

Cockermouth Town Council



11 January 2023

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Wednesday 18th January 2023 at 7.00 pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely

Sheila Brown

1. Apologies for absence

2. To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 21 December 2023 (pages 1-6)

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

- a) To make recommendations upon various planning applications (**page 7**)

7. Financial Matters

- a) To agree the attached schedule of payments (**page 8**)
- b) To consider a request from Cockermouth & District Chamber of Trade for a grant towards the cost of a part time Marketing and Administration Manager (**pages 9-10**)
- c) To agree the budget and precept for 2023/23 (**pages 11-23**)

Town Hall, Market Street
Cockermouth
Cumbria
CA13 9NP

Tel:

01900 821869

Fax:

01900 827166

Website:

www.cockermouth.org

Facebook:

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

Sheila Brown, *Town Clerk*
clerk@cockermouth.org

Kirstie Goodger
admin@cockermouth.org

Amy Pattinson
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) To consider the contents of the LGR Newsletter dated 9/12/22 & 16/12/23 **(pages 24-30)**
- b) To consider the contents of the November/December 2022 Calc Newsletter **(pages 31-46)**
- c) To consider/comment upon a draft Technical Advice Note regarding enhancing dark skies in Cumbria produced by Friends of the Lake District **(page 47)**

9. Clerks report – To consider the actions in the clerks report (pages 48-

10. Annual Parish Meeting – To set a date between 1 March 2023 and 1 June 2023 to hold an APM

11. Unlocking Your Place Potential- To consider/comment upon the High Streets Task Force report and feedback (pages 52-64)

Press and Public Welcome

Minutes of a Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 21 December 2022 at 7.00 pm

Present: Councillor A Semple (Mayor)
Councillor I Burns
Councillor D Malloy
Councillor C Smith
Councillor A Smith
Councillor R Watson

Apologies for absence was received from Councillors Barnes, Bennion, Kennon, Laidlow & Nicholson.

There were 3 members of the public present.

128 Minutes

The minutes of the meeting held on 16 November 2022 were signed as a correct record.

129 Minutes

The minutes of the Climate Change Task Group meeting held on 21 June 2022 were agreed.

130 Minutes

The minutes of the Climate Change Task Group meeting held on 20 September 2022 were agreed.

131 Mayors Announcements

The Mayor had attended the following engagements since his last meeting:-

Grand Window Judging
Mayfield Christmas Lunch
Visited all Cockermouth Care Homes accompanied by Cockermouth Mechanics Band
Coffee Morning at The Kirkgate
Presentation of The Community Shield

132 Declaration of Interest

Councillor Malloy declared an interest in item 8b due to being a shareholder in

Mitchells.

Councillor A Smith declared an interest in item 8 due to being a member of the Development Panel.

133 Public Participation

Mr K Toes asked the following question:-

What proposals have the Town Council to tackle the issue of those multiple plots which are presently not being worked in part, or in full and how is this actively being monitored?

The Mayor read out the following answer:-

Currently the Town Clerk and/or her assistant inspect all plots at the end of April/beginning of May each year. If plots are found to be untidy or uncultivated, either in part or in full, a letter is sent to the tenant giving them 1 month to rectify the issue.

The tenant may contact the Town Clerk at this point to explain the reason for non-cultivation e.g. undertaking medical treatment. If this is the case no further action is taken for the length of the treatment. If there is no reason given for uncultivation and no progress is made upon re-inspection, their tenancy may be terminated as per our allotment rules.

If upon re-inspection, some progress has been made, but more progress is required, a further month will be given. If no progress is made upon re-inspection, their tenancy may be terminated as per our allotment rules.

Councillor(s) inspect all plots when judging is carried out for the Awards Evening each July. If they find a plot to be untidy or uncultivated, either in part or in full, the process is repeated.

The few remaining large plots continue to be halved upon the termination of the tenancy and those struggling to maintain their full plots are encouraged to half their plots where possible.

In 2022

8 initial letters were sent out

2 further letters requesting further progress sent out

2 evictions sanctioned.

4 allotments were given up by the tenant for various reasons and 4 re-let.

134 Planning Applications

This application was circulated prior to the meeting due to time constraints:-

LBC/2022/0050

Listed building consent for the installation of external extraction fans to provide ventilation to the kitchen and bathroom.

5 Fern Bank

Recommended - Approval

This application was considered at the meeting:-

FUL/2022/0169

Installation of a commercial flue and flood gating to ground floor (2no) and a low level shop front windows (2 no)

64 Main Street

Recommend – Approval subject to noise and odour control due to the close proximity of residential properties.

135 Tree Works

WTPO/2022/0021

Prune back new growth on Lime Tree

Lorton Street

Recommended – Approval

136 Finance

Resolved – (a) That payments in the amount of £7,248.51 be authorised.

137 LGR Newsletters

Preparation of the financial baseline of the two new authorities is now at an

advanced stage. Various proposals for how the new authority's scrutiny function could operate were discussed.

Agreed - That the contents of the 9, 11, 15, 18 & 25 November & 1 December 2022 LGR newsletters be noted.

138 Community Energy Scheme

Further to minute number 106, the Minister of State for Climate responded regarding supporting the growth of community energy projects.

Agreed – That his response be noted.

139 Mill Public Information Boards

Cockermouth Civic Trust had produced three public information panels on Cockermouth Mills and a further public information panel on the Cockermouth Tank. The panels were close to their final versions however some minor alterations and corrections were to be made.

The Civic Trust wished to know if the Town Council were supportive of the scheme, if they intended to reprint the Water Mills of Cockermouth and Mill Trail, if the Town Council were prepared to take responsibility for erecting the tank panel (which was to be situated on land owned by Cumbria County Council) and if the tank panel could be formally unveiled as part of the Remembrance Day commemorations.

Resolved – a) That the scheme be supported.

b) That old stock of our Water Mills of Cockermouth and Mill Trail be used prior to any decision on re-printing.

c) That copies of our Water Mills of Cockermouth and Mill Trail be supplied to the library/Tourist Information Centre on a regular basis.

d) That Cockermouth Civic Trust provide the Town Clerk with all relevant information regarding the tank panel prior to her liaising with Cumbria County Council about its siting.

e) That Councillor Malloy's kind offer of assistance during the erection of the panel be accepted.

140 Calc News

Agreed – That the contents of the September/October 2022 Calc News be noted.

141 Clerks Report

Those present considered the contents of the report.

Resolved – a) That the content of the report be noted.

b) That the TIC/Library be closed on Monday 8 May 2023

c) That a picnic be held on the Memorial Gardens on Sunday 7 May 2023 to commemorate the Coronation.

142 Speed Indication Device

The Traffic Management Team Leader (TMTL) attended the meeting.

Councillor Malloy asked Steph if the Town Council could request a new speeding survey at places in Town where they perceived speeding issues to be? He also enquired who provided flashing speed indicators?

Steph agreed to a new survey provided that the Town Council gave a list of sites to Cumbria County Council so they could data gather. She explained that the Road Safety pot funded permanent flashing speed indicators but that collision data was required to qualify.

Councillor Burns asked about moving our post on Windmill Lane as she felt it had been put in the wrong place. Steph stated that CRASH had investigated this area a handful of times over the last few years and that there was no evidence of excessive speed. She promised to check if any Police devices had been issued in this area and if there was any updated data. She also advised that permission had been given for the Councils SID to be placed on a lighting column close to the bridge.

She further advised us to use our own device as often as possible and to move it around town more effectively as this would provide the best results.

143 Dates of 2023 Meetings

Resolved – a) That the meeting dates for 2023 be agreed.

b) That the APM be held prior to 1 April 2023 at a date to be agreed.

144 Resignation of Councillor Tyson

Further to minute number 126 (2022), the Senior Specialist – Elections had confirmed that no call for an election had been received.

145 Co-option

Those present considered the contents of Legal Topic Note 8 regarding elections and co-option provided by the National Association of Local Councils.

Paragraph 18 stated 'that if no by-election is called, the Council must as soon as practicable after the expiry of the 14 day period fill the vacancy by co-option. If the vacancy falls within the six month period the Council may but need not, fill the vacancy. It must still, in the latter case, give public notice of the vacancy'.

Resolved – a) That public notice of the vacancy be given.

b) That due to the vacancy falling within the six month period, the vacancy be not filled.

The meeting closed at 8.20 pm

These applications were circulated prior to the meeting due to time constraints

Reference: **FUL/2022/0282**

Proposal: Temporary change of use in March and April and September to December for vaccination clinics

Location: Globe Hotel, Main Street, Cockermouth, CA13 9LE

Recommended: **Approval**

Reference: **HOU/2022/0174**

Proposal: Construction of a retaining wall in pre-cast concrete blocks to provide resilience against flooding

Location: Park End, Rubby Banks Road, Cockermouth, CA13 0DT

Amendment: Amended Drawing No FRP-2 Revision A Retaining Wall Plan View 16.12.22

Recommended: **Refusal – amendment does not overcome original objection**

Reference: **HOU/2022/0233**

Proposal: Proposed boundary retaining wall and fence

Location: 93 The Parklands, Cockermouth CA13 0XJ

Recommended: **Approval**

Reference: **HOU/2022/0231**

Proposal: Single storey flat roof extension to rear with part first floor balcony

Location: 37 Woodville Park, Cockermouth, CA13 0GW

Recommended: **Approval**

Reference: **HOU/2022/0230**

Proposal: Single storey flat roof extension to rear with part first floor balcony

Location: 36 Woodville Park, Cockermouth, CA13 0GW

Recommended: **Approval**

Reference: **2/22/9008**

Proposal: Extension and alteration of existing school to form a sixth form campus for pupils from Mayfield School, Whitehaven including new vehicle access and external works.

Location: St Joseph's School, Mountain View, Cockermouth, Cumbria, CA13 0DG

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
1042	112947	£165.00	£0.00	£165.00	10/01/23	Simon Hine Window Cleaning Services - Clean bus shelters 01.12.22	£165.00
1043	112948	£24.08	£4.01	£20.07	10/01/23	Tech 4 Office Equipment Ltd - copier - TH	£24.08
1044	112949	£98.57	£16.43	£82.14	10/01/23	WF Cascade - cleaning products toilets	£98.57
1045	112950	£1,336.13	£222.69	£1,113.44	10/01/23	JJ Group - upgrade cctv system	£1,336.13
1046	112952	£12.48	£2.08	£10.40	10/01/23	Lakes Electrical Supplies Ltd - cable ties	£12.48
1047	112953	£27.31	£0.00	£27.31	10/01/23	Hills Books - tic stock including 2x credits	£27.31
1048	1048	£667.36	£0.00	£667.36	10/01/23	R Nicholson - PC Clean December 22	£667.36
1049	1049	£435.00	£72.50	£362.50	10/01/23	Custom Clean - TH/ Library Ckleaning December 22	£435.00
	1	£261.00	£43.50	£217.50		TH TH	
	2	£174.00	£29.00	£145.00		TIC Library	
1050	1050	£1,108.90	£169.13	£939.77	10/01/23	Npower Ltd - electric various locations	£1,108.90
	1	£969.74	£161.62	£808.12		TIC library	
	2	£12.98	£0.62	£12.36		toile Harris Park	
	3	£114.22	£6.32	£107.90		toile Main Street PC	
	4	£11.96	£0.57	£11.39		MG mem gardens pc	
Total		£3,874.83	£486.84	£3,387.99			

Signature

Date

Signature

Cockermouth & District Chamber of Trade

Councillor Andrew Semple
Mayor of Cockermouth
Town Hall
Market Street
Cockermouth
CA13 9NP

Dear Andy

Thank you to Cockermouth Town Council, for your continued support of the Cockermouth & Surrounding Districts Chamber of Trade. In the last two years, since you helped fund a part time Marketing and Administration Manager, by contributing £750. The organisation and its work in the town has gone from strength to strength. This role has allowed us to fully develop the Chamber's promotional ideas, give a substantial boost to the town's profile on a local and national scale, and also increase our membership.

To achieve our future objectives it is essential that we are able to fund the Marketing and Administration Manager position for the next two years – and we would like to increase their time to two days per week. That will incur a cost of £10,000 a year. The Chamber's funds are sufficient to pay 50% of the cost of this person for two years and I am asking if you would be willing to contribute again towards the cost of employing someone in this role? This will enable us to continue to build on the successes we have achieved over the last couple of years, and to create some new initiatives to further enhance the town. Here are some details regarding that:

- Our website www.cockermouthonline.co.uk ranks top in all searches for Cockermouth on Google and has more than 7000 monthly visits . Our e-newsletter, launched this year, has 4,600 subscribers.
- The Love our Local Facebook video advertising campaigns, run over the last two years, saw our Christmas film receive more than 69,000 views and our Spring/Summer video competition to win a holiday in Cockermouth achieve over 185,000 views. Market research has confirmed the success of these campaigns in bringing visitors to our town. We have also funded advertising campaigns in the local press, including Cumbria Life, and received large amounts of positive editorial coverage on ITV and BBC.
- The Chamber has also created and supported numerous events, including two annual Taste Cumbria festivals, Spirit of Christmas late night shopping, Daffodil Day and more. This July our first Charity Weekend raised over £14,000 for local and national causes.

- Going forward, we want to build on our achievements, expand these marketing campaigns and the number of events, and ensure the future success of our town businesses and community.
- We are part of the Council's High Streets Task Force group and look forward to working with them to implement their recommendations.
- In 2023/24, we will further develop Cockermouth as a tourist destination. One of those initiatives - Cockermouth Cycle Town – which will develop Cockermouth as a cycling hub, is ready to launch. We have hotels and hospitality businesses on board, the website is ready to go, and our next step is to secure funding to make it happen.
- We would also like to add some more specialist festivals with cultural and historic themes to attract even more footfall. We also want to boost trade in Market Place and have met with Allerdale Borough Council officers to create some ideas as to how this could be done.
- In addition, we have plans to create a full colour magazine to promote all the town's businesses – and not just those with bricks-and-mortar premises. It will be delivered to every house in town, targeting the growing population, reminding them what an asset Cockermouth is, and encouraging them to #shoplocal. It will include event listings and a directory of essential services, from the likes of chimney sweeps and cleaning services, to solicitors doctors and dentists.

I completely understand that these are not the best times to be asking for funding, but I feel that if we can raise these funds we will be able to make sure Cockermouth continues to flourish

If you feel that you would be able to support this idea in anyway, I would be delighted to discuss the idea further. Many thanks for taking the time to read this and I look forward to hearing from you very soon.

Kind regards

Andrew Marshall

Chairman, Cockermouth & District Chamber of Trade & Owner, Strolling4Shoes

andrew@strolling4shoes.co.uk

COCKERMOUTH
TOWN
COUNCIL

BUDGET & PRECEPT
PROPOSED FOR
2023/24

MRS S. BROWN
Clerk/RFO

COCKERMOUTH

November 2023

FINANCIAL SUMMARY

	£
Starting Balances @ 1/4/2022	
General Account	£ 14,604.78
IAS	£ 0.00
7DN	£116,641.37
Cumberland	£ 45,862.05
Starting Total in all Accounts	£177,082.18

Closing Balance at 30/11/22

General Account	£ 97,773.60
IAS	£ 0.00
7DN	£ 116,663.29
Cumberland Building Society	£ 45,862.05
Total in all accounts	£ 260,298.94

b) <u>LESS</u> Estimated Net Expenditure to 31/3/23	£70,183.13
c) <u>PLUS</u> Estimated Net Income to 31/3/23	£25,950.09
d) <u>PLUS</u> actual Vat for 3 rd quarter	£4,570.57
e) <u>PLUS</u> estimated Vat for 4 th quarter	£ 2500.00
d) ESTIMATED BANK BALANCE AT 31/3/23	£ 223,136.47

Note: £150k from sale of Double Mills in a reserve account can only be used for capital projects
cannot be spent on revenue costs

**COCKERMOUTH TOWN COUNCIL ESTIMATES 2023/24
SUMMARY**

Item of Expenditure	Estimated Expenditure 2022/23	Estimated Income 2022/23	Estimated Net Cost 2022/23	Revised Estimated Expenditure 2022/23	Revised Estimated Income 2022/23	Revised Estimated Net Cost 2022/23	Estimated Expenditure 2023/24	Estimated Income 2023/24	Estimated Net Cost 2023/24
1. Allotments	£ 2,330	£ 1,932	£ 398	£ 3,712	£ 2,004.75	£ 1,707.25	£ 2,330	£ 1,974	£ 356
2. Establishment	118,100	950	117,150	126,058	2,106.00	123,952	140,134	1,600	138,534
3. TIC/Library	55,680	7,425	48,255	66,450	7,020	59,430	65,478	8,375	57,103
4. Open Spaces	6,270	65	6,205	3,474	65	3,409	6,270	65	6,205
5. Memorial Gardens	14,622	-	14,622	12,417	150	12,267	15,500	-	15,500
6. Twinning	7,000	-	7,000	100	-	100	7,100	-	7,100
7. Events	11,916	220	11,696	11,847	980	10,867	15,167	720	14,447
8. Other Properties	3,800	2,875	925	3,252	2,875	377	3,800	2,875	925
9. Christmas Lights	34,256	1,000	33,256	34,859	1,951	32,908	35,433	1,000	34,433
10. Town Hall	41,736	34,601	7,135	38,442	35,601	2,841	34,910	35,601	691cr
11. Toilets	16,600	3,500	13,100	15,000	3,200	11,800	16,600	3,500	13,100
12. Bus Service	1,000	-	1,000	-	-	-	1,000	-	1,000
13. CCTV	1,700	-	1,700	2,934	-	2,934	1,800	-	1,800
14. Green Issues	1,000	-	1,000	701	-	701	1,000	-	1,000
15. Projects	-	-	-	-	13,085	-	-	-	-
12. Net Totals	316,010	52,568	263,442	319,246	55,952.75	263,293.25	346,552	55,710	290,812
13. To Balances									
14. From Balances p									
15. NET TOTALS			263,442						290,812
16. PRECEPT			263,442						290,812

If you agree with the draft budget, our total funding requirement will be £290,812

If you agree with the draft budget, Cockermouth Town Council precept will be £290,812 an increase of 10.38%

TOWN COUNCIL
ESTIMATES 2023-24

ALLOTMENTS

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
	£	£	£
1. Water Charges	1,000	450	1,000
2. General Maintenance	1,000	2,932*	1,000
3. Rent for St Helens	330	330	330
	2,330	3,712	2,330
LESS Income & Credits –			
1. Allotment Rents	1932	2004.75	1974
ACTUAL NET COST	398	1707.25	356

Notes

Figs based on 42 full allotments @ £47 (£1 increase per allotment next year) plus a small amount of re-letting over the course of the year.

*extensive tree works at St Helens Street Allotments

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2023/24

ESTABLISHMENT

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
1. Wages	92,000*	97,868*	100,804
2. Telephone/internet/postage	1,000	1,000	1,000
3. Printing/Stationery/Equip	1,500	1,500	1,500
4. Insurances	11,000	10,879	11,000
5. Subscriptions	2,000	2,139	2,200
6. Audit Fees (External/Internal)	1,450	1,224	1,450
7. Miscellaneous	2,500	3,095	2,500
8. Grants to organisations	1,000	200	1,000
9. Advertising	0	0	0
10. Chairman's Allowance	2,200	750	1,200
11. Chairman's Fund	550	380	550
12. Elections	1,000	5,898*	15,000*
13. Health & Safety Requirements	250	50	250
14. Training	500	15	500
15. Bank Charges	600	500	600
16. Payroll	550	560	580
	118,100	126,058	140,134
LESS Income –			
1. Bank Interest-General	200	700	500
2. Other Misc Income	-	806	350
3. Maps	750	600	750
	950	2,106	1,600
ACTUAL NET COST	117,150	123,952	138,534

*Higher than anticipated pay rise 22/23 10% for lower bands due to high inflation

*pay increase 23/24 estimated at 3%

NOTE NEXT PC ELECTIONS 2023 – WILL HAVE TO BEAR WHOLE COST OF ELECTIONS I.E. 15K

ESTIMATES 2023/24

Library/TIC 2023/24

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
1. Wages	37,500*	44,950	46,298*
2. Good for resale	2,000	1,500	2,000
3. Running Costs:	16,000	20,000*	17,000
4. Bass Lake fishing	180	-	180
	55,680	66,450	65,478
LESS Income & Credits			
1. Sales	4,000	3,000	4,000
2. Bass Lake Fishing	225	20	225
3. Rental Income	2,500	2,500	2,650
4. Printing/photocopying/laminating	700	1,500	1,500
Income	7,425	7,020	8,375
ACTUAL COST	48,255	59,430	57,103

*pay rise 10.5%

*estimated pay rise 23/24 3%

*replaced some lights/leak in roof

OPEN SPACES 2023/24

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
1. Fishing stationary	-	-	-
2. War Memorial & other bronzes	2,500	-	2,500*
3. Public clock	270	-	270
4. Flower baskets	2,800	2,874	2,800
5. Footpaths	-	-	-
6. Bus Shelters	600	600	600
7. Main Street Tree	-	-	-
8. Clever Sid	100	-	100
Total	6,270	3,474	6,270
LESS			
1. Fishing Permits	65	65	65
2. War Memorial	-	-	-
3. Public Clock	-	-	-
4. Flower baskets	-	-	-
5. Footpaths	-	-	-
6. Bus Shelters	-	-	-
7. Income	-	-	-
8. Clever Sid	-	-	-
Total Income	65	65	65
ACTUAL NET COST			
	6,205	3,409	6,205

*clean and re-sand sets around war memorial

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2023/2024

MEMORIAL GARDENS

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
1. Contract	9,622	9,900	10,500
2. Play Area	2,000	1,596	2,000
3. Miscellaneous tree works etc	3,000	921	3,000
	14,622	12,417	15,500
1. Miscellaneous Income	-	150	-
	-		-
ACTUAL NET COST	14,622	12,267	15,500

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2023/24

TWINNING

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
1. Twinning – incoming	6,500	100	6,500
2. Twinning – outgoing	-	-	100
3. EPSF	500	-	500
	7,000	100	7,100
<u>INCOME</u>			
1. Income	-	-	-
ACTUAL NET COST	7,000	100	7,100

40th anniversary. Trip to Marvejols in April. Marvejols coming here October 2023

EVENTS 2023/24

Item of Expenditure	Estimated 2022/23	Actual 2022/23	Estimated 2023/24
1. Fireworks	6,000	5,441	6,000
2. Festival	500	500	500
3. Carnival/fun day	250	-	1,500*
4. Food Festival	4,166	4,167	4,167
5. Taste Christmas	1,000	833	1,000
6. Remembrance Sunday	-	-	1,000
7. 70 th anniv/Coronation	-	906	1,000*
	11,916	11,847	15,167
LESS: Income – Fireworks	220	340	220
70 th anniv/coronation		640	500
ACTUAL NET COST	11,696	10,867	14,447

*supporting carnival comeback with fun day June 2023
What do you want to do for the coronation?

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2023/24

OTHER PROPERTIES

Item of Expenditure	Estimated Expenditure 2022/23	Actual 2022/23	Estimated Expenditure 2023/24
1. Victoria Hall	1,000	35	1,000
2. Tarn Close Sports Ground			
3. New Play Areas	2,800	3217	2,800
	3,800	3,252	3,800
1. Income Victoria Hall	2,500	2,500	2,500
2. Income Tarn Close Sports Ground	375*	375	375*
3. Income New play areas			
Total Income	2,875	2,875	2,875
ACTUAL NET COST	925	377	925

*if club house built CJFC rent will increase

CHRISTMAS ILLUMINATIONS 2023/24

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
1. Contract	18,967	21,053	22,100
2. Cable/bulbs etc	5,186	2,606	3,000
3. Electricity costs	1,000	1,000	1,000
4. SWOD expenses	4,000	5,037	4,000
5. Competitions	150	119	150
6. CADS	350	350	350
7. Tarn Close Depot	4,603	4,694	4,833
	34,256	34,859	35,433
LESS: Income –			
1. Donations swod	1,000	1,951	1,000
ACTUAL COST	33,256	32,908	34,433

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2023/24

TOWN HALL OFFICES/MAYOR'S PARLOUR ETC.

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Expenditure 2023/24
1. General Maintenance	12,500*	9,861*	3,500
2. Refurb of furnishings	1,000	-	1,000
3. Capital Improvement Schemes/ Ground Maintenance	1,000	-	1,000
4. Rates	12,500	12,475	12,500
5. Utilities	6,000	10,000	10,000
6. Phone, net, franking	2,176	1,057	1,500
7. Windows, bins, sanitary, fire	600	600	610
8. Insurance	-	-	-
9. Refreshments	50	50	50
10. Cleaning products	250	125	250
11. Weddings	500	274	500
12. Cleaning contract	5,160	4,000	4,000
	41,736	38,442	34,910
	41,736	38,442	34,910
Income			
1. Room Hire	500	1,500	1,500
2. Rent Day Services	14,161	14,161	14,161
3. Rent offices	11,940	11,940	11,940
4. Wedding Hire	7,000	7,000	7,000
5. Rent Allerdale	1,000	1,000	1,000
	34,601	35,601	35,601
TOTAL COST	7,135	2,841	691CR

* new carpet wedding room, remove leaky roof light, re-plaster, new lighting

TOILETS 2023/24

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
1. Main Street	8,000*		8,000*
2. Bitterbeck	8,000		8,000*
3. Memorial Gardens	100		100
4. Harris Park	500		500
	16,600	15,000	16,600
1. LESS income received	3,500	3,200	3,500
ACTUAL NET COST	13,100	11,800	13,100

BUS SERVICE 2023/24

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
Bus Service Subsidy	1,000	-	1,000*
LESS income received	-	-	-
ACTUAL NET COST	1,000	-	1,000

CCTV 2023/24

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
CCTV Installation – 1 off cost			
Maintenance/Licences	1,700	1,707	1,800
Repair		1,227	
	1,700	2,934	1,800
, LESS grant received			
ACTUAL NET COST	1,700	2,934	1,800

*repair

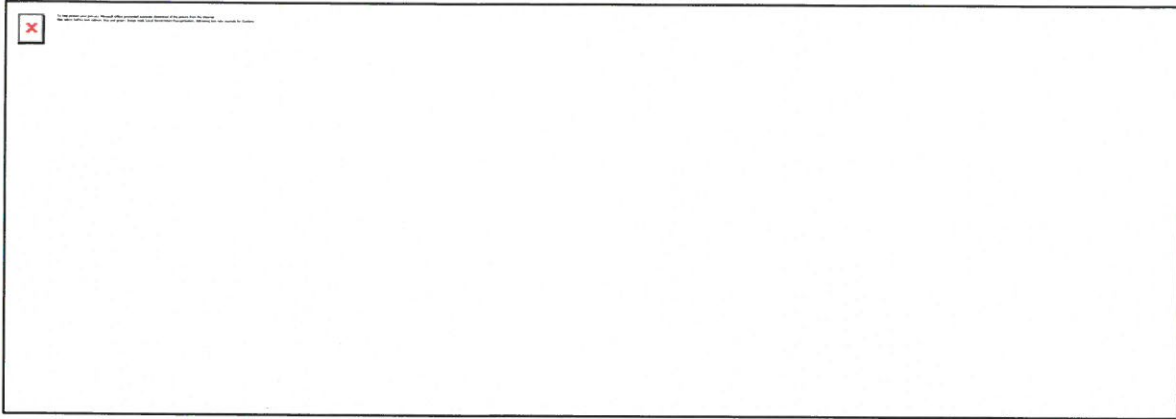
GREEN ISSUES 2023/24

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
Green Issues	1,000	701	1,000
LESS grant received			
	-	-	-
ACTUAL NET COST	1,000	701	1,000

PROJECTS 2023/24

Item of Expenditure	Estimated Expenditure 2022/23	Actual Expenditure 2022/23	Estimated Expenditure 2023/24
10K Town Centre	-	-	-
1212 trees	-	-	-
	-	-	-
LESS grant received			
	-	11.756	-
10k Town Centre	-	1.329*	-
1212 trees	-		-
ACTUAL NET COST		13,085cr	

Having trouble viewing this email? [View it as a Web page.](#)



Update on Local Government Reorganisation (LGR)

- [Recruitment for Chief Officer roles](#)
- [Updated FAQs](#)
- [Reminder: December's evening all staff Q&A session](#)
- [Cumberland Council](#)

Recruitment for Chief Officer roles

The recruitment process for the following roles is now underway.

Cumberland Council

- Director of Adult Social Care and Housing.
- Director of Children and Family Wellbeing.

Westmorland and Furness Council

- Director of Adult Social Care.
- Director of Children's Services.

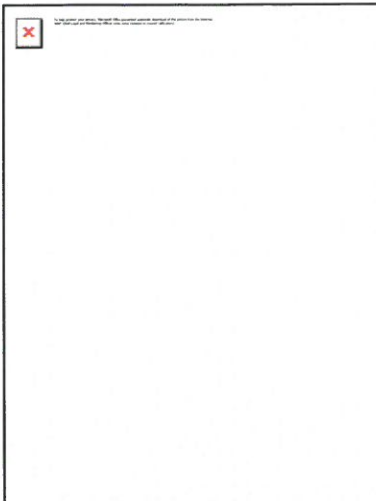
The jobs are being advertised internally and externally. The deadline for applications is midnight on Sunday 8 January 2023.

The jobs are being advertised at:

- <https://cumbria.gov.uk/leadership/cumberland.asp>
- <https://cumbria.gov.uk/leadership/westmorlandandfurness.asp>

Information will also be available on your LGR SharePoint site and on the [LGR website](#).

We'll update you when we have more information.



Westmorland and Furness Chief Legal and Monitoring Officer

The recruitment process for Chief Legal and Monitoring Officer for Westmorland and Furness Council has been completed.

The job was advertised internally and externally.

Today (Friday 9 December) a [report will be published](#) for the Shadow Authority for Westmorland and Furness which shows that the proposed appointee for Westmorland and Furness Council is Linda Jones.

Many of you will know Linda as she's a former employee of South Lakeland District Council. She was the Interim Monitoring Officer for Westmorland and Furness Shadow Authority between May and July 2022 and also Technical lead for the Legal and Democratic workstream from August 2021 to July 2022.

She is currently the Interim Deputy City Solicitor and Deputy Monitoring Officer at Liverpool City Council.

If the appointment is ratified, Linda will start in her position in the New Year.

Image description: Linda Jones, proposed Westmorland and Furness Chief Legal and Monitoring Officer

Updated FAQs

More of your LGR related questions have been answered in the [FAQs section of your SharePoint site](#).

The new additions are based on previous staff Q&A sessions and include a new section on pay and further answers on questions relating to TUPE, annual leave, flexible working, trade unions and accommodation.

Reminder: December's evening all staff Q&A session

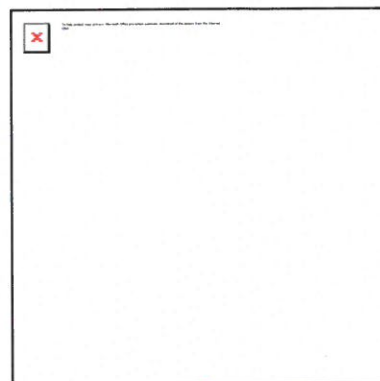
December's all-staff Q&A session will be held next Thursday evening.

The 15 December session will run from 7pm-8pm and is open to everyone from across the seven councils. However, in particular, we hope the evening session will allow colleagues to attend who have not been able to join previous live morning Q&As.

At the session will be Cumberland Council Leader Mark Fryer and the authority's Chief Executive designate Andrew Seekings; Westmorland and Furness Council Leader Jonathan Brook and Chief Executive designate Sam Plum and Cumbria County Council Chief Executive John Metcalfe.

The Teams link is below, please save to your calendar to join.

[LGR all staff Q&A - 7pm Thursday 15 December](#)



If you would like to ask a question in advance, email info@newcouncilsforcumbria.info with December Q&A as the subject header.

A recording of the session will be made available after the event for anyone unable to attend.

A further HR-led Q&A session is also planned for the New Year.

Image description: Q&A speech bubbles

Cumberland Council

Developing a new culture and ways of working which reflect the ambitions of the new council will be crucial to its future success.

Therefore, the Cumberland Board got together this week for a really productive meeting to thrash out how that may look and how we can put this into practice. The exercise also looked at some of the challenges we could face and how they could be overcome.

The board looked at the key principles in the target operating model and the Cumberland Council Plan as well as communications over the coming three months.

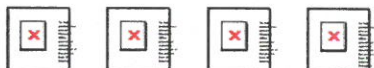
We also need to agree on the approach to all the partnerships and other bodies which the council will be party to. Therefore, in recent weeks, officers have also looked at arrangements with the Cumbria Local Enterprise Partnership. They also received an update on work to date on all the accountable bodies which will need representation from 1 April.

Image description: Cumberland Council logo

Additional information

Don't forget the [FAQs section on our LGR SharePoint site](#).

[There's also a video highlighting some of the key employee questions and answers.](#)



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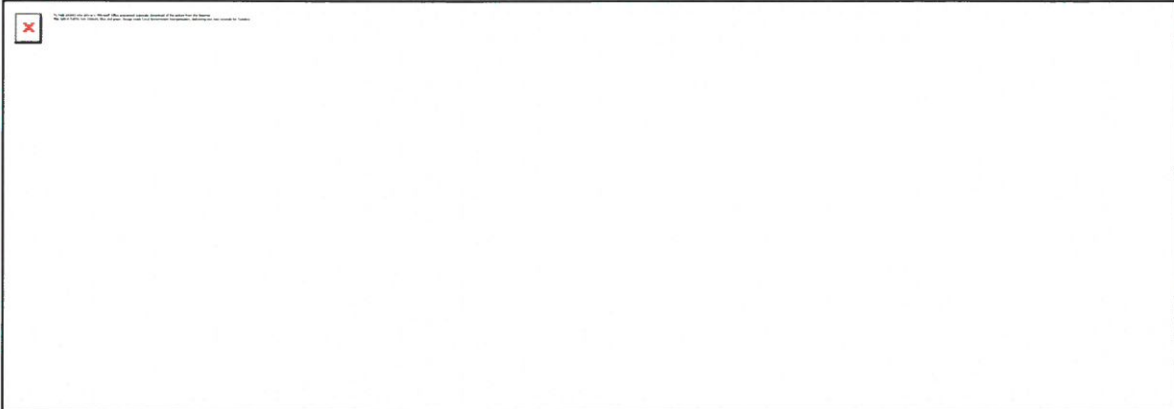
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26

To: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>

Subject: Local Government Reorganisation (LGR) Newsletter - 16 December

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Update on Local Government Reorganisation (LGR)

- [Thank you](#)
- [Replay all-staff evening Q&A](#)
- [Cumberland Council](#)
- [Westmorland and Furness Council](#)
- [Chief Officer recruitment reminder](#)

Thank you

In the final LGR newsletter of the year, we wanted to take some space to recognise the huge strides made this year.

We also wanted to thank colleagues across the seven authorities, the members and all our partners and stakeholders for their efforts in what is a huge undertaking.

That significant progress has been made while we've continued to provide a massive network of services across the length and breadth of the county is testament to the professionalism we have at our disposal.

There are some key features that have allowed us to continue moving forward:

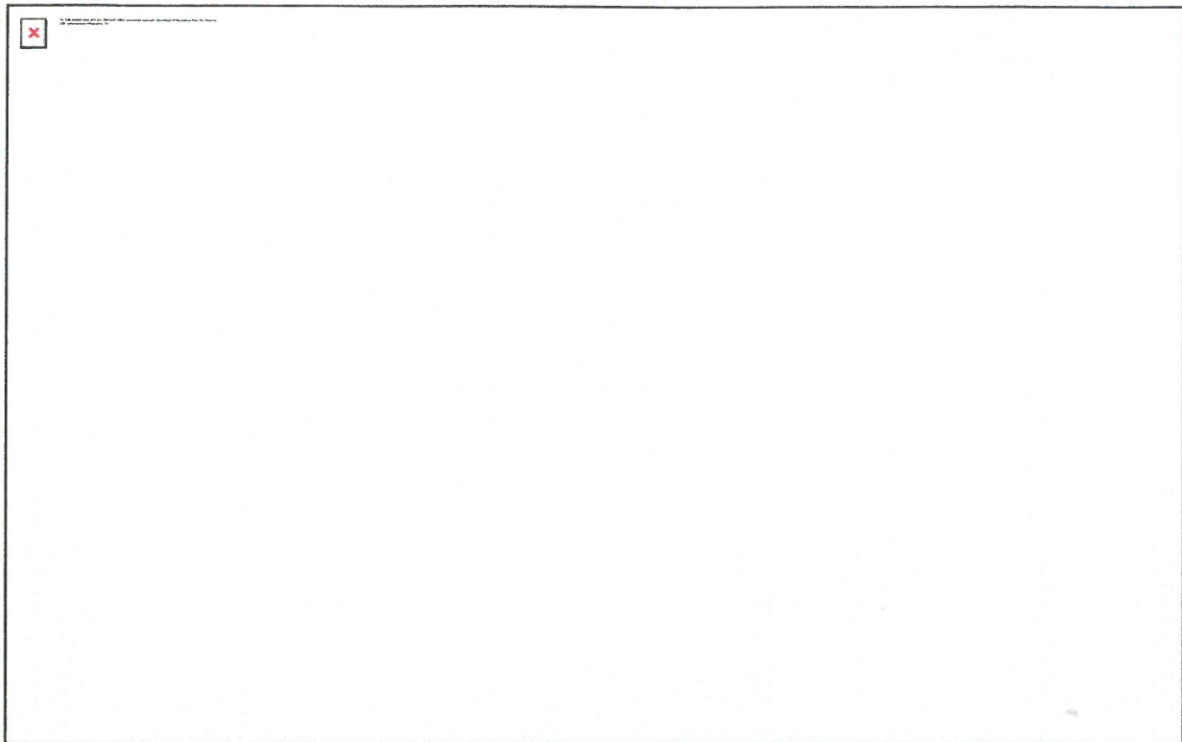
- The strength of teamwork between district and county colleagues
- Ability and willingness of staff to flex to meet changing demands
- Sustained effort to do our best for the people we serve

There is obviously still much to be done to get us ready for 1 April and beyond. But for now we think everyone should take pride in recognising what has been achieved together and this enables us to look forward with confidence.

Here's an infographic representing just some of the achievements to date. It's not an exhaustive list - we'd need considerably more room to reflect *everything* that our teams have done - but hopefully it gives a reminder of some of the major hurdles we have already overcome.

Thank you for all your efforts, and best wishes.

The Programme Board

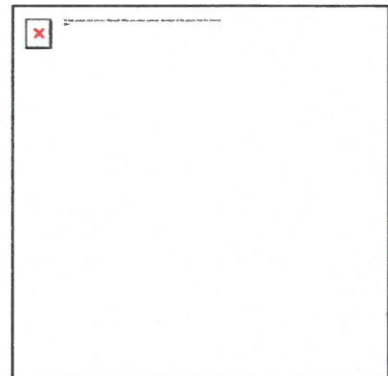


Replay all-staff evening Q&A

Also thank you to all those who joined our evening staff Q&A session last night (Thursday).

Questions were posed to Cumberland Council Leader Mark Fryer and the authority's Chief Executive designate Andrew Seekings; Westmorland and Furness Council Leader Jonathan Brook and Chief Executive designate Sam Plum and Cumbria County Council Chief Executive John Metcalfe and Copeland HR Manager Claire Dunn.

There's a recording of the session on the link.



All-staff LGR Q&A - Thursday 15 December

We'll continue arranging staff sessions in the new year, including one led by the HR teams.

Don't forget, more LGR-related questions are answered in the FAQs section of your SharePoint site.

The latest additions are based on previous staff Q&A sessions and include a new section on pay and information relating to TUPE, annual leave, flexible working, trade unions and accommodation.

Here's a video highlighting some of the key employee questions and answers.

Image description: Q&A speech bubbles

Cumberland Council

The Cumberland Board met on Tuesday for their last weekly meeting of 2022.



Board members were taken through an update on work on the development of a policy framework for the new council. This will include some high-level strategies on the approach on issues like the work with our communities, as well as health and wellbeing. The group is keen to ensure that the development of these strategies is fully coordinated, so that they work together and avoid any contradictions.

The group also received an update on the ideas that came out of the in-person workshop from the previous week. This looked at implementing the way the new authority wishes to operate from 1 April.

Work has also continued on the setting of the budget which will be agreed in the New Year. The associated consultation is due to be launched soon.

On Tuesday the Shadow Executive meets at Energus in Lillyhall, Workington. On the agenda are items on the council tax reduction scheme and UK resettlement scheme pledge. [Find out more on the Cumberland.gov.uk website.](https://www.cumberland.gov.uk)

Over the coming weeks, you may see or hear Cumberland members in the local media as they discuss their ambitions for the new council; and in the New Year we will see some re-branding activities start as we get ready for the launch of Cumberland Council.

From everyone on the Cumberland Board, we'd like to thank you all for your hard work over the past year, and wish you a very happy Christmas and New Year.

Image description: Cumberland Council logo

Westmorland and Furness Council



The Full Council of the Shadow Authority for Westmorland and Furness Council will meet on Monday next week.

The main item on the agenda is the formal adoption of the new authority's first Council Plan, after it was recommended for approval by the Shadow Authority Cabinet on 9 December.

[There's a designed copy of the Council Plan document and Monday's agenda on the Westmorland and](#)

[Furness Council website.](#)

Image description: Westmorland and Furness Council logo

Chief Officer recruitment reminder

A reminder the following jobs are being advertised internally and externally.

Cumberland Council

- Director of Adult Social Care and Housing
- Director of Children and Family Wellbeing

Westmorland and Furness Council

- Director of Adult Social Care

- Director of Children's Services

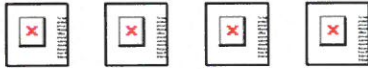
The jobs are being advertised at:

- <https://cumbria.gov.uk/leadership/cumberland.asp>
- <https://cumbria.gov.uk/leadership/westmorlandandfurness.asp>

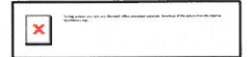
The deadline for applications is midnight on Sunday 8 January.

This newsletter will be back in 2023

This is the final LGR newsletter planned for this year, we'll be back in your email w/c 9 January. Any important updates on the programme in the meantime will be sent out as Corporate Communications.



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CALC NEWS

November & December 2022



Featuring:

- Parish Profile- Askam & Ireleth
- CALC Update
- FAQ: Sonia Hutchinson Responds
- Councillors Corner
- News from NALC
- Statutory Updates
- Clerks Corner
- Vacancies



www.calc.org.uk calc@cumbria.gov.uk

Parish Profile: Askam & Ireleth



Askam & Ireleth Parish Council came into being in May 1987 as a new statutory body as part of the three-tier structure of local government in Cumbria. Our Parish has one County councillor and three Borough councillors with responsibility for Dalton North ward which encompasses all of the Parish Council area. The civil Parish covers the settlements of Askam, Ireleth, Greenscoe, Green Haume, Paradise and Dunnerholme, a population of some four thousand persons. The coastline, Duddon Road car park and the Lots are all in the Duddon SSSI – Site of Special Scientific Interest - the highest possible designation of wildlife conservation. The area has about 20% of the national population of natterjack toads and is also the home of many sea birds. Askam lies on the 240 Km/150 mile long Cumbria Coastal Path.



ASKAM AND IRELETH HISTORY

The villages of Askam and Ireleth share a quite different history with the larger “not quite a town” village of Askam-in-Furness situated on the eastern side of the Duddon Estuary only dating back just over 150 years and the smaller village of Ireleth being a Viking settlement nestling on the side of the moors above the estuary and mentioned in the Domesday Book. Ireleth was originally clustered along a stream named ‘Hole Beck’ about a half a mile up the hill from the estuary below. It was on the junction of four roads, the first of which lay on the route to Cumberland across the treacherous Duddon Sands at low tide, the others being the old drovers routes linking Ireleth to Dalton and Marton and Kirkby in Furness. Marsh Grange near Dunnerholme was one of the outlying farms (granges) of Furness Abbey and was once the home of Margaret Fell (nee Askew) who went on to marry George Fox, the founder of the Quaker movement. Askam was built upon land known as Ireleth Marsh and took its name from Ascombe Woods near Greenscoe. It rose rapidly as a result of the discovery in 1860 of a rich deposit of haematite ore at what became the Park mines.

Wakefield, MacKinnon and Company began construction of a blast furnace and Bessemer converter on land now occupied by the Parklands housing estate, which explains the street names of Furnace Place and Wakefield Street. As a result of the haematite mines and ironworks, there was a large influx of people and this necessitated housing. Rows of terraced housing were built to a gridiron pattern, but in the rush to accommodate people the houses were built quickly with the roads and other infrastructure to follow. As a result of the 1810 Enclosures Act parcels of land (‘lots’) were sold to developers based on medieval strips, which explains the curious angles of some of the principal buildings to the street plan. Unfortunately, the economic situation deteriorated rapidly, leaving large areas of the street plan unfinished, principally the main town square near Victoria Street with no development west of that point, and the gap between Sharp Street and Beach Street. The legacy of the economic downturn with the closure of the mines and ironworks was a “town that never was” left with several gaps in streets which were not needed or on difficult ground conditions which were later filled by modern housing and many unmade and unadopted roads. In the early years of the twentieth century Askam had facilities like a cinema, police station, gasworks, a bake house, foundry, busy railway station and almost half a dozen churches and chapels. Another legacy of the failure of the ironmaster’s dream was a landscape scarred by the aggressive activity. Signs of the mining can be seen by the ponds which were air shafts at the southern side of the Lots and the remains of the slag bank and the part of it which juts out into the estuary known locally as “the pier”. Duke Street (named after the Duke of

Buccleuch, a principal landowner) is the main thoroughfare linking all the major streets in Askam to the Cumbria Coastal railway line and over it to Dalton Road out to the nearest town and Ireleth Road leading to the next settlement eastward.

The local History Group meet in the hall of Askam Methodist Church in Duddon Road at 7.30 pm on the third Thursday of the month between February and November.

Like most northern towns, Askam once had a plethora of corner shops on almost every street; today shopping is mainly concentrated on the main thoroughfare of Duke Street. The largest of the shops is the Co-op convenience store near Askam Station. The Farm Shop and Butchers is in Station Yard. Further along Duke Street Askam Post Office and Angel's Store is opposite Blea Beck and then Mabel's Bakery; Happy Garden takeaway and Polly's Plaice and the Taste of India restaurant across the road.



Askam and Ireleth are served by the Church of St Peter as part of the Parish St Mary's and Askam and Ireleth St Peter's. Services are at 11.15 am. The Church in Duddon Road is part of the South West Cumbria United Area.

Askam at its height had many of the buildings expected of a thriving nineteenth century township. The impressive "Swiss Cottage" Furness

Railway station at one end of Duke Street remains operational; and thanks to the work of the Friends of Askam Station has seen considerable improvement since the last Plan and now has a Sunday Service and interpretive tourist information on both platforms.

One of Askam's two Victorian schools was converted into The Community Centre which provides a hub where various sports and community groups meet. Another building with sympathetic modernisation still providing its original use is the library in Lord Street, built in 1904. The Parish Council is working with Cumbria County Council to ensure this valuable asset is protected by extending its use and pays for the services of a Library Assistant on Saturdays.

One of the many nonconformist chapels built in the 1870s was that of the United Methodists; now known as the Rankin Hall. This is owned and used by Askam Pensioners Group as their base and is also used by Ireleth WI and is available for community use. It is one of two meeting places of the Parish Council; the other also being a former Bible Christian chapel known as the Temperance Hall, in Saves Lane in Ireleth. Askam is uniquely blessed with an abundance of halls. In addition to the halls mentioned above there is also the Band Hall and the Rugby Clubhouse, both in Sandy Lane and Duddon Sports Club in Duddon Road on the way to the beach.

The Methodist Church on Duddon Road is used by Rainbows, Brownies, Guides, Beavers, Cubs and Scouts as well as the Local History Group, an Exercise Class and a Dementia and Carers Support Group.

Askam and Ireleth retain their endearing village community spirit, which means that news is soon spread by word of mouth. The local shops offer advertising space for a variety of local events and the Parish Council has a website: www.askamandirelethparishcouncil.org.uk.

There are two well subscribed local primary schools in the villages, The Parish Crest was designed by amalgamating winning designs from both schools.

The school, Ireleth St Peters, on Kirkby Road dates back to a school established by Giles Brownrigg (a native of the village) in 1608. The main buildings date from 1862 with extensions in 1962 and is a very unique and special school which is renowned for its family feel and community involvement. It is housed in a wonderful building and has fantastic outdoor spaces including a purpose-built outdoor classroom. The school strives to provide a wealth of experiences that enable all of our pupils to succeed.

Askam Village School on Lots Road in Askam was originally the school for infants until the closure of the Junior school in 1976. The Foundation school, receiving funding directly from the Department for Education, was delightfully converted into a modern, classroom style school and subsequent extensions and new building projects have created a modern educational environment. Although in an urban area, the school is set in sizeable grounds in which there are extensive play and sports areas, an environmental area which has been allowed to develop naturally, a seated garden area, large chess court and two attractive courtyard garden areas. The new building leaves the school with more than enough space for all classes, lessons and projects. The school now enjoys uniquely spacious and varied grounds with an open aspect and marvellous views to the Lakeland hills and the Duddon Estuary.

The Memorial Garden is in a prominent place in the centre of the village on Duke Street and contains the cenotaph erected and opened in October 1930, which bears the names of the men and one woman who gave their lives in the two world wars. There are fifty names from World War I (which is a remarkable loss for a small village, as it was then) and twelve names from World War II. To mark the centenary of the First World War the Memorial has been cleaned and new seating, a bandstand and hard standing, new rose garden and a flagpole have been provided by AIPC. There are 7 Commonwealth War Graves in Ireleth Cemetery, as well as private family graves of servicemen who made the ultimate sacrifice. The Local History Group hold details of the men of the parish who lost their lives in the Great War. At Christmas the village tree is placed in the Memorial Garden at the Park Avenue corner with Duke Street. This is a focal point for the Christmas festivities organised by Askam and Ireleth Carnival & Events Committee, who do a superb job in organising events in the village not only at Christmas, but throughout the year. The carnival parade in June is spectacular and brings the village together.



Askam's location on the edge of the Duddon Estuary offers a real opportunity to encourage eco-tourists to visit the RAMSAR Nature reserve at Sandscale Haws and also enjoy the wildlife in a superb panoramic setting with a vista of the Lakeland hills and mountains. The estuary supports a wide range of wildfowl including the rare Sandwich terns. Apart from its year-round residents, the estuary provides a vital stopping off point for thousands of migrating birds transiting between the Arctic and Africa. The estuary has inspired the poets William Wordsworth and Norman Nicholson.



CALC Update



The CALC office will be closed for the festive period from noon 23rd December and back open on 3rd January 2023

TRAINING

The January to July 2023 Training Programme has now been circulated to all councils, and is available on the [CALC Website](#).

If you are interested in attending any training, please get in touch.

Clerk Training - For all new clerks and experienced clerks who want a refresher

This comprises two intensive two hour courses that cover two modules of learning providing clerks with an understanding of the role of a clerk, covering the role of the council, responsibilities of councillors and officers, employment issues, meeting procedures, standing orders and finance, the powers and duties of local councils.

The objectives of the course are to understand the roles and responsibilities of the members of the council within the current legal framework, to understand specific responsibilities of the clerk in relation to meetings and finance and to share common problems and find practical solutions.

Please get in touch if you require any further information or would like to book courses

Resilience Update



'There is more to Community Resilience than Community Emergency Planning'

Carolyn Otely, Co-ordinator, Cumbria Community Resilience Forum

As we come to the close of 2022, here are the
Current Community Resilience Issues
we are all supporting across Cumbria

- **Emergency Preparedness-**
 - "Winter Ready" campaigns can be found here
- **Emergency Planning-**
 - 3 Flood Training Days were held around Cumbria in October & November which were well attended by Community Groups
 - FloodHub support communities to manage flood and coastal risk across the North West
For more information click here
 - Check for Flooding website here
- **Cost of Living Crisis-**
 - Support people to be financially ready
 - Warm Spots
 - Download the Warm Spots Community Leaders Toolkit
 - All of the information included in the CCC cost of living web pages can also be found within their printable cost of living support leaflet
- **Refugees, Asylum Seekers and Community Cohesion**
- **Coronavirus**
 - CALC continue to share information relating to COVID-19 with Town and Parish Councils, including information on Vaccine Clinics taking place across Cumbria
 - See here for up-to-date information

CALC will continue to share the most up to date information relating to all areas of Community Resilience, and create bespoke resources to support town and parish councils when the need arises

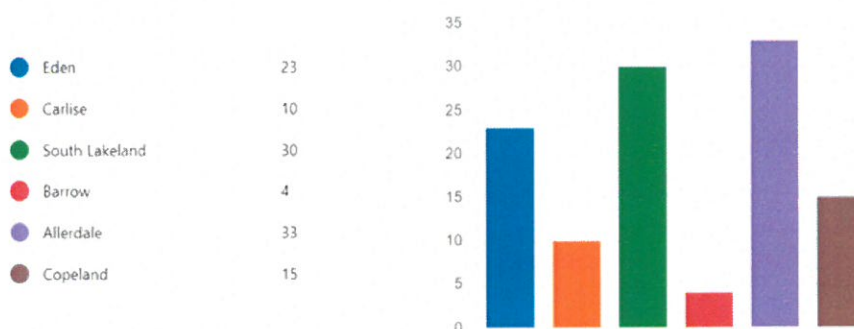
Resilience Update

Cost of Living Crisis



Cost of Living Questionnaire for Town & Parish Councillors

Thank you to the 215 Councillors who completed the Questionnaire



A report has been created from all the responses and shared with Cumbria Poverty Reference Group.

Once the report is finalised, and any actions are agreed,

CALC will share the report with Clerks, and Councillors (who requested a direct response).

Cost of Living themed Grant Funding Opportunities

Asda Foundation- Cost of Living Grants

The aim of the grant is to help local community groups cope with the increase in their running costs between September 2022 and February 2023.

This includes 'warm banks' where groups are planning to keep their facilities open for longer hours to provide local people with a warm, safe place to be rather than heating their homes or living in a cold property.

COMMUNITY HARDSHIP FUND

Grants are available for charities and other not-for-profit organisations in Cumbria to support projects and activities that support the relief of hardship for people who are experiencing financial struggles that have been caused directly or indirectly by the cost of living crisis.

Grants of up to £10,000 are available. The funding must be fully spent by 30 April 2023.

There is no deadline. Applications can be made at any time and are assessed on a rolling basis until 30 April 2023.

CUMBRIA FUND

The programme offers small grants to boost the capacity of local voluntary and community groups to enable them to carry out projects that help disadvantaged local people and strengthen communities. Grants of up to £10,000 can be provided for up to one year.

Multi-year funding may be awarded for certain projects. Open to applications at any time.



Climate Action New Year Resolutions!

What Town & Parish Councils can do



Declare a Climate Emergency

- Use your Powers and Duties innovatively to support Climate Action
- Create or join a Climate Action Group for your area, measure your carbon footprint, agree and start your Climate Actions
- See [Zero Carbon Cumbria](#) website for ideas and lots more information & share information

Build greening 'plans' into your neighbourhood plan

- This is also to ensure that your greening 'plans' are taken into account within the bigger Local Plan of your Local Authority- soon to be UA.
- There is currently funding for creating a [Neighbourhood Plan](#)

Get an energy audit

- Ensure any community buildings under your remit are as energy efficient as possible and any street lighting uses well-directed LED lighting

Produce green energy

- Install renewable energy generation, like heat pumps and solar PV, in community buildings within your remit.
- Buildings using renewable energy should also be used as a showcase to help local people see these technologies first-hand, particular less familiar technologies such as heat pumps

E-Car Schemes

- Create a Car Share project- see [Keswick and Cockermouth Community Solar and Carshare Project | Sustainable Keswick](#) to see what they are doing
- molly.hogg@cafs.org.uk at CAFS can support with projects related to solar panels and community car clubs

Install electric charging points in community buildings and council car parks

- Use differential car-parking charges to support low-carbon vehicles
- Any car parks run by the council could offer low cost or free car-parking to electric vehicles and dedicated spaces with electric charging points.

Cycling

- Ensure there is good quality infrastructure, such as segregated cycleways and cycle parking
- Install an E-bike scheme in the town or parish

Develop available green spaces for greening and growing community activities

- See Green Space 2 Grow Support Pack on the CALC website- members section

Apply for some funding- [Zero Carbon Cumbria - Community Climate Grants](#)

****Deadline 31st January 2023 for large grant applications****

FAQ: Sonia Hutchinson Responds



Why does a Council need a Clerk?

Councils have a power to employ people, this is contained in section 112 of the Local Government Act 1972. A council may take on staff to help them to exercise their statutory functions. Legislation has committed much work and many duties to an unspecified 'proper officer' of a council. It refers to the appropriate officer for the relevant function. In a local council the proper officer will normally be the Clerk whereas in other types of authorities there will be several department heads who are the proper officer for the purposes of their respective departments.

The title 'Clerk' for a local council's chief executive officer is honourable, familiar and short. In a town, the clerk may be called a town clerk.

The clerk's role is key to the operation of the council and a competent clerk underpins a good council. Without a 'Clerk to the Council' in place, the council will inevitably find it difficult, if not impossible, to meet its legal obligations and to manage staff and deliver services effectively.

The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the line manager for all other staff. The local council clerk is the 'engine' of an effective local council, adviser and, for most smaller local councils, the officer responsible for the administration of its financial affairs.

As with any job, the first questions to ask are what work will the person undertake and what will happen if the job is not filled?

The councillor's main role is to determine the facilities and services for local people, set policy and provide a budget whilst monitoring the effective implementation of those services and policies by the clerk and other staff. The council must be confident that officers are, at all times, independent, objective and professional.

This does not mean that the council needs to invest always in a full-time post and the required hours of work are best judged locally in the light of what is done by the council and the services provided.



Pre election period - Purdah

As you will be aware - there are local council selections in May 2023. This means that 'purdah', or the guidelines and restrictions on publicity and decision-making, will come in to effect in April 2023, so here is a little information about the pre-election period and purdah for you!

What the 'pre-election period' means in practice

What you should and shouldn't do during the pre-election period

Publicity is defined as "any communication, in whatever form, addressed to the public at large or to a section of the public."

The first question to ask is: 'could a reasonable person conclude that you were spending public money to influence the outcome of the election?' In other words it must pass the 'is it reasonable' test. When making your decision, you should consider the following:

What you shouldn't do

- Produce publicity on matters which are politically controversial
- Make references to individual politicians or groups in press releases
- Arrange proactive media or events involving candidates
- Issue photographs which include candidates
- Supply council photographs or other materials to councillors or political group staff unless you have verified that they will not be used for campaigning purposes
- Continue hosting third party blogs or e-communications
- Help with national political visits, as this would involve using public money to support a particular candidate or party. These should be organised by political parties with no cost or resource implications for the council.

What you need to think carefully about

You should think carefully before you:

- continue to run campaign material to support your own local campaigns. If the campaign is already running and is non-controversial - for example, on issues like recycling or foster care - and would be a waste of public money to cancel or postpone them, then continue. However, you should always think carefully if a campaign could be deemed likely to influence the outcome of the election and you should not use councillors in press releases and events in pre-election periods. In such cases you should stop or defer them. An example might be a campaign on an issue which has been subject of local political debate and/or disagreement.

- launch any new consultations. Unless it is a statutory duty, don't start any new consultations or publish report findings from consultation exercises, which could be politically sensitive.

What you're allowed to do

- Continue to discharge normal council business - including determining planning applications, even if they are controversial.
- Publish factual information to counteract misleading, controversial or extreme - for example, racist/sexist information. An example might be a media story which is critical of the council, such as a media enquiry claiming that the salaries of all the council's senior managers have increased by five per cent. If this is not true, a response such as 'none of the council's senior management team have received any increase in salary in the last 12 months' is acceptable. It is perfectly right and proper that the council responds, as long as it is factual.
- Use relevant lead officers rather than members for reactive media releases.
- Use a politician who is involved in an election when the council is required to respond in particular circumstances, such as in an emergency situation or where there is a genuine need for a member-level response to an important event beyond the council's control. Normally this would be the civic mayor - as opposed to the elected mayor in those areas with elected mayors - or chairman, that is, someone holding a politically neutral role. If the issue is so serious, it is worth considering asking the council's group leaders to agree to a response which would involve all of them.
- If you are in any doubt, seek advice from your returning officer and/or monitoring officer, legal or communications colleagues.
- Ultimately, you must always be guided by the principle of fairness. It is crucial that any decision you take would be seen as fair and reasonable by the public and those standing for office.



Council Projects



Egremont Winter Wonderland

Egremont Amenity Committee, a sub-committee of Egremont Town Council, recently held their Egremont Winter Wonderland Christmas event. The town had over 10,000 visitors who enjoyed the vast array of entertainment and gifts and crafts on display. There was over 50 stalls representing bakers, makers, crafters and masters of their talents. The variety was fantastic and all the stall holders reported back on what a great day they had had. Visitors also got to meet the Grinch, Blue the dinosaur, Bjorn the polar bear, stilt fairies as well as Superheroes dancing in the streets alongside Elsa and Olaf, there was something for everyone. Elaine Woodburn, Chair of the Council and member of the Amenity Committee " We have worked hard for 12 months organising this event, the first after Covid, and the day was a fantastic success. We wanted to make sure the event was affordable and accessible for the residents and visitors alike as well as allowing local businesses to showcase their wares. We all have worries leading up to Christmas, especially in these difficult economic times and this was our way of helping people put these aside for the day and celebrating our town and our community."



Cargo Park Community Project - Working Group

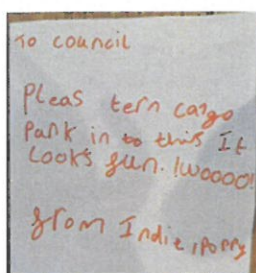
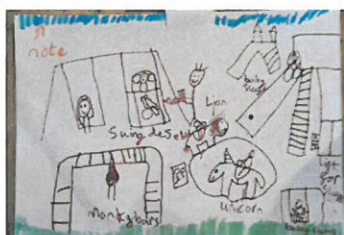
Cargo Park Community Working Group was formed in February 2022 following details of the Annual Park Inspection in November 2021 arranged via Kingmoor Parish Council.

Kingmoor Parish Council Clerk was tasked with forming a working group who could engage with our community to see what equipment the park needed and to ensure all ages and abilities were being catered for.



Initially the group obtained a quote for the park to be replaced like for like. The value for these works was over £12K + VAT however the equipment being repaired was not suitable for all ages or inclusive friendly. Consultation via the community notice boards, working group meetings and the community facebook page followed with the community offering invaluable advice and suggestions for the play area.

The news of a new park caught the attention of the locals who sent KPC a letter and their suggestions for the park!



Cargo Park Community Project – Costs

The current park was installed by Playdale over 15 years ago when Edenside was built. Kingmoor Parish Council became responsible for the upkeep and maintenance of the park with a small budget of £480.01 for the financial year 2022/23 for such works.

Following feedback received quotes were obtained for the suggested equipment. In total these quotes come to just under 50K

The park area we are keeping and needs repair cost is £5,358.09 + VAT
Remove damaged equipment and replace with new equipment including inclusive roundabout cost is £24,210.73 + VAT

Removal of the obstacle course – Volunteers from the village will complete these works

Installation of new Outdoor Gym area including inclusive / wheel chair friendly equipment cost is £10,522.00 + VAT

Floor markings on current tarmac area cost £2666. + VAT



Who will Benefit

Cargo lost its bus service a number of years ago and there is no safe walking route into town, the village also has no community hub or public buildings in which to meet and socialise. The park really is the heart of our village and it is sad to see it in such a dilapidated state.

The whole community will benefit including all ages and abilities. The aim is to create a safe, fun and inclusive space for all to enjoy. The focus has been to ensure all ages will be catered for as currently the less able members of the village and secondary school age children are lacking equipment. The pressures of lockdown and isolation have impacted the mental health for so many of our neighbours and the new park / community area will encourage our village to re engage and socialise with each other. The aim is to have the project completed in time for an official opening celebration of the play area in Spring 2023.



Civility and Respect Project

Civility & Respect podcasts

The Civility and Respect Project has released two new HR podcasts to better explain local (parish and town) councils' responsibilities as employers.

The third podcast in the series covers the considerations for councils about handling grievances. The fourth podcast covers handling disciplinary situations.

One critical area that challenges relationships between councillors and clerks is the local council's responsibility as an employer for the clerk. Councils that support and value their staff can better deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment to support and development is key to achieving the best outcomes for your communities.

The Civility and Respect Project team has worked with Chris Moses, managing director of Personnel Advice and Solutions Ltd, to deliver a series of podcasts.

[Watch the podcasts](#)

Civility & Respect Recruitment Manual

The **Civility and Respect Project** team has worked with county associations to produce this comprehensive recruitment guide approved for use by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

One key area that challenges relationships between councillors and clerks is the local (parish and town) council's responsibility as an employer for the clerk. Local councils that support and value their staff can better deliver their objectives and adapt to changing needs or priorities. Whether the local council employs a single staff member for a few hours a week or a large and varied team of individuals, good recruitment practices are the key to fostering good relationships.

The recruitment process for any post, particularly the most senior job(s) in your organisation, is one of the most critical investments your local council will make. The process has legal requirements and key challenges in choosing the right person. Everyone involved in staff recruitment must have access to a planned and structured process and understand the key issues and best techniques. This guide has been developed to assist local councils through the stages of a successful recruitment campaign.

To access the resource, please click the [link](#), which will take you to development tools in the member's area.

NALC Legal updates



Annual council meeting dates for councils with elections and the Coronation bank holiday

Further to our guidance in the October 2022 legal bulletin, we now know that Monday 8 May will be an additional bank holiday to mark the coronation of HM King Charles III. The 2023 local election date is Thursday 4 May and councillors would ordinarily take office on Monday 8 May. Our view is that councillors will now take office on Tuesday 9 May making the relevant 14-day meeting period for the purposes of paragraph 7 (2) of Schedule 12 to the Local Government Act 1972 Wednesday 10-Thursday 25 May inclusive. This is an area where we are aware there have been different interpretations of the computation of days and we have not counted Sundays in our 14 day calculation. We are aware that councils may have questions about pre-election publicity because of any Coronation related events pre-election. Our advice is essentially limited to councils ensuring that publicity is in the name of the council rather than any individuals. We will update our briefing L01-22 linking to the LGA's guidance when the LGA update the guidance, which currently refers to the 2022 local elections.

Toilets at council premises

We were recently asked if venues for council meetings have to include a toilet(s). A council was wondering if it could use premises that had no toilet facilities. In terms of clerks and other staff attending meetings, the law (Regulation 20 (1) of the Workplace (Health, Safety and Welfare) Regulations 1992) provides that suitable and sufficient sanitary conveniences shall be provided at readily accessible places. This may not mean inside a workplace so long as the conveniences are at a location that can be safely and readily accessed. The provision of public conveniences may also present an equality issue for councillors, members of the public and others attending council meetings. Our view in any event is that councils should be meeting in venues with easily accessible toilet facilities.

Dogs at council meetings

We were asked to advise on a scenario where a resident insisted on bringing his dog with him to meetings and had refused to remove the dog when requested. The clerk has severe allergies to dogs and the council asked if it could have a policy prohibiting dogs from council meetings, other than for accessibility reasons. Our answer was that it is reasonable to have a policy prohibiting dogs from council meetings. Policies must be fair and rational to withstand any judicial challenges. They should be drafted neutrally rather than in response and to deal with a particular issue.

Powers to provide commercial bus services

We have had a few requests about council powers to provide bus services. Councils have specific powers to provide community bus services, defined in legislation. What about commercial bus services? There is no specific power for parish councils to provide commercial bus services. Councils with the General Power of Competence (GPC) can do anything that an individual can do unless the activity is specifically prohibited by statute (section 2 of the Localism Act 2011). An individual can run a bus service subject to obtaining all the necessary licences and permissions and there is no prohibition that applies to parish councils. This means GPC can be used by councils to run a commercial bus service. If councils run bus services commercially (i.e. collecting fares in excess of the cost of providing the service), they will need to run the service via a company (section 4 of the 2011 Act).

Clerks Corner



Safeguarding Policy

There is a new Safeguarding policy template on the website, in the [members area](#). We have updated this to reflect the requirements of many grant providers. We hope you find this useful.



Funding Opportunity

Geoffrey Blake Architectural Heritage Fund - Grants for volunteer-led and charitable groups to support community-based projects of architectural merit in Cumbria that enhance people's experience and understanding of the built environment. Projects must have full access by the public and have a clear benefit to the community. Cumbria Community Foundation - information can be found on the [CCF website](#). Please contact Cumbria Community Foundation for any further information: Annalee Holliday, Senior Grants & Programmes Officer annalee@cumbriafoundation.org or 01900 825760

Vacancies



Skelsmergh & Scalthwaiterigg Parish Council

Skelsmergh & Scalthwaiterigg Parish Council require a new Parish Clerk and Responsible Financial Officer to take over from our current Clerk in 2023. The role is 4 hours/week; salary £11.70 to £12.92/hr dependent on experience (NJC pay award to be confirmed). Our current Clerk will support your transition into the role and the Parish Council will pay for comprehensive training. You will have the opportunity to use and improve a range of highly transferable skills, work with new people and apply your knowledge and experience to benefit our local community. If you think the role will suit you, please visit our website for more information: <http://www.skelscalpc.org.uk/>. Or contact the Clerk: clerk@skelscalpc.org.uk.

Clerk - Cockermouth TC

From: McGibbon, Kate <Kate.McGibbon@cumbria.gov.uk>
Sent: 21 December 2022 10:32
To: McGibbon, Kate
Subject: Cumbria Good Lighting Technical Advice Note: Designing Out Light Pollution in Cumbria and Arnsdale & Silverdale AONB

Good morning

CALC have been asked to circulate this email from Friends of the Lake District:

Dear Parishes,

As part of the [Dark Skies Cumbria project](#), Friends of the Lake District has been working with all the local planning authorities in the county, along with lighting consultant Kerem Asfuroglu of *Dark Source*, to produce a Technical Advice Note to provide guidance to planners, developers, architects, contractors and lighting professionals with the aim of better conserving and enhancing the dark skies in Cumbria through planning decisions.

We now have a draft document and would like to get feedback from Town and Parish Councils and Parish Meetings.

We would be grateful if you would send any comments you have on the draft document to planning@fld.org.uk by Friday 17th February 2023. The document can be downloaded here <https://we.tl/t-ruA2qEcwgw>

If you have any questions in the meantime, please send these to jack-ellerby@fld.org.uk

Please note, the document is a draft and should not at this stage be shared outside of the Parish Council/Meeting or otherwise made publicly available.

With very best wishes,

**Lorayne Wall
 Planning Officer**

e: lorayne-wall@fld.org.uk
 t: 01539 720788
 dd: 01539 541218
 a: Murley Moss, Oxenholme Road
 Kendal, Cumbria, LA9 7SS
 w: www.friendsofthelakedistrict.org.uk



The only membership organisation dedicated to protecting and enhancing Lake District and Cumbrian landsca

CLERK'S REPORT

Town Hall

Analogue phone lines cannot be used by 2025. Lines are slowly being digitalised.

I have made arrangements with BT to digitalise ours and negotiated a small saving for entering into a 24 month contract. New handsets will be sent out to us.

The Centre for Leadership have agreed to go 50/50 to replace the lights in the large chamber upstairs as these are now obsolete. The new lighting is brighter and much more energy efficient.

Memorial Gardens

A local gentleman wishes to erect a new memorial bench in the Memorial gardens on an existing concrete plinth. He will pay the full cost of the bench and installation. The bench was received on 19/12/22 and installed on 6/1/23. He is delighted with the end product.

Tourism and Publicity/Library

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

I have started replacing the now obsolete lighting and emergency lighting in the library. Replacement will be phased. The new lighting is brighter and much more energy efficient.

Roofer to take a look at flat roof. Work is required. Will be completed after Christmas.

Rhyme Time in conjunction with Family Action will commence each Tuesday morning during term time from 10 January 2023 between 10.30am – 11.00am in the library. 11 adults and 11 children have subscribed to the first session which is very encouraging.

The U3a intend to renew their lease. Their rent will increase by £125 per annum.

Mathew Brown has resigned. A new member of staff has been appointed. Emmie started work on Saturday 7 January 2023.

SRC materials have been pre-ordered for 2023.

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. The Civic Trust have sent me a copy of their report, further discussion is required. Andy Nichol and Darren Ward will meet w.c. 23rd to discuss coverage of the hole once it is filled.

Weddings

All restrictions have been lifted.

Visit to Marvejols April 2023

Flights are now available. Approximately 19 persons have expressed an interest in attending.

Give & Take Day

The next Give and Take Day will be held on Friday 27 January 2023 at 10.00am. Please assist if you can.

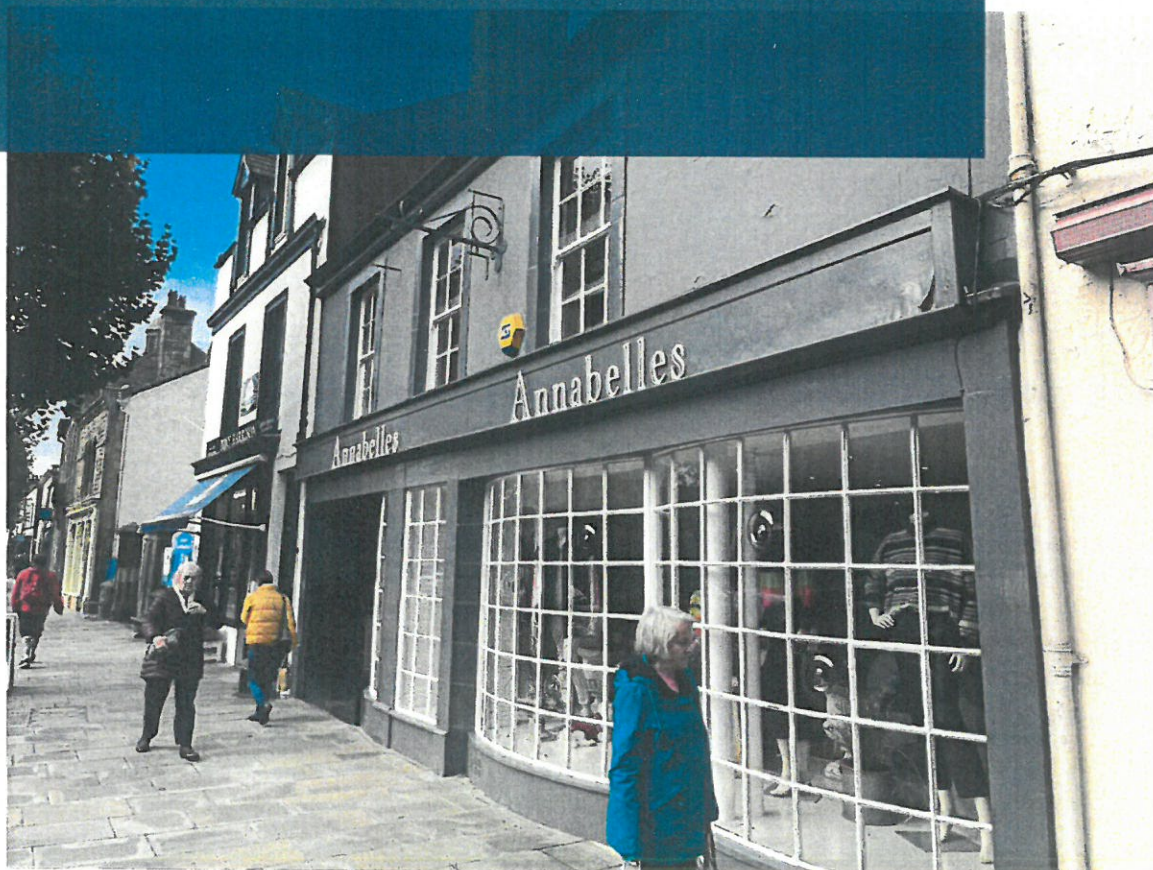
Carols round the Tree

This event was well attended. Thank you to all those who assisted particularly Cockermouth Mechanics Band. Despite the poor weather, over £70 was raised for the Mayor's charity.

Date	Day	On Duty	TIC Visitors	TIC Phone	TIC Email	TIC Post	Library Visitors	Library Phone	Library Email	Library Post	Library PC	Allerda
01/12/2022	Thu	Ash, Anne-Marie	3	0	0	0	56	2	0	0	3	0
02/12/2022	Fri	Ash, Anne-Marie	7	0	0	0	80	0	0	0	9	0
03/12/2022	Sat	Ash, Pamela	5	0	0	0	67	0	0	0	4	0
04/12/2022	Sun	Closed										
05/12/2022	Mon	Ash, Pamela	1	0	0	0	102	1	0	0	8	0
06/12/2022	Tue	Pamela, AM	2	0	0	1	85	0	0	0	5	0
07/12/2022	Wed	Ash, Pamela	5	0	0	0	73	1	0	0	7	0
08/12/2022	Thu	Ash, Anne-Marie	4	0	0	0	59	1	0	0	3	0
09/12/2022	Fri	Ash, Anne-Marie	2	1	0	0	70	2	0	0	3	0
10/12/2022	Sat	Ash, Pamela	3	0	1	0	72	0	0	0	4	0
11/12/2022	Sun	Closed										
12/12/2022	Mon	Pamela, AM	0	0	0	0	88	1	0	0	4	1
13/12/2022	Tues	Pamela, AM	2	0	0	0	65	1	0	0	2	0
14/12/2022	Wed	Ash, Pamela	1	0	0	0	69	1	0	0	3	0
15/12/2022	Thu	Ash, Anne-Marie, Pamela	6	0	0	0	65	0	0	0	5	0
16/12/2022	Fri	Ash, Anne-Marie	1	0	0	0	70	2	0	0	4	0
17/12/2022	Sat	Ash, Pamela	3	1	0	0	66	1	0	0	3	0
18/12/2022	Sun	Closed										
19/12/2022	Mon	Pamela, AM	0	1	0	0	84	1	0	0	6	0
20/12/2022	Tue	Pamela, AM	0	0	0	0	110	1	0	1	12	0
21/12/2022	Wed	Ash, Pamela	5	2	0	0	104	1	0	0	6	0
22/12/2022	Thu	Ash, Anne-Marie	2	0	0	0	77	1	0	0	5	0
23/12/2022	Fri	Ash, Anne-Marie	1	0	0	0	71	1	0	0	1	1

24/12/2022	Sat	Ash, Pamela		3	2	0	0	21	0	0	0	1	0
25/12/2022	Sun	Closed											
26/12/2022	Mon	Closed											
27/12/2022	Tue	Closed											
28/12/2022	Wed	Closed											
29/12/2022	Thu	Closed											
30/12/2022	Fri	Closed											
31/12/2022	Sat	Closed											
Monthly Totals			56	7	1	1	1	1,554	18	0	1	98	2
TIC Remote Enquiries			9										

Unlocking Your Place Potential – Report and Feedback



Cockermouth, Allerdale

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About the visit and this report

The High Streets Task Force visited Cockermouth on 4th November 2022 to undertake an *Unlocking Your Place Potential* diagnostic visit. Emma James was the High Streets Task Force Expert undertaking the visit.

The attendees representing Cockermouth can be found in Appendix 1.

The purpose of the visit was to diagnose the main barrier to your transformation. In other words, what problem, if not resolved now, will make it difficult for the town to change. To do this the Expert wanted to understand more about the challenges facing the town, your plans for transformation, meet key stakeholders, ask questions and tour the town.

As a result of the diagnostic process, the Expert has identified the need for a collaborative new vision as the main barrier to transformation in Cockermouth.

The rest of this report identifies the strengths of the town, the main barrier to transformation the Expert found, as well as clear recommendations the Local Authority and partners can action now to accelerate the transformation process. The report ends with a list of High Streets Task Force Products that the Expert has prescribed.

On behalf of the High Streets Task Force, may I take this opportunity to thank attendees who gave up their time to attend the meeting, and who contributed to a frank and positive discussion. Thank you to Graham Kennedy and his team for organising the session and those that led, and contributed to, an informative and well-planned town tour.

From reading the feedback from the visit, and this report, I can see you have a lot going for you in Cockermouth – and many strengths both in the town and in your people. The High Streets Task Force is here to help you build on those strengths, and I hope you find it useful.



Matt Colledge

High Streets Task Force Project Director

Cockermouth – Strengths

- ✓ Architectural heritage
- ✓ Strong array of independents
- ✓ Proximity to Lake District National Park
- ✓ Cultural offer
- ✓ Events and festivals
- ✓ Strong community
- ✓ Evidence of some partnership working
- ✓ Handsome high street with attractive shop frontages
- ✓ Access to green spaces
- ✓ Strong communications from key stakeholders

Cockermouth is a very attractive market town, with remarkable heritage and countryside right on its doorstep. Its eclectic range of interesting, independent businesses on its high street make it very enjoyable to visit. A range of strong cultural assets, alongside a committed, passionate group of local stakeholders make for a strong basis for a successful town.

In summary, the town has many strengths and although it is facing challenges, these strengths put the town at a significant advantage in relation to other similar towns of its size in the region.

4Rs Framework and our method

The aim of the Unlocking Your Place Potential workshop is for our High Streets Task Force Experts to identify the key barrier(s) to the improvement of your high street and recommend an appropriate strategic response. To enable our experts to do this in an evidence-based way, the High Streets Task Force uses the '4Rs Framework'.

Research has identified 237 factors that impact on the success of the high street. However, it is too overwhelming to think of all these at once, so we have developed the '4 Rs' framework to provide some structure to the incredibly complex practice of place transformation. Without a framework, it is easy to be drawn into so much detail that you cannot see the big picture.

When you simplify the process of renewal, the reasons why so many regeneration plans do not result in the changes people expect fall into 4 categories:

- The problems facing the centre were not accurately identified
- The plans were good but not enough changed
- The place changed but people's perceptions didn't
- There were fundamental issues with governance or the spatial layout of the place
-

We looked at these problems and identified 4 strategies to address them, *repositioning*, *reinventing*, *rebranding*, and *restructuring*. So, the framework distinguishes between the processes of analysis and decision making (repositioning), effecting change (reinventing), communication (rebranding) and governance/spatial planning (restructuring). More detail on each of the '4R's' is set out below.

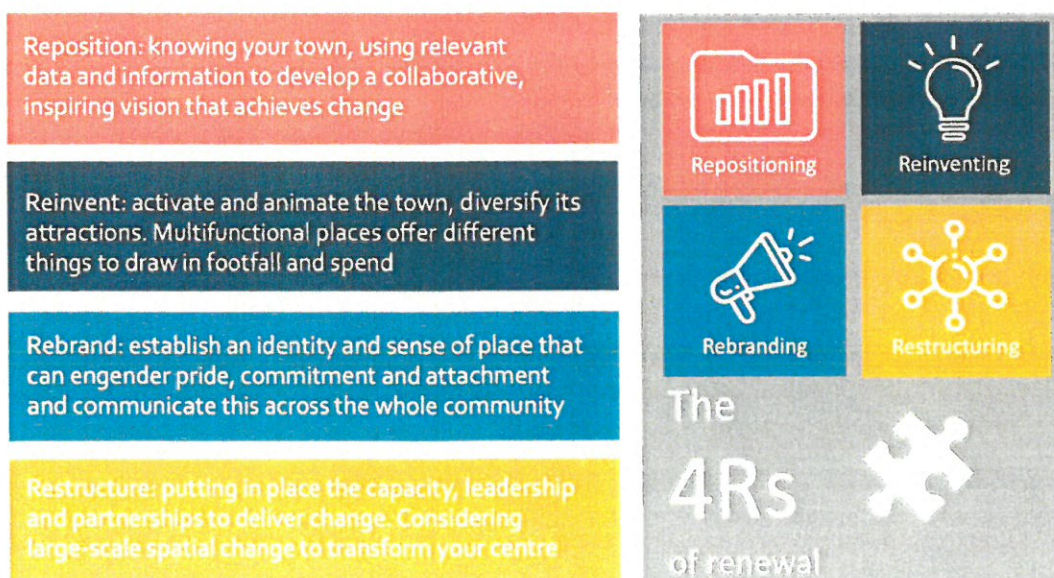


Figure 1: 4Rs Framework
High Streets Task Force | 4

Applying the 4Rs to Cockermouth

Although the town and its people have many strengths, we did identify a number of weaknesses. We have grouped these using the 4Rs framework – see below.

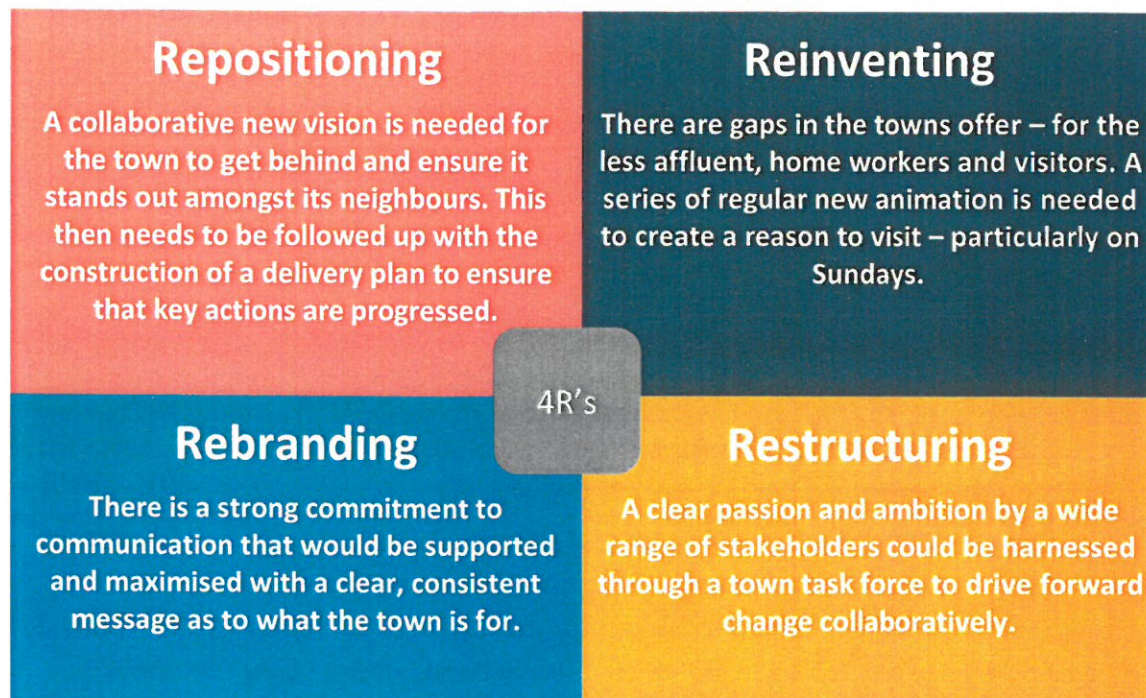


Figure 2: Applying the 4Rs Framework to Cockermouth

We used all the information we had to identify which of the descriptions above fitted the evidence we had collected. We collected this evidence from looking at your strategic documents, the Unlocking Your Place Potential visit, including our meeting, discussions, exercises and the in-person town tour. We also included the information we found out about Cockermouth from our desk research.

We then grouped each piece of evidence under the 4R headings of Repositioning, Reinventing, Rebranding, and Restructuring. You can see our working on the Fishbone Sheet included in this report.

By classifying every clue, we could see how these are grouped and where Cockermouth is facing major barriers. This then allows us to recommend suitable strategies to overcome these. These strategies are *ways of working*, rather than 'magic bullets' relating to any particular intervention in your town. As mentioned at the start of the Unlocking Your Place Potential visit, you are the experts in Cockermouth.

You can see the major barriers to your transformation in the next section.

Fishbone Analysis

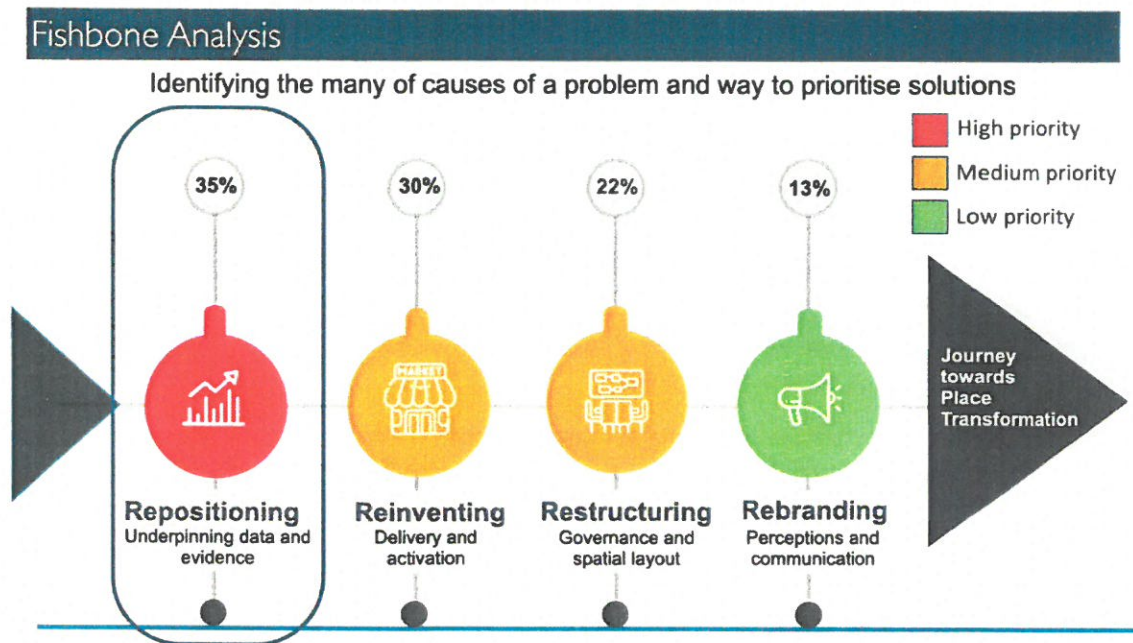


Figure 3: Fishbone analysis

Diagnosis of main barrier to transformation

As a result of the diagnostic process, the Experts have identified the need for a collaborative new vision as the main barrier to transformation in Cockermouth.

Cockermouth has an appealing town centre, and some strong annual events. It has also shown resilience through its flooding, and COVID periods.

Currently the vision for the town is one produced in the Allerdale BC Local Plan 2020. In keeping with the nature and purpose of that document, the vision is simple and not very specific. We believe Cockermouth can now draw together its strong group of stakeholders to collaboratively create a new, more detailed and dynamic vision, that the whole town can get behind and work together to deliver.

A clear, distinctive vision will help to set Cockermouth aside from its neighbours and provide a focus for then adding further animation to the town to build on recent event-led success. The vision will then provide a basis for stakeholders to work together to develop further plans for animation, leasing and pop ups, as well as communication routes that encourage the whole town to get involved.

From our Town Tour and subsequent workshop dialogue, it is clear that Cockermouth has a history of staging strong, large annual events, and has a well-kept high street filled with unique businesses, making it very attractive to visitors. However, it was also apparent that there are portions of the week and the year that do not provide such animation, and areas of the town that you would like to see enjoy more significant footfall.

It was also clear that some diversification was needed in the town, with most residents travelling out of Cockermouth for work and not using the town centre when working from home. Creating weekday uses of the town centre by adding co-working spaces and small offices, as well as more convenience opportunities for those working from home, could contribute widely to the local economy.

It was very clear from our meeting that there is a huge amount of enthusiasm and support for the town from the council, businesses, community and cultural destinations. More frequent and open communication and joined up planning is needed, and we recommend restructuring your governance systems to facilitate a team approach to transformation, with council, businesses and the community, through the creation of a local Task Force.

Recommendations

To improve Cockermouth, we are recommending a strategy of *Repositioning* to refresh your focus for the town. We understand it is not always easy to change cultures, structures and behaviours to work in a more collaborative way, so we are giving you some recommendations that if you adopt, will lead to some quick improvements.

1. Share the final version of this report with everyone that attended the Unlocking Your Place Potential meeting.
2. Arrange an away day with the local authority, business and community leaders to review challenges facing the town and feedback from the UYPP visit and consider how these may inform a better-quality vision for the town.
3. Ensure that different local communities are also involved in the vision-making process, so that all voices are heard. In particular, consider the needs of less affluent residents, and young people – consider different ways you can engage them in the process, from listening events to School Council meetings.
4. Form a Town Board, a Task Force, or similar, of place leaders across council, business and the community to shape the vision and strategy for the town, oversee key projects and coordinate plans and activity. The Town Board should be focussed on the needs of the town, rather than being council-led, business-led or community-led. Find a structure to work together in – you may have one already?
5. Test out your new vision with different stakeholder groups, consider who might have experiences of the town that are different to your own. Essential to this will be those identified in the workshop as underrepresented.
6. Use your newly formed Town Board to create a strategy and action plans to deliver your vision. Agree timescales, priorities and resource that is needed. Also consider how progress will be reviewed.
7. Use your existing strong communication channels to tell people about the new vision for the town, and to invite them to get involved.

The Fishbone Analysis also identified *Reinventing* to be an area of high priority. Once your new vision is agreed, there will be a need to look at how the town centre can be activated to deliver on this vision. Some additional recommendations which, therefore, sit under the *Reinventing* priority are listed below:

1. Use your new vision as the basis for developing your plans for further animating the town centre – what is missing from your calendar that could help you realise your new vision for the town? Could you add more community-driven events given the loyalty the town shows to Light Switch-On and Bonfire style events? A Pancake Race down the High Street, a spring 5k Run? Could you trial activity to support your ambition to attract cyclists to Cockermouth? Or to illustrate the town's heritage tying in with the Wordsworth connection?
2. Look at creating a pop-up programme of activity for the remaining empty units in the town centre to diversify use and reasons for people to use the town in the week rather than drive away to work– co-working spaces, start-up offices, or leisure and hospitality offers for young people.
3. Create an animation map for the town looking at where you have space for activity and how you can join them up to encourage movement around the town - for example to provide activity on Market Street, linking with the Jennings Yard, and the Kirkgate Centre.
4. Think about ways you could activate the town on Sundays, in particular in core tourism months. If retailers can't be persuaded to open, could this prove a good day for additional themed markets? or the introduction of a Teenage Market which would also engage young people with the town, feeling there is something for them.
5. Join up your offer with easily available visitor information – information leaflets in shops or cultural attractions, alongside some stronger informative wayfinding could help visitors better understand and enjoy the full offer in the town centre, as well as help move people along some of the quieter streets.

We hope these recommendations are useful. As we explained in the Unlocking Your Place Potential visit, you are the experts Cockermouth not us. Nevertheless, we have experience of working with many towns around the country that face similar challenges – so when we undertake a diagnostic visit, we are well trained in looking for strengths and weaknesses in the town's offer, as well as the structures and processes that manage and change the town.

High Streets Task Force Product Prescription

Based on our recommendations, we would like to offer you the following products. This has been decided after considering your key barriers to transformation and what we have concluded as the best way to help you achieve your transformation goals.

High Streets Task Force Products Prescribed:

Product prescribed	Rationale
Expert support	<p>Expert support in the following areas to assist in a journey from vision making, to setting up your Town Board, to animating the town in line with the new vision:</p> <ul style="list-style-type: none"> - creating a collaborative vision - governance and place management - place activation
Workshop	<p>I have recommended that following the above Expert support Cockermouth would benefit from a Place Making Programme workshop to assist in generating new animation ideas, and encouraging wider community involvement, to support the town's refreshed focus.</p> <p>The above Expert visit will be an opportunity to further discuss this product with you, to ensure that it is something that you will benefit from. If during the Expert visit the need for the workshop is agreed, arrangements will begin to put this in place, and further guidance supplied.</p>
Teenage Market	<p>A Teenage Market could be a strong tactic for engaging young people in the town's future, and ensuring they feel there is something for them in the town.</p> <p>As part of the HSTF support, you can benefit from free support and tools from The Teenage Market. You can find out more about what they offer here.</p>
Online learning/resources	<p>Repositioning: developing collaborative, inspiring visions that achieve change – this webinar helps place leaders to consider their local vision, how this can be formed most effectively, and how it can impact the</p>

	<p>transformation of high streets. You can access this online resource here.</p> <p>Understanding Place Sentiment – A series of regular webinars to help you better understand data on people's feelings about places and how to evaluate your own high street using sentiment analysis. Find more about that here.</p>
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Next steps:

Please liaise with your Operations contact to make arrangements for the delivery of the next stage of your support. The operation's team are available to assist with any queries relating to the delivery of the above support, so please do not hesitate to get in touch if any aspect is unclear. More information about all of these products can be found on the HSTF website [here](#).

Appendix 1 – List of town attendees

Full Name	Job Title	Organisation Name
Cllr Mike Johnson	Leader of the Council	Allerdale Borough Council
Brendan Carlin	Assistant Chief Executive	Allerdale Borough Council
Eleanor Farrell	Place and Enterprise Officer	Cumbria County Council
Cllr Andrew Semple	Mayor of Cockermouth	Town Council representative
Darren Ward	Architectural Adviser	Cockermouth Civic Trust
Andrew Marshall	Past Chair	Cockermouth Chamber of Trade
David Thomas	Chair	Kirkgate Centre
Suzanne Ellsworth		Ellsworth Communications
Rachel Painter		Wordsworth House (National Trust)
Sue Eccles	Managing Director	Trout Hotel
Graham Kennedy	Destination Manager	Allerdale Borough Council
Toni Magean	Business Specialist	Allerdale Borough Council
Joanne Spencer	Project Manager and note taker for the workshop	Allerdale Borough Council

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