



Penrith Town Council

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

DATE: 7 December 2020

You are summoned to attend a video conference meeting of

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

To be held on **Monday 14 December 2020** at 1.00 p.m.

COMMITTEE MEMBERSHIP

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. C. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward

Mrs V. Tunnadine, Town Clerk

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Due to the current restrictions in place, this meeting will be a virtual meeting and therefore will not take place in a physical location. The meeting be held virtually via video conferencing. Therefore, this is a meeting in public, not a public meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come in to force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

To Join the Zoom Meeting of the Community, Culture and Economic Growth Committee use the underlined link below:

<https://us02web.zoom.us/j/83126331733>

or

Sign into Zoom and use:

Meeting ID: 831 2633 1733

Passcode: CCEG141220

or

One tap mobile

+442034815237,,83126331733# United Kingdom

+442034815240,,83126331733# United Kingdom

or

Dial via a landline by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

WELCOME

The Chair will welcome everyone to the meeting before introducing himself and then taking a roll call of attendees. Each person in turn will be invited by name to confirm they are in attendance and if they have to leave the meeting early:

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

The Chair will ask attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders, and the Teams Meeting Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Speak clearly and look into the camera.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- Introduce themselves when raising a point.
- Respond to the Chair when their name is called.
- Be aware that some attendees may join by telephone.

The Chair will advise which officers are in attendance.

Officers of the Council will provide procedural advice and manage the virtual meeting process. We are unable to guarantee that each participant will remain connected to the meeting.

AGENDA
CCEG MEETING
MONDAY 14 December 2020

1. Apologies for Absence

Receive apologies from members

The Chair will read out any apologies received in advance of the meeting from Members of the Council. Members are asked to send apologies prior to the meeting and by midday on the day of the meeting at the latest to office@penrithtowncouncil.co.uk
The Chair will ask each Member in turn if they accept Members apologies

2. Confirmation of Minutes of Previous Meetings

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 12 October 2020.

3. Public Participation and Representations

Receive public representations

The Chair will read out any questions, petitions or statements received in advance of the meeting.

4. Declaration of Interests and Requests for Dispensations

Receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting

The Chair will read out any declarations of interests received from Members in respect of items on this agenda and apply for a dispensation to remain, speak, and/or vote during consideration of that item. Members are asked to declare any interests by midday on the day of the meeting to office@penrithtowncouncil.co.uk . If a Member remembers an interest during the meeting, they should declare it when asked if they have a question on the agenda item in question.

The Chair will ask each Member in turn if they have any declarations of interests in respect of items on this agenda and if they need to apply for a dispensation to remain, speak, and/or vote during consideration of that item.

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

Consider whether agenda item 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 publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

Items to NOTE which do not require a Member decision:

6. Resolutions Report

Receive and note the written report

7. Work Plan Report – Economic Development Report

Receive and note the written report for the Committee Work Plan from the Economic Development Officer.

8. Work Plan Report – Community Engagement

Receive and note the written report for the Committee Work Plan from the Community Engagement Officer.

9. In Bloom

Receive and note the oral report from the Council Officers.

10. 2021/22 Budget Statement Report

To note the Committee Budget Control Statement

11. Arts and Cultural Strategy

To note the oral report from Council Officers.

Matters to CONSIDER requiring a decision from Members

12. Penrith 1940s Weekend 2021

Consider the report and recommendations contained within.

13. Next Meeting

The Chair will ask that Members note the next meeting is scheduled for 15 February 2021 at 2.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

Private Session

There are the following items in this Part of the Agenda

Part Two

There is one item in this part of the Agenda, which should be considered in private. The reason that the item is likely to be considered in private is that it will involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 3 - Exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

The Chair will inform the public and press that the meeting will convene in private and that connections to the meeting will be severed

14. Grant Applications

Note the written report and consider the recommendations contained within.

**FOR THE ATTENTION OF ALL MEMBERS OF THE CCEG COMMITTEE AND FOR
INFORMATION FOR MEMBERS OF THE TOWN COUNCIL**

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting.
Agenda and Part I reports are available on the Town Council website:

BACKGROUND PAPERS

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via the Town Council Office.



Penrith Town Council

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

Draft Minutes of the video conference extra ordinary meeting of

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

Held on Monday 12 October 2020

PRESENT

Cllr. Davies	West Ward	Cllr. C. Shepherd	East Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward
Cllr. Knaggs	West Ward		

Economic Development Officer
Community Engagement Officer
Deputy Town Clerk

DRAFT MINUTES VIRTUAL CCEG MEETING

MONDAY 12 OCTOBER 2020

Due to the current restrictions in place, this meeting was a virtual meeting and therefore would not take place in a physical location. Therefore, this was a meeting in public, not a public meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come in to force on 4 April 2020.

Section 78 of the 2020 Regulations enables local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

In the absence of the Chair, the Deputy Chair led the meeting.

CCEG 20/17 Apologies for Absence

RESOLVED THAT:

Councillor Jackson's apologies be received.

CCEG 20/18 Confirmation of Minutes of Previous Meeting

RESOLVED THAT:

The Deputy Chair be authorised to sign the minutes of this meeting held

- i. Monday 27 July 2020
- ii. Monday 3 August 2020

As a correct record when able to do so.

CCEG 20/19 Public Participation and Representations

Members noted that no questions, petitions, or statements had been received in advance of the meeting.

CCEG20/20 Declaration of Interests and Requests for Dispensations

Members noted that no declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting had been received in advance of the meeting.

The following declarations were made at the meeting:

- i. Councillor Donald declared a registrable interest in the second grant application to be considered as he had previously been involved with the applicant.
- ii. Councillor Davies declared a registrable interest in the second grant application as he knew the applicants through membership of another group.

CCEG20/21 Excluded: Public Bodies (Admission to Meetings) Act 1960

Members were asked to consider whether agenda item 15 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

RESOLVED THAT:

Agenda item 15 be considered in private session without the press and public.

CCEG20/22 Resolutions Report

Members noted the Resolutions Report.

CCEG20/23 Work Plan Report – Economic Development Report

Members noted the report be received and noted.

CCEG20/24 Work Plan Report – Community Engagement

RESOLVED THAT:

- i. The report be received and noted, but that where progress was noted as complete and on-going, more information should be provided to say what aspect had been completed and what was still on-going; and
- ii. An informal demo and briefing regarding Dialogue should be set up for Members.

CCEG20/25 In Bloom

Members were advised that the Community Gardeners had done a fantastic job with a memorial flowerbed, the war memorial and at Penrith Station which had subsequently won Station of the Year. The In-Bloom film had been distributed and had featured on the front of the RHS newsletter and on the Cumbria in Bloom website. The planters in town had been planted and would contain foliage for winter.

Members were also advised that Penrith BID had committed to fund In Bloom in 2021 and that more information would come back to Committee in due course.

CCEG20/26 2021/22 Budget: Process and Proposals

RESOLVED THAT:

- i. No further revision was needed to the reduced budget of £96,030 for the current financial year.
- ii. The indicative total budget of £99,330 currently shown in the Medium-Term Financial Forecast is appropriate for 2021/22, with the addition of a reasonable allocation for Covid-19 response.
- iii. The reductions made in the current year should be re-instated in 2021/22.
- iv. There were no service development proposals to be submitted as growth bids in the 2021/22 budget process.

CCEG20/27 106 Bus Partnership – Community Transport Meeting

Members were advised that the Parish Councils along the route of the 106 bus had been contacted, and that a survey asking the public what level of transport was needed was being prepared and would be brought back to this committee.

CCEG20/28 Penrith 1940's Weekend 2021

RESOLVED THAT:

Officers be given delegated authority to work with the same group who were involved in the VE Day 75 event to organise a free family event on Saturday 8th May 2021 to coincide with Brougham Hall 1940s Wartime Weekend, taking into account the situation at the time.

CCEG20/29 Arts and Cultural Strategy

Members received an update on the progress of the Arts and Cultural Strategy, noting that the timescales had to be fluid to take into account Covid-19. Composition of the Stakeholder Group was discussed and some concerns about potential membership expressed.

RESOLVED THAT:

- i. The membership of the steering group be restricted to 12 and, as such, it is essential that members are Penrith based and representative of the arts and cultural offering of Penrith.
- ii. Suggestions for potential membership of the Stakeholder Group be sent to the Economic Development Officer.
- iii. A copy of a Service Level Agreement be requested from Eden District Council.

CCEG20/30 Next Meeting

RESOLVED THAT:

It be noted that the next meeting was scheduled to be held on 14 December 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

Private Session

There is one item in this Part of the Agenda

Part Two

There is one item in this part of the Agenda, which should be considered in private. The reason that the item is likely to be considered in private is that it will involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 3 - Exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

CCEG20/31 Grant Applications

- a) Carleton Park Recreation Group.

RESOLVED THAT:

- i. The grant be awarded.
- ii. Officers provide support to ensure that they have the appropriate policies (such as Equality & Diversity and GDPR) in place.
- iii. Enquiries be made regarding the long-term maintenance of the path.

- b) Restore.

RESOLVED THAT:

- i. The application be rejected on the following grounds:
 - a) No details have been submitted about the accreditation of either the course or the trainers.
 - b) What is proposed is highly skilled and, carried out incorrectly, could cause more damage and there are no details about support for the trainees.
 - c) No costings had been submitted for DBS checks which should be essential when working with vulnerable people.
 - d) Safeguarding plans were essential and should had been provided.
 - e) Costs had not been sufficiently explained i.e. for a properly accredited course with accredited trainers a much higher cost would be expected.
 - f) There were no details about the duration and format of the course.
- ii. A fresh application could be considered when all the information is available.

CHAIR:

DATE:

FOR THE ATTENTION OF ALL MEMBERS OF THE CCEG COMMITTEE AND FOR INFORMATION FOR MEMBERS OF THE TOWN COUNCIL

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BACKGROUND PAPERS

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Penrith Town Council

MATTER:

COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

12 October 2020

RESOLUTIONS REPORT

To note the report from the resolutions of the meeting held on 12 October 2020

ITEM NO: 6

MINUTE REF	RESOLUTION	PROGRESS
CCEG20/16	<p>EVAN Penrith Arts Festival</p> <ul style="list-style-type: none"> i. Event 1 Penrith Arts Festival be supported, and a grant award be made of £1,200 pending confirmation that the Penrith Arts Festival had free admission and that the cost of £15.00 for the Picturing Penrith Competition as advertised on the website, is clarified ii. Event 2, Winter Wonderland, that an in principal grant award be made of £1,200, after further information and clarification is sought. iii. Event 3, Musicians in Penrith, be rejected at this moment time, with the caveat that the event could be re-considered at a later date, due to health and safety issues as the event would need to be Covid 19 conscious 	<p>Additional information sought and received –</p> <p>Grant awarded.</p> <p>Event commenced 5th December 2020</p>
CCEG20/24	<ul style="list-style-type: none"> ii. An informal demo and briefing regarding Dialogue should be set up for Members. 	<p>Underway</p>

MINUTE REF	RESOLUTION	PROGRESS
CCEG20/29	<p>CCEG20/29 Arts and Cultural Strategy</p> <ol style="list-style-type: none"> i. The membership of the stakeholder group be restricted to 12 and, as such, it is essential that members are Penrith based and representative of the arts and cultural offering of Penrith. ii. Suggestions for potential membership of the Stakeholder Group be sent to the Economic Development Officer. iii. A copy of a Service Level Agreement be requested from Eden District Council. 	<p>UPDATE:</p> <p>Having reviewed the tender documents, the tender requires that a stakeholder group would:</p> <ul style="list-style-type: none"> • Oversee and monitor the delivery of the Penrith Arts and Cultural Strategy across its 5-year lifetime • Undertake periodic progress reviews • Maximise opportunities for the arts and cultural sector to play its full part in Penrith’s long-term social and economic development <p>After discussion with the Town Clerk and consultants, it was agreed that a focus group be developed by the consultants with the view to the members forming a stakeholder group when the group is required.</p>
Update	Grants Procedure Review	<p>Officers have continued to work on the procedure and a final draft will be brought to committee in February.</p>

ITEM 7. Work Plan Report – Economic Development Report

Receive and note the written report for the Committee Work Plan from the Economic Development Officer

Health & Wellbeing			
Strategic Priority Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture	Delivery Work	Progress at 14 th December 2020	Reason for any underperformance and revised date when target will be met
Securing external funding, where possible, to develop and improve amenities, leisure, art, and cultural facilities. Fund new and existing events and provide match funding support to sports, recreational, culture and arts and work to improve their funding base	Develop, assist, and deliver Events Programme	<ul style="list-style-type: none"> • EVAN Penrith Arts Festival – funding agreed and have submitted an amended programme for approval July 2020 • Online Workshops held for Penrith Arts Festival. • Penrith Lions Tea in Castle Park 2020 cancelled • VE Day 2020 - VE Day 2020 cancelled Sub Committee keen to develop an event for 2021 To be considered Autumn 2020 	COVID 19
Providing funds to support initiatives that raise the profile of Penrith nationally and for marketing activities that support and encourage tourism	Manage Community Grants and Events Grants	<ul style="list-style-type: none"> • Summary of grants 19-20 available on Council website • Grants wards for events 20/21 impacted by pandemic 	COVID 19
Securing external funding, where possible, to develop the existing offer for sports, recreation, arts, entertainment, and culture	Arts and Cultural Strategy	<ul style="list-style-type: none"> • Contract awarded and will commence towards the end of September • Working group will oversee the development of the Strategy and monitoring TBA • Initial Zoom meeting held 2nd October • Core Group established • First Focus Group Meeting held 3rd December 	COVID 19
Encouraging local retailers and restaurants to use, and publicise their use of local products in order to encourage a reputation with residents and visitors of Penrith as a "Food Town"	Arts and Cultural Strategy		COVID 19

Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Exploring and developing international cultural and art exchanges			COVID 19

Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Increase the Town's attractiveness as a place to visit for both the local community and visitors:			
Developing action plans to manage/operate/support the Towns heritage – for example, The Two Lions, Museum, Great Dockray, Town Hall	Arts and Cultural Strategy		Arts and Cultural Strategy
Encouraging improvements to the gateways A6, A66 and M6 using signage, greening, and maintained verges	Parking and Movement Study To work with CCC, EDC and other stakeholders to tender and oversee the completion of the Parking and Movement Study	<ul style="list-style-type: none"> • Tender awarded. • Surveys carried out November 2019 • Officer workshops held bimonthly • First stakeholder workshop held January 2020, second due to be held March 2020 was cancelled and stakeholder engagement carried out online. • Stage 1 and 2 of the study complete • Member briefing to be held September 2020, final report presented to the Planning Committee 7th September and to Full Council on the 28th September • Weekly Catch up calls conducted with Consultants, EDC and CCC • Final Report now complete. Members considered the report at the Full Council Meeting on the 28th September when they noted the report, endorsed the principle of the proposed interventions, agreed to work with stakeholders to explore opportunities for funding and agreed to the establishment of an Implementation Group • Implementation Group established delivery leads identified for each package 	
Considering and encouraging improvements to the Town Centre, Middlegate, Burrowgate, Devonshire Street, Great Dockray, The Narrows, London Road, King Street, Sandgate Bus Station, Bridge Lane (Gateway) Portland Place and Wordsworth Street for signage, greening, verge maintenance, shopfront improvements, parking, public realm and the pedestrian experience.			
Developing Penrith as an accessible and friendly Town			

Health & Wellbeing

<p style="text-align: center;">Strategic Priority</p> <p style="text-align: center;">Increase the Town's attractiveness as a place to visit for both the local community and visitors:</p>	<p style="text-align: center;">Delivery Work</p>	<p style="text-align: center;">Progress at 14th December 2020</p>	<p style="text-align: center;">Reason for any underperformance and revised date when target will be met</p>
<p>Developing a sense of "Penrith Self", consistency of approach and a town identity by developing guidelines on future street furniture, signage, soft and hard landscaping, lighting, and their maintenance in the town centre</p>	<p>Streetscape/Public Realm</p>	<ul style="list-style-type: none"> • Negotiating the repositioning of planters • Planters planted for winter 	
<p>Supporting Keep Penrith Tidy Campaign and Plastic Clever Penrith, Conservation volunteering events, community gardening and in-bloom greening events. Work with community groups and stakeholders to participate in these and similar campaigns, acting as the lead organisation for the Town when required. Facilitate Penrith in Bloom/Cumbria in Bloom/Britain in Bloom, encouraging vibrant and sustainable planting throughout the year.</p>	<p>Cumbria/Britain in Bloom</p> <p>Stakeholders: Community Gardeners, Penrith Bid, Eden Mencap, Beekeepers, Allotments, Avanti, Forest School, Thacka Beck Nature Reserve, Richardson's, Salvation Army, Great Dockray Residents</p>	<ul style="list-style-type: none"> • Cumbria and Britain in Bloom Postponed for 2020 • Large flower displays hanging baskets and barrier baskets will be displayed for summer 2020 • Grant for £7718 awarded to Penrith Bid for Greening has been reclaimed back to PTC. • Support for Community Gardeners has continued as lockdown has been lifted, with the appropriate measures in place. • Work sheets commissioned from Forest School during lock down for families to complete during their daily exercise. • Penrith in Bloom Facebook used throughout lock down highlighting success of the past and celebrating the community. • Filming, when allowed has continued to archive what has been achieved during difficult times. This will also be included in B in B 2021 portfolio • Filming now complete, promoted on Radio, Newspapers, Facebook and included in the RHS Newsletter. • Penrith Town Council Britain in Bloom RHSS Certificate of Recognition 2020 	

		<ul style="list-style-type: none">• Penrith Community Gardeners RHSS Certificate of Recognition 2020• Penrith Community Gardeners RHSS Certificate for Inspiring Others 2020• Friends of Penrith Railway Station RHSS Certificate of Recognition• Penrith Community Gardeners RHSS Certificate for Sharing Your Know How 2020• Penrith Community Gardeners RHSS Certificate for Feeding Your Community 2020• Britain In bloom 2021 cancelled	
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Economic Development

Strategic Priority	Delivery Work	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Support and contribute to the economic growth and prosperity of the Town through encouraging inward investment, sustainable employment, tourism, and provision of devolved services:			
Working with stakeholders to develop effective strategies such as rate reductions/set up grants/marketing assistance/rent free period offers and shopfront improvements			
Identifying support packages to encourage a mix of retail premises in Middlegate, Devonshire Street, King Street, Corn Market, Great Dockray and the pedestrianised area centered on Angel Lane			
Exploring with the owners the impediments to the letting of the empty retail units in New Squares and to explore the option of using open space in this area for events and functions			
Reviewing tourism product/marketing/heritage/interpretation offer and develop a strategy for tourism and marketing	Tourism Strategy	<ul style="list-style-type: none"> Marketing group established with members of EDC, CCC, Penrith Bid, Industrial Bid and Chamber of Trade are working on the Comms Plan as part of the Recover od Penrith from Covid 19 	
Developing a thriving monthly market/farmers'/themed market and exploring the potential transfer of the Town's Market Charter to the Town Council	Tourism Strategy		
Working with EDC and other stakeholders to rekindle interest in improvements to Castle Park and developing the park as a major tourist attraction	Tourism Strategy		

Transport

Penrith Neighbourhood Development Plan

Plan Policy 11 Walking and Cycling

Requires that new development should include walking and cycling infrastructure that is of high-quality design and accessible to all. The policy outlines a set of principles that would be used to ensure that, where appropriate, new development improves the environment for all so that Penrith becomes a walking and cycle friendly Town.

Policy 4 Accessibility and Social Inclusion

Requires that all developments meets the needs of all groups and sections of the community and that the Town can reasonably accessed by walking, cycling, those with mobility aids, public transport, and motor vehicles.

Resolved Climate Change Strategy Actions

- We would lobby for better public transport services and infrastructure including electric car charging ports and electric charging sharing schemes.
- We would provide automatic annual funds to community transport schemes of a value of £3,000 per community transport scheme every April.
- We endorse and support Walk to School Challenge which encourages families to leave their cars at home and where safe to do so, would challenge students across all the schools and colleges to walk, scoot, jog and cycle to school, as travelling to school in an active and sustainable fashion is kind to the environment and has huge health benefits.
- We would provide people with better travel options, working with our partner authorities to improve cycle and pedestrian connectivity and working with local cycle suppliers, we would encourage electric cycle hire, throughout Penrith.
- We would encourage the use of greener car share schemes and would promote and support car hire schemes such as Co-Wheels which is a pay-as-you-go car hire scheme, with vehicles available to hire in convenient locations across the UK providing electric, hybrid & low emission vehicles

Strategic Priority Public and Community Transport Schemes	Delivery Work	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Working with partners to secure and encourage improvements in public transport services, look for real alternatives to public transport, promote community transport schemes and workable schemes for lift and car share	Parking and Movement Study	Study completed Implementation Group established delivery leads identified for each package	
Providing grants for community bus services	Manage grants scheme	Grant applications brought for review Grant awarded to 106 Partnership	

Transport

Strategic Priority Connectivity	Delivery Work Parking and Movement Study/ Climate Change Strategy	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Maintaining footpaths and bridleways	Parking and Movement Study		
Improving all pedestrian, cycle, wheelchair, electric buggy infrastructure into the Town	Parking and Movement Study		

Strategic Priority Safety	Delivery Work	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Providing traffic signs and other objects or devices warning of danger	Parking and Movement Study		
Contributing financially to traffic calming schemes	Parking and Movement Study		
Facilitating community speed watch schemes	Parking and Movement Study		

Strategic Priority Signage and Information	Delivery Work	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Securing the delivery of new signage of high-quality design appropriate to the local context and suitable for directing users to key locations and buildings.	Parking and Movement Study		

Transport

Strategic Priority	Delivery Work	Progress at 14th December 2020	Reason for any underperformance and revised date when target will be met
Traffic Flow and Car Parking			
Working with partners to improve highways infrastructure in and around Penrith, reviewing the town centre traffic flow to allow for full or partial pedestrianisation, improve/reduce traffic congestion and reduce carbon emissions. Identify infrastructure shortfall by contributing to a joint Parking and Movement Survey which will be instrumental for the Town Centre improvements and implementing the recommendations from the survey with stakeholders and partner authorities	Parking and Movement Study		
Supporting the provision of electric charging points in public car parks. Encouraging developers to include electric vehicle charging points for sustainable lifestyles	Parking and Movement Study		
Reducing on-street parking by providing modern car parking infrastructure appropriate to the size and role of Penrith	Parking and Movement Study		
Exploring opportunities to improve car parking for Town residents and provide low cost long-stay car parking (for example: £1 a day for vehicles parked before 9.00am) for those commuting into the Town in connection with employment.	Parking and Movement Study		
Supporting the provision of affordable long-stay car parking for visitors and additional disabled car parking facilities	Parking and Movement Study		

ITEM 8. Work Plan Report – Community Engagement Officer

Receive and note the written report for the Committee Work Plan from the Community Engagement Officer

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Increase the community’s access to information and improve transparency and accountability			
<p>Inform the community about the different roles of the Town, Council, Eden District Council and Cumbria Cuntly Council.</p> <p>Support an ethical approach to community engagement</p>	<p>Information explaining different roles is available on the Town Council website</p> <p>The following documents support ethical community engagement</p> <ul style="list-style-type: none"> • Core Community Engagement Values • Community Engagement Spectrum <p>Community Engagement Handbook ‘Guidance on Methods’</p>	<p>Completed and updated when required</p>	

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Issue 'Good News' Press Releases describing what the Town Council is doing and how it is 'making a difference.	Press releases to be distributed to media organisations on a regular basis	Press releases written as appropriate and sent to media organisations. Monthly articles written for publication in the Town Council page of the Eden Local Magazine.	
Produce Newsletters	Include content in quarterly newsletters	Content related to Community Engagement added regularly to Newsletters	
Engage the community	Interaction with groups and organisations in Penrith (as appropriate).	Community groups are contacted by telephone, social media or email and to find out what they are doing and to share Town Council information, for example, current engagement exercises.	Face to face interaction curtailed due to COVID-19
Create a Facebook page for Penrith in Bloom to provide information online.	Update the Penrith in Bloom Facebook and populate the Council's Penrith in Bloom webpage with information, photos and videos illustrating how the community gardeners and other volunteers are enhancing the town and building community spirit.	Regular interaction with the Community Gardeners is ongoing. Photos and information supplied by Community Gardeners and others in town are used to populate the Penrith in Bloom Facebook page.	Face-to-face interaction curtailed due to COVID-19. However, photos and updates are supplied by the Community Gardeners and others in the community via email

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
<p>Create summaries of Town Council progress; add information to the website, edit videos and illustrate how the Council is "Making a Difference"</p>	<p>Continually update/add information to the Council's 'information' 'Interaction' and 'Communication' Sections on the Town Council website</p> <p>Publish press articles on Town Council website</p> <p>Distribute 'Good News' information</p>	<p>The Town Council website is updated regularly with news information.</p> <p>Videos of Town Council's virtual meetings edited, uploaded to Vimeo and link inserted in the 'Podcasts and Videos' page on Town Council Website.</p> <p>Press Articles published on the website</p> <p>'Good News' information is inserted in the 'Making a Difference' Section on Council website.</p>	<p>Updates currently curtailed for short period while website is updated to meet Accessibility Regulations 2020.</p>
<p>Use hard and online versions of leaflets & posters to provide information.</p>	<p>Produce posters, infographics and images as required</p>	<p>Produced as appropriate for Town Council website. In November a poster related to 'Making Penrith Climate Neutral' was circulated on email and posted on social media to inform the community about the exercise and attract participation on the Town Council's Dialogue Platform.</p>	

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Increase opportunities for engagement with hard to reach individuals and groups			
Produce a Youth Engagement Strategy	Youth Advisory Panel to help develop a strategy	Some interaction with the group continues on WhatsApp and via email.	Long term aim.
Develop effective relationships with local schools, colleges, sports clubs, churches, youth groups and youth councils	Development of Community Networking	<p>Detailed information regarding 'Making Penrith Climate Neutral' and the Arts & Culture projects was circulated to QEGS and UCC via Members of the Youth Advisory Panel (YAP) and to other organisations via email with poster attached.</p> <p>Information and opportunity to participate in a conversation about 'Making Penrith Carbon Neutral by 2030' (Dialogue exercise) was circulated to YAP, Town Council Members, the Climate Stakeholder group and Community Groups in Penrith.</p>	Face to face activities curtailed due to COVID-19
Develop a Youth Advisory Role and encourage more youth involvement in the work of the Town Council	YAP to initiate and circulate a youth survey in February/March 2020.	<p>Interaction ongoing with panel via WhatsApp and Email list.</p> <p>Potential for participating in the Town Council's Arts and Culture and Making Penrith Climate Neutral groups was explained and discussed via email with members of the Youth Advisory Panel. Subsequently, a member of the panel, who attends QEGS, agreed to sit on the</p>	Face to face activities curtailed due to COVID-19.

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
		<p>Town Council's Arts & Culture Group as and when schoolwork allows.</p> <p>The 24-question survey attracted 67 in-depth responses from young people. A 48-page analysis has been completed and is available on Youth Advisory Panel webpage.</p> <p>The analysis has been shared with Town Councillors, Penrith Leisure Centre, Cumbria County Council Youth Officers and also the Town Council's Arts & Culture Consultants so they can note youth views on Penrith gathered immediately prior to COVID-19 shutdown.</p>	<p>When possible, outcomes of the survey to be discussed by Members of the Youth Advisory Panel and Members of the CCEG group who volunteered to support YAP.</p>
<p>Organise face to face opportunities for young people to express their views and identify priorities, e.g. an annual event, an Open Day/Youth Forum</p>	<p>Organise an Annual Event or Forum</p>	<p>A Kahoots event was held in February, 202 when the group used the online platform to discuss issues they liked and felt were important.</p>	<p>Further progress has been delayed due to COVID-19</p>

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Increase Pride in Penrith			
Engage with local people and encourage use of different techniques to document local history and culture	Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage Generate interest in Penrith's physical and cultural assets	A Community Memories Section has been set up on the website As below a WW2 Memories page with mixed media content has been created on the Town Council website.	Liaising with the Arts and Culture Group, the longer-term aim is to populate this section with mixed media information about Penrith's heritage and aspects of the town's physical and cultural assets.
Develop a 'Community Memories' Section on the Community pages of the Council website to capture Penrith's rich history using digital approaches and mixed media e.g. audio recordings	WW2/VE Day activities	Engaged with members of the community to create booklets, photos and recorded videos of interviews relating to Penrith during the War Years. These have been edited and uploaded to the Town Council's branded Vimeo Platform and/or ISSU, and links then placed on the Council's webpage 'Community Memories.'	

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Support 'Penrith in Bloom'	<p>Enable media development to illustrate how the Town council is supporting volunteers and to also highlight what volunteers and others in the community are doing to enhance the town and build community spirit and pride in the town.</p> <p>Update Penrith in Bloom Facebook page with news, images, slideshows and short videos.</p>	<p>A short film, which was commissioned, funded and arranged by the Town Council with a local professional to illustrate how Penrith has maintained its award-winning standards during the pandemic was uploaded to the Town Council's Vimeo Platform. Subsequently, the link was promoted widely, and the film has been viewed thousands of times on various different social media platforms.</p> <p>A link to the film was included in the Council's website and social media platform and was also sent to Cumbria in Bloom and RHS Britain in Bloom. It subsequently appeared on the Cumbria in Bloom website and in the RHS Britain in Bloom Magazine, which has a UK wide circulation. The film highlighted the work of the community gardeners who were subsequently recognised in awards from Cumbria in Bloom and certificates of Achievement from RHS Britain in Bloom, also an Advent Star Award for Community Gardeners and Great Dockray/Angel lane from Penrith Chamber of Trade. The Town Council also received a 'Certificate of Recognition in 2020' from RHS Britain in Bloom.</p> <p>To inform the local community, information and images of all achievements and awards for the Community Gardeners as well as ongoing work including Council funded Forest School projects have been included on the Penrith in Bloom FB page.</p>	<p>The uncertainty around COVID-19 led Britain in Bloom to cancel physical tours across the UK. With ongoing concerns about the virus, the competition in 2021 will be a digital programme. Similar to groups across the UK, Penrith groups will be invited to submit evidence of their work in a range of categories from wildlife and the environment to food growing and sharing their skills with the wider community. The formal launch of the digital competition will be in January 2021</p>

Strategic Priority	Delivery Work	Progress at 14 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Develop a local media page on the Community Section of the Council website	Media page to be developed on the Council website	Media page set up and content is added regularly to the 'Podcasts and Videos' page Recordings of full Town Council meetings have been edited and uploaded to the Town Council's Vimeo Platform and links inserted on the Podcasts and Videos page .	The website is currently under review to meet new Accessibility Regulations
Develop opportunities for Citizen Journalism (which is the collection, dissemination, and analysis of news and information by the general public by means of the Internet)	Work with local people and schools to encourage Citizen Journalism	No progress.	Suspended due to COVID-19 and lack of officer time (part-time post)

Strategic Priority	Delivery Work	Progress at 7 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
<p>Identify local organisations and community groups and noting their goals. Creating a community assets map, illustrating where community groups in Penrith are based and outlining community projects helping to address community needs.</p>	<p>Create an assets map and database providing information about local community organisations who support the community in Penrith.</p>	<p>A list of community contacts has been created and a 'Community Assets' Page has been set up on the Council's website explaining the concept and inviting involvement.</p>	<p>Local partners are needed to buy-in to the idea before a professional database can be commissioned and set up to provide information about all local groups who support the local community.</p> <p>Financial resources would also be needed to ensure content is added and updated over time.</p> <p>Limitations on progress due to COVID19 and lack of Officer time (part-time post).</p>

Strategic Priority	Delivery Work	Progress at 7 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Recognising the local community as experts on local life, needs and priorities			
Engage with the community to identify existing strengths, build community assets; identifying Community Connectors who can work with neighbours to make positive changes in the local area.	Build a Resource kit "Working together to make a Difference to the Place you live" and encourage local people to build the social and cultural assets on their own street	Resource kit "Working together to make a Difference to the Place you live" has been created and is now on the Town Council website. A variety of 'How to guides' to support use of the Resource Kit still to be written, made accessible to all and added.	The hope is to update and launch the Resource kit in early 2021 with support from local Ward Councillors if agreed.

Strategic Priority	Delivery Work	Progress at 7 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
<p>Create appropriate spaces to provide the local community with information</p>	<p>Information to added to social media as appropriate.</p> <p>Town Council Website Pages to be developed and content added</p>	<p>Information added to social media as required/appropriate.</p> <p>After review, new web pages under the headings 'Information,' 'Local Interaction' and 'Communication' have been created in the Community Engagement Section of the Town Council Website. New content has been added.</p> <p>These sections are regularly updated to provide on-line information to the local community.</p> <p>Analysis of the Youth Advisory Panel Survey, which gathered young people views on Penrith, is available on the Youth Advisory Panel page of the Council website. Along with news and topics of interest to young people.</p>	

Strategic Priority	Delivery Work	Progress at 7 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
	Involve communities directly on and offline; and with Members where possible, support information sharing and community participation in order to give local people a range of opportunities to build assets in their immediate area	<p>The Council's 'Dialogue' site has been set up:</p> <ul style="list-style-type: none"> • Users must register and set a username and password. • The Town Council or a community member can the set up a 'challenge or starter idea and others in the local community can add their own ideas. Ideas are rated and those that show highest interaction are pushed to the top of the page becoming more visible to new users. New ideas can emerge from constructive conversations. Users are encouraged to interact respectfully, and the system has stringent policies including Terms of Use and a Moderation Policy to ensure interaction is constructive. Feedback can be provided after the exercise is finished and ideas considered. • This approach goes beyond formal conversation – though it can also fit in with formal engagement approaches. It can operate independently or alongside an online survey tool called 'Citizenspace' and other creative engagement methods. Different approaches used synchronously often provide more opportunities for more members of the local community to participate at a time suitable to them. • The Dialogue Platform has now been used to engage the community on aspects of the Council's 'Making Penrith Carbon Neutral by 2030' strategy. The first Challenge and ideas is now closed. 	The Town Council website is currently undergoing review to ensure compliance with new accessibility criteria

Strategic Priority	Delivery Work	Progress at 7 December, 2020	Revisions, reason for any under-performance, revised date when target will be met
Organise 'engagement spaces' online via radio and face-to-face in local venues, for local people to gain information about what the Council is doing.	Build relationships with media organisations and feed information about what the Council is doing into their programming	<p>Over time, a relationship has been built with Radio Cumbria, Eden FM and Cumbria Crack as well as traditional press organisations covering Penrith.</p> <p>Information and links to the Dialogue engagement exercise has been shared with aforementioned media organisations as well as Town Council Members and local community groups, to encourage community participation. Information was published on some social media platforms.</p>	

ITEM 10



Penrith Town Council

CCEG COMMITTEE

BUDGETARY CONTROL STATEMENT: EIGHT MONTHS ENDED 30 NOVEMBER 2020

Approved Budget 2020/21	Revised Budget 2020/21	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
		CCEG COMMITTEE:				
		Town Projects				
30,000	15,000	Town Projects	5,375		5,375	9,625
0	25,000	Covid-19 Response	16,297		16,297	8,703
30,000	40,000		21,672	0	21,672	18,328
		Arts & Entertainment:				
5,000	2,500	Officer Support	194		194	2,306
7,500	10,000	Arts & Cultural Strategy	2,484		2,484	7,516
30,000	10,000	Events	2,430	2,700	5,130	4,870
42,500	22,500		5,108	2,700	7,808	14,692
		Environment:				
15,500	9,200	Greening	(3,717)		(3,717)	12,917
15,500	9,200		(3,717)	0	(3,717)	12,917
32,000	10,000	Community Grants	71		71	9,929
		Corporate Communications:				
15,000	6,000	Community Engagement	447		447	5,553
1,830	1,830	Press Support	680		680	1,150
0	0	Youth Advisory Panel	3		3	(3)
16,830	7,830		1,130	0	1,130	6,700
0	6,500	Climate Change	1,505		1,505	4,995
136,830	96,030	CCEG Committee Total	25,769	2,700	28,469	67,561

Notes:

The Revised Budget agreed by Council on 28 September introduced allocations for the expenditure on Covid-19 Response and Climate Change. The £6,500 budget for Climate Change includes £1,500 already spent on website changes and £5,000 for new initiatives. Other budgets have been reduced to achievable spending levels.



COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

14 December 2020

MATTER:	Penrith 1940s Weekend
	To agree to work with partners to hold a Military Vehicle, 1940's, themed event in Penrith to coincide with Brougham Hall Wartime Weekend in May 2021
ITEM NO:	12
	Deputy Town Clerk
AUTHOR:	Economic Development Officer
SUPPORTING MEMBER:	Cllr Scott Jackson Chair

LINK TO COUNCIL PLAN PRIORITIES

This report meets the corporate priorities of Health and Wellbeing and Economic Development. Such an event would support arts and culture, promote Penrith nationally through the 1940s Weekend groups and attract tourists from across the country that follow these weekends providing trade for local hospitality providers and retailers.

RECOMMENDATIONS

- i. That Members agree a budget of £10,000 to hold a 1940's themed Event in Penrith.
- ii. That officers be given delegated authority to work with the same group who were involved in the organisation of the VE Day 75 2020 event, to organise a free family event on Saturday 8th May 2021 to coincide with Brougham Hall 1940s Wartime Weekend which is the first such event in the 1940s calendar 2021

1. BACKGROUND

- 1.1 Penrith Town Council, along with other town and parish councils across the country, were invited to mark VE Day 75 on 8 May 2020 by the Queen's Pageant Master.
- 1.2 Town Council Officers made contact with Brougham Hall Wartime Weekend who were due to hold their event over the same weekend. This event falls at the same time every year in a very packed 1940's Weekend programme across the country.
- 1.3 A group was formed to look at organising a free family friendly event in the town centre to mark VE Day. The group included Councillors Jackson, Davies and Knaggs and representatives of Brougham Hall Wartime Weekend, Penrith Lions, Penrith Rotary, Penrith BID and Eden District Council. This group have been brought back together and are keen to reimagine VE Day into a new 1940's themed event which would again link the well-established and nationally renowned Brougham Hall Weekend.

2. PROPOSALS

- 2.1 Throughout the country there are a number of successful 1940's weekends that attract large numbers of visitors, Lytham, Barnard Castle and Whitby to name just a few. There is an extensive calendar of these events running throughout the year.
- 2.2 The Military Vehicle Trust and Brougham Hall Wartime Weekend have been thinking for some time how they could incorporate Penrith into their already successful annual weekend.
- 2.3 There is the opportunity, all being well, to hold an event in the Town Centre Saturday or Sunday the 8th or 9th May 2021 to host a 1940's day with entertainment, period stalls etc. Penrith Lions have indicated that they would not be holding a May Day event but would like to incorporate some aspects and join the two events together.
- 2.4 The programme agreed for 2020 would be adapted for 2021 and again be co-ordinated by the Town Council on a non-commercial basis.
- 2.5 The 1940's period entertainment that had been booked for 2020, the period fairground stalls and the free vintage bus that would run from the town centre to Brougham Hall have been contacted. The entertainers are still keen to be involved and the bus company and fairground stalls would honour their contractual agreements where deposits had been paid.

- 2.6 Grant applications would again be submitted to assist with funding the event: Cumbria County Council, Eden District Council and Penrith BID all approved grant applications to cover various aspects of the costs in 2020 and it is hoped that they would do so again.
- 2.7 Covid-19 restrictions and the safety of residents would be a priority in every aspect of planning for the 2021 event, following the appropriate Government Guidance that is in place at the time. Cancellation would always be a possibility, which would be taken into account when paying for items associated with the Event.
- 2.8 If social gathering restrictions are still in place a military vehicle parade around town could still be held.
- 2.9 The event is seen as an opportunity to provide an interesting open-air community event that will provide a community focus and something to look forward to.

3. FINANCIAL IMPLICATIONS

- 3.1 A Budget of £10,000 was agreed for VE Day 2019.
- 3.2 Grants were successfully applied for from CCC £1,000, EDC £4500 and Penrith Bid £4500, due to COVID 19 these grant offers were withdrawn as the event did not proceed. This process will be repeated if agreed.
- 3.3 Some expenditure was incurred such as the cost for the Event Coordinator, several deposits for entertainment activities, bunting and advertising materials.
- 3.4 The deposits for the entertainers have been transferred to 2020 if the event goes ahead.
- 3.5 The unspent budget of £4,616 has gone into general reserves.
- 3.6 The revised Events Grants for 2020/21 is £10,000, commitment against this budget is £2400.
- 3.7 A detailed Budget is below.

VE Day 75

Budget	£10,000
Expenditure	£5,151
BALANCE	£4,849

Expenditure	Total (No VAT)	VAT	Deposit	Balance
Booked for 2020				
Cumbria Classic Coaches - 'Rosie'	£980.00	£0.00	£325.00	£655.00
Funfair Stalls	£3,445.00	£689.00		
Bunting	£725.55			
Total	£5,150.55			
	£655.00	Deposit 2020 budget		
	£725.55	Paid for 2020 budget		
Total	£3,770.00	Provisionally committed		

Planned Expenditure

Roads Closures	£500
Street Wise	£600
Marketing and Promotion	£1,000
Entertainment	£2,500
Kentdale (First Aid)	£300
Event Co-ordinator	£1,000

Total **£9,670**

Contingency £330

£10,000

4. RISK ASSESSMENT

Areas of Risk	Consequence	Controls Required
Financial	Loss of financial commitment already incurred	Continue to work with organisers too transfer commitments from 2019 to 2020 event.
Members and Staff Capacity	Staff time is limited to contracted hours	Most of the work has already been undertaken staff hours will be regulated accordingly.
Reputation Management	The 1940'event is not delivered in town. May Day Event is not coordinated with the 1940' Event	Stakeholder relationships will continue to be developed
Recognition	PTC have been seen to be the lead in the VE Day Event	Stakeholder engagement will continue, and press releases and marketing will continue to be prepared.
COVID 19	The Event is not held	COVID-19 19 will be considered in every aspect of planning the event, the event will be flexible to allow for changes in Gov Guidance. Financial commitments will also allow for COVID-19-19 e.g. deposits