

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Caroline Dodgeon : Town Clerk  
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www.applebytown.org

Town Clerk's Office  
Moot Hall  
Boroughgate  
Appleby-in-Westmorland  
Cumbria  
CA16 6YB

## PROPERTY COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 11<sup>TH</sup> FEBRUARY 2019 at 7.15pm

Report 1

### Present:

Cllr Mrs Anderton (**Vice Chair**)  
Cllr Connell  
Cllr Mrs Dixon-Dougherty (*Deputy Mayor ex officio*)  
Cllr Dougherty (**Chair**)  
Cllr Hayes  
Cllr Pape  
Cllr H Potts  
Cllr Rooke (*Mayor ex officio*)

### Also in attendance:

Cllr Chalmers  
Cllr Miss Hutchinson  
Cllr Stephenson

### PR1/02/19 Apologies for Absence

Apologies for absence were received from Cllr F Potts in respect of this meeting.

### PR2/02/19 Declarations of Interest

Cllr Connell declared a personal interest in relation to any agenda items that relates to Cumbria County Council and Eden District Council. Cllr Mrs Dixon – Dougherty declared a personal interest in relation to any item on the agenda that relates to the Environment Agency.

### PR3/02/19 Actions from the Previous Minutes

There were no outstanding actions from the previous minutes in respect of this meeting.

### PR4/02/19 Chairman's Report

There was no Chairman's Report in respect of this meeting.

### \*PR5/02/19 East Cloisters: PF&K Office Closing

The Clerk advised that she had been informed that PF&K's office closed on Thursday. No formal notification has yet been received from PF&K. The future letting of the property was discussed and it was **RECOMMENDED** that the property would be let on a 12 month lease with a 3 month notice period by sealed bid to allow the property to be utilised should the Council need to move out of the Moot Hall for any future building works.

### PR6/02/19 Councillors' reports and items for future agendas

Cllr Stephenson stated that the entrance to the Public Hall could do with cleaning and the lettering painting so that it stood out more.

### PR7/02/19 Date of the Next Meeting

Councillors noted that the next meeting of the Property Committee will be held in the Moot Hall on **Monday 11<sup>th</sup> March 2019 at 7.45pm** (or upon the rising of the Planning and General Purpose Committee).

There being no further business the meeting closed at 7.30pm.

\*Amended Agenda 07/02/2019

### ACTIONS

Clerk

ALL

AT THE COUNCIL MEETING ON: **WEDNESDAY 20<sup>TH</sup> FEBRUARY 2019**

THE CHAIRMAN OF THE MEETING WAS AUTHORISED BY THE COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR BEING A TRUE AND ACCURATE RECORD:

  
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**Caroline Dodgeon**

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**From:** <cara.organ@HistoricEngland.org.uk>  
**Date:** 13 February 2019 13:51  
**To:** <clerk@applebytown.org.uk>  
**Subject:** Moot Hall: Notification of Designation Decision

Ms Caroline Dodgeon  
 Town Clerk  
 Appleby Town Council  
 Moot Hall  
 Boroughgate  
 Appleby-in-westmorland  
 CA16 6YB

Our Ref: 1456661  
 Direct Line: 01904 601951  
 EMail: cara.organ@HistoricEngland.org.uk  
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13 February 2019

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Dear Caroline,

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**Moot Hall, Boroughgate, Appleby-in-Westmorland** " List Entry  
**Amended**

**List Entry Number: 1145607**

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As you will know from our earlier letters and from the visit made by our Designation Adviser we have been considering amending the entry for the above building on the List of Buildings of Special Architectural or Historic Interest.

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We have taken into account all the representations made, and completed our assessment of the building. I am pleased to inform you that having considered our recommendation, the Secretary of State for Digital, Culture, Media and Sport has decided to amend the entry for Moot Hall on the List of Buildings of Special Architectural or Historic Interest. The building remains listed at Grade II\*.

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Please click on the link below to download a copy of our advice report, which gives the principal reasons for this decision. The List entry for this building, together with a map, has now been published on the National Heritage List for England, and will be available for public access from tomorrow. This List can be accessed through our website.

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<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=A874C888-6362-4E99-9FA7-E27ACF452AAF&cn=239134E1-C23E-432A-B095-2FE97C37848A>

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Listing helps us to mark a building's significance and celebrate its special architectural and historic interest. It brings specific protection so that its special interest can be properly considered in managing its future. Listing does not mean, however, that no alterations can be made - in fact in the vast majority of cases applications to make changes to a listed building are approved. Further information about listed buildings can be found on the "Your Home" pages of our website.

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Please be aware that the amendment of the entry for the building took effect on the day that the amended List entry was published on the National Heritage List for England.

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As of 25 June 2013, the Enterprise and Regulatory Reform Act (ERRA) has enabled a number of heritage reforms, including an amendment to the Planning (Listed Buildings and Conservation Areas) Act 1990 that provides two potential ways to be more precise about what is listed. Whether or not the new provisions have been invoked with regard to this building is explained in the Advice Report. A List entry that makes use of these provisions will clarify what attached and curtilage structures are excluded from the listing and/or which interior features definitively lack special interest; however, owners and managers should be aware that other planning and development management constraints might apply to these structures, and should clarify these with the Local Planning Authority. Further information is available on our website at

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<https://historicengland.org.uk/listing/what-is-designation/listed-buildings/listing-and-the-err/>

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If you consider that this decision has been wrongly made you may contact the DCMS within 28 days of the date of this letter to request that the Secretary of State review the decision. An example of a decision made wrongly would be where there was a factual error or an irregularity in the process which affected the outcome. You may also ask the Secretary of State to review the decision if you have any significant evidence relating to the special architectural or historic interest of the building which was not previously considered. Further details of the review criteria and process and how to request a review are contained in the annex to this letter.

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Please do not hesitate to contact me if I can be of any further assistance. More information can also be found on our website at <https://historicengland.org.uk>.

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Yours sincerely

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Cara Organ

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Listing Coordinator

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Listing Team North

Historic England

37 Tanner Row

York

YO1 6WP

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### **Privacy Policy**

We will always store your personal details securely. We collect data that you provide to us and only ever collect the information we need in order to carry out our statutory purposes and that helps us to deliver and improve our services. We will only share personal data when we are required to by law or with carefully selected partners who work for us. If you would like to know more or understand your data protection rights, please take a look at our privacy policy.

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<https://www.historicengland.org.uk/terms/privacy-cookies/>

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For a hard copy of the privacy policy please contact us.

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### **Freedom of Information**

Historic England is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which provide a general right of access to information we hold. We may provide the information you have supplied in response to a request made under this legislation,

subject to any exemptions which apply. Historic England will consult with external parties as necessary prior to releasing information.

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## Annex 1

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### Review Criteria and Process

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A review will only be carried out in the following circumstances:

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(1) there is evidence that the original decision has been made wrongly. Examples would include:

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- where there was a factual error, eg. the wrong building was listed; or
- where there has been some irregularity in the process which has affected the outcome, eg. relevant considerations were not taken into account or irrelevant considerations were taken into account.

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(2) there is significant evidence which was not previously considered, relating to the special architectural or historic interest of the building, as set out in the Planning (Listed Buildings and Conservation Areas) Act 1990. An example would be where new evidence relating to the date of a building has been discovered which might make a material difference to the architectural or historic interest of the building.

Having conducted a review, the Secretary of State will either affirm or overturn the original decision. It is important to understand that the original decision will stand until the Secretary of State has made a decision on whether the original decision should be affirmed or overturned. If the original decision is overturned, this will not have retrospective effect.

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### How to request a review of a listing decision

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Reviews are carried out by the Department of Digital, Culture, Media and Sport and review requests should be made on the Department's "Listing Review Request Form". The Form is accompanied by Guidance to assist you in making a review request. Both the Form and the Guidance can be downloaded from the "Reviews of Listing Decisions" page of the Department for Digital, Culture, Media and Sport's website at:

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<https://www.gov.uk/how-to-challenge-our-decision-to-list-or-not-list-a-building>

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If you are unable to access the website please contact:

The Listing Review Officer

Heritage Protection Branch

Culture Team

Department for Digital, Culture, Media and Sport

4th Floor

100 Parliament Street

London

SW1A 2BQ

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Review requests should normally be made within 28 days of the date of this letter. Requests made beyond this period may be considered in exceptional circumstances.

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## Expression of Interest

### Notes

The Expression of Interest form (EOI) is mandatory for anyone thinking of applying for a grant above £250,000. We will use the information you provide in the EOI to decide whether or not to invite you to submit a development phase application. An invitation to apply does not guarantee a grant from us in the future but does indicate that we see potential in your initial proposals.

We aim to respond to your EOI within 20 working days of receipt. If we decide to invite you to apply, we will contact you to discuss next steps.

You must read the application guidance before submitting this form. This can be found on our website.

You will be able to save this document as you work on it.

If you decide to copy and paste text directly into your application, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limit.

### Summary

**Name of your organisation**

Appleby Town Council

**Project reference number**

OL-18-07332

**Project Title**

Please choose a title which you think best describes your project.

Moot Hall

**Date submitted**

04/03/2019

## Section One - Your Organisation

### 1a. Name and address of your organisation

<b>Name of your organisation</b>	Appleby Town Council
<b>Address line 1</b>	Appleby Town Council
<b>Address line 2</b>	Moot Hall
<b>Address line 3</b>	Boroughgate
<b>Town / city</b>	APPLEBY-IN-WESTMORLAND
<b>County</b>	Cumbria
<b>Postcode</b>	CA16 6YB

### 1b. Is the address of your project the same as the address of your organisation?

Yes

### 1c. Details of main contact person

**Name**

Caroline Dodgeon

**Position**

Town Clerk

### Is the address of the main contact person the same as the address in 1a?

Yes

### Daytime phone number, including area code

01768 51177

### Alternative phone number

**Email address**

clerk@applebytown.org.uk

**Tell us about any particular communication needs this contact has.**

**Please note that there is a limit of 50 words for this question.**

Please note my working hours are Monday - Friday 12 noon to 5pm.

**For projects based in Wales, which language should we use to communicate with the main contact?**

- English
- Welsh
- Both (Bilingual)

**1d. Legal status of your organisation**

**Please select one of the following:**

Local authority

**1e. Do you consider your organisation's mission and objectives to be:**

**Please select the options that apply**

- Black or minority ethnic-led
- Disability-led
- LGBT+-led
- Female-led
- Young people-led

**And in Northern Ireland only:**

Mainly led by people from the Protestant communities

**1f. Where did you hear about us? Please pick from list or specify below.**

Heritage agency

## Section Two - Project Proposal

2a. Please tell us about your project. In particular, please try to cover:

- Heritage focus
- What will the project do (capital work and activities)
- What programme outcomes you are hoping to achieve. Please note that we expect all projects to achieve the outcome 'A wider range of people will be involved in heritage.'
- Why you want to do this project (what is the need and demand)
- Feasibility or options work done so far
- Timescales
- Overall cost including a short breakdown of key items of expenditure

**This section of the form has a total word count of 800 words. Please note that dashes in the text count as whole words.**

The Moot Hall is a II\* listed building in Appleby-in-Westmorland, Cumbria; the former County town of Westmorland, which is owned and occupied by the Council. It was built around 1596 for the Borough of Appleby, which was established by royal charter in 1179. On the first floor is the Council Chamber, where the Council holds its meetings; and the Clerk's office. The Council operates the Tourist Information Centre (TIC) from the ground floor and further ground floor space is let as a retail unit.

An Architectural Investigation and Assessment of Significance was published by Historic England in August 2018. The report identifies that the building is of national significance and is thought to be one of only two nationally, of its age, still being used today for its intended purpose.

<http://research.historicengland.org.uk/Report.aspx?i=16023&ru=%2fResults.aspx%3fp%3d1%26n%3d10%26rn%3d25%26ry%3d2018%26ns%3d1>

Historic England and the Council funded a condition survey, undertaken in 2016, that identified significant repairs to the building were required with an estimated cost of £0.5M.

Appleby-in-Westmorland became one of Historic England's first Heritage Action Zones (HAZ) in April 2017. The HAZ is a partnership between Historic England, Eden District Council and the Council. The focus is to restore and revive Appleby's heritage, following the devastating floods in 2015/2016, promoting the town as a heritage tourism destination to boost the local economy and improve the wellbeing of the community. The Moot Hall is an identified key project.

Crosby Granger Architects were commissioned to undertake an options appraisal to identify how best to improve public access and create more publicly accessible usable space. This process initially identified 8 options for both the layout of the building and its use. Following consultation with the local community these options were reduced to 3 preferred options and following further consultation a final option was approved by the Council in January 2019.

<https://applebytown.org/wp-content/uploads/PostImages/Moot-Hall-Appleby-Final-Report.pdf>

The Council wishes to embark on an ambitious project that will return part of the building to a former three store design and also create new space. The Moot Hall will become much more accessible with the installation of a lift and the focal point for heritage in the town. The project will also ensure that this significant and iconic building is conserved and protected for future generations.

The Council Chamber will be open to the public for heritage visits. A new flexible space will be created on the same level to facilitate a programme of exhibitions, talks, tours, activities and events. The project will unlock and better explain the history of the Moot Hall, the Council and the town, allowing a number of artifacts from the Council to be displayed. The Town Clerk's office will be relocated to the newly created third floor.

The project will unlock hidden heritage and bring new people into the building fostering a greater sense of pride and ownership among the local community. More visitors will use the building as it becomes the focal point for heritage in the town. The history of the building will be better explained to deliver an exciting visitor experience.

A refreshed TIC will provide a more modern and open space for visitors which will lead to more business for

shops, cafes and pubs in the town. A small new retail unit will be created bringing new business opportunities to the town, whilst the existing retail unit will be retained.

The project already benefits from strong support from Eden District Council and Historic England.

The project will deliver a historic building that is in better condition and has reduced environmental impacts, resulting in the Council being a more resilient organisation.

There will be more public space and improved access with the building and town's heritage better interpreted and displayed; creating learning opportunities for both the visitor and local community.

There will be greater community engagement and utilisation of volunteers. Developing skills and instilling a sense of pride and ownership in the local community.

Greater accessibility will help to change our audience profile to include people from a wider range of ages, ethnicity and social backgrounds.

The project will boost the local economy by attracting new heritage visitors to the town, extending their stay and spend. Appleby as a result will be a better place to live, work and visit with an improved sense of wellbeing.

It is anticipated that the development phase will take between 12 – 18 months and the build phase approximately 12 months.

The cost of the access improvements and conservation work is estimated at £0.5M and the creation of more space and development improvements a further £0.5M.

## **2b. How much are you likely to ask for from us?**

£1,000,000

## **2c. When are you likely to submit a development phase application if invited to do so?**

### **Please note that there is a limit of 200 words for this question.**

A considerable amount of work has already been undertaken to progress the project, including:

- A condition survey completed in 2016 by Blakett-Ord Conservation Architects;
- Historic England's Architectural Investigation and Assessment of Significance Report published in August 2018; and
- The Options Appraisal undertaken by Crosby Granger Architects and Amion Consulting also in 2018.

We are currently seeking further funding via the HAZ project to progress the development phase.

It is anticipated that once funding has been secured to progress the development phase the process will take between 12 and 18 months.

NB Question 1e does not relate to the multi choice answers given.

## **Section Three - Submission**

**Your local team may wish to use your email to send you invitations to workshops or events they are running for potential applicants, or other useful information about our grant programmes. Please tick this box if you would like to receive this information by email. You can unsubscribe at any time.**