Community Housing Trust (enclosed)
  
- 27. Climate Change Working Group**

To receive an update from the Working Group (enclosed)
  
- 28. Visitor Management Working Group**

To receive an update from the Working Group (enclosed).
  
- 29. Clerk's Report**

To receive the report of the Clerk (enclosed).
  
- 30. Committee Minutes**

To receive for information the minutes of the Events Committee meeting held on 13 April 2021 (Pages 9-10 enclosed).
  
- 31. Correspondence**

To receive the following correspondence:

  - i) Letter from Lake District National Park (enclosed);
  - ii) Email from Soundwave regarding Youth Provision in Keswick (enclosed);
  - iii) Email from CALC informing Members of a Government Rural Broadband Consultation (enclosed).

**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'*

**32. CCTV Memorandum of Agreement – Moot Hall**

To approve that the Mayor and Deputy Mayor be authorised to sign the Memorandum of Understanding between The Battersby Trust and Keswick Town Council (enclosed).

**33. Committee Minutes**

To receive for information the Minutes of the Staffing Committee meetings held on Monday 12 April 2021 (page 13 enclosed)

To: All Councillors, Press, Police

## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held remotely using the Zoom app on Thursday 15<sup>th</sup> April 2021 at 7.30 p.m.

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Present:

Chairman  
Councillor Paul Titley

## Councillors

Alexandra Boardman	David Burn	Markus Campbell-Savours
Allan Daniels	Alan Dunn	Steve Harwood
Sally Lansbury	Tony Lywood	Duncan Miller
Adam Paxon	Peter Terry	

Also present were Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), one member of the press and two members of the public.

**234. Apologies**

There were no apologies for absence at this meeting.

**235. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council Meeting held on 18<sup>th</sup> March 2021 (pages 53- 58).

**236. Requests for Dispensations**

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

**237. Declarations of Interests**

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

**238. Police Report**

No report was available from the Allerdale Rural Neighbourhood Policing Team. The Mayor reported that Inspector Rachel Gale was now back as the main contact and would be attending meetings where possible moving forward.

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

No matters were raised by the public.

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

Councillor Terry raised an issue where he was frustrated with the lack of progress regarding a crossing outside Keswick School (minute number 176, 21 January 2021). Councillor Lywood reassured Councillor Terry that the Road Management Team at Cumbria County Council were assessing the situation, but that it would be a slow process.

Councillor Terry also raised an issue regarding United Utilities pipework, and whether a project manager for United Utilities could be invited along to a future meeting to discuss progress made on the West Cumbria Water Supplies Project.

**241. Applications for Development**

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

<b>Plan Ref:</b>	<b>Description of Development Location</b>
T/2021/0042	Fell 5 dead trees (1 cherry, 2 birch & 2 alder) - 5 day notice Central Car Park, Keswick, Cumbria, CA12 5DF <i>For information only, no comments required</i>
T/2021/0056	Fell 1 cherry tree (T1) 16, Eskin Street, Keswick, CA12 4DQ <i>Object – no expert advice provided on why tree needs to be felled. Tree management preferred (pollard)</i> <b>OBJECT</b>
7/2021/2056	Awning Chintys, 24a St. Johns Street, Keswick, CA12 5AS <i>Object – not in keeping with present ‘street scene’. Potential traffic hazard on a restricted pavement</i> <b>OBJECT</b>
7/2021/2058	Replacement windows Nos. 5,6,7,8,9,10,11,12,13,14,15,16,17,18, Glebe Close, Keswick, CA12 5QQ <i>Support – no comments made</i> <b>SUPPORT</b>
7/2021/2063	Replacement of windows on front elevation. 2 bay windows to be replaced with double glazed wooden to match existing design. 3 single windows to be replaced with double glazed upvc windows to match existing design 14, Eskin Street, Keswick, CA12 4DQ <i>Support in principal, subject to the three individual windows being in timber to match the bay windows instead of upvc proposed.</i> <b>SUPPORT</b>
7/2021/2069	Reinstatement of two dwellings from one dwelling 29, Church Street, Keswick, CA12 4DX <i>Object to the principal of creating a four bedroom dwelling at no. 29 Church Street with no amenity space. The new dwelling proposed should have a section 106 attached.</i> <b>OBJECT</b>
7/2021/2084	Demolition of existing bay window. Extension of existing bedroom and living room. Addition of rooflight High Seat, Lonsties, Keswick, Cumbria, CA12 4TD <i>Support – no comments made</i> <b>SUPPORT</b>

- 7/2021/2088 Extensions and alterations  
22, Windebrowe Avenue, Keswick, CA12 4JA  
*Support – no comments made*  
**SUPPORT**
- 7/2021/2089 Demolition of conservatory and porch, internal alterations  
and side  
26, Heads Road, Keswick, CA12 5EX  
*Support in principal – subject to the following concerns:*  
1) *Despite the increase in size from a 3 bedroom house to 4  
bedrooms the living room space has been reduced in size*  
2) *In the context of improving the entrance access, no  
landing area has been provided with the entrance door  
immediately off the top step*  
**SUPPORT**
- 7/2021/2093 Part retrospective application to replace the existing  
roof of the single storey kitchen to form a first floor  
outdoor patio area to the rear of the above property  
11, Wordsworth Street, Keswick, CA12 4HU  
*Support – no comments made*  
**SUPPORT**
- 7/2021/2097 Conversion of a suite of ground floor offices into a  
residential property  
The Office, Wickhams Court, Central Car Park Road, Keswick,  
CA12 5DF  
*For information only, no comments required*
- 7/2021/2103 Development of 2 no. apartments and 2 no. cottages  
Acorn Garage, Helvellyn Street, Keswick, CA12 4EH  
*Support – no comments made*  
**SUPPORT**

ii) **RECEIVED** update on National Park Planning Decisions

**242. Licensing Applications**

**RECEIVED** Licensing Group report on licensing applications received for period 12 March 2021-8 April 2021.

**243. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 12<sup>th</sup> March 2021 – 8<sup>th</sup> April 2021.

**244. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council – no update given
- ii) Cumbria County Council – Councillor Lywood brought up the Keswick Transport Study, and how the process is moving on slowly. The TRO for the Back Streets is being looked at, however there are issues to be resolved. There is also confusion with the signage on Station Street, which Councillor Lywood will continue to bring to the appropriate officer attention.



- iii) Lake District National Park Authority North Distinctive Area Parishes – Dr Davies provided a written report. He congratulated the LDNPA on winning the Parks Protector Aware 2021 for their work on Safer Lakes. Discussion was had over the topic of disposable bbq's and whether they could be banned in the LDNP. It was agreed it was unlikely to happen, however it may be that the supermarkets would be receptive to a voluntary code of conduct regard their sales.

**245. Payment of Accounts**

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

- i) The Town Council, vouchers 203 – 15, amounting to £31,851.28 (thirty one thousand eight hundred and fifty one pounds and twenty eight pence)
- ii) The Parks Trusts, vouchers HP249 – FP2, amounting to £5,433.70 (five thousand four hundred thirty three pounds and seventy pence)

**246. Budget Summary Comparisons as at 31<sup>st</sup> March 2021**

**RECEIVED** budget comparisons for the 4<sup>th</sup> Quarter.

**247. Review of Bank Mandate**

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

**RESOLVED** that the necessary changes be made to the bank mandate by the Responsible Financial Officer.

**248. Verification of Bank Reconciliations**

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

**RESOLVED** that Councillor Miller be appointed to sign the bank reconciliations and original bank statements as evidence of verification.

**249. Annual Review of Financial Regulations**

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

**RESOLVED** that the terms contained within the report be renewed.

**250. Assets Register**

**RECEIVED** the updated Assets Register.

**RESOLVED** that the updated Assets Register be approved.

**251. Annual Review of Effectiveness of Internal Financial Controls**

Consideration was given to the report of the Responsible Financial Officer

**RESOLVED** that the following recommendations be approved:

- i) That the Heads of Terms for Walker Park be requested from Allerdale Borough Council, and that consideration be given to a rent review.
- ii) That the bank reconciliation and bank statements be signed/initialled on a monthly basis as part of the Inspection of Accounts process.
- iii) That office staff should attend suitable GDPR training; and
- iv) That cloud storage options should be looked at by the Town Clerk, Responsible Financial Officer and Councillors Boardman and Campbell-Savours.

**252. Preparation for Return to Face to Face meetings**

Consideration was given to the report of the Clerk.

**RESOLVED** that the Annual Council Meeting be held at St John's Church in May.

**253. Local Government Reorganisation**

Consideration was given to the motion by the Mayor initially put forward in March to respond to support the single unitary authority proposal and reject the two part solutions. Information has previously been supplied to Councillors – available at

<https://www.gov.uk/government/consultations/proposals-for-locally-led-reorganisation-of-local-government-in-cumbria-north-yorkshire-and-somerset/consultation-on-proposals-for-locally-led-reorganisation-of-local-government-in-cumbria-north-yorkshire-and-somerset>)

Further information regarding the consultation is available at:

<https://consult.communities.gov.uk/governance-reform-and-democracy/cumbria/> .

**RESOLVED** that Keswick Town Council support the dual unitary option put forward by Allerdale Borough Council and Copeland Borough Council and that the Town Clerk complete the consultation on behalf of Keswick Town Council.

**254. Keswick Transport Study**

Consideration was given to the following

- i) the report from the Clerk.  
**RESOLVED** that the report was noted.
- ii) Correspondence from a member of the public on this topic.  
**RESOLVED** that the correspondence was noted.

**255. Derwent Foreshore Project**

Consideration was given to a report prepared by Councillor Terry which puts forward a motion that Keswick Town Council puts pressure on the relevant authorities in respect of the Foreshore Area.

**RESOLVED** that Councillor Terry be appointed as the Derwent Foreshore Champion, and continue to bring issues to the attention of the appropriate authorities.

**256. Clerk's Report**

Consideration was given to the report from the Clerk.

**RESOLVED** that the report was noted.

**257. Climate Change Working Group**

**RECEIVED** the update from the Climate Change Working Group.

**RESOLVED** that the update was noted.

**258. Visitor Management Working Group**

**RECEIVED** update from the Visitor Management Working Group.

**RESOLVED** that the updated was noted.

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

- i) Keswick Convention Town Liaison Group - Councillor Paxon/Campbell-Savours -no updated given.
- ii) Keswick Youth Centre - Councillor Campbell-Savours – deferred to May.
- iii) Keswick Flood Action Group – **RECEIVED** the report from Councillor Titley

**260. Minutes of Committee Meetings**

**RECEIVED** for information the Minutes of the Events Committee meeting held on 9<sup>th</sup> March 2021.

**261. Correspondence**

Consideration was given to the following correspondence:

- i) Letter from the National Trust regarding moving out of lockdown  
**RESOLVED** that the correspondence was noted.
- ii) Letter from Ministry of Housing, Communities and Local Government regarding a Welcome Back Fund  
**RESOLVED** that the Responsible Financial Officer contact Allerdale Borough Council to obtain more information on this fund.

**Prior to consideration of 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'*

**262. Minutes of Committee Meetings**

**RECEIVED** for information the Minutes of the Staffing Committee meeting held on 16 March 2021.

The meeting closed at 9.44 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Ania Mlynczak**


**From:** Cumbria Police <CumbriaPolice@public.govdelivery.com>  
**Sent:** 16 April 2021 12:55  
**To:** Ania Mlynczak  
**Subject:** April 2021 - Cockermouth and Keswick

[View in browser](#)

Contact us   Report a crime   Allerdale Police Facebook Page

# ALLERDALE FOCUS

FOR A SAFER COMMUNITY



**April 2021 - Cockermouth and Keswick**

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

**A message from Neighbourhood Policing Team Inspector - Rachel Gale**

I wanted to advise our communities that I have now returned to post as the Neighbourhood Policing Team (NPT) Inspector for the Allerdale area.

I have spent the past six months acting up to Chief Inspector for the West Cumbria area and have had many great opportunities to learn more about our communities at a strategic level. I am delighted to be returning to the Community role as this is where my passion in Policing lies. I am really keen to understand what is happening in



our communities on the ground and ensure that we are identifying and tackling issues effectively.

The Local Focus Neighbourhood Policing team is made up of PCSO's, problem solving PC's who tackle longer term issues and the Proactive Team PC's who target our priority locations and offenders. We work closely with the Allerdale Local Focus Hub, bringing us together with partner agencies to ensure a joined up approach to tackling issues having a detrimental effect on our communities and working on longer term projects to improve the quality of life for all of our residents and visitors.

We are always keen to know about any concerns you have within your communities so that we can ensure we are prioritising our patrols effectively. Please do get in touch and let us know what is going on in your local area. You can find the list of local officers on our website area [here](#) or you can contact me direct on email [rachel.gale@cumbria.police.uk](mailto:rachel.gale@cumbria.police.uk)

We look forward to hearing from you!



### **Talk and Tidy campaign**

Allerdale local focus hub took part with a team of volunteers on a Talk and Tidy campaign in Wigton, this was a COVID compliant exercise which helped in the appearance of the town, this was a huge success! The location is selected on an

information basis, if you feel that your area has suffered with litter we would welcome you to report this to the council via the "My Allerdale" app, website or by phone. This information is shared in the Local Focus Hub where it will be reviewed and actioned accordingly.

Emma Thompson, the hub manager said *"It is so great to be out in the community again with all of our partners. Tivoli were on site to pick up the bags of litter picked. It was lovely to be chatting to the residents of Wigton as they went about their day and tidying the area as we went along. An wider environmental issues identified as we walked were reported via the MYALLERDALE app. Than you to all who contributed to this and we will be coming to a town near you"*



### **Wildlife acquisitive crime operation**

Officers ran an operation on Friday 9th April which involved two road blocks one in the Thirlmere Area and the second in the Borrowdale Valley area.

This resulted in 78 vehicles stopped inside 2 hours.

Officers then moved to the Wigton and rural areas to target the intel relating to quad bike thefts and wildlife crime. This resulted in

- 78 Stop checks of cars



- 1x Negative drugs wipe
- 1x Vehicle Defect Rectification Notice for brake light out
- 3 Positive stop searches
- 1x Traffic offence report for tyre tread below legal limit
- Male reported for driving other than in accordance and no insurance.

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### **Crime Prevention**

A crime prevention visit was made by partners from housing and Cumbria Fire and Rescue Service in the area of Cockermouth with reassurance and support given.

Partners provided door chains to make property's more secure and links were made in with the housing provider to make them aware of safety repairs and recommendations that need undertaken at the property.



Partners also give recommendations on works that needed check carried out at a property.

Smoke alarms were fitted as a safety measure and checks completed at the property.

Allerdale Local Focus Hub managed this referral and worked closely with all of our partner agencies.

If you or someone you know need a crime prevention visit please call us on 101 to arrange a visit.



### **New initiative to target off road motorbikes/quad bikes:**

Cumbria Police and partners from Allerdale Borough Council have started a new initiative to target off road motorbikes/quad bikes.

The initiative will target those riding bikes off road, along beaches or around public areas that is causing a detrimental effect on the community.

Members of the public are being asked to report any issues to Cumbria Police via 101 or use the My Allerdale app on your phone which will be dealt with through the Community Protection process. This can result in forfeiture of the bike causing the issue and/or a fine of £2500. The Courts can also legislate any reasonable action they feel necessary to protect the public.

Sergeant Scott Adams said: "I am really pleased to say that the new scheme has come in to operation. We hope to see a reduction in the number of riders speeding, riding off road and causing issues for those using our coastal pathways and inner town paths.

“Off road riding is an issue that many communities face as riders continue to ignore the very real consequences of riding off road where people are walking, enjoying the pathways and countryside. By empowering local people who want to make a difference we will work to challenge the detrimental effect this behaviour has caused over generations.

“We all know the dangers of riding bikes where people are walking and have dogs off the lead, yet people continue to ride far too fast and causing issues in these areas. Those that continue to do so are putting themselves and other users at great risk of serious injury.”



### **Flytipping**

In the unfortunate circumstance you witness an area of fly tipping this is reportable through the "my Allerdale" app, or this can be reported via 101 for the attention of the Allerdale Local Focus Hub. In the event there is a threat to life/safety and/or a crime in progress please call 999

### **Ways to Welfare - Cumbria County Council**

Cumbria County Council have launched a service to assist those in need of help during the times we are nationally facing, as such there is a web page which is set up to help to sign post and support those who are vulnerable in accessing services and support and this can be found at [Ways to Welfare | Cumbria County Council](#)

These webpages give you information about support available to people in Cumbria, online and on the phone.

Don't wait for problems to get worse, there are organisations that can help, and it's better to get advice sooner rather than later.

# LIVES NOT KNIVES

## #OPSCEPTRE

If you or someone you know suspects somebody of carrying a knife, please report it by calling **101** or independent charity Crimestoppers anonymously on **0800 555 111**

In an emergency, always dial 999



### Operation Sceptre

Operation Sceptre will begin on *26th April*, this is a national week of action all police forces will be taking part in aiming to prevent and educate alongside our partner agencies.

Further information will be posted on the force's social media channels from 26th April.

### CRIME FIGURES

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

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

OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	2	5	-3	-60.0%
Burglary	0	6	-6	-100.0%
Drug offences	0	0	0	0.0%
Hate Incident	0	0	0	0.0%
Miscellaneous Crimes Against Society	1	0	1	0.0%
Possession of weapons offences	0	0	0	0.0%
Public order offences	3	5	-2	-40.0%
Reported Incidents	0	1	-1	-100.0%
Robbery	0	0	0	0.0%
Sexual offences	1	6	-5	-83.3%
Theft offences	3	3	0	0.0%
Vehicle Offences	0	2	-2	-100.0%
Violence against the person	8	20	-12	-60.0%
<b>Total</b>	<b>18</b>	<b>48</b>	<b>-30</b>	<b>-62.5%</b>

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



101

101@cumbria.police.uk

www.cumbria.police.uk

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**Planning Applications received between 09/04/2021 - 13/05/2021**

<b>Plan ref</b>	<b>Location</b>	<b>Description of Proposed Development</b>
<b>LEG/1604.430</b>	Land at Acorn House, Keswick	Tree Preservation (No. 430) Order 2021
<b>7/2021/2059</b>	27 Station Street, Keswick, Cumbria, CA12 5HH	Proposed alterations to the front entrance, rear elevation and internal layout to provide additional holiday accommodation
<b>7/2021/2081</b>	Skiddaw Glen 11a, Blencathra Street, Keswick, CA12 4HW	Change of use of ground floor workshop/store into part of first floor flat
<b>7/2021/2094</b>	Alhambra Cinema, 36 St. Johns Street, Keswick, CA12 5AG	Five fascia signs
<b>7/2021/2105</b>	Beetholm, Southey Hill, Keswick, CA12 5ND	Construction of garden studio and replacement windows (specifically to kitchen/living area and east facing bedroom)
<b>7/2021/2107</b>	23, Stanger Street, Keswick, CA12 5JX	Change of use from guesthouse to interchangeable use as guesthouse or single holiday let
<b>7/2021/2111</b>	Manor Crest, Manor Brow, Keswick, CA12 4AW	Amendment to design for terrace, 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)
<b>7/2021/2112</b>	Oakthwaite House, 35, Helvellyn Street, Keswick, Cumbria, CA12 4EP	Change of use of guesthouse (C1) to dwelling (C3)
<b>7/2021/2117</b>	Hazelwood, Chestnut Hill, Keswick, CA12 4LR	Use of former guest house ( Use Class C1) as short term self-catering holiday letting house - Certificate of Lawful Use
<b>7/2021/2122</b>	7, Eskin Street, Keswick, CA12 4DH	Removal of back window to be replaced with French windows
<b>7/2021/2128</b>	High Hill Farm, High Hill, Keswick, CA12 5NY	3no building signs and 1no entrance totem
<b>7/2021/2129</b>	Little Bield, Chestnut Hill, Keswick, CA12 4LT	Garden room / workshop
<b>7/2021/2131</b>	Greengarth, Brundholme Road, Keswick, CA12 4NL	Construction of garden amenity building detached from existing building

**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.

**Decisions Received from LDNPA**

**Planning Decisions Received between 09/04/2021 & 13/05/2021**

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2021/0029	February-21	29, Calvert Way, Keswick,	CA12 4LZ	Oak tree (T1 in application) - Pollard to pruning points as per image within application.	<b>OBJECT</b>	<b>GRANTED</b>		
7/2021/0035	March-21	Greta Grove House, Flat 1, Elliott Park, Keswick	CA12 5NF	Sycamore tree (T2 in application) - Reduce and reshape by up to 2m as per image within application.	<i>Application not received for comments</i>	<b>GRANTED</b>		
7/2021/0040	March-21	Acorn House, Ambleside Road, Keswick	CA12 4DL	Fell 1 silver birch (T1)	<b>OBJECT</b>	<b>REFUSED</b>		
7/2021/0042	March-21	Central Car Park, Keswick, Cumbria	CA12 5DF	Fell 5 dead trees (1 cherry, 2 birch & 2 alder) - 5 day notice	<i>Application not received for comments</i>	<b>GRANTED</b>		
7/2021/0056	March-21	16, Eskin Street, Keswick,	CA12 4DQ	Cherry tree (T1) - Fell to ground level	<b>OBJECT</b>	<b>GRANTED</b>		
7/2020/2242	October-20	44 Trinity Way, Keswick	CA12 4HZ	Two storey extension to dwelling following approval of 7/2019/2250	<b>OBJECT</b>	<b>REFUSED</b>	Jan-21	
7/2021/2037	March-21	9, Penrith Road, Keswick	CA12 4HF	Replacement conservatory	<b>OBJECT</b>	<b>GRANTED</b>		dismissed
7/2021/2040	February-21	Former Ravensfield Care Home, High Hill, Keswick	CA12 5NX	Erection of hotel (C1) with restaurant / bar ground floor, together with means of access, car parking, creation of loading/ delivery bay and ancillary works without compliance with condition 7 (puffin crossing) of planning permission reference 7/2020/2039 - financial contribution to be used towards improving town centre car park signage in place of condition	<b>OBJECT</b>	<b>REFUSED</b>		
7/2021/2047	February-21	The Coach House, Main Street, Keswick	CA12 5NH	Dwelling	<i>Application not received for comments</i>	<b>GRANTED</b>		
7/2021/2048	February-21	Greta Hall, Main Street, Keswick	CA12 5NH	Use of building as a single dwelling, or as 1, 2 or 3 units of residential letting accommodation as indicated on submitted floor plans referred to as Appendix 6 of the submitted document titled 'Appendices accompanying separate applications for Certificates of Lawfulness (Existing Use) in respect of Greta Hall and The Coach House, Main Street, Keswick, CA12 5NH'.	<i>Application not received for comments</i>	<b>GRANTED</b>		
7/2021/2056	March-21	Chintlys, 24a St. Johns Street, Keswick	CA12 5AS	Awning	<b>OBJECT</b>	<b>REFUSED</b>		
7/2021/2058	March-21	Nos. 5,6,7,8,9,10,11,12,13,14,15,16,17,18, Glebe Close, Keswick	CA12 5DQ	Replacement windows	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2021/2063	March-21	14, Eskin Street, Keswick	CA12 4DQ	Replacement of windows on front elevation. 2 bay windows to be replaced with double glazed upvc windows to match existing design	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2021/2067	March-21	38, Wordsworth Street, Keswick,	CA12 4BZ	Demolition of existing single storey garage and kitchen. Construction of new single storey extension to accommodate store, kitchen, utility & WC. Increase in size of existing 2 storey extension to create larger bathroom	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2021/2084	March-21	High Seat, Lonsties, Keswick, Cumbria	CA12 4TD	Demolition of existing bay window. Extension of existing bedroom and living room. Addition of rooflight	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2021/2088	March-21	22, Windebrowe Avenue, Keswick,	CA12 4JA	Extensions and alterations	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2021/2093	March-21	26, Heards Road, Keswick	CA12 5EX	Demolition of conservatory and porch. Internal alterations and side	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2021/2097	March-21	The Office, Wichhams Court, Central Car Park Road, Keswick	CA12 5DF	Conversion of a suite of ground floor offices into a residential property	<i>Application not received for comments</i>	<b>Prior Approval Not Required</b>		
7/2021/2098	March-21	Riverside, Crosthwaite Road, Keswick,	CA12 5PG	Amendment to the boundary walls, condition 2 (plans) on planning permission 7/2007/2256 (Extensions and alterations to existing dwelling/buvest house and external boundary walls including new garage, new conservatory and new entrance porch)	<i>Application not received for comments</i>	<b>GRANTED</b>		



(<https://www.allerdale.gov.uk/>)

# Allerdale Borough Council

[Back to Planning Register Search\(/pr/s/be-home/\)](/pr/s/be-home/)

APPLICATION REFERENCE

## PB/2021/0002

**Location of Works**

ADJ TO NUMBER 18 ESKIN STREET, KESWICK, CA12 4DG

**Application Type**

Notifications under Telecommunications Code

**Application Status**

Under Consultation

NEW ...

APPLI...

APPLI...

CONSUL...

Under ...

In Revi...

Pendin...

**Status: Under Consultation**

**Application Detail (?ta...**

**Files (?tabset-e3f5c=2)**

**Comments (?tabset-e3f...**

∨ **Details**

**Planning Application Name**

PB/2021/0002

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**Application Type** ⓘ

Notifications under Telecommunications Code

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**Officer** ⓘ

Angela Robinson (/pr/s/profile/0053X00000DFtVRQA1)

---

**Proposal** ⓘ

Removal of public payphone box

---

**Status**

Under Consultation

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**∨ Site Address****Site Address** ⓘ

ADJ TO NUMBER 18 ESKIN STREET, KESWICK, CA12 4DG

---

**Parishes** ⓘ

Keswick CP

---

**Wards** ⓘ

Keswick Ward

---

**∨ Application Contacts****Applicant Company** ⓘ

-

---

**Applicant Address** ⓘ

81 Newgate Street  
London  
EC1A 7AJ  
United Kingdom

---

✓ **Lifecycle**

**Valid Date** ⓘ

15/04/2021

---

**Latest Decision Date (Calculated)** ⓘ

---

**EOT End Date** ⓘ

---

**Earliest Decision Date** ⓘ

07/05/2021

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✓ **Decisions**

**Date of Committee** ⓘ

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**Current Decision Final**

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**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 20TH MAY 2021**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 9<sup>th</sup> April 2021 – 13<sup>th</sup> May 2021

Saturday 10 <sup>th</sup> April	Southey bus shelter unveiling
Wednesday 21 <sup>st</sup> April	Long Prom meeting (outdoors)
Wednesday 21 <sup>st</sup> April	Keswick Mountain Festival (2021) Briefing (ZOOM)
Thursday 22 <sup>nd</sup> April	Parks Trust (ZOOM)
Thursday 29 <sup>th</sup> April	Long Prom meeting (outdoors)
Thursday 29 <sup>th</sup> April	Climate Change Group (ZOOM)
Wednesday 5 <sup>th</sup> May	Sustainability Charge follow up meeting (outdoors)

KESWICK TOWN COUNCIL  
20 MAY 2021

**COMMITTEE/WORKING GROUP/LIAISON GROUP MEMBERS 2021-22**

<b>COMMITTEE/GROUP</b>	<b>2020-21 MEMBERSHIP</b>	<b>2021-22 PROPOSAL</b>
<b>STAFFING COMMITTEE</b> (up to six members)	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO COUNCILLORS: BURN DANIELS LANSBURY MILLER	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO COUNCILLORS: BURN DANIELS
<b>EVENTS COMMITTEE</b> (up to six members)	COUNCILLOR TITLEY (CHAIR) COUNCILLORS BURN DANIELS DUNN LANSBURY LYWOOD  <ul style="list-style-type: none"> <li>• Representative of Keswick Tourism Association</li> <li>• Representative of Keswick Rotary Club</li> <li>• Representative of Keswick Lions Club</li> <li>• Representative of Theatre by the Lake</li> <li>• Representative of Cumbria Police</li> <li>• Representative of Allerdale Borough Council - Markets</li> <li>• Any other individual as requested by the committee</li> </ul>	COUNCILLORS BURN DUNN LANSBURY LYWOOD TITLEY  <ul style="list-style-type: none"> <li>• Representative of Keswick Tourism Association</li> <li>• Representative of Keswick Rotary Club</li> <li>• Representative of Keswick Lions Club</li> <li>• Representative of Theatre by the Lake</li> <li>• Representative of Cumbria Police</li> <li>• Representative of Allerdale Borough Council - Markets</li> <li>• Any other individual as requested by the committee</li> </ul>
<b>PLANNING GROUP</b>	COUNCILLORS DANIELS HARWOOD MILLER	<b>NO CHANGE</b>



KESWICK TOWN COUNCIL  
20 MAY 2021

**REPRESENTATIVES ON OUTSIDE BODIES FOR 2021/22**

<b>ORGANISATION</b>	<b>2020/21 REPRESENTATIVE</b>	<b>2021/22 PROPOSAL</b>
<b>THE BATTERSBY CHARITY</b>	TONY LYWOOD	TONY LYWOOD
<b>KESWICK IN BLOOM</b>	PETER TERRY	PETER TERRY
<b>KESWICK TOURISM ASSOCIATION</b>	ALAN DUNN	ALAN DUNN
<b>KESWICK COMMUNITY EMERGENCY PARTNERSHIP RECOVERY</b>	SALLY LANSBURY	SALLY LANSBURY
<b>KESWICK YOUTH CENTRE</b>	MARKUS CAMPBELL-SAVOURS	MARKUS CAMPBELL-SAVOURS
<b>KESWICK FAIR TRADE COMMITTEE</b>	MARKUS CAMPBELL-SAVOURS	MARKUS CAMPBELL-SAVOURS
<b>KESWICK FLOOD ACTION GROUP</b>	PAUL TITLEY	PAUL TITLEY
<b>KESWICK CONVENTION TOWN LIAISON GROUP</b>	ADAM PAXON MARKUS CAMPBELL-SAVOURS DUNCAN MILLER (RESERVE)	-
<b>LIAISON MEETINGS (CALC) ETC</b>	ALEXANDRA BOARDMAN STEVE HARWOOD PAUL TITLEY	ALEXANDRA BOARDMAN STEVE HARWOOD PAUL TITLEY

<b><u>SCHEDULE OF MEETINGS 2021</u></b>	
<b>17<sup>th</sup> JUNE</b>	<b>TOWN COUNCIL MEETING</b>
<b>8<sup>th</sup> JULY</b>	<b>CHARITABLE TRUST MEETING</b>
<b>15<sup>th</sup> JULY</b>	<b>TOWN COUNCIL MEETING</b>
<b>19<sup>th</sup> AUGUST</b>	<b>TOWN COUNCIL MEETING</b>
<b>9<sup>th</sup> SEPTEMBER</b>	<b>CHARITABLE TRUST MEETING</b>
<b>16<sup>th</sup> SEPTEMBER</b>	<b>TOWN COUNCIL MEETING</b>
<b>21<sup>st</sup> OCTOBER</b>	<b>TOWN COUNCIL MEETING</b>
<b>11<sup>th</sup> NOVEMBER</b>	<b>CHARITABLE TRUST MEETING</b>
<b>18<sup>th</sup> NOVEMBER</b>	<b>TOWN COUNCIL MEETING</b>
<b>16<sup>th</sup> DECEMBER</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b><u>SCHEDULE OF MEETINGS 2022</u></b>	
<b>13<sup>th</sup> JANUARY</b>	<b>CHARITABLE TRUST MEETING</b>
<b>20<sup>th</sup> JANUARY</b>	<b>TOWN COUNCIL MEETING</b>
<b>17<sup>th</sup> FEBRUARY</b>	<b>TOWN COUNCIL MEETING</b>
<b>10<sup>th</sup> MARCH</b>	<b>CHARITABLE TRUST MEETING</b>
<b>17<sup>th</sup> MARCH</b>	<b>TOWN COUNCIL MEETING</b>
<b>21<sup>st</sup> APRIL</b>	<b>ANNUAL PARISH 6.30PM TOWN COUNCIL MEETING</b>
<b>19<sup>th</sup> MAY</b>	<b>ANNUAL COUNCIL MEETING</b>
<b>26<sup>th</sup> MAY</b>	<b>ANNUAL TRUST MEETING</b>

## Keswick Town Council– Schedule of Charges - 2021

The Town Council's **current** schedule of charges are: -

Description of Charge	Charge
Hire of Council Chamber	£12 per hour + VAT
<b>Notes</b>	Free of charge for local voluntary groups (Keswick in Bloom, Suskes, U3A, Keswick Tourism Association and KCERP) <b>Hire available Monday to Friday – building opening hours only</b>

Description of Charge	Charge
Photocopying Charges – KIB, KTA and KCERP	5p per copy - A4 Black & white 10p per copy – A4 Colour 10p per copy – A3 Black & white 15p per copy – A3 Colour

Description of Charge	Charge
Photocopying Charges – Members of the Public	10p per copy - A4 Black & white 20p per copy – A4 Colour 20p per copy A3 – Black & white 30p per copy – A3 Colour

Description of Charge	Charge
Keswick Events Banner Advertising Space – <b>PENDING REVIEW</b>	£50 per week per banner +VAT
<b>Notes</b>	As per planning permission - Advertising Keswick Events <b>only</b> - 2 Banner spaces only, locations as below:- Between the Moot Hall and Mountain Warehouse, Market Square – <b>PENDING AGREEMENT WITH NEW OWNER</b> Between Keswick Reminder (GW McKanes) and Lakes Bar, Station Street

Description of Charge	Charge
Hawthorns Allotment Rent	£60 per annum per plot
<b>Notes</b>	10 plots located in the field at the top of the Hawthorns

The above is a review of the current charges in place, if Councillors feel anything should be amended then suggestions are welcome for approval.

Catherine Parker  
Responsible Finance Officer – May 2021

KESWICK TOWN COUNCIL  
20 MAY 2021

**ANNUAL REVIEW OF STANDING ORDERS**

There have been no major changes in the past year which would require an amendment to the Town Council's Standing Orders. The situation regarding virtual meetings has been clarified and as a result, virtual meetings are no longer legal after midnight on 6 May 2021, therefore any reference to them have been removed from the Standing Orders.

The Terms of Reference for the Events Committee and the Planning and Licensing Group have been added into the Standing Orders for transparency.

Vivien Little  
28 April 2021



# KESWICK TOWN COUNCIL

## STANDING ORDERS

REVISED MAY 2020  
For revision annually

**Note: Standing Orders that are in bold type contain legal and statutory requirements**

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## 1 Meetings

- a) Meetings of the Council shall be held on the third Thursday of each month at 7.30pm except for the December meeting which shall be held at 7.00pm. If there is a speaker the meeting may commence at 7.00pm.
- b) Smoking is not permitted at any meeting of the Council.
- c) Meetings take place in the Council Chamber, First Floor, 50 Main Street, Keswick. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- d) The order of business shall be stated on an agenda paper that shall be delivered to each Member at least 3 clear days prior to the date of the meeting along with the summons convening the meeting. Electronic service of the summons and agenda for the meeting shall be permitted on the requisition in writing of individual Councillors, at least three clear days before the meeting to include the electronic signature and title of the Proper Officer.
- e) **The minimum three clear days for notice of a meeting does not include the day on which notice was issued or the day of the meeting (subject to (f) below), a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- f) **The minimum three clear days' public notice for a Committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- g) Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two and a half hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.

## 2 The Statutory Annual Meeting

- a) **In an election year, the Annual Council meeting shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b) **In a year which is not an election year the Annual Council meeting shall be held on such day in May as the Council may direct.**
- c) **If no other time is fixed, the Annual meeting of the Council shall take place at 6.00pm.**
- d) **In addition to the statutory Annual Council meeting at least three other statutory meetings shall be held in each year on such dates and times as the Council may decide.** In the case of this Council, meetings shall be held on the third Thursday of each month in the Council Chamber at 7.30pm (apart from the December meeting and unless there is a speaker).

## 3 Chairman of the Meeting

- a) **The Chairman of the Council, if present, shall preside at a Council meeting. If the Chairman is absent from a meeting, the Vice Chairman of the Council, if present, shall preside. If both the Chairman and Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting. The Clerk must never assume the role of Chairman.

- b) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- c) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the Annual Meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- d) **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- e) Nominations for the positions of Chairman (Mayor) and Vice Chairman (Deputy Mayor) must be submitted to the Proper Officer in writing at least 7 days before the Annual Council Meeting takes place.

#### **4. Committees and Sub-Committees**

- a) The Council may, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision.
- b) Except where otherwise agreed by the full Council, committees have the devolved powers to research, discuss and propose/recommend actions but they may not take decisions on behalf of the Council.
- c) Except where otherwise agreed, Committees must report back to full Council for approval of any decisions to be made.
- d) Committees may not have devolved powers to spend, unless specific agreement has been given by full Council, again recommendations to spend must be put to full Council.
- e) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- f) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

*(A copy of the agreed Terms of Reference for the Staffing Committee is appended to these Standing Orders).*

#### **5. Extraordinary Meetings of the Council, Committees and Sub-Committees**

- a) **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b) The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.



- c) If the Chairman of a committee (or sub-committee) does not call an extraordinary meeting it may be convened on the requisition in writing of not less than a quarter of the members of the committee (or sub-committee). The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- d) **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**

## 6. Advisory Committees

- a) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) An advisory committee may consist of persons who are not members of the Council.
- e) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

## 7. Voting in Committees

- a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b) Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
- c) Only Councillors have voting rights at meetings (unless other representatives attending sign up to the Code of Conduct and sign a Declaration of Interests).

## 8. Order of Business

- a) The order of business shall be stated on the agenda paper that shall be delivered to each member.
- b) **At each Annual Council Meeting the first business shall be:**
  - (i) **To elect a Chairman of the Council**
  - (ii) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received**
  - (iii) **The Chairman of the Council, unless he has resigned or become disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.**
  - (iv) **To elect a Vice - Chairman of the Council**
  - (v) **To receive the Vice - Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received**

- (vi) **The Vice-Chairman of the Council, unless he has resigned or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.**
  - (vii) In an election year, to fill any vacancies left unfilled at the election by reason of insufficient nominations
  - (viii) **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.**
- c) At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
  - d) In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order no. 22 must be read in conjunction with this requirement.
  - e) After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
    - (i) To read and consider the Minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read
    - (ii) After consideration, to approve the signature of the Minutes by the person presiding as a correct record
    - (iii) To deal with business expressly required by statute to be done.

## 9. Admission of the Public and Press to Meetings

- a) **Meetings (of the Council and its committees) shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and press's exclusion from part or all of the meeting shall be by a resolution which shall give reason for the public's exclusion**
- b) At all meetings of the Council, the Chairman may at his discretion, and at a convenient time in the transaction of business, allow any member of the public to address the meeting in relation to the business to be transacted.
- c) A public participation session will feature on the formal agenda issued before the meeting. The public participation session will be minuted as an integral part of the meeting's proceedings in the same way as all other items on the agenda. Prior notice is not required from members of the public wishing to speak. However, the maximum length of time one person can speak will be 10 minutes and the maximum length of time for the whole public participation session will be 30 minutes. The Chairman has the right to curtail undue repetition of the points by different individuals.

- d) At all meetings of the Council, the Chairman may, at his discretion, and at a convenient time in the transaction of business, allow any Councillor to address the meeting in relation to any item of urgent business not covered on the agenda for the meeting, provided that no decisions can be taken on any issue raised. The maximum length of time one Councillor can speak will be 5 minutes.
- e) **Subject to Standing Order 9 (f) a person who attends a meeting (of the Council and its committees) is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- f) **A person present at a meeting (of the Council and its committees) may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting (of the Council and its committees) at which they are entitled to be present.**
- h) Photographing, recording, film, broadcasting or transmitting the proceedings of a meeting by any means is subject to the Council's protocol on the recording and filming of Town Council and committee meetings.
- i) If a member of the public interrupts the proceedings at any meeting, the Chairman may after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- j) Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **10. Liaison with County and District Councillors**

A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

## **11. Proper Officer**

- a) The Proper Officer of the Council is the Clerk.
- b) The Responsible Financial Officer of the Council is the Clerk unless a separate appointment has been made.
- c) The Council shall appoint an appropriate staff member to undertake the work of the Proper Officer and the Responsible Financial Officer when the Proper Officer or the Responsible Financial Officer is absent.
- d) Duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.
- e) Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise members on the content and interpretation of these Standing Orders.

- f) The Proper Officer shall:-
- (i) At least three clear days before a meeting of the Council or a meeting of a committee serve on Councillors, by delivery or post at their residences or by e-mail authenticated subject to the provisions of Standing Order 1 (d) above and provided the Councillor has consented to service by email, a signed summons confirming the time, place and the agenda, and
  - (ii) Provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with the agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
  - (iii) Facilitate inspection of the minute book by local government electors
  - (iv) Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office
  - (v) Receive and retain copies of bylaws made by other local authorities.

## **12. Quorum of the Council**

- a) No business may be transacted at a Council meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
- b) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

## **13. Voting**

- a) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.
- b) Unless the meeting/Standing Order decides otherwise, voting on a question shall be by show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against the question. Such a request shall be made before moving on to the next item of business on the agenda.
  - i. Subject to (ii) and (iii) below the Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
  - ii. If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office, he may not give an original vote in an election for Chairman.
  - iii. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
  - iv. Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

- v. A Councillor who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting, is subject to statutory limitations or restrictions under the Code on his right to participate and vote on that matter.

## **14. Resolutions Moved without Notice**

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolution shall be put to the vote without discussion.

## **15. Rules of Debate at meetings**

- a) All remarks shall be addressed to the Chairman.
- b) A member shall raise their hand when requesting to speak.
- c) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- d) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e) A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- f) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder at the meeting.
- g) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- h) If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- i) An amendment shall not be considered unless early verbal notice of it is given at the meeting.
- j) A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder at the meeting.
- k) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- l) A Councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of the debate.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply (not exceeding one minute) either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to vote.
- o) A member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment, except by the consent of the Chairman.
- p) No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

- q) No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.
- r) A member shall direct comments to the question under discussion or to a personal explanation or to a point of order.
- s) The ruling of the Chairman on a point of order or on the admissibility of any item shall not be discussed.
- t) A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.
- u) Whenever the Chairman rises to his feet during a debate all other members shall be seated and silent.

## **16. Closure**

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he feels that the question before the Council has not been sufficiently debated.

## **17. Disorderly Conduct**

- a) All members must observe the Code of Conduct which was adopted by the Council on 19 July 2012, a copy of which is annexed to these Standing Orders (*Appendix 1*).
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.

## **18. Rescission of Previous Resolution**

A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

## **19. Management of Information**

- a) No member of the Council shall disclose to any person, not being a member of the Council, any business declared to be confidential by the Council.
- b) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- c) **The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- d) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification**
- e) **Councillors, staff and the Council's contractors and agents shall not disclose confidential or personal data without legal justification.**
- f) **Confidential papers that support an agenda are to be printed on 'yellow' paper and stamped 'confidential'.**

## **20. Responsibilities to Provide Information**

- a) **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b) **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. Responsibilities under Data Protection Legislation**

- a) **The Council may appoint a Data Protection Officer.**
- b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f) **The Council shall maintain a written record of its processing activities.**

## **22. Discussions and Resolutions Affecting Employees of the Council**

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it is subject to Standing Order no. 19.

## **23. Financial Controls and Procurement**

- a) **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

- b) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 23 (e) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- c) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for submission of tenders (iii) the date of the Council's written response to tender and (iv) the prohibition of prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee with delegated responsibility
- d) Neither the Council, nor committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- f) **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public, or the provision of a port or airport, or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**



## **24. Execution and Sealing of Legal Deeds**

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution
- b) **Subject to Standing Order 24(a) any two Councillors may sign, on behalf of the Council, any deed required by law, and the Proper Officer shall witness their signatures.**

## **25. Accounts and Accounting Statements**

- a) 'Proper practices' in Standing Orders refer to the most recent version of 'Governance and Accountability for Local Councils – a Practitioner's Guide'.
- b) All accounts for payment and claims upon the Council shall be laid before the Council.
- c) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- d) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each Councillor. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **26. Estimates (Budgets) /Precepts**

- a) The Council shall approve written estimates (budgets) for the coming financial year at its meeting before the end of the month of December.
- b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of October.

## **27. Variation, Revocation and Suspension of Standing Orders**

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.
- c) The Clerk shall provide a copy of the Council's Standing Orders to all Councillors.

## **28. Interests, Code of Conduct and Dispensations**

- a) All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council (*see Appendix 1*).

- b) Disclosable Pecuniary Interests
  - i) **Subject to (ii) below a Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter to be considered, or being considered, at a meeting is subject to statutory limitations or restrictions under the Code on his right to participate and vote on that matter.** Members should declare any interest to the meeting and should leave the room whilst any discussion or vote takes place.
  - ii) If a dispensation has been granted to a member in relation to a disclosable pecuniary interest then, subject to the terms of the dispensation, the member may be relieved from the above restrictions but will still be required to declare the interest to the meeting.
- c) **Dispensation requests shall be made in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- d) A decision as to whether to grant a dispensation shall be made by the Proper Officer and their decision is final.
- e) **A dispensation may be granted in accordance with Standing Order 29 (d) above if having regard to all relevant circumstances any of the following apply:**
  - (i) **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
  - (ii) **Granting the dispensation is in the interests of persons living in the Council's area or**
  - (iii) **It is otherwise appropriate to grant a dispensation.**

## 29. Code of Conduct Complaints

- a) Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 19, report this to the Council.
- b) Where the notification in Standing Order 29 (a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 29 (d).
- c) The Council may:
  - i) Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement
  - ii) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- d) **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

### **30. Inspection of Documents**

All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of Council.

### **31. Restrictions on Councillor Activities**

Unless authorised by resolution, no Councillor shall:

- i) Inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii) Issue orders, instructions or directions

### **32. Interpretation**

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

- a) After the ten minute period, if it has not been possible to re-establish the attendance of the particular Member:
  - i) If the Meeting remains quorate, the Meeting continues.
  - ii) If the Meeting is inquorate, it will be adjourned until a suitable alternative time.
- b) In circumstances when a Member re-joins part way through a re-commenced matter in a quorate Meeting and have missed part of the debate: councillors must take a view as to whether they are sufficiently informed to properly cast their vote.

**CODE OF CONDUCT  
FOR MEMBERS AND CO-OPTED MEMBERS OF KESWICK TOWN COUNCIL**

1. Keswick Town Council ("The Council") has adopted the following Code dealing with the conduct that is expected of Members and co-opted Members of the Council ("Members") when they are acting in that capacity as required by section 27 of the Localism Act 2011 ("the Act").
2. The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Members and the Code sets out the standards that the Council expects Members to observe.
3. The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time. Failure to do so may result in a sanction being applied by the Council. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to 5 years.
4. The Code is intended to be consistent with the seven principles as attached to this Code and applies whenever a person is acting in his/her capacity as a Member of the Council or co-opted Member in the conduct of the Council's business or acting as a representative of the Council.
5. When acting in your capacity as a Member:
  - (1) You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend, a close associate, an employer or a business carried on by you
  - (2) You must not place yourself under a financial or other obligation to outside individuals or organisations that may influence you in the performance of your official duties
  - (3) You must not disclose any information given to you as a Member in breach of any confidence
  - (4) You must not bring your office or your Council into disrepute
  - (5) You must treat others with respect and promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their sex, race, age, religion, gender, sexual orientation or disability. You should respect the impartiality and integrity of the Council's statutory officers and its other employees

- (6) When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits on merit
- (7) You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office
- (8) You must be as open as possible about your decisions and actions and the decisions and actions of your Council and should be prepared to give reasons for those decisions and actions
- (9) You must declare any private interests, both disclosable pecuniary interests and any other registrable interests, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner which conforms with the procedures set out below
- (10) You must ensure, when using or authorising the use by others of the resources of your Council, that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Council Code of Publicity made under the Local Government Act 1986
- (11) You must promote and support high standards of conduct when serving in your office.

**Registering and declaring disclosable pecuniary and other registrable interests**

- (1) You must, within 28 days of taking office as a Member or co-opted Member, notify your Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners. These interests and those at (2) below are shown attached to this code.
- (2) In addition, you must, within 28 days of taking office as a member or co-opted member, notify your Council's Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which your Council has decided should be included in the register.
- (3) If an interest has not been entered onto the Council's Register, then the member must disclose the interest to any meeting of the Council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest' as described by the Localism Act 2011.
- (4) Following any disclosure of an interest not on the Council's Register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

- (5) Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your Council places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your Council.

## **SEVEN GENERAL PRINCIPLES OF CONDUCT**

### **Selflessness**

1. Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

2. Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **Objectivity**

3. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

### **Accountability**

4. Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

5. Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands

### **Honesty**

6. Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest

### **Leadership**

7. Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.

**PECUNIARY AND OTHER REGISTRABLE INTERESTS**

**DISCLOSABLE PECUNIARY INTERESTS (as defined by regulations)**

1. Details of any employment, office, trade, profession or vocation carried on for profit or gain.
2. Details of any payment or provision of any other financial benefit (other than from the relevant Council) made or provided within the relevant period in respect of any expenses incurred in carrying out duties as a member, or towards election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
3. Details of any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Council –
  - (a) under which goods or services are to be provided or works are to be executed; and
  - (b) which has not been fully discharged.
4. Details of any beneficial interest in land which is within the area of the relevant Council.
5. Details of any licence (alone or jointly with others) to occupy land in the area of the relevant Council for a month or longer.
6. Details of any tenancy where (to the Member's knowledge) –
  - (a) The landlord is the relevant Council; and
  - (b) The tenant is a body in which the relevant person has a beneficial interest.
7. Details of any beneficial interest in securities of a body where
  - (a) That body (to the Member's knowledge) has a place of business or land in the area of the relevant Council; and
  - (b) Either –
    - (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - (ii) If that share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

**OTHER REGISTRABLE INTERESTS**

*These interests are what the Council has determined should be entered into the Council's register of interests*

8. Details of any body of which you are a member, or in a position of general control or management, and to which you are appointed or nominated by the Council.



- 9 Details of any body of which you are a member, or in a position of general control or management, and which:
- (a) Exercises functions of a public nature;
  - (b) Is directed towards charitable purposes; or
  - (c) Is a body which includes as one of its principal purposes influencing public opinion or policy (this includes political parties or trade unions)
10. Details of any persons from whom you have received a gift or hospitality with an estimated value of at least £50. (You must register any gifts or hospitality worth £50 or over that you receive personally in connection with your official duties).

## **STAFFING COMMITTEE TERMS OF REFERENCE**

### **Purpose of Staffing Committee**

The committee is appointed to make decisions about all staffing matters excluding the appointment and dismissal of staff (which requires approval of full Council), subject to budget and expenditure limits decided by the Council.

### **Composition of Staffing Committee**

The committee shall comprise of five Councillors, to include ex officio the Mayor and the Chair of the Parks Trusts.

### **Terms of Reference**

- To establish and keep under review the staffing structure in consultation with the Council
- To draft, implement, review, monitor and revise policies for staff
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
- To oversee the recruitment and appointment of staff
- To arrange execution of new employment contracts and changes to contracts
- To establish and review performance management (including annual appraisals) and staff training programmes
- To oversee any process leading to dismissal of staff (including redundancy)
- To keep under review staff working conditions, and health and safety matters
- To monitor and address regular or sustained staff absence
- To make recommendations on staffing related expenditure to the Council
- To consider any appeal against a decision in respect of pay
- To consider a disciplinary or grievance matter (and any appeal)
- To supervise and performance manage the Clerk's work, to administer his/her leave requests, record and monitor absences, and handle grievance and disciplinary matters and pay disputes.

Reviewed May 2016

## **EVENTS COMMITTEE TERMS OF REFERENCE**

### **Purpose of Events Committee**

The Committee is appointed to organise events approved by the Town Council as the responsible body.

### **Composition of Events Committee**

The Committee shall comprise of up to six Councillors plus additional community representatives to be appointed by the Committee from those expressing an interest. A Chairman will be appointed from among the Town Council representatives.

### **Terms of Reference**

- To organise events approved by Keswick Town Council as the responsible body.
- To comply with all statutory and licensing requirements.
- To ensure that events are covered by the Council's public liability insurance.
- To be responsible for agreeing spending within the budget limits approved by the Town Council, any requests for additional spending to be referred back to the Town Council for approval.
- To ensure that all financial transactions relating to events are in accordance with the Town Council's Financial and Contract Regulations.
- To advise the Town Council on its annual Events programme, liaising with others as required to co-ordinate dates.

Revised October 2020

## **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 2020.

2.5 MILES  
7.2 MILES  
FT. MILE 0.65

KCVT - CALVERT WAY, KESWICK  
PROPOSED ACCESS PATH



ESTRAN  
SITE FROM A  
RAILWAY  
E [KESWICK - TRERKED PATH]

- DENOTES PROPOSED NEW PATH + WAITING AREAS.
- DENOTES EXTENSION OF EXISTING MACADAM PATH

## Report from the North DA Parishes Member of the LDNPA – April 2021

What should be the penultimate step in the production of the new Local Plan was taken on April 28<sup>th</sup>. Park Strategy & Vision Committee considered the various components of the Plan, with a recommendation from officers that they be presented for adoption at the meeting of the full Authority on 19<sup>th</sup> May. All these, and other supporting documents, can be found on the relevant committee page<sup>1</sup>.

I featured the proposed Housing Supplementary Plan Document (SPD) component of the Plan in my January report because it had just gone out for public consultation. I noted a significant change in the local connection criterion relating to employment. What was proposed was that it should be as follows:

*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 ...*

The purpose of this change was to address the problem that the National Park has a “super-aging population”. By broadening the geography for working-age people, the intention was to attract more younger people to live in our communities. However, it would also have increased the competition for local need housing and some respondents to the consultation had concerns that this would increase the price of such housing even further. The Version of the SPD presented at the meeting had, therefore, been again significantly amended. Rather than extending the geography to the whole of Cumbria, what was proposed in the document was to return to the Distinctive Area (DA) based geography, but adding those parishes immediately outside the National Park boundary. In the case of the North DA, this would include, among other parishes, Cockermouth. This extended geography was to be applied to all the local connection criteria, and not just the employment one. For example, someone who could demonstrate that they had been living in Cockermouth for a minimum of three years would thereby qualify to live in a dwelling within the National Park that had the new local occupancy clause. The clause would be applied to all new affordable local need and local need dwellings once the new Local Plan was adopted. Planning law would also allow owners of dwellings that have the current occupancy clause to make a planning application to change it to the new one.

Committee members were not content with the proposed changes. For example, while the modified employment criterion might increase the pool of working-age people eligible to occupy a local need dwelling within the National Park, it could still have the effect of raising prices and thereby putting such dwellings out of range of younger working-age people. Committee resolved that, for now, the local occupancy criteria should remain based on the current Distinctive Area principle. A Task & Finish group will be set up in June to carry out further work on how the aim of enabling more younger people to live in our communities can be fulfilled. An amended version of the SPD, based on the current localities, will be presented for adoption by full Authority on 19<sup>th</sup> May.

Geoff Davies

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

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<sup>1</sup> [Park Strategy and Vision Committee - 28 April 2021 : Lake District National Park](#)

**KESWICK TOWN COUNCIL**

**20<sup>th</sup> May 2021**

**TOWN COUNCIL INSURANCE RENEWAL/REVIEW – ZURICH**

For information I have reviewed our insurance risk, policy and sums insured, prior to our renewal following the various changes over the last year. The review has taken into account the following increases/additions:-

- Additions/deletions to assets during the year (Parks machinery and equipment)
- Bench Manor Brow – KCAC sponsor

The review information was then forwarded to Zurich, who came back with the following premium cost: -

- Insurance premium for Keswick Town Council and Keswick Parks 2021/22 = **£14,052.27**

This represents an increase of £169.98 from the previous year.

The insurance premium quoted above is subject to the following and includes an uplift for index linking against Material Damage and All Risks Cover:-

- Assets are increased by 1-5%, this is to cover inflation
- Any changes made in the year will alter the premium e.g. new vehicles, equipment purchased, increases to sums insured
- Insurance premium tax is controlled by the government

**Summary**

We are now in the second year of our extended LTA contract with Zurich and I have been advised that there will be an option to extend this for a further two years when the current policy expires in May 2022.

Given our previous flood claims history, I would imagine it to be difficult to find a more reasonable premium. Also there would be the risk, as has happened before, that other insurers may increase our excesses, which would have an impact on our ever decreasing reserves.

Our Financial Regulation do state that we are required to go out to tender for all contracts over £25,000, *although for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council*, there can be an exception to this regulation.

The above premium is included in the 'Payment of Accounts' for May 2021.

**Catherine Parker**  
**Responsible Finance Officer (RFO)**

**Town Clerk**

---

**From:** Jones, Angela <  
**Sent:** 12 April 2021 08:21  
**To:** Town Clerk  
**Cc:**  
**Subject:** Letter from Keswick Town Council - LDNP Sustainability Charge  
**Attachments:** 20210329\_105756\_Executive Director Economy and Infrastructure (Angela Jones)\_4174\_68791.pdf  
**Importance:** High

Dear Vivien,

Thank you for your letter, and I apologise for the delay in responding.

The legislation governing road charges is under Part III and Schedule 12 of the Transport Act 2000, as amended. The powers within the legislation are aimed at combating congestion and tackling poor air quality. Local authorities have the power to introduce congestion charging zones, subject to approval by the Secretary of State for Transport.

You will be aware from elsewhere that there is low public support for congestion charging schemes, and the use of these powers has been limited to two schemes, London and Durham. In many cities the challenge has been to demonstrate that congestion is bad enough for long enough to justify the costs of introducing a scheme. Plans to introduce such a scheme in Cambridge, Edinburgh and Manchester collapsed in the mid-2000s, in two cases following substantial defeats in local referenda. The plan to introduce congestions charges in the Peak District National Park in 2005 also failed. Some cities, including Manchester, are now looking to introduce Clean Air Zones or Low Emission Zones. The Clean Air Zone is designed to improve air quality by encouraging upgrades to cleaner vehicles, it is not the same as a Congestion Charge Zone, where all or most vehicles are charged to drive into an area. Clean Air Zones can be established in areas where targeted action is needed to improve air quality, in particular by discouraging the most polluting vehicles from entering town or city centres.

I can confirm that Cumbria County Council has no plans to undertake a feasibility study to introduce a Congestion Charge Zone or establish a Clean Air Zone in the Lake District National Park. We will continue to work with Cumbria Local Enterprise Partnership and Lake District National Park Authority to secure Government funding for sustainable travel measures.

If you would like to discuss the above please do not hesitate to contact me.

Kind Regards

Angela Jones  
Executive Director – Economy and Infrastructure  
Cumbria County Council  
Cumbria House | 117 Botchergate  
Carlisle | Cumbria | CA1 1RD

t:  
[www.cumbria.gov.uk](http://www.cumbria.gov.uk)

**Please be aware that I work flexible hours, so whilst this is a convenient time for me to send this email to you – I do not expect a response from you outside your**





Council Offices, 50 Main Street, Keswick  
Cumbria CA12 5JS  
Tel: 017687 73607  
website: [www.keswicktowncouncil.gov.uk](http://www.keswicktowncouncil.gov.uk)  
email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

Angela Jones  
Executive Director Economy and Infrastructure  
Cumbria County Council  
Cumbria House  
Carlisle  
CA1 1RD

Ref: KTC 20010318 STax

Date 26 March 2021

Dear Angela

**Lake District National Park – Proposal for Feasibility Study on the Introduction of Sustainability Charge for access to the Lake District National Park**

At the recent Keswick Town Council meeting held on 18 March 2021, Council approved the proposal to request Cumbria County Council to undertake a feasibility study into the introduction of a Sustainability Charge for access to the Lake District National Park. Having discussed the matter in depth on two occasions, the Council resolved to move this request forward.

We understand that such a charge could only be implemented by Cumbria County Council as the Highways Authority.

I have attached the paper which Councillors considered at recent meeting which describes the background to the proposal. The Council feels very strongly on this matter, especially given recent concerns regarding rising tourist numbers in the Lake District and feel that the introduction of a sustainability charge is a way to help Cumbria meet its targets of becoming carbon neutral as well as using any money raised to improve the road network along with public transport systems, which would in turn encourage more visitors to use alternative methods of transportation to visit this beautiful part of the world.

Keswick Town Council requests that you look at this closely, and progress work on a feasibility study as a matter of urgency.

Yours sincerely

Vivien Little  
Town Clerk, Keswick Town Council



VAT No. 257 2473 48



cc: Lorraine Smyth, Lake District National Park Partnership Plan

Richard Leafe, Lake District National Park

Steve Ratcliffe, Lake District National Park

**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.

**KESWICK TOWN COUNCIL**  
**20<sup>th</sup> May 2021**

**REVIEW OF EVENTS BANNER POLICY**

As all Councillors are aware there have been a number of unforeseen issues with Event Banners over the past weeks/months, some being health and safety issues and others with property owners, quite rightly, having concerns over insurance, liability etc.

The current event banner policy is attached for information and the 3 organisations with bookings made to date have been advised until a review has been carried out the installation of banners has been suspended.

There are currently two locations in the Town, one on Station Street and the second in Market Square, for which planning permission was granted in 2013, along with two other areas which have subsequently been removed due to issues/concerns with property owners.

Both existing areas are subject to adverse weather and high footfall plus maintenance/survey costs are increasing compared to the income we are receiving, especially as some organisations ask for discount on the hire rate of £50 per week. Other costs to consider are staff time taken to resolve issues and third party emergency out of hours call outs and repairs.

The income on average over the last 5 years has been £1700 per year. The spend this year to date on emergency work and repairs pertaining to catenary wires has been £1,000.

*As this policy has not been reviewed for a number of years, bearing in mind the recent incidents, increasing cost and liabilities, Councillors are asked if they wish to continue or discontinue with the hire of banner spaces?*

**Catherine Parker**  
**Responsible Finance Officer (RFO)**  
**13<sup>th</sup> May 2021**



## Events Banner Policy - Terms, Conditions & Agreement

### 1. Location of Banners

The only locations in the Market Square area permitted for events banners, relating to this policy, are the following areas: -

- i. Between the Moot Hall and Mountain Warehouse, Market Square
- ii. Between Keswick Reminder (GW McKanes) and Lakes Bar, Station Street

***Area between the Moot Hall and Ye Olde Friars not be used under any circumstances***

The events banners must be displayed by using the existing catenary wires owned by Keswick Town Council.

### 2. Type of Advertising

The types of banners permitted are to advertise Keswick events **only** and under no circumstances be allowed to advertise private sector or commercial businesses (profit making companies).

***Note: Private sector or commercial businesses (profit making companies), name, company logo or symbols cannot appear on the banners under any circumstances. A website address however could be placed on the banner.***

The event's organisers are responsible for purchasing the events banners which must comply with the prohibitions and regulations stated in this policy.

### 3. Prohibitions

Event's organisers must recognise that public sector organisations cannot permit advertising which is sexual in nature, which features partial or complete nudity or which appears to promote or give undue publicity to illegal or just 'inappropriate' behaviour or lifestyles.

Humour in advertising is also to be approached with caution since humour can often mock specific groups of citizens or poke fun at particular types of behaviour or situations. Even if kindly and affectionately done, such mockery would not be acceptable in an area provided by a public sector organisation.

If there is any doubt at all that the style or content of the creative may be unsuitable for display please contact Keswick Town Council before making arrangements to have the banner made and displayed.

The banners must not include the specific categories of organisations, products or services as mentioned below: -

- i. Advertising associated with firearms or ammunition
- ii. Pornography, nudity or adult content
- iii. Direct advertising of Tobacco, gambling or alcohol
- iv. Political organisations

Keswick Town Council reserves the right to reject, or remove any advertising events banner without first giving notice to the affected event's organiser. The event's organiser will be informed and given the reasons for removal when such a decision is taken.

Advertisers must comply with the rules and regulations of the Advertising Standards Authority.

#### **4. Booking the Space**

Requests for booking a space for an events banner must be made in writing, by the event's organisers, to Keswick Town Council, 50 Main Street, Keswick, Cumbria, CA12 5JS. The requests will be accepted on a first come first served basis and annual events must not presume that a booking will be automatically made each year, event's organisers must make an annual request.

The booking request must include the name of the event, brief details of the event, the date the banner will be both installed and dismantled and a contact name, address and daytime telephone number for the event organiser.

*Please note: A maximum of 1 banner space per event can be booked by event organisers.*

#### **5. Installation & Dismantling of Banners**

Event organisers are responsible for organising the installation and dismantling of the events banners, including all associated costs involved (including any additional/contingency costs involved when the banner(s) are in situ). The competent contractor using a 'cherry picker' must carry out the works and under no circumstances must ladders be used.

Organisations **must** use Keswick Town Council approved contractors, licenced by Cumbria County Council. The details for the contractor are as follows:-

Eric Nicholson  
Eric Nicholson Transport  
Grassmoor House  
Lorton Road  
Cockermouth  
CA13 9TQ  
Tel: 01900 819101  
Mobile 0758 777 4540  
[eric.nicholsoncockermouth@gmail.com](mailto:eric.nicholsoncockermouth@gmail.com).

#### **6. Regulations**

Event organisers are responsible for abiding by all regulations relating to advertising temporary events.

Keswick Town Council has been granted Advertisement Consent for the banner spaces noted in this policy, the application stated the following details relating to the banners:-

- The dimensions of the proposed advertisement (H x W x D) – 1.4m x 7m x 5mm
- The maximum height of any of the individual letters and symbols – 50cm
- The colour of the text and background – this will vary with each event
- Materials of the proposed banners – PVC or polytextile
- All banners must have air vents/wind slits in them to reduce any damage to either the banners and wires in periods of adverse weather

Legally you can display your advertisement 28 days before the event. But to minimise visual clutter in the Lake District we ask that you only put it up 16 days before and take it down within two days of the event finishing. Event banners cannot be illuminated in anyway.

## 7. Advertising Rates

The rate for displaying an events banner is as follows: -

£50 per banner space per week + VAT

This amount will be invoiced directly to the event organisers and must be paid at least one week prior to the banner being displayed. A maximum of 1 banner space per event can be booked by event organisers.

### HIRER OF BANNER SPACE:

I agree to abide by the above Terms & Conditions and will indemnify Keswick Town Council against all claims arising.

<b>Name of Organisation</b>	
<b>Address</b>	
<b>Contact Name</b>	
<b>Daytime Contact Number</b>	
<b>Authorised Signatory</b>	
<b>Print</b>	
<b>Date</b>	
<b>Date of Banner Installation (Dates must be between - 1<sup>st</sup> April to 31<sup>st</sup> October – ONLY)</b>	
<b>Date of Banner Dismantle (Dates must be between - 1<sup>st</sup> April to 31<sup>st</sup> October – ONLY)</b>	
<b>Banner Location (see Section 1)</b>	

The following documentation must be returned with the completed and signed agreement:-

- A copy of your public liability insurance

**Completed bookings form must be returned or emailed to:-**

Ania Mlynczak – Administration & Finance Assistant  
Keswick Town Council  
50 Main Street  
Keswick  
Cumbria  
CA12 5JS  
**Email:** [office@keswicktowncouncil.gov.uk](mailto:office@keswicktowncouncil.gov.uk)

## Looking After Keswick - Disposable Barbecues

A proposed message from Keswick Town Council, Sustainable Keswick, Keswick Fire Service, KTA, National Trust and the LDNPA

*(at the time of writing this report, Fire Service and National Trust have not yet been consulted. Sustainable Keswick and Keswick Tourism Association do support this recommendation)*

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### **1. Motion to KTC – raising awareness about the problems of single use barbeques**

---

Every summer we have several fires locally, caused by disposable barbeques. Sometimes these have involved helicopters to extinguish them. In all cases, there has been devastation to wildlife habitats, with nesting sites, peatlands, plants and grasses destroyed.

A recent fire close to Keswick cost around £30,000 to put out – everyone is paying for this, one way or another. Sometimes, the fires don't happen out in the open and it's the rubbish truck which is set on fire by smouldering embers. Imagine being the driver of that truck driving along the A66 with your truck ablaze – both terrifying and extremely dangerous. Curious dogs attracted to the smell, end up with burns and other wildlife get injured on the abandoned metal grids.

---

We had a fire on Blencathra a few years ago which was caused by a barbecue being thrown into the dry heather. It burned many acres of land and the peat caught fire. The peat is metres deep, once alight it is very difficult to put out at that depth. Then it takes thousands of years to regenerate.

The LDNPA is considering their approach to these items on 19<sup>th</sup> May and we will have a report from Cllr Lywood on this at our meeting of 20<sup>th</sup> May, so my recommendation may be adapted according to the results of that motion.

Landowners do have some rights regarding banning the use of barbecues on their land - I will therefore be putting some suggestions on the next Trust agenda.

#### **Recommendation:**

Although we have no enforcement powers to control the sale of disposable barbecues, I recommend that we write as a Town Council to local retailers including the fuel stations, asking them to phase out the sale of these items.



We can also suggest that purchaser ID is taken – in the same way as when fireworks are sold. This may not immediately reduce the number of items sold, but it will raise awareness of the issues and is something we can build upon.

**2. Sample Proposed Code of Conduct for users to be put on our website and request KTA / VisitAllerdale / Safer Lakes and National Trust do the same.**

Disposable barbeques may seem to provide a fun and cheap way to enjoy a meal. They can also cause a lot of damage to our environment.

If you use a disposable barbecue, please consider the following environmental aspects:

---

Every summer we endure several fires caused by these items – at a high financial cost and having a devastating effect on local wildlife and plantlife. Curious dogs attracted to the smells can end up with burns. If left behind after use, the metal grids are a danger to animals.

They are a single use, non-recyclable item – the environmental impact in terms of their manufacture, packaging and transport, plus the carbon emissions when they are lit and then again when they are burnt as 'refuse derived fuel' outweigh their appeal. If collected from parks and shorelines, they may go to landfill.

Please do consider other ways to enjoy a meal in the open but if you do choose to use a disposable barbecue, please follow the guidelines below:

If you do use a disposable barbecue

---

- It must be placed on an even surface, such as either bricks or paving slabs.
- Never light a disposable barbecue on grass or on the fells.
- Do not fan the barbecue as sparks and embers will travel and may start a fire
- Place disposable barbecues well away from accommodation, shed or fences.
- Do not use disposable barbecues near or on public benches, or on picnic tables.
- If you're using a disposable barbecue on a safe surface, make sure it is fully out by pouring sand or water over it

Thank you for looking after this beautiful National Park so that our wildlife can flourish and everyone can enjoy it.

---

**3, Contents of a proposed letter to retailers:**

Dear retailer, (insert name)

Keswick Town Council encourages positive action in the prevention of wildfires in the area, caused by disposable barbecues.

At the Keswick Town Council meeting of 20<sup>th</sup> May 2021, a motion was carried to write to local retailers, discouraging their use.

We do recognise that in summer, these items provide valuable revenue for you. The cost of putting out these fires, however, means that collectively we all pay a very high price for them.

A recent wildfire in Keswick reportedly cost the fire service £30,000 to put out and that is just one fire. Every summer, we have several – last year, there was also a serious fire in a Cumbria rubbish truck which put the driver at extreme risk. Environmentally – the negatives of energy used in producing these single use items and the destruction of plants and wildlife caused, outweigh the short term enjoyment of a cheap disposable barbecue dinner.

We know that you and your teams love the environment here and we encourage you to phase out the sale of these items. In the meantime, we enclose a set of safety measures for users to take and we request that you collect names and addresses of purchasers as with fireworks, in order to encourage their safe use and to assist the local emergency services.

If you do use a disposable barbecue:

---

- It must be placed on non-flammable surface such as either bricks or paving slabs. Never directly onto grass.
- Never light a disposable barbecue on grass or on the fells
- Place disposable barbecues well away from accommodation, shed or fences.
- Do not use disposable barbecues near or on public benches or picnic tables.
- If you're using a disposable barbecue on a safe surface, make sure it is out by pouring sand or water over it - before putting it in the bin.
- To avoid starting a fire you should allow it to cool for several hours and then consider pouring water over it to make sure it's out.

Please do not hesitate to contact us if you have further suggestions on how we can approach this problem.

Signed

Keswick Town Council etc

## **The Derwentwater Foreshore Project**

### **Background**

Councillors will remember that at April's Council meeting I submitted both a paper and addendum on the above subject. In the addendum I identified that I had copies of pages from a document called the 'Derwentwater Foreshore Management & Maintenance Plan'. I asked the question where and who had a copy of the full document. Through my investigations, I am now delighted to say that I have managed to obtain a full copy of the document from Mr Julian Smith of ABC.

### **'Derwentwater Foreshore Management & Maintenance Plan'**

Within the document there is no information as regards a date; authorship or approval but it does identify ABC, Hope Park Trust, the National Trust and CCC on its front-sheet. I assume therefore that these four organisations jointly are responsible for the preparation and circulation of the document.

The document is well-meaning in its initiatives but lacks substance in how to achieve its concepts and ambitions. The only thing that I am interested, in and I am sure all Councillors are similarly interested, is in the on-going maintenance and repair of items of the foreshore project. This document does give guidance as to how this should have/could be achieved. For instance, Section 6.2 of the document is particularly pertinent in that it identifies that "Effective management arrangements will be critical to sustain the improvements achieved through the Foreshore project. It will require regular liaisons between ABC, CCC, the Hope Park trust and the National Trust which will be formalised in a four party management agreement". I ask the simple question where is this "Management Agreement"?

### **Comments and a proposal**

There are a number of issues that I have identified in the document which raise more questions than they provide answers. I have no intention of going through these issues in this short paper. However as KTC through the Hope Park Trust is, I assume a signatory to the paper, I would propose that this partnership be re-convened and trust that my fellow Councillors will support me in this proposition.

Peter D Terry

29<sup>th</sup> April 2021

## **Proposal for monitoring compliance with local occupancy restrictions**

### Background

Like many people in the town, Keswick Community Housing Trust (KCHT) was dismayed to learn, as a result of a number of articles and letters published in the Keswick Reminder in the autumn of 2020, that since 2017 the number of self-catering holiday units with a CA12 postcode has increased by around 400 (Keswick Reminder – 2 October 2020), and now represented over 35% of all properties in the town.

One of the hopes of KCHT when it was established in 2010 was that we might be able to replace some of those properties being lost to the town as second homes and holiday lettings, which were leading to local people being increasingly priced out of the housing market. In the ten years that KCHT has been in existence, we have built 41 affordable properties for rent and part ownership by the people of Keswick, a record that we are justifiably proud of. This however only represents 10% of the properties lost in the last three years, and is obviously not going to solve the issue of insufficient affordable properties for rent and part ownership by the people of Keswick.

In a letter published in the Keswick Reminder on 11 December 2020, KCHT announced that it had decided that, as well as continuing to look for opportunities to increase the affordable housing stock for local people, it must do what it can to limit the loss of properties to the holiday market and to ensure that those who are currently breaking the rules regarding use of their properties are stopped from doing so. KCHT said that it would be reporting any suspicions it had of where rules around local occupancy restrictions were being broken to Keswick Town Council (KTC) and encouraged fellow Keswickians to do the same.

Following discussions with the Town Council, it has been agreed that they will co-ordinate the collation of evidence where suspected breaches of local occupancy rules may have occurred, and report to these to the relevant authorities, either Allerdale BC or the LDNPA (as applicable) for enforcement action. In return, the Town Council has asked if KCHT can assist and be their eyes and ears on the ground to flag up any suspected breaches, as well as help them to compile a list of all second homes and holiday lets in the town. This paper outlines a proposal for a 'Neighbourhood Local Occupancy Watch Scheme' to support the Town Council in this endeavour.

By working together in this way we can ensure that Keswick remains a town in which there is a flourishing and vibrant local community, in which young families can afford to live and bring up the next generation.

### Proposed Neighbourhood Local Occupancy Watch Scheme

This scheme is entirely voluntary.

Volunteers will be sought from local people resident in the town to become 'Wardens' for the particular area of the town that they live in or are familiar with.

They should be committed to ensuring that Keswick remains a town in which there is a flourishing and vibrant local community.

The Town Council will co-ordinate the nomination/allocation of areas of the town to wardens.

## **Proposal for monitoring compliance with local occupancy restrictions**

Wardens should possess knowledge of the use of properties in their neighbourhood, or be prepared to build up that knowledge through supporting the Town Council compile a list of all second homes and holiday lets.

The role is to be conducted non-intrusively, through observation (through dog walking, etc.). Direct (or indirect) contact with property owners is to be avoided.

Suspected breaches of local occupancy restrictions through use a property as a second home or holiday let is to be reported to the Town Council Co-ordinator for investigation.

### **Why do we need to do this?**

Within Keswick there are a number of properties with a local occupancy restriction, meaning that their use is restricted to full time occupation by a local person or family as their primary residence. Together they represent a significant pool of housing specifically reserved for local people to rent or buy at affordable prices. At a time when there is still a shortage of homes for local people who work in the town, but are unable to afford to live here, it would be wrong to stand by and do nothing to prevent the lose of any of these properties to the second home / holiday let market.

Unfortunately this is already happening, as the attempted sale of three properties in the Bridge Court area of the town subject to local occupancy restrictions, and used as holiday rental properties, last year showed (Keswick Reminder 6 November 2021). This incident would not have come to light had not a local resident reported their concerns to a town councillor. Subsequent research has shown that this was not an isolated breach of local occupancy restrictions, as investigations into other suspected breaches within the town indicate. Nor will it be the last unless something is done to stop the abuse of local occupancy restrictions.

That is why this scheme is needed.

**Climate Change Working Group – 29 April 2021 at 6pm**

Present: Councillors Boardman, Daniels and Titley, Vivien Little (Town Clerk)

**1. Apologies**

Apologies for absence were received from Councillor Lansbury.

**2. Updates from Allerdale**

The ABC Climate Change Action Plan has been adopted.

A report has been produced on the potential for Green Jobs in Cumbria.

Disposable barbeques. Councillor Lywood is taking a motion to LDNPA, and Councillor Lansbury will take a motion to Allerdale Borough Council regarding a code of conduct for disposable barbeques with information to be put onto the LDPNA website, and a recommendation to retailers not to sell them.

Two bids have been put into Cumbria County Council under their Environmental Enhancement Grant regarding the Meadows Project and work in Fitz Park. Both are under consideration at the moment.

The Zero Carbon Cumbria Partnership has started with 8 officers in place to achieve the County Goal.

Allerdale Borough Council have a project Group working with One Estate at Cumbria County Council to look at electric vehicle charging points.

**3. Balsam Bashing**

This was progressing (see report from Councillor Terry attached to this item for update.)

**4. Barclay's Bank protest**

Discussion was had over the latest protest at the Town Hall offices and at Barclay's Bank offices. Sustainable Keswick does not approve of those kind of actions. Keswick Town Council are requesting a list of all banks who are compatible with Sage, after which further action could be taken, but it was also noted that Barclay's was the last bank in Keswick, and it would be noted if KTC didn't support it.

Councillor Titley noted that he would like to see a Chamber of Commerce operate in Keswick.

**5. Sustainable Keswick**

There was no update at this time on rooftop mapping.

Transportation – Councillor Titley had been working with businesses in Keswick to find out who would be happy to support free battery charging, which garnered positive responses. What was

needed now was stickers for putting on the shops and cafes to advertise that they were happy to undertake this.

Sustainability Charge – This would be brought up again at the next KTC meeting, following Angela Jones' response to the initial letter. Overall, a number of groups were supportive of the idea of this.

**6. Meadowlands Project**

Elizabeth Barraclough was continuing to look for funding.

**7. Any other Business**

Funding grants via the Low Carbon Lake District Scheme were available to help enable reduction in carbon footprint, up to a value of 60% of the scheme, which was worth bearing in mind for the future.

**8. Date of next meeting**

The date of the next meeting was set at Thursday 1 July at 6pm via Zoom.

Notes of an informal balsam bashing meeting, 10<sup>th</sup> May at West Cumbria Rivers' Trust offices, Skiddaw Street.

An informal face-face meeting requested by PDT with Esther Foster (EF) of West Cumbria Rivers' Trust. Also in attendance were Bill Richardson (BR) and Carol Sudday (CS).

- Carol is a very welcome new member of our group being previously involved as a volunteer with both bashing and litter picking.
- Esther identified that in conjunction with BR and Ian Creighton of West Cumbria Rivers' Trust she had researched both the Glendermackin and Greta rivers and tributaries for balsam infestation.
- As a result she had detailed some six identifiable areas which she had plotted on large scale maps of the areas.
- These areas can be allocated to groups on the 'adopt a stretch' approach.
- BR along with Keswick Lions and U3A will take responsibility for the higher areas of Glendermackin including tributaries from Mungrisdale to the confluence with St John's Beck and Gategill.
- There is a need therefore to identify four groups for the other areas.
- EF will put together a file for each area consisting of
  - The map of the area
  - A risk assessment
  - Literature on the weed and other locally known invasive species
  - A record sheet of time spent and numbers involved. This is an important document as it will provide data and information on many issues which will be beneficial both now and for future year's 'bashes'.
- ES and or one of her colleagues will provide initial training
- Whilst ES or one of her colleagues is in attendance, West Cumbria Rivers' Trust insurance will cover the group's activities. This will not be the situation when no Trust member is in attendance.
- PDT conformed that a press release will be going out soon from the Council requesting volunteers.
- PDT confirmed that he will be having discussions with Roy Henderson on a similar approach for both Borrowdale and other areas within Keswick.

From a personal point of view I would like to thank Esther for arranging the meeting but equally importantly I would like to thank all the meeting's participants for their undoubted enthusiasm.

Peter D Terry  
Independent Councillor, Keswick Town Council  
11<sup>th</sup> May 2021



**Visitor Management Group meeting - 27 April 2021 at 9am**

Present: Councillors Burn, Dunn and Lansbury, Councillor Donald Angus (Threlkeld Parish Council), Ernie Davidson (Allerdale Borough Council), Emma Moody (Lake District National Park), Vivien Little (Town Clerk).

**1. Apologies**

There were no apologies for absence.

**2. Waste Disposal**

In general, there was nothing untoward regarding waste collection, especially on the Keswick to Threlkeld Trail. However there was concern regarding access on the fringes of town, especially round Portinscale and Catbells, which was affecting the ability of waste vehicles ability to get through.

**3. Toilets**

Thanks were given to Ernie and his team for the supply of the toilets for the first two weeks. The LDNP had extended the contract with Cumbria Loos, and replaced one portaloos with an accessible toilet, and moved them further round. Currently they were emptied twice a week. However there was concern over how often it would be needed as the season ramped up.

At Threlkeld, there were no toilets. The toilets that were that had been acquired by the Village Hall from Eden District Council after devolution, and were no longer in use. The Village Hall had planned on allowing visitors to use the toilets there, but with Covid restrictions were not open. The pub was considered too far from the end of the trail for it to be of use. Other options were considered however for the foreseeable future there would be no toilets in Threlkeld.

**4. Parking**

At the Keswick end of the trail, there were a lot of cars but there was still capacity. All car parks were listed on the Safer Lakes website. There was also a large volume of cars on the Threlkeld end of the trail, and while cones were in place now Cumbria County Council were preparing an emergency TRO to provide double yellow lines through parts of Threlkeld.

More people were using the Cricket Club car park, however the owners were now wishing to put a ticket machine in to take advantage of people parking there.

Concern was raised over people parking in laybys, however while Highways England don't like it because of safety grounds, there is nothing that can be enforced regarding it as there is no order in place. This was being looked at.

**5. Signage**

Brown signs were considered, but they are used for traffic management, are expensive and take time to put in. In the short term, solutions such as waymarker discs, and signs on some of the existing signs to help.

One option discussed was maps in the car parks, however it was noted that there were a lot of maps around the town already, and there would be an issue as to who would supply the budget for maintaining them.

It was decided it would be worth consulting with Keswick Tourism Association for their thoughts.

## **6. Screening**

The work on the Latrigg Close screening would resume in early May. A query had been raised regarding the Forge area, but so far it hadn't been reported as a huge issue. EM would look into it and report back at a future meeting.

## **7. Any Other Business**

A query was raised over the use of e-scooters and bikes. E-bikes were allowed as they could be on the road and were speed limited. E-scooters were not allowed at present in line with national guidance, but this was likely to change in the future. There had been positive feedback about skateboards and rollerblades.

There were other issues, but Keswick Town Council should gather together a list of potential issues throughout the summer and bring them together to be looked at during the off season.

## **8. Date of next meeting**

The date of the next meeting was set as 9 June 2021 at 10am.

Meeting closed at 10.17am

KESWICK TOWN COUNCIL

21 MAY 2021

CLERK'S REPORT

Town Hall Building

As at the time of writing this report, we still have no indication of when the Town Hall will open again to the public. I have emailed Property services at Allerdale Borough Council to request an update, and hope to be in a position to update you at the meeting.

Virtual Meetings – Call for Evidence

Virtual meetings cannot continue after 7 May 2021, but the Government is currently undertaking a Call for Evidence on the use of virtual meetings, how councils felt that it went, and whether there should be permanent arrangements in place allowing meetings to take place online. If the legislation were to allow virtual meetings permanently, it doesn't mean that all meetings would have to take place online, but give councils the opportunity to chose if a meeting is more appropriate to hold online. I would like to get feedback from the Council on how they felt virtual meetings went, and allow me to fill in the consultation questionnaire on the Council's behalf.

Vivien Little

13 May 2021

## Town Clerk

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**From:** Bagshaw, Samantha <Samantha.Bagshaw@cumbria.gov.uk>  
**Sent:** 30 March 2021 16:26  
**To:** Cumbria Association, of Local Councils  
**Subject:** Government Call for Evidence on Remote Meetings

**Importance:** High

Dear Colleague,

Government has now issued an online survey consultation about whether there should be permanent arrangements allowing parish council meetings to take place online, which closes on 17th June: [www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence](http://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence)

Please share this with your council and agree the best way to complete it. Sharing your views on remote meetings with the government will help them make an informed decision on this matter.

Kind regards,

*Samantha*

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

Please note that all CALC officers are working from home. Please see the new contact details below.

**Contact details:**

Samantha Bagshaw -  
Monday to Thursday AM

Sonia Hutchinson –  
Monday, Tuesday AM, Thursday and Friday

**Post:** Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA  
**Email:** [office@calc.org.uk](mailto:office@calc.org.uk)  
**Web:** [www.calc.org.uk](http://www.calc.org.uk)

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## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held via the Zoom app on Tuesday 13 April 2021 at 2.00 p.m.

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**Present:** Councillor Paul Titley (Chair) (PT)  
 Councillor David Burn (DB)  
 Councillor Alan Dunn (ADu)  
 Councillor Sally Lansbury (SL)  
 Councillor Tony Lywood (TL)  
 Vivien Little (Town Clerk) (VL)  
 Catherine Parker (Responsible Financial Officer) (CP)  
 Chris Harper (Podgy Paws) (CH)  
 Vanessa Metcalfe (Keswick Tourism Association) (VM)  
 Mary Elliot (Theatre by the Lake) (ME)  
 David Roberts (Keswick Lions Club) (DR)

**29. Apologies**

Apologies for absence were received from Councillor Allan Daniels and from David Quainton (Keswick Rotary Club).

**30. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee meeting held on 9 March 2021 (pages 7-8).

**31. Update on Events Planned for 2021****Midsummer Festival 2021:**Scruffs

It was confirmed that Scruffs would not take place this year, but would return in 2022.

Prom

Discussion was had over the possibility of holding a Prom this year, with a focus on possible dates. Due to the lack of availability of normal organisers, it was felt that whilst July would be better in many ways, late August or early September would overall work better. It was decided that the first weekend in September would be the preferable date. Lakeland Trails were already using Fitz Park on Saturday 4 September, but the Prom could be held on Sunday 5 September. This meant that the Lakeland Trails team would take down most of their equipment on the Saturday night, but come to an agreement with Keswick Town Council to leave the toilets in place for an extra day.

SL stated that she had a contact at the Royal Northern College of Music, in the Contemporary department, who could help supply musicians for the day. TL would also ask Shelagh Hughes to contact last year's prommers to find if any of them wished to perform.

**RESOLVED** that the provisional date for the 2021 Prom would be Sunday 5 September 2021, subject to alteration.

**Midsummer Festival 2022:**

Initial discussions regarding the 2022 festival were had. Next year there will be a four day bank holiday to celebrate the Queen's Platinum Jubilee from 2<sup>nd</sup>-5<sup>th</sup> June 2022. The Keswick Beer Festival would be held that weekend, but there would be an expectation that something could be put on that weekend.

The feeling was that the Prom could be moved from Midsummer to the bank holiday weekend, most likely on the Sunday to avoid clashing with the Beer Festival, with once again an extended event, and the Rock Night and Scruffs could in their traditional slots at Midsummer.

**RESOLVED** that this be further considered at a later date.

**32. Date of next meeting**

Tuesday 18 May 2021 at 10 a.m.

The meeting ended at 2.35 p.m.

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Chairman

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Date



13 April 2021

Dear Councillor

I hope, as we begin to exit lockdown, that all on your respective Parish and Town Councils and Parish Meetings are well. With the impending end to lockdown in mind, and following my letters of December and February, I wanted to write to you again on the subject of the visitor management work we are undertaking, as I realise that a considerable number of communities continue to have numerous concerns about visitor impacts in general, and the behaviour of a small minority in particular. It should go without saying, but nevertheless I will say it, that we and our various partners are doing all we can to ensure the safety and well-being of our local communities and to protect the very special landscape in which we live

As previously mentioned we have established a multi-agency partnership, the Tactical Visitor Management Group, which includes the Police, Cumbria County Council, all the district councils, Cumbria Tourism, Cumbria LEP, Forestry England and LDSAMRA (Mountain Rescue). We have created an action plan to tackle the Covid-19 and public health issues related to tourism and the expected visitor numbers this summer, which covers a range of measures to educate our visitors on responsible behaviour in the countryside, tackle antisocial behaviour and manage traffic, camping and motorhome pressures.

For some areas of greatest visitor impact we and partners have also developed more detailed area plans. If your parish is included in these you will have seen a copy, and a LDNPA or NT officer may have attended one of your meetings to talk it through. I hope that you have found these meetings both useful and worthwhile, and I would like to thank you all for your time and valuable local insights you have provided which have helped shape the way forward.

We have also been very encouraged by the fantastic local response to our call for Visitor Welcome Volunteers. We now have over 70 new volunteers to add to our existing pool of dedicated volunteers. Over the Easter weekend they carried out 80 visitor management duties and we also had 17 Fix the Fells volunteers looking after the fells. Between them they made a real difference. If you know anyone who may be able to help out they can apply via our website:

<https://www.lakedistrict.gov.uk/caringfor/volunteering/volunteer-roles/visitor-support-volunteer> or email: [volunteers@lakedistrict.gov.uk](mailto:volunteers@lakedistrict.gov.uk)

Litter continues to be an issue that concerns us all and we are grateful to the actions of individuals and groups within communities who have involved themselves in clearing up operations. If any groups would like support and equipment, such as litter pickers, bags and collection, please get in touch and we can provide support. We also have signage now available to encourage people to respect the countryside code and signs to deter overnight stays. If there are locations in your parish where this is a persistent issue please get in touch.

Over the Easter weekend we saw a return of visitors, although not yet in huge numbers. The actions we had prepared over the previous months were put into place and worked well. We produce a report every weekend to summarise this and identify where further action is needed; I attach an example from Easter weekend. From this you can see that fly camping has been an issue, but we have dedicated additional resources to it and are tackling it wherever we can. If you see any activity please do report it to us as soon as possible, to enable us to move people on before the damage is done. Our email address [cvalerts@lakedistrict.gov.uk](mailto:cvalerts@lakedistrict.gov.uk) is monitored all weekends and evenings so please use it to report any issues. We hope that once camp sites start to open on 12<sup>th</sup> April this will alleviate some of these problems.

Our Safer Lakes live car parking website is back up and running again. Please do use it and encourage others to do so to help visitors go to car parks where there is capacity.

[www.saferlakes.co.uk](http://www.saferlakes.co.uk)

I think that this now covers all major points of concern. I would again like to stress to you that all agencies are, and will be, working incredibly hard to enable our residents, and our visitors, to stay safe and experience a positive exit from lockdown; and to help both our health and our economy to recover from the past year and to flourish as we move into summer. While we cannot pretend to be able to solve all problems, we are aware of the challenges we face and will do whatever we can to ensure the well-being of our communities. If you have any further questions or comments, please do get in touch

Yours faithfully



**Mike McKinley**

Chairman

Direct: 01539 792636

Email: [Michael.McKinley@lakedistrict.gov.uk](mailto:Michael.McKinley@lakedistrict.gov.uk)



## Town Clerk

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**From:** I  
**Sent:** 11 May 2021 12:12  
**To:** Town Clerk  
**Subject:** Youth provision in Keswick.

Hi Vivien.

Hope you don't mind me contacting you.

I run a youth charity based in Workington called Soundwave (you can find more info in the links in my signature).

[www.soundwave.org.uk](http://www.soundwave.org.uk)

### Soundwave | Cumbria - The Music Charity

We use music and singing to cram more music-making into your life - every rural location, school, digital platform, venue, bedroom studio & each and every square foot of outdoor space! We aim to make the biggest music-based impact within Cumbria county. Have a look at your videos and youtube channel to see just how

[www.soundwave.org.uk](http://www.soundwave.org.uk)

Up until the lockdowns we were running a weekly after School club at the pencil museum. Obviously, this had to stop, but we are now making our plans to deliver sessions again in Keswick.

We are thinking of expanding our operations in Keswick to incorporate a general youth club in addition to our music sessions.

Our projects are supported through grant funding and are free for young people to engage in. We have a highly skilled team of fully trained, musicians and youth workers and have been delivering high quality youth provision since 2005.

I'm reaching out for the town councils input to help us get this off the ground, we are looking for a suitable venue, preferably on a Tuesday evenings.

We aim to develop a general youth club with music sessions for young people aged between 11-19, we will use Soundwave's funding to get things started but would welcome financial support from the town council to provide this opportunity for the young people of Keswick. If successful, I am in no doubt Soundwave could continue to raise money/funds to keep the provision running long into the future.

I would be grateful if you circulate this information to your members for thier consideration.  
Thanks.

### Check out our **YOUTUBE** Channel

SOUNDWAVE // 28 Wilson Street, Workington, Cumbria, CA14 4AZ.

[soundwave.org.uk](http://soundwave.org.uk) // 01900 61116 // [FACEBOOK](#) // [TWITTER](#) // [YOUTUBE](#) // 

## Town Clerk

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**From:** Cumbria Association, of Local Councils <calc@cumbria.gov.uk>  
**Sent:** 10 May 2021 09:51  
**To:** Cumbria Association, of Local Councils  
**Subject:** FW: DCMS Rural Broadband Consultation - Request To Forward NALC Briefing PC3-21 To All Member Councils, Pse.  
**Attachments:** PC3-21 Rural broadband.pdf

REMINDER

Dear Colleague,

This is a reminder that government is still consulting on issues around rural broadband for hard to reach premises. The consultation closes on 11th June. If any councillor or member of staff would like to respond to the consultation, please follow the link below. There is more information from NALC attached.

<https://www.gov.uk/government/consultations/improving-broadband-for-very-hard-to-reach-premises>

Kind regards,

*Samantha*

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

Please note that all CALC officers are working from home. Please see the new contact details below.

**Contact details:**

Samantha Bagshaw - Mob  
Monday to Thursday AM

Sonia Hutchinson – Mob  
Monday, Tuesday AM, Thursday and Friday

**Post:** Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA

**Email:** [office@calc.org.uk](mailto:office@calc.org.uk)

**Web:** [www.calc.org.uk](http://www.calc.org.uk)

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**From:** Cumbria Association, of Local Councils  
**Sent:** 23 April 2021 13:24  
**To:** Cumbria Association, of Local Councils <calc@cumbria.gov.uk>  
**Cc:** Cumbria Association, of Local Councils <calc@cumbria.gov.uk>  
**Subject:** DCMS Rural Broadband Consultation - Request To Forward NALC Briefing PC3-21 To All Member Councils, Pse.

23 APRIL 2021

## **PC3-21 | RURAL BROADBAND**

### **Summary**

The Department for Culture, Media and Sport (DCMS) has recently launched a consultation into improving broadband connectivity to very hard to reach places. The government wants to ensure that long-term, long lasting gigabit solutions are made widely available across the UK. There is currently a DCMS consultation on the proposals which will close in mid-June. The main consultation document can be downloaded [here](#) .

### **Context**

Through this call for evidence, the government wants to hear views and experiences of consumers' broadband connectivity in rural and remote areas of the UK. Additionally, DCMS would also like to receive information on both the known benefits of broadband services and the current barriers to deployment and take-up around the country.

The evidence gathered will enable DCMS to assess the options available for delivering improved connectivity to areas where the costs of delivering better digital infrastructure have so far proven to be a barrier to deployment. The government is also seeking contributions from organisations that represent groups which have a direct interest in rural broadband.

### **NALC's current policy positions**

The following paragraphs outline NALC's current policy positions, account of which will steer the response which we are likely to make to this consultation:

- **We also ask as a related issue that new build houses and businesses need to be provided with in-built infrastructure to enable connection to fibre-optic broadband.**
- **We support the Rural Coalition's call for infrastructure which reaches rural areas, so the rural economy can grow and create quality jobs.**
- **We also firmly believe that landscape impacts are a planning issue. The visual impacts of any rollout of broadband to remote rural areas need to be kept to a minimum.**

### **Other NALC Views:**

- **Rural broadband is critical to residents in all parished rural communities across England – as is the need for a strong, reliable, affordable and sustainable connection. We therefore think that the government should direct the Office of Communications (Ofcom) to conduct an urgent review of the universal service obligation (USO), focusing on what minimum commitment would be needed to sustain and support rural businesses and communities.**
- **“Not spots” that still do not have any/very poor broadband connections also need to be given top priority before further 5G connections are introduced.**
- **Local (parish and town) councils should be given the legal power to promote, contribute towards and/or run electronic communications networks and services for the benefit of their local communities.**
- **DEFRA, ACRE, BDUK and other partners in principle should offer support to local councils who are seeking to develop broadband improvements in their communities.**

### **Consultation Questions**

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to MHCLG:

#### **Section 4: Topic A: Demand or improved broadband in very hard to reach locations**

**Q1: What is the average household size in your council area (estimates are fine)?**

**Q2: What types of devices and services do residents in your parished area use (typically)?**

**Q3: What broadband services do your council’s residents tend to use most and typically what might they cost (estimates again fine)?**

**Q4: What are the average broadband speeds in your local council’s area (on average) and are they what residents were expecting on the whole?**

**Q5: How reliable is the overall service residents in your council’s area receive and do they tend to be satisfied?**

- Online medical appointments;
- Online learning;
- Online banking?

**Q14. How do you think better broadband in your local council area would affect the lives of your residents regarding the below:**

- Keeping touch with friends and family;
- Access to online entertainment;
- Access to support services;
- Ability to work at home?

**Q15. How do you think residents in your council area being able to access the above services online would affect their health and wellbeing?**

**Section 6: Topic C: Barriers to delivering or accessing improved broadband in very hard to reach areas**

**Q6. Which broadband speed do residents in your area typically require (estimates are fine)?**

**Q7. How much would residents in your local council area typically value an improved connection speed?**

**Q8. To what extent do you have access to and use mobile data alternatives to fixed broadband services?**

**Q9. Has the COVID-19 pandemic affected your needs for broadband/ digital connectivity?**

**Section 5: Topic B: Benefits of improved broadband in very hard to reach locations**

**Q10. How would access to improved broadband benefit you in particular?**

**Q11. Have you ever used or been offered a virtual health service, such as an online GP session? How would you rate this service based on your experience?**

**Q12. Have households in your council area made use of virtual / tele education?**

**Q13. Do residents in your council area have access to the below mentioned services?:**

- Online libraries;
- Online medical appointments;

**Q16. If residents in your council area do not use a broadband service, why do you think this might be?**

**Q17. Do you think residents in your council area have had to change their browsing behaviour or use of applications as a result of limitations to their broadband service?**

**Q18. Have residents changed their package, supplier or technology as a result of constraints with their broadband service in this remote location?**

**Q19. If residents in your council area changed technology to improve broadband, which technology did they typically change from and to?**

**Q20. Have residents explored the use of fixed wireless in your council area?**

**Q21. Have residents in your council area typically looked into the use of satellite services for broadband?**

**Q22. Has your local council:**

- Explored new broadband services that are expected to arrive in your area?;
- Explored a community broadband scheme (such as a Community Fibre Partnership)?;
- Applied for a broadband connectivity voucher (from the UK government or your principal authority)?; &
- Been advised (in writing or otherwise) that you are potentially eligible to request an improved connection through the Broadband Universal Service Obligation (provided by BT or KCOM [Kingston upon Hull only])?

#### **Your evidence**

Please email your responses to this consultation to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 17.00 on Tuesday 25 May 2021. County associations are asked to forward this briefing onto all member councils in their area.

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