

Cockermouth Town Council

11 July 2019

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Council Chamber, Town Hall, Cockermouth **Thursday 18 July 2019 at 7.00 pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely



Sheila Brown

1. **Apologies for absence**
2. **To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 19 June 2019 (pages 1-7)**
3. **Declaration of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.
4. **Mayors Announcements** – The Mayor will announce the events he has attended since the last meeting.
5. **Police Report** – To receive a report from Cumbria Constabulary
6. **Public Participation**
 - a) To answer any questions from members of the public in accordance with the Summary of Public Rights

Len Davies has asked the following question:-

'Will Cockermouth Town Council explore the installation of solar panels on its buildings and the installation of electrical charging points in town?'

 - b) To receive a petition from a member of the public in accordance with the Summary of Public Rights
7. **Planning Matters**
 - a) To make recommendations upon the planning applications outlined on the schedule (**pages 8-9**)



Town Hall, Market Street
Cockermouth
Cumbria CA13 9NP

Tel: 01900 821869

Fax: 01900 827166

Email:

cockermouthtowncouncil
@btconnect.com

Website:

www.cockermouth.org

Town Clerk
Sheila Brown



Joint Winners
Council of Europe Year 2000
Europe Prize

Previous Awards
Plaque of Honour, Flag of Honour
European Diploma



Twin Town
Marvejols, France



A Fairtrade Town

- b) To comment upon an application for tree works, 55a Kirkgate (**pages 10-17**)

8. Financial Matters

- a) To agree the attached schedule of payments (**pages 18-19**)

9. Correspondence

- a) To consider an email from Cockermouth Rotary regarding Domestic Abuse Training (**page 20**)
- b) To note a letter of thanks from Fairfield Primary School (**page 21**)
- c) To note the contents of a legal update from NALC (**page 22**)
- d) To note the contents of a press release regarding the Community Cancer Nurse Service (**pages 23-24**)
- e) To consider an application for use of the Memorial Gardens (**pages 25-28**)

10. Clerks Report – To consider the content of the Clerk's report (pages 29-30)

11. Tarn Close Sports Ground – Update on progress by Cockermouth Junior Football Club

12. Library Services – Looking to the future

13. Neighbourhood Plan – To discuss the production of a Neighbourhood Plan (pages 31-37)

14. Use of Depot – to discuss the continued usage of Tarn Close Depot for storage (pages 38-39)

Press and Public Welcome

Minutes of a Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 19 June 2019 at 7.00 pm

Present: Councillor J Laidlow (Mayor)
Councillor S Barnes
Councillor G Bennion
Councillor I Burns
Councillor A Kennon
Councillor D Malloy
Councillor A Semple
Councillor A Smith
Councillor C Smith
Councillor A Tyson
Councillor R Watson

An apology for absence was received from Councillor S Nicholson

Also Present: 8 members of the public & a member of the Press

16 Minutes

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the AGM of Cockermouth Town Council held on 15 May 2019.

17 Minutes

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the special planning meeting held on 6 June 2019.

18 Declaration of Interest

Councillor A Kennon declared a personal interest in relation to item 15 due to knowing the contractor well.

Councillors A Smith, A Tyson and A Semple declared a personal interest in all planning applications due to being either a member of the Development Panel or a substitute member of the Development Panel.

19 Mayor's Announcements

The Mayor had attended the following events since the last meeting:-

Allerdale's Mayor Making
Conference on Domestic Abuse and Modern Day Slavery, Christ Church
Workington's Mayor Making
Wigton's Art Exhibition

Civic Reception for International Rotarians
Cockermouth Children's Carnival

20 Police Report

The police report was circulated to members prior to the meeting. There was no-one present at the meeting.

21 Public Participation

No members of the public wished to speak in accordance with the public participation scheme.

22 Planning Matters

HOU/019/0106

Detached garage, store and garden room

12 Rose Lane

Recommended – Approval

FUL/2019/0120

Construction of a detached single storey rendered workshop to replace a previous dismantled render finished single garage

Cherry Garth, Sunscapes Avenue

Recommended – Approval

HOU/2019/0111

Residential side extension to bungalow

29 Simonscales Lane

Recommended – Approval

FUL/2019/0135

Change the premises to a retail outlet and also cosmetic tattooing studio

6 Tithe House, Station Street

Recommended – Approval

HOU/2019/0118

Demolition of existing conservatory and erection of new conservatory

The Garden House, Rose Cottage, Lorton Road

Recommended - Approval

23b Tree Preservation Order No.18 of 2018

Agreed – That the contents of the confirmed Tree Preservation Order No 18 of 2018, trees on land at the Fitz, Low Road be noted.

23c Tree Preservation Order No 2 of 2019

Agreed - That the contents of the confirmed Tree Preservation Order No 2 of 2019, land off Strawberry How Road be noted.

23d Tree Works

Agreed – That the approval of tree works on the Memorial Gardens, Wakefield Road be noted.

23e Tree Works WTPO/2019/0014

Recommended – That various works to T1, 11 The Parklands be approved.

23f Tree Works

Recommended – That the full removal of a tree/shrub in the middle right hand corner of the front garden, 63 Kirkgate be approved.

24 Schedule of Payments

Resolved – That the schedule of payments in the sum of £22,736.73 formally approved for payment.

25 Memorial Gardens Toilets

Mr Gee gave a detailed presentation regarding his vision to make Cockermouth the No. 1 cycling destination in Cumbria. Part of that vision was the development of our toilets in the Memorial Gardens into a cycling café.

Members were excited by this prospect and agreed to enter into further

negotiations

Resolved – That Cockermouth Town Council enter into formal negotiations with Mr Gee regarding the use of the toilet block as a cycling café.

26 Correspondence

26a TV Licence

Further to Minute Number 210a (2018/19), those present re-considered Whether or not to purchase a tv licence for the library so that users could watch BBC iplayer.

Resolved – That a tv licence be purchased for the library and usage be monitored.

26b Calc Newsletter

Agreed - That the contents of the May 2019 Newsletter be noted.

26c West Cumbria Water Supplies Tree Planting Fund

United Utilities have funds available to plant trees, hedges and woodlands in the valleys surrounding the West Cumbria Water Supplies Project. The fund has been established to off-set the loss of trees and woodland as a result of the water supplies project construction. The funding can be used for plants, planting, fencing and materials to protect the planting along with support for work to involve communities where appropriate.

Resolved – That Neville Elstone be invited to come along to our August meeting.

26d Scope

Charity Scope were hoping to find locations for and to expand their network of textile recycling banks in the area.

Resolved – That sites at Aldi and Lidl be suggested.

26e VE Day

The 75th anniversary on 8th May 2020 represents an important milestone in our history, a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

SSAFA, the Armed Forces Charity have organised a number of activities over the anniversary weekend and were encouraging local town and parish councils to organise their own events locally.

Resolved - That councillors A Semple & S Barnes be appointed onto the WW1 Committee to discuss anniversary activities locally.

26f Vision Group

Those present considered a request from the Vision Group to write to Story Builders about the overgrown state of the SUDS ponds at Strawberry Grange.

Resolved – That the Vision Group be informed that the responsibility for planning enforcement rests with Allerdale Borough Council. Clerk to request permission to forward their letter on to Allerdale Borough Council.

26g Civic Trust

For some years, the Civic Trust has been concerned about the lack of maintenance of the trees in Market Place and in particular the areas around the tree bases being full of weeds in the summer season. Discussions with Allerdale Borough Council and Cumbria County Council had not resulted in any improvement.

The Civic Trust wanted to set up a meeting to resolve the issue.

They were requesting that a representative from Cockermouth Town Council attend that meeting.

Those present discuss the matter and agreed that Allerdale Borough Council was responsible for the matter.

Resolved – That the Town Council be not represented at the July meeting.

27 Clerks Report

Resolved – That the contents of the Clerk's report be noted.

28 Climate Change Emergency Action

As at 3rd June 2019, 77 councils including Carlisle and South Lakes District Council have declared a Climate Change Emergency.

Although a lot needs to be done at National level, there is still a lot we can achieve locally. In practice there are many nil cost steps or low cost

that are achievable.

Resolved - (a) That Cockermouth Town Council declares a climate change emergency.

(b) That Cockermouth Town Council supports the presentation of a petition to encourage Allerdale Borough Council to declare a climate change emergency.

© That councillors A Semple, R Watson, S Barnes & Alan Smith produce a list of simple achievable actions that the Town Council can carry out and report back to the Town Council by October/November 2019

29 Library Opening Hours

Those present considered the whether or not to continue with late night Opening in the library on a Wednesday evening.

Resolved – That late night opening on a Wednesday continues for the foreseeable future and that attendance figures continue to be Monitored.

30 Contract for Christmas Lights

Resolved – That financial standing order 11.1b be waived for the reasons set out in the report and that our current contractor E. W. & P. A. Nicholson be awarded the christmas lights contract for a further 4 years (the term of this council) on similar terms plus inflation each year.

That under the Public Bodies Admissions to Meetings Act 1960, the public be removed due to the following item of business containing contractual information.

31 Tenders for the re-surfacing of the Memorial Gardens Play Area

The play area was closed on 11 June 2019 due to the poor condition of the safety surfacing.

The clerk had contacted several firms for pricing.

Those present discussed those prices and agreed to split the contract.

Resolved – (a) That W G McKay be authorised to remove the top layer (black layer) of safety surfacing and dispose of safely at a cost of £1665.

(b) That the Town Clerk, councillor A Tyson and councillor A Kennon be given delegated powers to award the contract to re-surface the play area as soon as

practicable so that it can be safely re-opened.

The meeting closed at 9.05 pm

July TC Meeting Agenda Item:

These planning applications had to be circulated due to time constraints:-

LBC/2019/0017

Listed building consent to regularise the replacement of x1 rear kitchen window and door from Crittal to UPVC

21 Kirkgate

Recommended – Approval

HOU/2019/0123

Two storey side extension amended to incorporate rear single storey offshoot (re-submission of HOU/2018/0191)

17 Dale View

Recommended – Approval

HOU/2019/0130

Demolition of existing rear extensions and rebuild new two storey rear extension

76 Brigham Road

Recommended – Approval

HOU/2019/0126

Installation of new door and replacement window dining room

42 Mountain View

Recommended – No objections

LBC/2019/0018

To replace front door with identical designed door

2, Castlegate

Recommended – No objections

HOU/2019/0134

Demolition of attached flat roofed single garage and replace with proposed sitting room and vestibule

14 Brackenhill Lane

Recommended – No objections

CAT/2019/0017

Remove oak

Wyndham Hall Caravan Park, Castlegate Drive

Recommended – prefer to see Oak crown reduced rather than removal

CAT/2019/0016

Various tree works

Bridge House, Gote Road

Recommended – Approval

WTPO/2019/0022

Reduce the size of seven trees

5, South Lodge, Simonscales Lane

Recommended - approval

The following planning applications will be considered at the meeting:-

HOU/2019/0145

Laying of driveway via existing drop kerb and erection of garage

49 Fitz Road, Cockermouth

Recommended –

FUL/2019/0115 (amended plans)

Five new detached dwellings and garaging facilities utilising existing access on site with extant permission

Land to the North East Side of Lorton Road, Cockermouth

Recommended -

VAR/2019/0021

Non compliance with condition 2 of application 2/2017/061 for an increased roof height, and new dormer window.

29A Fitz Road

Recommended

Our Ref: CAT/2019/0019

This matter is being dealt with by: Mrs K McCartney

Direct Line: 01900 702743

Email: planning@allerdale.gov.uk



27/06/2019

Cockermouth Town Council
Town Hall
Cockermouth
Cumbria
CA13 9NP

Dear Sir/Madam

Notification on an application under Section 211 of the Town and County Planning Act 1990 to carry out works to trees in a Conservation Area

Applicant: Mrs Inga Sullivan
Proposal: T1 - Ash and T2 - Conifer removal of both as they have out grown garden and swamping garden and growing into neighbours property
Site: 55a Kirkgate Cockermouth

I would be grateful if you could use the link below to view the above planning application. By inputting the above reference number it will display the application for you to view. Please indicate any observations the Parish/Town Council may have by e-mail to planning@allerdale.gov.uk or by separate letter.

In order to ensure that applications are dealt with as quickly as possible I would be grateful if you could reply by **18/07/2019**. Representations received after this date may be too late to influence the Local Planning Authority's decision on this application.

Could you please mark any correspondence for the attention of Kerry McCartney and could you please quote the reference number **CAT/2019/0019**.

Please note that all the information contained in this application can be viewed by the public and on our website
www.allerdale.gov.uk/planningapplicationsearch

Yours faithfully

K McCartney



Allerdale - a great place
to live, work and visit

Allerdale Borough Council
Allerdale House
Workington
Cumbria CA14 3YJ
tel: 0303 123 1702
www.allerdale.gov.uk

Application for tree works: works to trees subject to a tree preservation order (TPO)
and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

1. Applicant Name and Address

Title:	Mrs	First name:	INGA
Last name:	SULIVAN		
Company (optional):			
Unit:		House number:	55A
		House suffix:	
House name:	KIRK GATE.		
Address 1:			
Address 2:			
Address 3:			
Town:	COCKERMOUTH		
County:	CUMBRIA		
Country:			
Postcode:	CA13 9PH.		

2. Agent Name and Address

Title:	Mr	First name:	JAN
Last name:	TROHEAR		
Company (optional):	LAZY LAWS.		
Unit:		House number:	
		House suffix:	
House name:	WESTWIND COTTAGE		
Address 1:	PAP CASTLE.		
Address 2:			
Address 3:			
Town:	COCKERMOUTH		
County:	CUMBRIA		
Country:			
Postcode:	CA13 0LB		

3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

REAR GARDEN OF
LISTED PROPERTY

4. Trees Ownership

Is the applicant the owner of the tree(s): ☐ Yes ☐ No

If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? ☐ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area? ☒ Yes ☐ No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

N/A

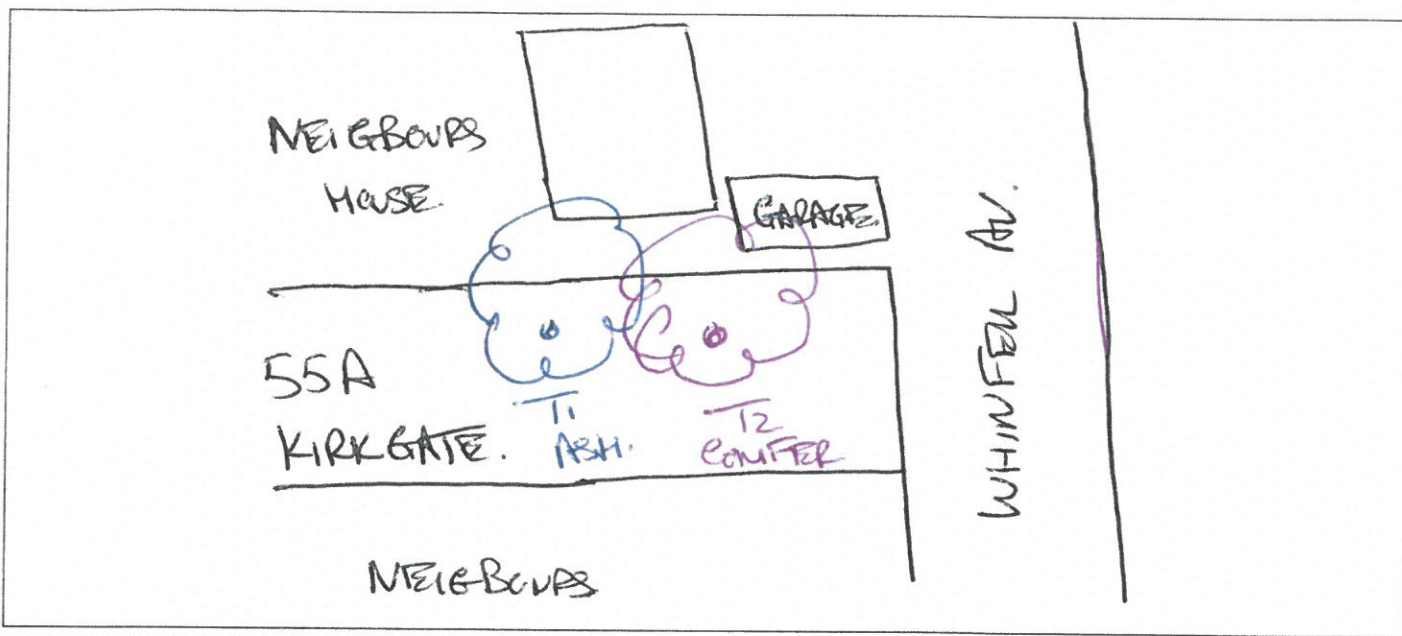
7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

T1 ASH T2 CONIFER BOTH HAVE CUT GROWN
GARDEN AND ARE SWAMPING GARDEN AND
GROWING INTO NEIGHBOUR'S PROPERTY. REMOVE BOTH COMPLETELY

7 Identification Of Tree(s) And Description Of Works continued ...



8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall. ☐ Yes ☐ No
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.
2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. ☐ Yes ☐ No
If YES, you are required to provide for:

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

(e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)? ☐ Yes ☐ No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

9. Authority Employee / Member

With respect to the Authority, I am:

- (a) a member of staff (c) related to a member of staff
(b) an elected member (d) related to an elected member

Do any of these statements apply to you?

☐ Yes

☒ No

If Yes, please provide details of the name, relationship and role

10. Application For Tree Works - Checklist

Only one copy of the application form and additional information (Question 8) is required. Please use the guidance and this checklist to make sure that this form has been completed correctly and that all relevant information is submitted. Please note that failure to supply precise and detailed information may result in your application being rejected or delayed. You do not need to fill out this section, but it may help you to submit a valid form.

Sketch Plan

- A sketch plan showing the location of all trees (see Question 8)

☒

For all trees

(see Question 7)

- Clear identification of the trees concerned
- A full and clear specification of the works to be carried out

☒

☒

For works to trees protected by a TPO

(see Question 7)

Have you:

- stated reasons for the proposed works?
- provided evidence in support of the stated reasons? in particular:
 - if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert
 - if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.
 - in respect of other structural damage - written technical evidence
- included all other information listed in Question 8?

☐

☐

☐

☐

☐

11. Declaration - Trees

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

20 June 19

(This date must not be before the date of sending or hand-delivery of the form)

12. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

Electronic communication - If you submit this form by fax or e-mail the LPA may communicate with you in the same manner.
(Please see guidance notes)

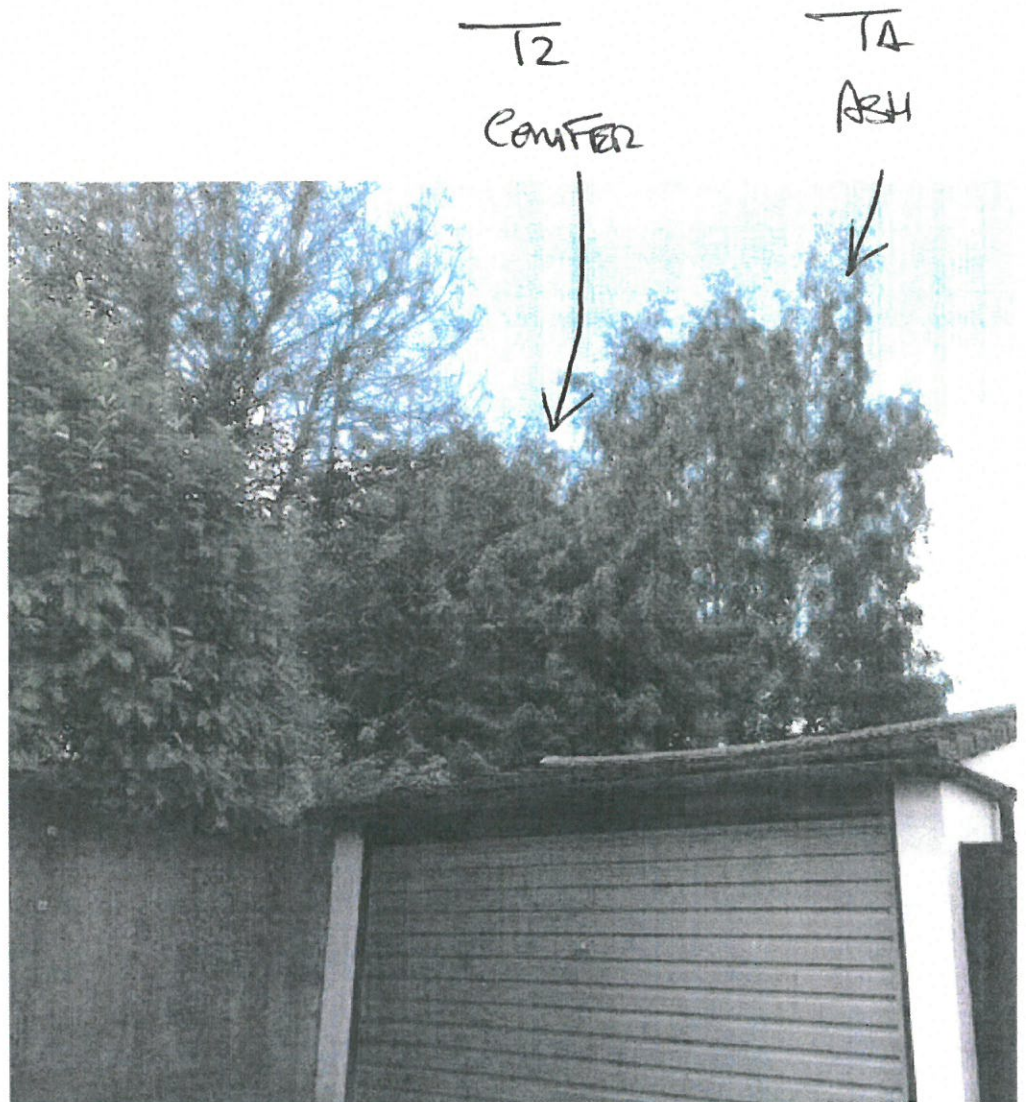
T1
ASH

T2 CONIFER





T2 CONIFER



VIEW FROM NEIGHBOUR'S
PROPERTY.

Cockermouth Town Council

Expenditure transactions - approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2243	112302	£210.00	£0.00	£210.00 01/07/19	Simon Hine Window Cleaning Services -	£210.00
1		£125.00	£0.00	£125.00	OS Window Cleaning	
2		£85.00	£0.00	£85.00	TH Window Cleaning	
2244	112303	£60.00	£0.00	£60.00 01/07/19	Mrs I Burns - Refund for twinning	£60.00
2245	112304	£310.05	£49.34	£260.71 01/07/19	Hills Books -	£310.05
1		£296.06	£49.34	£246.72	TIC Peter Rabbit Stock	
2		£13.99	£0.00	£13.99	TIC Peter Rabbit Stock	
2246	112305	£125.20	£20.86	£104.34 01/07/19	WF Hygiene & Cleaning Services - Cleaning Supplies	£125.20
2247	112306	£352.38	£58.73	£293.65 01/07/19	Tivoli Services Ltd - Climbing frame repairs	£352.38
2248	112307	£44.34	£7.39	£36.95 01/07/19	Viking - Stationary	£44.34
2249	112308	£250.00	£0.00	£250.00 01/07/19	Cockermouth Childrens Carnival - Carnival Expenditure	£250.00
2250	112309	£25.20	£4.20	£21.00 01/07/19	WF Hygiene & Cleaning Services - Cleaning Supplies	£25.20
2251	112310	£30.90	£5.15	£25.75 01/07/19	Viking - Stationary	£30.90
2252	112311	£2,199.42	£366.57	£1,832.85 01/07/19	Tivoli Services Ltd -	£2,199.42
1		£1,839.42	£306.57	£1,532.85	MG Memorial Gardens Conl	
2		£360.00	£60.00	£300.00	OP Grass Cutting	
2253	112312	£76.70	£0.00	£76.70 01/07/19	Cockermouth Paper Shop - Library Newspapers	£76.70
2254	112313	£201.00	£17.00	£184.00 01/07/19	POD North West Ltd -	£201.00
1		£99.00	£0.00	£99.00	CI Flyers	
2		£102.00	£17.00	£85.00	CI Banners	
2255	112314	£4.08	£0.68	£3.40 01/07/19	Lakes Electrial Supplies Ltd - Cable Ties	£4.08
2256	112315	£50.40	£0.00	£50.40 01/07/19	Julies Sandwich Shop - Woolfest Civic Reception	£50.40
2257	112316	£214.50	£35.75	£178.75 01/07/19	Cumbria Pest Services - Washroom Control Contract	£214.50
2258	112317	£1,998.00	£333.00	£1,665.00 01/07/19	W G Mackay Ltd - Play Area Works	£1,998.00

Signature

Signature

Date

Cockermouth Town Council

Expenditure transactions - approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2259	112318	£266.84	£44.47	£222.37 01/07/19	JJ Group -	£266.84
1		£182.84	£30.47	£152.37	TIC Fire Alarm Maintenance	
2		£84.00	£14.00	£70.00	TIC CCTV Maintenance	
2260	112319	£600.00	£100.00	£500.00 01/07/19	Cityscape Maps - Advertisement in Map	£600.00
Total		£7,019.01	£1,043.14	£5,975.87		

Signature

Signature

Date

Clerk - Cockermouth TC

From: carter3058@btinternet.com
Sent: 30 June 2019 12:07
To: Clerk - Cockermouth TC
Cc: Valerie Ayre; Chris Albon
Subject: Domestic Abuse Training FAO Mayor Julie.

Hi Ann and Kristy,

Domestic Abuse Training 25th July & 5th Sept 2019, Christ Church Rooms 10am to 12 noon .

As you know, Cockermouth Rotary in partnership with Churches together facilitated a 'Cockermouth Conference' 24th May 2019. The subject this year was Countering Domestic Abuse & Modern Day Slavery. We aim to deliver an annual conference in the town each year covering topical issues of concern to the community. The Conference attracted just short of 100 people not just from Cockermouth but from throughout the county and the South of Scotland.

Following a discussion with Mayor Julie we are inviting all elected members and Town Council staff to the above training sessions. The training will be delivered by the Freedom Project Group and will aim to show the signs of Domestic Abuse and also the groups which can be engaged to assist both victims and abusers.

The course is free and has been funded by Community Partnerships to the tune of £500. This will enable us to fund the training sessions. Each session can take 20 people, The first session is 4th July but is fully booked.

Our Hope is that we can put 60 champions into the community to advise people experiencing domestic abuse.

Mayor Julie asked me to send this so she can give consideration to placing this item on the Next Council Agenda.

Should you have any questions please don't hesitate but to contact me .

The contact point for booking places is my fellow Rotarian Val Ayre.

valerie.ayre@cumbria.gov.uk

Best wishes,

Andy Carter

Carter3058@btinternet.com



FAIRFIELD PRIMARY SCHOOL

Gallowbarrow
Cockermouth
Cumbria
CA13 0DX

Head teacher: Mr C Steele

Telephone: 01900 821133

Fax: 01900 821132

E-mail: head@fairfieldprimary.co.uk

Web: www.fairfieldprimary.co.uk

25th June 2019

Dear Cockermouth Town Council,

I would like to extend my gratitude for your support in allowing us to attend the recent TES Awards for Education in London.

I am immensely proud to inform you that we were successful in the 'Healthy School of the Year' category. It is fantastic to achieve such recognition at these prestigious awards and we were proud to be flying the Cumbrian and Cockermouth flag.

Judges were impressed with our innovative, whole-school approach to mental and physical wellbeing. They said, "Fairfield clearly has a strong commitment to active outdoor pursuits, and these are embedded into the curriculum to the benefit of the students' physical and mental health."

They children were overjoyed when I broke the news to them on Monday and it has greatly raised the school's profile within the education sector.

Thank you once again for your support.

Yours sincerely,

Mr C J Steele
Headteacher



Fairfield Primary is part of the Learning for Life Trust Company Number 09690231

Clerk - Cockermouth TC

From: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>
Sent: 04 July 2019 17:01
To: Cumbria Association, of Local Councils
Subject: NALC Legal Update

Dear Colleague – please have a look at the Legal Update from NALC below:

NALC Legal Update – June 2019

Use of secret ballots

We have recently advised on the use of secret ballots in decision making. Paragraph 13 (1) of Schedule 12 to the Local Government Act 1972 for England and paragraph 29 (1) for Wales states “unless otherwise provided by the council's standing orders the manner of voting at meetings of a community council shall be by a show of hands”. NALC's Model Standing Orders (3s for England and 3r for Wales) confirm this requirement. Councils cannot just decide to do a vote by secret ballot unless permitted to do so by their Standing Orders and to change standing orders to permit the use of a secret ballot requires written notice.

LTN 5 also gives NALC's view that it is difficult to envisage the circumstances which warrant a secret ballot, which would invariably attract scrutiny as to its purpose and validity. LTN 5 also makes the point that a secret ballot will not eliminate a risk of legal challenge to a resolution on the basis of predetermination or bias by councillors.

The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 – update

Further to April's legal update and as confirmed in Jonathan's Chief Executive's bulletin recently the government has now issued a model accessibility statement. Legal Briefing L09-18 has been updated to include the link.

Public participation – naming individuals?

This issue came up recently as a member of the public informed their council of their view that persons speaking at council meetings should be identified in the minutes. NALC legal's view is that minutes are not a verbatim records of a council meeting. Names are personal data for GDPR purposes and personal data has to be processed lawfully. It is a matter for a council if it chooses whether to name members of the public speaking or refers to them as “a resident” for example. Where councils do choose to identify members of the public, it would be prudent for them to exercise discretion and ask persons intending to speak if they would prefer their names and addresses not to be recorded in the minutes. The same principles would apply to the personal data of members of the public who contact the council in other ways.

Kind regards,

Samantha

Samantha Bagshaw
Chief Officer
Cumbria Association of Local Councils (CALC)

Our contact details:

Issued: 08 July 2019
Embargo: Immediate

Your input needed to design a new Community Cancer Nurse Service for North Cumbria

A new Community Cancer Nurse service will be launching in North Cumbria in the near future, with support from Macmillan, and clinicians and health leaders would like your input to make sure it provides the support that you need.

Professionals providing the care and organisations supporting people following a diagnosis of cancer recognise that following diagnosis, cancer becomes part of a person's identity, and so support for patients as well as their families, friends and carers, must continue even after the treatment has ended.

To help get the service right, people are invited to answer two key questions:

- What does a Community Cancer Nurse service mean to me?
- What community support can be provided in North Cumbria to help me feel more supported as a patient?

This could be anything from completing Holistic Needs Assessments with patients, to advice and guidance that is provided to patients and carers, or carrying out home visits to patients recently discharged from hospital - all ideas are welcome and valued.

Drop in sessions are taking place on the below dates, and clinicians and leaders are particularly keen for people to join them at one to submit their answers on post-its:

- Friday 19 July: 12pm-1pm, Classroom 3, Education Centre, Cumberland Infirmary, Carlisle,
- Wednesday 24 July: 6pm-7pm, Classroom 3, Education Centre, Cumberland Infirmary, Carlisle,
- Tuesday 30 July: 6pm-7pm, Cockermouth Community Hospital
- Friday 2 August: 12pm-1pm, Lord Adams Room, Education Centre, West Cumberland Hospital
- Monday 5 August: 12pm-1pm, Lord Adams Room, Education Centre, West Cumberland Hospital

If you would like to attend one of the sessions, please RSVP with details of your chosen session to: Laura.barton13@nhs.net. If you are unable to attend but have ideas to share, you can send these through to the same email address.

Lynsey Robson, Macmillan Lead Cancer Nurse for North Cumbria, said: "This is a unique opportunity to shape the future of community care and cancer services for North Cumbria. With 1 in 2 people developing cancer in their lifetime, we want to know what matters to you.

"We are looking for as many ideas as possible and so are keen for people to share this message with colleagues or contacts who may be interested in attending and contributing to this work."

<Ends>

Notes for editors

For further information please contact Kieron Bradshaw on 01768 245437 or Kieron.Bradshaw@NorthCumbriaCCG.nhs.uk



Application Form to Hold an Event on Council Land

Name of Event TASTE CUMBRIA

Organiser Details:

- Name of Organisation ALLERDALE BOROUGH COUNCIL
- Event Organiser ANNA CHIPPENDALE
- Contact Address ALLERDALE HOUSE, WOLKINGTON
- Post Code CA14 3YJ
- Tel No (Home) (Work) 01900 702969
- Fax No E Mail anna.chippendale@allerdale.gov.uk

Event Location MEMORIAL GARDENS

Date(s) of Event 27th - 29th SEPTEMBER 2009

Start & Finish Times 27th - 5pm - 10pm 28th 10am - 4pm
28th - 10am - 10pm

Date Site to be Occupied 27/09/09

Date Site to be Vacated 29/09/09

Daily Numbers Expected to Attend 10,000

Is the Event Free YES / NO

Will you be Selling Programmes YES / NO

Please tick the box if you intend to utilise or permit any of the following at the event.
Please give details of who will be providing the activity, if not yourselves, where applicable.

	Organiser	Contact Address & Tel No
<input checked="" type="checkbox"/> Marquees		
<input checked="" type="checkbox"/> Portable Staging		
<input checked="" type="checkbox"/> Market Stalls		
<input checked="" type="checkbox"/> Live Music **		
<input checked="" type="checkbox"/> Live Entertainment **		
<input checked="" type="checkbox"/> Water Supply (state how provided) IBL		
<input checked="" type="checkbox"/> Alcohol		
<input checked="" type="checkbox"/> Food/Drink Concessions		
<input type="checkbox"/> Auction/Car Boot Sale		
<input type="checkbox"/> Bonfire/Barbecue		
<input type="checkbox"/> TV/Broadcasting		
<input checked="" type="checkbox"/> PA System		
<input checked="" type="checkbox"/> Electric Lighting		
<input checked="" type="checkbox"/> Portable Toilets - No:		
<input type="checkbox"/> Existing Toilets (state location)		
<input type="checkbox"/> No of Male & Females		
<input checked="" type="checkbox"/> Power Supply (state if generators or source if mains) GO PLANTS		
<input checked="" type="checkbox"/> Fairground Equipment		
<input checked="" type="checkbox"/> Children's Rides		
<input checked="" type="checkbox"/> Inflatables (e.g bouncy castle)		
<input type="checkbox"/> Carnival/Procession		
<input type="checkbox"/> Fireworks/Pyrotechnics *** (other stage effects, e.g lasers)		
<input type="checkbox"/> Sporting Events		
<input type="checkbox"/> Re-enactment Groups		
<input type="checkbox"/> Motorcycles		
<input type="checkbox"/> Other Motor Vehicles		
<input type="checkbox"/> Aircraft***		
<input type="checkbox"/> Hot Air Balloons***		
<input type="checkbox"/> Balloon Launch***		
<input type="checkbox"/> Parachutists***		
<input type="checkbox"/> Train Hire		
<input type="checkbox"/> Berthing Facilities		
<input type="checkbox"/> Boats		
<input checked="" type="checkbox"/> Stewarding/Security		
<input checked="" type="checkbox"/> On Site Communications (state type) 2 way radio		
<input checked="" type="checkbox"/> Barrier/Fencing (state type)		
<input checked="" type="checkbox"/> Lost Children Point		
<input checked="" type="checkbox"/> First Aid Provision		
<input type="checkbox"/> Creche		
<input type="checkbox"/> Horses/Donkeys (other animals - state)		
<input type="checkbox"/> Temporary Accommodation		
<input type="checkbox"/> Other (please specify, e.g archery)		

** A public entertainment licence may be required if your event is public and consists of music, dancing or similar.

*** Has the relevant permissions been obtained from the relevant statutory organisations e.g civil aviation authority, coastguard

Please detail methods for litter collection, and disposal of litter and refuse:-

ABC WILL PROVIDE ADDITIONAL WASTE BINS,
RECYCLING AND LITTER PICKERS.

Please state the number and weight of vehicles entering the site and if they are to remain overnight:-

10-15 CARS, TRANSIT VANS OR SIMILAR
ONLY 3 TO REMAIN OVERNIGHT

Please state car parking arrangements for event staff and/or the general public:-

STAFF AND PUBLIC MUST PARK IN LOCAL CAR PARKS
OR USE PARK AND RIDE AT MITCHELL'S AUCTIONS.

Has written approval been sought from Cumbria County Council/Allerdale Borough Council for:-

Highway Directional Signs	Yes	<input checked="" type="checkbox"/>	Not to be Used	<input type="checkbox"/>
Banners/Posters	Yes	<input checked="" type="checkbox"/>	Not to be Used	<input type="checkbox"/>
Road Closure	Yes	<input checked="" type="checkbox"/>	Not Needed	<input type="checkbox"/>
Traffic Diversion	Yes	<input checked="" type="checkbox"/>	Not Needed	<input type="checkbox"/>
On Street Parking Restrictions	Yes	<input checked="" type="checkbox"/>	Not Needed	<input type="checkbox"/>
Car Park Closure	Yes	<input checked="" type="checkbox"/>	Not Needed	<input type="checkbox"/>

Emergency Services

You are requested to notify the police and other appropriate emergency services. Please indicate contact made where necessary:-

Police	<input checked="" type="checkbox"/>	Ambulance Service	<input checked="" type="checkbox"/>
St John Ambulance	<input type="checkbox"/>	Red Cross	<input type="checkbox"/>
Fire	<input checked="" type="checkbox"/>	H M Coastguard	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please supply details of the first aid cover to be provided:-

4x FIRST AIDERS - COMPANY TBL

Additional Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc and list of programme items is required. In respect of races etc a detailed route plan, which must also show location of route marshals, must be provided.

This must be forwarded at least 28 days prior to the event.

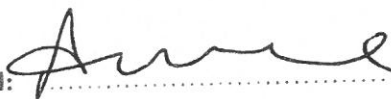
Insurance

- Event organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £2 million and the Council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc, whom they have instructed/ authorised to appear at the event.

Note: All documentation must be produced at least 28 days before the event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

Signed:



Date:

10/7/2019

Print Signature:

A CHIPPENDALE

TOWN COUNCIL MEETING –July 2019
CLERK'S REPORT

Tourism and Publicity

Visitor numbers for June 2019 – 624

Library

Corey will start his work experience on 15 July – 19 July 2019.

Allotments

The Gote allotments were inspected on 21/6/19. Four required improvement. Improvement letters have been sent to the tenants. One of the tenants has given up his allotment.

One tenant has not paid despite several reminders. He was given 7 days to pay this ends on Monday 15 July. If payment is not forthcoming can I have authority to evict.

WW1 Committee

The WW1 committee will meet on Monday July to discuss how we will commemorate the 75th anniversary of VE Day.

Memorial Gardens

The play area was closed on 11 June 2019 for refurbishment of the safety surfacing.

Mr McKay removed the top layer of safety surfacing on Monday/Tuesday 24/25 June 2019.

The community payback team has removed most of the Himalayan balsam from the Gardens. They were not able to get rid of a small amount near the bridge due to Health and safety.

The no parking sign has arrived. Councillor Kennon has kindly offered to install this on the gate to the play area for me.

Civic Service

Just a reminder about the Civic Service on Sunday 14 July 2019. Please support the Mayor.

Private Garden and Allotment Awards Evening

Judging is taking place. I have not been presented with a full list of winners as yet.

Twinning

36th Anniversary Visit to Marvejols

45 places have been confirmed on the trip.

We need to purchase a gift for the October exchange. Ideas welcome.

I have ordered 2 x 25kg of daffodils for the October Trip.

Youth Exchange

I met the 10 youths interested in the exchange at the town hall on Wednesday 27 March 2019 at 5.30pm. They have set up a Whatsapp Group. Marvejols have sent an itinerary for the week. All ten participants have booked their flights.

One of the participants has withdrawn from the exchange she had managed to secure a 2 month internship. I secured a replacement however Holly has now dropped out due to a family holiday. A taxi has been arranged to and from the airport.

They have been allocated a French family to stay with. I will meet them once more before their visit.

Woolfest

The five Marvejolsais who came over for Woolfest on 28/29 June 2019 enjoyed their visit.

Civic Reception for visitors from Chernobyl

Our young visitors from Chernobyl enjoyed their reception. A big thank you to all those who helped on the day.

War Memorial Trust

I have collated and submitted all the material required for our grant claim. We should receive payment of the grant soon.

Harris Park Toilets

I have arranged for these to be open daily from Saturday 20 July – Tuesday 3 September 2019.

Social Evening at the Fitz

The Mayor will be holding a social evening at the Fitz on 4 September 2019.

S Brown, Town Clerk

NEIGHBOURHOOD DEVELOPMENT PLAN

Background:

Since April 2012, local communities have been able to produce Neighbourhood Plans for their local area, putting in place planning policies for the future development and growth of their neighbourhood.

A Neighbourhood Plan is a community-led framework for guiding future development and growth of an area. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development.

Neighbourhood Plans relate to the use and development of land and associated social, economic and environmental issues. A plan may deal with a wide range of issues (like housing, employment, heritage and transport) or it may focus on one or two issues that are of particular importance to a local area.

A Neighbourhood Plan cannot –

- Conflict with the strategic policies in the local plan prepared by the Local Planning Authority
- Be used to prevent development that is included in the Local Plan.

The first formal step in neighbourhood planning is the submission of the proposed neighbourhood area to the local planning authority for designation. The whole of Cockermouth Parish was designated as a Neighbourhood Area when we produced our Neighbourhood Development Order.

In a designated neighbourhood area the town or parish council is responsible for neighbourhood planning.

A town or parish council may choose to establish an advisory committee or a sub committee under Section 102(4) of the Local Government Act 1972. The town council may appoint local people (who need not be parish councillors). Members of such committees would have voting rights under Section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989. The committee's terms of reference and minutes of the meeting have to be made available to the public.

Neighbourhood Plans must be based on robust information and analysis of the local area, this is called the evidence base.

Community engagement is necessary and important. It is also a legal requirement.

Finding out what people think and drawing on their skills and knowledge is an important part of developing the plan. Failure to engage communities properly at an early stage can lead to additional costs and delays.

The preparation of a Neighbourhood Plan represents a serious commitment over several years.

The Town Council needs to carefully weigh the opportunities against the time/cost implications and come to a balanced view.

Obviously developing a simpler plan with few policies will have less resource implications than a more comprehensive and complex one.

Specialist planning advice will be required.

If you do decide to proceed a project plan will need to be drawn up identifying key stages, actions, an indicative timetable, available resources and costs. The plan should also allocate responsibilities for the co-ordination of the different aspects of the process.

Sheila Brown

Town Clerk

Neighbourhood Planning

[Search](#)[Menu](#)

◀ About

Grant Funding

All groups undertaking a neighbourhood plan or neighbourhood development order are eligible to apply for up to £9,000.

What Grant Funding is available for neighbourhood plans?

You can apply for three types of grant funding if you are preparing a neighbourhood plan:

- **Basic grant funding**
- **Additional grant funding**
- **Affordable housing for sale grant funding**

In addition to grant funding, you can also apply for [technical support](#) in the same application.

Find out about [support for neighbourhood development orders](#).

Basic Grant Funding

All groups undertaking a neighbourhood plan are eligible to apply for up to £9,000 in basic grant.

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[Accept](#)

As well as applying for a basic grant, you can also [apply for technical support](#) (provided you meet the eligibility criteria) to help you with your neighbourhood plan.

If you are a group and are experiencing entrenched issues or cannot reach agreement with a statutory agency (including your local planning authority) and this is preventing you from progressing, we may be able to offer you some time limited support through our delivery partners. To find out more please [complete our contact us form](#), setting out your issues. We can then consider this and get back to you.

You must spend your grant funding within 12 months or by the end of the financial year, whichever is earliest. To find out more about how you can spend your grant funding, read the '[Neighbourhood Planning Guidance Notes](#)'.

Eligibility for Basic Grant Funding

If you are

- **writing a neighbourhood development plan**

and

- **are based in England**

you can apply to the programme for a basic grant of up to £9,000.

Any grant support you have received since 2015 will be taken into account when assessing how much grant you can apply for.

For example, if you are only eligible for Basic Grant and have already received and spent £5,000 in the 2015-2018, and £1,000 in the first year of the current programme, then you will only be able to

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Imme.

Don't forget you can also [apply for technical support](#) in the same application form.

Apply for grant funding

Additional Grant Funding

Groups meeting the eligibility criteria are able to apply for additional grant of up to £8,000 (in addition to the basic grant). This will take the total amount of grant available to you to £17,000.

Any grant support you have received since 2015 will be taken into account when assessing how much grant you can apply for.

You will need to have submitted your end of grant monitoring on previous grant applications before you can apply to the current programme.

All grant funding needs to be spent within 12 months or by the end of the financial year, whichever is the earliest. To find out more about how you can spend your additional grant funding, read the '[Neighbourhood Planning Guidance Notes](#)'.

Eligibility for Additional Grant Funding

Are you at least one of the following:

- Allocating sites for housing
- Including [design codes](#) in your plan
- A designated business neighbourhood plan
- A cluster of three or more parishes writing a single plan
- A Neighbourhood Area with a population of over 25,000

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If the answer is yes to any of the above you can apply for an additional £8,000 grant.

You are still able to apply for **technical support** (provided that you meet the technical support eligibility criteria) along with grant funding.

Apply for additional grant funding

Affordable Housing for Sale Grant Funding

This is a new element to the programme and it is running as a pilot scheme and is available during 2019-20 in the first instance.

If you are wishing to bring forward affordable housing for sale you may be eligible for further grant funding of up to £10,000 to help develop these ideas.

Eligibility for Affordable Housing for Sale Grant Funding

Are you at least one of the following:

- **Seeking to allocate sites for affordable housing for sale**
- **at an early stage and not yet sure if you are allocating sites for housing but are considering bringing forward affordable housing for sale and are investigating the need by undertaking housing needs assessments and other relevant studies**

If the answer is yes to any of the above you can apply for up to a further £10,000 to help take this work forward.

You are still able to apply for technical support (provided that you meet the technical support eligibility criteria) along with grant

ft

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Apply for affordable housing for sale grant funding

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AGENDA ITEM

CHRISTMAS LIGHTS DEPOT

We currently lease Tarn Close Depot from E. W. & P. A. Nicholson Holdings Ltd and have done for many years. Last year we paid £4321. The cost increases by inflation each year. This cost includes rates and electricity.

The space is approximately 2400 sq ft.

The space is used to store all our equipment and Christmas lights. A list of the contents is attached.

Our current Christmas lights contract is so competitive because of where the storage is situated.

We need a secure site with easy access which has plenty of room for our contractor to work.

There is a distinct lack of this type of storage premises within Cockermouth.

As a comparison a 3300 sq ft unit on Derwent Mills costs £7,100 per annum to rent plus rates plus electricity.

There are no units available in Cockermouth currently.

Recommended – That we continue to use Tarn Close Depot

Storage items Tarn Close Depot

140 small trees
Crib – requires fork lift to move
Marvajoles figure
60 ish pole banners
Transformers
2 sets steps
15 boxes of various spares and bulbs
4 large 10' Christmas Trees
40 Motif signs
2 large wheelie bins flags + boxes
Mayo Statue Bike
4 30' Street lamp poles
2 X Litter bins
1 X fire Basket
10 X Market Stalls
6 Rolls plastic mesh fencing
20 stakes
Miniature school bus 5'x3'x4'
38 large wheelie bins of lights
1 x Reindeer
3 x medium 6' Trees
2 x Carnival Trolleys
2 x large industrial wheelie bins
10 x crowd control barriers
13 x pedestrian road signs
30 large red cones
4 x 30' scaffolding poles
Gazebo
4 x 8'x4' sheets ply