

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 21 January 2014 at 7.30 pm there were present:

The Mayor - Councillor Sue Pike - in the Chair

The Deputy Mayor - Councillor Phil Seeva

Councillors: - Rachel Brooks, Ian Goldsworthy, Adam Hodgkins, Roger Holmes, Sally Hawken, Nick Mallard, Jane Pascoe, Anne Purdon, James Shrubsole, Lorna Shrubsole, Hella Tovar

Minute Clerk - Mr Stuart Houghton

Members of the Public - John Tovar, Ray Meadows, Jack Mann, Bridget Mann, Robert Collins, B. Angno, Malcolm Mort, D. Larner and Jan Hare

Members of the Press - Ailsa MacMillan, Cornish Guardian, Viv Twornicki, Cornish Times

Before the commencement of the meeting, the Mayor invited Councillor Purdon to lead with prayers

The Mayor then convened the Council and informed as to Housekeeping matters

### **653/13 OPEN SESSION**

No members of the public present wished to address the Council.

### **654/13 APOLOGIES**

Apologies were received from Councillor Tony Powell, Christina Whitty and Cornwall Councillor Mike George. An apology was also received from the Town Clerk, Andrew Deacon.

### **655/13 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE**

No declarations of interests were made.

### **656/13 MAYORS REMARKS**

The Mayor stated that she hoped everyone had enjoyed the Christmas break as much as she had. Her return from Ireland had corresponded with the improvement in the weather. She had attended the recent Passing out Parade at HMS Raleigh and had been impressed by the sense of family, in the establishment, and the pride of the cadets. She had attended a 102 birthday party, unfortunately the recipient had slept through the

event. The Liskeard and Looe Rifle Club had invited her to their AGM, but she did not think she had gained any sharpshooting skills

The Mayor then reminded Members that the Civic Ceremony in the Methodist Church would be held on Sunday 2 February 2014, the theme for the service would be children and youths, she wanted all youth groups to be contacted and asked to attend. Tea and coffee would be provided after the service, would Councillors please supply light refreshments.

Finally the current term of Mayor was coming to an end, and she would not be seeking re-election, therefore please think about who might be the successor. This would be an item on next month's Agenda.

### **657/13 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 17 DECEMBER 2013**

#### Corrections

#### Mayors Remarks (Minute 567/13)

Councillor Pascoe, not Councillor Purdon gave the reading at the Mayor's Carol service.

#### Committee Reports (Minute 570/13 (d)(1))

The Chamber of Commerce had a dictaphone.....change "recordings of meetings were erased after the minutes of meetings had been held" to "had been approved."

#### Neighbourhood Plan (Minute 571/13)

Steve Beresford Foster should read Steve Besford Foster.

Councillor Mallard expressed his concern about the Neighbourhood Plan report given at the December meeting of the Town Council, and the proposal for the Town Team to offer the Town Council a grant and collaboration on the production of the new Town Council Website. There was case law that prohibited matters being resolved if they were not included on the Agenda for the meeting.

The Mayor agreed that there had been confusion, the matter was included on the Agenda for this meeting for discussion and agreement.

Councillor Purdon proposed, the Councillor Hodgkins seconded and the Council **RESOLVED**, that with the above correction, the Minutes of the Meeting of the Town Council held on Tuesday 17 December 2013 be adopted.

### **658/13 MATTERS ARISING**

None

### **659/13 COMMITTEE REPORTS**

**a) PLANNING COMMITTEE HELD ON TUESDAY 17 DECEMBER 2013**

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 17 December 2013.

Members **RESOLVED** to **APPROVE** the **RECOMMENDATIONS** made in Minute 477/13 (Applications for Consideration).

**b) FINANCE AND STRATEGY COMMITTEE MEETING THURSDAY 19 DECEMBER 2013**

The Council noted the Minutes of the Finance and Strategy Committee Meeting held on Thursday 19 December 2013.

Matters Arising

None.

Recommendation

The Finance and Strategy Committee recommended to the Council that the Communication and Engagement Committee continue the work for Signage; when costing's were agreed by Council and the Finance and Strategy Committee, they could be transferred from Earmarked Reserves if necessary.

Councillor Brooks proposed an amendment to this, to add "without the need for further referral to the Finance Committee, subject to the approval of the Council as normal.

Councillor Brooks proposed, Councillor L. Shrubsole seconded and the Members **RESOLVED** that the amendment and recommendation be agreed. Two Councillors abstained from the vote.

**c) PLANNING COMMITTEE MEETING TUESDAY 7 JANUARY 2014**

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 7 January 2014.

Correction

Open Session (Minute 595/13)

Add "administrative" between "an" and "oversight"

Applications for Consideration (Minute 601/13(PA13/08815))

After "the Council **SUPPORT** the application" add "subject to the opinion of the Conservation Officer"

The Council **RESOLVED** to **APPROVE** the **RECOMMENDATIONS** made in (Minute 601/13) Applications for Consideration.

**d) COMMUNICATION AND ENGAGEMENT COMMITTEE TUESDAY 7 JANUARY 2014**

Councillor Brooks reported that the briefs for the maps for the granite plinths had been issued and that the plinths would be installed by Pipers.

The Council noted the Minutes of the Communication and Engagement Committee Meeting held on Tuesday 7 January 2014.

**Recommendations**

The Deputy Mayor gave the Council an outline of the proposals for the new Town Council and TIC websites. The Committee recommend that these Websites had synergy with the Town Team Website, and that the same designer was used. The Town Team brief had been circulated and used as a model for the Town Council and TIC Websites.

The Communication and Engagement Committee Recommended to the Council that

1. A budget of £500 be allocated for a new Town Council Website, which would complement the new TIC Website.

The Deputy Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** that a budget of £500 be allocated for the new Town Council Website.

2. The Town Council would request tenders for a designer for the Town Council and TIC websites and to liaise with the Town Team regarding the possibility of using the same designer, in order to provide a unified look for the Websites.

Councillor Brooks informed the Council that the Town Team had met the previous day. They had confirmed that they wanted to work with the Town Council and wished to make a grant to the Town Council towards the cost of the new Website. Comments made included;

- The Town Council and the Town Team were separate organisations, the Town Council could only comment on its own and TIC Websites
- The procurement for the Websites could be done through the Town Council
- The grant towards the cost of the Website should be confirmed by the Town Forum. Problems had been previously experienced in receiving monies from other groups, the accountable body should confirm that this was in order
- The need for the Forum to approve the grant was stated to be not necessary. The Town Team had been in existence for twelve months and did not need to request permission to spend monies
- The Chairman of the Forum had expressed his agreement to the grant to the Town Council
- The proposed Town Team legacy arrangements were briefly outlined

Councillor Brooks proposed, Councillor L. Shrubsole seconded, and the Council **RESOLVED** an amendment to the recommendation that the wording recorded in the minutes be used for this item, i.e.

“The Town Council should liaise with the Town Team to select a single designer to fulfil the

separate Town Council and Town Team briefs”.

The amendment became the motion, the Deputy Mayor proposed, Councillor Hodgkins seconded and the Council **RESOLVED** that a single designer be commissioned to fulfil the Town Council and Town Team Website briefs.

3. The Town Council should submit the response to Cornwall Council regarding the Open Space Survey.

Councillor J. Shrubsole gave a report on this survey then proposed that the Council submit the report to Cornwall Council. Councillor Purdon seconded and the Council **RESOLVED** that the response be sent.

4. The Town Council should adopt and submit to Cornwall Council the policy in relation to open spaces.

Councillor J. Shrubsole gave a report on this policy. Councillor Holmes proposed, Councillor Brooks seconded and the Council **RESOLVED** that the policy be adopted and forwarded to Cornwall Council.

#### **e) MUSEUM MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 13 JANUARY 2014**

The Council noted the Minutes of the Museum Management Committee Meeting held on Monday 13 January 2014.

Councillor Brooks expressed the Council's congratulations to the Curator for obtaining the grant from Virador Credits.

#### **Recommendations**

Recommendations would be made in Part II.

#### **f) PROPERTY COMMITTEE**

The Council noted the minutes of the Property committee meeting held on Monday 14 January 2014.

Councillor Goldsworthy reported to the Council that the Museum Curator was preparing a Planning Application for a permanent noticed board at the entrance to the Museum. Currently information was posted on the railings and was not available when the Museum was closed.

Councillor Mallard proposed, The Mayor seconded and the Council **RESOLVED** that the Planning Application should proceed.

#### **660/13 RECORDING OF MEETINGS**

the Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** that this matter be deferred for a month to allow costings and legal advice to be obtained.

### **661/13 PRECEPT**

The Mayor reported that the Council had not received any information concerning the capping of the Precept, therefore the amount submitted was still valid.

The papers submitted to Cornwall Council to explain the Precept would be provided to Councillors.

### **662/13 SEALING OF TENANCY FOR NO 4 THE ARCADE**

The Mayor explained that the lease for the new tenant at No 4 The Arcade had been prepared and signed by the tenant. She asked the Council for permission to sign the agreement. The Council **RESOLVED** that the lease be signed by the Mayor, which she did.

### **663/13 TO RECEIVE THE NOTES OF THE NEIGHBOURHOOD PLAN WORKING PARTY**

The following papers had been circulated;

- Report of meeting held on Wednesday 8 January 2014
- Proposed Terms of Reference
- Proposed Project Plan

Councillor Shrubsole gave a resume on the progress to date. The Terms of Reference and Project Plan had been prepared by Steve Besford Foster. Members of the public would be asked to join the working party as special needs became apparent.

Councillor Brooks proposed an amendment to the number of Members required to

form a quorum on page 2. She suggested that the number of Members required for the meeting to be quorate should be 50% of the Members. She felt this was a better method rather than stating a number as membership could change as the work progressed. Councillor L. Shrubsole seconded this amendment and the Council **RESOLVED** that the number of Members of the Neighbourhood Plan working group required to be quorate would be half of the registered Members.

Councillor Mallard proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to ratify the formation of a Neighbourhood Plan Working Party, to commission the Working Party to develop and recommend actions on the Neighbourhood Plan on behalf of the Town Council, subject to the Terms of Reference regarding meeting procedures, reporting, appointment of sub-groups and the delegation of the Financial Powers within the approved budget.

### **664/13 CC PLANNING DECISIONS**

The Cornwall Council Planning Decisions, as Addendum 1, were noted.

### **665/13 ACCOUNTS**

Councillor Goldsworthy declared an interest in item 100835 and Councillor Purdon declared an interest in item 100822. They took no part in the discussion.

The Accounts as Addendum 2 were noted.

### **666/13 OTHER REPORTS**

#### **a) Town Forum Meeting Wednesday 13 November 2013**

The Minutes of the Town Forum meeting held on Wednesday 13 November 2013 were noted.

#### **b) Town Team Report**

Councillor Brooks referred to papers that had been circulated. She said that the Town Team had been successful in being awarded a “resilience” survey. Liskeard was one of only nine towns to be offered this facility. This could help in deciding the future for the Town.

The Town Team would stand down in the spring, they were actively seeking a successor body which would be business led; hopefully it would include representatives from the Town Council and members of the public. Until details were known this could only be agreed in principle.

### **667/13 VERBAL REPORT ON THE PLANNING MEETING HELD EARLIER THIS EVENING**

Councillor Purdon reported that the meeting had started at 6.00pm with a presentation from Persimmon Homes. Six members of the public were present and had been well behaved.

Cornwall Council had presented further information about the retention of a fence at Catchfrench Crescent. The Planning Committee had agreed to **OBJECT** to this.

Two Planning Applications had been considered this evening, both had been supported.

It had been reported to the Committee that a close boarded fence had been erected at Carwinnion Terrace. It was thought that this was in the Conservation Area and was unsuitable. The matter would be reported to the Conservation Officer.

### **668/13 CORRESPONDENCE**

A letter had been received from Hillfort School asking for the Council’s agreement for them to include the Public Hall in their Emergency Evacuation Plan. They have 350 pupils and 40 staff and the Public Hall was the closest building to the school that could accommodate these numbers. In the event of an evacuation, the school would contact parents for them to collect their children whilst they were walking to the Public Hall.

The Council **RESOLVED** that the school be allowed to list the Public Hall as their first venue in the case of an emergency evacuation.

**669/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

**670/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

1. No 4 The Arcade
2. Accident in Public Hall, December 2013
3. Cattle Market
4. Museum Recommendations

**671/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Public Bodies (admission to meetings) Act 1960 it was **RESOLVED** that the members of the Press and Public be re-admitted to the Meeting.

Members ratified the discussions held in closed session.

**672/13 DATE OF NEXT MEETING**

The next meeting of the Town Council would be held on Tuesday 18 February 2014 at 7.30 pm in the Council Chamber.

29 November 2013

Dear Rachel,

The Association of Town and City Management (ATCM) is pleased to let you know your submission to have a resilience assessment undertaken of the Liskeard Portas Pilot has been successful. This work is part of the Department for Communities and Local Government (DCLG) funded support for Town Teams across England and will be delivered by the Centre for Local Economic Strategies (CLES).

This 'light touch' resilience assessment of your town will involve 4.5 days primary and secondary work by CLES, and is expected to include:

- A general reviewing of data and documents
- Interviews with key partners from the public, private and social sectors
- A workshop bringing together a range of stakeholders in your town

Following this, CLES will develop a report to help inform your Town Team's next steps. It will:

- Pinpoint how resilient your town is using their bespoke assessment criteria
- Highlights your town's ability to respond to changes and its agility in seizing opportunities
- List specific resilient and un-resilient qualities
- Develop and recommend actions to maintain or improve your resilience in the future

A total of nine locations across England have been chose. CLES aims to begin work early in the New Year, and such we would be grateful if you could confirm your participation and, where possible, provide the key contact (if this not yourself) who will help coordinate the consultation activities. Please reply to Laura Symonds of CLES ([laurasymonds@cles.org.uk](mailto:laurasymonds@cles.org.uk), 0161 236 7036).

We look forward to hearing from you,

Yours sincerely

Martin Blackwell

Chief Executive

Association of Town and City Management (ATCM)

Neil McInroy

Chief Executive

Centre for Local Economic Strategies (CLES)

Town Council 21 January 2014

## **LISKEARD TOWN TEAM REPORT TO LISKEARD TOWN COUNCIL JANUARY 2014**

### **Recent and current activity**

- In November, workshops were held with traders on window dressing and on using social media. Feedback was good and the businesses have been trying out their new skills.
- A vintage Christmas market was held in December which built on the success of the previous year's market with over 500 attending. Feedback from shoppers and stallholders was very good.
- A Christmas brochure was produced and widely distributed setting out what the town had to offer in the run-up to Christmas.
- The photo project promoting local traders is currently being exhibited again at Stuart house and an advertising campaign including these images is being planned.
- A brief has been drawn up for a website connecting shops with shoppers and it will be sent out to tender soon.
- Businesses in the town have been working with the Town Team to develop a car parking refund scheme. So far over 30 businesses are signed up to participate for a year. Cornwall Council has agreed to fund the changeover costs to two-part tickets. The Town Team is funding joint publicity. There is a lead in time for the changeover but it is hoped to have the scheme in place by the spring.
- The Town Team successfully bid to be one of 10 whose town would receive a resilience assessment from the Centre for Local Economic Strategies (CLES) – see attached letter. As a key stakeholder in the town, it is hoped that the Town Council will participate in this. The Town Team is also looking at commissioning CLES to produce its final report.

### **Future options**

The Town Team is aiming to conclude its work by the end of the financial year. It has been discussing the options for a successor body. One proposal is a business-led organisation which would have some representation from local statutory bodies and volunteers. We have been asked to canvass our organisations about their views and whether they would want to be represented on such an organisation. Please let me have your feedback on this.

Rachel Brooks  
15 January 2014

Town Council 21 January 2014