



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899773

Email: deputy townclerk@penrithtowncouncil.co.uk

DATE: 27 August 2018

Dear Councillor

You are hereby summoned to attend a meeting of the:

PLANNING COMMITTEE

to be held on:

Monday 3rd September 2018, 2.00 pm - 3.00 pm the Boardroom, Penrith
Town Council Offices, Unit 1, Church House, 19-24 Friargate, Penrith

Mrs V. Tunnadine

TOWN CLERK

(Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public)

When it is proposed to consider the following business:-

AGENDA FOR THE PLANNING COMMITTEE

Monday 3rd September 2018

2.00 PM – 3.00 PM

**the Boardroom, Penrith Town Council Offices, Unit 1, Church House,
19-24 Friargate, Penrith**

1. Apologies for Absence

To receive apologies from members.

2. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Planning Committee held on 2 July 2018 as a true record.

3. Declaration of Interests and Dispensations

To receive any declarations of interest by elected or co-opted Members of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting and to decide requests for dispensations. Members are reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered

Note: *If a Member requires 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 in advance of the meeting*

4. Public Participation

Members of the public who have requested in writing to speak prior to the meeting, are invited to speak on matters related to the agenda for up to three minutes.

5. Public Bodies (Admission to Meetings) Act 1960 – Excluded Item

To consider whether any agenda items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

6. Record of Decision Taken Pursuant to Delegated Powers

The Housing Department of Eden District Council awarded Penrith Town Council a grant to undertake a Housing Needs Survey, which they carried out on our behalf.

Members are requested to note:

1. the Housing Needs Survey; and
2. that delegated authority was given to the Town Clerk to advise the Housing Officer at Eden District Council could share and use the results of the Housing Needs Survey as part of the development of Eden District Council's Masterplan with the caveat that this consent is included within the Masterplan documentation.

7. Delegation of Authority

To consider approving delegated authority to the Chairman and Vice-Chairman of the Planning Committee and the Deputy Town Clerk to expedite matters related to the delivery of the Neighbourhood Plan.

8. Planning Applications

a) Delegated Responses – To Note

Planning application number: 18/0519
Site address: UNITED REFORMED CHURCH LOWTHER STREET PENRITH CA11 7UW
Description: Fell Fir tree due to position near building; Penrith New Streets Conservation Area.

Response: No objections however confirmation should be obtained that this isn't a bat roost. Works to be carried out after bird breeding season and late Autumn/Winter if bats are present. Advice provided by DEFRA 'Under Section 1 of the Wildlife and Countryside Act 1981 (as amended), wild birds are protected from being killed, injured or captured, while their nests and eggs are protected from being damaged, destroyed or taken. In terms of tree felling the main mitigation route to reduce the likelihood of harm to breeding birds is to undertake clearance or destruction of any vegetation or structure which may be used as a breeding site outside the bird breeding season when breeding birds are unlikely to be present (based upon habitat features) or where survey work has confirmed their absence. The bird breeding season will be dependent upon weather conditions and will vary from year to year, but in general is the period between early March and late August.

Planning application number: 18/0512
Site address: THE GREEN CARLETON AVENUE PENRITH CA10 2BA
Description: Variation of condition 2 (Plans Compliance) to include alternative construction set up as per application 17/0691.

Response: No objections

Planning application number: 18/0532
Site address: FELLSIDE NICHOLSON LANE PENRITH CA11 7UL
Description: Fell 2 small trees in boundary with Briar Cottage and 1 small Elm in hedge boundary with Applegarth; Penrith New Streets Conservation Area.

Response: No objections, Works to be carried out after bird breeding season as per advise from DEFRA

Planning application number: 18/0544
Site address: PLOT B EDEN BUSINESS PARK COWPER ROAD PENRITH CA11 9FB
Description: Proposed vehicle preparation centre.

Response: In terms of a planning application there seem to be no material planning grounds on which to object to the application HOWEVER this is an application for a non-food related business on a site EDC have designated through a Local Development Order as part of the Food Enterprise Zone so it is unclear how this sits with EDCs plans.

Planning Application Number: 18/0556
Site Address: WEST VIEW TRAINING CENTRE A6 NORTH OF PENNYHILL PARK PENRITH
Description: Variation of condition 3 (five year permission) to extend permission for a further five years attached to approval 08/0745.

Response: No objection – training centre has been running without problem for 5 years already, no material planning grounds on which to object

Planning application number: 18/0563
Site address: 1 SALKELD ROAD PENRITH CA11 8QL
Description: Construction of new dwelling.

Response: No objection a previous application submitted in 2015 for the same footprint and position was approved.

Planning application number: 18/0455
Site address: MCDONALDS RESTAURANT LTD ULLSWATER ROAD PENRITH CA11 7JH
Description: Installation of an ANPR and CCTV camera on the restaurant roof, and one CCTV camera on an existing post.

Response: No objection

Planning application number: 18/0566
Site address: LAND ADJACENT TO SALKELD ROAD FAIRHILL PENRITH
Description: Advertisement consent for 2no flag poles and flags, 2no pole signs, 2no v-boards and lettering on show home.

Response: No objection but would like permission to be time limited.

Planning application number: 18/0568
Site address: 40 PATEGILL COURT PENRITH CA11 8LG
Description: Replace garage with single storey extension

Response: No objection but would ask that a condition be applied stating that the construction should be of brick matching the existing dwelling

Planning application number: 18/0485
Site address: ARMSTRONG AND FLEMING ROPER STREET
PENRITH CA11 8HT
Description: Discharge of condition 4 (archaeological works) attached to approval 17/0771.

Response: It is assumed that the County Archaeologist or his/her representative will be on site when works commence and that there is a strategy if something of note is found - No objection

Planning Application Number: 18/0608
Site Address: SHEARMAN HOUSE BENSON ROW PENRITH
CA11 7YW
Description: Tree 1: Removal of right trunk (as viewed from house) pressing on shed roof; Crown thinning of left trunk (30%); Tree 2 Eucalyptus: Height reduction by 30% and reshaping to avoid telephone wire; Penrith Conservation Area.

Response: No objection – prefer works to be carried out after bird breeding season as per advice provided by DEFRA 'Under Section 1 of the Wildlife and Countryside Act 1981 (as amended), wild birds are protected from being killed, injured or captured, while their nests and eggs are protected from being damaged, destroyed or taken. In terms of tree felling the main mitigation route to reduce the likelihood of harm to breeding birds is to undertake clearance or destruction of any vegetation or structure which may be used as a breeding site outside the bird breeding season when breeding birds are unlikely to be present (based upon habitat features) or where survey work has confirmed their absence. The bird breeding season will be dependent upon weather conditions and will vary from year to year, but in general is the period between early March and late August.

Planning Application Number: 18/0578
Site Address: CARLETON HILL FARM PENRITH CA11
8TZ
Description: Agricultural building.

Response: No Objection (subject to representations by neighbours) but suggest the application be conditioned to utilising a coloured finish (e.g. green).

Planning Application Number: 18/0584
Site Address: 8 SAND CROFT PENRITH CA11 8BB
Description: Proposed extension to rear and side of dwelling

Response: No Objection

Planning application number: 18/0602
Site address: 113 GRAHAM STREET PENRITH CA11 9LE
Description: Beech tree: 1) Prune back the crown by between 3-4m on south / south-east side (overhanging road) concentrating on branches exposed by loss of recent large stem; 2) Crown raise over road to a height of 5m; 3) Remove any dead / damaged branches, including any with defects which possess a high potential for failure; All pruning work as shown on photographs provided; Reason: Reduce risk to people and property; Tree Preservation Order No 119, 2004, 113 Graham Street, Penrith.

Response: No objection – Works to be carried out after bird breeding season as per advice provided by DEFRA

Planning Application Number: 18/0604
Site Address: GRASS AREA IN FRONT OF 18 THE PARKLANDS PENRITH CA11 8TF
Description: T7 Oak: Remove and replace; Tree is showing signs of significant decline including large limb failure, Inonotus Dryaedus, Laetiporus and large historical pruning wounds which may be harbouring large amounts of decay; Reason: Condition of tree; Proximity to road and house is a cause for concern should the tree fail; Tree Preservation Order No 123, 2005, The Parklands, Penrith.

Response: No objection – subject to the advice of the Trees Officer and confirmation of what will be planted to replace the felled tree. Since this is an old established oak it is highly likely to be a bat roost as well as a bird nesting site. The tree should be surveyed for bats and any felling operations should be conducted between 1st November and 28th February (provided bats are not hibernating in the tree). Works to be carried out after bird breeding season as per advice provided by DEFRA

Planning application number: 18/0613
Site address: 62 Arthur Street Penrith CA11 7TU
Description: Fell Holly tree overhanging neighbour's garden; Penrith New Streets Conservation Area.

Response: No objection – works to be carried out after bird breeding season as per advice provided by DEFRA or if needed before carry out survey to confirm absence

b) Planning Applications for Consideration

To consider the following applications for which information can be found on the Eden District Council Website <http://eforms.eden.gov.uk/fastweb/search.asp> by inserting the appropriate planning reference number.

Planning application number:	18/0628
Site address:	THACKA HOUSE MILTON STREET PENRITH CA11 9HY
Description:	Listed building consent for proposed annex for ancillary use.

Planning application number:	18/0627
Site address:	THACKA HOUSE MILTON STREET PENRITH CA11 9HY
Description:	Proposed annex for ancillary use.

Planning application number:	18/0642
Site address:	PENRITH RAILWAY STATION ULLSWATER ROAD PENRITH CA11 7JQ
Description:	Listed building consent for installation of audio announcement equipment in the waiting rooms of platform 1 and 2.

Planning application number:	18/0653
Site address:	MAYBURGH VIEW SKIRSGILL LANE PENRITH CA10 2BQ
Description:	Removal of condition 3 (occupancy restriction) attached to approval 89/0185.

9. Request for a Pedestrian Crossing

A Member of the public has written to ask Penrith Town Council to support a request for a pedestrian crossing to the island in Stricklandgate / Duke Street on the one way system on the side of the Royal Pub. The Island contains a pub, shops, members club and is home to quite a few people whose average age is high.

Members are asked to consider this request.

10. Regulation 14 Pre-Submission Consultation

To consider the attached report regarding the next phase of consultation and the associated costings.

This report is considered exempt under Section 100A(4) of the Local Government Act 1972. Members of the public (including the press) should be excluded from the meeting during discussion of the of items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 to Schedule 12A of the Act, information regarding present employees.

11. Next Meeting

To note that the next Planning Committee Meeting will be held 1 October 2018 2.00pm – 3.00pm, in the Boardroom, Penrith Town Council Offices, Church House, 19-24 Friargate, Penrith

For the attention of the Planning Committee

Councillor S Jackson	Chairman
Councillor P Baker	Vice-Chairman
Councillor G Bowen	
Councillor R Kenyon	

Councillor R Burgin – Standing Deputy

For information to all other Councillors

Councillor J Briggs
Councillor M Clark
Councillor P Donald
Councillor S Connelly
Councillor D Lawson
Councillor J Monk
Councillor D Whipp



PENRITH TOWN COUNCIL

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria CA11 7XR
Penrith, Cumbria, CA11 7XR

Tel: 01768 899773 **Email: deputytownclerk@penrithtowncouncil.co.uk**

Minutes of the meeting of the:

PLANNING COMMITTEE

Held on: Monday 2 July 2018, Unit 1, Church House, 19-24 Friargate, Penrith.

PRESENT:

Cllr Baker
Cllr Burgin – Standing Deputy
Cllr Kenyon

Deputy Town Clerk

MINUTES FOR THE PLANNING COMMITTEE

2 July 2018

2.00PM –2.50PM Unit 1, Church House, 19-24 Friargate, Penrith

PL/18/12 Apologies for Absence

Members received apologies from Councillors Bowen and Jackson. The reasons for apologies were noted.

In the absence of the Chairman, the Vice Chairman, Councillor Baker, chaired the meeting.

PL/18/13 Minutes of Previous Meeting

RESOLVED that the minutes of the meetings held on:

1. 14 May 2018; and
2. 4 June 2018

be approved as a true and accurate record.

PL/18/14 Declarations of Interest and Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

There were no declarations of interest made at the meeting.

PL/18/15 Public Participation

No members of the public had requested in writing to speak prior to the meeting.

PL/18/16 Public Bodies (Admissions to Meetings) Act 1960 – Excluded Items

RESOLVED that there were no agenda items to be considered without the presence of the press and public, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 Section 2

PL/18/17 Planning Applications

a) Delegated Responses

Member noted the planning responses submitted under delegated powers by the Town Clerk between the scheduled meetings of the Committee.

Planning application number: 18/0345
Site address: 16 MONNINGTON WAY PENRITH CA11 8QJ
Description: Addition of ramp to front elevation.

Proposed Response – No Objection

Planning Application Number: 18/0415
Site Address: BEACON VIEW NEWTON ROAD PENRITH CA11 9EE
Description: Replacement garage.

Proposed Response As this is a residential area, concern is expressed about how the metal 'tile effect' roof will fit in with the bungalow and other properties in the area. It would be preferable for the roof tiles/slates matched the bungalow. Would also request conditions for the safe controlled disposal of asbestos.

Planning Application Number: 18/0418
Site Address: FORMER GARAGE SITE WILLIAM STREET PENRITH
Description: Proposed demolition of former garage site.

Proposed Response: No objection subject to boundary walls respecting the local vernacular. Sandstone walling is a prominent feature of the conservation area. Eden Housing should be requested to respect the location by providing sandstone boundary walls either by retaining elements of the existing structure or rebuilding.

Planning Application Number: 18/0394
Site Address: FELLSIDE NICHOLSON LANE PENRITH CA11 7UL
Description: T1 (Sycamore) and T2, T3 (Limes): Crown raise to 4m above ground level; Removal of basal and stem shoots from Lime trees to 4m height on an annual cycle; Prune branch from Sycamore (T1) where it overhangs adjacent building; Tree Preservation Order No 175, 2016, Fellside, Nicholson Lane, Penrith.

Proposed Response No objection to removal of limb (T1) however advice of Tree Officer on the desirability of reducing the height of the limes (T2 & T3) should be sought. Limes are a valuable specimen tree so there is reluctance to allow annual pollarding on T2 and T3 particularly as there has been a breach of a TPO on another tree. Any work to be undertaken outside of the bird breeding season.

Planning application number: 18/0451
Site address: CHADWELL HOUSE NICHOLSON LANE PENRITH CA11 7UL
Description: A) Remove branch from Lime tree; B) Remove tree overhanging neighbour's roof; C) Remove Holly beside workshop; Penrith New Streets Conservation Area

Proposed Response No objection provided works are undertaken outside of the bird breeding season

Planning application number: 18/0469
Site address: BURLISH BEACON EDGE PENRITH CA11 7PE
Description: Fell one Cherry tree to improve access to existing drive/parking area; Penrith New Streets Conservation Area.

Proposed Response No objection provided works are undertaken outside of the bird breeding season

Planning application number: 18/0397
Site address: 19 - 24 CHURCH HOUSE FRIARGATE PENRITH CA11 7XR
Description: Change of use from offices to dance school.

Proposed Response: PTC, as neighbour to the proposal (approximately 20 feet away across communal space) is concerned about noise impact and would ask that the applicant be requested to include sound proofing measures and an additional internal sound proofed lobby space to separate it from the common areas and reduce any possible impact of noise.

Planning Application Number: 18/0437
Site Address: PENRITH PRE-SCHOOL NURSERY THE OLD SCHOOL MEETING HOUSE LANE PENRITH CA11 7TR
Description: Listed building consent for replacement radiators and associated work.

Proposed Response: No Objection, alterations are all internal to make the building fit for purpose

b) Planning Applications for Consideration

Members considered the following items which had been received and which required a committee decision due to the nature of the applications Further information could be found on the Eden District Council Website <http://eforms.eden.gov.uk/fastweb/search.asp> by inserting the appropriate planning reference number.

RESOLVED that Planning Applications 18/0468 and 18/067 be discussed together but be considered separately.

Planning application number: 18/0469
Site address: BURLISH BEACON EDGE PENRITH CA11 7PE
Description: Fell one Cherry tree to improve access to existing drive/parking area; Penrith New Streets Conservation Area.

Response: No objection but would like applicants to be strongly advised not to fell until after the bird breeding season

Planning application number: 18/0493
Site address: ST CATHERINES RC SCHOOL DROVERS LANE PENRITH CA11 9EL
Description: Trees 2, 3, 4, 5, 7, 9, 10 (Silver Birch): Remove trees; Trees 1, 6, 8 (Silver Birch): Crown raise to between 3.5-4m above ground level; Penrith Conservation Area.

Response: No objection but would like applicants to be strongly advised not to fell until after the bird breeding season and preferably in October half term

Planning application number: 18/0447
Site address: 74 RAISELANDS CROFT PENRITH CA11 9JL
Description: Two storey side extension.

Response: No Objection

Planning application number: 18/0465
Site address: HUNTER HALL SCHOOL CARLETON PENRITH CA11 8UA
Description: Replacement classroom teaching facility.

Response: No Objection

Planning application number: 18/0475
Site address: HAMARA GHAR THACKA LANE PENRITH CA11 9HX
Description: Extension and alterations to dwelling.

Response: No Objection

Planning application number: 18/0481
Site address: 19 RIMINGTON WAY PENRITH CA11 8TG
Description: Extension and alterations to existing detached dwelling.

Response: No Objection to the extension, applicants to be requested that the tree to be removed be removed outside of the bird breeding season.

Planning application number: 18/0468
Site address: 3 QUEEN STREET PENRITH CA11 7XD
Description: Listed Building consent to enable change of use to 5no apartments, including internal alterations and replacement windows.

Response: No Objection to bringing an empty listed building back into use.

Planning application number: 18/0467
Site address: 3 QUEEN STREET PENRITH CA11 7XD
Description: Change of use of pub to 5no apartments

Response: Concern is expressed about the lack of parking as there could potentially be up to 10 vehicles linked to the property. Would like to request that the applicant includes the provision of parking for residents. Would also ask that the applicant replaces the windows with good quality sash wooden windows (not UPVC) in keeping with the period and architecture.

Cllr Kenyon declared a registerable interest in the following application as he knew of the applicants however this would have no bearing on his decision.

Planning application number: 18/0511
Site address: 28 WORDSWORTH STREET PENRITH CA11 7QY
Description: Single storey rear extension.

Response: No Objection

PL/18/18 Neighbourhood Plan Progress

Councillor Baker reported that the draft Neighbourhood Plan had been published for informal consultation. The sections have been split on the website for ease of reference and to allow people to just look at the sections that interest them.

Full reference copies have been placed in the library and the office reception together with printouts of the objectives and policies and the questionnaire. The questionnaire is also available on Survey Monkey

The questionnaire has been publicised on Twitter, Facebook and the Website and the press have been provided with a copy and been asked to provide details of where it could be found.

PL/18/19 Next Meeting

Members noted that the next Planning Committee Meeting would be held on Monday 3 September 2018 2.00pm – 3.00pm, in the Boardroom, Penrith Town Council Offices, Church House, 19-24 Friargate, Penrith

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Chairman

**RECORD OF DECISION TAKEN PURSUANT
TO DELEGATED POWERS
AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL
GOVERNMENT BODIES REGULATIONS 2014**

1.	Date of decision	24 August 2018
2.	Name of officer making decision	V. Tunnadine
3.	Details of decision	Agreement and consent for EDC Housing Officer to share and use the results of the Housing Needs Survey commissioned on behalf of Penrith Town Council as part of the development of Eden District Council's Masterplan with the caveat that this consent is included in the Masterplan documentation.
4.	Scheme of Delegation reference¹	Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee.
5.	Consultation undertaken (state dates)²	24 August 2018 with Councillors Jackson and Baker
6.	Matters considered³	PTC's Standing Orders, Scheme of Delegation and reputation management.
7.	Alternative options considered and rejected	Delaying making the decision to provide permission until 3 September 2018 when a meeting of the Council's Planning Committee takes place. The request from EDC was received on 30 July 2018.
8.	Reason for decision⁴	Importance of effective partnership working and a desire to cooperate with a partner organisation.

¹ Paragraph of the Council's Scheme of Delegation delegating decision to Clerk or other officer

² Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

³ Where relevant you should include reference to matters the law requires the decision maker to have regard to.

⁴ Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

NOTE: copy to meeting & finance if there is a cost to the Council



Penrith Town Council

PLANNING COMMITTEE 3 SEPTEMBER 2018

DELEGATION OF AUTHORITY

AUTHOR:

Town Clerk

Deputy Town Clerk

To consider delegation of Authority to the Chairman and Vice Chairman of the Planning Committee and the Deputy Town Clerk to expedite matters relating to the Neighbourhood Plan where necessary.

RECOMMENDATIONS

That the draft template for delegation of decisions be approved.

1. LAW: LINK TO COUNCIL FUNCTIONS

Unless there is a specific delegation, an individual officer or Councillor cannot make a decision. All decisions need to be approved by the appropriate Committee.

2. BACKGROUND

- 2.1 The process of producing a Neighbourhood Plan for Penrith is nearing its conclusion. In order to expedite matters where time is tight, it is felt that delegation authority for certain functions to the Chairman and Vice Chairman of the Planning Committee, which is the decision making body for the Neighbourhood Plan would be beneficial.
- 2.2 A draft template for delegated decisions is attached. Section 3 of the delegation is not exhaustive and other delegations may need to be considered by this committee.

3. FINANCE IMPLICATIONS

There are no financial implications relating to this report.

4. RISK ASSESSMENT

Risk	Consequence	Controls Required
The Neighbourhood Plan is not produced in a timely manner	Reputational risk to the Town Council	Delegation of authority will assist in the timely delivery of the Plan.

5. APPENDICES ATTACHED TO THIS REPORT

Draft Delegation of Authority Notice.

6. OFFICER CONTACT DETAILS

Job Title Name: V Tunnadine, Town Clerk, Rosalyn Richardson, Deputy Town Clerk

Tel: 01768 899773

Email: deputytownclerk@penrithtowncouncil.co.uk



Penrith Town Council

PLANNING COMMITTEE 3 SEPTEMBER 2018

Regulation 14 Pre Submission Consultation

AUTHOR:

**Rosalyn Richardson
Deputy Town Clerk**

ITEM NUMBER:

1. PURPOSE OF REPORT

Members are requested to consider the draft communication strategy for the Regulation 14 Pre Submission Consultation for the Neighbourhood Plan and agree the format for the consultation.

2. RECOMMENDATIONS

1. That the draft communication strategy for this part of the consultation process be agreed.
2. Members are asked to consider the options outlined in Paragraphs 3.5 and 3.6 and resolve how they wish to proceed.
3. Delegated authority be given to the Chairman, Vice Chairman and appropriate officers to agree the final details once the outcome of the grant application is known.
4. The Deputy Town Clerk continue to negotiate suitable venues within town to hold drop in sessions and liaise with printing and distribution companies regarding production of the consultation document.

3. BACKGROUND

- 3.1 A draft communication strategy for this part of the process is attached.
- 3.2 An informal consultation has just been undertaken on the draft Neighbourhood Plan in order to ascertain whether the issues raised by the public during the initial consultation had been covered, either in the policies or in the supporting actions. The feedback from the consultation has been reported previously on this agenda and will be considered by the Neighbourhood Plan Group at their next meeting together with advice provided by the Planning Consultant employed by the Town Council;
- 3.3 Once the draft Neighbourhood Plan has been amended as appropriate, the

Town Council must undertake the formal Regulation 14 Pre-Submission Consultation prior to handing the Neighbourhood Plan to Eden District Council. This consultation is complicated due to Eden District Council's Masterplan which has been leaked to the press but which has not yet been formally consulted upon. It is expected that this consultation may commence during the consultation on the Neighbourhood Plan.

- 3.4 It has always been recognised that this consultation would need to be robust and would be costly. An appropriate budget of E 17,000 was agreed at Planning Committee on 4 June 2018 which Council subsequently agreed on 25 June.
- 3.5 An expression of interest has been submitted to Locality for a grant to assist the consultation process and notification has been received that we can proceed with that process. An application has therefore been submitted for the full grant to assist this process.
- 3.6 It is essential to reach as many people as possible. The following is proposed :
- Once the draft neighbourhood Plan has been agreed by the group, a summary document be produced briefly explaining how the Masterplan and Neighbourhood Plan differ, why there are policies and supporting actions and outlining what they are;
 - Drop in sessions be held on different days during the consultation period and in different locations to allow as many as possible to attend - contact has been made to try to negotiate use of an empty unit within the town centre for at least one of these sessions;
 - The Chairman / Vice Chairman / Officers attend meetings of Community Organisations if possible to promote the consultation and encourage response;
 - The summary document and questionnaire be sent to the surrounding parishes and statutory consultees as required;
 - The complete Neighbourhood Plan document, summary document and questionnaire be available for the public on the Town Council's Website, social media pages, Survey Monkey as well as in the Town Council Offices, Library and other venues as agreed;
 - There will be regular press releases to encourage people to get involved
- 3.7 The summary document and questionnaire be posted to 70% of households within Penrith (see Appendix for costs) with numerous copies given to the two BIDs within Penrith and the Chamber of Trade for distribution to their Members.

The cost is based on postage of E 1.40 per document. An accurate cost cannot be given until the summary document has been agreed. It may be that to stay within budget a reduction of households to be posted to will be necessary.

- 3.7 It is understood that there has been an offer of help to hand deliver documentation. Given the timescale that we will be working to, the number of households to deliver to (just over 15,000) and the knowledge that this is very time consuming and onerous, it is suggested that the budget set

aside to carry out this consultation be used as detailed in 3.6 above and the offer of help acknowledged.

4. LAW: LINK TO COUNCIL FUNCTIONS

SUBJECT

Neighbourhood
Development Plan

LEGISLATION

Localism Act 2011

5. LINKS TO COUNCIL PRIORITIES

Production of a Neighbourhood Plan links to the Council Priorities of Health and Wellbeing, Economic Development and Growth.

6. FINANCE IMPLICATIONS

Penrith Town Council has already agreed a budget for the Neighbourhood Plan in the knowledge that this consultation would be costly. Should the grant applied for not be successful then the percentage of questionnaires posted out will need to be re-examined.

7. RISK ASSESSMENT

Risk	Consequence	Controls Required
Confusion between the Neighbourhood Plan and EDCs Masterplan	Residents and businesses do not understand or accept the Neighbourhood Plan	Clear open and transparent communication using various methods
Summary document is not seen by enough people or isn't easily accessible	Poor response from residents	Documentation needs to get out to as many people as possible as quickly as possible

8. APPENDICES ATTACHED TO THIS REPORT

Postage costs broken down by percentage per ward.

9. BACKGROUND PAPERS

None

10. OFFICER CONTACT DETAILS

Job Title Name: Rosalyn Richardson, Deputy Town Clerk

Tel: 01768 899773

Email: deputytownclerk@penrithtowncouncil.co.uk

Communications Strategy

1. The overall objective of the Neighbourhood Plan (NP):

- To allow people in Penrith to have a say in the development of the town.
- The Neighbourhood Plan (NP) should be a process, with inclusivity at the heart of a democratic process of decision making.
- Achieve community consultation, where it has not been achieved before.
- Make sure people don't 'fall through the net' in neighbourhood plan (NP) consultations; i.e. ensure the inclusion of all sections of the community.
- Build a groundswell of support going in to the final referendum.

2. Principles

- We need to go out to people, not expect them to come to central meetings
- Use local people with expertise and enthusiasm on the steering group and for consultation, as a principle before hiring outside advisors
- Face to face conversation is the most effective method of communication
- Maintain an online presence, to save on resources
- Use social media (Facebook, Twitter) to reach out to people
- Members of NP steering group should inform and advise on the NP process and encourage people to get involved in any consultation.

3. Message: **OUR** Town

OUR Future

Neighb**OUR**hood Plan

Make it **YOUR** Plan

- The NP is different to past plans because it will have the force of statutory law
- All future planning applications will have to comply with NP policies
- The NP can also be prescriptive, i.e. what do we want for Penrith
- If we think it's too late, remember 'the horse could bolt a lot further' without a NP

4. Audience

We have to cover the full Parish area including the rural north of the parish. There will be those who are used to being involved in consultations and who will engage easily. This is a minority.

In order to ensure that no one 'falls through the net' we need to pay particular attention to reaching:

All social groups

- All ethnic groups
- All age groups
- Disabled people
- Home owners and rental tenants
- Businesses
- Education providers

5. Methods (and how we will achieve them)

Consultation Events

- Drop in sessions within Penrith on different days (making contact to discuss use of an empty property in the centre)
- Events will include light refreshments
- There will be displays, leaflets and staff and Councillors available to talk to
- To attend organisation meetings and events to raise awareness of the NP and carry out consultation
 - CCC Local Area Committee
 - Pategill Residents Association
 - Scaws Residents Association
 - Penrith WI
 - Penrith and District Allotment Association
 - Penrith Lions
 - Rotary
 - Park Run
- To attend local events, if possible, to raise awareness of the NP and carry out consultation

Distribution of Questionnaire

- Postal to all houses / businesses or to a %age in every ward

Distribution of leaflets and posters to:

Penrith Library
Parish Council Notice Board
Churches Notice Boards
Various Businesses in Parish who would be willing to take them
Penrith Hospital
Doctors Surgeries

Website

Regularly updated with:

- Meeting minutes
- Events Calendar
- News
- Appropriate Information

Local Media

- Regular press releases, with a specific angle
- Coverage of main consultation events
- Advertising consultation events and referendum
- Media coverage of main consultation events: BBC Radio Cumbria, Eden FM, Border TV, Cumbria Today etc
- Local Newspapers e.g. Evening News and Star, Cumberland News, Cumberland and Westmorland Herald, Cumbria Local

6. Resources

- Comprehensive list of community organisations and contact details.
- List of annual local events at which the NP can be publicised or consultations run
- Dedicated support from NP Steering Group Members