

# 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 29th August 2024 at 6.00 pm**

Signed.....*Marlene Jewell*..... Dated.....*22<sup>nd</sup> August 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 25<sup>th</sup> July 2024**

### **5. Planning Applications**

### **6. Report from Cumberland Council**

### **7. Repairs to Cenotaph, Castle Park**

### **8. Finance Report**

### **9. Annual Governance and Accountability Return for Year Ending 31<sup>st</sup> March 2024**

10. **Quote for Advertising in Cumbria Guide 2025/26**
11. **Quote for Summer Plants in Whitehaven 2025**
12. **Quote for Summer Plants and Winter Bedding Plants in St Nicholas Gardens 2025/26**
13. **Quote for Planting and Maintenance Contract in St Nicholas Gardens for 2025/26**
14. **Purchase of Flags and Burner for 80th Anniversary of VE Day – 8<sup>th</sup> May 2025**
15. **WCSSG – Report to be given by Councillor E Dinsdale**
16. **St Bees to Mirehouse Cycle Track**
17. **Office Accommodation Update**
18. **Whitehaven Traffic Regulation Order – Statutory Consultation**
19. **Councillor Ward Matters**
20. **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.

21. **Report on Allotments – To follow**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on the 25<sup>th</sup> July 2024

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Councillor E Taylor – St Bees Parish Council

Members of the Public

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

### **2573/24** Apologies for Absence

Apologies for absence were received from:

Councillor R Gill	Holiday
Councillor A Pearson	Family Commitment
Councillor J Carr	Work Commitment

It was proposed by Councillor Hayes and seconded by Councillor Taylor 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.

### **2574/24** Declarations of Interest

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

## **2575/24    Public Participation**

Councillor E Taylor from St Bees Parish Council attended to give an update on the St Bees to Whitehaven Cycle Path. He said it had been going on for some time and had been stopping and starting for various reasons, coal mine, Nugen lots of things like that. He said they now had an opportunity to open the door again with Cumberland Council. He said Councillor Graham Minshaw had been very supportive and had got them meetings with the Head of Infrastructure at Carlisle who was keen to meet with the Parish Council. He said St Bees Parish Council was fully behind this but the cycle path starts in St Bees or ends in St Bees whichever way you look at it and it starts in Whitehaven and the Parish Council would like the endorsement of Whitehaven Town Council so that when he met with the people from Carlisle he could tell them fully that all participants from all areas are in support of this. He said at this stage it was no more than that and that if the Council wished he could come back to a later Meeting(s) and give a full presentation. However he said he would send the Clerk a Briefing Document which gives a concise history from 1999 when it first started and all the reasons why it stopped started and where we are now and that it contained a lot of information and in particular why it should go ahead.

So what he was asking for was an endorsement from the Town Council to tell the people from Carlisle Infrastructure that the St Bees Parish Council had the support of Whitehaven Town Council.

Councillor E Dinsdale said he had been thinking about pulling together a sub-committee together around the cycle path and said there were 4 Councillors which the path covers but if any other Councillor wanted to join he thought it would be worthwhile and anything we could feed back into this whether it be improvements to the cycle path or being a bit more co-ordinated around this Whitehaven to St Bees project he thought would work well

It was proposed by Councillor Hayes, and seconded by Councillor White that the Council gives its full support to St Bees Parish Council for this project and they be invited back to give further information at a later date. Following a vote this was unanimously agreed.

Councillor Taylor thanked the Town Council

The Chairman thanked Councillor Taylor for attending

## **2576/24    Minutes of Council Meeting held on 27<sup>th</sup> June 2024**

It was proposed by Councillor O’Kane and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 27<sup>th</sup> June 2024 be approved and signed by the Chairman as a correct record. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained

**RESOLVED** - That the Minutes of the Council Meeting held on 27<sup>th</sup> June 2024 be approved and signed by the Chairman as a correct record.

**2577/24**     **Planning Applications**

The Council considered a list of Planning Applications shown at Appendix 1 It was proposed by Councillor O’Kane and seconded by Councillor Taylor 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

**2578/24**     **Report from Cumberland Council**

The representative from Cumberland Council, Councillor Hawkins had sent an email apologising that he was not able to attend because of an urgent meeting at 6.00pm and asked if the Council would be prepared to contribute towards the renovation costs of the Cenotaph which was circa £15,000. However the Clerk reported that there appeared to have been some slight overlap as she had been corresponding directly with Michael Barry on this and it had been explained that although the Council had no money in this year’s budget for this it was fully behind and supported renovation work to the Cenotaph and that if it was to be done next year then if the Council agreed it could be incorporated in next year’s budget. The Clerk also sent him copies of preliminary investigation work that she had carried out on repairs to the Cenotaph in 2019. The Clerk said as far as she was aware CC had not got any actual quotes for the work to be carried out and she would be contacting Mike Hawkins directly about this. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that Michael Barry be asked to attend a Council Meeting to outline his ideas for the Cenotaph together with the costings thereof. A vote was held and it was unanimously

**RESOLVED** - That Michael Barry be asked to attend a Council Meeting to outline his ideas for the Cenotaph together with the costings thereof.

**2579/24**     **Finance Report**

The Council considered the Finance report

- i. Appendix 1 - The Assistant Clerk reported that there were 5 additional invoices to consider on Appendix 1 namely:-

Zurich Municipal	£460.35 Insurance for Mace
Arboroscope	£4,800 Beds Basket and Planters June instalment
Arboroscope	£187.20 Reinstallation of

Cumbria Media  
Seymour Services

Hanging basket bracket  
£222.00 Website Maintenance  
£350 Event Equipment Contract  
July Traders Market

It was proposed by Councillor Hayes and seconded by Councillor Taylor that the invoices shown on Appendix 1 plus the 5 extra invoices be approved and paid. A vote was held and it was unanimously

**RESOLVED** – That the invoices shown on Appendix 1 plus the 5 extra invoices be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor Hayes and seconded by Councillor Taylor 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.

**2580/24 Quote Received for the Supply of Winter Bedding Plants 2024 in Whitehaven**

Councillor G Dinsdale entered the Meeting

The Council considered a report on a quote of £1591.50 plus VAT received from the Council's preferred supplier for Winter Bedding Plants 2024 in Whitehaven. In order to purchase the Winter Bedding Plants 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 Winter Bedding Plants 2024 to be purchased from the Council's preferred supplier at a cost of £1591.50 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 Winter Bedding Plants 2024 to be purchased from the Council's preferred supplier at a cost of £1591.50 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.

## 2581/24 Office Renovation Progress Report

1. The Clerk gave a progress report on the office renovations as follows:-

- The Contractors took possession of the building on 1<sup>st</sup> July 2024 and the renovation work is progressing well. The total strip out of the first floor will be completed shortly
- Following this the Contractors will start on the stripping out of the ground floor
- The ground floor staircase at the rear of the building leading up to the first floor has been removed. The main staircase at the front of the building leading to the first floor will be retained
- So far there have been no unforeseen problems although with an old building this is likely to occur at some stage
- The Architect was visiting the next day to inspect a steel beam found behind a wall on the first floor so that he could give the Contractors instructions on what to do with this

It was proposed by Councillor White and seconded by Councillor Hayes that the report be approved and noted. A vote was held and it was unanimously

**RESOLVED** – That the report be approved and noted

2. An email had been received from the Architect before the Meeting which said *Could you please review and let us know if we can instruct Shed to progress with the required support. There are some structural alterations and additional design works required further to opening up, so we ideally need them on board to assist the process.*

*To clarify I think it would be prudent and important to instruct them for both of the inclusions within the quotation:*

- *Designs for remedial works to party wall (actually already completed), address site queries for first 5 months of build (assumed main part/required involvement relating to structural elements). £3,475 + VAT*
- *Structural condition survey post opening up to identify any defective structural elements of the build : £2,750 + VAT*

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Structural Engineers be instructed for both of the above at a cost of £3,475 and £2,750 plus VAT. A vote was held and it was unanimously

**RESOLVED** - That the Structural Engineers be instructed for both of the above at a cost of £3,475 and £2,750 plus VAT.

**2582/24 Upgrade to Photocopier**

The Council considered a report on an upgrade to the photocopier to enable it to print from a memory stick. The cost would be £29 a month for the remainder of the Contract (22 months) and an engineer would be required to fit 2 new pieces of equipment to the photocopier. The Clerk reported that the lack of this facility was not causing a great deal of inconvenience. It was proposed by Councillor Hayes and seconded by Councillor Spedding that the upgrade and expenditure be not agreed to

**RESOLVED** - That the upgrade and expenditure be not agreed to

**2583/24 Repair to Storage Unit Roller Door**

The Clerk gave a report on repairs necessary to the roller door at the Council's Storage Unit due to a steel cable snapping and because of the urgency had previously sent a couple of emails to all Councillors about this which contained details of 2 quotes received for the necessary repair work and asking for permission to proceed. The first quote was for £134.70 for 1 replacement cable and an extra £32.50 if 2 new cables were required. The second quote was for the replacement of 2 steel cables at a cost of £587.00. The Councillors who replied stated that the lower quote should be accepted. The Clerk reported that the work had been carried out and the roller door was now working.

It was proposed by Councillor Hayes and seconded by Councillor White that the action taken be approved and noted. A vote was held and it was unanimously

**RESOLVED** – That the action taken and expenditure incurred be approved and noted

**2584/24 Update on Geese Sculpture**

The Clerk reported that this matter was discussed at the last Council Meeting and the decision made was that this be an Agenda item on the next meeting of the Harbour Users Group which Councillor Hayes attends and Councillor Gill said he would mention it at the next meeting of the Whitehaven Heritage Action Group. Following a letter to the Harbour Commissioners about this the Council was informed that they had already dealt with this directly with CM and had said that they had to say no to her suggestion because they were unable to say yes to all requests to have tributes placed on the harbour and they had suggested to CM that she contact LS. The Harbour Commissioners also said that this was something that the Council (CC) might consider incorporating into their plans for the regeneration of the Market Place. The Clerk reported that she had spoken directly about this to CM about the ways of potentially obtaining grant funding for her project. It was proposed by Councillor Taylor and seconded by Councillor Hayes that the report be noted. A vote was held and it was unanimously



**RESOLVED** – That the report be noted

**2585/24**     **South Cumberland Speed Limit Review**

The Council considered a Report and a consultation document received from Cumberland Council on the South Cumberland Speed Limit Review. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that following consideration of the document there were no representations to make except for the roads around the two main schools because there are additional issues regarding traffic flow there. A vote was held and it was unanimously

**RESOLVED** - That there were no representations to make except for the roads around the two main schools because there are additional issues regarding traffic flow there.

**2586/24**     **Public Path Diversion and Definitive Map and Statement Modification Order 2023 – Footpath No 431022 Parish of Whitehaven**

The Council had received a Notice of Order and letter from the Planning Inspectorate in respect of the above. The Chairman said that the right of way was being moved and re-routed. It was proposed by Councillor Hayes and seconded by Councillor Taylor that the Notice of Order and letter from the Planning Inspectorate be noted and that no Statement of Case be submitted. A vote was held and it was unanimously

**RESOLVED** – That the Notice of Order and letter from the Planning Inspectorate be noted and no Statement of Case be submitted

**2587/24**     **Councillor Ward Matters**

- i. Councillor Hayes reported that the residents of Kells had had the first meeting for several months with Councillor Emma Williamson. He said that they had a hub on Kells for people to use and that the meeting had been very productive
- ii. Councillor O’Kane referred to Victoria Road and the hedges down there were a real problem. He said the traffic was taking chunks from the hedge and asked the Clerk to send a request to Cumberland Council that this hedge be cut
- iii. Councillor Spedding said Castle Park was looking really good with a well populated Notice Board
- iv. Councillor Taylor raised various matters
  - The bus stop at Hillcrest Avenue. He said CC had spent 1.5 days setting up the road and then realised the tree roots/tree would have to come out. He said he didn’t know what was happening but the

footpath was still blocked and the bus stop was unavailable for use and people had to stand on the road

- He said he had been to Beck Bottom on Saturday morning helping in the garden and referred to the plaque that the Council had funded and they wondered if they could have a priest to bless it. Councillor Hayes mentioned St John's at Hensingham and Councillor Taylor mentioned St Nicholas and asked if we could write to them about this
  - This weekend there was going to be a fun day at the Community Centre between 11.00am and 1.30 pm with cakes and sandwiches
  - The Hillcrest Play Park had now got Cumberland Council on board and he had given some of his Ward Grant to this and wondered if any other Councillors would support this
  - Councillor Taylor said he had been talking with Councillor Ghayouba who was doing a lot of work on Bransty- Dog stencilling relating to dog fouling on paths and wondered if this could be rolled out in other areas
  - 2 residents had asked if the Council could do anything with Homes England
- v. Councillor Redmond asked if the Council could get some wheelchair ramps for the marquees in St Nicholas Gardens Councillor Hayes said he would look into this
- vi. Councillor E Dinsdale raised various matters
- Margaret Crosby had touched base with him and she is the lead for the Whitehaven Heritage who put the plaques up. He said she had asked for a donation to put a heritage plaque up in the town and that he had agreed to that and was wondering if any other Councillors would like also to donate. He said Councillor G Dinsdale had agreed to come in so that made the £1000 down to £500 each. He said an email had been sent to Councillors who border his Ward asking them if they would like to contribute. The Assistant Clerk said she would send a round robin to all Councillors about this to ask them if they wished to contribute
  - Residents on Low Road had been complaining about the overgrowth in the field on the recreation side of the wall and it was now coming over the wall and from a driving point of view there was a real safety issue. The Clerk said the first thing to do was to find the owner of the land and said if Councillor Dinsdale could pass the photographs to her she would contact Cumberland Council about this
  - Milltech were organising vintage car day and were starting to panic because they hadn't heard any word from CC about the road closure. The Clerk said she had already informed Milltech that she would sort it out for them. The Clerk said there wasn't a problem as on a Market day which this event was on the Market Place including James Street was closed to all vehicular traffic

between 7.00am and 6.00pm to allow markets etc to take place. The Clerk said that a Road Closure Order was not required.

- On King Street some shops were leaving seagull proof bags out all the time. The Clerk said she would contact CC about this
  - The gutters in King Street – residents say they are overgrown and Cllr Ghayouba trying to get in touch with shop owners to try and get them to do something
  - Sound art at the lighthouse on the Harbour. Residents up as far as HARRAS MOOR have been getting in touch about the noise. He said he believed that they have limited times they play this and that it had been reduced now. Councillor Hayes said he would bring it up at the next Harbour Users Group
- vii. Councillor White said he had had a complaint about the cycle path on Esk Avenue going towards the Rugby Club that the growth was going onto the path and was not happy with the upkeep. He said there might be Japanese Knotweed there
- viii. Councillor O’Kane asked how we can remind people out there where the grass is high that it isn’t being cut anymore. How do we make it clear to the public that we do not cut grass anymore as people expect this and that everything is down to CC or the owners of the land. Social Media was suggested.
- ix. Councillor O’Kane asked if they could have a copy of the Market Charter. The Clerk said as far as she was aware nobody has a full copy of the market Charter and she had only ever seen a short excerpt.

**2588/24 Date and Time of next Meeting**

The next Town Council Meeting would be on Thursday 29 August 2024 at the Beacon Portal, Whitehaven at 6.00pm

**2589/24 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 Taylor proposed this and Councillor Hayes seconded this. A vote was held and it was unanimously

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

**2590/24     Application for Council Grant – P & D**

The Council considered an application for a grant of £1,000 from P& D' It was proposed by Councillor Spedding and seconded by Councillor O'Kane that the grant be not awarded. A vote was held and 7 Councillors voted for the proposal, 1 Councillor voted against and 1 Councillor abstained.

**RESOLVED** – That the grant be not awarded

**2591/24     Application for Council Grant – GCA**

The Council considered an application for a grant of £1,000 from GCA. The grant was under s137 of the Local Government Act whereby the Council had to be satisfied that there would be direct benefit to the area or part of the area or to some or all of the inhabitants and also that the Council had to ensure that the direct benefit accruing to its area or its residents was commensurate with the expenditure incurred. It was proposed by Councillor Taylor and seconded by Councillor Hayes that as the Grant Application complied with the conditions of s137 that a Grant of £1,000 be awarded to GCA. A vote was held and it was unanimously

**RESOLVED** – That as the Grant Application complied with the conditions of s137 that a Grant of £1,000 be awarded to GCA.

**2592/24     Acts Booked for Christmas Lights Switch on**

The Clerk reported that the Council had previously authorised £900 to be spent on artistes for the Christmas Lights Switch on Saturday 16<sup>th</sup> November 2024. Logan Paul Murphy who was a great success last year has been booked for 2 x 45 min sets at a cost of £595 and Lee Adams has been booked for 2 x 30 min sets at a cost of £180. It was proposed by Councillor Hayes and seconded by Councillor Taylor that this be noted. A vote was held and it was unanimously

**RESOLVED** – That this be noted

The Meeting closed at 7.30pm

Chairman

**WTC 29/08/2024**

**Item 5**

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/23/2314/0L1	Consultation on Additional/Amended Information: ERECTION OF A DISCOUNT FOOD STORE WITH ASSOCIATED ACCESS, PARKING, HARD AND SOFT LANDSCAPING AND ASSOCIATED WORKS <b>LAND AT PRESTON STREET, PRESTON STREET, WHITEHAVEN</b>
4/24/2242/0F1	<b>PROPOSED SINGLE STOREY SIDE EXTENSION WHITECROFT, 1 EGREMONT ROAD, WHITEHAVEN</b>
4/24/2243/0F1	INSTALLATION OF AN AIR SOURCE HEAT PUMP TO BE INSTALLED REAR OF PROPERTY. THE ASHP WILL REPLACE THE CURRENT GAS BOILER AT THE PROPERTY AS THE PRIMARY HEATING SYSTEM <b>143 WHINLATTER ROAD, WHITEHAVEN</b>
4/24/2247/0L1	ALTERATIONS TO LISTED BUILDING TO:  REINSTATE DORMER WINDOW FOLLOWING RECENT WEATHER DAMAGE; ALTERATIONS TO EXISTING MANSARD SLATE ROOF TO ACCOMMODATE INTERNAL STAIR AND LIFT; REMEDIAL WORKS TO TIMBER FLOOR STRUCTURES AND LINTELS TO ADDRESS WET ROT DETERIORATION; REPLACEMENT OF EXISTING LIFT WITH NEW FULLY COMPLIANT LIFT TO SERVE ALL LEVELS; CONTINUATION OF CENTRAL STAIR UP TO THIRD FLOOR LEVEL TO PROVIDE COMPLIANT ACCESS AND MEANS

<u>Application Number</u>	<u>Detail</u>
	<p>OF ESCAPE; REPLACEMENT OF EXISTING TIMBER SASH, CASEMENT AND FIXED LIGHT WINDOWS; INTERNAL INSULATED LININGS TO EXTERNAL WALLS <b>6-8 DUKE STREET, WHITEHAVEN</b></p>
4/24/2251/0F1	<p>PROPOSED REPLACEMENT OF DOORS AND WINDOWS <b>B C GOULDING JOINERY, MARLBOROUGH STREET, WHITEHAVEN</b></p>
4/24/2255/0F1	<p>INSTALLATION OF GAS PIPELINE PIG TRAP INFRASTRUCTURE AND ASSOCIATED FENCED COMPOUND LAND OPPOSITE EXISTING GAS FACILITY, OFF <b>LOW HALL FARM LANE, MIREHOUSE, WHITEHAVEN</b></p>
4/24/2255/0F1	<p>Consultation on Amended Description: INSTALLATION OF GAS PIPELINE PIG TRAP I NFRASTRUCTURE AND ASSOCIATED FENCED COMPOUND LAND OPPOSITE EXISTING GAS FACILITY, OFF <b>LOW HALL FARM LANE, MIREHOUSE, WHITEHAVEN</b></p>
4/24/2256/0F1	<p>TWO STOREY FRONT ELEVATION EXTENSION FOR NEW MASTER BEDROOM, LIVING KITCHEN DINING ROOM &amp; REFUNCTIONING OF EXISTING SPACES <b>IVY COTTAGE, LONSDALE PLACE, NEW ROAD, WHITEHAVEN</b></p>
4/24/2260/0F1	<p>REAR EXTENSION <b>6 CENTRAL ROAD, WHITEHAVEN</b></p>

<u>Application Number</u>	<u>Detail</u>
4/24/2261/0F1	ADDITION OF BAY WINDOW TO FRONT OF PROPERTY <b>80 HIGH ROAD, WHITEHAVEN</b>
4/24/2265/0F1	PROPOSED GARDEN ROOM <b>3 SNECKYEAT ROAD, WHITEHAVEN</b>
4/24/2268/0L1	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 <b>46 LOWTHER STREET, WHITEHAVEN</b>
4/24/2271/0B1	VARIATION OF CONDITION 2 (PLANS) TO AMEND THE EXTERNAL APPEARANCE OF THE HOUSE TYPES ON THE SITE OF PLANNING APPROVAL 4/21/2489/0F1 RESIDENTIAL DEVELOPMENT OF 37 DWELLINGS <b>LAND WEST OF CLEATOR MOOR ROAD, WHITEHAVEN</b>
4/24/2272/0B1	VARIATION OF CONDITION 2 OF APPROVAL OF 4/22/2110/0B1 TO AMEND THE EXTERNAL APPEARANCE OF THE HOUSE TYPES ON SITE <b>FORMER ROMAR FACTORY, IVY MILL, MAIN STREET, HENSINGHAM, WHITEHAVEN</b>
4/24/2273/0F1	DETACHED DOUBLE GARAGE <b>LANE HEAD GARDENS, LANE HEAD, SANDWICH</b>

Application Number

Detail

4/24/2284/0E1

LAWFUL DEVELOPMENT CERTIFICATE FOR  
PROPOSED INSTALLATION OF EV CHARGING  
EQUIPMENT & ANCILLARY ELECTRICAL  
EQUIPMENT  
**CAR PARK ADJACENT, 9 NHEW STREET,  
WHITEHAVEN**



## **REPAIRS TO THE CENOTAPH**

### **Purpose of the Report**

To inform Members of a request from Cumberland Council to contribute towards repairs/renovations to the Cenotaph in Castle Park.

## **1.0 INTRODUCTION**

- 1.1 Emails have been received from Michael Barry Cumberland's Assistant Director Neighbourhoods Places, Sustainable Growth regarding repairs/renovations to the Cenotaph in Castle Park (see Appendix 1).
- 1.2 Copies of this correspondence have been sent to Councillor Mike Hawkins as he has been involved in this in the past and I have asked him if possible to give a report to the Council Meeting particularly on
  - The exact nature of the proposed works
  - Details of quotes received for the work
  - Whether or not a grant application has been made by Cumberland to draw down funding and how much they are likely to get so that the Council can make an informed decision on whether or not to make a contribution. At the moment no definite costs are known and the Council will need this information as we have been requested to make a 50/50 contribution
- 1.3 The Council has not budgeted for this expenditure in the 2024/25 financial year but it could do for the 2025/26 if the project does not go ahead this year.

## **2.0 RECOMMENDATION**

- 2.1 That the Council considers the report and decides whether or not to agree to fund 50% of the costs of the repairs/renovations to the Cenotaph which at the time of writing are unknown

## Whitehaven Town Council

**From:** Cllr Mike Hawkins <Mike.Hawkins@cumberland.gov.uk>  
**Sent:** 14 August 2024 19:49  
**To:** Whitehaven Town Council  
**Subject:** RE: War Memorial - Castle Park

Hi Marlene

Sorry for the late replay

I had an email from Michael like yours that they are still working on costings.

I did tell him I would be reporting back to town council on the 29<sup>th</sup> and more details would be needed

I will try and get something for solid for the meeting but in any case, I will be attending  
Mike

**From:** Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>  
**Sent:** Tuesday, August 13, 2024 2:55 PM  
**To:** Cllr Mike Hawkins <Mike.Hawkins@cumberland.gov.uk>  
**Subject:** FW: War Memorial - Castle Park

**External Email:** This email originated outside of Cumberland Council. Be cautious about the sender email address, attachments and links.  
If uncertain use [Report Message](#) button.

Hello Mike

Our next Council Meeting is on 29<sup>th</sup> August 2024 and I will be putting this item on the Agenda.

We still don't have definite costings for the Cenotaph. In Michael's email dated 12<sup>th</sup> July 2024 (below) he said he was considering options for the refurbishment of the War memorial at a cost of circa £15,000 and asking if the Council would be interested in contributing. I replied to say we had not budgeted for this this year.

He replied to say they were getting quotes and were reaching out to the War Memorials Trust.

The last email received from Michael Barry said they were in the process of getting quotes to fix the nose and minor repointing and they estimated the cost would be below £8,000 and proposed that we go 50/50 and then seek to claw back a proportion from the War Memorials Trust which they had submitted an EOI to and who could give up to 50% of costs.

I have some queries on this as follows:

1. The Council has not yet seen any quotes for this work and has only been gives estimates but I don't know where these have come from
2. I don't know whether it will be possible to claw back a proportion from the War Memorials Trust especially if this is after the work has been carried out

Without this information it is difficult to put a recommendation to Council as on the present financial information if the estimated cost for repairing the nose and minor repointing is £8,000 and potentially a grant of 50% can be awarded then the cost of going 50/50 will be £2,000 each. But if a grant of 50% is not given then potentially the worst case scenario is that going 50/50 will cost £4,000 each.

I know that you are involved in this and I wonder if you could give a report to the Council on this please at the next Council Meeting which gives full information on the position. I know the Council are keen to help with the cenotaph but they need full information.

## Whitehaven Town Council

---

**From:** Whitehaven Town Council  
**Sent:** 13 August 2024 14:55  
**To:** Cllr Mike Hawkins  
**Subject:** FW: War Memorial - Castle Park

Hello Mike

Our next Council Meeting is on 29<sup>th</sup> August 2024 and I will be putting this item on the Agenda.

We still don't have definite costings for the Cenotaph. In Michael's email dated 12<sup>th</sup> July 2024 (below) he said he was considering options for the refurbishment of the War memorial at a cost of circa £15,000 and asking if the Council would be interested in contributing. I replied to say we had not budgeted for this this year.

He replied to say they were getting quotes and were reaching out to the War Memorials Trust.

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I have some queries on this as follows:

1. The Council has not yet seen any quotes for this work and has only been gives estimates but I don't know where these have come from
2. I don't know whether it will be possible to claw back a proportion from the War Memorials Trust especially if this is after the work has been carried out

Without this information it is difficult to put a recommendation to Council as on the present financial information if the estimated cost for repairing the nose and minor repointing is £8,000 and potentially a grant of 50% can be awarded then the cost of going 50/50 will be £2,000 each. But if a grant of 50% is not given then potentially the worst case scenario is that going 50/50 will cost £4,000 each.

I know that you are involved in this and I wonder if you could give a report to the Council on this please at the next Council Meeting which gives full information on the position. I know the Council are keen to help with the cenotaph but they need full information.

Regards

Marlene

---

**From:** Whitehaven Town Council  
**Sent:** 01 August 2024 17:34  
**To:** Michael Barry <Michael.Barry@cumberland.gov.uk>  
**Subject:** RE: War Memorial - Castle Park

Hello Michael

Thank you for your email.

I will report this matter to the Council in August for decision. As I explained in my earlier email we have no budget for this in this financial year so we would need to vire from another budget if possible.

Yes it would be good if we could get it done for this Remembrance Sunday.

Regards

Marlene

**From:** Michael Barry <[Michael.Barry@cumberland.gov.uk](mailto:Michael.Barry@cumberland.gov.uk)>  
**Sent:** 30 July 2024 20:56  
**To:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Subject:** RE: War Memorial - Castle Park

Thanks Marlene and for updating Cllr Hawkins at your meeting.

We are now in the process of seeking quotes to fix the nose and minor repointing. We estimate it will be below £8k and ill let you know when we get these back.

At this point can I propose that we go 50:50 and seek to claw back a proportion from the War Memorials Trust to which we submitted an EOI (they can provide up to 50%). Let me know what you think as it would be nice to have done for Remembrance Sunday?

Kind regards

Michael

**From:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Sent:** Friday, July 26, 2024 10:16 AM  
**To:** Michael Barry <[Michael.Barry@cumberland.gov.uk](mailto:Michael.Barry@cumberland.gov.uk)>  
**Subject:** FW: War Memorial - Castle Park

**External Email:** This email originated outside of Cumberland Council. Be cautious about the sender email address, attachments and links.  
If uncertain use [Report Message](#) button.

Hello Michael

This matter was discussed at the Town Council Meeting last night as although he Could not attend Councillor Mike Hawkins sent in an email and mentioned the cenotaph. I informed the Council of my correspondence with you and they decided that I should write to you asking you to outline your ideas for the cenotaph and the costings for this.

I look forward to hearing from you.

Regards

Marlene

**From:** Michael Barry <[Michael.Barry@cumberland.gov.uk](mailto:Michael.Barry@cumberland.gov.uk)>  
**Sent:** 15 July 2024 08:58  
**To:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Subject:** RE: War Memorial - Castle Park

Thanks Marlene

Would you have a suggested local contact?

**From:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Sent:** Monday, July 15, 2024 8:39 AM  
**To:** Michael Barry <[Michael.Barry@cumberland.gov.uk](mailto:Michael.Barry@cumberland.gov.uk)>  
**Subject:** RE: War Memorial - Castle Park



**External Email:** This email originated outside of Cumberland Council. Be cautious about the sender email address, attachments and links.  
If uncertain use [Report Message](#) button.

Hello Michael

Yes I think it would be worthwhile discussing it with the RBL.

Regards

Marlene

**From:** Michael Barry <[Michael.Barry@cumberland.gov.uk](mailto:Michael.Barry@cumberland.gov.uk)>  
**Sent:** 15 July 2024 08:34  
**To:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Subject:** RE: War Memorial - Castle Park

Thanks Marlene – very helpful.

We are in the process of gathering some quotes and are reaching out to the War Memorials Trust, ill be back in touch ASAP.

In addition to ourselves, do you know if the Legion or other groups would be worth discussing this with?

Kind regards

Michael

**From:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Sent:** Sunday, July 14, 2024 2:29 PM  
**To:** Michael Barry <[Michael.Barry@cumberland.gov.uk](mailto:Michael.Barry@cumberland.gov.uk)>  
**Subject:** RE: War Memorial - Castle Park

**External Email:** This email originated outside of Cumberland Council. Be cautious about the sender email address, attachments and links.  
If uncertain use [Report Message](#) button.

Hello Michael

I have a file going back to 2019 on this and I attach some of what I think is relevant information.

Councils can apply for grant funding.

The Council would be interested I'm sure in making a contribution but the problem is that we have moved out of our building for the next year in order to carry out renovations and as you will appreciate money is very tight. And we have no specific budget for repairs to the cenotaph.

However depending on the amount of money involved it may be possible to move a small amount of funding from an existing budget to contribute to this and as soon as you get costings please let me know. Also are the works likely to be carried out in this financial year? The reason I ask this is because if the work to the cenotaph is likely to be carried out in 2025/26 then the Council's contribution can be included in that year's budget.

I look forward to hearing from you.

Regards

Marlene

**From:** Michael Barry <[Michael.Barry@cumberland.gov.uk](mailto:Michael.Barry@cumberland.gov.uk)>  
**Sent:** 12 July 2024 11:56  
**To:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Subject:** War Memorial - Castle Park

Hi Marlene

I hope you are keeping well – the weather is not helping, ideally it will be better for the school holidays.

Recognising its importance; we are starting to consider options for the refurbishment of the war memorial at Castle Park which as you will know as seen some deterioration over the years. While in the process of getting quotes we anticipate the costs of this would be c.£15k.

Alongside developing the understand of what will be required we are scoping how a funding package could be brought together and I was wondering if this is something you would be interested in contributing to?

Naturally more than happy to discuss further, or indeed if there is any more you would like to touch base on?

Kind regards

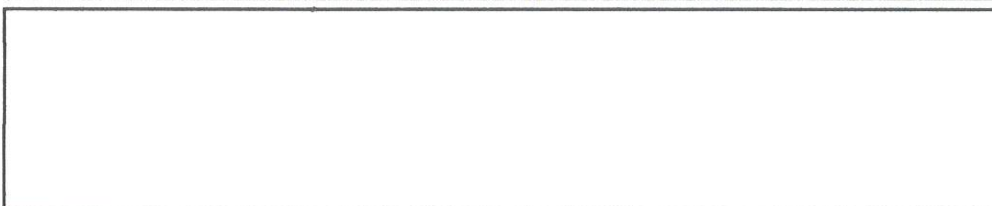
Michael

**Michael Barry**

Assistant Director of Neighbourhoods  
Place, Sustainable Growth and Transport | Cumberland Council | Parkhouse Building  
Kingmoor Business Park | Baron Way | Carlisle | CA6 4SJ

m: 07733302913

[www.cumberland.gov.uk](http://www.cumberland.gov.uk)



Cumberland Council  
Cumbria House, Carlisle, Cumbria, CA1 1RD

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## Whitehaven Town Council

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**From:** Whitehaven Town Council  
**Sent:** 26 July 2024 10:16  
**To:** Michael Barry  
**Subject:** FW: War Memorial - Castle Park

Hello Michael

This matter was discussed at the Town Council Meeting last night as although he Could not attend Councillor Mike Hawkins sent in an email and mentioned the cenotaph. I informed the Council of my correspondence with you and they decided that I should write to you asking you to outline your ideas for the cenotaph and the costings for this.

I look forward to hearing from you.

Regards

Marlene

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**Sent:** 15 July 2024 08:58  
**To:** Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>  
**Subject:** RE: War Memorial - Castle Park

Thanks Marlene

Would you have a suggested local contact?

**From:** Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>  
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Hello Michael

Yes I think it would be worthwhile discussing it with the RBL.

Regards

Marlene

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**To:** Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)>  
**Subject:** RE: War Memorial - Castle Park

Thanks Marlene – very helpful.



## Whitehaven Town Council

---

**From:** Whitehaven Town Council  
**Sent:** 26 July 2024 10:12  
**To:** Cllr Mike Hawkins  
**Subject:** FW: War Memorial - Castle Park  
**Attachments:** MX-2651\_20240714\_112259.pdf

Hello Mike

We read your email out at last night's meeting. I informed the Council that I recently had some correspondence with Michael Barry about this and sent him some correspondence that I had in my file going back to 2019. (attached above). I also gave him Rod Eglin's email address.

The Council decided that I write to Michael Barry asking him to outline asking him to outline his ideas for the Cenotaph and the costing which I will be doing today.

Could you bring this back to the next Town Council Meeting please on 29<sup>th</sup> August 2024.

Regards

Marlene

**From:** Michael Barry <Michael.Barry@cumberland.gov.uk>  
**Sent:** 15 July 2024 08:34  
**To:** Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>  
**Subject:** RE: War Memorial - Castle Park

Thanks Marlene – very helpful.

We are in the process of gathering some quotes and are reaching out to the War Memorials Trust, ill be back in touch ASAP.

In addition to ourselves, do you know if the Legion or other groups would be worth discussing this with?

Kind regards

Michael

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Hello Michael

I have a file going back to 2019 on this and I attach some of what I think is relevant information.

Councils can apply for grant funding.



## **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 20<sup>th</sup> August 2024. This shows a balance of £329,246.22. 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.

29/08/2024

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
15/07/2024	Arborscape	3rd Party	Tap Replacement and Pipes Repair	£ 132.00	s23 - Smallholdings & Allotments Act 1908	
26/07/2024	Cumberland Council	Premises	Meeting Room Hire - 26/07/2024	£ 14.00	s111 LGA 1972	
31/07/2024	Mrs V Gorley	Supplies & Services	Reimbursement for postage of Allotment Documents	£ 2.90	s111 LGA 1972	
31/07/2024	AI Security (North) Ltd	Events	Overnight Security Provision - 24.07.2024	£ 82.00	s144 LGA 1972	
06/08/2024	Moore	3rd Party	External Auditor Fees	£ 273.00	s111 LGA 1972	
07/08/2024	Mrs V Gorley	Supplies & Services	Reimbursement for postage of Allotment Documents	£ 11.60	s111 LGA 1972	
07/08/2024	Mrs V Gorley	Employees/Allowances	Reimbursement for printer cartridges	£ 36.00	s111 LGA 1972	
08/08/2024	Arborscape	3rd Party	Allotment and Pigeon Loft Contract - August 2024	£ 656.40	s23 - Smallholdings & Allotments Act 1908	
08/08/2024	Arborscape	3rd Party	Beds, Baskets and Planter Contract - July 2024	£ 4,800.00	s144 LGA 1972	
08/08/2024	Arborscape	3rd Party	Beds, Baskets and Planter Contract - August 2024	£ 4,800.00	s144 LGA 1972	
08/08/2024	Arborscape	3rd Party	Allotment and Pigeon Loft Contract - July 2024	£ 656.40	s23 - Smallholdings & Allotments Act 1908	
08/08/2024	Arborscape	3rd Party	Allotment and Pigeon Loft Contract - June 2024	£ 39.00	s111 LGA 1972	
09/08/2024	Arborscape	3rd Party	Minimum Photocopier Charges - July 2024	£ 2,001.20	s111 LGA 1972	
13/08/2024	PHP Architects Ltd	Unmarked Reserves	Stage 5 Contract Admin and Tech Support (Month 1)	£ 175.00	s144 LGA 1972	
14/08/2024	Seymour Services	3rd Party	Collection of WTC Tables loaned to Pride Event on 03/08/2024	£ 21.14	s111 LGA 1972	
14/08/2024	Mrs V Gorley	Employees/Allowances	Reimbursement for Adobe Acrobat Annual Subscription	£ 2.90	s111 LGA 1972	
16/08/2024	Mrs V Gorley	3rd Party	Reimbursement for postage of Allotment Documents	£ 29.30	s144 LGA 1972	
19/08/2024	Mrs V Gorley	Events	Reimbursement for purchase of 600 gfo sticks	£ 14,380.24		

£ 14,380.24



66	13.06.2024	BACS	E-on Next		531.03					£ 531.03	£ 26.55	£ 557.58	Contract
67	13.06.2024	BACS	Seymour Services					350.00		£ 350.00		£ 350.00	2521/24
	14.06.2024	BACS	Staff	5508.37						£ 5,508.37		£ 5,508.37	2423/23
	14.06.2024	BACS	HMRC	2253.42						£ 2,253.42		£ 2,253.42	HMRC
	14.06.2024	BACS	Cumbria LGPS	794.04						£ 794.04		£ 794.04	631/17 (II)
68	17.06.2024	DD	Crown Gas & Power		360.35					£ 360.35	£ 18.02	£ 378.37	Contract
69	19.06.2024	DD	Bryt Energy		147.06					£ 147.06	£ 7.35	£ 154.41	Contract
70	19.06.2024	DD	BT Group			153.47				£ 153.47	£ 30.69	£ 184.16	Contract
	24.06.2024	BACS	Staff	79.40						£ 79.40		£ 79.40	2423/23
71	25.06.2024	DD	Water Plus		43.84					£ 43.84	£ 1.36	£ 45.20	Contract
72	27.06.2024	DD	Water Plus					62.74		£ 62.74		£ 62.74	Contract
73	30.06.2024	DD	Water Plus					10.93		£ 10.93		£ 10.93	Contract
	July-2024												
74	01.07.2024	DD	Northern Trust Company Ltd		767.57					£ 767.57	£ 153.51	£ 921.08	Contract
75	01.07.2024	BACS	Rural Services Partnership Ltd			137.00				£ 137.00	£ 27.40	£ 164.40	
76	01.07.2024	BACS	Cumbria Loos							£ 349.00	£ 69.80	£ 418.80	
77	01.07.2024	BACS	On Line Systems (Northern) Ltd			60.00				£ 60.00	£ 12.00	£ 72.00	
78	01.07.2024	BACS	Eden Springs UK Ltd			18.16				£ 18.16	£ 3.63	£ 21.79	
79	01.07.2024	BACS	Carlisle City Fire Protection		71.00					£ 71.00	£ 14.20	£ 85.20	
80	01.07.2024	BACS	AJ Security (North) Ltd							£ 820.00	£ 164.00	£ 984.00	
81	01.07.2024	BACS	Newsquest Media Group		491.68					£ 491.68	£ 98.34	£ 590.02	
82	01.07.2024	BACS	Arborscape					4000.00		£ 4,000.00	£ 800.00	£ 4,800.00	
83	01.07.2024	BACS	POD (North West) Ltd							£ 1,400.00	£ 280.00	£ 1,680.00	
84	01.07.2024	BACS	Sharp Business Systems UK PLC		88.34					£ 88.34	£ 17.67	£ 106.01	
85	01.07.2024	BACS	Arborscape					140.00		£ 1,400.00	£ 28.00	£ 168.00	
86	01.07.2024	BACS	Arborscape					547.00		£ 547.00	£ 109.40	£ 656.40	
87	01.07.2024	BACS	Fluid Productions Ltd							£ 833.50	£ 166.70	£ 1,000.20	
88	01.07.2024	BACS	Mrs V Gorley	4.99						£ 4.99		£ 4.99	
89	01.07.2024	BACS	On Line Systems (Northern) Ltd			77.50				£ 77.50	£ 15.50	£ 93.00	
90	01.07.2024	BACS	Viking			39.85				£ 39.85	£ 7.97	£ 47.82	
91	01.07.2024	BACS	Cumberland Council		105.00					£ 105.00	£ 21.00	£ 126.00	
92	01.07.2024	BACS	Eden Springs UK Ltd			4.10				£ 4.10	£ 0.82	£ 4.92	
93	01.07.2024	BACS	G & AM Lawson Ltd							£ 155.00	£ 31.00	£ 186.00	
94	02.07.2024	BACS	Fluid Productions Ltd							£ 1,357.40	£ 271.48	£ 1,628.88	2371/23
95	02.07.2024	BACS	Mrs V Gorley	27.54						£ 27.54		£ 27.54	
96	02.07.2024	BACS	On Line Systems (Northern) Ltd			2250.00				£ 2,250.00	£ 450.00	£ 2,700.00	2506/24
97	02.07.2024	BACS	Seymour Services			500.00				£ 500.00		£ 500.00	2522/24
98	02.07.2024	BACS	Seymour Services					350.00		£ 350.00		£ 350.00	2521/24
99	02.07.2024	BACS	Mrs M Jewell		12.00					£ 12.00		£ 12.00	
100	02.07.2024	BACS	Beck Bottom Community Garden Group					400.00		£ 400.00		£ 400.00	Ward Grant
101	02.07.2024	BACS	Whitehaven Theatre Group				1000.00			£ 1,000.00		£ 1,000.00	Grant
102	02.07.2024	BACS	Rosehill Youth Theatre Premises				997.20			£ 997.20		£ 997.20	Grant
103	02.07.2024	BACS	Deborah McKenna Ltd							£ 1,375.00	£ 275.00	£ 1,650.00	2371/23
104	02.07.2024	BACS	Mrs V Gorley	2.99						£ 2.99		£ 2.99	
105	08.07.2024	BACS	Lockhart Leisure Ltd							£ 8,333.33	£ 1,666.67	£ 10,000.00	
106	09.07.2024	BACS	Lockhart Leisure Ltd							£ 2,790.07	£ 558.01	£ 3,348.08	
107	09.07.2024	BACS	AJ Security (North) Ltd							£ 3,690.00	£ 738.00	£ 4,428.00	
108	15.07.2024	DD	Crown Gas & Power		262.76					£ 262.76	£ 13.14	£ 275.90	Contract
	15.07.2024	BACS	Staff	5508.78						£ 5,508.78		£ 5,508.78	2423/23
	15.07.2024	BACS	HMRC	2253.01						£ 2,253.01		£ 2,253.01	HMRC
	15.07.2024	BACS	Cumbria LGPS	794.04						£ 794.04		£ 794.04	631/17 (II)
109	16.07.2024	BACS	PHP Architects		2843.50					£ 2,843.50	£ 568.70	£ 3,412.20	
110	19.07.2024	DD	BT Group			101.08				£ 101.08	£ 20.22	£ 121.30	Contract
111	19.07.2024	DD	Bryt Energy		141.16					£ 141.16	£ 7.06	£ 148.22	Contract
112	23.07.2024	BACS	Friends of Jericho Park					1000.00		£ 1,000.00		£ 1,000.00	Ward Grant
113	23.07.2024	BACS	Red Lonning Community Centre					400.00		£ 400.00		£ 400.00	Ward Grant
114	24.07.2024	DD	Water Plus		52.96					£ 52.96	£ 2.56	£ 55.52	Contract
115	26.07.2024	BACS	J & R Bennett					3578.00		£ 3,578.00	£ 715.60	£ 4,293.60	
116	26.07.2024	BACS	J & R Bennett					2033.10		£ 2,033.10	£ 406.62	£ 2,439.72	
117	26.07.2024	BACS	Zurich Municipal		460.35					£ 460.35		£ 460.35	
118	26.07.2024	BACS	Mrs M Jewell	13.33						£ 13.33	£ 2.67	£ 16.00	
119	26.07.2024	BACS	Newsquest Media Group		250.54					£ 250.54	£ 50.11	£ 300.65	
120	26.07.2024	BACS	Mrs V Gorley		2.90					£ 2.90		£ 2.90	
121	26.07.2024	BACS	Arborscape					156.00		£ 156.00	£ 31.20	£ 187.20	
122	26.07.2024	BACS	Sharp Business Systems UK PLC		50.51					£ 50.51	£ 10.10	£ 60.61	
123	26.07.2024	BACS	Cumberland Council		70.00					£ 70.00	£ 14.00	£ 84.00	
124	26.07.2024	BACS	Cumbria Media			222.00				£ 222.00		£ 222.00	
125	26.07.2024	BACS	Seymour Services					350.00		£ 350.00		£ 350.00	
126	29.07.2024	BACS	J & R Bennett			3291.00				£ 3,291.00	£ 658.20	£ 3,949.20	
127	29.07.2024	BACS	Arborscape					4000.00		£ 4,000.00	£ 800.00	£ 4,800.00	
128	30.07.2024	BACS	J & R Bennett			5150.00				£ 5,150.00	£ 1,030.00	£ 6,180.00	
129	30.07.2024	BACS	EON Next	160.65						£ 160.65	£ 8.03	£ 168.68	Contract
130	30.07.2024	BACS	Greenbank Community Association				1000.00			£ 1,000.00		£ 1,000.00	Grant
131	30.07.2024	DD	Water Plus					10.71		£ 10.71		£ 10.71	Contract
	Aug-2024												
132	01.08.2024	BACS	Northern Trust Company Ltd		767.57					£ 767.57	£ 153.51	£ 921.08	Contract
133	07.08.2024	BACS	William King Construction Ltd							£ 8,333.33	£ 1,666.67	£ 10,000.00	
133	08.08.2024	BACS	William King Construction Ltd							£ 8,333.33	£ 1,666.67	£ 10,000.00	
133	09.08.2024	BACS	William King Construction Ltd							£ 5,200.91	£ 1,040.17	£ 6,241.08	
134	09.08.2024	BACS	Whitehaven Heritage Action Group					1000.00		£ 1,000.00		£ 1,000.00	Ward Grant
	15.08.2024	BACS	Staff	5508.17						£ 5,508.17		£ 5,508.17	2423/23
	15.08.2024	BACS	HMRC	2253.62						£ 2,253.62		£ 2,253.62	HMRC
	15.08.2024	BACS	Cumbria LGPS	794.04						£ 794.04		£ 794.04	631/17 (II)

135	19.08.2024	DD	Crown Gas & Power																£ 79.32	£ 3.97	£ 83.29	Contract	
136	19.08.2024	DD	Bryt Energy	79.32															£ 145.74	£ 7.29	£ 153.03	Contract	
137	20.08.2024	DD	BT Group	145.74	107.90														£ 107.90	£ 21.58	£ 129.48	Contract	
				18000.00	43048.04	25003.02	12984.83	12941.00	5997.20	2955.71	0.00	0.00	17270.73	6567.10	3320.00	0.00	0.00	22642.97	0.00	23562.57	£ 196,386.67	£ 19,752.66	£ 214,879.30

**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
<b>TOTAL OPENING BALANCE</b>	<b>£ 849,437.02</b>

**INCOME:**

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

**EXPENDITURE**

Unpresented cheques b/fwd from 2022/2023	18000.00
Employees & Allowances	43048.04
Premises	25003.02
Supplies/Services	12984.83
3rd Party	12941.00
Grants	5997.20
Allotments	2955.71
Ground Maintenance	0.00
Civic Hospitality	0.00
Ranger	17270.73
Whitehaven In Bloom	6567.10
Ward Grants	3320.00
Elections	0.00
Environmental Improvements	0.00
Events	22642.97
Contingencies	0.00
Reserves	23562.57
VAT (to be reclaimed)	19752.66
<b>TOTAL EXPENDITURE</b>	<b>£ 214,879.30</b>

**CASH BOOK BALANCE**

Brought forward	£ 849,437.02
Income	£ 527,713.36
Expenditure	£ 214,879.30
<b>Town Council Funds</b>	<b>£ 1,162,271.08</b>

**BANK BALANCES**

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

**Less Unpresented Cheques**      -

**FINANCIAL POSITION**

**£ 1,162,271.08**

**INCOME 2024-2025**

<b>Date</b>	<b>Item</b>	<b>Precept</b>	<b>Interest</b>	<b>Other</b>
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

<b>493963.00</b>	<b>0.00</b>	<b>33750.36</b>	<b>527713.36</b>
------------------	-------------	-----------------	------------------

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN  
FOR YEAR ENDING 31<sup>st</sup> MARCH 2024**

**Purpose of the Report and Recommendation**

To inform Councillors of the Final External Auditor Report and Certificate for 2023/24 and to approve and note it

**1.0 INTRODUCTION**

- 1.1 The Council's External Auditors, Moore have issued their Report and Certificate for 2023/24 which is attached at Appendix 1.
- 1.2 Councillors will see from the External Auditor Report that the Council has been given a clean bill of health.
- 1.3 Members will note that the External Auditors Moore raised 3 matters but which did not affect their opinion
  1. Reserves appear to be at a low level – This is the first time this has been raised and we will be discussing this with our Internal Auditor when she visits us in the next couple of months
  2. The 2023 Template which we used was supplied to us by the External Auditors. All dates were correct on the Notice of Public Rights which was advertised and Moore have acknowledged this
  3. This was an error on our part where the figures in an amount of money in last year's figures were transposed. This was quickly rectified to Moore's satisfaction after we were notified by them
- 1.4 The Notice of Conclusion of the Audit will in accordance with Regulations be published on the Council's website and a copy will be displayed in the window of the Council Offices.

**2.0 RECOMMENDATION**

- 2.1 That the Council approve and note the External Auditor Report and Certificate for 2023/24



WTC 29/08/24  
ITEM 9



APPENDIX 1

Our ref: 979/1604302

6 August 2024

Mrs Jewell  
Whitehaven Town Council  
Room 3  
Whitehaven Civic Hall  
Lowther Street  
Whitehaven  
Cumbria  
CA28 7SH

Moore East Midlands  
Oakley House  
Headway Business Park  
3 Saxon Way West  
Corby  
NN18 9EZ  
T 01536 461900

Moore East Midlands  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ  
T 01733 397300

[www.moore.co.uk](http://www.moore.co.uk)

Dear Mrs Jewell

### Annual Governance and Accountability Return for the Year ended 31 March 2024

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2024.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

#### Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A template Notice of Conclusion of Audit form is available on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

This notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

## Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Whitehaven Town Council**

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Upon review, general reserves appear to be held at a low level. The Council should keep this under review and ensure that they have sufficient general reserves to cover expenditure. Per Paragraph 5.33 of JPAG Practitioners' Guide, better practice suggests this should generally be at least 3 months expenditure as a minimum. These cannot include ring fenced funds and should avoid including funds which are designated for another purpose.

On review of the Council's notice of public rights, we have noted that the 2023 template has been used and therefore refers to the accounting year end 31 March 2023. We believe this is a human error on completion and that the requirements to publish the notice of public rights was made correctly.

On initial submission, the comparative column of the Annual Governance and Accountability Return Section 2 Statement of Accounts did not arithmetically add down to Box 7 when summed due to a transposition error in Box 1 resulting in a difference of £27,000. When inputting the comparative numbers for the Return care should be taken to ensure this mirrors the previous return accurately.

### 3 External auditor certificate 2023/24

We certify ~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

02/08/2024

**ADVERTISING IN THE CUMBRIA GUIDE**

**Purpose of the Report**

To consider a quote received from Stephen Murphy, the Managing Director of The Cumbria Guide as to whether the Council would like to continue advertising in The Cumbria Guide in 2025/26 and to make a decision on this.

**1.0 INTRODUCTION**

- 1.1 Attached at Appendix 1 is an email from Stephen Murphy, the Managing Director of The Cumbria Guide giving a quote for advertising in The Cumbria Guide in 2025/26 and the giving the costs involved. The Council has advertised in the Cumbria Guide for a number of years and has always received a good service.
- 1.2 The present contract with The Cumbria Guide which is for a full page spread costing £3,690.00 expires in March 2025. The Contract is also for artwork at a cost of £300
- 1.3 As Members will see from Appendix 1 there are 3 packages –
  - Double Page Spread - £5,700.00 plus VAT
  - Full Page - £4,170.00 plus VAT
  - Half Page - £3,300.00 plus VAT
  - Artwork - £300.00
- 1.4 At present the Council contracts for 6 full page adverts which includes artwork and design (the Cumbria Guide is issued every 2 months). It is suggested that if Members wish to continue to advertise in the Cumbria Guide in 2025/26 that the full page package be chosen at a cost of £4,170.00 plus VAT and £300.00 for artwork
- 1.4 Members are informed that the cost for 2025/26 for a full page

spread is £480.00 more than for 2023/2024 and the artwork remains the same at £300.

- 1.5 The Cumbria Guide is free and is widely circulated throughout Cumbria to shops, hotels etc and currently it is reaching 300 to 400,000 people a month across their socials.

## **2 RECOMMENDATION**

- 2.1 That the Council considers the email and makes a decision as to whether or not to continue to advertise in the Cumbria Guide and if so which package to choose and whether or not to pay £300.00 for artwork



## Whitehaven Town Council

**From:** Stephen James Murphy <stephen@theguidemediagroup.com>  
**Sent:** 22 July 2024 13:49  
**To:** Whitehaven Town Council  
**Subject:** Cumbria Guide

Hi Marlene,

Thanks for thinking of us again in relation to marketing and advertising.

Here are the options as requested.

12 months - including Print - Social and Web.

Double Page Advert £5700.00

Full Page £4170.00

Half Page £3300.00

Art Work £300.00

All prices are subject to vat where applicable.

The above includes -

+ Advert in each magazine

+ Shared posts across our socials

+ Videos throughout the year

+ Complimentary editorial in a few editions

+ Priority Access to our website for your press releases - also shared across our socials

If you are happy to proceed with any of the above or would like to discuss anything in further detail, please do not hesitate to contact me.

Many Thanks

Stephen

--

Stephen Murphy

Business Development Manager

[www.cumbriaguide.co.uk](http://www.cumbriaguide.co.uk)

T: 01946 448045 M:07764948613

[Facebook](#) [Insta](#) [Twitter](#)

The Guide Media Group publishers of The Cumbria Guide

**CREATIVE DESIGN SOLUTIONS | WEB | PUBLISHING | PRINT**

*"Top quality free magazine. fantastic company to deal with.*

*5\* recommended. wish more company's were like this x"*

Jennifer Nichol Cathedral Antiques Carlisle

*"I've had more people come into the shop mentioning this piece in @thecumbriaguide (Carlisle edition) than anything else that I have ever done in my career, absolutely chuffed to bits with the response"*

David from Ashbridge & Brown at Treasury Court

**QUOTE RECEIVED FOR THE SUPPLY OF SUMMER 2025  
PLANTS FOR WHITEHAVEN**

**Purpose of the Report and Recommendation**

To inform Members of a quote received for summer plants for 2025 in Whitehaven and to consider whether to suspend Financial Regulations in order that the quote be accepted.

**1.0 INTRODUCTION**

- 1.1 Attached at Appendix 1 is a quote for the provision of flowers for the Summer 2025 season from the Council's preferred supplier. The quote is to supply the flowers for planter bases, 24 barrels, 12 cast iron planters, 5 aluminium planters, 5 plastic planters, Trinity bed, Hensingham Ship and Wilkinson's window boxes and all the hanging baskets and barrier baskets. The quote is for £5,703.65 + VAT.
- 1.2 In order to purchase flowers from the Council's preferred supplier 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 drawn up and presented in advance to members of the Council".
- 1.3 The reasons for suspension are as follows:
  - It is a value for money service.
  - It is a quality service – the Council is constantly asked who provides the flowers.

- The preferred supplier is very community orientated, has pride in the flowers they provide and even helps with the planting of them in town.

Risks:

- There is a risk that the flowers could be obtained cheaper by another supplier, but this is a very small risk as the cost per plant is incredibly low and the quality is very high.

## **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 also that the assessment above of the risks provided be accepted and approved.

~~INVOICE~~

4877

# J. & R. BENNETT

Date 20/8/24

To WHITEHAVEN TOWN COUNCIL

SUMMER BEDDING 2025

BROOK HOUSE  
DISTINGTON  
WORKINGTON  
CUMBRIA CA14 5YA  
Telephone (01946) 834140  
Mobile 07512 353 137

VAT Reg. No. 257 0383 59

EEC Plant Passport No. UK/EW 101510

24	BARRELS	292	80
5	CIVIC HALL	264	50
5	" " PLASTIC	145	50
12	CAST IRON PLANTERS	481	20
7	TIERA	460	80
4	WILKOS	102	40
	SHIP	21	70
	ROPER STREET	210	75
		1,979	65
167	HANGING BASKETS	3,006	00
40	BARRIER BASKETS INSERTS	480	00
12	1/2 MOON BASKETS	132	00
2	PLANTER FROM BRIDGE BED	106	00
		3,724	00
		5,703	65
	VAT @ 20 %		
	TOTAL		

PRINTPOINT



2025

24 BARRELS

PLANTS EACH

6	BEGONIA NON-STOP FINE	36 x 4PK	@ 1-90	68-40
8	" ILLUMINATION	48 x 4PK	@ 1-90	91-20
3	SURFINIA	72 x 10-5	@ 80,	57-60
3	1/2 ARGYRANTHEMUM	72 x 1/2	@ 1-05	75-60
20				<u>292-80</u>

CIVIC HALL

X 5

1	CANNA	5 x 1 1/2	@ 3-00	15-00
4	IPOMEA	20 x 1/2	@ 1-05	21-00
20	BEG, NON-STOP	25 x 4PK	@ 1-90	47-50
36	" ILLUMINATION	45 x 4PK	@ 1-90	85-50
10	GERANIUM	50 x 9cm	95,	47-50
12	SURFINIA	60 x 10-5	80,	<u>48-00</u>

264-50

CIVIC HALL

X 5  
PLASTIC SQUARE

8	OSTEOSPERMUM	40 x 1/2	21-05	42-00
8	PLECTRANTHUS	40 x 10-5	@ 85,	34-00
12	ILLUMINATION	15 x 4PK	@ 1-90	28-50
4	BACOPA	20 x 10-5	85	17-00
6	SURFINIA	30 x 10-5	80,	<u>24-00</u>

145-50

12 CAST  
TRONS

1	CANNA	12 x 1 1/2	@ 3-00	36-00
12	SURFINIA	144 x 10-5	@ 80,	115-20
12	FUCHSIA	144 x 9cm	@ 80,	115-20
8	OSTEOSPERMUM	96 x 1/2	@ 1-05	100-80
10	BEG, NON-STOP	30 x 4PK	@ 1-90	<u>57-00</u>
10	" ILLUMINATION			<u>424-20</u>
		30 x 4PK	@ 1-90	<u>57-00</u>

481-20

TIER 57	PLANTS		
8	GERANIUM IVY	64x9cm @ 90,	57-60
15	SCAEVOLA	120x10.5 @ 85,	102-00
15	BEG. ILLUMINATION	120x10.5 @ 85,	102-00
8	SURFINIA BEES KNEES	64x10.5 @ 80,	51-20
8	" SNOW	64x10.5 @ 80,	51-20
8	FUCHSIA	64x9cm @ 80,	51-20
12	BEG NON-STOP	24x41x @ 1-90	45-60
			<u>460.80</u>

WILKOS			
4 Tubs	12 BIDENS	48x10.5 @ 85,	40-80
	10 FUCHSIA	40x9cm @ 80,	32-00
	4 OSTEOSPERMUM	16x16 @ 1-05	16-80
	4 SURFINIA BEES KNEES	16x10.5 @ 80,	12-80
			<u>102.40</u>

SHIP			
15	SURFINIA	@ 80,	12-00
6	BEG NON-STOP		2-85
6	" ILLUMINATION		2-85
6	BIDENS		5-10
			<u>21-70</u>

ROPER STREET			
55	BIDENS	55x10.5 @ 85	46-75
40	HELIOTROPE	10x16 @ 1-05	42-00
300	AF. MARIGOLD	50x61x 1-30	65-00
120	NON-STOP	30x41x 1-90	57-00
			<u>210.75</u>

167	HANGING BASKETS	@ 18-00	3,006-00
40	BARRIER BASKETS INSERTS	@ 12-00	480-00
12	1/2 MOON BASKETS	@ 11-00	132-00
2	PLANTERS FROM BADGE BED		106-00

**QUOTE RECEIVED FOR SUMMER AND WINTER BEDDING  
PLANTS IN ST NICHOLAS GARDENS FOR 2025/2026**

**Purpose of the Report and Recommendation**

To inform Members of a quote received for 2025/2026 Summer and Winter Bedding plants in St Nicholas Gardens and to consider whether to suspend Financial Regulations in order that the quote be accepted.

**1.0 INTRODUCTION**

- 1.1 The Council's preferred supplier for bedding plants has submitted a quote of £3,608.00 + VAT for the supply of 14,470 Summer plants and £3,346.00 + VAT for the supply of 13,320 Winter plants and 2,500 hyacinth and tulip bulbs in St Nicholas Gardens for 2025/2026. (Appendix 1).
- 1.2 In order to purchase flowers from the Council's preferred supplier 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 suspension are as follows:
  - It is a value for money service;
  - It is a quality service – the Council is constantly asked who provides the flowers.

Risks:

- There is a risk that the flowers could be obtained cheaper by another supplier, but this is a very small risk as the cost per plant is very low and the quality is very high.

## **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.

INVOICE 4879

J. & R. BENNETT

Date 20/8/24  
To ST. NICHOLAS GARDENS  
SUMMER BEDDING  
2025

BROOK HOUSE  
DISTINGTON  
WORKINGTON  
CUMBRIA CA14 5YA  
Telephone (01946) 834140  
Mobile 07512 353 137  
VAT Reg. No. 257 0383 59  
EEC Plant Passport No. UK/EW 101510

WTC 29/8/2024  
Agenda Item 12  
Appendix 1

	BED, WHITE, BLUE.		
2,145	x 6PK BEDDING @ 1.30	2808	00
400	x 4PK BED / WHITE		
	NON-STOP BEG, @ 2.00	800	00
		3608	00
	VAT @ 20 %		
	TOTAL		

PRINTPOINT

~~INVOICE~~ 4876

J. & R.  
BENNETT

Date 20/8/24  
To ST NICHOLAS

BROOK HOUSE  
DISTINGTON  
WORKINGTON  
CUMBRIA CA14 5YA  
Telephone (01946) 834140  
Mobile 07512 353 137

VAT Reg. No. 257 0383 59  
EEC Plant Passport No. UK/EW 101510

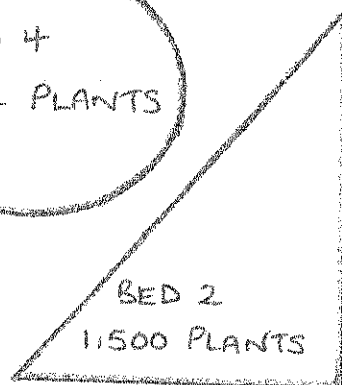
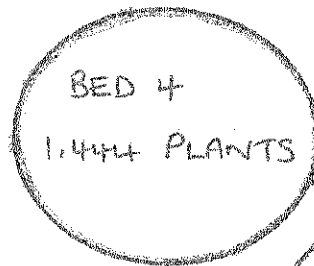
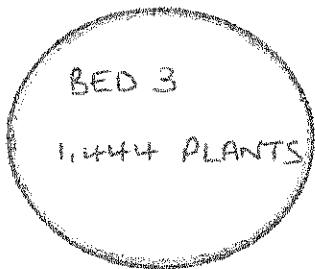
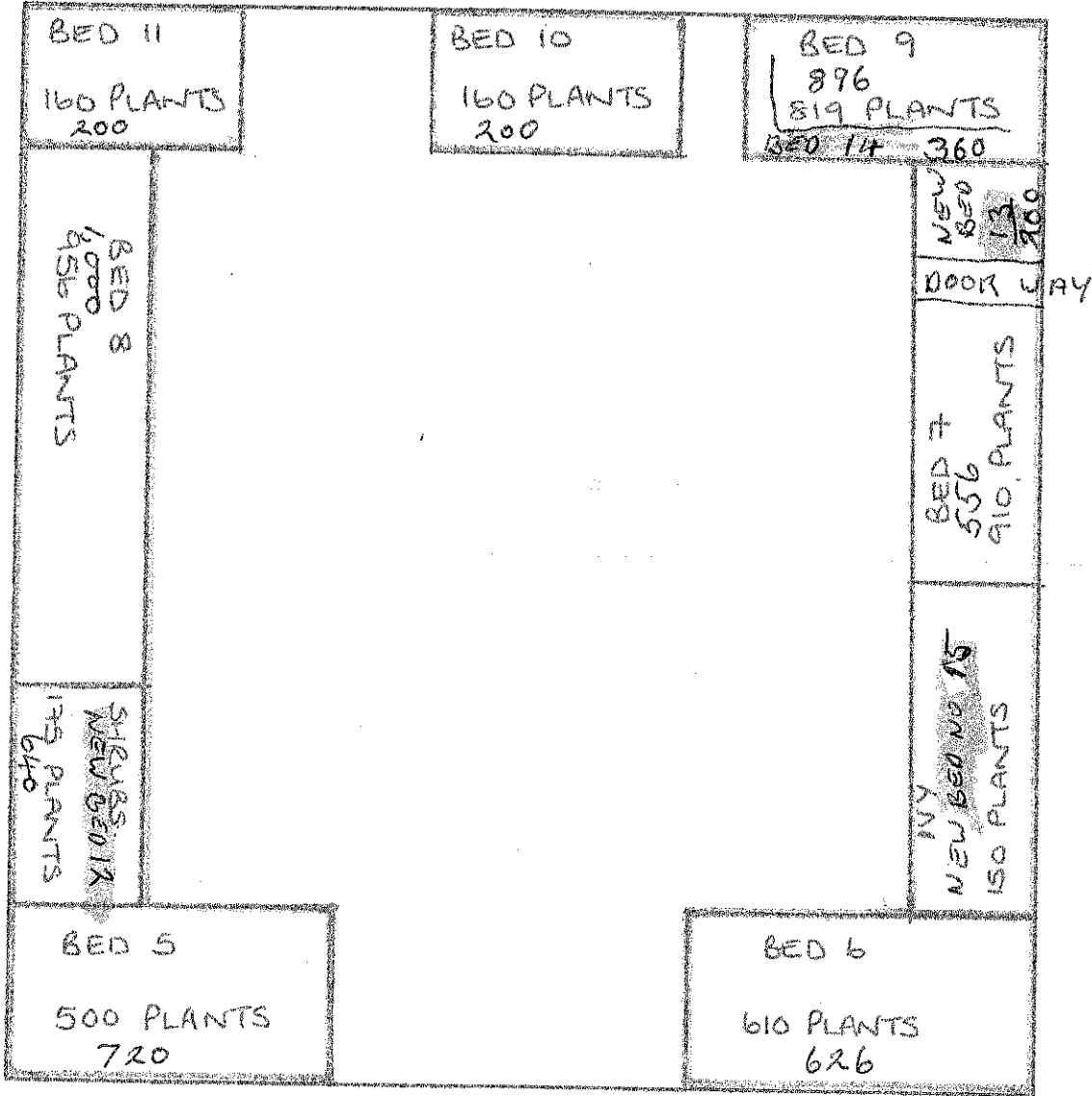
WINTER BEDDING  
2025

	12,120 PLANTS		
BEAS			
1/2	500 x 6PKS		
3/4	500 x 6PKS		
5G11	800 x 6PKS		
12/13	220 x 6PKS		
	BULBS 1,000 HYACINTHS	300	00
	TULIPS 1,500	160	00
		460	00
	2220 x 6PKS @ 1.30	2886	00
	VAT @ 20 %		
	TOTAL		

PRINTPOINT

BED 12 16  
 RAISED AREA AT  
 REAR  
 800  
 720 PLANTS

BED 13 17  
 RAISED AREA AT  
 REAR  
 800  
 720 PLANTS



**QUOTE RECEIVED FOR THE PLANTING AND  
MAINTENANCE CONTRACT OF ST NICHOLAS GARDENS  
FOR 2025/2026**

**Purpose of the Report and Recommendation**

To inform Members of a quote received for the Planting and Maintenance Contract for 2025/2026 in St Nicholas Gardens and to consider whether to suspend Financial Regulations in order that the quote be accepted.

**1.0 INTRODUCTION**

- 1.1 Attached at Appendix 1 is a quote submitted by the Council's preferred Contractor for the Planting and Maintenance Contract for 2025/2026 in St Nicholas Gardens. The quote is for £10,550.00 + VAT,
- 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 suspension are as follows:
  - It is a value for money service;
  - The quality of the work is exemplary;



Risks:

- There is a risk that other Contractors could submit a cheaper quote, but this is a very small risk and cannot guarantee the quality of work.

**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.

WTC 29/08/2024  
Agenda Item 13  
Appendix 1



## WHITEHAVEN TOWN COUNCIL

### Quotes for Planting of summer and winter bedding plants and watering, weeding and maintenance of the flower beds shown edged red on the attached plan in St Nicholas Gardens, Whitehaven for the period 1st April 2025 to 31st March 2026

Whitehaven Town Council is seeking quotes for:

The preparation for planting and the planting of summer and winter plants and the maintenance thereof in the flower beds shown edged red on the attached plan in St Nicholas Gardens, Whitehaven from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 as more particularly described below.

The Town Council has already ordered the plants for summer planting in 2025 and the winter bedding planting in 2025 from its supplier and will be paying the supplier direct for these. Therefore the cost of flowers should not be included in this quote.

Quotes are sought for the following:

1. The removal of the winter bedding plants from the flower beds shown edged red on the attached plan in April/May 2025.

Day rate 3 man team £400..excluding  
Includes prep work weeding Vat.  
Removing vegetation approx x 3 days  
£1,200.00

2. The preparation of the flower beds for the summer plants to include fertiliser and top up soil (as the Contractor considers necessary) after the winter bedding plants have been removed.

Day rate 3 man team  
one day.

£.4.00.. } excluding  
£.9.50.. } vat

Estimate cost materials.

3. The planting of the summer plants in the flower beds in late May/early June 2025 when the Council's supplier confirms that the plants are ready and can be collected.

Approx 4 days charged  
w day rate

(£1600)

£.4.00. day  
rate

4. The collection of the summer plants from the Council's supplier (approx. 4 miles outside Whitehaven).

Included in 3

£.....

5. The watering in of the summer plants and keeping watered as necessary and to maintain the flower beds and keep them free from weeds/litter etc on a fortnightly basis.

Charged at day rate  
required approx.

£.2.0.00

6. The removal of the summer plants from the flower beds in September/October 2025.

2 days.

£.8.00.

7. The preparation of the flower beds for the winter bedding plants to include any fertiliser and/or top up soil to be applied (as considered necessary by the Contractor) after the summer plants have been removed.

Additional cost if  
needed for materials.

£.4.00.

Top soil fertilizer as  
required.

£.....

8. The planting of the winter bedding plants in the flower beds in October 2025 when the Council's supplier confirms they are ready and can be collected.

approx 4x

£1600.

9. The collection of the winter bedding plants from the Council's supplier (approximately 4 miles from Whitehaven).

Included in 8. £.....

10. The watering in of the winter bedding plants and keeping watered as necessary and the maintenance of the flower beds to keep them free from weeds/litter etc on a fortnightly basis.

Day rate as required £1.200  
3x visits £1200

11. To maintain and keep free from weeds/litter etc those flower beds which are planted with dwarf white rose bushes on a fortnightly basis. There is a circular bed nearby which is on the raised plinth area behind the Church building but a local group has asked to plant and maintain this so this should not be included in the quote.

Price included in 10.  
£.....

12. The Contractor will be required to provide their own vehicle and any equipment required. If this is not included in the above quotes please insert it here.

£400 approx

Total Quote figure

£10,550 plus vat.

Signed..... R. Bennett.....

Name of business J. R. Bennett.....

Address Brook House, Distington, CA14 54A.

Date 20/8/24.....

WTC 29/08/2024

Item 14

**PURCHASE OF FLAGS AND BURNER FOR 80<sup>th</sup> ANNIVERSARY OF VE DAY - 8<sup>th</sup> MAY 2025**

**Purpose of the Report**

To inform Members of the Official Flag and Gas Burners for VE Day 80th Anniversary on 8<sup>th</sup> May 2025 and to decide on whether or not the items be purchased.

**1.0 INTRODUCTION**

- 1.1 The 80<sup>th</sup> Anniversary of VE Day is on 8<sup>th</sup> May 2025. Bruno Peek the Official Pageantry Master has already posted details of this on the official website.
- 1.2 This includes the official VE Day Flag (shown at Appendix 1) and details of the new VE Day Gas Fuelled Burner (shown at Appendix 2)
- 1.3 The VE Day Flags are various sizes and last year for D Day we purchased 4 60" x 36" flags for St Nicholas Gardens. Each VE Day flag costs £37.33 for a 60" x 36" flag and for 4 would cost £149.32.
- 1.4 Last year the Council purchased a VE Day Gas fuelled beacon as a complete unit. This year's Gas Fuelled Beacon is in the shape of a V surrounded by a VE Day 80 burner. The cost for the complete unit is £594 plus VAT. However we don't need to purchase the complete unit again and can purchase just the burner at a cost of £349 plus VAT.

**2.0 RECOMMENDATION**

- 2.1 That the Council purchases 4 60" x 36" VE Day Flags at a cost of £149.32 plus VAT and
- 2.2 That the Council purchases the burner only at a cost of £349.00 plus VAT

Home



WTC 29/08/24  
ITEM 14  
APPENDIX 1

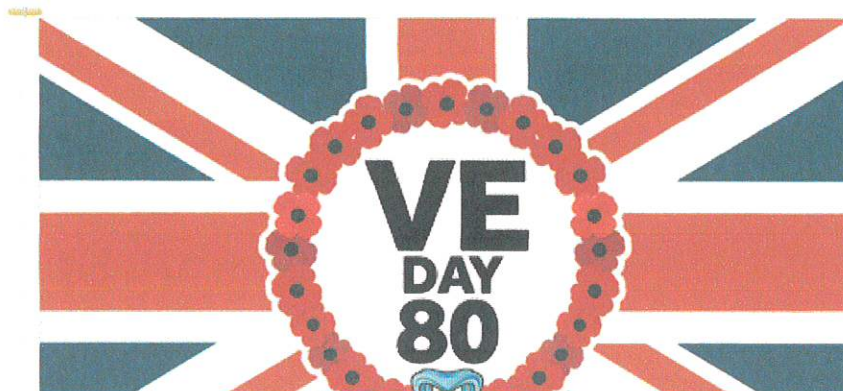
## VE Day Flag

(9.00am)

The Nation will again come together in joyous celebration at **9am** on **8th May**, by raising the unique VE Day 80 Flag, uniting the nation in remembering the sacrifices made by so many, many millions throughout WWII -lest we forget.

We encourage, all City, Borough, District, Community, Town and Parish as well as other organisations such as, Churches, individuals, Care Homes, Hospitals, Stately Homes, Forts, Castles, and Hotels etc, to take part in this simple act of celebration by raising the official VE Day 80 flag for this day of celebration.

Sizes				
Imperial - Inches		USE	Finishing	Unit Price £
Width	Depth			
18"	10.8"	To be displayed on a wall, window, or other clear flat surface. Attach clips to hemmed flag, use suction cups to secure on the flat display surface	Two Suctions cups and Clips	12.08
36"	21.6"	Best suited to freestanding flagpoles around 3-4m (10-13ft), wall mounted and roof mounted flagpoles of at least 1-3m in length, at a approximately 1st storey level	D rings top and bottom	£17.17
60"	36"	Best suited to freestanding flagpoles around 5-6m (15-20ft), wall mounted and roof mounted flagpoles of at least 2-3m in length, at a height of at least 4-6m (20-25ft)	D rings top and bottom	£37.33
90"	54"	Best suited to freestanding flagpoles 8m (25ft) and above, wall mounted and roof mounted flagpoles of at least 3m in length, at a height of at least 10m (30ft.)	Rope and toggle	£64.26
144"	72"	Best suited to freestanding flagpoles 12m (40ft) and above, roof mounted flagpoles of at least 6m in length, base approximately 12m (30ft.) from the ground.	Rope and toggle	£113.50





# VE Day 80 Gas-Fuelled Beacon

## Bullfinch Gas Equipment

We have made many different reliable beacons over the years and details can be seen on our website. The flames are very stable in winds and the structures are also wind stable.

This beacon's burner-head is in the shape of a V, surrounded by a VE Day 80 banner. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately.

2 x 19kg full cylinders of propane are recommended to give a full flame for a good three quarters of an hour. If you wish for less than this then one 19kg cylinder or 2 x 13kg cylinders should be sufficient. These should be full or nearly full. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent.

### The VE Day 80 Gas-Fuelled Beacon Package contains:

- Burner unit with VE Day 80 insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The beacon must be supervised by two competent people at all times when lit and a fire extinguisher must always be available.

### Ordering

The price of a gas-fuelled VE Day 80 Beacon is £549 plus VAT, including carriage to your door within the UK mainland

(Highlands and Islands excluded). There will be an extra charge for other areas.

You can alternatively purchase a Burner only at £349 plus VAT to fit the stands of previous Bullfinch Beacons.

To order your beacon please contact:

Tel: **0121 765 2000**

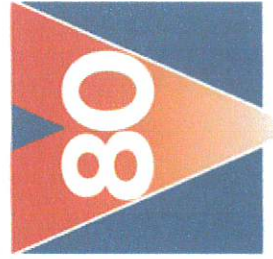
Email: [sales@bullfinch-gas.co.uk](mailto:sales@bullfinch-gas.co.uk)

More information on the web: [www.bullfinch-gas.co.uk](http://www.bullfinch-gas.co.uk)

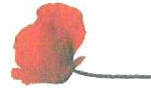
Bullfinch Gas Equipment, Kings Road, Tyseley, Birmingham, B11 2AJ.

Payment by cheque, BACS transfer, or Credit/Debit Card.

Please order by 31st March 2025 to guarantee delivery by 26th April. However please enquire after this date for availability.



**VE DAY**  
80<sup>TH</sup> ANNIVERSARY  
A SHARED MOMENT OF CELEBRATION  
**8 M A Y 2 0 2 5**



A SHARED MOMENT OF CELEBRATION



WTC 29108/24  
ITEM 14  
APPENDIX 1

**ST BEES TO MIREHOUSE CYCLE TRACK**

**Purpose of the Report**

To inform Members of a request to form a Sub-Committee with regards to the St Bees to Mirehouse Cycle Track to be comprised of the Councillors who would like to take part in this.

**1.0 INTRODUCTION**

- 1.1 At the last Council Meeting (Minute 2575/24 refers) Councillor E Taylor from St Bees Parish Council gave a short talk on the present position with regards to the St Bees to Mirehouse Cycle Track
- 1.2 Subsequent to this Councillor Taylor sent a Briefing Document which was sent to all Councillors and which is attached at Appendix 1
- 1.3 Councillor E Dinsdale has suggested that in view of this a Coast to Coast Sub-Committee be set up to include the names of all Councillors who would like to take part in this.
- 1.4 In the briefing document Councillors will see that St Bees Parish Council have been a partner in this project along with Sustrans and Copeland Borough Council since 1999 and that in 2015 the project was re-launched and St Bees Parish Council formed a partnership with Whitehaven Town Council to progress the project and Whitehaven Town Councillors did attend meetings



## **2.0 RECOMMENDATION**

- 2.1 It is recommended that as the cycle way is in the parishes of St Bees and Whitehaven that the Town Council forms a partnership with St Bees Parish Council to progress the project and
- 2.2 That Councillors be asked if they wish to attend Meetings of the Partnership and that this be approved and those Councillors attending be required to report back to the Council



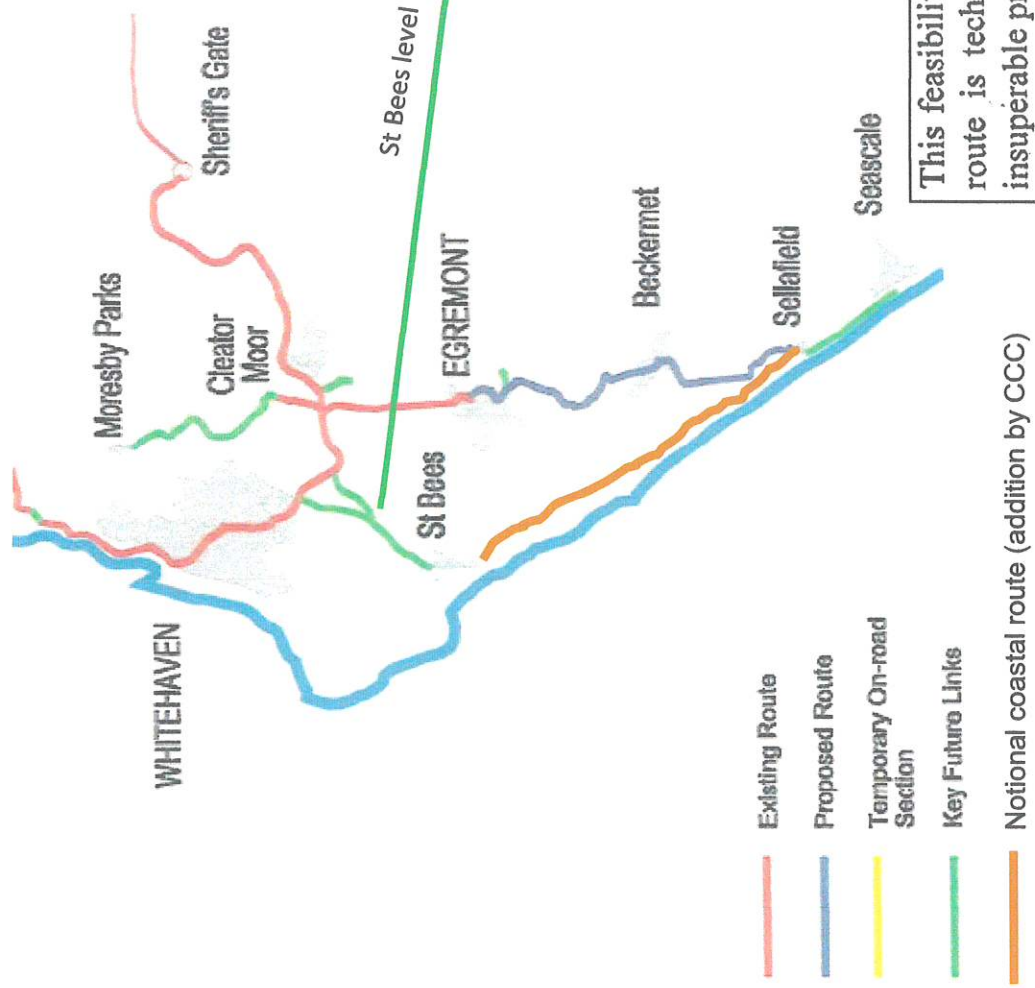
# **St Bees – Mirehouse Cycle Track “The Valley Link”**

## **Briefing document**

Rev 6 07.07.2020

# The original concept and study - 2000

Maps from the *Whitehaven – St Bees cycle track feasibility report* published in 2000; but not implemented.



This feasibility report indicates that a route from St Bees to the existing C2C cycle route is technically possible and that landownership should not prove to be an insuperable problem.

# Route map - 2000

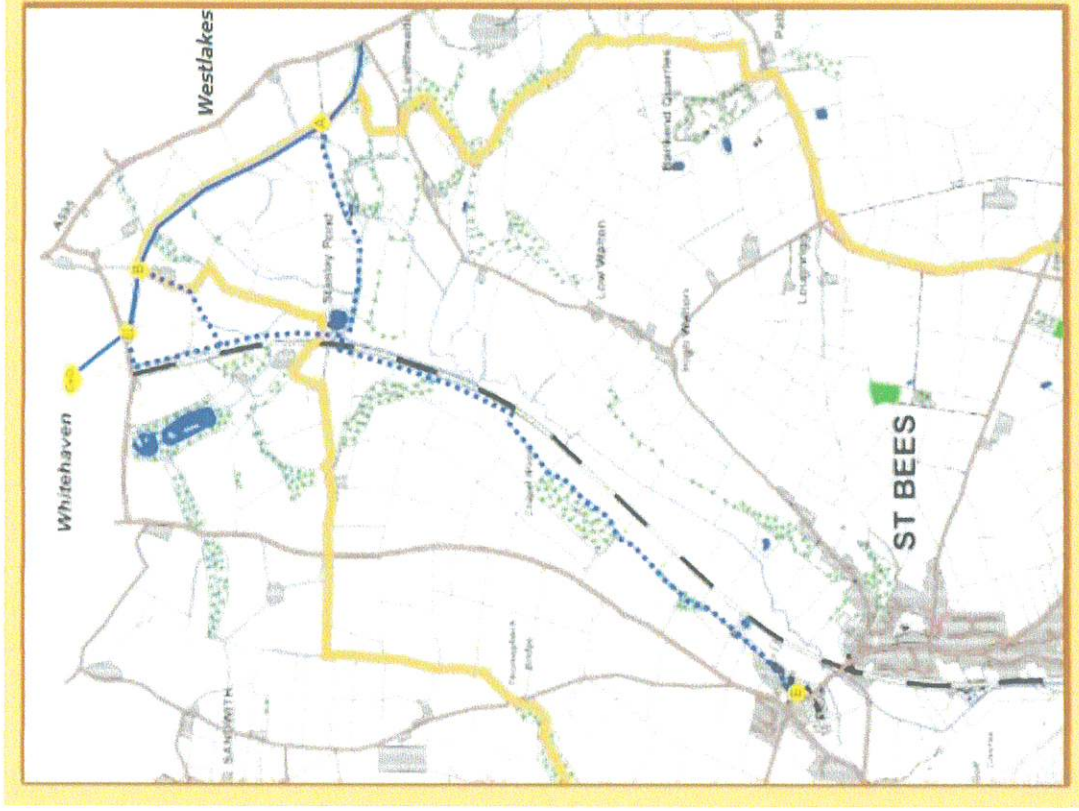
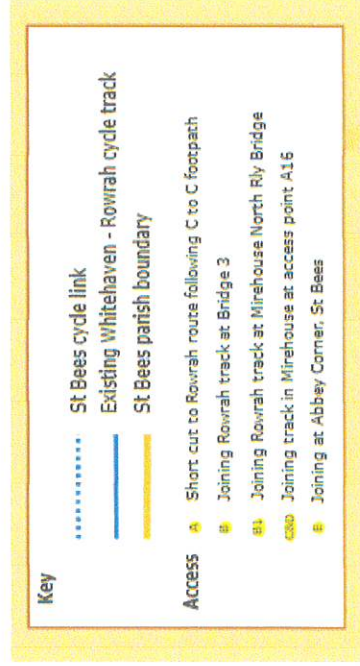


In 2016 St Bees Parish Council and Whitehaven Town Council contracted Sustrans to re-evaluate the 2000 plan.

The main options that are now being pursued are shown on the map

Preferred route South to North is:

1. Start from B5345, Abbey Corner, St Bees.
2. Proceed along Wood Lane, skirting Abbey Wood to Coast to Coast underbridge and proceed via green route to Mirehouse Road
3. Possibility of other direct feeders onto existing cycle route 71/72





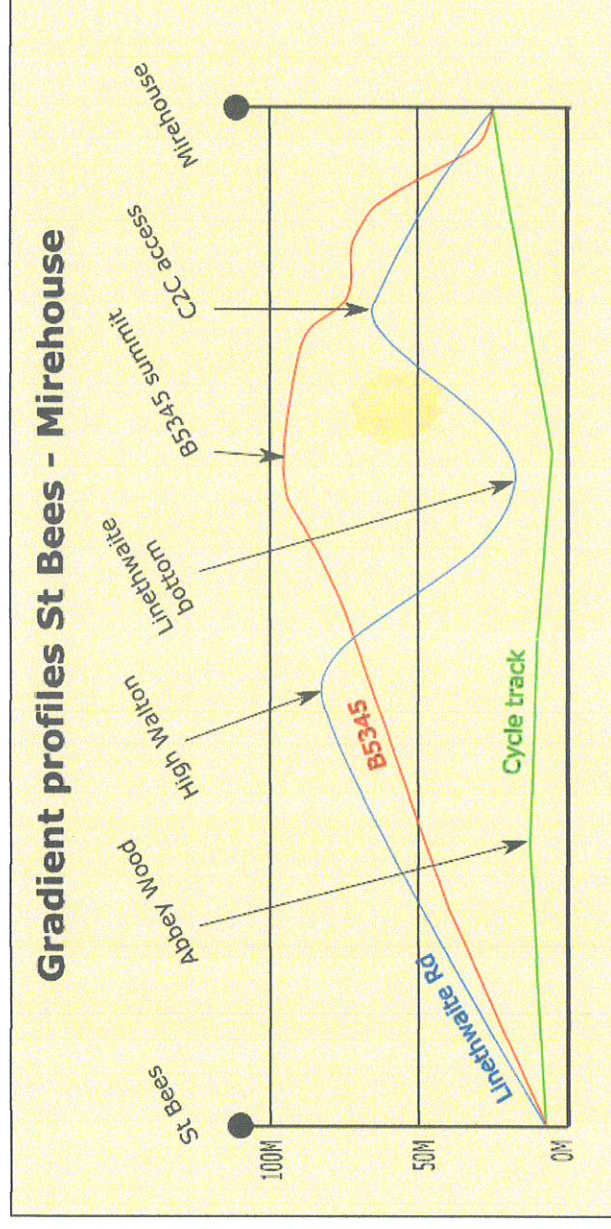
## Benefits

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- Provide both **cycling** and **walking** off-road route from Whitehaven and Egremont/Cleator Moor/Frizington areas to St Bees, accessing coastal green spaces and St Bees beach
- Route is family-friendly with easy grading and no road traffic.
- Remove need to use existing dangerous narrow roads with long uphill sections and dangerous traffic conditions; particularly the B5345.
- Provide a near-level sealed surface path suitable for motorised disabled scooter and wheelchair use
- Provide a vital missing piece in the coastal cycleway jigsaw by providing a north-south near-level link avoiding the ascent via Egremont.
- Suitable for:
  - Cycle commuter use into Whitehaven and West Lakes from the south, and longer term, low level commuter access to Sellafield
  - Leisure use cycling for families and enthusiasts
  - Leisure walkers
  - Disabled persons with mobility vehicles

# Coastal access - the roads problem

- St Bees lies in a deep glacial valley, and from Whitehaven the roads follow ancient lines along the ridges or sides of the St Bees valley
- Between Whitehaven and St Bees there are considerable hills to climb. The B5345 rises to 280 feet. The existing way to cycle route 71/72 via high Walton has a cumulative rise of 360 feet in two climbs. See gradient profiles.
- Walking - There is only a convoluted footpath through the valley over boggy ground. There is no bridleway.
- The railway took the obvious near-level route but the road routes have remained unchanged, and have become busier with denser and faster traffic. The proposed cycle track would follow the same levels as the railway.






# The local context – existing network

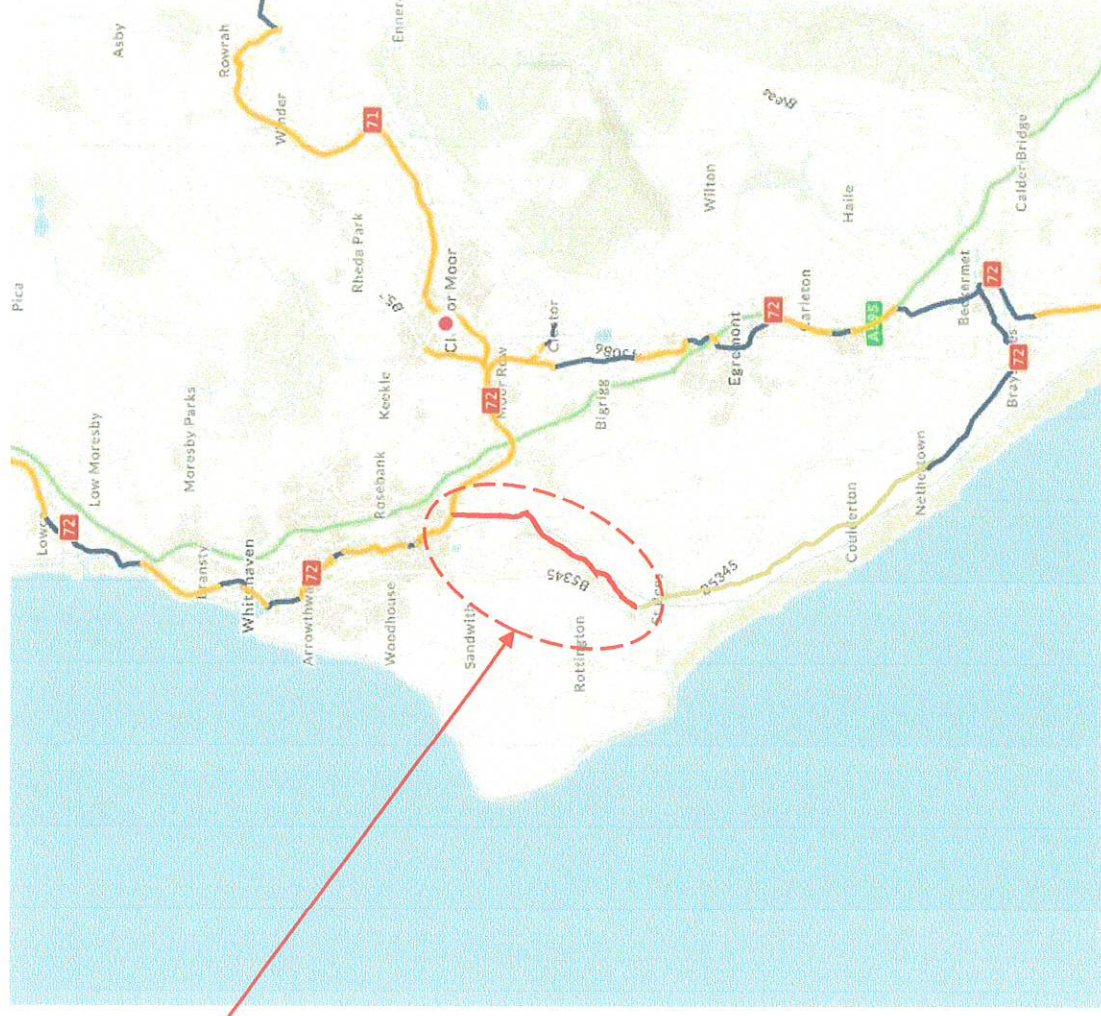


The St Bees-Mirehouse link would form a vital piece in an easy-graded true coastal route, away from the A595.

It would provide an easy-graded route from Egremont, Cleator Moor and Frizington areas to the coast.

It would open up the Heritage Coast and associated green spaces to over 45,000 people using safe green travel on off-road routes.

-  Existing off-road tracks
-  Mirehouse – St Bees link
-  Notional “true coastal” link, to Sellafield and south



# Project history

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1999 – Groundwork Trust produced a comprehensive feasibility report for Cumbria County Council/Copeland Borough Council. Stated that an off-road cycle route along the valley bottom was entirely feasible. May not have been implemented due to lack of funding.

2013-14 - St Bees Parish Council re-examines Groundwork's 2000 report

2015 – Project re-launched with a local public exhibition. Huge local support. Partnership formed with Whitehaven Town Council to progress project

2016 – Revalidation study by Sustrans, funded by St Bees and Whitehaven local councils. Looked at ecology, environment, land ownership, buried services, drainage and various route options. Still found to be feasible

2016 – Land management at head of valley complicated by Nugen proposals for a large residential facility and West Cumbria Mining (WCM) coal loading facility. Both a challenge and an opportunity. Nugen plans are eventually shelved.

2021 – WCM planning still being debated and decided – but resolution one way or the other expected within this year

2021-22 - hopes that the project can be helped by the government LCWIP spending initiative



## Whitehaven Town Council

**From:** Jamie Hetherington <Jamie@williamkingconstruction.co.uk>  
**Sent:** 20 August 2024 11:04  
**To:** Whitehaven Town Council  
**Subject:** RE: Update on Office Renovation

Hi Marlene

Since your last visit,

- The rear lean too kitchen extension has been demolished
- All downstairs ceilings have been removed (except in Vanessas old office)
- Wall between your office and small back room demolished
- Toilets/Sink have been stripped out (except the mens)
- Scaffold has gone up to the exterior of the building
- Roofers starting to strip existing covering on Monday
- Electricians are now on site doing their first fix electrics
- Meeting with plumbers today
- Currently working on the openings either side of the lift.

Hope this is okay.

Thanks  
Jamie

### Jamie Hetherington

Project and Commercial Support

E: [Jamie@williamkingconstruction.co.uk](mailto:Jamie@williamkingconstruction.co.uk)

T: 01946 448123



W I L L I A M K I N G C O N S T R U C T I O N . C O . U K



William King ConstructionLtd  
Phoenix House, Jacktrees Road, Cleator Moor, Cumbria, CA25 5BD  
Registered in England and Wales, Company No. 10417822

**From:** Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>  
**Sent:** Tuesday, August 20, 2024 10:47 AM

## Whitehaven Town Council

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**From:** Traffic Team West <TrafficTeam.West@cumberland.gov.uk>  
**Sent:** 21 August 2024 11:48  
**Subject:** WHITEHAVEN TRAFFIC REGULATION ORDER - STATUTORY CONSULTATION  
21.08.24 - 11.09.24  
**Attachments:** Whitehaven TRO - Schedules.pdf; Whitehaven TRO - Site Notice.pdf; Whitehaven  
TRO - Statement of Reasons.pdf; Whitehaven TRO - Articles.pdf

Good morning

Cumberland Council are proposing to make changes to the Whitehaven Traffic Regulation Order, and as part of that process we are carrying out a Statutory Consultation seeking the views of those affected by these proposed changes. This Statutory Consultation follows an informal Consultation which was carried out earlier this year, and as such, we have made amendments to the proposals based on feedback from that Consultation.

A summary of the proposed changes are as follows:

- 1) "No Waiting At Any Time" restrictions on part(s) of the following roads: -
  - i) Egremont Road and Winston Drive, **Hensingham**;
  - ii) Bedford Street, Brayton Terrace, Calder Avenue, Countess Road, Earl's Road, High Road, Irt Avenue, James Pit Road, Lonsdale Street, Monkway Brow, New Road, Park Drive, Red Lonning (Whitehaven Golf Club entrance), Rutland Avenue, South Row, Sneckyeat Grove, St George's Crescent, Strand Street (also removing some disc parking spaces), The Square and, Station Approach, Victoria Place **Whitehaven**; together with the removal of the "No Waiting At Any Time" restrictions on the part of the south west side of Front Corkickle;
- 2) "No Waiting between 8.00 am and 6.00 pm on a Monday to Friday inclusive" on parts of Mona Road, Whitehaven;
- 3) "No Waiting between 8 am and 9 am or between 3 pm and 4 pm on a Monday to Friday inclusive – Waiting Limited to 10 minutes in any one period" on part of Jericho Road, Whitehaven;
- 4) Extend/introduce "Disc Parking Places, Waiting Limited to 1 hour, Return prohibited within 1 hour, between 8.30 am and 6 pm on any day other than a Sunday (Permit Holders A Exempt) on Duke Street, James Pit Road, Lowther Street, Swingpump Lane (in place of the loading bay) and Strand Street (to replace loading bays), Whitehaven;
- 5) Extend the "Disc Parking Places, Waiting Limited to 1 hour, Return prohibited within 1 hour, between 7 am and 6pm on a Monday, Tuesday, Wednesday and Friday" on Market Place, Whitehaven;
- 6) Remove part of the "Disabled Persons' Parking Place, between 7 am and 6 pm on a Monday, Tuesday, Wednesday and Friday, Waiting Limited to 3 hours, no return within 3 hours" on Market Place, Whitehaven, (to make provision for more disc parking);

- 7) Remove the “Loading and Unloading Areas for Goods Vehicles between 8.30 am and 6 pm on any day other than a Sunday” on Duke Street (to make provision for disc parking), on Lowther Street (to make provision for an extended motor cycle bay) and on Lowther Street, Whitehaven, (to provide loading for business purposes only);
- 8) Introduce “Loading and Unloading areas for Business Purposes Only between 8.30 am and 6.00 pm on any day other than a Sunday” on Lowther Street (replaces loading for goods vehicles between 8.30 am and 6pm), and on Duke Street, Whitehaven (replaces Loading for goods vehicles between 7 am and 7 pm);
- 9) Remove “Loading and Unloading areas for Goods Vehicles, waiting limited to 30 minutes, between 8.30 am and 6 pm on any day other than a Sunday” on Strand Street, Whitehaven, (to be replaced with disc parking and a short length of double yellow lines);
- 10) Introduce “Loading and Unloading areas for Goods Vehicles, waiting limited to 30 minutes, between 8.30 am and 6 pm on any day other than a Sunday” on part of the south east side of Strand Street, Whitehaven;
- 11) Remove “Loading and Unloading Areas for Goods Vehicles between 7.00 am and 7.00 pm, Monday – Saturday inclusive” on Swingpump Lane (to provide disc parking) and on Duke Street, Whitehaven (to be replaced with loading for business purposes 8.30 am to 6.00 pm);
- 12) Extend the “No Waiting Except Motor Cycles” restriction on Lowther Street, Whitehaven;
- 13) Introduce a “Prohibition of Right Hand Turn” restriction on Duke Street, Whitehaven, to prohibit vehicles travelling north-westerly along Duke Street, from making a right turn into Scotch Street;
- 14) Introduce “No Stopping on School Entrance Markings (At times indicated on signs on site) on James Pit Road, Whitehaven;
- 15) Introduce “No Loading or Unloading At Any Time” restrictions on parts of Lowther Street, Whitehaven;

Full details of the proposed Order, together with plans showing the lengths of road concerned, and a statement of the Council's reasons for making the Order, may be viewed on the Council's website using the following link: -

<https://www.cumberland.gov.uk/parking-roads-and-transport/streets-roads-and-pavements/road-maintenance-closures-and-improvements/proposed-traffic-regulation-orders-tros>

If you wish to comment or make representations in relation to the proposals, you should reply to this email address **not later than 11 September 2024, marking your correspondence with WHTRO24 and the proposal/s you wish to comment on.**

We look forward to hearing from you.

Kind Regards



**Andrew Graham**

Traffic Management Officer | Traffic Management Team  
Highways Assets and Strategy | Highways and Transport  
Economy and Infrastructure Directorate | Cumberland Council  
Parkhouse Building | Kingmoor Business Park | Carlisle | CA6 4SJ

[www.cumberland.gov.uk](http://www.cumberland.gov.uk)



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