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

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
CA12 5JS
Email: townclerk@keswicktowncouncil.gov.uk

22nd September 2022

A meeting of Keswick Town Council to be held at the Council Chamber, Town Hall, Keswick on Thursday 29th September 2022 at **7.00 pm**.

Yours sincerely

Vivien Little
Town Clerk

AGENDA

1. **Apologies**
   To receive apologies for absence.

2. **Minutes**
   To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on the 18th August 2022 (pages 18-22).

3. **Requests for Dispensations**
   The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

4. **Declarations of Interests**
   To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

   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.

5. **Police Attendance**
   To receive the report of the Allerdale Rural Neighbourhood Policing Team.

6. **Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 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.

7. **Matters to be raised by Councillors**
An opportunity for Councillors to raise any **unforeseen** matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.

8. **Applications for Development**
   i) To examine applications for development and to agree observations for submission to the Lake District National Park Authority (list enclosed – Planning Group report to be circulated at the meeting).
   ii) To receive update on National Park planning decisions.

9. **Mayor's Report**
To receive details of the Mayor's engagements and meeting attendance for the period 12 August 2022 – 22 September 2022.

10. **Reports from Ward Representatives**
To receive reports from the following representatives:
   i) Allerdale Borough Council
   ii) Cumbria County Council
   iii) Cumberland Council
   iv) LDNPA North Distinctive Area Parishes Representative

11. **Payment of Accounts**
To confirm the payment of accounts for September 2022 as approved by the Inspection Committee (to be circulated at the meeting):
   i) For the Town Council ii) For the Trusts

12. **Audit for the year ending 31 March 2022**
To approve and accept the Annual Governance and Accountability Return for the year ended 31 March 2022 including the certificate of conclusion of the External Audit and to report that there are no matters arising.

13. **Consultation Response**
To ratify the Town Council's response to the Government's Call for Evidence about developing a tourism accommodation registration scheme in England.

14. **Keswick to Threlkeld Trail – Call for Lighting Between Keswick Leisure Centre and Spar Garage on Penrith Road**
To consider a report by Councillor Burn.

15. **Clerk's Report**
To receive the Clerk's report.

16. **Reports from representatives on Outside Bodies**
   i) Battersby Hall Charity – Councillor Lywood.

17. **Policy Adoptions**
To adopt the following policies for Keswick Town Council.
   i. Communications Policy

18. Events Committee

To receive for information the minutes of the Events Committee minutes dated 6 July 2022 and 16 August 2022 (pages 5, 6-7 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'

19. Website work

To consider a report by the Clerk.

20. Clerk's Report

To receive the report of the Clerk

To: All Councillors, Police, Press, Library

KESWICK TOWN COUNCIL
SEVEN PRINCIPLES OF PUBLIC LIFE
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Minutes of the meeting of Keswick Town Council held in the Council Chamber, Town Hall, Keswick on Thursday 18th August 2022 at **7.00 pm**.

Present:

Chairman
Councillor Steve Harwood

Councillors

Allan Daniels	Alan Dunn	Sally Lansbury
Tony Lywood	Duncan Miller	Jean Murray
Paul Titley		

Also present were Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press, and four members of the public.

75. Apologies
Apologies for absence were received from Councillors Burn, L Dunn, Forsyth and Paxon. Their apologies were noted and accepted by Councillors.

76. Minutes
RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 21 July 2022 (pages 13-17).

77. Requests for Dispensations
The Clerk reported that there were no requests for dispensation.

78. Declarations of Interests
No declarations of interest were made at this meeting.

79. Police Report
There was no police report received at this meeting.

80. Matters to be received from the Public
No member of the public raised any matter at this meeting.

81. Matters to be raised by Councillors
Councillor Titley gave an update on the recent Events Committee meeting. At a future meeting, Councillors would be asked to approve a budget for Scruffs and Pop and Proms for next year, however Rock Night would no longer take place due to increasing costs. Councillor Forsyth had come up with an idea to showcase the artistic capability of the town by setting up a 'Keswick Fringe', which Councillor Forsyth was beginning to develop. The Town Council could then use the money saved from the Rock Night to sponsor this event. More updates would follow at a later date.

82. Applications for Development

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

Plan Ref.	Description of Development Location

T/2022/0111	T1 Yew Tree - reduce crown by appro 1.5 to 2 mtrs to allow more light into garden 19 , Stanger Street, Keswick, Cumbria, CA12 5JU No comments made **SUPPORT**
T/2022/0112	T1 - Holly Tree, Reduce by approx. 4 -5 m T2 - Yew Tree, Crown raise over sign. T3 - Yew tree, Remove 1x Yew stem Bishops House, Ambleside Road, Keswick, CA12 4DD No comments made **SUPPORT**
7/2022/2119	Amended plan to application 4 Victoria Street, Keswick *Object - We acknowledge that changes have been made to the original application but remain concerned that the drawing does not accurately show the step up in roof level to No.2 which creates an uneasy balance with the adjoining roof space conversions. We consider the mass of this roofspace conversion is too dominant and should be set back to match the dormer at No.6 to provide a better balance in this conservation area –* **OBJECT**
7/2022/2136	Proposed youth centre and residential development following refusal ref 7/2019/2166 Keswick Youth Centre, The Old Mill, Main Street, Keswick, CA12 5NJ *Defer response pending submission of amended plans to September meeting* **DEFER**
7/2022/2191	Retention of access AP07 approved under 7/2016/2027 and 7/2020/2087 (amended scheme) High Keld, Keswick, CA12 4LR *Support – Subject to drainage being incorporated across the entrance to prevent run off water onto the highway* **SUPPORT**
7/2022/2193	Alterations to existing front and rear dormers and single storey rear extension, additional window in first floor rear elevation Kingsway, Penrith Road, Keswick, CA12 4LJ *Object – the scale and style of the rear dormer extension to the roof is disproportionate to the existing and adjacent properties with full height glazed doors and no safety balustrade shown* **OBJECT**
7/2022/2197	Demolition of existing garage and sun room, to be replaced with side extension. Over-cladding of house walls and roof with insulation and airtightness membrane 41, Briar Rigg, Keswick, CA12 4NN *Support – strongly support the upgrading work on energy conservation to the existing house subject to clarification of*

	detail where roof is raised by a small amount above the adjoining semi detached dwelling – **SUPPORT**
7/2022/2198	Single storey side and rear extension to dwelling The Rowans, Ambleside Road, Keswick, CA12 4DN *Support but noting that the extension is incorrectly described as single storey – the side extension is actually 2 storey* **SUPPORT**
7/2022/2201	Change of use from a guest house to self catering holiday letting accommodation Brookfield, Penrith Road, Keswick, CA12 4LJ *Support - As the application form indicates that the owners accommodation and on-site management is being retained, we support this proposal subject to a condition on any permission granted that this arrangement is maintained* **SUPPORT**
7/2022/2203	Change of use of guest house to self catering holiday letting accommodation Badgers Wood, 30, Stanger Street, Keswick, CA12 5JU Object - There is only limited information submitted with this application and no indication that the owners accommodation / on site management is being retained. This is the 27th application of this type. With reference to Policy 18 of the Local Plan, which includes a condition for consideration of such applications that they "do not introduce inappropriate levels of use in this location", we maintain our concern that the significant number of recent approvals granted is changing the balance of holiday accommodation available and does now introduce an inappropriate level of use **OBJECT**
7/2022/2204	Approval of details reserved by condition of planning permission 7/2020/2039 (erection of Hotel (C1) with restaurant / bar at ground floor, together with means of access, car parking, creation of loading/ delivery bay and ancillary works), condition 5 (external lighting) Proposed Hotel On Former Ravensfield Site, High Hill, Keswick, Cumbria, CA12 5NX *No comments required, for information only.*

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

83. Licensing Applications

RECEIVED Planning and Licensing Group report on licensing applications received.

84. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 15 July 2022 – 11 August 2022.

85. Lake District National Park Correspondence – Neighbourhood Plan

Consideration was given to a report from the Clerk.

RESOLVED that a meeting be set up with the Strategy, Partnerships and Policy Team at the Lake District National Park and members of Keswick Town Council.

86. Local Government Reorganisation

Consideration was given to a report from the Clerk.

RESOLVED that a working group be set up consisting of Councillors Daniels, Harwood, Lansbury, Murray and Titley to consider composing an Expression of Interest in assets to be transferred to Keswick Town Council.

Councillor Lywood joined the meeting.

87. Reports from Ward Representatives

RECEIVED reports from the following representatives:

i) Allerdale Borough Council – Councillor Lansbury gave an update on a recent visit to a mechanical treatment plant for waste (see attachment). There was no monetary value to the waste, however it did stop waste going to landfill.
Councillor Campbell-Savours followed on by saying that the new Cumberland Council wanted to ensure as much recycling as possible took place in order to improve on the amount of waste being disposed of.
Councillor Campbell-Savours also updated Councillors on the fact that a number of commercial properties (bed and breakfasts, holiday lets etc) were not paying for commercial waste contracts, but were disposing of waste in the normal residential waste. Allerdale Borough Council was working to ensure that Council Tax payers were no longer picking up the cost for this, and commercial contracts set up.

ii) Cumbria County Council – Councillors Lywood informed Councillors that a sewer had collapsed outside the Keswick Alhambra Cinema and would be repaired on an upcoming Sunday.
Cumbria County Council have given a grant for youth provision in Keswick.
There had been two traffic related incidents in Borrowdale, and Councillor Lywood was calling for yellow lines to be put in place along Borrowdale to stop cars parking on the sides of roads and on pavements.
RESOLVED that a letter be sent to Cumbria Highways expressing concern at the blocking of an ambulance trying to attend an emergency on the road to Stonethwaite.
Councillor Lywood also gave an update on the Back Streets consultation, as he had seen the initial responses. As it stood, the majority of respondents did not like the current proposals, however there was an agreement that at a minimum yellow lines should be put around the corners.

iii) Cumberland Council – Councillor Campbell-Savours updated Councillors on progress of the new Cumberland Council. Most of the current work was to ensure that the Council was safe and legal come Vesting Day.

Iv) LDNPA North Distinctive Area Parishes Representative - **RECEIVED** the report from Dr Geoff Davies, Lake District National Park Authority North Distinctive Area Parishes Representative.

88. Payment of Accounts

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

i) For the Town Council; vouchers 100 – 113, amounting to £47,492.22 (forty seven thousand four hundred and ninety two pounds and twenty two pence)

ii) For the Trusts; vouchers HP67 – FP92, amounting to £10,644.79 (ten thousand six hundred and forty four pounds and seventy nine pence)

89. Community Engagement Strategy

Consideration was given to a report from the Clerk.

RESOLVED that the report be approved, with consideration to be given to organising a surgery for all Councillors, perhaps linked to another event to provide the best interest.

90. Clerk's Report

Consideration was given to a report from the Clerk.

RESOLVED that Keswick Town Council sign up to the Civility and Respect Pledge.

91. Policy Adoptions

RESOLVED that the following policies for Keswick Town Council be adopted:

i) Vexatious Complainant Policy
ii) Social Media Policy; and
iii) that the Communication Policy be brought back to Town Council in September.

92. Consultation

Consideration was given to the consultation by the Northern Culture APPG into the cultural value of sport.

RESOLVED that Keswick Town Council will not respond to this consultation.

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'

93. Clerk's Report

Consideration was given to the report of the Clerk.

RESOLVED that:

i) the letter of support to Keswick Youth Centre be ratified;
ii) that the wording of the question for a potential Parish poll be agreed; and
iii) that Council agree to accept quotation 2 for a van for the Parks Trusts.

The meeting closed at 8.23 p.m.

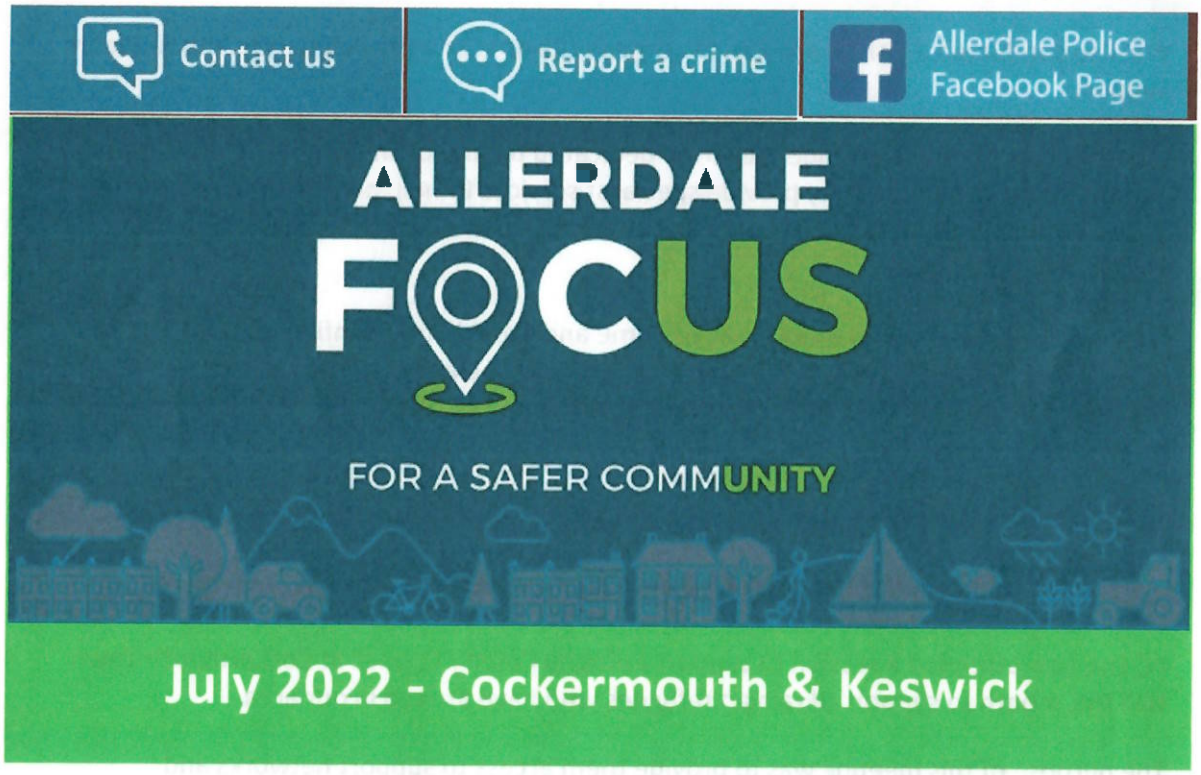
_____
Chairman

_____
Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 22 August 2022 13:01
To: Ania Mlynczak
Subject: July 2022 - Cockermouth & Keswick

View in browser



A word from your local Inspector

In this month's newsletter, you will see we have been conducting high visibility patrols in areas of Cockermouth following a hub referral.

We are continuing to hold drop-in sessions for the public to come speak to us on any issues they may have.

Please keep an eye on our social media channels or via the links below under the meetings and events tabs

Cockermouth - Cumbria Constabulary

Keswick - Cumbria Constabulary

Your support and information is crucial to what we do, so please continue to get in touch if you need our help.

Acting Inspector Scott Adams

Patrols in Cockermouth

We have been conducting high visibility patrols in the area of Wasdale Close and Kirkfell Avenue in Cockermouth following a hub referral that is in place for these locations.

These patrols are to give residents reassurance and an opportunity to speak with a PCSO whilst they are in the area.

We also conducted a visit to a victim of crime in the area and they were referred to Victim Support.

Victim Support is an independent charity, dedicated to supporting people affected by crime and traumatic incidents. They provide specialist services to help people cope and recover and to empower them to ensure their voices are heard individually and collectively at a local and national level.

They help people affected by all types of crime and provide free confidential support 24 hours a day, 365 days a year for people affected by crime and traumatic events — regardless of whether they have reported the crime to the police or when it occurred and for as long as it is needed.

Drop-in session in Cockermouth

PC Lisa Law attended a session to support Cumbria County Council at Cockermouth Town Hall this month to support Ukrainian refugees who have arrived in our area.

The purpose of this meeting was to provide them access to support networks and introduce them to agencies that can help them settle in.

Monthly Cockermouth Library drop in.

PCSO Clare Parker held an engagement event at Cockermouth Library on 21 June, these are held monthly and are an opportunity for members of the public to speak with their local PCSO.

Unfortunately we had no one in attendance in June. The next session will be on Wednesday 24 August from 2pm to 3pm, if you have any concerns or issues please come down and speak to Clare, she is there to provide advice and will look to resolve and issues raised with partners.

For information on the latest events, please visit our Facebook or Twitter accounts.

Brigham

PCSO Clare Parker met with Brigham Parish Clerk to discuss any issues in the village.

Any concerns from the parish was suitably advised and updated. Issues raised included parking and anti-social behaviour by young people.

School talks

Paddle school

PCSO Clare Parker visited Paddle School to speak to year 6 students on the role of a Police Community Support Officer (PCSO).

Clare provided the students the opportunity to ask lots of question on the role and what we do each day and our responsibilities.

Broughton Moor

Clare also conducted a talk at Broughton Moor School ahead of the school holidays to educate pupils on how to stay safe.

This gave the pupils a good understanding of how to keep safe in water, fire safety and anti-social behaviour.

Keswick School

PCSOs Clare Parker and Megan Jones were asked to attend a role and careers session at Keswick School.

They carried out a presentation on the role of a PCSO to the students.

National Police Race Action Plan 2022

Are you interested in the National Police Race Action Plan 2022 and the work we are doing locally to become an anti-racist police force?

If you want to hear more about what we are working on to achieve the commitments of The Plan and for your feedback to help shape the next iteration of the national plan, then join us on Monday 22nd August at 19:00 for an online consultation session (you can join the link via Teams or in Google Chrome).

You can find The Plan here if you haven't had the chance to read it yet: https://orlo.uk/XMaLb

We appreciate that you might not have time to read the whole plan, the Outcomes Framework (pictured below or here and on page 12 of the plan linked above) gives an overview of what The Plan is working to achieve and we will go through it briefly during the consultation.

We look forward to seeing you on Monday. Thank you for your interest and support.

Cumbria Constabulary's Diversity Equality and Inclusion team.

Outcome framework

A police service that is anti-racist and trusted by Black people

An anti-racist police service requires us to tackle racial disparities in policing proactively to not exacerbate racial disparities that may exist elsewhere in society, and to be sorrowfully alive to issues of race and racism. We are responsible for making sure Black people feel:

Not under-protected

A police service that protects Black people from crime, and seeks justice for Black victims.

- Making sure Black people feel, and are, safer
- Reducing Black victimisation, especially of hate crime and serious youth violence
- Reducing the harm caused by the crime and disorder experienced by Black people, particularly by the most vulnerable
- Treating Black victims and witnesses better, understanding their needs and vulnerabilities
- Improving the quality and outcome of our investigations for Black victims
- Taking clearer action to tackle far-right extremism and racist violence
- Improving how we prevent, and respond to, the crime and disorder concerns of Black communities, particularly of young people
- Helping Black communities to address local crime and disorder problems
- Actively supporting services that make a difference to young Black people's lives, and reduce the need for us to be involved later on

Not over-policed

A police service that is fair, respectful and equitable in its actions towards Black people.

- Eliminating any racial bias, stereotyping, profiling or discrimination in our actions
- Treating Black people as individuals, and taking account of their needs, vulnerabilities, experiences and circumstances, such as trauma
- Approaching racial disparities in our actions as problems in themselves, regardless of their causes, because of their impact on Black people
- Minimising any harms we inadvertently cause, because of their differential impact on Black people
- Reducing the risk of criminalising Black people by ensuring that they benefit from early action, prevention and diversion

Involved

A police service that routinely involves Black people in its governance.

- Accepting the impact of historic policing practice, which has led to community trauma and distrust of the police
- Understanding the frustrations of Black people about the slow speed of change
- Responding to community trauma and reconciling police and community divisions
- Involving Black people in our oversight and scrutiny processes proactively and as a matter of course
- Making sure that Black people:
  - can influence our decisions at different stages in the process
  - are able to voice their opinions, to which we listen and take into account
  - receive timely and meaningful information from us about our decisions and how we reached them
  - have opportunities to review our decisions and have appropriate means of redress
  - are treated with dignity and respect

Represented

A police service that is representative of Black people, and supports its Black officers, staff and volunteers.

- Eliminating any racial bias, stereotyping, profiling or discrimination from our policies, procedures, perceives and practices
- Approaching racial disparities in the police as problems in themselves, regardless of their causes, because of their impact on our Black officers, staff and volunteers
- Making sure that Black people
  - are encouraged and well-prepared to apply for police roles
  - submit good applications
  - are not disadvantaged in the process
  - are assessed fairly
  - are able to develop and progress, including to the most senior levels
  - have their individual needs met
  - are listened to and have influence
  - have good experiences in the workplace
  - feel valued and want to stay in the police

Preconditions

Join us!

Have you ever thought about being a police officer?

Could you be make a real difference to people in Cumbria and help keep them safe?

Recruitment is open now. We are looking for enthusiastic and dedicated people to apply now to join our teams.

For more information on the role of a police officer and the numerous entry routes, please visit www.cumbria.police.uk/careers.

Your local officers

Want to know who your local officers are?

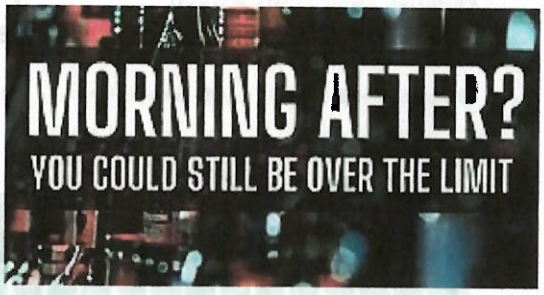
Simply go to our website - www.cumbria.police.uk

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

Police launch summer drink and drug drive campaign



We are launching our summer drink and drug driving campaign and highlighting the consequences of getting behind the wheel under the influence.

The campaign which runs between 15 August and 28 August, with an enforcement week commencing from the 22 August.

Read more here

Cumbria Constabulary instate dedicated Violence Against Women and Girls Detective Inspector

As part of our work to tackle violence against women and girls in Cumbria, we have instated a dedicated Violence Against Women and Girls Detective Inspector.

DI Matt Belshaw (pictured) will be working across the county to coordinate the Constabulary's proactive steps to eradicating violence against women and girls in the county.

Read more here.

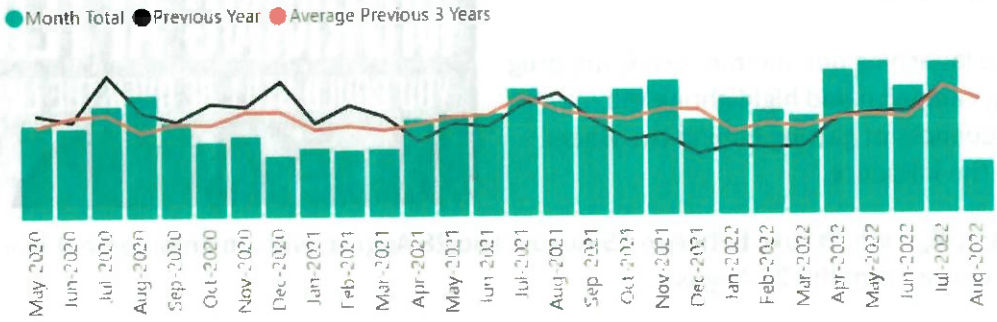
Crime Figures

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	14	12	2	16.7%
Burglary	10	1	9	900.0%
Drug offences	5	1	4	400.0%
Hate Incident	0	1	-1	-100.0%
Miscellaneous Crimes Against Society	1	1	0	0.0%
Possession of weapons offences	3	2	1	50.0%
Public order offences	19	16	3	18.8%
Reported Incidents	2	1	1	100.0%
Robbery	0	0	0	0.0%
Sexual offences	1	2	-1	-50.0%
Theft offences	21	21	0	0.0%
Vehicle Offences	3	3	0	0.0%
Violence against the person	59	55	4	7.3%
Total	**138**	**116**	**22**	**19.0%**



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.

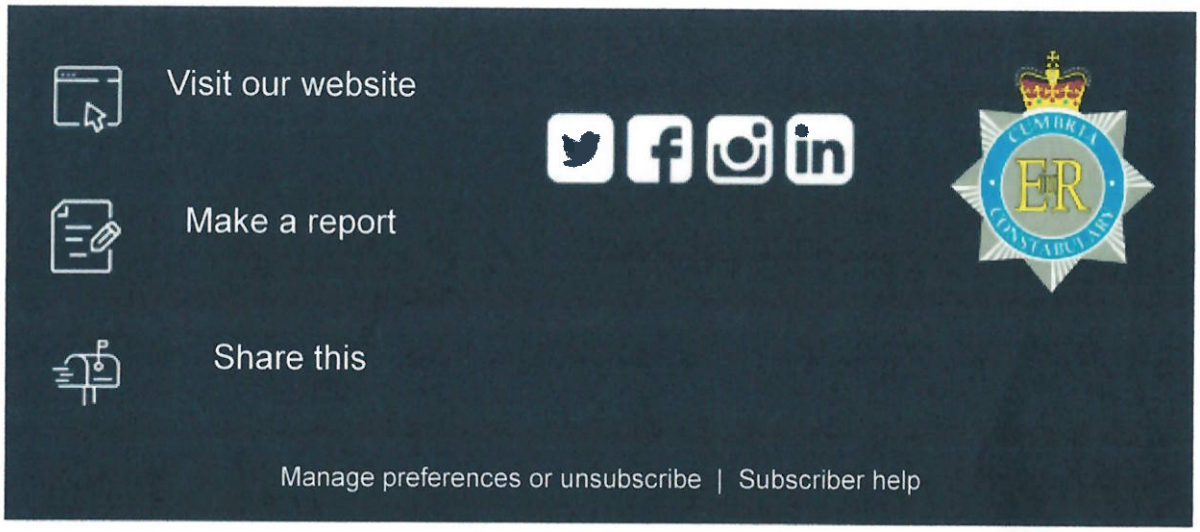
You can also phone on 101.
Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.

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)



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govDELIVERY

AGENDA ITEM 8.i)

Planning Applications received between 12/08/2022 - 22/09/2022		
Plan ref	**Location**	**Description of Proposed Development**
T/2022/0122	Flat 1, The Hollies, High Street, Keswick, CA12 5AH	Fell 4 x Rowan trees. Re-coppice multi stem Willow tree. Cut back Willow and Laurel from encroaching on to Borrowdale Road
T/2022/0133	Public Conveniences, Central Car Park Road, Keswick, Cumbria, CA12 5DF	Tree(s) and Groups number T1 - T20 within the curtilage of the Central Car Park require formative pruning works to crown raise and prune back from signs and lighting columns
T/2022/0134	Keswick Ministries, Skiddaw Street, Keswick, CA12 4BY	T1 - Beech Tree - Crown lift approx. 20% - limbs marked on photos. T2 - Cherry Tree - Crown lift to highway (5.2 mtr) clearance over car park. T3 - Oak Tree - Remove 1 X lower limb - limb marked on photos
7/2022/2136	Keswick Youth Centre, The Old Mill, Main Street, Keswick, CA12 5NJ	Proposed youth centre and residential development following refusal ref 7/2019/2166
7/2022/2190	31 Helvelyn Street, Keswick, CA12 4EP	Alterations to existing garage changing roof from flat to pitched
7/2022/2209	Paddock House, Wordsworth Street, Keswick, CA12 4HU	Change of use from guest house to self catering holiday letting accommodation.
7/2022/2210	3, Poplar Street, Keswick, CA12 5BW	Replacement of the existing windows and door
7/2022/2212	21, Bank Street, Keswick, CA12 5JZ	Change of use from guest house to holiday let
7/2022/2214	Borrowdale View, Keswick, CA12 5PW	Alterations & extension
7/2022/2217	Crosthwaite Conference Centre, Church Lane, Keswick, CA12 5QG	Operation of a temporary self catering campsite for 3 weeks, to run in conjunction with the Keswick Convention in 2023
7/2022/2221	11, Heads Mount, Keswick, CA12 5EY	Extension to dormer window over bathroom
7/2022/2224	Riverside, Keswick, CA12 5PG	Amendment to design, condition no. 2 (plans) on planning permission ref 7/2021/2209 for amendment to design, condition no. 2 (plans) on planning permission ref. 7/2015/2271 for the construction of a single storey bedroom extension, conservatory, front porch and a first floor extension to accommodate a new stair with access to a first floor seating area
7/2022/2227	Golden Lion Inn, 20, Main Street, Keswick, CA12 5JD	Installation of replacement illuminated and non-illuminated signs to the exterior of the building

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.

AGENDA ITEM 8.ii)

Decisions Received from LDNPA

Planning Decisions Received between 12/08/2022 & 08/09/2022

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
TPO 444		Land at Bristowe Hill, Keswick		Tree Preservation (No 444) Order 2022	FOR INFORMATION ONLY	TPO		
T/2022/0111	July-22	19 , Stanger Street, Keswick, Cumbria,	CA12 5JU	Yew tree (listed as T1 in notification) - Crown reduction by 1.5m to 2mtrs	SUPPORT	GRANTED		
T/2022/0112	July-22	Bishops House, Ambleside Road, Keswick	CA12 4DD	Holly tree (T1 in application) - Crown reduction by approx. 4 -5 m as marked with red line in submitted photograph, Yew tree (T2 in application) - Crown raise over sign as marked with red line in submitted photograph,Yew tree (T3 in application) - Remove 1 x selected stem marked in red in submitted photograph back to point of origin.	SUPPORT	GRANTED		
7/2022/2108	April-22	Site to rear of 61 Headlands, Keswick,	CA12 5ET	Amendment to condition 2 (plans), 6 (construction method statement) and 7 (renewable energy) on planning permission 7/2018/2308 - erection of local occupancy dwelling	SUPPORT	GRANTED		
7/2022/2174	June-22	Greta Hall, Main Street, Keswick	CA12 5NH	Roof refurbishment, repairs to render, chimneys & internal structural repairs & plaster works	SUPPORT	GRANTED		
7/2022/2183	July-22	On Former Ravensfield Site, High Hill, Keswick, Cumbria,	CA12 5NX	Non-material amendment to planning permission 7/2020/2039 (Erection of Hotel (C1) with restaurant / bar at ground floor, together with means of access, car parking, creation of loading/ delivery bay and ancillary works) to make alterations to enclosure around bin store, render to access ramp, a flanking stone wall, relocation of main entrance door, omission of louvres to plant room and replace with stone, alterations to drainage, omission of green roof to bin store	FOR INFORMATION ONLY	GRANTED		

AGENDA ITEM 9.

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 29TH SEPTEMBER 2022

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 12th August 2022 – 22nd September 2022

Friday 12th August	Meeting with Trudy Harrison at Café HNW in Upper Fitz Park on a visit to promote opening of new café to promote cycling.
Sunday 14th August	Mayor of Allerdale Civic Service at St John's Church, Keswick
Monday 15th August	21st Anniversary of Keswick First Responders held at Keswick Rugby Club
Tuesday 16 August	Events Committee Meeting at Council Offices
Thursday 18th August	Town Council Meeting
Thursday 25th August	Meeting with Rebecca Stamper of Allerdale Borough Council at Keswick Rugby Club to meet the consultants, FMG, and their architects who had been appointed to carry out the 'options appraisal 'for the future sports / leisure provision for Keswick including the swimming pool. Allan Daniels, Sally Lansbury and Markus Campbell -Savours also attended.
Saturday 27th August	Proclamation of Carlisle Great Fair 2022, held at the Tithe Barn, St. Cuthbert's Church, Carlisle
Wednesday 31st August	Meeting with photographer of Cumbria Life Magazine in connection with feature promoting Keswick
Sunday 11th September	Civic Service at St Kentigern's Church, Aspatria
Sunday 18th September	Civic Service at St John's Church, Keswick organized by Allan Daniels, Cllr burn also attended
Tuesday20 September	Attended joint meeting with Keswick Community Housing Trust re breaches of Planning conditions by holiday lets, Allan Daniels also attended
Thursday 22nd September	Meeting of Park Trustees

Report from the North DA Parishes Member of the LDNPA – August 2022

Items on the agenda for the August meeting of Development Control Committee (DCC) included the quarterly report on the performance of the Development Management Service (DMS)[1]. The past 30 months have proven very challenging due to a combination of the pandemic, staff shortages and an increase in incoming workload (both applications and compliance matters). The LDNPA has committed additional resources to the DMS to support further permanent and short-term staff and this has been used to increase and restructure staffing. Nevertheless, as we seem to hear daily from a wide variety of sectors of the economy, recruitment is difficult. The performance report portrays a gradual recovery and, summarising the year to date, Andrew Smith said:

"Our position since April has improved to a limited degree, however our service offer and performance remains some way from where we need to be and challenges continue."

One result of the staff restructuring I mentioned above is that there is now a team of five officers (4.1 full-time equivalent) dedicated to compliance matters. I have often seen it said that the compliance regime in the planning system is "remedial rather than punitive". Planning officers are expected to try to resolve breaches of planning control by voluntary means. For example, a landowner who is breaching a local occupancy clause by holiday letting a house may agree to cease the use. In other cases, development has been carried out that would have been considered acceptable if a planning application had been submitted beforehand. The landowner may in this case be advised to submit a retrospective application. When voluntary remediation proves impossible, a Local Planning Authority (LPA) may issue an Enforcement Notice. This is a legal document setting out what a landowner must do to remedy a breach of planning control or its harm. A landowner who fails to comply with an Enforcement Notice is committing a criminal offence and is liable to an unlimited fine if convicted. The Department for Levelling Up, Housing and Communities publishes figures each year that show how many Enforcement Notices were issued by each LPA. In the latest data, covering the year from April 2021 to March 2022, the LDNPA was ranked joint 22nd out of 322 English LPAs in the number of Enforcement Notices served. The team of enforcement planners served 34 of them, which is more than all the other English National Park Authorities put together. The figures for the NPAs are as follows:

- Broads Authority (1)
- Dartmoor National Park (0)
- Exmoor National Park (4)
- Lake District National Park (34)
- New Forest National Park (5)
- North York Moors National Park (0)
- Northumberland National Park (0)
- Peak District National Park (2)
- South Downs National Park (8)
- Yorkshire Dales National Park (3)

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

[1] 2022_08_03-Agenda-Item-13-Performance-Report-FINAL.pdf (lakedistrict.gov.uk)

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

16 06 22

and recorded as minute reference:

MIN NO. 110

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

Chairman

Clerk

www.keswicktowncouncil.gov.uk

Section 2 – Accounting Statements 2021/22 for

KESWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	249,816	270,046	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	270,641	273,697	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	48,308	35,849	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	63,251	64,239	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	235,468	261,486	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	270,046	253,867	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	257,912	256,960	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree **with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	70,610	68,864	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	N/A	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	✓			*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.* *N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date 16.06.22

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

16.06.22

as recorded in minute reference:

MIN NO. 41

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

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Keswick Town Council - CU0133**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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

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

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 30/08/2022

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

Town Clerk

From: sajharwood@gmail.com
Sent: 15 September 2022 21:01
To: Town Clerk
Cc: Benita Lapthorn; Allan Daniels; Tony Lywood; Markus Campbell Savours; Catherine Parker
Subject: FW: Consultation on Tourist Accommodation Registration Scheme

Hi Vivien
I forward my response on this highly complicated government consultation prepared following our meeting on 5 September which Tony Lywood, Allan Daniels, Markus Campbell Savours and Catherine Parker attended. I hope this is OK with everyone for submitting by the deadline of 21 September.
Regards
Steve
Sent from Mail for Windows

From: sajharwood@gmail.com
Sent: 15 September 2022 20:52
To: Stephen Harwood
Subject: Consultation on Tourist Accommodation Registration Scheme

DEVELOPING A TOURIST ACCOMMODATION REGISTRATION SCHEME IN ENGLAND :
CALL FOR EVIDENCE.

Consultation response submitted by Keswick Town Council

Building the evidence base.

Question 1 : Are you able to provide us with evidence illustrating the size and nature of the short-term and holiday letting market in England and/or its regions, and how that has changed over time ?

Keswick is a town within the Lake District National Park. The statistical evidence provided in the response by the Lake District National Park Authority shows a total of 2589 residential properties in the town of which 902 are second homes or holiday letting accommodation (261 second homes and 641 holiday lets). This represents 34.83 % of properties not permanently lived in by local residents. We believe this is under reported as the figures do not include many unofficial holiday lets and Airbnb's rented on an occasional basis.

The statistics also show that the proportion of properties now used for holiday letting is 10 % higher since 2013 and is clearly rising. It has been evident that family houses coming onto the market in the past year, which do not have a local occupancy restriction, have been sold as holiday lets at ever increasing prices creating further difficulties for local people trying to purchase a home in this area. This is now reaching a level which we believe is unsustainable if it is allowed to continue unchecked. As younger local residents are forced to move out of the area, unable to buy or rent homes in the town, this has a direct impact on the future viability of local schools and GP surgeries in a declining resident population.
Businesses are unable to hire staff locally resulting in their ability to provide a service, which is a major issue at the present time.

It is acknowledged that tourism and holiday accommodation is a key element in the future viability and facilities the town has to offer. However the right balance which meets the needs of the local population as well as visitors to the area requires a change in policy to achieve this end.

Benefits of short term holiday lets.

Question 2 : What do you consider to be the main benefits of short term and holiday letting for :

1. **Homeowners b)Consumers c) Businesses and the wider community.**

1. The main benefit to homeowners is clearly the opportunity to create additional income in the current market in a prime holiday destination. There are also potential benefits in the current way holiday properties can opt to be taxed. This is an issue of concern addressed in response to question 5.
2. The main benefit to consumers is the wider range and type of holiday accommodation available with the key being quality and effective management.
3. The main benefit for businesses and the wider community is the ability to sustain a vibrant local economy. This makes it possible for a town like Keswick to have a much greater range of shops and facilities than would normally be available in a resident population of approximately 5K which swells to 30K at peak holiday times.

Short-term and holiday lets : Challenges :

Question 3 : How do you assess levels of compliance with regulations on :

1. **Fire Safety b) Gas Safety c) Health and Safety d) Food and Drink – within the short term and holiday letting market in England ?**

Option 1 – Compliance is very good
Option 2 - Compliance is good
Option 3 - Compliance is fair
Option 4 - Compliance is poor
Option 5 – Compliance is very poor but where there are issues with awareness, compliance

Responsibility for these matters does not rest with the Town Council so we are unable to comment on compliance. There appears to be no overall checking system which could be addressed by a new licensing scheme. We note the comments made by the Lake District National Park Authority regarding Fire Safety which we have also been made aware of.

Question 4 : Do you consider there to be a problem with breach of contractual agreements in the short term and holiday letting market in England ? If so why ?
Option 1 – Yes, this is a major problem
Option 2 - Yes, but this is only a minor how properties problem
Option 3 - No, there is no problem

Yes – there is a particular problem where properties which have local occupancy restrictions are increasingly being used for holiday letting in breach of planning conditions or legal covenants. Unfortunately the enforcement of contraventions is extremely long winded and poorly implemented by local authorities. The economic gain overrides the risk in such situations and provides an incentive for contravention of the rules. To combat this a group has been set up involving members of Keswick Community Housing Trust and Keswick Town Councillors to follow up on reported breaches and prepare evidence to send to relevant local authorities to take action. This should not be necessary and is a reflection of the lack of priority given to enforcement.

Question 5 : Do you consider there to be other legal provisions concerning the supply of short term and holiday letting to paying guests which are not covered elsewhere in this call for evidence which are not covered elsewhere in this call for evidence but where there are issues with awareness, compliance and/or enforcement.
Option 1 – Yes
Option 2 –No
Yes – the issue relating to how properties used for holiday letting are designated for tax purposes under current regulations is a particular concern to Keswick Town Council. Where family houses are changing to holiday letting they are also changing to business rates. This benefits the District / Borough Council but Keswick Town Council loses the precept charged on Council Tax previously paid. In recent times the change of houses to holiday lets has considerably outstripped the building of new houses which has been calculated to result in a loss of precept monies of approx.£ 100K to the Town Council. This situation is further exacerbated by small business rate relief given which often results in minimal business rates being paid.
It is our view that all properties used for holiday letting should be subject to Council Tax which would provide some benefit to the local community.

Housing and communities impact :

Question 6 : Do you consider the increase in short term and holiday letting in England to have had adverse consequences on the housing market ?
Option 1 – Yes, this is a major problem
Option 2 - Yes , but this is only a minor problem
Option 3 - No, there is no problem

Yes, this is a major problem for prime tourist destinations in National Parks. The Lake District National Park Authority have provided statistics to show that the number of new houses built since 1991 has been outstripped by the loss of dwellings for second homes and holiday lets. They advise that it is simply not possible build the significant number of family houses lost in this way given the constraints which apply in National Parks. Houses which do not have local occupancy restrictions are selling as holiday lets or second homes at inflated prices which locals simply cannot compete with. The housing rental market has all but collapsed in recent times as the gains from holiday letting are so much greater. This is creating a grossly distorted housing market of no benefit to the local community. This also reduces land available to organisations such as Keswick Community Housing Trust as land prices increase limiting the scope for building affordable houses. The lack of affordable housing is resulting in extreme labour shortages required by local businesses. With regard to second homes, at a time of reported housing shortage nationally, how can it be sensible to allow second homes other than as providing affordable rented accommodation comparable with Housing Association charges ?

Question 7 : Do you consider noise, anti social or other nuisance behaviour in short term and holiday lets in England to be a problem : If so, why ?
Option 1 – Yes, this is a major problem
Option 2 - Yes, but this is only a minor problem
Option 3 - No, there is no problem

Yes – this is potentially a major developing problem. Keswick is experiencing a large number of planning applications – 28 to date since 2020 – for change of use from guest house accommodation to self contained holiday lets, predominantly resulting in the loss of on-site management. This equates to the loss of over 150 bed and breakfast rooms to self catering accommodation. This also results in the displacement of the owners family accommodation placing greater pressure on housing stock in other locations. We consider this to be a significant change and where this has been implemented we have

received reports of the impact of anti social behaviour and general lack of attention in looking after gardens. The request for evidence is a difficult issue as incidents are rarely reported due to poor responses from the local authority and the short stay resulting in the parties having gone before any action can be taken. However it is known to be a problem where there is no on-site management to keep control.

Impact on local communities and residents :

Question 8 : Aside from the impacts on housing and incidents of anti social / nuisance behaviour, do you consider the increase in short term holiday letting in England to have had other adverse impacts on local communities and residents ?
Option 1 – Yes
Option 2 - No

Yes – We completely support the views expressed in the response from the Lake District National Park Authority on this question. We would add that there is insufficient consideration given to the impact of whole communities where the level of second homes and holiday letting accommodation has been allowed to dominate unchecked. For example a survey of a typical street in Keswick by a Town Councillor – Wordsworth Street – revealed that of the 64 homes (houses and flats), 23 were holiday lets, 5 were second homes and 8 properties were furnished but unoccupied with an unclear status. This means that a street which used to be predominantly family homes now has less than 50 % permanent residents. This inevitably leads to a loss of community adhesion heading in the wrong direction.

Summary of high level responses :

Question 9 : Which of the following do you consider to be the most appropriate form of response in the short term letting market ?
1 – Do nothing
2 - Provide more information to the sector
3 - Develop a self-certification registration scheme
4 - Develop a registration scheme with light touch checks
5 - Develop a licencing scheme with physical checks of the premises
6 - Regulatory alternative to a registration system, such as extension of the Deregulation Act 2015

Option 5 is necessary to provide accurate statistical evidence of the number of properties registered in a particular area to enable policy decisions to be made on caps to be applied where considered appropriate for the benefit of the local community. It is also important to have physical checks to ensure a high standard is maintained with appropriate enforcement.

Question 10 : What do you consider to be the costs and associated burdens of these options, who would bear the costs and how might they be mitigated ?

The registration scheme should be administered by the District / County Authority – currently Allerdale Borough Council but changing to Cumberland Council from 1 April 2023. This should be self financing through the licence fee paid by the property owner / landlord. Costs could be mitigated over time to the owners by rewarding those achieving the highest standard to incentivise high quality accommodation providers.

Question 11 : Do you have insight or evidence on the impact of schemes that are already running, or approaches taken elsewhere in the world.

Reference scheme already in place in Northern Ireland and being implemented shortly in Scotland with Wales currently reviewing the policy.

Other Considerations :

Question 12 : What has been the impact of the Deregulation Act 2015, specifically changes made by section 44 to the Greater London Council (General Powers) Act 1973 ?

This is not applicable to Keswick.

Question 13 : Is there any other information related to short term lettings and / or the issues already raised in this call for evidence that you wish to draw to the government's attention.

The situation has already gone too far in some areas of the Lake District. Don't delay – do it now !

K2T TRAIL – CALL FOR LIGHTING BETWEEN KESWICK LEISURE CENTRE AND SPAR GARAGE ON PENRITH ROAD

Councillors may have seen an article in The Reminder reporting that female students at Keswick School are demanding action to improve an unlit stretch of the K2T trail between the Leisure Centre and the Spar garage on Penrith Road.

This stretch of the trail is used as a shortcut by a number of students, my next door neighbour's daughter included, and by residents who live south of the River Greta. But female students have said that they are afraid to use the trail in the darker months as it is unlit.

I have asked the LDNPA to consider installing lighting on this short part of the trail but they have said this something they do not wish to take forward. They have given a number of reasons in support of this including the need to avoid wildlife disturbance, the desire to avoid urbanisation and the benefits of dark skies.

The LDNPA have also said they want to avoid setting a precedent, that students could use alternative footpaths and highways which are lit, and that they have not had any reports to suggest that the trail is an issue for people's safety and security. They also say they do not feel they can justify the costs of installing lighting or the recurring costs post installation.

Councillor Harwood and I have taken advice and been told it would be perfectly possible to install lighting on this section of the trail causing only minimal disturbance to wildlife, and without compromising the benefits of dark skies. It is questionable anyway whether there are dark skies on this stretch of the trail as there are houses nearby (Calvert Way, Brundholme Gardens, Keswick Bridge Timeshare) and it crosses Penrith Road.

The LDNPA's concern that installing lighting could set a precedent is, in my view, completely without foundation as no other part of the trail is close to any habitation. It is true that students living at this end of town could use alternative ways home in the darker months but these routes would involve walking alongside and crossing busy roads which becomes more dangerous as the evenings become darker. I do not have current figures but the AA have said in the past that around 5000 children under the age of 16 die or are seriously injured on Britain's roads each year.

And while it may also be true that the LDNPA have not received any reports to suggest that the trail is an issue for people's safety and security this is hardly surprising given that students and probably others do not use the trail after daylight hours in the darker months because of the lack of lighting.

Keswick Town Council is regularly on record as saying we care deeply about the youth of the town. And here we have an example of youngsters approaching us directly asking for our help.

Councillors are asked to support the request for lighting on this short stretch of the trail and to agree to the Clerk writing to the Chief Executive of the National Park with our views. If, as I suspect, the lack of a budget lies at the heart of their lack of willingness to take this forward Cllr Harwood and I will explore alternative sources of funding.

Cllr David Burn

15 September 2022.

KESWICK TOWN COUNCIL
15 SEPTEMBER 2022

CLERK'S REPORT

Neighbourhood Plan Update

Following the last Town Council meeting, a meeting has been set up between ourselves and the Lake District National Park Authority for Wednesday 12 October 2022 at 6pm.

Request for Grant

We have been approached by Tony Welton, a member of the Rotary Club, with a proposal to set up a Winter Warmth Plan to help provide heated spaces for the community to be able to use during the cold winter months, and the impact increased energy costs are having on the most vulnerable.

Mr Welton has supplied a draft proposal, as well as a questionnaire which has been sent out to potential premises who are willing to host sessions which has been attached to this agenda in order for Councillors to see what is proposed.

The Town Council has been asked whether we would be willing to contribute to the running of this initiative, as have Cumbria Community Foundation, Allerdale BC and Cumbria CC.

We have £1,334.35 left in our grants fund for 2022/2023 and could use this if Councillors were so minded to.

Christmas Card Competition

We have been contacted by the Keswick Reminder regarding a Christmas Card competition that they are intending to run this year involving local schools. They are seeking an overall sponsor for the competition, and have approached us to give this consideration. See attached information for what sponsorship will involve for us.

Following adoption of our Community Engagement strategy, I feel that this is an ideal opportunity to get involved and the Keswick Town Council name out there supporting young people, and given that the cost is £300 + VAT, which can be covered out of either the Contingency budget or the Events Contingency, I would ask Councillors to give this serious consideration.

Vivien Little
22 September 2022

Town Clerk

From: Ania Mlynczak
Sent: 16 September 2022 09:58
To: Town Clerk
Subject: FW: CA12 Winter Warmth Plan and Consultation Questionnaire
Attachments: 081622 3rd DRAFT CA12 WINTER WARMTH PLAN.docx; 091422 Winter Warmth Questionnaire v314 Sept_.docx

Hi Vivien

Let me know if you want me to circulate it to Cllrs

A

From: Tony Welton <
Sent: 15 September 2022 19:34
To: Ania Mlynczak <office@keswicktowncouncil.gov.uk>
Subject: CA12 Winter Warmth Plan and Consultation Questionnaire

F.a.o. Vivien Little, Town Clerk

May I, through you, advise the Council, and relevant other people, of the progress of the above plan, and it's current consultation stage. A copy of the DRAFT Plan and of the consultation questionnaire is attached. I have already been in touch with both Tony Lywood and Markus Campbell-Savours.

By the end of next week the questionnaires, which are being progressed with the 20+ potential premises in the CA12 area which have confirmed initial willingness to host at least one half-day session per week (subject to further details), will be collated and analysed. This will then form the basis of the Final Plan, which we hope will be agreed in the first week in October. Implementation planning can then progress, so that opening of the first Winter Warmth Centres can be phased in from the last week in October, (subject to weather, and any meaningful and relevant national interventions).

We are already in contact with Cumbria Community Foundation concerning possible funding, and I hope that the Town Council will also be willing to contribute? We need money and sources to provide facilities, equipment and consumables, which we hope to be able to make available centrally to participating premises, dependent to their needs.. Contact for possible funding is now also being made with Allerdale and CCC.

If you have any questions, comments, or need any further information, please do contact me.

Kind regards,
Tony

Tony Welton
For Keswick Rotary Club
Beech Bank
Borrowdale Road
Keswick
CA12 5UP

Tel:
Email:

Proposed CA12 "Winter Warmth" Centres - Energy Crisis Plan (The CA12 Plan)
3rd DRAFT

Background: this is a draft proposal, initially for Keswick Rotary, but then intended for wider circulation, as to how Rotary and other interested parties might work together to provide heated spaces this Winter for those households in Keswick and the wider CA12 areas in which energy poverty and an inability to heat their own homes may become a reality. With wages and household income not keeping pace with inflation and rapidly increasing energy prices, there is likely to be a need to provide heated spaces for members of the local community.

We would attempt to utilise buildings already heated (for example the Keswick Drop In Centre, Village Halls and local Church Halls), which could be made available along with voluntary supervision from members of local groups willing to help (e.g. Rotary, Lions, CTiK and local volunteers). Depending on local resources and need, we could consider support at three different levels:

- Simply a warm space with seating and toilets etc.
- Warm space plus limited refreshment, e.g.tea, coffee, and perhaps soup/ roll
- Space, refreshment and some entertainment e.g.TV, films, speakers, table activities etc.

The offer could be made free of charge, or a nominal fee may be charged.

This proposal is an outline for discussion and is intended to allow groups to take a view on their ability and willingness to participate.

Planning- following the principles successfully applied to set-up and implement the Two's Company Keswick (befriending) project across the CA12 area in 2021, Keswick Rotary will invite a small set-up committee to meet in September, with responsibility for determining and arranging the details and resources necessary to enable the CA12 Plan to be implemented from the last week in October.

The principles for the set-up committee need to be pre- agreed, but it is suggested these should include the key points below-(the suggested dimensions and other details are for illustration only):

The CA12 Plan project:

"When"- between the last week in October 2022 and the last week in March 2023 (or less) = <22 weeks-Initially for 1-2 days p.w.- rising up to 6 per area if demand justifies.

"What"- easily accessed premises in the CA12 areas (see below), each to be open ideally on one day (of 5 or 6 days) per week, between 1-00 and 5-30 p.m. to provide warmth, and a simple programme of refreshment and activity, and to enable between10 and 30 local residents to attend at each and save home energy.

"Where"- potentially in

1. Keswick town area and Borrowdale- i.e. Drop In Centre, (agreed in principle), + ? Crosthwaite Church Parish Room, Quaker Meeting Room, (plus 3 more)?

It could be possible to include the Villages and Valleys of CA12, including:

2. Bassenthwaite, Millbeck and Applethwaite?
3. Braithwaite, Portinscale, Newlands and Thornthwaite?
4. Threlkeld and St John's in the Vale?

Programme- it is proposed that the potential venues to provide the Level 1 warm space plus company across the CA12 area be confirmed as soon as possible, and that content and possible activities for Levels 2 and 3 (above) be identified, with potential costs and funding.
Once the costs and options have been assessed for all potential participating venues in CA12, it may be possible to establish some common funding. Thereafter, it is anticipated that each area will need to decide locally the level of provision it can support, according to demand and resources.

Organisation - Locally - assuming each individual session location is used only once or max. twice p.w., it is suggested that each has a local Volunteer nominated as "premises organizer", responsible for opening, closing and arranging local helpers to lay out and clear up, arrange refreshments etc. and liasing with the

- **CA12 area-** it is suggested that Rotary will instigate/ catalyse discussion and the small "set-up" committee, with the brief to investigate and arrange as much as is feasible, including a Volunteer for each of the likely 3-5 areas which may emerge based on "**Where"-** above, and for refreshment sourcing, activities and speakers etc, plus to identify costs and funding.

Rotary Keswick plans to consult and draw on the knowledge of Age UK, Rotary Bassenthwaite, Lions, CTIK and Village Hall/Institute committees etc. for input, consultation, and for volunteers for the area team of volunteers.

Funding- considering the scale of the exercise, and the benefits to be delivered, it should be possible to raise funding from the County Council, the Town Council and Cumbria Community Foundation, plus donations to be sought locally.

Summary and timetable - the above outline is illustrative but has been drafted to try to give some ideas of the principles of the proposed CA12 Plan. Clearly decisions need to be made quickly if we are to make progress for an October launch.

Pre- set-up Timetable:

Week commencing 15/08/22- limited initial consultation on this paper- AWW to consult possible partners (under **"Where"** above) - and potential premises shown (under **Organisation** above) - Rotary (for Keswick), and Threlkeld Village Hall (via RG), emphasising the outline and illustrative nature of the content.
w/c 22/08/22- paper then to be revised and prepared, for discussion on
26th August- when AWW/RG will discuss fully with Keswick Rotary, following which:

Set-up timetable:

w/c 29th August- the members for a set-up committee should have been approached, and the first meeting arranged.
w/c 1st October- set- up committee plan completed for circulation/comment.
w/c 24th October- staged launch, if needed.

How big could this be and what will we need?
(These are ballpark estimates for discussion only).

Rough dimensions and data:

: a. Local Volunteers -assuming 1 Volunteer Organiser per premises and 6 days p.w. – Keswick: will need 6 volunteers, 1 per premises, - and Valleys and Villages : 1 Volunteer Organiser per premises, - and, in addition, each local premises Volunteer organizer will need local helper teams.

: b. Area Volunteers – assuming 3 coordinators to oversee Funding, Refreshments, and Areas/Premises, plus say 4 volunteers, each arranging a menu of different activity programmes for local selection, then an area team of 7 would be needed, (to be organised by Rotary), to support the Local Volunteers.

: c .Sessions and attendees- the total number of sessions to be held, and the total numbers attending, will depend on the number of days p.w on which each area holds sessions, and how many attend each session: based on arbitrary selections of 10, 20 or 30 per session, and 6 days p.w. both in Keswick town/Borrowdale and in each of the other 3 areas (very unlikely) then:

528 sessions would take place over 22 weeks,
= attendees totalling: 5280 (10 people), 10560 (20 people) and 15860 (30 people).

However, if each of the 4 areas only opened sessions 2 days p.w, (unlikely) then:
176 sessions would take place,
= attendees would total: 1760(10) , 3520 (20) or 5280 (30) .

As numbers will vary with weather, day of week, government action etc. if a median figure of
300 sessions (likely?) were to take place, then:
= attendees would total: 3000 (10) , 6000 (20) or 9000 (30)
And

: d. Costs- at £1 per head for refreshments might total £3K- £9k for a median budget, plus costs for activities (to be identified). 081622 aww

CA12 Winter Warmth Centres v3

Background

With the ongoing and dramatic increases in energy prices likely to lead to widespread fuel poverty; Keswick Rotary Club and Churches Together in Keswick (CTiK) are coming together to organise a programme of winter warmth centres throughout the CA12 area. Once an outline plan has been drafted we hope to get other local organisations and community groups involved in the project.
Proposed centres would be based in community venues and would be made available to those wishing to avail themselves of the heated facilities. It is hoped that there would be a suitable venue available for part of each day of the week for the winter period 24 October 2022 - 31 March 2023, and that each venue would only need to offer one or two sessions a week.

At this first stage we are looking to identify suitable and available community venues across Keswick and the wider CA12 area, including churches and schools, and then will develop a weekly rota.

We are contacting all possible venues. Please can you reply by 18 September 2022.

Name of Venue:

Contact person:

Preferred contact details:

Questions

1. **Venue** Do you have a suitable venue that may have a room available at certain times during the period 24 October 2022 – 31 March 2023? Y /N [If N, pleased proceed to Q6].

2. **Venue Availability**

- Which days and times would be available on a weekly basis? .....
- Which days and times would be available on an ad hoc basis and how often?.....
- How many sessions (morning or afternoon) would you be able to offer per week? 1/2/other [specify].....
- Would you be able to provide a venue supervisor (to open/close and work with volunteers) Y/N [If N, see Q3] .....Or would you need help with this? Y/N.....
- Would you be able to provide a venue volunteer team (minimum 2 people per session)? Y/N [If N, see Q3] ..... Or would you need help with this? Y/N.....
- Capacity – how many people can be accommodated?.....
- Availability of toilets? Y/N (Inc. Disabled toilets? Y/N) .....
- Availability of kitchen or similar area where refreshments could be provided? Y/N and details if Y. .....
- Is your venue access friendly for people with mobility issues? Y/N .....
- Is there parking available at your venue? Y/N. Is this free? Y/N .....

3. **Support requirements**

- Is participation dependent on funding being available, and if so what funding is required, and will costs of hiring (including utilities) be included in the "offer"? Y/N ....
- Are there any other requirements or conditions to be met? Y/N? / Details .....
- (Note - we are hopeful of grant funding to cover consumable and activity costs, and we may suggest that voluntary donations be invited from each session's attendees to contribute towards premises costs).

4. **What can be provided?**

We envisage three levels of benefit being provided – Level 1 being the minimum for all venues. Which can you provide?

- Level 1: Heat, warm space, seating area, toilet facilities. Y/N .....
- Level 2: Provision of simple refreshments e.g. drinks and refreshments, light snacks depending on time of session. Y/N .....
- Level 3: Availability of activities and entertainment eg, TV, cards, games, puzzles Y/N .....

5. **Likelihood**

What is the likelihood of your venue ultimately agreeing to be part of this scheme?

.....

Are there any further issues to be met not yet mentioned? .....

6. **Need**

Any local estimate of likely need (especially in villages and schools) and of other organisations which could be approached for help? .....

7. **Publicity**

Would you be willing to help publicize this scheme when ready to go live? Y/N .....

8. **Site meeting**

Can someone be available for a brief site meeting and review with one of our team? Y/N Contact details ? .....

9. **Any other comments ?** .....

Thank you for your help. Please return completed questionnaire to Tony Welton, Beech Bank, Borrowdale Road, Keswick, Cumbria, CA12 5UP

As soon as possible.

Town Clerk

From: Catherine Parker
Sent: 22 September 2022 10:31
To: Town Clerk
Subject: FW: The Keswick Reminder - Christmas Card Competition
Attachments: Christmas Card Comp Pages KR.pdf

From: Clare Burlinson <
Sent: 21 September 2022 15:35
To: Catherine Parker <catherine@keswicktowncouncil.gov.uk>
Subject: The Keswick Reminder - Christmas Card Competition

Afternoon,

I hope you are well 😊

We are running a Christmas Card competition this year involving the local schools, the children will get to design Christmas cards and the school will then choose two of the best designs to email into us, a voting system will be set up online/Facebook as well as a voting coupon being published in the Keswick Reminder.

We are looking to work with an overall sponsor who is keen to connect with local schools, local communities and their family and friends and I wondered if you would like to consider sponsoring the competition this year?

The page is a fun way to interact with these communities and offers fantastic brand association with the Keswick Reminder, the page will be well received, and we know our readers will be keen to get a copy of the paper on the day to see all the wonderful designs. The interest will continue over that week as we are asking readers and online users to vote for their favourite design. Each Christmas card will also have a 'support message' from local businesses wishing to get involved. These will appear below each Christmas card design. I've attached an example of this from last year.

We are also offering our sponsor the opportunity to be seen, as a thank you for supporting the competition, please see below details for the sponsorship package – this is what that would look like for yourself if you were indeed able to sponsor the competition in the Reminder.

Sponsorship package:-

- Branding on any pre-promotional activity promoting the competition
- Logo on the page - 'in association with'... along with some wording in the page header and footer of the page (please see example on visual)
- Branding on our subscription packaging on the day the competition is published to over 500 readers
- Branding on any voting promotion in print, online and Facebook
- The winning entry and school will be featured in the Keswick Reminder and the sponsor will be able to supply 'a quote' on why they wanted to get involved and how they link with local communities etc
- The winning entry will have their Christmas card printed (50 copies) and the sponsors logo will be on the back of the card
- Site skin on our website on the day of publication, wrapping the website homepage of the Keswick Reminder online newspaper

Total investment: £300 + VAT

I hope this is something that you would like to support and look forward to hearing from you soon.

With best wishes,

Clare

BARRNON MEDIA
Building better

Clare Burlinson
Sales Manager
Barrnon Media
Publishers of Cumberland & Westmorland Herald
The Keswick Reminder and
Cumbria Crack

www.barrnonmedia.con

Christmas Card Competition

CARTMELL SHEPHERD SOLICITORS

in association with Cartmell Shepherd Solicitors

Our local schools have produced some amazing Christmas Card designs

Here is a selection of the designs produced by Bassenthwaite School, Borrowdale School & St Herberts School.

To vote for your favourite design please fill out the coupon at the bottom of this page or vote on our f page.
The winning entry will have their Christmas card design printed and it will be published in the newspaper.

1 Designed by Erin Burnett Aged 8 Bassenthwaite School
Sponsored by Alhambra Cinema
Tel 017687 72195
www.keswickalhambra.co.uk

2 Designed by Erin Richardson Aged 8 Bassenthwaite School
Sponsored by Coledale Inn
Tel 017687 78272
www.coledale-inn.co.uk

3 Designed by Henry Simpson Aged 9 Bassenthwaite School
Sponsored by Derwent Frames
Tel 017687 74244
www.derwentframes.co.uk

4 Designed by Maisy Doran Aged 10 Bassenthwaite School
Sponsored by Floor Choice
Tel 017687 74944
www.floorchoicekeswick.co.uk

5 Designed by Rebecca Meadley Aged 10 Bassenthwaite School
Sponsored by Greta Motor Body Works
Tel 017687 72104
www.gretabodyworks.co.uk

6 Designed by Ellie Year 6 Borrowdale School
Sponsored by High Hill Automotive
Tel 017687 74894
www.highhillautomotive.co.uk

7 Designed by Ellie Aged 5 Borrowdale School
Sponsored by Howdens Keswick
Tel 017687 75616
www.howdens.com

8 Designed by Freddie Year 6 Borrowdale School
Sponsored by Keswick Collectables
Tel 017687 74828
13 St John Street Keswick

9 Designed by Mark Year 5 Borrowdale School
Sponsored by Keswick Motor Company
Tel 017687 72084
www.keswickmotorco.co.uk

10 Designed by Molly Year 4 Borrowdale School
Sponsored by Keswick Painters & Decorators
Tel 017687 80632
www.keswickpainters.co.uk

11 Designed by Morgan Aged 5 Borrowdale School
Sponsored by Keswick Cheese Deli
Tel 017687 73377
www.keswickcheesedeli.co.uk

12 Designed by Violet Year 3 Borrowdale School
Sponsored by Keswick Windows
Tel 017687 75414
www.keswickwindows.co.uk

13 Designed by Darcy Ratcliffe Aged 8 St Herbert's School
Sponsored by Lakeland Safe
Tel 017687 74868
www.lakelandsafe.com

14 Designed by Doug Watson Aged 7 St Herbert's School
Sponsored by Mary Mount Hotel
Tel 017687 77223
www.marymounthotel.co.uk

15 Designed by Grace Bishop Aged 8 St Herbert's School
Sponsored by Ravenstone Manor Hotel
Tel 017687 76240
www.ravenstonemanor.co.uk

16 Designed by Isla Thomas Aged 8 St Herbert's School
Sponsored by White Horse Inn
Tel 017687 78983
www.thewhitehorse-blencathra.co.uk

17 Designed by Lilly Roper Aged 7 St Herbert's School
Sponsored by Edwin Thompson
Tel 017687 72998
www.edwinthompson.co.uk/type/keswick

18 Designed by Maisie Whipp Aged 4 St Herbert's School
Sponsored by Thomasons Butchers
Tel 017687 80169
8-10 Station Street Keswick

19 Designed by Olivia Harrison Aged 6 St Herbert's School
Sponsored by Croft House Farm
Tel 017687 70236
www.crofthousefarmcafe.co.uk

20 Designed by Becka Morris Aged 10 Bassenthwaite School
Sponsored by Sweet Treats
Tel 017687 80002
www.sweettreatskeswick.co.uk

21 Designed by Elody Doran Aged 8 Bassenthwaite School
Sponsored by Ashley Berry
Tel 07908 640807
www.berryeditedecorators.com

22 Designed by Tails Lewis Aged 9 Bassenthwaite School
Sponsored by Honister Slate Mine
Tel 017687 77230
www.honister.com

24 Designed by Edie-Faye Aged 8 Borrowdale School
Sponsored by Oglethorpe & Brotch
Tel 017687 72126
www.brockbanks.co.uk

25 Designed by Sophie Rutland Aged 7 St. Herbert's School
Sponsored by Mitchells - The Saleroom
Tel 01900 827800
www.mitchellsantiques.co.uk

To vote for your favourite design please send this coupon to:
The Keswick Reminder, 1 Southey Yard, Southey Street, Keswick CA12 4EF
Voting open from Saturday 27th November to Friday 3rd December at 5pm
(No photocopy votes will be accepted)

Christmas Card number: _____

Name of School: _____

Name of Pupil (if listed): _____

Your name: _____

Cartmell Shepherd Solicitors are delighted to have sponsored the Christmas Card competition with

The Keswick Reminder

CARTMELL SHEPHERD SOLICITORS

Cartmell Shepherd Solicitors, Bishops Yard House, Penrith CA11 7XU
Tel: 01768 862326 | Email: penrith@cartmells.co.uk

BATTERSBY HALL CHARITY
ANNUAL REPORT 2022 for Keswick Town Council

In 2021/2 The Battersby Hall Charity Trustees have been largely involved with the refurbishments to the Moot Hall and other charitable works

The main part of planned refurbishment works on the Moot Hall have now been completed, albeit slightly later than planned. There is still some outstanding paint stripping and painting to be done and these final works are very near finished. These are at ground level or just above so should not need scaffolding. It needs noting that centuries of layered injurious paint have had to be removed from the cornerstones and these will not be repainted for the foreseeable future.

The works have come in largely on budget which was about £130k and has included a complete refurbishment, and securing, of the weathervane which was in a perilous and dangerous state. Battersby Hall Trust employed Paul Lewis as Works Supervisor and he has proved to be excellent in all respects. A plaque on south wall listing contractors and trustees is planned to be erected on the opposite side to the one at the time of the last refurbishment.

Battersby Hall Charity spent another £5k refurbishing the early 19th century clock and face. This work is still ongoing, and an automatic time adjustor is being added and a maintenance contract with Cumbria Clock Co set up to ensure finally that the Moot Hall will display the correct time. This work is still in progress.

In 2021 the Battersby Hall Charity made local education grants totalling £7,400. This includes grants of £250 each to twenty 16+ school leavers towards their travel and other costs while undertaking courses in Cumbrian colleges and training facilities. It is our intention in 2022 to double these grants to £500 each. A small number of local families have also received education support grants of £125 each towards their general education costs (school uniform etc). In addition, each of the five local primary schools (Braithwaite, Bassenthwaite, Threlkeld, Borrowdale and St Herbert's) have received grants of £500 towards reading books and musical instruments.

While the Battersby Hall Charity continues to seek effective educational grant giving schemes to assist local school children and school leavers, a grant has also recently been given to local Mother and Toddler Group and a Senior Citizens' Group may also soon receive a grant.

An amendment to the objects and powers of the Charity, to better reflect its current method of working and grant giving, was approved by the Charity Commission in early August. David Leighton, who had served as Treasurer to the Battersby for over 20 years, stood down as a Trustee in May. He was replaced as a Trustee by Brenda Mumford and as Treasurer by John Hayes.

For the future Battersby will continue to conserve the Moot Hall. The Lake District National Park's lease on the entire Moot Hall expires on 31 March 2026. The Trustees are beginning to look at possible future options for the use of the building based on the assumption that the LDNPA may not want to lease the whole building after their current lease expires.

Tony Lywood KTC Rep and Chair of Battersby Hall Charity 01/09/2022

Communications Protocol

This document sets out Keswick Town Council's protocol for communicating with its Councillors, staff and external parties.

Vivien Little

Town Clerk

XXX 2022

DRAFT

Communications Protocol

Town Council Correspondence

The point of contact for the Town Council is the Clerk, and it is to the Clerk that all correspondence for the Town Council should be addressed.

The Clerk should deal with all correspondence following a meeting.

No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. In particular, Councillors and officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

Most official correspondence should be sent by the Clerk in the name of the Council using Council letter headed paper. For correspondence not sent by the Clerk, they must be provided with a copy.

Agenda items for Council, Committees, Sub-Committees and Working Groups

Agenda items should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.

Items for information should be kept to a minimum on the agenda.

Where the Clerk or a Councillor wishes fellow Councillors to receive matters for 'information only', this information will be circulated via the Clerk.

Communications with the Press and Public

Councillors who are asked for comment by the press should make it clear that it is an individual view unless express permission has been sought.

The Clerk will clear all official press reports, or official comments to the media, with the Mayor or the Chairman of the relevant Committee. The Mayor or Chairman of the relevant Committees

Press reports from the Council, its committees or working parties should originate from the Clerk or via the reporter's own attendance at a meeting.

Unless a Councillor is reporting the view of the Council following discussion and a resolution, they must make it clear to members of the public that they are expressing a personal view.

If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

Councillor Correspondence to External Parties

As the Clerk should be sending most of the Council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the Town Council.

A copy of all outgoing correspondence relating to the Council or a Councillor's role within it (except for constituency business) should be sent to the Clerk, and it be noted on the correspondence, for example "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

Communications with the Town Council Staff

Councillors must not give instructions to any member of staff, unless authorised do to so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the Council).

No individual Councillor, regardless of whether or not they are the Mayor, Chairman of a Committee or any other meeting, may give instruction to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.

Telephone calls should be appropriate to the work of the Town Council.

Emails:

- Instant replies should not be expected from the Clerk; any reasons for urgency should be stated.
- Information to Councillors should normally be directed via the Clerk.
- Emails from Councillors to external parties (except for constituency business) should be copied to the Clerk.
- Councillors should acknowledge their emails when requested to do so.

Meetings with the Clerk or other officers

- Wherever possible an appointment should be made.
- Meetings should be relevant to the work of that particular officer.
- Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

Adopted XXX 2022

Date of next review: September 2023

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in Council Chamber, Town Hall, Keswick on **Wednesday 6 July 2022 at 1.30 p.m.**

Present: Councillor Paul Titley (PT)(Chair)
Councillor David Burn (DB)
Councillor Alan Dunn (AD)
Councillor Steve Harwood (SH)
Councillor Tony Lywood (TL)
Vanessa Metcalfe (Keswick Tourism Association) (VM)
Claudia Walker (Keswick Scouts)

14. Apologies

Apologies for absence were received from Vivien Little, Ania Mlynczak, Catherine Parker, Chris Harper, Phil Byers, David Quainton and Mary Elliott.

15. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Events Committee Meeting held on the 14 June 2022 (pages 3 – 4) (enclosed).

16. Summer Events 2022

The Rock Night was of varied success. Queen 2 were not as good as previous bands – the technology failed, but was rescued by Fluid. It was recommended that they not be rebooked for future events. The Fluid DJ, Graham Bell and Committed 2 Rock were all well received. Fluid need more authority to arrange the acts in future to avoid issues with the timetable.

The decision to postpone Scruffs until Sunday 17 July was the right one, and was quickly organised. If the event does not go ahead on the 17 July it will not happen this year.

RECEIVED an update regarding the Midsummer Festival events.

17. Christmas Lights 2022

The switch on will be on Friday 18 November. Vocal Locals are to be invited to perform again, with Keswick Mountain Rescue to be invited to switch on the lights.

RECEIVED an update regarding the Christmas Lights switch on.

18. Date of next meeting

The date of the next meeting was not set, to be held as required.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in Council Chamber, Town Hall, Keswick on **Tuesday 16 August 2022 at 1.30 p.m.**

Present: Councillor Paul Titley (PT)(Chair)
Councillor Lewis Forsyth (LF)
Councillor Steve Harwood (SH)
Councillor Tony Lywood (TL)
Vanessa Metcalfe (Keswick Tourism Association) (VM)
Claudia Walker (Keswick Scouts and Guides) (CW)
David Quainton (Keswick Rotary) (DQ)
Dave Roberts (Keswick Lions) (DR)
Chris Harper (Podgy Paws) (CH)
Catherine Parker (RFO) (CP)
Vivien Little (Town Clerk) (VL)

19. Apologies

Apologies for absence were received from Councillors Burn and Dunn, Ania Mylnczak, Mary Elliott and Phil Byers

20. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Events Committee Meeting held on the 6 July 2022 (page 5).

21. Scruffs 2022 Review

CH gave an update regarding Scruffs event 2022. Given the change of date, plus the fact it was a very hot day, it was quieter than normal, but a good day was had by all. Wet towels were provided for the dogs. £1,047.00 was given to the Town Council for the entry fees. A £51 donation was made to Animal Rescue Cumbria in the name of Scruffs by the majority for those pre-entries who cancelled due to the change of date.

Discussion was had as to the future of Scruffs, as the Events Committee will change next May. It was agreed that it would be best to have the Town Council still put the event on, meaning free Fitz Park usage as well as coming under the Town Council insurance, though with Podgy Paws potentially doing more of the organising. Next year, buckets would be out for collections as well.

RESOLVED that a report be brought to the October Town Council meeting, recommending a budget of £2,500 be set aside for Scruffs next year, with the potential for an extra £1,000 from the Events contingency fund.

22. Christmas Lights 2022

Keswick Mountain Rescue will be switching on the lights, with Local Vocals performing, as last year.

PT, TL, VL and CP were meeting with representatives of Fizzco, the lights providers that afternoon to ensure that progress was being made with preparations. Discussion was had regarding how long the lights should be on for – given the climate pledge the Town Council has made, as well as showing responsibility during the cost of living crisis, it would not be appropriate for the lights to be on all day.

Keswick Rotary would be planning their usual event in Packhorse Court that same night.

RESOLVED that the lights be switched on from 3pm-12.15am every day, with the exception of New Year's Eve, where the lights would remain on until 1am.

23. Future of 2023 Events

After discussion, it was agreed to not put on the Rock Night next year, as the additional cost of applying for a Road Traffic Order to close the Market Square, as well as the risks involved in running the event would make it unviable.

Instead, the Prom would permanently become a Pop and Prom Event, lasting from early afternoon to the evening. The date for next year's Pop and Prom and Scruffs were set as 24th and 25th June 2023. Shelagh Hughes had offered to help prepare the performers once again.

LF brought forward an idea regarding a potential 'Keswick Fringe', bringing together all aspects of the thriving cultural scene in Keswick. Discussion was had regarding this, which was felt to be a strong idea, and further work was to be done on this. The money which was normally set aside for Rock Night could go towards sponsorship for such an event, with grants applied for as well for new arts events. Members of the Committee were supportive of the idea.

RESOLVED that

i. Rock Night will no longer be organised, and that Pop and Prom would become a regular feature to be held on the usual last weekend in June; and

ii. Councillor Lewis Forsyth begin work on preparing a proposal for a 'Keswick Fringe' festival, to be brough to a future meeting of this Committee.

24. Date of next meeting

The date of the next meeting will be Friday 16 September at 12.00pm.

The meeting ended at 2.27 p.m.

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Chairman

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Date