



Economic Growth Scrutiny Panel

Agenda

Thursday, 19 October 2017 AT 10:00
In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG

****A preparatory meeting for Members will be held at 9.15am in the Flensburg Room ****

The Press and Public are welcome to attend for the consideration of any items which are public.

Members of the Economic Growth Overview and Scrutiny Panel

Councillor Nedved (Chairman), Councillors Betton, Bowditch (Vice Chairman), Burns, Christian, Mrs Coleman, McDonald, Mitchelson.

Substitutes:

Councillors Mrs Birks, Bloxham, Mrs Parsons, Ms Patrick, Paton, McNulty, Mrs Mallinson

PART A

To be considered when the Public and Press are present

Apologies for Absence

To receive apologies for absence and notification of substitutions.

Declarations of Interest (including declarations of “The Party Whip”)

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.

Public and Press

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

Minutes of Previous Meetings

7 - 14

To note that Council, on 12 September 2017, received and adopted the minutes of the meeting held on 27 July 2017.

The minutes will be signed by the Chairman.

To approve the minutes of the meeting held on 7 September 2017.

[Copy minutes herewith].

A.1 CALL-IN OF DECISIONS

To consider any matter which has been the subject of call-in.

A.2 OVERVIEW REPORT AND WORK PROGRAMME

15 - 20

Portfolio: Cross Cutting

Directorate: Cross Cutting

Officer: Steven O'Keeffe, Policy and Communications Manager

Report: OS.19/17 herewith

Background:

To consider a report providing an overview of matters related to the work of the Economic Growth Scrutiny Panel.

Why is this item on the agenda?

The Economic Growth Scrutiny Panel operates within a Work Plan which had been set for the 2017/18 Municipal Year. The Plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Panel and to take

into account items relevant to this Panel in the latest Notice of Executive Key Decisions.

What is the Panel being asked to do?

To consider the content of the report and make appropriate comments.

A.3 CARLISLE BUSINESS INTERACTION CENTRE

21 - 24

Portfolio: Economy, Enterprise and Housing

Directorate: Economic Development

Officer: Steven Robinson, Regeneration Manager

Report: ED.36/17 herewith

Background:

Carlisle Business Interaction Centre had previously been scrutinised by the Environment and Economy Overview and Scrutiny Panel and it now falls within the remit of the Economic Growth Scrutiny Panel. At the Environment and Economy Overview and Scrutiny Panel meeting of 12 December 2013, Members were briefed on the proposal to set up a Business Interaction Centre and to seek approval to contribute £100,000 partnership funding towards the project.

Why is this item on the agenda?

To brief Members on the developments at the Business Interaction Centre. The Carlisle Business Interaction Centre was a strategic priority for the University of Cumbria capable of delivering the aspirations of the Economic Potential Study (commissioned by Carlisle City Council on behalf of the Carlisle Economic Partnership).

What is the Panel being asked to do?

To note the current position of the Business Interaction Centre and provide feedback on the proposed future direction of the Centre outlined in the report.

A.4 UPDATE ON THE TOURIST INFORMATION CENTRE AND COMMERCIAL ACTIVITY

25 - 34

Portfolio: Culture, Heritage and Leisure

Directorate: Community Services

Officer: Gavin Capstick, Contracts and Community Services Manager

Report: CS.37/17

Background:

At the Environment and Economy Overview and Scrutiny Panel of 19 January 2017 it was resolved that a report be presented to a future meeting of the Panel on the complete Tourist Information Centre Business Plan and Marketing Strategy.

Why is this item on the agenda?

To update Members of the Economic Growth Scrutiny Panel on the operation and performance of the Tourist Information Centre and Assembly Rooms.

What is the Panel being asked to do?

To note the content of the report.

A.5 DRAFT PLANNING OBLIGATIONS ANNUAL REPORT 2016/17**35 - 78**

Portfolio: Economy, Enterprise and Housing

Directorate: Economic Development

Officer: Garry Legg, Investment and Policy Manager

Report: ED.34/17 herewith

Background:

Contributions from Section 106 Agreements are an important source of funding for Public Realm and Green Spaces Capital Projects. The Annual Monitoring Report provides an overview of the agreements for 2016/17.

Why is this item on the agenda?

At the Panel's meeting of 27 July 2017 it was requested that a monitoring report on Section 106 Agreements be added to the Panel's Work Programme.

What is the Panel being asked to do?

To note the factual position on commitments and expenditure regarding Section 106 receipts, and to scrutinise the presentation of the information to ensure it is transparent and user friendly.

A.6 LOCAL LIST OF NON-DESIGNATED HERITAGE ASSETS**79 - 110**

Portfolio: Economy, Enterprise and Housing

Directorate: Economic Development

Officer: Garry Legg, Investment and Policy Manager

Report: ED.35/17 herewith

Background:

The Heritage Asset Plan been selected as an area of policy development by the Panel and is listed in the Work Programme for the meeting on 1 March 2018. A local listing of Heritage Assets is directly linked to that work.

Why is this item on the agenda?

The report on the local listing of Heritage Assets will inform Members on the work underway to increase community involvement in managing the historic environment.

Whart is the Panel being asked to do?

1. To scrutinise the content of the proposed Local List Guidance, including making recommendations to improve user understanding and/or its ease of use.
2. To scrutinise the proposed process for compiling the Local List, including any recommendations to improve its robustness.

PART B**To be considered in Private**

-NIL-

Enquiries, requests for reports, background papers etc to:

Rachel Plant, Democratic Services Officer, (01228) 817036 or
rachel.plant@carlisle.gov.uk

A copy of the agenda and reports is available on the Council's website at www.carlisle.gov.uk or at the Civic Centre, Carlisle.

MINUTES OF PREVIOUS MEETINGS

ECONOMIC GROWTH SCRUTINY PANEL

THURSDAY 7 SEPTEMBER 2017 AT 10.00AM

- PRESENT:** Councillors Nedved (Chairman), Betton (until 11.20am), Burns, Christian, Mrs Coleman, McDonald, Mitchelson and Ms Patrick (as substitute for Councillor Bowditch)
- ALSO PRESENT:** Councillor Glover – The Leader
Councillor Mrs Bradley – Economy, Enterprise and Housing Portfolio Holder
Councillor Allison - Observer
- OFFICERS:** Corporate Director of Economic Development
Housing Development Officer
Policy and Communications Manager
Policy and Performance Officer

EGSP.09/17 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Bowditch and the Deputy Chief Executive.

EGSP.10/17 DECLARATIONS OF INTEREST

Councillor Ms Patrick declared a disclosable pecuniary interest in accordance with the Council's Code of Conduct in respect of agenda item A.3 – Update on Riverside's proposals to vary the Stock Transfer Agreement. The interest related to the fact that she worked for Eden Housing Association which had properties in the Carlisle area.

EGSP.11/17 PUBLIC AND PRESS

It was agreed that the items of business in Part A be dealt with in public and Part B be dealt with in private.

EGSP.12/17 MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 27 July 2017 had been circulated. Members asked that minute reference EGSP.06/17 be amended to show that 2,200 households in Carlisle had been affected by the December 2015 flood and not 22,000 as stated by Mr Kelsall at the meeting.

RESOLVED – That the minutes of the meeting held on 27 July 2017 be approved with the amendment as detailed above.

EGSP.13/17 CALL IN OF DECISIONS

There were no items which had been the subject of call-in.

EGSP.14/17 OVERVIEW REPORT AND WORK PROGRAMME

The Policy and Communications Manager presented report OS.19/17 which provided an overview of matters relating to the work of the Economic Growth Scrutiny Panel.

The Policy and Communications Manager reported that the most recent Notice of Executive Key Decisions, copies of which had been circulated to all Members, had been published on 28 July 2017. There were no items within the Panel's remit included in the Notice.

The Panel's Work Programme had been attached as appendix 1 to the report and included a number of items which did not have set dates for consideration by the Panel. The Policy and Communications Officer reported that dates had been confirmed for the following items since the publication of the report and an updated work programme would be circulated to Members:

- Garden Village – 30 November 2017
- Car Parking – to be including in the Charging Report on 30 November 2017
- Section 106 Monitoring Report – 19 October 2017
- Portland Square and Chatsworth Square Conservation Area Appraisal and Management Plan – Would be considered by the Panel at the end of the public consultation period.
- Other Key Planning Documents (SPDs) - Would be considered by the Panel at the end of the public consultation period.
- Tourist Information Centre – 19 October 2017
- Housing Strategy – 30 November 2017
- Borderlands Report – 18 January 2018
- Future Flood Risk Management – 18 January 2018
- Economic Strategy – 18 January 2018
- Heritage Asset Plan – Possibly March 2018
- Local Enterprise Partnership – 1 March 2018
- Education and Skills – the item would be considered following the Local Enterprise Centre or Economic Strategy.
- Riverside Housing Association - 1 March 2018
- Flood Update Report – 30 November 2017
- Regeneration Strategy – Possibly March 2018
- Tourism Strategy - the item would be considered following the Economic Strategy.
- Enterprise Zone – 5 April 2018

The Policy and Communications Manager suggested that the Community Infrastructure Levy be removed from the Work Programme until advice had been received from Central Government on the matter.

A Member noted that the Panel had been due to scrutinise the partnership with Riverside North Region on an annual basis and asked that scrutiny take place more frequently. The Panel agreed that the matter would be discussed as part of the Riverside item which was next on the agenda.

The Panel were reminded that housing had previously been within the remit of the Community Overview and Scrutiny Panel (COSP). COSP had chosen to invite representatives from all housing associations to the Panel for comparison purposes and to improve relationships with all associations.

The Economy, Enterprise and Housing Portfolio Holder supported the inclusion of other housing associations in the scrutiny process. Including other associations would provide an opportunity for Members to interact with associations and improve relationships to enable the Council to work with them for the benefit of local people. The Panel agreed that a joint workshop would be beneficial in the future.

The Chairman noted that there may be some slippage in reporting times for the Economic Strategy and the Corporate Director of Economic Development stated that a formal report would be submitted to the Panel in January 2018 following the consultation process in

November/December. She added that there may be opportunities for workshops as the consultation process progressed.

The Panel discussed how the Tourism Strategy and the Education and Skills item would tie in with the Economic Strategy and the Corporate Director reminded the Panel that the Tourism Strategy had a wide and varied remit and the scrutiny process for the Strategy would emerge as the work progressed. In terms of Education and Skills she explained that the Council had no control regarding education and skills and had to, instead, work with partners to ensure that people had access to suitable education at the most appropriate time.

RESOLVED – 1) That the Overview Report incorporating the Work Programme and Key Decision items relevant to this Panel (OS.19/17) be noted.

2) That the following items be scheduled in the Work Programme and a revised Work Programme would be circulated to Panel Members:

- Garden Village – 30 November 2017
- Car Parking – to be including in the Charging Report on 30 November 2017
- Section 106 Monitoring Report – 19 October 2017
- Portland Square and Chatsworth Square Conservation Area Appraisal and Management Plan – Would be considered by the Panel at the end of the public consultation period
- Other Key Planning Documents (SPDs) - Would be considered by the Panel at the end of the public consultation period
- Tourist Information Centre – 19 October 2017
- Housing Strategy – 30 November 2017
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- Economic Strategy – 18 January 2018
- Heritage Asset Plan – Possibly March 2018
- Local Enterprise Partnership – 1 March 2018
- Education and Skills – the item would be considered following the Local Enterprise Centre or Economic Strategy
- Riverside Housing Association - 1 March 2018
- Flood Update Report – 30 November 2017
- Regeneration Strategy – Possibly March 2018
- Tourism Strategy - the item would be considered following the Economic Strategy
- Enterprise Zone – 5 April 2018

3) That the Community Infrastructure Levy be removed from the work programme until advice was received from Central Government.

4) That representatives from Housing Associations within the Carlisle District be invited to attend a workshop with the Panel.

EGSP.15/17 UPDATE ON RIVERSIDE'S PROPOSALS TO VARY THE STOCK TRANSFER AGREEMENT

The Corporate Director of Economic Development presented report ED.29/17 which provided details of Riverside North Region's response to the priorities identified at the Community Overview and Scrutiny Panel workshop which was held on 2 March 2017, in respect of Riverside's governance arrangements.

The Corporate Director reminded the Panel that the Council's housing stock had transferred to the Riverside Group through a Large Scale Voluntary Transfer (LSVT) in December 2002. The workshop on 2 March 2017 had been arranged following proposals by the former Director of Riverside Cumbria to dissolve the Divisional Board which included representation from City Councillors.

It was understood that the Riverside's rationale for wishing to change the structure was prompted by a national re-organisation within the Riverside Group, which involved a move from a Divisional to a Regional structure, with Riverside Cumbria subsumed within the North Region.

A report by the Corporate Director of Governance and Regulatory Services had been circulated prior to the workshop and a copy had been circulated with the Panel report. The report confirmed that Riverside could not contractually dissolve the Divisional Board without the Council's agreement and any alternative arrangement proposed would require the approval of the Council.

The Housing Development Officer reminded the Panel that, following the change to scrutiny panel remits, matters relating to housing strategy and support fell within the Economic Growth Scrutiny Panel remit. He explained that the workshop had considered what the Council priorities should be and they were detailed in section 3 of the report. The Corporate Director had fed the Council's position back to Riverside's Director for the North Region and the table at section 4.2 of the report detailed Riverside's response along with comments provided by officers.

The Corporate Director summed up by informing the Panel that Riverside would have to formally write to the Council with a proposal to vary the stock transfer agreement, the proposal would then go to the Executive for approval. Riverside's proposal would be informed by the work undertaken at the workshop and input from this Panel.

In response to a request from the Panel the Housing Development Officer clarified that the only change that was being proposed to the existing stock transfer agreement was the arrangements for the Divisional Board.

In considering the report Members raised the following comments and questions:

- Members were concerned that the proposed Regional Liaison Group (RLG) would not have the necessary influence required to ensure that Carlisle tenants were being looked after. They agreed that there needed to be strong Terms of Reference which ensured that communication between the City Council and Riverside improved.
- The previous Divisional Board had been unsuccessful and there needed to be radical changes with regard to the new RLG, Members asked who would be on the RLG.

The Housing Development Officer explained that membership of the RLG had not yet been determined as officers were looking for some steer from Scrutiny to ensure that the Council's priorities were correct. If Scrutiny were happy in the principle officers would progress the terms of reference and they would come back through the Scrutiny and Executive process.

- A Member commented that it was very difficult to receive a response from Riverside regarding complaints and he felt that producing the new Terms of Reference would be complex and the Panel would need longer to consider them prior to agreement.

The Corporate Director reminded the Panel that officers were not seeking agreement on a legal agreement but were seeking the Panel's opinion on the proposals before work began on the legal agreement. She added that there would be a future report to Scrutiny.

The Economy, Enterprise and Housing Portfolio Holder reminded the Panel that the workshop held in March had been open to all Members to attend. The priorities identified at the workshop were sent to Riverside and their responses were set out in the table at 4.2 of the report. She added that Riverside was an independent organisation and the only hold the Council had was the legal agreement which had been established with at stock transfer. It was hoped that the new agreement would be the best way for the authority to have some influence with an external body and meet Members wishes.

- A Member asked if performance standards could be applied to the legal agreement to ensure compliance and the Portfolio Holder responded that Housing Associations were already required to meet certain national criteria, monitored by their regulating authority – the Homes and Communities Association.
- A Member asked what action could be taken if the legal agreement was not complied with and reiterated his previous request that Riverside be scrutinised more than once a year.

The Housing Development Officer responded that it was hoped that some of the information held in the annual scrutiny report would be replaced by the work carried out by the RLG. The proposed group would be more proactive and the Regional Director was keen that Members involved in the Group played an active role which positively challenged her regarding Riverside work.

- There was concern that the meetings schedule for the new RLG would mirror the schedule for the previous Divisional Board. The previous Board did not meet on a regular enough basis and the Members involved were not as actively involved in the work as the Panel would hope for.

The Leader responded that the previous agreement had been established with a local organisation who took over the housing stock and the Council had significant influence with them. Since then there had been several changes in Riverside's organisational structure and the influence the authority had had been watered down until the Divisional Board were no longer able to make decisions. The proposals in the report attempted to bring some Member and officer involvement back along with some accountability.

The Economy, Enterprise and Housing Portfolio Holder suggested that it may be beneficial to include in the Terms of Reference that the RLG meetings take place in the Civic Centre to enable Members to attend.

The Corporate Director reported that the next report would go to the Executive in January 2018 then through Scrutiny. The Chairman added that the Panel would then consider the annual report in March 2018 and address the frequency of scrutiny at that point.

- A Member felt that the term 'Stock Transfer Agreement' which was used in the report was unclear and it needed to be clarified in future reports that the Deed of Variation covered the changes to the Divisional Board only.

RSOLVED – 1) That the Panel agree in principle the proposals to vary the transfer agreement as detailed in report ED.29/17 subject to robust and strong Terms of Reference;

- 2) That the Terms of Reference include a requirement that meetings of the proposed Regional Liaison Group be held in the Civic Centre;
- 3) That future reports on the Deed of Variation to the existing stock transfer agreement have some clarity with regard to the proposed changes and the term 'stock transfer agreement';
- 4) That the Divisional Director be invited to attend a future meeting of the Panel;
- 5) That the annual scrutiny of Riverside take place in March 2018 and the Panel would then decide the frequency of the future scrutiny of Riverside.

The Panel adjourned for a short break at 11.08am and reconvened at 11.15am.

EGSP.16/17 QUARTER 1 PERFORMANCE REPORT 2017/18

The Policy and Performance Officer presented the 1st quarter performance by exception list against the current Services Standards and a summary of the Carlisle Plan 2015-18 actions as defined in the 'plan on a page'. Proposed new Service Standards and Key Performance Indicators (KPIs) were also included (PC.15/17).

Details of the current standards were set out in section 1 of the report and a set of proposed new Service Standards and KPIs were presented in section 2 of the report. Section 3 detailed updates against actions in the Carlisle Plan.

In considering the report Members raised the following comments and questions:

- Members discussed in some detail the service standard for the Panel which would be reported on an exception only basis. Although Members agreed with exception only reporting of standards they felt it beneficial to have the information available to them on relevant service standards.
- The Panel felt that the Key Performance Indicators were unclear and needed much more detail on the indicator, baseline targets and relevant measurements.
- The Carlisle Plan priorities were well presented but required more detail with regard to the start and end dates of projects.
- With regard to the Carlisle Plan priorities it was felt that further consideration was needed with regard to the 'What are standards and or parameters?' sentence next to the Measurable target. Measurable could be reporting on progress and was not just a way of measuring something.

RESOLVED – 1) That the Quarter 1 Performance Report 2017/18 (PC.15/17) be agreed;

2) That more detail, baseline targets and measurements be included in the Key Performance Indicators in the Quarter 2 performance report;

3) That Service Standards and Key Performance Indicators be reported on an exception only basis and the Panel would monitor the changes and make amendments to how they would like information reported as required.

(The meeting ended at 11.46am)

Economic Growth Scrutiny Panel

Agenda
Item:
A.2

Meeting Date: 19th October 2017

Portfolio: Cross Cutting

Key Decision: No

Within Policy and
Budget Framework

Public / Private Public

Title: OVERVIEW REPORT AND WORK PROGRAMME

Report of: Overview and Scrutiny Officer

Report Number: OS 19/17

Summary:

This report provides an overview of matters related to the Economic Growth Scrutiny Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions
- Comment on the work programme and prioritise where necessary

Contact Officer: Steven O'Keeffe

Ext:
7258

Appendices attached
to report:

1. Economic Growth Scrutiny Panel Work Programme 2017/18

1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 22nd September 2017. This was circulated to all Members. The following items fall within the remit of this Panel:

Items which have been included in the Panel's Work Programme:

KD.23/17 Budget Process 2018/19 (November 2017)

KD.27/17 Consideration of Dalston Parish Neighbourhood Plan - Post Examination (After public consultation)

Items which have not been included in the Panel's Work Programme:

None

2. References from the Executive

There are no references from the Executive.

3. Work Programme

The Panel's current work programme is attached at **Appendix 1**.

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

Issue Contact Officer		Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		15 Jun 17	27 Jul 17	07 Sep 17	19 Oct 17	30 Nov 17	18 Jan 18	01 Mar 18	05 Apr 18
CURRENT MEETING –19 th October 2017															
Tourist Information Centre Gavin Capstick						✓	Business Plan and Marketing Plan				✓				
Section 106 Monitoring Report Gary Legg						✓					✓				
TASK AND FINISH GROUPS															
FUTURE ITEMS															
Garden Village Project Garry Legg			✓				Scrutiny involvement to be determined					✓			
Housing Strategy Jeremy Hewitson			✓				To consider the new Housing Strategy					✓			
Borderlands Report Jane Meek			✓				Possible agenda item to consider next steps for Borderlands						✓		
Future Flood Risk Management Jane Meek				✓			Andy Brown (Environment Agency) and Doug Coyle (County Council) to report on the options. All Members of the two other O&S Panels invited. Second session to involve community groups.		✓				✓		

Issue Contact Officer		Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring									
								15 Jun 17	27 Jul 17	07 Sep 17	19 Oct 17	30 Nov 17	18 Jan 18	01 Mar 18	05 Apr 18
Economic Strategy Jane Meek			✓				Draft Economic Strategy to be considered		✓				✓		
Budget 2018/19 Alison Taylor						✓	Scrutiny of Budget proposals within the remit of the Panel					✓			
Heritage Asset Plan			✓				Selected by Panel as area of interest. Work likely to be early 2018. Possible Task and Finish Group approach.							✓	
Local Enterprise Partnership Jane Meek				✓			Annual scrutiny of the Partnership							✓	
Education and Skills				✓			Panel selected this area for scrutiny. Possible involvement of UoC in discussing this matter								
Riverside Housing Association Jeremy Hewitson				✓			Annual scrutiny of Partner							✓	
Flood Update Report Darren Crossley				✓		✓	Final comprehensive report					✓			
Regeneration Strategy Jane Meek			✓				Selected by Panel.							tbc	
Tourism Strategy Jane Meek			✓				Selected by Panel								
Enterprise Zone Jane Meek						✓	Update in June 2017. Panel selected for further updates								✓

Issue Contact Officer		Type of Scrutiny					Comments/status	Meeting Dates								
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		15 Jun 17	27 Jul 17	07 Sep 17	19 Oct 17	30 Nov 17	18 Jan 18	01 Mar 18	05 Apr 18	
Scrutiny Annual Report Dave Taylor							Draft report for comment before Chairs Group approval									✓
Community Infrastructure Levy Garry Legg			✓				Selected by Panel. Awaiting clarification from central Government									
Portland Square and Chatsworth Square Conservation Area Appraisal and Management Plan Garry Legg			✓				This will be considered for the work programme following on from public consultation.									
Other Key Planning Documents (SPDs) Garry Legg			✓				Various documents, including Affordable Housing SPD, Brownfield register, Dalston Neighbourhood Plan This will be considered for the work programme following on from public consultation.									

Issue Contact Officer		Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Budget	Monitoring		15 Jun 17	27 Jul 17	07 Sep 17	19 Oct 17	30 Nov 17	18 Jan 18	01 Mar 18	05 Apr 18
Performance Monitoring Reports Gary Oliver	✓						Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
COMPLETED ITEMS															
Enterprise Zone Jane Meek							Update	✓							
Future Flood Risk Management Jane Meek							Andy Brown (Environment Agency) and Doug Coyle (County Council) to report on the options. All members of the other two O&S Panels invited		✓						
Economic Strategy Jane Meek			✓				Draft Economic Strategy to be considered		✓						
Relationship with Riverside Jane Meek				✓			Feedback from issues raised at Workshop in February 2017			✓					
Performance Monitoring Reports Gary Oliver	✓						Monitoring of performance relevant to the remit of Panel	✓		✓					

Economic Growth Scrutiny Panel

Agenda
Item:
A.3

Meeting Date: 19/10/2017
Portfolio: Economy, Enterprise and Housing
Key Decision: No
Within Policy and Budget Framework NO
Public / Private Public

Title: Carlisle Business Interaction Centre (CBIC)
Report of: Corporate Director of Economic Development
Report Number: ED 36/17

Purpose / Summary:

Provide Members of the Panel with an update on the developments at the Business Interaction Centre (BIC).

Recommendations:

That Members of the Panel note the current position of the BIC and provide constructive feedback on the proposed future direction outlined in the report.

Tracking

Executive:	
Scrutiny:	19 th October 2017
Council:	

1. BACKGROUND

1.1 The University of Cumbria has occupied accommodation at 4, 6 and 8 Paternoster Row by way of a lease from Carlisle City Council since 1992. The buildings have been used for teaching accommodation and latterly as a Business Interaction Centre (BIC). The BIC was established in November 2013 via a partnership between the City Council, and the University of Cumbria (UoC). It cost £160,000 to deliver, with the City Council

contributing £100,000 towards the capital costs of refurbishing the building and the provision of ICT facilities. The UoC contributed the remaining £60,000.

1.2 From the City Council's perspective, supporting the BIC was a response to the need to attract new investment into the City, foster a culture of enterprise in the city and stimulate growth in the emerging creative and digital sectors. From the UoC's perspective, the BIC was part of the strategy to improve the future prospects of students leaving university, focussing on developing enterprise and entrepreneurship – rather than just providing good quality education.

1.3 The BIC had three strategic aims:

- a) Act as high profile entry point within the city centre for businesses seeking to access University expertise and business skills training courses.
- b) Providing accommodation, study areas and meeting space for the Centre for Regional Economic Development (CRED) and academics and students from the UoC Business School.
- c) Provide incubation space and support for business start-ups in the creative industry sector to develop a vibrant and entrepreneurial environment and community.

2. CURRENT POSITION

2.1 The UoC's lease has expired and they have served notice to vacate the premises on 22 December 2017 and they are currently in the process of withdrawing from the Building. The Council's Asset Investment Services team are dealing with the lease expiry issues to ensure the UoC have complied with all lease obligations especially in relation to dilapidations issues to ensure that the Council's position is protected. Transitional arrangements are being implemented to allow the facility to continue operating post UoC control.

2.2 The Regeneration team has been tasked with identifying a sustainable future use for the BIC and along with colleagues from the Policy & Investment team, have undertaken stakeholder engagement in order to determine what types of use would be appropriate.

2.3 A series of meetings have been held with the current and previous tenants of the BIC, culminating with an 'open day' event, to ascertain whether there is still demand for the building as an incubator space for individuals and businesses within the creative, cultural and digital sector. Essentially whether strategic aim c) still remains relevant.

2.4 The outcome of this engagement has confirmed that there is substantial demand from individuals, micro and small business for incubator and shared workspace within the city. Therefore the Council's original concept for the BIC and strategic aim c) remain relevant.

2.5 What we have learned through stakeholder engagement is that strategic aim c) has not been fully realised. This appears to have been a result of a lack of understanding of the specific and unique needs to businesses in the creative, cultural and digital sectors. The feedback that we have received is that the environment in the building did not cultivate the liberal and innovative culture that is essential.

3. PROPOSED FUTURE DIRECTION

3.1 Stakeholder engagement has also identified a number of individuals and businesses that would return/relocate to the BIC if the right culture/environment was created. Additionally, the Regeneris report recently commissioned by the Council, which focusses on future economic growth opportunities states that '[...] the public sector has a role to play in developing Carlisle's competitive position through facilitating technology entrepreneurship and start-ups and the adequacy of supporting infrastructure to facilitate this should be a consideration of the Economic Development Strategy' (p53).

3.2 On this basis, refurbishing and relaunching the BIC, to provide workspaces that meet the diverse and identified needs of the cultural, creative and digital sectors that operate across Carlisle and the wider Borderlands area would be a positive step. Using the BIC in this way would encourage 'clustering' of cultural, creative and digital businesses. Clustering is now commonly regarded as a key element of economic development and growth as it increases the potential for collaborations and inter-trading between businesses. Crucially it would enable tenants to network, share costs and services and bid for larger projects collectively.

4. NEXT STEPS

4.1 The next steps will be to:

- a) Ensure a smooth transfer from UoC control to the Council
- b) Enlist suitable resources to manage the facility in the short term whilst proposals for the future operation of the facility are developed
- c) Establish the capital costs of refurbishing the BIC
- d) Explore options for negating long term dependency on the Council in terms of:
 - Making the BIC self-sustaining and self-financing in the long term
 - Options for the future management arrangements of the BIC
- e) Produce a fully-costed project programme, with the necessary funding package assembled to deliver the project.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 The refurbishment of the BIC - to provide workspaces that meet the needs of the cultural, creative and digital sectors - contributes directly towards achieving the Vision of the Carlisle Plan 2015-201: "To improve the...economic prosperity of the people of Carlisle", and "further establish our position as the regional centre and focus for investment". It also contributes towards its Priority to "Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle".

Contact Officer: Steven Robinson

Ext: 7535

Appendices

attached to report:

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Community Services -

Corporate Support and Resources – The property at Paternoster Row currently generates an annual income of £54,900 which is assumed in the MTFP, therefore this will be lost to the Council if a future tenant is not found. The dilapidation costs, which are currently being quantified, will have to fund any required refurbishment work as no budget provision currently exists to finance this work. The business plan for the property will have to address these financial considerations as well as any requirement for the BIS to be self-financing in the longer term. The future management arrangement should also address the capacity for officers to manage the asset in-house, in the short and longer term, if that is the agreed way forward.

Report to Economic Growth Scrutiny Panel

Agenda
Item:
A.4

Meeting Date: 19 October 2017
Portfolio: Culture, Heritage and Leisure
Key Decision: Not Applicable:
Within Policy and Budget Framework NO
Public / Private Public

Title: UPDATE ON THE TOURIST INFORMATION CENTRE AND COMMERCIAL ACTIVITY
Report of: The Deputy Chief Executive
Report Number: CS 37/17

Purpose / Summary:

This report updates the Members of the Health & Wellbeing Scrutiny Panel with regards to the operation of the Tourist Information Centre and Assembly Room.

Recommendations:

That members note the content of the report.

Tracking

Executive:	N/A
Overview and Scrutiny:	19 th October 2017
Council:	N/A

1.0 BACKGROUND

- 1.1** The Tourist Information Centre (TIC), based in the Old Town Hall, acts as a gateway to Carlisle's Historic and Cultural attractions. The TIC plays an important role in orientating visitors and showcasing Carlisle and the wider area including Hadrian's Wall, the Lake District and South West Scotland. The TIC has a gift shop which stocks a range of souvenirs, many of which are locally produced. The Old Town Hall also includes the Assembly Room, both the TIC and Assembly Rooms were redeveloped in 2015 to modernise their service appeal and to open up the Assembly Rooms for meetings, events and weddings.

2. TIC CURRENT SERVICE OUTPUTS

2.1 Range of Service

2.1.1 Information

Providing an information service remains our principle function. We maintain a high level of literature and brochures for the county and wider area. We are required more than ever to use the internet to search for information as the availability of literature is reducing. Many attractions and region are becoming entirely web based. Following this trend we have seen a marked decrease in the amount of literature being collected by tourists. The exception to this being maps -we give out hundreds of Carlisle City centre and Hadrian's Wall map daily. We have noticed a growth in the number of local users of the service and are frequently engaged in non-tourism related enquiries.

2.1.2 Accommodation

The TIC offers an accommodation booking service as part of our core service. We charge a £4 search fee to those looking for accommodation, but no longer charge a commission to the establishments. The amount of bookings we make per year has been steadily decreasing over a long period of time due to fundamental changes in the market place and the growth in online self-service booking options. This is a common theme in TIC across the country as our client needs are changing.

So, to align ourselves with our customer needs, to widen our scope and to increase the usage of our accommodation service we have recently become agents for Bookings.com. This enables us to make bookings online all over the country and receive commission from Bookings.com. We are also still able to charge the £4 search fee. This has widened our range of available accommodation and means we

are now able to book accommodation all over the country for both residents of Carlisle and Visitors. Crucially it also allows us to remain relevant in a modern market place and provide a useful service to visitor and residents.

2.1.3 Ticket sales

Ticket sales for local events make up a significant part of our income generation. As at the end of August 2017 we had sold over £43,000 (face value) worth of tickets against a target of £33,779 for the same period.

We retain between 5% and 10% on these total sales as a profit margin depending on the organisation and event we are selling for. Our commission retention rates being 5% for charitable events and organisations and 10% for commercial ones.

As this has proven to be a successful and growing income stream for the TIC we are continuing to look to reach new arrangements with third parties to sell their tickets.

The Tourist Information Centre currently sells tickets for events at the Cathedral, major third-party events across Carlisle as well as providing a regular service for the Old Fire Station, The Green Room and Carlisle Angling Association. By broadening the range of venues for which we sell tickets we are also introducing a new audience to the facilities of the Old Town Hall and benefitting from secondary spend.

2.1.4 Retail

As part of the refurbishment of the Old Town Hall the retail space in the TIC was reduced. This has resulted in a more focused offer in terms of the souvenir and gifts that we stock. Increased interest in local produce has seen a shift away from the standard souvenirs to more speciality products such as jewellery and craft beers.

However, traditional souvenirs such as postcards and magnets remain our best sellers, with high volume sales consistent with the number of day visitors we receive. Despite lower margins, confectionary and alcohol are also high sellers so contribute to our income.

2.2 Retail Performance

We aim for a mark-up of 35-40% on stock items. Many of our local products are stocked on a sale or return basis, in smaller quantities, reducing the risk to the City Council of holding stock. As of the end of August 2017 we have spent approx.

£12,000 on stock with total sales being in the region of £16,000. This is consistent with our aims in terms of mark-up.

2.3 Visitor Figures

Visitor numbers to the TIC have increased by approximately 20% for the period Jan to Aug 2017 with a marked growth over the peak season (Apr-Aug). For the period Jan – Aug 2017 we have welcomed 57,691 visitors. For the same period in 2016 we had 47,736 visitors. The largest growth has been from local and domestic (UK) visitors. There has been a decrease in the number of international visitors overall but there has been an increase in visitors from the USA, Australia and Asian Countries specifically

The popularity of Hadrian's Wall has been steadily building and in 2017 we have experienced a marked increase in enquiries especially at the start of the summer.

2.4 Assembly Room

The Assembly room income has been growing steadily over the past few of years. We have succeeded in passing our income target to date this year as we have taken over £3900 so far against a target of £3,050. Although the income brought into the Assembly room has increased and we are exceeding target, the room is still under used. We are averaging 7 bookings a month which means there is plenty of scope for increasing occupancy. We are starting to see a return of regular users, such as Northern Crafts and Carlisle Yoga and we are aiming to build on these relationships. Equally we will engage in the coming months with Carlisle Ambassadors and other stakeholder groups to promote the venue.

3. DISCOVER CARLISLE CURRENT SERVICE OUTPUTS

3.1 Discover Carlisle Website

The Discover Carlisle website is currently being re-developed and production has been brought in-house. The current website, which is managed externally, is due to be decommissioned at the end of November.

In 2016 the website had 195,000 users, 85% new with 14% repeat. The majority of users were UK based, with the next largest group being from the USA. The single largest group was from Carlisle itself. This is something that the new site aims to address, by more effectively promoting Carlisle to a regional national and international audience.

In the first half of 2017 our users totalled 124,000 with 88% new and 11% returning. We have had an increase in users from people in Edinburgh which we have put down to our Fringe event.

3.2 Social Media

Discover Carlisle currently uses Facebook and Twitter. We have 2371 'likes' on Facebook, the majority of which are based in Carlisle or Cumbria. Due to this breakdown, we use this platform to promote locals interest events and stories. On Twitter we have 3841 followers, 95% are UK based. The most popular posts on social media have related to key events in the city - Bryan Adams, Little Mix etc.

The TIC uses Twitter to promote our services and events. We have 2291 followers and this has been steadily growing over the last few months. We aim to vary the content on the TIC and Discover Carlisle Twitter accounts to have a different voice.

3.3 Literature

The Discover Carlisle Holiday guide 2017 was published in February. It followed a similar format to previous years, outlining things to see and do in the city and wider area, shopping, eating out and accommodation. Fewer accommodation providers are now listed in the guide as most are operating online and through agents such as Bookings.com. Distribution of the guide was handled by Northern Print Distribution (NPD) and a total of 40,000 were produced. The guide was distributed to Cumbria (excluding Carlisle), Lancashire, the North East, Southern Scotland & Yorkshire. The guide was also made available at the TIC and at key access points to the city.

Digital distribution of the holiday guide was provided by Catalink and we have received 12,000 email addresses to use for marketing purposes. Catalink targeted the areas listed below for digital distribution

- Southern Scotland
- Northumberland
- South Cumbria/The Lake District
- Lancashire
- Derbyshire
- Cheshire
- Yorkshire

We have produced two seasonal events guides – Summer 2017 published in May and Winter 2017 published in October. Distribution of both event guides was handled by NPD. The summer guide had a print run of 20,000 copies and the winter had 10,000 copies. The guide was distributed to Cumbria, Lancashire, the North

East, Southern Scotland & North Yorkshire. The guide was also made available at the TIC.

For 2018 we are aiming to reduce our literature by producing two seasonal guides which will combine the holiday guide and events listing. The emphasis moving forward will be on our web presence with the launch of our new site.

We have renewed the city centre map which is available from the TIC. Along with a focus on a smaller area, the new map has advertising space on the reverse. We are currently seeking possible options to maximise this opportunity and off-set the cost of production.

4. FUTURE SERVICE

4.1 Tourism service

As previously stated accommodation booking approaches and the tourism market place has shifted fundamentally over the last decade. The majority of accommodation bookings are now made on line and increasingly visitors are looking to the same platform for information about a destination and things to see and do. Carlisle's TIC has been evolving over recent years to meet these changing needs and will need to continue to do so to remain relevant and useful to 21st century visitors.

We believe that the future of the TIC is in part to become the hub of the Discover Carlisle Brand. The aim of the Discover Carlisle brand is:-

‘To provide a dynamic information service which is the go-to place to discover everything there is to see and do in Carlisle and the immediate surrounding area.’

To help deliver and support this aim there will need to be a continuing shift in the focus of the TIC and a greater emphasis on promoting Carlisle as a visitor destination.

Currently we provide a wide range of information and literature not just for Carlisle and Cumbria but for the country as a whole. In order to become a hub for Discover Carlisle, our focus needs to be more on events and attractions in the city and the immediate surrounding area than on holidays to other regions. The function of the TIC Assistants needs to be reviewed to align with this change in direction.

With this refocus we have the opportunity for the Old Town Hall to become a Visitor Centre for Carlisle, expanding beyond the exiting TIC service. With this focus, along with the delivery of the information service a visitor centre could facilitate a wide variety of activities including

- Talks, Tours & Workshops
- Exhibitions
- Holiday clubs & Family activities
- Event support
- Pop-up shops & craft fayres
- Schools visits

Beyond the TIC there is an opportunity to develop a wider remit to a 'Tourism Service' which focusses on the promotion and marketing of Carlisle as a place rather than the management of a TIC for people once they arrive.

Analysis of visitor numbers within the most recent Scarborough Tourism Economic Activity Monitor (STEAM) report, which is the industry standard measure of tourism activity, shows that the majority of visitors to Carlisle remain day visitors, with overnight and longer stays more limited. Carlisle continues to operate as a 'sub-regional' capital for Cumbria and South West Scotland.

STEAM data also shows the city is primarily drawing people in for shopping, food and drink, and for events, including Carlisle City Council's own events programme – with spikes in Discover Carlisle hits and social media interaction demonstrable around the Fireshow, Christmas Light Switch-On etc.

If Carlisle wishes to simultaneously attract more visitors from further afield (to consolidate and increase growth) and to convert more day visits into overnight stays (for obvious economic benefit) then the identification of Carlisle's unique or key selling points, and an association of Carlisle with a particular tourism product or narrative will be important.

There is scope to further define Carlisle's distinct tourism products and unique selling points (including Roman heritage and state management) in order to promote and market Carlisle more effectively as a place at a regional, national and international level.

Over the coming months it is proposed that a new tourism and marketing plan is developed for the TIC, presenting a business model and approach that helps deliver these aims.

4.2 Discover Carlisle Online Resources

The new website focus has been on the visitor market and careful consideration is being paid to the content and the visuals to ensure a wider appeal. The current site is very text based so we have focussed on images to encourage users to explore and discover. We have also had difficulties with using the exiting site on tablets and smart phones so this has been a major consideration throughout the development process.

Currently we have large amount of users which are local to Carlisle and one of the principle goals of the new site is to appeal to users outside of the region. The site aims to give an overview of the city, painting an image of a vibrant, exiting destination.

The decision has been made to focus local content, such as community events, onto social media mainly Facebook as over 52% of our followers are local.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1** Members are asked to note the content of the report in order that they are aware of and understand the progress being made with respect to the operation of the Old Town Hall and the Discover Carlisle Online resources, and proposals to develop a new Tourism and Marketing Plan for the TIC reflecting a change in emphasis for the service.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 6.1** Continued operation and future development of the Tourist Information Centre service, Assembly Room and Discover Carlisle brand contribute directly towards the promotion of Carlisle, regionally, nationally and internationally as a premier destination– full of opportunity and potential.

Contact Officer: Darren Crossley

Ext: 7004

**Appendices
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Deputy Chief Executive –

Economic Development –

Governance –

Local Environment –

Resources -

Economic Growth Scrutiny Panel

Agenda
Item:
A.5

Meeting Date: 19th October 2017
Portfolio: Economy, Enterprise and Housing
Key Decision: Not Applicable:
Within Policy and Budget Framework YES
Public / Private Public

Title: Draft Planning Obligations Annual Report 2016-2017
Report of: Corporate Director of Economic Development
Report Number: ED 34/17

Purpose / Summary:

To present the Panel with the draft Planning Obligations Annual Report 2016-2017.

Recommendations:

1. To note the factual position on commitments and expenditure regarding s106 receipts.
2. To scrutinise the way the information is presented to ensure a transparent and user friendly report detailing any changes which could be made to improve its usability.

Tracking

Executive:	
Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** Section 106 (s106) Agreements are private legal agreements between Local Authorities and developers; these are linked to planning permissions and can also be known as planning obligations.
- 1.2** Section 106 agreements can be attached to a planning permission when it is considered that a development will have significant impacts on the local area, that cannot be moderated by means of conditions attached to a planning decision, and would otherwise be unacceptable in planning terms. The land itself, rather than the person or organisation that develops the land, is bound by a Section 106 Agreement.
- 1.3** The legal tests for when you can use a s106 agreement are:
- a. necessary to make the development acceptable in planning terms
 - b. directly related to the development; and
 - c. fairly and reasonably related in scale and kind to the development.
- 1.4** Section 106 agreements are focused on site specific mitigation of the impact of the development. For example, a new residential development can place extra pressure on the social, physical and economic infrastructure which already exists in a certain area. A Planning obligation will aim to balance the pressure created by the new development with improvements to the surrounding area ensuring that where possible the development would make a positive contribution to the local area and community.
- 1.5** The S106 will vary depending on the nature of the development and based on the needs of the District. The most common obligations include:-
- Public Open Space and play facilities
 - Affordable Housing
 - Education
 - Highways
- 1.6** The Council's CIL, section 106 and monitoring officer oversees the recording of, collection and reporting on the delivery of obligations within planning agreements relating to the City Council. The procedures in place for managing the s106 process is currently subject to an internal audit, the outcomes of which will be taken on board in the future management of the s106 process.

1.7 It should be noted that the Government has over recent years sought to scale back to use of s106 agreements in favour of a tariff based approach to planning obligations in the form of the Community Infrastructure Levy (CIL). This CIL process is currently under review by the Government the outcomes of which are awaited. Whilst some early consideration has been given to the suitability of CIL for Carlisle District, it has been decided that any further work should be put on hold until we have the outcomes of the CIL review and any changes that will be made.

2. Planning Obligations Annual Report 2016-2017

2.1 The annual report gives an overview of s106 agreements (and Unilateral Agreements) entered into over the last year and provides an update on the payments received by the Council and expenditure/delivery of the obligations within those and previous years. The purpose of the report is to update members, developers and the public on the how and when planning obligations are being implemented and therefore demonstrating how such obligations have a direct positive impact throughout the District in those areas where development is taking place.

2.2 The annual report is made available on the Council's website making the information easily accessible to anyone wishing to access it. Additionally the Council frequently receives freedom of information (FOI) requests in relation to s106 agreements; by making the reports available on our website any requests can be directed to our website where the information is publicly available. It is important that the report presents the information in a transparent and user friendly format and therefore views are sought on the draft Annual Report on Planning Obligation 2016-2017 appended to this report.

Contact Officer: Garry Legg

Ext: 7160

**Appendices Draft report on Planning Obligations 2016-2017
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

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Introduction

Carlisle Planning Services have been implementing S106 Agreements since they were introduced in 1991 and to date have entered into nearly 300 agreements in place (including Deeds of Variation¹).

This annual report gives an overview of S106 agreements (and Unilateral Agreements²) entered into over the last year and give an update on the delivery of the obligations within those and previous years. It is intended to update members, developers and members of the public of the implementation of obligations so it can be seen how they have a direct positive impact for the District and therefore its residents.

A S106 is a legal agreement between the planning authority and the applicant/developer, and any others who might have an interest in the land.

In accordance with Section 106 of the Town and Country Planning Act 1990 (as amended by Section 12(1) of the Planning Compensation Act 1991) planning obligations may:

- (a) restrict the development or use of the land;**
- (b) require specified operations or activities to be carried out in, on, under or over the land;**
- (c) require the land to be used in any specified way; or**
- (d) require a sum or sums to be paid to the authority either in a single sum or periodically.**

Planning obligations are usually entered into in the context of planning applications to ensure that developers address the additional community and infrastructure needs and mitigate the social, environmental and economic impacts of new development. Unless it is agreed otherwise, planning obligations run with the land in perpetuity and may be enforced against the original covenantor and anyone else that acquires an interest in the land, until such time as they are discharged or otherwise modified.

Paragraph 203 of the **National Planning Policy Framework March 2012** states that: *“Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.”*

Paragraph 204: states: *“Planning obligations should only be sought where they meet all of the following tests:*

- necessary to make the development acceptable in planning terms;**
- directly related to the development; and**
- fairly and reasonably related in scale and kind to the development.”**

¹ Deed of Variation where there is a change to the original agreement which may or may not have a material change to its delivery.

² A unilateral agreement is where only one party makes an express promise, or undertakes a performance without first securing a reciprocal agreement from the other party. Such agreements are marked with an asterisk by way of identification throughout this document.

Summary 2016 to 2017

16 S106's were entered into with the potential to deliver:

Housing

173 Affordable Dwellings plus schemes yet to be submitted

Financial

A total of **£1,171,352** has been negotiated (excluding formula based figures which are yet to be determined). Of this, £483,081 is payable to the County Council for Transport, Education and Travel Plans. The balance is due to the City of Carlisle of which includes £475,744 is for the provision/enhancement and maintenance of Public Open Space and Children's Play Areas and £212,527 in lieu of on site affordable housing provision.

* * * * *

During the year delivery via S106 obligations has achieved:

Housing

118 Affordable Dwellings have been delivered (89 to a Registered Provider 53 of which were in the rural area and 29 Discounted Sale of which 8 were in the rural area).

Financial

£430,559 has been **received** for a variety of dedicated projects for the provision and maintenance of Public Open Space/Children's Play Areas and to facilitate delivery of affordable housing.

* * * * *

Balances of monies [rounded] held by Carlisle city Council to complete undertakings as detailed within S106 agreements and unilateral agreements as at 31 March 2017:

In Lieu of on-site Affordable Housing	£ 369,155
Open Space and Children's Play Areas	£ 467,834
Infrastructure	£ 671,132
Refuse	£ 2,310
Habitat Mitigation	£ 70,489
Total	£1,580,920

NB: Failure to evidence that monies have been spent for the purpose for which it was delivered and within the requisite timescale, will result in the monies having to be returned to the developer.

New Agreements 2016 - 2017

Planning Permissions granted with a S106 Agreement:

PP No	Date Signed	Parties	Address	Development Proposal	S106 Obligation Overview
15/0161	20/04/16	Personal Covenant; Cumbria County Council and Secretary of State for Health	Land North of Moorside Drive/Valley Drive, Carlisle Parish – St Cuthberts Without	Residential Development OUTLINE RM 17/0038 rec'd 15/02/17 for 166 dwellings undetermined	AFFORDABLE HOUSING 20% To be provided at 50/50 Affordable Rent and Low Cost TRAVEL PLAN [COUNTY] Pay Travel Plan Assessment & Monitoring Fee [£6,600] within 6 months of 1st occupation of any residential unit To meet travel plan targets or pay upon demand from County Travel Plan Framework Contribution.
15/0341	25/04/16	Personal Covenant and Cumbria County Council	Land between Moorhouse and Hosket Hill, Carlisle Parish – Burgh by Sands	Erection Of A Free Range Egg Unit & Associated Infrastructure Including Two Feed Bins; Upgrading Of Existing Track & Planting Scheme	HIGHWAYS CONTRIBUTION [COUNTY] Pay £20,750 within 14 days of commencement and to notify the City within 14 days.
15/0918	03/05/16	Taylor Wimpey UK Limited and Cumbria Partnership National Health Service Foundation Trust and Cumbria County Council	Land East of Cumwhinton Drive Parish – St Cuthberts Without	Erection Of 189no. Dwellings With Associated Infrastructure And Landscape	AFFORDABLE HOUSING 15 Affordable Rented Dwellings [Plots 21-35 inclusive] 15 Discounted Sale [Plots 17 - 20; 49 - 55; 147 -150 inclusive] OFF SITE RECREATION CONTRIBUTION to pay £61,524 prior to occupation of 50% of the Dwellings PUBLIC OPEN SPACE to Identify a Management Company prior to occupation of any of the Dwellings EDUCATION CONTRIBUTION [COUNTY] to pay £78,284 prior to occupation of 50% of

PP No	Date Signed	Parties	Address	Development Proposal	S106 Obligation Overview
					<p>the Dwellings [notify City within 14 days]</p> <p>HIGHWAYS CONTRIBUTION [COUNTY]</p> <p>to pay £12K prior to occupation of 50% of the Dwellings</p> <p>TRAVEL PLAN [COUNTY]</p> <p>Pay Travel Plan Monitoring fee of £6,600 prior to first occupation of any dwellings</p> <p>Appoint travel coordinator within 6 months of 1st occupation</p>
15/0350	11/05/16	Personal Covenants	Land North of Rockcliffe School, Rockcliffe Parish - Rockcliffe	Residential Development OUTLINE [indicative 5]	<p>AFFORDABLE HOUSING</p> <p>Affordable Dwelling Location Scheme to be submitted and approved no later than the last of the Reserved Matters</p>
15/0621	02/06/16	Border Travel Services Ltd and Cumbria County Council	Land to the North of Burgh Road, Carlisle Ward – Belle Vue	Erection of Dwellings OUTLINE [indicative 66]	<p>AFFORDABLE HOUSING</p> <p>30% split 50/50 Affordable rented and Discounted Sale @ 70% OMV</p> <p>TRAFFIC CALMING MEASURES CONTRIBUTION [COUNTY]</p> <p>Pay £13,500 prior to occupation of the 20th Unit</p>
15/0617	22/06/16	Personal covenant and Cumbria County Council	Land adj King Edwards Fauld, Burgh by Sands Parish – Burgh by Sands	Erection of Dwellings OUTLINE [indicative 20]	<p>AFFORDABLE HOUSING</p> <p>Scheme to be submitted no later than last Reserved Matters [Rural West]</p> <p>OFF SITE RECREATION CONTRIBUTION</p> <p>to pay £15,000 prior to occupation of any Dwellings</p> <p>PUBLIC OPEN SPACE</p> <p>Prior to commencement to submit and obtain approval of the Public Open Space Scheme</p> <p>EDUCATION CONTRIBUTION [COUNTY]</p> <p>to pay £18,188 x school age children subject to public sector index prior to occupation of any Dwellings [notify City within 14 days]</p>
16/0159	23/08/16	Personal Covenants; L &	rear 55-65 Scotby Road and 61 Scotby	Erection of 8 Dwellings	<p>AFFORDABLE HOUSING</p> <p>2 Discounted @ 70% OMV</p>

PP No	Date Signed	Parties	Address	Development Proposal	S106 Obligation Overview
		ND Development & Design Ltd and Amicus Finance PLC	Road, Scotby, CA4 8BD Parish – Wetheral		OFF SITE RECREATION CONTRIBUTION payable prior to first occupation: £19,969 to support offsite improvement of publically accessible open spaces (excluding maintenance, but including sports field) AND £10,828 for the maintenance of the publically accessible open spaces
15/0878	11/08/16	Prospect Estates Ltd	Land North of Caxton Road Ward – Belle Vue	Demolition Of Existing Industrial Buildings; Erection Of 63No. Dwellings OUTLINE	AFFORDABLE HOUSING 4 X 2 bed houses and 2 x 3 bed houses OPEN SPACE CONTRIBUTION Prior to occupation of 50% of the units to pay £63K maintenance or improvement of Heysham Park, Engine Lonning Nature Reserve and Spider Park
15/0886	01/09/16	Church Commissioners for England and Cumbria County Council	Land West of Steele's Bank, Wetheral Parish – Wetheral	Erection Of Up To 50No. Dwellings With Associated Amenity Space, Hard standing And Ancillary Works OUTLINE	AFFORDABLE HOUSING provide a scheme providing 30% affordable prior to commencement OPEN SPACE LAND MAINTENANCE To submit for approval an Open Space Management Scheme prior to commencement OFF SITE RECREATIONAL CONTRIBUTION Prior to occupation of any dwellings pay 50% of contribution [£46,186.50] Prior to occupation of 50% OF dwellings pay 50% of contribution [£46,186.50] PRIMARY SCHOOL CONTRIBUTION COUNTY Prior to occupation of 40% of dwellings pay £120,051 SECONDARY SCHOOL CONTRIBUTION COUNTY Prior to occupation of 40% of dwellings pay £33,250 FOOTPATH CONTRIBUTION COUNTY

PP No	Date Signed	Parties	Address	Development Proposal	S106 Obligation Overview
					Prior to occupation of 75% of dwellings pay £10,500
14/0901	06/10/16	Armeria (UK)L(LLP)	Adj Memorial Hall Rockcliffe Parish - Rockcliffe	Residential Development OUTLINE [indicative 12]	AFFORDABLE HOUSING 20% of site: To submit an affordable housing scheme no later than at Reserved Matters.
15/0595	30/11/16	Personal Covenant and Cumbria County Council	Land North of Kingmoor Industrial Estate, Kingmoor Road, Carlisle Ward - Belah	Erection of 65 no Dwellings OUTLINE	AFFORDABLE HOUSING 30% of site: To submit an affordable housing scheme no later than at Reserved Matters. EDUCATION CONTRIBUTION COUNTY prior to Occupation [Formula] TRAFFIC REGULATION ORDER CONTRIBUTION COUNTY £6,500 within 14 days of commencement OFF SITE RECREATION CONTRIBUTION £50k prior to first occupation PUBLIC OPEN SPACE Submit and obtain approval prior to commencement MANAGEMENT COMPANY POLICY to be agreed prior to first occupation
12/0880	16/12/16	Simtor Ltd and Cumbria County Council	Hallmoor Court, Wetheral, Carlisle Parish – Wetheral	Erection Of 27no. Dwellings	AFFORDABLE HOUSING 4 x 2 bed houses 1 x 2 bed apartments 2 x 3 bed houses Scheme with tenure to be submitted prior to commencement EDUCATION CONTRIBUTION COUNTY £72,306 prior to Occupation of 9th unit OPEN SPACE Submit and obtain approval prior to commencement OPEN SPACE CONTRIBUTION £66,457.97 to be paid prior to 1 st occupation
15/1011	23/12/16	Story Construction and	Land at Peter Gate, Cumwhinton	Erection Of 22no. Dwellings With Associated	AFFORDABLE HOUSING 2 Social Rented

PP No	Date Signed	Parties	Address	Development Proposal	S106 Obligation Overview
		1 'Owner'	Parish – Wetheral	Access, Car Parking And Landscaping And Change Of Use Of Land For Educational Purposes	2 Discounted 70% OMV PRIMARY SCHOOL IMPROVEMENT CONTRIBUTION COUNTY £90,940 EDUCATION LAND COUNTY Transfer of land upon completion of the site
15/1003	27/01/17	Loving Land Ltd and Cumbria County Council	SE St Ninians Road, Carlisle Parish – St Cuthberts Without	Residential Development OUTLINE [indicative 132]	AFFORDABLE HOUSING 14 Affordable rented 6 Discounted 70% OMV OPEN SPACE CONTRIBUTION £96,593 to be paid: 15% prior to 1st Occupation 15% prior to 50% of phase 1 15% prior to 1st occupation phase 2 15% prior to 50% phase 2 15% prior to 1st occupation phase 3 remainder prior to 50% phase 3 TRAVEL PLAN OBLIGATION COUNTY one month prior to 1st occupation pay Admin Fee£6,500 to & appoint co-ordinator and advise City
16/0812	02/02/17	Story Construction and 2 'Owners'	Adj 8 The Whins, Heads Nook, Parish – Wetheral	Erection Of 10.No Dwellings With Associated Infrastructure	AFFORDABLE HOUSING CONTRIBUTION £212,527.20 payable in 3 tranches on 1st occupation of 3rd, 6th & 9th dwelling
16/0769	31/03/17	Personal Covenants	Land between Gelt Rise and Gelt Road, Brampton Parish – Brampton	Erection of 18 No. Dwellings	AFFORDABLE HOUSING 6 in accordance with the indicative mix required in Policy HO 4

Deed of Variation with Material Change

12/0832	01/09/16	Personal covenant	Adj 445 Durdar Road, Carlisle		Affordable Housing <i>Requirement for 1 discounted house removed.</i>
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Summary of Obligations Entered into:

Financial – Commuted Sums - 2016 to 2017

Open Space/Play Areas	Affordable Housing Contribution	Transport (County)	Travel Plan (County)	Education (County)	Parish/Ward
			£6,500		St Cuthberts Without
		£20,750			Burgh by Sands
£61,524		£12,000	£6,500	£78,284	St Cuthberts Without
		£13,500	£6,500		Belle Vue
£15,000				formula	Burgh-by-Sands
£30,797					Wetheral
£63,000					Belle Vue
£92,373		£10,500 (footpath)		£152,301	Wetheral
£50,000			£6,500	formula	Belah
£66,457				£72,306	Wetheral
				£90,940	Wetheral
£96,593			£6,500		St Cuthberts Without
	£212,527				Wetheral
£475,744	£212,527	£56,750	£32,500	£393,831 + Formula x 2	£1,171,352 + formula x 2

Non financial 2016 to 2017

Affordable Housing

	Social Rented	Discounted	Parish/Ward
15/0161 Land North of Moorside Drive /Valley Drive	16 (indicative)	17 (indicative)	St Cuthberts Without
15/0918 Land East of Cumwhinton Drive	15	15	St Cuthberts Without
15/0621 Land North of Burgh Road	10 (indicative)	10 (indicative)	Belle Vue
16/0159 rear 55-56 Scotby Road, Scotby		2	Wetheral
15/0878 Land North of Caxton Road		6	Belle Vue
15/0886 Land West of Steele's Bank, Wetheral	7 (indicative)	8 (indicative)	Wetheral
15/0595 Land North of Kingmoor Industrial Estate	10 (indicative)	10 (indicative)	Belah
12/0880 Hallmoor Court, Wetheral		7	Wetheral
15/1011 Land at Peter Gate, Cumwhinton	2	2	Wetheral
15/1003 Land SE of St Ninians Road	14	6	St Cuthberts Without
16/0769 Gelt Road Rise and Gelt Road, Brampton	3	3	Brampton
	77	96	173

Schemes still to be submitted for:

15/0350 – Land North of Rockcliffe School, Rockcliffe

15/0617 – Land adj King Edwards Fauld, Burgh by Sands

14/0901 – Adj Memorial Hall, Rockcliffe

Occupancy Clauses

Affordable Housing has Qualifying Persons restrictions within the agreements

Extra Care

None

Land Transfer

May occur as part of Open Space Management Plans

Delivery of Obligations 2016 to 2017

BY DEVELOPERS TO CARLISLE CITY COUNCIL

Non-Financial

Affordable Housing

	Social Rented	Discounted	Parish/Ward
Hadrians Camp Houghton [Eden Gate] 12/0610	12	4	Stanwix Rural
Townhead Road, Dalston [The Grange] 12/0878	3	0	Dalston
Thornedge, Cumwhinton 14/0816	0	4	Wetheral
Former Irthing Centre, Union Lane, Brampton 14/0329	38		Brampton
Crindledyke 09/0617	3	7	Stanwix Rural
Garden Village [Brackenleigh] 10/1026	0	4	Cummersdale
Hammonds Pond [The Ridings] 12/0793	9	6	Dalston
Adj Border Terrier Inn 14/0975	18		Morton
Carleton Farm [Speckled Wood] 13/0983	6	4	Dalston
	89	29	118

*It should be noted these figures are for the delivery of affordable housing through S106 agreements. A **further 22 gross [20 net] Social Rented Properties** have been delivered via the planning system by Housing Associations without entering into a S106 agreements [Lochinvar Close, Longtown; Nelson Street, Carlisle; Lindisfarne Street, Carlisle].*

Occupancy Clauses

All affordable housing is subject to Qualifying Status

Extra Care

Also note that the Development at the of 38 affordable units at Former Irthing Centre were also Extra Care Units

Financial

Payments Received by Carlisle City Council

S106 Agreement	Amount	Purpose	Parish/Ward	Finance Ref
12/0025 St Augustines, Waverley Gardens,	£76,558	Affordable Housing Contribution final tranche	Stanwix Urban	11055
13/0450 West Quarry House, Wetheral Pasture	£18,900 £17,700	Affordable Housing Contribution final two tranches. Rural East	Wetheral	11056
13/0562 Rear of Lime House Wetheral	£10,000	Affordable Housing Contribution	Wetheral	11057
08/1059 Former George Public House, Warwick Bridge	£ 5,000	Off Site open space provision at Downagate	Wetheral	11059
14/0689 + 14/0654 Hill Farm, Thurstonfield	£38,625	Affordable Housing Contribution	Burgh by Sands	11060
13/0983 Carleton Farm	£57,816	Off Site Recreational Contribution	St Cuthberts Without	11061
12/0793 Hammonds Pond	£205,960	Upperby Footpath Contribution	St Cuthberts Without	11062
	£430,559			

Expenditure by Carlisle City Council

Affordable Housing

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding	Expiry date	Parish/Ward	Finance Ref
10/0970 WI Hall, Brier Lonning, Hayton	To support delivery of affordable housing by Underwrite Education Contribution @ Cumwhinton	£15,000	None	Nil	£ 918	April 2021	District	11028
11/0818 The Sheiling, Meadow View, Cumwhinton	Provide school transportation due to lack of capacity at Cumwhinton School	£14,082 ³	No confirmation of need as created by development to date	Nil	£14,082	Dec 2017	Wetheral	11028
11/0181 Kingswood Educational Centre, Cumdivock	Affordable Housing Contribution [Rural West]	£ 6,250 £14,375	None	Nil	£ 6,250 £14,375	2019 2020	Dalston	11045
12/0025 St Augustines Church and Social Club	Affordable Housing Contribution	£229,405	None	Nil	£229,405	Sep 2020 Oct 2020 July 2021	Stanwix Urban	11055
13/0450 West Quarry House, Wetheral Pasture	Affordable Housing Contribution [1 of 3] Rural East	£55,500	None	Nil	£55,500	Dec 2026	Wetheral	11056

³ Internal transfer of monies from WI Hall, Hayton.

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding	Expiry date	Parish/Ward	Finance Ref
13/0562 Rear of Lime House Wetheral	Affordable Housing Contribution	£10,000	None	Nil	£10,000	Apr 2026	Wetheral	11057
14/0689 + 14/0654 Hill Farm, Thurstonfield	Affordable Housing Contribution	£38,625	None	Nil	£38,625	Nov 2026	Burgh by Sands	11060
		£383,237		Nil	£369,155			

Open Space/Play Areas

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding (rounded)	Expiry date	Parish/Ward	Finance Ref
Holme Head Bay*	Maintenance of Public Open Space.		Regular routine grounds maintenance	£ 600	£ 1,800	N/A	Denton Holme	11006
Windsor Way*	Maintenance of Play Area		Weekly checks of play area and maintenance	£ 600	£ 1,800	N/A	Stanwix Rural	11008
Walkmill, Warwick Road*	Maintenance of Play Area within vicinity of the site		Football pitch maintenance	£ 2,310	£ 6,930	N/A	Botcherby	11009
04/0902 Wakefield Road, Lowy Hill	Maintenance of Play Area - Moorville Drive	£10,000	Weekly checks of play area and maintenance	£ 1,000	£ 2,000	Dec 2019	Belah	11010
04/0275 Turnstone Park	Maintenance of Play Area	£10,000	Weekly checks of play area and maintenance	£ 900	Nil	Sep 2020	Belle Vue	11011

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding (rounded)	Expiry date	Parish/ Ward	Finance Ref
Jocks Hill, Brampton*	Maintenance of Public Open Space		Weekly checks of play area and maintenance	£ 267	£ 267	N/A	Brampton	11012
Greenfield Lane, Brampton*	Maintenance of Public Open Space		Routine ground maintenance	£ 1,000	£ 775	N/A	Brampton	11014
07/1241 Burgh Road	Provision & maintenance of off-site pitches & open space	£45,354.30	Weekly checks of play area and maintenance. Regular routine grounds maintenance. Football pitch maintenance	£ 1,088	Nil	Sep 2019	Belle Vue	11016
06/0667 07/0304 Former Cavaghan & Gray, London Rd	Recreational facilities associated with 3 Rivers Strategy or improvements at community centre	£137,500	none	Nil	£ 15,957	Sep 2020	Harraby	11017
Tribune Drive *	Remedial work and 10 year maintenance of Public Open Space	£20,025	Regular routine grounds maintenance.	£ 1,800	£ 5,400	Jul 2019	Stanwix Rural	11019
09/0511 Heysham Park, Raffles	Maintenance of Public Open Space	£25,000	Weekly checks of play area and maintenance. Regular routine grounds maintenance.	£ 2,500	£ 7,500	N/A	Belle Vue	11021
09/0036 Levens Drive/ Newlaithes Ave	Maintenance	£31,345	None	£ 7,840	£ 23,505	Mar 2020	Morton	11023

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding (rounded)	Expiry date	Parish/ Ward	Finance Ref
10/0425 Gelt Rise, Brampton	Provision of additional Play Area	£12,800	None	Nil	£12,800	Feb 2021	Brampton	11026
	Maintenance of Play Areas	£ 3,551	Weekly checks of play area and maintenance of existing equipment	£ 355	£ 1,776	Feb 2021	Brampton	
96/0830 Carleton Grange, Garlands	Maintenance of Play Area	£10,000	Weekly checks of play area and maintenance.	£1,000	£ 4,000	Mar 2021	Harraby/ Dalston	11029
	Maintenance of Public Open Space	£102,837	Regular routine grounds maintenance.	£ 10,283	£ 40,457	Mar 2021		
10/0818 Seatoller Close	Enhancement of off-site provision in the Morton Ward	£14,481.56	Regular routine grounds maintenance.	£ 3,620	Nil		Morton	11030
10/0508 Stainton Road, Etterby	Provision and enhancement of public open space in the District	£43,790	Capital Expenditure at: <ul style="list-style-type: none"> • Gleneagles Drive Play Area • Keenan Park • Belah Play Area • Clarks Field Play Area 	£17,516	Nil		Belah	11032
07/0845 Watts Yard, London Road	Play equipment maintenance	£ 5,731.59	Weekly checks of play area and maintenance of existing equipment.	£ 573	£ 2,866	Jan 2022	St Aidans	11033

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding (rounded)	Expiry date	Parish/Ward	Finance Ref
12/0108 St Elisabeths, Harraby	Maintenance of Public Open space	£ 8,979.25	Regular routine ground maintenance	£1,796	£ 3,592	May 2017	Harraby	11034
11/0135 Site F, Brookside, Raffles, Carlisle*	Maintenance @ Heysham Park	£12,823	Weekly checks of play area and maintenance & regular upkeep	£1,595	£ 4,783		Belle Vue	11037
10/0863 Norfolk Street, Denton Holme, Carlisle	Provision & enhancement of public open space	£50,000	Capital Expenditure at Denton Street Play Area Enhancements at St James Park	£34,500 £ 9,667	£ 5,832	Sep 2017	Denton Holme	11038
Pennine View*	Maintenance of 2 parcels of land Parkland Village/ Carleton Grange	£ 3,570.75	Regular routine grounds maintenance	£ 357	£ 2,857	N/A	Dalston/Harraby	11042
10/0792 Alexandra Drive	Open Space Contribution	£93,440.08	Improvements to Melbourne Park [also 11033]	£26,327.68	£37,083	Dec 2023	Wetheral	11043
	Maintenance	£50,669.37	Regular routine grounds maintenance in Durranhill Area	£ 2,615	£48,054	Dec 2023		
12/0878 Townhead Road/ Station Road Dalston	Recreational Contribution – childrens play areas and sports pitches.	£115,586	Dalston Play Area commissioned by Dalston PC	£36,749	£ 78,837	Feb 2020	Dalston	11049
07/1312 11/0120 Westmorland	Improvement to or provision of public	£ 84,520	None	Nil	£ 84,520	July 2020	Denton Holme	11053

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding (rounded)	Expiry date	Parish/ Ward	Finance Ref
Street [Former Penguin Factory]	play and open space facilities within the vicinity of the development							
12/0025 Waverly Gardens [St Augustines]	Off-site public open space	£11,627	None	Nil	£11,627	Sep 2020	Stanwix Urban	11054
08/0159 Former George at Warwick Bridge	Maintenance and enhancement of Downagate Play Area	£ 5,000	None	Nil	£ 5,000	Sep 2021	Wetheral	11059
13/0983 Carlton Farm	Improvements to Dale End Field	£57,816	None	Nil	£57,816	Feb 2022	St Cuthberts Without	11061
					£166,859	£467,834		

Infrastructure

Location	Commitment	Original Sum	Summary of Works Undertaken 16/17 or Comments	Spent 16/17	Balance Outstanding	Expiry date	Parish/ Ward	Finance Ref
Immediate area around Carlisle College	Contribution towards Cycle Network and improvement of pedestrian facilities in the immediate vicinity	£ 29,750	Final works to be finalised when all monies will be transferred to capital account	Nil	£29,750	N/A	Castle	11024
Caldew Cycle Way/ Willowholme	"Castle Way Ramp" To implement a section of the cycleway as detailed in the agreement & DOV dated	£370,000	Associated costs for scheme known as Castle Way Crossing i.e. safety audits, planning	£329,746	Nil	Feb 2017	Castle	11027

Location	Commitment	Original Sum	Summary of Works Undertaken 16/17 or Comments	Spent 16/17	Balance Outstanding	Expiry date	Parish/ Ward	Finance Ref
	Feb 2016		permission.					
Public Realm, Caldewgate/ Shaddongate	Undertake works defined as a range of initiatives arising from the adopted Urban Design Guide and Public Framework	£370,000	Associated costs relating to 'Cracker Packer'	£62,145	Nil	Feb 2017	Castle	
Petteril Cycle Route (Watts Yard)	Towards the River Petteril Cycle Route Access Improvement Scheme	£79,580	Proposed flood defence works to include cycleway.	Nil	£ 79,580	June 2023	St Aidans	11035
Caldew Cycleway (Norfolk Street Student development)	Improvements to the Caldew Cycleway	£16,000	Improvements to access Caldew Cycleway to be completed summer 2017	Nil	£ 16,000	Sep 2017	Denton Holme	11038
Crindledyke*	Highways Improvements 1 st contribution	£ 25,000	None	Nil	£ 25,000	July 2018	Stanwix Rural	11040
	Highways Improvements 2 nd Contribution	£ 10,000	None	Nil	£ 10,000	July 2018		
	Transport Improvements 2 nd Contribution	£281,000	Prelim work on link to city centre. Completion due end 2017	£12,284	£268,716	July 2018		
	Travel Plan Administration Fee	£ 11,125	Negotiation of Bus Extension	Nil	£ 11,125	N/A		
The Racecourse	Contribution towards Currock Link	£ 24,800	Currock Link scheme finalised	Nil	£ 24,800	Oct 2019	Dalston	11041
Alexandra Drive (Barley Edge)	Highways Contribution [Footpath]	£ 13,500	Repairs and widening of footway from the north side of Durranshill Rd between Site & Rosehill Ind Estate	£13,300	£ 200	Dec 2023	Wetheral	11044

Location	Commitment	Original Sum	Summary of Works Undertaken 16/17 or Comments	Spent 16/17	Balance Outstanding	Expiry date	Parish/ Ward	Finance Ref
Aldi, Dalston Road, Carlisle	Alley Gates	£ 2,550	Legal costs re installation of alley gates	£ 50	Nil		Denton Holme	11052
12/0793 Hammonds Pond	Upperby Footpath Contribution [diversion and lighting]	£205,960	None	Nil	£205,960	Mar 2022	St Cuthberts Without	11062
		£1,439,265		£417,525	£671,132			

*Plus fulfilment of the first year of 1st Transport Improvements for the Bus Service Extension

Refuse Contributions

Planning Application Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding	Expiry date	Parish/ Ward	Finance Ref
Townhead Road/ Station Road Dalston	Provision of on-site refuse bins	£3,780	Provision of on-site refuse bins for part of site	£781	£2,310	N/A	Dalston	11047
		£3,780		£781	£2,310			

Habitat Contributions

Application/ Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding	Expiry date	Parish/ Ward	Finance Ref
Todhills, Blackford	Provision of 3 Owl Boxes	£ 300	In discussion with CWT	Nil	£ 300	Feb 2020	Rockcliffe	11050
12/0610 Hadrians Camp, Houghton	Mitigation of on-site habitats	£70,189	In discussions with CWT	Nil	£70,189	Apr 2025	Stanwix Rural	11051
		£70,489			£70,489			

Parish Councils - Financial

Open Space/Play Areas

Application/ Location	Commitment	Original Sum	Summary of Works Undertaken 16/17	Spent 16/17	Balance Outstanding	Expiry date	Parish
Former Depot/Dandy Croft Brampton	Maintenance of King George V Playing Fields	£4,230	None	Nil	£1,983.73	Nov 2021	Brampton
		£4,230		Nil	£1,983.73		

Outstanding Obligations to Carlisle City Council as at 31 March 2017 (in part or full)

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
97/0604	20/01/99	Crowther Homes	Adj Suttle House, Wigton Road, Carlisle. Now known as The Beeches. Ward – Yewdale	Housing Development	Drainage & Sport Pitch Contribution payable following the grant of permission of the adjoining development land (formula based)	Being reviewed in light of the adjacent development (10/1026 – now known at Brackenleigh)
11/0713	10/08/01				Transfer of land to the Council for the consideration of £1 upon payment of £38,000 from the developer	
06/1265	14/03/06	Harrison Northern Ltd	Highgrove Dairy Ward – Harraby	Housing Development	Transfer of the land to the Council marked in the Deed to be used as Public Open Space and Children's Play Area. £10,000 Commuted sum for maintenance of the above	Upon completion of the development Within 1 month of completion of the development. (Under Construction)
09/1059 11/0369 11/0495 12/0103 13/0430/ 13/0790	04/10/10 08/12/11 20/02/13 16/09/13 15/01/14	Briery Homes Ltd Now Oakmere Homes	Former Sawmill, Netherby Road, Longtown Parish - Arthuret	Housing Development	£26,000 for the maintenance of the on-site play area	Site complete negotiations re siting/suitability of play area

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
10/0346	01/10/10	Story Homes	Former Depot Station Road, Dandycroft, Station Rd, Brampton Parish - Brampton	Residential Development	On site Open Space: To be laid out by the developer. Upon satisfactory completion transferred to the Council for the consideration of £1. Upon Transfer pay a Maintenance sum of £14,204 (10 yrs from receipt.)	Site complete negotiations regarding the implementation of a management company.
09/0413 13/0207	15/11/10 23/07/13	Church Commissioners for England	Morton Development, Carlisle Parish – Cummersdale	Development for Residential (Maximum 825 Dwellings), Employment (40,000m2 Floorspace), And Public Open Space	See Appendix 1 Affordable Housing Open Space	Throughout Development (RM 16/1072 from First Phase 100 dwellings. Undetermined)
10/0642 13/0798 16/0490	16/12/10 10/04/14 03/08/16	Wellburn Care Homes and Cumbria Cerebral Palsy and Impact Housing Association	Scalesceugh Hall, Carleton, Carlisle Parish – St Cuthbert's Without	Proposed 47 Bed Residential Care Home With associated 6 Close Care Cottages to be constructed within the grounds.	Occupancy Restriction: Closed Care Housing (aged 55 or over falling between traditional sheltered housing and full residential care)	In perpetuity Revised application 16/0260 rec'd March 16 - undetermined
09/1082	25/08/11	Tesco Stores Ltd and Cumbria County Council	Bowling Green Adj to Horse and Farrier Public House, Wigton Road, Carlisle Ward - Yewdale	Erection Of A Convenience Foodstore	Horse and Farrier Public House: Undertake works as specified in agreement before occupation of the store and procure marketing of the public house during the Marketing Period (6	(Technical start, but announced that will not proceed with the development)

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
					months of occupation of the store)	
11/0181	05/10/11	Greensyke Property Ltd	Kingswood Educational Centre, Cumdivock Parish - Dalston	COU of existing educational buildings to 7 dwellings and erection of 1 dwelling	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.25	Payable 1 st occupation of relevant dwelling (Under Construction)
09/0617	05/04/12	Story Homes Limited and 2 other 'Covenanting Parties' (conditionally indemnified)	Crindledyke, Carlisle Ward – Stanwix Rural	Residential Development	Affordable Housing: 81 – Social Rented 82 – Discounted (70% OMV) Open Space Transport Improvements Contribution: Payable annually in areas for subsidising the Bus extension Travel Plan: Implement and comply with the Travel Plan for that Phase. New School New School Bond of £3,500,000 together with notification regarding construction of the New School. New School to be completed and ready for occupation. Local Centre	Throughout Development 19 social rented 17 discounted [phase 1] management scheme each phase 4 Instalments remaining Throughout development Construction to be undertaken by developer Prior to occupation of the 199 th dwelling Prior to the

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
					To be constructed	occupation of more than 649 dwellings. (Phase 1 Under Construction)
10/1026 14/0460	17/04/12 18/02/15	Persimmon Homes and Cumbria County Council	land to the Rear & West of Garden Village, Wigton Road, Carlisle, CA2 6QX Parish - Cummersdale	Residential Development Comprising The Erection Of 253No. Dwellings	Affordable Housing: 58 – Discounted (70% OMV)	Throughout Development [6 outstanding] (Under Construction)
10/1066	24/05/12	Citadel Estates Limited	Skelton House, Wetheral Parish - Wetheral	Demolition of exiting house, adjoining barn & outbuildings; erection of 15 x 2 bed apartments	Property Management Policy Public Open space & Relevant Works Contribution [£3,000]	Payable within 28 days of 1 st occupation DOV being entered into
00/0439	09/10/12	Persimmon Homes Limited and Cumbria County Council	Land at Peter Lane, Morton, Carlisle Ward – Dalston	Residential Development	Open Space Management Scheme: Public Open Space Contribution: Sum to be agreed subject to terms within agreement on wider Morton development (09/0413).	Payable within 28 days of agreement. (Under construction)
12/0678	16/04/13	Personal Covenant	Land between Lomond & Gladsmuir, Broomfallen Road, Scotby Parish– Wetheral	Erection of 3 dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	Contribution payable upon first occupation of 2 relevant units. (Under Construction)
12/0811	26/04/13	Personal Covenant	Land adj Garth House, Greenfield Lane, Brampton Parish - Brampton	Erection of 5 dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x0.30	Payable upon practical completion of the 3rd relevant unit (for 3 units) and

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
						upon the 5th relevant unit (last 2 relevant units). (Under Construction)
12/0793	12/03/14	Cumbria County Council and Personal Covenants and Story Homes	Hammonds Pond, Oaklands Drive, Durdar Road, Carlisle Parish – St Cuthberts Without	Erection Of 318no. Dwellings	Affordable Housing: 31 Low cost 31 Rented Contributions: Upperby Football Pitches Upperby Skate Park Play Facilities Upperby CCTV	Throughout Development 4 @ 70% OMV delivered 50% of development (Under Construction)
13/0496	06/03/14	Personal Covenant Advised of change of ownership	Land to the east of Village Green Brunstock Parish – Stanwix Rural	Erection Of 3no. Dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x0.30	Pay on all 3 units upon 1st occupation of the 2nd relevant unit (Under Construction)
13/0787 16/0597	24/03/14	Personal Covenant	Land at Orchard Gardens, Houghton, CA3 0LH Parish – Stanwix Rural	Development of approx 6 bungalows OUT Erection of 4 Dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x0.30	Pay Contribution upon 1st occupation of the relevant unit (16/0597 undetermined)
13/0728 15/0284	24/04/14 21/08/15	Personal Covenant	Land rear of Hallcroft, Monkhill Parish - Beaumont	Erection of 7 no Dwellings OUT	Affordable Housing: 2 @ 70% OMV	Throughout Development (Await RM)
12/0928	28/05/14	Personal Covenant	Land at How End Farm, Longtown Parish - Arthuret	Conversion of Agricultural Buildings to provide 3 no residential units	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	Payable upon first occupation of 3 rd relevant unit. (Permission unimplemented)

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
13/0534 VOC 17/0012 undetermined	06/06/14	Personal Covenant	Land adj The Oaks, Plains Road, Wetheral Parish – Wetheral	Erection Of 3no. Dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	Payable upon first occupation of any relevant unit (Under Construction)
13/0546 14/0490	19/06/14 16/09/14	Esh Developments Ltd	Land adj to Fallowfield, Plains Road, Wetheral Parish - Wetheral	Erection Of 3no. Dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	Payable upon first occupation of second relevant unit (Under Construction)
13/0905	02/07/14	Personal Covenant	Rear 55-56 Scotby Road, Scotby Parish– Wetheral	Erection Of 45no. Dwellings, Associated Open Space And Infrastructure	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	Payable upon first occupation of 2 nd relevant unit. (Await RM)
12/0832 14/0717	06/03/14 and DOV 25/07/14	Personal Covenant	Adj 445 Durdar Road, Carlisle Parish– St Cuthberts Without	Erection Of 5no. Dwellings	Maintenance Contribution: £1,000 maintenance of green and swings at Blackwell Common.	Payable prior to occupation of 3rd unit (Under Construction)
10/1116	18/08/14	Stobart Air Limited and Cumbria County Council	Carlisle Lake District Airport Parish– Irthington	Erection of Distribution Centre and raised and re-profiled runway	Habitats Contribution: £100K (indexed)	Payable upon occupation OR within 14 days or written request from /council (Complete – invoiced for payment)
13/0865	23/10/15	Personal Covenant and REG Windpower Ltd	Land at Hallburn Farm, Longtown Parish – Arthuret	Six Wind Turbines With A Tip Height Not Exceeding 126.5m,	Habitat Outline Management Plan: maintains the Habitat Site	Throughout 25 years of operation.
12/0856	12/11/14 [5 yrs]	AP & J Brown	L/A Beech Cottage, Cumwhinton Parish – Wetheral	Erection Of 15no. Dwellings Including 3no.Affordable Bungalows And 1no.	Affordable Housing: Provision of Play Equipment	Throughout development Within 28 days of commencement

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
				Dwelling For The Elderly	Contribution £5K	(Permission unimplemented)
13/0950	12/11/14	North Homes and Personal Covenants	Rear 46 Broomfallen Road, Scotby Parish – Wetheral	Erection Of 3no. Dwellings (Outline)	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	Payable upon first occupation of 2 nd relevant unit. (Await RM)
14/0816	17/03/15	Magnus Homes & Cumberland Building Society	Rear of Thornedge, Station Road, Cumwhinton Parish – Wetheral	Demolition Of Existing House And Stables; Erection Of 22no. Dwellings	Provision of Play Equipment Contribution £5k	Payable prior to the completion of 14 residential units (Under construction)
12/0768	16/04/15	TG & K Fisher Ltd	Knells Farm, Houghton Parish – Stanwix Rural	Conversion of 8 Agricultural Buildings to provide 8 dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	completion of 4 th relevant unit [Units 1- 4]and 8 th relevant Unit [units 5-8] (Permission unimplemented)
14/0689 14/0954	28/04/15	Maris Properties Ltd	Land at Hill Farm [The Lilacs] Thurstonfield Parish – Burgh by Sands	Housing Development	Affordable Housing Financial Contribution: Formula: (Market Value plots 7 & 8 x 0.1) x 0.3	First tranche received, await 2 nd upon disposal of 8 th unit. (Under construction)
14/0725	05/06/15	Personal Covenant	Stonehouse Farm, Hayton Parish – Hayton	Conversion of Barns to create 3 Dwellings and erection of 4 Dwellings	Affordable Housing Financial Contribution: Formula: (Market Value x 0.1) x 0.3	first occupation of the relevant unit [either plot 6 or 7] (Permission unimplemented)
14/0761	16/09/15	Story Homes Personal Covenants Cumbria County Council	Land at Greymoorhill, Carlisle Parish – Kingmoor	Housing Development [OUTLINE indicative 190 dwellings]	Affordable Housing: 30% of total split 50:50 @ Social Rent and 70% OMV Off-Site Recreation Contribution	Throughout development prior to occupation of 10 th dwelling

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
					£56K [indexed] Public Open Space Scheme	Submit prior to commencement Await RM
13/0983	28/09/15	Persimmon (SHL) Ltd Cumbria County Council	Land at Carleton Farm, Carlisle Parish – St Cuthberts Without	Housing Development [189 dwellings]	Affordable Housing: 22 Social Rent and 34 @ 70% OMV	Throughout development 6 Social Rented 4 Discounted (Under construction)
14/0875	01/10/15	Personal Covenant	Land to the North of Glebe House, Wreay Parish – Dalston	Erection of 7 Dwellings	Affordable Housing Contribution: Pay 3% of Market Value	practical completion of 6 th & 7 th relevant unit (Under construction)
14/0849	09/11/15	Daniel Johnston (1982) Limited and Cumbria County Council	Car Park Eastern Side of Lowther Street, Carlisle Ward – Castle	Erection Of A Retail Unit And Multi-Storey Car Park Together With The Formation Of A New Vehicular Access From Georgian Way	Information Point Contribution: £10,000 [indexed]	prior to occupation (Permission unimplemented)
14/0925 16/0868	13/11/15	Personal Covenant	Briar Lea Court, Longtown Parish– Arthuret	Erection of 61 Dwellings [OUTLINE]	Affordable Housing: 6 @ 70% OMV 6@ Affordable Rent Open Space Management Scheme: Submitted and approved Play Area Contribution: £50,000	Throughout development prior to 1 st occupation prior to occupation of 50% of units (FULL 16/0868 100 dwellings undetermined)
15/0378	15/02/16	Personal	Land North of Moor	Erection of 6 dwellings	Affordable Housing	payable in 6 tranches

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
17/0115		covenant	Yeat, Plains Road, Wetheral Parish – Wetheral	OUTLINE	Financial Contribution: £81,604 [indexed]	upon 1 st occupation of each unit (RM 17/0115 rec'd undetermined)
12/0790	24/02/16	Simtor Ltd and Cumbria County Council	Land at Broomfallen Road, Scotby Parish – Wetheral	Erection of 28 Dwellings	AFFORDABLE HOUSING 7 @ 70% OMV [3 Type D [2 bed flats]]; 2 type E [3 bed semi]; 2 Type F [2 bed semi] OPEN SPACE MANAGEMENT SCHEME submit & obtain approval OPEN SPACE CONTRIBUTION £66,457.97	Throughout Development Prior to commencement Prior to First Occupation (Permission unimplemented)
14/1091 17/0131	17/03/16	L &ND Developments and Design Ltd Amicus Finance PLC and Personal Covenant	Land to the rear of 39 – 55 Scotby Road and at 61 Scotby Road, Scotby Carlisle. Parish – Wetheral	Erection of 14 Dwellings and physical alterations to 61 Scotby Road OUTLINE	AFFORDABLE HOUSING 3 Dwellings – arrangements to be provided	(FULL application 17/0131 rec'd 15/02/17, undetermined)
15/0161	20/04/16	Personal Covenant; Cumbria County Council and Secretary of State for Health	Land North of Moorside Drive/Valley Drive, Carlisle Parish – St Cuthberts Without	Residential Development [OUT]	AFFORDABLE HOUSING 20% To be provided at 50/50 Affordable Rent and Low Cost	RM 17/0038 rec'd 15/02/17 for 166 dwellings undetermined
15/0918	03/05/16	Taylor Wimpey UK Limited and Cumbria	Land East of Cumwhinton Drive Parish – St	Erection Of 189no. Dwellings With Associated	AFFORDABLE HOUSING 15 Affordable Rented	Throughout Development

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
		Partnership National Health Service Foundation Trust and Cumbria County Council	Cuthberts Without	Infrastructure And Landscape	Dwellings [Plots 21-35 inclusive] 15 Discounted Sale [Plots 17 - 20; 49 - 55; 147 -150 inclusive] OFF SITE RECREATION CONTRIBUTION to pay £61,524 [indexed] prior to occupation of 50% of the Dwellings	50% of dwellings (Under construction)
15/0350 16/1038	11/05/16 14/02/17	Personal Covenants	Land North of Rockcliffe School, Rockcliffe Parish - Rockcliffe	Residential Development OUT	AFFORDABLE HOUSING Affordable Dwelling Location Scheme to be submitted and approved no later than the last of the Reserved Matters	16/1038 extended time to submit RM
15/0621	02/06/16	Border Travel Services Ltd and Cumbria County Council	Land to the North of Burgh Road, Carlisle Ward – Belle Vue	Erection of Dwellings OUT	AFFORDABLE HOUSING 30% split 50/50 Affordable rented and Discounted Sale @ 70% OMV	Await RM
15/0617	22/06/16	Personal covenant and Cumbria County Council	Land adj King Edwards Fauld, Burgh by Sands Parish – Burgh by Sands	Erection of Dwellings OUT	AFFORDABLE HOUSING Scheme to be submitted no later than last Reserved Matters [Rural West] OFF SITE RECREATION CONTRIBUTION to pay £15,000 prior to	Await RM

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
					occupation of any Dwellings PUBLIC OPEN SPACE Prior to commencement to submit and obtain approval of the Public Open Space Scheme	
16/0159	23/08/16	Personal Covenants; L & ND Development & Design Ltd and Amicus Finance PLC	rear 55-65 Scotby Road and 61 Scotby Road, Scotby, CA4 8BD Parish – Wetheral	Erection of 8 Dwellings	AFFORDABLE HOUSING 2 Discounted @ 70% OMV OFF SITE RECREATION CONTRIBUTION payable prior to first occupation: £19,969 to support offsite improvement of publically accessible open spaces (excluding maintenance, but including sports field AND £10,828 for the maintenance of the publically accessible open spaces	Throughout Development Prior to 1st Occupation (Under construction)
15/0878	11/08/16	Prospect Estates Ltd	Land North of Caxton Road Ward – Belle Vue	Demolition Of Existing Industrial Buildings; Erection Of 63No. Dwellings OUT	AFFORDABLE HOUSING 4 X 2 bed houses and 2 x 3 bed houses OPEN SPACE CONTRIBUTION Prior to occupation of	Await RM

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
					50% of the units to pay £63K maintenance or improvement of Heysham Park, Engine Lonning Nature Reserve and Spider Park	
15/0886	01/09/16	Church Commissioners for England and Cumbria County Council	Land West of Steele's Bank, Wetheral Parish – Wetheral	Erection Of Up To 50No. Dwellings With Associated Amenity Space, Hard standing And Ancillary Works OUT	AFFORDABLE HOUSING provide a scheme providing 30% affordable prior to commencement OPEN SPACE LAND MAINTENANCE To submit for approval an Open Space Management Scheme prior to commencement OFF SITE RECREATIONAL CONTRIBUTION Prior to occupation of any dwellings pay 50% of contribution [£46,186.50 INDEXED RPI] Prior to occupation of 50% OF dwellings pay 50% of contribution [£46,186.50 INDEXED RPI]	Await RM
14/0901	06/10/16	Armeria (UK)L(LLP)	Adj Memorial Hall Rockcliffe Parish - Rockcliffe	Residential Development OUT	AFFORDABLE HOUSING 20% of site: To submit an affordable housing	Await RM

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
					scheme no later than at Reserved Matters.	
15/0595	31/11/16	Personal Covenant and Cumbria County Council	Land North of Kingmoor Industrial Estate, Kingmoor Road, Carlisle Ward - Belah	Erection of 65 no Dwellings OUT	AFFORDABLE HOUSING 30% of site: To submit an affordable housing scheme no later than at Reserved Matters. OFF SITE RECREATION CONTRIBUTION £50k [indexed] prior to first occupation PUBLIC OPEN SPACE Submit and obtain approval prior to commencement MANAGEMENT COMPANY POLICY to be agreed prior to first occupation	Await RM
12/0880	16/12/16	Simtor Ltd and Cumbria County Council	Hallmoor Court, Wetheral, Carlisle Parish – Wetheral	Erection Of 27no. Dwellings	AFFORDABLE HOUSING 4 x 2 bed houses 1 x 2 bed apartments 2 x 3 bed houses Scheme with tenure to be submitted prior to commencement OPEN SPACE Submit and obtain approval prior to commencement OPEN SPACE	Throughout Development Prior to Commencement Prior to 1 st

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
					CONTRIBUTION £66,457.97	occupation (Permission unimplemented)
15/1011	23/12/16	Story Construction and 1 'Owner'	Land at Peter Gate, Cumwhinton Parish – Wetheral	Erection Of 22no. Dwellings plus Change Of Use Of Land For Educational Purposes	AFFORDABLE HOUSING 2 Discounted 70% OMV	Throughout Development (Permission unimplemented)
15/1003	27/01/17	Loving Land Ltd and Cumbria County Council	SE St Ninians Road, Carlisle Parish – St Cuthberts Without	Residential Development OUT	AFFORDABLE HOUSING 14 Affordable rented 6 Discounted 70% OMV OPEN SPACE CONTRIBUTION £96,593 to be paid: 15% prior to 1st Occupation 15% prior to 50% of phase 1 15% prior to 1st occupation phase 2 15% prior to 50% phase 2 15% prior to 1st occupation phase 3 remainder prior to 50% phase 3	Await RM
16/0812	02/02/17	Story Construction and 2 'Owners'	Adj 8 The Whins, Heads Nook, Parish – Wetheral	Erection Of 10.No Dwellings With Associated Infrastructure	AFFORDABLE HOUSING CONTRIBUTION £212,527.20 payable in 3 tranches on 1st occupation of 3rd, 6th & 9th dwelling	Throughout Development (Permission unimplemented)
16/0769	31/03/17	Personal	Land between Gelt	Erection of 18 No.	AFFORDABLE	Throughout

PP No	Date Signed	Parties	Site	Development Proposal	S106 Obligation Outstanding	When Due/Comment
		Covenants	Rise and Gelt Road, Brampton Parish – Brampton	Dwellings	HOUSING 6 in accordance with the indicative mix required in Policy HO 4	Development (Permission unimplemented)

APPENDIX 1

TRIGGER	COVENANT	PARA
Pre- Commencement		
4 Months prior commencement 1 st Phase (and subsequent phases)	Owner serve notice on the Council detailing its election under para 3.2 (affordable housing provider)	3.2
Phases		
4 months prior to every phase	Owner serve notice on the Council detailing its election under para 3.2 (affordable housing provider)	3.2
90% Market Housing of each phase	Not to be occupied until all of the Affordable Housing Units allocated to that phase (if any) have been delivered	3.10
6 months after commencement of each phase	If the owner has not entered into a Contract with an Affordable Housing Provider under para 3.4 they may serve notice to the Council for its approval of Revised Affordable Housing Details (Revised Affordable Housing Provision Notice)	3.5
Housing Development/Occupation		
Not to Occupy Any Dwelling	£5k Newlaithes Avenue Bus Stop Contribution has been paid.	County 10.1
Occupation of 50 th Dwelling and every 50 th Dwelling thereafter	Owner notify the County Council	County 12.10
Occupation of 101 Dwellings	£120k Bus Service Capital Contribution	County 6.1
Occupation of 185 Dwellings	Bus Service Not to be operated prior to occupation of 185 dwellings	County 5.1
	£100k Pedestrian Connectivity Contribution	County 10.1
After 185 Dwellings Occupied	County to serve written notice to owner confirming the date on which the bus service has come into operation and such notice shall be served within 28 days of the first operation of the bus service Upon receipt of the notice the owner shall pay £110k being the 1 st instalment of the Bus Revenue Contribution £110K on 1 st anniversary of 1 st instalment £110K on 2 nd anniversary of 1 st instalment	County 8.3 8.1 8.1 8.1
Occupation of 200 Dwellings	Owner shall carry out the Primary Leisure Area Works on Primary Leisure Land shown shaded dark green on plan 4 prior to 200 Occupation	1.2
After Occupation of 250 th Dwelling but prior to Occupation of the 400 th Dwelling or 10 yrs from	County can serve written notice that it requires the School Site. If served prior to 28 th dwelling then the	County 12

TRIGGER	COVENANT	PARA
commencement (whichever the earliest)	owner shall not occupy more than 360 Dwellings until obligations 12 para 12.3 have been complied with. If served after occupation of 280 th dwelling then owner shall not occupy more than an additional 80 dwellings until obligations under para 12.3 have been complied with.	
Occupation of 256 Dwellings	£30k Bridging Payment if CNDR Roundabout is not in operation	County 4.2
	£50K 1 st Instalment of Modal Shift Contribution (reduce by Bridging Payment if paid)	County 10.2
	£20k McVities Roundabout Contribution	County 10.1
	£25k Traffic Signals Contribution	County 10.1
	£30k 1 st Instalment Cross City Bus Route Improvement Contribution £35k 2 nd instalment on 1 st Anniversary of occupation of 256 th dwelling £35k 3rd instalment on 2 nd Anniversary of occupation of 256 th dwelling Any Unexpended sum on 3 rd anniversary to be returned to the payer.	County 9.1
	If the Bus Service is NOT operational any unexpended sum of the Bus Service Capital Contribution (£120k paid on occupation of 101 st dwelling) shall be returned to the payer within 1 month of such occupation.	5 th Schedule 2.2 County 2.2
Occupation of 300 Dwellings	£50K 2 nd Instalment of Modal Shift Contribution	County 10.2
After the Occupation of the 360 th Dwelling and before Occupation of the 400 th Dwelling.	Owner pay the Education Contribution (Department for Children Schools and Families Cost Multiplier – [or equivalent]) by 159	County 12.7
Occupation 450 Dwellings	£62,813 3 rd Instalment of Modal Shift Contribution	County 10.2
Occupation 742 Dwellings	Not to occupy until owner has paid £4,928 per HA (Primary Leisure Area Maintenance Contribution). Adjusted by the Landscape Institute's index of inflation. To be used towards the maintenance of Primary Leisure Area	City 2
Occupation of 95% (784) Dwellings	Owner shall carry out the Primary Leisure Area Works on Primary Leisure Land shown shaded light green on plan 4 prior to 95% Occupation	City 1.2

TRIGGER	COVENANT	PARA
Other		
Employment Units	Not to be occupied until: £5k Wigton Road Bus Stop Contribution has been paid	County 10.1
Megarider Scheme	Owner covenants to make available and provide on request one bus season ticket for the Megarider Scheme per dwelling until the operation of the Bus Service comes into effect up to a maximum cost of £20k in total for all tickets.	7.1
School Reserve Site	County shall use reasonable endeavours to ensure that a school is constructed on the School Reserve Site within 3 yrs from the date of transfer or 3yrs from the date of payment of the Education Contribution whichever is the later. In the event that material works of construction of the school have not commenced or a building contract has not been let for completion by the above, then the County shall offer back the School Reserve Site for £1 consideration.	
Affordable Housing	30% of dwellings 2 bed 30% = 74 3 bed 50% = 124 4 bed 20% = 49 NO MORE THAN 30% of TOTAL FLOORSPACE 50/50 split between discounted and Social Rented	

Economic Growth Scrutiny Panel

Agenda
Item:
A.6

Meeting Date: 19th October 2017
Portfolio: Economy, Enterprise and Housing
Key Decision: Not Applicable
Within Policy and
Budget Framework YES
Public / Private Public

Title: LOCAL LIST OF NON-DESIGNATED HERITAGE ASSETS
Report of: Corporate Director of Economic Development
Report Number: ED 35/17

Purpose / Summary:

To present the Panel with the opportunity to scrutinise and add value to the proposed focus and process underpinning the preparation of a local list of non-designated heritage assets.

Recommendations:

1. To scrutinise the content of the proposed Local List Guidance including making recommendations to improve user understanding and/or its ease of use.
2. To scrutinise the proposed process for compiling the local list including any recommendations to improve its robustness.

Tracking

Executive:	N/A
Scrutiny:	19/10/17
Council:	N/A

1. BACKGROUND

- 1.1 National planning policy advocates the establishment of a local list of non-designated heritage assets. Such a notion is also strongly championed by Historic England.
- 1.2 The Listed Buildings and Conservation Areas Act (1990) provides Councils with a duty to protect listed buildings and to formulate proposals for the preservation and enhancement of conservation areas. However, statutory listings cover buildings of regional and national importance and do not recognise buildings of local importance.
- 1.3 The local heritage asset register or the 'Local List' is a way of identifying locally and regionally important heritage assets that may not meet the strict requirements of national designations (i.e. listed buildings), but nonetheless make an important contribution to the historic environment of Carlisle District and contribute to the sense of place for local people.
- 1.4 Government policy for heritage protection is contained in the National Planning Policy Framework (NPPF). It suggests that local planning authorities should set out in their Local Plan a positive strategy for heritage assets most at risk through neglect, decay or other threats. This will recognise that heritage assets are irreplaceable and should be conserved in a manner appropriate to their significance including 'undesigned heritage assets'.
- 1.5 Heritage assets are defined by the NPPF as:

"A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)".

- 1.6 To be consistent with national policy Policy HE6 of the Carlisle District Local Plan provides policy protection for locally important heritage assets. The Policy states that:

Only in exceptional circumstances will the loss of a locally listed asset be permitted. Where this is the case the following may be required:

1. *an appropriate level of survey and recording which may also include archaeological excavation;*
2. *provision of replacement buildings of comparable quality and design; and*
3. *the salvage and reuse within the replacement development of special features.*

- 1.7 Despite the previous Local Plan having a similar policy, an actual list has never been devised. The subject matter before the Panel is therefore concerned with the introduction of such a list.

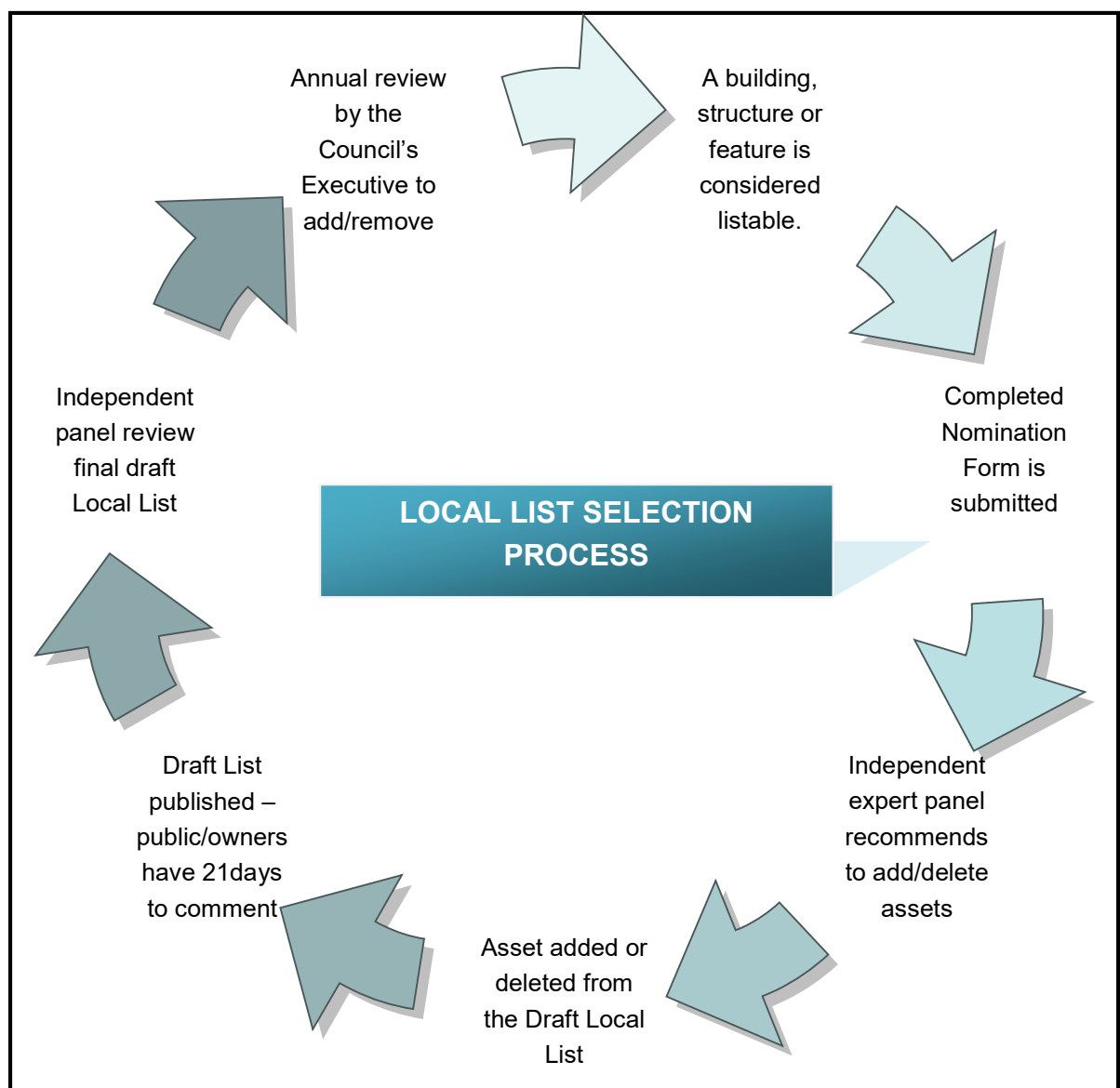
2. PROPOSAL

- 2.1 The proposed Local List is to be a register of heritage assets that have a strong local value and contribute to a community's sense of place. Importantly there is no need to add to the local list those heritage assets which already benefit from statutory protection such as listed buildings. Historic England has produced a "Good Practice Guide for Local Heritage Listing" (2012), which has been used as a framework for Carlisle City Council's approach to local listing.
- 2.2 The significance of a heritage asset can be wider than the traditional focus on historic and architectural interest and character and appearance. Assets may also gain their significance from economic, social and environmental factors, which may include culture, social history, patterns of settlement and local historic figures. Buildings on the local list may also be included on the basis that together, and sometimes alongside statutory listed heritage assets, they make a particularly strong and positive contribution to the 'townscape' character of an area.
- 2.3 The Local List ensures that those assets on it are regarded as such as a material consideration in the planning process. The City Council is therefore able to consider the scale of any harm or loss a development may cause to heritage assets and their setting. In considering planning applications a balanced judgment will be required having regard to the scale of any harm and the significance of the heritage asset. Listing can also assist grant funding applications and serve wider educational and promotional purposes.

3. THE PROCESS

- 3.1 The Council in leading on the development of an approach to local listing has worked closely over the past 12 months with partners and community members with a wide range of heritage expertise. This has included members of the Carlisle Civic Trust, representatives of Historic England, local historians or enthusiasts and local interested members of the public. This wider group has developed a set of selection criteria to assess prospective heritage asset's against. The purpose of the selection criteria is to ensure that a level of consistency is achieved across the District. Information to support nominations coming forward was also put together as well as an assessment approach.

- 3.2 To test the groups proposed way forward two pilot areas were selected with these being Denton Holme and Warwick Bridge - representing an urban and rural area. Community groups were contacted and have been involved in working with the resources and criteria developed to identify local assets that they considered worthy of nomination. The proposed nominations from both areas were reviewed by the panel of specialists with guidance from an officer from Historic England. The effectiveness of the nomination and evaluation process was determined and improved through this partnership approach.
- 3.3 The process underpinning the local list is detailed in the appended Local List pack but summarised in Figure 1 below.



- 3.4 Any member of the public is free to put forward a nomination. It is proposed that nominations will be assessed by an independent panel selected from a wide range of expertise, against the established criteria. Successful nominations will be added to the draft Local List, details of which will appear on the Council website.
- 3.5 Following the development of the draft Local List, a public engagement will take place, with owners of the proposed heritage assets and members of the public being given a final chance to review and comment on the nominated assets. If through the process there is a request against inclusion of an asset, the independent panel will make a final recommendation on whether an asset is worthy of inclusion, based on the selection criteria. The final decision regarding the local list would rest with the Council's Executive with additions and amendments to the list to be considered annually.
- 3.6 Given the resource intensive nature of compiling the list, the process has been specifically designed so that the list can be added to incrementally on an ongoing basis. It has also been designed to be community driven.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1 Members of the Panel are asked to focus their attention on the appended Local List Guidance which details the proposed process for preparing a list and brings together all of the reference materials.
- 4.2 The preparation of a local list is a positive and important workstream and as such the Panel can, through scrutiny, add value to and aid the robustness of this work prior to it proceeding to the Executive for approval and its consequent implementation.

Contact Officer: Garry Legg

Ext: 7160

**Appendices Local List of Heritage Assets Guidance
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

- **Not Applicable**

GUIDELINES:

A Local List of Heritage Assets for Carlisle District



June 2017

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Why have a Local List?

'Local heritage listing is a means for a community and a local authority to jointly identify heritage assets that are valued as distinctive elements of the local historic environment'. – Historic England (2012)

Carlisle District has a fascinating history with a wealth of historic towns and villages. We have 19 conservation areas and over 1,500 listed buildings. However, there are many other heritage assets of architectural, historic or archaeological interest throughout the District that do not meet the strict criteria for 'national designation', but nonetheless make a significant contribution to the historic environment and sense of place.

Carlisle City Council recognises the valuable contribution that these assets make to the historic environment and will work with local communities to develop a set of selection criteria to help identify these locally important heritage assets.

Local communities will be able to identify those features and assets of their local area and history that they consider to be important in providing a sense of place and are of historical significance. A Local List will help to highlight these places that are worthy of preserving when it comes to drawing up Neighbourhood Plans or when planning applications for specific sites are being considered.

What is a heritage asset?

'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)'. - National Planning Policy Framework (2012)

'Heritage interest' refers to aspects of the historic environment that are worthy of protection for current and future generations to enjoy, due to their architectural, historic or archaeological interest.

A Local List must be taken into account in determining a planning application but does not carry as much weight as a 'designated heritage asset'. Nevertheless, they are important considerations in terms of the contribution they make to local distinctiveness and their potential importance to the local community.

Local List versus the National Heritage List for England?

The National Heritage List is maintained by Historic England (formerly English Heritage) and contains sites and structures that are considered to be of national significance and are protected either under the Planning (Listed Buildings and Conservation Areas) Act 1990 for listed buildings or under the Ancient Monuments and Archaeological Areas Act of 1979 for scheduled ancient monuments.

Anyone can apply to Historic England to have a building or site designated either as a listed building or as a scheduled ancient monument as appropriate. In addition, designed landscapes and battlefields can be registered. Comprehensive selection guides have been produced by Historic England to assess potential candidates for listing and scheduling.

Local listing is essentially a locally-managed process, through partnership between the local authority and local communities. The Local List will contain buildings and sites which are unlikely to be of sufficient significance to be included in the National List but which are considered important in defining the local character. The Local List will be updated regularly as new sites are proposed and assessed and the List will be published on the Council website.

What protection is given to assets on a Local List?

Inclusion on the Local List does not bring about any additional form of statutory protection to the asset or remove any permitted development rights. It can, however, help to influence the consideration of any planning application that may affect the significance of that heritage asset, as the local list will be a material consideration in all planning decisions.

Under the current National Planning Policy Framework (2012), the following policy will be relevant in all planning decisions:

'The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non designated heritage assets, a balanced judgement will be required having regards to the scale of any harm or loss and the significance of the heritage asset' – Para. 135, National Planning Policy Framework, 2012

It is hoped that inclusion on the Local List will give a sense of pride to owners and encourage them to manage their buildings sympathetically. However, owners can challenge the inclusion of a building on the basis of the adopted criteria and request its removal from the list.

Local Plan Policy HE6 – Locally Important Heritage Assets supports the development of the Local List for Carlisle.

What can be included on a Local List?

A wide range of buildings, structures and sites may be considered suitable for the list. This is a brief list of types of assets:

- *Agricultural – farms, barns, gate posts, boundary walls*
- *Commercial – pubs, shops, offices*
- *Cultural – art installations, graffiti, statues*
- *Recreational – village halls, community centres, cinemas, sports grounds, social clubs*
- *Domestic – town houses, bespoke development, designed estates*
- *Educational – schools, colleges*
- *Health – hospitals, almshouses, poorhouses*
- *Industrial – factories, warehouses, workshops, infrastructure*
- *Military – civil defence, military camps, war memorials, air raid shelters, pill boxes*
- *Religious – churches, chapels, meetings houses, memorials, crosses, tombs*
- *Transport – railway stations, signal boxes, railway bridges*
- *Ancient orchards*

This is not an exhaustive list, more potential candidates for inclusion on the Local List may emerge as nominations come forward.

Local List of Heritage Assets

Natural features and trees generally have other forms of protections such as Areas of Outstanding Natural Beauty and Sites of Special Scientific Interest designations; or in the case of trees, Tree Preservation Orders. Nominations can only be accepted if there is no other form of protection to a feature or tree that has significant historic association.

How will potential assets be assessed?

In order to assess whether a heritage asset is worthy of inclusion on the local list, the Council working with partners and community members with a wide range of heritage expertise has developed a set of selection criteria to assess prospective heritage asset's against. The purpose of the selection criteria is to ensure that a level of consistency is achieved across the District.

In order to achieve this, heritage assets have been split into three distinct groups, they are:

- *Buildings and structures;*
- *Landscape, parks and gardens; and*
- *Archaeological sites*

A number of criteria will be used to assess whether potential candidates are suitable for inclusion on the Local List. They have been based upon the themes:

- *Age and Rarity;*
- *Community and Social Value;*
- *Historic and Cultural Association;*
- *Architectural Value; and*
- *Townscape or Landscape Value.*

In addition, other factors such as the rarity of the building or site and its completeness will be taken into account.

The Full Criteria

1. Age and Rarity

Age is a significant consideration, the older the building the fewer examples of its kind are likely to have survived and so the more likely it is to have historic importance. For an asset to have a degree of rarity (whether it is a building, landscape, feature or settlement), it must have a quality that is uncommon either to the locality, district or wider region. A building for example may be of considerable age but may not necessarily be rare.

Cross Cottage is an example of a part-clay dabbin house, one of only 300 that believed to still exist on the South of the Solway. The construction method is particular to Cumbria, eighteenth century literature records that in Cumberland it was a communal method of construction, where all the able-bodied in the community gathered together to build a cottage or a barn.



Cross Cottage, Burgh by Sands

- The heritage asset dates from before 1835 (Victorian period) and survives in close to its **original** condition
- The heritage assets dates from 1835 to 1914 (Victorian/Edwardian period) and retains much of its **original** features. It is also of **sufficient quality** to distinguish it from other assets from that period in Carlisle
- The heritage asset dates from 1914 – 1919 and is a **rare** surviving wartime asset
- The heritage asset dates from 1919 – 1939 (the interwar period) and is an **outstanding** example of the style of the period
- The heritage asset dates from 1939 – 1945 and is a **rare** surviving wartime asset
- The heritage asset dates from after 1945 (post-war period) and is an asset of **exceptional quality** and design
- The heritage asset is relatively modern and is an asset of **exceptional quality** and design



Scotby Village Hall

2. Community and Social Value

A heritage asset may provide identity to a locality by reason of being a recognised landmark structure. The impact the building has and the area it impacts upon should be noted, considering important views to and from the heritage asset. A heritage asset may provide identity to a locality or a group of people by reason, not only and not necessarily because of physical presence, but also as a result of local identity, distinctiveness, social interaction and coherence.

- Heritage assets that have played an **integral** part in the development of the community's identity
- Heritage assets that link the community's **collective** memory to the 2 world wars
- Heritage assets that have made a **significant** contribution to the community's 'sense of place'
- Heritage assets that are considered to be **valuable** by the community

3. Historic and Cultural Association

An asset associated with a particular person or historic event, for example the arrival of the railways to Carlisle. This may relate to a particular landowner, commemoration, charity, religious group or other group in the past. Certain sites may be valued for associations that are based on local tradition rather than historic fact.

The surviving building occupies the site of the original 1836 passenger and goods station of the Newcastle & Carlisle Railway (N&C), which has the distinction of being the first railway to be completed (in 1838) crossing the island of Great Britain.

Recently listed this building would also have been eligible for local listing.



London Road NER Goods Depot

- Heritage assets that are **directly connected** to important national figures, organisations or events
- Heritage assets that are **directly associated** with figures, organisations or events of **significant** local interest
- Heritage assets that **represent** Carlisle's (or Cumbrian) distinctive local culture
- Heritage assets that are **important** surviving examples of Carlisle's local industries and traditions

4. Architectural Value



Pagoda Building

A building may display particularly impressive craftsmanship or decoration distinctive architectural style. It might demonstrate technological innovation or excellence. It may be associated with significant design or famous architect. Such assets help reinforce the individual sense of place and may be a physical representation of a particular type/era of architecture.

The Pagoda building, which is a distinctive post-war building at the western ends of King Street and Princess Street is a 1970's office for Olivetti by Ted Cullinan Architects, this is a distinctive 20th Century building.

- Heritage assets that are **good examples** of designs by an architect of national or local importance
- Heritage assets that are **good surviving** representative examples of a style of construction or design unique to the local area
- Heritage assets that have **won** national or local awards for their design
- Heritage asset that show are **good** examples of artistry and/or innovation

5. Townscape or Landscape Value

Rural landscape - In addition to buildings/structures and areas of historic interest, many landscapes and landscape features exist that are of historic and artistic (and sometimes archaeological) interest. Many of these sites have already been added to the Historic Environment Record (HER).

The remnants of the historic canal that ran from Port Carlisle to Carlisle could be considered of historic landscape importance



Remnants of the canal that ran from Carlisle to Port Carlisle between Loch House and Wormanby.



Townscape - "Holme" is defined as the flat land on the side of a river (in this case the Caldew), while the Denton family owned the estate, which stretched between Holme Head and the Caldew bridges. During the first half of the 19th Century and up to the 1870s, plots of land belonging to the original estate were sold off, resulting in factories and mills being established along the line of the mill race. Thus, although largely undeveloped until the middle of the century, Denton Holme was to become one of the biggest industrial areas around Carlisle.

Together with this industrial growth, there was an accompanying need for housing. Shops were established along with schools, churches and places of entertainment. Shop fronts are an important part of the public realm. Some traditional shop fronts remain in Denton Street; Pakenham's hardware shop retains its original frontage. Sadly, piecemeal and ill thought-through changes have marred many frontages.

Denton Holme continues to be, as described in 1864, "a friendly village within a city, a spot with a character of its own".

Denton Holme shop front

- Heritage assets that are a **key focal point** in the landscape (urban or rural)
- Heritage assets that collectively are designed to be part of a **significant group** such as a historic terrace, square or enclosed buildings
- Heritage assets that form a **significant landmark** from within or from outside an area
- Heritage assets that contribute **significantly** to the local character

How to check your asset of interest is not already on the National List

Historic England keep The List of nationally important assets which can be found on their website: <https://historicengland.org.uk/listing/the-list/>

Who can nominate heritage assets?

Any person or organisation that has an interest can submit a local list nomination. The details of the person or organisation submitting an application for local listing will not be published.

If you believe that your suggested heritage asset meets any of the selection criteria, please complete the nomination form (Annex 1) and return to the Heritage Officer, Carlisle City Council. Alternatively, an electronic nomination form can be downloaded from the City Council's website and can be submitted as an email attachment.

It is important that as much information as possible is supplied about the site, including an up to date photograph. Please try to consider how your nominations fit with one or more of the criteria listed above.

Assistance or guidance may be available for filling in the application form and or researching information to support the nomination.

What happens next?

Nominations will be assessed by an independent panel with specialist knowledge, using the established criteria. Successful nominations will be added to the draft Local List, details of which will appear on the Council website. Some applications may be deferred and more information requested or considered not suitable for inclusion on the list. (See Annex 2 for the Terms of Reference for the Local List Panel, Annex 3 for the Nomination Summary Form and Annex 4 for the Panel Scoring Sheet)

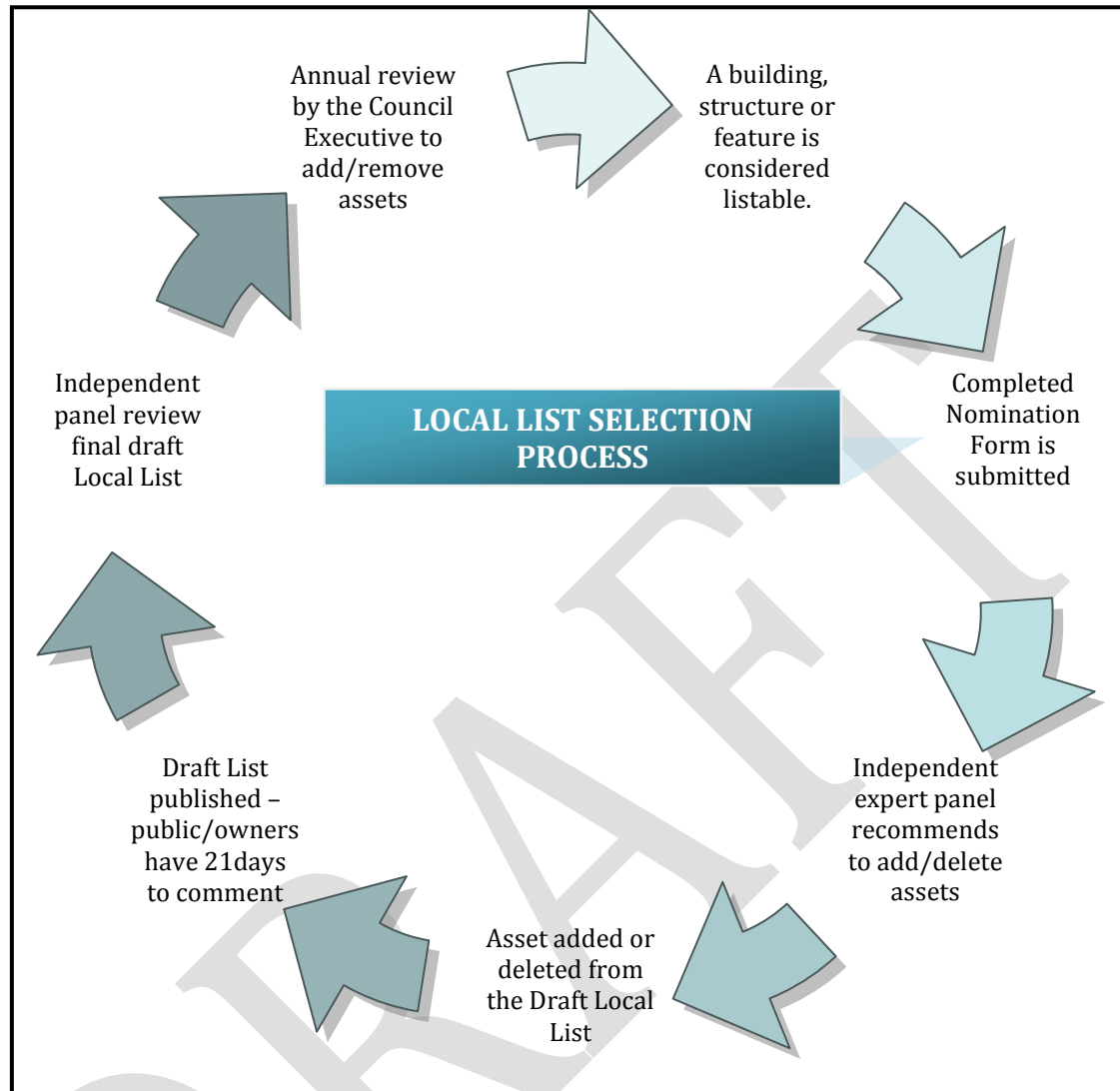
Following the publication of the draft Local List, a further public engagement will take place, with owners of the proposed heritage assets and members of the public being given a final chance to review and comment on the list. A letter will be sent to the owner of the asset to inform them of its inclusion and what impact this will have. (See Annex 5 for the template letter to the owner of the asset and Annex 6 for Frequently Asked Questions sheet that will be attached).

Owners can often provide additional valuable information which can assist with the decision about whether or not to add the structure to the List. Comments relating to the architectural or historic interest of the asset will be welcomed, whilst issues such as development potential, personal preference or privacy cannot be taken into consideration.

Comments received within the 21 day window will be taken into consideration by the Review Panel before a recommendation is made.

The Local List will be updated annually with nominations being added from the Draft List. The final decision on the Local List will rest with the City Council Executive.

Flow chart of nominations process:



Useful Resources

Conservation Areas

Conservation areas are areas of special architectural or historic interest. They are identified so we can protect them and make further improvements to their appearance.

<http://www.carlisle.gov.uk/Residents/Planning-Building-Control/Heritage-Trees-and-Conservation/Conservation-Areas>

Cumbria Archive Service

Cares for parish registers, other church records, wills, electoral registers, maps and plans, poor law records, title deeds, and photographs. The archives of many families, businesses, local authorities, solicitors, societies and schools also help form a fascinating record of all aspects of life in the county.

<http://www.cumbria.gov.uk/archives/>

Cumbria County Council online HER Resources

The Historic Environment Record (HER) is a series of linked computer databases that hold information on known archaeological sites, finds, landscapes, buildings and other aspects of the historic environment. In addition, it contains information on past research and investigations.

<http://cumbria.gov.uk/planning-environment/countryside/historic-environment/HER.asp>

EDGE Guide to the history of Carlisle

The history of Cumbria is bloody, more so than most English counties, and Carlisle has had more than its fair share of war and devastation from Roman times onwards, mainly due to its proximity to the border with Scotland.

<http://www.edgeguide.co.uk/cumbria/carlislehistory.html>

Historic Environment Register

Maintained by Cumbria County Council, the Historic Environment Record (HER) is a series of linked computer databases that hold information on known archaeological sites, finds, landscapes, buildings and other aspects of the historic environment.

<http://www.cumbria.gov.uk/planning-environment/countryside/historic-environment/her.asp>

Local History Societies

Contact details and links to websites where available

<http://www.local-history.co.uk/Groups/cumbria.html>

Old Carlisle Facebook

We are a community page dedicated to the history, heritage and people of Carlisle, Cumbria, England

<https://www.facebook.com/Old-Carlisle-125490877494060/timeline/>

Parish and community led plans

Action with Communities in Cumbria hold a Directory of Community Action Plans in Cumbria, a centralised resource enabling every Plan produced to be viewed online.

<http://www.cumbriaaction.org.uk/WhatWeDo/CommunityLedPlanning/CommunityLedPlans.aspx>

Register of listed buildings in Carlisle District

You can see the register of listed buildings in Carlisle District by using the link below. Every listed building is identified and briefly described.

<http://www.carlisle.gov.uk/Residents/Planning-Building-Control/Heritage-Trees-and-Conservation/Listed-Buildings-Structures>

Rural masterplanning

Detailed settlement profiles have been drawn up for villages in Carlisle district.

<http://newsite.carlisle.gov.uk/planning-policy/Neighbourhood-and-Rural-Planning/Rural-Master-Planning>

The List

The National Heritage List for England (NHLE) is the only official and up-to-date database of all listed and designated heritage sites.

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<https://historicengland.org.uk/listing/>

Tullie House - Carlisle's Local history

The local history collection comprises a wide spectrum of material relating to the historical evolution of Carlisle and north Cumbria.

<http://www.tulliehouse.co.uk/collections/carlisles-local-history>

UK Grid Reference finder

<https://www.gridreferencefinder.com/>

Contact details

Nominations forms can be sent by email to roger.higgins@carlisle.gov.uk post to: Heritage and Urban Design Officer, Investment and Policy Team, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG.

Annex I: Nominations Form



Local List Nominations Form

**Administration
Only**
Ref No. –
Date received -

Welcome to the Nominations Form for the Local Heritage Assets List

The nomination form asks you to demonstrate how your candidate asset meets the criteria for inclusion on Carlisle's Local Heritage Assets List or Local List. The assessment criteria ensure listing a heritage asset is the most appropriate means to manage your valued feature or building.

Local Listing does not mean an asset will be preserved in its current state in perpetuity. Planning policy allows change to heritage assets that conserves or better reveals their significance or in cases where change requires their loss, the benefit to the public that they provide is replaced. The information provided in support of your nomination will help determine what forms of change might be acceptable in the future.

Please refer to the last page for advice on how to complete this form and support available within your local area. **It is important that you provide as much information as possible to assist us in our assessment of your nomination.**

Name, address and location of your candidate heritage asset (please provide a photograph and a map showing its location or on-line link):

I. WHAT IS IT? Is it one of the following?	Tick
A building or group of buildings	
A monument or site (an area of archaeological remains or a structure other than a building)	
A place (e.g. a street, park, garden or natural space)	
A landscape (an area defined by visual features or character, e.g. a city centre, village, suburb or field system)	

Local List of Heritage Assets

2. WHY IS IT INTERESTING? Is it interesting in any of the following ways?	Tick
A. Age and Rarity	
The heritage asset dates from before 1835 (Victorian period) and survives in close to its original condition	
The heritage assets dates from 1835 to 1914 (Victorian/Edwardian period) and retains much of its original features. It is also of sufficient quality to distinguish it from other assets from that period in Carlisle	
The heritage asset dates from 1914 – 1919 and is a rare surviving wartime asset	
The heritage asset dates from 1919 – 1939 (the interwar period) and is an outstanding example of the style of the period	
The heritage asset dates from 1939 – 1945 and is a rare surviving wartime asset	
The heritage asset dates from after 1945 (post-war period) and is an asset of exceptional quality and design	
Additional information:	
B. Community and Social Value	Tick
Heritage assets that have played an integral part in the development of the community's identity	
Heritage assets that link the community's collective memory to the 2 world wars	
Heritage assets that have made a significant contribution to the community's 'sense of place'	
Heritage assets that are considered to be valuable by the community	
Additional information:	
C. Historic and Cultural Association	Tick
Heritage assets that are directly connected to important national figures, organisations or events	
Heritage assets that are directly associated with figures, organisations or events of significant local interest	
Heritage assets that represent Carlisle's (or Cumbrian) distinctive local culture	
Heritage assets that are important surviving examples of Carlisle's local industries and traditions	
Additional information:	

Local List of Heritage Assets

D. Architectural Value	Tick
Heritage assets that are good examples of designs by an architect of national importance	
Heritage assets that are good examples of designs by an architect of importance to Carlisle and the local area	
Heritage assets that are good surviving representative examples of a style of construction or design unique to the local area	
Heritage assets that have won national or local awards for their design	
Heritage asset that show are good examples of artistry and/or innovation	
Additional information:	
E. Townscape or Landscape Value	
Heritage assets that are a key focal point in the landscape (urban or rural)	
Heritage assets that collectively are designed to be part of a significant group such as a historic terrace, square or enclosed buildings	
Heritage assets that form a significant landmark from within or from outside an area	
Heritage assets that contribute significantly to the local character	
Additional information:	

Do you know who the Owner is? If yes, please give name and address.

Your details/contact? N.B. This information will not be publically available

Do you wish to be notified of the Panel decision?

☐ Yes
 ☐ No
 ☐ Not applicable

Date Submitted:

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How to complete the nominations form

In answers to Questions A-E you can tick the interests, values and associations your candidate asset provides to show which you consider to be important to its significance.

It is important that you provide as much detail as possible. Pictures or photos, map of location (even if hand drawn) and additional information will be helpful to us to when identifying and assessing your nomination against the criteria. Old photographs (or on-line links to photo records) as well of current photographs will be helpful in identifying and compiling a record of your nomination.

Adding your details is optional and will be for our use only if we need further information or to provide feedback if you have requested it.

Sites and buildings in conservation areas

Conservation Areas are 'designated heritage assets' as defined by the government's planning policy and receive a higher level of protection than locally registered heritage assets, including legal restrictions on demolition and some permitted development rights. We would however welcome suggestions for local list nominations within conservation areas. This would give additional weight to assessment should these nominees become the subject of a planning application.

Support in filling in this form

If you require assistance in filling in the nominations form, the Carlisle & District Civic Trust and local history group volunteers may be available in your area to assist you in completing the form and finding out information to support your nomination. Alternatively, please contact us using the details below.

What happens next?

Once you have completed this form either send by email to roger.higgins@carlsile.gov.uk or post to:

Heritage and Urban Design Officer
Investment and Policy Team
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG

Annex 2: Terms of Reference for the Local List Review Panel

1. This **Terms of Reference** provides a clear structure and outline of the commitment required as member of the independent Local List Review Panel.
2. The **purpose** of the Local Heritage List Review Panel is:
 - To assess nominations for local heritage assets and associated supporting information for the Local Heritage List before ratification by the City Council's Executive, in accordance with the Local List Guidance.
 - To review the Local Heritage List and recommend the addition or removal of assets as appropriate at regular intervals and at least once annually.
 - To Champion and support the promotion of the Local List.
3. **Membership** of the Review Panel should be drawn from the following organisations/expertise:
 - local historian
 - local architect
 - local archaeologist
 - member of the Carlisle & District Civic Trust
 - officer with knowledge of heritage and urban design
 - officer with knowledge of planning
 - officer with knowledge of community engagement
 - community organisations

The length of service of members of the Review Panel shall be at the discretion of the nominating bodies.

4. **Specialist or Local Advice** may exceptionally be sought when assessing a particular asset. The Review Panel may co-opt an additional member with appropriate qualifications either on a permanent or temporary basis.

5. **Assessment of Local Heritage Assets.**

5.1 Nominations will be assessed against the terms of the published criteria for inclusion in the Local List. Where a nominated asset meets one or more of the criteria it will be included in the draft Local List. An officer may decide that supporting information is incorrect, incomplete or lacking, further justification may be sought from the person making the nomination. The significance of a nominated asset may require to be measured, for example, against archaeological criteria.

5.2 Comments on the inclusion of an asset may be lodged by an owner or member of the public on the basis of evidence that it fails to meet the information submitted in support of the nomination; or that it fails to meet any of the selection criteria. The presumption in favour of adopting an asset should remain unless it meets either of these conditions.

5.3 A nominated asset which is already protected through inclusion in the Statutory List of Buildings of Special Architectural or Historic Interest, as a Scheduled Ancient Monument or as a Registered Park or Garden will not be added to the Local Heritage List.

6. Local Heritage List Review Panel Practice and Procedures

6.1 The Review Panel will meet at regular intervals, as required, and at least once annually. The review Panel will have no more than 12 members. Voting on nominations will only be possible if the meeting is quorate. A meeting is quorate if five members are present.

6.2 All meetings will be minuted and agendas will be published on the Council's website two weeks in advance. Minutes will be published on the Council's website no more than two weeks after a meeting.

6.3 Following each meeting, as new nominations come forward, the Review Panel will prepare a report for Council Executive that will include: a list of local heritage assets that are recommended to be added or removed from the Local Heritage List; the criteria that may or may not apply; comments received through public consultation and the Review Panel's response to consultation comments. Nominees and owners will have an opportunity to address the Review Panel in writing, as appropriate, during the decision making process. A member of the Review Panel will have the opportunity to address the Council Executive in writing regarding nominations for inclusion and removal from the Local List.

6.4 It is recommended that the Chair should be appointed by Review Panel members and this should be reviewed annually. Encouragement should be given to rotating the Chair annually.

6.5 Review Panel Terms of Reference and Practice and Procedures should be reviewed at regular intervals.

Annex 3: Nomination Summary Form

<p>Carlisle City Council</p> <p>LOCAL LIST OF NON-DESIGNATED HERITAGE ASSETS</p> <p>NOMINATION FORM</p>	
<p>Please provide one or more photographs (print here or identify loose photographs)</p>	<p>Please provide any historical evidence or reference data:</p>
<p>Name of building, structure or feature (if any)</p>	
<p>Address/Location</p>	
<p>Present use (if any)</p>	
<p>OS Grid Reference (if address unknown)</p>	
<p>Reasons for nomination (please include at least one of the defined Criteria for Selection)</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>(PTO)</p>	

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Local List of Heritage Assets

Nominated by:			
Address:			
Telephone No:			
E-mail address:			
LOCAL LIST PANEL ASSESSMENT (<i>Office use only please</i>)		REF No	
Visited or reviewed by:		Date:	
Principal Criteria			
Secondary Criteria			
Comments			
(Tick one)		<input type="checkbox"/> Recommended for inclusion <input type="checkbox"/> Not recommended <input type="checkbox"/> Undecided	
CARLISLE CITY COUNCIL DECISION (<i>Office use only please</i>)			
Comments:			
(Tick one)		<input type="checkbox"/> Accepted for inclusion <input type="checkbox"/> Not accepted	
Name:		Date	
Position:			

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Annex 4: Panel Scoring Sheet

NOMINATION ASSESSMENT	Tick / Rank 4- most important / 1 - least important			
Name and location of your candidate heritage asset:				
1. Age and Rarity				
<ul style="list-style-type: none"> The heritage asset dates from before 1835 (Victorian period) and survives in close to its original condition 				
<ul style="list-style-type: none"> The heritage assets dates from 1835 to 1914 (Victorian/Edwardian period) and retains much of its original features. It is also of sufficient quality to distinguish it from other assets from that period in Carlisle 				
<ul style="list-style-type: none"> The heritage asset dates from 1914 – 1919 and is a rare surviving wartime asset 				
<ul style="list-style-type: none"> The heritage asset dates from 1919 – 1939 (the interwar period) and is an outstanding example of the style of the period 				
<ul style="list-style-type: none"> The heritage asset dates from 1939 – 1945 and is a rare surviving wartime asset 				
<ul style="list-style-type: none"> The heritage asset dates from after 1945 (post-war period) and is an asset of exceptional quality and design 				
<ul style="list-style-type: none"> The heritage asset is relatively modern and is an asset of exceptional quality and design 				
2. Community and Social Value				
<ul style="list-style-type: none"> Heritage assets that have played an integral part in the development of the community's identity 				
<ul style="list-style-type: none"> Heritage assets that link the community's collective memory to the 2 world wars 				
<ul style="list-style-type: none"> Heritage assets that have made a significant contribution to the community's 'sense of place' 				
<ul style="list-style-type: none"> Heritage assets that are considered to be valuable by the community 				
3. Historic and Cultural Association				
<ul style="list-style-type: none"> Heritage assets that are directly connected to important national figures, organisations or events 				

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Local List of Heritage Assets

<ul style="list-style-type: none"> Heritage assets that are directly associated with figures, organisations or events of significant local interest 				
<ul style="list-style-type: none"> Heritage assets that represent Carlisle's (or Cumbrian) distinctive local culture 				
<ul style="list-style-type: none"> Heritage assets that are important surviving examples of Carlisle's local industries and traditions 				
4. Architectural Value				
<ul style="list-style-type: none"> Heritage assets that are good examples of designs by an architect of national or local importance 				
<ul style="list-style-type: none"> Heritage assets that are good surviving representative examples of a style of construction or design unique to the local area 				
<ul style="list-style-type: none"> Heritage assets that have won national or local awards for their design 				
<ul style="list-style-type: none"> Heritage asset that show are good examples of artistry and/or innovation 				
5. Townscape or Landscape Value				
<ul style="list-style-type: none"> Heritage assets that are a key focal point in the landscape (urban or rural) 				
<ul style="list-style-type: none"> Heritage assets that collectively are designed to be part of a significant group such as a historic terrace, square or enclosed buildings 				
<ul style="list-style-type: none"> Heritage assets that form a significant landmark from within or from outside an area 				
<ul style="list-style-type: none"> Heritage assets that contribute significantly to the local character 				
GENERAL COMMENTS:				
TOTAL SCORE:				
Name of assessor:				
Date:				

June 2017

Annex 5: Template Letter to the owner of the asset

CONSULTATION LETTER

Address

Dear **Name if known or Owner/Occupier**,

LOCAL LIST OF HERITAGE ASSETS IN THE CARLISLE CITY COUNCIL AREA:

Insert Name of asset.....

The purpose of this letter is to bring to your attention that due to the heritage and community value of **[insert asset name]** we are considering whether it should be included in Carlisle's Local List of Heritage Assets.

I am writing to you as we understand that you are the owner of the above asset. If this is not the case, we would appreciate it if either you could please pass this letter on to the appropriate person, or let us know who to contact. If you do not know who owns the structure, I would be grateful if you could let us know.

Carlisle City Council as Local Planning Authority is working with local people to identify and compile a Local List of buildings and structures (Heritage Assets) that may not be of sufficient importance to be nationally listed (a Listed Building), but which nevertheless make a contribution to the special character of the area. Many local Council's across the country already have a list of locally important Heritage Assets and Historic England have issued guidance on good practice for local listing. Attached to this letter are frequently asked questions that will provide you with the significance of the Local List.

We consider this asset to be suitable for addition to the Local List because.....

Brief description/statement of significance from table for each structure here please

The inclusion of this asset to our Local List would not increase any Planning controls that already apply to it, but is aimed at raising awareness of its contribution to the special character to area and to help the Authority when making decisions about planning applications. The Local List is linked to policies in the Local Plan and will therefore be taken into account when development proposals which impact on the significance of the asset are being considered.

A Heritage Asset included on the Local List will not make it more accessible to the general public than it is already. No access is required to the interior of the structure and if required the Heritage Officer will carry out all surveys and photographs from public land, unless permission for closer inspection is given by the owner.

We are consulting all owners of assets being considered for Local Listing as part of the assessment process. Owners can often provide additional valuable information which can assist with the decision about whether or not to add the structure to the List. However, we ask that your comments relate to the architectural or historic interest of the asset, as issues such as development potential, personal preference or privacy cannot be taken into consideration.

If you would like to make any comments about the inclusion of this structure in the Local List, please send them to the above address within 21 days of the date of this letter, so that they can be taken into consideration by the Review Panel before a recommendation is made.

In the meantime, if you have any questions about this, please email me or if your prefer fill in the attached response form.

Yours sincerely,

June 2017

Annex 6: Frequently Asked Questions

What is a locally listed asset?

A heritage asset can be a building, monument, structure, townscape or landscape that is of heritage value.

A locally listed building is a building or other structure which is deemed to be of local architectural or historic interest and is included on the Local List drawn up by the Council. It is a local designation and completely separate from national listing which is undertaken by the government.

Why have a 'Local List'?

Over the last few years Central Government has been putting growing emphasis on the need to promote 'local distinctiveness'. Local communities are increasingly being asked to highlight what they consider to be important within their familiar environment. Intensive development pressures have highlighted the need to maintain and protect our local natural and built environment. Whilst those buildings and structures which are of national importance are identified as Listed Buildings, we all know of those local buildings which help to define the areas where we live and work. These buildings make a contribution to the character and historical legacy of the areas in which they are located. Further, they contribute to the local scene or are valued for their local historical associations.

Will buildings on the 'Local List' receive any additional statutory protection?

The 'Local List' is a 'non-statutory' designation. Buildings on the list will not be subject to new or additional controls. The existing planning controls over changes of use, external alterations, extensions etc. will continue to apply and will remain unchanged. Where permission is required for works, the council will ensure that any proposal respects the building.

If no additional controls are involved what does the 'Local List' aim to achieve?

Much can be done to help protect the character of locally important buildings by raising their 'profile', without the need for extra controls. The 'Local list' initiative is aimed at:

- ensuring that these buildings enjoy the recognition which they deserve
- raising public awareness of the importance of these buildings to the local environment
- encouraging owners to protect and maintain the character of such buildings
- ensuring that planners, architects, builders, and others concerned with development proposals are aware of the need to give special attention to such buildings.

Do I need additional consents to carry out works to a locally listed building?

No, there are no additional planning controls; normal planning regulations apply. You may therefore need to apply for Planning Permission for some works. This can be discussed in more detail with the Councils 'Duty Planner'.

What planning policies apply to locally listed buildings?

Local Plan Policy HE6 – Locally Important Heritage Assets

Throughout Carlisle District there are a number of buildings and structures of historic and architectural significance that, whilst not statutorily protected, help create the locally distinctive character of the area. The Council recognises the positive contribution these structures make to streetscape and/or landscape and will therefore designate such assets through the Local List to strengthen the presumption in favour of their retention when considering development proposals.

Development which would remove, harm or undermine the significance of a locally listed asset, or its contribution to the

Local List of Heritage Assets

character of the area, will only be permitted where robust evidence can demonstrate that the public benefits of the development would clearly outweigh the harm.

A number of buildings on the Local List have also been included on the basis that together, and sometimes alongside statutory listed heritage assets, they make a particularly strong and positive contribution to the 'townscape' character of an area. These 'key townscape frontages' are identified on the Policies Map. Development proposals which would erode the significance of these frontages will be resisted.

Only in exceptional circumstances will the loss of a locally listed asset be permitted. Where this is the case the following may be required:

- 1. an appropriate level of survey and recording which may also include archaeological excavation;*
- 2. provision of replacement buildings of comparable quality and design; and*
- 3. the salvage and reuse within the replacement development of special features.*

Does this mean that I won't be able to alter my property?

No. if you plan on undertaking works to your property that require planning permission, *Local Plan Policy SP6 Securing Good Design* applies. This requires any work to preserve the appearance and setting of the property.

What should I do if I believe that a property should be included to the list?

If you believe that a property should be included on the list, please contact the Conservation Officer.

What is the difference between Statutory and Local Lists?

Locally listed Buildings are recognised by the Council and are not graded. They are not protected by law unless they are in a conservation area.

In contrast, buildings on the statutory list are selected by the Secretary of State with the guidance of Historic England. They are graded on their importance (Grade I, II* and II). They are protected by law and listed building consent must be sought before extending, altering or demolishing such a property.

Where can I find the list of buildings or structures that are included?

The draft and approved Local List are located on Carlisle City Council website under Planning & Building Control.

