

## KESWICK TOWN COUNCIL

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

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

10<sup>th</sup> March 2022

A meeting of Keswick Town Council to be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 17<sup>th</sup> March 2022 at 7.30 p.m.

Yours sincerely



**Vivien Little**  
Town Clerk

### A G E N D A

1. **Apologies**  
To receive apologies for absence.
2. **Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 17<sup>th</sup> February 2022 (pages 54-58.).
3. **Resignation of Councillor**  
The Clerk to report the resignation of Councillor Markus Campbell-Savours received on Wednesday 3 March 2022, as well as update Councillors following the resignation of Councillor Boardman.
4. **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.
5. **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). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

*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*

- 6. Police Report**  
To receive the newsletter of the Allerdale Rural Neighbourhood Policing Team.
- 7. Matters to be received from the Public**  
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 8. 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.
- 9. Applications for Development**
  - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group report to be circulated at the meeting)
  - ii) To receive update on National Park Planning Decisions
- 10. Mayor's Report**  
To receive details of the Mayor's engagements and meeting attendance for the period 11<sup>th</sup> February 2022 – 10<sup>th</sup> March 2022.
- 11. Reports from Ward Representatives**  
To receive reports from the following representatives:
  - i) Allerdale Borough Council Ward Representatives
  - ii) Cumbria County Council Ward Representative
  - iii) Lake District National Park Authority North Distinctive Area Parishes Representative
- 12. Annual Review of Effectiveness of Internal Financial Controls**  
To receive the report from the Responsible Financial Officer.
- 13. Payment of Accounts**  
To confirm the payment of accounts for March 2021 as approved by the Inspection Committee (to be circulated at the meeting) for:
  - i) The Town Council
  - ii) The Trusts
- 14. Leisure Centre**  
To consider a motion from Councillor Harwood that Keswick Town Council set up a working group in consultation with Friends of Keswick Leisure to submit an application to Allerdale Borough Council for the Leisure Centre to be registered as an Asset of Community Value.
- 15. Clerk's Report**  
To receive the report from the Clerk.

**16. Minutes**

- i) To receive for information the minutes of the Cumbria Association of Local Councils Allerdale District meeting held on 3 February 2022; and
- ii) To receive for information the notes of the Keswick Ministries Town Liaison Forum from Tuesday 22 February 2022.

**17. Visitor Management Working Group**

To receive an update (to follow).

**18. Environmental Working Group**

To receive an update (to follow).

**19. Keswick in Bloom**

To receive an update from Councillor Terry (to follow).

**20. Policies for adoption**

To adopt the following policies:

- i. Health and Safety Policy Statement
- ii. Co-option Policy

**21. Appointments to Outside Bodies**

Following the resignation of Councillors Boardman and Campbell-Savours, there are three Outside Bodies which require representatives:

- i. Keswick Fair Trade Committee
- ii. Keswick Youth Centre
- iii. Liaison Meeting (alongside Councillors Harwood and Titley)

**Prior to consideration of the following business, the Chairman will move 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'*

**20. Staffing Matters**

To receive a report from the Clerk (to follow).

To: All Councillors, Press, Police

**KESWICK TOWN COUNCIL**  
**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

Minutes of the meeting of Keswick Town Council held on Thursday 17 February 2022 at 7.30p.m at the Council Chamber, First Floor, Council Offices, 50 Main Street Main Street, Keswick, CA12 5NP

**Present:**

**Chairman**  
Councillor Alan Dunn

**Councillors**

David Burn  
Duncan Miller  
Paul Titley

Allan Daniels  
Adam Paxon

Steve Harwood  
Peter Terry

Also present were Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (Lake District National Park Authority North Distinctive Area Parishes Representative), 1 member of the press, and 2 members of the public.

The meeting began with a minute's silence to remember Elizabeth Barraclough, a former Mayor of Keswick.

**A G E N D A**

**195. Apologies**

Apologies for absence were received from Councillors Campbell-Savours, Lansbury and Lywood. These apologies were noted and accepted by full Council.

**196. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 20<sup>th</sup> January 2022 (pages 49-53).

**197. Resignation of Councillor**

The Clerk reported the resignation of Councillor Alexandra Boardman which had been received on 1 February 2022. The Notice of Vacancy had been posted, and was due to close on 1 March 2022.

**198. Requests for Dispensations**

No requests for dispensation had been received.

**199. Declarations of Interests**

No declarations of interest were made at this meeting.

**200. Police Report**

**RECEIVED** the newsletter of the Allerdale Rural Neighbourhood Policing Team (if available).

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

A member of the public spoke on Agenda item 13. They were concerned regarding the proposed parking changes to the Back Streets area of Keswick. They were concerned as there was the potential for the loss of 170 spaces by their reckoning. The previous system had worked for a long time, and they were unsure why it should be changed so drastically now. The member of the public requested to know what Keswick Town Council intended to do about it. It was pointed out that Keswick Town Council do not have any legal responsibility for the changes; these are originating from Cumbria County Council.

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

No matter were raised by the Councillors at this meeting.

**203. 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>
7/2021/2360	Change of use to guesthouse or self-catering holiday letting accommodation or House of Multiple Occupation Lyndhurst, 22, Southey Street, Keswick, CA12 4EF <i>Support – It is noted that this is the 15<sup>th</sup> application of this type since June 2020. There is a lack of clarity on how this Change of Use will be managed but it appears that it is intended to retain a Guest House use with on site management. This should be clarified with the applicant and appropriate conditions incorporated to safeguard this use</i> <b>SUPPORT</b>
7/2022/2002	Provision of commemorative slate plaque to the south east elevation of the Moot Hall Tourist Information Centre, Moot Hall, Keswick, CA12 5JR <i>No comments made</i> <b>SUPPORT</b>
7/2022/2004	Improvements to form accessible entrance and associated alterations to front elevation and boundary treatments Keswick Senior Citizens, Heads Road, Keswick, CA12 5HA <i>No comments made</i> <b>SUPPORT</b>
7/2022/2010	Replacement windows 3, George Street, Keswick, CA12 4EB <i>Support -support in principle subject to checking with Allerdale Building Control that the opening element satisfies requirements for fire escape windows where applicable</i> <b>SUPPORT</b>
7/2022/2014	Demolish flat roof garage to side and form 2 storey extension to side with off road parking formed 90 Windebrowe Avenue, Keswick, CA12 4JD <i>No comments made</i> <b>SUPPORT</b>
7/2022/2016	Change of use of guest house to self-catering holiday letting 2 Eskin Street, Keswick, CA12 4DH <i>Object - It is noted that this is the 16<sup>th</sup> application of this type since June 2020. We maintain our objection to this type of application where the Change of Use results in a change from on site to off site management which we feel is a significant difference – particularly given the difficulties in pursuing enforcement action against anti-social</i>

*behaviour. The applicant indicates that the owner's accommodation will be adapted for use as a holiday let thereby removing the on site management. We believe routine approval of such applications with no distinction of how it will be managed is having a detrimental impact on the type of holiday accommodation available and housing for local needs resulting from displacement of managers accommodation*

**OBJECT**

7/2022/2017

Change of use of guest house to self-catering holiday letting – Listed Building Consent

2 Eskin Street, Keswick, CA12 4DH

*Object – We maintain our objection to the Change of Use application 7/2022/2016, but as no changes are proposed to the existing building we have no objection to the Listed building consent*

**OBJECT**

7/2022/2019

Conversion of remaining attached garage store into bedroom

11, Manor Park, Keswick, CA12 4AB

*No comments made*

**SUPPORT**

7/2022/2024

Addition of single storey dining room extension in yard to the rear of the property.

Vergers Cottage, 27, St Johns Street, Keswick, CA12 5AA

*No comments made*

**SUPPORT**

7/2022/2026

Extension to existing dwelling to create a ground floor shower room and toilet

Solway, Crosthwaite Road, Keswick, CA12 5PG

*No comments made*

**SUPPORT**

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

**204. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 14<sup>th</sup> January 2022 – 10<sup>th</sup> February 2022 .

**205. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

i) Lake District National Park Authority North Distinctive Area Parishes Representative – Dr Geoff Davies answered Councillors questions on a range of matters.

**RECEIVED** the report of the Lake District National Park Authority Parishes' Representative.

ii) Allerdale Borough Council Ward Representatives – No update given.

iii) Cumbria County Council Ward Representative – No update given

**206. Council Tax Base Confirmation**

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

**207. Consultation response**

To receive information to decide Keswick Town Council's response to the Cumbria County Council consultation on the Back Streets .

**RESOLVED** that due to lack of consensus, no response to this consultation be given.

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

- i) Keswick Youth Centre – Councillor Campbell-Savours – To be deferred to March.
- ii) Keswick Fair Trade Committee – Councillor Campbell-Savours -To be deferred to March.
- iii)

**209. Payment of Accounts**

**RESOLVED** that the accounts for February 2022 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 224 -244, amounting to £20,800.68 (twenty thousand eight hundred pounds and sixty eight pence)
- ii) The Trusts, vouchers HP185 – FP198, amounting to £23,404.30(twenty-three thousand four hundred and four pounds and thirty pence)

**210. Quarterly Budgets**

**RECEIVED** for information the quarterly budget comparisons.

**211. Annual Risk Management Assessment**

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

**RESOLVED** that the Annual Risk Management Assessment be agreed.

**212. Review of Internal Control and Audit**

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

**RESOLVED** that the two Councillors appointed to undertake the review of the Internal Control and Audit be Councillors Burn and Daniels.

**213. Environmental Working Group**

**RECEIVED** an update from the Environmental Working Group.

**RESOLVED** that the membership of the Environmental Working Group remain as Councillors Lansbury, Terry and Titley.

**214. Balsam Bashing**

**RECEIVED** an update from Councillor Terry.

**215. Policies for adoption**

To adopt the following policies (enclosed):

- i. Equality and Diversity Policy
- ii. Complaints Policy and Procedure

**RESOLVED** that the above policies be adopted.

**Prior to the following business the Chairman moved 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’*

**216. Contracting - CCTV**

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

**RESOLVED** that the current contract with Chubb be terminated.

**217. Contracting – Computer Equipment**

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

**RESOLVED** that option 1 be followed with regard to computer upgrades in the office, with C rated monitors sourced.

The meeting closed at 9.05 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

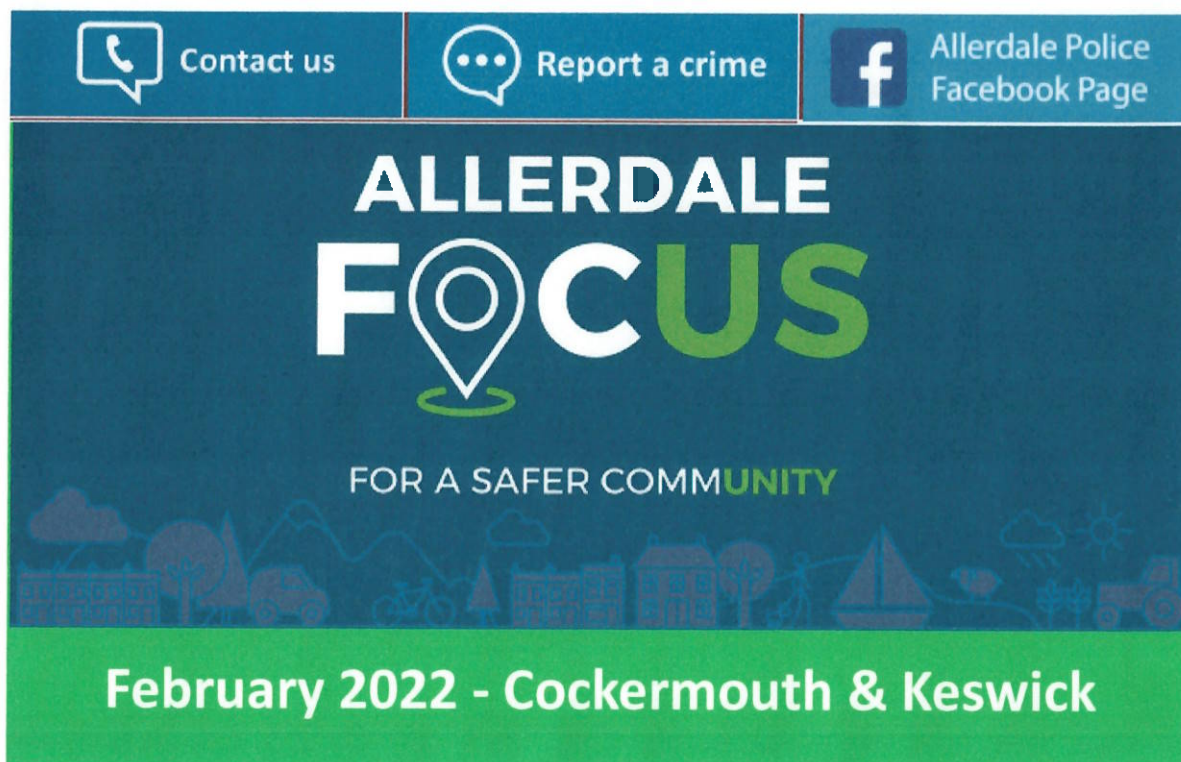


**Ania Mlynczak**

---

**From:** Cumbria Police <CumbriaPolice@public.govdelivery.com>  
**Sent:** 23 February 2022 09:42  
**To:** Ania Mlynczak  
**Subject:** February 2022 - Cockermouth & Keswick

[View in browser](#)



The banner features a dark blue background with a green bar at the bottom. At the top, there are three buttons: 'Contact us' with a phone icon, 'Report a crime' with a speech bubble icon, and 'Allerdale Police Facebook Page' with a Facebook 'f' icon. The main text reads 'ALLERDALE FOCUS' in large white and green letters, with a location pin icon over the 'O' in 'FOCUS'. Below this is the tagline 'FOR A SAFER COMMUNITY' in green. At the bottom of the banner, there is a row of small icons representing various community elements like houses, trees, a bicycle, a boat, and a tractor. The green bar at the bottom contains the text 'February 2022 - Cockermouth & Keswick' in white.

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

**PCSO activity**

PCSO Clare Parker has had a very busy few weeks, this has included:

- Reassurance patrols in the Butts Fold area of Cockermouth.
- Reassurance patrols in the Croftside Court area in relation to anti-social behaviour.
- Meeting pupils at local schools who will be undertaking the Keep Me Safe 5 week programme.



- StreetSafe letters delivered in and around Windmill Close.

---

## Cockermouth Town Council meeting

Acting Police Sergeant Edwards and PCSO Parker attended Cockermouth Town Council meeting and addressed any questions the committee had in relation to the town.

This including anti-social behaviour and speeding in specified areas of the town.

PCSO Parker will continue her patrols in the hot spot areas of the town and the speeding issues has been referred to the CRASH group (Collision Reduction and Safer Highways).

Complaints from the Town Council included speeding on Lamplugh Road, Windmill Lane and Strawberry Howe Road

*Lamplugh Road* was referred to CRASH recently following complaint from residents trying to cross from Brigham Road over towards Parkside Avenue, with vehicles speeding over the brow of the hill.

Traffic counts came back showing good compliance with the speed limit and there is no history of any killed and seriously injured (KSI) collisions, however, the Road Safety Camera Van regularly enforces not far from the police station on Lamplugh Road

*Windmill Lane* was looked at a little while ago now but data came back with good compliance with speed limit, largely the parked cars keeping the speeds down which is good and no relevant KSI.

*Strawberry Howe Road* added to CRASH for traffic data to be gathered and if any issues, may look at Safety Camera Van site in the future

---

## Neuro disability champion

PCSO 5299 Pete Nichol has been working with a young person in Keswick as a neuro disability champion.

This is where a young person may have been a victim of crime or may be getting involved in low level ASB/crime and it is known that the person may have been identified or suspected of having a neuro disability which may include ADHD, Autism, Dyslexia, OCD, Dyspraxia or chromosome disorder.

This is purely intervention and support work, PCSO Nichol himself has been diagnosed with a neuro disability so this is a way of trying to use that experience to support young people that may need it in any of those capacities.

---

## Age UK walk in Cockermouth

PCSO Clare Parker joined the Age UK Silver Strollers, for a walk around Cockermouth and the surrounding areas, we engaged with those that attended the walk as well as speaking to members of the community whilst out on the walk.

---

## School talks

Throughout January and February we have been visiting schools to conduct talks with the pupils on a variety of topics.

- St Michaels Bothel - We spoke to children on 'People who help us'
  - Cockermouth School - We spoke with children on keeping themselves safe, which we do over 5 sessions to year 7 & 8. We also did online safety talks as part of Safer Internet Day.
  - Plumbland school - We spoke to the pupils on if they are approached by someone they don't know what to do to keep themselves safe.
- 

## PCSO delivers school talk and holds drop in surgery

PCSO Pete Nichol visited Borrowdale school on 2nd February and carried out talks on online safety, spoke about bullying and road safety to the students

He also held a drop in surgery on 9th February at Keswick Library for members of the public wanting to speak with their local PCSO about any concerns. You can also report any information online here - [Report a Non-Emergency Crime/Incident Online - Cumbria Constabulary](#)

---

## Drugs activity intelligence gathering

A DACA (Drug Activity Community Appeal) was distributed in the area of Station Street, Keswick.

Tell us about:

- 👉 Suspicious activity on your street
- 👉 Suspicious people or vehicles on your street
- 👉 Drug supply in your community
- 👉 Any concerns about crime in your neighbourhood

We are looking to challenge the use and supply of drugs in this area.

Anyone with information can report online at [www.cumbria.police.uk/report-it](http://www.cumbria.police.uk/report-it).

Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.

---

## Your local officers

### Want to know who your local officers are?

Simply go to our website - [www.cumbria.police.uk](http://www.cumbria.police.uk). Scroll down the home page and you can browse different areas to see who your local team are - or enter your postcode.

Not only will you be able to find out who your named local officers and PCSOs are, you will also be able to view our local policing priorities and details of any meetings or events we will be attending.

---

## In other news



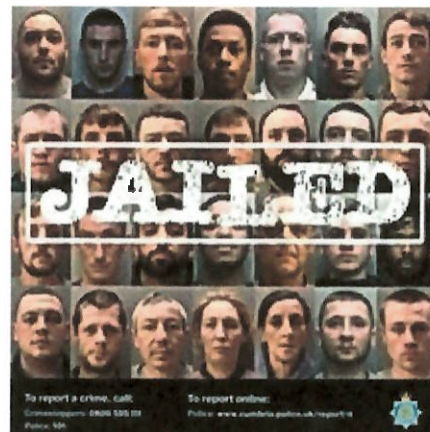
### Operation Movie 2 The work of the Management of Sex Offenders and Violent Offenders department

We are highlighting their unseen police work to protect vulnerable people in the community. The focus of the ongoing Operation MOVIE 2 campaign has moved to the invaluable work of the Constabulary's MOSOVO department. Read more [here](#)

### Police make hundreds of arrests as work continues to tackle drugs crime in Cumbria

These are the faces of just some of the criminals locked up in the last year following work by our officers to keep Cumbria's streets safe from drugs crime.

Our investigations led to prison sentences totalling about **230 years** being handed out that were linked to drugs offending and county lines drugs gangs. Read more [here](#)







## Driving distracted is never worth the risk - Cumbria Constabulary

The wife of a man killed in a collision in 2016 is urging people not to use their phones whilst driving.

Driver distraction can be deadly and using a hand-held phone at the wheel is never worth the risk with drivers four times more likely to be involved in a collision.

Read more [here](#)



## Crime Figures

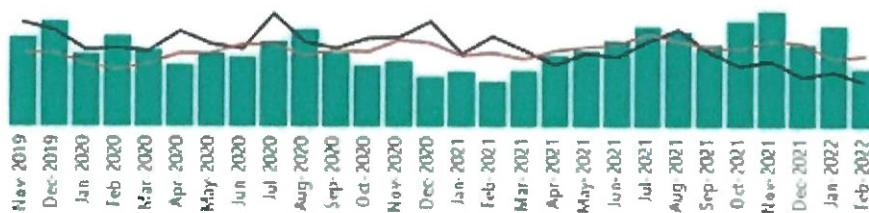
Further information can be found on [Police.Uk](#)  
Click here to visit the website

Please note the data contained on [Police.uk](#) is not live time



OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	17	6	11	183.3%
Burglary	4	3	1	33.3%
Drug offences	4	3	1	33.3%
Hate Incident	0	0	0	0.0%
Miscellaneous Crimes Against Society	4	0	4	0.0%
Possession of weapons offences	1	0	1	0.0%
Public order offences	12	9	3	33.3%
Reported Incidents	1	1	0	0.0%
Robbery	0	0	0	0.0%
Sexual offences	8	4	4	100.0%
Theft offences	15	9	6	66.7%
Vehicle Offences	3	2	1	50.0%
Violence against the person	49	22	27	122.7%
<b>Total</b>	<b>118</b>	<b>59</b>	<b>59</b>	<b>100.0%</b>

● Month Total ● Previous Year ● Average Previous 3 Years



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

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

If a crime is in progress always call 999.

You can report online at <https://www.cumbria.police.uk/report-it>



Our online Live Chat function is a new service giving you an alternative way to communicate with a police officer in real time. [More here.](#)

You can also phone on 101.

Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.

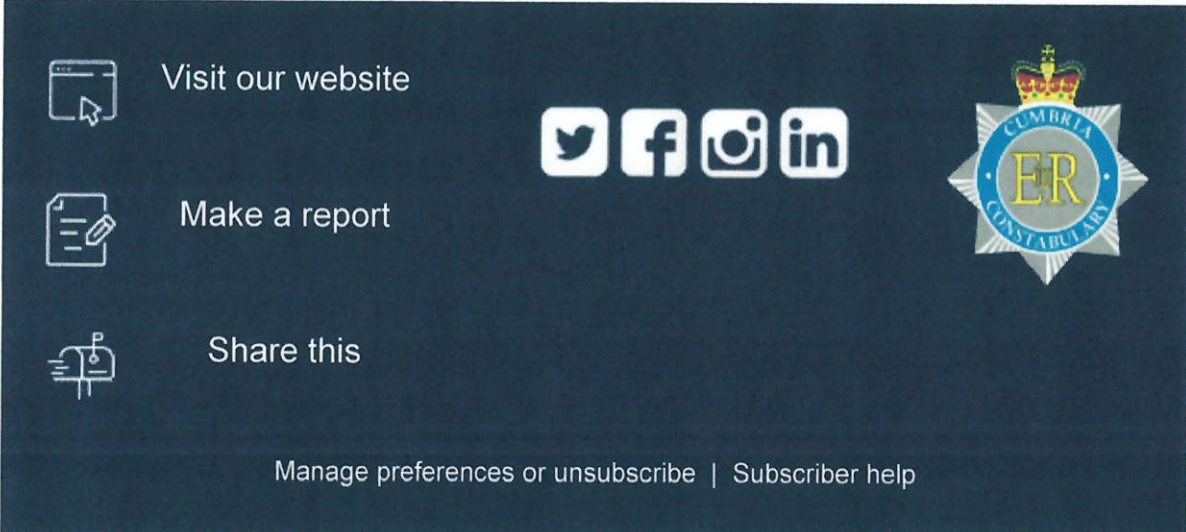
---

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

[Workington](#)

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

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





Visit our website

Make a report

Share this

Manage preferences or unsubscribe | Subscriber help



---

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit [subscriberhelp.govdelivery.com](http://subscriberhelp.govdelivery.com).

This service is provided to you at no charge by [Cumbria Constabulary](#).

---

This email was sent to [office@keswicktowncouncil.gov.uk](mailto:office@keswicktowncouncil.gov.uk) using govDelivery Communications Cloud on behalf of: Cumbria Police  
· Carlfeon Hall · Penrith · Cumbria · CA10 2AU



### Planning Applications received between 11/02/2022 - 10/03/2022

Plan ref	Location	Description of Proposed Development
7/2022/2001	17, Acorn Street, Keswick, CA12 4EA	Garage extension
7/2022/2025	Sunny Bank, Chestnut Hill, Keswick, CA12 4LR	Two storey extension to the rear/side of the property and alterations to the front of the house. These renovations include excavation of the back garden, and changes to the windows/appearance of the front of the house
7/2022/2027	Pitcairn House, 7 Blencathra Street, Keswick, CA12 4HW	Change of use of guest house to two units of holiday letting accommodation
7/2022/2036	1, Briar Rigg, Keswick, Cumbria, CA12 4NW	Amendment to local occupancy (vary the condition to reflect the new local plan and house SPD adopted in May 2021) condition 3 on planning application 7/2014/2205 - new detached 2 storey dwelling house
7/2022/2040	49, Main Street, Keswick, Cumbria, CA12 5DS	Remove fascia signage badge and replace with new signage Repair and repaint existing fascia, shopfront and soffit Add tiling to match existing stallriser to base of external columns and pilasters for durability New projecting sign New A board Decorate upper parts to building
7/2022/2044	Cafe Hope, Lake Road, Keswick, CA12 5DG	Proposed extension to food preparation area to existing cafe
7/2022/2045	4 Cat Bells, Blencathra Street, Keswick, CA12 4HP	Demolition of existing garage, resurfacing the area with permeable tarmac, erection of 0.9m high vertical timber fence and erection of shed/store
7/2022/2047	Glencoe Guest House, 21, Helvellyn Street, Keswick, CA12 4EN	Change of use of guest house to self catering holiday letting accommodation
7/2022/2050	Royal Oak, Main Street, Keswick, Cumbria, CA12 5HZ	Air conditioning installation works to upper floors and replacement of first and second floor windows to internal flat roof well
7/2022/2051	Royal Oak, Main Street, Keswick, Cumbria, CA12 5HZ	Air conditioning installation works to upper floors and replacement of first and second floor windows to internal flat roof well
7/2022/2054	Thornleigh Guest House, 23, Bank Street, Keswick, CA12 5JZ	Change of use of guest house to self catering holiday letting accommodation
7/2022/2057	24, Calvert Way, Keswick, Cumbria, CA12 4LZ	Extension to the north and west of the rear of the building creating further living accommodation on the ground floor.

**NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing, or via email to:**  
**townclerk@keswicktowncouncil.gov.uk prior to**  
**the meeting regarding any of the planning applications on this sheet.**

## Decisions Received from LDNPA

### AGENDA ITEM 9.ii) Planning Decisions Received between 11/02/2022 & 10/03/2022

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2021/2228	Sep-21	Bristowe Hill, Crosthwaite Road, Keswick	CA12 5PG	2no. local needs dwellings	SUPPORT	Withdrawn		
7/2021/2297	Oct-21	Driftwood Cottage, Crosthwaite Road, Keswick	CA12 5PG	Proposed external alteration work to existing dwelling to include construction of a domestic garage and garden store building, and the construction of flood resistant barrier wall	SUPPORT/OBJECT	GRANTED		
7/2021/2308	Oct-21	Llamedos, Lattrigg Close, Keswick	CA12 4LG	Approval of details reserved by condition no 4 (occupancy condition) on planning	<i>No comments required</i>	GRANTED		
7/2021/2312	October-21	Southey Hill Trading Estate, Carding Mill Lane, Keswick, Cumbria	CA12 5NR	Proposed construction of a mixed use building for class B8 and E(g) use	SUPPORT	GRANTED		
7/2021/2364	December-21	Skiddaw Hotel, 31, Main Street, Keswick,	CA12 5BN	Proposed additions to existing Base Station installation at rooftop at The Skiddaw Hotel, Main Street, Keswick, Cumbria, CA12 5BN	SUPPORT	GRANTED		



**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 17TH MARCH 2022**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 11<sup>th</sup> February 2022 – 10<sup>th</sup> March 2022

Thursday 17 <sup>th</sup> February	Elisabeth Barraclough Funeral
Thursday 17 <sup>th</sup> February	Town Council meeting
Friday 18 <sup>th</sup> February	Committed to Rock Choir, Rocking Back to Life concert held at the Theatre by the Lake
Saturday 26 <sup>th</sup> February	Glee Club show, held at the Theatre by the Lake
Thursday 3 <sup>rd</sup> March	Visitor Management Meeting Zoom
Tuesday 8 <sup>th</sup> March	Staffing Meeting
Tuesday 8 <sup>th</sup> March	Queens Portrait Unveiling Skiddaw Hotel
Thursday 10 <sup>th</sup> March	Launch of Lucy Pittaway latest collection, attended by Deputy Mayor, Cllr Steve Harwood
Thursday 10 <sup>th</sup> March	Mayor of Carlisle Annual Civic Dinner, held at Halston Hotel, Carlisle

## **Report from the North DA Parishes Member of the LDNPA – February 2022**

At Development Control Committee (DCC) on 2<sup>nd</sup> February we received a Development Management (DM) Quarterly Performance Report, which painted a rather bleak picture. Andrew Smith, the new Head of Development Management, writes:

*‘Challenges continue. Incoming planning applications are at their highest level since 1987. Incoming enforcement cases remain at almost their highest ever level. Appeal work has increased, particularly in connection with enforcement notices. Staffing is reduced and below that required to meet current demands. Productivity per-officer on applications is higher than pre-pandemic, however this is not sufficient to meet service demand. Recruitment is difficult. Backlogs are increasing. All performance indicators are at risk. Pre-application services remain suspended.’*

In November 2021 Resources Committee agreed to increase the DM core budget to allow, among other things, the addition of a full-time application planner and a part-time compliance planner to the permanent staffing. Unfortunately, a shortage of experienced planners is being widely reported by planning authorities and the employment market has become highly competitive. Attempts to recruit an application planner last Autumn did not succeed. There was a notable lack of candidates with the experience and ability required to deal straight away with often complex and challenging applications. Moreover, it would appear that the pay disparity between local authorities and the private sector is high. This not only hampers recruitment, but also poses a threat to the retention of staff. Andrew reports that there are currently five vacancies in the DM service. Attempts to recruit new staff will continue in the Spring.

On the positive side, an experienced compliance planner has been recruited to the part-time post, so that the compliance side of the service now has 3.1 full-time equivalent staff. This is more than has been the case for several years. Set against this, it would appear that people served with enforcement notices are more likely to appeal now than used to be the case. This consumes significant officer time, even though the majority of these appeals are currently being dismissed.

Productivity per officer is now higher than before the pandemic, when it was already very good. In 2019, the LDNPA commissioned the Government’s Planning Advisory Service (PAS) to undertake a benchmark appraisal of the productivity of the DM service. PAS used workload, staffing, fee and salary data over a 10-year period. They reported that the LDNPA’s DM performance was only bettered by two of the 150 or so planning authorities they had assessed nationally. Despite current challenges, the DM team continues to deliver a high throughput: witness, for example, the 20 pages of delegated approvals on the February DCC committee page<sup>1</sup>.

Geoff Davies

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

---

<sup>1</sup> Development Control Committee - 2 February 2022 : Lake District National Park

**Keswick Town Council**

**Annual Review of Effectiveness of Internal Financial Controls  
February 2022**

The above review was undertaken by Councillor Daniels on Friday 18<sup>th</sup> February 2022 and Councillor Burn on 22<sup>nd</sup> February 2022.

**Comments & Observations – Councillor Daniels: -**

I carried out the review on the 18th of February 2022 and am completely satisfied that Keswick Town Council has the necessary audit arrangement to comply and conform to the regulations set out by the SLCC.

It is noted that a recommendation by Councillor Boardman (bank reconciliation to be part of the monthly rota carried out by 2 Councillors in conjunction with the monthly inspection of accounts for payment) is now in place.

A recommendation by Councillor Campbell - Savours that staff undergo training on GDPR/data protection, will take place this year.

Another recommendation in last year's report was that Keswick Town Council enters into a formal Heads of Term agreement with Allerdale Borough Council for Walker Park which should include a rent review. I understand this is currently being looked at by the Town Clerk, who will in turn contact the relevant Officer at Allerdale Borough Council. I feel it is imperative that this is concluded before Allerdale Borough Council becomes part of the new Unitary Authority of Cumberland.

A further recommendation regarding Data backup will be in place when new computers are installed.

**Comments & Observations – Councillor Burn: -**

Having read through all relevant documentation and guidance today I can confirm that I have successfully carried out my review and that I am completely satisfied that KTC has the necessary arrangements in place to comply with the regulations set out by the SLCC.

**Observations.**

The Internal Auditor recommended that we review alternative ways of investing part of the Council's balances and I have been told that this is being investigated.

**Comments**

Finally, I understand in relation to the comments made last year:

1. That the Town Clerk is currently working on a rent review and revised heads of terms agreement for Walker Park;
2. GDPR training is awaiting the announcement of appropriate course dates; and
3. Improved data storage will be in place from the time new computers (now on order) are installed.

KESWICK TOWN COUNCIL  
17 MARCH 2022

Leisure Centre

Friends of Keswick Leisure Group – FOLK – was formed after the closure of the swimming pool at the Leisure Centre to challenge the decision made by Allerdale Borough Council and to assist with the report commissioned on the future sports provision for Keswick being prepared by Strategic Leisure Ltd. FOKL consider that it would be beneficial to submit an application for the Leisure Centre to be registered as an Asset of Community Value to ensure that we are consulted in the event of any decision to sell the site.

The following motion is proposed:

“For Keswick Town Council to set up a working group in consultation with Friends of Keswick Leisure to submit an application to Allerdale Borough Council for the Leisure Centre to be registered as an Asset of Community Value.”

Councillor S Harwood  
9 March 2022

KESWICK TOWN COUNCIL  
17 MARCH 2022

CLERK'S REPORT

Virtual Meetings

Since the removal of the regulations brought in by Covid to allow virtual meetings, there has been activity by a number of professional bodies, led by the Association of Democratic Services Offices (ADSO) and Lawyers in Local Government (LLG), supported by NALC and other organisations have been lobbying for an introduction of the ability to hold meetings virtually when local circumstances suit. They have produced an information letter, sent to all Councils (enclosed), and have asked that Councils adopt the following motion:

“This Council supports to petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State of Levelling Up, Housing and Communities calling on the Government to change the law to allow Councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

The Glover Report

At the last Town Council meeting, mention was made regarding the Glover Report, and how it would be worthwhile to make a response to the ongoing consultation. I have attached the executive summary (enclosed), as the full report is 168 pages and can be accessed [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/833726/landscapes-review-final-report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833726/landscapes-review-final-report.pdf) . Councillors are asked if they wish to put together a small working group to have delegated authority to respond on Keswick Town Council's behalf.

Vivien Little  
8 March 2022



Association of  
Democratic Services  
Officers



## **Local Authority Remote/Hybrid Meetings**

### **Model Motion for Council Meetings**

On 5 January 2022, the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) launched a petition calling on the Government to change the law to give councils (ranging from county, district and unitary authorities, through to town and parish councils) the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.

This follows the unsuccessful High Court action in 2021 and the subsequent judgement that it was for Parliament to change the law not the courts - as indeed the devolved administrations have done in Wales and Scotland to allow for on-line meetings.

We do not wish to impose remote meetings on councils. You should have the choice to decide how you run your meetings depending on local circumstances. We also accept that some meetings (for example full council meetings) are more suited to physical attendance.

You will be aware that the Government issued a call for evidence on 21 March 2021 in relation to remote meetings. We are still awaiting their response to the large number of submissions from local authorities, relevant organisations and the public.

The period of lockdown showed that remote meetings bring so many benefits to local democracy and residents, apart from the obvious public health safeguards. It is no longer just a response to Covid, although we are aware that some councillors are still not able to attend meetings for health reasons either relating to them or their families.

The wider benefits are:

- Increased attendances at remote meetings by both councillors and the public

- Significant cost savings for some authorities arising from much less travel to meetings
- The environmental benefits of less travel, particularly in the large county authorities
- A better work/life balance for councillors
- Improved equality of access to meetings for all and opening up opportunities for more people to stand for election as councillors
- More transparency and openness for the public to see council meetings
- An option to move meetings online when there are constraints, for example bad weather such as snow or flooding.

We therefore ask Councils to consider passing the following motion and writing to the Secretary of State showing your support:

“This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

-----  
Further information about our organisations is attached. For further enquiries on the above motion, please contact John Austin, ADSO Chair – [john.austin@adso.co.uk](mailto:john.austin@adso.co.uk)

10 February 2022

## More about our organisations

### **Association of Democratic Services Officers (ADSO)**

Formed in 2009, ADSO is the professional body for Governance and Democratic Services Officers in principal local authorities. We provide professional services, training and qualifications to our members as well as representing them in national and local issues. We also support local authorities in developing best practice in governance and related matters.

### **Lawyers in Local Government (LLG)**

LLG was formed in April 2013 by the merger of the Association of Council Secretaries and Solicitors (ACSeS) and Solicitors in Local Government (SLG). It's primary purpose is to represent, promote and support the interests of its members.

Membership is open to local government legal or governance officers working within a local authority, including Monitoring Officers and their deputies, solicitors, barristers, legal executives, licenced conveyancers and trainees.

Lawyers in Local Government is a limited company registered in England and Wales. Registered Number: 8379439. Registered Office: Sycamore House, Sutton Quays Business Park, Sutton Weaver, Runcorn, Cheshire, WA7 3EH.

### **Centre for Governance & Scrutiny (CfGS)**

CfGS exists to promote better governance and scrutiny, both in policy and in practice. They support local government, the public, corporate and voluntary sectors in ensuring transparency, accountability and greater involvement in their governance processes. CfGS is a social purpose consultancy and a national centre of expertise. Their purpose is to help organisations achieve their outcomes through improved governance and performance.

### **National Association of Local Councils (NALC)**

Established in 1947, the National Association of Local Councils is the national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

### **Society of Local Council Clerks (SLCC)**

Founded in 1972, SLCC represents clerks in over 5,000 parish and town councils in England and Wales.



As the professional body for local council clerks and senior council employees, it ensures that its members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

## Cookies on GOV.UK

We use some essential cookies to make this website work.

We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services.

We also use cookies set by other sites to help us deliver content from their services.

Accept additional cookies

Reject additional cookies

[View cookies \(/help/cookies\)](/help/cookies)



[Coronavirus \(COVID-19\) \(/coronavirus\)](/coronavirus)

Latest updates and guidance

1. Home (<https://www.gov.uk/>)
2. Land management (<https://www.gov.uk/topic/environmental-management/land-management>)
3. Landscapes review: National Parks and AONBs (<https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review>)
  - [Department for Environment Food & Rural Affairs](#) (<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>)

Independent report

# Landscapes review: final report - summary of findings

Updated 25 September 2019

## Contents

## Summary findings

Summary 1. Landscapes alive for nature and beauty

Summary 2. Landscapes for everyone

Summary 3. Living in landscapes

Summary 4. More special places

Summary 5. New ways of working



© Crown copyright 2019

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://nationalarchives.gov.uk/doc/open-government-licence/version/3) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gov.uk](mailto:psi@nationalarchives.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review/landscapes-review-summary-of-findings>

The underlying argument of our review, which covers England, is that our system of national landscapes should be a positive force for the nation's wellbeing. Big ambitions are made possible by these 44 areas working together in new ways to become more than the sum of their parts.

We want this to happen not as an end in itself but because more must be done for nature and natural beauty. More must be done for people who live in and visit our landscapes. And a lot more must be done to meet the needs of our many fellow citizens who do not know the countryside, or do not always feel welcome in it, but should be able to enjoy it. Our landscapes are open and free to all, but can seem exclusive.

We think this can only happen if we are honest about what doesn't work at the moment and put in place a system which can do better.

Today, we have a system which is fragmented, sometimes marginalised and often misunderstood. Indeed it is not really a system at all, but 10 National Parks, who do not always work together effectively, and an entirely separate network of 34 less powerful Areas of Outstanding Natural Beauty (AONBs). They have different purposes from National Parks, vastly less money, but sometimes greater pressures. Yet they cover areas that are more visited, sometimes more biodiverse and are just as beautiful.

We believe this duplication wastes resources and diminishes ambition.

That is why our central proposal is to bring National Parks and AONBs together as part of one family of national landscapes, served by a shared National Landscapes Service (NLS). This will give them a bigger voice, bigger ambition and a new way of working to meet new challenges.

Within this family, of course not every member will be the same. Local identity matters. National Parks need to keep their titles, at least their current levels of funding, and local autonomy, especially over planning.

The current system of governance for National Parks (and, as we'll explore later, AONBs) should be reformed substantially. Time after time we have heard and seen that National Park boards are too big, do not do a good job in setting a strategic direction and are deeply unrepresentative of England's diverse communities.

Of the almost 1,000 people on National Park and AONB boards today, the great majority are male, many are of retirement age and a tiny fraction are of black, Asian or minority ethnicities. This is wrong for organisations which are funded by the nation to serve everyone.

We also think what are now AONBs should be strengthened, with increased funding, governance reform, new shared purposes with National Parks, and a greater voice on development.

We think the current cumbersome title 'AONB' should be replaced. Our suggestion is that they should be called National Landscapes.

We would also like to see the encouragement of a wider range of non-designated systems of landscape protection, which should be members of the national landscapes family and served by the NLS.

This ought to include new areas of forest, along the lines of the successful National Forest in the East Midlands. We give our strong support for proposals for new urban National Parks, such as the one proposed for the West Midlands and the one already underway in London. We also praise the impressive work being done to bring the South Pennines together as a regional park and to create a marine park in Plymouth.

Our overriding conclusion is that without structural reform and greater shared ambition and status, our national landscapes will always struggle to do more than make an incremental difference.

## Summary findings

The review focused on 5 areas:

1. Landscapes alive for nature and beauty
2. Landscapes for everyone
3. Living in landscapes
4. More special places
5. New ways of working

They are not separate but part of one ambition: to strengthen the natural beauty of England's landscapes in order to serve the country better by improving their biodiversity, and the lives of people who work in them, live in them and enjoy them.

For clarity when reading this summary, we refer to Areas of Outstanding Natural Beauty as AONBs, and use 'national landscapes' to refer to the two designations of National Parks and AONBs together.

### Summary 1. Landscapes alive for nature and beauty

The [2010 Making Space for Nature review](http://archive.defra.gov.uk/environment/biodiversity/documents/201009space.for.nature.pdf)

(<http://archive.defra.gov.uk/environment/biodiversity/documents/201009space.for.nature.pdf>) and the most recent [2016 State of Nature report](https://www.rspb.org.uk/globalassets/downloads/documents/conservation.projects/state.of.nature/state.of.nature.uk.report.2016.pdf)

(<https://www.rspb.org.uk/globalassets/downloads/documents/conservation.projects/state.of.nature/state.of.nature.uk.report.2016.pdf>) are explicit about the crisis of nature and what needs to be done to bring about a recovery. There is no need, in this review, to restate the excellent and mostly chilling analysis they contain, except to say that we agree and we want to see national landscapes lead the response.

### Proposals

Proposal 1: National landscapes should have a renewed mission to recover and enhance nature, and be supported and held to account for delivery by a new National Landscapes Service

Proposal 2: The state of nature and natural capital in our national landscapes should be regularly and robustly assessed, informing the priorities for action

Proposal 3: Strengthened Management Plans should set clear priorities and actions for nature recovery including, but not limited to, wilder areas and the response to climate change (notably tree planting and peatland restoration). Their implementation must be backed up by stronger status in law

Proposal 4: National landscapes should form the backbone of Nature Recovery Networks – joining things up within and beyond their boundaries

Proposal 5: A central place for national landscapes in new Environmental Land Management Schemes

Proposal 6: A strengthened place for national landscapes in the planning system with AONBs given statutory consultee status, encouragement to develop local plans and changes to the National Planning Policy Framework

### Summary 2. Landscapes for everyone

National Parks were created in part to provide a healing space, both mentally and physically, for the many who had given so much to protect our country during the Second World War. They were meant for everybody. Much has changed in the 70 years since. Modern Britain is a very different place socially and demographically. Today we recognise diversity as the mark of a healthy and resilient society. However, many landscape bodies have not moved smartly enough to reflect this changing society, and in some cases show little desire to do so.

We want our nation's most cherished landscapes to fulfill their original mission for people, providing unrivalled opportunities for enjoyment, spiritual refreshment and in turn supporting the nation's health and wellbeing.

## Proposals

Proposal 7: A stronger mission to connect all people with our national landscapes, supported and held to account by the new National Landscapes Service

Proposal 8: A night under the stars in a national landscape for every child

Proposal 9: New long-term programmes to increase the ethnic diversity of visitors

Proposal 10: Landscapes that cater for and improve the nation's health and wellbeing

Proposal 11: Expanding volunteering in our national landscapes

Proposal 12: Better information and signs to guide visitors

Proposal 13: A ranger service in all our national landscapes, part of a national family

Proposal 14: National landscapes supported to become leaders in sustainable tourism

Proposal 15: Joining up with others to make the most of what we have, and bringing National Trails into the national landscapes family

Proposal 16: Consider expanding open access rights in national landscapes

## Summary 3. Living in landscapes

Our system of national landscapes works best when it works with people on its side. We can all agree that a village that is lived in, with an active school, people who work, and who are part of a living tradition, is better than a sterile place that is full of shuttered homes, empty pubs and derelict shops.

If we are serious about demonstrating the value of 'lived in' landscapes to the global family of national landscapes, then we need to be serious about the people who live in them, and show how it's possible to offer meaningful social and economic support for them.

## Proposals

Proposal 17: National landscapes working for vibrant communities

Proposal 18: A new National Landscapes Housing Association to build affordable homes

Proposal 19: A new approach to coordinating public transport piloted in the Lake District, and new, more sustainable ways of accessing national landscapes

## Summary 4. More special places

Almost a quarter – 24.5% – of England is already covered by national landscapes.

We think there is a case for several larger AONBs to take on National Park candidate status, as well as for a new AONB (or National Landscape as we propose they are called in future).

The success of the National Forest is also a model which should be replicated.

We also think that a changing nation needs new ways to come together to support natural beauty and access.

### Proposals

Proposal 20: New designated landscapes and a new National Forest

Proposal 21: Welcoming new landscape approaches in cities and the coast, and a city park competition

Proposal 22: A better designations process

## Summary 5. New ways of working

We want our landscapes to focus on enhancing natural beauty, supporting communities and visitors. But to do it better, we think they need to change and work together more.

### Proposals

Proposal 23: Stronger purposes in law for our national landscapes

Proposal 24: AONBs strengthened with new purposes, powers and resources, renamed as National Landscapes

Proposal 25: A new National Landscapes Service bringing our 44 national landscapes together to achieve more than the sum of their parts

Proposal 26: Reformed governance to inspire and secure ambition in our national landscapes and better reflect society

Proposal 27: A new financial model – more money, more secure, more enterprising

---

## OGL

All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© [Crown copyright](#)



**Cumbria Association of Local Councils**

**Note of Joint Meeting with Allerdale B C and Cumbria CC  
Held on the  
3<sup>rd</sup> February 2022 at 7.00pm  
On the Teams Platform**

**PRESENT: -**

Gordon Moore (Ireby and Uldale PC)	Marian Fitzgerald (ABC)
Peter Kendall (Maryport TC)	Paul Titley (Keswick TC)
Kate Brantwood (Embleton and district PC)	Ross Hayman Dean PC)
John Hill (Above Derwent PC )	David Wilson (Brigham PC)
Mary Bradley (Broughton PC)	Hilary Harrington (Workington TC)
Chris Shaw (Calc Allerdale Liaison Officer)	Pauline Scott
Chris Poate (Lorton PC)	Freda Chapman (Borrowdale PC)
Catherine Gourlay (Workington TC)	Joe Saxton
Josh Barbour	Julian Cruickshank (Lorton PC)
Kathryn Mitchell (Loweswater PC)	Christine Slater
Janet Mansfield (Allhallows pc)	
Stewart Grant (Embleton PC)	Samantha Green (Dearham PC)
Andrew Seekings (Allerdale BC)	

**1. Welcome and Apologies**

There were apologies from;

Yvette Kahane (Buttermere PC)  
Bexc Carter (Embleton PC)  
B Lamb (Papcastle PC) Greysouthen PC)  
Geoff Davies (Above Derwent PC)  
Ian Hinde (ABC)  
Lizzy Shaw (CCC)

**The meeting was chaired by Mary Bradley (Broughton PC) and chair of the Allerdale district of Cumbria Association of Local Councils**

The chair welcomed councillors and clerks to the meeting. She said that there were no matters arising from the last meeting which were not on the present agenda

**2. Local Government Reorganisation** The chair introduced Andrew Seekings the chief executive at Allerdale borough council who is on the chief executive's board for reorganisation.

Andrew gave an overview of the work was being undertaken to prepare for the election of the shadow authority and thereafter to work towards vesting day on the 1<sup>st</sup> April 2023.

He said that two unique councils, Cumberland and Westmoreland/Furness, working across all 7 existing principal authorities collaboratively and is colligative. Service block themes and cross cutting workstreams that focus on three stages, the shadow authority, service design for vesting day and then post vesting day transformation. A transition budget has been agreed by 5 of the 7 authorities to date.

The timeline planned was that a notice of election is 28<sup>th</sup> March 2022 with the structural changes order (SCO) by having been passed by parliament before that day. The joint committee made up of 12 councillors in Cumberland nominated by the three district authority and the county council were required to meet within 14 days of the SCO. being passed. The district councils three nomination were to reflect the political balance in existing councils. The three county councillors had to be serving in divisions within the new authority. The joint committee would only be in existence for a short time until the election on the 5<sup>th</sup> May 2022. Those elected would serve for 5 years, 1 as shadow and 4 in the new authority. This means that the elections in 2027 would be co-terminus with town and parish elections but consideration will be given to the costs incurred by local councils in 2023. He said that whilst the two authorities would work with the same service blocks there would be options that the two authorities could take for implementation. It was expected that the tasks between now and vesting day would be on a transitional basis rather than developing new services. It was expected that regulations would be put in place preventing the existing councils spending over a certain limit during the remainder of their time without the consent of the new authority. (**Note.** Attached are the slides that were produced for both the Allerdale and Copeland three tier meeting). Questions were taken at this point and Janet Mansfield asked why there was a different between the number of councillors to be elected to the two new authorities 65 in Westmoreland and 46 in Cumberland. Andrew said that the decision made by government was based on the different options put forward by both the existing authorities and the political parties with the understanding that there would be a full boundary review during the second term of the new authorities. A question was asked whether the new authorities would have area committees with their own budgets. Andrew said that no decision had been taken but there were precedents in other authorities. On the question of service delivery Andrew said that there would be opportunities to improve effectiveness and efficiency and it may be that some of the bigger services such as highways and transport may be dealt with under joint arrangements. Andrew said that some scoping work was being undertaken on community and locality and it was planned that shadow authority members would work closely with both Calc and parishes generally to look at area committees. Paul Titley asked about assets and Andrew said an asset workstream had been set up looking at current assets in the Cumberland area. A question was asked about the benefits for local councils. Andrew thought that there might be more residents interested in the parish level and may wish to take on more services. A question was asked about links with the national park. Andrew said that there were a number of key partners such as the NHS and Police where there would be an opportunity to look at closer and improved working and with the National Park there were two immediate points One at a strategic level with the chief executives working and for example at a lower level concerning planning matters. Andrew Seekings was thanked for his contribution.

### **3 Geological Disposal Facility**

Mary Bradley spoke to this item She said a community partnership had been formed for a search area in Allerdale and that she had been appointed as the independent interim chair. As a result, Chris Shaw was the Calc representative The partnership needed to grow. At present there were 6 members and the first meeting had been held on the 28<sup>th</sup> January 2022. In addition to recruitment of new members the community investment fund had to be started. There is £1 million each year to be spent by organisations. Money is not carried over and any not spent in the year is returned to the Treasury. Mary said that there were other workstreams to be set up one concerning communication and the website. She said that when the shadow authority is in place there may be changes to the search area as the electoral wards will be different from the present position. Mary said that a disposal facility would not be built even if there was suitable geology unless the community were willing and so engagement with residents was paramount. Chris said at present no parishes were directly represented on the community partnership but there was no reason why, as with the Copeland partnerships, parishes should not come forward requesting a place on the partnership. Mary said that additionally a type of sub group would be set up for parish councils. Peter Kendall (Maryport TC) said that any waste placed underground should be retrievable and not simply disposed and left. Mary said that the regulators would play a very large part and no disposal would be allowed unless the regulators were content that it was safe disposal

### **4 Climate change Action Plan**

Marion Fitzgerald spoke to this item and her presentation is attached. Marion said that the action plan was as a result of much public comment and a petition to the council. Work undertaken by officers was considered by the scrutiny committee and a cross party committee is now taking the action plan forward. Marion said there had been a good start with a number of matters and training had taken place which has been very useful including changes in practice. She said that each report to council committees took into account climate change issues and with the new Cumberland authority on the horizon the district council was working with both Copeland borough council and Carlisle City council to make sure that the activities are in harmony. Paul Titley said that at Keswick town council a group were considering the agenda for meetings and how the discussions were affected by climate change. He also made the point that this was an issue where we all had to play our part and could not shuffle the matter on to someone else. Marion said that the carbon literacy training given by CAFS (Cumbria Action for Sustainability) was very good She said that on the CAFs website was a carbon measuring device which can be applied to the individual's activities. It was noted that Workington T C were active in biodiversity matters and had received a Cumbria in Bloom award.

**5. Community Resilience Network** Chris Shaw said that Lizzy Shaw (CCC) had given her apologies but had forwarded a note of the present position and it would be attached to these minutes. (Attached)

### **6 Other matters and date of the next meeting**

#### **i) Bank charges**

Chris said that a number of the clearing banks were now charging parish councils for administrating the current account and as an example he was aware that HSBC were

charging £8 each month plus £1 for each cheque cleared. Mary Bradley said that she was aware that a number of local councils were moving to Unity Bank and she suggested that an item appeared in the Calc newsletter on this topic. Samantha Green (Dearham PC) said HSBC were undertaking safeguard reviews which were taking months to complete and the bank were meanwhile closing parish council accounts. She said that she had tried to open a Unity Bank account but at present they were not taking councils because of the flood of requests. Mary Bradley said that the chief executive should be advised of the problem which was nationwide.

The meeting closed at 8.38.



## Notes of Town Liaison Forum Meeting held on Tuesday 22<sup>nd</sup> February 2022 on Zoom

<p><b>Attendees:</b>  Duncan Miller – Keswick Town Council  Vivien Little – Town Clerk  Vanessa Metcalfe – KTA  Andy Murphie – Vicar, Crosthwaite  Steph Davis-Johnson – County Highways  Chris Winter – Police (Civil Contingencies)  James Robson – Keswick Ministries  Simon Overend – Keswick Ministries  Murray Lawrie – Keswick Ministries</p>	<p><b>Apologies:</b>  Jim Walker – Cumbria Tourism  Charles Hope – Vicar, St John’s  Katie Callon – Police (Civil Contingencies)  Katy Maher (Counter Terrorism)</p>
--	--

1. Welcome, apologies and introductions.
2. Notes from December meeting. No matters arising.
3. Items raised by invitees – no items had been raised.
4. Situation report and updates from forum representatives:

Vivien & Duncan for Town Council: making plans for Queen’s jubilee celebrations. Inputting to parking plans – there is no ideal solution. The resignation of a councillor means there will be an election.

Andy re churches: Moving back to more normal having been following Covid restrictions. More interest in hiring of venues.

Chris for the Police: Convention planning will start in March.

Steph re Highways: The parking consultation is a significant piece of work.
5. Update from KM:
  - i. KM update: David Sawday and Sarah Robinson have left to pursue other opportunities. Some new posts are being recruited to support facilities – buildings and site management.
  - ii. Derwent Project:

Phase 2 works to bring the first and second floors into use in time for 2022 Convention, include installation of stairs and lifts. Some landscaping is also underway in compliance with the planning approval. There are no current plans for a roof-top café.

The buildings are being used by various groups, and there have been encouraging enquiries about usage by those wishing to bring activities to Keswick over the next few years.
  - iii. Skiddaw Street – planning application approved for accommodation units in former ground floor storage area. These units will be used by volunteers both during Convention and year-round. They will provide additional accommodation in support of our growing year-round programme of teaching and training events; they will provide additional capacity for the many church, school and other groups that use the centre throughout the year. Surplus capacity will be made available on Airbnb. Newly recruited staff will be accommodated on site to manage the building and lettings.

Permitted car parking is now in operation and some EV charging points have been installed (these will provide no income to KM). There was discussion around how the permitted car parking operates and provides flexibility for all those who might want to use it do so in a way that works best for them, whilst not necessarily being exactly what they would like. It was

pointed out that KM's surface water drainage change for the site means the car parking income will barely cover the costs.

- iv. Teaching & Training Events: More in-person events are now being run. Two new initiatives are Leading WELL, for those in lay (unpaid) leadership in local churches, in March, and Faith in the Second Half (in May) is addressing how people in later life still have so much to give. Both these new courses have great teams leading them and we hope they will be popular, bringing new people to Keswick, using the town's accommodation and other facilities. We are finding that many of those attending our courses are new to Keswick, and all love the location, and all that the area has to offer. These people are great advocates for the town when they return to their churches / places of work.
- v. Keswick Convention 2022 - 16<sup>th</sup> July to 5<sup>th</sup> August: Our Safety Advisory Group submission has been made. With KTA's assistance we are seeking a local café provider to facilitate the café in our mission exhibition and bookshop space; we have also offered the opportunity to have food vans on site. The theme of this year's Convention is Grateful, with the normal programme of meetings and world class speakers. We are keeping afternoons free for people to explore and enjoy the area. We will be updating the Enjoy Keswick website.

6. 2022 meeting dates:

Tuesday 3<sup>rd</sup> May at 2pm.

Tuesday 9<sup>th</sup> September at 2pm.

Tuesday 13<sup>th</sup> December at 2pm.



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)

## **This is the Health and Safety Policy Statement of Keswick Town Council**

Keswick Town Council recognises and accepts its responsibility for providing a safe and healthy work environment for its members; staff; volunteers; visitors and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning and established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general powers as set out below is based on that required by virtue of the Health and Safety at Work etc. Act 1974.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide sufficient information, instruction and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity—related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on:

To be review and re-affirmed at the Annual Town Council meeting.

Signed: .....



## **Co-option Policy**

**This document sets out Keswick Town Council's co-option policy.**

**Vivien Little**

**Town Clerk**

**March 2022**



## Contents

Co-option procedure	3
Introduction	3
Ordinary Vacancy	3
Casual Vacancy	3
Application procedure	4
Voting Procedure	5
Acceptance of office	6
Appendix 1 – Co-option Application Form	7
Appendix 2 – Co-option Eligibility Form	9

## **Co-option Procedure**

### **Introduction**

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Keswick Town Council.

The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and equitable process is carried out.

The co-option of a town councillor occurs in two instances:

1. When an ordinary vacancy has arisen on the Town Council after the ordinary election held every four years; or
2. When a casual vacancy has arisen on a Town Council and no poll (by-election) has been called.

The Town Council is composed of two wards; Keswick East (7 members) and Keswick West (5 members).

### **Ordinary Vacancy**

There are two circumstances under which the Electoral Officer at Allerdale Borough Council will notify Keswick Town Council that it may, if it so wishes, proceed to fill a casual vacancy by co-option:

**Ordinary Vacancy** – when a ward seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently at four yearly intervals). In this instance the Town Clerk would be notified of vacancies by Allerdale Borough Council and that efforts must be made to fill the vacancies by co-option. Provided that there are enough Town Councillors to constitute a quorum (currently four (4) councillors), the Council will decide if they will proceed to stage 2.

**Casual Vacancy** – during the life of a Council when a ward seat has fallen vacant (because of a resignation, death, disqualification or ineligibility). The Town Clerk will immediately notify the Electoral Office at Allerdale Borough Council and the vacancy will be advertised as soon as is reasonably practicable. If the required ten (10) electors of the ward have not called for a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will then be notified by Allerdale Borough Council, that the vacancy(ies) can be filled by co-option. The Council will then be able to co-opt a volunteer.

The Town Council is not obliged to fill any vacancy, however it is not desirable that electors in a ward be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interest; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.

Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

Councillors elected by co-option are full members of the Council.

### **Application procedure**

On receipt of written notification from the Electoral Officer at Allerdale Borough Council that no by-election has been claimed, the Casual Vacancy can be filled by means of co-option.

The Clerk will:

1. Announce the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification by means of displaying a Notice on the Council Noticeboard and website. A copy of the Notice will also be sent to the local press, and an advert placed.
2. The co-option notice will include the closing date for acceptance of request for consideration (between 14 and 30 days after the date of the display) and the number of vacancies.
3. The Town Clerk will advise when the Co-option Policy has been instigated, by sending an email to all councillors.

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient town councillors elected to constitute a quorum.

Members of the Town Council may point out the vacancies and the process to any qualifying candidate(s).

Candidates found to be offering inducements of any kind will be disqualified.

The Statutory requirements to be co-opted as a Council as the same as standing for election to the Town Council.

The applicant needs to be proposed and seconded by two residents on the electoral register for the appropriate Town Council ward.

The applicant must meet at least one of the following qualifications:

1. is on the electoral register anywhere within the parish; **or**
2. has lived in or within 3 miles of the parish boundary for the previous 12 months; **or**
3. owns, rents, occupies or otherwise has right of occupation of land in the parish; **or**
4. works in the parish.

Although there is **no statutory requirement to do so**, applicants for co-option will be asked to:

1. submit information about themselves, by completing a short application form (a copy of the application form is attached as Appendix 1) together with a CV and written summary covering: their reasons for wishing to be a councillor; previous community/council work; any other skills they can bring to the

- Council; their interests and recent career history, similar to what they would produce if standing for election;
2. confirm their eligibility for the position of Councillor within the statutory rules (a copy of the confirmation of eligibility form is attached as Appendix 2).

Copies of the applicant's application forms will be circulated to all councillors by the Town Clerk at least seven days prior to the meeting of the full Council when the co-option will be considered. All documents will be treated by the Clerk and all councillors in confidence and in accordance with the GDPR 2018.

Candidates will then be sent an invitation to attend the meeting at which their appointment application will be considered as part of the full agenda of the meeting.

Candidates will be informed that they **may** wish to speak for up to 3 minutes about their application at the Council meeting, but this is at their discretion and not obligatory. This process will be carried out in public session, and there will be no private discussions between members prior to a vote being taken. However, where the Town Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Town Council should resolve to exclude the members of the press and public. If there is no discussion requested, the Chair can then commence the voting procedure.

### **Voting Procedure**

If consideration of the application has taken place without the press or public being present, the Chair will reconvene the meeting and it will be reopened to the public and press and voting takes place.

Voting will be according to the statutory requirements in that a successful candidate must have received an absolute majority vote of those present and voting (50% + 1 of the votes available at the meeting). If there are more than two candidates for one vacancy and none of them at first count receives a majority over the aggregate votes given to the rest, the candidate with the least number of votes will be removed from consideration and the remainder will be put to the vote again.

This process will if necessary be repeated until a majority is obtained.

This process will be followed separately for each individual vacancy for which co-option is under consideration.

If no candidate secures an absolute majority of votes cast for an individual vacancy, then that vacancy remains unfilled (e.g. if 12 Councillors are present, and seven abstain from voting there is no absolute majority).

Councillors shall vote by show of hands, unless two Councillors request a secret ballot.

In the case of equality of votes, the Chair of the meeting has a second or casting vote.

After the vote has been concluded, the Chair will declare the successful candidate duly elected and after signing their declaration of acceptance of Office may take their seat immediately.

The Council is not obliged to provide feedback on the application process to unsuccessful candidates.

### **Acceptance of Office**

The successful candidate(s) must sign their declaration of acceptance of office before they can act as a councillor. The Register of Interest must be completed within 28 days and the Town Clerk will forward a copy to the Monitoring Officer at Allerdale Borough Council.

The Clerk will advise the Elections Officer of Allerdale Borough Council of the names of anyone co-opted onto the Council.

The Town Clerk is responsible for providing each new councillor with an induction, a new Councillors pack and should ensure that all new councillors have read and understood the Code of Conduct and the Standing Orders adopted by the Council.

### **Appendices**

**Appendix 1 – Application Form**

**Appendix 2 – Eligibility Form**

**Appendix 1**

**KESWICK TOWN COUNCIL  
Co-option Application Form**

<b>PERSONAL DETAILS – (Block Capitals Please)</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone or Mobile Number:</b>	
<b>Email address:</b>	
<b>Are you 18 or over</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If NOT resident in Keswick please confirm the address for qualification in Appendix 2 Section 1 Eligibility

Address
---------

Is there any other information you would like to disclose regarding you application? (e.g. if you are related to an employee of the Council/would require assistance during Council meetings with mobility, hearing or vision).

Signature ..... Date .....

Please return your completed form, together with your written summary and the Co-option eligibility form to:

Town Clerk  
Keswick Town Council  
50 Main Street  
Keswick  
CA12 5JS

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

For verification by Town Clerk:
Electoral Roll No.

Please detail any experience you have that may be relevant to Keswick Town council (If necessary, please continue using a separate sheet of paper).

*(This area is intentionally left blank for the applicant to provide details of their relevant experience.)*

## Appendix 2

### Co-option Eligibility Form

In order to be eligible for co-option as a Keswick Town councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and be 18 years of age or over on the 'relevant date' (i.e the day on which you are nominated or if there is a poll the day of the election). You must additionally be able to meet one of the following qualifications (Please tick which of the above applies to you).

- I am registered as a local government elector of the parish of Keswick; **or**

- I have, during the whole of the twelve months preceding the date of my co-option, occupied as an owner or tenant, land or other premises in the parish of Keswick; **or**

- My principal or only place of work during those twelve months has been in the parish of Keswick; **or**

- I have during the whole twelve months preceding the date of my co-option resided within 3 miles of the parish of Keswick.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

1. holds any paid office or employment of the Town council (other than the office of Chair) or of a joint committee on which the Council is represented; **or**
2. is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors\* (but see below); **or**
3. has within five years before the day of the election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; **or**
4. is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices

\*This disqualification for bankruptcy ceases in the following circumstances:-

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged without a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.



In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

I (insert name)..... hereby confirm,

That I am eligible to apply for the vacancy of Keswick Town Councillors, and the information given on this form is a true and accurate record.

Signed ..... Dated .....

WARD .....

\*Proposer  
Name .....  
Address .....

For verification by Town Clerk Electoral Roll number:  Electoral Roll Number:
--

\*Seconder  
Name .....  
Address .....

For verification by Town Clerk Electoral Roll number:  Electoral Roll Number:
--

\*Please note proposers and seconders need to be electors in the ward in which you intend to apply for co-option.