

ALLOTMENT REPORT

Purpose of the Report

To report back to Members of the discussions held at the Allotment Advisory Group meeting and to authorise any expenditure as recommended by the group.

1.0 INTRODUCTION

- The Allotment Advisory Group met with the Site Representatives from Crow Park, Midgey and Sneckyeat on 6th September 2019.

2.0 PRESENT POSITION

- 2.1 The total number of people on the waiting list was now 45;
- 2.2 The vacant plots were 42a Cartgate, 27 and 30b Crow Park and 3 Sneckyeat;
- 2.3 Members will recall that it was agreed to provide skips to each of the allotment sites (minute ref 1218/19 (ii) refers). Enquiries have been made with the skip provider as to the cost and availability of 12-yard skips and we have been informed that the price would be £390.00 + VAT each and it was recommended that they are delivered to the Allotment sites mid-October;
- 2.4 The tenant of 42a Cartgate had passed away and his daughter had requested that his neighbour succeed the tenancy as they had helped her father maintain the plot on a daily basis. The Advisory Group considered the request and recommends that the request be denied due to the number of people on the waiting list;
- 2.5 A request had been submitted from a tenant of Midgey Allotment site to install a beehive. The Advisory Group considered this request and after taking advice from The National Allotment Society website recommends that this request be denied;

The Site Representatives had the opportunity to report any issues:

Cartgate

2.6 No issues to report.

Crow Park

2.7 Reported that Plot's 18a, 18b, 22 and 23 had not been cultivated. The Assistant Clerk reported that the tenants of plots 22 and 23 have health issues which have prevented them from cultivating and that letters would be sent to the tenants of plots 18a and 18b.

2.8 Requested that the grass is sprayed by the Maintenance Contractor with weed killer. This request has been refused on numerous occasions as other factors have to be taken into account including cross contamination and weather conditions.

Midgey

2.9 Requested that the Leylandii hedge next to the car park is included in the next scheduled hedge cutting;

2.10 Reported that plots 17 and 27 were not being cultivated. The Assistant Clerk replied that non-cultivation letters would be sent to the tenants;

Sneckyeat

2.11 Reported that damage had been caused to the land where the car park was sited by a Copeland Borough Council tree shredding machine. The land is owned by Copeland and it was recommended that they are contacted and asked to repair the damage.

3.0 RECOMMENDATION

- Members are asked to note the information, approve the expenditure at 2.3 and approve the recommendations at 2.4 and 2.5.

REMEMBRANCE SUNDAY 2019

Purpose of the Report

For Members to consider a report on the preparations for Remembrance Sunday and consider the proposals.

1.0 INTRODUCTION

- 1.1 Remembrance Sunday 2019 will take place on Sunday 10th November 2019.
- 1.2 The procession will meet outside The Copeland Centre, Catherine Street, Whitehaven from 10:00am onwards and then proceed to The Cenotaph in Castle Park, Whitehaven for a short service and the laying of wreaths. The procession will then parade through the town to the United Reform Church, James Street, Whitehaven for the Remembrance Sunday Service.
- 1.3 Reays Coaches are very kindly providing a coach free of charge.
- 1.4 Event Poppies will be installed on lamp posts along the Parade Route.
- 1.5 The Council normally purchases 4 poppy wreaths from the Royal British Legion at a cost of £25.00 per poppy wreath. However, we still have one wreath left over from 2018. Two wreaths are laid at the Cenotaph in Whitehaven by our Mayor and Deputy Mayor and one wreath is laid at Hensingham and one wreath is laid at Sandwith.
- 1.6 Cumbria Constabulary have expressed concerns with regards to the Road Closures and the lack of Parade Marshals. It was suggested that we ask the Civic Nuclear Constabulary if they would be willing to help out, but this request must come from Cumbria Constabulary. Another suggestion was to contact the Manager of Morrisons, Whitehaven to see if they could volunteer a couple of staff members to marshal the barrier at the traffic lights leading down to the store.

- 1.7 Following the success of last year's event where the Town Council provided a Pie and Pea luncheon in The Civic Hall after the Church Service, it is recommended that this is repeated for this year's event. The pies are in large trays of 16 portions and the prices are: £20.00 per tray for Cheese & Potato and Meat & Potato, £21.00 per tray for Chicken and £23.00 per tray for Steak. Additional expenditure of approximately £20.00 would be necessary for the purchase of peas and gravy.
- 1.8 The expenditure for Remembrance Sunday will be under Section 137 of the Local Government Act 1972.

2.0 RECOMMENDATION

- 2.1 That the Council purchase three poppy wreaths from the Royal British Legion at a cost of £25.00 per wreath
- 2.2 That Members consider whether or not to fund the provision of pie and peas at an approximate cost of £300.



NEWS

Public Space Protection Order - Whitehaven Town Centre

The Public Space Protection Order implementation has significantly reduced some of the alcohol related public disorder and we would be extremely grateful if the public could ring in reports of street drinkers in the Town Centre so they can be dealt with accordingly.



Crime updates

On 5th September 2019 police received a report of a smashed window at Boots Chemist in Whitehaven. On officer arrival the lower glass panel was smashed and there was blood on the glass. Through CCTV enquiries males were seen to be acting suspiciously nearby and later entering St Nicholas Gardens but not leaving. PC 2232 MANN entered the gardens with Police Dog SKYE and located two males who then made off towards Queen Street pursued by PC MANN and PD SKYE unfortunately for them running right into a police van on Duke Street. A short foot chase ensued but they were detained shortly thereafter. Another male was then identified by CCTV as having been with them and in his infinite wisdom decided to walk towards police and was subsequently arrested. The investigation is continuing.

Test purchasing operations were carried out in Whitehaven in response to combatting knife crime and the availability of knives to children. I am pleased to report that all premises tested in Whitehaven met the required standard and refused sales to the children attempting to buy.

A warrant under the Misuse of drugs Act 1971 was carried out at a dwelling in Sevenacres in Parton and a 39 year old, local male has been processed for several offences of possession of a controlled substance. A quantity of drugs including cannabis, benzodiazepines and subutex (buprenorphine) were recovered. The male will appear in Court in due course.

A 61 year old Whitehaven man has been jailed following a terrifying attack on his neighbour. At Carlisle Crown Court earlier this year, Gerard Murphy admitted the attack. A judge gave Murphy a chance to avoid jail provided he work with Probation Service officials as part of a deferred sentence. He failed to do so, squandering the opportunity. He was jailed for a year.

Following reports of antisocial behaviour Copeland Neighbourhood Policing Team has carried out Streetsafe surveys in Jubilee Road, Brakeside Gardens, and Queen Street. Cases are open in regard of these areas and work is ongoing with our partners in the Local Focus Hub.

Copeland Neighbourhood Policing Team have met with local Councillors to hear concerns from residents of Kells and Woodhouse areas of Whitehaven in respect of antisocial behaviour and crime in these areas. We are aware that several residents are concerned regarding repercussions should they report anything to the police or other authority. We are working closely with Home Group and are targeting a number of youths from the area in respect of some of the issues following the damage to the community centre and other related incidents. A leaflet drop took place last week in the area and we are appealing for residents to report matters to us to allow us to take robust action against identified offenders. We will be visiting the area in the coming weeks to speak directly with residents as we are aware that a lot of these incidents have gone unreported. Sergeant David Macdonald said "I am aware of issues on the estates and understand the concerns around reporting matters and we are here to help. If you have any concerns around crime or antisocial behaviour in your area,

whether that's something you have seen in the street or at an address, there are a number of ways you can report this. You can call Cumbria Police on 101, report online via our website at www.cumbria.police.uk or you can call Crimestoppers anonymously on 0800 555111. Remember in an emergency call 999. We need information and reports from the public to be able to bring those responsible to justice. I will also be attending the Residents Meeting on 26th September to allow anyone concerned to speak directly with myself."

Community Engagement

On 5th August, PCSO Bragg went to Whitehaven Harbour along with members of Young Cumbria helping out with their wall art project which was unveiled that afternoon. They did a fantastic job and the project was headed by Matt Labourne of The Colourful North.



Later that day PCSOs Kane and Fishpool attended Distington Club for Young People to highlight issues around road safety and to show them their vehicles.



CCC Draft Agreement for Maintenance of Street Furniture at Bransty Junction

Purpose of the Report and Recommendation

To inform Members of a Draft Agreement received from CCC for the maintenance of street furniture at Bransty Junction. It is recommended that the Council considers the draft Agreement and whether or not to enter into the Agreement.

1.0 INTRODUCTION

- 1.1 Cumbria County Council made a presentation to the Council on 28th March 2019 about the Bransty Junction Scheme (Minute 1251/19 refers). This scheme involved the provision of new Street furniture at Bransty Junction and they were asking the Council to take over the maintenance of the street furniture.
- 1.2 No decision was made at the Council meeting about this as CCC said they would supply the Council with a draft Memorandum of Agreement which would contain a schedule of all the street furniture that they would be asking the Council to maintain for the Council's consideration.
- 1.3 Attached at Appendix 1 is the draft Agreement for the Maintenance of Street Furniture at Bransty Junction received from CCC for the Council's consideration. It should be noted that the litter bins appear to have the same gold ashtray with stub plate on the top of them that the Council recently had replaced on its litter bins in town because of litter problems.
- 1.4 The draft Agreement relates only to maintaining the street furniture in good repair and condition. There is no provision as to what happens when the street furniture becomes worn out, unrepairable or damaged beyond repair. Presumably as the street furniture is owned by the CCC they will replace it in such circumstances but this needs to be made clear.

2.0 RECOMMENDATION

- 2.1 That Members consider the draft Agreement received from the CCC and decide whether or not to enter into the agreement.
- 2.2 Should the Council agree to enter into the Agreement it is recommended that CCC be informed of the necessary amendments at 1.3 and 1.4 above.

Whitehaven Town Council

From: Baxter, Kim <Kim.Baxter@cumbria.gov.uk>
Sent: 10 September 2019 12:10
To: Whitehaven Town Council
Cc: Haughian, David M; Scott, Laurie (Capita)
Subject: DRAFT AGREEMENT RE MAINTENANCE OF STREET FURNITURE - WHITEHAVEN TOWN CENTRE
Attachments: BRN-CAP-GEN-01-DR-C-6001_S4_P01.pdf; BRN-CAP-GEN-01-DR-C-7001_S4_P01.pdf; BRN-CAP-GEN-01-DR-C-7002_S4_P01.pdf; BRN-CAP-GEN-01-DR-C-8001_S4_P01.pdf; BRN-CAP-GEN-01-DR-C-9001_S4_P01.pdf; Gladson Jubilee Bin.pdf; BRN-CAP-GEN-01-DR-C-1301_S4_P01.pdf; Whitehavenstreetfurniture.doc
Importance: High

Dear Marlene,

I hope you are keeping well.

Please find attached the Council's initial draft Agreement, whereby Whitehaven Town Council would agree to maintain the items of Street Furniture shown in the Schedule, at its expense.

As the Council is currently still carrying out the statutory procedures set out in S.115A-K Highways Act 1980, some of the locations may be subject to change, but bearing in mind the imminent construction phase, the Council should like to have the Agreement agreed in principle as soon as possible.

I would therefore be grateful if you could discuss the draft with the appropriate Members of the Town Council and let me have comments back as soon as possible, preferably before 11 October 2019 please, which is when the statutory procedures referred to above will conclude.

I look forward to hearing from you.

Kind regards,

Kim

Kim Baxter
Lawyer (Highways) | Environment & Community Team
Corporate, Customer & Community Directorate | Cumbria County Council
Cumbria House | 117 Botchergate | Carlisle | CA1 1RD
(or DX 63023 CARLISLE)
Mobile: 07919298672
Email: kim.baxter@cumbria.gov.uk

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**AGREEMENT FOR THE MAINTENANCE OF
STREET FURNITURE ON HIGHWAY – WHITEHAVEN TOWN CENTRE**

THIS AGREEMENT is made the >> day of >> 2019 **BETWEEN CUMBRIA COUNTY COUNCIL** of Cumbria House Botchergate Carlisle CA1 1RD ("the County Council") AND **WHITEHAVEN TOWN COUNCIL** of >> by the hands of the chairman and deputy chairman, two Members for the time being of the Town Council and duly authorised to sign agreements on behalf of the Town Council ("the Town Council") of the other part.

IT IS AGREED as follows:

1 Recital

The Town Council has requested approval from the County Council for it to maintain the objects or structures specified in the Schedule to this Agreement, at its expense, as shown for the purposes of identification only on the attached plans, which are hereinafter collectively referred to as ("the Street Furniture")

1 nos. of plans to be put in here

2 Provision of Shelter

The Town Council pursuant to Section 4 of the Local Government (Miscellaneous Provisions) Act 1953, Sections 115A-K Highways Act 1980, and Section 5 Litter Act 1983, has agreed to maintain the Street Furniture in the positions shown on the attached plans on the terms and conditions set out below.

3 Maintenance

The Town Council shall at all times maintain the Street Furniture in good repair and condition.

4 Non-Repair/Removal

The Town Council shall keep the Street Furniture in a proper condition and state of repair and should it fail to do so after one month's notice in writing shall have been given to it by the County Council specifying the damage/defects to the relevant item of Street Furniture that requires repairing, then the County Council shall be at liberty to remove the relevant item of Street Furniture and to recover the reasonable and proper costs of doing so from the Town Council.

5 Standards of Workmanship etc

The Town Council in carrying out works pursuant to this Agreement shall:

5.1 exercise all due care and diligence.

5.2 comply with the traffic safety measures set out in the Traffic Signs Manual Chapter 8 issued by the Department of Transport 2009.

5.3 ensure that where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution or European equivalent is current, all goods used or supplied and all workmanship shall be in accordance with that Standard.

5.4 comply with all statutory requirements, including in particular the Health and Safety at Work etc. Act 1974 and Regulations made under the Act any applicable EC Directive and Regulations



County Council

giving effect to the same.

6 Indemnity

The Town Council shall be liable for all works undertaken pursuant to this Agreement and for the condition of the Street Furniture and shall indemnify and keep indemnified the County Council from and against any claims, costs, losses or expenses arising from or in connection with the condition or maintenance of the Street Furniture.

9 Insurance

The Town Council shall hold public liability insurance with a reputable insurance company approved by the County Council in a sum of not less than £5m in respect of any one claim and produce the receipt for the current premium to the County Council on request.

10. The provisions of the Contracts (Rights of Third Parties) Act 1999 are hereby expressly excluded.



SIGNED by the said

(Highway Network Manager) in the

presence of:-

SIGNED by the Chairman of Whitehaven Town Council

in the presence of:-

SIGNED by the Vice-Chairman of Whitehaven Town Council

in the presence of:

SCHEDULE

Item: Litter Bin

Reference: LB

Specification: Litter Bin Type LB to be Gladson Jubilee 110 Litter Bin 561 x 606 x 1200mm in black RAL 9005 with Gold Whitehaven Town Council crest and banding with Gold Ashtray and stub plate.

Image:



Locations:

Ref	Eastings	Northings	Location Description
LB01	297493.03	518553.23	Junction of Bransty Row and Bransty Road
LB02	297430.30	518512.02	Junction of Bransty Row and North Shore Road
LB03	297436.30	518448.83	Bransty Row 7.3m from entrance to Bransty Arch
LB04	297443.53	518437.04	George St 7.1m from Bransty Arch fire exit
LB05	297403.92	518406.10	Tangier St 5.8m from entrance to Fraser's
LB06	297394.78	518388.64	Tangier St opposite Cash 4 Clothes

Drawing Reference:

BRN-CAP-GEN-01-DR-C-7001 and BRN-CAP-GEN-01-DR-C-7002

Item: Bus Shelters

Reference: BS

Specification: Bus Stop Type BS to be World of Environment Street Furniture Regio REG310a cantilever bus shelter 4845 x 2675 x 1845mm in Black RAL 9005 with polycarbonate roof, rear and side panels. Timber Bench Seat and Timetable Case.

Image:



Locations:

Ref	Eastings	Northings	Location Description
BS01	297393.56	518386.01	Tangier St opposite Cash 4 Clothes

Drawing Reference:

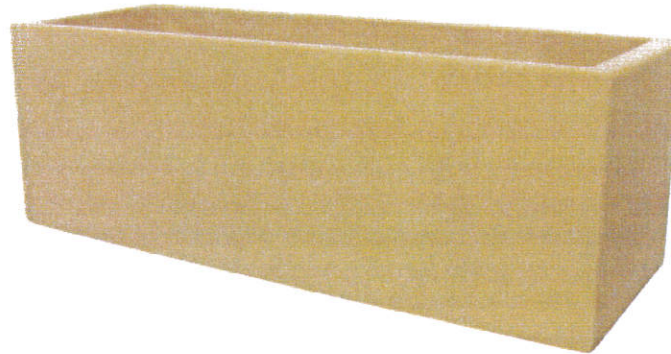
BRN-CAP-GEN-01-DR-C-8001

Item: Planter

Reference: PL

Specification: Planter Type PL to be bespoke 1400mm length x 700mm width x 600mm height with capacity of 550 litre in Tower Buff Yorkstone.

Image: (Example of planter material only)



Locations:

Ref	Eastings	Northings	Location Description
PL01	297450.05	518498.08	Bransty Row 12m from Buzz Station entrance
PL02	297444.91	518488.34	Bransty Row 7.2m from Shipwright Arms entrance
PL03	297435.09	518430.11	George St central island opposite Roc Bar
PL04	297440.98	518425.88	George St central island opposite La'al Persian
PL05	297446.95	518419.12	George St central island opposite Cumbria Tackle

Plant Species Mix:

- 20% - Stachys byzantina 'Silver Carpet'
- 20% - Armeria maritima
- 20% - Erigeron karvinskianus
- 10% - Eryngium variifolium
- 10% - Rosmarinus officinalis
- 10% - Festuca glauca
- 10% - Stipa tenussima

Drawing Reference:

BRN-CAP-GEN-01-DR-C-6001

Item: Interpretation Panels

Reference: IP

Specification: Differentia Design interpretation panel by artist Steve Pardue mounted on mild steel lectern powder coated black to RAL9005.

Image:



Locations:

Ref	Eastings	Northings	Location Description
IP01	297458.38	518423.91	Junction of George St and Wellington Row
IP02	297404.67	518513.19	North Shore Road southern footway

Drawing Reference:

BRN-CAP-GEN-01-DR-C-9001

Key:

LB01
Easting
Northing

LB04
Easting
Northing

Glasdon Jubilee 110 Litter Bin 561 x 606 x 1200mm in black RAL 9005 with Gold Whitehaven Town Council crest and banding with Gold Ashtray and stub plate reference number & location

Glasdon Jubilee 110 Litter Bin 561 x 606 x 1200mm in black RAL 9005 with Gold Whitehaven Town Council Crest and banding with Gold Ashtray and stub plate reference number & location within Copeland Borough Council Land

Rev	App'd	CHK'd	Drawn	Issued for Approval	Date
P01	JK	LJS	CH	Issued for Approval	05/09/2019

Purpose of Issue
S4 - Issued for Approval

Classification
Public

Client
Public



Project
NPIF Scheme design
Branstey Row

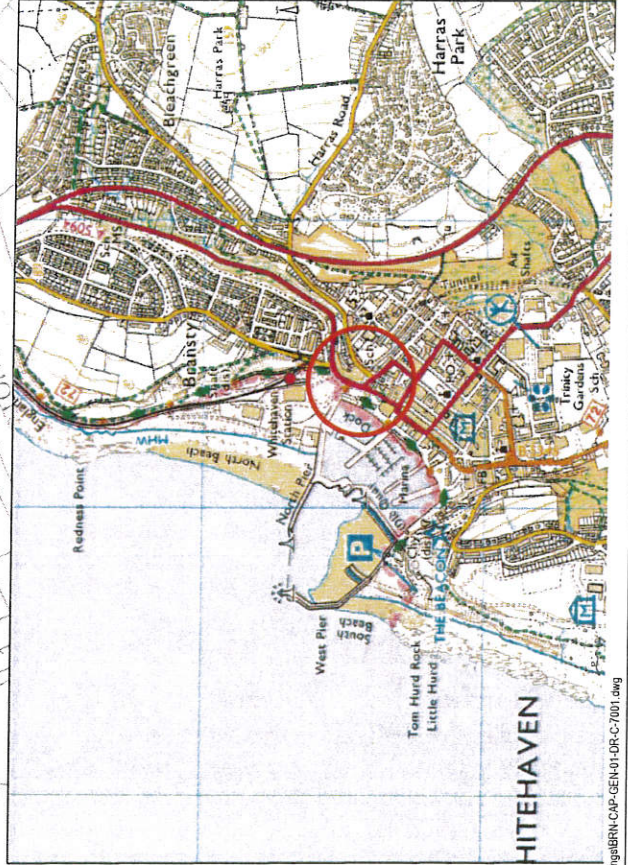
Drawing
Litter Bin Location Plan

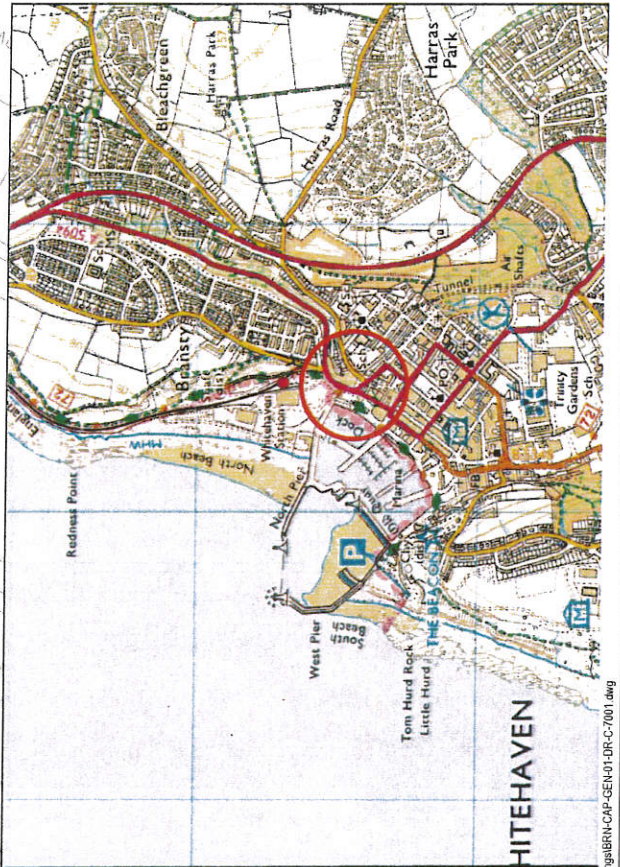
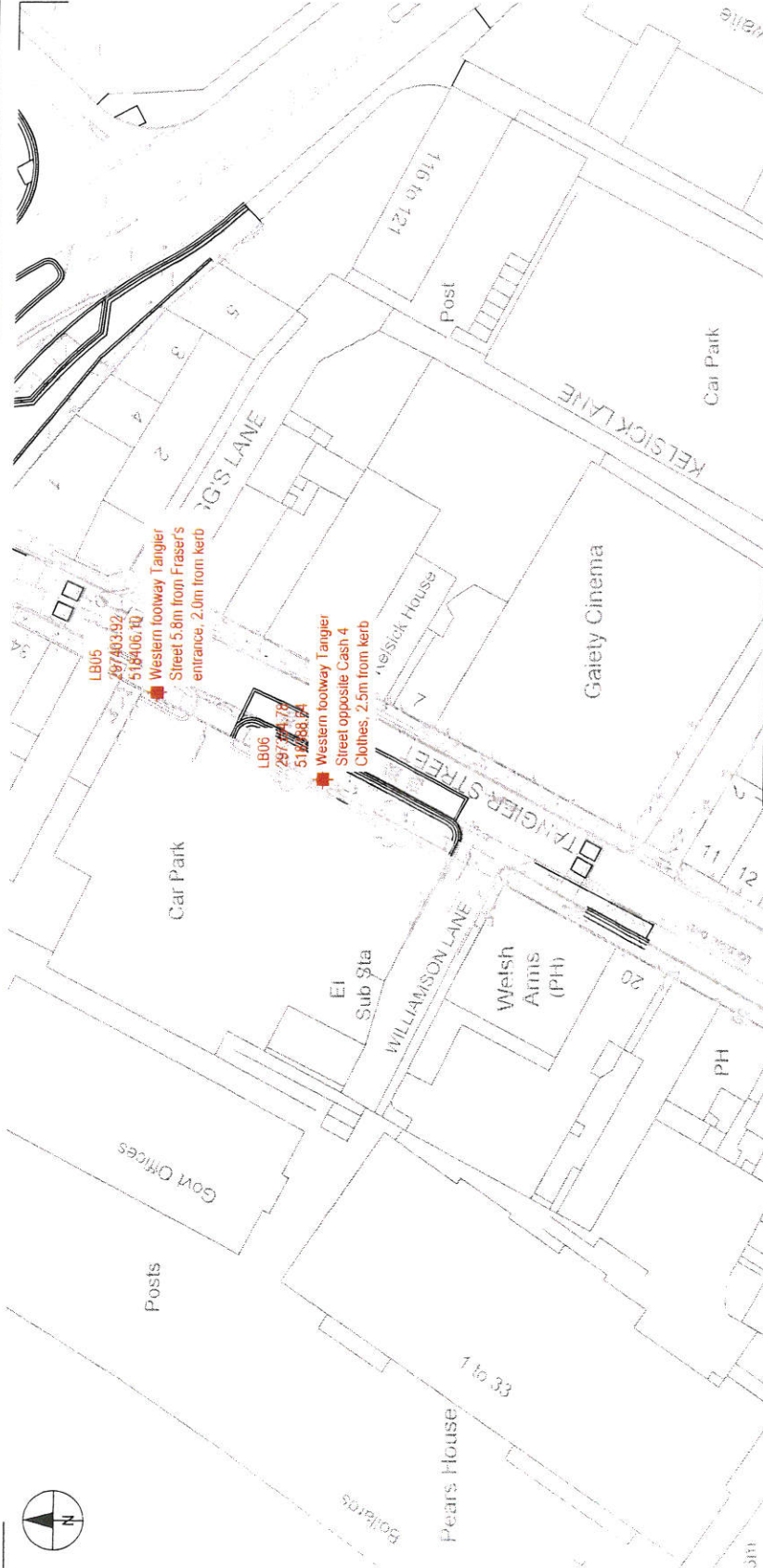
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1:500	KJH	LJS	CH

Project No.
CS/093416
Date
05/09/2019
Drawing Identifier
BS1892 Compliant
Project - Originator - Zone - Level - File Type - Role - Number
BRN-CAP-GEN-01-DR-C-7001 P01

CAPITA
Infrastructure

Argus Business Park, Ladbroke Grove, London W10 6AD
01228 574000
www.capitaiproperty.co.uk
Capita Property and Infrastructure Ltd





Key:

LB01
Easting
Northing

LB04
Easting
Northing

Glasdon Jubilee 110 Litter Bin 561 x 606 x 1200mm in black RAL 9005 with Gold Whitehaven Town Council crest and banding with Gold Ashtray and stub plate reference number & location

Glasdon Jubilee 110 Litter Bin 561 x 606 x 1200mm in black RAL 9005 with Gold Whitehaven Town Council Crest and banding with Gold Ashtray and stub plate reference number & location within Copeland Borough Council Land

Rev	Drawn	App	Chk	Issued for Approval	Date
P01	JK	LJS	CH	Issued for Approval	05/09/2019

Purpose of Issue
S4 - Issued for Approval

Classification
Public



Project
NPIF Scheme design
Bransly Row

Drawing
Litter Bin Location Plan

Scale @ A3	Drawn	Checked	Approved
1:500	KJH	LJS	CH

Project No.
CS/093416

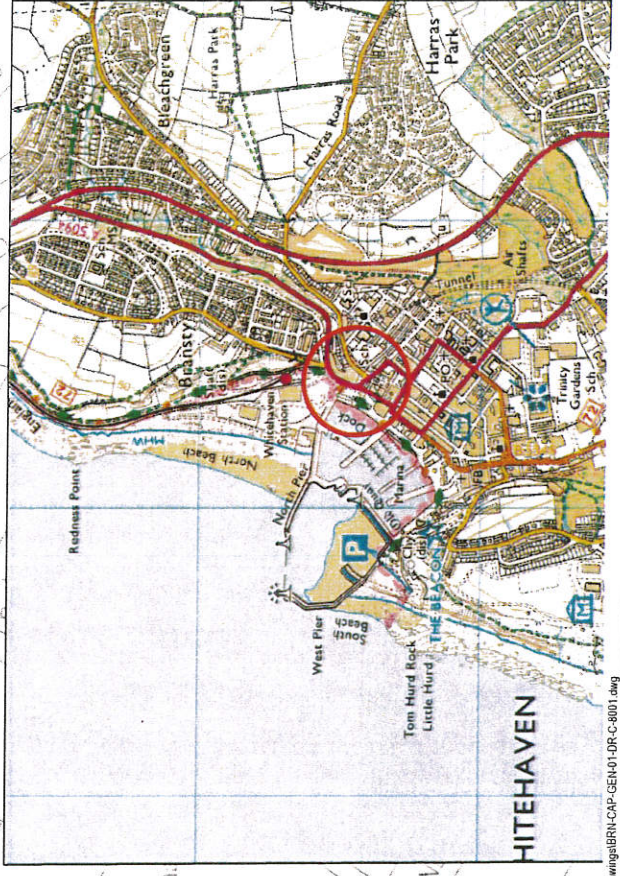
Date
05/09/2019

Drawing Identifier
BST192 Compliant

Project - Originator - Zone - Level - File Type - Role - Number
BRN-CAP-GEN-01-DR-C-7002 rev P01



Kingfisher Business Park, Carlisle, Cumbria, LA6 8JY
01728 573000
www.capitaiproperty.co.uk
Capita Property and Infrastructure Ltd



Key:

BS01 Bus Stop Type BS to be World of Environment Street Furniture Regio
 297/393.56 REG3 10a cantilever bus shelter 4845 x 2675 x 1845mm in Black RAL 9005 with polycarbonate roof, rear and side panels. Timber Bench Seat and Timetable Case. reference number & location.

Rev	App'd	CHK'D	CHK	Issued for Approval	Date
P01	JK	LJS	CH	05/09/2019	

Purpose of Issue
S4 - Issued for Approval

Classification
Public

Client
Public



Project
**NPIF Scheme design
 Bransley Row**

Drawing
Bus Shelter Location Plan

Scale @ A3	Drawn	Checked	Approved
1:500	K/JH	LJS	CH

Project No.
CS/093416

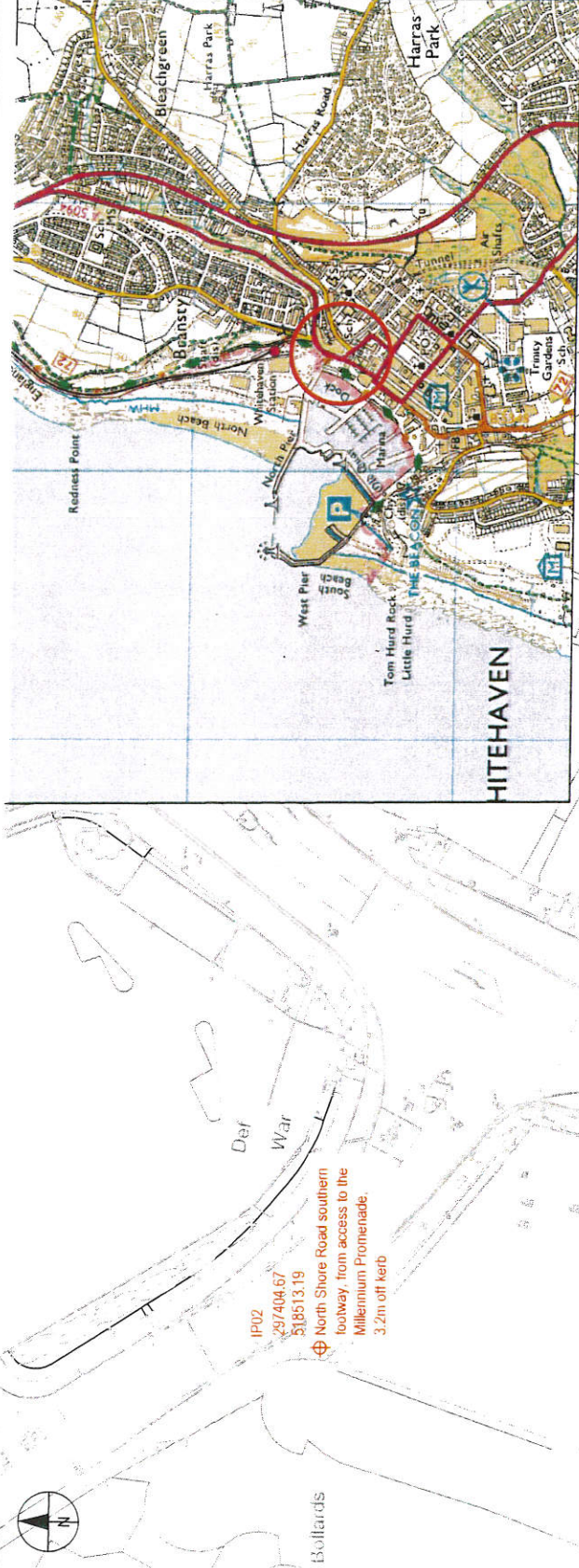
Date
05/09/2019

Drawing Identifier
BS1192 Compliant

Project - Originator - Zone - Level - File Type - Role - Number
BRN-CAP-GEN-01-DR-C-8001 P01

CAPITA
 Infrastructure

Kingfisher Business Park, Ludlow, Shropshire, UK, BS1
 01276 77000
www.capitaconsultancy.co.uk
 Capita Property and Infrastructure Ltd



Key:

IPxx
297450.05
518496.06

Interpretation Panel Type IP to be bespoke items by Differentia Design and Artist Steve Pardue mounted on mild steel lectern powder coated black to RAL9005 reference number & location



Rev	By	App'd	Description	Date	
P01	JK	LJS	CH	Issued for Approval	05/09/2019

Purpose of Issue
S4 - Issued for Approval

Classification
Public

Client
County Council



Project
**NPIF Scheme design
Bransley Row**

Drawing
Interpretation Panel Location Plan

Scale @ A3	Drawn	Checked	Approved
1:500	KJH	LJS	CH

Project No.	Date
CS/093416	05/09/2019

Drawing Identifier
BS 1192 Compliant

Project - Originator - Zone - Level - File Type - Role - Number
BRN-CAP-GEN-01-DR-C-9001 rev P01

CAPITA
Infrastructure

Highwood Business Park, Lullabak, Louth, L49 4JZ
01728 573000
www.capitaiproperty.co.uk
Capita Property and Infrastructure Ltd

Recreation C

IP01
297458.39
518423.97
Junction of George Street and Wellington Row northern footway, 4.0m off kerb

IP02
297404.67
518513.19
North Shore Road southern footway from access to the Millennium Promenade, 3.2m off kerb

MODEL SPECIFICATION GLASDON JUBILEE™ BIN

PRODUCT INFORMATION

- DESCRIPTION - FIXED OR FREE STANDING DOOR OPENING LITTER CONTAINER WITH KEYS OR KEYLESS OPERATION FOR EXTERNAL OR INTERNAL USE
- LINER OPTIONS - BIN WITH STEEL LINER = 23kg
BIN ONLY = 22kg
- CAPACITY - BIN WITH STEEL LINER MAXIMUM CAPACITY 130Ltr
BIN ONLY MAXIMUM CAPACITY 110Ltr
- MATERIAL - BIN - DURAPOL®
LINER - ZINC COATED STEEL
- RECYCLING INFORMATION - BLACK DURAPOL IS 100% RECYCLED AND RECYCLABLE IF MISTAKENLY PLACED INTO LANDFILL THE PARTS ARE INERT AND WITH NO TOXIC CONTENT. STEEL PARTS HAVE A SIGNIFICANTLY RECYCLED CONTENT AND ARE EASILY RECYCLED.
- COLOURS - BLACK, GREY, MILLSTONE, DARK BLUE, DEEP GREEN
- DIMENSIONS - ALL DIMENSIONS IN MM UNLESS OTHERWISE STATED
- LOCK - TRIANGULAR DIN KEY (F021/0001) OR KEYLESS FOOT OPERATION (F021/0010)
- HOOD MOUNTED STUBBER PLATE - GOLD OR GUN METAL GREY
Note: Can be supplied without on request.

OPTIONAL EXTRAS:

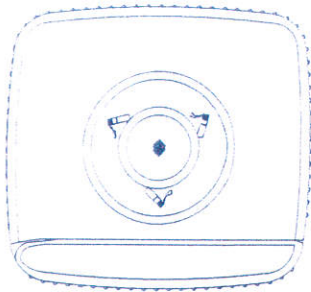
- HOOD-MOUNTED ASHTRAY - AVAILABLE IN CHAMPAGNE GOLD OR GUN METAL GREY
- APERTURE STUBBER PLATES
- VINYL GRAPHIC SIZE - Up to 148mm x 210mm (A5)
- POLYCARBONATE PLAQUE SIZE - Up to 148mm x 210mm (A5)
- POSTER FRAME - Up to 210mm x 295mm (A4)
- BALLAST - INTERNAL BALLAST - 20kg OR 40kg OPTIONS AVAILABLE
EXTERNAL BALLAST
- GROUND FIXINGS - SEE INSTALLATION OPTIONS

INSTALLATION OPTIONS:

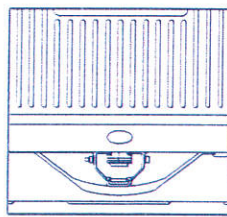
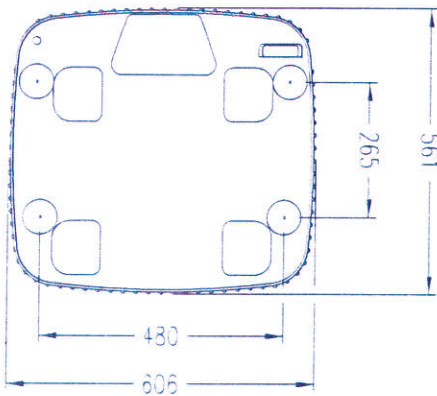
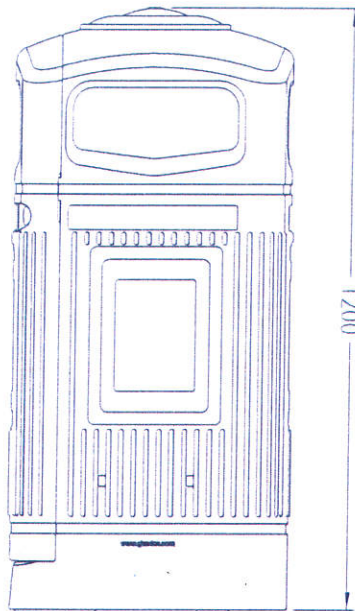
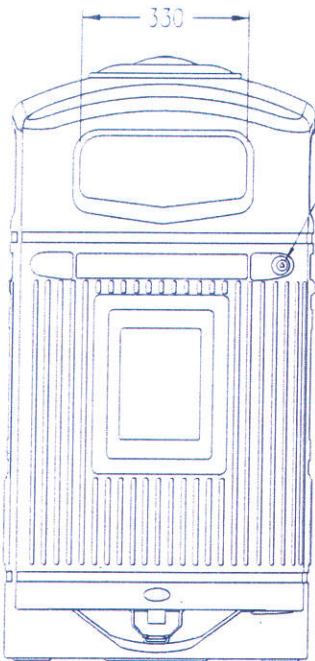
WE RECOMMEND PERMANENT GROUND FIXING BY THE FOLLOWING:

A SOUND CONCRETE FOUNDATION IS THE PREFERRED METHOD.

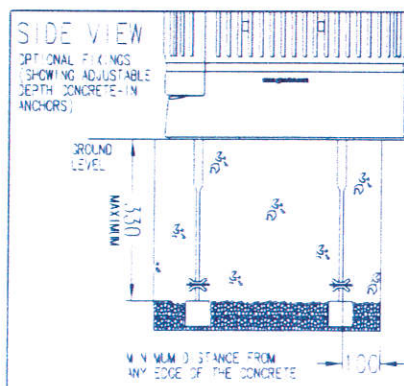
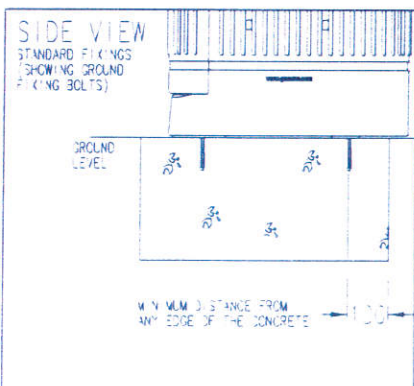
- GROUND FIXING BOLTS (IN EXISTING OR NEW CONCRETE FOUNDATIONS)
ALLOW TIME FOR NEW CONCRETE FOUNDATIONS TO CURE.
4 HOLES TO BE DRILLED FOR GROUND FIXING BOLTS 10mm x 130mm (MINIMUM DEPTH) ENSURE HOLES ARE LOCATED AT LEAST 100mm FROM ANY EDGE OF THE CONCRETE FOUNDATION.
IF USING YOUR OWN FIXINGS ENSURE 450mm WASHERS ARE USED.
- ADJUSTABLE DEPTH CONCRETE-IN ANCHORS (IN NEW CONCRETE)
WHEN CREATING A NEW CONCRETE FOUNDATION THESE FIXING KITS PROVIDE FASTER/EASIER INSTALLATION (WITHOUT DRILLING) WHILST ALLOWING THE UNIT TO BE FASTENED DOWN AND REMOVED IF REQUIRED, LEAVING NO TRIP HAZARD. ENSURE HOLES ARE LOCATED AT LEAST 100mm FROM ANY EDGE OF THE CONCRETE FOUNDATION.
- SOFT EARTH
ALTERNATIVELY ON SOFT EARTH USE THE GROUND-LOCK™ SYSTEM. (IT IS RECOMMENDED THAT THE PAVING SLAB KIT IS USED WHEN INSTALLING ON SOFT EARTH.)
- TARMAC AND BLOCK PAVING
WHEN INSTALLING ON TARMAC OR BLOCK PAVING, A CONCRETE BASE IS STRONGLY RECOMMENDED TO PROVIDE ADEQUATE SECURITY AND IMPROVED OPERATION.
- FLAGSTONES (USING GROUND FIXING BOLTS)
WHEN INSTALLING ON FLAGSTONE OF A MINIMUM 50mm (2") THICK ENSURE HOLES ARE LOCATED AT LEAST 110mm FROM ANY EDGE OF THE FLAGSTONE.
FOR INCREASED SECURITY, USE A DOUBLE LAYER OF FLAGSTONES BOLTED TOGETHER.



SHOWN WITH TRIANGULAR DIN KEY LOCK



DETAIL OF KEYLESS FOOT LOCK



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SPECIFICATION NUMBER - 075321-50 (ISSUE 02)

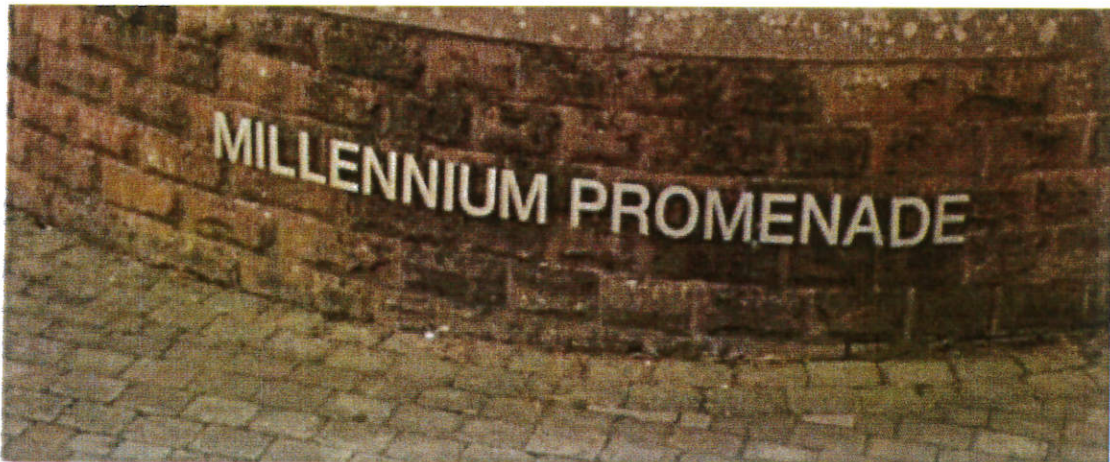
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Item: Lettering

Reference: LTR

Specification: Stainless Steel Lettering in Arial Font to a height of 175mm X Height.
Text to read 'MILLENNIUM PROMENADE →'.
(→ indicates arrow pointing right)

Image:



Locations:

Ref	Eastings	Northings	Location Description
LTR1	297422.57	518496.71	North Shore Road southern footway

Drawing Reference:

BRN-CAP-GEN-01-DR-C-1301

Office Accommodation

Purpose of the Report and Recommendation

To inform Members of the present position with regard to the office accommodation.

1.0 INTRODUCTION

- 1.1 At the last Council Meeting it was agreed to employ a pest control firm to get rid of the pigeon droppings and contaminated rubbish from the second floor of the former Whitehaven News building at a cost of £6,000 including VAT. (Minute 1400/19 1 refers).
- 1.2 It was also agreed that architects be contacted and asked to submit quotes for preparing plans/concept drawings, preparing a specification of work and acting as project manager. (Minute 1400/19 2 refers).

2.0 PRESENT POSITION

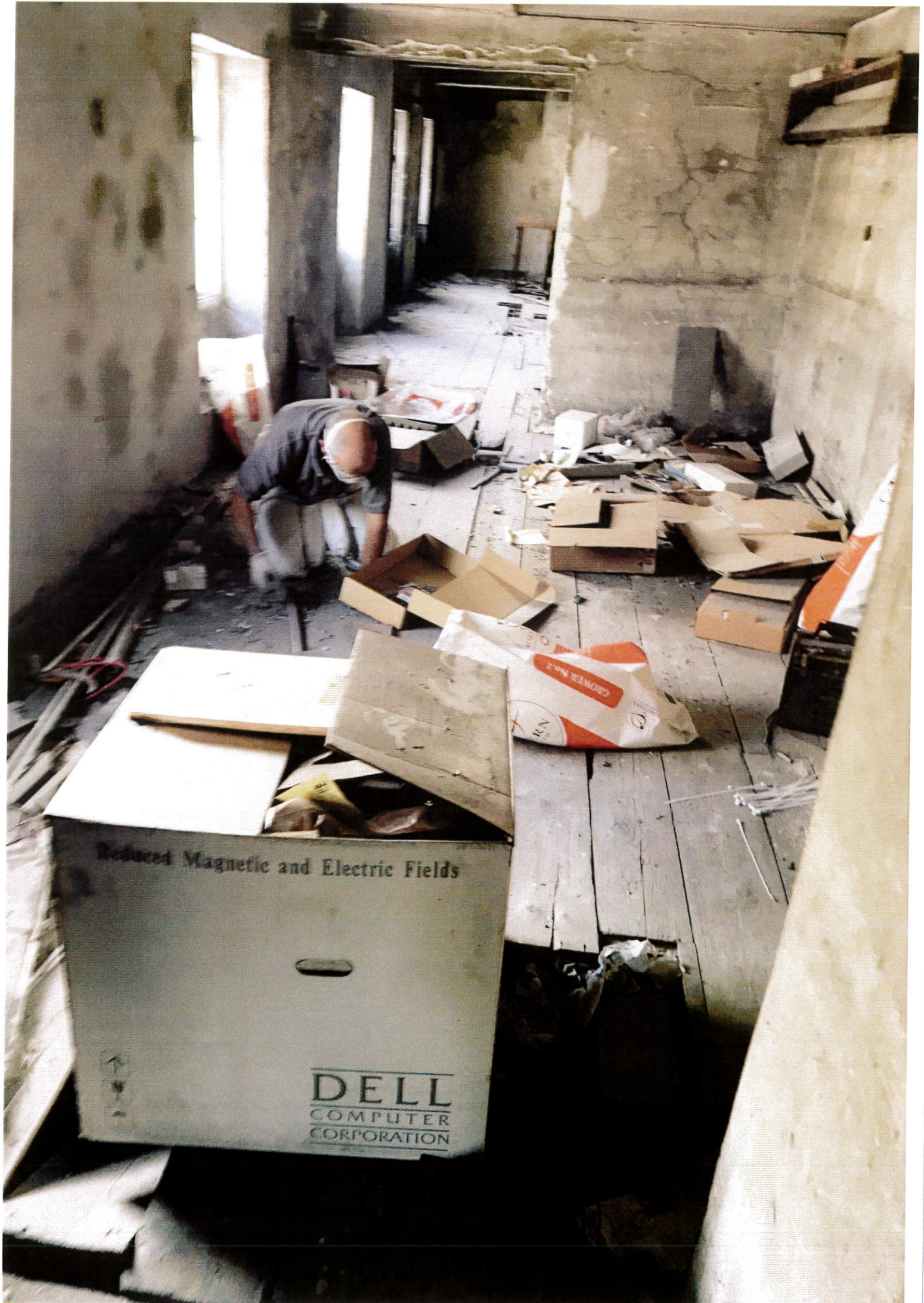
- 2.1 The pigeon droppings and the contaminated rubbish on the second floor of the building have been removed and the floor, walls etc have been cleaned and disinfected. (see photographs at Appendix 1). The Contractor said that he removed 1,860 tonnes of waste from the second floor.
- 2.2 Invitations to quote for the architectural services work for the building have been sent out and the closing date for quotes is 4.00pm on Thursday 11th October 2019

3.0 RECOMMENDATION

- 3.1 That the position be noted

APPENDIX I
L0TC 26 9119
ITEM 12



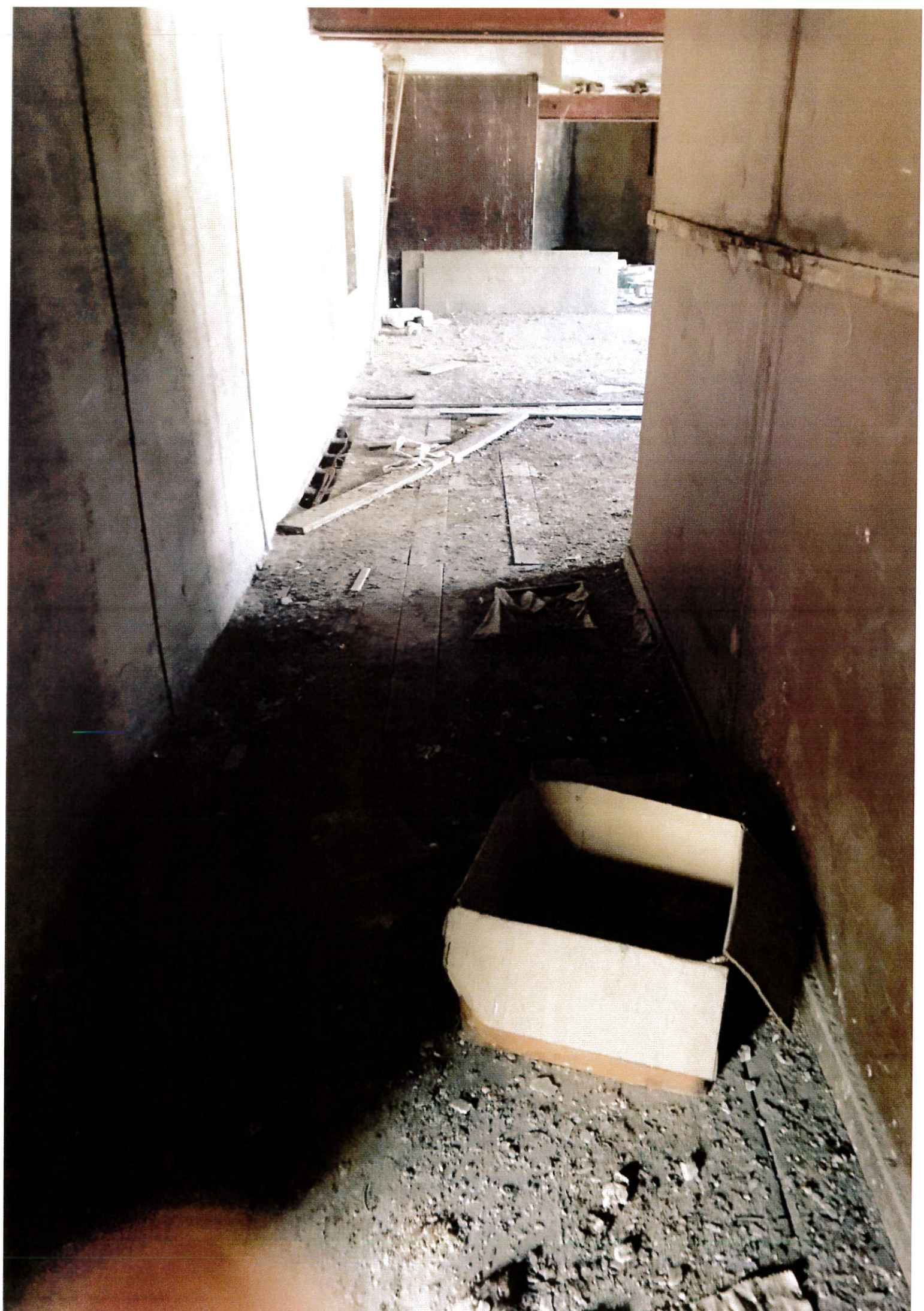


Request Magnetic and Electric Fields

DELL
COMPUTER
CORPORATION

GROWER NO. 2





















Risk Assessment and Management (Financial and Operational)

Purpose of the Report and Recommendation

To ask Members to consider the Council's Risk policy which has been extended to cover operational risks as recommended by the Council's Internal Auditor and to approve and adopt the Policy.

1.0 INTRODUCTION

- 1.1 The Internal Auditor's report was approved at the Council Meeting on 29th August 2019 (Minute 1388/19 refers) and a recommendation was made in this report that the Council's existing Risk Assessment Policy could be extended to cover operational risks.
- 1.2 This has been done and the amended Risk Assessment Policy is shown at Appendix1

2.0 RECOMMENDATION

- 2.1 Members are asked to consider the amended Risk Assessment Policy (amendments shown in red) and to recommend approval with or without amendment.

WTC 26.09.2019
 Agenda Item 18
 Appendix 1.



Whitehaven Town Council

Risk Assessment and Management (Financial) and Operational for the period 1st April 2019 to 31st March 2020.
 Reviewed & Adopted at Full Council - 16th May 2019 - minute 1315/19 refers

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action
Reserves - General & Earmarked	Inadequate or Excessive	M	Review at out-turn and budget setting	RFO & P&R and Finance Committee
Reserves - Earmarked	A future liability that has not been funded	L	Review all risks and reserves at out-turn	RFO/member view
Assets	Loss, damage etc	M	Bi annual inspection, update insurance and asset registers	Diary
Assets	Risk or damage to third party property or individuals	M	Annual review of adequacy of public liability insurance regular meetings & site visits with Site Reps.	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate	RFO/Staffing Committee
Staff	Fraud or theft of money by staff	L	Financial Regulations set out clear system of internal controls	Financial Regs are reviewed annually
Financial Loss	Consequential loss due to critical damage or third party performance	L	Annual review adequacy of insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of performance	M	Regular maintenance inspections bi annually by qualified person	Diary
Legal Powers	Illegal activity or payment	M	Regular training for Councillors and Clerk	Diary
Financial Records	Inadequate records	L	RFO checks regularly and internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting. Training	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented/minutes and any conflict addressed as appropriate	Diary
Salaries	Wrong salary/hours/rate paid	L	Check salary to minute, check hours and rate to contract	Member to verify
Salaries	Wrong deductions - NI and income tax	L	Check to PAYE calculations. Use of HMRC RTI system	Member to verify
Direct Costs and Overhead Expenses	Goods not supplied to council	L	Follow up on all orders	Approval check
Direct Costs and Overhead Expenses	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	RFO to perform monthly and auditor to check annually
Direct Costs and Overhead Expenses	Cheque payable is excessive or to wrong party	L	Two Signatories on all cheques	Approval check
Grants and Support	No power to pay or no evidence of agreement of Council to pay	L	Minute council agreement with the power used to authorise payment. Set clear grant awards procedures.	Member to verify
Grants and Support	Conditions agreed	L	Agree and document any reasonable conditions	RFO to check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO to verify
VAT	Failure to reclaim VAT and loss of income to Council	L	VAT control totals in cash book used to compile return.	RFO to verify
Precept	Failure to submit on time to CBC to include in Council Tax bills	L	RFO to plan meetings to ensure deadline is met.	Diary
Precept	Not paid by District Council	L	Clear income budgets are set and monitored quarterly	RFO to check on 01/04 each year
Precept	Precept is inadequate	M	Comprehensive budget planning.	Diary regular meetings P&R and Finance Committee
Other Income	Cash handling	L	System of internal control ensures that any cash received is properly receipted, audit trail exists and regular bank rec.	Annual review of doc controls
Allotment Rents	Not received	L	Database of all tenants, date rent due, date invoices sent and recovery action taken	Clerk/RFO to monitor and take appropriate action
Grants	Claims procedure	L	Clerk RFO check as required	Diary
Expenditure	Council overspending is not detected	M	Clear budgets and actual exp are monitored quarterly	P&R and Finance Committee dates
Expenditure	Council underspending is not managed - resource underdeployment	M	Clear budgets and actual exp are monitored quarterly	P&R and Finance Committee dates
Income	Loss of income by forgetting to issue charges/invoices	L	Clear list of billing expected linked to income budgets	RFO to keep list of bills up to date.

Investment Income	Inadequate budgeting or loss of investment opportunities	L	which are monitored on a quarterly basis.	P&R and Finance Committee dates
Procurement/Contracts	Risk of corrupt practices by Members and staff - allegations of favouritism to suppliers or contracts	M	RFO regularly reviews investment and amounts received. Financial Regulations have clear procurement procedures in respect of quotations, estimates and tendering. RFO ensures they are followed. Internal Audit perform annual checks.	Diary Annual review of financial regulations & Annual internal audit.
Internal Audit	Inadequate Internal Audit leads to errors/fraud not being detected	L	The adequacy of Internal Audit is reviewed annually along with the system of internal control.	RFO to ensure this takes places as part of closedown and annual accounts.
Slips, Trips & Falls	Staff, Councillors and Public may injure themselves	M	Surfaces kept free of obstructions. Lighting maintained. No loose wiring. Regular Inspections by CBC.	All Staff, Councillors and CBC.
Electricity	Staff and users at risk of injury from faulty equipment.	L	Annual PAT testing of all electrical items. Qualified electrician to carry out electrical work.	All Staff and Councillors.
Fire	Staff and users	L	Weekly fire alarm tests, check of fire extinguishers.	Staff and CBC.
Seats in the Town	Damage by vandalism. Unfit for use.	L	Annual checks. Respond to any reports of damage.	Clerk & Council
Street Furniture	Damage by vandalism. Unfit for use.	L	Regular checks.	Clerk & Council
Bus Shelters	Damage by vandalism. Unfit for use.	L	Monthly checks. Respond to any reports of damage.	Clerk & Council
Allotment Sites	Users may injure themselves.	L	Rules in place, regular inspections, review waiting list.	Clerk, Allotment Advisory Group & Council
Security	Loss of Keys.	M	Keys & spare keys are kept in the safe.	Staff and Council
Staff Safety	Lone Working.	M	Safety equipment in place. Mobile phone carried with them and regular contact with the office.	Staff and Council
	Injury from equipment.	L	Safety equipment provided. Purchase new equipment when needed. Re-iterate to staff the need to use safety items.	Staff and Council
Public Safety	Injury from equipment, falls etc.	L	Ensure signs are in place, keep paths etc free of obstructions where possible	Staff and Council
Safety at Meetings	Personal Safety.	L	Fire checks, stairs & floor kept free of obstructions.	Council
Information Loss	Loss of data/information.	L	Back up on hard drive.	Clerk and Council
Data Protection	Breach of the rules/loss of information	L	Adhere the rules and regular check of rules for amendments.	Staff and Council

Adopted on:

Signed by the Clerk:

Signed by the Mayor: