Penrith Town Council

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

DATE: 20 July 2020

You are summoned to attend a video conference meeting of

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

To be held on **Monday 27ʰ July 2020** and to be held virtually via video conference on at 4.00 p.m.

COMMITTEE MEMBERSHIP

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

Mrs V. Tunnadine, Town Clerk

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

AGENDA

VIRTUAL CCEG MEETING

MONDAY 27 JULY 2020

Due to the current restrictions in place, this meeting will be a virtual meeting and therefore will not take place in a physical location. The meeting be held virtually via video conferencing. Therefore, this is a meeting in public, not a public meeting.

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 in to 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.

WELCOME

The Chair will welcome everyone to the meeting before introducing himself and then taking a roll call of attendees. Each person in turn will be invited by name to confirm they are in attendance and if they have to leave the meeting early:

Cllr. Davies ☐
Cllr. Donald ☐
Cllr. Jackson ☐
Cllr. Knaggs ☐
Cllr. Snell ☐

The Chair will ask attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders and the Teams Meeting Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Speak clearly and look into the camera.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- Introduce themselves when raising a point.
- Respond to the Chair when their name is called.
- Be aware that some attendees may join by telephone.

The Chair will advise which officers are in attendance.

Officers of the Council will provide procedural advice and manage the virtual meeting process. We are unable to guarantee that each participant will remain connected to the meeting.

1. Apologies for Absence

Receive apologies from members

The Chair will read out any apologies received in advance of the meeting from Members of the Council. Members are asked to send apologies prior to the meeting and by midday on the day of the meeting at the latest to office@penrithtowncouncil.co.uk

The Chair will ask each Member in turn if they accept Members apologies

Cllr. Davies	
Cllr. Donald	
Cllr. Jackson	
Cllr. Knaggs	
Cllr. Snell	

2. Public Participation and Representations

Receive public representations

The Chair will read out any questions, petitions or statements received in advance of the meeting.

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 chair of the meeting may direct that a written or oral response be given.

3. Declaration of Interests and Requests for Dispensations

Receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting

The Chair will read out any declarations of interests received from Members in respect of items on this agenda and apply for a dispensation to remain, speak, and/or vote during consideration of that item. Members are asked to declare any interests by midday on the day of the meeting to office@penrithtowncouncil.co.uk . If a Member remembers an interest during the meeting, they should declare it when asked if they have a question on the agenda item in question.

The Chair will ask each Member in turn if they have any declarations of interests in respect of items on this agenda and if they need to apply for a dispensation to remain, speak, and/or vote during consideration of that item.

Cllr. Davies	
Cllr. Donald	
Cllr. Jackson	
Cllr. Knaggs	
Cllr. Snell	

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.

4. Excluded: Public Bodies (Admission to Meetings) Act 1960

Consider whether any agenda items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 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.

The Chair will propose that Members approve that item 11 be considered in private session.

The Chair will ask a fellow councillor to second the motion that item 11 be considered in private session.

The Chair will seek to move the motion asking each Member in turn by name to vote orally registering "For", "Against or "Abstain".

Cllr. Davies	
Cllr. Donald	
Cllr. Jackson	
Cllr. Knaggs	
Cllr. Snell	

The Chair will announce the result of the vote.

5. Resolutions Report

Receive and note the written report

6. Work Plan Report – Economic Development Report

Receive and note the written report for the Committee Work Plan from the Economic Development Officer.

7. Work Plan Report – Community Engagement

A) Receive and note the written report for the Committee Work Plan from the Community Engagement Officer.

B) Receive a written report and consider recommendations contained within regarding community engagement website changes and community toolkit

The Chair will propose the 7b Report and recommendations contained within.

- The Chair will ask a fellow councillor to second the motion.
- The Chair will read out to the meeting, any questions received in advance of the meeting.
- The Chair will ask each Member in turn by name if they have any further questions.

Cllr. Davies	
Cllr. Donald	
Cllr. Jackson	
Cllr. Knaggs	
Cllr. Snell	

- The Chair will seek to move the motion asking each Member in turn by name to vote orally registering "For", "Against or "Abstain":

Cllr. Davies	
Cllr. Donald	
Cllr. Jackson	
Cllr. Knaggs	
Cllr. Snell	

- The Chair will announce the result of the vote.

8. In Bloom

Receive and note the oral report from the Council Officers.

9. Budget Statement Report
Consider and approve the report

The Chair will propose the Budget Statement Report

- The Chair will ask a fellow councillor to second the motion.
- The Chair will read out to the meeting, any questions received in advance of the meeting.
- The Chair will ask each Member in turn by name if they have any further questions.

Cllr. Davies	
Cllr. Donald	
Cllr. Jackson	
Cllr. Knaggs	
Cllr. Snell	

- The Chair will seek to move the motion asking each Member in turn by name to vote orally registering "For", "Against or "Abstain":

Cllr. Davies	
Cllr. Donald	
Cllr. Jackson	
Cllr. Knaggs	
Cllr. Snell	

- The Chair will announce the result of the vote.

10. Next Meeting
The Chair will ask that Members note the next meeting is scheduled for 22 October 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.

Private Session
There are the following items in this Part of the Agenda

**The Chair will inform the public and press that the meeting will convene in private and that connections
To the meeting will be severed.**

Part Two

There is one item in this part of the Agenda, which should be considered in private. The reason that the item is likely to be considered in private is that it will involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 3 - Exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

11. Grant Applications

Note the written report and consider the recommendations contained within.

FOR THE ATTENTION OF ALL MEMBERS OF THE CCEG COMMITTEE AND FOR INFORMATION FOR MEMBERS OF THE TOWN COUNCIL

ACCESS TO INFORMATION

Copies of the agenda 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

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

![Penrith Town Council logo]

COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE
27 July 2020

MATTER: **RESOLUTIONS REPORT**

To note the report from the resolutions of the meeting held on 9/03/2020

ITEM NO: **5**

AUTHOR: **ECONOMIC DEVELOPMENT OFFICER**

MINUTE REF	RESOLUTION	PROGRESS

CCEG19/73
 	
Arts and Culture Strategy
	i That the quotation be awarded in principle to the top scoring organisation.
	ii That the organisation provide the following information:
	    a) Confirmation of capacity to deliver outcomes
	    b) Insurance certification
	    c) Equality and Diversity Statement
	    d) Two References
		Complete

	iii That the working group be given delegated authority to review the information on submission and agree the quotation be accepted.	Complete
	iv That the working group determine regular performance monitoring mechanisms.	To be considered at commencement of contract.
CCEG19/74 Grant applications	A) Penrith Lions Club Resolved that a grant be approved for £3,875 for the Tea in the Park event	Event cancelled due to COVID 19 event cancelled grant not paid
	B) EVAN Resolved that £3,600 be awarded for non-commercial activities associated with the event	Agenda item
	C) Heart of Cumbria Resolved that a grant would not be awarded	Complete

MINUTE REF	RESOLUTION	PROGRESS
CCEG19/60	A) Cumbria Alcohol and Drug Advisory Service . An in principal grant be approved for £5,000. . 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.	Grant no longer required

6. Work Plan Report – Economic Development Report

Receive and note the written report for the Committee Work Plan from the Economic Development Officer.

Health & Wellbeing			
Strategic Priority	**Delivery Work**	**Progress at 27th July 2020**	**Reason for any underperformance and revised date when target will be met**
Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture			
Securing external funding, where possible, to develop and improve amenities, leisure, art and cultural facilities. Fund new and existing events and provide match funding support to sports, recreational, culture and arts and work to improve their funding base	Develop, assist and deliver Events Programme	• EVAN **Penrith Arts Festival** – funding agreed and have submitted an amended programme for approval July 2020 • Penrith **Lions Tea in Castle Park** 2020 cancelled • **VE Day 2020 -** VE Day 2020 cancelled Sub Committee keen to develop an event for 2021 To be considered Autumn 2020	COVID 19
Providing funds to support initiatives that raise the profile of Penrith nationally and for marketing activities that support and encourage tourism	Manage Community Grants and Events Grants	• Summary of grants 19-20 available on Council website: https://www.penrithtowncouncil.co.uk/wp-content/uploads/2020/07/200331-2019-20-Community-Grants-Register.pdf • Grants wards for events 20/21 impacted by pandemic	COVID 19
Securing external funding, where possible, to develop the existing offer for sports, recreation, arts, entertainment and culture	Arts and Cultural Strategy	• Contract awarded and will commence towards the end of September • Working group will oversee the development of the Strategy and monitoring TBA	COVID 19
Encouraging local retailers and restaurants to use, and publicise their use of local products in order to encourage a reputation with residents and visitors of Penrith as a "Food Town"	Arts and Cultural Strategy		COVID 19

Health & Wellbeing			
Strategic Priority Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture:	**Delivery Work**	**Progress at 27th July 2020**	**Reason for any underperformance and revised date when target will be met**
Exploring and developing international cultural and art exchanges			COVID 19

Health & Wellbeing			
Strategic Priority **Increase the Town's attractiveness as a place to visit for both the local community and visitors:**	**Delivery Work**	**Progress at 27th July 2020**	**Reason for any underperformance and revised date when target will be met**
Developing action plans to manage/operate/support the Towns heritage – for example The Two Lions, Museum, Great Dockray, Town Hall	Arts and Cultural Strategy	•	Arts and Cultural Strategy
Encouraging improvements to the gateways A6, A66 and M6 using signage, greening and maintained verges Considering and encouraging improvements to the Town Centre, Middlegate, Burrowgate, Devonshire Street, Great Dockray, The Narrows, London Road, King Street, Sandgate Bus Station, Bridge Lane (Gateway) Portland Place and Wordsworth Street for signage, greening, verge maintenance, shopfront improvements, parking, public realm and the pedestrian experience. Developing Penrith as an accessible and friendly Town	**Parking and Movement Study** To work with CCC, EDC and other stakeholders to tender and oversee the completion of the Parking and Movement Study	• Tender awarded. • Surveys carried out November 2019 • Officer workshops held bimonthly • First stakeholder workshop held January 2020, second due to be held March 2020 was cancelled and stakeholder engagement carried out online. • Stage 1 and 2 of the study complete • Member briefing to be held September 2020, final report presented to the Planning Committee 7th September and to Full Council on the 28th September • Weekly Catch up calls conducted with Consultants, EDC and CCC	

Health & Wellbeing

Strategic Priority Increase the Town's attractiveness as a place to visit for both the local community and visitors:	Delivery Work	Progress at 27th July 2020	Reason for any underperformance and revised date when target will be met
Developing a sense of "Penrith Self", consistency of approach and a town identity by developing guidelines on future street furniture, signage, soft and hard landscaping, lighting and their maintenance in the town centre	**Streetscape/Public Realm**	• Negotiating the repositioning of planters	
Supporting Keep Penrith Tidy Campaign and Plastic Clever Penrith, Conservation volunteering events, community gardening and in-bloom greening events. Work with community groups and stakeholders to participate in these and similar campaigns, acting as the lead organisation for the Town when required. Facilitate Penrith in Bloom/Cumbria in Bloom/Britain in Bloom, encouraging vibrant and sustainable planting throughout the year.	**Cumbria/Britain in Bloom** Stakeholders: Community Gardeners, Penrith Bid, Eden Mencap, Beekeepers, Allotments, Avanti, Forest School, Thacka Beck Nature Reserve, Richardson's, Salvation Army, Great Dockray Residents	• Cumbria and Britain in Bloom Postponed for 2020 • Large flower displays hanging baskets and barrier baskets will be displayed for summer 2020 • Grant for £7718 awarded to Penrith Bid for Greening has been reclaimed back to PTC. • Support for Community Gardeners has continued as lockdown has been lifted, with the appropriate measures in place. • Work sheets commissioned from Forest School during lock down for families to complete during their daily exercise. • Penrith in Bloom Facebook used throughout lock down highlighting success of the past and celebrating the community. • Filming, when allowed has continued to archive what has been achieved during difficult times. This will also be included in B in B 2021 portfolio	

Economic Development

Strategic Priority Support and contribute to the economic growth and prosperity of the Town through encouraging inward investment, sustainable employment, tourism and provision of devolved services:	Delivery Work	Progress at 27th July 2020	Reason for any underperformance and revised date when target will be met
Working with stakeholders to develop effective strategies such as rate reductions/set up grants/marketing assistance/rent free period offers and shopfront improvements			
Identifying support packages to encourage a mix of retail premises in Middlegate, Devonshire Street, King Street, Corn Market, Great Dockray and the pedestrianised area centered on Angel Lane			
Exploring with the owners the impediments to the letting of the empty retail units in New Squares and to explore the option of using open space in this area for events and functions			
Reviewing tourism product/marketing/heritage/interpretation offer and develop a strategy for tourism and marketing	Tourism Strategy	• Marketing group established with members of EDC, CCC, Penrith Bid, Industrial Bid and Chamber of Trade are working on the Comms Plan as part of the Recover od Penrith from Covid 19	
Developing a thriving monthly market/farmers'/themed market and exploring the potential transfer of the Town's Market Charter to the Town Council	Tourism Strategy		
Working with EDC and other stakeholders to rekindle interest in improvements to Castle Park and developing the park as a major tourist attraction	Tourism Strategy		

Transport

Penrith Neighbourhood Development Plan

Plan Policy 11Walking and Cycling
Requires that new development should include walking and cycling infrastructure that is of high-quality design and accessible to all. The policy outlines a set of principles that would be used to ensure that, where appropriate, new development improves the environment for all so that Penrith becomes a walking and cycle friendly Town.

Policy 4 Accessibility and Social Inclusion
Requires that all developments meets the needs of all groups and sections of the community and that the Town can reasonably accessed by walking, cycling, those with mobility aids, public transport and motor vehicles.

Resolved Climate Change Strategy Actions

➢ We would lobby for **better public transport services** and infrastructure including electric car charging ports and electric charging sharing schemes.
➢ We would provide automatic annual funds to **community transport schemes** of a value of £3,000 per community transport scheme every April.
➢ We endorse and support **Walk to School Challenge** which encourages families to leave their cars at home and where safe to do so, would challenge students across all the schools and colleges to walk, scoot, jog and cycle to school, as travelling to school in an active and sustainable fashion is kind to the environment and has huge health benefits.
➢ We would provide people with better travel options, working with our partner authorities to improve cycle and pedestrian connectivity and working with local cycle suppliers, we would encourage **electric cycle hire**, throughout Penrith.
➢ We would encourage the use of **greener car share** schemes and would promote and support car hire schemes such as Co-Wheels which is a pay-as-you-go car hire scheme, with vehicles available to hire in convenient locations across the UK providing electric, hybrid & low emission vehicles

Strategic Priority Public and Community Transport Schemes	Delivery Work	Progress at 27th July 2020	Reason for any underperformance and revised date when target will be met
Working with partners to secure and encourage improvements in public transport services, look for real alternatives to public transport, promote community transport schemes and workable schemes for lift and car share	Parking and Movement Study		
Providing grants for community bus services	Manage grants scheme	Grant applications brought for review	

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Transport

Strategic Priority Connectivity	Delivery Work Parking and Movement Study/ Climate Change Strategy	Progress at 27th July 2020	Reason for any underperformance and revised date when target will be met
Maintaining footpaths and bridleways	Parking and Movement Study		
Improving all pedestrian, cycle, wheelchair, electric buggy infrastructure into the Town	Parking and Movement Study		
Strategic Priority **Safety**	**Delivery Work**	**Progress at 27th July 2020**	**Reason for any underperformance and revised date when target will be met**
Providing traffic signs and other objects or devices warning of danger	Parking and Movement Study		
Contributing financially to traffic calming schemes	Parking and Movement Study		
Facilitating community speed watch schemes	Parking and Movement Study		
Strategic Priority **Signage and Information**	**Delivery Work**	**Progress at 27th July 2020**	**Reason for any underperformance and revised date when target will be met**
Securing the delivery of new signage of high-quality design appropriate to the local context and suitable for directing users to key locations and buildings.	Parking and Movement Study		

Transport			
Strategic Priority **Traffic Flow and Car Parking**	**Delivery Work**	**Progress at 27th July 2020**	**Reason for any underperformance and revised date when target will be met**
Working with partners to improve highways infrastructure in and around Penrith, reviewing the town centre traffic flow to allow for full or partial pedestrinisation, improve/reduce traffic congestion and reduce carbon emissions. Identify infrastructure shortfall by contributing to a joint Parking and Movement Survey which will be instrumental for the Town Centre improvements and implementing the recommendations from the survey with stakeholders and partner authorities	Parking and Movement Study		
Supporting the provision of electric charging points in public car parks. Encouraging developers to include electric vehicle charging points for sustainable lifestyles			
Reducing on-street parking by providing modern car parking infrastructure appropriate to the size and role of Penrith			
Exploring opportunities to improve car parking for Town residents and provide low cost long-stay car parking (for example: £1 a day for vehicles parked before 9.00am) for those commuting into the Town in connection with employment.			
Supporting the provision of affordable long-stay car parking for visitors and additional disabled car parking facilities			

7a Community Engagement Committee Work Plan

Receive and note the written report for the Committee Work Plan from the Community Engagement Officer.

Strategic Priority	Delivery Work	Progress at 27th July, 2020	Revisions, reason for any under- performance, revised date when target will be met
Increase the community's access to information and improve transparency and accountability			
Using different communication channels, distribute information about the different roles of the Town, District and County Councils	• Information about different roles are included on the Town Council website • Core Community Engagement Values • Community Engagement Spectrum • Community Engagement Handbook: • Guidance on Methods	Completed and updated when required	
Issue 'Good News' Press Releases describing what the Town Council is doing and how it is 'making a difference.	Press releases which are added to website	Completed and updated when required	
Develop new Community and Events Pages on Council Website	Populating Engaging Our Community,' 'Media and Communication,' 'Upcoming Meetings and Events' and 'Community Links' Sections on Council Website.	Completed and updated when required	Updates on Events Pages suspended due to COVID-19
Creating regular newsletters and post on the Council website	Quarterly newsletters and monthly editorial in local press	Completed and updated when required	

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under- performance, revised date when target will be met
Increase the community's access to information and improve transparency and accountability			
"Have we made a Difference" bi-monthly news summaries or videos and publish on website pages of the Council website	• Regular interaction with groups and organisations in Penrith. • Updating the Penrith in Bloom Facebook page with information and photos from Penrith Community Gardeners	Completed and updated when required	Limited activity due to Covid 19
Create "Have we made a Difference" bi-monthly news summaries or videos and publish on website pages of the Council website	Edit videos of virtual meetings as appropriate and upload to Vimeo for inclusion on Town Council Website	Completed and updated when required	
Use hard and online versions of leaflets & posters to provide information.	Produced as and when appropriate, ensuring the community is informed about what has been done as a result of their involvement and participation	Completed and updated when required	
	Provide feedback channels, used face-to-face interaction, local press, radio, website, social media, posters, leaflets	Completed and updated when required	

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Increase opportunities for engagement with hard to reach individuals and groups			
Producing a Youth Engagement Strategy	YAP established	Completed and ongoing	Ongoing activities suspended due to Covid 19
Developing effective relationships with local schools, colleges, sports clubs, churches, youth groups and youth councils	Network developed	Completed and ongoing	Ongoing activities suspended due to Covid 19
Developing a Youth Advisory Role and encourage more youth involvement in the work of the Town Council	YAP initiated youth survey	• Compiled by the Panel in collaboration with the Leisure Centre and Cumbria County Council was available online and in hard copy until 27th March, closing after COVID-19 Lockdown. • Analysis completed and available on Youth Advisory Panel webpage at: https://www.penrithtowncouncil.co.uk/youth-advisory-panel/ • The Analysis was also shared with Penrith Leisure Centre and the Community Development Officer at Cumbria County Council since they partnered the Youth Panel in devising questions. It was subsequently discussed at a meeting of the Children and Young Peoples Working Group on 9th July. In addition, the Analysis has been shared with Professor Ian Convery, University of Cumbria and Prof Ian Ford Lancaster University (at their request) for use as Secondary Data in their small-scale survey of Year 6 and Years 9-11 children in Penrith, with a focus on connections to place and outdoor activity. They will share results of their survey with the Town Council and the Youth Advisory panel. • Information including a link to the Analysis has been included in the Town Council's Youth Advisory Panel webpage at https://www.penrithtowncouncil.co.uk/youth-advisory-panel/ .	Ongoing activities suspended due to Covid 19

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Increase opportunities for engagement with hard to reach individuals and groups			
Organising face to face opportunities for young people to express their views and identify priorities, e.g. an annual event, an Open Day/Youth Forum		Completed and ongoing	Ongoing activities suspended due to Covid 19
Developing partnerships with other agencies		Completed and ongoing	Ongoing activities suspended due to Covid 19

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Increase Pride in Penrith			
Engaging with and encouraging local people to use different offline techniques to document local history and culture: Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage Generate interest in Penrith's physical and cultural assets	WW2/VE Day activities	Interviews were conducted/video recorded face to face to with former pupils of Newcastle Grammar School who were evacuated to Penrith during WW2; 2 with local people who were young children during the War Years and 1 with a former Land Army Girl who lives locally. Interviews were edited and uploaded via Vimeo links to the Council's website Over 300 photos were copied and uploaded in magazine format to the WW2 Memories page on Council website. Information about Penrith during the War Years was collated and included in magazine format booklets on the WW2 Memories webpage. On 6th May (prior to the cancelled VE Day), information and links to the WW2 Memories Section on Council website was shared on the Town Council's social media pages and other local Facebook pages. As above, a radio interview with Gordon Swindlehurst, Radio Cumbria took place on VE Day 08/05/2020 - to talk about the interviews included in the WW2 Community Memories Project.	

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Increase Pride in Penrith			
Developing a 'Community Memories' Section on the Community pages of the Council website to capture Penrith's rich history using digital approaches and mixed media e.g. audio recordings, written stories, photos and videos		WW2 Community Memories' Website. https://www.penrithtowncouncil.co.uk/community-memories/penrith-memories-of-ww2/	
Developing a local photos page on the Community Section of the Council website and inviting members of the public to submit their own recent photos along with descriptions/stories about each image		The '***Podcasts and Videos'*** page on the Council website is updated regularly with videos which highlight local developments. ***Penrith In Bloom Facebook Page*** Regularly updated with information and images of developments	

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Recognising the local community as experts on local life, needs and priorities			
Developing opportunities and checks and balances for Citizen Journalism which is the collection, dissemination, and analysis of news and information by the general public by means of the Internet			
Identifying 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		'Community Assets' Page now set up	

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Recognising the local community as experts on local life, needs and priorities			
Engaging with the community to identify existing strengths, build community assets and establish Community Connectors who can help friends, family, colleagues and neighbours find support in their own communities. They help lots of people get health support and advice on things like housing, local groups. opportunities, education, and debt advice etc**.**			

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Recognising the local community as experts on local life, needs and priorities			
Organising 'engagement spaces' online via radio and face-to-face in local venues, for local people to gain information about what the Council is doing, discuss ideas, local issues and priorities	• Website updates • Social Media • Satisfaction surveys • Live Media • Dialogue Council Website Pages: • *Youth Advisory Panel* • *Your Say* • *Penrith in Bloom* • *Podcasts and Videos*	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 'Your Say' page on the Town Council's Website. Analysis of the Youth Advisory Panel Survey, which gathered young people views on Penrith, is available on the Youth Advisory Panel page of the Council website. Radio interview with Gordon Swindlehurst, Radio Cumbria on VE Day 08/05/2020. Interviews uploaded to the WW2 Community Memories Page of the Council website (more information below). New Dialogue software has been purchased and a branded Town Council site set up at https://yourideas.penrithtowncouncil.co.uk/ to help the Council generate new, forward thinking ideas in response to challenges facing the town. This will allow Town Council Members and Officers along with residents and groups in Penrith to register on the site and set up 'Challenges.' The community will be able to register and submit ideas, also read, rate and comment on ideas submitted by other people. Ideas are rated and pushed to the top to gather more interest. Feedback can be provided after challenges are finished.	

Strategic Work	Delivery Work	Progress at 27th July 2020	Revisions, reason for any under-performance, revised date when target will be met
Recognising the local community as experts on local life, needs and priorities			
Organising 'engagement spaces' online via radio and face-to-face in local venues, for local people to gain information about what the Council is doing, discuss ideas, local issues and priorities	• Core values development • Community Engagement Spectrum • Community Engagement Handbook: • Guidance on Methods	Completed and will be reviewed regularly	
	Involve communities directly both on and offline and with Members to enhance the Councils reputation, support information sharing, encourage interaction with partners, and discuss ideas, local issues, and priorities	Development of a Kit for 'Working Together to Make a Difference to the Place you Live' proposed	

COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

27 July 2020

MATTER: Proposed Alterations to the Community Engagement Section of the Council Website

Development of a Community Participation kit: 'Working Together to Make a Difference to the Place You Live'

ITEM NO: 7b

AUTHOR: Community Engagement Officer

SUPPORTING MEMBER: Chair

LINK TO COUNCIL PLAN PRIORITIES

Community Engagement

- Facilitate community engagement ensuring those members of the community with the smallest voice are heard
- Value the community's contributions and give these due consideration
- Strengthen local democracy and local decision-making encouraging inclusivity in decision making

RECOMMENDATIONS

To note the report and approve the following proposals:

i.   Alterations to the Community Engagement Section of the Town Council website.
ii.   Development of a Community Participation kit: 'Working Together to Make a Difference to the Place You Live'

1. REPORT
1.1   **RATIONALE AND SUGGESTIONS FOR WEBSITE CHANGE**
a) Various new community engagement projects have been developed over time and several new pages need to be added.
b) The proposed changes illustrated in Table 1 below would incorporate new projects and would also help to make the website more appealing and easier for members of the community to navigate.
c) 'Information' suggests one-way flow of facts. 'Communication' suggests sharing information that affects others, which can be one-way or two-way. 'Local Interaction' is a broader term than either 'Information' or 'Communication' and refers to 'empowering actions' and 'participatory processes' that affect everyone in the community. The process is two-way and is underpinned by strong ethical principles.

1.2 Suggestions for alterations to the Town Council Website:

Community Engagement Listening – Learning – Acting		
Information	**Local Interaction**	**Communication**
Our Town	Button/Icon "Your Say – Current Consultations" Button/Icon "Dialogue – Your Ideas" Button/Icon Community Resource Kit "Working Together to Make a Difference to the place you Live" Button/Icon "Youth Advisory Panel" Button/Icon "Community Memories"	Covid-19
Council Structure and Staff		Mayors Award and the Citizen Medal
Find Your Parish Ward		Community Assets
Armed Forces Project		Newsletters
Podcasts and Videos		Community Support Grants
Press Articles		Event Grants 2019-20
Local News		Penrith in Bloom
Community Links		

2. FINANCIAL IMPLICATIONS
2.1 The Corporate Communications budget for 20/21 is £ 16,830
2.2 Expenditure to date from this budget stands at £227
2.3 Quotation for this proposed work is £1485.00, including VAT

3. RISK ASSESSMENT

Areas of Risk	Level of Risk	Management of Risk
Lack of Shared understanding and awareness of Community Engagement	High	• Continued awareness of relevant policies and procedures • Development of Community Engagement Toolkit
The Council perceiving Community Engagement as an additional requirement rather than central to ethical, high quality community participation and consultation techniques	Medium	• Structured opportunities for training • Inclusion of policies related to Community Engagement and the Community Engagement Handbook in Councillors' Induction pack
Limited access to funds for specific Community Engagement Exercises	Medium	1. Formal inclusion of specific projects in Budget
Failure to maximise Community Engagement in ensuring the Council's identity, role, goals, and progress are highlighted locally	High	2. Ensure online and offline community engagement exercises are run regularly and concurrently 3. Ensure learning from working with the local community, including diverse and disadvantaged groups, to inform the Council's strategic directions. 4. Fostering and supporting partnerships related to aspects of the council's work plan
Lack of attention to sustainability of Community Engagement Initiatives	Medium	• Emphasise the importance of high- quality community engagement procedures, policy priorities and development of regular participatory exercises • Communicate with the community and other stakeholders using face-to-face, offline, and on-line methods of communication • Monitor Community Engagement outcomes, staying flexible and learning from practice • Learn from practices elsewhere
Damage to the Council's reputation by inappropriate communication/engagement practices by Officers and Members	Low	• Ensure relevant material is included in Council Policies, Core Values related to Community Engagement and in the Community Engagement Handbook. • Ensure Officers and Members are informed of policies and procedures

4.COMMUNITY PARTICIPATION KIT: 'WORKING TOGETHER TO MAKE A DIFFERENCE TO THE PLACE YOU LIVE'

4.1   With many people in local communities trying to pull together during the COVID-19 pandemic, it seems a good time to make a proposal for a Resource Kit to help local people make positive changes on their own street or within their own local neighbourhood.

4.2   The proposed community resource kit would be included in the website in .pdf format. It would be possible to read on-line and/or download and print copies.

4.3   Each topic in the draft outline below would have starter ideas for positive action and may also build on the good things already happening.

Action	Suggested Ideas
What can you do in your local community	- Photos of streets people live on - Collect information covering what people like about their area and what they think could be done to improve things e.g. identify good things about the area and suggest how these could be better used/looked after; identify grot spots and collect ideas on what can be done about them - Set up Social Media to share information about what you are doing - Take photos of residents (with appropriate permission) and post on social media to illustrate local engagement/participation - Ask people you know in your immediate vicinity what activities there are for children/young people/older people and, if appropriate, collect ideas on how these could be enhanced. - Encourage safe interaction - organise a BBQ. - run some games for children in a local green space. - lend your time and possibly your lawnmower or gardening tools/ expertise to someone on your street who needs a hand to tidy up/plant things. - organise a family picnic day. - organise a street clean-up day (collect any rubbish, sort out any graffiti, fix fencing, trim trees/prune plants, plant flowers and edible plants. - make a new neighbour welcome – organise neighbours afternoon tea to meet the new people. - help children walk more and keep healthy. - walk children to school safely - explore green areas in town – organise a walking group, pram walks, cycling group - form a support group for people on your street, including new neighbours, people from a different ethnic background, people with health issues, older people. - collect stories/memories from the people who live in your area.

Lead Change in your street	• Look at how you can organise a planned approach to developing positive change (see 'Planned Approach' template); make your street/area safe and friendly and a good place to live • Support play group, walking group, community garden • Create a map and create your own database/list of community assets on your street (green spaces; safe meeting places; churches; sports fields; bus stops; bridges, walkways, cycle path, and also people with knowledge, expertise who are willing to lend support to others • Write up stories/create a record of where neighbours got together and made some change • Liaise with Town Council and publicise what you are doing in local press and media
Getting Started	• Find like-minded people on your street and form a group (Champions for Change) • Create a vision of what you would like to see happen/change to make where you live better – look at 'what might be' to determine 'what should be' and create 'what will be' • Start by looking at success in the future and work back to create first steps • Use https://yourideas.penrithtowncouncil.co.uk to post ideas and rate them; or create a simple survey or storyboard
Celebrate ideas and the people who support them	• Write up stories about the people who have made change happen (include photos)
Get Togethers – Chat Sessions (On and Offline)	• Find the time to chat and keep relationships going • If you have ideas, share them with neighbours and ask them to get involved • Make sure everyone involved has a specific job to do (it is important that everyone feels valued) • Listen to others – and hear what they say/think, try to understand what they feel and what they want. It is very easy to assume that other people think the same as you do • Build self-respect. If you feel good about yourself it is easier to see good in others • Identify obstacles and talk together about them. Do not fall into the trap of blaming others and leaving things to fester. It is often possible to act in a positive way – including with Town Councillors and others - to do something about them. While obstacle can be hard to deal with it would be beneficial for your area if you can improve things in the long term • Try a leadership role rather than leaving to others. You may be surprised by your own abilities • Find out what you need to know, including practical advice • Build good relationships based on open-ness and trust – know that everyone is different but equally important and everyone has the ability to change and develop • Hold special events e.g. Volunteer week – and perhaps remember/celebrate birthdays etc.

4.4 Supporting Information

a) Getting Organised: A Planned Approach
b) Checks:
- Identify what to explore
- Consider anything that might have an impact e.g. might include internal group factors or things about your town or happening on your street
- Use a planning template to help with above which could include:
    o What action the group will take?
    o Who will be doing what?
    o How long the actions are needed?
    o What resources are needed?
    o Record progress made with each action
- Check whether or not others in Penrith or elsewhere are doing/have done what you want to do. If so, do not compete. Instead collaborate, share what you are doing and ask others to do the same. It is possible to learn a lot from what was done well, what has succeeded and also what was not done well or failed.
- Talk to people from other organisations locally. They might be able to help with your action plan and help you succeed

c) Be realistic
- Try to manage expectations. Keep things simple and do-able
- Think about the time needed for whatever you are taking on and the time everyone involved can spare.
- Write a simple plan. This is effectively your roadmap. Keep things specific, simple, relevant, realistic, and attainable. Set goals and timescales and think about how to keep a note of progress.
- Lay aside the things you feel cannot be dealt with right now. You can go back to them when the time is right

d) Budget
- You may need funding as well as support. Find out where to apply for funding and/or ways your group can fundraise.
- Create a fund-raising Plan so the group can generate income.
- Prepare a budget and some kind of simple filing system.

e) Ways to connect/Communication with others
- There are many ways to connect/communicate with others in your group, either using online or face to face as appropriate, e.g. zoom meetings, Facebook Page, workshop; panel; open meetings; discussion cafes/coffee mornings. Make it relevant to the group and their needs
- Seek collaboration and avoid conflict
- Be flexible, build on success, learn from mistakes, and welcome change

f) Promotion
- What promotional material do you need to produce and what kind of support can you find to promote your activity? Might include: a media story, magazine article, posters, flyers, a Newsletter

g) Surviving
- Discover strengths, skills, and resources in the group/on your street
- Find information. Use Google to inform the group
- Consider whether you can form relationships or partnerships with people in other streets/wards in Penrith
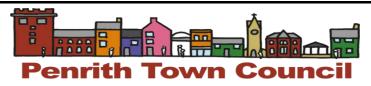
h) Additional support

Information/templates for inclusion in the kit

- Simple/brief checklist on 'Running an Event.'
- Sample Survey (circling one answer)
- Identify and discuss ideas (using Dialogue 'Your Ideas')
- Sample Health & Safety Plan
- Stories and shared lessons learned from previous events in the town
- Acknowledging, valuing, and celebrating individual endeavour/success
    - o Local hero
    - o Vouchers
    - o Specific Awards - hook up with Mayor's Award, creating new local ward awards
- Funding information
- Shared Community Resources, e.g. gazebo, portable BBQ, List of games for kids, Tables and Seats.

5. FINANCIAL IMPLICATIONS
Officer time only.

Penrith Town Council

CCEG COMMITTEE

BUDGETARY CONTROL STATEMENT: THREE MONTHS ENDED 30 JUNE 2020

Item 9

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
		CCEG COMMITTEE:				
		Town Projects				
30,000	30,000	Town Projects	5,220		5,220	24,780
0	0	Covid-19 Response	6,413	4,874	11,287	(11,287)
30,000	30,000		11,633	4,874	16,507	13,493
		Arts & Entertainment:				
5,000	5,000	Officer Support			0	5,000
7,500	7,500	Arts & Cultural Strategy			0	7,500
30,000	30,000	Events	9	3,600	3,609	26,391
42,500	42,500		9	3,600	3,609	38,891
		Environment:				
15,500	15,500	Greening	(7,718)		(7,718)	23,218
15,500	15,500		(7,718)	0	(7,718)	23,218
32,000	32,000	**Community Grants**	0	0	0	32,000
		Corporate Communications:				
15,000	15,000	Community Engagement	227		227	14,773
1,830	1,830	Press Support			0	1,830
0	0	Youth Advisory Panel			0	0
16,830	16,830		227	0	227	16,603
136,830	**136,830**	**CCEG Committee Total**	**4,151**	**8,474**	**12,625**	**124,205**

Notes:
A revision of the budget, planned for September, will introduce an allocation for the expenditure on Covid-19