

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible Financial Officer: Marlene Jewell
Telephone: 01946 67366
Chairman: Councillor G Roberts

To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **Thursday 26th September 2024 at 6.00 pm**

Signed.....*Marlene Jewell*..... Dated.....*20th September 2024*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

1. Apologies for Absence

2. Declarations of Interest

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

3. Public Participation

4. Minutes of the Council Meeting held on 29th August 2024

5. Planning Applications

6. Report from Cumberland Council

7. Finance Report

8. Quote for Security Provision 2025/26

9. Quote for Council Events Equipment Contract 2025/26

- 10. Quotes for Science Show on 12th June 2025**
- 11. Quote for Provision of Skips on Allotments**
- 12. Consultation on Cumberland Council's Statement of Community Involvement**
- 13. WCSSG – Report to be given by Councillor E Dinsdale**
- 14. Councillor Ward Matters**
- 15. Date and Time of Next Meeting**

IN PRIVATE

That prior to the following items of business the Chairman will move the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw.

- 16. County of Cumbria 50th Anniversary**
- 17. Shopwatch Scheme - Clerk to give a report**
- 18. Update on Office Accommodation – Clerk to give a report**
- 19. Grant Application - LL**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on the 29th August 2024

Present: Councillor G Roberts (Chairman); Councillor C Hayes; Councillor E Dinsdale; Councillor R Gill; Councillor B O’Kane; Councillor A Pearson; Councillor A Spedding; Councillor R Taylor; Councillor R White

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Councillor M Hawkins – Cumberland Council

Members of the Public

Before the start of the formal proceedings the Chairman said he had a pleasant duty to perform. He said that before the Council was Thomas Donnan and that he knew Thomas and his family very well and that it gave him great pleasure to present this award to Thomas. He said Thomas was born and raised in Whitehaven and educated in West Cumbria. He studied at The LIPA in Liverpool and then after his Foundation Course was awarded a place at the Bristol Old Vic where he passed out with flying colours and he had just finished a run in the West End. He said Thomas would be a great ambassador for Whitehaven and that it gave him great pleasure to present the award to Thomas. Thomas then thanked everyone and the Chairman for the award.

Prior to the Meeting starting the Chairman and the Councillors introduced themselves to the public and the Chairman referred to public participation, fire alarms/escape and toilets

2593/24 Apologies for Absence

Apologies for absence were received from:

Councillor J Carr
Councillor G Dinsdale

Work Commitments
Illness

It was proposed by Councillor Taylor and seconded by Councillor White that the apologies for absence be accepted and noted. A vote was held and it was unanimously

RESOLVED – That the apologies for absence be accepted and noted.

2594/24 **Declarations of Interest**

Councillor Hayes declared that he was a member of the Whitehaven Tidy Town Group and the Harbour Users Group.

Councillor Gill declared that he was a member of the Whitehaven Heritage Action Group

2595/24 **Public Participation**

There was no public participation

2596/24 **Minutes of Council Meeting held on 25th July 2024**

It was proposed by Councillor Hayes and seconded by Councillor Taylor that the Minutes of the Council Meeting held on 25th July 2024 be approved and signed by the Chairman as a correct record. A vote was held and 7 Councillors voted for the proposal and 2 Councillors abstained

RESOLVED - That the Minutes of the Council Meeting held on 25th July 2024 be approved and signed by the Chairman as a correct record.

2597/24 **Planning Applications**

The Council considered a list of Planning Applications shown at Appendix 1
It was proposed by Councillor Gill and seconded by Councillor Hayes that having considered the Planning Applications on Appendix 1 that Cumberland Council be informed that the Council had no representations/comments to make

RESOLVED - That after consideration of the Planning Applications on Appendix 1 that Cumberland Council be informed that the Council had no representations/comments to make

2598/24 **Report from Cumberland Council**

Councillor Mike Hawkins attended and gave the following report

- The Cenotaph – there were some costings in and three quotes had been received for the steam cleaning, pointing and repairs to the nose as follows:-
 - £11,214
 - £4,710
 - £3,673
- Stone Central was the cheapest at £3,673 and it appeared that they were quite well qualified from information provided and the cheapest. He said

Cumberland Council could find half of the cost of £3,673 and he thought that that was the one that the CC were going to go with. He said it had been confirmed that CC could find half of the price if the Town Council would like to go halves on the project.

- The RTROs are ongoing and should be coming to a conclusion shortly. He said some of the yellow lines were wrong near where he lived.
- The cycle path had been upgraded at Mirehouse and widened by a metre and there were plans to widen it down Esk Avenue and a proposal to go round the back of Home Bargains past the Multi Storey Car Park to link up to the Harbour so cyclists would have a safe passage onto the cycle route
- The next meeting with Home Group was at 6.00pm on 4th September 2024. He said he was away and Councillor White was away and asked if any other Town Councillor wanted to go. Councillor O’Kane said he wanted to go and it was open to other Councillors to go

Councillor Taylor said he had been to the Mirehouse Wellbeing and thought it was an excellent event. He said there was flooding on the Loop Road just past the Pelican and that the drainage was not working. The Chairman said it was National Highways responsibility

Councillor E Dinsdale said that every year the drains were blocked by falling leaves in Autumn and said all drains were the responsibility of CC

Councillor Pearson referred to the Greenbank Play Park and asked if Greenbank actually fell under CC or were they a separate entity to everybody else because he said Joseph Ghayouba had said about play parks being upgraded but apparently Greenbank Play Park doesn’t come under the umbrella of CC . He said they had been told by Emma Williamson the Greenbank Play Park was an ongoing situation between the ladies of the Community Centre who are all in their 70s and Home Housing who weren’t interested. He thought the easiest thing to do was to have CC to take control of Greenbank Play Park

Councillor O’Kane referred to Victoria Road/Bleach Green where the hedge was overhanging onto the highway and was dangerous to cars. He said one car had got scraped all down one side. He referred to the Cenotaph being cleaned and asked was it possible before we finally agreed with everything to look at all the plans to see what we can actually do in case the Town Council want something that hasn’t been costed. Councillor Hawkins said he would bring it to the next Meeting

2599/24 Repairs to Cenotaph, Castle Park

The Council considered a report on a request from Cumberland Council to contribute 50% of the cost of £3,673 for carrying repair work to the Cenotaph.

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Council pays 50% of the costs of £3,673 for repairs to the Cenotaph and enter into discussions with Michael Barry as to what further additional work may be required. A vote was held and it was unanimously

RESOLVED - That the Council pays 50% of the costs of £3,673 for repairs to the Cenotaph and enter into discussions with Michael Barry as to what further additional work may be required.

2600/24 Finance Report

The Council considered the Finance report

- i. Appendix 1 - The Assistant Clerk reported that there were 2 additional invoices to consider on Appendix 1 namely:-

Viking	£53.82 Copier Paper
Seymour Services	£350.00 Event Equipment Contract

It was proposed by Councillor Taylor and seconded by Councillor Hayes that the invoices shown on Appendix 1 plus the 2 extra invoices be approved and paid. A vote was held and it was unanimously

RESOLVED – That the invoices shown on Appendix 1 plus the 2 extra invoices be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor Taylor and seconded by Councillor Hayes that Appendices 2 and 3 be approved and noted. A vote was held and it was unanimously

RESOLVED - That Appendices 2 and 3 be approved and noted.

2601/24 Annual Governance and Accountability Return for Year Ending 31st March 2024

The Council considered a report on the Annual Governance and Accountability Return for year ending 31st March 2024 received from the External Auditors which stated that everything was in order and that relevant legislation and Regulatory requirements had been met. They raised 3 matters which did not affect the Return itself and which had or were being dealt with.

The Notice of Conclusion of Audit would in accordance with Regulations be published on the Council's website and a copy displayed on the Window of the Council Offices. It was proposed by Councillor Gill and seconded by Councillor that the External Auditors Certificate for 2023/24 be approved and noted and that a vote of thanks be given to the staff for this. A vote was held and it was unanimously

RESOLVED – That the External Auditors Certificate for 2023/24 be approved and noted and that a vote of thanks be given to the staff for this.

2602/24 Quotes for Advertising in Cumbria Guide 2025/26

The Council considered a report on quotes received for advertising in the Cumbria Guide in 2025/26. The present contract for a full page spread and which expires in March 2025 costs £3,690 with artwork at £300. The Council considered the quotes for various packages and it was proposed by Councillor Hayes and seconded by Councillor Gill that the quote of £4,170 plus VAT for a full page spread plus £300 for artwork for the year 2025/26 be accepted. A vote was held and it was unanimously

RESOLVED - That that the quote of £4,170 plus VAT for a full page spread plus £300 for artwork for the year 2025/26 be accepted.

2603/24 Quote for Summer Plants in Whitehaven 2025

The Council considered a report on a quote of £5,703.65 plus VAT from the Council's preferred supplier for the provision of Summer Plants for Whitehaven in 2025.

In order to purchase the Summer Plants for Whitehaven from the Council's preferred supplier the Council had to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19 states that "the Council may by resolution duly notified prior to the relevant meeting of the Council suspend any part of the Regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all Members". It was proposed by Councillor Taylor and seconded by Councillor Hayes that (i) the Council suspends Financial Regulation 5 to allow the Summer Plants for Whitehaven in 2025 to be purchased from the Council's preferred supplier at a cost of £5,703.65 plus VAT and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved. A vote was held and it was unanimously

RESOLVED - That (i) the Council suspends Financial Regulation 5 to allow the Summer Plants for Whitehaven in 2025 to be purchased from the Council's preferred supplier at a cost of £5,703.65 plus VAT and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved

2604/24 Quotes for Summer Plants and Winter Bedding Plants in St Nicholas Gardens 2025/26

The Council considered a quote of £3,608.00 plus VAT for Summer Plants and a quote of £3,346.00 plus VAT for Winter Bedding Plants in St Nicholas Gardens 2025/26.

In order to purchase the Summer Plants and Winter Bedding Plants for St

Nicholas Gardens in 2025/26 from the Council's preferred supplier the Council had to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19 states that "the Council may by resolution duly notified prior to the relevant meeting of the Council suspend any part of the Regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all Members". It was proposed by Councillor Hates and seconded by Councillor Taylor that (i) the Council suspends Financial Regulation 5 to allow the Summer Plants and Winter Bedding Plants in St Nicholas Gardens in 2025/26 to be purchased from the Council's preferred supplier at a cost of £3,608.00 plus VAT and £3,346.00 plus VAT respectively and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved. A vote was held and it was unanimously

RESOLVED - That (i) the Council suspends Financial Regulation 5 to allow the Summer Plants and Winter Bedding Plants for St Nicholas Gardens in 2025/26 to be purchased from the Council's preferred supplier at a cost of £3,608.00 plus VAT and £3,346.00 plus VAT respectively and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved

2605/24 Quote for Planting and Maintenance Contract in St Nicholas Gardens for 2025/26

The Council considered a report on a quote of £10,550.00 plus VAT received from the Council's preferred supplier for the Planting and Maintenance Contract in St Nicholas Gardens for 2025/26.

In order to accept the quote for the Planting and Maintenance in St Nicholas Gardens 2025/26 from the Council's preferred supplier the Council had to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19 states that "the Council may by resolution duly notified prior to the relevant meeting of the Council suspend any part of the Regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all Members". It was proposed by Councillor Taylor and seconded by Councillor Hayes that (i) the Council suspends Financial Regulation 5 to allow the Planting and Maintenance of St Nicholas Gardens in 2025/26 to be carried out by the Council's preferred supplier at a cost of £10,550.00 plus VAT and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved. A vote was held and it was unanimously

RESOLVED - That (i) the Council suspends Financial Regulation 5 to allow the Planting and Maintenance of St Nicholas Gardens in 2025/26 to be carried out

by the Council's preferred supplier at a cost of £10,550.00 plus VAT and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved

2606/24 Purchase of Flags and Burner for 80th Anniversary of VE Day – 8th May 2025

The Council considered a report on purchasing 4 60" x 36" VE Day Flags at a cost of £149.32 plus VAT and a VE Day Burner at a cost of £349.00 plus VAT to be used at the VE Day celebrations on 8th May 2025

It was proposed by Councillor Hayes and seconded by Councillor Taylor that the Council Purchases 4 60" x 36" VE Day Flags at a cost of £149.32 plus VAT and a VE Day Burner at a cost of £349.00 plus VAT to be used at the VE Day Celebrations on 8th May 2025. A vote was held and it was unanimously

RESOLVED - That the Council Purchases 4 60" x 36" VE Day Flags at a cost of £149.32 plus VAT and a VE Day Burner at a cost of £349.00 plus VAT to be used at the VE Day Celebrations on 8th May 2025.

2607/24 WCSSG

Councillor E Dinsdale gave a report on this and made the following points

- He attended a meeting of the WCSSG on 6th August 2024 and had to leave early but he had listened to and watched the video
- Low level waste on Drigg Site – concerns were raised about the timescales around the capping off process which is now to 2035
- GDF and Timescales – it was proposed to start drilling in 2029 and they recognised that due to the election that there has been a bit of a pause in community engagement but they are looking to pick up on that. They have said when the 2029 drilling does take place most will take place out at sea
- There was a discussion on activities around community funding to areas that are currently applied. They did say that other areas applied but they seemed to think that they had reached a point now where there was going to have to be a cut off just to start and move
- After the drilling they will then move TOPS which is Test of Public Support
- There were concerns raised by Beckermat around the arrangements about the current storage of the waste. A number of Parish Councils and people from the public gallery said about improving our infrastructure and getting ready for a potential GDF.
- Update from Mike Heslop on Enabling Groups which focussed a lot on community funding and concerns raised about the overall funding that we receive as community in comparison with the money spent at Sellafield. We are talking about 2.8 billion getting pushed up locally to nearly 3

billion. In comparison to what we get there was a strong feeling that we weren't getting our worth

- Plutonium – is it an asset or is it waste. The conclusion is that it is an asset but not worth any money
- Presentation given around around socio-economics. There was a lot of concern about how to apply but there was a link within the presentation report which was on the website , the WCSSG website where you could email her or her deputy and support would be offered around putting a grant application in. They were adamant in getting your application in to do what you want to do Councillor Dinsdale said he has consistently said that we as a Town Council need to get our ideas together and we need to take them to all these nuclear outlets and test the funding process. Councillor Dinsdale said there was an email address in the presentation which was socialimpact@sellafieldsites.com. You can go on and apply for funding which could be anything from up to £100,000 and there was different criteria and different levels that you've got to get past. The Social Impact Steering Group look at greater than £500,000 worth of funding. He suggested that maybe we should pull together a few people who want to do this. Councillor Taylor suggested a Working Group

Councillor O'Kane asked if there was any feedback on the Moorside site and Councillor Dinsdale said from what he had read in the press 80% NDA said they're claiming now for future work.

The Chairman thanked Councillor E Dinsdale for his report.

2608/24 St Bees to Mirehouse Cycle Track

The Council considered a report on the St Bees to Mirehouse Cycle Track.

- i. It was proposed by Councillor Hayes and seconded by Councillor Taylor that the partnership between St Bees Parish Council and Whitehaven Town Council with regard to this cycle track be reinstated. A vote was held and it was unanimously

RESOLVED - That the partnership between St Bees Parish Council and Whitehaven Town Council with regard to this cycle track be reinstated.

- ii Councillor Hayes, Councillor E Dinsdale, Councillor Taylor and Councillor White asked to be appointed to represent the Council on the Partnership. It was proposed by Councillor Hayes and seconded by Councillor Taylor that the above Councillors be appointed to represent the Council on the Partnership. A vote was held and it was unanimously

RESOLVED - That the above Councillors be appointed to represent the Council on the Partnership.

- iii It was proposed by Councillor Hayes and seconded by Councillor Gill that a Working Group on the cycle tracks in Whitehaven be formed to

look at improvements, Anti Social Behaviour etc and to showcase them and that Councillor Hayes, Councillor E Dinsdale, Councillor G Dinsdale, Councillor Carr and Councillor White be appointed to the Working Group. A vote was held and it was unanimously

RESOLVED - That a Working Group on the cycle tracks in Whitehaven be formed to look at improvements, Anti Social Behaviour etc and to showcase them and that Councillor Hayes, Councillor E Dinsdale, Councillor G Dinsdale, Councillor Carr and Councillor White be appointed to the Working Group.

2609/24 Office Accommodation Update

The Clerk referred to an email received from William King Construction giving an update on works carried out to date to the Council's building. The Clerk also referred to recent urgent consultation with Councillors about the positioning of the lift due to unexpected problems with a steel beam and that the Architect had given 2 Options for Councillors to consider. 8 Councillors replied and all favoured Option 2 and the Architect was instructed accordingly. It was proposed by Councillor Hayes and seconded by Councillor Taylor that the update information and action taken regarding the lift be approved and noted. A vote was held and it was unanimously

RESOLVED - That the update information and action taken regarding the lift be approved and noted.

2610/24 Whitehaven Road Traffic Regulation Order – Statutory Consultation

The Council referred to the Statutory Consultation document on the Whitehaven Road Traffic Regulation Order. This was a very long document and it was proposed by Councillor Hayes and seconded by Councillor O'Kane that this be considered at a separate Council Meeting to be arranged for next week. A vote was held and it was unanimously

RESOLVED - That this be considered at a separate Council Meeting to be arranged for next week.

2611/24 Councillor Ward Matters

- i. Councillor Hayes said everything was running smoothly at Kells and that the new hub had opened and that Home Group were coming every Wednesday for a couple of hours to deal with people's complaints
- ii. Councillor Pearson said
 - a lady called AF emailed him and he had sent the email onto Planning as she was concerned about Fell View Avenue about the parking spaces for the new houses. Apparently she had been told that they're not going to build these parking spaces for the new

houses and she's constantly getting blocked on her drive she was saying that the road was constantly full of sludge and they're doing nothing about it and so I've passed this onto Planning

- The vegetation around Greenbank. Greenbank is absolutely buried in vegetation and he had been reporting stuff to CC and he had reported what he thought was a really dangerous place where possibly somebody could be killed. He said he reported it in May and still nothing had been done with it and he was talking about a place where crossing on St Bees to Greenbank Road, St Bees to Whitehaven Road and no visibility at all. The cars are coming round and it only takes someone to be slow on their feet and a car speeding for somebody to be killed. They said they were going to do something with it at the end of the bird nesting season but asked if birds nests were more important than people's lives. He said he had reported a few things and they kept telling him they had been done and nothing has been done. It took 10 weeks to get the verges cut at the junctions and he had to get onto Mark Fryer and he contacted him and said it had been done and he contacted him back and said there had been 10 yards either side of the junction cut but they had cut nothing else and they said that was it done. He said the residents were up in arms. Coming down Woodhouse Hill the trees were hanging over the footpath, the grass is growing out of the verges. It is horrendous
 - Where the planted the trees at Greenbank there's a footpath which kept people from walking on the main road but now it's not visible and people are being forced to walk on the road. I have emailed people to see when work is going to be carried out but nobody replies and all this is doing is putting people's lives in danger
 - He said there was a strip of grass at Greenbank that wasn't 10 yards wide and they had been that day and cut all the grass and had left that strip and the strip was 5 foot high and it impairs the junction coming down Woodhouse Hill. All the residents had been asking why they wouldn't cut that. He said he had been onto Emma and she said about no man's land.
- iii. Councillor E Dinsdale asked if there had been any feedback on Low Road and the Clerk said no and asked if it would be worthwhile him submitting the photos through the website and the Clerk said it would
- iv. Councillor White said he was on the verge of writing to the Whitehaven News about the lack of functionality of Cumberland Council Highways Department. He said no one got in touch and he wondered what goes on in these Departments
- v. Councillor Taylor said
- Cumberland Council Highways had removed the trees on Hillcrest Avenue and replaced the bus shelter and that they had done an excellent job

- He referred to the money that was donated through his Ward Grant to the Community Centre. He said there was now a café and they were selling produce out of the garden and it was a roaring success selling cheap food to the community and they had said thanks very much for the donation it was really appreciated
- vi. Councillor O’Kane said
- He was delighted that Aikbank Road had been done
 - It was a shame that the Town hadn’t got an overarching meeting with Home Group and could we not amalgamate things and have a co-ordinated approach. Councillor Gill said they promise the world and go away and do nothing
 - Councillor O’Kane asked if we should ask Home Group if they can attend our Meeting. Councillor Hawkins said himself and Councillor White had regular meetings with Home Group which were for the whole town
- vii. Councillor E Dinsdale said he had received an email from Margaret Crosby thanking all the Councillors who had chipped in for the refurbishment of the heritage signs

2612/24 Date and Time of next Meeting

The next Town Council Meeting would be on Thursday 26 August 2024 at the Beacon Portal, Whitehaven at 6.00pm

2613/24 IN PRIVATE

That prior to the following items of business the Chairman moved the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw. Councillor Hayes proposed this and Councillor Taylor seconded this. A vote was held and it was unanimously

RESOLVED - That the public and or press be instructed to withdraw.

2614/24 Allotments

The Council considered a Report on Allotments. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that there be a meeting between the Allotments Advisory Group and the Allotment Site Representatives so that they have an input into the way forward. A vote was held and 8 Councillors voted for the proposal and 1 Councillor voted against

RESOLVED - That there be a meeting between the Allotments Advisory Group

and the Allotment Site Representatives so that they have an input into the way forward.

The Meeting closed at 7.40pm

Chairman

WTC 26/09/2024

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/24/2268/0L1	Consultation on Additional/Amended Information: LISTED BUILDING CONSENT FOR ALTERATIONS COMPRISING THE REPLACEMENT OF REAR BASEMENT DOOR WITH A SASH WINDOW, CREATION OF FRONT BASEMENT COVERED LIGHT-WELL WITH ENLARGED WINDOW. ALTERATION TO THE DESIGN AND POSITIONING OF THE MAIN STAIRCASE AND THE RE- INTRODUCTION OF AN INTERNAL STAIRCASE TO THE BASEMENT. INTERNAL BASEMENT REFURBISHMENT TO RETURN IT TO A HABITABLE STANDARD AND THE REMOVAL OF A 1ST FLOOR WALL. 46 LOWTHER STREET, WHITEHAVEN
4/24/2292/0F1	RETENTION OF RAISED DECKING AREA BUILT ON TOP OF AN EXISTING BASE (RETROSPECTIVE) 10 LEATHWAITE, WHITEHAVEN
4/24/2295/0F1	REPLACEMENT TIMBER WINDOWS TO PROPERTY 3 CASTLE MEWS, WHITEHAVEN
4/24/2298/0F1	REPLACEMENT OF EXTERNAL WINDOWS AT FIRST FLOOR LEVEL 64-65 KING STREET, WHITEHAVEN
4/24/2230/0F1	Consultation on Additional/Amended Information: EXTENSION OF BALCONY ON FRONT ELEVATION AT FIRST FLOOR LEVEL WITH

Application Number

Detail

	<p>BLACK COMPOSITE DECKING & A GLASS BALUSTRADE WITH TINTED GLASS & STAINLESS-STEEL UPSTANDS & HANDRAIL AND DECKING WITHIN THE GARDEN (PART RETROSPECTIVE) WEST WINDS, MOSSWELL TERRACE, WHITEHAVEN</p>
<p>4/24/2308/0F1</p>	<p>ONE STOREY EXTENSION TO REAR OF PROPERTY TO EXTEND KITCHEN AND DINING AREA. EXTENSION OVER THE GARAGE TO CREATE TWO NEW BEDROOMS AND A FURTHER TWO STOREY EXTENSION AT THE FRONT OF THE HOUSE AT THE FRONT DOOR TO CREATE A PORCH AND EXTEND THE BEDROOM ABOVE. 43 THE CREST, WHITEHAVEN</p>

FINANCIAL REPORT

Purpose of the Report

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1 and 3.2.

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 2 together with income and expenditure at Appendix 3.

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 10th September 2024. This shows a balance of £311,040.70. There are no payments waiting to be cleared.
- 2.2 The balance in the deposit account is £833,024.86.

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.
- 3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

26/09/2024

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
30/08/2024	AI Security (North) Ltd	Events	Overnight Security Provision - 28.08.2024	£ 492.00		£144 LGA 1972
30/08/2024	Cumbria Council	Premises	Meeting Room Hire - 28.08.2024	£ 84.00		£111 LGA 1972
05/09/2024	Mrs V Gortey	Events	Reimbursement for Trophy engraving - Gruit and Veg Show	£ 5.00		£144 LGA 1972
09/09/2024	Sharp Business Systems UK Plc	Supplies and Services	Minimum Photocopier Charges - Aug 2024	£ 30.00		£111 LGA 1972
09/09/2024	Seymour Services	3rd Party	Council Event Equipment Contract - 07/09/2024	£ 350.00		£144 LGA 1972
13/09/2024	Lockhart Leisure Ltd	Events	Marquee Hire for events held on 25/07, 29/08 and 07/09/2024	£ 6,042.00		£144 LGA 1972

£ 7,003.00

INCOME 2024-2025

Date	Item	Precept	Interest	Other
02.04.2024	Allotment Rents			1320.00
02.04.2024	Allotment Rents			2110.00
15.04.2024	Allotment Rents			747.00
22.04.2024	Precept 2024/2025	493963.00		
26.04.2024	Allotment Rents			300.00
14.05.2024	VAT Refund - March and April			8243.68
16.05.2024	Allotment Rents			180.00
14.06.2024	VAT Refund - May			1889.16
18.06.2024	Mrs V Gorley - overpaid salary returned			79.40
25.06.2024	Allotment Rents			96.00
04.07.2024	VAT Refund - June			4027.06
16.07.2024	Allotment Rents			15.00
17.07.2024	Sellafield - Science Show Sponsorship			5000.00
08.08.2024	NNDR Refund			3050.05
13.08.2024	VAT Refund - July			6604.51
19.08.2024	Allotment Rents			88.50

493963.00	0.00	33750.36	527713.36
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2024-2025**

**Expenditure Net
of VAT Invoices not yet
 processed Budget**

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2024)	216,412.16
CBS 53906216 (01.04.2024)	633,024.86
TOTAL OPENING BALANCE	£ 849,437.02

INCOME:

Precept	493,963.00
Interest (Deposit)	
Other Income	33,750.36
TOTAL INCOME	£ 527,713.36

EXPENDITURE

Unpresented cheques b/fwd from 2022/2023	18000.00
Employees & Allowances	43134.04
Premises	25890.57
Supplies/Services	13381.22
3rd Party	14306.00
Grants	5997.20
Allotments	4722.74
Ground Maintenance	0.00
Civic Hospitality	0.00
Ranger	25795.73
Whitehaven In Bloom	6567.10
Ward Grants	3320.00
Elections	0.00
Environmental Improvements	0.00
Events	23212.29
Contingencies	0.00
Reserves	25230.24
VAT (to be reclaimed)	22664.89
TOTAL EXPENDITURE	£ 233,084.82

CASH BOOK BALANCE

Brought forward	£ 849,437.02
Income	£ 527,713.36
Expenditure	£ 233,084.82
Town Council Funds	£ 1,162,271.08

BANK BALANCES

CBS 53905917 (20/08/2024)	329,246.22
CBS 53906216 (20/08/2024)	833,024.86
	£ 1,162,271.08

Less Unpresented Cheques

-

FINANCIAL POSITION

£ 1,162,271.08

QUOTE RECEIVED FOR SECURITY PROVISION AT TOWN COUNCIL EVENTS

Purpose of the Report

To inform Members of a quote received for security provision at events organised by the Council and to consider whether to suspend Financial Regulations in order that the quote be accepted.

1.0 INTRODUCTION

1.1 The Council are arranging several events for 2025/2026.

Two security personnel would be required for overnight security and at other times during these events.

A quote of £22.00 + VAT per operative per hour for 2025/26 has been received from the Council's preferred supplier.

1.2 In order to accept the quote from the Council's preferred Contractor the Council will have to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19.2 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members".

1.3 The reasons for the suspension are as follows:

- It is a value for money service
- We have established a good working relationship
- It is a local company who employ local people and can provide security personnel at short notice

Risks:

- There is a risk that other Contractors could submit a cheaper quote, but this is a very small risk.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council considers making a resolution to suspend the Financial Regulation 5 to accept the quote from the preferred Contractor and if making the resolution
- 2.2 Agree to the reasons for the suspension which will be recorded and that the assessment above of the risks provided be accepted and approved.

**CONTRACT FOR THE COLLECTION, SETTING UP,
REMOVAL AND RETURN OF COUNCIL EQUIPMENT USED
AT COUNCIL EVENTS FOR 2025/2026**

Purpose of the Report

To inform Members of a quote received for the contract for collecting, setting up, removal and return of Council equipment used during Council events for the period 1st April 2025 to 31st March 2026 and to consider whether to suspend Financial Regulations in order that the quote be accepted.

1.0 INTRODUCTION

- 1.1 A quote of (£TBC) has been received from the Council's preferred Contractor for the Council Event Equipment Contract.
- 1.2 The contract is for the collection, setting up, removal and return of Council equipment used at Council events for 2025/2026.
- 1.3 In order to accept the quote from the Council's preferred Contractor the Council will have to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members".
- 1.4 The reasons for suspension are as follows:
 - It is a value for money service;
 - The Contractor lives and works locally and is aware of the logistics;

- The Contractor is readily available and easily contacted.

Risks:

- There is a risk that other Contractors could submit a cheaper quote, but this is a very small risk.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council considers making a resolution to suspend the Financial Regulation 5 to allow the flowers to be purchased from the preferred supplier and if making the resolution,
- 2.2 Agree to the reasons for the suspension which will be recorded and that the assessment above of the risks provided be accepted and approved.

SCIENCE SHOW 12th June 2025

Purpose of the Report and Recommendation

To inform Members of the suggested date and costings for the Science show in St Nicholas Gardens on 12th June 2025 and to seek approval for the costs.

1.0 INTRODUCTION

- 1.1 For the past 3 years the Council has held a Science Show presented by Stefan Gates in St Nicholas Gardens for pupils in schools in Whitehaven. These have always been a great success.
- 1.2 Stefan Gates is available on Thursday 12th June 2025 and a quote for the show has been received in the sum of £2,750.00 plus VAT which is the same as it was this year. There are also the usual travelling and overnight accommodation costs for Stefan Gates.
- 1.3 The technical support for the Science Show is provided by Fluid Productions, a local company and they have submitted a quote for 2025 of £1,631.28 inc. VAT. This year the cost was £1,628.58 inc VAT

2.0 RECOMMENDATION

- 2.1 That members consider approving booking a science show and the costs of this together with the cost of the technical support from Fluid Productions

ALLOTMENTS – SKIP HIRE QUOTES

Purpose of the Report

To inform Members of quotes received for the provision of skips to the Allotment sites.

1.0 SKIP HIRE QUOTES

1.1 As in previous years quotes have been sought from 3 companies for the delivery and collection of 12-yard open waste skips to each allotment.

1.2 Quotes submitted are:

- Supplier A - £300.00 plus VAT
- Supplier B - £410.00 incl. VAT

2.0 RECOMMENDATION

2.1 To consider the quotes at 1.2 and to decide which quote should be accepted.

Whitehaven Town Council

From: Planning Policy <planningpolicy@cumberland.gov.uk>
Sent: 13 September 2024 09:37
To: Planning Policy
Subject: Cumberland Council Statement of Community Involvement Consultation 13th September 2024 - 25th October 2024 Parish/Town Councils

Dear Parish/Town Councils

Statement of Community Involvement Consultation 13th September 2024 – 25th October 2024

We are consulting on a draft Statement of Community Involvement (SCI)..

The SCI sets out how the Council will involve the local community, organisations, and stakeholders with land use planning matters in the parts of the district outside the Lake District National Park such as planning applications, planning enforcement, and planning policy including the local plan. When adopted this SCI will replace the existing SCIs of the former legacy authorities in Cumberland.

Your comments on any aspect of the draft SCI are welcome.

To view the draft SCI and for further information on the consultation please see the Council's [website](#). A list of venues where a printed copy of the draft SCI may be inspected is included.

To comment on the draft SCI please use the following [link](#)

If you have any queries regarding the SCI consultation, please contact us at planningpolicy@cumberland.gov.uk

Yours faithfully

Planning Policy Team

Planning Policy
Strategy, Policy & Performance | Cumberland Council
Allerdale House, Workington, Cumbria, CA14 3YJ
E. planningpolicy@cumberland.gov.uk
T. 0300 373 3730
cumberland.gov.uk



Cumberland Council
Workington Office, Allerdale House, Workington, Cumbria, CA14 3YJ

Follow us on:
Web: <https://www.cumberland.gov.uk>
Twitter: <https://twitter.com/CumberlandCoun>

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This footnote also confirms that this email message has been swept for the presence of computer viruses.

Statement of Community Involvement (SCI) consultation

Have your say on the draft Statement of Community Involvement (SCI) which sets out our policy for engaging the community and stakeholders in the planning process.

The purpose of a Statement of Community Involvement (SCI) is to explain how we will involve local communities at each stage of the planning process.

Creating and publishing an SCI is a legal requirement for all planning authorities and the regulations also require that it is kept up to date.

The SCI is relevant to anyone who lives, works, visits or does business in the parts of Cumberland outside the Lake District National Park. It sets out when, how, and for what reasons you can participate in planning processes or issues, including:

- planning policy and the local plan
- planning applications
- dealing with unauthorised development

Have your say

We are seeking your views on a draft Cumberland SCI.

[Statement of Community Involvement \(SCI\) consultation \(PDF, 332.99KB\)](#)

If you have difficulty accessing the SCI document or require it in any other format, please contact us on 0300 373 3730 or email us: planningpolicy@cumberland.gov.uk.

You can have your say by:

- [using the online form](#)
- writing to - Planning Policy, Strategy Policy and Performance, Cumberland Council, Allerdale House, Workington, CA14 3YJ

Where you can access a printed copy of the SCI

A printed version of the SCI is available for inspection at council offices during their normal opening hours:

- Carlisle Customer Contact Centre, Civic Centre, Rickergate, Carlisle, CA3 8QG (0300 373 3730)
- Cumberland Council, Cumbria House, 117 Botchergate, Carlisle, CA1 1RD (telephone: 0300 373 3730)
- Millom Customer Service Centre, Millom Community Hub, Salthouse Road, Millom, LA18 5AB (telephone: 01946 598300)
- Wigton Local Links, Customer Service Centre, Market Hall, Church Street, Wigton, CA7 9AA (telephone: 0300 373 3730)
- Whitehaven Customer Service Centre, The Market Hall, Market Place, Whitehaven, CA28 7JG (telephone: 01946 598300)
- Workington Customer Service Centre, Allerdale House, Workington CA14 3YJ (telephone: 0300 373 3730)

It is also available at the following libraries during their usual opening hours:

- [Aspatria Library](#)
- [Brampton Library](#)
- [Carlisle Library](#)
- [Cleator Moor Library](#)
- [Cockermouth Library Link](#)
- [Egremont Library](#)
- [Longtown Library](#)
- [Maryport Library](#)
- [Silloth Library](#)



Cumberland
Council



Statement of Community Involvement

Consultation version - September 2024

cumberland.gov.uk

1.0 Introduction

- 1.1 Involving the local community and interested parties is an essential part of the planning process and Cumberland Council is committed to engaging with our communities so they can influence and shape the areas they live and work in.
- 1.2 Planning shapes the places where we live and work, seeking to ensure that there are homes, jobs, shops, parks and other important facilities available to everyone, including making sure these are as accessible as they can be to all. It also seeks to protect and improve the environment and the character which makes places unique. These are important matters and it is only right that communities and those with an interest in Cumberland should be able to contribute to decisions on these issues.
- 1.3 It is a legal requirement for the Council to prepare a Statement of Community Involvement (Planning and Compulsory Purchase Act 2004), reflecting the national and local ambition to increase the ability of communities to influence development in their area. It must be reviewed every five years in line with Regulation 10a of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended in 2017).
- 1.4 This Statement of Community Involvement has been prepared by the Council to set out the standards and processes we will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in the planning system. It is intended to ensure that:
 - everyone who wants to, can be meaningfully engaged in the process of preparing the Local Plan;
 - there are appropriate and adequate opportunities for public participation in planning applications that are decided by Cumberland Council;
 - there are satisfactory opportunities for early community involvement;
 - the proposed methods are relevant to the communities concerned;
 - it is clear how involvement can be a continuing rather than a one-off process;
 - the process will be transparent and accessible; and
 - community involvement is encouraged and scheduled into the Plan preparation process.
- 1.5 There are three distinct planning functions that the Council provides: Planning Policy (the preparation of the Local Plan and other policy documents), Development Management (including planning applications, other development applications and Minerals and Waste developments) and Enforcement (breaches of planning control).
- 1.6 The Council also provides support for those undertaking neighbourhood planning activity; the Council has produced a separate Neighbourhood Planning Protocol which sets out how the Council will provide support to communities in this process.

- 1.7 This Statement of Community Involvement applies only to those areas of Cumberland where we act as the Local Planning Authority; for planning within the Lake District National Park, please contact the [Lake District National Park Authority](#).

Communicating with the Council

- 1.8 If you need to contact the Council regarding a particular planning application, the best contact is the named officer who is dealing with the case which should be set out on the correspondence you have received, or by viewing the Council website. Alternatively you can call the Development Management team on 0300 373 3730 and ask to speak to the named case officer or email one of the email addresses below and your email will be forwarded to the case officer.

For enquiries relating to the former Allerdale area, please email: planning1@cumberland.gov.uk

For enquiries relating to the former Carlisle area, please email: EDA@cumberland.gov.uk

For enquiries relating to the former Copeland area, please email development.control3@cumberland.gov.uk

For enquiries relating to the former County Council (Minerals and Waste), please email MWplanning@cumberland.gov.uk

- 1.9 If you would like to contact the Planning Policy team, the contact number is 0300 373 3730 and the email address is planningpolicy@cumberland.gov.uk. For specific enquiries relating to the St. Cuthbert's Local Plan, please email stcuthbertsgv@cumberland.gov.uk. For enquiries relating to Minerals and Waste, please contact mwlp@cumbria.gov.uk.

- 1.10 Anyone who wishes to be notified directly of consultations on planning policy documents can sign up to receive electronic notifications about latest news and consultations via our [website](#).

- 1.11 If you are not satisfied with the service you have received, please contact the relevant officer directly. If the issue cannot be resolved through this, then the Team Leader will be able to assess the complaint, with senior management available to provide an overview. If the complaint cannot be resolved through this process, then the formal complaints procedure can be viewed online. Currently, the procedures still relate to the sovereign authorities:

[Allerdale](#)
[Carlisle](#)

[Copeland](#)
[Cumbria County](#)

- 1.12 Information on the planning system can be found online on the websites for the [Planning Portal](#) and the [Royal Town Planning Institute](#). The RTPI website also hosts Planning Aid England which provides independent planning advice

and support to help individuals and communities engage with the planning system.

Communicating with you

- 1.13 We will promote the use of Plain English as far as possible but Planning has a large amount of technical terms and acronyms. It is sometimes impossible to avoid using such technical jargon as they refer to legislation, are abbreviations of long titles or are required to be used for precision and to avoid misinterpretation. Many planning documents will contain a glossary to explain the terms used.
- 1.14 In order to circulate documents and decisions quickly, to a large number of people and in a more environmentally friendly manner, they are published online on the [Council's website](#). However, it is recognised that everyone may not be able to view this information in this way; if assistance is required, we can be contacted to arrange this.

Inclusive Planning – engaging with a wider audience

- 1.15 An important aspect of the Statement of Community Involvement is to ensure that all sectors of society are recognised and given the opportunity to engage with the planning process. The Council recognises that some voices are less often heard; it is therefore important make sure that we engage in different ways and in a variety of formats to make it easier for people to take part. Existing networks and organisations in our communities that are connected with groups with 'protected characteristics' can be invaluable in facilitating contact, enabling engagement with a much wider and more inclusive participants.

Equalities

- 1.16 The Council has a duty under the Equalities Act 2010 to ensure that decisions made as part of the planning processes promote equality for all and do not discriminate against any group with protected characteristics.
- 1.17 Equality Impact Assessments will be undertaken on planning policy documents to check the possible impact of planning policies on different groups of people.

Data Protection

- 1.18 In line with the Town and Country Planning (Local Planning) (England) Regulations 2012, copies of representations submitted to planning planning policy documents are made publicly available on the Council's website; this may include publishing the names of those making the representations but personal details, such as email addresses, home addresses or telephone numbers, will not be included.

- 1.19 With regard to representations relating to planning applications, the Council may publish submitted comments on its website.
- 1.20 The Council is unable to accept anonymous representations.
- 1.21 The Council is required to conform to the requirements of the General Data Protection Regulations (GDPR). Therefore, the contact data provided to the Council will only be used for the purpose for which it was provided and in line with the Council's [Privacy Notice](#).
- 1.22 The Planning departments regularly review the data they hold and you can request the removal of your details at any time.

2.0 Links to wider Cumberland Council strategies/plans

Cumberland Council Plan (2023-2027)

- 2.1 The [Cumberland Council Plan](#) (2023-2027) sets out the focuses of the Council, how the new Council will work and what residents can expect from the Council.
- 2.2 The change to a unitary authority in April 2023 allows the Council to join-up services and deliver at a scale not previously available to the former authorities; the Council intends to use these opportunities to engage with residents, particularly to improve the health and wellbeing of everyone in Cumberland. The Council is prioritising addressing inequalities, making local economies work for local people and environmental resilience and the climate emergency, along with a priority to deliver excellent public services.
- 2.3 To achieve these priorities the Council will take a multidisciplinary approach across its services; the planning system will be a key part of this approach. The creation of well-designed spaces and places through collaborative planning has direct links to improving health and wellbeing for all as it addresses issues such as the provision and quality of: housing; safe active travel (i.e. walking and cycling); health related infrastructure; green infrastructure; sports and recreation facilities; employment and education opportunities, as well as improving access to healthy food options (e.g. allotments); and the safeguarding of amenity (e.g. noise and air quality).

Cumberland Council's Community Engagement Framework (2024)

- 2.4 The Council has produced an [engagement framework](#) which sets out its vision for community engagement, to help shape its services and improve decision-making. There are four principles that make up the framework; the Planning teams will be mindful of the following principles when undertaking engagement and consultations:
 - Inclusive – the Council will engage in different ways and in a variety of accessible spaces and formats, making it easier for people to take part and encouraging and enabling everyone to be involved.
 - Co-ordinated – departments within the Council will work with each other and relevant stakeholders, agencies and community organisations to ensure that activity is co-ordinated and that information and intelligence is shared effectively.
 - Collaborative – the Council will seek to develop relationships with its communities in terms of building their capacity, confidence, skills and knowledge to allow them to be involved and influence the planning, development and delivery of services.
 - Meaningful – the Council commits to working openly, honestly and with integrity by ensuring that the language used is clear, information is easy to find and making it clear how decisions have been made to reflect engagement activity.

3.0 Community Consultation and Involvement in Planning Policy

What is Planning Policy?

- 3.1 Planning Policy is the method by which the Council sets out in writing its economic, social and environmental aims and expectations for the area and how they are expected to be applied when guiding future development. This is done through the production of planning policy documents known as Local Development Documents (either Development Plan Documents or Supplementary Planning Documents).
- 3.2 All planning policy documents will be supported by an evidence base which could include research and technical studies and reports. Alongside the production of Development Plan Documents, an evidence base of supporting documentation will also be prepared including the preparation of a Sustainability Appraisal and Habitats Regulation Assessment which will be consulted upon at the same stages as the Development Plan Document.
- 3.3 The Council is required to maintain an up-to-date Local Development Scheme which is a programme outlining when the Council intends to produce various planning policy documents. This provides an opportunity for members of the public, and stakeholders, to see when documents are likely to be released for public consultation. The Local Development Scheme is available to view on the [Council's website](#).

Methods of engagement

- 3.4 The term 'stakeholders' is used widely in the context of consultation. It has a broad definition but refers generally to any person or organisation that has an interest in the subject of the document being produced. This term may be used in the context of consultations and may be focused on particular key stakeholders/groups or more widely used to refer to all interested persons.
- 3.5 We recognise that, in order to maximise the impact of its engagement, consultation methods will need to be tailored depending on the document that is being produced, the stage of consultation and the stakeholders that are being engaged. Table 1 summarises some of the methods that the Council will seek to use to ensure stakeholders are able to find information on consultations.

Table 1: Methods of stakeholder engagement

Website	The Council will publish all draft documents for inspection on the dedicated Planning Policy pages of its website .
Media	At the formal consultation stages (Regulations 18 and 19), a notice is placed in the most appropriate local newspaper(s) with details of when and where the documents can be inspected and details of how and when to respond to consultation documents.

	<p>The use of social and digital media, such as Facebook and X (formerly Twitter), are now widely accepted as a means of communicating rapidly to a wide range and number of people.</p> <p>The Council may also use press releases, TV and radio interviews, the use of the Council's residents' email newsletter and the Council's internal email updates.</p>
Documents available to view at Deposit locations	Documents published for consultation will be available to view at the Council's principal office (Cumbria House, Carlisle) during its normal opening hours and at other such publically accessible locations within the authority area which the Council considers to be geographically suitable. Details of all locations will be included within the relevant consultation documents.
Direct notification via letter or email	<p>Written notification is sent (via letter or email) to those who have signed up for notifications and to all statutory consultees to inform them of formal stages of the production process.</p> <p>These methods of communication will provide a link to the website to provide access to the relevant document(s).</p> <p>The Council's preferred method of consultation is via email as it is more cost effective and better for the environment, however we recognise that this method is not suitable or appropriate for everyone therefore letters will be sent where requested.</p>
Public displays	The Council will endeavour to use public displays where it is considered they will add value; in most circumstances this will be where there is a highly visual element to what is being consulted upon. In most cases the displays will be unmanned and situated in an appropriate, easily accessible location.
Public meeting requests	The Council may consider requests to attend a public meeting (either virtually or face to face) to enable a more in depth discussion to take place. The Council applies this method by attending scheduled meetings (e.g. Town and Parish Council meetings) or with invitations to a separate specifically scheduled meeting.

- 3.6 In 2020, the Covid-19 pandemic introduced a number of social distancing restrictions which meant that some of the communication measures were not considered appropriate to undertake during public consultations.
- 3.7 Should a similar situation arise whereby the Council is unable to use the more traditional face to face methods of consultation, we will rely more heavily on the use of digital communication where appropriate.
- 3.8 In terms of the display of site notices, this will only take place if restrictions allow us to do this safely. Again, we will explore the use of different advertisement methods for a temporary period.

How can you respond?

- 3.9 Due to the need to publish comments received, we are only able to receive comments which have been written and submitted by letter or email. To support consultations, we may produce a Representation Form which can be completed online or in paper format.
- 3.10 Oral representations and social media engagement (including comments, shares and likes) will not be accepted.
- 3.11 Where possible, we will aim to provide online consultation tools to help facilitate this process.

How the Council will respond to you

- 3.12 As a matter of course, we will not acknowledge receipt of representations unless this is specifically requested. Council officers may contact individuals where there are questions or clarification is required relating to a response.
- 3.13 Following a public consultation, a consultation summary report will be produced and will consider and respond to all matters raised in the representations received; this will be made available to view on the Council's website.
- 3.14 Should copies of representations be placed online, they will be redacted of personal information.

Consultation on Planning Policy Documents

The Local Plan and other Development Plan Documents (DPDs)

- 3.15 The Council is required to produce a Local Plan which identifies a strategic vision and framework for future sustainable development within Cumberland (for areas outside the Lake District National Park). The Local Plan will contain policies which identify how development should be carried out, as well as identifying the level of development needed across the district over a certain number of years (this is referred to as the plan period). Table 2 summarises the regulatory stages of the Local Plan production.

Table 2: Regulation stages of Local Plan production

Pre-Production (Regulation 18)	Survey and evidence gathering, including the production of an Issues and Options document for consultation (for a minimum of six weeks) which outlines the key issues and methods for overcoming these. This stage may involve multiple consultations on the plan as it evolves. Where consultations run over main holiday periods and Bank Holidays, this will be taken into factored into the consultation time period.
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	<p>Following the consultation, we will publish a Consultation Statement which will summarise the responses received and publish the Council's response to the comments.</p>
<p>Publication (Regulations 19 and 20)</p>	<p>We will publish the version of the DPD we propose to submit to the Secretary of State for a minimum six week public consultation. This will enable us to consider any representations received before proceeding to formally submit the DPD. We will publish a consultation statement that details the various strands of consultation undertaken in the preparation of the DPD.</p> <p>Where consultations run over main holiday periods and Bank Holidays, this will be taken into factored into the consultation time period.</p> <p>Following the consultation, we will publish a Consultation Statement which will summarise the responses received and publish the Council's response to the comments.</p>
<p>Submission to the Secretary of State (Regulation 22)</p>	<p>When the draft DPD has been submitted to the Secretary of State, the Council will notify stakeholders and anyone else who has requested to be notified. This notification will include the details of when and where the submitted documents can be viewed.</p>
<p>Independent Examination (Regulation 24)</p>	<p>Following the formal submission of the DPD, an independent Inspector will be appointed and an Examination in Public through Hearing sessions will be undertaken to enable key issues to be discussed in more detail.</p> <p>At least six weeks prior to the Examination, the Council will publish on our website the date, time and place where the Hearing sessions will be held. The Council will directly notify anyone who has made a comment during the Publication stage of the details of the Examination.</p> <p>The exact timetable for the Examination heading sessions and the participants invited will be at the discretion of the Inspector, on the basis that an individual has made and maintained a representation at Regulation 19 stage.</p>
<p>Modifications to the DPD</p>	<p>Further consultation may arise as part of the Examination at the instruction of the Inspector. The Inspector may require consultation on additional evidence or work put forward, or on proposed modifications to the DPD in order to make it legally compliant.</p> <p>Where consultations run over main holiday periods and Bank Holidays, this will be taken into factored into the consultation time period.</p>

	Following the consultation, we will publish a Consultation Statement which will summarise the responses received and publish the Council's response to the comments.
Publications of the Inspectors Report (Regulation 25)	<p>The Council will publish the Inspector's recommendations and their reasons as soon as reasonably practicable after receipt of the report.</p> <p>The Council will notify all those who had made representations throughout the DPD process and anyone else who has requested to be notified that the recommendations have been received, providing details about where it can be viewed. However, there will be no opportunity to comment on this report.</p>
Adoption (Regulation 26)	<p>If the Inspector finds the DPD 'sound', the Council will formally adopt it as soon as practicable following receipt of the Inspector's report unless the Secretary of State intervenes. We will make it available together with an adoption statement, the Sustainability Appraisal report and details of where the DPD is available for inspection.</p> <p>A copy of the adoption statement will be sent to any person who has asked to be notified of the adoption of the DPD. The statement will also include details of how you may legally challenge the adoption of the DPD.</p>

Supplementary Planning Documents (SPDs)

- 3.16 Where considered necessary, the Council will produce Supplementary Planning Documents to provide more detail and guidance to assist in the implementation of policies within the Local Plan or other Development Plan Documents. Supplementary Planning Documents can apply across the whole authority or can be used to provide area specific guidance.
- 3.17 Supplementary Planning Documents do not have the same weight as policies within the Local Plan but are a material consideration when assessing planning applications. The timescales for producing a Supplementary Planning Document are shorter than for a Development Plan Document as they are not subject to an Examination process, however they are still required to undergo public consultation in accordance with the Regulations during their preparation (refer to Table 3).

Table 3: Stages of Supplementary Planning Document preparation

Draft SPD	<p>A period of consultation on the draft SPD will run for a minimum of four weeks; where consultations run over main holiday periods and Bank Holidays, this will be taken into factored into the consultation time period.</p> <p>The Council will inform those who have requested to be notified, statutory consultees and identified specific stakeholders about the consultation. The document will be published on the</p>
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	Council's website and be made available at deposit locations for public viewing.
Finalise SPD	Following the consultation, all representations are gathered and analysed. The Council will publish a Consultation Statement which will summarise the responses received and publish the Council's response to the comments. Where appropriate, changes may be made to the document to address comments received.
Adoption of the SPD	<p>The document, including changes made in response to representations, progresses through our Committee process for adoption.</p> <p>The Council will publish the adopted document and the adoption statement on its website.</p> <p>A copy of the adoption statement will be sent to any person who has asked to be notified of the adoption of the SPD. The statement will also include details of how you may legally challenge the adoption of the SPD.</p>

4.0 Community Consultation and Involvement in Development Management

What is Development Management?

- 4.1 The majority of new buildings, changes to buildings, change in the use of buildings, significant changes to the local environment and Minerals and Waste developments all require planning permission.
- 4.2 It is the role of the Development Management team to provide advice, determine applications (including applications for Listed Building Consent and Advertisement Consent) and advise the Council's Planning Committee on major and other types of applications; collectively this supports the management of sustainable development in Cumberland, both in the public's interest and to help safeguard the social, environmental and economic environment.
- 4.3 All planning applications must be determined in accordance with the development plan unless there are material considerations that dictate otherwise. Material considerations include the National Planning Policy Framework (NPPF) and site specific matters that relate specifically to a development, which justify a different approach to be taken.

Procedures for Publicising Planning Applications

How will planning applications be publicised?

- 4.4 Once an application has been validated, the Council is required to undertake a formal period of public consultation, prior to making a decision. This is prescribed in article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).
- 4.5 There are separate arrangements for applications for permission in principle which are set out in Article 5G of the Town and Country Planning (Permission in Principle) Order 2017 (as amended); for listed buildings which are set out in regulation 5 and regulation 5A of the Listed Buildings and Conservation Area Regulations 1990 (as amended) and for applications for prior approval for development which is subject to permitted development rights which are set out in Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).
- 4.6 In addition there are separate arrangements for planning applications requiring an Environmental Impact Assessment; these are set out within The Town and Country Planning (Environmental Impact Assessment) Regulations 2017; a helpful flowchart is available online which illustrates the submission and evaluation process.

Consultation bodies

- 4.7 There is a requirement set out in Planning law to consult specific bodies who are then under a duty to respond and provide advice on the development proposal; these bodies are known as Statutory Consultees. Examples of statutory consultees include: Coal Authority; Historic England; Environment Agency; and Parish and Town Councils. Statutory Consultees will be given 28 days to comment on proposals, although this timeframe can be extended in agreement with the Council.
- 4.8 In addition to the Statutory Consultees, the Council may also need to consider whether there are any planning policy reasons or other reasons to engage other consultees who, whilst not designated in law, are likely to have an interest in a proposed development; these are known as Non-Statutory Consultees. Examples of non-statutory consultees include: Emergency Services; Forestry Commission; and Woodland Trust.

Methods of engagement

- 4.9 Councils have discretion about how they inform communities and other interested parties about planning applications. This usually comprises a combination of site notices and individual consultation letters, depending on the nature and scale of the development proposed. All planning applications are also published on the Councils [website](#).
- 4.10 Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out minimum statutory requirements for applications for planning permission. These are summarised in Table 4 below:

Table 4: Statutory publicity requirements for applications for planning permission and Listed Building Consent

	Site Notice	Site Notice or Neighbour Notification Letter	Newspaper Advertisement	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order (which are not covered in any other entry)	-	X	X	X
Applications subject to Environmental Impact Assessment which are accompanied by an Environmental Statement	X	-	X	X
Applications which do not accord with the Development Plan in force in the area	X	-	X	X
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	X	-	X	X

Applications for planning permission not covered in the entries above (e.g. non-major development)	-	X	-	X
Applications for Listed Building Consent where works to the exterior of the building are proposed	X	-	X	X
Applications to vary or discharge conditions attached to a Listed Building Consent or involving exterior works to a Listed Building.	X	-	X	X
Applications for development which would affect the setting of a listed building or affect the character or appearance of a conservation area.	X	-	X	X

Consultation with Local Neighbour

- 4.11 For the purpose of consulting neighbouring residents and businesses, the will Council send individual letters to properties immediately adjoining/adjacent to the application site. For some proposals this can be extended to a wider area depending upon the scale and nature of the proposal (e.g. for minerals and waste developments, peaking power plants and wind turbine developments). Letters will only be sent to registered addresses and therefore the landowner may not be included in this process.
- 4.12 The consultation letters require comments to be made within a minimum of 21 days (30 days if an application is accompanied by an Environmental Impact Assessment) and provide the details of the Case Officer who is dealing with the planning application, with instructions on how to make comments. Bank and public holidays are not included within the minimum notification periods and additional days will be added to reflect the Bank Holidays.
- 4.13 The Council may, at its discretion, take into account comments that are made after the closing date, but it has no obligation to do so.

Site Notices

- 4.14 Site notices are displayed as required by planning legislation and are used to advertise proposals which are considered to have a wider impact on the community. Site notices may also be used in other certain cases (e.g. where ownership of neighbouring land may be unknown). Site notices will be in place for 21 days.

Press Notices

- 4.15 The publication of press notices for certain types of development is required by government regulation; the Council will publish press notice in accordance with regulation only. It relates to the following application types: major applications; departures from the local Development Plan; developments affecting listed buildings and conservations areas; development affecting a Public Right of Way and applications which are subject to an Environmental Impact Assessment (EIA).

Reconsultation on Revisions

- 4.16 If an application is materially amended during its consideration, the Council may issue further consultation letters if it considers that further publicity and consultation is necessary depending on the nature of the proposed amendments.
- 4.17 For any reconsultation on an amended proposal, the Council will allow a minimum of 14 days to respond.

Responding to Planning Applications

How to View Planning Applications

- 4.18 The Council will publish a copy of applications and accompanying plans for anyone to view on its [website](#).
- 4.19 If you are unable to access the Council website, then you should contact the Planning team to make alternative arrangements.

How to comment

- 4.20 Anyone has the right to comment on a planning application even if they haven't been directly consulted by receiving an individual letter. Comments either in support or in objection are welcome by the Council, although only material planning considerations can be taken into account by decision makers.
- 4.21 Material planning considerations can include concerns such as loss of privacy, overshadowing, noise or disturbance, highways issues and previous appeals. Non-material planning considerations include concerns such as loss of property value, building control matters, private issues between neighbours and loss of view.
- 4.22 Comments in response to planning applications should be made within 28 days of the date of validation of the planning application.
- 4.23 Comments can be made either on our website using the online comment function, in writing via email or letter posted/delivered to the Council offices.

The outcome of planning decisions

- 2.24 Once a planning application has been determined, the Council will issue a decision notice representing the formal notification of the outcome. A decision notice outlines whether an application has been granted or refused and this is sent to the applicant.

- 4.25 The Council posts decisions on planning applications on its website under the individual planning application references.

Planning Appeals

- 4.26 If an applicant disagrees with a decision from the Council, or if the Council has not determined an application in the statutory timeframe, there is the right of appeal. Applicants also have the right to appeal against any Enforcement Notice served by the Council.
- 4.27 All appeals are impartially considered by the Planning Inspectorate; members of the public can search for an appeal decision on the [Planning Inspectorate website](#) using the 'appeal' search function.
- 4.28 Should an appeal be submitted, it will be displayed on the Council website. All members of the public who were consulted on the original planning application will be notified of any appeal to allow further comment on the proposals to be made to the Planning Inspectorate.

Pre-Application Advice

- 4.29 The Council encourages applicants to contact the Council before submitting formal planning applications. This is through the Council's pre-application enquiry system, for which there is a charge. Details of these charges are available on the planning pages of the Council's [website](#).
- 4.30 Under an enhanced pre-application enquiry, meetings can be arranged with Planning Officers to discuss proposals and obtain advice on how best to proceed; there is an increase in fee for this optional service.
- 4.31 The Council will also encourage potential applicants of large-scale schemes to consult with local community groups and residents who would have an interest in the proposal before the scheme is finalised and an application is submitted. Where possible, applicants are encouraged to hold a public consultation event prior to the submission of any planning application.
- 4.32 It is mandatory to carry out pre-application consultation with the local community for planning applications for wind turbine development involving more than two turbines or where the hub height of any turbine exceeds 15 metres.

Planning Performance Agreements (PPAs)

- 4.33 A Planning Performance Agreement (PPA) is a tool which encourages joint working between the applicant and the Council and can also help to bring together other parties such as statutory consultees.
- 4.34 It is agreed voluntarily between the applicant and the Council prior to the application being submitted and can be a useful focus for pre-application

discussions regarding the main issues that will need to be addressed as part of the planning application process.

- 4.35 Although PPAs may be appropriate for any application, they are more relevant to *larger and more complex planning applications*. PPAs also provide an opportunity to identify the preferred approach to community engagement, including the identification of the specific communities to involve, the process of engagement and the best approach to incorporating their views.

Planning Committee

- 4.36 Approximately 95% of the applications received by the Council are determined under powers delegated to officers for decision making. The adopted scheme of delegation is set out in the Councils constitution which is available on the [Councils website](#).
- 4.37 The remainder of the planning applications are determined by the Planning Committee which is made up of Elected Members who represent communities across the District. Reports to the Planning Committee can be viewed on the Council [website](#).
- 4.38 Any Elected Member is able to request that a planning application is determined by the Planning Committee (referred to as a 'call in') when they consider that there is a reasonable and material planning ground for the application to be publically assessed.
- 4.39 Members of the public are entitled to speak at the Planning Committee meetings by prior arrangement under the Council's public speaking procedure.
- 4.40 This allows a maximum of three minutes to address the Members of the Committee; the applicant (or their appointed agent) has the same period of time to respond, unless there is more than one speaker objecting and therefore the time will be extended proportionately up to a maximum of 10 minutes. In exceptional circumstances, any changes from the agreed timings will be at the discretion of the chair of the Planning Committee.

Planning Enforcement – Unauthorised Development

- 4.41 Planning enforcement is the process through which the Council monitors the implementation of planning permissions, investigates alleged cases of unauthorised development and takes action where it is appropriate to do so.
- 4.42 Members of the public can report any breach of planning control in the following ways:

Online:

www.cumberland.gov.uk/planning-and-building-control/planning-enforcement

E-mail – via the email addresses included in paragraph 1.8

Telephone – 0300 373 3730

4.43 To help the Council investigate a complaint, the following information is useful:

- *The location of the breach?*
- *What is the nature of the breach?*
- *When did you first notice the breach?*
- *Who is responsible for the breach?*
- *Do you have any evidence?*

4.44 Once the Enforcement Officer has concluded the investigation into a complaint or report of a breach of planning permission the Officer will inform the complainant of the outcome and of what action has been taken.

4.45 The identity of any person reporting a suspected breach of planning control will be treated as confidential unless the complainant advises otherwise. Please note that the alleged offender might still correctly assume who the complainant is, and the Council may also request attendance to provide evidence at any subsequent prosecution.

Glossary

Adoption

The final confirmation of a Development Plan or Local Development Document by a Council, conferring statutory status.

Development Plan Document (DPD)

A planning policy document prepared by the Council which sets out the planning policy framework against which proposals for development are assessed.

Environment Statement

Applicants for certain types of development, usually more significant schemes, are required to submit an "Environmental Statement" accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.

Equality Impact Assessment (EqIA)

An Equality Impact Assessment is a way of measuring the potential impact (both positive and negative) that a policy function or service may have on different groups.

Evidence Base documents

Collection of specific baseline data for the District which is used to inform the development of all Local Plan policies and Supplementary Planning Documents.

General Data Protection Regulations (GDPR)

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). It controls how personal information is used by local authorities, organisations, businesses, or the government.

Habitats Regulation Assessment (HRA)

Assessment of the likely impacts of the possible effects of a plan's policies on the integrity of the Natura 2000 sites (including possible effects 'in combination' with other plans, projects and programmes).

Health Impact Assessment (HIA)

A combination of procedures, methods and tools by which a policy, programme or project may be judged as to its potential effects on the health of a population, and the distribution of those effects within the population.

Independent Examination

Development Plan Documents are subject to a public examination by an independent Planning Inspector appointed by government to test legal compliance and soundness, involving discussions of selected issues raised by respondents at the Publication stage.

Inspector's Report

A document written by an independent Inspector which assesses the soundness of the Local Plan

Issues and Options

An early stage in the development of a Local Plan identifying and addressing key issues and considering suitable options. Responses received to consultations aid development of the Local Plan.

Local Development Scheme (LDS)

This document sets out the Council's timetable to produce Local Development Documents such as the Local Plan and Supplementary Planning Documents.

Local Plan

The plan for the future development of the local area, drawn up by the Council in consultation with the community. In law this is described as the Development Plan Documents, adopted under the Planning and Compulsory Purchase Act 2004.

Local Planning Authority (LPA)

Cumberland Council is the Local Planning Authority for planning applications in the parts of the Borough outside the Lake District National Park (the Lake District National Park Authority is the Local Planning Authority for those areas within the National Park boundary).

Material Consideration

A material planning consideration is one which is relevant to making a planning decision (e.g., whether to grant or refuse an application for planning permission). The scope of what can constitute a material consideration is very wide. However, as planning is concerned with land use in the public interest, the protection of purely private interests such as the impact of a development on the value of a neighbouring property would not normally be a material consideration.

Major Development

For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1000m² or more, or a site of 1 hectare or more.

Minor Applications

Any development that is smaller than 'major' (defined above) is considered minor.

National Planning Policy Framework (NPPF)

This sets out the Government's planning policies for England and how these are expected to be applied. It provides guidance for local planning authorities and decision makers, both in drawing up plans and making decisions about planning applications. It must be taken into account in the preparation of Development Plan and is a material consideration in planning decisions. This is accompanied by Planning Practice Guidance which sets out how the NPPF is to be interpreted.

Outline Planning Application

Applications for outline planning permission seek to establish whether the scale and nature of a proposed development would be acceptable in principle to the Council, before a fully detailed proposal is put forward. This type of application allows fewer details about the proposal to be submitted. Once outline permission has been granted, a further approval of the details (a "Reserved Matters" application) is needed before work can start.

Planning Committee

The [Planning Committee](#) meets regularly to consider certain planning applications that make up the Schedule of Planning Applications and other reports. The Committee may approve, refuse or defer consideration of planning applications for further information or a site visit.

Planning Inspectorate (PINS)

The Planning Inspectorate holds independent examinations by appointed Planning Inspectors to determine whether Development Plan Documents are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

Planning Regulations

Rules set by Government which prescribe the process/procedures required to be followed in respect of certain Planning matters.

Preferred Options

A draft stage in the production of the local plan which builds on previous Local Plan consultations, seeking views on the preferred approach.

Prior Approval

A developer must seek approval from the Council that specified elements of the development are acceptable before work can proceed. The Council cannot consider *any other matters when determining a prior approval application.*

Publication Stage (sometimes called pre-submission draft)

The Publication stage plan is the document that the Council considers ready for Examination. This plan must be published for representations by the Council before it can be submitted to the Planning Inspectorate for examination. This provides a formal opportunity for the local community and other interests to consider the Local Plan which the Council would like to adopt.

Representation

Formal comment made in response to a consultation.

Reserved Matters

A Reserved Matters application deals with some or all outstanding details required following an outline planning application, which may include appearance, means of access, landscaping, layout, or scale. The details of the Reserved Matters application must be in line with the outline approval, including any conditions attached to the permission, and must be within three years of the outline approval.

Sound/Soundness

This describes where a Development Plan Document is considered to 'show good judgement' and to fulfil the expectations of legislation, as well as conforming to national policy.

Submission Stage

The final stage in preparation of Development Plan Documents (DPD). The documents are sent to the Secretary of State and an independent Examination will be held.

Supplementary Planning Document (SPD)

Supplementary Planning Documents add further detail and supplementary guidance to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal (SA)

A Sustainability Appraisal is a systematic process that must be carried out during the preparation of local plans and development strategies. Its role is to promote sustainable development by assessing the extent to which the emerging plan, when

judged against reasonable alternatives, will help to achieve relevant environmental, economic, and social objectives.