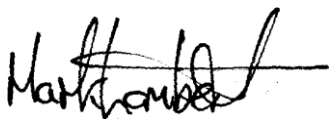


## SUMMONS

To the Mayor and Members of Carlisle City Council

You are summoned to attend the Meeting of Carlisle City Council which will be held on **Tuesday, 28 February 2023** at **18:45**, in the **Cathedral Room, Civic Centre, Carlisle, CA3 8QG**



Corporate Director of Governance and Regulatory Services

## AGENDA

1. The Mayor will invite the Chaplain to say prayers.
2. The Town Clerk and Chief Executive will open the meeting by calling the roll.

3. **Minutes**

The Council will be asked to receive the Minutes of the meeting of the City Council held on 3 January 2023 and 7 February 2023.

4. **Public and Press**

To determine whether any of the items of business within Part A of the Agenda should be dealt with when the public and press are excluded from the meeting.

To determine whether any of the items of business within Part B of the Agenda should be dealt with when the public and press are present.

**5. Declarations of Interest**

Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

**6. Announcements**

- (i) To receive any announcements from the Mayor
- (ii) To receive any announcements from the Leader of the Council
- (iii) To receive any announcements from Members of the Executive
- (iv) To receive any announcements from the Town Clerk and Chief Executive

**7. Questions by Members of the Public**

Pursuant to Procedure Rule 10.1, the Corporate Director of Governance and Regulatory Services to report that no questions have been submitted on notice by members of the public.

**8. Presentation of Petitions and Deputations**

Pursuant to Procedure Rule 10.11, the Corporate Director of Governance and Regulatory Services to report that no petitions or deputations have been submitted by members of the public.

**9. Questions from Members of the Council**

Pursuant to Procedure Rule 11.2, the Corporate Director of Governance and Regulatory Services to report that the following question has been submitted on notice by Councillor Pickstone:

"The Coronation of King Charles III takes place on Saturday 6 May 2023. I am sure the Leader or Executive Member will agree with me that so many residents throughout the City will want to celebrate, and mark, this important occasion.

The City Council will no longer exist in May, however planning for events and celebrations is taking place now. How is the Council supporting residents, community groups and Town and Parish Councils

plan for this important celebration, and how is the Council working with its successor authority to ensure that the occasion is marked appropriately and proudly in the (unparished) City of Carlisle itself?"

Pursuant to Procedure Rule 11.2, the Corporate Director of Governance and Regulatory Services to report that the following questions have been submitted on notice by Councillor Dr Davison:

*"On 5<sup>th</sup> March 2019 Carlisle City Council passed a motion declaring a climate emergency. In relation to this:*

*1. Which aspects of the climate emergency motion did the Executive choose not to take forward and what are the reasons for each of these?*

*2. Why, despite this being a critical area of work that should cross-cut all that council does, didn't the cross-party Climate Change Members' Action Group (MAG) continue meeting beyond June 2021?*

*3. How many, and which members, of the Executive have undergone Carbon Literacy training?"*

#### **10. Minutes of the Executive**

The Council will be requested to receive the Minutes of the meeting of the Executive held on 18 January 2023 and 20 February 2023 and ask questions of the Leader and Portfolio Holder on those Minutes.

#### **11. Portfolio Holder Reports**

The Council will be asked to receive reports from the following Portfolio Holders and ask questions of the Leader and Portfolio Holders on those Reports:

<b>11.(i) <u>Culture, Heritage and Leisure</u></b>	<b>9 - 12</b>
(Copy Report herewith)	
<b>11.(ii) <u>Communities, Health and Wellbeing</u></b>	<b>13 - 16</b>
(Copy Report herewith)	
<b>11.(iii) <u>Environment and Transport</u></b>	<b>17 - 20</b>
(Copy Report herewith)	
<b>11.(iv) <u>Economy, Enterprise and Housing</u></b>	<b>21 - 22</b>
(Copy Report herewith)	

<b>11.(v) <u>Finance, Governance and Resources</u></b>	<b>23</b>
(Copy Report herewith)	-
	<b>24</b>
<b>11.(vi) <u>Leader's Portfolio</u></b>	<b>25</b>
(Copy Report herewith)	-
	<b>26</b>

## **12. Minutes**

The Council will be asked to receive the Minutes of the meetings as detailed within the Minute Book Volume 49(5) and ask questions of the Leader, Portfolio Holders and Committee Chairs.

For ease of reference the Minutes are:

<b>Committee</b>	<b>Meeting Date</b>
People Panel	12 January 2023
Place Panel	19 January 2023
Resources Panel	5 January 2023
Regulatory Panel	4 January and 8 February 2023
Licensing Committee	4 January 2023
Development Control Committee	18 January and 20 January 2023
Employment Panel	6 February 2023

## **13. Scrutiny**

The Council will be asked to receive reports from the following:

<b>13.(i) <u>Chair of the People Panel</u></b>	<b>27</b>
(Copy Report herewith)	-
	<b>30</b>
<b>13.(ii) <u>Chair of the Place Panel</u></b>	<b>31</b>
(Copy Report herewith)	-
	<b>32</b>
<b>13.(iii) <u>Chair of the Resources Panel</u></b>	<b>33</b>
(Copy Report herewith)	-
	<b>34</b>

**14. Notice of Motion**

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report that no motions have been submitted on notice by Members.

**15. Proposals from the Executive in relation to the Council's Budget and Policy Framework**

**15(i) Revenue Budget Overview and Monitoring Report- April to December 2022** **35**  
-  
**38**

Pursuant to a recommendation from the Executive, the Corporate Director of Finance and Resources to submit a report providing an overview of the Council's overall budgetary position for the period April to December 2022 for revenue schemes only.  
(Copy Report RD.66/22 herewith and Minute Excerpt to follow)

**15(ii) Project Tullie** **39**  
-  
**48**

Pursuant to a recommendation from the Executive, the Corporate Director of Economic Development to submit a report which outlines the proposals for Phase 3 of Project Tullie.  
(Copy Report ED.07/23 herewith and Minute Excerpt to follow)

**16. Stanwix Community Governance Review** **49**  
-  
**64**

To consider a report of the Director of Governance and Regulatory Services regarding a Community Governance Review.  
(Copy Report GD.07/23 herewith)

**17. Committee Nominations**

The City Council to note and approve nominations for changes to the following committee membership:

Development Control Committee:  
Councillor Patrick to replace Councillor Wills

People Panel:  
Councillor Patrick to replace Councillor Wills

Employment Panel (substitute):  
Councillor Patrick to replace Councillor Wills

**18. Communications**

To receive and consider communications and to deal with such other business as may be brought forward by the Mayor as a matter of urgency, in accordance with Procedure Rule 2.1(xv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

**PART 'B'**

**To be considered in private**

**19. Proposals from the Executive in relation to the Council's Budget and Policy Framework**

**19.(i) The Sands Centre Redevelopment Contract and GLL Management Fee**

*\*\*\* This report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information). \*\*\**

Pursuant to a recommendation from the Executive, the Deputy Chief Executive to submit a report regarding the realignment of the management fee for the Leisure Contract for 2022/23 with GLL following the confirmed sectional and practical completion of the Sands Centre Redevelopment.

(Copy Report CS.05/23 herewith and Minute Excerpt to follow)

**20. Confidential Employment Matter**

*\*\*\* This report is not for publication by virtue of the following Paragraphs of Schedule 12A of the Local Government Act 1972: Paragraph 1 contains exempt information relating to any individual; Paragraph 2 information which is likely to reveal the identity of an individual; and, Paragraph 3 information relating to the financial or business affairs of any particular person (including the authority holding that information). \*\*\**

Pursuant to minute EMP.06/23 to give consideration to a recommendation of the Employment Panel.

(Copy Report RD.56/22 and Minute Excerpt herewith)

**21. Confidential Employment Matter**

*\*\*\* This report is not for publication by virtue of the following Paragraphs of Schedule 12A of the Local Government Act 1972: Paragraph 1 contains exempt information relating to any individual; Paragraph 2 information which is likely to reveal the identity of an individual; and, Paragraph 3 information relating to the financial of business affairs of any particular person (including the authority holding that information. \*\*\**

Pursuant to minute EMP.07/23 to give consideration to a recommendation of the Employment Panel.  
(Copy Report RD.62/22 and Minute Excerpt herewith)

**22. Confidential Employment Matter**

*\*\*\* This report is not for publication by virtue of the following Paragraphs of Schedule 12A of the Local Government Act 1972: Paragraph 1 contains exempt information relating to any individual; Paragraph 2 information which is likely to reveal the identity of an individual; and, Paragraph 3 information relating to the financial of business affairs of any particular person (including the authority holding that information. \*\*\**

Pursuant to minute EMP.08/23 to give consideration to a recommendation of the Employment Panel.  
(Copy Report RD.63/22 and Minute Excerpt herewith)



Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Culture, Heritage & Leisure Portfolio Holder's Report –  
Councillor Stephen Higgs**

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## **EVENTS**

**City of Lights 2023** held another successful event on 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> February at Carlisle Cathedral, Tullie House and Carlisle Castle.

The **International Market** is back in Carlisle from 6<sup>th</sup> to 10<sup>th</sup> April.

Work has begun on a new project called '**Immersive Space**' and is a partnership between Carlisle City Council and the Pupil Referral Unit. The project will work with James Rennie pupils in creating an immersive sensory space that can be used purely to create environments that will offer a multimedia fully immersive space for people with restrictive or no movement. Funding is being sourced to progress the project in order for it to be flexible for transportation to rural areas.

**GLL** are supporting the **ParkPlay** initiative which is currently operating out of Hammonds Ponds. **ParkPlay** offer free play activities to all children of school age. To encourage more participants, GLL have offered a free family swim to all those who attend **ParkPlay** regularly.

## **TULLIE HOUSE**

Tullie has had a busy two months of **family events** which have helped give visitor numbers a boost during the usually quieter months of December and January. On Saturday, 4<sup>th</sup> February our new exhibition **The Legend of King Arthur: A Pre-Raphaelite Love Story** opened to the public after a very well attended preview on the evening of the 3<sup>rd</sup> which saw over 200 people attend. This exhibition explores the legend of King Arthur within the Victorian imagination, presenting national myths and legends through the eyes of Pre-Raphaelite artists.

This period has also seen the launch of the new **Tullie brand** which has begun to be rolled out with new internal and external signage and a new name and tag line – Tullie: Carlisle's Home Of Culture.

**Project Tullie** is progressing well with a concept design for Phase 2 agreed by the Project Board and Tullie Trustees. The Design Team are aiming to submit a Planning Application for building works in February. We held a closed consultation event with invited users and neighbours in early February - the event was successful, with feedback being largely positive. Data from surveys completed by attendees will be used by the Design Team to form part of the Planning Application. There will be a wider public sharing of the plans in the near future.

### **CUMBRIA'S MUSEUM OF MILITARY LIFE**

- Museum celebrated its 90<sup>th</sup> Birthday in December 2022
- Monthly talks programme well attended – attracting speakers both local and from outside Cumbria
- Continue to provide a monthly lunch for local veterans

### **UPCOMING EVENTS**

Carlisle Citadel Station Tour	26 <sup>th</sup> February	Tour starts at Court Square
Carlisle City Ghost Tours	5 <sup>th</sup> & 19 <sup>th</sup> March	Tour starts at post Box outside the Tourist Information Centre
Roachford	3 <sup>rd</sup> March	Old Fire Station
Whitney: Queen of the Night	4 <sup>th</sup> March	Sands Centre
Dub Pistols	4 <sup>th</sup> March	The Brickyard
Quartet Malamatina In Concert	6 <sup>th</sup> March	Fratry
Hayseed Dixie	7 <sup>th</sup> March	Old Fire Station
Winter Warmer	9 <sup>th</sup> March	Carlisle Racecourse
The UK Rock Show	11 <sup>th</sup> March	Old Fire Station
Dirty Harry	11 <sup>th</sup> March	The Brickyard
Elmore String Quartet	16 <sup>th</sup> March	Fratry
The Marley Experience	17 <sup>th</sup> March	Old Fire Station
UK Foo Fighters	18 <sup>th</sup> March	Old Fire Station
Afternoon of Talks on King Arthur and the Pre-Raphaelites	18 <sup>th</sup> March	Tullie House
Mother's Day Racing	19 <sup>th</sup> March	Carlisle Racecourse
The Story Of Soul	23 <sup>rd</sup> March	Sands Centre
This Is Britpop!	24 <sup>th</sup> March	Sands Centre
Carlisle Comic Con	25 <sup>th</sup> March	Central Academy
Ministry Of Science Live: Saved The World	26 <sup>th</sup> March	Sands Centre
Go North Finals Raceday	26 <sup>th</sup> March	Carlisle Racecourse

Tim Peake: My Journey To Space	30 <sup>th</sup> March	Sands Centre
North Lakes Tattoo Show 2023	31 <sup>st</sup> March	Old Fire Station





Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Communities, Health and Wellbeing Portfolio Holder's Report –  
Councillor Elizabeth Mallinson**

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## **CUSTOMER SERVICES**

With vesting day fast approaching, much of Customer Services time is being spent ensuring we have a smooth transition to Cumberland Council. It's encouraging that Carlisle City Council's Customer Services Department are at the forefront of influencing customer interactions on day one, based upon best practice examples we have demonstrated over the years.

This includes telephony and email solutions, along with being the driving force in introducing a shared knowledge base that will be shared across all Customer Service teams in Cumberland. Indeed, many of the solutions that have been proposed for Cumberland have been adopted by Westmorland and Furness which will ensure the two new unitary authorities will work together for the people of Cumbria.

As Carlisle City Council time as a local authority draws to a close, we feel a sense of pride that the services we currently offer to our customers is translating into a new combined authority, and that the principles we have worked within over the years will continue to live on.

## ***ARMED FORCES COVENANT***

From 22<sup>nd</sup> November 2022, Councils, NHS Trusts and other local bodies across the UK providing services to the armed forces community are required to adhere to a new legal duty which puts legal responsibility on services to embody the Armed Forces Covenant. The Covenant is a promise to treat members of the armed forces community fairly. The duty means that authorities must now consider how their decision-making impacts upon members of the armed forces community. The services covered include healthcare, housing and education.

The Covenant 'Duty of Due Regard' was included in the Armed Forces Bill of 2021, enshrining it in law. In addition to personnel and veterans living in England, the duty will also apply to those in Northern Ireland, Scotland and Wales.

Announcement:

<https://www.gov.uk/government/news/new-legal-powers-to-support-armed-forces-families-and-veterans--2>

## **SAFER STREETS OFFICERS**

Plans are being developed to extend the work of our Safer Streets Officers, originally expected to end in March, through to September 2023. Feedback on this service is very encouraging with our Officers working to reduce risks for vulnerable people, women and girls, enjoying a Saturday night out in Carlisle, supporting the volunteers through the welfare hub and working with partners such as the Police. Recruitment of further Safer Streets Officers is underway to cover shifts mostly on Saturday nights through to early Sunday morning.

## **HEALTH & WELLBEING**

'**Connecting Communities**' is a new high street initiative which will be supported by a variety of third sector representatives with support from Carlisle City Council. The shop will open in March for a 12 week pilot and will be operated by representatives from the third sector: Age UK Carlisle & Eden; iCan Health & Fitness CIC; CHOC; and Glenmore Trust. Funding has so far been received from Carlisle City Council, Cumbria County Council and CHOC.

The aims & objectives of 'Connecting Communities' shop are to:

- Improve community access to all third sector services, ultimately relieving the burden on statutory services
- Listening to individuals and communities in order to identify needs/wants
- Improve networks, whether that be third sector, statutory and wider partners to improve connectivity between services
- Increase preventative measures rather than reactive measures
- Improve community access to physical, mental and financial support from a non-clinical aspect
- Play a role in reinventing the high street
- Raise awareness of the role of the third sector

All our **Community Centres** continue to be busy providing support to our local communities as demonstrated in their updates to the Council. For example, over the last 12 months one Centre reported that it had submitted 24 funding bids; provided affordable room rental to 15 community groups; accommodated 276 events and training days; and provided volunteering opportunities to 10 people.

Development of a **Teenage Market** within the City Centre has begun. This is a joint piece of work for the Healthy City Team, alongside colleagues from Economic Development and Cumbria County Council. The Teenage Market is a national brand which has had experience of holding markets throughout the country. The market is for young people 13 to 25 years (to include young adults with SEND) to gain experience of selling products they have made, as well as gaining marketing, presentation and communication skills. The market is to be held on 22<sup>nd</sup> April 2023, in the pedestrian area of the City Centre.

Members of the Healthy City Team and Partnership Manager organised and facilitated a focus group for '**Waiting Well**' – a new NHS pilot programme. 'Waiting Well' aims to support patients who are waiting for surgery to improve their physical and mental health before surgery to aid quicker post-operative recovery. Attendees of the Wellbeing Walks attended the focus group which was held on 25<sup>th</sup> January.

Attendance at '**Welcome to the City**' event held at Carlisle United football ground on 28<sup>th</sup> January for asylum seekers and refugees residing within the City. The Wellbeing Walks were promoted with a view to running walks from both the Hilltop and Cumbria Parks Hotels.

The **Wellbeing Walks** restarted on 1<sup>st</sup> February with a walk around the Currock area and a group visit to hear about the various activities / events offered at the Community Centre. The walks continue to be well attended.

Work has begun with 'Independent Adventures' (based at Talkin Tarn) to develop a **Holiday Activities & Food Funding (HAF)** offer at the Tarn during the Easter holidays. HAF funding has been awarded for four days of activities funding activities during the Easter holidays which will cater for 16 children per day from families whose children receive **free** school meals or could be classed as vulnerable. A healthy packed lunch is also being provided by the Tearoom at the Tarn and this is being paid for via the funding. The children will use the Education Room at the Tarn as a base during the four days and a place to eat their lunch whilst at the same time enjoying the countryside surrounding the location.

Our new co-ordinator for the **Thriving Communities Partnership** started in post early January. She is currently being hosted at Tullie House Museum. Work has already begun on the next round of activities which will hopefully be delivered in conjunction with support from the various Community Centre Managers and Staff. A grant of £5,000 was recently received from Natural England to support the work of the partnership.

**Active Spaces received** £12,000 of S106 funding from a residential development and has been invested in the purchase and installation of a replacement zip wire for Melbourne Park play area, Botcherby and Harraby North Ward. The new item of equipment replaces a similar, but smaller, example which was over 30 years of age and required removal due to age related deterioration. The new zip wire complements a range of other, modern, items of play equipment which have been installed in on the site during recent years.



Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Environment & Transport Portfolio Holder's Report –  
Councillor Nigel Christian**

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### **CLIMATE CHANGE**

Carlisle is one of 25 cities that are participating in a Department for Business, Energy and Industrial Strategy (BEIS) pilot to develop a methodology for identifying heat network zones in English cities, in order to map where heat networks are the lowest carbon solution. This will shape future policy development by BEIS. The City Council are a partner in this work and Officers recently met with BEIS and specialist consultants to provide local knowledge to shape the mapping for Carlisle.

[Heat Networks Zoning Pilot - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/heat-networks-zoning-pilot)

### **ELECTRIC VEHICLES**

Additional charging capacity has been installed at our main depot at Bousteads Grassing for the seven new all-electric vans now on order. This will also support visitors and customers with electric vehicles using our MOT and taxi testing facilities. The vehicles will be operated by Teams in Green Spaces, Pest Control, Hostels and Property Services (cleaning teams).

### **ELECTRIC VEHICLE INFRASTRUCTURE**

The 16 Carlisle and District chargepoints already in operation under the Charge My Street Project have seen steadily rising usage levels over the past six months, as more people make the switch to EVs. A further tranche of sites is currently being assessed and a bid for On-street Residential Charging Scheme (ORCS) funding was submitted on 27<sup>th</sup> January by the County Council on behalf of Cumbria's Electric Vehicle Charging Partnership, including locations in Carlisle.

A business-to-business promotional event is being hosted by the Partnership at Keswick Pencil Museum on Tuesday, 14<sup>th</sup> March at which a number of equipment suppliers and

operators, as well as EV dealers, will demonstrate the benefits of electric vehicles and the options for businesses who wish to change to make the change from petrol/diesel.

HM Government have announced that the next phase of funding for EV infrastructure will not be subject to competitive bidding as in the past but instead will be allocated to local authorities based on head of population. The Local Electric Vehicle Infrastructure (LEVI) fund will be available in two tranches, 2023 - 2024 or 2024 - 2025. Officers of the Cumbria EV Partnership held a meeting with LEVI on 8<sup>th</sup> February to discuss options.

## **WASTE AND RECYCLING**

Members will be aware of the change in the way the Environment Agency is now enforcing legislation in relation to the disposal of upholstered furniture items (WUDS – Waste Upholstered Domestic Seating). Colleagues at the County Council (disposal authority) were told at very short notice, just before Christmas, that the changes would be implemented from 1<sup>st</sup> January 2023: existing arrangements for landfilling this waste would no longer legally compliant and new arrangements for incineration needed to be put in place. Pending the new arrangements, WUDS could not be accepted at the local household waste recycling centres or collected as part of the City Council's bulky waste service.

The County Council, towards the end of January, was able to secure the alternative, compliant disposal arrangements for these items and our bulky waste and fly-tipping clearance services have been fully reinstated. The household waste recycling centres at Brampton and Carlisle are also able to accept these items but this is not the case for all sites in the County, so residents are advised to check before setting off to any of the other sites.

## **GREEN SPACES**

A recent public consultation which sought the views of residents in Harraby and Upperby regarding the creation of a new park has recently ended. This project, funded by the Government's **Levelling Up Parks Fund**, proposes to formalise public access in a former horse grazing field off Petteril Bank Road, Harraby South & Parklands Ward. Over 150 residents responded to the request for comments and feedback on plans for the site, with 94% of respondents being in favour.

The Green Spaces Team joined forces with Carlisle Rotary Club to plant 300 native trees and 100 crocus bulbs in Heysham Park. 85 larger 'standard' trees have also been planted across the city by Carlisle City Council's Grounds Team as part of our annual tree planting programme.

Over the last few months the Fell Foot Forward team have been sourcing arts grants and a total of £25,000 has been successfully raised to progress the **Dark Sky's** sculpture at Talkin Tarn. A Contractors has been appointed to carry out this arts project. The design

is based on traditional roundhouse building techniques and draws inspiration from the locality of the Tarn and adjacent woodland. The project will include community engagement sessions and workshops where members of the community and site visitors can get involved and learn the traditional craft skills of willow hurdle construction. The design will also allow memorial plaques to be incorporated into the structure. People will have the opportunity to purchase a small memorial plaque which can be placed on the main supporting roof beams. This will allow family members to make the connection between their loved ones and the stars beyond. It is hoped that the public engagement sessions will start next month with the construction of the sculpture commencing in early Spring.

In the last few months we have been consulting with the Forestry Commission and Natural England regarding the **Kingmoor Woodland Creation Project**. All permissions are now in place so we are in a position to proceed. It is hoped that tree planting will start in March with the access improvements starting over the Summer. There will be approximately **15,000 trees** planted. The bulk of these will be planted by contractors, but volunteers, local residents and schools will be given the opportunity to come along and tree plant also.

#### **SMOKE CONTROL AREA UPDATE**

A Report will be submitted for approval, to enable the Council to adopt the civil penalty framework for smoke control emissions, this will impact the smoke control areas in the City. The civil penalties were introduced in May 2022 under updates to the Clean Air Act 1993 under the Environment Act 2021.

#### **FOOD BUSINESS INSPECTIONS**

As of January 2023, the majority of high to medium risk food business have now been inspected and by the end of March 2023, the department will be up to date, with only low risk business outstanding.



Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Economy, Enterprise & Housing Portfolio Holder's Report –  
Councillor Marilyn Bowman**

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### **PRIVATE SECTOR HOUSING**

The Council are working with the National Residential Landlord Association (RNLA) to set up some free training for landlords, the course entitled "Landlord Fundamentals" will be happening in March and November 2023. The educational opportunity is being managed in partnership to ensure local landlords are given training to get an overview of the entire lettings process, to ensure they are better informed to meet their legal obligations at each point of a tenancy. The project is being funded through civil penalty income the Council has generated in the last year through non compliance with private sector housing legislation.

### **SHARED PROSPERITY FUND**

#### **Year One Programme**

The programme is well underway with several projects now in delivery. These include:

- E1: High Street Grant Scheme (capital)
- E4: Uncovering Roman Carlisle Phase 3 – community excavation
- E8: To develop branding, story and content for Cumberland
- E12: Development of Borderlands Town Investment Plan for Longtown
- E16: Carlisle Enterprise Fund and High Street Grant Scheme (revenue)
- E17: Heritage Trail
- E30: Business Support for High Street Grants

Following the approval of Carlisle's Investment Plan by the Department of Levelling Up, Housing and Communities (DLUHC) on 5<sup>th</sup> December 2022, an open call for projects under E6: Arts / Cultural Events and E14: Feasibility Studies accepted applications until 21<sup>st</sup> December 2022 when the application period was closed. The total ask in terms of

grants requested was more than double the funding allocated under both of these interventions, therefore applications needed to be carefully reviewed using the assessment framework tool created in partnership with Allerdale and Copeland District Councils.

The resulting report was considered by a Panel comprising the Corporate Director of Economic Development, the Portfolio Holder for Economy, Enterprise and Housing and the Portfolio Holder for Culture, Heritage and Leisure. The outcome of the Panel's recommendations for grant awards was taken to a meeting of the Cumberland Local Partnership Group 24<sup>th</sup> January 2023 with the final decision on grant awards as follows:

Under the E6 Intervention: Support for Arts / Cultural Events

- City of Lights (Science) - £15,000
- Prism Arts: Arts without barriers - £10,000
- Rocket Theatre Group – Big Dance Carlisle - £10,000
- Blank Wall Assassins Street Art Trail - £38,000

Under the E14 Intervention: to receive support for Feasibility Studies

- 14MU Heritage Project
- Prism Arts Future Home
- International Heritage and Culture Hub

It should be noted that under E14, no direct award of grant monies will be made. Successful projects will receive support from a supplier appointed by Carlisle City Council.

## **MARKET SQUARE PROJECT**

- A second consultation was held in November / December last year, which presented a number of design concepts for residents, businesses and visitors to consider
- The proposals for the proposed preferred option are now being finalised and will be ready in March
- Members will have the opportunity to review and comment on the proposed preferred option before it is taken forward for detailed design

Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –  
Councillor Gareth Ellis**

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## **FINANCIAL SERVICES**

The Finance Team are supporting all aspects of the LGR transition and in particular have been supporting the preparation of the budget for Cumberland.

## **HR AND PAYROLL**

- **LGR:** Updates on progress of the various workstreams associated with LGR activity are provided to stakeholders on a regular basis through the dedicated Communications group

## **ICT UPDATE**

- LGR – Carlisle ICT continues to be responsible for the systems requirements for HR and Payroll. Work is continuing to ensure that existing systems can continue for day one whilst working on the setup of two new systems for the short to medium term
- LGR – Service Management – Carlisle ICT is responsible for the design of the ICT support for day one and the Carlisle Service Desk Team continues to work with Cumbria County Council sharing our practices and planning for day one and beyond

## **LEGAL SERVICES**

Legal Officers continue to be heavily involved with a variety of LGR workstreams and planning events, at the same time as working closely with partners in relation to Borderlands Projects and Future High Street Growth Fund initiatives.

## **LICENSING**

In December the Environmental Health Team carried out some awareness raising around the Animal Licensing Laws, with a particular focus on those looking to purchase a dog for Christmas. The campaign “Buying a Puppy Check Before You Buy” provided information for the public around measures to check that the puppy has come from a licenced breeder, that records are provided when a puppy was born and essential records checks in relation

to the day-to-day health and development of a pup to ensure the breeders compliance with the regulations.

The proactive work continues as Officers have a programme of visits in the pipeline to visit local veterinary practices to raise awareness of the Local Authority role and support available to report any concerns regarding animal licensing activity.

### **INFORMATION MANAGEMENT – LEGAL SERVICES**

Recent counts for information requests (From 03/12/2022 – 03/02/2023):

- Environmental Information Regulations requests received - 4
- Environmental Information Regulations requests responded to - 5
- Freedom of Information Act requests received – 108
- Freedom of Information Act requests responded to - 109
- Data Protection Act requests received – 2
- Data Protection Act requests responded to – 2

Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Leader's Portfolio Holder Report –  
Councillor John Mallinson**

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### **LOCAL GOVERNMENT REORGANISATION TRANSITION**

The Day One Readiness Board, LGR Chief Executives' Programme Board and Cumberland Programme Board continue to meet regularly.

As Vesting Day fast approaches, all Carlisle City Council staff have received their allocation letters, with all employees being in scope to transfer to Cumberland Council on 1<sup>st</sup> April 2023.

The next stage of recruitment for Assistant Directors is currently underway.

A round of informal meet and greet sessions have been arranged where the two Chief Executives will attend anchor buildings of their respective authorities, giving colleagues an opportunity to be updated and ask questions.

The Constitution for Cumberland Council was agreed at a meeting of the Shadow Council late last month. Public consultation on the budget for Cumberland Council closed on 31<sup>st</sup> January and responses are being worked through.

### **BORDERLANDS**

#### **Longtown Place Plan**

- The City Council are continuing to support the Longtown Community in the development of a Place Plan to draw down funding from the Borderlands Growth Deal
- A Report and a draft of the Longtown Place Plan was considered by the Executive at the January meeting
- The Place Plan is currently being finalised for submission to the Borderlands Place Programme Board on 17<sup>th</sup> February for consideration

## Central Plaza

- The detailed site investigation has been completed and an Options Report produced, which sets out a schedule of works required to support the redevelopment of the site
- The next stage is to issue a tender for the works to be carried out

## **CARLISLE YOUR PLACE**

Carlisle Partnership continues to deliver on the Carlisle Your Place Project and the piloting of the Place Standard tool as part of its National Lottery Funded Project. Most recently this was used as part of the Borderlands Place Plan work in Longtown with excellent engagement feedback and the results are being written up to help shape the Place Plan. The work to date has been regionally and nationally recognised.

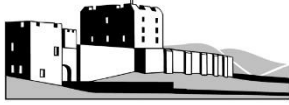
## **CARLISLE PARTNERSHIP**

Carlisle Partnership continues to support partner requests for assistance and collaborative working. We are grateful to all partners for the continued roles they play across the District and contributions to place based working.

In numbers since August 2022, we have supported over 100 partner requests and continue to share a communication e-newsletter and the funding updates to our Full Forum Partners (over 730 stakeholders across the District). Partners continue to contribute to these updates and the communications have been well received, with excellent feedback. Recent Partnership support requests include: NHS Engagement work, DWP request to share partner comms and funding opportunities, support to engage partners in a Design Code Project, Community Vaccination Centre work, Cost of Living meeting with the resilience group, etc.

## **CARLISLE PARTNERSHIP SUPPORT TO LEGACY PROGRAMME**

Carlisle Partnership has supported the development of historic content for Carlisle City Council Civic Reflections Exhibition, working closely with our partners to seek information and support towards the programme. We are grateful to the partners for their time, information and object loans.



Meeting Date: 28 February 2023

Public/Private\*: Public

Title: **People Panel Chair's Report – Councillor Colin Glover**

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### **Youth Projects and Engagement**

In November the Panel received a valuable presentation from City Council officers regarding engagement with young people by the Council's Healthy City team. The first Panel meeting for 2023 heard from Cumbria County Council officers regarding their work on youth participation activities in Carlisle. Cumbria County Council has a well-established Cumbria Participation Framework which describes how the council will 'Enable, Empower and Embed' the involvement of children and young people in decision making that affects their lives. The presentation gave a very helpful insight into this work, including background explaining how the Carlisle Youth Council has been actively involved for over ten years and how young people have identified their priorities and worked with partners to address them. Some of the key issues have been young people's mental health, youth sexual health education and treatment services, youth events linked to Zero Carbon Cumbria and the 'Make Your Mark' national referendum of teenage opinion.

Panel members welcomed the engagement with young people by City and County officers and urged Cumberland Council to build on this successful work, giving young people a voice, encouraging participation and shaping services for the future.

### **Corporate Project Status Report**

The Panel received an update on a range of corporate projects within the Council's remit. These projects are transformational for Carlisle and the wider area and members are understandably keen to ensure that they are taken forward without a loss of pace into the new local government arrangements. Whilst many of the projects are within the remit of the Place Panel, they will undoubtedly have a significant impact upon the physical and mental health, and economic wellbeing of people in Carlisle and across Cumberland.

The Panel is delighted that after many years of planning and construction works, the new Sands Centre is now open and serving the needs of local people and visitors. Officers, staff and contractors are to be congratulated on this outstanding achievement and we look forward to a future phase when it will be possible to upgrade the arts and entertainment space.

The Panel received assurances that the governance of these major projects will now be built into Cumberland Council workstreams and the two new Councils for Cumbria will work together regarding accountability for the One Public Estate project.

### **Corporate Risk Register and Local Government Review Transition**

Scrutiny of the corporate risk register has always been an important part of the Panel's work and the report this time took on a particular focus of ensuring that the new Council is able to incorporate all the identified risks into their own risk management processes going forward. Whilst, the Sustainable Warmth Grant programme had been added to the register, none of the existing risk ratings have escalated since the previous report. In the session, Members highlighted some risks that did not appear in the corporate risk register, for example the former Central Plaza site, but were reassured that they were included in departmental risk management processes. Risk management will fall under the Director of Resources within Cumberland Council and work is ongoing to ensure that strategic risks from each of the sovereign Councils are transferred and incorporated into the Cumberland Council strategic risk register.

### **LGR – Support for Staff and Assurance on Proposed Arrangements**

All organisational restructures are a cause for concern and anxiety and local government reorganisation in Cumbria is no exception. Members recognise the impact that uncertainty is having on staff and the effect of significantly increased workloads as a result of keeping services operational at the same time as doing all the work required in preparation for the transfer to Cumberland Council. The Panel received an update on the process in relation to staff transfer (TUPE) and the appointment of Directors and Assistant Directors. Carlisle City Council has a strong track record for delivering mental health support and wellbeing activities for staff and Members expressed the wish that this work continues to focus on ensuring support is available to meet the differing needs of staff during this period of major change and is carried forward into Cumberland Council for all staff.

### **Cost of Living Task and Finish Group Report**

The Cost-of-Living task and finish group has carried out an extensive piece of work and the final report was presented to the Panel at our January meeting. The group received evidence from a wide range of partners and officers, on various elements that are impacting on the effect of the cost-of-living crisis. Challenges and available support were examined in detail, covering energy costs, food security, financial support, benefits and debt management, housing, rural communities, and community support. The report sets out the difficulties and

potential solutions and includes links to sources of support. The task and finish report also highlights evaluation of the Thriving Communities partnership programme. Such was the success of this partnership that the Council, Tullie House Museum and Cumbria Community Foundation provided funding to continue the work in local communities for a further year. I recommend the report to you, it sets out thirteen key recommendations which I believe will be helpful to Cumberland Council in their work planning and as a useful resource for stakeholders and communities. Implementation of some of the recommendations has already commenced and I am grateful to Council staff who are highlighting sources of support through the Council's communication channels.

I would like to thank everyone who contributed valuable input to the report and in particular to our Policy and Scrutiny Officer who guided us and worked hard to craft the final report into an excellent document and resource for service planning and delivery, now and in the future.

### **Internal Audit Report – Sustainable Warmth Grant**

Carlisle City Council is the accountable body for £19.955M grant funding on behalf of the Cumbrian Sustainable Warmth consortium of district councils. The aim of the grant is to address fuel poverty and improve energy efficiency through retrofitting mainly private sector homes with energy efficiency measures. This large-scale programme has faced significant challenges in delivery and was referred to the Panel for further scrutiny. Members received a detailed update on the background to the project together with the restructure of management of the programme and recruitment of additional staff which had resulted in a significant reduction in the backlog of applications. The Council has been working closely with the Department for Business, Energy and Industrial Strategy (BEIS) who now seem confident in the Council's approach to delivering the project. It is known that other local authorities had also encountered issues in delivering the Sustainable Warmth Grants projects and it is understood that BEIS is taking that into consideration for design and delivery of future grant projects. Officers and the Economy, Enterprise and Housing Portfolio holder assured the Panel that they are closely monitoring the project and a further update will be provided to the next meeting of the Panel.

### **Overview Report**

The next and final meeting of the Panel will focus on subjects that will inform future service planning and development for Cumberland Council, including the GLL leisure contract update and future leisure services, heritage conservation requirements for the Turkish and Victorian Baths and the Cumbria Choice housing register.



Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Place Panel Chairman's Report – Councillor James Bainbridge**

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Whilst the meeting was light on formal agenda items, due to circumstances beyond the control of the Panel. Officers were able to outline the impact of events held over the past year, and verbally update the Panel on the intentions they have going into the new Council arrangement to maintain, develop and build on the events portfolio. It is clear in the Report that many of the events have been aimed at attracting footfall into the city centre, to compliment the relaxation of Covid-19 restrictions; the reopening of the high street and to assist in high street trading during a difficult and ongoing transition many businesses face in the present retail environment.

The second report was on a similar theme of High Street sustainability. As Members will be aware, the Council has as part of our successful Future High Street Fund bid, received funding to improve the Greenmarket area, an underutilised area of the high street, which has attracted much public comment throughout the years. Members of the Panel considered the concepts within the report, offering suggestions. The process will now move forward to a more detailed concept incorporating the responses from the public consultation on the design brief held in late 2022.

The final item being a Part B Report on the completion of the Junction 44 retail site, I am limited in the information I put into this report.

Full details of the discussions are to be found within the Minute Book

**Cllr James Bainbridge**  
**Chairman**



Meeting Date: 28<sup>th</sup> February 2023

Public/Private\*: Public

Title: **Resources Scrutiny Panel Chairman's Report – Councillor Christine Finlayson**

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Resources Panel has not been required to meet in 2022 due to the changes to the Council's Budget Planning processes because of the Local Government Reorganisation (LGR). The Panel chose to meet in January 2023 to receive an update on how issues within their area of remit, such as budget setting, are being picked up by the Shadow Cumberland Council.

The LGR Programme reports updates and progress to the Cumberland Council Shadow Executive and Shadow Scrutiny, the majority of these Reports are in the public domain. (Part A). These Reports have formed the basis for the links to the Resources Panel Remits. A regular agenda item for the Cumberland Council Shadow Executive is the LGR Programme Update Report, which is also provided to Shadow Scrutiny. The purpose of the update Report is to comply with the Cumbria (Structural Changes) Order 2022 to deliver a sustainable Unitary Council, and sustainable Fire and Rescue Service, in an economic, efficient, safe, legal, and seamless way, delivering both benefits from Vesting Day and the foundation for further transformation in the future.

Since July 2022 a number of service areas have been reviewed by LGR Member Implementation Board (MIB). Following the review of each service the MIB have made informed decisions based on Officer recommendations on the need to host the service, the intended period of hosting and which Unitary Council will be the host authority. The Cumberland Shadow Executive have then considered these recommendations to reach their decision on the service arrangements. One of the most significant decisions relating to the Resources Panel remits, is that Cumberland Shadow Executive agreed that Westmorland and Furness would be the Administering Authority for Cumbria Local Government Pension Scheme from 1<sup>st</sup> April 2023.

I note that Cumberland Council have run a budget consultation exercise that will close on 31<sup>st</sup> January. This asked for views on proposals for Council Tax harmonisation and a proposed increase in Council Tax for 2023/24.

## **WIDER SCRUTINY WORK**

I was pleased to attend People Panel in January and receive a Report on Carlisle Youth Council (CYC), among Reports on a full Agenda.

In 2022 CYC celebrated a decade of Carlisle young people sharing their views and having a voice in matters that affect them, the age range is from 11yrs to 18yrs. This year young people have contributed to the projects on: youth sexual health education and treatment services, youth events linked to the Zero Carbon Cumbria Partnership.

CYC have participated in the national referendum of teenage opinion 'Make Your Mark' and members have been invited to take part in the forthcoming UK Parliament election 'Post Pandemic'.

Youth Engagement Officers report that there have been good opportunities to reconnect with colleagues at groups including Carlisle Carers, Carlisle College, William Howard School, Carlisle Matters, Morton Academy, People First, Carlisle Young Farmers, Barnardo's, and Carlisle United Trust. Many more establishments have requested to link in with Carlisle Youth Council.

CYC are currently recruiting and rebuilding a new team, they will attend the Carlisle's Skills Fair to recruit and consult; I wish them every success.

Full details of the discussions are to be found within the Minute Book.

**Cllr Christine Finlayson**  
**Chairman**

# Carlisle City Council

## Report to Council

Item  
15(i)

Meeting Date: 28 February 2023  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Policy and Budget Framework: Yes  
Public / Private: Public

Title: Revenue Budget Overview & Monitoring Report: April to December 2022 – Earmarked Reserve  
Report of: Corporate Director of Finance and Resources  
Report Number: RD 66/22

### Purpose / Summary:

This report provides details for the creation of an earmarked reserve for Talkin Tarn following consideration of the April to December 2022 Revenue Budget Overview and Monitoring Report (RD58/22) by Executive at its meeting on 20 February 2023.

### Recommendations:

Council is asked to:

- (i) Approve the creation of an earmarked reserve for Talkin Tarn as set out in the report.

### Tracking

Executive:	20 February 2023 (RD58/22)
Scrutiny:	23 February 2023 (RD58/22) (People Panel)
Council:	28 February 2023

## **1. Background**

- 1.1. This report provides details for the creation of an earmarked reserve for Talkin Tarn following consideration of the April to December 2022 Revenue Budget Overview and Monitoring Report (RD58/22) by Executive at its meeting on 20 February 2023.

## **2. Creation of Earmarked Reserve**

- 2.1 Following the Place Panel on 1 December 2022 which reviewed the potential management arrangements at Talkin Tarn County Park, following the Panel's visit to the site, the panel recommended:
  - 1. that the Executive be asked to consider creating an earmarked reserve for surplus/carry forward monies for Talkin Tarn.
  - 2. that the Executive be asked to look into ways to reduce or remove Talkin Tarn's National Non-Domestic Rate levy. The proposal was seconded, and the Panel indicated its assent.

The Executive on 19 December 2022 decided to:

- 1. develop ideas for the creation of an earmarked reserve for surplus/carry forward monies in relation to Talkin Tarn
- 2. look at ways to reduce the National Non Domestic Rates levied at Talkin Tarn.

**It is therefore proposed to set up an earmarked reserve for Talkin Tarn capital infrastructure projects for any net surplus income each financial year.**

**Approval to release funds from the reserve could only be approved by an Officer Decision Notice by the Deputy Chief Executive in consultation with the Portfolio Holder and Corporate Director of Finance and Resources (or relevant officers within Cumberland Council). The projects would be subject to the normal governance and procurement procedures.**

The National Non Domestic Rates levied at Talkin Tarn have been reviewed and there is no relief or discount that can be applied to reduce the liability, as it is the Billing Authority that are liable (i.e. the Council). Under the discretionary rate relief rules, the Council are not eligible for relief.

## **3. Risks**

- 3.1 The ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken.

## **4. Consultation**

- 4.1 Consultation to date.  
Portfolio Holders, SMT and People Panel have considered the issues raised in this report.

## **5. Conclusion and reasons for recommendations**

5.1 Council is asked to:

- (i) Approve the creation of an earmarked reserve for Talkin Tarn as set out in the report.

## **6. Contribution to the Carlisle Plan Priorities**

6.1 The Council's revenue budget is set in accordance with the priorities of the Carlisle Plan.

### **Contact details:**

Contact Officer: Emma Gillespie

Ext: 7289

### **Appendices attached to report:**

- none

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

### **Corporate Implications:**

Legal - The Council has a fiduciary duty to manage its finances properly and the proper reporting of the budget monitoring is part of this process.

Property Services - Property asset implications are contained within the main body of the report.

Finance - Financial implications are contained within the main body of the report.

Equality - This report raises no explicit issues relating to the public sector Equality Duty.

Information Governance - There are no information governance implications.



## Report details

Meeting Date:	28 February 2023
Portfolio:	Leaders
Key Decision:	Yes
Policy and Budget Framework	No
Public / Private	Public
Title:	Project Tullie
Report of:	Corporate Director of Economic Development
Report Number:	ED.07/23

## Purpose / Summary:

This purpose of the report is to outline the proposals for Project Tullie that have been developed by the Tullie House Trust. The Project will be delivered through drawing down on a funding package that includes Future High Streets Funding, Town Deal, Arts Council and National Heritage Lottery funding.

As the detailed design proposals have been developed for the Project, the existing substation, which stands within the complex, had been identified as posing a significant impediment to the delivery of the preferred scheme, which would deliver the most benefits.

Therefore, this report also seeks approval from the Executive, for recommendation to Council, to provide £500,000 of funding, with the objective of supporting the relocation of the substation up to this amount, which would be held in a ring-fenced capital reserve, within the 2022/23 Capital Programme, and which can be released following consideration and approval of a viable and affordable business case by the Executive of Carlisle City Council and/or Cumberland Council.

## Recommendations:

Council is asked to:

1. Note the proposals for Project Tullie outlined in Section 2 this report
2. Note the location of the existing substation and the impediment it creates to the formation of the proposed new entrance and orientation point

3. Approve a budget of £500,000 to be made available to support the Project, which would be held in a ring-fenced capital reserve, within the 2022/23 Capital Programme, which can be released following consideration and approval of a viable and affordable business case by the Executive of Carlisle City Council and/or Cumberland Council, as set out in paragraph 2.5.

**Tracking**

Executive:	20 February 2023
Scrutiny:	
Council:	28 February 2023

## **1. Background**

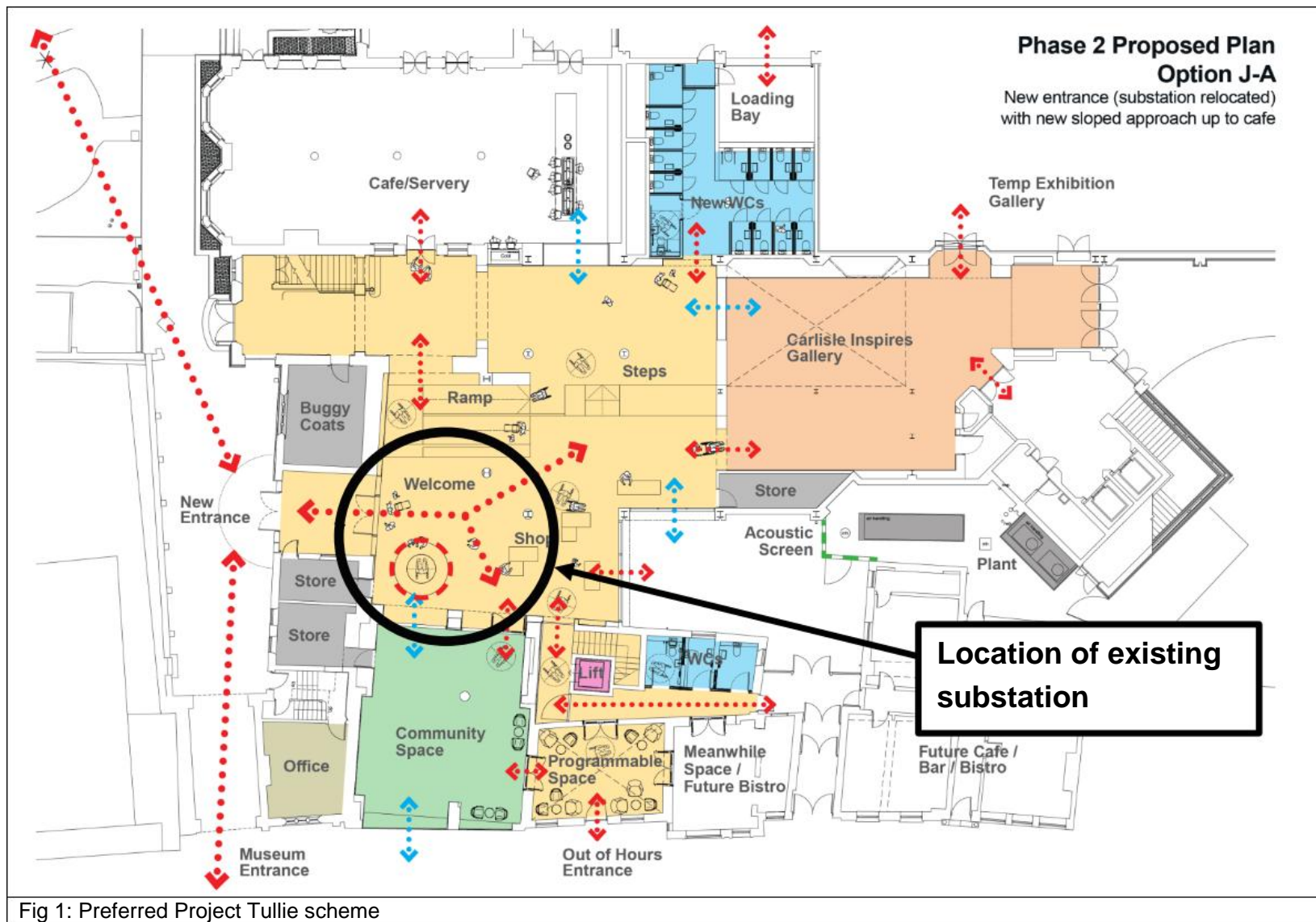
- 1.1 Project Tullie (“the Project”) is the long-term plan developed by the Tullie House Trust (“THT”) for re-purposing and refurbishing the museum and art gallery to appeal to new audiences. THT see the delivery of the project as crucial to creating a more sustainable financial position and fulfilling their strategic priorities and associated objectives.
- 1.2 The Project is comprised of several phases that will be delivered through drawing down on a funding package that includes Future High Streets Funding, Town Deal, Arts Council and National Heritage Lottery funding.
- 1.3 On 25 April 2022, the City Council Executive approved [ED.09/22; EX.65/22] to a) grant THT an extension of its existing leases for the Tullie House Museum and the Millennium Gallery and b) the transfer of the freehold interest of 6-24 Castle Street at nil value and c) a £800,000 capital contribution to the future refurbishment of the properties as part of the Project. This enabled THT to satisfy funders’ requirements and the project to be considered viable to proceed.
- 1.4 As the detailed design proposals for the Project have been developed, an existing substation, which stands within the Tullie House complex, had been identified as posing a significant impediment to the delivery of the preferred scheme. The relocation of the substation would significantly benefit the Project and allow the maximum outputs, outcomes and benefits to be derived.

## **2. Proposals**

- 2.1 The scheme developed by the THT focuses on improving the entrance and circulation within the museum, including the provision of an entrance and orientation point, repurposing existing gallery / atrium space, and renovating the properties on Castle Street to create contemporary, multi-functional facility.
- 2.2 The preferred scheme, illustrated in Figure 1 below, would deliver key improvements to visitor infrastructure including catering, access, exhibitions, and new visitor experiences. A key element involves the creation of a new entrance from an existing opening in the wall that runs alongside the footway from the Castle Street entrance.
- 2.3 To deliver the preferred scheme and create the new entrance requires the relocation of the existing electricity substation, as indicated on the plan, which is located in the space between the rear of the Castle Street properties and the 1990’s extension to the museum.
- 2.4 The THT have been in dialogue with Electricity North West (ENW) regarding the costs, timeframe and complexity of moving the substation to an alternative location within the curtilage of the museum. ENW has confirmed that a suitable alternative

location can be found and have provided a cost plan that indicates that the cost of the relocation will be c. £500,000.

- 2.5 The proposed earmarked capital reserve will total £500,000 and be used to support the relocation of the substation. It would be considered as the City Council's contribution, and match funding, to the National Lottery Heritage Fund bid that is being progressed by the THT. The management of the reserve (capital scheme) rests with the Corporate Director of Economic Development (or equivalent Chief Officer at the Cumberland Council) and can only be released by the Executive following the consideration and approval of a viable and affordable business case by the Executive of Carlisle City Council and/or Cumberland Council.



### 3. Risks

3.1 The following risks have been identified in relation to the delivery of the scheme:

Risk	Consequence	Mitigation
That the sub-station is cannot be relocated	The preferred option cannot be delivered, and a less preferable option is progressed that generates lower outputs, outcomes and benefits.	Electricity North West has confirmed that it is technically feasible to relocate the sub-station.  The necessary funding is secured to enable the relocation to proceed.
The necessary budget cannot be secured to support the relocation	Relocation may not happen. Budget for the relocation would need to be found from de-scoping of the project potentially resulting in lower outputs, outcomes and benefits	The necessary funding is secured to enable the relocation to proceed without de-scoping.
Cost of works exceeds the available budget.	The scheme is de-scoped by amending the specification. Risk that quality of scheme is reduced, and outputs are not met.	The cost plan will be updated throughout the design. A contingency of 10% for construction applied and further 7% design risk contingency has been applied.
That the preferred option does not deliver the expected outputs, outcomes and benefits	Project not perceived as a success by THT, users and partners.	Consultation with THT, users and partners has informed the current project concept.  Subsequent design stages would be subject to rigorous to ensure project was aligned with needs and aspirations of THT, users and partners,
Unknown hidden building defects and conditions	Delays to the delivery of the project and/or increased costs.	Updated surveys will be undertaken as part of the planned enabling works, including asbestos
Proposals fail to secure planning approval and listed building consent	Delays to the delivery of the project and/or increased costs.	Early and ongoing informal consultation and engagement with statutory consultees, the Planning Authority and the Conservation Officer

#### **4. Consultation**

- 4.1 The THT have presented the proposals to members in January 2023 and are now commencing with a programme of consultation to support the submission of a planning application for the preferred scheme.

#### **5. Conclusion and reasons for recommendations**

- 5.1 The Project is comprised of several phases of planned investment aimed at improving the quality of the visitor offer and experience and ultimately, the future financial sustainability of the museum. It will involve the repair and refurbishment of museum complex and Castle Street, which will drive the regeneration of Castle Street and improve the vitality and viability of the historic quarter of the city.
- 5.2 The preferred scheme focuses on improving the entrance and circulation within the museum, including the provision of a welcome entrance, repurposing existing gallery / atrium space and renovating the properties on Castle Street to create contemporary, multi-functional facility.
- 5.3 As the detailed design proposals for the scheme have been developed, an existing substation, which stands within the Tullie House complex, had been identified as posing a significant impediment the delivery of the preferred option. The relocation of the substation would enable the new entrance to be created. Electricity North West has confirmed that the relocation of the substation to an alternative location within the curtilage of the museum is feasible and that the cost of the relocation will be c. £500,000.
- 5.4 The proposed earmarked capital reserve will total £500,000 and be used to support the relocation of the substation and would be considered as the City Council's contribution to the bid by THT to the National Lottery Heritage Fund.
- 5.5 Therefore, Council is asked to:
- Note the proposals for Project Tullie outlined in Section 2 this report
  - Note the location of the existing substation and the impediment it creates to the formation of the proposed new entrance and orientation point
  - Approve a budget of £500,000 to be made available to support the Project, which would be held in a ring-fenced capital reserve, within the 2022/23 Capital Programme, which can be released following consideration and approval of a viable and affordable business case by the Executive of Carlisle City Council and/or Cumberland Council, as set out in paragraph 2.5.

#### **6. Contribution to the Carlisle Plan Priorities**

- 6.1 The successful implementation of the Project will support the delivery of the vision set out in the Carlisle Plan, which is to enable Carlisle to grow and prosper as the capital of the Borderlands region. The scheme will contribute directly to the priority of delivering inclusive and sustainable economic growth, by improving the cultural offer of Carlisle and making the city a more attractive place for investment.

**Contact details:**

Contact Officer: Steven Robinson Ext: x7535

**Appendices attached to report:**

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Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

**Corporate Implications:**

Legal - The provision of £500,000 should be reviewed against the subsidy control principles once the business case has been presented by Tullie House to ensure that the council, if it is minded to agree to make the contribution, complies with its duties under the Subsidy Control Act 2022.

This element of the project relies on a third party to deliver the movement and relocation of the infrastructure and the requirement of planning permission and possibly listed building consent. This requirement may constrain the time that THT have to deliver the outcomes in accordance with their agreement under the Future High Street Fund and Town Deal funding agreements. As the council is the accountable body under these funding streams the council is liable to any sanctions DLUHC may be entitled to take if the project is unable to deliver its agreed outputs/outcomes in the agreed timescale.

Property Services - Relocation of the substation has previously been discussed with Tullie House and they were advised early on that their initial budget of £80,000 would be insufficient to move the infrastructure to a new location. We would recommend that full due diligence is undertaken on any quotations from ENW to ensure that best consideration is obtained.

The location will need careful consideration to ensure its impact on Council assets is minimised and, should the site be on City Council owned land, consent will be required for the facility and any associated infrastructure.

Finance – The governance arrangements for the proposed £500,000 earmarked capital reserve are set out in the body of the report. The reserve can only be released by the

Executive, following approval of a robust business case, that is both viable and affordable. The scheme can be funded from borrowing, which will need to be undertaken by Cumberland Council, at the appropriate time, although use of internal borrowing may be more appropriate. Provisions for borrowing costs are currently included within the Council's Treasury Management Budgets for 2023/24 which have been aggregated into Cumberland's Revenue Budget for 2023/24.

Equality - None

Information Governance - None



# Carlisle City Council

## Report to City Council

Item  
16.

### Report details

Meeting Date:	28 February 2023
Portfolio:	Finance, Governance & Resources
Key Decision:	No
Policy and Budget Framework	Yes
Public / Private	Public
Title:	Stanwix Community Governance Review
Report of:	Corporate Director of Governance and Regulatory Services
Report Number:	GD.07/23

### Purpose / Summary:

This report sets out the matter of the Community Governance Review resulting from a petition received from local electors.

### Recommendations:

Council is requested to consider the Report and make a resolution(s) from the options set out in paragraph 6.4.

### Tracking

Executive:	
Scrutiny:	
Council:	28 February 2023

## **1. Background**

- 1.1. Members will recall that in September 2021 they received a report concerning a Community Governance Review for the Stanwix area of our City (reference GD.56/21). Pursuant to section 83 of the Local Government and Public Involvement in Health Act 2007 (“the Act”), the Council was required to undertake the Community Governance Review (“CGR”) as it had received a valid petition relating to the whole or part of the Council’s area. The review should have been completed within twelve months from the date of receipt of the petition but as acknowledged at the time, the pandemic restrictions made it unwise to conduct the required process (involving public consultation) at that time.
- 1.2. In September 2021 the Council established a working group to oversee the required CGR.
- 1.3. Consultation has taken place, as set out in this report, and the working group has considered the representations which have been made. The matter is now being brought to the City Council for consideration.

## **2. Legislative Background**

- 2.1 In undertaking the CGR the Council must comply with the duties set out in section 93 of the Act but, subject to those duties, it is for the Council to decide how to undertake the review.
- 2.2 The Council is required to consult the local government electors for the area under review and any other person or body (including a local authority) which appears to have an interest in the review.
- 2.3 The Council must have regard to the need to secure that the community governance within the area under review both reflects the identities and interests of the community in that area and is effective and convenient. In deciding what recommendations to make, the Council must take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made or that could be made for the purposes of community representation or community engagement in respect of the area under review.
- 2.4 The Council must take into account any representations received in connection with the CGR. If the Council does decide to parish the Stanwix area it is obliged to create a parish council as the local government electorate for the area is in excess of 1,000 electors. Any parish council would be able to levy a precept.

### **3. Guidance**

- 3.1 CGRs make recommendations on the matters they have considered, as defined by the terms of reference set at the start of the review. The Council must make recommendations on the proposals contained in the petition, and in particular as to:
- a. whether a new parish or any new parishes should be constituted;
  - b. whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered; or
  - c. what the arrangements for new or existing parishes, which are to have parish councils, should be.
- 3.2 It may also make recommendations about:
- a. the grouping or degrouping of parishes;
  - b. adding parishes to an existing group of parishes; or
  - c. making related alterations to the boundaries of a principal council's electoral areas.
- 3.3 In deciding what recommendations to make the principal council must have regard to the need to secure that community governance reflects the identities and interests of the community in that area and is effective and convenient. As set out above, the Act provides that it must also take into account any other arrangements that have already been made, or that could be made, for the purposes of community representation or community engagement.
- 3.4 The recommendations, in addition to taking account of any representations received, should be supported by evidence which demonstrates that the recommended community governance arrangements would meet the criteria set out in the Act. Where a principal council has conducted a review following the receipt of a petition, it will remain open to the council to make a recommendation which is different to the proposals advanced by the petitioners. This will particularly be the case where the proposals are judged not to be in the interests of the wider local community.
- 3.5 In making its recommendations, the Council should consider the information it has received in the form of expressions of local opinion on the matters considered by the review, representations made by local people and other interested persons, and also use its own knowledge of the local area. This information is derived from a range of different sources, notably through the consultation with local people in respect of the proposals. In assessing the proposal against the criteria set out in the Act, a principal council may reasonably conclude that a proposal contained in a petition should not be made. That could be the case when, for example, a

recommendation to abolish or establish a parish council is judged to be likely to negatively impact on community cohesion, either within the proposed parish area, or in the wider community within which it would be located.

- 3.6 The aim of the Act is to open up a wider choice of governance to communities at the most local level. However, the Government considers that there is sufficient flexibility for principal councils not to feel 'forced' to recommend that the matters included in every petition must be implemented.

#### **4. The Petition and Consultation**

- 4.1. The original petition, as submitted by the organiser, was for the following purpose:

*This is a community governance petition to Cumbria County Council for a community governance review under the provisions of section 80 of the Local Government and Public involvement in Health Act of 2007 as amended by the Legislative Reform (Community Governance Reviews) Order of 2015. Whiteclosegate and Millcroft roads are currently anomalously classed as 'rural' but also lie within 'Stanwix Urban' division. Our proposal is that Whiteclosegate be outside the new petitioned area but that Millcroft should lie within. We propose that residents' wishes should be sought by referendum and in consultation with the 'Stanwix Rural' Parish Council".*

- 4.2. The first point to note is that the community governance petition was actually made to this Council, not the County Council. The petition contained 330 valid local government elector signatures which is the minimum number required to trigger a review of the area. Consultation was carried out in two phases; the first consultation asked for views on the establishment of a parish council in Stanwix and the second phase asked more nuanced questions in the light of the responses received to phase one.
- 4.3. A summary of the consultation responses is set out in Appendix 1. Many people have signed the petition submitted in support of the proposal. Individual comments submitted in response to the consultation have both comments for and against the proposal. Numerically, including numbers signing the petition, there are more in support of the proposal than against. In the first stage of consultation, 460 people were in support of the proposal which constitutes 10% of the 4284 electors.
- 4.4. A particular difference between the phase one and phase two consultations was the boundary of the proposed parish council. In phase two an amended boundary was proposed to take account of representations received from Stanwix Rural Parish Council who objected to the proposal that an area of their parish should be

subsumed into a new urban parish. The area which was removed from the proposed parish in Phase 2 related to Millcroft and Tarraby View Estate. The original plan consulted upon is Appendix 2 and the revised plan is Appendix 3. Stanwix Rural Parish Council do not object to the amended proposal providing that its area is unaffected.

- 4.5. The petition organiser has submitted additional petitions from some occupants of the streets mentioned in the preceding paragraph who express the view that they would wish their streets to be included in the new urban parish. These new petitions include Whiteclosegate which was specifically excluded and not part of the area to which the petition originally related.
- 4.6. Currently there are 4284 electors in the proposed new parish area and according to guidance from the National Association of Local Councils this number would be best served by twelve parish councillors. Any election cycle should every four years following commencement. The Working Group has considered whether it would be appropriate to split the proposed area into wards and has concluded that it would not because the nature of the area is that there are no clear divisions within the area unlike, say, a string of villages within a rural area.
- 4.7. The Council is required to take account of the view of any other local authority which may have an interest in the review. The County Council responded to consultation by saying:

“The view of the County Council is that, in light of the impact of local government reform and the dissolution of Carlisle City Council, it would be premature to proceed with the creation of a new Stanwix Village Parish at this time and that any decision about whether it would be appropriate to establish a new parish for the new area of Stanwix Village should be considered as part of a wider Community Governance Review of Carlisle and the surrounding areas. It is appreciated that this would need to be the subject of a separate review which would be a matter for Cumberland Council after 1 April 2023.”

- 4.8. The Shadow Executive for Cumberland did not provide any specific comments other than noting the position. Ultimately, Cumberland Council will be the decision maker in this matter.

## **5. The Wider Context**

- 5.1. As Members are aware, local government in Cumbria is undergoing reorganisation as enacted by the Cumbria (Structural Change) Order 2022. This has the effect of

abolishing the seven existing Councils in Cumbria (County and Districts) and creating two new unitary authorities. Allerdale Borough Council, Carlisle City Council, Copeland Borough Council and part of Cumbria County Council will be amalgamated to form the new Cumberland Council with forty-six elected members to represent all of the citizens in its area.

- 5.2. There are three significant urban conurbations in Cumberland's area: Carlisle, Whitehaven and Workington.

	Population	Local Government Electors
Carlisle	71,145	52,166
Whitehaven	25,098	18,545
Workington	26,183	19,084

- 5.3. Both Workington and Whitehaven have Town Councils with 25 and 12 members respectively. Workington Town Council's website says it is responsible for allotments, Christmas lights, cultural events, play areas, town twinning, remembrance events, nature partnership and Vulcan park. Whitehaven Town Council's represents the community on proposals which affect the area, undertakes projects which benefit local residents, cultural events, some street furniture, Christmas lights, alerts relevant authorities to problems or work which need attending to and helps other tiers of local government keep in touch with the local communities.
- 5.4. Carlisle City Council will cease to exist on 31 March 2023 and, in contrast to the other Cumberland urban areas, Carlisle will not have a local council and will thus be subject to a democratic deficit as compared to the other two urban areas. Cumberland Council will provide the important regional voice for the area but it is also important that Carlisle has a local forum for a variety of matters such as those carried out by the other Town Councils.
- 5.5. Carlisle is a City and has had an unbroken chain of Mayors since Mayor Walkelin held office in 1240. The Mayor has been appointed by the City Council but upon cessation of the authority, Charter Trustees will be appointed to fulfil this role. Charter Trustees will be the Cumberland Council Members for the unparished areas (as defined in the Local Government (Structural Changes) (Supplementary Provision and Amendment) Order 2023). They are, however, viewed as an interim measure and the law envisages that their roles and responsibilities would be assumed by a Town ("parish") Council should one be created in due course. The

Charter Trustees also deal with the appointment of honorary and hereditary freemen of the area and the same principle would apply.

- 5.6. Appendix 4 indicates the likely area of a town/City Council for Carlisle and the area for the proposed Stanwix Urban parish council has been highlighted yellow/hatched to demonstrate how it would sit within the said possible area (using the stage two consultation boundary).
- 5.7. For a new Council to be established in Carlisle there would need to be a further, wider Community Governance Review in accordance with the legislation. This would be commenced by the City Council and be able to be continued by Cumberland Council.
- 5.8. Members will recall that they have often mentioned the need for a Council for Carlisle but it was felt appropriate for there to be some breathing space between the cessation of Carlisle City Council and the establishment of a new smaller Council. The rationale was that it was of vital importance for the new Cumberland Council to have an opportunity to properly establish itself without any confusion about whether Carlisle City Council had, in fact, ceased to exist. Further, it is important that Cumberland Council make the decision as to any new Council as, allotments aside, any functions carried out by a new Council are 'given' to it by the Cumberland authority.
- 5.9. The consultation response points to the proposed Stanwix urban council being one which reflects the identities and interests of the local community in that area. However, it is unclear whether that arrangement would be effective and efficient, there being no substantial evidence on this point. In that context, it is important to have regard to the fact that the new Cumberland Council will need, and is likely to, make a careful assessment of the most appropriate arrangements for local governance within its area, and there is clearly a risk that the creation of the parish and parish council that is proposed might prejudice those arrangements. With that in mind, notwithstanding the local support for the proposal, the recommendation is that it should not be supported.

## **6. The Options Available**

- 6.1. The matters before the Council are of great importance to the future of Carlisle and how its Citizens are represented at a local level as we move forward. The Stanwix petition clearly garnered support and, as stated above, the consultation responses are in the main supportive of the establishment of a new parish for the Stanwix Urban area. The Council could resolve that a new parish be established for the Stanwix Urban area which would also mean that a new parish council would also be created.

- 6.2. However, for the reasons set out in section 5 of this Report, such a decision may be premature. It would be unwise to establish a new Stanwix parish and parish council pending a wider community governance review for the area of the city of Carlisle, which would be very likely to impact materially on a Stanwix Urban Parish Council. That prospect is not consistent with the institution of effective and convenient forms of local government for the area.
- 6.3. In evaluating the proposal, it is important to take into account the guidance published by the government. Whilst great weight has been given to views elicited through the Stanwix consultation process it remains open to the Council to take a different decision than that promoted by the petition, and nor should the Council feel forced to recommend uncritically that the matters sought in the petition are implemented. The Council has discretion to make its own decision but must do so reasonably and after taking in to account all relevant matters and disregarding irrelevant ones. The law allows the Council to take into account other arrangements which could be made in the future for community representation.
- 6.4. The options for resolution and recommendation to Cumberland Council are as follows:
- a. That the Council agree the establishment of a new parish and parish council proposal promoted in the Petition including the specified area shown in Appendix 2; or
  - b. That Council agree the establishment of a new parish and parish council for the Stanwix Urban area shown in Appendix 3; and
  - c. If established any parish council should have 12 Members but the parish council area be not split into wards. The parish council to be known as Stanwix Urban Parish Council.
  - d. If the decision is to establish a parish council then the Cumberland Council Chief Legal and Monitoring Officer be delegated authority to make the required Order pursuant to the Local Government and Public Involvement in Health Act 2007.

OR

- e. That the Council resolve that a decision to create a parish in the Stanwix area, as proposed in the petition, is premature at this stage given other arrangements which could be made for community representation and,

accordingly, the City Council decision is to recommend to Cumberland Council that a Stanwix Urban Parish Council not be established; and

- f. Members agree that they wish a Community Governance Review to be carried out in relation to the wider Carlisle Urban area and officers be instructed to bring a report to a subsequent Council meeting in respect thereof.

(Note: 'f' could also be resolved in conjunction with either 'a' or 'b'.)

- 6.5 For the reasons set out in the report, the recommendation is that Council resolves in accordance with options 'e' and 'f'.

**Contact details:**

Contact Officer: Mark Lambert

Ext: 7019

**Appendices attached to report:**

- Appendix 1: summary of consultation responses.
- Appendix 2: proposed Stanwix Urban parish council area as per the original petition.
- Appendix 3: proposed Stanwix Urban parish council area as amended following consultation responses.
- Appendix 4: likely area of a Carlisle Town/City Council with the inset of the proposed Stanwix Urban parish council shown hatched/yellow.

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- Local Government and Public Involvement in Health Act 2007
- The Local Government Boundary Commission for England: Guidance on Community Governance Reviews
- Consultation responses.
- Guidance from National Association of Local Councils (NALC)

**Corporate Implications:**

Legal – Contained within the body of the report.

Property Services – None. At this stage it is not intended that any property would be transferred to a newly established parish council.

Finance – The Council has been responsible for the costs associated with carrying out the Community Governance Review and this principle would apply to any review of the wider

Carlisle area. Similarly, officer costs will be incurred in drawing up the required Order should Council decide to establish a Stanwix Urban parish and parish Council. Any such parish council established would be able to levy a precept on eligible properties in its area.

Equality – None.

Information Governance- None

## Stanwix Community Governance Review

### Appendix 1

#### Details of Consultation Responses

##### 1.Phase 1

Initial public consultation ran from 1/2/22 to 18/03/22.

Online and paper surveys resulted in 460 responses being received.

293 responses were in favour of the proposed parish, 124 against & 43 did not answer this question.

227 comments were received after the first round of public consultation. A summary of these comments is shown below (number in brackets is the number of times it was mentioned)

Positive comments	Negative comments	Neutral comments	Number of times mentioned
More of a say about decisions in the local area			58
Improved area e.g. look and feel, less crime			11
Additional funding for the area			10
Increased sense of community / community togetherness			9
	Increase in costs		46
	Don't agree with the proposed area		21
	More bureaucracy		18
	Don't see the purpose		15
	Not appropriate for a city ward		11
	Existing system works well so no need to change		4
		Insufficient information on things like precept amounts, how the parish council will be managed, detail of proposed future projects	24

## 2.Phase 2

The second consultation ran from 10 08 22 to 26 08 22.

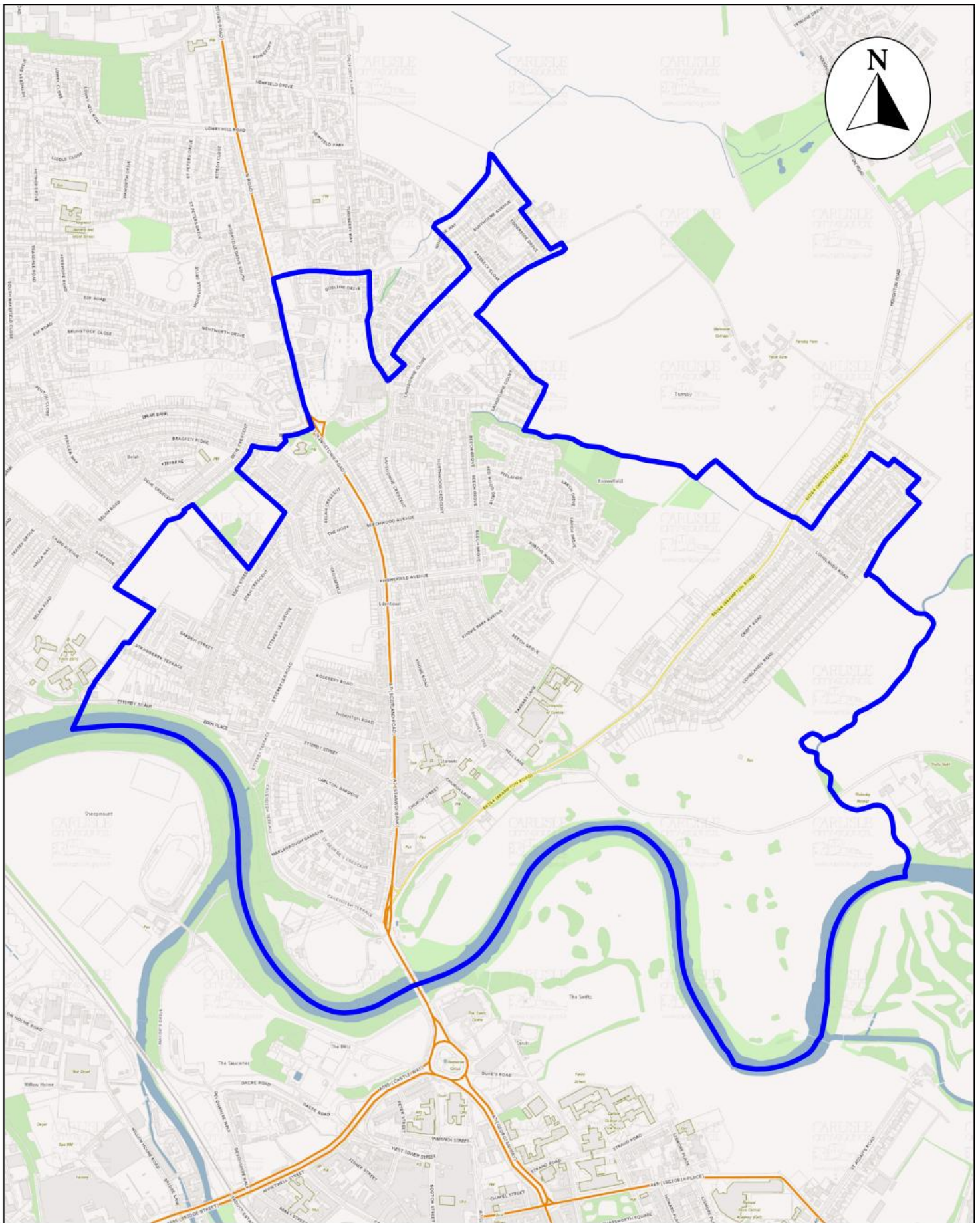
The comments below were all received via email during this period.

already paying too much for Council tax
the boundaries of the area proposed in the second recommendations may cause confusion & do not reflect the identity of Stanwix village
proposed new parish should not go ahead as it would prevent future possibilities for a more strategic and relevant change for the status of Carlisle to become a City/Town council. Also mentions future plans for Carlisle in relation to the new Cumberland Council
Concern raised that, going forward, the new parish may be influenced by future Cumberland Council members. Extra costs to local taxpayers are mentioned, in particular, any additional precept and Council tax rises. Also mention of how much or how little representation and power any elected parish councillors will hold.
<p>460 questionnaire responses* to first consultation out of some 4284 electors is approximately 10% and is hardly a mandate to proceed, 80% of 10% of the responders is still only 8% of electors</p> <ul style="list-style-type: none"><li>NB 460 refers to the total number of questionnaires received after the first consultation. Response figures were as follows: Agree 70.26% 293 Disagree 29.74% 124 Did not answer this question 43</li></ul>
Parish council supports the potential new parish if the amended boundary in the second recommendations is followed. Object strongly to any boundary changes that were contained in the original proposal.
Correspondence from one individual containing objections to new boundary changes & also suggesting new areas (including Whiteclosegate) are also included as well as all of the areas in the original proposal. Along with the boundary changes, the correspondence mentions problems with vehicular access and traffic in Tarraby view Estate Phase 1, Millcroft & Whiteclosegate. Whiteclosegate residents had been sent a copy of the first consultation document and the correspondence suggests that this road should now be included in the planned new parish. Also makes comparison to Barrow-in-Furness Governance Review and complains that the Carlisle working group is not politically balanced. Further comments that the proposed recommendations do not place the feelings of local community and the wishes of local inhabitants as a primary consideration.

In addition, three petitions have been submitted regarding the inclusion of Millcroft, Whiteclosegate and Tarraby View Estate. All three have the title *"Petition to Carlisle City Council and also to the Shadow Cumberland Unitary Authority. We, the undersigned, believe that our roads belong in proposed*

*Stanwix Village Council not the Stanwix Rural Parish Council*". Details of signatories are set out below (NB these have not been verified)

Area	Number of inhabited households	Number of households responded	For	Against
Millcroft	56	32	96.9%	3.1%
Whiteclosegate	36	32	93.8	6.3
Tarraby View Estate	121	73	94.5	5.5

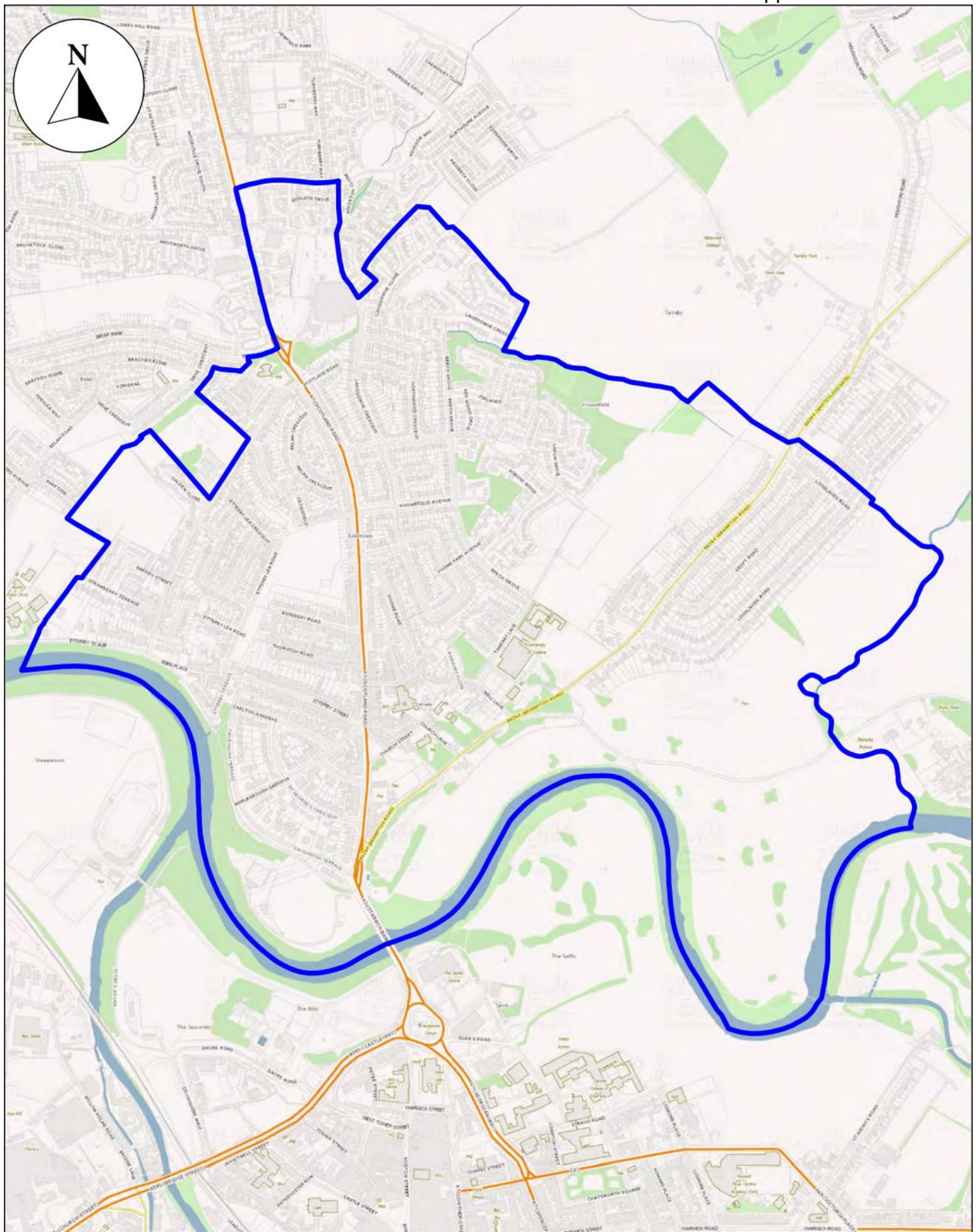


**CARLISLE**  
CITY-COUNCIL

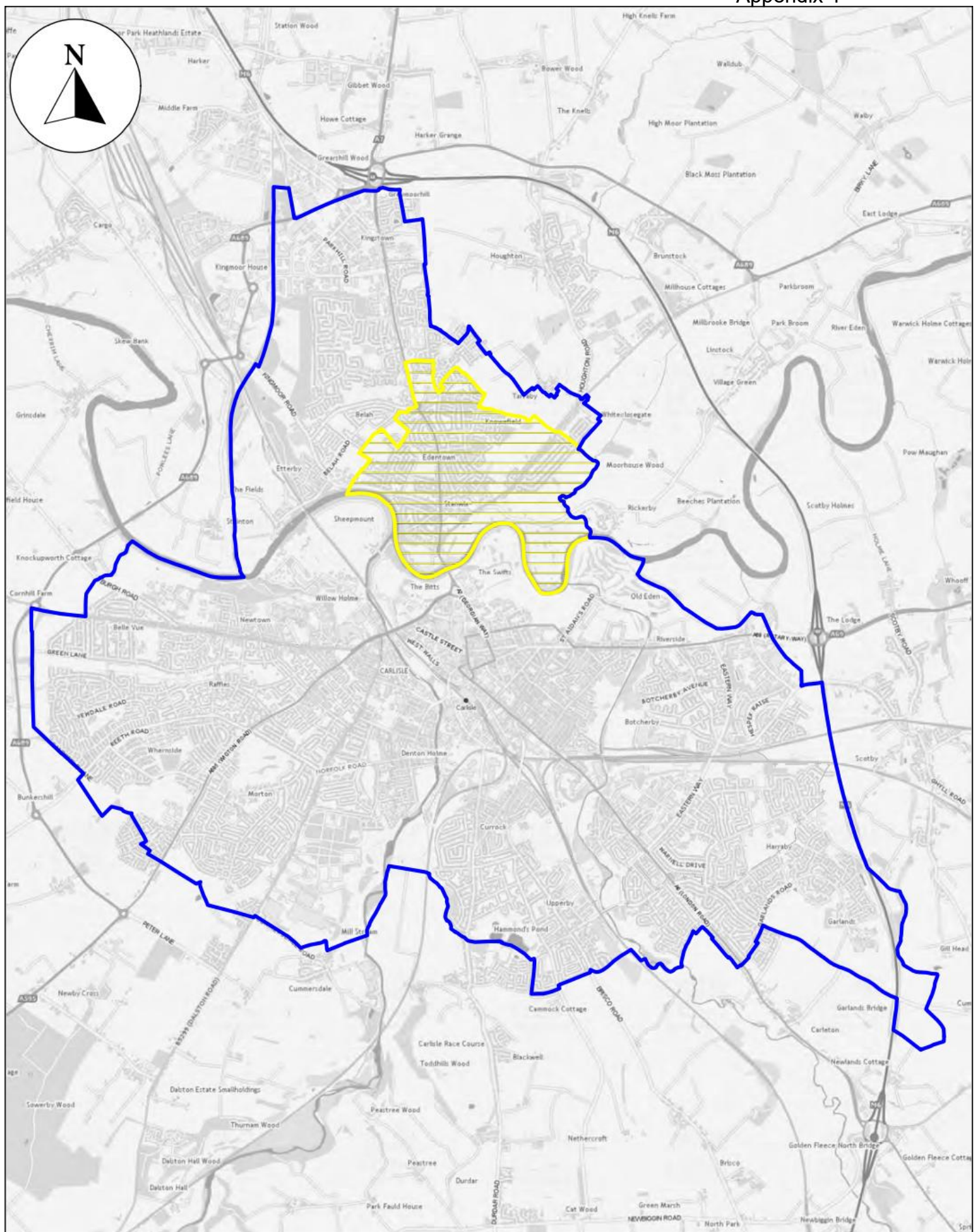


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## Proposed Stanwix Village Boundary



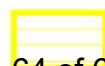
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Carlisle Urban Boundary



Proposed Stanwix Village Boundary