



Penrith Town Council

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

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

DATE: 3 October 2023

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE COMMUNITIES COMMITTEE** will be held on **9 October 2023, at 5.00pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The meeting will be held at **Penrith Town Council Office, Unit 1, Board Room, Church House, Friargate, Penrith.**

To assist in the speedy and efficient dispatch of business', Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on the day of the meeting.

Members are asked to indicate if they wish to speak on an item **PRIOR** to the meeting (by 1.00pm on the day of the meeting at the latest) by emailing office@penrithtowncouncil.gov.uk

COMMITTEE MEMBERSHIP

Cllr Bowen
Cllr Donald
Cllr Jackson

Pategill Ward
North Ward
North Ward

Cllr B. Jayson
Cllr Kenyon
Cllr Snell

West Ward
North Ward
West Ward

Mr I. Parker, Acting Town Clerk

Public Participation

Members of the public are welcome to attend. Details about how to comment on an agenda item are available on the Town Council Website.

Filming

Please note that this meeting may be filmed for live or subsequent broadcast via the internet or social media.

Please be advised that the Town Council does not record or live stream meetings.

Penrith Town Council fully supports the principle of openness and transparency and has no objection to filming and reporting at its Full Council, and Committee meetings that are open to the public. It also welcomes the use of social networking websites, such as Twitter and Facebook, to communicate with people about what is happening, as it happens. Filming will only commence at the beginning of a meeting when the Chair opens the meeting with apologies and will finish when the meeting is closed or when the public may be excluded from an exempt item. The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

General Power of Competence

The Town Council resolved from 15 May 2023, 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 COMMUNITIES COMMITTEE MONDAY 09 OCTOBER 2023

PART I

1. Apologies For Absence

Receive apologies from Members.

2. Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Communities Committee held on Monday 12 June 2023 and agree they be signed as such by the Chair.

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 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. A period of up to 15 minutes for members of the public to ask questions or submit comments.

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.

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

Determine whether any 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. Access to Eden Update

Receive the presentation on the Access to Eden project.

7. Motion on Notice – Creation of a ‘Penrith Way’ Walk

Consider the Motion on Notice from Cllr. Kenyon.

8. Resolutions Report

Receive and note the written report.

9. Timings of Meetings

Consider moving the timing of ordinary meetings to the Communities Committee to a start time of 6:00pm.

10. 80th Anniversary to Commemorate D-Day

Consider the report and the recommendations contained within.

11. Cumberland & Westmorland Herald Advertising

Consider the report and the recommendations contained within.

12. 2024/25 Budget: Process and Proposals

To consider the process for the 2024/25 budget

13. Next Meeting

Note that the next meeting is scheduled for 18 December 2023 at Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith with a start time to be confirmed.

PART II PRIVATE SECTION

There **are no** further items in this part of the Agenda.

**FOR THE INFORMATION OF ALL
MEMBERS OF THE COMMUNITIES COMMITTEE
AND FOR ATTENTION 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

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.gov.uk



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DRAFT MINUTES OF THE ORDINARY MEETING OF THE COMMUNITIES COMMITTEE.

Held on 12 June 2023, at 4.00pm at Penrith Town Council Office, Unit 1,
Board Room, Church House, Friargate, Penrith.

PRESENT

Cllr. Snell
Cllr. Jackson

West Ward
North Ward

Cllr. Bowen
Cllr. Kenyon

Pategill Ward
North Ward

General Power of Competence

The Town Council resolved from 15 May 2023, 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 ORDINARY MEETING OF

THE COMMUNITIES COMMITTEE

MONDAY 12 June 2023

PART I

CC23/01_Apologies

Members received apologies from Cllr. B. Jayson.

Cllr. Donald was absent without apologies.

CC23/02 Appointment of Vice Chair

Members considered the appointment of the Vice-Chair of the Communities Committee for the remainder of the 2023-24 municipal year.

RESOLVED THAT:

Councillor Bowen be appointed as the Vice-Chair of the Communities Committee for the remainder of the 2023-24 municipal year.

CC23/03 Declarations of Interest and Requests for Dispensations

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

Cllr Kenyon, as a member of PACT, declared a registerable interest in item 08 Solar Made Easy in Penrith.

Cllr Bowen, having attended the Solar Made Easy event, declared a registerable interest in item 08 Solar Made Easy in Penrith.

CC23/04 Public Participation

Members noted that there were no questions or representations, from members of the public.

CC23/05 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that there were no items that 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.

CC23/06 Timings of Meetings

Members considered the timings of ordinary meetings of the Communities Committee.

RESOLVED THAT:

All meetings be held at 5pm subject to Cllr B Jayson confirming their availability. An alternative time of 6pm was also agreed should 5pm not be suitable for Cllr B Jayson.

CC23/07 Work Plan Report

Members noted the Community Services Officer Committee Work plan report.

CC23/08 Solar Made Easy in Penrith

Members noted the written update about the Solar Made Easy in Penrith project.

CC23/09 Penrith Business Improvement District – Renewal Ballot

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. The Council's voting allocation be used in favour of Penrith BID renewal.
- ii. The Town Clerk complete the ballot paper accordingly and submit the vote before the ballot closes on 28th June 2023.

CC23/10 Eden Rivers Trust - Access to Eden

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. The Council become a partner of the Access to Eden project and collaborate and deliver projects related to climate change, connectivity and open green space using existing budgets.
- ii. The Community Services Officer meet regularly with representatives of the Eden Rivers Trust to monitor and support the project.
- iii. The Community Services Officer complete a formal letter of support for the project.
- iv. £500 be committed to the Eden Rivers Trust for each year of the delivery phase of the Access to Eden project (2024-28) for the running of the Tree Nursery at Brackenber Allotments.

CC23/11 2024 May Day Carnival

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. The Council be an event partner for the 2024 May Day Carnival.
- ii. The Community Services Officer and Contracts & Services Manager support the Lions Club of Penrith to confirm relevant consents and assist with the preparation of an Event Plan and risk assessments necessary for the delivery of the May Day event in 2024.

CC23/12 Future Meeting Planning

Members considered future meeting themes and prioritised which groups to meet.

RESOLVED THAT:

Digital Woodoo be invited to present at the next Communities Committee meeting.

CC23/13 Stars of Business Awards 2023

Members considered £500 sponsorship of the 'Unsung Hero' award for the Stars of Business Awards 2023.

RESOLVED THAT:

- i. The Council sponsor the award.
- ii. The Council provides a Mayors Medal to the beneficiary.
- iii. The Mayor and guest attend the ceremony in October.

CC23/14 Next Meeting

Members noted that the next meeting is scheduled for 9 October 2023 at 5pm at Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

No matters.

FOR THE ATTENTION OF ALL MEMBERS OF THE COMMUNITIES COMMITTEE AND FOR INFORMATION TO ALL REMAINING MEMBERS OF THE TOWN COUNCIL

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REPORT FOR COMMUNITIES COMMITTEE

Date: 09 October 2023

This is a Public Report

Item no: 07

Matter: Motion on Notice – Creation of a 'Penrith Way' Walk

Author: Cllr. Kenyon

Purpose of Report:

To consider the motion from Cllr. Kenyon to create the "Penrith Way" walk.

Summary

During the pandemic many people used the footpaths around Penrith for exercise and many continue to do so. Throughout this period, I put together various loops for "in and out" walks and distributed this to friends and organisations such as Eden Runners, who used the routes frequently.

The Hitchin Outer Orbital Path (HOOP) was mentioned by a friend – who suggested the possibility of a similar type of route for Penrith. From this suggestion, I created the "Penrith Orbital Path" – a 20km / 12-mile walk. Taken in its entirety, this would be a "challenge walk", however, I split the whole up into sections to create "out and back" walks.

This is where the "Penrith Way" walk came to mind, a slightly shorter walk around the town of about 9km/6 miles.

I am proposing that Penrith Town Council facilitates the creation of this new walk and develops a scheme accordingly. Such a scheme would contribute to the Council's priorities which sets out under its Living Well, Vibrant Town and Economy priority to support social growth by the promotion of health, heritage, tourism and recreation projects that support a good quality of life.

With the ongoing work with the Local Cycling Walking Infrastructure Plan (LCWIP) and aiming to get people more active, it would be good to establish this walk and highlight the walking links in and around the town along with the LCWIP.

There are various other walks in and around the town as follows:

- Millenium Trails - produced by the Penrith Partnership produced in the year 2000 - available at the Penrith TIC. Now getting rather dated.
- Rotary Walks - online routes around the town produced by the Penrith Rotary Club.

- The Lanes and Alleyways - established by Sheila Fletcher in 2022 giving details of the ways around the centre of the town - available at the Penrith TIC.
- Eamont Way - this was opened in 2023, established by Pooley Bridge Parish Council and FOUW, from the Penrith Railway Station to Pooley Bridge.

A new, identifiable walking route around town would be of benefit to residents, and I believe should be something the Town Council looks to support and facilitate.

Appendix A sets out a proposed route to support this motion.

Proposal to Penrith Town Council

- i. The creation, design and publication of a flyer promoting the Penrith Way. This leaflet would contain directions for the walk along with information about the town's different landmarks and history.
- ii. Digitisation of the walk through an app like All-Trails or Outdoor Active.
- iii. The creation and design of a Penrith Way icon.
- iv. Signs to be placed on lampposts along the route through obtaining any relevant consents. Signs will feature the Penrith Way icon along with a direction arrow.
- v. Promotion of the walk to the Penrith public and visitors.

Financial and Resource Implications

There will be a cost to progress this motion which will include the production of route leaflets, signage, installation of signs, digitalisation and promotion. There are uncommitted balances in the 2023/24 Town Projects budget which are anticipated to meet the costs of this project. Whilst a specific cost is not known, it is estimated the project may cost in the region of £1000 - £1500.

Officer observations

- i. Consents from Westmorland & Furness Council would be required for signage to be placed onto the lampposts.
- ii. The walk would need to be audited to ensure all parts are on a public highway / footpath.
- iii. Research would need to be undertaken as to whether the proposed walk would need a safety audit.
- iv. Consideration may need to be given to how the walk could potentially link to other schemes of work or existing walks.
- v. Consideration will need to be taken of the route of the walk- and the potential to encompass different landmarks around Penrith.
- vi. Route information has been provided, reducing the impact of this project on officer time.

Penrith Town Council resolves to:

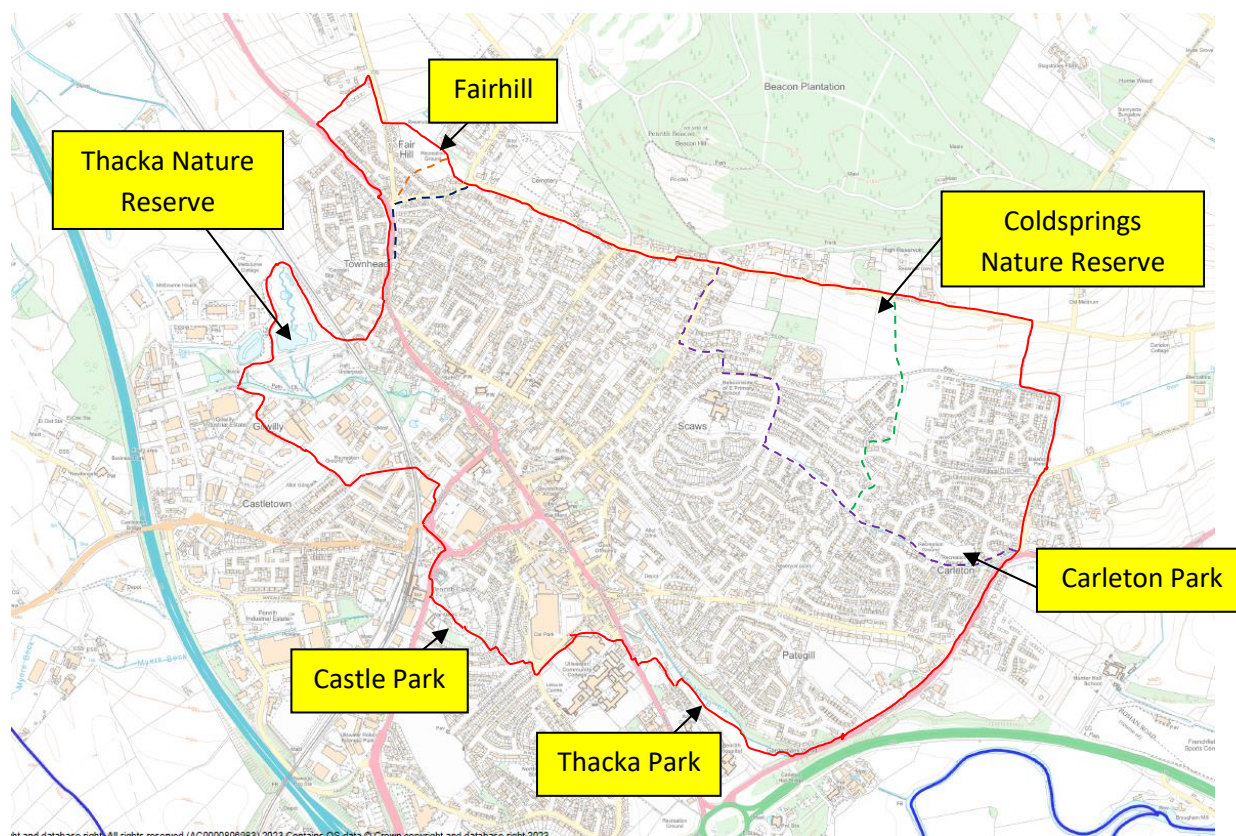
- i. Approve the proposal for the Penrith Way.
- ii. Give delegated authority to officers to develop the scheme including designing and publicising a Penrith Way leaflet, digitalising the route, designing a Penrith Way icon to be used on signage and in the leaflet, determining locations for signage, investigating and obtaining any consents required and promoting the walk.
- iii. Meet the costs of the development of the Penrith Way scheme from the Town Projects budget.

Background documents

- Hitchin Outer Orbital Path (HOOP)

Appendices

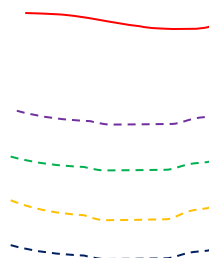
- **Appendix A** – Penrith Way Path Route

PENRITH WAY

Suggested routes

Possible variations

- Via Carleton Park, Brentfield Road and Fell Lane
- Via Carleton Park, Parklands and Coldsprings Nature Reserve (if possible)
- Via Salkeld Road and Scotland Road
- Via Lane down from Fairhill Park



COMMUNITIES COMMITTEE 09 OCTOBER 2023 ITEM: 8

This report shows the progress made against resolutions from the Council's Communities Committee this municipal year.

STATUS KEY:

On hold - Not commenced

Completed

In progress - Started and ongoing

Reference	Activity	Status	Notes
CC23/06	Timings of Meetings		Item added to Agenda for 09/10/2023.
CC23/09	Penrith Business Improvement District – Renewal Ballot		
CC23/10	Eden Rivers Trust - Access to Eden		Partnership arrangements with ERT confirmed. Letter of support sent to ERT.
CC23/11	2024 May Day Carnival		SAG meeting with Westmorland & Furness Council - 5 December 2023. Ongoing meetings with the Penrith Lions.
CC23/12	Future Meeting Planning		Digital Woodoo invited to the next meeting: 18/12/2023.
CC23/13	Stars of Business Awards 2023		

COMMUNITIES COMMITTEE

Date: 9 October 2023

Public Report

Matter: 80th Anniversary to Commemorate D-Day

Item no: 10

Author: Deputy Town Clerk

Supporting Member: Chair of Communities Committee

Purpose of Report:

The 80th anniversary celebrations to commemorate D-Day takes place on 6 June 2024. Town and parish councils have been invited by The Pageantmaster to mark this anniversary by lighting beacons across the country along with other events if they so wish.

Recommendations:

Members consider and decide whether they wish to take part and, if they do, give delegated authority to officers to progress the event.

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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.

1. Report Details

- 1.1 Thursday 6 June 2024 marks the 80th anniversary of D-Day when allied forces mounted Operation Overlord which saw around 4,000 ships and landing craft set down approximately 132,500 troops on five Normandy beaches. An action that brought about the liberation of north-west Europe in WWII.
- 1.2 The Pageantmaster, Bruno Peek, has invited Town and Parish Councils as well as other organisations to mark the 80th anniversary by lighting a beacon on 6th June 2024 in celebration of the 'light of peace' that emerged out of the darkness of war. It is an opportunity to remember over 209,000 Allied casualties of the operation.
- 1.3 The details of the day are:

8am	Proclamation
11am	Schools to be asked to read a poem as a tribute to the many thousands of children killed during WWII
9.15pm	Lighting of beacons to coincide with the International Tribute which is scheduled for the day.

- 1.4 Penrith Town Council purchased gas beacons for the Platinum Jubilee which could be utilised in certain locations again which would need to be agreed, although a gas bottle would need to be obtained.
- 1.5 Should Members agree that they wish to take part in the event, officers should contact Westmorland & Furness Council to advise them of the details and progress the event.

2. Options Analysis including risk assessment

a) Risk

There is a potential reputational risk to the Council in not taking part in a national event, and a health and safety risk in using a gas burner or other lighting.

b) Controls Required

The Town Council prepares an event risk assessment and implements actions to mitigate risk to staff, contractors and members of the public.

3. Financial and Resource Implications

There are resource implications in officer time and the cost of a propane gas cylinder of approximately £70. There may be other potential costs and risks associated with elements of a larger event.

4. Equalities Implications

None

5. Climate Change and Environmental Implications

None

Appendices

Background Documents: D-Day 80, Bruno Peek CVO OBE OPR, Pageantmaster

COMMUNITIES COMMITTEE

Date: 9 October 2023

Public Report

Matter: Cumberland & Westmorland Herald Advertising

Item no: 11

Author: Community Services Officer

Supporting Member: Chair of Communities Committee

Purpose of Report:

Consider the proposal to provide a quarterly advertisement in the Cumberland & Westmorland Herald.

Recommendations:

To agree the following recommendations:

- i. Penrith Town Council provide the Cumberland & Westmorland with a quarterly advertisement on a seasonal basis (Winter, Spring, Summer, Autumn).
- ii. Delegated authority be given to council officers to provide relevant content for each edition.

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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.

1. Report Details

- 1.1. The Council are seeking to increase the community's access to information and improve transparency and accountability.
- 1.2. The Council have increased the number of digital channels it uses to communicate with the public.
- 1.3. However, the Council recognise that whilst the usage of digital channels is increasing, there are still many people who get their information through printed mediums- and solely through those mediums.
- 1.4. The Council is committed to ensuring equality of access to council information.
- 1.5. The Council therefore values the importance of printed mediums to effectively communicate with those hard-to-reach areas of the community.
- 1.6. It is proposed that the Council advertise its information through the printed medium of a local newspaper.
- 1.7. Advertising through a local newspaper would allow the Council to reach an engaged targeted audience- who have bought the publication because they want to read the articles it contains.
- 1.8. The Cumberland & Westmorland Herald (CW Herald) has a strong readership in Penrith and is a local, independently owned newspaper for Penrith and the surrounding Eden Valley.

- 1.9. From a survey of the CW Herald readership, it was established that their readers like to know what's happening locally, and how this will affect their lives.
- 1.10. The CW Herald's readership would therefore be interested and engaged with council related information, making it a useful platform for advertisement.
- 1.11. The former Eden District Council have previously provided an article for the CW Herald (Appendix A). The article was effective at disseminating council information.
- 1.12. The Council would look to replicate the style and feel of the article being assimilated into the wider publication, but with articles relating to the Council and its activities.
- 1.13. An insert for the CW Herald would be provided on the following terms:
 - i. An advertisement would be provided to the CW Herald on a quarterly basis (Winter, Spring, Summer & Autumn) starting from December 2023.
 - ii. The size of the advertisement would vary according to content available.
 - iii. The advertisement would consist of Penrith Town Council News.
 - iv. Penrith Town Council would have control on the content provided.
- 1.14. Content provided for the CW Herald would be replicated on Penrith Town Council's digital channels, ensuring Council information is not limited to only those who purchase the CW Herald.
- 1.15. Content would need to be provided the Wednesday before the Friday publication, making it a useful printed platform for distributing relevant and up-to-date information.
- 1.16. The Council can still use other printed platforms for disseminating regular information.

2. Options Analysis Including Risk Assessment

a) Risk

Penrith Town Council does not communicate with those hard-to-reach groups who get their information through printed mediums and solely through those mediums.

b) Consequence

Those individuals are excluded from Penrith Town Council communication.

c) Controls Required

To advertise in a printed publication.

3. Financial and Resource Implications

- 3.1 Penrith Town Council will provide the Cumberland & Westmorland with a quarterly ½ or ¼ page advertisement depending on content available.
- 3.2 A ½ page advertisement is charged at £380 excluding VAT per insertion.
- 3.3 A ¼ page advertisement is charged at £225 excluding VAT per insertion.
- 3.4 The maximum proposed annual cost would be £1,520 excluding VAT and be met from the communications budget.
- 3.5 There will be a staffing implication for the Council's staff to provide the content needed in each edition, but it is considered that the time and workload is manageable within existing resources.

4. Equalities Implications

None

5. Climate Change and Environmental Implications

None

Appendices

Appendix A - Eden District Council advertisement in the CW Herald

Background:

Cumberland & Westmorland Herald reader survey results

- The average reader is 55 or over
- 67% would recommend to a relative/friend
- 90% of people buy the Herald every week
- 65% of people pass on a copy of The Herald to a friend or relative
- 79% either never or only once in a month visit The Herald website - this demonstrates the strong loyalty they have for print
- 40% penetration of The Herald in Penrith town and villages

Eden District Council Chair's carol service to benefit local charities

Local charities are set to benefit from funds raised at Eden District Council Chairman's Carol Service taking place at St Andrew's Church in Penrith from 6.30pm on Monday 12 December 2022.

Members of the public are welcome to attend the service where pupils from Brunswick School and Langwathby Church of England Primary School will be singing, accompanied by Penrith Town Band.

A collection will be made during the service, the proceeds of which will be donated to the Chair's chosen charities, the Great North Air Ambulance and Fellrunner Bus Service. Light refreshments will be available at the end of the service.

Eden District Council's Chairman, Cllr Doug Banks, said: "I would like to invite members of the public to come along and join us at the Carol Service at St Andrew's Church in Penrith, to celebrate the festive season and to help raise money for charity."

Eden Landlords' Forum: last chance to book

In the wake of the Covid pandemic and with new rules and regulations on the cards nationally, many landlords are reassessing their position going in to 2023.

Eden District Council is hosting an event for landlords and managing agents, which will explore the key considerations for the market, including energy efficiency regulations, grants available in Eden and what the future holds for the private rented sector.

The session will cover the financial incentives available for landlords to make their properties more energy efficient, as well as to renovate empty houses. A summary of minimum energy efficiency regulations will also be given by the Council's experts.

The Council is keen to work with landlords to support housing vulnerable residents, and will be giving a run-through of its Property Links programme and opportunities for landlords to get involved.

Looking into the future, we are looking how recommendations in the Government's new white paper, that sets out plans to fundamentally reform the private rented sector and level up housing quality in England, can be implemented locally.

The event is being held on Wednesday 7 December 2022, from 5 – 7pm, at Town Hall in Penrith.

Tickets are free but booking is essential. To secure your place, email david.fincham@eden.gov.uk.

Tree-mendous Christmas spirit at Penrith Town Hall



Penrith Town Hall took delivery of its Christmas tree, donated by A.W. Jenkinson Forest Products

Eden District Council has taken delivery of its Christmas tree, donated by local forestry specialists A.W. Jenkinson Forest Products, which will stand outside the Council's Town Hall offices for the duration of the festive period.

Council Chair, Cllr Doug Banks, said: "I'd like to thank A.W. Jenkinson Forest Products for donating yet another magnificent tree to help us mark the festive season."

"It has been another difficult year for all of Eden's residents, so the celebrations we mark over the Christmas period, including Hanukkah, the Winter Solstice and New Year's Day, are especially important, as we look forward to better times in 2023."

"Thanks must also go to Urbaser for helping to get the tree looking so attractive with its bright twinkling lights. On behalf of Eden District Council, I'd like to wish everyone in Eden a very happy Christmas."

A.W. Jenkinson Forest Products' Senior Woodfibre Manager, Simon Bullock, said: "It gives us great joy to donate the civic tree once again. As a forestry business, it's the least we could do to bring a little bit of festive cheer to the people of Penrith. We hope everyone has a happy and peaceful Christmas."

Alston Local Links sets up as a Warm Hub

The Eden District Council-ran Alston Local Links is being set up as a Warm Hub.

Warm Hubs are warm, safe places where residents can expect a friendly and inclusive welcome.

Alston Local Links is located in the Town Hall on Front Street. Its opening hours are:

- Monday and Friday 10am to 12.30pm and 1.00pm to 4.30pm
- Tuesday, Wednesday, Thursday and Saturday 10am – 2.30pm
- Sunday Closed.

Comfy chairs are set up for people to come and have a sit and read either a library book or the local newspaper. Biscuits and hot drinks are also on offer.

Eden District Council car parks free on weekends before Christmas

Businesses and residents in Eden will benefit from free parking at peak Christmas shopping times during the festive period.

Eden District Council's car parks will be free on the two weekends before Christmas, as well as on Christmas Eve for those last minute gifts.

Shoppers are being reminded to check signage before they go, as they may still have to pay for on-street parking and in car parks owned by businesses.

Cllr Mike Tonkin, Services Portfolio Holder at Eden District Council, lent his support for the initiative, adding, "the suspension of car parking charges at Eden car parks is welcomed and continues a long standing tradition."

Eden District Council car parks will be free on 10 and 11 December, 17 and 18 December, and 24 and 25 December 2022. For more information on parking charges, call Eden District Council on 01768 817817 or email customer.services@eden.gov.uk. Alternatively, visit the council website at www.eden.gov.uk/parking-roads-and-transport/parking-car-and-vehicle-parking.

Council Christmas closedown dates confirmed

For its Christmas Closedown period, Eden District Council (with the exception of a limited number of services) will close at 4.30pm on Friday 23 December 2022 and reopen on Tuesday 3 January 2023 at 9am.

Cumbria awarded over £1 million to ensure quality of rented homes improves

Areas in Cumbria have been awarded over £1 million funding for a pilot project to improve housing stock in the area.

Council areas in Eden, South Lakeland and Barrow – soon to become Westmorland and Furness Council – will benefit from the UK Government funding, announced last week.

Eden District Council has been successful in a bid to the UK Government to develop a pilot project that looks at improving private rented housing, through improved guidance, enforcement and testing of new approaches to drive up property standards. Eden led on the bid, with Barrow and South Lakeland also benefitting, as the three authorities are soon to join as Westmorland and Furness Council.

Eden was amongst seven areas chosen across the country, as the district has a number of older properties that are difficult to insulate and heat, and a larger than usual proportion of homes are off gas grid.

Approximately 55% of all Eden homes have no access to mains gas and approximately 18% of homes in Eden are rented. It is hoped that the funding boost will improve living quality for these tenants, combatting excess cold and its effects on the health and wellbeing of young and old.

The Council intends to use the initial 3 year programme of funding to provide help and support to both tenants and Landlords, and to use inspection and enforcement where necessary.

A Council spokesperson said, "Across Cumbria housing officers have a very good reputation for working together, achieving positive results and sharing knowledge."

"Eden District Council's Housing team has already successfully obtained funding and is ongoing in delivering improvements to the energy efficiency of low income households, and we are a partner in the Sustainable Warmth Cumbria scheme."

"The project will run until the end of March 2025, and it is hoped that the findings and learning from it, will be useful to the other areas of the new Westmorland and Furness unitary Council, and further afield."

Cllr Judith Derbyshire, Housing and Health Portfolio Holder at Eden District Council, added, "I am delighted that the Council has been successful in obtaining the funding for this project to help improve tenants' living conditions in our area."

COMMUNITIES COMMITTEE

Date: 9 October 2023

Public Report

Matter: 2024/25 Budget: Process and Proposals

Item no: 12

Author: RFO and SCM

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider the process for the 2024/25 Budget.

Recommendations:

The committee is requested to consider this report and indicate:

- i. Whether any revision should be made to the Communities budget of £70,000 (excluding one off items) for the current financial year and whether its continuation as shown in the Medium-Term Financial Plan appears reasonable to meet as yet unforeseen expenditure.
- ii. Whether it wishes to identify any service development proposals to be submitted as growth bids in the 2024/25 budget process.

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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.

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.

Contribution to Council Business Plan

The annual budget should reflect the Council's priorities and key work areas for the financial year ahead.

1. Report Details

1.1 The Finance Committee, 18 September 2023 has agreed guidelines for the preparation of the Council's budget for 2024/25 and has adopted the following parameters which are in line with previous years:

- 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 priorities.

1.2 The key dates in the preparation of the 2024/25 budget are as follows:

2 October 2023	Planning Committee to consider growth proposals, redirection or reduction in resources.
9 October 2023	Communities Committee to consider growth proposals, redirection or reduction in resources.
By 31 October 2023	Individual Councillors to submit budget proposals.
13 November 2023	Budget Working Group to consider broad budget prospects.
4 December 2023 (Members to confirm)	Budget Working Group to consider initial draft detailed budget.
December 2023	Planning & Communities Committees to consider their estimates in the light of corporate budgets (if required).
15 January 2024	Finance Committee to consider proposed budget.
29 January 2024	Council to approve budget and determine precept.

The remainder of this report deals with the first step in the process, mainly for the Communities Committee to consider whether it wishes to make any changes in its budget for next year. The Committees recommendations will be forward to the meeting of the Budget Working Party on 13 November 2023.

1.3 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 2023/24 budget and to include the estimated costs of contractually committed changes to expenditure or income. Any approved revisions to the current year's budget should also be assessed to see if they will affect the 2024/25 budget.

The statement at **Appendix A** shows:

- the Committee's 2023/24 Approved Budget;
- its section of the current Medium Term Financial Plan (MTFP)

The original budget of £107,000 for Communities is reduced to £70,000 after the deduction of one off items. The budgetary control statement to 31 August 2023 reported to Council on the 25 September 2023 shows £22,166 expenditure against the current year's budget of £107,000 (including one off items).

With the uncertainty surrounding the Penrith Business Improvement District (BID) revote, the Town Projects budget was increased to £47,000 (from £10,000) to deliver a Christmas Lighting scheme and Greening in Penrith in the event of an unsuccessful revote for the BID. The BID have since had a successful revote, with Penrith Town Council supporting them to deliver this year's Christmas Lighting scheme through facilitating infrastructure works. The budgetary statement to 31 August 2023 shows only £6,950 expenditure against the current year's £47,000 budget. This does not factor in the main cost of the infrastructure works; however, it is highly unlikely to exceed the current budget. Members are therefore requested to consider whether any revision is required to the future £10,000 provision.

The Medium-Term Financial Plan at Appendix A currently shows the Committee's base budget for arts and culture development continuing at £10,000 per annum and communications at £15,000 per annum; Members are asked to consider whether these provisions are appropriate for the medium term up to 2027/28.

This year's budget for grants is £15,000 and signature grants is £20,000, at present this is planned to continue until 2027/28. Members are asked to consider whether these provisions are appropriate.

1.4 Service Development Proposals

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 Budget Working Party, Finance Committee and Council. In all cases, proposals should be assessed by reference to the Council Plan priorities, which are:

- Climate Change
- Living Well – Vibrant Town and Economy
- Local Government Reorganisation
- 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.

2. Options Analysis including risk assessment

a) Risk

An inadequate budget process which fails to recognise financial and or legal responsibilities.

b) Consequence

Overspendings leading to unwelcome curtailment of spending programmes; possible unpalatable council tax increase; setting an illegal budget; potential reputational damage.

c) Controls Required

A sound budget process will address these risks.

3. Financial and Resource Implications

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

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

Climate Change budgets fall within the Planning Committee responsibility and are addressed herein.

Appendices

- Medium Term Financial Plan – Communities Committee

Background Documents:

- Budgetary control working papers 2023/24
- Budget Process 2024/25, Finance Committee, 18 September 2023.



Penrith Town Council

MEDIUM TERM FINANCIAL FORECAST 2023/24 TO 2027/28

APPROVED BUDGET 2023/24	Heading	2024/25	2025/26	2026/27	2027/28
£		£	£	£	£
	EXPENDITURE				
	COMMUNITIES COMMITTEE:				
	Town Projects:				
10,000	Town Projects (less one off items)	10,000	10,000	10,000	10,000
10,000		10,000	10,000	10,000	10,000
	Arts & Entertainment:				
10,000	Arts & Culture Development	10,000	10,000	10,000	10,000
10,000		10,000	10,000	10,000	10,000
	Grants:				
15,000	Grants	15,000	15,000	15,000	15,000
20,000	Signature Grants	20,000	20,000	20,000	20,000
35,000		35,000	35,000	35,000	35,000
	Corporate Communications:				
15,000	Communications	15,000	15,000	15,000	15,000
15,000		15,000	15,000	15,000	15,000
70,000	Communities Committee Total	70,000	70,000	70,000	70,000