

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Brian O'Kane

To: Members of the Whitehaven Town Council

You are duly **SUMMONED** to attend a **MEETING of WHITEHAVEN TOWN COUNCIL** which will be held in **the DUNBOYNE HALL, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

Date: Thursday 26th September 2019

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated.....*20th September 2019*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Declarations of Interest

To receive declarations of interests by elected members in respect of Agenda items

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

3. Minutes of the Council Meeting held on 28th August 2019

4. Public Participation

5. Planning Applications

6. Finance Report

7. **Cumbria in Bloom Competition**
8. **Whitehaven in Bloom**
9. **Events Advisory Group (Christmas Lighting)**
10. **Markets Report**
11. **Councillor Expenses Policy**
12. **Request for Funding for Road Closure Order for Christmas Lights Switch On**
13. **Recommendations from Allotment Advisory Group**
14. **Remembrance Sunday**
15. **Police Report**
16. **CCC Draft Agreement for Maintenance of Street Furniture at Bransty Junction**
17. **Office Accommodation – Chairman to give a report**
18. **Risk Assessment**
19. **Councillor Ward Matters**
20. **Date of next Meeting**

IN PRIVATE

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

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

21. **Grant Applications: - MRG**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 29th August 2019

Present: Councillor B O’Kane (Chairman); Councillor C Arrighi; Councillor E Dinsdale; Councillor C Hayes; Councillor C Maudling; Councillor G Roberts; Councillor C Walmsley; Councillor L Walmsley

M. Jewell, Clerk and Responsible Financial Officer

Members of the Public

Press

Grant Applicant

1382/19 Apologies for Absence

Apologies for absence were received from Councillor G Dinsdale, Councillor Redmond and Councillor Rayson.

1383/19 Declarations of Interest

There were no declarations of interest.

1384/19 Minutes of the Council Meeting held on 25th July 2019

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Minutes of the Meeting held on 25th July 2019 be approved and signed by the Chairman as a correct record.

RESOLVED – That the Minutes of the Council Meeting held on 25th July 2019 be approved and signed by the Chairman as a correct record

1385/19 Public Participation

There was no public participation.

1386/19 Planning Applications

The Council considered a list of planning applications received and shown at Appendix 1.

It was proposed by Councillor Maudling and seconded by Councillor C Walmsley that Copeland Borough Council be informed that the Council had no Representations to make on the planning applications contained in Appendix 1.

RESOLVED – That Copeland Borough Council be informed that the Council had no representations to make on the planning applications contained in Appendix 1

1387/19 Finance Report

The Council considered a Financial Report.

- i After considering Appendix 1 it was reported that an additional invoice had been received from the Council's Internal Auditor for £250.00 in respect of an Audit recently carried out on the Council.

It was proposed by Councillor Roberts and seconded by Councillor Arrighi that the invoices shown at Appendix 1 and the additional invoice for £250.00 be approved and paid.

RESOLVED – That the invoices shown at Appendix 1 and the additional invoice for £250.00 be approved and paid.

- ii The Clerk reported that a disputed invoice for £810 relating to the erection and dismantling of market stalls for the Christmas lights switch on in 2017 had been raised by CBC. Following a discussion it was:-

RESOLVED – That a meeting be arranged with The Mayor of Copeland and the Manager as soon as possible to examine the way forward either and that as a measure of good faith that the £350.00 already agreed be paid.

- iii The Council considered Appendices 2 and 3 relating to the cashbook and Income and Expenditure. It was proposed by Councillor Arrighi and seconded by Councillor Hayes that the Cashbook and Income and Expenditure at Appendices 2 and 3 be approved and noted.

RESOLVED – That the Cashbook and Income and Expenditure at Appendices 2 and 3 be approved and noted.

1388/19 Internal Auditor's Report

The Council considered an Interim Report from the Council's Internal Auditor which confirmed that the Council's finances were very well administered. The Report contained 3 recommendations and after consideration of these it was proposed by Councillor Maudling and seconded by Councillor Hayes that the Report be approved and noted_

RESOLVED – (i) That the Report be approved and noted

It was proposed by Councillor Maudling and seconded by Councillor Roberts That £150,000 be transferred from the current account into the deposit account and the consequent cash flow managed.

RESOLVED – (ii) That £150,000 be transferred from the current account into the deposit account and the consequent cash flow managed.

RESOLVED - (iii) That work already in progress for the expenditure plans be reviewed by the Policy and Resources and Finance Committee in September 2019 and in setting the budgets for 2020/2021.

RESOLVED - (iv) That current risk Assessment be extended to operational risks in view of the additional duties that the Town Council has taken on over the last two years.

1389/19 Amendments to Financial Regulations

The Council considered a document received from NALC containing suggested amendments to the model Financial Regulations which the Council had approved and adopted at the Annual Meeting on 16th May 2019. After discussing the document most of the amendments had already been made by the Council, some were of an administrative nature only and the Council did not wish to vary any of the Regulations. It was proposed by Councillor Roberts and seconded by Councillor O'Kane that the Financial Regulations be amended as necessary and approved and adopted.

RESOLVED – That the Financial Regulations be amended as necessary and approved and adopted.

1390/19 Whitehaven in Bloom

The Council considered a report on the provision and cost of winter bedding plants for Whitehaven which did not include St Nicholas Gardens.

A quote for winter bedding plants had been received from the Council's preferred supplier in the sum of £1,436.55. In the past the Council had asked for

quotes from other suppliers which had either not been received or had been higher. It was proposed by Councillor Hayes and seconded by Councillor Roberts that in accordance with Financial Regulation 18.2 the Council suspends Financial Regulations to allow the Council's preferred supplier to supply the winter bedding plants for Whitehaven for reasons to be considered at the next Council meeting.

RESOLVED - That in accordance with Financial Regulation 18.2 the Council suspends Financial Regulations to allow the Council's preferred supplier to supply the winter bedding plants for Whitehaven for reasons to be considered at the next Council meeting

1391/19 **Markets Report**

The Council considered a Market Report submitted by CBC. Following a discussion on this where it was reported that a stakeholders had not been arranged it was proposed and seconded that the Council request a meeting with CBC to organise a stakeholders meeting with nominated Councillors on a date to be organised by Councillor Maudling.

RESOLVED – That the Council request CBC to organise a stakeholders meeting with nominated Councillors on a date to be organised by Councillor Maudling.

1392/19 **Councillor Expenses**

The Clerk gave a verbal report on Councillor expenses and the amounts that could be claimed and when expenses could be claimed. It was proposed by Councillor Arrighi and seconded by Councillor Hayes that the Clerk prepare a Councillors Expenses policy for travelling and subsistence and report this to the next Council meeting for consideration.

RESOLVED – That the Clerk prepare a Councillor Expenses Policy for travelling and subsistence and report this to the next Council meeting for consideration.

1393/19 **Events Advisory Group Recommendations**

The Council considered a report containing recommendations from the Events Advisory Group. Following a discussion it was:-

- (i) Proposed by Councillor Dinsdale and seconded by Councillor Maudling that ideas for events for Halloween night be discussed at the next Events Advisory Group.

RESOLVED – That ideas for events for Halloween night be discussed at the next Events Advisory Group.

- (ii) It was proposed by Councillor Arrighi and seconded by Councillor Hayes that the following recommendations be approved :-
- a) That a photo exhibition be hosted from Monday 10th May 2020 to Sunday 10th May 2020 in St Nicholas Gardens with a theme of WWII and how the war affected Whitehaven and the surrounding area
 - b) That a marquee be hired for this event at a cost of approximately £2,000
 - c) That invitations be sent out to pensioners, veterans, cadets and school groups
 - d) To hold another Traders Event on Thursday 7th and Friday 8th May 2020 in St Nicholas Gardens
 - e) To purchase bunting to be erected around the town on the catena wired at an approximate cost of £9.99 per 10 metres
 - f) That talks be arranged in the marquee on a wartime theme
 - g) That the possibility of an afternoon tea in the marquee be explored
 - h) To look at the possibility of having a parade, hiring a military band and aerial display
 - i) Councillor O’Kane had found a Glenn Miller Tribute band to play at a concert with dinner to be held in Whitehaven Civic Hall on 7th May 2020 at a cost of £3,000. Councillor Maudling said he thought this amount was high for a band and it was agreed that he would see if he could book an alternative cheaper band by the following Monday and if not then the original band be booked at a cost of £3,000.
 - j) That a 2 day Traders Event be arranged for June 2020 in St Nicholas Gardens with a marquee so that talks could be given by gardening experts
 - k) A Viking re-enactment be arranged to take place in St Nicholas Gardens following a discussion between Councillor E Dinsdale, Gerard Richardson and the Beacon at a cost of approximately £500 for two days and that this be discussed at the next Events Advisory Group Meeting

RESOLVED – That the recommendations in (ii) a) – k) above be approved and actioned.

1394/19 Events Advisory Group Recommendations (Christmas Lighting)

The Council considered a report on Christmas lighting in Whitehaven and noted the work that had been carried out by Brian Holmes of CCC this year. It was proposed by Councillor Roberts and seconded by Councillor Hayes that the Council suspend Financial Regulation 11 in accordance with Financial Regulation 18 to allow CCC to erect, maintain and dismantle the Christmas Lights in Whitehaven for reasons to be considered at the next Council meeting.

RESOLVED – That the Council suspends Financial Regulation 11 in accordance with Financial Regulation 18 to allow CCC to erect, maintain and

dismantle the Christmas lights in Whitehaven for reasons to be considered at the next Council meeting.

1395/19 **Grass Cutting in Cemeteries**

The Council considered a request from CBC to continue to contribute to the maintenance of Whitehaven and Hensingham cemeteries in 2020/2021 at a cost of £15,450. In October 2018 the Council had agreed that 2 extra grass cuts be funded for Whitehaven and Hensingham Cemeteries in 2018/2019 at a cost of £7,000 and 4 extra grass cuts be funded in 2019/2020 at a cost of £15,000. It was reported that public satisfaction with the condition of the cemeteries had increased as a result of this.

It was proposed by Councillor Roberts and seconded by Councillor Walmsley That the Council funds 4 extra grass cuts for Whitehaven and Hensingham Cemeteries in 2020/2021 at a cost of £15,450.

RESOLVED – That the Council fund 4 extra grass cuts for Whitehaven and Hensingham Cemeteries in 2020/2021 at a cost of £15,450.

1396/19 **Police Report**

The Council considered a report from the Police which was in a new format. It was stated that the Police team in Whitehaven was working well. No decisions were made on this and the report was noted.

1397/19 **Street Name and Numbering**

The Council considered a consultation report received from CBC on the street name and numbering for the proposed new residential development on land at Edgehill Park, Whitehaven. It was proposed by Councillor Arrighi and seconded by Councillor O’Kane that the proposed new street name of Ellen Drive for the proposed new residential development on land at Edgehill Park, Whitehaven be approved.

RESOLVED – That the proposed new street name of Ellen Drive for the proposed new residential development on land at Edgehill Park, Whitehaven be approved and that CBC be informed accordingly.

1398/19 **Consultation on Removal of BT Public Payphones**

The Council considered a consultation report received from CBC on BT’s proposals to remove a number of public payphones within the Borough. There were no comments made on this and it was proposed by Councillor O’Kane and seconded by Councillor Arrighi that CBC be informed that the Council had no comments on BT’s proposal.

RESOLVED – That CBC be informed that the Council had no comments on BT's proposals.

1399/19 **The West Cumbria Guide**

The Council considered a report on correspondence received from The West Cumbria Guide which offered the Council a price structure for half page advertising in The West Cumbria Guide for December/January 2019/2020; February/March 2020; April/May 2020; June/July 2020 August/September 2020; October/November 2020 at a cost of £2,970 plus art work at £190.00. It was proposed and seconded that the Council take a half page advert in The West Cumbria Guide for the above periods at a cost of £2970.00 plus £190.00 for art work. Following a vote 4 Councillors voted for the proposal, two Councillors voted against the proposal and 2 Councillors abstained.

RESOLVED – That the Council takes out a half page advert in The West Cumbria Guide for December/January 2019/2020; February/March 2020; April/May 2020; June/July 2020; August/September 2020; October/November 2020 at a cost of £2,970 plus art work at £190.00.

1400/19 **Office Accommodation**

The Chairman reported on the Council's recently acquired office accommodation – the former Whitehaven News Office in Roper Street. He said there were 2 current issues:-

1. Pigeon droppings – The second floor of the building was thick with pigeon droppings and also a lot of boxes and papers on the floor which were covered in pigeon droppings. He said that pigeon dropping could lead to major health problems and severe respiratory problems. CBC Pest Control Department had inspected the second floor and said it was hazardous to health and needed to be sprayed, cleaned and disinfected and the special waste disposed of in the proper way. CBC recommended a local firm who after inspecting the building said that it would take 4 men 4 days to carry out the necessary work and dispose of the special waste and quoted £6,000 including VAT to do the work. Because this was a health and safety matter urgent action had to be taken to make the second floor safe. It was proposed by Councillor Roberts and seconded by Councillor Hayes that because of the health and safety issue requiring urgent action that the local firm be employed to spray, clean, disinfect and dispose of all waste on the second floor at a cost of £6,000 including VAT.

RESOLVED – That the local firm be employed to spray, clean, disinfect and dispose of all waste on the second floor at a cost of £6,000 including VAT.

2. The Chairman said that the Council now needed to get plans drawn up for the building and said that the Council's authority was requested to obtain quotes from architects for the cost of drawing up plans/concept drawings for the building. It was proposed by Councillor O'Kane and seconded by Councillor Roberts that architects be contacted and asked to submit quotes for preparing plans/concept drawings, preparing a specification of work and acting as project manager.

RESOLVED – That architects be contacted and asked to submit quotes for preparing plans/concept drawings, preparing a specification of work and acting as project manager giving a 21 day period for submitting quotes.

1401/19 Copeland Polling District and Polling Places Review Update

The Council considered a consultation document received from Copeland Borough Council in respect of the Copeland Polling District and Polling Places Review Update. Councillor O'Kane said he had already mentioned the key change in the Highlands and Hillcrest. Following a discussion there were no further comments it was proposed that the consultation document be noted and CBC be informed accordingly

RESOLVED – That there were no other comments other than those made by Councillor O'Kane and that the consultation document be noted and CBC be notified accordingly.

1402/19 Councillor Business Cards

The Council considered a report on the provision of business cards for Councillors and a draft business card. Councillor Dinsdale said the Council's landline number should be on the card. Following a discussion it was proposed by Councillor E Dinsdale that business cards be purchased for Councillors and this was seconded by Councillor Roberts. By a show of hands 3 Councillors voted for the proposal and 5 Councillors voted against.

RESOLVED – That business cards be not purchased for Councillors.

1403/19 Training For Councillors

The Clerk referred to the Effective Councillor Training Courses that had been set up by CALC which Councillors had been invited to attend and said that few replies had been received from Councillors.

There was no decision made on this but the Chairman asked all Councillors to

contact the Clerk to let her know if they would be attending the courses.

1404/19 **Councillor Ward Matters**

- i. Councillor E Dinsdale reported that potholes had been fixed and trees had been cut back at the top of Coach Road.
- ii. Councillor E Dinsdale said there was a big issue around weeds – that weedkiller had been pit down over the last couple of weeks but that the weeds were going to drop into the drains if it rains and said he was looking to set up a meeting with CCC and CBC to stop this happening.
- iii Councillor Hayes said there had been damage to the Howgill Centre at Kells and that the Police had been involved and that there would be a meeting with the Police at the end of the month. He said the community was helping to repair the damage and kids were painting the wood on the windows.
- iv Councillor O’Kane said he had had two complaints about weeds.
- v Councillor Arrighi said that on Greenbank the grass was so high that the cars couldn’t see. The Chairman asked Councillor Arrighi to supply some photographs of this so that this could be looked at.
- vi Councillor Roberts said he had had a phone call from someone in town about rats at Rudds Court and in the building on the corner of Roper Street and Church Street.
- vii Councillor C Walmsley said there was a massive issue with school travel and that there was a problem with school buses for St Benedicts so 11 year olds were having to walk home and that the service buses were not convenient for the kids.

1405/19 **Date of next Meeting**

RESOLVED - The date of the next meeting be 26th September 2019 at 6.30 at the Dunboyne Hall, Whitehaven Civic Hall

1406/19 **Suspension of Standing Orders**

The Chairman proposed that Standing Orders be suspended to allow the meeting to continue for 30 minutes in order to consider the Grant Applications.

RESOLVED – That Standing Orders be suspended to allow the meeting to continue for 30 minutes to consider the Grant Applications

IN PRIVATE

1407/19 Prior to the following items of business the Chairman moved the following:-

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

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

1408/19 **Grant Application – GCA**

Further to Minute 1379/19 the Council considered a grant application from GCA. Councillor Arrighi said that all her Ward Grant monies had been allocated.

It was proposed by Councillor Maudling seconded by Councillor Hayes that a grant be not awarded.

RESOLVED – That a grant be not awarded.

1409/19 **Grant Application – POW(SN)**

Further to Minute 1380/19 the Council considered an application from POW(SN). It was reported that because of the criteria for applications the organisation concerned could not apply for grant funding from the Police and Crime Commissioner and it was proposed by Councillor Maudling and seconded by Councillor Hayes that a grant be not awarded.

RESOLVED – That a grant be not awarded.

1410/19 **Grant Application – SN (UK)**

The Council considered an application for a grant from SN (UK) and heard a presentation from the applicant. It was proposed by Councillor Roberts and seconded by Councillor Arrighi that a grant be not awarded.

RESOLVED – That a grant be not awarded.

1411/19 **Grant Application – WCT**

The Council considered an application for a grant from WCT. Following a

discussion it was proposed by Councillor O’Kane and seconded by Councillor Hayes that a grant of £1,000 be awarded.

RESOLVED - that a grant of £1,000 be awarded to WCT

1412/19 **Grant Application – TCN**

The Council considered an application for a grant from TCN. Following a discussion it was proposed by Councillor O’Kane and seconded by Councillor Roberts that a grant of £200 be awarded.

RESOLVED – That a grant of £200 be awarded to TCN

1413/19 **Grant Application – WSACT**

The Council considered an application for a grant from WSACT. Following a discussion it was proposed by Councillor Hayes and seconded by Councillor Roberts that a grant be not awarded.

RESOLVED – That a grant be not awarded.

The Meeting closed at 9.30pm

Chairman

WTC 26/09/2019

Item 5

Planning Application for Consideration by Whitehaven Town Council

| <u>Application Number</u> | <u>Detail</u> |
|---------------------------|--|
| CH/4/19/2290/0F1 | CHANGE OF USE TO MIXED A1 & A3 USES; TWO AIR CONDITIONING CONDENSER UNITS AND TWO EXTRACT GRILLES UNIT 5, BRIDGES RETAIL PARK, FLATT WALKS, WHITEHAVEN |
| CH/4/19/2291/0F1 | REINSTATEMENT OF LIVING ACCOMMODATION ON THIRD FLOOR; INCLUDING EXTERNAL ALTERATIONS TO REINSTATE ORIGINAL WINDOWS ON UPPER FLOOR 34 LOWTHER STREET, WHITEHAVEN |
| CH/4/19/2292/0F1 | SUBSTITUTION OF DWELLING TYPES ON PLOTS 31 AND 33 (FROM PREVIOUSLY APPROVED 4/18/2118/0F1) THE MOUNT, WHITEHAVEN |
| CH/4/19/2296/0F1 | SUNROOM AND EXTENSION TO RAISED TERRACE BAYOU, 10 LOW KELLS, WHITEHAVEN |
| CH/4/19/2299/0A1 | SERVICE STATION SIGNS TO FORECOURT CANOPY AND PUMP ISLANDS. FORECOURT SHOP BUILDING AND FREESTANDING ROADSIDE POLE SIGN APPLEGREEN CORKICKLE SERVICE STATION, BACK CORKICKLE, WHITEHAVEN |
| CH/4/19/2305/0R1 | RESERVED MATTERS FOR DETACHED DWELLING PLOT 8, WEST OF CASA MIA, HARRAS ROAD, WHITEHAVEN |
| CH/4/19/2307/0L1 | LISTED BUILDING CONSENT FOR INSTALLATION OF 1 NO. CCTV DOME CAMERA TO FRONT ELEVATION 59 LOWTHER STREET, WHITEHAVEN |
| CH/4/19/2308/0C1 | DEMOLITION OF FORMER CAR SALES SHOWROOM AND WORKSHOPS FORMER B AND H MOTORS, HIGH STREET, WHITEHAVEN |
| CH/4/19/2309/0B1 | VARIATION OF CONDITION 1 OF GRANTED PLANNING PERMISSION 4/17/2152/0G1 SITE OF MARK HOUSE, STRAND STREET, WHITEHAVEN |
| CH/4/19/2313/0F1 | CONVERSION OF UPPER FLOORS TO FOUR FLATS 53/54 MARKET PLACE, WHITEHAVEN |

| <u>Application Number</u> | <u>Detail</u> |
|---------------------------|--|
| CH/4/19/2316/0F1 | CHANGE OF USE FROM CRECHE TO BEAUTY SALON 9 LOWTHER STREET, WHITEHAVEN |
| CH/4/19/2319/0F1 | ERECTION OF MAINTENANCE EQUIPMENT STORAGE BUILDING AND DEMOLITION OF DERELICT GARAGE WHITEHAVEN SOCIAL WELFARE, RECREATION GROUND, COACH ROAD, WHITEHAVEN |
| CH/4/19/2323/HPAE | PRIOR NOTIFICATION FOR SINGLE STOREY REAR AND SIDE EXTENSION TO PROVIDE SHOWER ROOM AND EXTRA LIVING ACCOMMODATION 60 TOWER HILL, WHITEHAVEN |
| CH/4/19/2324/HPAE | PRIOR NOTIFICATION FOR ERECTION OF REAR SINGLE STOREY EXTENSION CHAPEL GATE, MAIN STREET, HENSINGHAM, WHITEHAVEN |
| CH/4/19/2327/0F1 | PHASED DEMOLITION OF EXISTING SCHOOL BUILDING AND REPLACEMENT WITH NEW SCHOOL BUILDING AND SPORTS HALL WHITEHAVEN ACADEMY, CLEATOR MOOR ROAD, WHITEHAVEN |

FINANCIAL REPORT

Purpose of the Report

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

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 2 together with income and expenditure at Appendix 3.
- 1.3 Further to minute 1387/19 (ii) regarding the outstanding invoice 6487789 with CBC for the use of Market Stalls at the Christmas Light Switch on Event in November 2017. As agreed, £350.00 was paid to CBC and Councillor Maudling has met with representatives of CBC and has recommended that the remaining balance of £460.00 is paid to CBC.

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 17th September 2019. This shows a balance of £274,010.43. There are however cheques to the value of £17,124.88 still to be presented and cleared.
- 2.2 Following advice from the Internal Auditor, £150,000.00 was transferred from the current account into the deposit account. The balance in the deposit account is now £294,43.97.

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.

- 3.2 The remaining balance of £460.00 is paid to CBC in respect of outstanding invoice 6487789.

- 3.3 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

| Date | Account | Account Name | 210.00 | 42.00 | 252.00 | Contract |
|------------|---------|-------------------------------------|-----------|---------|-----------|----------------------|
| 28/06/2019 | 688 | Online Systems (Maintenance) Ltd | 210.00 | 42.00 | 252.00 | Contract |
| 28/06/2019 | 689 | Copeland Borough Council | | 176.04 | 1056.25 | 1348/19 (f) |
| 28/06/2019 | 690 | M P Porter | 262.50 | | 1056.25 | 1348/19 (f) |
| 28/06/2019 | 691 | Copeland Borough Council | | 65.40 | 65.40 | 1348/19 (f) |
| 28/06/2019 | 692 | Copeland Borough Council | 547.44 | | 642.69 | 1348/19 (f) |
| 28/06/2019 | 693 | Copeland Borough Council | | 95.25 | 3096.77 | 1348/19 (f) |
| 28/06/2019 | 694 | J & R Bennett | 2580.64 | | 516.13 | 1348/19 (f) |
| 28/06/2019 | 695 | Copeland Borough Council | 844.87 | | 168.97 | 1348/19 (f) |
| 28/06/2019 | 696 | Copeland Borough Council | 196.00 | | 39.20 | 1348/19 (f) |
| 28/06/2019 | 697 | Copeland Borough Council | 6.00 | | 1195.38 | 1348/19 (f) |
| 28/06/2019 | 698 | Copeland Borough Council | | 9.52 | 15.52 | 1348/19 (f) |
| 28/06/2019 | 699 | Copeland Borough Council | | 5.84 | 35.02 | 1348/19 (f) |
| 28/06/2019 | 700 | Copeland Borough Council | | 15.00 | 240.00 | 1348/19 (f) |
| 28/06/2019 | 701 | Copeland Borough Council | | 9.00 | 90.00 | 1348/19 (f) |
| 28/06/2019 | 702 | Copeland Borough Council | | 7.00 | 7.00 | 1348/19 (f) |
| 28/06/2019 | 703 | Copeland Borough Council | | 15.44 | 18.53 | 1348/19 (f) |
| 28/06/2019 | 704 | Copeland Borough Council | | 3.09 | 39.12 | 1348/19 (f) |
| 28/06/2019 | 705 | Copeland Borough Council | | 9.12 | 91.23 | 1348/19 (f) |
| 02/07/2019 | 706 | Dixons | 150.00 | | 150.00 | 1255/19 |
| 02/07/2019 | 707 | Whitehaven Trophies | 65.00 | | 65.00 | 1255/19 |
| 08/07/2019 | BAC3 | Fluid Productions | 834.90 | | 1001.88 | 1348/19 (f) |
| 08/07/2019 | BAC4 | D Tallentire Limited | 1806.20 | | 361.20 | 1348/19 (f) |
| 08/07/2019 | BAC5 | Deborah McKenna Ltd | 850.00 | | 170.00 | 1348/19 (f) |
| 08/07/2019 | BAC6 | POD (North West) Ltd | 1500.00 | | 300.00 | 1348/19 (f) |
| 08/07/2019 | BAC7 | Deborah McKenna Ltd | 176.36 | | 211.63 | 1348/19 (f) |
| 08/07/2019 | BAC8 | Alberio Limited | 444.23 | | 88.85 | 1348/19 (f) |
| 08/07/2019 | BAC9 | Cumbria Media | 60.00 | | 60.00 | 1348/19 (f) |
| 08/07/2019 | BAC10 | First Image Signs Limited | 90.00 | | 90.00 | 1348/19 (f) |
| 08/07/2019 | BAC11 | Staff Signs LGPS | 4319.15 | | 848.78 | 1348/19 (f) |
| 08/07/2019 | BAC12 | Whitehills LGPS | 1929.76 | | 848.78 | 1348/19 (f) |
| 15/07/2019 | 708 | HMRC | 3395.00 | | 1929.76 | 631/17 (f) |
| 15/07/2019 | BAC13 | Whitehaven Harbour Youth Project | 1000.00 | | 4319.15 | 1383/18 |
| 15/07/2019 | DD | BT Group | 1000.00 | | 4355.00 | HMRC |
| 23/07/2019 | BAC14 | Always Another Way | 70.95 | | 70.95 | Grant/Ward Grant |
| 29/07/2019 | 709 | Copeland Borough Council | | 844.87 | 1000.00 | Contract |
| 29/07/2019 | 710 | Copeland Borough Council | | 14.19 | 85.14 | Grant |
| 29/07/2019 | 711 | Copeland Borough Council | 547.44 | | 1013.84 | 1388/19 (f) |
| 29/07/2019 | 712 | Copeland Borough Council | | 109.48 | 656.92 | 1388/19 (f) |
| 29/07/2019 | 713 | Copeland Borough Council | | 176.04 | 1056.25 | 1388/19 (f) |
| 29/07/2019 | 714 | Copeland Borough Council | 65.40 | | 3096.77 | 1388/19 (f) |
| 29/07/2019 | 715 | Copeland Borough Council | 15.20 | | 65.40 | 1388/19 (f) |
| 29/07/2019 | 716 | Copeland Borough Council | 375.00 | | 375.00 | 1388/19 (f) |
| 29/07/2019 | 717 | Copeland Borough Council | 196.24 | | 196.24 | 1388/19 (f) |
| 29/07/2019 | 718 | Copeland Borough Council | 1.80 | | 1.80 | 1388/19 (f) |
| 29/07/2019 | 719 | Roskill Youth Theatre | 110.00 | | 110.00 | 1388/19 (f) |
| 29/07/2019 | 720 | Copeland Borough Council | | 7.99 | 7.99 | 1388/19 (f) |
| 29/07/2019 | 721 | Copeland Borough Council | | 2.87 | 87.84 | 1388/19 (f) |
| 29/07/2019 | 722 | Copeland Borough Council | | 1488.90 | 1488.90 | 1388/19 (f) |
| 29/07/2019 | 723 | Copeland Borough Council | | 107.24 | 107.24 | 1388/19 (f) |
| 31/07/2019 | 724 | Copeland Borough Council | | 250.00 | 250.00 | Ward Grant |
| 31/07/2019 | 725 | Copeland Borough Council | | 750.00 | 750.00 | Ward Grant |
| 01/08/2019 | DD | CF Corporate | 300.00 | | 300.00 | Contract |
| 02/08/2019 | BAC15 | West House | 41.95 | | 41.95 | 1368/19 (f) |
| 02/08/2019 | BAC16 | Cumbria Media | 72.00 | | 72.00 | 1368/19 (f) |
| 02/08/2019 | BAC17 | P F T Gough & Co | 150000.00 | | 150000.00 | 1376/19 (f) |
| 02/08/2019 | BAC18 | Bank of Yorkshire | 25.00 | | 25.00 | Bank Charge |
| 02/08/2019 | 726 | Whitehaven Hospice at Home | 600.00 | | 600.00 | Charity Contribution |
| 05/08/2019 | 727 | Whitehaven Amateur Football Club | | | 600.00 | Ward Grant |
| 05/08/2019 | 728 | Brooks - VOID - cheque 729 replaced | | | 300.00 | Contract |
| 08/08/2019 | 729 | Brooks | | | 41.95 | 1368/19 (f) |
| 15/08/2019 | 730 | HMRC | 1929.56 | | 1929.56 | HMRC |
| 15/08/2019 | BAC19 | Cumbria LGPS | 848.78 | | 848.78 | 631/17 (f) |
| 15/08/2019 | BAC20 | Staff | 4319.35 | | 4319.35 | 1183/18 |
| 15/08/2019 | BAC21 | Derwent Railway Society | 100.00 | | 100.00 | Ward Grant |
| 19/08/2019 | DD | BT Group | 80.84 | | 80.84 | Contract |
| 21/08/2019 | BAC22 | Maypole Manufacturing Ltd | 3538.00 | | 3538.00 | 1332/19 |
| 04/09/2019 | 731 | Copeland Borough Council | 20.00 | | 20.00 | 20.00 |
| 04/09/2019 | 732 | Copeland Borough Council | | | 844.87 | 844.87 |
| 04/09/2019 | 733 | Copeland Borough Council | 547.44 | | 547.44 | 1013.84 |
| 04/09/2019 | 734 | Copeland Borough Council | | | 109.49 | 656.93 |
| 04/09/2019 | 735 | Copeland Borough Council | | | 280.21 | 1056.25 |
| 04/09/2019 | 736 | Copeland Borough Council | 65.40 | | 3096.77 | 1348/19 (f) |
| 04/09/2019 | 737 | Copeland Borough Council | 7022.95 | | 7022.95 | 65.40 |
| 04/09/2019 | BAC23 | Zurich Municipal | 374.67 | | 374.67 | 7022.95 |
| 04/09/2019 | BAC24 | Midshire Business Systems | 368.62 | | 368.62 | 7022.95 |
| 04/09/2019 | 738 | Viking Payments | 83.43 | | 83.43 | 7022.95 |
| 04/09/2019 | BAC25 | Cumbria Media | 104.00 | | 104.00 | 7022.95 |
| 04/09/2019 | 740 | Bransly Royal British Legion | | | 195.00 | 195.00 |
| 04/09/2019 | 741 | Mrs J Hurley | 250.00 | | 250.00 | 250.00 |
| 04/09/2019 | BAC26 | Maypole Manufacturing Ltd | 7076.00 | | 7076.00 | 7076.00 |
| 05/09/2019 | 742 | Copeland Borough Council | 350.00 | | 350.00 | 350.00 |

| 13/09/2019 | 743 | HMRC | 1929.56 | 1929.56 | 1929.56 | HMRC |
|------------|------|--------------|-----------|-----------|----------|-------------|
| | BACS | Staff | 4319.35 | 4319.35 | 4319.35 | 1183/18 |
| | BACS | Cumbria LGPS | 848.78 | 848.78 | 848.78 | 631/17 (H) |
| | | | 442298.52 | 9369.33 | 7870.39 | 11114.00 |
| | | | | 350.00 | 0.00 | 4401.05 |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 17127.55 | 10433.26 |
| | | | | 8864.60 | 9112.93 | 9491.70 |
| | | | | 7593.23 | 47.50 | 150256.00 |
| | | | | 298479.31 | 12637.35 | 5311.116.66 |

INCOME 2019-20

| Date | Item | Precept | Interest | Other |
|-------------|--------------------------|----------------|-----------------|--------------|
| 08/04/2019 | Allotment Rents 2019/20 | | | 1320.08 |
| 10/04/2019 | Allotment Rents 2019/20 | | | 120.00 |
| 24/04/2019 | HMRC - VAT REFUND March | | | 5616.68 |
| 29/04/2019 | Allotment Rents 2019/20 | | | 420.00 |
| 30/04/2019 | 2019/20 Precept | 442558.02 | | |
| 17/05/2019 | HMRC - VAT REFUND April | | | 510.68 |
| 03/06/2019 | Allotment Rents 2019/20 | | | 519.33 |
| 14/06/2019 | HMRC - VAT REFUND May | | | 2936.96 |
| 12/07/2019 | HMRC - VAT REFUND June | | | 2464.02 |
| 12/07/2019 | Allotment Rents 2019/20 | | | 307.00 |
| 12/07/2019 | Refund Midshire Account | | | 254.58 |
| 23/07/2019 | Allotment Rents 2019/20 | | | 64.00 |
| 02/08/2019 | Allotment Rents 2019/20 | | | 54.00 |
| 20/08/2019 | HMRC - VAT Refund July | | | 3435.68 |
| 09/09/2019 | Allotment Rents 2019/20 | | | 207.17 |
| 11/09/2019 | HMRC - VAT Refund August | | | 1061.04 |

| | | | |
|------------------|-------------|-----------------|------------------|
| 442558.02 | 0.00 | 19291.22 | 461849.24 |
|------------------|-------------|-----------------|------------------|

**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2019-20**

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

BANK BALANCES BROUGHT FORWARD

| | |
|------------------------------|---------------------|
| CBS 53905917 (01.04.2019) | 256,152.97 |
| CBS 53906216 (01.04.2019) | 144,431.97 |
| TOTAL OPENING BALANCE | £ 400,584.94 |

INCOME:

| | |
|---------------------|---------------------|
| Precept | 442,558.02 |
| Interest (Deposit) | |
| Other Income | 19,291.22 |
| TOTAL INCOME | £ 461,849.24 |

EXPENDITURE

| | |
|----------------------------|---------------------|
| Employees & Allowances | 44298.52 |
| Premises | 9369.33 |
| Supplies/Services | 7870.39 |
| 3rd Party | 11114.00 |
| Grants | 4966.60 |
| Allotments | 3082.65 |
| Christmas | 350.00 |
| Markets | 0.00 |
| Community Plan | 0.00 |
| Ground Maintenance | 4401.05 |
| Civic Hospitality | 0.00 |
| Ranger | 17127.55 |
| Whitehaven In Bloom | 10433.26 |
| Ward Grants | 8864.60 |
| Elections | 9212.93 |
| Environmental Improvements | 9491.70 |
| Events | 7593.23 |
| Contingencies | 47.50 |
| Reserves | 150256.00 |
| VAT (to be reclaimed) | 12637.35 |
| TOTAL EXPENDITURE | £ 311,116.66 |

CASH BOOK BALANCE

| | |
|---------------------------|---------------------|
| Brought forward | £ 400,584.94 |
| Income | £ 461,849.24 |
| Expenditure | £ 311,116.66 |
| Town Council Funds | £ 551,317.52 |

BANK BALANCES

| | |
|----------------------------|---------------------|
| CBS 53905917 (17/09/2019) | 274,010.43 |
| CBS 53906216 (17/09/2019) | 294,431.97 |
| | £ 568,442.40 |

Unpresented Cheques 2019/2020

17,124.88

FINANCIAL POSITION

£ 551,317.52

Cumbria in Bloom Competition

Purpose of the Report and Recommendation

To inform Members of the result of the Council's entry into the Cumbria in Bloom Competition.

1.0 INTRODUCTION

- 1.1 Members will be aware that the Council entered into the Cumbria in Bloom competition and the judging was held on 10th July 2019.
- 1.2 At the presentation ceremony held in Carlisle on 5th September 2019 the Council received a Silver Medal Award for receiving 71 marks (see Appendix 1). The Judges feedback on this is shown at Appendix 2
- 1.3 The Council also received a framed certificate for a Neighbourhood Award (see Appendix 3) together with the Judge's assessment shown at Appendix 4. Members will see that this award is in the name of the Whitehaven Town Revitalisation Group but the Cumbria in Bloom administrator has confirmed that this group is in fact the Town Council – it appears that this was the name the Judge had written down in making his decision.

2.0 RECOMMENDATION

- 2.1 That Members note the results of the Cumbria in Bloom Competition.



CUMBRIA IN BLOOM
Part of RHS BRITAIN IN BLOOM

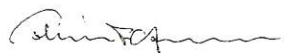
**CUMBRIA in BLOOM
PRIDE in YOUR COMMUNITY 2019
is PROUD to ACKNOWLEDGE**

Whitehaven

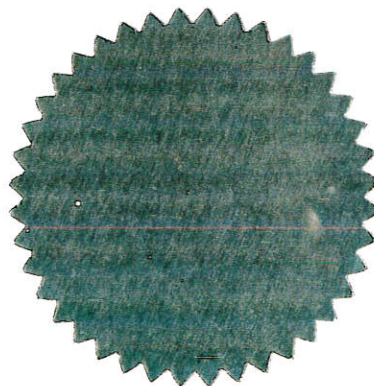
**For its entry into this year's
Competition**

**and is awarded
a**

Silver Medal Award



*Cumbria in Bloom Chairman
Colin Cheyne*





General Judging Form 2019

Cumbria in Bloom Pride in your Community Competition – named to emphasise that the visual impact should show the care taken by a community with its appearance: tidiness, good maintenance as well as floral, horticultural, environmental and public support.

| | |
|---|----------------------------------|
| Entry name WHITEHAVEN – Large Town | Date 10th July |
| Judges names: C Cheyne & J Jennings | Time 13.00 |
| Special category nominations | |

Section A – Gardening, Horticultural Activity – 40 marks

| | |
|---|-----------|
| 1. Overall impression - is the impact of the entry positive and memorable? Consider the key aspects of coordinated presentation and overall quality | 7 |
| 2. Maintenance of planted areas - to an appropriate standard, cultivation, weeding, feeding, pruning, grass maintenance, tree management etc. | 8 |
| 3. Plant selection suited to growing conditions and locations | 7 |
| 4. Plant quality - vibrant and grown to their full potential – free from pests and diseases | 7 |
| With each above element attracting a possible 10 marks, insert total out of 40 | 29 |

Section B – Consideration of the Environment - 30 marks

| | |
|---|-----------|
| 1. Local identity - is there a sense of place with appropriate acknowledgement of local heritage and its relevance for the community? | 6 |
| 2. Natural environment & resources – how well does the entry show understanding of conservation, protection of species and the use of water, chemicals, fertilisers etc? | 8 |
| 3. Hard surfaces & open grass areas etc -quality of maintenance and cleanliness of streets, green spaces, street furniture, dog fouling and litter control measures. | 8 |
| With each above element attracting a possible 10 marks, insert total out of 30 | 22 |

Section C – Community Participation - 30 marks

| | |
|---|-----------|
| 1. Year round activity and planning - deciding what should be done throughout the year – plus gauging the value of events and what makes the entry special. | 8 |
| 2. Communication & awareness - use of media & communications generally to involve all sections of the community – encouraging understanding of purpose and learning. | 6 |
| 3. Funding & Support - making sure enough people and businesses are involved to organise and to provide funds for ongoing activity and development. | 6 |
| With each above element attracting a possible 10 marks, insert total out of 30 | 20 |

| | |
|---|-----------|
| (PTO for Judges' Feedback) - SILVER - TOTAL MARKS OUT OF 100 | 71 |
|---|-----------|

Overall Impression:

Firstly, it was very pleasing to have Whitehaven taking part in Cumbria in Bloom again. We were impressed by the interest shown and time taken by town councillors, their and Copeland staff to prepare for the visit and to show us what has been happening in Whitehaven. We also welcomed meeting people at Cart Gate Allotments, at Hensingham Village Square Garden and, I think, Carla from Arrighi's in the town centre.

It is appreciated that Whitehaven's "renaissance" is only beginning and what we saw reflects largely work that has been undertaken this year. Nevertheless, the impact is significant much down to introducing many hanging baskets and planters along with eye-catching bedding at key road junctions etc. such as the Badge Bed. Silver may seem a lowly award, but we have to judge as seen today. The potential is evident which if realised will bring higher awards soon.

Judges Feedback Section A – Horticulture: (Please expand space as required to fit judging comments).

To make quick impact much of the planting has been good quality bedding plants in hanging baskets, towers, railing panniers, tubs and in high profile locations. This has worked well and provides Whitehaven with a great basis to work on from.

Quality is good and maintenance is also good with most plants looking healthy and full of colour. Evidence of Spring displays in particularly St Nicholas' garden shows great tulip colour impact. As Whitehaven builds on its "bloom" presentation it will be interesting to see how more variety is introduced to include perennials, grasses, shrubs etc to provide height and structure in appropriate locations. In particular, some of the beds at St Nicholas' garden which are against the stone walls would benefit from this.

The efforts at Hensingham Square with the colliery tub and boat plantings was great to see, while the peaceful setting at St Begh's and colourful crocosmia beds made a delightful contrast. It was apparent that several retail businesses have taken Whitehaven in Bloom to heart and have innovative and good quality displays, The Vine pub, The Flower Basket and Richardson's next door to name three.

Cartgate Allotments is full of outstanding quality growing of all sorts, flowers, vegetables and fruit. We understand members may be able to help next year's plans and planting.

Judges Feedback Section B – Environment: (Please expand space as required to fit judging comments).

What has been achieved with new planting and grass maintenance is really enhancing the appearance of Whitehaven and rebuilding its identity and sense of heritage. As mentioned above, further developments can only add to the visual enhancement of Whitehaven's uniqueness and bring social and economic benefits to the town.

Hard areas and grassed areas all looked tidy and well maintained. It was noted that the grass cutting regime has been amended to allow slightly greater length and clover to flower. This has also enabled a significant reduction in the use of fertilisers etc.

It was interesting to note that Copeland is set to receive significant funding to tackle the decline in bees and other pollinators as part of the "Get Cumbria Buzzing" project. Whitehaven has several sites identified which will contribute to this.

Judges Feedback Section C – Community: *(Please expand space as required to fit judging comments).*

It was apparent that Whitehaven's relatively new town council has a clear vision of how its appearance can be revived with benefits for the local community, economy and appeal to visitors. This will not be just a summer bloom event but have impact at other times of the year as well. There appear to be good relationships with Copeland Council and other bodies and a willingness to engage with and support other bodies for mutual gain. The town has its own Facebook page for Whitehaven in Bloom to raise awareness and encourage participation and there is good evidence of engaging with a variety of groups including young people. We also noticed that the local councillors on the "tour" were known to local people and businesses and had good rapport with them.

Funding will continue to present difficulties, but the enthusiasm of councillors, staff and others we met should ensure that sound planning and vision should bring sustainable progress for many years to come.

APPENDIX 3
WTC 26/9/19
ITEM 7



CUMBRIA

The Royal Horticultural Society and Cumbria in Bloom are proud to present

Whitehaven Town Revitalisation Group

with a 2019 It's Your Neighbourhood Award of

Level 4 - Thriving

Sir Nicholas Bacon
President, Royal Horticultural Society



WTC 26/09/2019
Item 7
Appendix 4.



RHS It's Your Neighbourhood Assessment Form 2019

Whitehaven Town Revitalisation – 10th July, C Cheyne & J Jennings

| Section A - Community Participation (40% or 40 points) | |
|--|----|
| <p>The group is working towards things such as:</p> <ul style="list-style-type: none">Being inclusive of local peopleLocal ownership and directionMaking a difference to local peopleInvolving local people with planning, decision-making, communication & implementationRepresentative of the local communityGetting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)Planning for the futureWorking in partnership with other organisations (i.e. police, community support officers, environmental groups etc.) | |
| Total points assessed for Section A (out of 40) | 25 |

| Section B - Environmental Responsibility (30% or 30 points) | |
|--|----|
| <p>The group is engaged in environmental activities such as:</p> <ul style="list-style-type: none">Conservation (e.g. resources, heritage, wildlife, built environment)CompostingRecyclingCreating, maintaining or improving green spaceSharing knowledge and skills <p>The group is engaged in addressing environmental issues such as:</p> <ul style="list-style-type: none">Fly-tippingFly-postingLitterGraffitiDog fouling | |
| Total points assessed for Section B (out of 30) | 23 |

| Gardening Achievement (30% or 30 points) | |
|---|----|
| <p>The group is employing good gardening practices appropriate to the area, such as:</p> <ul style="list-style-type: none"> good plant choice Good maintenance, presentation and management Creativity Innovation Overcoming site difficulties Enhancing the area through gardening | |
| Total points assessed for Section C (out of 30) | 21 |

| | |
|--|-----------------|
| GRAND TOTAL POINTS ASSESSED | 69 |
| LEVEL ACHIEVED | THRIVING |
| <p>Areas of achievement:</p> <p>From a somewhat neglected situation to showing now how much improvement has been made in less than a year is outstanding.</p> <p>Forging links with councils, groups and other bodies is already proving successful in drawing up plans for the future.</p> | |
| <p>Areas for development:</p> <p>In addition to expanding and improving the floral impact in the town, consider how adopting a theme might add profile and wider involvement. A suggestion is to reflect the historic trade and associated activities with the Americas.</p> | |

Results

| Level | Description | Points |
|---------|--------------|--------|
| Level 1 | Establishing | 0-35 |
| Level 2 | Improving | 36-52 |
| Level 3 | Advancing | 53-68 |
| Level 4 | Thriving | 69-85 |
| Level 5 | Outstanding | 86-100 |

Whitehaven in Bloom

Purpose of the Report and Recommendation

To recommend approval of suspension of Financial Regulations to allow the Council's preferred supplier to supply winter bedding plants for 2019/2020.

1.0 INTRODUCTION

- 1.1 Further to Minute 1390/19 of the Council Meeting on 29th August 2019 where a resolution was made to suspend Financial Regulations to allow the Council's preferred supplier to supply the winter bedding plants for Whitehaven in 2019/2020.

The reasons for suspending Financial Regulations in relation to the above are that the preferred supplier is a trusted contractor and has always provided an excellent quality and value for money goods and value for money service. There is always a risk that another supplier could supply plants cheaper but this is considered to be an extremely small risk.

- 1.2 It is recommended that the Council considers the reasons for and the risks of suspending Financial Regulation 11 in accordance with Financial Regulation 18 to allow the Council's preferred supplier to supply winter bedding plants for Whitehaven in 2019/2020 and that the Financial Regulations be suspended accordingly.

Events Advisory Group (Christmas Lights Infrastructure)

Purpose of the Report and Recommendation

To recommend approval of suspension of Financial Regulations to allow CCC to erect, maintain and dismantle the Christmas lights in Whitehaven.

1.0 INTRODUCTION

- 1.1 Further to Minute 1394/19 of the Council Meeting on 29th August 2019 where a resolution was made to suspend Financial Regulations to allow CCC to erect, maintain and dismantle the Christmas lights in Whitehaven in 2019/2020 at a cost of £24,400.

The reasons for suspending Financial Regulations in relation to the above are that CCC are responsible for highway lighting, it is a trusted contractor and has always provided an excellent quality and value for money service. There is a risk that the work could be done cheaper by another contractor but this is a very small risk.

- 1.2 It is recommended that the Council considers the reasons for and the risks of suspending Financial Regulation 11 in accordance with Financial Regulation 18 to allow CCC to carry out the erection, maintenance and dismantling the Christmas lights in Whitehaven in 2019/2020 and that Financial Regulations be suspended accordingly.

Councillor Expenses Policy

Purpose of the Report and Recommendation

To ask Members to consider the draft a Councillor Expenses Policy and to approve this with or without amendment.

1.0 INTRODUCTION

- 1.1 Further to Minute 1392/19 of the Council meeting on 29th August 2019 attached at Appendix 1 is a draft Councillor Expenses Policy and Claim Form for consideration.

2.0 RECOMMENDATION

- 2.1 That Members consider the draft Councillor Expenses Policy and approve the draft policy with or without amendment.



WHITEHAVEN TOWN COUNCIL

Guidance for members on Claiming Travel and Subsistence Expenses

1. The Town Council will pay its Members allowances in respect of travel and subsistence in the following circumstances:
 - a) Attendance at full Council and Committee Meetings
 - b) Attendance at a meeting at which a member is representing the Council outside its area
 - c) Attendance at a meeting outside the Council's area of any association of authorities of which the Town Council is a member
 - d) Attendance at a training course outside the Council's area booked via the Council
 - e) Performance of any duty in connection with the discharge of any function of the Council outside the Council's area as directed by the Council

2. The rates at which Travel Expenses will be paid are as follows:
 - a) Public Transport at ordinary fare, Standard Class or the cheapest fare for the journey whichever is the least amount
 - b) The mileage rate for car journeys within a 50 mile radius of the Council's area will be the maximum permissible by HMRC without giving rise to an element of profit which is currently 45p per mile
 - c) Longer distance by car (above 50 miles) will be reimbursed at the cheapest rail fare available for the journey or at a public transport rate of 50% of the car mileage allowance giving a current rate of 22.5p whichever is the least amount
 - d) In exceptional cases where the use of a taxi is unavoidable the Council will reimburse the actual cost
 - e) If because of a disability Members are driven to a meeting by their spouse/partner/other it is appropriate for mileage to be claimed
 - f) A claim of 5p per person per mile (maximum 4 passengers) can be made for passengers where members and officers share a car to an approved duty.
 - g) Travel by bicycle and motorcycle will be in accordance with HMRC rates without attracting a tax charge which is currently 20p and 40p per mile respectively
 - h) Appropriate car parking charges (but not fixed penalty notice charges) will be paid on production of receipts.



TRAVEL & SUBSISTENCE CLAIM FORM

| | |
|---|--|
| Name of Claimant | |
| Date of Journey | |
| Destination | |
| Description of Expenses | |
| Distance Travelled (if using car) | |
| Car Registration No | |
| Passenger Details (5p per mile may be added. Maximum of four) | |
| Calculation of Claim Car Allowance (Distance x 45p per mile) Passenger Allowance (Number x 5p per mile) Public Transport (2nd class fare) Subsistence expenses Other: | |
| Total of Claim | |
| Signature: | |
| Date: | |

REQUEST FOR FUNDING A ROAD CLOSURE ORDER FOR CHRISTMAS LIGHTS SWITCH ON EVENT

Purpose of the Report

Members are asked to consider whether to fund a Road Closure Order for the Christmas Lights Switch on Event

1.0 INTRODUCTION

- 1.1 A request has been received from Charles Maudling, the Chairman of the Whitehaven Christmas Festivities Group, which is an external group of people who are organising the Christmas Lights switch on in Whitehaven for funding for a Road Closure Order for Lowther Street, Whitehaven costing £649 for the application plus additional costing for one advert in the local paper (see Appendix 1).
- 1.2 The Council has a budget of £5000.00 for Christmas Festivities in the area.

2.0 RECOMMENDATION

- 2.1 That the Council considers whether or not to fund the Road Closure Order out of its budget for Christmas Festivities.

WTC 26/09/2019
Agenda Item 12
Appendix 1.

Whitehaven Town Council

From: Whitehaven Town Council
Sent: 02 September 2019 16:01
To: charles maudling
Subject: RE: xmas lights

Hello Charles

The £5,000 is in the budget for Christmas Festivities. As this request is from the external Christmas Committee it will need to go to full Council for authorisation at the end of September so I'll put it on the Agenda.

Regards

Marlene

From: charles maudling
Sent: 02 September 2019 15:23
To: Whitehaven Town Council
Subject: Fw: xmas lights

Brian O. Kane

Hi ,Had meeting with police and Laura and this and future years we will have to pay for road closure plus adverts,i have attached email plus costings ,if you recall meeting last year we agreed 5k budget and if they did charge us,councillor gill if you remember suggested we fund it ,could you please confirm to me asap , many thanks Charles

----- Forwarded message -----

From: McClellan, Laura
To: charles maudling
Sent: Monday, 2 September 2019, 14:59:29 BST
Subject: RE: xmas lights

Hi Charles,

Oh I am so sorry about that, please find attached form and a copy of the guidance notes.

The upfront fee for the application is £649 and advertising is usually between 6 to £800, but as this is a well-publicised event it will likely only need one advert in the local paper therefore be a lot cheaper.

Any questions at all please just give me a shout.

Thank you

Laura

Laura McClellan

Traffic Management Officer | Traffic Management Team

Highways, Transport & Fleet | Economy and Infrastructure Directorate

Cumbria County Council

Lillyhall Depot | Joseph Noble Road | Lillyhall | Workington | Cumbria | CA14 4JH

T: 01946 506564

M: 07717 512 477

Follow us on Twitter for regular updates of Road Closures @CumbriaHighways

From: charles maudling

Sent: 02 September 2019 14:54

To: McClellan, Laura

Subject: xmas lights

Hi Laura ,have not received forms yet please,i will be on holiday to the 16th sept now ,and will contact you then ,many thanks Charles

WARNING: Email attachments may contain malicious and harmful software. If this email is unsolicited and contains an attachment **DO NOT** open the attachment and advise the ICT Service Desk immediately. Never open an attachment or click on a link within an email if you are not expecting it or it looks suspicious.

APPLICATION FORM - TEMPORARY ROAD
CLOSURE FOR SPORTING, SOCIAL OR ENTERTAINMENT EVENT



ROAD TRAFFIC REGULATION ACT 1984 SECTION 16A

PLEASE SUBMIT 14 WEEKS BEFORE TTRO
WE REQUIRE THE UPFRONT PAYMENT TO BE PAID BEFORE
THE TTRO CAN BE PROCESSED
(advertising costs will be invoiced at a later date)

Application to be emailed to the area email
address below:

ttro.west@cumbria.gov.uk
ttro.east@cumbria.gov.uk
ttro.south@cumbria.gov.uk

| Applicant Name & Address | | Invoice Address if different | |
|--------------------------|--|------------------------------|--|
| | | | |
| Contact Name | | Emergency Contact | |
| Contact E-mail | | Contact E-mail | |
| Contact Number | | Contact Number | |

| TTRO DETAILS: | |
|---|---|
| Road No/Name Location (Village/Town) | |
| Diversion Route(s) (A plan showing the section of highway(s) to be closed and the proposed alternative route must accompany this application) An example plan can be seen within the TTRO Guidance notes | |
| Start Date/Time/Duration of TTRO: (3 days maximum) except with DfT consent which is requested by the Council | |
| Reason for TTRO ie. What type of event is it? (eg a Sporting Event, Social Event or Entertainment) | If the Event is for "Entertainment", please provide details of what forms of entertainment are proposed and at what times and locations the entertainment will take place (by reference to suitable plan(s)) If the Event is a Motoring or Cycling Event, ie. a race, trail or competition of more than 80 competitors such as for example a Triathlon (but not including sportives or training rides where there is no competitive element/timings and positions are not recorded) then the written consent of the Police will be required in accordance with the Cycle Racing on Highways Regulations 1960 (as amended). This consent should accompany your application. |
| Can the event be held off the road? | Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", please provide details as to why you consider this to be the case. |
| Please provide copies of the management plan, risk assessments, traffic management plan, contingency plans & site plan an/or route of the Event | To assist in planning the event, please go to the County Council's Outdoor Event webpage at http://www.cumbria.gov.uk/eventscalendar/eventsafetyinformation.asp where advice and guidance can be found. This page is the start of the contact process from the event organisers to the relevant authorities and other partners. |
| Has the Event been placed on the Centralised Events Calendar at GoLakes & an EAG/Notification Form submitted? (please refer to the Outdoor Events page of the Outdoor Events Guidance) | Yes <input type="checkbox"/> No <input type="checkbox"/> If "No" please ensure that this is carried out prior to submitting this application. |

| | |
|--|--|
| <p>Have all affected parties such as the following, been consulted?</p> <ul style="list-style-type: none"> • Cumbria Constabulary • Cumbria Fire • NWAS • Borough Council • Town Council • Parish Council • Residents • Businesses • Bus Operators | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please supply copies of relevant documentation /communication.</p> <p>Please also provide evidence that where practicable, measures will be put in place to ensure that affected residents, business owners and employees can conveniently access properties within the closure as appropriate and that any issues raised during the consultation process have been addressed.</p> <p>If "No", please carry out the consultation before submitting this application.</p> |
| <p>Can pedestrian/dismounted cyclist access to be maintained through closure (note: Pedestrian access to premises within the closure must be maintained at all times)</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Can access for Police, Fire and Ambulance vehicles be maintained through closure</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>To the best of your knowledge, have any similar events been held in the last calendar year on this length of road?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" it will be necessary for the County Council to seek Dft approval for the making of a subsequent S.16A Order.</p> |
| <p>Have you attached a copy of your Public Liability Insurance (for a minimum of £5 million)</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Purchase Order No for initial Legal and administrative costs</p> | <p>(Please note that the application cannot be processed until the upfront payment is received)</p> |
| <p>Purchase Order No for advertising costs and additional costs (if different from above)</p> | <p>(if necessary guidance can be gained from Area Offices for estimates of these costs)</p> |

I declare that the section of road detailed above requires a TTRO to be put in place to facilitate works, which cannot be carried out whilst maintaining the standard traffic flow. I understand that the upfront cost for the TTRO Application has to be fully paid before this application will be processed. I declare that I will consult and discuss the temporary restriction with those likely to be affected and agree to provide and maintain all signing, including advanced notice boards, for the duration of the works. I understand that I am responsible for the 24 hours signing and guarding and maintenance of the site and any diversion route in accordance with Chapter 8 and the Code of Practice for Safety at Street Works and Road Works. I can confirm that the relevant qualifications are in place and up to date. I have read and understood fully the guidance notes provided and will adhere to all responsibilities/duties enforced by this document.

- I enclose a cheque payable to Cumbria County Council to cover legal and administration costs or;
- I will pay 14 weeks in advance by BACS following invoice being raised by local highway office
Please ensure PO number is provided

An invoice to recover any extras fees plus advertising costs relating to publishing the Traffic Regulation Order in local papers will be raised against your Order No and invoiced following the works completion.

Signed:
Date:

Highway Event Planning Guidance

Environment & Community Services Directorate
Highways & Transportation

Version 0.6 – June 2015

Contents:

| | Page |
|--|------|
| Introduction and background | 2 |
| Roles and Responsibilities | 2 |
| Legal Framework and Powers | 4 |
| The Application Process | 6 |
| The Highway Authority Approval Process | 7 |
| Flow Chart | 10 |

Introduction and background

Cumbria County Council encourages events in the County that boost the life experience of its residents. As many of the County's businesses rely on tourists, those events which attract visitors into the area are especially supported.

However, any event which causes disruption to traffic must be carefully managed as the County Council, as Highway Authority, has a Network Management Duty to minimise congestion on the highway network.

With this in mind the Council plays an active role within the local Event Advisory Group (EAG). EAGs are partnerships involving local District Councils, the County Council, emergency services, major landowner associations, major event organisers and other agencies and are set up to provide a central group to agree the legal requirements which will be expected to be undertaken by any organisers of events. The EAG will look at Health and Safety, Licensing and Law and Order.

There are many events held within Cumbria which have an impact on the local infrastructure and community. This guidance document sets out to provide a consistent approach to highway matters relating to events across the County.

The Traffic Management Act 2004 places a Duty of Network Management on Highway Authorities. Included within this duty is effective planning and management of planned events.

The aim of this document is to provide guidance to event organisers to enable them to understand and manage the risks associated with events on or affecting the Highway. This document will explain the actions required by event organisers in order that the Highway Authority can demonstrate that any resultant disruption to road users has been minimised as required by the Network Management Duty.

Further helpful advice and guidance including a blank generic risk assessment form can be found in 'The Good Practice Safety Guide – for small and sporting events taking place on the highway, roads and public places' published by the Home Office in 2006. This Guide can be found on Cumbria County Council's Outdoor Event website at <http://www.cumbria.gov.uk/eventscalendar/eventsafetyinformation.asp>.

Failure to follow the guidance does not, in itself, make a person or organisation liable to proceedings. However, failure to follow the guidance may result in consent for the event being refused.

Roles and responsibilities

The event organiser is responsible for planning, managing and running the event in a safe manner whilst avoiding unnecessary disruption and impact on the rest of the community.

If it is decided that any event may have an impact on traffic, then regardless of whether the event is actually taking place on the highway or not, the event organiser will be required to apply for a Temporary Traffic Regulation Order (TTRO). This allows for signing to be placed on the road (by suitably qualified operatives) and may allow roads to be closed or temporary traffic signals to be

erected. It should be noted that the event organiser is responsible for all the associated costs of the event including traffic management and TTRO costs.

- Carefully consider where the safest location for the event is. The public highway should only be used where there is no alternative.
- Prepare a management plan, risk assessments, traffic management plan, contingency plans and site plan and / or route of event.
- To assist in planning the event, the event organiser should first of all go to the County Council's Outdoor Event webpage at <http://www.cumbria.gov.uk/eventscalendar/eventsafetyinformation.asp> where advice and guidance can be found. This page is the start of the contact process from the event organiser to the relevant authorities and other partners.
- On the Outdoor Events page, the event organiser should link to the Centralised Events Calendar at GoLakes, where other events already planned in the area at the time can be viewed. This will assist in planning the event. The event organiser should also place their own event on the Calendar to inform others.
- From the Outdoor Events page, an EAG 1 Notification Form should be submitted along with the relevant documentation as described above. This will be circulated to the relevant partners, including Highways where appropriate, for review and comment by the relevant Highways officer. A period of up to 2 weeks is given to make returning comment. This will allow time for the officer to include the assessment within his/her normal duties and verify any planned road works on the route which may affect the event or cause safety issues.
- As many of Cumbria's roads are adjacent to rivers and other waterways, care should be taken that any event on the Highway does not cause any detriment to the biodiversity and wildlife already established in the County.
- The event organiser should consider travel associated with the event and encourage the use of public transport and other non-car modes of travel.
- Be aware of the need for early and timely notification of an event. The more complex and large scale the event, the more time is required to organise. Any requirement to temporarily close a road to traffic requires a notification at least four months before the event, preferably longer. Discussions with the Highway Authority should therefore begin to take place six months before the event.
- Be responsible for appointing competent and qualified contractors to undertake functions such as traffic management which cannot legally be carried out by non-qualified personnel.
- Ensure that all affected parties including neighbours, businesses, the emergency services, passenger transport companies, parish/town councils, regular road users etc. are notified of the event and that their needs are fully considered in the planning of the event.

The role of the Police is to provide advice with regards to crime and disorder issues and to assist the EAG with the determination of threat assessments with respect to public safety. The Police, in common with all the EAG members will work in partnership, but are not required to act as the lead agency. In this respect ACPO Public Safety Policy and Police Force Operational Planning Policy will be observed with regards to the extent to which the Police become involved in a particular event and their role in that event.

The role of the Highway Authority is to ensure that any event which may impact on the road infrastructure is managed in a safe manner and minimises the impact on other highway users. This may involve either road closures or traffic management schemes.

Legal Framework and Powers

If it is necessary to hold all or part of the event on the public highway or if the event will affect the public highway (e.g. create extra congestion, involve the use of a normally little used access, etc.) it will be necessary to close or control the highway using a Temporary Traffic Regulation Order (TTRO). Any planned road closures or controls must be authorised correctly, using the appropriate legislation.

Police powers to regulate traffic are for emergency use (e.g. a road traffic incident) and are designed for the 'protection of life and property'. This does not include closing sections of the highway to allow events to take place or for filming to be carried out, nor is there currently any provision in the Road Traffic Regulation Act 1984 which would allow the closure of a road for the purpose of filming, in Cumbria.

Any planned road closures or other traffic measures should be the subject of a TTRO. TTROs can be made to ensure safety and to ease traffic problems which may possibly occur when a proposed event or activity involves public highways and other public rights of way and where a diversion or other control measure for vehicular or pedestrian traffic is required for the safety of the public or to facilitate the holding of an event, to enable members of the public to watch an event or to reduce the disruption to traffic likely to be caused by an event.

TTROs are made under either:-

- The Town Police Clauses Act 1847 Section 21
- The Road Traffic Regulation Act 1984 Section 14(1)(b) or Section 16A

Depending on which Act and Section is relevant and appropriate to the particular event being planned, the TTROs will be processed by the relevant authority. Details of these Acts are provided below:-

Town Police Clauses Act 1847

The Town Police Clauses Act 1847 was incorporated into general effect by the Public Health Act 1875 and later by Section 180 of the Local Government Act 1972. Although Police notification is recommended, it is not necessary for the police to lead in the use of Section 21 to close a road.

All local district authorities are able to use this piece of legislation to make orders for the route to be observed by vehicles and persons during an event which impacts upon the highway "in all times of public processions, rejoicing or illuminations, and in any case when the streets are thronged or liable to be obstructed ...". Therefore, providing the Order is made for instances/events similar to those three, such as special occasions (not necessarily limited to a single day), "when the ordinary day to day use of the street or highway is, or is liable to be obstructed or dislocated by substantial numbers of persons, on foot or in vehicles, participating as spectators or otherwise", any district authority in Cumbria area can make an order under Section 21 with the agreement of the Highway Authority.

Note: - District Councils will carry out their own assessment and determination of the situation prior to making a Town Police Clauses Act closure and their decision as to whether or not to make such an Order will be final and binding upon the event organiser.

If the District Council is unable to make a Town Police Clauses Act Order, because the event is not for one of the reasons outlined above, or considers that it is not appropriate to make such an Order, Cumbria County Council can make an Order for the normal charge (See Section 4.1) providing the criteria for a TTRO under either Section 14(1) (b) or Section 16A of the Road Traffic Regulation Act 1984 are met.

Section 21 of the Town Police Clauses Act 1847 is a very useful section frequently used (in the absence of any local Act) to close streets to traffic on such occasions as Coronation celebrations, local carnivals and fairs, Guy Fawkes night etc. However, the words "in any case where the streets are thronged or liable to be obstructed" must be read ejusdem generis as "public processions, rejoicings or illuminations": The three instances sufficient to constitute a genus which, even if not confined to instances directly similar to those three, may be stated as special occasions (not necessarily limited to a single day), when the ordinary day-to-day use of the street or highways is, or is liable to be, obstructed or dislocated by substantial numbers of persons, on foot or in vehicles, participating as spectators or otherwise in the occasion.

Although the use of Section 21 (rather than Road Traffic Regulation Act Section 14(1) (b) or Section 16A) may appear to result in reduced costs; as advertising costs are less, it should be noted that authorised signs and traffic management will still be required and Cumbria Police will require competent and qualified staff to undertake these potentially expensive activities before authorisation is given.

Section 14(1) (b) of the Road Traffic Regulation Act 1984

Where the use of The Town Police Clauses Act 1847 is not appropriate or the District Council is not able or willing to make such an Order, (and where the Police are not actively engaged in traffic control), and the event is not being held on the road and is not a "relevant event" as defined below, for the purposes of Section 16A (see below), then a TTRO under Section 14(1)(b) of the Road Traffic Regulation Act 1984 may be made "because of the likelihood of danger to the public..."

This would cover situations where the event on land adjacent to the highway will affect the public highway (e.g. create extra congestion, involve the use of a normally little used access, etc.) and restrictions are required to be put in place to protect the travelling public from danger, eg. by one-way restrictions, speed limits etc.

Such Orders are subject to a maximum duration of 18 months.

No such Order may be made so as to prevent at any time access for pedestrians to any premises situated on or adjacent to the road, or to any other premises accessible for pedestrians from, and only from, the road.

Section 16A of the Road Traffic Regulation Act 1984

Where the use of The Town Police Clauses Act 1847 is not appropriate or where the District Council is not able or willing to make such an Order, (and where the Police are not

actively engaged in traffic control), a TTRO under Section 16A of the Road Traffic Regulation Act 1984 may be made.

This section, however, has its restrictions as only one Section 16A Order may be made a calendar year on any particular section of road and for a maximum of 3 days for a "relevant event" (as defined below) unless the consent of the Secretary of State has been given.

Section 16A (Road Traffic Regulation Act) states:-

- 1) In this section 'relevant event' means any sporting event, social event or entertainment which is held on a road.
- 2) If the Highway Authority for a road is satisfied that traffic on the road should be restricted or prohibited for the purpose of:
 - a) facilitating the holding of a relevant event,
 - b) enabling members of the public to watch a relevant event, or
 - c) reducing the disruption to traffic likely to be caused by a relevant event.the authority may by order restrict or prohibit temporarily the use of that road, or any part of it, by vehicles or vehicles of any class or by pedestrians, to such extent and subject to such conditions or exceptions as they may consider necessary or expedient.

Special authorisation is required from the Secretary of State for Transport when the relevant event is anticipated to last for more than 3 days or where a further closure is required under Section 16A on a particular section of road within the same calendar year.

If an order under Section 16A (Road Traffic Regulation Act) is required, the event organiser should apply to the Highway Authority to issue the necessary Order (and make it clear to the EAG that it is requested).

Before making an order under this section the Highway Authority must be satisfied that it is not reasonably practicable for the event to be held otherwise than on a road.

No such Order may be made so as to prevent at any time access for pedestrians to any premises situated on or adjacent to the road, or to any other premises accessible for pedestrians from, and only from, the road.

The Cycle Racing on Highways Regulations, 1960 (and 1980 and 1995 amendments) enables Cumbria Police to authorise 'time trials' and 'bicycle races' on the highway, save that no timed cycle event can be authorised on a public bridleway

TTRO Application Process

It is to be emphasised here that it is the responsibility of the event organiser to undertake all of the necessary actions required to plan and hold the event safely and with minimum disruption to other highway users. This will include:-

- Consultation and liaison with all affected parties including local residents, regular highway users, emergency services, passenger transport companies, district and parish/town councils, etc.

- Preparing a detailed Event Plan which includes Risk Assessments and Method Statements (including a Traffic Management Plan, Emergency Plan, etc.). These documents consider what might go wrong, how this can be avoided, and how any problems which might arise will be managed.
- Arranging appropriate Public Liability Insurance (a minimum of £5million in any one claim) to indemnify the Authorities and to provide protection to third parties who may be injured or harmed by or as a result of the event.
- Arranging and paying for suitably qualified and insured traffic management personnel to undertake the necessary traffic control measures.
- Paying for all costs for arranging any TTROs and advertising cost. Provided all TTROs are written and sealed at the same time, there should only be one fee payable. The charges for Town Police Clauses Act Section 21 Orders can be obtained from the relevant district councils. Note that if any TTROs require amending or extra Orders are required, extra fees will be payable. Charitable events and not-for-profit organisations may be exempt from the TTRO fee, although the Council reserves the right to recover the costs of advertising from the event organiser.

An application for any TTRO can be made to the County Council's Highways department in liaison with the relevant Highways officer.

The Highway Authority Approval Process

Following receipt of the application, the EAG will advise the appropriate agencies of the event and seek their views. The Highway Authority (Cumbria County Council for most roads, the Highways Agency for trunk roads) will consider the effect of the event on the highway and highway users.

Consultation

Before implementing any proposed traffic measures or making any TTROs it will be necessary for the event organiser to carry out consultation and liaison with all the affected parties including directly affected local residents, emergency services, passenger transport companies, parish/town councils, etc. Details of all consultation including responses received and objections must be provided to the Highway Authority.

Consideration should be given to the degree of disruption likely to be caused. Most events are of short duration and the disruption caused can usually be managed provided sufficient notification is provided.

Temporary Traffic Regulation Orders

The Traffic Management Plan should identify what traffic management measures are required for the event to be held safely and whether TTROs will be needed to implement these measures. The legislation appropriate to implementing any TTROs will be based on the type of event to be held e.g.

- For a small parade or mobile gathering, either the District Council should be requested to make an order under the Town Police Clauses Act 1847.

- For a major event it is appropriate to make the order under Section either Section 14(1) (b) or 16A of the Road Traffic Regulation Act as outlined above. A reminder that as consent is required from the Secretary of State where the proposed event requires an Order to be made on a particular road for more than once within one calendar year or where the event is for more than 3 days; it is important to allow additional time for obtaining this consent when planning your event.

A fee will be payable (by the event organiser) to the Highway Authority, the District Council and/or Cumbria Police for the administration and advertising costs in order to implement these TTROs. The schedule of fees can be found at <http://www.cumbria.gov.uk/roads-transport/fees.asp>

Signs in the Highway

In order to implement these TTROs and other traffic management measures it will usually be necessary to erect appropriate signs in the highway. The Home Office document 'The Good Practice Safety Guide' sets the following as a useful principle:-

NO ROAD USER SHOULD APPROACH IN ANY DIRECTION TOWARDS THE EVENT
WITHOUT UNDERSTANDING EXACTLY WHAT IS HAPPENING
AND WHAT IS EXPECTED OF THEM

All signs which are placed on the highway must comply with the Traffic Signs Regulations and General Directions 2002 (as amended by the Traffic Signs Regulations and General Directions 2005) and Chapter 8 of the Traffic Signs Manual or be specifically authorised by the Department for Transport (check new name?)

All signs should also be placed by a person trained, accredited and insured in accordance with Chapter 8 of the Traffic Signs Manual and the New Roads and Street Works Act 1991.

It is the responsibility of the event organiser to appoint suitably qualified and insured traffic management personnel to undertake this work in agreement with the Highway Authority. The event organiser will be required to provide evidence that the traffic management personnel are qualified, competent and insured to undertake such tasks.

Marshals and Stewards

A Marshal is someone responsible for the safety and care of competitors (participants), and a Steward is responsible for the safety and care of spectators.

Although traffic management can only be undertaken by those properly qualified and authorised for the task, marshalling and stewarding may be undertaken by people under the direction of the event organiser. Marshals and Stewards are not permitted to control and direct traffic unless they are formally trained and competent. The Event Plan should consider how many people will be required to properly direct participants and spectators in order to maintain safety for all at the event.

Arrangements for Access

In addition to the access required for participants and spectators, many events will disrupt access for residents and businesses in the affected area. The event organiser must detail how access is to be maintained for these people. In order to notify other highway users who may need to use the affected section of road, advance notice of any TTRO should also be given in the form of:-

- On site notice boards complying with Chapter 8 of the Traffic Signs Manual (in addition to legal notices) erected at least one week in advance of the event. Signs may only be placed on the highway by a competent, accredited and insured operative (see previous section Signs in the Highway).
- Information letters to affected properties providing contact information for the event organiser including emergency contacts for when the event is in operation.
- Advertisements in the local press and other media if appropriate.

Public Transport services providers and users will need to be considered if bus services are affected by any event or TTRO. The event organiser is expected to liaise with the relevant public transport operators in sufficient time to effect route and/or timetable amendments.

Arrangements for Emergency Services

The Event Plan and Risk Assessments should consider what will happen in the event of an emergency and what arrangements are necessary to allow emergency services onto or through the event site.

As well as considering the possibility of emergencies happening at the event, it may be necessary to consider the need to provide emergency vehicles with rapid progress through any road closures or traffic congestion caused by the event.

Advertising

For major events with significant traffic disruption (when Road Traffic Regulation Act Section 14(1) (b) or 16A is used) it will be necessary to advertise the proposed TTROs. The cost of any advertising will be borne by the event organiser.

Advertising may also be beneficial for increasing awareness of the event to reduce disruption and to advise participants/attendees of travel and parking arrangements. This can be particularly useful in encouraging the use of public transport to reduce traffic problems.

The Highway Authority will assess all of the above information and proposals and, providing they are satisfied that the safety and convenience of highway users has been properly protected, will process any necessary traffic orders and confirm their permission for the event to take place.

The Highway Authority retains the right to withdraw consent for the event should they receive significant objections prior to the event taking place.

