



Penrith Town Council

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

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

DATE: 8 April 2026

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE PLANNING COMMITTEE** will be held on Monday 13 April, 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 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 factual information on items included on the agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on the Friday prior to 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	Pategill Ward	Cllr B Jayson	West Ward
Cllr Davies	West Ward	Cllr D Jayson	North Ward
Cllr Holden	Carleton Ward	Cllr Lawson	Carleton Ward
Cllr Jackson	North Ward	Cllr. Shepherd	East 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
PLANNING COMMITTEE
13 April 2026**

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 Planning Committee held on Monday 2 March 2026 and agree they be signed as such by the Chair.

3. Declarations of Interests 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 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 report.

7. Penrith Conservation Area – Amended Boundary

Note that the boundary of the Penrith Conservation area has been amended to exclude a part of Friargate including Bakers Place, Anglia House, Merlin Court and the Eden Rural Foyer buildings as suggested by Penrith Town Council Planning Committee.

8. Premises with High Fire Risk (Vape Shop Focus)

Consider the report and recommendations contained within.

9. Tree Preservation Order No 17, 2025 4-6 Winters Park

Consider the proposed Tree Preservation Order and determine a response.

10. Public Realm Project

Consider the report and recommendations contained within.

11. Wayfinding & Interpretation Project

Consider the report and recommendations contained within.

12. Planning Applications: Delegated Responses

Note the following planning responses submitted by the Deputy Town Clerk under delegated authority on behalf of the committee between the scheduled meetings of the Committee

Application Number	2026/0211/REG77
Location Address	White Ox Farm Inglewood Road Penrith
Proposal	Regulation 77 application for the change of use of an agricultural building to 2no dwellings.
Response	Support provided NN requirements are met.

Planning Applications: Delegated Responses continued

Application Number	2026/0397/FPA
Location Address	Land off Greenbank Road Eden Business Park Penrith CA11 9FB
Proposal	Construction of commercial buildings for use classes B2, B8 and E(g).
Comment	The development is on land allocated for employment in the ELP.
Response	Support but specify that to meet the requirements of Policy 2 of the Penrith NDP, developers of commercial proposals above a threshold of 1000 sqm shall provide at least 15% of the developments total predicted energy requirements from on-site renewable energy generation and storage unless it can be clearly demonstrated that it is neither practicable or viable. In order to improve highways safety on this part of the estate where the roads get narrower and more winding, Highways should look at the provision of double yellow lines around the junctions to stop parking and increase road safety.

Application Number	2026/0482/FPA
Location Address	2 Forest Hill Road Bowscar Penrith CA11 8RS
Proposal	Variation of condition 2 (approved plans) for amendments to the rear fenestration, attached to approval 22/0766.
Proposed Response	Support

Application Number	2026/0490/NMA
Location Address	Land at Sandcroft Penrith
Proposal	Non-Material Amendment for amendments to Plot 1, attached to approval 94/0384.
Proposed Response	There is an extant planning permission for 8 units on this site already – this is for an amendment to the drawings for Plot 1. Support

Application Number	2026/0537/TCA
Location Address	West View Nicholson Lane Penrith CA11 7UJ
Proposal	S211 Conservation Area tree works notification: Prune Flowering Cherry tree to raise the canopy over the road to the legal 5.2m.
Proposed Response	Support

Application Number	2026/0022/FPA
Location Address	29 Sandgate PENRITH CA11 7TJ
Proposal	Proposed change of use of physiotherapy clinic to a dwelling.
Proposed Response	Support with recommendation of appropriate soundproofing to negate noise from adjacent Druid Arms public house

13. Planning Applications: For Consideration

Consider the following applications plus any additional applications received after the publication of the agenda where the consultation period expires before the next scheduled meeting and which require a committee decision. Please click on the planning application number to open a link to the application on the planning portal of Westmorland and Furness Council.

Application Number	<u>2026/0349/FPA</u>
Location Address	Land at White Ox Farm Penrith
Proposal	Residential development of 53 dwellings and associated works.

Application Number	<u>2026/0330/FPA</u>
Location Address	White Ox Farm Inglewood Road Penrith
Proposal	Demolition of redundant agricultural building and erection of two dwellings and change of use of an agricultural building to a dwelling.

Application Number	<u>2026/0526/HOU</u>
Location Address	2 Beacon Edge PENRITH CA11 7SE
Proposal	Demolition of existing rear single storey extension, erection of new single storey extension together with new dormer to rear elevation and installation of new rooflight to front elevation.

Application Number	<u>2026/0576/HOU</u>
Location Address	57 Clifford Road PENRITH CA11 8PT
Proposal	Renovation and extension of existing dwelling with 2 storey rear extension and new dormer windows to front. Alterations to improve off street parking.

Application Number	<u>2026/0623/FPA</u>
Location Address	Ullswater Community College Wetheriggs Lane PENRITH CA11 8NG
Proposal	Formation of a new rugby pitch including associated land re-grading, retaining wall, boundary treatments and associated works.

Application Number	<u>2026/0567/TPO</u>
Location Address	Brent House Fell Lane PENRITH CA11 8AQ
Proposal	Works to trees subject to Tree Preservation Order 78. T1 and T2 Lawson's Cypress - Fell. T3 Cedar - Reduction of overextending limbs by approx. 2m and up to 1m crown reduction of top canopy of tree to improve form.

Planning Applications: For Consideration continued

Application Number	<u>2026/0603/TCA</u>
Location Address	Foxton House Lowther Street PENRITH CA11 7UW
Proposal	S211 Notification; Conservation Area tree works: T1. Fagus Sylvatica (Beech) - Lift lowest branches 4.5 meters and about 5.2 meters over the road and reduce the crown. T2. Taxus bacata (yew) - Reduce longest lower part of the crown about one meter and some small thinning work and minor lift over the footpath.

Application Number	<u>2026/0570/DISC</u>
Location Address	Land off Cowper Road Gilwilly Industrial Estate PENRITH
Proposal	Application for the approval of details reserved by conditions 8 (lighting), 13 (cycle storage), 14 (electric vehicle (EV) charging) and 15 (solar panels), attached to approval 2024/0483/FPA.

Application Number	<u>2026/0633/NMA</u>
Location Address	Crossfield Farm Bowscar PENRITH CA11 9NQ
Proposal	Non-Material Amendment to reposition the northern boundary fence and to amend the position of the eastern boundary fence to exclude an area of land used in association with the adjoining weighbridge, attached to approval 2025/0569/FPA (Change of use of agricultural land to create haulage yard and associated workshop/office, parking and vehicle wash area).

Application Number	<u>2026/0568/HOU</u>
Location Address	35 Wordsworth Street PENRITH CA11 7QY
Proposal	Vertical extension of existing garage with replacement of flat roof with new pitched roof and roller doors to facilitate larger vehicle storage.

Application Number	<u>2026/0614/TPO</u>
Location Address	Raiselands Farm PENRITH
Proposal	Works to trees subject to Tree Preservation Order WFC/TPO6: Works along highway comprising of removal of leaning trees, snapped/hanging/defective branches and crown raising to 5.2-meters. Works within woodland comprising of selective thinning of natural regeneration. Works along the southwest boundary of woodland comprising of crown raising to 5.2 metres where required. Removal of all trees marked with orange spray dots.

Application Number	<u>2026/0625/TCA</u>
Location Address	Lonsdale Villa Fell Lane PENRITH CA11 8AA
Proposal	S211 Conservation Area tree works notification: For removal of three Fir trees along rear boundary.

Planning Applications: For Consideration continued

Application Number	<u>2026/0637/TCA</u>
Location Address	Melville House Wordsworth Street PENRITH CA11 7QY
Proposal	S211 Conservation Area tree works notification: T1 Holly - Removal of two roadside stems, this has been requested by Westmorland Council due to this Holly obstructing the light from the lamppost. Also reduce height of the garden side stem by approx. 2-3m. T2 Yew - Prune branches back approx. 1m to prevent it from overhanging the road below the 5.2m limit, raise canopy on garden side and reduce height by approx. 2m. T3 Holly - Raise canopy on garden side and reduce height by approx. 2m. T4 Yew - Prune back branches approx. 1m to prevent it from overhanging the road below the 5.2m limit and raise canopy on the garden side. T5 Cypress - Raise canopy on the garden side. T6 Holly - Remove limb pressing against the fence on the roadside and remove branches growing over the road. T7 Yew - Prune back branches approx. 1m to prevent them overhanging the road and reduce height by approx. 2m. T8 Holly - Remove the entire stem that provides the branches overhanging the road and reduce height by approx. 2m. T9 Portuguese Laurel - Remove dead and dying branches beneath the canopy with live growth.

Application Number	<u>2026/0654/HOU</u>
Location Address	58 Croft Avenue PENRITH CA11 7RL
Proposal	Proposed two storey side extension, single storey rear extension and alterations.

Application Number	<u>2026/0597/TCA</u>
Location Address	2 Scotland Road Penrith CA11 7NL
Proposal	S211 Conservation Area tree works notification: To fell 2x Hawthorn trees.

Application Number	<u>2026/0651/TCA</u>
Location Address	Hill House Fell Lane PENRITH CA11 8BJ
Proposal	S211 Conservation Area tree works notification: T1 Conifer - Fell and treat stump to prevent regrowth. The tree will be replaced by partial extension of the existing established Beech hedge. T2 Silver Birch - Remove large lower limb on the south side and crown thin by approx. 25% to reduce canopy density while retaining natural shape and overall size. T3 Sycamore - Fell and treat stump to prevent regrowth. T4 Holly - Crown lift by approximately 1.5 metres to remove lower branches. Selective crown thinning and formative pruning to reduce excessive internal density and restore a balanced, natural crown form.

Planning Applications: For Consideration continued

Application Number	<u>2026/0618/ADV</u>
Location Address	30 Middlegate PENRITH CA11 7SY
Proposal	Advertisement Consent for 1no non-illuminated fascia sign, 1no non-illuminated projecting sign, 1no nonilluminated barbers' pole and 1no non-illuminated hoarding sign.

Application Number	<u>2026/0642/HOU</u>
Location Address	39 Croft Avenue PENRITH CA11 7RG
Proposal	Single storey, rear extension

Application Number	<u>2026/0653/HOU</u>
Location Address	40 Milner Mount PENRITH CA11 8EZ
Proposal	Addition of a single storey front and side extension and a single storey rear extension.

13. Next Meeting

Note the next meeting is scheduled for 11 May 2026, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION

There are no items in this part of the Agenda

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

Access To Information

Copies of the agenda are available for members of the public to inspect prior to the meeting.

Agenda and Part I reports are available on the Town Council website at <https://www.penrithtowncouncil.gov.uk/> or, in the case of planning applications, the link to applications on the Westmorland & Furness Council Website can be found at <http://eforms.eden.gov.uk/fastweb/search.asp>

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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ITEM 2

DRAFT Minutes of the meeting of the

PLANNING COMMITTEE

Held on **Monday 2 March 2026**, at 5:15 pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PRESENT

Cllr Bowen	Pategill Ward
Cllr Holden	Carleton Ward
Cllr Jackson	North Ward
Cllr B Jayson	West Ward
Cllr D Jayson	North Ward
Cllr. Shepherd	East Ward

Deputy Town Clerk
Economic Development Officer
Legal 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
PLANNING COMMITTEE**

MONDAY 2 MARCH 2026

PART I

PL25/112 Apologies For Absence

Apologies for absence with reasons were received from Councillor Davies and Councillor Lawson. The apologies were noted.

PL25/113 Minutes

Members were asked to authorise the Chair to sign the Minutes of the Meeting of the Planning Committee held on Monday 2 February 2026.

RESOLVED THAT:

The minutes of the meeting held on Monday 2 March 2026 be agreed and they be signed as such.

PL25/114 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.

All Members declared that they knew the applicant for planning application 2026/0188/LBC but it would have no bearing on their discussion or decision.

PL25/115 Public Participation

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

PL25/116 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, and agreed that there were two agenda items to be considered without the press or public.

RESOLVED THAT:

Agenda items 12 and 13 be considered in private session without the press and public as the work in progress includes commercially sensitive information.

PL25/117 Variation of Speed Limit – Carleton Avenue, Penrith

Members considered the proposed introduction of a 30mph speed limit on the A686, Carleton Avenue, Penrith. This is something that the Town Council has requested for some time due to the growing number of developments in Carleton.

RESOLVED THAT:

The proposal be SUPPORTED.

PL25/118 Inglewood Woodland Management Plan

Members noted that only areas 35 to part of 40 plus part of 43 were within the parish boundary.

RESOLVED THAT:

A response NOTING the work to be undertaken be returned together with a request that no clear felling of any of the areas be undertaken.

PL25/119 High Street Rental Auctions

Members considered the report and recommendations contained within.

RESOLVED THAT:

A letter of response be sent by the Chair of the Planning Committee to the consultation based on the comments made at the meeting.

PL25/120 Planning Applications - Delegated Responses

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

Application Number	2026/0053/TCA
Location Address	Low Outwood Arthur Street Penrith CA11 7TX
Proposal	S211 Conservation Area tree works notification: 1 - Prune overgrown Laurel hedge to height of other Laurel hedge. 2 - Fell Cherry and replace with Oak tree.
Response	Support

Application Number	2025/2078/DISC
Location Address	Grengill Foot Inglewood Road Bowscar PENRITH CA11 8RP
Proposal	Application for the approval of details reserved by condition 3 (production of a 10 year Habitat Management and Monitoring Plan (HMMP)), attached to approval 2024/1002/FPA.
Response	Support

PL25/120 Planning Applications - Delegated Responses continued

Application Number	2026/0003/TCA
Location Address	Northbank Beacon Street Penrith CA11 7UA
Proposal	S211 Conservation Area tree works notification: for 1 - Remove Conifer hedge at the rear to allow for a new fence to be installed and remove single Conifer near the garage. 2 - Trim overhanging side of Conifer at the rear of the property. 3 - Removing Conifer hedge to left of the front garden to allow for a new fence and removing the 3 small suppressed Conifers in the front garden by the Beech hedge to allow the Beech hedge to fill out. 4 - Prune Holly away from the BT wires. 5 - Reduce the Apple in the front garden by as much as possible to bring the crown back into a better shape and a useful size for fruit harvest. 6 - Trim the Conifer in the front garden.
Response	Support but would like to request some replanting of native shrubs to help biodiversity

Application Number	2026/0027/TCA
Location Address	West View Nicholson Lane PENRITH CA11 7UJ
Proposal	S211 Conservation Area tree works notification: 1 - Fell Flowering Cherry as is overshadowed by a mature fir, and as a result is stunted and unattractive. Mature and growing trees will remain to either side so no replanting is proposed. 2 - Fell Fir tree as topping appears to have taken place in the past, resulting in two weak co-dominant stems and the majority of growth taking place to the sides. 3 - Fell three Cypress Trees as each have been savagely topped in recent years, making them unsightly and growth now only takes place around their bases. 4 - Fell clump of Lime trees in order to provide better clearance to the property as their location means that both stem growth and root structure disrupts the adjacent garden wall and reduces light to the house and propose to plant a shrub that is more suitable for that location.
Response	Support

Application Number	2026/0196/HOU
Location Address	33 Cypress Way Penrith CA11 8UN
Proposal	Two storey rear extension to existing dwelling.
Response	Support

Application Number	2026/0231/FPA
Location Address	Land behind Fellside Nicholson Lane Penrith CA11 7UL
Proposal	Variation of condition 2 (approved plans) for design amendments, attached to approval 16/0294.
Response	Suggest that we say we are unable to comment at this time as the original plans as approved are no longer available to see online

PL25/120 Planning Applications - Delegated Responses continued

Application Number	2026/0240/HOU
Location Address	Heathfield Croft Terrace PENRITH CA11 7RS
Proposal	Proposed alterations to garage.
Response	Support – application much reduced in size and acceptable to conservation officer.

Application Number	2026/0219/DISC
Location Address	Land at Carleton Road Penrith
Proposal	Application for the approval of details reserved by condition 15 (acoustic fencing), attached to approval 19/0840.
Response	Support

PL25/121 Planning Applications - Considered

Members considered the following applications which had been received, and which required a committee decision.

Application Number	<u>2026/0202/FPA</u>
Location Address	Former BBC Club West Lane PENRITH CA11 7DL
Proposal	Erection of fitness, therapeutic and office building class E(d)(f)(g).
RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application along with the following comments: 1. To accord to the PNDP the building should be sustainable to promote transition to a low carbon economy. This should include the requirement for PV panels, an EV charging point, water recycling at source, recycling of grey and rainwater and the use of sustainable building materials.	

Application Number	<u>2026/0259/FPA</u>
Location Address	19 Brunswick Square PENRITH CA11 7LR
Proposal	Change of use of hostel (Sui Generis) to a residential care home (class C3b) for up to 4 individuals who require varying low levels of support.
RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application.	

Application Number	<u>2026/0191/FPA</u>
Location Address	Mereside Greenbank Road Eden Business Park PENRITH
Proposal	Proposed commercial units.
RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application with the following comments: 1. It is disappointing that no planning statement or design and access statement has been submitted as there is nothing to show that the development is an environmentally sustainable design. 2. To accord to the PNDP there should be adoption of water recycling at source, the use of sustainable building materials, recycling of grey and rainwater, high standards of insulation and EV charging panels and points.	

PL25/121 Planning Applications – Considered - continued

Application Number	<u>2026/0191/FPA</u> - Continued
Location Address	Mereside Greenbank Road Eden Business Park PENRITH
Proposal	Proposed commercial units.
<p>3. The Town Council wishes to reiterate the comments made by United Utilities and the Environment Agency regarding drainage.</p> <p>4. The developer should be encouraged to have a travel to work plan encouraging sustainable travel methods to the workforce to support the adopted LCWIP.</p> <p>5. The Public Right of Way alongside the site should be maintained throughout the construction period.</p> <p>6. Any additional parking should be on a permeable surface to prevent water runoff.</p>	

Application Number	<u>2026/0239/LBC</u>
Location Address	The Cottage Great Dockray Penrith CA11 7DE
Proposal	Listed Building Consent to enable change of use of buildings previously used for storage to form 2no dwellings. Works comprise renovation and repair of fire damaged front section, and internal and external repairs and alterations including replacement roof coverings, windows, and doors.
<p>RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application which will enhance the surrounding area with the following comments:</p> <p>1. It should be conditioned that the re-roofing should be completed using either Westmorland or Welsh Slate to match the buildings in the surrounding Penrith Conservation Area.</p> <p>2. The Nevinson Yard name plate should be left in situ and gently cleaned to ensure that Penrith's history is retained.</p>	

Application Number	<u>2026/0256/HOU</u>
Location Address	14 Croft Terrace PENRITH CA11 7RR
Proposal	Demolition of existing rear extension, side extension, and garage; erection of new rear extension, side extension, garage, and front porch.
<p>RESOLVED THAT a response be returned TO Westmorland and Furness Council in SUPPORT of the application with the following comment:</p> <p>1. Concern has been expressed that the drainage on the new garage will be by one down pipe rather than two as at present. During the construction phase Building Regs should consider whether this affects the neighbouring property during periods of rain as the water runoff is being channelled in a single direction rather than spread over two.</p>	

PL25/121 Planning Applications – Considered – continued

Application Number	<u>2026/0230/FPA</u>
Location Address	Land between Inglewood Road and Centurion Rise Penrith CA11 8QW
Proposal	Creation of temporary parking area.
RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application but requesting that it be conditioned that the land be returned to its original state by the end of 2030 or when all the houses on the development are sold – whichever is the sooner.	
Application Number	<u>2026/0253/FPA</u>
Location Address	1-2 Little Dockray Penrith CA11 7LH
Proposal	Replacement of existing single glazed timber windows with double glazed timber windows, application of lime render to exterior, replacement of entrance door and surround and replacement of rainwater goods.
RESOLVED THAT a response be returned to Westmorland and Furness Council OBJECTING to the application on the following grounds:	
<ol style="list-style-type: none"> 1. The building stands on an important junction within the Penrith Conservation Area and is highly visible from Castlegate and Market Square. 2. Paragraph 197 of the NPPF states that there should be clear and convincing justification for a proposal, this justification has not been outlined in the application. 3. This proposal will permanently alter a prominent building where the overwhelming majority of the buildings in the location are in the distinctive sandstone of Penrith. The public benefit does not outweigh the harm caused by the loss of the predominant material. 4. The application goes against Policy ENV10 of the Eden Local Plan and Policy 4a of the Penrith Neighbourhood Development Plan as it does not enhance or protect a significant heritage asset or its setting. 5. Creating a large block of white building in this location would create an overwhelming cumulative effect and visual anomaly within a sandstone dominated street scene. It would thereby significantly and adversely change the character of the location in the Conservation Area 6. The proposed door is totally out of character with the surrounding area 	

Application Number	<u>2026/0302/DISC</u>
Location Address	Land at Carleton Road PENRITH CA11 8TP
Proposal	Application for the approval of details reserved by condition 19 (junction improvements), attached to approval 19/0840.
RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application with a request that, if not already included, dropped kerbs should be utilised at the crossing points.	

PL25/121 Planning Applications – Considered - continued

Application Number	2026/0188/LBC
Location Address	7 Wordsworth Terrace Drovers Lane PENRITH CA11 7QT
Proposal	Listed Building Consent for replacement of single glazed timber sash windows with double glazed timber sash windows.
RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application.	

Application Number	2026/0355/TCA
Location Address	8 New Buildings Foster Street Penrith CA11 7NU
Proposal	S211 Conservation Area tree works notification: T1 Leylandii - to be felled, as the tree has become too big for its location and proposes a risk to neighbouring properties.
RESOLVED THAT a response be returned to Westmorland and Furness Council in SUPPORT of the application with a request that it be conditioned that the applicant replant a native tree or shrub to help biodiversity and carbon capture.	

PL25/122 Next Meeting

Members noted that the next meeting was scheduled for Monday 13 April 2026 at 5:15pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

Members were also reminded that there would be a presentation by an Enforcement Officer from Westmorland and Furness Council in the Boardroom at 5.15pm on Monday 9 March 2026.

PART II PRIVATE SECTION

There were two further items in this part of the Agenda.

Members agreed that there were two items in this part of the Agenda to be considered in private. The reason that the item was considered in private is that it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 3 - Exempt information relating to the Financial or business affairs of any particular person (including the authority holding that information).

PL25/123 Update on Public Realm

Members received a verbal update on the work being undertaken to develop proposals and were advised that any proposals would come back to the committee for consideration.

PL25/124 Update on Interpretation and Signage

Members received a verbal update on the work being undertaken to progress the project being funded by the Borderlands Growth Deal.

RESOLVED THAT:

- i. Officers be given delegated authority to proof and agree the final content.
- ii. The specification of the signs regarding mapping and final format be as discussed.

CHAIR:

DATE:

FOR INFORMATION FOR 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.

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

MEETING: PLANNING COMMITTEE

DATE: 13 April 2026


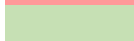

REPORT: Resolutions Report

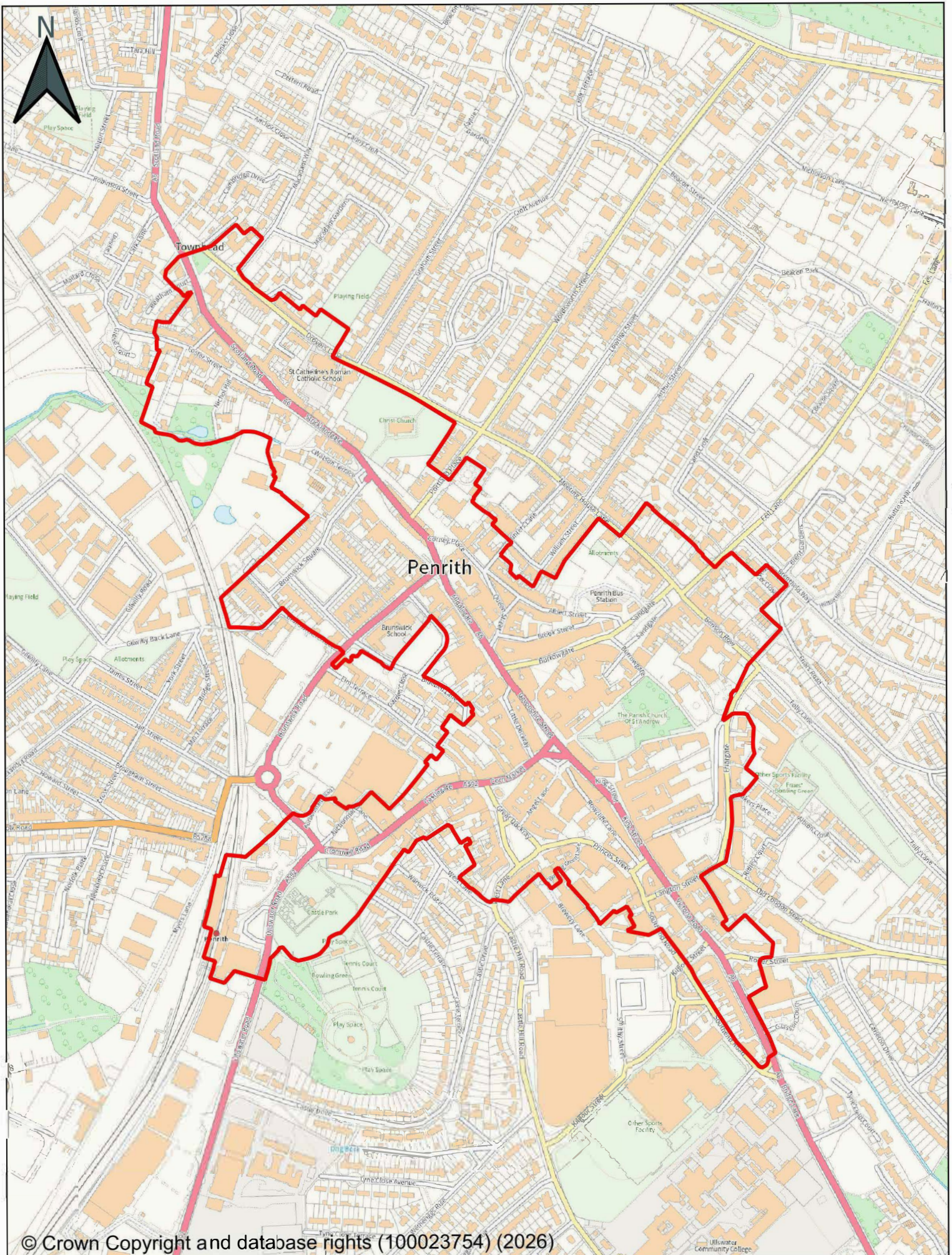
AUTHOR: PLANNING COMMITTEE CLERK

ITEM NUMBER: 06

Date	Activity	Supporting Notes
Jan-26	Policy for the Placement of SIDs	Policy Agreed
Jan-26	Proposed Diversion of Footpath Kemplay	Comments Returned
Jan-26	A66 Non-Material Amendment	Comments Returned
Jan-26	Planning Applications Considered	Responses Returned
Jan-26	Shop Front Advertisement Signage	Approved with minor amendments
Jan-26	Town Centre Public Realm	*** To Feb Meeting
Feb-26	Planning Applications Considered	Responses Returned
Feb-26	Town Centre Public Realm	*** Contract awarded and commenced
Mar-26	Variation of Speed Limit – Carleton Avenue, Penrith	Response Returned
Mar-26	Inglewood Woodland Management Plan	Response Returned
Mar-26	High Street Rental Auctions	Response Returned
Mar-26	Planning Applications Considered	Responses Returned

KEY

	On hold - Not commenced
	Completed
	In progress – Started and ongoing



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**Westmorland
& Furness
Council**

ITEM 7 - Amended Plan



Penrith Conservation Area boundary



MEETING: PLANNING COMMITTEE

DATE: 13 April 2026

Matter: Premises with High Fire Risk (Vape Shop Focus)

Item no: 8

Author: Deputy Town Clerk

Supporting Member: Chair of Planning Committee

Purpose of Report:

Consider the rapid growth of vape (e-cigarette) retail within our highstreets which has raised a number of planning considerations around clustering, public health and fire-risk associated with lithium-ion batteries. This has particularly come to the fore following the large fire in central Glasgow which has decimated businesses.

Recommendations:

Consider the attached draft letter and delegate authority to the Chair and Planning Committee Clerk to send the letter to the Local Planning Authority and MP lobbying for the introduction of planning controls for high fire-risk retail uses (with a vape shop focus) based primarily on fire risk.

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 Currently vape shops fall within the use Class E of the Use Classes Order 1987(as amended). Class E includes retail sale of goods to the public and allows flexibility between shops, services and some offices without the need for planning permission. This means that a vape shop can move into a former retail unit without requiring a material change of use, as long as it remains within Class E.
- 1.2 Certain uses fall outside the set classes (e.g. vets, massage parlours, betting shops and take aways) which allows for stricter control. They are considered to be under Sui Generis and are 'any other services which it is appropriate to provide in a commercial, business or service locality'. Vape shops are not classed as Sui Generis which limits regulatory intervention
- 1.3 Although national and local planning policy frameworks support vibrant town centres, they do not address retail clustering, health impacts or fire risks associated with specific business types such as vape shops.

- 1.4 The National Planning Policy Framework (NPPF) promotes economic growth, healthy communities, safe environments and town centre vitality. It is considered that although these types of premises support occupation of vacant units, an over-concentration in one area or a proliferation in a small town may harm diversity, have an impact on the health of (particularly) young people vaping and pose a fire risk from batteries as evidenced in Glasgow.
- 1.5 Although vaping by young people may be a health consideration this is not currently included as a strong planning control so any lobbying at this point should concentrate on fire risk. Many of the town centre retail properties are in old listed buildings and a fire, such as the one in Glasgow, would have a huge impact on the town centre.

2. Risk assessment & Mitigation

a) Risk

The growth of e-cigarette (Vape) shops within Penrith continues.

b) Controls Required

Growth of such businesses affects a balanced town centre mix of retail shops thereby affecting economic vitality of the town as well as posing a fire risk in historic buildings and the conservation area.

3. Financial Implications

None.

4. 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.

5. Equalities Implications

There are no equalities implications associated with this report.

6. Environmental Implications

There are no environmental implications associated with this report.

Draft letter appended



Penrith Town Council

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

Marcus Campbell-Savours MP
House of Commons
Westminster
LONDON

DRAFT

Dear Mr Campbell-Savours

Premises with a High Fire Risk (Vape Shops)

Penrith Town Council has been concerned about the proliferation of vape shops within the community for some time due to the effect on public health and the fire risks posed by retail premises in a town centre which poses a fire risk as evidenced by the large fire in Glasgow. Should such a fire occur within the centre of Penrith it would decimate the old buildings in the town centre and conservation area, many of which are listed.

National Reform

The Town Council would like to request that you raise this issue with the Secretary of State for Levelling Up, Housing and Communities to advocate a change to national reform of planning policies to introduce a distinct planning class use or Sui Generis category for high fire risk category uses and integration of fire risk considerations into planning policy and decision making.

Local Authority Actions

Pending national reform the Town Council would like to request that the Local Planning Authority:

1. Introduces an Article 4 direction for Penrith (as it has in other towns in the authority area) removing permitted development rights for change to vape shops.
2. Develops local plan policies in the new Local Plan to look at limiting clustering or over proliferation and require consideration of fire-risk in decision making.

3. Adopt a Supplementary Planning Document (SPD) to address storage risks, proximity to residential uses, town centre balance and retail diversity and amenity and safety protections.

Background

We believe that such reform would align with the National Planning Policy Framework's objectives of sustainable, safe and balanced development while empowering local authorities like Westmorland and Furness Council to better manage emerging risks on the high street.

The following points are made to back up our request.

1. Vape Shops currently fall within Class E Retail of the Use Classes Order 1987 (as amended) and are treated identically to low-risk retail (eg clothing shops) despite;
 - storage and charging of lithium-ion batteries,
 - increased risk of fire and explosion which would significantly impact the town centre, listed buildings and conservation area,
 - potential impacts in mixed-use buildings (commercial and residential)

This creates a real mismatch between land use classification and real-world risk.

2. Lithium-ion battery risks are well documented and include:
 - Thermal runaway leading to fires and explosions.
 - Increased hazards in confined retail spaces, and more so when buildings have residential accommodation above and in conservation areas with limited fire separation.

Despite this fire risk is primarily addresses through building regulation and fire safety law as the land use system does not currently reflect these risks.

3. An unregulated proliferation of vape shops can undermine retail diversity and vitality within a town centre affecting the economic growth and conflicting with objectives to be a 'successful, vibrant market town, providing a sustainable environment for quality of life, attracting investment and tourism...'
4. The planning system already recognises the need to differentiate certain uses due to impact ie hot food takeaways (Sui Generis), betting shops and gambling uses and public houses and drinking establishments. These demonstrate that targeted regulation is appropriate where specific impacts arise.
5. Public representation has been received expressing concerns about the growth in this area relating to public safety and healthy and inclusive communities which is one of the strands of the NPPF.

Yours sincerely

IMPORTANT - THIS COMMUNICATION AFFECTS PROPERTY IN WHICH YOU HAVE AN INTEREST

Town and Country Planning Act 1990
Town and Country Planning (Tree Preservation) (England) Regulations 2012

**Tree Preservation Order No. 17, 2026
4-6 Winters Park, Carleton Road, Penrith, Cumbria, CA11 8RE**

THIS IS A FORMAL NOTICE to let you know that on the 10th of March 2026 the Council made the above Tree Preservation Order. In simple terms, it prohibits anyone from **cutting down, topping, lopping or damaging the branches or root systems** of the trees described in the Schedule and shown on the plan, without the Council's Consent. Further information about Tree Preservation Orders can be found in the National Planning Policy Framework guidance at: <https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>

Government national planning practice guidance advises that Tree Preservation Orders should be made by local planning authorities to protect specific trees, groups of trees areas or woodlands if it appears to them to be expedient in the interests of public amenity. The reason for making the Order: The trees within the grounds of numbers 4, 5, and 6 Winters Park form a significant component of the landscape setting and confer a high level of amenity value in this area. The trees are a significant component of the street scene along Winters Park and can be seen from a variety of vantage points including Carleton Ave and Frenchfields Way. Trees T1-T2 and T4-T6 (as referenced in this Order) also receive confirmed protection under an existing historic Order [Cumbria County Council Tree Preservation Order No. 2 Carleton and Penrith 1979 Eden District] of which this new Order now also provides provisional protection; this provisional Order now includes tree T3 in addition. Due to the historic Order covering multiple properties in the Penrith area, it is felt necessary to serve up-to-date individual Orders which clearly detail extant trees. It is important to note that the historic Order still provides confirmed protection until revocation of that Order. This Tree Preservation Order would provide statutory protection for the trees and allow the local planning authority to review any applications for tree works made in accordance with Regulation 16 of The Town and Country Planning (Tree Preservation)(England) Regulations 2012. Therefore, protection of the trees by a Tree Preservation Order is expedient in the interests of public amenity.

This Order takes effect immediately and is made on a provisional basis. It will continue in force on this basis for a further 6 months unless and until the order is confirmed by the Council, potentially in modified form, whichever occurs first. Before this decision is made, you can make a formal objection or other representations about it.

If you would like to make any objections or other comments, please make sure we receive them in writing by: the **20th April 2026**. Your comments must comply with Regulation 6 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012, a copy of which is provided below. Send your comments to the Arboricultural Officer, Westmorland and Furness Council, Voreda House, Portland Place, Penrith, Cumbria CA11 7BF. All valid objections or representations are carefully considered before a decision on whether to confirm the order is made. The Council will write to you again when that decision has been made.

Date: 10th day of March 2026

Signed: 

AUTHORISED SIGNATORY

COPY OF REGULATION 6 OF THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION)(ENGLAND) REGULATIONS 2012

Objections and representations

6(1) *Subject to paragraph (2), objections and representations -*

- (a) *shall be made in writing and -*
 - (i) *delivered to the authority not later than the date specified by them under regulation 5(2)(c); or*
 - (ii) *sent to the authority in a properly addressed and pre-paid letter posted at such time that, in the ordinary course of post, it would be delivered to them not later than that date;*
- (b) *shall specify the particular trees, groups of trees or woodlands (as the case may be) in respect of which the objections or representations are made; and*

(c) *in the case of an objection, shall state the reasons for the objection.*

6(2) *The authority may treat as duly made objections and representations which do not comply with the requirements of paragraph (1) if, in the particular case, they are satisfied that compliance with those requirements could not reasonably have been expected.*

Town and Country Planning Act 1990 Westmorland and Furness Council

Tree Preservation Order No. 17, 2026

4-6 Winters Park, Carleton Road, Penrith, Cumbria, CA11 8RE

THE WESTMORLAND AND FURNESS COUNCIL, in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 make the following Order—

Citation

1. This Order may be cited as Tree Preservation Order No. 17, 2026, 4-6 Winters Park, Carleton Road, Penrith, Cumbria, CA11 8RE.

Interpretation

2.—(1) In this Order “the authority” means the Westmorland and Furness Council

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation)(England) Regulations 2012.

Effect

3.—(1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall—

(a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or

(b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of, any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

Application to trees to be planted pursuant to a condition

4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated this Tenth day of March 2026.

The Common Seal of Westmorland and Furness Council
was affixed to this Order in the presence of:





Authorised Signatory

SCHEDULE

Article 3

SPECIFICATION OF TREES

Trees specified individually (encircled in black on the map)

Reference on map	Description	Situation	Easting	Northing
T1	Oak	Located on land to the frontage of Endscar number 4 Winters Park.	352876	529686
T2	Lime	Located on land to the frontage of Endscar number 4 Winters Park.	352866	529693
T3	Sycamore	Located on land to the frontage of number 5 Winters Park.	352843	529706
T4	Beech	Located on land to the frontage of number 5 Winters Park.	352828	529713
T5	Lime	Located on land to the frontage of number 5 Winters Park.	352824	529706
T6	Oak	Located on land to the frontage of number 6 Winters Park.	352816	529712

Trees specified by reference to an area (within a dotted black line on the map)

Reference on map	Description	Situation	Easting	Northing
A1	NONE			

Groups of trees (within a broken black line on the map)

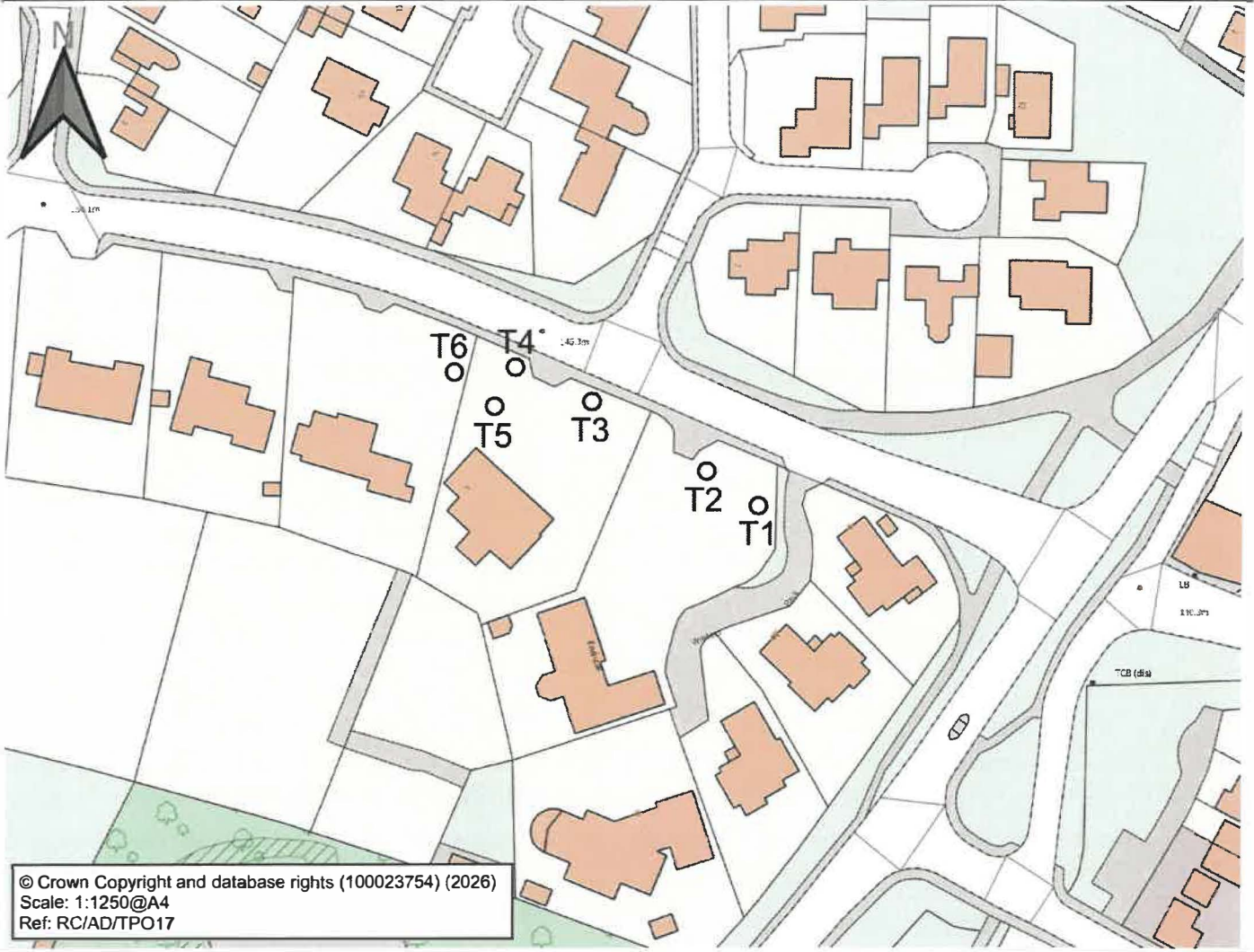
Reference on map	Description	Situation	Easting	Northing
G1	NONE			

Woodlands (within a continuous black line on the map)

Reference on map	Description	Situation	Easting	Northing
W1	NONE			



Tree Preservation Order No. 17, 2026
4-6 Winters Park, Carleton Road, Penrith, Cumbria, CA11 8RE



**The Common Seal of Westmorland and Furness Council
was affixed to this Order on:**

This Tenth day of March
Two Thousand and Twenty Six
in the presence of:



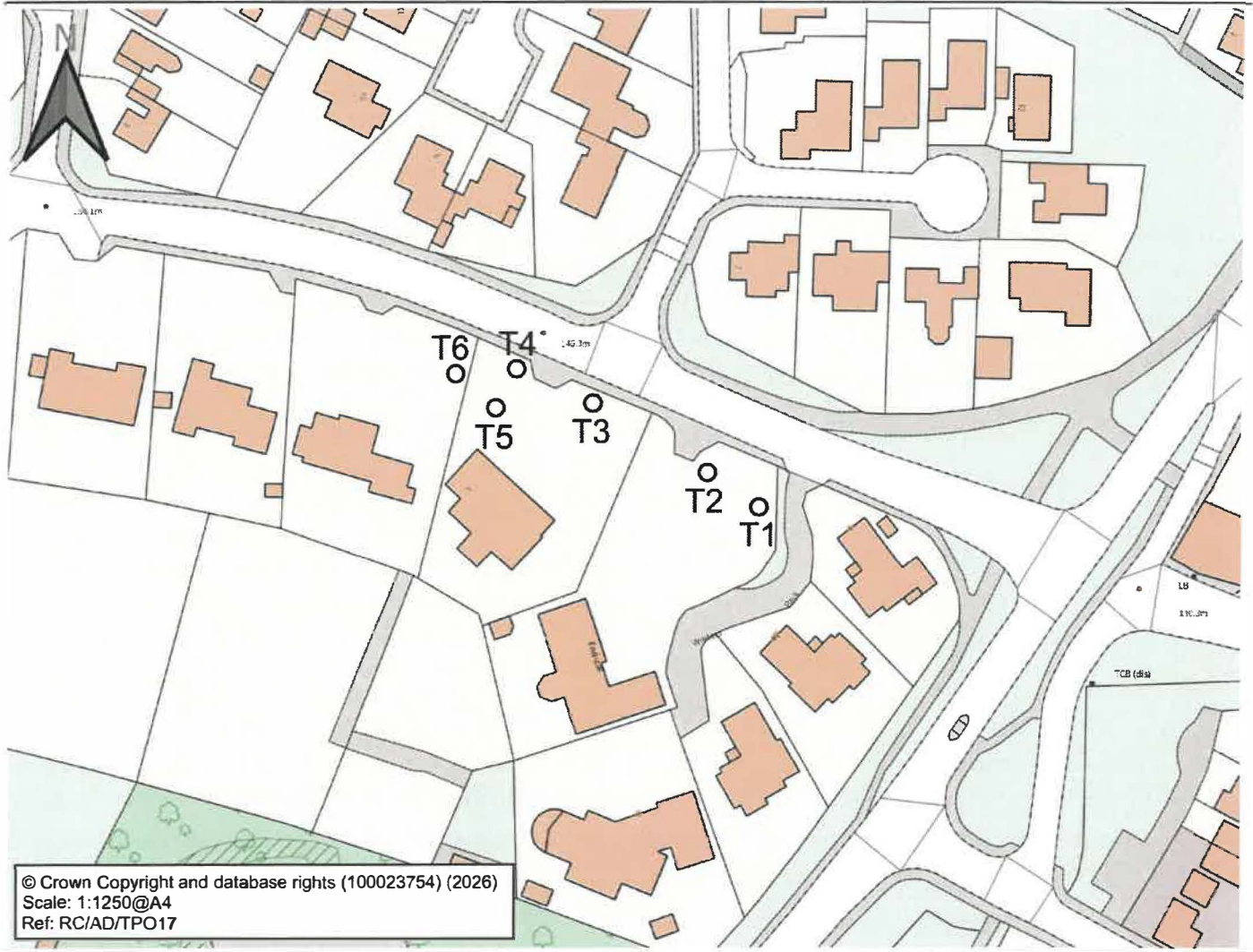
A. Wally

AUTHORISED SIGNATORY



**Westmorland
& Furness
Council**

Tree Preservation Order No. 17, 2026
4-6 Winters Park, Carleton Road, Penrith, Cumbria, CA11 8RE



**The Common Seal of Westmorland and Furness Council
was affixed to this Order on:**

This Tenth day of March
Two Thousand and Twenty Six
in the presence of:



A. Wally
AUTHORISED SIGNATORY

Your reference:
Our reference: TPO17/2025
Enquiries to: Mr R Charnock
Direct Dial: 01539 793316
Email: trees2@westmorlandandfurness.gov.uk
Date: 10th March 2026



**Westmorland
& Furness
Council**

BY EMAIL:

townclerk@penrithtowncouncil.gov.uk
deputytownclerk@penrithtowncouncil.gov.uk

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

**IMPORTANT – THIS COMMUNICATION AFFECTS PROPERTY IN WHICH YOU MAY
HAVE AN INTEREST**

Dear Sir/Madam

Tree Preservation Order No. 17, 2025

4-6 Winters Park, Carleton Road, Penrith, Cumbria, CA11 8RE

Please find enclosed a copy of **Tree Preservation Order No 17, 2026** that has recently been served upon land at **4-6 Winters Park, Carleton Road, Penrith** in which you may have an interest, together with the Formal Notice that explains why the new Order has been served. Should you wish to make a written representation regarding the new Order please send your comments to the address above to be received no later than **20th April 2026**, ensuring they meet the requirements set out on the Formal Notice. The Order is provisional and will need to be confirmed by the Council within six months of the date of serving otherwise it will lapse.

If you have any queries please contact Ryan Charnock (L2 Arboricultural Officer – Eden, Waste and Environmental Services) using the contact details at the top of this letter.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Gareth Candlin'.

Gareth Candlin
Assistant Director Inclusive and Green Growth

Enc

Please quote the reference number in all correspondence

Voreda House, Penrith, Cumbria CA11 7BF
T. 0300 373 3300

westmorlandandfurness.gov.uk



MEETING: PLANNING COMMITTEE

DATE: 13 April 2026

REPORT: PUBLIC REALM

AUTHOR: TOWN CLERK

ITEM NUMBER: 10

1. Purpose/Summary:

To request that Full Council re-approve [minute ref: PTC25/35] a transfer of £20,000 from General Reserve for year-end 31 March 2027 to support the streetscape visioning and design project.

2. Implications

a) Legal

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.

b) Financial

Note that the original £20,000 allocation from General Reserves as agreed by the committee in July 2025 had not been spent in the financial year ending 31 March 2026. The cost of the project is expected to be £20,080.

3. Recommendations/ Decisions Required:

To agree that the £20,000 budget for this project be re-established from General Reserves for year-end 31 March 2027 and go forward to Full Council for ratification.

4. Background Information

Report to Council: Item 13 – 13 March 2026.



MEETING: PLANNING COMMITTEE

DATE: 13 April 2026

**REPORT: PENRITH WAYFINDING & INTERPRETATION PROJECT
(BORDERLANDS)**

AUTHOR: TOWN CLERK

ITEM NUMBER: 11

1. Purpose/Summary:

Provide an update to Members.

2. Implications

a) Legal

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.

b) Financial

The Penrith Wayfinding & Interpretation project is funded by a £196,116 grant from the Borderlands Inclusive Growth Deal, which meets the full cost of the project.

3. Recommendations/ Decisions Required:

- i. Note the Penrith Wayfinding & Interpretation project update.
- ii. Appoint Cllrs. Shepherd & D. Jayson to the Wayfinding Project Working Group and agree the terms of reference for the group, noting the changes to delegation for officers.

4. Overview

- a) Penrith Town Council has been awarded funding of £196,116 from the Borderlands Inclusive Growth Deal to replace town centre wayfinding and interpretation signage with a coordinated scheme that reflects Penrith's history and improves navigation around the town centre. The contract to develop the interpretation content, and to manufacture and install the scheme was advertised on the Government's Find a Tender portal, and was awarded to Trueform Engineering Limited (Trueform) in December 2025.
- b) Since the contract award, the Council have worked with Trueform to develop the interpretation content and to confirm the installation approach, signage specification and compound requirements for installation for the duration of the works. The final signage fabrication designs were taken to Planning Committee and agreed on 2 March 2026 (Minute ref: PL25/124, Update on Interpretation and Signage). Trueform is currently fabricating the signs in accordance with the approved designs.

- c) Draft interpretation text for the panels has been prepared and proofed with support from the Curator at Penrith & Eden Museum and will be finalised into print-ready artwork for approval.
- d) Final panel proofs (text and layout) will be issued for review by the Borderlands Project Working Group before the content is signed off and applied to the fabricated signs.
- e) A change notice has been issued to Trueform to remove the Market signs from the contract (Minute ref: PL25/124, Update on Interpretation and Signage), leaving an uncommitted balance within the original contract value.
- f) Subject to Northumberland County Council approval, officers will explore additional wayfinding and signage items to utilise the remaining uncommitted balance. Any decision to commit the uncommitted balance will be taken to a future Finance / Planning Committee.
- g) Trueform will next be on site in Penrith on 15 April 2026 for a technical inspection and will meet officers on 16 April 2026.
- h) Following the officer meeting on 16 April 2026, it is proposed to convene the Borderlands Project Working Group to review progress and the next steps.
- i) It is proposed to appoint Cllrs Shepherd and D. Jayson to the Borderlands Project Working Group, to provide additional expertise on installation and delivery.

5. Appendices

Draft terms of reference.

6. Background Information

Report to Council: Item 12 – 13 March 2026.

WAYFINDING & INTERPRETATION PROJECT GROUP TORS

1. Purpose

The purpose of the Project Group is to provide strategic oversight, direction, and decision-making authority for the project to ensure it delivers the expected benefits within the agreed-upon constraints of time, cost, quality, scope and risk and is strictly limited to wayfinding and interpretation project oversight and delivery.

2. Scope

- a) Pursue the project as detailed in the tender documents and the Borderlands agreement with NCC.
- b) Make regular progress reports to the Planning Committee.
- c) Approve drafts and resolve escalated issues and risks.
- d) Approve changes to project scope or objectives.
- e) Monitor project progress and performance.
- f) Approve project closure and acceptance.
- g) Review lessons learned and recommend improvements for future projects.

3. Establishment

Full Council 3 November 2025 PTC25/60 (v) resolved that a project monitoring group be established for the Councils Wayfinding Project. The Borderlands Business Case records that the project will be monitored by a group of officers and Members from Penrith Town Council consisting of the Economic Development Officer, and the Deputy Town Clerk who both will be lead officer for managing the project. The Responsible Financial Officer and Services and Contracts Manager and Solicitor will participate in the group monitoring finances, contract compliance and legal matters. As members of the Borderlands Town Team the following Councillors would form part of the group:

- Cllr Jackson
- Cllr B Jayson
- Cllr Rudhall

4. Members

- a) The Group shall be composed of FIVE Councillors: provide input, guidance, and support based on their expertise and interests:
 - i. Three Members of the Borderlands Town Team as above.
 - ii. Two Members from the Planning Committee with construction and engineering experience:
 - Cllr. D. Jayson
 - Cllr. Shepherd

b) Officer Support

- i. Business Services Manager
- ii. Community Services Manager
- iii. Lawyer and Planning Committee Clerk
- iv. Responsible Finance Officer

c) Chair

- i. The Chair of the Group will be the Chair of the Planning Committee
- ii. Provide strategic direction and ensure alignment with organisational goals.

d) Contractor

The contractor is required to be present to give an update on progress and answer any questions from the group about the works: Consultants, engineers, representatives of Trueform working on the project that may, from time to time, be able to assist with communicating and managing issues relating to the project. The contractor will provide a report to each meeting.

5. Meeting administration

- a) The responsibility for facilitating and ensuring that the meetings take place lies with the contractor and the Council.
- b) Calling of meetings and agenda: Business Services Manager. (Prepare and present project updates, manage project risks and issues, capturing actions and resolutions, and implementing decisions)
- c) Note taker: Community Services Manager.
- d) The project group will be provided with any and all such documents as is reasonably needed to support its work.
- e) All members are expected to maintain confidentiality regarding sensitive project information.

6. Decision-Making and Delegations

- a) The group has delegated authority to monitor, progress and evaluate the project.
- b) Consensus-based decision-making is preferred.
- c) In the absence of consensus, the Chair will make the final decision after considering all inputs.
- d) The Planning Committee provide delegated authority to the Business Services Manager and Community Services Manager to act as lead officers for the project.

7. Meetings

- a) Group meetings are closed to the public.
- b) The timing and number of meetings will be dictated by the volume of business and will be conducted in accordance with the rules of procedure set out by the Town Council's Standing Orders and Scheme of Delegation.
- c) A quorum for meetings will be three councillors.
- d) No Group member shall instruct or give direction to any employee of the Town Council either publicly or privately.
- e) Meetings may be held in person or virtually.
- f) The Group will agree ways of working appropriate to the role and remit of the Group as site visits may be required rather than board room style meetings.
- g) Absenteeism: In the case of any member missing three consecutive meetings, without the consent of the Group, the member shall be deemed to have resigned.

8. Communication

- a) The Business and Services Manager will provide regular updates to members.
- b) Communication channels and protocols will be established to ensure timely and transparent communication.

9. Reporting

When appropriate notes from the Group meetings will be presented to subsequent Planning Committee meeting or to Full Council if there are deadlines to be met.

10. Review

- a) Changes to these Terms of Reference (ToR) can be proposed by any project group member and will require approval by the majority of the members and be taken to Planning Committee.
- b) The group shall continue in operation for the duration of the construction work on the project and when snagging has been completed and resolved.

AGENDA END

FOR THE ATTENTION OF ALL MEMBERS OF THE PLANNING COMMITTEE

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

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