

**Decision Ref No:**

EX.034/12

**Subject Matter:**

CARLISLE DISTRICT PARISH CHARTER

The Carlisle Local Strategic Partnership Manager submitted report CD.25/12 presenting a proposed new Parish Charter for Carlisle and District, a copy of which was attached at Appendix 1 to the report.

He outlined the background to the matter, reminding Members that the new Parish Charter had been developed in partnership by a Working Group of Carlisle City Council and Parish Council elected representatives (comprising Councillors Mrs Geddes, Bloxham and Mrs Bowman from the City Council; and Councillors Auld, Little and Nicholson from the CPCA). The proposed new Charter was concise and aimed only to outline expected behaviours and relationships. Accordingly it was intended to be a durable and long-lasting document.

The Carlisle Local Strategic Partnership Manager added that the new Charter would be supported by a series of 'Formal Agreements' which outlined specific commitments around services, roles and responsibilities. Those were intended to reflect current circumstances and may be developed, amended and deleted on a much more regular basis. The Formal Agreements would be agreed annually at one of the joint meetings of Carlisle City Council and the Parish Councils.

The Executive was therefore requested to consider and approve the proposed Parish Charter on behalf of Carlisle City Council.

In response to a request for clarification on the approval process, the Carlisle Local Strategic Partnership Manager advised that the new Parish Charter would be submitted to the Carlisle Parish Councils' Executive for their approval, and would be presented to the joint meeting between representatives of the Executive and the Parish Councils.

The Environment and Housing Portfolio Holder explained that the Working Group had undertaken a number of meetings which had resulted in a new workable Parish Charter. The process had been robust and he believed that the new Charter was appropriate for approval by the City and Carlisle Parish Councils Executives.

The Community Engagement Portfolio Holder said that the previous Parish Charter had been unwieldy and had therefore remained on the shelf. She added that the new Parish Charter could be easily understood by all and should be in existence for a number of years. The Formal Agreements constituted work in progress.

In conclusion, the Portfolio Holder wished to thank all Members and Officers involved in preparation of the new Charter.

The Economic Development Portfolio Holder agreed with the comments expressed, adding that those Members who attended Parish Council meetings would be able to monitor the position.

The Leader then moved that the Executive, on behalf of the City Council, agree the Parish Charter.

**Decision:**

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That the Executive had considered the proposed Parish Charter, appended to Report CD.25/12, and agreed it on behalf of Carlisle City Council.

**Key or Non-Key Decision:**

Key

**Key Decision Ref:**

KD.001/12

**Portfolio:**

Community Engagement

**Who made decision:**

Executive

**Date:**

12-Mar-12

**Reports and Background Papers considered:**

A Report of the Director of Community Engagement (CD.25/12) - Carlisle District Parish Charter

**Reasons for Decision:**

The proposed Parish Charter had been subject to rigorous negotiations between a working group of Parish Councillors and representatives from Carlisle City Council's Executive.

Representatives from both sides had contributed fully to and endorsed the resulting draft. It was a relatively 'light touch' document intended to outline relationships and behaviours (and therefore be a longer-term and lasting document). In contrast supporting 'Formal Agreements' would be more detailed and intended to reflect current circumstances. They should be updated on a regular basis as circumstances dictated.

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

14-Mar-12

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 21 March 2012

**Implementation date if not called-in:**

22 March 2012

**Relevant Overview and Scrutiny Panel:**

Community Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.035/12

**Subject Matter:**

OLD TOWN HALL

The Director of Economic Development submitted report ED.09/12 providing details of preparatory work for substantial repairs to the Old Town Hall, a prominent two storey Grade 1 Listed Building situated within the City Centre Conservation Area.

She reminded Members that, in 2010, a substantial scheme had been drawn up to develop the role of the Old Town Hall as a gateway to Carlisle's historic attractions, the overall cost of which was estimated at c. £1,300,000 with the total funding package coming from:

- Carlisle City Council - LABGI and capital programme
- English Heritage - Historic Buildings, Monuments and Designated Landscapes (HBMDL) and 'Partnership Schemes in Conservation Areas Programme' (PSICA)
- Visitor Information Infrastructure funding from the North West Development Agency
- A substantial bid to the Heritage Lottery Fund

The Director of Economic Development outlined the current position and issues, commenting that the prospective NWDA funding had been withdrawn in August 2010 and the bid for HLF funding in 2010 proved to be unsuccessful. Following discussions with English Heritage it was agreed that £40,000 HBMDL and £215,000 PSICA grant funding for restoration and repairs to the building remained in place, subject to eligibility of proposed works. The City Council match funding would be drawn from capital and LABGI. That provided a confirmed available funding package amounting to £551,000. She added that a decision was made to progress a more modest scheme for the Old Town Hall using those remaining available capital funds, details of which were provided.

The Director of Economic Development further gave an explanation of the proposed building restoration and repairs, associated costs and management arrangements. She added that, in order to meet the target dates for completion of the scheduled works, it had been necessary to issue tenders for the appointment of a co-ordinating consultant by no later than the week commencing 20 February 2012 since it was critical that the full professional team could be appointed immediately after receipt of English Heritage funding approval.

In conclusion, the Director of Economic Development said that the Old Town Hall was a significant building both in terms of its history and its position in the centre of Carlisle City. The proposed works would help secure the fabric of the building in the short to medium term.

The Economic Development Portfolio Holder was delighted by submission of the report. Although she was disappointed that it had not been possible to progress the larger scheme, the current scheme was much needed and constituted very necessary works to an important building within the City Centre.

**Decision:**

That the Executive:

1. Noted progress on the preparatory work for restoration and repair work to the Old Town Hall.
2. Approved the release of £551,000 earmarked for that scheme in the 2011/12 and 2012/13 Capital Programmes, noting that it related to the City Council match funding of £296,000, to enable maximum grant funding of £255,000 to be drawn down from English Heritage to part fund the project.
3. Delegated authority to the Director of Economic Development in consultation with the Portfolio

Holder to progress tender invitations for appointment of the Conservation Architect and Support Team, ahead of English Heritage approval of grant expenditure w/c 2 April 2012.

**Key or Non-Key Decision:**

Key

**Key Decision Ref:**

KD.002/12

**Portfolio:**

Economic Development

**Who made decision:**

Executive

**Date:**

12-Mar-12

**Reports and Background Papers considered:**

A Report of the Director of Economic Development (ED.09/12) - Old Town Hall

**Reasons for Decision:**

In order to ensure that:

1. The City Council secured and maximised the grant funding available in support of the repair/restoration works to the Old Town Hall.
2. The work could be carried out and completed within the lifetime of the grant ie as per Appendix B Programme of Works, before the end of March 2013.

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

14-Mar-12

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 21 March 2012

**Implementation date if not called-in:**

22 March 2012

**Relevant Overview and Scrutiny Panel:**

Environment and Economy Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

FORWARD PLAN  
The Forward Plan of Key Decisions for the period 1 March 2012 to 30 June 2012 was submitted for information.

**Decision:**

That the Forward Plan of Key Decisions for the period 1 March 2012 to 30 June 2012 be received.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

Forward Plan of Key Decisions for the period 1 March 2012 to 30 June 2012

**Reasons for Decision:**

Not applicable.

**Summary of Options rejected:**

None

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

**Subject Matter:**

SCHEDULE OF DECISIONS TAKEN BY OFFICERS  
Details of decisions taken by Officers under delegated powers were submitted.

**Decision:**

That the decisions be received.

**Key or Non-Key Decision:**  **Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

A Schedule of Decisions taken by Officers under delegated powers

**Reasons for Decision:**

Not applicable

**Summary of Options rejected:**

None

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

**Subject Matter:**

**Decision:**

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.039/12

**Subject Matter:**

BAD DEBT WRITE OFFS FOR NNDR, COUNCIL TAX AND DEBTORS (INCLUDING PENALTY CHARGE NOTICES)

The Director of Resources submitted report RD.95/11 informing the Executive of actions taken in writing off debts totalling £149,874.08 for the period 1 September 2011 to 29 February 2012.

The Governance and Resources Portfolio Holder then moved the recommendations contained within the report.

**Decision:**

That the Executive:

1. Noted the Director of Resources' action in writing off debts totalling £149,874.08 for the period 1 September 2011 to 29 February 2012.

2. Noted that the costs would fall against the

General Fund	- £ 67,629.64
Council Tax Pool	- £ 55,240.34
NNDR Pool	- £ 27,004.34

TOTAL	- £149,874.08
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3. 'Write-ons' would be credited as follows:

General Fund	- £ 11,049.26
Council Tax Pool	- £ 2,171.87
NNDR Pool	- £ 172.97

TOTAL	- £ 13,394.10
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4. Noted the cumulative write offs (£342,931.80) and write ons (£46,945.54) for the period 1 April 2011 to 29 February 2012. The full 2011/12 years write offs and write on trends compared to previous years would be reported to Members as part of the 2011/12 outturn report.

**Key or Non-Key**

Non-Key

**Key Decision Ref:**

Not applicable

**Decision:**

**Portfolio:**

Governance and Resources

**Who made decision:**

Executive

**Date:**

12-Mar-12

**Reports and Background Papers considered:**

A Report of the Director of Resources (RD.95/11) - Bad Debt Write Offs for NNDR, Council Tax and Debtors (Including Penalty Charge Notices)

**Reasons for Decision:**

Debt irrecoverable

**Summary of Options rejected:**

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None

**Interests declared:**

None

**Date published:**

14-Mar-12

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 21 March 2012

**Implementation date if not called-in:**

22 March 2012

**Relevant Overview and Scrutiny Panel:**

Resources Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.040/12

**Subject Matter:**

ASSET REVIEW BUSINESS PLAN DISPOSAL PROGRAMME - WILLOWHOLME INDUSTRIAL ESTATE, CARLISLE

The Director of Resources submitted report RD.94/11 concerning the Willowholme Industrial Estate, Carlisle which, as Members would recall, was severely affected by flooding in January 2005. Flood alleviation work had since been undertaken to defend the City and the Estate, in addition to which the City Council had undertaken works to the Estate's infrastructure, particularly the highways.

The part of the Estate identified for disposal was set out on the plan attached to the report and comprised Site 20 (Stagecoach) and the remainder of the Estate (excluding Sites 19 and 24).

The Director of Resources indicated that, following representations and discussions with the businesses on the Estate in late 2010, the Council had undertaken to explore the possibility of an off market sale of the Estate to sitting tenants provided that could be achieved through collective negotiations, best consideration could be achieved and the whole of the Estate was sold. External Agents were appointed to support the Council through that process and advise on the disposal; provide valuation advice to ensure the requirement to achieve best price was met; and also undertake negotiations with the parties involved. Details of the valuation advice were provided within private report RD.94/11 to be considered later on the Agenda.

Although extensive negotiations with the consortium of Willowholme business tenants had been carried out, those had not resulted in a successful conclusion. A sale of the entire Estate could not be achieved and the financial terms on offer were less than satisfactory to the Council, being at a figure considered less than best consideration. Subsequently the Estate, apart from Sites 19 and 24, had been offered for sale to a targeted audience with marketing to known interested parties and investors. Depending on the outcome, the next steps would, if necessary, be to market the Estate or parts of it with exposure to the wider market at large through a sale conducted by private treaty, tender or auction process. Details of the offers received to date and under consideration were set out in the private report referred to above.

In conclusion, the Director of Resources recommended that the Executive approve the release and freehold disposal of part of the Willowholme Estate, subject to final terms and conditions agreed by the Property Services Manager.

The Governance and Resources Portfolio Holder stated that the Asset Review Business Plan Disposal Programme had taken a great deal of time and involved enormous effort by Members and staff, and the proposed release and disposal of part of the Willowholme Industrial Estate constituted further evidence that the programme was coming to fruition.

The Portfolio Holder added that the disposals undertaken to date had proved to be very successful. He was sure that level of success would continue, and was very grateful to all involved.

**Decision:**

That the Executive approved the release and freehold disposal of part of the Willowholme Industrial Estate, subject to final terms and conditions agreed by the Property Services Manager.

**Key or Non-Key Decision:**

Non-Key

**Key Decision Ref:**

Not applicable

**Portfolio:** Governance and Resources

**Who made decision:** Executive

**Date:** 12-Mar-12

**Reports and Background Papers considered:**

A Report of the Director of Resources (RD.94/11) - Asset Review Business Plan Disposal Programme - Willowholme Industrial Estate, Carlisle

**Reasons for Decision:**

To more effectively manage the Council's assets by bringing forward the disposal of surplus property in pursuit of the strategic objectives set out in the Asset Review Business Plan adopted by Council

**Summary of Options rejected:**

None

**Interests declared:** None

**Date published:** 14-Mar-12

**Urgent decision not subject to call in:** No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:** Not applicable

**Deadline for call-in:** 5.00 pm 21 March 2012

**Implementation date if not called-in:** 22 March 2012

**Relevant Overview and Scrutiny Panel:** Resources Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

ASSET REVIEW BUSINESS PLAN DISPOSAL PROGRAMME - WILLOWHOLME INDUSTRIAL ESTATE, CARLISLE

(Public and Press excluded by virtue of Paragraph 3)

The Director of Resources submitted private report RD.94/11 outlining the financial aspects of the proposals set out in Part A to dispose of part of the Willowholme Industrial Estate, together with details of the offers received to date following the marketing of the Estate and negotiation with interested parties.

The Director of Resources added that matters were progressing and he would circulate a report updating Members on the position.

The Leader then moved the report.

**Decision:**

That the Executive noted the financial aspects of the proposal to dispose of part of the Willowholme Industrial Estate, as set out in public Report RD.94/11.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

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**Implementation date if not called-in:**

22 March 2012

**Relevant Overview and Scrutiny Panel:**

Resources Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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