



## **PENRITH TOWN COUNCIL**

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899773 Email: [townclerk@penrithtowncouncil.co.uk](mailto:townclerk@penrithtowncouncil.co.uk)

DATE: 19 February 2018

Dear Councillor

You are hereby summoned to attend a meeting of the:

### **FULL COUNCIL**

to be held on:

Monday 26 February 2018, 6.00 pm - 8.00 pm, Rm.2 Parish Centre,  
St Andrews Place

Mrs V. Tunnadine

**TOWN CLERK**

*(Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public)*

When it is proposed to consider the following business: -

# **AGENDA FULL COUNCIL**

Monday 26 February 2018 - 6.00 pm - 8.00 pm  
Rm.2 Parish Centre  
St Andrews Place

## **1. Apologies**

Receive apologies from members.

## **2. Confirmation of Council Minutes**

Confirm the minutes of the Town Council Meeting held on 27 November 2017 and to authorise the Chairman to sign the Minutes of the Meeting as a true record.

## **3. Declaration of Interests**

Receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting. Members are reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when an item or issue is considered

**Note:** *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 in advance of the meeting*

## **4. Requests for Dispensations**

Apply for a dispensation, if councillor has a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, they may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

## **5. Public Participation**

- a) Receive representations from the public. Members of the public, who have requested in writing to speak prior to the meeting, are invited to speak on matters related to the agenda for up to three minutes.
- b) Receive representations from:
  - Town Councillors
  - District Councillors
  - County Councillors
- c) Receive a report from the Mayor.

## **6. Resolutions Report**

Note the 27 November 2017 Resolutions Report.

## **7. Membership to Committees**

Consider Cllr. Graham's membership on to the Council's Finance Committee.

## **8. Policy Proposals**

Consider the Policy Report and approve the recommendations contained within the report.

## **9. Asset Register**

Consider and approve the Council's Asset Register for the 2017-18 Fiscal year to 31 March 2018.

## **10. Budget 2018-19**

- a) Consider and approve the draft budget for 2018-19 including staff pay awards for 2018-19 as appended to Council members as a confidential report.

Members are advised that this matter can remain in part one if members refrain from orally identifying staff roles and pay grades.\*

*\*To disclose information would be a breach of the Council's obligations under the Data Protection Act 1998 and is considered exempt under Section 100A(4) of the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the of items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 to Schedule 12A of the Act, information regarding present employees.*

- b) Resolve the Town Council Precept application for 2018 -19.

## **11. Devolution Tranche 2**

To consider the possible transfer of Coronation Garden, Play Areas (including associated recreation areas) and public toilets from Eden District Council to Penrith Town Council.

## **12. Cumbria County Council – Land Transfer**

Consider submitting a business case to Cumbria County requesting that land at the rear of Penrith hospital is transferred to the Town Council.

## **13. Final Version of Eden Vision 2050**

Consider the final draft version of Eden Vision 2050 document noting that comments are required by Friday 30 March 2018.

## **14. Beacon Grant Request**

Consider the application from Penrith Partnership for £1000 to clear trees around Beacon Pike.

## **15. Closure & Next Meetings**

Closure of proceedings and note that the next meetings are:

- The Annual Town Meeting will be held on Monday 23 April 2018, Room 2 Parish Centre, St Andrews Place. Doors will be open at 5.30pm to meet councillors and the third Annual Town Meeting will be opened by the Mayor at 6.00pm.
- Full Council Meeting will be the Annual Town Council meeting to be held on 21 May 2018, at 6.00 pm, Room 2 Parish Centre, St Andrews Place



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Tel: 01768 899773 Email: [townclerk@penrithtowncouncil.co.uk](mailto:townclerk@penrithtowncouncil.co.uk)

**DRAFT** Minutes of meeting of the:

### FULL COUNCIL

Held on: Monday 27 November 2017

|                |                       |
|----------------|-----------------------|
| Cllr. Baker    | Penrith Pategill Ward |
| Cllr. Burgin   | Penrith South Ward    |
| Cllr. Clark    | Penrith South Ward    |
| Cllr. Graham   | Penrith East Ward     |
| Cllr. Jackson  | Penrith North Ward    |
| Cllr. Kenyon   | Penrith North Ward    |
| Cllr. Lawson   | Penrith Carleton Ward |
| Cllr. Monk     | Penrith West Ward     |
| Cllr. Thompson | Penrith West Ward     |
| Cllr. Whipp    | Penrith North Ward    |

**CHAIRMAN**

**VICE CHAIRMAN**

Town Clerk  
Deputy Town Clerk  
Asset Transfer Support Officer



## **PENRITH TOWN COUNCIL**

### **DRAFT MINUTES FULL COUNCIL**

**Monday 27 November 2017, 6.00 pm - 8.00 pm,  
Rm.2 Parish Centre, St Andrews Place**

*On behalf of the Council the Chairman sent their condolence to the family of Eden District Councillor Sheila Orchard.*

#### **PTC17/56 Apologies for absence**

Apologies were received from:

Cllr. Connelly, Penrith West Ward

#### **PTC17/57 Order of Agenda Items**

The Chairman requested members to consider bringing forward the late agenda item, Community Governance Review which would be considered after "Councillor Vacancies".

#### **RESOLVED THAT**

The matter be brought forward.

#### **PTC17/58 Declaration of interests**

The following interests were accepted:

- Cllrs Clark, Jackson and Thompson declared an interest in agenda items 15 and 16 on the original agenda 'Acquisition of Land Holdings 'due to potential conflict of interests with their role as Eden District Councillors
- Cllr. Whipp declared an interest in agenda item 16 on the original agenda due to a potential conflict of interest.

#### **PTC17/59 Requests for Dispensations**

None received.

#### **PTC17/60 Minutes of the previous meeting**

Members authorised the Chairman to sign the Minutes of the Meeting of Council held on Monday 25 September 2017 as a true record.

#### **PTC17/61 Public participation**

**a)** No members of the public, had requested in writing to speak prior to the meeting.

## **TC17/62 Public participation**

### **b) Receive representations from:**

#### **I. Town Councillors:**

Cllr. Lawson informed members that he had received a response from the School Standards Minister and would make the letter available to members after the meeting.

Cllr. Clark informed members that she had contacted Eden District Councillor Todd to discuss the issues related to Wetheriggs Park and that there were still on-going parking issues in the area.

#### **II. District Councillors:**

Apologies were received from Cllrs. Holden and Taylor.

#### **Cllr. Thompson:**

"The District Council is developing next year's budgets and we continue to make savings and develop other alternative streams of income to offset cuts in government grants, if implemented.

The council's priorities are based around the Council Plan which was agreed in 2015, which has 4 basic pillars.

The Council continues to plan for more homes to meet demand, but specifically for affordable homes of all classes from social rent, affordable rent and affordable to purchase. Our company Heart of Cumbria is looking at ways we can secure housing on Carleton Heights in Penrith that has not been purchased by the housing associations locally so that it is still available as affordable. We are also looking at sites around the district which are community led, if the Town Council knows of any community led plans in Penrith or wishes to look at something jointly then it will be useful to have shovel ready projects as we expect grants from government to come forward in coming year.

The Town Council have been fully engaged with the Eden Vision Document which will be published shortly, the leader has asked that your own appendix is completed soon to go alongside the other three town council's versions which have now been received.

The vision document sees Penrith as the main economic driver for the prosperity of wider Eden, and EDC have a tender out to complete a Masterplan for the town and wider area to be sure that any future development is in keeping but is done so in a way to alleviate current pressure on the infrastructure around the town. This will be work alongside the Neighbourhood plan PTC are developing and we are sure that the two documents will compliment and inform each other and wider initiatives like the A66 design which is ongoing as we speak. The Economic Development Team has been strengthened to bolster our aim of attracting higher paid jobs to the area.

Devolution is now happening across the district to allow parish and town councils to be stronger and deliver some of the more local services very locally. In order to progress

this further EDC are removing special expenses which will benefit Penrith parishioners by around £14.00 per head.

We continue to negotiate across the district and thank PTC for pioneering some of this. We are looking at ways we can continue to help strengthen the roles of parish and town councils ahead of inevitable discussions on local government reorganisation.

Our digital transformation is well under way. The Council is ahead of other district in providing a fully digital planning service which will speed process as well as make savings.

The planning service have recently won awards for its service which shows we are improving.

The next phase will see individual customer accounts for Council Tax payers to access all their information online. To this end the members of the Council are being encouraged to be totally digital and to remove the need for printed papers."

### **III. County Councillors:**

Apologies were received from Cllr. Carrick

County Cllr. Bell informed the meeting that she welcomed the Town Councils support for improvements to the parking area in front of Coach House laundry.

Cllr. Bell advised members that the Town Bus Service has experienced difficulties delivering a bus service when there had been highways closures or obstructions due to poor parking and asked that if members became aware of any issues that the Highways Department or she be made aware. Developers of large housing development were expected to contribute to bus services once a percentage of the houses had been sold however she was not clear how the money would be distributed and suggested a co-ordinated approach should be developed to ensure that the money is allocated appropriately, and services are developed to reflect the needs of the town.

### **PTC17/63 Motion from Cllr Graham**

Members considered the motion from Cllr. Graham which was seconded by :

#### **RESOLVED THAT:**

- I.** That the Town Council supports the residents of Pele Court in their campaign to request that Cumbria County Council redesigns and resurfaces the area in front of Mansion house comprising parking bays, pedestrian walk way and highway, to reduce the risk of injury caused by trips and slips.
- II.** That the Town Council sends a letter to Cumbria County Council supporting this campaign and offers to work in collaboration with the appropriate departments and the Local Area Committee to find a positive outcome for this area and any other areas of similar concern in Penrith.

## **PTC17/64 Civic Event 2018**

Members received an oral report from the Mayor.

## **PTC17/65 Devolution Plan Update**

Members considered the Devolution Plan Report and the review of progress against the agreed Devolution Plan 2016-21 and update the plan for 2017-21.

### **RESOLVED THAT:**

- I. Progress against the Devolution Plan 2016-21 as set out in sections 5 was noted.
- II. Eden District Council be asked to agree to the transfer of their car parks in Penrith to the Town Council noting that the income from the car parks would be used to fund the transfer of an agreed package of services. Together this would be Tranche 3 of devolved services
- III. Eden District Council be asked to agree the freehold transfer of the woodland between Pategill and Thacka Beck to the Town Council, at nil cost.

## **PTC17/66 Dispensations**

Members considered granting general dispensations to all Councillors in situations where every Member is likely to have a Disclosable Pecuniary Interest.

### **RESOLVED THAT:**

The award of general dispensations for all members as recorded in section 4, as amended and appended to the minutes – Appendix A, of the Dispensations Report, be approved.

## **PTC17/67 Members Briefing**

Members received oral reports from meetings and briefings attended by Councillors.

Cllr. Baker – Chairman Neighbourhood Plan Committee – Reported to members that meetings were continuing, and progress was being made to produce draft policies in Spring 2018.

## **PTC17/68 Finance Committee Reporting**

Members considered the following reports and recommendations from the Council's Finance Committee:

### **a) Risk Assessments**

Members considered the Committee's summary and recommendations of the review of the risk assessments for 2017-18.

### **RESOLVED THAT:**

The recommendations be approved.

## **PTC17/69 Finance Committee Reporting Continued**

### **b) Internal Control, Internal Audit and Internal Audit Plan**

Members considered the Committees summary and recommendations of the review of Internal Control, Internal Audit and the Internal Audit Plan.

#### **RESOLVED THAT:**

The recommendations be approved.

### **c) Annual Return**

Members noted that the external auditors, BDO LLP concluded the audit for the financial year ending 31 March 2017 and were satisfied that the Town Council's accounts and supporting information supplied were in accordance with proper practices and that relevant legislation and regulatory requirements had been met.

Members acknowledged the work of the officers.

#### **RESOLVED THAT:**

The external auditors report be approved (do you approve or receive it?).

### **d) Living Wage**

Members noted that Penrith Town Council had renewed its accreditation as an accredited Living Wage Employer.

## **PTC17/70 Internal Audit Report**

Members noted that the Interim Internal Audit took place on 15 November 2017 and considered the Interim Half Year Report by the Internal Auditor 1st April 2017 – 30th September 2017.

#### **RESOLVED THAT:**

The report be approved.

## **PTC17/71 Task & Finish Group**

Members considered the draft terms of reference for a Task and finish group on Council Communications and Community Engagement.

#### **RESOLVED THAT:**

That the Council Communications and Community Engagement T&F Group terms of reference be approved.

## **PTC17/72 Councillor Vacancy**

Members noted that the Chairman had received and approved the resignation of Cllr. Quinn, Penrith South and that the vacancy notice was published on 21 November 2017.

### **RESOLVED THAT:**

It be noted that the Town Council currently had the following 6 vacant seats from resignations:

- 1 Penrith South
- 1 Penrith North
- 1 Penrith West
- 1 Carleton
- 1 Pategill

And 2 vacant seats following still unfilled from the elections;

- 1 Penrith North
- 1 Penrith East

## **PTC17/73 Community Governance Review**

Members considered the correspondence from Eden District Council's Monitoring Officer calling for expressions of interest by 22 December 2017 to participate in a Community Governance Review and to agree a corporate response to the questionnaire.

### **RESOLVED THAT:**

That an expression of interest be submitted regarding the reduction in the number of councillors from 19 to 15.

**As they had declared an interest in the following two items of business, Councillors Clark, Jackson and Thompson left the meeting.**

**Cllr. Whipp, Vice Chairman assumed the role of Chair.**

## **PTC17/74 Potential Acquisition of Land**

### **Exclusion of the Press and Public**

Members considered whether agenda item 15 Potential Acquisition of Land should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

## **PTC17/74 Potential Acquisition of Land Continued**

### **RESOLVED THAT:**

The press and public be excluded. That to disclose decisions would be a breach of the Council's obligations under the Data Protection Act 1998 and is considered exempt under Section 100A(4) of the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the of items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Act, information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **PTC17/74 Potential Acquisition of Land Continued**

Members considered the potential opportunity to acquire land within Penrith to support the aims and objectives of the Town Council.

### **RESOLVED THAT:**

Members note the potential to acquire land to support the aims and objectives of the Town Council but do not proceed currently.

## **PTC17/75 Potential Acquisition of Land Holdings**

### **Exclusion of the Press and Public**

Members considered whether agenda item 16 Potential Acquisition of Land should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

### **RESOLVED THAT:**

The press and public be excluded. That to disclose decisions would be a breach of the Council's obligations under the Data Protection Act 1998 and is considered exempt under Section 100A(4) of the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the of items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Act, information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members considered the potential to acquire land holdings within Penrith to support the aims and objectives of the Town Council.

### **RESOLVED THAT:**

That the Town Clerk be authorised to seek advice before the matter is progressed any further and the outcome reported back to Council.

## PTC17/76 Close of Meeting

Members noted that the next meeting of the Full Council will take place on Monday 29 January 2018 at 6.00 pm - 8.00 pm, Rm.2 Parish Centre, St Andrews Place.

### APPENDIX A

## 4. GENERAL DISPENSATIONS

- 4.1 The following general dispensations apply for the maximum permitted period of four years from the date of the decision and will be reviewed from the start of each new administration.
- 4.2 **Dual-Hatted Members:** It is expected that all dual-hatted Members will declare their Membership of the District Council or County Council, which would exclude them from any discussion which impacts on the District or County Council.
- 4.3 The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any 'dual-hatted' Member to speak and vote on:
- any matters relating to any financial transactions or grants between Penrith Town Council and the District and County Council
  - any matter (from a Penrith Town Council perspective) on which the "dual-hatted" Member may be called upon to re-discuss in their capacity as a Member of a District Council Committee.
- 4.4 **Planning Applications by Penrith Town Council:** It is likely that the Town Council would like to express support for any planning application made in its name, but that Members may feel that this is an item which under the old framework they would have declared a prejudicial interest. The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any Member to speak and vote on:
- any planning application where the promoter, applicant or landowner is Penrith Town Council.
- 4.5 **Planning and Licensing Applications that impact on Penrith Town Council:** It is likely that the Town Council would like to express an opinion on any planning or licensing application made that has a potential direct impact on the Town Council or its property, but that Members may feel that this is an item which under the old framework they would have declared a prejudicial interest. The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any Member to speak and vote on:
- any planning or licensing application where there is a potential direct impact on Penrith Town Council.
- 4.6 **Setting Penrith Town Council precept:** Most Members are likely to have land, licence or tenancy interests within the area of the Council and, so they would be precluded from discussing setting the precept as that will have a pecuniary impact on them. Without a dispensation, Penrith Town Council would therefore be unable to set a precept. The Council therefore grants a dispensation for the period up



to the next full Council elections in 2019 permitting any Member to speak and vote on:

- The Penrith Town Council budget and precept.

4.7 **Setting Penrith Town Council Members Allowance, travelling expense, payment or indemnity:** This has a direct financial impact on all Members. The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any Member to speak and vote on:

- An Allowance, travelling expense, payment or indemnity for Members.

4.8 **Granting a Ceremonial Honour to Members:** There may be occasions where a Ceremonial Honour is granted to a Member, but other Members may feel that this is an item which under the old framework they would have declared a prejudicial interest. The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any Member to speak and vote on:

- Granting a Ceremonial Honour to a Member.

4.9 **Discussions relating to Penrith Town Council services:** Most Members are likely to use services provided by Penrith Town Council (e.g. allotments / recreation areas) and if declared under Appendix A (e.g. allotment tenancy) would be precluded from discussing the service. Without a dispensation, Penrith Town Council may not benefit from those who have the most knowledge of the service. This would not be interests of the inhabitants of Penrith Town Council's area. The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any Member to speak and vote on:

- Penrith Town Council services, where the Member is a user of the service.

4.10 **Discussions relating to External Organisations:** Where Members hold a membership of External Organisations, the Code of Conduct requires that to be declared as an interest, which potentially limits their input into any Town Council discussion or debate relating to that External Organisation. Without a dispensation, Penrith Town Council may not benefit from the knowledge of those who know most about the External Organisation. This would not be in the interests of the inhabitants of Penrith Town Council's area. The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any Member to speak and vote on:

- External Organisations, where the Town Councillor is a member of that External Organisation.

4.11 **Discussions relating to Resident Associations:** Where Members are also members of local Resident Associations, the Code of Conduct requires that to be declared as an interest, which potentially limits their input into any Town Council discussion or debate relating to that Resident Association. Without a dispensation, Penrith Town Council may not benefit from the knowledge of those who know most about a particular area. This would not be interests of the inhabitants of Penrith Town Council's area. The Council therefore grants a dispensation for the period up to the next full Council elections in 2019 permitting any Member to speak and vote on:

- Any matter relating to a Resident Association, where the Member is also a member of that Resident Association.

# PENRITH TOWN COUNCIL

## ITEM 6 FULL COUNCIL 26 FEBRUARY 2018

| RESOLUTIONS<br>REPORT | FULL COUNCIL<br>MONDAY 27<br>NOVEMBER<br>2017         | PROGRESS  |
|-----------------------|---|---|
| PTC17/63              | Correspond with Cumbria County Council                | <p>"Holding" reply received apologising for the delay in replying.</p> <p>CCC holding reply and copies of letter handed over to Cllr. Whipp 8/01/18 requesting that he seeks a reply from the relevant department.</p> <p>At time of reporting – no reply received.</p> |
| PTC17/65              | Refer to Item 11 on the agenda for an update.         |   |
| PTC17/66              | Members were required to sign the dispensations form. | Outstanding signatories will be sought after Full Council 26/02/18.   |
| PTC17/73              | Expression of interest be submitted.                  | Completed.  |
| PTC17/75              | Borrowing advice be sought from the PWLB.             | <p>Completed.</p> <p>The matter can no longer be considered as the matter exceeds the criteria for Town Council borrowing.</p>  |

# **PENRITH TOWN COUNCIL**

## **FULL COUNCIL 26 FEBRUARY 2018**

**ITEM : 8**

**POLICY PROPOSALS**

**AUTHOR:**

**V. TUNNADINE, TOWN CLERK**

**SUPPORTING MEMBER: CLLR. JACKSON**

### **PURPOSE:**

- I. To note the Policy & Procedures Review Report.
- II. To consider each of the new or amended documents.
- III. To consider the relevant risk assessments as appended.

### **RECOMMENDATIONS:**

- I. To approve the following:
  - a. Health & Safety Policy
  - b. Disclosure & Barring Services
  - c. Risk Assessments for Office and Lone Working
- II. To approve the commencement of completing checks for volunteers, staff and members under the auspices of The Disclosure & Barring Services which would enable the Council to engage with young people, providing work experience opportunities and the British Youth Council's Local Councillor Shadowing Award.

### **LAW**

Proceedings of local councils are set out in Part II of Schedule 12 to the Local Government Act 1972. The Council is required to comply with employment law and Health and safety legislation.

## **1. BACKGROUND**

- 1.1 The Council is committed to the principles of good governance.
- 1.2 The Council's procedures, policies and protocols reflect the Council's standards of best practice.
- 1.3 Good government is where Council Chairmanship and Officer support combine to be greater than the sum of the parts: making sure that they work together well in the best interests of the Council and the people served by the Council.
- 1.4 Through a series of informal meetings and task and finish groups the Council has started to identify several service opportunities and enhancements which require good governance to ensure that the Council continues to act lawfully, safeguarding its volunteers, officers, members and those people with which it will engage.
- 1.5 Section 3 lists the policies for members consideration and a brief context for their implementation and the impact of not having the policy/procedure.

## **2. BRITISH YOUTH COUNCIL'S LOCAL COUNCILLOR SHADOWING AWARD**

- 2.1 The award has been designed to recognise young people's understanding and involvement in local democracy. Young people can achieve this accreditation by providing evidence of their learning through shadowing a local councillor for a minimum of 10 hours.
- 2.2 It has been developed to offer leadership experience for young people and it is hoped that councillors will benefit from their interaction and learn something new during the process.
- 2.3 Councillor shadowing is a great opportunity for young people to share their concerns and aspirations with local leaders.
- 2.4 The key component of the award is that young people must spend 10 hours shadowing their local councillors in their communities and evidence their experience in a downloadable log book. This is then submitted to the British Youth Council for moderation and in turn submitted to the examination board - ASDAN. Penrith Town Council would pay the award fee once the log book is ready to be submitted for moderation.
- 2.5 The fee is £30 per log book.

### 3. REVIEW

| TITLE                            | CONTEXT   | IMPLICATIONS   |
|----------------------------------|---|--|
| a. Health & Safety Policies      | Whilst considering the Lone Working Policy and the Office Security Procedures, the current H&S policy had to be reviewed to consider changes to locations, increase staff and changes to operational activities.  | Unlawful and unsafe practices/operations.  |
| Lone Working Policy              | REF: Generic & Individual risk assessments<br><br>Proposal to increase office opening hours from 3 to 5 days when fully resourced.  | Staff security at risk.  |
| Office Security                  | REF: Risk assessment<br><br>Proposal to increase office opening hours from 3 to 5 days.<br><br>Cyber security audit requirement   | Staff and asset security at risk.  |
| b. Disclosure & Barring Services | Request from local school to participate in Year 10 Mock interviews.<br><br>Proposal to provide work placement opportunity for local schools and colleges.<br><br>Proposal to provide councillor shadowing award for young people.<br><br>Community engagement proposals with young people. | Cannot run "background checks" unless there is a policy in place.<br><br>Unable to implement the proposals for youth engagement. |

### 4. RISK ASSESSMENT

- 4.1 In response to staffing, location and service enhancements, the relevant policies/procedures required review to ensure correct governance.
- 4.2 All new policies/procedures have to be approved by Full Council.
- 4.3 By ensuring that effective governance is in place, the Council will be acting lawfully.

## 5. FINANCIAL IMPLICATIONS

- 5.1 Officer and member time and the purchase of resources to support the Lone Workers Policy, Office Security requirements.
- 5.2 The cost of the Disclosure & Barring Services are circa £50 -£56 per person depending on the approved supplier.

## 6. APPENDIX

- a. Health & Safety Policies -which includes The Lone Working Policy & Office Security procedure.
- b. Disclosure & Barring Services
- c. Risk assessments for:
  - Lone working
  - Office

**Officer Contact Details:** V. TUNNADINE, TOWN CLERK

**Email:** townclerk@penrithtowncouncil.co.uk



# **PENRITH TOWN COUNCIL**

## **HEALTH & SAFETY POLICY**

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# **PART ONE**

## **HEALTH, SAFETY POLICY**

### **GENERAL STATEMENT OF INTENT**

Penrith Town Council is committed to providing a safe and healthy working environment for all its users. So far as it is reasonably practicable, it will have systems and procedures in place, which will ensure that any equipment, plant and premises are safe and free from hazards. This will mean that employees, visitors and others affected by its operation are exposed to the least possible risk.

As a minimum, the Council will comply with current Health and Safety Legislation, Approved Codes of Practice, Guidance Notes, British and European Standards, and any subsequent legislation enacted under the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999.

Employees have a duty of co-operation to ensure that the policies are effective. The Council requires all its employees to take reasonable care for their own health and safety and avoid all working practices which may adversely affect the health, safety and welfare of themselves, visitors and the public in general.

This policy is fully resolved by the Council and will be brought to the attention of all employees and other who may be affected by its policies and actions. The Council will ensure that employees and others where appropriate are kept informed of current and future legislation and that management systems are in place to ensure effective communication, information and training in health and safety matters.

The Council recognises its responsibility to communicate and co-operate with other users that share the facilities of the community centre.

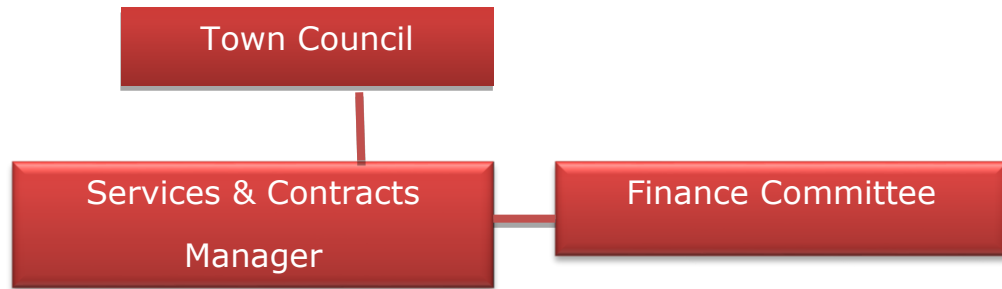
The policy also requires that clearly defined standards are publicised and that monitoring, and auditing procedures are present to ensure that all the Council's activities meet the required health and safety standards



## **PART TWO**

### **1. ORGANISATION AND RESPONSIBILITIES**

- 1.1 The Town Council has ultimate accountability for health and safety and will ensure that the Health and Safety Policy is fully implemented and disseminated to its entire staff.
- 1.2 In accordance with the Council's organisational structure, the positions that have direct responsibility to the Town Council for health, safety and welfare, are as follows:



- 1.2 Responsibility for the implementation of all policies, procedures and protocols rests with the Town Clerk.
- 1.3 The Services & Contracts Manager has the responsibility for delivering, reviewing, evaluating, risk assessing and providing training for all policies, procedures and protocols.
- 1.4 Although the Town Council may delegate duties to others, it retains overall control and accountability for all health and safety matters.
- 1.5 The Council has a duty to investigate report and record any accidents, near-accidents and dangerous incidents in accordance with the Council's current instructions.
- 1.6 All employees must be familiar with and follow all relevant internal and external emergency instructions and procedures. In addition, they must ensure that they have received adequate information, instruction and training in these areas. They should also be alert to any examples of ill health, which may be attributable to working conditions, procedures and practices.
- 1.7 Where significant problems are identified, the Town Clerk should ensure that these are thoroughly investigated, reported to the relevant Council Committee and, so far as is reasonably practicable, make recommendations for the measures to be implemented to remove the cause.
- 1.8 Where specific advice is needed to help resolve health and safety issues, employees should in the first instance seek the support and assistance of the Services & Contracts Manager. Where matters are not resolved to their satisfaction they should make written representation to the appropriate Council Committee.

- 1.9 The Town Council will give full support to the staff in carrying out their duties.
- 1.10 The Town Clerk will monitor the implementation of the policies, review statistics on accidents, near misses, discuss instructions and guidance to staff and offer advice on Health and Safety issues.

## **2. GRIEVANCES**

- 2.1 Any member of staff wishing to discuss occupational health and safety problems should firstly raise the matter with the Services & Contracts Manager, stating clearly the nature of the grievance and redress sought.
- 2.2 Both parties should seek to resolve the issue through discussion.
- 2.3 Should the matter not be resolved within a reasonable period, the matter should then follow the Council's grievance procedure.

## **3. REVIEW**

- 3.1 The Council will review its Health and Safety policy every 12 months or earlier considering changes in legislation or other circumstance.
- 3.2 Arrangements for safety will be reviewed by the Services & Contracts Manager in conjunction with the Finance Committee annually. This will ensure its further development and continuing relevance to the structure and needs of the Council.

## **PART THREE**

### **ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY**

- I. The Council's Health and Safety Policy will be communicated to all Council staff and to others who may be affected by its activities, including any temporary staff, contractors and other tenants of the community centre.
- II. Detailed information and procedures will be found in the Council office. Further guidance and information will be provided where necessary through e-mail and briefings.
- III. The Council will ensure the competence of its staff by providing training that is both appropriate and relevant to their roles.
- IV. All new staff will receive a planned induction, which includes the Council's health and safety policy, safe working practices, fire precautions and procedures, first aid arrangements, personal safety instructions and accident reporting procedures. They will also be given a familiarisation tour of their workplace and the emergency escape routes. Each new staff member will receive a staff handbook.
- V. The Council's work activities will be subject to a formal risk assessment. All identified hazards which constitute a significant risk will be documented and appropriate remedial action implemented, including the introduction of safe working systems, to eliminate or reduce the risk to the lowest extent reasonably practicable.
- VI. All accidents, near misses and dangerous occurrences must be reported. These will be investigated to determine the cause and, where appropriate, remedial action introduced to prevent a recurrence. Reports will be completed in accordance with current instructions and to meet the requirements of the appropriate reporting legislation.
- VII. Information on reported accidents; near misses and dangerous occurrences will be made available to all relevant parties as appropriate and the Health and Safety Executive (HSE).
- VIII. First aid facilities will meet the standards required in the current First Aid Regulations. The Council aims to have sufficient trained First Aiders and the procedures will follow the Approved Code of Practice to the First Aid at Work Regulations 1981.

- IX. In the property where the Council's personnel are employed, the environment, welfare facilities and other related factors will meet required or recommended minimum standards. The standard will be that required by the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Attention will be paid to temperature; ventilation; purity of air and water supply; lighting; storage; sanitary conveniences; noise and overcrowding.
- X. The Services & contracts Manager is required to monitor the health, safety and welfare arrangements and, periodically, carry out audits to check the effectiveness of the safety policy. The reports of the safety audits, including action taken to address problems identified, are to be made available to all interested parties. The reports will include reviews of existing risk assessments carried out under specific pieces of legislation, e.g. Management of Health and Safety at Work Regulations 1999, the Health and Safety (Display Screen Equipment).
- XI. Reports on the routine checks and risk assessments will be assessed by the Finance Committee for quality assurance purposes.
- XII. All necessary precautions will be taken in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002. For example, the use, storage, handling and transportation of materials and substances will be done in such a way as to minimise risks. The least hazardous type of material or substance available will be used or purchased and, furthermore, there will be regular assessments and monitoring to ensure that this is achieved.
- XIII. The Council will make every effort to identify and use competent contractors. If there is any doubt about competence, the contractor will not be used. Before the commencement of work in any areas that is in direct control of the Council, contractors will be given clear guidance on the avoidance of risks and the working arrangements to be followed.

# **PART FOUR**

## **POLICIES, PROCEDURES & PROTOCOLS**

### **ACCIDENT REPORTING**

#### **1. INTRODUCTION**

- 1.1 This policy outlines the procedures that are to be adopted when any staff, visitor or contractor experiences an accident, near-miss or dangerous occurrence in areas of Council direct responsibility.
- 1.2 It is the policy of the Council to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.
- 1.3 To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.
- 1.4 To avoid misunderstanding, the Council deem an accident and near-miss to be defined thus:
  - a. **Accident:** "any unplanned event that results in personnel injury or damage to property, plant or equipment.
  - b. **Near-miss:** "an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

#### **2. SAFE SYSTEM OF WORK**

- 2.1 All incidents and near-miss incidents must be reported, however minor. To achieve this, the following procedure should be adopted.
  - a. Ensure the appropriate report form is completed and forwarded to the Town Clerk.
  - b. Obtain treatment for any injury from a first-aider or the local hospital.
  - c. Ensure that the area is made safe and poses no risk to other personnel **(except where the accident results in a major injury, in which case the scene should be cordoned off and left undisturbed until advised otherwise by the enforcing authority)**.
  - d. Enter details in the accident book.
  - e. Inform the injured person's manager (or a responsible person) of the incident.

### **3. ACCIDENT BOOKS**

- 3.1 All accidents must be recorded in the Council's accident book.
- 3.2 The accident book will be reviewed regularly by the Town Clerk to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.
- 3.3 All near-misses must be reported to the Town Clerk, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### **4. REPORTING PROCEDURE STAFF**

- 4.1 All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time.
- 4.2 An accident Report form (Part 1 only) is also to be completed by the same person who should then give the form to the Town Clerk.
- 4.3 The Town Clerk must then:
  - a. Note that the accident has occurred.
  - b. Ensure that the Accident Book has been correctly and fully completed.
  - c. Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended) are met.
  - d. Complete Part II of the Council Accident Report form, recording the findings of the subsequent investigation.
  - e. Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

#### **N.B.**

The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

## **REPORTING PROCEDURE VISITORS / CONTRACTORS**

- 4.4 All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.
- 4.5 The Council takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

# **POLICY AND PROCEDURE FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

## **1. INTRODUCTION**

This policy is designed to comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

## **2. POLICY**

- 2.1 This policy applies to all staff/volunteers and contractors working with the Councils areas of responsibility.
- 2.2 The aim of this policy is to ensure that we provide adequate training, instruction and information to prevent staff and others coming into contact with hazardous substances. This will be achieved by providing safety equipment and by having a prescribed procedure to safeguard the health, safety and welfare of all staff, and visitors.

## **3. SERVICES & CONTRACTS MANAGER**

- 3.1 The Council delegates to the Services & Contracts Manager, responsibility for the implementation of this policy and procedures, who is responsible for ensuring that staff are trained where applicable and, so far as is reasonably practicable, they follow safe systems of work.
- 3.2 The main area of responsibility is:
  - a. To carry out (and review) a formal assessment of health risks to staff.
  - b. To prevent/control exposure (and monitor any exposure) of staff to health risks.
  - c. To institute proper use of controls and Personal Protective Equipment (PPE).
  - d. To ensure that controls are appropriate and tested and keep records as necessary.
  - e. To ensure that appropriate health surveillance for staff is provided, where necessary.
  - f. To provide information, instruction and training, as appropriate/necessary, regarding all hazardous substances.



## **4. TRAINING NEEDS**

4.1 Staff that may be exposed to hazardous substances will:

- a. Be provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposure and the precautions which should be taken to minimise the risks.
- b. Receive training to a safe level in the handling of hazardous substances, procedures, the use of control measures and in emergency procedures.
- c. Staff training must include accident and defect reporting procedures. Staff issued with PPE should be trained in its use, limitations, storage, cleaning and maintenance.

## **5. PROCEDURES**

5.1 The CoSHH Regulations require employers to conduct risk assessments and produce control measures to minimise or eliminate the risks concerning any substance deemed hazardous to health.

5.2 These risk assessments must be recorded, together with the precautions taken to control or prevent exposure of staff and others to the substance(s). This procedure is carried out by the Services & Contracts Manager.

5.3 There are seven key elements of COSHH:

- a. Assessment
- b. Control Measures
- c. Maintenance of Control Measures
- d. Monitoring of Exposure
- e. Health Surveillance
- f. Provision of Information
- g. Record Keeping

5.4 A significant undertaking is required to determine and record the following:

- a. What substances are present?
- b. What activities use, store or transport such substances?
- c. What hazards are associated with these substances

## **6. ASSESSMENT**

- 6.1 The Services & Contracts Manager will ensure that no work is carried out that is liable to expose employees, or others to substances hazardous to health, unless a suitable and sufficient assessment, in writing, of those risks has been carried out.
- 6.2 Where it has been identified that a substance is classified as hazardous, the centre manager will obtain Safety Data Sheets and carry out the necessary risk assessment.
- 6.3 The full risk assessment will be stored together with any relevant/available Safety Data Sheets, in the Council COSHH register.
- 6.4 The Services & Contracts Manager is to ensure that the risk assessments are made available to all members of staff likely to be affected by the substance.
- 6.5 All risk assessments are to be reviewed annually.

# **CONTRACTORS POLICY**

## **1. INTRODUCTION**

- 1.1 The Council has a duty to assess the risks posed to the health and safety of all its staff and to anyone else who may be affected by its activities.
- 1.2 Significant risks identified by this process must be reduced to a tolerable level. This duty extends to managing the risks associated with works undertaken for the Council by contractors.
- 1.3 This policy sets down the framework for managing all contractor activities within the Council's responsibility area.
- 1.4 The Council will ensure that all works undertaken by contractors for or on its behalf are carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety to a tolerable level.
- 1.5 The objectives of this policy are to:
  - a. Safeguard staff and other users against death, injury or occupational disease resulting from contractor activities.
  - b. Minimise the risks associated with contractor undertakings to a tolerable level.
  - c. Protect property, environment and assets.
- 1.6 To achieve this, the Council will ensure that:
  - a. It only engages suitably competent, financially viable contractors to undertake works on its behalf.
  - b. All contractors are provided with the necessary information and instruction to undertake their works in accordance with the objectives of this policy.
  - c. All contractors are visibly identifiable.
  - d. Contractors are only permitted to commence works once they have properly planned their works and put appropriate measures in place to manage and deliver the works effectively with regards to health and safety, and quality of product.
  - e. Contractor performance is reviewed / audited on project completion.
  - f. This policy is monitored and reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands

# DISPLAY SCREEN EQUIPMENT (DSE) POLICY

## 1. INTRODUCTION

- 1.1 It is the policy of the Council to provide a safe and healthy working environment for all its staff, including measures to protect their health, safety and wellbeing when working with Display Screen Equipment (DSE).
- 1.2 The Council will fulfil its statutory obligations by:
  - a. Carrying out assessments of work station, using a self-assessment approach.
  - b. Providing suitable work equipment.
  - c. Providing information and training where applicable.
  - d. The provision of eye and eyesight testing for those deemed as being **users**, and the provision of spectacles where these are required solely and specifically for the use of DSE work.
  - e. Making available regular breaks for employees and volunteers classed as **users**.

## 2. DEFINITIONS

- a. **DISPLAY SCREEN EQUIPMENT** – any alphanumeric or graphic display screen.
- b. **WORKSTATION** – this includes display screen equipment, any associated accessories including keyboard, mouse, printer, furniture etc and the immediate work environment around the display screen equipment.
- c. **USER** – HSE Guidance states: It will generally be appropriate to classify the person concerned as a “user” or “operator” if they:
  - normally use DSE for **continuous or near-continuous spells of an hour or more** at a time; and
  - use DSE in this way **daily**; and
  - must **transfer information quickly** to or from the DSE.

### **3. DSE minimum requirements**

- 3.1 Workstations and equipment must comply with specific minimum requirements laid down in the DSE regulations.
- 3.2 There are minimum standards which apply to all elements of the workstation, including the keyboard, the mouse, the environment and the software.
- 3.3 If items such as a footrest or document holder are provided these should comply with the minimum standard; however, they need only be provided if they are necessary given the nature of the work and /or the individual.
- 3.4 Equipment which does not meet the minimum standard may be provided if it is necessary for health and safety reasons – for example, some users may benefit from using a specialist chair which does not have a seat back.
- 3.5 Laptop computers must comply with the minimum standard if they are in prolonged use.

### **4. RISK ASSESSMENT**

- 4.1 The Council requires that all staff who use or likely to use DSE to complete an annual self-assessment using the assessment check list at appendix A.

# **ELECTRICITY AT WORK POLICY**

## **1. INTRODUCTION**

- 1.1 The policy sets out what is required to ensure that portable electrical equipment (i.e. equipment with a plug) is maintained in a safe condition for use.
- 1.2 The aim is to reduce the risk of injury and property damage from faulty electrical equipment. If followed it will ensure compliance with the maintenance requirements of Regulation 4(2) of the Electricity at Work Regulations 1989 (EAW) and The Provision and Use of Work Equipment Regulations (PUWER) 1998.

## **2. SERVICES & CONTRACTS MANAGER**

- 2.1 The Services & Contracts Manager is responsible for ensuring that arrangements are in place for the regular inspection and testing of portable electrical appliances within their areas of control.

## **3. STAFF RESPONSIBILITIES**

- 3.1 All staff who are required to use any electrical equipment must
  - a. Ensure that they use electrical equipment as instructed.
  - b. Check that equipment has no obvious visual damage or defects before using it.
  - c. Remove from service and report any defective or out-of-test equipment.
  - d. Only use equipment that has a valid inspection/test label.
  - e. Not use personal portable electrical equipment with in an area controlled by the company unless they are authorised to do so by the centre manager.

## **4. EQUIPMENT BROUGHT ON SITE FOR EVENTS**

- 4.1 Equipment that is brought onto Council controlled areas for an event must be in a safe condition.
- 4.2 It is the responsibility of the user to ensure equipment has been suitably inspected and if necessary tested.
- 4.3 If this cannot be proved, then a competent person must carry out an in-service inspection and test appropriate to the class of equipment.

## **5. LEASED EQUIPMENT**

- 5.1 Equipment hire companies are legally required to ensure that equipment supplied by them is safe for use at work and is regularly inspected and tested before and after use. Therefore, equipment that is leased for use by the Council should not normally need to be tested however; appropriate routine safety testing should be an integral part of the service contract.
- 5.2 If electrical testing is not part of the service contract (as may be the case for some electrical equipment) then this equipment should be included in the in-house testing programme.

## **6. USER CHECKS**

- 6.1 Users of portable appliances should look for the following indicators of damage or faults, before using the equipment:
- Is the user aware of any problems, does the appliance work?
  - Damage e.g. cuts, fraying, abrasion (apart from light scuffing) to the cable/lead;
  - Damage to the plug, e.g. the casing is cracked, the pins are bent, the screw holding the plug together is loose, the plug rattles;
  - Non-standard joints, including taped joints in the cable;
  - The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing;
  - Damage to the outer cover of the equipment or obvious loose parts or screws;
  - Signs of overheating (burn marks or staining) on the equipment or plug;
  - Equipment being used in conditions where it is not suitable, e.g. a wet or dusty workplace;
  - Equipment with signs of cracks, chemical or corrosive damage to the case, switches not working properly, protective covers missing or loose;
  - Extension leads, or adapters overloaded (too many appliances for the fuse or current rating of the lead);
  - If applicable Residual Current Devices (RCDs) failing to disconnect from the supply when the test button is pushed.
- 6.2 If any of the above is identified, do not use the equipment, remove it from service, and report it.

## 7. INSPECTION AND TESTING

| Type of business   | User checks | Formal visual inspection  | Combined inspection and test                                 |
|--|-------------|---|--|
| Office information technology rarely moved, e.g. desktop computers, photocopiers, fax machines           | No          | Yes, 2–4 years  | No if double insulated, otherwise up to 5 years              |
| Double insulated (Class II) equipment moved occasionally ( <b>not</b> hand-held), e.g. fans, table lamps | No          | 2–4 years   | No   |
| Hand-held, double insulated (Class II) equipment, e.g. some floor cleaners, some kitchen equipment       | Yes         | Yes, 6 months – 1 year  | No   |
| Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners                                  | Yes         | Yes, 6 months – 1 year  | Yes, 1–2 years   |
| Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment   | Yes         | Yes, 6 months – 4 years depending on type of equipment it is connected to | Yes, 1–5 years depending on the equipment it is connected to |



# **FIRST AID**

## **1.INTRODUCTION**

The Council is committed to providing sufficient first aid arrangements to deal with accidents and injuries to staff and during any events under their direct control.

## **2. FIRST AID BOX**

A First Aid box is in the kitchen.

Use of any first aid equipment must be reported to the Town Clerk.

First Aid boxes are to be inspected four monthly.

# OFFICE SECURITY

## 1. INTRODUCTION

- 1.1 The Council recognises its responsibility to provide for staff volunteers, councillors and visitors to its office a safe environment where they and their possessions will be offered a reasonable degree of protection.
- 1.2 To ensure that the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be.
- 1.3 The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or steal property are stopped from entering the building.

## 2. ARRANGEMENTS FOR NORMAL PUBLIC ACCESS HOURS

**(Monday – Wednesday 09:00-15:00)**

- 2.1 The principle access to the Office for visitors should be through the main entrance doors into the main reception.
- 2.2 No visitors should be allowed to access the building from the rear service access.
- 2.3 All visitors who are to go beyond the reception must be booked in. (this is also required for health and safety reasons).
- 2.4 Members of the public visiting the office must only be given access to the public areas unless accompanied by a member of staff.
- 2.5 No one should allow anyone who they are unfamiliar with access through any security locked doors without first checking their identity or purpose.
- 2.6 All security doors should be kept secure so that access is only via a security pin code door. No doors leading to the private areas of the office should be left unbolted, unlocked, or propped open. This also applies to emergency exit doors
- 2.7 All staff can enter and stay in the building during working hours between 07:00 and 19:00 hours.

## 3. ARRANGEMENTS FOR OUTSIDE HOURS NORMAL PUBLIC ACCESS HOURS BUT WHERE A COMMITTEE OR OTHER MEETING IS SCHEDULED

**(Monday – Wednesday 15:00 – 19.00 & Thursday – Friday -09:00 – 17:00)**

- 3.1 The principle access to the Office for visitors should be through the main entrance doors into the main reception.
- 3.2 Access to the public and visitors will be open to what are recognised publicly as assessable meeting rooms - the Board Room.

- 3.3 All security doors should be kept secure so that access is only via a security key code.
- 3.4 No doors leading to the private areas of the building should be left unbolted, unlocked, or propped open. This also applies to emergency exit doors
- 3.5 If the Main entrance to the Building is unlocked staff may enter the building from 07:00 but must leave the building by 19:00 unless they are attending a Committee or other meeting, or they have sought the prior agreement of the Service & Contracts Manager.

#### **4. WEEKENDS, OUT OF HOURS OR OTHER DAYS WHEN THE OFFICES ARE CLOSED**

- 4.1 No staff may enter the office unless they have secured the prior approval of the Services & Contracts Manager.
- 4.2 Access to the main building door is by use of a swipe fob and staff must ensure that this door is shut behind them.
- 4.3 The principle access to the Office is the rear door.
- 4.4 No publicly accessible doors should be opened, and all security doors should be kept secure.
- 4.5 Locking up procedures should be followed.

#### **5. SECURITY OF EQUIPMENT AND POSSESSIONS**

- 5.1 No equipment such as laptops and projectors for example should be left unattended in meeting or Committee rooms. Staff are responsible for its security and safe return
- 5.2 Personal possessions are the responsibility of the individual and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place.
- 5.3 The Council is not responsible for personal possessions that go missing unless there is proof of forcible entry.
- 5.4 Cash cards, records, pen drives, portable back-ups will be kept in a locked cupboard/safe within the offices, in compliance with financial regulations.
- 5.5 Any thefts or losses must be reported immediately and to the Police if appropriate.
- 5.6 Visitors must not be allowed to let anyone else into the building without the prior permission of staff.
- 5.7 On leaving the office, all filing cabinets that hold sensitive must be locked and keys stored in a secure location.
- 5.8 All internal doors should be locked, windows checked and upon departure of main building, alarm must be set. Failure to do so could result in disciplinary procedures.
- 5.9 It is advisable for personal possessions to be kept in a locked drawer or locker

# **LONE WORKER POLICY**

## **1. INTRODUCTION**

- 1.1 The Council accepts it has responsibilities as an employer for the health, safety and welfare at work of its employees and of those affected by its work activities e.g. service users, visitors, contractors and self-employed people who may be appointed to carry out work on its behalf.
- 1.2 The aim of this policy is to ensure that staff are not unnecessarily exposed to risks associated with lone working because of their work and that the Town Council meets its statutory duties.
- 1.3 This policy does not set out to identify all the situations where employees may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the associated risks.
- 1.4 Lone working itself is not necessarily high risk but the activity that is performed may well be. It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.
- 1.5 The Council recognises that a member of staff is working alone if they are; working without close or direct supervision, working when no other workers are present, where no other workers have knowledge of the work or workplace or where no other worker can respond in an emergency. Penrith Town Council recognises that lone working is carried out across the departments by a range of staff e.g. receptionists, caretakers, key holders, home-workers and grounds maintenance staff and acknowledge lone workers are employees that work full-time or part-time including temporary and agency/contract staff.

## **2. LEGAL RESPONSIBILITIES**

- 2.1 Section 2(1) of the Health & Safety at Work Act 1974 places a duty on every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees.
- 2.2 The Management of Health & Safety at Work Regulations 1999 places a duty on the employer to consider all reasonably foreseeable hazards and to take the appropriate action to reduce the possible risk of injury to the lowest level that is practicable to achieve.

### **3. SCOPE**

3.1 These arrangements apply to any one working in the following situations:

- a. Only one person is working on the premises.
- b. People work separately from each other, e.g. in different locations.
- c. People working outside normal office hours.
- d. People on site visits or meetings off the premises.

3.2 Hazards that lone workers may encounter include:

- accidents or emergencies arising out of the work, including inadequate provision of first aid
- sudden illnesses
- inadequate provision of rest, hygiene and welfare facilities
- physical violence from members of the public and/or intruders

### **4. AIM**

4.1 These arrangements aim to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable.
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

## **5. RESPONSIBILITIES**

### **5.1 Council are responsible for:**

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice; and
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed

### **5.2 The Services & Contracts Manager is responsible for the following:**

- Ensuring that all staff are aware of lone working.
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff, identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to staff involved in any incident.
- Providing means of communication, and other personal safety equipment, where this is felt to be desirable.

### 5.3 Staff are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This includes occasions when a staff member expects to go home following an external commitment rather than returning to their base.
- Signing in and out of building registers.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Ensuring that if a colleague s does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate using emergency contact information if necessary.

### 5.4 Security of Buildings

Staff must ensure that:

- All appropriate steps are taken to control access to the building, and that emergency exits are accessible.
- Personal alarm systems if provided are tested regularly.
- Key codes for access should be changed from time to time and when a member of staff or sub-contractor that knows the code leaves and as a matter of course if a breach of security is suspected
- When working alone they are familiar with exits and alarms.
- There is access to a telephone and first aid kit.
- If there is any indication that the building has been broken into, they call for assistance before entering
- External doors are locked to avoid unwanted visitors if working alone.

## **6. INCIDENT REPORTING**

- 6.1 An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage.
- 6.2 All incidents must be reported to the Services & Contracts Manager.
- 6.3 Employees should ensure that all incidents where they feel threatened or unsafe are reported. This includes incidents of verbal abuse.



## 7. TRAINING

To ensure that lone workers are made aware of dangers and follow safe working arrangements, the Council will ensure that adequate training is provided to lone workers to ensure they have a knowledge and understanding of:

- How to use a portable security alarm.
- The hazards and risks associated with the activity.
- The steps that have been taken to reduce the risks to the lowest practical level.
- Any written procedure and safe working arrangements, including any contingency arrangements for foreseeable problems and their own responsibilities.
- The appropriate steps to take to minimise the risk of violence.
- Emergency arrangements for illness or injury, including first aid provision.
- They are aware of their own responsibilities to take reasonable care of themselves and other people affected by their work.

## 8. SAFE ENVIRONMENT

8.1 The Council is responsible for providing a safe environment for staff. Issues that need to be addressed when planning safe working arrangements are:

**a. Can the risks of the job be adequately controlled by one person?**

- Lone workers should not be at more risk than other employees. This may require extra risk control measures.
- Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

**b. Does the workplace present a special risk to the lone worker?**

- Is there a safe way in and a way out for one person?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?

**c. Is the person medically fit and suitable to work alone?**

- Check that lone workers have no medical conditions which may make them unsuitable for working alone.
- Seek medical advice if necessary.
- Consider both routine work and foreseeable emergencies, which may impose additional physical and mental burdens on the individual.

**d. What training is required to ensure competency in safety matters?**

- Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty.
- Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and to understand the risks and precautions fully.
- The Council will set the limits to what can and cannot be done while working alone and will ensure employees are competent to deal with circumstances that are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor and how to handle aggression.

**e. How will the person be supervised?**

- Although lone workers cannot be subject to constant supervision, it is still the Council's duty to ensure their safety and health at work.
- Supervision can help to ensure that employees understand the risks associated with their work and that the necessary safety precautions are carried out.
- Supervision of safety and health can often be carried out when checking the progress and quality of the work; it may take the form of periodic site visits combined with discussions in which health and safety issues are raised.
- The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle safety and health issues.
- Employees new to a job, undergoing training, doing a job which presents special risks, or dealing with new situations may need to be accompanied at first.
- The level of supervision required is a management decision, which should be based on the findings of risk assessment, i.e. the higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they require assistance.

## **9. RISK ASSESSMENT**

To provide a safe working environment for lone workers, managers will ensure that proper risk assessments are carried out on all work activities involving lone working.

This will include:

- Identifying those members of staff who are likely to work alone at some point.
- Identifying the hazards that could possibly arise and assessing what the possible risk could be to determine if the risks can be adequately controlled by one person, or what other support measures are needed.
- Devising and implementing safe working arrangements so that risks are eliminated or adequately controlled.
- Having a lone working procedure in place, specific to the working arrangements of the type of service provision and in line with the lone working policy and guidance.
- Ensuring the risk assessment is monitored and reviewed as and when appropriate.

# **MANUAL HANDLING**

## **1. INTRODUCTION**

- 1.1 The Council recognises that manual handling activities may pose a hazard for staff if not adequately controlled. These arrangements have been produced in accordance with The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') which apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

## **2. MANAGEMENT AND EMPLOYEE GUIDANCE**

### **DEFINITION(S)**

- "Manual handling operations" means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.
- "The load" may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley.
- The term "reasonably practicable" means to consider the amount of time, effort and cost which would be required to avoid or reduce the risk, in this instance, from manual handling activities, in comparison to the long-term health & safety benefits.

## **3. SERVICES & CONTRACTS MANAGER RESPONSIBILITIES**

- 3.1 The Services & Contracts Manager will ensure that these arrangements are applied consistently, ensuring that:
- Manual handling is avoided where possible.
  - All manual handling activities are properly planned and assessed the assessment is recorded in writing using the Council risk assessment form. The assessment must be communicated with all staff.
  - When risk assessments indicate that staff may be lifting loads above the recommended safe lifting levels, suitable control measures should be put into place which reduce the risk to an acceptable level.
  - Information, instruction and training will be provided to staff on the health risks associated with manual handling where applicable.
  - Staff are not expected to carry out manual handling operations which are unsafe or beyond their individual capabilities (account must be taken of

employees concerns with regards to manual handling, reviewing the risk assessment if necessary)

- Any equipment provided to eliminate manual handling are inspected as per the manufacturers recommendations where applicable.

## **4. STAFF RESPONSIBILITIES**

4.1 Staff have a duty of care for their own and others safety and should ensure that they;

- Follow safe systems of work designed to promote safety during the handling of loads, including wearing suitable clothing and footwear where applicable.
- Use equipment provided to them as they have been trained to, this includes machinery and other aids provided for safe handling of loads.
- Report any faults, defects, and deficiencies of either equipment or systems of work to the town clerk.
- Report any manual handling accidents and near misses
- Tell the town clerk of any physical condition likely to affect their ability to undertake moving and handling tasks safely.
- Take care to ensure their activities do not put others at risk.
- Attend training and refresher training when required.

## **5. GOOD HANDLING TECHNIQUES**

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risks of injury.

1.1 **DBS applicants** are responsible for:

- Declaring if they have spent or unspent convictions (including driving offences), cautions, warnings or reprimands that are not covered by the filtering rules. This will normally be requested on the application form.
- Completing the online DBS form fully and accurately, in accordance with the DBS applicants' guide. Ensuring that they have sufficient original identification documents as set out in the DBS applicants' guide.

1.2 The Town Clerk is responsible for:

- Identifying if the role requires a DBS check.
- Ensuring that all identification documents presented by the applicant are original, appropriate and relevant and verifying this on the on-line system (A list of identification documents can be found in the DBS applicants' guide.)
- Ensuring appropriate storage and disposal of DBS documentation as specified below.
- Ensuring that every employee appointed to a post which requires a DBS disclosure has completed and submitted a DBS disclosure on-line prior to appointment.
- Ensuring that no employee commences work without a DBS disclosure being received, where required.
- Ensuring that all other recommended pre-employment checks have been carried out satisfactorily prior to appointment.
- Making a written account of the decision and reasons for it on the Positive Disclosure Decision Sheet, to be retained in a sealed envelope in the employee's personal file.

## **PART FIVE**

### **RISK ASSESSMENTS**

#### **1. INTRODUCTION**

Risk assessment is an analysis of the **hazards** present through work activities, equipment and other situations within the working environment and the **likelihood** that they may cause harm to staff and others.

##### **Definitions**

- “Hazard” Something that has the potential to cause harm.
- “Risk (Likelihood)” The realisation of harm being caused by a hazard and its severity.

#### **2. RESPONSIBILITIES**

- 2.1 The Council is responsible for ensuring that adequate risk assessments are carried out where applicable and ensuring that identified risks are managed appropriately.
- 2.2 The Services & Contracts Manager is responsible for the completion of risk assessments in accordance with these guidelines and ensuring that appropriate control measures are implemented and communicated to all staff where applicable.
- 2.3 Staff have a responsibility to comply with safe systems of work and other safety control measures highlighted by risk assessments and or other safe working arrangements communicated to them.
- 2.4 Staff have a responsibility to report to the Services & Contracts manager any hazard or unsafe condition which they may encounter during their work.

#### **3. RISK ASSESSMENT PROCESS**

- 3.1 Risk assessments should not be carried out in isolation and as such staff within the workplace should be involved in the process.
- 3.2 The following protocols should be followed when completing a risk assessment.
  - a. Identify the Hazard
  - b. Decide who could be harmed
  - c. Evaluate the risk from the hazards and decide what should be done to control the risk.
  - d. Record the findings
  - e. Review the assessment and revise if necessary.

## **4. RECORDING**

- 4.1 All risk assessments are to be recorded on the Council risk proforma.
- 4.2 Staff are to be made aware of the risk assessments and the control measure that are in place to control the risks.
- 4.3 Risk assessments are to be signed by the responsible person conducting the assessment and once completed signed off by the Services & Contracts Manager.

## **5. REVIEW**

- 5.1 All risk assessments are to be reviewed annually or when circumstance such as a change in working practice impact on specific assessments.
- 5.2 All assessments are to be reviewed annually by the Finance Committee.



# Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

|  |        |
|--|--------|
| Workstation location and number (if applicable): | .....  |
| User:  | .....  |
| Checklist completed by:                          | .....  |
| Assessment checked by:                           | .....  |
| Any further action needed:                       | Yes/No |
| Follow-up action completed on:                   | .....  |





The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

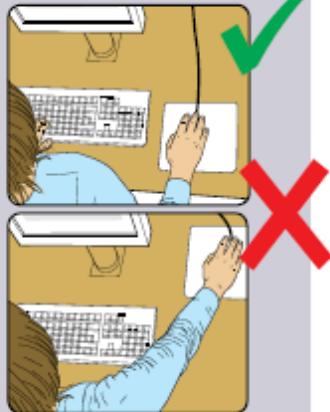
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.


Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:


- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.



Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

| Risk factors   | Tick answer |    | Things to consider   | Action to take |
|--|-------------|----|--|----------------|
|  | Yes         | No |  |                |
| 1 Keyboards  |             |    |  |                |
| Is the keyboard separate from the screen?  |             |    | This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).  |                |
| Does the keyboard tilt?  |             |    | Tilt need not be built in.   |                |
| Is it possible to find a comfortable keying position?<br><br><br><br> |             |    | Try pushing the display screen further back to create more room for the keyboard, hands and wrists.<br><br>Users of thick, raised keyboards may need a wrist rest.                           |                |
| Does the user have good keyboard technique?  |             |    | Training can be used to prevent: <ul style="list-style-type: none"><li>■ hands bent up at the wrist;</li><li>■ hitting the keys too hard;</li><li>■ overstretching the fingers.</li></ul>    |                |
| Are the characters clear and readable?   |             |    | Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.<br><br>Use a keyboard with a matt finish to reduce glare and/or reflection. |                |

| Risk factors  | Tick answer |    | Things to consider  | Action to take |
|---|-------------|----|---|----------------|
|   | Yes         | No |   |                |
| 2 Mouse, trackball etc  |             |    |   |                |
| Is the device suitable for the tasks it is used for?  |             |    | If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).  |                |
| Is the device positioned close to the user?<br> |             |    | Most devices are best placed as close as possible, eg right beside the keyboard.<br><br>Training may be needed to: <ul style="list-style-type: none"><li>■ prevent arm overreaching;</li><li>■ encourage users not to leave their hand on the device when it is not being used;</li><li>■ encourage a relaxed arm and straight wrist.</li></ul> |                |
| Is there support for the device user's wrist and forearm?   |             |    | Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.<br><br>The user should be able to find a comfortable working position with the device.  |                |
| Does the device work smoothly at a speed that suits the user?   |             |    | See if cleaning is required (eg of mouse ball and rollers).<br><br>Check the work surface is suitable. A mouse mat may be needed.   |                |
| Can the user easily adjust software settings for speed and accuracy of pointer?   |             |    | Users may need training in how to adjust device settings.   |                |

| Risk factors   | Tick answer |    | Things to consider   | Action to take |
|--|-------------|----|--|----------------|
|  | Yes         | No |  |                |
| 3 Display screens  |             |    |  |                |
| Are the characters clear and readable? <div>Health and safety</div> <div>Health and safety</div>                     |             |    | Make sure the screen is clean and cleaning materials are available.<br><br>Check that the text and background colours work well together.  |                |
| Is the text size comfortable to read?  |             |    | Software settings may need adjusting to change text size.  |                |
| Is the image stable, ie free of flicker and jitter?  |             |    | Try using different screen colours to reduce flicker, eg darker background and lighter text.<br><br>If there are still problems, get the set-up checked, eg by the equipment supplier.   |                |
| Is the screen's specification suitable for its intended use?   |             |    | For example, intensive graphic work or work requiring fine attention to small details may require large display screens.   |                |
| Are the brightness and/or contrast adjustable?   |             |    | Separate adjustment controls are not essential, provided the user can read the screen easily at all times.   |                |
| Does the screen swivel and tilt?  |             |    | Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.<br><br>However, you may need to replace the screen if: <ul style="list-style-type: none"><li>■ swivel/tilt is absent or unsatisfactory;</li><li>■ work is intensive; and/or</li><li>■ the user has problems getting the screen to a comfortable position.</li></ul> |                |

| Risk factors  | Tick answer |    | Things to consider  | Action to take |
|---|-------------|----|---|----------------|
|   | Yes         | No |   |                |
| <p>Is the screen free from glare and reflections?</p>  |             |    | <p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p> |                |
| <p>Are adjustable window coverings provided and in adequate condition?</p>  |             |    | <p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>  |                |
| <b>4 Software</b>   |             |    |   |                |
| <p>Is the software suitable for the task?</p>   |             |    | <p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>                               |                |

| Risk factors  | Tick answer |    | Things to consider  | Action to take |
|---|-------------|----|---|----------------|
|   | Yes         | No |   |                |
| 5 Furniture   |             |    |   |                |
| <p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <div></div> |             |    | <p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p> |                |
| <p>Can the user comfortably reach all the equipment and papers they need to use?</p>  |             |    | <p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>  |                |
| <p>Are surfaces free from glare and reflection?</p>   |             |    | <p>Consider mats or blotters to reduce reflections and glare.</p>   |                |
| <p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"><li>■ seat back height and tilt adjustment?</li><li>■ seat height adjustment?</li><li>■ castors or glides?</li></ul>              |             |    | <p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>   |                |

# **PENRITH TOWN COUNCIL**

## **DISCLOSURE AND BARRING SERVICES POLICY (PROTECTING VULNERABLE PEOPLE)**

### **2. INTRODUCTION**

- 2.1 This policy statement provides guidance on the effective use of the Disclosure and Barring Services (DBS) process to safeguard the children and adults who access Council services, participate in Council activities or whom are working for the Council.
- 2.2 Penrith Town Council is committed to safeguarding the welfare of those accessing its services through the effective use of the DBS Disclosure vetting process for all relevant groups of employees and members.
- 2.3 Throughout this document where a "DBS Disclosure or check" is referred to, this covers all types of DBS check (i.e. standard/enhanced/enhanced + children's and /or adults barred list check).
- 2.4 Where the term 'vulnerable adult' is used, this is where an adult is in receipt of or accessing a service which leads that adult to being considered vulnerable at that particular time.

### **3. PURPOSE**

- 3.1 This policy sets out the approach to criminal background checks within the Council.

### **4. SCOPE AND PRINCIPALS**

- 4.1 The Council promotes equality of opportunity for all and recognises the importance of employment in the rehabilitation of ex-offenders. As an organisation using the Disclosure and Barring Service (DBS) which was formerly the Criminal Records Bureau (CRB) service to assess applicants' suitability for positions of trust, the Council complies fully with the DBS Code of Practice.
- 4.2 After a certain length of time some sentences are considered spent and must be disregarded. Unless the nature of the work means that a role is exempt, applicants are not asked to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974.

- 4.3 Having an unspent conviction will not necessarily bar applicants from employment. Criminal records should be considered for recruitment purposes only when a conviction is relevant.
- 4.4 For applicants who are offered employment in certain posts, including those where regulated activity is undertaken, a criminal record check from the DBS will be undertaken.
- 4.5 The principles in this policy apply to both paid and volunteer positions.
- 4.6 DBS checks on people employed to work with children and vulnerable adults are allowed as an exemption to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Under the Act individuals are not required to disclose any 'spent' convictions, unless the exemption applies. The Protection of Freedoms Act 2012 (PoFA) introduced limits on the eligibility of certain types of employment for DBS checks.
- 4.7 Penrith Town Council complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly and not to discriminate unfairly against anyone based on conviction or other information revealed. Having a criminal record will not necessarily prevent an individual from being employed by Penrith Town Council. This will depend on the nature of the role, professional suitability and the circumstances, nature and background of the offences.
- 4.8 The Council recognises that access to criminal record information must strike a balance between the rights of children and the vulnerable in society, an individual's right to privacy, and the rights of ex-offenders to become rehabilitated into society. It is essential that confidential and sensitive information about an individual's criminal record is handled fairly and properly.

## **5. TYPES OF CRIMINAL RECORD CHECK**

### **STANDARD CHECK**

- 5.1 The standard check is available for duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended in 2013), for example, court officers, employment within a prison, and Security Industry Authority (SIA) licences.
- 5.2 A standard level certificate contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC) which have not been filtered in line with legislation.



## **ENHANCED CHECK**

- 5.3 The enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences.
- 5.4 An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held locally by police forces.

## **ENHANCED WITH A BARRED LIST CHECK**

- 5.5 The enhanced check with barred list check(s) is only available for those individuals who are carrying out regulated activity and a small number of positions listed in Police Act 1997 (Criminal Records) regulations, for example, prospective adoptive parents and taxi and Private Hire Vehicle (PHV) licences.
- 5.6 An enhanced level certificate with barred list check(s) contains the same PNC information and check of information held locally by police forces as an enhanced level check but in addition will check against the Children's and Adults' Barred Lists
- 5.7 If your application includes a request to check the barred list(s) the DBS has a statutory duty to consider any information that suggests an individual may pose a risk of harm. We will write to you if you are affected.

## **6. THE COST OF DISCLOSURE**

- 6.1 The cost of checks relating to existing staff should be met by the Council.
- 6.2 The cost of checks relating to appointments to Council posts should be met by the Council.
- 6.3 The cost of checks relating to members of Council should be met by the Council.
- 6.4 The cost of checks undertaken by the Council on behalf of contractors and those from whom the Council commissions a service should be met by the contractor depending on the circumstances and terms of the contract.

- 6.5 Checks for volunteers are free. A volunteer is currently defined by the DBS as a person who performs an activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

## **7. DEFINITION OF REGULATED ACTIVITY - CHILDREN**

The definition of regulated activity relating to children is shown at Appendix 1.

## **8. WHO SHOULD BE SUBJECT TO A DBS CHECK?**

- 8.1 DBS checks will only be sought for people who will undertake regulated activity, as defined in Appendix 1.
- 8.2 DBS check applications will not be made for the following individuals who would previously have been subject to Enhanced DBS checks, but who are now not covered by the definition of regulated activity;
- employees who use databases containing information on children.
  - volunteers who are supervised whilst undertaking what would otherwise be defined as regulated activity.
- 8.3 Checking references and gaps in employment is therefore of paramount importance in the recruitment process for these individuals.
- 8.4 In exceptional cases, where a risk assessment made on one of the roles identified in 7.2 above, raises a cause for concern, the Town Clerk may authorise a DBS check. This is lawful under the PoFA. However, in these circumstances the DBS check will not include a check against the Barred List because the individual is not engaged in regulated activity.

## **9. DBS APPLICATION PROCEDURE**

- 9.1 Applications for DBS checks will be authorised by a Home Office approved provider.
- 9.2 The DBS will send a Disclosure Certificate to the applicant on whom the check was carried out.
- 9.3 The Town Clerk will check the disclosure website which will either state:
- The check is complete with 'no content'; which means that the check is clear, or
  - The check is complete 'with content, please wait to view applicant certificate' which means that the check is not clear.

- 9.4 If the check is clear a start date will be arranged, and the applicant will bring the check with them on their first day of employment.
- 9.5 If the certificate has 'content' the applicant must be asked to bring the certificate in to show the Town Clerk as soon as possible so that a risk assessment can be completed. A copy of the risk assessment should be kept permanently on the employee's file in a sealed envelope.
- 9.6 **In all cases** the Town Clerk must see an original copy of the DBS check certificate. Officers WILL NOT print copies of the certificate.

## **10. ROLES AND RESPONSIBILITIES**

### **10.1 DBS applicants** are responsible for:

- Declaring if they have spent or unspent convictions (including driving offences), cautions, warnings or reprimands that are not covered by the filtering rules. This will normally be requested on the application form.
- Completing the online DBS form fully and accurately, in accordance with the DBS applicants' guide. Ensuring that they have sufficient original identification documents as set out in the DBS applicants' guide.

### **10.2** The Town Clerk is responsible for:

- Identifying if the role requires a DBS check.
- Ensuring that all identification documents presented by the applicant are original, appropriate and relevant and verifying this on the on-line system (A list of identification documents can be found in the DBS applicants' guide.)
- Ensuring appropriate storage and disposal of DBS documentation as specified below.
- Ensuring that every employee appointed to a post which requires a DBS disclosure has completed and submitted a DBS disclosure on-line prior to appointment.
- Ensuring that no employee commences work without a DBS disclosure being received, where required.
- Ensuring that all other recommended pre-employment checks have been carried out satisfactorily prior to appointment.

- Making a written account of the decision and reasons for it on the Positive Disclosure Decision Sheet, to be retained in a sealed envelope in the employee's personal file.

## **11. WHICH EMPLOYEES CAN START WITHOUT A DBS CHECK HAVING BEEN RECEIVED?**

10.1 Under normal circumstances no employee who is due to work in a job that requires a DBS check may start employment before a DBS disclosure has been received. On-line processing of DBS checks has removed excessive delays in receiving clearance, so there should be no reason to start employment before receiving clearance. However, in some case where there is a delay, following a risk assessment, the Town Clerk can approve that the individual commences work prior to the receipt of the Certificate provided that the individual will not be working in an unsupervised capacity.

10.2 Where a volunteer is transferring to paid employment within the same service area, a new DBS check will not be required provided:

- the individual has been engaged in active volunteering for the service within the last three months and a DBS check was undertaken at the point of engagement.
- the new post requires a DBS check at the same level.
- the new post does not involve responsibilities not previously checked.

10.3 Where there is a break in service/engagement of 3 months or more, then a new DBS check must be applied for.

## **11. OVERSEAS APPLICANTS AND APPLICANTS WHO HAVE LIVED ABROAD**

- 11.1 The DBS can only check applicants from the date they arrive in the UK, or for the time the applicant has lived in the UK. The DBS cannot currently access overseas criminal records or other relevant information as part of its disclosure service.
- 11.2 If the Council recruits an individual from overseas, or an individual who has lived abroad in recent years prior to appointment, and needs to check their overseas criminal record, a DBS check may not provide a complete picture of the criminal record, which may or may not exist.
- 11.3 A DBS check must be undertaken in the usual way. In addition, the applicant must contact the relevant Embassy to obtain a disclosure which should not be dated more than 6 months ago at the time of receipt. This disclosure must be sent to the Town Clerk before full clearance to work is issued. The Town Council reserves the right to seek verification of the documents provided.

## **12. RE-CHECKING DBS**

- 12.1 Those employees working in any areas with children (up to 18) are required to undertake a new DBS Disclosure every 3 year:
- 12.2 The DBS Disclosures for these groups of employees will be monitored and the Town Clerk will initiate the process as and when required.
- 12.3 Where an existing worker's DBS Disclosure reveals a criminal background or any cause for concern (i.e. it is a Positive DBS Disclosure) the Town Clerk will contact the senior officer to discuss and advise on the issues.
- 12.4 In addition, a new DBS disclosure will be applied for where an individual moves to a new position within the organisation that:
- requires a check at a higher level; or,
  - involves responsibilities not previously checked.

## 13. DEALING WITH POSITIVE DISCLOSURES

13.1 A positive disclosure is a certificate that shows cautions, warnings or convictions. They may show spent convictions and unspent convictions, and for Enhanced checks, they will also show information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.

13.2 A summary of the action to be taken following receipt of notification of a DBS disclosure is set out below;

| Disclosure with "No Content"  | Disclosure with "Content"  | Applicant is barred from working with children and/or vulnerable adults                  |
|---|--|--|
| <p>Appointment proceeds subject to all other pre-employment checks.</p> <p>Applicant required to bring in certificate on first day of employment.</p> | <ul style="list-style-type: none"> <li>• Applicant asked to bring certificate in to show the Town Clerk as soon as possible. No start date is arranged.</li> <li>• The Town Clerk should contact a HR advisor to seek advice on the implications of the information revealed.</li> <li>• Manager completes Positive Disclosure Decision Sheet after discussion with the Town Clerk.</li> <li>• The Town Clerk must be involved in this decision if there is a child protection issue.</li> </ul> | <p>Offer of employment is void.</p> <p>Appointment is unlawful and must not proceed.</p> |

13.3 Before a decision is reached on whether to offer or confirm employment to an individual, the individual will be offered the opportunity to discuss the content of the disclosure with the Town Clerk. The Town Clerk will make a balanced decision on whether they are satisfied to employ the person/service provider, based on:

- whether they are barred from appointment under the DBS lists;
- whether the conviction is relevant to the position;
- the circumstances surrounding the offence, and any explanations
- provided by the applicant;
- the seriousness of the offence;
- the length of time since the offence occurred;
- whether there is a pattern to the offending behaviour, or whether it was a one-off; and,
- whether the applicant's circumstances have changed.

13.4 Further discussion should take place regarding:

- whether the applicant disclosed the conviction(s) / cautions, warnings or reprimands at application or at interview stage;
- what level of supervision will the post-holder receive;
- does the post involve responsibility for finance or items of value; and,
- will the nature of the role allow the applicant to potentially re-offend?

13.5 The Town Clerk will make the overall decision about whether to employ or not employ the person.

13.6 The decision and the reasons for it will be recorded on a Positive Disclosure Decision Sheet, signed by the Town Clerk where necessary, and be stored on the person's file in a sealed envelope.

13.7 If an applicant has made a false declaration on the application form, or anywhere else, about convictions and cautions (or lack of them), this may render the offer of a contract of employment void.

## **14. DBS DISCLOSURES FOR AGENCY WORKERS/ CONTRACTORS/SUB-CONTRACTORS/VOLUNTEERS**

14.1 Agency workers, contractors, sub-contractors and volunteers must be assessed against the same criteria as those working directly for the Town Council to see if a DBS Disclosure is required.

(please refer to Appendix 1).

14.2 It is the responsibility of the relevant Manager to put appropriate measures in place to validate and ensure contract compliance.



## **APPENDIX 1**

### **REGULATED ACTIVITY RELATED TO CHILDREN**

#### **➤ WHAT IS THE DEFINITION OF YOUNG PEOPLE/ CHILDREN?**

A person who is under the age of 18.

#### **➤ WHAT IS REGULATED ACTIVITY IN RELATION TO CHILDREN?**

Regulated activity relating to children is defined as work that a barred person must not do.

It is as follows:

##### **Category 1:**

- Teaching, training, instructing, caring for or supervising children in an unsupervised capacity;
- Providing advice/guidance on well-being to children in an unsupervised capacity;
- Driving a vehicle for children only in an unsupervised capacity;
- Work for a limited range of establishments (specified places) with opportunity for contact.
- It is work that is done on a 'regular' basis i.e. one or more times a week or on 4 or more days in a 30-day period.

##### **Category 2:**

- Relevant personal care e.g. washing or dressing a child; or healthcare by or supervised by a professional, even if done only once
- Registered child-minding
- Foster carers.

**A DBS check is not required in respect of the activities in categories 1 and 2 if the person undertaking these activities:**

- Is supervised at a reasonable level (refer to guidance on supervision);
- Is providing treatment or therapy (instead of 'health care');
- Is a supervised volunteer – supervised at a reasonable level;
- Is carrying out occasional or temporary services e.g. window cleaners; of,
- Is an office holder e.g. governor

**General exceptions:**

Regulated activity relating to children does not include:

- Family arrangements, and personal, non-commercial arrangements.
- Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children.

# Disclosure Services

informed & secure

15 Perry Avenue  
Rhewl  
Oswestry  
Shropshire  
SY10 7AW

**+44(0)1691 662255**

[info@disclosureservices.com](mailto:info@disclosureservices.com)

Ms Viv Tunnadine  
Penrith Town Council  
Penrith Town Council  
Unit 1 Church House  
19-24 Fiargate  
Penrith  
Cumbria  
CA11 7XR

28<sup>th</sup> November 2017

Dear Viv

Disclosure Services process 'online' Basic, Standard, Enhanced, Overseas criminal record disclosure applications and a wide range of background checks through our website at [disclosureservices.com](http://disclosureservices.com), for organisations based throughout England, Wales, Scotland, Northern Ireland and internationally.

## About Us and Our Service

Disclosure Services have been processing criminal record checks since July 2002 and this is our core business. Our innovative system is reliable, easy to use, accurate, and fully secure. Our service is personal, friendly, cost-effective and flexible.

Along with the fast turnaround benefits of electronic applications to the Disclosure and Barring Service, the benefits and features of our service include:

- Out of Hours support line for candidates and clients available seven days a week;
- Friendly experienced UK-based Disclosure Administrators who love what they do;
- Each stage of a DBS Application can be tracked via your Web account
- Dedicated API solution option.
- Personalised KPI and other bespoke reporting features;
- For multi site/department organisations, Super Admin and cost centre facilities;



Certificate Number 10254  
ISO 9001

DBS Disclosure Services Limited Registered in Wales and England  
Registered Office Bromfield House Ellice Way  
Wrexham Technology Park Wrexham LL13 7YW  
Registration Number 4198359



Certificate Number 10254  
ISO 27001

## The Process

- Following receipt of the completed '**Form of Agreement**', we will issue you with two sets of login details; one is the main account login and the other a candidate remote login. Our service is accessed by Nominated Person/s via your organisation's secure main account login.
- Your organisation issues the '**candidate remote**' login that we have created for you; the applicant keys their data into the web application. Your organisation will receive an auto email alerting you when the candidate has completed their web application. You can arrange to either validate the candidate's ID, face to face or initiate the external ID checking process via the Veri-Fy Identity Ltd solution - Veri-Fy++ check by a Regulated Professional.
- Alternatively, subject to the candidate being present, a candidate's web application can be keyed by one of your organisation's ID checker / Nominated Person, directly into your Operational Web account.
- Disclosure Services emails the e-Disclosure result, to your organisation's Principle Nominated Person.

## Our Fees

The fees for your organisation to use our **online** application disclosure processing services are on **Appendix I**.

All prices quoted are GBP. VAT at the standard rate will be charged where applicable.

As Disclosure Services uses electronic communication wherever possible, for speed benefits and to keep costs down, all Royal Mail and overseas postage requests will be charged.

## Turnaround Time Indicators

As at 23<sup>rd</sup> October 2017, 42.7% of Disclosure results (without content) are returned in **1 day**, Disclosure Services overall average KPI for a **Basic level** is **2 hours**, **Standard level** is **1.23** days and at **Enhanced level** is **4.04** days.

The Police have a service level agreement with the Disclosure & Barring Service (DBS) of 60 days to complete their searches.

Published 'Public Service Standards' by the Disclosure & Barring Services headquarters in Liverpool for disclosure applications are: 90% **fourteen days** from receipt of correctly completed **Basic** disclosure application 90% **ten days** from receipt of a correctly completed **Standard** disclosure application, 90% **four weeks**



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for an **Enhanced** disclosure application.

Published 'Public Service Standards', by **Disclosure Scotland**, is **fourteen days**.

Disclosure Services completed **Basic level** criminal record application average KPI is **3.02 days**.

Disclosure Services service level commitment to our clients is **same day** processing of all received disclosure applications and certificates.

I do hope that you will give us the opportunity to prove why so many clients personally recommend us and why we're so proud of our service and the difference it offers.

If I can be of any further assistance, please do not hesitate to contact me or my colleagues.

Yours sincerely



Rebecca Bowen  
**Disclosure Administrator**

## Inset – Appendix 1



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ISO 9001

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Certificate Number 10254  
ISO 27001

## APPENDIX I

| Application Level   | Application fees charged by DBS, and Experian for Background/Overseas crc checks | Disclosure Services Admin Fee | VAT     | Total   |
|---|--|-------------------------------|---------|---------|
| Enhanced  | £44.00   | £10.00                        | £2.00   | £56.00  |
| Standard  | £26.00   | £10.00                        | £2.00   | £38.00  |
| Basic   | £25.00   | £10.00                        | £2.00   | £37.00  |
| DBS Route Two External ID Check for DBS application only.     | £2.50  | £0.50                         | £0.50   | £3.00   |
| Veri-fy++ Remote ID checking service.                         | £5.00  | £1.00                         | £1.20   | £7.20   |
| List 99   | -  | £6.00                         | £1.20   | £7.20   |
| Identity Check  | £4.98  | £10.00                        | £3.00   | £17.98  |
| Identity and Credit (Adverse Financial) Check                 | £3.50  | £10.00                        | £2.70   | £16.20  |
| Adverse Financial Check                                       | £4.98  | £10.00                        | £3.00   | £17.98  |
| Education Check   | £9.10  | £10.00                        | £3.82   | £22.92  |
| Professional/Technical Membership Check                       | £9.10  | £10.00                        | £3.82   | £22.92  |
| Personal References   | £9.10  | £10.00                        | £3.82   | £22.92  |
| Employment Check  | £9.10  | £10.00                        | £3.82   | £22.92  |
| Occupational History Check e.g. 5 year check for illustration | £35.00   | £10.00                        | £9.00   | £54.00  |
| Directors Search  | £5.92  | £10.00                        | £3.18   | £19.10  |
| Sanctions File Check  | £6.83  | £10.00                        | £3.37   | £20.20  |
| Media Check   | £10.00   | £10.00                        | £4.00   | £24.00  |
| FCA Check   | £4.10  | £10.00                        | £2.82   | £16.92  |
| DVLA License Check  | £9.56  | £10.00                        | £3.91   | £23.47  |
| Self Employment, Claiming Benefit or Gap Period check         | £9.10  | £10.00                        | £3.82   | £22.92  |
| Overseas Criminal Record Check                                | Varies by Country see attached PDF   | £10.00                        | See PDF | See PDF |

NB: Charges are on a 'per search type' basis.

VAT is charged at the standard rate.

Occupational History Check range 1, 2, 3, 5, 7 or 10 years – POA for individual year



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ISO 27001



## Form of Agreement

---

### PROVISION OF SERVICES

We, DBS Disclosure Services Limited T/as Disclosure Services will provide:

Disclosure & Barring Service (DBS), Disclosure Scotland and Access NI Umbrella Body Administration Services to you (the Client) on the terms and conditions set out in this agreement with reasonable skill and care;

Coach and support you through the Disclosure application process;

Including submitting the disclosure application to the DBS, Disclosure Scotland or Access NI and returning the Disclosure outcome to you (unless specified otherwise);

Client specific services.

### TERM

This Agreement commences on the date you sign the Agreement, and shall continue unless, and until either you or we terminate the Agreement by giving at least 7 days prior written notice to the other party.

### GENERAL

You and we: will agree to comply with all applicable laws, rules and regulations in respect of all activities conducted under this Agreement and agree to comply with DBS, Disclosure Scotland and Access NI policy, requirements and regulations as amended from time to time including but not limited to Data Protection Act 1998, Part V of the Police Act 1997, Protection of Freedoms Act 2012 Safeguarding Vulnerable Groups Act 2006, the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the DBS, Disclosure Scotland and Access NI Codes of Practice, guidance notes, policies and procedures;

Will store, handle, retain and dispose of the Disclosure information strictly within DBS, Disclosure Scotland and Access NI Explanatory Guide for Registered Persons and Other Recipients of Disclosure Information;

May keep a record of the date of issue of a Disclosure Application reference number, the name of the Applicant, the level of Disclosure requested, the position for which the Disclosure was requested, the unique reference number issued by the DBS, Disclosure Scotland or Access NI;

|  |                         |
|--|-------------------------|
| <a href="http://www.disclosureservices.com">www.disclosureservices.com</a> | Page 1 of 8             |
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Accept that this Agreement shall be governed by, and construed in accordance with, English law and each party agrees to submit to the exclusive jurisdiction of the Courts of England and Wales;

Shall give notice pursuant to this Agreement by first class post to the address of the party set out below or other address as is notified to the other party from time to time.

You will operate within clear policy on the secure storage, handling, use, retention & disposal of Disclosures and Disclosure information and the Recruitment of Ex-offenders requesting a Disclosure appropriately; communicating the requirement for a Disclosure to the Applicant;

Follow guidance on all aspects of the Disclosure application process, providing additional information or make corrections to the Disclosure Application as guided by DBS, Disclosure Scotland, AccessNI or us;

Nominate a **minimum** of 2 Nominated Person(s)/ID Checker(s); who will speak to and liaise with us on and be responsible for all matters relating to the service.

The Nominated Person (s)/ID Checker(s) will ideally be senior representatives of your organisation with responsibilities for making Recruitment, Selection and Suitability decisions for the organisation, and will be responsible for briefing those individuals on the relevant codes and obligations and will deliver the face to face identity validation checks, (or arrange those checks to be conducted through the Veri-fy service;

Ensure that each Applicant submits confidentially to you a completed and signed Self Declaration and Consent Statement, prior to submitting a disclosure application, and agree to correctly complete all the sections of the disclosure application and that this document is kept by you following the DBS, Disclosure Scotland, AccessNI policy on the safe storage, handling, use and disposal of disclosures and disclosure information;

Accept full responsibility and liability for any recruitment decision, ensuring the Disclosure application and outcome are an integral part of the recruitment process;

Not assign/sub-contract your rights and obligations under this Agreement without our prior written consent;

Consent to information being used for evaluation purposes.

|  |                         |
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**LIABILITY**

The aggregate liability of us, whether for damages, payments of compensation or by way of indemnity or of any nature howsoever arising under or in relation to this Agreement and/or the Administrative Services shall in no event exceed twice the Administration Fees paid in the preceding 12 month period;

In no event shall we be liable in respect of: loss of profits, loss of business, loss of revenue, loss of or damage to goodwill or loss of actual or anticipated savings (constituting direct or indirect loss or damage and whether caused by negligence or otherwise); indirect or consequential loss or damage (caused by negligence or otherwise); arising in connection with the issue or content of a Disclosure;

We provide information to you entirely on the basis of information which we receive from the DBS, Disclosure Scotland or Access NI. Under no circumstances do we have any liability for verifying the accuracy and completeness of this information or conducting further investigations or controlling the time taken by the DBS, Disclosure Scotland and or Access NI to process applications and issue Disclosure results; and/or any act, omission or breach of contract of you or your employees, agents or subcontractors or any Applicant;

No provision in this Agreement shall be construed as limiting either party's liability in any way in respect of death or personal injury caused by its negligence;

You shall reimburse to us costs, claims and liabilities relating to or arising out of fraud by you or any person acting on your behalf and any act or omission by you including without limitation any failure by you to comply with the terms of this Agreement or the Codes. Your aggregate liability in relation to any such costs, claims and liabilities shall not exceed the sum of payments made by you to us during the preceding 12 month period;

You shall have in place throughout the term of this Agreement appropriate insurance sufficient to cover your potential liabilities under this Agreement;

We shall have no liability whatsoever or be in default for any delays or failures in performance under this Agreement resulting from any occurrence of an event or circumstances beyond our reasonable control.

|  |                         |
|--|-------------------------|
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## For the purposes of this Agreement:

We reserve the right to amend prices periodically for our services.

Any adjustments made to the cost by the DBS, Disclosure Scotland or Access NI will be communicated to you together with any changes to the charge for administration services provided by us.

Please make remittances payable to **DBS Disclosure Services Limited** and quote your **client reference number** if paying by BACS transfer.

Bank: Barclays Bank Plc

Sort Code: 20 35 47

Account Name: DBS Disclosure Services Limited

Account: 50560804

We can accept payment by the following credit/debit cards. Barclays Merchant, EPDQ levy £2.50\* per payment transaction.



\* VAT will be charged at the standard rate.

|  |                         |
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## Please fully complete the following form:

I / we agree to the terms as defined in this Agreement, and to any changes to this Agreement being communicated in writing and/or by email to DBS Disclosure Services Limited.

Please tick to indicate your agreement to the above: Yes ☐ No ☐

### 1. Your Organisation's Trading Details

|  |  |
|--|--|
| Registered Name of Organisation                        |  |
| Trading Name of Organisation (if different from above) |  |
| Principal Business Activity                            |  |

### 2. Your Organisation's Contact Details

|   |  |
|---|--|
| Primary Contact Name  |  |
| Primary Contact Position  |  |
| Primary Contact Telephone Number (inc extension or direct dial)   |  |
| Primary Contact Mobile Number                                     |  |
| Primary Contact Email Address                                     |  |
| Secondary Contact Name  |  |
| Secondary Contact Position  |  |
| Secondary Contact Telephone Number (inc extension or direct dial) |  |
| Secondary Contact Mobile Number                                   |  |
| Secondary Contact Email Address                                   |  |
| Disclosure Result Email Address 1 (required)                      |  |
| Disclosure Result Email Address 2 (optional)                      |  |
| Disclosure Result Email Address 3 (optional)                      |  |

### 3. Your Organisation's Correspondence Details

|                                     |  |          |  |
|-------------------------------------|--|----------|--|
| Switchboard / Main Telephone Number |  |          |  |
| Website Address                     |  |          |  |
| Business Address                    |  |          |  |
|                                     |  |          |  |
|                                     |  | Town     |  |
| County                              |  | Postcode |  |

### 4. Your Accounts Department's Contact & Correspondence Details

|   |  |          |  |
|---|--|----------|--|
| Accounts Contact Name                             |  |          |  |
| Accounts Telephone (inc extension or direct dial) |  |          |  |
| Accounts Email                                    |  |          |  |
| Accounts Address                                  |  |          |  |
|   |  |          |  |
|   |  | Town     |  |
| County  |  | Postcode |  |

### 5. Your Nominated Persons

*In addition to the Primary and Secondary Contact, details of additional employees who will be responsible for submitting applications, liaising with Disclosure Services, for validating candidate's ID documents, and upholding the Codes of Practice.*

#### Nominated Person 1

|                  |  |
|------------------|--|
| Full Name        |  |
| Position         |  |
| Email Address    |  |
| Telephone Number |  |
| Mobile Number    |  |

# RISK ASSESSMENT

## LONE WORKING

Employees of the Town Council work alone at times due to the limited number of personnel and office opening hours to enable public access to the Council.

### Frequency

Daily

### THE WORKPLACE AND WORK RISKS

| Question   | Yes | No | Comments   |
|--|-----|----|--|
| Does the workplace present any special risks to a person working alone – work at height, confined spaces etc |     | ✓  | Office well- presented and maintained.   |
| Is there safe access and egress  | ✓   |    | Access via main door to Council Offices off Friargate, and back door and via Diocese front door. |
| Can all plant and equipment to be used during lone working be safely handled by a lone person                | ✓   |    | Only equipment photocopier, PC, telephone / fax, shredder  |
| If there is temporary access, such as ladders, trestles etc, can they be safely handled by a lone person     | N/A |    |  |
| Can all substances and any hazardous materials be safely handled by a lone person                            | N/A |    |  |

## THE WORKPLACE AND WORK RISKS

| Question  | Yes | No | Comments   |
|---|-----|----|--|
| Can any manual handling that may have to be required be carried out safely by a lone person | ✓   |    | Only manual handling required is acceptance of deliveries for office consumables.          |
| Is there a risk of violence   | ✓   |    | Minimal risk notwithstanding ease of public access to the building and Town Council staff. |
| Are workers of different genders working alone at greater risk                              |     | ✓  |  |

## EMERGENCY ARRANGEMENTS

| Question   | Yes | No | Comments  |
|--|-----|----|---|
| Are adequate first aid facilities available                        | ✓   |    | First aid book & box located in Council office.   |
| Is there a need for training the lone worker in first aid          | ✓   |    | No first aid training has been provided.  |
| In an emergency can help easily find and reach the lone worker     | ✓   |    | Location of the offices known to the emergency services and councillors aware of employees' location. |
| Have emergency procedures been tested and found to be working well | ✓   |    | Staff advised of evacuation procedure in the case of an emergency.                                    |

## COMMUNICATION AND SUPERVISION

| Question  | Yes | No | Comments   |
|---|-----|----|--|
| Are there arrangements for regular contact between lone worker and supervision                          | ✓   |    | Informal arrangement whereby there is daily contact with the Mayor and other councillors. Either by physical presence in the office, telephone or email. |
| Will supervisors periodically visit and observe the lone worker   |     | ✓  | Nature of organisation.<br>Lone working due to limited number of personnel and the part-time working of all employees.                                   |
| Are automatic monitoring and warning devices appropriate and used (e.g. personal alarms, mobile phones) |     | ✓  | No personal alarms provided nor office panic buttons.  |
| Is there easy access always to communication with the 'outside world' and emergency services            | ✓   |    | Offices conveniently located within the town centre.   |



## THE LONE WORKER – personal assessment – SUMMARY - all results

| Question   | Yes | No | Comments   |
|--|-----|----|--|
| Does the lone worker have a medical condition making them unsuitable for lone working  |     | ✓  | All staff recorded No.   |
| Does the lone worker have any medical condition on which any foreseeable emergencies may impose additional physical or mental burden which is unacceptable |     | ✓  | All staff recorded No.   |
| Is the lone worker sufficiently experienced for the task   | ✓   |    | All staff recorded Yes.  |
| Is the lone worker provided with adequate information about the risks involved with the task and the precautions to be taken                               |     | ✓  | Discussions with the Staff Sub-Committee about the risks involved.       |
| Is the lone worker provided with suitable training to allow the premises, equipment, any? substances to be used safely                                     | ✓   |    | Instruction given on the security of the building and fire alarm system. |
| Is the lone worker provided with suitable training to allow them to deal with any unforeseeable emergency  | ✓   |    | Procedures in place in the event of fire.                                |

## SIGNIFICANT FINDINGS – THOSE RATED HIGH AND REQUIRE ADDITIONAL CONTROL MEASURES

| Risks Identified   | Existing Control Measures                                      | Additional Control Measures   | Action Plan        |                 |
|--|--|---|--------------------|-----------------|
|  |  |   | Person responsible | Completion date |
| Accessibility of the building by members of the public.  | Public counter to reduce the public area.<br><br>Key pad locks | Control the extent of access to the employees without withdrawing public access to the building and staff.<br><br>Visitors register required. | Town Council       | Done            |
| Assault  | Access to office phones  | Personal alarms if unable to call for assistance  | Town Council       | 31/12/18        |
| Lack of qualified first aider in the event of an accident.<br><br>Need to improve reporting mechanism and report to the Council to limit the risk in the future. | First aid box and booklet                                      | First Aid training  | Town Council       | 31/03/18        |

| Risks Identified  | Existing Control Measures                                    | Additional Control Measures  | Action Plan        |                 |
|---|--|--|--------------------|-----------------|
|   |  |  | Person responsible | Completion date |
| Lack of formal reporting mechanism in the event of an incident in the office. | Informal arrangement exists with the Mayor to report issues. | Procedure to approved and adopted in the event of an incident to comply with Health & Safety | Town Council       | 31/03/18        |
| Lack of formal reporting mechanism for off-site meetings                      | None   | In & Out Register required so that there is a record of the location of staff                | Town Council       | 31/03/18        |

LOW & MEDIUM - ACCEPTABLE RISK WITHIN THE CONTROL MEASURES IDENTIFIED

HIGH- UNACCEPTABLE RISK, INTRODUCE ADDITIONAL CONTROL MEASURES

**Name:** V Tunnadine    **Job Title:** Town Clerk **Date:** January 2018

**Review Date:** January 2019

**Signature:** 

**Risk Evaluation**

| <b>Hazard</b>  | <b>Risk</b>   | <b>Rating</b> | <b>Control Measures to be implemented</b>  | <b>Additional Action Required<br/>(action by whom, by when)</b> |
|--|---|---------------|--|---|
| Slips, trips   | Staff, Visitors,<br>- could suffer injury e.g. sprains or fractures if they fall<br><br>Personnel absence | L             | Reasonable standards of housekeeping maintained.<br>Trailing cables positioned neatly away from walkways.<br>Damage to floor coverings and other repairs - repair/replacement as necessary<br>Floors kept clear of items, e.g. papers, bags.<br>Cabinet drawers and doors kept closed when not in use.<br>Floor cleaned regularly.<br>Adequate lighting. |   |
| Manual Handling<br>– carrying, lifting, pulling, pushing heavy loads e.g. furniture, PCs, stationery | Staff - could suffer from back pain if heavy/bulky objects carried incorrectly                            | L             | Trolley used to transport boxes of paper etc.<br>Top shelves used for storage of light objects only.   |   |

| <b>Hazard</b>  | <b>Risk</b>  | <b>Rating</b> | <b>Control Measures to be implemented</b>  | <b>Additional Action Required<br/>(action by whom, by when)</b> |
|--|--|---------------|--|---|
| Regular computer use – posture & eyesight  | Staff - may suffer from upper limb disorders (associated with repetitive actions) from regular PC use or suffer from eyestrain/headache if lighting/screen image is poor | L             | All office equipment used in accordance with the manufacturer's instructions.<br>Defective plugs, cables equipment etc reported for repair/replacement<br>Sufficient power sockets provided to reduce need for extension cables<br>Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured<br>Kettle/water heater positioned so water spills cannot contact electricity supply or equipment<br>Liquid spills mopped up immediately, paper towels provided in the kitchen. |   |
| Electrical e.g. PC, printer, lamp, fan, heater, kettle, photocopier, shredder, extension leads | Staff and others - could suffer electrical shock or burns if equipment is faulty   | L             | All office equipment used in accordance with the manufacturer's instructions.<br>Defective plugs, cables equipment etc reported for repair.<br>Sufficient power sockets provided to reduce need for extension cables.<br>Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured.<br>Kettle/water heater positioned so water spills cannot contact electricity supply or equipment<br>Liquid spills mopped up immediately, paper towels provided in the kitchen.          |   |

| Hazard              |  | Risk  | Rating | Control Measures to be implemented  | Additional Action Required<br>(action by whom, by when)  |
|---------------------|--|---|--------|---|--|
| Fire                |  | Staff and other building users - could suffer from smoke inhalation or burns if trapped in office                         | L      | Staff induction includes fire evacuation procedures and means of raising the alarm.<br>Annual fire evacuation practice carried out by landlord.<br>Access to fire exits kept clear<br>Regular removal of combustible waste.<br>Heaters located away from combustible materials and switched off when office is left unattended. | Fire   |
| <b>Lone working</b> |  | Staff - if presence not known in the event of an emergency.<br><br>Threat to personal security                            | H      | Telephone contact available always.<br>Staff advised to ensure unauthorised persons do not gain access when using building out of hours.<br>Staff record where they are visiting during office hours and estimated time of return.  | Each staff member completed individual risk assessment.<br>Lone Worker Policy developed.<br>Office Security Policy developed.<br>Visitor register, In & Out Register and personal alarms required. |
| <b>Stress</b>       |  | Staff - from pressure of work demands, lack of job control, insufficient support from colleagues, not knowing their role. | L      | Work plans, objectives & deadlines discussed and agreed at annually or more frequently if need arises.  |  |

| Hazard  | Risk   | Rating   | Control Measures to be implemented   | Additional Action Required<br>(action by whom, by when)   |
|---|--|--|--|---|
| Environmental hazards<br><br>a) thermal comfort                       |  | Staff – may feel too hot/cold or suffer other general discomfort               | L  | Building temperatures kept as reasonable as possible with supplementary heating/cooling available when necessary<br>Office is adequately ventilated.  |
| b) space  |  | Staff and others – contact with furniture if insufficient space to move around | L  | Space provided is sufficient to enable free movement around the office, and for carrying out tasks.<br>Individual space requirements are re-considered when additional equipment furniture is acquired. |
| <b>c) lighting</b>  | Staff and others – may suffer eyestrain if lighting is insufficient or of the wrong type | L  | Lighting levels sufficient for the room, tasks undertaken, and glare is minimised.<br>Window blinds fitted where necessary to adjust lighting levels<br>Local lighting (e.g. lamps) is provided for close work where necessary.<br>Light switches are easily accessible, and lights are switched off when the room is vacated. |   |
| Chemical e.g. photocopier toner/ ozone production, cleaning materials | Staff  | L  | Toner changed in accordance with manufacturer's instructions.<br>All spills are cleared up immediately and waste appropriately disposed of.  |   |

LOW & MEDIUM - ACCEPTABLE RISK WITHIN THE CONTROL MEASURES IDENTIFIED

HIGH- UNACCEPTABLE RISK, INTRODUCE ADDITIONAL CONTROL MEASURES

**Name:** V Tunnadine    **Job Title:** Town Clerk **Date:** January 2018

**Review Date:** January 2019

**Signature:** 



# ITEM 9 ASSET REGISTER

## PENRITH TOWN COUNCIL ASSET REGISTER 17-18

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £100.  
The exception being the Councils regalia which is recorded as a special asset.

Total of assets held as of 26 February 2018:

| ASSET  | Custodian                       | Type                   | Location                          | Date acquired  | Net Asset Cost Value | Asset transfer Value | Insurance Value   |
|--|---------------------------------|------------------------|-----------------------------------|----------------|----------------------|----------------------|-------------------|
| Mayoral Chain  | Mayor                           | Regalia                | Mayor                             | 18/05/2015     | £0.00                | £1.00                | £5,000.00         |
| Legal reference books  | Clerk                           | Equipment              | Council Office                    | 28/04/2015     | £243.28              | £0.00                | £243.28           |
| Staff welfare - Fridge & microwave   | Clerk                           | Equipment              | Council Office                    | 29/04/2015     | £141.67              | £0.00                | £141.67           |
| Website  | KTD                             | Equipment              | KTD SERVER                        | 22/05/2015     | £2,800.00            | £0.00                | £2,800.00         |
| IT equipment, hardware, software, etc  | Council Office/Clerks residence | Equipment              | Council Office/Clerks residence   | 27/05/2015     | £5,778.20            | £0.00                | £5,778.20         |
| Office Furniture - various   | Council Office                  | Equipment              | Council Office                    | April - Dec 15 | £2,574.46            | £0.00                | £2,503.24         |
| Noticeboard  | Clerk                           | Street Furniture       | Adjacent to Bakewells electronics | 09/11/2015     | £950.00              | £0.00                | £950.00           |
| Folly Lane allotment   | Clerk                           | 1.5 hectare allotment  | Folly Lane                        | 23/08/2016     | £0.00                | £1.00                | £0.00             |
| James allotment  | Clerk                           | 0.27 hectare allotment |                                   | 23/08/2016     | £0.00                | £1.00                | £0.00             |
| Salkeld Road allotment   | Clerk                           | 0.78 hectare allotment |                                   | 23/08/2016     | £0.00                | £1.00                | £0.00             |
| Castletown allotment   | Clerk                           | 2.8 hectare allotment  |                                   | 23/08/2016     | £0.00                | £1.00                | £0.00             |
| Regalia  | Deputy Mayor                    | Regalia                | Deputy Mayor                      | 16/12/2016     | £362.27              | £0.00                | £362.27           |
| Regalia  | Deputy Mayors Consort           | Regalia                | Deputy Mayor                      | 16/12/2016     | £80.42               | £0.00                | £80.42            |
| Regalia  | Mayors consort                  | Regalia                | Mayor                             | 16/12/2016     | £47.23               | £0.00                | £47.23            |
| Puridea mini projector   | Council Office                  | Equipment              | Council Office                    | 25/01/2017     | £148.43              | £0.00                | £148.23           |
| XL display boards x 8  | Council Office                  | Equipment              | Council Office                    | 06/02/2017     | £574.00              | £0.00                | £574.00           |
| Gazebbo  | Council Office                  | Equipment              | Council Office                    | 06/02/2017     | £1,176.84            | £0.00                | £1,176.84         |
| Ipad mini 32gb   | Council Office                  | Equipment              | Council Office                    | 17/02/2017     | £239.00              | £0.00                | £239.00           |
| Office Blinds  | Council Office                  | Equipment              | Council Office                    | 09/09/2017     | £506.21              | £0.00                | £506.21           |
| VIGOR 2760N ROUTER/FIREWALL  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £79.00               | £0.00                | £79.00            |
| ZYXEL PRES 660R-D1 ADSL2+ ROUT   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £99.00               | £0.00                | £99.00            |
| ZYXEL AMG1302 MODEM/ROUTER   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £99.00               | £0.00                | £99.00            |
| CABINET 27U 600X1000X1322  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £689.00              | £0.00                | £689.00           |
| CABINET CASTOR SET (X4)  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £59.00               | £0.00                | £59.00            |
| FIXED CAB SHELF 100KG 600MM  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £53.00               | £0.00                | £53.00            |
| FIXED SHELF 600MM - 50KG LOAD  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £29.00               | £0.00                | £29.00            |
| ASSINIA 24 PORT PATCH PANEL CAT6   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £136.00              | £0.00                | £136.00           |
| CAT 6 UTP MODULE   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £116.00              | £0.00                | £116.00           |
| 1U LETTERBOX BRUSH STRIP   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £25.00               | £0.00                | £25.00            |
| VARIUOS  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £32.26               | £0.00                | £32.26            |
| STARTECH 1M PATCH LEAD RED   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £6.72                | £0.00                | £6.72             |
| TP-LINK 24 PORT GIG POE SWITCH   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £299.00              | £0.00                | £299.00           |
| UBIQUITI UNIFI AC LR AP  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £179.00              | £0.00                | £179.00           |
| UBIQUITI UNIFI AC LR AP  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £179.00              | £0.00                | £179.00           |
| PATCH 29 PORTS TO PATCH PANEL  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £495.00              | £0.00                | £495.00           |
| NSN PANASONIC VVX310 HOSTED PHONE  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £85.00               | £0.00                | £85.00            |
| NSN PANASONIC VVX310 HOSTED PHONE  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £85.00               | £0.00                | £85.00            |
| NSN PANASONIC VVX310 HOSTED PHONE  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £85.00               | £0.00                | £85.00            |
| NSN PANASONIC VVX310 HOSTED PHONE  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £85.00               | £0.00                | £85.00            |
| NSN PANASONIC VVX310 HOSTED PHONE  | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £179.00              | £0.00                | £179.00           |
| INTEL I5 3330 3.00/4G/1TB/DVD1   | Council Office                  | Equipment              | Council Office                    | 25/09/2017     | £549.00              | £0.00                | £549.00           |
| BROTHER MFC-J6930DW MULTIFUNCTION -COPIER  | Council Office                  | Furniture              | Council Office                    | 01/02/2018     | £299.00              | £0.00                | £299.00           |
| 1 - Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UK                          | Council Office                  | Furniture              | Council Office                    | 11/07/2017     | £179.00              | £0.00                | £179.00           |
| 2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS                                      | Council Office                  | Furniture              | Council Office                    | 11/09/2017     | £215.70              | £0.00                | £215.70           |
| 3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYL                              | Council Office                  | Furniture              | Council Office                    | 20/09/2017     | £1,034.00            | £0.00                | £1,034.00         |
| 1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK.            | Council Office                  | Furniture              | Council Office                    | 29/09/2017     | £183.60              | £0.00                | £183.60           |
| 1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK.         | Council Office                  | Furniture              | Council Office                    | 29/09/2017     | £345.00              | £0.00                | £345.00           |
| 3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK                               | Council Office                  | Furniture              | Council Office                    | 29/09/2017     | £327.00              | £0.00                | £327.00           |
| 4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS AND ONE FILING DRAWER IN OAK | Council Office                  | Furniture              | Council Office                    | 29/09/2017     | £416.00              | £0.00                | £416.00           |
| 2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT AD004                            | Council Office                  | Furniture              | Council Office                    | 29/09/2017     | £550.00              | £0.00                | £550.00           |
| 12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC                                | Council Office                  | Furniture              | Council Office                    | 29/09/2017     | £332.28              | £0.00                | £332.28           |
| 1 - PISA RECTANGULAR MEETING/LEISURE TABLE   | Council Office                  | Furniture              | Council Office                    | 09/10/2017     | £270.20              | £0.00                | £270.20           |
| 1 - 4 DRAWER FILING CABINET  | Council Office                  | Furniture              | Council Office                    | 16/10/2017     | £115.00              | £0.00                | £115.00           |
| 1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY LOCK W930 X D525 X H1950MM     | Council Office                  | Furniture              | Council Office                    | 31/10/2017     | £1,075.00            | £0.00                | £1,075.00         |
| 1 - NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWIPE EASEL 1902386                  | Council Office                  | Furniture              | Council Office                    | 13/11/2017     | £186.84              | £0.00                | £186.84           |
| Total of assets held as of 26 February 2018:   |                                 |                        |                                   |                | <b>£24,793.61</b>    | <b>£5.00</b>         | <b>£29,722.19</b> |

# **PENRITH TOWN COUNCIL**

**COUNCIL 26 FEBRUARY 2018**

## **REVENUE BUDGET 2018-2019: BUDGET PROPOSAL**

**AUTHOR:** **V. Tunnadine Town Clerk**  
**D Rawsthorn Asset Transfer**  
**Support Officer**

**SUPPORTING MEMBER:** **Cllr. Scott Jackson- Mayor**  
**Cllr. Ron Kenyon- Chairman of**  
**Finance Committee**

**ITEM NUMBER: 10**

### **LINK TO COUNCIL FUNCTIONS**

| <b>SUBJECT</b>                       | <b>POWER</b>   | <b>LEGISLATION</b>   |
|--------------------------------------|--|----------------------|
| Setting a revenue budget for 2018-19 | A local Council may set an annual precept after considering its budget requirement | Section 41 LGFA 1992 |

### **LINKS TO COUNCIL PRIORITIES**

The budget should be the financial manifestation of the Council's priorities. The budget was drawn up by each committee after considering what budget it needed to deliver the priorities set out for it in the Council Plan 2018-23. Appendix A shows the budget detail on a committee by committee basis.

## 1. INTRODUCTION

- 1.1 This report considers the Council's revenue budgets as follows;
- a revised budget for 2017/18, and
  - a budget and precept for 2018/19
- 1.2 The report also sets out a five-year medium term financial plan with indicative budgets for the four years after 2018-19.
- 1.3 An initial draft of this report was reviewed by the budget Task and Finish group on 11 December 2017. The group is made up of the members of this committee and the mayor. The deliberations of that group have informed the draft budget considered by the Finance Committee on 22 January 2018. This report sets out the recommendations of the Finance Committee.

## 2. RECOMMENDATIONS

1 The revised budget for 2017-2018 (see section 4) is:

|                          | £        |
|--------------------------|----------|
| Planning committee       | 25,000   |
| CCEG committee           | 123,500  |
| Finance committee        | 218,387  |
| Contingency              | 0        |
| CTRS grant               | -7,031   |
| Net Expenditure          | 359,856  |
| Less: Precept            | -372,145 |
| Contribution to reserves | 12,289   |

2 The budget for 2018-2019 (see section 5) is:

|                                | £       |
|--------------------------------|---------|
| Planning committee             | 30,000  |
| CCEG committee                 | 98,500  |
| Finance committee              | 292,501 |
| Contingency                    | 4,796   |
| CTRS grant                     | -8,058  |
| Net Expenditure                | 417,739 |
| Plus: Contribution to Reserves | 0       |
| Precept                        | 417,739 |

3 The level of reserves as set out in section 6 is noted

4 The Medium Term Financial Projection 2018-23 set out at appendix B is noted

### 3. CONSTITUTIONAL REQUIREMENTS

- 3.1 Preparation of the budget and setting the precept is one of the most important tasks that a local council must undertake. Preparation of a budget is required as part of 'proper practices' and as such is a statutory requirement. In addition, it is not lawful to set a precept unless a budget has been prepared and approved.
- 3.2 The precept is the balancing figure after taking account of estimated net expenditure, other estimated income and any amounts proposed to be taken to, or from, reserves
- 3.3 The budget must be approved, and the precept set, at a Full Council meeting. As set out in section 41 of the 1992 Local Government Finance Act, the statutory deadline for setting the precept is 28 February 2018. In Penrith, this is an aggregation of the Council Tax charged by the County Council, the District Council, the Police and Crime Commissioner, and the Town Council.

### 4. REVISED BUDGET FOR 2017-2018

- 4.1 The revised budget, at Appendix A, shows an increase in net expenditure from £347,778 to £359,856. This increase of £12,078 can be explained as follows;

|                                 | £             | Note |
|---------------------------------|---------------|------|
| Staffing costs                  | -4,952        | 1.   |
| Deletion of contingency         | -5,183        | 2.   |
| Office relocation: one off      | 31,861        | 3.   |
| Specialist planning consultants | -5,000        | 4.   |
| Britain in Bloom                | 10,000        | 5    |
| Inward Investment               | -6,800        | 6    |
| Cultural Strategy               | -5,000        | 7    |
| Other small changes             | <u>-2,848</u> |      |
| Increase in budget              | <u>12,078</u> |      |

#### Notes

1. This was lower than estimated because the provisional rate of 30% superannuation was reduced to a rate of 17.5% (plus lump sum of £3,000) following the triennial pension fund valuation.
2. The contingency was to cover anticipated pay and price inflation- this is now built in to the revised estimates.

3. It was agreed that the one-off costs of the office move would be funded out of reserves by charging directly to in-year revenue. This cost had originally been expected to fall in to 2016/17, whereas it took place in 2017/18.
4. This has been pushed back a year due to the timescale of the draft neighbourhood plan.
5. Funding to enable participation in Britain in Bloom: formal invitation awaited
6. Budget reduced to part fund new Britain in Bloom budget
- 7 Actual spend in 2017/18 is estimated as £5,000 compared to the original estimate of £10,000.

## 5 REVENUE BUDGET FOR 2018-2019

### 5.1 Level of Precept

The budget for 2018-2019 (Appendix A) shows an increase in the precept from £372,145 in 2017/18 to £417,739 in 2018/19. This increase of £45,594 is explained as follows

|                                 | £             | Note |
|---------------------------------|---------------|------|
| Devolved services               | 42,294        | 1    |
| Staff growth                    | 51,952        | 2    |
| Remove contribution to reserves | -24,367       | 3    |
| Britain in Bloom                | 15,000        | 4    |
| Inward investment               | -10,000       | 5    |
| Events programme                | -7,000        | 5    |
| Cultural strategy               | -10,000       | 6    |
| Christmas lights                | -10,000       | 7    |
| Other                           | -2,285        |      |
| Increase in precept             | <u>45,594</u> |      |

### Notes

1. Council on 25<sup>th</sup> September agreed in principle to increase the town council's precept by the amount the abolition of Special Expenses reduced Eden Council Tax. To ensure this was only used for devolved services it was agreed that any excess of income over actual cost should be budgeted for as a contribution to a devolved services fund. The £42,294 increase shown here is made up almost entirely of that contribution.
2. This largely represents the cost of creating a post of operations manager and replacing the administrative assistant post with the post of community engagement officer.
3. As the precept rise is to be limited to the amount that Special Expenses is reduced by, a number of budget reductions were required. The build-up of the Council's reserves is ahead of target. Therefore, no contribution is budgeted for in 2018/19. The medium term financial plan shows contributions recommencing in 2019/20. By 31 March 2023 reserves should be at the final target level of 50% of net expenditure.

4. Funding to enable participation in Britain in Bloom: formal invitation awaited
5. Virement of budget to support funding for Britain in Bloom
6. The specific budget has been deleted as it is considered that this will be addressed through extant workstreams, principally the Neighbourhood Plan.
7. In previous years the council has contributed significantly to Christmas lights infrastructure. The BID, which has been agreed for a further five-year period, will continue taking responsibility for the lights. It will be able to apply for grant support to the council if it requires additional funding

## **5.2 Increase in precept and abolition of Special Expenses**

At its meeting on 25 September 2017 the council considered a report entitled, 'Abolition of Special Expenses and Funding of Devolved services.' The council made a number of resolutions. Council resolved that;

- I.** *The Council agree in principle to increase its 2018/19 precept by £45,594, in addition to any changes proposed through the normal budgeting process.*
- II.** *Subject to recommendation (i) above being confirmed by the Council in its 2018/19 budget, the Council uses this additional precept income to contribute to the full on-going revenue costs of additional devolved services, known as 'tranche 2'.*
- III.** *Where this Council agrees to take on any additional services devolved from Eden District Council, the four-year funding offer must start at the date of transfer not from 1 April 2018.*
- IV.** *To the extent that this increase of £45,594 is greater, in any one year, than the net cost of all devolved services in the difference be put in to a 'devolution reserve' and used to support devolved services in the future.*
- V.** *The Council agrees in principle not to take on any further services not funded by the additional precept income noted in (i), unless the on-going revenue cost is offset by an accompanying income source.*

Resolutions I, II, and IV impact directly on the 2018/19 budget and precept. In consequence;

- The finance committee's budget for devolved services is set in total as £45,594. This is made up of a net cost of running the services in 2018/19 of £3,655 and a contribution to the devolution reserve of £41,939. It should be noted that the net cost of running the services is so low in 2018/19 because EDC is paying grants of 75% (second year of sliding scale) for all Tranche 1 services and grants of 100% (first year of sliding scale) for all Tranche 2 services and Fairhill.
- The increase in the precept for 2018/19 has been limited to £45,594. As noted above this has required a number of budgets to be reduced from their 2017/18 levels to stay within this cap whilst also accommodating the level of proposed growth in staff costs



Section 5.4.2 considers the level of Council Tax being charged by the town council and Eden DC. As per the proposal agreed by Council in relation to Special Expenses, the intention is that the increase in the town council's 2017/18 precept (expressed as Band D Council Tax) is balanced by an equivalent reduction in Eden DC's Band D Council Tax charged to Penrith residents.

### **5.3 Budgeting for transferred services**

The budgets for transferred services have been moved from the CCEG budget to the finance budget and are shown under the 'services' budget heading. It should be noted that the total budget for services will be used in part to fund a handyman/ caretaker function to deal with day-to day maintenance of transferred assets. It is estimated this will cost in the region of £8,000.

## **5.4 Precept per Band D property**

### **5.4.1 Town Council only**

Council Tax is normally expressed as an amount per Band D dwelling, which is an approximate average. Band D is one of the middle Council Tax bands.

If the proposed precept of £417,739 is agreed, then the Band D Council Tax for Penrith Town Council will be as follows:

|                                       | 2017/18  | 2018/19  |
|---------------------------------------|----------|----------|
| Precept                               | £372,145 | £417,739 |
| Taxbase as number of Band D dwellings | 5,123    | 5,215    |
| Cost per Band D dwelling              |          |          |
| Per year                              | £72.64   | £80.10   |
| Per week                              | £1.40    | £1.54    |

The precept per Band D amount shows an increase of 10.3% from 2017/18 to 2018/19.

## 5.4.2 Town Council and Eden DC

The amount of Council Tax charged by Eden DC and the town council is shown below (the total Council Tax bill also includes the elements relating to Cumbria County Council and the Police and crime Commissioner: see 5.5 below).

|   | Band D Council Tax |               |
|---|--------------------|---------------|
|   | 2017/18            | 2018/19       |
|   | £                  | £             |
| Penrith Town Council                      | 72.64              | 80.10         |
| Eden District Council (Penrith residents) | 199.65             | 190.75        |
|   |                    | <i>Agreed</i> |
| Total PTC and EDC                         | 272.298            | 270.85        |

The total amount has reduced slightly from 2017/18 to 2018/19: the reduction is because there has been an increase in the taxbase in Penrith. If the taxbase had remained the same for 2018/19 as for 2017/18 then the total would not have changed.

Whilst making comparisons with other local councils should be treated with some caution it can be useful background information. Comparative Precept levels are shown at appendix C.

## 5.5 Total Council Tax bill in Penrith

The total Band D Council Tax paid by the residents of Penrith is made up as follows. This shows both the current amount for 2017/18 and the proposed amount for 2018/19. The proposed amount is based on the draft proposals of each body for 2018/19 (Eden DC amount is agreed).

| Band D Council Tax |                 |                 |              |
|--------------------|-----------------|-----------------|--------------|
|                    | 17/18           | 18/19           | Change       |
|                    | £               | £               | %            |
| Penrith TC         | 72.64           | 80.10           | 10.27%       |
| Eden DC            | 199.48*         | 190.75          | -4.38%       |
| Cumbria CC         | 1,293.46        | 1345.07         | 3.99 %       |
| Police             | 220.96          | 232.87          | 5.39%        |
| <b>Total</b>       | <b>1,786.54</b> | <b>1,848.79</b> | <b>3.48%</b> |

\*includes Special Expenses: not in 2018/19



## 5.6 Possible restriction on precept increases

The government continues to have the ability to 'cap' the level of Council Tax increase for local Councils. Following intense lobbying by the National Association of Local Councils the government has decided as part of the Local Government Finance Settlement (whilst this is the provisional settlement it is expected the final settlement will be the same) that it would, '*defer the setting of referendum principles for town and parish councils for three years.*'

## 6 LEVEL OF GENERAL RESERVES

- 6.1 Based on the draft budgets the Council's unearmarked general reserves are expected to be:

|                                    | £       |
|------------------------------------|---------|
| Actual at 1 April 2017             | 113,246 |
| Less: Contribution to reserves     | 12,289  |
| Estimated Balance at 31 March 2018 | 125,535 |
| Plus, Contribution to reserves     | 0       |
| Estimated Balance at 31 March 2019 | 125,535 |

- 6.2 The Council's Reserves strategy (approved at this committee's meeting in July 2017) sets a target level of half of annual net expenditure. The budgeted net expenditure in 2022/23 of just over £420,000 indicates a target level of £210,000 for reserves. Current reserves are below this target level, however reserves have increased considerably over the last year (during 2016/17 reserves increased from £37,725 to £113,246). As noted in section 5.1 (note 3) a contributions 'holiday' is proposed in 2018/19. However, annual contributions to reserves of £23,872 are planned for each of the four years, from 2019/20 to 2022/23. By March 2023 this should bring reserves up to just over £221,000.
- 6.3 Whilst the current level of general reserves is below the target level it is considered that the Council has set out a sustainable plan in its medium term financial projection (see appendix B) to build reserves up to the target level.

## 7 MEDIUM TERM FINANCIAL PROJECTION 2018-23

- 7.1 The medium term financial projection for the five-year period 2018-23 is set out at appendix B.
- 7.2 The budgets shown for 2019-23 are indicative only. The Council is only approving and committing to the 2018-19 budgets. However, there is value in the Council looking at its financial position in the longer term. So, for example the projection demonstrates how the Council will build its reserves up to the target level.
- 7.3 The indicative precept, per Band D property is shown as increasing from £80.11 in 2018/19 to £85.05 in 2022/23. This is an average rise of about 1.5% per annum which is below the projected level of inflation (2.5%).

## **8 RISK MANAGEMENT IMPLICATIONS**

- 8.1 Risk Management is a process whereby attempts are made to identify, actively control and reduce risk to protect the Council.
- 8.2 Two risks have already been flagged up in the body of this report, which are;
- The possibility of the government introducing a cap on local Council increases in Band D precept for 2018/19: the government has confirmed that this will not be applied
  - Council reserves are currently below target levels- this is being addressed by planning for annual contributions to reserves over the four years 2019/20 to 2022/23. The proposed contributions 'holiday' in 2018/19 is justified as reserves increased considerably more than planned during 2016/17.

One additional risk is that at some point Eden DC stops paying the Council Tax Reduction Scheme Grant to town and parish councils in Eden. A grant of £8,058 will be received in 2018/19. It is considered that attempts may be made to withdraw the grant in the medium term: this should be actively contested

**Background Papers:**

- Budget spreadsheets
- Reserves Strategy 2017-18
- Various e-mails with Eden DC, Cumbria constabulary and Cumbria County Council

**Officer Contact:**

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David Rawsthorn: *assetofficer@penrithtowncouncil.co.*

# **Appendix A**

## **Budget Detail**

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## Budget 2018-2019

### Summary

|  | <b>2017-<br/>18<br/>Original<br/>Budget<br/>£</b> | <b>2017-18<br/>Revised<br/>Budget<br/>£</b> | <b>2018-<br/>19<br/>Budget<br/>£</b> | Note |
|--|---|---|--------------------------------------|------|
| <b>Committees</b>                          |   |   |                                      |      |
| Planning                                   | 30,000  | 25,000                                      | 30,000                               |      |
| Communities, Culture and Economic Growth   | 133,500   | 123,500                                     | 98,500                               |      |
| Finance                                    | 186,126   | 218,387                                     | 292,501                              |      |
| <b>Committees' Net Requirement</b>         | 349,626   | 366,887                                     | 421,001                              |      |
| Contingency                                | 5,183   | 0   | 4,796                                | 1    |
| Council Tax Reduction Grant                | -7,031  | -7,031                                      | -8,058                               | 2    |
| <b>Net Expenditure</b>                     | 347,778   | 359,856                                     | 417,739                              |      |
| Less:                                      |   |   |                                      |      |
| Precept                                    | -372,145  | -372,145                                    | -417,739                             |      |
| <b>Use of/Contribution to (-) reserves</b> | -24,367   | -12,289                                     | 0                                    |      |

NB minus figures are income

### Notes

1 The budgets are stated at cash prices. The contingency provides for estimated price inflation.

2 This grant is determined by the district Council. It part compensates the Council for reduced Council Tax income arising from the Council Tax Reduction Scheme.

## Budget 2018-2019

### Planning Committee

#### Summary

|                         | <b>Original<br/>Budget<br/>2017-18</b> | <b>Revised<br/>Budget<br/>2017-18</b> | <b>Budget<br/>2018-19</b> | <b>Notes</b> |
|-------------------------|--|---------------------------------------|---------------------------|--------------|
| <b>Budget Heading</b>   | <b>£</b>                               | <b>£</b>                              | <b>£</b>                  |              |
| Officer support         | 6,000                                  | 6,000                                 | 6,000                     | 2            |
| Planning consultants    | 7,000                                  | 7,000                                 | 7,000                     | 3            |
| Specialist Consultants  | 5,000                                  |                                       | 5,000                     | 4            |
| Consultation events     | 7,000                                  | 7,000                                 | 7,000                     | 6            |
| Printing and stationery | 5,000                                  | 5,000                                 | 5,000                     |              |
| Grants                  | 0                                      |                                       | 0                         | 5            |
| Total net expenditure   | 30,000                                 | 25,000                                | 30,000                    | 1            |

#### Notes

- 1 This budget is provided so that the committee can deliver the Neighbourhood Plan for Penrith. It is intended that the plan will be agreed in 2019/20. The estimated cost in future years is £20,000 in 2019/20. This is a revision from the original budget plan as the full costs of the referendum are borne by the District Council
- 2 Staff resource will be required to undertake research and support the specialist consultants.
- 3 Planning consultants have been appointed following a competitive procurement exercise.
- 4 Specialist Consultants will be required as part of the consultation for the draft plan
- 5 It is hoped to apply for another grant for 2017/18 from the Department of Communities and Local Government under its Community Rights Programme grant. The amount awarded in a second grant would be lower than the original grant. There is no certainty of receiving a grant and it is therefore not shown in the budget.
- 6 The Consultation on the draft Neighbourhood Plan will be costly as it will need to be posted to all households within the parish area.

## Budget 2018-2019

### Communities, Culture and Economic Growth Committee

#### Summary

|                               | Original<br>Budget<br>2017-<br>18 | Revised<br>Budget<br>2017-<br>18 | Budget<br>2018-<br>19 | Notes |
|-------------------------------|-----------------------------------|----------------------------------|-----------------------|-------|
|                               | £                                 | £                                | £                     |       |
| <b>Budget Heading</b>         |                                   |                                  |                       |       |
| Sport and recreation          | 17,500                            | 20,000                           | 15,000                | 1     |
| Arts and entertainment        | 39,000                            | 34,000                           | 22,000                | 2     |
| Environment                   | 15,000                            | 18,200                           | 24,000                | 3     |
| Tourism and inward investment | 30,000                            | 23,800                           | 10,000                | 4     |
| Grants and sponsorship        | 32,000                            | 27,500                           | 27,500                | 5     |
| Total net expenditure         | 133,500                           | 123,500                          | 98,500                |       |

#### Notes

1 The revised 2017/18 budget and the 2018/19 budget both include funding of £15,000 towards the Castle Park development group. The revised 2017/18 budget includes a £5,000 contribution towards play equipment at Fairhill: this includes the budget of £2,500 from 2016/17 which was unspent.

2 The 2018/19 budget is made up of an events programme of £22,000 (total cost of £45,000 less Eden DC funding of £23,000).

3 The 2018/19 budget is made up of £8,000 for Penrith in Bloom, £15,000 for Britain in Bloom (assumes the council is invited to participate) and £1,000 to support various 'greening' initiatives. Funding to help support the transfer of services and assets from Eden DC is now shown (from revised 2017/18 estimate onwards) in the finance committee.

4 The 2017/18 budget is made up of £10,000 towards the cost of developing an inward investment strategy.

5 This budget covers a range of grants and sponsorship such as the Schools Festival, heritage institutions, remembrance events, shop fronts etc.



## Budget 2018-2019

### Finance Committee

#### Summary

|                       | Original<br>Budget<br>2017-<br>18 | Revised<br>Budget<br>2017-18 | Budget<br>2018-19 | Notes |
|-----------------------|-----------------------------------|------------------------------|-------------------|-------|
|                       | £                                 | £                            | £                 |       |
| <b>Budget Heading</b> |                                   |                              |                   |       |
| Accommodation         | 6,810                             | 30,897                       | 10,410            | 1     |
| Staff costs           | 136,416                           | 131,464                      | 188,367           | 2     |
| Civic costs           | 6,250                             | 3,300                        | 3,300             |       |
| Cost of democracy     | 3,000                             | 1,704                        | 1,000             | 1     |
| IT                    | 8,000                             | 14,728                       | 14,280            | 3     |
| Communications        | 3,000                             | 4,200                        | 4,500             |       |
| Services              | 0                                 | -1,068                       | 45,594            | 4     |
| Data Protection       | 0                                 | 2,000                        | 2,000             | 5     |
| Other overheads       | 17,650                            | 17,427                       | 18,050            | 6     |
| Repairs and renewals  | 5,000                             | 12,660                       | 5,000             | 1     |
| Total net expenditure | 186,126                           | 217,312                      | 292,501           |       |

**For notes see overleaf**

## Notes

1 The council moved in to new premises in August. As agreed by council the cost of the relocation was borne by reserves through the revenue charge to the accommodation and the repairs and renewals budgets.

2 The 2018/19 budget includes the following staff (as recommended by the staffing sub-committee and agreed by the finance committee);

- Town clerk- permanent: fulltime
- Deputy Town Clerk- permanent: 18 hours a week
- Economic development officer- permanent: 18 hours a week
- Asset transfer officer- temporary until June 2018: 15 hours a week
- Community Engagement Officer- new permanent post from 1 April 2018: 18 hours a week (replaces the administrative assistant post)
- Operations manager- new permanent post from 1 April 2018: 37 hours a week

3 The IT costs reflect the new configuration required to support the council in its new premises. The revised 2017/18 budget includes a one-off cost of £1,355 for the equipment for the new post of operations manager.

4 The budget for services has been moved from CCEG to this committee. In 2018/19 the budget includes all the tranche 1 and tranche 2 services and the Fairhill recreation grounds. In accordance with the council's commitment a contribution to a devolution reserve (£41,939) is included so that the total cost of the services budget equates to the rise in the precept (£45,594) which is the amount Special Expenses reduces by

5 New data protection legislation requires local councils for the first time to provide a data protection 'officer' function

6 The main overheads included in the 2018/19 budget are accountancy (£7,700), legal fees (£3,000), and insurance (£2,300).

## **Appendix B**

### **Medium Term Financial Projection 2018-2023**

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## Medium Term Financial Projection

### **A- Summary Budget**

|                              | <b>2018-19</b> | <b>2019-20</b> | <b>2020-21</b> | <b>21/22</b> | <b>22/23</b> |
|------------------------------|----------------|----------------|----------------|--------------|--------------|
|                              | <b>£</b>       | <b>£</b>       | <b>£</b>       | <b>£</b>     | <b>£</b>     |
| Planning committee           | 30,000         | 20,000         | 10,000         | 10,000       | 10,000       |
| CCEG committee               | 98,500         | 88,500         | 88,500         | 88,500       | 88,500       |
| Finance committee            | 292,501        | 298,288        | 292,288        | 295,589      | 306,064      |
| Contingency                  | 4,796          | 4,796          | 4,796          | 4,796        | 4,796        |
| Price inflation              | 0              | 10,102         | 19,404         | 29,354       | 40,186       |
| Council Tax Reduction grant  | -8,058         | -7,500         | -7,500         | -7,500       | -7,500       |
| Net expenditure to be funded | 417,739        | 414,186        | 407,488        | 420,739      | 442,046      |
| Less: Precept                | -417,739       | -438,057       | -431,360       | -444,611     | -465,918     |
| Contribution to reserves     | 0              | -23,872        | -23,872        | -23,872      | -23,872      |

The above are stated at estimated cash prices in the relevant years

The main reasons for variations are;

- Planning Committee- the neighbourhood plan is planned for completion in 2019-20. It will then be extant through the life of the Eden DC Local Plan to 2032. Therefore, reduced expenditure is indicated beyond 2019-20
- CCEG committee- 2018/19 is the last year for the contribution to the Castle Park Development group (£15,000)
- Finance Committee;
  - The two-year funding for the asset transfer support officer ends in June 2018.
  - Annual salary increments are budgeted for
  - There is a budget of £6,000 for elections in May 2019

**B- General Reserves**

|                      | <b>2018-<br/>2019<br/>£'000</b> | <b>2019-<br/>2020<br/>£'000</b> | <b>2020-<br/>2021<br/>£'000</b> | <b>2021-<br/>2022<br/>£'000</b> | <b>202<br/>220<br/>23<br/>£00<br/>0</b> |
|----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---|
| Opening              | 125                             | 125                             | 149                             | 173                             | 197                                     |
| Contribution in year | 0                               | 24                              | 24                              | 24                              | 24                                      |
| Closing              | 125                             | 149                             | 173                             | 197                             | 221                                     |

**C- Band D Precept**

|                                       | <b>2018-<br/>2019</b> | <b>2019-<br/>2020</b> | <b>2020-<br/>2021</b> | <b>2021-<br/>2022</b> | <b>202<br/>220<br/>23</b> |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| Precept- £'000                        | 418                   | 414                   | 431                   | 445                   | 466                       |
| Tax base- number of Band D properties | 5,215                 | 5,281                 | 5,346                 | 5,412                 | 5,478                     |
| Annual Band D precept- £              | 80.10                 | 82.96                 | 80.68                 | 82.15                 | 85.05                     |

## **Appendix C**

### **Comparative Precept levels**

### Comparative Precept Levels

Whilst making comparisons with other local councils should be treated with some caution it can be useful background information. The table below sets out the **2017/18** precept per Band D property for the larger town Councils in Cumbria:

| <b>Town Council</b> | <b>Population</b> | <b>Band D precept £</b> |
|---------------------|-------------------|-------------------------|
| Kendal              | 28,000            | 35.24                   |
| Workington          | 25,400            | 67.52                   |
| Whitehaven          | 23,800            | 51.38                   |
| Penrith             | 15,500            | 72.64                   |
| Maryport            | 12,000            | 73.19                   |
| Ulverston           | 11,600            | 47.89                   |



# PENRITH TOWN COUNCIL

## FULL COUNCIL 26 FEBRUARY 2018

### DEVOLUTION OF SERVICES AND ASSETS - TRANCHE 2

**AUTHOR:** ASSET TRANSFER SUPPORT OFFICER  
- DAVID RAWSTHORN

**LEAD MEMBER:** CLLR. DAVID WHIPP

### ITEM NUMBER: 11

To consider the possible transfer of Coronation Garden, Play Areas (including associated recreation areas) and public toilets from Eden District Council to Penrith Town Council.

### RECOMMENDATIONS

That the Town Council offers to take over the following assets from Eden District Council:

#### a. CORONATION GARDENS

- i. The Council takes over full operational and financial responsibility for the Coronation Gardens from the date when ownership is transferred, on the basis set out in section 4 and in appendix A; and
- ii. Ownership is transferred once Eden District Council has completed the any repairs identified by a joint inspection to ensure the gardens are in a reasonable condition.
- iii. Eden District Council provides four-year grant funding on a tapering basis from 1 April 2018 as set out in section 8, subject to that funding being paid for a period no shorter than three and a half years.

## **b. PLAY AREAS AND ASSOCIATED RECREATION AREAS**

iv. The Council takes over full operational and financial responsibility for:

The six play areas (outlined in red on maps in appendix C) at;

- Carleton
- Castletown
- Milton St
- Pategill
- Scaws
- Wetheriggs

And

The five associated recreation areas (outlined in blue on maps in appendix C) adjacent to the Carleton, Milton St, Pategill, Scaws and Wetheriggs play areas.

From the date when ownership is transferred, on the basis set out in section 5 and in appendix B; and

- v. The Bowscar play area is not transferred.
- vi. Ownership is transferred once Eden District Council has completed any repairs identified by an independent inspection to ensure the play areas are in a reasonable condition.
- vii. Eden District Council provides four-year grant funding on a tapering basis from 1 April 2018 as set out in section 8, subject to that funding being paid for a period no shorter than three and a half years.

## **c. PUBLIC TOILETS**

- viii. The public toilets in Penrith are not transferred.
- ix. The Council engages with Eden District Council and other stakeholders to determine the best way of providing public access to high quality toilets in Penrith.

## **FORMAL TRANSFER OF ASSETS OWNERSHIP AND SERVICE RESPONSIBILITY**

- x. The Services and Contracts Manager is given delegated powers, in consultation with the Mayor, to determine when the conditions set out in the above recommendations have been met.
- xi. The Mayor signs any formal documents on behalf of the Town Council accepting the transfer of any the above assets and services.

### **1. LAW LINK TO COUNCIL FUNCTIONS**

| <b>SUBJECT</b>     | <b>POWER</b>                       | <b>LEGISLATION</b>        |
|--------------------|------------------------------------|---------------------------|
| Coronation Gardens | To provide recreational facilities | Local Government Act 1972 |
| Play areas         | To provide recreational facilities | Local Government Act 1972 |
| Public toilets     | To provide public conveniences     | Public Health Act 1936    |

### **2. LINKS TO COUNCIL PRIORITIES**

At its meeting on 27 November 2017 the council agreed its updated Devolution Plan for 2017-22. All the assets and services within in this report were included within that report.

### **3. BACKGROUND**

- 3.1 Ever since its creation the Town Council has sought to have local services transferred from Eden District Council.
- 3.2 As, and when, proposals for the transfer of individual assets and services are agreed by Eden District Council and Town Council officers they are brought to the respective councils for formal consideration. Both Eden District Council and the Town Council agreed at respective meetings in March 2017 to transfer a range of services. This tranche 1 comprised;
  - Musgrave Monument
  - Cornmarket Bandstand
  - Bus shelters
  - Benches and seats
  - War Memorials

In addition, the transfer of the Fairhill recreation field was formally agreed for transfer by the two councils in May 2017.

The Town Council agreed to the tranche 1 and the Fairhill transfers after considering reports which set out the conclusions of detailed 'due diligence' work.

3.4 As part of the report on the 2016-21 Devolution Plan (Council meeting 20 March 2017) the Town Council noted that Eden District Council had agreed to explore the potential to transfer a tranche 2 of assets and services to the Town Council comprising;

- Coronation Gardens
- Play areas
- Public Toilets

3.5 In agreeing to work with Eden District Council to explore transferring this tranche 2 of assets it was noted that two potential stumbling blocks were;

- i. This Council requires that any transferred asset is transferred on a freehold basis. It is considered that this should not be a barrier as appropriate safeguards required by Eden District Council can be built in to title transfers.
- ii. This Council requires that any transfers have no impact on the precept (expressed as an amount per Band D property): though the ending of Special Expenses may allow some flexibility.

3.6 The Devolution Plan states that 'assets should be in a 'fit for purpose' condition'

3.7 Eden District Council is offering a 4-year tapering grant to support the transfer of the tranche 2. This grant was offered for tranche 1 services and Fairhill as well. However, unlike tranche 1, the offer from Eden District Council for tranche 2 is that the four years starts from 1 April 2018 not the date of transfer. The Town Council agreed at its meeting on 25 September 2017 that

*'Where this council agrees to take on any additional services (i.e. tranche 2) devolved from Eden DC, the four-year funding offer must start at the date of transfer not from 1 April 2018'*

This is considered further in section 8 below.

3.8 Earlier on this agenda the Council will have considered the proposal to increase the council's precept in 2018/19 by the amount that Eden District Council reduces its Council Tax by in Penrith, consequent upon the abolition of Special Expenses. This increase will fund the on-going cost of tranche 2 services and this report assumes that the increased precept has been agreed. This is considered further in the financial implications section.

3.9 This report is the culmination of the due diligence process and provides full and adequate information for councillors to make an informed decision

3.10 There will be a variety of further detail to address to ensure that each transfer minimises any operational issues.

## **4. CORONATION GARDENS**

4.1 The details of the asset transfer are set out in appendix A.

Key points to note are;

- Budgeted annual costs in 2018/19 are £1,100 (2016/17 prices) for maintenance and estimated costs of £200 per annum for power and water.
- Coronation Gardens were substantially renovated in 2012 largely funded through the Heritage Lottery Fund in partnership with Penrith Rotary club, together with contributions from Eden District Council and other bodies. It is a formal garden but there is also four large interpretive sculptures that are lit at night and a series of information boards and banners. The main issue is that several of the lights are not working around two of the sculptures and repair is proving difficult as the cables are underground, and the installing electrician has ceased trading. This issue needs to be resolved before transfer
- EDC has registered title to the gardens. The freehold is to be transferred to the Town Council. There may be a number of existing constraints that apply to the land: this will need to be confirmed (also see above re possible lottery fund obligations). These will transfer with the freehold. In addition, it is likely that Eden DC will impose a condition that to ensure that the gardens are maintained as a public open space: such a condition would be reasonable.

## **5 PLAY AREAS (INITIAL OFFER FROM EDEN DC)**

5.1 Seven play areas (Bowscar, Carleton, Castletown, Milton St, Pategill, Scaws and Wetheriggs) have been offered for transfer. Details (excluding Bowscar) are set out in appendix B.

Key points to note are;

- Budgeted annual maintenance costs in 2018/19 are £4,400 (2016/17 prices)
- In addition to the annual costs there will also be ad hoc repairs, replacements and maintenance. It is difficult to estimate future costs of repairing and maintaining the play area equipment. However, it should be noted that major play area re-vamps and extension have tended to be undertaken after fundraising by community groups. In addition, where play areas have been recently re-furbished there will be guarantees in place for a period for both the equipment and surfacing (Carleton and Milton St.)
- If Eden DC agree to transfer the play areas it is proposed that the town council commissions an independent inspection to identify any repairs needed to bring the play areas up to a reasonable condition. This would be a cost to the town council (about £1,000 to £1,500).
- Apart from the play area at Bowscar, all the play areas comprise numerous pieces of equipment and are clearly well used by the local communities.

Bowscar comprises one swing (with two seats) in a small grassy area. It is not clear how much this is used. It is recommended that this is not transferred at this stage. It has been suggested to Eden DC that they undertake consultation to assess current usage: there may be a more suitable use for the current area.

- All the play areas apart from Scaws are owned by Eden District Council who have registered title. However, Eden District Council has no title to the Scaws play area. Eden District Council will make a statutory declaration that they have enjoyed occupation of the site since it was built. Once the play area is transferred then the Town Council will seek to register a title based on the statutory declaration. There may be a number of existing constraints that apply to the play areas: these will need to be confirmed. Any such constraints will transfer with the freehold. In addition, it is likely that Eden DC will impose a condition to ensure that the play areas are maintained as public facilities: such a condition would be reasonable.
- The Services and Contracts Manager will undertake management of the play areas.

## **6 PLAY AREAS (COUNTER OFFER TO EDEN DC)**

- 6.1 A site visit of all the play areas was undertaken by the town clerk and the asset transfer officer. It readily became apparent that in all cases (except Castletown which is a play area fenced off from the formal football pitches) the play areas were situated within a wider area of informal recreation land owned and maintained by Eden District Council. In a number cases there was no clear delineation between the play area and the adjoining recreation land. It was agreed that it made a lot of sense for the whole areas to be transferred (the 'wider areas'). These are shown in Appendix C. As can be seen this would lead to the transfer of a far larger area of land (9.5 acres in total) although, apart from the multi-use play areas, all the equipment is situated within the play areas.
- 6.2 The estimated additional annual cost of the 'wider areas' over the cost of the play areas is estimated to be about £12,100 (2017/18 prices). This relates very largely to grass cutting. This does not include ad hoc maintenance costs e,g. for hedging, tree maintenance etc..
- 6.3 The legal position is the same for the wider areas as for the play areas themselves (see section 5.1 above).
- 6.4 The main reasons for proposing the transfer of the wider areas are;

- The 'wider areas' are a Special Expense: they comprise the bulk of the main element of Special Expenses charged to Penrith i.e. 'open space' maintenance.
  - The play areas and the 'wider areas' are a demonstrably local service with almost all users being local residents.
  - If only the play areas, but not the 'wider areas' are transferred then there will be considerable confusion in the public mind with the Town Council responsible for one part of a recreation area and Eden District Council responsible for another.
  - The agreed Fairhill transfer includes not only the play area but the wider open space in which the play area sits.
- 6.5 Informally, Eden District Council have responded positively to this counter offer. Eden District Council will formally consider the town council's offer at its full council meeting on 19<sup>th</sup> April 2018. In considering the town council's counter-offer, Eden District Council will need to assess what impact the transfers would have on its long -term contract with Amey and in particular whether there are any TUPE (Transfer of Undertakings (Protection of Employment)) implications. Under TUPE there might be a need to transfer staff from Amey to the Town Council as the new owner of this land. This would arise if more than half a person worked on the assets being transferred. However, this is thought to be unlikely given the sub-contracting arrangements that Amey has and the value of the work.
- 6.6 Prior to concluding any transfer there will need to be a detailed review of each piece of land to identify all potential issues and risks such as boundary condition, significant trees etc.

## **7 PUBLIC TOILETS**

7.1 The two public toilets within Penrith are being offered by Eden DC. These are located at Bluebell Lane and in the Sandgate bus station. The budgeted annual costs in 2018/19 are £36,390 (2016/17 prices)

- Key points to note are;
  - The legal tenure of the toilets is not straightforward, especially for the Sandgate bus station. In relation to the latter, it would not be possible for this to be transferred on a freehold basis: the council's stated policy is that any transferred asset should be transferred on a freehold basis.
  - The toilets are not maintained to a standard expected by the public in the 21<sup>st</sup> century. This was evidenced by site visits by the asset transfer officer, the town clerk and Cn Whipp. It would cost a considerable amount to bring them up to standard
- It is proposed that the Town Council do not take up Eden District Council's offer of the public toilets on the following grounds;
  - The complicated legal tenure (see above)

- The standard of the toilets (see above)
- Toilets are not included in Special Expenses
- The council has not sufficient budget to fund both toilets and the 'wider play areas' , as well as Coronation Gardens (see section 9 below). The preference for the 'wider play areas' is also supported because this is a more locally used service than public toilets. Toilets are used by visitors as well as Penrith residents
- the Town Council's has two buildings (its offices and the bandstand) which are rateable for business rates. Added together the total rateable value is currently below the threshold at which business rates become payable. Because of the perversity of the Small Business Rate Relief scheme, taking on public toilets would push the council above the exemption threshold and rates would become payable on the offices and the bandstand. The rates charge for these two buildings would increase from nothing to about £3,600 per annum. In addition, there would be annual business rates payable on the two toilets of about £3,200: this is included in Eden District Council's current costs shown above.

## **7.2 Provision of public access to high quality public toilets**

It is fully accepted that public access to toilets is important in any town, for residents and visitors alike. However, it is equally important that the standard of any toilets should be high. The standard of public toilets reflects on a town, especially in the eyes of visitors.

The Town Council is very keen to work with Eden District Council and other stakeholders, such as the Business Improvement District and Chamber of Trade, to look at ways of supporting better provision of public toilet access.



## **8 OFFER OF GRANT SUPPORT FROM EDEN DC**

- 8.1 Eden District Council are offering a reducing four-year revenue grant to offset annual running costs as follows;
- Year starting 1 April 2018- 100%
  - Year starting 1 April 2019- 75%
  - Year starting 1 April 2020- 50%
  - Year starting 1 April 2021- 25%
- 8.2 Thereafter there will be no grant.
- 8.3 The above is the current offer to all the local councils in Eden.
- 8.4 The town council's stated position is that the four-year funding should run from the date the relevant asset is transferred. This is to ensure that any delays in transfer do not reduce the amount of grant payable.
- 8.5 In discussions Eden DC have indicated that the grant offer is the same for all local councils and they are not prepared to change for one council.
- 8.6 To break this impasse, it is proposed that the Town Council accepts Eden DC's grant offer as long as Eden District Council agrees to the transfer of the wider play areas and subject to the Town Council receiving no less than grant for three and a half year ( the 'year 1 grant' would cover at least six months) The latter proviso is to ensure that the transfer process is not unduly long. If the transfers are completed by 30 September then this would meet both Eden DC's requirement that the grant ended in March 2022 and the town council's requirement that the grant was paid for at least three and a half years.

## 9 FINANCIAL IMPLICATIONS

There are on-going annual costs to provide the services in this report.

The estimated annual direct costs are estimated to be:

|                    | £      |
|--------------------|--------|
| Coronation Gardens | 1,100  |
| Play Areas         | 4,400  |
| Wider areas        | 12,100 |
| Total              | 17,600 |

In addition, there will be certain ad hoc costs that occur on a non-annual basis. In particular, there will be a requirement for planned and unplanned expenditure especially in relation to play areas. Part of the due diligence process is to confirm that any assets transferred are in a reasonable condition. However, there will clearly need to be a realistic provision for future repairs and maintenance. As part of the 2019/20 budget preparation a detailed repair and replacement programme will be set out. This will be funded by setting up a repairs and renewals fund in to which budgeted annual revenue contributions will be paid.

When Eden District Council installed the Multi Use Games Areas at Carleton and Scaws the council received a 10 year commuted sum to cover annual maintenance (these were raised by the community groups themselves). There will be a balance of years remaining. It is assumed these will transfer to the town council when the play areas are transferred.

As noted above, Eden District Council are prepared to give an annual grant to help meet the annual costs the assets to be transferred as follows;

|                        | % of direct cost |
|------------------------|------------------|
| Year from 1 April 2018 | 100 %            |
| Year from April 2019   | 75 %             |
| Year from April 2020   | 50%              |
| Year from April 2021   | 25%              |
| Year from April 2022   | 0%               |

In addition, Eden has agreed to fund the cost of any works required to bring any assets to be transferred up to an acceptable condition.

Assuming that the assets transfer on 30 September 2018 (the proposed backstop date) the above grant would lead to the following sharing of costs for Coronation Gardens and the wider play areas;

|         | Total cost*     | Eden DC | Penrith Town Council |
|---------|-----------------|---------|----------------------|
|         | £               | £       | £                    |
| 2018/19 | 8,800           | 8,800   | 0                    |
|         | <i>6 months</i> |         |                      |
| 2019/20 | 17,600          | 13,200  | 4,400                |
| 2020/21 | 17,600          | 8,800   | 8,800                |
| 2021/22 | 17,600          | 4,400   | 13,200               |
| 2022/23 | 17,600          | 0       | 17,600               |

*\*does not include any provision for future repairs and replacements*

The above assumes that the gross cost to the Town Council (including any direct overheads such as insurance) before any grant will be no more than the existing Eden District Council cost

Earlier on the agenda the council agreed its precept for 2018/19. This raised the precept to fund the full annual cost of the proposed transfer of tranche 2 services. The budget 2018/19 shows that £42,294 of the annual base budget is earmarked for future devolved services. This would cover the estimated annual costs of wider play areas and Coronation Gardens once any grant funding from Eden District Council runs out plus any requirement for repairs and replacements.

## 10 RISK ASSESSMENT

The assets services being considered for transfer are more involved than the services included in tranche 1. In particular, the play areas will require regular and expert monitoring so that they are always in a safe condition and available for use. This is one of the reasons why the Council has funded a new post of Service and Contract Manager. The post holder will have direct responsibility for the service as part of his/ her duties

The other main risk is that future ad hoc maintenance costs are a significant amount. Certainly, if public toilets were to be taken on there would need to be major investment to bring them up to an acceptable standard. Condition surveys will be carried out of the wider play areas and Coronation Gardens to ensure they transfer in an acceptable standard.

The only other significant risk is reputational. At an early stage in its existence the Town Council had identified that it wished to begin taking over a range of assets

and services, principally from Eden District Council. The failure to under this second tranche of asset transfers will be seen as a failure of the Town Council to fulfil one of its key aims. This would be a particular risk given that the 2018/19 budget has increased the precept to fund the on-going cost of taking on tranche 2 services

## **APPENDICES ATTACHED TO THIS REPORT**

Appendix A – Service transfer checklist: Coronation Gardens

Appendix B – Service transfer checklist: Wider Play Areas

Appendix C Maps of Play Areas and associated recreation areas

- Appendix C1- Siting of play areas within Penrith
- Appendix C2- Carleton play area and associated recreation area
- Appendix C3- Castletown play area
- Appendix C4- Milton St play area and associated recreation area
- Appendix C5- Pategill play area and associated recreation area
- Appendix C6- Scaws play area and associated recreation area
- Appendix C7- Wetheriggs play area and associated recreation area

## **Background Papers**

Full Council

- 20 March 2017: Devolution- tranche 1 of services and assets
- 25 September 2017: Abolition of Special Expenses and Funding Devolved Services
- 27 November 2017: Devolution Plan 2017-22
- 26 February 2018: Setting of 2018-19 precept

E-mails between EDC and PTC

Notes of meetings between EDC and PTC

## **Officer contact Details**

Asset transfer support offer- David Rawsthorn

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## **Appendix A**

## Service Transfer Checklist: Coronation Gardens

| Asset/ Service  |
|---|
| Coronation Gardens  |
| What does asset/ service comprise?  |
| <p>Coronation Gardens is a small (approx. 945 sq. m) formal garden at the back of Penrith Town Hall</p> <p>The present gardens were laid out in 2012 following a successful Heritage Fund Lottery bid. This was done in partnership with Penrith Rotary Club. If both councils agree to pursue the transfer then it will be important to ensure what, if any, obligations/ restrictions are imposed under the grant award</p> <p>As well as a formal garden there is a series of information boards, 4 illuminated sculptures and 8 banners on 4 flagpoles on one edge of the garden.</p> <p>The gardens are not locked and are therefore always accessible to the public</p>   |
| What does EDC do?   |
| <p>Most of the gardens are maintained by Amey under the grounds maintenance contract. The planned work includes;</p> <ul style="list-style-type: none"> <li>• Grass cutting (13 cuts a year)</li> <li>• Maintaining the flower beds</li> <li>• Litter picking</li> <li>• Emptying litter bins</li> </ul> <p>There are also ad hoc works covering moss clearance on paths, weeding paved areas etc.</p> <p>In addition, Eden MIND maintain the central area: they occasionally do bits and pieces elsewhere.</p> <p>There are three large trees in the gardens which appear to be in good order: only minor works are foreseen on them in the near future.</p> <p>The gates aren't locked at any time. Despite this the gardens have not suffered from vandalism.</p> <p>There had initially been a problem with dog fouling (primarily by a single individual) but this was resolved some years ago when the Council arranged a dog fouling order for the garden.</p> |
| What is the council budget in 2018-19 ?   |
| <p>The 2018-19 budget is £1,098 which is for grounds maintenance check. In addition, there will be a cost for water and power of about £200 p.a.</p> <p><i>NB all the above are direct costs: no separate budget for staff time costs</i></p> <p>The above does not cover any cost for renewing or replacing fixtures and fittings in the park e.g. benches, sculptures etc. As these were all renewed a few years ago</p>  |

there has been little cost of late. However, as time goes on there will inevitably be some costs.

**Is the cost in Special Expenses?**

No

**Is the asset/ service covered by EDC's long-term contract with Amey?**

Yes

**If an asset what is the prima facie condition?**

In general, the garden is in a reasonable condition. The main issue is that two of the lights are not lit: it is understood that resolving this is proving problematic, but this will need to be resolved prior to transfer. There has also been some public comment about the need to clean the flagstones and walls of moss and dirt.

**If an asset is a condition survey recommended?**

Whilst an independent full condition survey is not considered warranted a joint survey with EDC will be undertaken to determine what works need completing before transfer

**If an asset, are there any issues of ownership and how would this transfer**

This should be straightforward as it is understood that Eden DC has registered title to the gardens

**What costs would PTC be picking up?**

Annual maintenance costs for

- Grass cutting (13 cuts a year)
- Maintaining the flower beds
- Litter picking
- Emptying litter bins (it is hoped that Eden DC can be contracted to undertake this work)

There are also ad hoc costs for moss clearance on paths, weeding paved areas etc.

There will also be a need to repair and replace fixtures and fittings

**What revenue cost support is EDC offering?**

Grant as % of 'direct cost';

Year from April 2018- 100%

Year from April 2019- 75%

Year from April 2020- 50%

Year from April 2021- 25%

Year from April 2022- 0%

'Direct cost' in 2018/19 is estimated to be £1,098

|  |
|--|
| <b>What are management demands on PTC</b>  |
| <ul style="list-style-type: none"> <li>• Plan and arrange inspections</li> <li>• Ensure annual maintenance visit made</li> <li>• Response to ad hoc repairs</li> </ul> |
| <b>Insurance</b>   |
| Covered by the Council's public liability policy   |
| <b>Any other points</b>  |
| None   |



## **Service Transfer Checklist: Play Areas and associated recreation areas**

|  |
|--|
| <b>Asset/ Service</b>  |
| Six play areas, five of which are to be transferred with the recreation area within which they are located   |
| <b>What does asset/ service comprise?</b>  |
| <p>The areas to be transferred are shown on the maps in appendix C. Note that the play areas are outlined in red and the associated recreation areas are outlined in blue;</p> <ul style="list-style-type: none"> <li>•Appendix C2- Carleton play area and associated recreation area</li> <li>•Appendix C3- Castletown play area</li> <li>•Appendix C4- Milton St play area and associated recreation area</li> <li>•Appendix C5- Pategill play area and associated recreation area</li> <li>•Appendix C6- Scaws play area and associated recreation area</li> <li>•Appendix C7- Wetheriggs play area and associated recreation area</li> </ul> <p>All the play areas include a range of play equipment</p> |
| <b>What does EDC do?</b>   |
| <ul style="list-style-type: none"> <li>• Inspects and maintains the play areas- this is both to check the condition of the play equipment but also to check any litter (especially any that would create a hazard)</li> <li>• Grounds maintenance- mainly grass cutting but also tree maintenance, hedge trimming etc.</li> <li>• Play area enhancement- Eden DC have worked with, and continue to work with, a range of community groups to extend and improve specific play areas</li> <li>• Litter bins</li> </ul>  |
| <b>What is the council budget in 2018-19?</b>  |
| <p>The 2018-19 budget is;</p> <ul style="list-style-type: none"> <li>➤ Play areas- £4,100</li> <li>➤ Associated recreation areas- £12,400</li> </ul> <p><i>NB all the above are direct costs: no separate budget for staff time costs Check</i></p>  |
| <b>Is the cost in Special Expenses?</b>  |
| Yes- in particular, the wider areas are one of the main components of the Special Expenses category of 'open space maintenance'  |
| <b>Is the asset/ service covered by EDC's long-term contract with Amey?</b>  |
| Yes  |

|  |
|--|
| <b>If an asset what is the prima facie condition?</b>  |
| In general, the wider play areas are in a reasonable condition. An initial review indicated a number of minor repairs and/ or replacements. In particular, a number of gates were not working  |
| <b>If an asset is a condition survey recommended?</b>  |
| Yes an independent full condition survey will be commissioned to determine what works are needed to bring the assets up to an acceptable standard  |
| <b>If an asset, are there any issues of ownership and how would this transfer</b>  |
| <p>Apart from the wider play area at Scaws all the wider areas are registered title.</p> <p>Eden DC has no title to either the Scaws play area or to the associated recreation area. It will make a Statutory Declaration that it has a possessory title to the bandstand and the apron. With this Penrith TC will be able to register title.</p>  |
| <b>What costs would PTC be picking up?</b>   |
| <p>Annual maintenance costs for</p> <ul style="list-style-type: none"> <li>• Grass cutting (13 cuts a year)</li> <li>• Maintaining the flower beds</li> <li>• Litter picking</li> <li>• Emptying litter bins ((it is hoped that Eden DC can be contracted to undertake this work)</li> </ul> <p>There are also ad hoc costs for moss clearance on paths, weeding paved areas etc.</p> <p>There will also be a need to repair and replace fixtures and fittings</p> |
| <b>What revenue cost support is EDC offering?</b>  |
| <p>Grant as % of 'direct cost';</p> <p>Year from April 2018- 100%</p> <p>Year from April 2019- 75%</p> <p>Year from April 2020- 50%</p> <p>Year from April 2021- 25%</p> <p>Year from April 2022- 0%</p> <p>'Direct cost' in 2018/19 is estimated to be £16,500</p>  |
| <b>What are management demands on PTC?</b>   |
| <p>Play areas;</p> <ul style="list-style-type: none"> <li>• Plan and arrange inspections</li> <li>• Response to ad hoc repairs</li> </ul> <p>Associated recreation areas</p> <ul style="list-style-type: none"> <li>• Plan and arrange inspections</li> <li>• Manage grounds maintenance contract</li> <li>• Response to ad hoc repairs</li> </ul>   |
| <b>Insurance</b>   |
| Covered by the Council's public liability policy   |

|                         |
|-------------------------|
| <b>Any other points</b> |
| None                    |

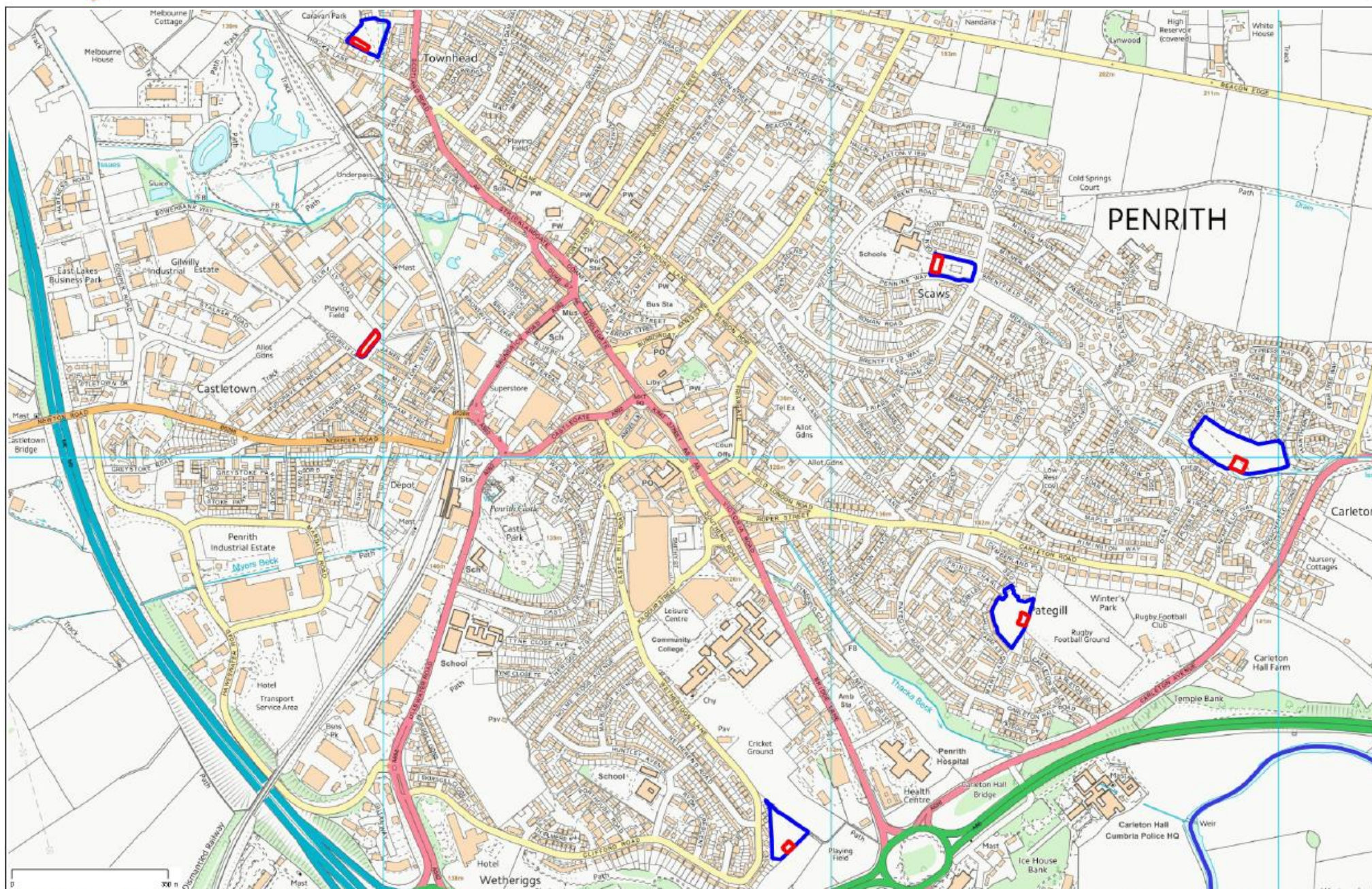
### **Maps of play areas\* and associated recreation areas\*\***

- Appendix C1- Siting of play areas within Penrith
- Appendix C2- Carleton play area and associated recreation area
- Appendix C3- Castletown play area
- Appendix C4- Milton St play area and associated recreation area
- Appendix C5- Pategill play area and associated recreation area
- Appendix C6- Scaws play area and associated recreation area
- Appendix C7- Wetheriggs play area and associated recreation area

\*outlined in red

\*\*outlined in blue









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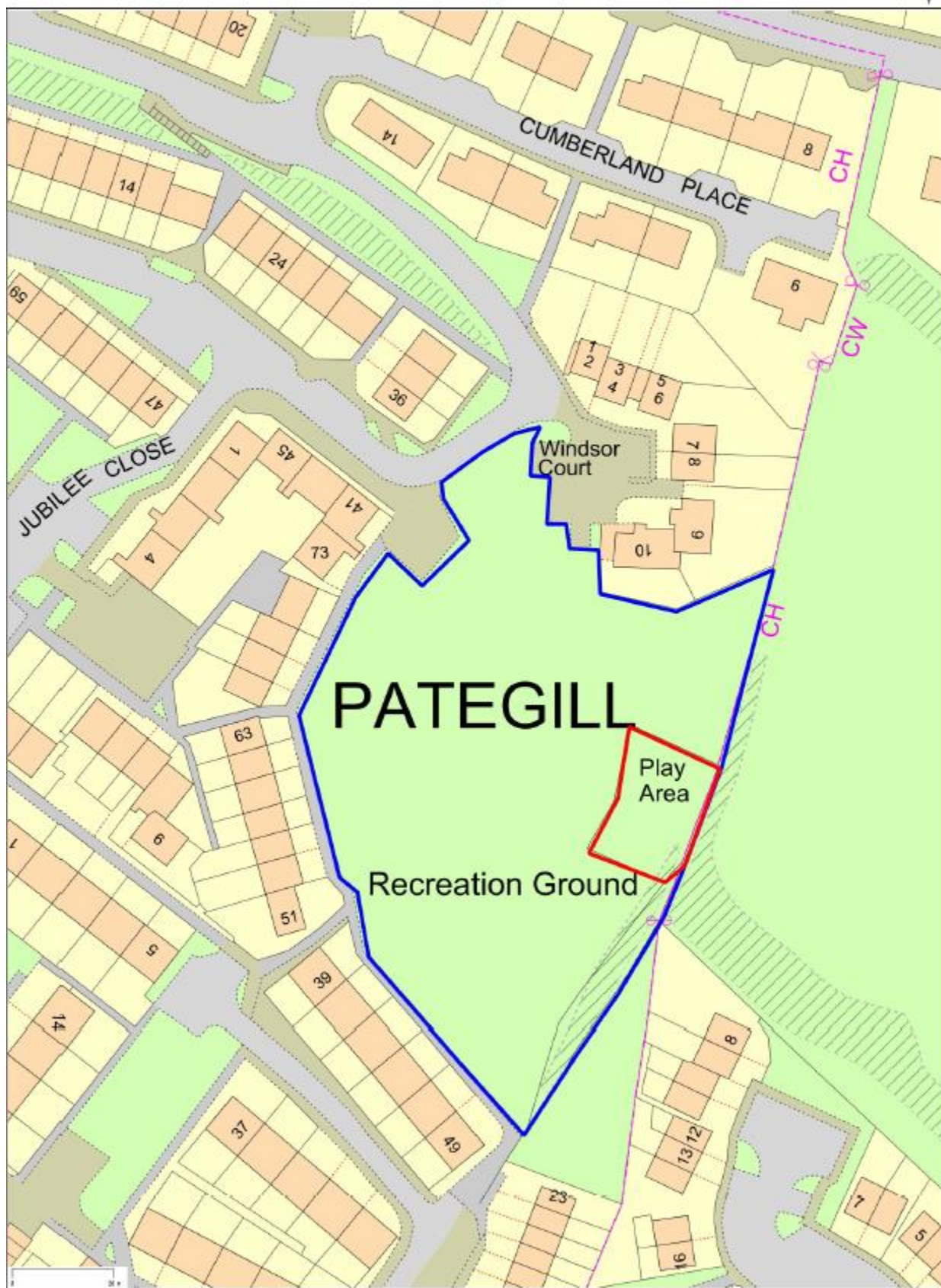
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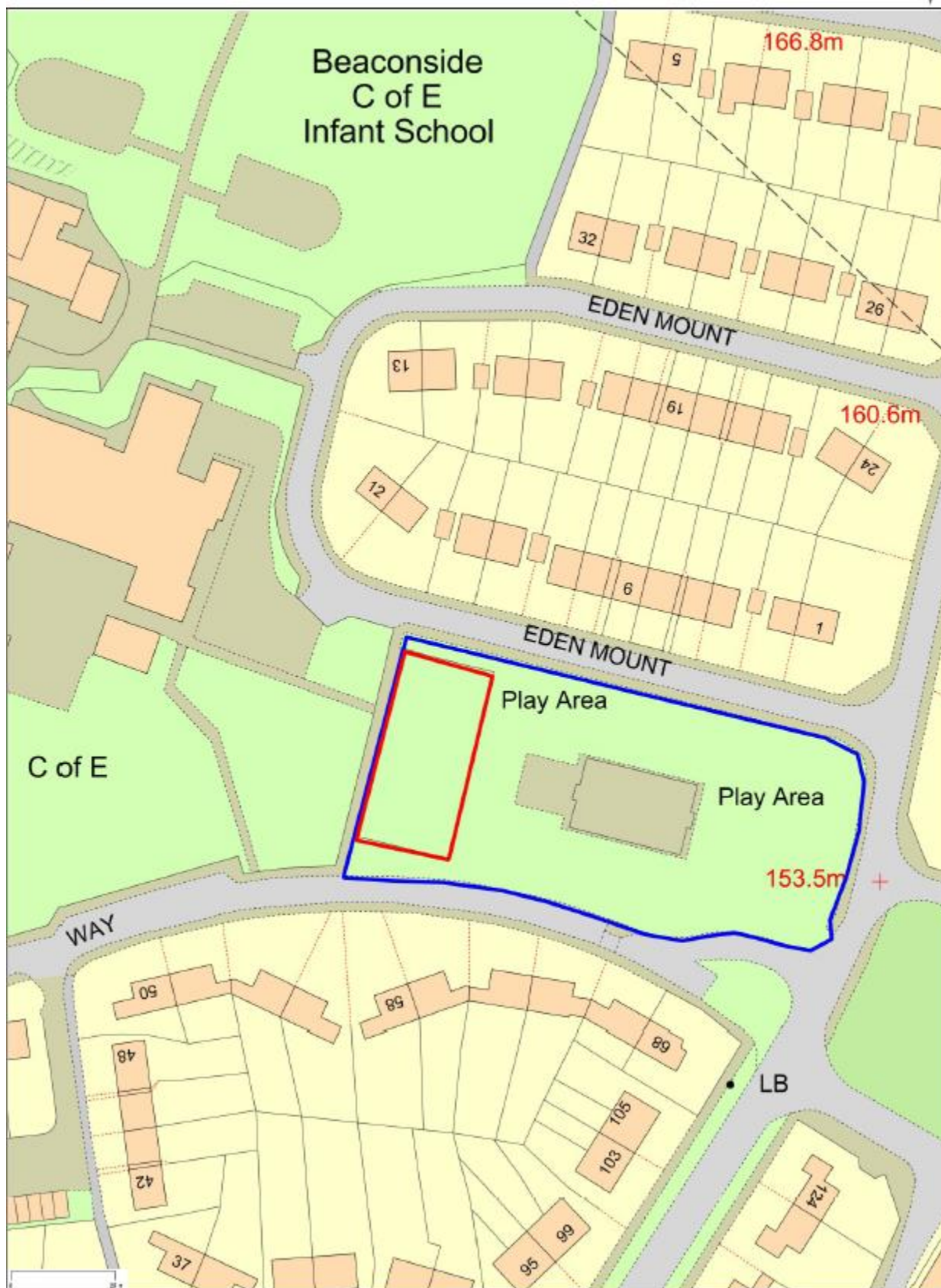
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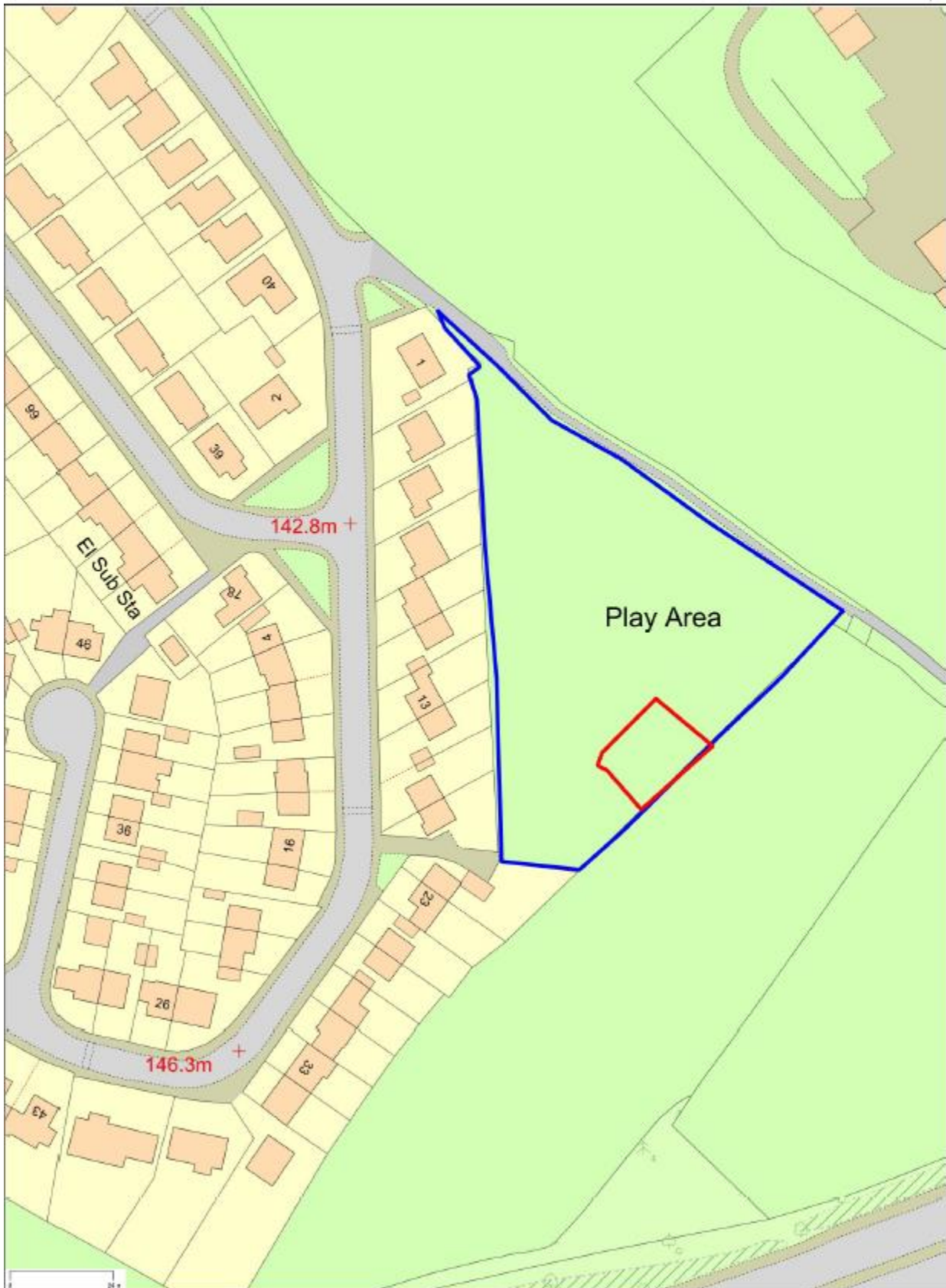


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# PENRITH TOWN COUNCIL

## FULL COUNCIL 26 FEBRUARY 2018

### ACQUISITION OF LAND AT THE REAR OF PENRITH HOSPITAL

**AUTHOR:** Asset Transfer Support Officer-  
D Rawsthorn

**SUPPORTING MEMBER:** Cllr David Whipp

#### ITEM:12

To consider submitting a business case (referred to as a business plan by the County Council) to Cumbria County requesting that land at the rear of Penrith hospital is transferred to the Town Council.

#### RECOMMENDATIONS:

- 1 That the business case as set out in the appendix is approved for submission to Cumbria County Council.
- 2 The Town Clerk is given delegated powers to make any formatting changes to the business case as may be required by Cumbria County Council.

#### 1. LAW

The only legal points are set out in section 2 below

#### 2. LINK TO COUNCIL FUNCTIONS

| SUBJECT                                     | POWER                              | LEGISLATION               |
|---|------------------------------------|---------------------------|
| Provision of informal recreation facilities | To provide recreational facilities | Local Government Act 1972 |

#### 3. LINKS TO COUNCIL PRIORITIES

- 3.1 At its meeting on 27 November 2017 the Council agreed its updated Devolution Plan for 2017-22.
- 3.2 The acquisition of the land at the rear of Penrith hospital is included within the agreed plan.

#### 4. BACKGROUND



- 4.1 At its meeting on 20 March 2017 the Town Council considered an approach from Cumbria County Council.
- 4.2 The County Council informed the Town Council that it was intending to dispose of the land at the rear of Penrith Hospital as part of a wider land disposal.
- 4.3 As part of this the County Council wanted to know if the Town Council was interested in having the land transferred to it.
- 4.4 The Council submitted an expression of interest. This was accepted, and the next step is the submission of a business plan to the County Council.
- 4.5 The business plan is appended to this report. If approved by council, it will then be formally submitted to the County Council.
- 4.6 The business plan follows the format suggested by the County Council.
- 4.7 There was some confusion over the required format of the business plan. Unfortunately, it was not possible to resolve this prior to the meeting. If the County Council require an alternative format it is suggested that the Town Clerk is given delegated powers to re-submit the business case in the required format. The re-formatting will not affect the content.

## **5. FINANCE IMPLICATIONS**

- 5.1 Under the 'sustainability' section of the business plan there is a subsection that sets out the financial implications.
- 5.2 This states:

*The town council's 2018/19 budget is £418,000. The budget includes annual base budget funding of £45,000 for devolved services. This is both to fund services transferred from other tiers of local government, principally Eden District Council, on an on-going basis and also to build up a devolution reserve to fund any one-off costs of transfer. In 2018/19 there is a budgeted contribution of £42,000 to this reserve.*

*These budgets will be a source of funding for any one-off costs associated with the Thacka Beck field e.g. new gates, additional litter bins etc. In addition, the budgets could support any on-going net revenue costs of the Thacka Beck field. However, as noted in the description of the stage 1 proposal above, it is hoped that if grazing continues on the land then any on-going revenue costs will be small.*

## **6. RISK ASSESSMENT**

- 6.1 If the County Council agree to the transfer, then a full operational risk assessment will be undertaken prior to any transfer being completed. This will be completed by the new post of Services and Contract Manager.
- 6.2 It is anticipated that the risks associated with this land will be very similar to the risks associated with the recreational area at Fairhill which the Council will take over on 1 April 2018.

## **7. APPENDICES ATTACHED TO THIS REPORT**

**Appendix-** Business plan for submission to Cumbria County Council

### **Annexes to above appendix**

- **Annex A-** map of land at rear of Penrith hospital
- **Annex B-** consultation leaflet

## **Background Papers**

Report to Council 20 March 2017- Devolution Plan 2016-21

County Council guidance on Community Asset Transfer process

Responses to consultation leaflets

## **Officer contact Details**

Asset Transfer Support Officer- David Rawsthorn

Tel – 01768 899773

Email – [assetofficer@penrithtowncouncil.co.uk](mailto:assetofficer@penrithtowncouncil.co.uk)

# **Transfer of Land behind Penrith hospital To Penrith Town Council**

## **A business plan in support of an application to Cumbria County Council under its Community Asset Transfer scheme**

### **Introduction**

Penrith Town Council is submitting an application to Cumbria County Council under its Community Asset Transfer scheme. The application is to have the land at the back of Penrith hospital (see map at appendix A) transferred to the Council at nil cost and on a freehold basis.

For convenience the land is hereafter called the Thacka Beck field. The field is situated in the Pategill council ward.

This business plan was approved by a meeting of Penrith Town Council on 26 February 2018. **o/s**

### **Who we are**

Penrith Town Council was created in May 2015. It has developed rapidly, and its 2018/19 precept is over £400,000. It has engaged with Eden District Council to devolve a range of services and assets to the town council. The proposed transfer of the Thacka Beck field would complement this devolution process.

The Town Council is currently engaged in creating a neighbourhood plan. This major work will be key in understanding what local residents want. As the lowest level of local government, the Town Council is committed to working with local people to promote community well-being. Community engagement has been a key strand in developing this business plan. This means that the business plan sits well with the developing neighbourhood plan.

### **Details of the proposed project**

There will be a staged process as follows;

#### **STAGE 1**

The first stage would be mainly to operate the Thacka Beck field very much as it is now i.e. for informal exercise, in particular, dog walking: signage would make clear that these were permissible activities. This could include minor enhancements, e.g. new gate entrances, dog bins at each end, signage, trimming back hedges by footways.

To minimise the cost of keeping the grass down it is proposed to continue with a grazing let. Any income would be minimal (up to £300 p.a.) but it would obviate the need for grass cutting: based on the Fairhill recreation area, which is a similar size, grass cutting could be about £10,000 p.a.

A local land agent confirmed it should be reasonably easy to let the field on an April to October let: this took account of there being permitted dog walking (signage would make it clear that off the lead dog walking was only permissible November to March: otherwise dogs had to be on a lead). However, there is no guarantee that it could be let.

The intention, and hope, is that the use of the Thacka Beck field will proceed beyond stage 1. However, it is important to recognise that stage 1 could end up being the longer-term use of the Thacka Beck field if nothing emerges from consideration of Stage 2.

Assuming that a grass let is achieved then the annual running costs should be minimal. If any point the grass let was not in place, then the cost of grass cutting would be a charge to the on-going devolution budget (see section on 'sustainability').

There will be some one-off costs (signage, waste bins etc.,). These could be funded from the devolution reserve (see section on 'sustainability').

## **STAGE 2**

This will only be commenced once the transfer of the Thacka Beck field has been approved. It is also important to understand that stage 2 might not proceed. Whilst the Town Council will actively seek to develop this second stage it is clear that stage 1 is sufficient grounds for the application for the transfer.

The second stage might incorporate a range of major enhancements such as a community orchard, a children's play area, more extensive footpaths etc. Such a second stage would require buy-in and active support from the community. A key focus of the consultation on proposals should be to identify if such support existed.

Possible income generation opportunities should be explored as part of this second stage. One such idea might be to have a serviced motorhome overnight area. Such facilities are run by community organisations elsewhere in the County. This would be included in the consultation on what stage 2 might include. That consultation will only take place after the Thacka Beck field had been transferred to the Town Council.

## **Community Benefit**

If the Thacka Beck field land is not transferred to the Town Council, it is understood that the most likely outcome would be that the County Council would put the land up for sale on the open market. Therefore, the Town Council's key reason for having the Thacka Beck field transferred to it is to protect it as an open space for public use.

The field is one of the few large green spaces in Penrith. The other main such facility is Fairhill at the north end of the town (this will transfer to the Town Council from Eden District Council on 1 April 2018). Having a similar large green space in the south of the town would protect public access to green space at both ends of the town.

The County's Council Plan 2018-22 states that its vision is '*a council that works with residents, businesses, communities and other organisations to deliver the best services possible within the available resources.*' The town council believes that the transfer of the Thacka Beck field fits in to this vision. The proposal in this business plan will enable the local community and the local council to work together to protect and enhance an existing facility.



## **Community Consultation**

All the 700 households in the Pategill ward were sent a consultation leaflet (see appendix B). Responses were received from 72 households. 100% were in favour of the transfer.

The Town Council attended the 21 February meeting of the Pategill Residents' Association. The view of those present was that ..... will be verbally reported at the meeting.

The residents were also asked about what name the Thacka Beck field should be known as. The name of Thacka Glen was suggested. This was the preferred option for over 80% of respondents. All but two of the alternatives had 'Thacka' within the suggested name e.g. Thacka Lea

## **Sustainability**

### **General**

As a local council, the Town Council is, by definition, a permanent body. In addition, it is likely to be unaffected by any future local government re-organisation which could affect both of the other tiers of local government in Penrith (Cumbria County Council and Eden District Council).

### **Financial**

The Town Council's 2018/19 budget is £418,000. The budget includes annual base budget funding of £45,000 for devolved services. This is both to fund services transferred from other tiers of local government, principally Eden District Council, on an on-going basis and also to build up a devolution reserve to fund any one-off costs of transfer. In 2018/19 there is a budgeted contribution of £42,000 to this reserve.

These budgets will be a source of funding for any one-off costs associated with the Thacka Beck field e.g. new gates, additional litter bins etc. In addition, the budgets could support any on-going net revenue costs of the Thacka Beck field. However, as noted in the description of the stage 1 proposal above, it is hoped that if grazing continues on the land then any on-going revenue costs will be small.

### **Managerial**

The Town Council has budgeted for a new post of Service and Contracts Manager. It is hoped that this post will be filled in April. This is a full-time post. One of the key aspects of the post is to manage and develop services and assets devolved down to the Town Council. Therefore, the post holder would be managing the stage 1 of this proposal and seeking to develop the Thacka Beck field and service as set out in stage 2 of the proposal.

## Contingency

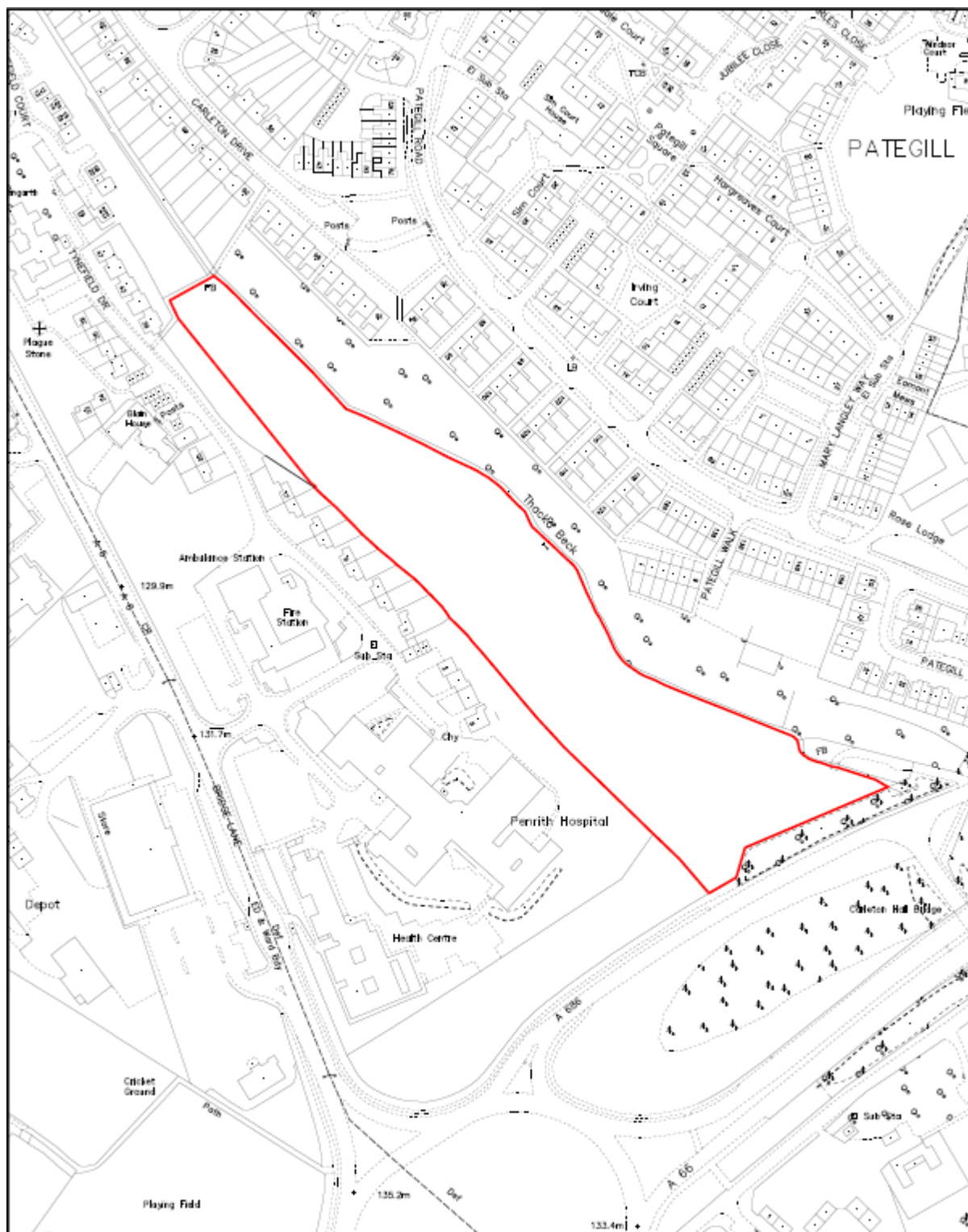
If the Council's application is not accepted this would have no direct impact on the Council. Therefore, the Council has no need of a contingency plan. The impact would be on the local residents who would lose a key area of green space for informal recreation.

## Evaluation

Having the land transferred with meet the stage 1 objectives of securing the land in public ownership. In seeking to move to stage 2 the Town Council will need to commit considerable time to working with local residents. This will be to ensure that whatever concrete proposals emerge from stage 2 are owned and supported by the residents who will ultimately evaluate the success of what has been undertaken

## Other

- **Solicitors** -The Council engages Burnetts solicitors to act for it on legal matters. It is assumed that both parties will bear their own legal costs
- **Access-** The Council will want rights to access the land across the Highways Agency landowning that separates the land from the A686
- **Undertakings-** the Town Council accepts that it will be asked to enter in to some form of undertaking to ensure that the land remains in public ownership in perpetuity
- **Adjoining Woods-** The adjoining woods (east of Thacka Beck) are owned by Eden DC. Managing and developing the woods and the Thacka Beck field together could be an attractive option. Eden District Council were asked if they would consider transferring the woods to the Town Council. There has been no response. However, if the Thacka Beck field is transferred the possibility of acquiring the woods will be taken up again.
- **Asset condition-** it assumed that as part of the transfer process the County Council will bring the asset up to a reasonable condition. It is thought that this is likely to involve some minor works to fences, gates etc. Any required works could be agreed by a joint inspection by officers from the two councils. This has been the approach agreed with the District Council in relation to the wider devolution of assets.



Parkhouse Building, Kingmoor Business Park  
CARLISLE, Cumbria, CA6 4SU, Tel: 01228 673030



Land at Thacka Beck  
Penrith  
Cumbria

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Location Plan

Drawn by: MG

Scale: 1/2500@A4

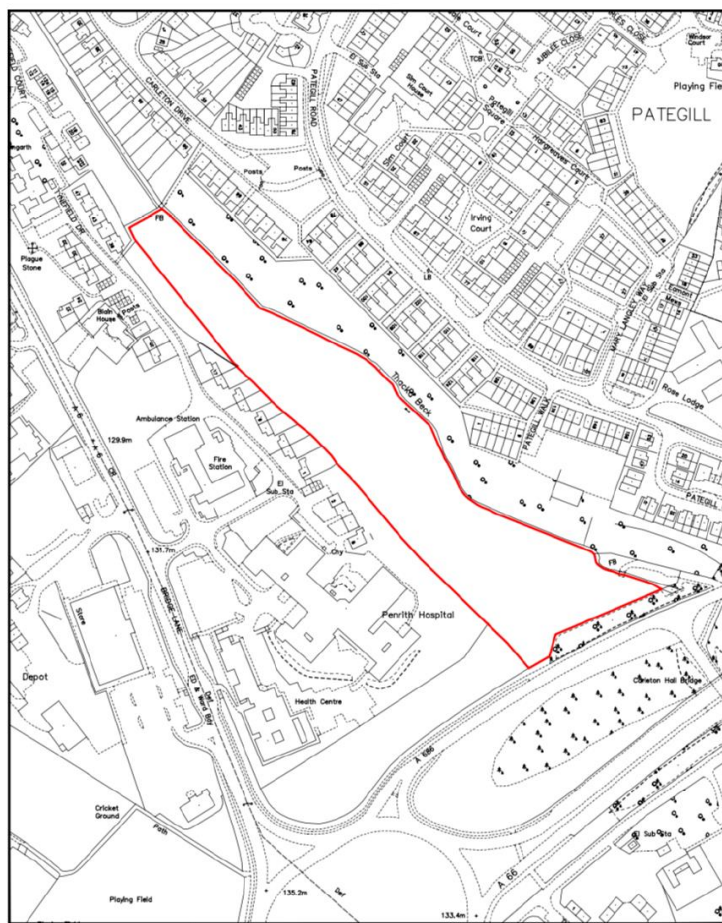
Date: 08.02.2017





# Penrith Town Council

## Field between Penrith Hospital and Thacka Beck



Dear Pategill Resident, Cumbria County

Council currently own the land between Penrith Hospital and Thacka Beck. It is now selling the farm, which includes the field at the back of the hospital. The County

**The field is an important green space**

Council has asked the town council if it would like to have the field transferred over to it. Penrith Town Council would like to know at this early stage whether you support the transfer of the field from the County Council to Penrith Town Council.

Please complete the tear of slip below and return it by 16th February, 2018.

You can drop it into the Town Council offices at Unit 1, Church House, 19-24 Friargate, CA11 7XR. Or you can: email to: [assetofficer@penrithtowncouncil.co.uk](mailto:assetofficer@penrithtowncouncil.co.uk); or phone 01768 425852

Alternatively, you can express your view at the Pategill Residents association meeting on Wednesday 21st February at 7.30pm. The Town Council will give a short presentation followed by opportunity to ask questions.



Question 1. Do you support the land being transferred to theTown Council? YES NO

Question 2. Should the field be called 'Thacka Glen' after it is transferred? YES NO

If not 'Thacka Glen,' please offer an alternative suggestion.....

.....

## The Reason for seeking the Transfer of the land

If the land is not transferred to the town council, the most likely outcome is that the County Council would put the land up for sale on the open market.

Therefore, the town council's key reason for having the land transferred to it is to protect it as an open space for public use.

## The Proposal for using and managing the land

Initially, the town council intends to operate the field very much as it is now. It will be available for informal exercise, in particular, dog walking. Minor enhancements, such as new gate entrances, signage, and trimming back hedges would be undertaken.

To minimise the cost of keeping the grass down it is proposed to continue renting the field out for grazing each year, from April to October.

Once the County Council confirms it is happy to transfer the field to the town council, the town council will consult local residents on how they think the field could be improved in the future.

**Please give us your views on the  
proposed transfer of the field between  
Penrith Hospital and Thacka Beck**

**THANK YOU!**

# **PENRITH TOWN COUNCIL**

## **FULL COUNCIL 26 FEBRUARY 2018**

### **CORRESPONDENCE FROM EDEN DISTRICT COUNCIL**

**SUBJECT:** FINAL VERSION OF EDEN VISION 2050 FOR COMMENTS

#### **ITEM:13**

Consider the final draft version of Eden Vision 2050 document noting that comments are required by Friday 30 March 2018.

**NOTE:** That if members are minded to agree, their comments may be submitted to the Deputy Town Clerk by 1 March 2018 for consideration by the Council's Planning Committee on 5 March 2018

#### **COPY OF EMAIL**

Good morning,

My thanks for your help to develop the Draft Eden Vision 2050 document. The District Council is now circulating a final draft version of the document for comments, this includes the appendices kindly provided by Town/Parish Councils. If you would like to make any final changes please let me know before **Friday 30 March 2018**.

The final version of the Eden Vision 2050 will be used to help develop a Masterplan for the future development of the District, the Council's Planning Policy staff are currently commissioning the production of this document through external consultants.

Kind regards

Communication Officer  
**Eden District Council**



# Eden Vision to 2050



## Growing Eden District as the Heart of Cumbria

Draft Version 2 - 8 Feb 2018



PENRITH TOWN COUNCIL



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# The Vision

## Growing Eden District as the Heart of Cumbria

Eden District has the resources to grow to become the economic Heart of Cumbria. We have excellent transport links, a strong economy, and the rich natural environment needed to be the hub for the county's future economic prosperity.

Eden will capitalise on its strengths to support all Cumbria's future economic growth to deliver the housing, higher paid employment and sustainability our communities need to thrive.



The A66 and the M6 meet in Penrith at Junction 40 and provide fast links to the rest of the country. Evidence clearly shows that the A66 is a major transport route for business North/South and East/West.

Eden District Council recognise the importance of transport as an engine for growth and continues to lobby for journey times to be reduced through infrastructure improvements which will speed traffic through to key economic locations.

Eden has excellent rail links; the West Coast Main Line provides fast, long-distance intercity passenger services and links Penrith direct to major cities - from London and Manchester to Glasgow and Edinburgh. The famous Carlisle and Settle Railway links a number of Eden towns and villages on its route from Leeds to Carlisle, and provides an alternative light freight route to Scotland. These rail networks that connect Eden play a significant part in supporting economic growth and productivity, as well as facilitating passenger, business and leisure journeys across the country.

## Eden District - The Need for a Long-term Vision

How will Eden District look in 2050? Where will people live and work, go to school and get healthcare? How will we meet the needs of an ageing population and attract young people to work here? These are just some of the issues we need to resolve.

It's Eden District Council's job to help to secure future prosperity and well-being for residents and businesses in Eden. We will achieve this by working with our partners to develop, agree and deliver a shared vision for our future.

Eden's emerging Local Plan looks to the future of our area until 2032. It sets out where new homes and jobs can be created. The Local Plan is due to be adopted in 2018, but already a longer term vision for Eden's future needs developing. To meet future needs we can no longer rely on incremental economic growth and piecemeal responses to evolving demands.

This Vision document represents a step change. A long-term aspirational vision means working to overcome limitations and developing a District ready for the future.

The ability to plan further means we are less reactive to emerging issues and can place Eden District in the best possible position to grasp opportunities as they present themselves.

Some of these opportunities are already before us, such as the anticipated investment in the new nuclear power generation on Cumbria's West Coast, which Eden District is well placed to benefit from over the next 30 years.

In this Vision Document, we identify Penrith as the largest town in Eden District. It is imperative that in seeking a vibrant future for the District, recognition is given to how Penrith can play a supporting role to the other towns and villages throughout Eden.

Overcoming transport issues in Penrith will not just benefit the town, but will improve the flow of traffic for the entire District, since Penrith is at the centre of arterial routes to a variety of destinations.

Dualling the A66 from Scotch Corner to Junction 40/41 of the M6 and beyond and replacing or redirecting routes around major areas of congestion such as at Eamont Bridge and Kirkby Stephen would not only have economic and environmental benefits but also improve the quality of life for local communities.

This Vision is not just about employment and housing, but goes much further to address:

- Long-term educational and health needs
- Improving transport infrastructure
- Rural isolation and fuel poverty
- Local energy generation and wider sustainability
- Creating opportunities for higher paid employment
- Addressing the needs of an ageing population
- Protecting and enhancing our environment and heritage
- Ensuring our market towns and rural areas are thriving well into the future
- Improving communications infrastructure
- Increasing the provision of leisure and cultural amenities
- Building on and sustaining our quality tourism offer

Eden District has a rich natural environment. Enhancing and protecting this asset is a fundamental part of our Vision. We recognise that Eden's geography, cultural and heritage helps to create a high quality of life and contributes to the health and well-being of residents and visitors.

Ensuring that future development in Eden has a sympathetic design that complements and helps sustain our vibrant communities is an essential aspect of this document. Green infrastructure has to be integrated into new development to maximise its social, economic and environmental benefits and to ensure it is sustainably managed for its long-term integrity and viability.

This Vision cannot be achieved without working in close partnership with other agencies, organisations and businesses in the area. The District Council and the respective Town and Parish Councils in Eden do not on their own have the resources or the authority to meet the needs of the District, but by working collaboratively with each other, much can be achieved.

This is why in 2017, we invited the elected representatives from the four main towns in Eden District (Appleby, Alston, Kirkby Stephen and Penrith) to respond to the District Council's Vision by developing an appendices detailing their community's aspirations for their area up until 2050.

These appendices are now included as vital components of this updated Vision Document and will help shape the future direction of this Vision and the soon to be created Penrith Masterplan. I would like to thank the respective Town and Parish Councillors for their detailed responses.



Councillor Kevin Beaty  
Leader of Eden District Council



## The Eden Discussion

The District Council has informally considered the Vision and started a wider discussion with local stakeholders and communities to capture their aspirations for the local area until 2050. This is a cross-party Council initiative. We welcome all views and Government financial support to deliver the strategic road and bridge infrastructure requirements. This work will provide the basis of necessary growth and employment to enhance future quality of life and opportunity to Eden residents.



**Liberal Democrat Group Leader, Councillor Virginia Taylor** said: "The Liberal Democrat Group welcomes a growth strategy which will provide housing accompanied by infrastructure; transport; economic expansion and environmental sustainability; and which will promote the economic and social wellbeing of all Eden's residents. The historic plans of our towns, settlements, and road networks constrain development, make it expensive, and frequently compromise otherwise desirable solutions. 'One cannot predict the future - one can only invent it,' said Dennis Gabor [1964]. This project proposes Eden might construct a future it wants: but we have to invent that future well. The Liberal Democrat Group pledges to interrogate plans, partnerships, and procurement; to ensure they reflect social and environmental responsibility, and promote fair employment practices, ethical sourcing practices, and environmental sustainability."



**Independent Group Leader, Councillor Douglas Banks**, said: "By developing a coherent Vision for Eden District we can grow our communities and economy in a sustainable, way leaving a positive legacy for future generations. Providing new infrastructure such as roads means we can reduce traffic congestion and improve air quality, creating a District fit for the 21 Century."



**Conservative Group Leader, Councillor Ian Chambers**, said: "This Vision will establish a clear direction for Eden District to take. It will provide a firm statement of purpose enabling our partners to plan a range of commercial activities and services which will benefit generations to come. The consultation process ensures that all stakeholders will have the opportunity to contribute to the vision and therefore make it exceptionally robust."

## **The Eden Local Plan - Linking with and Going Beyond**

After significant consultation with residents and businesses, the District Council has produced a Local Plan which has recently been the subject of examination by an independent Inspector. Modifications to the draft Local Plan are in the process of being prepared and will be subject to further consultation and adoption in 2018.

The starting point for developing the Local Plan was investigative work carried out seven years ago.

While the Eden Local Plan has been informed by a robust evidence base prepared over a number of years, unexpected demographic changes, opportunities for different forms of development and other emerging needs will inevitably present themselves in the coming years. These will not always respect or reflect the Local Plan.

For example, the potential for nuclear development at Moorside in the Borough of Copeland was not considered in detail five years ago. Yet in 2018, there is a real likelihood that the development will take place, it is possible that some of the people who will work on the construction and in the operation of the nuclear facility post construction, will wish to reside in Penrith and Eden. It is also highly likely that businesses which form the supply chain for the nuclear build and subsequent operation would wish to locate for - their own operational reasons - within Penrith and Eden rather than elsewhere in Cumbria, or indeed elsewhere in the UK.

The Eden Local Plan is likely to be adopted in the late Spring/early Summer of 2018, this does not prevent the opportunity for engaging in a discussion about future development needs for Eden District. In particular, how the highway and transport network can respond to changing requirements around and within Penrith.

Particularly, there is an opportunity for Government positively to address both road network developments and flooding problems in Eden. Solutions are set out as part of this Vision. And agencies and partners working together may construct a public transport network enabling the elderly to remain connected and independent, working people and students to have more choice in employment and education, green tourism to be developed, and those unable to drive for whatever reason to have access to shops, doctors and hospitals, leisure and other services.

## Eden District Council's Proposals for Penrith

Eden District Council's long term proposals for Penrith are set out in the table on page 10. A number of issues are identified: the greatest number of challenges and opportunities are around the issues of employment, transport and housing. It is recognised that these are strongly interlinked.

Past plans have emphasised rerouting traffic via Eden Business Park and Gilwilly towards Junction 41, on a route adjoining and parallel to the M6 through land (some of which is in a flood plain) which is currently in agricultural use.

However, it is questionable whether that route could meet the necessary requirements, in light of the topography of that area. It is more likely that a partial route through that area of land may be appropriate. Some form of bridged road over the West Coast Mainline on to the A6 may provide the necessary access and egress to the Gilwilly site and indeed, into potential additional areas of employment land in that area.

This partial route/smaller scale scheme only resolves current challenges, however. It does not provide for the large scale employment opportunities which are likely to exist. It also does not meet the ever increasing requirement to have parking spaces for lorries in the area around Penrith which is one of the most strategic heartlands for logistics and transportation in the UK.

To ensure Penrith remains a vibrant market town means building on its current strengths, and developing the town in an attractive manner that serves residents, businesses, and visitors alike. An increase in population is necessary to maintain the businesses the town has to offer, but will create additional demands on services such as healthcare and educational provision.

These will need support to develop and grow and so become more sustainable into the future. The town centre itself would benefit from a fresh design approach, perhaps with traffic being limited through the narrow centre and replaced with an area where pedestrians can walk safely in a healthy environment whilst shopping and socialising. There continues to be a call for more attractions in town that will cater for residents and visitors. With a growth in population, it will become ever more viable for new facilities to locate to Penrith.

In looking at proposals from now until 2050, we need to be clear where new housing, and new and developing businesses should be located.

A new route from the A66 towards Junction 41, running to the east of Penrith within or close to the Penrith Town Council administrative boundary and then to the north of Penrith (crossing the A6 at or near Stoneybeck) would provide an opportunity to reduce congestion at Junction 40.

Such a route provides the opportunity to consider what land uses may then take place within the area created between the new road and Penrith. This discussion is wholly illustrative and suggests corridors for highway routes as well as development. It has been produced and has been informally considered by Eden District Council as a way forward for promoting a vision for growth for Eden for the future.

The plan was made publicly available through the first publication of the Vision Document as a discussion paper in 2017. It is not intended that this plan will in any way seek to slow down or inhibit what is the present Local Plan or the development of the Penrith Neighbourhood Plan (being produced by Penrith Town Council), but rather to provide a vision and framework for opportunity for the future.



This Vision Document seeks to help the development of a Masterplan for Penrith that will help lead the future economic development of the area. The Masterplan is currently being commissioned. This Vision Document will provide the basis for the opportunities needed to attract necessary employment and inward investment to Penrith as a result of developments elsewhere.

This Vision seeks to respect the environment, including the watercourses which runs through the various becks, rivers and flood plains around Penrith. The management of this watercourse can provide a much needed opportunity to create additional leisure and recreation space for present and future residents, as well as tourists.

The opportunity exists to have a strategic leisure park linked not only to Penrith as it exists today, but which also, through amendments to the highway network, will provide an attractive gateway to Penrith to encourage more people to visit for leisure, recreation, shopping, to eat and to stay overnight.

The table summarising Eden District Council's Vision at page 10 together with the illustrated map of Penrith on page 14, are intended to provide a framework for discussion. They will also encourage the aspiration and ambition which exists amongst people in Penrith and demonstrate that the town is open for business - and to maintain and enhance the quality of life for those who live or work in the area today and for future generations.



## Vision for Penrith - to 2050

The table below lists the main challenges that Penrith (and its immediate environs) is likely to face in the years ahead and identifies a number of potential opportunities and solutions to address them. It also recognises the partners (agencies and organisations) which would very likely have a role to play. It is expected that Eden District Council and Penrith Town Council would have an involvement in the case of each solution to a greater or lesser extent and therefore it can be assumed they are already listed in the 'Partners' column below.

| Issue                        | Challenges for Penrith   | Opportunities   | Partners   |
|------------------------------|--|---|--|
| Amenity and Leisure          | Increase the amount of public open space and leisure provision   | Create a new leisure and recreation park (see also 'Water Resources')   | Tourism providers  |
| Communication Infrastructure | Improve broadband connectivity   | Provide faster broadband speeds<br>Provide universal broadband availability for all residents and businesses  | BT Openreach<br>Connecting Cumbria<br>Cumbria County Council<br>LonsdaleNET                                      |
| Culture and Heritage         | Preserve the many listed buildings and conservation areas to provide a welcoming and attractive place for residents and visitors alike | Create and implement a Listed Building and Heritage Programme   | Historic England   |
| Education and Training       | Build on existing quality education provision for a growing population and workforce   | Construct new schools and childcare facilities<br>Deliver a range of further education courses and training to provide appropriate skills and knowledge | Cumbria County Council<br>Newton Rigg College<br>University of Cumbria<br>Academy, Independent and other schools |

| Issue                | Challenges for Penrith   | Opportunities  | Partners   |
|----------------------|--|--|--|
| Employment           | Attract more people of working age to develop a more diverse workforce to meet current and future employment needs | (see all other 'Opportunities')  |  |
|                      | Increase the availability of higher paid, higher skilled jobs  | <p>Attract inward investment by seeking to benefit from the supply chain to the potential nuclear development at Moorside (in Copeland Borough)</p> <p>Create a new major strategic employment site</p> <p>Explore new forms of local energy generation</p> <p>Improve transport routes to open up new land use opportunities for economic development (see 'Transport')</p> <p>Develop public transport network</p> | <p>Cumbria County Council</p> <p>Cumbria LEP</p> <p>Highways England</p> <p>NuGen</p> <p>Penrith BID</p> <p>Penrith Chamber of Trade</p>                 |
| Health and Wellbeing | Address the health and wellbeing needs of a growing and ageing population  | <p>Provide new health care facilities</p> <p>Assist with Integrated Care Communities</p> <p>Support Social Care and Carers</p> <p>Support and develop programmes promoting Social Models of Health and Wellbeing</p>   | <p>NHS</p> <p>CCC</p> <p>CVS and Third Sector Providers</p> <p>Carers</p> <p>Sports and Leisure providers, public private community and third sector</p> |

| Issue     | Challenges for Penrith  | Opportunities   | Partners                                   |
|-----------|---|---|--|
| Housing   | Provide decent homes for existing residents and also for the growing workforce needed to sustain the District's economic development  | Construct between 5,000 - 8,000 new homes<br>Identify new housing sites in appropriate locations for existing residents and those moving into the town  | Developers<br>Housing Associations         |
| Transport | Improve air quality - particularly on M6 at and around Junction 40, at Kemplay roundabout, in and around Penrith and at Eamont Bridge | Construct new road bridge over railway line between Eden Business Park and A6 in Penrith<br>Construct new road from A66 towards Junction 41 to divert traffic away from Junction 40<br>Develop Truck Stop at Junction 41 of M6<br>Dual the A66 from Scotch Corner to the West Coast of Cumbria<br>Limit traffic through the narrow town centre and pedestrianise certain areas, to provide a healthy, safe and pleasant environment for shopping and socialising<br>Renew bridges at Eamont Bridge on A6<br>Reduce traffic at Kemplay and Junction 40 roundabouts | Cumbria County Council<br>Highways England |
|           | Improve the capacity and performance of the road transport network and reduce traffic congestion                                      |   |  |

| Issue                          | Challenges for Penrith   | Opportunities   | Partners   |
|--------------------------------|--|---|--|
| Transport                      | Public Transport   | Facilitate a reliable public transport network to support employment and education, to improve health and reduce isolation, to meet requirements in equality, environmental protection, and social sustainability, and to promote tourism | Employers<br>Integrated Care Communities (NHS, CCC and others)<br>Community funding<br>Commercial operators<br>Charities |
|                                | Ensure resilience of the road network in the event of routes becoming inaccessible (due to flooding etc)   | Renew bridges at Eamont Bridge on the A6, Pooley Bridge, and elsewhere  | Cumbria County Council<br>Environment Agency<br>Highway England  |
| Environment and Sustainability | Water Resources: Ensure resilience and preparedness in the event of flooding incidents impacting upon residential and business communities and agricultural land | Create new water storage areas to accommodate flood water (also for leisure use)  | Cumbria County Council<br>Environment Agency<br>United Utilities<br>Natural England                                      |
|                                | Provide additional water leisure and recreational facilities for residents and visitors to enjoy   | Create a new 'strategic' leisure park which through amendments to the highway network will provide an attractive gateway to Penrith (also to accommodate flood water)   | Cumbria Wildlife Trust<br>And others   |



**Key**

- Existing Housing Allocations
- Existing Employment Allocations
- Unallocated Employment Proposals
- Proposed Residential / Education Space
- Proposed Employment Space
- Proposed Leisure Space
- Proposed Lake / Water Storage area
- Proposed Relief Road
- Proposed Bridge
- M6 Motorway
- A Road
- B Road
- Minor or Local Road
- Railway
- Electricity Pylon
- Site of Special Scientific Interest (SSSI)
- Watercourse
- Flood Zone 2
- Flood Zone 3
- Penrith Golf Club
- Train Station
- Potential Truck Stop



### **Alston Moor Parish Council's aspirations and aims to 2050:**

Alston Moor is an area with a long history, landscape that fully justifies its inclusion in the North Pennines Area of Outstanding Natural Beauty, and a built environment that offers much of architectural and historical interest. The community living in the high valleys of the South Tyne and Nent is resilient and self-sufficient, as the geographical situation has necessitated, and makes the most of its road links in all directions, with the trunk routes of the M6, A69, A1 and A66 reachable within 30-70 minutes.

As a small population living in a large area, 30 minutes' drive from more major centres, the need for good infrastructure (including health, education, communications) as well as employment is obviously critical to the sustainability of the community. Tourism plays its part, alongside the support of existing, and development of new, businesses which Alston Moor Parish Council aims to facilitate. As a council committed to ensuring that our area is fully able to cope with the challenges of changing climate, an end to a carbon-based economy, and other changes as yet unforeseen, we intend to emphasise the passive-house approach in future building, approach all development with flexibility within sustainable assumptions, and ensure that all plans are assessed in a holistic way for their benefit to the existing and future community.

We intend to ensure that everyone living in our community is able to access fulfilling culture and recreational facilities, whatever their age or interests, and is supported with good health and social care provision. People live on Alston Moor for the quality of life – and we wish to enable this to be a major emphasis in our approach as the 21st century progresses. In the spirit that has always informed life here, we will work in partnership with other relevant organisations, including Eden District Council, Alston Moor Partnership, Alston Moor Business Association and many more.

| Issue               | Challenges for Alston Moor   | Opportunities  | Partners  |
|---------------------|--|--|---|
| Amenity and Leisure | <p>Enhance leisure facilities for residents and visitors.</p> <p>Make Alston Moor an attractive visitor destination as part of the North Pennines AONB.</p> <p>Provide adequate off-street parking for residents and visitors.</p> <p>Improve signage for car parking, promoting the area from major routes in and town signage.</p> <p>Area by-passed as not on the major traffic routes.</p> <p>An overarching marketing strategy.</p> <p>Access to strategic levels of planning.</p> <p>Be inclusive of young people.</p> <p>Safeguarding dark skies.</p> | <p>Improve community gym.</p> <p>Increase the number of public and social events.</p> <p>Create a visitor marketing strategy.</p> <p>Create activity-based facilities eg mountain biking and road cycling, horse-riding, walking, skiing.</p> <p>Enhance accommodation and 'eating out' provision.</p> <p>Maintain &amp; improve public facilities, eg play areas, public toilets, and visitor information provision.</p> <p>Land in public/private ownership may provide opportunities for new car parks.</p> <p>Promote well designed lighting schemes that do not obscure night skies.</p> <p>Central location with good access to large centres of population.</p> <p>Attend tourism and other high level meetings to network.</p> | <p>AONB</p> <p>Tourism marketing bodies</p> <p>Land owners</p> <p>Accommodation providers</p> <p>Local organisations and community facilitators</p> <p>EDC/CCC/NHS</p> <p>Youth workers</p> |



| Issue                        | Challenges for Alston Moor   | Opportunities  | Partners   |
|------------------------------|--|--|--|
| Communication Infrastructure | <p>Create and maintain top-class broadband connections.</p> <p>Improve mobile coverage and retain telephone boxes for areas that currently do not have coverage.</p> <p>Good communications are essential to attract new businesses and residents to the area.</p> | <p>Provide good broadband to all homes.</p> <p>Provide free WiFi coverage for public areas.</p> <p>Mobile coverage for all areas.</p> <p>Have ready to go projects for potential funding opportunities.</p>  | <p>Broadband providers</p> <p>Mobile network providers</p>   |
| Culture and Heritage         | <p>Maintain &amp; enhance conservation areas and landscape.</p> <p>Maintain industrial &amp; social heritage features.</p> <p>Collate and archive historical and sound archives.</p>   | <p>Create follow-on programme from Townscape Heritage Initiative.</p> <p>Provide training in heritage &amp; conservation skills.</p> <p>Retain local building skills.</p> <p>Digitalise archive material.</p> <p>Museum/dedicated display space.</p> <p>Encourage conferences.</p> <p>Alston Moor is an ideal location for pilot projects.</p> | <p>Historic England</p> <p>Conservation Societies</p> <p>Natural England</p> <p>Training providers</p> <p>Community facilitators</p> |



| Issue                  | Challenges for Alston Moor   | Opportunities  | Partners   |
|------------------------|--|--|--|
| Education and Training | <p>Maintain 0 - 16 education in Alston</p> <p>Provide support for 16+ education</p> <p>Resolve the transport to work/apprentice schemes for young people.</p>  | <p>Maintain or increase funding for schools.</p> <p>Accessible, affordable classes for 16+ education and leisure.</p> <p>Apprenticeship schemes.</p> <p>Upskill local population.</p> <p>Countywide shortage of construction workers and trades.</p> <p>Need for social care apprenticeships.</p> <p>Creative use of technology to deliver courses.</p> <p>Bring trainers to Alston.</p> | <p>County Council</p> <p>Alston Moor Federation</p> <p>Eden District Council</p> |
| Employment             | <p>Attract self-employed craft workers, artists, IT workers, home-workers.</p> <p>Support existing employers.</p> <p>Retention of young and working age people who leave for wider employment opportunities.</p> | <p>Encourage development of homes with office workshop space.</p> <p>Renewable energy schemes.</p> <p>Make area attractive to all people including potential employers.</p> <p>Encourage a wide range of job opportunities locally.</p> <p>Develop Neighbourhood Plan alongside Community Plan.</p>  | <p>Economic Development officers EDC/CCC</p>                                     |

| Issue                | Challenges for Alston Moor   | Opportunities   | Partners   |
|----------------------|--|---|--|
| Energy               | Support development of renewable energy systems.   | <p>Neighbourhood planning</p> <p>Tree planting as energy crop, replanting of felled crops.</p> <p>Exploit all energy sources including wind turbines and hydro for the benefit of the community.</p> <p>Develop ready to go projects.</p>   | <p>CAFS</p> <p>Alston Moor Community Energy</p>                    |
| Health and Wellbeing | <p>Maintain locally based health care &amp; social care.</p> <p>Maintain &amp; improve sports fields, play areas, gym.</p> | <p>Support the development of the Alston Integrated Care facility, to include a wide range of integrated health and social care services.</p> <p>Ensure ongoing development of the facility, with possible new build in time.</p> <p>Build suitable houses for older people.</p> <p>Keep abreast of new technology eg fitbits used to monitor vulnerable people living at home.</p> | <p>NHS</p> <p>County Council</p> <p>Sports clubs</p> <p>School</p> |

| Issue               | Challenges for Alston Moor   | Opportunities  | Partners  |
|---------------------|--|--|---|
| Amenity and Leisure | <p>Enhance leisure facilities for residents and visitors.</p> <p>Make Alston Moor an attractive visitor destination as part of the North Pennines AONB.</p> <p>Provide adequate off-street parking for residents and visitors.</p> <p>Improve signage for car parking, promoting the area from major routes in and town signage.</p> <p>Area by-passed as not on the major traffic routes.</p> <p>An overarching marketing strategy.</p> <p>Access to strategic levels of planning.</p> <p>Be inclusive of young people.</p> <p>Safeguarding dark skies.</p> | <p>Improve community gym.</p> <p>Increase the number of public and social events.</p> <p>Create a visitor marketing strategy.</p> <p>Create activity-based facilities eg mountain biking and road cycling, horse-riding, walking, skiing.</p> <p>Enhance accommodation and 'eating out' provision.</p> <p>Maintain &amp; improve public facilities, eg play areas, public toilets, and visitor information provision.</p> <p>Land in public/private ownership may provide opportunities for new car parks.</p> <p>Promote well designed lighting schemes that do not obscure night skies.</p> <p>Central location with good access to large centres of population.</p> <p>Attend tourism and other high level meetings to network.</p> | <p>AONB</p> <p>Tourism marketing bodies</p> <p>Land owners</p> <p>Accommodation providers</p> <p>Local organisations and community facilitators</p> <p>EDC/CCC/NHS</p> <p>Youth workers</p> |

| <b>Issue</b>                 | <b>Challenges for Alston Moor</b>  | <b>Opportunities</b>   | <b>Partners</b>  |
|------------------------------|--|--|--|
| Communication Infrastructure | <p>Create and maintain top-class broadband connections.</p> <p>Improve mobile coverage and retain telephone boxes for areas that currently do not have coverage.</p> <p>Good communications are essential to attract new businesses and residents to the area.</p> | <p>Provide good broadband to all homes.</p> <p>Provide free WiFi coverage for public areas.</p> <p>Mobile coverage for all areas.</p> <p>Have ready to go projects for potential funding opportunities.</p>  | <p>Broadband providers</p> <p>Mobile network providers</p>   |
| Culture and Heritage         | <p>Maintain &amp; enhance conservation areas and landscape.</p> <p>Maintain industrial &amp; social heritage features.</p> <p>Collate and archive historical and sound archives.</p>   | <p>Create follow-on programme from Townscape Heritage Initiative.</p> <p>Provide training in heritage &amp; conservation skills.</p> <p>Retain local building skills.</p> <p>Digitalise archive material.</p> <p>Museum/dedicated display space.</p> <p>Encourage conferences.</p> <p>Alston Moor is an ideal location for pilot projects.</p> | <p>Historic England</p> <p>Conservation Societies</p> <p>Natural England</p> <p>Training providers</p> <p>Community facilitators</p> |

| Issue                  | Challenges for Alston Moor   | Opportunities  | Partners   |
|------------------------|--|--|--|
| Education and Training | <p>Maintain 0 - 16 education in Alston</p> <p>Provide support for 16+ education</p> <p>Resolve the transport to work/apprentice schemes for young people.</p>  | <p>Maintain or increase funding for schools.</p> <p>Accessible, affordable classes for 16+ education and leisure.</p> <p>Apprenticeship schemes.</p> <p>Upskill local population.</p> <p>Countywide shortage of construction workers and trades.</p> <p>Need for social care apprenticeships.</p> <p>Creative use of technology to deliver courses.</p> <p>Bring trainers to Alston.</p> | <p>County Council</p> <p>Alston Moor Federation</p> <p>Eden District Council</p> |
| Employment             | <p>Attract self-employed craft workers, artists, IT workers, home-workers.</p> <p>Support existing employers.</p> <p>Retention of young and working age people who leave for wider employment opportunities.</p> | <p>Encourage development of homes with office workshop space.</p> <p>Renewable energy schemes.</p> <p>Make area attractive to all people including potential employers.</p> <p>Encourage a wide range of job opportunities locally.</p> <p>Develop Neighbourhood Plan alongside Community Plan.</p>  | <p>Economic Development officers EDC/CCC</p>                                     |

| Issue                | Challenges for Alston Moor   | Opportunities   | Partners   |
|----------------------|--|---|--|
| Energy               | Support development of renewable energy systems.   | <p>Neighbourhood planning</p> <p>Tree planting as energy crop, replanting of felled crops.</p> <p>Exploit all energy sources including wind turbines and hydro for the benefit of the community.</p> <p>Develop ready to go projects.</p>   | <p>CAFS</p> <p>Alston Moor Community Energy</p>                    |
| Health and Wellbeing | <p>Maintain locally based health care &amp; social care.</p> <p>Maintain &amp; improve sports fields, play areas, gym.</p> | <p>Support the development of the Alston Integrated Care facility, to include a wide range of integrated health and social care services.</p> <p>Ensure ongoing development of the facility, with possible new build in time.</p> <p>Build suitable houses for older people.</p> <p>Keep abreast of new technology eg fitbits used to monitor vulnerable people living at home.</p> | <p>NHS</p> <p>County Council</p> <p>Sports clubs</p> <p>School</p> |

| Issue      | Challenges for Alston Moor  | Opportunities   | Partners  |
|------------|---|---|---|
| Housing    | <p>Ensure housing stock reflects the needs and aspirations of the community.</p> <p>Improve existing housing stock for energy efficiency.</p> <p>Sites that can overcome drainage and infrastructure challenges.</p> <p>Low price housing stock.</p> <p>Improve efficiency of the existing housing stock.</p> | <p>Provide 'working homes' with office or workshop space.</p> <p>Provide 'retirement bungalows' where the elderly can be supported in their homes.</p> <p>Provide secure social housing at rents that are affordable on the average income for the area.</p> <p>New build passive housing schemes.</p> <p>Community build/community heating schemes.</p> <p>Maintain links with housing associations.</p> | <p>Land owners</p> <p>Housing associations</p> <p>Local builders.</p> <p>CAfS</p> |
| Population | <p>Increase population by 10% by 2030 and a further 10% by 2050</p>   | <p>Use planning policy &amp; neighbourhood plan to encourage second home owners to retire to the area.</p> <p>Better quality of life for people leaving the cities.</p> <p>Reduce emphasis on Alston Moor's remoteness.</p> <p>Ensure the basic infrastructure is in place.</p>   |   |

| Issue     | Challenges for Alston Moor   | Opportunities   | Partners  |
|-----------|--|---|---|
| Transport | <p>Maintain road network.</p> <p>Rail link to Haltwhistle.</p> <p>Improve public transport.</p> <p>Affordable rapid reliable transport to main hubs available to everyone.</p> <p>Encourage sustainable transport.</p> | <p>Build diversion route for heavy vehicles avoiding centre of Alston.</p> <p>Complete South Tynedale Railway.</p> <p>Develop community owned/ managed transport.</p> <p>Electric car charge points.</p> <p>Take advantage of new forms of transport.</p> <p>Encourage and promote a better take up of Community Wheels.</p> <p>Promote links to Weardale and Northumberland.</p> | <p>County Council</p> <p>STRPS</p> <p>Volunteer drivers</p> |





### **Appleby-in-Westmorland Town Council aspirations and aims to 2050:**

Appleby-in-Westmorland is a historic market town with a resident population of 3,048 (2011 Census), situated in and around a loop of the River Eden in the heart of the Eden Valley. For several centuries it was the county town of Westmorland. Appleby has a rich heritage and high number of listed buildings. The town was badly affected by flooding in the winter of 2015 leading to the Conservation Area being designated "at risk". On 1 April 2017 Appleby became one of the first Heritage Action Zones (HAZ) in the country. The HAZ is a five year programme that will focus on preserving and improving the town's heritage to boost tourism and grow the local economy.

Appleby has relatively good transport links considering its rural location. The town can be accessed via A66 Strategic Trunk road and has a manned station on the Settle to Carlisle railway line. 50% of Appleby households have one or no car and the need for a secure bus service to Penrith is of significant importance not only to local residents but for the town's tourism aspirations. The Council supports the dualling of the A66 and also promotes the installation of additional slip road to allow direct access to the Cross Croft industrial area.

The town's location makes it particularly vulnerable to flooding. Following the floods of 2015 significant flood defence and resilience works still need to be completed. These works include improvements to the Doomgate Culvert, protection of The Sands, the relocation and/or protection of the electricity substations at Chapel Street and The Sands and improved road access to the town that is not dependent on St Lawrence's Bridge.

Appleby has a resilient community with numerous community groups and voluntary organisations but it does have an ageing population. It is seen as an attractive location for retirement. Residents over 65 years already make up 28.6% of the Appleby population. In 25 years' time it is estimated that 41.7% of the population of Appleby will be over 65. A full programme of care and services need to be developed which includes the provision of adequate residential care to meet the needs of all.

### Vision for Appleby-in-Westmorland - to 2050

The table below lists the main challenges that Appleby-in-Westmorland (and its immediate environs) is likely to face in the years ahead and identifies a number of potential opportunities and solutions to address them. It also recognises the partners (agencies and organisations) which would very likely have a role to play. It is expected that Eden District Council and Appleby-in-Westmorland Town Council would have an involvement in the case of each solution to a greater or lesser extent and therefore it can be assumed they are already listed in the 'Partners' column below.

| Issue               | Challenges for Appleby  | Opportunities  | Partners  |
|---------------------|---|--|---|
| Amenity and Leisure | <ul style="list-style-type: none"> <li>• Support and improve amenities including public toilets, car parks, shelters, playing fields and playgrounds</li> <li>• Support and improve sports facilities including Leisure Centre, Sports Hall, Appleby Squash Club, Football Club, Cricket Club and Bowling Club</li> <li>• Increase recreational facilities for young people</li> <li>• Improve public footpath access</li> <li>• Increase cycling and walking facilities</li> </ul> | <ul style="list-style-type: none"> <li>• Add new equipment to play areas</li> <li>• Additional car parking</li> <li>• New Cricket Pavilion</li> <li>• Floodlit All Weather Multiuse Games area</li> <li>• Flood Light existing tennis courts</li> <li>• All Weather running track</li> <li>• Build a Skate Park</li> <li>• Improve public footpaths including where appropriate disabled access</li> <li>• Explore the potential of the railway line from Appleby to Warcop and Roman Road bridleway from Salt Tip Corner to Powis</li> <li>• Extend riverside walk to Jubilee</li> <li>• Improve access to Dowpitts Wood</li> </ul> | <ul style="list-style-type: none"> <li>• Cumbria County Council</li> <li>• Appleby Grammar School</li> <li>• Better Leisure</li> <li>• Appleby Sports Hall</li> <li>• Appleby Squash Club</li> <li>• Appleby Football Club</li> <li>• Appleby Eden Cricket Club</li> <li>• Appleby Bowling Club</li> <li>• Appleby Heritage Centre</li> <li>• Oaklea Trust</li> <li>• Eden River Trust</li> <li>• Yorkshire dales National Park Authority</li> <li>• Cumbria Tourism</li> </ul> |

| Issue                        | Challenges for Appleby   | Opportunities   | Partners   |
|------------------------------|--|---|--|
|                              | <ul style="list-style-type: none"> <li>• River Eden</li> <li>• All-weather facilities</li> <li>• Support and develop visitor accommodation</li> <li>• Support and develop local food and drink industry</li> <li>• Nature Reserve/Wetland area</li> </ul>                        | <ul style="list-style-type: none"> <li>• Develop the River Eden as a leisure and visitor attraction</li> <li>• Develop an all-weather visitor attraction</li> <li>• Develop 5* hotel</li> <li>• Develop walkers hostel</li> <li>• Develop food tourism offering</li> <li>• Develop environmental/nature based visitor attraction</li> </ul> |  |
| Communication Infrastructure | <ul style="list-style-type: none"> <li>• Improve network Mobile coverage</li> <li>• Improve broadband connectivity</li> <li>• Telecommunications Network</li> </ul>  | <ul style="list-style-type: none"> <li>• Town Centre Booster Aerial</li> <li>• Free WiFi</li> <li>• Provide faster broadband speeds</li> <li>• Improve and create capacity</li> </ul>   | <ul style="list-style-type: none"> <li>• Mobile providers</li> <li>• BT Openreach</li> <li>• Cumbria County Council</li> <li>• Connecting Cumbria</li> </ul>   |
| Culture and Heritage         | <ul style="list-style-type: none"> <li>• Support and develop cultural and arts provision</li> <li>• Preserve listed buildings and conservation area to provide an attractive place for residents and visitors</li> <li>• Appleby Horse Fair</li> <li>• Appleby Castle</li> </ul> | <ul style="list-style-type: none"> <li>• Install cinema equipment in the Public Hall</li> <li>• Heritage Action Zone</li> <li>• Neighbourhood Development Plan</li> <li>• Ensure that the traditions of the horse fair are preserved</li> <li>• Improve access to Appleby Castle</li> </ul>   | <ul style="list-style-type: none"> <li>• Appleby Remote Cinema</li> <li>• Historic England</li> <li>• Gypsy and Traveller Communities</li> <li>• Appleby Castle</li> <li>• Historic England</li> </ul> |

| Issue                  | Challenges for Appleby  | Opportunities  | Partners  |
|------------------------|---|--|---|
|                        | <ul style="list-style-type: none"> <li>Develop Market to maintain town's market town status</li> <li>Museum &amp; Archive</li> <li>Events</li> </ul>  | <ul style="list-style-type: none"> <li>Christmas Market, Local Produce, revival of St Lawrence's Fair</li> <li>Establish a Museum &amp; Archive visitor attraction</li> <li>Development Officer to promote events</li> <li>Enhanced programme of annual events and festivals</li> </ul>  | <ul style="list-style-type: none"> <li>Appleby-in-Westmorland Society</li> <li>Appleby Archaeology Society</li> <li>Chamber of Trade</li> <li>Eden Arts</li> </ul>  |
| Education and Training | <ul style="list-style-type: none"> <li>Support existing schools and training centres to ensure the highest standards are maintain</li> <li>Young people leave Appleby to attend University</li> </ul> | <ul style="list-style-type: none"> <li>Develop facilities at the existing schools to ensure they can meet growing/future needs</li> <li>Develop heritage building skills training programmes</li> <li>Encourage businesses to participate in Higher Level and Degree Apprenticeships with the University of Cumbria</li> </ul> | <ul style="list-style-type: none"> <li>Shining Stars Nursery</li> <li>Appleby Primary School</li> <li>Appleby Grammar School</li> <li>Appleby Heritage Centre</li> <li>Oaklea Trust</li> <li>University of Cumbria</li> </ul> |
| Employment             | <ul style="list-style-type: none"> <li>Support existing employment and attracted new employers to the town</li> </ul>   | <ul style="list-style-type: none"> <li>Development of industrial and commercial units at Cross Croft and the old Dairy site</li> <li>Development of unused and/or derelict retail space in town centre</li> <li>Determine suitable location for supermarket</li> </ul>   | <ul style="list-style-type: none"> <li>Cumbria County Council</li> </ul>  |

| Issue                | Challenges for Appleby  | Opportunities  | Partners  |
|----------------------|---|--|---|
| Health and Wellbeing | <ul style="list-style-type: none"> <li>• Meeting the needs of a growing and aging population</li> <li>• Maintaining an NHS Dental practice</li> <li>• Mental Health in relation to rural isolation and poverty</li> </ul> | <ul style="list-style-type: none"> <li>• Improved Residential Care</li> <li>• Assist with Integrated Care programme</li> <li>• Support social care and carers</li> <li>• Develop enhanced support and facilities for older people</li> <li>• Attract new dentist and doctors</li> <li>• Mental Health support available locally</li> </ul> | <ul style="list-style-type: none"> <li>• National Health Service (NHS)</li> <li>• Cumbria County Council</li> <li>• Appleby Medical Practice</li> <li>• Age UK</li> <li>• Oaklea Trust</li> <li>• Eden &amp; Carlisle MIND</li> </ul> |
| Housing              | <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Sheltered and/or Extra Care accommodation</li> <li>• Development of unused/derelict houses</li> <li>• Manage second home ownership</li> </ul>      | <ul style="list-style-type: none"> <li>• Eden Local Plan 2034</li> <li>• Neighbourhood Development Plan</li> </ul>   | <ul style="list-style-type: none"> <li>• Cumbria County Council</li> <li>• Housing Associations</li> </ul>  |
| Transport            | <ul style="list-style-type: none"> <li>• Access to/from A66</li> <li>• Bus Services</li> </ul>  | <ul style="list-style-type: none"> <li>• Additional slip roads to facilitate the development of the Cross Croft industrial area</li> <li>• Sustain and develop Eden valley bus services that meets user needs and link with rail services</li> <li>• Town bus service</li> </ul>   | <ul style="list-style-type: none"> <li>• Department for Transport</li> <li>• Highways England</li> <li>• Private Operators</li> <li>• Friends of Eden Valley Transport</li> <li>• Cumbria County Council</li> </ul>                   |



| Issue                          | Challenges for Appleby   | Opportunities  | Partners   |
|--------------------------------|--|--|--|
|                                | <ul style="list-style-type: none"> <li>• Taxis</li> <li>• St Lawrence's Bridge</li> <li>• Settle - Carlisle Railway</li> <li>• Rail Links</li> </ul> | <ul style="list-style-type: none"> <li>• Increase taxi numbers and availability</li> <li>• Provide resilient vehicular access to the town that is not dependent on St Lawrence's Bridge</li> <li>• Improve transport from station to town centre</li> <li>• Develop service provision and usage including steam and other attractions</li> <li>• Improve public transport access to west coast main line</li> <li>• Restore access to Manchester via Settle - Carlisle line</li> </ul> | <ul style="list-style-type: none"> <li>• Northern Rail</li> <li>• Settle - Carlisle Development Company</li> <li>• Network Rail</li> </ul>                             |
| Environment and Sustainability | <ul style="list-style-type: none"> <li>• Flood Resilience Measures</li> <li>• Drainage &amp; Sewerage</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Build flood defence and resilience measures that include but are not limited to: improving Doomgate Culvert and protection of The Sands.</li> <li>• Slow the flow measures - upstream wetland pasture</li> <li>• Dredging and maintaining river level</li> <li>• Protect/relocate electricity sub stations at Chapel Street and The Sands</li> <li>• Improve and create capacity in surface water and sewerage systems</li> </ul>             | <ul style="list-style-type: none"> <li>• Environment Agency</li> <li>• Electricity North West</li> <li>• Cumbria County Council</li> <li>• United Utilities</li> </ul> |

| Issue | Challenges for Appleby  | Opportunities  | Partners  |
|-------|---|--|---|
|       | <ul style="list-style-type: none"> <li>• Electric Vehicles</li> <li>• Sustainable Energy</li> </ul> | <ul style="list-style-type: none"> <li>• Installation of charging points</li> <li>• Hydroelectric power from the River Eden</li> <li>• New builds to be more energy efficient</li> </ul> | <ul style="list-style-type: none"> <li>• Cumbria Action for Sustainability</li> </ul> |

## **Kirkby Stephen Town Council's aspirations and aims to 2050:**

**Insert wording to introduce your Council's aims and objectives outlined in table below:**

Kirkby Stephen is an ancient market town steeped in history. It stands beside one of England's loveliest rivers, and is surrounded by countryside of great natural beauty. The Upper Eden area is rightly prized by discerning visitors and the Town Council wishes to develop its attractions progressively so that those who come here will have an even more rewarding experience. The Town Council also seeks to enhance the quality of life and prosperity of its residents.

The Town Council recognises the need to view the future of Kirkby Stephen over a longer period than the 12 years to 2025. They also emphasise the need to consider the town and its hinterland holistically and to recognise that housing, employment, infrastructure and environment constitute an interlocking whole.

Kirkby Stephen Town Council wishes to emphasise the need for flexibility, so that their town continues to develop organically. In its opinion policy decisions about Kirkby Stephen should be taken predominantly by the people of Kirkby Stephen and its adjacent villages, as is implied by the Localism Act, 2011. Hence while it is understandable that central Government sets planning authorities targets for housing and economic development, each community needs to be able to challenge the logic on which such targets are based and to make its own proposals for meeting them.

The community of Kirkby Stephen wishes to see the town develop as a prosperous settlement, while at the same time retaining its sense of community, historic 'Westmorland' character and established role as a local economic centre.



### Vision for Parish/Town Council - to 2050

The table below lists the main challenges that Kirkby Stephen (and its immediate environs) is likely to face in the years ahead and identifies a number of potential opportunities and solutions to address them. It also recognises the partners (agencies and organisations) which would very likely have a role to play. It is expected that Eden District Council and Kirkby Stephen Town Council would have an involvement in the case of each solution to a greater or lesser extent and therefore it can be assumed they are already listed in the 'Partners' column below.

| Issue               | Challenges for Kirkby Stephen   | Opportunities   | Partners  |
|---------------------|---|---|---|
| Amenity and Leisure | <p>Increase children's play facilities</p> <p>Improve footpath access</p> <p>Increase recreational facilities for young people</p> <p>Increase sports facilities</p> <p>Arts Provision</p> <p>Supporting existing amenity and leisure providers to maintain sustainability</p> <p>Develop the Stainmore Railway</p> <p>Develop an all-weather attraction</p> <p>Improve hotel provision</p> <p>Cycle routes</p> | <p>Create a new play area</p> <p>Introduce disabled access gates in appropriate locations on the footpath network</p> <p>Create facilities to make the most of what we have in the area</p> <p>Build a community facility for arts events – cinema, theatre, exhibitions etc</p> <p>Develop the Stainmore Railway as a Railway Heritage Centre</p> <p>Attract a 5 * hotel to the town</p> <p>Premier Inn or Travel Lodge on A685</p> <p>Improve range and quality of accommodation and restaurants/pubs</p> <p>Create a network of cycle routes</p> | <p>Eden District Council</p> <p>Cumbria County Council</p> <p>Yorkshire Dales National Park Authority</p> <p>Stainmore Railway Company</p> <p>Kirkby Stephen Grammar School</p> |

| <b>Issue</b>                 | <b>Challenges for Kirkby Stephen</b>   | <b>Opportunities</b>  | <b>Partners</b>   |
|------------------------------|--|---|---|
| Communication Infrastructure | Improve broadband connectivity   | Provide faster broadband speeds<br>Provide universal broadband availability for all residents and businesses.   | BT Openreach<br>Connecting Cumbria<br>Cumbria County Council                                |
| Culture and Heritage         | Preserve the conservation area to provide a welcoming and attractive place for residents and visitors.                 |   | Eden District Council   |
| Education and Training       | Building on the education providers in the town. Improve further education and training opportunities in the locality. | Develop the facilities at the existing schools to ensure the schools can meet growing need.<br>Deliver a range of further education courses and training to provide appropriate skills and knowledge. | KS Primary School<br>KS Grammar School<br>Cumbria County Council<br>Appleby Heritage Centre |
| Employment                   | Attracting employers.<br>Increasing the availability of higher paid, higher skilled jobs.                              | Employment land is available<br>Market the area as a desirable place to live  | Eden District Council   |
| Health and Wellbeing         | Meeting the needs of a growing and ageing population.  | Provide new health care facilities<br>Assist with Integrated Care Communities<br>Support Social Care and Carers<br>Develop enhanced facilities for older people                                       | NHS<br>CCC<br>Upper Eden Medical Centre   |

| Issue     | Challenges for Kirkby Stephen   | Opportunities   | Partners   |
|-----------|---|---|--|
| Housing   | Provide a mix of housing including affordable homes and sheltered and/or extra care accommodation.  |   | Eden District Council<br>Eden Housing Association<br>Housing Associations<br>Integrated Care Communities   |
| Transport | <p>Improve the capacity and performance of the road transport network and reduce traffic congestion.</p> <p>Improve alternative transport options</p> <p>Public transport</p> | <p>Reduce traffic congestion</p> <p>Create and develop cycle routes - create a link KS to Brough and KS Station A685 to the A683.</p> <p>Facilitate a reliable public transport network to support employment and education, to improve health and reduce isolation, to meet requirements in equality, environmental protection, and social sustainability, and to promote tourism.</p> | <p>Employers</p> <p>Community Funding</p> <p>Commercial operators</p> <p>Cumbria County Council</p> <p>Highways England</p> <p>Settle Carlisle</p> <p>Network Rail</p> |

| Issue                          | Challenges for Kirkby Stephen  | Opportunities   | Partners  |
|--------------------------------|--|---|---|
|                                | Settle-Carlisle line<br>Improving rail links                                     | Faster trains, hourly service<br>Improving links to Penrith, Darlington and West Coast Mainline.<br>Develop services to Manchester and airport as well as Glasgow and Edinburgh.<br>Consider a direct London connection |   |
| Environment and Sustainability | Changing to electric powered vehicles.<br><br>Sustainable energy<br><br>Flooding | Provide electrical charging points on all parking spaces.<br>All suitable properties to be fitted with solar thermal and photovoltaic systems.<br>Increased flood protection for vulnerable areas.                      | Cumbria County Council<br>Eden District Council<br>Environment Agency<br>United Utilities |



## PENRITH TOWN COUNCIL

### Aspirations and aims to 2050:

Penrith faces a number of challenges and opportunities and to address these we will work together with partners to create a long-term Vision to ensure the town has a vibrant and prosperous future.

A key part of developing this Vision is listening to the ideas and aspirations of local people and that is why the Town Council successfully applied to create a Neighbourhood Development Plan for Penrith.

Creating a Neighbourhood Plan is an exciting opportunity for Penrith to take more local control of its future and we have already begun talking with many groups, organisations and individuals about the way forward.

Eden District Council have outlined their long-term proposals for Penrith in this document. As the major town in Eden, it is important that Penrith is a vibrant and attractive place which will support the other towns and villages in the district. As the Town Council, we want to work with the District Council to secure a vibrant future for Penrith.

Creating a Neighbourhood Plan for Penrith is not about stopping development, but giving people the opportunity to decide how their local area should develop and where development should take place. Penrith Town Council has a steering group to ensure that the Neighbourhood Plan genuinely reflects the desires, interests and expectations of the town's residents.

The Neighbourhood Plan will consider a range of issues including:

- Housing
- Transport infrastructure
- Heritage including listed buildings and conservation areas
- Tourism
- Town centre improvements including streetscape and pedestrianisation
- Preservation and improvement of public spaces
- Health and wellbeing
- Leisure amenities
- Attracting enterprise and inward investment

All these aspects will help support the District Council's proposals for Penrith.

The initial consultation as part of the Neighbourhood Planning Process has already taken place and lots of views and suggestions have been received. The Neighbourhood Plan Group have considered all the feedback and are in the process of drafting an initial plan based on the issues raised which will then go out for consultation again.

When the draft Neighbourhood Plan has been prepared and the next consultation commences, please don't ignore it. Fill it in, return it to us and encourage others in your family to do the same, especially the young people in your family as they are the town's future.

This is our town, have your say.



Councillor Scott Jackson  
Mayor of Penrith



### Vision for Parish/Town Council - to 2050

The table below lists the main challenges that Penrith (and its immediate environs) is likely to face in the years ahead and identifies a number of potential opportunities and solutions to address them. It also recognises the partners (agencies and organisations) which would very likely have a role to play. It is expected that Eden District Council, Penrith Town Council, Penrith Chamber of Trade and Penrith BiD would have an involvement in the case of each solution to a greater or lesser extent and therefore it can be assumed they are already listed in the 'Partners' column below.

| Issue               | Challenges for Penrith  | Opportunities  | Partners   |
|---------------------|---|--|--|
| Amenity and Leisure | <p>Enhance the visitor experience to the town.</p> <p>Make Penrith an attractive visitor destination.</p> <p>Explore creation of a theatre/concert venue.</p> <p>Create a wet weather attraction for families and young people.</p> <p>Enhance leisure facilities for residents and visitors.</p> <p>Provide a programme of events throughout the year, including 'sparkling' at Christmas.</p> <p>Broaden the range of leisure facilities available.</p> | <p>Develop an interpretation plan for Castle Park and include a heritage centre to regenerate the castle and its surrounding park making it a destination for residents and visitors.</p> <p>Develop a programme of key events, supported by smaller events, throughout the year to add to the vitality and increase footfall in the town centre.</p> <p>Create a cultural strategy for the town to incorporate.</p> <p>Develop/create a theatre/concert venue of an appropriate capacity to attract well known acts to the town.</p> <p>A wet weather attraction suitable for young people/families such as 10 pin bowling, ice rink, trampoline park etc.</p> <p>Look at the provision of outdoor gyms for all ages.</p> | <p>Community Groups</p> <p>Accommodation providers</p> <p>Private enterprise</p> |

| Issue                        | Challenges for Penrith   | Opportunities  | Partners   |
|------------------------------|--|--|--|
|                              |  | Maintain and improve public facilities eg play areas, public toilets and visitor information provision.<br>To encourage visitors to the town for events and at Christmas to increase the footfall.   |  |
| Communication Infrastructure | Ensure that the town has reliable high-speed broadband and mobile connections for residents, businesses and visitors.  | Provide high speed broadband and mobile connections to all homes and businesses. Provide, and extend if possible, the free WiFi coverage within the town centre.   | Broadband and mobile providers                                 |
| Culture and Heritage         | Maintain and enhance conservation areas and landscape<br>Maintain and preserve listed buildings and the social heritage of the town.<br>Create a record to ensure that heritage assets, both material assets and sound archives, are preserved for the future. | Encourage local builders to undertake training in heritage and conservation skills.<br>Consider a bid for lottery funding to renovate the Two Lions (Grade II Listed) and give thought to its possible future use.<br>Provide a digital record (visual and sound) of the town for future generations and put on display. | Historic England<br>Conservation Societies<br>Community Groups |
| Education and Training       | Ensure there are sufficient facilities for nursery, primary and secondary education.<br>Ensure that further education courses and facilities provide the skills necessary for an increased population.   | Maintain or increase funding for schools.<br>Accessible affordable and appropriate further education for 16+.<br>Apprenticeship schemes  | County Council<br>Schools/FE Providers<br>Businesses           |



| Issue                | Challenges for Penrith   | Opportunities  | Partners                            |
|----------------------|--|--|-------------------------------------|
|                      | Ensure that there are appropriate training and apprenticeship schemes for young people in the area.  |  |                                     |
| Employment           | Expand the existing employment areas and its connection with Junction 41.<br>Encourage business to locate to Penrith which sits nicely on a major Nth/Sth, East/West intersection.<br>Encourage the creation of better well-paid jobs and apprenticeships.         | Improved access to the business park will serve and increase population, keep heavy traffic out of town and encourage business relocation.<br>Retention of young and working age people within Penrith and the district.<br>Encourage a wide range of job opportunities.                             |                                     |
| Health and Wellbeing | Retain and increase health facilities such as hospital, doctors, dentists, NHS services/clinics.<br>Ensure locally based social care and appropriate facilities for an aging population.<br>Maintain and improve play areas and open green spaces within the town. | Keep hospital, in-patient beds NHS services and clinics locally<br>Development of local integrated community care for disabled/elderly.<br>Development of appropriate care facilities for disabled/elderly.<br>Ensure that new developments include appropriate community facilities and play areas. | NHS<br>County Council<br>Developers |

| Issue       | Challenges for Penrith  | Opportunities   | Partners  |
|-------------|---|---|---|
| Housing     | <p>Ensure that new developments reflect the needs and aspirations of the community.</p> <p>Ensure the provision of quality appropriate houses of an appropriate size and type for the demographic.</p> <p>Ensure the provision of sufficient affordable housing.</p> <p>Ensure that new builds are as sustainable as possible.</p>  | <p>To build a Penrith for the future by:</p> <p>Providing housing for younger people who wish to remain in the area near families and for older people who wish to down size and remain in the area.</p> <p>Providing retirement bungalows where the elderly can be supported in their homes.</p> <p>Providing secure social housing at a price or rents that are affordable on the average income for the area.</p> <p>Providing energy efficient housing to reduce the impact on the environment.</p>   | <p>Land owners</p> <p>Developers</p> <p>Housing Associations</p> <p>CAfS</p>  |
| Town Centre | <p>Explore the possibility and appetite for pedestrianising some of the town centre.</p> <p>Increase the shopping offer within the town to minimise the amount of people (especially the young) shopping elsewhere.</p> <p>Look to improve the general look of the town centre and introduce a covered shopping area in the town.</p> <p>Improve the alleyways and public toilets in the town.</p> <p>Ensure that the town is attractive and clean.</p> | <p>Creation of an outdoor space for café culture, outdoor markets, events, seating etc.</p> <p>Look to encourage and foster small independent shops as well as smaller national chains and extend shopping experience for young people.</p> <p>Improve the shopping experience for people, offer greater choice, ensure people wish to shop in Penrith more often and raise the profile of the town.</p> <p>Improvements in the alleyways (work being undertaken already with young people) and public toilets will be better for residents and visitors.</p> | <p>CCC</p> <p>Young people</p> <p>Chamber of Trade</p> <p>Penrith BiD</p> <p>Business Owners</p> <p>Penrith Community Gardeners</p> <p>Community Groups</p> |

| Issue     | Challenges for Penrith  | Opportunities   | Partners  |
|-----------|---|---|---|
|           | <p>Ensure that visitors are easily able to access information about the town to increase footfall.</p>  | <p>Consider delivery of public toilets in a different way.</p> <p>Maintain and develop the greening of the town centre and summer planting schemes using hanging baskets, planters and tree planting to improve the street scape as part of the Cumbria in Bloom entry and to provide an enhanced attraction for residents and visitors alike.</p> <p>Make the town a cleaner more welcoming place to visit.</p> <p>Look at relocating the TIC and covering the area next to the existing TIC/Museum to use as a café and produce promotional leaflets for walking trails etc through the town.</p> |   |
| Transport | <p>Improve and increase car parking provision across Penrith and improve signage generally for motorists, walkers and cyclists.</p> <p>Consider more short stay parking and making it easier for residents/visitors to pay for parking.</p> <p>Reduce the number of large vehicles through the centre of the town.</p> <p>Reduce the amount of traffic at peak times.</p> | <p>Provision of cheaper parking for low paid workers and visitors.</p> <p>Improved parking at each of the approaches to the town thereby reducing cross town journeys and improving air quality.</p> <p>Signage of quick and easy to follow walking routes for those staying in B&amp;Bs/hotels to the middle to increase footfall and business for town centre traders/food sellers.</p>   | <p>CCC as Highways Authority</p> <p>Virgin Trains</p> <p>BR</p> |

| Issue                          | Challenges for Penrith  | Opportunities   | Partners  |
|--------------------------------|---|---|---|
|                                | Ensure that Penrith Station remains an important stopping point for trains.   | Look at creating a one way system/ring road for Penrith to reduce congestion and improve air quality.   |   |
| Environment and Sustainability | <p>Preserve, enhance and protect open green spaces.</p> <p>Improve the provision of benches, rubbish bins, public amenity and signage.</p> <p>Ensure the middle of town is attractive and green and that the gateway sites into town are welcoming.</p> | <p>Ensure that any new developments include open green space and play areas and preserve existing green space.</p> <p>Consider the creation of a parkland area for leisure and amenity.</p> <p>Make the town cleaner, more welcoming and easily navigable.</p> <p>Use summer planters, trees and planting to improve the street scape and work with the wider community for Cumbria in Bloom/ Britain in Bloom entries.</p> | <p>Penrith BiD</p> <p>Community Gardeners</p> <p>Community Groups</p> <p>Public</p> |

## **Contact Details**

Summaries of this document are available in alternative formats or languages upon requests from the Communication Officer at Eden District Council:

- Email: [communication@eden.gov.uk](mailto:communication@eden.gov.uk)
- Write to: Town Hall, Penrith, Cumbria CA11 7QF
- Telephone: 01768 817817



## ITEM 14 BEACON GRANT REQUEST

### REQUEST REQUIREMENTS.

A request must be made in writing and contain as a minimum the following information:

- Name of Organisation
- Lead person in the organisation with contact details
- Details of the project.
- Details of the exact use to which the Town Council's funding will be put, if it is not for the entire project.
- And an agreement that the Councils sponsorship and/or logo be acknowledged in all promotion.

YOU MAY ATTACH A WRITTEN REQUEST TO THIS DOCUMENT or COMPLETE THE FOLLOWING REQUEST FORM.

**Amount of sponsorship you are asking for:**

£1000.00

### Details of project/events for which sponsorship is sought:

(Please include details on a separate sheet if necessary).

#### 1. Your organisation

|  |                             |
|--|-----------------------------|
| <b>Name of your organisation</b>                     | Penrith Partnership Limited |
| <b>What is the legal status of the organisation?</b> | Limited Company             |
| <b>In which year did the organisation start up?</b>  | 1996                        |
| <b>Does it have a formal constitution?</b>           | Yes                         |

#### 2. Name of Contact and Position in the Organisation

Ronald Kenyon - Director

### 3. Address for correspondence

Telephone: 01708 305229

Email: [penrith@penrithtowncouncil.gov.uk](mailto:penrith@penrithtowncouncil.gov.uk)

### 4. Tell us about your project

➤ **What are you applying for?**

- Grant - £1000

➤ **Why do you need, this grant?**

- Grant towards paying for clearance of trees around the Beacon Pike

➤ **Who will benefit?**

- General public
- The Beacon is an iconic viewpoint and centrepiece for the area. If the trees have grown up around the Beacon Pike on the summit over recent years which has reduced the view to and from the summit – and this clearance is to bring that view back again

➤ **What do you hope to achieve?**

- Enabling clear view from the summit of the Beacon;
- Clear view of the Beacon Pike itself from the town and afar
- Assist with view of beacon on the Beacon on 11/11/2018 as part of "The Battle's Over"
- Help promote Penrith the "iconic" Beacon Pike above
- More people walk up the Beacon which is good for health and fitness

➤ **How many people will benefit?**

- Impossible to know – many !

➤ **How will you measure the success of your project?**

- Should attract more people to walk up the beacon
- Should stop regular comments from people and in the Herald about "When are the trees to be removed from around the Beacon Pike".

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## 5. Details.

### I. When does the project start?

- Planned before end of February and before the start of the nesting season for 2018 (March)

### II. What geographical area will it serve?

- Penrith and the area to the south / west.
- The clearance is only on the south / west side as the lie of the land to the North and east makes any clearance of trees not possible

### III. What is the total cost of the project?

- £3500

### IV. How much are you applying to the Council for and which specific elements of the project will it fund?

- £1000

### IV. Is this a completely new project?

- Yes

### V. Is the application for a once only cost?

- Yes - it is intended to contain future growth of trees with regular pruning and maintenance.

### VI. Does the application fulfil a need that would not otherwise be met?

- The view is much associated with Penrith and agrant from the Town Council would seem appropriate for the clearance.

### VII. If you are applying for less than the full project costs, how will you find the remainder?

- Funded from other organisations including Eden District Council

### IX. Where do you receive funding from?



**(Include any support in kind from the County Council)**

- Eden District Council - £1000
- Community Groups - Donations
- Penrith Partnership - Donation
- Eden Valley Mountaineering Club – help with control of public on the Beacon and with the wood cleared (with appropriate Health and Safety issues)

**X. Please tell us who else you have applied to, and the results of other funding applications**

- Community Groups above - Old Codgers and Penrith Rotary

**XI. Have you received a grant from Penrith Town Council before?**

**If "Yes" when? And how much?**

- Sundry projects in the town –
- Bluebell Alleyway - £2500.00 – April 2017;
- Dawn Hurton automaton - £4500.00 – October 2016;
- Penrith Goes Orange 2017 - £7500.00 - November 2016;
- Eden Food and Farming – 2016 - £6000.00 - July 2016;
- Bluebell Alleyway - £2500.00 - July 2016 ;

**6. Is there any other information you wish to give?**

The summit of the Beacon is owned by Lonsdale Trust (Hugh Lowther) however the clearance of the summit of trees is of no benefit to the Trust etc but is of much benefit to the general public.

It is felt that the cost of tree clearance should not be borne by the Trust accordingly hence the application for grants and contributions accordingly.

The Beacon is an iconic viewpoint above the town being a focal location for locals and visitors alike.

**7. Bank Details**

**Is your bank account in the name of your organisation and does it require at least two signatories? YES**

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#### Bank details –

Bank sort code

Bank account number

### 8. Checklist

#### Before signing please ensure that:

- You have answered all the questions and signed the declaration.
- You have enclosed a copy of your latest annual report.
- You have enclosed a copy of your latest audited accounts.
- You have enclosed your bank details.
- You have enclosed a copy of your organisations equal opportunities & diversity policy or organisational statement.

### Declaration

When the application form has been completed an authorised Trustee or Official of the applicant organisation must sign the declaration below. All applications must be sent only by **post** to: -

**Council Office, Unit One Church House, 19-24 Frairgate,  
Penrith, Cumbria, CA11 7XR  
Tel: 01768 899773 Email: [penrithtowncouncil.co.uk](mailto:penrithtowncouncil.co.uk)**

I , Ronald Kenyon, am an authorised representative of Penrith Partnership.

To the best of my knowledge the information provided is correct.

If Penrith Town Council agrees to make a grant this will be used exclusively for the purposes described in this application.

**Signed:**



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**Date:**

**Position in organisation:**

**Data Protection 1998**

The information provided on this application form will remain private and confidential.

**REQUEST PROCESS:**

Please return the completed form to: Economic Development Officer, Penrith Town Council, Unit One, Church House, 19-24 Friargate Penrith, Cumbria, CA11 7XX

Or Email: [economicdevelopmentofficer@penrithtowncouncil.co.uk](mailto:economicdevelopmentofficer@penrithtowncouncil.co.uk)

Any queries please ring: Tel: 01768 899773

| OFFICE ONLY | CHECKLIST                           | ACTIONS |
|-------------|-------------------------------------|---------|
| 1           | All sections completed              |         |
| 2           | Sufficient detail                   |         |
| 3           | Hard copy received with signature   |         |
| 4           | Function & Power available          |         |
| 5           | SLA required if greater than £1,000 |         |

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**For the attention of:**

|                |                       |
|----------------|-----------------------|
| Cllr. Baker    | Penrith Pategill Ward |
| Cllr. Burgin   | Penrith South Ward    |
| Cllr. Clark    | Penrith South Ward    |
| Cllr. Connelly | Penrith West Ward     |
| Cllr. Graham   | Penrith East Ward     |
| Cllr. Jackson  | Penrith North Ward    |
| Cllr. Kenyon   | Penrith North Ward    |
| Cllr. Lawson   | Penrith Carleton Ward |
| Cllr. Monk     | Penrith West Ward     |
| Cllr. Thompson | Penrith West Ward     |
| Cllr. Whipp    | Penrith North Ward    |