



Penrith Town Council

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

Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

DATE: 28 September 2020

You are summoned to attend a meeting of the

PLANNING COMMITTEE

to be held virtually via Zoom video conference on

Monday **5 October 2020**, at 1.00pm p.m.

COMMITTEE MEMBERSHIP

Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. Kenyon	North Ward	Cllr. Snell	West Ward
Cllr. Knaggs	West Ward		

A handwritten signature in black ink, appearing to read 'V. Tunnadine', written in a cursive style.

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 FOR THE MEETING OF

PLANNING COMMITTEE MONDAY 5 OCTOBER 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 using Microsoft Teams. 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 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

PART I

1. Apologies for Absence

Receive apologies for absence.

2. Minutes (Pages 8-20)

Authorise the Chair to sign, as a correct record, the minutes of the meetings held on

1. 7 September 2020; and
2. 14 September 2020.

3. Declarations of Interest 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

4. 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

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

To determine whether item/s 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.

6. Budgetary Control Statement (Page No 21)

To note the budgetary control statement for the Planning Committee for the five months ending 31 August 2020.

7. 2021/22 Budget: Process and Proposals (Page Nos 22-28)

To consider and approve the budgetary proposals for the Planning Committee for 2021/22

8. Pavement Parking

To consider a response to the Government consultation on pavement parking which can be found at <https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change>

9. Planning Applications

a) Delegated Responses to Note

Planning application number:	20/0623
Site address:	26 LOWTHER STREET PENRITH CA11 7UW
Description:	Remove various Leylandii trees.

Response: No Objection however would wish to see some replacement planting of small native trees/bushes to help maintain carbon retention and mitigate the effects on the environment.

Planning application number:	20/0613
Site address:	THE COTTAGE BISHOP YARDS PENRITH CA11 7XU
Description:	Listed Building Consent to create new door opening in existing stone boundary wall.

Response: No Objection

Planning application number:	20/0628
Site address:	GEORGE HOTEL DEVONSHIRE STREET PENRITH CA11 7SU
Description:	Listed building consent for works associated with change of use from retail unit to form larger bar/reception area, change of use of retail unit to provide 4 No.additional bedrooms and change of use from garages/storage to 1No.accessible en-suite bedroom.

See below

Planning application number:	20/0627
Site address:	GEORGE HOTEL DEVONSHIRE STREET PENRITH CA11 7SU
Description:	Change of use from retail unit to form larger bar/reception area, change of use of retail unit to provide 4 No. additional bedrooms and change of use from garages/storage to 1No.accessible en-suite bedroom.

Response: No objection in principle to the above two applications, would wish to see the coach house arch retained. Where will the additional cars generated by the rooms be parked as would not wish to see a loss of parking spaces on the site.

b) Planning Applications for Consideration

To consider the following applications for which information can be found on the Eden District Council Website <http://eforms.eden.gov.uk/fastweb/search.asp> by inserting the appropriate planning reference number

Planning application number:	20/0629
Site address:	LAND OFF GREENBANK ROAD EDEN BUSINESS PARK PENRITH CA11 9FB
Description:	Construction of industrial retail unit, B1 business office, B2 general industrial and B8 storage or distribution premises.

Planning application number:	20/0642
Site address:	PLOTS 3, 4 AND 5 EDEN BUSINESS PARK PENRITH
Description:	Change of use to compound/parking/storage area and the installation of services and infrastructure including the erection of a perimeter fence to plot five Eden Business Park and the erection of No.11 aggregate bays along the western boundary of plots three and four (part retrospective).

Planning application number:	20/0506
Site address:	SATU INTERIORS LTD OFFICE 1 THE WHITE OX INGLEWOOD ROAD PENRITH CA11 8QN
Description:	Change of use of part of building from office use to beauty salon.

Planning application number:	20/0640
Site address:	3 HUTTON COURT BENSON ROW PENRITH CA11 7YJ
Description:	Replacement of white UPVC sliding door and window panel with white opening door and window panel.

Planning application number:	20/0647
Site address:	Kingdom Hall of Jehovah's Witnesses Skirsgill Lane Eamont Bridge Penrith CA10 2BQ
Description:	Continued display of non-illuminated advertisement for an additional five years.

Planning application number:	20/0659
Site address:	OMEGA PROTEINS GREYSTOKE ROAD PENRITH CA11 0BX
Description:	Development of a Class B2 industrial building.

Planning application number:	20/0660
Site address:	OMEGA PROTEINS GREYSTOKE ROAD PENRITH CA11 0BX
Description:	Development of a Class B2 industrial building and associated concrete surfaced yard.

Planning application number:	20/0661
Site address:	OMEGA PROTEINS GREYSTOKE ROAD PENRITH CA11 0BX
Description:	Formation of services yard (part retrospective).

Planning application number:	20/0662
Site address:	OMEGA PROTEINS GREYSTOKE ROAD PENRITH CA11 0BX
Description:	Erection of shelter roof structure to cover multi-fuel oxidizer plant and adjacent service yard area on the west side of the Oxidiser connecting to the existing Trailer Shed roof.

Planning application number:	20/0663
Site address:	OMEGA PROTEINS GREYSTOKE ROAD PENRITH CA11 0BX
Description:	Formation of helicopter landing pad and footpath connecting to Omega Proteins plant.

10. Next Meeting

Note the next meeting is scheduled for **2 November 2020** at 1.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

**FOR THE INFORMATION OF ALL MEMBERS OF
THE PLANNING COMMITTEE
AND FOR INFORMATION TO ALL REMAINING 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 or, in the case of planning applications, the link to applications on the Eden District Council Website can be found above:

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

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

Minutes of the meeting of

PLANNING COMMITTEE

Held virtually via Zoom video conference on
7 September 2020, at 2.00 p.m.

PRESENT

Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. Kenyon	North Ward	Cllr. Snell	West Ward
Cllr. Knaggs	West Ward		

Town Clerk
Deputy Town Clerk

MINUTES FOR THE MEETING OF PLANNING

7 SEPTEMBER 2020

PART I

PL20/31 APOLOGIES FOR ABSENCE

There were no apologies for absence.

PL20/32 MINUTES

Members authorised the Chair to sign, as a correct record, the minutes of the meeting of the Council held on Monday 3 August 2020.

PTL20/33 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 either prior to or at the meeting.

PL20/34 PUBLIC PARTICIPATION

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

PL20/35 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was confirmed that there were no items to be considered without the press or public present.

PL20/36 PARKING AND MOVEMENT STUDY

Having already attended a presentation on the Parking and Movement Study, Members received a brief refresher advising them that the study provided robust independent and specialist information and evidence to enable interventions to be taken forward. Members were reminded that they were being asked to make a recommendation on the strategy to full Council. All the detailed work relating to the interventions, if the strategy was approved, would be taken forward by an implementation group who would undertake additional consultation on the individual elements.

RESOLVED THAT Council be recommended to :

1. Endorse the strategy and principle of the proposed interventions which make up the packages of improvements (as summarised in the Penrith Parking and Movement Study Non-Technical Summary – Appendix B) and note the delivery leads (and delivery partners) for each proposed intervention;
2. Agree to work together to explore the opportunities for funding to deliver the agreed interventions which make up the packages of improvements through internal and external funding sources, and to agree how these should be prioritised; and
3. Agree to the establishment of an Implementation Group to ensure the co-ordinated delivery of the interventions which make up the packages of improvements and the further consultation required for each intervention.

PL20/37 PLANNING FOR THE FUTURE

RESOLVED that this item be considered at the end of the agenda to allow for greater discussion.

PL20/38 BUDGET REVIEW

Members considered a revision to the budget for Planning.

RESOLVED THAT the budget be revised down to £10,000.

PL20/39 NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE

Councillor Knaggs, as Chair of the Neighbourhood Development Plan Group updated Members on the progress.

All the documents required for the Regulation 16 Consultation have been accepted by EDC who hope to commence the consultation in the middle of September. The documents will be uploaded to the EDC and PTC websites with a link from the PTC website to the EDC consultation. Consultation will be carried out electronically on Citizen Space although PTC will be holding hard copies of the document to allow those without IT access to make an appointment to come to the offices on set days between set times to read the full NDP. Once read copies will be quarantined for the required amount of time. The consultation will be for the required 6 week period.

PL20/40 PLANNING APPLICATIONS REPORT

A) DELEGATED RESPONSES

Members noted the planning responses submitted by the Deputy Town Clerk under delegated authority on behalf of the committee between the scheduled meetings of the Committee:

Planning application number:	20/0445
Site address:	10 WETHERIGGS LANE PENRITH CA11 8PD
Description:	Dual pitch roof to dormer and associated works.

Response: No Objection

Planning application number:	20/0439
Site address:	26 GREAT DOCKRAY PENRITH CA11 7DE
Description:	Listed Building Consent to demolish rear lean-to wall and roof, associated works and installation of extractor fan.

Response: No Objection

Planning application number:	20/0390
Site address:	GILLWILLY INDUSTRIAL ESTATE PENRITH
Description:	Advertisement consent for 2no industrial advertisements.

Response: No Objection

Planning application number:	20/0467
Site address:	PENRITH INDUSTRIAL ESTATE PENRITH
Description:	Advertisement consent for 2no industrial advertisements.

Response: No Objection

Planning Application Number:	20/0440
Site Address:	CARLETON PARK CARLETON PENRITH
Description:	Non material amendment to widen footpath attached to approval 19/0554.

Response: No Objection

Planning application number:	20/0483
Site address:	1 PARK CLOSE PENRITH CA11 8ND
Description:	Non Material Amendment to change roof materials attached to approval 19/0660

Response: No Objection

Planning application number:	20/0468
Site address:	LAND AT CARLETON HILL ROAD PENRITH
Description:	Non material amendment to substitute 23No. plots, reposition 5No. plots and reposition garages on 2No. plots attached to approval 16/0811.

Response: No Objection

Planning application number:	20/0471
Site address:	2 FOREST HOUSE WORDSWORTH STREET PENRITH CA11 7QX
Description:	Holly, Cherry and Yew trees to fell; various works to Ornamental Plum, Hawthorn and Yew trees.

Response: No objection but works to be carried out after bird nesting season, Holly and Cherry Trees to be replaced by native species to help maintain carbon retention and mitigate the effects on the environment.

Planning application number:	20/0485
Site address:	10 MILL STREET PENRITH CA11 9AG
Description:	Change of Use of C3 Dwelling to Childrens Home (C2 Residential Institution)

Response: No objection

Planning application number:	20/0442
Site address:	42 MAYBURGH AVENUE PENRITH CA11 8PA
Description:	Variation of Condition 2 (Plans Compliance) to erect porch to front elevation attached to approval 19/0301.

Response: No objection

Planning Application Number:	20/0492
Site Address:	FERN BANK GRAHAM STREET PENRITH CA11 9LB
Description:	Listed Building Consent for two storey extension, replacement of windows and internal alterations, part retrospective.

Planning application number:	20/0493
Site address:	FERN BANK GRAHAM STREET PENRITH CA11 9LB
Description:	Two storey extension, detached garage with driveway and replacement of windows, part retrospective.

Response for above two applications: No Objection

Planning permission has already been given under applications 17/1010 and 17/1011. This application relates to variations relating to replacement windows for the house to match those in the extension and for a new driveway and garage. Previous garage was in the location of the proposed driveway and was knocked down to allow access for building work. Proposal utilises the space to provide a driveway, move a garage on site and provide off road parking.

Planning application number:	20/0496
Site address:	SUNNYSIDE UNION LANE PENRITH CA11 9DJ
Description:	Single storey extension to form wet room and lobby.

Response: No Objection

Planning application number:	20/0537
Site address:	27 LOWTHER STREET PENRITH CA11 7UW
Description:	Removal of Leylandi hedge.

Response: No Objection however would prefer to see some replacement planting of small native trees/bushes to help maintain carbon retention and mitigate the effects on the environment.

Planning application number:	20/0481
Site address:	1 SALKELD ROAD PENRITH CA11 8QL
Description:	Two storey side extension to provide annex.

Response: No objection in principle but would wish to see the retention of only one door on the front not the two as shown on the plans

Planning application number:	20/0514
Site address:	LAND OFF CARLETON ROAD PENRITH
Description:	Variation of condition 2 (Plans Compliance) to amend the roof materials, attached to approval 19/0426.

Response: No Objection fits in with other houses already in the area

Planning application number:	20/0502
Site address:	WOODSTONE PIZZA PRINCES STREET PENRITH CA11 7BQ
Description:	New fixed canopy to provide covered external dining space.

Response: No Objection, more in keeping than the retractable canopy already agreed

Planning application number:	20/0513
Site address:	LAND OFF CARLETON ROAD PENRITH
Description:	Non material amendment to replace 1.8m timber fence with 1.8m hedge by plots 13 and 67-77, attached to approval 19/0426.

Response: No Objection but would wish them to stick to shrubs mentioned in application and it to be conditioned that no Leylandi are to be used on the site

Planning application number:	20/0251
Site address:	FORMER CARE HOME BEACON EDGE PENRITH CA11 8BN
Description:	Erection of a single detached dwelling (Revised Scheme)

Response: No objection

B) PLANNING APPLICATIONS FOR MEMBERS CONSIDERATION

Members considered the following applications which had been received and which required a committee decision. Further information could be found on the Eden District Council Website <https://eforms.eden.gov.uk/fastweb/search.asp> by inserting the appropriate planning reference number.

Planning application number:	20/0426
Site address:	8 CANNY CROFT PENRITH CA11 9HA
Description:	Erection of single-storey rear extension, terrace and basement room.

RESOLVED THAT a response of No Objection be returned to Eden District Council

Planning application number:	20/0501
Site address:	LAND OFF CARLETON ROAD PENRITH
Description:	Variation of condition 2 (plans compliance) for amendments to landscaping, plots positions and road layout, attached to approval 19/0426.

RESOLVED THAT a response of No Objection be returned to Eden District Council with the comment that as this application suggests some hedging will be removed, PTC would wish that as much hedging as possible be retained in parity with the previously approved application.

The following two applications were considered together but decided upon separately.

Planning application number:	20/0577
Site address:	STONEYBECK INN BOWSCAR PENRITH CA11 8RP
Description:	Listed Building Consent for the installation of a number of partition walls to Stoneybeck Inn and the removal of a partition wall in Beck Cottage.

RESOLVED THAT a response of No Objection be returned to Eden District Council.

Planning application number:	20/0576
Site address:	STONEYBECK INN BOWSCAR PENRITH CA11 8RP
Description:	Change of use of Stoneybeck Inn to offices and the change of use of Beck Cottage to a dwelling.

RESOLVED THAT a response of No Objection be returned to Eden District Council.

Planning application number:	20/0578
Site address:	9 FRENCHFIELD WAY PENRITH CA11 8TW
Description:	Erection of single storey rear extension.

RESOLVED THAT a response of No Objection be returned to Eden District Council.

Planning application number:	20/0616
Site address:	LAND AT WHITE OX FARM INGLEWOOD ROAD PENRITH CA11 8SE
Description:	Erection of affordable housing development comprising of 67 residential dwellings.

RESOLVED THAT a response of No Objection be returned to Eden District Council along with the following comments:

1. Penrith Town Council is pleased that the developer has taken on board its comments to a previous application and seems to have addressed concerns regarding noise.
2. The development site already has an outline planning permission and is allocated within the adopted Eden Local Plan 2014-2032 document (EDC Local Plan reference: N2 White Ox farm, South-East).
3. This is a fully affordable scheme in conjunction with a registered housing provider providing a mix of tenure and housing. Affordable housing is a priority within Penrith as identified in the Housing Need Survey carried out by Eden District Council on behalf of the Town Council for the Neighbourhood Development Plan. It stated that that there is a need to provide affordable housing for younger people to enable them to remain in the area. The mix of dwellings is in line with local demand and, as a fully affordable scheme, it offers significantly more than the current Local Plan policy requires.
4. The proposed development accords with Penrith Town Council's business plan and with Eden District Council's agreed Corporate Plan to provide sustainable housing which meets local need.
5. The developer has made some amendments to the layout in order to mitigate any issues regarding noise, the development also includes public open space and has incorporated a safe place for children to play. Although the Town Council would prefer equipment for children of primary age and not just infants, it welcomes the offer of commitment to donating to its fund for Fairhill where a large variety of equipment is available for young people of all ages.
6. The Town Council is pleased to see that a footpath will be installed down Inglewood Road to allow safe passage to Fairhill, the nearest open green space, however it would like the footpath to be fenced and some traffic calming measures as this road is used by large vehicles and there have been a number of speeding issues reported to Cumbria County Council which are being investigated.

7. The site is close to bus stops providing access to the Town Centre and to Carlisle. The developer is also incorporating a cycle lane down Inglewood Road to encourage sustainable travel as well as bike stands at all properties to help promote sustainable travel. The ongoing Penrith Parking and Movement Study and the LCWHIP will further address cycling and walking issues within the town.
8. It is important that all houses run as cleanly and cheaply as possible. Both authorities have declared a climate emergency and it is good to see developers supporting initiatives to 'future proof' houses and help the environment. The Town Council is pleased to see that 20% will meet the optional Building Regulations Requirement (M4(2): Category 2 – Accessible Adaptable Dwellings and that environmentally sustainable design features have now been incorporated, with greater attention to thermal performance and sustainability meaning less reliance on green/renewable energy technologies.
9. Although it is good to see that thermal performance has been increased, PTC would like to see the installation of electric boilers at the start of the build rather than retrofitting.
10. It is essential that the overall power supply to the development is robust enough to cater for all the electricity needs, including new electric boilers. It would also be beneficial if all units were ducted for fixed line internet access to allow for home working.
11. The Town Council would urge the developer to strongly consider the addition of PV panels to enhance energy efficiency further and reduce bills unless it can be demonstrated clearly that this is not viable.
12. The Town Council has no concerns about the density of the development which is very similar to the nearby developments of Pennyhill Park and Raiselands Farm.
13. It is essential that the attenuation tanks proposed are adequate to combat surface-water run-off. They must be sized to ensure that run-off after the development is completed is no more than the run-off from the current grassed fields.

PTC20/41 PLANNING FOR THE FUTURE

Members considered the Government's proposed planning reforms in the document 'Planning for the Future <https://www.gov.uk/government/consultations/planning-for-the-future>. A number of views and proposals were put forward to be incorporated in a response.

RESOLVED THAT:

1. delegated authority be given to the Deputy Town Clerk, Chairman of the Committee and Councillor Knaggs to draw up letter outlining the views of Penrith Town Council; and

2. a special meeting of the planning Committee be called for 1pm on Monday 14th September to approve a recommendation for Council

PTC20/42 NEXT MEETING

Members noted the next scheduled meeting will be held on 5 October 2020 at 2.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

CHAIR:

DATE:

**FOR THE INFORMATION OF ALL MEMBERS OF
THE PLANNING COMMITTEE
AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL**



Penrith Town Council

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

Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

Minutes of the meeting of (video conference Zoom event)

PLANNING COMMITTEE

Held virtually via Zoom video conference on Monday 14 September 2020 at 1.00 p.m.

COMMITTEE MEMBERSHIP

Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. Kenyon	North Ward	Cllr. Snell	West Ward
Cllr. Knaggs	West 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.

DRAFT MINUTES FOR THE EXTRA ORDINARY MEETING OF

PLANNING

Monday 14 September 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.

PART I

PL20/43 APOLOGIES FOR ABSENCE

There were no apologies for absence for this meeting

PL20/44 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

There were no declarations of interest made at this meeting.

PL20/45 PUBLIC PARTICIPATION

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

PL20/46 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Members considered whether any items on the agenda 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, and agreed that there the item to be considered should be done in public.

PL20/47 PLANNING FOR THE FUTURE

Members considered the draft response to the Government White Paper 'Planning for the Future' and suggested some minor amendments.

RESOLVED THAT the draft response should be amended and recommended to Council for adoption as the Town Council response.

PTC20/48 NEXT MEETING

Members noted that the next meeting was scheduled for 5 October 2020 at 1.00pm at Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

CHAIR:

DATE:

**FOR THE INFORMATION OF ALL MEMBERS OF
THE PLANNING COMMITTEE
AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL**



Penrith Town Council

PLANNING COMMITTEE

BUDGETARY CONTROL STATEMENT: FIVE MONTHS ENDED 31 AUGUST 2020

Approved Budget 2020/21	Revised Budget 2020/21	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
15,000	10,000	PLANNING COMMITTEE: Officer Support Planning Consultancy Consultation	872	574	0 1,446 0	} 8,554 }
15,000	10,000	Planning Committee Total	872	574	1,446	8,554

The Committee's budget is a block allocation to meet all expenditure on the three service headings. Following consultation with the Committee, the 2020/21 Budget has been reduced to £10,000. The only expenditure is staff time on the Parking and Movement Study.



PLANNING COMMITTEE

5 OCTOBER 2020

- MATTER:** **2021/22 Budget: Process and Proposals**
To consider the process for the development of the 2021-22 Budget.
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -
Chair of Finance Committee
- ITEM NO:** 7

RECOMMENDATIONS:

The Committee is requested to consider this report and indicate whether:

- a) any further revision is needed to the reduced budget of £10,000 for the current financial year;
- b) the £10,000 budget currently shown in the Medium Term Financial Forecast is appropriate for 2021/22;
- c) the longer term forecast of a total budget of £10,000 appears reasonable to meet as yet unforeseen expenditure; and
- d) to identify any service development proposals to be submitted as growth bids in the 2021/22 budget process.

1. LAW

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February.

2. LINKS TO COUNCIL PRIORITIES

The annual budget should reflect the Council's priorities for the financial year ahead.

3. REPORT DETAILS

a) Introduction

The Finance Committee has agreed guidelines for the preparation of the Council's budget for 2021/22 and has adopted the following parameters, which are similar to those for last year:

- There should be a clear distinction between the committed level of service (the base budget) and proposals to develop services (growth items).
- All Councillors are to be given the opportunity to suggest growth items to improve the Council's services.
- Growth proposals should be scheduled separately from the base budget and assessed by reference to the Council's budget priorities, ie the six Council Plan priorities plus unavoidable legislative or health and safety/business continuity work.

In advance of the work in preparing the draft budget for 2021/22, the Finance Committee has reviewed the current year's budget to reflect the effects of the Coronavirus pandemic on services. Although there will be additional spending in a few areas, notably the response to Covid-19, many of the larger budgets have been reduced to their probable/feasible levels. The resulting revised budgets are not set in stone but are capable of change should circumstances dictate. Following consultation with this Committee, its £15,000 budget has been reduced by £5,000.

b) Timescale

Key dates in the budget process are as follows:

5 October 2020 12 October	Planning & CCEG Committees to consider growth proposals, redirection or reduction in resources
By 31 October	Individual Councillors to consider budget proposals
16 November	Budget Working Group to consider draft budget prospects
7 December	Budget Working Group to consider initial draft detailed budget

7 December 14 December	Planning & CCEG Committees to reconsider their estimates in the light of corporate budgets (if required)
11 January 2021	Finance Committee to consider draft budget
25 January	Council to approve budget and determine precept

The remainder of this report deals with the first step in the process, mainly for the Committee to consider whether it wishes to make any changes in its budget for next year. The Committee's recommendations will be forwarded to the meeting of Budget Working Party on 16 November.

c) Base Budget

The Base Budget is a continuation budget which identifies and provides for the current committed level of service to be maintained. This involves the current year's budget being adjusted to remove any one-off items in the 2020/21 budget and to include the estimated costs of contractually committed changes to expenditure or income. The approved revisions to the current year's budget should also be assessed to see if they will affect the 2021/22 budget.

The statement at **Appendix A** shows the Committee's 2020/21 Approved and Revised Budgets and its section of the current Medium Term Financial Forecast (MTFF); the total budget can be spent across any of the individual headings. The reduction in the current year's revised budget to £10,000 brings it in line with the indicative allocations in each year of the MTFF.

The budgetary control statement reported elsewhere on this agenda shows only £1,446 expenditure against the current year's Revised Budget of £10,000. While it is understood that production of the Neighbourhood Plan and related consultation can be affected by external factors, which can influence both the need for expenditure and its timing, the statement suggests that it is likely that the current £10,000 budget will more than adequate.

In respect of the current financial year, Members are requested to consider whether any further revision is required to the £10,000 provision, eg to reduce it or spread it between this year and next, as this would inform a more accurate forecast of the Council's overall finances at year end.

The Medium Term Financial Forecast at Appendix A currently shows the Committee's base budget for 2021/22 to be £10,000. Members are asked to consider whether the £10,000 budget is appropriate for 2021/22, specifically whether any of the £5,000 reduction made in 2021/22 will be needed next year or, indeed, whether the full £10,000 in the base will be needed. The longer term forecast is a total budget of £10,000; again, Members are requested to consider whether this appears reasonable to meet as yet unforeseen expenditure.

d) Service Development Proposals (Growth Items)

Committees and individual Members are being given the opportunity to suggest items which would involve increased expenditure but would enable the Council to provide a better level of service to the community. These could be one off items, for a single financial year, or could create an ongoing financial commitment, in which case the implications should be identified clearly.

Growth items (bids) will not be included in the Base Budget but will be scheduled separately for consideration by the Finance Committee and Council. In all cases, proposals should be assessed by reference to the budget priorities, which are:

- Health & Wellbeing;
- Economic Development;
- Transport;
- Growth;
- Community Engagement;
- Core Council Business;
- Unavoidable legislative changes; and
- Essential work to meet health and safety standards or to ensure business continuity.

The Committee is asked to consider whether it wishes to propose any service development proposals to be progressed as growth bids in the budget process.

4. FINANCE IMPLICATIONS

A robust budget process is essential for sound financial management. This report identifies the relevant issues relating to the Committee's budget.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
An inadequate budget process which fails to recognise financial responsibilities.	Overspendings leading to unwelcome curtailment of other spending programmes; possible unpalatable council tax increase; potential reputational damage.	A sound budget process will address these risks.

6. APPENDICES ATTACHED TO THIS REPORT

- Medium Term Financial Forecast

7. BACKGROUND PAPERS

- Revised Budget 2020/21 working papers
- Budgetary control working papers 2020/21
- Budget process 2021/22 working papers



Penrith Town Council

MEDIUM TERM FINANCIAL FORECAST 2020/21 TO 2024/25

APPROVED BUDGET 2020/21	VARIATION	REVISED BUDGET 2020/21	Heading	2021/22	2022/23	2023/24	2024/25
£	£	£		£	£	£	£
			EXPENDITURE				
			PLANNING COMMITTEE:				
0		0	Officer Support	0	0	0	0
15,000	(5,000)	10,000	Planning Consultancy	10,000	10,000	10,000	10,000
0		0	Consultation	0	0	0	0
15,000	(5,000)	10,000	Planning Committee Total	10,000	10,000	10,000	10,000



Penrith Town Council

MEDIUM TERM FINANCIAL FORECAST 2020/21 TO 2024/25

APPROVED BUDGET 2020/21	VARIATION	REVISED BUDGET 2020/21	Heading	2021/22	2022/23	2023/24	2024/25
£	£	£		£	£	£	£
			EXPENDITURE				
			PLANNING COMMITTEE:				
0		0	Officer Support	0	0	0	0
15,000	(5,000)	10,000	Planning Consultancy	10,000	10,000	10,000	10,000
0		0	Consultation	0	0	0	0
15,000	(5,000)	10,000	Planning Committee Total	10,000	10,000	10,000	10,000