



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

DATE: 20th January 2020

You are summoned to attend a meeting of the

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

to be held on **Monday 20th January 2020**, at 4.00 p.m. Board
Room,

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

COMMITTEE MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

Mrs V. Tunnadine, Town Clerk

Where Members will be asked to:

AGENDA FOR THE MEETING OF

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

20th January 2020

PART I

1. Apologies for Absence **PAGES**
Receive apologies from members.

2. Minutes
Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 11 November 2020.

3. Public Participation **1- 5**
Receive any questions or representations which have been received from members of the public.

ADVICE NOTE:

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

4. Declaration of Interests and Requests for Dispensations
Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

ADVICE NOTE:

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. 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 Interim Monitoring Officer at least 24 hours in advance of the meeting.

5. EXCLUDED ITEM: Public Bodies (Admission To Meetings) Act 1960 – REVIEW OF CO-OPTION APPLICATIONS
Confirm that matter xxx should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context and sensitive data.

6.	Resolutions Report	6
	Note the report.	
7.	Work Plan Report – Economic Development	7 - 12
	Note the report and the progress in the Committee Work Plan from the Economic Development Officer.	
8.	Community Engagement	13 - 28
	Note the report and the progress in the Committee Work Plan from the Community Engagement Officer.	
9.	VE Day Report	
	Receive an oral update from the Economic Development Officer and Community Engagement Officer.	
10.	Arts and Culture Strategy Specification	29 - 42
	Approve the strategy prior to publication.	
11.	In Bloom	
	Receive an oral update from the Economic Development Officer.	
12.	Parking and Movement Study	
	Receive an oral update from the Economic Development Officer.	
13.	Budget Statement Report	
	Consider the report and approve the recommendations contained within.	
14.	CCEG Committee Meeting Dates 2020/21	
	Consider the proposed meeting dates for the CCEG Committee meetings in 2020/21 as follows:	
	<ul style="list-style-type: none">• 27/07/2020• 12/10/2020• 14/12/2020• 15/02/2021• 26/04/2021	
15.	Next Meeting	
	Note the next meeting is scheduled for 9 th March 2020 at 4.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria CA11 7XR.	

PART II Private Section

There are no further items in this part of the Agenda.

16. Grant Applications

PINK

Note the written report and consider the recommendations contained within.

- a) Cumbria Alcohol and Drug Advisory Service
- b) Penrith Bid Greening
- c) St Andrews Parish Rooms
- d) 4 Eden
- e) Penrith Cricket Club

**FOR THE ATTENTION OF ALL MEMBERS OF
THE COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE**

AND FOR INFORMATION TO ALL REMAINING MEMBERS OF THE TOWN COUNCIL



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

DRAFT Minutes of the meeting of the:

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

Held on 11th November 2019 Monday at 4.00 pm – 6.00 pm.

PRESENT:

Cllr. Bowen

Cllr. Davies

Cllr. Jackson – Chair

Cllr. Knaggs

Cllr. Snell

Cllr Shepherd – Standing Deputy

Economic Development Officer

Responsible Finance Officer

**DRAFT MINUTES FOR THE
COMMUNITY, CULTURE & ECONOMIC GROWTH
COMMITTEE**

11 NOVEMBER 2019

CCEG/19/28 Apologies for Absence

Apologies were received from the Community Engagement Officer. Cllr. Donald was absent.

CCEG/19/29 Minutes of the Previous Meeting

The Chair was authorised to sign the minutes of the Community, Culture & Economic Growth Committee held on the 9th September 2019.

CCEG/19/30 Declaration of Interests and Dispensations

Members were asked 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 the meeting and to decide requests for dispensations. None received.

CCEG/19/31 Public Participation

Members noted that no members of the public had requested in writing to speak prior to the meeting.

CCEG/19/32 Public Bodies (Admission to Meetings) Act 1960 – Excluded Items

Members considered whether items 12, 13 and 14 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2

RESOLVED THAT:

Matters 12,13 and 14 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the documents contain sensitive data regarding third party personal details and banking details.

CCEG/19/33 Resolutions Report

Members noted the Resolutions Report from the 9th September 2019.

CCEG/19/34 Committee Work Plan

Members noted the Committee Work Plan for the Economic Development Officer.

CCEG/19/35 Community Engagement

Members noted the Committee Work Plan of the Community Engagement officer.

CCEG/19/36 Britain in Bloom 2019

Members received a verbal report from the Economic Development Officer who advised the Committee that Penrith had won Gold in the Large Town Category and the discretionary award for Growing Communities. Members were asked to consider participating in the 2020 competition.

RESOLVED THAT:

Penrith would participate in Britain in Bloom 2020 if requested by Cumbria in Bloom.

CCEG/19/37 CCEG Budget Expenditure

Members considered the statement of expenditure to 30 September 2019 provided the Responsible Finance Officer.

RESOLVED THAT:

The statement of expenditure to 30 September 2019 be approved.

CCEG/19/38 Budget Proposals 2020/21

The Committee received a report from the Responsible Finance Officer for the budget process for 2020/21. Members were asked to consider any changes they wished to make, whether reductions, redirection or service development proposals. It was noted that budget reductions were achievable in the Greening heading and that Full Council on 25 November would consider a proposal to approve a budget of £10,000 for youth engagement, to be met from reserves in 2019/20.

RESOLVED THAT:

- a) The 2019/20 Town Projects budget of £30,000 be divided equally between 2019/20 and 2020/21;
- b) The 2019/20 Forecast Outturn and 2020/21 Base Budget for Greening be reduced by £5,000 and £6,000 respectively;
- c) Should Council not approve the proposal for a £10,000 budget for youth engagement, a growth bid for that amount be submitted for inclusion in the 2020/21 Budget;

- d) An additional growth bid of £5,000 be made for the “Dialogue” enhanced community engagement tool if this cannot be met from the youth engagement budget; and

CCEG/19/38 Budget Proposals 2020/21 continued

- e) Further 2020/21 budget growth bids be submitted for:
- i) Town Projects £15,000, to increase the budget for next year to £30,000;
 - ii) Delivery of the aspirations of the Cultural Strategy £10,000; and
 - iii) A youth worker to act as facilitator for the Youth Panel, provisionally £3,000 (the initial part-year costs to be met from the £10,000 youth engagement budget, if approved)

CCEG/19/39 Plastic Clever Penrith

Members received an oral update from the Economic Development Officer.

PART TWO – CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

CCEG/19/40 Arts and Cultural Strategy

To consider the applications to quote for the development of Arts and Cultural Strategy

RESOLVED THAT:

- a) The Arts and Cultural Strategy be further developed and the invitation to quote re-advertised.
- b) That the budget for the development of the Arts and Cultural Strategy be increased to £10,000

CCEG/19/41 VE Day Event Coordinator Appointment

Members noted the appointment of the VE Day 75 Events Coordinator.

CCEG/19/42 Grant Requests

a) Cumbria Alcohol and Drug Advisory Service (CADAS)

Members considered the grant application from CADAS.

RESOLVED THAT:

That the grant application be deferred to the 20 January 2020 meeting whilst extra information be sought.

CCEG/19/42 Grant Requests Continued

b) Askham and Hackthorpe area First Responders.

Members considered the grant application from Askham and Hackthorpe Area First Responders who provide support to the parish of Penrith.

RESOLVED THAT:

That a grant award of £3984 be awarded on receipt of the following information:

- a) Confirmation of the position and permissions for installing the defibrillator at Penny Hill Park are in place.
- b) Confirmation of the position of the second defibrillator and permissions for installing the defibrillator are in place.
- c) Confirmation that NWAS will be including the defibrillator on their systems data base.

CCEG/19/43 Close of Meeting

Members noted that the next meeting date would be 20 January 2020, the Board Room, Council Offices, 19-24 Friargate, Penrith.

CHAIR:

DATE:



COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

20/01/2020

MATTER: RESOLUTIONS REPORT

To note the report from the resolutions of the meeting held on 11/11/2019

ITEM NO: 6

AUTHOR: ECONOMIC DEVELOPMENT OFFICER

SUPPORTING MEMBER: Cllr JACKSON
CHAIR

MINUTE REF:

RESOLUTION

ACTION

CCEG/19/42 b

Askham and Hackthorpe area First Responders

- | | |
|---|--|
| <p>Grant awarded for £3984 on receipt of:</p> <p>a) Confirmation of the position and permissions for installing the defibrillator at Penny Hill Park are in place.</p> <p>b) Confirmation of the position of the second defibrillator and permissions for installing the defibrillator are in place.</p> <p>c) Confirmation that NWAS will be including the defibrillator on their systems data base.</p> | <p>Confirmation received from NWAS and permissions have been agreed for the defibs to be installed at:</p> <p>a) lamppost number 669 at Carleton meadows.</p> <p>b) lamp post number 467 at Penny Hill Park</p> <p>and each will be included on the NWAS Systems Data Base.</p> <p>Grant therefore released.</p> |
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COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

20/02/2020

MATTER: WORK PLAN
**TO NOTE PROGRESS FOR THE COMMITTEE
WORK PLAN**

ITEM NO: 7

AUTHOR: ECONOMIC DEVELOPMENT OFFICER

SUPPORTING MEMBER: Cllr Jackson
Chair

LINK TO COUNCIL PLAN PRIORITIES

To deliver the committees responsibilities from the Council priorities as recorded in the Business Plan 2017-2023 and other activities as resolved by the committee.

Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 7th January 2020	Reason for any under performance and revised date when target will be met
Environment	Cumbria/Britain in Bloom	Cumbria/Britain in Bloom	
	<p>Stakeholders: Community Gardeners, Penrith Bid, Eden Mencap, Beekeepers, Allotments, Virgin Trains, Forest School, Thacka Beck Nature Reserve, Richardson's, Salvation Army, Great Dockray residents</p> <p>Penrith in Bloom Facebook and Photo library created.</p> <p>Projects: Gateways Streetscape/Public Realm</p>	<p>Cumbria in Bloom Judging held 9th July</p> <p>Numerous awards won including Best Large Town</p> <p>Britain in Bloom Judging 2nd August</p> <p>Gold awarded in Large Town Category and "Growing Communities Award" a discretionary award by the Britain in Bloom Judges.</p> <p>Funding awarded for tree maintenance at Community Poly Tunnel</p> <p>Funding awarded towards cost of installing raised beds for growing vegetables for the St Catherine's after school gardening club.</p> <p>Great Dockary residents working with Richard 111 society on Heritage themed project.</p> <p>interested parties for Sponsorship of Gateway Sites being sought:</p> <p>Salkeld Road site identified, and sponsors agreed, permissions refused for proposed project.</p> <p>Multi agency group established</p>	
	Plastic Clever Penrith		

Economic Development

Strategic Priority	Delivery Work	Progress at 7 th January 2020	Reason for any under performance and revised date when target will be met
Economic Development Increase the aspirations of our young people	Provide the opportunity for "pop up" areas to "test the market"	Street Trading License applied for to EDC for the Bandstand. – Awaiting outcome. License awarded	
Parking and Movement Survey	To work with CCC, EDC and other stakeholders to tender and oversee the completion of a Parking and Movement Survey	Tender awarded. Surveys to be carried out in November Officer Workshop Held December 2019 Stakeholder Workshop to be held 7 th January 2020	
Tourism	Develop a Tourism Strategy	Discussions on going with BID re joint marketing initiatives Tourism projects being developed with Great Dockray to include Richard 111 activities and the provision of Parking Disk holders Marketing group established as a sub group from the Town Working Group members include CCC, EDC Tourism and Penrith Bid	
Entertainment and the Arts	Develop, assist and deliver Events Programme	EVAN Penrith Arts Festival - Funding agreed. Event Held evaluation report attached. Winter Droving 2019 – funding agreed Event Held Penrith Lions 2019 - Funding Agreed Events held Penrith Lions 2019 – Tea in Castle Park, July successful event held Penrith Lions Christmas Lights Switch on – event held	

Economic Development

Strategic Priority	Delivery Work	Progress at 7 th January 2020	Reason for any under performance and revised date when target will be met
VE DAY 2020	Subcommittee created	Subcommittee first meeting held 10 th July Stakeholder meeting to be held 4 th September Invitation to tender for Event organiser produced, tender awarded. Stakeholder meeting to be held the 6 th November Outline event plan agreed Military vehicle Parade agreed EDC to advise on road closures and H and S	
Arts and Cultural Strategy		Invitation to tender for the creation of an Arts and Culture Strategy produced Tender now closed. Specification amended and budget increased to £10,000 Legal agreed new invitation to quote documentation Invitation to quote to be re advertised after 20 th January meeting	

Transport

Strategic Priority	Delivery Work	Progress at 7th January 2020	Reason for any under performance and revised date when target will be met
Transport	Provide support for community transport initiatives		

Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 7th January 2020	Reason for any under performance and revised date when target will be met
Lifesaving appliances	Provide awards for Life Saving appliances	Funding application received - Agenda Item 14 B 11/11/2019 Grant awarded for £3984 for 2 defibrillators one for Carlton Meadows and one for Penny Hill Park	

Grants

Strategic Priority	Delivery Work	Progress at 7th January 2020	Reason for any under performance and revised date when target will be met
To support community or voluntary groups and charities operating within the town with one-off community grants.	Grant applications are considered by the CCEG Committee as and when they are submitted as part of the agenda of the scheduled committee meeting.	Committee to review budget expenditure for six months to 30 September 2019 at the committee meeting scheduled for 11/11/19.	



COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

20/02/2020

MATTER: **COMMUNITY ENGAGEMENT**

TO NOTE THE REPORT

ITEM NO: **8**

AUTHOR: **COMMUNITY ENGAGEMENT OFFICER**

SUPPORTING MEMBER: **CLLR JACKSON
CHAIR**

LINK TO COUNCIL PLAN PRIORITIES

This report addresses strategic priority 5, to engage with the community, members of the public and partners.

1. OVERVIEW

1.1 COMMUNITY ENGAGEMENT

A number of suggestions and proposals are included in the Community Engagement Officer's Work Plan.

1.2 MAIN DEVELOPMENTS RELATED TO THE WORK PLAN

Progress on strategic priorities to 6th January 2020 is outlined in the Work Plan.

2. FINANCE IMPLICATIONS

None.

3. RISK ASSESSMENT

3. FINANCE IMPLICATIONS

None

4. COMMUNITY ENGAGEMENT RISK ASSESSMENT

Areas of Risk	Level of Risk	Management of Risk
Lack of Shared understanding and awareness of Community Engagement	High	<ul style="list-style-type: none">Continued awareness of relevant policies and proceduresDevelopment of Community Engagement Toolkit
The Council perceiving Community Engagement as an additional requirement rather than central to high quality community participation and consultation techniques	Medium	<ul style="list-style-type: none">Structured opportunities for trainingInclusion of policies related to Community Engagement and the Community Engagement Handbook in Councillors' Induction pack
Limited access to funds for specific Community Engagement Exercises	Medium	<ul style="list-style-type: none">Formal inclusion of specific projects in Budget
Failure to maximise Community Engagement in ensuring the Council's identity, role, goals and progress are highlighted locally	High	<ul style="list-style-type: none">Ensure online and offline community engagement exercises are run regularly and concurrentlyEnsure learning from working with the local community, including diverse and disadvantaged groups, to inform the Council's strategic directions.Fostering and supporting partnerships related to aspects of the council's work plan

Areas of Risk	Level of Risk	Management of Risk
Partnerships not contributing to mutual benefits	Medium	<ul style="list-style-type: none"> • Monitor partnership working and outcomes
Lack of attention to sustainability of Community Engagement Initiatives	Medium	<ul style="list-style-type: none"> • Emphasise the importance of high-quality community engagement procedures, policy priorities and development of regular participatory exercises • Communicate with the community and other stakeholders using face-to-face, offline and on-line methods of communication • Monitor Community Engagement outcomes, staying flexible and learning from practice • Learn from practices elsewhere
Damage to the Council's reputation by inappropriate communication/engagement practices by Officers and Members	Low	<ul style="list-style-type: none"> • Ensure relevant material is included in Council Policies, Core Values related to Community Engagement and in the Community Engagement Handbook. • Ensure Officers and Members are informed of policies and procedures

5. BACKGROUND PAPERS ATTACHED TO THIS REPORT

- Appendix **A**. Community Engagement Officer's Work Plan, updated to 6th January 2020
- Appendix **B**. Progress on 'Youth Panel'

Appendix A: Community Engagement Officer Work Plan

Clarity and Consistency				
Strategic Work	Delivery Work	Target/Measure	Progress at 6th January 2020	Revisions, reason for any under- performance, revised date when target will be met
<p>Incorporate information based on a review of international best practice to the Council’s existing policy framework for engaging with and consulting the local community</p>	<p>Guidance to help the Town Council inform, engage, consult, involve and empower the community using ethical approaches and methods appropriate to each different context.</p>	<p>Core Values</p> <p>Community Engagement Spectrum</p> <p><i>Community Engagement Handbook: Guidance on Methods</i></p>	<p>Produced</p> <p>Produced</p> <p>In Progress</p>	<p>Available February 2020</p>

Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
<p>Increase the community's access to information and improve transparency and accountability</p>	<p>Increase the community's access to information and improve transparency and accountability</p>	<p>Using different communication channels, distribute information about the different roles of the Town, District and County Councils</p> <p>Issue 'Good News' Press Releases describing what the Town Council is doing and how it is 'making a difference.</p> <p>Develop new Community and Events Pages on Council Website</p>	<p>Information about different roles are included in town Council website</p> <p>Articles written as appropriate for press. Regular monthly articles written for 'Eden Local'. All are included on the Town Council website. See 'Press Releases and Local news.'</p> <p>See 'Engaging Our Community,' 'Media and Communication,' 'Upcoming Meetings and Events' and 'Community Links' Sections on Council Website.</p>	

Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
		<p>Create a quarterly newsletter and post on council website</p> <p>Use new media combined with innovative visual tools .e.g. 'infographics,' to communicate information succinctly and in a visually pleasing way</p> <p>Use hard and on-line versions of leaflets & posters to provide information.</p>	<p>All Newsletters are available in the 'Newsletters' Section on Town Council Website</p> <p>Produced as appropriate. Posters (some designed by pupils from QEGS) along with several animated videos publicising the Youth Panel 'Open Event' 30th November, were included on website and social media</p>	<p>Ongoing</p> <p>Ongoing</p>

Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Ensure the community is informed about what has been done as a result of their involvement and participation	Use a variety of feedback channels, for example, via face-to-face interaction, local press, radio, website, Community Pages, social media, posters, leaflets	See <i>Your Say</i> Page; also ' <i>Podcasts and Videos</i> ' Page on Town Council Website	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
<p>Listen to the community</p> <p>Increase opportunities for engagement, participation and interaction with the local community, empowering community groups and individuals, including those who are sometimes left out, to have a voice</p>	<p>Support opportunities for young people to outline their thoughts and opinions and inform the council about issues they feel are important</p>	<p>Produce a Youth Engagement Strategy</p> <p>Develop effective relationships with local schools, colleges, sports clubs, youth groups and youth councils.</p> <p>Develop a 'Youth Participation Role' and encourage more youth involvement in the work of the council as well as local community life</p>	<p>Target 2019-2020</p> <p>Continuing.</p> <p>Ongoing engagement with young people who attended the open event on 30th November 2019.</p> <p>Continuing interaction with pupils attending QEGS and UCC, and those attending youth groups in Penrith, to further advance the Town Council's Youth Advisory Panel.</p>	<p>To be produced after consultation with young people on Youth Panel</p> <p>As above</p>

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
		<p>Develop partnership working with Cumbria Police Commission to facilitate youth Involvement</p> <p>Organise face to face opportunities e.g. an annual event or an open Day/Youth Forum for young people to express their views and identify their priorities.</p>	<p>Open Day organised on 30th November 2019.</p> <p>Emails sent to Police Commission's new Community Engagement Officer with invitation to participate in Council's Youth Advisory Pane. No response.</p> <p>Cadets, new starter PC's and the local Neighbourhood Team were invited to participate. However, no one from these groups attended the Open Event.</p>	<p>Further engagement needed.</p>
	<p>Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage</p>		<p>'Community Memories' Page now set up on Council Website.</p>	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
	<p>Generate interest in Penrith's physical and cultural assets, and increase local pride</p>	<p>Develop a 'Community Memories' Section on the Council website, to capture Penrith's rich history using online and mixed media, e.g. spoken word audio recordings, written stories, heritage photos and/or videos</p> <p>Develop a local photos page on the Community Section of the Council website and invite members of the public to submit recent photos along with descriptions/stories.</p> <p>Engage with local volunteers, and highlight local projects, showcasing what local volunteers are doing</p>	<p>Informal interviews are in progress with former pupils from the Royal Grammar School Newcastle, who were evacuated to and billeted in Penrith during WW2. 'Conversations' have been recorded with two former evacuees now living in Glasgow and Durham respectively.</p> <p>Memorabilia, including photos and additional historical information about Penrith during the War Years has been sourced. Extracts will be used along with aforementioned interviews to increase local knowledge of Penrith's role in WW2.</p> <p>Engagement/interaction with local people, will help source further information.</p> <p>The accumulation of 'community memories' will be included in Penrith's VE Day Event, 8th May 2020.</p>	<p>Community engagement related to this project will help increase community pride, while relationships established will be useful for ongoing information sharing and gathering related to more formal Council priorities.</p>

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Generate interest in Penrith's physical and cultural assets, and increase local pride		The ' Podcasts and Videos ' page on the Council website is continually updated with videos which highlight local developments.	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Recognise and value the local community as experts on local life, needs and priorities	Develop opportunities for Citizen Journalism.		Aim is to engage with local schools and community groups and encourage citizen journalism with different age groups.
	Provide opportunities for people to get involved in the work of the council, provide insights and identify local priorities	Use innovative face-to-face, broadcast and online methods to engage the community, clearly explain what the Council is doing, collect information about local needs and involve the community in discussions about local issues and priorities	The Town Council's Website and social media platforms have been updated regularly to provide information and engage/interact with people online. Links to consultations/surveys are included in the ' Your Say ' page on the Town Council's Website.	Ongoing

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Using an 'asset based' approach, create a database that a) builds pride in the community, 2) increases awareness of local community strengths and c) shapes a participatory local culture	Encourage local people to use peer and personal networks to help the Town Council gather information about important assets, for example, skills, knowledge, ability, resources, experience or enthusiasm already in the community	'Community Assets' Page now set up Ongoing	Long-term. Needs to be populated with appropriate information.
	Compile and share information about the local community's abilities and skills, to help improve community life, support partnership working and engagement with the Town Council.	Identify local organisations and community groups, note their goals and create a community assets map, illustrating where community groups are based and where community projects are taking place to help in addressing community needs and projects.	Ongoing.	Long-term - a well-designed, easily searchable 'Community Assets Database' compiled in partnership with other groups in the community could prove to be very useful. May be costly to set up and would need buy in from other organisations. In addition, it would need to be regularly updated.

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Help support and equip the community to work together and increase community capacity.	Based on knowledge of community assets, identify individuals known as 'Community Connectors,' who can help open doors to the involvement of other individuals and groups some of whom may currently be excluded from community life and the work of the council, for example, those with mental health issues, disabled individuals, carers, homeless people, immigrants, refugees etc.	Ongoing.	Long Term. Need to work with partners and Members to progress

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 6 th January 2020	Revisions, reason for any under- performance, revised date when target will be met
	Involve communities directly on and offline and through elected members to enhance reputation, support information giving encourage interaction with partners, and discuss ideas, local issues and priorities	Organise 'engagement spaces' using Council website and Community Pages, local radio and face-to-face interaction in local venues used regularly by the community	<p>Ongoing.</p> <p>Interviews with young people and Cllr Snell were included in Eden Local Radio broadcasts December 2019, to publicise the Youth Panel Open Event held on 30th November 2019</p> <p>Open Event held on 30th November. Four young people attended and considered needs and actions for 2020. Engagement and development will continue.</p>	Work with Members over time to develop a range of engagement projects. The proposed Youth Team is one opportunity.

YOUTH PANEL PROGRESS

The Town Council aims:

- to engage with young people and develop a Youth Forum or Panel for young people to voice their views on matters important to them
- to facilitate an 'engagement space' for Members to involve young people and develop close interaction between youth in Penrith and the Town Council
- to bring about greater benefits to the Council's decision-making.

Three Town Councillors were elected at the CCEG meeting on 9th September 2019 to facilitate and support a Youth Panel.

An invitation was extended to young people in the town to attend an 'open event' between 17.30-20.00 on 30th November 2019, at Unit 2, 19-24 Friargate, Penrith CA11 7XR to discuss possibilities for forming a Youth Panel.

Publicity included:

- Meetings/word of mouth with pupils attending QEGS and UCC (Cllr Snell and Community Engagement Officer)
- Printed hard copy posters (designed by pupils attending QEGS) posted around QEGS and UCC, and in various locations around town, and distributed to youth clubs and other groups and organisations for young people in Penrith.
- Online Posters, animated slideshows and information posted on the Council website and social media platform and shared to many other organisations in Penrith via Facebook Messenger and email.
- Articles in Eden Local and in the local press
- Broadcast information via Eden FM
- Invitation to attend the 'open event' announced on stage at Penrith Sparkle (Cllr Snell.)

The four young people who attended the event discussed spaces available to them in the town and issues often faced by young people. The feeling was that there was no dedicated space available in Penrith to develop a strong youth voice.

The following actions were highlighted to support ongoing development of the Panel and involve more young people:

- Panel members to communicate via Group Chat and Instagram
- Efforts to be made to promote the Panel via social media/word of mouth in QEGS and UCC

- Information to be gathered from friends to find out about groups in Penrith outside schools and to promote the Panel more widely (questionnaire to be designed jointly for QEGS and UCC).
- Panel to meet again in January/February to organise a 'Cahoot Club,' providing opportunity for young people to discuss specific issues via themed events, including such as 'the Environment', 'Drug Use,' 'LGBT + GSA,' 'Safe Places,' 'Mental Health;' and also to advertise the Youth Panel in order to attract more young people and generate wider participation.



Penrith Town Council

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

Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

ITEM 10

SPECIFICATION

Penrith Arts & Culture Strategy

1. INTRODUCTION

- 1.1 Penrith Town Council is seeking to develop and implement a 5-year Arts & Culture strategy for Penrith which will be shaped within the context of existing and approved strategies and alongside the Penrith Neighbourhood Plan. It is envisaged that the implementation of an Arts & Culture strategy will bring a range of social and economic benefits to the town and its residents.
- 1.2 In terms of the sustainable development of the local economy, it is expected that the strategy will contribute to:
 - a) The attraction of inward investment through the stimulation of the creative economy
 - b) Securing new funding streams
 - c) Increasing the number of tourists and visitors
 - d) The regeneration and revitalisation of the town centre
 - e) Retention of existing businesses and the attraction of new businesses
 - f) Creating jobs and supporting new talent
 - g) The development of new skills leading to increased employment prospects and opportunities

There are also a whole range of social and community benefits through participation in arts and culture activity:

- h) Quality of life improvement
- i) Instilling a sense of pride and place
- j) Community engagement

- k) Improvements in emotional health and well-being, self-confidence and self-esteem
- l) Reduction in isolation and loneliness
- m) Promotion of cohesive communities
- n) Celebration of diversity and inter-cultural appreciation
- o) Contribution to the town's positive identity and vibrancy
- p) Provision of focal points and meeting places
- q) Nurturing and inspiring existing groups

1.3 The implementation of the strategy will complement the overarching local ambition for Penrith to develop as a premier cultural, events and festival destination drawing on its natural, physical, cultural, heritage and community assets and to strategies for the regeneration of the town centre.

What is Arts & Culture activity?

- 1.4 Arts activity is important in enabling people to express their creativity and imagination. Activity comes in many forms including: drawing, painting, sculpture, printmaking, craft, photography, filmmaking, textiles, poetry, installations, literature, music, theatre, drama, dance, drumming, storytelling, spoken word, video, broadcasting and media, design, digital art, etc.
- 1.5 Culture defines and communicates the uniqueness, identity and diversity of individuals and communities including the important dimensions of our history and heritage. Therefore, our landmarks, museum, galleries, buildings and monuments are all important to the development of a coherent and holistic strategy. It must also be emphasised that arts and culture in Penrith is enjoyed and experienced as both creators and consumers.
- 1.6 There are several potential benefits to be gained by engaging existing groups, organisations and individuals arising out of the development of an agreed, planned strategy:
- a) A cohesive network of organisations
 - b) Sharing of facilities and resources
 - c) Sharing of skills and ideas
 - d) Joint funding bids
 - e) Encouragement of innovation
 - f) Shared procurement bringing the benefits of economies of scale
 - g) Mutual support
 - h) Joint marketing and promotion
 - i) Shared branding
 - j) Coordination of programming events, festivals, sessions
 - k) Raised profile of the arts

2. EXPECTED OUTPUTS

- 2.1 The primary output will be the development of an evidence-based 5-year strategy and action plan. The strategy will identify a vision for the development of arts and culture in Penrith with a clear set of goals and target objectives. The strategic action plan, or delivery plan, will explain the actions that will be taken to make the strategy a reality.
- 2.2 The strategy will provide the foundations for a longer-term, varied and sustainable arts and cultural programme that positively contributes to improved and enhanced social and economic outcomes.
- 2.3 The strategy will build on the strong foundations of activity already in place through the excellent work of existing groups, organisations, clubs and individuals.
- 2.4 The strategy will encourage inclusivity and accessibility of all ages, cultures, communities and abilities.
- 2.5 The strategy will increase and broaden engagement in, and consumption of, arts and cultural activity.
- 2.6 The strategy will develop the reputation of Penrith as an arts and cultural destination.
- 2.7 The strategy must identify:
 - a) a unique selling point for Penrith
 - b) the potential for alternative delivery models
 - c) the role of digital technology
 - d) the role of co-ordination of partnership working in the development of arts and culture in Penrith

3. SCOPE

The successful applicant will be required to deliver a strategy and plan that incorporates the following.

- 3.1 An **audit, mapping and assessment** of the existing local arts and cultural environment in terms of groups, organisations, galleries, events, festivals, museums, clubs, classes, craft fairs/markets etc.
- 3.2 An **audit and assessment of arts and culture policies** within the Eden District and Cumbria that have relevance and alignment to a Penrith strategy.
- 3.3 A comprehensive strategy and plan that develops and grows appropriate arts and cultural **infrastructure** (physical and human) for Penrith.
- 3.4 An investigation into the potential role and purpose of a **central 'hub'** for arts and cultural development.

- 3.5 A **fundraising strategy and plan** that identifies potential local and national funding opportunities for the delivery of the arts and cultural strategy.
- 3.6 **A clear vision of the approaches** necessary to stimulate support for arts and cultural activity in terms of earned income and the private and voluntary sectors.
- 3.7 Proposals for the development, operation and membership of a Penrith Town Council led **stakeholder group** whose primary remit will be to:
 - a) Oversee and monitor the delivery of the Penrith Arts and Cultural Strategy across its 5-year lifetime.
 - b) Undertake periodic progress reviews
 - c) Maximise opportunities for the arts and cultural sector to play its full part in Penrith's long-term social and economic development.

Wider Involvement

- 3.8 In undertaking work on the strategy and action plan, it has been suggested that the three Universities in the region may wish to become involved to assist with research and development. There has already been contact with the Universities of Lancaster, Cumbria and Northumbria and, for example, Northumbria has a Creative and Cultural Industries Management course: this could be an opportunity for students to gain experience through practical engagement with the process.
- 3.9 Additionally, Lancaster and Cumbria Universities have already been involved in research on 'town centre performance' in Penrith. This work would fit well with considerations of how the arts and culture strategy would contribute to the strategies for town centre regeneration.

Timescale

- 3.10 It is envisaged that this piece of work will commence upon appointment and with the final report provided at an agreed timescale.
- 3.11 Actions related to the delivery of the strategy would commence 1 April 2020.

Output

- 3.12 The output of this piece of work will be an Arts and Cultural Strategy that covers all the requirements as outlined above.

4. REQUIREMENTS FOR SUBMISSION

4.1 Those submitting a quotation for this project should:

a) submit one electronic copy of the quotation application form to;

Carol Grey: economicdevelopmentofficer@penrithtowncouncil.co.uk

By ????? at 12 pm. And

b) Provide a statement of the composition of proposed project team including CVs, relevant qualifications and any other relevant information.

5. QUOTATION: INFORMATION FOR APPLICANTS

- 5.1 Provide all the information required along with a breakdown of all costs that indicate a rate per day and the number of days required to complete the scheme of work broken down against the objectives set out in the scope of works. Costs should be inclusive of all anticipated expenses.
- 5.2 Interested Applicants should note that an overall maximum budget of up to £10,000 is agreed for this project.
- 5.3 The award of the contract will be based on an evaluation considering the cost of the proposal along with the technical capability, previous experience and proposed methodology for the work.
- 5.4 A formal contract will be agreed and signed.
- 5.5 Contract payment will be paid on completion of contract OR Staged Payments)
- 5.6 The Council will purchase locally wherever possible and where best value can be satisfied.
- 5.7 Procurement activities will comply with the Council's Financial Regulations and the Procurement Regulations 2015 and reflect the practices as recorded in the NALC Procurement Toolkit.
- 5.8 Usually this is shown as a logo on the organisation's letter head.
- 5.9 The Council will show favour to organisations that pay the Living Wage as set by the Living Wage Foundation.
- 5.10 Public liability insurance, a minimum of £10,000,000, is essential and a pre-requisite for consideration of the submission.



Penrith Town Council

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

Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

APPLICANT DETAILS

Title

First Name

Last Name

Contact Address

Including full Postcode

Telephone Number

Mobile Number

Email Address

Do you have an alternative contact, including agents, you would like us to use?

If Yes, provide details.

Title

First Name

Last Name

Relationship to you

Contact Address

Including full
postcode

Telephone Number

Mobile Number

Email Address	
---------------	--

Organisation Name

--

Type of Organisation

Describe your organisation type and your experience in relation to the scheme of work

--

Is your organisation a public or private body? Tick only one box.

Public
body

Private
body

Organisation Registration Number (if applicable)

--

Value Added Tax (VAT) Number (if applicable)

--

Scheme

This should be a short title for us to use in correspondence.

--

Project duration

Start date
(DD/MM/YYYY)

--

End date
(DD/MM/YYYY)

--

REFERENCES – Please give two referees	
1. Name & Address:	2. Name & Address:
Describe the relationship with your referee:	Describe the relationship with your referee:
Why have you chosen this referee?	Why have you chosen this referee?

Are you able to provide a current certificate of insurance including public liability insurance of a minimum of £10,000,000?	
---	--

PLEASE ATTACH TO THIS FORM

- Specification and project outline
- Examples / Case Studies of similar schemes
- Qualifications, testimonials and Accreditations
- Insurance certification
- Quote – including project outline that aligns with the specification
- Equality and Diversity Statement
- Referees

Please submit this form either by email or post to:

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

Tel: 01768 899773

Email: economicdevelopmentofficer@penrithtowncouncil.co.uk

Once we receive your form the Council will review your proposal outline.

Failure to complete this form fully will delay any consideration of your project.

Sign below once you are satisfied that you have completed the form correctly.

I declare that the information given in this form is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) to sign the Expression of Interest form on their behalf.

I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.

I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.

I declare that I have not committed any serious infringement or fraud.

You are required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council.

Print name of applicant	<input type="text"/>
Signature of applicant	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/>

QUOTE

PLEASE INSERT YOUR QUOTATION

(to be completed by SUPPLIER)

QUOTE FOR THE DEVELOPMENT FOR AN ARTS AND CULTURAL STRATEGY FOR PENRITH

1. We,

.....

(carrying on business) as

.....

(whose registered office is) at

.....

.....

hereby offer to provide the Services described in the quote in accordance with the terms of the Quote at the rates, which we have indicated in the Proposal constituting this Quote.

- 2. We agree that the insertions by us of any conditions qualifying this Quote or any unauthorised alteration to any of the quote documents may not be accepted and may cause the Quote to be rejected
- 3. We agree that this Quote is submitted on the basis that the offer herein contained shall remain in force without variation for a period of three months from receipt of this Quote.
- 4. If this Quote is accepted by the Council, then we undertake to enter into a formal Contract prepared at the Council's expense for the proper and complete fulfilment of the Services
- 5. We understand that the Council is not bound to accept the lowest or any quote they may receive nor to pay any expense incurred by us in connection with the preparation and submission of this Quote
- 6. We declare that we are not a party to a cartel involving or including any commercial or other arrangement between individuals and/or corporations which is intended to or organised to share or control marketing arrangements or prices

7. We declare that we have not offered to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangement with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted
8. We undertake not to disclose the amount of our Quote to any person or body before the date and time for the opening of the quotes except where the disclosure, in confidence, of the approximate amount of the quote is necessary to obtain insurance premium quotations required for the preparation of the quote
9. We agree that we have satisfied ourselves before submitting this Quote as to the correctness and sufficiency of the rates quoted.

DATE

COMPANY* (1) Signature:

Name:

Position in Company:

For and on behalf of:

.....

(Print Company's full name and registered number)

NOTE:

- i) Where the bidder is a limited company the Quote must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- ii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Form of Quote and must be signed by one of the partners on behalf of the partnership.
- iii) Where the bidder is a private firm the Quote must be signed with the firm's name.

Quote Instructions

- a) This request for quotation does not constitute an offer and the Council does not undertake to accept any quote or offer.
- b) The Council reserves the right to accept any part of any quote or offer. The Council will not reimburse any Request For Quote costs.
- c) Suppliers shall not discuss the quote they intend to make other than with professional advisers or joint bidders who need to be consulted.
- d) Quotes shall not be canvassed for acceptance or discussed with the media or any other supplier or member or officer of the Council.
- e) All quotes received shall be unconditional offers.
- f) Qualified quotes may be rejected. The Council's decision as to whether a quote is in an acceptable form will be final.
- g) A supplier may submit a modified or alternative quote and the alternative may or may not be considered by the evaluating officer.
- h) Any modified or alternative quote must be free of qualifications. Any deviations from the specification and all risks, costs and contingencies must be identified.
- i) Suppliers are responsible for all information necessary for the preparation of their quotation.
- j) Information supplied to suppliers by the Council's staff or contained in the Council's publications is supplied only for general guidance in the preparation of the RFQ.
- k) Suppliers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.

Ensure all necessary documents are enclosed:

- Specification and project outline
- Examples / Case Studies of similar schemes
- Qualifications, testimonials and Accreditations
- Insurance certification
- Quote – including project outline that aligns with the specification
- Equality and Diversity Statement
- Referees

MATRIX FOR EVALUATION

The matrix shows the weighting given to each of the criteria.

Criteria	Maximum score	Actual score
The applicant has provided evidence for:		
Price – Value for Money	150	
Three years' experience of working on this type of project	50	
Building advantage through economies of scales (e.g. procurement, coordinated funding bid, attraction of sponsors, shared resources)	50	
Connecting rural and semi-rural communities and interests	50	
Satisfactory references from two referees	50	
Technical Capability	50	
Capacity to deliver within agreed timescale	20	
Ability to monitor and ensure minimum quality	20	
Local/ Cumbria supplier	10	
Working with and developing volunteers	10	
Increasing range and access to arts and cultural activities	10	
Involving different parts of the community/inclusivity	10	
Empowering communities through arts and culture	10	
A participative approach to arts and culture development	10	
Total	500	

Please note the Town Councils decision is final and there will be no appeal Process.

Tracking Information	
Signed off	Date
Economic Development Officer	08/01/2020
Legal	08/01/2020
Town Clerk	08/01/2020
Responsible Finance Officer	13/01/2020 – ADVICE TO FOLLOW
Circulated to	Date
Lead Member – Cllr. Knaggs	08/01/2020
CCEG Committee	13/01/2020



Penrith Town Council

CCEG COMMITTEE 20/01/2019 ITEM 13

BUDGETARY CONTROL STATEMENT: NINE MONTHS ENDED 31 DECEMBER 2019

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
30,000	30,000	CCEG COMMITTEE:				
		Town Projects	5,780	0	5,780	24,220
		Arts & Entertainment:				
5,000	10,000	Officer Support	342		342	9,658
30,000	30,000	Events Grants	18,219	84	18,303	11,697
35,000	40,000		18,561	84	18,645	21,355
		Environment:				
21,000	16,000	Greening	10,211		10,211	5,789
500	500	Community Gardeners/Greening			0	500
21,500	16,500		10,211	0	10,211	6,289
		Community Grants	2,500	3,984	6,484	25,516
		Corporate Communications:				
770	770	Advertising	345		345	425
1,020	1,020	Website	260		260	760
1,780	11,280	Community Engagement	1,235	567	1,802	9,478
1,040	1,040	Press Support	205		205	835
4,610	14,110		2,045	567	2,612	11,498
123,110	132,610	CCEG Committee Total	39,097	4,635	43,732	88,878