



# 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)

**DRAFT** Minutes of the video conference live event extra ordinary meeting of

## PENRITH TOWN COUNCIL

Held virtually initially via Microsoft Teams video conference before switching to Zoom due to technical difficulties on

Monday **22June 2020**, at 12.30 p.m.

### PRESENT

Cllr Clark	South Ward	Cllr Kenyon	North Ward
Cllr Davies	West Ward	Cllr Knaggs	West Ward
Cllr Donald	North Ward	Cllr C Shepherd	East Ward
Cllr Hawkins	East Ward	Cllr M Shepherd	East Ward
Cllr Jackson	North Ward	Cllr Snell	West Ward

Deputy Town Clerk  
Services and Contracts Manager  
Economic Development Officer

**DRAFT MINUTES FOR THE EXTRA ORDINARY FULL COUNCIL  
MEETING HELD ON  
MONDAY 22 JUNE 2020**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

**PTC20/21 APOLOGIES FOR ABSENCE**

Apologies were received Cllrs. Bowen, Burgin, S. Clarke and Fallows.

Due to technical difficulties, some Members were unable to connect to Teams and the meeting was adjourned and reconvened at 1.15pm on Zoom after the joining code was made available to the public.

**PTC 20/22 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

The meeting was informed that one declaration of interest was received from Councillor Hawkins prior to the meeting.

1. Councillor Hawkins declared a registrable interest as she was a property owner and resident within the proposed temporary road reallocation and partial pedestrianisation zone.

The following declarations were made at the meeting:

2. Councillor C Shepherd declared that he was a member of Penrith BID.
3. Councillor M Shepherd declared that he owned and lived in a property affected by heavier traffic caused by the road closures.
4. Councillor Jackson declared that he had been working at a shop in Angel Lane that had been affected by the road closures.
5. Councillor Kenyon declared that he lived in an area being impacted by additional traffic due to the road closures.
6. Councillor Clark declared an interest as she lived in the town close to the area affected.

## **PTC20/23 EXCLUDED ITEMS: Public Bodies (Admission to Meetings) Act 1960**

Members were asked to determine whether any of the agenda items 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 or for the other special reasons noted in relation to that matter on the agenda.

### **RESOLVED THAT**

There were no issues to be considered in private session.

## **PTC20/24 REOPENING PENRITH**

The Chair reminded Members that the road closures that had been put in place by the Highways Authority had already been circulated. Members were also reminded that they had received copies of the draft Recovery Plan and Action Plan and comments which had been received either by email, through Facebook Messenger or via Facebook posts, which were asked to be shared with them, prior to the meeting.

### **i) Nominations to sit on the Penrith Town Working Group**

The Chair received the following nominations to sit on the Penrith Town Working Group. Those nominated spoke a few words about why they felt they should sit on the group.

The nominations received were: Councillors Clark, Davies, Hawkins, Knaggs and C Shepherd.

Councillor Knaggs withdrew his nomination.

Following a vote it was **RESOLVED THAT** Councillors Davies, Hawkins and C Shepherd be elected as the PTC representatives on the Penrith Town Working Group.

### **ii) Motion**

Moved by Councillor Davies  
Seconded by Councillor Clark

'That due to the geography of Penrith and some natural pinch points for both road and pedestrian traffic, some road closures and pavement pedestrian traffic flow alterations will be required to facilitate safe social distancing for the public in and around Penrith. To facilitate this proposal -

Temporary removal of parking along Middlegate to allow wider pedestrian area using the parking area along roadside but maintain the one-way southbound traffic to maintain its flow.

Temporarily remove parking in Devonshire Street to facilitate wider footpaths. From Devonshire Street all traffic will travel down King Street with no traffic turning right into Market square and Cornmarket.

Beyond the traffic moving south into King Street, Market Square and Cornmarket would be closed to traffic and made a full pedestrian area to enable safe social distancing in the area and the various side streets that link into the area from Little Dockray, Angel Lane etc.

To avoid pinch point with pedestrians through the Narrows between Middlegate and Devonshire Street, the Narrows would be closed to pedestrian access with pedestrians been diverted via Little Dockray and round into Devonshire Street.

King Street be made one way for Traffic heading south in the centre of the road with pavements being made wider. The parking spaces parking outside Lloyds Bank will be made into temporary Disabled bays to facilitate parking provision close to the town

North bound traffic flow will be made by traffic being routed one-way via Southend road, Crown Square, Princess Street, Great Dockray, Castlegate, Cromwell road and Brunswick road.

With Princess Street being made one way and Great Dockray having traffic flow in a North direction only.

The South bound road in Great Dockray will be pedestrianised to enable safe social distancing around the shops and entrance to Angel Lane.

Pavement stencils will mark out 2M distance and passing points for pedestrians. A number of maintain social distancing signs will be displayed around town.

Beyond Pedestrians the pavements will be cleared with shops removing A boards and any sales materials from the pavements along with all planters and non-structural seating and signage to enable the public to use all available space for navigating the town and facilitating queuing outside shops.

The proposed plan will need to be constantly kept under review and adjusted as required along with changes to national guidance from UK Government and public health England.

The proposed measures are only temporary but also give us the long-term opportunity to study the potential of changes that may have long term benefit to the public spaces in Penrith'.

Amendment by Councillor Hawkins  
Seconded by Councillor Jackson

That:

'Penrith Town Council believes that giving shoppers, town centre residents and visitors confidence about their personal safety is the most important priority in the plans to support businesses and public spaces to reopen and therefore proposes that any plan should take account of the following factors:

- i) emphasis should be placed on the safe and appropriate use of highways and public footpaths including the pedestrianisation of certain areas, widening footways either directly or through temporary road reallocation and other arrangements to ensure effective social distancing and encourage walking and cycling into and through the town centre;
- ii) the need to support businesses around the appropriate use of public land and highways outside their premises with clear and consistent guidance on external queuing, access management and/or alfresco dining arrangements (when this is allowed) and as appropriate;

- iii) stakeholders (eg CCC, EDC, PTC, BIDs, Penrith Chamber of Trade and also including those Penrith Businesses and employers not a part of the Chamber of Trade and BID) to provide an extensive programme of schemes to encourage and support walking and cycling into and through Penrith town centre;
- iv) consideration of priority schemes for reduced parking charges, should free parking from EDC be no longer available, for those who are working a full working day as an employee or SME owner in a town centre premises, and those who have shopped in or used locally owned SME and/or locally owned town centre businesses;
- v) the appropriate authorities and transport providers to have in place signage and guidance supporting socially distanced queuing, alighting and disembarking from buses and taxis;
- vi) the road closures through the town should be time limited (eg 8am – 6pm or as appropriate) to allow access to those offering takeaways and so that the streets are not empty for those walking to and from work either early morning or late at night, or when the pubs re-open; and
- viii) the measures put in place should be reviewed weekly to allow changes to be made.

A vote was taken when there were:

For the amendment – 8

Against it – 2

The amendment was carried. On being put as the substantive motion it was

**RESOLVED THAT**

'Penrith Town Council believes that giving shoppers, town centre residents and visitors confidence about their personal safety is the most important priority in the plans to support businesses and public spaces to reopen and therefore proposes that any plan should take account of the following factors:

- i) emphasis should be placed on the safe and appropriate use of highways and public footpaths including the pedestrianisation of certain areas, widening footways either directly or through temporary road reallocation and other arrangements to ensure effective social distancing and encourage walking and cycling into and through the town centre;
- ii) the need to support businesses around the appropriate use of public land and highways outside their premises with clear and consistent guidance on external queuing, access management and/or alfresco dining arrangements (when this is allowed) and as appropriate;
- iii) stakeholders (eg CCC, EDC, PTC, BIDs, Penrith Chamber of Trade and also including those Penrith Businesses and employers not a part of the Chamber of Trade and BID) to provide an extensive programme of schemes to encourage and support walking and cycling into and through Penrith town centre;

- iv) consideration of priority schemes for reduced parking charges, should free parking from EDC be no longer available, for those who are working a full working day as an employee or SME owner in a town centre premises, and those who have shopped in or used locally owned SME and/or locally owned town centre businesses;
- v) the appropriate authorities and transport providers to have in place signage and guidance supporting socially distanced queuing, alighting and disembarking from buses and taxis;
- vi) the road closures through the town should be time limited (eg 8am – 6pm or as appropriate) to allow access to those offering takeaways and so that the streets are not empty for those walking to and from work either early morning or late at night, or when the pubs re-open; and
- viii) the measures put in place should be reviewed weekly to allow changes to be made.

### **iii) Delegation**

**RESOLVED THAT** delegated authority be given to officers to continue to work with stakeholders to monitor and review the action plan which includes a communication plan.

### **iv) Communication**

**RESOLVED THAT** regular feedback be continued to be provided from the Penrith Town Working Group and marketing Group to Members.

### **PTC20/20 NEXT MEETING**

Members noted the next Full Council meeting was scheduled for 13 July 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

**FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL**

### **ACCESS TO INFORMATION**

Copies of the minutes are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website: [www.penrithtowncouncil.co.uk](http://www.penrithtowncouncil.co.uk)

### **Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)