



Penrith Town Council

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

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

DATE: 12 November 2025

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE COMMUNITIES COMMITTEE** will be held on **17 November 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 the Board Room, Unit 1, 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 factual information on items included on the Agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on the day of the meeting.

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

COMMITTEE MEMBERSHIP

Cllr Bowen
Cllr Donald

Pategill Ward
North Ward

Cllr B. Jayson
Cllr Jackson

West Ward
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 MEETING OF COMMUNITIES COMMITTEE MONDAY 17 NOVEMBER 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 20 October 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, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

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

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

6. Resolutions Report

Note the written report.

7. Communications Report

Note the written report.

8. Climate & Environment Strategy Report

Note the written report.

9. Communities Committee Workplan Report

Note the written report.

10. Policy Review

Consider the report and recommendations contained within.

11. Penrith Mail Click Plaque

Consider the report and recommendations contained within.

12. Bench Request

Consider the report and recommendations contained within.

13. Next Meeting

Note the next meeting is scheduled for **9 February 2026** at **5:15pm**, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

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.co.uk



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DRAFT Minutes of the meeting of the

COMMUNITIES COMMITTEE

Held on **Monday 20 October 2025**, at 6:30pm, the Board Room, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PRESENT

Cllr. Bowen	Pategill Ward
Cllr. Jackson	North Ward
Cllr. B. Jayson	West Ward
Cllr. Kenyon	North Ward

Community Services Officer
Deputy Town Clerk
Events Officer

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 MEETING OF THE
COMMUNITIES COMMITTEE
MONDAY 20 OCTOBER 2025**

PART I

CC25/14 Resignation of the Chair of Communities Committee

Members noted that due to the resignation of Cllr Danny Smith, Deputy Chair of Communities Committee, Cllr Scott Jackson, chaired this meeting and will chair future meetings, with the election of Communities Committee Chair being considered at a future Full Council meeting upon the appointment of the new Member for South Ward.

CC25/15 Apologies For Absence

Apologies for absence were received from Cllr Donald.

CC25/16 Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Communities Committee held on Monday 9 June 2025 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 June 2025.

CC25/17 Declarations of Interest and Requests for Dispensations

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

No interests or dispensations were received.

CC25/18 Public Participation

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

CC25/19 EXCLUDED ITEM: Public Bodies (Admissions To Meetings) Act 1960

Members considered whether any items on the agenda should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960. Members were informed that Item 18 could be considered in the public section of the agenda as the event had been publicised. Members agreed that no items be considered without the press or public.

CC25/20 Order of Business

Cllr Jackson proposed that the Order of Business for Communities Committee be amended to move Item 18 Events in Penrith to Item 7 on the agenda.

Proposed by: Cllr Jackson

Seconded by: Cllr B. Jayson

RESOLVED THAT:

Item 18 Events in Penrith be moved to Item 7.

CC25/21 Events in Penrith

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The Council work with stakeholders and the venue on joint marketing/promotional activities to generate footfall and add to the town's profile.
- ii. For expenditure up to £1000 from the arts and culture budget in the 2025-26 financial year for costs associated with promotional activities events.

The Deputy Town Clerk left the meeting.

CC25/22 Resolutions Report

Members noted the report.

CC25/23 Communications Report

Members noted the report and thanked the Community Services Officer for their work with Council communications and the pump track consultation.

CC25/24 Climate & Environment Strategy Report

Members noted the report.

CC25/25 Penrith May Day 2026 Working Group Findings

Members noted the report.

CC25/26 Cold Springs Nature Reserve

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The Council supports the Cumbria Wildlife Trust to deliver an access path creation project at the Cold Springs Nature Reserve site and provides a financial contribution of £9,430 from the 2025/26 Climate Change budget.

CC25/27 Dog Waste Bag Dispensers

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The proposal to install two dog waste bag dispensers, with one on Thacka Beck Field and one on Fairhill Playing Field - with suitable locations to be determined by officers, be approved.
- ii. The Council will work with Westmorland & Furness Council to identify any other possible sites where dog waste bag dispensers may be required.

CC25/28 Greening Budget Service Development Proposal

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The Service Development Proposal for a town centre greening budget of £4,000 between 2026 – 2028 be submitted to the Budget Working Group for consideration as part of the 2026/2027 budget process.

CC25/29 Penrith Town Centre Dressing Service Development Proposal

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The Service Development Proposal of £20,000 for a Spring - Summer town dressing scheme in Penrith town centre between 2026 – 2028 be submitted to the Budget Working Group for consideration as part of the 2026/2027 budget process.
- ii. If approved in the 2026/27 budget, delegated authority be given to the Community Services Officer and Services & Contracts Manager to work up a design and tender for the works.

CC25/30 New Summer Event Service Development Proposal

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The Service Development Proposal for a new summer event in Penrith which would act as a showcase for many local summer activities with a proposed budget of £5,000 be submitted to the Budget Working Group for consideration as part of the 2026/2027 budget process.

CC25/31 2026/27 Budget: Process and Proposals

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The current Communities Committee budget of £115,000 (excluding one off items) for the current financial year be reduced to £103,000 with the following budget adjustments:
 - a) Climate Efficiency budget from £15,000 to £11,000
 - b) Town Projects budget from £20,000 to £15,000
 - c) Events Development budget from £5,000 to £2,000
- ii. The Medium-Term Financial Plan be adjusted to the following, noting the recommended Service Development Proposals which will be considered as part of the 2026/27 budget process:
 - a) Climate Efficiency: £7,500
 - b) Town Projects: £10,000
 - c) Arts & Culture Development: £10,000
 - d) May Day: £15,000
 - e) Events Development: £1,000
 - f) Grants: £30,000
 - g) Signature Grants: £10,000
 - h) Communications: £10,000
 - i) (Service Development Proposal) Greening: £4,000
 - j) (Service Development Proposal) Town Dressing: £20,000
 - k) (Service Development Proposal) Summer Event: £5,000

CC25/32 Next Meeting

Members noted that the next meeting was scheduled for 17 November 2025 at 5:15pm, Board Room, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION

There were no further items in this part of the Agenda.

**FOR INFORMATION FOR ALL
MEMBERS OF THE TOWN COUNCIL**

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Communities Committee: 17 November 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
Brought Forward from Previous Year			
CC24/53	Website Development		CSO & TC working to deliver Website update with Councillors invited for feedback on 31 July 2025. Project initiation begun.
CC24/69	Events Lighting		Scheme is progressing with an official order on with Westmorland & Furness Council.
CC25/10	Fairhill Viewing Plaque		Scheme is progressing. Artwork complete. Suitable location on Fairhill Playing Field identified for installation of plaque and stone surround.
CC25/21	Events in Penrith		EO met with the venue to discuss joint marketing/promotional activities to generate footfall and add to Penrith's profile.
CC25/26	Cold Springs Nature Reserve		CSO and Solicitor have jointly drafted the Council's Service Level Agreement with Cumbria Wildlife Trust. Awaiting signature, with funding released once order confirmation for the works has been provided by Cumbria Wildlife Trust.
CC25/27	Dog Waste Bag Dispensers		CSO to place order for Dog Waste Bag Dispensers.

CC25/28	Greening Budget Service Development Proposal		Service Development Proposal sent to the Council's Budget Working Group for consideration on Monday 10 November 2025.
CC25/29	Penrith Town Centre Dressing Service Development Proposal		Service Development Proposal sent to the Council's Budget Working Group for consideration on Monday 10 November 2025.
CC25/30	New Summer Event Service Development Proposal		Service Development Proposal sent to the Council's Budget Working Group for consideration on Monday 10 November 2025.

COMMUNITIES COMMITTEE

Date: 17 November 2025

Public Report

Matter: Communications Report

Item no: 07

Author: Community Services Officer

Supporting Member: Cllr Jackson, Deputy 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 20 October 2025.

Platform	Followers
Facebook	1297 (+28)
Instagram	902 (+4)
X (Formerly Twitter)	279 (+1)
govDelivery	2,876 (+78)
YouTube	3 (+0)
BlueSky	10 (+1)
LinkedIn	7 (+0)
Summary	5,374 (+112)

Newsletters:

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

- [Latest News: October 2025](#)

<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.

Press Releases:

November 2025:

- [Wednesday 12 November - Penrith Town Council makes commitment by signing Armed Forces Covenant](#)

October 2025:

- [Tuesday 14 October 2025 - Partnership Delivers Carleton Play Area Multi Use Games Area](#)

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

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

Appendices

- Appendix A - Cumberland & Westmorland Herald PTC Autumn Update



Penrith Town Council



Welcome to Penrith Town Council's autumn update in the Cumberland & Westmorland Herald where you can read a round-up of the very latest developments at the council.

Partnership Delivers Carleton Play Area Multi Use Games Area

The new Multi-Use Games Area (MUGA) at Carleton Park, Penrith, has officially been completed, marking over £90,000 of investment in the town and providing an all-weather facility for a range of sports and activities for residents to enjoy.

The Carleton Park Recreation Group has been fundraising for the project for more than three years. A £15,000 grant from Penrith Town Council helped to move the project from planning to delivery, contributing to the overall funding package that made the MUGA possible.

This scheme is the second project delivered through Penrith Town Council's £90,000 Play Area Development Fund, which supports improvements to play

and recreation spaces across all Penrith wards in partnership with Westmorland & Furness Council and local community groups.

Funding for the new development has been provided by Westmorland & Furness Council's 0-19 Fund and Community Fund, Penrith Lottery, Cumbria Waste Management Environment Trust, and The Hadfield Trust. The project was tendered and delivered by Westmorland & Furness Council on behalf

of the Carleton Park Recreation Group. Cllr Val Bowen, Chair of Penrith Town Council & Penrith Mayor, said:

"It's fantastic to see the completion of the new Multi-Use Games Area at Carleton Park another great example of how the Council's Play Area

Development Fund has already delivered real benefits for our younger residents.

"Patgill led the way as the first project through this fund, and it's wonderful to see Carleton follow with nearly £90,000 of improvements for this new MUGA. My thanks go to all the funders and partners who have helped make this project a reality."



Council grant £3,598 towards Town Centre Greening over the Summer months

Penrith Town Council has awarded a grant of £3,598 to the Penrith Business Improvement District (BID) to enhance the town centre through its greening programme, helping

to add vibrant colour and life to the town centre over the summer months. Thanks in part to the Council's support, the BID installed decorative planting across the town centre, including square planters, railing baskets, and hanging baskets, creating a welcoming environment for individuals.

consider applications from Councilor Scott Jackson, Deputy Chair of the Council's Communities Committee, said:

"Our town thrives because of the passion and commitment of local people. Through the Community Grants Scheme, we want to help bring their ideas to life - whether that means supporting local volunteers, improving

shared spaces, or creating opportunities for connection and wellbeing. "We're keen to hear from anyone with a project that will make Penrith an even more vibrant and inclusive place to live."

To find out more about eligibility, how to apply, and to download the grant scheme guidance, visit the Penrith Town Council website.



Council Invites Applications for its Community Grants Scheme

Penrith Town Council is continuing to encourage local community organisations, charities, Social Enterprises and Community Interest Companies to apply for funding of up to £5,000 through its Community Grants Scheme.

Our Community Grants Scheme is designed to support local community organisations, charities, Social Enterprises and Community Interest Companies delivering services, projects and

events for the benefit of Penrith and its residents. We will consider one application per organisation each financial year (1st April to 31st March) but will not



Penrith's Mayoral Chain gets a fresh look

Penrith's Mayoral Chain has recently undergone careful refurbishment ensuring it can be worn with pride at civic events for years to come!

Originally created for Penrith Urban District Council in 1895, it has been worn by generations of civic leaders as a mark of service to the people of Penrith and has featured at countless important occasions - from formal ceremonies and community celebrations to moments of remembrance.

As with all historic items, time had begun to leave its mark, with the Council commissioning specialist restoration work to ensure it remains both a functional piece of regalia and a treasured link to the town's civic heritage!



Penrith West and Penrith South Ward Vacancy Update

The Returning Officer at Westmorland and Furness Council has received valid requests to fill two vacancies on Penrith Town Council by holding an election.

Nominations opened on Thursday 23 October and close at 4pm Friday 31 October. Should the by-election be contested, voters in the Penrith South, and Penrith West wards of Penrith Town Council will go to the polls between the hours of 7am and 10pm on Thursday 27 November 2025.

Full information about standing as a candidate, registering to vote, applying for postal, proxy or voter authority certificates can be found on the Westmorland & Furness Council website.

Penrith Town Councillors:

Here is a reminder of your Penrith Town Councillors and the different wards they represent:

- Penrith South:** Cllr. R. Burgin
- Penrith West:** Cllr. B. Jaydon (Deputy Chair), Cllr. S. Davies
- Penrith North:** Cllr. P. Donald, Cllr. S. Jackson, Cllr. D. Jaydon, Cllr. R. Kenyon
- Penrith Patlegill:** Cllr. V. Bowen (Chair)
- Penrith East:** Cllr. M. Rudhall, Cllr. C. Shephard, Cllr. R. Kelley
- Penrith Carleton:** Cllr. D. Holden, Cllr. D. Lawson

Contact the councillor for your area using the information included in the link below: <https://www.penrithtowncouncil.gov.uk/your-council/councillors/>

Dedication of the Garden of Remembrance & Signing of the Armed Forces Covenant

A short event to mark the national 2 minutes silence and dedication of the Garden of Remembrance will take place at St. Andrews at 11am on 11 November 2025.

This will be followed by an event in the George Hotel when Penrith Town Council will formally sign the Armed Forces Covenant. Penrith Town Council invites members of the Armed Forces Community to join it for both events following which a light lunch will be served.



COMMUNITIES COMMITTEE

Date: 17 November 2025

Public Report

Matter: Climate & Environment Strategy update

Item no: 09

Author: Community Services Officer

Supporting Member: Cllr Jackson, Deputy Chair

Purpose of Report:

To inform and update members of the Communities Committee of the progress on the Council's Climate & Environment Strategy Action Plan.

Background

This report provides an update on the progress on the Council's Climate & Environment Strategy Action Plan.

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

STATUS KEY:

On hold - Not commenced

In progress - Started and ongoing

Completed

Strategic Objective: Achieve carbon neutrality for Penrith Town Council					
Plan Ref	Project	Timescale	Partners	Progress	
1.1	Provide climate literacy training for all Councillors and Officers.	April 2026	CALC / Future Proof Cumbria	Email to Councillors who have not attended previous training, informing of future courses provided by CAFS (18/04/24). PTC officers to identify which councillors who have not attended and encourage them to take part in training.	
1.2	Work to reduce consumption of paper and other resources.	April 2026	-	Internal email to all staff asking them to give consideration to use of resources, printing, recycling, digital. (18/04/24).	
1.3	Reduce the Carbon Output of Penrith Town Council (Actions from the Council's Carbon Audit) Investigate a Salary Sacrifice Electric Vehicle Car Leasing Scheme.	February 2026	-	Officers working to progress.	

	Encourage Councillors to use more sustainable transport options for meetings of the Council.	Continuous	-	<p>Email to Councillors to be sent.</p> <p>Officers procuring fairtrade, recycled and sustainable goods wherever possible.</p>
	Purchase locally and wherever possible, fairtrade, recycled and sustainable goods.	Continuous	-	
Strategic Objective: Engage the community on climate actions				
2.1	Produce a newsletter themed on climate related issues.	Quarterly	-	<p>Penrith Action for Community Transition, Future Proof Cumbria and others to be approached to identify whether there is a need for this newsletter – and if so, whether those organisations would be interested in providing suitable content for each edition.</p>
2.2	Identify, promote and make available educational material and training opportunities for use by communities – catalogue existing resources.	April 2026	-	<p>Page to be set up on the Penrith Town Council website – signposting to partner organisations such as Future Proof Cumbria and PACT. Page to form part of website review.</p>
2.3	Identify the feasibility of a Climate Change Hub in Penrith and undertake consultation.	April 2026	-	<p>Penrith Action for Community Transition, Future Proof Cumbria and others to be approached to identify whether there is a need for this – and if so, bring back report to a future meeting of Communities Committee.</p>

Strategic Objective: Conserve and enhance local biodiversity				
3.1	Collaborate with local organisations to consider additional tree planting in Penrith.	April 2026	PACT	Council welcomes schemes to consider additional tree planting in Penrith.
3.2	Support the development of a Masterplan for Wetheriggs Country Park.	April 2026	W&F	Awaiting outcome of A66 review re delivery of a Masterplan for Wetheriggs.
3.3	Support the delivery of the Eden Rivers Trust - Access to Eden project	Continuous	ERT	PTC supported the tree nursery project with a £500 annual grant.

Strategic Objective: Promote low emission transportation options				
Plan Ref	Project	Timescale	Partners	Progress
4.1	Work in partnership with appropriate organisations to support and enhance the increase of electric vehicle charging infrastructure.	April 2026	W&F / industry	Work underway as part of the Climate & Environment Strategy Task & Finish Group. EV infrastructure officers from Westmorland & Furness Council presented to the Climate & Environment Strategy Task & Finish Group. Contact needs to be re-established with W&F to see whether PTC can support any current projects in relation to electric vehicle charging in Penrith.
4.2	Support and promote sustainable community transport schemes	Continuous	Transport Providers	Fellrunner - £3,000 grant for 2024/25.

Strategic Objective: Increase the number of green projects in Penrith					
5.1	Promote the Council's Grant Fund for green and climate projects	Continuous	-	PTC grants scheme renewed in April 2025. Grant scheme prioritises projects which have a climate related focus.	
5.2	Promote and develop new Penrith Town Council green projects.	Continuous	-	Penrith Town Council has committed to support Cumbria Wildlife Trust with a path creation project at Cold Springs Nature Reserve.	
5.3	Conduct a climate vulnerability assessment to identify at-risk areas	April 2026	-	Councillor Doug Lawson, as Chair of the Council's Climate & Environment Task & Finish Group to identify whether there is a need for this.	
5.4	Support projects at Cumbria Wildlife Trust's Cold Springs Nature Reserve	April 2025	CWT	Cumbria Wildlife Trust (CWT) has completed the two projects at Cold Springs Nature Reserve relating to the Wildlife Garden and the creation of a Pond Platform. A third project (path creation) has also been agreed by Communities Committee.	
5.5	Create a "Green" Award for Businesses	April 2026	-	Policy revision taken to Communities Committee.	

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	Fellrunner - £3,000 grant for 2024/25.
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	Action undertaken through regular meetings of Planning Committee.
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	Action undertaken through regular meetings of Planning Committee.
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	Westmorland & Furness Council to be approached to identify whether there is a need for this.
8.2	Investigating options for the additional provision of recycling facilities.	April 2026	W&F	Climate & Environment T&F Group to look into this.
Strategic Objective: Rivers & Watercourses				
9.1	Reporting any observed pollution incidents to local environmental authorities.	Continuous	EA	SCM & CSO regularly inspect Thacka Beck Field (last inspection: SCM - 07/11/2025) and report any observed pollution incidents directly to the Environment Agency.

COMMUNITIES COMMITTEE

Date: 17 November 2025

Public Report

Matter: Communities Committee Workplan Report

Item no: 09

Author: Community Services Officer

Supporting Member: Cllr Jackson, Deputy 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.

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Place	The Council will support the improvement of health and wellbeing, supporting local and national initiatives by liaising with local organisations and health providers.	CSO	Community	Liaise with the Police and other agencies to reduce crime and anti-social behaviour across the town.	CSO	Communities Committee resolved to appoint Cllr B Jayson & Snell as representatives on behalf of the Council to attend Cumbria Constabulary Neighbourhood Policing liaison sessions through CALC. With the resignation of former Cllr Snell, this will be filled upon the appointment of new councillors for Penrith West and Penrith South.	Delivering
	The Council will invest and manage our own assets whilst supporting key partners and community groups to invest in their own.	SCM	Assets	Deliver a scheme to install a viewing plaque at Fairhill Playing Field	CSO SCM	Artwork designed free of charge by local artist. Suitable site on Fairhill identified. CSO & SCM working with contractors to deliver scheme for Spring 2026.	In Progress
				Deliver a lighting scheme around the Musgrave Monument	CSO SCM	Private Works Agreement signed with W&F Council – awaiting confirmation of start date for works.	In Progress
				Work in partnership to improve the street scene via town dressing projects.	CSO SCM	£20,000 Service Development Proposal for a Spring/Summer town dressing scheme for 2026-2028 submitted to the Budget Working Group by Communities Committee (20 October 2025). Bunting installed successfully in Penrith town centre in 2025.	In Progress
		Work with Westmorland and Furness Council and stakeholders to have a safe, healthy, clean, green, and tidy town.	SCM	Economic Development	Work in partnership to improve the street scene via greening projects.	CSO EDO SCM	£4,000 Service Development Proposal for a greening budget for 2026-28 submitted to the Budget Working Group by Communities Committee (20 October 2025). PTC supported the Penrith BID with a £3,598 grant for town centre greening.

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Protection	The Council will promote and encourage an environmentally friendly town delivering the Council's Climate Strategy	CSO	Climate	Deliver the Council's Climate & Environment Strategy	CSO, SCM	Progress report taken to each meeting of Communities Committee.	Delivering
Partnership	The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit.	TC	Community	Encourage community groups to share their purpose, progress, and aspirations with the Council. Where services are provided by other organisations, the Council will endeavour to ensure that they are delivered effectively, and in accordance with the wishes of the community.	CSO, EO, TC	Officers actively working with community organisations via grants scheme, events delivery and other schemes of work.	Delivering
Prosperity	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Events	Deliver Penrith May Day 2026 Increase the number of events/activities/resources/initiatives by two over the term of the Council.	DTC, EDO	DTC & EDO attend Penrith Place Action Group.	Delivering
					EO CSO SCM TC	Temporary Traffic Regulation Order (TTRO) agreed in principle by W&F Council. Draft Event Plan in place.	Delivering
					EO	£5,000 Service Development Proposal for a new Summer event submitted to the Budget Working Group by Communities Committee (20 October 2025).	Delivering

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Prosperity	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Events	Promote existing and new events to encourage more visitors to the Town.	EO, CSO	Events are publicised through PTC social media channels. If agreed by the Budget Working Group, the new Summer event will act as a promotional event for any other Summer events in Penrith.	In Progress
Prosperity	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Arts & Culture	Work with the established Penrith Arts & Culture Group on initiatives and events within the town and influence the development of this sector. Provide a website platform to the Penrith Arts & Culture group to promote their activities and events	CSO EO	The Council, working with the Penrith Arts & Culture Group, delivered Sounds Around Town 2025 and two Penrith Wild Play Day's. EO currently working with Rheged to identify benefit to the town for Longest Yarn.	Delivering
Prosperity	The Council will promote the economic and commercial vitality of businesses in the town and support the tourist economy.	EDO	Economic Development	Promote the brand identity for Penrith within Cumbria and the North-West of England.	CSO EO	CSO updating intermittently.	Delivering
Prosperity	The Council will promote the economic and commercial vitality of businesses in the town and support the tourist economy.	EDO	Economic Development	Promote the brand identity for Penrith within Cumbria and the North-West of England.	EDO, CSO, EO	CSO using the "Penrith P" using the official brand guidelines effectively to promote the brand identity for Penrith.	In Progress

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Projects	Penrith Town Council will help to facilitate projects, events, and the development of local resources by providing grants to constituted organisations and working with local voluntary groups.	CSO	Grants	Community Grants Scheme	CSO, EDO, RFO, SCM, TC, EO	Grants awarded during 2025/26 (totalling £20,047.50): Penrith BID, £3,598, All England Netball Association, £1,914, Hearts United CIC, £1,895, Team Autism CIC, £1,000, Riverside Group, £1,000, Eden Runners, £2,750, Eden Rural Foyer, £1,000.00, Bluejam Arts CIC, £2,500.00, The Happy Mums Foundation, £2,075.00, Rotary Club of Penrith, £485.00, The Inner Wheel Club of Penrith, £233.50, Penrith Mountain Rescue Team, £2,600.00	Delivering
People	The Council will communicate and engage effectively with residents and encourage them to bring forward comments and ideas to strengthen democracy and involvement in local decision making.	CSO	Communications	Signature Grants Scheme Produce monthly editions of Penrith Town Council News Manage the Council's Social Media channels Reinforce the Penrith Town Council Brand Identity Produce the 2025/26 Annual Report	CSO, EDO, RFO, SCM, TC, EO	£10,000 budget is allocated. £5,000 to the Penrith Business Improvement District (Penrith Sparkle) and £5,000 to Eden Arts (Winter Droving).	Delivered
						October 2025 sent out on time with relevant content.	Delivering
						CSO managing the Council's Social Media channels.	Delivering
						CSO using Canva to create graphics and videos using the Penrith Town Council style.	Delivering
						2025/26 Annual Report planned for April 2026.	Planned

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
People	The Council will communicate and engage effectively with residents and encourage them to bring forward comments and ideas to strengthen democracy and involvement in local decision making.	CSO	Communications	Produce Press Releases Produce Consultations Distribute a Council Satisfaction survey every four years Distribute a Councillors Internal Newsletter Provide quarterly updates in local media outlets	CSO CSO CSO CSO CSO	CSO producing press releases on an ad hoc basis. The Council has undertaken recent surveys in relation to the Pump Track. Planned work. Planned Work. PTC News Autumn update included in CW Herald.	Delivering Delivering Planned Planned Delivering
People	Create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, gender, income, race, sexual orientation, religion, or disability.	CSO	Communications	Work in Partnership with the Eden District Talking Newspaper to distribute readings of Penrith Town Council News Keep the Council website updated with Communities	CSO CSO	PTC News: October 2025 included on the EDTNA distribution to visually impaired residents once a month and provide the audio of the readings on the Council website. CSO placing Communities Committee Agendas and Minutes onto PTC website within legal timeframes.	Delivering Delivering

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
People	Create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, gender, income, race, sexual orientation, religion, or disability.	CSO	Communications	<p>Committee Agenda & Minutes</p> <p>Support services and activities for young people aged 10-21 years old (or up to 25 years if they have physical or learning difficulties) supporting youth clubs, provision of youth workers, in partnership with voluntary, and statutory groups.</p>	EO	Penrith Wild Play Days. EO currently in correspondence with Stomping Ground surrounding three Penrith Wild Play Day's for 2026. Report to be taken to February 2026 meeting of Communities Committee.	Planned
				<p>Deliver the Penrith Town Council Civic Awards Scheme</p> <p>Support the Penrith Stars of Business Awards</p>	EO, CSO	Report taken to November 2025's Communities Committee.	Planned
				<p>Deliver the Penrith Town Council website update</p>	CSO	Communities Committee resolved to sponsor the Volunteer of the Year Award for Penrith Stars of Business Awards 2025.	Complete
				<p>Produce Communities Committee Agenda & Minutes</p>	CSO, TC	CSO & TC working to deliver Website update with Councillors invited for feedback on 31 July 2025. Project initiation begun.	In Progress
Performance	Provide consistent, quality services and strive for continuous improvement for all activities, processes, operations, policies, and decisions that support the Council's business plan.	TC	Administration		CSO	Communities Committee Agendas being circulated within the legal timeframe.	Delivering

COMMUNITIES COMMITTEE

Date: 17 November 2025

Public Report

Matter: Policy Review

Item no: 11

Author: Events Officer

Supporting Member: Cllr Jackson, Deputy Chair

Purpose of Report:

To consider and approve the reviewed and amended policy for Penrith Town Council Civic Awards.

Recommendations:

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

- i. Civic Awards Scheme

1. Background

- 1.1 The Council has a timetable for the review of its policies. This report includes the review of the Council's Communications Policy and Civic Awards Policy.
- 1.2 The Council's Events Officer has reviewed the Civic Awards Scheme, suggesting
- 1.3 a number changes to deliver a successful Civic Awards event for 2026. The rationale for these changes is detailed in the Justification / Proposal section of this document and are identified in Appendix A in red.

2. Justification / Proposal

Appendix A – Civic Awards Scheme

- 2.3. The reviewed policy includes a number of changes, including:
- 2.4. **Date:** The awards ceremony will take place at the end of February 2026. Nominations will be accepted until 1st February 2026. This timing falls during a quieter period of the year, providing a perfect opportunity to come together, celebrate achievements, and spread some much-needed cheer before the busy spring season begins.
- 2.5. **Venue:** For the award presentation, we will look at either a Town Council meeting room or an external alternative.
- 2.6. **Number:** The number of awards has been reduced. The following awards have been taken off the list for now:
 - i. Sustainability Award – This may need to be professionally qualified and justified.
 - ii. Extra Mile Award – This could be seen as a repetition of the other awards.
 - Mayors Award - Instead of creating another award, this is used as a time to reward the Mayor's Medals.
- 2.7. **Nomination Terms:** It is proposed that the Group Award may be presented to an organisation that contributes to the benefit of the parish community. The

organisation does not need to be physically based within the parish, provided its work positively impacts parish residents.

- 2.8. **Monetary Reward:** As an added incentive, it is proposed that a £50 local gift card be included as part of the Recognition Awards to further acknowledge recipients' contributions.
- 2.9. **Physical Award Elements:** Each award recipient will receive a framed certificate, and two of the awards will also include a civic badge. There are sufficient badges available for the 2026 ceremony; however, costs of approximately £50–£75 per badge should be budgeted for in future years. The cost of producing the certificates is still to be confirmed. It is recommended that the Arts and Culture Group be invited to assist with their design.
- 2.10. **Scoring:** To ensure a fair and transparent selection process, a scoring system has been developed for the decision panel to use when reviewing and evaluating nominations which included within the revised policy.
- 2.11. **Promotion:** Added to the proposal is a plan for the promotion of the awards to ensure we gather a fair number of nominations per award.
- 2.12. **Feedback:** Post-event feedback will be gathered to help evaluate the success of the awards and inform improvements for future years.

3. Risk Assessment & Mitigation

Risk

Policies are not up to date, correct and relevant.

That the awards scheme are not relevant or credible.

Consequence

Council implementation of policy may not be in keeping with legislation and best practice.

Impact on Councils reputation.

Controls Required

Approve and monitor revised policies.

4. Financial Implications

The cost of a Civic Awards event would be within the Town Projects budget.

5. 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.

6. Equalities Implications

There are no equalities implications associated with this report.

7. Environmental Implications

There are no environmental implications associated with this report.

Appendices:

Appendix A – Civic Awards Scheme

Background Documents:

None.



Penrith Town Council

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

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

ITEM 10 APPENDIX A

Civic Awards Scheme

Overview

1. Penrith Town Council will hold an annual Town Awards organised by the Communities Committee.
2. **There is no fee to nominate or enter.**
3. Awards are given to people who have made a positive difference to the lives and well-being of people and quality of life in Penrith, who have supported charitable or voluntary work in the town, who have volunteered for Penrith Town Council, or who have demonstrated outstanding citizenship.
4. The people of Penrith decide the **nominees** of the awards.
5. The winners are announced and presented **at a ceremony at the end of February 2026(venue TBC).**
6. There will be **four** main categories of awards:
 - a) **Community Recognition** Award (individuals 21 years Plus)
 - b) **Youth Community Recognition** Award (individuals up to 21 years)
 - c) **Community Group** Award (group award)
 - d) **Mayors Medals (Up to four awards)**
7. **Additional awards to be created if the demand arises in future years such as:**
 - a. Sustainability Award (group or individual award)
 - b. Extra Mile Award (individual award) made to an individual who, in their capacity as a volunteer, has gone the extra mile in their work to the benefit of Penrith.
8. The Mayor may identify four recipients for the Mayors Medals.
9. ~~There are six awards per year.~~

Nominations

10. The Council will invite nominations from the public to each of the **three** categories.
11. Organisations and individuals are eligible for an award irrespective of where they are based/reside although it is essential that their activities are for the benefit of the community of Penrith.
12. Nominations must be made via the official application form.

13. Each nomination will be considered on its own merits by the Council.
14. You will need to provide full details of why you are making the nomination giving comprehensive reasons why you consider that the person being nominated has enriched the lives of the residents.
15. The Community and Youth Community Recognition awards can only be presented to any individuals who resides or is based within the parish of Penrith.
16. The Community Group award can be presented to an organisation or group that resides in the parish of Penrith or directly benefits the parent of Penrith.
17. All nominations must be returned to the Town Council Office, by **12 Noon on 1st February** annually.
18. Nominations received after this date will not be considered by the panel.
19. Current serving Town Councillors are exempt from nomination.

Awards

20. The **Community Recognition Award** will comprise of a gift voucher (£50), Civic Badge and framed certificate.
21. The **Youth Community Recognition Award** will comprise of a gift voucher (£50), Civic Badge and framed certificate.
22. The **Community Group Award** will comprise of a framed certificate and a donation of £150.00 to a charity of the winners' choice.
23. **If in place**, the Sustainability Award will comprise of a framed certificate and a donation of £150.00 to a charity of the winners' choice.
24. **If in place**, the Extra Mile award will comprise of a gift voucher (£50), civic badge and a framed certificate.
25. A commendation shall comprise a letter from the Mayor and an announcement at the Town Awards presentation.
26. In normal circumstances a maximum of one of each award, will be given in one year totalling 3 awards per year.
27. If no nominations are received the panel will bring forward nominations from Members of the Council.
28. The panel may commendations to those who do not receive an award.
29. The panel may make a "special award" on such grounds as it deems necessary.

Decision Panel

30. Nominations will be considered by the Decision Panel consisting of the Mayor, Deputy Mayor, Clerk to the Communities Committee and Chair and Deputy Chair of the Communities Committee and, if applicable, a representative of the sponsor of the awards.
31. **A scorecard will be completed per award by the panel to summarise the reason for the winning recipient/s.**
32. The panel's decision is final.
33. The Panel may, in exceptional circumstances make awards to the same person, organisation or business in subsequent years should they continue to contribute or contribute in a unique way to Penrith.

Scoring

34. A Scorecard is to be completed once the nomination deadline has passed and at the panel awards final meeting.
35. Each panel member must unanimously agree with each rating for each nomination.
36. If there is a disagreement between panel members or if there is a tie, the final decision on the rating will be decided by the Mayor.
37. Each score card will include:

Question	Rating (Out of 5: 0 = No clear evidence, 5 = Very clear)
Measurable Impact: Evidence of success, such as community growth (e.g. members, participants, monies raised) or significant increases in customer satisfaction.	
Community Engagement: Clear examples of community involvement, endorsements, and interaction with members.	
Relevance & Alignment: How well the entry's portfolio or background aligns with Penrith community's goals and needs.	
Passion & Dedication: Demonstrating genuine commitment and a positive attitude in community activities.	

Promotion

38. Communication of the award opportunity, including aims and process, will be via PTC social media channels, local press, and to each community focus Grant scheme beneficiary.
39. An online application form will be created to ease the nomination process and gather relevant market research for future awards and PTC endeavours.
40. Printed nominations forms are available on the Town Council website, Penrith Library or from the Penrith Town Council office.

Feedback

41. A post award survey will be sent to each nominee and panel member to revise the follow years processes.



Penrith Town Council

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

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

PENRITH TOWN COUNCIL AWARDS APPLICATION FORM

Nominate someone who makes a positive difference to Penrith and its community. The closing date for applications is **1 February**.

Please return forms to:

Events Officer, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XX or email to eo@penrithtowncouncil.gov.uk

Section One – Person/Group Being Nominated

Name of Nominee (Individual or Group):	
Address of Nominee:	
Telephone Number & Email:	
Please tick the award to which you are making a nomination.	<input type="checkbox"/> Community Recognition Award (individuals 21 years plus).
	<input type="checkbox"/> Youth Community Recognition Award (individuals up to 21 years).
	<input type="checkbox"/> Community Group Award (group award).
	<input type="checkbox"/> Sustainability Award (group or individual award).
	<input type="checkbox"/> Extra Mile Award (individual award) for an individual who, in their capacity as a volunteer, has gone the extra mile in their work to the benefit of Penrith.

Section Two – Reason for Nomination

Please tell us what your nominee has done to deserve the Award, including the length of time they have been involved in this work. Please continue on a separate sheet if needed. You may attach photos and press cuttings to support your nomination.

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Section Three – Registration

Please provide your details so that we may contact you to find out more information if required.

Proposer's Name:	
Proposer's Address:	
Proposer's Phone: Number and Email	
Proposer's Signature:	
Date:	

The Award Rules

42. ~~Candidates can be of any age but~~ must have made a material contribution to the advancement, well-being, or welfare of the people of Penrith, supported charitable/voluntary work conducted in the town, assisted the work of the Town Council in a voluntary capacity, or demonstrated outstanding citizenship.
43. Serving Members or Officers of the Town Council cannot be nominated.
44. The closing date for nominations is **1 February**.
45. ~~The award winners will be presented with the award at the Annual Town Meeting.~~ The venue, time and date will be confirmed with the invitations.
46. If you have any questions, please contact the Town Council office 01768 8899773 or email office@penrithtowncouncil.gov.uk
47. Please email this form to office@penrithtowncouncil.gov.uk

COMMUNITIES COMMITTEE

Date: 17 November 2025

Public Report

Matter: Penrith Mail Click Information Plaque

Item no: 11

Author: Community Services Officer

Supporting Member: Cllr Kenyon, Cllr Jackson, Deputy Chair

Purpose of Report:

To approve the proposal for an information plaque about the Penrith Mail Click to be installed subject to securing all relevant consents.

Recommendations:

- i. Approve the proposal for an information plaque about the Penrith Mail Click to be installed subject to officers identifying a suitable site and securing all relevant consents.

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. Background

- 1.1 An opportunity to enhance and promote the historic and cultural heritage of Penrith has been identified by Cllr Kenyon surrounding the history of Penrith's "Mail Click" which supported the Travelling Post Office (TPO).
- 1.2 The TPO was a special type of mail train used across Great Britain and Ireland from 1830 to 1996. On these trains, postal workers sorted mail while enroute, ensuring rapid delivery between cities.
- 1.3 The Penrith Mail Click was an apparatus which allowed mailbags to be collected and delivered without trains stopping and was situated on Thacka Lane, parallel to the railway line.
- 1.4 The last mailbags dropped from a moving train using the apparatus was carried in Penrith on the 4th of October 1971.
- 1.5 It is suggested that an information plaque be installed close to the site of the original Mail Click to increase the awareness of this lesser known part of Penrith's history.

2. Justification/Proposal

- 2.1. At the Full Council meeting on Monday 13 January (Minute PTC24/83 Matters from the Finance Committee Continued), Penrith Town Council resolved to ratify its Business Plan 2024–2028.
- 2.2. Under the Protection priority within the Business Plan, the Council is committed to enhancing and promoting the historic and cultural heritage of Penrith safeguarding its identity and natural and built environment.

- 2.3. It is considered that an information plaque about the Penrith Mail Click would help to increase the awareness of this lesser-known part of Penrith's history, promoting the historic and cultural heritage of Penrith.
- 2.4. A draft design of the proposed information plaque is included at Appendix A.
- 2.5. Appendix B identifies potential locations for the plaque near Thacka Lane (marked A & B).
- 2.6. Site A indicates a possible location fixed to the railway fence, requiring formal consent from Network Rail.
- 2.7. Site B indicates a possible location fixed to the stone wall adjacent to the public footpath near the railway line, requiring formal consent from likely from Westmorland & Furness Council.
- 2.8. It is recommended that officers assess both options and select the most suitable location, ensuring visibility, accessibility, and compliance with relevant permissions.
- 2.9. The final wording and historical content of the plaque will be verified in consultation with the Penrith and Eden Museum to ensure accuracy and authenticity.

3. Risk assessment & Mitigation

a) Risk

The Council proceeds with the installation of the information plaque without obtaining the necessary permissions from the relevant landowners or authorities.

b) Consequence

Failure to secure the appropriate consent could result in the plaque being removed and reputational damage to the Council.

c) Controls Required

All relevant permissions must be obtained in advance from the appropriate organisations, such as Network Rail or Westmorland & Furness Council, before installation takes place.

4. Financial Implications

By nature of the report being considered by the Council's Finance Committee, the financial and resource implications are considered within the body of the report.

A quote for the information plaque has been received at £345.23 for supply and installation which can be funded from Town Projects.

5. 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.

6. Equalities Implications

There are no equalities implications associated with this report.

7. Environmental Implications

There are no environmental implications associated with this report.

Appendices:

Appendix A – Proposed Mail Click Plaque Information

Appendix B – Proposed Mail Click Plaque Location

Background Documents:

None.

Travelling Post Office (TPO) Train and the "Mail Click"

The Travelling Post Office (TPO) was a type of mail train used in Great Britain and Ireland where the post was sorted en route from 1830 to 1996, with non-TPO trains ending in 2024. The first ever postal movement by rail being performed by the Liverpool and Manchester Railway on 11 November 1830.

During 1866 apparatus for picking up and setting down mailbags without stopping was installed at Slough and Maidenhead. This subsequently became known as the "Mail Click".

Over the coming decades this became prevalent and by 1914 there were 126 TPO carriages in operation. Following nationalisation of the railways and the formation of British Rail in the 1940s TPOs continued to be operated however, it was during this period that the transportation of mail by rail acquired a negative reputation for unreliability.

In 1962, the year of the Great Train Robbery, there were 49 mail trains in service operating between Aberdeen, Penzance and London.

The "Mail Click" operated near this location with the collection of the mailbags, by the southbound train, at 9.30pm. Mailbags were dropped, by the northbound train, at 4.30am and then taken to the local sorting office before distribution that day.

The last mailbags dropped from a moving train, using automatic apparatus, was carried out at this location on 4 October 1971.

Although there were in excess of 40 TPOs running at the time item transfers were only carried out at stations after this date.



Special cover commemorating last day of use of TPO mailbag collection equipment on 4th October 1971.

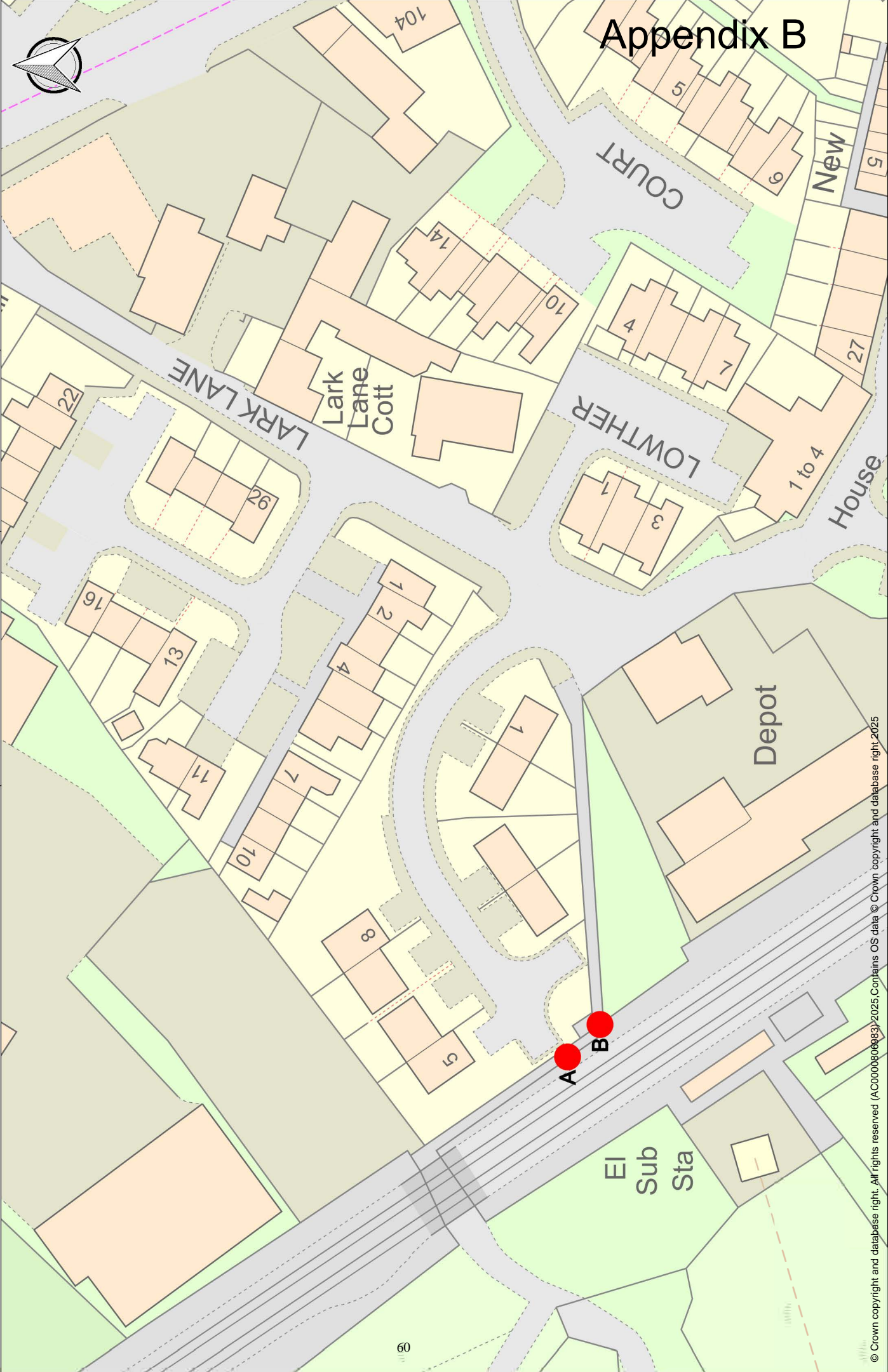


Local postmen Les Hadon and David Farquhar setting out the mailbags and TPO collecting the mailbags.



Author:

Date: 09/11/2025



COMMUNITIES COMMITTEE

Date: 17 November 2025

Public Report

Matter: Bench Request

Item no: 12

Author: Community Services Officer

Supporting Member: Cllr Jackson, Deputy Chair

Purpose of Report:

To consider the installation of a new seat on Beacon Edge to commemorate the Baton of Hope 2025 initiative.

Recommendations:

- i. Consider the purchase and installation of a new seat with a plaque on Beacon Edge based on receiving all relevant consents from Westmorland & Furness Council and give delegated authority to officers to agree the wording on the plaque.

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. Background

- 1.1. The Council has received a request from a member of the public to consider a lasting physical tribute to commemorate Penrith's involvement in the Baton of Hope 2025 initiative.
- 1.2. The Baton of Hope is a national campaign designed to raise awareness of suicide prevention and promote mental health support across the UK.
- 1.3. The initiative involved a symbolic baton being carried through towns and cities, each stop recognising local efforts to encourage hope, connection, and open dialogue around mental wellbeing.
- 1.4. On Sunday 7 September 2025, the Baton of Hope passed through Penrith, leaving a strong and positive legacy for the community.
- 1.5. To commemorate this event, it is proposed that a memorial bench be installed in Penrith, featuring a small plaque or inscription dedicated to the Baton of Hope 2025. The bench would also serve as a "talking bench", providing a welcoming space for reflection and conversation to promote connection and wellbeing.
- 1.6. It is considered that this installation would provide a meaningful and lasting reminder of Penrith's participation in a national movement for hope and mental health awareness.

2. Justification/Proposal

- 2.1. At the Full Council meeting on Monday 13 January (Minute PTC24/83 – Matters from the Finance Committee Continued), Penrith Town Council resolved to ratify its Business Plan 2024–2028.
- 2.2. Under the Place priority within the Business Plan, the Council is committed to maintaining, providing, and supporting the installation of benches, bins, and other resources that improve the street scene and public realm in Penrith.
- 2.3. The installation of a new commemorative bench directly supports this priority by enhancing the town’s amenity while marking an important community and national initiative.
- 2.4. The proposed location for the bench is along Beacon Edge, between two existing seats. The footpath in this area is sufficiently wide to accommodate the new bench without obstructing pedestrian access.
- 2.5. As Westmorland & Furness Council is the responsible highway authority, their approval will be required before installation can proceed. The Town Council would then enter into a Memorandum of Agreement, as has been done for previous street furniture installations.
- 2.6. While the Council’s Benches Policy typically limits new installations to existing bench locations, it is considered appropriate to make an exception in this instance. The proposal delivers a significant community benefit, supports a nationally recognised initiative, and addresses a location where there is appropriate spacing for another bench. The bench would be of the Council’s approved corporate design with a plaque.

3. Risk assessment & Mitigation

a) Risk

Reputational risk to the Council.

Financial risk to the Council.

b) Consequence

Reputational – not providing a seat in this location may have a negative impact on the Council given the request came from a resident and Baton of Hope holder.

Financial – should the cost be too great.

c) Controls Required

Reputational – mitigation is to give this request consideration.

Financial – mitigation is to purchase a new seat within budget.

4. Financial Implications

The Council’s 2025/26 budget, as approved by Full Council (Minute PTC24/83 Matters from the Finance Committee), includes an allocation of £15,000 for Seats and Shelters.

The cost for a new seat of corporate style including installation would be £1,000 which is within the approved seats budget for this financial year.

5. Legal Implications

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

The Council would be required to enter into a Memorandum of Agreement with Westmorland and Furness Council for the installation of a seat.

There are no legal issues arising directly from this report.

6. Equalities Implications

There are no equalities implications associated with this report.

7. Environmental Implications

There are no environmental implications associated with this report.

Appendices:

Appendix A – Bench Location

Background Documents:

None.

