

# Cockermouth Town Council



8 February 2022

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Wednesday 16 February 2022 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

Town Hall, Market Street  
Cockermouth  
Cumbria  
CA13 9NP

Tel:

01900 821869

Fax:

01900 827166

Website:

[www.cockermouth.org](http://www.cockermouth.org)

Facebook:

[@cockermouthtowncouncil](https://www.facebook.com/@cockermouthtowncouncil)

## 1. Apologies for absence

## 2. To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 15 December 2021 (pages 1-5)

## 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. Public Participation

- a) To answer any questions from members of the public in accordance with the Summary of Public Rights
- b) To receive a petition from a member of the public in accordance with the Summary of Public Rights

## 6. Planning Matters

- a) To make recommendations upon various planning applications (**page 6**)
- b) To make recommendations upon an application for tree works at Harris Park (**pages 7-16**)
- c) To make recommendations upon an application for tree works at 38, Strawberry How (**pages 17-42**)

## 7. Financial Matters

- a) To agree the attached schedule of payments (**pages 43-44**)

Sheila Brown, *Town Clerk*  
[clerk@cockermouth.org](mailto:clerk@cockermouth.org)

Kirstie Goodger  
[admin@cockermouth.org](mailto:admin@cockermouth.org)

Amy Pattinson  
[assistant@cockermouth.org](mailto:assistant@cockermouth.org)



*Joint Winners*

Council of Europe Year 2000

Europe Prize

*Previous Awards*

Plaque of Honour, Flag of Honour

European Diploma

## **8. Correspondence**

- a) LGR Newsletters dated Jan 22 & Feb 22 (**pages 45-59**)
- b) To consider completing an online survey to register interest in creating an electric car club in our community (**page 60**)

## **9. Clerks Report (pages 61-63)**

## **10. Welcome Back Fund – Update (page 64)**

**11. Wildflower meadows** – To consider locations in town to plant wildflower meadows

**12. Twinning** – To consider arrangements for the 40<sup>th</sup> Anniversary (**page 65**)

**13. Anti-social behaviour** – To discuss escalating anti-social behaviour around Town with Inspector Gale.

**Press and Public Welcome**

Minutes of a Meeting of Cockermouth Town Council held in the Town Hall,  
Cockermouth on Wednesday 19 January 2022 at 7.00pm

Present: Councillor A Smith (Mayor)

Councillor S Barnes  
Councillor G Bennion  
Councillor I Burns  
Councillor A Kennon  
Councillor D Malloy  
Councillor J Laidlow  
Councillor S Nicholson  
Councillor A Semple  
Councillor C Smith  
Councillor A Tyson  
Councillor R Watson

**136 Minutes**

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the last meeting held on 15 December 2021.

**137 Declaration of Interest**

Councillors Semple & Tyson declared an interest in item 7 due to being members of the Development Panel.

Councillors Kennon & A Smith declared an interest in item 7 due to being substitute members of the Development Panel.

**138 Mayor's Announcements**

The Mayor had attended the following social engagements since the last meeting:

- Concert
- Carols round the Tree

**139 Public Participation**

There was no public participation.

**140 Planning Applications**

The following application were considered prior to the meeting due to time constraints:-

Reference: **CAT/2021/0050**

Proposal: Alnus (T1) - permission is sort to crown lift and crown reduce the canopy of the tree by 35% back from the fence of the private residence and the boundary of the adjacent sub station Sycamore (T2) - permission is sort to fell, remove and kill the root of the self seeded tree within the mixed planted area

Location: Beckside Close, Cockermouth, CA13 9PW

Recommended – Approval

Reference: **FUL/2021/0312**

Proposal: Construction of first floor extension to dental practice

Location: St Helens Dental Practice, Market Place, Cockermouth, CA13 9NQ

Recommended – Approval

Reference: **HOU/2021/0261**

Proposal: Erection of a porch

Location: 5 Romely Place, Cockermouth, CA13 0AF

Recommended – Approval

Reference: **HOU/2021/0272**

Proposal: Single Storey rear and side wrap around extension

Location: 90 The Parklands, Cockermouth, CA13 0WW

Recommended – Approval

Reference: **HOU/2021/0274**

Proposal: Two storey extension to side

Location: 8 Dunmail Crescent, Cockermouth, CA13 0AG

Recommended – Approval

The following applications were considered at the meeting:-

Reference: **HOU/2021/0278**



Proposal: Replace existing crittal windows and external side door

Location: 70 Kirkgate, Cockermouth CA13 9PH

Recommended - Approval

Reference: **LBC/2021/0039**

Proposal: Listed building consent to replace existing crittal windows, staircase, loft stairs with loft ladder, external side door, remove existing en-suite and remodel bathroom/loft access to include small utility and store

Location: 70 Kirkgate, Cockermouth, CA13 9PH

Recommended - Approval

Reference: **FUL/2021/0323**

Proposal: Re-submission of application FUL/2021/0029 for the conversion and extension of first floor from former bank facilities to three, one bed apartments

Location: 23, Station Street, Cockermouth, CA13 9QW

Recommended - Approval

#### **141a Schedule of Payments**

Resolved – That payments in the sum of £2,455.03 be approved.

#### **141b Budget and Precept**

Resolved – That our budget/precept for 2022/23 be set at £263,442.

#### **141c Internal Audit**

Resolved – That Georgina D Airey remain as our internal auditor.

#### **142a Local Government Reorganisation**

Kim Rennie has started her role as LGR Programme Director and attended her first Programme Board Meeting.

Kim has extensive leadership experience delivering improvement and change programmes within local government and will provide leadership for the programme working to establish two new unitary councils.

Agreed – That the contents of the LGR Town and Parish Council Newsletter be noted.

#### **142b Wildflower Area**

The Civic Trust is proposing to lead a project in association with the Cockermouth Loving Earth Group to create a wildflower area on St. Helens Street and was requesting the support of the Town Council in particular to ensure that the grass at this location is only cut between October and February.

Resolved – That the project be supported and our financial contribution towards the purchase of the wildflowers for the project be acknowledged.

#### **143 Clerk's Report**

Agreed – That the contents of the report be noted.

#### **144 Welcome Back Fund**

Those present discussed the Planter Sub Group's recommendations and costings for new planters for Main Street. These were agreed.

Other suggestions considered included the purchase of ropelight to restore our Christmas motifs, cleaning the Mayo statue, a Love our Local print and direct Marketing campaign, the purchase of replacement led bulbs for our christmas festoon.

Resolved – a) That planters be purchased from Gordon Ellis & Co at a cost of £7,187.26

b) That the cleaning of the Mayo Statue be supported.

c) That a price to plant up the new planters be sought from Tivoli.

d) That a definitive answer about the funding of the Mural be sought from Allerdale. If funding is supported a price be obtained for appropriate boarding.

#### **145 Wildflower Meadow opposite Castle**

Those present discussed whether or not to allow an area of the land opposite the Castle in the Memorial Gardens to remain unmown and develop into a floodplain meadow.

Resolved – a) That this proposition be not supported as it was agreed that the site was not appropriate.

b) That alternative sites for a wildflower meadow be discussed at our next meeting.

**146 Fees and Charges**

Resolved – That fees and charges for 2022/23 be agreed.

**147 Risk Assessment**

Resolved – That the contents of the annual risk assessment be noted and agreed.

The meeting ended at 8.05 pm

Reference: **LBC/2022/0004**

Proposal: Listed building consent for a single storey rear extension, opening up of new internal access and minor internal alterations to facilitate improvements to restaurant

Location: 11-13 Castlegate, Cockermouth CA13 9EU

## Assistant - Cockermouth TC

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**From:** Clerk - Cockermouth TC  
**Sent:** 04 February 2022 11:47  
**To:** Assistant - Cockermouth TC  
**Subject:** FW: Planning Application

Please print off for next TC meeting. Don't put on list it's a tree works application.

Ta

**Sheila Brown**  
The Town Clerk  
Cockermouth Town Council  
The Town Hall  
Market Street  
Cockermouth  
Cumbria  
CA13 9NP

Tel: 01900 821869

[www.cockermouth.org](http://www.cockermouth.org)

[clerk@cockermouth.org](mailto:clerk@cockermouth.org)

Facebook @CockermouthTownHall

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**From:** Lesley Currie <lesley.currie@allerdale.gov.uk>  
**Sent:** 04 February 2022 11:27  
**To:** Clerk - Cockermouth TC <clerk@cockermouth.org>  
**Subject:** Planning Application CAT/2022/0002

Dear Sir/Madam

Consultation on planning application

Reference No: CAT/2022/0002

Applicant: Julian Smith

Proposal: Canopy lift of trees with area defined by red boundary line on plan Lower branches will be selectively removed to a height of 2m to allow increased light to reach surrounding areas prior to re-seeding with wildflower mix. Branches impacting on pedestrian access along to paths will also be removed

Location: Harris Park, Fern Bank, Cockermouth, CA13 0DL

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 you/your department may have by e-mail to [planning@allerdale.gov.uk](mailto: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 25/02/2022. 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/2022/0002.

Please note that all the information contained in this application can be viewed by the public and on our website

<https://allerdalebc.force.com/pr/s/planning-application/a3X3X00000B9EYgUAN>

Yours faithfully

Kerry McCartney

Specialist - Planning



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

Town and Country Planning Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR	First name:	JULIAN
Last name:	SMITH		
Company (optional):	ALLERDALE BOROUGH COUNCIL		
Unit:		House number:	
House name:	ALLERDALE HOUSE		
Address 1:			
Address 2:			
Address 3:			
Town:	WORKINGTON		
County:	CUMBRIA		
Country:	ENGLAND		
Postcode:	CA14 3YJ		

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

### 3. Trees Location

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

Easting:

Northing:

Description:

PUBLIC PARK.  
THE AREA IN QUESTION IS GRASS WITH SCATTERED TREES, DEFINED BY TARMAC PATHS, ONE OF WHICH RUNS ALONGSIDE THE RIVER COCKER.

### What Are You Applying For?

Are you wishing to carry out works to tree(s) in a Conservation Area (CA)? ☒ Yes ☐ No

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

### 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. Enter the species of the tree(s) and include a sketch plan showing position(s) of the tree(s) in relation to buildings, named roads and boundaries.

If the trees are protected by a TPO, if possible please number them as shown in the First Schedule to the Tree Preservation Order (for example T3 Oak; two Beech and one Birch in G2; seven Ash in A1; sycamore in W1).

Trees and proposed works:

CANOPY LIFT OF TREES WITHIN AREA DEFINED BY RED BOUNDARY LINE ON PLAN REF:  
LOWER BRANCHES WILL BE SELECTIVELY REMOVED TO A HEIGHT OF 2M TO ALLOW INCREASED LIGHT TO REACH SURROUNDING GRASS AREAS PRIOR TO RE-SEEDING WITH WILDFLOWER MIX. BRANCHES OBSTRUCTING PEDESTRIAN ACCESS ALONG TO PATHS WILL ALSO BE REMOVED.

You might find it helpful to consult a tree surgeon to clarify what needs to be done.

Please state the reference number you have given the plan:

### 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):

### 6. Tree Preservation Order Details

Do you know the title of the Tree Preservation Order (TPO)? ☐ Yes ☐ No

If Yes, please provide the title of the TPO:



## Trees - Reasons For Works

This section only needs to be completed if you are seeking consent to trees under a Tree Preservation Order (TPO)

Please state the reasons for carrying out the proposed works on the tree(s):

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 documents specified.

Health or safety of the tree(s) - e.g. it is diseased, fears that it might break or fall:

☐ Yes

☐ No

If Yes, information required - report by a tree professional (e.g. arboriculturist, horticultural adviser).

Alleged subsidence damage:

☐ Yes

☐ No

If Yes, Information required: Full report by an engineer or surveyor, together with one from a tree professional - to include date and description of property damage; sub-soil type and shrinkage potential; location of any roots found and their identification; history of ground and building movement through a distortion survey and/or level or crack monitoring over suitable period; other vegetation in the vicinity and its management since discovery of the damage.

## Trees - Additional Information

Are you providing additional information in support of your application?

☒ Yes

☐ No

If Yes, please provide the reference numbers of plans, documents, professional reports etc in support of your application:

PLAN REF: JS/HP1/2/22 - LOCATION PLAN

PLAN REF: JS/HP2/2/22 - PROPOSED WORK AREA.

REF: JS/HP3/2/22 - PHOTOS

## 0. Application For Tree Works - Checklist

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted. For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you MUST provide the following:

copies of a completed and dated application form. ☒

copies of a sketch plan showing the location of all tree(s). ☒

copies of a full and clear specification of the works to be carried out. ☒

copies of a statement of reasons for the proposed work. ☒



As detailed on form

As detailed on form

evidence in support of statement of reasons. In particular, you should provide:

3 copies of a report by a tree professional (e.g. arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s). ☐

3 copies of a report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage. ☐

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

copies of a completed and dated form, with all questions answered. ☒

copies of a sketch plan showing the precise location of all tree(s). ☒

copies of a full and clear specification of the works to be carried out. ☐

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting (3 copies of each need to be provided):

photographs. ☒

report by a tree professional (arboriculturist) or other. ☐

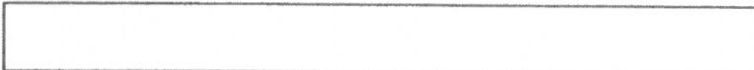
details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form. ☐

## 1. Declaration - Trees

We hereby apply for consent/give notice as described in this form and the accompanying plans and additional information.

Signature: 

Or signed - Agent:



03/02/2022 (date cannot be pre-application)

## 2. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

01900-516872

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

Julian.Smith@allerdale.gov.uk

## 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):



REF: JS/HP3/2/2022

**WORKS TO TREES IN HARRIS PARK, COCKERMOUTH CONSERVATION AREA**

**PHOTOS SHOWING TREES WITHIN WORK AREA WHERE CANOPY LIFT TO 2M IS PROPOSED**

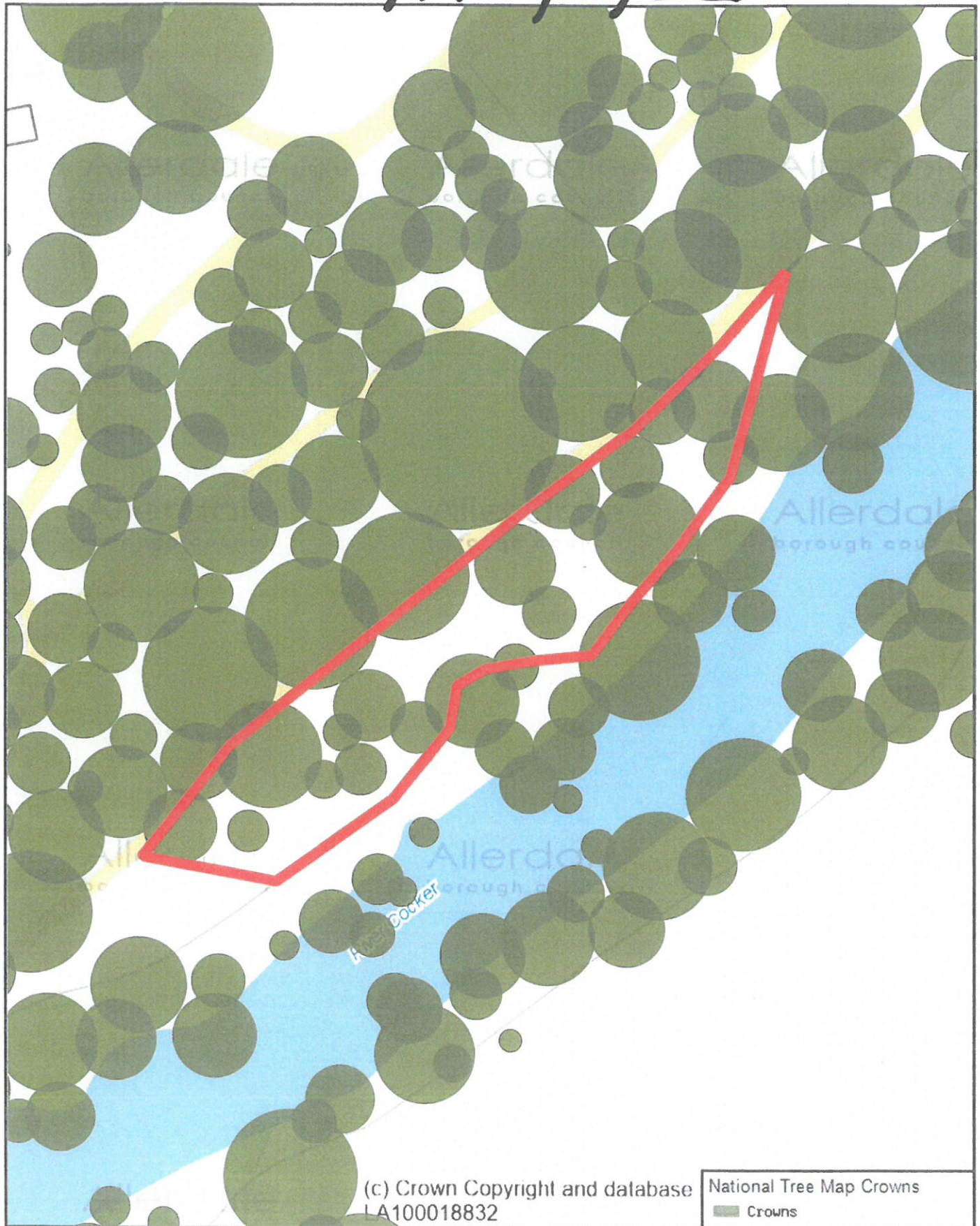








PLAN REF: JS/HP2/2/22



**Proposal for canopy-lift of trees in Harris Park, Cockermouth**

N Scale: 1:709



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PLAN REF: JS/HP1/2/22



Location Plan for tree works in Harris Park, Cockermouth Conservation Area.

N Scale: 1:20000

Printed on: 2022-02-03 12:25:56 by julian.smith@ABCNT1.DOM



**Assistant - Cockermouth TC**

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**From:** Clerk - Cockermouth TC  
**Sent:** 01 February 2022 11:29  
**To:** Assistant - Cockermouth TC  
**Subject:** FW: Planning Application WTPO/2022/0001

Print off and put in basket for next TC meeting please. Don't put on list it's a tree one

**Sheila Brown**  
The Town Clerk  
Cockermouth Town Council  
The Town Hall  
Market Street  
Cockermouth  
Cumbria  
CA13 9NP

Tel: 01900 821869  
[www.cockermouth.org](http://www.cockermouth.org)  
[clerk@cockermouth.org](mailto:clerk@cockermouth.org)  
Facebook @CockermouthTownHall

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**From:** Yvonne Martin <yvonne.martin@allerdale.gov.uk>  
**Sent:** 01 February 2022 11:16  
**To:** Clerk - Cockermouth TC <clerk@cockermouth.org>  
**Subject:** Planning Application WTPO/2022/0001

Dear Sir/Madam

Consultation on planning application

Reference No: WTPO/2022/0001

Applicant: Gail Cooper

Proposal: 11 trees surveyed See appendix 2 of report for survey data & works required

Location: 38, Strawberry How, Cockermouth, CA13 9XZ

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 you/your department may have by e-mail to [planning@allerdale.gov.uk](mailto: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 22/02/2022. 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 WTPO/2022/0001.

Please note that all the information contained in this application can be viewed by the public and on our website

<https://allerdalebc.force.com/pr/s/planning-application/a3X3X00000B9ESBUA3>

Yours faithfully

Kerry McCartney

Specialist - Planning



Planning Department  
Allerdale Borough Council  
Allerdale House  
Workington  
CA14 3YJ  
Tel. : 0303 1231702



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 (as amended)

**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.

**Tree Location**

Please provide the address of the site where the tree(s) stands (full address if possible)

Number  Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Easting (x)

Northing (y)

**If the location is unclear or there is not a full postal address, describe as clearly as possible where it is**

(for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

## What Are You Applying For?

Based on the type of work proposed and the location and protected status of the trees involved, there are various details and supporting information that will need to be supplied in order for the Local Planning Authority to determine the application.

### Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

- ☒ Yes  
☐ No

Do you know the Tree Preservation Order reference number(s)?

- ☒ Yes  
☐ No

Please enter the title or number for each relevant Tree Preservation Order

T90, T92, T93, T94, T95, T96, T97, T98 as detailed in tree survey

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](#)).

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.

Alleged damage to property - e.g. subsidence or damage to drains or drives.

- ☐ Yes  
☒ No

### Are you wishing to carry out works to tree(s) in a conservation area?

- ☐ Yes  
☒ No

### Documents and plans (for any tree)

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order.

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.

Are you providing additional information in support of your application (e.g. an additional schedule of work for the question 'Identification of Tree(s) and Description of Works')?

- ☒ Yes  
☐ No

If Yes, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application

Tree Survey carried out by Matthew Jones, 8th December 2021

## Identification of Tree(s) and Description of Works

## Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

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

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes  
☒ No

## Declaration

I / We hereby apply for Tree works: Trees in conservation areas/subject to TPOs as described in this form and 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 options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Gail Cooper

Date

31/01/2022



## **Tree Survey at Strawberry How Cockermouth**

**8th December 2021**

**Matthew Jones  
Bsc (Honours) For, Cert.Arb (RFS)**

## Summary

In total eleven trees were surveyed within the property.

Two trees were deemed as having an intolerable risk of harm, four trees had a tolerable risk of harm and five trees were broadly acceptable.

The intolerable risk included T5 an Elm and a large Sycamore T6. The Elm had a partially failed branch leaning into the adjacent Horse Chestnut of which part of this branch has fallen to the ground in the recent storm. The large Sycamore has some large pieces of dead wood in the canopy that require removal.

The Lime and the Horse Chestnut both have partially failed branches in their canopy. These branches are likely to fall apart in pieces but would be best removed to improve the appearance of the trees. The remainder of the trees have dead wood in their canopies and Ivy growing up their stems into the crowns.

Ivy is best severed as it can obscure defects and compete with the tree for light. The majority of these trees are protected by a tree preservation order. Any removal of dead wood from a live tree and the removal of snapped and hanging branches are exempt from any requirement for submission of an application for tree works, as is the severance of Ivy.

The other pruning recommendations including crown lifting of lower branches or reducing the length of the longer branches and the removal of the Alder on the fence line, will require an application submitting to the local authority for their consent before this work is carried out.

## **I. Introduction**

### **I.1 Work Instruction**

The survey has been instructed through Mrs Cooper the owner of the property. She has concerns over a number of trees that are growing close to the road and within the garden and would like their condition assessed.

This survey aims to assess the health and condition of the trees and the potential for them to cause damage to property and people. Where the risk is deemed significantly high, work recommendations have been given to reduce the likelihood of tree failure.

### **I.2 Report Limitations**

The trees were inspected from ground level unless otherwise indicated. All visual recommendations relate to the condition of the trees on the date of the survey and are valid for one year. The recommendations in this report should be carried out to manage the risks posed by the trees and reduce them to an acceptable level.

Trees are dynamic living organisms whose health and condition can change rapidly and therefore no tree can be guaranteed one hundred percent safe. However they are unlikely to cause significant damage or harm once the recommendations in this report have been implemented, unless the weather have been extreme or the conditions on the ground have changed rapidly.



## 2. Site Visit and Observations

### 2.1 Conditions at Time of Survey

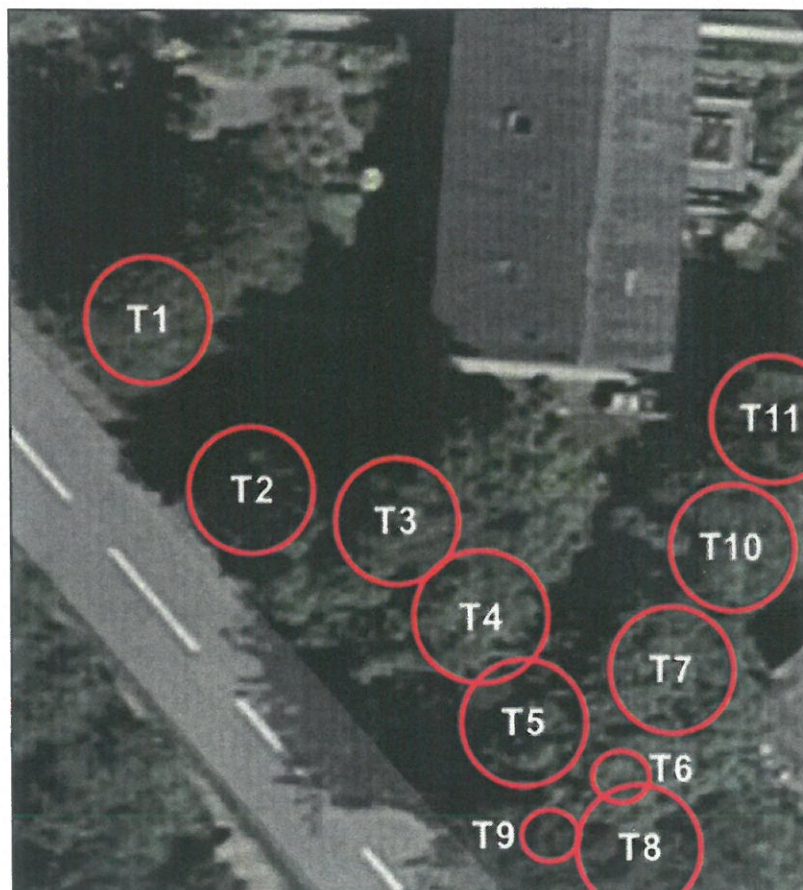
The trees were inspected on the 8th December 2021. The weather was unsettled. All heights and diameters of trees were estimated based on previous experience.

### 2.2 Site Description

38 Strawberry How is located within a new development on the edge of Strawberry How Road in Cockermouth. Mrs Coopers property has a number of trees within the garden that are protected by a tree preservation order.

### 2.3 Location of Trees and Identification

The trees surveyed, can be seen identified on the map below circled red. Full tree data and work schedule with work recommendations can be found in the appendix.



### 3. The Tree Survey Method

The tree survey method was carried out using the Quantified Tree Risk Assessment (QTRA) system which quantifies and combines the components of tree failure risk. It is possible to calculate with some accuracy the usage of vehicular and pedestrian targets upon which trees could fail. It is also possible to estimate the repair or replacement cost of property that could be damaged in the event of a tree failure. The probability that a tree or branch will fall can be estimated. The potential impact from a failing tree or branch can be estimated on the basis of the comparative assessment of the branch or stem diameter.

The Quantified Tree Risk Assessment system is based on mainly estimated values and whilst the system is numerically self consistent, the 'risk of harm' outcomes are based on observations made by tree inspectors, surveyors and land managers. The system provides a method for the probabilistic risk assessment of harm from tree failure but is not predictive in an absolute sense and does not seek to provide an absolute threshold. However the system does provide a statistical assessment of tree failure risk.

Where land is constantly occupied by people or by valuable property, a moderately small tree might, by virtue of its position, represent a significant 'Risk of harm'. On the other hand, a large tree in an area of low access such as a remote woodland or country park will represent only a very low 'Risk of harm' even where its stability is substantially compromised. In the latter scenario, access to a remote area will be considerably reduced during the high wind events that are most likely to result in failure of trees and as a result the risk from tree failure in these areas is further reduced.

The use of quantification in the assessment of tree failure risk enables property owner and managers to operate, insofar as is reasonable practicable, to a predetermined level of acceptable risk without expending disproportionate resources on either risk assessment or reduction.

#### 3.1 The Method

The QTRA system produces a Risk of Harm figure, calculated from combining three components:

1. The Target
2. Size of part most likely to fail
3. Probability of failure

The system assesses the probability of significant harm from failure within a period of one year.

#### 3.2 Risk of Harm

A probability of death or serious injury of 1/10,000 is suggested by the health and safety executive as the limit of acceptable risk to the public at large from the failure of any individual tree within one year of assessment. Using the 1/10,000 limit, risk exceeding 1/10,000 should be considered for urgent remedial action to reduce the risk to less than 1/10,000.

The key figure in the tree survey is the risk of harm. This figure represents the probability of a tree causing harm within the next twelve months.



### 3.3 Managing Risks

Current guidelines suggest that risk management should be proportional to the benefits conferred by trees and the costs of reducing risk levels. For example many trees may contain defects which could be deemed as a low risk. It is disproportionate to expect trees to have zero risk. This expectation would lead to hundreds of trees being removed for minor defects with huge cost involved.

The QTRA outputs can be measured against the HSE's Tolerability of Risk framework to aid decision relation to risk reduction works. The different categories of risk are as follows:

### 3.4 Managing Risks

Current guidelines suggest that risk management should be proportional to the benefits conferred by trees and the costs of reducing risk levels. For example many trees may contain defects which could be deemed as a low risk. It is disproportionate to expect trees to have zero risk. This expectation would lead to hundreds of trees being removed for minor defects with huge cost involved.

The QTRA outputs can be measured against the HSE's Tolerability of Risk framework to aid decision relation to risk reduction works. The different categories of risk are outline in the table below.

QUANTIFIED TREE RISK ASSESSMENT - RISK DECISION INFORMING FRAMEWORK		
Risk Thresholds	Description	Action
1/1 000	<b>Unacceptable</b> Risks will not ordinarily be tolerated	<ul style="list-style-type: none"> <li>Control the risk</li> <li>Periodically review the risk</li> </ul>
	<b>Unacceptable (where imposed on others)</b> Risks will not ordinarily be tolerated	<ul style="list-style-type: none"> <li>Control the risk</li> <li>Periodically review the risk</li> </ul>
1/10 000	<b>Tolerable (by agreement)</b> Risks may be tolerated if <ul style="list-style-type: none"> <li>those exposed to the risk accept it, or</li> <li>the tree has exceptional value</li> </ul>	<ul style="list-style-type: none"> <li>Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value</li> <li>Periodically review the risk</li> </ul>
	<b>Tolerable (where imposed on others)</b> Risks are generally tolerable	<ul style="list-style-type: none"> <li>Assess costs and benefits of risk control</li> <li>Control the risk only where a significant benefit might be achieved at a reasonable cost</li> <li>Periodically review the risk</li> </ul>
1/1 000 000	<b>Broadly Acceptable</b>	<ul style="list-style-type: none"> <li>No action currently required</li> <li>Periodically review the risk</li> </ul>

### 3.5 Target Ratings for Strawberry How

Targets represent the value or occupancy. This considers the repair or replacement value of property that might be damaged and the average occupation by people over the coming year.

The main targets that the trees could strike are vehicles and pedestrians passing along the road B5292. The trees alongside the road have the potential to fall onto vehicles and cyclists. The target rating has been calculated at a target rating of 2 between 480 and 4700 vehicles per day.

Within garden some trees are within striking distance of the property and have been given a target rating of 4 with the potential to cause damage between £200 and £2000.

A pedestrian rating has also been given for the garden and this has been calculated at target 2 or an occupancy of 15m to 2.5 hours per day averaged out over a year.

The information below has been organised according to the risk decision informing framework taken from the table above that outlines the different risk thresholds.

Any tree with a risk rating of greater than 1/10,000 is an unacceptable level of risk and requires risk reduction measures to prevent harm to people and property. These are unacceptable risks where they are imposed on others without their agreement.

Any risk between 1/10,000 to 1/1 million is considered tolerable and depends upon the cost and benefit of risk control.

Risk less than 1/1 million is broadly acceptable and therefore no work is required. The calculations of the risk assessment can be found in Appendix 5 Risk Assessment Calculation Values and Ranges.

#### **4. The Tree Survey**

The full tree survey recommendations can be found in the appendix in the tree survey data and work schedule. This section summaries the key findings.

##### **4.1 Trees With an Intolerable Risk of Harm of Greater Than 1/10,000**

Two trees have fallen into this category, these include T5 an Elm and T6 a large Sycamore.

The Elm has a partially failed branch that has fallen into the Horse chestnut opposite, part of this branch has also fallen during the recent stormy weather. This will require removal.



Figure 1 - Showing snapped out branch in Elm  
and remaining branch stub

The Ivy on the tree has also been recommended for severance along with the removal of epicormic growth on the stem.



The large Sycamore has some substantial pieces of dead wood in the canopy, that have the potential to fall onto garden users this has been recommended for removal.

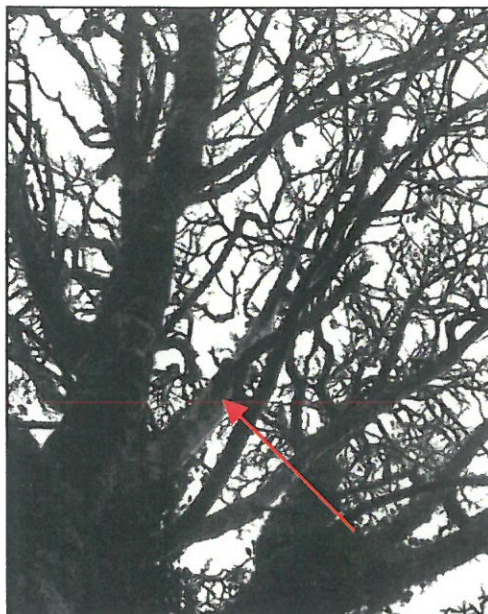


Figure 2 - Large dead wood in Sycamore

#### 4.2 Trees With a Tolerable Risk of Harm of 1/50,000

Four trees have been calculated as having a tolerable level of risk, this includes T3 the Lime, T4 the Horse Chestnut, T7 a Sycamore and T8 the large Beech.

T3 the Lime has two snapped out and hanging branches in the canopy, these are likely to fall down in small pieces over time, these are not considered an intolerable level of risk at present.



Figure 3 - Snapped out hanging branch in Lime

T4 the Horse Chestnut also has a partially failed branch this is likely to fall apart slowly and in pieces but would be better removed from a management perspective.



Figure 4 - Snapped out hanging branch in Horse Chestnut

These trees also require Ivy severance and the removal of dead wood from their canopies. I have also recommend that the Lime and Horse Chestnut have some of the lower branches over the garden removed to give clearance and prevent encroachment onto the property.

T7 the Sycamore requires Ivy severance and dead wood removal. T8 the Beech requires the Ivy severing as it is difficult to give this tree a detailed inspection due to the quantity of Ivy within the crown that is obscuring its branches.



Figure 5 - Ivy covered Beech



### 4.3 Trees With a Broadly Acceptable Risk of Harm of Greater Than 1/1 Million

Five trees were calculated as having a low risk of harm due to little sign of defects. One of these trees required no tree pruning T10 a Beech. T11 the group of Beech on the bank opposite the house has been recommended for to have the encroaching branches reducing back to limit their encroachment towards the property. This is good tree management, I have recommended that these branches are pruned back by 2-2.5m in length.



Figure 6 - Beech branches encroaching towards house

A Sycamore sapling T9 is not protected by the preservation order and is growing adjacent the fence this would be best removed due to its proximity and likelihood that it will grow into the fence.



Figure 7 - Sycamore sapling on edge of fencing

T2 the Alder has already grown to an extent, that the base of the tree is touching the fence. This is likely to damage the fence over time and I would recommend that this is removed before damage occurs.



Figure 8 - Alder touching fence

T1 the large Horse Chestnut again shows little signs of any significant risk and therefore has been classed as having a broadly acceptable risk of harm. The tree has some low branches over the garden, the public footpath and some of the lower tips of the branches are encroaching into the road. The tree also has significant Ivy growth that I recommend is severed.



Figure 9 - Horse Chestnut

All of this work in this section is not required to be carried out to reduce any risk of harm and therefore is not considered essential. If budget allows this can be carried out for good management of the trees and to improve their appearance.

#### **4.4 Ivy**

Ivy is not parasitic but uses the tree for support, it can grow into the crown and increase the sail area of the crown, magnifying the forces of the wind on the tree. It can also compete with the tree for light and can lower tree vitality, it can also obscure defects. I recommend that Ivy on trees is severed unless the tree is in a low risk situation and provides habitat value.



#### **4.1 Work Priority**

Trees with a risk of harm rating of greater than 1/10,000 should have the work recommendations carried out as soon as possible.

Any other risk of harm rating is within a tolerable level of risk and therefore no work recommended in this report needs to be carried out from a health and safety perspective. If budgets allow then the work recommended for example the removal of dead wood and snapped and hanging branches can be carried out to improve the appearance of the trees and to lower the risk of harm to as low as is reasonably possible. The Ivy severance is also recommended as this is considered good management.

## **5. Legal Considerations**

### **5.1 Tree Preservation Orders and Conservation Areas**

These trees are protected by a tree preservation order no 4 (2003) under the authorisation of Allerdale Borough Council.

### **5.2 Felling License**

The work recommended in this report is exempt from a felling license.

### **5.3 Carrying Out Tree Work**

Any tree work should be carried out by a suitable qualified arborist/ tree surgeon to British Standard 3998:2010 Tree work - Recommendations. They should also abide by Health and Safety legislation and be suitably insured to carry out such work.

### **5.4 Future Tree Surveys**

Any trees on the property should be surveyed once every two to three years or after a severe storm.

### **5.5 Highway Law and Trees**

#### Landowners Responsibility

The Highways Act 1980 states that a public highway should be kept clear of obstructions. Trees are living and growing organisms that can grow, in time, over a highway and impede the movement of pedestrians and vehicular traffic. Therefore landowners who have properties adjacent to the highway should be aware of their responsibilities to keep vegetation and trees clear.

#### Height Clearance over highway

Minimum clearance should be 2.4m over a footpath and 5.2m over a road (measured from the centre line). As a guide, these minimum clearances should be sufficient to allow a 2m person with an umbrella up to walk unimpeded along a footpath and a double-decker bus to travel along a road without hitting any overhanging branches.

#### Street lights and signs

The landowner also has a responsibility to ensure that vegetation is kept clear of road signs and street lights.

#### Dangerous trees

The landowner has a 'duty of care' to ensure that trees in their ownership do not pose a danger to highway users. This includes dead trees, dangerous trees, and dead and dangerous branches etc.

## **5.6 The Occupiers Liability Act**

The Occupier's Liability Act 1957/1984 lays down a duty for landowners to take reasonable steps to ensure that their premises are reasonably safe for visitors. In relation to trees, steps should be taken to ensure that the trees are inspected and kept in reasonable condition.

## **5.7 Duty of Care**

The landowner has a 'duty of care' to ensure that trees in their ownership do not pose a danger to passersby and property. This includes dead trees, dangerous trees, and dead and dangerous branches etc.

## **5.8 Wildlife Protection Legislation**

Any tree work carried out should comply with the following legislation:

Bats and Birds

Wildlife and Countryside Act 1981: Certain plant and animal species are scheduled in the Act, and in addition all wild birds are protected during nesting (Schedule 1 Birds, Schedule 5 other animals, Schedule 8 plants). It is an offence to ill treat any animal; to kill, injure, sell or take protected species (with certain exceptions); or intentionally to damage destroy or obstruct their places of shelter. Bats and their roosts enjoy additional protection including when found in a dwelling house, and their discovery must be reported to Natural England

The Conservation (Natural Habitats, etc.) Regulations 1994 (the Habitat Regulations):

This Act implements the requirements of the European Habitats Directive and affords additional protection to animals and plants listed in Annex IV of the Directive. It is an offence to deliberately kill, injure, take or disturb listed animal species; to destroy their resting places or breeding sites; or to pick, collect, cut, uproot or otherwise destroy listed plant species.

Countryside and Rights of Way Act 2000: Part III of the Act strengthens the protection of SSSIs and the enforcement of the Wildlife and Countryside Act. It also supports the growing importance of Biodiversity Action Plans and the role of local wildlife sites in contributing toward Biodiversity Action Plans.

## **Appendix I**

### **I. Qualifications and Experience**

#### **I.1 Qualifications**

Matthew Jones has a BSc in Forestry and Woodland Management from the University of Central Lancashire and has The Royal Forestry Certificate in Arboriculture. He is also a certified QTRA (Quantifiable Tree Risk Assessment) licensed user.

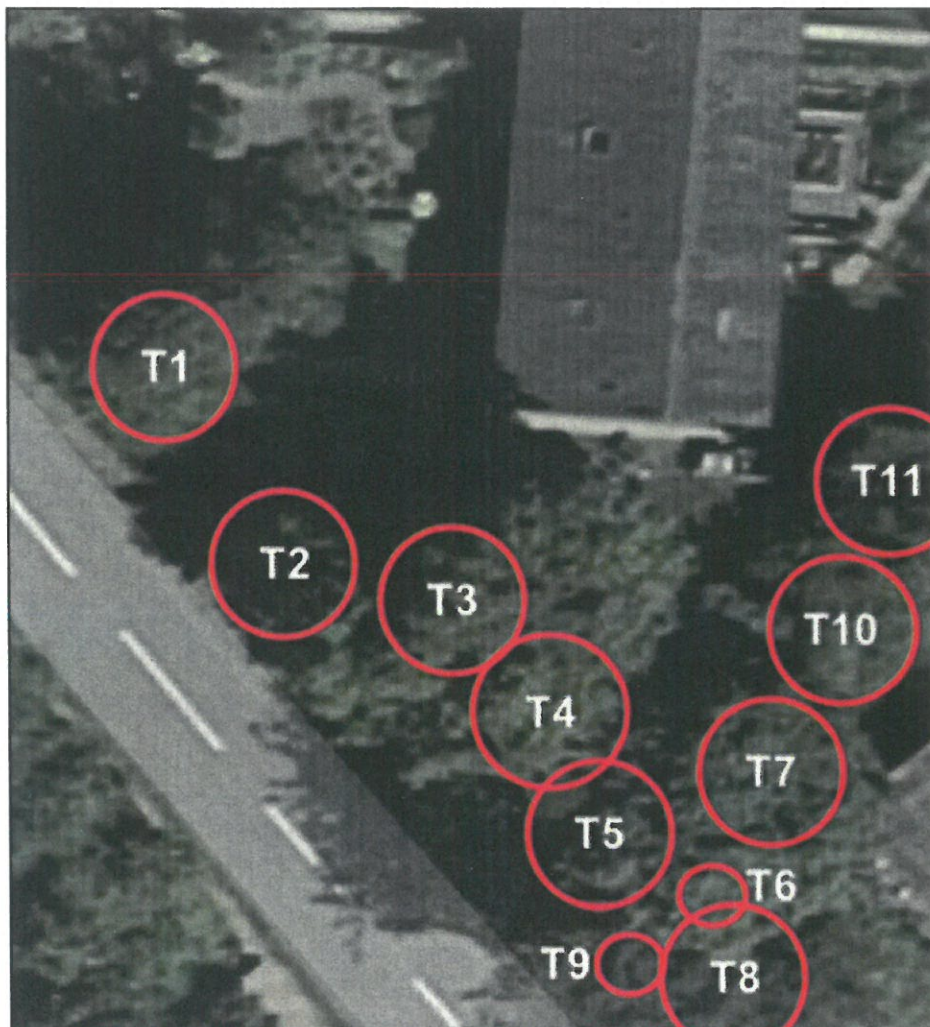
#### **I.2 Practical Experience**

Matthew Jones has spent over fifteen years working in the Arboricultural industry. Firstly as a tree surgeon in the UK, America and New Zealand, later in a tree management role for Oxford County Council managing thousands of trees within their care. He has also worked for Capita Symond's, one of the largest consultancy companies in the UK. In 2011 he set up his own company The Care of Trees specialising in providing tree reports and surveys.

## Appendix 2 - Tree Survey Data and Work Schedule

Tree No	TPO No	Species	Age	Diameter	Height	Crown Spread	Physiological Condition	Comments	Target Rating	Size of Part	Probability of Failure	Risk of Harm	Work Required
1	T90	Horse Chestnut	M	850	17	15	F	Ivy encroaching into crown, low branching over footpath, tips over road starting to encroach into road. Weight biased to neighbours property to north due to removal of Sycamore to south.	Vehicle 2	4	5	1/1 million	Sever ivy, crown lift to 3m over garden footpath and footpath roadside and prune back encroaching tips into road for statutory clearance
2	T92	Alder	M	250	10	5	F	Stem of tree is growing close to fence and is touching at base will lead to damage of fence	Vehicle 2	4	6	1/1 million	Fell
3	T93	Lime	M	550	20	15	F	Ivy encroaching up tree, dead wood to 80mm, hanging branch at 10m to north. Hanging and snapped branch to south at approximately 16m, 80mm at base. Epicormic growth at base.	Pedestrian 2	4	2	1/50,000	Remove epicormic growth to 3m and crown lift to 5m (garden side), remove hanging branches, dead wood and sever ivy
4	T94	Horse chestnut	M	700	17	15	F	Large lower limb encroaching towards house, ivy up stem, partially failed limb from Elm is resting in crown, poor pruning some branch stubs and dead wood to 80mm. Snapped out hanging branch to north at 11m	Pedestrian 2	4	2	1/50,000	Sever ivy, remove lower branch growing towards house, tidy branch stubs, prune lower tips of branches encroaching into road, crown lift 3m over garden, remove snapped out hanging branch
5	T95	Elm	M	650	16	12	F	Dead partially failed branch leaning into Horse Chestnut to 250mm diameter. Part of this limb has failed and fallen to the ground.	Pedestrian 2	3	1	1/5000	Remove dead limb growing into Horse Chestnut and branch stub remaining in tree, sever ivy, and remove epicormic growth
6	T96	Sycamore	M	850	20	15	M	Ivy encroaching into crown, deadwood to 250mm, vitality of tree moderate to early decline	Vehicle 2	3	2	1/5000	Sever ivy, remove dead wood over 40mm
7	T98	Sycamore	M	500	21	13	F	Ivy dead wood to 50mm	Vehicle 2	4	2	1/50,000	Remove deadwood and sever ivy
8	T97	Beech	M	1000	20	16	F	Ivy encroaching up stem, deadwood under 40mm	Vehicle 2	4	2	1/50,000	Sever ivy
9		Sycamore sapling	Growing close to fence	85mm	3	1	F	Close to fence	Vehicle 2	4	7	1/1 million	Fell
10		Beech	M	150	6	2	F	Some decay at base but wound wood present growing out from canopy of Sycamore	Property 4		4	1/1 million	No work required
11		Beech - group of three main stems	M	350 x 2 and 250	14	15	F	Stem to west has tight union, lower branches are encroaching over retaining wall and could be pruned back by 2.2.5m to limit encroachment	Property 4		7	1/1 million	Prune back branches encroaching onto house by 2.2.5m to limit encroachment

### Appendix 3 - Map Of Tree Identification





## Appendix 4 - Risk Assessment Calculation Values and Ranges

<b>Table 3. QTRA Target Ranges</b>				
<b>Target Range</b>	<b>Property (repair or replacement cost)</b>	<b>Human (not in vehicles)</b>	<b>Vehicle Traffic (number per day)</b>	<b>Ranges of Value (probability of occupation or fraction of £1 500 000)</b>
1	£1 500 000 – >£150 000	<b>Occupation:</b> Constant – 2.5 hours/day <b>Pedestrians &amp; cyclists:</b> 720/hour – 73/hour	26 000 – 2 700 @ 110kph (68mph) 28 000 – 2 900 @ 100kph (62mph) 31 000 – 3 200 @ 90kph (56mph) 32 000 – 3 300 @ 80kph (50mph) 36 000 – 3 700 @ 70kph (43mph) 42 000 – 4 300 @ 60kph (37mph) 47 000 – 4 800 @ 50kph (32mph)	1/1 – >1/10
2	£150 000 – >£15 000	<b>Occupation:</b> 2.4 hours/day – 15 min/day <b>Pedestrians &amp; cyclists:</b> 72/hour – 8/hour	2 600 – 270 @ 110kph (68mph) 2 800 – 290 @ 100kph (62mph) 3 100 – 320 @ 90kph (56mph) 3 200 – 330 @ 80kph (50mph) 3 600 – 370 @ 70kph (43mph) 4 200 – 430 @ 60kph (37mph) 4 700 – 480 @ 50kph (32mph)	1/10 – >1/100
3	£15 000 – >£1 500	<b>Occupation:</b> 14 min/day – 2 min/day <b>Pedestrians &amp; cyclists:</b> 7/hour – 2/hour	260 – 27 @ 110kph (68mph) 280 – 29 @ 100kph (62mph) 310 – 32 @ 90kph (56mph) 320 – 33 @ 80kph (50mph) 360 – 37 @ 70kph (43mph) 420 – 43 @ 60kph (37mph) 470 – 48 @ 50kph (32mph)	1/100 – >1/1 000
4	£1 500 – >£150	<b>Occupation:</b> 1 min/day – 2 min/week <b>Pedestrians &amp; cyclists:</b> 1/hour – 3/day	26 – 4 @ 110kph (68mph) 28 – 4 @ 100kph (62mph) 31 – 4 @ 90kph (56mph) 32 – 4 @ 80kph (50mph) 36 – 5 @ 70kph (43mph) 42 – 5 @ 60kph (37mph) 47 – 6 @ 50kph (32mph)	1/1 000 – >1/10 000
5	£150 – >£15	<b>Occupation:</b> 1 min/week – 1 min/month <b>Pedestrians &amp; cyclists:</b> 2/day – 2/week	3 – 1 @ 110kph (68mph) 3 – 1 @ 100kph (62mph) 3 – 1 @ 90kph (56mph) 3 – 1 @ 80kph (50mph) 4 – 1 @ 70kph (43mph) 4 – 1 @ 60kph (37mph) 5 – 1 @ 50kph (32mph)	1/10 000 – >1/100 000
6	£15 – £1	<b>Occupation:</b> <1 min/month – 0.5 min/year <b>Pedestrians &amp; cyclists:</b> 1/week – 6/year	None	1/100 000 – 1/1 000 000

Vehicle, pedestrian and property Targets are categorised by their frequency of use or their monetary value. The probability of a vehicle or pedestrian occupying a Target area in Target Range 4 is between the upper and lower limits of >1/1 000 and 1/10 000 (column 5). Using the VOSL £1 500 000, the property repair or replacement value for Target Range 4 is £1 500 – >£150.

**Table 6. QTRA Probability of Failure Ranges**

Probability of Failure Range	Probability
1	1/1 - >1/10
2	1/10 - >1/100
3	1/100 - >1/1 000
4	1/1 000 - >1/10 000
5	1/10 000 - >1/100 000
6	1/100 000 - >1/1 000 000
7	1/1 000 000 - 1/10 000 000

The probability that the tree or branch will fail within the coming year.

**Table 5. QTRA Size Ranges**

Size Range	Size of tree or branch	Impact Potential
1	> 450mm (>18") dia.	1/1 - >1/2
2	260mm (10 1/2") dia. - 450mm (18") dia.	1/2 - >1/8.6
3	110mm (4 1/2") dia. - 250mm (10") dia.	1/8.6 - >1/82
4	25mm (1") dia. - 100mm (4") dia.	1/82 - 1/2 500

\* Range 1 is based on a diameter of 600mm.

# Cockermouth Town Council

## Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
658	112839	£73.00	£0.00	£73.00	01/02/22	Cockermouth & District Chamber of Trade - TIC stock	£73.00
659	112840	£195.00	£32.50	£162.50	01/02/22	Cumbria Pest Services - Washroom services - PC Feb - April	£195.00
660	112841	£70.00	£0.00	£70.00	01/02/22	S P Martin Electricals Limited - Replace faulty light in main hall VH	£70.00
661	112842	£556.13	£92.68	£463.45	01/02/22	Tech 4 Office Equipment Ltd - CM Library photocopier	£556.13
662	112843	£79.60	£13.27	£66.33	01/02/22	Viking - stationery TH	£79.60
663	112844	£127.16	£0.00	£127.16	01/02/22	Water Plus - CM Library - Oct 21- Jan 22	£127.16
664	112845	£47.68	£7.95	£39.73	01/02/22	WF Cascade - Cleaning Products - PC	£47.68
665	112846	£6,923.90	£1,153.98	£5,769.92	01/02/22	Tivoli Services Ltd - various works <i>1212 hrs</i>	£6,923.90
1		£276.00	£46.00	£230.00		MG Memorial Gardens wool flooding see invoice	
2		£6,647.90	£1,107.98	£5,539.92		Pro Tree Planting Project - Park Ext	
666	112847	£22,174.59	£3,695.77	£18,478.82	01/02/22	Cumbria Coal Ltd - Christmas Lights	£28,262.61
1		£21,611.09	£3,601.85	£18,009.24		CI Christmas Lights Contr	
2		£756.17	£126.03	£630.14		CI Bulbs, connects, cables	
3		-£192.67	-£32.11	-£160.56		CI credit - rope light	
667	112847	£5,891.76	£981.96	£4,909.80	01/02/22	Cumbria Coal Ltd - Charge of lights purchases for large tree - enhancement 2019/2022 as per attached	£28,262.61
668	112847	£196.26	£32.71	£163.55	01/02/22	Cumbria Coal Ltd - Christmas Lights - Swod Sundries - Bins	£28,262.61
669	112848	£855.60	£142.60	£713.00	01/02/22	Edge Designs Ltd - Edge - 5 year IT accounts contract	£855.60
670	Bacs 670	£195.00	£0.00	£195.00	01/02/22	Allerdale Borough Council - Trade Refuse - TH / Librat 01.10.21-31.12.01	£195.00
1		£97.50	£0.00	£97.50		TH TH	
2		£97.50	£0.00	£97.50		TIC Library	
671	Bacs - 671	£24.00	£0.00	£24.00	01/02/22	Skylark Studios - TIC stock	£24.00

\* grant being claimed

Signature

Signature

Date

# Cockermouth Town Council

## Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
672	112849	£417.09	£0.00	£417.09	01/02/22	Water Plus -	£417.09
1		£79.10	£0.00	£79.10		MG Mem Gardens	
2		£148.52	£0.00	£148.52		toile PC Market Street	
3		£189.47	£0.00	£189.47		toile PC Main Street	
673	673	£51.36	£8.56	£42.80	04/02/22	e Slip Ltd - Payroll services	£51.36
<b>Total</b>		£37,878.13	£6,161.98	£31,716.15			

Signature

Signature

Date

44

## Local Government Reorganisation

### Delivering Two New Councils for Cumbria



*Image description: Map of Cumbria split in half by two colours, blue and green. Image reads 'Local Government Reorganisation, delivering two new councils for Cumbria'.*

#### Local Government Reorganisation (LGR) Newsletter

28 January 2022

#### In today's edition:

- [Update on the LGR Programme](#)
- [What to expect in the first six months of the year](#)
- [Focus on Organisational Development \(OD\) and Human Resources \(HR\)](#)
- [Programme Director update](#)
- [LGR experience takeaways from LGA event](#)
- [Video: What is LGR?](#)

#### Update on the LGR Programme

Staff and members may have already seen two LGR updates this week.

The first was the important next step in the process with the Structural Changes Order (SCO) being laid before Parliament. The SCO sets out the process of creating the two new councils and provides the legal basis on which to implement the change to local government structures. There's more on what the SCO does and a link to it further on in this newsletter.

There was also a brief update on Cumbria County Council's decision to proceed with the next step in seeking a Judicial Review of the Government's decision to create two new unitary authorities in Cumbria.

As 2022 progresses, the focus on our LGR work and the need to communicate and engage regularly with all our stakeholders will increase. For this year's first bumper newsletter we've included information on what we can expect to see happen and the initial thoughts of our new Programme Director, Kim Rennie.

Updates on the activity and progress from the teams working on LGR's themes and workstreams will now be published in next week's newsletter, so do keep a look out for it.

#### What to expect in the first six months of the year



2022 will see major milestones on the route to establishing two new unitary authorities for Cumbria. Here we take a look at what to expect in the first six months of the year.

## Structural Changes Order (SCO)

This is the legislation that will give authority for the abolition of the seven existing authorities and the establishment of two new unitary authorities.

The SCO was laid, or presented, to Parliament this week. It includes key information such as the names of the new councils, the number of wards and their boundaries.

### <<Take a look at the SCO which is now a public document>>

The order will now be debated and voted on in both the House of Commons and House of Lords and go to a parliamentary committee for scrutiny.

Assuming it successfully passes these stages – which is expected to take around six weeks – the order will then come into effect and set in motion the next steps in the LGR process.

Not later than 21 days after the SCO has been adopted, a single implementation team has to be established from officers.

## Joint Committees

Within 14 days of the SCO coming into effect, joint committees have to be established, one for each of the new councils, Cumberland and Westmorland and Furness.

These bodies, which will only exist for the short period until the elections in May, are responsible for making recommendations to the Shadow Authorities that will be established after those elections.



They will have responsibility for the high level LGR implementation plan until the Shadow Authorities are set up. They will make important recommendations such as the designation of interim statutory officers for the new authorities, that is, the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer.

They will also recommend a new council constitution, code of conduct and members' allowances.

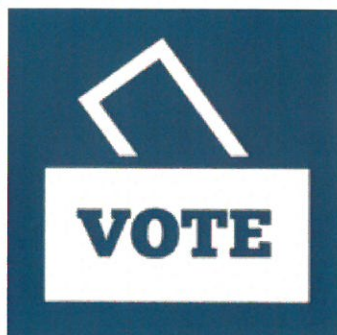
Each joint committee will be made up of 12 councillors. Three from the county council and three from the current district or borough councils that make up the new unitary council.

**Cumberland** = 3xAllerdale, 3xCarlisle, 3xCopeland, 3xCumbria

**Westmorland and Furness** = 3xBarrow, 3xEden, 3xSouth Lakeland, 3xCumbria

There will be a chair of each committee but the chair does not have a casting vote, so it is one member, one vote with equal status for all.





## Elections

Elections to the new shadow authorities of Cumberland and Westmorland and Furness will be held on 5 May. A notice of election will be published by 28 March.

Voters will be electing single representatives for 46 wards in Cumberland, based on the previous county boundaries. In Westmorland and Furness, there will be 33 wards with 65 councillors, with more highly populated wards having two or three representatives.

Although these Shadow Authorities will not take over the running of services until Vesting Day, 1 April, 2023, those elected will serve a five year term and so will be the first elected representatives making decisions for the new authorities. The next elections are planned to be in 2027.

The returning officers - responsible for the conduct of the 2022 elections - are, for Westmorland and Furness, Sam Plum, Chief Executive of Barrow Borough Council, and for Cumberland, Andrew Seekings, Chief Executive of Allerdale Borough Council.

## Shadow Authorities

The new Shadow Authorities must meet for the first time within 14 days of the election.

At that first meeting they have important business to conclude, such as adopting a constitution and code of conduct, appointing a cabinet and leader, electing a council chair and deciding on members' allowances. They will also designate interim officers to the three statutory positions from serving officers at the current seven Cumbrian authorities.

From there, the Shadow Authorities will plan and prepare for the running of all services currently carried out by Cumbria's county, borough, city and district councils from April 1, 2023.

While they will not control services until next year, there will be regular meetings and further developments within the authorities to ensure the continuity of the delivery of public services from that time.

The Joint Committees will be dissolved after the first meeting of the Shadow Authorities.



## Focus on Organisational Development (OD) and Human Resources (HR)

**Andrew Seekings, workstream sponsor**





"I'm delighted to be the OD and HR workstream sponsor and support the HR leads with the work they're undertaking on the transition to two new councils.

"As I'm sure you'll appreciate, there's a lot for the team to do before Vesting Day and I've been really impressed with the progress they've made. Working jointly not just with their own HR and OD teams but also with the Trade Unions and other workstreams, they are endeavouring to put all the necessary steps in place to support the transition.

"We want to keep staff well informed and we're working on some updated FAQs which will hopefully answer some of the questions you have. The creation of two new councils in Cumbria will provide a lot of opportunities to improve the lives of our communities and for those who work for us to be part of

something very exciting.

"At the same time, I and all involved in the programme, know that everyone will be in a different place in how you feel about how LGR may impact on you personally, and that the lack of detail available on structures and roles in the future councils will cause anxiety for some.

[<<Read Andrew's full article online>>](#)

## Programme Director update

Programme Director Kim Rennie joined Cumbria's LGR programme at the start of the year to lead on the work to create two new unitary authorities for the county. We asked for her first impressions and some early thoughts on the way ahead.

"It's a great team in Cumbria with real commitment to working as one team, which is so important in this programme.

"It's clear there are some really good services, but a real willingness to see how they can be improved further in the future. It's also clear that people are very busy; the willingness to go that extra mile is very evident.

"The other thing that comes across strongly is the approach, which sees a good balance between transition and transformation. It's important we get things right on day one. A lot of the emphasis will be on transition, making sure services operate smoothly from the start, with opportunity for further transformation and improvement. I think that is the right emphasis given there is so much to do and councils need to operate safely and legally on 1 April 2023".



**Read the full article from Kim online where she explains:**

- What she has been doing in her first few weeks.
- What priorities she sees on the road ahead.
- What noticeable differences may or may not be seen to services by 1 April 2023.
- What members and staff can expect to see in the coming months.

[<<Read Kim's full article online>>](#)

## LGR experience takeaways from LGA event



Two officers from authorities that have already been through the LGR process spoke with senior officers from Cumbria's seven authorities to share some of their experiences. Here are three takeaways from the session, which can be viewed in full online.

[<<Watch the LGR senior officers session online>>](#)

## Biggest advantage of LGR

**Rebecca Peck, Assistant Chief Executive, West Northants Council:**

"You have a new organisation and all of that potential...it's for you to define and design all of that and that's a brilliant opportunity. The flip side of that is there's a risk that you lose some brilliant things that already happen in your legacy councils, so I think the best way to prevent that is to make sure you talk about those things, celebrate them and continue them into the future."



**Rebecca Peck**  
Assistant Chief Executive  
West Northants Council



**Dorset  
Council**

## Public perception

**Matt Reeks, Community and Open Spaces Manager,  
Dorset Council:**

"There was a lot of focus around the branding, that was really important. The uniforms, the trucks, the signage - wherever possible on Day One it looked and felt different. The logo and marketing pallet we could use was made available in good time before Vesting Day so we had that opportunity to show that Day One presence.

"It definitely needs that attention on how staff represent the authority, how the authority represents itself with its website, logo, branding, right down to car park signage."

## Innovation and creativity

**Matt Reeks:**

"Everybody is on the same team, it makes creativity and innovation so much easier. The teams I'm involved in have done so many exciting things and on a grander scale to pre-LGR.

"I am working with colleagues who I'd never really met before. We've now built those relationships, that trust and understand each other's ways of working so we're now going again to reach even greater heights. Our climate change strategy, new children's strategy, new digital strategy - they've come along 18 months after Vesting Day and they've given everybody that new drive that combined with understanding our world and understanding each other has reignited the creativity."



**Did you attend the senior officers session? If so, we would value your feedback.**

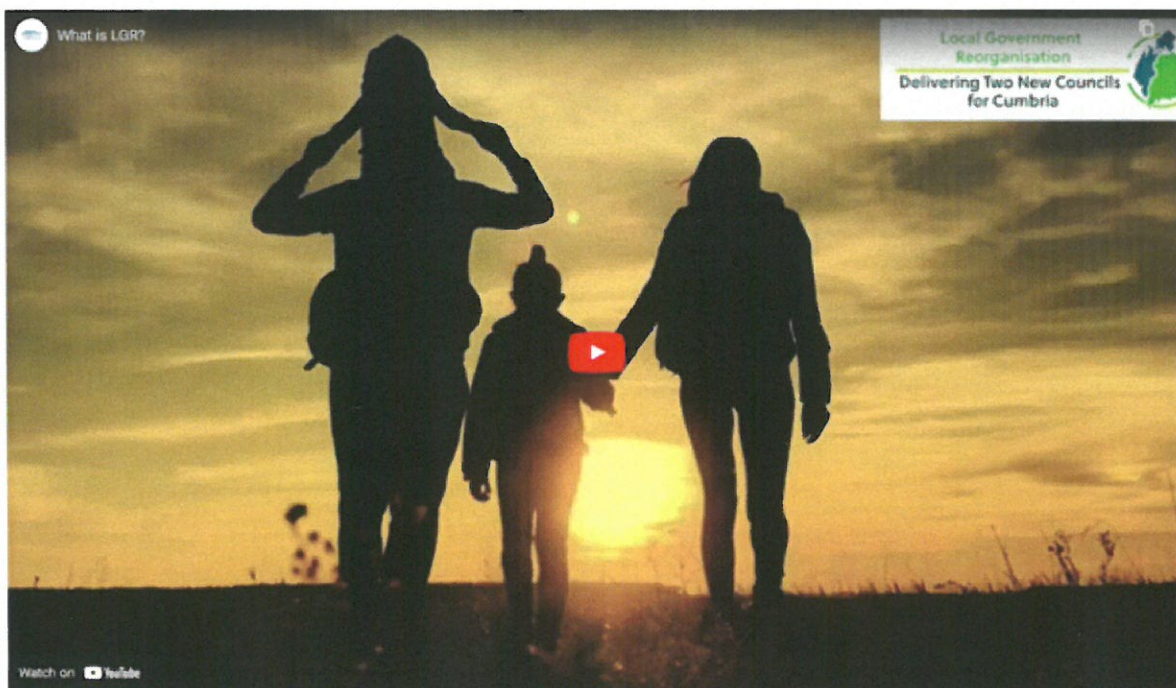
It is really important to us that we are providing you with the right information and support. If you attended this event, please provide us with your feedback.

[<<Complete the senior officer event feedback form online>>](#)



## **Video: What is LGR?**

[<<Learn all about LGR by watching our 'What is LGR?' video online>>](#)



*Image description - a family walking towards a sunset. Image reads 'What is LGR?'*

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[newcouncilsforcumbria.info](http://newcouncilsforcumbria.info)



## Local Government Reorganisation

### Delivering Two New Councils for Cumbria



*Image description: Map of Cumbria split in half by two colours, blue and green. Image reads 'Local Government Reorganisation, delivering two new councils for Cumbria'.*

## Local Government Reorganisation (LGR) Newsletter

3 February 2022

### In today's edition:

- [Update from the Programme Board](#)
- [Strategic Partner appointed](#)
- [Theme and Workstream updates](#)
- [Latest from the Data and Intelligence Hub](#)

### Update from the Programme Board

Welcome to another bumper edition of your weekly newsletter. There is a lot to update everyone on as all workstreams and themes have geared up following the Christmas break.

Engagement is becoming increasingly more important for the Programme, both internally with staff and members and externally too.

In the next few weeks there will be some new Frequently Asked Questions (FAQs). The intention is that these will answer many of the questions that you may have but should you have any further queries please get in touch at [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info).

We will also soon be launching our first staff 'pulse' survey and we intend to send these out on a quarterly basis to all employees of all councils starting this month. These will be anonymous and will help inform the leadership team on a number of important areas including how well we are managing the LGR process, how effective the communications are and how you are feeling generally. Please take time to fill in this quick survey as it will really identify areas where we can make improvements.

For members – work is currently underway for some additional member training including an event that will focus on providing information on Joint Committees and Shadow Authorities which will happen late Feb/early March. Also, for new members elected to the Shadow Authorities in May a programme of intensive training is now being put together for them. Once elected a timeline of induction and familiarisation sessions will be ready to be rolled out. More details will follow.

Following on from their away day last week the Programme Board further discussed possible options for resetting the programme to make sure resources are focused on the right priorities and must do activities. Further information will be circulated soon about this programme 'review and reset'.



All workstreams are currently working on their option models, going into great depth and detail to ensure all services are captured to move forward.

## Strategic Partner appointed



As part of ensuring we have the right skills and capacity to support the LGR transition process, KPMG have now been appointed as the Strategic Partner to support the work of the LGR Programme Board. The contract was awarded following a competitive tender exercise conducted with five very capable organisations.

The contract with KPMG began on 24 January 2022 and ends 30 Sept 2023. KPMG will provide consultancy support, offering a wide range of external expertise to support the work of the various themes and workstreams, as well as supporting the wider role of the LGR Programme Board.

KPMG bring to the table a vast amount of experience and knowledge and will help ensure that the LGR programme is delivered on track, on time and with pace.

For any queries relating to this contract please contact:

Jo Atkinson, Assistant Director - Strategic Commissioning: [Jo.Atkinson@cumbria.gov.uk](mailto:Jo.Atkinson@cumbria.gov.uk) or  
Conway Stewart, Senior Manager - Strategic Commissioning & Procurement & Contract Management: [Conway.Stewart@cumbria.gov.uk](mailto:Conway.Stewart@cumbria.gov.uk)

## Theme and Workstream updates

Themes and workstreams have been created to support the Programme Board and ensure every area of each council's services and responsibilities is taken into consideration during the complex transition from seven authorities to two.

There are three themes - People, Place and Enabling Services - and eight workstreams: Finance, Legal and Democratic, IT, Customer and Digital, Organisational Development and Human Resources, Assets, Strategic Commissioning, Procurement and Contract Management, and Communications and Engagement. The Data and Intelligence Hub leads on managing the data needed to assist the transition.

Each month we share updates from each of these groups.

## Glossary

**BASELINE** - A baseline is a fixed point of reference. The programme will develop baseline positions (also referred to as baselining) for services or cluster of services which will provide an overview, including key information such as staffing, budget, funding streams and customers. This baseline position will inform the work around service design options.

**CLOF** - Cumbria Leaders Oversight Forum - Comprising Leaders of each of the seven councils, the forum provides political oversight for the timely delivery of the LGR Programme.

**SWOT** - A study undertaken to identify an organisation's internal strengths and weaknesses, as well as its external opportunities and threats.



## People

The People theme is split into separate boards for Adults, Children and Families and Public Health.



### Adults

The team is progressing at pace following a detailed session with the CLOF to delve deeper into the possible future options. A plan of work has been established for the coming months and there will be an opportunity for more staff to get involved and give their input. At this stage the team is working on options for how the current services and structures are split (disaggregated) and making sure they have all the data needed to prepare.

County and districts are working side by side to ensure the services will be Day One ready by April next year. CLOF acknowledged the complexity of Adult services and the challenge of ensuring that services run seamlessly from Day One and there are plans for future development in hand.

### Children and Families

Work is now well underway to prepare children's service around the county for the implementation of the new councils.

The board has recently completed an overview report, commissioned partly at the request of the Department for Education and Department for Levelling Up and Communities, which provides a snapshot of the scale and scope of children's services and an initial analysis of different governance models that could be used if services were to continue to be delivered on a countywide footprint. This report is for information only, the new Shadow Authorities will decide how services are delivered and under what governance arrangements. The next piece of work will be the baselining exercise being undertaken by all service areas.

### Public Health

For the first CLOF session there was an introduction to services and high-level options for future delivery were identified.

Next steps include exploring the formula for splitting the Public Health Grant - including liaison with authorities where this has been done before - finalising service baselining in preparation for the next CLOF session and beginning the more detailed work required to appraise the high-level options.



## Place

The Place Theme Board meets weekly to monitor progress on its many work packages, give advice to workstream leads and make decisions on actions where required. The theme is incredibly varied, overseeing services as diverse as waste and recycling, nuclear issues, economic development, the fire service and libraries and registrars. It therefore cuts across both district and county functions.

As with other workstreams, over the past few weeks work has been continuing to collate the baselining data on current operations and develop the SWOT analyses. There has also been a lot of work mapping the interdependencies within the theme and across the whole LGR programme.

The Place Theme Board welcomed three new members. They are: Catherine Nicholson, who



is advising on finance issues, Bibian McRoy (HR) and Kate Turner (Legal).

The New Year saw the Highways team present to CLOF. We were the first to do a presentation in this level of detail, and so it is fair to say there was some nervousness as to how it would go. However, everyone agreed it was a success and led to informed discussion from the Leaders on how the Highways service could be provided going forward. The board would like to thank everyone involved with the presentation which not only provided others with a great template to use, but has also set the bar for future service option discussions at the CLOF.

A priority for the coming weeks is to look in greater detail at some of the cross-cutting workstreams. This includes the climate change workstream, and ensuring it is referenced throughout the whole LGR programme. It is likely that this will be a topic to be considered by the CLOF in future weeks too.

The Place Theme Board is also keen to have a focused discussion on the Communities workstream with consideration of the interdependencies, the role it has across many services, and the activities of the various Local Focus Hubs in some of our districts.

## Enabling Theme

An introduction to services covered by the Enabling Theme was presented to the CLOF early in January.

The theme has a wide scope with 23 work packages in scope from Digital, Service Centre and Customer Interface to Legal and Democratic Services.

The session also looked at operating principles for services within the theme's scope, these include:

- Doing it right first time, reducing demand through enabling customers and communities.
- Improving access to services and information for customers (including self-serve).
- Earliest possible resolution of customer enquiries.
- Using data and intelligence to make evidence-based decisions.

It was recognised that customers included both residents of Cumbria and also individuals within the councils who will use enabling services such as Human Resources or Health & Safety.

There are further sessions with CLOF in February and March where the focus will be on the work carried out on mapping the current position within the seven authorities and on high level options for the new councils. It will also include a more detailed look at particular areas of interest including Accountancy and Financial Planning, the Pension Fund and ICT.

The immediate task is to finalise collating the initial baselining, SWOT analysis and high-level options from the work package leads.



## Customer and Digital

The Customer and Digital workstream is moving ahead with its preparations to ensure that, on 1 April 2023, customers of the two new authorities will experience a seamless transition from the current councils and will access services at the same or improved level as previously.

The workstream has already gathered baseline data around the



current position across the seven councils to gain a high-level understanding about how many services are covered, call volumes and interaction (both online and in person), and existing staffing and budgets.

A SWOT analysis has also been carried out to understand what we currently do particularly well and the learnings and experience we can take forward into the new councils.

The workstream is in the process of recruiting external support to develop several key areas to assist this process, including:

- Further work on mapping the current 'as is' customer services and digital position across the seven authorities.
- Detailed analysis of current resource.
- Detailed data analysis to understand interactions and volumes.
- Requirement for Vesting Day of the new authorities to ensure workstream focus is in the most immediately important areas.
- Looking ahead to a three to five year transformation plan – how could our customer and digital service delivery models look in the future?

Once appointed, the external advisers will hold a workshop with the workstream, which has representation from all seven councils.

It is envisaged that this initial work with the external partner will take around three months.

Customer and Digital is working closely with the ICT workstream to ensure key dependencies are coordinated and important issues are not missed. Work is stepping up a gear to deliver the requirements for Vesting Day.

## Organisational Development (OD) and Human Resources (HR)

The workstream is made up of HR leads from all the councils and led by Nicola Houwayek, who has extensive experience of LGR transition at a number of councils.

Work has been undertaken to gather all HR related information from across all the councils, so that there can be a clear understanding of how things currently operate. Analysis of this information will inform the best approach to take for the new councils, this allows us to remain agile in our approach, learn from the best and adapt for Cumbria - ensuring that all appropriate steps are taken to be safe and legal on Vesting Day.



In addition to successfully recruiting a LGR Programme Director, the first round of appointments to the posts of Programme Managers, Project Managers and Project Assistants is nearing completion. Interviews have taken place and appointments will be made soon. There is likely to be an ongoing need to recruit to the programme and requirements will be communicated to all employees.

As mentioned elsewhere in last week's newsletter, we're working on some updated FAQs to be shared with employees as soon as possible. We are also looking to start regular, short staff surveys, so that we can hear from you and continue to improve your experience of the LGR Programme.

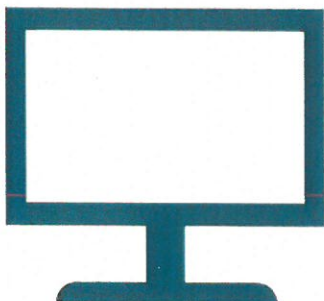
The development of a toolkit for managers to help them support their teams through the transition process will soon get underway jointly with the Communications and Engagement workstream.

The Shadow Councils each have to designate the interim statutory roles of Head of Paid Service, Monitoring Officer and Chief Finance Officer and agree these at their first meetings in



May. The two new councils will need to have their senior teams in place before Vesting Day to support the transition. Discussions on these senior appointments are starting with the Cumbria Leaders' Oversight Forum (CLOF), with the aim of appointing Chief Executives for the two new authorities as soon as is practicable after the new Shadow Councils have been formed.

Now that a data sharing agreement is in place between all the districts and county council, a single set of workforce data has been drawn together for the Data Hub. This information will be important to inform on work being undertaken within the programme.



## ICT

A significant milestone has now been reached with the six district, borough and city councils and the county council signing off on a data sharing agreement, incorporating a three month review.

The interim ICT requirements of the Shadow Authorities are now being considered, with demand requests being received from a number of programme workstreams. These include finalising hosting and support arrangements for the Shadow

Authorities, identifying the ICT requirements of the Legal and Democratic, Assets, ODHR and Finance workstreams and the acquisition of .gov.uk domain names for the Shadow Authorities from the Cabinet Office.

The workstream's baseline and SWOT analysis is being finalised ahead of presentation to CLOF at the beginning of March and good progress has been made on looking at future Microsoft enterprise agreements and possible future enterprise architecture designs. Work also continues on the creation of a data hub, with the infrastructure design and security protocols now agreed.

Finally, a request is being prepared for the Programme Board to approve an arrangement to enable closer coordination of the ICT and Customer and Digital workstreams and the first face-to-face meeting of the ICT workstream is being planned for February, COVID-19 restrictions allowing.

## Assets

Information collated by the Assets workstream as part of its baselining exercise was used in a presentation to the CLOF, illustrating the complex portfolio of 1,852 assets located across the county, as well as the confirmed capital programme for the next five years.

A high-level options appraisal has also been completed and presented to the Programme Board. As with other workstreams, this sets out the possible options for the oversight and management of assets, property and the capital programme once the new councils come into effect on 1 April, 2023.

The group continues to meet weekly with one of the first sessions of 2022 being a gap analysis exercise to determine the current and potential performance of the property portfolio which has an estimated value totalling more than £1bn. Professional support has also been secured to help carry out a baselining exercise for the existing capital programme which will be used, later this year, to begin the design of a new capital programme for the two councils.

With detailed data collected from all seven councils, there is a lot of work to complete between now and April to analyse this information to create more detailed proposals for consideration by





the Shadow authorities from May. Once the Shadow Authorities decide which options their members would like to pursue, detailed blueprints will be worked up by the group to ensure the operation and management of assets is safe and legal from Day One.



## Communications and Engagement

Work is on track against agreed LGR strategies and plans and Comms support is in place for all key workstreams.

Two LGR virtual sessions were delivered with the support of the LGA (Local Government Association). One for members had in excess of 100 attendees and one for officers more than 450 attendees.

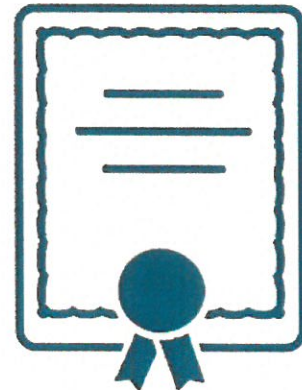
Key actions in the next period include, supporting teams with the development of a Managers Toolkit in collaboration with the OD & HR workstream. The second round of Parish and Town Council and Stakeholder newsletters will be published soon and early Comms work is being scoped to support May's elections.

A branding audit and plan is also being developed for agreement by the Programme Board as part of our 'readiness for Vesting Day'.

## Legal and Democratic

The immediate priorities for the workstream are underpinning the holding of the first Joint Committees and Shadow Authority meetings. The focus is also on Day One readiness with a workshop planned to include wider staff within Legal and Democratic Services.

Key tasks since the last update include liaison with the Department for Levelling Up, Housing and Communities on the Structural Changes Order (SCO) which was laid before Parliament last week, providing legal advice on the Data Sharing Agreement covering the seven authorities and also completing a SWOT analysis and baselining work on the 'as is' position and high level options for the future.



Actions for the next period include preparation for the first Joint Committee meetings, Shadow Authority election and inaugural meeting preparation and drafting of their constitutions.



## Finance and Commercial

The overall PID (project initiation document) for the workstream has been developed and the interdependencies with other workstreams identified. We are working closely with the other workstreams including ICT, governance and strategic commissioning to discuss the interdependencies of decision making and assumptions for Day One. We have also been getting clarity on what is included in the Enabling Services theme activities and the workstream activities to remove any duplication and streamline the approach.

Also progressing is the activity for establishing two financially sustainable councils and a Cumbria Fire and Rescue Service including the funding modelling, the disaggregation and aggregation work and establishment of the implementation reserve.



The formal workstream board meets fortnightly with informal Chief Finance Officer meetings in between.

## Strategic Commissioning, Procurement and Contract Management

There was a workstream development session in early December, which enabled the completion of initial baseline information and an 'as is' SWOT analysis.



A focus of this workstream has been on the development and population of one contract pipeline register across all seven councils. This work has now been substantially completed, but remains a 'live' document. Similar work is also being undertaken on a grant register.

As you might expect, there's a large number of interdependencies with other workstreams ie Legal, Finance etc and the Information Hub and these, and any potential risks are being reviewed in some detail.

Next steps include the detailed analysis of each contract, assessing on a RAG rating (Red, Amber or Green traffic light rating) how fit they are for Vesting Day. Additionally, the workstream is now considering the development of detailed service delivery models for the option appraisals.

## Latest from the Data and Intelligence Hub



The Data and Intelligence Hub is set up to work closely with the Programme Management Office, theme and workstream leads to securely store and manage key data sets.

The signing of the Data Sharing Agreement by all seven council Chief Executives on 18 January was a key milestone for the work of the core group. We are now making great progress on securely gathering the key data sets which will inform each phase of the programme.

The programme has so far identified seven key data sets which are being brought together for all councils under the principle aim of 'collecting once and using multiple times'.

- HR
- Finance
- Assets
- Fleet
- Commissioning, Contracts & Procurement
- Systems
- Service Schedule: A definitive working list of services within each of the three themes (People, Place and Enabling).

Each stage of the LGR programme will require accurate and up-to-date information to be collated, shared across all seven councils and then used to inform options and the future service blueprints, for aggregation and disaggregation where appropriate.

The initial focus has been on the Finance and HR data, working closely with the two workstreams, OD and HR workstream and the Chief Finance Officers Group. For each data set a list of data items has been agreed, signed off by the workstream, and is now being uploaded to a secure folder on the Data and Intelligence Hub Sharepoint site.

Information Security and Data Protection is a key commitment of the programme and by working with Data Protection Officers, particular care and attention has been taken over the



secure gathering and sharing of 'HR Data' - e.g. roles, pay grades and team structures. This is key information that will be used by the Programme Board in later stages to help shape the two new councils. As you would expect with this information, it will be managed in a sensitive, controlled, confidential and secure way.

As the programme progresses through to Stage 3 (appraisal of options and service design), the demand for data, information and analysis will increase. The Data and Intelligence Hub will be the first group to 'ask' for this data and information, working closely with and on behalf of workstreams, to provide data products in response to the needs of the programme. With this in mind the Data and Intelligence Hub has mobilised more resources to analyse the data, build models capable of presenting different scenarios and generating dashboards to show various data sets in easy-to-understand formats.

A key consideration throughout is ensuring that the data and information is 'fit for purpose'. The Data and Intelligence Hub is committed to high quality, meaningful data, information and analysis that informs decision-making in the programme.

Should you wish to know more, please contact the officers below or email the team via the dedicated Data Hub email address [ask.datahub@cumbria.gov.uk](mailto:ask.datahub@cumbria.gov.uk)

### **Data Hub Core Group**

- Allerdale: Paul Wood
- Barrow: Alec Proffitt
- Carlisle: Steven O'Keeffe
- Copeland: Sarah Pemberton
- County: Emma Graham
- Eden: Megan Pryor
- South Lakeland: Paul Mountford
- Project Mgt: Kathryn Griffiths and Emma Robinson (County)
- Sponsor: Paul Robinson (County)

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Each council also has its own dedicated [SharePoint](#) site with information specifically for staff.

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**Clerk - Cockermouth TC**

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**From:** Gilmartin, Kate <Kate.Gilmartin@lancashire.gov.uk>  
**Sent:** 17 January 2022 20:29  
**To:** Gilmartin, Kate  
**Subject:** Community Electric Car Club, request for opinions and comments

Dear Sir/ Madam,

We're hoping that Parish/Town Councils, community associations and community groups complete this online survey to register their interest in creating an electric car club in their own community. We'll be grateful if you can fill this in and pass on to any relevant people please?

The survey aims to identify the need for rural electric car clubs that could help communities tackle the decline in public transport and reduce their carbon footprints.

As part of its effort to alleviate the climate crisis, the UK government announced in 2020 that sales of new petrol and diesel cars would be banned by 2030, and electric cars will play a crucial part of this plan to reach net zero carbon emissions by 2050. However rural villages and towns may be left behind in the transition to electric transport because of the costly charging infrastructure it requires. We hope that our research will support a baseline of evidence to access funding to develop more local car clubs, reducing rural isolation and ensuring the electric car transition is open to everyone.

The online survey, which is currently live, should take less than five minute to complete and can be found at: <https://forms.gle/5gQ7snN254BaudvJ9>

To support organisations who wish to take part in the survey, and to find out more, there are two online events planned on:

- Monday 24<sup>th</sup> January 2022 at 7.00pm
- Wednesday 2<sup>nd</sup> February 2022 at 7.00pm

If you would like to attend, please email [evcarclubsurvey@gmail.com](mailto:evcarclubsurvey@gmail.com)

Many thanks,

Kate

Kate Gilmartin, BSc, MSc  
Community Energy Investment Lead  
Rural Community Energy Fund NW delivery



E: [Kate.Gilmartin@lancashire.gov.uk](mailto:Kate.Gilmartin@lancashire.gov.uk) T: 07929 859526

For further information on the Rural Community Energy Fund programme visit the website:

[www.localenergynw.org/page/rcef](http://www.localenergynw.org/page/rcef)

CLERK'S REPORT

**Tourism and Publicity/Library**

It has been a busy month in the library. See attached sheet.

We have refreshed the tic stock we sell.

The initial term of the service level agreement with CCC ends on 13 February 2022 after 4 years. In accordance with provisions the agreement automatically extends for a further period of 2 years (renewed term). Town Clerk negotiating new SLA.

Wildflower seeds are once again being given out from the library.

Only 1 more class expected from Broughton School early March.

Library display for National Holocaust Day.

Library display for Valentine's Day. Kids encouraged to make cards.

Kirkgate Dorothy Exhibition to be transferred to library w.c. 7/2/22.

SRC packs ordered.

We are hoping to arrange for author Claire Griffel to come to the library to talk about her book Buttermere Return.

**Town Hall**

A second quote is being obtained for roof works.

Classical Décor to provide a quote to repair water damaged coving in front office upstairs.

New carpet on order for Wedding Room. Installation mid March 2022.

**Memorial Gardens**

Sadly our ancient ash tree has been set on fire. The Fire Service extinguished it. It has been inspected by A Nichol and deemed safe. I await his report on measures to be taken to prevent another occurrence.

**Weddings**

All restrictions have been lifted.

**Public Toilets**



Councillors Tyson, Malloy, Burns & Kennon met CCC Highways on 7/2/22 to discuss the toilet doors opening outwards.

Councillors will meet Healthmatic on the 10/2/22 to discuss improvements to the toilet doors.

### **Play Areas**

UU works have commenced at our Towers Lane Play area.

The 1212 trees have been planted at Harris Park Extension. I am awaiting payment of our claim.

The W.I. would like to buy a seat and place it on Harris Park Extension.

The disabled roundabout requires repair on the Memorial Gardens Play Area. Repair in hand.

Daffodils to be planted at Harris Park Extension.

The yearly independent inspections of all play areas were carried out December 2021. I met Stewart and left him to price up works required.

### **Annual Parish Meeting date**

Can we set one please?

### **Annual Meeting Date 2022**

Can we set one please?

### **Allotments**

21b St Helens is currently vacant and being re-let.

A quote of £2550 has been received for tree works at St Helens Street Allotments. Conservation area consent is required from Allerdale. If successful works will be carried out at the back end.

Allotment rents done ready to send out end March 2022.

### **Jubilee**

Plans are progressing at pace now.



Date	Day	On Duty	TTC Visitors	TTC Phone	TTC Email	TTC Post	Library Visitors	Library Phone	Library Email	Library Post	Library PC	Users	Allerdate
27/12/2021	Mon												
28/12/2021	Tue												
29/12/2021	Wed												
30/12/2021	Thu												
31/12/2021	Fri												
01/01/2022	Sat	closed											
02/01/2022	Sun	closed											
03/01/2022	Mon	closed											
04/01/2022	Tue	Anne-Ma	0	0	0	0	94	6	0	0	2	1	
05/01/2022	Wed	Samuel,	1	0	0	0	53	0	0	0	3	0	
06/01/2022	Thu	Samuel,	1	0	0	0	41	1	0	0	0	0	
07/01/2022	Fri	Samuel,	1	1	0	0	50	1	0	0	0	1	
08/01/2022	Sat	John&Mi	1	0	0	0	32	2	0	0	1	0	
09/01/2022	Sun	closed											
10/01/2022	Mon	Anne-Ma	0	0	0	0	46	2	0	0	6	0	
11/01/2022	Tues	Pamela&	0	0	0	0	89	0	0	0	5	0	
12/01/2022	Wed	Samuel,	0	0	0	0	44	1	0	0	4	0	
13/01/2022	Thu	Samuel,	1	0	0	0	38	0	0	0	0	0	
14/01/2022	Fri	Samuel,	1	0	0	0	57	1	0	0	3	1	
15/01/2022	Sat	John&Mi	6	0	0	0	46	0	0	0	2	0	
16/01/2022	Sun	closed											
17/01/2022	Mon	Anne-Ma	4	0	0	0	59	0	0	0	3	0	
18/01/2022	Tue	Pamela&	7	1	0	0	68	1	0	0	7	0	
19/01/2022	Wed	Samuel,	6	0	0	0	53	1	0	0	3	0	
20/01/2022	Thu	Samuel,	2	0	0	0	43	2	0	0	2	2	
21/01/2022	Fri	Samuel,	4	0	0	0	66	2	0	0	1	1	
22/01/2022	Sat	John&Mi	3	0	0	0	61	1	0	0	4	0	
23/01/2022	Sun	closed											
24/01/2022	Mon	Pamela &	2	1	1	0	73	0	0	0	5	1	
25/01/2022	Tue	Pamela&	0	0	1	0	65	5	0	0	5	0	
26/01/2022	Wed	Samuel,	5	0	0	0	53	0	0	0	4	0	
27/01/2022	Thu	Samuel,	3	0	0	0	55	2	0	0	2	2	
28/01/2022	Fri	Samuel,	2	0	0	0	50	1	0	0	2	2	
29/01/2022	Sat	John&Mi	3	0	0	0	55	0	0	0	2	0	
30/01/2022	Sun	closed											
31/01/2022	Mon	Pamela&	2	0	0	0	45	1	0	0	2	0	
01/02/2022	Tue												
02/02/2022	Wed												
03/02/2022	Thu												
04/02/2022	Fri												
05/02/2022	Sat												
06/02/2022	Sun	closed											
Monthly Totals			55	3	2	0	1336	30	0	0	68	11	
													5

TIC remote enquiries

## QUOTATION



<b>Quotation Number:</b>	33
<b>Date:</b>	23/01/22

<b>FAO:</b>	Sheila Brown	<b>Delivered To:</b>	
<b>Company Name:</b>	Cockermouth Town Council	<b>Company Name:</b>	
<b>Address Line 1:</b>	The Town Hall	<b>Address Line 1:</b>	
<b>Address Line 2:</b>	Market Street	<b>Address Line 2:</b>	
<b>City:</b>	Cockermouth	<b>City:</b>	
<b>Post Code:</b>	Cumbria CA13 9NP	<b>Post Code:</b>	

### Cockermouth Town Council – Prepare, Plant & Water New Planters

Item No	Description of Works	Quantity	Unit Price	Amount
1.	Supply compost and fill planters with 200-236 liters of multipurpose compost, plant up with red, white and blue flowers and water throughout the summer months between start of June and end of October	13	£87.50	£1,137.50
<b>Additional Information:</b>			<b>Sub Total:</b>	<b>£1,137.50</b>
			<b>VAT:</b>	<b>£227.50</b>
			<b>Total Amount:</b>	<b>£1,365.00</b>

## Clerk - Cockermouth TC

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**From:** Claire Nogaret <clairenogaret@free.fr>  
**Sent:** 03 February 2022 18:54  
**To:** Clerk - Cockermouth TC; Isabelburns; Cllr. Isabel Burns  
**Subject:** Re: October visit

hello Sheila and Isabel,

We have had a meeting yesterday night with Catherine, Dominique and Lise;

We really think that we cannot, on both sides, travel this year in a bus cause of the pandemia.

We're thinking of something next year 2023, in Cockermouth and in Marvejols, You'll come in spring, a coach or only a delegation and then we'll come in october.

40th anniversary of a twinning cannot be celebrate only on one side , that what we think. What's your opinion ?

We'll have a meeting soon with the maire, Patricia Brémont, and we'll tell you what can be possible for the 40th....

Waiting for your opinion, I wish everybody is OK there,

Best regards,

Claire

Le 27/01/2022 à 11:56, Clerk - Cockermouth TC a écrit :

Hi Claire, happy new year. I hope you are all well.

Restrictions here are being lifted from today.

It prompted me to think about your October visit.

Do you think that a coach will be coming over?

**Sheila Brown**  
The Town Clerk  
Cockermouth Town Council  
The Town Hall  
Market Street  
Cockermouth  
Cumbria  
CA13 9NP

Tel: 01900 821869  
[www.cockermouth.org](http://www.cockermouth.org)  
[clerk@cockermouth.org](mailto:clerk@cockermouth.org)  
Facebook @CockermouthTownHall

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