

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

Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS
017687 73607
Email: townclerk@keswicktowncouncil.gov.uk

14th March 2024

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 21st March 2024 at **7.00 p.m.**

Yours sincerely



Vivien Little
Town Clerk

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chair to sign as a correct record the minutes of the Town Council meeting held on Thursday 15th February 2024 (pages 44-47).
- 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 Report**
To receive the newsletter of the Allerdale Rural Neighbourhood Policing Team.
- 6. Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 7. Matters to be raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 8. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group report to be circulated at the meeting)
 - ii) To receive update on National Park Planning Decisions
- 9. Mayor's Report**
To receive details of the Mayor's engagements and meeting attendance for the period 9th February 2024 – 14th March 2024.
- 10. Reports from Ward Representatives**
To receive reports from the following representatives:
 - i) Cumberland Council Representative
 - ii) Lake District National Park Authority North Distinctive Area Parishes Representative (if available)
- 11. Annual Review of Effectiveness of Internal Financial Controls**
To receive the report from the Responsible Financial Officer.
- 12. Assets Register**
To approve and adopt the updated Assets Register.
- 13. Payment of Accounts**
To confirm the payment of accounts for March 2024 as approved by the Inspection Committee (to be circulated at the meeting) for:
 - i) The Town Council
 - ii) The Trusts
- 14. Clerk's Report**
To receive the report from the Clerk.
- 15. Keswick Flood Action Group**
To receive an update from Councillor Louise Dunn.

16. Minutes

- i) To receive for information the notes of the Keswick Ministries Town Liaison Forum from Thursday 22 February 2024.

17. Biodiversity Presentation

To receive the presentation recently made by the Town Clerk to the CALC/CaFS event – Biodiversity and Climate Change – What can Town and Parish Councils do?

To: All Councillors, Press, Police

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, First Floor, Keswick on Thursday 15th February 2024 at 7.00 p.m.

Present:

Chair
 Councillor Steve Harwood

Councillors

Louise Dunn	Claire Houghton	Chris Houghton
Denstone Kemp	Sally Lansbury	Benita Laphorn
Jean Murray	Rob Nelson	Adam Paxon
Lorraine Taylor		

Also present was Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), one member of the press, and 2 members of the public.

178. Apologies

No apologies for absence were received at this meeting.

179. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 18th January 2024 (pages 40-43).

180. Requests for Dispensations

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

181. Declarations of Interests

Councillor Harwood declared a Disclosable Pecuniary Interest in regard to planning application 7/2023/2242, as he was a neighbour of the application. He would leave the room and take no part in the discussion regarding this item.

Councillor Lansbury arrived at 7.01pm

182. Police Report

RECEIVED the newsletter of the Allerdale Rural Neighbourhood Policing Team.

183. Matters to be received from the Public

No matters were raised by members of the public at this meeting.

184. Matters to be raised by Councillors

No matters were raised by Councillors at this meeting.

185. Applications for Development

- i) **RESOLVED** that the following applications be submitted to the Lake District National Park:
 (*Action – RFO*)

Plan Ref.	Description, Location, Comments Recommendation
	<i>Councillor Harwood left the meeting at 7.02pm</i>
	<i>Councillor Nelson took the Chair for the discussion of the following planning application.</i>
7/2023/2242	<p>To construct an annex in the rear garden of 29 Latrigg Close, Keswick. The annex will be single story with private access at the rear of 29 Latrigg Close. 29, Latrigg Close, Keswick, Cumbria, CA12 4LE <i>Object - Whilst sympathetic to the idea behind this proposal in order to provide housing for their children, when considered with regard to housing policy, we find it would impact on neighbouring properties with over development of the area and loss of light, shading and privacy on surrounding properties.</i> <i>If the project went ahead we would as a minimum want a local occupancy clause and a covenant to not allow holiday letting</i> OBJECT</p> <p><i>Councillor Harwood returned to the meeting at 7.06pm</i></p> <p><i>Councillor Harwood re-took the Chair for the remainder of the meeting.</i></p>
7/2023/2276	<p>Proposed erection of lean-to porch and provision of new patio doors located to rear of property West View, The Heads, Keswick, CA12 5ES No comments made SUPPORT</p>
7/2024/2002	<p>Replace 1 sash window in lower hallway (retrospective) Shelley Cottage, Chestnut Hill, Keswick, CA12 4LS No comments made SUPPORT</p>
7/2024/2003	<p>The operation of a temporary campsite, for 2024, for three weeks during July and August, Utilising a closed waste water methodology. Crosthwaite Campsite, Church Lane, Keswick, CA12 5QD No comments made SUPPORT</p>
7/2024/2010	<p>Single storey front, side and rear extension to dwelling following withdrawal of 7/2023/2184 67, The Headlands, Keswick, CA12 5EH <i>Support – this is a resubmission of an application we previously objected to on grounds of inappropriate design details. We consider that the amended design proposals are now acceptable</i> SUPPORT</p>
7/2024/2015	<p>Conversion of car port into new front entrance and habitable space and extending the rear wall to the property boundary, removal of unused chimney, replacement of window in dining room to aluminium sliding doors, replace existing front door with heritage double-glazed uPVC sliding sash window and replace 8 single-glazed wood sash windows with heritage double -glazed uPVC sliding sash windows 2, Shu Le Crow Gardens, Keswick, CA12 4HG</p>

No comments made
SUPPORT

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

186. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 12th January 2024 – 8th February 2024.

187. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – Councillor Campbell-Savours updated Councillors on the news that Danfo were ceasing their contract with Keswick Community Asset Company for servicing the public toilets in Keswick. He was working with Cumberland Council to ensure that there would be continued provision, with the potential for partnership working moving forward. He also answered questions from Councillors, including questions on green waste bins, dog waste, and an update on the sitting water on Borrowdale Road.

Councillor Campbell-Savours also gave an update on the swimming pool in Keswick.

- ii) Lake District National Park Authority North Distinctive Area Parishes Representative. **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative.

188. Payment of Accounts

RESOLVED that the payment of accounts for January 2024 as approved by the Inspection Committee be authorised for payment (Action – RFO).

- i) The Town Council, vouchers 204-222, amounting to £37,806.81 (thirty seven thousand eight hundred and six pounds and eighty one pence)
- ii) The Trusts, vouchers HP160 – FP172, amounting to £30,440.97 (thirty thousand, four hundred and forty pounds and ninety seven pence)

189. Quarterly Budgets

RECEIVED for information the quarterly budget comparisons.

190. Change Action Plan – six month review

RECEIVED the report of Councillor Lansbury

RESOLVED that:

1. Keswick Town Council establishes a Climate Change Working Group that will include Councillors and members of local outside bodies, initially considering including Keswick Town Council, Sustainable Keswick, Woodland Trust, LDNPA, National Trust, Cumbria Wildlife Trust and West Cumbria Rivers Trust with the goal of;
 - through the Climate Change Working Group, investigating the production of a 'Nature Recovery Plan' for Keswick and a local communications plan;
 - cross checking activities against the CALC produced Parish Council Climate Change Toolkit;
 - Keswick Town Council build a platform for collaboration and mutual support between these groups; and
2. the timing of the reviews be changed to the March Town Council meeting and the September meeting of the Parks Trusts. (Action – Clerk)

191. Annual Risk Management Assessment

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that the Annual Risk Management Assessment be noted.

192. Review of Internal Control and Audit

RECEIVED the report from the Responsible Financial Officer

RESOLVED that Councillors Kemp and Nelson undertake the annual review of Internal Control and Audit (Action – RFO).

193. Reports from Representatives on Outside Bodies

- i) Keswick Youth Centre – Councillor Paxon updated Councillor briefly on the activities of the Youth Centre, stating that it was going from strength to strength. The only issue was that there was now a lack of leaders, as it had become a victim of its own success.

The meeting closed at 7.45 p.m.

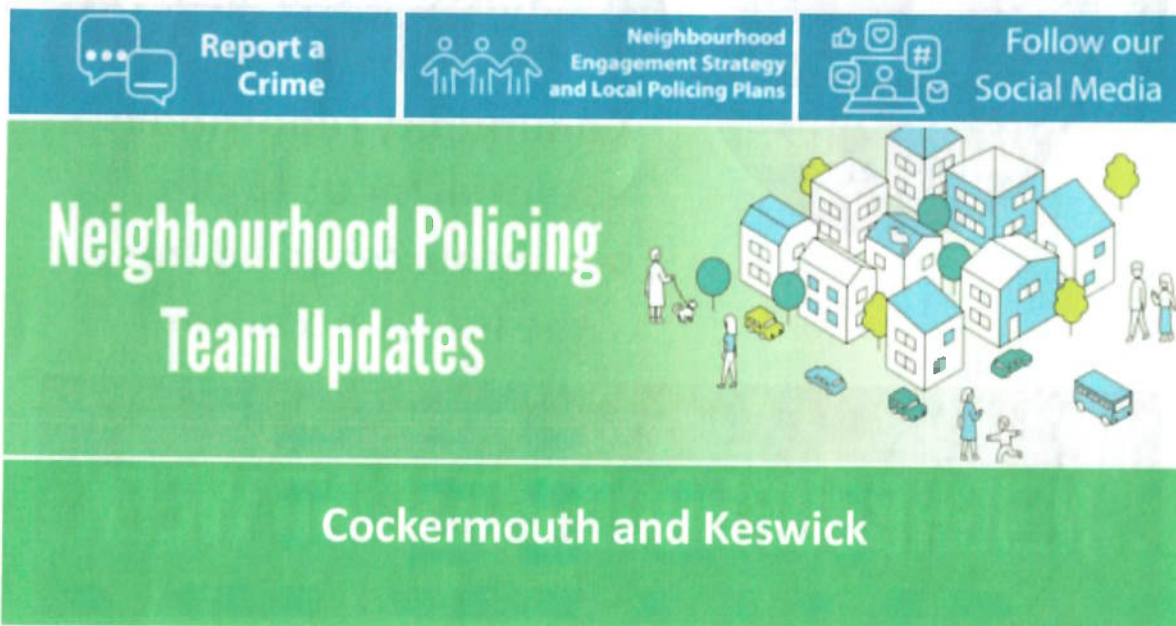
Chair

Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 12 February 2024 17:03
To: Ania Mlynczak
Subject: January & February 2024 - Cockermouth and Keswick

[View in browser](#)





Inspector Peter Aiston
Allerdale Neighbourhood
Policing Team

“ As your local neighbourhood policing inspector, I lead a team of officers and PCSOs to address issues affecting the Allerdale community.

Community reporting is essential for us to direct our resources to address the issues occurring.



Our Neighbourhood Policing Teams work tirelessly throughout the year to support the communities they serve by protecting vulnerable people and keeping people safe.

During Neighbourhood Policing Week (22 - 28 Jan) officers from Cumbria's six Neighbourhood Policing Teams were highlighting the work they do to address issues within our communities and keep people safe.

The week has seen officers conduct warrants, hold police desks and support their local communities following the impact of Storm Isha and Joceyln, with officers joining partner agencies to conduct checks on those identified as vulnerable following the storms.

As a result of the week officers from our Neighbourhood Policing Teams conducted 10 warrants, made 32 arrests and carried out 18 stop searches.

Across the week we also seen some great examples of work from the Neighbourhood Policing Team.

In **Workington**, officers conducted four warrants with two successful resulting in – a man arrested and charged with possession of class A and B and a man remains under investigation for possession with intent to supply of a controlled drug.

Chief Superintendent Mick Bird, Neighbourhood Policing Lead said “We have invested significantly to ensure our local communities get more visibility from our Neighbourhood Policing Teams.

“We hope this week has highlighted the sometimes unseen work they do to tackle local issues, as well as our proactive approach to preventing them.

“This includes issues such as engaging and enforcing parking at school times to ensure the safety of children, patrols in anti-social behaviour hotspots, and proactive action targeting criminality.”

Cumbria’s Deputy Police, Fire and Crime Commissioner, Mike Johnson, said: “This is only a small snapshot of the fantastic work that our Neighbourhood Policing Teams do year-round to keep us safe in our communities.

“During the week, I was able to go out with Officers in Cockermouth on a day of action to target local concerns around driving and drugs and meet with Barrow Town Centre’s Community Beat Officer to hear more about how he is tackling anti-social behaviour.

“Our Neighbourhood Policing Teams do a brilliant job and I know that they will continue to do so in the future

“However, keeping our county safe is a community effort and the Police need information and intelligence from the public to help them do their job. I would urge the public to continue to report any criminality or suspicious behaviour to the Police on 101, or 999 in an emergency.

“Together, we can make Cumbria an even safer place to live.”

Your local PCSOs & Community Beat Officers



CBO Shona Pattinson
Cockermouth



CBO Samuel Steele
Maryport



CBO Callum Lofthouse
Workington South



CBO Donald MacKenzie
Keswick



CBO Dawn Lowerson
Maryport



CBO Catherine Higson
Workington Central



CBO Alexandra Ostle
Aspatria



Lisa Law
Hub Co-ordinator



PCSO Peter Nichol
Silloth / Aspatria



PCSO Claire Parker
Cockermouth



PCSO Kerry Harris
Maryport



PCSO Megan Jones
Keswick



PCSO Rachel Pape
Workington Central



PCSO Gemma Robinson
Workington South

Allerdale Neighbourhood Policing Team

#NeighbourhoodPolicingWeek

Warrants

On 22 January, we conducted two misuse of drugs warrants at properties in Maryport on Argyle Street and Moorside Drive.

One search was positive.

Watch the video [here](#)



Age UK lunch club visit

On 22 January, PCSOs Clare Parker and Pete Nichol visited Age UK, Cockermouth to chat with the Men's Lunch Club members, they then joined them for a seated exercise class.

Both sessions were well attended and everyone had a nice time.

Thank you for letting us come along we really enjoyed it.



Patrols and arrest

On 22 January we were out on patrol in the Cockermouth area through the afternoon and into the evening.

Whilst on patrol one male was stop searched and found in possession of a quantity of drugs.

**Are you concerned
about drug-related
crime in your area or
think someone may
be a victim of drug
exploitation?**

**Please report this to us
via the below:**

101 - non emergency

999 - in an emergency

0800 555 111 - report to Crimestoppers anonymously

www.cumbria.police.uk - report online



Police and Communities Together Survey results - Cockermouth

We recently conducted a recent survey in relation to the Cockermouth area.

The data has been analysed and the following issues have been identified:

- Road Safety issues in the area of Great Broughton and Brigham
- Road Safety issues reported around Dean School

Our local officers will work to address these issues and respond to crime and disorder in your area and encourage the local community to continue to report any incidents.

We will be conducting a further survey in 3 months time.

Please continue to report any incidents of crime or anti-social behaviour.

You can report online at <https://orlo.uk/qY0Tp>

Our online live chat function is a new service giving you an alternative way to communicate with a Police officer in real time.

If a crime is in progress always call 999.

You can also phone 101.

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

Anti-social behaviour talk

PCSOs Clare Parker and Megan Jones have been into Cockermouth school on 5 February to deliver an anti-social behaviour talk to the year 7 students.

The neighbourhood police team work with schools to understand and resolve ASB locally.





Keswick Youth Club

On 31 January, PCSOs Megan Jones and Clare Parker really enjoyed attending Keswick Youth Club.

They took part in activities to learn about and celebrate Chinese New Year with the young people attending.

Nursesey school visit

On 30 January, PCSOs Clare Parker & Megan Jones visited Mary Platt Preschool Nursery in Cockermouth.

The children really enjoyed seeing the police vehicle, we talked about how we keep people safe.



Pupils presented certificates following sessions on how to keep safe

On 29 January, PCSO Clare Parker presented some year 7 Cockermouth students with a certificate after completing four sessions on how to keep safe.

Well done to all the students, you have all done so well!

StreetSafe is a service that allows you to report safety concerns in public places without giving us your name.

This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

Report an issue here: [StreetSafe | Cumbria Police](#)



Join Us!

Have you ever thought about being a police officer, special constable, PCSO or staff member?

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.



Crime in Cumbria is cut by more than eight per cent – with hard work and new measures producing some of best results recorded

Cumbria Constabulary has cut crime in the county by more than eight per cent –with the dedication and work of officers and staff producing some of the best results recorded.

Offences that cause real concern in communities including burglary, violence, public disorder and criminal damage to property are all down significantly.

Arrests, stop-searches and offences resulting in a positive outcome such as a charge have all gone up.

Other results include:

- 96.5 per cent of 999 calls were answered in 10 seconds last month.
- Convictions in domestic abuse cases heard at court sat at 85.7 per cent in November – the latest figure available. This is above the national average.
- Convictions in cases involving violence against women in girls heard at court sat at 81.3 per cent in November – the third best in the country.

The results follow a range of measures brought in over the last 18 months to improve the service to the public.

These include:

- The launch of a rural crime team, dedicated to tackling rural offences.

- The continued rollout of community beat officers, who have proved crucial in tackling issues such as anti-social behaviour.
- The launch of a new, dedicated roads policing unit – made as part of a commitment to making Cumbria's roads safer for all.
- A force restructure and increased focus on issues such as meeting response times.

Read more [here](#).

Officers take more than £11m of drugs off the streets of Cumbria in Operation Alliance

Police have taken more than £11m of drugs off the streets of Cumbria in the last year under a forcewide crackdown on serious and organised crime.

As well as seizing high-harm substances including heroin, cocaine and amphetamine – and shutting down numerous industrial-sized cannabis farms – officers put together cases that jailed a series of organised crime groups cashing in at the expense of communities.



Detectives and staff also continued to hit these criminals where it really hurts – in their pockets, by seizing suspected illegal money worth more than £4m.

All of this has fallen under Operation Alliance - Cumbria Police's dedicated overall operation protecting the county against serious and organised crime.

In the last year, officers have:

- Seized drugs worth more than £11.2m
- Confiscated £4.3m in cash
- Continued to target criminal finance – with £4.5m subject to criminal investigation

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	5	9	-4	-44.4%
Burglary	1	1	0	0.0%
Drug offences	3	2	1	50.0%
Miscellaneous Crimes Against Society	1	4	-3	-75.0%
Possession of weapons offences	3	2	1	50.0%
Public order offences	5	7	-2	-28.6%
Robbery	0	0	0	0.0%
Sexual offences	8	5	3	60.0%
Theft offences	5	12	-7	-58.3%
Vehicle Offences	0	0	0	0.0%
Violence against the person	49	54	-5	-9.3%
Total	80	96	-16	-16.7%

● Month Total ● Previous Year ● Average Previous 3 Years



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





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This email was sent to office@keswicktowncouncil.gov.uk using govDelivery Communications Cloud on behalf of: Cumbria Police
· Carleton Hall · Penrith · Cumbria · CA10 2AU



Planning Applications received between 09/02/2024 - 14/03/2024

Plan ref	Reply by	Location	Description of Proposed Development
7/2024/0027	03-Mar-24	Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF	Fell 1 Mature larch tree and replant 3 other smaller trees - Acer palmatum, Malus Golden Hornet and Prunus Sargentia
7/2024/0032	11-Mar-24	Little Bield, Chestnut Hill, Keswick, CA12 4LT	T 1 - Sycamore - Fell
7/2023/2247	04-Mar-24	56, Trinity Way, Keswick, CA12 4HZ	Single storey front extension to create larger kitchen/dining area
7/2023/2260	18-Mar-24	Sandygate House, Rogerfield, Keswick, CA12 4BW	New rear dormer window to allow use of attic space and installation of solar panels to front and rear
7/2023/2282	01-Mar-24	Howe Keld, 5-7, The Heads, Keswick, CA12 5ES	Proposed development of new access and revised car parking area.
7/2024/2007	18-Mar-24	Booths, Tithelbarn Street, Keswick, Cumbria, CA12 5EA	Install an additional two rapid electric vehicle charging stations within the car park
7/2024/2009	18-Mar-24	5, St Johns Street, Keswick, Cumbria, CA12 5AP	Replacement Front Elevation Door & Windows to Indian Restaurant
7/2024/2016	07-Mar-24	4, Browfoot, Keswick, CA12 4LQ	Erection of a privacy fence between 4 Browfoot and Glenburn
7/2024/2017	26-Mar-24	12, Larch Cottage, The Plosh, Borrowdale Road, Keswick, CA12 5DE	Replacement of modern windows to rear elevation and replacement of front door
7/2024/2022	05-Mar-24	Town Head House, 25 St Johns Street, Keswick, CA12 5AE	Replacement of existing greenhouse
7/2024/2024	11-Mar-24	21, Manesty View, Keswick, Cumbria, CA12 4JF	Two-storey extensions, alterations to roof, raised patio and privacy screening - variation of condition 2 (plans) of planning permission 7/2023/2057 to amend design of front elevation first floor central window
7/2024/2027	13-Mar-24	76, Lattrigg Close, Keswick, CA12 4LF	Alterations & extensions
7/2024/2029	22-Mar-24	1 & 3, Manesty View, Keswick, CA12 4JF	Alterations associated with permitted amalgamation of numbers 1 & 3 Manesty View to create fully accessible open plan dwelling, specifically new raised terrace and removal of No.3 garage to allow creation of new drive at entrance level and new entrance porch
7/2024/2030	12-Mar-24	9, Blencathra Street, Keswick, CA12 4HW	To alter existing pedestrian access and form new vehicular access for off-street parking
7/2024/2047	27-Mar-24	1 & 2 Markholme Cottages, Crosthwaite Road, Keswick, CA12 5PP	Extension of dormer roof - balcony and conversion of garage to residential use
7/2024/2049	28-Mar-24	Town Head House, 25 St Johns Street, Keswick, CA12 5AE	Proposed glass infill extension to connect existing house and outbuildings and internal alterations to outbuildings
7/2024/2050	28-Mar-24	Town Head House, 25 St Johns Street, Keswick, CA12 5AE	Proposed glass infill extension to connect existing house and outbuildings and internal alterations to outbuildings - Listed Building Consent application

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.

8.ii) Planning Decisions Received from LDNPA

Planning Decisions Received between 9/02/2024 & 14/03/2024

PLD Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2022/2247	Sep-22	Low Briery Holiday Park, Pentith Road, Keswick	CA12 4RN	Extension to existing holiday park, formation of access, landscaping and ancillary works	SUPPORT	REFUSED	Appeal	
7/2023/2200	Nov-23	Derwentwater Foreshore, Lake Road, Keswick	CA12 5DJ	Repairs and alterations to four landing stages / jetties	SUPPORT	GRANTED		
7/2023/2235	Nov-22	23, Eskin Street, Keswick	CA12 4DQ	Change of use from B&B (C1) to holiday let (C3)	OBJECT	REFUSED		
7/2023/2243	Dec-23	Lairbeck House, Vicarage Hill, Keswick	CA12 5QB	Change of Use of guest house to two planning units: An apartment with 6 letting units and a dwelling for use as	OBJECT/SUPPORT	GRANTED		
7/2023/2266	Dec-23	1 & 2 Markholme Cottages, Crosthwaite Road, Keswick	CA12 5PP	Conversion of garage to residential use	SUPPORT/OBJECT	GRANTED		
7/2023/2276	Dec-23	West View, The Heads, Keswick	CA12 5ES	Proposed erection of lean-to porch and provision of new patio doors located to rear of property	SUPPORT	GRANTED		
7/2024/2003	Jan-24	Crosthwaite Campsite, Church Lane	CA12 5QD	The operation of a temporary campsite, for 2024, for three weeks during July and August, Utilising a closed waste water methodology.	SUPPORT	GRANTED		
7/2024/2010	Jan-24	67, The Headlands, Keswick	CA12 5EH	Single storey front, side and rear extension to dwelling following withdrawal of 7/2023/2184	SUPPORT	GRANTED		
7/2024/2015	Feb-24	2, Shu Le Crow Gardens, Keswick	CA12 4HG	Conversion of car port into new front entrance and habitable space and extending the rear wall to the property boundary, removal of unused chimney, replacement of window in dining room to aluminium sliding doors, replace existing front door with heritage double-glazed uPVC sliding sash window and replace 8 single-glazed wood sash windows with heritage double-glazed uPVC sliding sash windows	SUPPORT	GRANTED		

KESWICK TOWN COUNCIL**TOWN COUNCIL MEETING 21ST MARCH 2024****MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 9th February 2024 – 14th March 2024

Tuesday 13 February	Attended meeting with Building Contractor at Cafe HNW to discuss site logistics for proposed new staff / equipment store building.
Wednesday 14 February	Attended meeting with Rev. Charles Hope at Vicarage to discuss potential for Community Partnership arrangements with key voluntary and sports groups.
Thursday 15 February	Attended meeting to check monthly schedule of payments.
Thursday 15 February	Attended Extraordinary Meeting of Parks Trustees to agree basis for proceeding with Phase 1 of new building in Upper Fitz Park for Staff & Equipment Store.
Thursday 15 February	Attended Town Council meeting.
Thursday 22 February	Attended Staffing Committee meeting.
Wednesday 28 February	Attended Planning Group meeting to review current planning applications.
Wednesday 28 February	Attended meeting with Vivien and Catherine to discuss funding options and possible grant applications for Phase 2 works on the kiosk in Upper Fitz Park.
Thursday 29 February	Attended Opening Night of Keswick Film Festival at invitation of Keswick Film Club.
Monday 4 March	Attended meeting with Lonsdale Builders at Upper Fitz Park for start of work on new Staff Accommodation & Equipment Store Building.
Wednesday 13 March	Attended meeting in Council Chamber with Andrew Smith, LDNPA Head of Development Management.
Wednesday 13 March	Attended meeting of Parks Trustees.
Thursday 14 March	Attended special presentation of British Empire Medal to Claudia Walker in Rawnsley Suite at invitation of Chairman of Keswick Scouts.

Keswick Town Council

**Annual Review of Effectiveness of Internal Financial Controls
March 2024**

The above review was undertaken by Councillor Kemp and Councillor Nelson on Tuesday 27th February 2024.

Comments & Observations – Councillor Kemp: -

I have reviewed the effectiveness of the Council's system of internal financial control, and I believe them to be in accordance with proper practices.

Comments & Observations – Councillor Nelson: -

I carried out my review on 27th February 2024, I believe our audit arrangements are in compliance and conform to the regulations set down by guidance in the Governance and Accountability for Smaller Authorities in England and also in terms of 'proper practice' issued by JPAG.

No recommendations were made during the Town and Parish Council internal audit testing June 2023, which was undertaken by Ian Smithson.

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

KESWICK TOWN COUNCIL									
ASSETS REGISTER AS AT 31/3/2024									
Date Purchased	Purchase Cost	Description	Location	Notes	Original Purchase Cost (rounded to nearest £)	Additions (at purchase cost)	Disposals	Total	
Council Offices:									
Office Equipment									
Not known	£128.00	Dahle standard guillotine	Office	Model 00504	130				
03.03.08	£17.00	Challenge Laminator	Office	S/N LM089BR	0				
03.11.08	£85.00	Nikon Coolpix S210 8MP digital camera	Office		85				
03.11.08	£13.00	Sandisk Memory card for camera	Office		13				
03.11.08	£12.00	White Roller Blind for Office door	Office		12			12	
31.01.14	£718.90	HP ProBook 450 Laptop, case & mouse	Office	28489	719				
28.11.19	£339.00	Rexel Auto 200x Cross Cut Shredder	Reception/Office	RM33949	339				
27.03.20	£734.00	HP Desktop	Clerk's Office		734				
18.03.21	£144.00	HP 9010 Printer	Clerk's Office	THIC862VY	144				
07.07.21	£157.00	Iiyama 23" Inch screen	Reception/Office	XU2395WSU	157				
11.03.22	£1,078.00	HP ProDesk 400 G7 Desk Top Computers x 2	(RFO & Admin)	256SSD 8GB	1078				
11.03.22	£912.50	Iiyama 23.8" Full HD VA Monitors x 5	Office (Town Clerk, RFO & Admin)	XUB2494HSU	913				
11.03.22	£100.00	Dual monitor mount - desk clamp x 1	Reception (Admin)		100				
17.03.23	£964.00	Telephone System & associated	Office (Town Clerk, RFO & Admin)	Connexions	964				
					5348	0	12	5376	
Office Furniture									
Not known	£757.00	Desks x 2-2	Office & Clerk's	Estimate	757			251	
Not known	£306.00	3 drawer mobile pedestal x 2	Office & Clerk's	n/s	306				
Not known	£220.00	4 shelf book case	Office	n/s	220				
1974	£500.00	Safe	Clerk's Office	Model John Port Estimate	500				
11.12.91 & Nov 2005	£161.79	Chairs x 4	Office & Clerk's	2 black leather chairs, 1 operator stool	162				
17.12.92	£75.86	Polyprop chairs x 4 (£18.99 each)	Office	Blue	76			76	
Not known	£349.74	2 drawer Harvey filing cabinets x 4 (£87.43 each)	Office, Clerk's						
Not known	£28.99	Dimplex electric heater	Office and Store	Beige	350				
10.03.05	£91.95	Fridge	Chamber	White	30				
11.05.09	£47.99	Low Cupboard	Office	White	92			92	
29.05.09	£256.52	9 New Blinds	Office	Q25-T41590	48				
04.08.10	£39.99	Berlin Leather Chair	Office/Chamber	Cream Vertical	257			114	
08.08.13	£79.99	2 Drawer Filing Cabinet	Office	Coffee	80				
07.08.13	£101.98	4 Drawer Filing Cabinet	Office	Coffee	102				
25.02.14	£122.24	2 Low Cupboards	Office	Q25-T41590	122				
07.09.15	£128.54	Operators Chair	Office	Black	128				
20.11.15	£159.00	Desk	Office	Ergo Maple	159				
30.11.15	£139.00	Desk	Office	120cm Maple	139				
15.04.16	£99.00	4 Drawer Filing Cabinet	Office	Coffee	99				
30.09.16	£117.00	Infinite Bookcase & doors	Office	Beech	117				
02.12.16	£68.99	Operators Chair	Office	Stanley Togo	70			70	
05.01.17	£68.99	Operators Chair	Clerk's Office	Stanley Togo	70				
14.12.16	£14.99	Operators Chair Arms	Clerk's Office	RealSP Hug	15			15	
21.02.22	£156.02	Arista High Back chair	Office (RFO)	KF74196	156			156	
10.05.23	£120.00	Essentials Mini Fridge	Office	CT750W20	0	120			
14.09.23	£549.00	Ergonomic Office Chair	Office (Ania)		0	549			
14.09.23	£549.00	Ergonomic Office Chair	Office (Catherine)		0	549			
14.09.23	£725.00	Electric sit stand desk	Office (Catherine)	Yo Yo Pro	0	725			
14.09.23	£198.00	Kardo dual monitor arm	Office (Ania)		0	198			
21.09.23	£63.31	Q connect felt frame noticeboard	Office (Clerk)	9700026	0	63			
21.09.23	£74.38	Q connect felt frame noticeboard	Office	9700025	0	74			
29.09.23	£335.00	First single desk with 3 drawer pedestal	Office (Ania)	KF803591	0	335			
29.09.23	£228.70	Circular white radial leg table 1200mm	Office (Clerk)		0	228			
29.09.23	£460.00	Teknik 1500blk black fabric chairs	Office (Clerk)	Black	0	460			
04.10.23	£470.00	Jemini 2door storage cupboard	Office	KF08087	0	470			
12.10.23	£149.00	Floor standing screen	Office (Ania)	Hilswick EJ190	0	149			
02.02.24	£441.67	Office blinds x 5	Office	Polaris grey	0	442			
Council Chambers									
12.12.92	£263.86	Polyprop chairs x 14 (£18.99 each)	12 scrapped 2010	Blue	266				
12.12.92	£990.00	Tables x 6		Dark Wood	930				
12.12.92	£224.00	S&B Chairs x 14 (£16.00 each)		Blue	224				
Not known	£199.98	2 x 4 draw filing cabinets (£99.99 each)	Store room	Grey	200				
31.07.09	£ 213.60	Filter Coffee Machine	Chamber Kitchen		214				
19.12.14	£ 338.99	3 X walnut steel framed tables	Chamber	Walnut	339				
07.09.15	£ 81.97	Meeting table	Chamber	Beech	82				
					Mayors Chain £20k				
Not known	£13,416.00	Mayoral chains of office x 2 (Sum insured) - REVALUED MARCH 2018	Safe	Mayorsoss Chain £11,500	31500				
28.10.08	£ 407.00	Deputy Mayors Jewel - REVALUED APRIL 2019	Safe		407				
Miscellaneous Assets									
07.09.14	£ 487.70	Green Plastic Chairs	Rear Yard	4 x rectangle & 16 round	488				
20.03.20	£ 5,155.00	Vehicle Activation Sign - SID	Chestnut Hill Market Square & Lower Main/Bank Street	Speed Indication device CCTV cameras connected to Police HQ	5155				
21.12.20	£ 38,354.00	CCTV Cameras and associated equipment x 2			18354				
Community Asset									
	£ 1.00	War Memorial	Penrith Road		1			1	
					62255	4362	774	65843	
Total					67643	4362	786	71219	
Purchase costs taken from Viking Direct or Lakeland Office as no original cost known									
Amended asset register as per amendments to proper practices as noted in Governance and Accountability for Local Councils - A Practitioners' Guide									
The practice below should now be applied: -									
Each asset owned by the body should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of the first recording on the asset register, the body should, having taken appropriate advice, established a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal.									
Assets should not be adjusted for depreciation. The cost will remain as the asset value in the asset register and on the Annual Return until the asset is disposed.									

KESWICK TOWN COUNCIL
21 MARCH 2024

Clerk's Report

Planning Group

The Planning Group have been very busy lately, with a number of planning applications to comment on coming in. The Lake District National Park Authority have also reduced the amount of time given to Town and Parish Councils to respond to applications, refusing requests for extensions which have been granted in the past. While we can respond to these using delegated authority which has been granted to me by Full Council, it is still requiring more meetings of the Planning Group than there used to be.

After discussion with the Planning Group, they have requested that another member be added to Planning Group, increasing it from 3 to 4. This way there is back up when one of the current members is unavailable, and will ease the pressure on the group a little. The Standing Orders allow for up to four members to be appointed to this group.

Councillors are asked if they would like to volunteer to stand on the Planning Group.

Dark Skies Event

We have recently heard from Friends of the Lake District that the rescheduled date for the Dark Skies Event will be on Tuesday 23rd April from 8pm. This will still be held in the Lake Road area.

Anti-social holiday lets

Following the recent decision by the LDNPA to refuse a change of use from guest house to holiday let, and the subsequent publicity, we have received more complaints about holiday lets, as reported below:

Complaint about 72 Blencathra Street, Keswick

Date/time of problem: Weekend of 2nd March 2024 departure – see detailed comments below

Nature of problem: Holiday residents left an empty beer keg next to bins. Illegal for anyone to dispose of this. Most recent of a series of litter problems (see below).

Was the problem resolved and how: After some hours of effort, I have contacted Keg Watch to collect (see below)

Did you contact the occupants, agency or owner: Don't know agency or owner's details. Holiday let.

What impact did the incident have: Beer keg cannot legally be disposed of by anyone other than the beer company who rely upon the customers buying the beer to return the keg, so this keg could be sitting there for years unless somebody steals it to use as a table etc. Annoying that we are having to sort this out. Its presence has been commented upon by local residents walking past. See detailed comments below.

Any other concerns: People holidaying in 72 Blencathra St left at the weekend (probably Sat 2nd March, maybe the day before or the day after). During their week's stay they had a beer keg in the front yard of the house. After their departure, this keg was left in the back lanning next to the bins (collection date Tuesday 5th March). The keg was (correctly) not collected by the bin crews. My husband contacted XXX to see if he could take it away but XXX (correctly) said he wasn't allowed to. After some research I

discovered that nobody except the owners of the keg (=the brewery company) can dispose of it. The holiday residents clearly couldn't be bothered to return it for a deposit. I have phoned Keg Watch who say they will collect when possible. This is the latest in a series of problems with overflowing bins, excess rubbish dumped in black bags etc when the remaining local residents have tried to sort out the mess left behind."

Cranford House, 18 Eskin Street – sent to holiday let owner, and copied to Keswick Town Council

I am contacting you on behalf of several close neighbours who have become concerned about the erection of a hot tub outside Cranford House (18 Eskin Street), in the space that we understood - from the original application to change the property from a managed B&B to an unsupervised holiday let for 14 people - was to be parking for one car.

I don't know if you are aware, but there have recently been several problems with hot tubs outside unsupervised holiday lets in residential areas in Keswick, with anti-social behaviour going on throughout the night, well into the early morning. After interventions by the police and suggestions from the Town Council, the owners of such holiday lets have agreed to set time-limits for the use of the hot tubs: such as no use after 10.00pm - in some cases, the agreed time-limit has been set at 9.00pm.

As letting out of Cranford House has now begun, we thought we would ask whether you have set such a time-limit for this property's hot tub. If you haven't, we hope that you will do so, and do so soon - before we get into the warmer months when the hot tub is most likely to be used, and when late night outside noise is most likely to disturb near neighbours. As well as individual family homes nearby - some with young children - you will no doubt be aware that the hot tub is also in close proximity to Homethwaite House, which is a retirement housing complex for elderly people.

On the assumption that you will set a time limit, we also ask that you establish a robust system for prompt enforcement, should guests nonetheless ignore the time-limit. Setting rules is very important - but enforcement is just as important. As we experienced towards the end of last year with Squirrel Lodge (43 Eskin Street), the lack of enforcement on that occasion (despite phoning your Deputy Manager several times) meant that we were subjected to loud outside noise until approximately 4.00am from what had all the signs of being a hen party, as opposed to the 'family groups only' which had previously been stated would be the policy for that particular property.

If you have seen this week's *Keswick Reminder*, no doubt you will have noted the front page article which reported that, for the first time, the Lake District National Park Authority has refused permission for change of use of Amble House on Eskin Street from a family-run B&B to an unmanaged holiday let. Significantly, their refusal was based on the conclusion that such a change of use could "*exacerbate existing problems and un-neighbourly behaviour already suffered by residents surrounded by other holiday lets.*" The article in the *Reminder* also reported that Keswick's mayor hoped this decision would result in limiting the "*damaging impact*" of the increasing number of unsupervised holiday lets in the town's residential areas.

I believe you are already aware that, last September, Keswick Town Council established a 'reporting mechanism' for neighbours affected by anti-social behaviour/noise from large holiday lets. We thus hope that our concerns are unfounded re. the hot tub at Cranford House, and that a time-limit will be set before we have any problems - and that

there will be a rapid and rigorous response-system set up should guests nonetheless ignore that time-limit.”

Keswick Town Council Office notes

Another issue that holiday cottages are creating is overgrown vegetation. We have had several complaints from the public members regarding the overgrown vegetation which corners the tennis courts at Bridge House on the footpath Bridge Terrace to Booths/Elliot Park. This made it difficult for elderly, mobility scooters and prams. We have contacted Cumberland Highways but the area is not maintained by Cumberland Council. Following the Highways response staff did some digging and turned out the hedges are coming from the property maintained by Keswick Cottages. Following an email to Keswick Cottages, the owners of the property replied to us straight away and they have told us that they will be addressing the issue asap and will get back to us with confirmed time.

As you can see, there is a variation in the level of communication with holiday lets, but this was what has been reported to us recently.

Vivien Little
14 March 2024

Keswick Flood Action Group (KFAG) Update for Keswick Town Council – Louise Dunn, March 2024.

First formed in 2005, KFAG has accomplished a great deal including improvements in river flood defences, surface water management, culvert improvement, gravel removal, sewage system upgrades and re-enforcement of the 'wave wall' at Thirlmere reservoir. The team also has great expertise on flood modelling and reservoir safety.

The group's expertise on flood prevention in Keswick is vital to the ongoing dialogue with United Utilities and the Environment Agency over flood prevention measures. Keswick is extremely lucky to have such a group of highly knowledgeable, skilled people working on flood prevention.

Key developments and points to note:

- **Improved co-ordination between KFAG and Keswick Community Emergency Recovery Partnership (KCERP).** The local groups concerned with flooding and emergency response are working together more closely than KCERP/KFAG have previously. KFAG's focus is on flood prevention and lobbying for policy measures. KCERP prepare for and plan the emergency response which will help the town recover from an emergency event (including but not limited to flooding).
- **Impact of social media:** Increased usage of social media channels such as Facebook (KFAG Facebook page has 1.4K members) has been very helpful in the dissemination of information to the community. Information from the various agencies (EA, Met office) is being disseminated directly to the community with expert commentary from Lynne Jones of KFAG and Claire Peat of KCERP during storm events and this information channel is proving very effective. The two-way nature of social media also means that members of the community can keep each other and KFAG/KCERP informed by sharing information and videos of flooded areas etc.

Items of major concern to KFAG:

- **Keswick remains at high risk of flooding events.** The KFAG team is amazed Keswick has had such a (relatively) stress-free winter. So many storms and the rest of the country has been well soaked almost daily. However Keswick remains at high risk of a flood event and KFAG continues to lobby for measures that will prevent a major incident.
- **Reduction in funding for various agencies:** The council and EA have had major cuts to funding which is impacting flood prevention activity. For a local example, the maintenance of waterways is being reduced. There is also concern about an associated reduction in local knowledge and expertise relating to drains, waterways and culverts. The lengths man position (funded by a grant from CiFR/CCF) will go some way to addressing this. It is also proving difficult to arrange meetings with the EA over reservoir safety and their modelling.
- **A full catchment area approach is needed but Thirlmere remains key to protecting Keswick:** Tree planting projects and wetland management is welcome but is largely insignificant to Keswick's flood risk as the volumes of

water they hold are a tiny fraction of the water flow in an event such as Desmond in 2015. Slowing the flow is helpful but KFAG's view is that managing the peak flows with significant upstream storage is the only real short term solution.

- **Thirlmere:** KFAG's belief is that the management of water levels and the availability of 'storm space' to capture excess water remains the single most important factor in protecting Keswick from flood. KFAG analysis indicates that damage to Keswick caused by Storm Desmond could have been reduced or prevented by an improved water management regime at Thirlmere. KFAG has been lobbying relentlessly for legislation to manage the reservoir for flood prevention – with no success to date. Without this legislation...
- **Flood prevention is not the priority for UU at Thirlmere:** Many of the objections to greater water discharges from Thirlmere at times of high flood risk relate to environmental damage and habitat (for which UU is fined by the regulator). These are undoubtedly important, however the environmental, social and financial damage caused by a major flood event arguably poses a far greater threat, but is not part of the equation (as floods attract no liability for UU as an 'act of god').

Areas for attention of Councillors:

- **Information flow during an emergency situation.** The processes and information flow within "Gold Command" is clearly defined: strategic teleconferences, regular updates from Met office/EA/Emergency services etc. However the link to KFAG and KCERP is not written into a process anywhere nor are the contact details up to date. Luckily, Cumberland Cllr Markus Campbell-Savours reached out to KCERP so the gap was filled, but a more formal information cascade needs to be implemented. Cockermouth's ERG have the same issue. The issue has been flagged several times and no solution found. *Proposal: KTC writes formally to Gold Command leadership to request a formal cascade to local Town Councils and voluntary groups concerned with flood risks are formally incorporated into the information cascade in their standard operating procedures.*
- **Information updates from Cumberland post reorganisation.** Key people left during the re-organisation to the Unitary authority and new contacts are still not clear. *Proposal: KTC writes formally to Cumberland Council along with KFAG and KCERP outlining key roles for which we do not have contacts, asking for clarification for flood preparation measures and emergency responses.*

Action for local residents:

- Report blocked drains and culverts to Cumberland Council via their Highways [web page](https://www.cumberland.gov.uk/parking-roads-and-transport/streets-roads-and-pavements/road-maintenance-closures-and-improvements/report-problem-street-or-road/flooding-blocked-gullies-and-drains?fbclid=IwAR2mn2MkoydxkO2bqFeQNTDhfOfr_zitXVNdllRR8At_ECR1Hmld9GC9osc)– the more people that report a drains issue, the more likely it is to be addressed. https://www.cumberland.gov.uk/parking-roads-and-transport/streets-roads-and-pavements/road-maintenance-closures-and-improvements/report-problem-street-or-road/flooding-blocked-gullies-and-drains?fbclid=IwAR2mn2MkoydxkO2bqFeQNTDhfOfr_zitXVNdllRR8At_ECR1Hmld9GC9osc
- Regularly check drains in and on your property and clear them if needed.

- Sign up for flood warnings: <https://www.gov.uk/sign-up-for-flood-warnings>



**Notes of Keswick Ministries Town Liaison Forum
Thursday 22nd February 2024**

Attendees: Vanessa Metcalfe – KTA Vivien Little – Town Clerk Mark Ellis – Keswick Ministries Simon Overend – Keswick Ministries Isak Nilsson – Keswick Ministries	Apologies: Peter Aiston – Cumbria Police
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1. Welcome & apologies:
2. Notes from December meeting – no matters arising. Simon and Vivien liaising re councillors tour of PF.
3. Situation report and updates from forum representatives:
 - i. Vanessa (KTA): Keswick Guide out; mixed feedback on accommodation bookings; anticipating a reasonable year; people spending less / not eating out as much when here. Gary Lovett is new chair. Looking to hold tourism forum again. Encourage people to book accommodation direct through KTA for better price and to avoid paying commission to agencies.
 - ii. Vivien (Town Council): Concern at rise in self-catering properties. Council Tax on second homes being implemented. Events planned during summer months. New staff workshop to be built in Fitz Park.
4. No items had been raised by invitees ahead of the meeting.
5. Updates from KM:
 - i. KM update: Recruiting for Director of Business Operations to drive the use of the Pencil Factory site and the use of our facilities. (Vanessa and Vivien both mentioned demand for office space and hot-desking hubs.) NHS have a significant event in the building over next few weeks; Caterite also have a booking for their annual event; the Blood Bank also have a booking. We are receiving other expressions of interest and are keen to see the building well used. We have closed the Derwent Project having raised £8m from supporters; there is still further work we would like to do on the Packing Hall and Admin block. Mark has moved to Kendal.
 - ii. Keswick Convention 2024: Theme Resurrection. The programme scheduling is the same as in recent years, with afternoons free for people to explore the town and surrounding area. KTA's branded Touch Stay website has all businesses on it and may mean there is no longer a need for the separate Enjoy Keswick website. Vanessa to liaise with Emma Harrison. KM looking to launch a Convention App this summer which can grow over time.
 - iii. Teaching & Training programme 2024/5: Looking to run 6-8 events per year generally between October and June.
6. Future meeting dates:

May	Thursday 16th
September	Thursday 12th
December	Thursday 12th