APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Planning and General Purposes Committee Minutes

For the meeting held in the Moot Hall

Monday 10th November 2025 at 6.45pm

Present:

Cllr Connell (Chair)
Cllr Davidson
Cllr Hilsden
Cllr Railton
Cllr Turnbull

Also in attendance:

Cllr Anderton
Cllr Chalmers
Cllr Smith
Cllr Heap
Cllr Kemp
Town Clerk and Clerk's Assistant

P1/11/25 Apologies for Absence

Apologies received from Cllr Curley and Cllr Pape.

P2/11/25 Declarations of Interest

Cllr Railton and Cllr Connell declared an interest in Holme Farm Bridge, as they are both Trustees of St Anne's Hospital.

P3/11/25 Actions from the Previous Minutes

- **Holme Farm Bridge Closure**

There have been no further updates on the closure of Holme Farm bridge. The Clerk has emailed St Anne's to ask for a copy of the technical report and an indication of the schedule of what steps have been/will be taken regarding the future of the bridge. Cllr Connell reported that the trustees have a meeting this week.

The Council have received reports about the condition of Holme Farm woods top path, which is being used a lot more frequently since the bridge was closed. Cllr Connell advised that this is also the responsibility of St Anne's and will be discussed at the Trustees meeting later in the week. The Clerk has also reported the condition of the path to Westmorland & Furness Council's countryside access team, as it is a Public Right of Way, to ask if they could improve its accessibility.

- **Tebay M6 junction closure for bridge works**

Alongside local efforts, MP Tim Farron has been lobbying the Transport Minister and working with the key engagement stakeholders to push for temporary slip roads to be installed on J38 for the duration of the work, so that local rural communities aren't cut off when the work begins in 2027.

- **Doomgate FRMS**

All work is now concentrated in Broad Close car park and there is no further road closures planned. The work is still on schedule to be completed by May 2026.

- **Empty Homes Scheme**

The Clerk met with Westmorland & Furness Council's new Empty Homes Officer. The officer has identified a number of empty houses and properties in Appleby and letters have been sent to the owners asking for details of why the properties are empty. The officer would like to hear about any properties that have been standing empty for any significant length of time, so they can investigate.

- **Properties on High Wiend**

Westmorland & Furness Council have confirmed that Section 215 notices have been issued to the owner of No. 1 and Nos. 7-9 High Wiend. The notices request that work is carried out to repair the west gable wall and repairs to flues of No.1, and repairs to roof, chimney stack and wall of Nos. 7-9.

- **Audit of empty and rundown town centre retail premises**

The Clerk has started to put together a list of retail properties in the town centre that are looking a bit run down, both occupied and empty ones. When all the contact details for the properties have been obtained, the plan is to contact the owners. This will also link in with the Council's proposed Shop Front Grant Scheme.

Some concerns were raised that a property on Bridge Street have recently installed some 2 x 2 bits of timber into the sandstone around the frame of their door and have attached Mr Men characters to the frame.

Action: The Clerk advised that she had already been informed of this and will go and speak to the proprietor tomorrow to find out what the frame is intended for.

- **New double yellow lines on Garths Head Road**

The double yellow lines have now been installed on Garth Heads Road, Clifford Street, Bellevue and Pembroke Street, although it would seem that a small stretch on Garth Heads Road at the top of Lady Garth's path has been omitted. The Clerk will take this up with Highways.

- **Recruitment of Street Cleaning Operative**

A number of people have expressed interest in the role, one was interviewed last week, and another will be interviewed this week.

- **Changes to hospital requested routine procedures**

The Chair sent a letter to the North Cumbria Integrated Care Board regarding these changes and the reply received from their CEO has been circulated to Councillors. MP Tim Farron is also making representations to the ICB.

Cllr Connell left the meeting at 7.05pm and Cllr Railton took over as Chair.

- **Transfer of ownership of Christmas lights from ACAT**

Cllr Curley has now reviewed the Agreement and has highlighted some issues of concern, specifically with regard to the insurance and liability of volunteers. As a result of this, the Clerk contacted our insurance provider and they have come back with a list of queries, including a request for a more comprehensive risk assessment and some requirements for volunteers working at height. These will need to be addressed before the Council can cover the volunteers under its insurance policy.

Cllr Anderton advised that most of the lights have been put up at the weekend with help from Rotary members and this was done under the Rotary insurance.

Cllr Chalmers has reviewed and improved ACAT's risk assessment and has also recommended a method statement, so the Council can ensure that all volunteers are working in accordance with the correct health and safety requirements. ACAT volunteers working at height will also need to undertake a working at height training course and one member will need to do ladder awareness training. Cllr Chalmers suggested that a meeting should be held with ACAT to finalise these arrangements.

The Chair thanked ACAT on behalf of the town for all the hard work that goes into putting up the Christmas lights.

P4/11/25 Planning Applications

Under Westmorland and Furness Council's consultation process, to consider the following Planning Applications, plus any late arrivals, to prepare, under delegated authority, a response from Council:

2025/1863/HOU No comments **21 Drawbriggs Court, CA16 6JA** Retrospective application for the construction of a gabion wall and associated works. *Applicant: Mr Mark Carruthers*	2025/2088/TCA No comments **Apartment 4, 19 Boroughgate, CA16 6XF** S211 Notification, works to trees in conservation area, *Applicant: Mr Mark Gilby*
2025/1709/LBC Comments raised **21 Boroughgate, CA16 6XF** Listed Building Consent for alterations to the rear outbuilding to form chiller cold store and meat preparation area *Applicant: Mrs Jennie Allison* The committee felt this was a positive development, but noted there was no technical details given about the external mounted condenser unit and raised concerns about potential noise pollution for surrounding properties.	2025/1783/FPA Comments raised **21 Boroughgate, CA16 6XF** Alterations to the rear outbuilding to form chiller cold store and meat preparation area. *Applicant: Mrs Jennie Allison*

The Clerk reported that an enforcement case has been issued to the owner of land off Doomgate with regard to a potential breach of condition 2 attached to permission No. 22/0563 in respect of the boundary wall, which has been demolished.

P5/11/25 Planning Decisions

Under Westmorland and Furness Council's consultation process, to consider the following Planning Decisions:

2025/1927/TCA **Charnwood, Garths Head Road, CA16 6TR** S211 Notification, conservation area tree works - Silver Birch - reduce to ½ existing height. Remove x2 Japanese Acers and x1 Cypress Leylandii. *Applicant: Mr Kevin Anthony Lowther*	

P6/11/25 Chair's Report

There was no Chair's report in respect of this meeting.

P7/11/25 Voluntary Car Scheme

The Clerk's office has now been coordinating the scheme for two weeks, and although it is far busier than anticipated, we have established a good system to coordinate it and it has been running smoothly. The main concern is the lack of drivers for the scheme, and the Council is working with W&FC's integrated transport team to try and recruit some more volunteer drivers. The plan is still to run it on a trial basis for three months and see how it goes, and if it is manageable, the Clerk proposes that the Council would continue to coordinate the scheme.

P8/11/25 Westmorland and Furness Council's Design Code

The flyer for the new Design Code has been circulated to Councillors. The aim of the Code is to implement consistent design standards in relation to new developments. The drop-in event at Appleby is in the Public Hall on Wednesday 19th between 2.30pm and 6.30pm. Officers will be in

attendance at the event to speak to. It was agreed that a response should submitted by the Council, and Cllr Connell suggested this should take place at a meeting following the drop-in, so Councillors can have time to familiarise themselves it first.

P9/11/25 Councillors' reports and items for future agendas

There were no items for future agendas.

P10/11/25 Next Meeting

To note that the next meeting of the Planning and General Purposes Committee will be on **Monday 8th December 2025** at **6.45pm** in the Moot Hall.

There being no further business, the meeting closed at 7.35pm.

At the Council Meeting held on **Wednesday 19th November 2025**, the Chair of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:

Cllr Andy Connell