



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

**DATE: 3 March 2020**

You are summoned to attend a meeting of the

## **COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE**

to be held on **Monday 9<sup>th</sup> March 2020**, at 4.00 p.m. Board Room,  
Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### **COMMITTEE MEMBERSHIP**

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

Mrs V. Tunnadine, Town Clerk

**Where Members will be asked to:**

## AGENDA FOR THE MEETING OF

# COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

9 March 2020

### PART I

**1. Apologies for Absence**

Receive apologies from members.

**PAGES**

**1-5**

**2. Minutes**

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 20 January 2020.

**3. Public Participation**

Receive any questions or representations which have been received from members of the public.

**ADVICE NOTE:**

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

**4. Declaration of Interests and Requests for Dispensations**

Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

**ADVICE NOTE:**

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Interim Monitoring Officer at least 24 hours in advance of the meeting.

**5. EXCLUDED ITEM: Public Bodies (Admission To Meetings)  
Act 1960**

Determine whether item 15 should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted: sensitive data.

**6. Resolutions Report**

Note the report.

**7**

**7. Work Plan Report – Economic Development**

Note the report and the progress in the Committee Work Plan from the Economic Development Officer.

**9-14**

**8. Work Plan Report – Community Engagement and Youth Engagement Report**

Note the report and the progress in the Committee Work Plan and Youth Engagement Report from the Community Engagement Officer.

**15-30**

**9. VE Day Report**

Receive an oral update from the Economic Development Officer and Community Engagement Officer.

**10. Arts and Culture Strategy Report**

Receive an oral update from the Economic Development Officer.

**11. In Bloom**

Receive an oral update from the Economic Development Officer and Community Engagement Officer.

**12. Budget Statement Report**

Consider the report and approve the recommendations contained within.

**31-32**

**13. Next Meeting**

Note the next meeting is scheduled for May 11 2020 at 4.00pm, Board Room, Unit 1, Church House,19-24 Friargate, Penrith, Cumbria, CA11 7XR.

**PART II Private Section**

Further items in this part of the Agenda – matter 14.

**14. Grant Applications**

Note the written report and consider the recommendations contained within.

**FOR THE INFORMATION OF ALL MEMBERS OF  
THE COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE  
AND FOR INFORMATION TO ALL REMAINING MEMBERS OF THE  
TOWN COUNCIL**

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**DRAFT** Minutes of the meeting of

## COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

Held on Monday 20 January 2020 , at 4.00 p.m. Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward

Town Clerk  
Economic Development Officer  
Community Engagement Officer

**DRAFT** MINUTES FOR THE MEETING OF

**COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE**

**MONDAY 20 JANUARY 2020**

**PART I**

**CCEG19/44 APOLOGIES FOR ABSENCE**

**There were no apologies from Members**

**CCEG19/45 MINUTES**

**Members authorised the Chair to sign, as a correct record, the minutes of the meeting of the Council held on Monday 23 September 2019.**

**CCEG19/46 PUBLIC PARTICIPATION**

**Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.**

**CCEG19/47 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

**Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.**

**Cllr. Donald declared an interest in item 16 c as he is a St. Andrews Parish Rooms director.**

**CCEG19/48 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Members confirmed that matter 16 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context.**

**CCEG19/49 RESOLUTIONS REPORT**

**Members noted the Resolutions Report.**

**CCEG19/50 WORK PLAN REPORT - ECONOMIC DEVELOPMENT**

**Members noted the report and the progress in the Committee Work Plan from the Economic Development Officer. Members noted that the Committee Work Plan would be reviewed to align with the Council's refreshed Business Plan 2017-23.**

**CCEG19/51 WORK PLAN REPORT - COMMUNITY ENGAGEMENT**

**Members noted the report and the progress in the Committee Work Plan from the Community Engagement Officer. Members noted that a Consultation Methods booklet was now available as a Council resource and that the Youth Panel would meet again in January.**

**Cllr. Jackson joined the meeting**

**CCEG19/ 52 VE DAY REPORT**

**Members received an oral report.**

**CCEG19/ 53 ARTS AND CULTURE STRATEGY REPORT**

**Members considered the amended strategy specification.**

**RESOLVED THAT**

- i. The strategy be approved.**
- ii. That Cllrs. Bowen, Davies, Donald and Knaggs would review the submissions with the Economic Development Officer prior to the next CCEG meeting on 9 March 2020.**
- iii. That the Economic Development Officer would return the results of the review and weighting process to the CCEG Committee for ratification on 9 March 2020.**

**Cllr. Snell joined the meeting.**

**CCEG19/ 54 IN BLOOM REPORT**

**Members received an oral report.**

**CCEG19/ 55 PARKING AND MOVEMENT STUDY REPORT**

**Members received an oral report.**

**CCEG19/ 56 BUDGET STATEMENT REPORT**

**Members considered the report and the recommendations contained within.**

**RESOLVED THAT**

**The statement be approved.**

**CCEG19/ 57 MEETING DATES 20/21**

**Members considered the proposed meeting dates for the CCEG Committee meetings in 2020/21 as follows:**

- 27/07/2020**
- 12/10/2020**
- 14/12/2020**
- 15/02/2021**
- 19/04/2021**

**RESOLVED THAT**

**The dates be approved and go forward to the Annual Meeting of the Full Council for ratification.**

**CCEG19/ 58 NEXT MEETING**

**Members noted the next meeting was scheduled for 9 March 2020 at 4.00pm, Board Room, Unit 1, Church House,19-24 Friargate, Penrith, Cumbria, CA11 7XR.**

## PART II

### CCEG19/60 GRANT APPLICATIONS

Members noted that the grant system required reviewing and that the Economic Development Officer would progress this work and report to the Committee. Members noted the written report and considered the recommendations contained within for each of the following bodies who had applied to the Council for grant funding.

#### A) CUMBRIA ALCOHOL AND DRUG ADVISORY SERVICE

##### RESOLVED THAT

- i. **An in principal grant be approved for £5,000.**
- ii. **The grant be awarded on receipt of the following written assurances:**
  - **The building is owned by CADAS**
  - **CADAS have received permission from the LPA for change of use.**
  - **That a business plan be submitted with a precise and detailed strategy and costings for the building and service**
  - **That the Council's grant contribution be used for resources and equipment for the sole use of the clients.**
  - **That should the building be sold within five years of the grant being awarded, the Council would receive a full reimbursement of the £5000 award.**

#### B) PENRITH BID GREENING

##### RESOLVED THAT

**A grant of £7,718 be awarded.**

#### C) ST ANDREWS PARISH ROOMS

**Cllr. Donald left the meeting.**

##### RESOLVED THAT

**A grant is not awarded at this time.**

#### D) 4 EDEN

**Cllr. Donald returned to the meeting.**

##### RESOLVED THAT

**A grant of £5,000 be awarded.**

#### E) PENRITH CRICKET CLUB

##### RESOLVED THAT

**A grant of £1,000 be awarded.**

#### F) FELLRUNNER LATE ITEM

##### RESOLVED THAT

**A grant of £3,000 be awarded.**



CHAIR:

DATE:

FOR THE INFORMATION OF ALL MEMBERS OF  
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AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL

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## COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

**9 March 2020**

**MATTER: RESOLUTIONS REPORT**

**To note the report from the resolutions of the  
meeting held on 20/01/2020**

**ITEM NO: 6**

**AUTHOR: ECONOMIC DEVELOPMENT OFFICER**

MINUTE REF	RESOLUTION	PROGRESS
CCEG19/53  Arts and Culture Strategy	i. The strategy be approved. ii. That Cllrs. Bowen, Davies, Donald and Knaggs would review the submissions with the Economic Development Officer prior to the next CCEG meeting on 9 March 2020. iii. That the Economic Development Officer would return the results of the review and weighting process to the CCEG Committee for ratification on 9 March 2020.	Quotes received.  Documents under review by EDO, prior to Members review – more information to follow.
CCEG19/57  Meeting Dates	The following dates be approved and go forward to the Annual Meeting of the Full Council for ratification: <ul style="list-style-type: none"> <li>• 27/07/2020</li> <li>• 12/10/2020</li> <li>• 14/12/2020</li> <li>• 15/02/2021</li> <li>• 19/04/2021</li> </ul>	Completed and submitted to the Town Clerk.
CCEG19/60  Grant applications	A to F	Completed.

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## **COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE**

**9 March 2020**

**MATTER: Work Plan Report**

Note the report and the progress in the Committee Work Plan from the Economic Development Officer.

**ITEM NO:** 7

**AUTHOR: RFO**  
**SUPPORTING CLLR. JACKSON**  
**MEMBER CHAIR**

## Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 11th March 2020	Reason for any under performance and revised date when target will be met
<b>Environment</b>	<b>Cumbria/Britain in Bloom</b>	<b>Cumbria/Britain in Bloom</b>	
	<p>Stakeholders: Community Gardeners, Penrith Bid, Eden Mencap, Beekeepers, Allotments, Virgin Trains, Forest School, Thacka Beck Nature Reserve, Richardson's, Salvation Army, Great Dockray residents</p> <p>Penrith in Bloom Facebook and Photo library created.</p> <p>Projects: Gateways Streetscape/Public Realm</p>	<p>Cumbria in Bloom Judging held 9<sup>th</sup> July</p> <p>Numerous awards won including Best Large Town</p> <p>Britain in Bloom Judging 2<sup>nd</sup> August</p> <p>Gold awarded in Large Town Category and "Growing Communities Award" a discretionary award by the Britain in Bloom Judges.</p> <p>Funding awarded for tree maintenance at Community Poly Tunnel</p> <p>Funding awarded towards cost of installing raised beds for growing vegetables for the St Catherine's after school gardening club.</p> <p>Great Dockary residents working with Richard 111 society on Heritage themed project.</p> <p>interested parties for Sponsorship of Gateway Sites being sought:</p> <p>Salkeld Road site identified, and sponsors agreed, permissions refused for proposed project.</p> <p>Permissions received from EDC to "dress" flower beds for VE Day75 and summer bedding</p> <p>Meetings held with Stakeholder Group for 2020 in Bloom Film Commissioned £7718 allocated towards the cost of Town Centre displays for 2020</p>	
	Plastic Clever Penrith	Multi agency group established	

## Economic Development

Strategic Priority	Delivery Work	Progress at 11th March 2020	Reason for any under performance and revised date when target will be met
<b>Economic Development</b> Increase the aspirations of our young people	Provide the opportunity for "pop up" areas to "test the market"	Street Trading License applied for to EDC for the Bandstand. – Awaiting outcome. License awarded	
<b>Parking and Movement Survey</b>	To work with CCC, EDC and other stakeholders to tender and oversee the completion of a Parking and Movement Survey	Tender awarded. Surveys to be carried out in November Officer Workshop Held December 2019 Stakeholder Workshop to be held 7 <sup>th</sup> January 2020 Second Stakeholder Workshop to be held 18 <sup>th</sup> March	
<b>Tourism</b>	Develop a Tourism Strategy	Discussions on going with BID re joint marketing initiatives Tourism projects being developed with Great Dockray to include Richard 111 activities and the provision of Parking Disk holders Marketing group established as a sub group from the Town Working Group members include CCC, EDC Tourism and Penrith Bid Discussions with Northumbria University about potential project for re branding Penrith	
<b>Entertainment and the Arts</b>	Develop, assist and deliver Events Programme	EVAN Penrith Arts Festival - Funding agreed. Event Held evaluation report attached.  Winter Droving 2019 – funding agreed Event Held  Penrith Lions 2019 - Funding Agreed Events held  Penrith Lions 2019 – Tea in Castle Park, July successful event held  Penrith Lions Christmas Lights Switch on – event held	

## Economic Development

Strategic Priority	Delivery Work	Progress at 11th March 2020	Reason for any under performance and revised date when target will be met
<b>VE DAY 2020</b>	Subcommittee created	<p>Subcommittee first meeting held 10<sup>th</sup> July            Stakeholder meeting to be held 4<sup>th</sup> September            Invitation to tender for Event organiser produced, tender awarded.            Stakeholder meeting to be held the 6<sup>th</sup> November            Outline event plan agreed            Military vehicle Parade agreed            EDC to advise on road closures and H and S            Funding applications submitted:            CCC £3000 - £1000 AWARDED            EDC £4500 - £4500 AWARDED            Penrith Bid £4500 - £4500 AWARDED</p>	
<b>Arts and Cultural Strategy</b>		<p>Invitation to tender for the creation of an Arts and Culture Strategy produced            Tender now closed.            Specification amended and budget increased to £10,000            Legal agreed new invitation to quote documentation            Invitation to quote to be re advertised after 20<sup>th</sup> January meeting            Deadline for Quotes 28th February            Meeting to be scheduled to access and award contract</p>	



## Transport

Strategic Priority	Delivery Work	Progress at 11th March 2020	Reason for any under performance and revised date when target will be met
<b>Transport</b>	Provide support for community transport initiatives	Fellrunner awarded £3000	

## Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 11th March 2020	Reason for any under performance and revised date when target will be met
<b>Lifesaving appliances</b>	Provide awards for Life Saving appliances	Funding application received - Agenda Item 14 B 11/11/2019 Grant awarded for £3984 for 2 defibrillators one for Carlton Meadows and one for Penny Hill Park	

# Grants

Strategic Priority	Delivery Work	Progress at 11th March 2020	Reason for any under performance and revised date when target will be met
To support community or voluntary groups and charities operating within the town with one-off community grants.	Grant applications are considered by the CCEG Committee as and when they are submitted as part of the agenda of the scheduled committee meeting. Grants awarded to :  Cumbria Youth Alliance £2500 4Eden £5000 Penrith Cricket Club £1,000		
		Committee to review budget expenditure for six months to 30 September 2019 at the committee meeting scheduled for 11/11/19.	



# COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

9/03/2020

**MATTER:** COMMUNITY ENGAGEMENT

**TO NOTE THE REPORT**

**ITEM NO:** 8

**AUTHOR:** COMMUNITY ENGAGEMENT OFFICER

**SUPPORTING MEMBER:** CLLR JACKSON  
CHAIR

## LINK TO COUNCIL PLAN PRIORITIES

This report addresses strategic priority 5, to engage with the community, members of the public and partners.

### 1. OVERVIEW

#### 1.1 COMMUNITY ENGAGEMENT

A number of suggestions and proposals are included in the Community Engagement Officer's Work Plan.

#### 1.2 MAIN DEVELOPMENTS RELATED TO THE WORK PLAN

Progress on strategic priorities is outlined in the Work Plan.

### 2. FINANCE IMPLICATIONS

None.

### 3. RISK ASSESSMENT

Areas of Risk	Management of Risk
Lack of Shared understanding and awareness of Community Engagement	<ul style="list-style-type: none"> <li>• Continued awareness of relevant policies and procedures</li> <li>• Development of Community Engagement Toolkit</li> </ul>
The Council perceiving Community Engagement as an additional requirement rather than central to high quality community participation and consultation techniques	<ul style="list-style-type: none"> <li>• Structured opportunities for training</li> <li>• Inclusion of policies related to Community Engagement and the Community Engagement Handbook in Councillors' Induction pack</li> </ul>
Limited access to funds for specific Community Engagement Exercises	<ul style="list-style-type: none"> <li>• Formal inclusion of specific projects in Budget</li> </ul>
Failure to maximise Community Engagement in ensuring the Council's identity, role, goals and progress are highlighted locally	<ul style="list-style-type: none"> <li>• Ensure online and offline community engagement exercises are run regularly and concurrently</li> <li>• Ensure learning from working with the local community, including diverse and disadvantaged groups, to inform the Council's strategic directions.</li> <li>• Fostering and supporting partnerships related to aspects of the council's work plan</li> </ul>
Partnerships not contributing to mutual benefits	<ul style="list-style-type: none"> <li>• Monitor partnership working and outcomes</li> </ul>
Lack of attention to sustainability of Community Engagement Initiatives	<ul style="list-style-type: none"> <li>• Emphasise the importance of high- quality community engagement procedures, policy priorities and development of regular participatory exercises</li> <li>• Communicate with the community and other stakeholders using face-to-face, offline and on-line methods of communication</li> <li>• Monitor Community Engagement outcomes, staying flexible and learning from practice</li> <li>• Learn from practices elsewhere</li> </ul>
Damage to the Council's reputation by inappropriate communication/engagement practices by Officers and Members	<ul style="list-style-type: none"> <li>• Ensure relevant material is included in Council Policies, Core Values related to Community Engagement and in the Community Engagement Handbook.</li> <li>• Ensure Officers and Members are informed of policies and procedures</li> </ul>

### 4. BACKGROUND PAPERS ATTACHED TO THIS REPORT

- Appendix **A**. Community Engagement Officer's Work Plan, updated to 2<sup>nd</sup> March 2020
- Appendix **B**. Progress on 'Youth Panel'

## Appendix A: Community Engagement Officer Work Plan

<b>Clarity and Consistency</b>				
<b>Strategic Work</b>	<b>Delivery Work</b>	<b>Target/Measure</b>	<b>Progress at 3<sup>rd</sup> 2020</b>	<b>Revisions, reason for any under- performance, revised date when target will be met</b>
<b>Incorporate information based on a review of international best practice to the Council’s existing policy framework for engaging with and consulting the local community</b>	Guidance to help the Town Council inform, engage, consult, involve and empower the community using ethical approaches and methods appropriate to each different context.	Core Values  Community Engagement Spectrum  Community Engagement Handbook: Guidance on Methods	Produced  Produced  Completed	

## Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 2 <sup>nd</sup> March 2020	Revisions, reason for any under- performance, revised date when target will be met
<p><b>Increase the community's access to information and improve transparency and accountability</b></p>	<p>Increase the community's access to information and improve transparency and accountability</p>	<p>Using different communication channels, distribute information about the different roles of the Town, District and County Councils</p> <p>Issue 'Good News' Press Releases describing what the Town Council is doing and how it is 'making a difference.</p> <p>Develop new Community and Events Pages on Council Website</p>	<p>Information about different roles are included in Town Council website</p> <p>Articles written as appropriate for press. Regular monthly articles written for 'Eden Local'. All are included on the Town Council website. See '<b>Press Releases and Local news.</b>'</p> <p>See '<b>Engaging Our Community,</b>' '<b>Media and Communication,</b>' '<b>Upcoming Meetings and Events</b>' and '<b>Community Links</b>' Sections on Council Website.</p>	

## Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 2 <sup>nd</sup> March 2020	Revisions, reason for any under- performance, revised date when target will be met
		<p>Create a quarterly newsletter and post on council website</p> <p>Use new media an innovative visual tools .e.g. 'infographics,' to communicate information succinctly and in a visually pleasing way</p> <p>Use hard and on-line versions of leaflets &amp; posters to provide information.</p>	<p>All Newsletters are available in the '<b>Newsletters</b>' Section on Town Council Website</p> <p>Produced as appropriate. Posters for Youth Advisory Panel Kahoots event 14<sup>th</sup> February included on website and social media and shared with other organisations</p>	<p>Ongoing</p> <p>Ongoing</p>

## Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 2 <sup>nd</sup> March 2020	Revisions, reason for any under- performance, revised date when target will be met
	Ensure the community is informed about what has been done as a result of their involvement and participation	Use a variety of feedback channels, for example, via face-to-face interaction, local press, radio, website, Community Pages, social media, posters, leaflets	See Council Website Pages: <ul style="list-style-type: none"> <li>• <b>Youth Advisory Panel</b></li> <li>• <b>Your Say</b></li> <li>• <b>Penrith in Bloom</b></li> <li>• <b>Podcasts and Videos</b></li> </ul> Also <b>Press releases</b> and <b>Eden Local Articles</b> on Website	



## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 2 <sup>nd</sup> March 2020	Revisions, reason for any under- performance, revised date when target will be met
<p><b>Listen to the community</b></p> <p><b>Increase opportunities for engagement, participation and interaction with the local community, empowering community groups and individuals, including those who are sometimes left out, to have a voice</b></p>	<p>Support opportunities for young people to outline their thoughts and opinions and inform the council about issues they feel are important</p>	<p>Develop effective relationships with local schools, colleges, sports clubs, youth groups and youth councils.</p> <p>Develop a 'Youth Participation Role' and encourage more youth involvement in the work of the council as well as local community life</p>	<p>Ongoing. Representative of Town Council's Youth Advisory Panel now sits on Eden Youth Council.</p> <p>A meeting between the County Council's Targetted Youth Support Officer (Participation), the Community Engagement Officer and the 3 CCEG Councillors supporting the Youth panel has been held to set a foundation for future collaboration.</p> <p>Regular meetings with Youth Advisory Panel. Kahoots Event on 14<sup>th</sup> February.</p> <p>Youth Advisory Panel in collaboration with Leisure Centre/Cumbria County Council compiled a survey to assess youth views on Penrith. Survey set up online and available in hard copy. See <b>Youth Advisory Panel Page</b> on Council website</p>	

## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 2 <sup>nd</sup> March 2020	Revisions, reason for any under- performance, revised date when target will be met
		<p>Develop partnership working with Cumbria Police Commission to facilitate youth Involvement</p> <p>Organise face to face opportunities e.g. an annual event or an open Day/Youth Forum for young people to express their views and identify their priorities.</p>	<p>Fresh opportunity has arisen to re-develop partnership.</p> <p>Youth Advisory Panel meets regularly. Young people prepared competitive quizzes for a 'Kahoots Event held on 14<sup>th</sup> February, 2020. Besides having fun, serious issues e.g. Climate Change, Mental Health and Drug and Alcohol misuse, already identified by young people during the November launch event, were explored in quizzes using smart phones connected to the Internet.</p> <p>Youth Survey compiled by the Yap in collaboration with the Leisure Centre/Cumbria County Council was launched at Kahoots event.</p>	
	<p>Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage</p>		<p>'<b>Community Memories</b>' Page set up on Council Website.</p>	

## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 2 <sup>nd</sup> March 2020	Revisions, reason for any under- performance, revised date when target will be met
	<p>Generate interest in Penrith's physical and cultural assets, and increase local pride</p>	<p>Develop a 'Community Memories' Section on the Council website, to capture Penrith's rich history using online and mixed media, e.g. spoken word audio recordings, written stories, heritage photos and/or videos</p> <p>Develop a local photos page on the Community Section of the Council website and invite members of the public to submit recent photos along with descriptions/stories.</p> <p>Engage with local volunteers, and highlight local projects, showcasing what local volunteers are doing</p>	<p>WW2/VE Day Memories. 5 interviews conducted and recorded on video or in writing; additional interviews with local people organised. Council website content in development.</p> <p>Photos and historical information about Penrith during the War Years researched and sourced locally.</p> <p>Afore-mentioned interviews and extracts from information being used to populate the 'Penrith during WW2' Section on the Council's website, to increase local knowledge of the evacuation and Penrith's role in WW2.</p> <p>WW2 Community Memories: Collaboration with Library and local historian to develop a program for 6<sup>th</sup> May. Council's WW2 information to be available, e.g. link on Library Computers.</p>	<p>Community engagement related to this project will help increase community pride, while relationships established will be useful for ongoing information sharing and gathering related to more formal Council priorities.</p>

## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 <sup>th</sup> January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Generate interest in Penrith's physical and cultural assets, and increase local pride		The ' <b>Podcasts and Videos</b> ' page on the Council website is updated regularly with videos which highlight local developments.	

## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 <sup>th</sup> January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Recognise and value the local community as experts on local life, needs and priorities	Develop opportunities for Citizen Journalism.		Aim is to work with Rotary Club to encourage citizen journalism with different age groups.
	Provide opportunities for people to get involved in the work of the council, provide insights and identify local priorities	Use innovative face-to-face, broadcast and online methods to engage the community, clearly explain what the Council is doing, collect information about local needs and involve the community	The Town Council's Website and social media platforms have been updated regularly to provide information and engage/interact with people online. Links to consultations/surveys are included in the ' <b>Your Say</b> ' page on the Town Council's Website.	Ongoing

## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 <sup>th</sup> January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Using an 'asset based' approach, create a database that a) builds pride in the community, 2) increases awareness of local community strengths and c) shapes a participatory local culture	Encourage local people to use peer and personal networks to help the Town Council gather information about important assets, for example, skills, knowledge, ability, resources, experience or enthusiasm already in the community	'Community Assets' Page now set up  Ongoing	Long-term. Needs to be populated with appropriate information.
	Compile and share information about the local community's abilities and skills, to help improve community life, support partnership working and engagement with the Town Council.	Identify local organisations and community groups, note their goals and create a community assets map, illustrating where community groups are based and where community projects are taking place to help in addressing community needs and projects.	Ongoing.	Long-term - a well-designed, easily searchable 'Community Assets Database' compiled in partnership with other groups in the community could prove to be very useful. May be costly to set up and would need buy in from other organisations. In addition, it would need to be regularly updated.

## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 <sup>th</sup> January 2020	Revisions, reason for any under- performance, revised date when target will be met
	<p>Help support and equip the community to work together and increase community capacity.</p>	<p>Based on knowledge of community assets, identify individuals known as 'Community Connectors,' who can help open doors to the involvement of other individuals and groups some of whom may currently be excluded from community life and the work of the council, for example, those with mental health issues, disabled individuals, carers, homeless people, immigrants, refugees etc.</p>	<p>Ongoing.</p>	<p>Long Term. Need to work with partners and Members to progress.</p> <p>Meeting organised re 'Social Prescribing'</p>

## Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 <sup>th</sup> January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Involve communities directly on and offline and through elected members to enhance reputation, support information giving encourage interaction with partners, and discuss ideas, local issues and priorities	Organise 'engagement spaces' using Council website and Community Pages, local radio and face-to-face interaction in local venues	<p>Ongoing.</p> <p>Youth Advisory Panel (YAP): 3 supporting Councillors from CCEG attended YAP Kahoots Event to discuss/summarise youth priorities and identify ideas for further progress.</p> <p>After the Youth Advisory Panel's Survey (to assess youth views on Penrith and what's available for young people in the town) closes on 27<sup>th</sup> March, analyses/feedback reports will be made available for consideration by the Youth Panel and discussed with the CCEG's 3 supporting Town Councillors. Any recommendations will be discussed with the Leisure Centre and other interested organisations before being taken forward for consideration by CCEG and, if appropriate, the full Town Council.</p>	Work with Members over time to develop a range of engagement projects. The proposed Youth Team is one opportunity.

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**YOUTH PANEL PROGRESS REPORT**

The Town Council aims:

- to engage with young people and develop a Youth Forum or Panel for young people to voice their views on matters important to them
- to facilitate an 'engagement space' for Members to involve young people and develop close interaction between youth in Penrith and the Town Council
- to bring about greater benefits to the Council's decision-making.

On Friday 14th February 2020, the Town Council's Youth Advisory Panel along with other young people aged between 14-25, who live in or near the town, took part in a competitive 'Kahoot' evening. The Youth Advisory Panel hosted the game-based digital event with different panel members taking responsibility for introducing quizzes they had set up in advance. Smart phones were used by participants to link to the quizzes and answer a series of questions. Some of the questions contained in the quizzes related to fun topics while others related to serious issues facing young people in the town. They included:

- Valentine's Day
- About Penrith
- Climate Change
- Music
- Mental Health
- Drug and Alcohol

Publicity for the event included:

- Youth Panel members using social media and word of mouth to spread the word to friends and pupils attending QEGS and UCC
- Printed hard copy posters were distributed in QEGS and UCC, and to various locations around town, including youth clubs and other groups and organisations in Penrith involved in youth provision.
- Articles about the event were written for Eden Local and the local press
- Information and an online poster were shared using the Town Council's online resources, e.g. website, social media and emails with local youth groups and organisations involved in youth provision.

After the quizzes were finalised, two of the Town Councillors who are supporting the panel invited young people to consider the serious issues included in the quizzes and reflect on how to take them forward. Young people identified Climate Change and

Mental Health as particularly important and thought these topics could be discussed further by the Youth Panel.

One idea was to set up small sub-groups of interested young people to work together with Town Councillors and appropriate partners to explore the issues further. It was noted that there is scope to contribute to future work around the Climate Change Emergency work currently in development.

Other issues for future discussion by the Panel were related to communication and how to encourage older generations of young people to get involved.

### **Youth Survey: Give us your views on Penrith**

The Youth Advisory Panel (YAP) collaborated with the Leisure Centre and Cumbria County Council to create a survey to gather young people's views on Penrith and what's available for them in the town. The survey was launched at the Kahoot event on 14th February 2020 and will be open for six weeks, closing on 27th March, 2020. It is available in online format and in hard copy.

Links to the online survey are included on the Town Council Website (available via the Youth Advisory Panel page) and social media. Information about the Survey has been publicised and shared by other organisations via their social media. Young people on the Panel are also sharing the link in their social media and face-to-face networks. The Leisure Centre and Cumbria County Council Partners, who will be informed by feedback from the survey, are also publishing information on their online platforms. Hard copies are available from the Town Council Office, the Penrith Library, the Leisure Centre and various youth organisations. A press article and an article for Eden Local have also been written to publicise the survey.

Feedback from the survey will be considered by the Youth Panel and discussed with the 3 supporting Town Councillors representing CCEG. Recommendations may be discussed further with interested organisations before being taken forward for consideration by CCEG and, if appropriate, the full Town Council.<sup>2</sup>



## **COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE**

**9 March 2020**

**MATTER:** **Budget Statement Report**  
Consider the report and approve the recommendations contained within.

**ITEM NO:** 12

**AUTHOR:** RFO  
**SUPPORTING MEMBER:** **CLLR. JACKSON**  
**CHAIR**



## Penrith Town Council

### CCEG COMMITTEE

#### BUDGETARY CONTROL STATEMENT: TEN MONTHS ENDED 31 JANUARY 2020

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
		<b>CCEG COMMITTEE:</b>				
30,000	30,000	<b>Town Projects</b>	5,780	0	5,780	24,220
		<b>Arts &amp; Entertainment:</b>				
5,000	10,000	Officer Support	342		342	9,658
30,000	30,000	Events Grants	18,749	351	19,100	10,900
35,000	40,000		19,091	351	19,442	20,558
		<b>Environment:</b>				
21,000	16,000	Greening	10,211	212	10,423	5,577
500	500	Community Gardeners/Greening			0	500
21,500	16,500		10,211	212	10,423	6,077
32,000	32,000	<b>Community Grants</b>	6,484	14,000	20,484	11,516
		<b>Corporate Communications:</b>				
770	770	Advertising	515		515	255
1,020	1,020	Website	260		260	760
1,780	11,280	Community Engagement	1,843	109	1,952	9,328
1,040	1,040	Press Support	205		205	835
4,610	14,110		2,823	109	2,932	11,178
<b>123,110</b>	<b>132,610</b>	<b>CCEG Committee Total</b>	<b>44,389</b>	<b>14,672</b>	<b>59,061</b>	<b>73,549</b>

<b>OFFICE ONLY</b>	
<b>Tracking Information</b>	<b>Completed</b>
All sections completed	✓
All required documents received reviewed by officers	✓
Hard copy check	✓
<b>Signed off</b>	<b>Date</b>
RFO	24/02/2020
Economic Development Officer	26/02/2020
Town Clerk	01/03/2020
<b>Circulated to Members</b>	
Council	02/03/20
<b>Published</b>	
Website	02/03/2020

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