



Penrith Town Council

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

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

DATE: 28 October 2025

NOTICE IS HEREBY GIVEN that an **EXTRA ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on Monday **3 November 2025**, at **4.00pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports.

The meeting will be held at Unit 2, Church House, 19-24 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 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

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. R. Kelley	East Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Donald	North Ward	Cllr. Rudhall	East Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward
Cllr. Jackson	North Ward		
Cllr. B. Jayson	West Ward		
Cllr. D. Jayson	North Ward		

Mrs V. Tunnadine, Town Clerk

Public Participation

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

Filming

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

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

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

General Power of Competence

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

AGENDA FOR THE EXTRA ORDINARY MEETING OF FULL COUNCIL MONDAY 3 NOVEMBER 2025

PART I

1. Apologies for Absence

Receive apologies from Members.

2. 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.

3. Public Participation

Receive any questions or representations that 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.

4. Westmorland & Furness Community Governance Review (CGR) Consultation

Consider the CGR report, survey questions and the draft response and agree that a response can be submitted online. Members are asked to note that the consultation deadline closes prior to the next scheduled meeting of Full Council and that the Council Chair is of the opinion that the item should be considered as a matter of urgency and cannot be deferred to the 15 December 2025 meeting.

5. Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Determine whether item 7 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. Next Meeting

Note the next meeting of the Full Council is scheduled for Monday 15 December 2025 at 6.00pm to consider the Precept, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

The following matter was considered by Finance Committee on 15 September 2025 in private session and is brought to Council for ratification. This matter is considered exempt information as item 7 includes information relating to the terms of a tender, a contract and a legally binding grant funding agreement that contains pre-tender project expenditure figures. The matter is in the opinion of the Town Clerk confidential and commercially sensitive.

7. Wayfinding

Consider the report and recommendations contained within.

Members are asked to note that the Council Chair is of the opinion that this item should be considered as a matter of urgency to meet critical deadlines as recorded in the grant funding agreement as this matter had been previously deferred from the September 2025 Full Council meeting.

FOR THE ATTENTION OF ALL 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:

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

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.gov.uk

EXTRA FULL COUNCIL

Date: 03/11/2025

Public Report

Matter: Community Governance Review

Item no: 4

Author: Town Clerk

Supporting Member: Council Chair

Purpose of Report:

Westmorland and Furness Council (W&FC) have launched a Community Governance Review (CGR) across their authority. To support this process a public consultation on parish and town electoral arrangements has been implemented which closes on 8 December 2025. A CGR is generally held every 10 years to ensure that parish councils reflect the communities they serve, taking changes and developments into account since the last review. This consultation will also consider ward changes made through the recent Local Government Boundary Commission for England (LGBCE) review held earlier this year.

Recommendations:

Approve the draft response for the CGR and submit to W&FC.

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.

Criteria for undertaking a CGR.

Section 93 of the 2007 Act requires principal councils to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area, and
- Effective and convenient.

When considering the criteria, councils should consider the following factors:

- The impact of community governance arrangements on community cohesion, and
- The size, population and boundaries of a local community or parish.

A CGR must:

- a) Be undertaken in accordance with the relevant legislation (Chapter 3 of the Local Government & Public Involvement in Health Act 2007.
- b) Have due regard to guidance published by the Secretary of State and the Local Government Boundary Commission for England (LGBCE), last published in March 2010.
- c) Comply with the Terms of Reference that the Council adopts.

1. Background

- 1.1 A CGR is a review of parish governance arrangements conducted by Westmorland and Furness Council and can consider:
- a) Creating or merging parishes.
 - b) Changing parish boundaries, including ward boundaries.
 - c) Altering the name or style of the parish area or parish council.
 - d) Number of councillors and warding structure (known as electoral arrangements).
 - e) The grouping, or ungrouping, of parish areas under a common council.
 - f) Creation of new parish councils.
- 1.2 The last CGRs were undertaken by the former district councils, some years ago. Since then, new residential development and changes to communities have taken place.
- 1.3 Westmorland and Furness Council is able to undertake a review of any and all aspects of parish and town council governance through a CGR. This can include reviewing election dates, forms of governance, creation or abolition of parish councils, internal parish warding arrangements, external parish boundaries, and numbers of parish councillors.
- 1.4 In addition, the LGBCE completed their review of electoral arrangements for Westmorland and Furness in 2025. Following their review, it is necessary to review parish/town electoral arrangements to, where appropriate, bring them into alignment, ensure they remain fit for purpose, to consider the changes in communities, and to ensure they continue to reflect local needs.
- 1.5 The revised parish electoral arrangements for Penrith is recorded in page 27 section 92 of the LGBCE final report where it states that Penrith Town Council should comprise 15 councillors, as at present, representing six wards and from May 2027 the electoral arrangements are as follows:

Parish ward	Number of parish councillors
Carleton	4
East	2
North	4
Pategill	1
South	2
West	2

The current electoral arrangements:

Parish ward	Number of parish councillors	
Carleton	2	The current elector numbers are as follows: Carleton: 2356 North: 3462
East	3	
North	4	
Pategill	1	
South	2	
West	3	

- 1.6 Having sought guidance it has been confirmed that the Town Council can seek to change the LGBCE councillor ward arrangements for 2027.

1.7 Westmorland & Furness Council will require a response that is:

- Clear and concise.
- Has much detail as possible.
- Is evidenced.

1.8 W&FC Full Council will make the final decisions.

2. Process

2.1 The broad stages of a CGR are:

- a) Publication of Terms of Reference, signifying the start of the review.
- b) Public consultation, inviting submissions of how parish electoral arrangements could be amended.
- c) Analysis of responses, and development of Draft Recommendations (based on the consultation responses and Officer-led considerations of local issues and the statutory criteria), and subsequent agreement by Council.
- d) Public consultation of the Draft Recommendations.
- e) Analysis of responses, and development of Final Recommendations.
- f) Consideration of Final Recommendations by Council.
- g) Laying of Community Governance Order based on Council decisions.
- h) Changes to parish electoral arrangements take effect.

2.2 Responses are analysed by Westmorland and Furness officer's familiar with the areas.

2.3 A Member Working Group (MWG) then meets to agree the draft recommendations.

2.4 The MWG comprises of representatives from each political group.

2.5 Representatives are expected to liaise with their political group over their recommendations.

2.6 W&FC members may also be parish or town council members.

2.7 Individual members of W&FC or parish/town councils can put in their own responses.

2.8 Draft, and final, recommendations all go to full council where they can be debated by members and any public who wish to speak.

2.9 **Timeline:**

- 13 October - 8 December: First public consultation.
- 8 December - early January: Westmorland and Furness develop draft. Recommendations.
- 22 January 2026: draft recommendations are taken to meeting of full council.
- 28 January 2026 - 22 April 2026: Second public consultation on draft Recommendations.
- 22 April 2026 - mid July 2026: Westmorland and Furness make final. Recommendations.
- 30 July 2026: Full Council discuss and agree Final Recommendations.
- August / September 2026: Reorganisation Orders made.
- December 2026: New register published using updated boundaries.
- May 2027: Local elections.

3. Financial Implications

There are no financial and resource implications.

Legal Implications

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

There are no legal issues arising directly from this report.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Environmental Implications

There are no environmental implications associated with this report.

Appendices:

A: Front page online survey.

B: PDF Copy of the survey.

C: Draft Response.

Background Documents:

2025 LGBCE Final Report:

chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://www.lgbce.org.uk/sites/default/files/2025-09/westmorland_and_furness_final_recommendations_report.pdf

EXTRACT: FRONT PAGE ONLINE SURVEY

Community Governance Review Consultation

Closes 8 Dec 2025

Opened 13 Oct 2025

Contact: elections3@westmorlandandfurness.gov.uk

Overview

Westmorland and Furness Council is under a duty to keep parish governance arrangements under review, and this is done through a Community Governance Review (CGR). Previous CGRs were undertaken by former district councils and in some cases have not been reviewed in a number of years.

Now that the Local Government Boundary Commission for England (LGBCE) has completed its review of electoral arrangements for Westmorland and Furness, we have decided to conduct a CGR across the whole area of Westmorland and Furness. Conducting a CGR now ensures that any changes made can be brought in ahead of scheduled parish and town council elections in May 2027.

During a CGR we must consider whether governance arrangements are:

- a. reflective of the identities of the community in that area; and
- b. effective and convenient to the community in that area.

In doing so the review is required to consider:

- a. the impact of community governance arrangements on community cohesion; and
- b. the size, population and boundaries of the local community or parish.

The first public consultation

The first public consultation lasts for eight weeks and closes on 8 December 2025. This consultation is an open forum for residents, parish councils, and community groups to make suggestions on the governance arrangements for their parish.

At the end of this stage, recommendations will be drafted, agreed, and published, ahead of the second public consultation due to commence in January 2026.

What the review can and can't change

The CGR can consider one or more of the following areas:

- creating, merging, or abolishing parishes
- altering external parish boundaries, or internal ward boundaries
- the number of parish councillors
- parish names and alternative styles for parishes
- grouping parishes under a common parish council, or de-grouping parishes already grouped

The CGR will not consider:

- changes to any other electoral boundaries, i.e., parliamentary constituency, the local authority area, council ward boundaries
- changes to polling district boundaries, or the location of polling places

How to make a representation

You can complete the form below to let us know your views. Formal responses from parish councils or other organisations can be submitted via this form, as well as views from individuals.

There is an option to upload files, as well as completing the form.

You can also email us your representations, or any queries, to elections3@westmorlandandfurness.gov.uk.

Paper copies of the online form are available on request, and responses can be posted to us at: Westmorland and Furness, Electoral Services, South Lakeland House, Kendal LA9 4DQ.

Useful documents

[Terms of Reference for this review](#)

[Government guidance on CGRs](#)

[Share your views](#)

WESTMORLAND AND FURNESS COUNCIL – COMMUNITY GOVERNANCE REVIEW FIRST CONSULTATION QUESTIONNAIRE. 13 OCTOBER – 8 DECEMBER 2025

1. Your Name

2. Your Postcode (required)

3. Which of these options best describes how you are responding today?

- I am a local resident
- Westmorland and Furness councillor
- Parish or Town councillor
- Parish or Town Council formal response
- Community Group, Residents Association or other local organisation
- Local business
- Other (please state below)

4. Which parish area are you responding about?

5. Is this the official response of a parish or town council, a business or another type of organisation?

- Yes
- No

6. (If Yes to Q.5) Name of parish or town council, business or other organisation

7. (If Yes to Q.5) Your role/position:

WESTMORLAND AND FURNESS COUNCIL – COMMUNITY GOVERNANCE REVIEW FIRST
CONSULTATION QUESTIONNAIRE. 13 OCTOBER – 8 DECEMBER 2025

8. (To all) Do you think the boundaries of the parish area, or the wards of the parish or town council, are correct and reflect local communities?

Yes

No

Not sure

9. Please give reasons for your view. If you think boundaries should be updated or changed, please give details of where the boundaries of communities should be. If you wish to include documents (maps etc) with your answer, please attach to the end of the response

WESTMORLAND AND FURNESS COUNCIL – COMMUNITY GOVERNANCE REVIEW FIRST
CONSULTATION QUESTIONNAIRE. 13 OCTOBER – 8 DECEMBER 2025

10. Do you feel the number of parish or town councillors remains appropriate?

- Yes
- No
- Not Sure

11. If no, please provide details of what number would be more appropriate

WESTMORLAND AND FURNESS COUNCIL – COMMUNITY GOVERNANCE REVIEW FIRST
CONSULTATION QUESTIONNAIRE. 13 OCTOBER – 8 DECEMBER 2025

12. If you have any other comments about this parish area, please tell us here:

13. Email address

Please send the completed questionnaire to Electoral Services, South Lakeland House, Lowther Street, Kendal LA9 4DQ. Or email it to elections3@westmorlandandfurness.gov.uk.

DRAFT RESPONSE

Community Governance Review consultation

8. Do you think the boundaries of the parish area, or the wards of the parish or town council, are correct and reflect local communities?

- Yes
- No
- Not sure

Proposed response: Yes

9. Please give reasons for your view. If you think boundaries should be updated or changed, please give details of where the boundaries of communities should be. If you wish to upload a document with information regarding this question, you can do this at Q.12

Proposed response: No change

10. Do you feel the number of parish or town councillors remains appropriate?

- Yes
- No
- Not Sure

Proposed response: No

11. If no, please provide details of what number would be more appropriate.

12. If you have any other comments about this parish area, please tell us here.

Proposed response:-

Penrith Town Council seeks a revision to the parish electoral arrangements for Penrith as created by the recent LGBCE of Westmorland and Furness Council of parish councillor ward arrangements for 2027.

The Council confirms that Penrith Town Council should comprise of 15 councillors, representing six wards.

The 2025 LGBCE identified the following allocation of councillors per ward for 2027:

Parish ward	Parish councillors
Carleton	4
East	2
North	4
Pategill	1
South	2
West	2

Penrith Town Council proposes the following allocation which the Council believes is more resilient and reflects community growth:

Parish ward	Parish councillors
Carleton	3
East	2
North	5
Pategill	1
South	2
West	2