



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

**DATE:** 25 September 2023

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **THE PLANNING COMMITTEE** will be held on Monday 2 October 2023, at 4.00pm and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The meeting will be held at Unit 2, Church House, 19-24 Friargate, Penrith.

To assist in the speedy and efficient dispatch of business, Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on the Friday prior to the meeting.

Members are asked to indicate if they wish to speak on an item **PRIOR** to the meeting (by 1.00pm on the day of the meeting at the latest) by emailing [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

## COMMITTEE MEMBERSHIP

Cllr Bowen	Pategill Ward	Cllr. Shepherd	East Ward
Cllr Holden	Carleton Ward	Cllr. Snell	West Ward
Cllr Jackson	North Ward	Cllr. Knaggs	East Ward
Cllr D Jayson	West Ward	Cllr. Lawson	Carleton Ward

Mr I. Parker, Acting Town Clerk

## **Public Participation**

Members of the public are welcome to attend. Details about how to comment on an agenda item are available on the Town Council Website.

## **Filming**

**Please note that this meeting may be filmed for live or subsequent broadcast via the internet or social media.**

**Please be advised that the Town Council does not record or live stream meetings.**

Penrith Town Council fully supports the principle of openness and transparency and has no objection to filming and reporting at its Full Council, and Committee meetings that are open to the public. It also welcomes the use of social networking websites, such as Twitter and Facebook, to communicate with people about what is happening, as it happens. Filming will only commence at the beginning of a meeting when the Chair opens the meeting with apologies and will finish when the meeting is closed or when the public may be excluded from an exempt item. The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

## **General Power of Competence**

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

# **AGENDA FOR THE MEETING OF PLANNING COMMITTEE MONDAY 3 OCTOBER 2023**

## **PART I**

### **1. Apologies For Absence**

Receive apologies from Members.

### **2. Minutes**

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Planning Committee held on Monday 4 September 2023 and agree they be signed as such by the Chair.

### **3. Declarations of Interests and Requests for Dispensations**

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

#### **ADVICE NOTE:**

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Monitoring Officer at least 24 hours in advance of the meeting

### **4. Public Participation**

Receive any questions or representations which have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

#### **ADVICE NOTE:**

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

## 5. EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960

Determine whether any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

## 6. Informal Consultation – Proposed Traffic Calming Measures, Carleton Hill Road

To consider the proposed traffic calming measures proposed by Westmorland and Furness Council.

## 7. 2024/25 Budget: Process and Proposals

To consider the attached report of the Responsible Finance Officer

## 8. Planning Applications

### a) DELEGATED RESPONSES TO NOTE

Planning application number:	23/0416
Site address:	LAND AT CARLETON HALL FARM PENRITH CA11 8RQ
Description:	Erection of a convenience store including associated operations.
Comments	<p>Although Penrith Town Council has no objection in principle, it <b>strongly requests</b> that the following conditions be included.</p> <ol style="list-style-type: none"><li>1. In order for the development to be environmentally friendly and in line with climate policies adopted by both PTC and W&amp;F Councils, the development should include innovative sustainable design solutions including PV panels, high standards of thermal insulation, rainwater harvesting etc</li><li>2. There should be sustainable planting of native trees/shrubs on the site.</li><li>3. A pavement should be installed on the south side of the A686 from the swan neck of the road to Carleton Brows to the site as the proposed route is totally unacceptable.</li></ol> <p><b>It is disappointing that it assumed by the developer that residents from Brougham Fields and the existing houses at Eamont Chase Carleton, many occupied by older people, would choose to cross the busy A686 at the existing crossing, then cross the busy Carleton Road Junction, walking along the western footpath to</b></p>

	<p><b>cross again nearer the store. This does not make the store 'convenient' for these residents. It would also be essential for the 30mph to be extended past this area as footfall to the store is likely to increase beyond current figures so safety must be a priority</b></p> <p>4. Consideration should be given to the installation of a more formalised pedestrian crossing across the A686 nearer to the store.</p> <p>5. There should be at least one more disabled parking space provided to ensure disadvantaged groups can park easily.</p> <p>6. The parking area should have a permeable surface to reduce rainwater runoff.</p> <p>7. As the site is near an old settlement and the site of the roman road, an archaeological assessment should be undertaken, and any findings recorded.</p>
--	---

#### **b) PLANNING APPLICATIONS FOR CONSIDERATION**

Consider the following applications for which information can be found on the Westmorland and Furness Council Website

**<http://eforms.eden.gov.uk/fastweb/search.asp>** by inserting the appropriate planning reference number.

Planning application number:	23/0484
Site address:	25 QUEEN STREET PENRITH CA11 7XD
Description:	Renovation and alterations to dwelling to include single storey extension with disabled access and accommodation and replacement front dormer.

Planning application number:	23/0605
Site address:	51 VERONA GRAHAM STREET PENRITH CA11 9LE
Description:	Irish Yew (T1) Fell.

Planning application number:	23/0572
Site address:	HOWDENS HOWDENS JOINERY HARTNESS ROAD GILWILLY INDUSTRIAL ESTATE PENRITH CA11 9BD
Description:	Variation of condition 2 (plans compliance) to increase the width of the vehicular access, attached to approval 23/0270.

Planning application number:	23/0484
Site address:	25 QUEEN STREET PENRITH CA11 7XD
Description:	Renovation and alterations to dwelling to include single storey extension with disabled access and accommodation.

Planning application number:	23/0599
Site address:	TELEPHONE EXCHANGE FRIARGATE PENRITH CA11 7XR
Description:	Retrospective siting of 2no secure storage containers to house materials and equipment in support of the telecoms infrastructure.

Planning application number:	23/0605
Site address:	51 VERONA GRAHAM STREET PENRITH CA11 9LE
Description:	Irish Yew (T1) Fell.

Planning application number:	23/0575
Site address:	THACKA HOUSE MILTON STREET PENRITH CA11 9HY
Description:	Removal of condition 3 (ancillary accommodation), attached to approval 18/0627.

Planning application number:	23/0610
Site address:	4 CARLETON MEADOWS PENRITH CA11 8UR
Description:	Change of use of domestic garage to podiatry/chiroprody clinic and addition of side lean-to porch extension.

### **Reconsultation**

Planning application number:	23/0412
Site address:	HILL HOUSE FELL LANE PENRITH CA11 8BJ
Description:	Listed Building Consent for the Replacement of 9no timber and 2no uPVC existing windows with timber windows

Planning application number:	23/0411
Site address:	HILL HOUSE FELL LANE PENRITH CA11 8BJ
Description:	Replacement of 9no timber and 2no uPVC existing windows with timber windows.

## **9. Next Meeting**

Note the next meeting is scheduled for 4pm on Monday 6 November, Unit 2, Church House,19-24 Friargate, Penrith, Cumbria, CA11 7XR.

## **PART II PRIVATE SECTION**

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

**FOR THE ATTENTION OF ALL  
MEMBERS OF THE PLANNING COMMITTEE  
AND FOR INFORMATION TO ALL REMAINING  
MEMBERS OF THE TOWN COUNCIL**

### **Access To Information**

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website at <https://www.penrithtowncouncil.gov.uk/> or, in the case of planning applications, the link to applications on the Westmorland & Furness Council Website can be found at <http://eforms.eden.gov.uk/fastweb/search.asp>

## **Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)





# Penrith Town Council

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

Tel: 01768 899 773 Email: [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

Minutes of the meeting of

## PLANNING COMMITTEE

Held on **Monday 4 September 2023**, at 4.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### PRESENT

Cllr Bowen	Pategill Ward
Cllr Holden	Carleton Ward
Cllr Jackson	North Ward
Cllr D Jayson	North Ward
Cllr Snell	West Ward

Deputy Town Clerk

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

# **MINUTES FOR THE MEETING OF PLANNING 4 SEPTEMBER 2023**

## **PART I**

### **PL23/20 Apologies for Absence**

Apologies for absence were received from Councillor Shepherd.

### **PL23/21 Minutes**

#### **RESOLVED THAT:**

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on 3 July 2023 and agreed they be signed as such.

### **PL23/22 Declaration of Interests and Requests for Dispensations**

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

Councillor D Jayson declared a registrable interest in application no 23/0541 (Omega Proteins) as he had attended the public meeting and was talking to them about odour emissions.

### **PL23/23 Public Participation**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

### **PL23/24 EXCLUDED ITEM: Public Bodies (Admission to Meetings) Act 1960**

Members considered whether any items on the agenda should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, and agreed that there were no applications to be considered without the press or public present.

### **PL23/25 Planning Application 22/0989**

Members noted the decision of the Secretary of State for Levelling Up, Housing and Communities not to call in the outline planning application for Class E(g) and/or Class B2 and/or Class B8 development, with approval sought for access at A6 and B5303, Stoneybeck, Bowscar. This allows determination by the Local Planning Authority who approved the application at their meeting on 16 March 2023

The application is subject to a S106 agreement which is required to be signed before the decision notice is issued.

## **PL23/26 Government Consultation on Proposed Changes to Permitted Development and Planning Rules**

Members considered the Government consultation on proposed changes to permitted development. Comments were considered and Members expressed their views.

### **RESOLVED THAT:**

Delegated authority be given to the Chair of the Planning Committee and Deputy Town Clerk to respond by letter to the themes of the consultation taking into account the views and comments made by Councillors.

## **PL23/27 Planning Applications**

### **a) Delegated Responses**

Members noted the planning responses submitted by the Deputy Town Clerk under delegated authority on behalf of the committee between the scheduled meetings of the Committee:

Planning application number:	23/0366
Site address:	LAND NORTH OF EDEN BUSSINESS PARK COWPER ROAD PENRITH CUMBRIA CA11 9FW
Description:	Construction of site development access roads and drainage, including surface water attenuation basin and outfall.
Response	No Objection

Planning application number:	23/0382
Site address:	LAND AT CARLETON PENRITH CA11 8TY
Description:	Non Material Amendment to reposition the dwelling on plot 55, attached to approval 20/0995.
Response	No Objection

Planning application number:	23/0373
Site address:	32 THE PARKLANDS PENRITH CA11 8TF
Description:	Works to Oak (T2), subject to TPO123, comprising removal of branches.
Response	No Objection

Planning application number:	22/0162
Site address:	BOWERBANK WAY PENRITH CA11 9BQ
Description:	Creation of 36 off road parking spaces.
Response:	No Objection

Planning application number:	23/0428
Site address:	MOLE END BALMERS FARM PLUMPTON PENRITH CA11 9NP
Description:	Removal of extensions and addition of new bay window, porch and internal alterations.
Response	No Objection

Planning application number:	23/0426
Site address:	THE HOLLIES WORDSWORTH STREET PENRITH CA11 7QZ
Description:	Conservation area tree works, comprising; trimming of 5no trees to a height of 5m above carriageway. Trim yellow conifer and Rowan tree.
Response	No Objection

Planning application number:	23/0432
Site address:	36 LOWTHER STREET PENRITH CA11 7UQ
Description:	1x Rowan tree - 10-20% crown reduction as the tree is interfering with a BT cable. 1x Apple tree - crown balance due to the tree heavily leaning.
Response	No Objection

Planning application number:	23/0443
Site address:	OMEGA PROTEINS PENRITH LTD PROCESSING PLANT PENRITH CA11 0BX
Description:	Discharge of condition 5 (archaeology), attached to approval 21/0752.
Response	No Objection  The submission of a written scheme of investigation complies with the planning conditions

Planning application number:	23/0436
Site address:	85 RAISELANDS CROFT PENRITH CA11 9JN
Description:	Addition of rear wash pod extension for a disabled person.
Response	No Objection

Planning application number:	23/0424
Site address:	37 CROFT AVENUE PENRITH CA11 7RG
Description:	Proposed replacement single storey rear extension.
Response	No Objection

Planning application number:	23/0462
Site address:	20 STICKLANDGATE PENRITH CUMBRIA CA11 7QA
Description:	Conservation area tree works - T1 - Copper Beech, crown reduce all round by 2m.
Response	No Objection but would prefer to see crown thinning rather than reduction.

Planning application number:	23/0475
Site address:	2 LABURNUM WAY PENRITH CA11 8UJ
Description:	Replacement of existing side extension and porch with two storey side extension, front porch and extension of parking area and fencing.
Response	No Objection

Planning application number:	23/0477
Site address:	HAWTHORN ALEXANDRA ROAD PENRITH CA11 9AL
Description:	Replacement of existing 2no 1 bed single storey cluster accommodation units with 2no 2 bed two storey cluster accommodation units.
Response	No objection

Planning application number:	23/0498
Site address:	THE COTTAGE BISHOP YARDS PENRITH CA11 7XU
Description:	SALIX BABYLONICA - Weeping Willow; reduction by 3-5m to form a pollard structure and general garden pruning.
Response	No Objection, work is to make safe due to decay and for the protection of neighbouring property

Planning application number:	23/0230
Site address:	32 BRENTFIELD WAY PENRITH CA11 8DL
Description:	Two storey side extension - revised scheme.
Response	No Objection

Planning application number:	23/0453
Site address:	LAND OFF MARDALE ROAD PENRITH
Description:	Use of land for storage of construction plant and equipment and creation of hardcore hardstanding area.
Proposed Response	<p>No objection however there should be conditions to accord to Policy ENV9 of the Eden Local Plan:</p> <ul style="list-style-type: none"> <li>• limiting hours of operation to protect the residential amenity of local residents; and</li> <li>• relating to lighting and light spillage to protect the residential amenity of local residents.</li> </ul>

Planning application number:	23/0499
Site address:	24 BEACON EDGE PENRITH CA11 7SG
Description:	Fell Silver Birch.
Response	No objection due to domination of tree. Would wish to see replacement planting of a small native tree or shrub to help with carbon sequestration.

Planning application number:	23/0473
Site address:	26 ALBERT STREET PENRITH CA11 7XA
Description:	Listed Building Consent to convert a second floor bedroom to a bathroom.
Response	No objection

Planning application number:	23/0466
Site address:	BARN SOUTHWEST OF DROVERS GATE EDENHALL PENRITH CA11 8TD
Description:	Proposed change of use of barn to residential dwelling.
Response	<p>PTC wishes to OBJECT to the application on the following grounds:</p> <ol style="list-style-type: none"> <li>1. The application does not accord to Policies LS1, RUR3, DEV3 and HS1 of the Eden Local Plan.</li> <li>2. The proposed development does not propose to reuse a traditional building and the building is not of sufficient architectural quality to make it worthy of retention.</li> <li>3 Policy LS1 states specifically that to qualify as a rural exception housing, the site must be in a location considered suitable for the development of affordable housing and evidence should be provided as to why that is justified. The Town Council believes that the site is not suitable for affordable housing, there are no nearby amenities and no existing public transport, or likely to be any. The applicant has provided no evidence or justification for the development.</li> <li>4. Any development would be contrary to Policy HS1 which states that in rural areas, new housing will be restricted to affordable housing in an existing settlement of 3 or more houses</li> </ol>

Planning application number:	23/0002
Site address:	4 MONNINGTON WAY PENRITH CA11 8QJ
Description:	Variation of condition 2 (plans compliance) to increase the ridge and eaves height, attached to approval 21/0846.
Response	No Objection on the grounds that the additional proposed is only 13cm above that allowed under permitted development rights however PTC would still wish that their previous comments regarding scale, massing, overshadowing and out of character with the surrounding bungalows., doesn't respect the local context and doesn't fit with the street scene be noted.



Planning application number:	23/0509
Site address:	FORMER PFK ANTIQUES AND FURNITURE SALE ROOM SKIRSGILL BUSINESS PARK NORTH SKIRSGILL PENRITH CA11 0DN
Description:	Variation of condition 2 (plans compliance) for changes to the parking layout, attached to approval 23/0149.
Response	No Objection

Planning application number:	23/0521
Site address:	63 WORDSWORTH STREET PENRITH CA11 7QY
Description:	Removal of Conifer in conservation area.
Response	No objection but would like to see planting of a small native tree or shrub to help with carbon sequestration

Planning application number:	22/0105
Site address:	BOOTH'S BRUNSWICK ROAD PENRITH CUMBRIA CA11 7JX
Description:	Variation of conditions 7 (operating hours) and 8 (delivery vehicle reversing alarms) to allow for deliveries from 08:30 and store/cafe opening from 09:30 on Sundays, attached to approval 09/0256.
Response:	<p>OBJECT – it is considered that the adverse impacts on the nearby residential amenity, created through noise disturbance would significantly and demonstrably outweigh the benefits when assessed against Eden Local Plan policy ENV9.</p> <p>Granting such an application would set a precedence for the other supermarkets within town who all currently have a condition limiting the operating and delivery hours.</p>

Planning application number:	23/0557
Site address:	CHRIST CHURCH DROVERS LANE PENRITH CA11 9EP
Description:	5. Hawthorn - Leaning and crown dieback - Fell 6. Holly - In church footing - Fell 7. Copper Beech - Touching church roof Prune to create 2 metre clearance 9. Rowan - Deadwood in crown. crown clean

### **b) Planning Applications Considered**

Members considered the following applications which had been received and which required a committee decision. Further information could be found on the Eden District Council Website <https://plansearch.eden.gov.uk/fastweb/> by inserting the appropriate planning reference number.

Planning application number:	23/0541
Site address:	OMEGA PROTEINS PENRITH LTD PROCESSING PLANT PENRITH CA11 0BX
Description:	Variation of condition 4 (helicopter movements) to increase the number of movements to and from the site, attached to approval 20/0663
<b>RESOLVED THAT:</b>	
A response of NO OBJECTION be returned to W&F Council with the comment that the proposed condition is acceptable too.	

Planning application number:	23/0529
Site address:	WEST VIEW TRAINING CENTRE A6 NORTH OF PENNYHILL PARK PENRITH
Description:	Variation of condition 2 (five year permission) to extend permission for a further five years, attached to approval 18/0556.
<b>RESOLVED THAT:</b>	
A response of NO OBJECTION be returned to W&F Council	

Planning application number:	23/0454
Site address:	Jeld-Wen UK Ltd FACTORY AND PREMISES MARDALE ROAD PENRITH CA11 9EH
Description:	Advertisement Consent for a 8.9m x 2m non-illuminated pole mounted sign.
<b>RESOLVED THAT:</b>	
A response of NO OBJECTION be returned to W&F Council.	

Planning application number:	23/0557
Site address:	CHRIST CHURCH DROVERS LANE PENRITH CA11 9EP
Description:	5. Hawthorn - Leaning and crown dieback - Fell 6. Holly - In church footing - Fell 7. Copper Beech - Touching church roof Prune to create 2 metre clearance 9. Rowan - Deadwood in crown. crown clean.
<b>RESOLVED THAT:</b>	
A response of NO OBJECTION be returned to W&F Council with a request that some replacement planting of a native tree/shrub takes place to compensate for the loss of the Hawthorn and Holly and to help mitigate climate issues and help greening and biodiversity.	

Planning application number:	23/0560
Site address:	12 CARLETON ROAD PENRITH CA11 8JN
Description:	Proposed replacement single storey rear extension.
<b>RESOLVED THAT:</b>	
A response of NO OBJECTION be returned to W&F Council.	

Planning application number:	23/0554
Site address:	PLUMPTON HEAD FARM PLUMPTON PENRITH CA11 9NP
Description:	Erection of an earth banked slurry lagoon and associated floating cover, ramp, hardstanding, and fence.

**RESOLVED THAT:**

A response OBJECTING to the application be returned to W&F Council on the following grounds:

1. it is not felt that the plans submitted are comprehensive enough to provide the detail necessary or how it sits in the land.
2. there is concern that the proposed development relies on a geotextile membrane, is near a water course and that any leakage would affect the water quality and cause pollution issues.
3. due to the proposed location of the site a full archaeological survey should be undertaken.

Planning application number:	23/0568
Site address:	LAND AT RAISELANDS FARM PENRITH CA11 9NQ
Description:	Advertisement Consent for 2no 'V' formation pole mounted stack signs, 2no straight pole mounted stack signs and 8no flags.

**RESOLVED THAT:**

A response OBJECTING to the application be returned to W&F Council on the following grounds:

1. Although there is no issue with the signage within the site which allows visibility from the railway, it is felt that the signage adjacent to the A6 is contrary to the requirements of Policies DEV5 and EC5 of the Local Plan.
2. The advertisement signs by virtue of the number, its appearance, scale, massing and location results in an incongruous form of advertising which is sited in a highly visible location at a gateway to the town, resulting in a prominent feature within the streetscene, therefore causing detrimental harm to the visual amenity of the area.
3. there is a potential that the visibility will be compromised at the entrance for the side for construction traffic turning into and out of the site thereby affecting highway safety on this busy bit of road.

Planning application number:	23/0227
Site address:	MYERS LANE BUSINESS PARK MYERS LANE PENRITH CA11 9DP
Description:	Erection of a building and the siting of shipping containers. Part retrospective.
<p><b>RESOLVED THAT:</b></p> <p>A response of NO OBJECTION be returned to W&amp;F with the comments that:</p> <ol style="list-style-type: none"> <li>1. The proposed lighting should be LED and face into the site to protect the residential amenity of the neighbouring properties.</li> <li>2. The boundary hedge should be retained with consideration given to including additional planting for landscaping where possible.</li> <li>3. A condition should be included limiting the hours of operation on Sundays and bank holidays to protect the amenity of local residents.</li> </ol>	

### **PTC23/28 Next Meeting**

Members noted that the next meeting was scheduled for 4pm on 2 October 2023 at 4.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

**CHAIR:**

**DATE:**

**FOR THE INFORMATION OF ALL MEMBERS OF  
THE PLANNING COMMITTEE  
AND FOR INFORMATION FOR ALL REMAINING  
MEMBERS OF THE TOWN COUNCIL**

**Access to Information**

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

**Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

Broadcast to all Statutory Consultees  
Including Emergency Services and  
Local Authority Network

Date: 15 September 2023

Reference: Carleton Hill Road, Penrith

Dear Sir/Madam

**Informal Consultation – Proposed Traffic Calming Measures, Carleton Hill Road, Penrith.**

The purpose of this letter is to invite any comments that you may have in relation to the proposed traffic calming measures along Carleton Hill Road Penrith which can be seen on the enclosed plan.

It is the Council's policy to undertake an informal consultation on the process before progressing to advertisement. As part of the review, I am also writing to the affected residents and interested parties to seek their views. Any comments regarding these potential changes will be considered once the consultation period has ended and any alterations deemed necessary will be made.

Formal proposals will then be advertised, whereon you will be contacted again for your further input. The advertised proposals, along with responses received, will then be considered and reviewed accordingly.

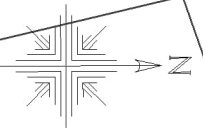
If you have any comments you would like to make regarding the proposed changes, **please respond in writing to the below address or email by Friday 29<sup>th</sup> September 2023**. Any feedback, either in favour or against our proposals, would be appreciated.

Yours sincerely,



**Laura McClellan**  
Traffic Management Team Leader

Skirsgill Depot, Skirsgill, Penrith, Cumbria CA10 2BQ  
T. 0300 373 3306  
E: [laura.mcclellan@westmorlandandfurness.gov.uk](mailto:laura.mcclellan@westmorlandandfurness.gov.uk)  
[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)



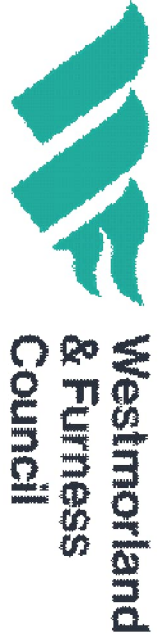
Rev. No.	Date	Amendments	Initials
			Mode CHK.

**Proposed Carleton Hill Road Traffic Calming Scheme**

**Carleton Hill Road, Penrith**  
**Grid Ref 353180,530061**

Drawn	JBM
Checked	LM
Approved	LM
Drawing No.	Carleton-23

Reproduced from, or based on, Ordnance Survey Map material with the permission of the Controller of Her Majesty's Stationery Office. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.



Skirsgill Highways Depot  
 Skirsgill,  
 Penrith. CA10 2BQ

Scale: NTS Date: June 23

# **PLANNING COMMITTEE**

**Date: 2 October 2023**

## **Public Report**

**Matter:** 2024/25 Budget: Process and Proposals

**Item no:** 7

**Author:** RFO and SCM

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

To consider the process for the 2024/25 Budget.

### **Recommendations:**

The committee is requested to consider this report and indicate:

- i. Whether any revision should be made to the Planning budget of £10,000 for the current financial year and whether its continuation as shown in the Medium-Term Financial Plan appears reasonable to meet as yet unforeseen expenditure.
- ii. Whether it wishes to retain the current years budget of £8,300 for Climate Change projects and transfer the ongoing allocation as shown in the Medium-Term Financial Plan to another committee or Council for consideration and;
- iii. Whether it wishes to identify any service development proposals to be submitted as growth bids in the 2024/25 budget process.

### **Law and Legal Implications**

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February.

### **Contribution to Council Business Plan**

The annual budget should reflect the Council's priorities and key work areas for the financial year ahead.



# 1. Report Details

1.1 The Finance Committee, 18 September 2023 has agreed guidelines for the preparation of the Council’s budget for 2024/25 and has adopted the following parameters which are in line with previous years:

- There should be a clear distinction between the committed level of service (the base budget) and proposals to develop services (growth items).
- All Councillors are to be given the opportunity to suggest growth items to improve the Council’s services.
- Growth proposals should be scheduled separately from the base budget and assessed by reference to the Council’s priorities.

1.2 The key dates in the preparation of the 2024/25 budget are as follows:

2 October 2023	Planning Committee to consider growth proposals, redirection or reduction in resources.
9 October 2023	Communities Committee to consider growth proposals, redirection or reduction in resources.
By 31 October 2023	Individual Councillors to submit budget proposals.
13 November 2023	Budget Working Group to consider broad budget prospects.
4 December 2023 (Members to confirm)	Budget Working Group to consider initial draft detailed budget.
December	Planning & Communities Committees to consider their estimates in the light of corporate budgets (if required).
15 January 2024	Finance Committee to consider proposed budget.
29 January 2024	Council to approve budget and determine precept.

The remainder of this report deals with the first step in the process, mainly for the Planning Committee to consider whether it wishes to make any changes in its budget for next year. The Committees recommendations will be forward to the meeting of the Budget Working Party on 13 November 2023.

## 1.3 Base Budget

The Base Budget is a continuation budget which identifies and provides for the current committed level of service to be maintained. This involves the current year’s budget being adjusted to remove any one-off items in the 2023/24 budget and to include the estimated costs of contractually committed changes to expenditure or income. Any approved revisions to the current year’s budget should also be assessed to see if they will affect the 2024/25 budget.

The statement at **Appendix A** shows:

- the Committee’s 2023/24 Approved Budget;
- its section of the current Medium Term Financial Plan (MTFP)

The budget of £10,000 for Planning Services can be spent across any of the individual headings. The budgetary control statement to 31 August 2023 reported to Council on the 25 September 2023 shows only £32 expenditure against the current year's budget of £10,000. While it is understood that production of the Neighbourhood Plan and related consultation can be affected by external factors, which can influence both the need for expenditure and its timing, the statement suggests that it is likely that the current year's £10,000 budget will be more than adequate. Members are therefore requested to consider whether any revision is required to the £10,000 provision, eg to reduce it or spread it between this year and next, as this would inform a more accurate forecast of the Council's overall finances at year end.

The Medium-Term Financial Plan at Appendix A currently shows the Committee's base budget for Planning services continuing at £10,000 per annum and then reducing to £5,000 pa; Members are asked to consider whether this provision is appropriate for the medium term up to 2027/28.

In January 2021, the Council approved a five year package of measures totalling £189,400 to deliver its Climate Change Strategy. The staffing costs are budgeted in Finance Committee, with the project costs included in this Committee's budget. The budgetary control statement to 31 August 2023 shows nil expenditure against the current year's £8,300 budget, as it has been unable to progress these initiatives. Although at this stage, it appears likely that this budget will be underspent, Officers suggest that the full amount should be retained to fund whatever progress can be achieved in this financial year.. For the medium term, Appendix A shows the commitment to ongoing Climate Change projects. The Council's climate change policy is likely to be reviewed this year and the future budget allocation will considered at that time.

### Service Development Proposals

Committees and individual Members are being given the opportunity to suggest items which would involve increased expenditure but would enable the Council to provide a better level of service to the community. These could be one off items, for a single financial year, or could create an ongoing financial commitment, in which case the implications should be identified clearly. Growth items (bids) will not be included in the Base Budget but will be scheduled separately for consideration by the Budget Working Party, Finance Committee and Council. In all cases, proposals should be assessed by reference to the Council Plan priorities, which are:

- Climate Change
- Living Well – Vibrant Town and Economy
- Local Government Reorganisation
- Core Council Business;
- Unavoidable legislative changes; and

- Essential work to meet health and safety standards or to ensure business continuity.

The Committee is asked to consider whether it wishes to propose any service development proposals to be progressed as growth bids in the budget process.

## **2. Options Analysis including risk assessment**

### **a) Risk**

An inadequate budget process which fails to recognise financial and or legal responsibilities.

### **b) Consequence**

Overspendings leading to unwelcome curtailment of spending programmes; possible unpalatable council tax increase; setting an illegal budget; potential reputational damage.

### **c) Controls Required**

A sound budget process will address these risks.

## **3. Financial and Resource Implications**

A sound budget process is essential for robust financial management. This report identifies the relevant issues relating to the Committee's budget.

## **4. Equalities Implications**

None identified.

## **5. Climate Change and Environmental Implications**

Climate Change budgets fall within the Planning Committee responsibility and are addressed herein.

### **Appendices**

- Medium Term Financial Plan – Planning Committee

### **Background Documents:**

- Budgetary control working papers 2023/24
- Budget Process 2024/25, Finance Committee, 18 September 2023.



## Penrith Town Council

### MEDIUM TERM FINANCIAL FORECAST

2023/24 TO 2027/28

APPROVED BUDGET 2023/24	Heading	2024/25	2025/26	2026/27	2027/28
£		£	£	£	£
	<b>EXPENDITURE</b>				
	<b>PLANNING COMMITTEE:</b>				
	<b>Planning:</b>				
10,000	Planning Consultancy	10,000	10,000	5,000	5,000
<b>10,000</b>		<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>Climate Change:</b>				
8,300	Climate Efficiency	8,300	8,300	8,300	0
<b>8,300</b>		<b>8,300</b>	<b>8,300</b>	<b>8,300</b>	<b>0</b>
<b>18,300</b>	<b>Planning Committee Total</b>	<b>18,300</b>	<b>18,300</b>	<b>13,300</b>	<b>5,000</b>