



Penrith Town Council

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

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

DATE: 24 March 2025

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE COMMUNITIES COMMITTEE** will be held on **31 March 2025, at 5.15pm** 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 Jackson
Cllr B. Jayson

Pategill Ward
North Ward
West Ward

Cllr Donald
Cllr Smith
Cllr Snell

North Ward
South Ward
West Ward

Mrs V. Tunnadine, Town Clerk, PSLCC

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 X 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 31 MARCH 2025

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 10 February 2025 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, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. It is helpful if a member of the public who wishes to speak at a meeting makes a request to speak in writing to the Town Clerk **PRIOR** to the meeting. 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. Where the Council is unable to provide a response to the question at the meeting, they will do so in writing within seven days and the response will be attached to the minutes as an appendix.

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

Determine whether any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

6. Resolutions Report

Receive and note the written report.

7. Communications Report

Receive and note the written report.

8. Communities Committee Workplan Report

Receive and note the written report.

9. Climate Strategy

Consider the report and the recommendations contained within.

Agree that the named policies go forward to Full Council for ratification.

10. Policy Review

Consider the report and recommendation contained within.

Agree that the policy go forward to Full Council for ratification.

11. Council Champions

Consider the report and the recommendations contained within.

12. Penrith Pop-up Community Café

Consider the report and the recommendations contained within.

13. Lighting for National Events

Consider the report and the recommendations contained within.

14. Next Meeting

Note that the next meeting will be determined at the Annual Town Council Meeting in May 2025.

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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31 MARCH 2025

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Penrith Town Council

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

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

DRAFT MINUTES OF THE ORDINARY MEETING OF THE COMMUNITIES COMMITTEE.

Held on 10 February 2025, at 5.15pm at Penrith Town Council Office, Unit 1,
Board Room, Church House, Friargate, Penrith.

PRESENT

Cllr Bowen
Cllr Jackson

Pategill Ward
North Ward

Cllr Smith
Cllr B. Jayson

South Ward
West Ward

Community Services Officer
Deputy Town Clerk

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 10 FEBRUARY 2025**

CC24/42 Apologies

Members received apologies for absence with reasons from Cllrs. Snell and Donald.

CC24/43 Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Communities Committee held on Monday 9 December 2024 and agree they be signed as such by the Chair.

RESOLVED THAT:

The minutes be approved, and the Chair be authorised to sign, as a correct record, the minutes of the meeting of the Communities Committee held on Monday 9 December 2024 with the following amendment:

From: The Council supports the organisation of the event via a donation, promotion and guidance if required.

To: The Council supports the organisation of the event via collaboration, promotion, donation and guidance if required.

The Chair marked and signed the change and signed the minutes.

CC24/44 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.

There were no declarations of interest and requests for dispensations.

CC24/45 Public Participation

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

CC24/46 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.

CC24/47 Resolutions Report

Members noted the Resolutions Report.

CC24/48 Communications Report

Members noted the Communications Report and thanked the Community Services Officer for his work on continually improving the Council's Corporate Communications.

CC24/49 Climate Strategy Report

Members noted the Climate Strategy Report.

CC24/50 Communities Committee Work Plan Report

Members noted the Communities Committee Work Plan Report.

CC24/51 Policy Review

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

- i. The Civic Awards Scheme be approved with proposed amendments and go forward for ratification by Full Council.
- ii. The Freedom of the Town Policy be amended, with a revised copy brought back to the next meeting of Communities Committee.

CC24/52 Email Distribution

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

Penrith Town Council renewed its contract with Granicus for the govDelivery service for April 2025 – April 2026.

CC24/53 Website Development

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

- i. The Council approved the development of a new Penrith Town Council website.
- ii. The Town Clerk and Community Services Officer proceed to deliver the website.

CC24/54 Events in Penrith

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

- i. Expenditure of up to £500 from the Arts & Culture Budget (2025/26) be agreed to cover the costs with the VE Day80 event.
- ii. The Council work with the event organisers and a venue to bring a national exhibition to Penrith in 2026.
- iii. Expenditure up to £4000 from the Arts & Culture Budget (2025/26) be agreed to cover the costs associated with the exhibition.

CC24/55 Cumbria Constabulary Neighbourhood Policing Pledge

Members were asked to appoint up to two members to attend Cumbria Constabulary Neighbourhood locality-based officer meetings.

RESOLVED THAT:

Cllrs Snell and B. Jayson be appointed to attend Cumbria Constabulary Neighbourhood locality-based officer meetings.

CC24/56 Next Meeting

Members noted that the next meeting is scheduled for 31 March 2025 at 5.15pm at Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith.

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

Access to Information

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Background Papers

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Communities Committee: 31 March 2025

Item 6

Resolutions Report

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
CC24/25	VE Day 80 – A Shared Moment of Celebration		Officers working to progress scheme. Progress report taken to Communities Committee 10 February 2025.
CC24/38	Cold Springs Nature Reserve		The Council has signed a Service Level Agreement with Cumbria Wildlife Trust (CWT) and transferred funding for two projects at Cold Springs Nature Reserve relating to the Wildlife Garden and the creation of a Pond Platform. Orders have now been placed, with work to begin in due course. Members of Communities Committee also visited the Cold Springs Nature Reserve on Friday 21 March – and were given a tour of the site by a CWT representative.
CC24/39	Small Event Donation		Officers met with an interested potential stakeholder in early January. They are going through their own channels to decide whether to progress with a potential event for Penrith.

CC24/51	Policy Review			The Civic Awards Scheme was ratified by Full Council on Monday 24 March 2025. The Freedom of the Town Policy has been brought back to Communities Committee (31 March 2025) for further scrutiny.
CC24/52	Email Distribution			The Council has confirmed in writing its intention to continue with Granicus for the govDelivery service for the period April 2025 – April 2026.
CC24/53	Website Development			Officers working to progress scheme. CSO to send out internal website survey for members to feedback – along with initial concepts designed by the CSO.
CC24/54	Events in Penrith			Officers working to progress scheme.
CC24/55	Cumbria Constabulary			CSO emailed Cumbria Association of Local Councils (CALC) on 12 February confirming Communities Committee on Monday 10 February 2025 resolved to appoint Cllr Hilary Snell and Cllr Barbara Jayson to attend these meetings. Those Councillors will be contacted directly by CALC in due course.

COMMUNITIES COMMITTEE

Date: 31 March 2025

Public Report

Matter: Communications Report

Item no: 07

Author: Community Services Officer

Supporting Member: Cllr Hilary Snell, Chair

Purpose of Report:

To inform and update members of the Communities Committee of the Council's recent communication activities.

Background

This report provides an update on the Council's communication activities since the last meeting of the Communities Committee on Monday 10 February 2025.

Headline Statistics:

Platform	Likes / Follows	Number of Posts	Reach	Post Reactions	Comments	Post Shares
Facebook	723 (+19) / 1099 (+50)	41	67982	481	176	43
Instagram	863 (+6)	16	3183	49	2	1
X (Formerly Twitter)	275 (+1)	11	503	8	4	0
govDelivery	2,626 (+119)	2,626	2,676	N/A	N/A	N/A
YouTube	3 (+0)	0	0	0	0	0
BlueSky	5 (+5)	6	N/A	0	0	0
Summary	5,392 (+200)	2700	74294	538	182	44

Press Releases:

March 2025:

- Monday 24 March -
- [Tuesday 11 March – Penrith Town Council Awards £400 Grant to Talkin Tables to Boost Community Connections](#)

All Penrith Town Council press releases can be found on the Penrith Town Council website:

<https://www.penrithtowncouncil.gov.uk/information/press-releases/>

Newsletters:

- [Latest News: February 2025](#)
- [Latest News: January 2025](#)

All editions of Penrith Town Council News can be found on the Penrith Town Council website:

<https://www.penrithtowncouncil.gov.uk/information/newsletter/>

Each edition is also read aloud through an arrangement with the Eden District Talking Newspaper Association. All recordings can also be found on the Penrith Town Council website through the link above.

Penrith May Day 2025

The Council has begun act, entertainment and exhibiter announcements for the upcoming Penrith May Day event on Monday 5 May 2025.

Announcements take place on Mondays, Wednesdays, Fridays, Saturdays and Sundays, with announcements taking place every day, two weeks before the event, to generate interest in the event.

The Council has created an “Event” on Facebook, where these announcements are listed, which can be accessed using the link:

<https://www.facebook.com/events/1757792234782757/>

Appendix

Appendix A – Communications Report: Highlights

Appendix B – Penrith Town Council Communications Report - Headline Statistics April 2024

Appendix A - Communications Report: Highlights

Date	Platform	Content	Reach	Reactions	Shares	Comments
07/02/2025	Facebook	Penrith May Day Announcement	33552	216	59	28
07/02/2025	Instagram	Penrith May Day Announcement	1168	9	1	
12/02/2025	Facebook	Road Closure	1001	2	5	
15/02/2025	Facebook	Salkeld Road Bench	994	17	3	
18/02/2025	Facebook	Penrith East By-Election	897	2	4	
20/02/2025	Facebook	Penrith East By-Election	1196	4	4	
23/02/2025	Facebook	Road Closure - Castlegate	2019	5	14	5
28/02/2025	Facebook	Road Closure - Castlegate	3150	1	3	
28/02/2025	Facebook	PTC News - February 2025	931	3	3	
03/03/2025	Facebook	Penrith East By-Election	1102	2	4	1
08/03/2025	Facebook	Thacka Beck Field Repairs	3006	16	4	1
10/03/2025	Facebook	May Day Act Announcement - Cassette Baby	1086	15	7	
12/03/2025	Facebook	May Day Act Announcement - Stomping Ground	1623	11	14	
14/03/2025	Facebook	May Day Act Announcement - Bay Search and Rescue	1475	8	6	
15/03/2025	Facebook	May Day Act Announcement - Land Train	1186	14	6	1
16/03/2025	Facebook	Bunting 2025	987	23	3	2
16/03/2025	Facebook	May Day Act Announcement - Penrith Lions Club	1023	8	6	
17/03/2025	Facebook	May Day Act Announcement - BlueJam Ceilidh	1459	15	6	
19/03/2025	Facebook	May Day Act Announcement - Blood Bikes Cumbria	992	6	4	
21/03/2025	Facebook	May Day Act Announcement - Keswick Climbing Wall	957	8	5	1
22/03/2025	Facebook	May Day Act Announcement - Penrith Fire Service	910	6	4	
23/03/2025	Facebook	May Day Act Announcement - Penrith Rotary Club / Inner Wheel	649	2	2	

Appendix B – Penrith Town Council Communications Report - Headline Statistics April 2024

COMMUNITIES COMMITTEE

Date: 15 April 2024

Public Report

Matter: Communications Report

Item no: 07

Author: Community Services Officer

Supporting Member: Cllr Hilary Snell, Chair of Communities Committee

Purpose of Report:

To inform and update members of the Communities Committee of the Council's recent communication activities.

Background

This report provides an update on the Council's communication activities since the last meeting of the Communities Committee on Monday 26 February 2024 up to Thursday 4 April 2024.

Headline Statistics:

Platform	Likes / Follows	Number of Posts	Reach	Post Reactions	Post Shares	Comments	Clicks
Facebook	570 / 779	57	25,924	213	125	78	2,104
Instagram	831	28	2,984	36	3	3	n/a
X (Formerly Twitter)	258	15	1,264	27	15	6	n/a
govDelivery	1,388	1,542	1,728	n/a	n/a	n/a	92
Summary	3,826	1,642	31,900	276	143	87	2,196

COMMUNITIES COMMITTEE

Date: 31 March 2025

Public Report

Matter: Communities Committee Workplan Report

Item no: 08

Author: Community Services Officer

Supporting Member: Cllr Snell, Chair

Purpose of Report:

To inform and update members on the progress of the Communities Committee Work Plan.

Background

This report provides an update on the progress of various areas of work related to budgets associated with the Communities Committee.

Corporate Communications				Budget: £15,000	Budget Spent: £12,509
Activity	Officer	Details / Targets		Progress	
Penrith Town Council Newsletter	CSO	<ul style="list-style-type: none"> Monthly e-newsletter detailing the work of the Council in the month prior. Ensure Council decisions are effectively communicated to the public. To give the public greater awareness of the work of the council. 		Penrith Town Council News: <ul style="list-style-type: none"> February 2025 <p>All editions of Penrith Town Council News can be found on the Council website: https://www.penrithtowncouncil.gov.uk/information/newsletter/</p>	
Social Media	CSO	<ul style="list-style-type: none"> Manage Penrith Town Council's social media channels effectively, ensuring regular content and increased social media followers and signups for the Council's govDelivery account. Start to diversify content to cater to a more video focussed audience. 		<p>Regular content produced via social media (2700) total posts since 10 February 2025).</p> <p>Since 10 February 2025, the Council's total number of likes / follows on all social media platforms (including govDelivery) has increased to 5,392 (+200).</p>	
Consultations	CSO	<ul style="list-style-type: none"> Create surveys on an ad hoc basis. Provide support to colleagues in setting up surveys. Create surveys to engage with the public. 		Consultations <p>Since Monday 10 February 2025, the CSO has undertaken one internal consultation with members.</p>	

Press Releases	CSO	<ul style="list-style-type: none"> Produce and disseminate press releases to increase exposure of Council news in the press. 	<p>Press Releases:</p> <ul style="list-style-type: none"> Tuesday 11 March – Penrith Town Council Awards £400 Grant to Talkin Tables to Boost Community Connections <p>All Penrith Town Council press releases can be found on the Council website: https://www.penrithtowncouncil.gov.uk/information/press-releases/</p>
Graphic Design	CSO	<p>Create branded graphics and edit videos on an ad hoc basis using Canva.</p> <p>Create professional branded content which reinforces PTC's identity.</p>	CSO using Canva to create graphics and videos. CSO creating Penrith May Day Announcements, graphics, posters and programmes using Canva.
Cumberland & Westmorland Herald	CSO	Communities Committee agreed a quarterly update in the Cumberland & Westmorland Herald.	Spring advert included in the Friday 28 March 2025 edition of the CW Herald.

Eden Local	CSO	<ul style="list-style-type: none"> Communities Committee agreed a quarterly update in the Eden Local. 	Spring Advert included in the April edition of the Eden Local.
Eden District Talking Newspaper Association	CSO	<ul style="list-style-type: none"> Communities Committee agreed a monthly recording of Penrith Town Council News through the Eden District Talking Newspaper Association 	<p>The Council work in partnership with the Eden District Talking Newspaper Association to distribute recordings of Penrith Town Council News to visually impaired locals each month.</p> <p>Recordings can be accessed below:</p> <ul style="list-style-type: none"> Latest News: February 2025 Latest News: January 2025
Website Development	CSO TC	<ul style="list-style-type: none"> Develop a new website for Penrith Town Council 	CSO to send out internal website survey for members to feedback – along with initial concepts designed by the CSO.

Grants			Budget: £30,000 & £10,000	Budget Committed or Spent: £30,000 & £10,000
Activity	PTC Colleague	Targets	Progress	
Grants	TC SCM CSO RFO EDO	<ul style="list-style-type: none"> Support the grant application process to ensure PTC grant budget is used. Promote grants schemes to community groups. Provide support during application process and seek feedback from applicants. Apply for grants and attend funding fairs to assist the Council to deliver its priorities. 	<p>The Council has seen increased interest in its Community Grants scheme this year, resulting in the original budget of £20,000 being increased to £30,000, following virements from the Signature Grants budget.</p> <p>Grants awarded during 2024/25 (totalling £30,000):</p> <ul style="list-style-type: none"> Meals on Wheels Cumbria, £2,500, Starting a new service in Penrith Penrith Rugby Club, £3,000* (subject to VAT claim*), Installation of Solar Panels Penrith BID, £3,099, Town Centre Greening Project Eden Dodgeball Club, £575, New Under 15 years Dodgeball Group BlueJam Arts, £3,480, Family painting sessions, 1yr Project Wetheriggs Utd FC, £2,000, Clubhouse Furniture Carleton Park Group, £5,000, Multi Use Games Area at Carleton Park Penrith Cricket Club, £1,000, Refurbished toilets and disabled ramp Euphoric Circus, £2,500, Programme of activity sessions for young people delivered in Penrith Growing Well, £750, Transport to access services Talkin Tables, £400, Promotion of events Fellrunner Bus Service £3,000, Provision of Bus Service 	

			<ul style="list-style-type: none"> • Penrith Pumas WRC, £1,838, Equipment • 2nd Penrith Scouts, £858, Facility Improvements (offered) <p>Signature Grants awarded during 2024/25 (totalling £10,000):</p> <ul style="list-style-type: none"> • Penrith BID, £5,000, Penrith Christmas Sparkle • Eden Arts, £5,000, Winter Driving <p>The Council is now no longer accepting grant applications for 2024/25 and any grant applications received will be held until the grant budget renews in April 2025.</p>
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Town Projects			Budget: £30,000	Budget Spent: £24,128
Activity	PTC Colleague	Targets	Progress	
May Day 2025	TC SCM CSO EDO RFO DTC	<ul style="list-style-type: none"> ➤ Deliver a successful May Day Carnival 2025 event. ➤ 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 2025. 	<p>The Council progressing with plans for Penrith May Day 2025. Promotion of the event started w/c 3 February 2025.</p> <p>All necessary consents have been submitted, awaiting confirmations.</p>	
Bunting	SCM CSO	<ul style="list-style-type: none"> • Assist with the installation and take down of the bunting annually- liaising with community groups and the contractor. • Develop a bunting scheme with the Penrith Lions and Community Caretaker. 	<p>Bunting installed in Penrith Town Centre – Sunday 16 March – Tuesday 18 March through FCC Environment, with the support of volunteers from Penrith Lions Club.</p> <p>CSO has ordered a banner for King Street, which will be installed separately in the coming weeks.</p>	

		<ul style="list-style-type: none"> Have all of the permissions and H&S requirements in place to install the bunting. Arrange take down of bunting. 	
Events in Penrith	EDO SCM DTC	<ul style="list-style-type: none"> Maximise the impact of the national scheme in Penrith 	EDO and DTC working to progress scheme.
Cornmarket Bandstand Street Trading License	EDO CSO SCM	<ul style="list-style-type: none"> Obtain a street trading license for the Cornmarket Bandstand Enable young entrepreneurs 	The Council has applied for a Street Trading Licence for the Cornmarket Bandstand to Westmorland & Furness Council. License has been approved – and is due to start April 2025 to begin at the start of the Spring / Summer period to maximise effectiveness of the License.

Arts & Culture Development				Budget: £10,000	Budget Spent: £4,135
Activity	PTC Colleague	Targets	Progress		
Penrith Arts & Culture Group	EDO DTC	<ul style="list-style-type: none"> Produce a programme of events for the 2025 May Day event. Identify projects and activities which can be facilitated by the Council. 	<p>The Council, through the Penrith Arts & Culture Group facilitated two projects across Summer 2024:</p> <ul style="list-style-type: none"> Sounds Around Town – Penrith Town Council, working with Plug & Play, Eden Valley Artistic Network and the Penrith Arts & Culture group, has funded and arranged for bands / artists to play around Penrith on Saturdays across the Summer. Wild Play Day at Thacka Beck Field – facilitated through Stomping Ground – the event attracted over 140 young people to attend the event - nearly twice as many as the same event the year prior. <p>Penrith Arts & Culture Group currently working to produce a programme of events for the 2025 May Day event.</p>		
Events & Activities e-Newsletter	CSO	<ul style="list-style-type: none"> Produce a bi-weekly e-newsletter rounding up events and activities in and 	<p>Events & Activities: Penrith Town Council distributes a bi-weekly round-up of events and activities in and around Penrith. The e-newsletter supports the</p>		

		around Penrith and compliment the Penrith Arts & Culture website <ul style="list-style-type: none"> To give the public greater awareness of events and activities in Penrith 	Penrith Arts and Culture website and allows community groups, sports clubs and others to feed their events and activities through the newsletter. The newsletter has been paused for the time being to allow CSO to effectively manage workload but will restart in mid-April.
Penrith Arts & Culture website	CSO	<ul style="list-style-type: none"> To give the public greater awareness of events and activities in Penrith 	Website regularly updated with up-to-date events of the partners involved with the Penrith Arts & Culture Group. Also open to other groups to promote their events / activities.

Climate Change			Budget: £15,000	Budget Spent: £9,459
Activity	PTC Colleague	Targets	Progress	
Climate Strategy	CSO SCM	<ul style="list-style-type: none"> Deliver the 2024/25 Climate Strategy Action Plan Update the action plan on a yearly basis in collaboration with the Council's Climate & Environment Strategy Task & Finish Group 	<ul style="list-style-type: none"> Revised Climate & Environment Strategy taken to Communities Committee (March 2025). 	
Climate & Environment Strategy Task and finish group	CSO SCM	<ul style="list-style-type: none"> Monitor and review the Climate & Environment Strategy Action Plan 	Task & Finish Group to have looked at: <ul style="list-style-type: none"> Climate & Environment Strategy action plan 2025/26 Biodiversity Policy and Action Plan Community Transport Policy Electric Vehicle Charging site Briefing paper Three meetings of the group have taken place.	
Green Projects	CSO SCM	<ul style="list-style-type: none"> Invite ideas for and develop green projects 	<ul style="list-style-type: none"> The Council has agreed to fund two projects at Cumbria Wildlife Trust's Cold Springs site: Wildlife Garden & Pond Platforms. The Council is actively involved in the Eden River's Trust's Access to Eden project – and has helped fund the Community Tree Nursery in Penrith through the Communities Committee. 	

				<ul style="list-style-type: none"> • Walks around Penrith leaflet work ongoing. Councillors invited to audit walks. Work to be completed May 2025.
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COMMUNITIES COMMITTEE

Date: 31 March 2025

Public Report

Item no: 09

Matter: Climate Strategy

Author: Community Services Officer

Supporting Member: Cllr Snell, Chair of Communities Committee.

Purpose of Report:

Consider the recommendation of the Climate Strategy Task and Finish Group to approve the refreshed Climate Strategy and second year Action Plan, along with policies associated with the Year One Action Plan.

Recommendations:

- i. Approve the updated Climate Strategy and associated Action Plan for 2025/26 and;
- i. Approve the Biodiversity Policy and agree that it go forward to Full Council for ratification.
- ii. Approve the Community Transport Policy and agree that it go forward to Full Council for ratification.

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

Climate & Environment Strategy

- 1.1 In May 2019, Penrith Town Council declared a Climate & Ecological Emergency and resolved to make a difference by choosing a carbon neutral future. The Council developed its first strategy which was based on the vision that by 2030 Penrith will be carbon neutral. The Council resourced the delivery of the strategy, however, had made little inroads into its delivery.
- 1.2 Therefore, the Council resolved at its meeting on 25 March 2024, Minute PTC23/122 that a revised Climate Strategy and first year action plan be approved.
- 1.3 Following a successful first year of delivery, the Council resolved at its meeting on 23 September 2024, Minute PTC24/48 to establish a Climate and Environment Strategy Task and Finish Group to further review the Council's Climate Strategy, incorporating actions from the Council's approved Environment Plan and developing a second-year action plan.
- 1.4 The Task and Finish Group has now concluded its review and recommends to Communities Committee, a refreshed strategy accompanied with a second-year action plan.

- 1.5 The Strategy includes actions that are considered deliverable in line with the Council's staffing resources and the approved budget. The Council having already approved a Climate budget of £15,000 for the forthcoming financial year. (Full Council, 13 January 2025, Minute PTC24/83)
- 1.6 Along with reviewing the Council's Climate & Environment Strategy, the Task and Finish Group has also developed two policies as outlined in the Year 1 action plan, and recommends to Communities Committee the following policies be adopted:

Biodiversity Policy

- 1.7 In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Penrith Town Council will in exercising all its functions have regard to the purpose of conserving biodiversity.
- 1.8 The proposed Biodiversity Policy formalises the Council's approach to conserving biodiversity and is recommended to Communities Committee by the Council's Climate & Environment Task and Finish Group.

Community Transport Policy

- 1.9 The proposed Community Transport Policy sets out the Council's approach to supporting Community Transport Schemes and is recommended to Communities Committee by the Council's Climate & Environment Task and Finish Group.

2. Financial and Resource Implications

The Council approved a Climate budget of £15,000 for the forthcoming financial year, Full Council, 13 January 2025, Minute PTC24/83.

3. Equalities Implications

There are no equalities implications associated with this report.

4. Climate Change and Environmental Implications

The Climate Strategy aims has direct climate and environmental implications.

Appendices

Appendix A – Climate Strategy and Action Plan (as recommended)

Appendix B – Biodiversity Policy

Appendix C - Community Transport Policy

Background Papers

None.



Penrith Town Council

CLIMATE AND ENVIRONMENT STRATEGY

2025/26

Foreword

The rapidly warming climate and the collapse of biodiversity are interrelated, and potentially existential crises that humanity has brought upon itself. The crises are global, and ultimately, they require global action. But global action needs to be the sum of the actions of all of us starting in our own communities.

Individually and collectively across the world, we all contribute to the problem. It is incumbent, particularly on those of us who live in countries that have contributed most to the problems, to take responsibility for changing our relationship with our planet.

This requires change in every aspect of the way we live – how we build, how we travel, how we eat, how we produce food and goods, how we produce and consume energy, how much waste we create and how we manage it.

Legislation and action by governments and international institutions is obviously vital, but equally, to achieve the necessary transformation, so is local action by every individual and community.

Recognition of the crisis and the need for local action motivated Penrith Town Council to declare a climate emergency in May 2019 and implement an ambitious Climate Strategy to make Penrith carbon neutral by 2030.

This climate strategy has now been reviewed and updated with a number of strategic objectives being identified resulting in a more focussed and achievable strategy for the Council to implement.

We hope that through these achievable actions, we will be able to progress change from within the council to play a community leadership role on climate change issues including increasing awareness of Climate through taking action to understand and reduce our own emissions.

Councillor Doug Lawson, Chair of Penrith Town Council and Mayor of Penrith

Introduction

In May 2019, Penrith Town Council (the Council) declared a Climate and Ecological Emergency. In March 2020, the Council adopted the Climate Action Strategy outlining our ambition to set Penrith on its journey to carbon neutrality.

The Council ~~established a Task and Finish Group to review its Climate Strategy which has resulted in this~~ refreshed its Climate Strategy and Action Plan in 2024.

Following a successful year of delivery, this strategy has now been reviewed and updated to include specific actions from the Council's Environment Plan, separately adopted by the Council in 2024. These actions aim to improve air quality, reduce pollution, and conserve natural resources while addressing the ongoing climate crisis. It was agreed that the Environment would be incorporated into the Council's Climate Strategy from April 2025.

~~This Strategy sets out the Council's strategic objectives relating to Climate Change along with a deliverable action plan.~~

The Council is committed to transforming Penrith into a cleaner and greener town which it believes it can achieve through playing a community leadership role on climate change and environment issues. The strategic objectives of this Climate & Environment Strategy have been developed with this in mind.

Climate Change

The science of climate change is well established:

- Climate change is real and human activities are the main cause.
- The concentration of greenhouse gases in the Earth's atmosphere is directly linked to the average global temperature on Earth.
- The concentration has been rising steadily, and mean global temperatures along with it, since the time of the Industrial Revolution.
- The most abundant greenhouse gas, accounting for about two-thirds of greenhouse gases, carbon dioxide (CO₂), is largely the product of burning fossil fuels.

Source: Intergovernmental Panel on Climate Change (IPCC)

Effects and Impacts of Climate Change

In 2023, there have been over 38 days that were more than 1.5°C hotter than average – higher than any other year on record. (Natural History Museum)

Climate change has helped drive a fivefold increase in the number of weather-related disasters in the last 50 years. (World Meteorological Organisation)

Winters will be warmer and wetter. Summers will be warmer and drier. We'll have more extremes of weather, and they'll be more intense – with storm surges causing flooding, for example. These changes in our climate will have knock-on effects here in Cumbria. These are likely to include issues with food supply and water quality, loss of wildlife, impact on farming practices, and diseases. (Zero Carbon Cumbria)

What do we need to do to limit Global Warming and act on Climate Change?

To prevent warming beyond 1.5°C, we need to reduce emissions by 7.6% every year from this year to 2030. (EGR, 2019)

10 years ago, if countries had acted on this science, governments would have needed to reduce emissions by 3.3% each year. Every year we fail to act, the level of difficulty and cost to reduce emissions goes up. (EGR, 2019)

If we continue to emit carbon dioxide at current levels, we will exhaust that remaining 1.5°C carbon budget in just six years. (University of Leeds 2023)

Climate Change is a global crisis which requires global action. However, global action needs to be the sum of the actions of all of us starting in our own communities.

Penrith Town Council Strategic Objectives

The Council has reflected on the role it can play in the wider climate crisis and has identified **nine** Strategic Objectives to help contribute to the fight against climate change **and** **environmental issues.**

The overriding aim of the Council's strategy remains to achieve carbon neutrality by **2030 and improve environmental issues in Penrith.** The longer-term aim would be to become carbon negative. These aims will be achieved by the delivery of the Strategic Objectives and a series of deliverable action plans. The council will foster collaboration with organisations and communities to achieve its aims.

We aim to:

1. Achieve carbon neutrality for Penrith Town Council
2. Engage the community on climate action
3. Conserve and enhance local biodiversity
4. Promote low emission transportation options
5. Increase the number of green projects in Penrith
- 6. Combat Air Pollution**
- 7. Combat Light Pollution**
- 8. Waste and Recycling**
- 9. Enhance and Protect Rivers and Watercourses**

To achieve these strategic actions, a set of achievable actions has been identified under each objective. These actions will form an action plan for **2025/26.**

1. Achieve carbon neutrality for Penrith Town Council

1.1 Provide climate literacy training for all Councillors and Officers

Upskill and empower staff members and councillors on climate related

1.2 Work to reduce consumption of paper and other resources

The Council uses less paper and colour printing, reduces its energy consumption and considers green travel options for council operations, to reduce mileage consumption.

1.3 Reduce the Carbon Output of Penrith Town Council

- Implement a Salary Sacrifice Electric Vehicle Car Leasing Scheme.
- Encourage Councillors to use more sustainable transport options for meetings of the Council.
- Purchase locally wherever possible.
- Purchase fairtrade, recycled and sustainable goods.

2. Engage the community on climate action

2.1 Produce a newsletter on climate change issues

A quarterly newsletter themed around specific climate related issues.

2.2. Identify, promote and make available educational material and training opportunities for use by communities.

Upskill and empower communities on climate change issues.

2.3 Investigate options for a Climate Change Hub

Progress plans for a Climate Change Hub in Penrith.

3. Conserve and enhance local biodiversity

3.1 Collaborate with local organisations to consider additional tree planting in Penrith

Co-operate with partners to deliver conservation projects in the town.

3.2 Support the Development of a Masterplan for Wetheriggs Country Park

Co-operate with Westmorland & Furness Council to develop a Masterplan

3.3. Support the delivery of the Eden Rivers Trust's Access to Eden project

Collaborate with partners to maximise the impact of the project on Penrith

4. Promote low emission transportation options

4.1 Increase electric vehicle charging infrastructure in Penrith

Work in partnership with appropriate organisations to increase the electric vehicle charging infrastructure.

4.2 Support and promote sustainable community transport schemes

Support community transport schemes as prescribed through the Council's Community Transport Policy

4.3 Lobby for public transportation improvements and expanded services

Work in partnership with organisations to deliver transportation improvements and expanded services.

5. Increase the number of green projects in Penrith

5.1 Promote the Council's Grant Fund for green and climate projects

To support green and climate focused projects through the Council's established grant fund.

5.2 Promote and develop new Penrith Town Council green projects

Identify and promote walking routes around Penrith.

5.3 Conduct a climate vulnerability assessment to identify at-risk areas

Identify and share data and information with the public and partners.

5.4. Support projects at Cumbria Wildlife Trust's Cold Springs Nature Reserve

Support the delivery of two projects funded by Penrith Town Council at Cold Springs Nature Reserve

5.5 Create a “Green” Award for Businesses

Deliver a new Green Award as part of the Council’s proposed Civic Awards Scheme.

6. Combat Air Pollution

6.1. Support the implementation of the Local Cycling and Walking Infrastructure Plan

Improve active travel options and promote sustainable, healthy transport.

6.2 Raise public awareness and increase community engagement

Share information, host events, and encourage participation in environmental initiatives.

6.3 Promote the use of public transport and walking and cycling routes

Encourage healthier, more sustainable travel choices.

6.4 Improve and enhance green spaces

Support biodiversity, provide recreational opportunities, and improve community well-being.

6.5 Minimise the burning of fossil fuels

Advocate for cleaner energy sources and promote energy efficiency measures.

6.6 Lobby for and support regulation and legislation

Reduce environmental harm and promote sustainable practices.

7. Combat Light Pollution

7.1 Engage with local government to prioritise the reduction of light pollution in town planning and development projects.

As a planning consultee to consider and comment on the reduction of light pollution in town planning and development projects.

7.2 Work with other agencies to ensure the planting of trees and other vegetation to act as natural light barriers.

As a planning consultee to recommend for consideration where appropriate the planting of trees and other vegetation to act as light barriers.

7.3 Provide information on measures that reduce outdoor lighting pollution to ensure minimisation of impact on the night sky.

Reduce outdoor lighting pollution and protect the night sky.

7.4. Support efforts to preserve areas with minimal light pollution.

Preserve areas with minimal light pollution to safeguard dark skies and protect nocturnal ecosystems.

7.5. Raise awareness by providing information on the impacts of light pollution and the benefits of reducing it.

Raise awareness of the negative effects of light pollution and the environmental and health benefits of reducing it.

7.6. Encourage the use of timers or motion sensors for outdoor lighting so that lights are only on when needed.

Encourage the use of timers or motion sensors for outdoor lighting to ensure lights are only on when needed and reduce energy consumption.

8. Waste and Recycling

8.1. Provide information on recycling, composting, and the importance of reducing waste.

Produce a reduce, reuse, recycle leaflet

8.2. Investigate options for the additional provision of recycling facilities.

Improve access to recycling facilities and expand provision where needed.

8.3. Engage with Westmorland and Furness Council when the waste and recycling services are being reviewed.

Contribute to discussions on the review and improvement of waste and recycling services.

8.4. Encourage composting at the household level

Encourage composting at the household level to reduce organic waste and produce natural fertiliser for gardens.

8.5. Implement green procurement policies that prioritise products with minimal packaging and recyclable materials.

Implement green procurement policies that prioritise products with minimal packaging and recyclable materials to reduce waste.

9. Enhance and Protect Rivers and Watercourses

9.1. Report any observed pollution incidents to local environmental authorities.

Enables timely responses to observed pollution and protect natural resources.

9.2. Provide information on the causes and impact of pollutants on water quality.

Provide information on the causes and impact of pollutants on water quality to promote understanding and inspire action.

9.3. Provide educational materials/events for schools and community spaces to promote responsible water practices.

Organise educational materials and events for schools and community spaces to promote responsible water use and protection.

9.4. Work with other agencies, local councils and educational institutions on the development of local policies to protect water quality

Collaborate with agencies, local councils, and educational institutions to help develop policies that protect water quality.

9.5. Provide information on the causes and impact of pollutants on water quality.

Share information on pollutants affecting water quality and their consequences for health and ecosystems.

This Strategy and Action Plan will be regularly reviewed by the Council's Communities Committee. The Council will aim to develop a series of key performance indicators to enable the strategy to be monitored for its impact.

The Council's Communities Committee will receive regular progress reports on the delivery of the annual action plan. The achievements through the lifetime this strategy are listed below:

Achievements in 2024/2025

- Commissioned a Carbon Audit of Penrith Town Council.
- Lobbied the Cumbria Pension Fund to divest its Fossil Fuel Holdings.
- Protected, restored and promoted natural habitats and green spaces within Penrith.
- Approved a Biodiversity Policy and Action Plan.
- Approved a Community Transport Policy.
- Promoted the Council's Grant Fund for green and climate projects.
- Cllrs attended Carbon Literacy Training.
- Quarterly Climate e-newsletters.
- Awarded £8,000 of funding to Cumbria Wildlife Trust for two projects at the Cold Springs Nature Reserve relating to a Pond Platform and Wildlife Garden, to get visitors more engaged with nature on the site.

The Climate Strategy and action plan will be reviewed and updated annually. The progress made against the agreed actions in the first year of the plan are maintained by the Council.

The Council has approved a budget of £15,000 for the financial year 2025-26 to deliver its Climate Strategy. The Council may further seek to identify grants and external funding.

Penrith Town Council Climate Strategy Action Plan April 2025 – March 2026

Strategic Objective: Achieve carbon neutrality for Penrith Town Council						
Plan Ref	Project	Timescale	Budget	Partners	Progress	
1.1	Provide climate literacy training for all Councillors and Officers.	April 2026	£850	CALC / CAFS		
1.2	Work to reduce consumption of paper and other resources.	April 2026	Nil	-		
1.3	<p>Reduce the Carbon Output of Penrith Town Council (Actions from the Council's Carbon Audit)</p> <p>Investigate a Salary Sacrifice Electric Vehicle Car Leasing Scheme.</p> <p>Encourage Councillors to use more sustainable transport options for meetings of the Council.</p> <p>Purchase locally and wherever possible, fairtrade, recycled and sustainable goods.</p>	<p>June 2025</p> <p>June 2025</p> <p>Continuous</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>			
Strategic Objective: Engage the community on climate actions						
2.1	Produce a quarterly newsletter themed on climate related issues. (May, Aug, Nov, Feb)	Quarterly	Nil	-		
2.2	Identify, promote and make available educational material and training opportunities for use by communities – catalogue existing resources.	June 2025	Nil	-		
2.3	Investigate options for a Climate Change Hub in Penrith.	June 2025	£1,000	-		

Strategic Objective: Conserve and enhance local biodiversity						
3.1	Collaborate with local organisations to consider additional tree planting in Penrith	May 2025	£1,000	PACT		
3.2	Support the development of a Masterplan for Wetheriggs Country Park.	April 2025	-	W&F		
3.3	Support the delivery of the Eden Rivers Trust - Access to Eden project	Continuous	£500	ERT		

Strategic Objective: Promote low emission transportation options						
Plan Ref	Project	Timescale	Budget	Partners	Impact	
4.1	Work in partnership with appropriate organisations to support and enhance the increase of electric vehicle charging infrastructure.	April 2026	Nil	W&F / industry		
4.2	Support and promote sustainable community transport schemes	Continuous	£3,000	Transport Providers		

Strategic Objective: Increase the number of green projects in Penrith						
5.1	Promote the Council's Grant Fund for green and climate projects	Continuous	Grant Budget: £30,000	-		
5.2	Promote and develop new Penrith Town Council green projects. Identify and promote walking routes around Penrith.	Continuous May 2025	£10,000 £1,500	- -		

5.3	Conduct a climate vulnerability assessment to identify at-risk areas	June 2025	£250	-	
5.4	Support projects at Cumbria Wildlife Trust's Cold Springs Nature Reserve	April 2025	£8000 (2024-25 budget)	CWT	
5.5	Create a "Green" Award for Businesses	April 2026	£1,000	-	
Strategic Objective: Combat Air Pollution					
6.1	Promote the use of public transport, walking and cycling routes in accordance with the Community Transport Policy and the LCWIP.	April 2026	-	W&F	
Strategic Objective: Combat Light Pollution					
7.1	As a planning consultee to consider and comment on the reduction of light pollution in town planning and development projects.	Continuous	-	W&F	
7.2	As a planning consultee to recommend for consideration where appropriate the planting of trees and other vegetation to act as light barriers.	Continuous	-	W&F	
Strategic Objective: Waste and Recycling					
8.1	Provide information on recycling, composting, and the importance of reducing waste. (Reduce, reuse, recycle leaflet)	April 2026	-	W&F	
8.2	Investigating options for the additional provision of recycling facilities.	April 2026	-	W&F	

Strategic Objective: Rivers & Watercourses

9.1	Reporting any observed pollution incidents to local environmental authorities.	Continuous	-	EA	
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Penrith Town Council

Biodiversity Policy

1. Introduction

- 1.1 In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Penrith Town Council will in exercising all its functions have regard to the purpose of conserving biodiversity.
- 1.2 This duty also means that town and parish councils can spend funds in conserving biodiversity.

2. Definition

- 2.1 According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.
- 2.2 Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

3. Aims and Objectives

- 3.1 The object of this policy is to work towards enhancing and protecting the biodiversity of:
 - i. The Council's land and assets
 - ii. The wider Parish of Penrith
- 3.2 All committees of Penrith Town Council consider climate change implications which include sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.
- 3.3 Penrith Town Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support residents and local organisation activities to enhance and promote biodiversity.

4. Actions

4.1 Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the neighbourhood plan.

4.2 Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will promote the conservation and local biodiversity with regard to the management of its open spaces.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.

4.3 Local community

- The council will raise public awareness of biodiversity issues, including through its website, newsletters and other communication platforms.
- The council will engage with local businesses and residents regarding the benefits of biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

4.4 Partners

- Penrith Town Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the town.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed during each term of Council at the Council's Communities Committee.

DRAFT ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	REPORTING / PUBLICITY
Whole Parish area Protect and support biodiversity	<p>Raise local awareness of biodiversity.</p> <p>Encourage suitable planting to support biodiversity</p>	<p>Gain local support for action.</p> <p>Connect & diversify habitats to meet the needs of a variety of wildlife species</p>	
Planning Applications	<p>Review and comment on Planning Applications.</p> <p>Support protection of sensitive habitats</p> <p>Consider biodiversity net gain.</p> <p>Ensure that planning consultations are considered against the requirements of the Penrith Neighbourhood Development Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Conservation and integration of new or existing habitats.</p> <p>Protection of habitats</p> <p>Enhanced local environment.</p> <p>Protecting/enhancing habitats.</p> <p>Extending habitats.</p>	

Land and Property	<p>Sympathetically maintain hedging at Fairhill.</p> <p>Leave some areas unmown.</p> <p>Careful use of growth regulators and pesticides.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Tree management including tree surveys</p>	<p>Encourages insects.</p> <p>Fairhill - Tree area, Thacka Beck Field - Bank</p> <p>Liaison with the Ground Contractor as situation arises.</p> <p>Ensure effective signage in place.</p> <p>Tree survey every three years at Thacka Beck Field and Fairhill – action recommendations.</p>	
Local Community	<p>Raise awareness of the importance of the biodiversity for wildlife, with possible actions highlighted in the newsletter.</p>	<p>Promote biodiversity via the Council's Communication channels.</p>	
Increase community awareness of biodiversity	<p>Publish information onto the council website and circulate news items of the work being undertaken.</p>	<p>Promote biodiversity via the Council's Communication channels.</p>	
Partners Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with other organisations who are working with schools to develop young people's</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p>	

	<p>awareness of the environment around them.</p> <p>Provide grants to community groups</p> <p>Encourage residents to get involved in management of local spaces such as flower beds, open spaces, parks</p>	<p>Promote biodiversity, shared goals, shared resources and knowledge.</p> <p>Promote biodiversity.</p>	
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Penrith Town Council

Community Transport Policy

1. Introduction

1.1. Community transport plays a vital role in ensuring accessible, affordable, and sustainable mobility options for residents of Penrith and its surrounding areas. It is particularly essential for individuals who face challenges in accessing mainstream public transport due to factors such as age, disability, rural isolation, or financial constraints.

1.2. Penrith Town Council recognises that community transport schemes are a lifeline for many residents, helping them access essential services such as healthcare, education, employment, and social activities. By supporting these initiatives, the Council aims to foster greater inclusivity, reduce dependency on private vehicles, and promote environmentally sustainable travel solutions.

1.3. The Council is committed to working with local community transport providers, voluntary organisations, and residents to enhance sustainable and community-focused transport options to reduce carbon emissions, enhance air quality, and improve access to transport for residents.

2. Objectives

2.1. Reduce the environmental impact of transport in and around Penrith by promoting low-emission options.

2.2. Improve transport accessibility for residents, particularly those who are vulnerable or under-served.

2.3. Support community-led initiatives that reduce reliance on private cars and foster local mobility.

2.4. To reduce social isolation and loneliness.

3. Support for Community Transport Schemes

3.1. The Council recognises the value of community transport schemes, in providing essential services to residents who may lack access to private or public transport options.

3.2. The Council outlines its support for Community Transport Schemes in the following ways:

- Support through the Council's Community Grants Scheme
- Promotion of Community Transport

4. Community Grants Scheme

4.1. The Council has an approved Community Grants Scheme which allows Community Transport Providers to apply for funding support of up to £5,000 per financial year.

4.2. Community Transport Providers will need to submit a Grant Application to the Council and provide all the necessary information as set out in the Council's approved Community Grants Scheme. Applicants shall demonstrate some or all of the following criteria:

- Provide transport services to and from Penrith and surrounding areas.
- Focus on sustainability and reducing carbon emissions.
- Address the needs of vulnerable or underserved groups, such as elderly or disabled residents.
- Demonstrates an economic benefit to Penrith
- Enhance Transport Infrastructure in Penrith

4.3. Applications will be reviewed and decisions determined by officers of the Council who will report back all grant awards to Full Council.

4.4. Successful applications which receive funding, contingent on signing a Service Level Agreement with the Council should the financial support be £1,000 or more.

5. Promotion of Community Transport

5.1. The Council will actively promote community transport schemes by:

- Raising awareness through its website, newsletters, and events
- Partnering with local organisations to highlight available services

6. Monitoring and Evaluation

6.1. The Council will require as part of the Service Level Agreement, organisations to provide the Council with a monitoring report which is to include passenger data.

6.2. Feedback from residents and transport providers will inform future policy development.

ADOPTED:

REVIEWED: TERM OF COUNCIL

COMMUNITIES COMMITTEE

Date: 31 March 2025

Public Report

Matter: Policy Review

Item no: 10

Author: Community Services Officer & Town Clerk

Supporting Member: Chair of Communities Committee, Cllr Snell

Purpose of Report:

To consider and approve the new policy for The Freedom of the Town.

Recommendations:

That the following reviewed policies be approved and that these go forward to Full Council for ratification:

- i. The Freedom of the Town Policy

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 has a timetable for the review of its policies. This report includes the introduction of a new Honorary Freedom of the Town Policy.
- 1.2 The Freedom of the Town Policy was initially reviewed by Communities Committee on Monday 10 February, where they resolved, Minute CC24/51, the Freedom of the Town Policy be amended, with a revised copy brought back to the next meeting of Communities Committee.
- 1.3 The Freedom of the Town Policy has now been further reviewed by the Town Clerk, with revisions from the previous version brought to Communities highlighted in yellow.

Honorary Freedom of the Town Policy (Appendix A)

- 1.4 By virtue of the Honorary Freedom of Boroughs Act 1885, and by Section 249 of the Local Government Act 1972 (as amended by the Local Democracy, Economic Development and Construction Act 2009), the highest honour that a Council can bestow is the Honorary Freedom of a town or city. An Honorary Freedom carries with it no special privileges – it is purely an honorary title.
- 1.5 The draft policy provided aligns with policies from town councils who have had this policy established for several years.

2. Financial and Resource Implications

The cost of the medals and the cost of the Freedom of the Town Scroll/certificate and any civic event/ceremony associated with celebrating these achievements.

3. Equalities Implications

There are no equalities implications associated with this report.

4. Climate Change and Environmental Implications

There are no climate and environmental implications associated with this report.

Appendices

Appendix A – Honorary Freedom of the Town Policy

Background Documents:

None.



Penrith Town Council

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ITEM 10 APPENDIX A

The Freedom of the Town Policy

Introduction

- 1.1 The granting of the Freedom of the Town is a symbolic presentation, which represents the highest honour a Town can bestow on an individual. The Freedom of the Town is a significant honour, demonstrating trust, loyalty, and a sense of community between a Town and an individual.
- 1.2 After local government reorganisation in 1974, several local authorities were given the power to admit honorary aldermen and freemen pursuant to section 249 of the 1972 Act. However, that power was not extended to parish councils in England or community councils in Wales.
- 1.3 Prior to January 2010 only 10 local councils had the standing to confer the title of honorary freeman: seven in England (the councils of the cathedral cities of Chichester, Ely, Hereford, Lichfield, Ripon, Truro and Wells) and 3 in Wales (the councils of the cities of Bangor and St David's and the Royal Town of Caernarfon).
- 1.4 With effect from 12 January 2010, all parish councils may now exercise powers to confer the title of "honorary freeman" or "honorary freewoman" upon what the legislation refers to as "persons of distinction" and those who, in the council's opinion, "have rendered eminent services to the council's area" (section 249(5) and (6) of the Local Government Act 1972 Act).
- 1.5 Section 249(8) of the 1972 Act as amended, provides that the admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the Full Council specially convened for such purpose and passed by no less than two-thirds of the members of the Council.
- 1.6 Section 249(8) also requires "notice of the object of the meeting" to be given.

This confirms the need for the agenda with the public notice and summons to members in respect of the Council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman.

- 1.7 Section 249(9) of the 1972 Act as amended provides that a local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of honorary freeman or honorary freewoman.
- 1.8 Prior to the changes in the law, as set out above, some local councils, who want to honour residents' notable service to their town or community or who achieved national fame, conferred the titles "honorary citizen" or "honorary townsman" or "honorary burgess." Given the express powers given by the 2009 Act to admit "honorary freemen" and "honorary freewomen" it will no longer be necessary or even possible for local councils to confer other titles.
- 1.9 The Freedom itself carries no privilege and is purely a non-hereditary honour, reflecting the eminence of the person on whom it is conferred or as recognition of significant and valuable services rendered to the town by that person.
- 1.10 It is normally an honour or award to men or women of note who have lived, worked, or have a close connection with the parish of Penrith.
- 1.11 It should not be awarded to serving councillors.
- 1.12 In keeping with the special nature of the award it shall be limited to those who have made a significant contribution to the community of Penrith and who have demonstrated "service above self." It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organisations, voluntary and community groups, in a voluntary capacity.
- 1.13 The maximum number of freemen or freewomen at any one time is not restricted.

2. Process

2.1 The overriding principle is that this award is made on merit which is defined as:

- An achievement
- Exceptional service

2.2 Nominations can be accepted from residents of Penrith but must be accompanied by the support of a Member of the Council with a second and third Councillor supporting the nomination.

2.3 The recommendation to confer the status of Freeman/woman is made by Members of the Communities Committee.

2.4 Awards should not be for a job well done or because someone has reached a particular level. The award should be made because an individual has 'gone the extra mile' in the contribution they have made or because they stand out 'head and shoulders' above others in what has been achieved. To be considered, the nominee should meet at least two of the following criteria:

- a) Delivered in such a way that has brought distinction to Penrith and enhanced the town's reputation in the area or activity concerned.
- b) Contributed in a way to improve the lives of those less able to help themselves.
- c) Demonstrated entrepreneurship and innovation which is delivering community benefit.

2.5 Examples of the type of contribution are listed below, but these should not be considered as exclusive:

- a) Business life and economic growth and prosperity
- b) Artistic and cultural endeavours
- c) Improvement to the built and natural environment
- d) Charitable work
- e) Sporting activity
- f) Religious and spiritual work
- g) Political activity
- h) Challenging inequality, poverty, and discrimination
- i) Promoting a positive image of the town regionally, nationally, and internationally
- j) Significantly contributed to upholding the values, life, and the image of the town

2.6 Preference should be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

- 2.7 Nominations should be sought through an application process. The submission should outline the voluntary service provided by the individual to the community and any other examples of community spirit to justify the honour.
- 2.8 The nominator will receive an acknowledgement upon receipt of the nomination form from the Community Services Officer.
- 2.9 The Community Services Officer will ensure that the nomination has a Councillor proposer, seconder and third prior to going to the Communities Committee for their consideration. "8 (2) The resolution must be proposed by three or more eligible persons".
- 2.10 No nominee will receive less favourable treatment on the grounds of age, disability, employment status, ethnicity or national origin, gender, HIV status, sexuality, or social basis.
- 2.11 Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.
- 2.12 The Council may request further information from the nominator if required.
- 2.13 Councillors will be invited to discuss nominations received for the honorary freeman/freewoman in private session of the Communities Committee. The proposer and seconder should attend the Communities Committee meeting to answer any questions.
- 2.14 All nominations must be made and assessed in strict confidence. Details will only be divulged when the Committee has decided to support the nomination, and the proposed recipient has agreed to accept the award. Any disclosure will make the application invalid.
- 2.15 Having informed the recipient of the Council's wish to bestow the honour of Freeman/Freewoman onto them and received tier consent to proceed, and they will be invited to attend the Special Extraordinary Meeting of Council
- 2.16 Following unanimous agreement and recipients' consent, the Communities Committee will make a recommendation to Council that the honour is bestowed. (Alternatively, they may decide that the nomination is not suitable as it does not meet the criteria).
- 2.17 The Town Clerk will call a Special Extra Ordinary Meeting. [Section 2]
- 2.18 The Council may consider applications for "Freedom of the Town" to be bestowed on individuals or groups.
- 2.19 The Council may on its own initiative consider bestowing "Freedom of the Town" on individuals or groups.
- 2.20 It should be possible to enable an award to be given on a posthumous basis.
- 2.21 Nominations for each calendar year should reach the Community Services Officer by the 1 February.

2. Special Extra Ordinary Meeting

Honorary freedom can only be awarded if two thirds of Councillors are present and voting at the Special extraordinary Meeting of Council.

Law

(8)A resolution under subsection (7) above must be passed—

(a)at a meeting of the relevant authority which is specially convened for the purpose and where notice of the object of the meeting has been given; and

(b)by not less than two-thirds of the members of the relevant authority (or, in the case of charter trustees, of the trustees) who vote on it.

(9)A relevant authority may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom the authority has conferred the title of honorary freeman or honorary freewoman under subsection (5)

2.1 The Mayor shall report to Council and, a resolution must be passed by not less than two-thirds of the Members of the Council, voting at a specially convened extra meeting to admit the Honorary Freeman/Freewoman.

2.2 The resolution must recite the grounds upon which the Council have come to their decision and details of the public services provided by the recipient must be included.

2.3 The procedure should be carried out with the utmost formality and the Honorary Freeman/Freewoman Elect is invited and should attend the Council Meeting.

2.4 The Mayor will present the award at the special meeting of the Council and will read the resolution from the Communities Committee moving the motion to bestow the award.

2.5 The Mayor will, having put the motion to Council and received the vote by a show of hands, request the recipient to come forward and read aloud and sign the Freeman/Freewoman's Declaration and request the recipient to address the meeting.

2.6 Declaration:

The Declaration

"I do solemnly swear that I will be good and true to our Lord King Charles the Third; that I will be obedient to the Mayor of this Town; that I will maintain the Franchises and Customs thereof, and will keep this Town harmless, in that which in me is; that I will also keep the King's Peace in my own person; that I will know no Gatherings nor Conspiracies made against the King's Peace, but I will warn the Mayor thereof, or hinder it to my power; and that all these points

and articles I will well and truly keep, according to the Laws and Customs of this Town, to my power."

- 2.7 A sealed scroll/certificate of the grant of Honorary Freedom, containing a copy of the formal resolution signed by the Mayor and Town Clerk should be presented to the newly appointed Honorary Freeman/Freewoman by the Mayor with a Mayor medal, and with an opportunity being given for the recipient to reply.
- 2.8 After the formal proceedings end, the meeting will close to adjourn for a reception. This gives an opportunity for the invited guests to offer their congratulations to the newly appointed Honorary Freeman/Freewoman. All members and key officers of the Council will be invited to attend the reception. The reception will be held in a nominated venue.
- 2.9 Pictures will be taken following the presentation and the Council's social media site will be updated.
- 2.10 A press release will be sent to local press (including a photograph).
- 2.11 An offer will be made to the recipient of the award for the Council to hold onto the scroll for the purpose or having it professionally framed on behalf of the recipient (if they so wish).

3. Entitlements

- 3.1 Any person declared an honorary freeman or freewoman of the Town may designate him/herself "honorary freeman/freewoman of the Town of Penrith."
- 3.2 The recipient will be awarded a civic badge in the form of the Mayors Medal and a scroll to commemorate receiving the award.
- 3.3 Entitlements of the role include:
 - a) Invitations to attend all civic ceremonial events as invited.
 - b) Assisting the Mayor in supporting the work of the Mayor's Charity and the hosting of civic functions.
 - c) Being a part of civic processions such as the Remembrance parade
 - d) Taking precedence amongst distinguished guests.
 - e) Being added to the Council's 'Roll of Honorary Freedom'



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FREEDOM OF THE TOWN NOMINATION FORM

Section One: Nominators Details:

Name of Nominator:	
Address of Nominator:	
Telephone Number & Email:	
Are you related to the person you are nominating?	
In what capacity are you nominating them?	
In what category are you nominating them charity/voluntary/former councillor, artist, sports person etc.?	
Dates when they served or dates when they attained a special achievement such as an Olympic medal.	
How long have you known the individual?	

Section Two: Nomination for honorary freeman / woman of the town

Name of Nominee:	
Address of Nominee:	
Telephone Number & Email:	

Section Three – Reason for Nomination

Please tell us what your nominee has done to deserve the nomination.

Please continue on a separate sheet if needed. This section must be completed with as much detail as possible.

- Serving Members or Officers of the Town Council cannot be nominated.
- The closing date for nominations is **1 February annually**.
- The Freedom of the Town recipients will be presented with the award at the Annual Town Meeting.
- The venue, time and date will be confirmed with the invitations.
- If you have any questions, please contact the Town Council office 01768 8899773 or email office@penrithtowncouncil.gov.uk
- Please email this form to office@penrithtowncouncil.gov.uk

Note

Power to appoint Honorary Freemen is contained within Section 249 of the Local Government Act 1972.

The resolution must be passed by at least a two-thirds majority of members present at a specially convened meeting.

OFFICIAL USE ONLY:

Council Proposer:	
Council Seconder:	
Council third:	

COMMUNITIES COMMITTEE

Date: 31 March 2024

Public Report

Matter: Council Champions

Item no: 11

Authors: Town Clerk, Community Services Officer & Cllrs. D. Lawson and D. Smith

Supporting Members: Councillor Lawson, Council Chair and D. Smith

Recommendations:

- i. Consider and approve the draft role descriptions for the Council's Community Champions.

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. Introduction and background

- 1.1 To enhance community engagement and strengthen connections between the Council and residents, Full Council resolved, Minute PTC24/103, to approve the Council Champions Protocol.
- 1.2 The Council Champions Protocol will designate six Council Champions who will serve as dedicated advocates, ensuring that key community interests are represented and addressed.
- 1.3 By bringing Council discussions directly into the heart of the community, this initiative will promote inclusivity, transparency, and hopefully a more responsive local governance.
- 1.4 Communities Committee have been tasked with developing the draft role profiles for Council Champions, modifying as the Committee see fit.
- 1.5 Once these draft role profiles are approved, the Members appointment to the Councillor Champion positions would be made at the annual meeting of the Town Council on 19 May 2025.



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Council Champions Protocol

Council Champions are Members who function as an advocate or spokesperson for a specific area of the Council's business. The main responsibility of each member champion is to encourage communication and positive action over the issue they represent.

Appointment of Council Champions

1. The Chair is responsible for seeking and appointing member champions. Any member of the Council may be a Council Champion.
2. Council Champions are appointed on a Council four-year term basis in years where a local election takes place.
3. An appointment may take place during the year to a new Champion position or to a position where there is a vacancy.
4. Any appointment should have due regard to the suitability for the role and relevant national and local guidance.
5. A Council Champion may be removed from office at any time by the Chair by written notice to the Council Champion, which will also be copied to the Town Clerk.
6. Any Council Champion may resign from office by giving written notice to the Town Clerk and Chair.
7. All Council Champions will have a role description setting out their respective roles. These will be developed in consultation with the Chair and the Champion concerned. Examples of roles for champions that may be appropriate to include in a description are set out in Annex A to this protocol.
8. All Council Champions must act reasonably in their role and recognise and work effectively within the management and working arrangements adopted by the Council.

9. A Council Champion cannot make decisions on behalf of the Council and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may, however, confirm a position as stated in a published policy.
10. At the beginning of the term, each Council Champion may agree with the relevant committee and officers a programme of activity, with SMART (specific, measurable, achievable, realistic, time-bound) targets, considering the Council's priorities.
11. The Council Champion will report to Council or a committee regularly on at least an annual basis to keep the Council updated on their work.
12. All Council Champions can attend appropriate training courses.
13. Council Champions are required to submit an annual report to Council via the Community Services Officers collated annual report.
14. Council Champions may use the Council's newsletter to disseminate information to the community in liaison with the Community and Services Officer
15. The attendance by Council Champions at conferences/seminars relevant to their roles will only be approved following consultation with the Chair in consultation with the Town Clerk. When approved, expenses may be claimed.
16. Council Champions are required to ensure any interests they may have are declared at all appropriate points.

The Council Champion will:

17. Make sure that their area of interest is considered or promoted when consulting with committees and officers.
18. Raise the profile of the area and make the Council aware of good practice.
19. Be actively involved in supporting the pop up community café.
20. Engage with external bodies who work in the area.
21. Engage with other officers and members in relation to the role.
22. Engage with community groups with an interest/stake in the area.
23. Report findings to the relevant committee or Full Council as appropriate.
24. Promote effective communication and positive working relationships both within the Council and amongst partners, stakeholders, and community groups.
25. Providing positive support, and on occasions constructive challenge, to officers in driving forward the Council's agenda on the issue.

Funding

26. Each of our Champions is allocated a sum of £1,000 per annum from the Town Projects budget to be determined by the Communities Committee for use at their discretion to finance their activities including but not limited to:
 - a) Organising and attending meetings, seminars, conferences, or other similar events.
 - b) The payment of a grant to outside bodies and organisations within the scope of their remit.
 - c) Other incidental costs necessary to enable them to fulfil their roles.
27. Champions funds can be used to fund projects that benefit the community and support a Champion's area of work.
28. The councillor will decide how to award the money from their budget.
29. The approval of expenditure to be incurred by a Champion has been delegated the Town Clerk.
30. Any unspent balance will not be carried over from one financial year to the next.
31. Any remaining funds will be collated and awarded to the Chairs charity for the year.

DRAFT ROLES

PROFILE OF A COUNCIL CHAMPION

Purpose

To act as a positive focus for the local community at elected Member level in respect of the relevant section of the community or range of activities designated by the Council to ensure full consideration to the impact of Council activities and decisions upon the section of community or range of activities.

Key duties and responsibilities

1. To contact local organisations concerned with the designated section of the community or range of activities and to establish effective and regular consultation arrangements with those organisations.
2. To represent the views of such organisations to officers, and the Council, on all relevant aspects of the Council's activities.
3. To act as an advocate on behalf of the relevant section of the community or range of activities within the Council as an organisation and to the wider community.
4. To become familiar with the needs and priorities of the relevant section of the community or range of activities concerned and to weigh up interests expressed to provide sound advice on the implications of alternative courses of action.
5. Be actively involved in supporting the pop up community café.
6. To feedback decisions of the Council and to explain the Council's position on specific issues of concern to relevant organisations and to individuals involved
7. To publish within the Council's annual report on work undertaken over each year for consideration by the Council.
8. To develop informal groups to support their work where this would not overlap with other established liaison or consultative mechanisms, in line with the requirements of the Council's Scheme of Delegation.

Youth Champion

The role will require an enhanced DBS check if the postholder needs or wishes to be directly involved in the supervision of young people.

The Role:

1. Act as a spokesperson to promote the positive aspects of the Council's work.
2. Be a link / contact between Councillors and young people serving on Westmorland & Furness Youth Parliament, including identifying opportunities for Youth Parliament to engage with Council appropriately.
3. Promote the contribution and ideas of young people: the campaigns, reports and issues identified and agreed by the Youth Parliament and the wider younger public.
4. Engage with sector stakeholders and voluntary sector, to understand and encourage general engagement opportunities and to develop any civic opportunities alongside the Chair.
5. Promote local democratic participation and specifically the involvement, participation, and engagement of younger people in the electoral and decision-making process.
6. Understand and keep abreast of the relationship between local and national youth democracy structures (for example, British Youth Council and our Youth MP's) and to attend training, seminars, or other development opportunities as appropriate.
7. Liaise with local third sector and voluntary organisations providing youth services locally.
8. Consult with young people and partners, including the local voluntary and community sector, faith groups, schools, and employers, to involve children and young people in decisions that affect them or in matters which may have an impact on their lives.
9. Keep abreast of the evolving impact of national and legislative changes on the sector and to attend training or other developments appropriate.

Older Persons' Champion

The Role:

1. Act as a spokesperson to promote the positive aspects of the Council's work.
2. To be a link / contact between the Council and older people.
3. Promote positive images of older people to combat stereotyping and age discrimination.
4. Forge and maintain links locally with older people's networks.
5. Responsible for promoting awareness of and community support for those living with dementia and their carers.
6. Challenge age discrimination in all forms and to champion and promote the needs of older people.
7. Maintain an understanding of older persons' issues, their contribution to society, engaging with the voluntary and third sector, to encourage civic engagement opportunities alongside the Chair.
8. Ensure Councillors and Officers are aware of and factor older people into policy e.g. dementia friendly Penrith.
9. Work alongside health and social care colleagues to understand and promote:
 - The economic contribution of older persons.
 - The benefits of an active life and maintaining independence.
 - A positive image for older persons.
10. Promote local democratic participation and specifically the involvement, participation, and engagement of older persons in the electoral and decision-making process.
11. Keep abreast of the evolving impact of national and legislative changes on the sector and to attend training or other developments appropriate.

Equality & Diversity Champion

The Role:

1. Act as a spokesperson to promote the positive aspects of the Council's work.
2. Be a conduit between minority groups, LGBTQI+ community, and people with disabilities and mental health needs.
3. Support partners across the county to improve prevention, engagement, and treatment for Mental Health.
4. Actively promote mental wellbeing by raising awareness, reducing stigma, educating colleagues about mental health issues, and providing support by signposting to available resources.
5. Support initiatives to improve mental health policies and practices within the area.
6. Be a conduit between the Council and the community that experiences difficulties with their mental wellbeing.
7. Establish an accessibility group to promote best practice in inclusive design and access standards and make Penrith more accessible.
8. Advise on service issues which support and encourage active, independent, and healthy lives for disabled people and to raise the profile of disabled people and their needs in the development of policy.
9. Raise the profile and champion the needs of minority groups and individuals with disabilities and to ensure the Council promotes inclusivity at every opportunity.
10. Maintain close liaison with the Chair and organisers of local events or ceremonial matters.
11. Ensure that the Council's Equality Policies are kept under review and that the progress of any action plan is monitored.
12. Encourage more people to stand for election.
13. Challenge discrimination in all forms and liaise with community safety partners to prevent and tackle discrimination.
14. Be a focal point for liaison with the third sector, local businesses, and other organisations to promote services and opportunities for, and to champion the economic contribution of ethnic minorities LGBTQI+ community, and people with disabilities groups.
15. Keep abreast of the evolving impact of national and legislative changes on the sector and to attend training or other development opportunities as appropriate.

Armed Forces Champion

The Role:

1. Act as a spokesperson to promote the positive aspects of the Council's work.
2. Be a conduit/link between the Council and the Armed Forces community in Penrith.
3. Raise the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families, and veterans).
4. Maintain close liaison with the Chair on all ceremonial matters in which the Chair should be involved. (e.g. ranging from Armed Forces Day flag raising, attendance at local Armed Forces events, Armistice Day etc.).
5. Liaise with local members of the Armed Forces, RBL, local commanders, to promote the Armed Forces and Community Covenant to enable an understanding within the Armed Forces of the limitations and different responsibilities of Local Government and its decision-making processes.
6. Maintain close liaison with local armed forces cadet services by acting as a link with the local authority, and to look to provide local ceremonial, remembrance, and volunteering opportunities.
7. Be the primary focal point for liaison with businesses / local organisations within the Council to promote the Armed Forces Covenant and encourage engagement with the Armed Forces, in particular Reservists and Cadets.
8. Keep abreast of the evolving impact of national and legislative changes on the sector and to attend training or other development opportunities as appropriate.

Sustainability Champion

1. Support and be actively involved in the Councils efforts to reduce its carbon footprint.
2. Communicate within and outside the Council about climate related matters.
3. Raise awareness about climate change and liaise with local organisations that work on climate change.
4. Seek to help lead sustainable change in Penrith.
5. Support the delivery of the Councils Climate Change and Sustainability policies and associated engagement with the community and other organisations.
6. Share information with members of the Council and the community on how they can get involved.
7. Support projects and organisations for cycling, walking, community transport, and heritage.
8. Promote local/national Climate Change and Sustainability campaigns.
9. Assist the Council to promote Council Climate Change and Sustainability consultations/questionnaires/surveys to your communities.
10. Act as a spokesperson to promote the positive aspects of the Council's work.
11. Be a conduit/link between the Council and the community.
12. Raise the profile of matters relating to sustainability and climate change.
13. Maintain close liaison with the Chair on all ceremonial matters in which the Chair should be involved.
14. Be the primary focal point for sustainability when the Council liaises with businesses / local organisations.
15. Keep abreast of the evolving impact of national and legislative changes on the sector and to attend training or other development opportunities as appropriate.

Devolution Champion

1. Act as a spokesperson to promote the positive aspects of the Council's work.
2. Be a conduit/link between the Council and the higher authority.
3. Raise the profile of matters relating to devolution.
4. Be the primary focal point for devolution.
5. Keep abreast of the evolving impact of national and legislative changes on the sector and to attend training or other development opportunities as appropriate.

COMMUNITIES COMMITTEE

Date: 31 March 2025

Public Report

Matter: Penrith Pop-Up Community Café

Item no: 12

Authors: Town Clerk & Cllrs. D. Lawson and D. Smith

Supporting Members: Councillor Lawson, Council Chair and D. Smith

Recommendations:

That the Communities Committee give delegated authority to the Community Services Officer to research the feasibility of providing a regular pop-up community café in Penrith and for the findings to be brought back to a future meeting of Communities Committee.

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. Introduction and background

- 1.1 In Autumn 2024, Penrith Town Council held a virtual meeting with representatives from Penrith City Council (Australia), in which both councils discussed insights, ongoing projects, and explored opportunities for mutual learning.
- 1.2 Penrith City Council outlined a successful project called the “Village Café” – a pop-up Community Café offering residents the opportunity to connect with friends and local support services while enjoying a free hot beverage.
- 1.3 The Chair of Penrith Town Council has expressed an enthusiasm for Penrith Town Council to investigate the introduction of a similar scheme for Penrith, and as such, to enhance Community engagement and support the introduction of Council Champions in May 2025, Communities Committee are being asked to give delegated authority to the Community Services Officer to research the feasibility of providing a regular pop-up community café in Penrith and for the findings to be brought back to a future meeting of Communities Committee.

- 1.4 The project may involve either:
 - a) Hiring community spaces in each of the six wards of Penrith to host a community café.
 - b) Seeking permission (where relevant) to use green spaces in each of the six wards of Penrith, and hiring a barista van to host a community café.
- 1.5 This would take place across the civic year, May 2025 to May 2026.
- 1.6 The purpose of the community café would be to reduce social isolation and connect with members of the community with the quietest voice.
- 1.7 The community café would be free to attend, with residents able to connect with friends and potentially local support services while enjoying a free hot beverage.
- 1.8 Attendees would be able help shape the activities at each parish ward pop up Café.

Justification

- 1.9 The Pop-Up Community Café initiative aims to foster community engagement within Council wards by creating a welcoming space for residents to gather, share ideas, and access local services.
- 1.10 This initiative will support social inclusion, strengthen community ties, enhancing community participation and will:
 - a) Provide an inclusive, accessible space for residents to engage with local governance and each other.
 - b) Strengthen community cohesion by facilitating dialogue and collaboration.
 - c) Support local businesses and social enterprises through café operations.
 - d) Offer a platform for community services, workshops, and engagement activities.
 - e) Enhance council visibility and responsiveness to community needs.
 - f) Reduce social isolation by fostering interpersonal connections.
 - g) Promote eco-friendly practices by sourcing locally and minimising waste.
- 1.11 The Pop-Up Community Café offers an interactive, community based dynamic approach to strengthening community engagement within Council wards.

- 1.12 By providing a welcoming space for dialogue, and collaboration, the initiative aligns with Council objectives to connect with communities and meets the current policies to:
- Achieve a greater degree of influence over service delivery and development in the town to ensure that the best interests of the community are considered.
 - Provide high standard, cost-effective services, and amenities to help meet the needs and wishes of residents.
 - Ensure that the Council can support the community.
 - Work in partnership, to ensure and improving standard of services and facilities to meet the needs and expectations of the community.
 - Continuously promoting public participation in all Council meetings and initiatives.
 - Deal with enquiries, complaints, and fault reports from members of the public effectively and efficiently.

Operation Proposal

- 1.13 Arranged on a rotational basis across council wards in community centres, parks, or empty retail spaces supported by a mix of Council staff, Members, volunteers, third sector groups and local business partners.
- 1.14 Funded by a combination of Council funding, community partnerships and grants for: equipment, branding, hire costs and promotional materials.
- 1.15 Events would take place across the civic year, May 2025 to May 2026.
- 1.16 Promoted via social media, council newsletters, newspapers, leaflet current local gatherings like café's shops, doctors, parish noticeboards and word-of-mouth promotions.
- 1.17 The committee would need to consider how the success of the project would be evaluated.

2. Options Analysis Including Risk Assessment

Risk

- a) Low take up
- b) High costs to provide free hot beverages to residents
- c) Food Safety

Consequence

- a) Reputational damage
- b) The costs to the Council outweigh the benefits of the project
- c) Council is funding a project which does not comply with Health and Safety regulations

Controls Required

- a) Ensure effective marketing of the project
- b) Source further funding streams
- c) Ensure the contractor has sufficient food safety in place

3. Financial and Resource Implications

If approved, a feasibility study outlining the Financial and Resource Implications of this project will be brought back to a future meeting of Communities Committee.

4. Equalities Implications

None.

5. Climate Change and Environmental Implications

None.

Background:

[Penrith City Council – Village Cafe](#)

COMMUNITIES COMMITTEE

Date: 31 March 2025

Public Report

Matter: Events Lighting

Item no: 13

Author: Community Services Officer

Supporting Member: Cllr Hilary Snell, Chair

Recommendations:

Members give delegated authority to officers to progress the scheme to install programmable LED lighting on the lampposts surrounding the Musgrave Monument, to enable the monument to be illuminated in different colours to mark national and charitable events.

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 In early 2025, Penrith Town Council received a request from Children's Cancer North to participate in their "Paint The Toon Gold" campaign as part of Childhood Cancer Awareness Month in September 2025.
- 1.2 A key part of the campaign is lighting up monuments across the region (Cumbria and the North East) in gold to raise awareness of childhood cancer and serve as a beacon of hope for affected children and families.
- 1.3 The Council owns and maintains the Musgrave Monument, situated in Penrith town centre, which is a significant local landmark with historical and cultural importance.
- 1.4 The Musgrave Monument would be an ideal monument to take part in an event such as this, however, as of yet, the Council do not have the lighting provision on the Musgrave Monument in order to facilitate this request.
- 1.5 This request has therefore highlighted an opportunity for the Council to install lighting which would provide the Council with a responsive feature on the Musgrave Monument that could reflect the colours of other awareness days and local events, in addition to the "Paint The Toon Gold" campaign.
- 1.6 The Community Services Officer has therefore researched the feasibility of developing this project which include:
 - a) Installing programmable LED lighting on the four lampposts surrounding the Musgrave Monument as to not damage the listed monument itself with the lighting provision.
 - b) Developing a lighting schedule to reflect key national events.
 - c) Ensuring that the lighting installation meets environmental and energy efficiency standards.
- 1.7 Outline costs for the provision and installation of lighting are detailed in the Financial Implications section.
- 1.8 An informal approach has been made to Westmorland & Furness Council concerning the feasibility of using their streetlights surrounding the Musgrave Monument for this purpose, who has outlined that in principle, they would be amenable to this request.
- 1.9 Westmorland & Furness Council has also outlined that they may be able to install the LED lights to avoid with any complications with permissions etc.
- 1.10 The proposed lighting would be programmed to align with the Council's annual calendar of civic events and could be adjusted to reflect community feedback and emerging national priorities.
- 1.11 The purpose of the project would be to enhance the town's identity, increase footfall in the town centre, and foster a sense of civic pride.
- 1.12 This report recommends that members give delegated authority to officers to progress the scheme to install programmable LED lighting on the lampposts surrounding the Musgrave Monument, to enable the monument to be illuminated in different colours to mark national and charitable events.

2. Financial and Resource Implications

The Community Services Officer has received a rough outline cost of £700 per lighting unit from a potential lighting provider. Four LED lights would be needed, with each LED lighting the four sides of the Musgrave Monument. Installation costs are unknown; however, Westmorland & Furness Council has outlined their capacity to install the lighting at a cost to be determined.

3. Equalities Implications

None.

4. Climate Change and Environmental Implications

The project will prioritise the use of low-energy LED lighting to minimise environmental impact.

Programmable controls will be used to limit energy consumption during off-peak hours.

Appendices

None

Background Documents: